Lekha — Owner's Guide

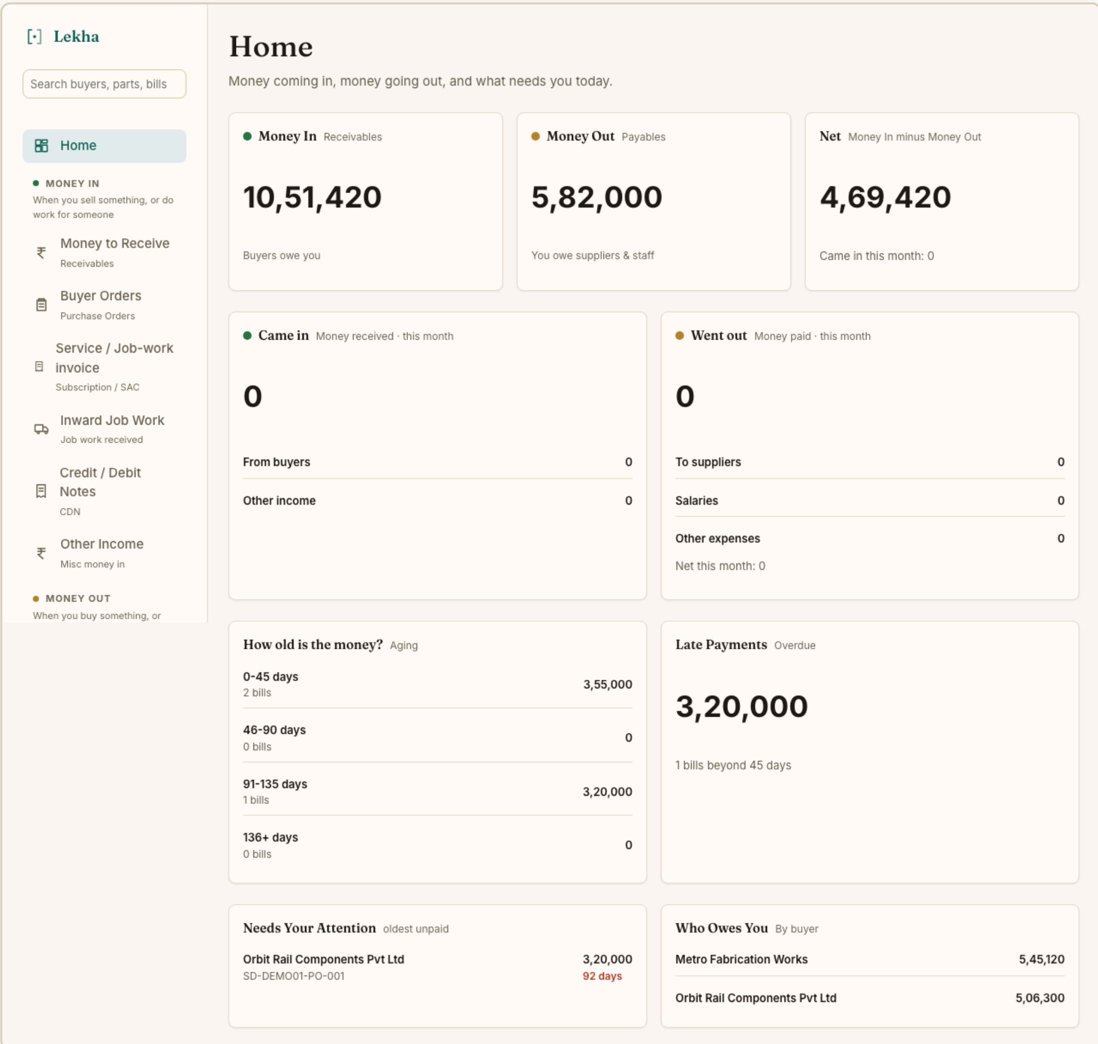
This is the plain-language guide to running your business in Lekha. It walks through every screen and every flow: **where** to click and **how** to do each thing, step by step.

Lekha answers two questions:

- **Money In (paisa aana)** — what your buyers owe you (Receivables).
- **Money Out (paisa dena)** — what you owe your suppliers and staff (Payables).

The one rule to remember: Lekha **records** what happened — it never moves your money. When you "record a payment," no bank or UPI transfer takes place; you are only writing down what you already paid or received outside Lekha. Wherever a document is sent to the government (e-invoice / e-way bill), Lekha files it on your behalf through a licensed provider — it is never the portal itself, and you stay responsible (check anything tax-related with your CA).

Home — Money In, Money Out and Net at a glance



Where is everything? (quick reference)

I want to...	Go to
See the big picture	**Home**
See who owes me / the MSME clock	**Money In → Money to Receive**
Record a buyer's order	**Money In → Buyer Orders → Record PO**
Dispatch goods (challan)	Open the order → **Dispatch against PO**
Handle a ₹50k+ e-way bill	After dispatch, the **E-way bill** screen
Make one monthly invoice	Open the order → **One monthly invoice**
Bill a subscription / service	**Money In → Service / Job-work invoice**
A customer sends you material to process	**Money In → Inward Job Work**
Print a purchase order	Open the order → **Print PO** (suppliers: **Print** on the row)
See or reprint a document	**Master Database → Documents**
Record other money in	**Money In → Other Income**
See / pay supplier dues	**Money Out → Money to Pay**
Record a supplier's bill	Open the supplier order → **Record supplier invoice**
Order raw material	**Money Out → Raw Material POs**
Send material for job work	**Money Out → Job Work**
Mark daily attendance	**Money Out → Attendance**
Run month-end salaries	**Money Out → Salaries**
Record other money out	**Money Out → Other Expense**
Check stock on hand	**Stock**
Add or edit a buyer/part/etc.	**Master Database**
Change thresholds, branding, GST	**Settings → Settings**
Pull a report for my CA	**Settings → Reports**
Get help	**Settings → Support → New ticket**
Change my password / turn on 2FA	**My name (bottom of sidebar) → Account**

1. Getting started

1.1 Create your account

1. Go to the Lekha website and open **Sign up**.
2. Fill in **Company name**, **Your name**, **Email**, and a **Password** (at least 8 characters).
3. Tick **"I agree to the Terms and Conditions and Privacy Policy."**
4. Click **Create account**.

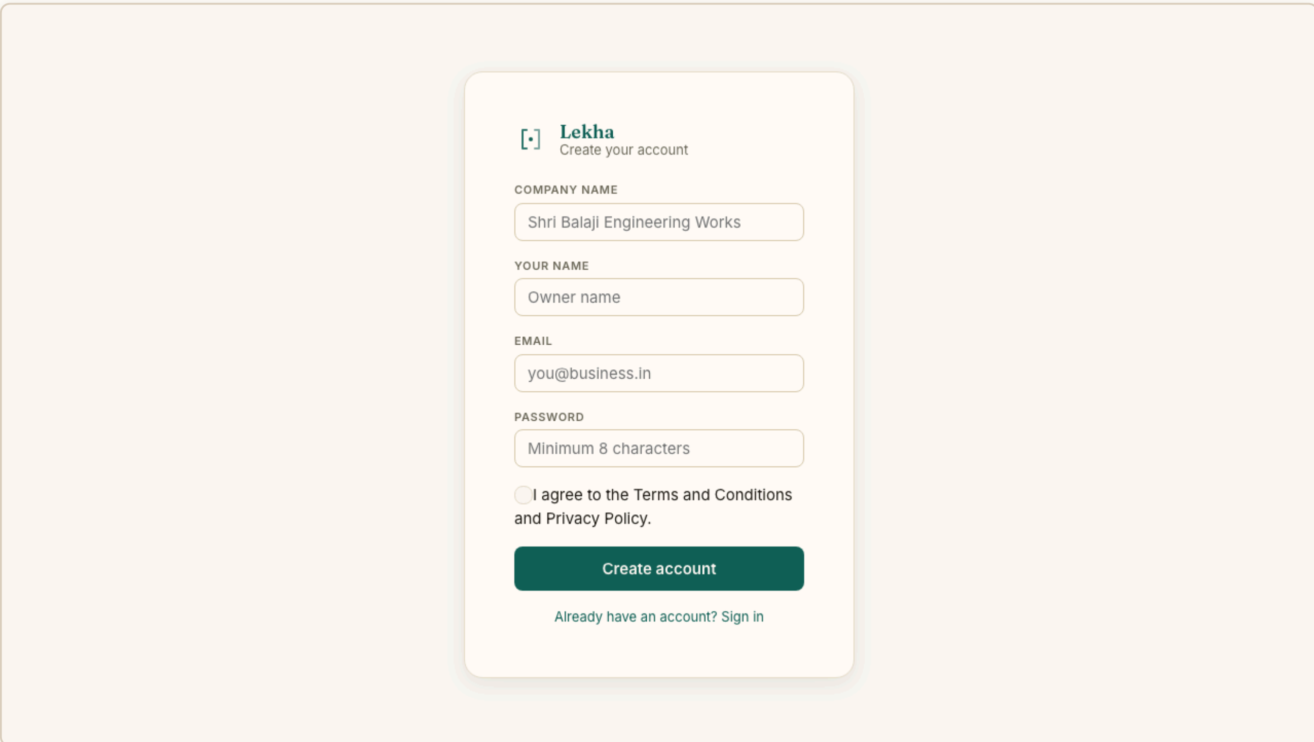
You can sign in straight away. (If you skip the tick, Lekha says:

"Please accept Terms and Privacy Policy to continue."

)

Every new account starts with a **15-day free trial** — everything works, nothing is held back. A strip at the top shows how many days are left. When the trial ends, Lekha becomes **read-only**: you can see and print everything, but new entries wait until you upgrade to a paid plan. Your records are safe and stay yours.

Create your account

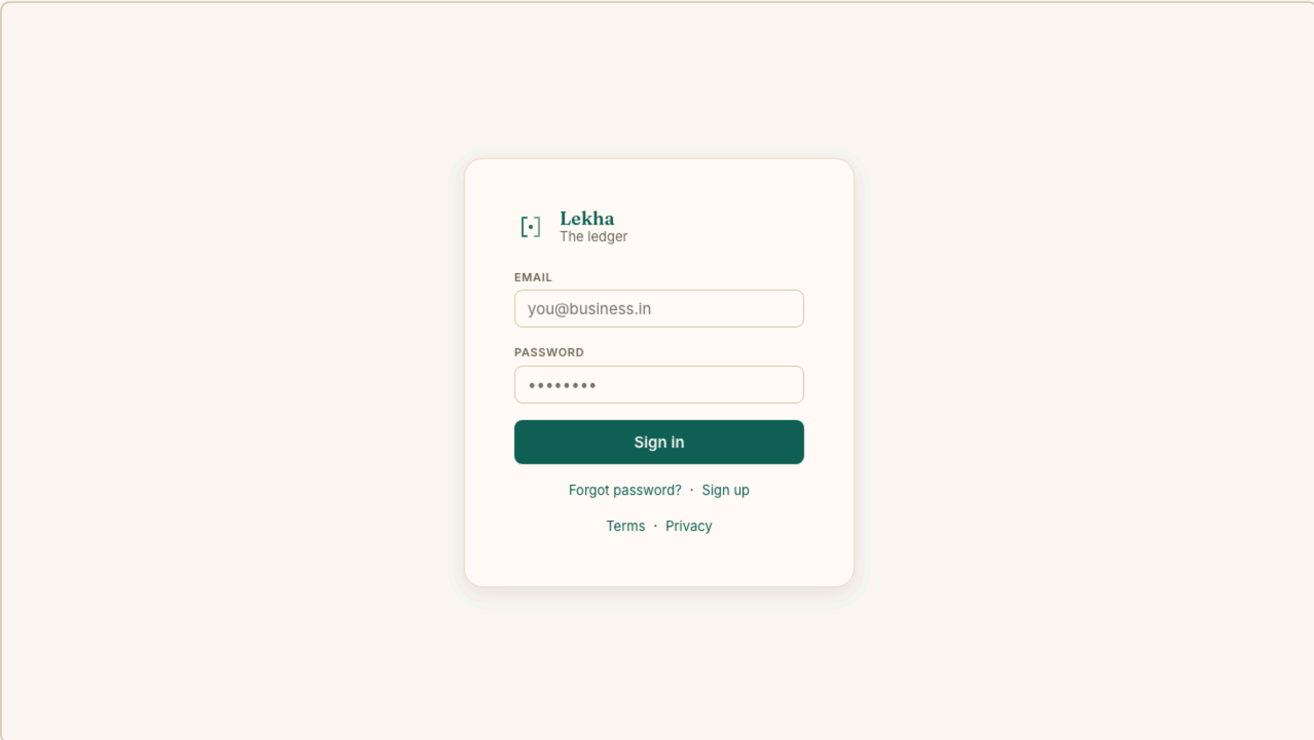


1.2 Sign in

1. Open **Sign in** (`/login`).
2. Enter your **Email** and **Password**, click **Sign in**.

Forgot it? Click **Forgot password?**, enter your email, click **Send reset link**, then open the link in your inbox, type a new password (at least 12 characters) twice, and click **Update password**. If your account got locked from too many tries, the same reset link unlocks it.

The sign-in screen



1.3 Use Lekha on your computer (optional)

Lekha runs in any web browser, but you can also install it as a **desktop app** — its own window and icon, no browser tab needed.

1. On the Lekha website, find **Download** in the top bar and click it.
2. Pick your computer — **Windows** or **macOS** — and the installer downloads.
3. Open the downloaded file, install it like any other app, then launch **Lekha** from the Start menu (Windows) or Applications (Mac).

It is the same Lekha as the website — same sign-in, same screens — so it needs an internet connection to work. The **Download** button only appears on a computer; on a phone or tablet, use the website.

1.4 Find your way around (the sidebar)

The left sidebar is your map. It is grouped exactly the way the business works:

- **Home** — the dashboard.
- **Money In** (*when you sell something, or do work for someone*) — Money to Receive · Buyer Orders · Service / Job-work invoice · Inward Job Work · Credit / Debit Notes · Other Income.
- **Money Out** (*when you buy something, or someone works for you*) — Money to Pay · Raw Material POs · Credit / Debit Notes (supplier) · Job Work · Attendance · Salaries · Other Expense.
- **Stock** — quantity on hand.
- **Master Database** — Buyers · Consignees · Suppliers · Parts (line items) · Stock · GST Rates · Staff · Users & Roles · Documents.
- **Settings** — Reports · Settings · Support.

At the bottom of the sidebar:

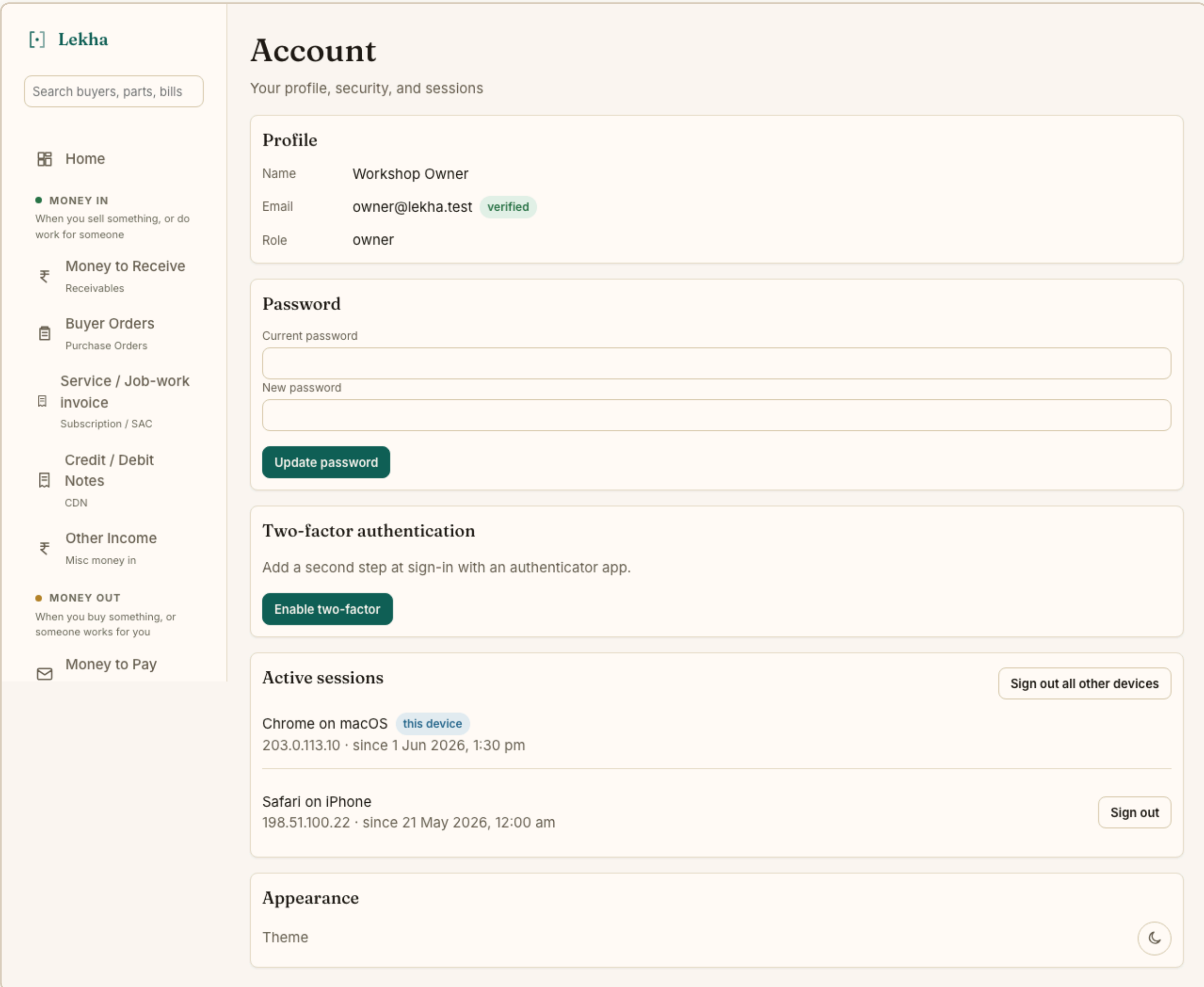
- Your **name and role** — click it to open your **Account**.
- **Sign out**.

1.5 Your account and security (`/account`)

Click your name at the bottom of the sidebar. Here you can:

- See your **Name**, **Email** (with a **Verified** / **Unverified** badge), and **Role**.
- **Change your password** — type your current password and a new one, click **Update password**.
- **Turn on two-step sign-in (2FA):** click **Enable two-factor**, add the shown key to an authenticator app (Google Authenticator, etc.), type the 6-digit code, click **Verify and activate**, then **save the recovery codes** somewhere safe and click **Done**. To turn it off later, enter your password and a current code and click **Disable two-factor**.
- See your **Active sessions** (other devices signed in).
- Switch between **light and dark** under **Appearance**.

Account — profile, password, two-factor, sessions



2. Set up your masters first

Every bill, challan, and invoice is built from your **masters** — your catalog and your parties. Set these up before you raise documents, in roughly this order: **Parts → Buyers (and Consignees) → Suppliers → Staff → Users**.

All master screens work the same way: a **list** with an **Add** button at the top right, and per-row **Edit** and **Delete**. Delete always asks you to confirm ("...This cannot be undone.").

> **In a hurry? Add a party or part without leaving the document.** Anywhere you pick a **buyer, supplier, part, or consignee** while raising a document, the dropdown ends with **+ Add new...**. Pick it, type the **name**, and click **Add** — Lekha saves it and selects it right away, so you don't have to set up masters first. It saves only the name; fill in the GSTIN, HSN, or other details later from the master list. This is handy if you don't keep a fixed list of parties or parts.

2.1 Parts (`Master Database → Parts`)

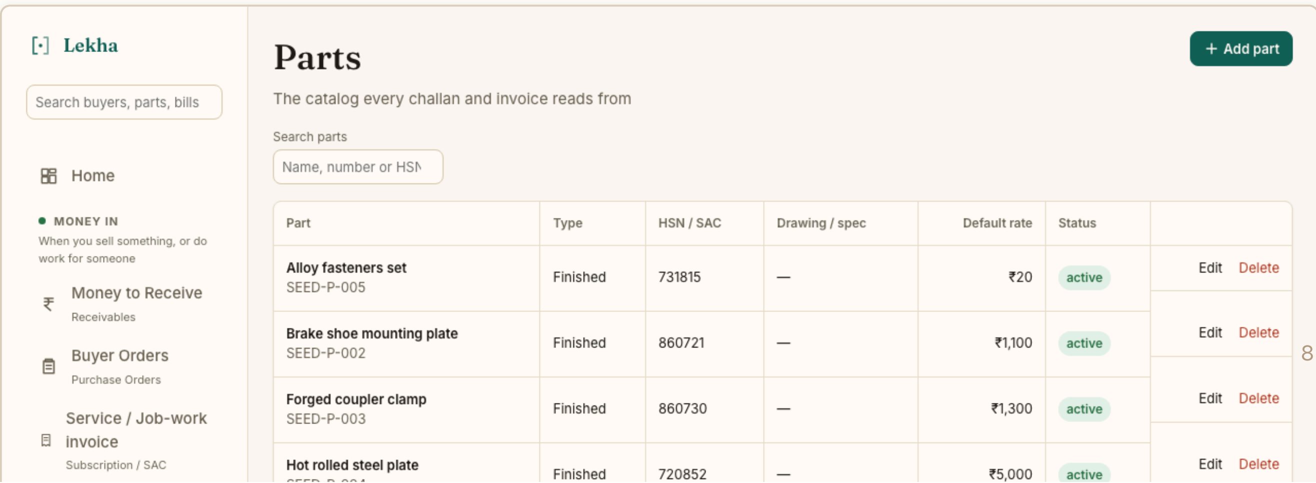
The catalog every challan and invoice reads from.

1. Click **Add part**.
2. Choose **Goods or service**:
   - **Goods** (a part you make or buy) — pick an **HSN code** (from your tax rates) and a **Part type** (Finished / Raw material).
   - **Service / Job work** — enter a **6-digit SAC code** instead of an HSN. A service has no stock and no HSN.
3. Fill **Part name**, **Part number**, **Unit** (Nos / Kg / Set), and **Default rate** (required). Add **Drawing / spec ref** for goods if you have it, and set **Status** (Active / Inactive).
4. Click **Save part**.

The parts list shows what each item **is** at a glance: the part name with its number underneath, a **Type** column (Raw material / Finished / Service), and the item's **HSN or SAC** code. Everywhere you pick a line item — on a PO, an invoice, a job-work challan — the list reads **name first** (`Bogie Side Frame · BSF-100`), so you find things by the name you use every day.

> **Tip:** Give every goods part its **HSN code** (and a tax rate for that HSN) so Lekha can build a correct GST document; give every service part its **SAC code**. A service part is what you bill on a **service invoice** (§4.12).

Parts catalog

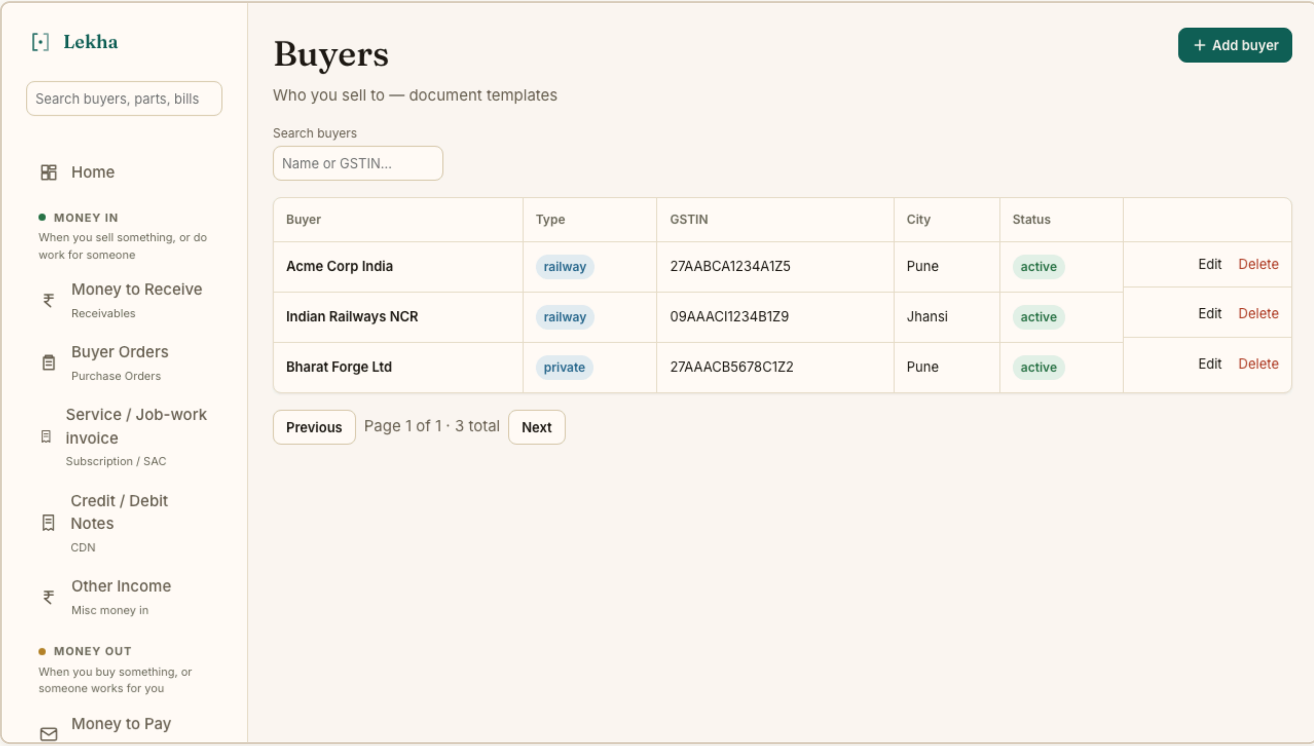


2.2 Buyers (`Master Database → Buyers`)

Who you sell to.

1. Click **Add buyer**.
2. Fill **Buyer name** and **Buyer type** (Railway / Auto-OEM / Government / Generic B2B). Add **GSTIN**, **City**, **State**, **Place of supply code** if known.
3. Click **Save buyer**.

Buyers

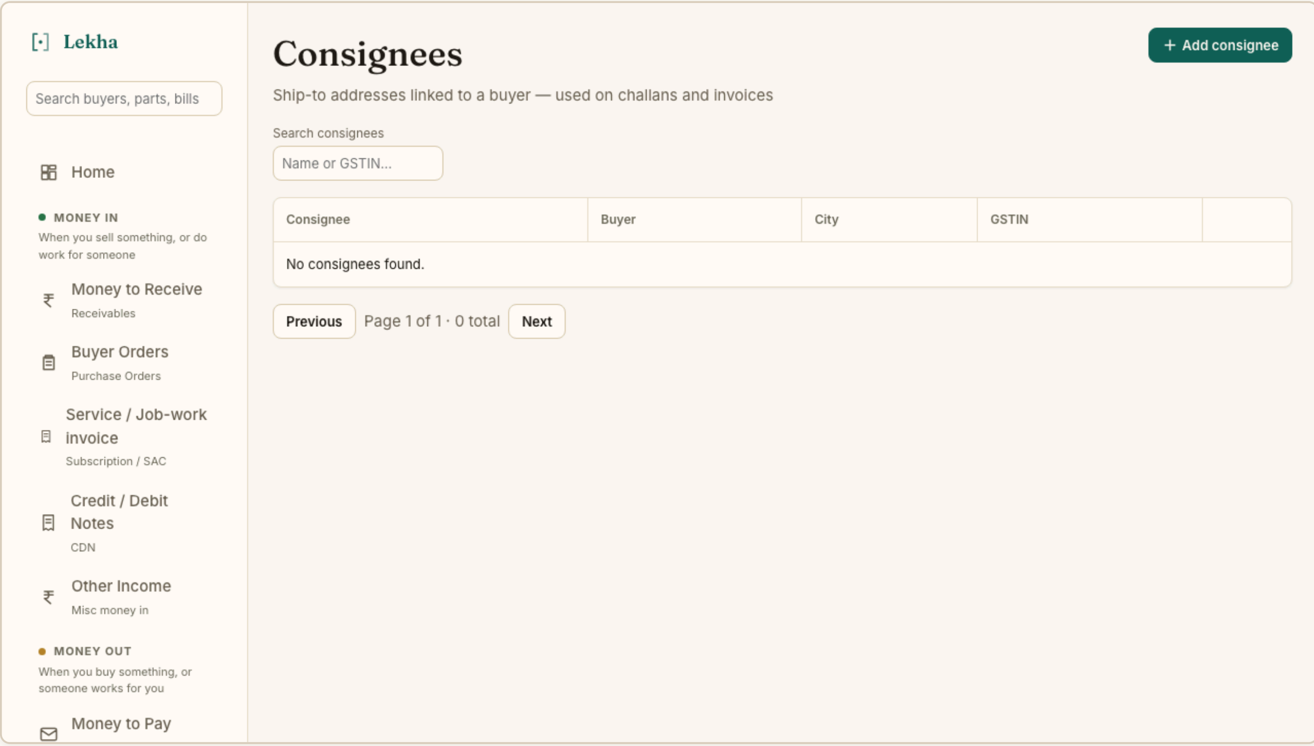


2.3 Consignees / ship-to (`Master Database → Consignees`)

A consignee is a **ship-to address that belongs to a buyer** — useful when goods go to a different site than the buyer's billing office.

1. Click **Add consignee**.
2. Pick the **Buyer** it ships for, fill the **Consignee name**, and add the **Address**, **City**, **State**, **State code**, **Pincode**, **GSTIN** as needed.
3. Click **Save consignee**.

Consignees (ship-to)

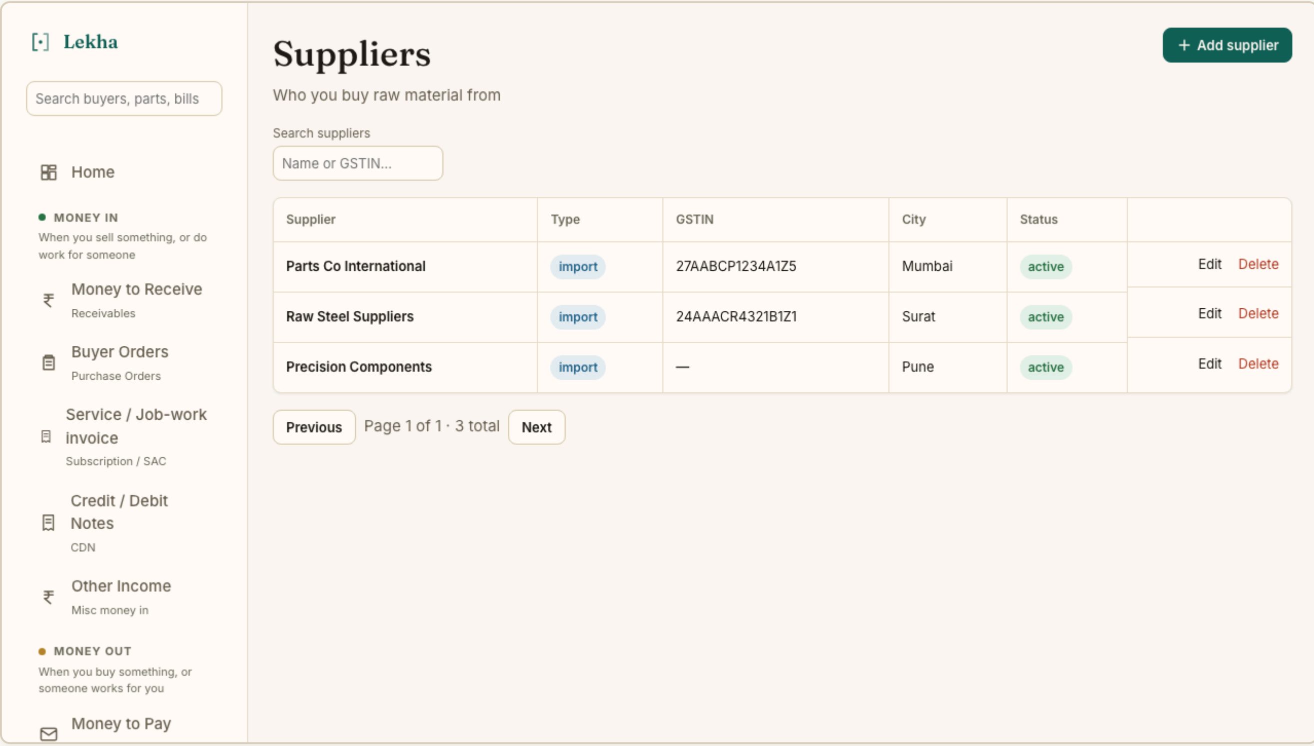


2.4 Suppliers (`Master Database → Suppliers`)

Who you buy raw material from.

1. Click **Add supplier**.
2. Fill **Supplier name** and **Type** (Domestic / Import). Add **GSTIN**, **Address**, **City**, **State**, **Contact person**, **Phone**.
3. Click **Save supplier**.

Suppliers

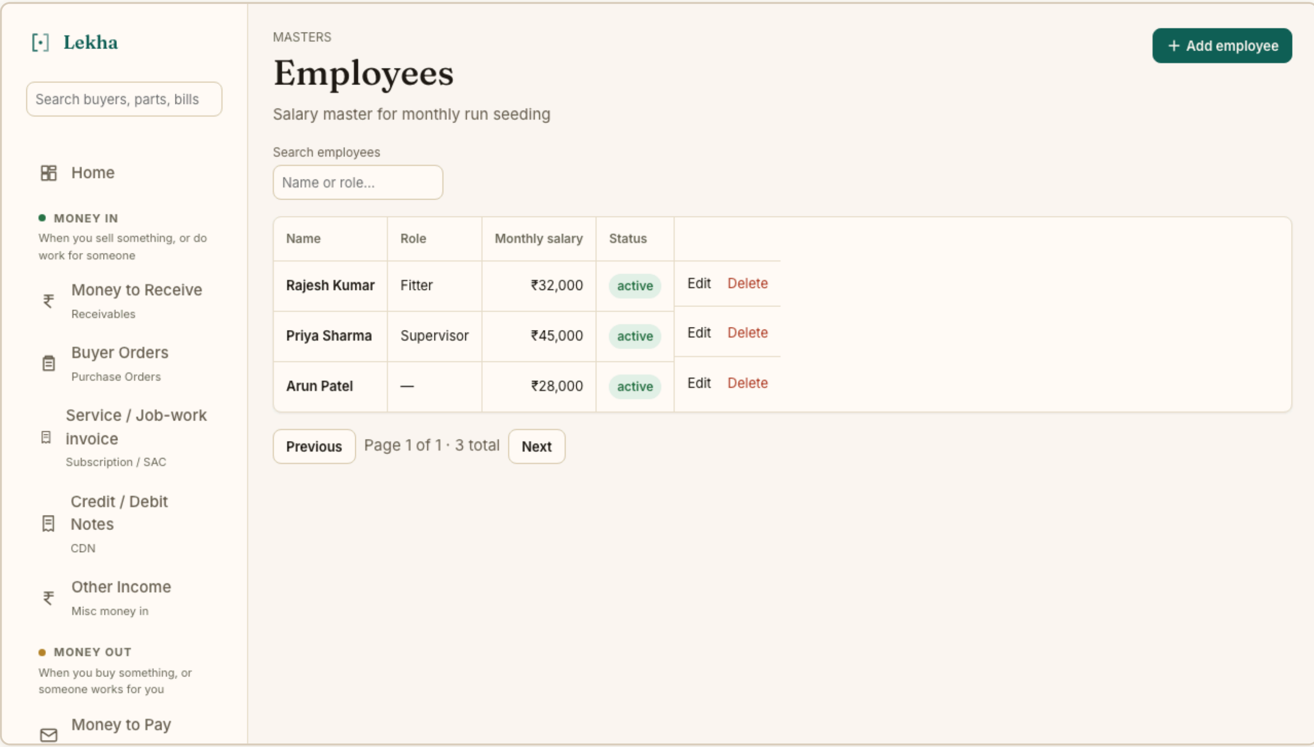


2.5 Staff and their pay setup (`Master Database → Staff`)

Your employees, and the basis Lekha uses to total their monthly salary.

1. Click **Add employee**.
2. Under **Employee details:** fill **Name**, **Monthly salary**, **Join date** (required), plus **Role** and **Status**.
3. Under **Pay setup** (optional — leave blank to use the monthly salary at 6 days a week):
   - **Pay basis** — **Monthly fixed** or **Daily wage**. The amount field relabels to **Monthly amount** or **Daily wage** to match.
   - Set the base amount, **Working days / week**, **Shift hours**, **Overtime / hour**, and **Pay effective from** if you want overtime or a daily-wage basis.
4. Click **Save employee**.

Staff master — with the pay-setup section

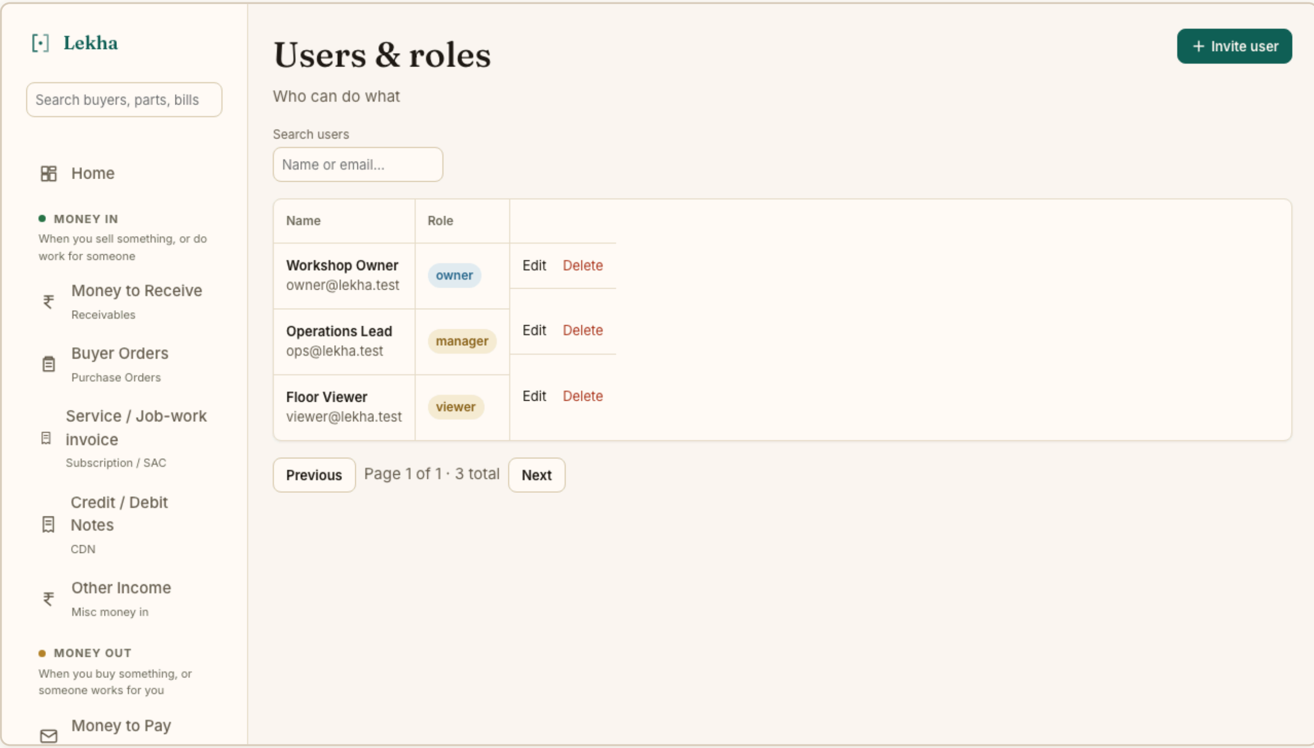


2.6 Users and roles (`Master Database → Users & Roles`)

Who on your team can use Lekha.

1. Click **Invite user**.
2. Fill **Name**, **Email**, choose a **Role** (Owner / Accountant / Staff) and **Status**.
3. Click **Save user**.

Users & roles



2.7 Tax rates (`Master Database → Tax rates`)

The GST rate Lekha puts on each line. It works in **three layers**, so you are always in control:

1. **Lekha's default** — if a part's HSN has no rate of its own, Lekha falls back to a sensible default (18%) so a document never gets stuck.
2. **Your default (this screen)** — click **Add tax rate**, give it a **Name**, the **HSN code**, and the **Rate (%)**, then **Save**. From then on every line with that HSN uses your rate. Edit or delete a rate from its row, just like any other master.
3. **Override while billing** — when dispatching against a PO or raising an invoice, each line has a **GST %** box: leave it blank to use your default, or type a number to override just that one line.

You only ever set the **rate**. Lekha still decides the **split** for you — CGST + SGST within your state, IGST across states — from the place of supply.

> This "**our default → your default in Settings → change it while you use it**" pattern runs throughout Lekha, not only for GST — the e-way-bill threshold and record-retention period work the same way (see §3).

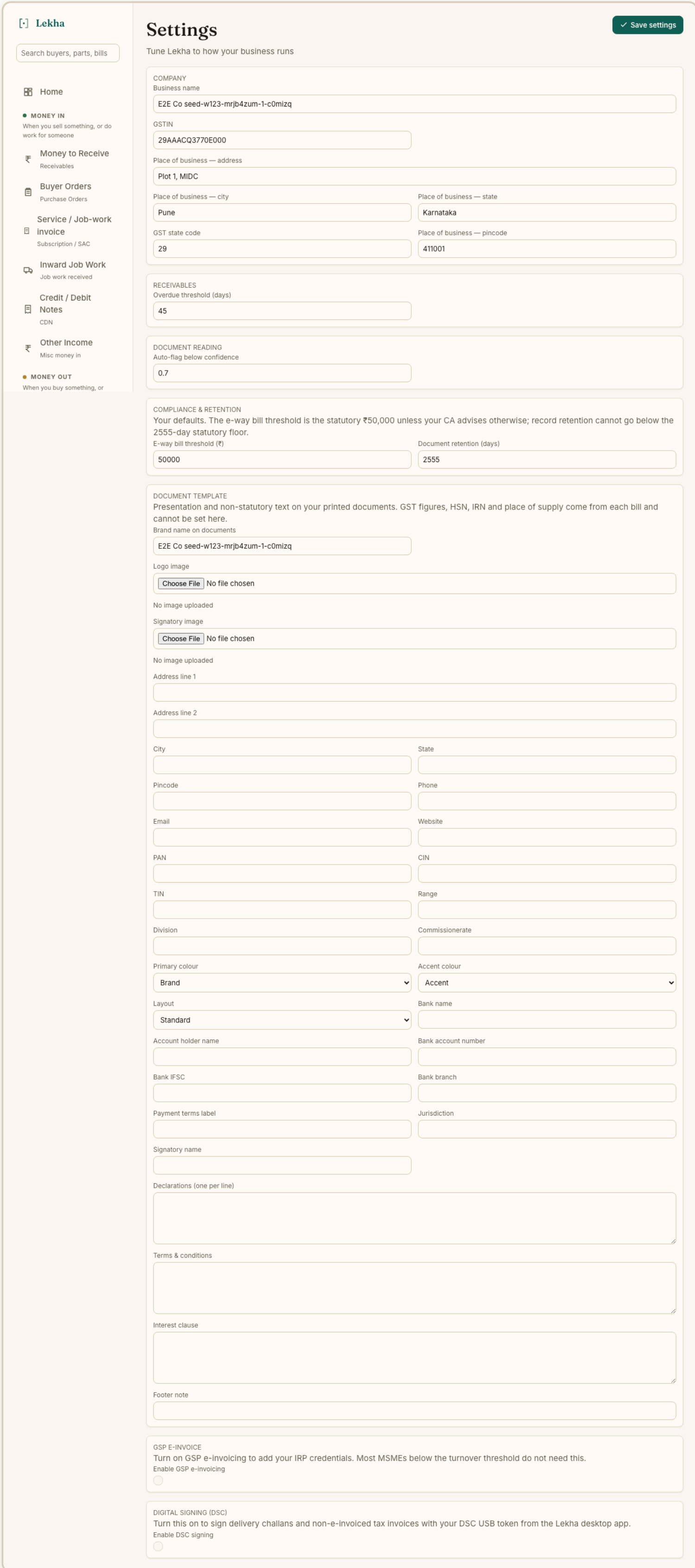
3. Settings (`Settings → Settings`)

Open **Settings** and use **Save settings** (top right) after changes.

- **Company** — your **Business name** and **GSTIN**.
- **Receivables** — **Overdue threshold (days)**, the MSME clock. Default is 45.
- **Document reading** — **Auto-flag below confidence**: how unsure a read document must be before Lekha flags a field for you to check.
- **Compliance & retention** — your defaults for two statutory numbers: the **E-way bill threshold (₹)** (the dispatch value above which an e-way bill is required — the statutory default is ₹50,000; change it only if your CA advises) and **Document retention (days)** (how long Lekha keeps your records; it cannot go below the 2555-day / 7-year statutory floor).
- **Document template** — how your printed challans and invoices look: **Brand name**, **Logo image** and **Signatory image** (PNG/JPEG/WEBP, up to 2 MB), address, contact, bank details, declarations, terms, footer, colours, and **Layout** (Standard / Compact). *Only presentation lives here — GST figures, HSN, IRN, and place of supply always come from the bill itself and cannot be set here.*
- **GSP e-invoice and e-way bill** — this lets Lekha file your e-invoices and e-way bills for you through a licensed provider (Quicko Infosoft Pvt. Ltd.). **The username and password are not something you make up here — they are created once on the government portal.** You or your CA register the provider for API access on the **e-invoice portal** and create a username and password; **do the same one-time authorisation separately on the e-way-bill portal (`ewaybillgst.gov.in`), using the same username and password** (the government keeps one login across both — they must match, or one of the two will not connect). Then tick **Enable GSP e-invoicing** (and **Turnover above e-invoice threshold** if your CA confirms you are in scope), enter that **username / password / GSTIN**, and read and tick the **Compliance acknowledgement** ("...Lekha records what I enter and does not determine my GST or e-invoice obligations..."). Lekha manages the connection from there. *Until that separate e-way-bill registration is done, e-way bills will not generate even if e-invoicing already works — use **Record one you made on the portal** (§4.5) in the meantime.*

To raise a help request, go to **Settings → Support**, click **New ticket**, fill **Subject**, **Details**, and **Priority**, then **Submit ticket**.

Settings — company, thresholds, retention, branding, GST



4. Money In — selling to your buyers

This is the heart of Lekha. The full lifecycle is:

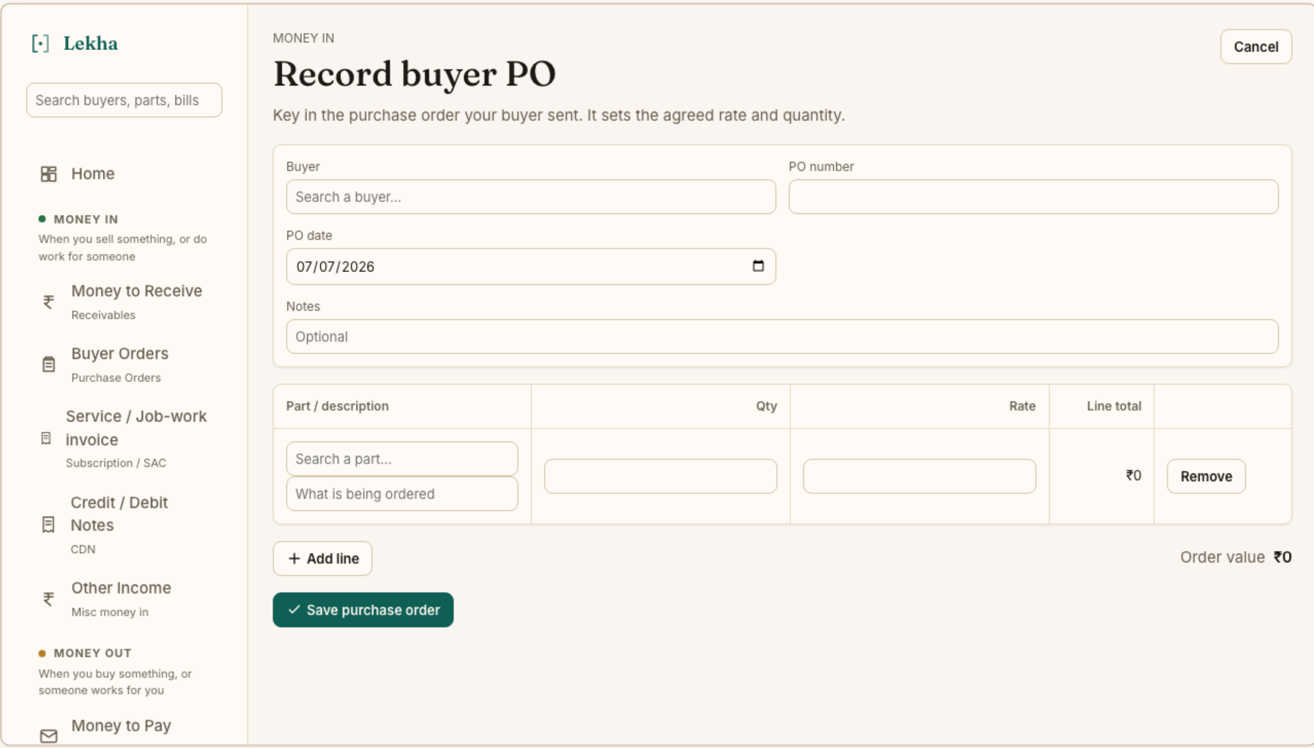
Record the buyer's PO → dispatch goods (challan) → e-way bill if ₹50k+ → roll challans into one monthly invoice → (e-invoice/IRN if applicable) → buyer acknowledges → record payment received.

The **purchase order (PO)** is the boss: it holds the agreed rate and quantity, and Lekha never lets you dispatch or bill more than was ordered.

4.1 Record a buyer's PO (`Money In → Buyer Orders`, then "Record PO")

1. Go to **Buyer Orders** and click **Record PO**.
2. Pick the **Buyer**, type the **PO number** and **PO date**.
3. In the lines table, pick a **Part** (this fills the description and rate for you) or type a description, then set **Qty** and **Rate**. Click **Add line** for more. The **Order value** totals at the bottom.
4. Click **Save purchase order**.

Record a buyer PO



4.2 Open a PO to see its progress (`/order-detail`)

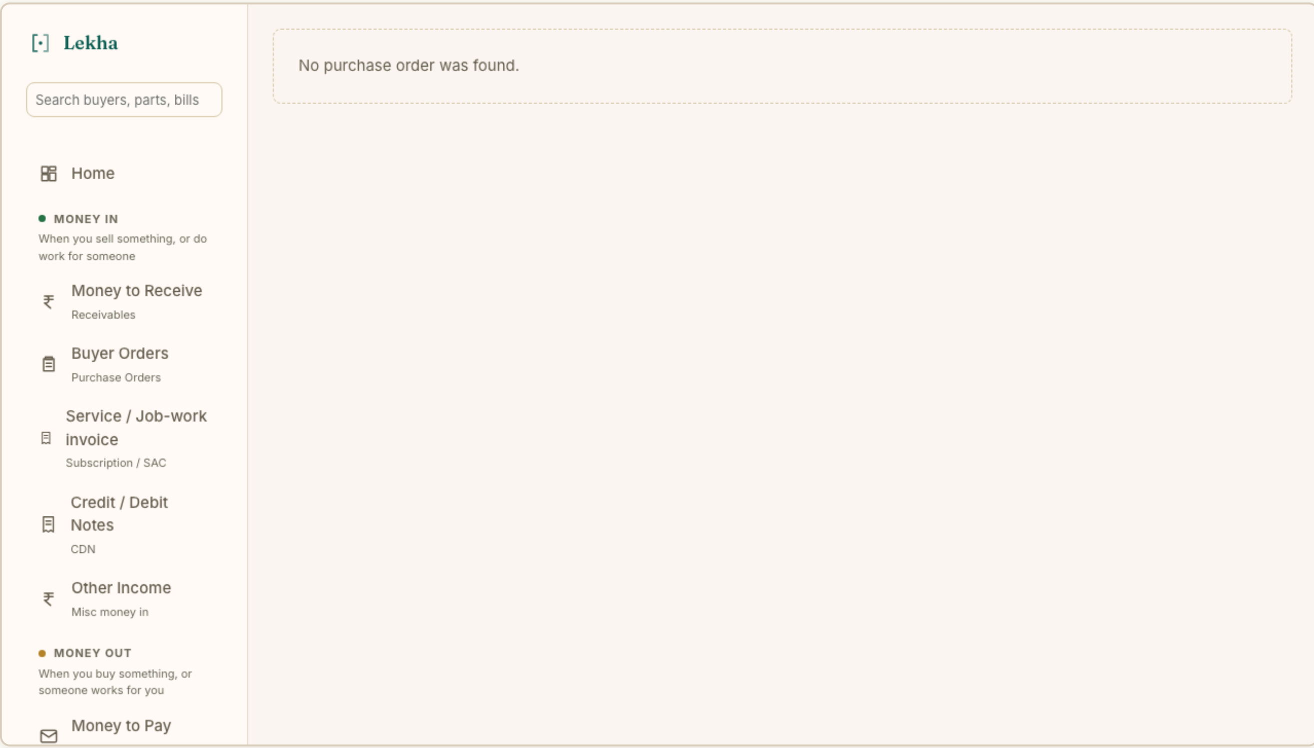
From **Buyer Orders**, click the **PO number**. This is the **Bill lifecycle** screen. It shows:

- **Fulfilment** per line — **Ordered**, **Dispatched**, **Invoiced**, and what is left **To dispatch** / **To invoice**.
- The **lifecycle** pills (Ordered → Dispatched → Invoiced → Submitted → Acknowledged → Paid).
- The **MSME 45-day clock** for this bill.
- **Amendment history** and any **attached documents**.

From here the action buttons are: **Dispatch against PO**, **One monthly invoice**, **Amend**, **Void**, **Print PO**, and (once a challan exists) **View challan** and **E-way bill**.

Print PO opens the order as a proper multi-part purchase order — a Buyer / Vendor / Contract header, then a line table with **Position, Part No, Drawing No, HSN, UOM, rate, GST %** and the amount, followed by your payment terms and conditions. Use **Print** or **Download** the same way as an invoice.

Order detail — fulfilment, lifecycle, MSME clock

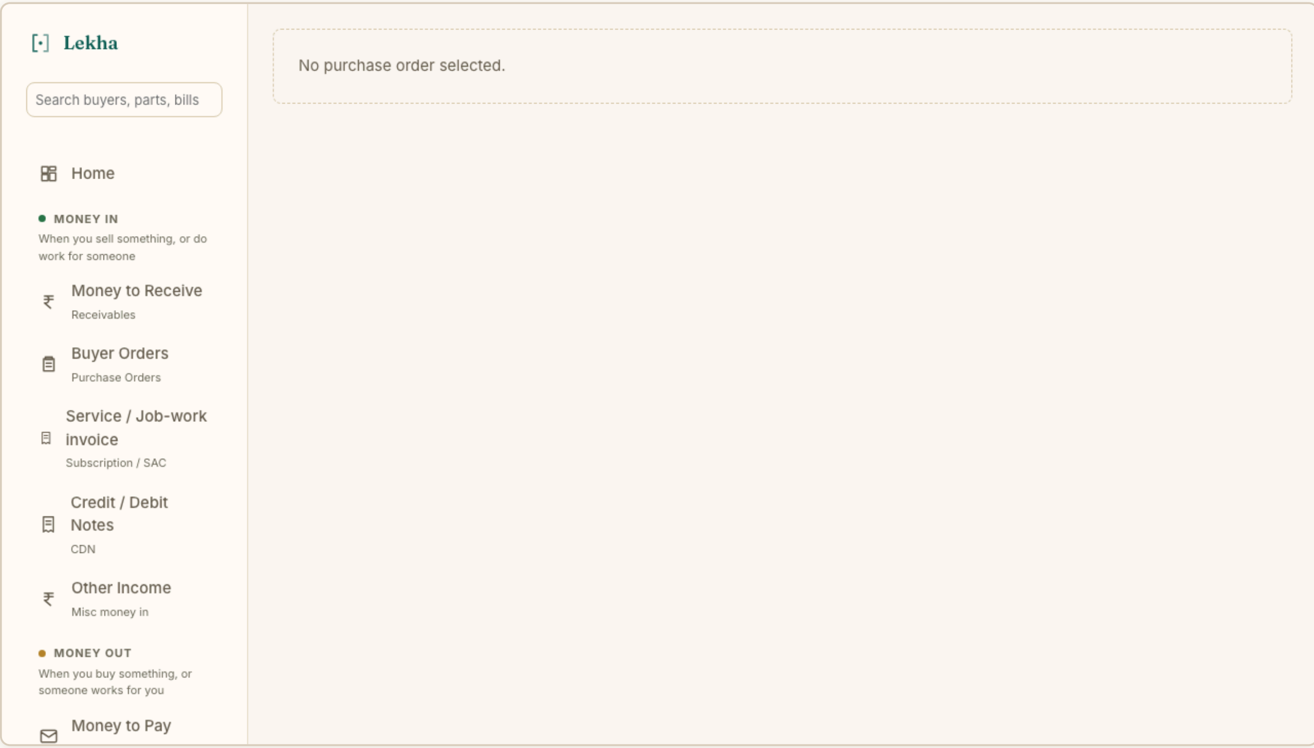


4.3 Change a PO — amendments (`Amend` on the order)

POs are never edited in place; each change is a kept-forever **revision**, latest in effect.

1. On the order, click **Amend**.
2. Set the **Effective date**, type a **Reason** (required, e.g. "rate revision"), and adjust the lines.
3. Click **Record amendment**.

Amend a PO — a new revision

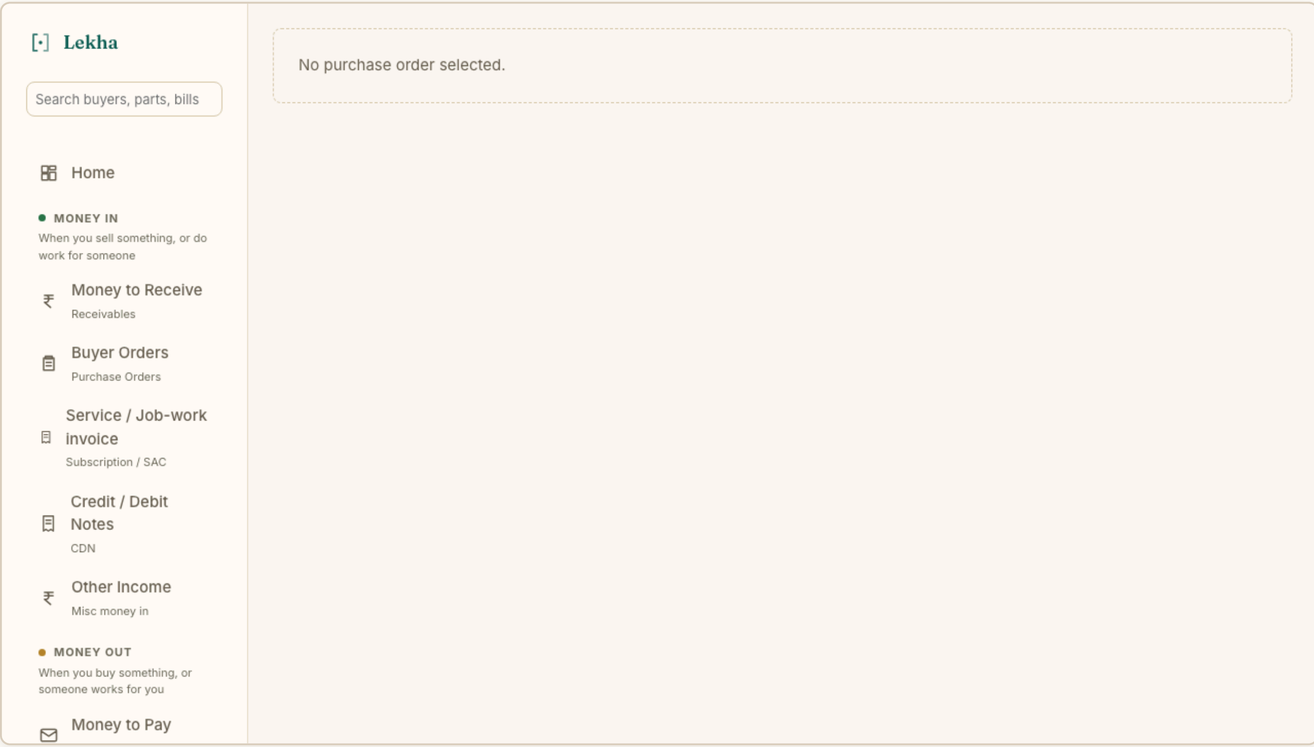


4.4 Dispatch goods — make a delivery challan (`Dispatch against PO`)

1. On the order, click **Dispatch against PO**.
2. Set the **Dispatch date** and, if needed, a **Consignee (ship to)**.
3. Tick the lines to send, and enter the **Dispatch qty** for each. The **Rate** comes from the PO. You **cannot** send more than the **Remaining** quantity.
4. Under each quantity box Lekha shows the part's **On hand** stock, and warns you (without stopping you) if you're sending more than you have on hand, or the part shows zero. It is a **heads-up, not a block** — you can still dispatch, since you may be sending goods before the stock movement is recorded. The same on-hand hint appears when you raise a direct invoice (§4.6) and when you send material for job work (§5.4).
5. If you change a rate, Lekha flags the line **off-PO** and makes you type an **Off-PO reason**. The **GST %** box on each line works the three-layer way from §2.8 — blank uses your default for that HSN, or type a number to override just that line.
6. Click **Create dispatch slip**.

If the dispatch is **₹50,000 or more**, Lekha takes you straight to the **E-way bill** screen (see next). Otherwise it opens the **challan** for printing.

Dispatch against PO → delivery challan



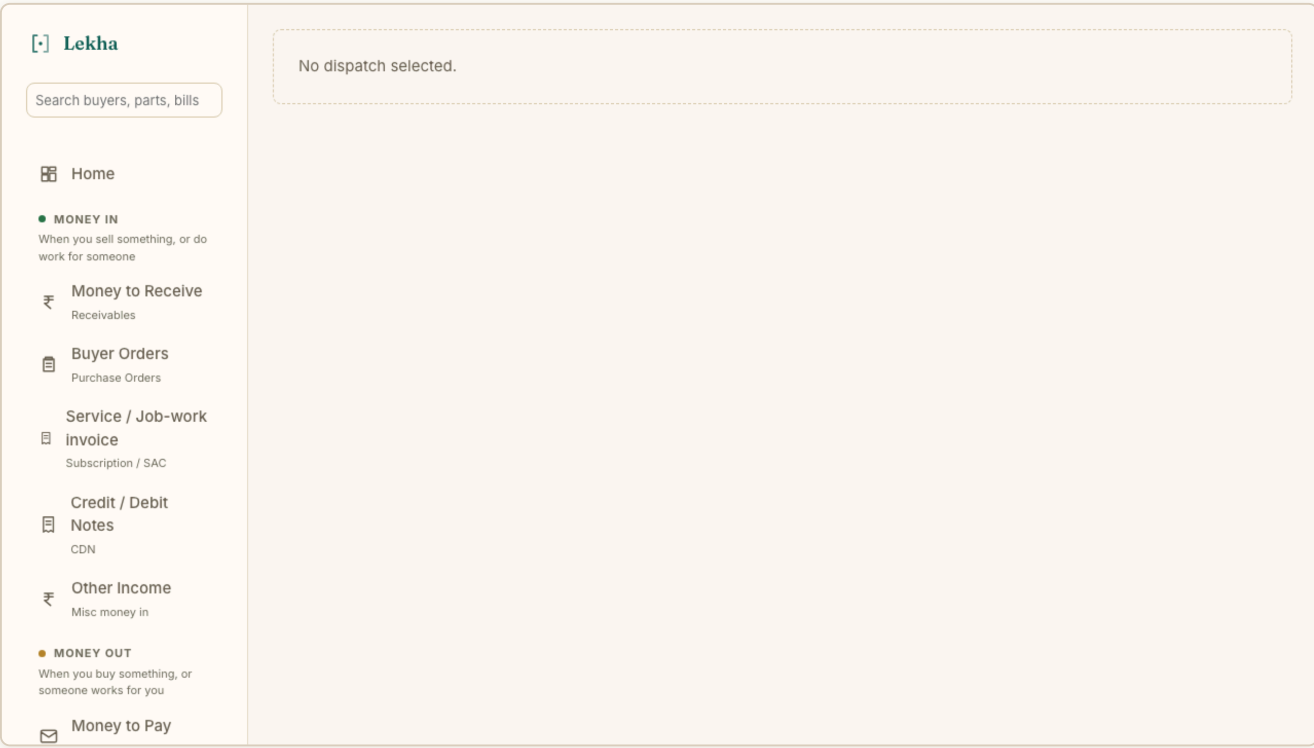
4.5 E-way bill for ₹50k+ dispatches (`/eway-bill`)

Every consignment of ₹50,000 or more needs an e-way bill — Lekha tells you loudly and will not let it slip silently. You have three ways to satisfy it:

- **Generate it through Lekha:** fill **Distance (km)** (and optionally transport mode, vehicle number, transporter details), then click **Generate e-way bill**. *This needs your e-way-bill API credentials set up first — see **Settings → GSP e-invoice and e-way bill** (§3). Until that one-time portal registration is done, use **Record one you made on the portal** below.*
- **Record one you made on the portal:** enter the **E-way bill number**, **E-way bill date**, and **Valid until**, then click **Record e-way bill**.
- **Proceed without one (with a reason):** type a **Reason** and click **Record waiver**. The warning stays visible — this is your on-record decision.

The banner at the top always tells you whether this dispatch still **needs an e-way bill** or is already **recorded**.

E-way bill — generate / record / waive

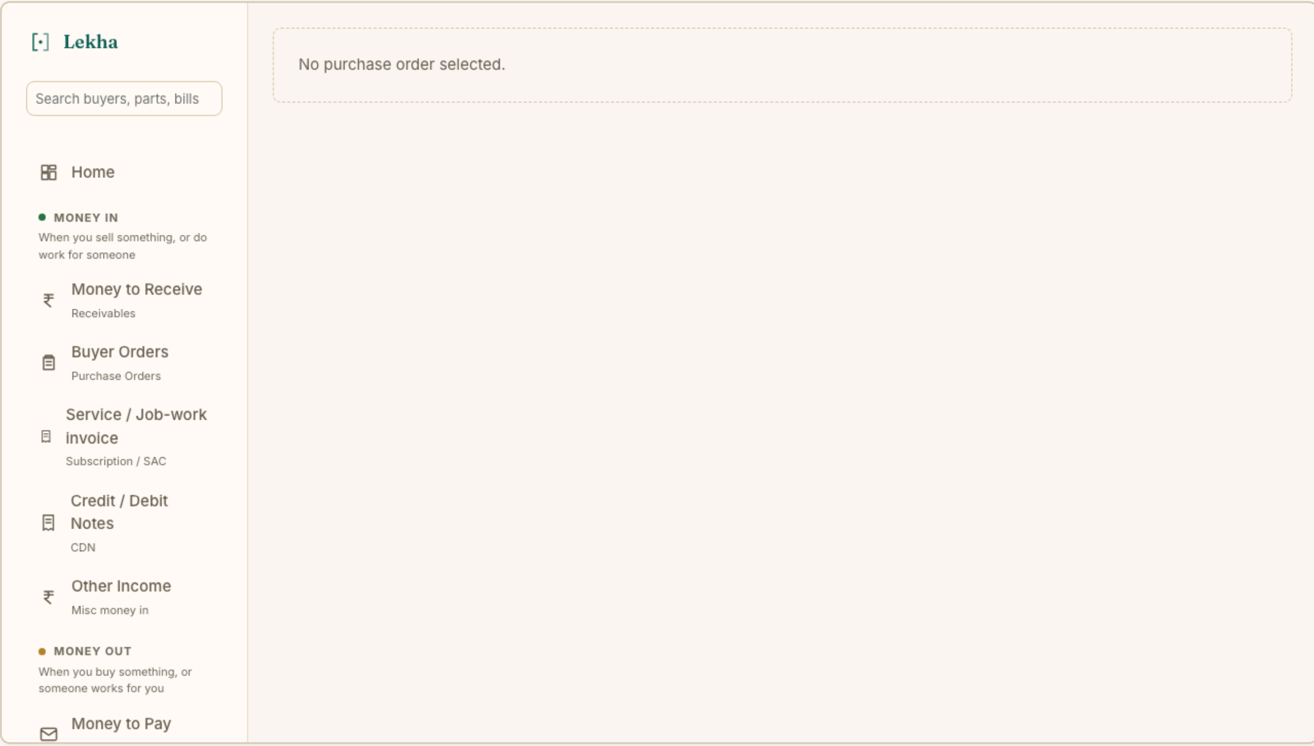


4.6 Turn the month's challans into one invoice (`One monthly invoice`)

Many challans usually roll into a single month-end tax invoice.

1. On the order, click **One monthly invoice**.
2. Set the **Invoice date**, tick the **dispatch slips** to include (each is invoiced only once), and click **Create one invoice**.
3. The **invoice** opens, ready to print.

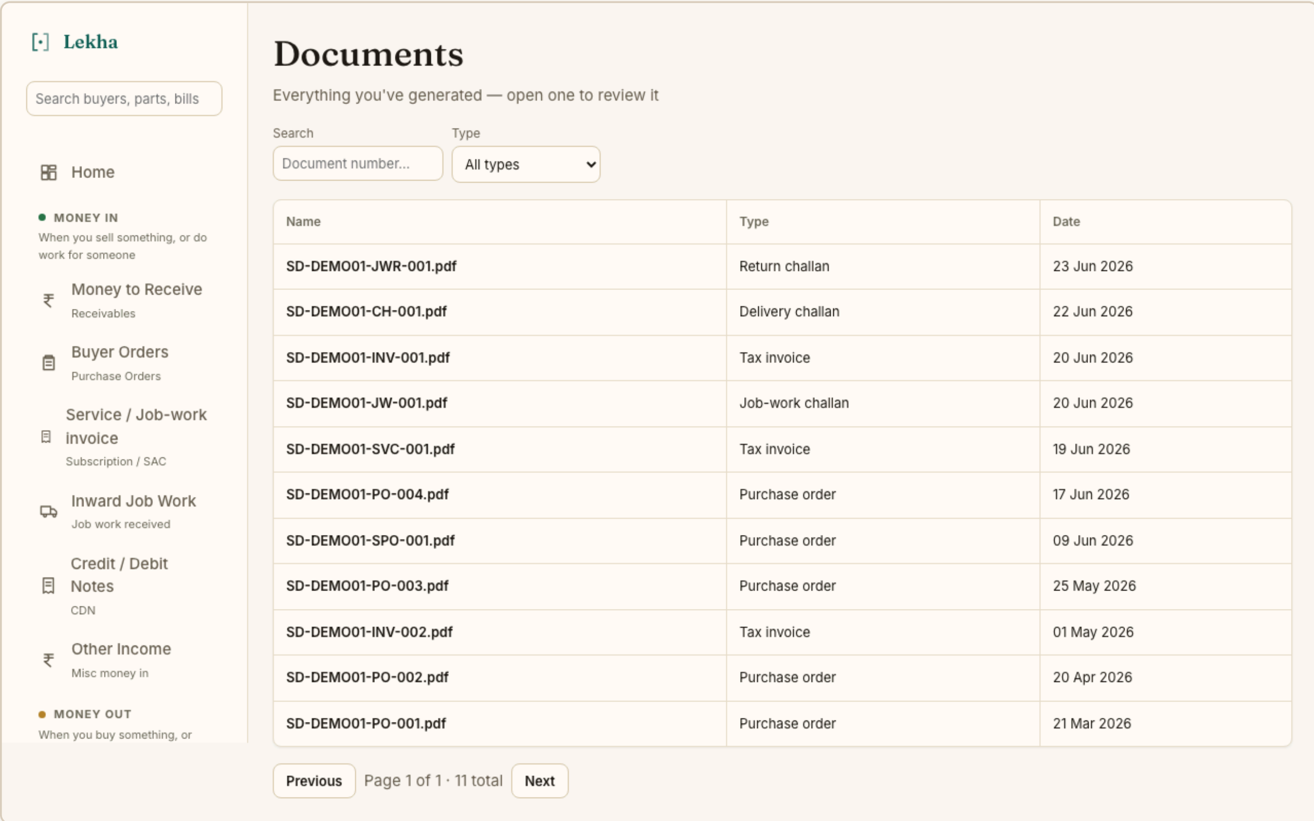
Consolidate challans into one invoice



4.7 All your documents (`Master Database → Documents`)

Documents lists every PDF Lekha has generated for you — tax invoices, delivery challans, purchase orders, e-way bills, and job-work challans — newest first, with **Type** and **search** filters to narrow the list. Click any row to open its PDF. Because the list reads your live records, a document appears here the moment you create it — even before you have opened it.

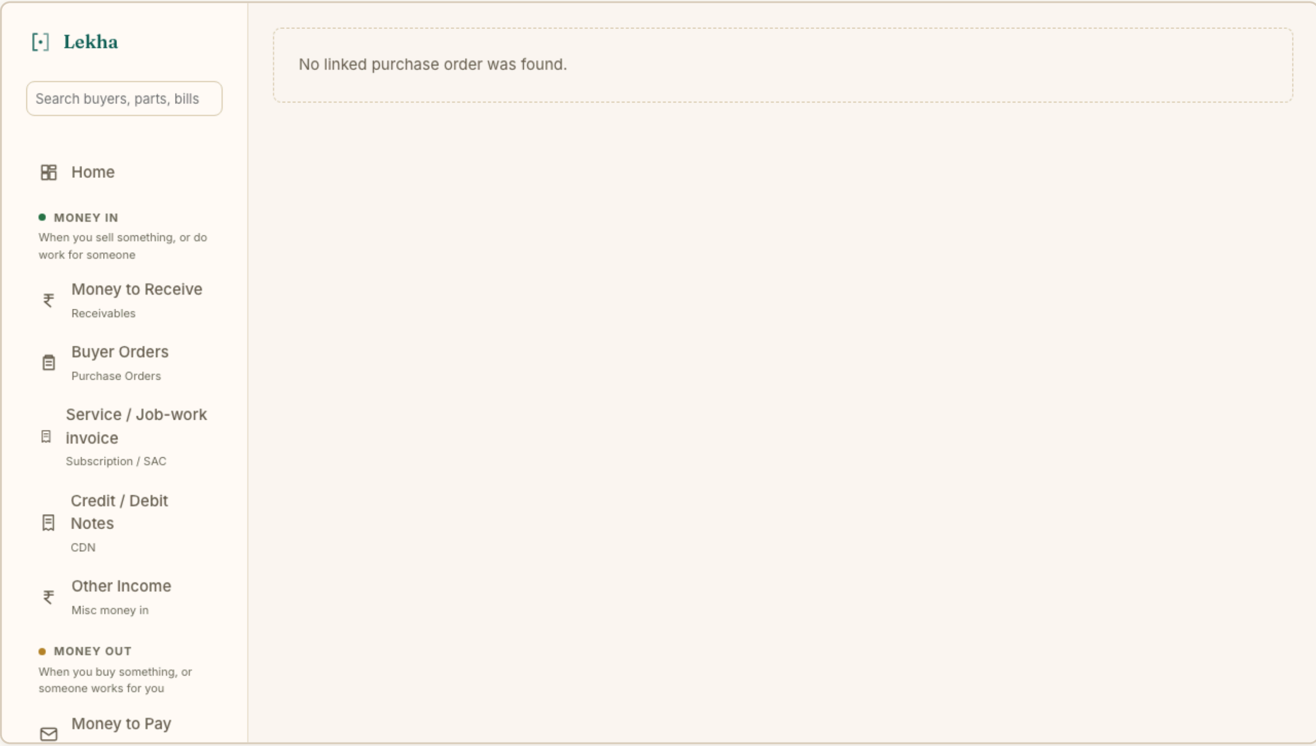
Documents — every generated PDF



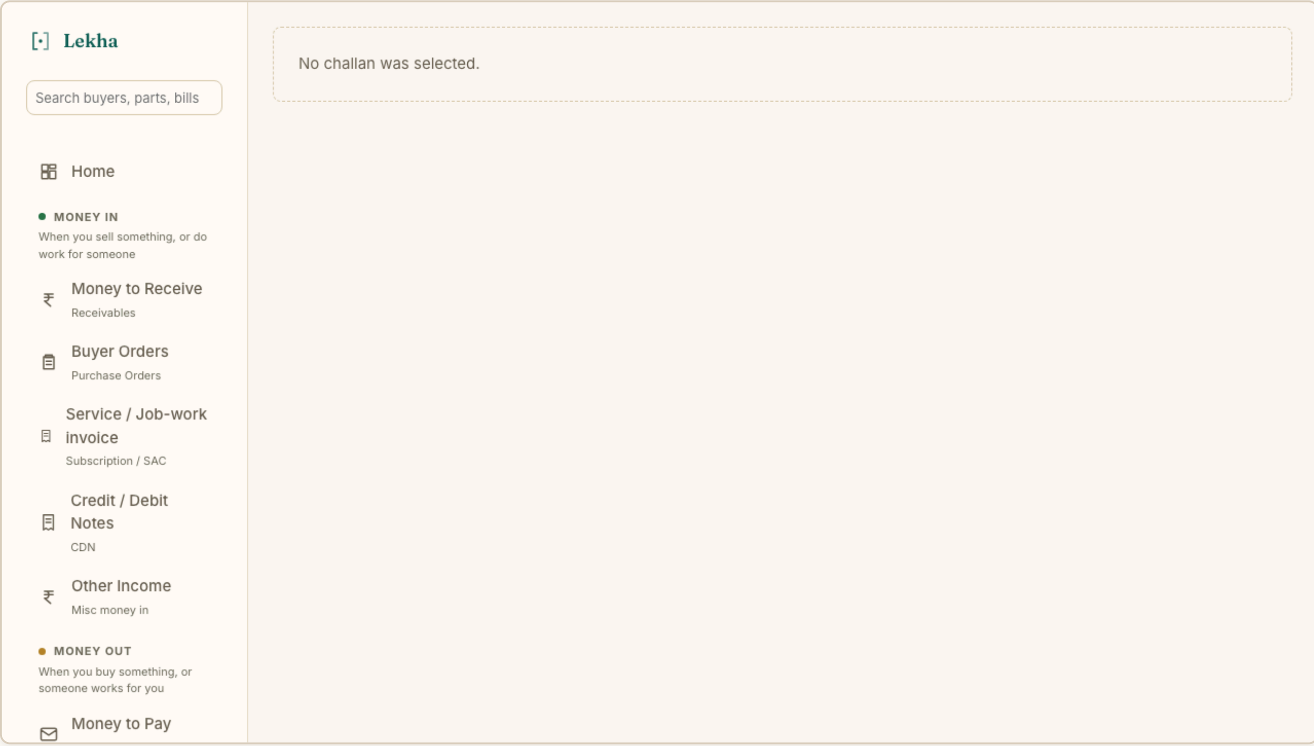
4.8 Print or download a document (`/invoice`, `/challan`)

On an invoice or challan screen, you see the PDF preview. Click **Print** to open and print it, or **Download** to save the `.pdf`. Every document you raise also appears in **Documents** (§4.7).

Invoice — Print / Download



Delivery challan



4.9 Digitally sign a document with your DSC token (optional)

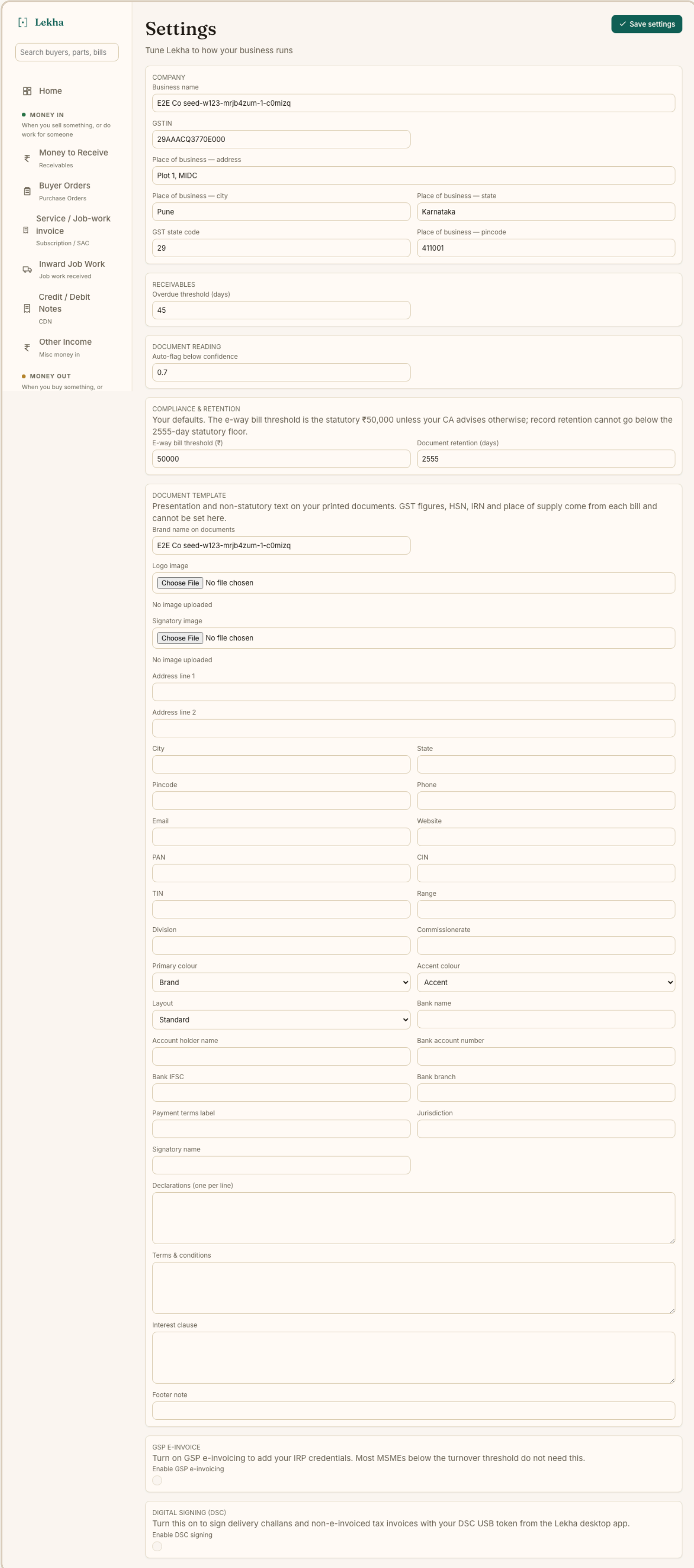
If you have a **Digital Signature Certificate (DSC)** on a USB token — the same one you use for GST or MCA filing — you can digitally sign a delivery challan or a non-e-invoice tax invoice, so the PDF itself carries your legal signature.

Turn it on once in Settings. Open **Settings**, scroll to **Digital signing (DSC)**, and tick **Enable DSC signing**. That is the only switch — DSC is entirely yours to turn on or off. Once it is on, a **Sign with DSC** panel appears on every delivery challan and non-e-invoice tax invoice.

You then need the **desktop app** (§1.3) with your **token plugged in** — a web browser cannot reach the token, so on the website you only see a prompt to open the desktop app. In the app: open the document, click **Sign**, choose your token, and enter its **PIN**. Lekha signs on the token (your private key never leaves it) and saves the signed PDF. Once signed, the document is **locked** and carries a "Digitally signed" mark with your name and the date.

A one-time setup registers your certificate the first time; after that you sign each document individually. E-invoices already carry the government's signed QR code, so DSC signing is not offered on them.

Settings → Digital signing (DSC): your switch to turn signing on



On the website: open the desktop app to sign

Sign with DSC

Open Lekha in the desktop app to sign this document with your DSC token. The token never leaves your machine.

⤓ macOS ⤓ Windows

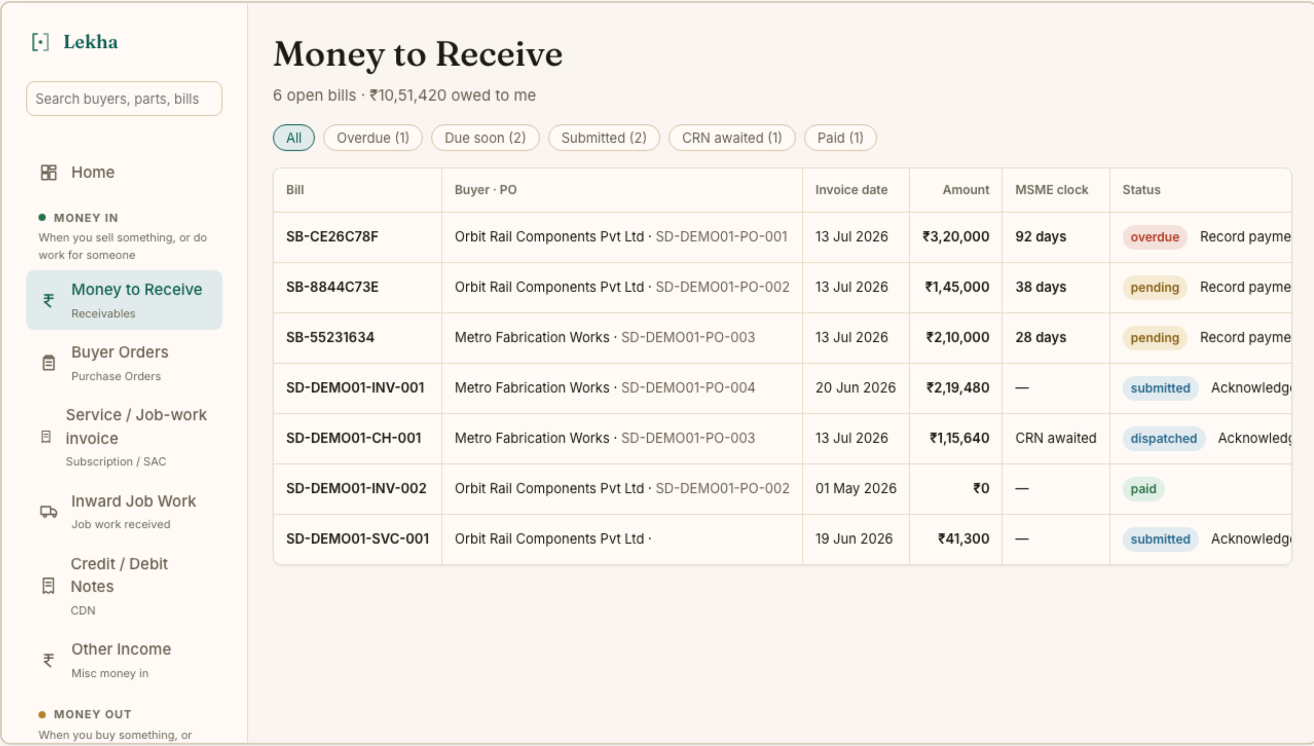
A signed document — locked, with your name and the date

Digitally signed
Signed by Workshop Owner on 12 Jun 2026

4.10 Track who owes you (`Money In → Money to Receive`)

This is your receivables list. Filter by **All / Overdue / Due soon / Submitted / CRN awaited / Paid**. Each row shows the buyer, the amount owed, and the **MSME clock** (days since the bill — red once past your overdue threshold). Click **Acknowledge** to start that clock, or **Record payment** on any unpaid bill.

Money to Receive — with the MSME clock



4.11 Record a payment received

When a buyer pays you (in your bank, outside Lekha), mark it against the bill so the MSME clock stops and the bill shows **Paid**. You record the payment date, amount, mode, and reference — Lekha writes it down; it does not move money.

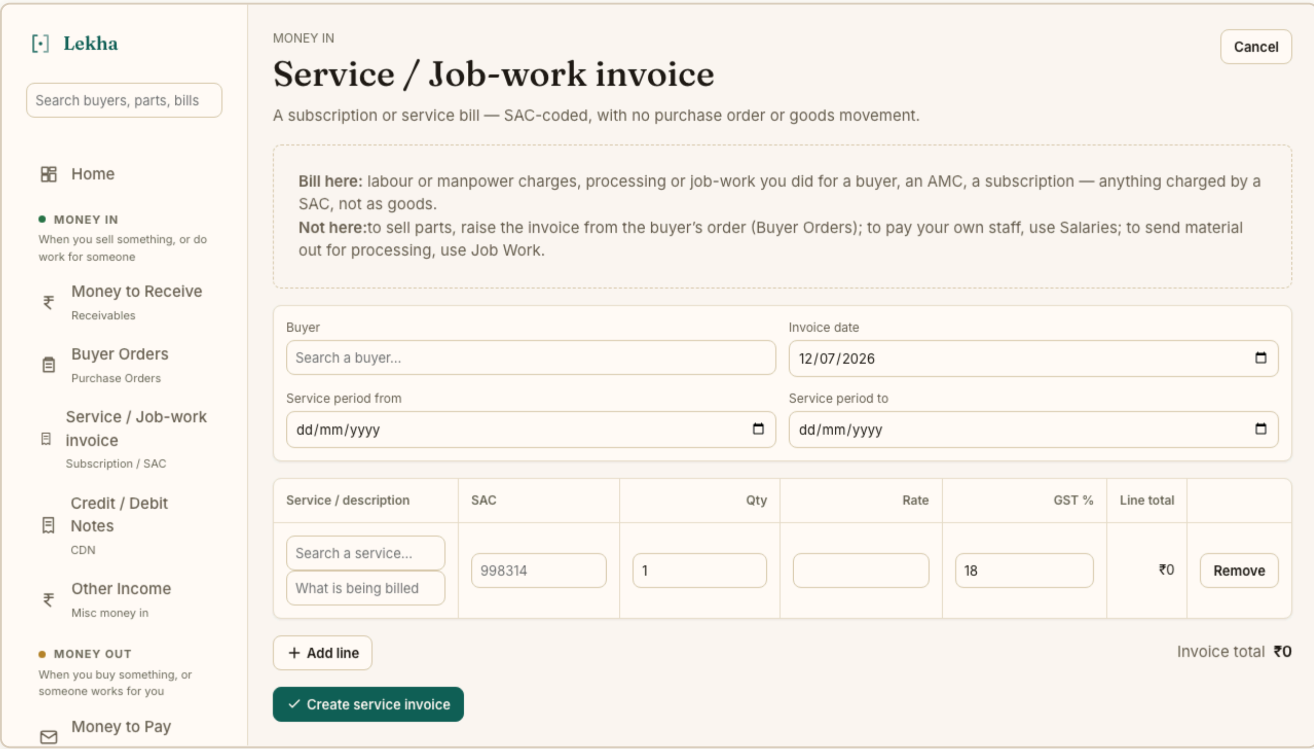
4.12 Service / Job-work invoices (`Money In → Service / Job-work invoice`)

For a bill that isn't goods against a PO — a subscription, an AMC, a one-off service, **labour or manpower charges, processing or job-work you did for a buyer**. It is SAC-coded and has no purchase order, no delivery, and no e-way bill.

> **Which one?** Bill **goods** (parts you sell) from the **buyer's order** (§4.4–4.6). Bill **labour, processing, an AMC or a subscription** here, as a service. To **pay your own staff**, use **Salaries** (§5.5) — that is a payable, not an invoice. To **send your material out** for processing, use **Job Work** (§5.4). A human-labour bill *to a buyer* is a **service** (SAC), not goods.

1. Open **Money In → Service / Job-work invoice** (it lists the ones you have already raised) and click **Create service invoice**.
2. Pick the **Buyer**, set the **Invoice date**, and optionally the **Service period from / to** (e.g. the subscription year).
3. Add lines: pick a **service part** (it fills the SAC, description and rate for you) or type them in directly — a **6-digit SAC**, description, quantity, rate and **GST %**. The buyer must have a state on record, since Lekha uses it to set the place of supply.
4. Click **Create service invoice** — Lekha opens the printable invoice, and the bill lands in **Money to Receive** like any other.

Service / Job-work invoice

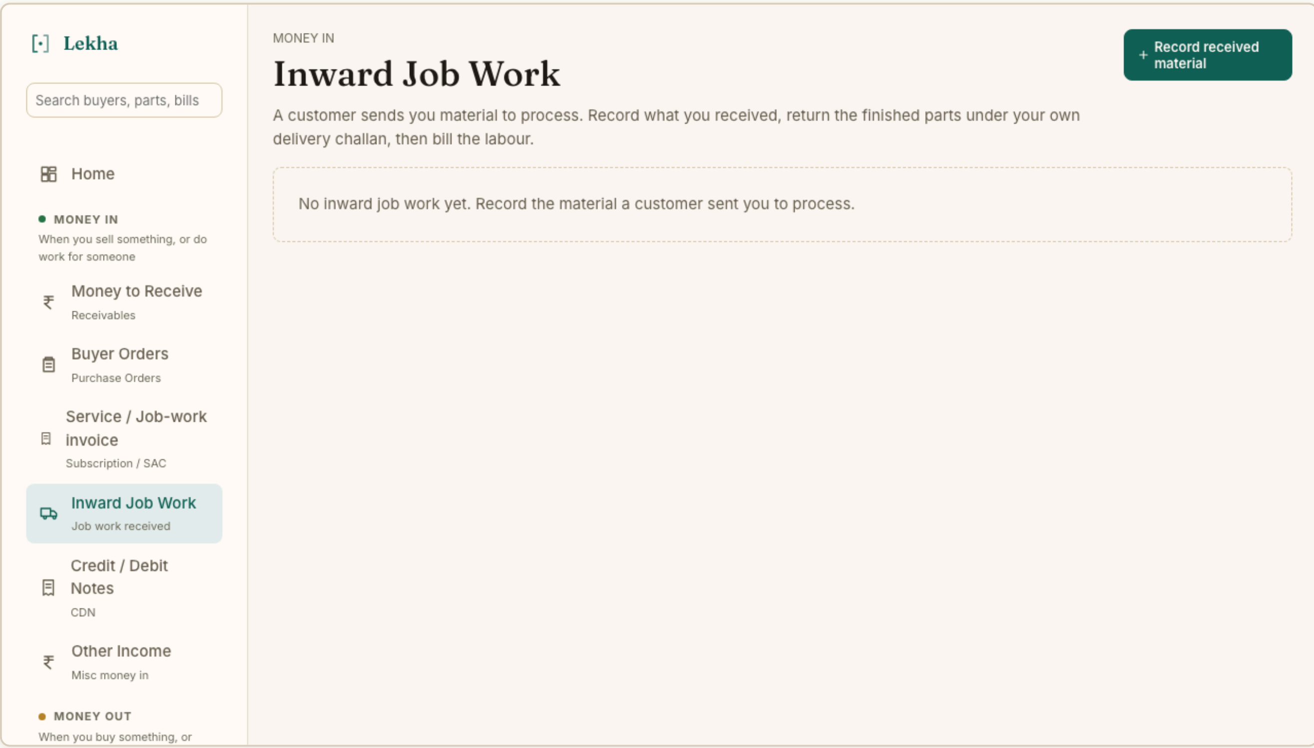


4.13 Inward Job Work — when a customer sends you material (`Money In → Inward Job Work`)

Sometimes the work runs the other way: a **customer sends you their material to process** — you are the job worker. Their goods are **held on your behalf**; they never become your own stock. Record what came in, send the finished parts back under **your own delivery challan**, then bill the labour as a service.

1. Open **Money In → Inward Job Work** (it lists what you have received) and click **Record received material**.
2. Pick the **Customer**, set the **Received date**, optionally note their **delivery challan reference**, and add the items with a **quantity** and a **declared value** (that value sets the e-way bill on the return). Click **Record received material**.
3. On the record, enter how much of each item is going back and click **Raise return challan** — Lekha makes your own Rule-55 delivery challan (numbered `JWR/…`). A ₹50,000+ return opens the **e-way bill** page; here **you are the sender**, so you can generate it or record a portal number. Print the return challan from its row.
4. Once the parts are back, click **Bill the processing charge** — it opens a **Service / Job-work invoice** with the customer filled in and your return challans ready to link. Bill the labour (SAC-coded); it lands in **Money to Receive** like any other bill.

Inward Job Work

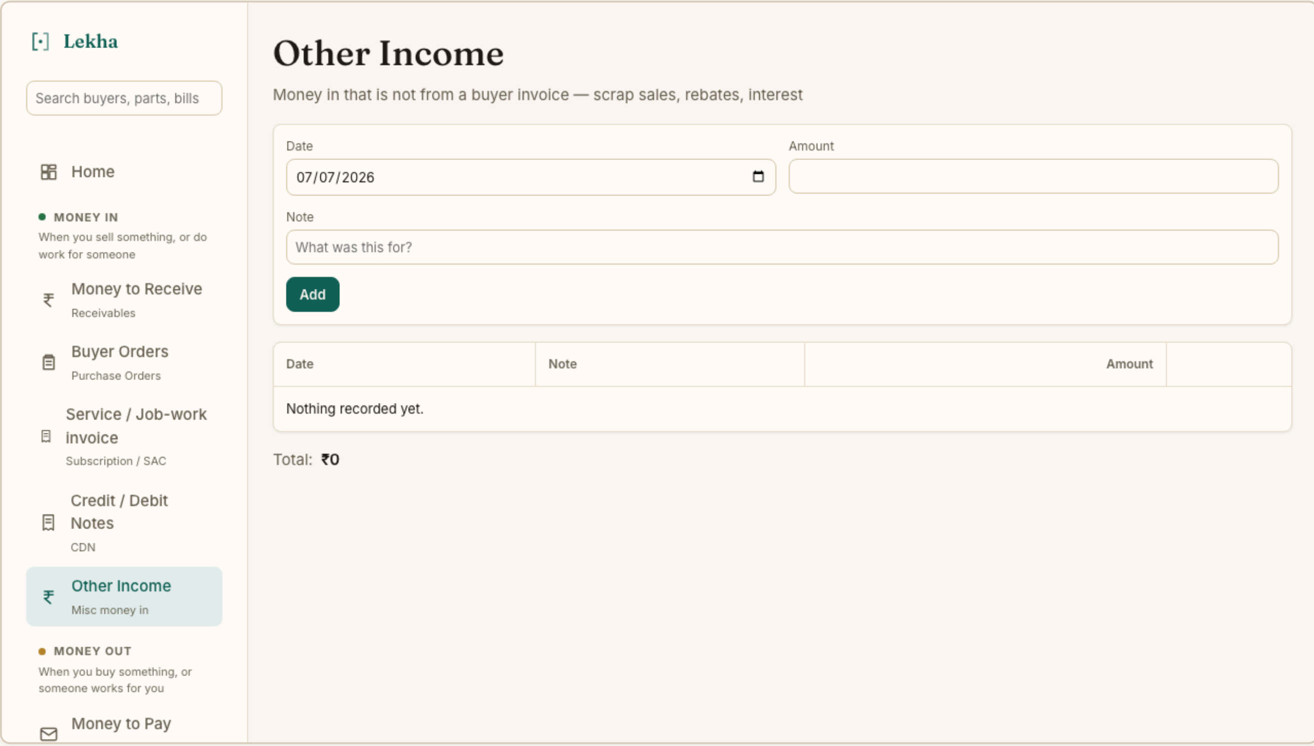


4.14 Other income (`Money In → Other Income`)

For money in that isn't a buyer invoice — scrap sales, rebates, interest.

1. Set the **Date**, enter the **Amount** and a **Note**, click **Add**.
2. To change one, click **Edit** on its row, adjust, and click **Update**. **Delete** removes it (with confirmation). The running **Total** shows at the bottom.

Other Income



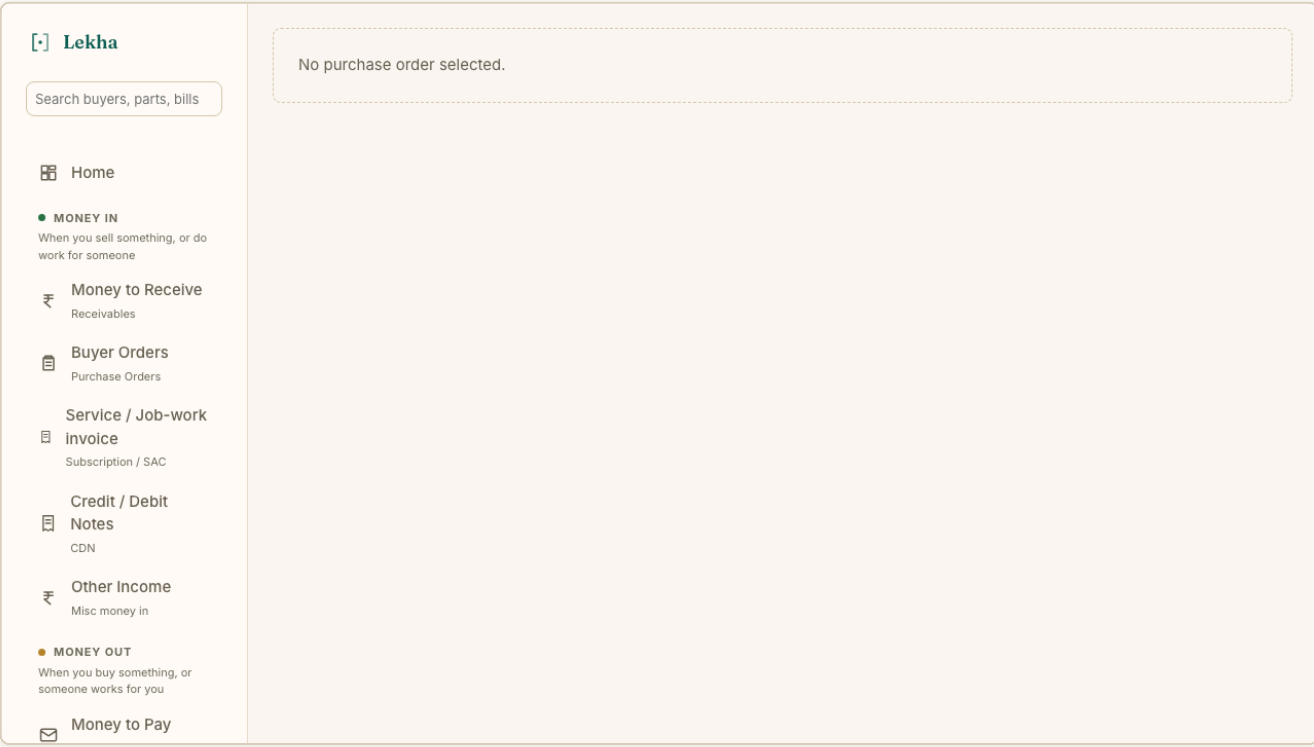
5. Money Out — your suppliers and staff

5.1 Record a supplier's bill (`Money Out → Raw Material POs`, then **Record supplier invoice**)

When raw material arrives with the supplier's bill, you record that bill **against the purchase order you raised** for it (§5.3). Lekha keeps the price honest and moves the stock in for you.

1. Open the supplier's PO from **Raw Material POs** (or its order detail) and click **Record supplier invoice**.
2. The lines, quantities, and rates come **prefilled from the PO** — check them against the paper bill and adjust if the supplier billed something different. Fill in the supplier's **bill number** and **bill date**.
3. Click **Record supplier invoice**. The bill lands in **Money to Pay**, and the raw material moves **into your stock** automatically.

Record a supplier's invoice against its PO

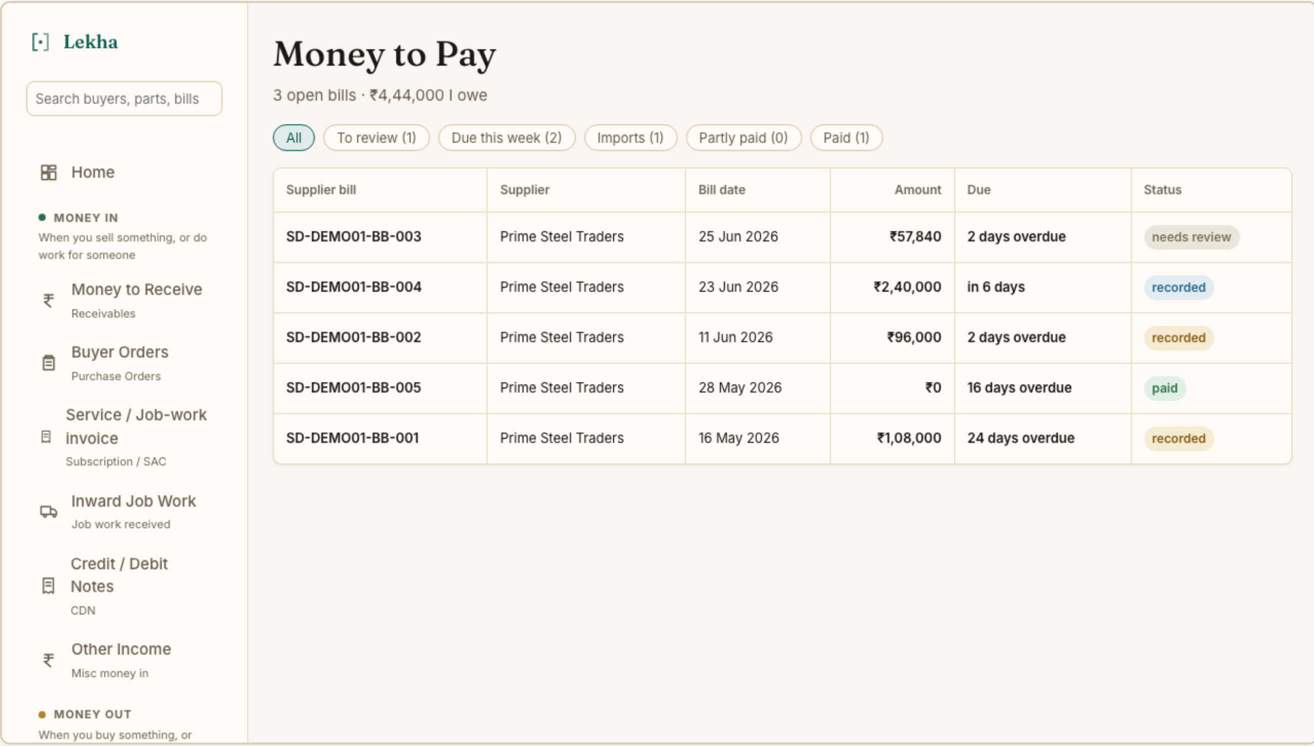


5.2 See and pay your dues (`Money Out → Money to Pay`)

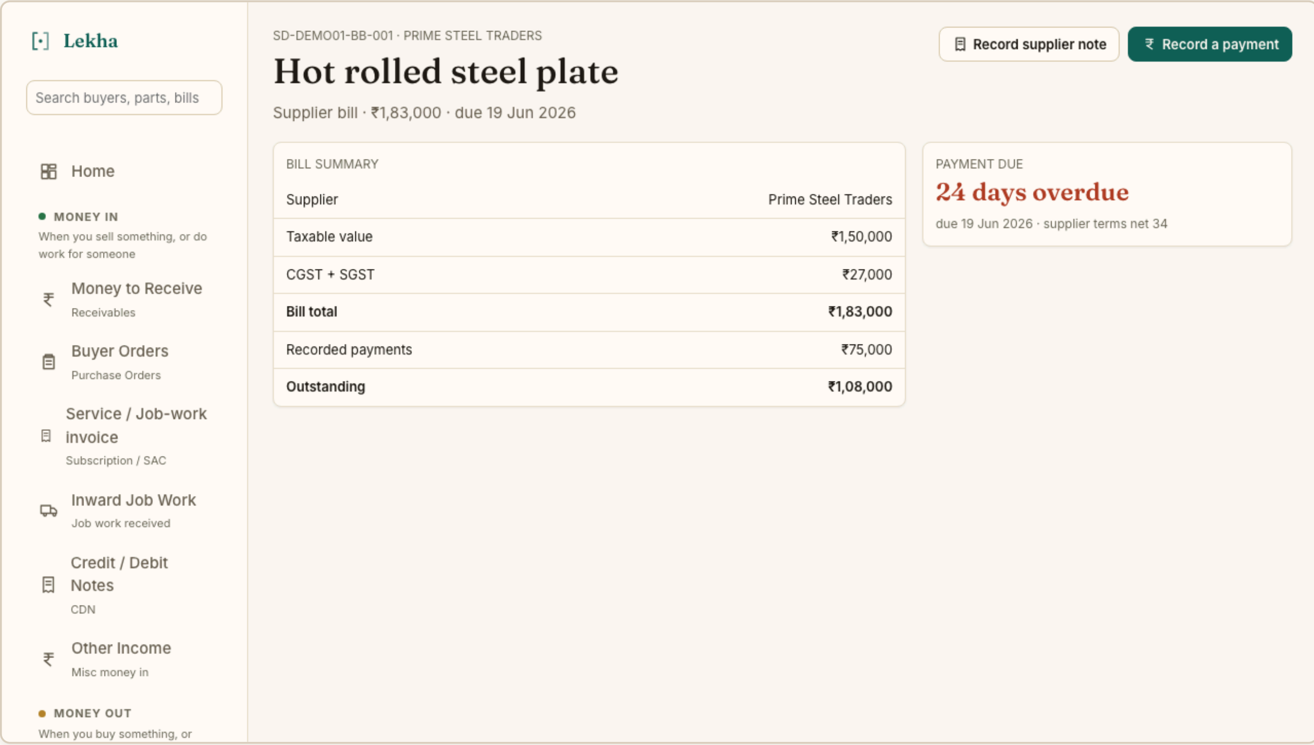
This is your payables list. Filter by **All / To review / Due this week / Imports / Partly paid / Paid**. Every supplier bill you record (§5.1) lands here and counts toward what you owe.

1. Click a **supplier bill** to open its detail — supplier, taxable value, tax, total, payments so far, and **Outstanding**.
2. Click **Record a payment**, enter the **Date paid**, **Amount**, **Mode** (Bank transfer / UPI / Cheque / Cash), and an optional **Reference / UTR**, then click **Record payment**. The side panel shows what the outstanding will be after this. (Again — a record only, no money moves.)

Money to Pay



Supplier bill detail — Record a payment

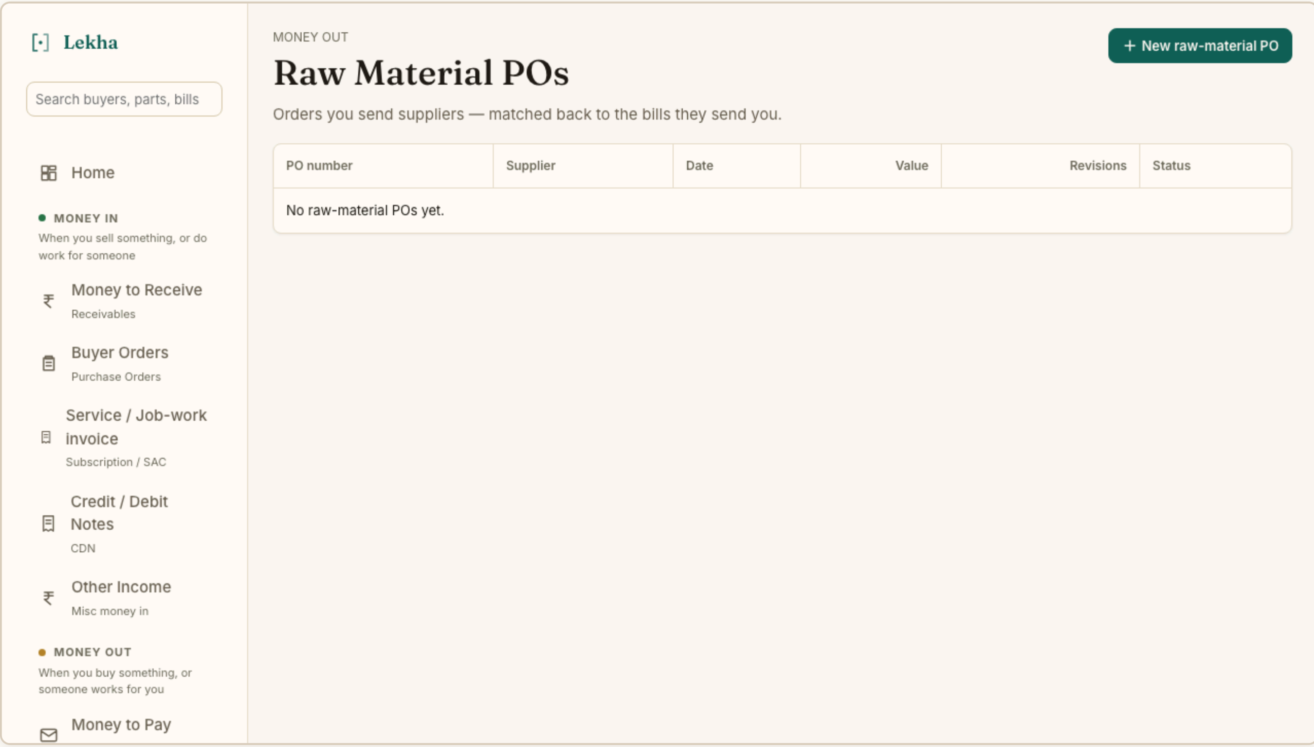


5.3 Raise a PO to a supplier (`Money Out → Raw Material POs`)

The orders you send suppliers for raw material — same versioned-PO model as buyer orders.

1. Go to **Raw Material POs** and click **New raw-material PO**.
2. Pick the **Supplier**, type the **PO number** and **PO date**, add lines (part/description, **Qty**, **Rate**), and click **Save purchase order**.
3. Click **Print** on any row to open the supplier PO as the same multi-part document described in §4.2 (your workshop as the buyer, the supplier as the vendor), ready to send.
4. To cancel one, click **Void** on its row and confirm.

Raw Material POs

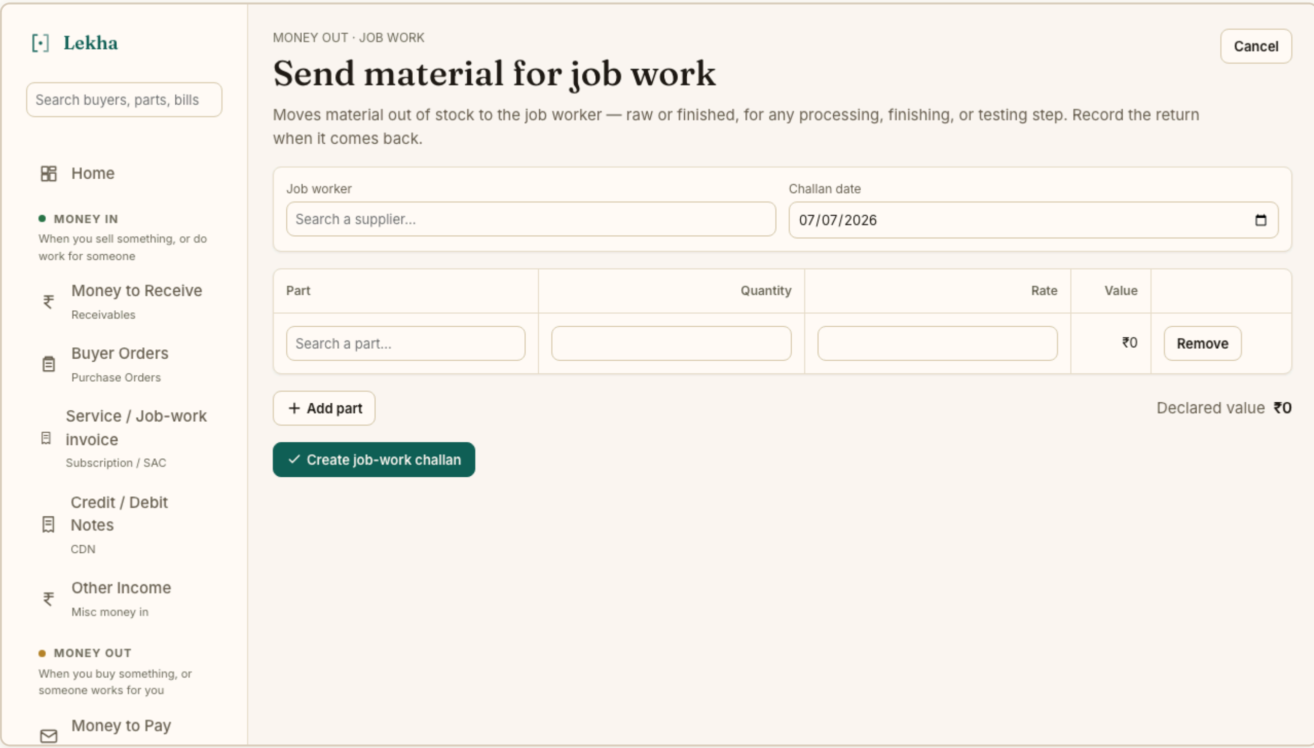


5.4 Job Work — send material out for processing (`Money Out → Job Work`)

When an outside workshop does a step for you — machining, heat-treatment, plating, painting, or testing — you send your own material out and get it back. Lekha tracks **what went out and what came back**, and lets you **record the job worker's processing bill** into Money to Pay when it arrives.

1. Go to **Job Work** and click **New job-work challan** to open **Send material for job work**.
2. Pick the **Job worker** (one of your suppliers) and the **Challan date**.
3. Add lines: the **Part** (any stocked part — raw *or* finished), the **Quantity** you're sending, and a **Rate** (its value — used only to decide whether an e-way bill is needed). Click **Create job-work challan**. The material moves **out** of your stock and the challan is numbered `JW/…`.
4. If the consignment is **₹50,000 or more**, Lekha takes you straight to the **e-way bill** screen — a job-work movement still needs one. Record or generate it there.

Send material for job work



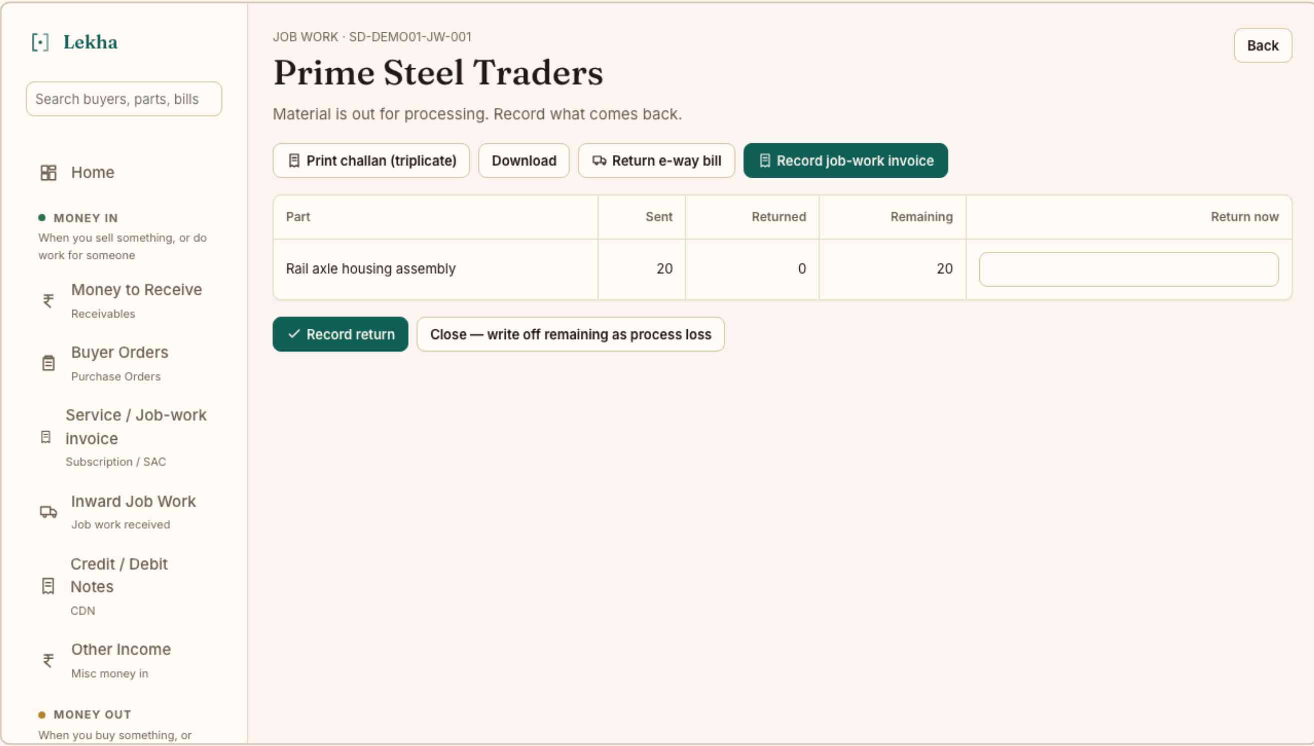
Print the challan. Open the challan from the **Job Work** list and click **Print challan (triplicate)** — it prints as Original / Duplicate / Triplicate with **no tax** (a job-work move isn't a sale). Send it out with the goods.

Record what comes back. As material returns, type the **Return now** quantity on each line and click **Record return** — it moves back **into** stock. When every line is fully returned, the challan closes itself. If some material never comes back (process loss), click **Close — write off remaining as process loss**. A closed challan accepts no further returns.

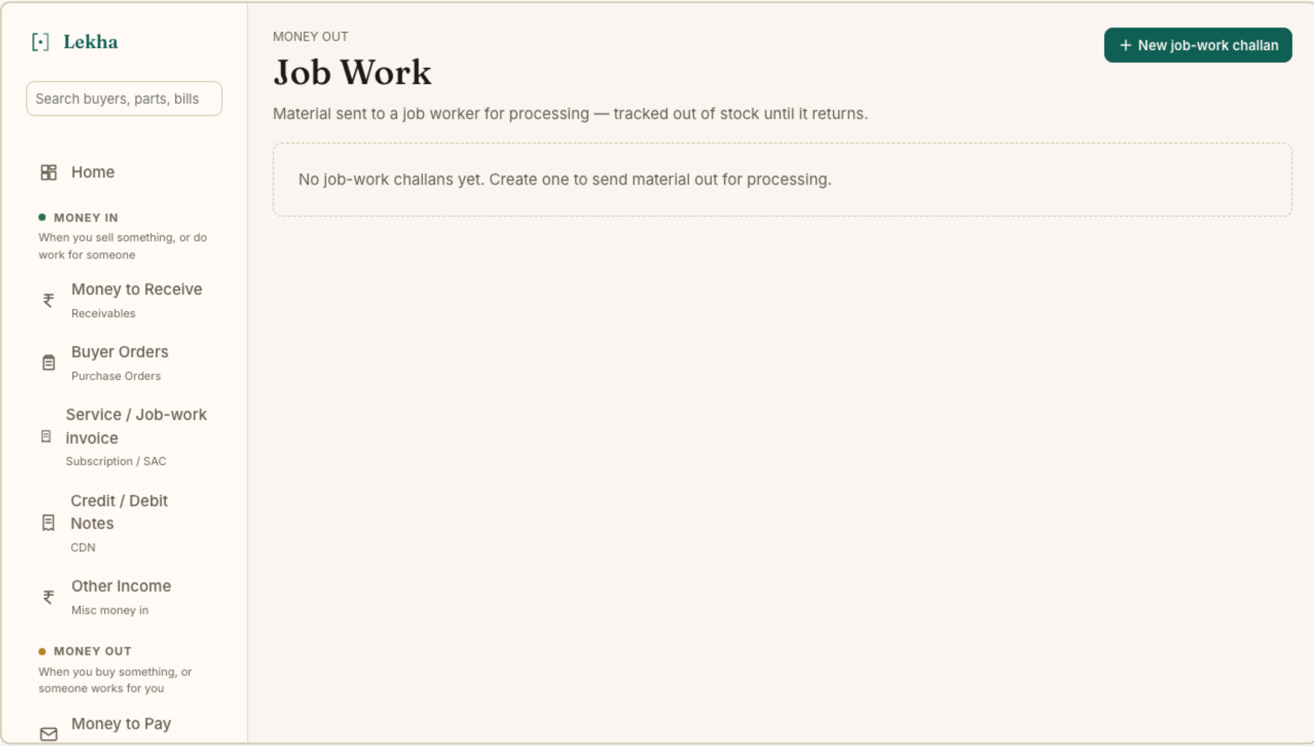
The return trip may need its own e-way bill. The material coming back is a second movement, so if the return consignment is **₹50,000 or more** it needs its own e-way bill — separate from the one you raised when you sent the goods out. Open the challan and click **Return e-way bill**. Who raises it depends on the job worker: if they are **GST-registered**, *they* generate it and you simply **record their number** here; if they are **unregistered** (or you are arranging the return transport yourself), **generate** it from Lekha — it fills in the job worker as the sender and you as the receiver. The screen reminds you which case applies.

Record the job worker's bill. When the job worker invoices you for the processing (their labour charge), open the challan and click **Record job-work invoice**. The parts are prefilled from the challan; type the **processing rate** per line and the **GST**, and Lekha books it into **Money to Pay** as a bill from that job worker. No stock moves — this is only the labour charge, separate from the material you already sent and got back.

A job-work challan — sent vs returned per line, with Return e-way bill and Record job-work invoice



The Job Work list — open and returned challans



5.5 Attendance → salary

Lekha totals each person's monthly salary from their attendance and pay setup. It does **not** calculate PF/ESI/TDS, produce payslips, or disburse — the figures are the ones you record.

Step 1 — Mark attendance (`Money Out → Attendance`):

1. Pick the **Date**.
2. For each person set **Present / Absent / Half day**, and add **Overtime (hrs)** where due. Use **All present** to fill the day quickly.
3. Click **Save attendance**.

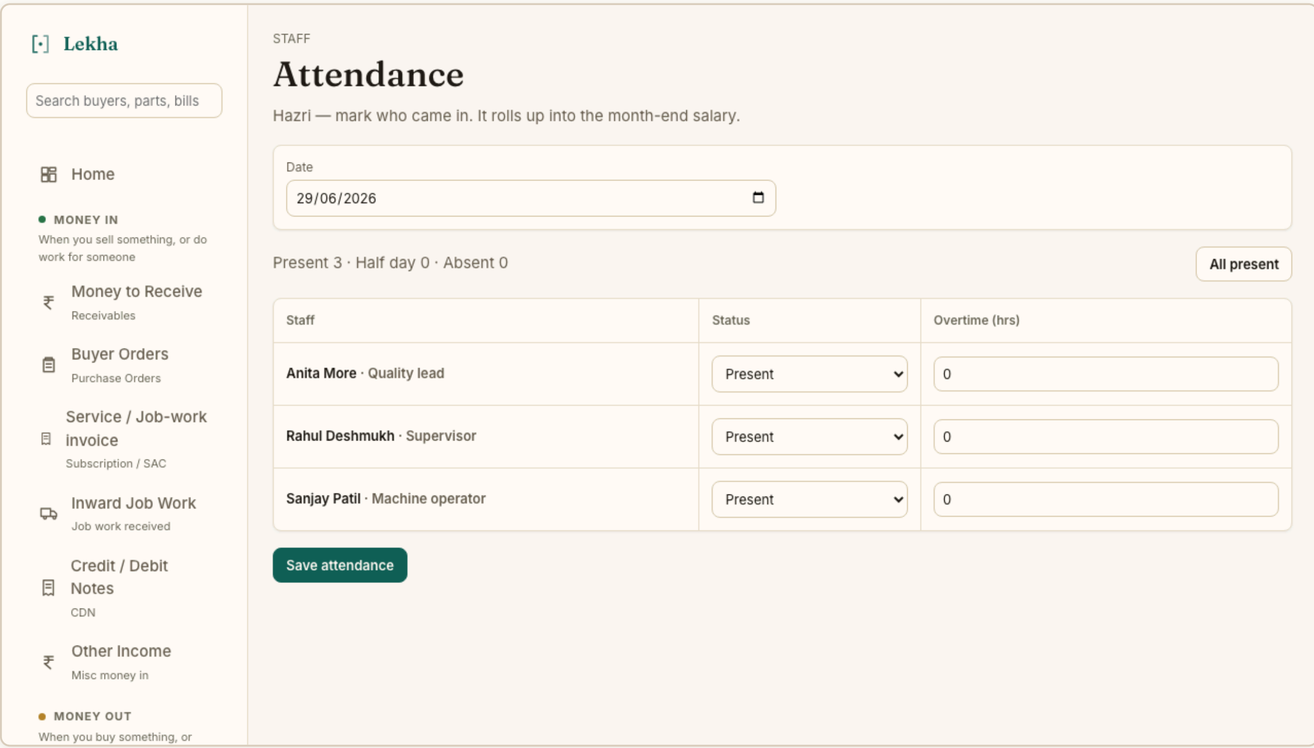
Step 2 — Run the month (`Money Out → Salaries`):

1. Open **Salaries** and click **Open this month** (or pick a month). On a fresh run, choose the **Month** and click **Run salary**.
2. The run lists each person's **Base**, any **Adjustment**, and **This month**. To add a bonus or deduction, click **Adjust**, enter the amount and a **Reason**, and **Save adjustment**. Click **Recompute** after changing attendance.

Step 3 — Finalize and pay:

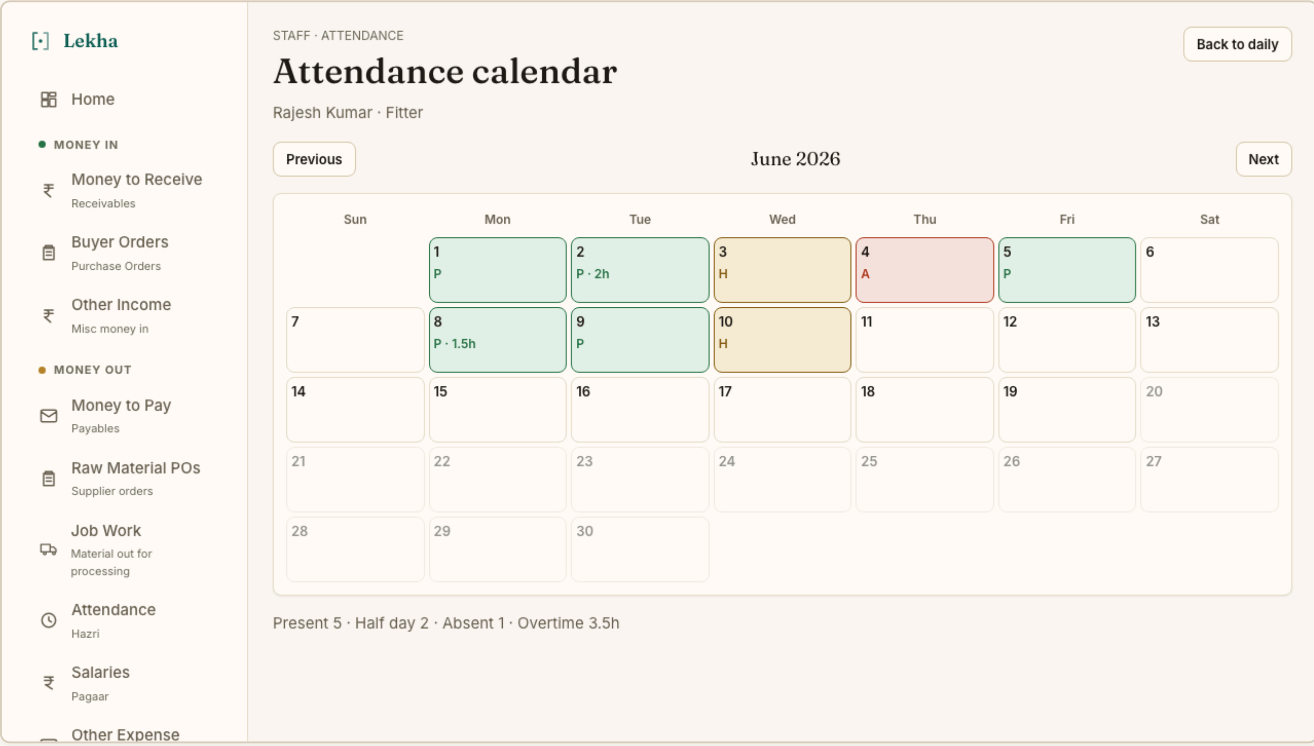
1. Click **Finalize month** (this locks that month's attendance) and confirm.
2. Click **Mark whole month paid** (or **Mark paid** on one person), record the payment details, and click **Record payment**.

Attendance (Hazri)

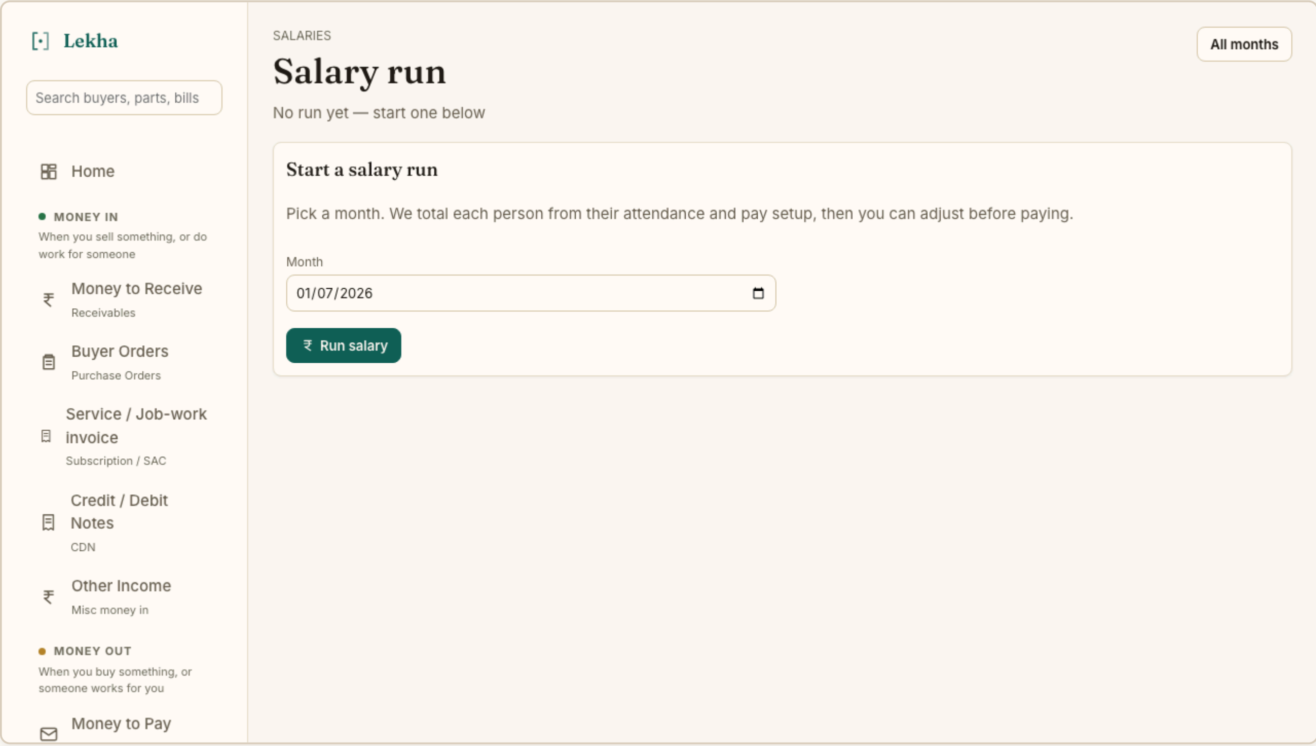


See one person's month. Click any name in the attendance grid to open their **month calendar** — each day marked present (P), half-day (H), or absent (A), plus overtime hours. Use **Previous / Next** to move between months (past months stay editable); click a day to change it. A month becomes read-only once its salary is finalized.

Per-employee month calendar



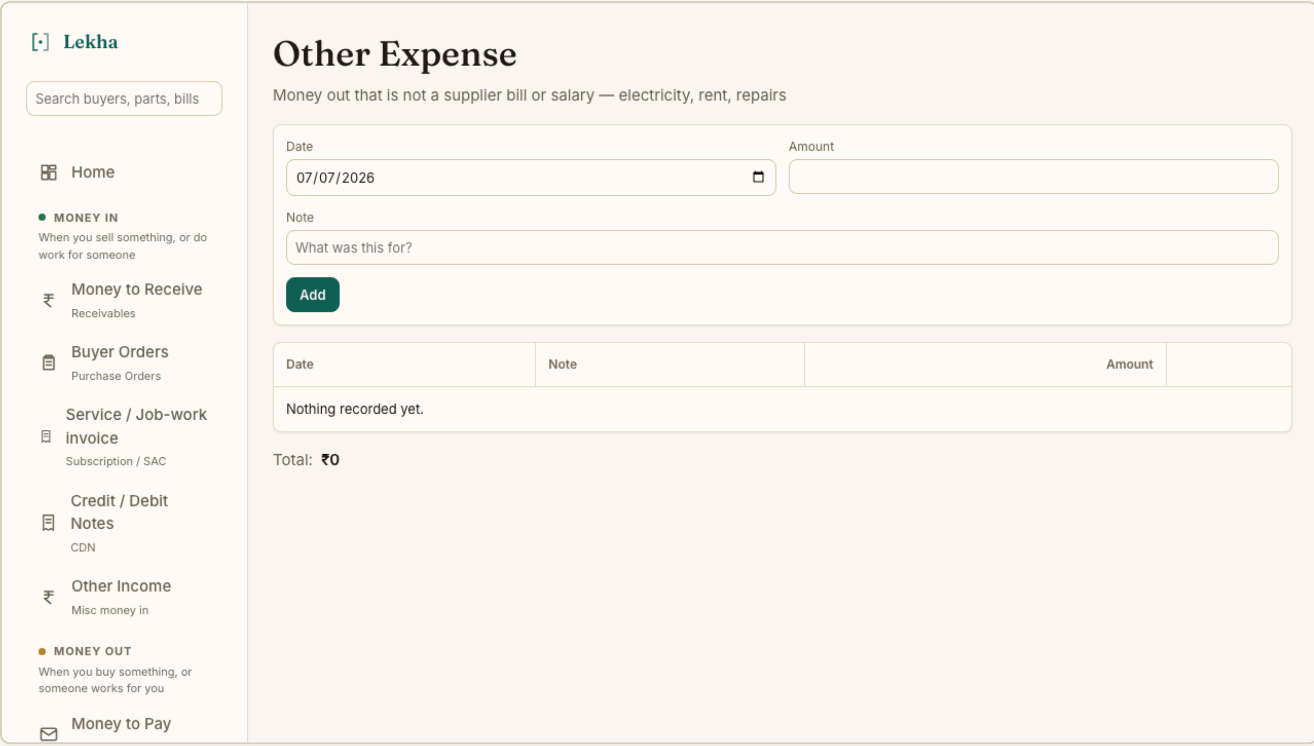
Salary run — adjust, finalize, mark paid



5.6 Other expense (`Money Out → Other Expense`)

For money out that isn't a supplier bill or salary — electricity, rent, repairs. Works exactly like Other Income: set **Date**, **Amount**, **Note**, click **Add**; **Edit/Delete** per row; running **Total** at the bottom.

Other Expense

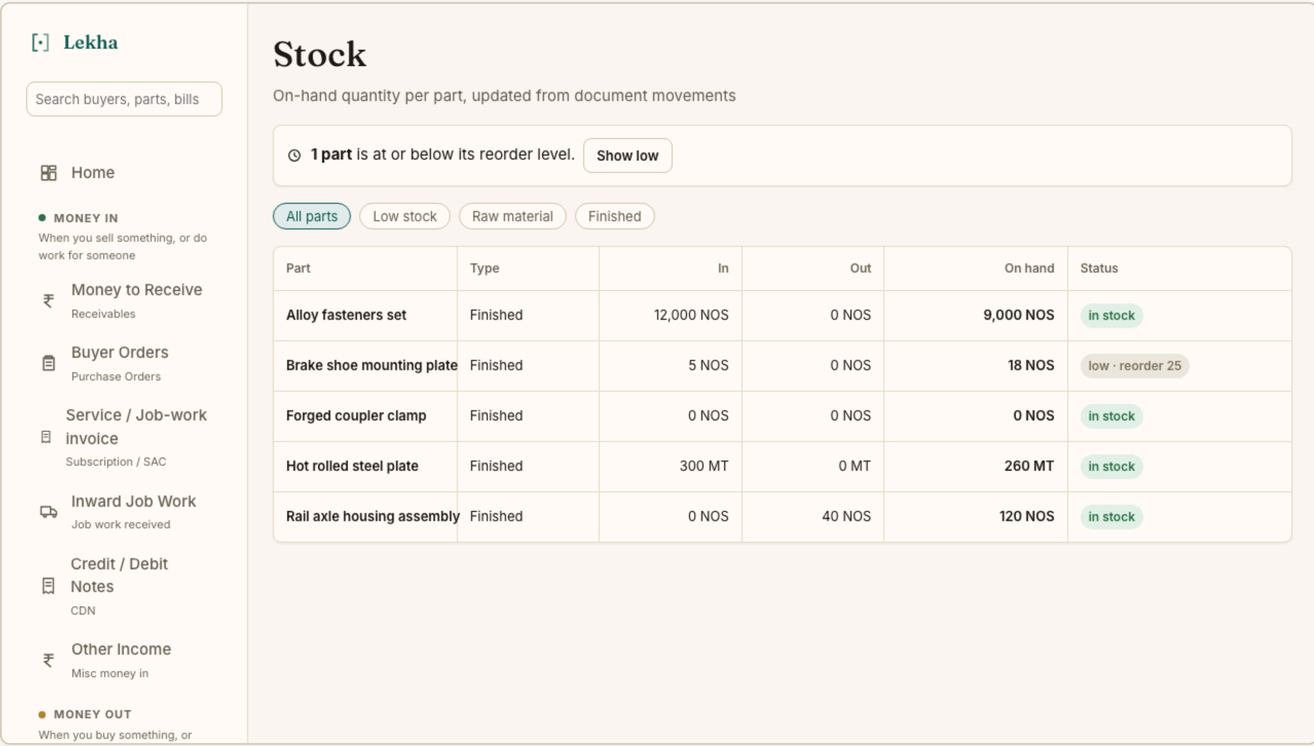


6. Stock (`Stock`)

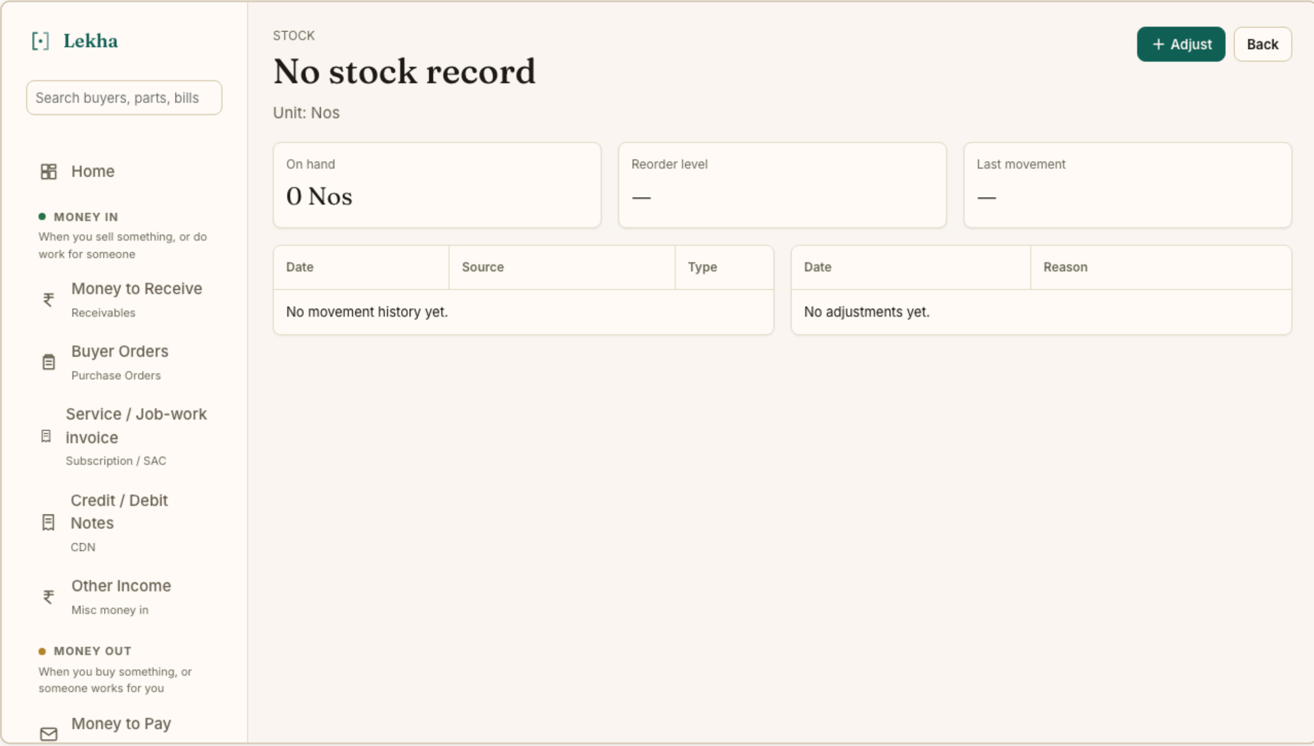
Lekha tracks **how many** of each part you hold — updated automatically as documents move goods. It does not value stock or track recipes/consumption.

- **Stock** — on-hand quantity per part, with a **low-stock** alert and filters (All / Low stock / Raw material / Finished). Click **Adjust stock** to make a correction.
- Click a part to open **Stock detail** — its **On hand**, **Reorder level**, **Last movement**, the full **movement history**, and any **adjustments**.
- **Adjust stock** — choose **Reduce** (breakage / shortage) or **Increase** (found / count up), enter the **Quantity**, **Date**, a **Reason** (physical-count correction, breakage, shrinkage, other), and an optional **Note**, then click **Save adjustment**.

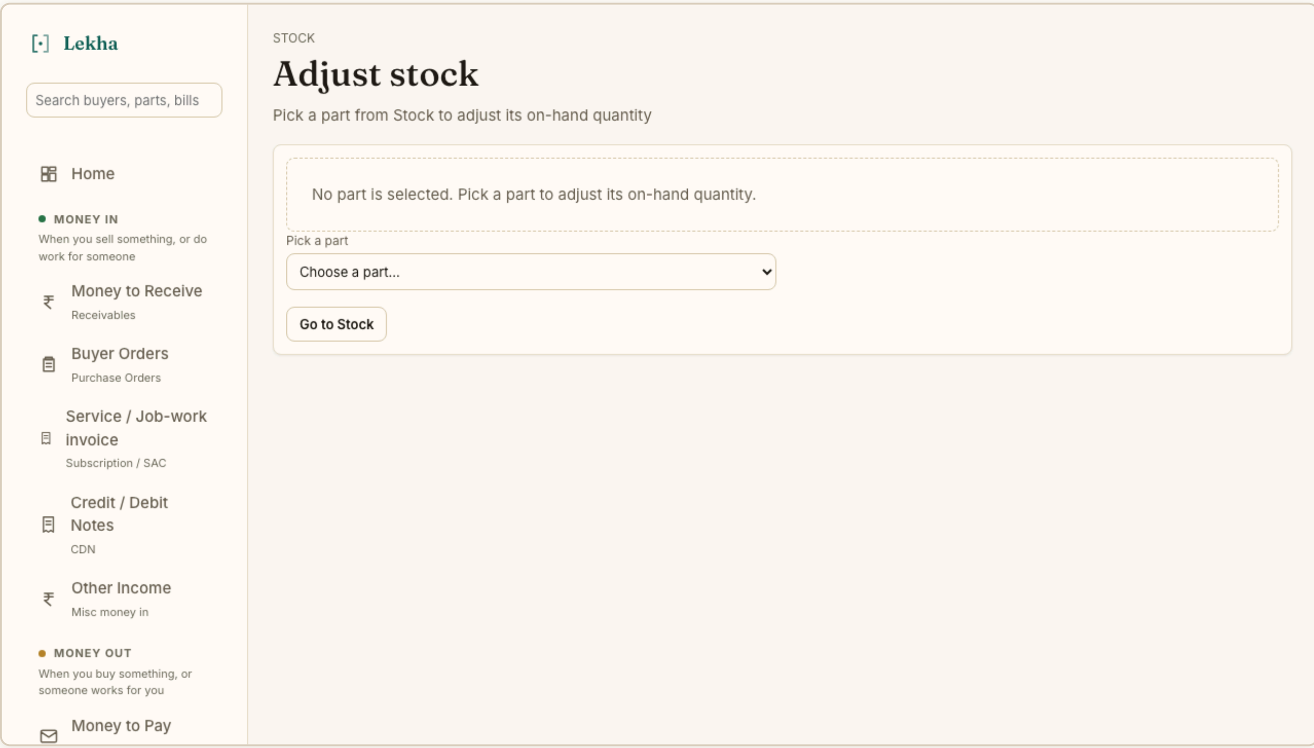
Stock on hand



Stock detail — movements & adjustments



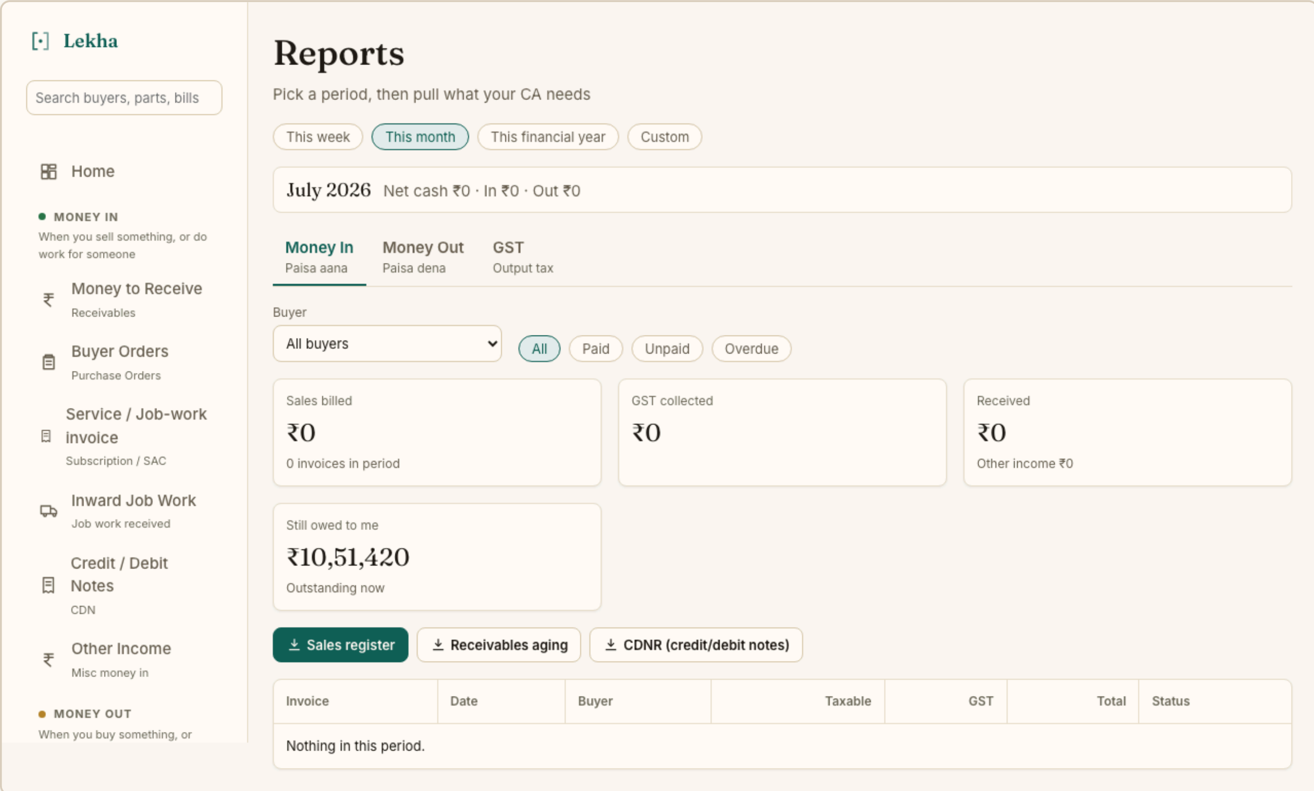
Adjust stock



7. Reports and exports (`Settings → Reports`)

The **Reports** screen shows headline numbers — **Receivables**, **Payables**, **Salaries**, and **Cash position** — and gives you CSV exports for your CA: **Receivables aging export**, **Supplier dues export**, and **GSTR-1 export**. Click a button and the file downloads.

Reports & exports



8. What Lekha does not do (so you're never surprised)

- **It never moves money.** Every "payment" is a record of something you did in your bank/UPI/cash outside Lekha.
- **It is not your CA.** It records what you enter and does not decide your GST or e-invoice obligations — confirm those yourself.
- **For e-invoice (IRN) and e-way bill, Lekha is the messenger, not the portal.** It files through a licensed provider under your GSTIN; it never claims to be the government system.
- **Salaries are a total, not payroll.** No PF/ESI/TDS, no payslips, no filing, no disbursement.
- **Stock is a count, not a valuation.** No FIFO/weighted-average, no recipes/consumption, no per-part profit.
- **Other income/expense are simple records** to complete your cash picture — not a full chart of accounts or P&L.