



# Creditors reconciliation

## Best practice for suppliers' payment allocation

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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**.

quality

Refund

PAGE: 1, LINE: 15 2013-04-13 00:00:00 Quality Lighting -964.31 total; 964.31 not allocated yet

Match to Existing Payment

No Records Found

Do not select these

Use this instead

New Invoice + Payment

Quality Lighting Supplier

Payment on Account (or Misc)

Quality Lighting Supplier

Add new Payment to Purchase Invoice

13-03-2013	overdue purchase invoice	from Quality Lighting	EUR	Total: 456.08	Due: 456.08
Due 12-04-2013	SINO16800				
13-03-2013	overdue purchase invoice	from Quality Lighting	EUR	Total: 493.47	Due: 493.47
Due 12-04-2013	SINO16798				
05-03-2013	overdue purchase invoice	from Quality Lighting	EUR	Total: 14.76	Due: 14.76
Due 04-04-2013					

Create New Bank Transfer To

Credit Card	liability	cc	-76.859991600225
Director Account	liability	long_term_loan	-1719.010000000000
Vehicle Loan	liability	long_term_loan	-1787.790000000000
Cash counter #1	asset	till	838.770000000000
Gift vouchers	liability	short_term_loan	0.000000000000
RCT	asset	tca	-200.000000000000
Revolut	asset	bank	622.750000000000

Ok Cancel

### 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:
  - Reports > All Reports > Account Reports > Unallocated Lodgments and Payments, select a date range, and press Apply
  - 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:
  - Use the Purchases > Payments tab to enter the Supplier's name and press Find Invoices&Payments.
  - 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:
  - Tick the Selected box for the payment.
  - Tick the Selected box next to each invoice you want to allocate the payment to.
  - 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.

Supplier:  End Date:

**Payments**  


selected	Date	Type	Ref	Cheque	Total	Unallocated
<input checked="" type="checkbox"/>	30/09/2010	payment		500021	356.95	356.95
					<b>Total Selected:</b>	<b>356.95</b>

**Invoices**  

selected	Invoice No	Sequence	Date	Due	Gross	Amount Due
<input checked="" type="checkbox"/>	44	24/07/2010	23/08/2010		169.40	169.40
<input checked="" type="checkbox"/>	45	24/08/2010	23/09/2010		187.55	187.55
<input type="checkbox"/>	46	24/09/2010	24/10/2010		163.35	163.35
<input type="checkbox"/>	47	24/10/2010	23/11/2010		200.86	200.86
<input type="checkbox"/>	48	24/11/2010	24/12/2010		160.93	160.93
<input type="checkbox"/>	49	24/12/2010	23/01/2011		175.45	175.45
<input type="checkbox"/>	50	24/01/2011	23/02/2011		148.83	148.83
<input type="checkbox"/>	51	24/02/2011	26/03/2011		154.88	154.88
<input type="checkbox"/>	52	24/03/2011	23/04/2011		169.40	169.40
<input type="checkbox"/>	53	24/04/2011	24/05/2011		157.30	157.30
<input type="checkbox"/>	54	24/05/2011	23/06/2011		151.25	151.25
<input type="checkbox"/>	55	24/06/2011	24/07/2011		165.77	165.77
					<b>2,004.97</b>	<b>2,004.97</b>
					<b>Total Selected:</b>	<b>356.95</b>

## 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.

Details

Payments

Refunds

Recurring

Delete

New payment for invoice 1072013

You cannot create payment for invoice with 0 amount due.

Previous payments

Date	Type	Slip No	Invoice No	Bank Account	Gross	Overpaid	Recurring	
Date:*	Type:*	Amount:*	Bank Account:*	Reference:				
p1/07/2013	Bank transfer	93.37	Current account					
Cheque/Slip No:								
X Delete this entry					OK Cancel			

Credit Notes

Date	Invoice No	Gross	Amount Due	Allocated
No Records Found				

Duplicate

Preview

History

Add Scanned

OK

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