

Transactions

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Journal Entry

A **Journal Entry** in **SMURPS** is a generic transaction used to record accounting events that aren't handled by invoices or payment entries. Each journal entry affects at least two accounts, and the sum of debits must equal the sum of credits.

To create a Journal Entry:

1. Go to **Home** → **Accounting** → **General Ledger** → **Journal Entry** and click **New**.
2. The **Entry Type** defaults to *Journal Entry*; change it if needed.
3. Set the **Posting Date**.
4. In the **Accounting Entries** table, add rows for each account being debited or credited. Specify the **Account**, **Party Type** (for receivables/payables), **Party**, and amounts. The total debit must match the total credit.
5. Click **Save** and then **Submit** to post the entry.

Accounting > Journal Entry > ACC-JV-2025-00011

Search or type a command (⌘ + G) | Help | A

5216 - Travel Expenses - SMUR... Journal Entry | View | Actions | < | > | Print | ... | Cancel

Assigned To +
Attachments +
Tags +
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You created this · 1 month ago

Details LHDN Details

Connections ^

Bank Transaction

Entry Type * Journal Entry
Company * STRELLA CONSULTING SDN BHD
Posting Date * 07-10-2025

Accounting Entries

<input type="checkbox"/>	No.	Classification Code	Account *	Party T...	Party	Debit	Credit	<input type="checkbox"/>
<input type="checkbox"/>	1		5216 - Travel Expe...			RM 170.00	RM 0.00	<input type="checkbox"/>
<input type="checkbox"/>	2		Bank Account - S...			RM 0.00	RM 170.00	<input type="checkbox"/>

The **Quick Entry** button lets you create simple journal entries by entering an amount, choosing the debit and credit accounts and adding a remark; it auto-fills the entries table. You can also link the journal entry to another document via the **Reference Type** and **Reference Name** fields, reverse an entry using **Reverse Journal Entry**, or have the system automatically add a balancing line with **Make Difference Entry**. For multi-currency transactions, tick **Multi Currency** and specify the

exchange rates.

The image shows a 'Quick Journal Entry' modal form overlaid on a 'New Journal Entry' page. The modal form contains the following fields:

- Amount ***: Input field with value **0.00**
- Debit Account ***: Empty input field
- Credit Account ***: Empty input field
- Date ***: Input field with value **05-12-2025**
- User Remark**: Large empty text area
- Series ***: Dropdown menu with selected value **ACC-JV-.YYYY.-**

The background page shows the 'New Journal Entry' form with the following details:

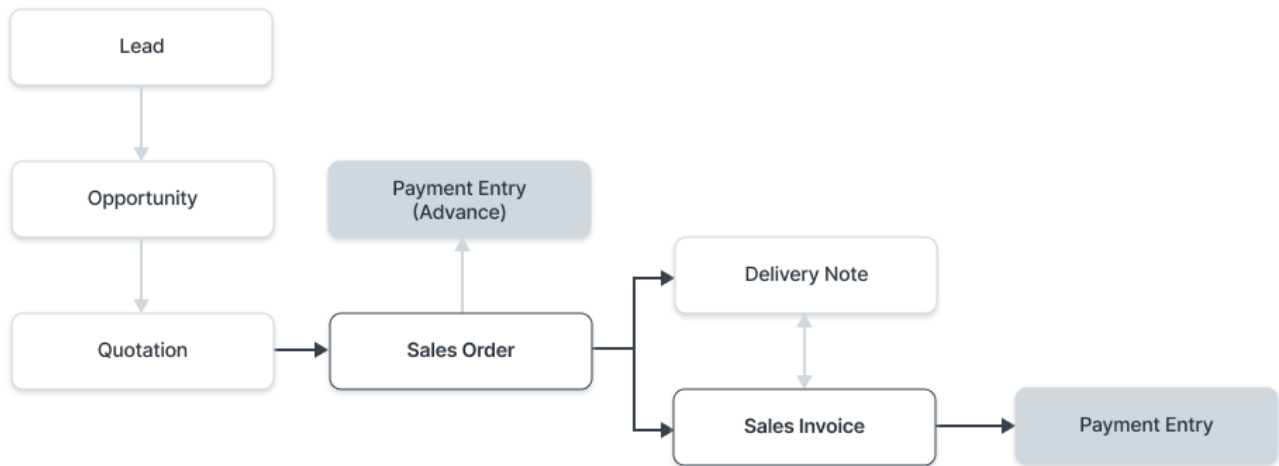
- Entry Type ***: **Journal Entry**
- Series ***: **ACC-JV-.YYYY.-**
- e-Invoice Type**: (empty)
- Accounting Entries**:

<input type="checkbox"/>	No.	Classification Code
<input type="checkbox"/>	1	
- Add Row** and **Add Multiple** buttons are visible below the table.

At the bottom right of the background page, there is a table with a 'Credit' column and a value of 'RM 0.00'.

Payment Entry

A **Payment Entry** records money received from customers or paid to suppliers. You typically create a payment entry against a sales or purchase invoice, but you can also record standalone payments like employee reimbursements.



To record a payment against an invoice:

1. Go to **Home** → **Accounting** → **Accounts Receivable/Payable** → **Payment Entry** and click **New**.
2. Select the **Party Type** (Customer or Supplier), **Party**, and the invoice. The system sets the **Payment Type** automatically (Receive for customers, Pay for suppliers).

Accounting > Payment Entry > ACC-PAY-2025-00016

Search or type a command (⌘ + G) | Help | A

≡ CUST-2025-00001 Submitted Ledger Actions < > ⌂ ... Cancel

Payment From / To	
Party	Contact
CUST-2025-00001	Chan
Party Name	Email
Ubisoft	brandon@gmail.com

3. Set the **Posting Date** and **Mode of Payment**. The **Paid From/To** accounts are pulled from your company settings.

Accounts ^

Party Balance

RM 258,988,811.54

Account Paid From *

1310 - Debtors - SMURPS

Account Currency (From) *

MYR

Account Balance (From)

RM 258,988,811.54

Account Paid To *

Bank Account - SMURPS

Account Currency (To) *

MYR

Account Balance (To)

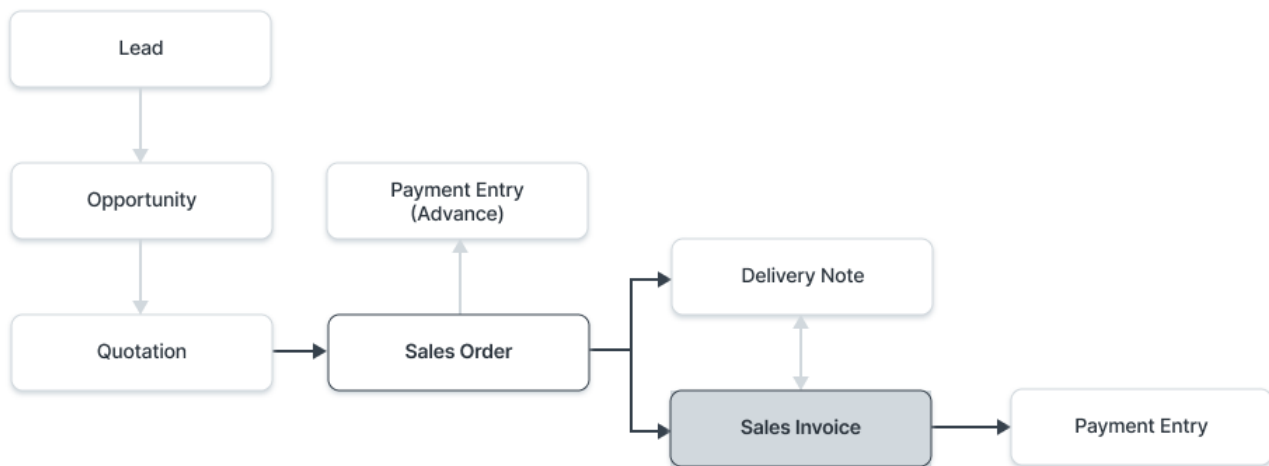
RM 642.09

4. The outstanding invoice amount appears; edit **Paid Amount** if you're making a partial payment. Allocate the payment to specific invoices if multiple are listed.
5. Save and **Submit** to update the ledger and the invoice's outstanding amount.

You can also create a payment entry without linking an invoice. Choose the party and account, enter the amount in the **Allocated Amount** column, and specify any deductions or write-offs (such as currency exchange differences). The **Difference Amount** must be zero for submission; use the **Make Difference Entry** button to book the difference into a write-off account. After submitting, the system updates the related invoice or order and reflects the payment in accounts receivable/payable.

Sales Invoice

A **Sales Invoice** is issued to a customer after delivering goods or services. Submitting a sales invoice records income and creates a receivable entry.



Steps to create a sales invoice:

1. Navigate to **Home** → **Accounting** → **Accounts Receivable** → **Sales Invoice** and click **New**.
2. Select the **Customer**; the system fetches default customer details such as address and payment terms.
3. Set the **Due Date** (defaults to the posting date) and add items with quantities and rates. Prices and taxes are fetched from the item master and price lists.
4. Verify or edit the **Posting Date** and **Posting Time**. You can add shipping and other charges under **Taxes and Charges**.
5. Save and **Submit** to book the revenue and create a receivable. The invoice status will change from *Draft* to *Submitted* and later to *Paid* when payment is received.

☰ **Ubisoft** Unpaid

Cancel e-Invoice View ▾ Create ▾ < > 🖨️ ⋮ Cancel

👤 Assigned To +

📎 Attachments +

🏷️ Tags +

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You last edited this · 7 hours ago

You created this · 7 hours ago

Details Address & Contact LHDN Details Annexure Payments Terms More Info Connections

Customer

CUST-2025-00001

Date *

05-12-2025

Include Payment (POS)

Is Return (Credit Note)

Customer Name

Ubisoft

Posting Time *

10:37:55

Is Rate Adjustment Entry (Debit Note)

Issue a debit note with 0 qty against an existing Sales Invoice

Company *

NEBULA SYSTEMS SDN BHD

Payment Due Date *

05-12-2025

e-Invoice Type *

Invoice

Accounting Dimensions ▾

Purchase Invoice

A **Purchase Invoice** represents a bill received from a supplier. Submitting a purchase invoice accrues expenses and creates a payable entry.

To create a purchase invoice:

1. Go to **Home** → **Accounting** → **Accounts Payable** → **Purchase Invoice** and click **New**.
2. Select the **Supplier**; default address and payment terms will be loaded.
3. Set the **Posting Date** and **Due Date**.
4. Add items and quantities; rates and taxes are fetched from the supplier's price list.
5. Save and **Submit** to record the liability. The invoice status will change from *Draft* to *Submitted*. If you tick **Is Paid**, a payment entry will be created automatically.
6. To record a return to a supplier, tick **Is Return (Debit Note)** and link the original purchase invoice.

S > Accounting > Purchase Invoice > ACC-PINV-2025-00352

Search or type a command (⌘ + G) Help A

≡ **MBC TRADING** Overdue Create View < > Print ... Cancel

Assigned To +
Attachments +
Tags +
Share +

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You last edited this · 3 weeks ago
You created this · 3 weeks ago

Details	Address & Contact	LHDN Details	Annexure	Payments	Terms	More Info	Connections
Supplier *		Date *				<input type="checkbox"/> Is Paid	
MBC TRADING		13-11-2025				<input type="checkbox"/> Is Return (Debit Note)	
Company *		Posting Time *				<input type="checkbox"/> Is Rate Adjustment Entry (Credit Note)	Issue a credit note with 0 qty against an existing Purchase Invoice
NEBULA SYSTEMS SDN BHD		12:43:32				<input type="checkbox"/> Apply Tax Withholding Amount	
		Due Date					
		13-11-2025					
		e-Invoice Type *					
		Self-billed Invoice					

Supplier Invoice

Supplier Invoice Control
Single self-billing is required

The following process flow diagram shows the typical purchasing process: **Material Request** → **Purchase Order** → **Purchase Receipt** → **Purchase Invoice** → **Payment Entry**. You can hold or block a purchase invoice using the **Hold Invoice** button if there are issues such as quality inspection failures or credit limits.

