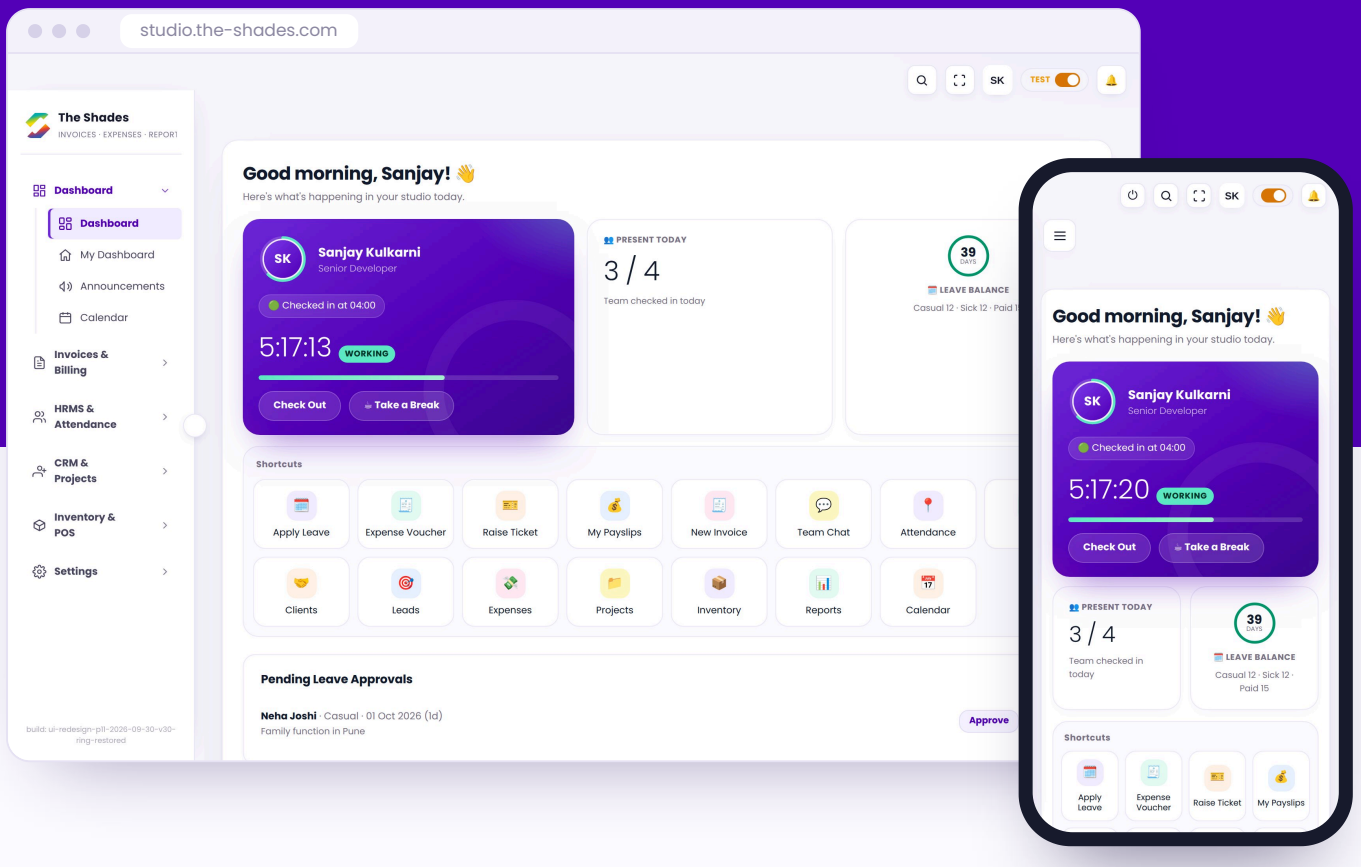
STUDIO

Edition · October 2026

User Guide

Every screen, step by step — GST accounting, payroll, inventory and ERP in Studio.



CONTENTS

1 · Getting started
2 · Sales & invoicing
3 · Purchases & expenses
4 · Accounts, banking & books
5 · GST, TDS & TCS
6 · Reports, audit & closing
7 · Tally import & export
8 · HR setup & attendance
9 · Monthly payroll
10 · Inventory & manufacturing
11 · CRM, projects & team
12 · Keyboard shortcuts
13 · Security, data & help

1 · GETTING STARTED

Set up your workspace in 10 minutes.

Every module is unlocked for 7 days. These four steps make every invoice, slip and report correct from day one.

1. **Sign up** at studio.the-shades.com → Start free. Turn on two-factor login from your profile.
   Settings → Security

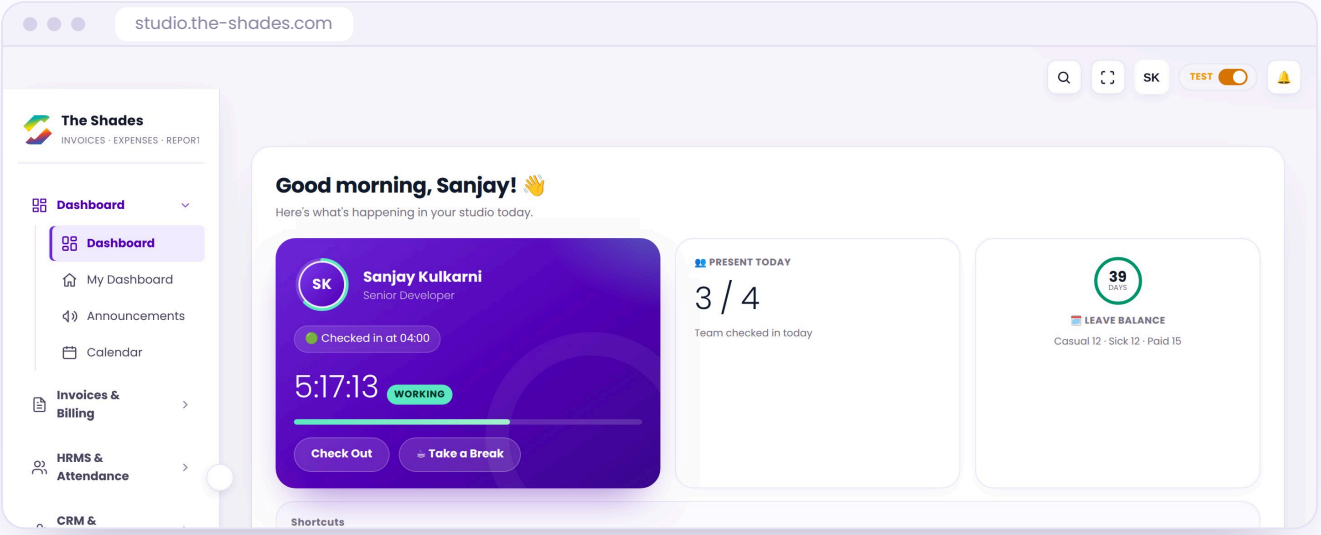
2. **Company details**: name, address with PIN code, GSTIN, state, PAN, TAN, logo, bank and UPI ID — they print on invoices and e-Invoice files.
   Settings → Business details

3. **Opening balances**: bank & cash in Chart of Accounts, receivables in Clients, payables in Vendors, opening stock in Inventory — or import everything from Tally.
   Ledger → Chart of Accounts · Clients · Vendors

4. **Invite your team** and choose what each person sees: admin, manager, accountant or staff. Staff check in from their own phone.
   Settings → Team

5. **Language & app**: English, मराठी or हिन्दी; install Studio on phone / desktop for full-screen use.
   Settings → Language · Install Studio as an app

Tip: press Ctrl + K anywhere to jump to any screen, or ? to see every keyboard shortcut.



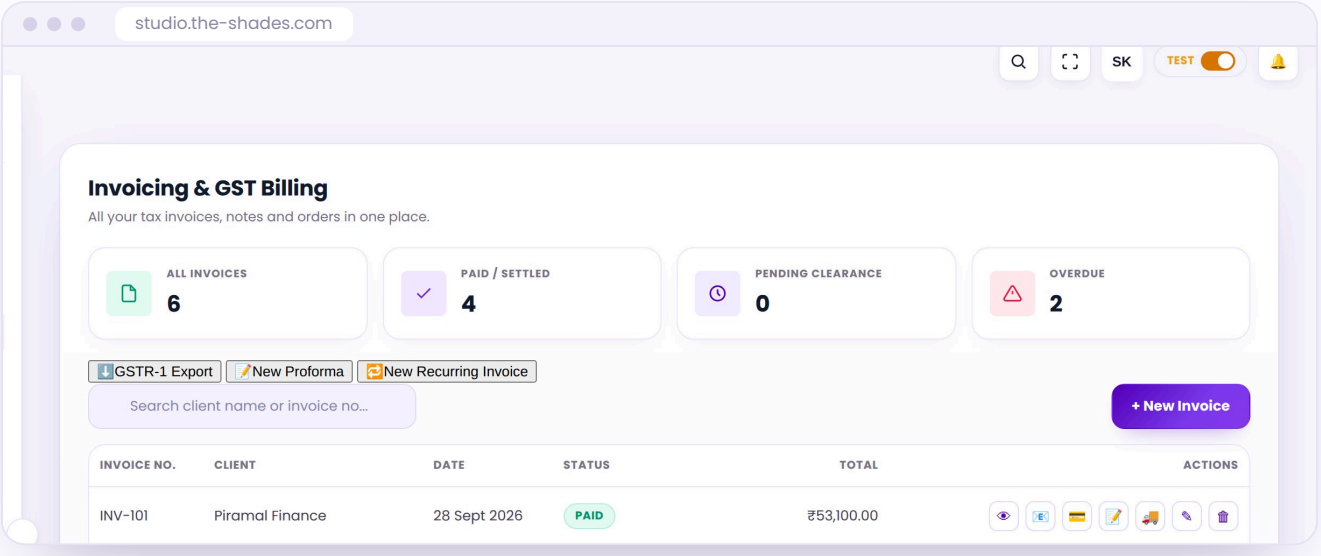
2 · SALES & INVOICING

Bill, collect and file — from one screen.

GST is worked out from the client's GSTIN and state; each invoice flows into your books, GST reports and the client's statement.

📍 Invoices & Billing → Invoices → + New Invoice (Alt + I)

1. Pick the client, add lines — choose an inventory item to fill rate, HSN and GST % (the client's price list applies automatically).
2. Choose status Draft / Sent / Partial / Paid, save, then email or print the PDF with UPI QR.
3. **Receive payment**: Ledger → Vouchers → Receipt (Alt + V) → settle oldest invoices first; the invoice turns Partial / Paid.
4. **Sales return**: Invoices → Sales return → pick invoice & quantity — credit note + stock back in one step.
5. **e-Invoice / e-Way Bill**: Accounts Pro → e-Invoice / e-Way → tick invoices → Generate JSON → upload on the portal → Record IRN.



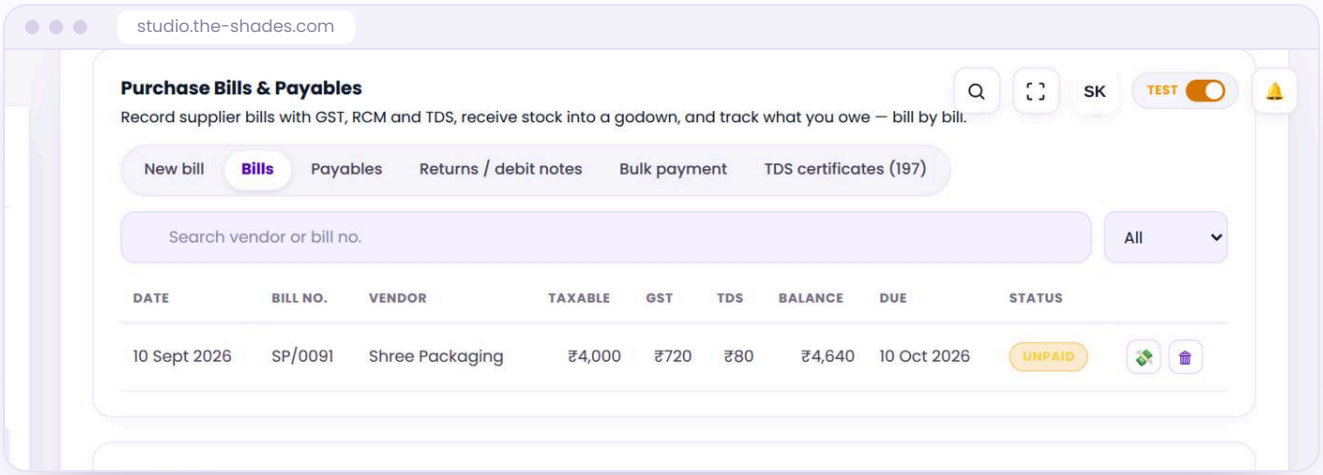
Rows marked red in e-Invoice are missing a GSTIN, PIN code or HSN — fix them and generate again. No GSP subscription is needed.

3 · PURCHASES & EXPENSES

Every bill, return and payable.

Record supplier bills with GST, RCM and TDS; pay them one by one or in bulk; keep plain expenses with their GST too.

📍 Expenses → Purchase Bills & Payables (Alt + P)



New bill

- Nature: expense, trading, raw material or **capital** (goes to fixed assets)
- GST from vendor GSTIN; tick RCM — unregistered supplier gets a self-invoice 🧾
- TDS section with limit alerts & Sec. 197 certificates
- Stock lines into a godown with batch & expiry

After the bill

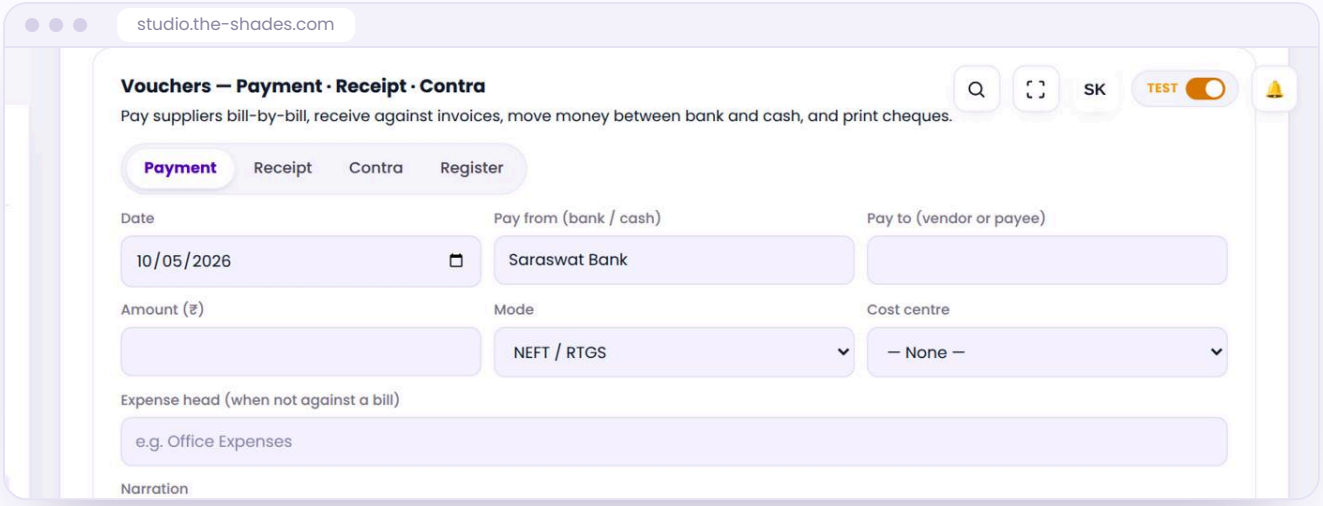
- Returns / debit notes: stock out, ITC reversed, bill reduced
- Pay with 💸 or Vouchers → Payment (cheque printing)
- Bulk payment: bank file + vouchers for many bills
- Payables ageing by vendor

Plain expenses (Alt + X): choose nature and the GST % included; tick “claim ITC” for a GST bill in your GSTIN.

4 · ACCOUNTS, BANKING & BOOKS

The screens your accountant uses daily.

Vouchers, journals, bank matching and books — the same flow as Tally, in the browser.



Vouchers & journals

- Payment / Receipt / Contra (Alt + V) with PV/RV/CV numbers
- CTS-2010 cheque printing with printer offset
- Journals (Alt + J), recurring & reversing journals
- Post-dated cheques & petty cash book

Banking & books

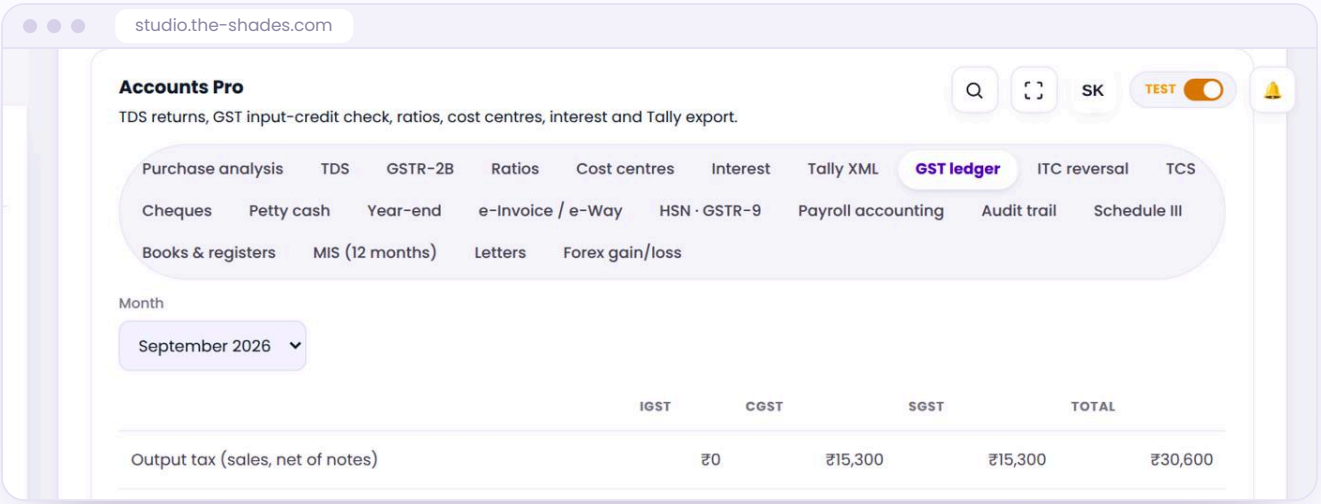
- Import statement → smart matching → Match all
- Printable Bank Reconciliation Statement
- Day Book (Alt + B), Cash / Bank Book, registers
- Cost centres, interest on overdue dues

5 · GST, TDS & TCS

Returns-ready every month.

Studio prepares the numbers and files you upload — your CA reviews and files.

📍 Reports → Accounts Pro → GST ledger (Alt + G)



TASK	WHERE IN ACCOUNTS PRO
Output tax, ITC, set-off, PMT-06 payment	GST ledger
GSTR-1 HSN summary (B2B / B2C)	HSN · GSTR-9
Match purchase bills with GSTR-2B	GSTR-2B (upload portal JSON / Excel)
ITC reversal Rule 42 / 43	ITC reversal
GSTR-9 annual working	HSN · GSTR-9
TDS deductions, challans, 26Q workbook	TDS
TCS register & 27EQ	TCS
Salary TDS — Form 24Q	Employees → Payroll & Compliance

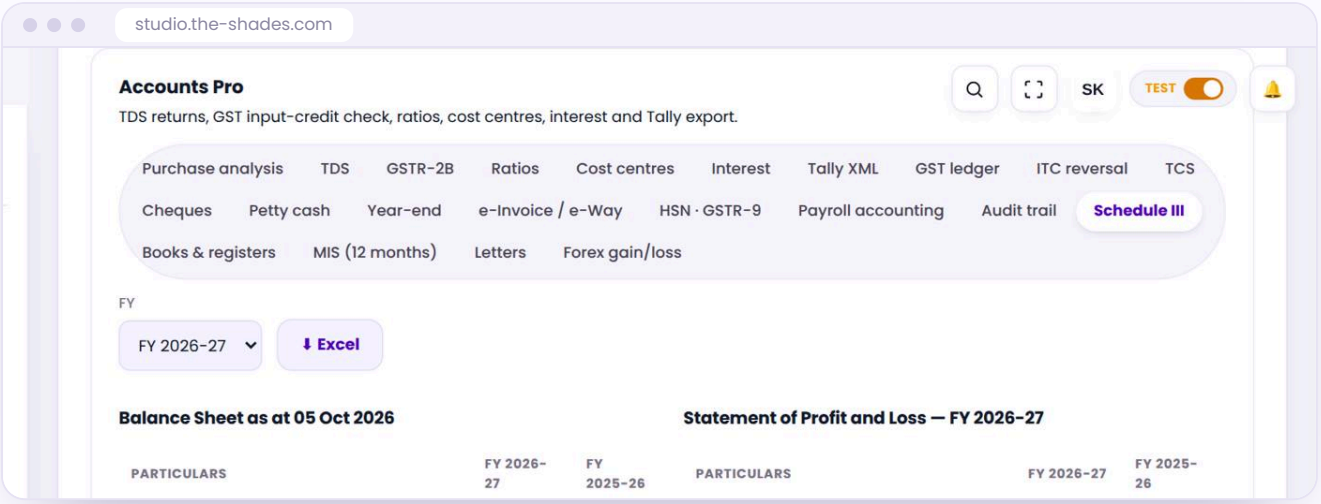
Workbooks hold all the data; the final return file is made in the government utility. Always review with your CA.

6 · REPORTS, AUDIT & CLOSING

Know your numbers, close your books.

Schedule III statements with a built-in balance check, month-end and year-end close, and a tamper-evident audit trail.

📍 Reports → Accounts Pro → Schedule III (Alt + S)



1. **Balance check** under Schedule III lists anything with one side only — post missing receipts, mark expenses paid, classify accounts, enter capital. What remains shows as “Difference in opening balances”.

2. **Month-end close** (Close & Audit Center): 8-step checklist, then Close — the month is locked.

3. **Year-end**: profit moves to Reserves & Surplus and the year is locked; openings carry forward automatically.

4. **Audit trail**: every create, edit and delete with user, time and old → new value. **Audit pack**: one Excel for your CA.

7 · TALLY IMPORT & EXPORT

Switch in an afternoon. Go back any time.

Your history comes across in one upload; your CA can still get Tally XML whenever needed.

📍 Reports → Accounts Pro → Tally XML

Import from Tally

1. In Tally: Display → List of Accounts (or Day Book) → Alt + E → XML.
2. Upload the file and check the preview.
3. Click **Import now** — existing names are skipped, nothing is overwritten.

Export to Tally

1. Pick the period → **Export to Tally**.
2. Tally Prime: Import → Masters (first file).
3. Then Import → Transactions (second file). Keep the company name identical.

Imported: customers & suppliers with opening balances and GSTIN, ledgers, stock items with opening stock, and vouchers (as journals).

8 · HR SETUP & ATTENDANCE

Set it once, every slip follows.

Statutory and tax settings live on each employee; attendance requests flow to HR for approval.

📍 HRMS → Employees → Edit employee

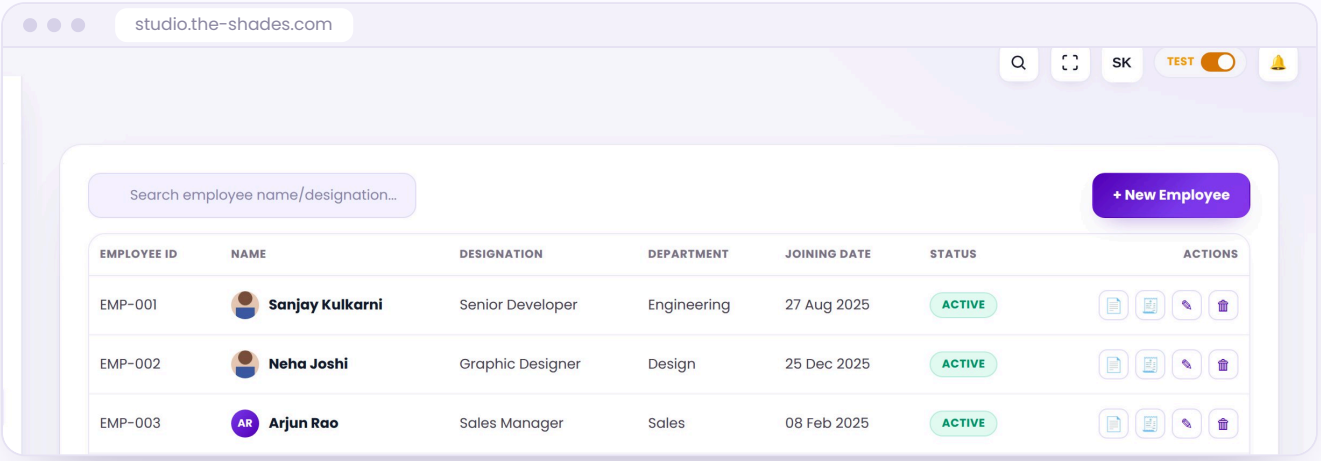
Statutory & tax

- ✓ PF (₹25,000 cap or full), UAN, EPS member
- ✓ ESIC with IP number; PT state slab or fixed
- ✓ Tax regime & declarations — auto or fixed TDS
- ✓ Salary advance / loan with monthly EMI

Attendance

- ✓ GPS check-in / out with breaks
- ✓ Correction & overtime requests (My Dashboard)
- ✓ HR approves in Attendance → updates automatically
- ✓ Weekly shift roster; employees see their shifts

Employees submit **Form 12BB** with proofs from My Dashboard; HR approves in Payroll & Compliance → Form 12BB and TDS switches to automatic.

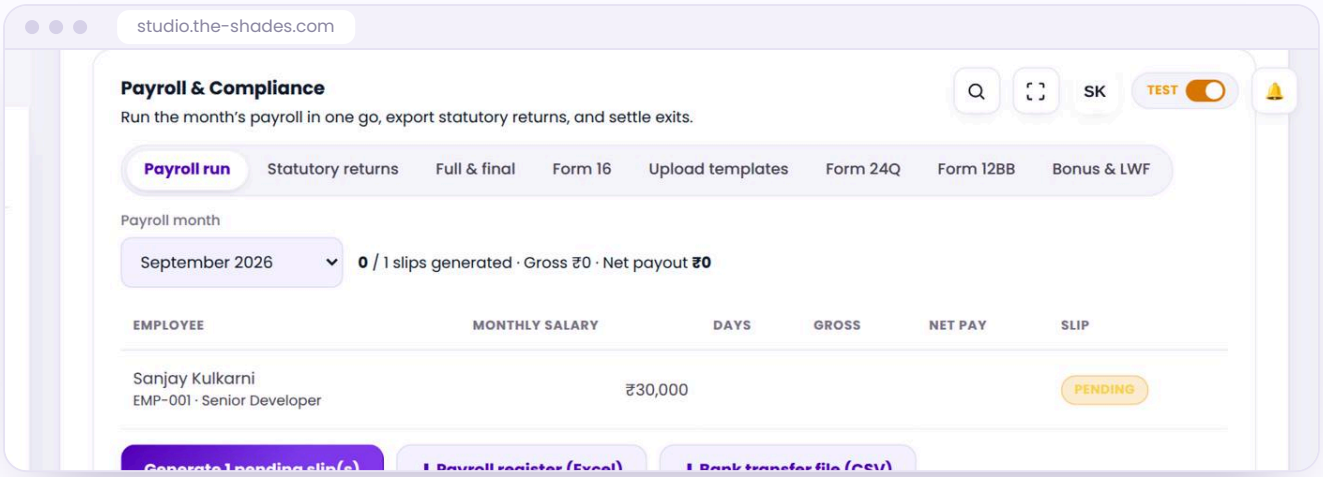


9 · MONTHLY PAYROLL

Run payroll in four clicks.

Attendance, overtime, bonus, loan EMI, PF / ESIC / PT / LWF and TDS are applied on every slip.

📍 HRMS → Employees → Payroll & Compliance (Alt + Y)



1. **Payroll run** → Generate pending slips.
2. Download the **payroll register** and **bank transfer file** (your bank template if uploaded).
3. **Statutory returns**: PF ECR, ESIC sheet, PT summary, Form 24Q; Form 16 Part B at year end.
4. Accounts Pro → **Payroll accounting**: post the salary journal and mark each due as paid.

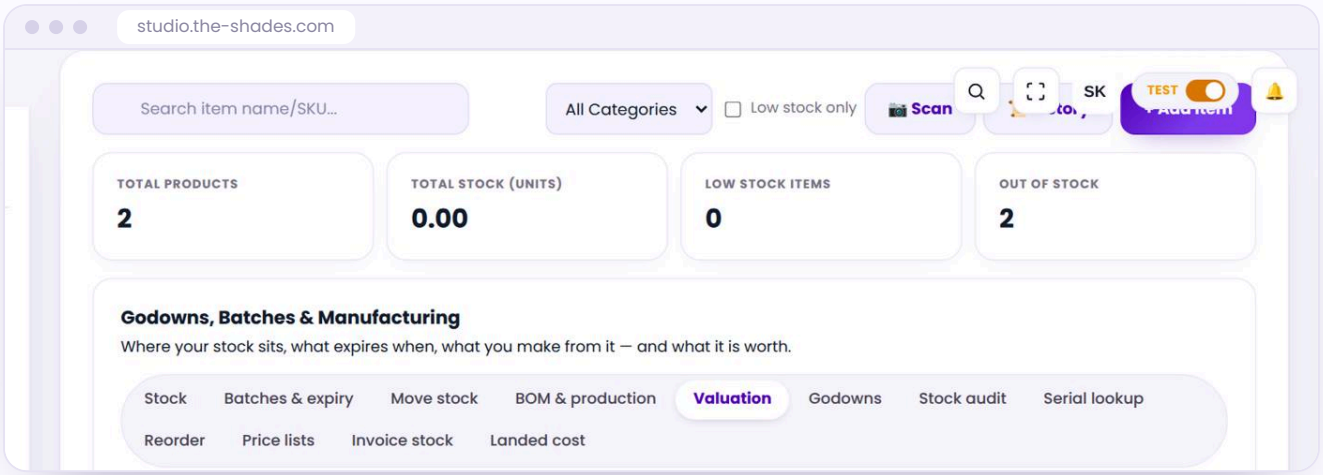
Also here: Bonus & LWF, Full & final with gratuity, Appraisals with increment letters, Hiring pipeline and onboarding / exit checklists.

10 · INVENTORY & MANUFACTURING

Where stock sits and what it is worth.

Godowns, batches and serials, production from a bill of materials, and valuation on any date.

📍 Inventory → Godowns, Batches & Manufacturing



Stock

- ✓ Move stock: transfer, issue, write-off, receive, sales return
- ✓ Batches & expiry (earliest expiry first), serial lookup
- ✓ Stock audit — post counted quantities
- ✓ Invoice stock: auto-deduct on invoices & POS

Costing

- ✓ BOM & production at true cost
- ✓ FIFO or weighted-average valuation
- ✓ Landed cost: freight into item cost
- ✓ Reorder → draft POs · client price lists

11 · CRM, PROJECTS & TEAM

Sales, delivery and the team, together.

Same clients, employees and items across every module — with live updates on every device.

CRM & proposals

- Leads New → Won, follow-ups
- Convert a won lead to a client
- Proposals to clients

Projects & tasks

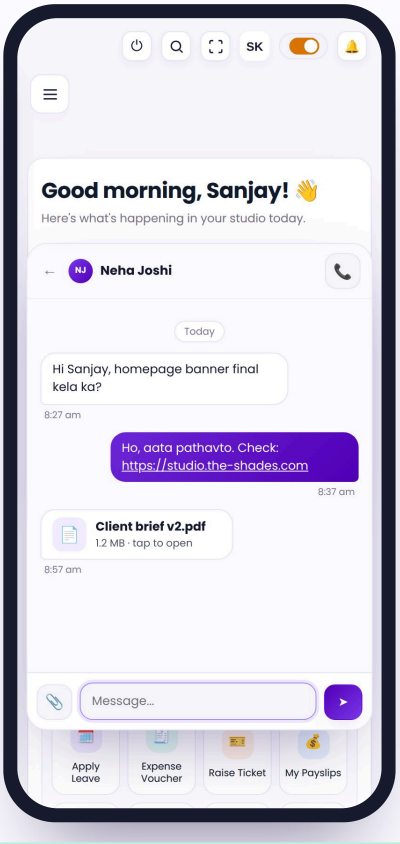
- Projects with progress, subtasks, Kanban
- Assign tasks — the assignee is notified
- Approvals & shared calendar

Helpdesk, assets & docs

- IT / HR / admin tickets
- Laptop & phone assignment history
- Versioned documents & knowledge base

Team & notifications

- Chat with photos & files (auto clean-up after 24 h)
- Announcements, birthdays & anniversaries
- Turn on notifications once per device

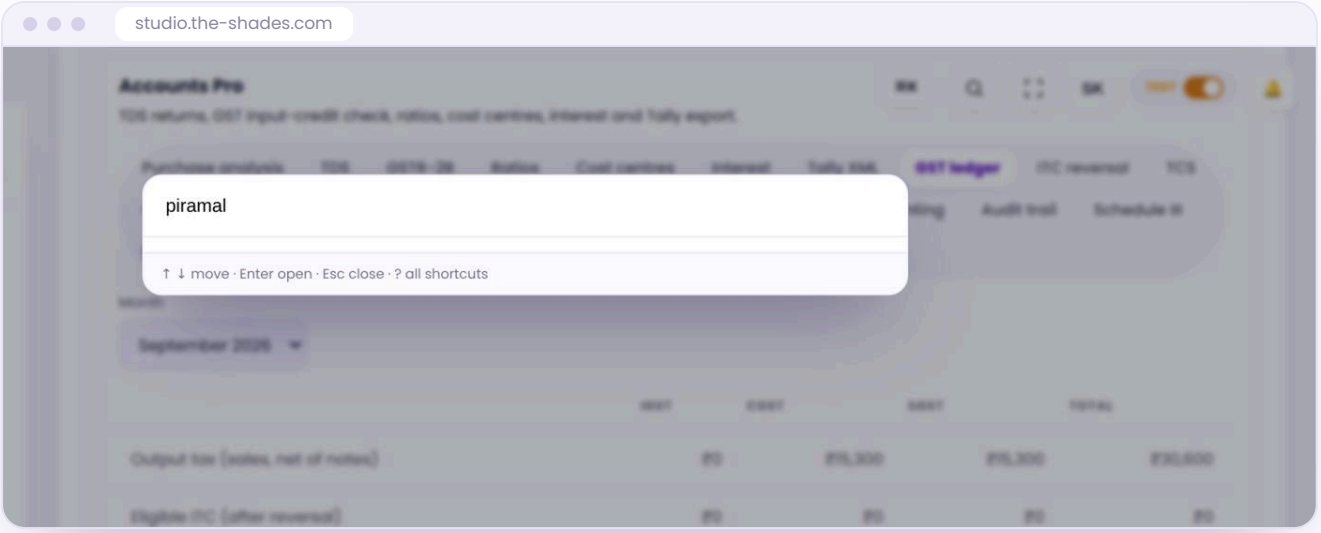


Changes made by a colleague appear on your screen within seconds. Turn on notifications on each phone (banner on the dashboard, or profile → Enable notifications) to get tasks and approvals on the lock screen.

12 · KEYBOARD SHORTCUTS

Work at Tally speed.

Press ? anywhere in Studio to see this list. On Mac use ⌘ and ⌥ Option.



Command palette — search any screen, invoice, client, item	Ctrl / ⌘ + K
New sales invoice	Alt + I
New purchase bill	Alt + P
New expense	Alt + X
Payment / receipt voucher	Alt + V
Journal entry	Alt + J
Day Book	Alt + B

GST ledger	Alt + G
Balance Sheet (Schedule III)	Alt + S
Dashboard	Alt + H
Payroll & compliance	Alt + Y
Save the open form	Ctrl / ⌘ + S
Close the open window	Esc
Show all shortcuts	?

Ctrl + K finds any screen or action, and also invoice numbers, clients, vendors, employees and items — type a few letters and press Enter.

13 · SECURITY, DATA & HELP

Your data stays yours.

Protection

- Each business isolated in the database
- Two-factor login, single-device sessions
- Role-based access per person
- Audit trail & period lock

Your data

- Full backup / export anytime from Settings
- Real-time sync across devices
- Works in any modern browser
- Installable on phone & desktop

COMMON QUESTIONS

QUESTION	ANSWER
Balance Sheet shows a “Difference”	Schedule III → Balance check; usually opening balances are missing.
e-Invoice row is red	Add the missing GSTIN / PIN in the address or HSN on the line.
Someone cannot see a screen	Settings → Team → their access; or the plan may not include that module.
Stock shows “unallocated”	Inventory → Stock → book it to a godown.
No phone notifications	Dashboard banner → Turn on, or profile → Enable notifications, on that device.
A colleague’s change is not visible	Changes sync within seconds; check the internet connection — Studio catches up automatically when back online.

Statutory rates (GST, TDS, PF, ESIC, PT, LWF) change by notification — confirm with your CA before filing.