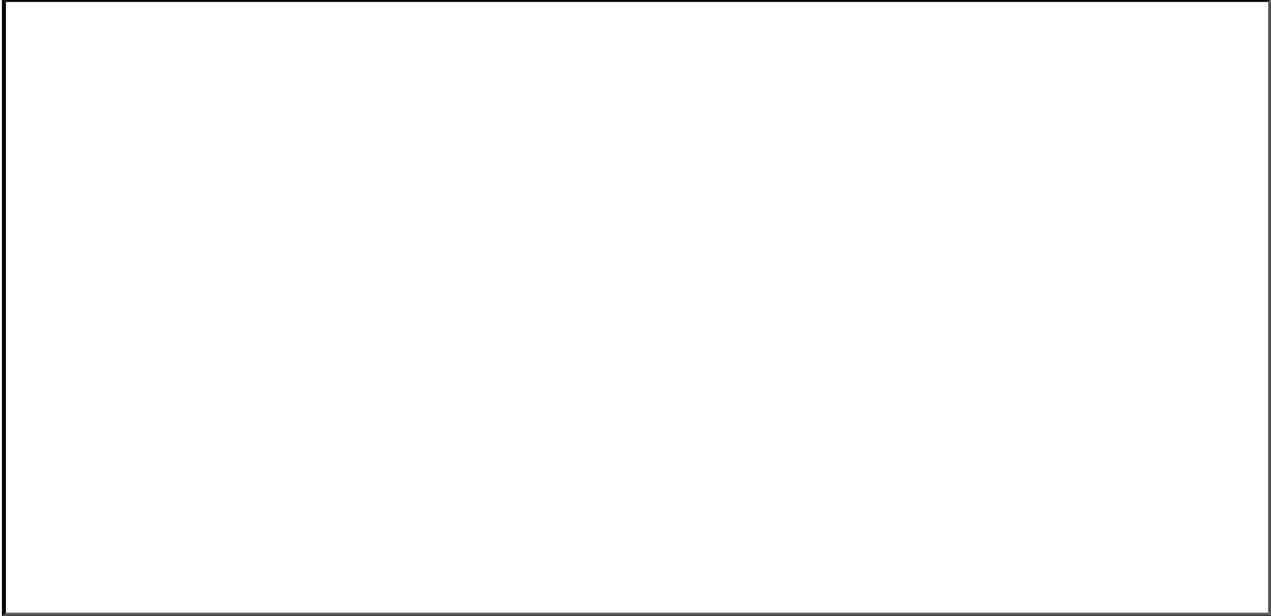


With the help of Gridlex Sky accounting software, users can create, manage purchase orders/bills, and record payment against the bills. In addition, users can add vendor credits, vendor advance, refunds at one place.



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](mailto: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.

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

Browse Apps Sky Accounting 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

Shortcuts AI Advisor Revenue Customers Costs Vendors Journal Banking Inventory Fixed Assets Reports Settings

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 Clear Download

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 140000	INR 140000	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.

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

Browse Apps Sky Accounting 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

Shortcuts AI Advisor Revenue Customers Costs Vendors Journal Banking Inventory Fixed Assets Reports Settings

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.

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

Browse Apps Sky Accounting 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

Shortcuts AI Advisor Revenue Customers Costs Vendors Journal Banking Inventory Fixed Assets Reports Settings

Add New  Purchase Order  Bill

**Vendor Section**

Select Vendor \*  
Select Vendor ▾

Currency  GST Treatment \*  PAN  GSTIN/UID

Email  Contact No  Source Of Supply(India) \*

Select Billing Address

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

5504-175-3000123 11/18/2022 11/18/2022

Is Reverse Charge Applicable? \*  Description

**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).

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

Browse Apps Sky Accounting 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

Shortcuts AI Advisor Revenue Customers Costs Vendors Journal Banking Inventory Fixed Assets Reports Settings

**Vendor Section**

Select Vendor \*  
200000000020947 - Balaji Communications ▾

Currency  GST Treatment \*  PAN  GSTIN/UID

Indian Rupee Registered Business - Regular AAEPY4801F 37AAEPY4801F1ZN

Email  Contact No  Source Of Supply(India) \*

abc@gmail.com 37 - Andhra Pradesh

Select Billing Address

Billing 1 - #115/3, ITPL MAIN ROAD, KUNDANHALLI, Hyderabad, Andhra Pradesh, India, 500035

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

5504-175-3000123 11/18/2022 11/18/2022

Is Reverse Charge Applicable? \*  Description

Recording Currency  Reporting Currency  Currency conversion rate \*

Indian Rupee Indian Rupee 1

**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.

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

Recording Currency: Indian Rupee Reporting Currency: Indian Rupee Currency conversion rate: 1

**Item Section** Exclusive ▾

Item	Quantity	Price Per Unit	Discount %	Total Price
Laptops	2	25000		50000
		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

Terms and Conditions

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

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 more details ▾](#)

Debit Center: Select Center Credit Center: Select Center Debit Division: Select Division Credit Division: Select Division Debit Label: Credit Label:

Debit Account: Inventory Credit Account: Accounts Payable (C.. ▾)

Tax Line Item Name	Tax Charge	Tax Amount	Tax Debit Account	Tax Credit Account
9% CGST	9	4500	Input CGST	Accounts Payable (C.. ▾)
Tax Category: CGST		INR 4500		
Tax Charge Type: % Rate				
9% SGST	9	4500	Input S/UT GST	Accounts Payable (C.. ▾)
Tax Category: SGST		INR 4500		
Tax Charge Type: % Rate				

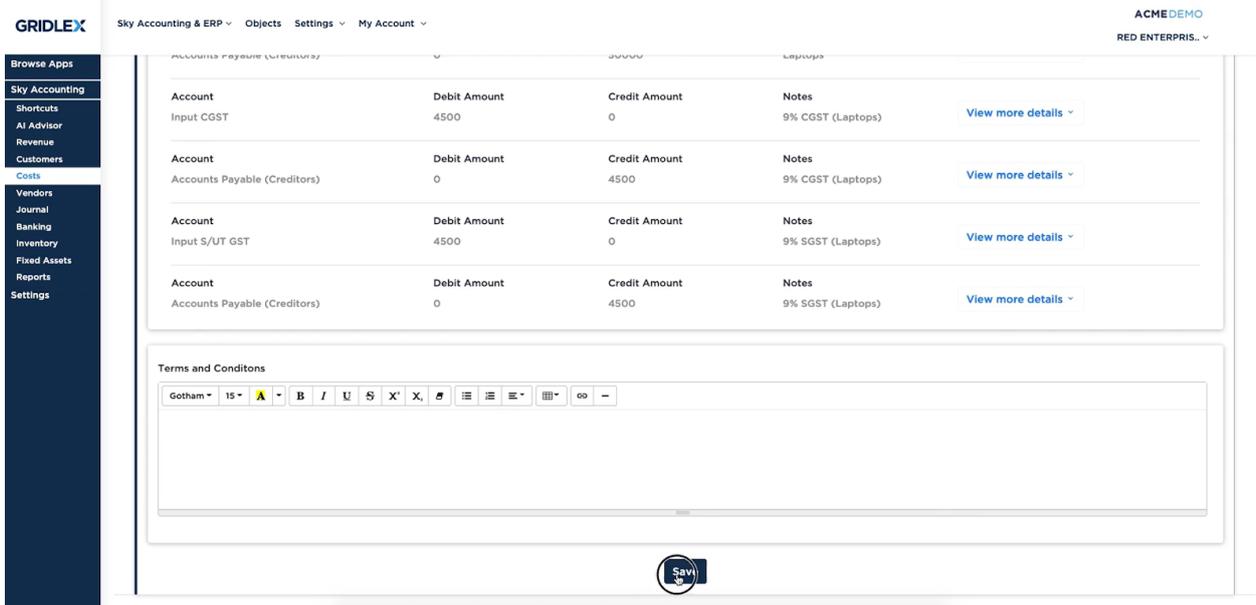
[Add Tax](#) [Remove Item](#)

[Add Item](#) [Show Journals](#)

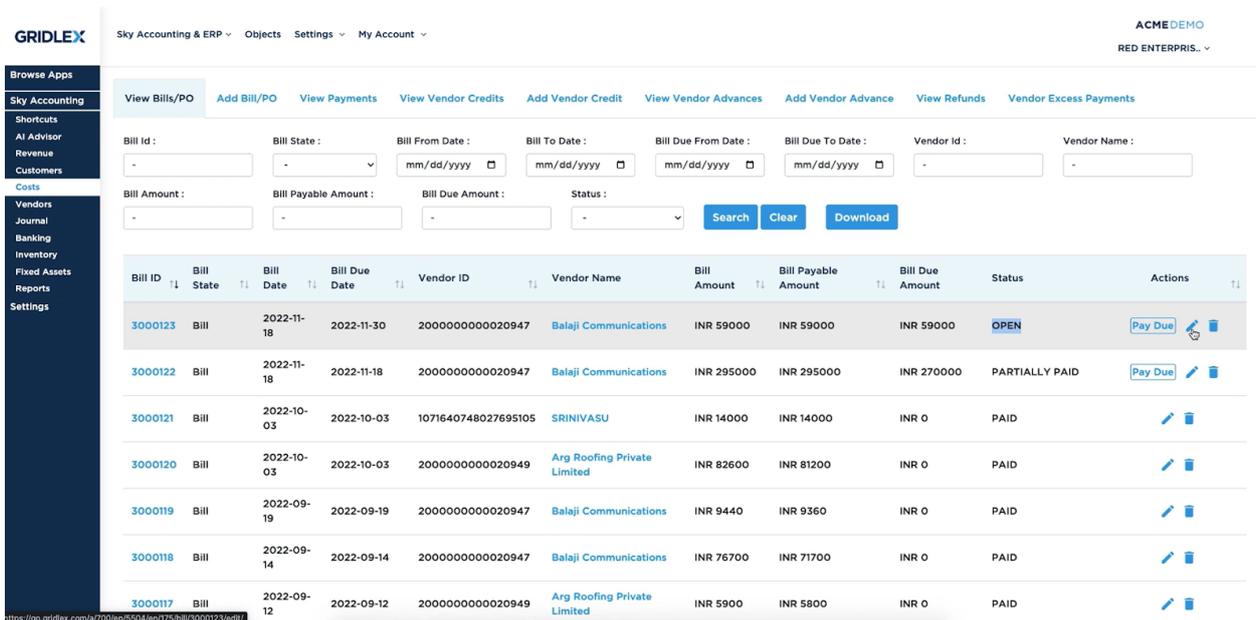
Total Amount Payable (Item): 59000 INR Total Amount (Item): 59000 INR

Terms and Conditions

**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.



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

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

**Browse Apps**  
Sky Accounting  
Shortcuts  
AI Advisor  
Revenue  
Customers  
Costs  
Vendors  
Journal  
Banking  
Inventory  
Fixed Assets  
Reports  
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 View** Bill Linked Entries Edit Pay Due Print

**Customer Section**

<b>Organization ID</b> 200000000020947 <b>GST Treatment</b> Registered Business - Regular <b>Email</b> abc@gmail.com	<b>Organization Name</b> Balaji Communications <b>PAN</b> AAEPY4801F <b>Contact No</b>	<b>Currency</b> Indian Rupee <b>GSTIN/UID</b> 37AAEPY4801F1ZN <b>Source Of Supply(India)</b> 37 - Andhra Pradesh
<b>Billing Address</b> <b>Street</b> #115/3, ITPL MAIN ROAD, KUNDANHALLI, <b>Country</b> India	<b>City</b> Hyderabad <b>Zip Code</b> 500035	<b>State</b> Andhra Pradesh

<b>Bill ID</b> 5504-175-3000123	<b>Bill Date</b> 2022-11-18	<b>Bill Due Date</b> 2022-11-30	<b>Invoice Reference (Supplier)</b> 11/Nov/20
<b>Is Reverse Charge Applicable?</b>	<b>Description</b>		

# 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.

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

**Browse Apps**  
Sky Accounting  
Shortcuts  
AI Advisor  
Revenue  
Customers  
Costs  
Vendors  
Journal  
Banking  
Inventory  
Fixed Assets  
Reports  
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:  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 Clear Download

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	200000000020947	Balaji Communications	INR 59000	INR 59000	INR 59000	OPEN	<a href="#">Pay Due</a>
3000122	Bill	2022-11-18	2022-11-18	200000000020947	Balaji Communications	INR 295000	INR 295000	INR 270000	PARTIALLY PAID	<a href="#">Pay Due</a>
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	200000000020949	Arg Roofing Private Limited	INR 82600	INR 81200	INR 0	PAID	
3000119	Bill	2022-09-19	2022-09-19	200000000020947	Balaji Communications	INR 9440	INR 9360	INR 0	PAID	
3000118	Bill	2022-09-14	2022-09-14	200000000020947	Balaji Communications	INR 76700	INR 71700	INR 0	PAID	
3000117	Bill	2022-09-12	2022-09-12	200000000020949	Arg Roofing Private Limited	INR 5900	INR 5800	INR 0	PAID	

<https://go.gridlex.com/700/ep/5504/en/175/bill/3000123/edit/>

**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.

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

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

**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.

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

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

Total: 50000

Payment Description:

**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.

The screenshot shows the 'View Payments' page in the Gridlex Sky Accounting & ERP system. The page includes a navigation menu on the left with options like 'Browse Apps', 'Sky Accounting', 'Shortcuts', 'AI Advisor', 'Revenue', 'Customers', 'Costs', 'Vendors', 'Journal', 'Banking', 'Inventory', 'Fixed Assets', 'Reports', and 'Settings'. The main content area displays the following details:

- Total bill Amount: 59000.0
- Payment Amount: 50000.0
- Payment Date: Nov. 18, 2022
- Payment Time: midnight
- Payment Mode: 'Debit/Credit cards'
- Payment Reference: (empty field)
- Reported Currency: Indian Rupee
- Recorded Currency: Indian Rupee
- Currency conversion rate: 1.0

Below these details is a table titled 'Bill Items' with the following data:

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.

The screenshot shows the 'Shortcuts' page in the Gridlex Sky Accounting & ERP system. The page includes a navigation menu on the left with options like 'Browse Apps', 'Sky Accounting', 'Shortcuts', 'AI Advisor', 'Revenue', 'Customers', 'Costs', 'Vendors', 'Journal', 'Banking', 'Inventory', 'Fixed Assets', 'Reports', and 'Settings'. The main content area displays the following shortcuts:

- 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