



Creditors reconciliation

Best practice for suppliers' payment allocation

[How to Create a Payment on Account from Bank Reconciliation](#)

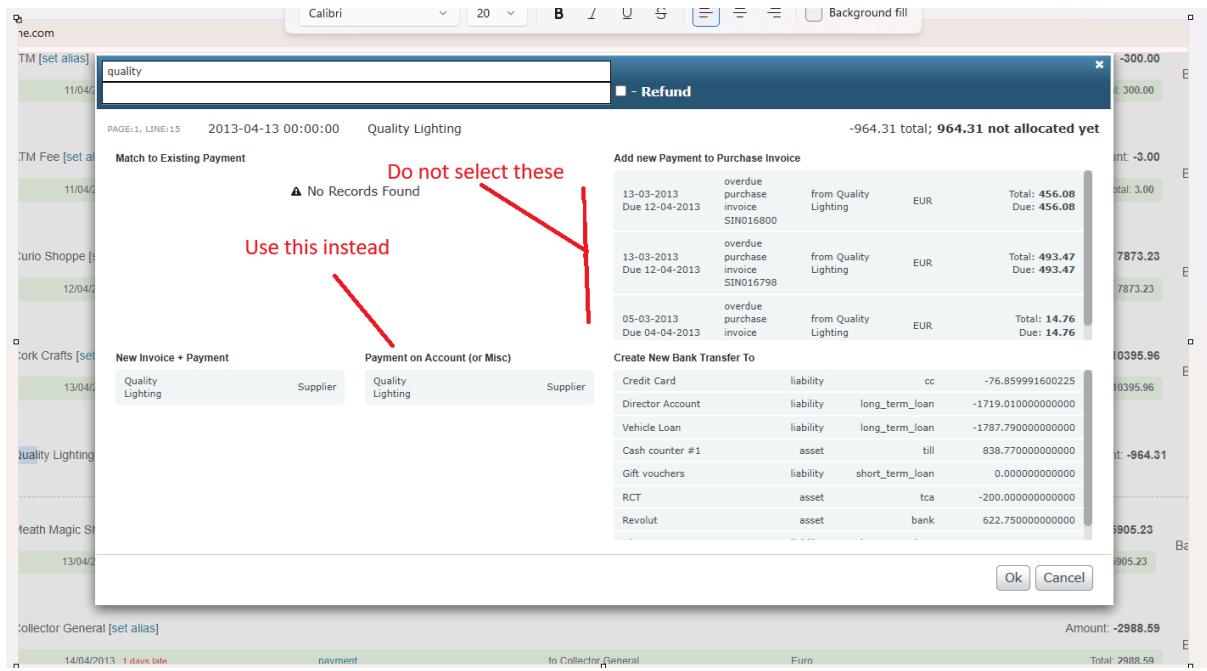
[Recommended Workflow](#)

[Allocate Payment Using the Payments Tab](#)

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How to Create a Payment on Account from Bank Reconciliation (When the Payment Covers Multiple Invoices)

1. After uploading your bank statement, locate the line that contains the supplier payment.
2. Click the **plus (+)** icon next to the transaction.
3. Choose the option to **allocate the payment on account**.



Recommended Workflow

Before you begin allocating payments:

1. Complete your bank reconciliation.

2. Open the following tabs in SortMyBooks and keep them open for easy navigation:
 - o Reports > All Reports > Account Reports > Unallocated Lodgments and Payments, select a date range, and press Apply
 - o Reports > Purchases Reports > Creditor Report
3. Close all other tabs to avoid confusion.
4. Use the Unallocated Lodgments and Payments list to work through each item.
5. To find supplier details:
 - o Use the Purchases > Payments tab to enter the Supplier's name and press Find Invoices&Payments.
 - o If an opening balance entry is required, go to Purchases > Supplier, select the supplier, and add the opening balance invoice.

Allocate Payment Using the Payments Tab

1. Go to Purchases > Payments.
2. In the Supplier dropdown, select the supplier.
3. On the left of your screen, you will see a Payment.
4. In the payment screen:
 - o Tick the Selected box for the payment.
 - o Tick the Selected box next to each invoice you want to allocate the payment to.
 - o Ensure the Total Selected balance in the payment section matches the invoice section.
5. Click Apply Payment to complete the allocation.

Payments to suppliers

Keep track of your Suppliers.

Select the Supplier, the date and enter the amount of money paid. You will see a list of all unpaid and partially paid Purchase invoices for that Supplier.

Click on the box beside the invoice(s) you want to allocate the payment to. Any over or underpayment will be held over for the next time.

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How to Unallocate a Payment

1) If the payment has NOT been reconciled:

- a) Go to Purchases.
- b) Use the Search tab on the right to find the invoice.
- c) Open the invoice, go to the Payments tab.
- d) Click on the payment line and delete the entry.

The screenshot shows a software interface for managing payments. At the top, there are tabs: Details, Payments (which is selected and highlighted in blue), Refunds, Recurring, and Delete. Below the tabs, the title 'New payment for invoice 1072013' is displayed. A message states: 'You cannot create payment for invoice with 0 amount due.' The 'Previous payments' section shows a table with columns: Date, Type, Slip No, Invoice No, Bank Account, Gross, Overpaid, Recurring, and a lock icon. One payment entry is listed: Date: 01/07/2013, Type: Bank transfer, Amount: 93.37, Bank Account: Current account, Reference: (empty). Below this table is a button labeled 'Delete this entry'. At the bottom right are 'OK' and 'Cancel' buttons. The 'Credit Notes' section is shown below, with a table having columns: Date, Invoice No, Gross, Amount Due, and Allocated. A message 'No Records Found' is displayed. At the bottom are buttons for 'Duplicate', 'Preview', 'History', 'Add Scanned', 'OK', and 'Cancel'.

2) If the payment HAS been reconciled:

- a) Go to Tools > Locks > Reconciliations.
- b) Find the reconciliation period that includes the payment.
- c) Click on the period to reopen it and press OK.
- d) After reopening, go back to the invoice and delete the payment entry as described above.
- e) Close the reconciliation