Reconciliation & Tools

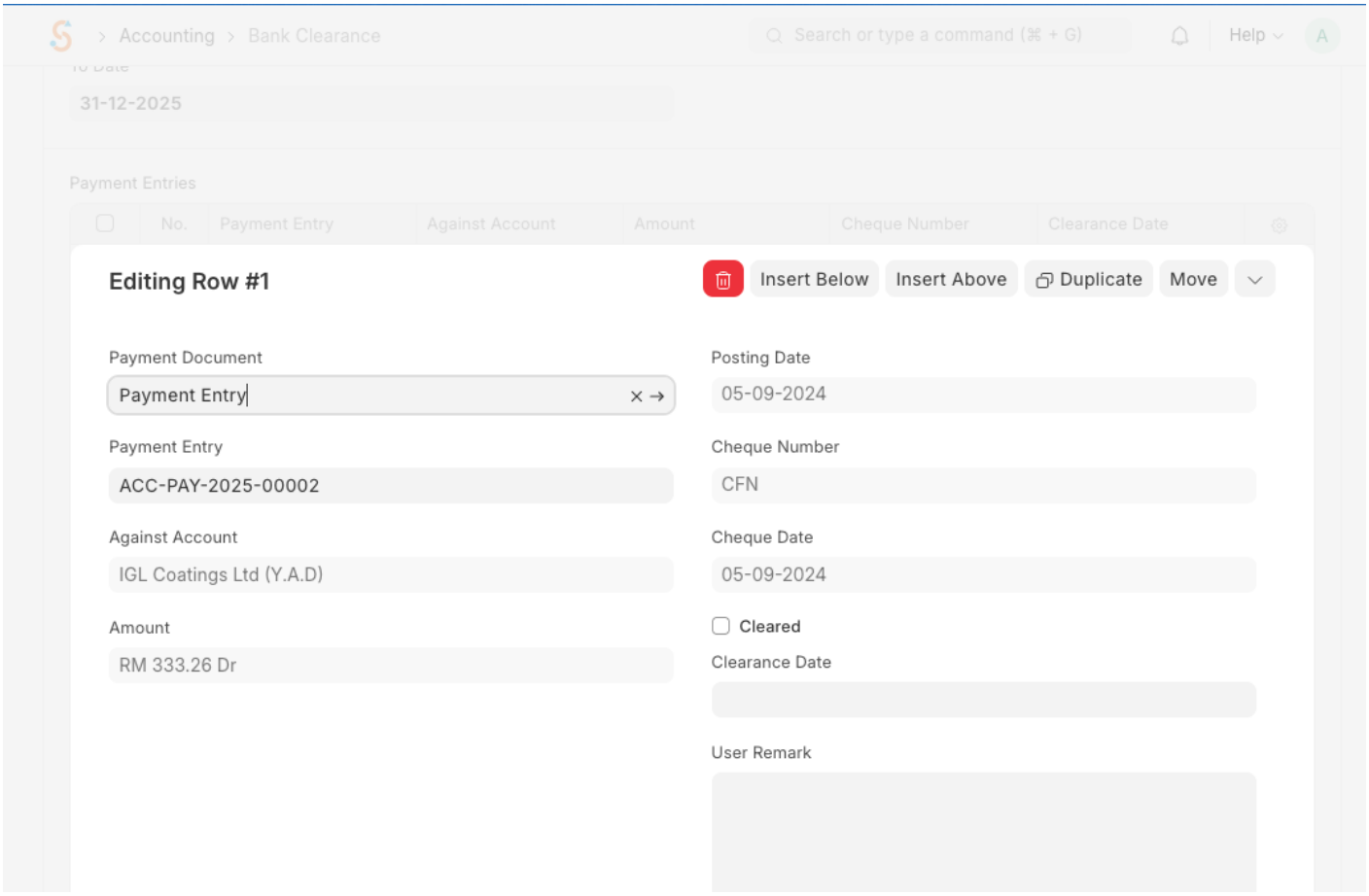
- Bank Reconciliation
- Payment Reconciliation

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.



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

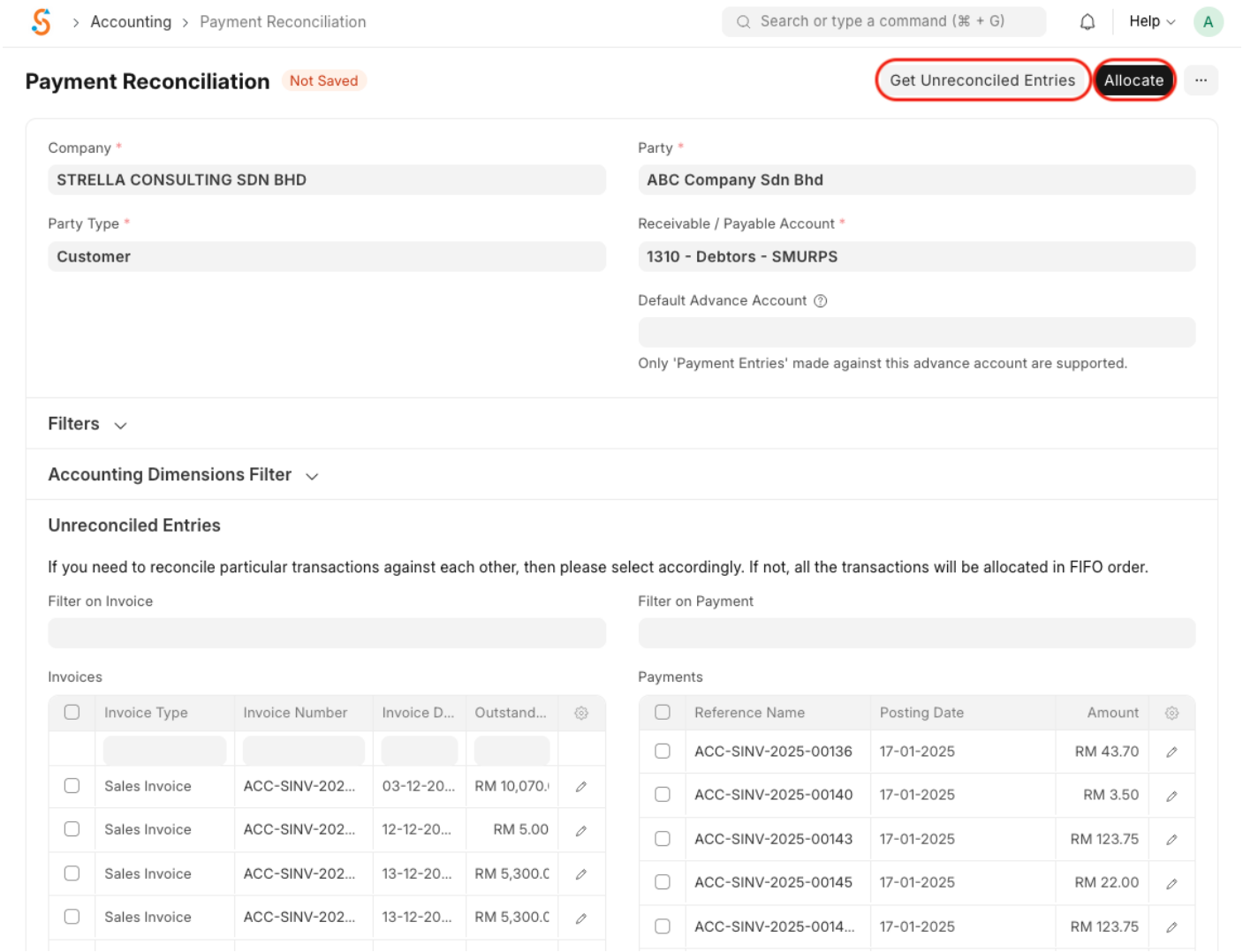
	Posting ...	Payment Document Type	Payment Document	Debit	Credit	Against Account
14	23-11-2...	Payment Entry	ACC-PAY-2023-00012	RM 0.00	RM 477.00	Advantt Solutions Sdn Bhd
15	23-11-2...	Payment Entry	ACC-PAY-2023-00013	RM 0.00	RM 4,000.00	Advantt Solutions Sdn Bhd
16	23-01-2...	Payment Entry	ACC-PAY-2024-00004	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.



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