

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.

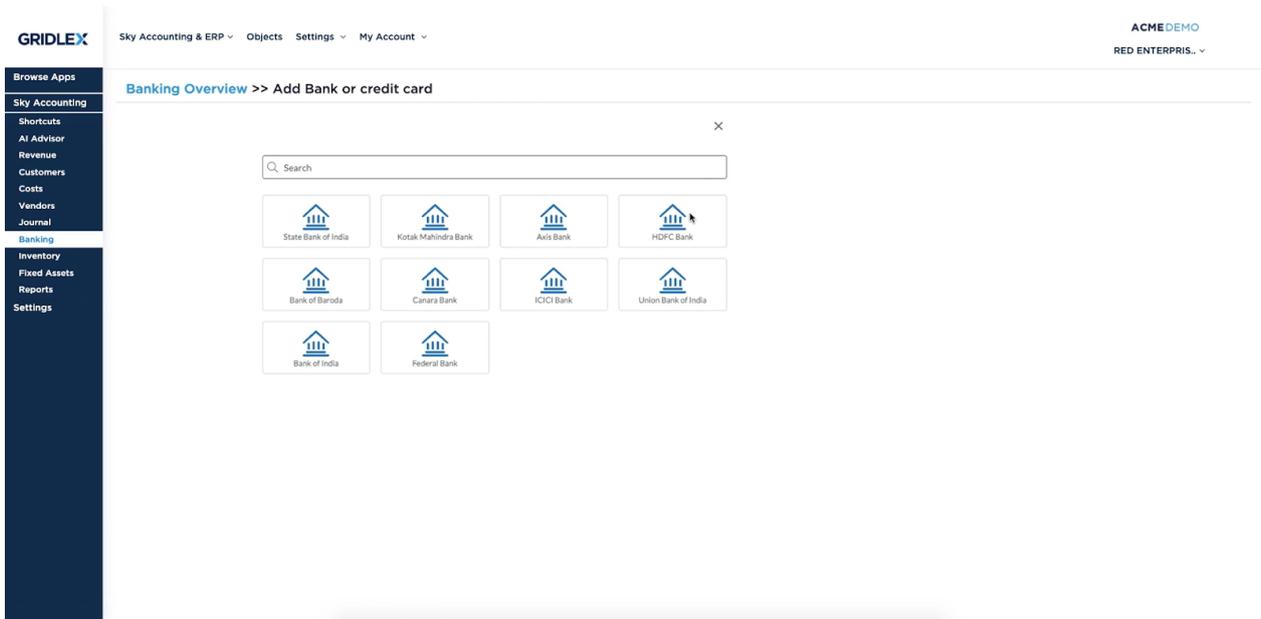
If you need any help with any feature, data migration of your old accounting data, questions on Chart of Accounts (COA) or anything at all, just email aps@gridlex.com, and our team of expert accountants will be here to help you. Remember, that one of Gridlex's core values is Customer Success. We want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

Bank Reconciliation in Gridlex Sky

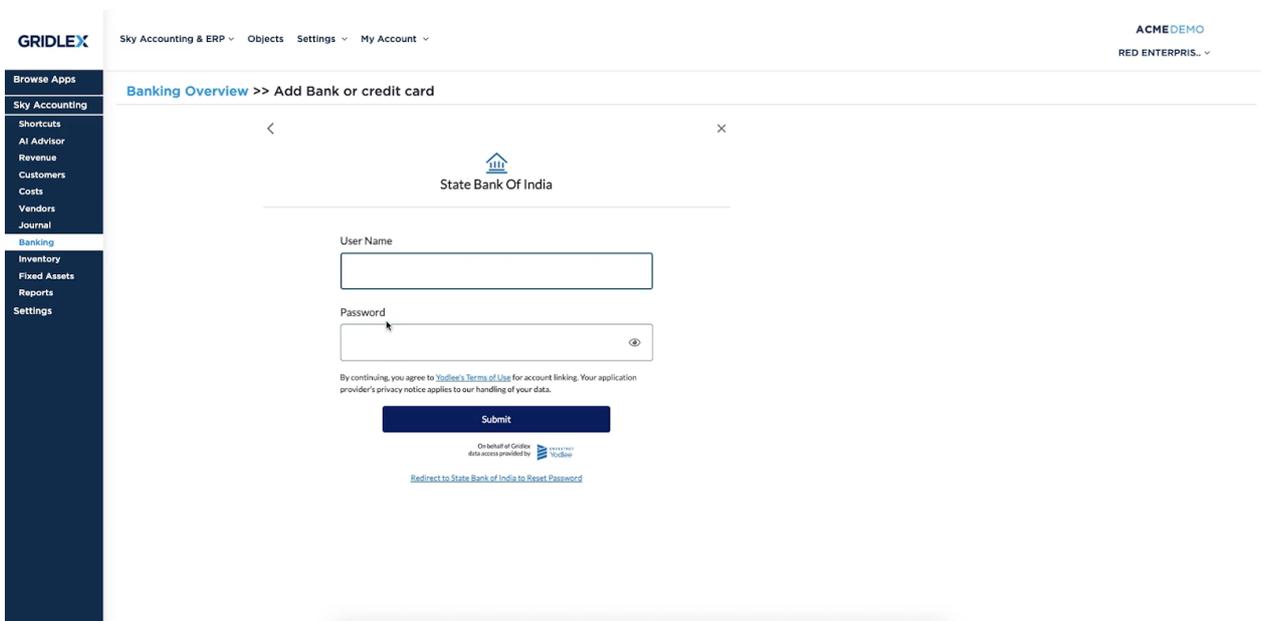
Step 1: Login into your Gridlex App Suite Account and choose the entity of your choice. Go to the "Banking" section.

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.

GRIDLEX Sky Accounting & ERP Objects Settings My Account ACMEDEMO RED ENTERPRIS..

Opening balance 500000.0 Closing balance 433600.0

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Other Earmarked Bank Accounts		20000.0
Savings		49000.0
Credit Cards		0.0

https://go.gridlex.com/9700/ep/5504/en/175/banking/120139/?filter_by=ALL

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

GRIDLEX Sky Accounting & ERP Objects Settings My Account ACMEDEMO RED ENTERPRIS..

Banking Overview >> HDFC Bank - 5020001234567 Add Statement Import Statements

Overview Uncategorized Transactions Categorized Transactions Reconcile Account

Uncategorized Duplicate 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.

Match Bank Statement

Statement Balance Total: 98000
Statement Balance Available: 98000

Keyword: Start Date: End Date: [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"/>

[Link Transactions](#)

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

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

GRIDLEX Sky Accounting & ERP ▾ Objects Settings ▾ My Account ▾ ACMEDEMO
RED ENTERPRIS.. ▾

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
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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: Payee:	Uncategorized		2500	Match Categorise

Note: A dropdown menu is visible over the 'Match' button of the first row, listing options: Customer Advance, Customer Payment, Transfer from Another Account, Interest Income, Other Income, Expense Refund, Deposit from Another Account, Owner's Contribution.

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 unmatch it by clicking on the “Unmatch” button.

GRIDLEX Sky Accounting & ERP ▾ Objects Settings ▾ My Account ▾ ACMEDEMO
RED ENTERPRIS.. ▾

Banking Overview >> HDFC Bank - 5020001234567 Add Statement Import 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	Unmatch

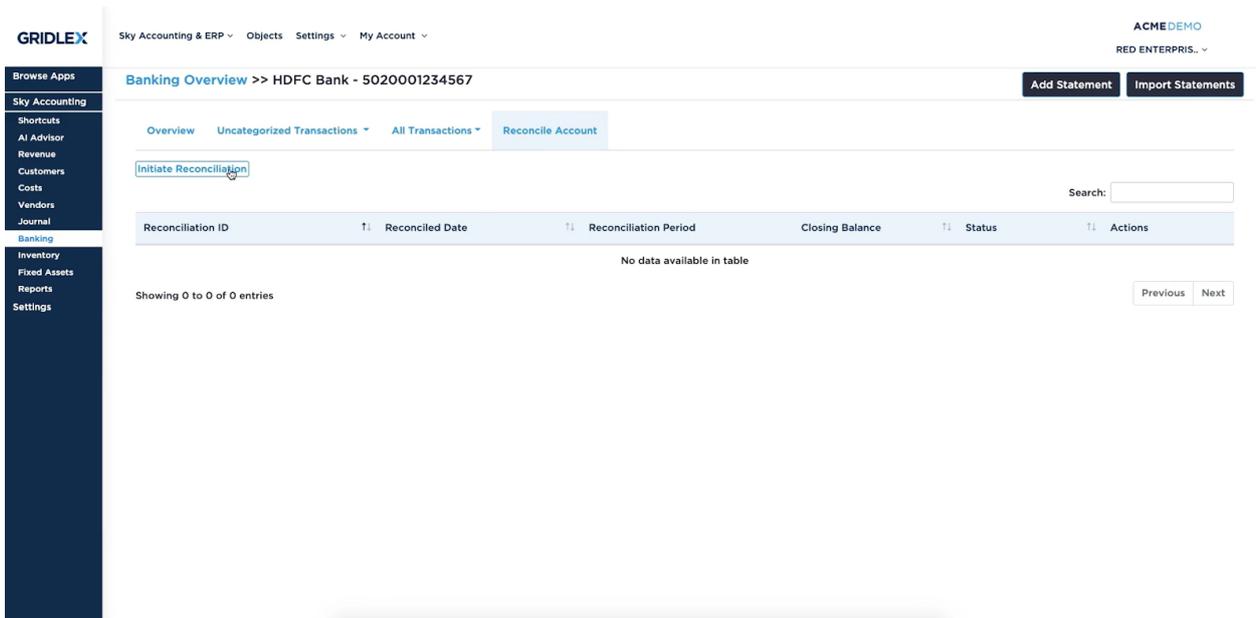
Transaction Details

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

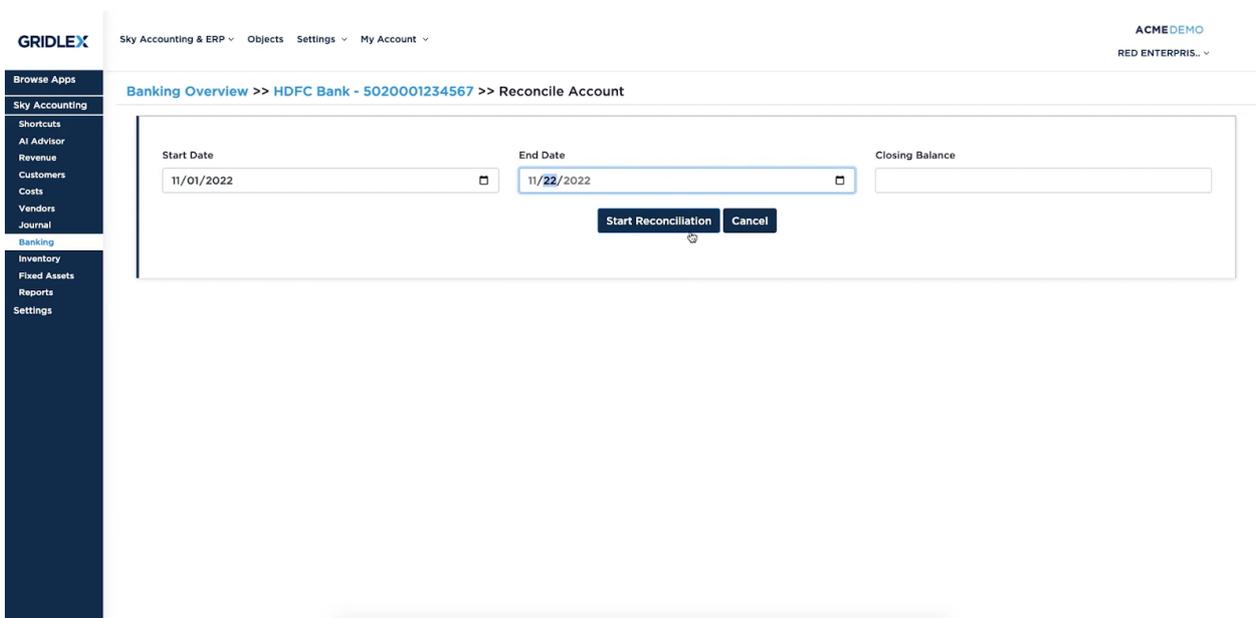
Amount: 708000 Unmatch

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.

GRIDLEX Sky Accounting & ERP ▾ Objects Settings ▾ My Account ▾ ACME DEMO RED ENTERPRIS.. ▾

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		<input type="checkbox"/>
2021-04-09	Accounts Receivable (Debtors)	Invoice Payment (103471)	92925		<input type="checkbox"/>
2021-04-09	Accounts Payable (Creditors)	Bill Payment (100357)		88500	<input type="checkbox"/>
2021-04-16	Accounts Receivable (Debtors)	Invoice Payment (103472)	33984		<input type="checkbox"/>
2021-04-16	Accounts Payable (Creditors)	Bill Payment (100358)		35400	<input type="checkbox"/>
2021-05-09	Accounts Receivable (Debtors)	Invoice Payment (103473)	154875		<input type="checkbox"/>
2021-05-09	Accounts Receivable (Debtors)	Invoice Payment (103474)	99120		<input type="checkbox"/>
2021-05-09	Accounts Receivable (Debtors)	Invoice Payment (103475)	12348		<input type="checkbox"/>
Total (Selected Transactions)			0	0	

[Reconcile Later](#) [Reconcile](#) [Cancel](#)

Closing Balance 50000
 Cleared Balance 0
 Balance Difference -1327412

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

GRIDLEX Sky Accounting & ERP ▾ Objects Settings ▾ My Account ▾ ACME DEMO RED ENTERPRIS.. ▾

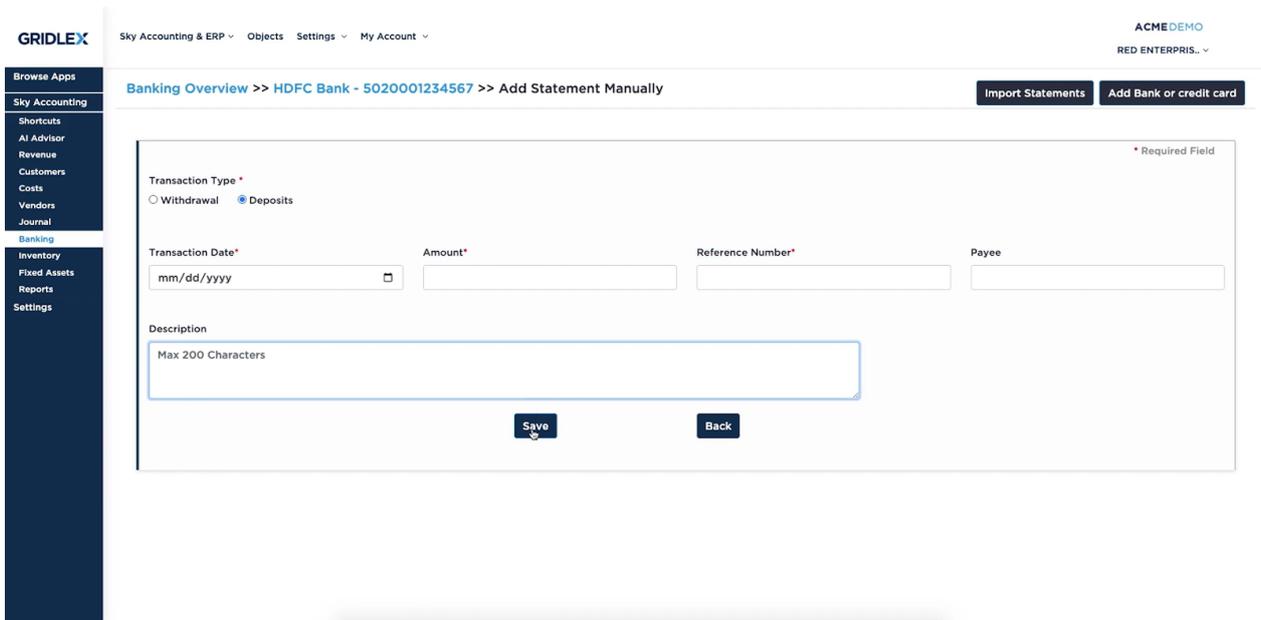
Banking Overview >> HDFC Bank - 5020001234567 [Add Statement](#) [Import Statements](#)

Overview **Uncategorized Transactions** Categorized Transactions Reconcile Account

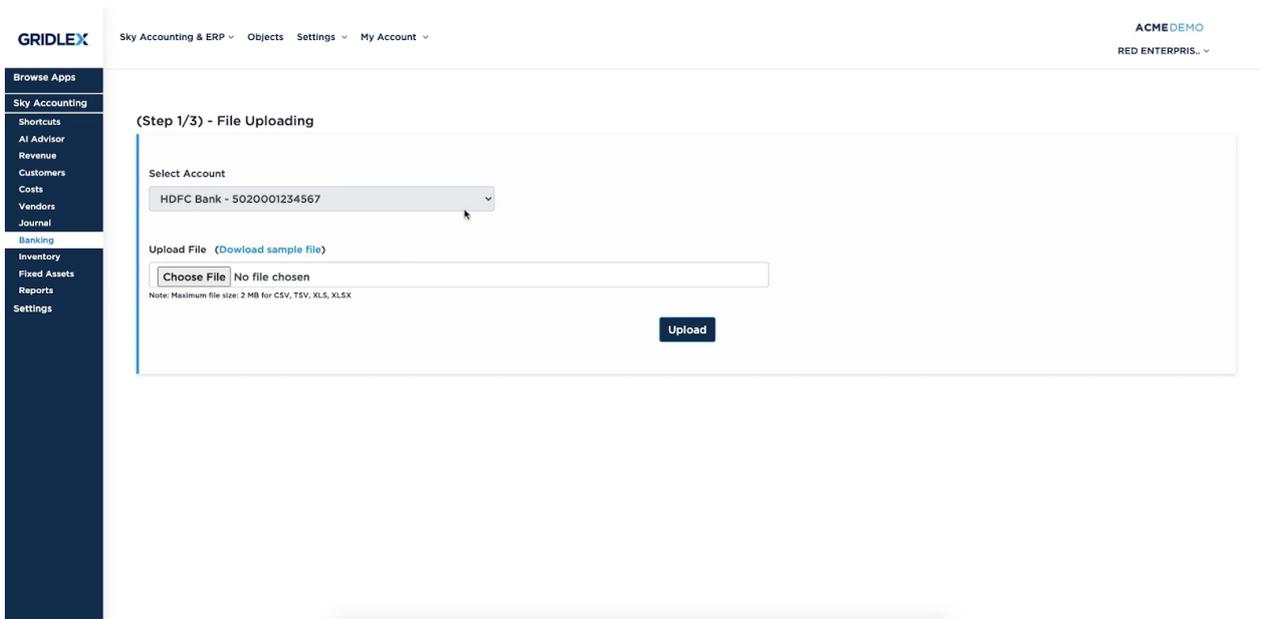
Search:

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	10-03	Reference Number: Description:	Uncategorized		2500	Match Categorise

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.



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.



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.

Browse Apps

Sky Accounting

Shortcuts

AI Advisor

Revenue

Customers

Costs

Vendors

Journal

Banking

Inventory

Fixed Assets

Reports

Settings

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