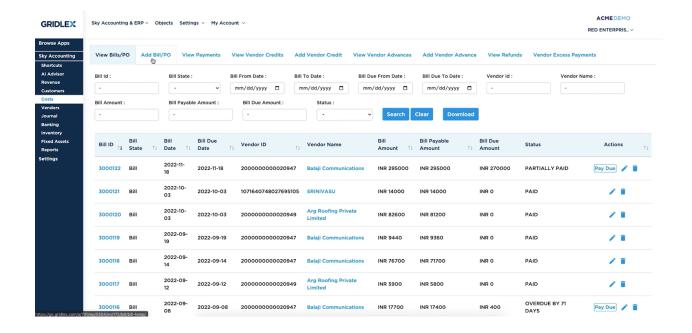With the help of Gridlex Sky accounting software, users can create, manage purchase orders/bills, and record payment against the bills. In addition, users can add vendor credits, vendor advance, refunds at one place.
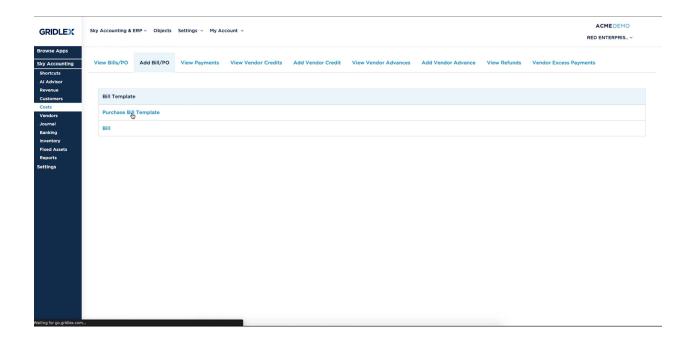

If you need any help with any feature, data migration of your old accounting data, questions on Chart of Accounts (COA) or anything at all, just email apps@gridlex.com, and our team of expert accountants will be here to help you. Remember, that one of Gridlex's core values is Customer Success. We want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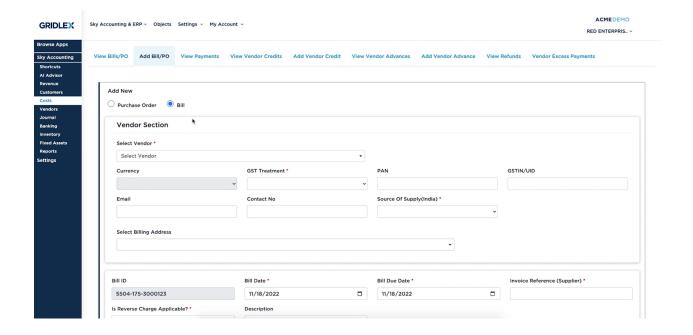
Bill Creation in Gridlex Sky

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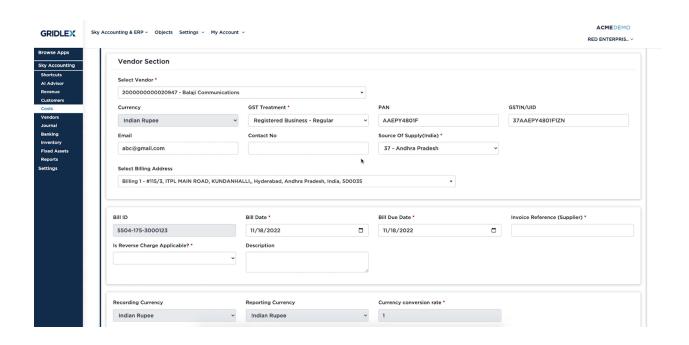
Step 2: Add Bill/PO by selecting one of the Bill Templates available.
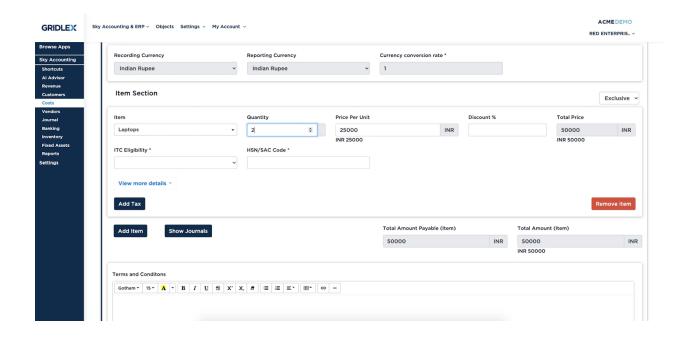

Step 3: In the Vendor Section, add/select the vendor and fill the required fields like tax related fields (if any). Fields marked with (*) are to be filled mandatorily in order to get tax reports accurately.
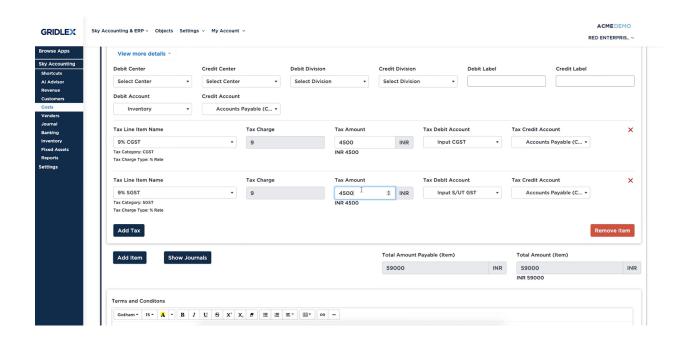
Step 4: If the vendor currency is other than Entity's Reporting, give the conversion rate applicable as on the date. Give the Bill Date, Bill Due date, Invoice Reference (Supplier), Is Reverse Charge Applicable and description (if any).

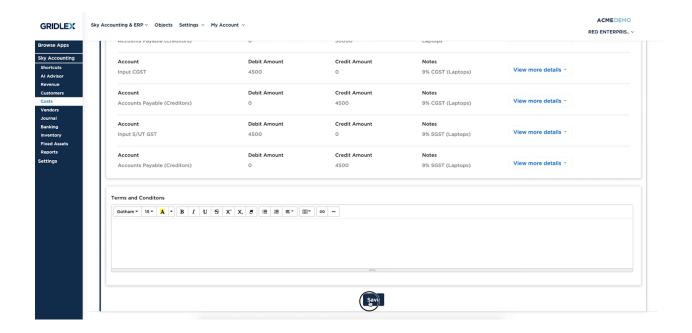**Step 5:** In the Item Section, users can add/select the Item from the drop down. Give the quantity and price per unit for the item. Fields marked with (*) are to be filled mandatorily in order to get tax reports accurately. To add multiple items in the bill, click on the "Add Item" button.
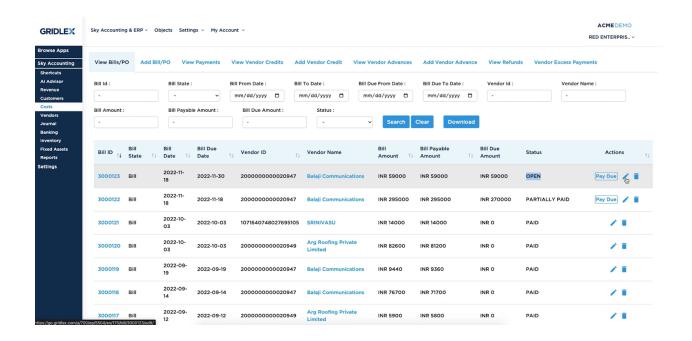
Step 6: To add taxes, click on "Add Tax" and fill the Tax Line Item Name with Tax Amount.
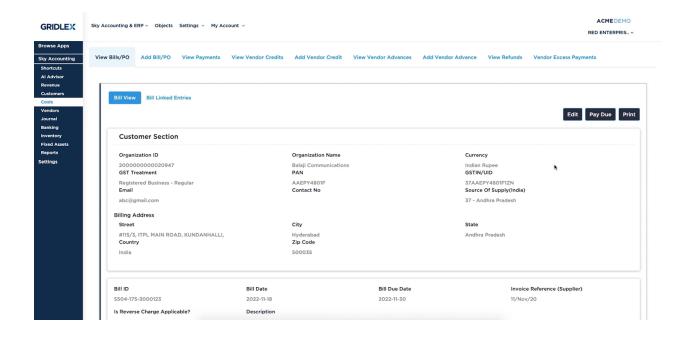

Step 7: Once done, click the "Save" button.

Step 8: You have created a new Bill. In order to view a complete list, click on "View Bills/PO". You can click on any of the Bill ID to view the details of the bill.
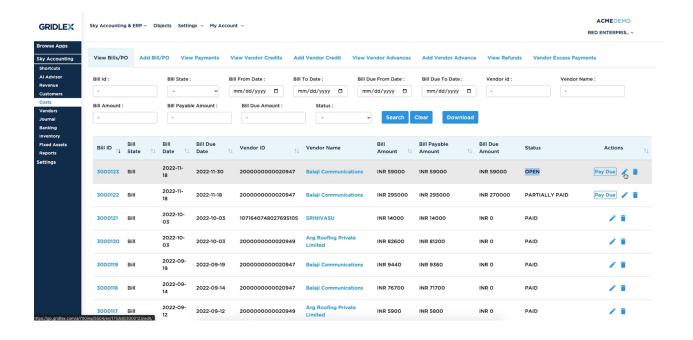

Bill ID	Bill State	Bill Date	Bill Due Date	Vendor ID	Vendor Name	Bill Amount	Bill Payable Amount	Bill Due Amount	Status	Actions
3000123	Bill	2022-11-18	2022-11-30	2000000000020947	Balaji Communications	INR 59000	INR 59000	INR 59000	OPEN	Pay Due
3000122	Bill	2022-11-18	2022-11-18	2000000000020947	Balaji 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	

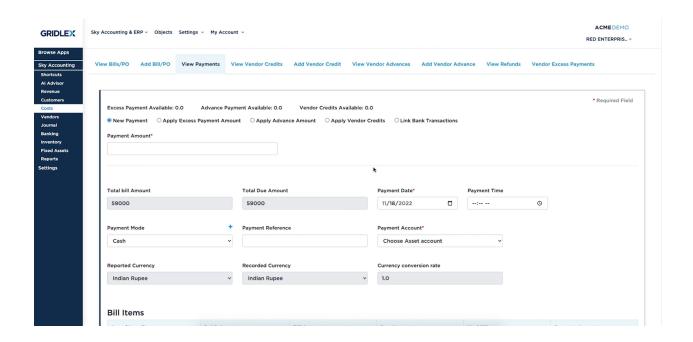**Step 9:** Here, you can edit the bill, pay due and print the bill.

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.
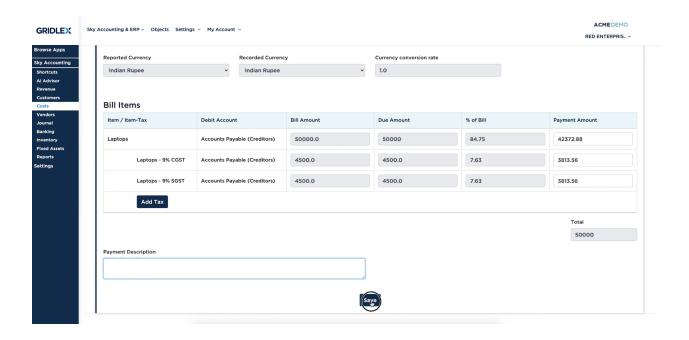

Step 2: Enter the amount or link the amount from Advances, Credit, Excess payments and Bank transactions. Verify the payment date, select the

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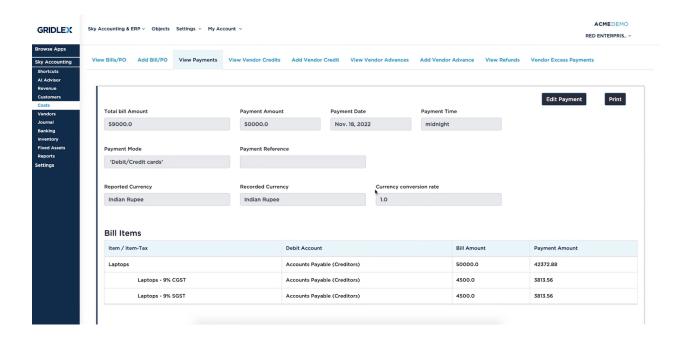

Step 3: You can add more taxable items to the bill by clicking on the "Add Tax" button. To make the bill payment, click on the "Save" button.

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.

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.