

Management of invoices and receipts plays a crucial role for any organization. An invoice is a document that indicates the goods/services that a company has provided to a customer. Invoices also itemize the goods or services sold and may include discounts, taxes, and other fees. A receipt is a document that proves that a customer has paid for the goods/services that they have received. Gridlex Sky allows users to manage their invoices and business receipts in a single place. It can help businesses to record all their sales and receipts.

Gridlex Sky accounting software is a powerful tool that allows you to easily create and manage invoices and receipts. In this user manual, we will provide step-by-step instructions on how to use the software to create and manage your invoices and receipts.

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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.

How to Create Invoices and Receipts in Gridlex Sky?

Step 1: Login into your Gridlex App Suite Account and choose the entity of your choice where you want to create and manage your invoices and receipts.

GRIDLEX

Sky Accounting & ERP ▾ Objects ▾ Settings ▾ My Account ▾

ACMEDEMO

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Infotech Soft...

JP Internatio...

RED ENTERPRIS...

SSR Hotels& L...

Browse Apps

Sky Accounting

Shortcuts

AI Advisor

Revenue

Customers

Costs

Vendors

Journal

Banking

Inventory

Fixed Assets

Reports

Settings

Shortcuts

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 experts will be here to help you. Remember, that one of Gridlex's core values is Customer Success. We want you to be successful.

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 Apr 01 to Mar 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

Step 2: Click on the "Revenue" tab in the left navigation menu. Click on the "Add Invoice/SO" button at the top of the screen.

GRIDLEX

Sky Accounting & ERP ▾ Objects ▾ Settings ▾ My Account ▾

ACMEDEMO

RED ENTERPRIS... ▾

Browse Apps

Sky Accounting

Shortcuts

AI Advisor

Revenue

Customers

Costs

Vendors

Journal

Banking

Inventory

Fixed Assets

Reports

Settings

View Invoices/SO

Add Invoice/SO

View Receipts

View Credit Notes

Add Credit Note

View Customer Advances

Add Customer Advance

View Refunds

Customer Excess Payments

Invoice Id :

Type :

Invoice From Date :

Invoice To Date :

Invoice Due From Date :

Invoice Due To Date :

Customer Id :

Customer Name :

Invoice Amount :

Due Amount :

Status :

Search

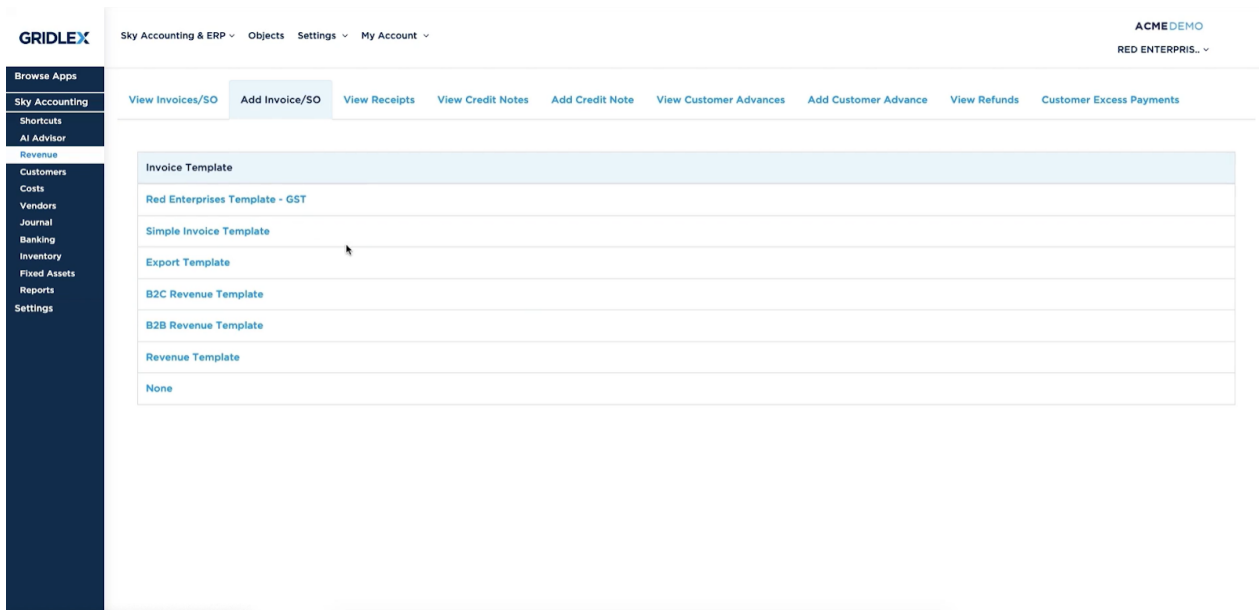
Clear

Download

Show 10 entries

| Invoice ID | Invoice/SO | Invoice Date | Invoice Due Date | Customer ID | Customer Name | Invoice Amount | Invoice Due Amount | Status | Actions |
|------------|------------|--------------|------------------|------------------|--|----------------|--------------------|--------------------|---|
| 3000136 | Invoice | 2022-11-18 | 2022-11-20 | 2000000000020922 | BEST INSURANCE SERVICES | INR 8850 | INR 8850 | OPEN | Receipt Due Edit Delete |
| 3000135 | Invoice | 2022-10-18 | 2022-10-18 | 2000000000020921 | Hungry Top Technologies Limited | INR 94400 | INR 0 | PAID | Edit Delete |
| 3000134 | Invoice | 2022-10-17 | 2022-10-17 | 2000000000020928 | Citius Solutions Pvt Ltd | INR 11800 | INR 10800 | OVERDUE BY 32 DAYS | Receipt Due Edit Delete |
| 3000133 | Invoice | 2022-10-13 | 2022-11-25 | 2000000000020920 | Select Home Interior Designers Private Limited | INR 7080 | INR 2080 | PARTIALLY PAID | Receipt Due Edit Delete |
| 3000132 | Invoice | 2022-10-10 | 2022-10-10 | 2000000000020937 | Palukuru Developers | INR 708000 | INR 108000 | OVERDUE BY 39 DAYS | Receipt Due Edit Delete |
| 3000131 | Invoice | 2022-10-07 | 2022-10-07 | 2000000000018522 | Reliance - Bangalore | INR 118000 | INR 5000 | OVERDUE BY 42 DAYS | Receipt Due Edit Delete |
| 3000130 | Invoice | 2022-10-06 | 2022-10-06 | 2000000000020920 | Select Home Interior Designers Private Limited | INR 47200 | INR 7200 | OVERDUE BY 43 DAYS | Receipt Due Edit Delete |

Step 3: Here, you can view different types of invoice templates. Click on the invoice template of your choice.



Step 4: Enter the necessary information for the invoice, including the customer's name, invoice date and invoice due date, the items or services being invoiced, the price for each item, and add a discount if applicable.

Step 5: Once you have entered all of the necessary information, click on the "Save" button to save the invoice. Users also have the option to "Save and Print" or "Save and Send Later."

GRIDLEX

Sky Accounting & ERP
Objects
Settings
My Account

ACMEDEMO

RED ENTERPRIS..

Browse Apps

Sky Accounting

Shortcuts

AI Advisor

Revenue

Customers

Costs

Vendors

Journal

Banking

Inventory

Fixed Assets

Reports

Settings

| | | | | |
|-------------------------------|--------------|---------------|-------------------|-----------------------------------|
| Account | Debit Amount | Credit Amount | Notes | |
| Accounts Receivable (Debtors) | 1800 | 0 | 9% SGST (Mobiles) | View more details |
| Account | Debit Amount | Credit Amount | Notes | |
| Output S/UT GST | 0 | 1800 | 9% SGST (Mobiles) | View more details |
| Account | Debit Amount | Credit Amount | Notes | |
| Accounts Receivable (Debtors) | 1800 | 0 | 9% CGST (Mobiles) | View more details |
| Account | Debit Amount | Credit Amount | Notes | |
| Output CGST | 0 | 1800 | 9% CGST (Mobiles) | View more details |

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Save and Send

Step 6: Voila! You have created a new invoice in Gridlex Sky. To manage your invoices, click on the " View Invoices" tab in the top navigation menu. Furthermore, users can select the "Receipt due" option to view the receipt. In addition, users can use the filters and search bar at the top of the screen to quickly find the invoice they are looking for.

GRIDLEX

Sky Accounting & ERP
Objects
Settings
My Account

ACMEDEMO

RED ENTERPRIS..

Browse Apps

Sky Accounting

Shortcuts

AI Advisor

Revenue

Customers

Costs

Vendors

Journal

Banking

Inventory

Fixed Assets

Reports

Settings

View Invoices/SO
Add Invoice/SO
View Receipts
View Credit Notes
Add Credit Note
View Customer Advances
Add Customer Advance
View Refunds
Customer Excess Payments

Invoice ID :

Type :

Invoice From Date :

Invoice To Date :

Invoice Due From Date :

Invoice Due To Date :

Customer Id :

Customer Name :

Invoice Amount :

Due Amount :

Status :

Search

Clear

Download

Show 10 entries

| Invoice ID | Invoice/SO | Invoice Date | Invoice Due Date | Customer ID | Customer Name | Invoice Amount | Invoice Due Amount | Status | Actions |
|------------|------------|--------------|------------------|------------------|--|----------------|--------------------|--------------------|-----------------------------|
| 3000139 | Invoice | 2022-11-18 | 2022-11-25 | 2000000000020920 | Select Home Interior Designers Private Limited | INR 23600 | INR 23600 | OPEN | Receipt Due |
| 3000136 | Invoice | 2022-11-18 | 2022-11-20 | 2000000000020922 | BEST INSURANCE SERVICES | INR 8850 | INR 8850 | OPEN | Receipt Due |
| 3000135 | Invoice | 2022-10-18 | 2022-10-18 | 2000000000020921 | Hungry Top Technologies Limited | INR 94400 | INR 0 | PAID | Receipt Due |
| 3000134 | Invoice | 2022-10-17 | 2022-10-17 | 2000000000020928 | Citius Solutions Pvt Ltd | INR 11800 | INR 10800 | OVERDUE BY 32 DAYS | Receipt Due |
| 3000133 | Invoice | 2022-10-13 | 2022-11-25 | 2000000000020920 | Select Home Interior Designers Private Limited | INR 7080 | INR 2080 | PARTIALLY PAID | Receipt Due |
| 3000132 | Invoice | 2022-10-10 | 2022-10-10 | 2000000000020937 | Palukuru Developers | INR 708000 | INR 108000 | OVERDUE BY 39 DAYS | Receipt Due |
| 3000131 | Invoice | 2022-10-07 | 2022-10-07 | 2000000000018522 | Reliance - Bangalore | INR 118000 | INR 5000 | OVERDUE BY 42 DAYS | Receipt Due |

Step 7: To manage your receipts, click on the "View Receipts" tab in the top navigation menu. This will open a list of all of your receipts. You can use the filters and search bar at the top of the screen to quickly find the receipt you are looking for. To view a receipt, simply click on its row in the table. To edit

a receipt, click on the "Edit" button. This will allow you to make any necessary changes to the receipt.

GRIDLEX

Sky Accounting & ERP ▾ Objects Settings ▾ My Account ▾

ACMEDEMO

RED ENTERPRIS. ▾

Browse Apps

Sky Accounting

Shortcuts

AI Advisor

Revenue

Customers

Costs

Vendors

Journal

Banking

Inventory

Fixed Assets

Reports

Settings

View Invoices/SO

Add Invoice/SO

View Receipts

View Credit Notes

Add Credit Note

View Customer Advances

Add Customer Advance

View Refunds

Customer Excess Payments

Receipt ID :

Invoice ID :

Invoice From Date :

Invoice To Date :

Invoice Due From Date :

Invoice Due To Date :

Customer ID :

Customer Name :

From Receipt Date :















To Receipt Date :

Receipt Mode :

Receipt Amount :

Search

Clear

| Receipt ID | Invoice ID | Invoice Date | Invoice Due Date | Customer ID | Customer Name | Receipt Date | Receipt Mode | Receipt Amount | Action |
|------------|------------------|--------------|------------------|-------------------|--|-------------------|---------------|----------------|---|
| 103879 | 5504-175-3000139 | 2022-11-18 | 2022-11-25 | 20000000000020920 | Select Home Interior Designers Private Limited | November 18, 2022 | Cash | INR 23600 |   |
| 103872 | 5504-175-3000135 | 2022-10-18 | 2022-10-18 | 20000000000020921 | Hungry Top Technologies Limited | November 18, 2022 | Bank Transfer | INR 34400 |   |
| 103769 | 5504-175-3000131 | 2022-10-07 | 2022-10-07 | 20000000000018522 | Reliance - Bangalore | October 7, 2022 | Bank Transfer | INR 85000 |   |
| 103768 | 5504-175-3000135 | 2022-10-18 | 2022-10-18 | 20000000000020921 | Hungry Top Technologies Limited | October 18, 2022 | Bank Transfer | INR 60000 |   |
| 103759 | 5504-175-3000131 | 2022-10-07 | 2022-10-07 | 20000000000018522 | Reliance - Bangalore | October 7, 2022 | | INR 8000 |   |
| 103758 | 5504-175-3000133 | 2022-10-13 | 2022-11-25 | 20000000000020920 | Select Home Interior Designers Private Limited | October 13, 2022 | Bank Transfer | INR 5000 |   |
| 103741 | 5504-175-3000131 | 2022-10-07 | 2022-10-07 | 20000000000018522 | Reliance - Bangalore | October 12, 2022 | Bank Transfer | INR 20000 |   |

With the Gridlex Sky accounting software, creating and managing invoices & receipts is quick and easy. By following the steps outlined in this user manual, you will be able to efficiently manage your invoicing and payment processes.

Quick Tip

Gridlex Sky offers a list of shortcuts for common tasks. Users can click on the “Create an invoice” tab in order to go directly to the Revenue page without having to scroll down and click on other sections.

Browse Apps

Sky Accounting

Shortcuts

AI Advisor

Revenue

Customers

Costs

Vendors

Journal

Banking

Inventory

Fixed Assets

Reports

Settings

Shortcuts for Common Tasks

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- 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

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- Manage [Inventory](#)
- Manage [Fixed Assets](#)

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

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