

RecXpress
version 2

6 steps

That is all it takes to reconcile
your bank account with the
new RecXpress.

find out more on www.recxpress.com

Peresoft

Overview

An interesting new methodology has evolved from the new way Peresoft's RecXpress does a bank recon. It would be interesting to see what other users think of this.

Originally when I first sold CB I had to convince my clients to throw away their cash book (yup, a physical book) and start to do things electronically. It took quite a bit of convincing and sometimes it would take quite a while for them to change.

But once they changed they never looked back. Today we have nobody using a book anymore.

Now we want to change the user's mindset again. Here is how.

All Cashbooks around the world are written in a manner that the users enter all their Cashbook entries and then compare the Cashbook balance to the bank balance. This process is done by first ticking off what is in the bank and then entering batches of what is not in the bank. Again ticking off what has been posted and then looking at the variances that were uncovered. Finally these batches would be posted and a final recon would be performed again by ticking off this and that.

Hopefully this would not take too long and at the end of the recon everything would balance and the Cashbook's bank balance would match the bank statement. If it did not a major checking exercise would have to be performed to find the erroneous entry or entries.

We at Peresoft realized that this is not the best way to perform a recon. In fact it is completely the wrong way and is open to all kinds of mistakes.

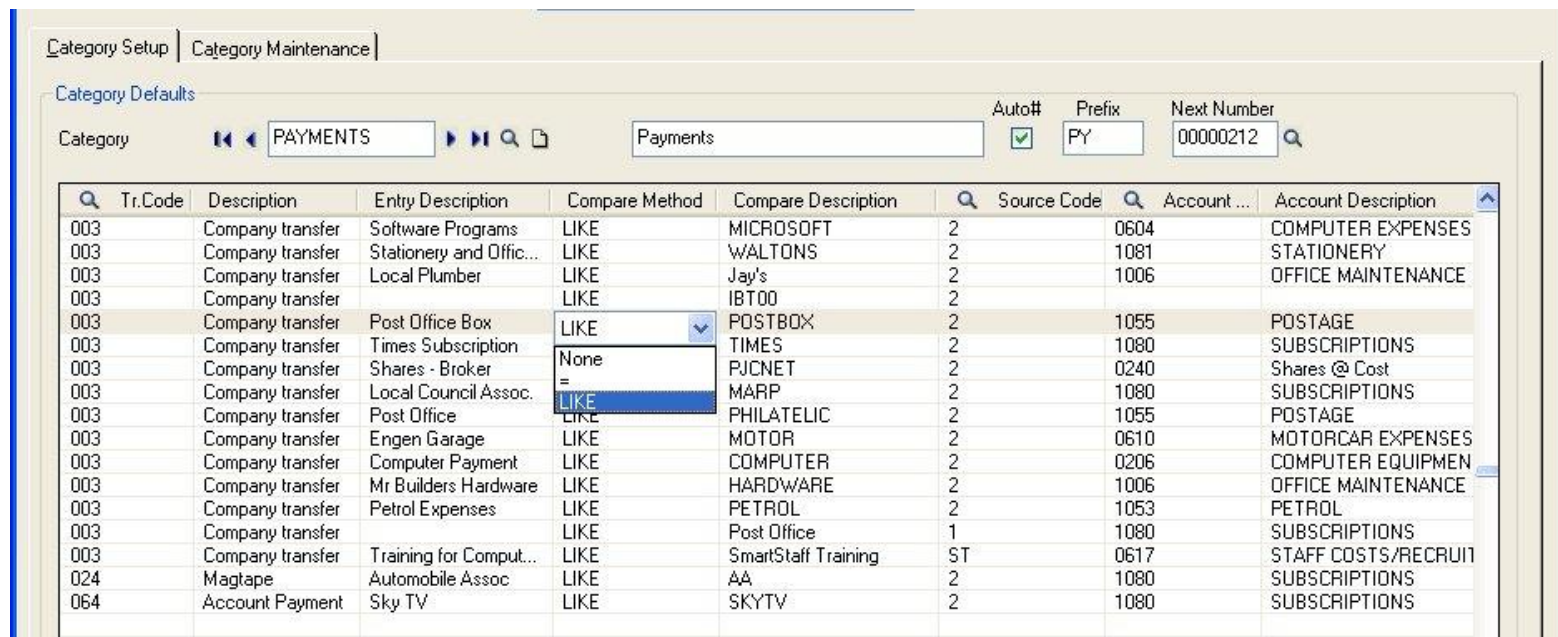
The best way to do a recon is to go from the Bank Balance and reconcile back to the Cashbook balance. Firstly it is much easier and faster, secondly you would be working from the correct balance from the beginning.

This is now part of the new RecXpress. We call it the six step program because after six simple steps you should have completed your bank reconciliation.

1. Create a template of all bank entries that are processed monthly.

Add as many different conditions as required so the batches are automatically generated without you having to enter the same information every month.

Build and enhance your template to include more and more entries every month you process the bank reconciliation, until the template evolves to a point where almost no manual data capturing is required.



The screenshot shows the 'Category Maintenance' window in a software application. The 'Category Defaults' section is active, showing 'Category' as 'PAYMENTS', 'Auto#' checked, 'Prefix' as 'PY', and 'Next Number' as '00000212'. Below this is a table of bank entries with columns for Tr.Code, Description, Entry Description, Compare Method, Compare Description, Source Code, Account, and Account Description. A dropdown menu is open over the 'Compare Method' column, showing options: 'LIKE', 'None', '=', and 'LIKE' (highlighted).

Tr.Code	Description	Entry Description	Compare Method	Compare Description	Source Code	Account ...	Account Description
003	Company transfer	Software Programs	LIKE	MICROSOFT	2	0604	COMPUTER EXPENSES
003	Company transfer	Stationery and Offic...	LIKE	WALTONS	2	1081	STATIONERY
003	Company transfer	Local Plumber	LIKE	Jay's	2	1006	OFFICE MAINTENANCE
003	Company transfer		LIKE	IBT00	2		
003	Company transfer	Post Office Box	LIKE	POSTBOX	2	1055	POSTAGE
003	Company transfer	Times Subscription		TIMES	2	1080	SUBSCRIPTIONS
003	Company transfer	Shares - Broker	None	PJCNET	2	0240	Shares @ Cost
003	Company transfer	Local Council Assoc.	=	MARP	2	1080	SUBSCRIPTIONS
003	Company transfer	Post Office	LIKE	PHILATELIC	2	1055	POSTAGE
003	Company transfer	Engen Garage	LIKE	MOTOR	2	0610	MOTORCAR EXPENSES
003	Company transfer	Computer Payment	LIKE	COMPUTER	2	0206	COMPUTER EQUIPMEN
003	Company transfer	Mr Builders Hardware	LIKE	HARDWARE	2	1006	OFFICE MAINTENANCE
003	Company transfer	Petrol Expenses	LIKE	PETROL	2	1053	PETROL
003	Company transfer		LIKE	Post Office	1	1080	SUBSCRIPTIONS
003	Company transfer	Training for Comput...	LIKE	SmartStaff Training	ST	0617	STAFF COSTS/RECRUI
024	Magtape	Automobile Assoc	LIKE	AA	2	1080	SUBSCRIPTIONS
064	Account Payment	Sky TV	LIKE	SKYTV	2	1080	SUBSCRIPTIONS

2. Allow RecXpress to do intelligent matching in every possible way to complete the reconciliation.

Matching processes include:

- Reference number and amount is the same.
- Reference number is the same but amount differs.
- Only one amount is found to be the same.
- Multiple amounts are the same but filtered by date.

SAMINC - Seattle Tacoma Bank

Import From Bank SEATAC

All Sort By Reference Ascending

Book Balance 51,704.17 Matched
 Imported -96,653.64 43,926.29
 Prev. Recon 0.00 -140,579.93
 Bank -98,762.34 41,817.59

Matched	Reconciled	Category	Date	Import Amt.	CB Ref.	CB Amount	S	Variance
		ADJ Trans.Code	21/11/2020	-5.00		0.00		0.0
		ADJ GL Account	19/11/2020	-655.00		0.00		0.0
		BANK Category	26/10/2020	-136.00	BC0000000002	-136.00	X	0.0
		BANK CHARGES	25/11/2020	-158.00		0.00		0.0
		CASH	18/11/2020	9,055.00		0.00		0.0
		CHEQUE BOOK	25/11/2020	-25.00		0.00		0.0
		Chloride Exact	01/11/2020	-243.56		0.00		0.0
		DEPOSIT	16/10/2020	3,000.00		0.00		0.0
		DEPOSIT	19/10/2020	4,520.00	DP0019102010	4,520.00	X	0.0
		DEPOSIT	20/10/2020	7,250.00	DP0020102010	7,250.00	X	0.0
		DEPOSIT	08/11/2020	118,451.57	DP0000000001	118,451.57	X	0.0
		DEPOSIT	21/11/2020	120,000.00		0.00		0.0
		DEPOSIT	16/10/2020	520.00		0.00		0.0
		DEPOSIT	16/10/2020	2,000.00		0.00		0.0
		DEPOSIT	16/10/2020	3,000.00		0.00		0.0
		DEPOSIT/R BLACK	29/08/2019	1,676.04		0.00		0.0
		DEPOSIT/R BLACK	07/11/2020	4,286.35		0.00		0.0
		DEPOSITS	21/11/2020	2,500.00	DP0021102010	2,500.00	X	0.0

3. Tweak the reconciliation matching by:

- “ Re-matching the entries that are already matched
- “ Manually selecting the entry in Cashbook
- “ Selecting many entries in Cashbook to one bank statement amount
- “ Selecting many entries on the bank statement to one Cashbook amount

SAMINC - Seattle Tacoma Bank

Import From Bank SEATAC

Many Bank To One CB Entry Sort By CB Reference Descending

Amount Search Category

Show Cashbook

Book Balance	51,704.17	Matched
Imported	-96,653.64	44,757.77
Prev. Recon	0.00	-141,411.41
Bank	-98,762.34	42,649.07

Import Status	RecX Posted	Reference	Date	Import Amt.	CB Ref.	CB Amount	S	Variance	Comm
Many Bank to One CB Entry	No	DEPOSIT	16/10/2020	3,000.00	DP0016102010	3,000.00	X	0.00	Match
Many Bank to One CB Entry	No	DEPOSIT	16/10/2020	2,000.00	DP0016102010	2,000.00	X	0.00	Match
Many Bank to One CB Entry	No	DEPOSIT	16/10/2020	520.00	DP0016102010	520.00	X	0.00	Match
Many Bank to One CB Entry	No	DEPOSIT	16/10/2020	3,000.00	DP0016102010	3,000.00	X	0.00	Match

Cashbook Transactions (1)

Sort By Date Ascending Only Unreconciled

Used	Bank Reference	Reference	Date	Description	Bank Amount	Matched Balance	Comments
Multiple	DEPOSIT	DP0016102010	16/10/2020	Daily deposits	8,520.00	8,520.00	

4. Generate a batch of all the unmatched entries.

Automatically allocate the entries by using the following methods:

Compare the description of the bank statement entry to use the correct GL account.

Pay invoices in Accounts Receivable and Accounts Payable using different allocation methods:

Balance brought forward - Start from the oldest invoice until the unapplied amount has been completely depleted or there are no more invoices to pay.

Invoice Number - Invoice with the same document number as the document number in the bank statement entry description.

Invoice Amount - Invoice with the same amount as the bank statement entry.

Prepay - Create Prepay document.

Use Distribution Sets to generate multiple entries from one bank statement entry to disburse accurately over many GL accounts.

The screenshot displays the SAMINC - Seattle Tacoma Bank software interface. The main window shows a table of unmatched entries with columns for 'Select For Batch', 'Import Status', 'RecX Posted', and 'Reference'. A 'Message' dialog box is open in the foreground, displaying a list of messages and a detailed description of an error.

Select For Batch	Import Status	RecX Posted	Reference
Created CB Batch	No Match	No	348901-4
Created CB Batch	No Match	No	348904
Created CB Batch	No Match	No	ADJUST DEPO
Created CB Batch	No Match	No	ADJUSTMENT
Created CB Batch	No Match	No	BANK CHARGE
Created CB Batch	No Match	No	CASH
Created CB Batch	No Match	No	CHEQUE BOOK
Created CB Batch	No Match	No	Chloride Exact
Created CB Batch	No Match	No	DEPOSIT
Created CB Batch	No Match	No	DEPOSIT/R BL
Created CB Batch	No Match	No	DEPOSIT/R BL
Created CB Batch	No Match	No	DEPOSITS
Created CB Batch	No Match	No	FOREX
Created CB Batch	No Match	No	Gould Payment
Created CB Batch	No Match	No	IN135092-Exc
Created CB Batch	No Match	No	INTERBRACH
Created CB Batch	No Match	No	INTEREST
Created CB Batch	No Match	No	INTEREST DE

Message

In...	Priority	Description
1	Message	The amount for reference [Gould Payment] exceeds the outst
2	Message	Distribution Set RENT did not balance for entry 00023. The di
3	Message	Successfully generated RecXpress batch [000007].

Description: The amount for reference [Gould Payment] exceeds the outstanding balance for vendor [1500]. Therefore entry [00014] has become a prepay. Source: 00:20:50

5. Generate a variance amount batch.

Generate a Cashbook batch of the variance between the Cashbook and the bank statement amount for the entries that were matched by reference number but the amounts are different from one another.

Post the Cashbook batch and the entries are moved from the Matched With Error group to the Many CB To One Bank Entry group where the original Cashbook entry and the variance entry is displayed in the Cashbook Transactions section when selecting the Bank Statement entry.

The screenshot displays two overlapping windows from the SAMINC software interface.

Import From Bank SEATAC Window:

- Sort By: Reference, Ascending
- Amount Search:
- Show Cashbook:
- Summary Table:

Book Balance	51,704.17	Matched
Imported	-96,653.64	44,757.77
Prev. Recon	0.00	-141,411.41
Bank	-98,762.34	42,649.07
- Main Table:

Import Status	RecX Posted	Reference	Date	Import Amt.	CB Ref.	CB Amount	S
No Match	No	348901-4	15/11/2020	-150.00		0.00	
Matched with Error	No	348903	05/11/2020	-310.10	348903	-310.00	E
No Match						0.00	
No Match						0.00	
No Match						0.00	
No Match						0.00	
No Match						0.00	
No Match						0.00	
No Match						0.00	
No Match						0.00	
No Match						0.00	
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No Match						0.00	
No Match						0.00	
No Match						0.00	
No Match						0.00	
No Match						0.00	
No Match						0.00	
No Match						0.00	

SAMINC - C/B Batch List Window:

- Batch Number: 000008
- Show Posted and Deleted Batches:
- Bank: SEATAC
- Table:

Batch Num...	Bank	Description	Ready To P...	Batch Type	Status	Entry Type
000007	SEATAC	RecXpress Batch	Yes	Normal	Ready To Post	RecXpress
000008	SEATAC	RecXpress Variance Batch	Yes	Normal	Ready To Post	RecXpress A

6. Post the reconciliation to update the bank statement balance in Cashbook.

Check that you agree with the new bank statement balance in RecXpress before posting the reconciliation to update the bank statement balance in Cashbook.

SAMINC - Seattle Tacoma Bank

Import From Bank SEATAC

Posted RecXpress Batches | Sort By: Reference | Ascending

Amount Search | Category: []

Show Cashbook

Book Balance	51,704.17	Matched	
Imported	-96,653.64		43,926.29
Prev. Recon	0.00		-140,579.93
Bank	-98,762.34		15,817.54

Cashbook for ACCPAC ERP

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

Yes No

Import Status	Reference	Category	Auto Number
Exact Match	348901-4	CHEQUES	Yes
Many CB to One...	348903	CHEQUES	Yes
Exact Match	348904	CHEQUES	Yes
Exact Match	ADJUST DEPOSIT	OTHER	Yes
Exact Match	ADJUSTMENT	ADJUSTMENTS	Yes
Exact Match	BANK CHARGES	BANKCHARGES	Yes
Exact Match	CASH	DEPOSITS	Yes
Exact Match	CHEQUE BOOK	OTHER	Yes
Exact Match	Chloride Exact	STOPORDER	Yes
Exact Match	DEPOSIT	DEPOSITS	Yes

Print | Renumber | Batch | Batch List | **Post RecX** | Close