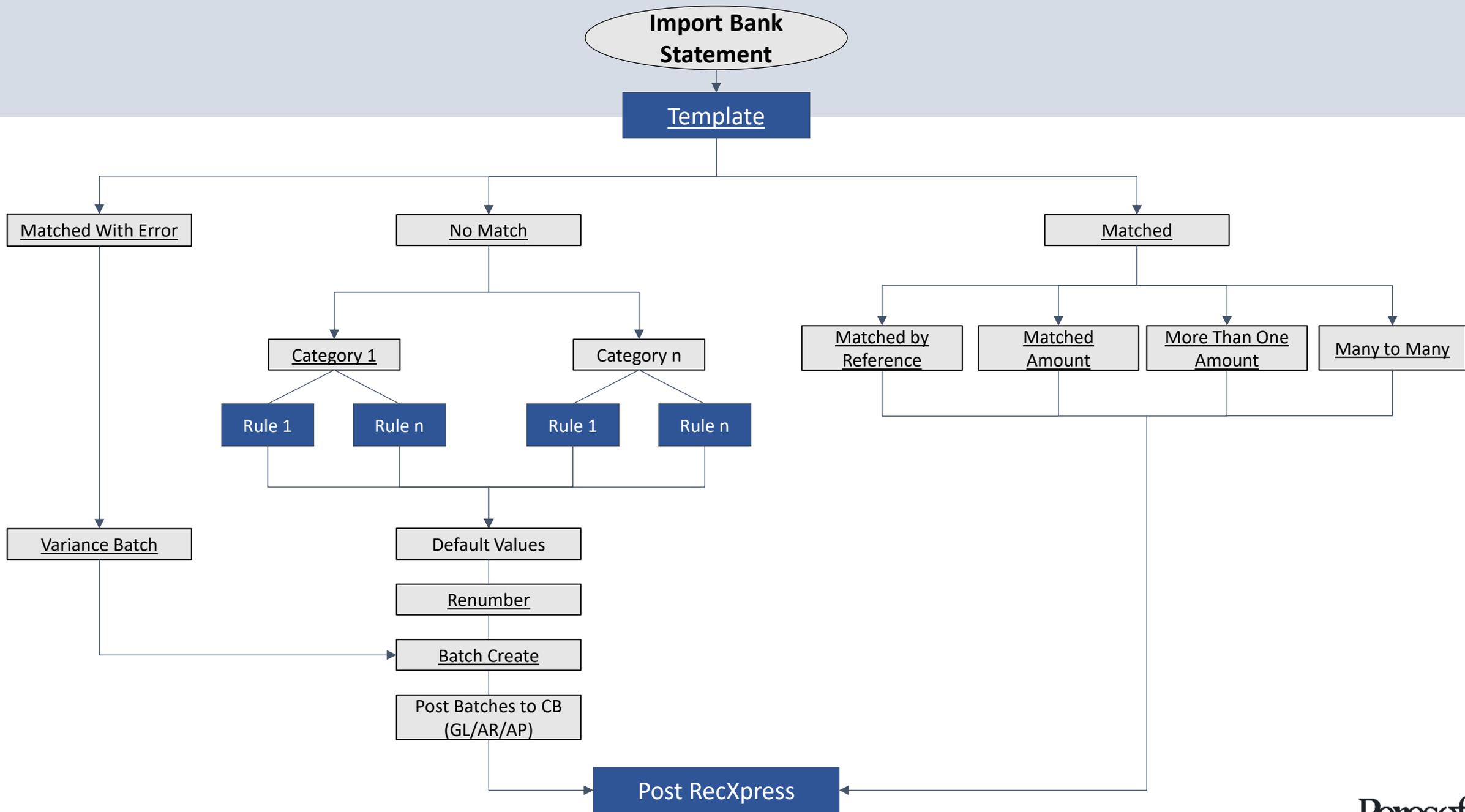




Sample Data For RecXpress

Products: RecXpress for Cashbook Web UIs



Slide Index

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

Cashbook Multicurrency Sample Data Files

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

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

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

Source Codes.xlsx – Source Codes.

Bank Accounts.xlsx - Bank Accounts.

Distribution Sets.xlsx - Distribution Sets.

Miscellaneous Codes.xlsx - Miscellaneous Codes.

Optional Fields.xlsx - Optional Fields.

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

Takeon-Batch-1.xlsx - Opening Balance.

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

Takeon-Batch-3.xlsx - Deposit Batch.

Takeon-Batch-4.xlsx - Deposit Batch.

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

Batch6.xlsx - Accounts Payable and Accounts Receivable entries.

Import files for RecXpress Sample Data:

cbdfit_samltd.xlsx - RecXpress Defaults.

RecXpressSampleImport.csv - RecXpress Bank Statement.

Use Peresoft's Sample Data

RecXpressSampleImport.csv

is unzipped to the same path you unzip Cashbook 2025 Multicurrency Data.

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

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

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

The screenshot shows the Peresoft website's Downloads page. The navigation menu includes Home, Partners, Products, Forums, Orders, Downloads, Resources, and Contact. The Downloads dropdown menu is open, showing options: General Downloads, Product Downloads, Cashbook Demo, RecXpress for Bank Services Demo, BETA, and Upload Files. The main content area displays a table of downloads with columns for File, File Name, Date, and Size(kb). The table lists several files, including 'Peresoft Product Enhancements 2025', 'Cashbook 2025 Multicurrency Sample Data', 'RecXpress Sample Data for On Premise PDF', and 'RecXpress Sample Data for On Premise PPSX'. The 'Cashbook 2025 Multicurrency Sample Data' row is highlighted with a green border. To the right of the table is a 'Download Groups' sidebar with a list of resource documents, including 'Cashbook for Sage 300 2025', which is also highlighted with a green border. A red box highlights the URL 'www.peresoft.com/spdown' in the text above.

File	File Name	Date	Size(kb)
Peresoft Product Enhancements 2025	Peresoft_Enhancements_2025.pdf	22-Oct-2024	3,700
Cashbook 2025 Multicurrency Sample Data	Cashbook_2025_Multicurrency_Sample_Data.rar	22-Oct-2024	6,800
RecXpress Sample Data for On Premise PDF	Recxpress_Sample_Data_OnPremise.pdf	22-Oct-2024	2,800
RecXpress Sample Data for On Premise PPSX	Recxpress_Sample_Data_OnPremise.ppsx	22-Oct-2024	2,800

RecXpress Options

The screenshot shows the Sage 300 RecXpress Options configuration page. The interface includes a top navigation bar with the Sage 300 logo, session date (Nov 30, 2030), user role (Administrator), and SAMLTD status. A search, help, settings, and tools menu is also present. The main content area is titled 'R/X Options' and contains three sections: 'General Options', 'Allocation Defaults', and a 'Save' button.

General Options

- Post CB Batches Automatically
- Load Default Bank

Allocation Defaults

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

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

Save
Select save to keep your changes

Buttons: Print, Save, Close

Copyright © 2022 Peresoft Software v3.01

General Options

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

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

Allocation Defaults

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

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

Save

Select save to keep your changes

Multiple Bank Formats Already Available

The screenshot shows the Sage 300 R/X Bank Formats interface. At the top, the Sage 300 logo is on the left, and session information (Nov 30, 2020) and user roles (Administrator, SAMLTD) are on the right. A navigation menu on the left includes icons for home, list, search, and other functions. The main content area is titled "R/X Bank Formats" and features a breadcrumb trail: R/X Setup > Options > Bank Formats > Transaction Codes > Rules. A dropdown menu for "Region" is open, showing options: Africa (selected), North America, Australasia, UK and Europe, Asia, and Global. Below the dropdown is a table of bank formats. A callout box titled "Bank Formats" explains that multiple formats have been developed by Peresoft and are categorized by region. At the bottom, a callout box titled "Update" indicates that clicking the "Update" button will refresh the list. The table includes columns for ID, Display Name, Country, Group Region, and URL Address. The "Update" button is highlighted with a green border.

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

ID	Display Name	Country	Group Region	URL Address		
19	ABSA	ABSA (CashFocus)	ABSA (CashFocus)	South Africa	Africa	http://www.absa.co.za/
24	Nedbank	Boland PKS	Boland Bank	South Africa	Africa	http://www.nedbank.co.za/3.business/bu...
39	First National Bank	CAMS - CM558	First National Bank (C...	South Africa	Africa	https://www.fnb.co.za/
45	Standard Bank	CATS 3	Standard Bank (CATS...	South Africa	Africa	http://www.standardbank.co.za/
46	Nedbank	BOE Bank	B.O.E. Bank	South Africa	Africa	http://www.nedbank.co.za/3.business/bu...

Update
This will update existing bank formats and add any new bank formats

Page 1 of 10 | 1 - 10 of 94 items

Print | Update | Close

Copyright© 2022 Peresoft Software v3.01

RecXpress Transaction Codes

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

Bank Format: Nedbank

+ Add Line - Delete Line

Transaction Code	Description	Category
001	NPS IRREVOCABLE	DEPOSITS
002	CHEQUE	CHEQUES
003	Company transfer	TRANSFERS
004	Interest	INTEREST
005	Service fee	BANKCHARGES
006	Commission bill	BANKCHARGES
007	Sundry charges	BANKCHARGES
008	Stop order	STOPORDERS
009	Returned item	ADJUSTMENTS
010	Reversal	ADJUSTMENTS

Page 1 of 20 1 - 10 of 199 items

Print Save Update Close

Copyright© 2022 Peresoft Software v3.01

Slide Index

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

Categorise Your Rules Into Transaction Groups

sage 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

R/X Rules Options [Create New](#)

Rules Template * * Required

SAMPLE Cashbook NetBank Business (CSV)

Category * Auto # Prefix Next Sequence Number

BANKCHARGES Bank Charges BCHG 00000149

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

<input type="checkbox"/>	Transaction Code	Description	Entry Description	Compare Method	Compare Description	Source Code	GL Account	Account Description	Distribution Set
<input type="checkbox"/>	005	Service fee		None		BC	6110	Bank charges and errors	
<input type="checkbox"/>	006	Commission bill	Bank Charges	None		BC	6115	Credit Card Charges	
<input type="checkbox"/>	007	Sundry charges		None					
<input type="checkbox"/>	011	Authorised item	Bank Charges	None		BC	6110	Bank charges and errors	
<input type="checkbox"/>	013	Cheque book		None					
<input type="checkbox"/>	015	Safe custody		None					
<input type="checkbox"/>	016	Nedlink	Bank Charges	None		BC	6110	Bank charges and errors	
<input type="checkbox"/>	021	Debit order	Bank Charges	None		BC	6110	Bank charges and errors	
<input type="checkbox"/>	022	Deposit book		None					
<input type="checkbox"/>	027	Guarantee costs		None					

Page 1 of 4 1 - 10 of 36 items

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

Copyright© 2022 Peresoft Software v3.01

Create Unlimited Rules to Match Transactions to Default Values

The screenshot displays the Sage 300 R/X Rules configuration page. At the top, the Sage 300 logo is on the left, and session information (Nov 30, 2030) and user details (Administrator) are on the right. The main heading is "R/X Rules" with "Options" and "Create New" buttons. Below this, there are input fields for "Rules Template" (SAMPLE), "Cashbook" (Cashbook), and "NetBank Business (CSV)".

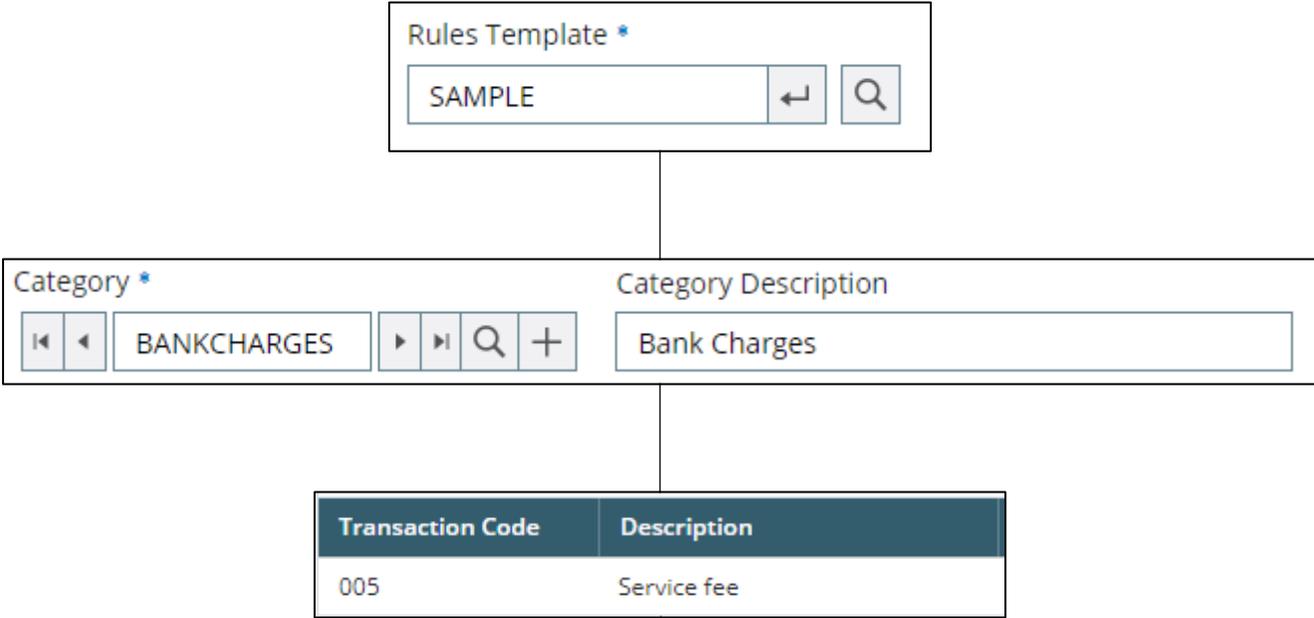
The "Category" section includes "INTEREST" and "Interest" as the category description, with "Auto #", "Prefix" (INTR), and "Next Sequence Number" (0000146) also defined. Action buttons for "Add Line", "Delete Line", and "Edit Columns" are present.

The main table lists various rules with columns for Transaction Code, Description, Entry Description, Compare Method, Compare Description, Source Code, GL Account, Account Description, and Distribution Set. The rule with Transaction Code 103 is highlighted, and its "Compare Method" dropdown menu is open, showing options: None, =, LIKE, EQUAL (?), and LIKE (?). A green box highlights the dropdown menu.

At the bottom, there are "Print", "Save", "Delete", "Optional Fields", and "Close" buttons. The footer includes "Copyright© 2022 Peresoft Software v3.01" and the Peresoft cloud logo.

Transaction Code	Description	Entry Description	Compare Method	Compare Description	Source Code	GL Account	Account Description	Distribution Set
004	Interest	Bank Charges	None		BC	6320	Interest, other	
040	Net Sfee/Int		None		BC	6320	Interest, other	
056	Int C/A Cash ...		None					
098	CashMng Inte...	General Entries	LIKE	CashMng	GE	9999	Suspense	
103	Interest	Bank Charges	LIKE	Received	BC	4220	Interest income	
113	Invstmnt Interst							
114	Int Stock/Shares							
122	Invstmnt Interst							
198	INT RATE CH...							

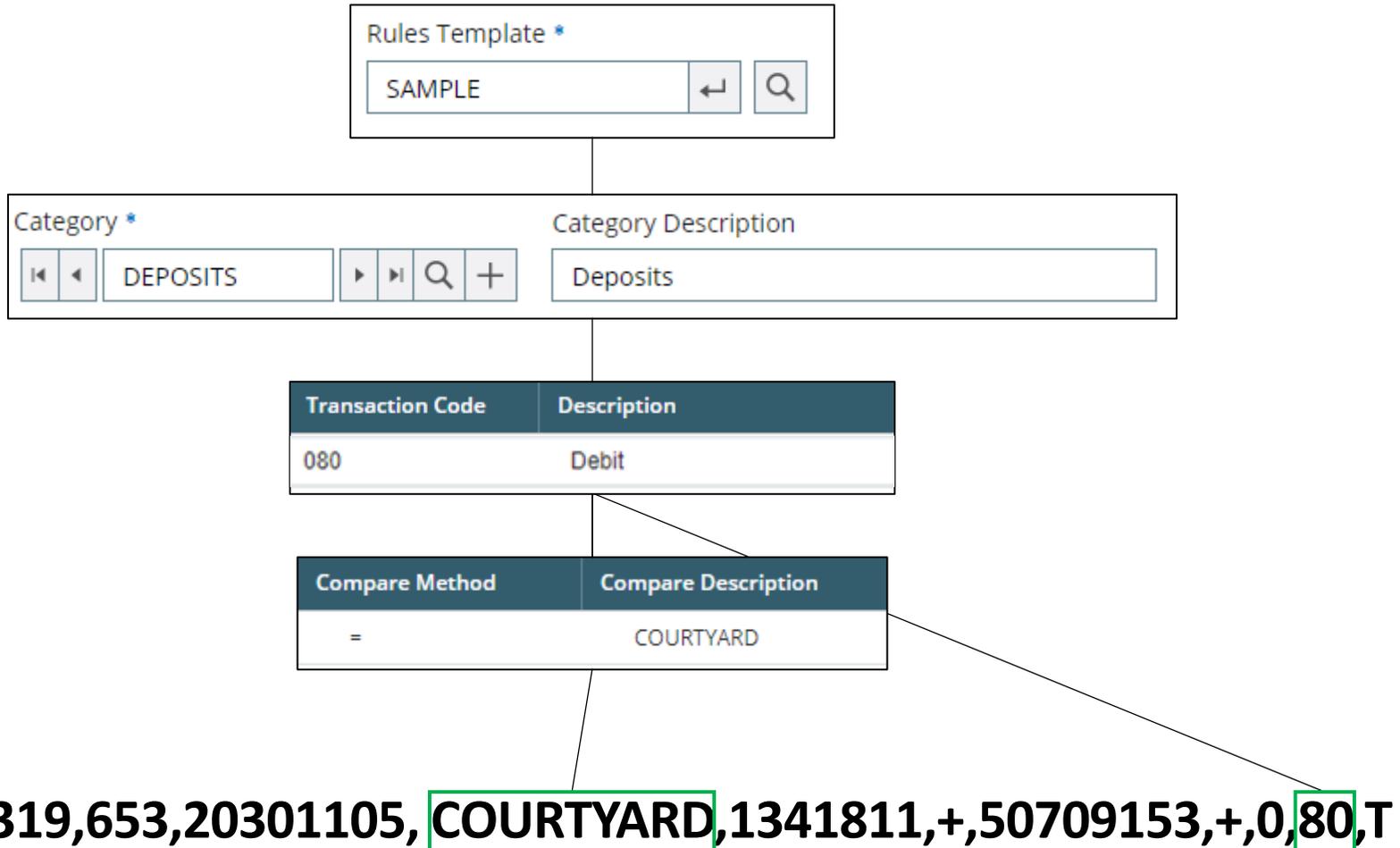
Rules – Transaction Code Only



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

Rules – Compare Method = (EQUAL)

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



Rules – Compare Method LIKE

Rules Template *

SAMPLE

Category *

Category Description

AP

AP

Transaction Code	Description
001	NPS IRREVOCABLE

Compare Method	Compare Description
LIKE	BLACK

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

Rules – Compare Method EQUAL (?)

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

Rules Template *
SAMPLE

Category * Category Description
AP AP

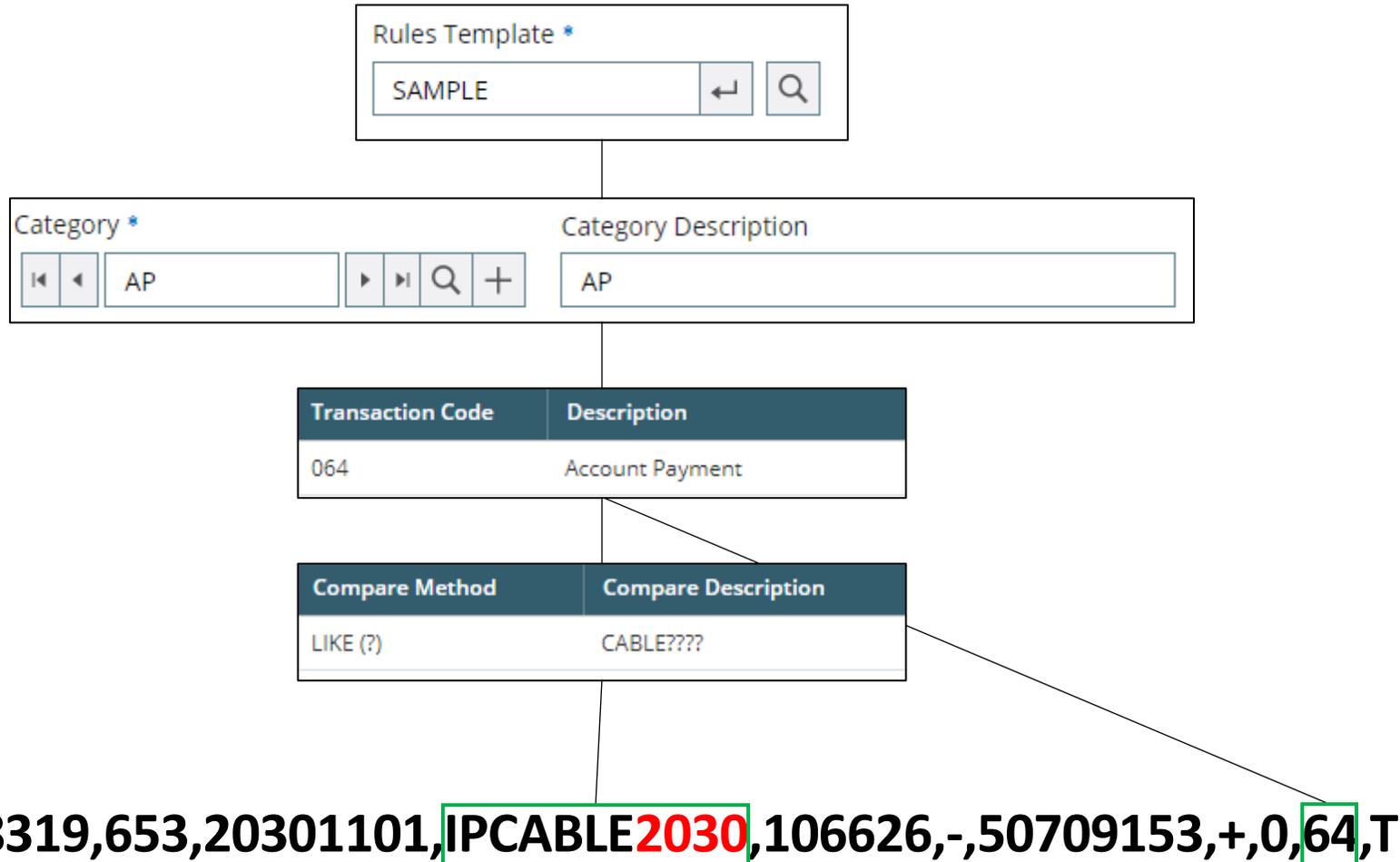
Transaction Code	Description
064	Account Payment

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

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

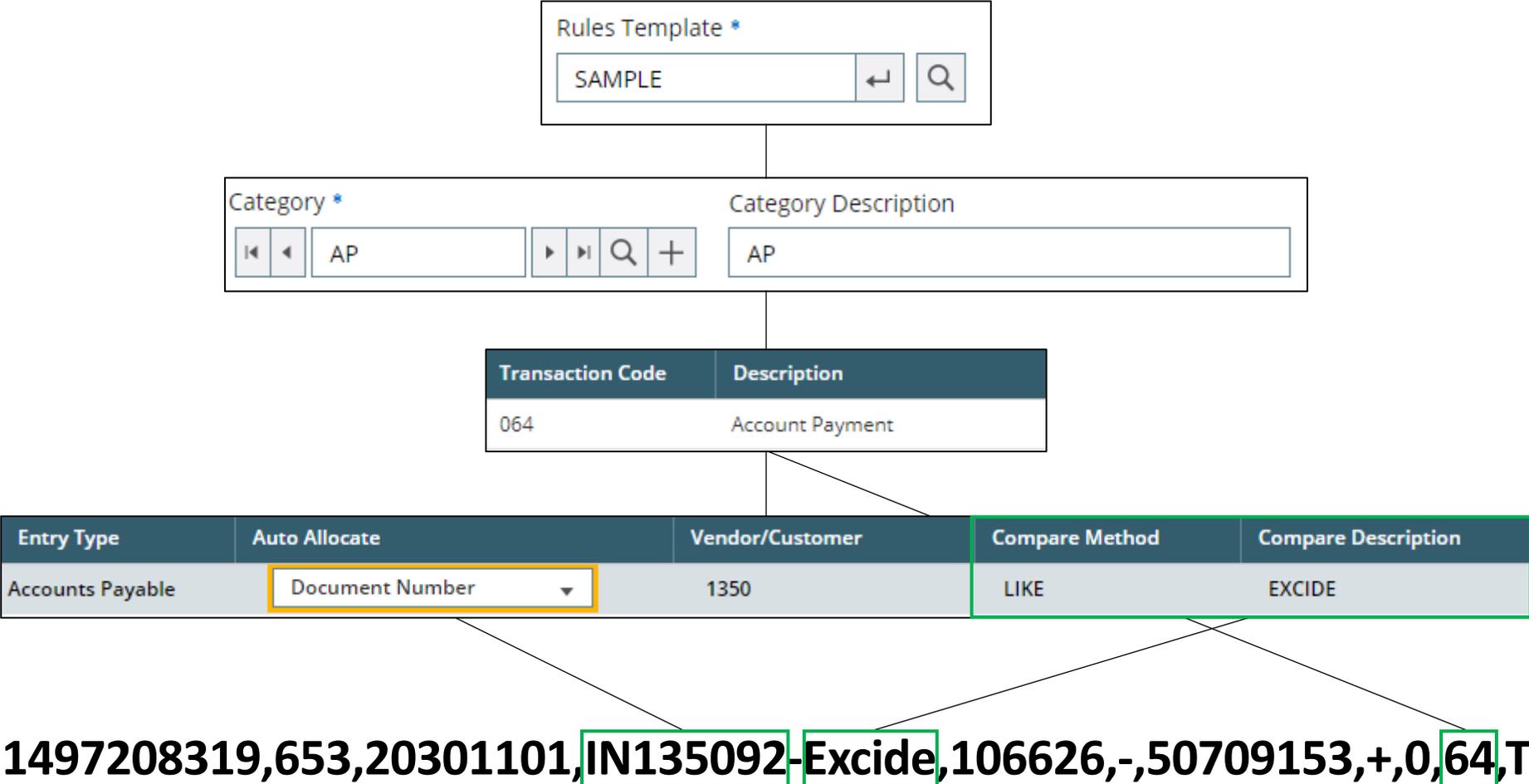
Rules – Compare Method LIKE (?)

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

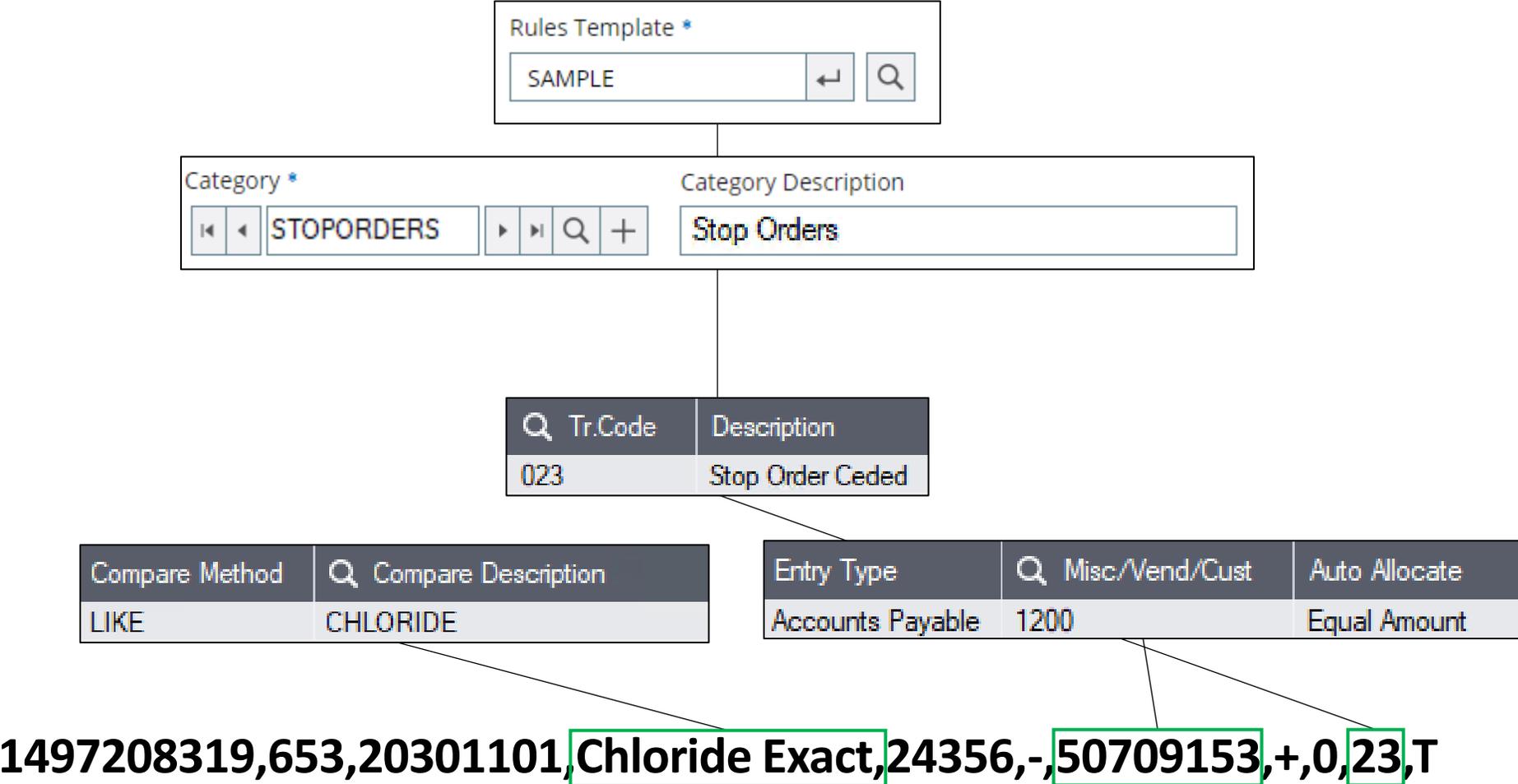


Rules – Auto Allocation to AP or AR

Document Number



Rules – Auto Allocation to AP or AR Invoice Amount



Slide Index

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

RecXpress Import

Options Summary Reconciliation

The screenshot shows the Sage 300 RecXpress Import Options screen. At the top, the Sage 300 logo is on the left, and session information (Nov 30, 2030) and user details (Administrator, SAMLTD) are on the right. The main header includes 'R/X RecXpress', 'RecXpress Import', and 'RecXpress History'. Below this, the 'RecXpress' title is followed by 'Options', 'Summary', and 'Reconciliation' tabs. The 'Options' tab is active. The form contains several fields: 'Bank Code' (SEATAC), 'Bank Name' (Seattle Tacoma Bank), 'Rules Template' (SAMPLE), 'Template Description' (Cashbook), 'Format Description' (NetBank Business CSV), and 'Current Statement Date' (11/30/2030). A 'While Importing' section has several checked options: 'Clear Existing Recon Data', 'Match Amounts', 'Later than Statement Trans. Date', 'Match Unreconciled Only', and 'Match with Error'. The 'Match By' dropdown is set to 'Reference'. At the bottom, a 'Downloaded Statement File' field shows 'RecXpressSampleImport.csv' with a 'Browse' button. A 'Remarks' field contains '2030/08/31 - 89,453.20'. Callout boxes provide additional context: 'Rules Template' points to the 'SAMPLE' field; 'Current Statement Date' points to the date field; 'Options' points to the 'While Importing' section; 'Match By' points to the 'Reference' dropdown; and 'Import Bank Statement' points to the file name.

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

Current Statement Date
Latest date from currently imported file

Options

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

Match By
Choose matching sequence between Reference and/or Description

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

RecXpress Import

Options Summary Reconciliation

The screenshot shows the Sage 300 RecXpress Import interface. At the top, the Sage 300 logo is on the left, and the session date (Nov 30, 2030) and user (Administrator) are on the right. Below the header, there are navigation tabs for 'Options', 'Summary', and 'Reconciliation'. The 'Options' tab is active. The interface includes fields for 'Bank Code' (SEATAC) and 'Bank Name' (Seattle Tacoma Bank). Below these are tabs for 'Options', 'Summary', and 'Reconciliation'. The 'Options' section contains a 'Rules Template' (SAMPLE) and 'Template Description' (Cashbook). A 'Current Statement Date' field is set to 11/30/2030. Under 'While Importing', several checkboxes are checked: 'Clear Existing Recon Data', 'Match Amounts', 'Later than Statement Trans. Date', 'Match Unreconciled Only', and 'Match with Error'. A 'Match By' dropdown is set to 'Reference'. A 'Downloaded Statement File' field shows 'RecXpressSampleImport.csv' with a 'Browse' button. A 'Remarks' text area contains the text '2030/08/31 - 89,453.20'. At the bottom, there are three buttons: 'Import', 'Clear', and 'Close'. Callout boxes provide descriptions for these buttons: 'Remarks: Enter remarks', 'Clear: Clear Existing or Only Posted Data', 'Import: Import the bank statement', and 'Close: Close RecXpress form'.

RecXpress Import

Options **Summary** Reconciliation

sage 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

R/X RecXpress : RecXpress Import RecXpress History

RecXpress

Bank Code * SEATAC Seattle Tacoma Bank

Options **Summary** Reconciliation

RecXpress

Last Statement Date: 9/30/2030 Current Statement Date: 11/30/2030

Last Posting Date: 9/30/2030

CB Bank Balance	-2,108.70
Imported	-96,538.40
Matched	135,691.03
Unmatched	-232,229.33
Matched with Error	-0.10
Previously Reconciled	0.00
Bank Balance	-98,647.10

Copyright© 2022 Peresoft Software v3.01

Last Statement Date
Statement date from previously imported file

Last Posting Date
New feature in version 7

C/B Bank Reconciliation

Bank Code: SEATAC Bank Name: Seattle Tacoma Bank

Sort/Search By: Date Direction: Asc All

Bank Totals		
BF	10/1/2030	-2,108.70
CF	11/30/2030	133,582.43
BK		-2,108.70

CB Bank Balance
Bank Balance before this import

Summary

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

Bank Balance

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

Close

RecXpress Import

Options Summary Reconciliation

The screenshot shows the Sage 300 RecXpress Import interface. At the top, there are tabs for 'Options', 'Summary', and 'Reconciliation'. The 'Reconciliation' tab is active. The interface includes a search bar with 'Seattle Tacoma Bank' entered. Below the search bar, there are several filter and sorting options: 'Mode' (set to 'Single'), 'Display By' (set to 'All'), 'Sort By' (set to 'Reference'), 'Direction' (set to 'Ascending'), and 'Display From' (empty). A 'Category' filter is also present. The main area displays a table of 'Bank Statement Transactions' with columns: Line, Import Status, RecX Posted, ID, Reference, Stmt. Date, Entry Date, Year Period, Import Amount, and CB Reference. The table shows 10 rows of transactions. At the bottom, there is a pagination control showing 'Page 1 of 7' and '1 - 10 of 62 items'.

Mode
Single – One to One
Multiple - One to Many,
Many to One, Many to Many

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

Display From
Starting point from which to
show the imported transactions

Sort By - Direction
Sequence to show the Import Grid in Ascending or Descending

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

Line	Import Status	RecX Posted	ID	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	CB Reference
0			0	348883-1	10/16/2030	10/16/2030	2030 - 10	-150.00	348883
0			0	348884	10/17/2030	10/17/2030	2030 - 10	-364.00	348884
0			0	348885	10/18/2030	10/18/2030	2030 - 10	-272.55	348885
0			0	348886-2	10/29/2030	10/29/2030	2030 - 10	-150.00	348886
0			0	348887	10/16/2030	10/16/2030	2030 - 10	-55.00	348887
6	Exact Match	No	0	348888	10/25/2030	10/25/2030	2030 - 10	-8,650.00	348888
7	More than One Amount	No	0	348889-3	10/19/2030	10/19/2030	2030 - 10	-150.00	348889
8	Exact Match	No	0	348891	11/2/2030	11/2/2030	2030 - 11	-2,202.12	348891
9	Exact Match	No	0	348892	11/3/2030	11/3/2030	2030 - 11	-45.23	348892
10	Exact Match	No	0	348893	11/3/2030	11/3/2030	2030 - 11	-431.29	348893

RecXpress Import

Options Summary **Reconciliation**

Batch
Create batch with unmatched entries or entries reconciled in error

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

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

Batch List
Show Batch List to select and post batches

Post RecX
Post RecXpress to reconcile the Cashbook entries

History
Once you posted the RecXpress reconciliation successfully the RecXpress History is updated.

Line	Select	Match	No Match	No	0	ST DEPOSIT	11/21/2030	11/21/2030	2030
1									
2	<input checked="" type="checkbox"/>		No Match	No	0	CHEQUE BOOK	11/25/2030	11/25/2030	2030
		<input checked="" type="checkbox"/>						11/1/2030	2030
		<input checked="" type="checkbox"/>						10/29/2030	2030 - 10
		<input checked="" type="checkbox"/>						11/7/2030	2030 - 11
		<input checked="" type="checkbox"/>				Gould Payment	11/1/2030	11/1/2030	2030 - 11
		<input checked="" type="checkbox"/>				IN135092 Excide			11
8	<input checked="" type="checkbox"/>		No Match	No	0	INTEREST			11
9	<input checked="" type="checkbox"/>		No Match	No	0	INTEREST RECE			11
10	<input checked="" type="checkbox"/>		No Match	No	0	LEASE 439314ZZ			11

Page 1 of 2

1 - 10 of 14 items

Print Renumber Batch Batch List Post RecX History Refresh Close

Copyright © 2022 Peresoft Software v3.01
Peresoft Cape CC

RecXpress Import

Options Summary Reconciliation

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

Line	Import Status	RecX Posted	ID	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	CB Reference	CB Amount	S	Variance	Comments	Exchange Rate	Category	Auto No.	Prefix	Gener
1	More than One Amo...	No	0	348883-1	10/16/2030	10/16/2030	2030 - 10	-150.00	348883	-150.00	X	0.00		1.5425000	CHEQUES	Yes		
2	Exact Match	No	0	348884	10/17/2030	10/17/2030	2030 - 10	-364.00	348884	-364.00	X	0.00		1.5445000	CHEQUES	Yes		
3	Exact Match	No	0	348885	10/18/2030	10/18/2030	2030 - 10	-272.55	348885	-272.55	X	0.00		1.5444000	CHEQUES	Yes		
4	More than One Amount	No	0	348886-2	10/29/2030	10/29/2030	2030 - 10	-150.00	348886	-150.00	X	0.00		1.5474000	CHEQUES	Yes		
5	Exact Match	No	0	348887	10/16/2030	10/16/2030	2030 - 10	-55.00	348887	-55.00	X	0.00		1.5425000	CHEQUES	Yes		
6	Exact Match	No	0	348888	10/25/2030	10/25/2030	2030 - 10	-8,850.00	348888	-8,850.00	X	0.00		1.5431000	CHEQUES	Yes		
7	More than One Amount	No	0	348889-3	10/19/2030	10/19/2030	2030 - 10	-150.00	348889	-150.00	X	0.00		1.5450000	CHEQUES	Yes		
8	Exact Match	No	0	348891	11/2/2030	11/2/2030	2030 - 11	-2,202.12	348891	-2,202.12	X	0.00		1.5398000	CHEQUES	Yes		
9	Exact Match	No	0	348892	11/3/2030	11/3/2030	2030 - 11	-45.23	348892	-45.23	X	0.00		1.5243000	CHEQUES	Yes		
10	Exact Match	No	0	348893	11/3/2030	11/3/2030	2030 - 11	-431.29	348893	-431.29	X	0.00		1.5243000	CHEQUES	Yes		

Page 1 of 7 1 - 10 of 62 items

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

Line	Used	RecXpress Reference	Reference	ID	Stmt. Date	Description	Bank Amount	Batch Rate	Status	Comments	ARI/AP Ref/Cheque
1	<input checked="" type="checkbox"/>	348883-1	348883	0	10/16/2030	Coastal Heating of Ottawa	-150.00	1.0000000			348883
2	<input type="checkbox"/>	348886-2	348886	0	10/29/2030	Red Nose Day	-150.00	1.0000000			348886
3	<input type="checkbox"/>	348889-3	348889	0	10/19/2030	Mr. Stephen Kershaw	-150.00	1.5215000			348889
4	<input type="checkbox"/>	348901-4	348901	0	11/15/2030	Exolide Industrial Batteries	-150.00	1.5215000			348901

Page 1 of 1

RecXpress Import

Options Summary **Reconciliation**

Details

Reference: 348883-1 Import Status: More than One Arr RecX Posted: No Select for Batch: Yes

Imported Values Defaults for Batch

Statement Date: 10/16/2030 Statement Number: 568 Status: Reconciled CB Reference: 348883

Amount: -150.00 CB Amount: -150.00 Variance: 0.00

Transaction Code: 002 CHEQUE

Close

Select the pencil for the RecXpress Drill Down screen to view and edit the current line

sage 300

R/X RecXpress : RecXpress Import RecXpress History

RecXpress

Bank Code * SEATAC Bank Name Seattle Tacoma Bank

Options Summary **Reconciliation**

Mode: Single Display By: All Sort By: Reference Direction: Asc

Category: [Navigation]

Bank Statement Transactions

Edit Columns

Line	Import Status	RecX Posted	ID	Reference
1	More than One Amo...	No	0	348883-1
2	Exact Match	No	0	348884
3	Exact Match	No	0	348885
4	More than One Amount	No	0	348886-2
5	Exact Match	No	0	348887
6	Exact Match	No	0	348888
7	More than One Amount	No	0	348889-3
8	Exact Match	No	0	348891
9	Exact Match	No	0	348892

Details

Reference: 348883-1 Import Status: More than One Arr RecX Posted: No Select for Batch: Yes

Imported Values Defaults for Batch

Period: 2030 - 10 Batch Exchange Rate: 1.5425000 Optional Fields: Comments:

Category: CHEQUES Auto #: No Prefix: Generated Reference: 00349275

Entry Description: Chloride Systems

Source Code: SP Distribution Code:

Account Number: 2040 Accts payable, clearing

Miscellaneous Code: 1200 Entry Type: Cashbook

Slide Index

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

RecXpress Import

Options Summary Reconciliation

The screenshot shows the Sage 300 RecXpress Import Options screen. The interface includes a top navigation bar with the Sage 300 logo, session date (Nov 30, 2030), and user role (Administrator). The main content area is titled "RecXpress" and contains several sections:

- Bank Information:** Bank Code (SEATAC) and Bank Name (Seattle Tacoma Bank).
- Rules Template:** Rules Template (SAMPLE) and Template Description (Cashbook).
- Options:** A section with checkboxes for "While Importing":
 - Clear Existing Recon Data
 - Only Clear Posted Entries
 - Match Amounts
 - Later than Statement Trans. Date
 - Match Unreconciled Only
 - Match with Error
 - Use AR/AP Ref/Cheque
- Match By:** A dropdown menu set to "Reference".
- Remarks:** A text field containing "2030/08/31 - 89,453.2".
- Downloaded Statement File:** A text field containing "RecXpressSampleImport.csv" and a "Browse" button.

An "Open" file explorer window is overlaid on the screen, showing the file "RecXpressSampleImport.csv" in the "Samdata" folder. A callout box points to this file with the text: "Download Statement File Select RecXpressSampleImport.csv from where you have unzipped the multicurrency sample data".

At the bottom of the screen, there are three buttons: "Import", "Clear", and "Close". A callout box points to the "Import" button with the text: "Import Select Import".

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

Import
Select Import

Import Clear Close

RecXpress Import

Options Summary Reconciliation

The screenshot shows the Sage 300 RecXpress Import interface. At the top, the Sage 300 logo is on the left, and session information (Nov 30, 2030) and user details (Administrator, SAMLTD) are on the right. A navigation bar contains 'Options', 'Summary', and 'Reconciliation' tabs. The 'Options' tab is active, showing fields for 'Bank Code' (SEATAC) and 'Bank Name' (Seattle Tacoma Bank). Below these are 'Rules Template' (SAMPLE) and 'Format Description' (NetBank Business CSV). A 'While Importing:' section contains several checked options: 'Clear Existing Recon Data', 'Match Amounts', 'Later than Statement Trans. Date', 'Match Unreconciled Only', and 'Match with Error'. A 'Match By' dropdown is set to 'Reference'. At the bottom, there is a 'Downloaded Statement File' field with 'RecXpressSampleImport.csv' and a 'Browse' button. A confirmation dialog box is overlaid in the center, asking 'Are you sure that you want to clear existing reconciliation data?' with 'No' and 'Yes' buttons. A callout box on the right explains that selecting 'Yes' will clear existing reconciliation data, but only entries not posted to the cashbook will be cleared.

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

Confirmation
Are you sure that you want to clear existing reconciliation data?
No Yes

RecXpress Import

Options Summary Reconciliation

The screenshot shows the Sage 300 RecXpress Import interface. At the top, the Sage 300 logo is on the left, and the session date (Nov 30, 2030) and user (Administrator) are on the right. Below the header, there are navigation tabs for Options, Summary, and Reconciliation. The Reconciliation tab is active. A callout box points to the Reconciliation tab with the text: "Statement Successfully Imported. Once the entries have been imported you will be able to proceed to the Reconciliation tab to finalise the import".

The main form contains the following fields:

- Bank Code: SEATAC
- Bank Name: Seattle Tacoma Bank
- Rules Template: SAMPLE
- Template Description: Cashbook
- Format Description: NetBank Business CSV
- Current Statement Date: 11/30/2030

Under the "Options" section, there are several checkboxes for "While Importing":

- Clear Existing
- Only Clear P
- Match Amou
- Later than S
- Match Unrec
- Match with B
- Use AR/AP

The "Match By" dropdown is set to "Reference".

At the bottom, there is a "Downloaded Statement File" section with a text box containing "RecXpressSampleImport.csv" and a "Browse" button.

At the bottom right, there are three buttons: "Import", "Clear", and "Close".

A modal dialog box titled "RecXpress" is open, displaying an "Information" message: "Successfully imported 62 record(s) into Seattle Tacoma Bank." The dialog box has a close button (X) in the top right corner.

Slide Index

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

RecXpress Import

sage 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

Options Summary Reconciliation

Mode: Single Display By: **Correctly Matched** Sort By: Reference

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

Bank Statement Transactions

Line	Import Status	RecX Posted	ID	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	CB Reference	CB Amount
1	Exact Match	No	0	348884	10/17/2030	10/17/2030	2030 - 10	-364.00	348884	-364.00
2	Exact Match	No	0	348885	10/18/2030	10/18/2030	2030 - 10	-272.55	348885	-272.55
3	Exact Match	No	0	348887	10/16/2030	10/16/2030	2030 - 10	-55.00	348887	-55.00
4	Exact Match	No	0	348888	10/25/2030	10/25/2030	2030 - 10	-8,650.00	348888	-8,650.00
5	Exact Match	No	0	348891	11/2/2030	11/2/2030	2030 - 11	-2,202.12	348891	-2,202.12
6	Exact Match	No	0	348892	11/3/2030	11/3/2030	2030 - 11	-45.23	348892	-45.23
7	Exact Match	No	0	348893	11/3/2030	11/3/2030	2030 - 11	-431.29	348893	-431.29
8	Exact Match	No	0	348894	11/3/2030	11/3/2030	2030 - 11	-1,167.70	348894	-1,167.70
9	Exact Match	No	0	348895	11/4/2030	11/4/2030	2030 - 11	-401.40	348895	-401.40
10	Exact Match	No	0	348896	11/4/2030	11/4/2030	2030 - 11	-1,194.12	348896	-1,194.12

Cashbook Transactions

Sort By: Reference Direction: Ascending Filter: Only Unreconciled

Line	Used	RecXpress Reference	Reference	I...	Stmt. ...	Description	Bank Amount	Batch Rate	Status	Comments
1	<input checked="" type="checkbox"/>	348884	348884	0	10/17/2...	ABC Stationers	-364.00	1.0000000		

RecXpress Import

Options Summary **Reconciliation**

sage 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

Options Summary **Reconciliation**

Mode: Single **Display By: Matched Amount** Sort By: Reference Direction: Ascending >= Display From: Category: << >>

Bank Statement Transactions

Line	Import Status	RecX Posted	ID	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	CB Reference	CB Amount
1	Matched Amount	No	0	9811313SWCOURTYARD	11/5/2030	11/5/2030	2030 - 11	13,418.11	DP0000000004	13,418.11
2	Matched Amount	No	0	ADJUSTMENT	11/19/2030	11/19/2030	2030 - 11	-655.00	348914	-655.00
3	Matched Amount	No	0	BANK CHARGES	10/26/2030	10/26/2030	2030 - 10	-136.00	BC0000000002	-136.00
4	Matched Amount	No	0	BANK CHARGES	11/25/2030	11/25/2030	2030 - 11	-158.00	BC0000000001	-158.00
5	Matched Amount	No	0	DEPOSIT	10/19/2030	10/19/2030	2030 - 10	4,520.00	DP0019102010	4,520.00
6	Matched Amount	No	0	DEPOSIT	11/8/2030	11/8/2030	2030 - 11	118,451.57	DP0000000003	118,451.57
7	Matched Amount	No	0	DEPOSIT	11/21/2030	11/21/2030	2030 - 11	120,000.00	DP0021112010	120,000.00
8	Matched Amount	No	0	DEPOSITS	10/21/2030	10/21/2030	2030 - 10	3,500.00	DP0021102010	3,500.00
9	Matched Amount	No	0	DEPOSITS	11/20/2030	11/20/2030	2030 - 11	1,170.00	DP0020112010	1,170.00
10	Matched Amount	No	0	FOREX	11/5/2030	11/5/2030	2030 - 11	202.40	IN0021512010	202.40

Page 1 of 2 1 - 10 of 16 items

Cashbook Transactions

Sort By: Reference Direction: Ascending Filter: Only Unreconciled:

Line	Used	RecXpress Reference	Reference	I...	Stmt. ...	Description	Bank Amount	Batch Rate	Status	Comments
1	<input checked="" type="checkbox"/>	DEPOSIT	DP0000000003	0	11/5/2030	Batch Number 000003	118,451.57	1.5215000		

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

RecXpress Import

Options Summary **Reconciliation**

sage 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

Options Summary **Reconciliation**

Mode: Single Display By: **Matched With Error** Sort By: Reference Direction: Ascending Display From: Category: >=

Bank Statement Transactions

Line	Select for Batch	Import Status	RecX Posted	ID	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	CB Reference	CB Amount	S	Variance
1	<input checked="" type="checkbox"/>	Matched with Error	No	0	348903	11/5/2030	11/5/2030	2030 - 11	-310.10	348903	-310.00	E	-0.10

Cashbook Transactions

Line	Used	RecXpress Reference	Reference	I...	Stmt. ...	Description	Bank Amount	Batch Rate	Status	Comments
1	<input checked="" type="checkbox"/>	348903	348903	0	11/5/2030	Astral Construction Co Ltd.	-310.00	1.5215000		

Page 1 of 1 1 - 1 of 1 items

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

Variance Amount

Slide Index

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

RecXpress Import

Options Summary **Reconciliation**

sage 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

Options Summary Reconciliation

Mode: Multiple Display By: All

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

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

Add/Delete multiple match entry

Line	View	Multiple ...	Description	Bank Total	CB Total	S	Variance	Bank Ent...	CB Entries	Status
1	/	14	14 - CASH	9,170.24	9,170.24	X	0.00	2	3	
2	/	13	13 - DEPOSIT	8,520.00	8,520.00	X	0.00	4	1	
3	/	12	12 - MULTIPAY	-7,688.52	-7,688.52	X	0.00	1	4	

Bank Statement Transactions

Line	Used	Import Status	RecX Posted	ID	Err. Line	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	Variance	Comments	Exchange
1	✓	Multiple	No	12		MULTIPAY	11/26/2030	11/26/2030	2030 - 11	-7,688.52	0.00		

Cashbook Transactions

Line	Used	RecXpress Reference	Reference	I...	Stmt ...	Description	Bank Amount	Batch Rate	Status	Comments
1	✓	12 - MULTIPAY	348890	1...	10/26/2...	KJ Accounting	-2,235.00	1.0000000		
2	✓	12 - MULTIPAY	348897	1...	11/4/2030	Postage for newsletter	-2,150.70	1.0000000		
3	✓	12 - MULTIPAY	348908	1...	11/5/2030	Wood Designs	-341.27	1.0000000		
4	✓	12 - MULTIPAY	348909	1...	11/12/2...	ABC Printers	-2,961.55	1.0000000		

Page 1 of 1 1 - 4 of 4 items

Slide Index

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

RecXpress Import

AR Batches
RecXpress will create a Cashbook batch using these defaults that will be posted to Accounts Receivable.
By using the Compare Method to match to the bank statement description, an entry can be allocated to a customer number using the selected allocation method

Compare Method
LIKE is used to compare the word BLACK with the Bank Description

Line	Select for Batch	Import Status	RecX Posted	Type	Misc/Vend/Cust	Allocation Mode	Import Amount	Reference	Comments	Stmt. Date
1	<input checked="" type="checkbox"/>	No Match	No	Accounts Receivable	1200	Auto Allocate (Doc. No.)	1,676.04	DEPOSIT/R BLACK	Deposit Allocation invoices in AR 1200	10/29/2030
2	<input checked="" type="checkbox"/>	No Match	No	Accounts Receivable	1200	Auto Allocate (Doc. No.)	4,286.35	DEPOSIT/R BLACK	Deposit Allocation invoices in AR 1200	11/7/2030

Transaction Code	Description	Entry Type	Vendor/Customer	Auto Allocate	Comments	Compare Method	Compare Description
001	NPS IRREVOCABLE	Accounts Receivable	1240	Prepay	Deposit Prepay	LIKE	COURTYARD
001	NPS IRREVOCABLE	Accounts Receivable	1200	Auto Allocate (Doc. No.)	Deposit Allocation invoices in AR 1200	LIKE	BLACK
001	NPS IRREVOCABLE	Cashbook		Prepay		None	
036	Money/CreditCard	Cashbook		Auto Allocate (Doc. No.)		None	
080	Debit	Cashbook		Equal Amount		None	
101	Deposit	Cashbook		Document Number		None	
111	Deposit	Cashbook		Unapplied Cash		None	
124	Magtape Credit	Cashbook		Auto Allocate (Doc. Date)		None	
135	Sundry Credit	Cashbook		Auto Allocate (Due Date)		None	
137	Cheq incorr list	Cashbook		Prepay		None	

RecXpress Import

Options Summary **Reconciliation**

sage 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

Options Summary Reconciliation

Mode: Single Display By: No Match

Display From: Category: STOPORDERS

AP Batches – By Amount
 RecXpress will create batches in Accounts Payable allocating the bank amount to a document number with an equal amount, as setup by the Auto Allocation method in the **Rule**

Bank Statement Transactions

Line	Select for Batch	Import Status	RecX Posted	Type	Misc/Vend/Cust	Allocation Mode	Import Amount	Reference	Comments	Stmt. Date
1	<input checked="" type="checkbox"/>	No Match	No	Accounts Payable	1200	Equal Amount	-243.56	Chloride Exact	Payment by Chloride Systems - Amount	11/1/2030
2	<input checked="" type="checkbox"/>	No Match	No	Cashbook		Prepay	-2,669.14	LEASE 439314ZZX		11/30/2030
3	<input checked="" type="checkbox"/>	No Match	No	Cashbook		Prepay	-1,224.00	LEASE 843914ACX		11/30/2030

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

R/X Rules

Rules Template: SAMPLE Cashbook NetBank Business (CSV)

Category: STOPORDERS Category Description: Stop Orders Auto #: Prefix: STOP Next Sequence Number: 00000145

Transaction Code	Description	Entry Type	Vendor/Customer	Auto Allocate	Comments	Compare Method	Compare Description
<input type="checkbox"/>	023 Stop Order Ceded	Accounts Payable	1500	Auto Allocate (Doc. No.)		LIKE	Gould
<input type="checkbox"/>	023 Stop Order Ceded	Accounts Payable	1350	Document Number		LIKE	EXCIDE
<input type="checkbox"/>	023 Stop Order Ceded	Accounts Payable	1200	Equal Amount	Payment by Chloride Systems - Amount	LIKE	CHLORIDE
<input type="checkbox"/>	023 Stop Order Ceded	Cashbook		Prepay		None	

Page 1 of 1

Print Renumber Batch Batch List Post RecX History

RecXpress Import

Options Summary **Reconciliation**

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

Mode: Single | Display By: No Match | Sort By: Reference Ascending >=

Category: AP

Bank Statement Transactions

Line	Select for Batch	Import Status	RecX Posted	Type	Misc/Vend/Cust	Allocation Mode	Import Amount	Reference	Comments	Stmt. Date
1	<input checked="" type="checkbox"/>	No Match	No	Accounts Payable	1500	Auto Allocate (Doc. No.)	-222,211.26	Gould Payment	Payment by Gould - Overallocated	11/1/2030
2	<input checked="" type="checkbox"/>	No Match	No	Accounts Payable	1350	Document Number	-1,066.26	IN135092-Exci...	Payment by Excide - Invoice	11/1/2030

R/X Rules

Rules Template: SAMPLE | Cashbook | NetBank Business (CSV)

Category: AP | Category Description: AP | Auto #: | Prefix: | Next Sequence Number: 00000001

Transaction Code	Description	Entry Type	Vendor/Customer	Auto Allocate	Comments	Compare Method	Compare Description
<input type="checkbox"/> 064	Account Payment	Accounts Payable	1350	Document Number		LIKE	EXCIDE
<input type="checkbox"/> 064	Account Payment	Accounts Payable	1500	Prepay		LIKE	Gould

Apply Amounts - AP - Excide Industrial Batteries (Bal OS:30,964.79)

Mode: Select | Show: All | Order: Document | Starting Document:

Line No	Apply?	Status	Type	Docume...	Date	Amount ...	Discount	Remainin...	Docume...	Adjust
1	<input type="checkbox"/>		Credit No...	CN135100	5/20/2030	0.00	0.00	-105.00	-105.00	
2	<input checked="" type="checkbox"/>		Invoice	IN135092	5/2/2030	1,066.26	0.00	0.00	1,066.26	

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

Buttons: Refresh, Close

Slide Index

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

RecXpress Import

Options Summary Reconciliation

sage 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

R/X RecXpress : RecXpress Import RecXpress History

RecXpress

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

Bank Statement Transactions

Delete Line Edit Columns All On All Off

Line	Import St...	RecX Posted	ID	Reference	Distribution Code	Stmt. Date	Entry Date	Year Period	Import Amount	CB Ref...	CB Amount	S	Variance	Comments
11	No Match	No	0	LEASE 843914ACX		11/30/2030	11/30/2030	2030 - 11	-1,224.00		0.00		0.00	
12	No Match	No	0	OT134113		11/22/2030	11/22/2030	2030 - 11	-8,897.50		0.00		0.00	
13	No Match	No	0	Rent Payment	RENT	11/25/2030	11/25/2030	2030 - 11	-1,950.00		0.00		0.00	
14	No Match	No	0	SUNDRY		11/25/2030	11/25/2030	2030 - 11	

C/B Distribution Sets

Distribution Code * RENT Rent

Distribution Method Fixed Amount Total Dist. Amount 1,319.00

+ Add Line - Delete Line Edit Columns

	Source	Source Description	Default Description	Account	Amount	Default PU Ta...	Default P...	Default SA Ta...	Default S...
<input type="checkbox"/>	AD	Adjustments	Parking	9999	0.00	1	No	1	No
<input type="checkbox"/>	SP	Sundry Purchase	Cleaning Services	1540	191.00	1	No	1	No
<input type="checkbox"/>	TR	Transfers	Rent for Office Space	1430	1,128.00	1	No	1	No

Page 2 of 2

Cashbook Transactions

Print Renumber Batch Batch List Post RecX Hist

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

Distribution Code * RENT Rent

Slide Index

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

RecXpress Import

Options Summary **Reconciliation**

R/X RecXpress : RecXpress Import RecXpress History

RecXpress

Options ⚙️

* Required

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

Edit Columns All On All Off

Line	Select for Batch	Import St...	RecX Posted	ID	Reference	Distribution Code	Stmt. Date	Entry Date	Year Period	Import Amount	CB Ref...	CB Amount	S	Variance	C
1	<input checked="" type="checkbox"/>	No Match	No	0	OT134113		11/22/2030	11/22/2030	2030 - 11	-8,897.50		0.00		0.00	

Page 1 of 1 1 - 1 of 1 items

Cashbook Transactions

Print Renumber Batch Batch List Post RecX History Refresh Close

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

Slide Index

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

RecXpress Import

Options | Summary | **Reconciliation**

sage 300

Search Help Settings Tools

R/X RecXpress : RecXpress Import RecXpress History

RecXpress

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

Bank Statement Transactions

Delete Line Edit Columns All On All Off

Line	Select for Batch	Import Status	RecX Posted	ID	Reference
1	<input checked="" type="checkbox"/>	No Match	No	0	ADJUST DEPOSIT
2	<input checked="" type="checkbox"/>	No Match	No	0	CHEQUE BOOK
3	<input checked="" type="checkbox"/>	No Match	No	0	Chloride Exact
4	<input checked="" type="checkbox"/>	No Match	No	0	DEPOSIT/R BLACK
5	<input checked="" type="checkbox"/>	No Match	No	0	DEPOSIT/R BLACK
6	<input checked="" type="checkbox"/>	No Match	No	0	Gould Payment
7	<input checked="" type="checkbox"/>	No Match	No	0	IN135092-Excide
8	<input checked="" type="checkbox"/>	No Match	No	0	INTEREST
9	<input checked="" type="checkbox"/>	No Match	No	0	INTEREST RECEIVED
10	<input checked="" type="checkbox"/>	No Match	No	0	LEASE 439314ZZX

Renumbering
 Renumber unmatched entries by Category or individual entries. Entries can also have a prefix to create unique numbering sequences E.g. INRC0000121
Note: You must **Display By | No Match** to enable the **Renumber** command button

Confirmation
 Are you sure you want to renumber all the selected entries?
 No Yes

CB Reference	Auto No.	Prefix	Generated Reference	CB Amount	S
	Yes	BCHG	00000149	0.00	
	Yes	BCHG	00000150	0.00	
	Yes		20090040	0.00	
	Yes	DEPO	00000001	0.00	
	Yes	DEPO	00000002	0.00	
	Yes		20093033	0.00	
	Yes		20091033	0.00	
	Yes	LGAL	1120	0.00	
	Yes	INTR	00000002	0.00	
	Yes	STOP	00000001	0.00	

Page 1 of 2

Cashbook Transactions

Print **Renumber** Batch Batch List Post RecX History

Rules Template *
 SAMPLE Cashbook NetBank Business (CSV)
 Category * BANKCHARGES Category Description Bank Charges
 Auto # Prefix BCHG Next Sequence Number 00000149
 + Add Line Delete Line Edit Columns

Transaction Code	Description	Entry Description	Autonumber	Prefix	Next Sequence Nu...	Source Code	GL Account
028	LEGAL FEES	Bank Charges	Yes	LGAL	00001121	BC	1200
032	NonRes Tax		No		00000001		
035	Cash fee on dep		No		00000001		

RecXpress Import

- Options
- Summary
- Reconciliation**

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

RecXpress ×

i Information ×
Renumbering was completed successfully.

Index	Priority	Description
1	Message	No next number found for prefix ADJU. Setting next number to 1.
2	Message	No next number found for prefix DEPO. Setting next number to 1.
3	Message	No next number found for prefix FORX. Setting next number to 1.
4	Message	No next number found for prefix INTR. Setting next number to 1.
5	Message	No next number found for prefix GENR. Setting next number to 1.
6	Message	No next number found for prefix STOP. Setting next number to 1.
7	Message	No next number found for prefix TRFR. Setting next number to 1.

Slide Index

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

RecXpress Import

Options Summary **Reconciliation**

sage 300 Administrator SAMLTD Search Help Settings Tools

Options Summary Reconciliation

Mode: Single | Display By: **No Match** | Sort By: Reference | Direction: Ascending | Display From: >= | Category: []

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

Bank Statement Transactions

Delete Line Edit Columns All On All Off

Line	Select for Batch	Import Status	RecX Posted	ID	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	CB Reference	Cl
1	<input checked="" type="checkbox"/>	No Match	No	0	ADJUST DEPOSIT	11/21/2030	11/21/2030	2030 - 11	-5.00		
2	<input checked="" type="checkbox"/>	No Match	No	0	CHEQUE BOOK	11/25/2030	11/25/2030	2030 - 11	-25.00		
3	<input checked="" type="checkbox"/>	No Match	No	0	Chloride Exact	11/1/2030	11/1/2030	2030 - 11	-243.56		
4	<input checked="" type="checkbox"/>	No Match	No	0	DEPOSIT/R BLACK	10/29/2030	10/29/2030	2030 - 10	1,676.04		
5	<input checked="" type="checkbox"/>	No Match	No	0	DEPOSIT/R BLACK	11/7/2030	11/7/2030	2030 - 11	4,286.35		
6	<input checked="" type="checkbox"/>	No Match	No	0	Gould Payment	11/1/2030	11/1/2030	2030 - 11	-222,211.26		
7	<input checked="" type="checkbox"/>	No Match	No					2030 - 11	-1,066.26		
8	<input checked="" type="checkbox"/>	No Match	No					2030 - 11	-97.50		
9	<input checked="" type="checkbox"/>	No Match	No					2030 - 11	202.40		
10	<input checked="" type="checkbox"/>	No Match	No					2030 - 11	-2,669.14		

Page 1 of 2 | 1 - 10 of 14 items

Cashbook Transactions

Print Renumber **Batch** Batch List Post RecX History Refresh Close

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

Confirmation
Do you want to create batches from the RecXpress unmatched entries?
No Yes

RecXpress Import

Options Summary **Reconciliation**

sage 300 Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

Options Summary Reconciliation

Mode: Single | **Display By: Matched With Error** | Sort By: Reference | Direction: Ascending | Filter: >=

Category: []

Bank Statement Transactions

Edit Columns | All On | All Off

Line	Import Status	RecX Posted	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	CB Reference	CB Amount	S	Variance	Comments
1	Matched with Error	No	348903	11/5/2030	11/5/2030	2030 - 11	-310.10	348903	-310.00	E	-0.10	

Confirmation

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

No Yes

Page 1 of 1 | 1 - 1 of 1 items

Cashbook Transactions

Print Renumber **Batch** Batch List Post RecX History Refresh Close

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

RecXpress Import

Options Summary **Reconciliation**

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

The screenshot displays the Sage 300 RecXpress Import interface. At the top, the 'Reconciliation' tab is active. A 'Batch List' window is open, showing a table of batches with columns: Batch Number, Bank, Ready To Post, Description, Batch Type, Status, Entry Type, and Total Debit. Two rows are highlighted with a green border: 000008 (RecXpress Variance Batch) and 000007 (RecXpress Batch). The 'Post Form' button at the bottom right of the window is also highlighted with a green border. In the background, the 'Bank Statement Transactions' table shows 10 lines, all with 'No Match' status. The 'Batch List' window also shows search filters for Batch Number (000008), Bank (SEATAC), and Direction (Descending).

Line	Select for Batch	Import Status
1	<input checked="" type="checkbox"/>	No Match
2	<input checked="" type="checkbox"/>	No Match
3	<input checked="" type="checkbox"/>	No Match
4	<input checked="" type="checkbox"/>	No Match
5	<input checked="" type="checkbox"/>	No Match
6	<input checked="" type="checkbox"/>	No Match
7	<input checked="" type="checkbox"/>	No Match
8	<input checked="" type="checkbox"/>	No Match
9	<input checked="" type="checkbox"/>	No Match
10	<input checked="" type="checkbox"/>	No Match

Batch Number	Bank	Ready To Post	Description	Batch Type	Status	Entry Type	Total Debit
000008	SEATAC	Yes	RecXpress Variance Batch	Normal Entries	Ready To Post	RecXpress Adjustme...	
000007	SEATAC	Yes	RecXpress Batch	Normal Entries	Ready To Post	RecXpress	6,16-

Import Amount	CB Reference	Cl
-5.00		
-25.00		
-243.56		
1,676.04		
4,286.35		
-222,211.26		
-1,066.26		
-97.50		
202.40		
-2,669.14		

Slide Index

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

RecXpress Import

Options Summary **Reconciliation**

sage 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

R/X RecXpress : RecXpress Import RecXpress History

RecXpress

Bank Code * SEATAC Bank Name Seattle T

Options Summary **Reconciliation**

Mode Single Display By All Sort By Reference Direction Ascending Display From >= Category

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

Line	Import Status	RecX Posted	ID	Year Period	Import Amount	CB Reference
1	More than One Amo...	No	0	2030 - 10	-150.00	348883
2	Exact Match	No	0	2030 - 10	-364.00	348884
3	Exact Match	No	0	2030 - 10	-272.55	348885
4	More than One Amount	No	0	2030 - 10	-150.00	348886
5	Exact Match	No	0	2030 - 10	-55.00	348887
6	Exact Match	No	0	2030 - 10	-8,650.00	348888
7	More than One Amount	No	0	2030 - 10	-150.00	348889
8	Exact Match	No	0	2030 - 11	-2,202.12	348891
9	Exact Match	No	0	2030 - 11	-45.23	348892
10	Exact Match	No	0	2030 - 11	-431.29	348893

Post Reconciliation

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

Lock Transactions on Posting

Yes **No**

Page 1 of 7 1 - 10 of 62 items

Cashbook Transactions

Print Renumber Batch Batch List **Post RecX** History Refresh Close

RecXpress Import

Options Summary Reconciliation

sage 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

R/X RecXpress : RecXpress Import RecXpress History

RecXpress

Options * Required

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

Bank Statement Transactions

Delete Line Edit Columns All On All Off

Line	Select for Batch	Import Status	RecX Posted	Reference	Stmt. Date	Entry Date	Year Period	Import Amount	Auto No.	S	Category
1	<input checked="" type="checkbox"/>	No Match	No	ADJUST DEPOSIT	11/21/2030	11/21/2030	2030 - 11	-5.00	Yes		ADJUSTMENTS
2	<input checked="" type="checkbox"/>	No Match	No	CHEQUE BOOK	11/25/2030	11/25/2030	2030 - 11	-25.00	Yes		INTEREST
3	<input checked="" type="checkbox"/>										STOPORDERS
4	<input checked="" type="checkbox"/>										DEPOSITS
5	<input checked="" type="checkbox"/>										DEPOSITS
6	<input checked="" type="checkbox"/>										AP
7	<input checked="" type="checkbox"/>										AP
8	<input checked="" type="checkbox"/>										INTEREST
9	<input checked="" type="checkbox"/>										INTEREST
10	<input checked="" type="checkbox"/>	No Match	No	LEASE 439314ZZX	11/30/2030	11/30/2030	2030 - 11	-2,669.14	Yes		STOPORDERS

Page 1 of 2 1 - 10 of 14 items

Cashbook Transactions

Print Renumber Batch Batch List Post RecX History Refresh Close

RecXpress History

Posting the RecXpress reconciliation will also update the RecXpress History

RecXpress

Index	Priority	Description
1	Message	Successfully updated the reconciliation to history.
2	Message	Successfully posted the RecXpress reconciliation to Cashbook.

Entries Reconciled in Cashbook from RecXpress

sage 300 Session Date: Nov 30, 2030 Administrator SAMLTD Search Help Settings Tools

C/B Bank Reconciliation : Reconcile Cashb... Bank Summary Transaction Enqu...

C/B Bank Reconciliation Options ⚙

Bank Code: SEATAC Bank Name: Seattle Tacoma Bank

Sort/Search By: Date Direction: Asc All

Bank Totals

BF	10/1/2030	-2,108.70
CF	11/30/2030	-98,647.10
BK		-98,647.10

M..	Ref/Chq Number	Date	Description	Amount	S	Reconciled Amount	Variance	Status Description	Comments	Details
	INT000000002	10/15/2030	Interest received	197.50	X	197.50	0.00	(RX) Matched Amount		
	348883	10/16/2030	Coastal Heating of Ottawa	-150.00	X	-150.00	0.00	(RX) More than One A...		
	348887	10/16/2030	Computer Weekly News	-55.00	X	-55.00	0.00	Reconciled (Matched in...		
	DP0016102010	10/16/2030	Daily deposits	8,520.00	X	8,520.00	0.00	(RX) Multiple Match in ...		
	348884	10/17/2030	ABC Stationers	-364.00	X	-364.00	0.00	Reconciled (Matched in...		
	348885	10/18/2030	Telephone Company	-272.55	X	-272.55	0.00	Reconciled (Matched in...		
	348889	10/19/2030	Mr. Stephen Kershaw	-150.00	X	-150.00	0.00	(RX) More than One A...		
	348914A	10/19/2030	The Courtyard	655.00	X	655.00	0.00	(RX) Multiple Match in ...		
	DP0019102010	10/19/2030	Miscellaneous Cash sales	4,520.00	X	4,520.00	0.00	(RX) Matched Amount		
	DP0020102010	10/20/2030	Auto transfer from Pine Supply ...	7,250.00	X	7,250.00	0.00	(RX) More than One A...		

Page 1 of 7

Cashbook
 Bank Statement
 History

Bank Balance Matches With RecXpress Summary

The screenshot displays the Sage 300 RecXpress interface for C/B Bank Reconciliation. The main window shows the 'RecXpress' summary for Seattle Tacoma Bank (SEATAC) as of 11/30/2030. A 'Bank Totals' box in the top right shows a balance of -98,647.10, which is highlighted with a green box and connected by a line to the 'Bank Balance' entry in the summary table below. The summary table includes fields for Bank Code, Bank Name, Last Statement Date, Current Statement Date, and Last Posting Date. Below the summary is a detailed table of transactions with columns for Amount, S, Reconciled Amount, Variance, Status Description, Comments, and Details. At the bottom, there are radio buttons for 'Cashbook', 'Bank Statement', and 'History'.

Bank Totals

BF	10/1/2030	-2,108.70
CF	11/30/2030	-98,647.10
BK		-98,647.10

RecXpress Summary

Bank Code *	SEATAC	Bank Name	Seattle Tacoma Bank
Last Statement Date	9/30/2030	Current Statement Date	11/30/2030
Last Posting Date	11/30/2030		
CB Bank Balance	-98,647.10		
Imported	-96,538.40		
Matched	-96,538.40		
Unmatched	0.00		
Matched with Error	0.00		
Previously Reconciled	-96,538.40		
Bank Balance	-98,647.10		

Transaction Details

Amount	S	Reconciled Amount	Variance	Status Description	Comments	Details
197.50	X	197.50	0.00	(RX) Matched Amount		
-150.00	X	-150.00	0.00	(RX) More than One A...		
-55.00	X	-55.00	0.00	Reconciled (Matched in...		
8,520.00	X	8,520.00	0.00	(RX) Multiple Match in ...		
-364.00	X	-364.00	0.00	Reconciled (Matched in...		
-272.55	X	-272.55	0.00	Reconciled (Matched in...		
-150.00	X	-150.00	0.00	(RX) More than One A...		
655.00	X	655.00	0.00	(RX) Multiple Match in ...		
4,520.00	X	4,520.00	0.00	(RX) Matched Amount		
7,250.00	X	7,250.00	0.00	(RX) More than One A...		

Copyright © 2022 Peresoft S
Peresoft Cape CC



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