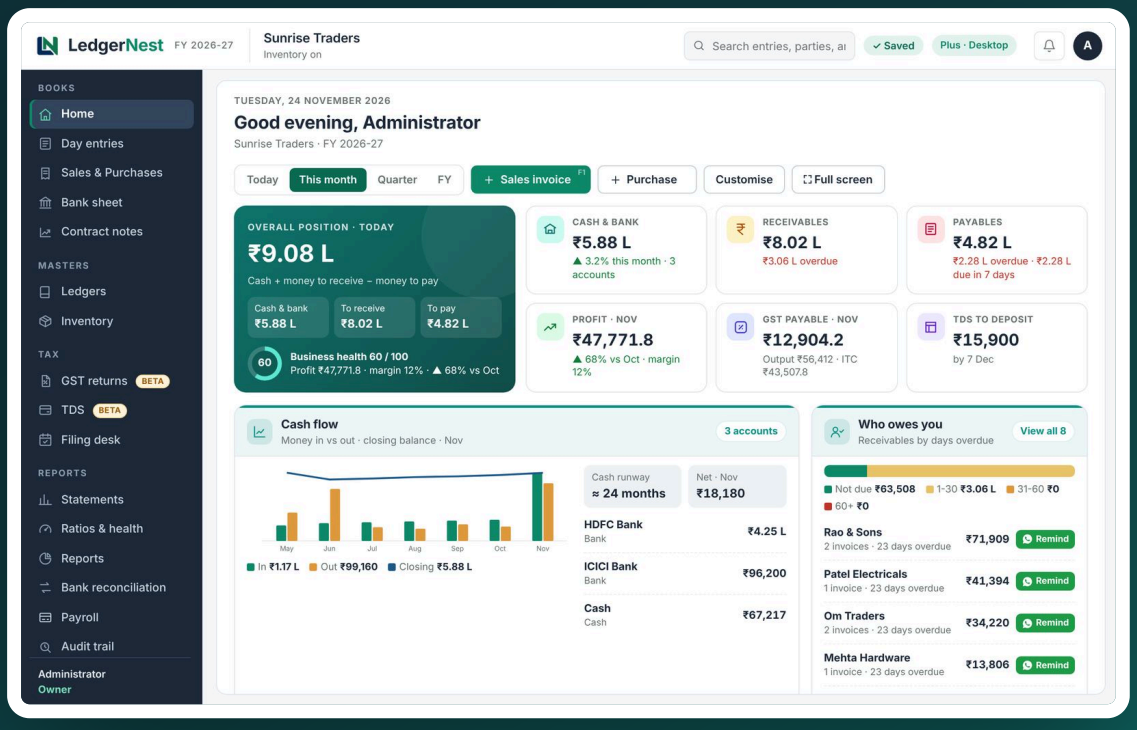
LedgerNest

User Manual

Accounting, GST returns and TDS returns for Indian businesses - screen by screen.



Version 10.5.5 · November 2026

ledgernest.co.in · support@ledgernest.co.in

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About this manual. Each chapter shows a screen of LedgerNest with numbered steps. Screens show a sample company (Sunrise Traders); your own screens show your books. Features marked Beta (GST returns, TDS) are still being tested - always check figures before filing. Help: WhatsApp +91 97978 40108 · support@ledgernest.co.in.

1 Getting started

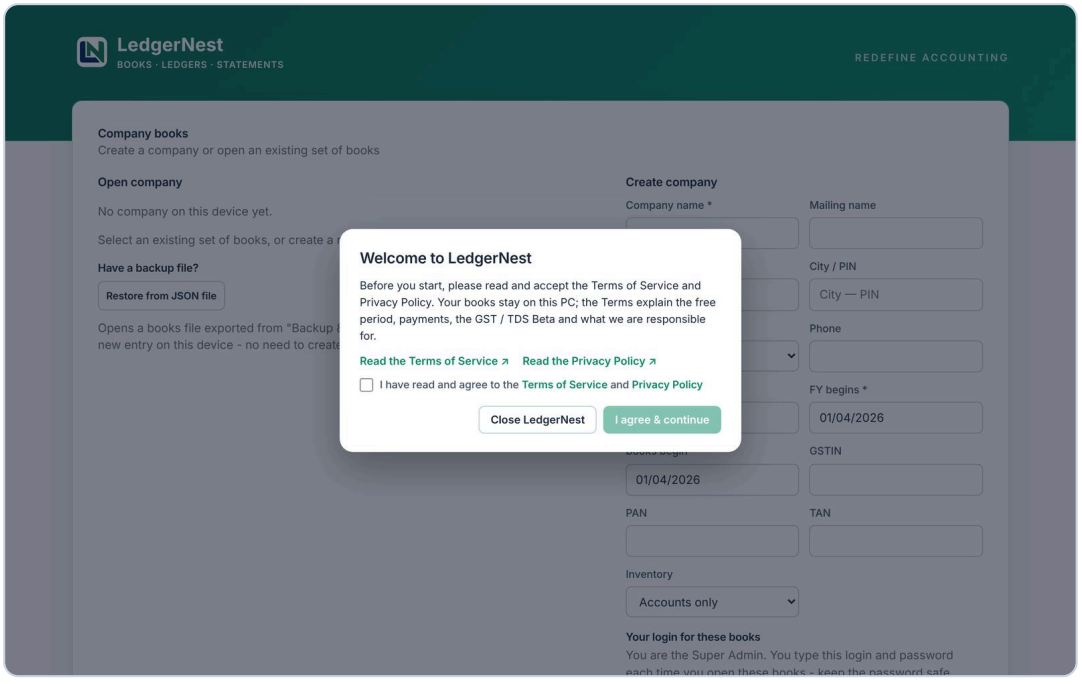
Install LedgerNest on a Windows PC, start your free period with your Google account and create your company. It takes about five minutes and needs the internet once.

1.1 Download and install

1. Open **ledgernest.co.in** and click **Download free**.
2. Open the downloaded file **LedgerNest-Setup-10_5_5.exe**.
3. If Windows shows *Windows protected your PC*, click **More info** and then **Run anyway**.
4. Choose the folder (or keep the one shown) and click **Install**. A LedgerNest icon is put on the desktop.
5. LedgerNest opens by itself when the installation ends.

> **Tip** Your books are kept in **Documents › LedgerNest** on this PC (or in **C:\Users\<you>\LedgerNest** if Documents is in OneDrive). Uninstalling LedgerNest does not delete them.

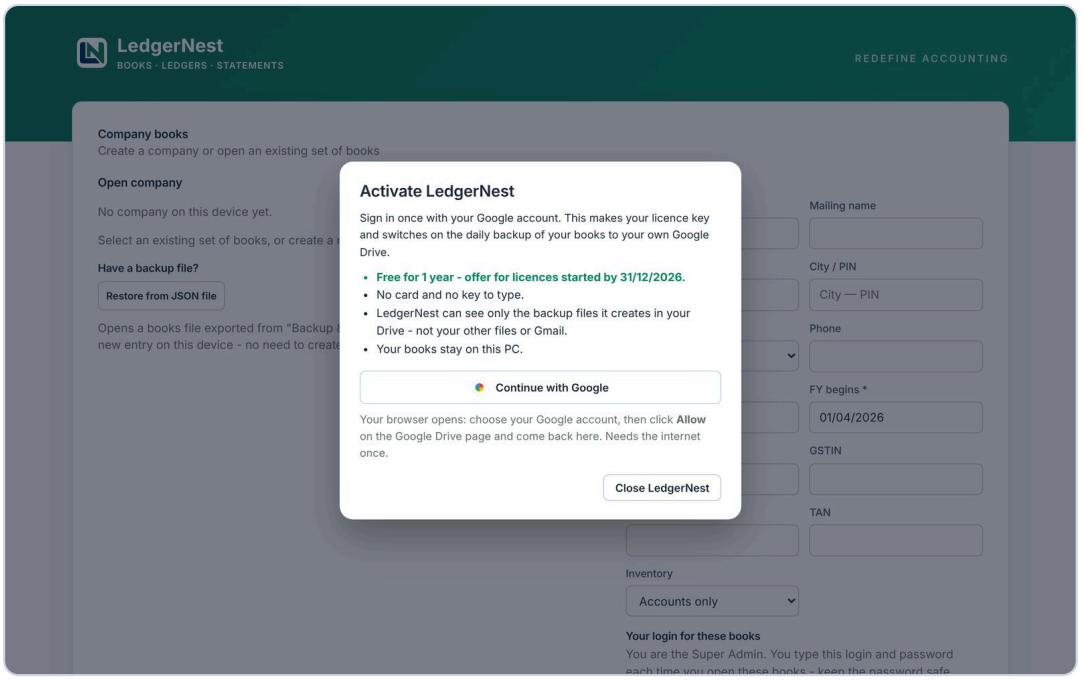
1.2 Terms of Service



The first screen on a new PC.

1. Read the Terms of Service and Privacy Policy (the links open them in your browser).
2. Tick **I have read and agree**.
3. Click **I agree & continue**. Click **Close LedgerNest** if you do not agree.

1.3 Activate with Google



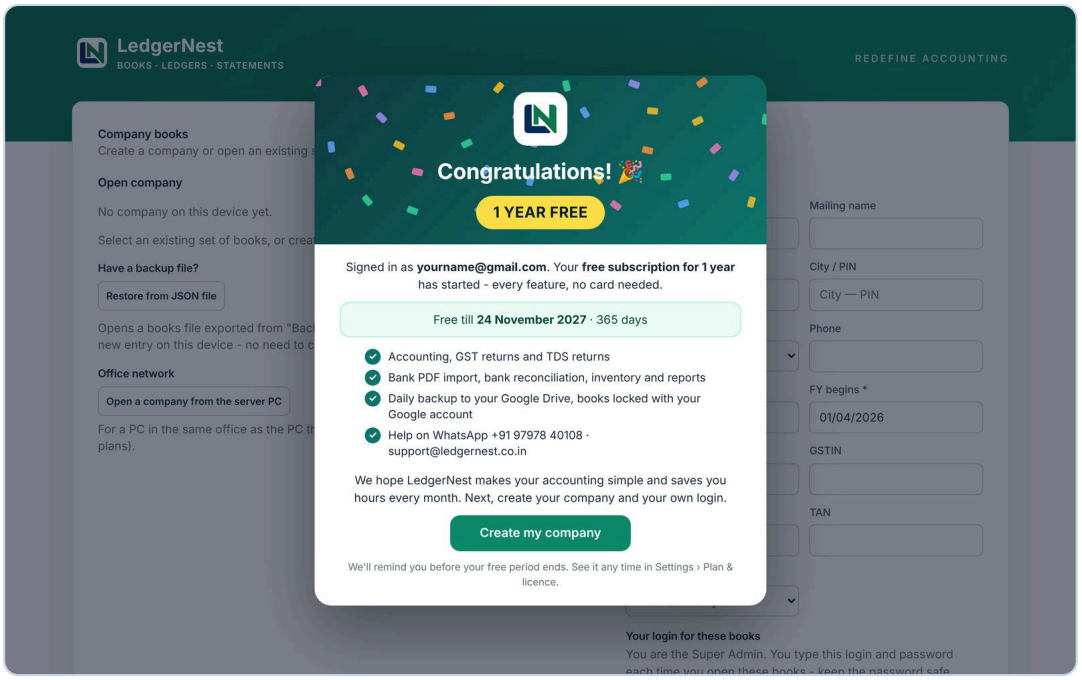
Activation starts your free period - no card and no key.

1. Click **Continue with Google**. Your browser opens.
2. Choose your Google account (Gmail).
3. The next Google page asks for **Google Drive** backup - click **Allow**. LedgerNest can see only the backup files it makes, not your other files or Gmail.
4. Go back to LedgerNest. The licence is now linked to this PC and to your Google account.

> **Tip** If you click Cancel on the Drive page you are still activated - only the daily Drive backup stays off. Turn it on later from Settings › Backup & data › Connect Google Drive.

> **Tip** Use the same Google account on every PC of your licence - it also unlocks your books there.

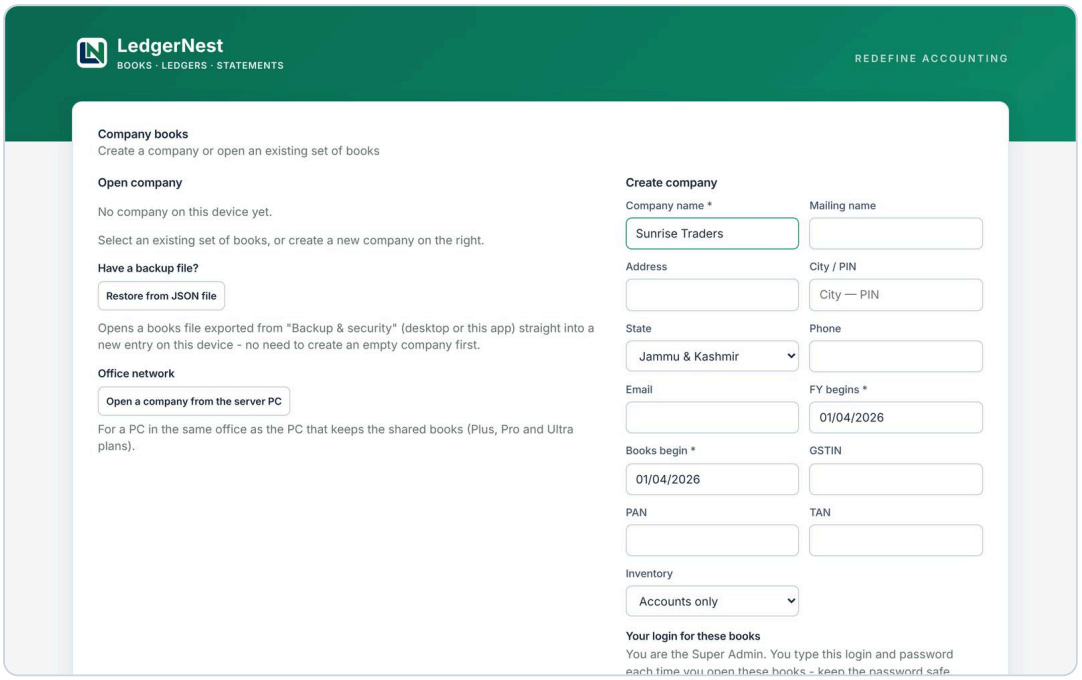
1.4 Congratulations screen



Shown once, when your free period starts.

1. Check the free period and the date it ends.
2. Click **Create my company**.

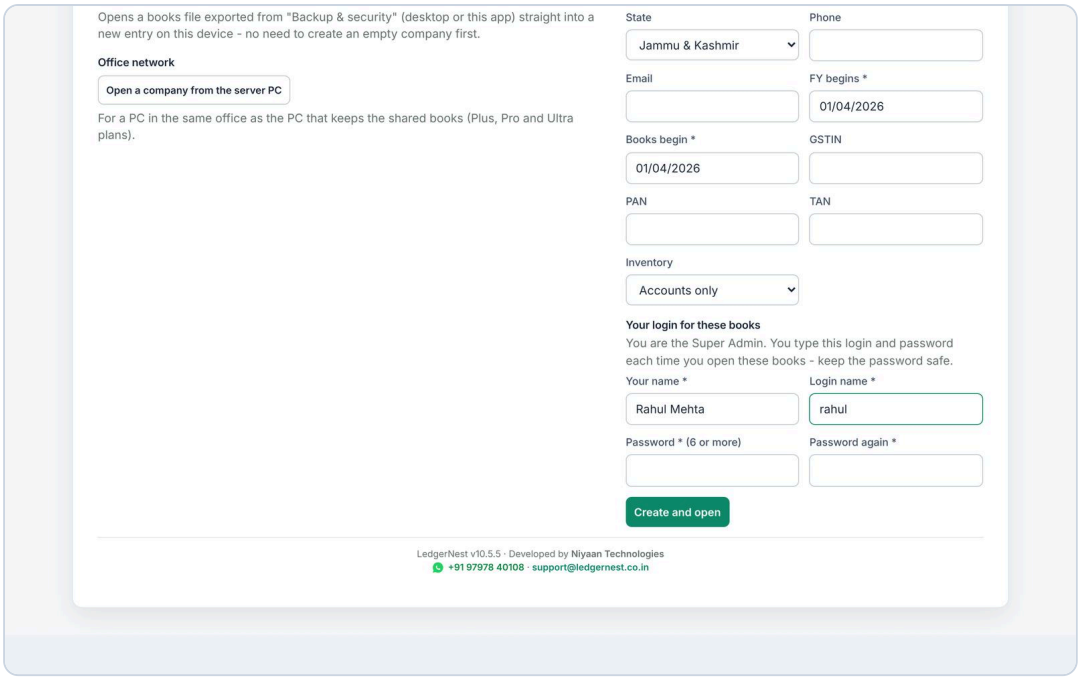
1.5 Create your company



Company details - you can change them later in Settings › Company.

1. Type the **Company name** and pick the **State**.
2. Check **FY begins** (1 April) and **Books begin** - the first date you will enter.
3. Type GSTIN, PAN and TAN if you have them (needed for GST and TDS returns).
4. Choose **Inventory**: *Accounts only*, or with stock if you sell goods.

1.6 Your own login

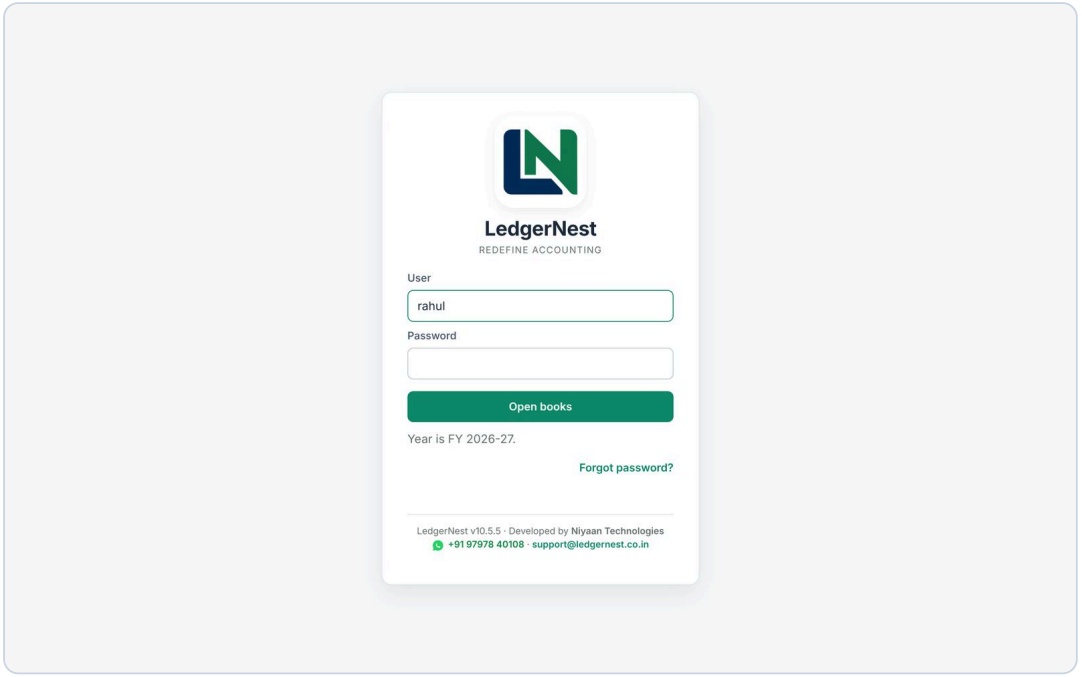


You are the Super Admin of these books. There are no built-in logins.

1. Type **Your name** and a **Login name** (for example your first name).
2. Type a **Password** (6 or more characters) twice. Keep it safe.
3. Click **Create and open**. The Home screen opens.

> **Tip** Forgot it later? Click **Forgot password?** on the login screen and sign in with the same Google account that activated this PC.

1.7 Opening LedgerNest every day



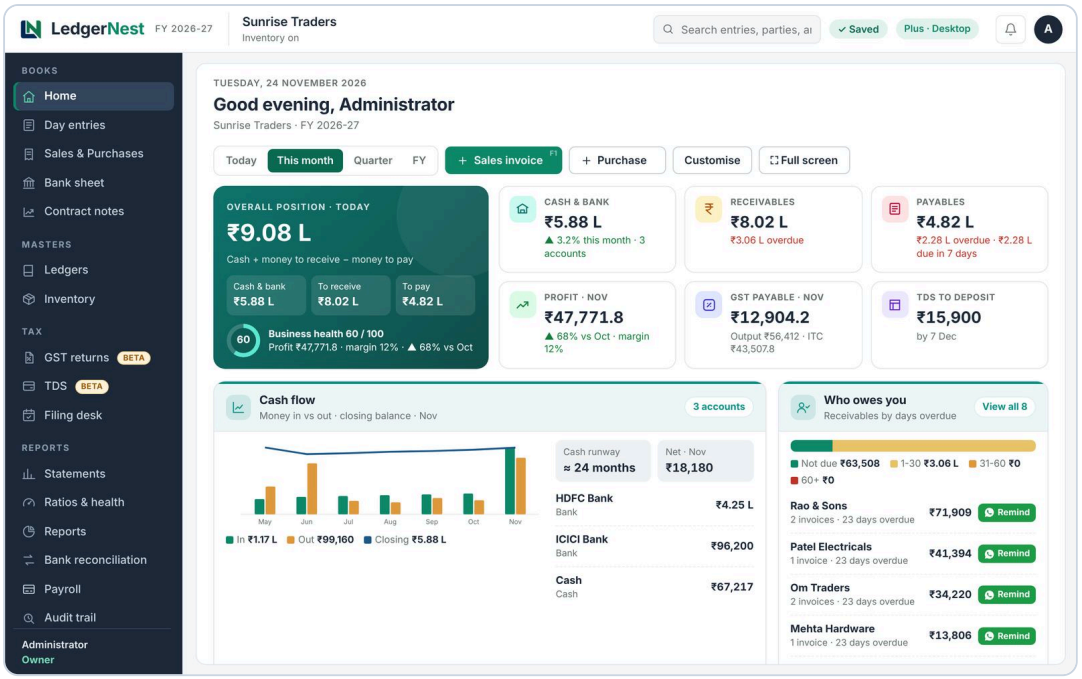
The login screen.

1. Open LedgerNest from the desktop icon.
2. Pick your company and click **Open** (if you have more than one).
3. Type your login and password and click **Open books**.

2 Moving around

The menu on the left opens every screen. The top bar shows the company, the financial year, the save and backup status and your licence.

2.1 The menu and the top bar



Home screen with the menu on the left.

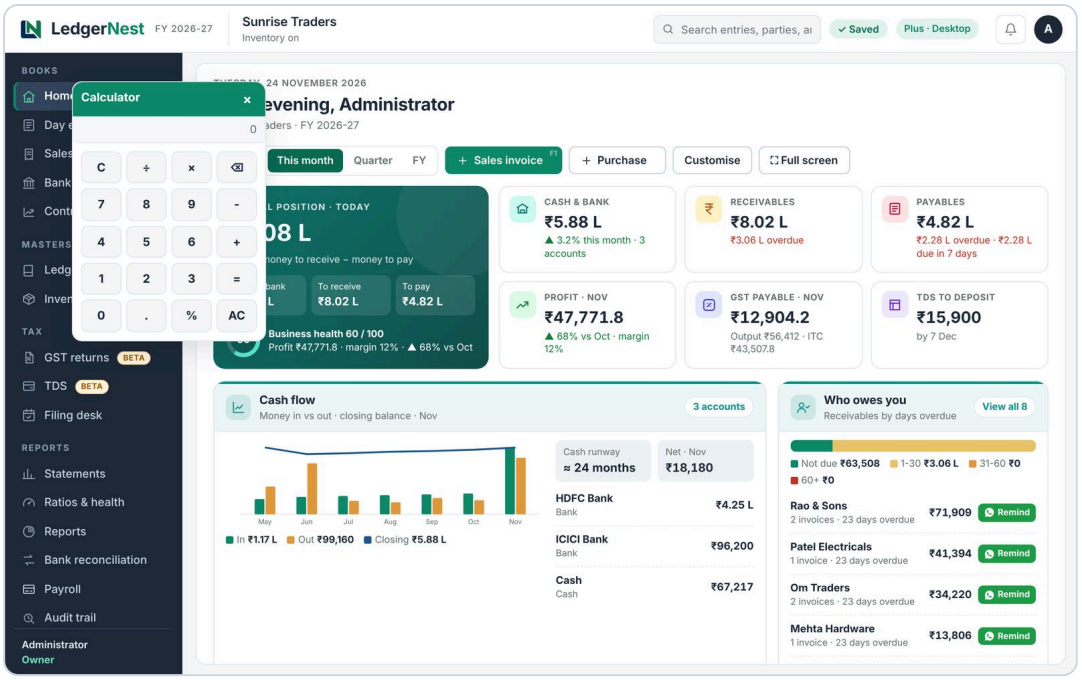
1. Click a menu item, or use the keyboard: **Up / Down** in the menu, **Right** or **Enter** to go into the screen, **Left** to come back to the menu.
2. **Search** (top) finds entries, parties and amounts - press **Ctrl+F**.
3. **Saved** shows your work is saved on this PC. The backup pill shows the last Google Drive backup.
4. The licence pill (for example *Free · 300 days left*) opens your plan.
5. The round button with your initial opens your name, role, version, help and **Sign out**.

> **Tip** Every entry is saved the moment you post it - there is no Save-all button to remember.

2.2 Shortcut keys

1. **Ctrl+H** Home · **Ctrl+D** Day entries · **Ctrl+P** Sales & Purchases · **Ctrl+B** Bank · **Ctrl+L** Ledgers · **Ctrl+S** Statements (on an entry or Settings screen Ctrl+S saves).
2. On a new entry: **D** Deposit/receipt, **P** Payment, **J** Journal, **T** Transfer; **Enter** moves to the next box; **Ctrl+Enter** saves; **+** adds a day to the date; **F4** narration; **Esc** goes back.
3. **F1** new sales invoice · **F2** purchase bill · **F3** other purchase · **Alt+L** new ledger · **Alt+I** new item.
4. Point at the small ⌨ mark next to a screen's title to see its keys.

2.3 Calculator



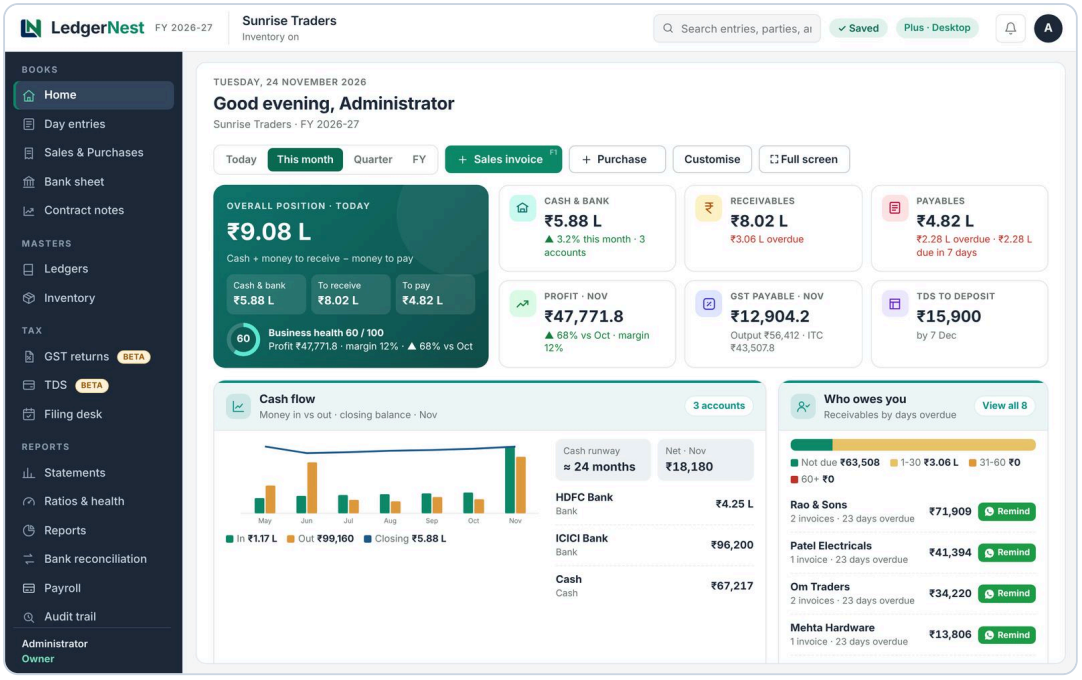
Tools › Calculator opens a calculator over any screen.

1. Click **Calculator** in the menu (Tools).
2. Type the sum; click a result to copy it into the box you were in.

3 Home

The Home screen shows where the business stands today.

3.1 The dashboard



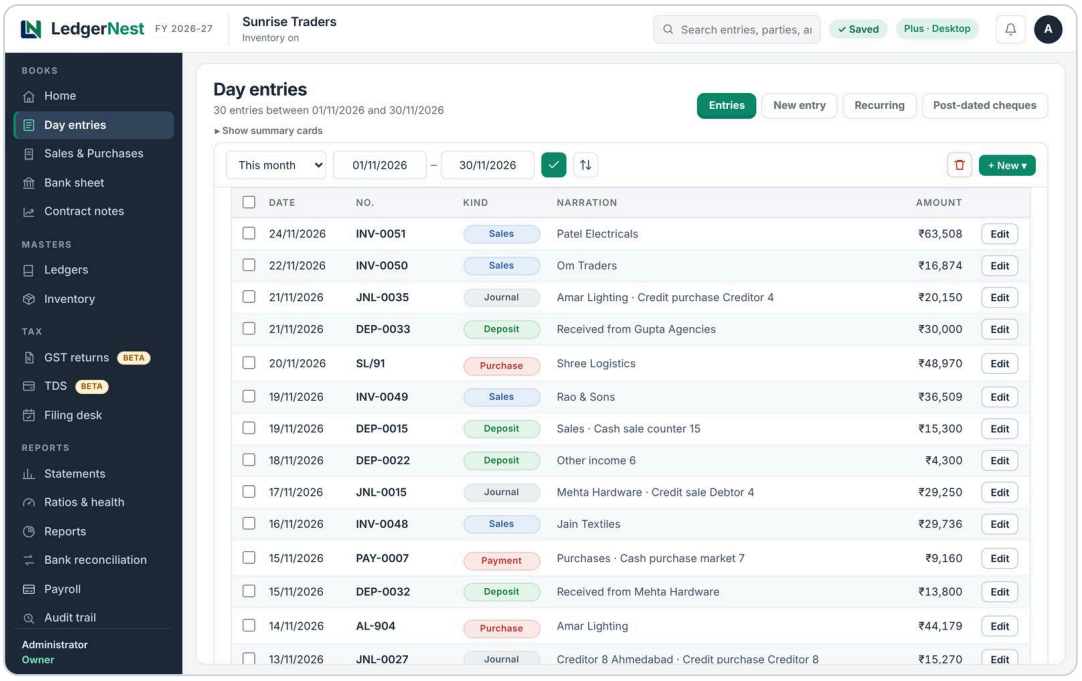
Overall position, cash and bank, receivables, payables, profit, GST and TDS.

1. Pick the period at the top: **Today**, **This month**, **Quarter** or **FY**.
2. **Overall position** = cash and bank + money to receive - money to pay.
3. Click a card (Receivables, Payables, GST payable ...) to open the matching report.
4. Use the quick buttons: **Sales invoice**, **Purchase**, and **Customise** to choose which cards show.
5. **Who owes you** lists customers by overdue days; **Cash flow** shows money in and out by month.

4 Day entries

Receipts, payments, journals and transfers. Invoices and bills you make also appear here.

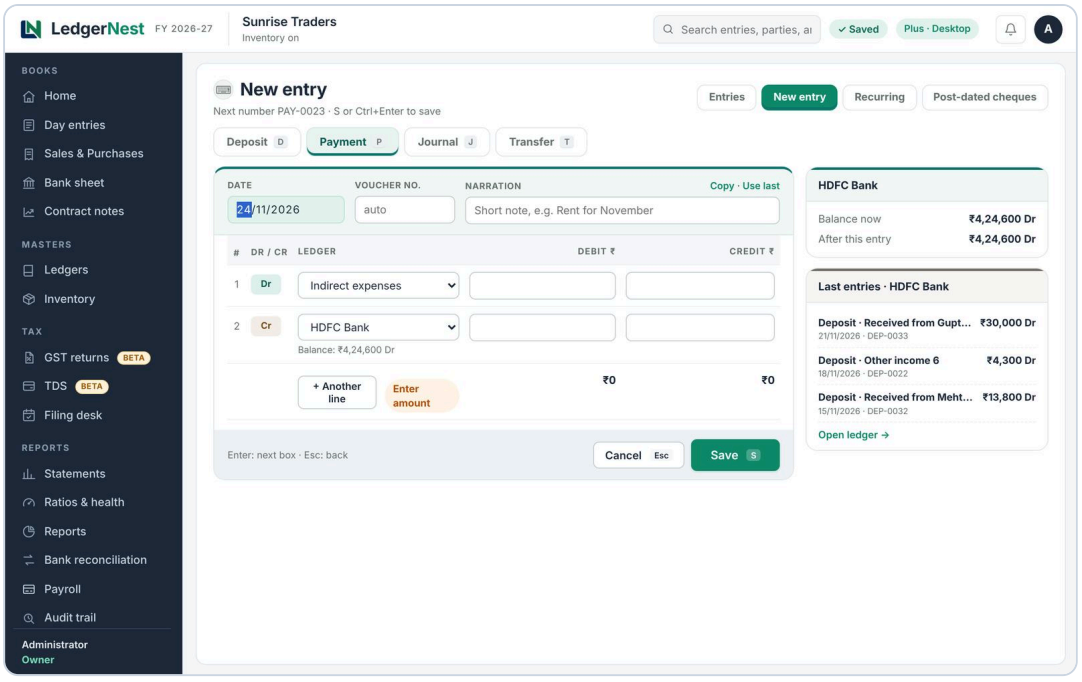
4.1 The Day entries list



Every entry of the period, newest first.

1. Change the month with the arrows, or pick dates.
2. Search by party, number or amount.
3. Click an entry to open it; **Edit** to change it.
4. Click **+ Entry** for a new one.

4.2 Payment

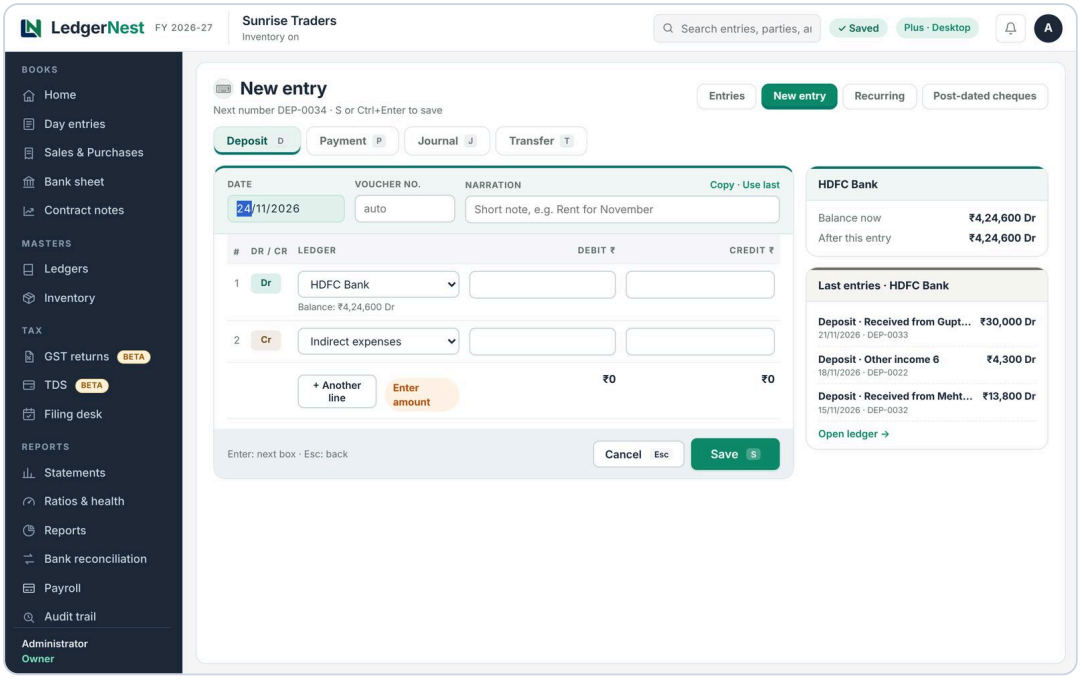


Money paid out of a bank or cash.

1. Click **+ Entry** and choose **Payment** (or press P).
2. Check the date and pick the bank or cash it was paid from.
3. Pick the ledger it was paid to (an expense or a vendor) and type the amount.
4. Add a narration (F4) and press **Ctrl+Enter** or click **Save**.

> **Tip** A payment to a vendor with a TDS section works out the TDS for you (see TDS).

4.3 Receipt (Deposit)



Money received into a bank or cash.

1. Choose **Deposit** (or press D).
2. Pick the bank or cash it was received in and the customer or income it came from.
3. Type the amount; to settle invoices, tick the invoices shown for that customer.
4. Save.

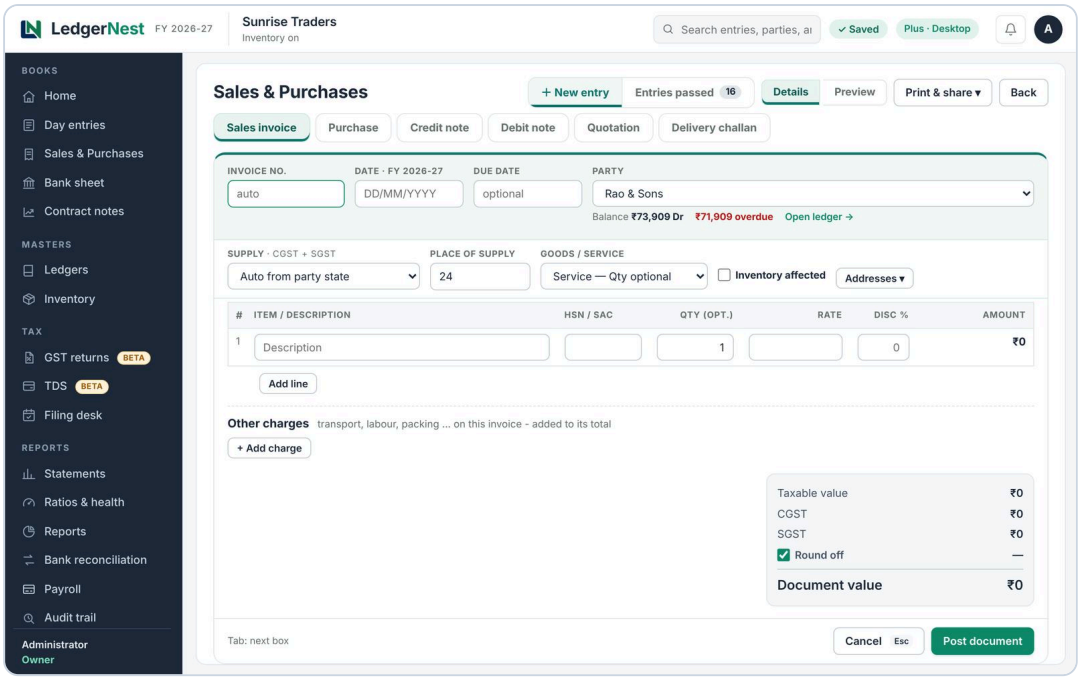
4.4 Journal and Transfer

1. **Journal** (J): any debit / credit entry - provisions, adjustments, depreciation. Debits must equal credits before it saves.
2. **Transfer** (T): money moved between your own bank and cash accounts.
3. **Edit** or **Delete** an entry from its row. Every change is kept in the Audit trail.

5 Sales & Purchases

GST invoices, purchase bills, credit and debit notes. Each document posts its own entry, stock and GST.

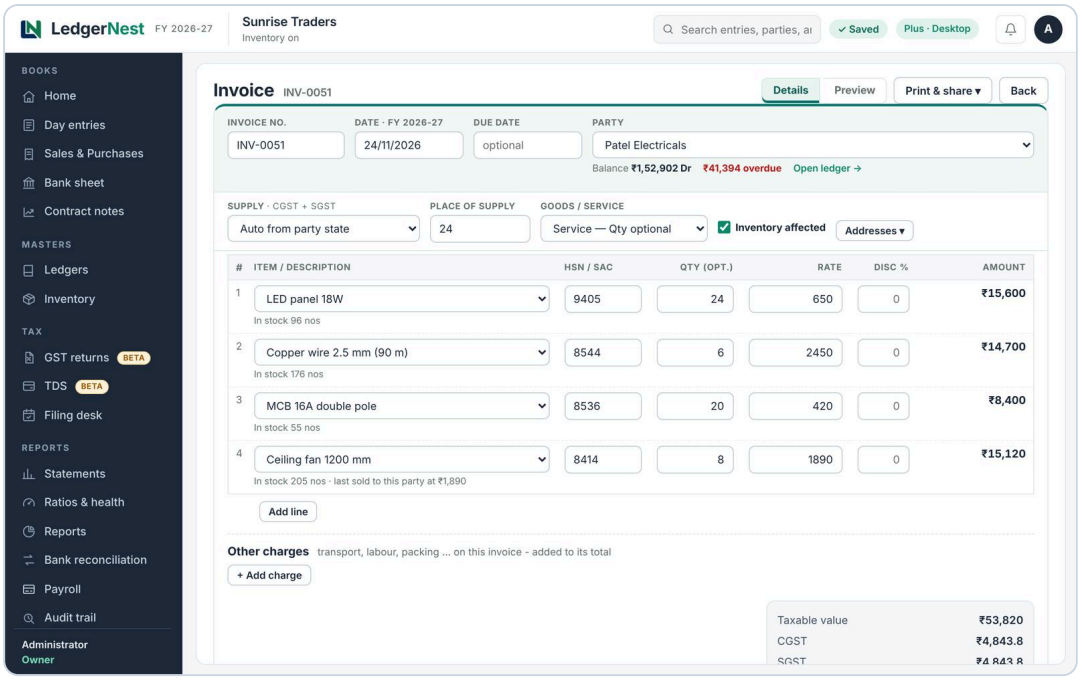
5.1 New sales invoice



Sales & Purchases opens on a new sales invoice (F1).

1. Pick the customer - the balance and any overdue amount show under the name.
2. Check the date; the invoice number comes by itself.
3. Add items: pick the item, type the quantity; rate, HSN and GST % fill in. Add more lines with **Add line**.
4. Add other charges (transport, packing) if needed; tick **Round off**.
5. Click **Post**, or **Post & WhatsApp** to send the PDF to the customer.

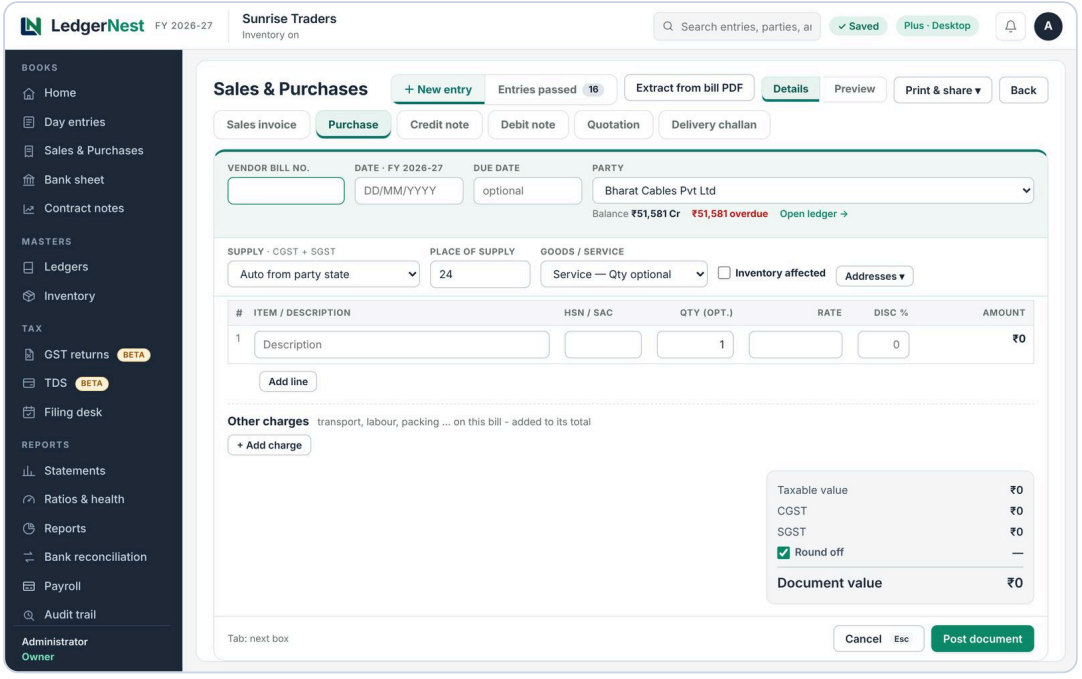
5.2 A finished invoice



Items, GST and totals worked out for you.

1. CGST + SGST is charged for a customer in your state, IGST for another state - from the customer's state (or change **Supply**).
2. Use **Preview** to see and print the tax invoice, or save it as PDF.
3. Change a posted invoice with **Edit**; receipts already set against it stay linked.

5.3 Purchase bill



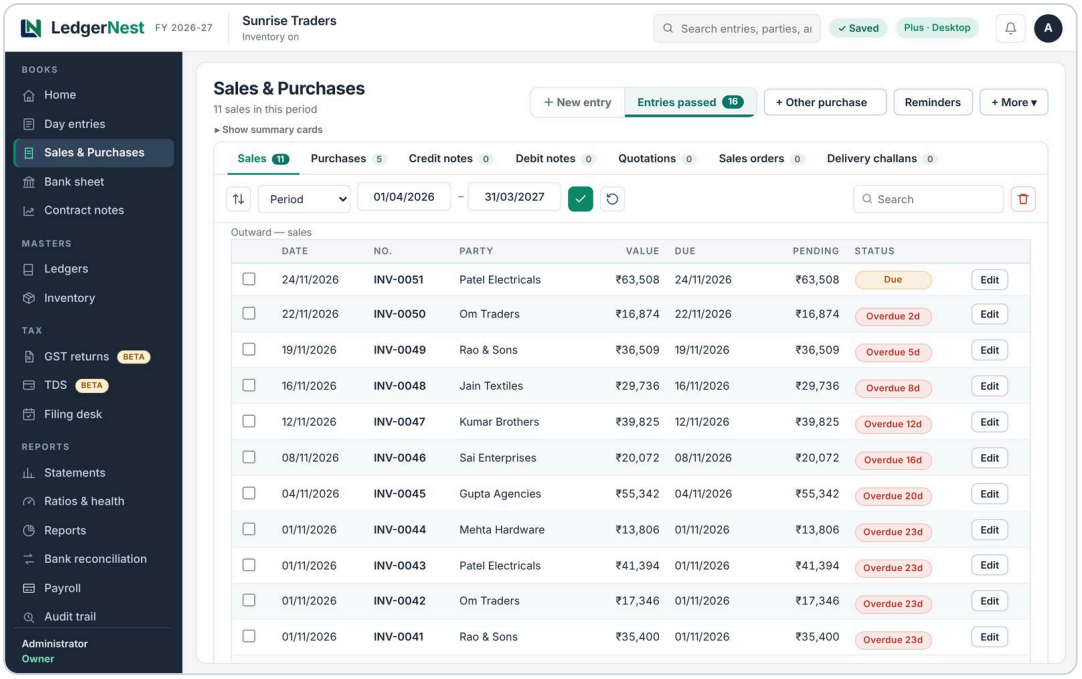
Purchase (F2) - vendor bills, with input GST.

1. Choose **Purchase** at the top and pick the vendor.
2. Type the vendor's bill number and date.

3. Add the items or services with their GST.
4. Post. Input GST goes to GST returns as input tax credit; TDS is worked out if the vendor has a TDS section.

> **Tip** **Other purchase** (F3) is for an asset or expense bill - pick the ledger to debit.

5.4 Entries passed, due and overdue



The **Entries passed** tab lists every document.

1. Use the tabs: Sales, Purchases, Credit notes, Debit notes, Quotations, Sales orders, Delivery challans.
2. **Due** shows the due date; red **Overdue** shows days late.
3. Click a document to open, print, send, edit or delete it.
4. **Reminders** sends payment reminders on WhatsApp.

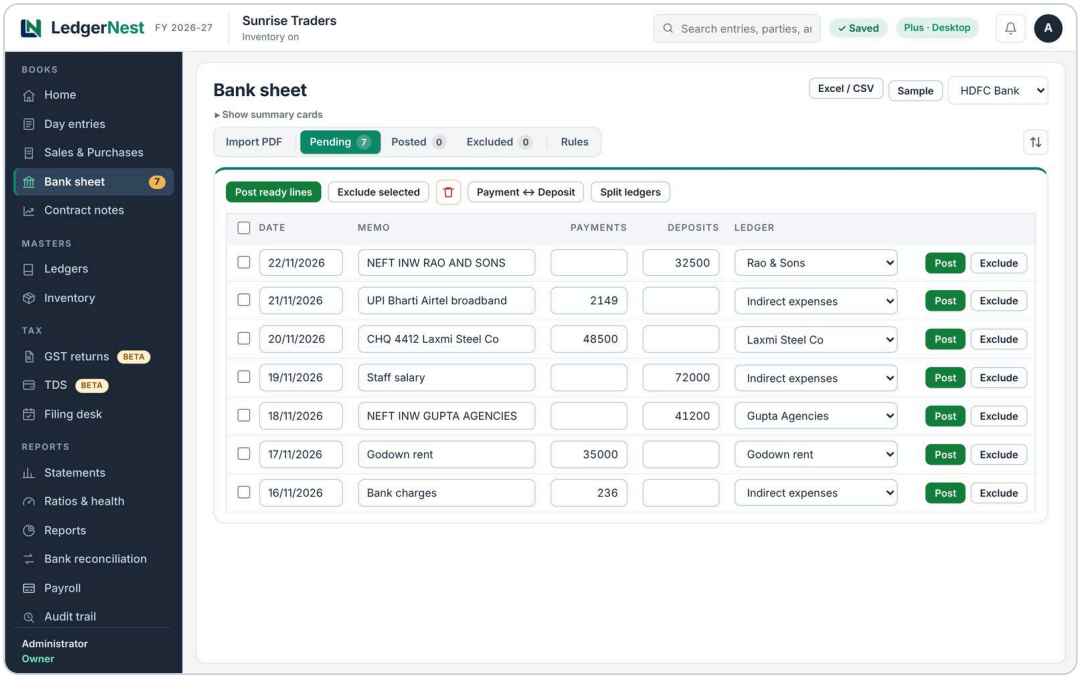
5.5 Credit and debit notes

1. **Credit note**: goods returned by a customer or a price reduction - pick the customer and the invoice.
2. **Debit note**: goods returned to a vendor.
3. Notes reduce the invoice's balance and go into GSTR-1 (CDNR).

6 Bank sheet

Bring in your bank statement and post it in minutes.

6.1 Import a statement



Pending lines from a statement, with the ledger suggested for each.

1. Open **Bank sheet** and pick the bank at the top right.
2. Click **Import PDF** and choose the statement PDF from your bank (a password-protected PDF asks for its password). Or use **Excel / CSV**.
3. The lines come into **Pending**. LedgerNest suggests the ledger from your earlier entries and rules.
4. Check or change the ledger on each line.
5. Click **Post** on a line, or **Post ready lines** for all. **Exclude** lines you do not want.

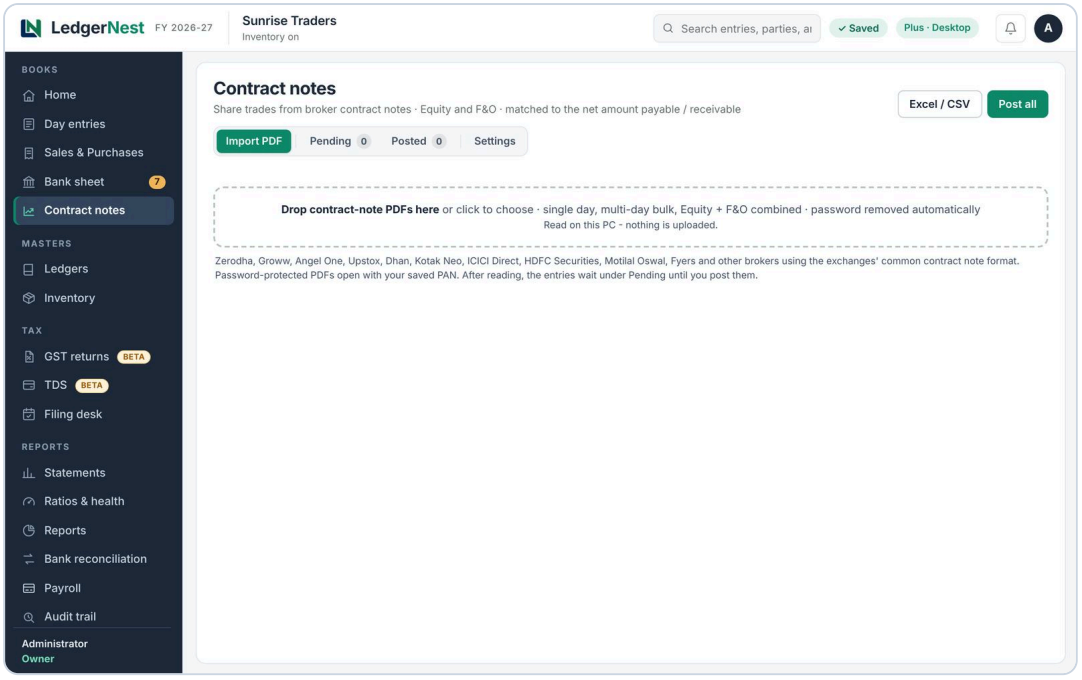
> **Tip** **Rules** : words in the narration (for example *Airtel*) always go to the same ledger.

> **Tip** **Split ledgers** splits one line across several ledgers.

7 Contract notes

For traders and investors: broker contract notes for equity and F&O.

7.1 Read contract notes



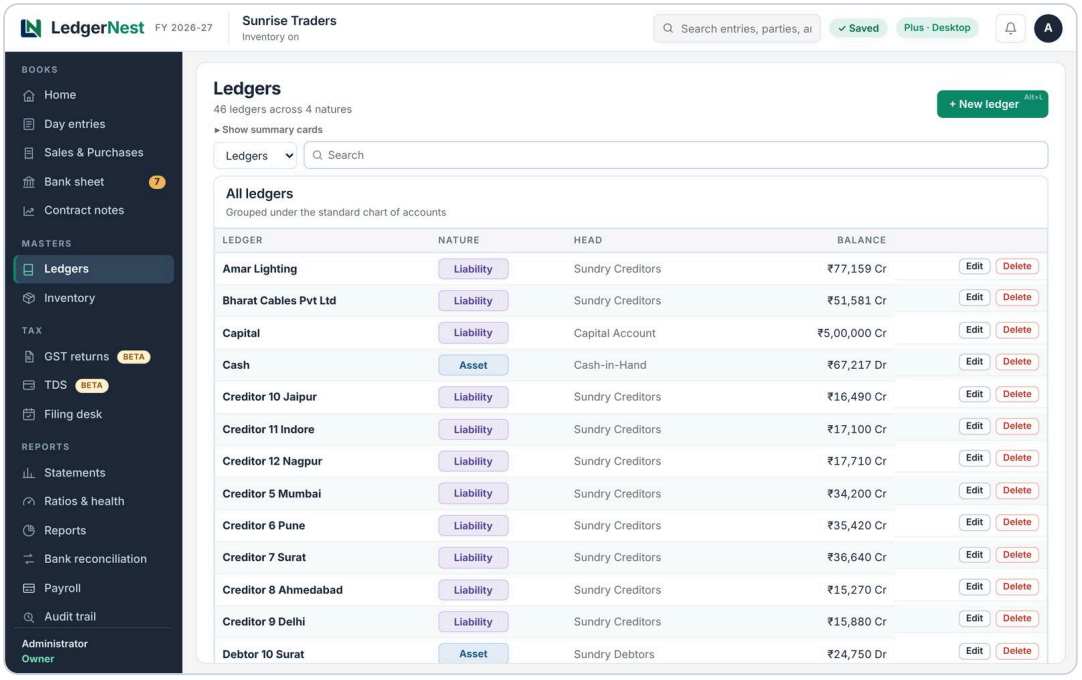
Drop your broker's contract-note PDFs.

1. Open **Contract notes**.
2. Drop one or more contract-note PDFs (single day, multi-day, equity and F&O together); the PDF password is removed automatically.
3. Check the trades, charges and profit or loss.
4. Post - LedgerNest makes the entries.

8 Ledgers and Inventory

Masters: the accounts and stock items everything else uses.

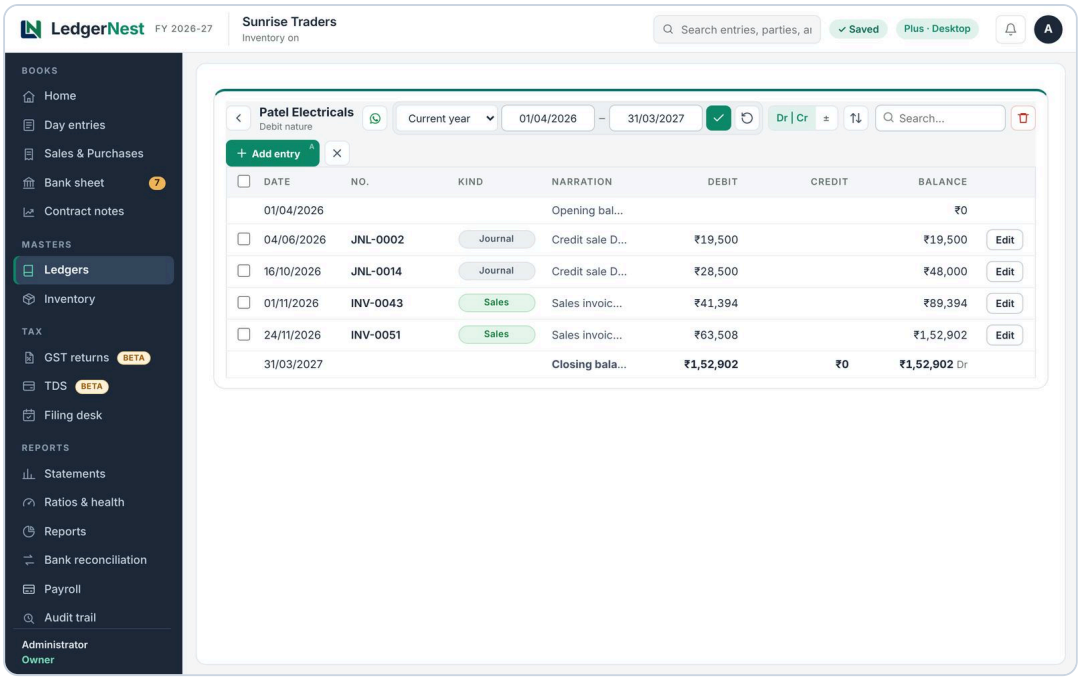
8.1 Ledgers



All ledgers with nature, head and balance.

1. Click **+ New ledger** (Alt+L): name, group (for example Sundry Debtors), opening balance, GSTIN, PAN, state, phone.
2. For a vendor with TDS, pick the TDS section on the ledger.
3. Click a ledger name to open its ledger book; **Edit** or **Delete** from the row.
4. Search at the top; the list box switches between Ledgers and Items.

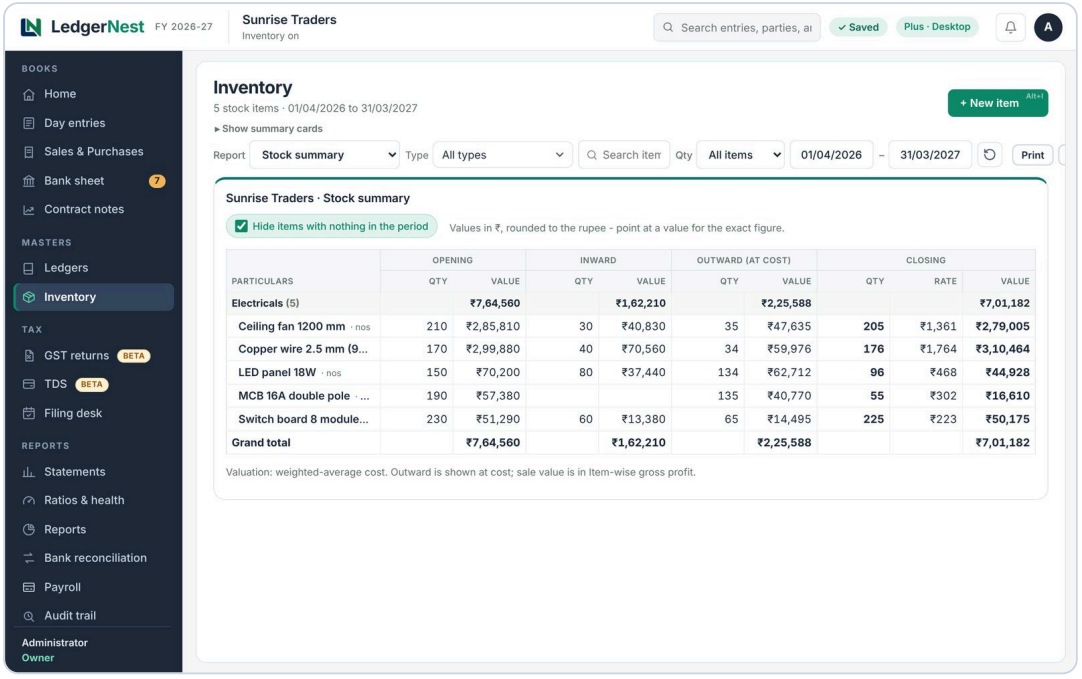
8.2 Ledger book



Every entry of one ledger with a running balance.

1. Pick the period (Current year, a month, or dates).
2. **Dr | Cr** switches the balance style; search the narration.
3. Click **Add entry** to post an entry in this ledger; **Edit** on a row.
4. The WhatsApp button sends the statement to the party.

8.3 Inventory



Stock summary: opening, in, out and closing.

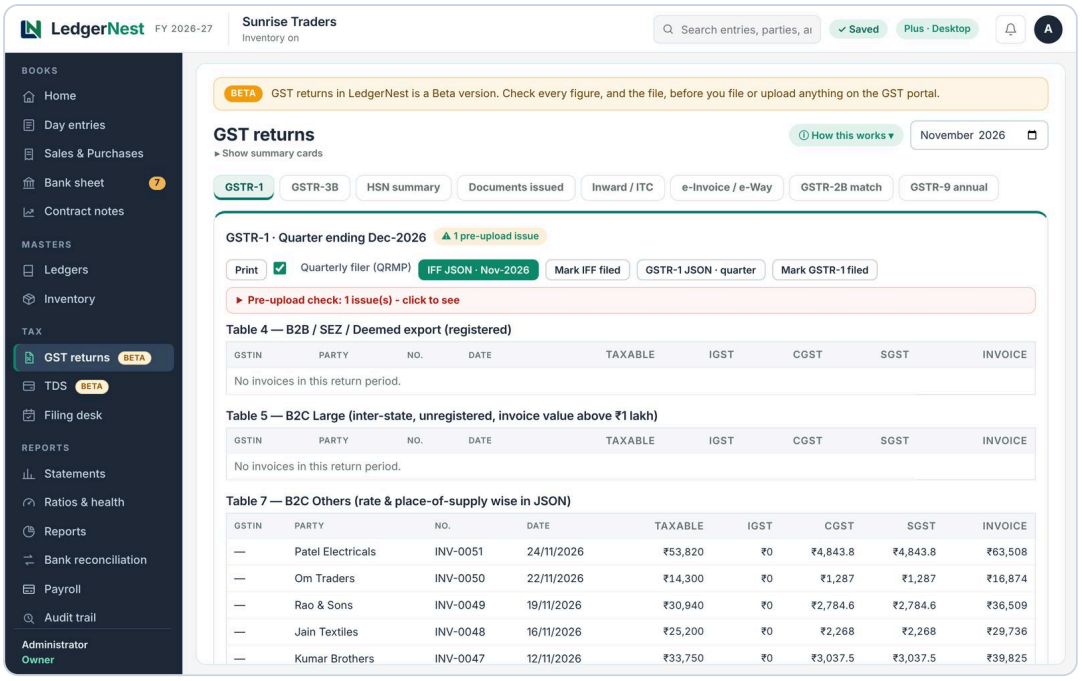
1. Click **+ New item** (Alt+I): name, unit, HSN, GST %, rates, opening quantity and value, reorder level.
2. Purchases bring stock in and sales take it out automatically.

3. Choose a report (Stock summary, item ledger, reorder) and period; print or Excel.

9 GST returns (Beta)

GSTR-1, GSTR-3B and more, from the documents you entered. GST returns are in Beta - check every figure and file before you file.

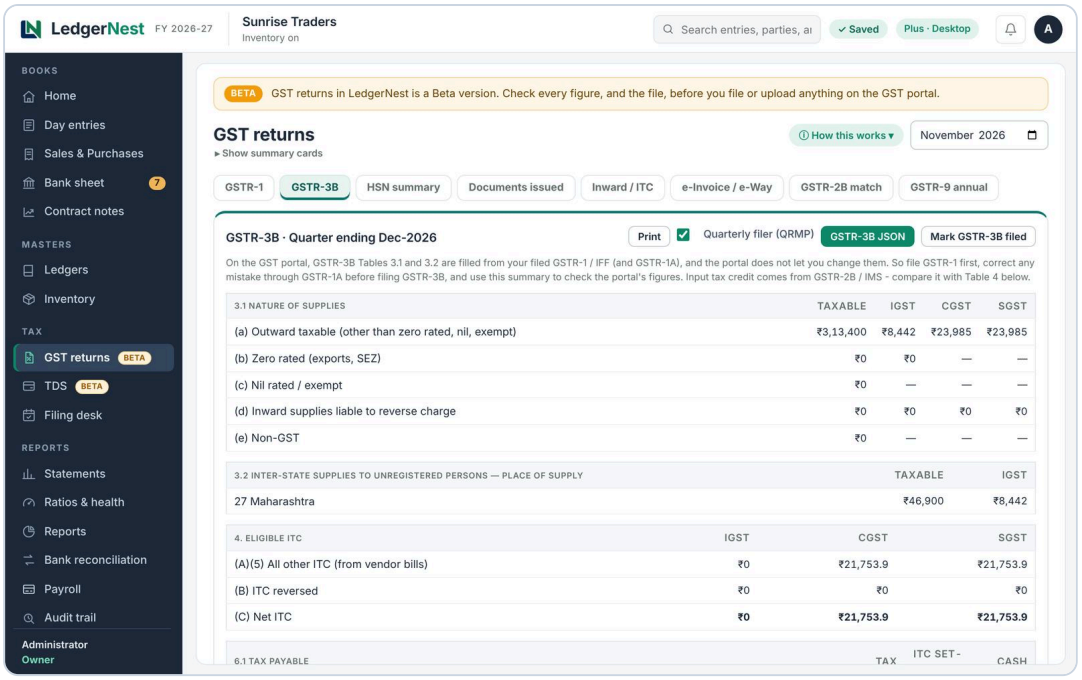
9.1 GSTR-1



B2B, B2C, credit notes and HSN, with checks.

1. Open **GST returns** and pick the month.
2. Tick **Quarterly filer (QRMP)** if you file quarterly - then make IFF for the first two months.
3. Click **Pre-upload check** and fix what it lists (missing GSTIN, HSN, duplicate numbers ...).
4. Click **GSTR-1 JSON** (or IFF JSON) to save the file.
5. On the GST portal: Returns › GSTR-1 › Prepare offline › upload the JSON. Then click **Mark GSTR-1 filed**.

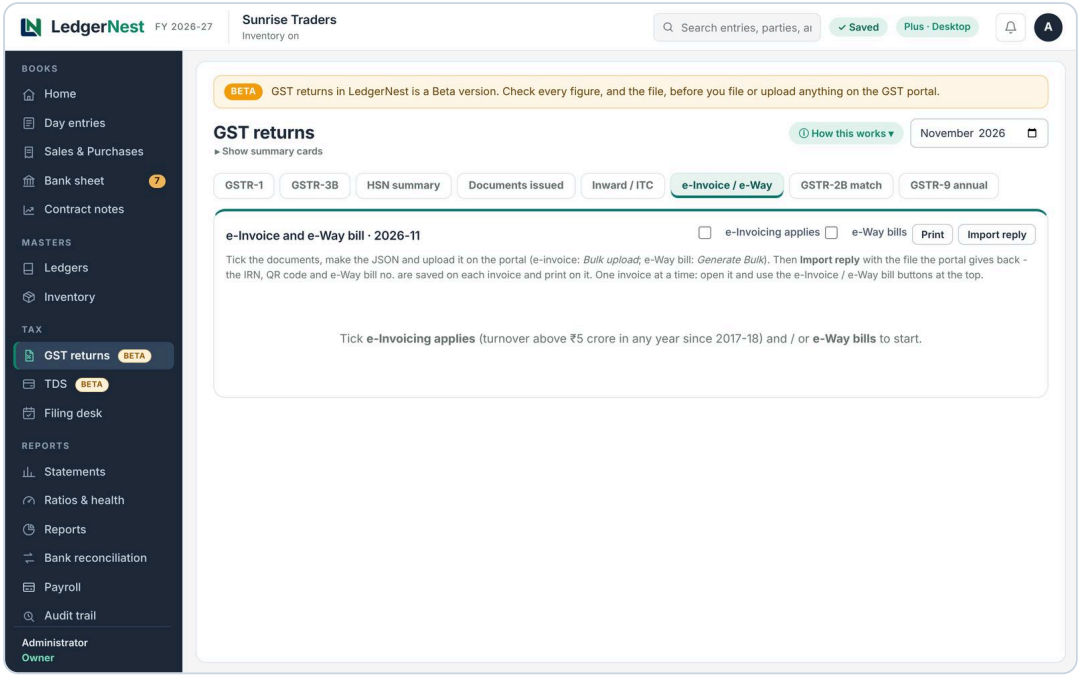
9.2 GSTR-3B



Summary of outward supplies, ITC and tax payable.

1. Open the **GSTR-3B** tab and check tables 3.1, 3.2, 4 and 6.1.
2. Compare ITC with GSTR-2B on the portal (the **GSTR-2B match** tab helps).
3. Click **GSTR-3B JSON** or type the figures on the portal; then **Mark GSTR-3B filed**.

9.3 HSN summary, e-Invoice and e-Way bill



Tick documents and make the portal JSON.

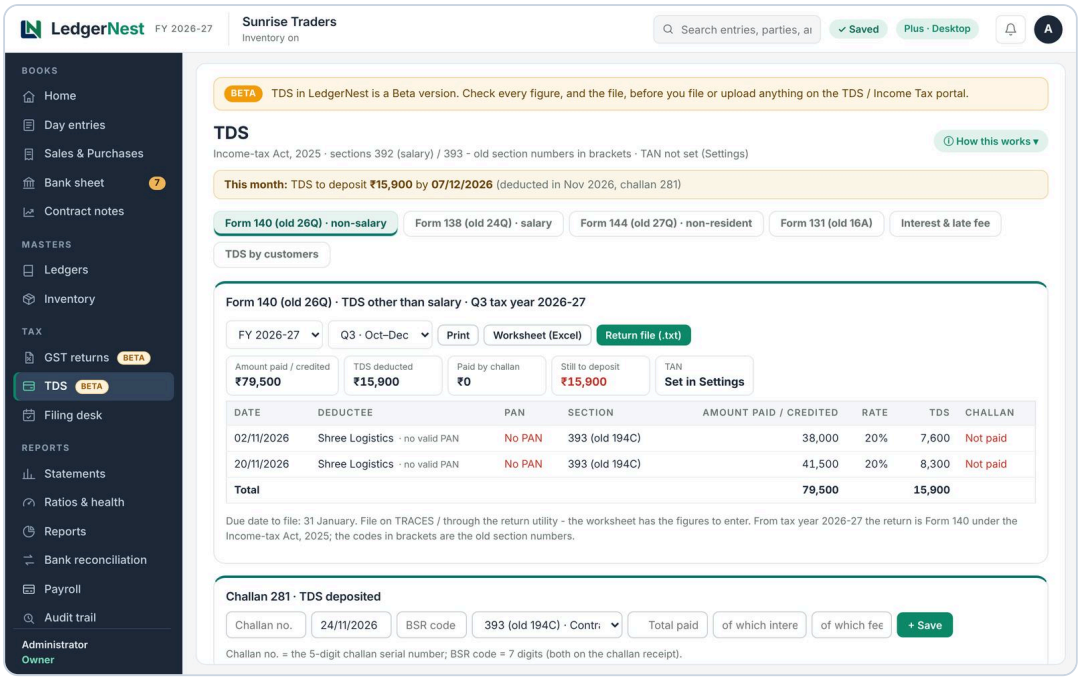
1. **HSN summary**: HSN-wise totals for GSTR-1 table 12.
2. **e-Invoice / e-Way**: tick the documents, make the JSON, and upload it on the e-invoice portal (Bulk upload) or the e-Way bill portal (Generate Bulk).

3. Bring the portal's reply back to save IRN / e-Way bill numbers on your invoices.
4. **GSTR-9 annual** gives the yearly figures.

10 TDS (Beta)

TDS on salary and on payments, challans and the return file. TDS is in Beta - check before you file.

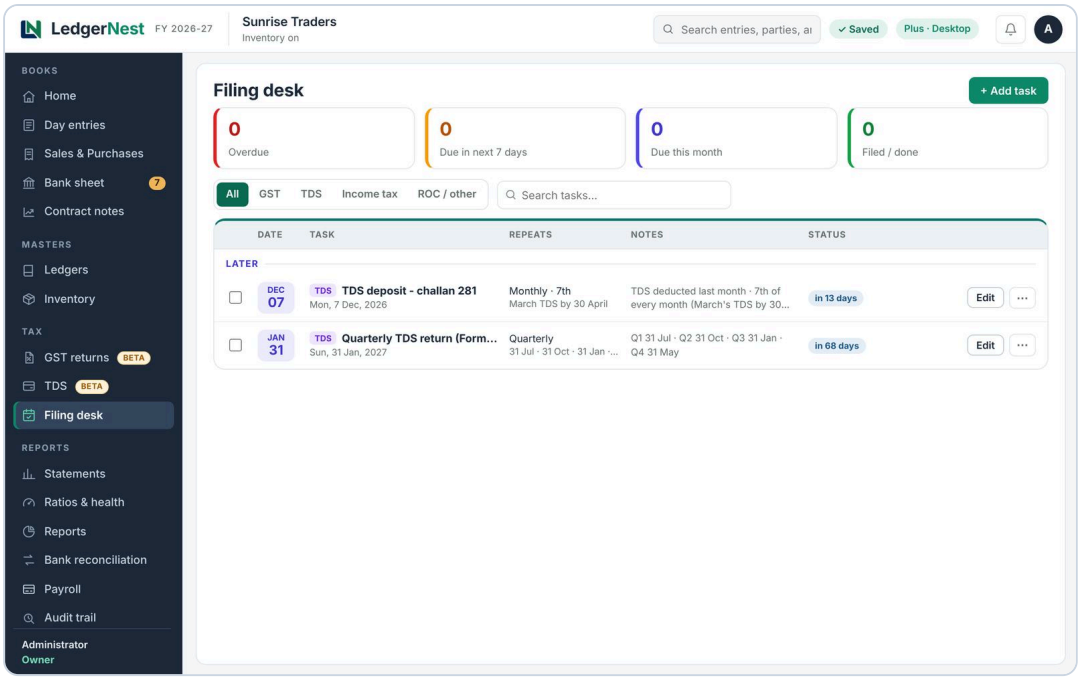
10.1 TDS returns



Form 24Q, 26Q, 27Q with deductees and challans.

1. Set the TDS section on vendor ledgers; TDS is then worked out on their bills and payments.
2. Open **TDS**, pick the form (24Q salary, 26Q non-salary, 27Q) and the quarter.
3. Enter each **challan** (BSR code, date, serial no., amount) and tick the deductions it pays.
4. Fill the responsible person's details once (name, designation, PAN, mobile).
5. Click **Return file (.txt)** and validate it with the FVU from Protean before uploading.

10.2 Filing desk



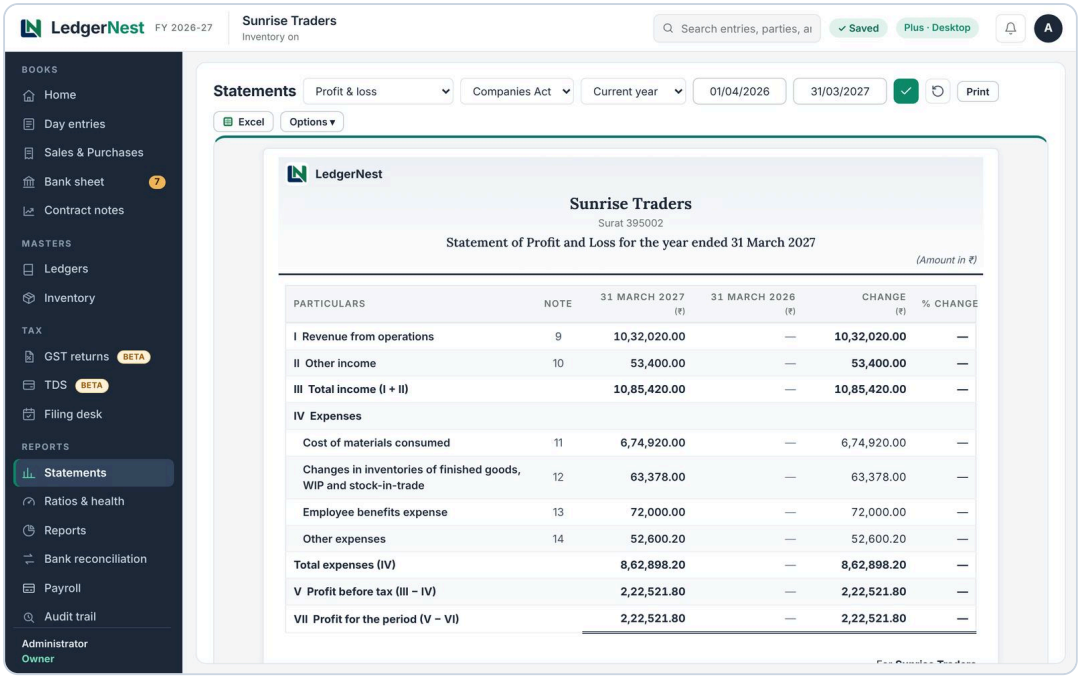
Due dates for GST, TDS and advance tax.

1. Open **Filing desk** to see what is due this month and what is late.
2. Mark a task done, or click **Add task** for your own reminders.

11 Statements

Profit & Loss, Balance Sheet, notes and cash flow in Schedule III format.

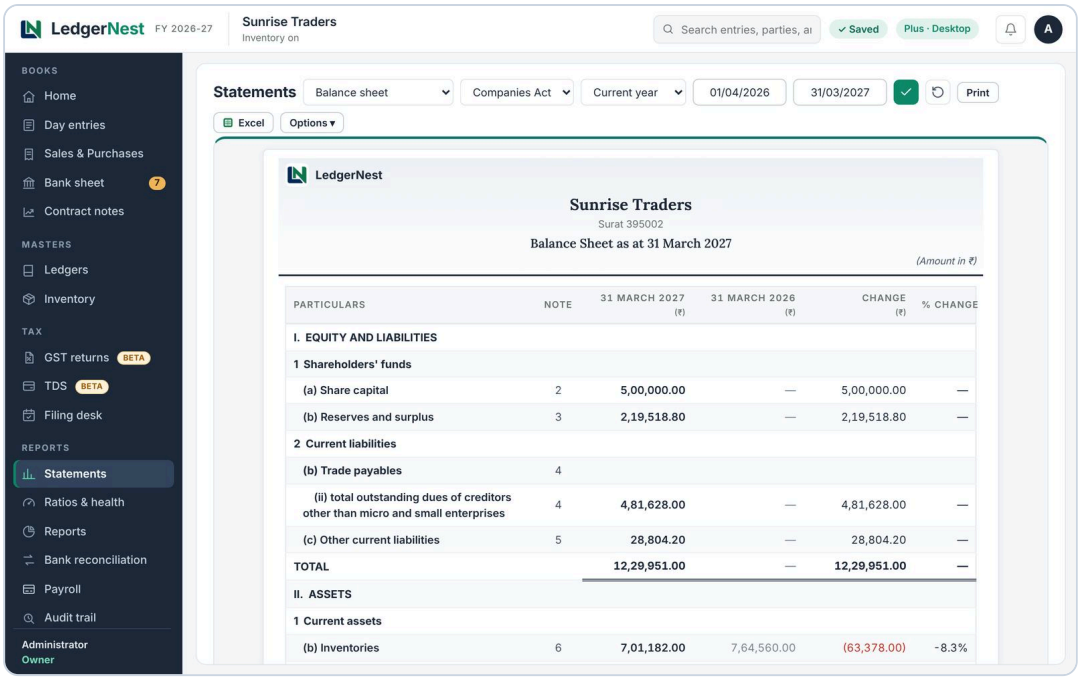
11.1 Profit & Loss and Balance Sheet



Statement of Profit and Loss.

1. Open **Statements** and pick **Profit & loss** or **Balance sheet**.
2. Pick the format (Companies Act, or for a proprietor / firm) and the period.
3. Previous year figures show next to this year.
4. **Print** (with signatures from Settings › Financial statements) or **Excel**.

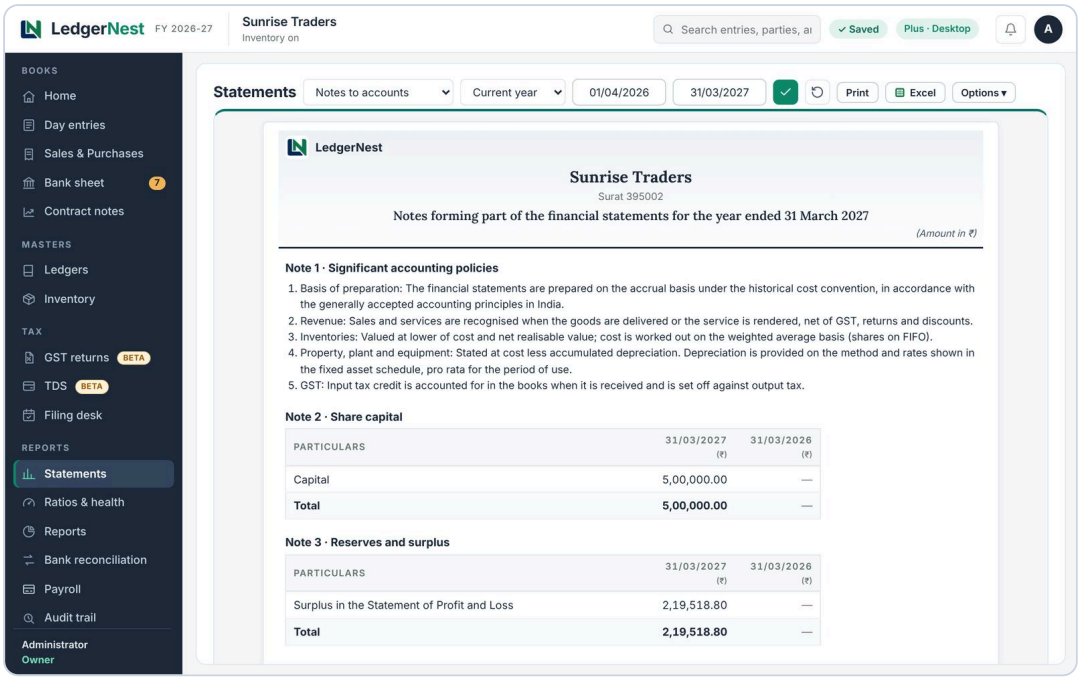
11.2 Balance Sheet



Balance sheet with note numbers.

1. Click a figure to see the ledgers in it.
2. Closing stock comes from Inventory (or type it in Options).

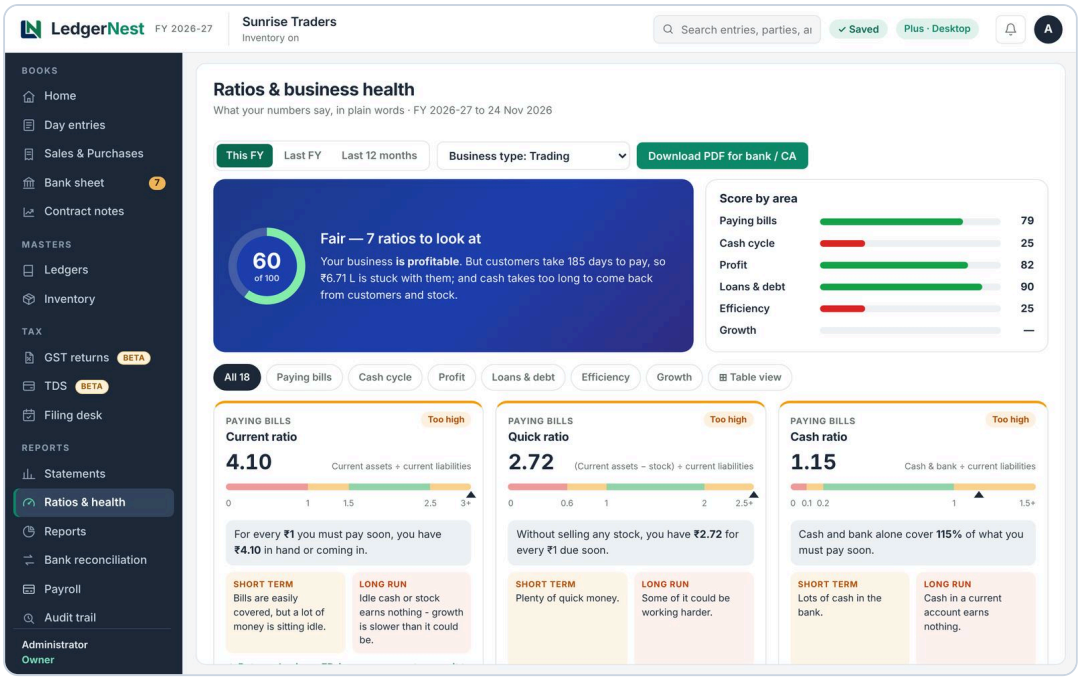
11.3 Notes and cash flow



Notes to accounts, fixed assets and cash flow.

1. **Notes**: numbered notes with ledger detail.
2. **Fixed assets**: depreciation schedule.
3. **Cash flow**: indirect method, ready to print.

11.4 Ratios & health



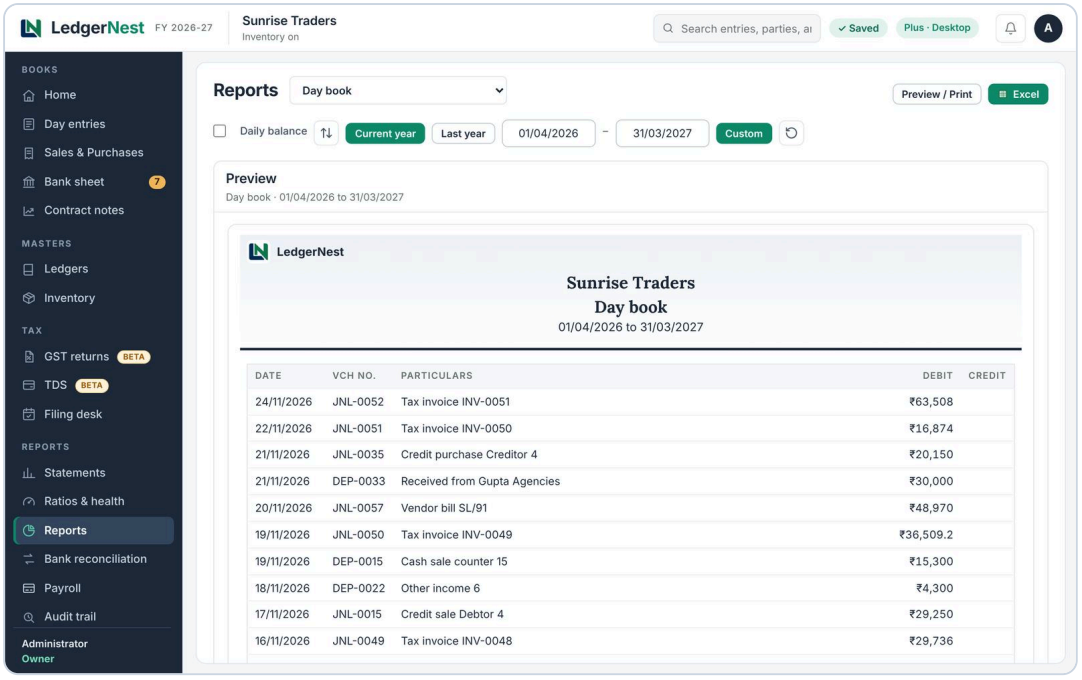
Ratios in plain words with a score out of 100.

1. Open **Ratios & health** and pick the period and business type.
2. Read the score and the ratios to look at - each says what it means and what to do.
3. **Download PDF for bank / CA** makes a report to share.

12 Reports

Day book, registers, outstanding, ageing and more - printable and to Excel.

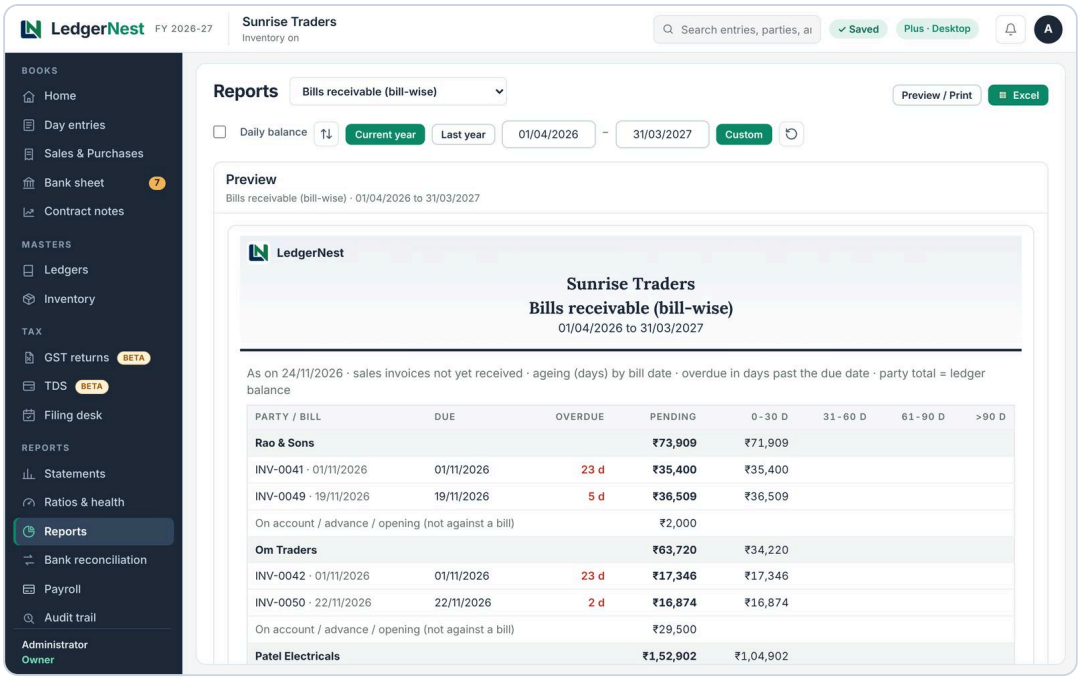
12.1 Choosing a report



Pick any report from the list.

1. Open **Reports** and pick the report: Day book, Cash book, Bank book, Sales / Purchase register, Bills receivable / payable, GST reports, analysis by party, item or month and more.
2. Pick the period (Current year, Last year, or dates).
3. **Preview / Print** on your letterhead, or **Excel**.

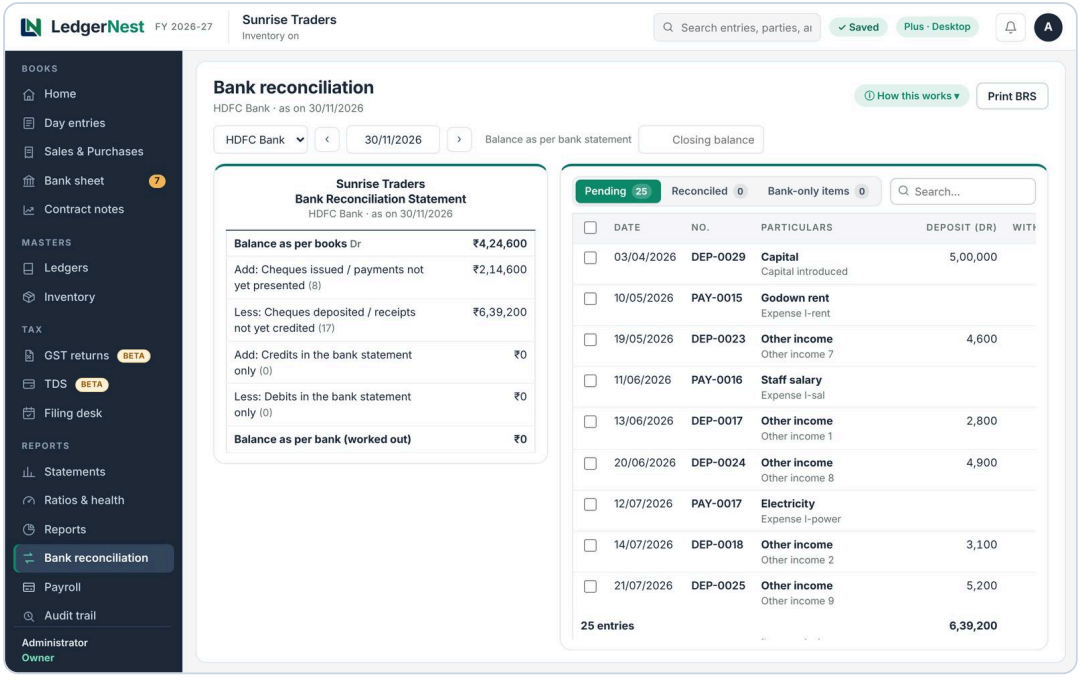
12.2 Outstanding and ageing



Bills receivable bill by bill with ageing.

1. Pick **Bills receivable** (or payable).
2. See each bill's due date, overdue days and the 0-30 / 31-60 / 61-90 / 90+ columns.
3. Send reminders from Sales & Purchases.

12.3 Bank reconciliation

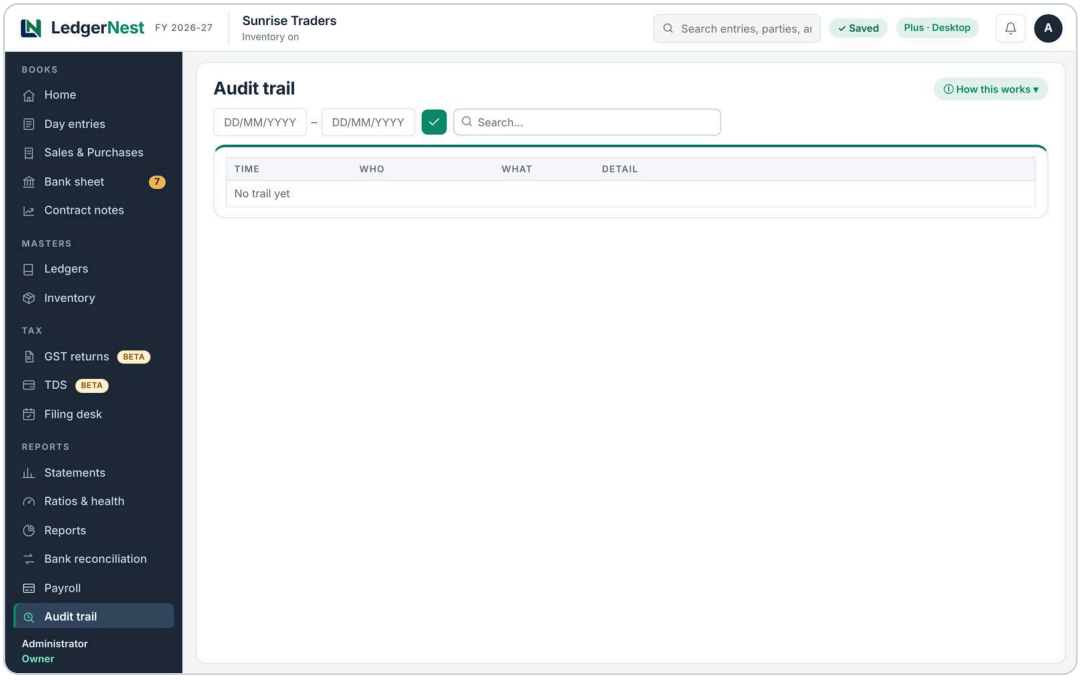


Bank Reconciliation Statement.

1. Open **Bank reconciliation** and pick the bank and date.
2. Type the balance as per the bank statement.
3. Tick each entry that appears on the statement (with its bank date).

4. The statement shows cheques issued / deposited but not yet cleared. **Print BRS**.

12.4 Audit trail



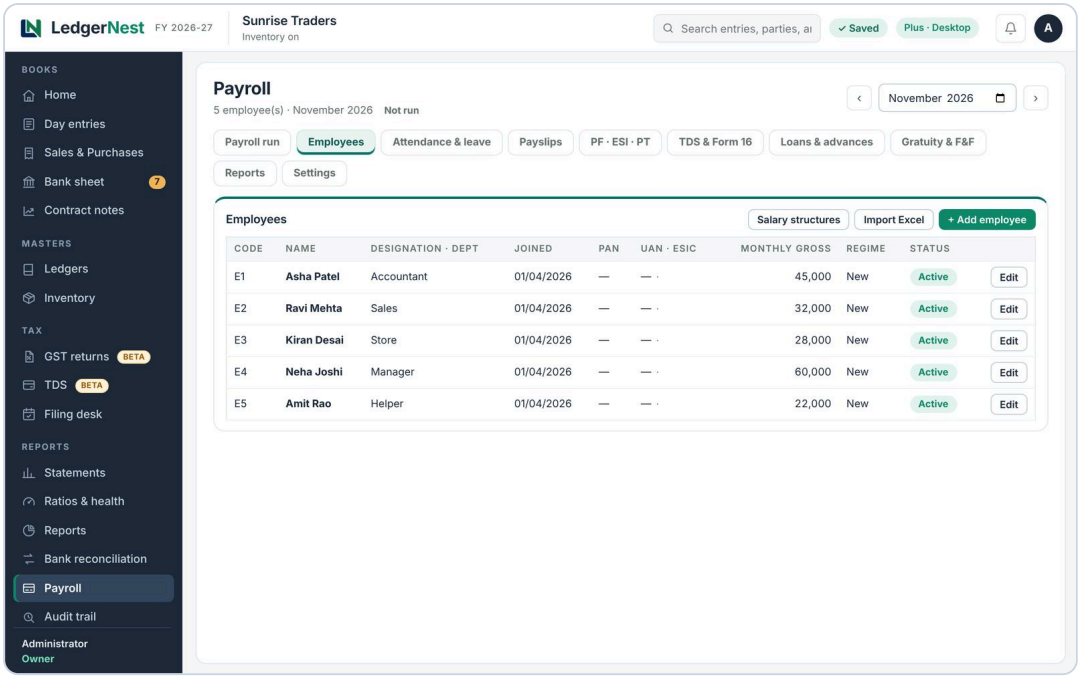
Every add, change and delete, by user and time.

1. Search by user, date, ledger, amount or action.
2. The Audit trail cannot be switched off.

13 Payroll

Salaries with PF, ESI, PT and TDS, posted every month.

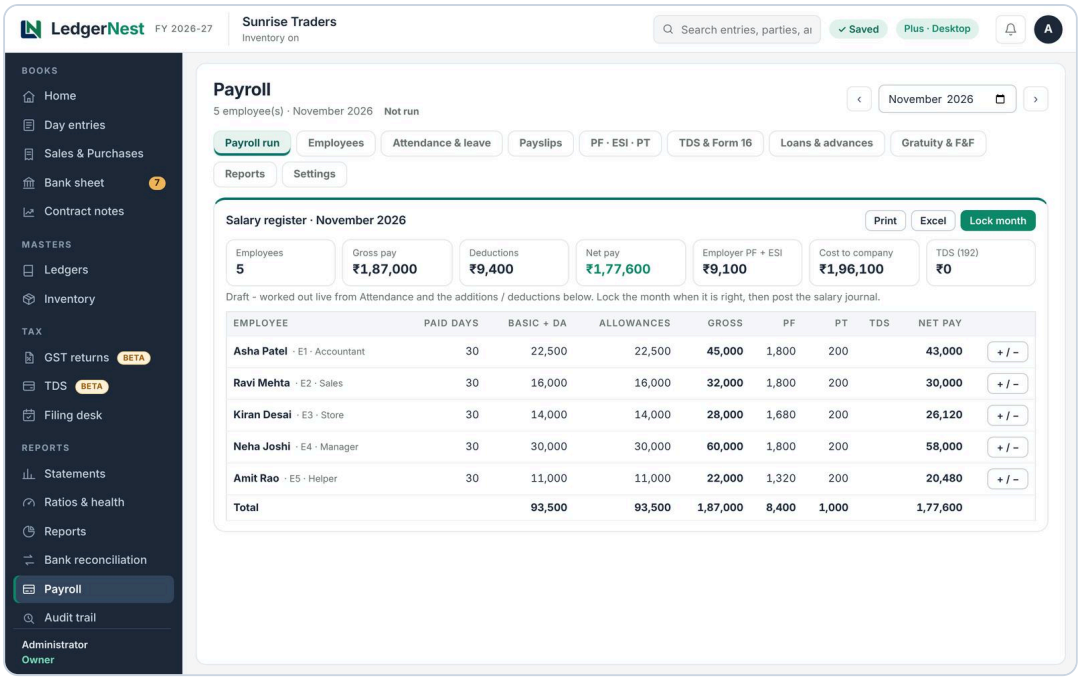
13.1 Employees



Add each employee once.

1. Open **Payroll › Employees** and click **+ Add employee**: code, name, joining date, PAN, salary structure and gross.
2. Set the PT state and PF / ESI in the salary structure.

13.2 Monthly run



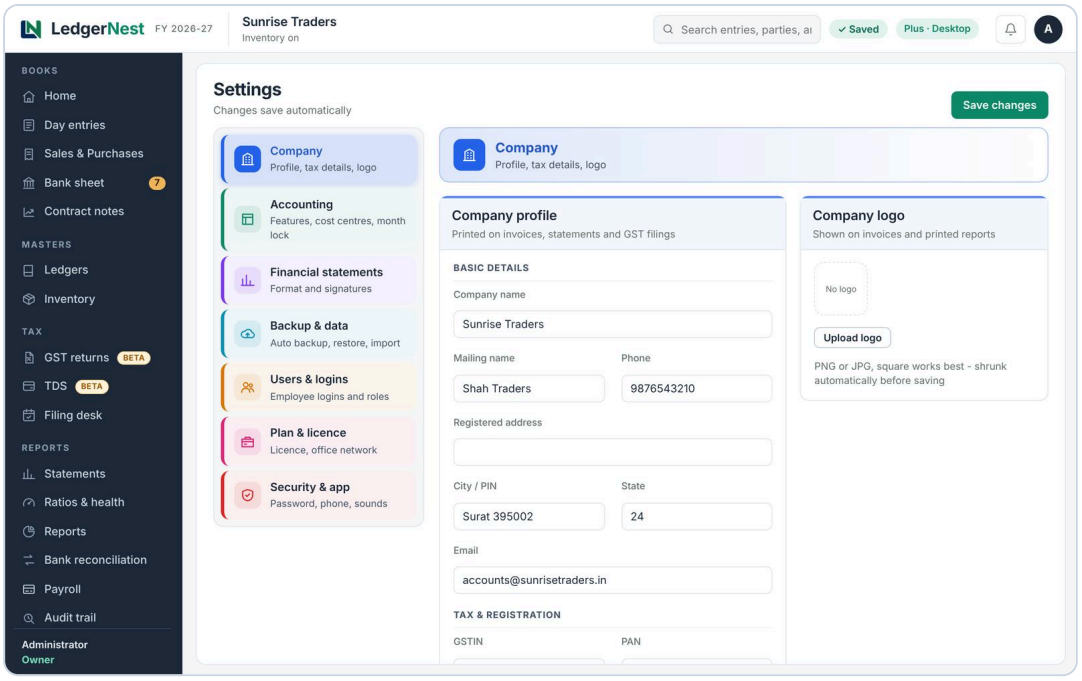
Salary register for the month.

1. Pick the month and enter leave if any.
2. Check the register (earnings, PF, ESI, PT, TDS, net pay).
3. Click **Lock month** - the salary entry is posted.
4. Use **Pay salary** to post the bank payment; Form 16 is made at year end.

14 Settings

Seven sections on the left. Each opens with Up / Down; changes save automatically (Ctrl+S also saves).

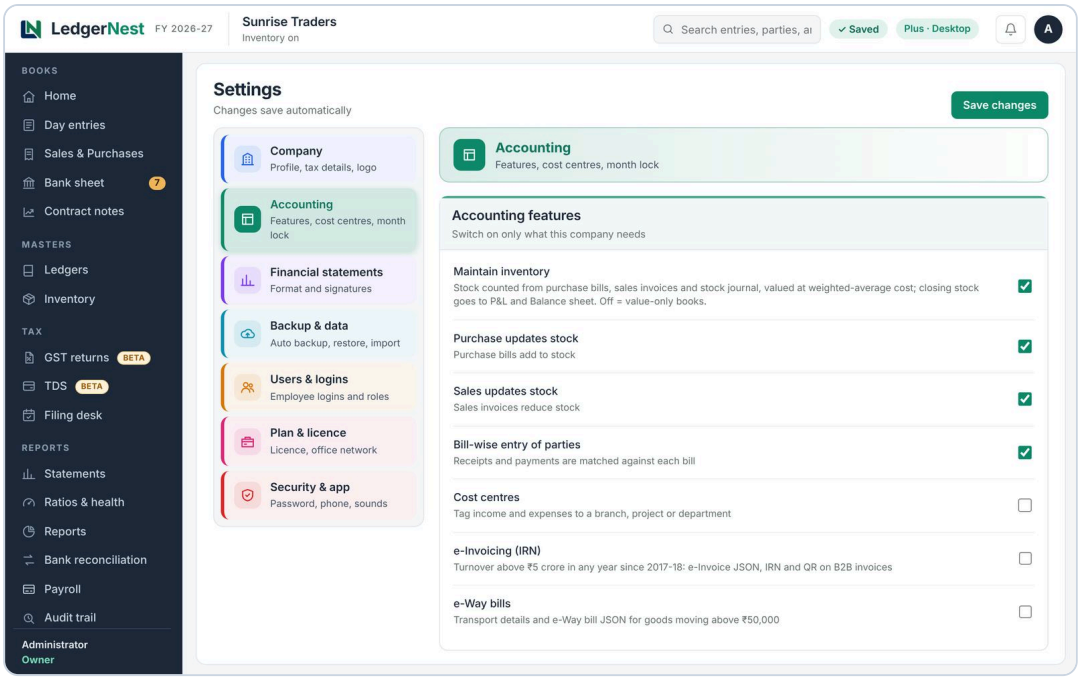
14.1 Company



Profile, tax details and logo.

1. Company name, address, state, GSTIN, PAN, TAN, default HSN.
2. Upload the logo printed on invoices and reports.

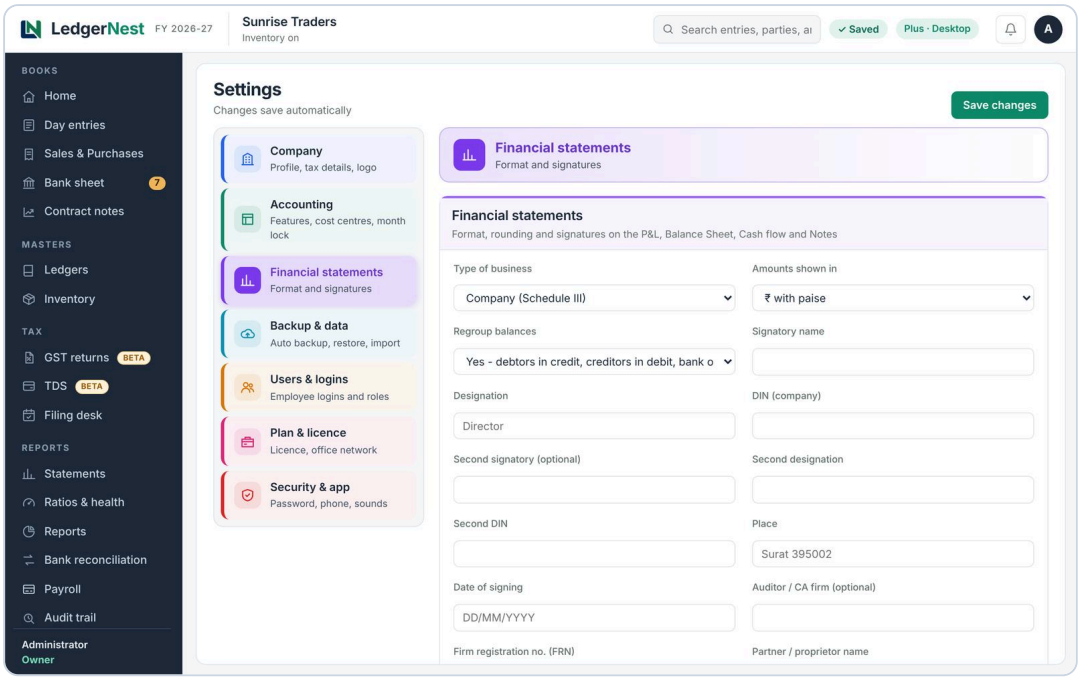
14.2 Accounting



Features, cost centres and month lock.

1. Turn features on or off (inventory, cost centres, bill-wise …).
2. Lock a month so it cannot be changed (owner / admin can unlock).

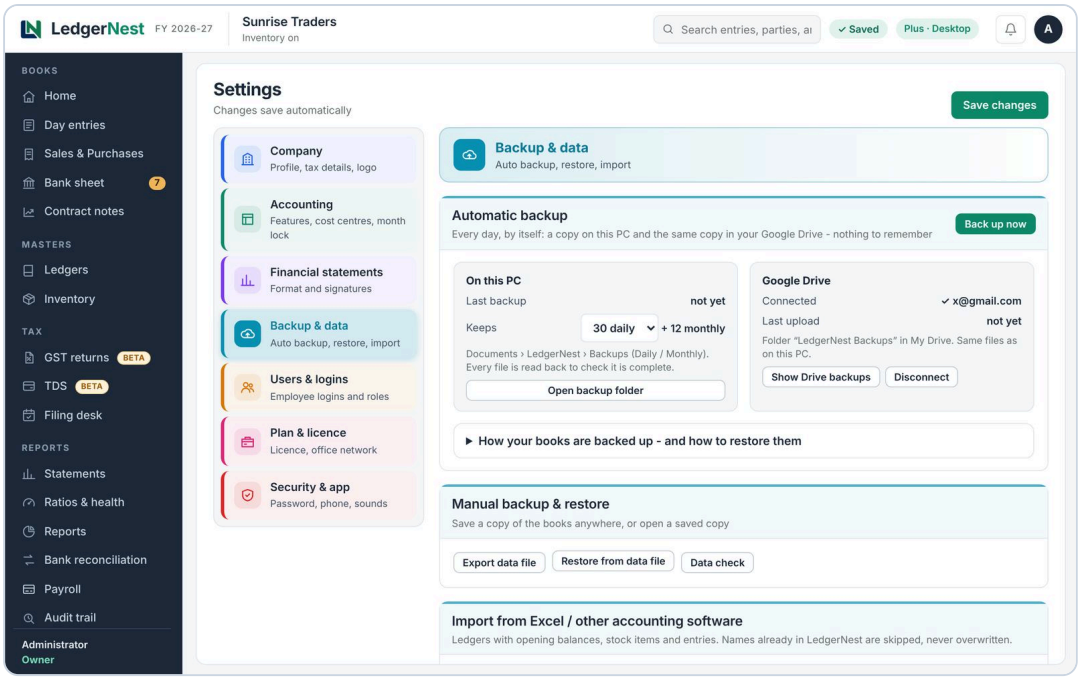
14.3 Financial statements



Format and signatures.

1. Pick the statement format and type the names, designation and place for signatures.

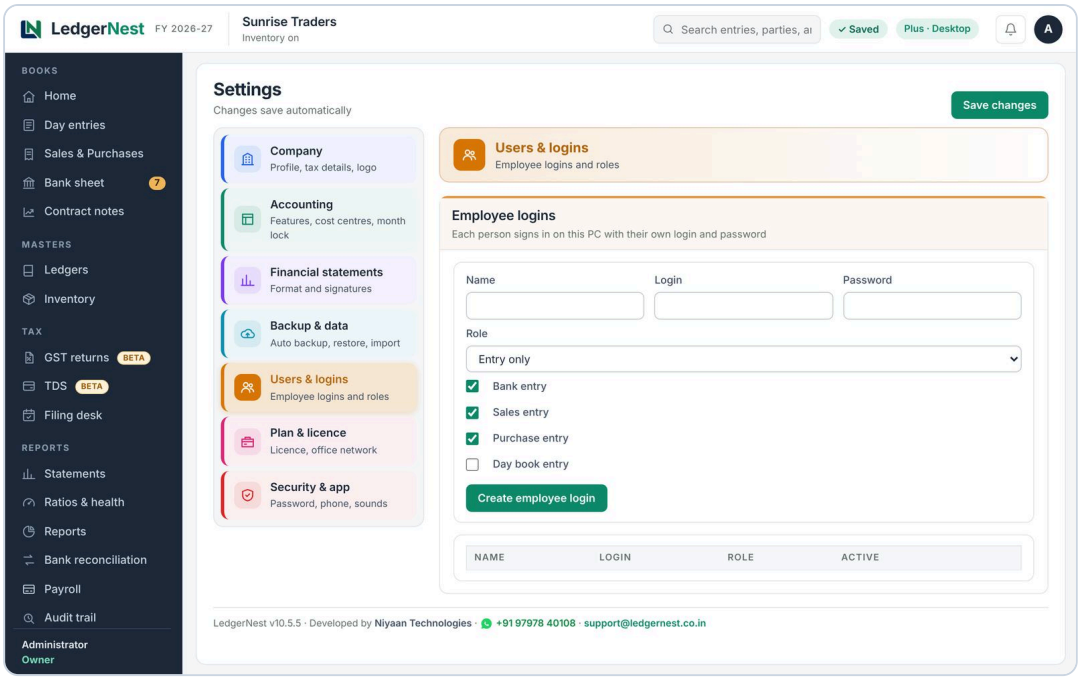
14.4 Backup & data



Automatic backup, Google-protected books, import.

1. **Automatic backup** runs every day, by itself, to this PC and to your Google Drive. **Back up now** makes one at once.
2. **Restore**: Show Drive backups or Open backup folder, then restore the copy you want.
3. **Google-protected books**: your books are locked to your Google account. **Show recovery key** - print it and keep it safe.
4. **Export data file** / **Restore from data file** for a manual copy.
5. **Import from Excel / other accounting software**: see chapter 15.

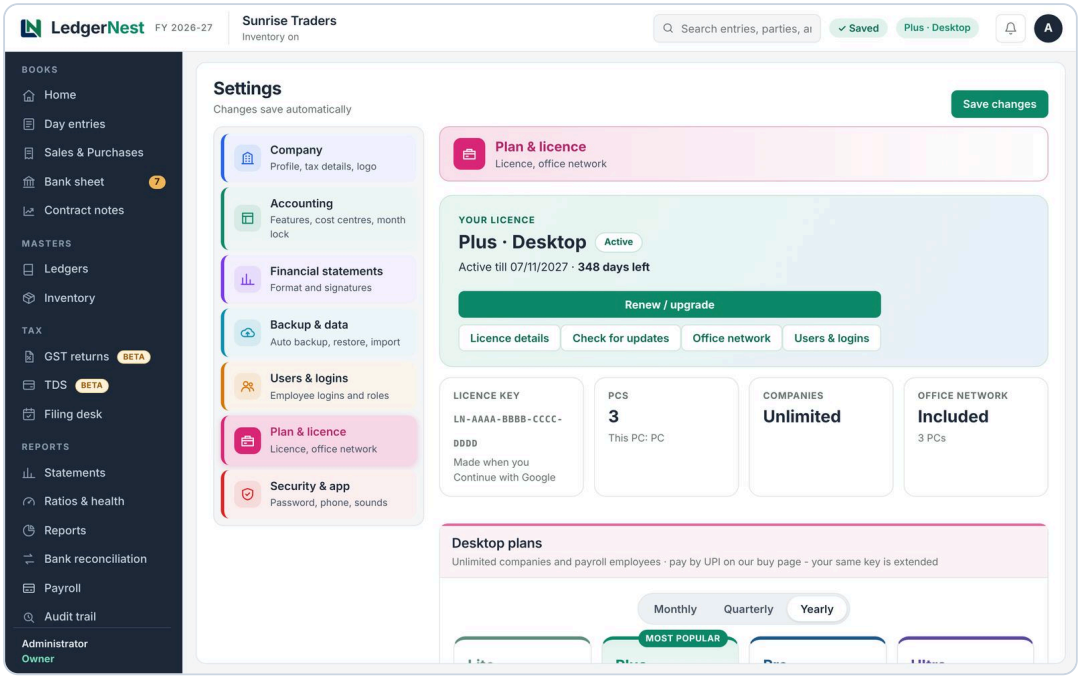
14.5 Users & logins



Each person gets their own login.

1. Type name, login and password, pick the role: **Sub Admin**, **Entry only** (choose which entries), **Ledger view**, or **CA / Auditor** (view only).
2. Click **Create employee login**. Turn a login off from the list.

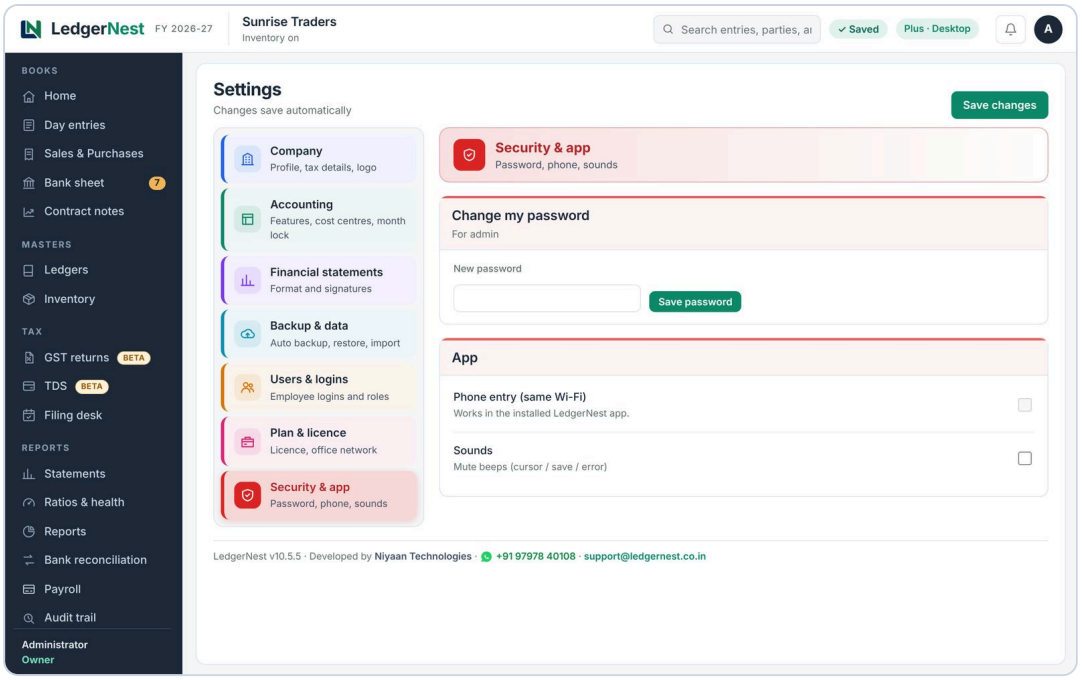
14.6 Plan & licence



Your plan, days left and PCs.

1. See the plan, end date and PCs allowed; **Renew / upgrade** to pay.
2. **Check for updates** - then **Update now** installs the new version silently and restarts.

14.7 Security & app



Password, phone and sounds.

1. Change your password.
2. **Phone entry (same Wi-Fi)** - see chapter 16.
3. Turn sounds on or off.

15 Import from Tally or Excel

Bring your ledgers, stock items and entries from your old software.

15.1 From Tally (XML)

1. In Tally: Gateway of Tally › **Alt+E Export** › **Masters** › format **XML (Data Interchange)** › Export.
2. Again **Alt+E** › **Transactions** (or Day Book with the period) › XML › Export.
3. In LedgerNest: create the company first, then Settings › Backup & data › **Import from Excel / other accounting software**.
4. Click **Choose Excel / XML file** and pick the **Masters** file first. Check the preview and click **Import**.
5. Repeat with the Transactions file. Sales, purchases and notes with stock come in as GST invoices, bills and notes; anything that does not match exactly comes in as a journal entry, with the reason in the preview.
6. Check the Trial balance against Tally.

> **Tip** Nothing is saved until you click Import. Names already in LedgerNest are skipped, never overwritten. Take a backup first.

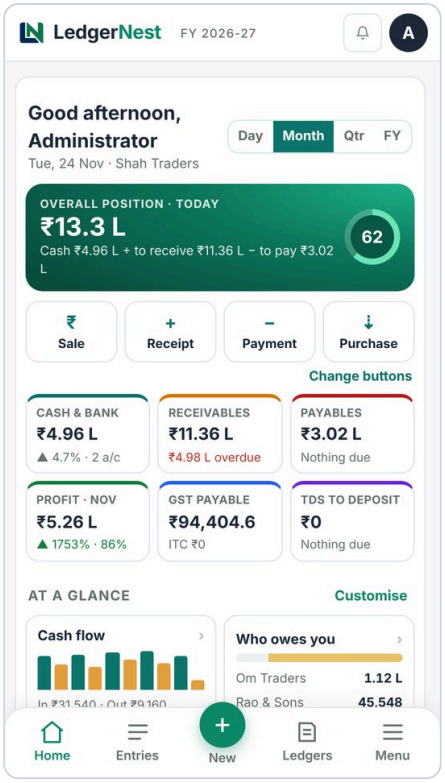
15.2 From Excel

1. Click **Download Excel template**, fill the Ledgers, Items and Entries sheets.
2. Choose the file, check the preview and Import.

16 Phone

Use LedgerNest on your phone over the office Wi-Fi. The books stay on the PC.

16.1 Turn on phone entry



LedgerNest on a phone.

1. On the PC: Settings › Security & app › tick **Phone entry (same Wi-Fi)**.
2. Note the address (for example *http://192.168.1.5:port*) and PIN shown.
3. On the phone (same Wi-Fi), open that address in Chrome and type the PIN.
4. Use the bottom bar: Home, Entries, **+ New**, Ledgers, Menu. Entries are saved on the PC.

17 Updates, backup and help

17.1 Updates

1. LedgerNest checks for a new version by itself; or go to Settings › Plan & licence › **Check for updates**.
2. Click **Update now**. It downloads, checks the file's fingerprint, installs silently and restarts - about a minute. Your books and backups are not touched.

17.2 New PC or PC changed

1. Install LedgerNest on the new PC and sign in with the **same Google account**.
2. Restore your books from Google Drive (Settings › Backup & data › Show Drive backups). They unlock with your Google account; if asked, type the recovery key.

17.3 Help

1. WhatsApp: **+91 97978 40108**
2. Email: **support@ledgernest.co.in**
3. Website: **ledgernest.co.in**
4. This manual: user menu (round button, top right) › **User manual**.