



RecXpress Q & A



Table of Contents

Installation

1. [Difference between RecXpress for Cashbook and RecXpress for Bank Services](#)
2. [RecXpress for Bank Services Installation](#)
3. [RecXpress for Bank Services 60-day Trial Activation](#)
4. [RecXpress for Bank Services Demo](#)
5. [RecXpress Demo Sample Data not loading](#)

Commonly asked Questions

6. [Reversals not appearing in RecXpress](#)
7. [Auto create RecXpress Rules](#)
8. [Reversal of Reconciled in Error Transaction](#)
9. [How to setup a Rule to ignore specified Transaction Codes from being added to the Batch](#)
10. [New Bank Format Requirements](#)



Difference between RecXpress for Cashbook and RecXpress for Bank Services

RecXpress is a Cashbook add-on product for sites that run **Peresoft Cashbook**.

RecXpress for Bank Services provides RecXpress functionality to sites that uses **Bank Services** only and do not have **Cashbook** installed.

Applies to:

RecXpress for Cashbook

RecXpress for Bank Services

[Table of Contents](#)

RecXpress for Bank Services Installation

Please log onto our website www.peresoft.com.

Select **MCDs | Product Downloads**.

On the right select **Product Index | RecXpress for Bank Services**.

Select the version from the **Product Version** tab on the right.

Select RecXpress for Bank Services Download and from the popup click on **Download File from HTTP Site**.

Double-Click on the downloaded file (**17650.exe**) and follow the instructions for the product to install.

Once RecXpress for Bank Services has been installed you will be able to activate the product using the **Data Activation** function in Sage 300.

Applies to:

RecXpress for Bank Services

[Table of Contents](#)



RecXpress for Bank Services 60-day Trial Activation

When you install the RecXpress for Bank Services product it is automatically activated with a **60-day Grace Period**.

To activate a RecXpress for Bank Services Lanpac using a Grace Period, please go to **RecXpress Setup - License Activation** and under the **Users tab** select your **Insert key** to activate a Lanpac using the Grace Period.

You do not have to fill in the Company Name in the Company Name field or the Client ID for the above to work.

Applies to:

RecXpress for Bank Services

[Table of Contents](#)



RecXpress for Bank Services Training Videos

Peresoft does not offer in house training.

We have created an in-depth video of the product.

Herewith a link to our training videos at <http://peresoft.tv/> where you will find Cashbook and **RecXpress** videos.

Applies to:

RecXpress for Cashbook

RecXpress for Bank Services

[Table of Contents](#)

RecXpress Demo Sample Data not loading

Question:

We are unable to load the Cashbook Sample Data to import the sample statement. The template and the category could not be created.

Solution:

We suggest you use the stat_saminc.xls file, which is part of the Cashbook Sample Data and can be imported into Bank Code SEATAC, as an example.

Follow these steps:

Leave the Script File Name field blank.

Select Import.

In the File path select the RecXpress bank statement sample import file (stat_saminc.xls.)

Here is a link to our training videos - [Peresoft TV](#)

Applies to:

RecXpress for Cashbook (On-Premise)
RecXpress for Bank Services

[Table of Contents](#)



Reversals not appearing in RecXpress for Bank Services

Question:

Transactions processed and reversed in Bank Services on the same day.
Appears as reversed in Bank Transactions but not appearing as reversed in RecXpress.

Solution:

Run the **RecXpress for Bank Services Data Integrity** Check with "Fix Minor Errors" selected.

Applies to:

RecXpress for Bank Services

[Table of Contents](#)

Auto create RecXpress Rules

Question:

I have a user that bulk uploads new customers into Sage 300 on a daily basis from an eCommerce platform.

These customers affect payments against their accounts via EFT, Direct Deposits etc.

Is there a way to auto-create the RecXpress rules for the new customers that are added without having to manually create each customer's rule?

Solution:

You can add rules using the following methods:

1. Create the rule individually.
2. Create the rule within RecXpress by changing the **Category**. There is a video on how to do this under **How To Use Category OTHER** at <http://www.peresoft.tv>.
3. Exporting the rules and re-importing with the new customer numbers.

Applies to:

RecXpress for Cashbook

RecXpress for Bank Services

[Table of Contents](#)

Reversal of Reconciled in Error Transaction

Question:

How do we Reverse RecXpress transactions that are reconciled in error?

Solution:

If an entry in the Cashbook bank reconciliation is matched against an entry in RecXpress the user is prompted with a message: "Entry XXXXX has been matched in RecXpress but not posted. The status cannot be changed."

The user must then post the RecXpress reconciliation to reconcile the entry or unmatch the entry in RecXpress which will allow them to reconcile or Reverse the entry in Cashbook.

If the RecXpress Reconciliation has been posted and the user attempts to unreconcile an entry in the Cashbook Bank Reconciliation the user is prompted with a message: "Entry XXXX has been posted in RecXpress. Are you sure you want to change the status?"

If the user selects "Yes" the entry is unreconciled in Cashbook and unposted in RecXpress.

The user can then unreconcile the entry in RecXpress and they will be able to Reverse the entry in Cashbook as it is no longer matched to an entry in RecXpress.

This is to ensure the link between the Cashbook and RecXpress reconciliations are not merely severed and that it is more integrated.

As a result of the tighter integration between the Cashbook and RecXpress the user now also has the ability to double click on the Cashbook bank reconciliation entry and in the detail information of the entry see the details of how the entry was reconciled in RecXpress.

If you unreconciled the RecXpress entry by mistake you can go into the RecXpress reconciliation and select the bank statement entry in the top grid and in the Used column of the Cashbook Transactions grid change No to Yes for the Cashbook entry you want to reconcile to the bank statement entry.

Applies to:

RecXpress for Cashbook

RecXpress for Bank Services

[Table of Contents](#)



How to setup a Rule to ignore specified Transaction Codes from being added to a Batch

1. Create a new category.
2. Create a rule with the transaction codes that you want to ignore.
3. Select the category once you have imported the entries.
4. Select No Match and 'All off' to prevent the entries from being added to the batch.

Applies to:

RecXpress for Cashbook

RecXpress for Bank Services

[Table of Contents](#)

New Bank Format Requirements

Existing Bank Formats:

Herewith a link <http://www.peresoft.com/banklist.cfm> to the list of Bank Formats already available.

Please select your country from the **Countries Tab** on the right. The list of banks already developed will be displayed.

How to add a new Bank Format:

If you want your bank statement format included in the list of formats available for **RecXpress**, you need to supply Peresoft with the following information to bankformats@peresoft.co.za:

1. A detailed record layout of the **client's bank statement format** which can be obtained from their bank.
2. The **record types** that will be imported, e.g. bank charges, forex, interest, etc.
3. A **sample file** (for testing) which consists of at least 20 records and a wide assortment of the different types of entries.
4. The name of both the bank and the import being used, as well as a screenshot of the download options selected when downloading the bank statement. This name will be used in the bank format drop-down list in RecXpress.
5. The registered Peresoft Client ID and Company Name of the client. (Please send the C/B Setup - License Activation screen of the client).

Please note the following:

New RecXpress bank formats are only developed for currently supported versions (current and two preceding versions).

All new banks are automatically included in the bank format list in RecXpress which is available to all RecXpress users.

Once we have received all the above information, we can estimate the development time.

We only develop one new bank format for each RecXpress purchased free of charge.

Applies to:

RecXpress for Bank Services

[Table of Contents](#)