HELPSHEET – PAYMENT RECONCILIATION

Once you have recorded any payments you have received in CPL then you will want to reconcile this in the system. This allows you to confirm that your payments match what you have put into the system.

For example, if you are sitting at the end of the day with £500 in cheques and £200 in cash then you will want to reconcile this with the system whilst you can physically see how much you have and check that this is the same as the system thinks you should have. Running a payment reconciliation is like cashing up your till at the end of the day. It would, for example, let you see that you had a cheque in front of you that you had forgotten to enter into the system as it wouldn't appear on this screen.

It is a good idea to do this at the end of every day or at least every week. Don't leave it too long or it could be hard to track back to where mistakes have been made.

Until you have run a reconciliation your amounts won't hit the nominals in CPL so this keeps everything straight.

Please note that each user will have to reconcile their own payments in the system.

LOCATING THE OPTION TO PERFORM PAYMENT RECONCILIATION

Head to the main Client screen in CPL and you will see the icon for **Payment Recon** just to the right of the **Payments** icon in the blue action bar across the page.

Click on this icon to open up the **Client Payment Reconciliation** screen.

THE CLIENT PAYMENT RECONCILIATION SCREEN

Choose the **Cut Off Date and Time** to control what payments you will see.

All payments you have made up to this date and time which have not been reconciled will be listed in the grid in this screen. If you set the date for the day before then you won't be reconciling today's payments.

It will default to the **Current User Payments** option but **Unlinked Payments** would list any credit card or online payments if this is set up in your system.

You would then check over the list of payments on your screen and see if this matches what you have in front of you.

If something is missing or out then this is your prompt to add something which has been missed into the system or reverse something which may have been entered twice.

There is an option to go up to the top of the screen to **Reports** and choose **Client Payment Reconciliation Prelist Report** and this would allow you to physically check off your cheques and cash if you print this out.

You will have to enter some kind of **Cashbook Reference** to proceed. A lot of people will enter this just using the date they are entering it if they don't have an external reference they need to add.

The **Nominal Transaction Date** is the date this will hit the client nominals. Until you have run your reconciliation, it won't create the nominal postings.

On one side it will hit the **client control** – an equal an opposite to all the client balances in the system. The other side is the Client Bank/Bank Account for the Development.

Having gone through and checked the prelist report, if everything is matching up you can click **Accept**.

You will be given a batch number once you have accepted it into the system.

You could choose to put your cheques through as one batch and your cash through as another batch, if you needed them to be separated.

Once you click on **OK** you will see your batch report for the reconciliation in case you want to export/save this or print it out.

You can choose to see a reconciliation batch report at any time use the 2nd option in the reports at the top of the screen.

The CPL Knowledge Base will be continually updated with additional guides and information. If you have any questions or suggestions for further guides we'd be happy to hear from you. You can contact CPL Support by emailing us at support@cplsoftware.com or through our portal at https://contact.cplsoftware.com/portal/home or calling us on 0345 646 0240 (option 1).