



recXpress[®]

Adding Rules Automatically while Reconciling in RecXpress

Products:

RecXpress for Cashbook

RecXpress for Bank Services

Slide Index

- In the RecXpress reconciliation select to display the “No Match” Import status
- Select the Category "OTHER" to display all bank statement entries with no Rules
- Setup the default GL Account, Source Code, Tax, and Accounts Payable or Accounts Receivable allocation details
- Change the Category from "OTHER" to a Category of your choice (eg. TRANSFERS) on the bank statement entry detail line
- “You have changed the Category from OTHER to TRANSFERS. Do you want to add this entry to Category TRANSFERS in your Rules Template?”
- “Successfully added Category TRANSFERS. Would you like to edit this entry’s defaults?” Select ‘Yes’
- You are then prompted "Successfully added Category TRANSFERS. Would you like to edit this entry’s defaults?" Select ‘Yes’
- Edit the new Rule’s Compare Method and Compare Description to make it more specific
- Select the "Refresh" button to apply this Rule to all entries in Category "OTHER" that match the Rule criteria
- The entries are moved to the Category defined in the new Rule

Select "No Match"

sage 300 Session Date: Oct 14, 2020 Administrator SAMLTD Search Help Tools

R/X RecXpress : RecXpress Import RecXpress History

RecXpress

Options Options ⚙️ Required

Bank Code Bank Name

Options Summary Reconciliation

Mode Display By Sort By Direction Display From Category

Bank Statement

Line	Import S	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	CB Reference	CB Amount	S	Variance	Exchange Rate	Category
1	More than One Amount	348883-1	10/16/2020	10/16/2020	2020 - 10	-150.00	348883	-150.00	X	0.00	1.5425000	CHEQ
2	Exact Match	348884	10/17/2020	10/17/2020	2020 - 10	-364.00	348884	-364.00	X	0.00	1.5445000	CHEQ
3	Exact Match	348885	10/18/2020	10/18/2020	2020 - 10	-272.55	348885	-272.55	X	0.00	1.5444000	CHEQ
4	More than One Amount	348886-2	10/29/2020	10/29/2020	2020 - 10	-150.00	348886	-150.00	X	0.00	1.5474000	CHEQ
5	Exact Match	348887	10/16/2020	10/16/2020	2020 - 10	-55.00	348887	-55.00	X	0.00	1.5425000	CHEQ
6	Exact Match	348888	10/25/2020	10/25/2020	2020 - 10	-8,850.00	348888	-8,850.00	X	0.00	1.5431000	CHEQ
7	More than One Amount	348889-3	10/19/2020	10/19/2020	2020 - 10	-150.00	348889	-150.00	X	0.00	1.5450000	CHEQ
8	Exact Match	348891	11/2/2020	11/2/2020	2020 - 11	-2,202.12	348891	-2,202.12	X	0.00	1.5399000	CHEQ
9	Exact Match	348892	11/3/2020	11/3/2020	2020 - 11	-45.23	348892	-45.23	X	0.00	1.5243000	CHEQ
10	Exact Match	348893	11/3/2020	11/3/2020	2020 - 11	-431.29	348893	-431.29	X	0.00	1.5243000	CHEQ

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Cashbook Transactions

Print Renumbr Batch Batch List Post RecX History Refresh Close

Category "OTHER" Displays all Bank Statement Entries with no Rules

sage 300 Session Date: Oct 14, 2020 Administrator SAMLTD Search Help Tools

R/X RecXpress : RecXpress Import RecXpress History

RecXpress

Options * Required

Bank Code Bank Name

Options Summary Reconciliation

Mode Display By Sort By Direction Display From

Category

Bank Statement Transactions

All On All Off

RecX Posted	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	CB Reference	CB Amount	S	Variance	Exchange Rate	Category	Auto No.	Pr
No	CASH	11/18/2020	11/18/2020	2020 - 11	9,055.00		0.00		0.00	1.5515000	OTHER	No	
No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	3,000.00		0.00		0.00	1.5425000	OTHER	No	
No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	520.00		0.00		0.00	1.5425000	OTHER	No	
No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	2,000.00		0.00		0.00	1.5425000	OTHER	No	
No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	3,000.00		0.00		0.00	1.5425000	OTHER	No	
No	DEPOSIT/R BLACK	8/29/2019	8/29/2019	2019 - 08	1,878.04		0.00		0.00	1.3880000	OTHER	No	
No	DEPOSIT/R BLACK	11/7/2020	11/7/2020	2020 - 11	4,288.35		0.00		0.00	1.5320000	OTHER	No	

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Cashbook Transactions

Setup the default GL Account, Source Code, Tax, and Accounts Payable or Accounts Receivable allocation details to use when the entry is generated

sage 300

Session Date: Oct 09, 2020 Administrator SAMLTD Search Help Tools

R/X Setup : Options Bank Formats Transaction Codes Rules

R/X Rules

Options Create New

Rules Template *

Category * Category Description Auto # Prefix Next Sequence Number

Description	Entry Description	Source Code	GL Account	Account Description	Distribution Set	Statement Amount	Comments	Tax Group	Tax Class
<input type="checkbox"/> All	Transfers	TR	1000	Petty cash		0.00		AGST	

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Change the Category from "OTHER" to a Category of your choice (eg. TRANSFERS) on the Bank Statement entry detail line

The screenshot shows the Sage 300 RecXpress interface. A 'Select Category' dialog box is open, allowing the user to change the category for a bank statement entry. The dialog box has a 'Category' dropdown menu with 'TRANSFER' selected. A purple arrow points from the 'TRANSFER' dropdown to the 'OTHER' category in the background table. The background table has columns: Line, Select for Batch, Import Status, RecX Posted, Reference, Stmt, Category, Auto No., Prefix, Generated Refer..., and Trans. C.

Line	Select for Batch	Import Status	RecX Posted	Reference	Stmt	Category	Auto No.	Prefix	Generated Refer...	Trans. C
1	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/20	OTHER	No		00000001	001
2	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/20	OTHER	No		00000001	001
3	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/20	OTHER	No		00000001	001
4	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/20	OTHER	No		00000001	001
5	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT/R BLACK	8/29/20	OTHER	No		00000001	001
6	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT/R BLACK	11/7/20	OTHER	No		00000001	001

“You have changed the Category from OTHER to TRANSFERS. Do you want to add this Entry to Category TRANSFERS in your Rules Template?” Select ‘Yes’

The screenshot shows the Sage 300 RecXpress interface. At the top, the Sage 300 logo is on the left, and session information (Session Date: Oct 14, 2020, Administrator, SAMLTD) is on the right. The main header area includes navigation icons and the title "RecXpress". Below this, there are input fields for "Bank Code" (SEATAC) and "Bank Name" (Seattle Tacoma Bank). There are also tabs for "Options", "Summary", and "Reconciliation".

A confirmation dialog box is overlaid on the screen. The dialog has a blue header "Confirmation" and a close button (X). The text inside the dialog reads: "You have changed the Category from OTHER to TRANSFERS. Do you want to add this entry to Category TRANSFERS in your rules template SAMPLE?". There are two buttons at the bottom of the dialog: "No" and "Yes".

Below the dialog, a table of "Bank Statement Transactions" is visible. The table has the following columns: Line, Select for Batch, Import Status, RecX Posted, Reference, Stmt. Date, Entry Date, Year Period, Import Amount, CB Amo..., Exchange Rate, Category, Auto No., Prefix, Generated Refera..., Trans. Code, Trans. Description, and Entry De. The table contains 6 rows of data.

Line	Select for Batch	Import Status	RecX Posted	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	CB Amo...	Exchange Rate	Category	Auto No.	Prefix	Generated Refera...	Trans. Code	Trans. Description	Entry De
1	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	3,000.00	0.00	1.5425000	TRANSFERS	No		00000001	001	NPS IRREVOCABLE	
2	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	520.00	0.00	1.5425000	OTHER	No		00000001	001	NPS IRREVOCABLE	
3	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	2,000.00	0.00	1.5425000	OTHER	No		00000001	001	NPS IRREVOCABLE	
4	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	3,000.00	0.00	1.5425000	OTHER	No		00000001	001	NPS IRREVOCABLE	
5	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT/R BLACK	8/29/2019	8/29/2019	2019 - 08	1,676.04	0.00	1.3880000	OTHER	No		00000001	001	NPS IRREVOCABLE	
6	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT/R BLACK	11/7/2020	11/7/2020	2020 - 11	4,286.35	0.00	1.5320000	OTHER	No		00000001	001	NPS IRREVOCABLE	

At the bottom of the interface, there are buttons for "Print", "Renumber", "Batch", "Batch List", "Post RecX", "History", "Refresh", and "Close". The footer contains the copyright information: "Copyright© 2020 Perseft Software v1.02 Perseft Cape CC".

“Successfully added Category Transfers. Would you like to edit this entry’s defaults?” Select ‘Yes’

sage 300 Session Date: Nov 05, 2020 Administrator SAMLTD Search Help Tools

R/X RecXpress : RecXpress Import RecXpress History

RecXpress

Options * Required

Bank Code Bank Name

Options Summary Reconciliation

Mode Display By Sort By Direction

Confirmation

Successfully moved entry from Category OTHER to Category TRANSFERS. Would you like to edit this entry's defaults?

Bank Statement Transactions

All On All Off

Line	Select for Batch	Import Status	RecX Posted	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	CB Reference	CB Amo...	\$	Variance	Exchange Rat	Category	Auto No.	Prefix	Generated Referen...	Trans. Code
1	<input checked="" type="checkbox"/>	No Match	No	CASH	11/18/2020	11/18/2020	2020 - 11	5,055.00		0.00		0.00	1.551500	TRANSFERS	No		00000001	001
2	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	3,000.00		0.00		0.00	1.542500	OTHER	No		00000001	001
3	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	2,000.00		0.00		0.00	1.542500	OTHER	No		00000001	001
4	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	3,000.00		0.00		0.00	1.542500	OTHER	No		00000001	001
5	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT/R BLACK	8/29/2019	8/29/2019	2019 - 08	1,676.04		0.00		0.00	1.388000	OTHER	No		00000001	001
6	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT/R BLACK	11/7/2020	11/7/2020	2020 - 11	4,286.35		0.00		0.00	1.532000	OTHER	No		00000001	001

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Cashbook Transactions

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Edit the new Rule's Compare Method and Compare Description to make it more specific

R/X Rules

Rules Template *
SAMPLE Cashbook NetBank Business CSV

Category * TRANSFERS Category Description TRANSFERS Auto # Prefix

Next Sequence Number
00000001

Transaction Code	Description	Entry Description	Compare Method	Compare Description	Source Code
<input type="checkbox"/> 001	NPS IRREVOCABLE		LIKE	DEPOSIT	

Bank Code * SEATAC Bank Name Seattle Tacoma B

Mode Single Display By No Match Sort By Refer

Bank Statement Transactions

Line	Select for Batch	Import Status	RecX Posted	Re
1	<input checked="" type="checkbox"/>	No Match	No	D
2	<input checked="" type="checkbox"/>	No Match	No	D
3	<input checked="" type="checkbox"/>	No Match	No	D
4	<input checked="" type="checkbox"/>	No Match	No	D
5	<input checked="" type="checkbox"/>	No Match	No	D
6	<input checked="" type="checkbox"/>	No Match	No	D

Cashbook Transactions

Print Renumber Batch Batch List Post RecX History Refresh Close

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Select the "Refresh" button to apply this Rule to all entries in Category "OTHER" that Match the Rule Criteria you have just created

The screenshot shows the Sage 300 RecXpress interface. At the top, the Sage 300 logo is on the left, and session information (Oct 14, 2020) and user roles (Administrator, SAMLTD) are on the right. The main header area includes navigation icons and a search bar. Below this, the 'RecXpress' section is active, showing filters for Bank Code (SEATAC) and Bank Name (Seattle Tacoma Bank). The 'Reconciliation' tab is selected, and the 'Category' filter is set to 'OTHER'. A table of 'Bank Statement Transactions' is displayed with 5 rows. The 'Refresh' button at the bottom right is highlighted with a green box.

Bank Code * SEATAC Bank Name Seattle Tacoma Bank

Options Summary Reconciliation

Mode Single Display By No Match Sort By Reference Direction Ascending Display From >= Category OTHER

Bank Statement Transactions

Delete Line Edit Columns All On All Off

Line	Select for Batch	Import Status	RecX Posted	Reference	StmL Date	Entry Date	Year Period	Import Amount	CB Amo...	Variance	Exchange Rate	Category	Auto No.	Prefix	Generated Refere...	Trans. Code	Trans. De
1	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	520.00	0.00	0.00	1.5425000	OTHER	No		00000001	001	NPS IRRE
2	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	2,000.00	0.00	0.00	1.5425000	OTHER	No		00000001	001	NPS IRRE
3	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/2020	10/16/2020	2020 - 10	3,000.00	0.00	0.00	1.5425000	OTHER	No		00000001	001	NPS IRRE
4	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT/R BLACK	8/29/2019	8/29/2019	2019 - 08	1,676.04	0.00	0.00	1.3880000	OTHER	No		00000001	001	NPS IRRE
5	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT/R BLACK	11/7/2020	11/7/2020	2020 - 11	4,286.35	0.00	0.00	1.5320000	OTHER	No		00000001	001	NPS IRRE

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Cashbook Transactions

Print Renumber Batch Batch List Post RecX History Refresh Close

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The entries are then moved to the Category defined in the new Rule

The screenshot displays the Sage 300 RecXpress interface. At the top, the Sage 300 logo is on the left, and the session information 'Session Date: Oct 14, 2020 Administrator SAMLTD' is on the right. The main header shows the navigation path: 'R/X RecXpress > RecXpress Import > RecXpress History'. The central area is titled 'RecXpress' and contains a form with 'Bank Code *' (SEATAC) and 'Bank Name' (Seattle Tacoma Bank). Below this are tabs for 'Options', 'Summary', and 'Reconciliation'. A modal window titled 'RecXpress' is open, displaying an 'Information' message: 'Successfully refreshed RecXpress data.' Below the modal, there are filters for 'Mode' (Single), 'Display By' (No Match), 'Sort By' (Reference), 'Direction' (Ascending), 'Display From', and 'Category' (OTHER). The main data area is titled 'Bank Statement Transactions' and includes an 'Edit Columns' button and radio buttons for 'All On' and 'All Off'. A table header is visible with columns: Line, Select for Batch, Import Status, RecX Posted, Reference, Stmt. Date, Entry Date, Year Period, Import Amount, CB Amo..., Variance, Exchange Rate, Category, Auto No., Prefix, Generated Refere..., Trans. Code, and Trans. Desc. The table is currently empty, with a message 'No items to display' at the bottom right. At the bottom, there are buttons for 'Print', 'Renumber', 'Batch', 'Batch List', 'Post RecX', 'History', 'Refresh', and 'Close'. The footer contains the copyright notice: 'Copyright © 2020 Perasoftware v1.02 Perasoftware CC'.

The entries are then moved to the Category defined in the new Rule

The screenshot displays the Sage 300 RecXpress interface. At the top, the Sage 300 logo is on the left, and session information (Nov 05, 2020) and user details (Administrator, SAMLTD) are on the right. The main header shows the breadcrumb path: R/X RecXpress > RecXpress Import > RecXpress History.

The central area is titled "RecXpress" and contains a form for "Bank Code" (SEATAC) and "Bank Name" (Seattle Tacoma Bank). Below this are tabs for "Options", "Summary", and "Reconciliation". A modal window titled "RecXpress" is open, displaying an "Information" message: "Successfully refreshed RecXpress data." Below the modal, there are filters for "Mode" (Single), "Display By" (No Match), "Sort By" (Reference), "Direction" (Ascending), "Display From" (>=), and "Category" (OTHER).

The main content area is titled "Bank Statement Transactions" and includes an "Edit Columns" button and radio buttons for "All On" and "All Off". Below this is a table with the following columns: Line, Select for Batch, Import Status, RecX Posted, Reference, Stmt. Date, Entry Date, Year Period, Import Amount, CB Reference, CB Amo..., \$, Variance, Exchange Rate, Category, Auto No., Prefix, Generated Refere..., and Trans. Code. The table is currently empty, and the footer of the table area says "No items to display".

At the bottom, there is a section for "Cashbook Transactions" with buttons for "Print", "ReNUMBER", "Batch", "Batch List", "Post RecX", "History", "Refresh", and "Close".

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