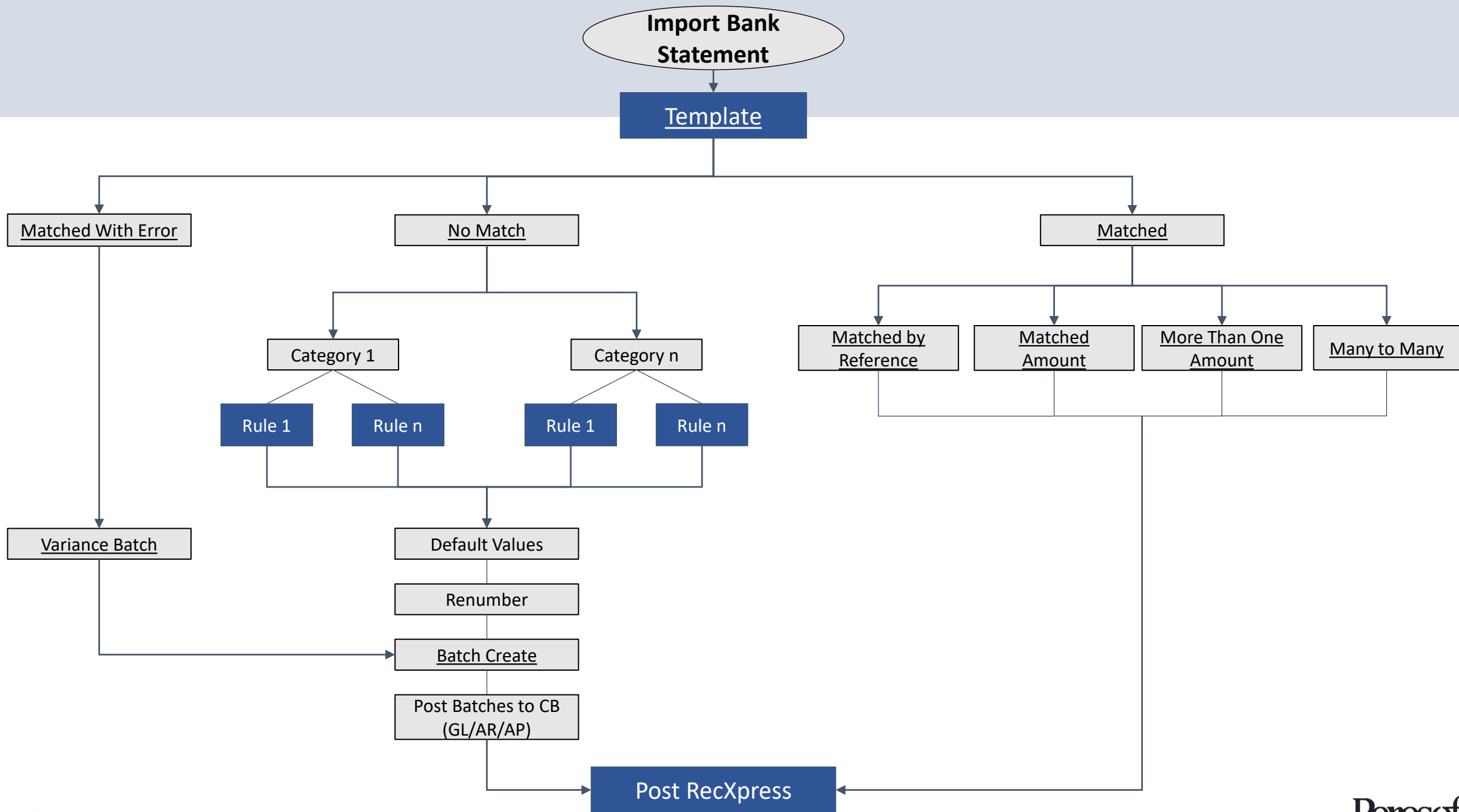




Sample Data For RecXpress for Bank Services

Products: RecXpress for Bank Services On Premise



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- **Create Batch With Match With Error**
- **Create Batch With No Match Entries**
- **AR and AP Batches**
- **Posting the Bank Reconciliation**

Use Peresoft's Sample Data

RecXpressSampleImport.csv
is unzipped to .../CX6?A/Sample

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

Peresoft

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Downloads

File uploaded since your last login date. File is zipped with a password

RecXpress for Bank Services

File	File Name	Date	Size(kb)
RecXpress for Bank Services 2021 Data Dictionary Listings <input type="button" value="Remove"/>	RecXpress for Bank Services Data Dictionaries.zip	04-Oct-2021	2,902
RecXpress for Bank Services Data Dictionaries			
RecXpress for Bank Services Web UIs Install Instructions (PDF) <input type="button" value="Remove"/>	webuis_install_instructions_rxbs.pdf	04-Oct-2021	688
RecXpress for Bank Services Data Dictionaries			
RecXpress for Bank Services Web UIs Install Instructions (PPT) <input type="button" value="Remove"/>	webuis_install_instructions_rxbs.ppsx	04-Oct-2021	1,400
RecXpress for Bank Services Web UIs Install Instructions			

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

RecXpress for Bank Services Sample Data Files

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

Import files for the RecXpress for Bank Services setup tables are installed to the Sample Data directory:

dist_codes.xlsx - Distribution Codes

dist_sets.xlsx - Distribution Sets

cxdfit_saminc.xlsx - RecXpress Defaults

RecXpressSampleImport.csv - RecXpress Bank Statement

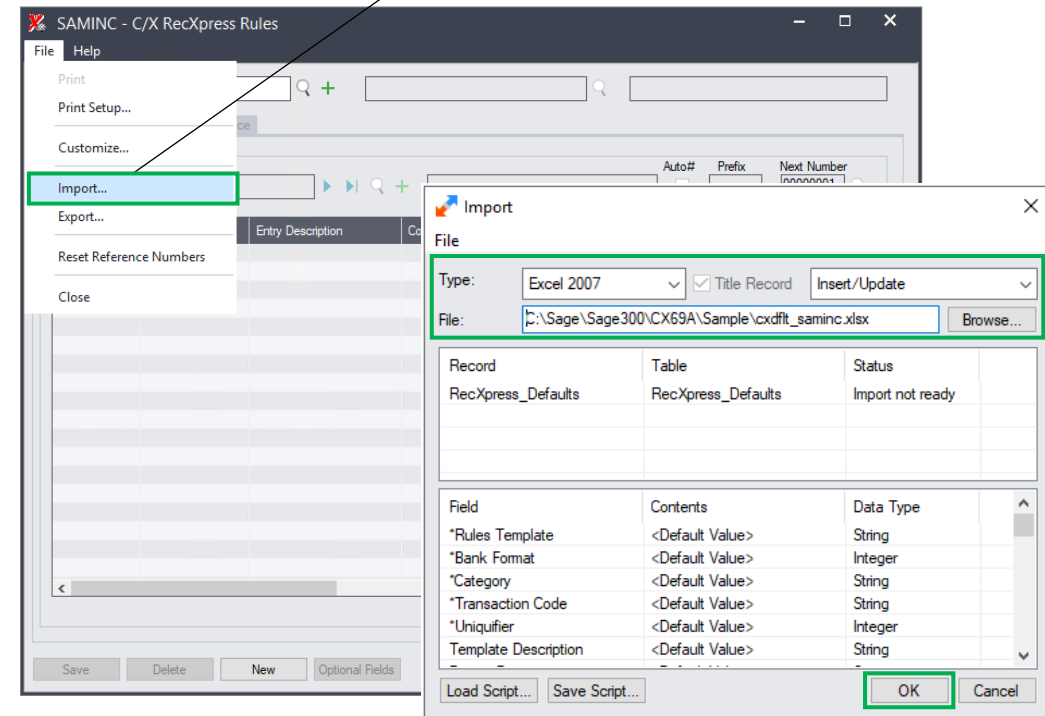
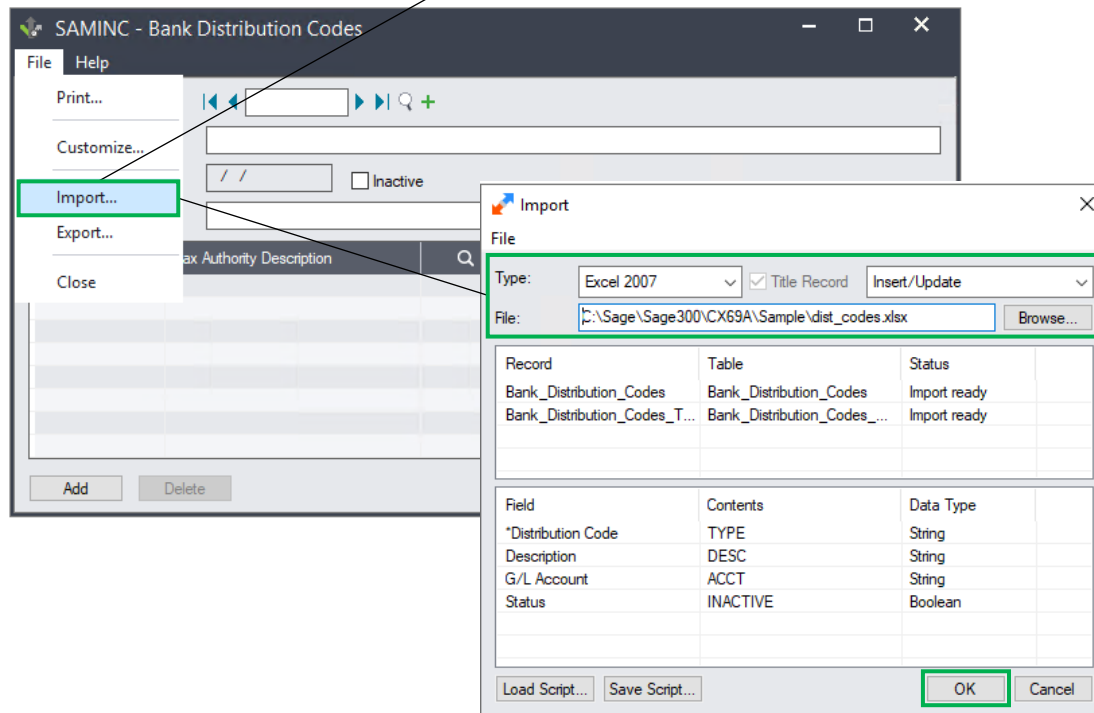
Creating RecXpress Sample Data

Distribution Codes and Distribution Sets

Go to Common Services | Bank Services | Bank Setup | Distribution Codes
Go to File | Import
Select the browse button and import **dist_codes.xlsx**
Go to Common Services | Bank Services | Bank Setup | Distribution Sets
Select the browse button and import **dist_sets.xlsx**

RecXpress Template

Go to Common Services | Bank Services | RecXpress Setup | RecXpress Rules
Go to File | Import
Select the browse button and import **cxdfit_saminc.xlsx**



Multiple Bank Formats Already Available

C/X RecXpress Banks

Region

Asia

Edit Columns

Bank Number	Bank Name	Format Name	Display Name	Country
18	HSBC Hong Kong	Hong Kong Bank	Hong Kong Bank	China
31	CIMB Bank	SAMM	BHL Bank	Malaysia
43	CIMB Bank	Standard Chartered (Bangk...	Standard Chartered Bank	Thailand
50	Siam Commercial Bank	Siam Commercial-Cash Ma...	Siam Commercial Bank (T...	Thailand
53	Bank of Asia	Current BOA	Bank of Asia	Thailand
59	HSBC Bank - Korea	HSBC Bank - Korea	HSBC Bank - Korea	Korea
60	HSBC Bank - Malaysia	HSBC Bank - Malaysia	HSBC Bank - Malaysia	Malaysia
61	HSBC Bank - Thailand	HSBC Bank - Thailand	HSBC Bank - Thailand	Thailand
62	HSBC Bank - Philippines	HSBC Bank - Philippines	HSBC Bank - Philippines	Philippines
71	Maybank	Maybank Berhad	Maybank Berhad	Malaysia

SAMINC - RecXpress Banks

File Help

Region: Asia

Bank	Bank Name	Format Name	Display Name	Country	Gr
18	HSBC Hong Kong	Hong Kong Bank	Hong Kong Bank	China	As
31	CIMB Bank	SAMM	BHL Bank	Malaysia	As
43	CIMB Bank	Standard Chartered (Bangk...	Standard Chartered Bank	Thailand	As
50	Siam Commercial Bank	Siam Commercial-Cash Ma...	Siam Commercial Bank (T...	Thailand	As
53	Bank of Asia	Current BOA	Bank of Asia	Thailand	As
59	HSBC Bank - Korea	HSBC Bank - Korea	HSBC Bank - Korea	Korea	As
60	HSBC Bank - Malaysia	HSBC Bank - Malaysia	HSBC Bank - Malaysia	Malaysia	As
61	HSBC Bank - Thailand	HSBC Bank - Thailand	HSBC Bank - Thailand	Thailand	As
62	HSBC Bank - Philippines	HSBC Bank - Philippines	HSBC Bank - Philippines	Philippines	As
71	Maybank	Maybank Berhad	Maybank Berhad	Malaysia	As
72	Citibank - Malaysia	Citibank Berhad	Citibank Berhad	Malaysia	As
75	Affin Bank	Affin Trust	Affin Trust	Malaysia	As
77	Mega Intemational Co...	ICBC Bank	ICBC Bank	China	As
86	Public Bank	Public Bank	Public Bank	Malaysia	As
87	Alliance Bank	Alliance Bank	Alliance Bank	Malaysia	As
104	CIMB Bank	Bumiputra Commerce Bank...	Bumiputra-Commerce Bank...	Malaysia	As
119	TeamLease	TeamLease	TeamLease	India	As
127	DBS Bank Singapore	DBS Ideal (CSV)	DBS Ideal (Singapore)	Singapore	As
132	Standard Chartered - B...	Csv	Standard Chartered Bank o...	Bangladesh	As

Print Close

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- **Posting the Bank Reconciliation**

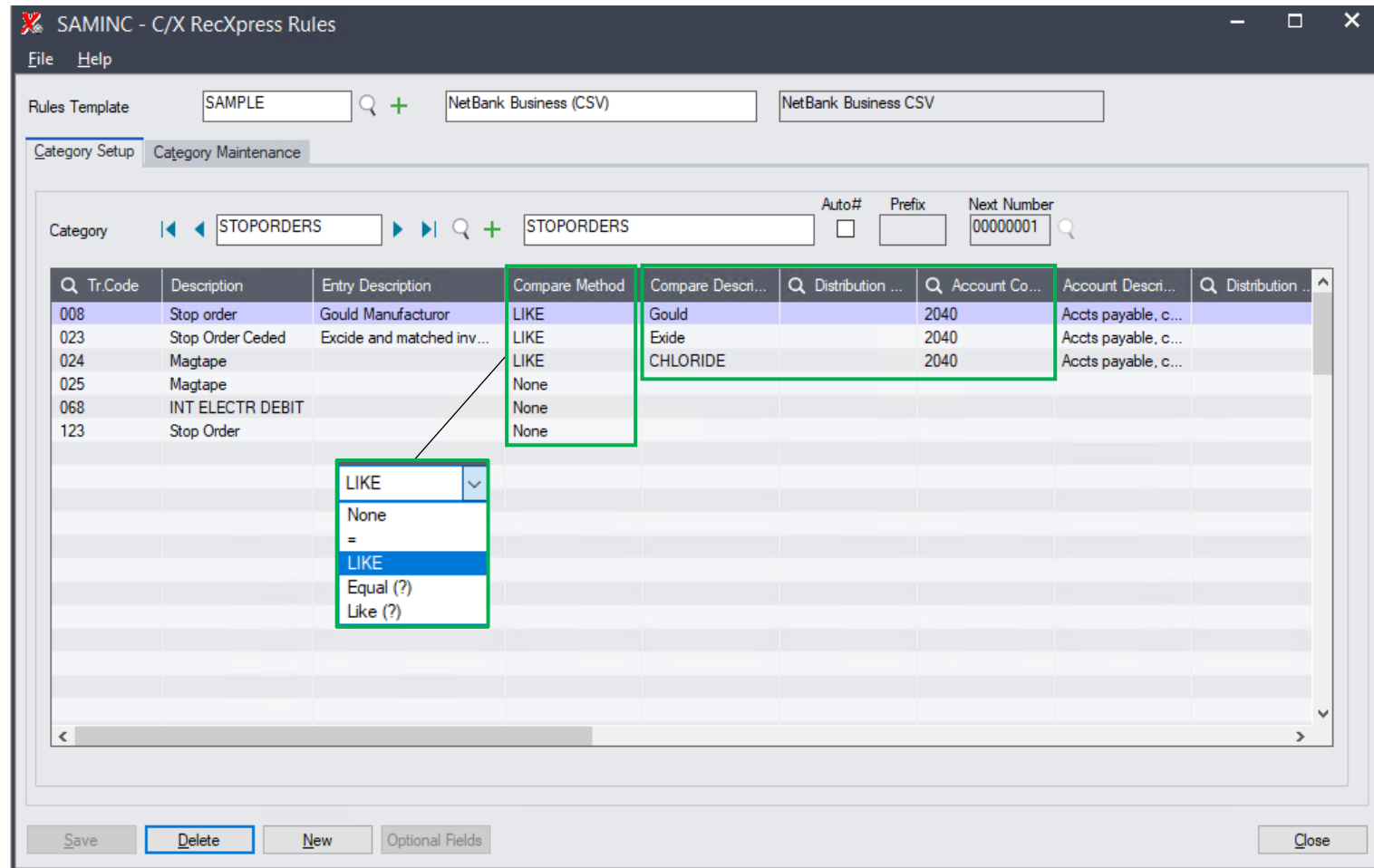
Categorise Your Rules Into Transaction Groups

The screenshot displays the 'SAMINC - C/X RecXpress Rules' application window. The 'Category Setup' tab is active, showing a search for 'STOPORDERS' in the 'Category' field. The 'Next Number' is set to '00000001'. Below this, a table lists several rules with their respective descriptions and compare methods.

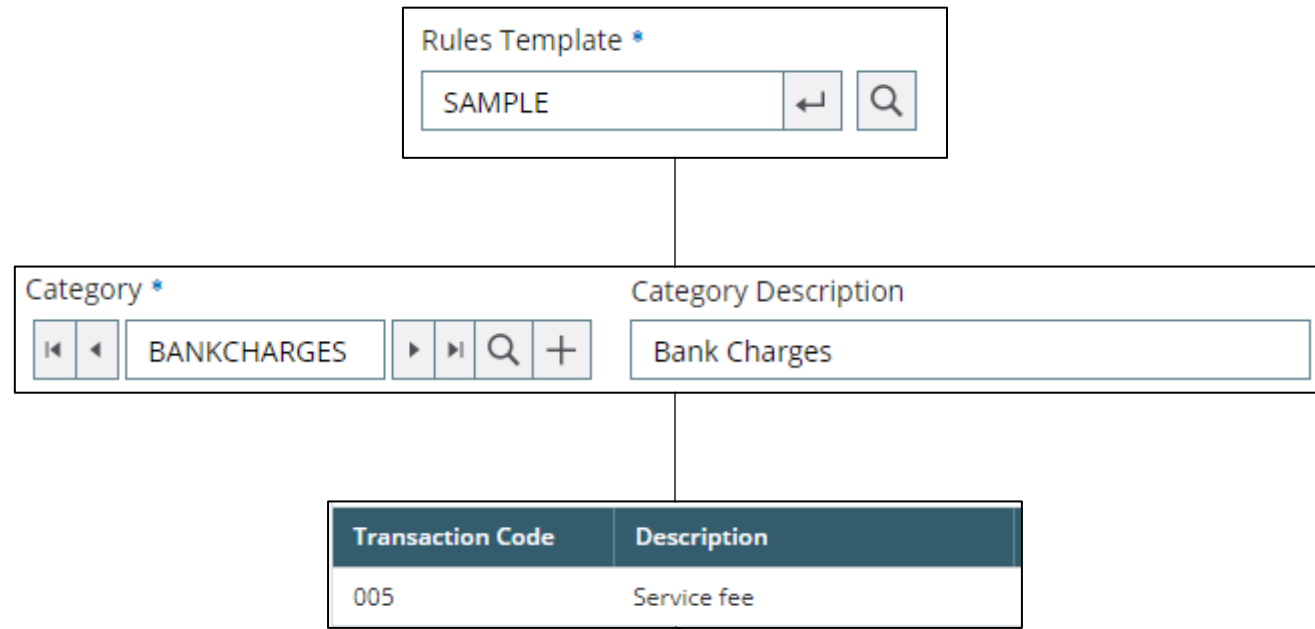
Tr.Code	Description	Entry Description	Compare Method	Compare Descri...	Distribution ...	Account Co...	Account Descri...	Distribution ...
008	Stop order	Gould Manufacturor	LIKE	Gould		2040	Accts payable, c...	
023	Stop Order Ceded	Excide and matched inv ...	LIKE	Exide		2040	Accts payable, c...	
024	Magtape		LIKE	CHLORIDE		2040	Accts payable, c...	
025	Magtape		None					
068	INT ELECTR DEBIT		None					
123	Stop Order		None					

Buttons at the bottom include 'Save', 'Delete', 'New', 'Optional Fields', and 'Close'.

Create Unlimited Rules to Match Transactions to Default Values

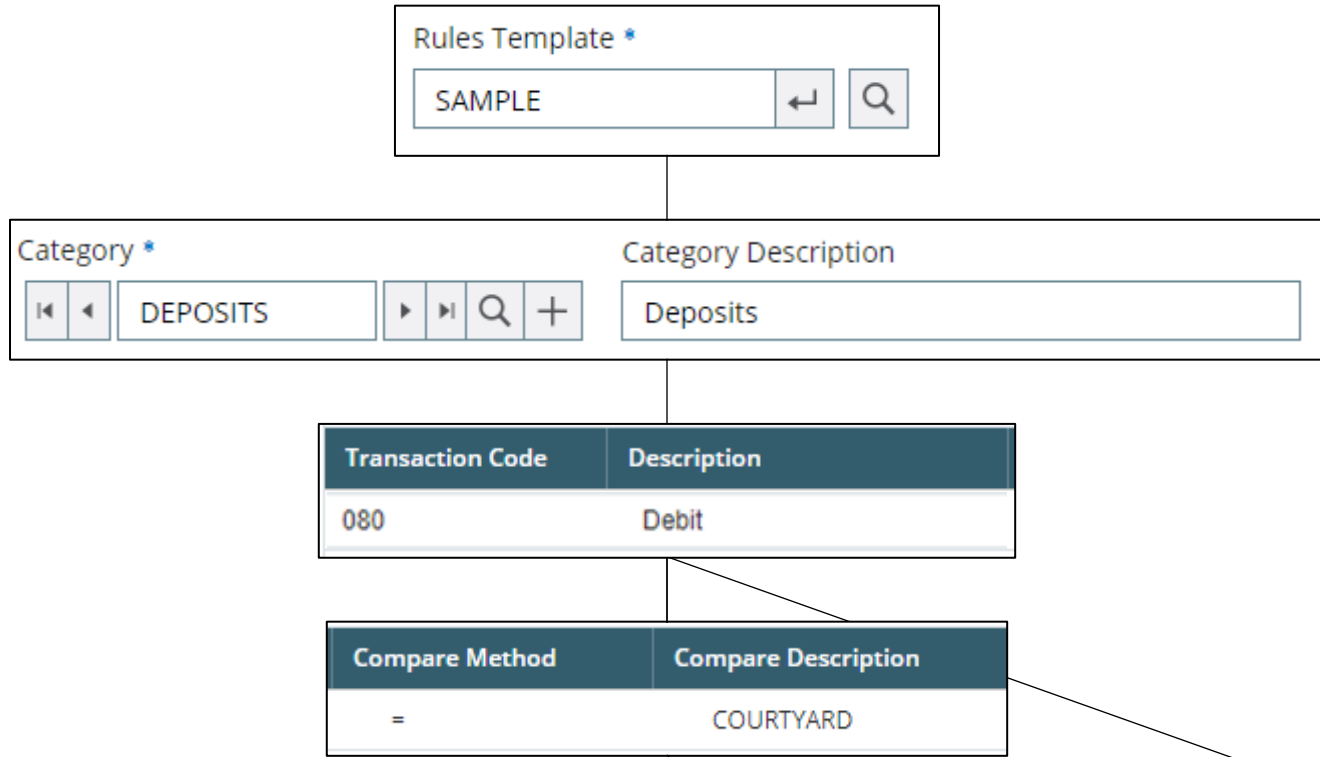


Rules – Transaction Code Only



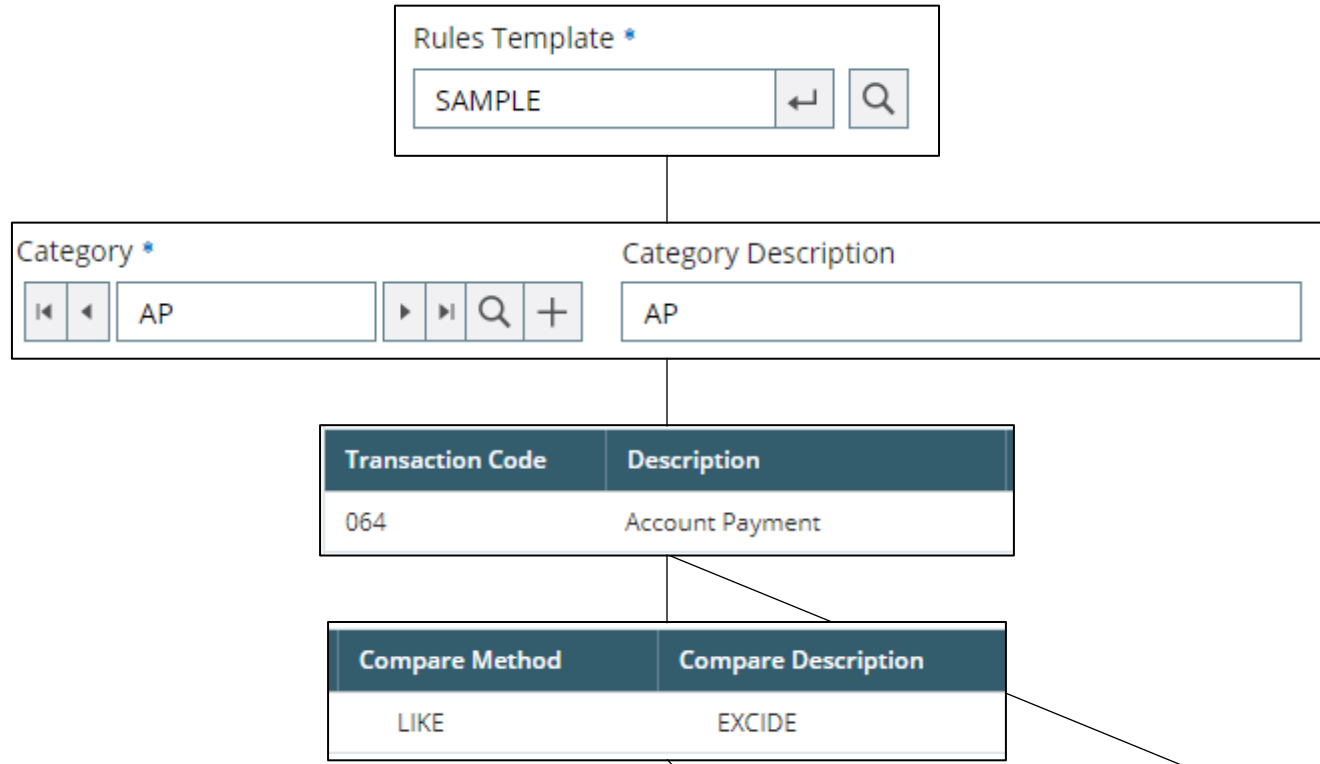
1497208319,653,20301125,BANK CHARGES,15800,-,50709153,+,0,05,T

Rules – Compare Method = (EQUAL)



1497208319,653,20301105,9811313SW **COURTYARD**,1341811,+,50709153,+,**0,80**,T

Rules – Compare Method LIKE



1497208319,653,20301101,IN135092-Excide,106626,-,50709153,+,0,64,T

Rules – Compare Method EQUAL (?)

Rules Template *

SAMPLE

Category *

Category Description

AP

AP

Transaction Code	Description
064	Account Payment

Compare Method	Compare Description
EQUAL (?)	CABLE2030??01

1497208319,653,20301101,CABLE20300101,106626,-,50709153,+,0,64,T

Rules – Compare Method LIKE (?)

Rules Template *

SAMPLE

Category *

Category Description

AP

AP

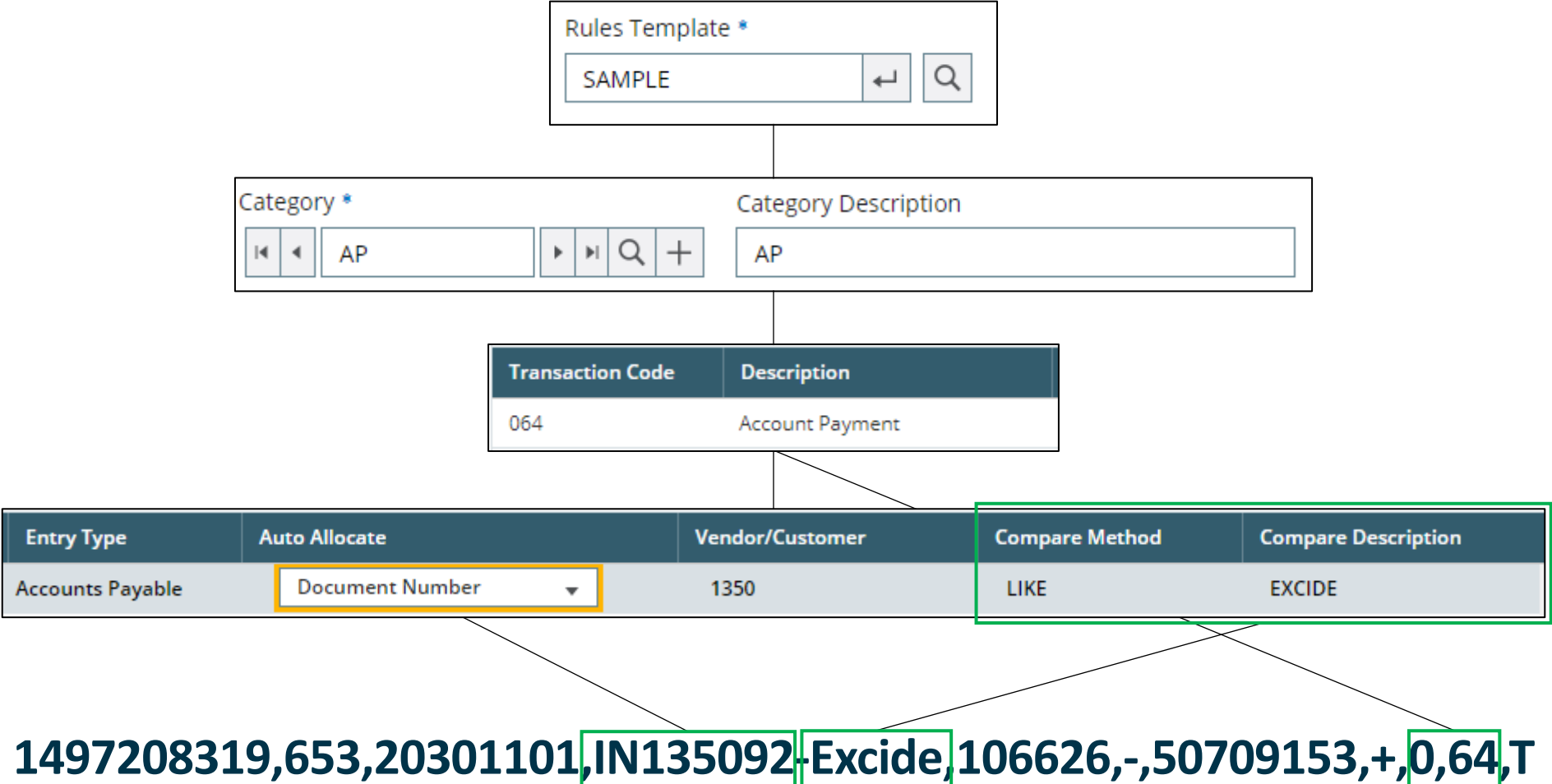
Transaction Code	Description
064	Account Payment

Compare Method	Compare Description
LIKE (?)	CABLE????

1497208319,653,20301101,IP**CABLE2030**,106626,-,50709153,+,**0,64**,T

Rules – Auto Allocation To AR/AP

Document Number



Rules – Auto Allocation To AR/AP Invoice Amount

Rules Template *

SAMPLE

Category *

AP

Category Description

AP

Transaction Code	Description
064	Account Payment

Compare Method	Compare Description
LIKE	EXCIDE

Auto Allocate	Vendor/Customer
Equal Amount	1350

1497208319,653,20301101, **Excide**, **106626**,-,50709153,+,**0,64**,T

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- Posting the Bank Reconciliation

RecXpress Import

Defaults Summary Reconciliation

Rules Template

Select **SAMPLE** which gives examples of all the different rules

SAMINC - RecXpress©

CCB City Commercial Bank

Bank Reconciliation 2020

Options

Rules Template **SAMPLE** Sample NetBank Business (CSV)

Format Name NetBank Business CSV

Clear Existing Recon Data Ignore Entries Earlier/Equal to Last Stmtnt. Date

Match Outstanding Only Match Amounts Only

Match Amounts Later than Statement Trans. Date

Bank Statement

Statement Date

Statement Balance

+Deposits Outstanding

-Withdrawals Outstanding

+Deposit Bank Errors

-Withdrawal Bank Errors

General Ledger

RecXpress

-2,483,524.41 Adjusted Book Balance -2,262,280.16 Cleared by RecXpress 0.00

Out of Balance by: -221,244.25

Import File Name

File Name C:\SAGE\SAGE300\CX69A\SAMPLE\RECPRESSSAMPLEIMPORT.CSV

Import Clear RecXpress Post RecX Close

Import Bank Statement

Browse and select **RecXpressSampleImport.csv** which is installed with RecXpress for Bank Services

Options

- Clear Existing Recon Data** - Will clear data previously imported
- Ignore Entries Earlier/Equal to Last Stmtnt. Date** - Entries with earlier or equal to the last statement date
- Match Outstanding Only** - Match against Bank Services entries with an outstanding status
- Match Amounts Only** - Not match by Reference but only to match by amount
- Match Amounts** - Match by Amount
- Later than Statement Trans. Date** - Entries with a later date than the bank statement transaction date by amount

RecXpress Import

- Defaults
- Summary**
- Reconciliation

Statement Date
The last entry date in the bank statement import file

Reconciliation Date
Determines the year and period to which the reconciliation is posted

Last Statement Date
The statement date of your last reconciliation

SAMINC - RecXpress©

CCB Bank Reconciliation 2020

Options

Rules Template: SAMPLE Sample NetBank Business (CSV) Clear Existing Recon Data Ignore Entries Earlier/Equal to Last Stmtnt. Date

Format Name: NetBank Business CSV Match Outstanding Only Match Amount Only

Match Amounts Later than Statement Trans. Date

Bank Statement		General Ledger		RecXpress	
Statement Date	/ /	Reconciliation Date	2020/11/30 2020 - 11	Last Statement Date	/ /
Statement Balance	-218,290.72	Book Balance	-2,262,280.16	Last Statement Balance	0.00
+Deposits Outstanding	12,734.55	+Bank Entries Not Posted	0.00	Imported	-218,290.72
-Withdrawals Outstanding	2,277,968.24	+ AP Entries Not Posted	0.00	Matched	0.00
+Deposit Bank Errors	0.00	+ AR Entries Not Posted	0.00	Unmatched	0.00
-Withdrawal Bank Errors	0.00	+Write Offs	0.00	Matched with Error	0.10
Adjusted Statement Balance	-2,483,524.41	-Credit Card Charges	0.00	Cleared by RecXpress	0.00
		Adjusted Book Balance	-2,262,280.16		

Out of Balance by: -221,244.25

RECPRESSSAMPLEIMPORT.CSV

Import Clear RecXpress Post RecX

Statement Balance
Statement Balance field is populated with the statement balance on the bank statement import file

Summary
Imported - Nett entry amount of imported data
Matched - Total entries matched
Unmatched - Entries not matched
Matched with Error - Reconciled in Error entries

RecXpress Import

- Defaults
- Summary**
- Reconciliation

Summary

Deposits Outstanding - The total of all deposits that have been entered in your books, but not yet cleared by the bank, at the statement date

Withdrawals Outstanding - The total of all payments and other withdrawals that are outstanding as of the reconciliation date

Deposit Bank Errors - the differences from deposits that are cleared with bank error

Withdrawal Bank Errors -The differences from Withdrawal that are cleared with bank error

Last Closing statement Balance

The balance brought forward from the last posted reconciliation

Book Balance

The balance in your Bank Services bank account as of the Reconciliation Posting Date

The screenshot shows the 'Summary' tab of the RecXpress Import interface. It features three main tables: 'Statement Balance', 'Book Balance', and 'RecXpress'. The 'Statement Balance' table shows a starting balance of -218,290.72, adjusted by deposits outstanding (+12,734.55), withdrawals outstanding (-2,277,968.24), deposit bank errors (+0.00), and withdrawal bank errors (-0.00), resulting in an adjusted statement balance of -2,483,524.41. The 'Book Balance' table shows a starting book balance of -2,262,280.16, adjusted by bank entries not posted (+0.00), AP entries not posted (+0.00), AR entries not posted (+0.00), write offs (+0.00), and credit card charges (-0.00), resulting in an adjusted book balance of -2,262,280.16. The 'RecXpress' table shows a last statement balance of 0.00, imported amount of -218,290.72, matched amount of 0.00, unmatched amount of 0.00, and matched with error amount of 0.10. The 'Out of Balance by' field shows a difference of -221,244.25. A 'Calculate' button is located below the Statement Balance table. The interface also includes fields for 'Statement Date', 'Reconciliation Date' (2020/11/30), 'Last Statement Date', and 'Import File Name' (00\CX69A\SAMPLE\RECPRESSSAMPLEIMPORT.CSV).

Calculate Button

To update amounts on the Reconcile Statements form's Summary tab

Adjustment Book Balance

Is the statement balance plus deposits outstanding, less withdrawals outstanding, plus deposit bank errors, minus withdrawal bank errors

Out of Balance By

Difference between the adjusted statement balance and the adjusted book

RecXpress Import

- Defaults
- Summary
- Reconciliation

The screenshot shows the SAMINC - RecXpress application window. At the top, there are three tabs: 'Defaults', 'Summary', and 'Reconciliation'. The main interface includes a menu bar with 'File' and 'Help'. Below the menu bar, there are input fields for 'Bank Code' (CCB) and 'City Commercial Bank', and 'Reconciliation Description' (Bank Reconciliation 2020). An 'Options' section contains several checkboxes: 'Clear Existing Recon Data' (checked), 'Ignore Entries Earlier/Equal to Last Stmtnt. Date' (unchecked), 'Match Outstanding Only' (checked), 'Match Amount Only' (unchecked), 'Match Amounts' (checked), and 'Later than Statement Trans. Date' (checked). There are also fields for 'Rules Template' (SAMPLE) and 'Format Name' (NetBank Business CSV). The interface is divided into three main sections: 'Bank Statement', 'General Ledger', and 'RecXpress'. The 'Bank Statement' section shows 'Statement Date' (//), 'Statement Balance' (-218,290.72), and a list of items: '+Deposits Outstanding' (12,734.55), '-Withdrawals Outstanding' (2,277,968.24), and 'Adjusted Statement Balance'. The 'General Ledger' section shows 'Reconciliation Date' (2020/11/30), 'Book Balance' (-2,262,280.16), and a list of items: '+Bank Entries Not Posted' (0.00), '+ AP Entries Not Posted' (0.00), '+ AR Entries Not Posted' (0.00), and 'Wage Off' (0.00). The 'RecXpress' section shows 'Last Statement Date' (//), 'Last Statement Balance' (0.00), and a list of items: 'Imported' (-218,290.72), 'Matched' (0.00), 'Unmatched' (0.00), 'Matched with Error' (0.10), and 'Cleared by RecXpress' (0.00). At the bottom, there is an 'Import File Name' field with a file path and a 'Browse...' button. Below the file path are five buttons: 'Import', 'Clear', 'RecXpress', 'Post RecX', and 'Close'. Callout boxes point to these buttons with the following text: 'Import: Import your Bank Statement', 'Clear: Clear Recon Data Only', 'RecXpress: View bank reconciliation', 'Post RecX: Post reconciliation to update your Bank Services Bank', and 'Close: Close form'.

RecXpress Import

Defaults Summary Reconciliation

Sort By
Select the sort sequence of the entries in the grid

Sort By Direction
Select the sort order of the entries in the grid

Display From
Select the value from which you want the entries displayed in the grid

Category
Select a Category to display entries in the grid for that Category only

RecXpress Matched Groups
You can display the entries that were imported and matched to entries in Bank Services in various groups depending on the matching result for the entry

Post Entries
Select the **Post Entries** button to post the RecXpress reconciliation and change the status of the entries in Bank Services to Cleared

Refresh Button
Refresh current entries against newly added or updated Rules and will not change previously set defaults

RecX Posted	Reference	Date	Amount	Bank	Prefix	Generated No.	Trans. Co
No	000000004				00000001		002
No	000000005				00000001		002
No	000000014				00000001		002
No	358				00000001		002
No	401-4				00000001		002
No	514	2019/07/27	-1,720.82	514	00000001		002
No	519	2020/04/03	-18.14	519	00000001		002
No	522	2020/04/25	-1,468.03	522	00000001		002
No	523	2020/05/05	-183.48	523	00000001		002
No	7100001	2020/07/25	-1,427.19	7100001	00000001		002
No	98113135WCD...	2020/11/05	13,418.11		00000001		001
No	ADJUST DEPO...	2020/11/21			00000001		002
No	ADJUSTMENT	2020/11/19			00000001		009
No	BANK CHARGES	2020/07/01			00000001		005
No	BANK CHARGES	2020/11/25			00000001		005
No	CASH	2020/11/18			00000001		001
No	CHEQUE BOOK	2020/11/25			00000001		001
No	Chloride Exact	2020/11/01			00000001		008
No	DEPOSIT	2020/03/10	2,862.48		00000001		001
No	DEPOSIT	2020/05/10	3,917.14		00000001		017
No	DEPOSIT	2020/11/21	120,000.00		00000001		001
No	DEPOSIT MUL...	2020/07/28	1,938.21	CHCAD005789	00000001		001
No	DEPOSIT MUL...	2020/10/16	250.02	000000013-00001	00000001		001
No	DEPOSIT MUL...	2020/10/16	173.00	000000013-00001	00000001		001
No	DEPOSIT MUL...	2020/10/16			00000001		001
No	DEPOSIT MUL...	2020/10/16			00000001		001
No	DEPOSIT/ACM...	2020/08/29			00000001		001
No	DEPOSIT/ACM...	2020/11/07			00000001		001
No	DEPOSITS	2020/05/10			00000001		001
No	DEPOSITS	2020/11/20			00000001		031
No	FOREX	2020/11/05			00000001		001

RecXpress Import

Defaults
Summary
Reconciliation

SAMINC - City Commercial Bank

Import From Bank CCB

Show Bank
 Sort By Reference Ascending

Last Statement Bal. 0.00
 Imported -218,290.72
 Cleared 0.00
 Statement Bal. -218,290.72

Import Status	RecX Posted	Reference	Date	Import Amt	Amount	S	Variance	Comments	Category	Auto Number	Prefix	Generated No.	Trans.Code	Tr
More than One ...	No	000000004-000...	2019/06/02	230.31	230.31	X	0.00		CHEQUES	No		00000001	002	CH
More than One ...	No	000000005-000...	2019/09/02	230.31	230.31	X	0.00	Correctly Matched	CHEQUES	No		00000001	002	CH
No Match	No	000000014-000...	2020/03/10	230.31	0.00		0.00	Matched With Error	CHEQUES	No		00000001	002	CH
Exact Match	No	358	2019/01/30	-54.40	-54.40	X	0.00	Matched Amount	CHEQUES	No		00000001	002	CH
No Match	No	401-4	2020/11/15	230.31	0.00		0.00	More Than One Amount	CHEQUES	No		00000001	002	CH
Matched with Er...	No	514	2019/07/27	-1,720.82	720.92	E	0.16	Previously Cleared						
Exact Match	No	519	2020/04/03	-18.14	-18.14	X	0.00	No Match						
Exact Match	No	522	2020/04/25	-1,468.03	468.03	X	0.00	Not Previously Cleared						
Exact Match	No	523	2020/05/05	-183.48	-183.48	X	0.00	Many Bank To One Statement						
Exact Match	No	7100001	2020/07/25	-1,427.19	-1,427.19	X	0.00	Many Statement To One Bank						
No Match	No	98113135WCD...	2020/11/05	13,418.11	0.00		0.00	RecXpress Batches						
No Match	No	ADJUST DEPO...	2020/11/21	-5.00	0.00		0.00	Posted RecXpress Batches						
No Match	No	ADJUSTMENT	2020/11/19	-655.00	0.00		0.00							
No Match	No	BANK CHARGES	2020/07/01	-10.00	0.00		0.00							

Bank Statement Grid
 Entries from your bank statement listed in the sequence you choose. Click on the ^ to show and hide the grid

Bank Transactions

Sort By Amount Ascending Only Outstanding

Used	Bank Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Com...
Yes	000000004-000...	000000006-00001	2019/09/03		230.31		
Used	000000005-000...	000000016-00001	2020/04/04		230.31		

Bank Services Transaction 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

Print Batch Post Entries AP Batch List AR Batch List AR Refund List Refresh Close

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RecXpress Import

- Defaults
- Summary
- Reconciliation

The screenshot shows the SAMINC - RecXpress application window. The 'Bank Code' is 'CCB' (City Commercial Bank) and the 'Reconciliation Description' is 'Bank Reconciliation 2020'. Under 'Options', the 'Rules Template' is 'SAMPLE' (Sample NetBank Business (CSV)) and 'Format Name' is 'NetBank Business CSV'. Checkboxes for 'Clear Existing Recon Data', 'Match Outstanding Only', 'Match Amounts', and 'Later than Statement Trans. Date' are checked. The 'General Ledger' section shows a 'Reconciliation Date' of 2020/11/30 and a 'Book Balance' of -2,262,280.16. The 'RecXpress' section shows a table of reconciliation results:

Category	Amount
Imported	12,734.55
Matched	2,277,968.24
Unmatched	0.00
Matched with Error	0.00
Cleared by RecXpress	-2,483,524.41
Out of Balance	

The 'Adjusted Statement Balance' is -2,483,524.41 and the 'Adjusted Book Balance' is -2,262,280.16. A file explorer window is open, showing the file 'RecXpressSampleImport.csv' selected in the 'C:\Sage\Sage300\CX69A\Sample' directory. The 'Import File Name' field in the application is populated with 'C:\SAGE\SAGE300\CX69A\SAMPLE\RECPRESSSAMPLEIMPORT.CSV'. The 'Import' and 'RecXpress' buttons are highlighted with green boxes.

Import Bank Statement
Browse and select **RecXpressSampleImport.csv** which is installed with RecXpress for Bank Services

Import
Import your Bank Statement

RecXpress
View bank reconciliation

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- **Create Batch With No Match Entries**
- **AR and AP Batches**
- **Posting the Bank Reconciliation**

RecXpress Import

Defaults Summary **Reconciliation**

SAMINC - City Commercial Bank

Import From Bank CCB

Correctly Matched Sort By Reference Ascending

Show Bank Category

Import Status	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	S	Variance	Comments	Category	Auto Number	Prefix	Generated No.	Trans.D
Exact Match	No	358	2019/01/30	-54.40	358	-54.40	X	0.00		CHEQUES	No		00000001	002
Exact Match	No	519	2020/04/03	-18.14	519	-18.14	X	0.00		CHEQUES	No		00000001	002
Exact Match	No	522	2020/04/25	-1,468.03	522	-1,468.03	X	0.00		CHEQUES	No		00000001	002
Exact Match	No	523	2020/05/05	-183.48	523	-183.48	X	0.00		CHEQUES	No		00000001	002
Exact Match	No	7100001	2020/07/25	-1,427.19	7100001	-1,427.19	X	0.00		CHEQUES	No		00000001	002

Last Statement Bal. 0.00
Imported -218,290.72
Cleared 0.00
Statement Bal. -218,290.72

Correctly Matched Entries
The following entries have been correctly matched to the reference in Bank Services and will reconcile these entries when RecXpress is posted

Bank Transactions

Sort By Date Ascending Only Outstanding

Used	Bank Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Com...
Yes	358	358	2019/01/30	Intercontinental Electronics	-54.40		

Print Batch Post Entries AP Batch List AR Batch List AR Refund List Refresh Close

RecXpress Import

Defaults Summary **Reconciliation**

SAMINC - City Commercial Bank

Import From Bank CCB

Matched Amount Sort By Reference Ascending

Show Bank Category

Last Statement Bal. 0.00
Imported -218,290.72
Cleared 0.00
Statement Bal. -218,290.72

Import Status	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	S	Variance	Comments	Category	Auto Number	Prefix	Generated No.	Trans. C
Matched Amount	No	S1893214	2020/07/20	-12,000.00	0	-12,000.00	X	0.00		CHEQUES	No		00000001	002
Matched Amount	No	TRANSFER->CALL	2020/03/18	-6,868.61	517	-6,868.61	X	0.00		BANKCHARGES	No		00000001	005

Matched By Amount
The following statement entries have been matched to the amount of the RecXpress for Bank Services entry

Bank Transactions

Sort By Date Ascending Only Outstanding

Used	Bank Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Com...
Yes	S1893214	0	2020/07/20	New Look Interiors of London	-12,000.00		

Print Batch Post Entries AP Batch List AR Batch List AR Refund List Refresh Close

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RecXpress Import

Defaults Summary **Reconciliation**

SAMINC - City Commercial Bank

Import From Bank CCB

Matched With Error Sort By Reference Ascending

Show Bank Category

All On All Off

Select For Batch	Import Status	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	Adjustment Type	S	Variance	Comments	Category	Trans.Code
Yes	Matched with Error	No	514	2019/07/27	-1,720.82	514	-1,720.92	Cleared with ba...	E	0.10		CHEQUES	002

Last Statement Bal. 0.00
Imported -218,290.72
Cleared 0.00
Statement Bal. -218,290.72

Matched With Error
The 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

Variance Amount

Bank Transactions

Sort By Date Ascending Only Outstanding

Used	Bank Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Com...
No		468	2019/07/27	Leon Industries	-1,634,423.71		
No		469	2019/07/27	Leon Industries	-2,302.29		
No		470	2019/07/27	Leon Industries	-5,493.08		
No		489	2019/07/27	Leon Industries	-10,148.43		
No		511	2019/07/27	Leon Industries	-2,006.85		
No		513	2019/07/27	Leon Industries	-2,581.37		
Yes	514	514	2019/07/27	Leon Industries	-1,720.92		
No		516	2019/07/27	Leon Industries	-6,765.63		
No		518	2020/03/18	Leon Industries	-2,286.78		
No		521	2020/04/25	Leon Industries	-4,518.44		
No		555	2020/06/23	Chloride Systems	-250.75		

Print Batch Post Entries AP Batch List AR Batch List AR Refund List Refresh Close

RecXpress Import

Defaults
Summary
Reconciliation

SAMINC - City Commercial Bank

Import From Bank CCB

No Match | Sort By: Reference | Ascending

Show Bank | Category: [] | All On | All Off

Last Statement Bal. 0.00
 Imported -218,290.72
 Cleared 0.00
 Statement Bal. -218,290.72

Select For Batch	Import ...	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	S	Variance	Comments	Category	Auto Number	Prefix	Generated No.
Yes	No Match	No	000000014-00002-3	2020/03/10	230.31		0.00		0.00		CHEQUES	No		00000001
Yes	No Match	No	401-4	2020/11/15	230.31		0.00		0.00		CHEQUES	No		00000001
Yes	No Match	No	9811313SWCOURTYARD	2020/11/05	13,418.11		0.00		0.00		DEPOSITS	No		00000001
Yes	No Match	No	ADJUST DEPOSIT	2020/11/21	-5.00									00000001
Yes	No Match	No	ADJUSTMENT	2020/11/19	-655.00									00000001
Yes	No Match	No	BANK CHARGES	2020/07/01	-10.00									00000001
Yes	No Match	No	BANK CHARGES	2020/11/25	-158.00									00000001
Yes	No Match	No	CHEQUE BOOK	2020/11/25	-25.00									00000001
Yes	No Match	No	Chloride Exact	2020/11/01	-243.56									00000001
Yes	No Match	No	DEPOSIT	2020/03/10	2,862.48									00000001
Yes	No Match	No	DEPOSIT	2020/05/10	3,917.14									00000001
Yes	No Match	No	DEPOSIT	2020/11/21	120,000.00		0.00		0.00		DEPOSITS	No		00000001
Yes	No Match	No	DEPOSIT/ACME Plumbing	2020/08/29	1,676.04		0.00		0.00		DEPOSITS	No		00000001
Yes	No Match	No	DEPOSIT/ACME Plumbing	2020/11/07	4,286.35		0.00		0.00		DEPOSITS	No		00000001

No Match

Entries where neither the reference number or the amount of the imported entry was matched to an entry in Bank Services.

Bank Transactions

Sort By: Date | Ascending | Only Outstanding

Used	Bank Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Com...
No		1	2019/02/01	Bryan Marilyn Alison	-2,866.18		
No		2	2019/02/01	Haley III John Rees	-87.35		
No		000000001-00001	2019/02/27		2,522.66		
No		390	2019/04/01	Leon Industries	-3,753.52		
No		391	2019/04/01	Intercontinental Electronics	-1,834.84		
No		392	2019/04/01	Intercontinental Electronics	-3,660.21		
No		000000002-00001	2019/05/25		350.00		
No		000000004-00001	2019/06/02		1,784.08		
No		401	2019/06/19	Leon Industries	-500,000.00		
No		402	2019/06/19	Leon Industries	-2,000.00		
No		403	2019/06/19	Leon Industries	-16,914.07		

Print | Batch | Post Entries | AP Batch List | AR Batch List | AR Refund List | Refresh | Close

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- **Posting the Bank Reconciliation**

RecXpress Import

Defaults Summary **Reconciliation**

SAMINC - City Commercial Bank

Import From Bank CCB

More Than One Amount Sort By Reference Ascending

Show Bank Category

Last Statement Bal. 0.00
Imported -218,290.72
Cleared 0.00
Statement Bal. -218,290.72

Import Status	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	S	Variance	Comments	Category	Auto Number	Prefix	Generated No.	Trans.
More than One Amount	No	00000004-00003-1	2019/06/02	230.31	00000006-00001	230.31	X	0.00		CHEQUES	No		00000001	002
More than One Amount	No	00000005-00003-2	2019/09/02	230.31	00000016-00001	230.31	X	0.00		CHEQUES	No		00000001	002
More than One Amount	No	TRANSFERS	2020/03/18	-2,006.85	520	-2,006.85	X	0.00		BANKCHARGES	No		00000001	005

More Than One Amount
If there is more than one amount of the same value, the closest date will be used to match the entry to the amount

Bank Transactions

Sort By Amount Ascending Only Outstanding

Used	Bank Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Com...
Yes	00000004-000...	00000006-00001	2019/09/03		230.31		
Used	00000005-000...	00000016-00001	2020/04/04		230.31		

Print Batch Post Entries AP Batch List AR Batch List AR Refund List Refresh Close

RecXpress Import

Defaults Summary **Reconciliation**

SAMINC - City Commercial Bank

Import From Bank CCB

Many Bank To One Statement Sort By Reference Ascending

Show Bank Category

Last Statement Bal. 0.00
Imported -218,290.72
Cleared 0.00
Statement Bal. -218,290.72

Import Status	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	S	Variance	Comments	Category	Auto Number	Prefix	Generated No.
Many Bank to One Statement	No	CASH	2020/11/18	7,218.82	000000017-00001	7,218.82	X	0.00		DEPOSITS	No		00000001
Many Bank to One Statement	No	DEPOSIT MULTIPLE	2020/07/28	1,938.21	CHCAD005789	1,938.21	X	0.00		DEPOSITS	No		00000001
Many Bank to One Statement	No	MULTIPAY	2020/11/26	-81,355.39	395	-81,355.39	X	0.00		CHEQUES	No		00000001

Many Bank To One Statement
The following has been matched as **One Statement** entry to many Bank Services entries

Bank Transactions

Sort By Reference Ascending Only Outstanding

Used	Bank Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Com...
Yes	CASH	000000015-00001	2020/04/03		2,718.82		
Yes	CASH	000000017-00001	2020/04/10		4,500.00		

Print Batch Post Entries AP Batch List AR Batch List AR Refund List Refresh Close

RecXpress Import

Defaults
Summary
Reconciliation

SAMINC - City Commercial Bank

Import From Bank CCB

Many Statement To One Bank | Sort By: Reference | Ascending

Show Bank | Category: []

Import Status	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	S	Variance	Comments	Category	Auto Number	Prefix	Generated No
No Match	No	BANK CHARGES	2020/11/25	-158.00		0.00		0.00		BANKCHARGES	No		00000001
No Match	No	CHEQUE BOOK	2020/11/25	-25.00		0.00		0.00		DEPOSITS	No		00000001
No Match	No	Chloride Exact	2020/11/01	-243.56		0.00		0.00		STOPORDERS	No		00000001
No Match	No	DEPOSIT	2020/03/10	2,862.48		0.00		0.00		DEPOSITS	No		00000001
No Match	No	DEPOSIT	2020/05/10	3,917.14		0.00		0.00		UNKNOWN	No		00000001
No Match	No	DEPOSIT	2020/11/21	120,000.00		0.00		0.00		DEPOSITS	No		00000001
Many Statement to One Bank	No	DEPOSIT MULTIPLE STMT	2020/10/16	250.02	000000013-00001	250.02	X	0.00		DEPOSITS	No		00000001
Many Statement to One Bank	No	DEPOSIT MULTIPLE STMT	2020/10/16	173.00	000000013-00001	173.00	X	0.00		DEPOSITS	No		00000001
Many Statement to One Bank	No	DEPOSIT MULTIPLE STMT	2020/10/16	200.06	000000013-00001	200.06	X	0.00		DEPOSITS	No		00000001
Many Statement to One Bank	No	DEPOSIT MULTIPLE STMT	2020/10/16	4,951.73	000000013-00001	4,951.73	X	0.00		DEPOSITS	No		00000001
No Match	No	DEPOSIT/ACME Plumbing	2020/08/29	1,676.04		0.00		0.00		DEPOSITS	No		00000001
No Match	No	DEPOSIT/ACME Plumbing	2020/11/07	4,286.35		0.00		0.00		DEPOSITS	No		00000001
No Match	No	D									No		00000001
No Match	No	D									No		00000001

Last Statement Bal. 0.00
 Imported -218,290.72
 Cleared 0.00
 Statement Bal. -218,290.72

Many Statement To One Bank
 The following has been matched as Many statement entries to one Bank Services entry

Bank Transactions

Sort By: Reference | Ascending | Only Outstanding

Used	Bank Reference	Remittance ID	Date	Description	Bank Amount	S	Matched Balance	RecXpress Com...
Multiple	DEPOSIT MULTIPLE STMT	000000013-00001	2020/03/10		5,574.81		5,574.81	

Print | Batch | Post Entries | AP Batch List | AR Batch List | AR Refund List | Refresh | Close

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- **Posting the Bank Reconciliation**

RecXpress Import

Defaults Summary **Reconciliation**

SAMINC - City Commercial Bank

Import From Bank CCB

Matched With Error Sort By Reference Ascending

Show Bank Category

All On All Off

Select For Batch	Import Status	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	Adjustment Type	S	Variance	Comments	Category	Trans.Code	Transac
Yes	Matched with Error	No	514	2019/07/27	-1,720.82	514	-1,720.92	Cleared with bank error	E	0.10		CHEQUES	002	CHEQUI

Last Statement Bal. 0.00
Imported -218,290.72
Cleared 0.00
Statement Bal. -218,290.72

RecXpress for Bank Services

Do you want to create batches from the RecXpress Matched With Error entries with the variance amounts of the selected entries matched in error?

Yes No

Confirmation
Select **Yes** when prompted "Do you want to create batches from the RecXpress Matched with Error entries...?"

Variance Batch
Create a Variance Batch with the Matched with Error entries

Batch Button
Once you have selected the entries and all the information required for the batch generation is provided select the **Batch** button to generate it

Print **Batch** Post Entries AP Batch List AR Batch List AR Refund List Refresh Close

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RecXpress Import

Defaults
Summary
Reconciliation

SAMINC - City Commercial Bank

Import From Bank CCB

No Match | Sort By: Category | Ascending

Show Bank | Category: []

All On | All Off

Select For Batch	Import Status	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	S	Variance	Comments	Category	Auto Number	Prefix	Gen
Yes	No Match	No	ADJUSTMENT	2020/11/19	-655.00		0.00		0.00		ADJUSTMENTS	No		0000
Yes	No Match	No	BANK CHARGES	2020/07/01	-10.00		0.00		0.00		BANKCHARGES	No		0000
Yes	No Match	No	BANK CHARGES	2020/11/25	-158.00		0.00		0.00		BANKCHARGES	No		0000
Yes	No Match	No	SUNDRY	2020/11/25	-5.00		0.00		0.00		BANKCHARGES	No		0000
Yes	No Match	No	000000014-00002-3	2020/03/10	230.31		0.00		0.00		CHEQUES	No		0000
Yes	No Match	No	401-4	2020/11/15	230.31		0.00		0.00		CHEQUES	No		0000
Yes	No Match	No	ADJUST DEPOSIT	2020/11/21	-5.00		0.00		0.00		CHEQUES	No		0000
Yes	No Match	No	INTERBRACH	2020/11/22	7,250.00		0.00		0.00		CHEQUES	No		0000
Yes	No Match	No	DEPOSIT	2020/03/10	2,862.48		0.00		0.00		DEPOSITS	No		0000
Yes	No Match	No	DEPOSITS	2020/05/10	3,055.41		0.00		0.00		DEPOSITS	No		0000
Yes	No Match	No	DEPOSIT /ACME Plumbing	2020/11/15	0.00		0.00		0.00		DEPOSITS	No		0000
Yes	No Match	No	98113135WCOURTYARD	2020/11/15	0.00		0.00		0.00		DEPOSITS	No		0000
Yes	No Match	No	DEPOSIT /ACME Plumbing	2020/11/15	0.00		0.00		0.00		DEPOSITS	No		0000
Yes	No Match	No	DEPOSITS	2020/11/15	0.00		0.00		0.00		DEPOSITS	No		0000
Yes	No Match	No	DEPOSIT	2020/11/15	0.00		0.00		0.00		DEPOSITS	No		0000
Yes	No Match	No	CHEQUE BOOK	2020/11/15	0.00		0.00		0.00		DEPOSITS	No		0000
Yes	No Match	No	FOREX	2020/11/15	0.00		0.00		0.00		FOREX	No		0000
Yes	No Match	No	OT134113	2020/11/15	0.00		0.00		0.00		FOREX	No		0000
Yes	No Match	No	INTEREST	2020/11/15	0.00		0.00		0.00		INTEREST	No		0000
Yes	No Match	No	INTEREST	2020/11/15	-97.50		0.00		0.00		INTEREST	No		0000
Yes	No Match	No	INTEREST RECEIVED	2020/11/15	202.40		0.00		0.00		INTEREST	No		0000
Yes	No Match	No	PETROCARD	2020/10/30	-360.00		0.00		0.00		INTEREST	No		0000
Yes	No Match	No	Chloride Exact	2020/11/01	-243.56		0.00		0.00		STC	No		0000
Yes	No Match	No	Gould Payment	2020/11/01	-222,211.26		0.00		0.00		STC	No		0000
Yes	No Match	No	IN135092-Excide	2020/11/01	-1,066.26		0.00		0.00		STC	No		0000
Yes	No Match	No	LEASE 439314ZZX	2020/11/30	-2,669.14		0.00		0.00		STC	No		0000
Yes	No Match	No	LEASE 843914ACX	2020/11/30	-1,224.00		0.00		0.00		STC	No		0000
Yes	No Match	No	PETROCARD	2020/11/30	-324.00		0.00		0.00		STC	No		0000
Yes	No Match	No	Rent Payment	2020/11/25	-1,950.00		0.00		0.00		STC	No		0000
Yes	No Match	No	TRANSFER - WAGES	2020/11/30	-20,000.00		0.00		0.00		TRANSFERS	No		0000
Yes	No Match	No	TRANSFERS->CALL	2020/11/30	-25,000.00		0.00		0.00		TRANSFERS	No		0000

RecXpress for Bank Services

Do you want to create the batches from the RecXpress unmatched entries?

Yes No

Batch Button
Once you have selected the entries and all required information for the batch, select the **Batch** button to generate it

No Match Batch
Create a Batch with the entries not in Bank Services

Confirmation
Select **Yes** when prompted "Do you want to create the batches from the RecXpress unmatched entries?"

RecXpress Import

- Defaults
- Summary
- Reconciliation**

SAMINC - City Commercial Bank

 Last Statement Bal. 0.00
 Imported -218,290.72
 Cleared 0.00
 Statement Bal. -218,290.72

Import From Bank CCB
No Match
Sort By Category
Ascending

Show Bank
 Category

All On All Off

Select For Batch	Import Status	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	S	Variance	Comments	Category	Auto Number	Prefix	Gen

Print
Batch
Post Entries
AP Batch List
AR Batch List
AR Refund List
Refresh
Close

Message

Index	Priority	Description
1	Message	Successfully generated Bank Services entries 000000014-...
2	Message	Successfully generated AP batch 28.
3	Message	Successfully generated AR receipt batches 38 to 40.

Description: Successfully generated Bank Services entries 000000014-00 to TRANSFERS->C.
Source: 14:51:37

Print ... Close

No Match Entries Batch Created Successfully

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- **Posting the Bank Reconciliation**

RecXpress Import

Defaults Summary **Reconciliation**

SAMINC - City Commercial Bank

Import From Bank CCB

All Sort By: Category Ascending

Show Bank Category: []

Last Statement Bal: 0.00
 Imported: -218,290.72
 Cleared: 0.00
 Statement Bal: -218,290.72

Import Status	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	S	Variance	Comments	Category	Auto Number	Prefix	Generated No.	Trans
Exact Match	No	ADJUSTMENT	2020/11/19	-655.00	ADJUSTMENT	0.00		0.00		ADJUSTMENTS	No		00000001	009
Matched Amount	No	TRANSFER->CALL	2020/03/18	-6,868.61	517	-6,868.61	X	0.00		BANKCHARGES	No		00000001	005
More than One Am...	No	TRANSFERS	2020/03/18	-2,006.85	520	-2,006.85	X	0.00		BANKCHARGES	No		00000001	005
Exact Match	No	BANK CHARGES								BANKCHARGES	No		00000001	005
Exact Match	No	BANK CHARGES								BANKCHARGES	No		00000001	005
Exact Match	No	SUNDRY								BANKCHARGES	No		00000001	005
Exact Match	No	358								BANKCHARGES	No		00000001	002
More than One Am...	No	000000004-00003-1								BANKCHARGES	No		00000001	002
Many Bank to One ...	No	514								BANKCHARGES	No		00000001	002
More than One Am...	No	000000005-00003-2								BANKCHARGES	No		00000001	002
Exact Match	No	000000014-00002-3								BANKCHARGES	No		00000001	002
Exact Match	No	519								BANKCHARGES	No		00000001	002

SAMINC - A/P Payment Batch List

Batch Number: 28 Show Posted and Deleted Batches

Batch Num...	Batch Date	Description	No. of Entr...	Total Am...	Ready To Post	Type	Status
18	2020/06/30	June 2020, Corporate ...	5	3,433.47		Entered	Posted
19	2020/06/30	June 2020, Corporate ...	5	1,937.06		Entered	Posted
20	2020/07/25	July 2020 Payment - C...	4	14,289.19		Entered	Posted
21	2020/07/25	July 2020 Payment - S...	2	1,030.73		Entered	Posted
22	2020/07/30	Visa payment CCB	1	858.80		Entered	Posted
23	2020/07/30	Visa payment SEATAC	2	3,486.81		Entered	Posted
24	2020/07/24	Cash invoice (visa pay...	1	184.03		Entered	Posted
25	2020/07/12	Cash invoice	1	59.54		Entered	Posted
26	2020/07/31	July 2020, Corporate P...	5	1,912.73		Entered	Posted
27	2020/06/30	Misc Repairs Payment	1	108.25		Entered	Posted
28	2020/11/30	Generated by RecXpre...	2	223,277.52	Yes	Entered	Ready

Buttons: Open... New... Delete **Print/Post** Print... Post All Refresh Close

Buttons: Print Batch Post Entries **AP Batch List** AR Batch List AR Refund List Refresh Close

AP Batch List Button
 Select the AP Batch List button to proceed to the A/P Payment Batch List screen

AP Batch
 Generated by RecXpress

Source Code CX
 The source code assign to the entry

Post AP Batch
 From AP Payment Batch List screen

RecXpress Import

Defaults Summary **Reconciliation**

SAMINC - City Commercial Bank

Import From Bank CCB

All Sort By Category Ascending

Import Status	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	S	Variance	Comments	Category	Auto Number	Prefix	Generated No.	Trans
Exact Match	No	ADJUSTMENT	2020/11/19	-655.00	ADJUSTMENT	0.00		0.00		ADJUSTMENTS	No		00000001	009
Matched Amount	No	TRANSFER CALL	2020/03/18	-6,868.61	517	-6,868.61	X	0.00		BANKCHARGES	No		00000001	005

Last Statement Bal. 0.00
 Imported -218,290.72
 Cleared 0.00
 Statement Bal. -218,290.72

SAMINC - A/R Receipt Batch List

Batch Number 38 Show Posted and Deleted Batches

Batch Num...	Batch Date	Description	No. of Entries	Total Amount	Ready To Post	Type	Status	Source Application
30	2020/06/30	June 2020, Corporate ...	4	528.20		Entered	Posted	AR
31	2020/07/28	July 2020 Receipt	1	362.63		Entered	Posted	AR
32	2020/07/28	July 2020 Receipt	2	750.17		Entered	Posted	AR
33	2020/07/28	July 2020 Receipt	1	825.41		Entered	Posted	AR
34	2020/07/30	Misc. Payment	1	541.25		Entered	Posted	AR
35	2020/07/12	Prepayment for the nex...	1	1,200.00		Entered	Posted	AR
36	2020/07/31	July 2020, Corporate R...	2	223.63		Entered	Posted	AR
37	2020/08/12	Misc. Payment	1	248.98		Entered	Posted	AR
38	2020/11/05	Generated by RecXpre...	1	13,418.11	Yes	Entered	Ready To P...	CX
39	2020/08/29	Generated by RecXpre...	1	1,676.04	Yes	Entered	Ready To P...	CX
40	2020/11/07	Generated by RecXpre...	1	4,286.35	Yes	Entered	Ready To P...	CX

Open... New... Delete Post **Post All** Print... Deposit... Refresh Close

Print Batch Post Entries AP Batch List **AR Batch List** AR Refund List Refresh Close

AR Batch List Button
 Select the AR Batch List button to proceed to the A/R Payment Batch List screen

AR Batch
 Generated by RecXpress

Source Code CX
 The source code assign to the entry

Post AR Batch
 From AR Payment Batch List screen

Slide Index

- **Preparing the Sample Data**
- **Rules**
- **Basic Screen Information**
- **Importing The Bank Statement**
- **Matching Entries**
- **Matched With Error and No Match**
- **Multiple Match Entries**
- **Create Batch With Match With Error**
- **Create Batch With No Match Entries**
- **AR and AP Batches**
- **Posting the Bank Reconciliation**

RecXpress Import

Defaults Summary Reconciliation

SAMINC - City Commercial Bank

Import From Bank CCB

All Sort By Category Ascending

Show Bank Category

Last Statement Bal. 0.00
Imported -218,290.72
Cleared 0.00
Statement Bal. -218,290.72

Import Status	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	S	Variance	Comments	Category	Auto Number	Prefix	Generated No.	Trans
Exact Match	No	ADJUSTMENT	2020/11/19	-655.00	ADJUSTMENT	0.00		0.00		ADJUSTMENTS	No		00000001	009
Matched Amount	No	TRANSFER->CALL	2020/03/18	-6,868.61	517	-6,868.61	X	0.00		BANKCHARGES	No		00000001	005
More than One Am...	No	TRANSFERS	2020/03/18	-2,006.85	520	-2,006.85	X	0.00		BANKCHARGES	No		00000001	005
Exact Match	No	BANK CHARGES	2020/07/01	-10.00	BANK CHARGES	0.00		0.00		BANKCHARGES	No		00000001	005
Exact Match	No	BANK CHARGES	2020/11/25	-158.00	BANK CHARGES	0.00		0.00		BANKCHARGES	No		00000001	005
Exact Match	No	SUNDRY	2020/11/25	-5.00	SUNDRY	0.00		0.00		BANKCHARGES	No		00000001	005
Exact Match	No	358	2019/01/30	-54.40	358	-54.40	X	0.00		CHEQUES	No		00000001	002
More than One Am...	No	000000004-00003-1	2019/06/02	230.31	000000006-00001	230.31	X	0.00		CHEQUES	No		00000001	002
Many Bank to One ...	No	514	2019/07/27							CHEQUES	No		00000001	002
More than One Am...	No	000000005-00003-2	2019/09/02							CHEQUES	No		00000001	002
Exact Match	No	000000014-00002-3	2020/03/10							CHEQUES	No		00000001	002
Exact Match	No	519	2020/04/03							CHEQUES	No		00000001	002
Exact Match	No	522	2020/04/25							CHEQUES	No		00000001	002
Exact Match	No	523	2020/05/05							CHEQUES	No		00000001	002
Matched Amount	No	S1893214	2020/07/20							CHEQUES	No		00000001	002
Exact Match	No	7100001	2020/07/25							CHEQUES	No		00000001	002
Exact Match	No	401-4	2020/11/15							CHEQUES	No		00000001	002
Exact Match	No	ADJUST DEPOSIT	2020/11/21							CHEQUES	No		00000001	002
Exact Match	No	INTERBRACH	2020/11/22							CHEQUES	No		00000001	002
Many Bank to One ...	No	MULTIPAY	2020/11/26							CHEQUES	No		00000001	002
Exact Match	No	DEPOSIT	2020/03/10	2,862.48	DEPOSIT	0.00		0.00		DEPOSITS	No		00000001	001
Exact Match	No	DEPOSITS	2020/05/10	3,055.41	DEPOSITS	0.00		0.00		DEPOSITS	No		00000001	001
Many Bank to One ...	No	DEPOSIT MULTIPLE	2020/07/28	1,938.21	CHCAD005789	1,938.21	X	0.00		DEPOSITS	No		00000001	001
		Plumbing	2020/08/29	1,676.04	DEPOSIT/ACME	1,676.04	X	0.00		DEPOSITS	No		00000001	001
		PLE S...	2020/10/16	250.02	000000013-00001									001
		PLE S...	2020/10/16	173.00	000000013-00001									001
		PLE S...	2020/10/16	200.06	000000013-00001									001
		PLE S...	2020/10/16	4,951.73	000000013-00001									001
		RTYARD	2020/11/05	13,418.11	9811313SWCOU									001
Exact Match	No	DEPOSIT/ACME Plumbing	2020/11/07	4,286.35	DEPOSIT/ACME									001
Many Bank to One ...	No	CASH	2020/11/18	7,218.82	000000017-00001	7,218.82	X	0.00		DEPOSITS	No		00000001	001

Print Batch Post Entries AP Batch List AR Batch List AR Refund List Refresh Close

Post Entries Button
Select the **Post Entries** button to proceed to the Bank Services Bank Post Entries screen

SAMINC - Post Entries

File Help

From To

Bank Entry Number 000000014-00 Bank Code ZZZZZZZZ Bank Entry Date // 2020/11/30

Post Close

Post Entries Screen
You use the Bank Post Entries screen to post a range of bank entries all at once, rather than posting them one at a time.

RecXpress Import

Defaults Summary **Reconciliation**

SAMINC - City Commercial Bank

Import From Bank CCB

All Sort By: Category Ascending

Show Bank Category: []

Last Statement Bal: 0.00
 Imported: -218,290.72
 Cleared: 0.00
 Statement Bal: -218,290.72

Import Status	RecX Posted	Reference	Date	Import Amt.	Bank Ref.	Bank Amount	S	Variance	Comments	Category	Auto Number	Prefix	Generated No.	Trans
Exact Match	No	ADJUSTMENT	2020/11/19	-655.00	ADJUSTMENT	0.00		0.00		ADJUSTMENTS	No		00000001	009
Matched Amount	No	TRANSFER->CALL	2020/03/18							BANKCHARGES	No		00000001	005
More than One Am...	No	TRANSFERS	2020/03/18							BANKCHARGES	No		00000001	005
Exact Match	No	BANK CHARGES	2020/07/01							BANKCHARGES	No		00000001	005
Exact Match	No	BANK CHARGES	2020/11/25							BANKCHARGES	No		00000001	005
Exact Match	No	SUNDRY	2020/11/25							BANKCHARGES	No		00000001	005
Exact Match	No	358	2019/01/30							CHEQUES	No		00000001	002
More than One Am...	No	000000004-00003-1	2019/06/02							CHEQUES	No		00000001	002
Many Bank to One ...	No	514	2019/07/27							CHEQUES	No		00000001	002
More than One Am...	No	000000005-00003-2	2019/09/02							CHEQUES	No		00000001	002
Exact Match	No	000000014-00002-3	2020/03/10							CHEQUES	No		00000001	002
Exact Match	No	519	2020/04/03							CHEQUES	No		00000001	002
Exact Match	No	522	2020/04/25							CHEQUES	No		00000001	002
Exact Match	No	523	2020/05/05							CHEQUES	No		00000001	002
Matched Amount	No	S1893214	2020/07/20							CHEQUES	No		00000001	002
Exact Match	No	7100001	2020/07/25							CHEQUES	No		00000001	002
Exact Match	No	401-4	2020/11/15							CHEQUES	No		00000001	002
Exact Match	No	ADJUST DEPOSIT	2020/11/21							CHEQUES	No		00000001	002
Exact Match	No	INTERBRACH	2020/11/22							CHEQUES	No		00000001	002
Many Bank to One ...	No	MULTIPAY	2020/11/26							CHEQUES	No		00000001	002
Exact Match	No	DEPOSIT	2020/03/10							DEPOSITS	No		00000001	001
Exact Match	No	DEPOSITS	2020/05/10	3,055.41	DEPOSITS	0.00		0.00		DEPOSITS	No		00000001	001
Many Bank to One ...	No	DEPOSIT MULTIPLE									No		00000001	001
Exact Match	No	DEPOSIT /ACME Plum									No		00000001	001
Many Statement to ...	No	DEPOSIT MULTIPLE									No		00000001	001
Many Statement to ...	No	DEPOSIT MULTIPLE									No		00000001	001
Many Statement to ...	No	DEPOSIT MULTIPLE									No		00000001	001
Many Statement to ...	No	DEPOSIT MULTIPLE									No		00000001	001
Exact Match	No	9811313S\WCOURTY									No		00000001	001
Exact Match	No	DEPOSIT /ACME Plum									No		00000001	001
Many Bank to One ...	No	CASH	2020/11/18	7,218.82	000000017-00001	7,218.82	X	0.00		DEPOSITS	No		00000001	001

Message

Index	Priority	Description
1	Message	Successfully posted 30 bank entry(s) for bank(s) specified.
2	Message	Posting sequence 3 completed.
3	Message	G/L transaction creation completed.

Description: Successfully posted 30 bank entry(s) for bank(s) specified.
 Source: 16:32:39

Print ... Close

Successfully Generated

Once an entry generated by RecXpress is posted in Bank Services and in the Accounts Payable Payment and Accounts Receivable Receipt batch, the entry will be placed in the **Posted RecXpress Batches**.

Print Batch Post Entries AP Batch List **AR Batch List** AR Refund List Refresh Close

RecXpress Import

Defaults Summary Reconciliation

The screenshot shows the SAMINC - RecXpress software interface. At the top, there are three tabs: "Defaults", "Summary", and "Reconciliation". The main window displays various fields for bank reconciliation, including "Bank Code" (CCB), "Reconciliation Description" (Bank Reconciliation for November 2030), "Rules Template" (SAMPLE), and "Format Name" (NetBank Business CSV). A confirmation dialog box titled "RecXpress for Bank Services" is overlaid on the screen, asking "Are you sure that you want to update Bank Services with the imported reconciliation?". The dialog has "Yes" and "No" buttons. A callout box points to the "Yes" button with the text "Confirmation Select Yes to update Bank Services with the imported reconciliation". Below the dialog, a "Post RecX" callout points to the "Post RecX" button in the bottom toolbar. The interface also shows a table of reconciliation items and a "Calculate" button.

Item	Amount
Statement Balance	-218,300.72
+Deposits Outstanding	52,000.00
-Withdrawals Outstanding	2,311,000.00
+Deposit Bank Errors	
-Withdrawal Bank Errors	
Adjusted Statement Balance	-2,477,948.22
+Write Ons	0.00
-Credit Card Charges	0.00
Adjusted Book Balance	-2,259,647.50
Matched with Error	0.10
Cleared by RecXpress	0.00
Out of Balance by:	-218,300.72

RecXpress Import

Defaults Summary Reconciliation

Successfully posted RecXpress Reconciliation to the Bank

File Help

Bank Code: CCB City Commercial Bank

Reconciliation Description: Bank Reconciliation for November 2030

Options

Rules Template: SAMPLE NetBank Business (CSV)

Clear Existing Recon Data Ignore

Match Outstanding Only Match

Match Amounts Later

Bank Statement	General Ledger	RecXpress
Statement Date: 2020/11/30	Reconciliation Date: 2020/11/30 2020 - 11	Last Statement Date: / /
Statement Balance: -218,290.72	Book Balance: -2,386,027.67	Last Statement Balance: 0.00
+Deposits Outstanding: 37,108.72	+Bank Entries Not Posted: 0.00	Imported: -218,290.72
-Withdrawals Outstanding: 2,204,845.67	+AP Entries Not Posted: 0.00	Matched: -218,290.72
+Deposit Bank Errors: 0.00	+AR Entries Not Posted: 0.00	Unmatched: 0.00
-Withdrawal Bank Errors: 0.00	+Write Offs: 0.00	Matched with Error: 0.00
-Credit Card Charges: 0.00		
Adjusted Statement Balance: -2,386,027.67	Adjusted Book Balance: -2,386,027.67	Cleared by RecXpress: -218,290.72

Calculate

Out of Balance by: 0.00

Import File Name: C:\S

File Name: C:\S

Import Clear RecXpress Post RecX

Browse... Close

When you are finished reconciling, the adjusted statement balance should equal the adjusted book balance

The total amount of cleared entries posted by RecXpress to your Bank Services reconciliation

Calculate Button
To update amounts on the Reconcile Statements form's Summary tab

Out of Balance by
The difference between the adjusted statement balance and the adjusted book is now 0



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