

Mastering RecXpress Rules

Master the true potential of RecXpress Rules,
transforming bank transactions into seamlessly
categorized and reconciled entries.

[Training Recording](#)

recxpress[®]

The Power of RecXpress Using Rules

There are many bank transactions that aren't entered into Cashbook when you bring in your Bank Statement. E.g. Bank Charges, Interest, Stop Orders etc.

When you import these transactions, RecXpress recognises them as unmatched.

If you have created all the necessary Rules, RecXpress will be able to automatically add them to Cashbook.

RecXpress will allow you to create rules that identify the transactions that are not matched based on its transaction code or its actual reference.

Once you have defined these rules, RecXpress will fully automate the reconciliation process and have no user intervention necessary when doing your import.

THAT IS THE MAIN OBJECTIVE OF RECXPRESS.

Total automation, no user errors and a complete reconciliation in a matter of minutes, not days.



Creating a Template

Where do you start?

The user gives you a bank format which you then give to Peresoft and we create the ability for you to import that Bank Statement.

When we do that, we also create transaction codes that are attached to that bank statement and those transaction codes are categorised into 9 different categories. Those 9 transaction codes are the basis of the first rules that we create automatically for your client.

As you use the product you will continue to customise these categories and rules so you are able to define better rules for your customer until it has got a rule for just about every single transaction that comes from your bank statement.

You do understand you start with a skeleton that gives you the basic rules that are required. That is a starting point for your client.



Live Example of Bank Formats and Transaction Codes

Transaction Codes and Rules Categorization

SAMLTD - C/B RecXpress Banks

File Help

Region SFTP Only

Bank	Bank Name	Format Name	Display Name
106	Nedbank	NetBank Business CSV	NetBank Business (CSV)
107	HSBC - Se		
108	Wachovia		
109	First Bank		
110	Barclays B		
111	First Nation		
112	The Royal		
113	Standard		
114	Swazi Ban		
115	SWIFT M		
116	Citibank -		
117	Capital On		
118	CIBC		
119	TeamLeas		
120	Standard		
121	Standard		
122	Standard		
123	Citibank -		
124	First Nation		
125	Nedbank		
126	Multiline S		
127	DBS Bank		
128	NatWest		
129	BMO Bank		
130	Standard		
131	Coast Cap		
132	Standard		

Transaction Codes

Bank Format: NetBank Business (CSV)

Transaction Code	Transaction Description
001	NPS IRREVOCABLE
002	CHEQUE
003	Company transfer
004	Interest
005	Service fee
006	Commission bill
007	Sundry charges
008	Stop order
009	Returned item
010	Reversal
011	Authorised item
012	Sundry debit
013	Cheque book
014	Stocks/Shares
015	Safe custody
016	Nedlink
017	Special item
018	Card Dep Adjmnt

Print Close

SAMLTD - C/B RecXpress Transaction Codes

File Help

Bank Format NetBank Business CSV

Transaction Code	Description	Default Category
001	NPS IRREVOCABLE	DEPOSITS
002	CHEQUE	CHEQUES
003	Company transfer	TRANSFERS
004	Interest	INTEREST
005	Service fee	BANKCHARGES
006	Commission bill	BANKCHARGES
007	Sundry charges	CHEQUES
008	Stop order	DEPOSITS
009	Returned item	TRANSFERS
010	Reversal	STOPORDERS
011	Authorised item	FOREX
012	Sundry debit	BANKCHARGES
013	Cheque book	INTEREST
014	Stocks/Shares	ADJUSTMENTS
015	Safe custody	UNKNOWN
016	Nedlink	BANKCHARGES
017	Special item	UNKNOWN
018	Card Dep Adjmnt	ADJUSTMENTS
019	Electronic Xfer	TRANSFERS
020	ATM Cash	UNKNOWN
021	Debit order	BANKCHARGES

Save Close

Live Example of Creating Template

Creating Rules in a Template

The screenshot shows the 'SAMLTD - C/B RecXpress Rules' application window. At the top, there are fields for 'Rules Template' (containing 'SAMPLE'), 'Cashbook', and 'NetBank Business (CSV)'. Below these are tabs for 'Category Setup' and 'Category Maintenance'. The 'Category Maintenance' tab is active, showing a 'Category' field with 'AP' and a search icon. To the right are fields for 'Auto#' (checkbox), 'Prefix', and 'Next Number' (00000001). The main area contains a table with columns: Tr.Code, Description, Compare Method, Compare Description, Source Code, Entry Type, Account Co..., and Auto Allocate. A dropdown menu is open over the 'Compare Method' column, showing options: LIKE, None, =, LIKE, EQUAL (?), and LIKE (?). The table contains four rows of data.

Tr.Code	Description	Compare Method	Compare Description	Source Code	Entry Type	Account Co...	Auto Allocate
064	Account Payment	LIKE	EXCIDE	AP	Accounts Payable	2040	Document Number
064	Account Payment	LIKE	Gould	AP	Accounts Payable	2040	Auto Allocate (Doc. No.)
064	Account Payment	None	CABLE2030??01	AP	Cashbook	1023	Prepay
064	Account Payment	=	CABLE????	AP	Cashbook	1023	Prepay

Basic Rules

For a rule to work it needs to know what to look for. RecXpress therefore allows you to compare certain information against the imported transaction and, based on that matching, attach the rule defaults to that transaction.

The methods we use are as follows:

Basic Rule

By transaction code – added when creating template

Compare Methods

=	Matches if the reference is exactly equal
LIKE	Matches if the reference contains the predefined text
EQUAL (?)	Equal but with wildcards
LIKE (?)	Like but with wildcards



Basic Rules: Transaction Codes

SAMLTD - C/B RecXpress Rules

File Help

Rules Template: SAMPLE + Cashbook NetBank Business (CSV)

Category Setup Category Maintenance

Category: BANKCHARGES Bank Charges Auto# Prefix: BCHG Next Number: 00000221

Tr.Code	Description	Entry Description	Compare Method	Compare Description	Source Code	Account Co...	Tax Group
005	Service fee		None		BC	6110	AGST
006	Commission bill	Bank Charges	None		BC	6115	AGST
007	Sundry charges		None				AGST
011	Authorised item	Bank Charges	None		BC	6110	AGST
013	Cheque book		None				AGST
015	Safe custody		None				AGST
016	Nedlink	Bank Charges	None		BC	6110	AGST
021	Debit order	Bank Charges	None		BC	6110	AGST
022	Deposit book		None				AGST
027	Guarantee costs		None				AGST
028							
032							
035	1497208319,653,20301125,BANK CHARGES,15800,-,50709153,+0,005,T						
057							
066	Staff Canteen		None				AGST
067	Comm Guarantee		None				AGST
073	Comm travel cheq		None				AGST
076	Ledger fee		None				AGST

Save Delete New Optional Fields Close

Basic Rules: EQUAL

SAMLTD - C/B RecXpress Rules

File Help

Rules Template: SAMPLE Cashbook NetBank Business (CSV)

Category Setup Category Maintenance

Category: DEPOSITS Deposits Auto# [checked] Prefix: DEPO Next Number: 00000963

Tr.Code	Description	Compare Method	Compare Description	Source Code	Account Co...	Entry Description	Tax Group
001	NPS IRREVOC...	LIKE	COURTYARD	SD	1150		USDTAX
001	NPS IRREVOC...	LIKE	BLACK	SD	1150		USDTAX
001	NPS IRREVOC...	None		SD	1150		USDTAX
036	Money/CreditCard	None					AGST
080	Debit	=	COURTYARD				AGST
101	Deposit	None					AGST
111	Deposit	None					AGST
124	Magtape Credit	None					AGST
135	Sundry Credit	None					AGST
137	Cheq incorr list	None					AGST
156	Deposit 6356	None					AGST
160	Deposit 6360	None					AGST
161	Deposit 6361	None					AGST
164	Account Payment	None					AGST

1497208319,653,20301105 **COURTYARD** 1341811,+50709153,+0 **080**,T

Save Delete New Optional Fields Close

Basic Rules: LIKE (same as contains)

The screenshot shows the 'SAMLTD - C/B RecXpress Rules' application window. At the top, there are fields for 'Rules Template' (SAMPLE), 'Cashbook', and 'NetBank Business (CSV)'. Below this, there are tabs for 'Category Setup' and 'Category Maintenance'. The main area contains a table with columns: Tr.Code, Description, Compare Method, Compare Description, Source Code, Account Co..., Entry Description, and Tax Group. The first row is highlighted in blue, and the 'Compare Method' 'LIKE' and 'Compare Description' 'EXCIDE' are highlighted in orange. Below the table, a text field contains the value '1497208319,653,20301101 IN135092-Excide 106626,-,50709153,+0 064 T', with 'IN135092-Excide' and '064' highlighted in red boxes. At the bottom, there are buttons for 'Save', 'Delete', 'New', 'Optional Fields', and 'Close'.

Tr.Code	Description	Compare Method	Compare Description	Source Code	Account Co...	Entry Description	Tax Group
064	Account Payment	LIKE	EXCIDE	AP	2040	Accounts Payable	USDTAX
064	Account Payment	LIKE	Gould	AP	2040	Accounts Payable	USDTAX
064	Account Payment	EQUAL (?)	CABLE2030??01	AP	1023	Accounts Payable	USDTAX
064	Account Payment	LIKE (?)	CABLE????	AP	1023	Accounts Payable	USDTAX

1497208319,653,20301101 **IN135092-Excide** 106626,-,50709153,+0 **064** T

Basic Rules: EQUAL(?)

SAMLTD - C/B RecXpress Rules

File Help

Rules Template: SAMPLE Cashbook NetBank Business (CSV)

Category Setup Category Maintenance

Category: AP AP Auto# Prefix Next Number: 00000001

Tr.Code	Description	Compare Method	Compare Description	Source Code	Account Co...	Entry Description	Tax Group
064	Account Payment	LIKE	EXCIDE	AP	2040	Accounts Payable	USD TAX
064	Account Payment	LIKE	Gould	AP	2040	Accounts Payable	USD TAX
064	Account Payment	EQUAL (?)	CABLE2030??01	AP	1023	Accounts Payable	USD TAX
064	Account Payment	LIKE (?)	CABLE????	AP	1023	Accounts Payable	USD TAX

1497208319,653,20301101, **CABLE20300101**, 106626,-,50709153,+0, **064**, T

CABLE20300201

CABLE20300301

Save Delete New Optional Fields Close

Basic Rules: LIKE(?)

SAMLTD - C/B RecXpress Rules

File Help

Rules Template: SAMPLE + Cashbook NetBank Business (CSV)

Category Setup Category Maintenance

Category: AP AP Auto# Prefix Next Number: 00000001

Tr.Code	Description	Compare Method	Compare Description	Source Code	Account Co...	Entry Description	Tax Group
064	Account Payment	LIKE	EXCIDE	AP	2040	Accounts Payable	USDTAX
064	Account Payment	LIKE	Gould	AP	2040	Accounts Payable	USDTAX
064	Account Payment	EQUAL (?)	CABLE20302201	AP	1023	Accounts Payable	USDTAX
064	Account Payment	LIKE (?)	CABLE????	AP	1023	Accounts Payable	USDTAX

1497208319,653,20301101 **IPCABLE2030** 106626,-,50709153,+0 **064**T

XPCABLE2031

WXCABLE2032

Save Delete New Optional Fields Close

Setup Default Values

Using RecXpress Rules you can setup the following Default Values:

- Source Code
- GL Account
- Tax Tracking Details
 - Tax Type
 - Tax Group
 - Tax Class
 - Tax Inclusive
- Entry Description
- Distribution Sets
- Misc Codes, AR Customer, AP Vendor
- Allocation Methods

The screenshot shows the 'SAMLTD - C/B RecXpress Rules' application window. The 'Category Setup' tab is active, displaying a table of category data. The table has columns for Source Code, Account Code, Tax Type, Tax Group, Tax Class, Tax Inclusive, Entry Description, Entry Type, Distribution Code, Misc/Vend/Cust, and Auto Allocate. The third row is highlighted in blue, showing a category with Source Code 'AP', Account Code '2040', Tax Type 'Purchases', Tax Group 'USD TAX', Tax Class '1', Tax Inclusive 'Yes', Entry Description 'Accounts Payable', Entry Type 'Cashbook', Distribution Code 'RENT', Misc/Vend/Cust '1200', and Auto Allocate 'Prepay'.

Source Code	Account Code	Tax Type	Tax Group	Tax Class	Tax Inclusive	Entry Description	Entry Type	Distribution Code	Misc/Vend/Cust	Auto Allocate
AP	2040	Purchases	USD TAX	1	Yes	Accounts Payable	Accounts Payable		1350	Auto Allocate (Doc. No.)
AP	2040	Purchases	USD TAX	1	Yes	Accounts Payable	Accounts Payable		1500	Auto Allocate (Doc. No.)
AP		Purchases	USD TAX	1	Yes	Accounts Payable	Cashbook	RENT	1200	Prepay
AP		Purchases	USD TAX	1	Yes	Accounts Payable	Cashbook	RENT	1400	Prepay

Distribution Sets

SAMLTD - C/B RecXpress Rules

File Help

Rules Template: SAMPLE Cashbook NetBank Business (CSV)

Category Setup Category Maintenance

Category: TRANSFERS Transfers Auto# Prefix TRFR Next Number 00000271

Source Code	Account Code	Tax Type	Tax Group	Tax Class	Tax Inclusive	Entry Description	Entry Type	Distribution Code	Misc/Vend/Cust	Auto Allocate
SP		Purchases	USD TAX	1	No	Distribution Set for ...	Cashbook	RENT		Prepay
SP	2055	Purchases	USD TAX	1	No		Cashbook			Prepay
		Purchases	AGST	1	No		Cashbook			Prepay

SAMLTD - C/B Distribution Sets

File Help

Distribution Code: RENT

Description: Rent

Distribution Method: Fixed Amount

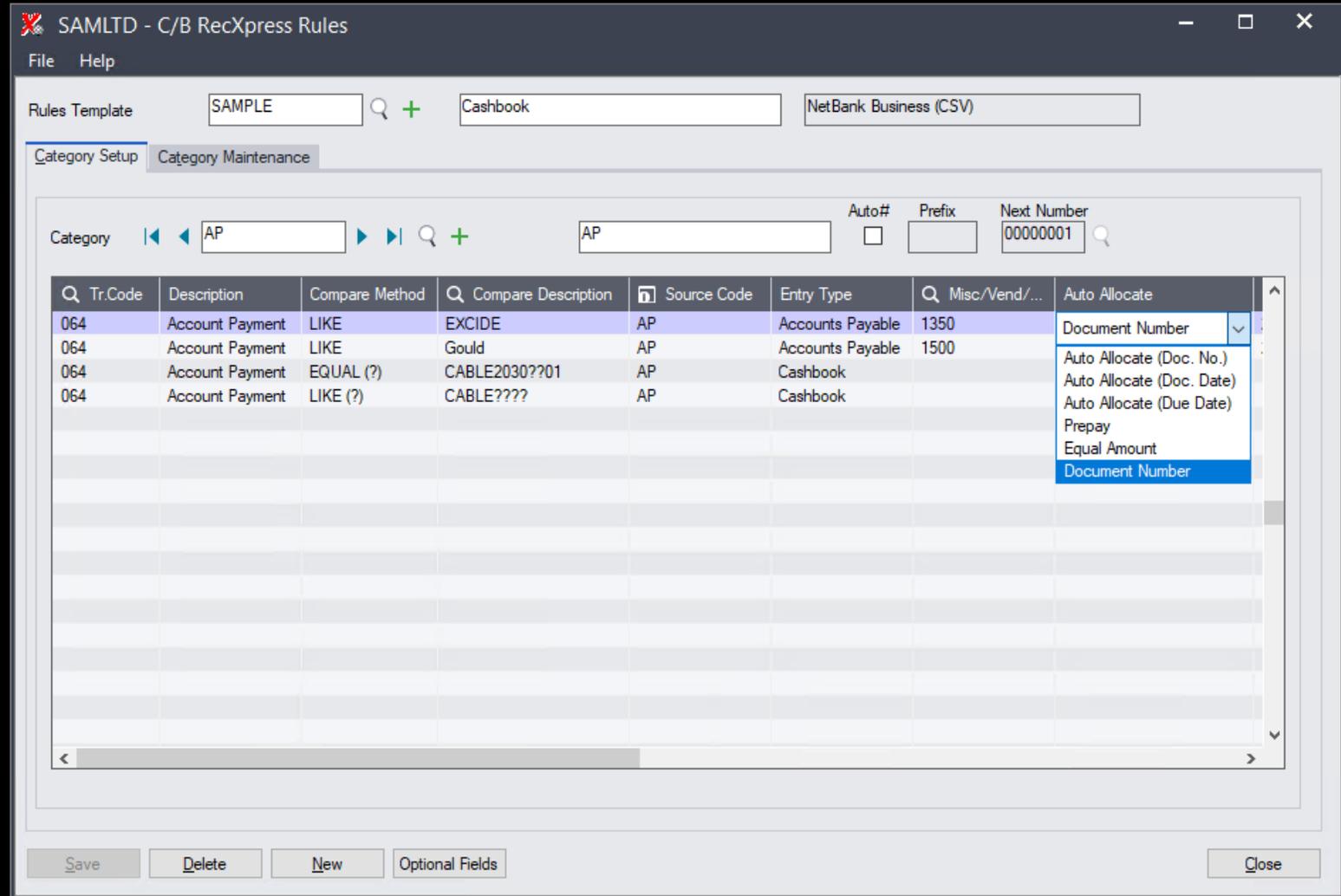
Total Dist. Amount: 1,319.00

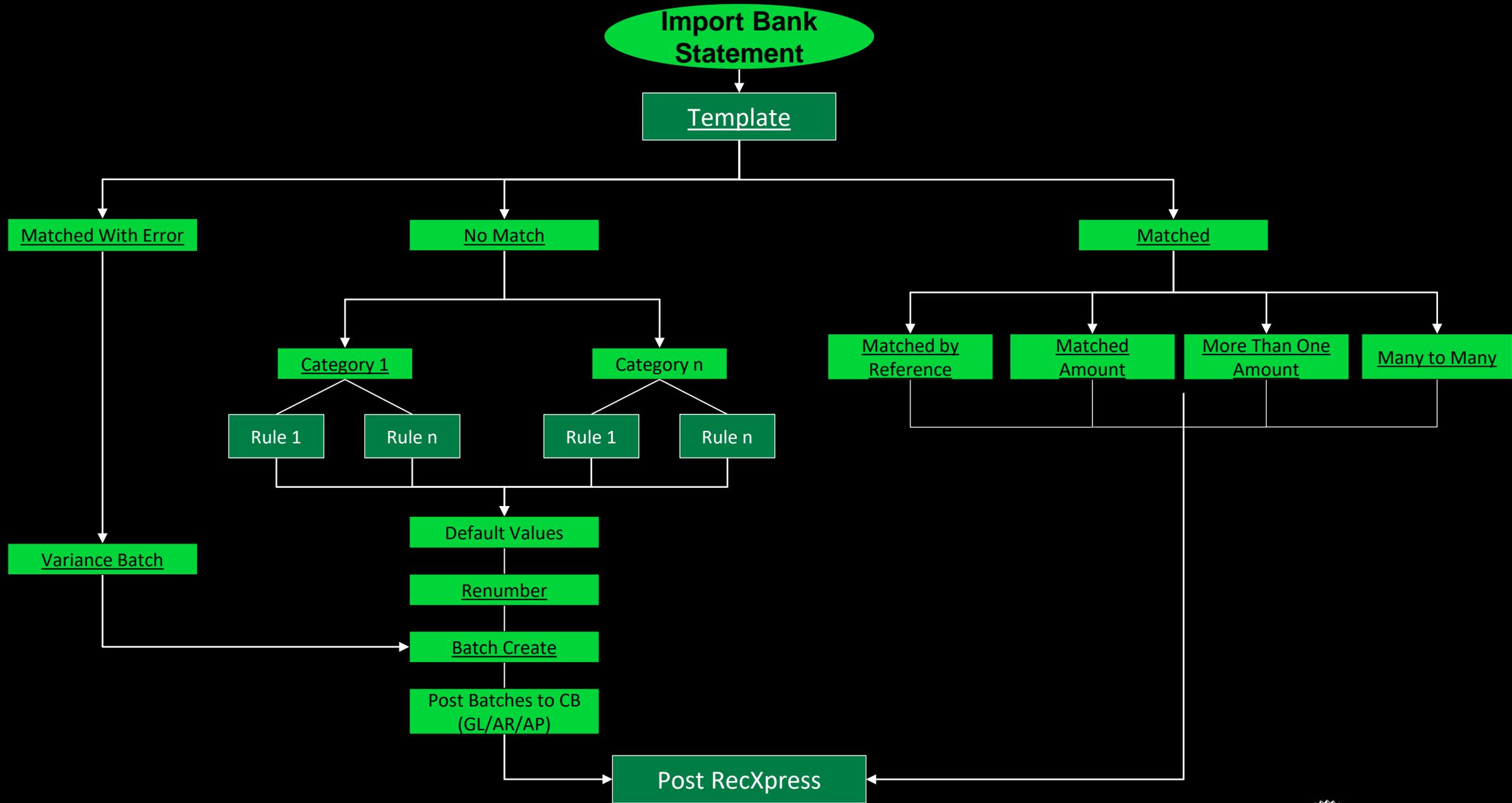
Source	Source Description	Default Description	Account	Amount	Default PU Tax Class 1	Default PU Tax Incl...	
AD	Adjustments	Parking	9999	0.00	1	No	1
SP	Sundry Purchase	Cleaning Services	1540	191.00	1	No	1
TR	Transfers	Rent for Office Space	1430	1,128.00	1	No	1

Save Delete New Close

AR/AP Allocation

- Misc/Vendor/Customer
- Auto Allocate to specific Venders and Customers
 - Auto Allocate (Doc. No.)
 - Auto Allocate (Doc. Date)
 - Auto Allocate (Due. Date)
 - Prepay
 - Equal Amount
 - Document Number





Category Maintenance

Once you have done your categories you are able to move rules between categories.

SAMLTD - C/B RecXpress Rules

File Help

Rules Template: SAMPLE Cashbook NetBank Business (CSV)

Category Setup Category Maintenance

Category: BANKCHARGES

Tr.Code	Description	Entry Description	Compare Method
005	Service fee	Bank Charges	None
006	Commission bill	Bank Charges	None
007	Sundry charges		None
011	Authorised item	Bank Charges	None
013	Cheque book		None
015	Safe custody		None
016	Nedlink	Bank Charges	None
021	Debit order	Bank Charges	None
022	Deposit book		None
027	Guarantee costs		None
028	LEGAL FEES		None
032	NonRes Tax		None
073	Comm travel cheq		None
076	Ledger fee		None
081	Com Bank reports		None
082	Investment made		None
083	Investment made		None
085	Postage chq book		None

Category: DEPOSITS

Tr.Code	Description	Entry Description
001	NPS IRREVOCABLE	
001	NPS IRREVOCABLE	
001	NPS IRREVOCABLE	
036	Money/CreditCard	
080	Debit	
101	Deposit	
111	Deposit	
124	Magtape Credit	
135	Sundry Credit	
137	Cheq incorr list	
138	Cheq not listed	
146	Sundry Credit	
161	Deposit 6361	
164	Account Payment	
165	Salary Payment	
166	Deposit 6366	
167	Sundry Credit	
168	INT ELECT CREDIT	

Save Delete New Optional Fields Close

The Purpose of the OTHER Category

1. All entries that do not have rules go to OTHER.
2. You can then edit the transaction in OTHER, setting up all the defaults.
3. You then change the category where you want that rule to go and RecXpress will prompt you to add the rule to that category.
4. Once the rule has been added to the category it will also prompt you to edit the rule. This is an opportunity to change the LIKE command to be more generalised.
E.g. BOOTLEGGER BAKOVEN
 BOOTLEGGER TOKAI
Use only the word BOOTLEGGER
5. After adding the rule, run a Refresh.
6. Each month thereafter the transaction will not go to OTHER and will go to the correct rule.



Adding Rules on the Fly

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

All Sort By Reference Ascending

Mode: Single Multiple

Category: OTHER

Import Status	Reference	Import Amt.	Category	Source	Allocation Mode
Matched Amount	FOREX	202.40	OTHER	GE	Prepay
No Match	DT134113	-8,897.50	FOREX	GE	Prepay
No Match	DT134114	2,348.58	OTHER	GE	Prepay
No Match	DT134115	6,548.92	OTHER	GE	Prepay
No Match	DT134116	-1,859.42	OTHER	GE	Prepay
No Match	DT134117	834.71	OTHER	GE	Prepay
No Match	DT134118	1,024.71	OTHER	GE	Prepay
No Match	DT134119	-8,897.50	OTHER	GE	Prepay

CB Balance Imported: 133,582.43
Prev. Recon Bank: -96,538.40
Matched: 125,689.31

Cashbook for Sage 300

You have changed the Category from OTHER to FOREX. Do you want to add this entry to Category FOREX in your rules template SAMPLE?

Yes No

Print Renumber Batch Batch List Post RecX

SAMLTD - C/B RecXpress Rules

File Help

Rules Template: SAMPLE Cashbook NetBank Business (CSV)

Category Setup Category Maintenance

Category: FOREX

Auto# Prefix: FORX Next Number: 00000128

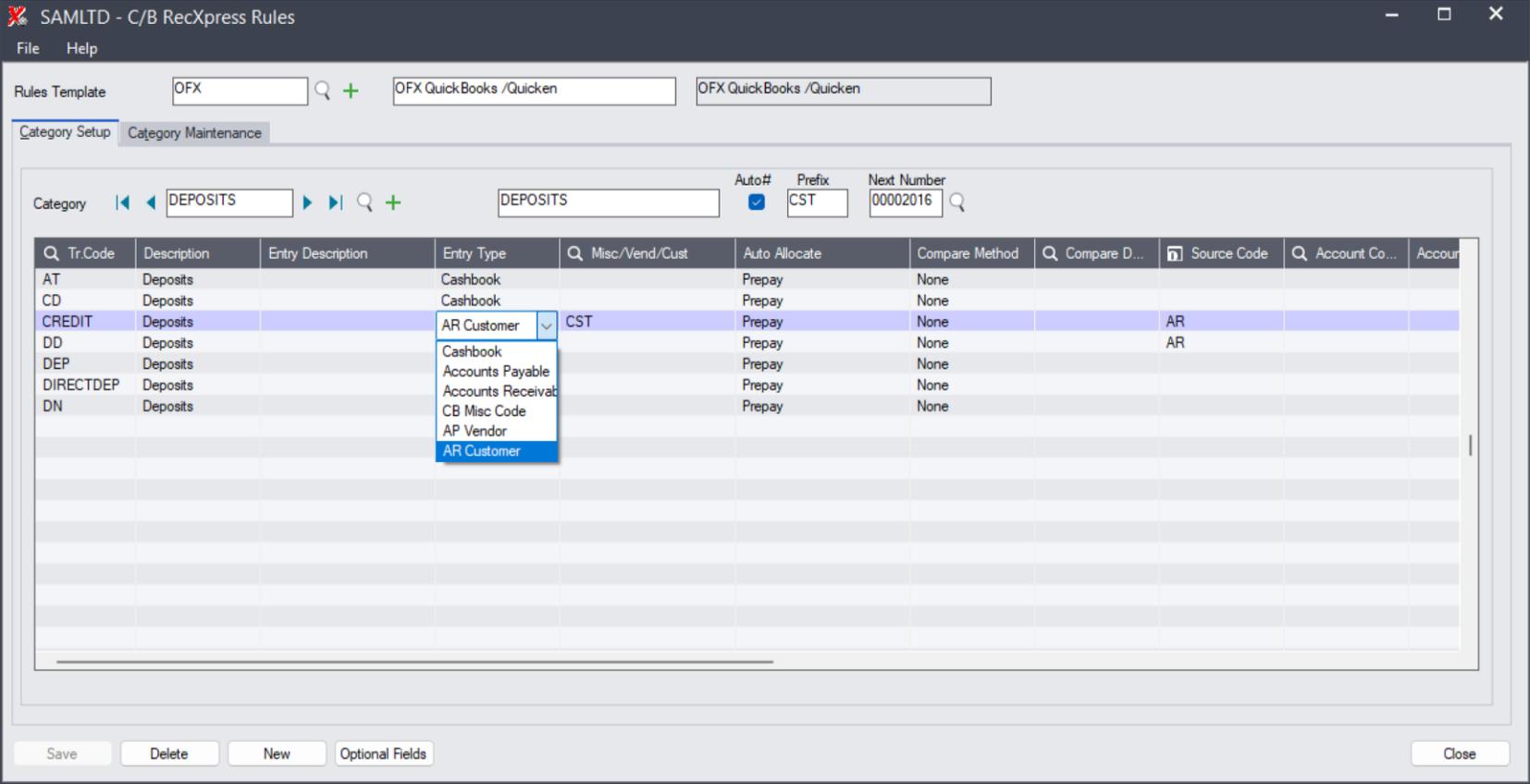
Tr.Code	Description	Entry Description	Compare Method	Compare Description	Source Code	Account Co...	Account Descri...	Tax Group	Tax Type
030	R5M CHQ REF...		None		GE	1020	Bank account, o...	USD TAX	Purchases
031	Foreign Exchange		None		GE	1020	Bank account, o...	USD TAX	Purchases
031	Foreign Exchange	General Entries	LIKE	OT1	GE	1020	Bank account, o...	USD TAX	Purchases
052	Forex (Rands)		None					AGST	Sales
062	Dt Forex/Rand		None					AGST	Sales
078	Forex Draft/Trf		None					AGST	Sales
079	VAT exempt forex		None					AGST	Sales
128	Forex		None					AGST	Sales
152	Cr Forex/Rand		None					AGST	Sales
162	Cr Forex/Rand		None					AGST	Sales
231	Purchase of For...		None					AGST	Purchases

Save Delete New Optional Fields Close

Live Example of Adding Rules on the Fly

New Features for RecXpress

- 1. New rules with a blank transaction code
- 2. New AR/AP Features



Peresoft Webinars

- [Peresoft Training | Unlocking RecXpress Secrets](#)
- [Peresoft Webinar | Explore the 2024 Release and The Future of Bank Feeds](#)
- [Peresoft Webinar | 2024 Upcoming Release and Follow Up with Sage Canada](#)
- [Training | Mastering Peresoft SFTP Setup for EFTXpress and RecXpress](#)



Thank you!