



Adding Rules Automatically while Reconciling in RecXpress

Products: RecXpress for Cashbook and RecXpress for Bank Services Web UI's

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1. In the RecXpress reconciliation select to display the "No Match" Import status
2. Select the Category "OTHER" to display all bank statement entries with no Rules
3. Setup the default GL Account, Source Code, Tax, and Accounts Payable or Accounts Receivable allocation details
4. Change the Category from "OTHER" to a Category of your choice (eg. TRANSFERS) on the bank statement entry detail line
5. "You have changed the Category from OTHER to TRANSFERS. Do you want to add this entry to Category TRANSFERS in your Rules Template?"

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6. "Successfully added Category TRANSFERS. Would you like to edit this entry's defaults?" Select 'Yes'
7. Edit the new Rule's Compare Method and Compare Description to make it more specific
8. Select the "Refresh" button to apply this Rule to all entries in Category "OTHER" that match the Rule criteria
9. The entries are moved to the Category defined in the new Rule

Select 'No Match'

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 details (Administrator, SAMLTD) are on the right. The main header includes navigation icons and a search bar. Below the header, the 'RecXpress' section is active, showing 'Bank Code' as SEATAC and 'Bank Name' as Seattle Tacoma Bank. The 'Reconciliation' tab is selected, and the 'Display By' dropdown menu is open, with 'No Match' highlighted in green. A callout box labeled 'No Match' points to this option. The table below displays reconciliation data with columns for Line, Import Status, Reference, Stmt. Date, Entry Date, Year Period, Import Amount, CB Reference, CB Amount, S, Variance, Exchange Rate, and Category. The table shows 10 rows of data, with the second row (Line 2) having an 'Exact Match' status. At the bottom, there are buttons for 'Print', 'ReNUMBER', 'Batch', 'Batch List', 'Post RecX', 'History', 'Refresh', and 'Close'.

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	CHEQU
2	Exact Match	348884	10/17/2020	10/17/2020	2020 - 10	-364.00	348884	-364.00	X	0.00	1.5445000	CHEQU
3	Exact Match	348885	10/18/2020	10/18/2020	2020 - 10	-272.55	348885	-272.55	X	0.00	1.5444000	CHEQU
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	CHEQU
5	Exact Match	348887	10/18/2020	10/18/2020	2020 - 10	-55.00	348887	-55.00	X	0.00	1.5425000	CHEQU
6	Exact Match	348888	10/25/2020	10/25/2020	2020 - 10	-8,650.00	348888	-8,650.00	X	0.00	1.5431000	CHEQU
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	CHEQU
8	Exact Match	348891	11/2/2020	11/2/2020	2020 - 11	-2,202.12	348891	-2,202.12	X	0.00	1.5399000	CHEQU
9	Exact Match	348892	11/3/2020	11/3/2020	2020 - 11	-45.23	348892	-45.23	X	0.00	1.5243000	CHEQU
10	Exact Match	348893	11/3/2020	11/3/2020	2020 - 11	-431.29	348893	-431.29	X	0.00	1.5243000	CHEQU

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

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 'RecXpress' and navigation options like 'Options' and '* Required'. Below this, there are input fields for 'Bank Code' (SEATAC) and 'Bank Name' (Seattle Tacoma Bank). A callout box labeled 'Category 'OTHER'' points to the 'Category' dropdown menu in the search filters, which is highlighted with a green box. The search filters also include 'Mode' (Single), 'Display By' (No Match), 'Sort By' (Reference), 'Direction' (Ascending), and 'Display From'. Below the filters, there are tabs for 'Options', 'Summary', and 'Reconciliation'. The main section is titled 'Bank Statement Transactions' and includes a table with columns: RecX Posted, Reference, Stmt. Date, Entry Date, Year Period, Import Amount, CB Reference, CB Amount, \$, Variance, Exchange Rate, Category, and Auto No. The table contains 7 rows of transaction data, all with 'OTHER' as the category. At the bottom, there are buttons for 'Print', 'Renumber', 'Batch', 'Batch List', 'Post RecX', 'History', 'Refresh', and 'Close'.

Category 'OTHER'

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

RecX Posted	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	CB Reference	CB Amount	\$	Variance	Exchange Rate	Category	Auto No.
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	1,678.04		0.00		0.00	1.3880000	OTHER	No
No	DEPOSIT/R BLACK	11/7/2020	11/7/2020	2020 - 11	4,286.35		0.00		0.00	1.5320000	OTHER	No

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Cashbook Transactions

Print Renumber Batch Batch List Post RecX History Refresh Close

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

R/X Setup : Options Bank Formats Transaction Codes Rules

R/X Rules

Options [Create New](#) * Required

Rules Template *
SAMPLE Cashbook NetBank Business CSV

Category *
OTHER OTHER Auto # Prefix Next Sequence Number 00000001

[+ Add Line](#) [Delete Line](#) [Edit Columns](#)

Description	Entry Description	Source Code	GL Account	Account Description	Distribution Set	Statement Amount	Comments	Tax Group	Tax Class
All	Transfers	TR	1000	Petty cash		0.00		AGST	

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[Print](#) [Save](#) [Delete](#) [Optional Fields](#) [Close](#)

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

The screenshot displays the Sage 300 RecXpress interface. A 'Select Category' dialog box is open, showing a dropdown menu for 'Category' with 'TRANSFER' selected. The dialog box also includes a 'Starts with' dropdown, a 'Search' button, and a table with columns 'Category' and 'Category Description'. The table contains one entry: 'TRANSFERS' with 'TRANSFERS' as the description. The background shows a table of bank statement transactions with columns: Line, Select for Batch, Import Status, RecX Posted, Reference, Stmt. No., and Date. The 'Category' column is highlighted, and the value 'OTHER' is selected for the first row. The 'OTHER' text in the background table is also highlighted with a green box. The dialog box has 'Cancel' and 'Select' buttons at the bottom.

Line	Select for Batch	Import Status	RecX Posted	Reference	Stmt. No.	Date
1	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/20	10/16/20
2	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/20	10/16/20
3	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/20	10/16/20
4	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT	10/16/20	10/16/20
5	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT/R BLACK	8/29/20	8/29/20
6	<input checked="" type="checkbox"/>	No Match	No	DEPOSIT/R BLACK	11/7/20	11/7/20

Category	Auto No.	Prefix	Generated Refere...	Trans. O
OTHER	No		00000001	001
OTHER	No		00000001	001
OTHER	No		00000001	001
OTHER	No		00000001	001
OTHER	No		00000001	001
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 the session date (Oct 14, 2020) and user (Administrator) are on the right. The main 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 'Confirmation' dialog box is open in the center, asking: 'You have changed the Category from OTHER to TRANSFERS. Do you want to add this entry to Category TRANSFERS in your rules template SAMPLE?'. The dialog has 'No' and 'Yes' buttons. Below the dialog is a table of 'Bank Statement Transactions' with 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 Refers..., Trans. Code, Trans. Description, and Entry De. The table contains 6 rows of data. At the bottom, there are buttons for 'Print', 'ReNUMBER', 'Batch', 'Batch List', 'Post RecX', 'History', 'Refresh', and 'Close'. The footer shows 'Copyright © 2020 Peresoft Software v1.02 Peresoft Cape DC'.

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 Refers...	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	NP \$ 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	

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

The screenshot displays the Sage 300 RecXpress interface. At the top, the session date is Nov 05, 2020, and the user is Administrator. The main area shows the RecXpress form with Bank Code SEATAC and Bank Name Seattle Tacoma Bank. A Confirmation dialog box is open, asking: "Successfully moved entry from Category OTHER to Category TRANSFERS. Would you like to edit this entry's defaults?". Below the dialog, a table of Bank Statement Transactions is visible. The table has 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 'Category' column for lines 1 through 6 is highlighted with a green box. Line 1 is 'TRANSFERS', while lines 2 through 6 are 'OTHER'. At the bottom, there are buttons for Print, Renumber, Batch, Batch List, Post RecX, History, Refresh, and Close. The footer shows Copyright © 2020 Peresoft Software v1.02 and PureSoft Cape CC.

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...	Trans. Code
1	<input checked="" type="checkbox"/>	No Match	No	CASH	11/18/2020	11/18/2020	2020 - 11	9,055.00		0.00	0.00	0.00	1.5515000	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	0.00	1.5425000	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	0.00	1.5425000	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	0.00	1.5425000	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	0.00	1.3860000	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	0.00	1.5320000	OTHER	No		00000001	001

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

The screenshot displays the Sage 300 RecXpress interface. A modal window titled "R/X Rules" is open, allowing for the configuration of reconciliation rules. The "Rules Template" is set to "SAMPLE". The "Category" is "TRANSFERS" and the "Category Description" is "TRANSFERS". The "Next Sequence Number" is "0000001". A table within the dialog shows a rule with the following details:

Transaction Code	Description	Entry Description	Compare Method	Compare Description	Source Code
001	NPS IRREVOCABLE		LIKE	DEPOSIT	

The background window shows a list of bank statement transactions with columns for Line, Select for Batch, Import Status, and RecX Posted. The list contains 6 items, all with "No Match" status.

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 details (Administrator, SAMLTD) are on the right. The main area is titled 'RecXpress' and includes a 'Bank Code' field with 'SEATAC' and a 'Bank Name' field with 'Seattle Tacoma Bank'. Below this are tabs for 'Options', 'Summary', and 'Reconciliation'. A filter section shows 'Mode' set to 'Single', 'Display By' set to 'No Match', 'Sort By' set to 'Reference', 'Direction' set to 'Ascending', and 'Category' set to 'OTHER'. The 'Bank Statement Transactions' section is expanded, showing a table 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, General Refere..., Trans. Code, and Trans. De. The table contains 5 rows of data, all with 'No Match' in the Import Status column and 'OTHER' in the Category column. At the bottom right, a 'Refresh' button is highlighted with a green box, along with a 'Close' button. Below the table are buttons for 'Print', 'Renumber', 'Batch', 'Batch List', 'Post RecX', and 'History'. The footer includes copyright information for Peresoft Software v1.02 and Peresoft Cape CC.

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	General 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

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 (Oct 14, 2020) and user details (Administrator, SAMLTD) are on the right. The main header shows 'R/X RecXpress' with sub-links for 'RecXpress Import' and 'RecXpress History'. The 'RecXpress' section includes fields for 'Bank Code' (SEATAC) and 'Bank Name' (Seattle Tacoma Bank). Below these are tabs for 'Options', 'Summary', and 'Reconciliation'. A modal window titled 'RecXpress' is open, displaying an 'Information' message: 'Successfully refreshed RecXpress data.' The interface also features a search and filter section with dropdowns for 'Mode' (Single), 'Display By' (No Match), 'Sort By' (Reference), 'Direction' (Ascending), and 'Display From' (>=). The 'Category' dropdown is set to 'OTHER'. A table titled 'Bank Statement Transactions' is visible, with columns for 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, showing 'Page 0 of 0' and 'No items to display'. At the bottom, there are buttons for 'Print', 'Renumber', 'Batch', 'Batch List', 'Post RecX', 'History', 'Refresh', and 'Close'. The footer contains copyright information: 'Copyright © 2020 Peresoft Software v1.02 Peresoft Cape CC'.



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