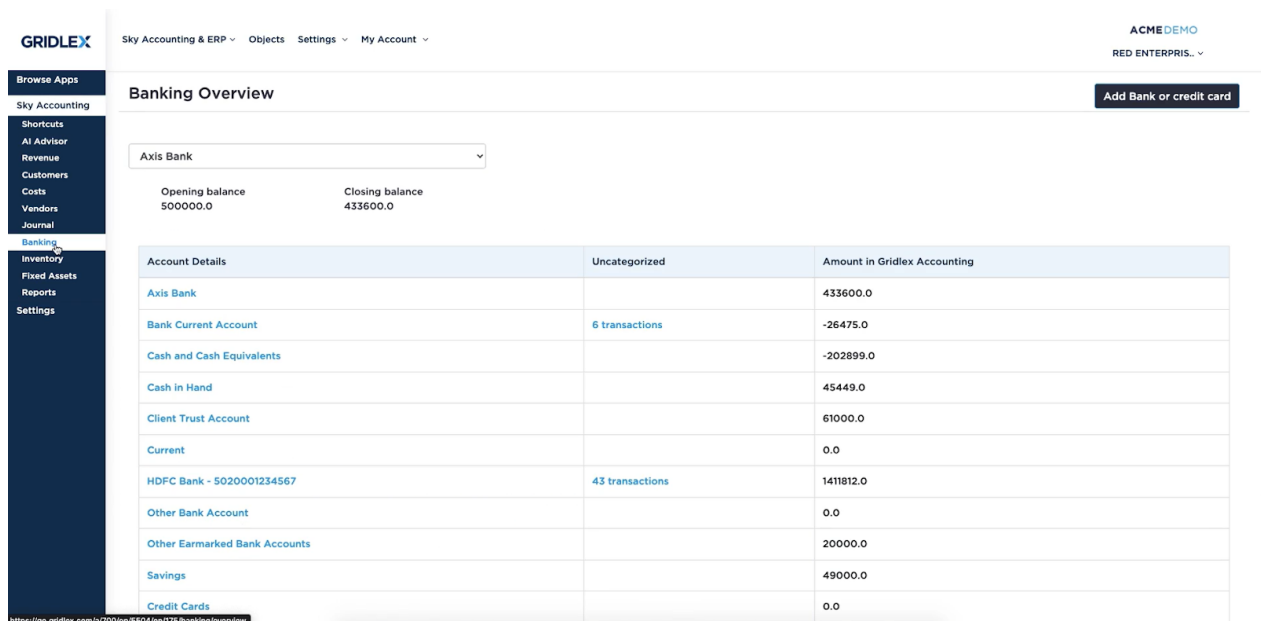


Gridlex Sky can help businesses manage their bank reconciliations. The purpose of bank reconciliation is to ensure that the cash balance reported on the company's balance sheet is correct. This process is necessary because there is often a difference between the cash balance reported on the company's books and the actual cash balance in the bank account. With Gridlex Sky, users can reconcile their bank accounts in a few minutes, check balance mismatches, categorize and filter details, and many more.

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.

Bank Reconciliation in Gridlex Sky

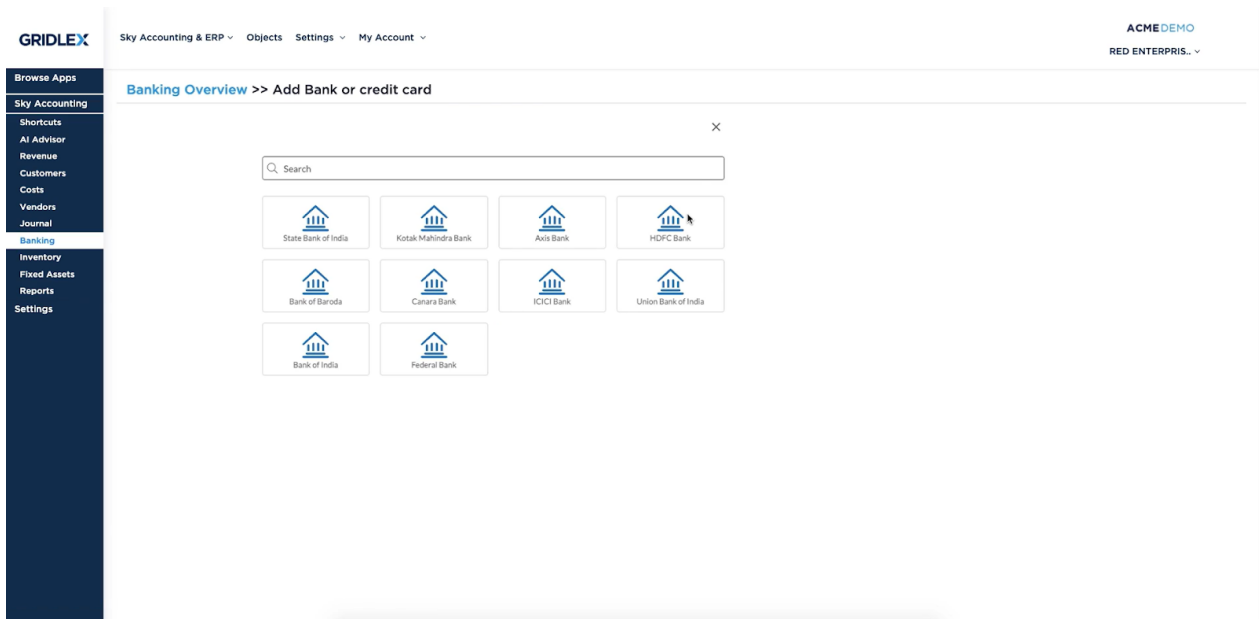
Step 1: Login into your Gridlex App Suite Account and choose the entity of your choice. Go to the “Banking” section.



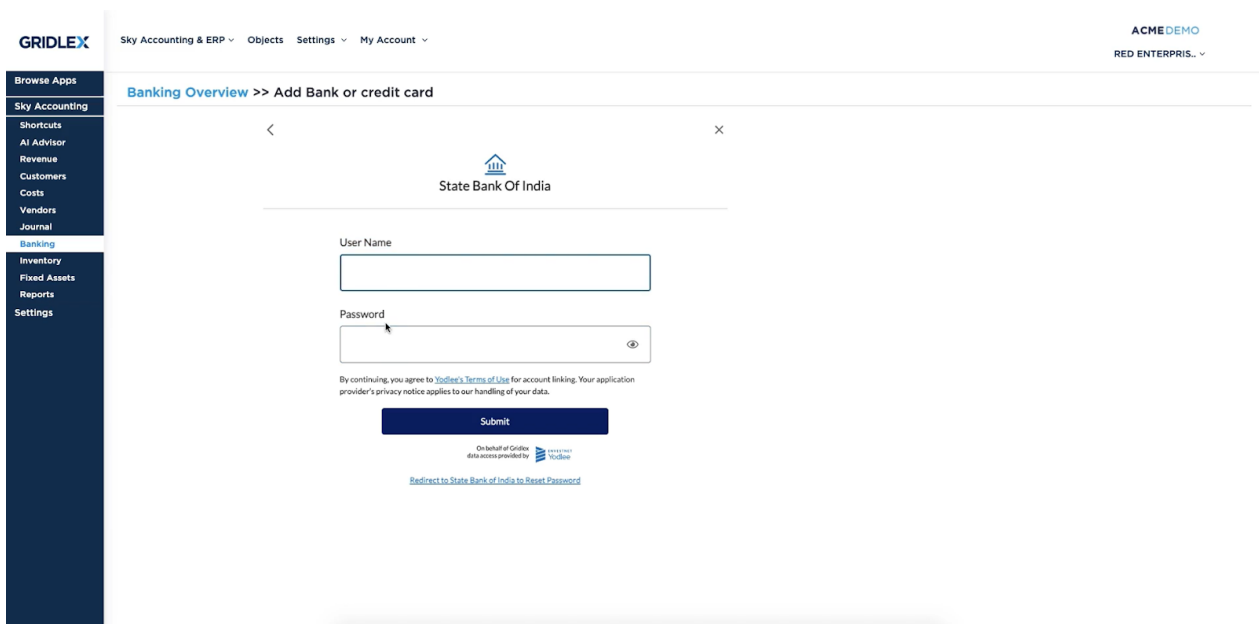
The screenshot shows the Gridlex Sky interface. The top navigation bar includes 'GRIDLEX', 'Sky Accounting & ERP', 'Objects', 'Settings', and 'My Account'. The right side shows 'ACME DEMO' and 'RED ENTERPRIS.'. The left sidebar lists 'Browse Apps', 'Sky Accounting', 'Shortcuts', 'AI Advisor', 'Revenue', 'Customers', 'Costs', 'Vendors', 'Journal', 'Banking', 'Inventory', 'Fixed Assets', 'Reports', and 'Settings'. The main content area is titled 'Banking Overview' and features a dropdown menu for 'Axis Bank'. Below this, there are two summary rows: 'Opening balance 500000.0' and 'Closing balance 433600.0'. A table follows, listing account details, uncategorized transactions, and amounts in Gridlex Accounting.

Account Details	Uncategorized	Amount in Gridlex Accounting
Axis Bank		433600.0
Bank Current Account	6 transactions	-26475.0
Cash and Cash Equivalents		-202899.0
Cash in Hand		45449.0
Client Trust Account		61000.0
Current		0.0
HDFC Bank - 5020001234567	43 transactions	1411812.0
Other Bank Account		0.0
Other Earmarked Bank Accounts		20000.0
Savings		49000.0
Credit Cards		0.0

Step 2: Click on “Add Bank or Credit Card” present on the right side of the screen. Select the Bank for which you want to sync the transactions.



Step 3: Provide Internet Banking Customer ID and Password. Submit for the authentication once done.



Step 4: Once it is approved, Bank accounts will be added automatically and all the transactions will be synced to the Gridlex Sky accounting software. To view the details of the uncategorized transactions, click on the “Transactions” present in the uncategorized tab.

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ACMEDEMO
RED ENTERPRIS... ▾

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Opening balance

500000.0

Closing balance

433600.0

Account Details	Uncategorized	Amount in Gridlex Accounting
Axis Bank		433600.0
Bank Current Account	6 transactions	-26475.0
Cash and Cash Equivalents		-202899.0
Cash in Hand		45449.0
Client Trust Account		61000.0
Current		0.0
HDFC Bank - 5020001234567	43 transactions	1411812.0
Other Bank Account		0.0
Other Earmarked Bank Accounts		20000.0
Savings		49000.0
Credit Cards		0.0

https://app.gridlex.com/a/000/en/5504/en/072/banking/0201838/0filler.html

https://go.gridlex.com/a/700/ep/5504/en/175/banking/120139/?filter_by=ALL

Step 5: To Match Bank Statement, you can click on “Match”.

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RED ENTERPRIS. ▾

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Banking Overview >> HDFC Bank - 5020001234567

Add StatementImport Statements

OverviewUncategorized Transactions ▾Categorized Transactions ▾Reconcile Account

UncategorizedDuplicate

Search:

S.No	Date	Statement Details	Status	Deposits	Withdrawals	Actions
1	2022-10-07	Reference Number: 3000131 Description: Invoice Payee: Sindhu	Uncategorized	98000		Match Categorise ▾
2	2022-10-06	Reference Number: 3000130 Description: Invoice Payee: Select Home Interior Designers Private Limited	Uncategorized	7200		Match Categorise ▾
3	2022-10-04	Reference Number: 3000129 Description: Invoice Payee: Select Home Interior Designers Private Limited	Uncategorized	164200		Match Categorise ▾
4	2022-10-03	Reference Number: 3000126 Description: Invoice Payee: Gopinath	Uncategorized	15000		Match Categorise ▾
5	2022-10-03	Reference Number: 3000125 Description: Invoice Payee: Select Home Interior Designers Private Limited	Uncategorized	67800		Match Categorise ▾
6	2022-10-03	Reference Number: Description:	Uncategorized		2500	Match Categorise ▾

Step 6: Here, you can view Statement Balance Total and Statement Balance Available. In addition, you can filter the bank statement by mentioning the keyword, start data and end date.

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Match Bank Statement

Statement Balance Total: 98000

Statement Balance Available: 98000

Link Transactions

Keyword :

Start Date :

End Date :

Any Value

mm/dd/yyyy

mm/dd/yyyy

Search

Clear

Unmatch All

S.No	Date	Transaction Details	Transaction Type	Recorded Transaction Amount	Reported Transaction Amount	Reporting Linked Amount	Match
1	2022-10-07	Payee: Reliance - Bangalore Reference: 3000131 Description:	Invoice (3000131)	5000	5000.00	5000.00 INR	<input type="checkbox"/>
2	2022-10-07	Payee: Reliance - Bangalore Reference: 3000131 Description: Invoice	Invoice Payment (103769)	85000	85000	85000 INR	<input type="checkbox"/>
3	2022-10-07	Payee: Reliance - Bangalore Reference: 3000131 Description: Invoice	Invoice Payment (103759)	8000	8000	8000 INR	<input type="checkbox"/>
4	2022-08-01	Payee: Palukuru Developers Reference: Description:	Invoice (3000107)	30600.01	30600.01	30600.01 INR	<input type="checkbox"/>
5	2022-09-15	Payee: St. Isaac Advent High School Reference: Description:	Invoice (3000108)	525000	525000.00	525000.00 INR	<input type="checkbox"/>
6	2022-08-30	Payee: Deepa Enterprises Reference: Description:	Invoice (3000109)	24500	24500.00	24500.00 INR	<input type="checkbox"/>

Match

Categorise

Match

Categorise

Match

Categorise

Match

Categorise

Match

Categorise

Match

Categorise

Step 7: Once done, click on “Link Transactions” to link all the transactions selected in the statement.

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Match Bank Statement

Statement Balance Total: 98000

Statement Balance Available: 98000

Link Transactions

Keyword :

Start Date :

End Date :

Any Value

mm/dd/yyyy

mm/dd/yyyy

Search

Clear

Unmatch All

4	2022-08-01	Payee: Palukuru Developers Reference: Description:	Invoice (3000107)	30600.01	30600.01	30600.01 INR	<input type="checkbox"/>
5	2022-09-15	Payee: St. Isaac Advent High School Reference: Description:	Invoice (3000108)	525000	525000.00	525000.00 INR	<input type="checkbox"/>
6	2022-08-30	Payee: Deepa Enterprises Reference: Description:	Invoice (3000109)	24500	24500.00	24500.00 INR	<input type="checkbox"/>
7	2022-08-30	Payee: Deepa Enterprises Reference: Description:	Invoice (3000110)	11800	11800.00	11800.00 INR	<input type="checkbox"/>
8	2022-08-30	Payee: Teetime Ventures Reference: Description:	Invoice (3000111)	59000	59000.00	59000.00 INR	<input type="checkbox"/>
9	2022-08-30	Payee: Reliance - Bangalore Reference: Description:	Invoice (3000112)	70100	70100.00	70100.00 INR	<input type="checkbox"/>
10	2022-08-30	Payee: Deepa Enterprises Reference: Description:	Invoice (3000113)	250248	250248.00	250248.00 INR	<input type="checkbox"/>

Showing 1 to 10 of 75 entries

Previous

1

2

3

4

5

...

8

Next

Total Transactions Linked: 1

Total Amount to Match: 5000

Statement Balance Due: 93000

Link Transactions

Cancel

Step 8: Users also have the flexibility to categorize the transactions based on Customer Advance, Customer Payment, Transfer/Deposit from Another Account, Interest/Other Income, Expense Refund, and Owner’s Contribution.

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Banking Overview >> HDFC Bank - 5020001234567

Add StatementImport Statements

Overview
Uncategorized Transactions
Categorized Transactions
Reconcile Account

Search:

S.No	Date	Statement Details	Status	Deposits	Withdrawals	Actions
1	2022-10-07	Reference Number: 3000131 Description: Invoice Payee: Sindhu	Uncategorized	98000		<div>Match</div> <div>Categorise</div>
2	2022-10-06	Reference Number: 3000130 Description: Invoice Payee: Select Home Interior Designers Private Limited	Uncategorized	7200		<div>Match</div> <div>Categorise</div>
3	2022-10-04	Reference Number: 3000129 Description: Invoice Payee: Select Home Interior Designers Private Limited	Uncategorized	164200		<div>Match</div> <div>Categorise</div>
4	2022-10-03	Reference Number: 3000126 Description: Invoice Payee: Gopinath	Uncategorized	15000		<div>Match</div> <div>Categorise</div>
5	2022-10-03	Reference Number: 3000125 Description: Invoice Payee: Select Home Interior Designers Private Limited	Uncategorized	67800		<div>Match</div> <div>Categorise</div>
6	2022-10-03	Reference Number: Description: Payee:	Uncategorized		2500	<div>Match</div> <div>Categorise</div>

Step 9: To view all the categorized transactions, click on “Categorized transactions”. Here, you can view a dropdown. Select “All”. After clicking, users can view a list of transactions. If not relevant, you can unmatched it by clicking on the “Unmatch” button.

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Banking Overview >> HDFC Bank - 5020001234567

Add StatementImport Statements

Overview
Uncategorized Transactions
All Transactions
Reconcile Account

Search:

S.No	Date	Statement Details	Status	Type	Total Transaction Amount	Linked Amount	Actions
1	2022-10-10	Reference Number: 3000132 Description: Invoice Payee: Palukuru Developers	Categorized	DEPOSITS	708000	708000	<div>Unmatch</div>

Transaction Details

Invoice Payment Id: 103740
Journal Id: 120524
Type: Matched
Accounting Date: 2022-10-10
Recorded Date: 2022-10-11

Amount

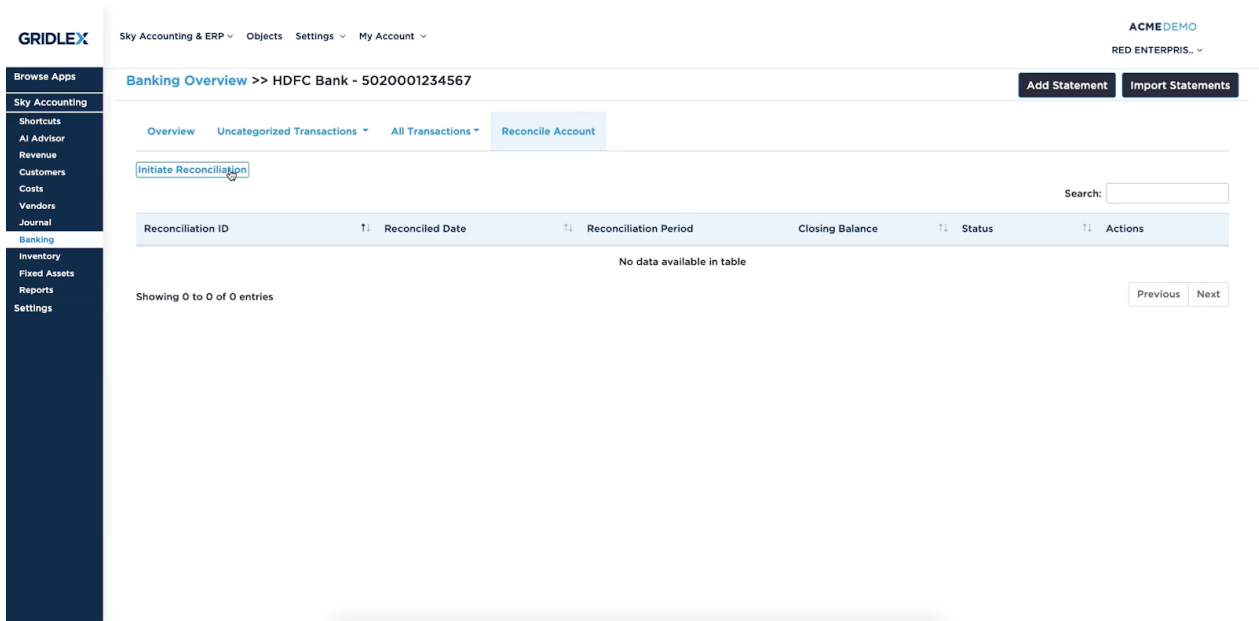
708000

Unmatch

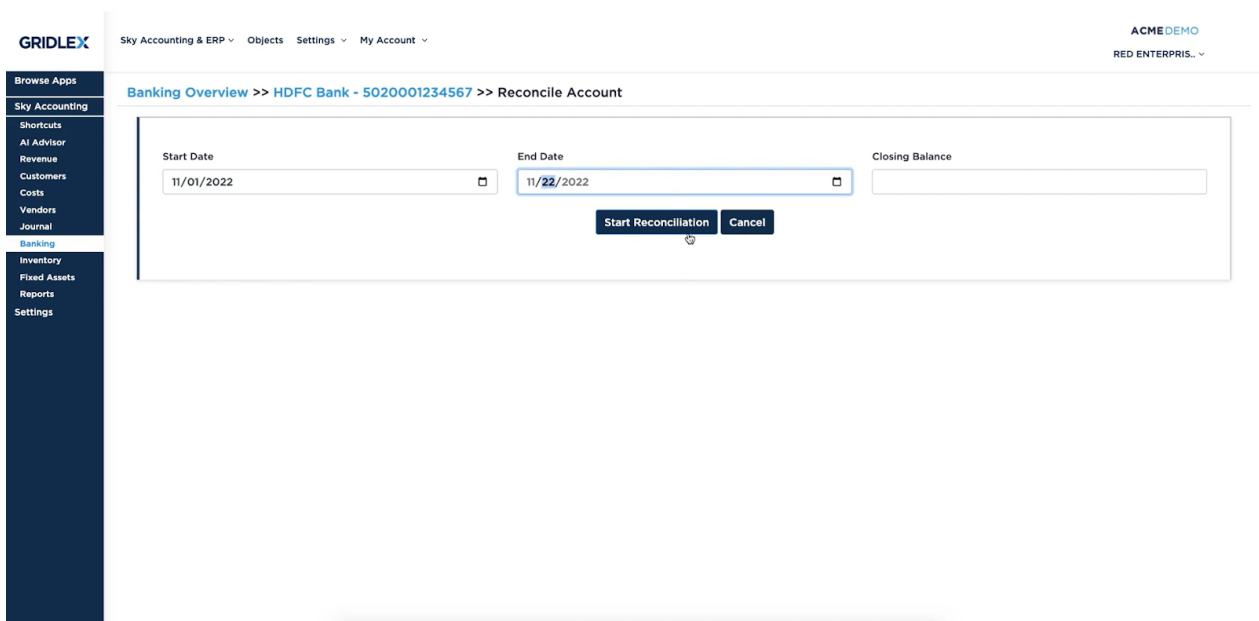
Showing 1 to 1 of 1 entries

Previous
1
Next

Step 10: To reconcile, click on “Reconcile Account”, click on “Initiate Reconciliation” to reconcile the data.



Step 11: Once you click on initiate reconciliation, you will be directed to this page. Here, fill in details like Start Date, End Date and Closing Balance. Once done, click on “Start Reconciliation”.



Step 12: Here, you can view the reconciliation data of the period entered. In addition, users have the option to reconcile the data later as well. Cleared Balance and Balance difference can be viewed at the end of the page.

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Banking Overview >> HDFC Bank - 5020001234567 >> Reconcile Account

HDFC Bank - 5020001234567 - Reconciliation

Reconciliation Period 2022-11-01 to 2022-11-22

Date	Transaction Details	Transaction Type	Deposits	Withdrawals	Select
2022-11-01	Opening Balance		1377412		
2021-04-01		Transaction Vouchers (121448)	50000		
2021-04-09	Accounts Receivable (Debtors)	Invoice Payment (103471)	92925		
2021-04-09	Accounts Payable (Creditors)	Bill Payment (100357)		88500	
2021-04-16	Accounts Receivable (Debtors)	Invoice Payment (103472)	33984		
2021-04-16	Accounts Payable (Creditors)	Bill Payment (100358)		35400	
2021-05-09	Accounts Receivable (Debtors)	Invoice Payment (103473)	154875		
2021-05-09	Accounts Receivable (Debtors)	Invoice Payment (103474)	99120		
2021-05-09	Accounts Receivable (Debtors)	Invoice Payment (103475)	12348		
Total (Selected Transactions)			0	0	

Reconcile Later

Reconcile

Cancel

Closing Balance

Cleared Balance

Balance Difference

50000

0

-1327412

Step 13: To add or import statements, click on “Add Statements” or “Import Statements”.

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Banking Overview >> HDFC Bank - 5020001234567

Add Statement

Import Statements

Overview

Uncategorized Transactions

Categorized Transactions

Reconcile Account

Search:

S.No	Date	Statement Details	Status	Deposits	Withdrawals	Actions
1	2022-10-07	Reference Number: 3000131 Description: Invoice Payee: Sindhu	Uncategorized	98000		<div>Match</div> <div>Categorise</div>
2	2022-10-06	Reference Number: 3000130 Description: Invoice Payee: Select Home Interior Designers Private Limited	Uncategorized	7200		<div>Match</div> <div>Categorise</div>
3	2022-10-04	Reference Number: 3000129 Description: Invoice Payee: Select Home Interior Designers Private Limited	Uncategorized	164200		<div>Match</div> <div>Categorise</div>
4	2022-10-03	Reference Number: 3000126 Description: Invoice Payee: Gopinath	Uncategorized	15000		<div>Match</div> <div>Categorise</div>
5	2022-10-03	Reference Number: 3000125 Description: Invoice Payee: Select Home Interior Designers Private Limited	Uncategorized	67800		<div>Match</div> <div>Categorise</div>
	2022-10-03	Reference Number: Description:	Uncategorized		2500	<div>Match</div> <div>Categorise</div>

Step 14: Here, users can add their statements manually. They have to enter important details like the Transaction Type, Amount, Reference Number, Payee, and Description. Once done, click on the “Save” button.

The screenshot shows the Gridlex Sky interface. The top navigation bar includes 'Sky Accounting & ERP', 'Objects', 'Settings', and 'My Account'. The right side shows 'ACMEDEMO' and 'RED ENTERPRIS...'. The left sidebar lists 'Browse Apps', 'Sky Accounting', 'Shortcuts', 'AI Advisor', 'Revenue', 'Customers', 'Costs', 'Vendors', 'Journal', 'Banking', 'Inventory', 'Fixed Assets', 'Reports', and 'Settings'. The main content area is titled 'Banking Overview >> HDFC Bank - 5020001234567 >> Add Statement Manually'. It features buttons for 'Import Statements' and 'Add Bank or credit card'. The form includes fields for 'Transaction Type' (Withdrawal, Deposits), 'Transaction Date' (mm/dd/yyyy), 'Amount', 'Reference Number', and 'Payee'. A 'Description' field is also present with a 'Max 200 Characters' limit. 'Save' and 'Back' buttons are at the bottom.

Step 15: To upload a file, click on “Import Statements”. Choose the file of your choice and click on “Upload” to transfer the data into the system.

The screenshot shows the 'File Uploading' step in the Gridlex Sky interface. The top navigation bar and left sidebar are identical to the previous screenshot. The main content area is titled '(Step 1/3) - File Uploading'. It features a 'Select Account' dropdown menu with 'HDFC Bank - 5020001234567' selected. Below this is an 'Upload File' section with a 'Choose File' button and a 'No file chosen' status. A note indicates 'Maximum file size: 2 MB for CSV, TSV, XLS, XLSX'. An 'Upload' button is at the bottom right.

Quick Tip

Gridlex Sky offers a list of shortcuts for common tasks. With the help of these quick shortcuts, users can easily navigate to the Banking page without having to scroll through other sections. Click on “Upload, categorize and reconcile your **Bank Transactions**” to go to the banking section with one click.

GRIDLEX

Inbox

Zip Helpdesk

Zip CRM

Sky Accounting & ERP

Sky Expenses

Ray HRMS

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Sky Accounting

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Pranaam Hospl.

Shortcuts

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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](#)

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](#)

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