


Payment Reconciliation

Use **Payment Reconciliation** to match unlinked payments and invoices. This tool is useful when payments are received or made without directly referencing an invoice.

Steps:

1. Go to **Accounting** → **Accounts Receivable** or **Accounts Payable** and open **Match Payments with Invoices**.
2. Select the **Company**, **Party Type** and **Party**, and choose the **Bank or Cash Account**. Filter by date if necessary.
3. Click **Get Unreconciled Entries**. The system will show payments without invoices on one side and outstanding invoices on the other.
4. For each payment, enter the **Invoice Number** and **Allocated Amount** to link it to the correct invoice.
5. Click **Reconcile**. The system updates the invoices and payments accordingly.

 > Accounting > Payment Reconciliation 🔍 Search or type a command (⌘ + G) | 🛎 Help | 🌐 A

Payment Reconciliation Not Saved Get Unreconciled Entries Allocate ⋮

Company *

Party Type *

Party *

Receivable / Payable Account *

Default Advance Account ⓘ

Only 'Payment Entries' made against this advance account are supported.

Filters ▾

Accounting Dimensions Filter ▾

Unreconciled Entries

If you need to reconcile particular transactions against each other, then please select accordingly. If not, all the transactions will be allocated in FIFO order.

Filter on Invoice

Invoices

<input type="checkbox"/>	Invoice Type	Invoice Number	Invoice D...	Outstand...	ⓘ
<input type="checkbox"/>	Sales Invoice	ACC-SINV-202...	03-12-20...	RM 10,070.1	ⓘ
<input type="checkbox"/>	Sales Invoice	ACC-SINV-202...	12-12-20...	RM 5.00	ⓘ
<input type="checkbox"/>	Sales Invoice	ACC-SINV-202...	13-12-20...	RM 5,300.0	ⓘ
<input type="checkbox"/>	Sales Invoice	ACC-SINV-202...	13-12-20...	RM 5,300.0	ⓘ

Filter on Payment

Payments

<input type="checkbox"/>	Reference Name	Posting Date	Amount	ⓘ
<input type="checkbox"/>	ACC-SINV-2025-00136	17-01-2025	RM 43.70	ⓘ
<input type="checkbox"/>	ACC-SINV-2025-00140	17-01-2025	RM 3.50	ⓘ
<input type="checkbox"/>	ACC-SINV-2025-00143	17-01-2025	RM 123.75	ⓘ
<input type="checkbox"/>	ACC-SINV-2025-00145	17-01-2025	RM 22.00	ⓘ
<input type="checkbox"/>	ACC-SINV-2025-0014...	17-01-2025	RM 123.75	ⓘ

After reconciliation, you can review the updated invoices and payment entries. This helps maintain accurate receivables and payables without leaving unmatched transactions.

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