

# Reconciliation & Tools

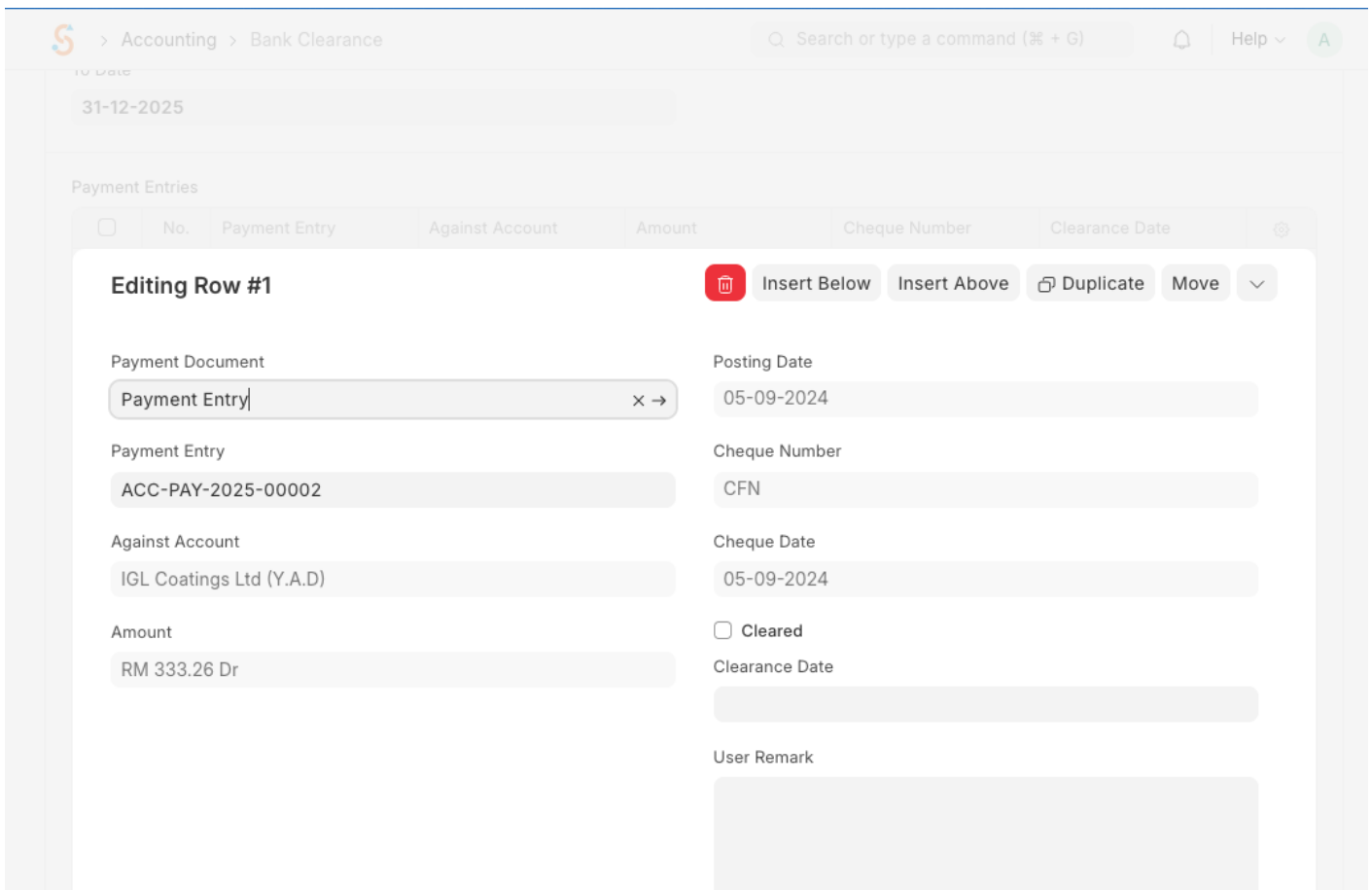
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# Bank Reconciliation

Bank reconciliation ensures that the transactions recorded in **SMURPS** match those on your bank statement. Differences often occur because cheques or payments have not yet cleared.

To reconcile a bank account:

1. Open **Bank Clearance** and select the **Bank Account** and a **Date Range**.
2. Click **Get Payment Entries** to list all unreconciled payment entries and journal entries within the chosen period.
3. Compare each entry with your bank statement. For payments that have cleared, enter the **Clearance Date**.
4. Once all applicable entries have clearance dates, verify that the **Balance as per bank** matches your statement. Any mismatch indicates missing or incorrectly dated entries, which should be reviewed.



The screenshot displays the 'Bank Clearance' interface in SMURPS. At the top, there is a navigation breadcrumb 'Accounting > Bank Clearance' and a search bar. Below this, a date range '31-12-2025' is selected. The main section is titled 'Payment Entries' and features a table with columns: 'No.', 'Payment Entry', 'Against Account', 'Amount', 'Cheque Number', and 'Clearance Date'. A modal window titled 'Editing Row #1' is open, showing the details of a payment entry. The form includes fields for 'Payment Document' (set to 'Payment Entry'), 'Posting Date' (05-09-2024), 'Payment Entry' (ACC-PAY-2025-00002), 'Cheque Number' (CFN), 'Against Account' (IGL Coatings Ltd (Y.A.D)), 'Cheque Date' (05-09-2024), 'Amount' (RM 333.26 Dr), and 'Clearance Date'. There are also checkboxes for 'Cleared' and a 'User Remark' field.

Bank reconciliation reports show the *balance as per bank statement* and *balance as per SMURPS*. Updating clearance dates adjusts the bank balance in the general ledger, ensuring your books reflect the actual bank position.

### Bank Reconciliation Stateme...

Actions ▾



Strella Consulting S... MAYBANK - SCSB 05-12-2025  Include POS Transactions


	Posting ...	Payment Document Type	Payment Document	Debit	Credit	Against Account
14	23-11-2...	Payment Entry	ACC-PAY-2023-00012	RM 0.00	RM 477.00	Advantt Solutions Sdn Bhd
15	23-11-2...	Payment Entry	ACC-PAY-2023-00013	RM 0.00	RM 4,000.00	Advantt Solutions Sdn Bhd
16	23-01-2...	Payment Entry	ACC-PAY-2024-00004	RM 5,300.00	RM 0.00	Advanced Inkjet Sdn Bhd
17	31-01-2...	Payment Entry	ACC-PAY-2024-00005	RM 2,120.00	RM 0.00	iHandal Energy Solutions
18	21-05-2...	Payment Entry	ACC-PAY-2024-00007	RM 0.00	RM 1,000.00	Francine
19	24-07-2...	Payment Entry	ACC-PAY-2024-00008	RM 0.00	RM 8,480.00	Advantt Solutions Sdn Bhd
20	10-10-2...	Payment Entry	ACC-PAY-2025-00005	RM 3,000.00	RM 0.00	Alison Chow
21	31-10-2...	Payment Entry	ACC-PAY-2025-00006	RM 15,000.00	RM 0.00	Advanced Inkjet Sdn Bhd
22	05-12-2...	Payment Entry	ACC-PAY-2025-00007	RM 0.00	RM 2,120.00	ABC Co Sdn Bhd
23			Bank Statement balance as p...	RM 0.00	RM 5,227.00	
24				RM 0.00	RM 0.00	
25			Outstanding Cheques and De...	RM 52,720.00	RM 45,227.00	
26			Cheques and Deposits incorr...	RM 0.00	RM 0.00	

# 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 \***  
STRELLA CONSULTING SDN BHD

**Party \***  
ABC Company Sdn Bhd

**Party Type \***  
Customer

**Receivable / Payable Account \***  
1310 - Debtors - SMURPS

**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

Filter on Payment

Invoices					Payments				
<input type="checkbox"/>	Invoice Type	Invoice Number	Invoice D...	Outstand...	<input type="checkbox"/>	Reference Name	Posting Date	Amount	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	ACC-SINV-2025-00136	17-01-2025	RM 43.70	<input type="checkbox"/>
<input type="checkbox"/>	Sales Invoice	ACC-SINV-202...	03-12-20...	RM 10,070.1	<input type="checkbox"/>	ACC-SINV-2025-00140	17-01-2025	RM 3.50	<input type="checkbox"/>
<input type="checkbox"/>	Sales Invoice	ACC-SINV-202...	12-12-20...	RM 5.00	<input type="checkbox"/>	ACC-SINV-2025-00143	17-01-2025	RM 123.75	<input type="checkbox"/>
<input type="checkbox"/>	Sales Invoice	ACC-SINV-202...	13-12-20...	RM 5,300.0	<input type="checkbox"/>	ACC-SINV-2025-00145	17-01-2025	RM 22.00	<input type="checkbox"/>
<input type="checkbox"/>	Sales Invoice	ACC-SINV-202...	13-12-20...	RM 5,300.0	<input type="checkbox"/>	ACC-SINV-2025-0014...	17-01-2025	RM 123.75	<input type="checkbox"/>

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