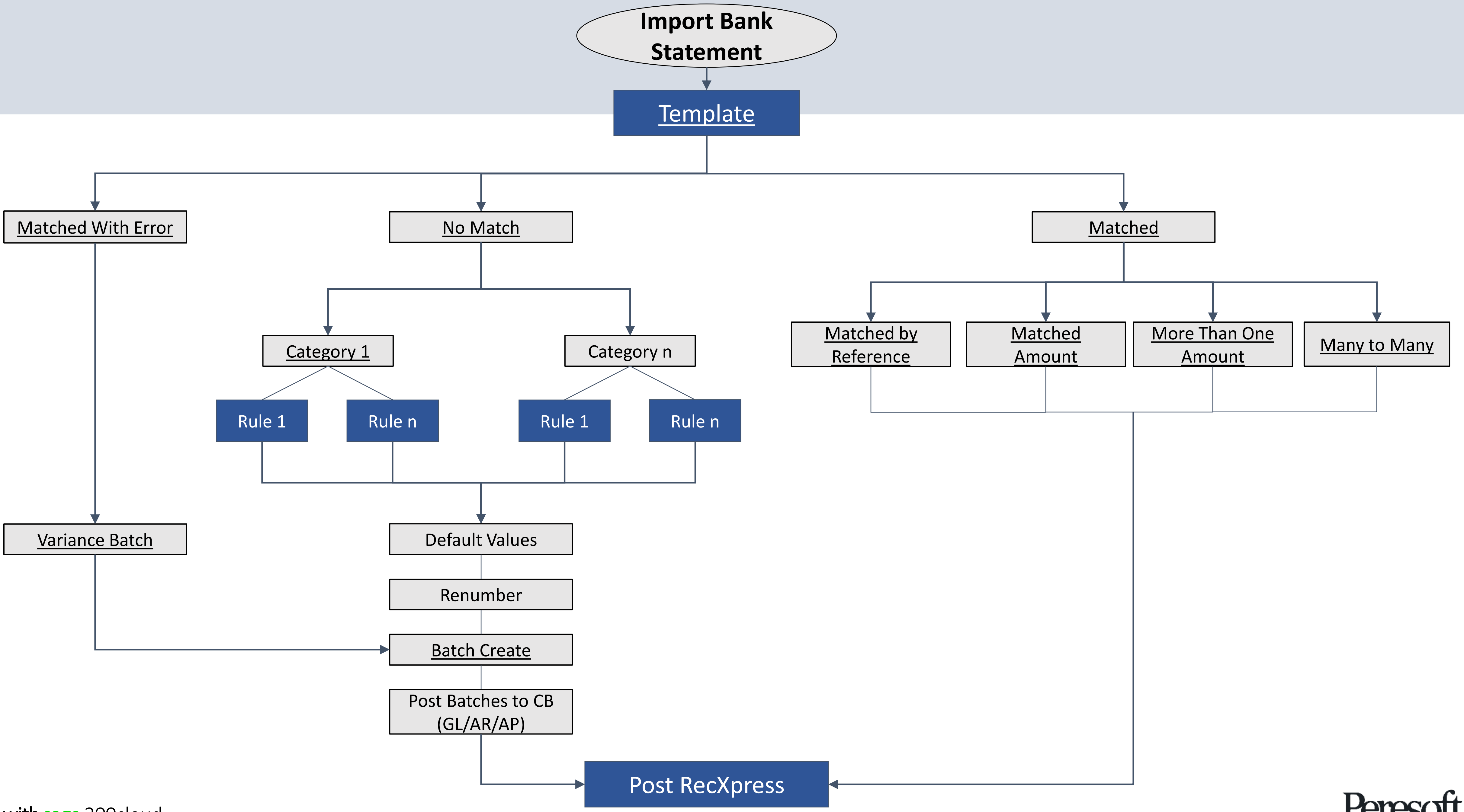
recXpress©
FOR BANK SERVICES

Sample Data For RecXpress for Bank Services

Products: RecXpress for Bank Services Web UIs

Works with sage 300cloud

Peresoft cloud



Import Bank Statement

Template

Matched With Error

No Match

Matched

Category 1

Category n

Rule 1

Rule n

Rule 1

Rule n

Matched by Reference

Matched Amount

More Than One Amount

Many to Many

Variance Batch

Default Values

Renumber

Batch Create

Post Batches to CB (GL/AR/AP)

Post RecXpress

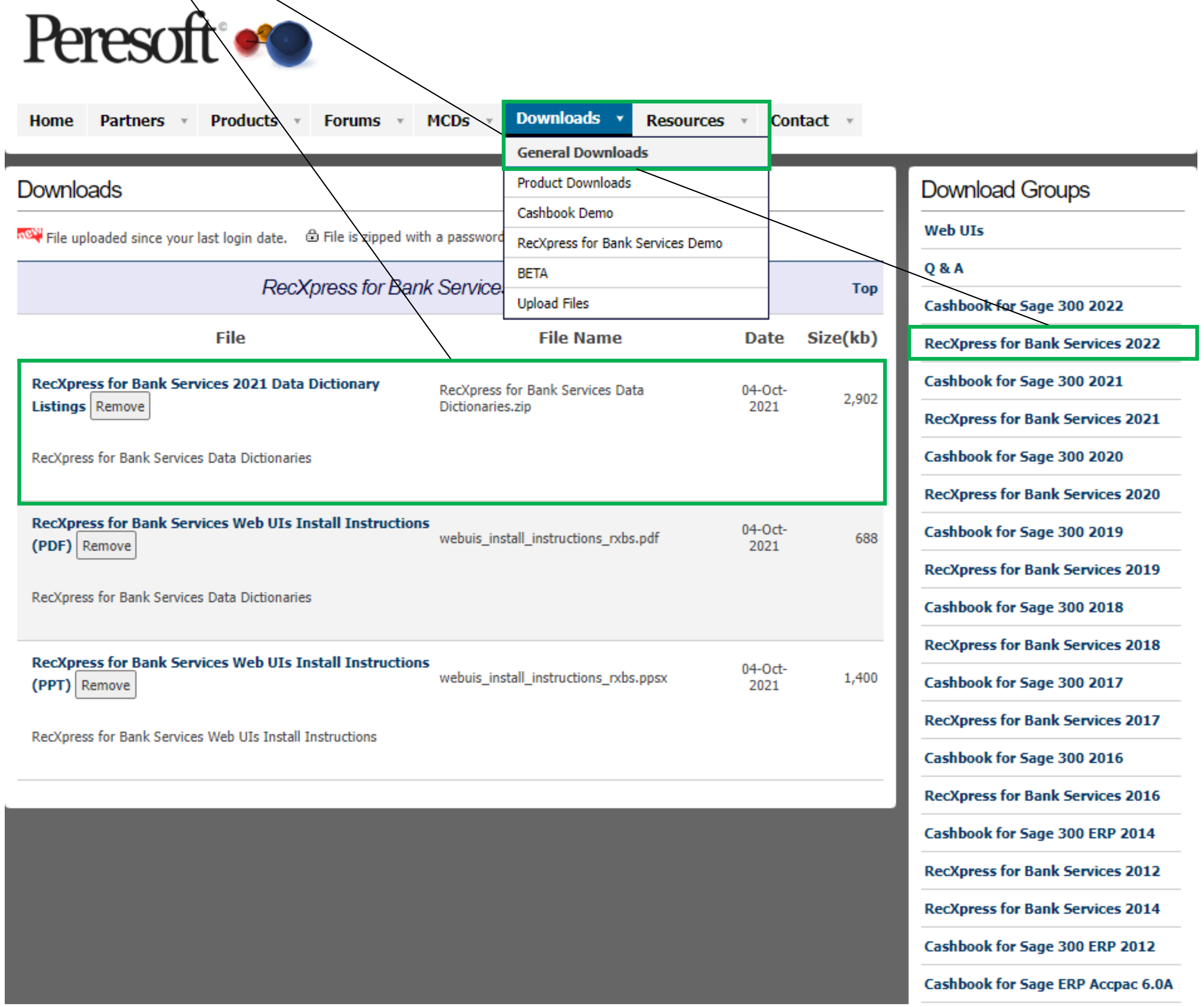
Slide Index

- **Preparing the Sample Data**
- **Rules**
- **Basic Screen Information**
- **Importing The Bank Statement**
- **Matching Entries**
- **Multiple Match Entries**
- **Matched With Error and No Match**
- **Create a Rule for No Match Entry**
- **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
Home
Partners
Products
Forums
MCDs
Downloads
Resources
Contact
General Downloads
Product Downloads
Cashbook Demo
RecXpress for Bank Services Demo
BETA
Upload Files

Downloads

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

RecXpress for Bank Service Top

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

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
**cxdflt_saminc.xlsx - ** RecXpress Defaults
RecXpressSampleImport.csv - RecXpress Bank Statement

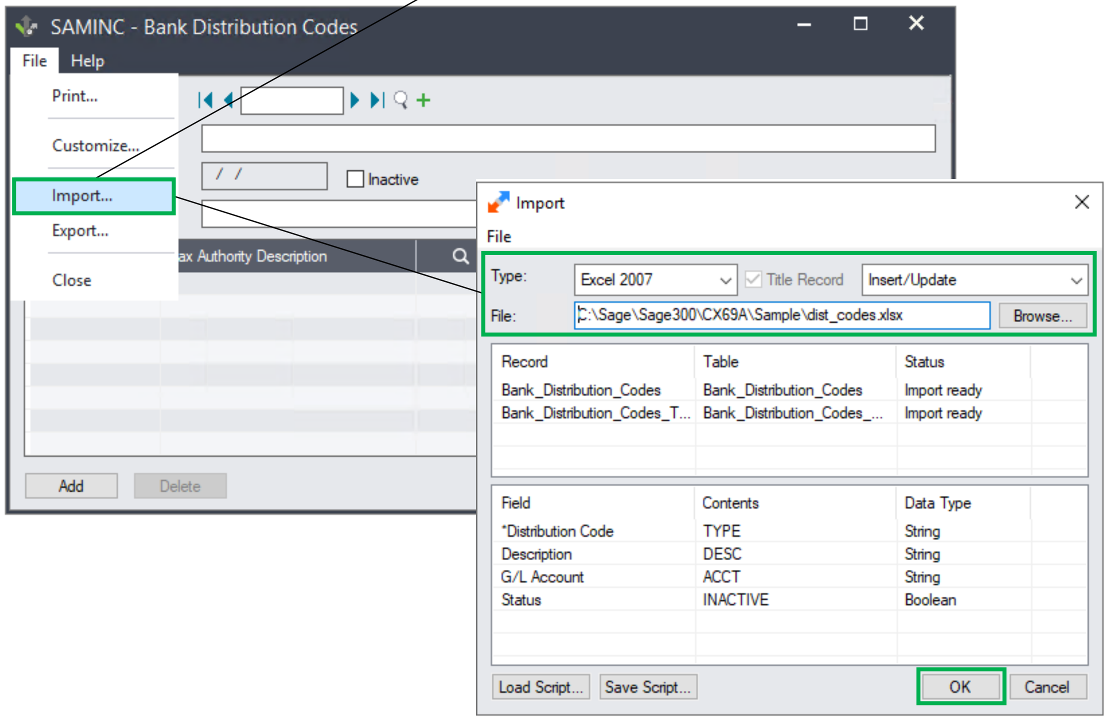
Creating RecXpress Sample Data

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

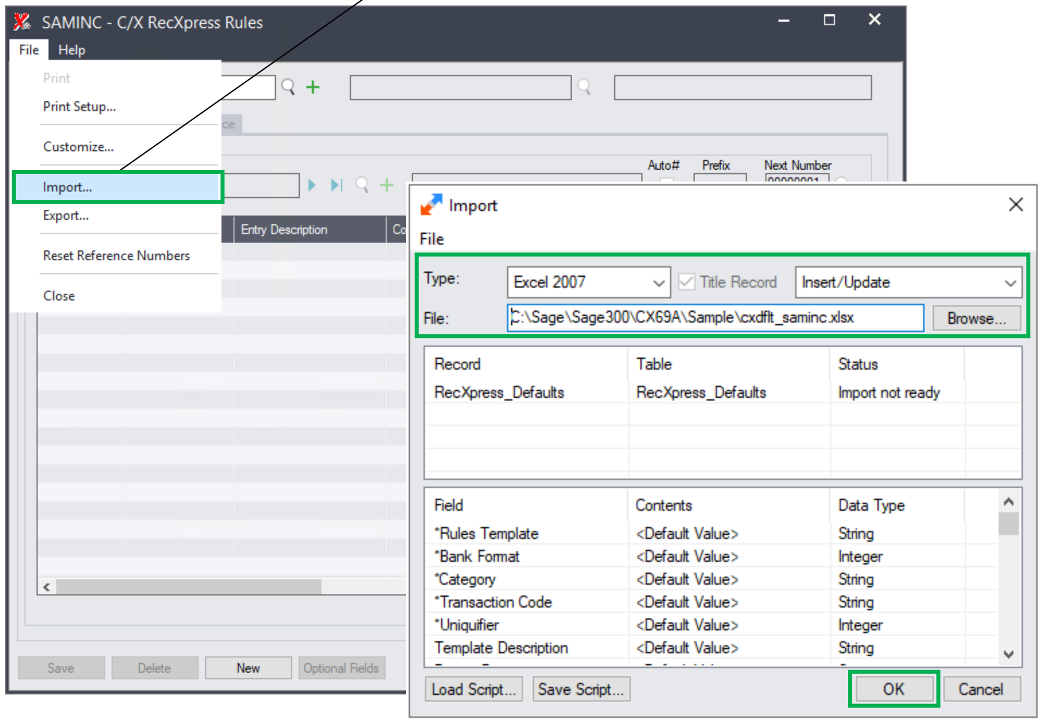
Go to Common Services | Bank Services | RecXpress Setup | RecXpress Rules
Go to File|Import
Select the browse button and import **cxdflt_saminc.xlsx**


SAMINC - Bank Distribution Codes
File
Help
Print...
Customize...
Import...
Export...
Close
Inactive
ax Authority Description
Add
Delete
Import
File
Title Record
Browse...
Load Script...
Save Script...
OK
Cancel

Type: Excel 2007 | Insert/Update
File: C:\Sage\Sage300\CX69A\Sample\dist_codes.xlsx

Record	Table	Status
Bank_Distribution_Codes	Bank_Distribution_Codes	Import ready
Bank_Distribution_Codes_T...	Bank_Distribution_Codes_...	Import ready

Field	Contents	Data Type
*Distribution Code	TYPE	String
Description	DESC	String
G/L Account	ACCT	String
Status	INACTIVE	Boolean

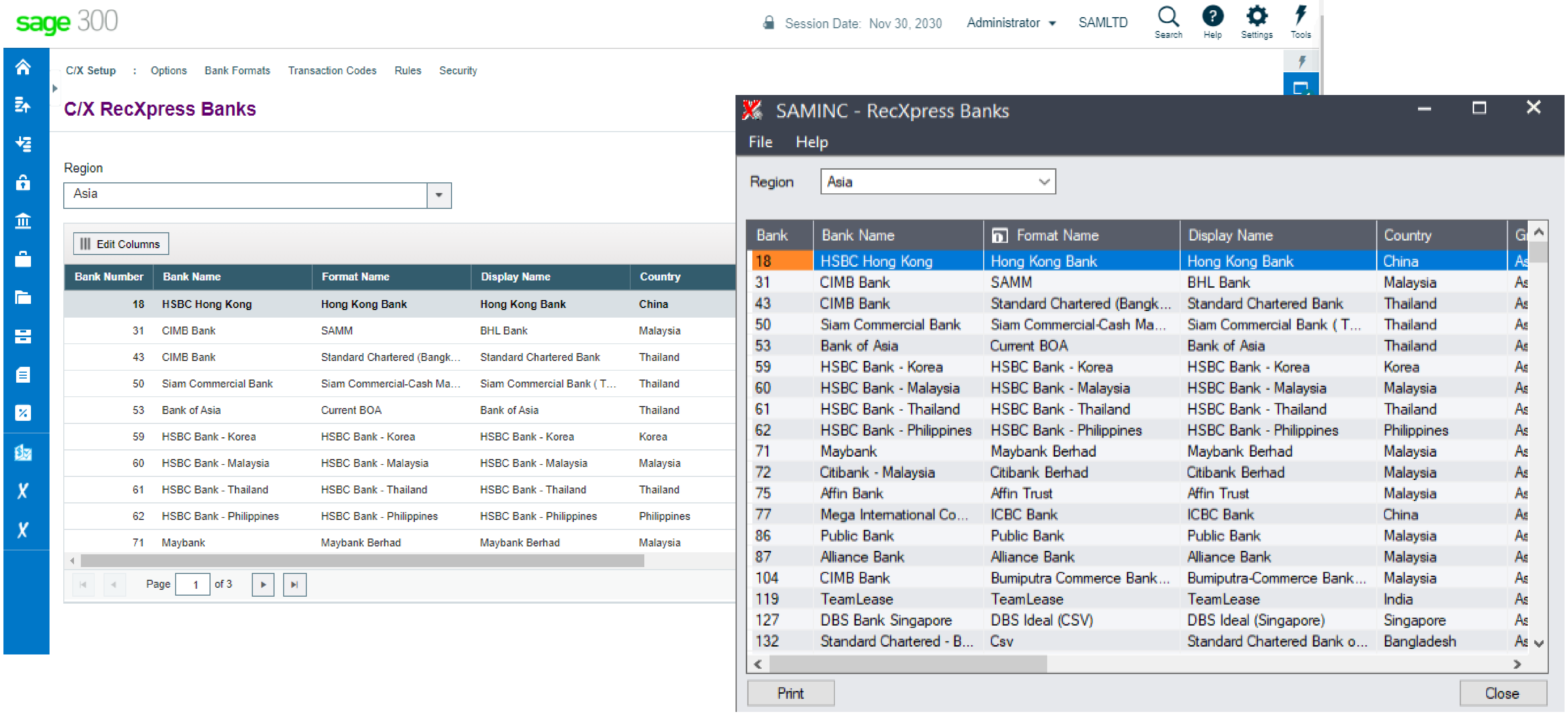

SAMINC - C/X RecXpress Rules
File
Help
Print
Print Setup...
Customize...
Import...
Export...
Reset Reference Numbers
Close
Auto#
Prefix
Next Number
Entry Description
Save
Delete
New
Optional Fields
Import
File
Title Record
Browse...
Load Script...
Save Script...
OK
Cancel

Type: Excel 2007 | Insert/Update
File: C:\Sage\Sage300\CX69A\Sample\cxdflt_saminc.xlsx

Record	Table	Status
RecXpress_Defaults	RecXpress_Defaults	Import not ready

Field	Contents	Data Type
*Rules Template	<Default Value>	String
*Bank Format	<Default Value>	Integer
*Category	<Default Value>	String
*Transaction Code	<Default Value>	String
*Uniquifier	<Default Value>	Integer
Template Description	<Default Value>	String

Multiple Bank Formats Already Available


sage 300
Session Date: Nov 30, 2030
Administrator
SAMLTD
Search
Help
Settings
Tools
C/X Setup : Options Bank Formats Transaction Codes Rules Security

C/X RecXpress Banks

Region: Asia

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

Page 1 of 3

SAMINC - RecXpress Banks

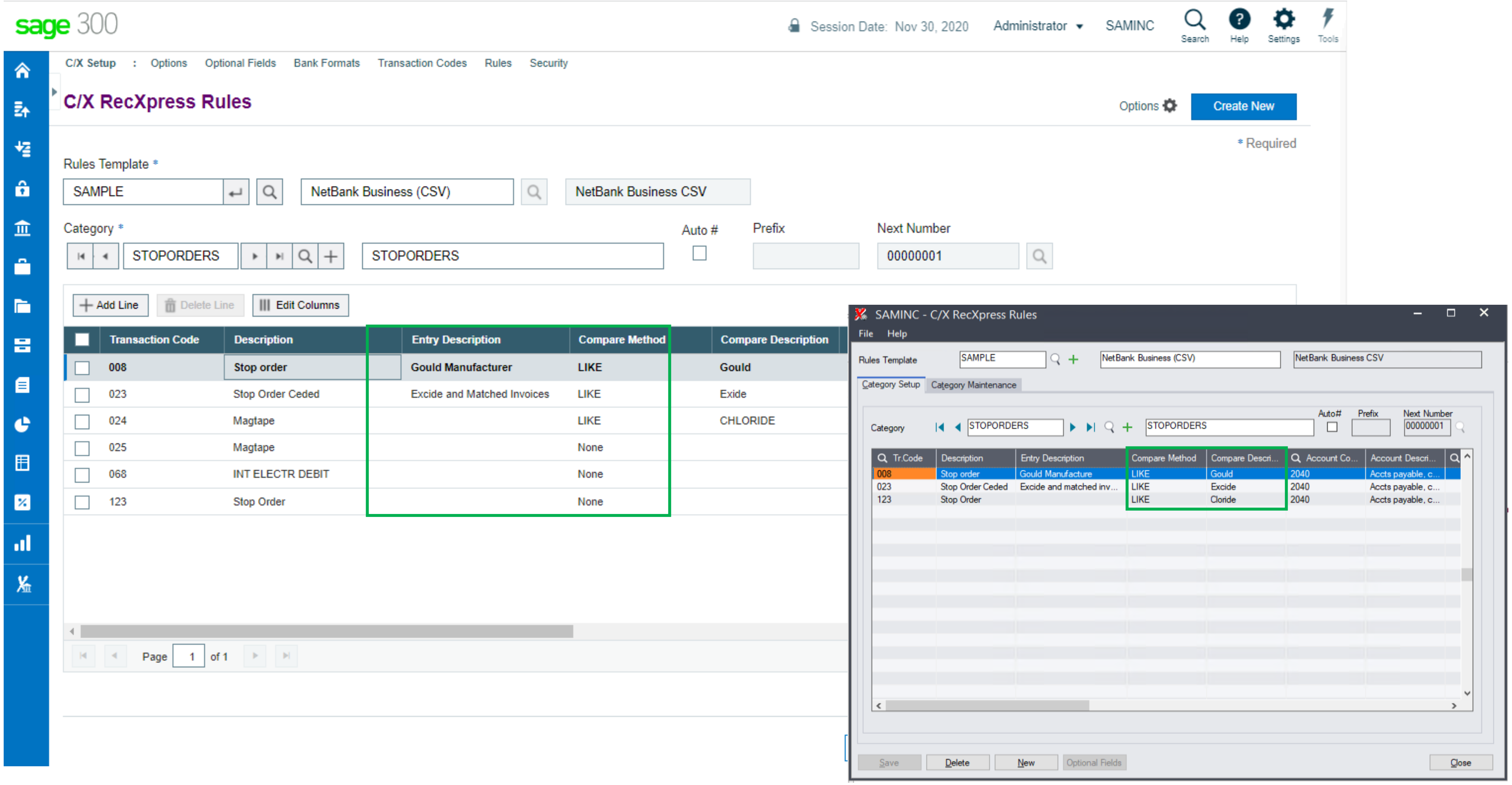
Region: Asia

Bank	Bank Name	Format Name	Display Name	Country	G
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 International 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

Slide Index

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

Create Unlimited Rules to Match Transactions to Default Values


sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
C/X Setup : Options Optional Fields Bank Formats Transaction Codes Rules Security
Options
Create New
Add Line
Delete Line
Edit Columns
Page 1 of 1

C/X RecXpress Rules

* Required

Rules Template *: SAMPLE — NetBank Business (CSV) — NetBank Business CSV

Category *: STOPORDERS — STOPORDERS

Auto #: ☐

Prefix:

Next Number: 00000001

☐	Transaction Code	Description	Entry Description	Compare Method	Compare Description
☐	008	Stop order	Gould Manufacturer	LIKE	Gould
☐	023	Stop Order Ceded	Excide and Matched Invoices	LIKE	Exide
☐	024	Magtape		LIKE	CHLORIDE
☐	025	Magtape		None	
☐	068	INT ELECTR DEBIT		None	
☐	123	Stop Order		None	

SAMINC - C/X RecXpress Rules

File
Help
Category Setup
Category Maintenance
Save
Delete
New
Optional Fields
Close

Rules Template: SAMPLE — NetBank Business (CSV) — NetBank Business CSV

Category: STOPORDERS — STOPORDERS

Auto#: ☐

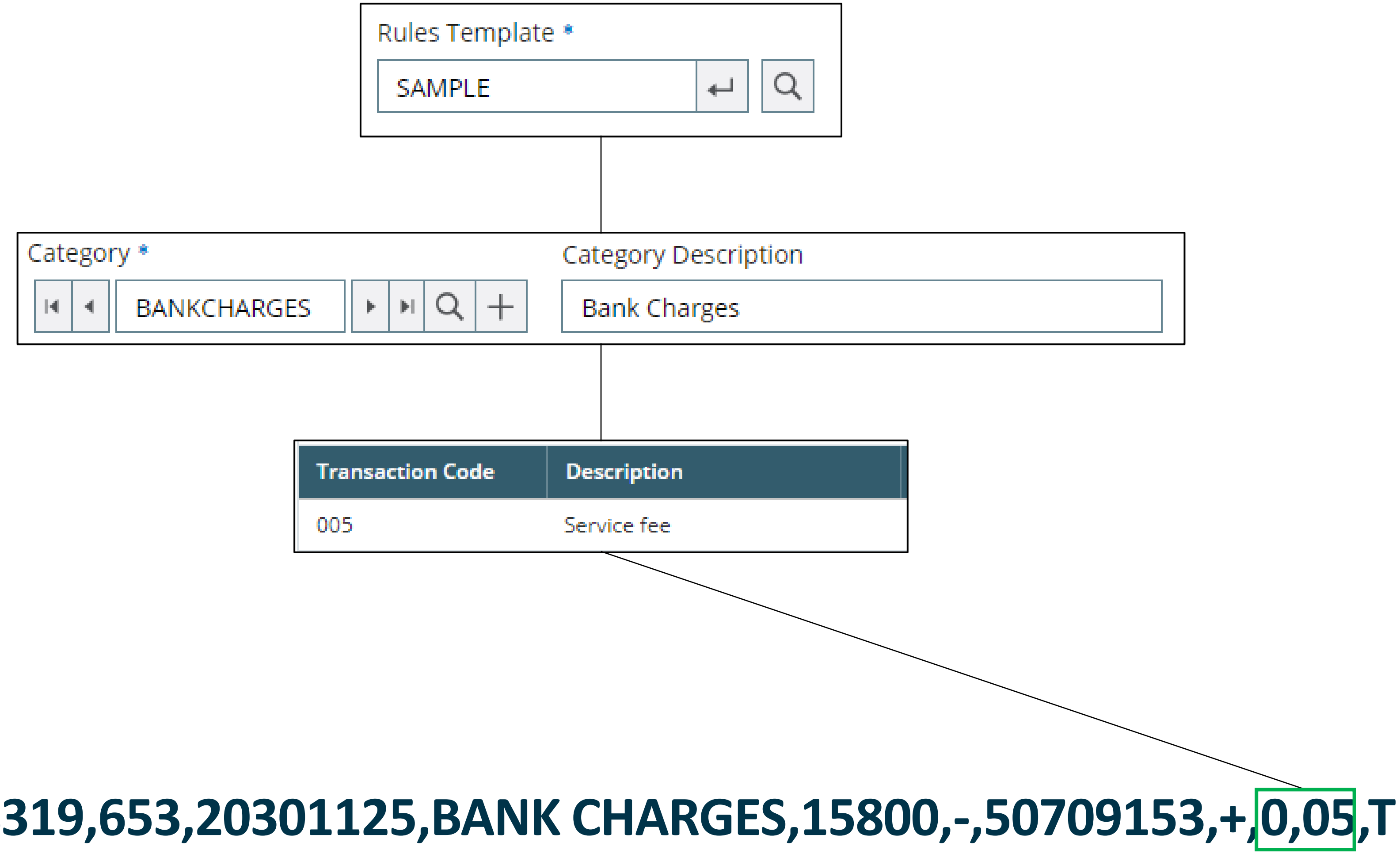
Prefix:

Next Number: 00000001

Tr.Code	Description	Entry Description	Compare Method	Compare Descri...	Account Co...	Account Descri...
008	Stop order	Gould Manufacture	LIKE	Gould	2040	Accts payable, c...
023	Stop Order Ceded	Excide and matched inv...	LIKE	Excide	2040	Accts payable, c...
123	Stop Order		LIKE	Cloride	2040	Accts payable, c...

Works with sage 300cloud

Rules – Transaction Code Only



Rules Template *: SAMPLE

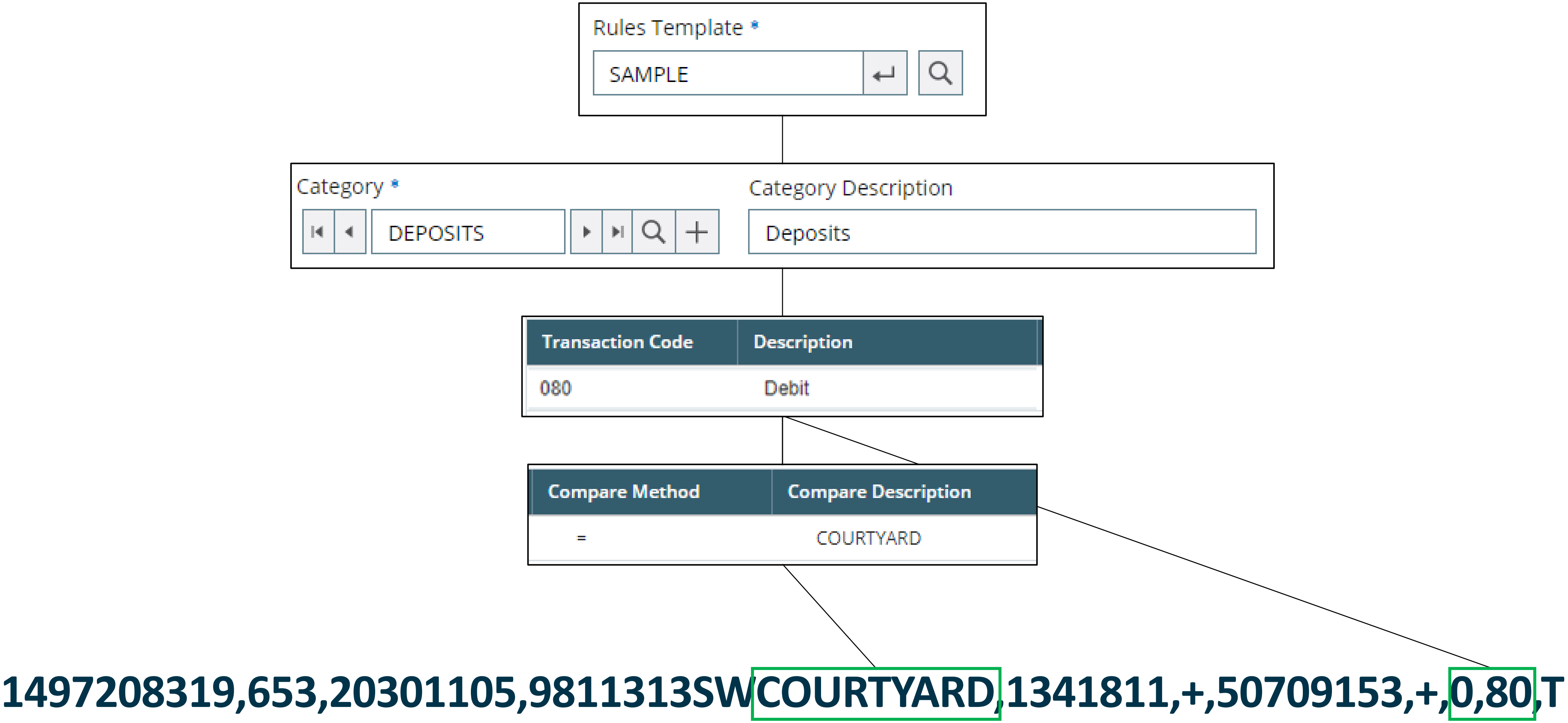
Category *: BANKCHARGES

Category Description: Bank Charges

Transaction Code	Description
005	Service fee

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

Rules – Compare Method
= (EQUAL)



Rules Template *: SAMPLE

Category *: DEPOSITS

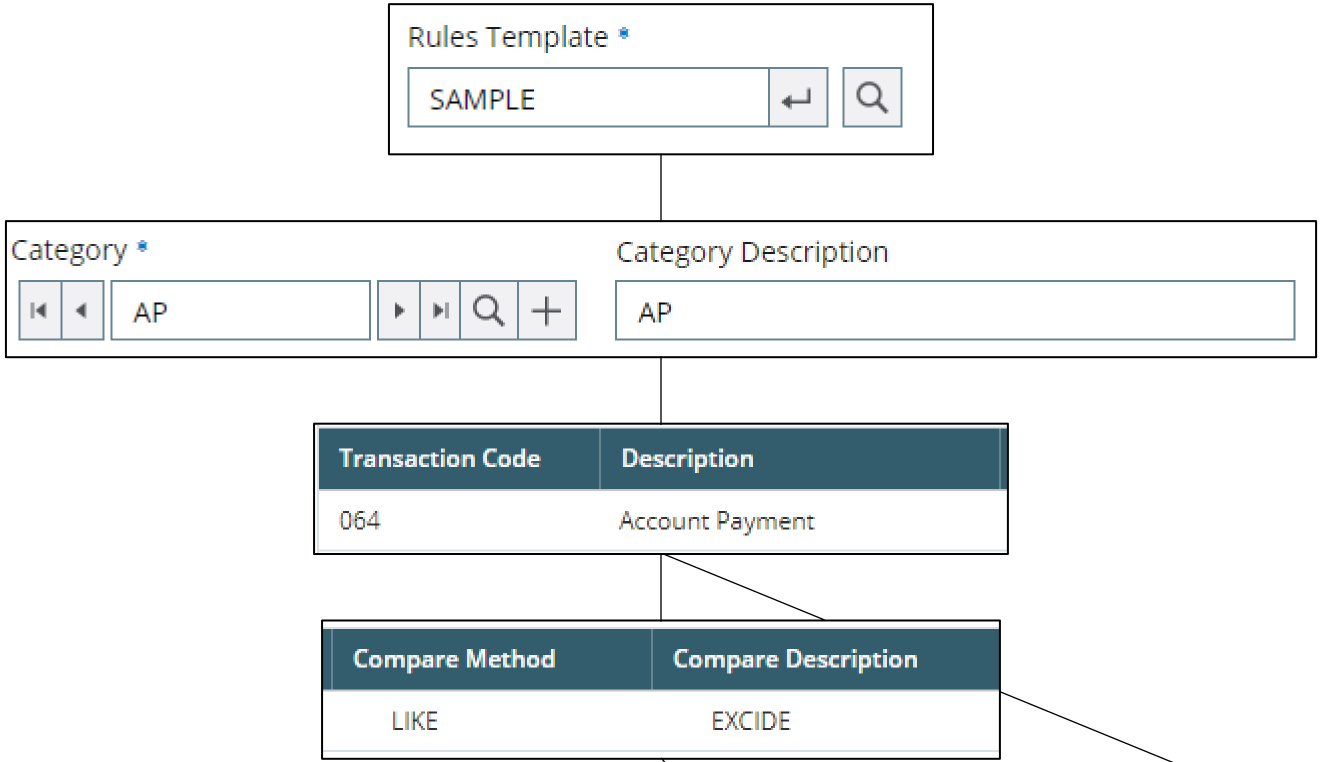
Category Description: Deposits

Transaction Code	Description
080	Debit

Compare Method	Compare Description
=	COURTYARD

1497208319,653,20301105,9811313SWCOURTYARD,1341811,+,50709153,+,0,80,T

Rules – Compare Method
LIKE



Rules Template * SAMPLE

Category * AP

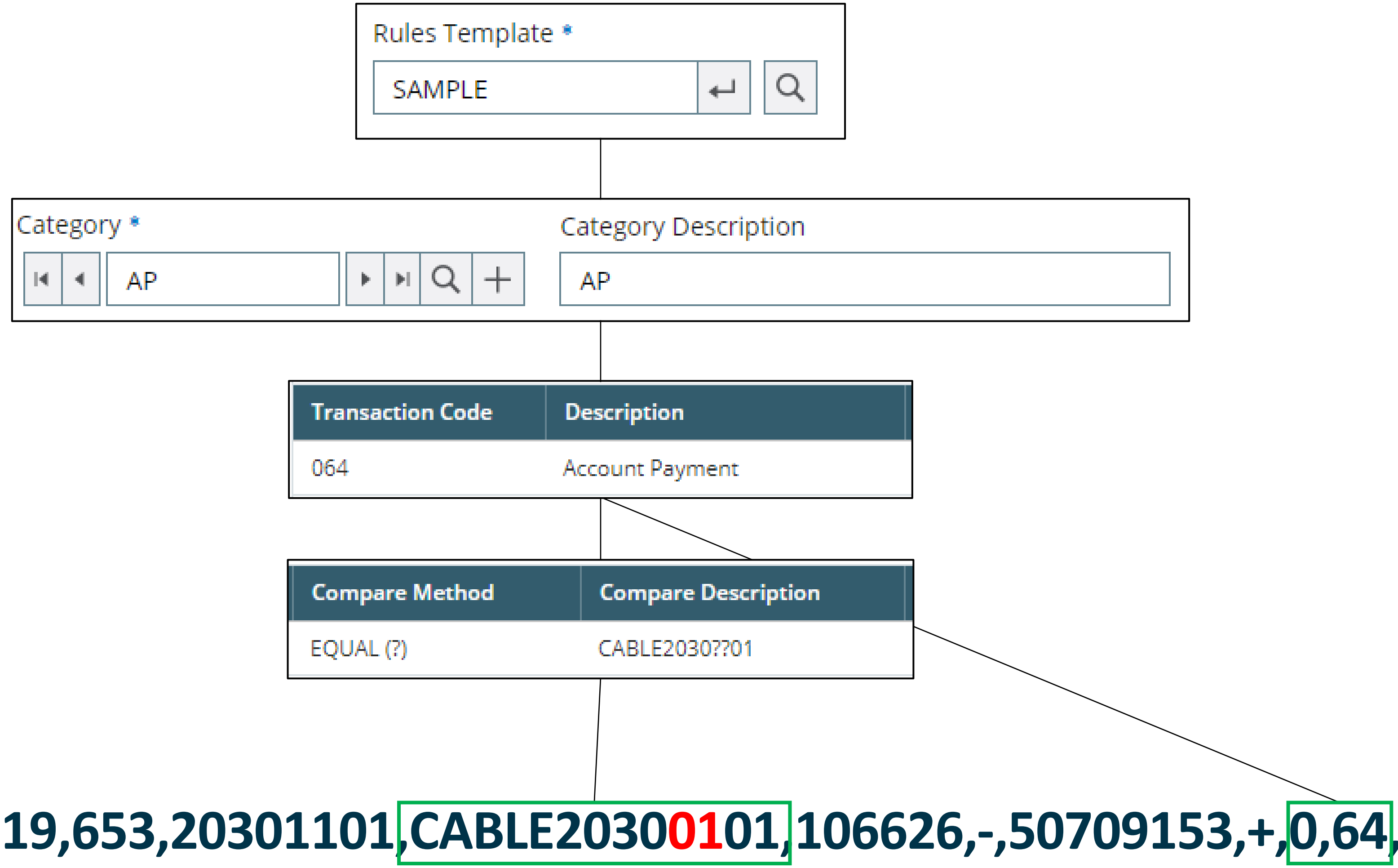
Category Description AP

Transaction Code	Description
064	Account Payment

Compare Method	Compare Description
LIKE	EXCIDE

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

Rules – Compare Method
EQUAL (?)



Rules Template * SAMPLE

Category * AP

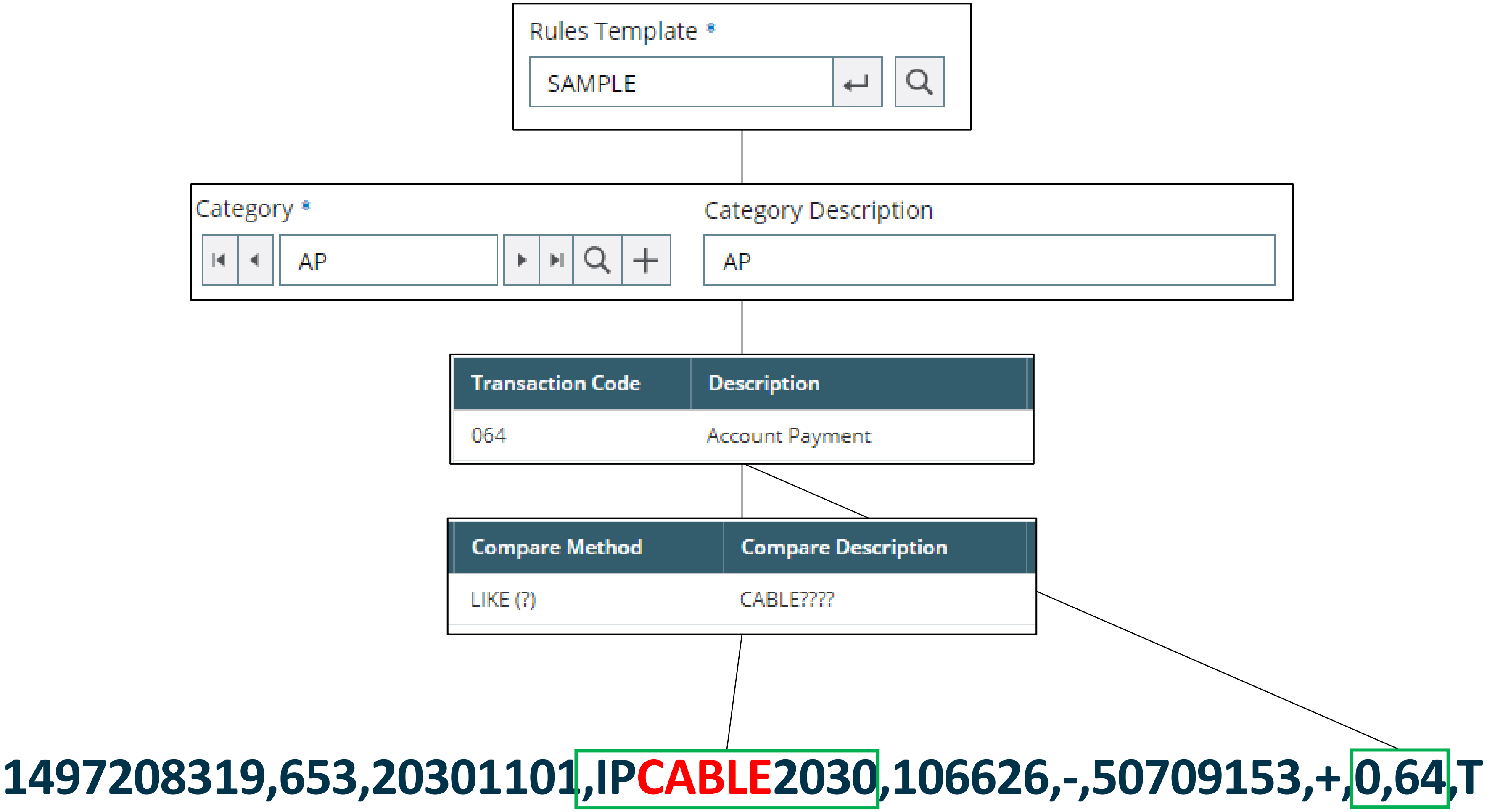
Category Description AP

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 *
AP

Category Description
AP

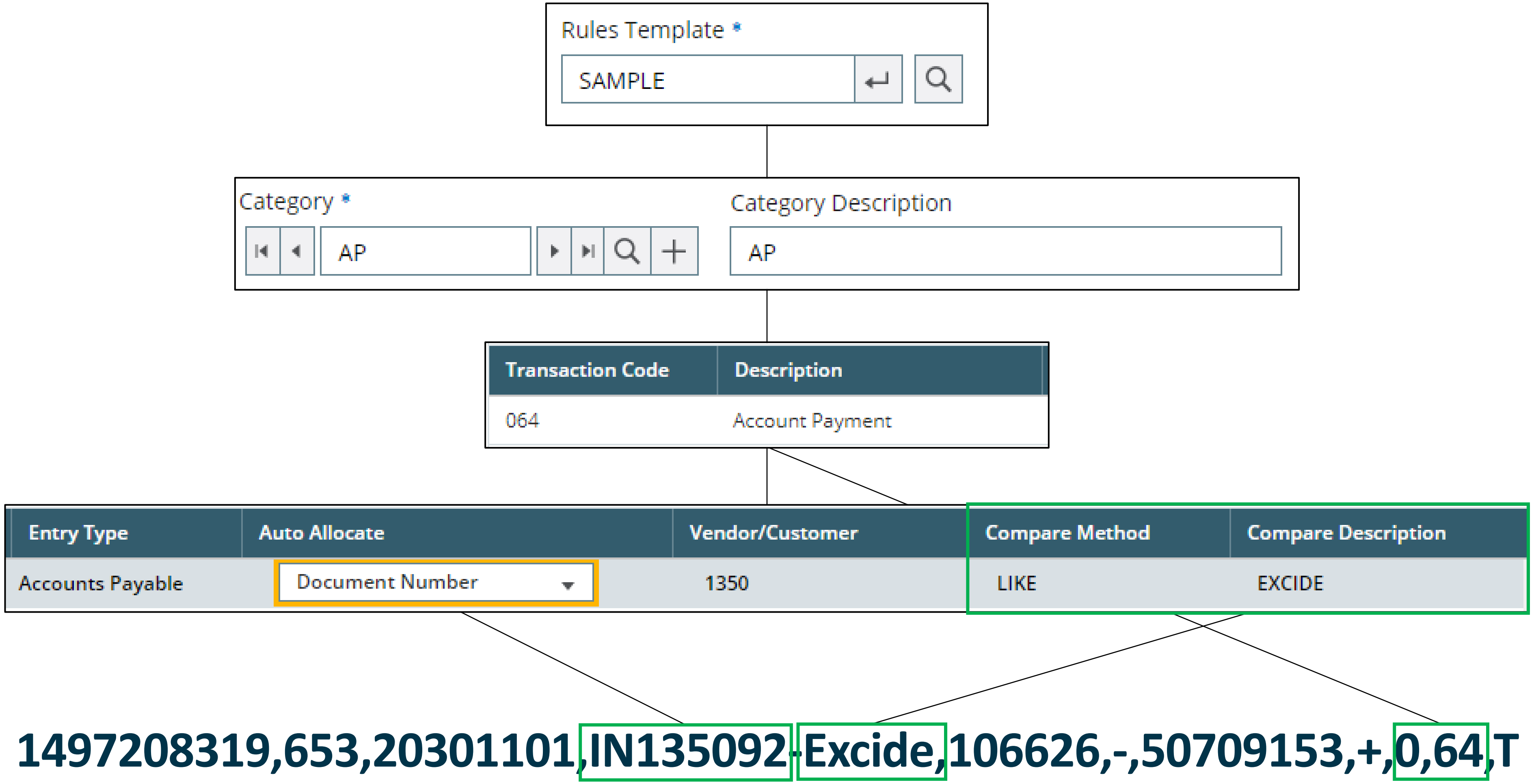
Transaction Code	Description
064	Account Payment

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

1497208319,653,20301101,IPCABLE2030,106626,-,50709153,+,0,64,T

Rules – Auto Allocation To AR/AP

Document Number



Rules Template * SAMPLE

Category * AP

Category Description AP

Transaction Code	Description
064	Account Payment

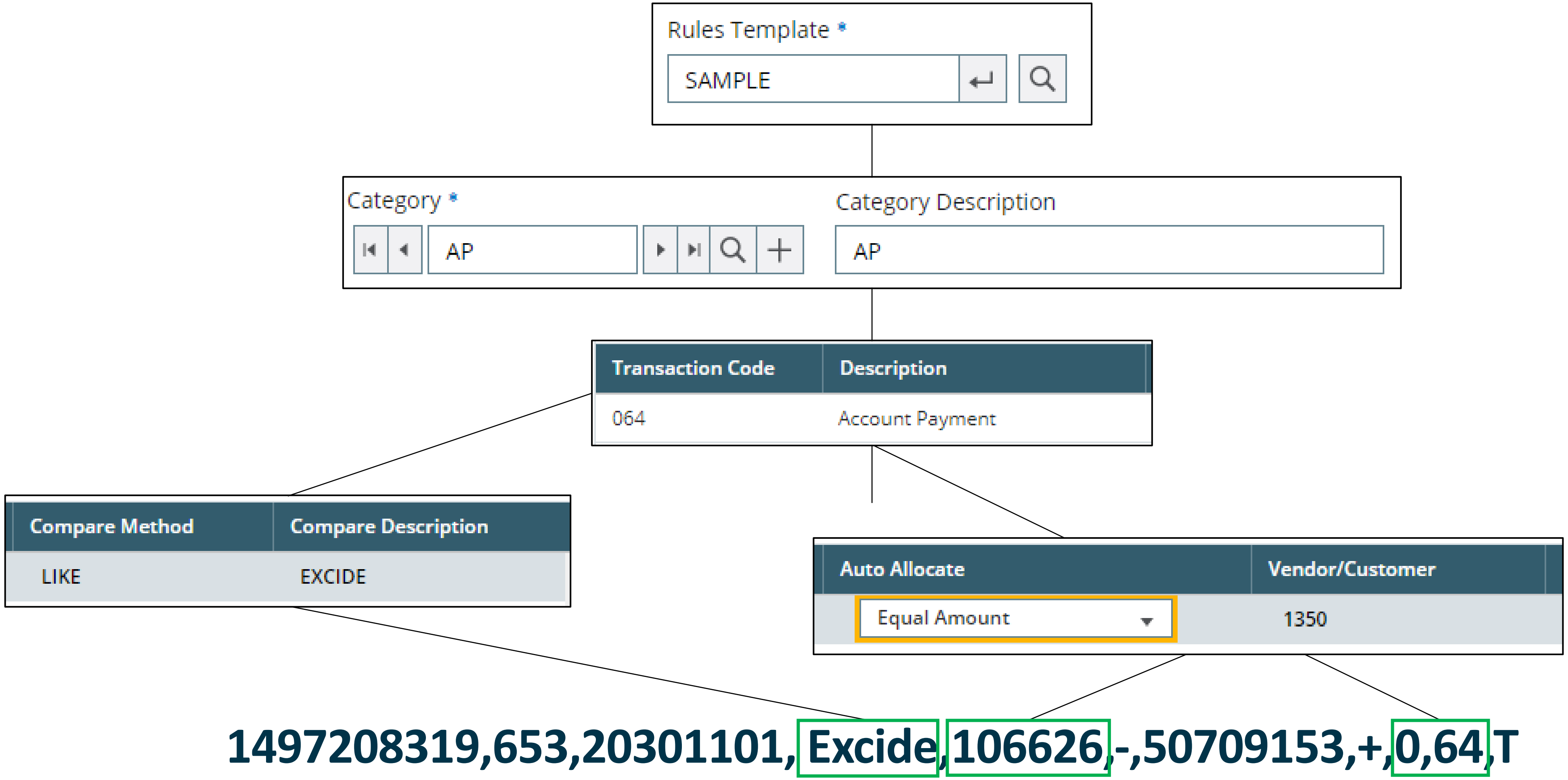
Entry Type	Auto Allocate	Vendor/Customer	Compare Method	Compare Description
Accounts Payable	Document Number	1350	LIKE	EXCIDE

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

Works with sage 300cloud

Peresoft cloud

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

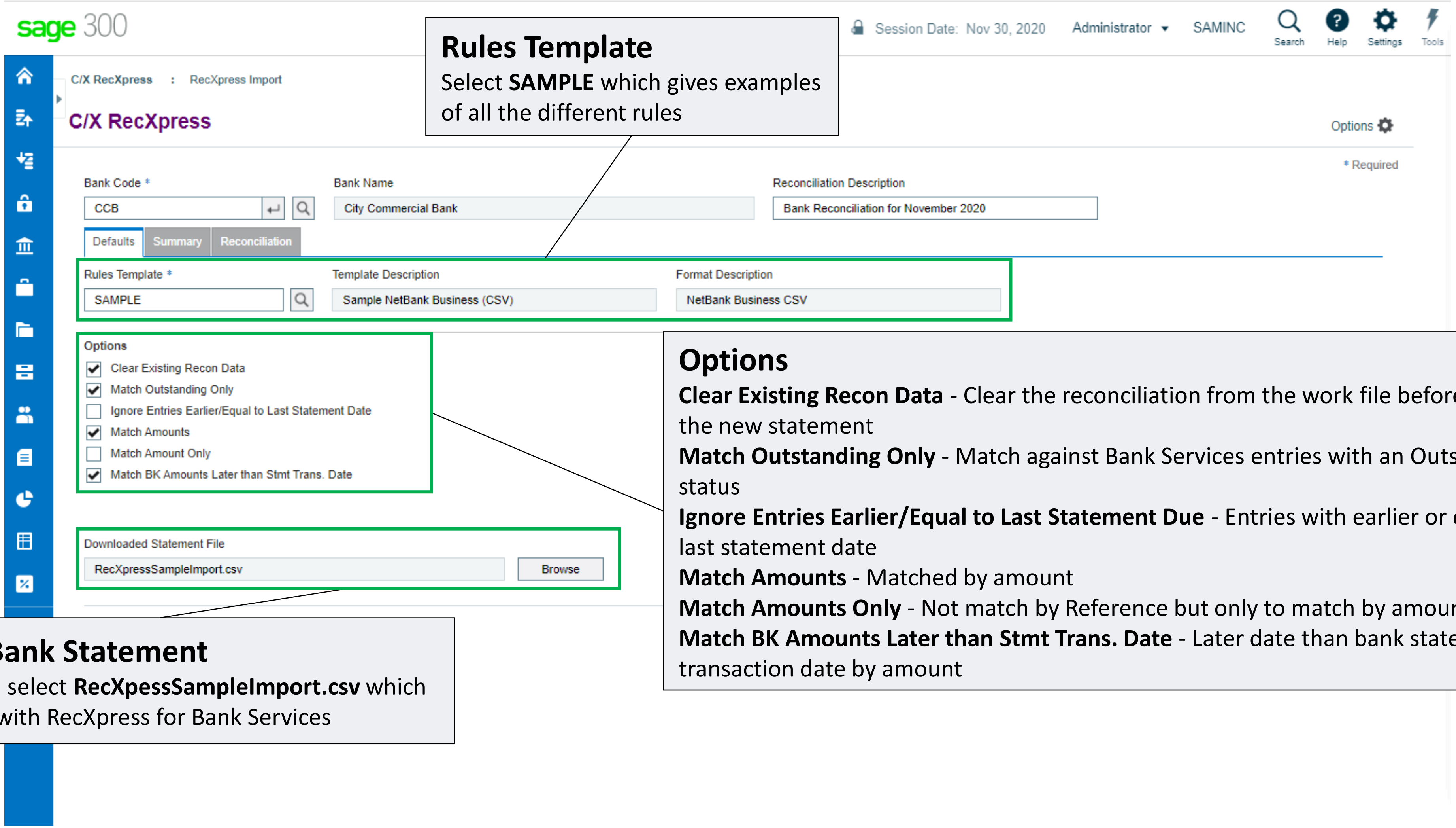
1497208319,653,20301101,Excide,106626,-,50709153,+,0,64,T

Slide Index

- **Preparing the Sample Data**
- **Rules**
- **Basic Screen Information**
- **Importing The Bank Statement**
- **Matching Entries**
- **Multiple Match Entries**
- **Matched With Error and No Match**
- **Create a Rule for No Match Entry**
- **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


sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
C/X RecXpress : RecXpress Import
Options
* Required
Defaults
Summary
Reconciliation
Browse

C/X RecXpress

Bank Code *	CCB
Bank Name	City Commercial Bank
Reconciliation Description	Bank Reconciliation for November 2020
Rules Template *	SAMPLE
Template Description	Sample NetBank Business (CSV)
Format Description	NetBank Business CSV

Options
- ☑ Clear Existing Recon Data
- ☑ Match Outstanding Only
- ☐ Ignore Entries Earlier/Equal to Last Statement Date
- ☑ Match Amounts
- ☐ Match Amount Only
- ☑ Match BK Amounts Later than Stmt Trans. Date

Downloaded Statement File: RecXpressSampleImport.csv

Rules Template

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

Options

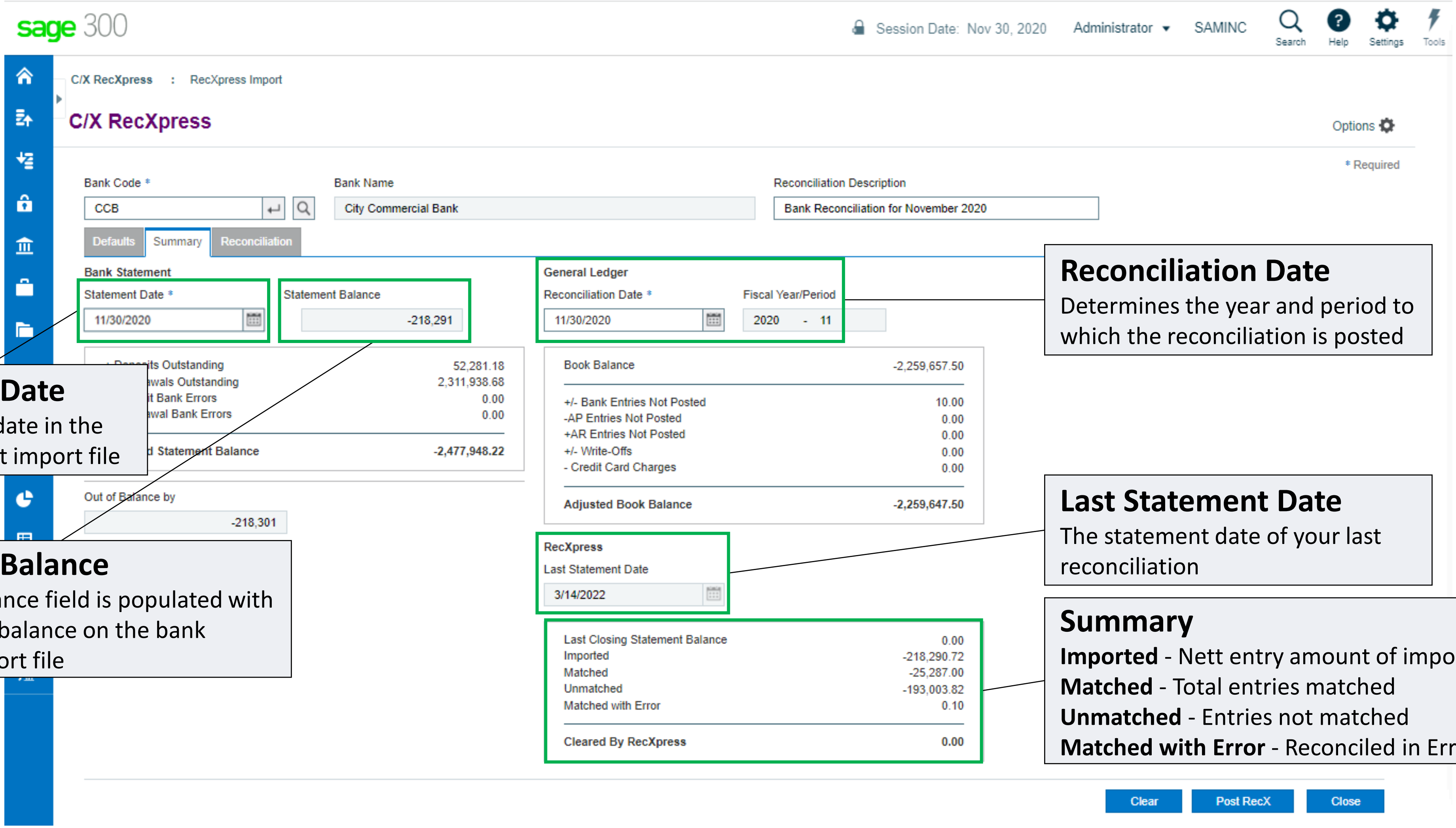
Clear Existing Recon Data - Clear the reconciliation from the work file before importing the new statement
Match Outstanding Only - Match against Bank Services entries with an Outstanding status
Ignore Entries Earlier/Equal to Last Statement Due - Entries with earlier or equal to the last statement date
Match Amounts - Matched by amount
Match Amounts Only - Not match by Reference but only to match by amount
Match BK Amounts Later than Stmt Trans. Date - Later date than bank statement transaction date by amount

Import Bank Statement

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

RecXpress Import

Defaults | **Summary** | Reconciliation



sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
C/X RecXpress : RecXpress Import
C/X RecXpress
Options
* Required
Defaults
Summary
Reconciliation
Clear
Post RecX
Close

Bank Code *	Bank Name	Reconciliation Description
CCB	City Commercial Bank	Bank Reconciliation for November 2020

Bank Statement

Statement Date *	11/30/2020
Statement Balance	-218,291

Deposits Outstanding	52,281.18
awals Outstanding	2,311,938.68
it Bank Errors	0.00
awal Bank Errors	0.00
d Statement Balance	-2,477,948.22

Out of Balance by: -218,301

General Ledger

Reconciliation Date *	11/30/2020
Fiscal Year/Period	2020 - 11

Book Balance	-2,259,657.50
+/- Bank Entries Not Posted	10.00
-AP Entries Not Posted	0.00
+AR Entries Not Posted	0.00
+/- Write-Offs	0.00
- Credit Card Charges	0.00
Adjusted Book Balance	-2,259,647.50

RecXpress

Last Statement Date: 3/14/2022

Last Closing Statement Balance	0.00
Imported	-218,290.72
Matched	-25,287.00
Unmatched	-193,003.82
Matched with Error	0.10
Cleared By RecXpress	0.00

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

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

Last Statement Date
The statement date of your last reconciliation

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

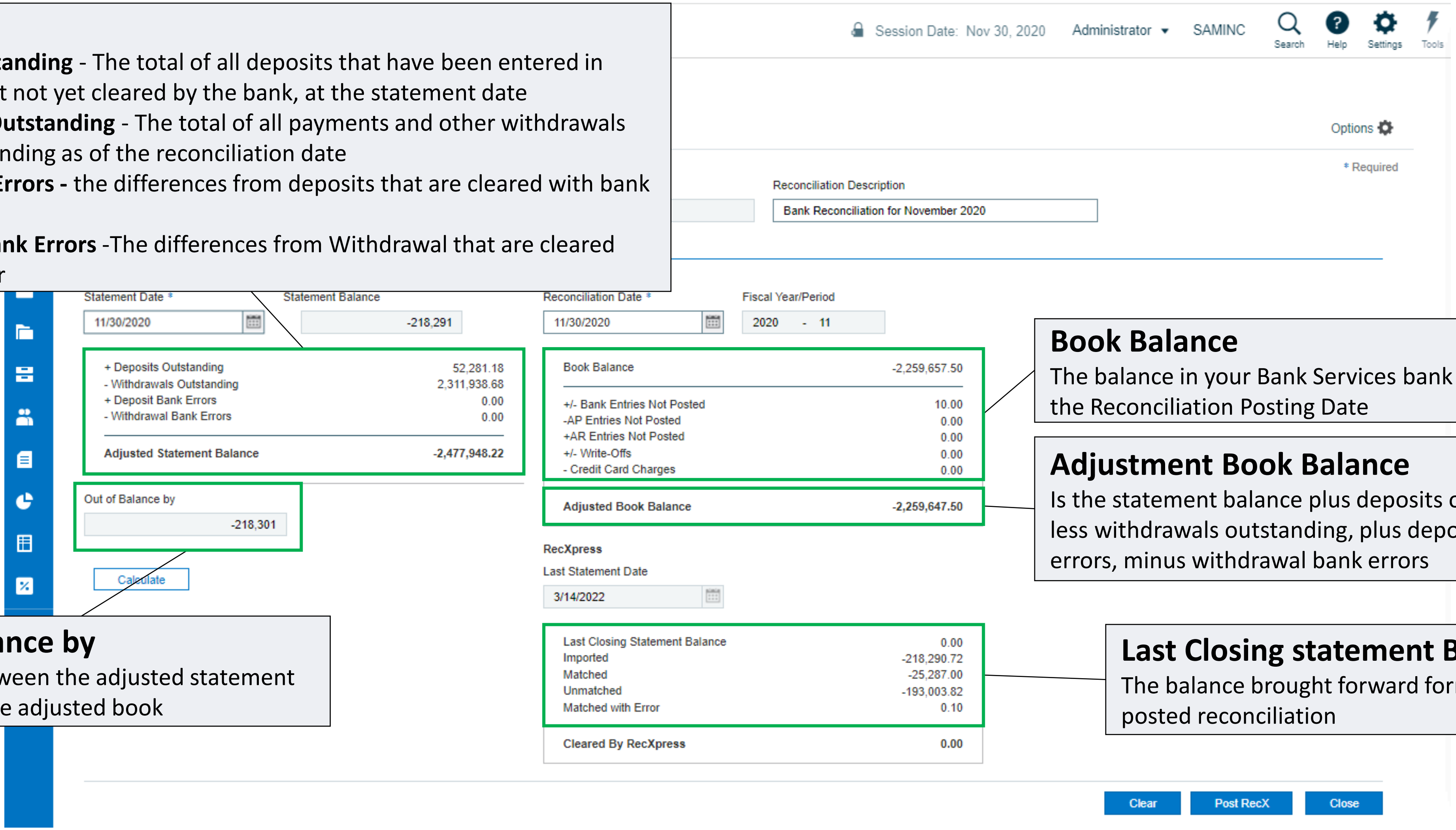
Summary

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



* Required

Reconciliation Description: Bank Reconciliation for November 2020

Statement Date *: 11/30/2020

Statement Balance: -218,291

Reconciliation Date *: 11/30/2020

Fiscal Year/Period: 2020 - 11

+ Deposits Outstanding	52,281.18
- Withdrawals Outstanding	2,311,938.68
+ Deposit Bank Errors	0.00
- Withdrawal Bank Errors	0.00
Adjusted Statement Balance	**-2,477,948.22**

Out of Balance by: -218,301

Book Balance	-2,259,657.50
+/- Bank Entries Not Posted	10.00
-AP Entries Not Posted	0.00
+AR Entries Not Posted	0.00
+/- Write-Offs	0.00
- Credit Card Charges	0.00
Adjusted Book Balance	**-2,259,647.50**

RecXpress

Last Statement Date: 3/14/2022

Last Closing Statement Balance	0.00
Imported	-218,290.72
Matched	-25,287.00
Unmatched	-193,003.82
Matched with Error	0.10
Cleared By RecXpress	**0.00**

Book Balance

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

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

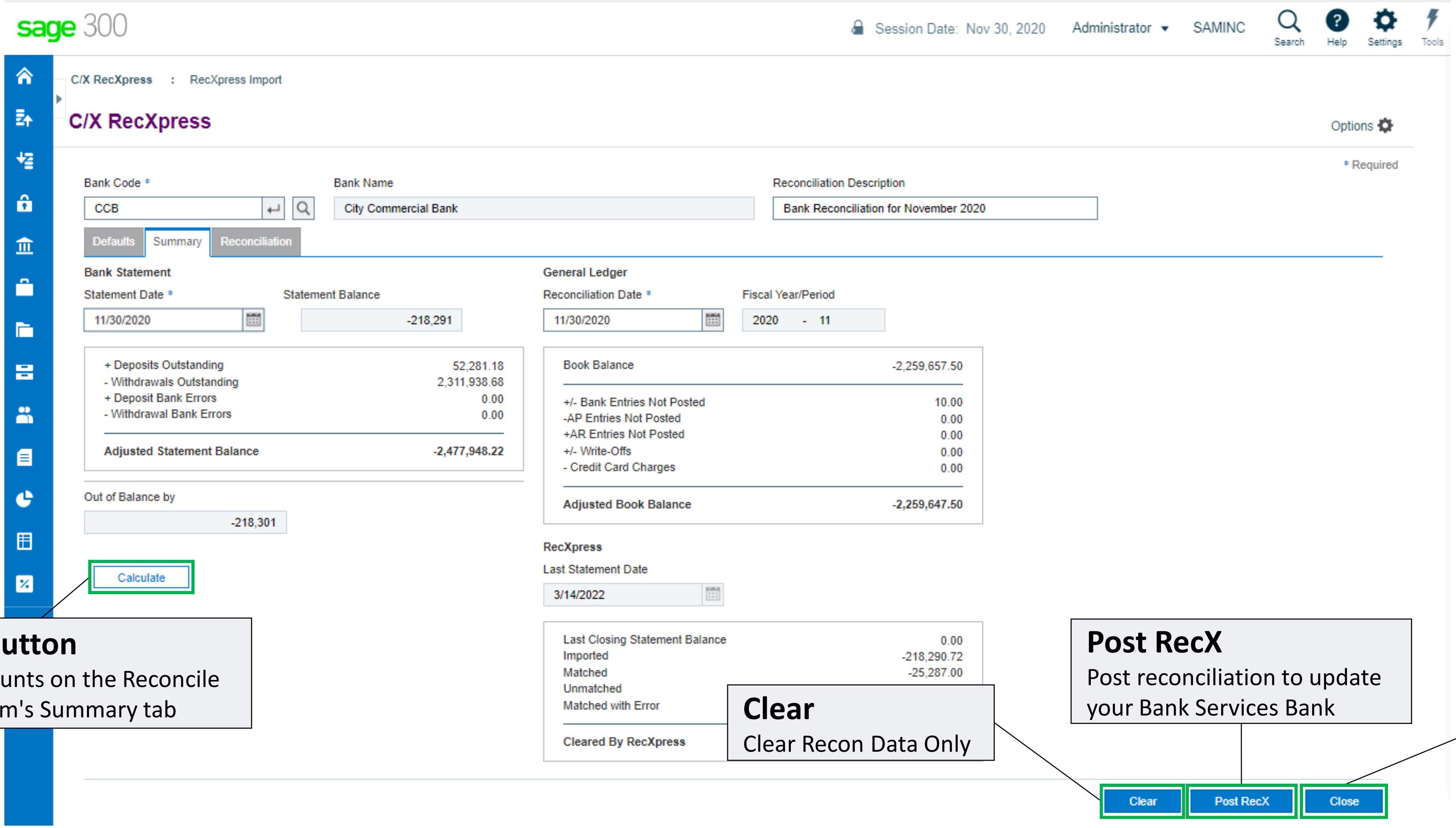
Difference between the adjusted statement balance and the adjusted book

Last Closing statement Balance

The balance brought forward form the last posted reconciliation

RecXpress Import

Defaults	**Summary**	Reconciliation



Session Date: Nov 30, 2020 Administrator SAMINC

C/X RecXpress : RecXpress Import

C/X RecXpress

* Required

Bank Code *: CCB

Bank Name: City Commercial Bank

Reconciliation Description: Bank Reconciliation for November 2020

Bank Statement

Statement Date *: 11/30/2020

Statement Balance: -218,291

+ Deposits Outstanding	52,281.18
- Withdrawals Outstanding	2,311,938.68
+ Deposit Bank Errors	0.00
- Withdrawal Bank Errors	0.00
Adjusted Statement Balance	**-2,477,948.22**

Out of Balance by: -218,301

Calculate

General Ledger

Reconciliation Date *: 11/30/2020

Fiscal Year/Period: 2020 - 11

Book Balance	-2,259,657.50
+/- Bank Entries Not Posted	10.00
-AP Entries Not Posted	0.00
+AR Entries Not Posted	0.00
+/- Write-Offs	0.00
- Credit Card Charges	0.00
Adjusted Book Balance	**-2,259,647.50**

RecXpress

Last Statement Date: 3/14/2022

Last Closing Statement Balance	0.00
Imported	-218,290.72
Matched	-25,287.00
Unmatched	
Matched with Error	
Cleared By RecXpress	

Clear Post RecX Close

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

Clear
Clear Recon Data Only

Post RecX
Post reconciliation to update your Bank Services Bank

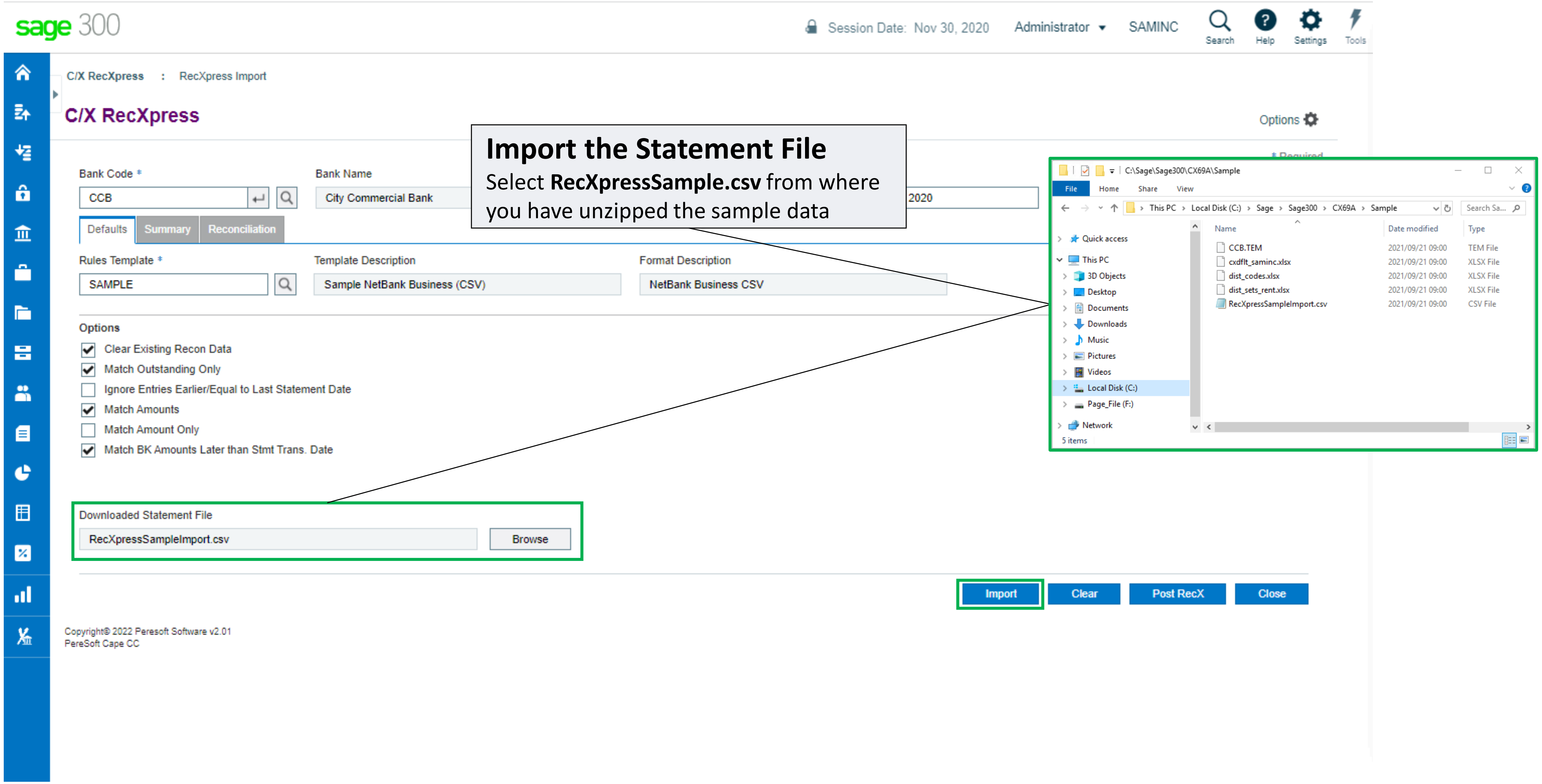
Close
Close form

Slide Index

- Preparing the Sample Data
- Rules
- Basic Screen Information
- **Importing The Bank Statement**
- Matching Entries
- Multiple Match Entries
- Matched With Error and No Match
- Create a Rule for No Match Entry
- 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



Import the Statement File

Select **RecXpressSample.csv** from where you have unzipped the sample data

sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
C/X RecXpress : RecXpress Import
C/X RecXpress
Options
* Required

Bank Code *: CCB

Bank Name: City Commercial Bank

2020
Defaults
Summary
Reconciliation

Rules Template *: SAMPLE

Template Description: Sample NetBank Business (CSV)

Format Description: NetBank Business CSV

Options

- ☑ Clear Existing Recon Data
- ☑ Match Outstanding Only
- ☐ Ignore Entries Earlier/Equal to Last Statement Date
- ☑ Match Amounts
- ☐ Match Amount Only
- ☑ Match BK Amounts Later than Stmt Trans. Date

Downloaded Statement File: RecXpressSampleImport.csv

Browse
Import
Clear
Post RecX
Close

Copyright© 2022 Peresoft Software v2.01
PereSoft Cape CC

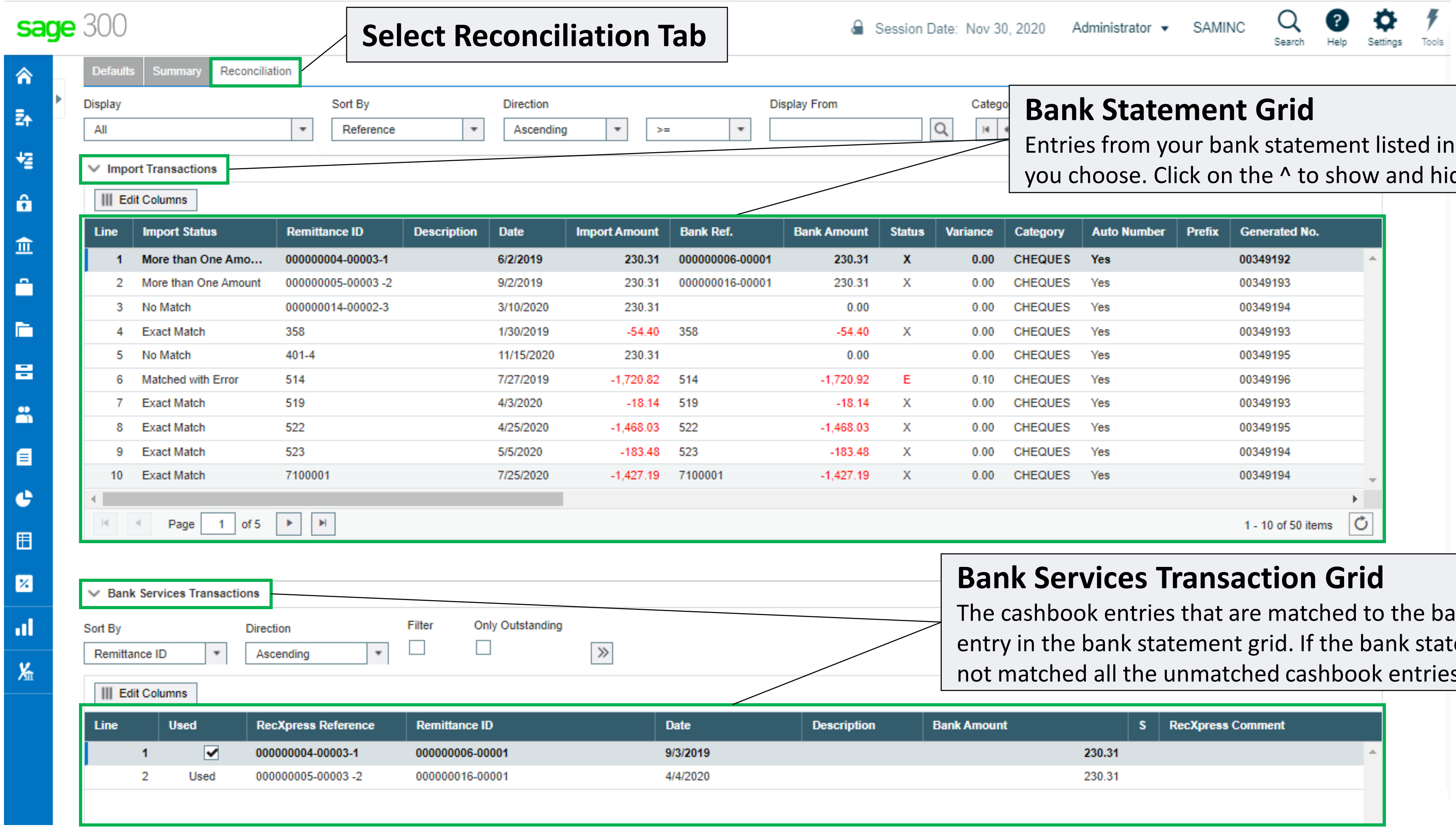
C:\Sage\Sage300\CX69A\Sample

File
Home
Share
View
This PC › Local Disk (C:) › Sage › Sage300 › CX69A › Sample
Search Sa...
Quick access
This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Page_File (F:)
Network
5 items

Name	Date modified	Type
CCB.TEM	2021/09/21 09:00	TEM File
cxdflt_saminc.xlsx	2021/09/21 09:00	XLSX File
dist_codes.xlsx	2021/09/21 09:00	XLSX File
dist_sets_rent.xlsx	2021/09/21 09:00	XLSX File
RecXpressSampleImport.csv	2021/09/21 09:00	CSV File

RecXpress Import

Defaults	Summary	Reconciliation



Select Reconciliation Tab

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

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

Display: All
Sort By: Reference
Direction: Ascending
>=
Display From:
Catego

Import Transactions

Edit Columns

Line	Import Status	Remittance ID	Description	Date	Import Amount	Bank Ref.	Bank Amount	Status	Variance	Category	Auto Number	Prefix	Generated No.
1	More than One Amo...	000000004-00003-1		6/2/2019	230.31	000000006-00001	230.31	X	0.00	CHEQUES	Yes		00349192
2	More than One Amount	000000005-00003 -2		9/2/2019	230.31	000000016-00001	230.31	X	0.00	CHEQUES	Yes		00349193
3	No Match	000000014-00002-3		3/10/2020	230.31		0.00		0.00	CHEQUES	Yes		00349194
4	Exact Match	358		1/30/2019	-54.40	358	-54.40	X	0.00	CHEQUES	Yes		00349193
5	No Match	401-4		11/15/2020	230.31		0.00		0.00	CHEQUES	Yes		00349195
6	Matched with Error	514		7/27/2019	-1,720.82	514	-1,720.92	E	0.10	CHEQUES	Yes		00349196
7	Exact Match	519		4/3/2020	-18.14	519	-18.14	X	0.00	CHEQUES	Yes		00349193
8	Exact Match	522		4/25/2020	-1,468.03	522	-1,468.03	X	0.00	CHEQUES	Yes		00349195
9	Exact Match	523		5/5/2020	-183.48	523	-183.48	X	0.00	CHEQUES	Yes		00349194
10	Exact Match	7100001		7/25/2020	-1,427.19	7100001	-1,427.19	X	0.00	CHEQUES	Yes		00349194

Page 1 of 5

1 - 10 of 50 items

Bank Services Transactions

Sort By: Remittance ID
Direction: Ascending
Filter ☐
Only Outstanding ☐

Edit Columns

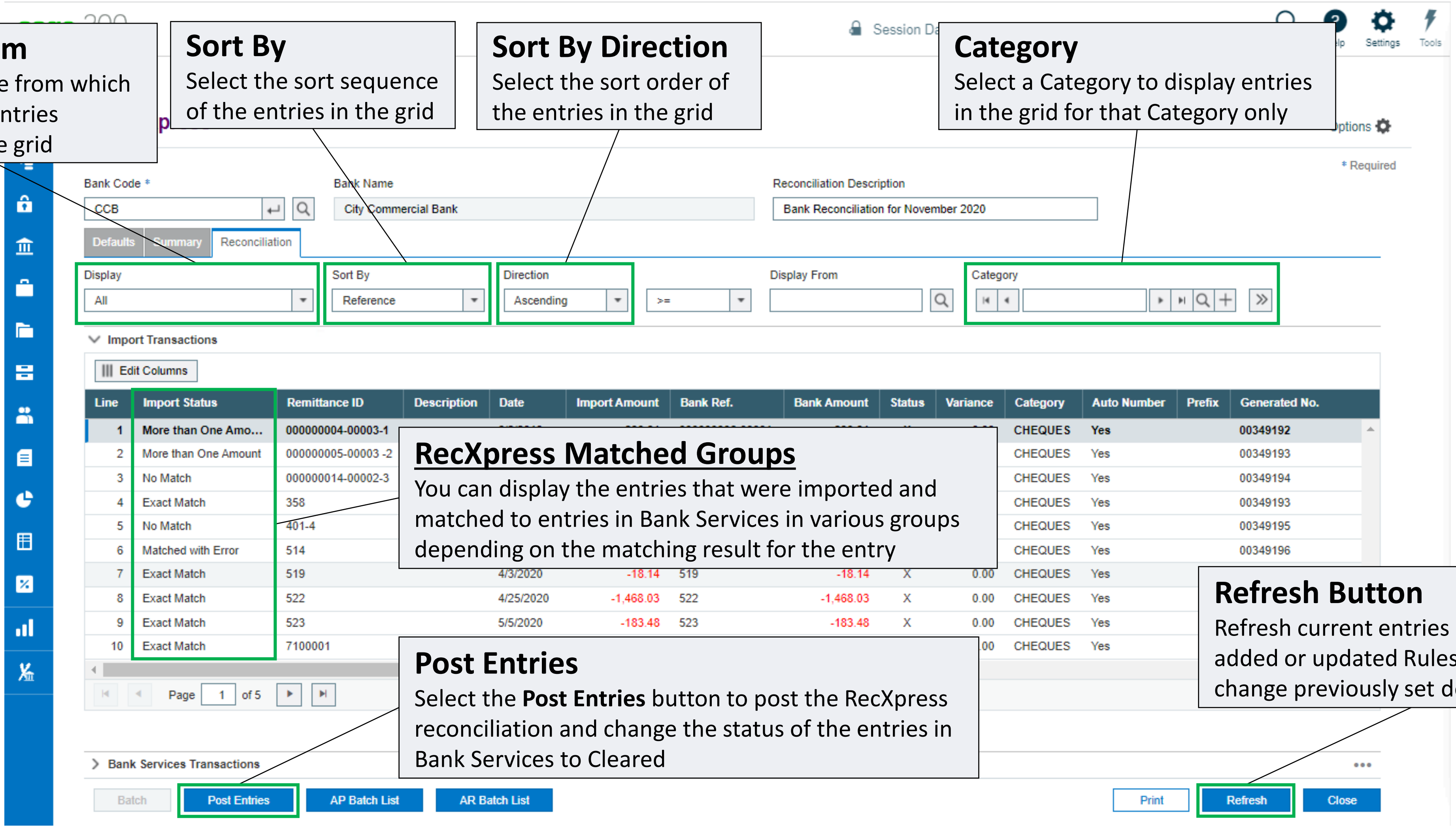
Line	Used	RecXpress Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Comment
1	☑	000000004-00003-1	000000006-00001	9/3/2019		230.31		
2	Used	000000005-00003 -2	000000016-00001	4/4/2020		230.31		

Slide Index

- **Preparing the Sample Data**
- **Rules**
- **Basic Screen Information**
- **Importing The Bank Statement**
- **Matching Entries**
- **Multiple Match Entries**
- **Matched With Error and No Match**
- **Create a Rule for No Match Entry**
- **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**



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

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

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

Bank Code *: CCB
Bank Name: City Commercial Bank
Reconciliation Description: Bank Reconciliation for November 2020

Display: All
Sort By: Reference
Direction: Ascending
>=
Display From:
Category:

Import Transactions

Line	Import Status	Remittance ID	Description	Date	Import Amount	Bank Ref.	Bank Amount	Status	Variance	Category	Auto Number	Prefix	Generated No.
1	More than One Amo...	000000004-00003-1								CHEQUES	Yes		00349192
2	More than One Amount	000000005-00003 -2								CHEQUES	Yes		00349193
3	No Match	000000014-00002-3								CHEQUES	Yes		00349194
4	Exact Match	358								CHEQUES	Yes		00349193
5	No Match	401-4								CHEQUES	Yes		00349195
6	Matched with Error	514								CHEQUES	Yes		00349196
7	Exact Match	519		4/3/2020	-18.14	519	-18.14	X	0.00	CHEQUES	Yes		
8	Exact Match	522		4/25/2020	-1,468.03	522	-1,468.03	X	0.00	CHEQUES	Yes		
9	Exact Match	523		5/5/2020	-183.48	523	-183.48	X	0.00	CHEQUES	Yes		
10	Exact Match	7100001							00	CHEQUES	Yes		

Page 1 of 5

Bank Services Transactions

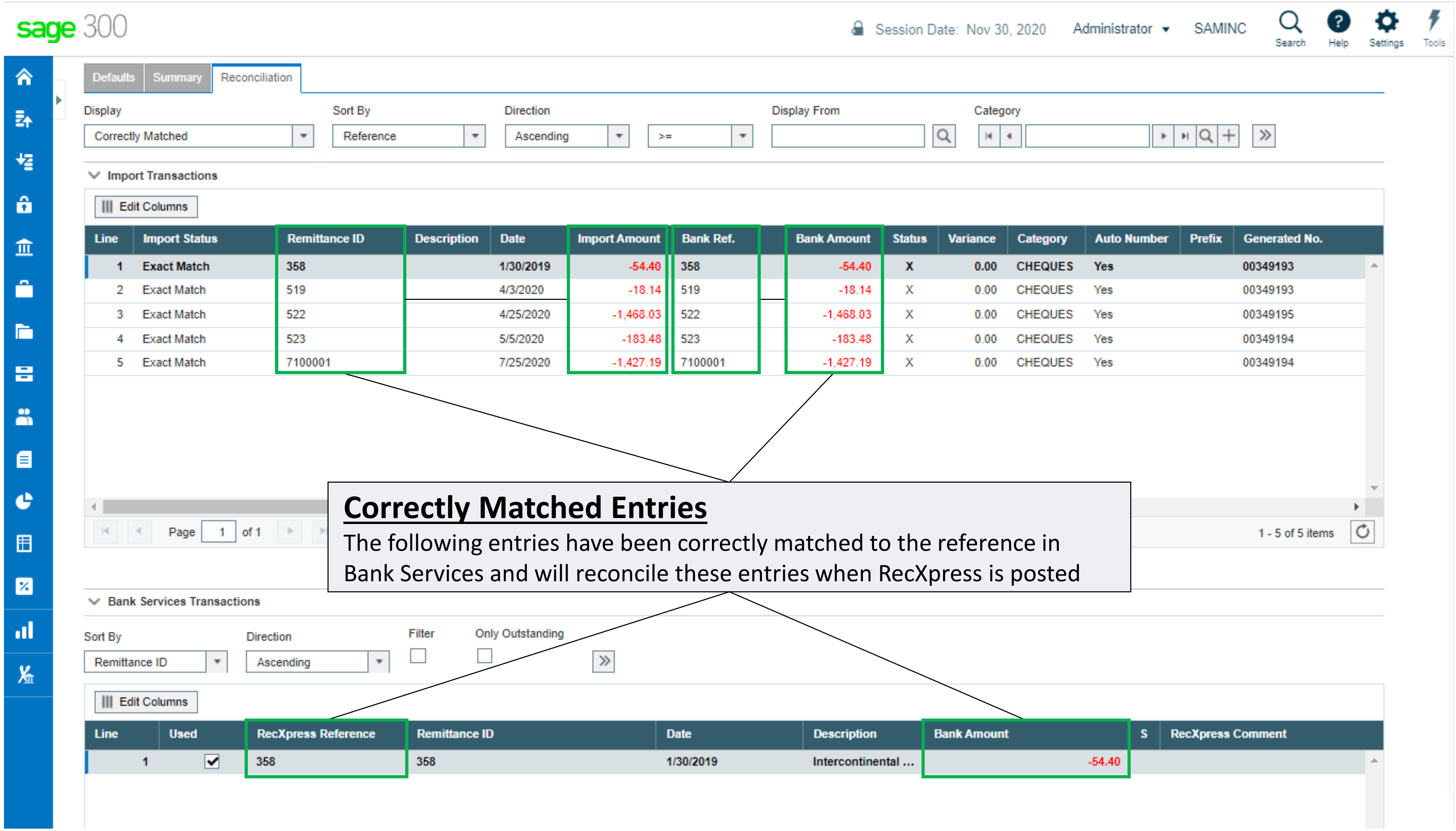
RecXpress Matched Groups
You can display the entries that were imported and matched to entries in Bank Services in various groups depending on the matching result for the entry

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

RecXpress Import

Defaults	Summary	**Reconciliation**



sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
Defaults
Summary
Reconciliation

Display: Correctly Matched
Sort By: Reference
Direction: Ascending
>=
Display From:
Category:

Import Transactions

Edit Columns

Line	Import Status	Remittance ID	Description	Date	Import Amount	Bank Ref.	Bank Amount	Status	Variance	Category	Auto Number	Prefix	Generated No.
1	Exact Match	358		1/30/2019	-54.40	358	-54.40	X	0.00	CHEQUES	Yes		00349193
2	Exact Match	519		4/3/2020	-18.14	519	-18.14	X	0.00	CHEQUES	Yes		00349193
3	Exact Match	522		4/25/2020	-1,468.03	522	-1,468.03	X	0.00	CHEQUES	Yes		00349195
4	Exact Match	523		5/5/2020	-183.48	523	-183.48	X	0.00	CHEQUES	Yes		00349194
5	Exact Match	7100001		7/25/2020	-1,427.19	7100001	-1,427.19	X	0.00	CHEQUES	Yes		00349194

Page 1 of 1

1 - 5 of 5 items

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 Services Transactions

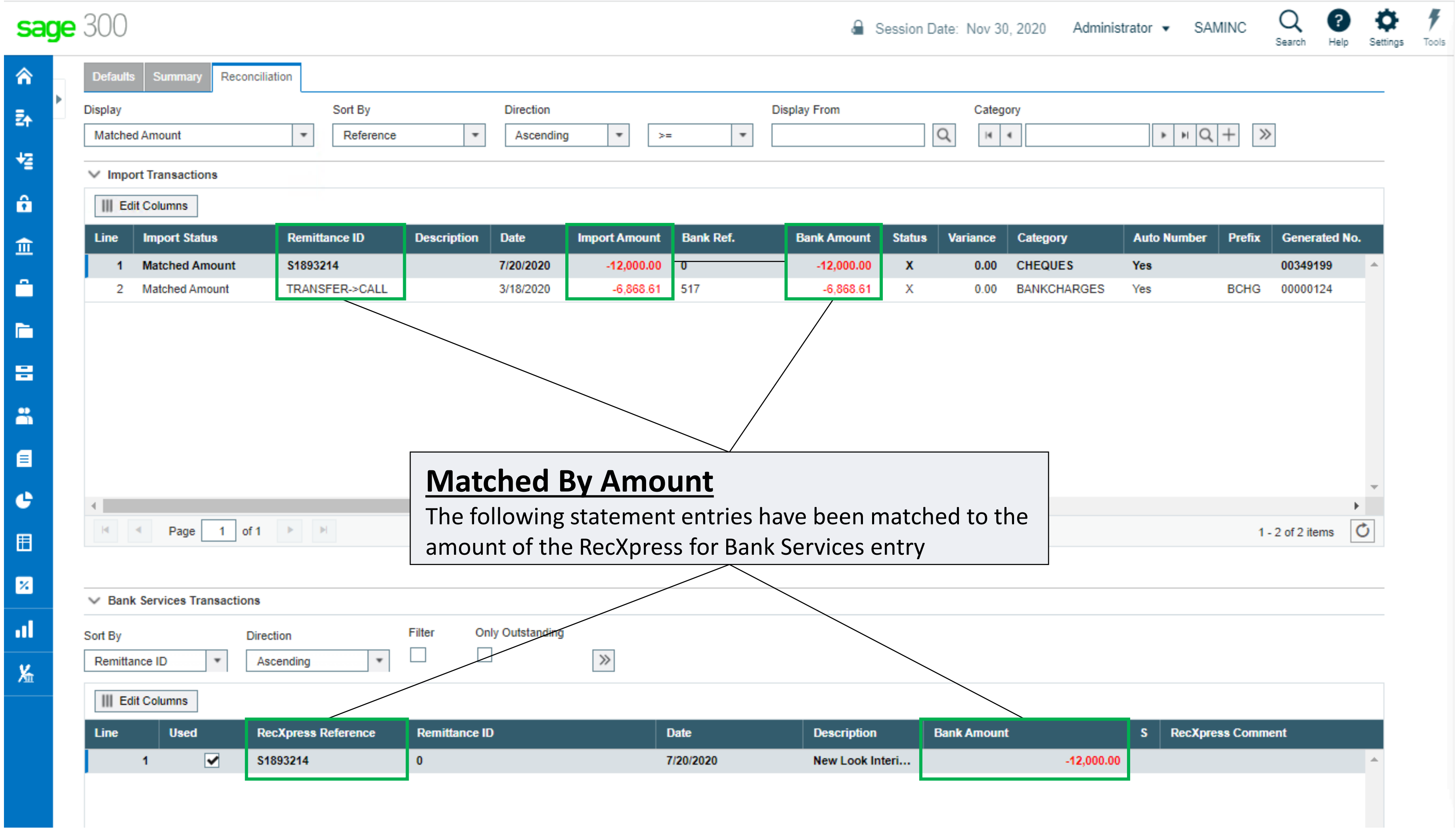
Sort By: Remittance ID
Direction: Ascending
Filter ☐
Only Outstanding ☐

Edit Columns

Line	Used	RecXpress Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Comment
1	☑	358	358	1/30/2019	Intercontinental ...	-54.40		

RecXpress Import

Defaults | Summary | **Reconciliation**



sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
Defaults
Summary
Reconciliation

Display: Matched Amount
Sort By: Reference
Direction: Ascending
>=
Display From:
Category:

Import Transactions

Edit Columns

Line	Import Status	Remittance ID	Description	Date	Import Amount	Bank Ref.	Bank Amount	Status	Variance	Category	Auto Number	Prefix	Generated No.
1	Matched Amount	S1893214		7/20/2020	-12,000.00	0	-12,000.00	X	0.00	CHEQUES	Yes		00349199
2	Matched Amount	TRANSFER->CALL		3/18/2020	-6,868.61	517	-6,868.61	X	0.00	BANKCHARGES	Yes	BCHG	00000124

Page 1 of 1

1 - 2 of 2 items

Matched By Amount

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

Bank Services Transactions

Sort By: Remittance ID
Direction: Ascending
Filter ☐
Only Outstanding ☐

Edit Columns

Line	Used	RecXpress Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Comment
1	☑	S1893214	0	7/20/2020	New Look Interi...	-12,000.00		

Works with sage 300cloud

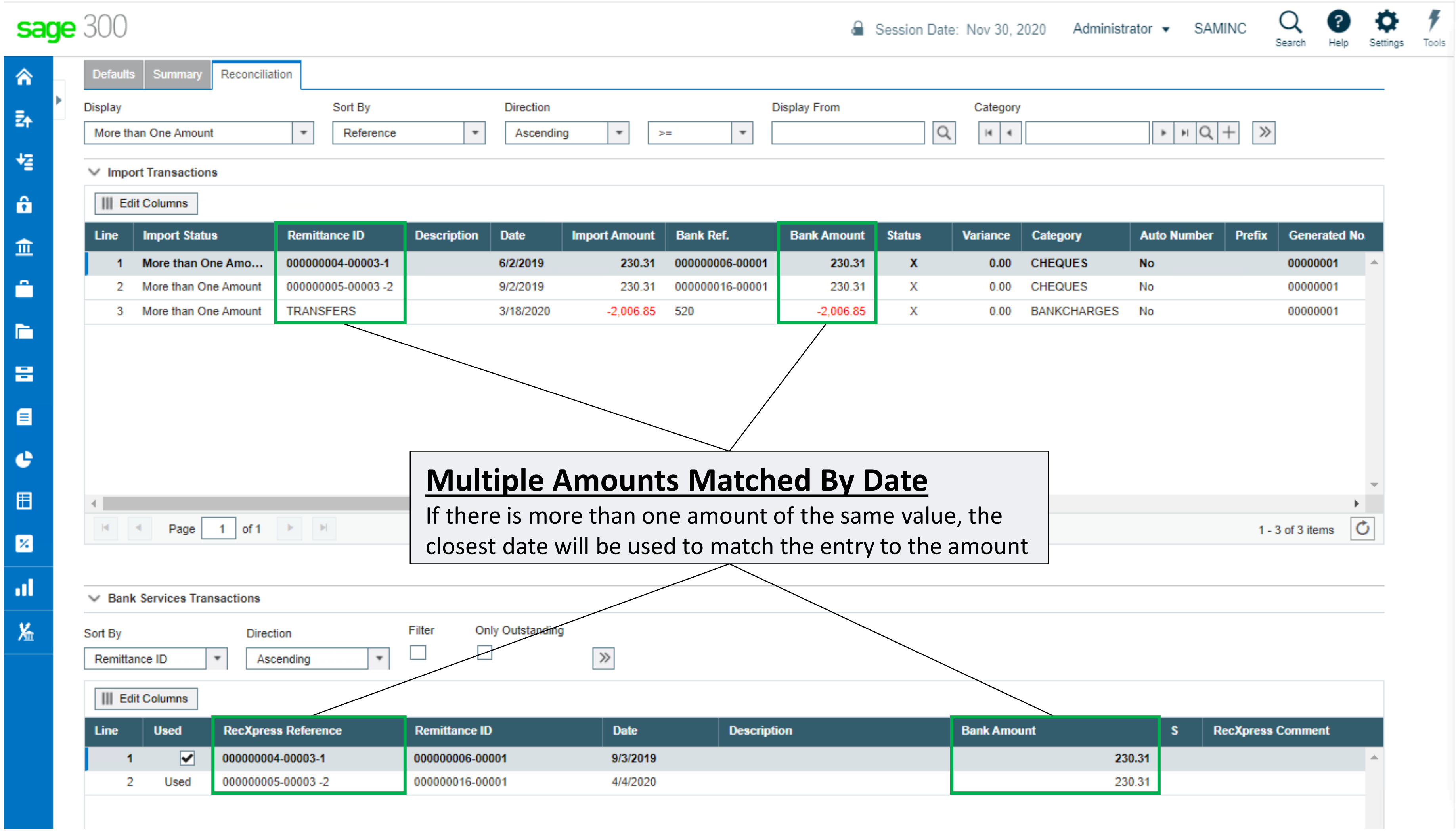
Peresoft cloud

Slide Index

- Preparing the Sample Data
- Rules
- Basic Screen Information
- Importing The Bank Statement
- Matching Entries
- Multiple Match Entries
- Matched With Error and No Match
- Create a Rule for No Match Entry
- 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**


sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
Defaults
Summary
Reconciliation
Edit Columns
Page 1 of 1
1 - 3 of 3 items
Edit Columns

Display: More than One Amount
Sort By: Reference
Direction: Ascending >=
Display From:
Category:

Import Transactions

Line	Import Status	Remittance ID	Description	Date	Import Amount	Bank Ref.	Bank Amount	Status	Variance	Category	Auto Number	Prefix	Generated No
1	More than One Amo...	000000004-00003-1		6/2/2019	230.31	000000006-00001	230.31	X	0.00	CHEQUES	No		00000001
2	More than One Amount	000000005-00003 -2		9/2/2019	230.31	000000016-00001	230.31	X	0.00	CHEQUES	No		00000001
3	More than One Amount	TRANSFERS		3/18/2020	-2,006.85	520	-2,006.85	X	0.00	BANKCHARGES	No		00000001

Bank Services Transactions

Sort By: Remittance ID
Direction: Ascending
Filter ☐
Only Outstanding ☐

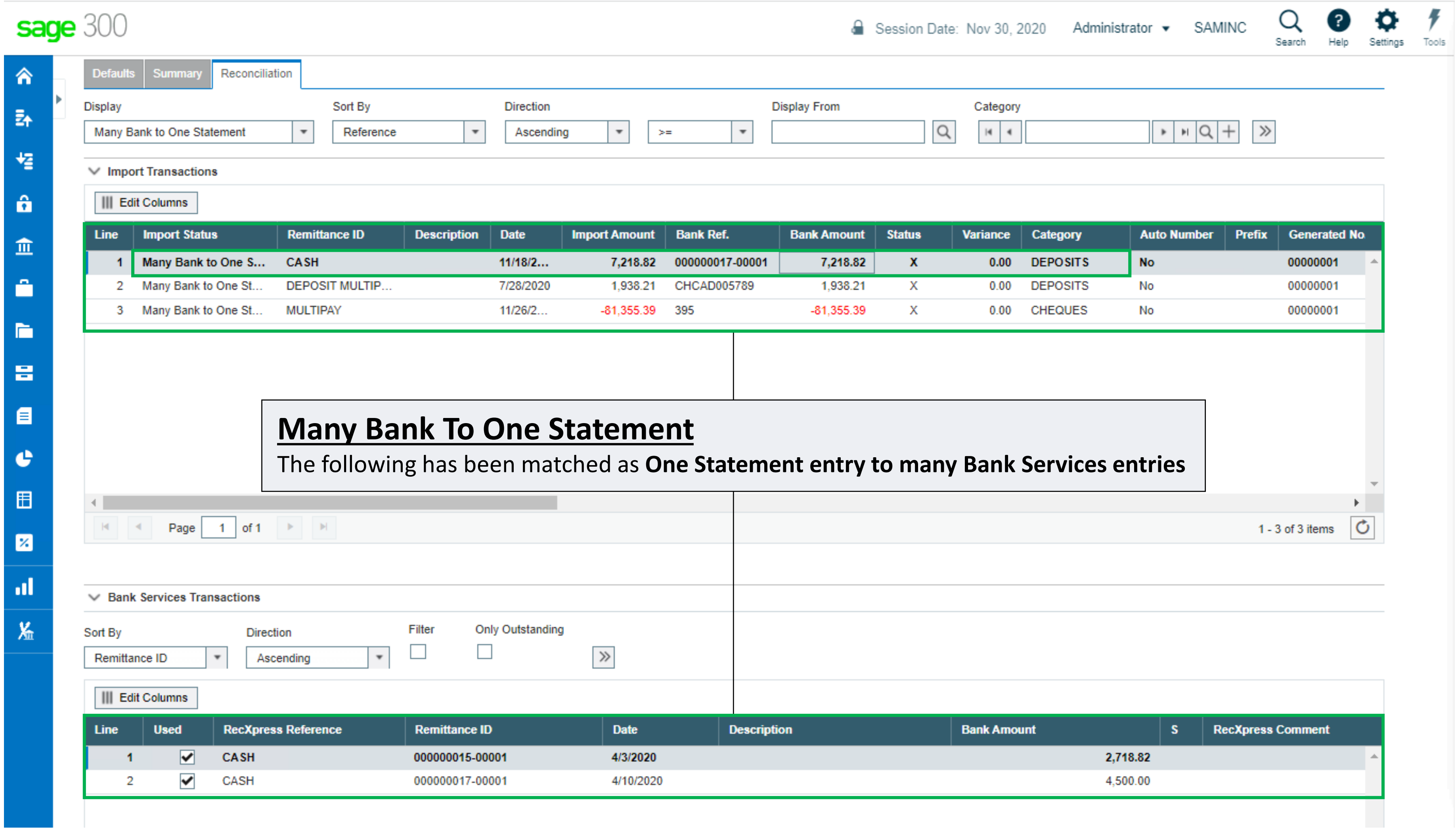
Line	Used	RecXpress Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Comment
1	☑	000000004-00003-1	000000006-00001	9/3/2019		230.31		
2	Used	000000005-00003 -2	000000016-00001	4/4/2020		230.31		

Multiple Amounts Matched By Date

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

RecXpress Import

Defaults | Summary | **Reconciliation**



sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
Defaults
Summary
Reconciliation

Display: Many Bank to One Statement
Sort By: Reference
Direction: Ascending
>=
Display From:
Category:

Import Transactions

Edit Columns

Line	Import Status	Remittance ID	Description	Date	Import Amount	Bank Ref.	Bank Amount	Status	Variance	Category	Auto Number	Prefix	Generated No
1	Many Bank to One S...	CASH		11/18/2...	7,218.82	000000017-00001	7,218.82	X	0.00	DEPOSITS	No		00000001
2	Many Bank to One St...	DEPOSIT MULTIP...		7/28/2020	1,938.21	CHCAD005789	1,938.21	X	0.00	DEPOSITS	No		00000001
3	Many Bank to One St...	MULTIPAY		11/26/2...	-81,355.39	395	-81,355.39	X	0.00	CHEQUES	No		00000001

Page 1 of 1
1 - 3 of 3 items

Bank Services Transactions

Sort By: Remittance ID
Direction: Ascending
Filter ☐
Only Outstanding ☐

Edit Columns

Line	Used	RecXpress Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Comment
1	☑	CASH	000000015-00001	4/3/2020		2,718.82		
2	☑	CASH	000000017-00001	4/10/2020		4,500.00		

Many Bank To One Statement

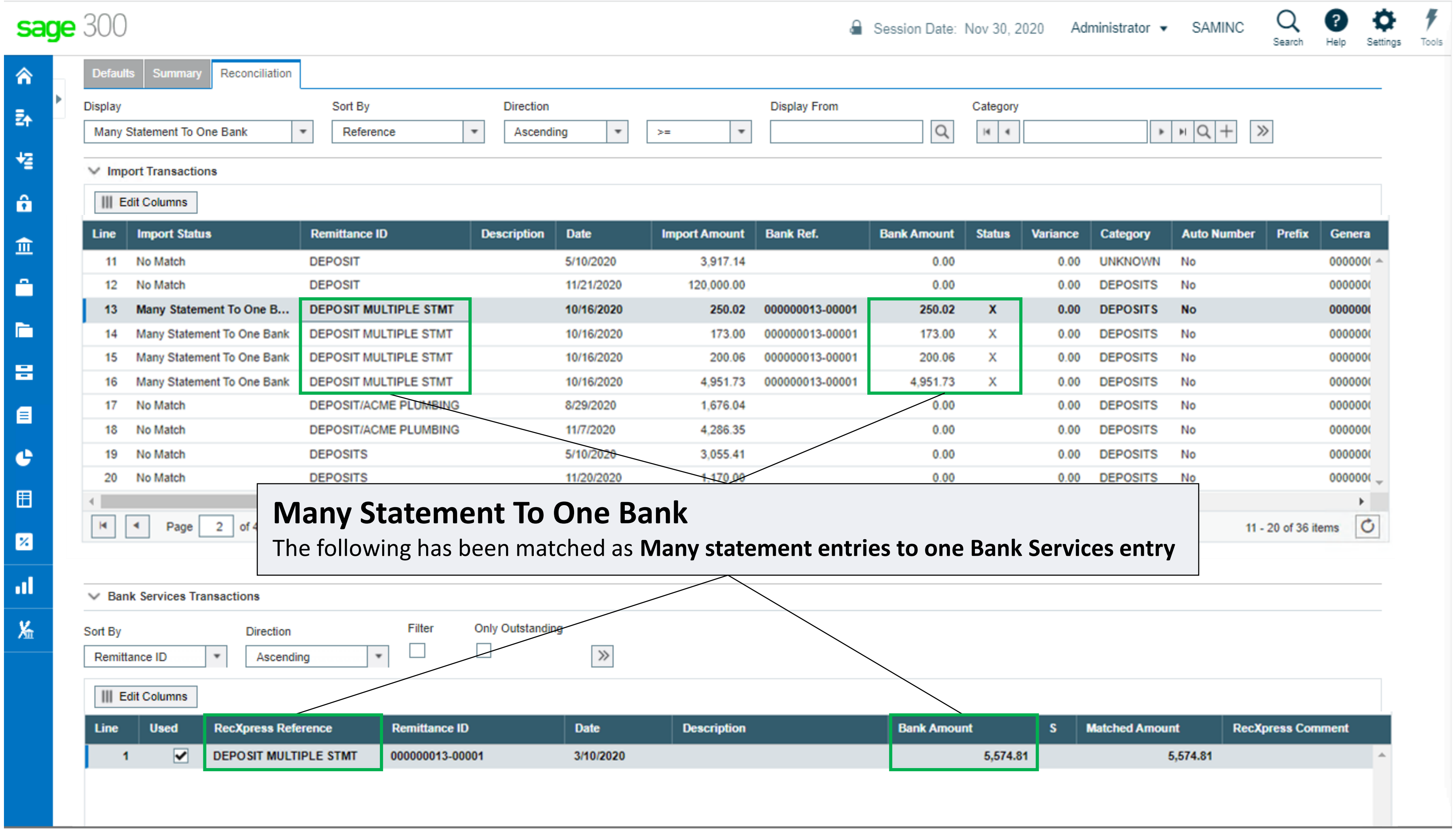
The following has been matched as **One Statement entry to many Bank Services entries**

Works with sage 300cloud

Peresoft cloud

RecXpress Import

Defaults | Summary | **Reconciliation**



Display: Many Statement To One Bank
Sort By: Reference
Direction: Ascending
>=
Display From:
Category:

Import Transactions

Line	Import Status	Remittance ID	Description	Date	Import Amount	Bank Ref.	Bank Amount	Status	Variance	Category	Auto Number	Prefix	Genera
11	No Match	DEPOSIT		5/10/2020	3,917.14		0.00		0.00	UNKNOWN	No		000000
12	No Match	DEPOSIT		11/21/2020	120,000.00		0.00		0.00	DEPOSITS	No		000000
13	**Many Statement To One B...**	**DEPOSIT MULTIPLE STMT**		**10/16/2020**	**250.02**	**000000013-00001**	**250.02**	**X**	**0.00**	**DEPOSITS**	**No**		**000000**
14	Many Statement To One Bank	DEPOSIT MULTIPLE STMT		10/16/2020	173.00	000000013-00001	173.00	X	0.00	DEPOSITS	No		000000
15	Many Statement To One Bank	DEPOSIT MULTIPLE STMT		10/16/2020	200.06	000000013-00001	200.06	X	0.00	DEPOSITS	No		000000
16	Many Statement To One Bank	DEPOSIT MULTIPLE STMT		10/16/2020	4,951.73	000000013-00001	4,951.73	X	0.00	DEPOSITS	No		000000
17	No Match	DEPOSIT/ACME PLUMBING		8/29/2020	1,676.04		0.00		0.00	DEPOSITS	No		000000
18	No Match	DEPOSIT/ACME PLUMBING		11/7/2020	4,286.35		0.00		0.00	DEPOSITS	No		000000
19	No Match	DEPOSITS		5/10/2020	3,055.41		0.00		0.00	DEPOSITS	No		000000
20	No Match	DEPOSITS		11/20/2020	1,170.00		0.00		0.00	DEPOSITS	No		000000

11 - 20 of 36 items

Many Statement To One Bank

The following has been matched as **Many statement entries to one Bank Services entry**

Bank Services Transactions

Sort By: Remittance ID
Direction: Ascending
Filter ☐
Only Outstanding ☐

Line	Used	RecXpress Reference	Remittance ID	Date	Description	Bank Amount	S	Matched Amount	RecXpress Comment
1	☑	DEPOSIT MULTIPLE STMT	000000013-00001	3/10/2020		5,574.81		5,574.81	

Works with sage 300cloud

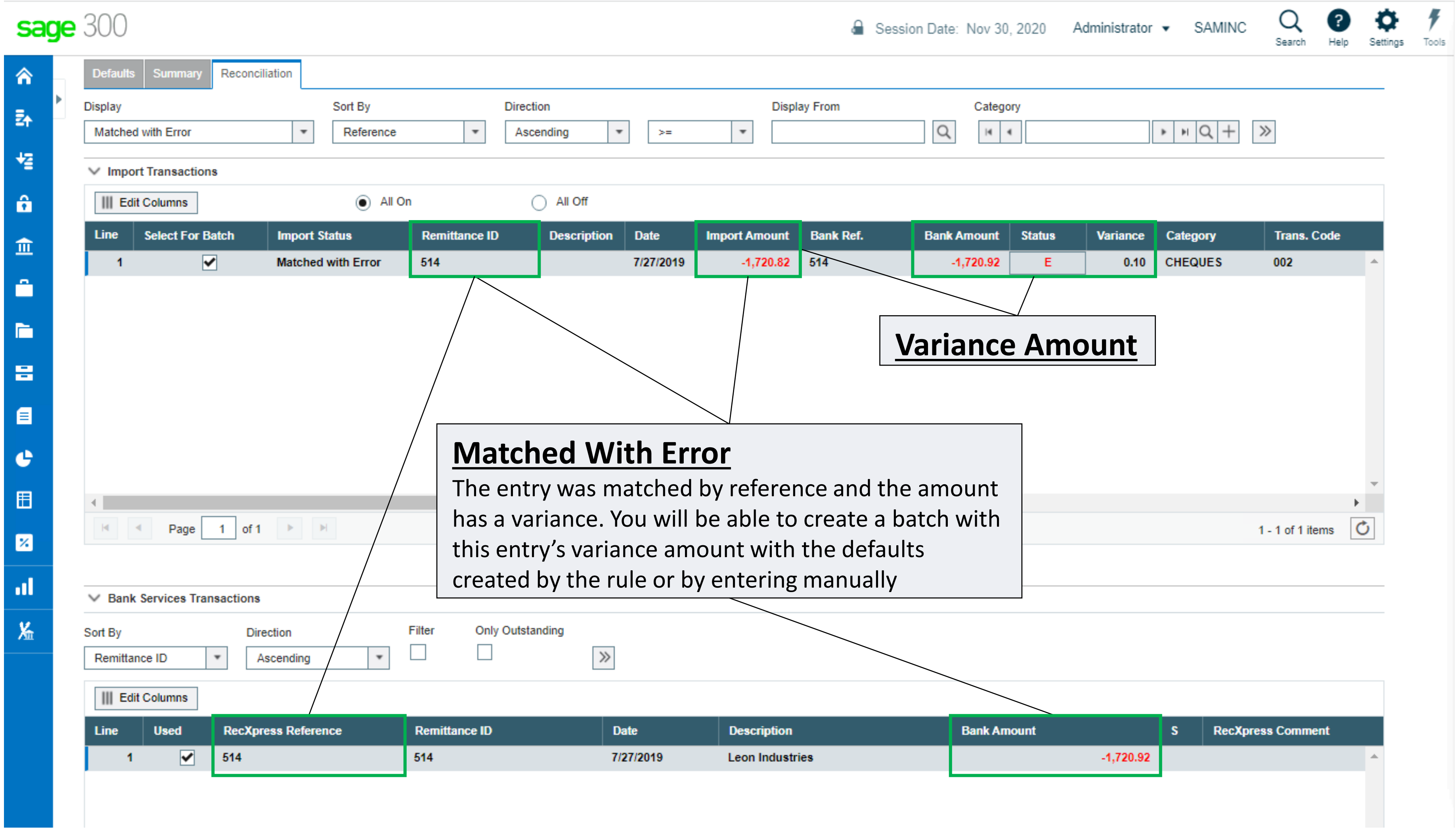
Peresoft cloud

Slide Index

- Preparing the Sample Data
- Rules
- Basic Screen Information
- Importing The Bank Statement
- Matching Entries
- Multiple Match Entries
- **Matched With Error and No Match**
- Create a Rule for No Match Entry
- 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**


sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
Defaults
Summary
Reconciliation

Display: Matched with Error
Sort By: Reference
Direction: Ascending
>=
Display From:
Category:

Import Transactions

Edit Columns

● All On ○ All Off

Line	Select For Batch	Import Status	Remittance ID	Description	Date	Import Amount	Bank Ref.	Bank Amount	Status	Variance	Category	Trans. Code
1	☑	Matched with Error	514		7/27/2019	-1,720.82	514	-1,720.92	E	0.10	CHEQUES	002

Page 1 of 1
1 - 1 of 1 items

Variance Amount

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

Bank Services Transactions

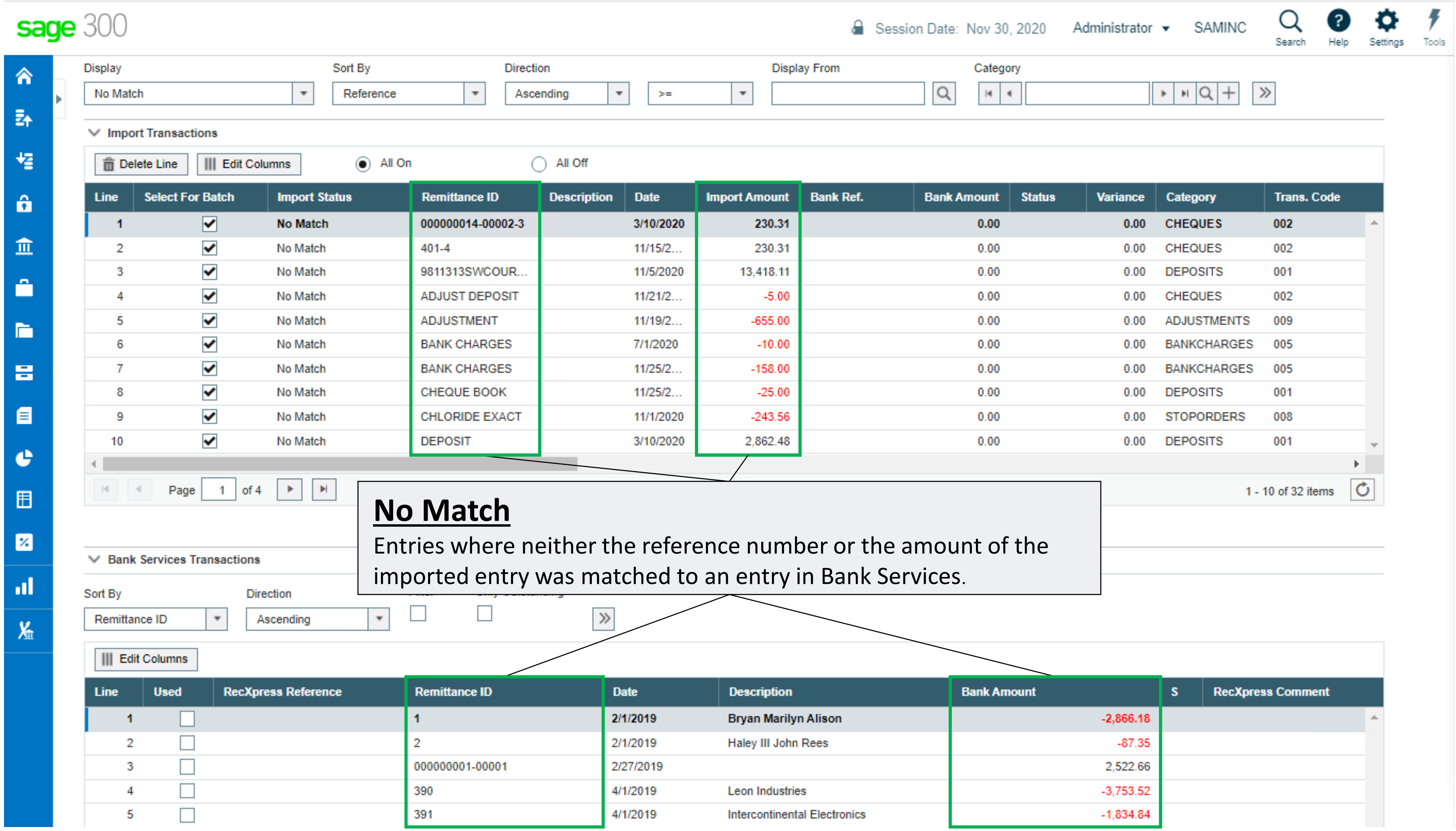
Sort By: Remittance ID
Direction: Ascending
Filter ☐
Only Outstanding ☐

Edit Columns

Line	Used	RecXpress Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Comment
1	☑	514	514	7/27/2019	Leon Industries	-1,720.92		

RecXpress Import

Defaults | Summary | **Reconciliation**



Display: No Match
Sort By: Reference
Direction: Ascending
>=
Display From:
Category:

Import Transactions

● All On ○ All Off

Line	Select For Batch	Import Status	Remittance ID	Description	Date	Import Amount	Bank Ref.	Bank Amount	Status	Variance	Category	Trans. Code
1	☑	**No Match**	**000000014-00002-3**		**3/10/2020**	**230.31**		**0.00**		**0.00**	**CHEQUES**	**002**
2	☑	No Match	401-4		11/15/2...	230.31		0.00		0.00	CHEQUES	002
3	☑	No Match	9811313SWCOUR...		11/5/2020	13,418.11		0.00		0.00	DEPOSITS	001
4	☑	No Match	ADJUST DEPOSIT		11/21/2...	-5.00		0.00		0.00	CHEQUES	002
5	☑	No Match	ADJUSTMENT		11/19/2...	-655.00		0.00		0.00	ADJUSTMENTS	009
6	☑	No Match	BANK CHARGES		7/1/2020	-10.00		0.00		0.00	BANKCHARGES	005
7	☑	No Match	BANK CHARGES		11/25/2...	-158.00		0.00		0.00	BANKCHARGES	005
8	☑	No Match	CHEQUE BOOK		11/25/2...	-25.00		0.00		0.00	DEPOSITS	001
9	☑	No Match	CHLORIDE EXACT		11/1/2020	-243.56		0.00		0.00	STOPORDERS	008
10	☑	No Match	DEPOSIT		3/10/2020	2,862.48		0.00		0.00	DEPOSITS	001

Page 1 of 4

1 - 10 of 32 items

No Match

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

Bank Services Transactions

Sort By: Remittance ID
Direction: Ascending
☐ ☐

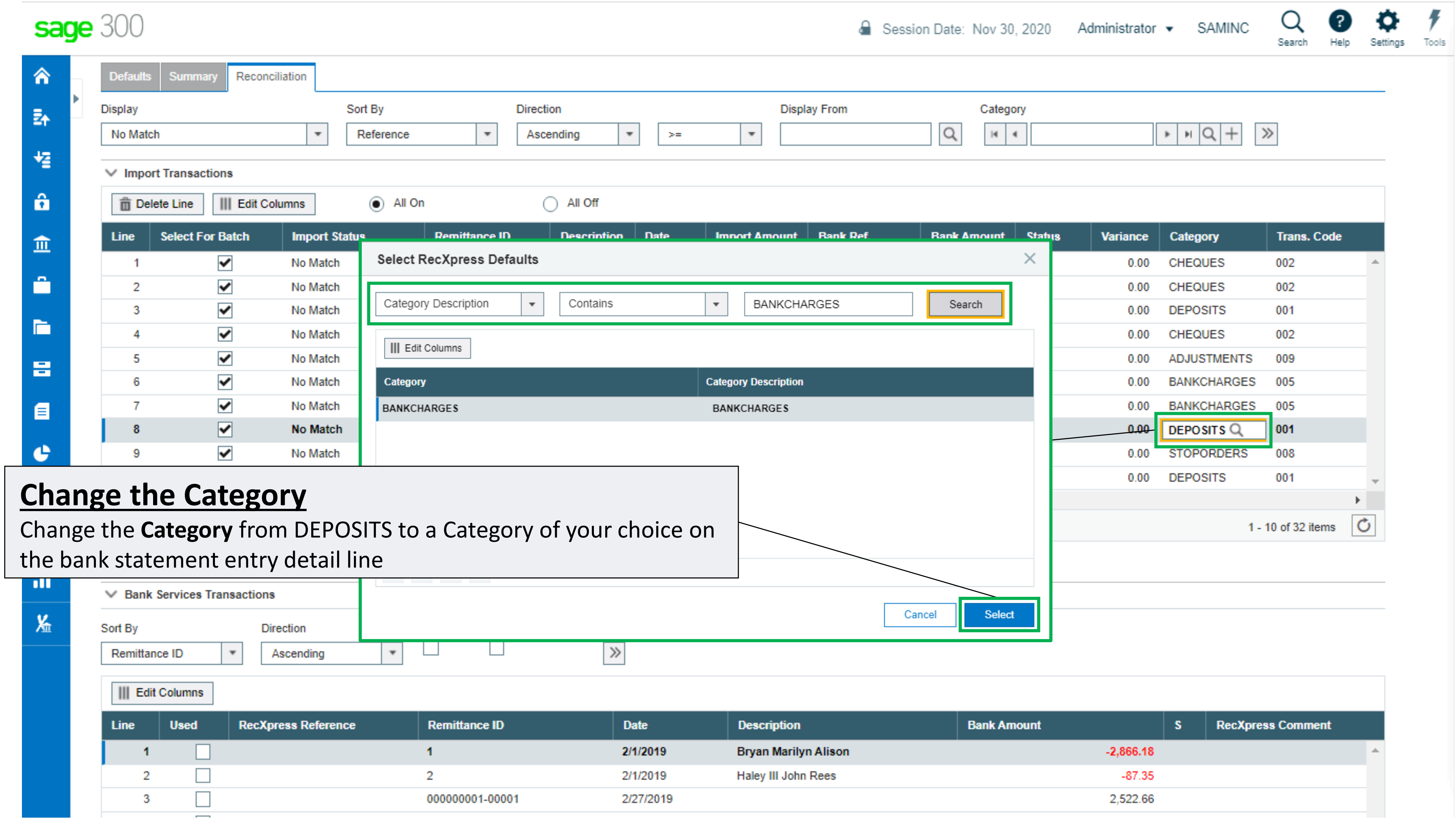
Line	Used	RecXpress Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Comment
1	☐		**1**	**2/1/2019**	**Bryan Marilyn Alison**	**-2,866.18**		
2	☐		2	2/1/2019	Haley III John Rees	-87.35		
3	☐		000000001-00001	2/27/2019		2,522.66		
4	☐		390	4/1/2019	Leon Industries	-3,753.52		
5	☐		391	4/1/2019	Intercontinental Electronics	-1,834.84		

Slide Index

- Preparing the Sample Data
- Rules
- Basic Screen Information
- Importing The Bank Statement
- Matching Entries
- Multiple Match Entries
- Matched With Error and No Match
- Create a Rule for No Match Entry
- 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**


sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
Defaults
Summary
Reconciliation

Display: No Match
Sort By: Reference
Direction: Ascending
>=
Display From
Category

Import Transactions

Delete Line
Edit Columns

● All On ○ All Off

Line	Select For Batch	Import Status	Remittance ID	Description	Date	Import Amount	Bank Ref	Bank Amount	Status	Variance	Category	Trans. Code
1	☑	No Match								0.00	CHEQUES	002
2	☑	No Match								0.00	CHEQUES	002
3	☑	No Match								0.00	DEPOSITS	001
4	☑	No Match								0.00	CHEQUES	002
5	☑	No Match								0.00	ADJUSTMENTS	009
6	☑	No Match								0.00	BANKCHARGES	005
7	☑	No Match								0.00	BANKCHARGES	005
8	☑	**No Match**								**0.00**	DEPOSITS	**001**
9	☑	No Match								0.00	STOPORDERS	008
										0.00	DEPOSITS	001

1 - 10 of 32 items

Select RecXpress Defaults

Category Description | Contains | BANKCHARGES

Search
Edit Columns

Category	Category Description
BANKCHARGES	BANKCHARGES

Cancel
Select

Bank Services Transactions

Sort By: Remittance ID
Direction: Ascending

Edit Columns

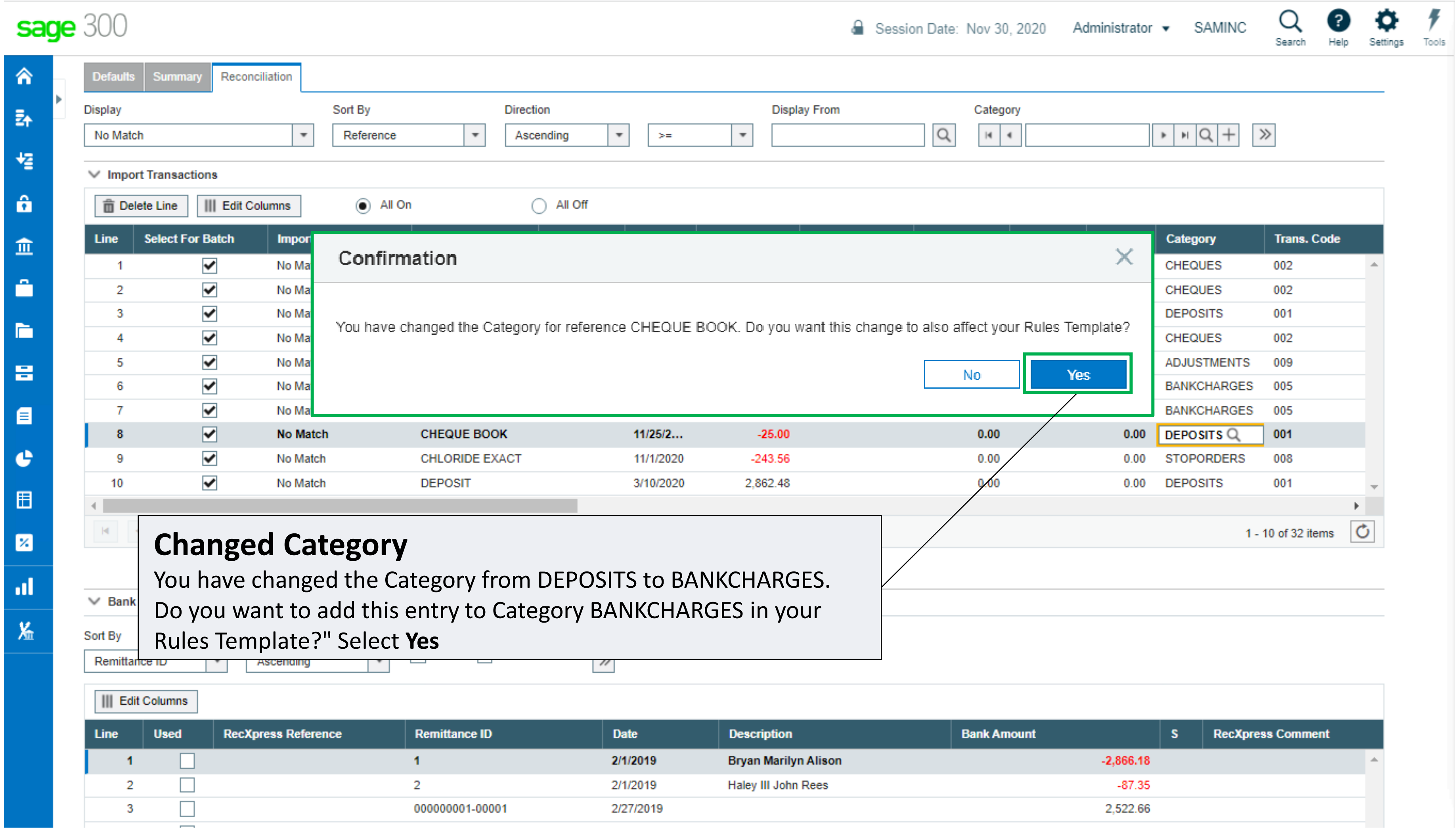
Line	Used	RecXpress Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Comment
1	☐		**1**	**2/1/2019**	**Bryan Marilyn Alison**	**-2,866.18**		
2	☐		2	2/1/2019	Haley III John Rees	-87.35		
3	☐		000000001-00001	2/27/2019		2,522.66		

Change the Category

Change the **Category** from DEPOSITS to a Category of your choice on the bank statement entry detail line

RecXpress Import

Defaults | Summary | **Reconciliation**



sage 300 · Session Date: Nov 30, 2020 · Administrator · SAMINC

Display: No Match · Sort By: Reference · Direction: Ascending · >= · Display From: · Category:

Import Transactions

● All On ○ All Off

Line	Select For Batch	Impor						Category	Trans. Code
1	☑	No Ma						CHEQUES	002
2	☑	No Ma						CHEQUES	002
3	☑	No Ma						DEPOSITS	001
4	☑	No Ma						CHEQUES	002
5	☑	No Ma						ADJUSTMENTS	009
6	☑	No Ma						BANKCHARGES	005
7	☑	No Ma						BANKCHARGES	005
8	☑	**No Match**	**CHEQUE BOOK**	**11/25/2...**	**-25.00**	**0.00**	**0.00**	**DEPOSITS**	**001**
9	☑	No Match	CHLORIDE EXACT	11/1/2020	-243.56	0.00	0.00	STOPORDERS	008
10	☑	No Match	DEPOSIT	3/10/2020	2,862.48	0.00	0.00	DEPOSITS	001

1 - 10 of 32 items

Confirmation

You have changed the Category for reference CHEQUE BOOK. Do you want this change to also affect your Rules Template?

Bank

Sort By: Remittance ID · Ascending

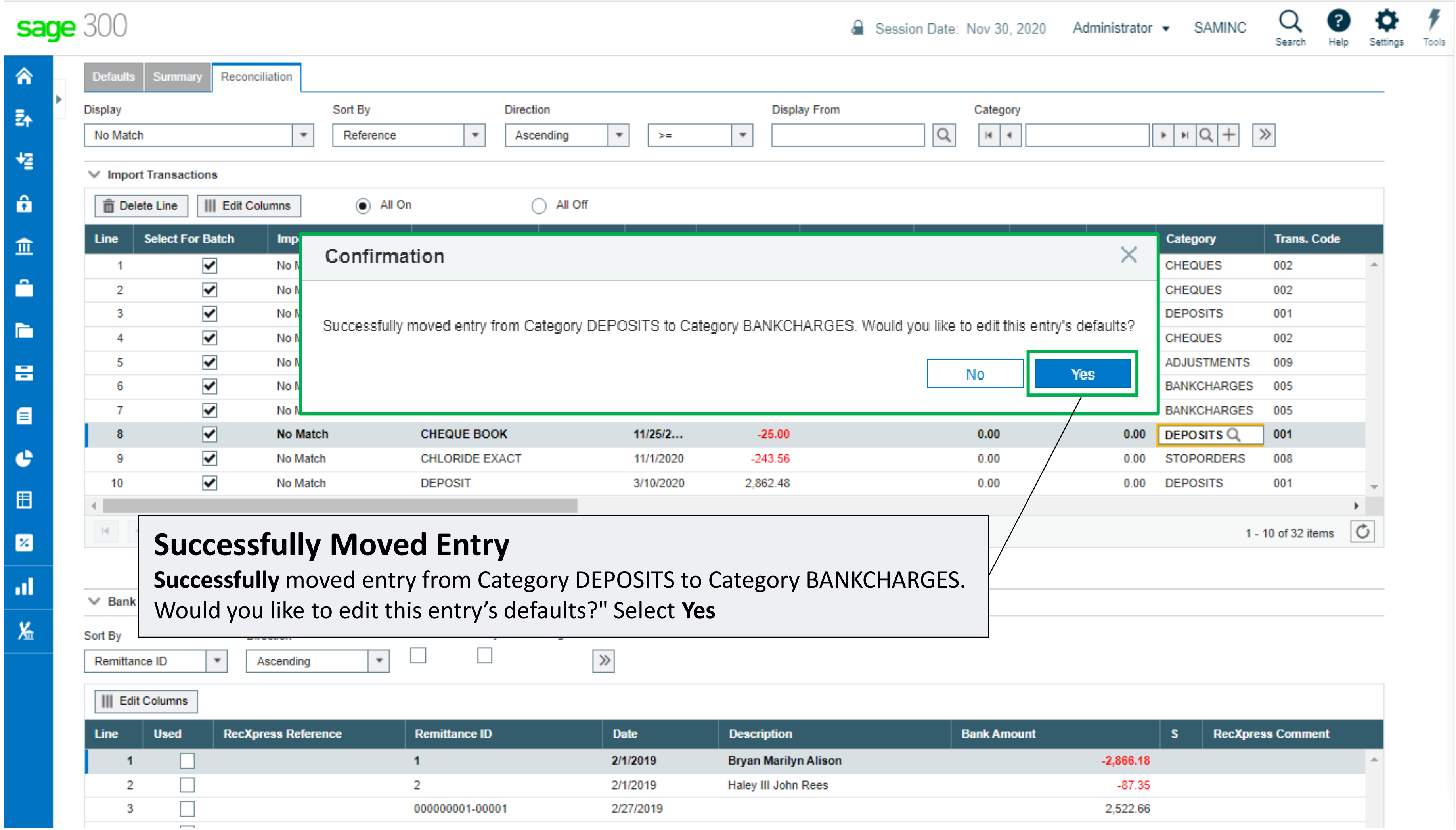
Line	Used	RecXpress Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Comment
1	☐		**1**	**2/1/2019**	**Bryan Marilyn Alison**	**-2,866.18**		
2	☐		2	2/1/2019	Haley III John Rees	-87.35		
3	☐		000000001-00001	2/27/2019		2,522.66		

Changed Category

You have changed the Category from DEPOSITS to BANKCHARGES. Do you want to add this entry to Category BANKCHARGES in your Rules Template?" Select **Yes**

RecXpress Import

Defaults | Summary | **Reconciliation**


sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
Defaults
Summary
Reconciliation

Display: No Match
Sort By: Reference
Direction: Ascending
>=
Display From:
Category:

Import Transactions

Delete Line
Edit Columns

● All On ○ All Off

Line	Select For Batch	Imp						Category	Trans. Code
1	☑	No M						CHEQUES	002
2	☑	No M						CHEQUES	002
3	☑	No M						DEPOSITS	001
4	☑	No M						CHEQUES	002
5	☑	No M						ADJUSTMENTS	009
6	☑	No M						BANKCHARGES	005
7	☑	No M						BANKCHARGES	005
8	☑	No Match	CHEQUE BOOK	11/25/2...	-25.00	0.00	0.00	DEPOSITS	001
9	☑	No Match	CHLORIDE EXACT	11/1/2020	-243.56	0.00	0.00	STOPORDERS	008
10	☑	No Match	DEPOSIT	3/10/2020	2,862.48	0.00	0.00	DEPOSITS	001

1 - 10 of 32 items

Confirmation

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

Bank

Sort By: Remittance ID
Direction: Ascending
☐ ☐

Edit Columns

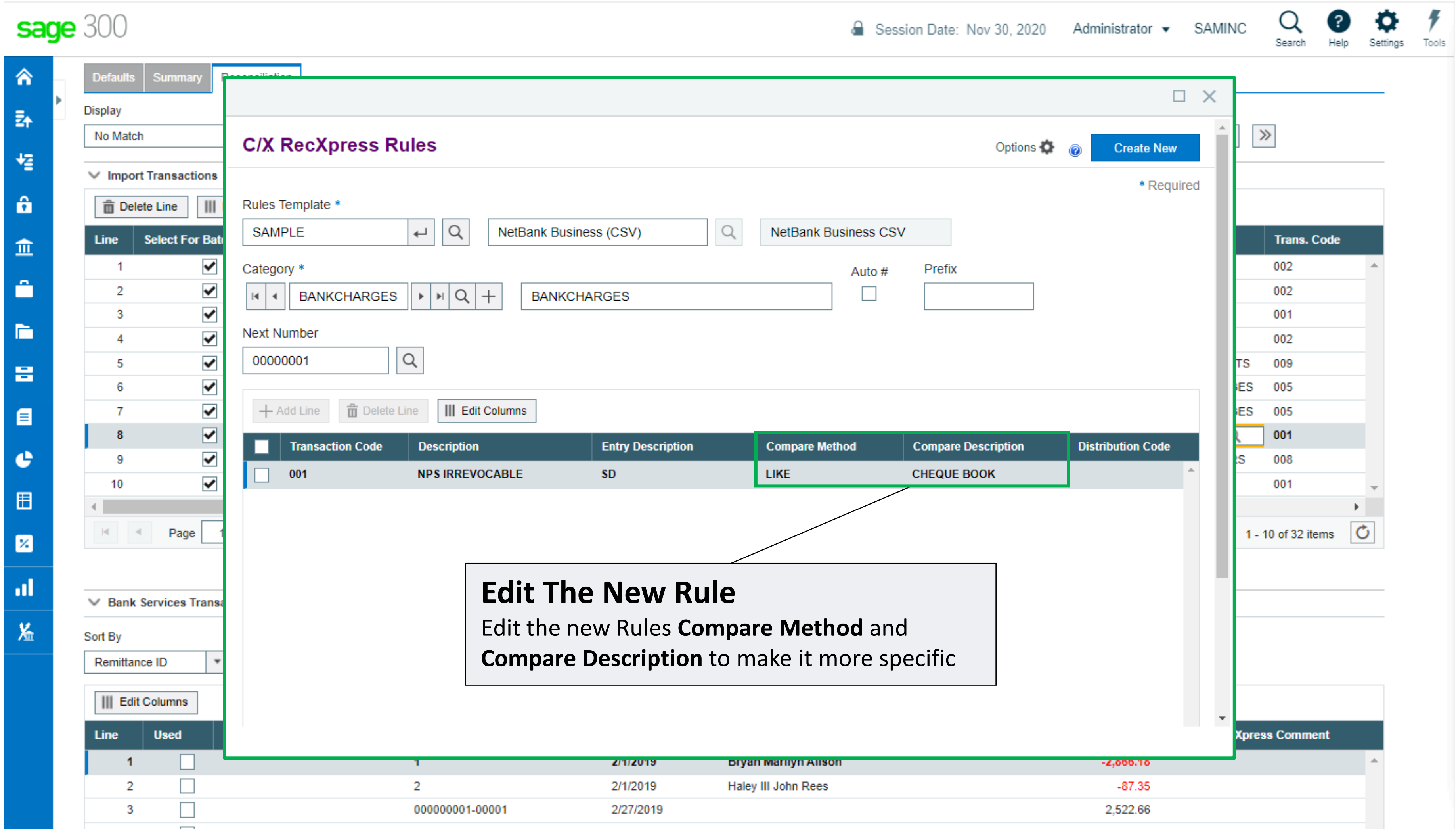
Line	Used	RecXpress Reference	Remittance ID	Date	Description	Bank Amount	S	RecXpress Comment
1	☐		1	2/1/2019	Bryan Marilyn Alison	-2,866.18		
2	☐		2	2/1/2019	Haley III John Rees	-87.35		
3	☐		000000001-00001	2/27/2019		2,522.66		

Successfully Moved Entry

Successfully moved entry from Category DEPOSITS to Category BANKCHARGES. Would you like to edit this entry's defaults?" Select **Yes**

RecXpress Import

Defaults	Summary	**Reconciliation**


sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
Defaults
Summary
Display
Import Transactions
Delete Line
Bank Services Trans
Sort By
Edit Columns
Options
Create New
* Required
Add Line
Delete Line
Edit Columns
1 - 10 of 32 items

C/X RecXpress Rules

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

Category * BANKCHARGES — BANKCHARGES

Auto # ☐

Prefix

Next Number 00000001

☐	Transaction Code	Description	Entry Description	Compare Method	Compare Description	Distribution Code
☐	001	NPS IRREVOCABLE	SD	LIKE	CHEQUE BOOK	

Display: No Match

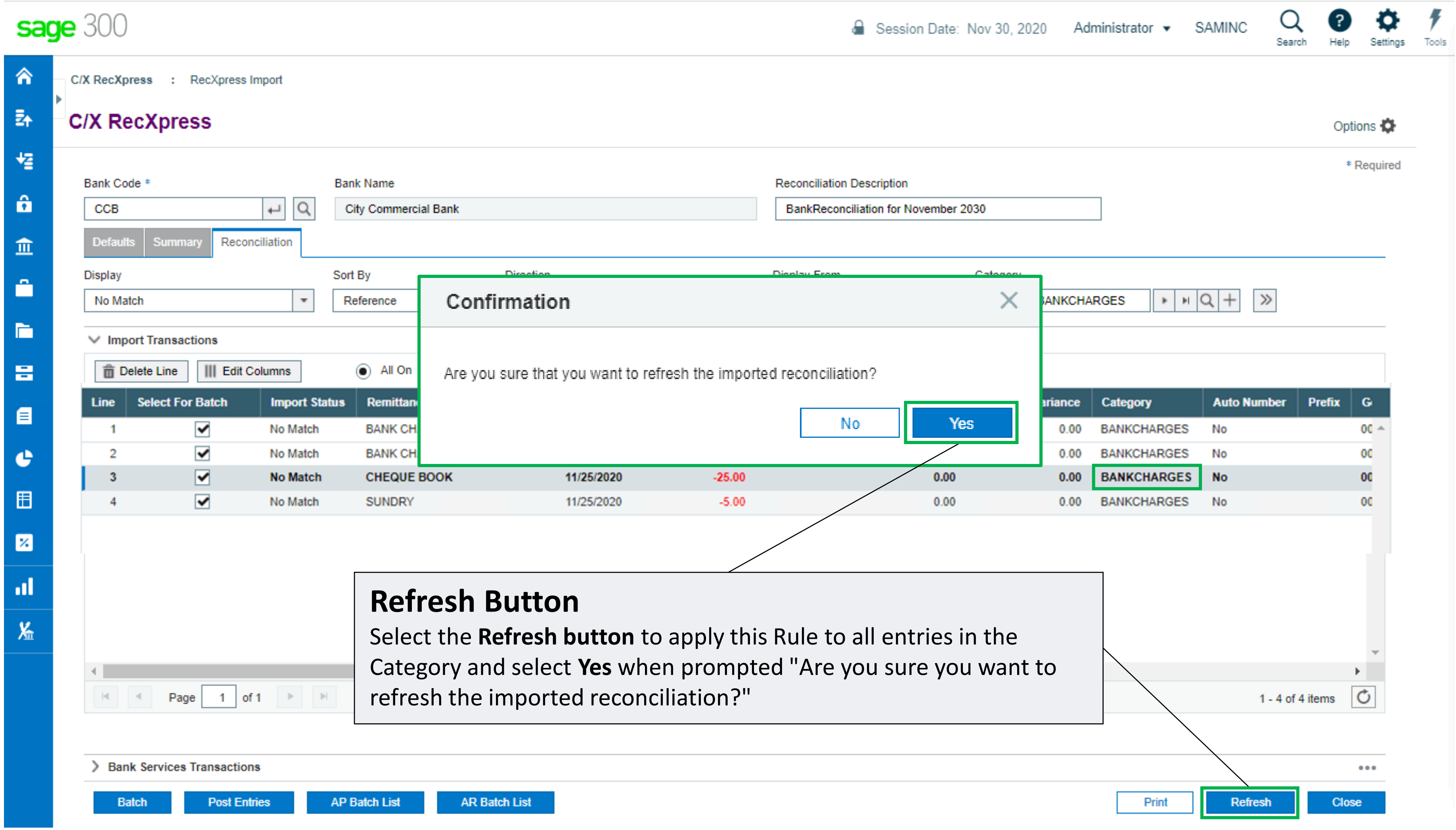
Sort By: Remittance ID

Edit The New Rule

Edit the new Rules **Compare Method** and **Compare Description** to make it more specific

RecXpress Import

Defaults | Summary | **Reconciliation**


sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
C/X RecXpress : RecXpress Import
C/X RecXpress
Options
* Required
Defaults
Summary
Reconciliation
Import Transactions
Delete Line
Edit Columns
All On
Page 1 of 1
1 - 4 of 4 items
Bank Services Transactions
Batch
Post Entries
AP Batch List
AR Batch List
Print
Refresh
Close

Bank Code * CCB

Bank Name City Commercial Bank

Reconciliation Description BankReconciliation for November 2030

Display No Match

Sort By Reference

Category ANKCHARGES

Confirmation

Are you sure that you want to refresh the imported reconciliation?

No | Yes

Line	Select For Batch	Import Status	Remittan				ariance	Category	Auto Number	Prefix	G
1	☑	No Match	BANK CH				0.00	BANKCHARGES	No		00
2	☑	No Match	BANK CH				0.00	BANKCHARGES	No		00
3	☑	No Match	CHEQUE BOOK	11/25/2020	-25.00	0.00	0.00	BANKCHARGES	No		00
4	☑	No Match	SUNDRY	11/25/2020	-5.00	0.00	0.00	BANKCHARGES	No		00

Refresh Button

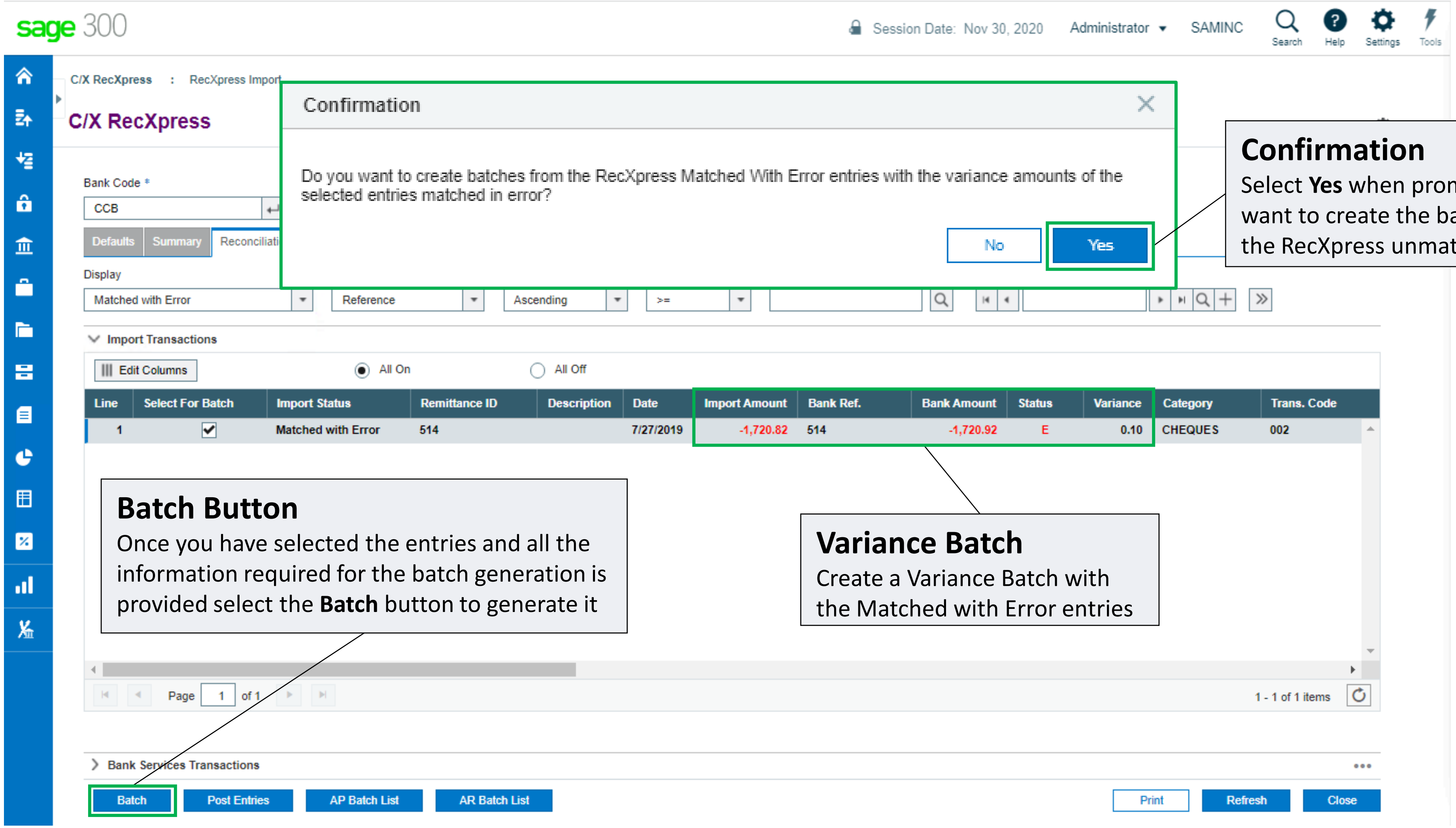
Select the **Refresh button** to apply this Rule to all entries in the Category and select **Yes** when prompted "Are you sure you want to refresh the imported reconciliation?"

Slide Index

- **Preparing the Sample Data**
- **Rules**
- **Basic Screen Information**
- **Importing The Bank Statement**
- **Matching Entries**
- **Multiple Match Entries**
- **Matched With Error and No Match**
- **Create a Rule for No Match Entry**
- **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**


sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
C/X RecXpress : RecXpress Import
C/X RecXpress
Defaults
Summary
Reconciliation
Import Transactions
Edit Columns
Bank Services Transactions
Batch
Post Entries
AP Batch List
AR Batch List
Print
Refresh
Close
No
Yes

Bank Code * CCB

Display: Matched with Error | Reference | Ascending | >=

● All On ○ All Off

Line	Select For Batch	Import Status	Remittance ID	Description	Date	Import Amount	Bank Ref.	Bank Amount	Status	Variance	Category	Trans. Code
1	☑	Matched with Error	514		7/27/2019	-1,720.82	514	-1,720.92	E	0.10	CHEQUES	002

Page 1 of 1

1 - 1 of 1 items

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?

Confirmation

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

Batch Button

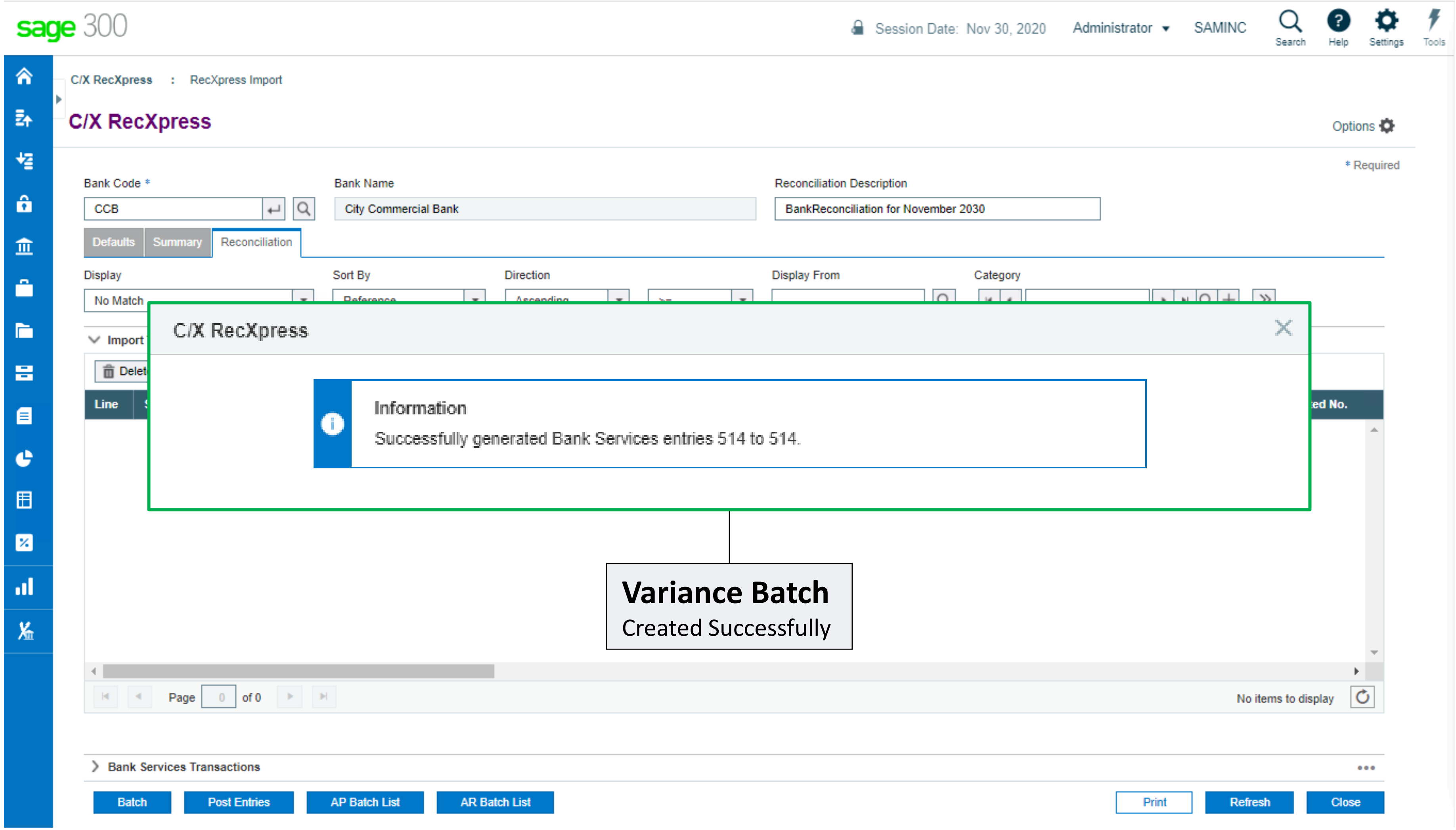
Once you have selected the entries and all the information required for the batch generation is provided select the **Batch** button to generate it

Variance Batch

Create a Variance Batch with the Matched with Error entries

RecXpress Import

Defaults | Summary | **Reconciliation**


sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
C/X RecXpress : RecXpress Import
Options
* Required
Defaults
Summary
Reconciliation
Import
Delete
Line
ed No.
Page 0 of 0
No items to display
Batch
Post Entries
AP Batch List
AR Batch List
Print
Refresh
Close

C/X RecXpress

Bank Code * CCB

Bank Name City Commercial Bank

Reconciliation Description BankReconciliation for November 2030

Display: No Match

Sort By: Reference

Direction: Ascending

Display From

Category

C/X RecXpress

Information

Successfully generated Bank Services entries 514 to 514.

Bank Services Transactions

Variance Batch
Created Successfully

Works with sage 300cloud

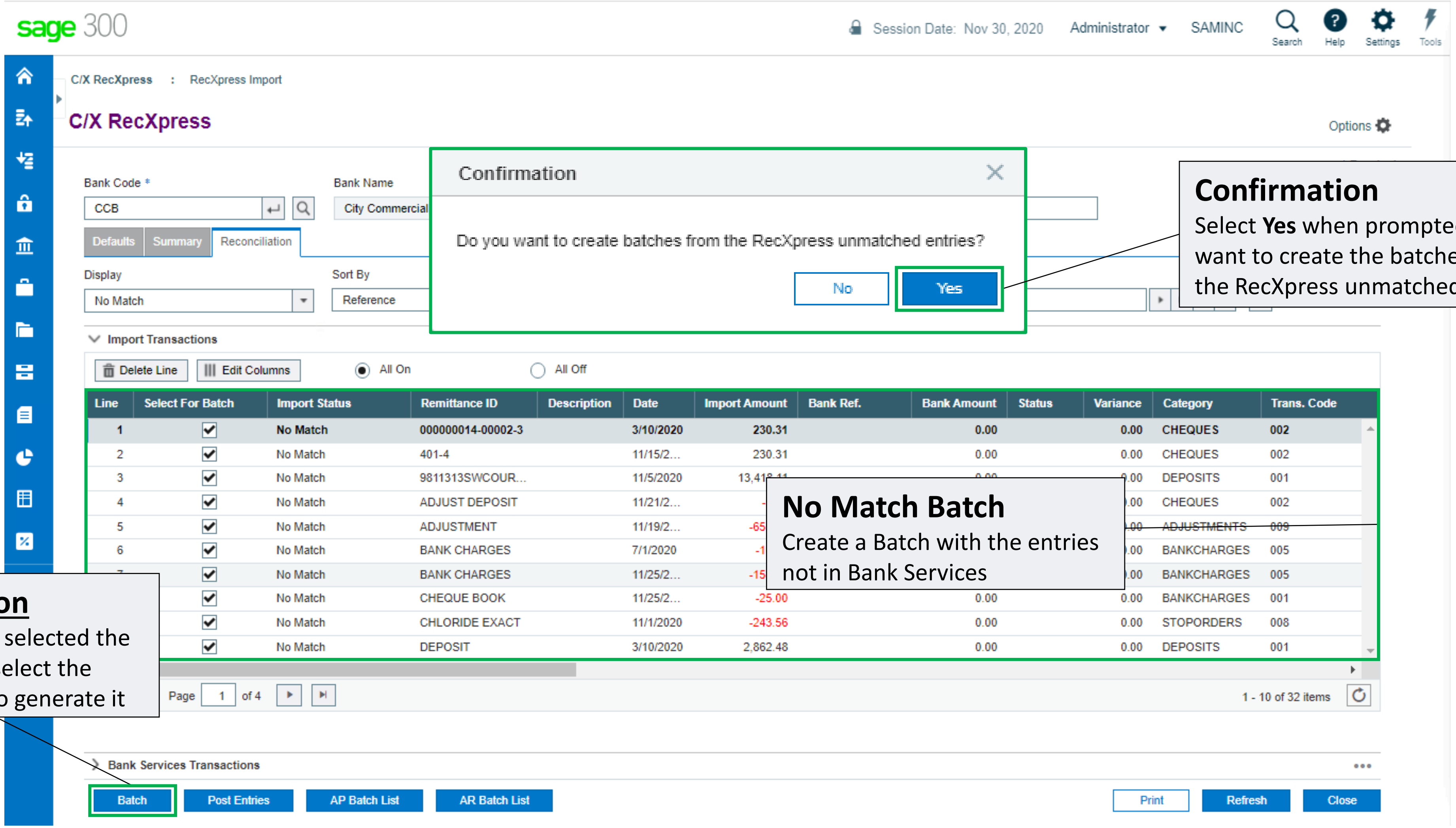
Peresoft cloud

Slide Index

- **Preparing the Sample Data**
- **Rules**
- **Basic Screen Information**
- **Importing The Bank Statement**
- **Matching Entries**
- **Multiple Match Entries**
- **Matched With Error and No Match**
- **Create a Rule for No Match Entry**
- **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**



Session Date: Nov 30, 2020 Administrator SAMINC

C/X RecXpress : RecXpress Import

C/X RecXpress

Bank Code * CCB

Bank Name City Commercial

Defaults | Summary | Reconciliation

Display: No Match

Sort By: Reference

Confirmation

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

No | Yes

Import Transactions

● All On ○ All Off

Line	Select For Batch	Import Status	Remittance ID	Description	Date	Import Amount	Bank Ref.	Bank Amount	Status	Variance	Category	Trans. Code
1	☑	No Match	000000014-00002-3		3/10/2020	230.31		0.00		0.00	CHEQUES	002
2	☑	No Match	401-4		11/15/2...	230.31		0.00		0.00	CHEQUES	002
3	☑	No Match	9811313SWCOUR...		11/5/2020	13,41		0.00		0.00	DEPOSITS	001
4	☑	No Match	ADJUST DEPOSIT		11/21/2...	-				.00	CHEQUES	002
5	☑	No Match	ADJUSTMENT		11/19/2...	-65				.00	ADJUSTMENTS	009
6	☑	No Match	BANK CHARGES		7/1/2020	-1				.00	BANKCHARGES	005
	☑	No Match	BANK CHARGES		11/25/2...	-15				.00	BANKCHARGES	005
	☑	No Match	CHEQUE BOOK		11/25/2...	-25.00		0.00		0.00	BANKCHARGES	001
	☑	No Match	CHLORIDE EXACT		11/1/2020	-243.56		0.00		0.00	STOPORDERS	008
	☑	No Match	DEPOSIT		3/10/2020	2,862.48		0.00		0.00	DEPOSITS	001

Page 1 of 4 1 - 10 of 32 items

Bank Services Transactions

Confirmation

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

No Match Batch

Create a Batch with the entries not in Bank Services

Batch Button

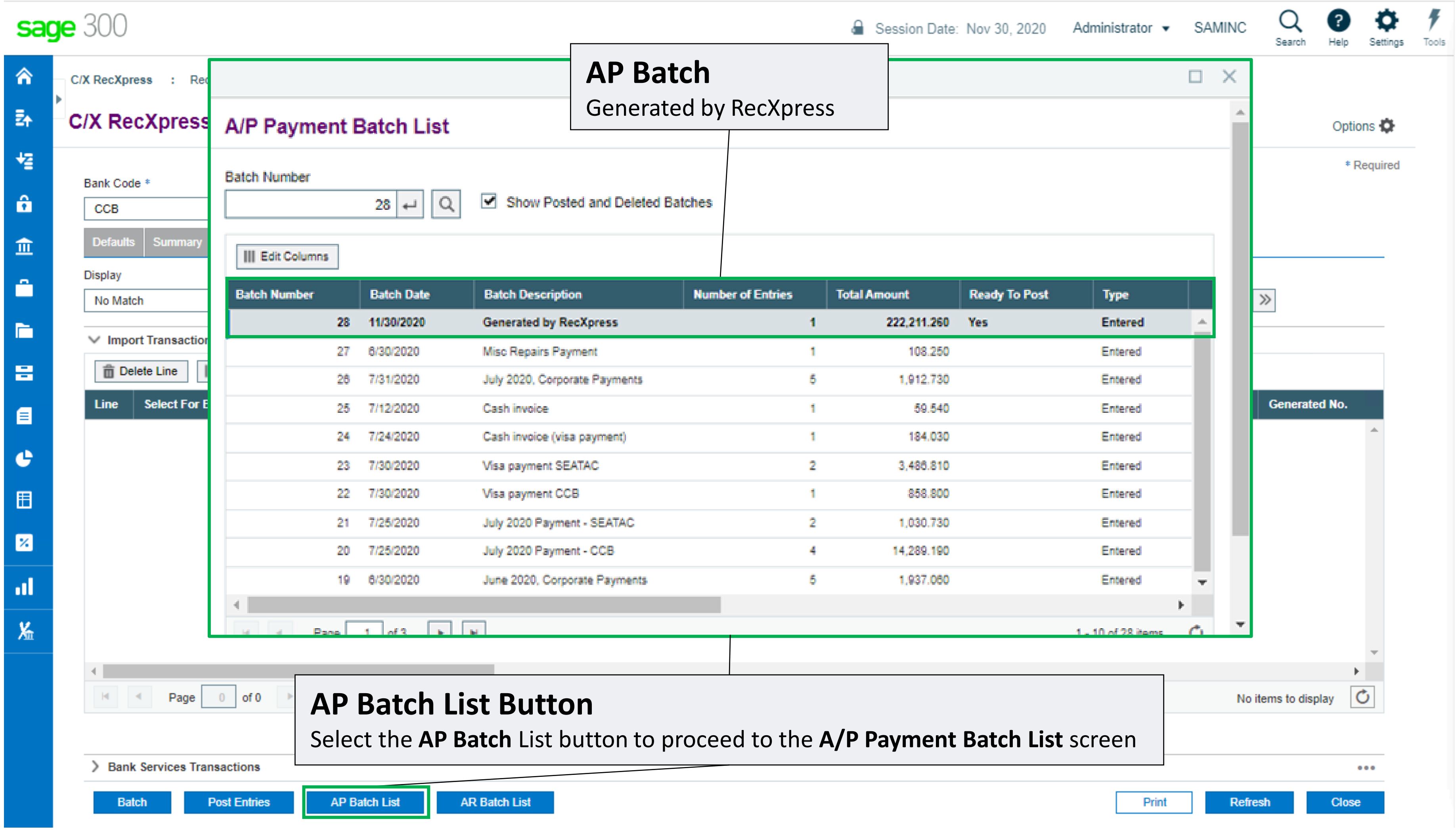
Once you have selected the for the batch, select the **Batch** button to generate it

Slide Index

- Preparing the Sample Data
- Rules
- Basic Screen Information
- Importing The Bank Statement
- Matching Entries
- Multiple Match Entries
- Matched With Error and No Match
- Create a Rule for No Match Entry
- 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**



sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
C/X RecXpress : Rec
C/X RecXpress
Options
* Required
Bank Code *
CCB
Defaults
Summary
Display
No Match
Import Transaction
Delete Line
Line
Select For E
Generated No.
Page 0 of 0
No items to display
Bank Services Transactions
Batch
Post Entries
AP Batch List
AR Batch List
Print
Refresh
Close

A/P Payment Batch List

Batch Number: 28

☑ Show Posted and Deleted Batches

Edit Columns

Batch Number	Batch Date	Batch Description	Number of Entries	Total Amount	Ready To Post	Type
28	11/30/2020	Generated by RecXpress	1	222,211.260	Yes	Entered
27	6/30/2020	Misc Repairs Payment	1	108.250		Entered
26	7/31/2020	July 2020, Corporate Payments	5	1,912.730		Entered
25	7/12/2020	Cash invoice	1	59.540		Entered
24	7/24/2020	Cash invoice (visa payment)	1	184.030		Entered
23	7/30/2020	Visa payment SEATAC	2	3,486.810		Entered
22	7/30/2020	Visa payment CCB	1	858.800		Entered
21	7/25/2020	July 2020 Payment - SEATAC	2	1,030.730		Entered
20	7/25/2020	July 2020 Payment - CCB	4	14,289.190		Entered
19	6/30/2020	June 2020, Corporate Payments	5	1,937.060		Entered

Page 1 of 3 1 - 10 of 28 items

AP Batch
Generated by RecXpress

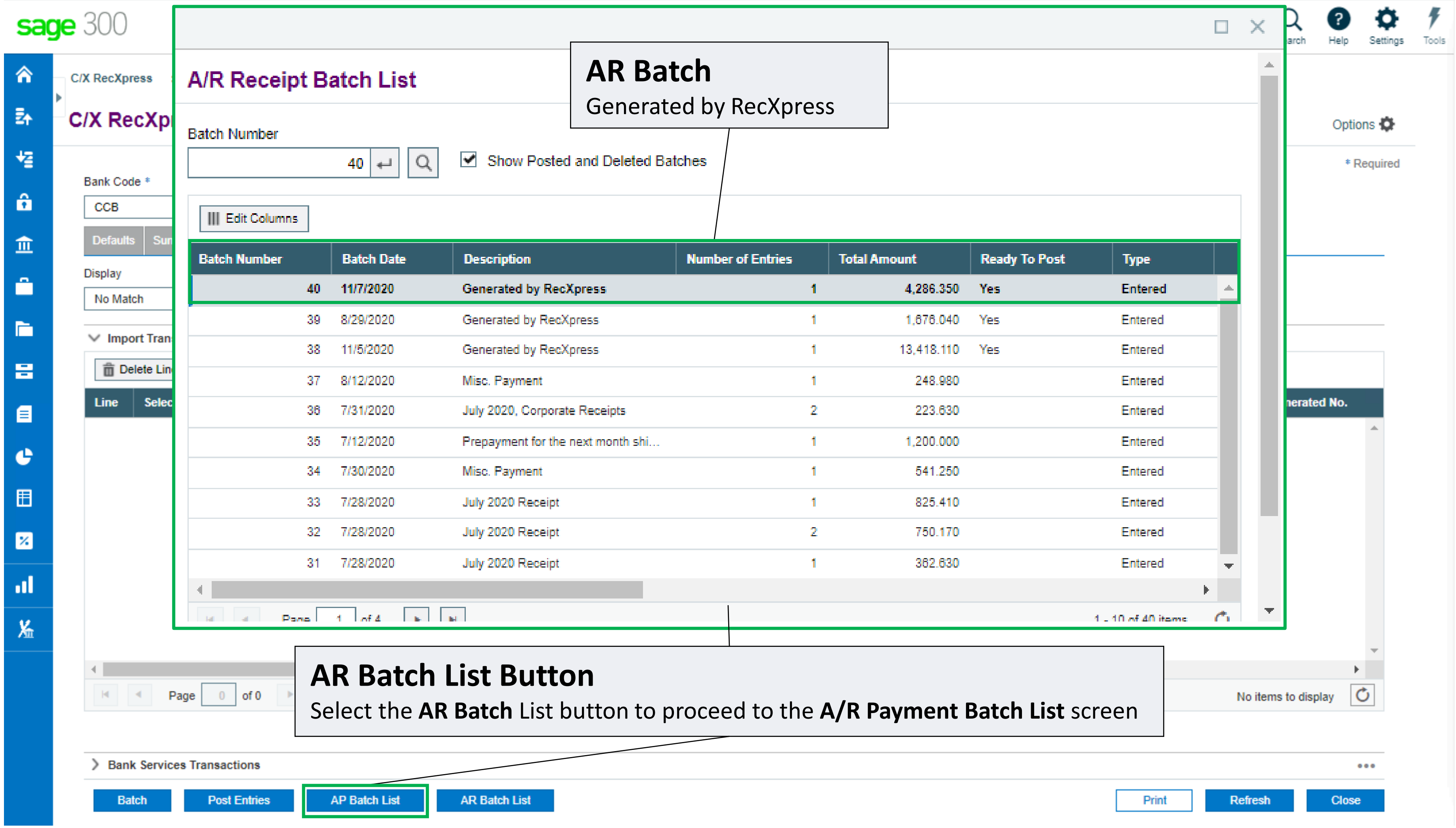
AP Batch List Button
Select the **AP Batch** List button to proceed to the **A/P Payment Batch List** screen

Works with sage 300cloud

Peresoft cloud

RecXpress Import

Defaults | Summary | **Reconciliation**


sage 300
Search
Help
Settings
Tools
C/X RecXpress
C/X RecXp
Options
* Required
Bank Code *
CCB
Defaults
Sum
Display
No Match
Import Tran
Delete Lin
Line
Selec
erated No.
Page 0 of 0
No items to display
Bank Services Transactions
Batch
Post Entries
AP Batch List
AR Batch List
Print
Refresh
Close

A/R Receipt Batch List

Batch Number: 40

☑ Show Posted and Deleted Batches

Edit Columns

Batch Number	Batch Date	Description	Number of Entries	Total Amount	Ready To Post	Type
40	11/7/2020	Generated by RecXpress	1	4,286.350	Yes	Entered
39	8/29/2020	Generated by RecXpress	1	1,676.040	Yes	Entered
38	11/5/2020	Generated by RecXpress	1	13,418.110	Yes	Entered
37	8/12/2020	Misc. Payment	1	248.980		Entered
36	7/31/2020	July 2020, Corporate Receipts	2	223.630		Entered
35	7/12/2020	Prepayment for the next month shi…	1	1,200.000		Entered
34	7/30/2020	Misc. Payment	1	541.250		Entered
33	7/28/2020	July 2020 Receipt	1	825.410		Entered
32	7/28/2020	July 2020 Receipt	2	750.170		Entered
31	7/28/2020	July 2020 Receipt	1	362.630		Entered

Page 1 of 4 1 - 10 of 40 items

AR Batch
Generated by RecXpress

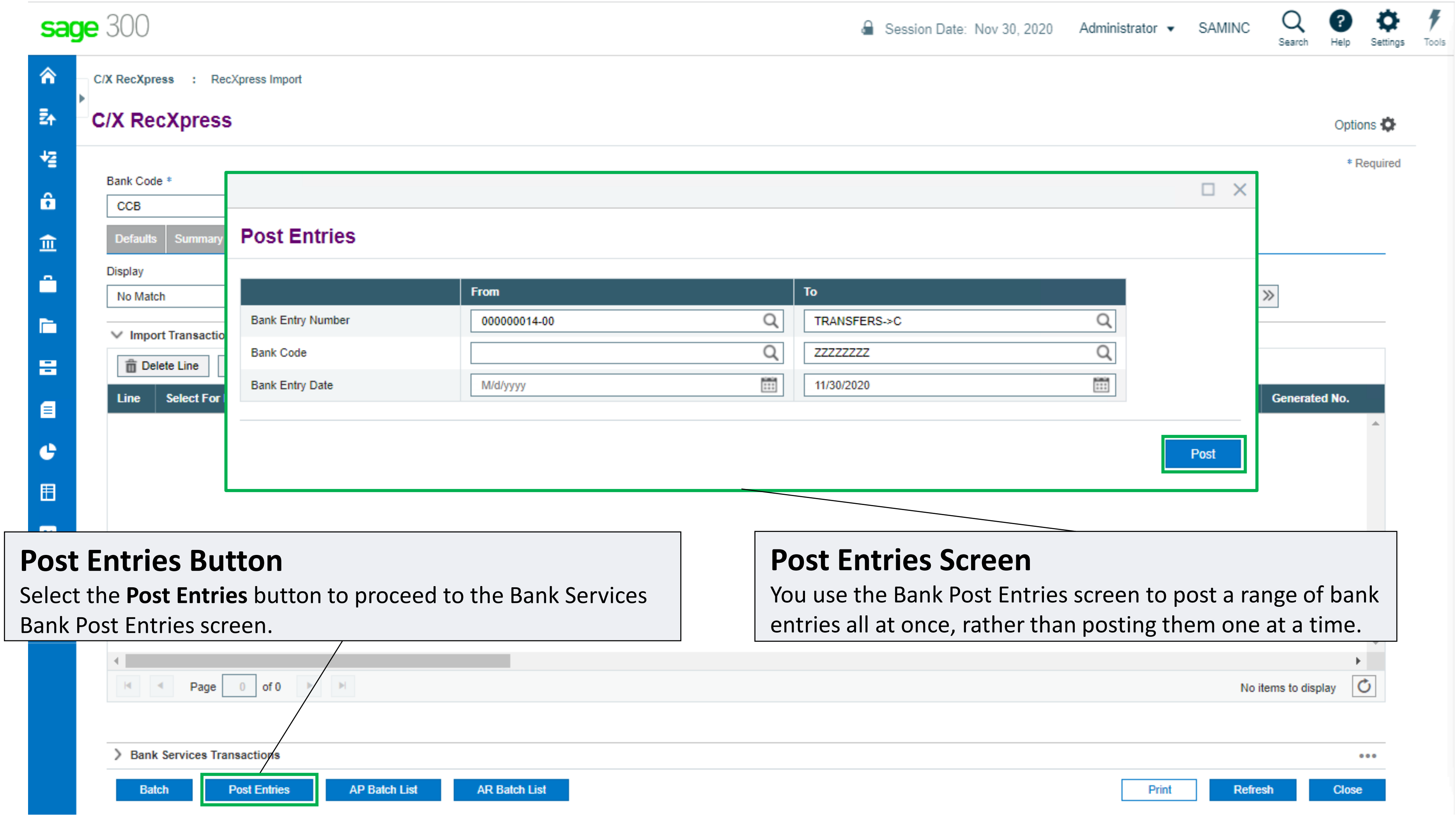
AR Batch List Button
Select the **AR Batch** List button to proceed to the **A/R Payment Batch List** screen

Slide Index

- **Preparing the Sample Data**
- **Rules**
- **Basic Screen Information**
- **Importing The Bank Statement**
- **Matching Entries**
- **Multiple Match Entries**
- **Matched With Error and No Match**
- **Create a Rule for No Match Entry**
- **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**


sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
C/X RecXpress : RecXpress Import
C/X RecXpress
Options
* Required
Defaults
Summary
Import Transactio
Delete Line
Line
Select For
Generated No.
Page
of 0
No items to display
Bank Services Transactions
Batch
Post Entries
AP Batch List
AR Batch List
Print
Refresh
Close

Bank Code *: CCB

Display: No Match

Post Entries

	From	To
Bank Entry Number	000000014-00	TRANSFERS->C
Bank Code		ZZZZZZZZ
Bank Entry Date	M/d/yyyy	11/30/2020

Post

Post Entries Button

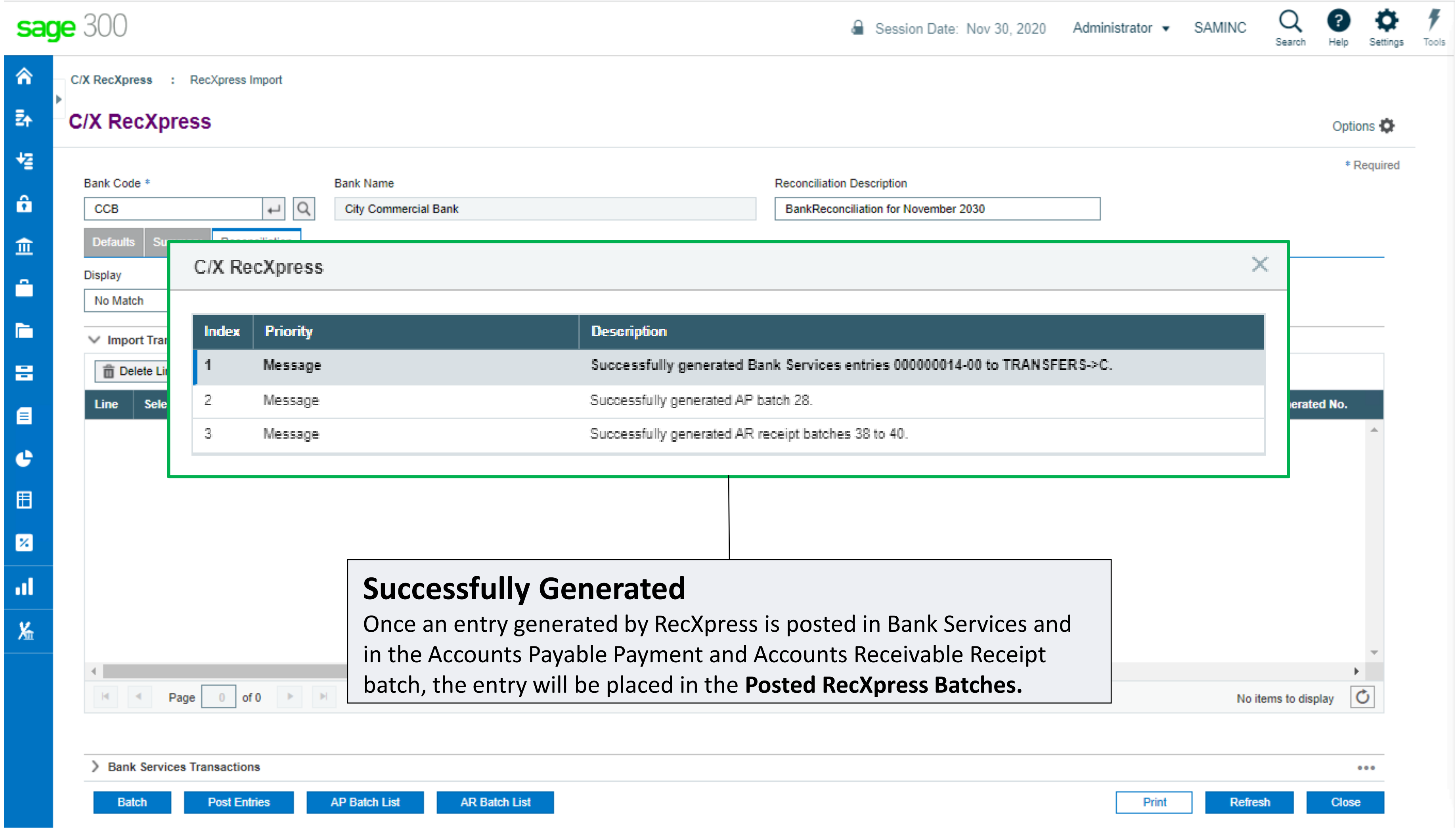
Select the **Post Entries** button to proceed to the Bank Services Bank Post Entries screen.

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**


sage 300
Search
Help
Settings
Tools
Options
* Required
Defaults
Import Tran
Delete Li
Line
Sele
erated No.
Page 0 of 0
No items to display
Bank Services Transactions
Batch
Post Entries
AP Batch List
AR Batch List
Print
Refresh
Close

Session Date: Nov 30, 2020 Administrator SAMINC

C/X RecXpress : RecXpress Import

C/X RecXpress

Bank Code *: CCB
Bank Name: City Commercial Bank
Reconciliation Description: BankReconciliation for November 2030
Display: No Match

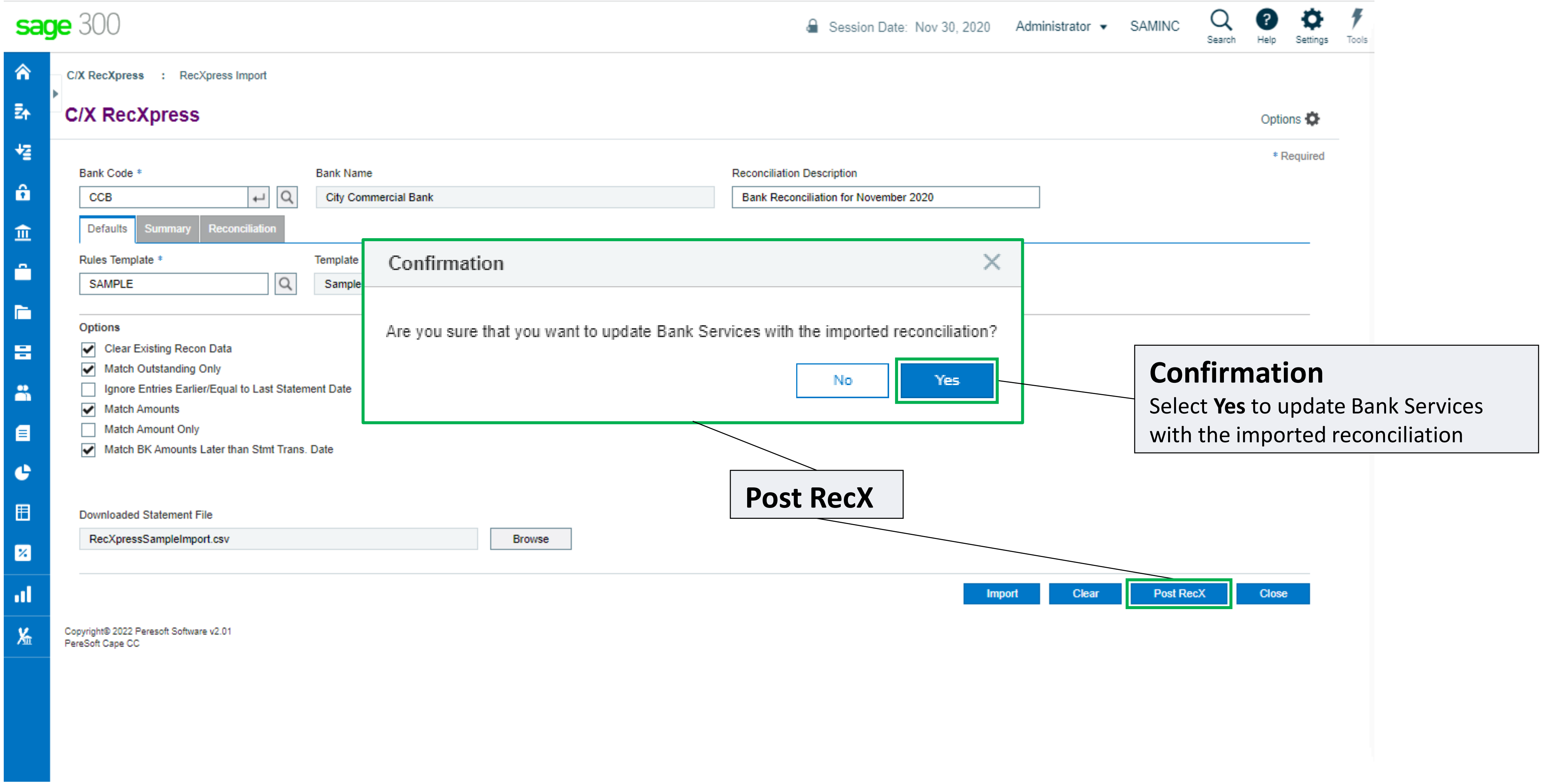
C/X RecXpress

Index	Priority	Description
1	Message	Successfully generated Bank Services entries 000000014-00 to TRANSFERS->C.
2	Message	Successfully generated AP batch 28.
3	Message	Successfully generated AR receipt batches 38 to 40.

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.**

RecXpress Import

Defaults	Summary	Reconciliation


sage 300
Session Date: Nov 30, 2020
Administrator
SAMINC
Search
Help
Settings
Tools
C/X RecXpress : RecXpress Import
C/X RecXpress
Options
* Required

Bank Code * CCB

Bank Name City Commercial Bank

Reconciliation Description Bank Reconciliation for November 2020

Defaults
Summary
Reconciliation

Rules Template * SAMPLE

Template Sample

Options

☑ Clear Existing Recon Data
☑ Match Outstanding Only
☐ Ignore Entries Earlier/Equal to Last Statement Date
☑ Match Amounts
☐ Match Amount Only
☑ Match BK Amounts Later than Stmt Trans. Date

Downloaded Statement File RecXpressSampleImport.csv

Browse
Import
Clear
Post RecX
Close

Copyright© 2022 Peresoft Software v2.01
PereSoft Cape CC

Confirmation

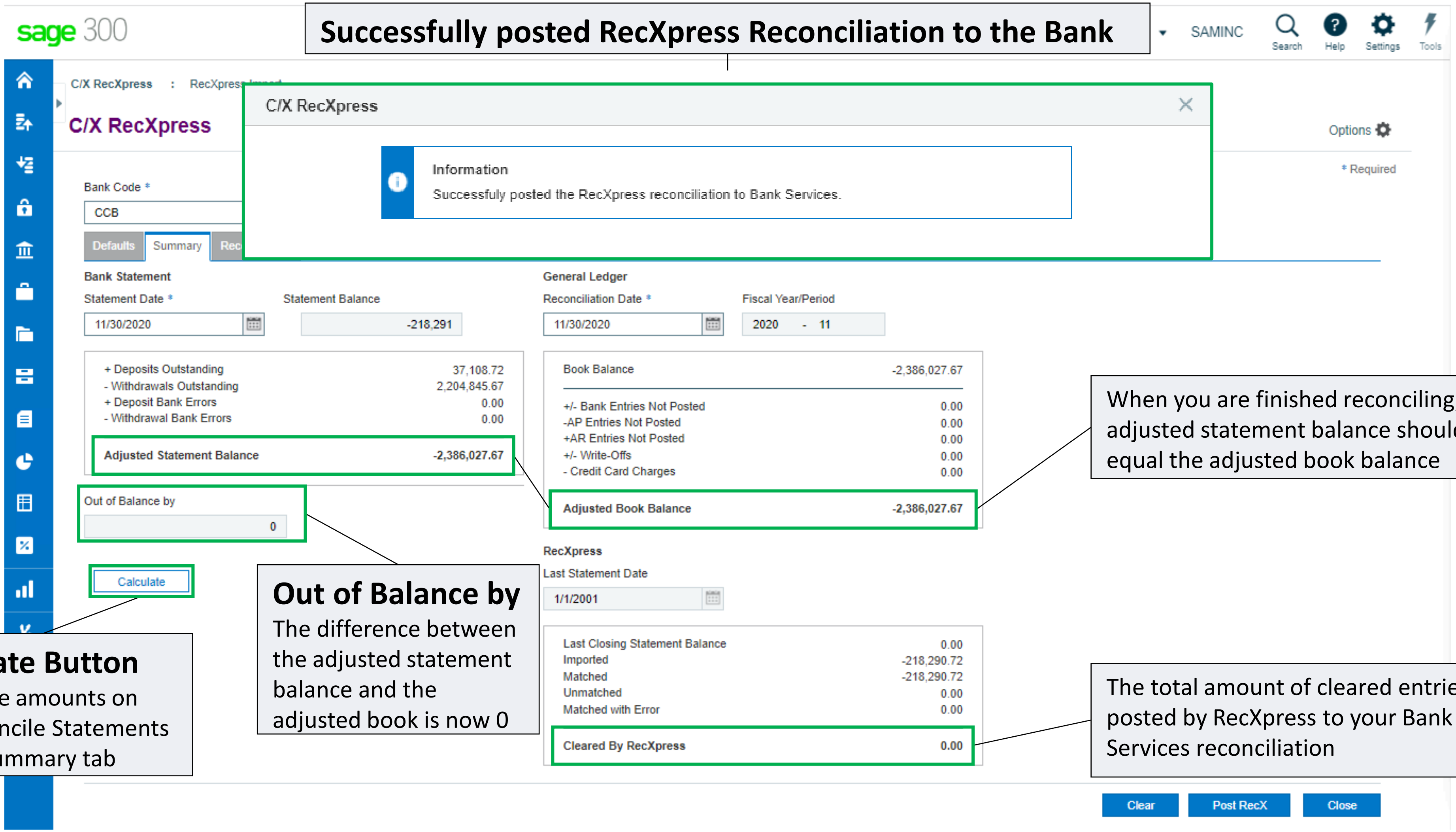
Are you sure that you want to update Bank Services with the imported reconciliation?

Confirmation
Select **Yes** to update Bank Services with the imported reconciliation

Post RecX

RecXpress Import

Defaults | Summary | Reconciliation



Successfully posted RecXpress Reconciliation to the Bank

sage 300
SAMINC
Search
Help
Settings
Tools
C/X RecXpress : RecXpres
C/X RecXpress
Options
* Required

C/X RecXpress

Information

Successfuly posted the RecXpress reconciliation to Bank Services.

Bank Code * CCB

Defaults
Summary
Rec

Bank Statement

Statement Date * 11/30/2020

Statement Balance -218,291

+ Deposits Outstanding	37,108.72
- Withdrawals Outstanding	2,204,845.67
+ Deposit Bank Errors	0.00
- Withdrawal Bank Errors	0.00
Adjusted Statement Balance	**-2,386,027.67**

Out of Balance by 0

General Ledger

Reconciliation Date * 11/30/2020

Fiscal Year/Period 2020 - 11

Book Balance	-2,386,027.67
+/- Bank Entries Not Posted	0.00
-AP Entries Not Posted	0.00
+AR Entries Not Posted	0.00
+/- Write-Offs	0.00
- Credit Card Charges	0.00
Adjusted Book Balance	**-2,386,027.67**

RecXpress

Last Statement Date 1/1/2001

Last Closing Statement Balance	0.00
Imported	-218,290.72
Matched	-218,290.72
Unmatched	0.00
Matched with Error	0.00
Cleared By RecXpress	**0.00**

Clear
Post RecX
Close

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

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

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

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

Works with sage 300cloud

recXpress©

FOR BANK SERVICES

Thank You for Your Support

For more visit www.peresoft.com

Works with sage 300cloud

Peresoft cloud