

With the help of Gridlex Sky accounting software, users can create, manage purchase orders/bills, and record payment against the bills. In addition, users can add vendor credits, vendor advance, refunds at one place.



If you need any help with any feature, data migration of your old accounting data, questions on Chart of Accounts (COA) or anything at all, just email aps@gridlex.com, and our team of expert accountants will be here to help you. Remember, that one of Gridlex's core values is Customer Success. We want you to be successful.

Bill Creation in Gridlex Sky

Step 1: Login into your Gridlex App Suite Account and choose the entity of your choice. Go to the "Costs" tab. Here, users can view a complete list of all the Bills/Purchase Orders.

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View Bills/PO

Add Bill/PO

View Payments

View Vendor Credits

Add Vendor Credit

View Vendor Advances

Add Vendor Advance

View Refunds

Vendor Excess Payments

Bill ID :

Bill State :

Bill From Date :

Bill To Date :

Bill Due From Date :

Bill Due To Date :

Vendor Id :

Vendor Name :

Bill Amount :

Bill Payable Amount :















Bill Due Amount :

Status :

Search

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Bill ID	Bill State	Bill Date	Bill Due Date	Vendor ID	Vendor Name	Bill Amount	Bill Payable Amount	Bill Due Amount	Status	Actions
3000122	Bill	2022-11-18	2022-11-18	2000000000020947	Balaji Communications	INR 295000	INR 295000	INR 270000	PARTIALLY PAID	Pay Due  
3000121	Bill	2022-10-03	2022-10-03	1071640748027695105	SRINIVASU	INR 14000	INR 14000	INR 0	PAID	 
3000120	Bill	2022-10-03	2022-10-03	2000000000020949	Arg Roofing Private Limited	INR 82600	INR 81200	INR 0	PAID	 
3000119	Bill	2022-09-19	2022-09-19	2000000000020947	Balaji Communications	INR 9440	INR 9360	INR 0	PAID	 
3000118	Bill	2022-09-14	2022-09-14	2000000000020947	Balaji Communications	INR 76700	INR 71700	INR 0	PAID	 
3000117	Bill	2022-09-12	2022-09-12	2000000000020949	Arg Roofing Private Limited	INR 5900	INR 5800	INR 0	PAID	 
3000116	Bill	2022-09-08	2022-09-08	2000000000020947	Balaji Communications	INR 17700	INR 17400	INR 400	OVERDUE BY 71 DAYS	Pay Due  

Step 2: Add Bill/PO by selecting one of the Bill Templates available.

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View Bills/PO

Add Bill/PO

View Payments

View Vendor Credits

Add Vendor Credit

View Vendor Advances

Add Vendor Advance

View Refunds

Vendor Excess Payments

Bill Template

Purchase Bill Template

Bill

Step 3: In the Vendor Section, add/select the vendor and fill the required fields like tax related fields (if any). Fields marked with (*) are to be filled mandatorily in order to get tax reports accurately.

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 Settings

View Bills/PO Add Bill/PO View Payments View Vendor Credits Add Vendor Credit View Vendor Advances Add Vendor Advance View Refunds Vendor Excess Payments

Add New
☐ Purchase Order ☒ Bill

Vendor Section

Select Vendor *

Currency

GST Treatment *

Email

Contact No

Bill ID
 Bill Date *
 Bill Due Date *
 Invoice Reference (Supplier) *

Step 4: If the vendor currency is other than Entity's Reporting, give the conversion rate applicable as on the date. Give the Bill Date, Bill Due date, Invoice Reference (Supplier), Is Reverse Charge Applicable and description (if any).

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Add New
☐ Purchase Order ☒ Bill

Vendor Section

Select Vendor *

Currency

GST Treatment *

Email

Contact No

Bill ID
 Bill Date *
 Bill Due Date *
 Invoice Reference (Supplier) *

Recording Currency
 Reporting Currency
 Currency conversion rate *

Step 5: In the Item Section, users can add/select the Item from the drop down. Give the quantity and price per unit for the item. Fields marked with (*) are to be filled mandatorily in order to get tax reports accurately. To add multiple items in the bill, click on the "Add Item" button.

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Settings

Recording Currency

Reporting Currency

Currency conversion rate *

Indian Rupee ▾

Indian Rupee ▾

1

Item Section

Exclusive ▾

Item

Quantity

Price Per Unit

Discount %

Total Price

Laptops ▾

2 ▾

25000

INR

50000

INR

INR 25000

INR 50000

ITC Eligibility *

HSN/SAC Code *

▾

View more details ▾

Add Tax

Remove Item

Add Item

Show Journals

Total Amount Payable (Item)

50000

INR

Total Amount (Item)

50000

INR

INR 50000

Terms and Conditions

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Step 6: To add taxes, click on “Add Tax” and fill the Tax Line Item Name with Tax Amount.

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Debit Center

Credit Center

Debit Division

Credit Division

Debit Label

Credit Label

Select Center ▾

Select Center ▾

Select Division ▾

Select Division ▾

Debit Account

Credit Account

Inventory ▾

Accounts Payable (C... ▾

Tax Line Item Name

Tax Charge

Tax Amount

Tax Debit Account

Tax Credit Account

9% CGST ▾

9

4500

INR

Input CGST ▾

Accounts Payable (C... ▾

Tax Category: CGST

Tax Charge Type: % Rate

INR 4500

Tax Line Item Name

Tax Charge

Tax Amount

Tax Debit Account

Tax Credit Account

9% SGST ▾

9

4500

INR

Input S/UT GST ▾

Accounts Payable (C... ▾

Tax Category: SGST

Tax Charge Type: % Rate

INR 4500

Add Tax

Remove Item

Add Item

Show Journals

Total Amount Payable (Item)

59000

INR

Total Amount (Item)

59000

INR

INR 59000

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Step 7: Once done, click the “Save” button.

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Add Bill/PO

View Payments

View Vendor Credits

Add Vendor Credit

View Vendor Advances

Add Vendor Advance

View Refunds

Vendor Excess Payments

Bill View

Bill Linked Entries

Edit

Pay Due

Print

Customer Section

Organization ID

2000000000020947

Organization Name

Balaji Communications

Currency

Indian Rupee

GST Treatment

PAN

GSTIN/UID

37AAEPY4801F1ZN

Registered Business - Regular

AAEPY4801F

Source Of Supply(India)

37 - Andhra Pradesh

Email

abc@gmail.com

Contact No

Billing Address

Street

#115/3, ITPL MAIN ROAD, KUNDANHALLI,

City

Hyderabad

State

Andhra Pradesh

Country

India

Zip Code

500035

Bill ID

5504-175-3000123

Bill Date

2022-11-18

Bill Due Date

2022-11-30

Invoice Reference (Supplier)

11/Nov/20

Is Reverse Charge Applicable?

Description

Bill Payments in Gridlex Sky

Step 1: Login into your Gridlex App Suite Account and choose the entity of your choice. Go to the “Costs” tab. Click on “View Bills/PO”. Here, choose the bill to be paid and click on the “Pay Due” button.

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Settings

View Bills/PO

Add Bill/PO

View Payments

View Vendor Credits

Add Vendor Credit

View Vendor Advances

Add Vendor Advance

View Refunds

Vendor Excess Payments

Bill ID :

+

Bill State :

+

Bill From Date :

mm/dd/yyyy

Bill To Date :

mm/dd/yyyy

Bill Due From Date :

mm/dd/yyyy

Bill Due To Date :

mm/dd/yyyy

Vendor ID :

+

Vendor Name :

+

Bill Amount :

+

Bill Payable Amount :

+

Bill Due Amount :

+

Status :

Search

Clear

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Bill ID	Bill State	Bill Date	Bill Due Date	Vendor ID	Vendor Name	Bill Amount	Bill Payable Amount	Bill Due Amount	Status	Actions
3000123	Bill	2022-11-18	2022-11-30	2000000000020947	Balaji Communications	INR 59000	INR 59000	INR 59000	OPEN	<div>Pay Due</div> <div></div> <div></div>
3000122	Bill	2022-11-18	2022-11-18	2000000000020947	Balaji Communications	INR 295000	INR 295000	INR 270000	PARTIALLY PAID	<div>Pay Due</div> <div></div> <div></div>
3000121	Bill	2022-10-03	2022-10-03	1071640748027695105	SRINIVASU	INR 14000	INR 14000	INR 0	PAID	<div></div> <div></div> <div></div>
3000120	Bill	2022-10-03	2022-10-03	2000000000020949	Arg Roofing Private Limited	INR 82600	INR 81200	INR 0	PAID	<div></div> <div></div> <div></div>
3000119	Bill	2022-09-19	2022-09-19	2000000000020947	Balaji Communications	INR 9440	INR 9360	INR 0	PAID	<div></div> <div></div> <div></div>
3000118	Bill	2022-09-14	2022-09-14	2000000000020947	Balaji Communications	INR 76700	INR 71700	INR 0	PAID	<div></div> <div></div> <div></div>
3000117	Bill	2022-09-12	2022-09-12	2000000000020949	Arg Roofing Private Limited	INR 5900	INR 5800	INR 0	PAID	<div></div> <div></div> <div></div>

Step 2: Enter the amount or link the amount from Advances, Credit, Excess payments and Bank transactions. Verify the payment date, select the

Payment Mode (Cash/ Debit/Credit Cards/ UPI/ Bank Transfer) and choose Payment Account.

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Excess Payment Available: 0.0 Advance Payment Available: 0.0 Vendor Credits Available: 0.0 * Required Field

☒ New Payment ☐ Apply Excess Payment Amount ☐ Apply Advance Amount ☐ Apply Vendor Credits ☐ Link Bank Transactions

Payment Amount*

Total bill Amount: 59000 Total Due Amount: 59000 Payment Date*: 11/18/2022 Payment Time: --:--:--

Payment Mode: Cash Payment Reference: Payment Account*: Choose Asset account

Reported Currency: Indian Rupee Recorded Currency: Indian Rupee Currency conversion rate: 1.0

Bill Items

Item / Item-Tax	Debit Account	Bill Amount	Due Amount	% of Bill	Payment Amount
Laptops	Accounts Payable (Creditors)	50000.0	50000	84.75	42372.88
Laptops - 9% CGST	Accounts Payable (Creditors)	4500.0	4500.0	7.63	3813.56
Laptops - 9% SGST	Accounts Payable (Creditors)	4500.0	4500.0	7.63	3813.56

Add Tax

Total: 50000

Payment Description

Save

Step 3: You can add more taxable items to the bill by clicking on the “Add Tax” button. To make the bill payment, click on the “Save” button.

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Reported Currency: Indian Rupee Recorded Currency: Indian Rupee Currency conversion rate: 1.0

Bill Items

Item / Item-Tax	Debit Account	Bill Amount	Due Amount	% of Bill	Payment Amount
Laptops	Accounts Payable (Creditors)	50000.0	50000	84.75	42372.88
Laptops - 9% CGST	Accounts Payable (Creditors)	4500.0	4500.0	7.63	3813.56
Laptops - 9% SGST	Accounts Payable (Creditors)	4500.0	4500.0	7.63	3813.56

Add Tax

Total: 50000

Payment Description

Save

Step 4: To view the complete list of payments, click on the “View Payment” tab mentioned on the top menu of the screen. Here, click on the Payment ID

to view the details of the payment. Here, users can edit the payment details by clicking on the “Edit Payment” button.

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View Bills/PO

Add Bill/PO

View Payments

View Vendor Credits

Add Vendor Credit

View Vendor Advances

Add Vendor Advance

View Refunds

Vendor Excess Payments

Total bill Amount

59000.0

Payment Amount

50000.0

Payment Date

Nov. 18, 2022

Payment Time

midnight

Payment Mode

'Debit/Credit cards'

Payment Reference

Reported Currency

Indian Rupee

Recorded Currency

Indian Rupee

Currency conversion rate

1.0

Edit Payment

Print

Bill Items

Item / Item-Tax	Debit Account	Bill Amount	Payment Amount
Laptops	Accounts Payable (Creditors)	50000.0	42372.88
Laptops - 9% CGST	Accounts Payable (Creditors)	4500.0	3813.56
Laptops - 9% SGST	Accounts Payable (Creditors)	4500.0	3813.56

Quick Tip

Gridlex Sky offers a list of shortcuts for common tasks. With the help of these quick shortcuts, users can easily navigate to this page without having to scroll through other sections. Click on “Create a **Bill**” under Costs section to create a bill in a single click.

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Shortcuts for Common Tasks

Revenue

Create an [Invoice](#)

Record a [Customer Receipt](#)

Post a [Credit Note](#)

Post a [Customer Advance](#)

Add a [Customer](#)

Reports

Review your [P&L, Balance Sheet, Trial Balance](#)

Review your [Accounts Receivables](#)

Review your [Accounts Payable](#)

Review your [GSTR-1, GSTR-3B](#)

Setup Configuration Tasks

Update your Address, logo and signature for Invoice, Bills and Transactions ([Update](#))

Update your reporting time period: Current is Jan 01 to Dec 31 ([Update](#))

Connect your bank accounts: Not Yet Done ([Add Bank](#))

Update your [Chart Of Accounts](#) to customize for your business

Create [Centers](#), [Divisions](#) and [Label](#) to better organize your business

Create your [Revenue Templates](#), [Cost Templates](#) and [Transaction Templates](#) to customize for your business

Costs

Create a [Bill](#)

Record a [Vendor Payment](#)

Post a [Vendor Credit](#)

Post a [Vendor Advance](#)

Add a [Vendor](#)

Other

Create a [Manual Journal Entry / Transaction](#)

Upload, categorize and reconcile your [Bank Transactions](#)

Create a [New Item](#)

Manage [Inventory](#)

Manage [Fixed Assets](#)