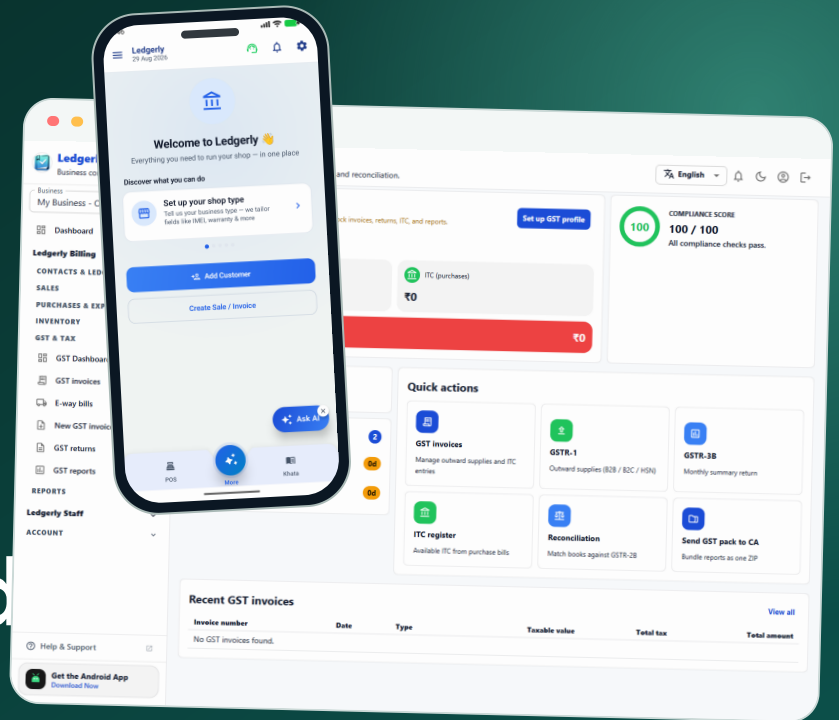




FEATURE GUIDE · ANDROID + WEB

Run your business from one connected workspace.

Create invoices, manage khata and stock, prepare GST records, organise staff, review reports, and configure how customers pay you.



Explore features

Open web app

Android app

Web app

Shared business data

Built for Indian businesses · English, Hindi, Tamil, Hinglish, Gujarati, Marathi, and Bengali

What Ledgerly helps you do

This guide focuses on the main workflows clients usually ask about. The Android and web apps work as two views of the same business workspace.



Start on one device. Continue on another.

Use Android for work on the move and the web app for a wider operational view.

01

Billing & sales

Invoices, quick sale, POS, quotations

02

Khata & collections

Balances, statements, reminders, UPI

03

Inventory & purchases

Products, stock, suppliers, expenses

04

GST & reports

Tax records, returns, ITC, business insights

05

Staff & payroll

Attendance, shifts, leaves, salary operations

06

Business settings

Profile, UPI, invoice design, custom fields

7 app languages

2 connected platforms

1 business workspace

Feature availability can vary by plan and by services configured for the business.

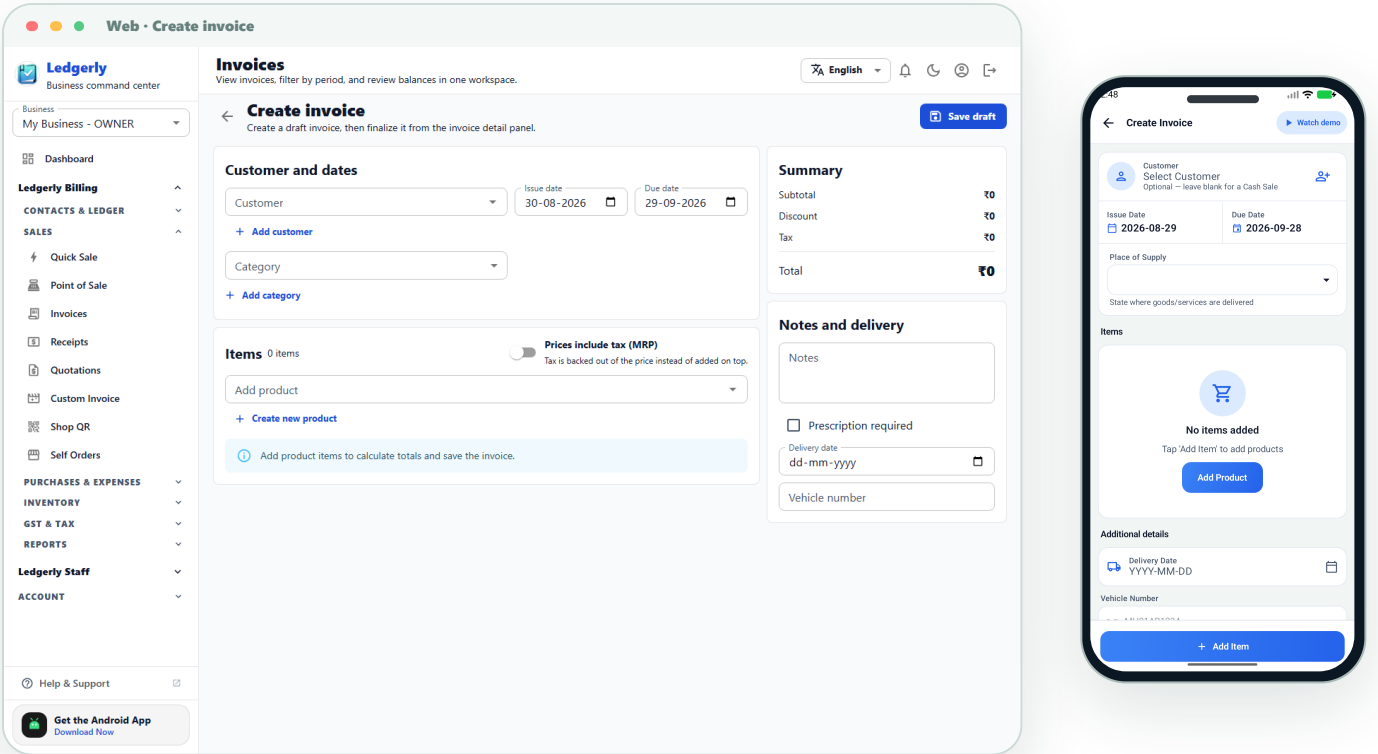
← Cover

Contents

Billing →

Create a sale without slowing down the counter.

Use guided invoice forms for detailed billing, or faster sale flows when speed matters. Add customers, products, dates, tax treatment, delivery details, notes, and payment information.





Flexible selling

Quick Sale, POS, standard invoices, quotations, and custom invoice workflows.



Clear totals

Review subtotal, discounts, taxes, received amount, and outstanding balance.



Share-ready

Generate professional documents that can be downloaded and shared with customers.



Useful details

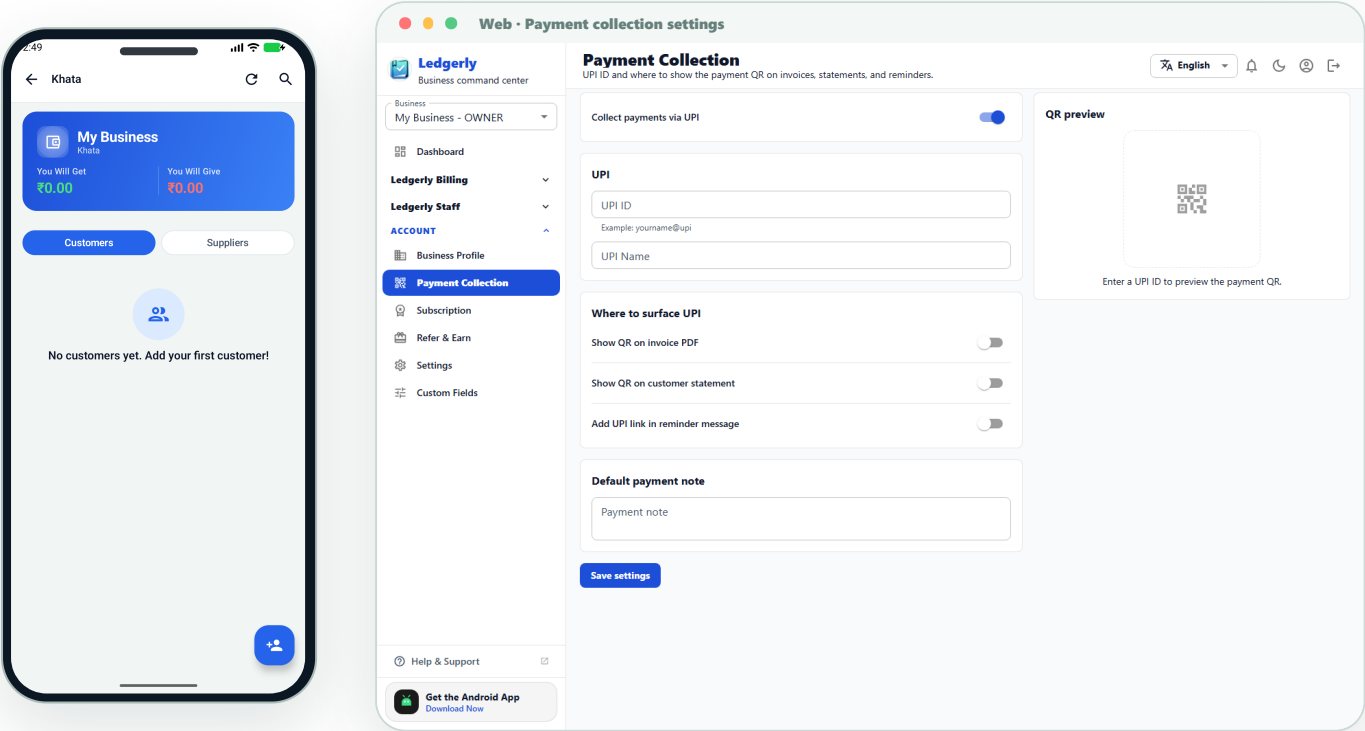
Capture place of supply, due dates, delivery details, vehicle number, and notes.

Know who owes what—and make collection easier.

Track customer and supplier balances, record money given or received, search parties, review statements, and follow up from the same workflow.

Collection-ready

UPI links and QR visibility can be controlled for invoices, statements, and reminder messages.



Keep stock and spending visible.

Maintain products and categories, monitor stock value, filter inventory, identify low or out-of-stock items, record purchases, and organise expenses.

Web · Inventory

Ledgerly

Business command center

Business

My Business - OWNER

Dashboard

Ledgerly Billing

CONTACTS & LEDGER

SALES

PURCHASES & EXPENSES

INVENTORY

Products

Inventory

GST & TAX

REPORTS

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ACCOUNT

Help & Support

Get the Android App

Download Now

Inventory

Stock levels, movements, low-stock alerts, and adjustments.

Stock value

₹0

Low stock

0

Out of stock

0

Inventory list

Track stock levels, reorder points, and manual adjustments.

Search

Search product, SKU, or unit

Category

Stock

All stock

No inventory items match the current filters.

Add product

Product catalogue

Keep selling and purchase details organised by product and category.

Stock control

Review on-hand stock, valuation, movements, alerts, and adjustments.

Purchases

Record supplier bills and link buying activity to inventory operations.

Expenses

Classify day-to-day spending so it can flow into business reports.

Useful for daily decisions: search by product, SKU, unit, category, or stock status and act on replenishment needs.

← Khata

Contents

GST & reports →

Turn day-to-day entries into tax-ready records and insights.

Prepare GST invoices and summaries, review outward supplies and ITC, manage return working data, reconcile records, and analyse operational performance.

Ledgerly supports preparation and review workflows. Filing or government-portal actions depend on configured services and the final review of the business or tax professional.

Web • GST workspace

Ledgerly

Business command center

Business

My Business - OWNER

Dashboard

CONTACTS & LEDGER

SALES

PURCHASES & EXPENSES

INVENTORY

GST & TAX

GST Dashboard

GST Invoices

E-way bills

New GST Invoice

GST returns

GST reports

REPORTS

Ledgerly Staff

ACCOUNT

GST & Tax

GST profiles, invoices, returns, ITC, and reconciliation.

GST profile not configured

Add your GSTIN and legal details to unlock invoices, returns, ITC, and reports.

Set up GST profile

COMPLIANCE SCORE

100 / 100

All compliance checks pass.

Current month summary

Output tax (sales)

₹0

Input tax (purchases)

₹0

Net payable

₹0

New GST Invoice

Create a new GST invoice

Pending returns

6STR-1- 07/2026-2027

Due 17 Aug 2026

6STR-3B- 07/2026-2027

Due 20 Aug 2026

Quick actions

GST Invoices

Manage outward supplies and ITC entries

6STR-1

Outward supplies (B2B / B2C / HSN)

Monthly summary return

6STR-3B

ITC register

Available ITC from purchase bills

Reconciliation

Match books against 6STR-3B

Send GST pack to CA

Bundle reports as one ZIP

Recent GST invoices

View all

Invoice number	Date	Type	Taxable value	Total tax	Total amount
No GST invoices found.					

Web • Reports

Ledgerly

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Sales report

Purchases report

Inventory report

Staff report

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ACCOUNT

Reports

Gain purchases, P&L, quick sale, inventory, and staff reports.

P&L

Sales

Purchases

Inventory

Attendance

Payroll

Leaves

This month

Last month

This quarter

This year

Custom

31 Jul 2026 - 30 Aug 2026

Export

Net sales

₹0

Net purchases

₹0

Total expenses

₹0

Gross profit

₹0

Net profit

₹0

Profit margin

0.0%

Total sales

₹0

Sales tax

₹0

Sales discount

₹0

Total purchases

₹0

Purchase tax

₹0

Invoices

0

Bills

0

Expenses

0

Operating profit

₹0

GST invoices

Inventory

GSTR-1 working data

GSTR-3B summary

ITC register

Reconciliation

E-way bill records

P&L

Sales

Purchases

← Inventory

Contents

Staff →

Give people operations their own command centre.

Manage staff records, attendance, punch activity, shifts, branches, tasks, leaves, advances, payroll, statutory configuration, and controlled app access.

Web · Staff dashboard

Ledgerly

Business command center

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Ledgerly Billing

Ledgerly Staff

Staff

Staff list

DAILY OPERATIONS

PAYROLL

SETUP

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Get the Android App

Download Now

Staff

Attendance

Branches

Payroll

Leaves

Advances

Staff

Staff records, attendance, payroll, leaves, and app access.

Active staff

0

Currently active team members

Present

0

For 30 Aug 2026

Not marked

0

For 30 Aug 2026

Salary payable

₹0

This month

Advance balance

₹0

Total outstanding

Pending leaves

0

Awaiting approval

Punched in

0

Currently on the clock

Punched out

0

For 30 Aug 2026

Punch approvals

0

Awaiting approval

Organise

Directory · Branches · Roles · App access

Operate

Attendance · Tracking · Tasks · Leaves

Pay

Salary · Advances · Reimbursements · Statutory settings

Review

Approvals · Registers · Attendance and payroll reports

[← GST & reports](#)

[Contents](#)

[Settings →](#)

Set up the business once. Control how it appears everywhere.

Configure identity, address, GSTIN, business type, invoice numbering, currency, fiscal year, UPI collection, QR placement, document styling, and custom fields.

Web · Business profile

Ledgerly

Business command center

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Get the Android App

Business Profile

Business identity, preferences, PDF settings, and attendance settings.

ProfileAttendance

Basic information

Business nameMy BusinessBusiness typeGeneralPhoneEmailGSTINRegistration number

Address

StreetCityState / ProvincePincode / ZIPCountryIndia

Settings

ThemeAdaptiveData currencyINRFiscal year startAprilInvoice prefixNew invoice: INV-2024-0001WebsiteDescription

Save profile

Web · UPI collection

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Payment Collection

UPI ID and where to show the payment QR on invoices, statements, and reminders.

Collect payments via UPI

UPI

UPI IDExample: yourname@upiUPI Name

Where to surface UPI

Show QR on invoice PDFShow QR on customer statementAdd UPI link in reminder message

Default payment note

Payment note

Save settings

Payment Collection

Collect payments via UPI

UPI

UPI IDExample: yourname@upiUPI NameName shown to customer while paying

Where to surface UPI

Show QR on invoice PDFShow QR on customer statementAdd UPI link in reminder message

Default payment note

Payment notePlease share screenshot after payment.

Save settings

- ✓ Business name and contact details

✓ Invoice prefix and financial year

✓ Payment note and customer-facing identity
- ✓ Address, business type, GSTIN

✓ UPI ID, QR and reminder placement

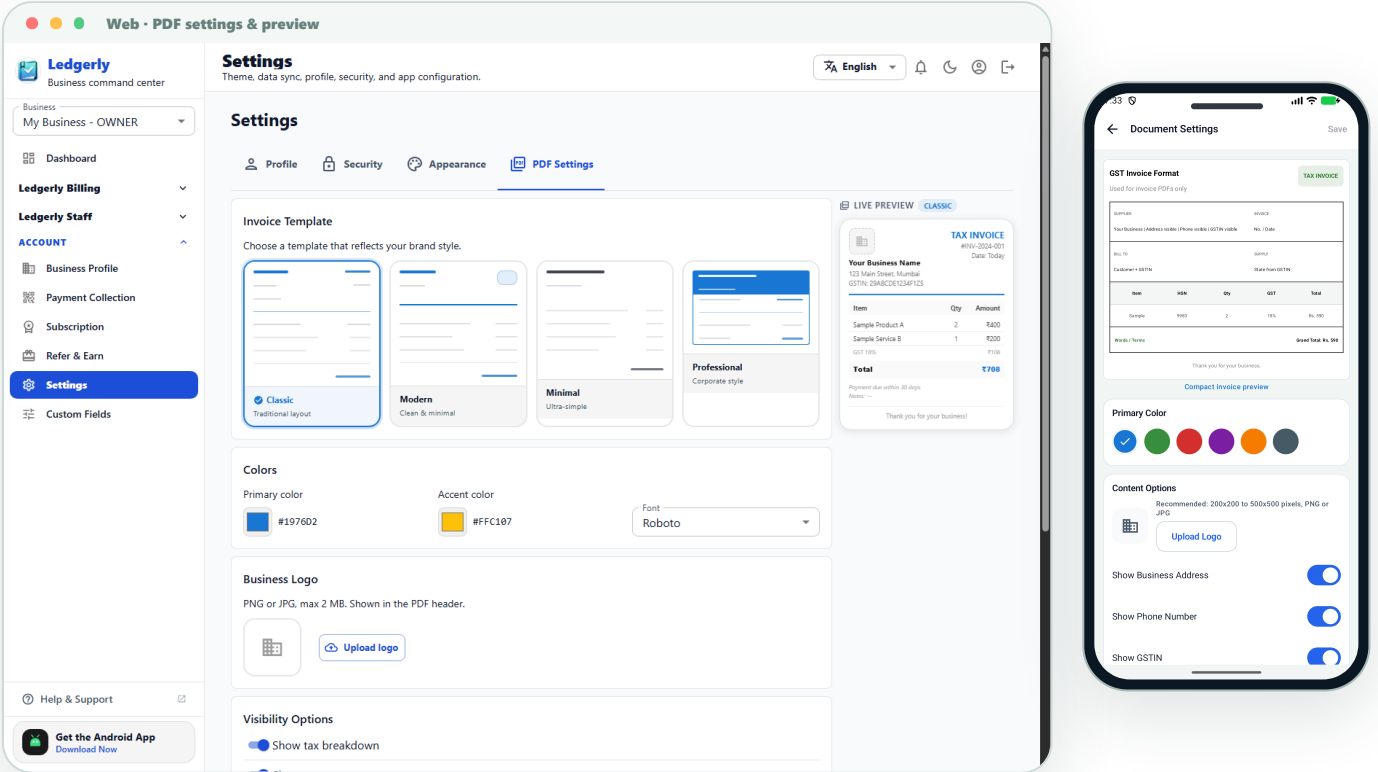
✓ Extra fields for products, bills and invoices

Make every document look like your business.

Choose invoice templates, colours, logo, tax visibility, bank details, footer content, and the customer-facing information that belongs on generated PDFs.

Same business, two workspaces

Use the wider web canvas for setup and analysis, then carry the workflow with you on Android.



Ready to see Ledgerly with your business workflow?

Use the web app from a desktop, or install Ledgerly on Android for work on the move.

Open web app

Get Android app

support@ledgerly.biz

Screens shown were captured from the current Android and web builds on 29–30 August 2026. Product details may evolve as Ledgerly is updated.