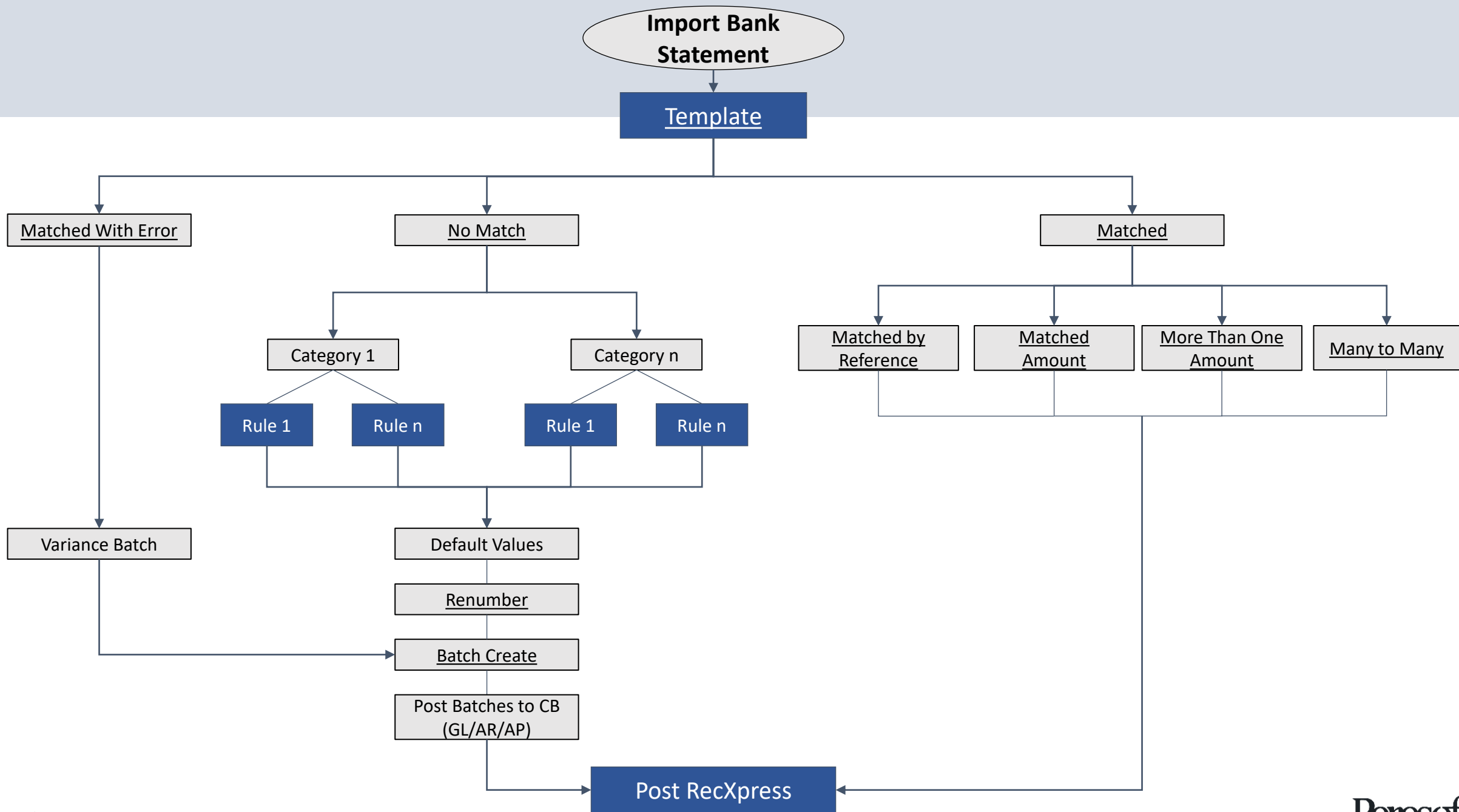




Sample Data For RecXpress

Products: RecXpress for Cashbook On-Premise



Slide Index

- **Preparing the Sample Data**
- **Rules**
- **RecXpress Import Screen Overview**
- **Importing The Bank Statement**
- **Matching Entries**
- **Multiple Match Entries**
- **AR and AP Batches**
- **Distribution Sets**
- **Other**
- **Renumbering**
- **Creating Batches from Unmatched Entries**
- **Posting the Bank Reconciliation To Cashbook**

Use Peresoft's Sample Data

RecXpressSampleImport.csv

is unzipped to the same path you unzip
Cashbook 2022 Multicurrency Data.

Go to: www.peresoft.com/spdown
and select the relevant version from the
Download Groups displayed

Do a **Database Load** to load the downloaded
Sample Data into SAMLTD

Please note: If you reimport the .csv you will lose
the multiple matching, refer to the multiple
matching slides to re-enter

The screenshot shows the Peresoft website's Downloads page. The 'Downloads' menu is open, showing options like 'General Downloads', 'Product Downloads', 'Cashbook Demo', 'RecXpress for Bank Services Demo', 'BETA', and 'Upload Files'. The 'Cashbook 2022 Multicurrency Sample Data' file is highlighted in a green box. The 'Download Groups' sidebar on the right lists various download categories like 'Web UIs', 'Q & A', and 'Cashbook for Sage 300 2022'.

File	File Name	Date	Size(kb)
Cashbook 2022 Multicurrency Sample Data Remove	Cashbook 2022 Multicurrency Sample Data.zip	20-Sep-2021	6,800
Cashbook 2022 (6.9A) Multicurrency Sample Data in DBDUMP format. This Sample Data has been updated to be dated 2030.			
RecXpress Sample Data for On Premise Remove	Recxpress_Sample_Data_OnPremise.pdf	20-Sep-2021	2,800
How to set up and match entries using Peresoft's RecXpress Sample Data with the On-Premise version of Sage 300			
RecXpress Sample Data for On Premise Remove	Recxpress_Sample_Data_OnPremise.ppsx	20-Sep-2021	2,800
How to set up and match entries using Peresoft's RecXpress Sample Data with the On-Premise version of Sage 300			
Cashbook 2022 Single Currency Sample Data Remove	Cashbook 2022 Single Currency Sample Data.zip	20-Sep-2021	3,000
Cashbook 2022 (6.9A) Single Currency Sample Data in DBDUMP format.			
CB2022README Remove	CB2022README.rar	20-Sep-2021	3
The Cashbook version 2022 Readme file.			

Download Groups

- Web UIs
- Q & A
- Cashbook for Sage 300 2022**
- RecXpress for Bank Services 2022
- Cashbook for Sage 300 2021
- RecXpress for Bank Services 2021
- Cashbook for Sage 300 2020
- RecXpress for Bank Services 2020
- Cashbook for Sage 300 2019
- RecXpress for Bank Services 2019
- Cashbook for Sage 300 2018
- RecXpress for Bank Services 2018
- Cashbook for Sage 300 2017
- RecXpress for Bank Services 2017
- Cashbook for Sage 300 2016
- RecXpress for Bank Services 2016
- Cashbook for Sage 300 ERP 2014
- RecXpress for Bank Services 2012
- RecXpress for Bank Services 2014
- Cashbook for Sage 300 ERP 2012
- Cashbook for Sage ERP Accpac 6.0A

Cashbook Multicurrency Sample Data Files

The following import files were used to create the sample data:

GL Accounts.xlsx - An import file of the additional GL accounts that were created in GL for Cashbook. (Clearing Accounts etc.)

Import files of the Cashbook setup tables created in the Sample Data:

Source Codes.xlsx – Source Codes.

Bank Accounts.xlsx - Bank Accounts.

Distribution Sets.xlsx - Distribution Sets.

Miscellaneous Codes.xlsx - Miscellaneous Codes.

Optional Fields.xlsx - Optional Fields.

Import files of the Cashbook batches created in the Sample Data:

Takeon-Batch-1.xlsx - Opening Balance.

Takeon-Batch-2.xlsx - Cashbook Payment and Receipt entries.

Takeon-Batch-3.xlsx - Deposit Batch.

Takeon-Batch-4.xlsx - Deposit Batch.

Batch5.xlsx - Assortment of Cashbook Payment and Receipt entries.

Batch6.xlsx - Accounts Payable and Accounts Receivable entries.

Import files for RecXpress Sample Data:

cbdfit_samltd.xlsx - RecXpress Defaults

RecXpressSampleImport.csv - RecXpress Bank Statement.

RecXpress Options

SAMLTD - C/B RecXpress Options

File Help

General Options

Post CB Batches Automatically ☐

Load Default Bank ☒

Allocation Defaults

A/P Allocations Auto Allocate (Doc. No.)

A/R Receipt Allocations Auto Allocate (Doc. No.)

A/R Refund Allocations Auto Allocate (Doc. No.)

Save Close

General Options

- Post CB Batches Automatically: Once the batch has been created it will be posted
- Load Default Bank: If selected, RecXpress Import will load your default bank

Please Note: Setup your default bank code in **Cashbook Setup**

Allocation Defaults

Setup the allocation defaults for A/P, A/R Receipt and A/R Refund Allocations

If a match is not found, the allocation type will default to a Prepay

Save

Select save to keep your changes

Multiple Bank Formats Already Available

SAMLT - C/B RecXpress Banks
File Help

Region

Africa

North and South America

Australasia

Africa

UK and Europe

Asia

Global

Bank	Name	Display Name	Country	Group/Region	URL Address
3	Nedbank	Nedbank (Nedinform)	South Africa	Africa	http://www.nedbank.co.za/website/content/Home/index.asp
4	Standard Bank	Standard Bank (BEST)	South Africa	Africa	http://www.standardbank.co.za/
5	First National Bank	First National Bank (CAMS ...)	South Africa	Africa	https://www.fnb.co.za/
6	Standard Bank	CATS	South Africa	Africa	http://www.standardbank.co.za/
17	ABSA	Volkskas (ReconFocus)	South Africa	Africa	http://www.absa.co.za/
19	ABSA	ABSA (CashFocus)	South Africa	Africa	http://www.absa.co.za/
24	Nedbank	Boland PKS	South Africa	Africa	http://www.nedbank.co.za/3.business/business_aboutinform.html
25	ANZ Australia	ANZ Online	Australia	Africa	http://www.anz.com.au/
39	First National Bank	CAMS - CM558	South Africa	Africa	https://www.fnb.co.za/
45	Standard Bank	CATS 3	South Africa	Africa	http://www.standardbank.co.za/
46	Nedbank	BOE Bank	South Africa	Africa	http://www.nedbank.co.za/3.business/business_aboutinform.html
64	Bank Windhoek	Bank Windhoek	Namibia	Africa	http://www.bankwindhoek.com.na/
68	First National Bank	Bankit	South Africa	Africa	https://www.fnb.co.za/
74	Bank Windhoek	Bank Windhoek - Internet ...	Namibia	Africa	http://www.bankwindhoek.com.na/
79	Standard Bank	Business Online	South Africa	Africa	http://www.businessonline.standard.co.za/
80	Commercial Bank of Af...	Commercial Bank of Africa ...	South Africa	Africa	http://www.cba.co.ke/index2.php?la=y
81	ABSA	ReconFocus Statement 4 ...	South Africa	Africa	http://www.absa.co.za/
83	Nedbank - Swaziland	Nedbank Swaziland	Swaziland	Africa	http://www.nedbank.co.sz/
84	First National Bank	Stmt3	South Africa	Africa	http://www.fnb.co.za/
85	Standard Bank	SSVS	South Africa	Africa	http://www.standardbank.co.za/
88	Barclays Africa Botswa...	Barclays Bank Gaborone	Botswana	Africa	http://www.barclays.com/africa/botswana/bus_bank.htm
89	Citibank - Kenya	CitiDirect DFT	Kenya	Africa	http://www.citibank.com/eastafrica/kenya/aboutus/press/news2.htm
90	Citibank - Kenya	CitiDirect Paylink	Kenya	Africa	http://www.citibank.com/eastafrica/kenya/aboutus/press/news2.htm
94	Standard Bank - Swazi...	SRIC	Swaziland	Africa	http://www.standardbank.co.sz/
95	Standard Bank - Moza...	CSV	Mozambique	Africa	http://www.standardbank.co.mz/
96	First National Bank	CAMS 4.1 CSV	South Africa	Africa	http://www.fnb.co.za/
97	Investec	Investec	South Africa	Africa	http://www.investec.com/
100	First National Bank - S...	FNB Swaziland	Swaziland	Africa	http://www.fnbswaziland.co.sz/

Print

Close

Bank Formats
Multiple bank formats have already been developed by Peresoft together with the banks. These are categorized by region.

RecXpress Transaction Codes

SAMLTD - C/B RecXpress Transaction Codes

File Help

Bank Format

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	BANKCHARGES
008	Stop order	STOPORDERS
009	Returned item	ADJUSTMENTS
010	Reversal	ADJUSTMENTS
011	Authorised item	BANKCHARGES
012	Sundry debit	ADJUSTMENTS
013	Cheque book	BANKCHARGES
014	Stocks/Shares	UNKNOWN
015	Safe custody	BANKCHARGES
016	Nedlink	BANKCHARGES
017	Special item	UNKNOWN

Save

Close

Transaction Codes
These are predefined transaction codes from the bank. You can add new transaction codes and edit existing transaction codes

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Categorise Your Rules Into Transaction Groups

SAMLT - C/B RecXpress Rules

File Help

Rules Template: SAMPLE Cashbook NetBank Business (CSV)

Category Setup Category Maintenance

Category: BANKCHARGES Bank Charges Auto# Prefix Next Number 00000149

Tr.Code	Description	Entry Description	Compare Method	Compare D...	Source Code	Account Co...	Account Description	Distribution ...	Auto Nu...	Prefix	Next Sequence
005	Service fee		None		BC	6110	Bank charges and errors		No		00000001
006	Commission bill	Bank Charges	None		BC	6115	Credit Card Charges		No		00000001
007	Sundry charges		None						No		00000001
011	Authorised item	Bank Charges	None		BC	6110	Bank charges and errors		No		00000001
013	Cheque book		None						No		00000001
015	Safe custody		None						No		00000001
016	Nedlink	Bank Charges	None		BC	6110	Bank charges and errors		Yes	CCNO	00000656
021	Debit order	Bank Charges	None		BC	6110	Bank charges and errors		No		00000001
022	Deposit book		None						No		00000001
027	Guarantee costs		None						No		00000001
028	LEGAL FEES		None						No		00000001
032	NonRes Tax		None						No		00000001
035	Cash fee on dep		None						No		00000001
057	Sundry charge		None						No		00000001
066	Staff Canteen		None						No		00000001
067	Comm Guarantee		None						No		00000001
073	Comm travel cheq		None						No		00000001
076	Ledger fee		None						No		00000001

Save Delete New Optional Fields Close

Create Unlimited Rules to Match Transactions to Default Values

SAMLTD - C/B RecXpress Rules

File Help

Rules Template: SAMPLE Cashbook NetBank Business (CSV)

Category Setup Category Maintenance

Category: STOPORDERS Stop Orders Auto# Prefix Next Number: 00000145

Tr.Code	Description	Entry Description	Compare Method	Compare D...	Source Code	Account Co...	Account Description	Distribution ...	Auto Nu...	Prefix	Next Sequence
023	Stop Order Ceded	Gould Manufacture	LIKE	Gould	AP	2040	Accts payable, clearing		Yes		20093022
023	Stop Order Ceded	Excide and matched Inv...	LIKE	EXCIDE	AP	2040	Accts payable, clearing		Yes		20091022
023	Stop Order Ceded		LIKE	CHLORIDE	AP	2040	Accts payable, clearing		Yes		20090041
023	Stop Order Ceded				SP	2040	Accts payable, clearing		No		00000001

Save Delete New Optional Fields Close

Rules – Transaction Code Only

Rules Template *

SAMPLE

Category *

BANKCHARGES

Category Description

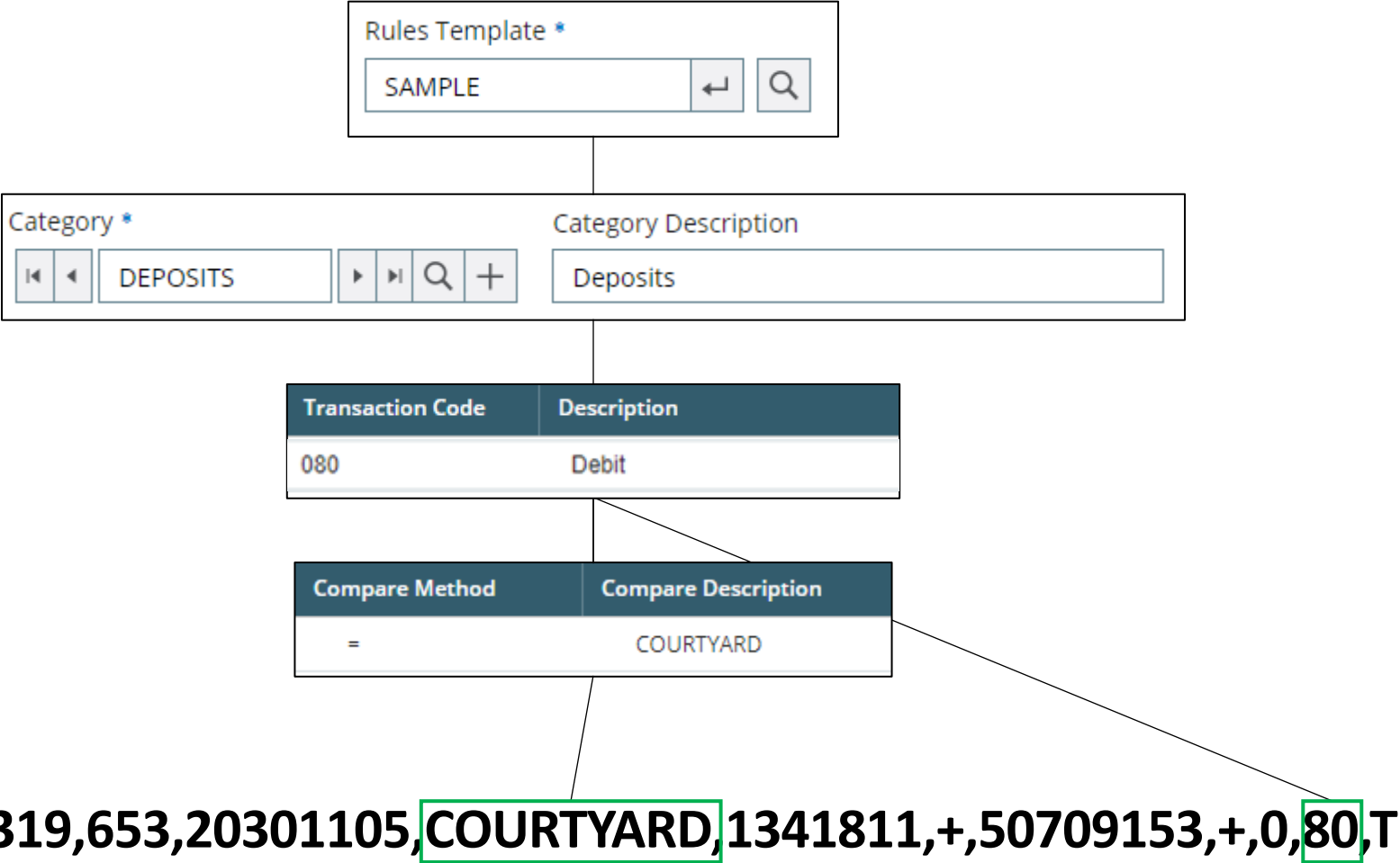
Bank Charges

Transaction Code	Description
005	Service fee

1497208319,653,20301125,BANK CHARGES,15800,-,50709153,+,0,5,T

Rules – Compare Method = (EQUAL)

*This is an example of an EQUAL Rule and does not exist in the Sample Data



Rules – Compare Method

LIKE

Rules Template *

SAMPLE

↩

🔍

Category *

Category Description

⏮ ⏪ AP ⏩ ⏭ 🔍 +

AP

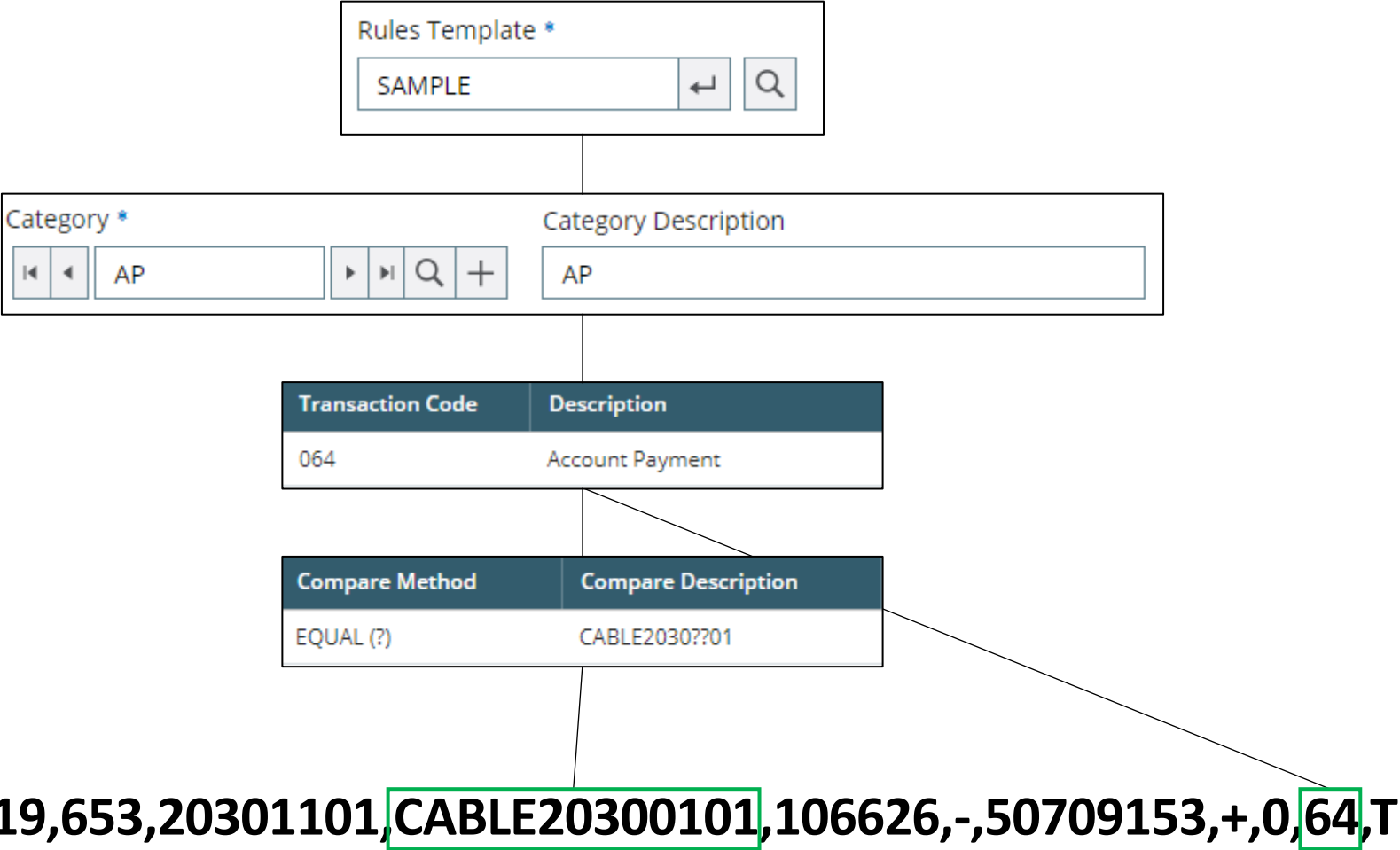
Transaction Code	Description
001	NPS IRREVOCABLE

Compare Method	Compare Description
LIKE	BLACK

1497208319,653,20301029,DEPOSIT/R BLACK,167604,+,50709153,+,0,1,T

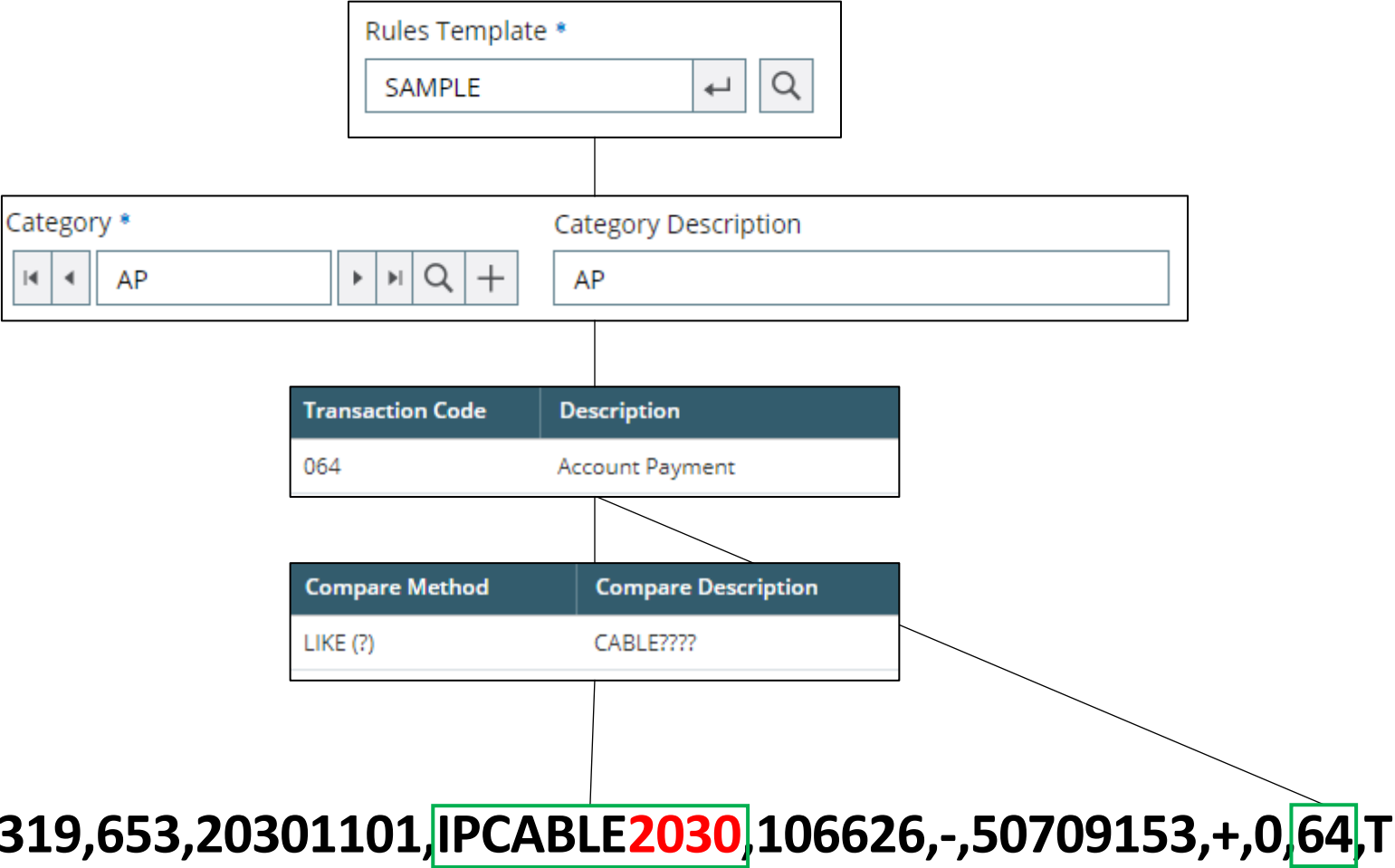
Rules – Compare Method EQUAL (?)

*This is an example of a wildcard Rule and does not exist in the Sample Data



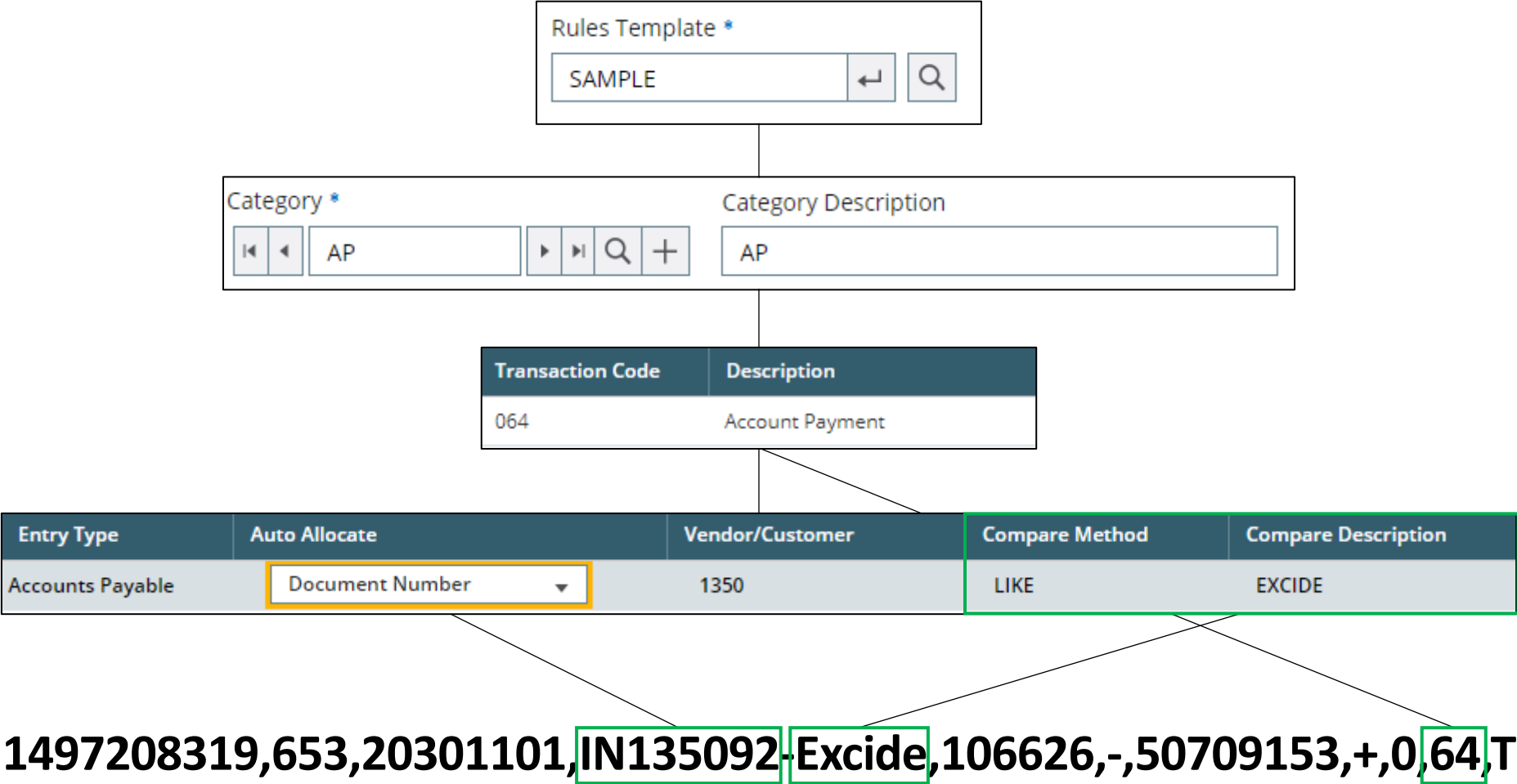
Rules – Compare Method LIKE (?)

*This is an example of a wildcard Rule and does not exist in the Sample Data



Rules – Auto Allocation To AR/AP

Document Number



Rules – Auto Allocation to AP or AR

Invoice Amount

SAMLTD - C/B RecXpress Rules

File Help

Rules Template

SAMPLE

Cashbook

NetBank Business (CSV)

Category Setup

Category Maintenance

Category

STOPORDERS

Stop Orders

Auto#

Prefix

Next Number

00000149

Tr.Code	Description	Entry Description	Compare Method	Compare Description	Source Code	Account Co...	Account Description
023	Stop Order Ceded	Gould Manufacture	LIKE	Gould	AP	2040	Accts payable, clearing
023	Stop Order Ceded	Excide and matched Invoice Number	LIKE	EXCIDE	AP	2040	Accts payable, clearing
023	Stop Order Ceded		LIKE	CHLORIDE	AP	2040	Accts payable, clearing
023	Stop Order Ceded		None		SP	2040	Accts payable, clearing

Compare Method

Compare Description

LIKE

CHLORIDE

Entry Type

Vendor/Customer

Auto Allocate

Accounts Payable

1200

Equal Amount

1497208319,653,20301101,Chloride Exact,24356,-,50709153,+,0,23,T

Save

Delete

New

Optional Fields

Close

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RecXpress Import

Options

Reconciliation

SAMLTD - C/B RecXpress

FileSettingsHelp

Bank CodeSEATACSeattle Tacoma Bank

Options

Rules TemplateSAMPLECashbook

Current Statement Date11/30/2030

Format NameNetBank Business CSV

Remarks

☒ Clear Existing Recon Data

☒ Clear Only Posted Entries

☒ Match Amounts

☒ Match Unreconciled Only

☐ Use AR/AP Ref/Cheque

☒ Later than Statement Trans. Date

☒ Match with Error

Match ByReference

RecXpress

Last Statement Date09/30/2030

CB Bank Balance-2,108.70

Imported-96,538.40

Matched135,691.03

Unmatched-232,229.33

Matched with Error-0.10

Previously Reconciled0.00

Bank Balance-98,647.10

Import File Path

Import File NameC:\SAGE\SAGE300\SAMDATA\RECPRESSSAMPLEIMPORT.CSVBrowse...

ImportClearRecXpress

Close

Rules Template
Select **SAMPLE** which has already been setup with predefined rules

Current Statement Date
Latest date from currently imported file

- Options**
- Will Clear Data Previously Imported
 - Will only clear entries that have updated the bank reconciliation
 - Match Amounts after Matching by Reference
 - Include CB Entries Earlier than Statement Date
 - Match CB Entries with Status Unreconciled only
 - Reconcile in Error if matched by reference but amount differs
 - Use extended AR/AP reference/cheque numbers instead of the CB reference to match entries by reference

Match By
Choose matching sequence between Reference and/or Description

Import Bank Statement
Browse and select **RecXpressSampleImport.csv** which is installed with **SAMLTD Multicurrency Sample Data**

Clear
Clear Recon Data only

RecXpress Import

Options

Reconciliation

SAMLTD - C/B RecXpress

File Settings Help

Bank CodeSEATACSeattle Tacoma Bank

Options

Rules TemplateSAMPLECashbookCurrent Statement Date11/30/2030

Format NameNetBank Business CSV

Remarks

☒ Clear Existing Recon Data

☒ Clear Only Posted Entries

☒ Match Amounts

☒ Later than Statement Trans. Date

☒ Match Unreconciled Only

☒ Match with Error

☐ Use AR/AP Ref/Cheque

Match ByReference

RecXpress

Last Statement Date09/30/2030

CB Bank Balance-2,108.70

Imported-96,538.40

Matched135,691.03

Unmatched-232,229.33

Matched with Error-0.10

Previously Reconciled0.00

Bank Balance-98,647.10

Import File Path

Import File NameC:\SAGE\SAGE300\SAMDATA\RECPRESSSAMPLEIMPORT.CSVBrowse...

ImportClearRecXpressClose

Last Statement Date
Statement date from previously imported file

CB Bank Balance
Bank Balance before this import

Summary
Imported - Nett entry amount of imported data
Matched - Total entries matched
Unmatched - Entries not matched
Matched with Error - Reconciled in Error entries
Previously reconciled – Reconciled before but still matched. To prevent this toggle, on 'Match Unreconciled Only' under Options

Bank Balance
Closing Bank Balance that is calculated after importing the bank statement. This balance will be the resultant bank balance in Cashbook once this complete statement is posted to Cashbook

RecXpress Import

Options

Reconciliation

Display By

Select the Import Status to display by.
E.g No Match, Matched by Amount, etc.

Sort By - Direction

Sequence to show the Import Grid in Ascending or Descending

Mode

Single – One to One

Multiple - One to Many, Many to One, Many to Many

Category

Filter entries by Category. This filter will be applied to renumbering and creating batches
Select the '+' to clear the category'

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

All

Show Cashbook

Sort By Reference Ascending

Category

Mode

Single

Multiple

CB Balance	132,693.62	Matched
Imported	-96,538.40	135,691.03
Prev. Recon	0.00	-232,229.43
Bank	-98,647.10	133,582.33

Stmt	Import Status	RecX Post...	ID	Reference	Stmt. Date	Entry Date	Year Period	Im
653	No Match	No		DEPOSIT/R BLACK	10/29/2030	10/29/2030	2030 - 10	
653	No Match	No		DEPOSIT/R BLACK	11/7/2030	11/7/2030	2030 - 11	
653	Matched Amount	No		DEPOSITS	10/21/2030	10/21/2030	2030 - 10	
653	Matched Amount	No		DEPOSITS	11/20/2030	11/20/2030	2030 - 11	
653	Matched Amount	No		FOREX	11/5/2030	11/5/2030	2030 - 11	
653	No Match	No		Gould Payment	11/1/2030	11/1/2030	2030 - 11	-22
653	No Match	No		IN135092-Excide	11/1/2030	11/1/2030	2030 - 11	-
653	More than One Amount	No		INTERBRACH	11/22/2030	11/22/2030	2030 - 11	
653	Matched Amount	No		INTEREST	10/15/2030	10/15/2030	2030 - 10	
653	No Match	No		INTEREST	11/15/2030	11/15/2030	2030 - 11	
653	No Match	No		INTEREST RECEIVED	11/15/2030	11/15/2030	2030 - 11	
653	No Match	No		LEASE 439314ZZX	11/30/2030	11/30/2030	2030 - 11	-
653	No Match	No		LEASE 843914ACX	11/30/2030	11/30/2030	2030 - 11	-
653	Multiple	No	12	MULTIPAY	11/26/2030	11/26/2030	2030 - 11	-
653	No Match	No		OT134113	11/22/2030	11/22/2030	2030 - 11	-
653	Matched Amount	No		PETROCARD	10/30/2030	10/30/2030	2030 - 10	
653	Matched Amount	No		PETROCARD	11/30/2030	11/30/2030	2030 - 11	
653	No Match	No		Rent Payment	11/25/2030	11/25/2030	2030 - 11	-

Print Renumber Batch Batch List Post RecX Refresh Close

RecXpress Import

Options

Reconciliation

Batch List
Show Batch List to select and post batches

Post RecX
Post RecXpress to reconcile the Cashbook entries

Batch
Create batch with unmatched entries or entries reconciled in error

Renumber
Renumber unmatched entries by category or for one category if selected

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

No Match

Sort By Reference

Ascending

Show Cashbook

All On

All Off

Category

Mode

Single

Multiple

CB Balance Imported

132,693.62

Matched

135,691.03

Prev. Recon

0.00

-232,229.43

Bank

-98,647.10

133,582.33

Select For Batch	Stmt	Import Status	RecX Post...	ID	Reference	Stmt. Date	Entry Date	Year F
Yes	653	No Match	No		ADJUST DEPOSIT	11/21/2030	11/21/2030	2030 - 11
Yes	653	No Match	No		CHEQUE BOOK	11/25/2030	11/25/2030	2030 - 11
Yes	653	No Match	No		Chloride Exact	11/1/2030	11/1/2030	2030 - 11
Yes	653	No Match	No		DEPOSIT/R BLACK	10/29/2030	10/29/2030	2030 - 10
Yes	653	No Match	No		DEPOSIT/R BLACK	11/7/2030	11/7/2030	2030 - 11
Yes	653	No Match	No		Gould Payment	11/1/2030	11/1/2030	2030 - 11
Yes	653	No Match	No		IN135092-Excide	11/1/2030	11/1/2030	2030 - 11
Yes	653	No Match	No		INTEREST	11/15/2030	11/15/2030	2030 - 11
Yes	653	No Match	No		INTEREST RECEIVED	11/15/2030	11/15/2030	2030 - 11
Yes	653	No Match	No		LEASE 439314ZZX	11/30/2030	11/30/2030	2030 - 11
Yes	653	No Match	No		LEASE 843914ACX	11/30/2030	11/30/2030	2030 - 11
Yes	653	No Match	No		OT134113	11/22/2030	11/22/2030	2030 - 11
Yes	653	No Match	No		Rent Payment	11/25/2030	11/25/2030	2030 - 11
Yes	653	No Match	No		SUNDRY	11/25/2030	11/25/2030	2030 - 11

Refresh
Refresh current entries against newly added or updated rules. Will not change previously set defaults

Print

Renumber

Batch

Batch List

Post RecX

Refresh

Close

RecXpress Import

Options

Reconciliation

Bank Statement Grid

Entries from your bank statement listed in the sequence you choose

Cashbook Grid

The cashbook entries that are matched to the bank statement entry in the bank statement grid. If the bank statement entry is not matched all the unmatched cashbook entries are displayed

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

No Match ☐ Sort By Reference Ascending

☒ Show Cashbook

☒ All On ☐ All Off Category

Mode ☒ Single ☐ Multiple

CB Balance Imported 132,693.62 Matched 135,691.03
Prev. Recon -96,538.40 -232,229.43
Bank -98,647.10 133,582.33

Select For Batch	Stmt	Import Status	RecX Post...	ID	Reference	Stmt. Date	Entry Date	Year F
Yes	653	No Match	No		ADJUST DEPOSIT	11/21/2030	11/21/2030	2030 - 11
Yes	653	No Match	No		CHEQUE BOOK	11/25/2030	11/25/2030	2030 - 11
Yes	653	No Match	No		Chloride Exact	11/1/2030	11/1/2030	2030 - 11
Yes	653	No Match	No		DEPOSIT/R BLACK	10/29/2030	10/29/2030	2030 - 10
Yes	653	No Match	No		DEPOSIT/R BLACK	11/7/2030	11/7/2030	2030 - 11
Yes	653	No Match	No		Gould Payment	11/1/2030	11/1/2030	2030 - 11
Yes	653	No Match	No		IN135092-Excide	11/1/2030	11/1/2030	2030 - 11

Cashbook Transactions (10)

Sort By Date Ascending ☒ Only Unreconciled

Used	Bank Reference	Reference	ID	Stmt. Date	Description	Bank Amount	Comments	AR/AP
No		DP0015112010		11/15/2030	Daily deposits	1,250.00		DP0015
No		348910		11/17/2030	Time Magazine (Pty) Ltd	-75.00		348910
No		348906		11/18/2030	Telephone Company	-251.60		348906
No		DP0018112010		11/18/2030	Miscellaneous Cash sales	10,251.00		DP0018

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RecXpress Import

Options

Reconciliation

SAMLT - C/B RecXpress

File Settings Help

Bank Code

Options

Rules Template Current Statement Date

Format Name

Remarks

☒ Clear Existing Recon Data

☒ Clear Only Posted Entries

☒ Match Amounts

☒ Match Unreconciled Only

☐ Use AR/AP Ref/Cheque

☒ Later than Statement Trans. Date

☒ Match with Error

Match By

RecXpress

Last Statement Date

CB Bank Balance

Imported

Matched

Unmatched

Matched with Error

Previously Reconciled

Bank Balance

Import File Path

Import File Name

Download Statement File
Select **RecXpressSampleImport.csv** from where you have unzipped the multicurrency sample data

Open

← → ↑ ↓ This PC > OS (C:) > Sage > Sage300 > Samdata

Search Samdata

Organize New folder

Name	Date modified	Type	Size
RecpressSampleImport.csv	09/05/2021 18:13	Microsoft Excel C...	4 KB

File name: All files (*.*)

Import
Select Import

RecXpress Import

Options

Reconciliation

SAMLTD - C/B RecXpress

File Settings Help

Bank Code

Options

Rules Template Current Statement Date

Format Name

Remarks

☒ Clear Existing Recon Data

☒ Clear Only Posted Entries

☒ Match Amounts

☒ Match Unreconciled Only

☐ Use AR/AP Ref/Cheque

☒ Match with Error

Match By

RecXpress Last Statement Date

Cashbook for Sage 300

Are you sure that you want to clear existing reconciliation data?

Bank Balance

Import File Path

Import File Name

Clear Existing Recon Data

Select **Yes** to confirm you want to clear existing reconciliation data. If you have selected **Only Clear Posted Entries**, entries not posted to Cashbook will not be cleared

RecXpress Import

Options

Reconciliation

SAMLTD - C/B RecXpress

FileSettingsHelp

Bank CodeSEATACSeattle Tacoma Bank

Options

Rules TemplateSAMPLECashbookCurrent Statement Date11/30/2030

Format NameNetBank Business CSVRecXpress

Remarks

Message

Description: Successfully imported 62 record(s) into Seattle Tacoma Bank.

Source: 21:48:40 -

PrintClose

☒ Clear Existing Recon

☒ Clear Only Posted Ent

☒ Match Amounts

☒ Match Unreconciled C

☐ Use AR/AP Ref/Cheque

Match ByReference

Bank Balance-98,647.10

-2,108.70

-96,538.40

135,691.03

-232,229.33

-0.10

0.00

Import File Path

Import File NameC:\SAGE\SAGE300\SAMDATA\RECPRESSSAMPLEIMPORT.CSVBrowse...

ImportClearRecXpressClose

Statement Successfully Imported
Once the entries have been **imported** you will select the RecXpress button to proceed to the **Reconciliation** window to finalise the import

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Options	Reconciliation
---------	----------------

Reconciliation

Correctly Matched Entries

The following entries have been correctly matched to the reference in Cashbook and will be reconciled when RecXpress is posted

Options	Reconciliation
---------	----------------

The following statement entries have been matched to the amount of the Cashbook entry

CB Balance	133,582.43	Matched
Imported	-96,538.40	135,691.03
Prev. Recon	0.00	-232,229.43
Bank	-98,647.10	133,582.33

Options	Reconciliation
---------	----------------

Multiple Amounts

If there is more than one amount of the same value the closest date will be used to match the entry to the amount

CB Balance	133,582.43	Matched
Imported	-96,538.40	135,691.03
Prev. Recon	0.00	-232,229.43
Bank	-98,647.10	133,582.33

[illegible][illegible]

RecXpress Import

Options

Reconciliation

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank
Matched With Error
☒ Show Cashbook

Sort By Reference
Category
☒ All On ☐ All Off
Multiple

Matched With Error
Entry was matched by reference and the amount has a variance. You will be able to create a batch with this entry's variance amount with the defaults created by the rule or by entering manually

Select For Batch	Stmt	Import Status	RecX Post...	ID	Reference	Stmt. Date	Entry Date	Ye...	Import A...	CB Ref.	CB Amount	S	Variance	Comme...	Exchan...	Cat
Yes	653	Matched with Er...	No		348903	2030/11/05	2030/11/05	2030 - 11	-310.10	348903	-310.00	E	-0.10		1.5215000	CHEQU

Variance Amount

Cashbook Transactions (1)
Sort By Date
Ascending
☒ Only Unreconciled
Enquiry

Used	Bank Reference	Reference	ID	Stmt. Date	Description	Bank Amount	S	Comments	AR/AP Cheque
Yes	348903	348903		2030/11/05	Astral Construction Co Ltd.	-310.00			348903

Print Renummer Batch Batch List Post RecX Refresh Close

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RecXpress Import

Options

Reconciliation

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

All

Sort By

Reference

Ascending

☒ Show Cashbook

Mode

☐ Single

☒ Multiple

Multiple Match ID

Description

Bank Total

CB Total

i.

Variance

Bank Entries

CB Entries

Status

12

12 - MULTIPAY

-7,688.52

-7,688.52

X

0.00

1

4

Open

13

13 - DEPOSIT

8,520.00

8,520.00

X

0.00

4

1

Open

14

14 - CASH

9,170.24

9,170.24

X

0.00

2

3

Open

Used

Stmt

Import Status

RecX Post...

ID

Err. Line

Reference

Stmt. Date

Entry Date

Ye...

Import A...

Comme...

Exchan...

Category

Auto Number

Prefix

Generated No.

Tran

Yes

653

Multiple

No

12

No

MULTIPAY

2030/11/26

2030/11/26

2030 - 11

-7,688.52

1.5350000

CHEQUES

Yes

00349279

002

Cashbook Transactions

Sort By

Date

Ascending

☒ Only Unreconciled

Enquiry

Used

Bank Reference

Reference

ID

Stmt. Date

Description

Bank Amount

S

Comments

AR/AP Cheque

Yes

12 - MULTIPAY

348890

12

2030/10/26

KJ Accounting

-2,235.00

348890

Yes

12 - MULTIPAY

348897

12

2030/11/04

Postage for newsletter

-2,150.70

348897

Yes

12 - MULTIPAY

348908

12

2030/11/05

Wood Designs

-341.27

348908

Yes

12 - MULTIPAY

348909

12

2030/11/12

ABC Printers

-2,961.55

348909

Print

Renumber

Batch

Batch List

Post RecX

Refresh

Close

Multiple Match Mode

Select Multiple to select more than one entry when matching both bank statement and cashbook transactions

One to Many

The following has been matched as One Statement entry to many Cashbook entries

CB Balance

133,582.43

Matched

Imported

-96,538.40

135,691.03

Prev. Recon

0.00

-232,229.43

Bank

-98,647.10

133,582.33

RecXpress Import

Options

Reconciliation

SAMLT - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

All

☒ Show Cashbook

Many to One
The following has been matched as
Many statement entries to one Cashbook entry

Mode
☐ Single
☒ Multiple

CB Balance Imported 133,582.43
Prev. Recon Bank -96,538.40
Matched 135,691.03
-232,229.43
133,582.33

Multiple Match ID	Description	Bank Total	CB Total	i	Variance	Bank Entries	CB Entries	Status
12	12 - MULTIPAY	-7,688.52	-7,688.52	X	0.00	1	4	Open
13	13 - DEPOSIT	8,520.00	8,520.00	X	0.00	4	1	Open
14	14 - CASH	9,170.24	9,170.24	X	0.00	2	3	Open

Used	Stmt	Import Status	RecX Post...	ID	Err. Line	Reference	Stmt. Date	Entry Date	Ye...	Import A...	Comme...	Exchan...	Category	Auto Number	Prefix	Generated No.	Tran
Yes	653	Multiple	No	13	No	DEPOSIT	2030/10/16	2030/10/16	2030 - 10	3,000.00		1.5425000	DEPOSITS	Yes	DEPO	00000589	001
Yes	653	Multiple	No	13	No	DEPOSIT	2030/10/16	2030/10/16	2030 - 10	520.00		1.5425000	DEPOSITS	Yes	DEPO	00000597	001
Yes	653	Multiple	No	13	No	DEPOSIT	2030/10/16	2030/10/16	2030 - 10	2,000.00		1.5425000	DEPOSITS	Yes	DEPO	00000598	001
Yes	653	Multiple	No	13	No	DEPOSIT	2030/10/16	2030/10/16	2030 - 10	3,000.00		1.5425000	DEPOSITS	Yes	DEPO	00000599	001

Cashbook Transactions

Sort By: Date Ascending ☒ Only Unreconciled Enquiry

Used	Bank Reference	Reference	ID	Stmt. Date	Description	Bank Amount	S	Comments	AR/AP Cheque
Yes	13 - DEPOSIT	DP0016102010	13	2030/10/16	Daily deposits	8,520.00			DP0016102010

Print Renumber Batch Batch List Post RecX Refresh Close

RecXpress Import

Options

Reconciliation

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

All Sort By Reference Ascending

☒ Show Cashbook

Mode
☐ Single
☒ Multiple

Many to Many
The following has been matched as
Many bank statement to many Cashbook entries

133,582.43	Matched
-96,538.40	135,691.03
0.00	-232,229.43
-98,647.10	133,582.33

Multiple Match ID	Description	Bank Total	CB Total	i.	Variance	Bank Entries	CB Entries	Status
12	12 - MULTIPAY	-7,688.52	-7,688.52	X	0.00	1	4	Open
13	13 - DEPOSIT	8,520.00	8,520.00	X	0.00	4	1	Open
14	14 - CASH	9,170.24	9,170.24	X	0.00	2	3	Open

Used	Stmt	Import Status	RecX Post...	ID	Err. Line	Reference	Stmt. Date	Entry Date	Ye...	Import A...	Comme...	Exchan...	Category	Auto Number	Prefix	Generated No.	Tran
Yes	653	Multiple	No	14	No	CASH	2030/11/18	2030/11/18	2030 - 11	9,055.04		1.5515000	DEPOSITS	Yes	DEPO	00000588	001
Yes	653	Multiple	No	14	No	CASH	2030/11/18	2030/11/18	2030 - 11	115.20		1.5515000	DEPOSITS	Yes	DEPO	00000602	001

Cashbook Transactions

Sort By Date Ascending ☒ Only Unreconciled Enquiry

Used	Bank Reference	Reference	ID	Stmt. Date	Description	Bank Amount	S	Comments	AR/AP Cheque
Yes	14 - CASH	152153	14	2030/11/19	ACME Plumbing	115.24			152153
Yes	14 - CASH	348914A	14	2030/10/19	The Courtyard	655.00			348914A
Yes	14 - CASH	RC0000000055	14	2030/10/22	Interbranch receipts for managem...	8,400.00			RC0000000055

Print

Renumber

Batch

Batch List

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Close

Works with sage 300cloud

Peresoft[®]
cloud

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RecXpress Import

Options

Reconciliation

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

No Match

Sort By

Reference

Ascending

Mode

Single

Multiple

Show Cashbook

All On

All Off

Category

STOPORDERS

CB Balance

133,582.43

Matched

Imported

-96,538.40

135,691.03

Prev. Recon

0.00

-232,229.43

Bank

-98,647.10

133,582.33

Select For Batch	Stmt	Import Status	RecX P...	Stmt. Date	Entry Date	Type	Misc/Vend/...	Allocation Mode	Reference	Ye...	Import Amt.	CB Ref.
Yes	653	No Match	No	2030/11/01	2030/11/01	Accounts Payable	1200	Equal Amount	Chloride Exact	2030 - 11	-243.56	
Yes	653	No Match	No	2030/11/30	2030/11/30	Cashbook		Prepay	LEASE 439314ZZX	2030 - 11	-2,669.14	
Yes	653	No Match	No	2030/11/30	2030/11/30	Cashbook		Prepay	LEASE 843914ACX	2030 - 11	-1,224.00	

AP Batches

RecXpress will create batches in Accounts Payable allocating the bank amount using the defined **Auto Allocation** method in the matched **Rule**

Allocate By Amount

Allocate the entry against an invoice in AP equal to the bank statement amount. If the amount is not found the entry becomes a **Prepay**

SAMLTD - C/B RecXpress Rules

Rules Template

SAMPLE

Cashbook

NetBank Business (CSV)

Category Setup

Category Maintenance

Category

STOPORDERS

Stop Orders

Auto#

Prefix

Next Number

00000145

Q	Tr.Code	Description	Entry Type	Q	Misc/Vend/Cust	Auto Allocate	Comments	Compare Method	Q	Compare Description
	023	Stop Order Ceded	Accounts Payable		1500	Auto Allocate (Doc. No.)		LIKE		Gould
	023	Stop Order Ceded	Accounts Payable		1350	Document Number		LIKE		EXCIDE
	023	Stop Order Ceded	Accounts Payable		1200	Equal Amount	Payment by Chloride Systems - Amount	LIKE		CHLORIDE
	023	Stop Order Ceded	Cashbook			Auto Allocate (Doc. No.)		None		
						Auto Allocate (Doc. Date)				
						Auto Allocate (Due Date)				
						Prepay				
						Equal Amount				
						Document Number				

Save

Delete

New

Optional Fields

Close

RecXpress Import

Options

Reconciliation

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

No Match

Sort By

Reference

Ascending

Mode

Single

Multiple

Category

AP

AP Batches

RecXpress will allocate this bank statement entry to IN135092 for Vendor 1350 Excide Industrial Batteries

Select For Batch	Stmt	Import Status	RecX P...	Stmt. Date	Entry Date	Type	Misc/Vend/...	Allocation Mode	Reference	Ye...	Import Amt.	CB Ref.
Yes	653	No Match	No	2030/11/01	2030/11/01	Accounts Payable	1500	Auto Allocate (Doc. No.)	Gould Payment	2030 - 11	-222,211.26	
Yes	653	No Match	No	2030/11/01	2030/11/01	Accounts Payable	1350	Document Number	IN135092-Excide	2030 - 11	-1,066.26	

Balance

133,582.43

Matched

Recon

135,691.03

Bank

-96,538.40

-232,229.43

-98,647.10

133,582.33

SAMLTD - C/B RecXpress Rules

Rules Template

Cashbook

NetBank Business (CSV)

Category Setup

Category Maintenance

Category

AP

AP

Auto#

Prefix

Next Number

80000001

Q Tr.Code	Description	Entry Type	Q Mac/Vend/Cust	Auto Allocate	Comments	Compare Method	Q Compare Description
064	Account Payment	Accounts Payable	1350	Document Number		LIKE	EXCIDE
064	Account Payment	Accounts Payable	1500	Auto Allocate (Doc. No.)		LIKE	Gould
				Auto Allocate (Doc. Date)			
				Auto Allocate (Due Date)			
				Prepay			
				Equal Amount			
				Document Number			

Apply Amounts

Batch

000007

00007

Reference

20091033

Entry Date

11/01/2030

Vendor

1350

Accounts Payable

Balance O/S

30,964.79

Mode

Select

Show

All

Order

Document

Starting Document

Apply?	Type	Document Number	Date	Amount Applied	Discount	Remaining Amo...	Document Amo...	Adj
No	Credit Note	IN135100	5/20/2030	0.00	0.00	105.00	105.00	
Yes	Invoice	IN135092	5/2/2030	1,066.26	0.00	0.00	1,066.26	
No	Invoice	IN135112	5/9/2030	0.00	0.00	121.20	121.20	
No	Invoice	IN135112	5/5/2030	0.00	0.00	76.31	76.31	
No	Invoice	IN135122	5/5/2030	0.00	0.00	50.88	50.88	
No	Invoice	IN135122	5/10/2030	0.00	0.00	63.60	63.60	
No	Invoice	IN135122	5/10/2030	0.00	0.00	38.15	38.15	
No	Invoice	IN135122	5/10/2030	0.00	0.00	25.44	25.44	
No	Invoice							
No	Invoice							
No	Invoice							
No	Invoice							

AP Allocation

The allocation to IN135092 for Vendor 1350 Gould Manufacturing in Accounts Payable

Applied

Unapplied

0.00

Amount

1,066.26

Adjust...

Save

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RecXpress Import

Options

Reconciliation

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

All Sort By Reference Ascending

☐ Show Cashbook

Category

Mode
☒ Single
☐ Multiple

Distribution Code
RecXpress creates an entry with multiple detail lines as per the Distribution Code setup

Stmt	Import Status	RecX P...	Stmt. Date	Distribution ...	Entry Date	Year Period	Import Amt.	Auto Number	Prefix	Generated No.	CB Ref.	Type	Misc/Vend/...
653	No Match	No	2030/11/07		2030/11/07	2030 - 11	4,286.35	Yes	DEPO	00000600		Accounts Receivable	1200
653	Matched Amo...	No	2030/10/21		2030/10/21	2030 - 10	3,500.00	Yes	DEPO	00000595	DP0021102010	Cashbook	
653	Matched Amo...	No	2030/11/20		2030/11/20	2030 - 11	1,170.00	Yes	DEPO	00000596	DP0020112010	Cashbook	
653	Matched Amo...	No	2030/11/05		2030/11/05	2030 - 11	202.40	Yes	GENR	00000144	IN0021512010	Cashbook	
653	No Match	No	2030/11/01		2030/11/01	2030 - 11	-222,211.26	Yes		20093033		Accounts Payable	1500
653	No Match	No	2030/11/01		2030/11/01	2030 - 11	-1,066.26	Yes		20091033		Accounts Payable	1350
653	More than On...	No	2030/11/22		2030/11/22	2030 - 11	7,250.00	Yes	TRFR	00000115	RC0022112010	Cashbook	
653	Matched Amo...	No	2030/10/15		2030/10/15	2030 - 10	19						
653	No Match	No	2030/11/15		2030/11/15	2030 - 11	-9						
653	No Match	No	2030/11/15		2030/11/15	2030 - 11	20						
653	No Match	No	2030/11/30		2030/11/30	2030 - 11	-2,66						
653	No Match	No	2030/11/30		2030/11/30	2030 - 11	-1,22						
653	Multiple	No	2030/11/26		2030/11/26	2030 - 11	-7,68						
653	No Match	No	2030/11/22		2030/11/22	2030 - 11	-8,89						
653	Matched Amo...	No	2030/10/30		2030/10/30	2030 - 10	-36						
653	Matched Amo...	No	2030/11/30		2030/11/30	2030 - 11	-32						
653	No Match	No	2030/11/25	RENT	2030/11/25	2030 - 11	-1,95						
653	Matched Amo...	No	2030/10/30		2030/10/30	2030 - 10	-20,50						
653	No Match	No	2030/11/25		2030/11/25	2030 - 11	-						
653	Matched Amo...	No	2030/11/27		2030/11/27	2030 - 11	-20,00						
653	More than On...	No	2030/10/31		2030/10/31	2030 - 10	-25,00						
653	Matched Amo...	No	2030/10/26		2030/10/26	2030 - 10	-1,02						
653	More than On...	No	2030/11/30		2030/11/30	2030 - 11	-25,00						

Print Renummer Batch Batch List Post RecX

SAMLTD - C/B Distribution Sets

File Help

Distribution Code RENT

Description Rent

Distribution Method Fixed Amount

Total Dist. Amount 1,319.00

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

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RecXpress Import

Options

Reconciliation

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

No Match Sort By Reference Ascending

☐ Show Cashbook

☒ All On ☐ All Off

Category OTHER

Mode
☒ Single
☐ Multiple

CB Balance	133,582.43	Matched
Imported	-96,538.40	135,691.03
Prev. Recon	0.00	-232,229.43
Bank	-98,647.10	133,582.33

Select For Batch	Stmt	Import Status	RecX Posted	Stmt. Date	Distribution ...	Entry Date	Year Period	Import Amt.	Auto Number	Prefix	Generated No.	Category	Type
Yes	653	No Match	No	2030/11/22		2030/11/22	2030 - 11	-8,897.50	Yes	GENR	00000145	OTHER	Cashbook

OTHER

Entries that do not find a matching transaction code setup in Rules will appear under the Category **OTHER**. You can create new rules for these entries in the category it must appear under. Adding rules automatically is covered more extensively at [Adding Rules Automatically](#)

Print Renummer Batch Batch List Post RecX Refresh Close

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RecXpress Import

Options

Reconciliation

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

No Match

Sort ByReference

Show Cashbook

All OnAll Off

Category

Select For Batch

Stmt

Import Status

RecX Posted

Stmt. Date

Distribution ...

Entry Date

Year Period

Import Amt.

Auto Number

Prefix

Generated No.

Category

Type

Yes

653

No Match

No

2030/11/21

2030/11/21

2030 - 11

-5.00

Yes

ADJU

00000043

ADJUSTMENTS

Cashbook

Yes

653

No Match

No

2030/11/25

2030/11/25

2030 - 11

-25.00

Yes

INTR

00000142

INTEREST

Cashbook

Yes

653

No Match

No

2030/11/01

2030/11/01

2030 - 11

-243.56

Yes

20090040

STOPORDERS

Accounts Payable

Yes

653

No Match

No

2030/10/29

2030/10/29

2030 - 10

1,676.04

Yes

DEPO

00000593

DEPOSITS

Accounts Receivable

Yes

653

No Match

No

2030/11/07

2030/11/07

2030 - 11

4,286.35

Yes

DEPO

00000600

DEPOSITS

Accounts Receivable

Yes

653

No Match

No

2030/11/01

2030/11/01

2030 - 11

-222,211.26

Yes

20093033

AP

Accounts Payable

Yes

653

No Match

No

2030/11/01

2030/11/01

2030 - 11

-1,066.26

Yes

20091033

AP

Accounts Payable

Yes

653

No Match

No

2030/11/15

2030/11/15

2030 - 11

-97.50

Yes

INTR

00000144

INTEREST

Cashbook

Yes

653

No Match

No

2030/11/15

2030/11/15

2030 - 11

202.40

Yes

INRC

00000145

INTEREST

Cashbook

Yes

653

No Match

No

2030/11/30

2030/11/30

2030 - 11

STOPORDERS

Cashbook

Yes

653

No Match

No

2030/11/22

2030/11/22

2030 - 11

STOPORDERS

Cashbook

Yes

653

No Match

No

2030/11/25

2030/11/25

2030 - 11

TRANSFER

Cashbook

Yes

653

No Match

No

2030/11/25

2030/11/25

2030 - 11

TRANSFERS

Cashbook

Yes

653

No Match

No

2030/11/25

2030/11/25

2030 - 11

INTEREST

Cashbook

Print

Renumber

Batch

Batch List

Post RecX

Renumbering

Renumber unmatched entries by Category or individual entry. Entries can also have a prefix to create unique numbering sequences E.g. INRC0000121

Note: You must Display By | No Match to enable the Renumber command button

Are you sure you want to renumber all the selected entries?

SAMLTD - C/B RecXpress Rules

File Help

Rules Template

Cashbook

Category Setup

Category Maintenance

Category

Interest

Prefix

Next Number

00000145

Category

Interest

Entry Description

Compare Method

Compare D.

Source Code

Account Co.

Account Description

Distribution

Auto No.

Prefix

Next Sequence

004

Interest

Bank Charges

None

None

BC

6320

Interest, other

No

No

00000001

040

Net Fee/Int

None

None

BC

6320

Interest, other

No

No

00000001

056

Int C/A Cash Man

None

None

No

No

00000001

098

CashMng Interest

General Entries

LIKE

CashMng

GE

9999

Suspense

No

No

00000001

103

Interest

Bank Charges

LIKE

CashMng

Received

BC

4220

Interest income

Yes

INRC

00000200

113

Investmt Interest

None

None

No

No

00000001

114

Int Stock/Shares

None

None

No

No

00000001

122

Investmt Interest

None

None

No

No

00000001

198

INT RATE CHA...

None

None

No

No

00000001

Save

Delete

New

Optional Fields

Close

CB Balance	133,582.43	Matched
Imported	-96,538.40	135,691.03
Prev. Recon	0.00	-232,229.43
Bank	-98,647.10	133,582.33

Works with sage 300cloud

Peresoft[®]
cloud

RecXpress Import

Options

Reconciliation

Renumbering Sequence

The **Renumber** function looks at Cashbook and determines what the last sequence number is for each unmatched entry and re-assigns the next sequence number. If there were no entries found with the **current sequence number** and prefix, the next number is set to 1

Message

Index	Priority	Description	Source
1	Message	No next number found for prefix ADJU. Setting next number...	16:48:47
2	Message	No next number found for prefix DEPO. Setting next numbe...	16:48:47
3	Message	No next number found for prefix FORX. Setting next numbe...	16:48:47
4	Message	No next number found for prefix INTR. Setting next number...	16:48:47
5	Message	No next number found for prefix GENR. Setting next numbe...	16:48:47
6	Message	No next number found for prefix STOP. Setting next numbe...	16:48:47
7	Message	No next number found for prefix TRFR. Setting next numbe...	16:48:47

<div>div>

Description: No next number found for prefix ADJU. Setting next number to 1.
Source: 16:48:47

Print ...

Close

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- Other
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- Creating Batches from Unmatched Entries
- Posting the Bank Reconciliation To Cashbook

RecXpress Import

Options

Reconciliation

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

No Match Sort By Reference Ascending

☐ Show Cashbook

☒ All On ☐ All Off Category

Create Cashbook Batch

Select **No Match** to create a batch of unmatched entries directly from the bank statement using the default values set up in Rules

Select For Batch	Stmt	Import Status	RecX Posted	Stmt. Date	Distribution ...	Entry Date	Year Period	Import Amt.	Auto Number	Prefix	Generated No.	Category	Type
Yes	653	No Match	No	2030/11/21		2030/11/21	2030 - 11	-5.00	Yes	ADJU	00000001	ADJUSTMENTS	Cashbook
Yes	653	No Match	No	2030/11/25		2030/11/25	2030 - 11	-25.00	Yes	INTR	00000003	INTEREST	Cashbook
Yes	653	No Match	No	2030/11/01		2030/11/01	2030 - 11	-243.56	Yes		20090040	STOPORDERS	Accounts Payable
Yes	653	No Match	No	2030/10/29		2030/10/29	2030 - 10	1,676.04	Yes	DEPO	00000001	DEPOSITS	Accounts Receivable
Yes	653	No Match	No	2030/11/07		2030/11/07	2030 - 11	4,286.35	Yes	DEPO	00000002	DEPOSITS	Accounts Receivable
Yes	653	No Match	No	2030/11/01							20093033	AP	Accounts Payable
Yes	653	No Match	No	2030/11/01							20091033	AP	Accounts Payable
Yes	653	No Match	No	2030/11/15						INTR	00000001	INTEREST	Cashbook
Yes	653	No Match	No	2030/11/15						INTR	00000002	INTEREST	Cashbook
Yes	653	No Match	No	2030/11/30						STOP	00000001	STOPORDERS	Cashbook
Yes	653	No Match	No	2030/11/30						STOP	00000002	STOPORDERS	Cashbook
Yes	653	No Match	No							GENR	00000001	OTHER	Cashbook
Yes	653	No Match	No							TRFR	00000001	TRANSFERS	Cashbook
Yes	653	No Match	No							FORX	00000001	FOREX	Cashbook

Cashbook for Sage 300

Are you sure you want to create a Cashbook batch with the selected entries.

Yes No

Select for Batch

Toggle off if you do not want this entry to be added to a batch.

Print Renummer **Batch** Batch List Post RecX Refresh Close

CB Balance Imported 133,582.43 Matched 135,691.03
Prev. Recon -96,538.40 -232,229.43
Bank -98,647.10 133,582.33

Options	Reconciliation
---------	----------------

Reconciliation

Close

Options	Reconciliation
---------	----------------

Reconciliation

Variance Batch

Create a RecXpress Adjustment Batch with the Matched with Error variance amounts

CB Balance	133,582.43	Matched
Imported	-96,538.40	135,691.03
Prev. Recon	0.00	-232,229.43
Bank	-98,647.10	133,582.33



Are you sure you want to create a Cashbook batch with the variance amounts of the selected entries matched in error?

Yes

No

Batch

Batch List

Post RecX

Refresh

Close

Options	Reconciliation
---------	----------------

Post the current RecXpress batches of **unmatched** entries and **variance** batches to Cashbook

CB Balance	133,582.43	Matched
Imported	-96,538.40	135,691.03
Prev. Recon	0.00	-232,229.43
Bank	-98,647.10	133,582.33

RecXpress Import

Options

Reconciliation

SAMLTD - Seattle Tacoma Bank

SEATAC - Seattle Tacoma Bank

RecXpress Batches ☐ Show Cashbook

Sort By: Reference Ascending

Category: Multiple

Drill Down to Batch
Select RecXpress Batches to drill down to the entry created by RecXpress

Stmt	Import Status	RecX Posted	Batch	ID	Stmt. Date	Entry Date	Year Period	Import Amt.	CB Ref.	Auto Number	Prefix	Generated No.	CB Amount	S
653	Matched with Er...	No	000008 - 00001		2030/11/05	2030/11/05	2030 - 11	-310.10	348903	Yes		00349279	-310.10	X
653	No Match	No	000007 - 00001		2030/11/21	2030/11/21	2030 - 11	-5.00	ADJU000000001	Yes	ADJU	000000001	-5.00	X
653	No Match	No	000007 - 00002		2030/11/25	2030/11/25	2030 - 11	-25.00	INTR000000003	Yes	INTR	000000003	-25.00	X
653	No Match	No	000007 - 00003		2030/11/01	2030/11/01	2030 - 11	-243.56	200900040	Yes		200900040	-243.56	X
653	No Match	No	000007 - 00004		2030/10/29	2030/10/29	2030 - 10	1,676.04	DEPO000000001	Yes	DEPO	000000001	1,676.04	X
653	No Match	No	000007 - 00005		2030/11/07	2030/11/07	2030 - 11	4,286.35	DEPO000000002	Yes	DEPO	000000002	4,286.35	X
653	No Match	No	000007 - 00006		2030/11/01	2030/11/01	2030 - 11	-222,211.26	20093033	Yes		20093033	-222,211.26	X
653	No Match	No	000007 - 00007		2030/11/01	2030/11/01	2030 - 11	-1,066.26	20091033	Yes		20091033	-1,066.26	X
653	No Match	No	000007 - 00008		2030/11/15	2030/11/15	2030 - 11	-97.50	INTR000000001	Yes	INTR	000000001	-97.50	X
653	No Match	No	000007 - 00009		2030/11/15	2030/11/15	2030 - 11	202.40	INTR000000002	Yes	INTR	000000002	202.40	X
653	No Match	No	000007 - 00010		2030/11/30	2030/11/30	2030 - 11	-2,669.14	STOP000000001	Yes	STOP	000000001	-2,669.14	X
653	No Match	No	000007 - 00011		2030/11/30	2030/11/30	2030 - 11	-1,224.00	STOP000000002	Yes	STOP	000000002	-1,224.00	X
653	No Match	No	000007 - 00012		2030/11/22	2030/11/22	2030 - 11	-8,897.50	GENR000000001	Yes	GENR	000000001	-8,897.50	X
653	No Match	No	000007 - 00013		2030/11/25	2030/11/25	2030 - 11	-1,950.00	TRFR000000001	Yes	TRFR	000000001	-1,950.00	X
653	No Match	No	000007 - 00014		2030/11/25	2030/11/25	2030 - 11	-5.00	FORX000000001	Yes	FORX	000000001	-5.00	X

CB Balance Imported 133,582.43
Prev. Recon Bank -96,538.40
Matched 135,691.03
-232,229.43
133,582.33

Print Renummer Batch Batch List Post RecX Refresh Close

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RecXpress Import

Options

Reconciliation

SEATAC - Seattle Tacoma Bank

RecXpress Batches

Sort By Reference

Ascending

☐ Show Cashbook

Category

Post RecXpress

Post the RecXpress reconciliation to reconcile all the posted and matched entries. This completes the process to match the balances correctly in Cashbook with your bank statement

CB Balance Imported

133,582.43

Matched

135,691.03

Prev. Recon Bank

-96,538.40

-232,229.43

Bank

-98,647.10

133,582.33

Stmnt	Import Status	RecX Posted	Batch	ID	Stmnt. Date	Entry Date	Year Period	Import Amt.	CB Ref.	Auto Number	Prefix	Generated No.	CB Amount	S
653	Matched with Er...	No	000008 - 00001		2030/11/05	2030/11/05	2030 - 11	-310.10	348903	Yes		00349279	-310.10	X
653	No Match	No	000007 - 00001		2030/11/21	2030/11/21	2030 - 11	-5.00	ADJU000000001	Yes	ADJU	000000001	-5.00	X
653	No Match	No	000007 - 00002		2030/11/25	2030/11/25	2030 - 11	-25.00	INTR000000003	Yes	INTR	000000003	-25.00	X
653	No Match	No	000007 - 00003		2030/11/01	2030/11/01	2030 - 11	-243.56	200900040	Yes		200900040	-243.56	X
653	No Match	No	000007 - 00004		2030/10/29	2030/10/29	2030 - 10	1,676.04	DEPO000000001	Yes	DEPO	000000001	1,676.04	X
653	No Match	No	000007 - 00005		2030/11/07	2030/11/07	2030 - 11	4,286.35	DEPO000000002	Yes	DEPO	000000002	4,286.35	X
653	No Match	No	000007 - 00006		2030/11/01					Yes		20093033	-222,211.26	X
653	No Match	No	000007 - 00007		2030/11/01					Yes		20091033	-1,066.26	X
653	No Match	No	000007 - 00008		2030/11/15					Yes	INTR	000000001	-97.50	X
653	No Match	No	000007 - 00009		2030/11/15					Yes	INTR	000000002	202.40	X
653	No Match	No	000007 - 00010		2030/11/30					Yes	STOP	000000001	-2,669.14	X
653	No Match	No	000007 - 00011		2030/11/30					Yes	STOP	000000002	-1,224.00	X
653	No Match	No	000007 - 00012		2030/11/22					Yes	GENR	000000001	-8,897.50	X
653	No Match	No	000007 - 00013		2030/11/25					Yes	TRFR	000000001	-1,950.00	X
653	No Match	No	000007 - 00014		2030/11/25	2030/11/25	2030 - 11	-5.00	FORX000000001	Yes	FORX	000000001	-5.00	X

Are you sure that you want to update the Cashbook and RecXpress History with the imported reconciliation?

☐ Lock Transactions on Posting

Yes No

Print

Renumber

Batch

Batch List

Post RecX

Refresh

Close

Options	Reconciliation
---------	----------------

Reconciliation

Posting the RecXpress reconciliation will also update the **RecXpress History**

Entries Reconciled in Cashbook from RecXpress

SAMLTD - C/B Bank Reconciliation

File Help

Bank Code SEATAC Seattle Tacoma Bank

Search Using Reference =

BF (2030/10/01) -2,108.70
CF (2030/11/30) -98,647.10
BK -98,647.10

M	Ref/Chq Number	* Date	Description	Amount	S	Reconciled Amount	Variance	Comments
	INT000000002	2030/10/15	Interest received	197.50	X	197.50	0.00	
	348883	2030/10/16	Coastal Heating of Ottawa	-150.00	X	-150.00	0.00	
	348887	2030/10/16	Computer Weekly News	-55.00	X	-55.00	0.00	
	DP0016102010	2030/10/16	Daily deposits	8,520.00	X	8,520.00	0.00	
	348884	2030/10/17	ABC Stationers	-364.00	X	-364.00	0.00	
	348885	2030/10/18	Telephone Company	-272.55	X	-272.55	0.00	
	348889	2030/10/19	Mr. Stephen Kershaw	-150.00	X	-150.00	0.00	
	348914A	2030/10/19	The Courtyard	655.00	X	655.00	0.00	
	DP0019102010	2030/10/19	Miscellaneous Cash sales	4,520.00	X	4,520.00	0.00	
	DP0020102010	2030/10/20	Auto transfer from Pine Su...	7,250.00	X	7,250.00	0.00	
	DP0021102010	2030/10/21	Loan repayment	3,500.00	X	3,500.00	0.00	
	RC0000000055	2030/10/22	Interbranch receipts for m...	8,400.00	X	8,400.00	0.00	
	348888	2030/10/25	Astral Construction Co Ltd.	-8,650.00	X	-8,650.00	0.00	
	348890	2030/10/26	KJ Accounting	-2,235.00	X	-2,235.00	0.00	
	BC0000000002	2030/10/26	Statement charges for Oct...	-136.00	X	-136.00	0.00	
	TF0026102010	2030/10/26	Transfer funds to oversea...	-1,020.00	X	-1,020.00	0.00	
	348886	2030/10/29	Red Nose Day	-150.00	X	-150.00	0.00	
	DEPO000000001	2030/10/29	DEPOSIT/R BLACK	1,676.04	X	1,676.04	0.00	
	PC0000000024	2030/10/30	Petrol Card charges	-360.00	X	-360.00	0.00	
	SL0030102010	2030/10/30	Staff wages	-20,500.00	X	-20,500.00	0.00	
	TF0030100000	2030/10/30	Transfer to call account	-25,000.00	X	-25,000.00	0.00	
	20090040	2030/11/01	Chloride Exact	-243.56	X	-243.56	0.00	
	20091033	2030/11/01	Accounts Payable	-1,066.26	X	-1,066.26	0.00	
	20093033	2030/11/01	Accounts Payable	-222,211.26	X	-222,211.26	0.00	
	348891	2030/11/02	The Courtyard	-2,202.12	X	-2,202.12	0.00	

Cashbook - Sorted by: Date

Refresh Close Bank Close

Bank Balance Matches With RecXpress Summary

SAMLTD - C/B Bank Reconciliation

File Help

Bank Code SEATAC Seattle Tacoma Bank

Search Using Reference =

BF (2030/10/01) -2,108.70
CF (2030/11/30) -98,647.10
BK -98,647.10

M	Ref/Chq Number	* Date	Description	Amount	S	Reconciled Amount	Variance	Comments
	INT000000002	2030/10/15	Interest received	197.50	X	197.50	0.00	
	348883	2030/10/16	Coastal Heating of Ottawa	-150.00	X	-150.00	0.00	
	348887	2030/10/16	Computer Weekly News	-55.00	X	-55.00	0.00	
	DP0016102010	2030/10/16	Daily deposits	8,520.00	X	8,520.00	0.00	
	348884	2030/10/17	ABC Stationers	-364.00	X	-364.00	0.00	
	348885	2030/10/18	Telephone Company	-272.55	X	-272.55	0.00	
				-150.00	X	-150.00	0.00	
				655.00	X	655.00	0.00	
				4,520.00	X	4,520.00	0.00	
				7,250.00	X	7,250.00	0.00	
				3,500.00	X	3,500.00	0.00	
				8,400.00	X	8,400.00	0.00	
				-8,650.00	X	-8,650.00	0.00	
				-2,235.00	X	-2,235.00	0.00	
				-136.00	X	-136.00	0.00	
				-1,020.00	X	-1,020.00	0.00	
				-150.00	X	-150.00	0.00	
				1,676.04	X	1,676.04	0.00	
				-360.00	X	-360.00	0.00	
				-20,500.00	X	-20,500.00	0.00	
				-25,000.00	X	-25,000.00	0.00	
				-243.56	X	-243.56	0.00	
				-1,066.26	X	-1,066.26	0.00	
				-222,211.26	X	-222,211.26	0.00	
				-2,202.12	X	-2,202.12	0.00	

SAMLTD - C/B RecXpress

File Settings Help

Bank Code SEATAC Seattle Tacoma Bank

Options

Rules Template SAMPLE Cashbook

Format Name NetBank Business CSV

Remarks 2030/08/31 - 89,453.20

Last Posting Date 2030/11/30

☒ Clear Existing Recon Data

☒ Clear Only Posted Entries

☒ Match Amounts

☒ Match Unreconciled Only

☐ Use AR/AP Ref/Cheque

☒ Later than Statement Trans. Date

☒ Match with Error

Match By Reference

RecXpress

Last Statement Date 2030/09/30

CB Bank Balance -98,647.10

Imported -96,538.40

Matched -96,538.40

Unmatched 0.00

Matched with Error 0.00

Previously Reconciled -96,538.40

Bank Balance -98,647.10

Import File Path

Import File Name C:\SAGE\SAGE300\SAMDATA\RECPRESSSAMPLEIMPORT.CSV

Import Clear RecXpress Close

Cashbook - Sorted by: Date

Refresh Close Bank Close



Thank You for Your Support
For more visit www.peresoft.com