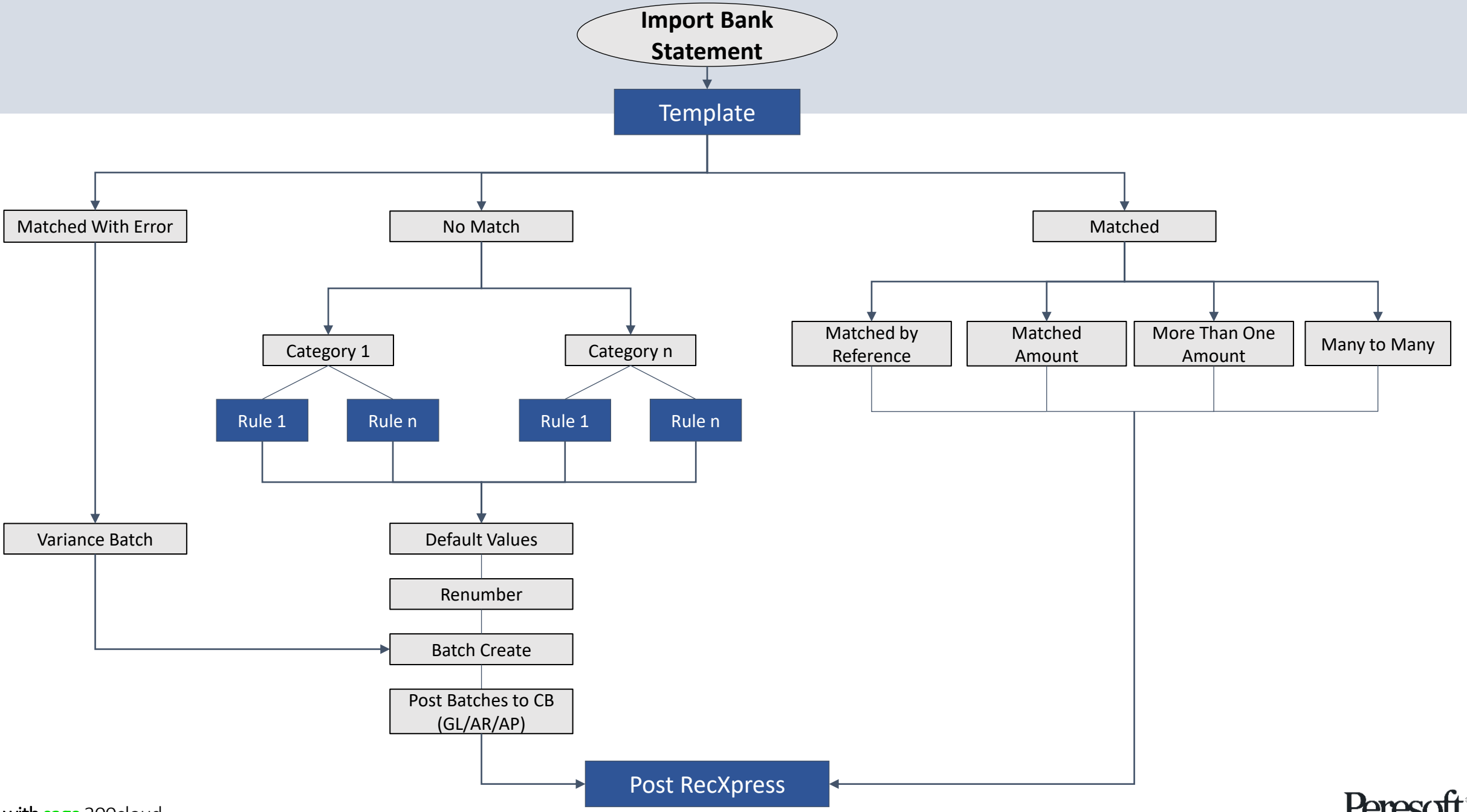
Sample Data For RecXpress for Bank Services

Products: RecXpress for Bank Services On Premise

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

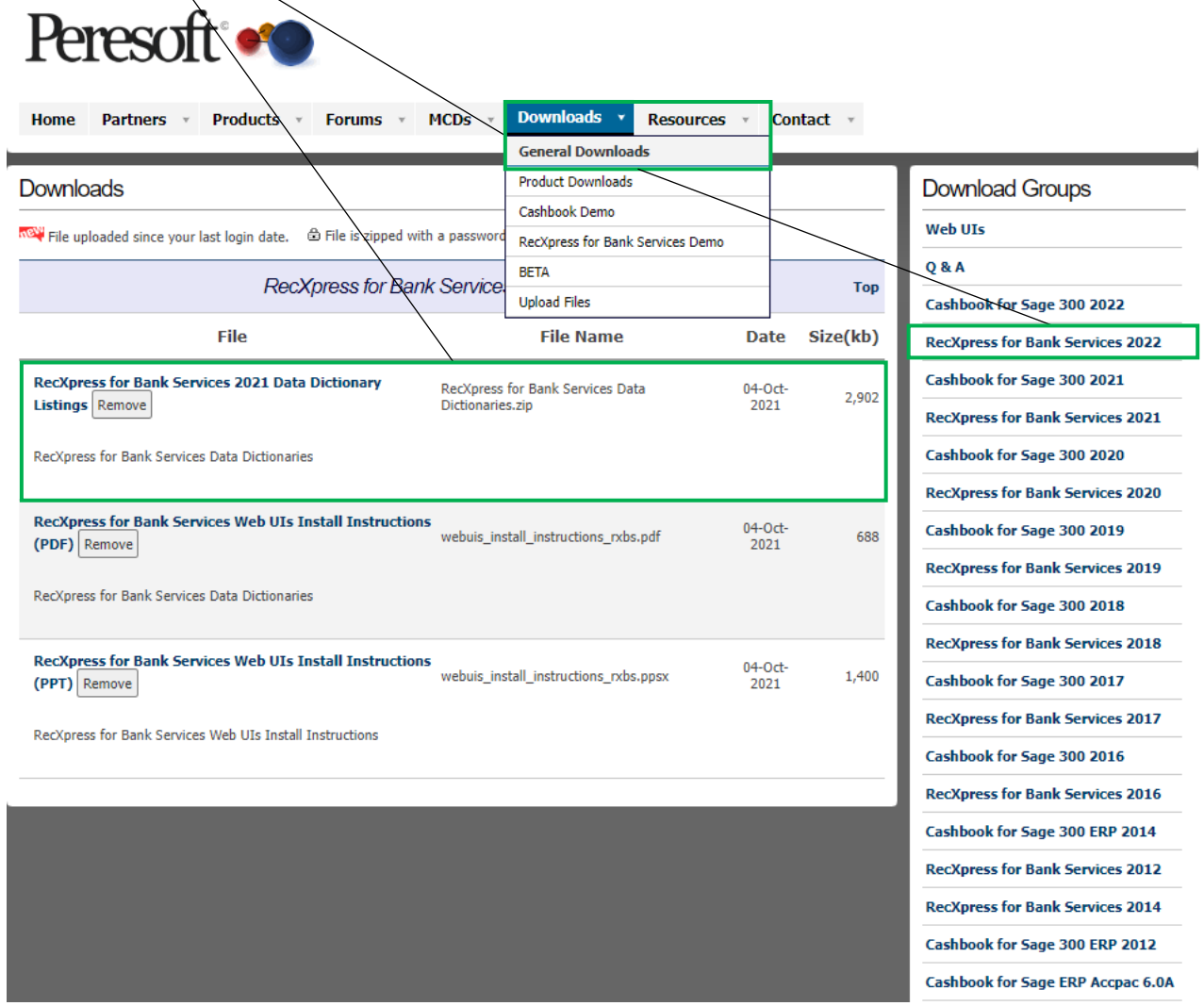
Slide Index

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



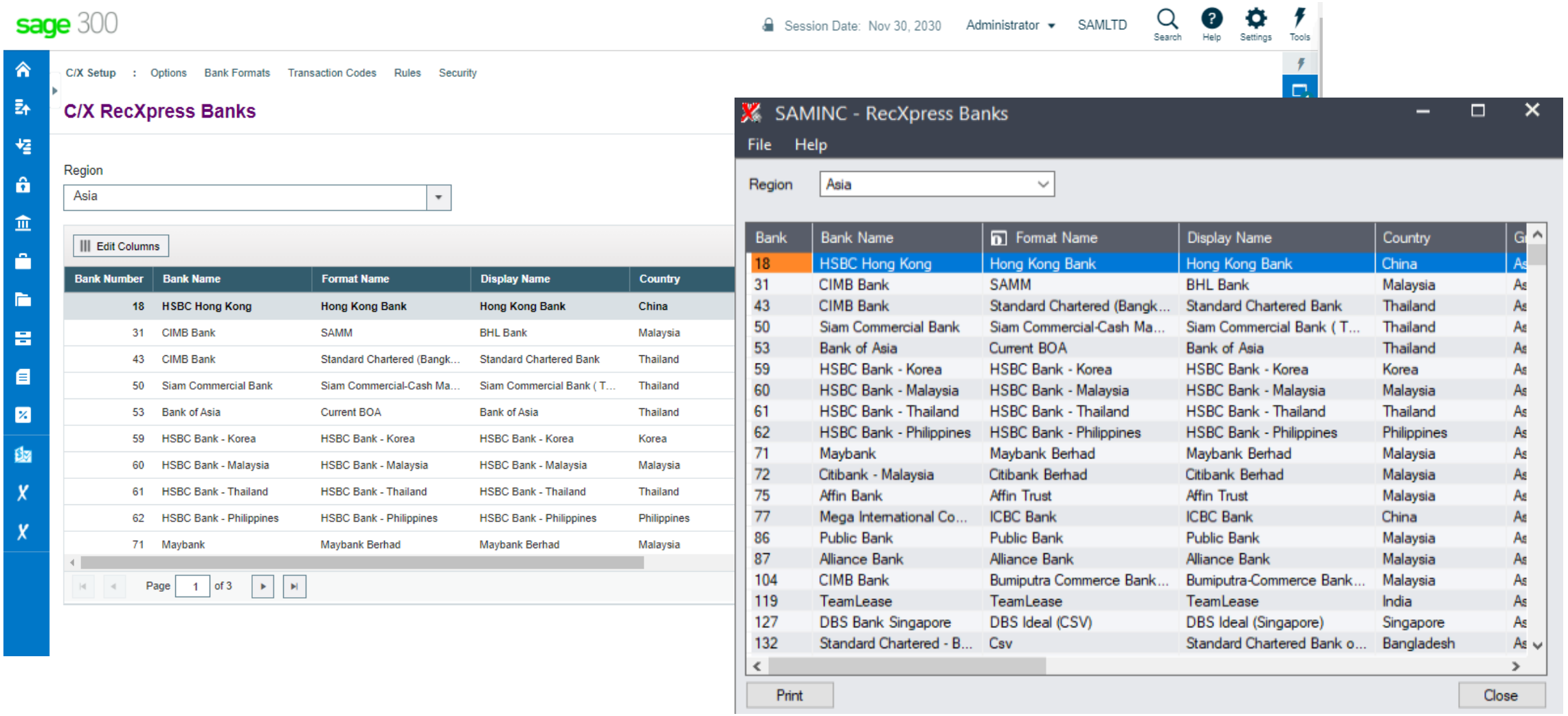
RecXpress for Bank Services Sample Data Files

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

Multiple Bank Formats Already Available



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
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- Create Batch With No Match Entries
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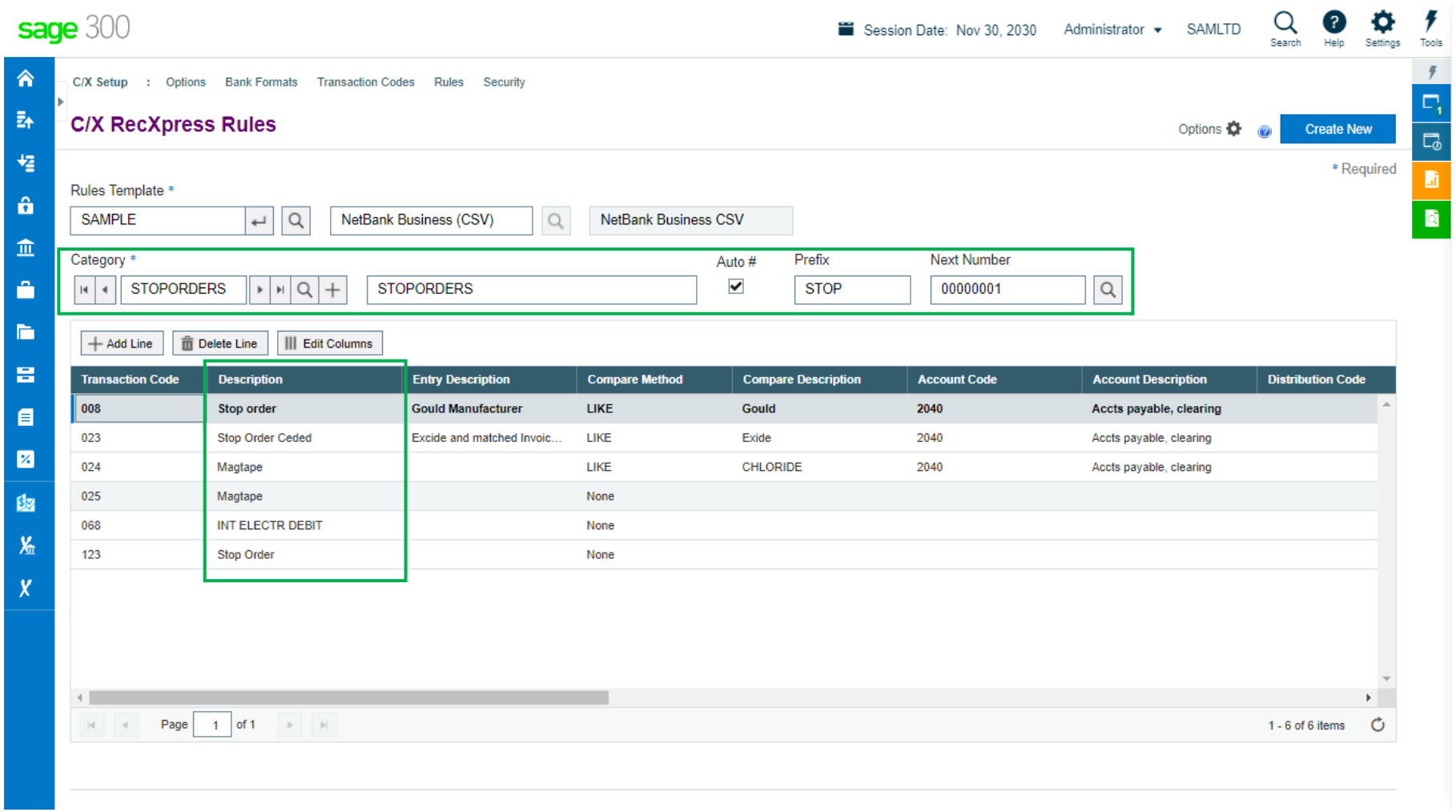
Categorise Your Rules Into Transaction Groups



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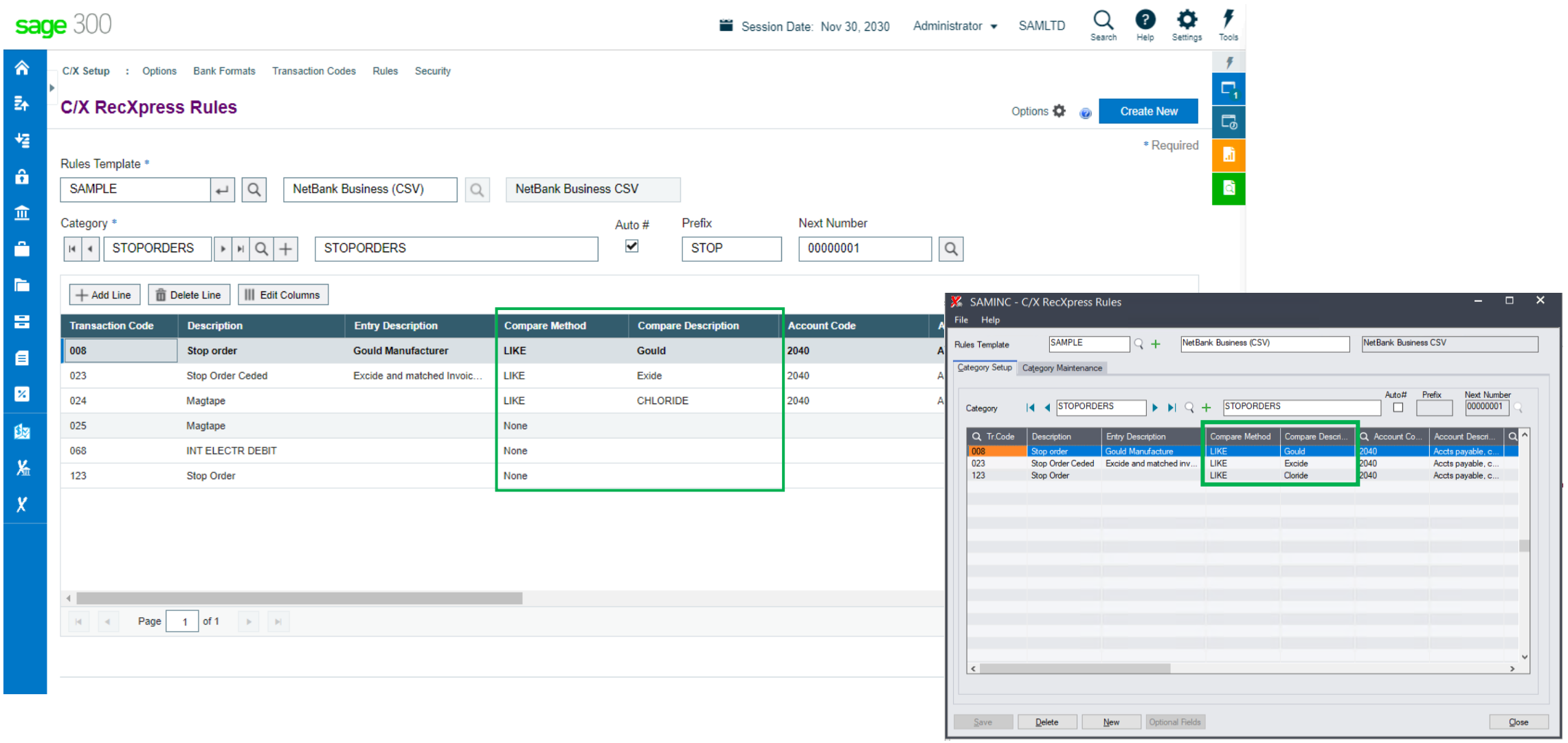
Create Unlimited Rules to Match Transactions to Default Values



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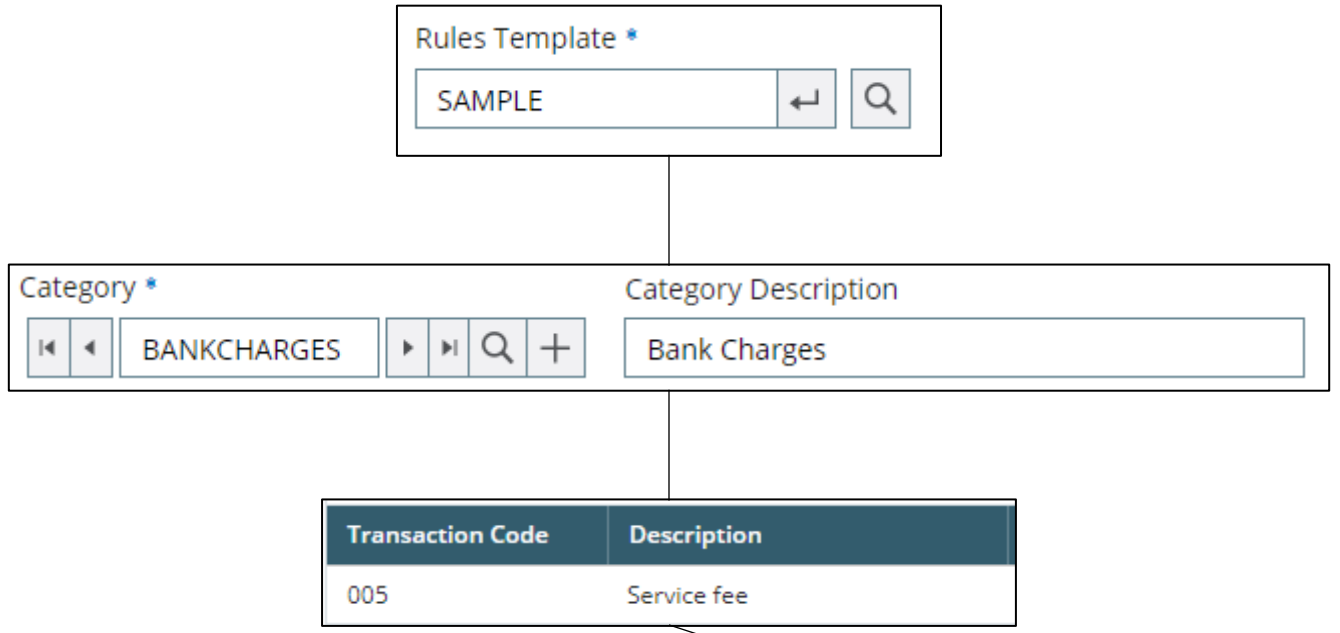
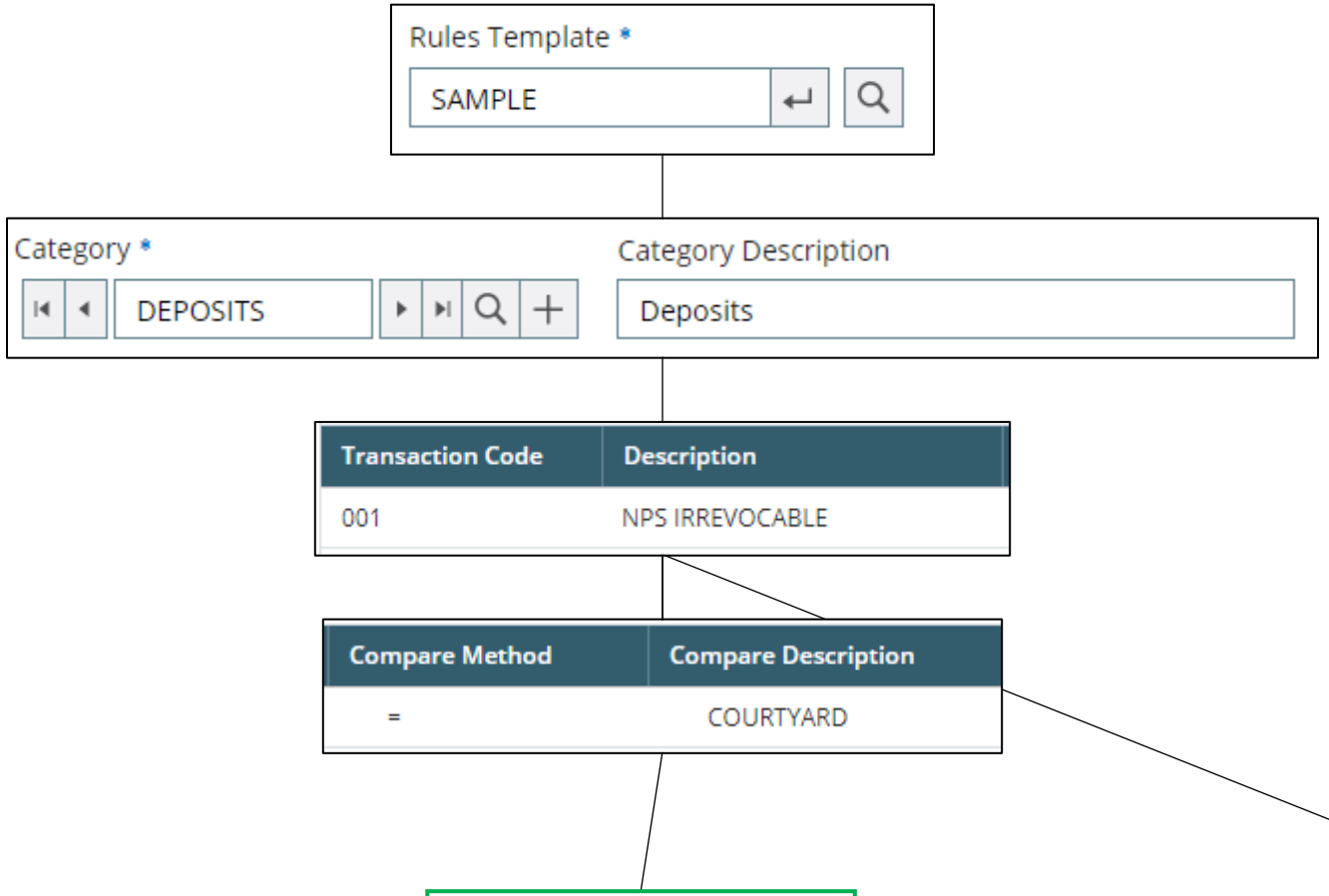
Rules – Transaction Code Only



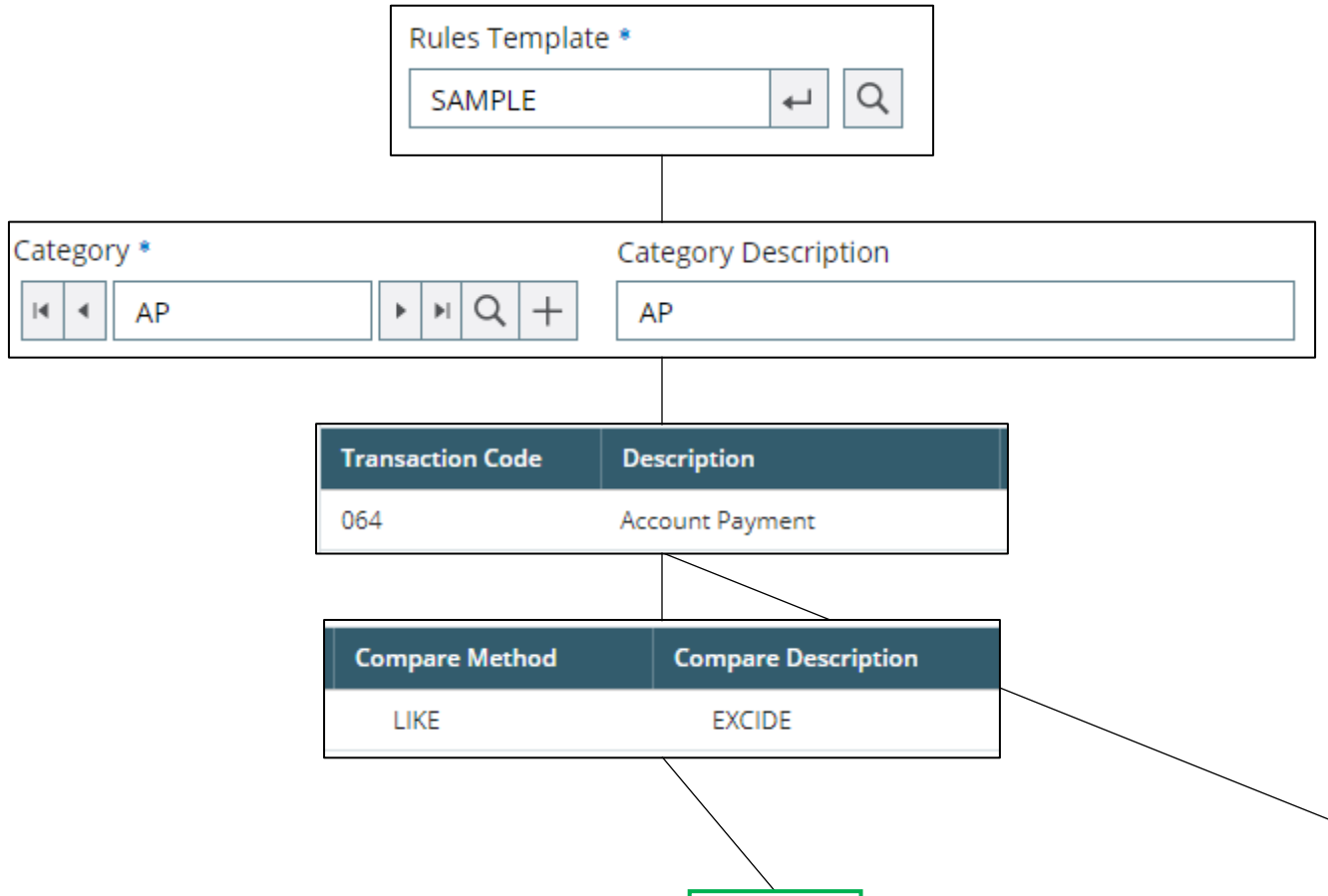
1497208319,653,20301125,BANK CHARGES,15800,-,50709153,+,0,005,T

Rules – Compare Method
= (EQUAL)



1497208319,653,20301101,CABLE20300101,106626,-,50709153,+,0,064,T

Rules – Compare Method
LIKE



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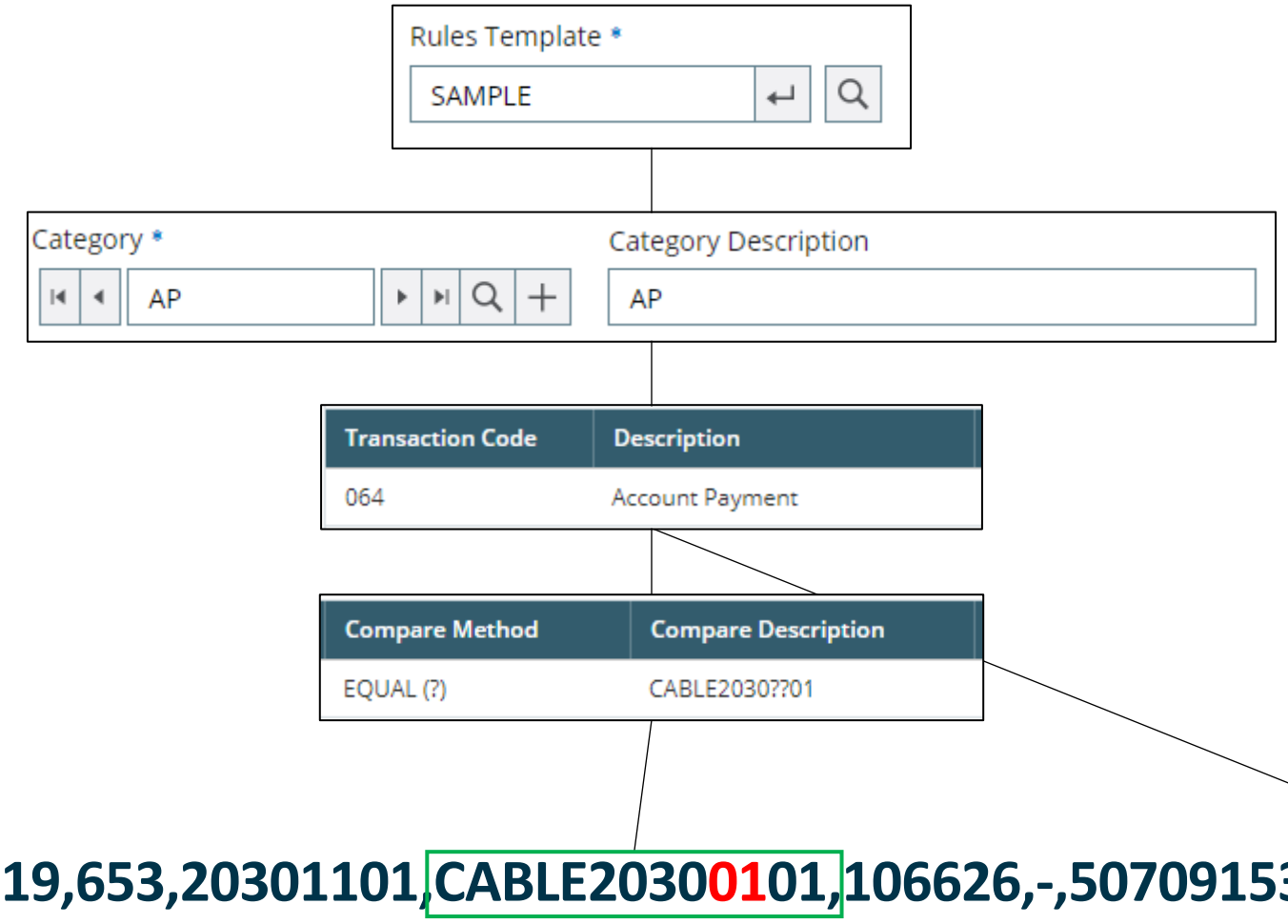
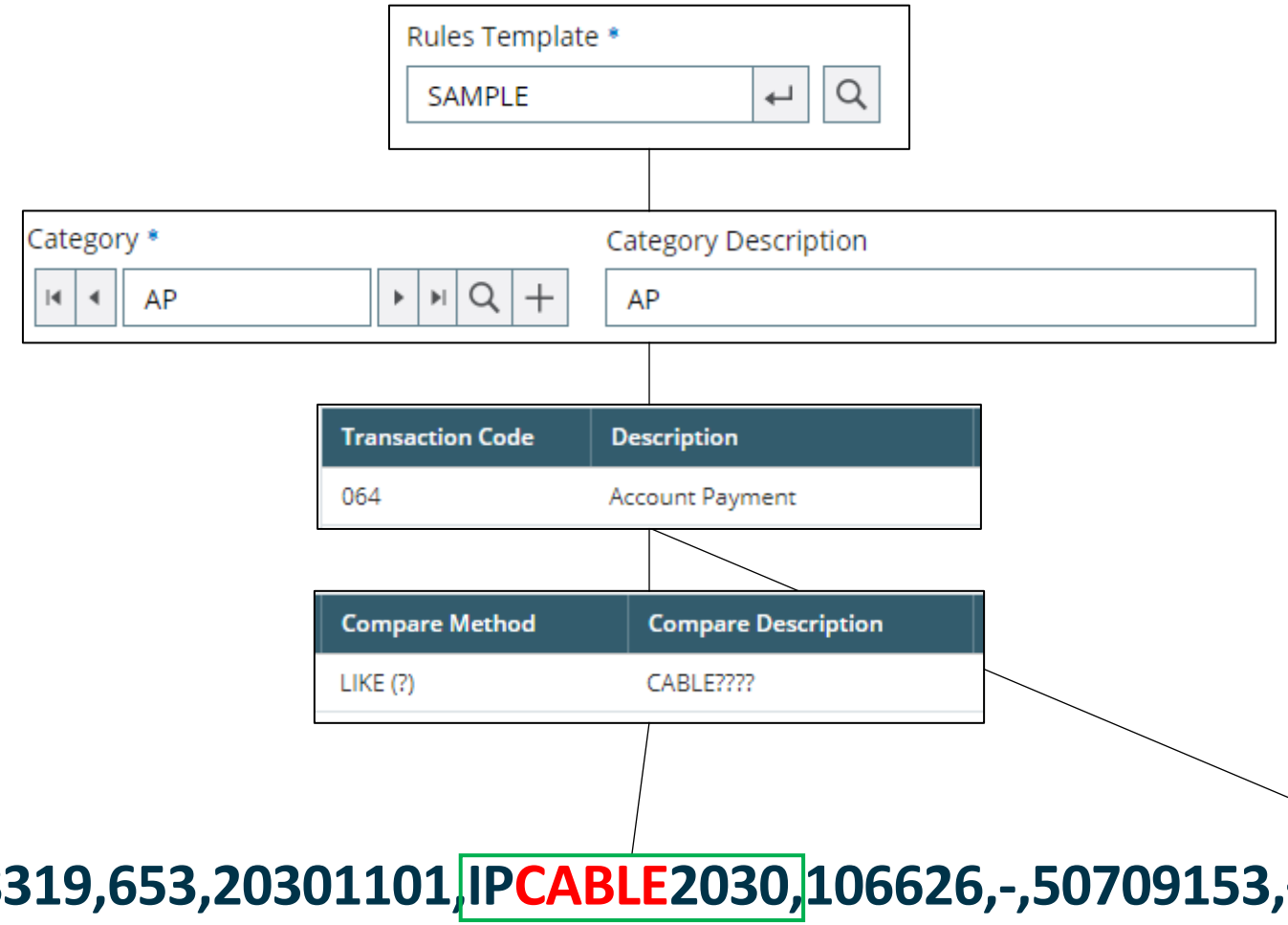
Rules – Compare Method
EQUAL (?)



1497208319,653,20301101,CABLE20300101,106626,-,50709153,+,0,064,T

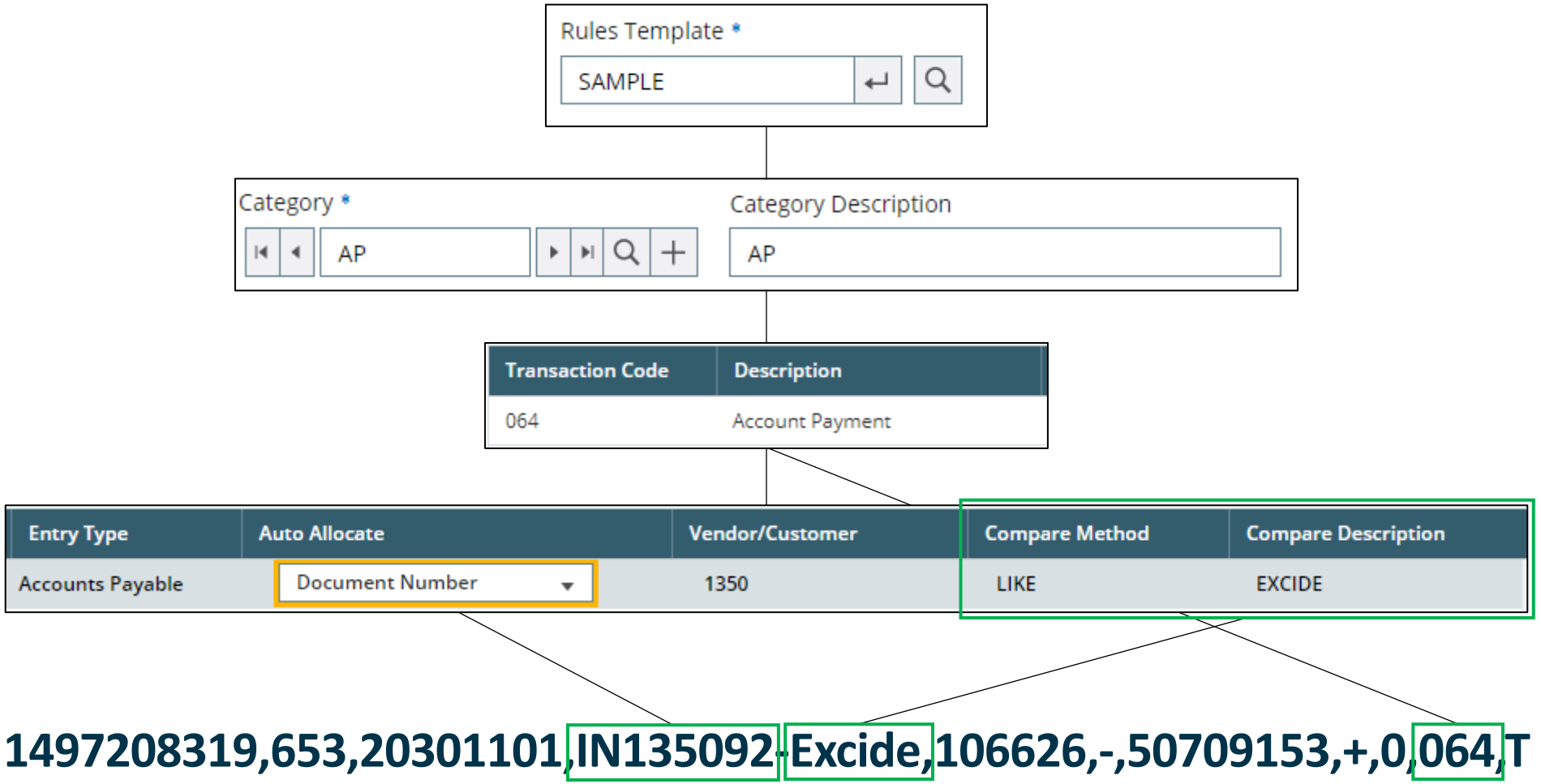
Rules – Compare Method
LIKE (?)



1497208319,653,20301101,IPCABLE2030,106626,-,50709153,+,0,064,T

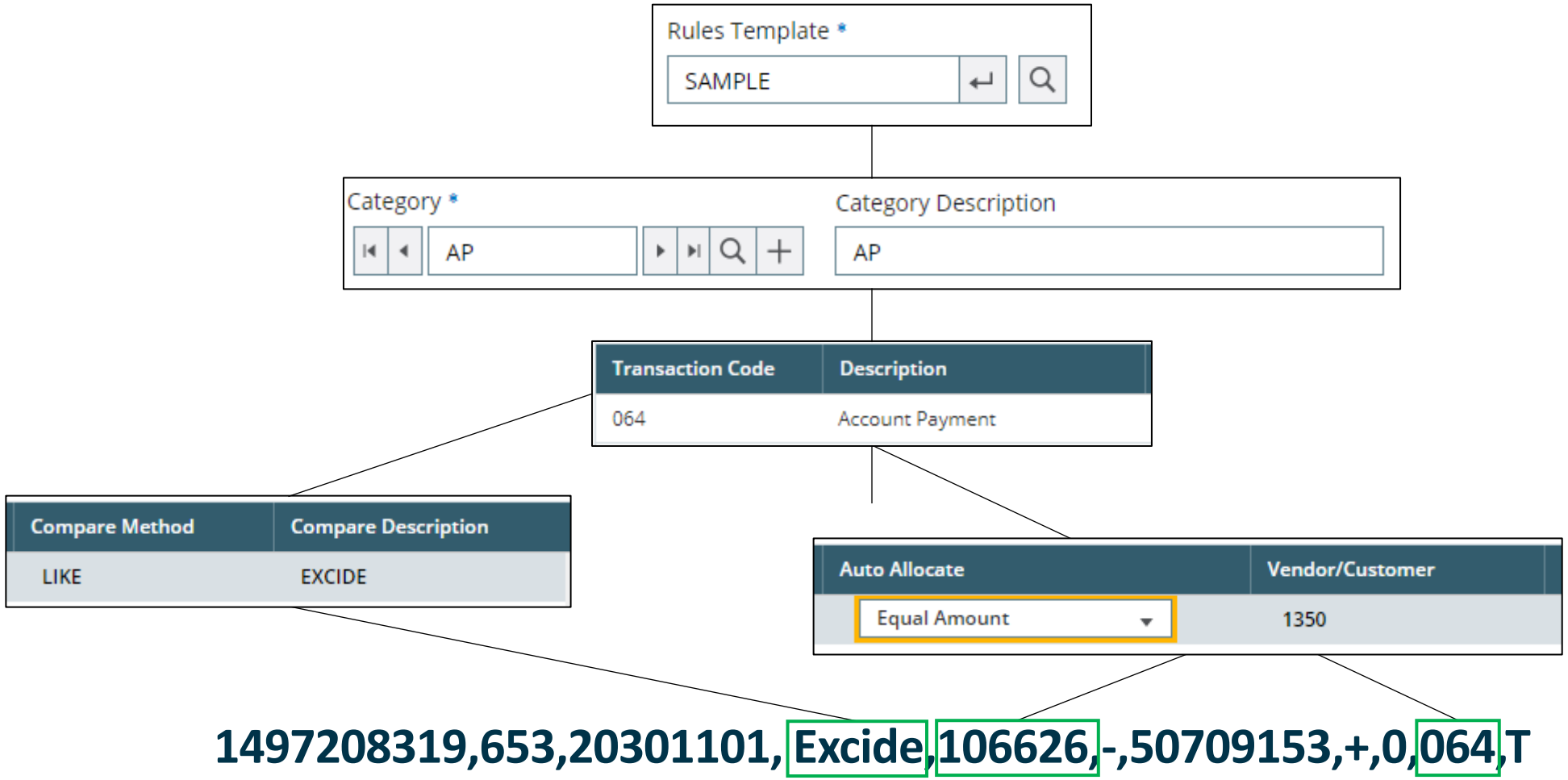
Rules – Auto Allocation To AR/AP

Document Number



1497208319,653,20301101,IN135092-Excide,106626,-,50709153,+,0,064,T

Rules – Auto Allocation To AR/AP Invoice Amount



1497208319,653,20301101, Excide,106626,-,50709153,+,0,064,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 Batch With Match With Error
- Create Batch With No Match Entries
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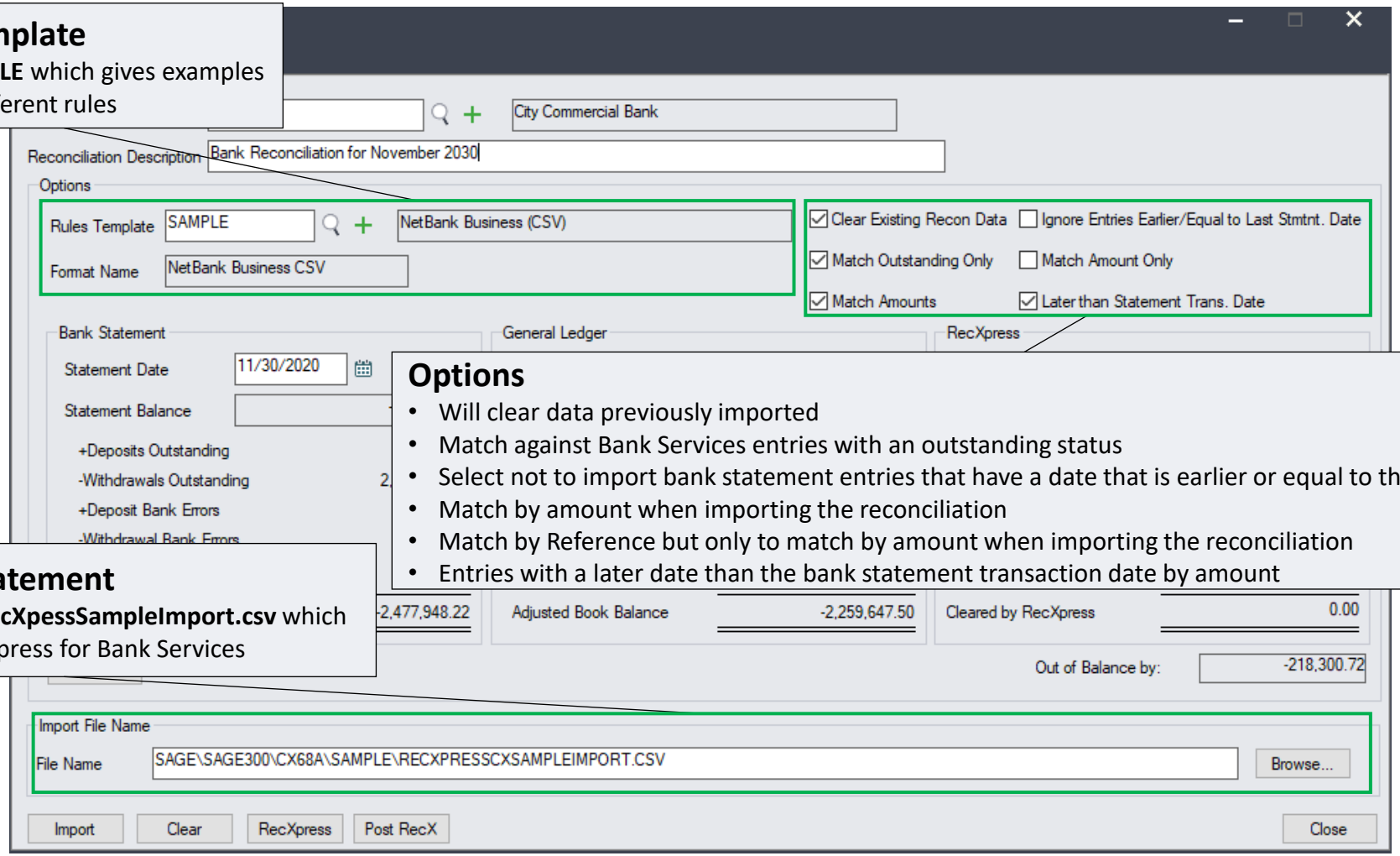
Basic Screen Information

Defaults	Summary	Reconciliation

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

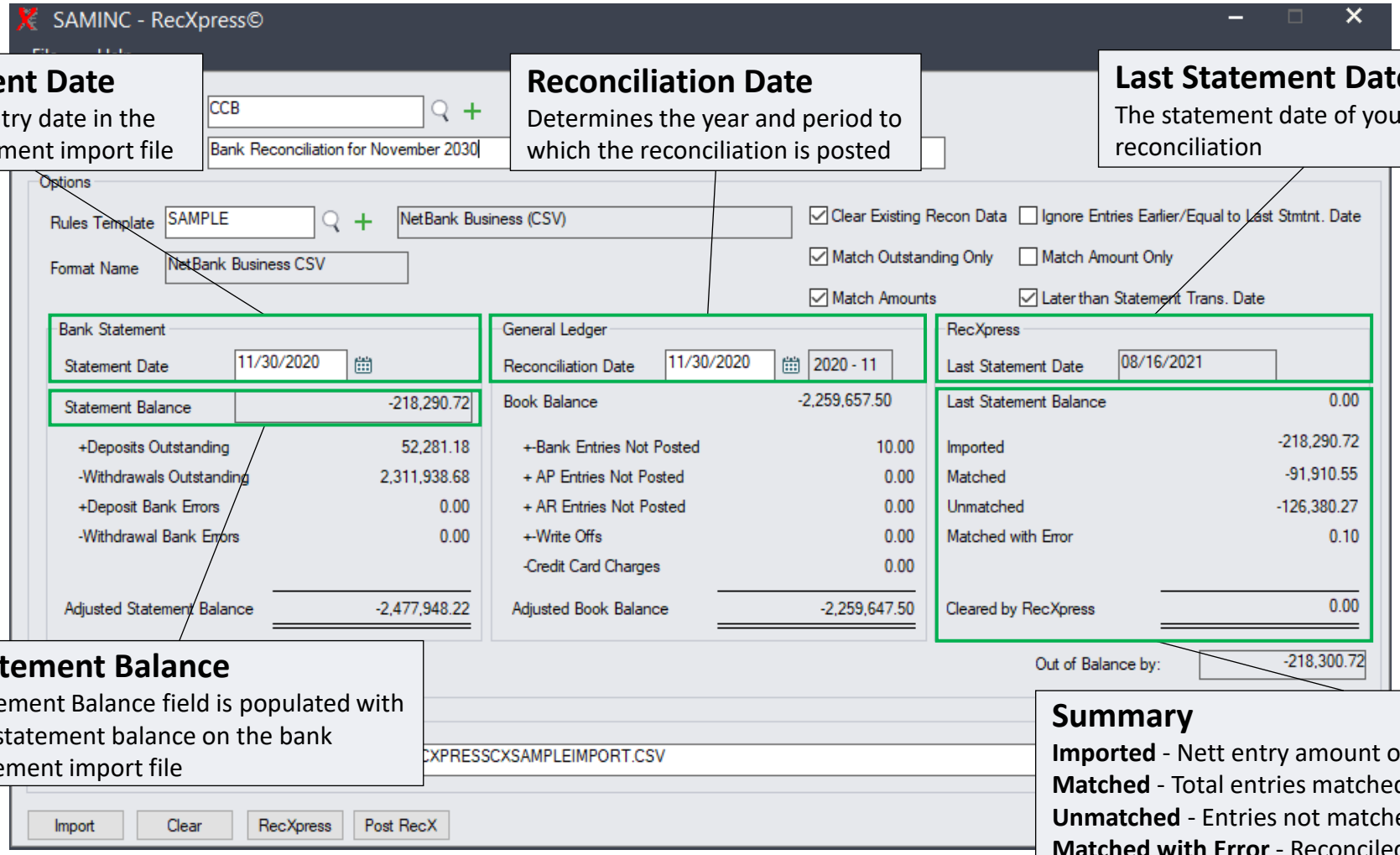


Options
- Will clear data previously imported
- Match against Bank Services entries with an outstanding status
- Select not to import bank statement entries that have a date that is earlier or equal to the last statement date
- Match by amount when importing the reconciliation
- Match by Reference but only to match by amount when importing the reconciliation
- Entries with a later date than the bank statement transaction date by amount

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

Basic Screen Information

Defaults	**Summary**	Reconciliation



Basic Screen Information

Defaults	Summary	Reconciliation

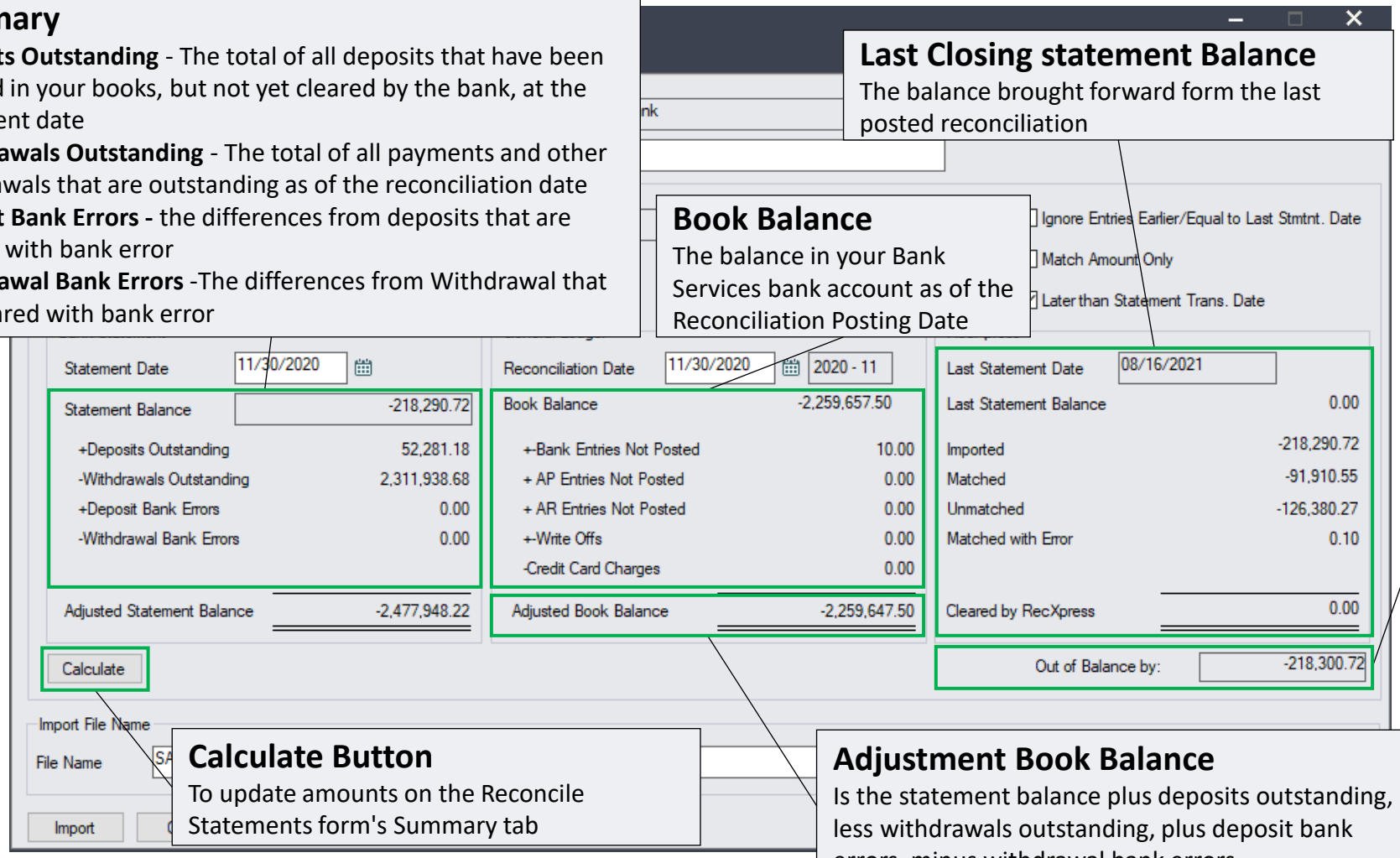
Summary

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

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

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

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



Last Closing statement Balance

The balance brought forward form the last posted reconciliation

Book Balance

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

Out of Balance By

Difference between the adjusted statement balance and the adjusted book

Calculate Button

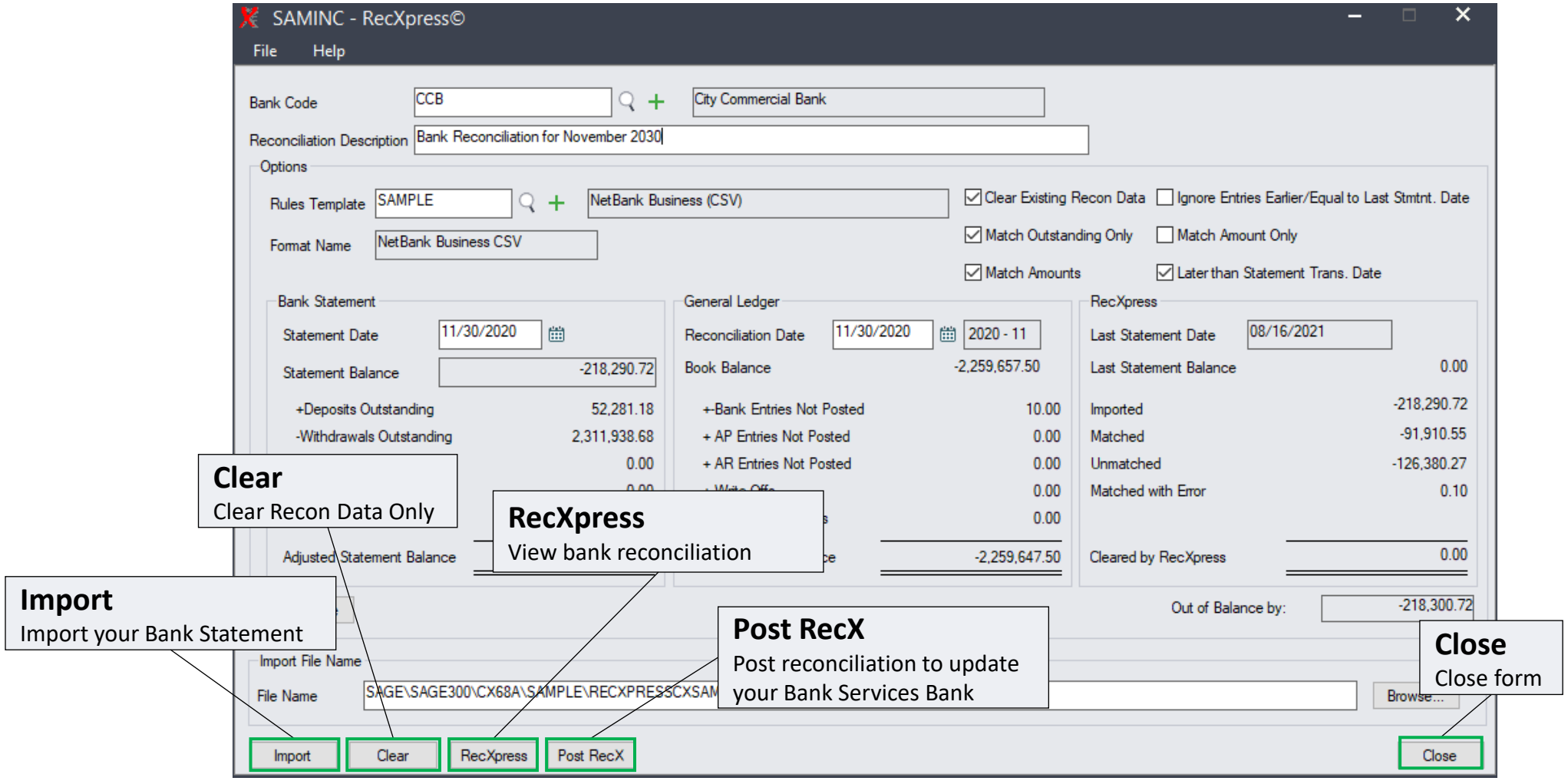
To update amounts on the Reconcile Statements form's Summary tab

Adjustment Book Balance

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

Basic Screen Information

Defaults	Summary	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 Batch With Match With Error
- Create Batch With No Match Entries
- AR and AP Batches
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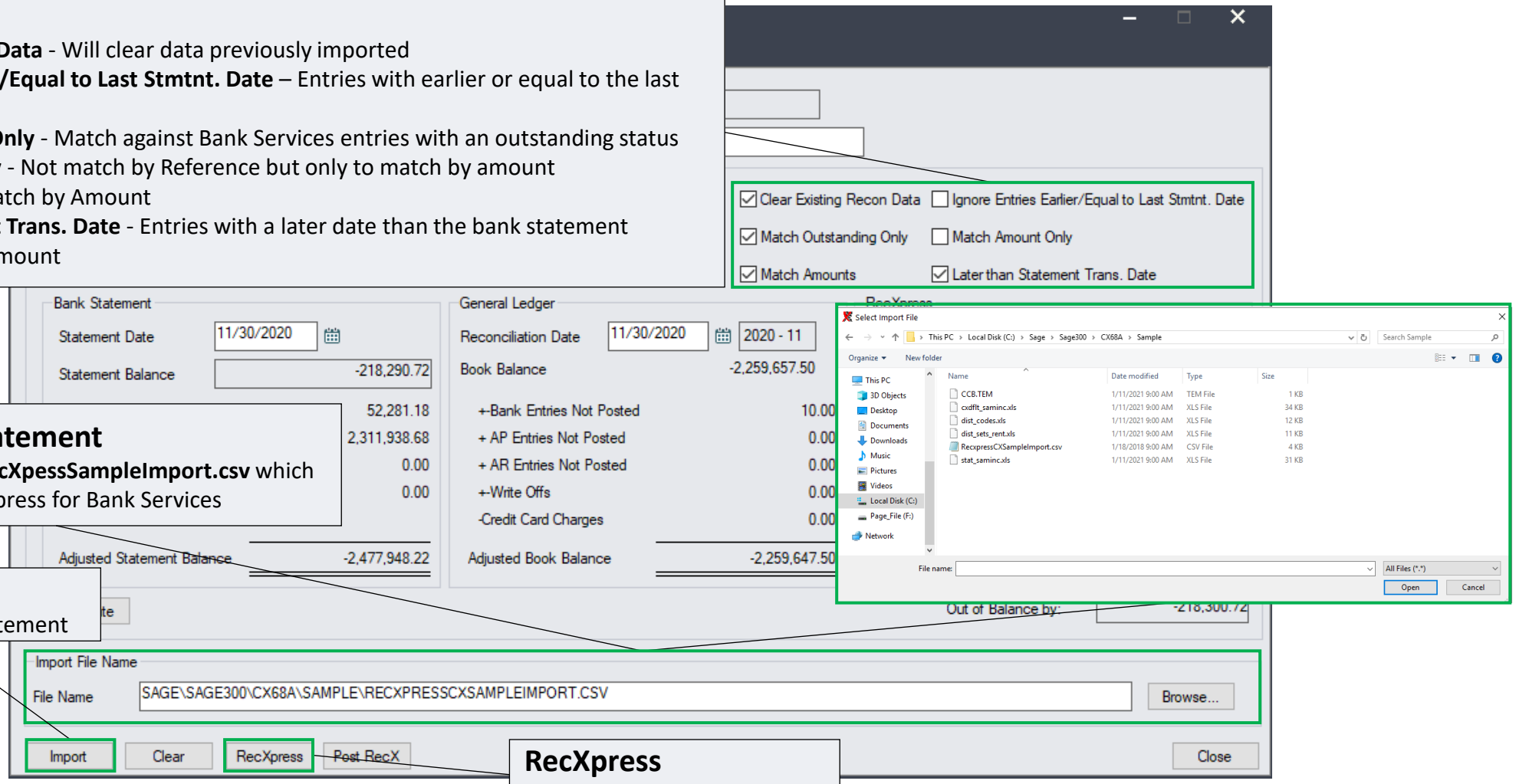
RecXpress Import

Defaults | Summary | Reconciliation

Options

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



Import Bank Statement

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

Import

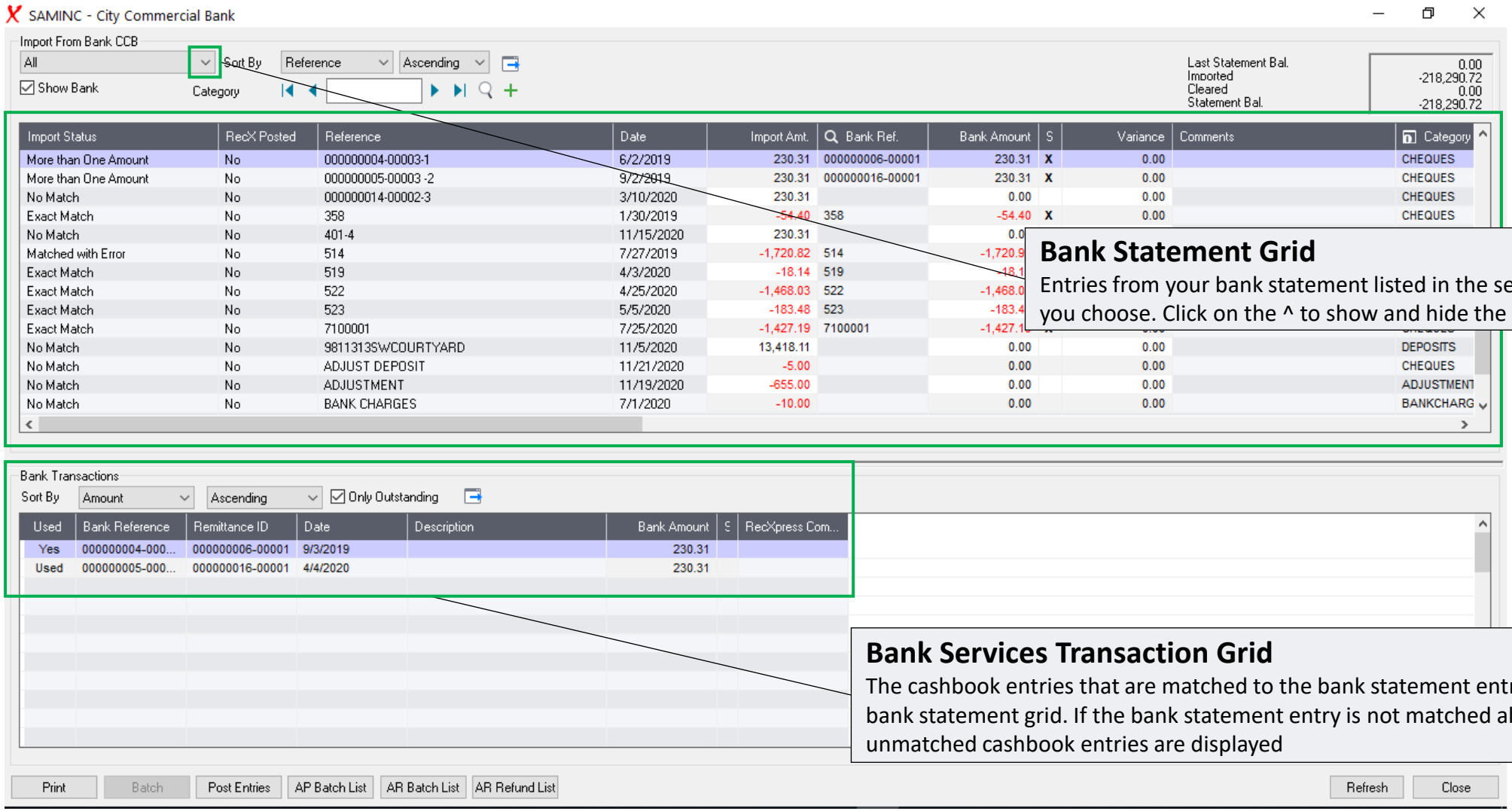
Import your Bank Statement

RecXpress

View bank reconciliation

RecXpress Import

Defaults	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

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

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 Batch With Match With Error
- Create Batch With No Match Entries
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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

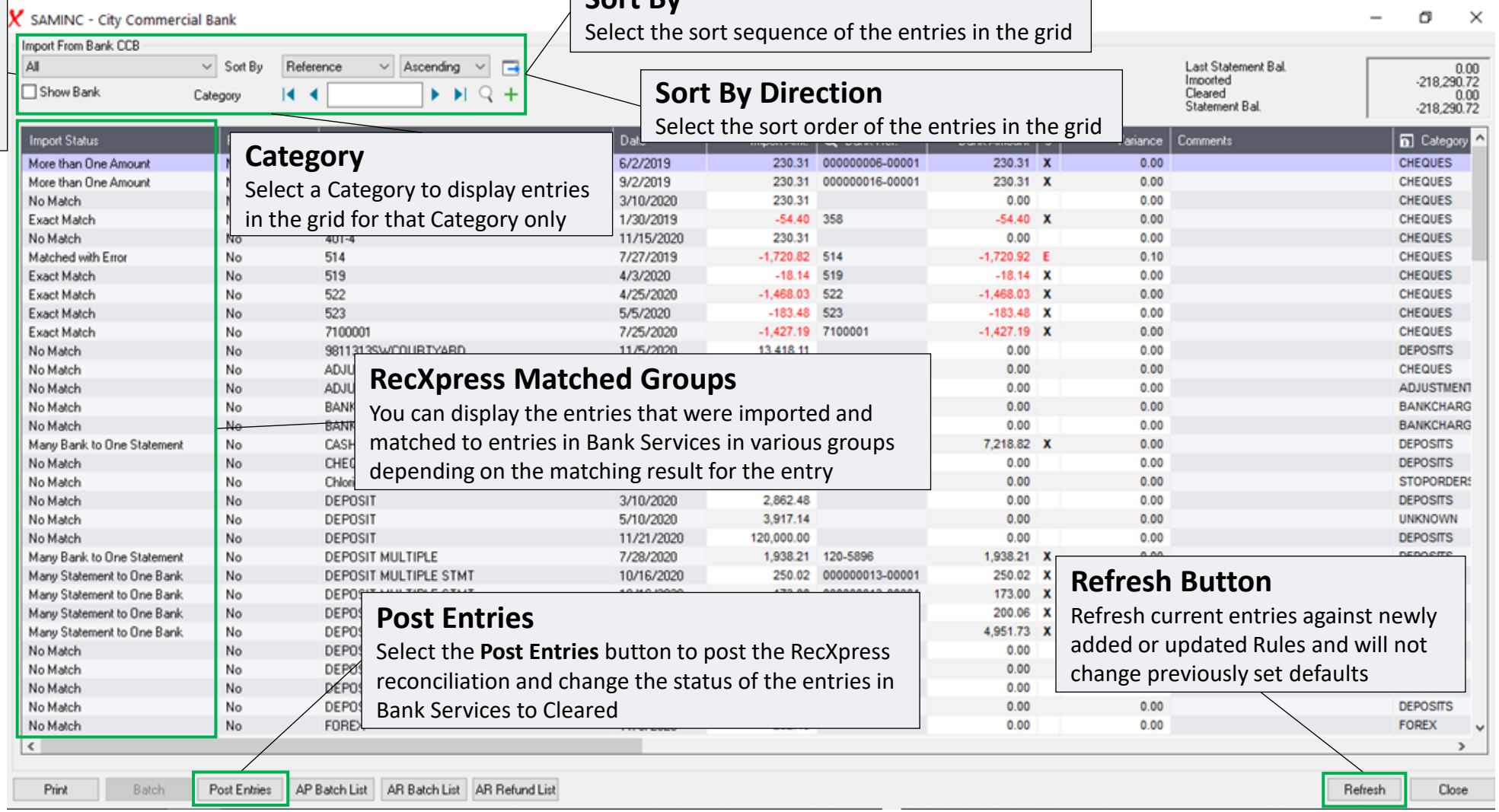
Sort By Direction
Select the sort order of the entries in the grid

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

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

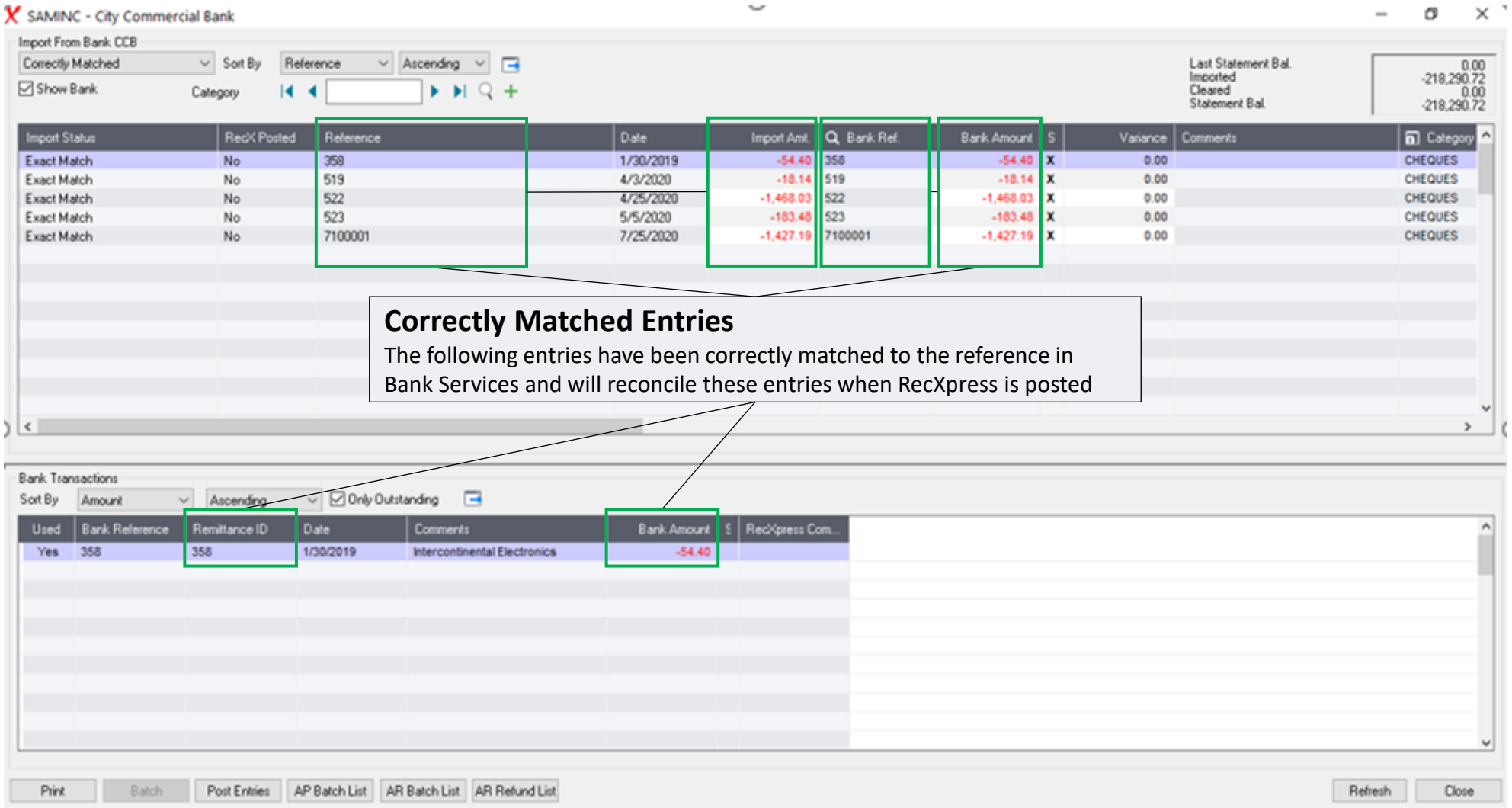
Post Entries
Select the **Post Entries** button to post the RecXpress reconciliation and change the status of the entries in Bank Services to Cleared

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



RecXpress Import

Defaults	Summary	**Reconciliation**

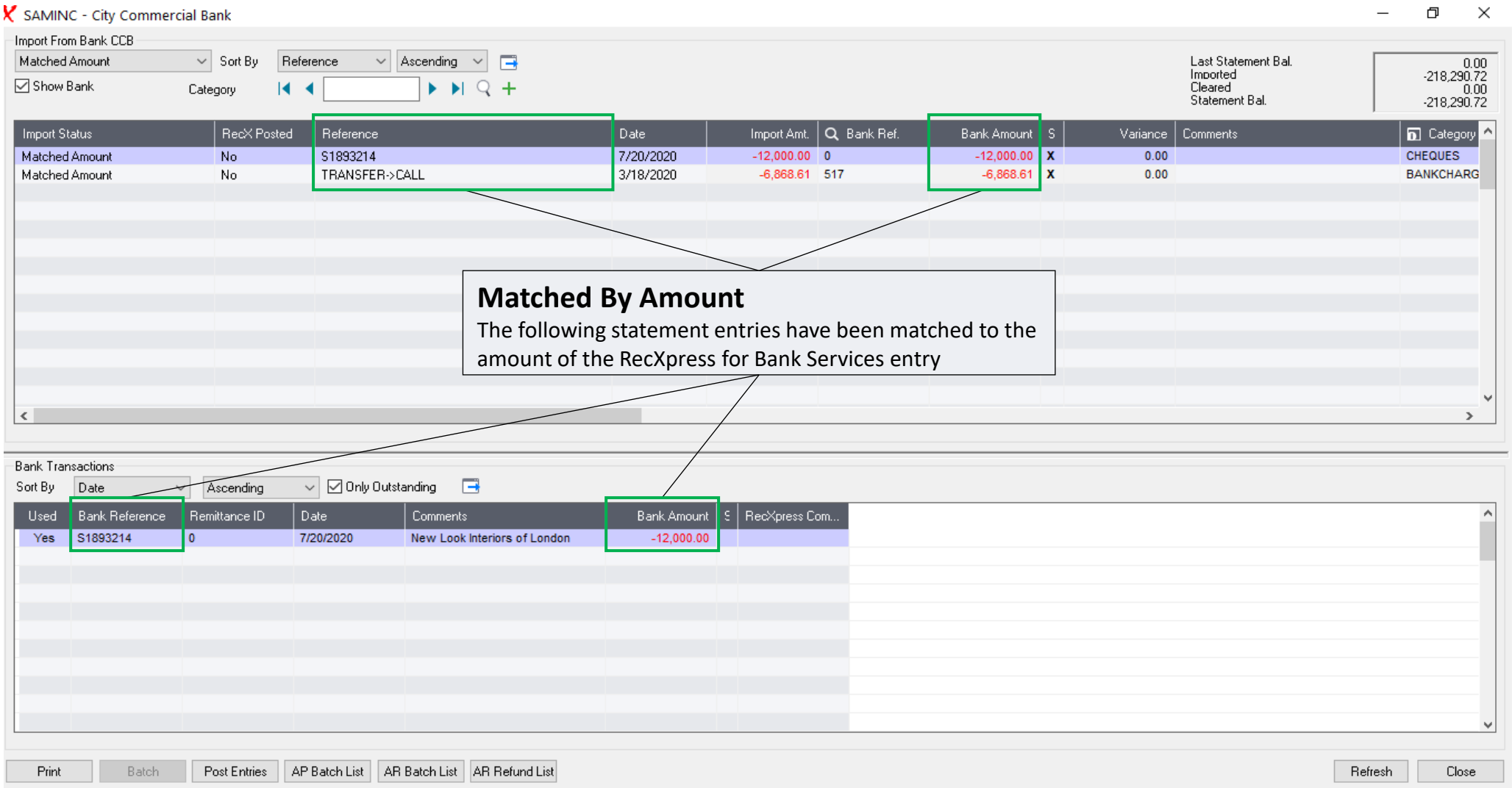


Works with sage 300cloud

Peresoft cloud

RecXpress Import

Defaults	Summary	**Reconciliation**



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 Batch With Match With Error
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- AR and AP Batches
- Posting the Bank Reconciliation

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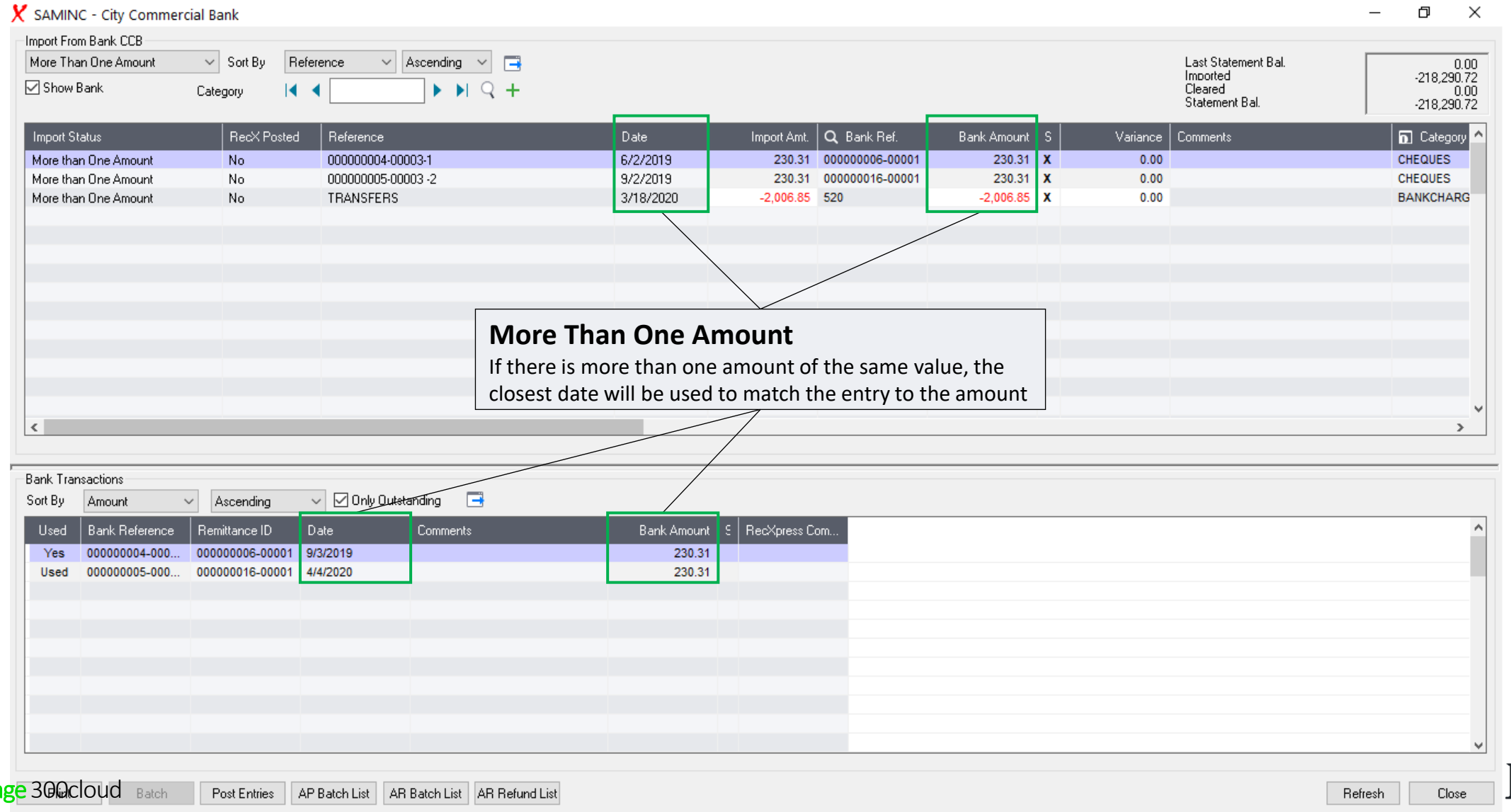
Defaults	Summary	**Reconciliation**



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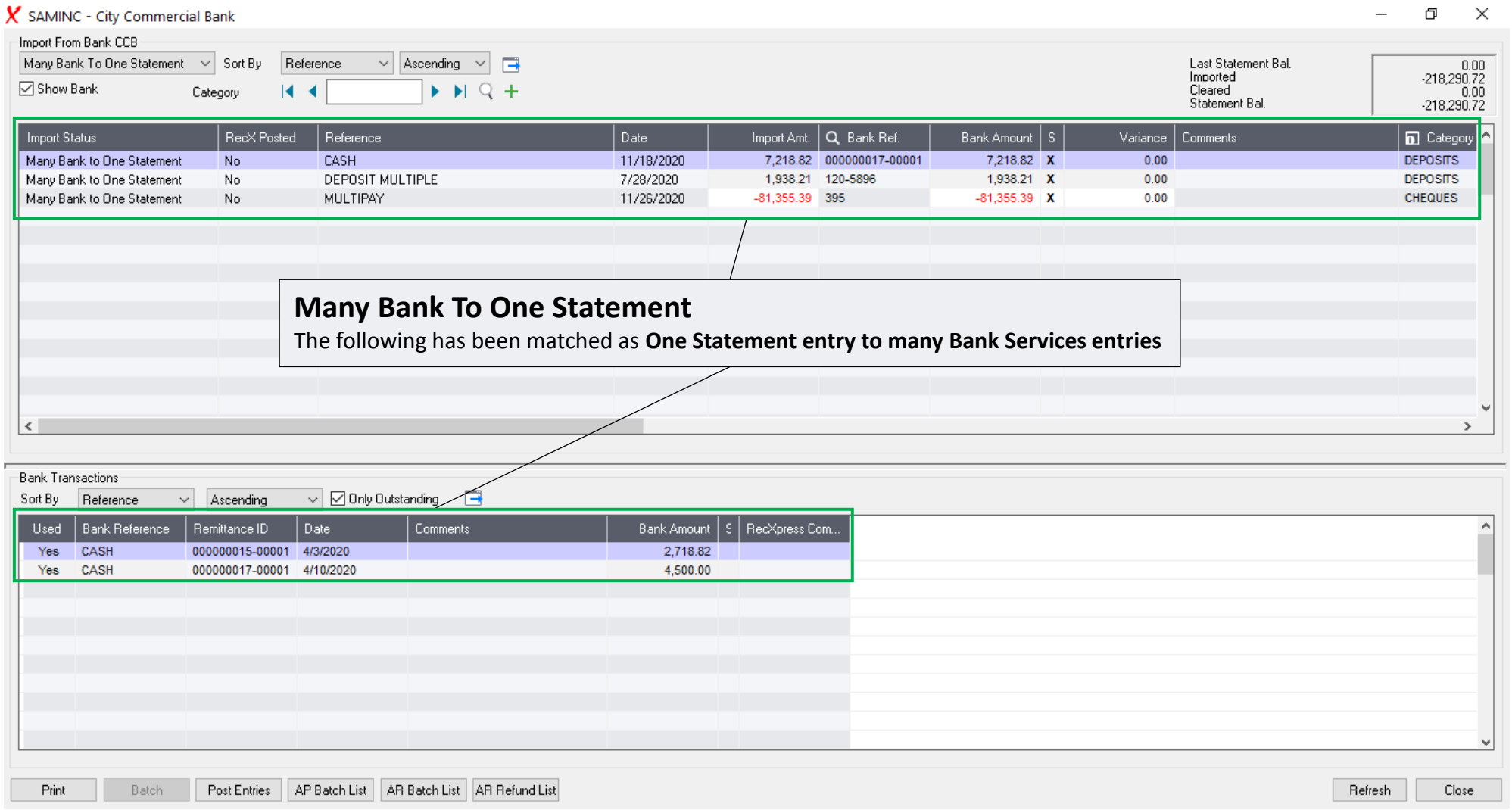
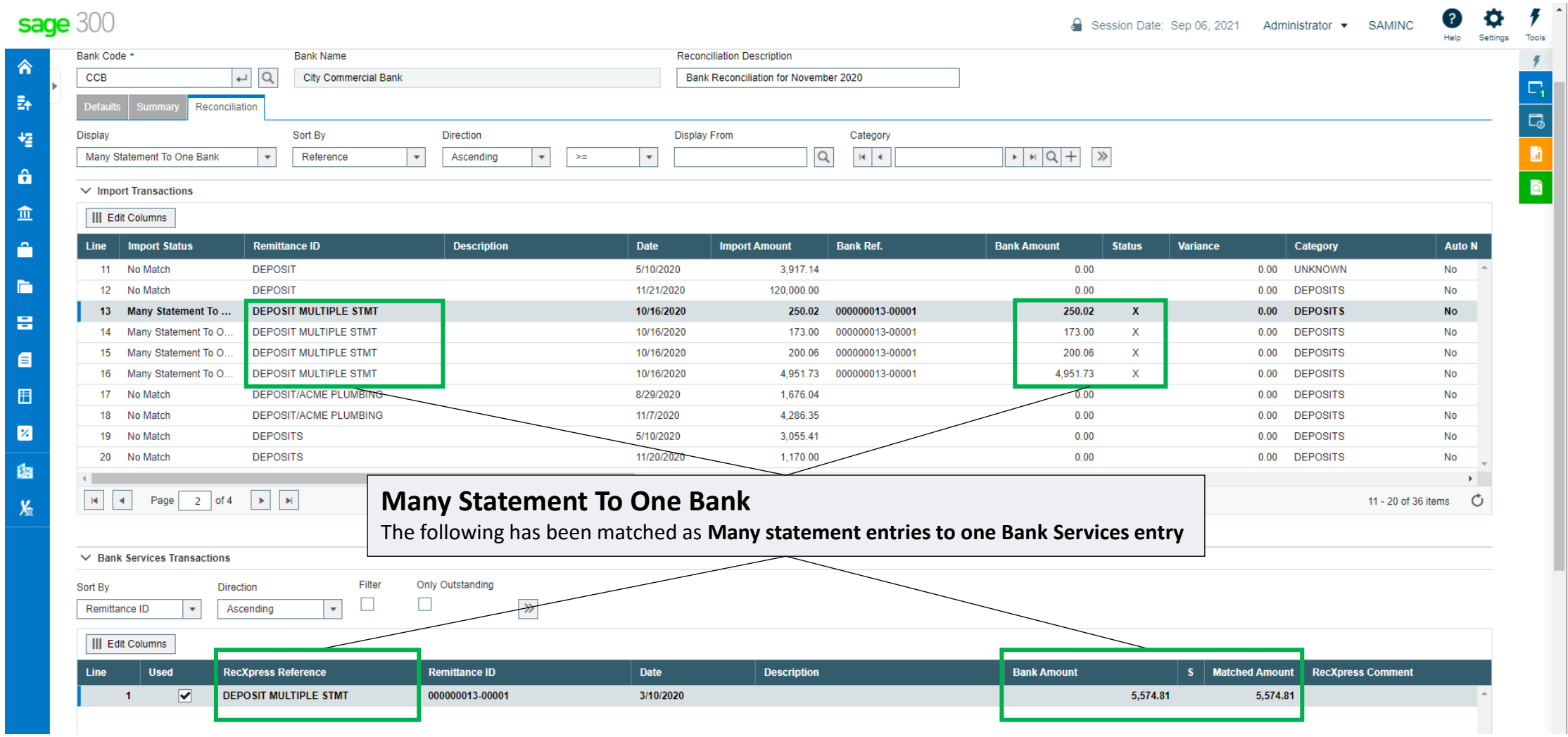
RecXpress Import

Defaults	Summary	**Reconciliation**



RecXpress Import

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

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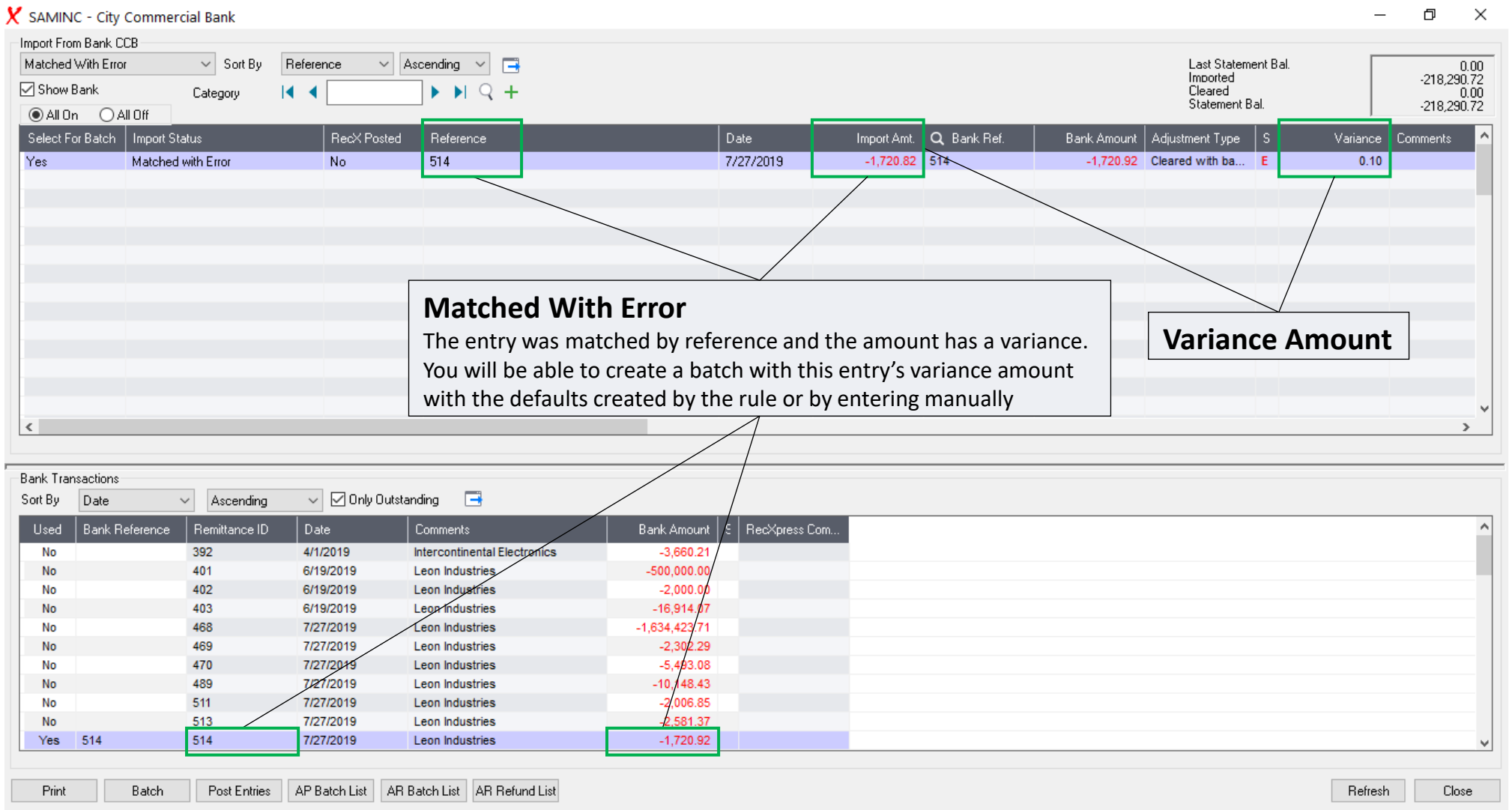
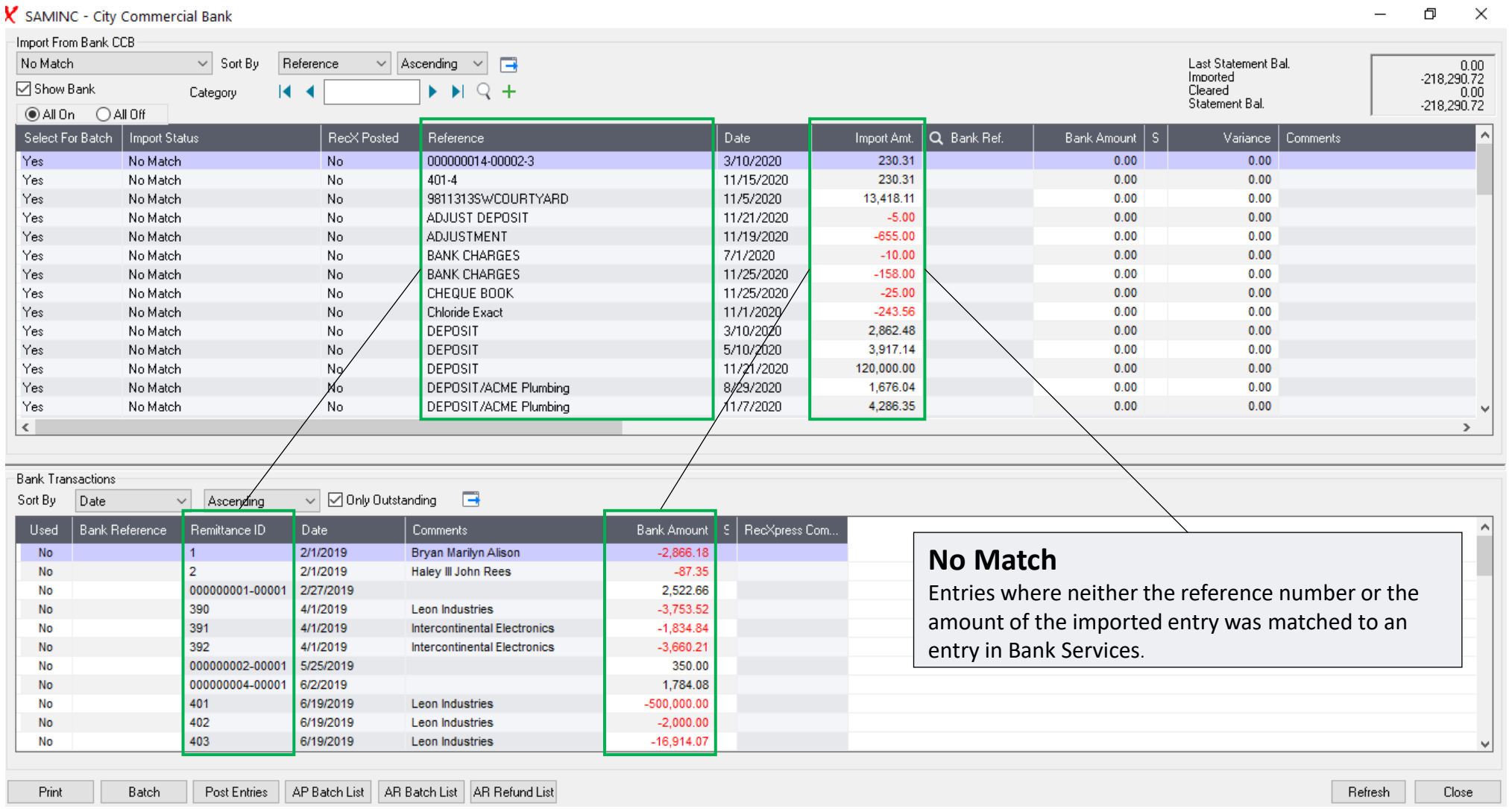
Defaults	Summary	**Reconciliation**



RecXpress Import

Defaults	Summary	**Reconciliation**



No Match

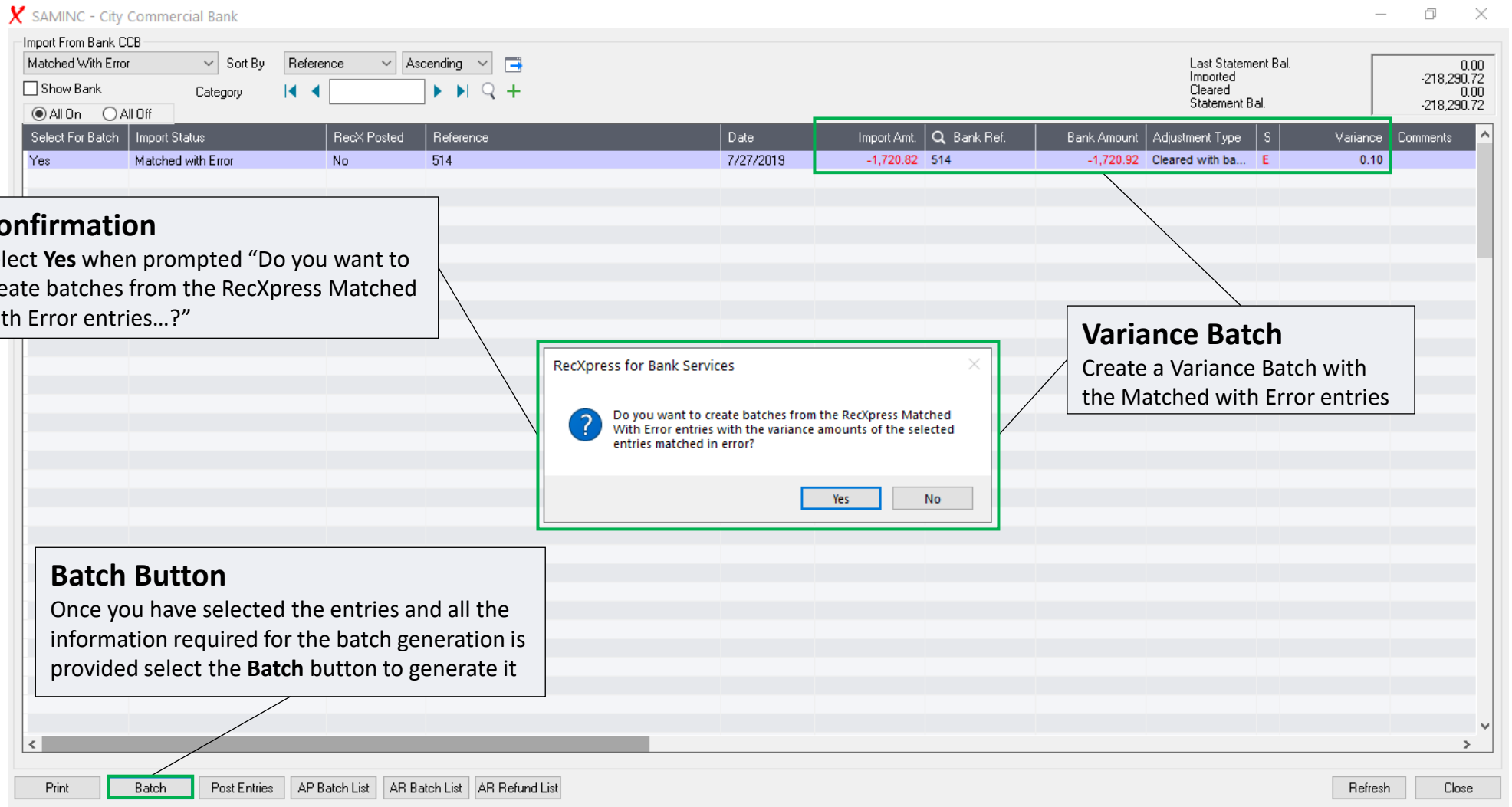
Entries where neither the reference number or the amount of the imported entry was matched to an entry in Bank Services.

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

RecXpress Import

Defaults	Summary	**Reconciliation**



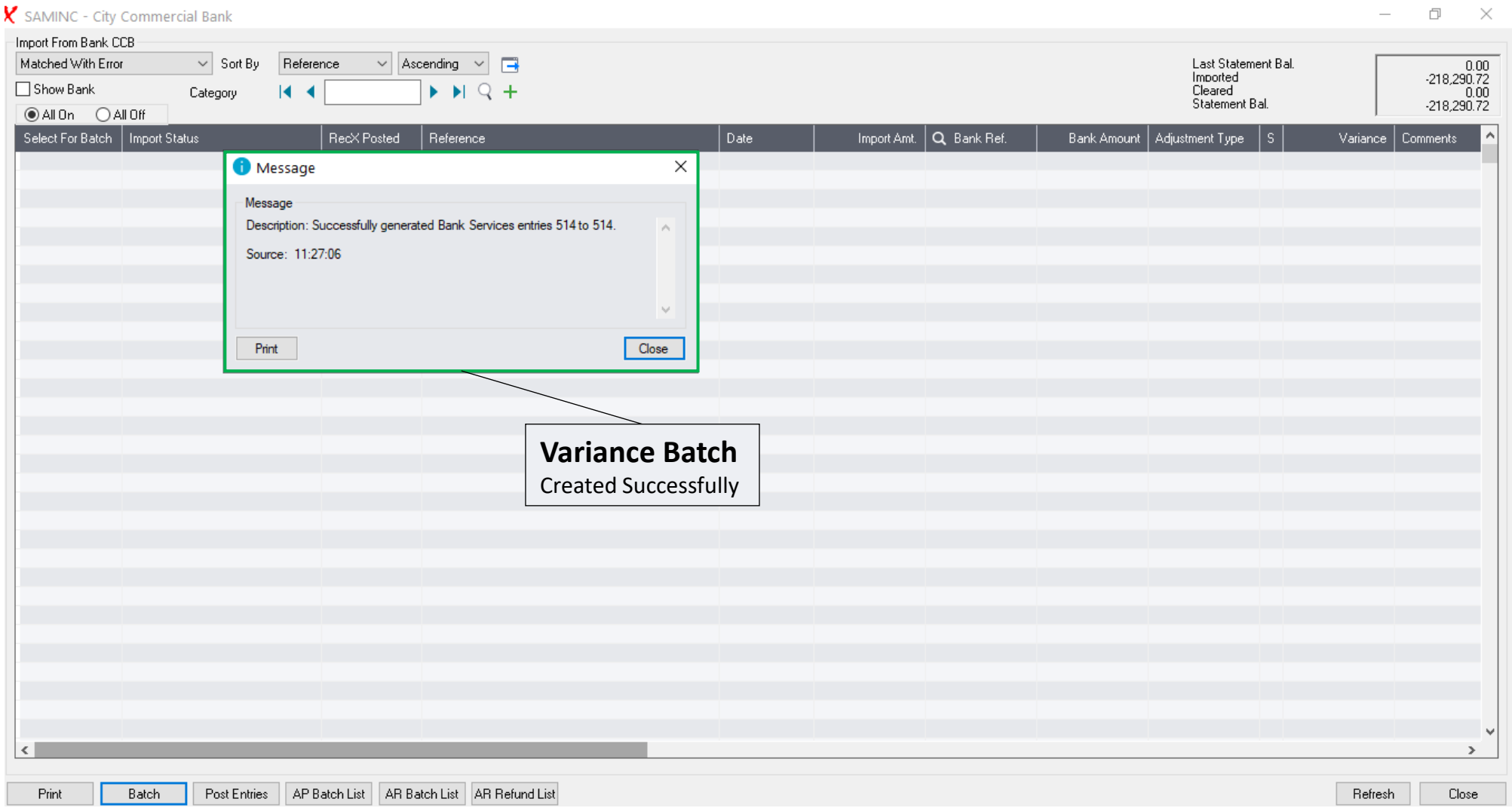
Confirmation
Select **Yes** when prompted "Do you want to create batches from the RecXpress Matched with Error entries…?"

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

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

RecXpress Import

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

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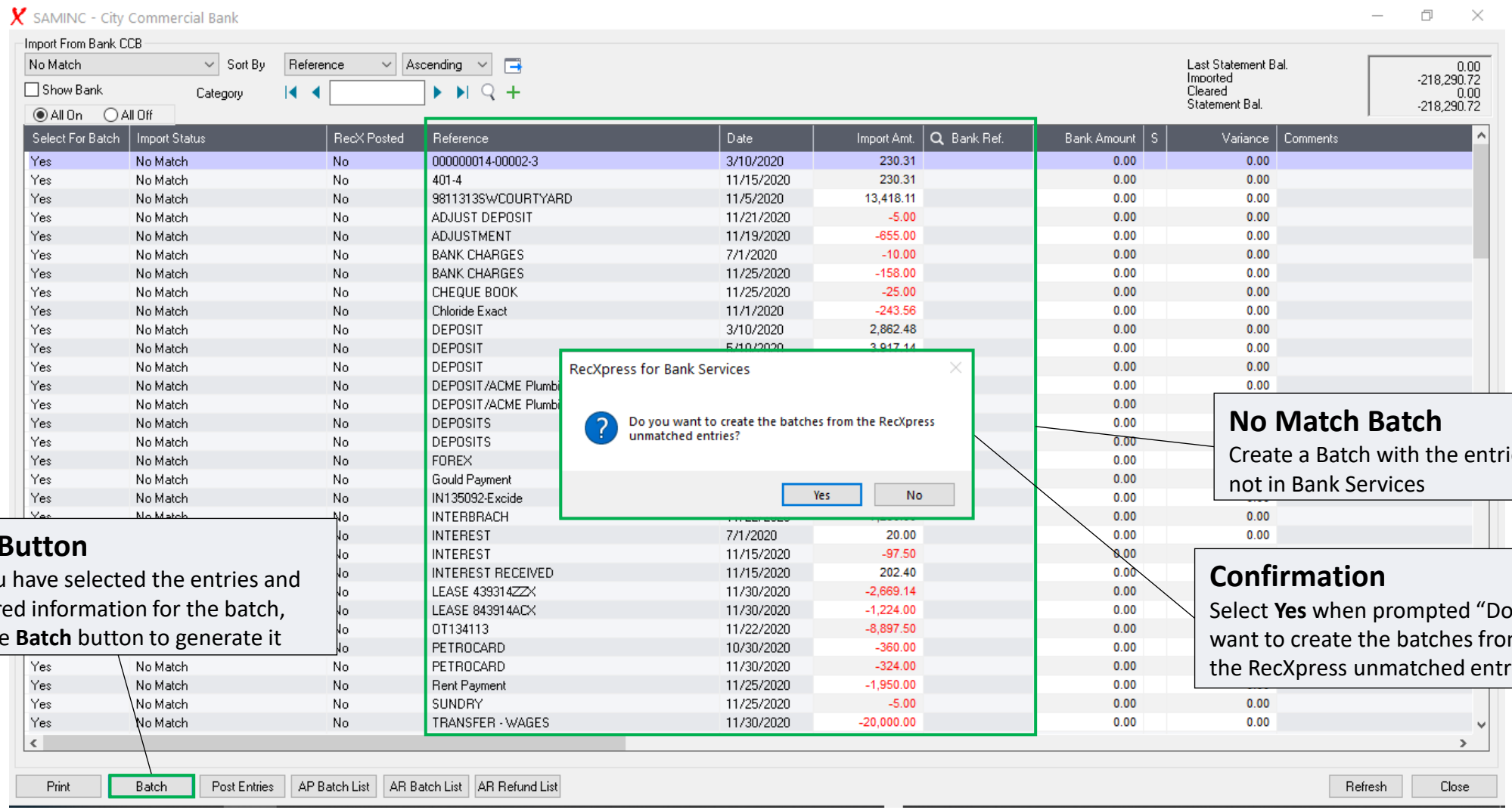
Defaults	Summary	**Reconciliation**



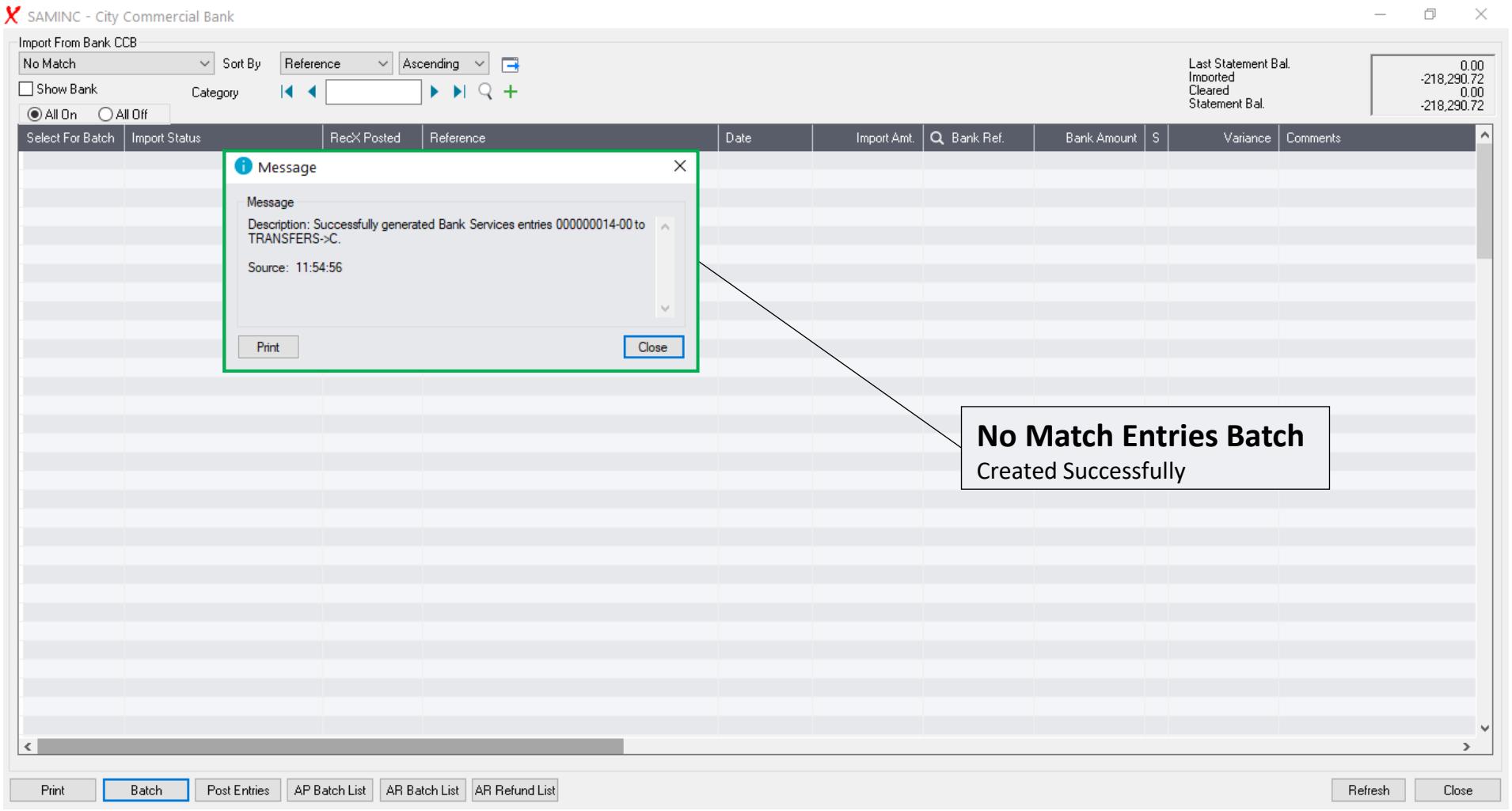
No Match Batch
Create a Batch with the entries not in Bank Services

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

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

RecXpress Import

Defaults	Summary	**Reconciliation**



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

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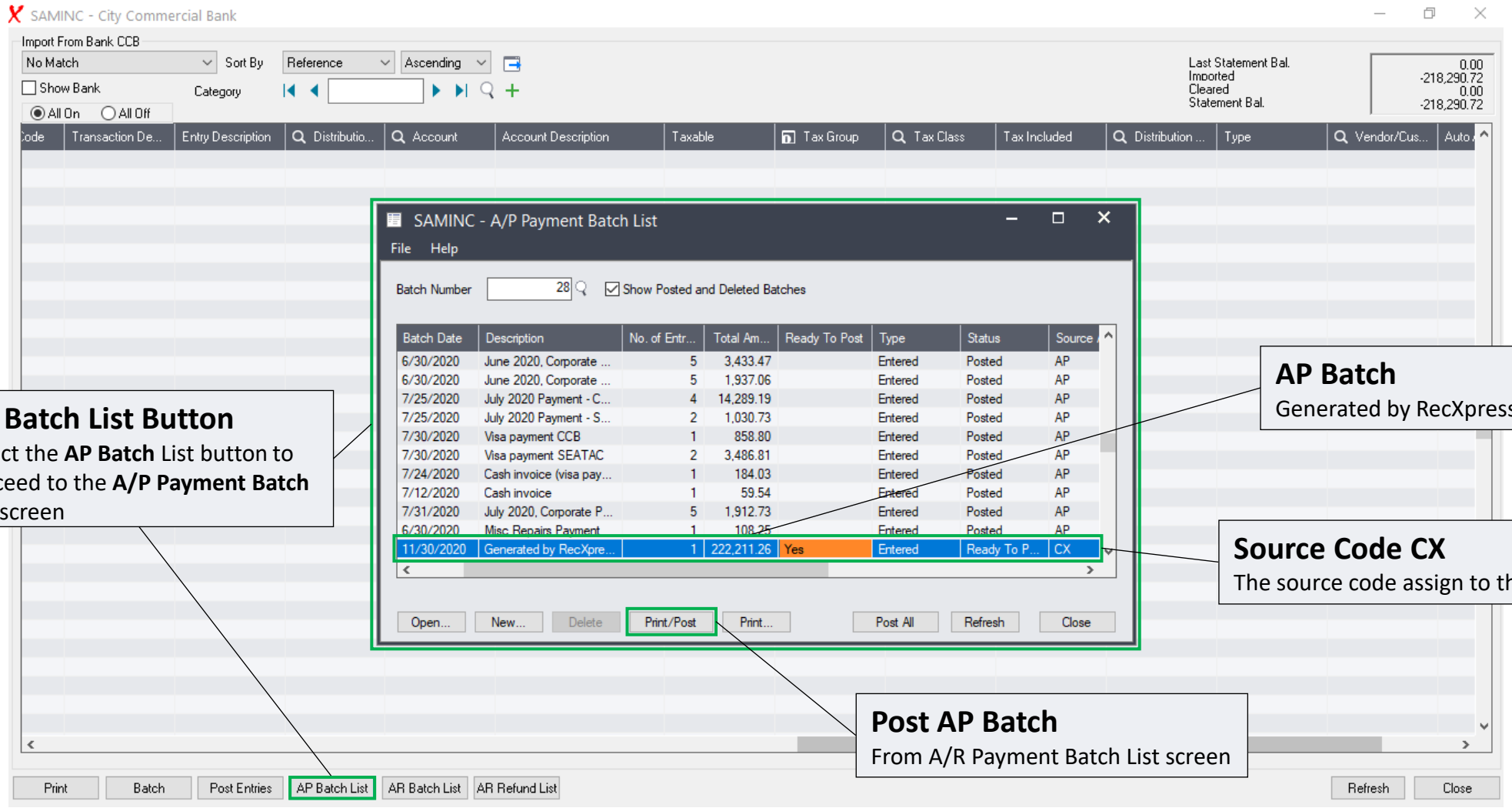
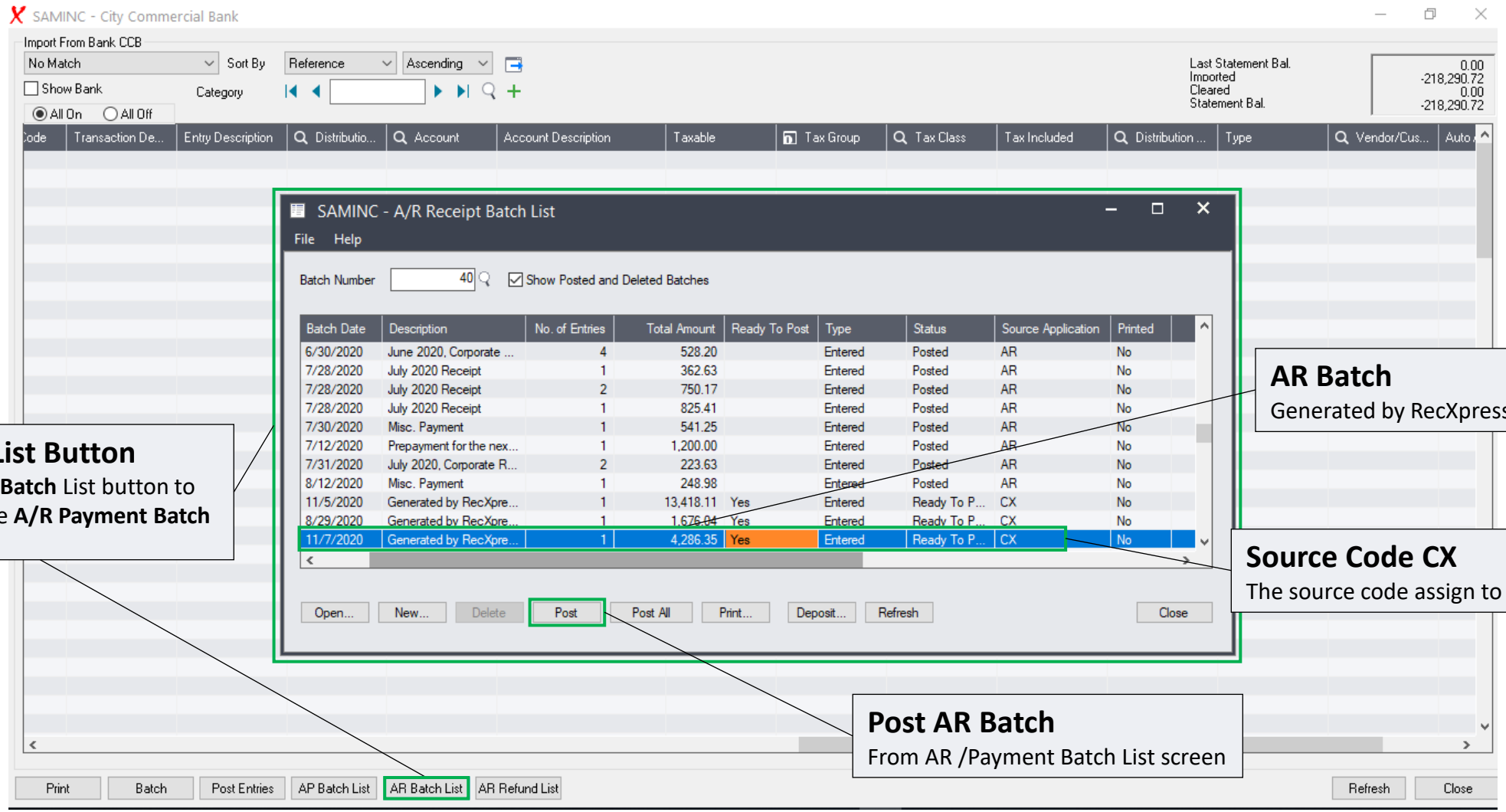
Defaults	Summary	**Reconciliation**



RecXpress Import

Defaults	Summary	**Reconciliation**



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

AR Batch
Generated by RecXpress

Source Code CX
The source code assign to the entry

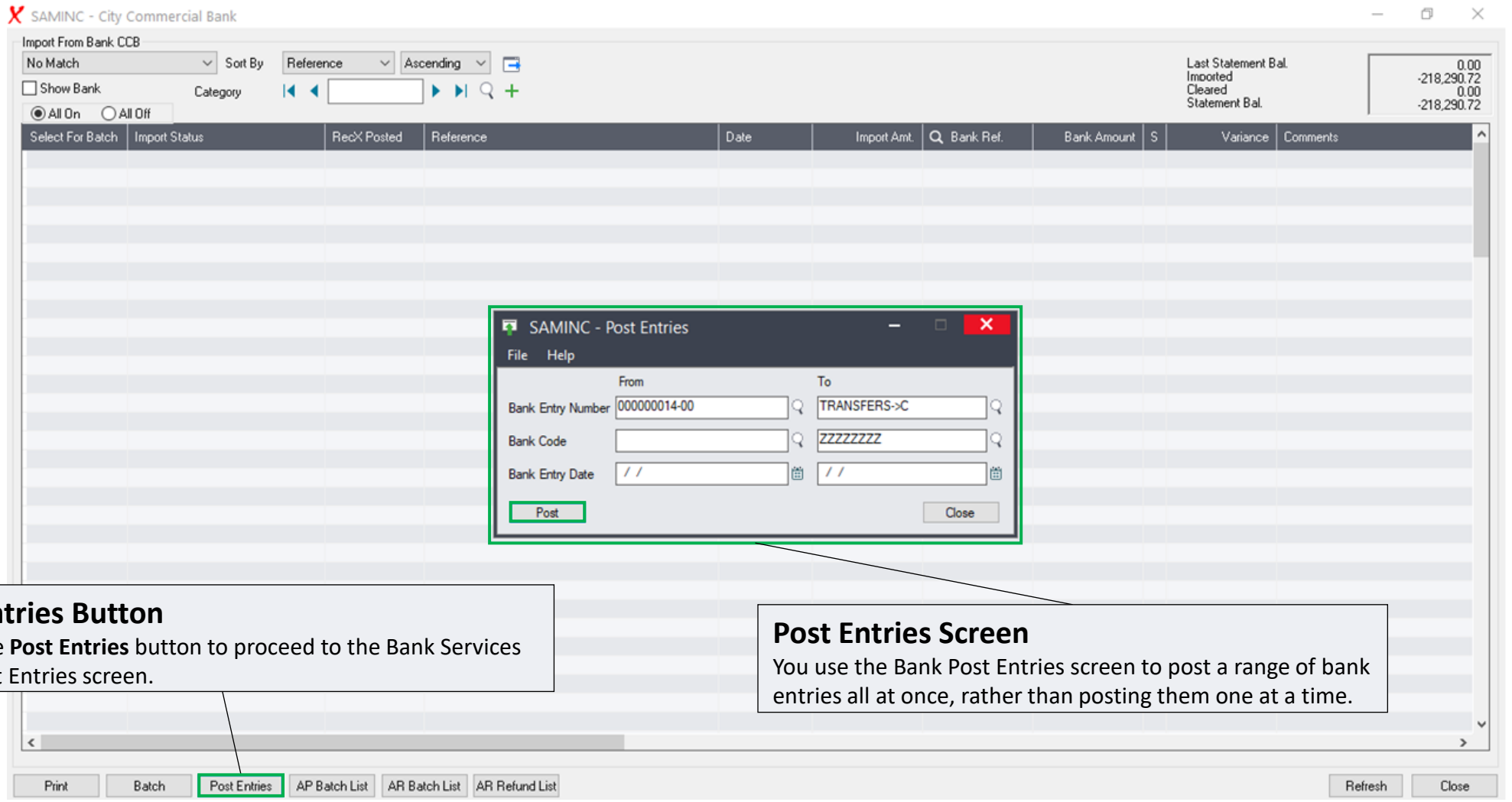
Post AR Batch
From AR /Payment Batch List screen

Slide Index

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

Posting Bank Services Entries

Defaults	Summary	**Reconciliation**



Post Entries Button

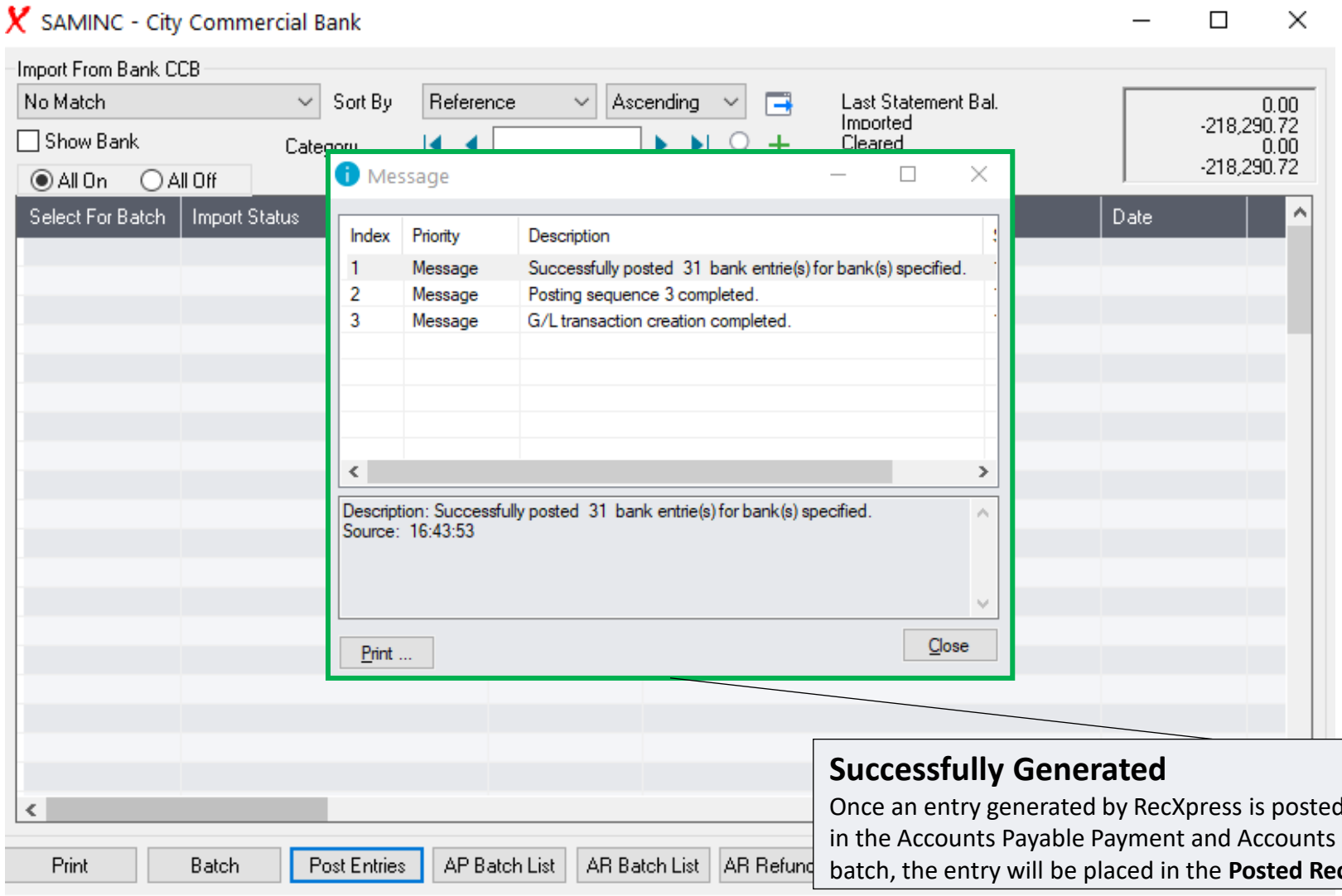
Select the **Post Entries** button to proceed to the Bank Services Bank Post Entries screen.

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.

Posting Bank Services Entries

Defaults	Summary	**Reconciliation**

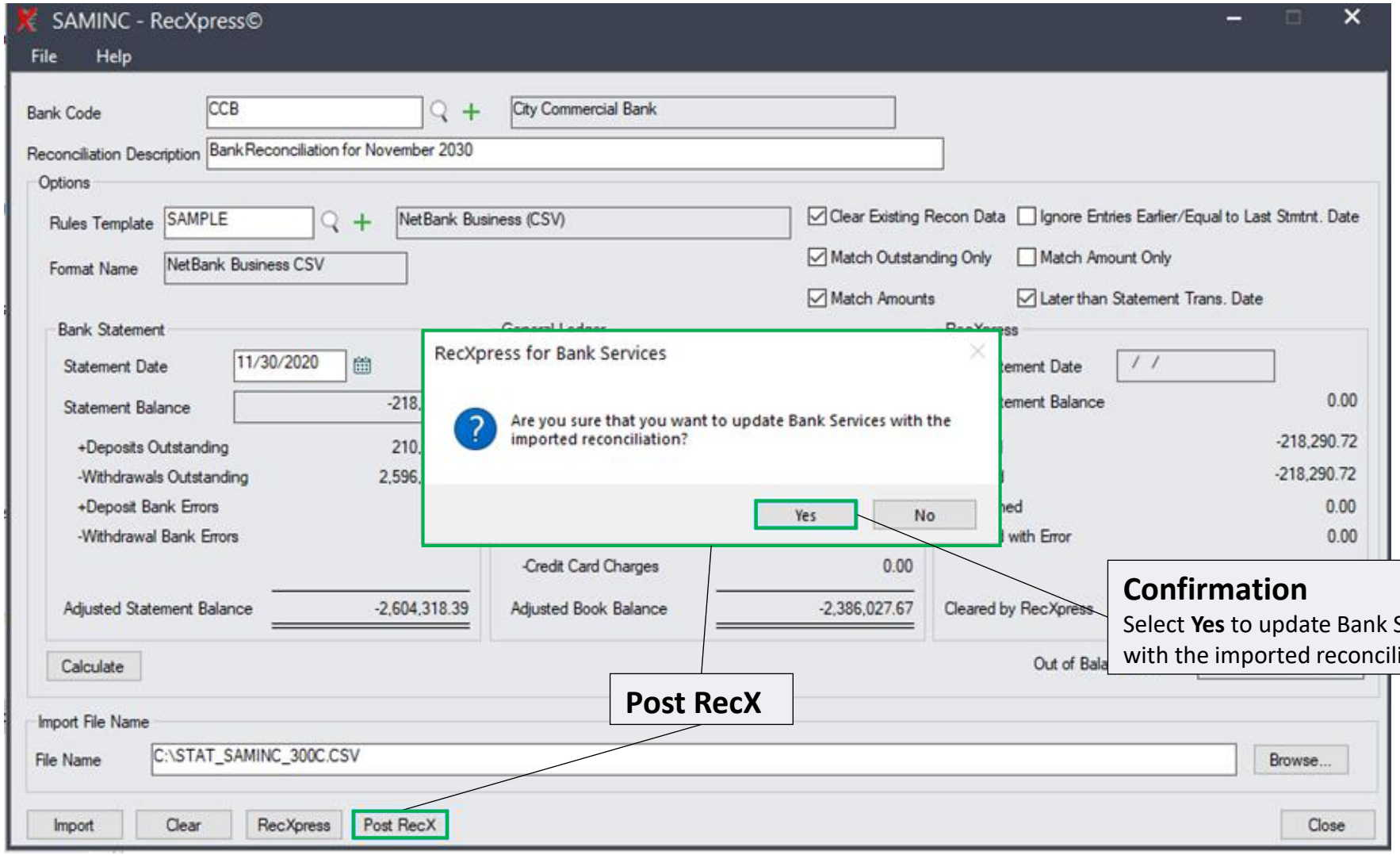


Successfully Generated

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.**

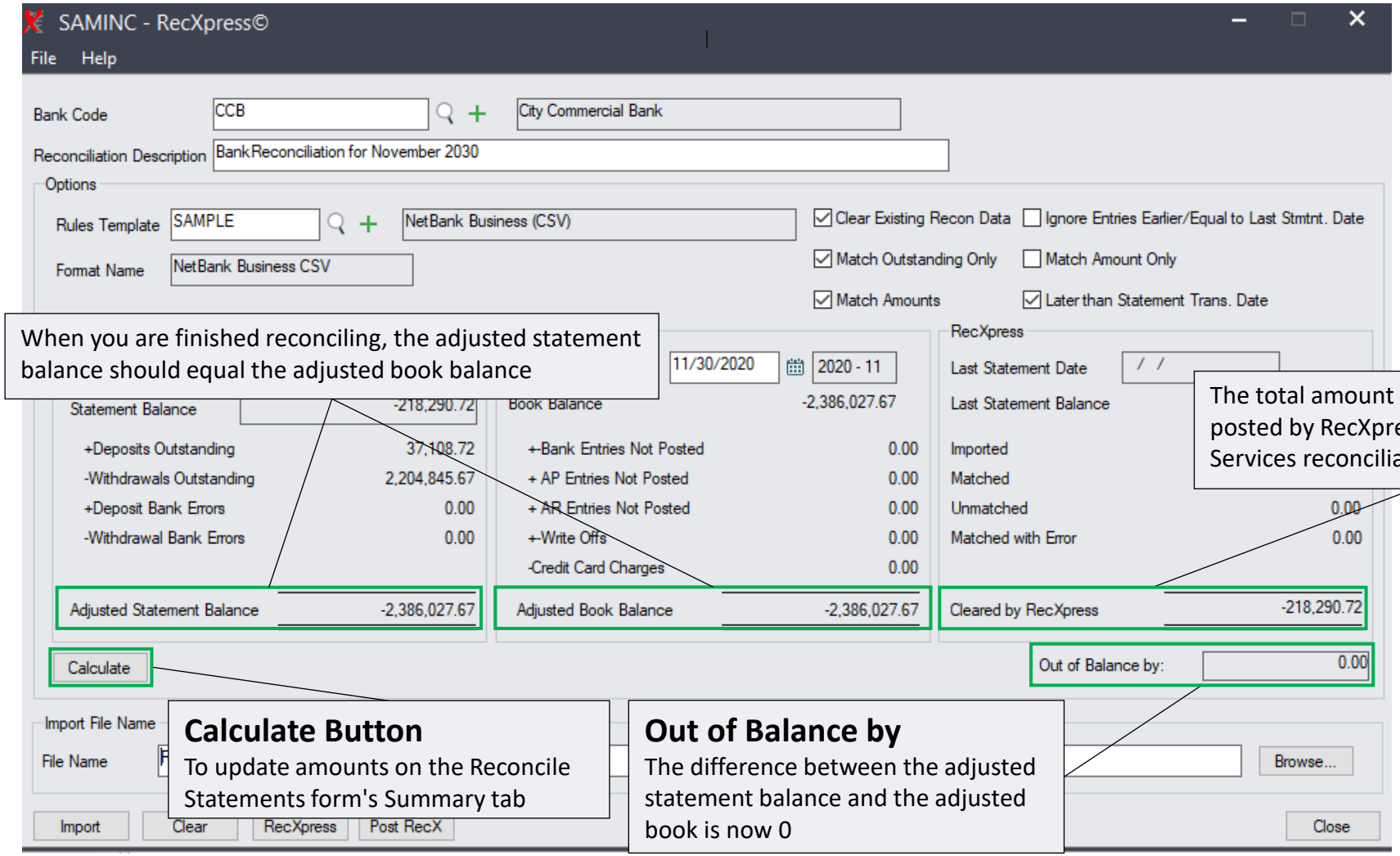
Posting Bank Services Entries

Defaults	Summary	Reconciliation



RecXpress Import

Defaults	Summary	Reconciliation



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

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

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

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

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