

Advanced Payment Reconciliation - Help theta

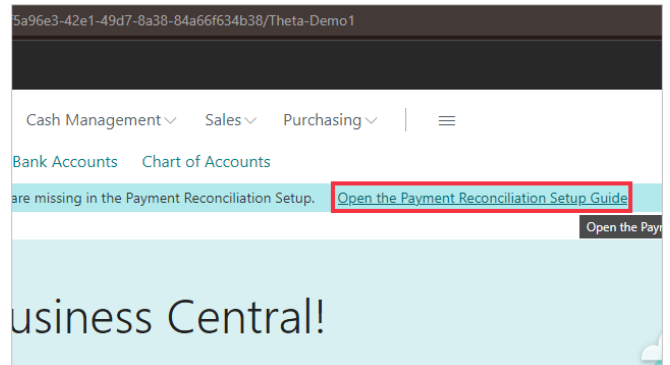
Table of Contents

- 1. Setup.....2
 - 1.1. Setup Wizard2
 - 1.2. Settings in the Bank Account Card5
 - 1.3. Field Mappings in the Data Exchange Definition Setup.....6
- 2. Processing12
 - 2.1. Importing the Bank Statement File.....12
 - 2.2. Running Automatic Matching in Payment Reconciliation.....13
 - 2.3. Transferring to Journal and Posting.....15
- 3. Matching Rules17
 - 3.1.1. Automatic Matching Rules17
 - 3.1.2. Automatic Matching Rule Creation19
 - 3.1.3. Using Mapped Text.....32
- 4. Walkthrough Demo.....46
 - 4.1. Getting Started.....46
 - 4.2. Adding Mapped Text.....49
 - 4.3. Automatic Matching59
 - 4.4. Transferring to Journal and Posting.....75

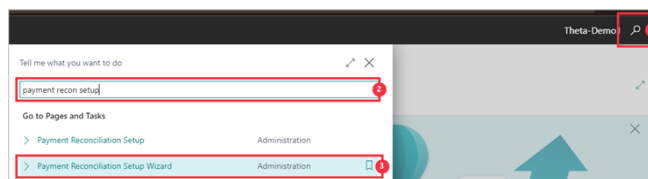
1. Setup

1.1. Setup Wizard

Click on the link **Open the Payment Reconciliation Setup Guide**

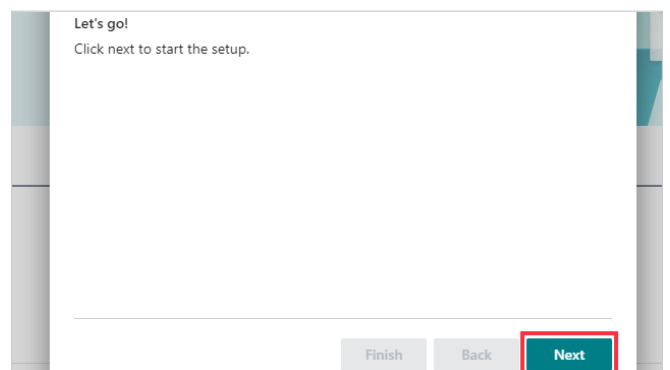


Or Search as follows.



1. Click on the search button
2. Click on the field **Tell me what you want to do** - Type **Payment Reconciliation Setup**
3. Click on **Payment Reconciliation Setup Wizard Administration**
Or go to the Payment Reconciliation Setup without the Wizard to assist.

Click on the button **Next**



- Set the field **Payment Recon No. Series**
The No. series which allocates a new number for payment reconciliation worksheets.
- Set the field **Bank Journal No. Series**
The General Journal template name used for creating journal entries after matching the bank statement lines.
- Click on the button **Next**

- Set the field **Bank Journal Template**
The journal template used for creating journal entries after matching the bank statement lines. This is normally GENERAL.
- Set the field **Bank Journal Batch Name**
The journal batch name used for creating journal entries after matching the bank statement lines. BPMTREC is a new batch installed by the extension, but you can change it here.
- Set the field **Intercompany Template**
The Intercompany Journal template name used for creating intercompany journal entries after matching the bank statement lines with an IC partner.
- Set the field **Intercompany Batch Name**
The Intercompany Journal batch name used for creating intercompany journal entries after matching the bank statement lines with an IC partner.
- Click on the Auto Post Journal on Transfer toggle
Engage this toggle this field if you want the system to automatically post the journal entries resulting from the payment reconciliation matching when you transfer the matched entries to journal.
- Click on the button **Next**

Source Codes

These source codes are used on journals created by the advanced payment reconciliation.

Bank Journal Source Code

Bank Journal Source Code Name

Transfer Entries Source Code

Transfer Entries Source Code N...

Finish Back **Next**

- Set the field **Bank Journal Source Code**
This is a new Source Code the extension will install, "BPMTREC".
- Set the field **Bank Journal Source Code Name**
- Set the field **Transfer Entries Source Code**
- Set the field **Transfer Entries Source Code Name**
- Click on the button **Next**

References and Matching

The advanced payment reconciliation includes additional bank statement references that can be updated when you import your bank statements. Here you specify the captions for the additional reference fields.

Reference 1 Caption

Reference 2 Caption

Reference 3 Caption

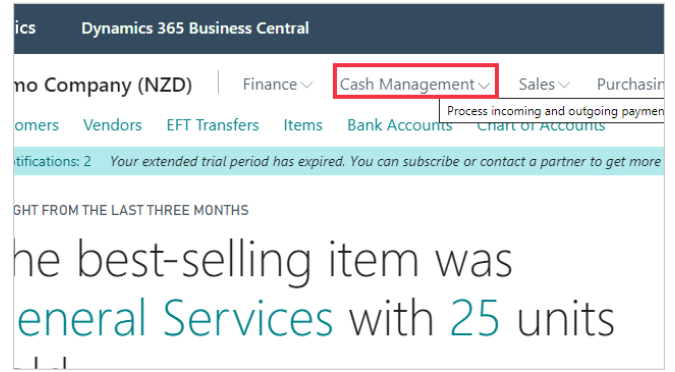
Payment Tolerance Date

Finish Back **Next**

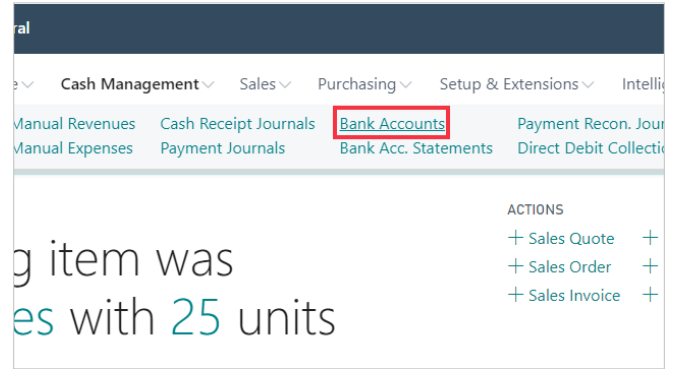
- Set the field **Reference 1 Caption**. This is often 'Particulars'
- Set the field **Reference 2 Caption**. This is often 'Code'
- Set the field **Reference 3 Caption**. This is often 'Reference'
- Set the field **Payment Tolerance Date**. Commonly set to 2D (2 days)
- Click on the button **Next**

1.2. Settings in the Bank Account Card

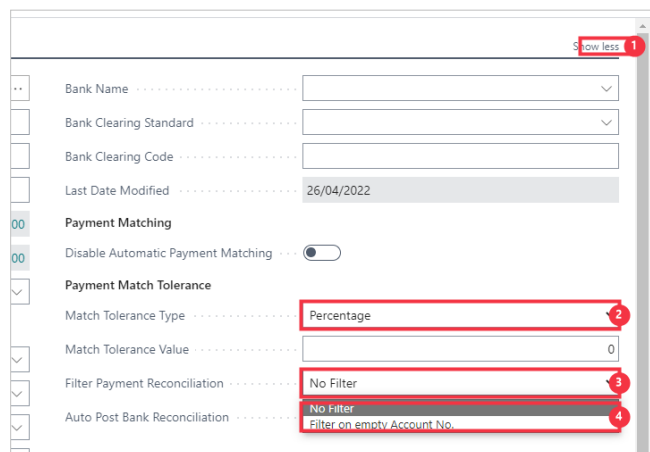
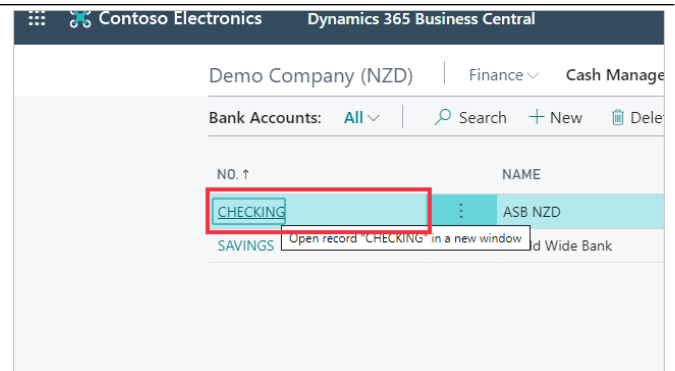
Click on the navigation menu item popup **Cash Management**



Click on the navigation menu item **Bank Accounts**

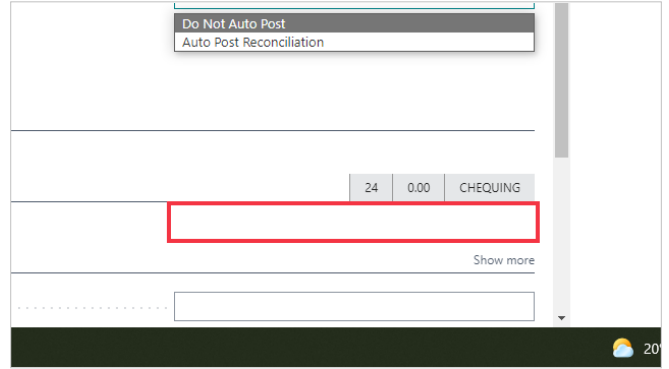


Select the bank account you want to modify. This guide demonstrates bank statement reconciliation for the **CHECKING** bank account.



1. Click on the button **Show more** on the General tab.
2. You can select the standard **Match Tolerance Type** Percentage or Amount. When matching statement lines in the Payment Reconciliation worksheet, the system will find matching ledger entry amounts including this tolerance, irrespective of the statement amount sign. Depending on your selection in Match Tolerance Type, enter the Match Tolerance Value.
3. This extension adds the **Filter Payment Reconciliation**. The payment reconciliation page will be automatically filtered for this account if set.
4. Also added is the **Auto Post Bank Reconciliation** which specifies if the journal will be posted and matched automatically.

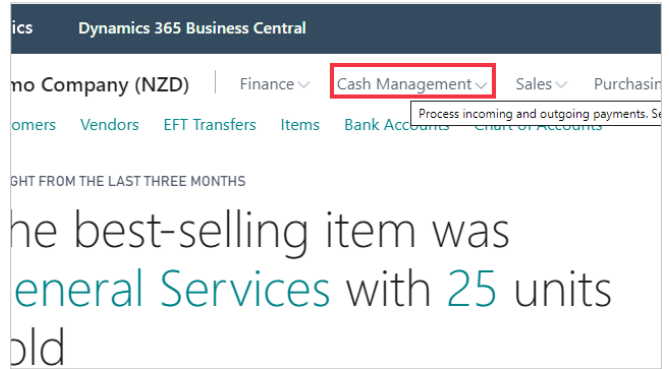
You can define the **Bank Statement Import Format** code to use under the Transfer tab.



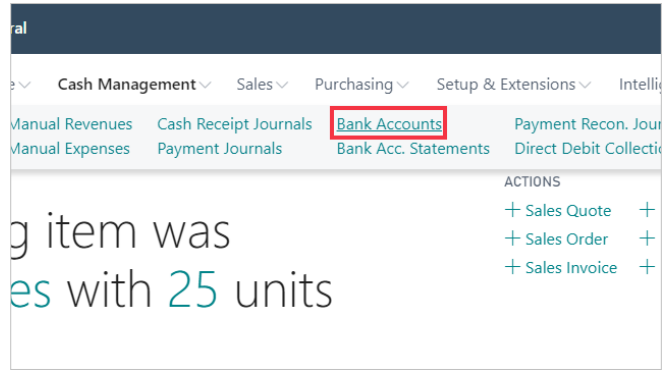
1.3. Field Mappings in the Data Exchange Definition Setup

If the bank includes Particulars, Reference, Code, and related-party bank account columns in the bank account statement file, make sure these fields are mapped to the related payment reconciliation fields correctly.

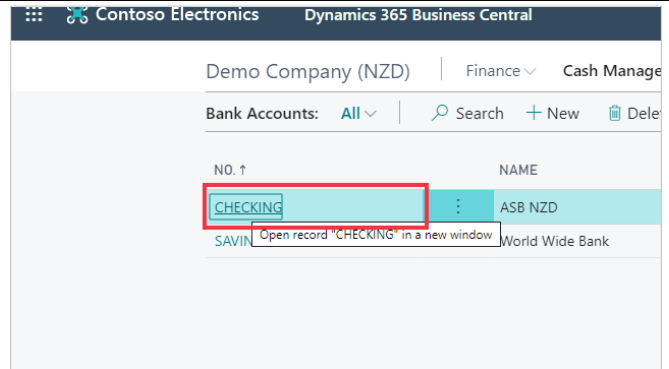
The following steps demonstrate how to find the data exchange definition code related to the bank account and then add the required field mappings. Click on the navigation menu item popup **Cash Management**



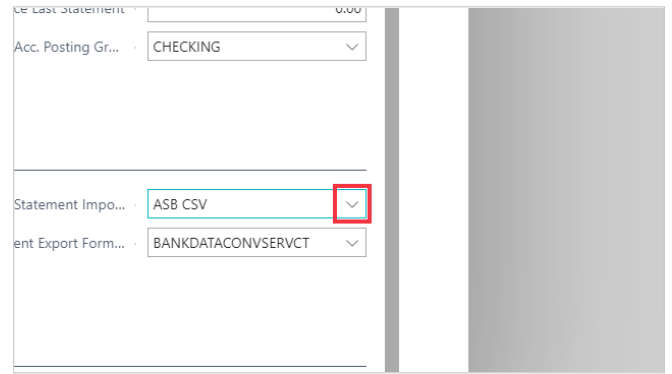
Click on the navigation menu item **Bank Accounts**



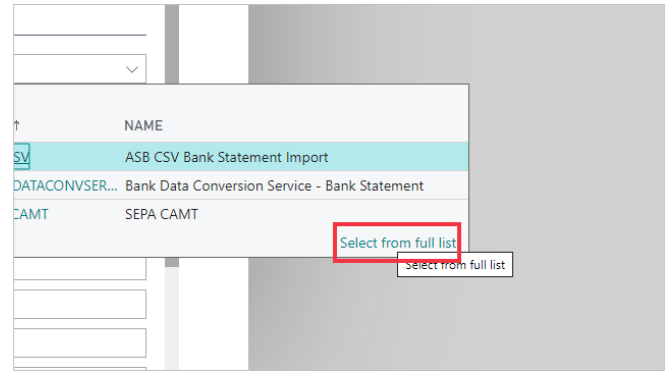
Click on the **No.** for the relevant Bank Account



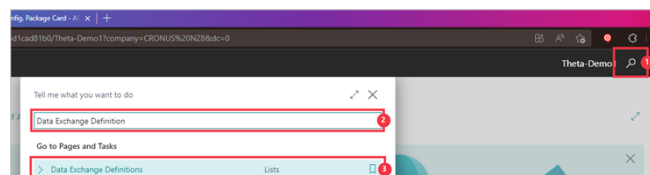
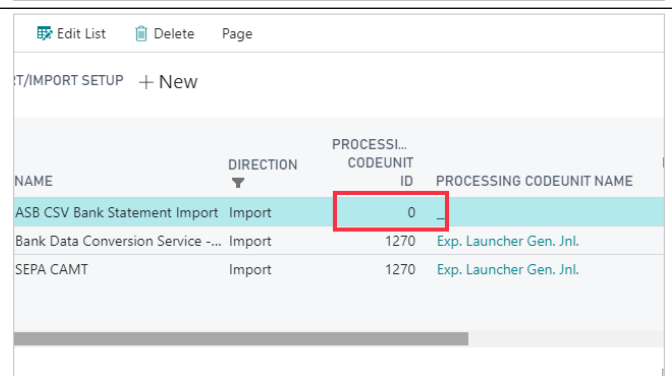
Click on the lookup button **Bank Statement Import Format**



Click on the link **Select from full list**

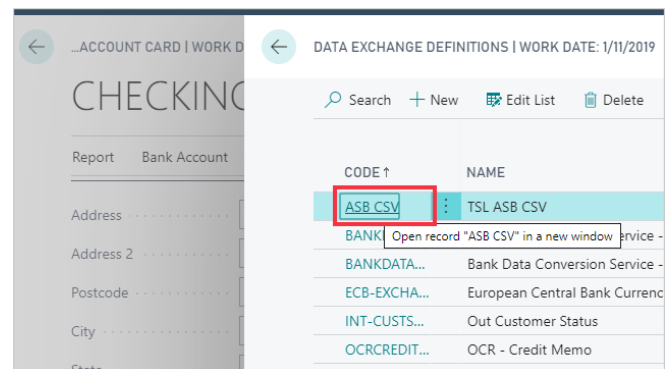


Note the **Data Exch. Def. Code** on the selected line. This will be the Data Exchange Definition code we need to modify. In this example it is **ASB CSV**



1. Click on the search button
2. Click on the field **Tell me what you want to do** - Enter **Tell me what you want to do**.
3. Click on **Data Exchange Definitions Lists** □

Click on the link in cell **Code** with the value **ASB CSV**



Click on the navigation menu item popup **Manage**

FILE TYPE: VARIABLE/FIXED

File Encoding WINDOWS

Column Separator Comma

Custom Column Sepa... ..

Line Definitions **Manage**

LINE TYPE	CODE ↑	DATA LINE TAG
Detail	⋮ DEFAULT	

Click on the navigation menu item **Field Mapping**

File Encoding WINDOWS

Column Separator Comma

Custom Column Sepa... ..

Line Definitions | **Manage**

Field Mapping Associated columns in the data file with field

LINE TYPE	CODE ↑	DATA LINE TAG
Detail	⋮ DEFAULT	

Click on the cell **Column No.**

	5	Particulars
	6	Code
	6	Code
	7	Reference
	7	Reference
	7	Reference
	8	Other Party

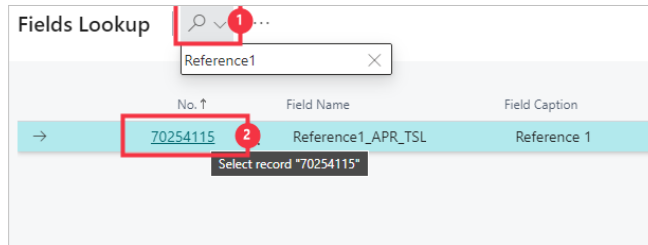
Select the Column **Name** for **Particulars**

COLUMN NO. ↑	COLUMN CAPTION	FI
3	Transaction Date	
DATA EXCH. DEF CODE ↑ ▼	COLUMN NO. ↑ NAME	DATA EXCH. LINE DEF CODE ↑ ▼ DE
ASB CSV	1 Account	DEFAULT
ASB CSV	2 Account Name	DEFAULT
ASB CSV	3 Transaction Date	DEFAULT
ASB CSV	4 Amount	DEFAULT

Select from full list

Click on the lookup button in the cell **Field ID**

	23	Transaction Text
	6	Description
	23	Transaction Text
	6	Description
	23	Transaction Text
	25	Related-Party Address
	15	Related-Party Name
	0	



1. Click on the **Search** button - Enter the text **Reference1**.
2. Click on the link in cell **No.** with the value **70254115**

Click on **Optional**

23	Transaction Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
23	Transaction Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
23	Transaction Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
25	Related-Party Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15	Related-Party Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
76 ...	Particulars	<input type="checkbox"/>	<input type="checkbox"/>	

Click on the cell **Column No.**

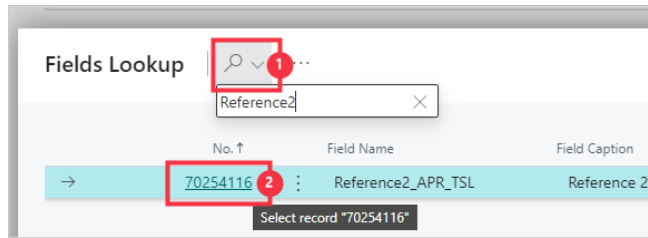
	6	Code
	6	Code
	7	Reference
	7	Reference
	7	Reference
	8	Other Party
	5	Particulars

Select the Column **Name** for **Code**

DATA EXCH. DEF	COLUMN NO. ↑	NAME	DATA EXCH. LINE DEF
ASB CSV	3	Transaction Date	DEFAULT
ASB CSV	4	Amount	DEFAULT
ASB CSV	5	Particulars	DEFAULT
ASB CSV	6	Code	DEFAULT
ASB CSV	7	Code	DEFAULT

Click on the lookup button in the cell **Field ID**

	6	Description
	23	Transaction Text
	6	Description
	23	Transaction Text
	25	Related-Party Address
	15	Related-Party Name
	58476	Particulars
	0	



1. Click the **Search** button - Enter the text **Reference2**.
2. Click on the link in cell **No.** with the value **70254116**

Click on **Optional**

6	Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
23	Transaction Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
23	Transaction Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
25	Related-Party Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15	Related-Party Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8476	Particulars	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
77 ...	Code	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Click on the cell **Column No.**

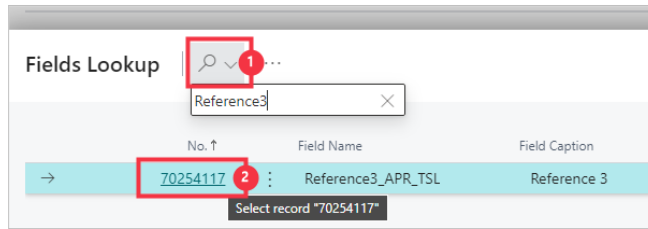
	6	Code	
	7	Reference	
	7	Reference	
	7	Reference	
	8	Other Party	
	5	Particulars	
	6	Code	

Select the Column **Name** for **Reference**

	COLUMN NO. ↑	COLUMN CAPTION	FI
	3	Transaction Date	
	4	Amount	
	5	Particulars	
	5	Particulars	
	6	Code	
	6	Code	
	7	Reference	
	7	Reference	
	7	Reference	
	8	Other Party	
	5	Particulars	
	6	Code	

Click on the lookup button in the cell **Field ID**

	23	Transaction Text	
	6	Description	
	23	Transaction Text	
	25	Related-Party Address	
	15	Related-Party Name	
	58476	Particulars	
	58477	Code	
	0		



1. Click on the **Search** button - Enter the text **Reference3**.
2. Click on the link in cell **No.** with the value **70254117**

Click on **Optional**

23	Transaction Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
23	Transaction Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
25	Related-Party Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15	Related-Party Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8476	Particulars	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8477	Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
78	Reference	<input type="checkbox"/>	<input type="checkbox"/>	

Transformation Rule

Can be used to reformat the column value using built in formatting functions. Business Central provides a list of pre-configured transformation rules that can be utilised, otherwise new rules can be created. Transformation Rules can also be used in the Automatic Matching Rules.

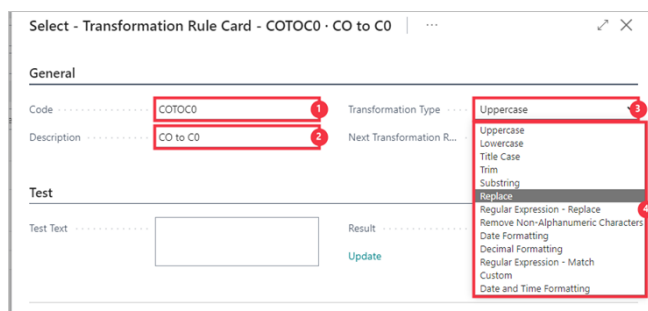
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

If you select the **UPPERCASE** rule on the Code column, when the bank statement file is imported in the "Bank Account Reconciliation" page, the text in this column will be converted to uppercase. Furthermore, if you choose to apply the transformation rule in the Data Exchange Definition field mapping, it will be applied on all of the statement lines. You can choose too apply transformation rules only when matching the statement lines for more flexibility. For instance, if you want to convert the Code to UPPERCASE only when matched to a customer, transformation rule should not be applied here; it should be defined on the Matching Rules.

Transaction Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Description			
Transaction Text			
Related-Party Address			
Reference			
Related-Party Name			

CODE ↑	DESCRIPTION
LOWERCASE	Lower Case Text
TITLECASE	Title Case Text
TRIM	Trim Text
UNIXTIMESTAMP	Transforming UNIX timestar
UPPERCASE	Upper Case Text
NEW DATE FORMAT	NEW DATE F...
+ New	

You can create a Transformation Rule to correct a possible mistake on a Customer's payment references and apply it to Automatic Matching Rules. Here is an example of correcting a reference entered as the letter C and letter O rather than the number 0 (zero) for customer numbers starting with a C and followed by 5 numbers.



1. Click on the field **Code** - Enter the text **COtoC0**.

2. Click on the field **Description** - Enter the text **CO to C0**.
3. Click on the field **Transformation Type**
4. Click on the item **Replace** in the list

We will transform a reference entered as the letter C and letter O rather than the number 0 (zero).

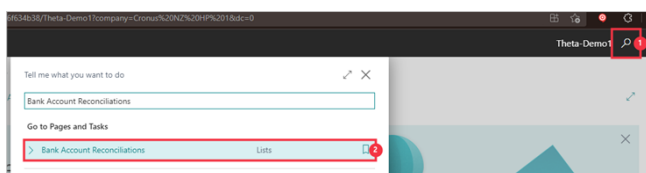
1. Click on the field **Find Value** - Enter the text **CO**.
2. Click on the field **Replace Value** - Enter the text **C0**.
3. Click on the textarea **Test Text** - Enter the text **CO1234**.
4. Click on the field **Update**
5. See the **Result** to see the letter C followed by numbers zero, one, two, three, four.
6. Click on the button **OK**

See more details on standard Business Central Data Exchange Definitions and Transformation Rules at <https://docs.microsoft.com/en-nz/dynamics365/business-central/across-how-to-set-up-data-exchange-definitions>

2. Processing

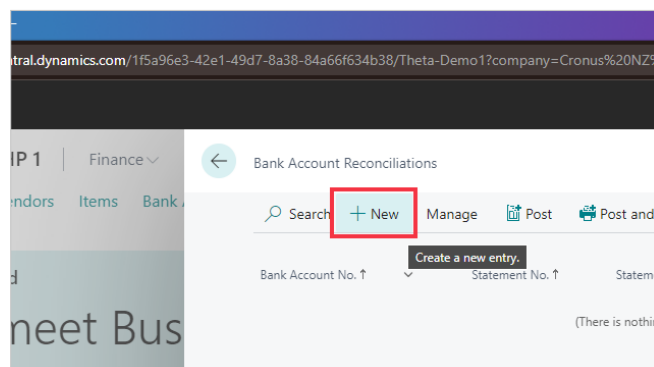
2.1. Importing the Bank Statement File

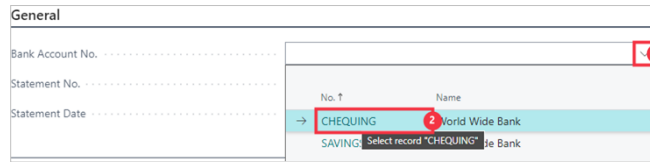
To import the bank statement, start with a Bank Account Reconciliation.



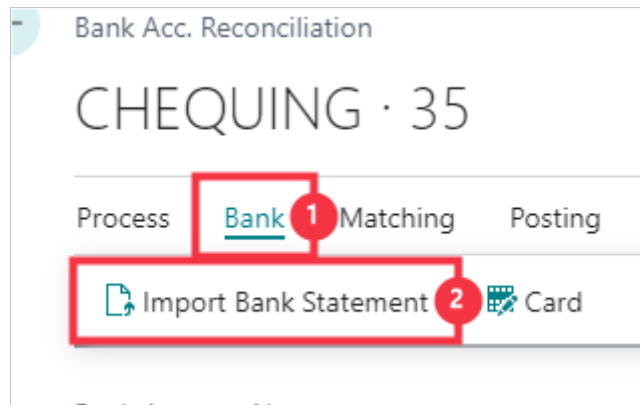
1. Click on the search button - Enter **Bank Account Reconciliations**.
2. Click on **Bank Account Reconciliations Lists**

Click on the link **New**

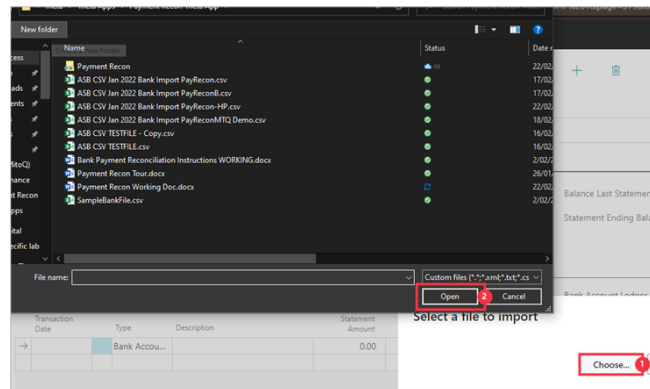




1. Click on the lookup button **Bank Account No.**
2. Click on the link in cell **No.** with the value **CHEQUING**

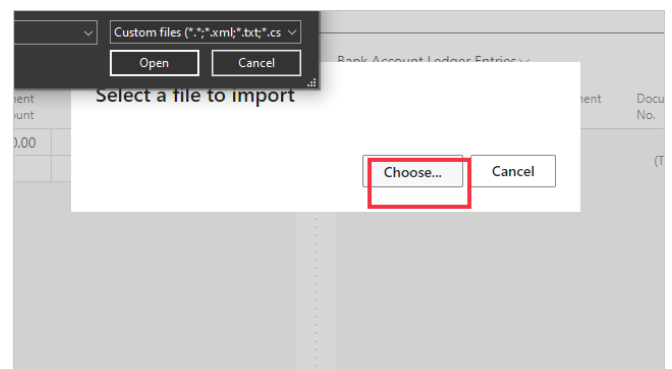


1. Click on the navigation menu item popup **Bank**
2. Click on **Import Bank Statement**



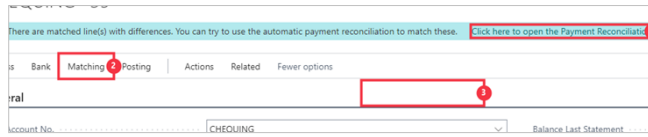
1. Click on Choose...
2. Select the bank file to import and click Open

Set the Statement Date in advance, or click **Yes**.

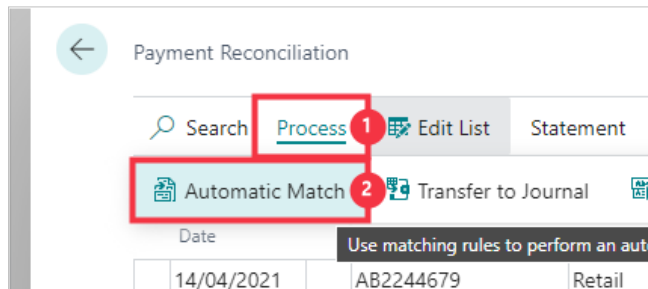


2.2. Running Automatic Matching in Payment Reconciliation

Now open the Payment Reconciliation page from the Bank Account Reconciliation to run the Automatic Match.

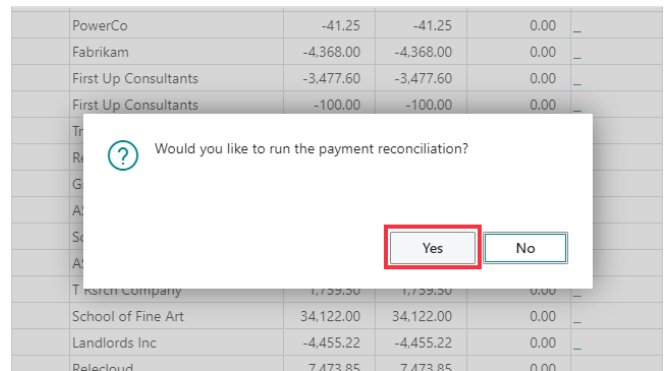


1. Click on the message **Click here to open the Payment Reconciliation**
2. Or follow the menu by clicking on the navigation menu item popup **Matching**
3. Click on the navigation menu item **Payment Reconciliation**

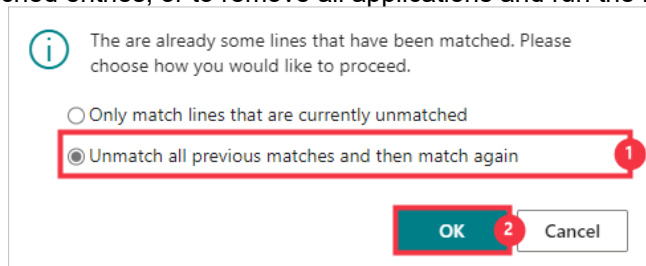


1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Automatic Match**

Click on the button **Yes** if this is the first run of matching, or if there are no other matched entries yet.



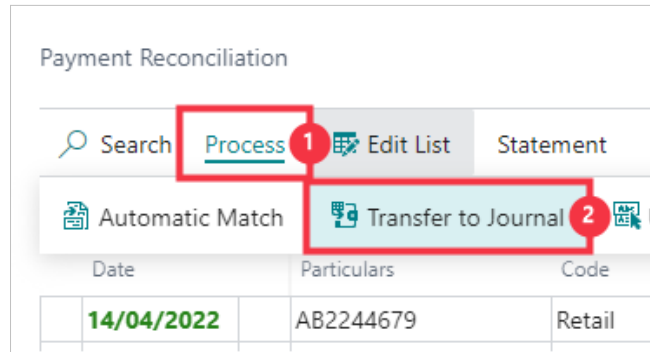
But if you have matched entries when you run the Automatic Match, you will receive the options to either only match the remaining unmatched entries, or to remove all applications and run the match again.



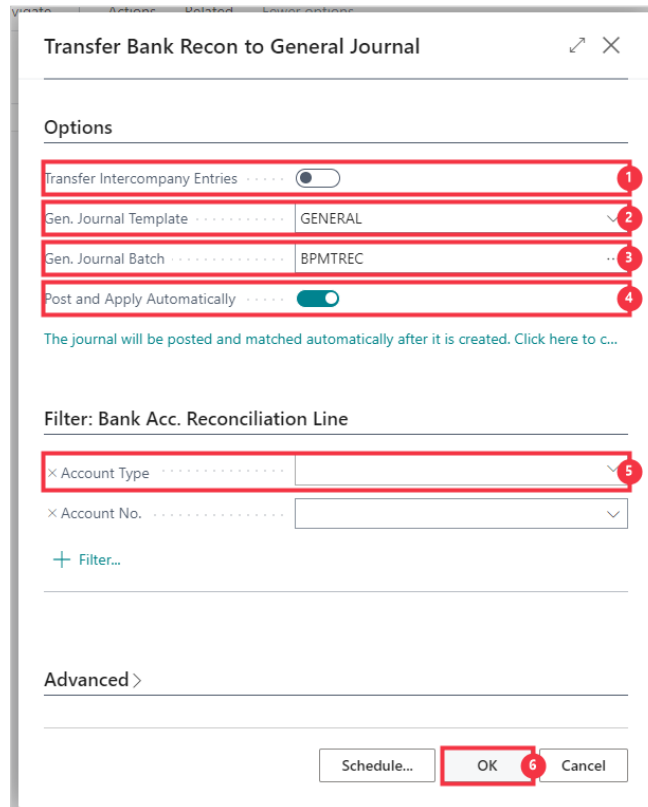
1. Click on the desired option
2. Click on the button **OK**

Date	Reference	Line	Balance	Related Party Name	Amount	Offset	Applied	Applied Document No.	Matching Details
14/04/2021	AB2244679	Total	Already Shipped	Round Trip Co	495.65	495.65	495.65	107199	
14/04/2021	00000	RECEIPTION 1		Van Logistics Ltd	133.00	133.00	0.00		
14/04/2021	00000	RECEIPTION 2		Jimmy Cooker Co	8.897.00	8.897.00	0.00		
13/04/2021	108140	Debit	Direct Debit	PowerCo	-127.87	-127.87	0.00		
13/04/2021	108140	Debit	Direct Debit	PowerCo	41.25	41.25	0.00		
14/04/2021	107001			Fabrikam	-4,368.00	-4,368.00	-4,368.00	107200	
14/04/2021	107000	462-42	Payment	First Up Consultants	-3,477.60	-3,477.60	-3,477.60	107199	107200
14/04/2021	107199	462-42	Payment	First Up Consultants	-100.00	-100.00	0.00		
14/04/2021	107199	34-RES	Payments	Relaxcloud	1,902.00	1,902.00	1,902.00	107199	
26/04/2021	Our Account	10000	Paym	Relaxcloud	8,915.40	8,915.40	8,915.40	107194	107197
26/04/2021	107000	00000-01	Payments	Origin Group Institute	-1,940.00	-1,940.00	-1,940.00	107194	107197
26/04/2021	Bank Acct	000000	Dr	000000	13,133.14	13,133.14	13,133.14		

1. This Blue/StrongAccent shows we have a match that is not applied, to an account type that can be applied. We can see the rule used to match this line under the Matching Details.
2. This shows no **Applied Document Nos.**
3. This shows you the rule used to match is **ID: 1, Priority 1, Debit**

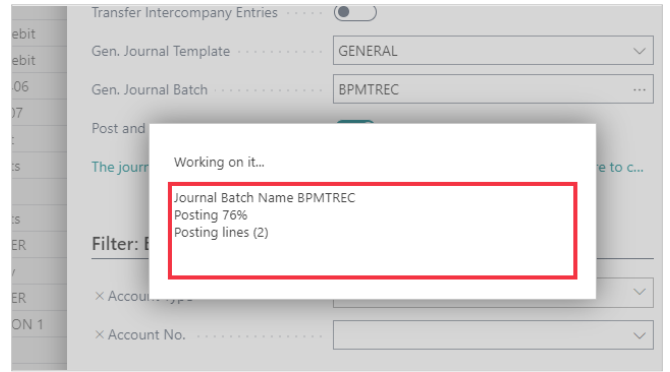


1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Transfer to Journal**

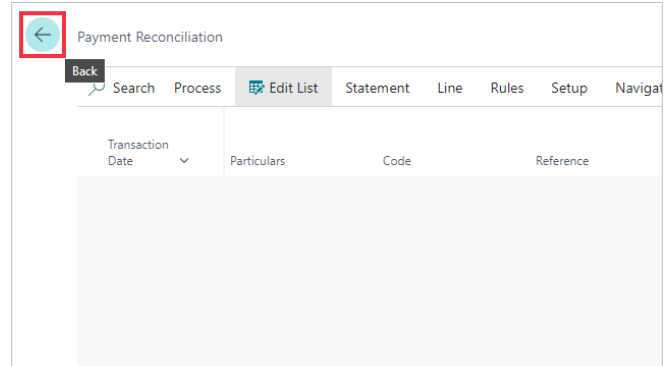


1. **Transfer Intercompany Entries** When specified, the program will transfer lines that are mapped to an IC Partner.
2. **Gen. Journal Template** Specifies the general journal template that the entries are placed in. The default is defined in setup.
3. **Gen. Journal Batch** Specifies the general journal batch that the entries are placed in. The default is defined in setup.
4. **Post and Apply Automatically** will automatically post the journal on transfer if engaged.
5. **Account Type** : **Account Type** allows for filters to only transfer lines within the filter.
6. Click on the button **OK** to transfer to journal

You will see the creation (and posting if applicable) of the journal



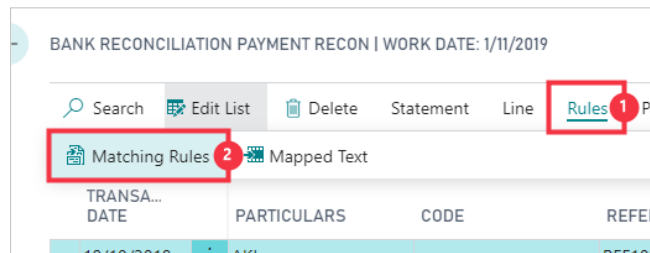
If all lines are transferred and posted to journal you will see all Payment Reconciliation lines are now gone. Click the **Back** button to exit.



3. Matching Rules

3.1.1. Automatic Matching Rules

Use Matching Rules to filter for and match the values of any field from the imported statement to any relevant table in Business Central and find the relevant subledger or ledger account to which the statement entry will be applied and journalled.



1. Click on the navigation menu item popup **Rules**
2. Click on the navigation menu item **Matching Rules**

There are pre-loaded rules, which can be changed, removed and added to. Here we see the Automatic Matching Rules page



1. **ID** is an automatically generated number for rules, they are not editable.
2. **Enabled** must be engaged for the rule to apply.
3. **Bank Account No.** is the bank account that this rule applies to.
4. **Table** is the table that is used to search for the reference
5. **Bank Recon Fields** shows the reference field used, and what field it is matched against.
6. **Debit/Credit** defines if this rule is used for credits only, debits only, or both. Remember that debits show as positive numbers on the bank statement which are often customer payments, and credits are negative numbers on the bank statement which are often payments to your vendors.
7. **Priority** sorts the sequence of rules to run through you have multiple rules that apply to a given line.
8. **No. of Hits** represents the number of time this rule applies to the current statement
9. **Account Type** is the record type to which the statement line will matched against.

10. **Account No. Field** is the field from the Matching Table that will be assigned as the "Account No." on the journal line resulting from the matching.
11. **Table Filter** optionally sets a filter on the matching table for the records to be included in this matching rule. For example, If you only want to search on Vendor Bank Accounts that are enabled for EFT, you can utilise table filters on the matching rule.
12. **Sub-Ledger Auto Apply Method 1** is the method in which to apply to the sub-ledger for suggested application.

You can open the rule in full by clicking on the value in the cell **ID**

ID ↑	Ena...	Bank Account No. ▼	Table	Bank Recon Field
1	<input checked="" type="checkbox"/>	CHEQUING	Customer	Particulars->
2	<input checked="" type="checkbox"/>	CHEQUING	Customer	Code->No.
3	<input checked="" type="checkbox"/>	CHEQUING	Customer	Reference->
4	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Particulars->
5	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Code->Docu

To make any changes to an Automatic Rule you must set Enabled to false.

Automatic Matching Rule

Particulars->No.

General

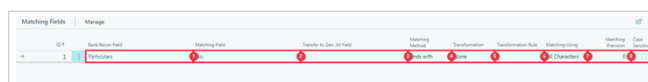
Enabled

Matching Table Customer

Debit/Credit Debit

Priority

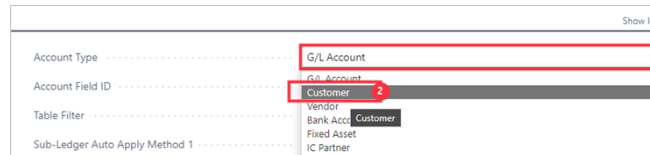
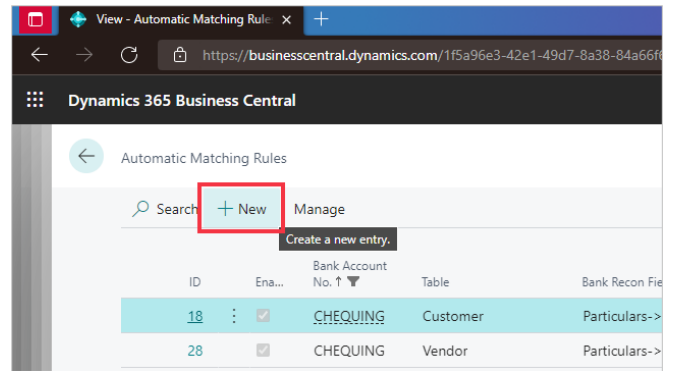
No. of Hits



1. **Bank Recon Field** is the field to match from the imported statement
2. **Matching Field** is the field the Bank Recon Field is matched against.
3. **Transfer to Gen. Jnl Field** Allows you to specify that this column should be transferred to the general journal when the entries are transferred. You can only select fields that are already setup in the Custom Fields page.
4. **Matching Method** Whole: the statement field value has to match to the whole matching field value.
 @Keyword. Starts with: Find the record where the Matching field begins with the Statement field value.
 @Keyword*. Ends with: Find the record where the Matching field ends with the Statement field value.
 @*keyword. Contains: Find the record where the Matching field contains the Statement field value.
 @*keyword*
5. **Transformation** can define numerical characters only, or use of a Transformation Rule.
6. **Transformation Rule** is the rule that will be applied if Transformation is set to **Transformation Rule**
7. **Matching Using** specifies what part of the Bank Recon Field will be used for matching. This value is used in conjunction with the matching precision when the selected option is not equal to "All Characters".
8. **Matching Precision** specifies the number of characters that will be used from the Bank Recon Field for matching. If there are fewer characters in the Bank Recon Field than the number specified here then the rule will not be used.
9. **Case Sensitive** specifies if the matching is to be case sensitive or not. If not engaged, then it will match regardless of case.

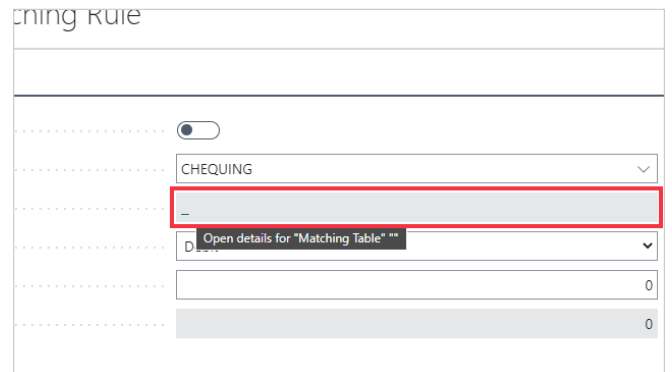
3.1.2. Automatic Matching Rule Creation

We will now make a new Matching Rule to match the first reference field to the Posted Sales Shipment number to find the Bill-to Customer No. to allocate the transaction against. Click on the link **New**



1. Click on the field **Account Type**
2. Click on Customer

Open details for "Matching Table" ""



Object Type ↑	Object ID ↑	Object Name	Object Subtype	App Name
→ Table	110	Sales Shipment Header	Normal	Base Application
Table	111	Sales Shipment Line	Normal	Base Application
Table	112	Sales Invoice Header	Normal	Base Application
Table	113	Sales Invoice Line	Normal	Base Application
Table	114	Sales Cr.Memo Header	Normal	Base Application
Table	115	Sales Cr.Memo Line	Normal	Base Application
Table	120	Purch. Rcpt. Header	Normal	Base Application
Table	121	Purch. Rcpt. Line	Normal	Base Application
Table	122	Purch. Inv. Header	Normal	Base Application
Table	123	Purch. Inv. Line	Normal	Base Application
Table	124	Purch. Cr. Memo Hdr.	Normal	Base Application
Table	125	Purch. Cr. Memo Line	Normal	Base Application
Table	130	Incoming Document	Normal	Base Application
Table	131	Incoming Document...	Normal	Base Application
Table	132	Incoming Document...	Normal	Base Application
Table	133	Incoming Document...	Normal	Base Application

1. Click on the cell **Object Name** with the value **Sales Shipment Header**
2. Click on the button **OK**

Open details for "Account Field ID" ""

No. ↑	Field Name	Field Caption
2	Sell-to Customer No.	Sell-to Customer No.
3	No.	No.
4	⋮ Bill-to Customer No.	1 Bill-to Customer No.
5	Bill-to Name	Bill-to Name
6	Bill-to Name 2	Bill-to Name 2
7	Bill-to Address	Bill-to Address
8	Bill-to Address 2	Bill-to Address 2
9	Bill-to City	Bill-to City
10	Bill-to Contact	Bill-to Contact
11	Your Reference	Your Reference
12	Ship-to Code	Ship-to Code
13	Ship-to Name	Ship-to Name
14	Ship-to Name 2	Ship-to Name 2
15	Ship-to Address	Ship-to Address
16	Ship-to Address 2	Ship-to Address 2
17	Ship-to City	Ship-to City

OK 2

1. Click on the cell **Field Name** with the value **Bill-to Customer No.**
2. Click on the button **OK**

Click on the link in cell Bank Recon Field

No. ↑	Field Name	Field Caption
70	Transaction ID	Transaction ID
480	Dimension Set ID	Dimension Set ID
70254115	Reference1_APR_TSL	Reference 1
70254116	Reference2_APR_TSL	Reference 2
70254117	Reference3_APR_TSL	Reference 3
70254118	Account No._APR_TSL	Account No.
70254119	ICPartnerGLAccNo_APR_TSL	IC Partner G/L Account No.
70254120	Applies-to ID_APR_TSL	Applies-to ID
70254121	Gen. Posting Type_APR_TSL	Gen. Posting Type
70254122	VAT Bus. Posting Group_APR_T...	VAT Bus. Posting Group
70254123	Gen. Bus. Pos. Group_APR_TSL	Gen. Bus. Posting Group
70254124	Gen. Prod. Pos. Group_APR_TSL	Gen. Prod. Posting Group
70254125	VAT Prod. Pos. Group_APR_TSL	VAT Prod. Posting Group
2000000000	\$systemId	System ID
2000000001	SystemCreatedAt	Created At
2000000002	SystemCreatedBy	Created By

OK 2

1. Click on the cell **Field Caption** with the value **Reference 1**
2. Click on the button **OK**

Click on the link in cell **Matching Field**

.....

Manage

Bank Recon Field	Matching Field	Transf
Particulars	-	-

Open record **

No. ↑	Field Name	Field Caption
2	Sell-to Customer No.	Sell-to Customer No.
3	No.	No.
4	Bill-to Customer No.	Bill-to Customer No.
5	Bill-to Name	Bill-to Name
6	Bill-to Name 2	Bill-to Name 2
7	Bill-to Address	Bill-to Address
8	Bill-to Address 2	Bill-to Address 2
9	Bill-to City	Bill-to City
10	Bill-to Contact	Bill-to Contact
11	Your Reference	Your Reference
12	Ship-to Code	Ship-to Code
13	Ship-to Name	Ship-to Name
14	Ship-to Name 2	Ship-to Name 2
15	Ship-to Address	Ship-to Address
16	Ship-to Address 2	Ship-to Address 2
17	Ship-to City	Ship-to City

OK 2

1. Click on the cell **Field Name** with the value **No.**
2. Click on the button **OK**

Click on the toggle field

Automatic Matching Rule

- >

General

Enabled

Bank Account No. CHEQUING

Matching Table Sales Shipment Header

Debit/Credit Debit

Priority

Click on the back button

New - Automatic Matching Rule

https://businesscentral.dynamics.com/1f5a96e3-42e1-49d7-8a38-84a66f...

Dynamics 365 Business Central

Automatic Matching Rule

Particulars->No.

General

Enabled

Bank Account No. CHEQUING

We will now make a new Matching Rule to match the first reference field to the Document No. on the Cust. Ledger Entry to find the Customer No. to allocate the transaction against.

Click on the navigation menu item **New**

Business Central

Finance Cash Management Sales Purchasing

g Rules: Custom filtered Search + New Delete

Create a new entry.

Enabl...	Bank Account No. ▼	Table	Bank Recon Fields
<input checked="" type="checkbox"/>	CHEQUING	Customer	Particulars->No.
<input checked="" type="checkbox"/>	CHEQUING	Customer	Code->No.

No. of Hits 0

Account Type G/L Account 1

..... G/L Account

..... Customer 2

Matching Fields

Vendor

Bank Account

Fixed Asset

IC Partner

Employee

1. Click on the field **Account Type**
2. Click on Customer

Open details for "Matching Table" ""

Automatic Matching Rule

General

Enabled

Matching Table -

Debit/Credit Debit

Priority 0

No. of Hits 0

Account Type Customer

Table	18	Customer	Normal	Base Application
Table	19	Cust. Invoice Disc.	Normal	Base Application
Table	21	Cust. Ledger Entry	Normal	Base Application
Table	23	Vendor	Normal	Base Application
Table	24	Vendor Invoice Disc.	Normal	Base Application

OK

1. Click on the cell **Object Name** with the value **Cust. Ledger Entry**
2. Click on the button **OK**

Click on the link in cell **Bank Recon Field**

ID ↑	Bank Recon Field	Matching Field
21	—	
0		

480	Dimension Set ID	Dimension Set ID
70254115	Reference1_APR_TSL	Reference 1
70254116	Reference2_APR_TSL	Reference 2
70254117	Reference3_APR_TSL	Reference 3
70254118	Account No._APR_TSL	Account No.
70254119	ICPartnerGLAccNo_APR_TSL	IC Partner G/L Account No.
70254120	Applies-to ID_APR_TSL	Applies-to ID
70254121	Gen. Posting Type_APR_TSL	Gen. Posting Type
70254122	VAT Bus. Posting Group_APR_T...	VAT Bus. Posting Group
70254123	Gen. Bus. Pos. Group_APR_TSL	Gen. Bus. Posting Group
70254124	Gen. Prod. Pos. Group_APR_TSL	Gen. Prod. Posting Group
70254125	VAT Prod. Pos. Group_APR_TSL	VAT Prod. Posting Group
2000000000	\$systemId	System ID
2000000001	SystemCreatedAt	Created At

OK **Cancel**

1. Click on the cell **Field Caption** with the value **Reference 1**
2. Click on the button **OK**

Click on the link in cell **Matching Field**

ID ↑	Bank Recon Field	Matching Field	Transfer to Gen. J
21	Particulars	—	

5	Document Type	Document Type
6	Document No.	Document No.
7	Description	Description
8	Customer Name	Customer Name
11	Currency Code	Currency Code
13	Amount	Amount
14	Remaining Amount	Remaining Amount
15	Original Amt. (LCY)	Original Amt. (LCY)
16	Remaining Amt. (LCY)	Remaining Amt. (LCY)
17	Amount (LCY)	Amount (LCY)
18	Sales (LCY)	Sales (LCY)
19	Profit (LCY)	Profit (LCY)
20	Inv. Discount (LCY)	Inv. Discount (LCY)

OK Cancel

1. Click on the cell **Field Caption** with the value **Document No.**
2. Click on the button **OK**

Click on the toggle field

Automatic Matching Rule

General

Enabled

Matching Table **Cust. Ledger Entry**

Debit/Credit **Debit**

Priority **0**

No. of Hits **0**

Click on the back button

Business Central

Finance Cash Management

Rules: Custom filtered

Automatic Matching Rule

Particulars->Doc

General

Enabled

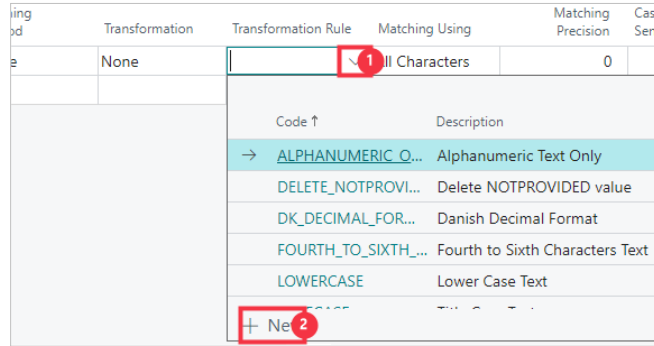
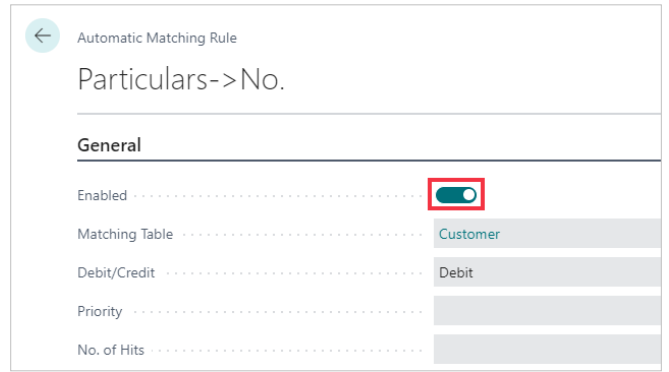
Matching Table **Cust. Ledger Entry**

We will now create a Transformation Rule to correct a possible mistake on a Customer's payment references and apply it to Automatic Matching Rules.

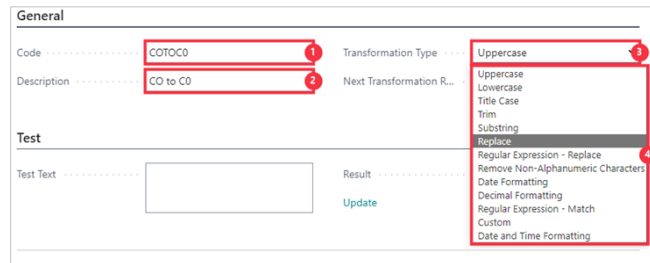
ID	Ena...	Bank Account No. ↑	Table	Bank Recon Fields
18	<input checked="" type="checkbox"/>	CHEQUING	Sales Shipment Header	Particulars->No.
22	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Particulars->Docu
1	<input checked="" type="checkbox"/>	CHEQUING	Customer	Particulars->No.
11	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Particulars->No.

- Click on the cell **ID** with the value **1**

Click on the toggle field

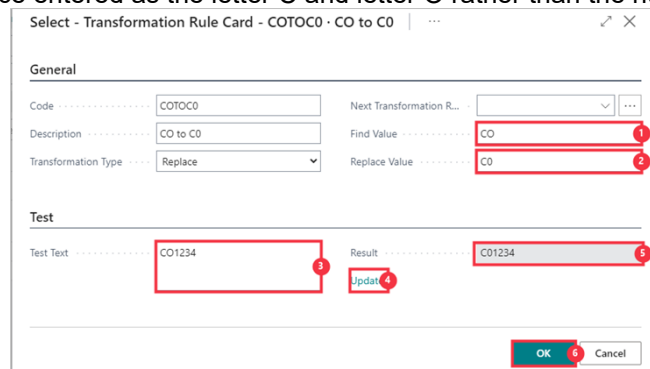


1. Click on the lookup button in the cell **Transformation Rule**
2. Click on the link **New**



1. Click on the field **Code** - Enter the text **C0toC0**.
2. Click on the field **Description** - Enter the text **CO to C0**.
3. Click on the field **Transformation Type**
4. Click on the item **Replace** in the list

We will transform a reference entered as the letter C and letter O rather than the number 0 (zero).



1. Click on the field **Find Value** - Enter the text **CO**.
2. Click on the field **Replace Value** - Enter the text **C0**.
3. Click on the textarea **Test Text** - Enter the text **CO1234**.
4. Click on the field **Update**
5. See the **Result** to see the letter C followed by numbers zero, one, two, three, four.
6. Click on the button **OK**

Matching Method	Transformation	Transformation Rule	Matching Using
Whole	None	COTOCO	All Characters
	None		
	Numeric Characters		
	Transformation Rule		

1. Click on the cell **Transformation**
2. Click on Transformation Rule

Automatic Matching Rule

Particulars->No.

General

Enabled

Matching Table **Customer**

Debit/Credit **Debit**

1. Click on the toggle field
2. **Click on the back button**

Click on the link in cell **ID** with the value **2**

ID	Ena...	Bank Account No. ↑	Table	Bank Recon Fields
18	<input checked="" type="checkbox"/>	CHEQUING	Sales Shipment Header	Particulars->No.
22	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Particulars->Docu
1	<input checked="" type="checkbox"/>	CHEQUING	Customer	Particulars->No.
11	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Particulars->No.
2	<input checked="" type="checkbox"/>	CHEQUING	Customer	Code->No.
12	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Code->No.

Account Field ID No.

Table Filter -

Sub-Ledger Auto Apply Method 1 Apply to Oldest

Sub-Ledger Auto Apply Method 2 None

Sub-Ledger Auto Apply Method 3 None

Matching Field	Transfer to Gen. Jnl Field	Matching Method	Transformation	Transformation Rule	Matching Using
No.	-	Whole	None	Character	

Code 1 Desc

→ ALPHANUMERIC C... Alge

COTOCO

DELETE Select record

1. Click on the toggle field
2. **Click on the cell Transformation Rule**
3. **Click on the link in cell Code with the value COTOCO**

Matching Method	Transformation	Transformation Rule	Ma
Whole	None	COTOC0	All
	None		
	Numeric Character		
	Transformation Rule		

1. Click on the cell **Transformation**
2. Click on the item **Transformation Rule** in the list

Automatic Matching Rule

Code->No.

General

Enabled

Matching Table Customer

1. Click on the toggle field
2. **Click on the back button**

Click on the link in cell **ID** with the value **3**

22	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Particulars->
1	<input checked="" type="checkbox"/>	CHEQUING	Customer	Particulars->
11	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Particulars->
2	<input checked="" type="checkbox"/>	CHEQUING	Customer	Code->No.
12	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Code->No.
3	<input checked="" type="checkbox"/>	CHEQUING	Customer	Reference->
13	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Reference->
17	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Related-Part
4	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Particulars->
14	<input checked="" type="checkbox"/>	CHEQUING	Vendor Ledger Entry	Particulars->

Customer

Debit

3

0

Customer

Account Field ID No.

Table Filter -

Sub-Ledger Auto Apply Method 1 Apply to Oldest

Sub-Ledger Auto Apply Method 2 None

Sub-Ledger Auto Apply Method 3 None

Matching Field	Transfer to Gen. Jnl Field	Matching Method	Transformation	Transformation Rule	Matching Unit
No.	-	Whole	None	Character	

Code 1 Desc

→ ALPHANUMERIC C... Alge

COTOC0

DELETE_ Select record *NO*

1. Click on the toggle field
2. **Click on the cell Transformation Rule**
3. **Click on the link in cell Code with the value COTOC0**

Matching Method	Transformation	Transformation Rule	Ma
Whole	None	OTOC0	All
	None		
	Numeric Character		
	Transformation Rule		

1. Click on the cell **Transformation**
2. Click on the item Transformation Rule in the list

1. Click on the toggle field
2. **Click on the back button**

Click on the link in cell **ID** with the value **10**

5	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Code->Document
6	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Reference->Docu
7	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Particulars->Exter
8	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Code->External D
9	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Reference->Exterr
10	<input checked="" type="checkbox"/>	CHEQUING	Customer	Related-Party Nan
11	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Particulars->No.
12	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Code->No.
13	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Reference->No.
14	<input checked="" type="checkbox"/>	CHEQUING	Vendor Ledger Entry	Particulars->Exter

We will now change an existing rule, swapping the Account Field ID and the Matching Field

1. Click on the toggle field
2. **Click on the field Account Field ID**

No.↑	Field Name	Field Caption
1	No.	No.
2	Name	Name
3	Search Name	Search Name
4	Name 2	Name 2
5	Address	Address
6	Address 2	Address 2
7	City	City
8	Contact	Contact
9	Phone No.	Phone No.
10	Telex No.	Telex No.
11	Document Sending Profile	Document Sending Profile
12	Ship-to Code	Ship-to Code
14	Our Account No.	Our Account No.
15	Territory Code	Territory Code
16	Global Dimension 1 Code	Global Dimension 1 Code
17	Global Dimension 2 Code	Global Dimension 2 Code

OK Cancel

1. Click on the cell **Field Caption** with the value **No.**
2. Click on the button **OK**

Click on the link in cell **Matching Field** with the value **No.**

Customer

Manage

Bank Recon Field	Matching Field	Transf
Related-Party Name	No.	

No.↑	Field Name	Field Caption
1	No.	No.
2	Name	Name
3	Search Name	Search Name
4	Name 2	Name 2
5	Address	Address
6	Address 2	Address 2
7	City	City
8	Contact	Contact
9	Phone No.	Phone No.
10	Telex No.	Telex No.
11	Document Sending Profile	Document Sending Profile
12	Ship-to Code	Ship-to Code
14	Our Account No.	Our Account No.
15	Territory Code	Territory Code
16	Global Dimension 1 Code	Global Dimension 1 Code
17	Global Dimension 2 Code	Global Dimension 2 Code

OK Cancel

1. Click on the cell **Field Caption** with the value **Search Name**
2. Click on the button **OK**

Automatic Matching Rule

Related-Party Name->Search Name

General

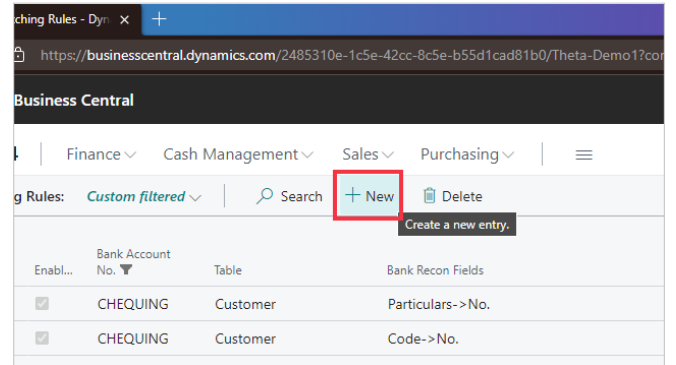
Enabled

Matching Table Customer

1. Click on the toggle field
2. **Click on the back button**

We will now make a rule to match the Package Tracking Number of a Sales Shipment to a Customer account if that has been used as a reference on the payment.

Click on the navigation menu item **New**



Click on the link for Matching Table

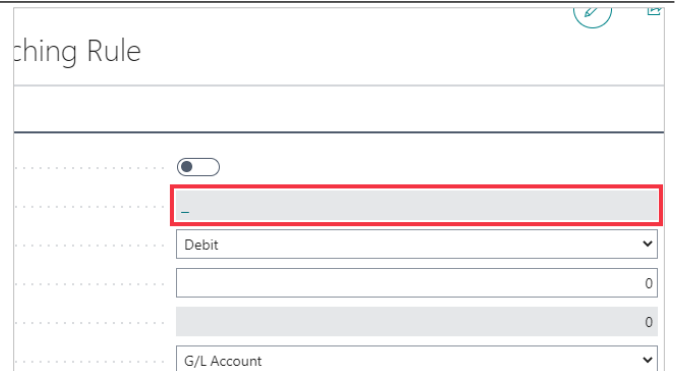
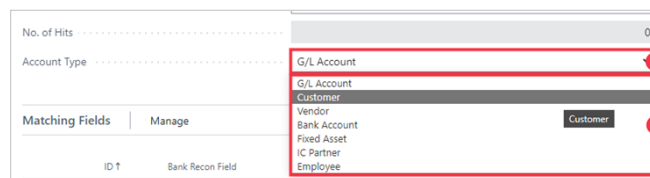


Table	99	Item Vendor	Normal	Base Application
Table	110	Sales Shipment Header	Normal	Base Application
Table	111	Sales Shipment Line	Normal	Base Application
Table	112	Sales Invoice Header	Normal	Base Application

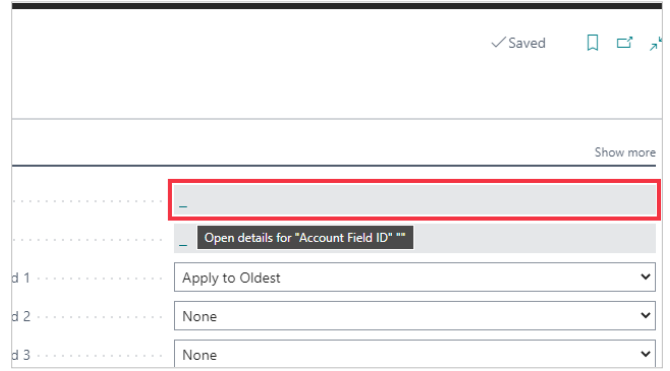
OK

1. Click on the cell **Object Name** with the value **Sales Shipment Header**
2. Click on the button **OK**



1. Click on the field **Account Type**
2. Click on the item **Customer** in the list

Click on the link for Account Field ID

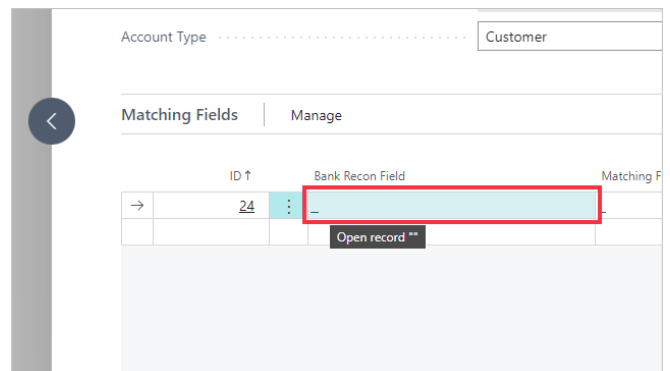


Field Name	Field Caption
2	Sell-to Customer No.
3	No.
4	Bill-to Customer No.
5	Bill-to Name
6	Bill-to Name 2
7	Bill-to Address
8	Bill-to Address 2
9	Bill-to City
10	Bill-to Contact
11	Your Reference
12	Ship-to Code
13	Ship-to Name
14	Ship-to Name 2
15	Ship-to Address
16	Ship-to Address 2
17	Ship-to City

OK Cancel

1. Click on the cell **Field Caption** with the value **Bill-to Customer No.**
2. Click on the button **OK**

Click on the link in cell **Bank Recon Field**

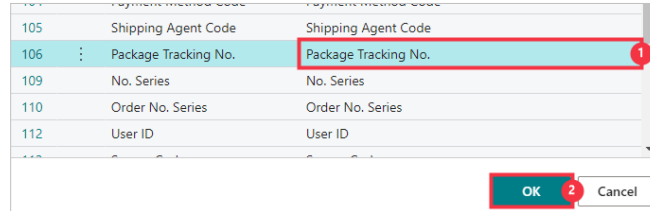
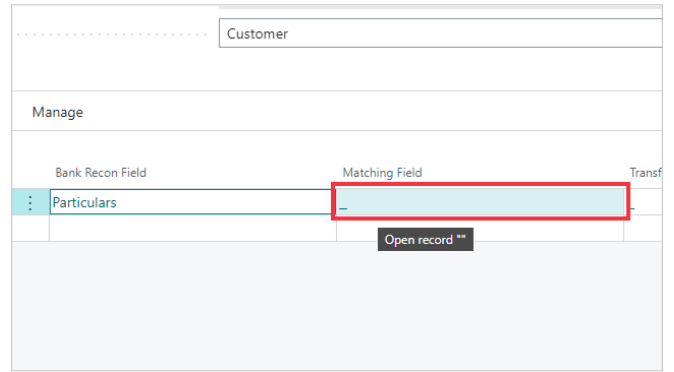


ID	Bank Recon Field	Matching F
24		
70	Transaction ID	Transaction ID
480	Dimension Set ID	Dimension Set ID
70254115	Reference1_APR_TSL	Reference 1
70254116	Reference2_APR_TSL	Reference 2
70254117	Reference3_APR_TSL	Reference 3
70254118	Account No._APR_TSL	Account No.
70254119	ICPartnerGLAccNo_APR_TSL	IC Partner G/L Account No.
70254120	Applies-to ID_APR_TSL	Applies-to ID
70254121	Gen. Postinn Type_APR_TSL	Gen. Postinn Type

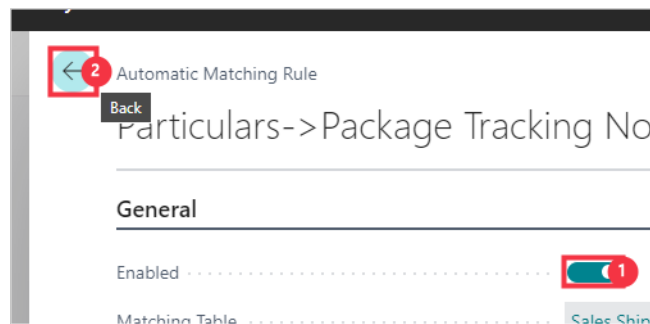
OK Cancel

1. Click on the cell **Field Caption** with the value **Reference 1**
2. Click on the button **OK**

Click on the link in cell **Matching Field** with the value



1. Click on the cell **Field Caption** with the value **Package Tracking No.**
2. Click on the button **OK**

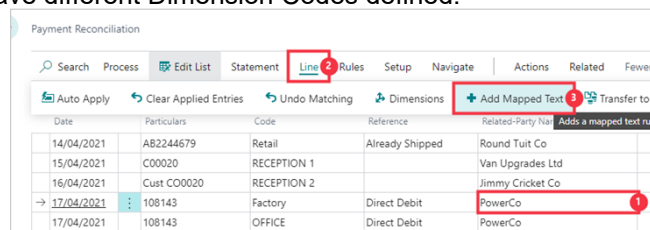


1. Click on the toggle field
2. **Click on the back button**

3.1.3. Using Mapped Text

Text mappings can be configured for fixed bank statement reconciliation lines received periodically with fixed references or text values. The following steps demonstrate how to map various references using the Add Mapped Text action.

Now we will map text from a line to define the required matching outcome. We will do this for two similar transactions that need to have different Dimension Codes defined.



1. Click on the line containing the references you want to map.
2. Click on the navigation menu item popup **Line**
3. Click on the navigation menu item **Add Mapped Text**

Click on the button **Clear this filter** next to any filters you do not want included in the mapping
 All details on the line selected will be presented as filters. You should only map the details that will stay constant for the mapping you want to create. You can update these later if needed.

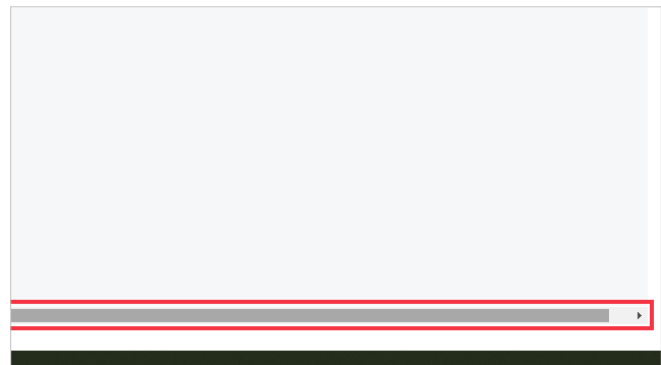
Click on the button **OK**

Now the filters you defined are on the Mapped Text page

Execution Stage	Priority	No. of Hits	Description	Deb./Cred.	Related-Party Name Filter	Particulars Filter	Code Filter	Reference Filter	Related-Party Bank Acc. No. Filter	Type
Before Mat.	10000	10	108143 Factory Direct Debit	Both	@*PowerCo*	@108143	@Factory	@OFFICE		GLL
Before Mat.	10000	10	108143 OFFICE Direct Debit	Both	@*PowerCo*	@108143	@OFFICE			GLL
Before Mat.	10000	4	Bank Lease Monthly 70401058	Both	@*12-1234-1234567...			@TRANSFER		Bank
Before Mat.	10000	3	CHC Lease Monthly A8213	Both	@*Landlords Inc	@CHC Lease				Bank

1. **Execution Stage** allows you to specify if the mapped text rule should be used before the automatic matching rules are processed or after.
2. **Priority** specifies the order in which each rule is evaluated during the matching process. The matching process will continue until a rule has criteria that matches the statement line. Change the priority to give preference to a more specific rule
3. **No. of Hits** specifies the number of times that this mapped text rule has been used for matching. You can use this value to determine the priority of the mapped text rules.
4. **Description** is a comment that gives meaning to the rule and can also be used to replace the description of the statement line which is used when posting. This defaults to the references stringed together but can be changed.
5. **Overwrite Bank Statement Description** specify a value in this field if you wish to overwrite the bank statement description with the value in the comment field when this rule is used.
6. **Debit/Credit** specify if this rule is used for debits, credits or both.
7. **Related Party Name Filter** is the filter criteria for said field when matching.
8. **Reference1/Particulars Filter** is the filter criteria for said field when matching.
9. **Reference2/Code Filter** is the filter criteria for said field when matching.
10. **Reference3/Reference Filter** is the filter criteria for said field when matching.
11. **Related-Party Bank Acc. No. Filter** is the filter criteria for said field when matching.

Scroll to the right to now input the account details to map.



Type	No.	IC Partner G/L Acc. No.	Auto Apply	Applies-To Filters	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	VAT Bus. Posting Group	VAT Prod. Posting Group	Department Code	Customergroup Code
G/L Account	8120		<input type="checkbox"/>	No	Purchase	DOMESTIC	MISC	DOMESTIC	GST15	1200	
Bank Account SAVINGS			<input type="checkbox"/>	No							
Vendor	V00010		<input checked="" type="checkbox"/>	No							
Vendor	V00020		<input checked="" type="checkbox"/>	No							
Customer	A0000		<input checked="" type="checkbox"/>	No							

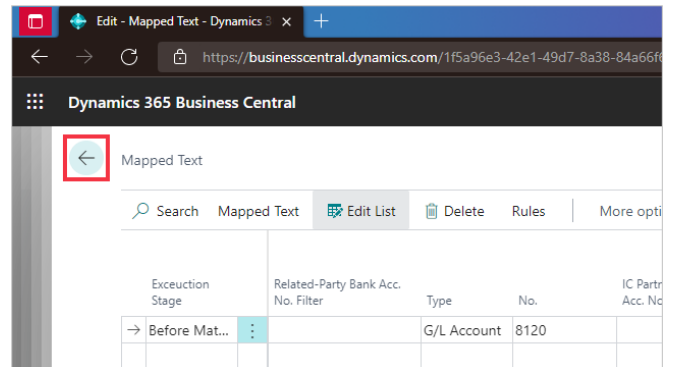
- Type** is the account type to map to transactions within this filter.
- No.** is the account number to map to transactions within this filter.
- IC Partner G/L Acc. No.** is the IC partner account no. to apply to the matched line.
- Auto Apply** specifies if the matching process should automatically apply to open customer, vendor or employee entries while matching. If selected then the application will apply to the oldest open entries that are not on hold. If this is engaged then you can use the Applies-To Filters field.
- Applies-To Filters** allows you to specify additional filters to the customer, vendor or employee entries when automatically applying.
- Gen. Posting Type** specifies the general posting type that will be used when you post the entry on this journal line.
- Gen. Bus. Posting Group** specifies General Business Posting Group to define on the journal.
- Gen. Prod. Posting Group** specifies the item's product type to link transactions made for this item with the appropriate general ledger account according to the general posting setup.
- VAT Bus. Posting Group** specifies VAT/GST Business Posting Group to define on the journal.
- VAT Prod. Posting Group** specifies VAT/GST Product Posting Group to define on the journal.
- Department Code** specifies the dimension code to define on the journal.
- Customergroup Code** specifies the dimension code to define on the journal.

//

Type	No.	IC Partner G/L Acc. No.	Auto Apply	Applies-To Filters	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	VAT Bus. Posting Group	VAT Prod. Posting Group	Department Code	Customergroup Code
G/L Account	8120		<input type="checkbox"/>	No	Purchase	DOMESTIC	MISC	DOMESTIC	GST15		

- Click on the cell **No.** - Enter the text **8120**. Press the **Enter** key.
- Click on the cell **Department Code**
- Click on the link in cell **Code** with the value **PROD**

Click on the back button



Date	Particulars	Code	Reference	Related-Party Name
14/04/2021	AB2244679	Retail	Already Shipped	Round Tuit Co
15/04/2021	C00020	RECEPTION 1		Van Upgrades Ltd
16/04/2021	Cust C00020	RECEPTION 2		Jimmy Cricket Co
17/04/2021	108143	Factory	Direct Debit	PowerCo
→ 17/04/2021	108143	OFFICE	Direct Debit	PowerCo

- Click on the next cell **Related-Party Name** with the next value for **PowerCo**
- Click on the navigation menu item **Line**
- Click on the navigation menu item **Add Mapped Text**

Click on the button **Clear this filter** next to Reference

Filter: Bank Acc. Reconciliation Line

× Related-Party Name @*PowerCo*

× Particulars @108143

× Code @OFFICE

× Reference @Direct Debit

× Related-Party Bank Acc. No.

+ Filter...

Click on the button **OK**

× Related-Party Name @*PowerCo*

× Particulars @108143

× Code @OFFICE

× Related-Party Bank Acc. No.

+ Filter...

OK Cancel

Scroll to the right

Execution Stage	Priority #	No. of Hls	Description	Bank Stat. Desc.	Debit/Credit	Related-Party Name Filter	Particulars Filter	Code Filter	Referer
Before Mat...	10000	1	108143 Factory Direct Debit Po...		Both	@*PowerCo*	@108143	@Factory	
→ Before Mat...	5	1	108143 OFFICE Direct Debit Po...		Both	@*PowerCo*	@108143	@OFFICE	

Type	No.	IC Partner G/L Acc. No.	Auto Apply	Applie- To Filters	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	VAT Bus. Posting Group	VAT Prod. Posting Group	Department Code	Customergroup Code
G/L Account	8120		<input type="checkbox"/>	No	Purchase	DOMESTIC	MISC	DOMESTIC	GST15	PROD	
G/L Account	8120		<input type="checkbox"/>	No	Purchase	DOMESTIC	MISC	DOMESTIC	GST15		

1. Click on the cell **No.** - Enter the text **8120**. Press the **Enter** key.
2. Click on the cell **Department Code**
3. Click on the link in cell **Code** with the value **ADM**

Click on the back button

Microsoft Edge - Edit - Mapped Text - Dynamics 365 Business Central

https://businesscentral.dynamics.com/1f5a96e3-42e1-49d7-8a38-84a666f...

Dynamics 365 Business Central

← Mapped Text

Search Mapped Text Edit List Delete Rules More options

Execution Stage	Type	No.	IC Partner G/L Acc. No.	Auto Apply	Applie To Filters
Before Mat...	G/L Account	8120		<input type="checkbox"/>	No
→ Before Mat...	G/L Account	8120		<input type="checkbox"/>	No

Date	Particulars	Code	Reference	Related-Party Name
14/04/2022	AB2244679	Retail	Already Shipped	Round Tuit Co
15/04/2022	C00020	RECEPTION 1		Van Upgrades Ltd
16/04/2022	CO0020	RECEPTION 2		Jimmy Cricket Co
17/04/2022	108143	Factory	Direct Debit	PowerCo
17/04/2022	108143	OFFICE	Direct Debit	PowerCo
18/04/2022	107201		REF103406	Fabrikam
18/04/2022	107203	432-62	ref103407	First Up Consultants
18/04/2022	107199	Part	Payment	First Up Consultants
18/04/2022	103169	AA RES	Payments	Trey Research
26/04/2022	Our Account	50000	Pymts	Relecloud
20/04/2022	107208	GLOBUS	Payments	Graphic Design Institute
21/04/2022	Bank Fees	Monthly	TRANSFER	12-1234-1234567-080

1. Click on the cell **Related-Party Name** with the value **12-1234-1234567-080**
2. Click on the navigation menu item **Line**
3. Click on the navigation menu item **Add Mapped Text**

Filter: Bank Acc. Reconciliation Line

× Related-Party Name @*12-1234-1234567-080*

× Particulars

× Code

× Reference @TRANSFER

× Related-Party Bank Acc. No.

+ Filter...

OK Cancel

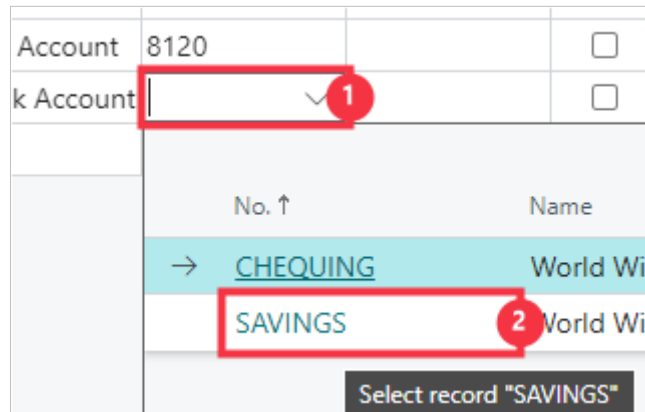
1. Click on the field **Particulars** - Press the **Delete** key.
2. Click on the field **Code** - Press the **Delete** key.
3. Click on the button **OK**

Execution Stage	No. of Hits	Description	Part.	Subst/Debit	Filter	Related-Party Name	Particulars Filter	Code Filter	Reference Filter	Related-Party Bank & No. Filter
Before Mat...	10	108143 Factory Direct Debit		Both	@*PowerCo*	@108143	@Factory			
Before Mat...	10	108143 OFFICE Direct Debit		Both	@*PowerCo*	@108143	@OFFICE			
→ Before Mat...	6	Bank Fees Monthly TRANSFER		Both	@*12-1234-1234567-...			@TRANSFER		

- Scroll to the right

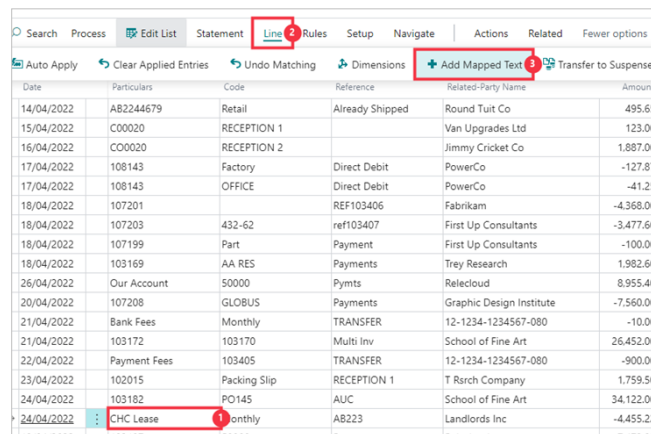
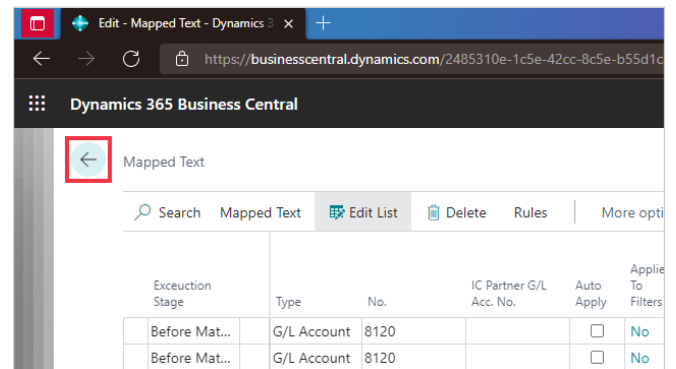
Before Mat...	G/L Account	8120		
Before Mat...	⋮	G/L Accou		
		G/L Account		
		Customer		
		Vendor		
		Bank Account		
		Fixed Asset		
		IC Partner		
		Employee		

1. Click on the cell **Type**
2. Click on the item **Bank Account** in the list



1. Click on the cell **No.**
2. Click on the link in cell **No.** with the value **SAVINGS**

Click on the back button



1. Click on the cell **Particulars** with the value **CHC Lease**
2. Click on the navigation menu item popup **Line**
3. Click on the link **Add Mapped Text**

Filter: Bank Acc. Reconciliation Line

× Related-Party Name @*Landlords Inc*

× Particulars @CHC Lease

× Code **1**

× Reference **2**

× Related-Party Bank Acc. No.

+ Filter...

OK **3** Cancel

1. Click on the field **Code** - Press the **Delete** key.
2. Click on the field **Reference** - Press the **Delete** key.
3. Click on the button **OK**

Execution Stage	Priority #	No. of Hits	Description	Stat. Det.	Debit/Credit	Related-Party Name Filter	Particulars Filter	Code Filter	Reference Filter	Ref No.
Before Mat...	10000	10	108143 Factory Direct Debit		<input type="checkbox"/> Both	@*PowerCo*	@108143	@Factory		
Before Mat...	10000	10	108143 OFFICE Direct Debit		<input type="checkbox"/> Both	@*PowerCo*	@108143	@OFFICE		
Before Mat...	10000	6	Bank Fees Monthly TRANSFER		<input type="checkbox"/> Both	@*12-1234-1234567*...			@TRANSFER	
→ Before Mat...	10000	3	CHC Lease Monthly AR223		<input type="checkbox"/> Both	@*Landlords Inc*	@CHC Lease			

- Scroll to the right

Execution Stage	Type	No.
Before Mat...	G/L Account	8120
Before Mat...	G/L Account	8120
Before Mat...	Bank Account	SAVINGS
Before Mat...	G/L Account	
	G/L Account	
	Customer	
	Vendor	
	Bank Account	
	Fixed Asset	
	IC Partner	
	Employee	

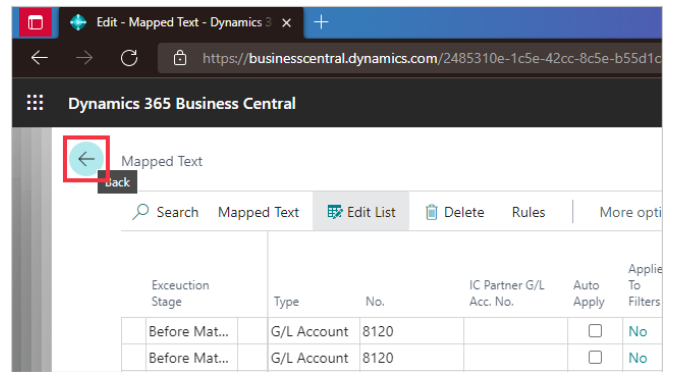
1. Click on the cell **Type**
2. Click on the item **Vendor** in the list

Execution Stage	Type	No.	IC Partner G/L Acc. No.	Auto Apply	To Filter
Before Mat...	G/L Account	8120		<input type="checkbox"/>	No
Before Mat...	G/L Account	8120		<input type="checkbox"/>	No
Before Mat...	Bank Account	SAVINGS		<input type="checkbox"/>	No
Before Mat...	Vendor	V00010 1		<input checked="" type="checkbox"/>	No

No. ↑	Name
30000	Graphic Design Institute
40000	Wide World Importers
50000	Nod Publishers
V00010 2	Landlords Inc Christchurch

1. Click on the cell **No.**
2. Click on the link in cell **No.** with the value **V00010**

Click on the back button



Date	Particulars	Code	Reference	Related-Party Name	Amount
14/04/2022	AB2244679	Retail	Already Shipped	Round Tuit Co	495.65
15/04/2022	C00020	RECEPTION 1		Van Upgrades Ltd	123.00
16/04/2022	CO0020	RECEPTION 2		Jimmy Cricket Co	1,887.00
17/04/2022	108143	Factory	Direct Debit	PowerCo	-127.87
17/04/2022	108143	OFFICE	Direct Debit	PowerCo	-41.25
18/04/2022	107201		REF103406	Fabrikam	-4,368.00
18/04/2022	107203	432-62	ref103407	First Up Consultants	-3,477.60
18/04/2022	107199	Part	Payment	First Up Consultants	-100.00
18/04/2022	103169	AA RES	Payments	Trey Research	1,982.60
26/04/2022	Our Account	50000	Pymts	Relecloud	8,955.40
20/04/2022	107208	GLOBUS	Payments	Graphic Design Institute	-7,560.00
21/04/2022	Bank Fees	Monthly	TRANSFER	12-1234-1234567-080	-10.00
21/04/2022	103172	103170	Multi inv	School of Fine Art	26,452.00
22/04/2022	Payment Fees	103405	TRANSFER	12-1234-1234567-080	-900.00
23/04/2022	102015	Packing Slip	RECEPTION 1	T Rsrch Company	1,759.50
24/04/2022	103182	PO145	AUC	School of Fine Art	34,122.00
24/04/2022	CHC Lease	Monthly	AB223	Landlords Inc	-4,455.22
19/04/2022	102197	50000	Pymts	Relecloud	7,473.85
26/04/2022	TGA Lease 1	Monthly	AB223	Landlords Inc	-2,234.45

1. Click on the cell **Particulars** with the value **TGA Lease**
2. Click on the navigation menu item popup **Line**
3. Click on the link **Add Mapped Text**

Filter: Bank Acc. Reconciliation Line

× Related-Party Name @*Landlords Inc*

× Particulars @TGA Lease

× Code **1**

× Reference **2**

× Related-Party Bank Acc. No.

+ Filter...

OK **3** Cancel

1. Click on the field **Code** - Press the **Delete** key.
2. Click on the field **Reference** - Press the **Delete** key.
3. Click on the button **OK**

Execution Stage	Priority #	No. of Hits	Description	Stat. Det.	Debit/Credit	Related-Party Name Filter	Particulars Filter	Code Filter	Reference Filter	File No.
Before Mat...	10000	10	108143 Factory Direct Debit	<input type="checkbox"/>	Both	@*PowerCo*	@108143	@Factory		
Before Mat...	10000	10	108143 OFFICE Direct Debit	<input type="checkbox"/>	Both	@*PowerCo*	@108143	@OFFICE		
Before Mat...	10000	6	Bank Fees Monthly TRANSFER	<input type="checkbox"/>	Both	@*112-1234-1234567...*			@TRANSFER	
Before Mat...	10000	3	CHC Lease Monthly AB223	<input type="checkbox"/>	Both	@*Landlords Inc*	@CHC Lease			
→ Before Mat...	10000	3	TGA Lease Monthly AB223	<input type="checkbox"/>	Both	@*Landlords Inc*	@TGA Lease			

- Scroll to the right

Execution Stage	Type	No.
Before Mat...	G/L Account	8120
Before Mat...	G/L Account	8120
Before Mat...	Bank Account	SAVINGS
Before Mat...	Vendor	V00010
Before Mat...	G/L Account	

1

G/L Account

G/L Account

Customer

Vendor

Bank Account

Fixed As Vendor

IC Partner

Employee

2

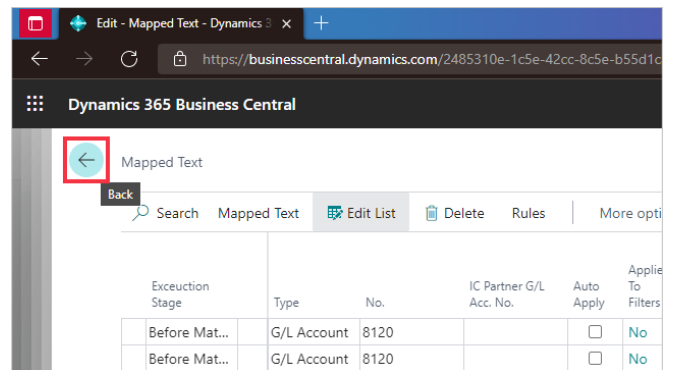
1. Click on the cell **Type**
2. Click on the item **Vendor** in the list

Type	No.	IC Partner G/L Acc. No.	Auto Apply
G/L Account	8120		<input type="checkbox"/>
G/L Account	8120		<input type="checkbox"/>
Bank Account	SAVINGS		<input type="checkbox"/>
Vendor	V00010		<input checked="" type="checkbox"/>
Vendor	<input type="text" value="V00020"/>		<input checked="" type="checkbox"/>

No. ↑	Name
30000	Graphic Design Inst
40000	Wide World Import
50000	Nod Publishers
V00010	Landlords Inc Chris
V00020	Landlords Inc Taura

1. Click on the cell **No.**
2. Click on the link in cell **No.** with the value **V00020**

Click on the back button



Date	Particulars	Code	Reference	Related-Party Name	Amount
14/04/2022	AB2244579	Retail	Already Shipped	Round Tuit Co	495.65
15/04/2022	C00020	RECEPTION 1		Van Upgrades Ltd	123.00
16/04/2022	C00020	RECEPTION 2		Jimmy Cricket Co	1,887.00
17/04/2022	108143	Factory	Direct Debit	PowerCo	-127.87
17/04/2022	108143	OFFICE	Direct Debit	PowerCo	-41.25
18/04/2022	107201		REF103406	Fabrikam	-4,368.00
18/04/2022	107203	432-62	ref103407	First Up Consultants	-3,477.60
18/04/2022	107199	Part	Payment	First Up Consultants	-100.00
18/04/2022	103169	AA RES	Payments	Trey Research	1,982.60
26/04/2022	Our Account	50000	Pymts	Relecloud	8,955.40
20/04/2022	107208	GLOBUS	Payments	Graphic Design Institute	-7,560.00
21/04/2022	Bank Fees	Monthly	TRANSFER	12-1234-1234567-080	-10.00
21/04/2022	103172	103170	Multi Inv	School of Fine Art	26,452.00
22/04/2022	Payment Fees	103405	TRANSFER	12-1234-1234567-080	-900.00
23/04/2022	102015	Packing Slip	RECEPTION 1	T Rsrch Company	1,759.50
24/04/2022	103182	PO145	AUC	School of Fine Art	34,122.00
24/04/2022	CHC Lease	Monthly	AB223	Landlords Inc	-4,455.22
19/04/2022	102197	50000	Pymts	Relecloud	7,473.85
26/04/2022	TGA Lease	Monthly	AB223	Landlords Inc	-2,234.45
28/04/2022	JJU1122	REF-3030	OCE	ASH Munchen	9,019.00

1. Click on the cell **Related-Party Name** with the value **ASH Munchen**
2. Click on the navigation menu item popup **Line**
3. Click on the navigation menu item **Add Mapped Text**

Filter: Bank Acc. Reconciliation Line

× Related-Party Name @*ASH Munchen*

× Particulars 1

× Code 2

× Reference

× Related-Party Bank Acc. No.

+ Filter...

OK 3 Cancel

1. Click on the field **Particulars** - Press the **Delete** key.
2. Click on the field **Code** - Press the **Delete** key.
3. Click on the button **OK**

Execution Stage	Priority	No. of Hits	Description	Stat. Des.	Debit/Credit	Related-Party Name Filter	Particulars Filter	Code Filter	Reference Filter
Before Mat...	10000	10	108143 Factory Direct Debit	<input type="checkbox"/>	Both	@*PowerCo*	@108143	@Factory	
Before Mat...	10000	10	108143 OFFICE Direct Debit	<input type="checkbox"/>	Both	@*PowerCo*	@108143	@OFFICE	
Before Mat...	10000	6	Bank Fees Monthly TRANSFER	<input type="checkbox"/>	Both	@*12-1234-1234567...		@TRANSFER	
Before Mat...	10000	3	CHC Lease Monthly AB223	<input type="checkbox"/>	Both	@*Landlords Inc*	@CHC Lease		
Before Mat...	10000	3	TGA Lease Monthly AB223	<input type="checkbox"/>	Both	@*Landlords Inc*	@TGA Lease		
→ Before Mat...	10000	3	JUN122 REF-3030 OCE	<input type="checkbox"/>	Both	@*ASH Munchen*			

- Scroll to the right

Execution Stage	Type	No.	IC P Acc
Before Mat...	G/L Account	8120	
Before Mat...	G/L Account	8120	
Before Mat...	Bank Account	SAVINGS	
Before Mat...	Vendor	V00010	
Before Mat...	Vendor	V00020	
Before Mat...	G/L Accou		

1

G/L Account

Customer

Vendor

Bank Account 2 Customer

Fixed Asset

IC Partner

Employee

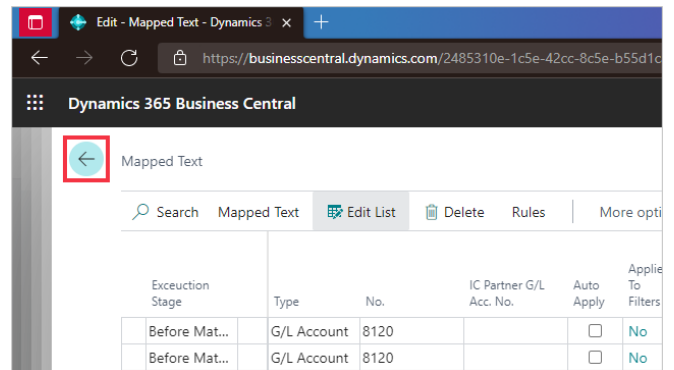
1. Click on the cell **Type**
2. Click on the item **Customer** in the list

Type	No.	IC Partner G/L Acc. No.	Auto Apply	T
G/L Account	8120		<input type="checkbox"/>	↑
G/L Account	8120		<input type="checkbox"/>	↑
Bank Account	SAVINGS		<input type="checkbox"/>	↑
Vendor	V00010		<input checked="" type="checkbox"/>	↑
Vendor	V00020		<input checked="" type="checkbox"/>	↑
Customer	<input type="text" value=""/>		<input checked="" type="checkbox"/>	↑

No. ↑	Name
→ 10000	Adatum Corporation
20000	Trey Research
30000	School of Fine Art
40000	Alpine Ski House

1. Click on the cell **No.**
2. Click on the cell **No.** with the value **40000**

Click on the back button



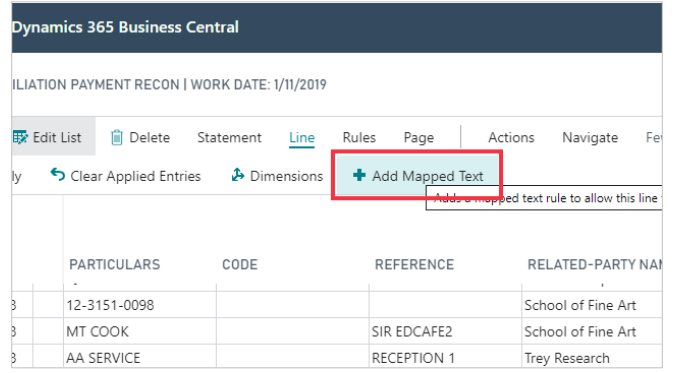
Click on the cell **Particulars** with the value **9843360801**

17/10/2018	108143	RESTAURANT	
16/10/2018	108142	RECEPTION 2	
15/10/2018	108139	RECEPTION 1	
26/10/2018		RECEPTION 1	RE
24/10/2018		DPS	RE
15/10/2018		RESTAURANT	IN
30/10/2018	ALL CARDS	RECEPTION 2	IN
30/10/2018	ALL CARDS	DPS	IN
21/10/2018	ALL CARDS	RESTAURANT	IN
16/10/2018	ALL CARDS	RESTAURANT	10
15/10/2018	ALL CARDS	RECEPTION 2	10
6/10/2018		DOC LEASE	GL
6/10/2018	9843360801	AFFCO	GR

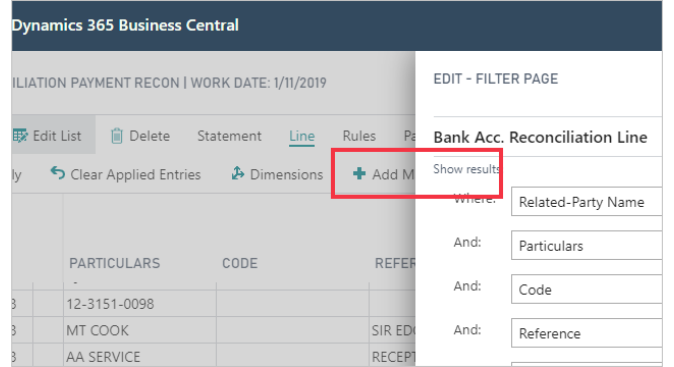
Click on the navigation menu item popup **Line**

TRANSA... DATE	PARTICULARS	CODE	REFERENCE	RELATED-F
2/10/2018	12-3151-0098			School of Fi
2/10/2018	MT COOK		SIR EDCAFE2	School of Fi
3/10/2018	AA SERVICE		RECEPTION 1	Trey Researc

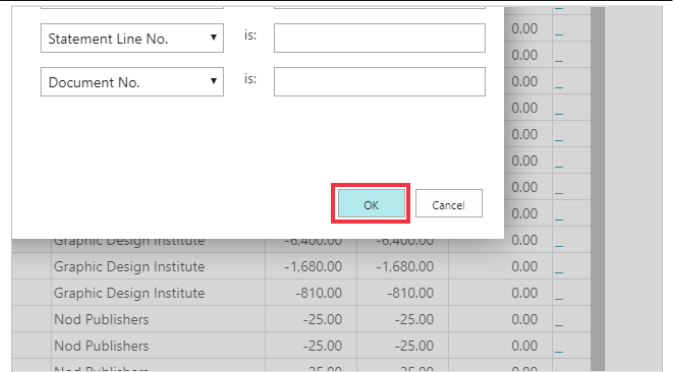
Click on the navigation menu item **Add Mapped Text**



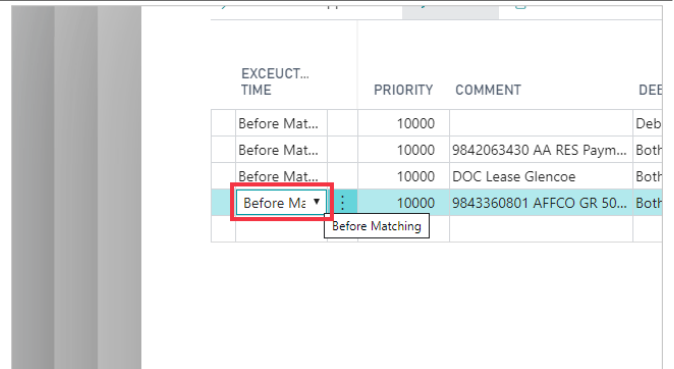
The system will add filter values as per the lines selected. You can remove unwanted filters if necessary, if you think a certain field may be variable.



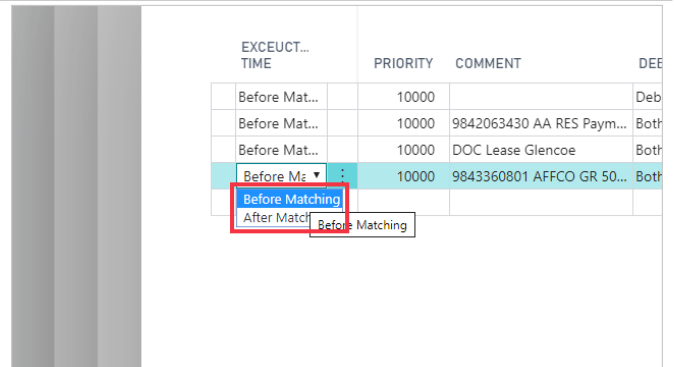
Click **OK**. This will auto-create a record in the Mapped Text configuration page. You will be directed to the Mapped text page to complete the setup.



Execution Time: Select whether this mapped text rule should be run before or after running the matching rules.



Select **Before Matching** to execute this mapped text rule before any matching rule. If a statement line satisfies all of the filters setup on this mapped text rule, it will not be reconciled using Matching Rules.



In **Type** select the account type against which the statement line will be reconciled if the mapped text rule applies.

PRIORITY	COMMENT	DEBIT/C...	PARTICULARS FILTER	CODE FILTER
10000		Debit		
10000	9842063430 AA RES Paym...	Both	9842063430	AA RES
10000	DOC Lease Glencoe	Both		
10000	9843360801 AFFCO GR 50...	Both	9843360801	AFFCO

In our example, we want to reconcile the statement line with a vendor account when the mapped "particulars" text is found in the statement. Select **Vendor** from the list.

RELATED-PARTY BANK ACC. NO. FILTER	TYPE	NO.	IC PARTNER G/L ACC. NO.	AU. AP.
	G/L Account			
	G/L Account			
	Bank Account SAVINGS			
	IC Partner	020	2940	

- G/L Account
- Customer
- Vendor
- Bank
- Vendor
- Fixed Asset
- IC Partner
- Employee

In the **No.** field select the vendor account number against which the statement line will be applied. In this example we want to apply this Particulars text to vendor no. **80000**.

RELATED-PARTY BANK ACC. NO. FILTER	TYPE	NO.	IC PARTNER G/L ACC. NO.	AU. AP.
	Vendor			

You can override the default GST posting setup on the vendor by selecting a **VAT Bus. Posting Group**.

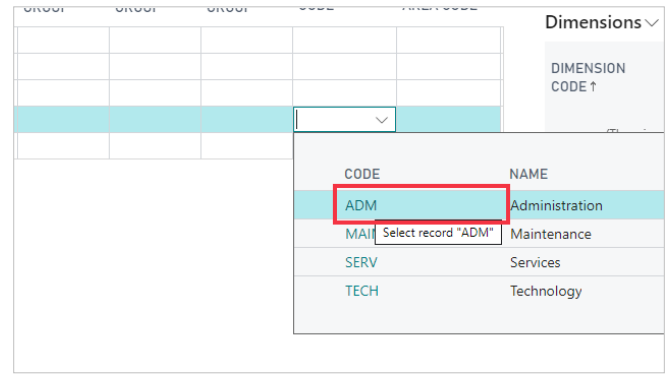
TYPE	NO.	IC PARTNER G/L ACC. NO.	AU. AP.	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	VAT POSTING GROUP
G/L Account			<input type="checkbox"/>				
G/L Account			<input type="checkbox"/>				
Bank Account SAVINGS			<input type="checkbox"/>				
Vendor	80000		<input checked="" type="checkbox"/>				

Optionally, you can select dimension codes to include on the transaction. When application is complete, a payment journal line will be created against this vendor account, and the selected dimensions will be populated in the journal.

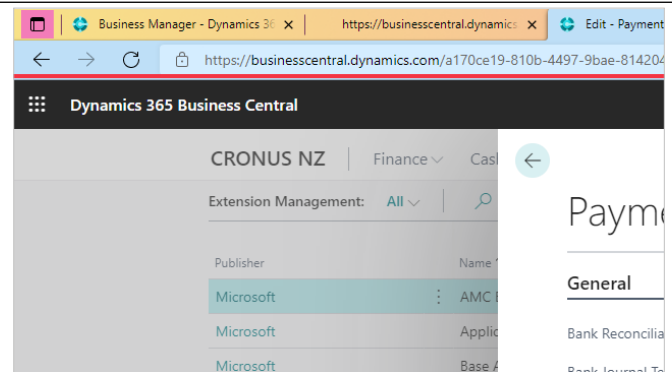
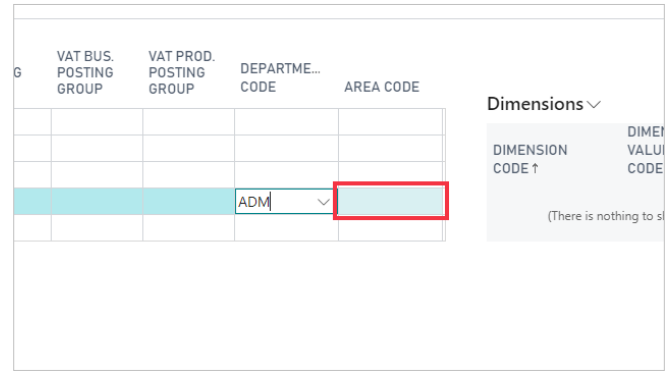
BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	DEPARTME... CODE	AREA CODE	Dimension CODE ↑

CODE ↑	DESCRIPTION
DOMESTIC	Domestic customers and vendors
EXPORT	Other customers and vendors (not MISC)
MISC	Customers and vendors in MISC

In our example, we will select the **ADM** Department dimension.



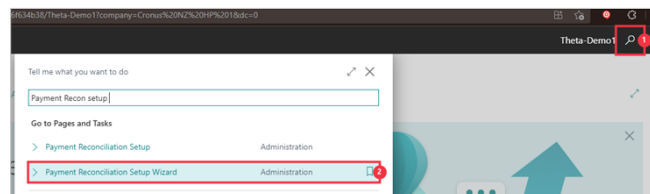
When done setting up the mapped text, close the page and return to the Bank Reconciliation Payment Recon page.



4. Walkthrough Demo

4.1. Getting Started

This is a Walkthrough Demo of Advanced Payment Reconciliation using a Microsoft Business Central CRONUS NZ demo database.



1. Click on the search button - Enter **Payment Reconciliation Setup**.
2. Click on **Payment Reconciliation Setup Wizard Administration**

To start the wizard click on the button **Next**

Let's go!
Click next to start the setup.

Finish Back **Next**

Review setup and click on the button **Next** to **Proceed to the next step.**

This number series is used in the payment reconciliation prior to posting as a unique identifier for the bank statement lines.

Payment Recon No. Series PMTREC ...
Starting Number APR0000001

This number series is used for journals that are created by the payment reconciliation. This number also gets transferred to posted entries.

Bank Journal No. Series BANKJNL-PR ...
Starting Number PRBJ0000001

Finish Back **Next**

Review setup and click on the button **Next** to **Proceed to the next step.**

Bank Journal Details
These journals get created when you transfer matched lines from the payment reconciliation to the journal.

Bank Journal Template GENERAL ▾
Bank Journal Batch Name BPMTREC
Intercompany Template INTERCOMPA ▾
Intercompany Batch Name BPMTREC
Auto Post Journal on Transfer

Finish Back **Next**

Review setup and click on the button **Next** to **Proceed to the next step.**

Bank Journal Source Code Name ... Bank Payment Reconciliation
Transfer Entries Source Code TRF-PMTREC
Transfer Entries Source Code N... .. Transfer entries (Payment Reconciliation)

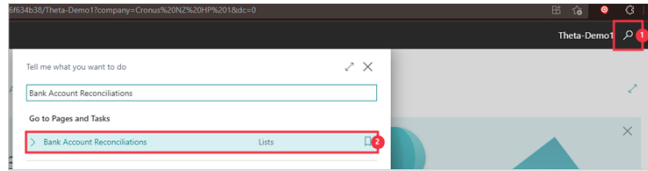
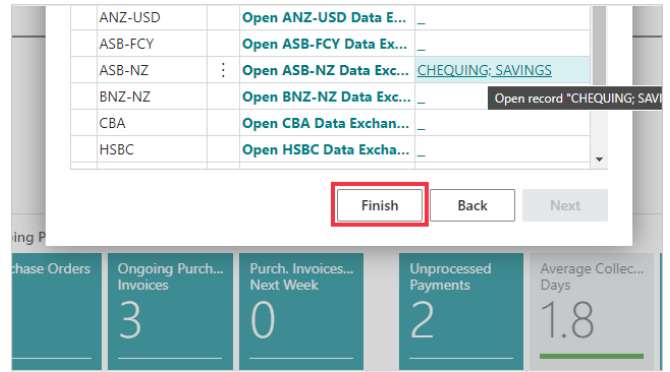
Finish Back **Next**

Review setup and click on the button **Next** to **Proceed to the next step.**

Reference 1 Caption Particulars
Reference 2 Caption Code
Reference 3 Caption Reference
Payment Tolerance Date 2D

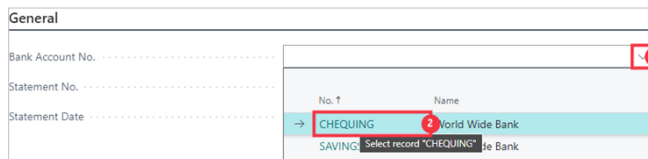
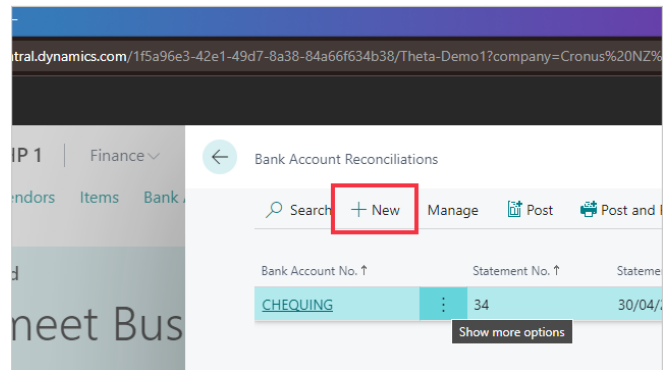
Finish Back **Next**

Confirm CHEQUING bank account is set to code ASB-NZ. Click on the button **Finish** to complete the Setup Wizard.

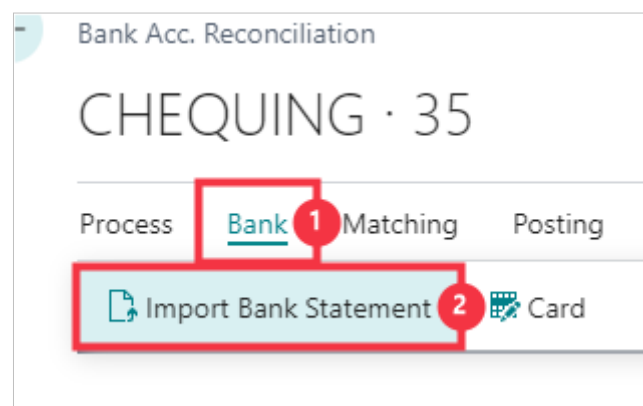


1. Click on the search button - Enter **Bank Account Reconciliations**.
2. Click on **Bank Account Reconciliations Lists** [Icon]

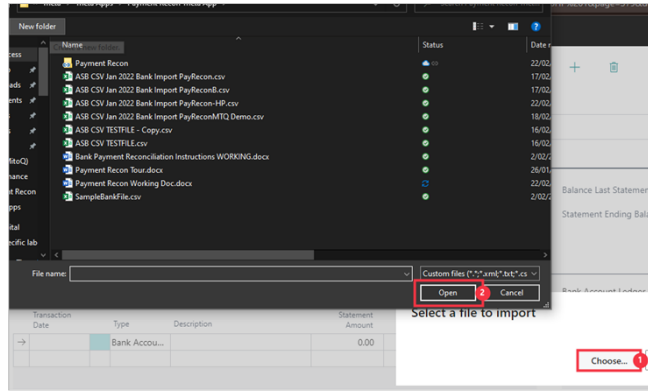
Click on the link **New**



1. Click on the lookup button **Bank Account No.**
2. Click on the link in cell **No.** with the value **CHEQUING**

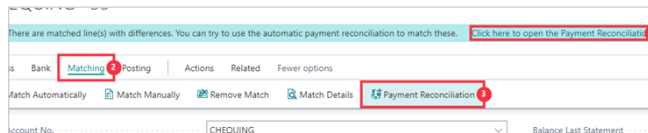
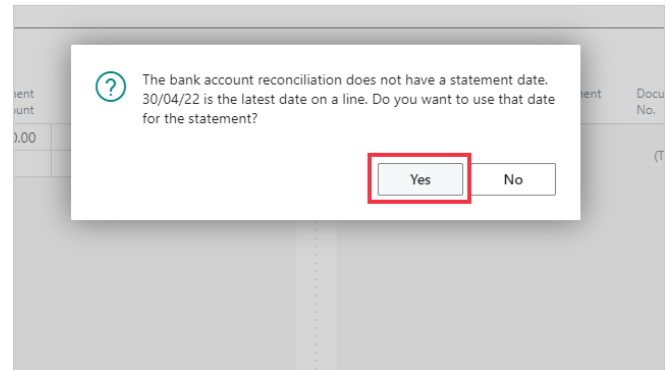


1. Click on the navigation menu item popup **Bank**
2. Click on **Import Bank Statement**



1. Click on Choose...
2. Select the bank file 'ASB CSV Xxx XXXX Bank Import PayRecon-DEMO.csv' to import and click Open

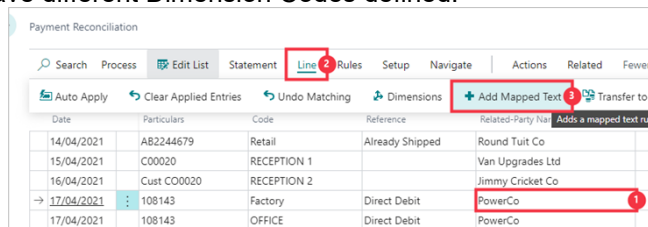
Click on the button **Yes**



1. Click on the message **Click here to open the Payment Reconciliation**
2. Or follow the menu by clicking on the navigation menu item popup **Matching**
3. Click on the navigation menu item **Payment Reconciliation**

4.2. Adding Mapped Text

Now we will map text from a line to define the required matching outcome. We will do this for two similar transactions that need to have different Dimension Codes defined.



1. Click on the cell **Related-Party Name** with the value **PowerCo**
2. Click on the navigation menu item popup **Line**
3. Click on the navigation menu item **Add Mapped Text**

Click on the button **Clear this filter** next to Reference

Filter: Bank Acc. Reconciliation Line

× Related-Party Name @*PowerCo*

× Particulars @108143

× Code @Factory

× Reference @Direct Debit

× Related-Party Bank Acc. No.

+ Filter...

Click on the button **OK**

× Related-Party Name @*PowerCo*

× Particulars @108143

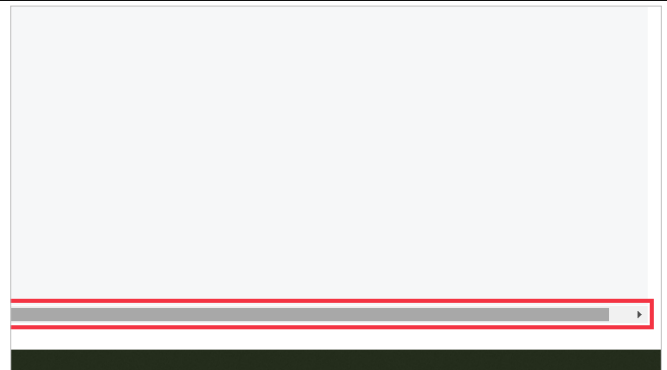
× Code @Factory

× Related-Party Bank Acc. No.

+ Filter...

OK Cancel

Scroll to the right

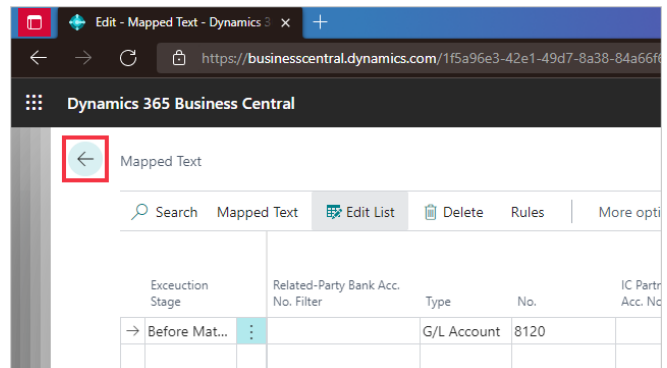


Type	No.	IC Partner G/L Acc. No.	Auto Apply	Applies To Filters	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Val. Bus. Posting Group	Val. Prod. Posting Group	Department Code	Custo Code
G/L Account	8120		<input type="checkbox"/>	No	Purchase	DOMESTIC	MISC	DOMESTIC	GST15		

Code: ADM
Name: ADM
Address: ADM
Phone: ADM
Fax: ADM
E-mail: ADM
Website: ADM
Sales: Select record *PROD*

1. Click on the cell **No.** - Enter the text **8120**. Press the **Enter** key.
2. Click on the cell **Department Code**
3. Click on the link in cell **Code** with the value **PROD**

Click on the back button



Date	Particulars	Code	Reference	Related-Party Name	
14/04/2021	A82244679	Retail	Already Shipped	Round Tuit Co	
15/04/2021	C00020	RECEPTION 1		Van Upgrades Ltd	
16/04/2021	Cust C00020	RECEPTION 2		Jimmy Cricket Co	
17/04/2021	108143	Factory	Direct Debit	PowerCo	
→ 17/04/2021	:	108143	OFFICE	Direct Debit	PowerCo

1. Click on the next cell **Related-Party Name** with the next value for **PowerCo**
2. Click on the navigation menu item **Line**
3. Click on the navigation menu item **Add Mapped Text**

Click on the button **Clear this filter** next to Reference

Filter: Bank Acc. Reconciliation Line

× Related-Party Name @*PowerCo*

× Particulars @108143

× Code @OFFICE

× Reference @Direct Debit

× Related-Party Bank Acc. No.

+ Filter...

Click on the button **OK**

× Related-Party Name @*PowerCo*

× Particulars @108143

× Code @OFFICE

× Related-Party Bank Acc. No.

+ Filter...

OK
Cancel

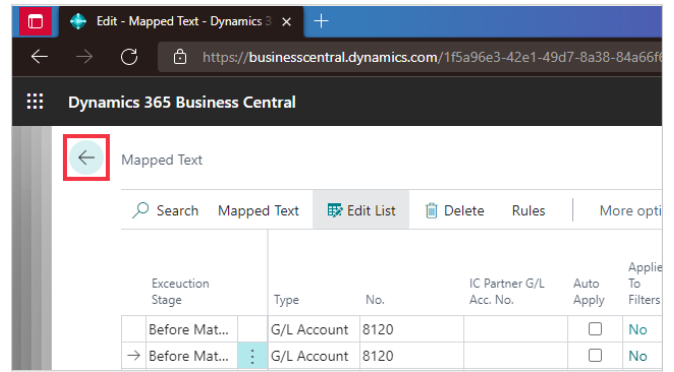
Scroll to the right

Execution Stage	Priority	No. of Hits	Description	Bank Stat. Des.	Debit/Credit	Related-Party Name Filter	Particulars Filter	Code Filter	Referer
Before Mat...	10000	1	108143 Factory Direct Debit Po...		Both	@*PowerCo*	@108143	@Factory	
→ Before Mat...	10000	1	108143 OFFICE Direct Debit Po...		Both	@*PowerCo*	@108143	@OFFICE	

Type	No.	IC Partner G/L Acc. No.	Auto Apply	Applies To Filters	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Val. Bus. Posting Group	Val. Prod. Posting Group	Department Code	Customergroup Code
G/L Account	8120		<input type="checkbox"/>	No	Purchase	DOMESTIC	MISC	DOMESTIC	GST15	PROD	
G/L Account	8120		<input type="checkbox"/>	No	Purchase	DOMESTIC	MISC	DOMESTIC	GST15		
										Code	
										→ ADM	

1. Click on the cell **No.** - Enter the text **8120**. Press the **Enter** key.
2. Click on the cell **Department Code**
3. Click on the link in cell **Code** with the value **ADM**

Click on the back button



Date	Particulars	Code	Reference	Related-Party Name
14/04/2022	AB2244679	Retail	Already Shipped	Round Tuit Co
15/04/2022	C00020	RECEPTION 1		Van Upgrades Ltd
16/04/2022	CO0020	RECEPTION 2		Jimmy Cricket Co
17/04/2022	108143	Factory	Direct Debit	PowerCo
17/04/2022	108143	OFFICE	Direct Debit	PowerCo
18/04/2022	107201		REF103406	Fabrikam
18/04/2022	107203	432-62	ref103407	First Up Consultants
18/04/2022	107199	Part	Payment	First Up Consultants
18/04/2022	103169	AA RES	Payments	Trey Research
26/04/2022	Our Account	50000	Pymts	Relecloud
20/04/2022	107208	GLOBUS	Payments	Graphic Design Institute
21/04/2022	Bank Fees	Monthly	TRANSFER	12-1234-1234567-080

1. Click on the cell **Related-Party Name** with the value **12-1234-1234567-080**
2. Click on the navigation menu item popup **Line**
3. Click on the navigation menu item **Add Mapped Text**

Filter: Bank Acc. Reconciliation Line

× Related-Party Name @*12-1234-1234567-080*

× Particulars

× Code

× Reference @TRANSFER

× Related-Party Bank Acc. No.

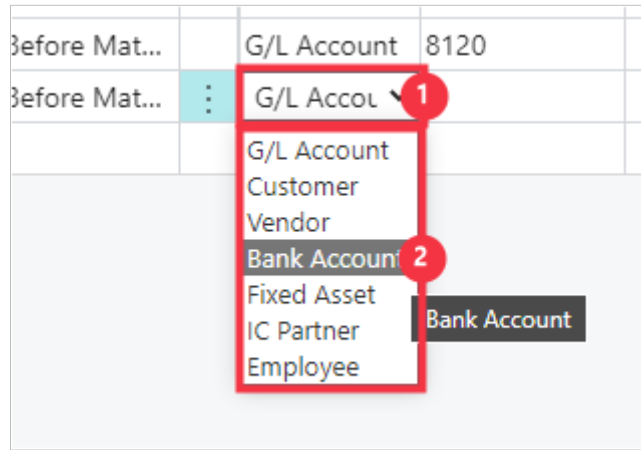
+ Filter...

OK **Cancel**

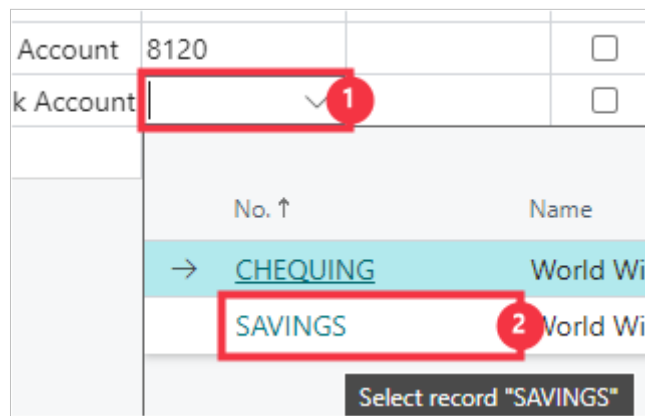
1. Click on the field **Particulars** - Press the **Delete** key.
2. Click on the field **Code** - Press the **Delete** key.
3. Click on the button **OK**

Execution Stage	No. of Hks	Description	Unit Stat.	Debit/Credit	Related Party Name Filter	Particulars Filter	Code Filter	Reference Filter	Related Party Bank Ac. No. Filter
Before Mat...	10	108143 Factory Direct Debit		Both	@*PowerCo*	@108143	@Factory		
Before Mat...	10	108143 OFFICE Direct Debit		Both	@*PowerCo*	@108143	@OFFICE		
→ Before Mat...	6	Bank Fees Monthly TRANSFER		Both	@*12-1234-1234567-...			@TRANSFER	

- Scroll to the right

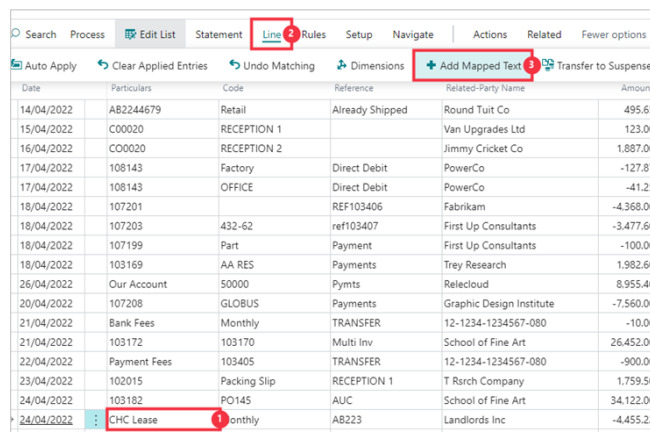
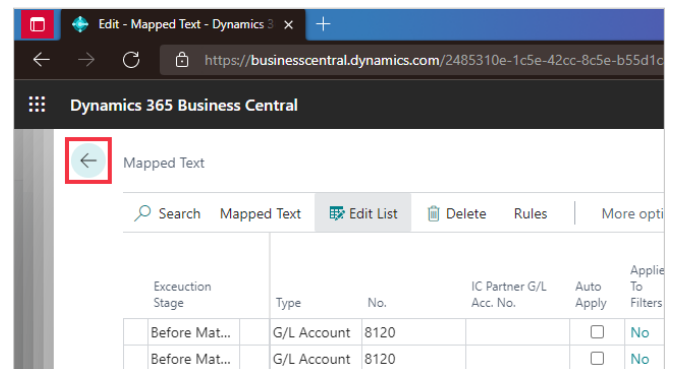


1. Click on the cell **Type**
2. Click on the item **Bank Account** in the list



1. Click on the cell **No.**
2. Click on the link in cell **No.** with the value **SAVINGS**

Click on the back button



1. Click on the cell **Particulars** with the value **CHC Lease**
2. Click on the navigation menu item popup **Line**
3. Click on the link **Add Mapped Text**

Filter: Bank Acc. Reconciliation Line

× Related-Party Name @*Landlords Inc*

× Particulars @CHC Lease

× Code **1**

× Reference **2**

× Related-Party Bank Acc. No.

+ Filter...

OK **3** Cancel

1. Click on the field **Code** - Press the **Delete** key.
2. Click on the field **Reference** - Press the **Delete** key.
3. Click on the button **OK**

Execution Stage	Priority	No. of Hits	Description	Stat. Det.	Debit/Credit	Related-Party Name Filter	Particulars Filter	Code Filter	Reference Filter	Rate No.
Before Mat...	10000	10	108143 Factory Direct Debit	<input type="checkbox"/>	Both	@PowerCo*	@108143	@Factory		
Before Mat...	10000	10	108143 OFFICE Direct Debit	<input type="checkbox"/>	Both	@PowerCo*	@108143	@OFFICE		
Before Mat...	10000	6	Bank Fees Monthly TRANSFER	<input type="checkbox"/>	Both	@*12-1234-123456*			@TRANSFER	
→ Before Mat...	10000	3	CHC Lease Monthly AB223	<input type="checkbox"/>	Both	@*Landlords Inc*	@CHC Lease			

- Scroll to the right

Execution Stage	Type	No.
Before Mat...	G/L Account	8120
Before Mat...	G/L Account	8120
Before Mat...	Bank Account	SAVINGS
• Before Mat...	G/L Accou	1
	G/L Account	
	Customer	
	Vendor	
	Bank Account	2
	Fixed Asset	
	IC Partner	
	Employee	

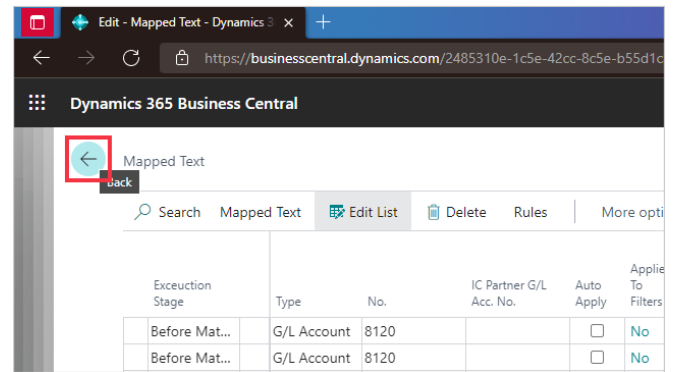
1. Click on the cell **Type**
2. Click on the item **Vendor** in the list

Execution Stage	Type	No.	IC Partner G/L Acc. No.	Auto Apply	To Filter
Before Mat...	G/L Account	8120		<input type="checkbox"/>	No
Before Mat...	G/L Account	8120		<input type="checkbox"/>	No
Before Mat...	Bank Account	SAVINGS		<input type="checkbox"/>	No
Before Mat...	Vendor	V00010 1		<input checked="" type="checkbox"/>	No

No. ↑	Name
30000	Graphic Design Institute
40000	Wide World Importers
50000	Nod Publishers
V00010 2	Landlords Inc Christchurch

1. Click on the cell **No.**
2. Click on the link in cell **No.** with the value **V00010**

Click on the back button



Date	Particulars	Code	Reference	Related-Party Name	Amount
14/04/2022	AB2244679	Retail	Already Shipped	Round Tuit Co	495.65
15/04/2022	C00020	RECEPTION 1		Van Upgrades Ltd	123.00
16/04/2022	CO0020	RECEPTION 2		Jimmy Cricket Co	1,887.00
17/04/2022	108143	Factory	Direct Debit	PowerCo	-127.87
17/04/2022	108143	OFFICE	Direct Debit	PowerCo	-41.25
18/04/2022	107201		REF103406	Fabrikam	-4,368.00
18/04/2022	107203	432-62	ref103407	First Up Consultants	-3,477.60
18/04/2022	107199	Part	Payment	First Up Consultants	-100.00
18/04/2022	103169	AA RES	Payments	Trey Research	1,982.60
26/04/2022	Our Account	50000	Pymts	Relecloud	8,955.40
20/04/2022	107208	GLOBUS	Payments	Graphic Design Institute	-7,560.00
21/04/2022	Bank Fees	Monthly	TRANSFER	12-1234-1234567-080	-10.00
21/04/2022	103172	103170	Multi inv	School of Fine Art	26,452.00
22/04/2022	Payment Fees	103405	TRANSFER	12-1234-1234567-080	-900.00
23/04/2022	102015	Packing Slip	RECEPTION 1	T Rsrch Company	1,759.50
24/04/2022	103182	PO145	AUC	School of Fine Art	34,122.00
24/04/2022	CHC Lease	Monthly	AB223	Landlords Inc	-4,455.22
19/04/2022	102197	50000	Pymts	Relecloud	7,473.85
26/04/2022	TGA Lease 1	Monthly	AB223	Landlords Inc	-2,234.45

1. Click on the cell **Particulars** with the value **TGA Lease**
2. Click on the navigation menu item popup **Line**
3. Click on the link **Add Mapped Text**

Filter: Bank Acc. Reconciliation Line

× Related-Party Name @*Landlords Inc*

× Particulars @TGA Lease

× Code **1**

× Reference **2**

× Related-Party Bank Acc. No.

+ Filter...

OK **3** Cancel

1. Click on the field **Code** - Press the **Delete** key.
2. Click on the field **Reference** - Press the **Delete** key.
3. Click on the button **OK**

Execution Stage	Priority #	No. of Hits	Description	Stat. Det.	Debit/Credit	Related-Party Name Filter	Particulars Filter	Code Filter	Reference Filter	File No.
Before Mat...	10000	10	108143 Factory Direct Debit	<input type="checkbox"/>	Both	@*PowerCo*	@108143	@Factory		
Before Mat...	10000	10	108143 OFFICE Direct Debit	<input type="checkbox"/>	Both	@*PowerCo*	@108143	@OFFICE		
Before Mat...	10000	6	Bank Fees Monthly TRANSFER	<input type="checkbox"/>	Both	@*112-1234-1234567...			@TRANSFER	
Before Mat...	10000	3	CHC Lease Monthly AB223	<input type="checkbox"/>	Both	@*Landlords Inc*	@CHC Lease			
→ Before Mat...	10000	3	TGA Lease Monthly AB223	<input type="checkbox"/>	Both	@*Landlords Inc*	@TGA Lease			

- Scroll to the right

Execution Stage	Type	No.
Before Mat...	G/L Account	8120
Before Mat...	G/L Account	8120
Before Mat...	Bank Account	SAVINGS
Before Mat...	Vendor	V00010
Before Mat...	G/L Account	

1

- G/L Account
- Customer
- Vendor
- Bank Account
- Fixed As Vendor
- IC Partner
- Employee

2

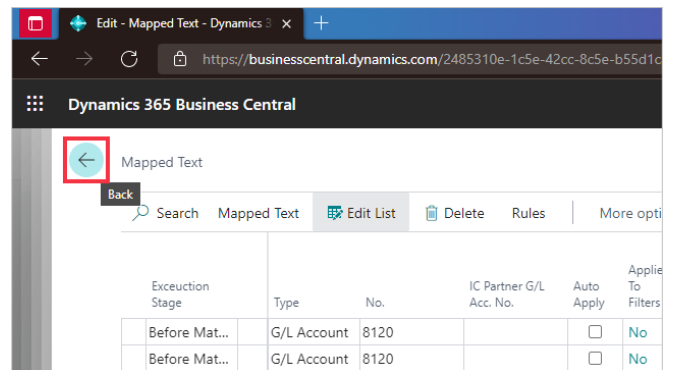
1. Click on the cell **Type**
2. Click on the item **Vendor** in the list

Type	No.	IC Partner G/L Acc. No.	Auto Apply
G/L Account	8120		<input type="checkbox"/>
G/L Account	8120		<input type="checkbox"/>
Bank Account	SAVINGS		<input type="checkbox"/>
Vendor	V00010		<input checked="" type="checkbox"/>
Vendor	<input type="text" value="V00020"/>		<input checked="" type="checkbox"/>

No. ↑	Name
30000	Graphic Design Inst
40000	Wide World Import
50000	Nod Publishers
V00010	Landlords Inc Chris
V00020	Landlords Inc Taura

1. Click on the cell **No.**
2. Click on the link in cell **No.** with the value **V00020**

Click on the back button



Date	Particulars	Code	Reference	Related-Party Name	Amount
14/04/2022	AB2244579	Retail	Already Shipped	Round Tuit Co	495.65
15/04/2022	C00020	RECEPTION 1		Van Upgrades Ltd	123.00
16/04/2022	C00020	RECEPTION 2		Jimmy Cricket Co	1,887.00
17/04/2022	108143	Factory	Direct Debit	PowerCo	-127.87
17/04/2022	108143	OFFICE	Direct Debit	PowerCo	-41.25
18/04/2022	107201		REF103406	Fabrikam	-4,368.00
18/04/2022	107203	432-62	ref103407	First Up Consultants	-3,477.60
18/04/2022	107199	Part	Payment	First Up Consultants	-100.00
18/04/2022	103169	AA RES	Payments	Trey Research	1,982.60
26/04/2022	Our Account	50000	Pymts	Relecloud	8,955.40
20/04/2022	107208	GLOBUS	Payments	Graphic Design Institute	-7,560.00
21/04/2022	Bank Fees	Monthly	TRANSFER	12-1234-1234567-080	-10.00
21/04/2022	103172	103170	Multi Inv	School of Fine Art	26,452.00
22/04/2022	Payment Fees	103405	TRANSFER	12-1234-1234567-080	-900.00
23/04/2022	102015	Packing Slip	RECEPTION 1	T Rsrch Company	1,759.50
24/04/2022	103182	PO145	AUC	School of Fine Art	34,122.00
24/04/2022	CHC Lease	Monthly	AB223	Landlords Inc	-4,455.22
19/04/2022	102197	50000	Pymts	Relecloud	7,473.85
26/04/2022	TGA Lease	Monthly	AB223	Landlords Inc	-2,234.45
28/04/2022	JJU1122	REF-3030	OCE	ASH Munchen	9,019.00

1. Click on the cell **Related-Party Name** with the value **ASH Munchen**
2. Click on the navigation menu item popup **Line**
3. Click on the navigation menu item **Add Mapped Text**

Filter: Bank Acc. Reconciliation Line

× Related-Party Name @*ASH Munchen*

× Particulars 1

× Code 2

× Reference

× Related-Party Bank Acc. No.

+ Filter...

OK 3

1. Click on the field **Particulars** - Press the **Delete** key.
2. Click on the field **Code** - Press the **Delete** key.
3. Click on the button **OK**

Execution Stage	Priority ?	No. of Hits	Description	Stat. Des.	Debit/Credit	Related-Party Name Filter	Particulars Filter	Code Filter	Reference Filter	No.
Before Mat...	10000	10	108143 Factory Direct Debit	<input type="checkbox"/>	Both	@*PowerCo*	@108143	@Factory		
Before Mat...	10000	10	108143 OFFICE Direct Debit	<input type="checkbox"/>	Both	@*PowerCo*	@108143	@OFFICE		
Before Mat...	10000	6	Bank Fees Monthly TRANSFER	<input type="checkbox"/>	Both	@*12-1234-1234567...		@TRANSFER		
Before Mat...	10000	3	CHC Lease Monthly AB223	<input type="checkbox"/>	Both	@*Landlords Inc*	@CHC Lease			
Before Mat...	10000	3	TGA Lease Monthly AB223	<input type="checkbox"/>	Both	@*Landlords Inc*	@TGA Lease			
→ Before Mat...	10000	3	JUN122 REF-3030 OCE	<input type="checkbox"/>	Both	@*ASH Munchen*				

- Scroll to the right

Execution Stage	Type	No.	IC P Acc
Before Mat...	G/L Account	8120	
Before Mat...	G/L Account	8120	
Before Mat...	Bank Account	SAVINGS	
Before Mat...	Vendor	V00010	
Before Mat...	Vendor	V00020	
Before Mat...	G/L Accou		

1

G/L Account

Customer

Vendor

Bank Account 2 Customer

Fixed Asset

IC Partner

Employee

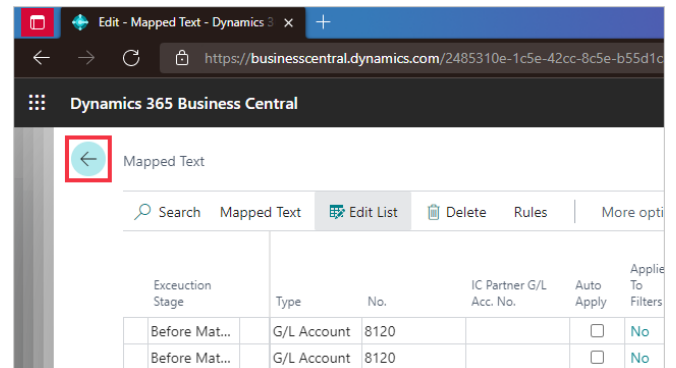
1. Click on the cell **Type**
2. Click on the item **Customer** in the list

Type	No.	IC Partner G/L Acc. No.	Auto Apply	T
G/L Account	8120		<input type="checkbox"/>	↑
G/L Account	8120		<input type="checkbox"/>	↑
Bank Account	SAVINGS		<input type="checkbox"/>	↑
Vendor	V00010		<input checked="" type="checkbox"/>	↑
Vendor	V00020		<input checked="" type="checkbox"/>	↑
Customer			<input checked="" type="checkbox"/>	↑

No. ↑	Name
→ 10000	Adatum Corporation
20000	Trey Research
30000	School of Fine Art
40000	Alpine Ski House

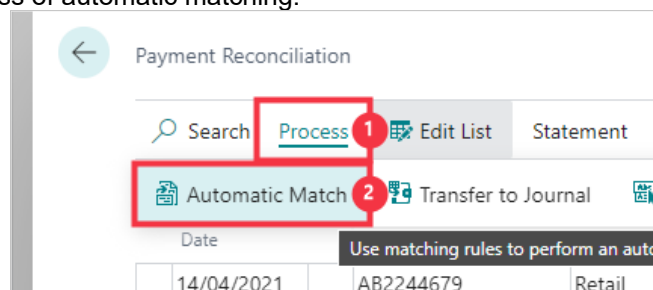
1. Click on the cell **No.**
2. Click on the cell **No.** with the value **40000**

Click on the back button



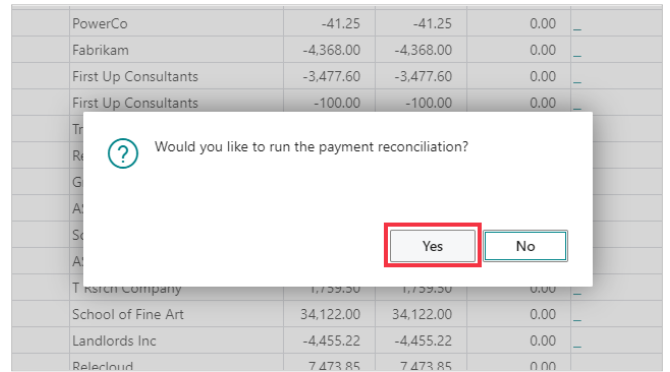
4.3. Automatic Matching

We will now run the first pass of automatic matching.

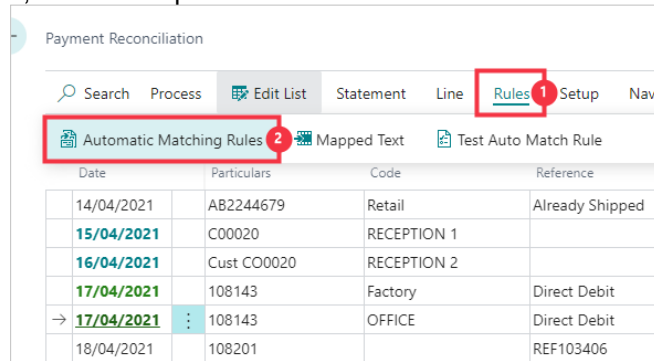


1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Automatic Match**

Click on the button **Yes**

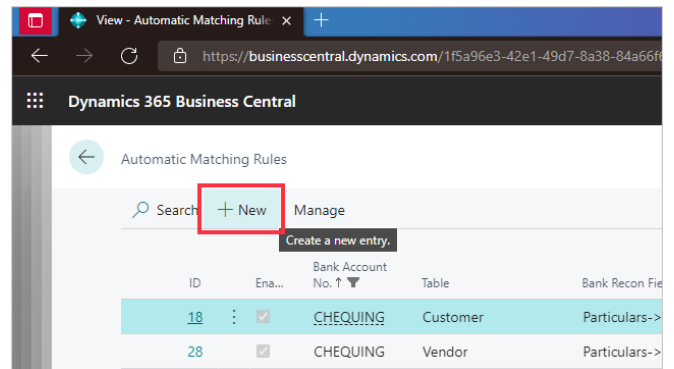


Some lines are now matched, so we will update and add further automatic rules to match further.



1. Click on the navigation menu item popup **Rules**
2. Click on the navigation menu item **Automatic Matching Rules**

Click on the link **New**



We will now make a new Matching Rule to match the first reference field to the Posted Sales Shipment number to find the Bill-to Customer No. to allocate the transaction against.



1. Click on the field **Account Type**
2. Click on **Customer**

Open details for "Matching Table" ""

Object Type ↑	Object ID ↑	Object Name	Object Subtype	App Name
→ Table	110	Sales Shipment Hea. 1	Normal	Base Application
Table	111	Sales Shipment Line	Normal	Base Application
Table	112	Sales Invoice Header	Normal	Base Application
Table	113	Sales Invoice Line	Normal	Base Application
Table	114	Sales Cr.Memo Hea...	Normal	Base Application
Table	115	Sales Cr.Memo Line	Normal	Base Application
Table	120	Purch. Rcpt. Header	Normal	Base Application
Table	121	Purch. Rcpt. Line	Normal	Base Application
Table	122	Purch. Inv. Header	Normal	Base Application
Table	123	Purch. Inv. Line	Normal	Base Application
Table	124	Purch. Cr. Memo Hdr.	Normal	Base Application
Table	125	Purch. Cr. Memo Line	Normal	Base Application
Table	130	Incoming Document	Normal	Base Application
Table	131	Incoming Documen...	Normal	Base Application
Table	132	Incoming Documen...	Normal	Base Application
Table	133	Incoming Documen...	Normal	Base Application

OK 2

1. Click on the cell **Object Name** with the value **Sales Shipment Header**
2. Click on the button **OK**

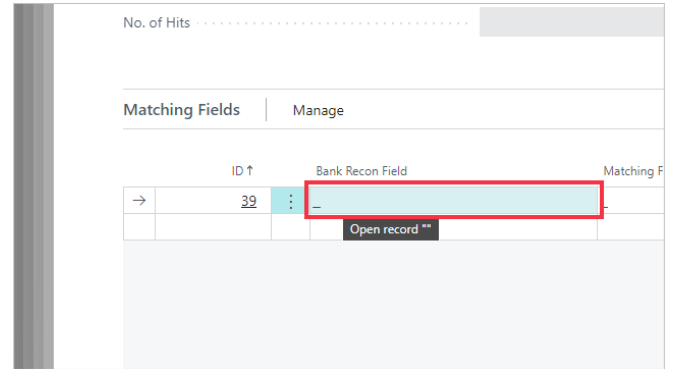
Open details for "Account Field ID" ""

No. ↑	Field Name	Field Caption
2	Sell-to Customer No.	Sell-to Customer No.
3	No.	No.
4	Bill-to Customer No. 1	Bill-to Customer No.
5	Bill-to Name	Bill-to Name
6	Bill-to Name 2	Bill-to Name 2
7	Bill-to Address	Bill-to Address
8	Bill-to Address 2	Bill-to Address 2
9	Bill-to City	Bill-to City
10	Bill-to Contact	Bill-to Contact
11	Your Reference	Your Reference
12	Ship-to Code	Ship-to Code
13	Ship-to Name	Ship-to Name
14	Ship-to Name 2	Ship-to Name 2
15	Ship-to Address	Ship-to Address
16	Ship-to Address 2	Ship-to Address 2
17	Ship-to City	Ship-to City

OK 2

1. Click on the cell **Field Name** with the value **Bill-to Customer No.**
2. Click on the button **OK**

Click on the link in cell **Bank Recon Field**

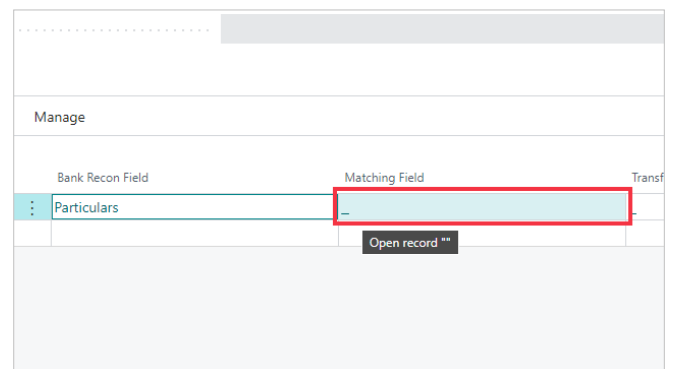


No. ↑	Field Name	Field Caption
70	Transaction ID	Transaction ID
480	Dimension Set ID	Dimension Set ID
70254115	Reference1_APR_TSL	Reference 1
70254116	Reference2_APR_TSL	Reference 2
70254117	Reference3_APR_TSL	Reference 3
70254118	Account No._APR_TSL	Account No.
70254119	ICPartnerGLAccNo_APR_TSL	IC Partner G/L Account No.
70254120	Applies-to ID_APR_TSL	Applies-to ID
70254121	Gen. Posting Type_APR_TSL	Gen. Posting Type
70254122	VAT Bus. Posting Group_APR_T...	VAT Bus. Posting Group
70254123	Gen. Bus. Pos. Group_APR_TSL	Gen. Bus. Posting Group
70254124	Gen. Prod. Pos. Group_APR_TSL	Gen. Prod. Posting Group
70254125	VAT Prod. Pos. Group_APR_TSL	VAT Prod. Posting Group
2000000000	SsystemId	System ID
2000000001	SystemCreatedAt	Created At
2000000002	SystemCreatedBy	Created By

OK ²

1. Click on the cell **Field Caption** with the value **Reference 1**
2. Click on the button **OK**

Click on the link in cell **Matching Field**



No. ↑	Field Name	Field Caption
2	Sell-to Customer No.	Sell-to Customer No.
3	No.	No.
4	Bill-to Customer No.	Bill-to Customer No.
5	Bill-to Name	Bill-to Name
6	Bill-to Name 2	Bill-to Name 2
7	Bill-to Address	Bill-to Address
8	Bill-to Address 2	Bill-to Address 2
9	Bill-to City	Bill-to City
10	Bill-to Contact	Bill-to Contact
11	Your Reference	Your Reference
12	Ship-to Code	Ship-to Code
13	Ship-to Name	Ship-to Name
14	Ship-to Name 2	Ship-to Name 2
15	Ship-to Address	Ship-to Address
16	Ship-to Address 2	Ship-to Address 2
17	Ship-to City	Ship-to City

OK

1. Click on the cell **Field Name** with the value **No.**
2. Click on the button **OK**

Click on the toggle field

Automatic Matching Rule

->

General

Enabled

Bank Account No. CHEQUING

Matching Table Sales Shipment Header

Debit/Credit Debit

Priority

Click on the back button

New - Automatic Matching Rule

https://businesscentral.dynamics.com/1f5a96e3-42e1-49d7-8a38-84a66f...

Dynamics 365 Business Central

← Automatic Matching Rule

Particulars->No.

General

Enabled

Bank Account No. CHEQUING

Click on the navigation menu item **New**

Admin Center | Business Manager - Dynamics 365 | Business Manager - Dynamics 365

https://businesscentral.dynamics.com/2485310e-1c5e-42cc-8c5e-b55d1cad81b0/Theta-Demo17con

Business Central

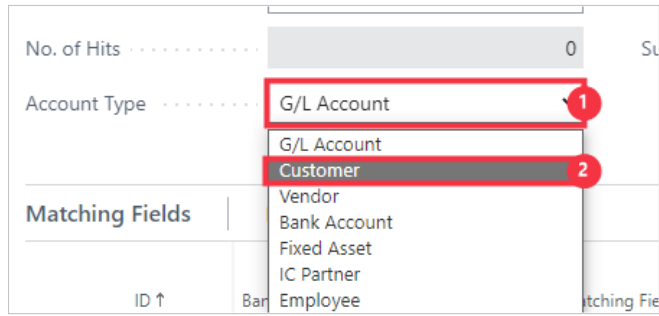
Finance | Cash Management | Sales | Purchasing

g Rules: Custom filtered | Search | **+ New** | Delete

Create a new entry.

Enabl...	Bank Account No.	Table	Bank Recon Fields
<input checked="" type="checkbox"/>	CHEQUING	Customer	Particulars->No.
<input checked="" type="checkbox"/>	CHEQUING	Customer	Code->No.

We will now make a new Matching Rule to match the first reference field to the Document No. on the Cust. Ledger Entry to find the Customer No. to allocate the transaction against.



1. Click on the field **Account Type**
2. Click on **Customer**

Open details for "Matching Table" ""

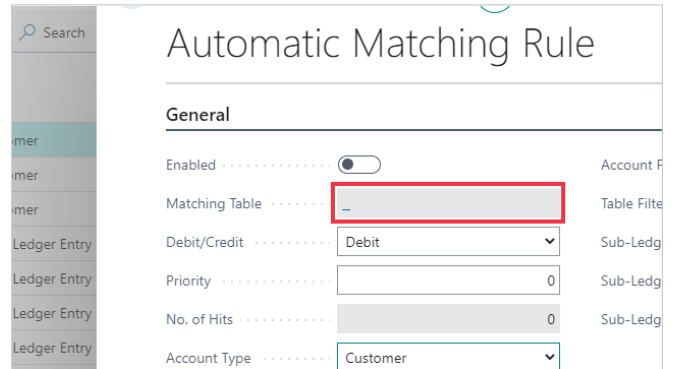
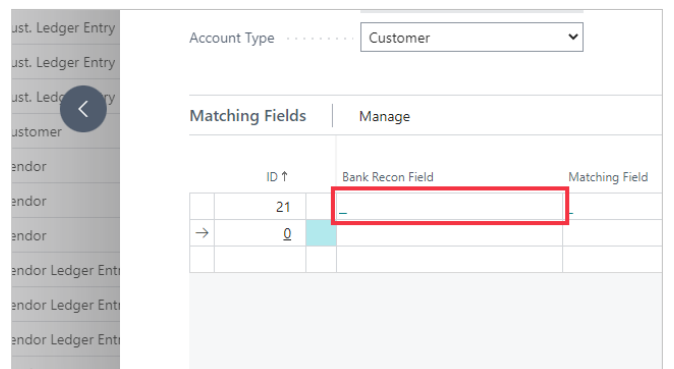


Table	ID	Object Name	Normal	Base Application
Table	18	Customer	Normal	Base Application
Table	19	Cust. Invoice Disc.	Normal	Base Application
Table	21	Cust. Ledger Entry	Normal	Base Application
Table	23	Vendor	Normal	Base Application
Table	24	Vendor Invoice Disc.	Normal	Base Application

OK 2

1. Click on the cell **Object Name** with the value **Cust. Ledger Entry**
2. Click on the button **OK**

Click on the link in cell Bank Recon Field



Dimension Set ID	Reference	Dimension Set ID
70254115	Reference1_APR_TSL	Reference 1
70254116	Reference2_APR_TSL	Reference 2
70254117	Reference3_APR_TSL	Reference 3
70254118	Account No._APR_TSL	Account No.
70254119	ICPartnerGLAccNo_APR_TSL	IC Partner G/L Account No.
70254120	Applies-to ID_APR_TSL	Applies-to ID
70254121	Gen. Posting Type_APR_TSL	Gen. Posting Type
70254122	VAT Bus. Posting Group_APR_T...	VAT Bus. Posting Group
70254123	Gen. Bus. Pos. Group_APR_TSL	Gen. Bus. Posting Group
70254124	Gen. Prod. Pos. Group_APR_TSL	Gen. Prod. Posting Group
70254125	VAT Prod. Pos. Group_APR_TSL	VAT Prod. Posting Group
2000000000	\$systemId	System ID
3000000001	\$systemCreatedAt	System Created At

OK 2 **Cancel**

1. Click on the cell **Field Caption** with the value **Reference 1**

2. Click on the button **OK**

Click on the link in cell **Matching Field**

ID ↑	Bank Recon Field	Matching Field	Transfer to Gen. J
21	Particulars	-	

5	Document Type	Document Type
6	Document No.	Document No.
7	Description	Description
8	Customer Name	Customer Name
11	Currency Code	Currency Code
13	Amount	Amount
14	Remaining Amount	Remaining Amount
15	Original Amt. (LCY)	Original Amt. (LCY)
16	Remaining Amt. (LCY)	Remaining Amt. (LCY)
17	Amount (LCY)	Amount (LCY)
18	Sales (LCY)	Sales (LCY)
19	Profit (LCY)	Profit (LCY)
20	Inv. Discount (LCY)	Inv. Discount (LCY)

OK Cancel

1. Click on the cell **Field Caption** with the value **Document No.**
2. Click on the button **OK**

Click on the toggle field

Automatic Matching Rule

General

Enabled

Matching Table: Cust. Ledger Entry

Debit/Credit: Debit

Priority: 0

No. of Hits: 0

Click on the back button

Business Central

Finance Cash Management

Rules: Custom filtered

Automatic Matching Rule

Particulars->Doc

General

Enabled

We will now create a Transformation Rule to correct a possible mistake on a Customer's payment references and apply it to Automatic Matching Rules.

ID	Ena...	Bank Account No. ↑	Table	Bank Recon Fields
18	☑	CHEQUING	Sales Shipment Header	Particulars->No.
22	☑	CHEQUING	Cust. Ledger Entry	Particulars->Docu
1	☑	CHEQUING	Customer	Particulars->No.
11	☑	CHEQUING	Vendor	Particulars->No.

- Click on the cell **ID** with the value **1**

Click on the toggle field

Automatic Matching Rule
Particulars->No.

General

Enabled

Matching Table Customer

Debit/Credit Debit

Priority

No. of Hits

Transformation	Transformation Rule	Matching Using	Matching Precision	Case Sens
None	1	All Characters	0	

Code ↑	Description
ALPHANUMERIC_O...	Alphanumeric Text Only
DELETE_NOTPROVI...	Delete NOTPROVIDED value
DK_DECIMAL_FOR...	Danish Decimal Format
FOURTH_TO_SIXTH_...	Fourth to Sixth Characters Text
LOWERCASE	Lower Case Text
+ New	

- Click on the lookup button in the cell **Transformation Rule**
- Click on the link **New**

General

Code COTOC0

Description CO to C0

Transformation Type Replace

Next Transformation R...

Test

Test Text

Result

Update

- Click on the field **Code** - Enter the text **C0toC0**.
- Click on the field **Description** - Enter the text **CO to C0**.
- Click on the field **Transformation Type**
- Click on the item **Replace** in the list

We will transform a reference entered as the letter C and letter O rather than the number 0 (zero).

1. Click on the field **Find Value** - Enter the text **CO**.
2. Click on the field **Replace Value** - Enter the text **C0**.
3. Click on the textarea **Test Text** - Enter the text **CO1234**.
4. Click on the field **Update**
5. See the **Result** to see the letter C followed by numbers zero, one, two, three, four.
6. Click on the button **OK**

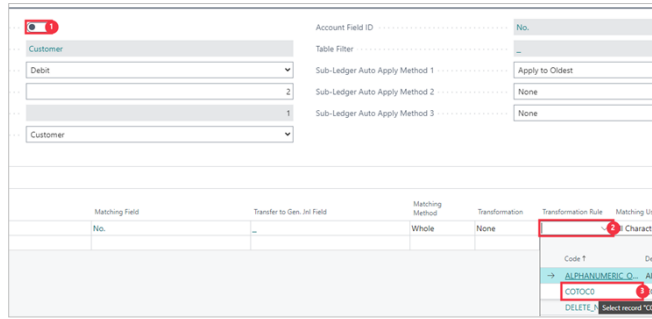
Matching Method	Transformation	Transformation Rule	Matching Using
Whole	None	COTOC0	All Characters
	None		
	Numeric Characters		
	Transformation Rule		

1. Click on the cell **Transformation**
2. Click on Transformation Rule

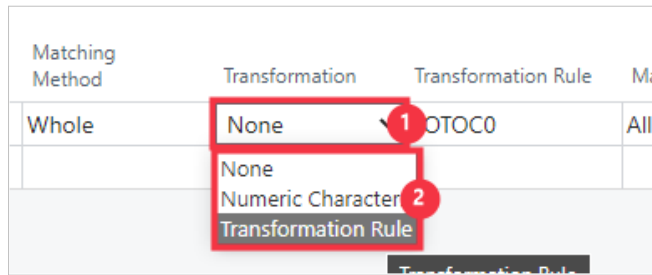
1. Click on the toggle field
2. **Click on the back button**

Click on the link in cell **ID** with the value **2**

ID	Ena...	Bank Account No. ↑	Table	Bank Recon Fields
18	<input checked="" type="checkbox"/>	CHEQUING	Sales Shipment Header	Particulars->No.
22	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Particulars->Docu
1	<input checked="" type="checkbox"/>	CHEQUING	Customer	Particulars->No.
11	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Particulars->No.
2	<input checked="" type="checkbox"/>	CHEQUING	Customer	Code->No.
12	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Code->No.



1. Click on the toggle field
2. **Click on the cell Transformation Rule**
3. **Click on the link in cell Code with the value COTOC0**

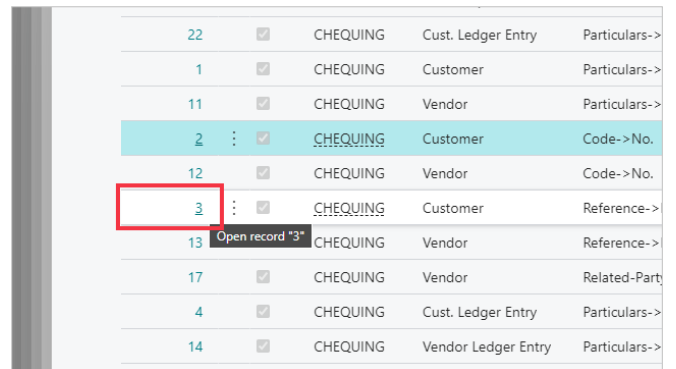


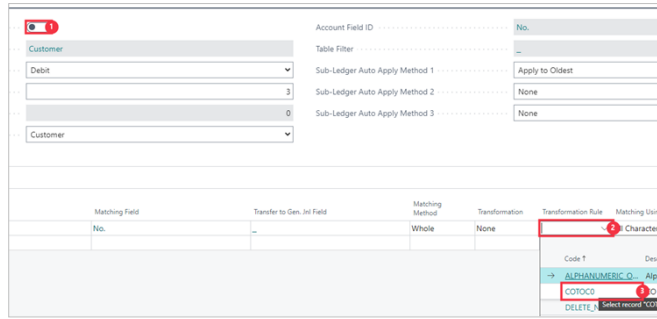
1. Click on the cell **Transformation**
2. Click on the item **Transformation Rule** in the list



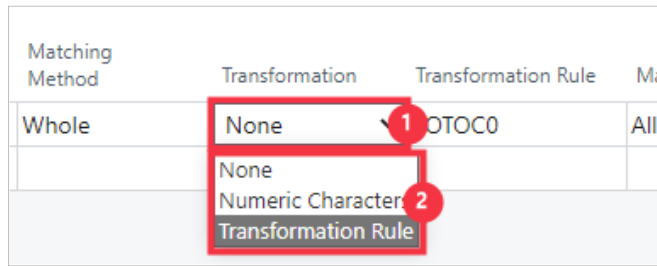
1. Click on the toggle field
2. **Click on the back button**

Click on the link in cell **ID** with the value **3**

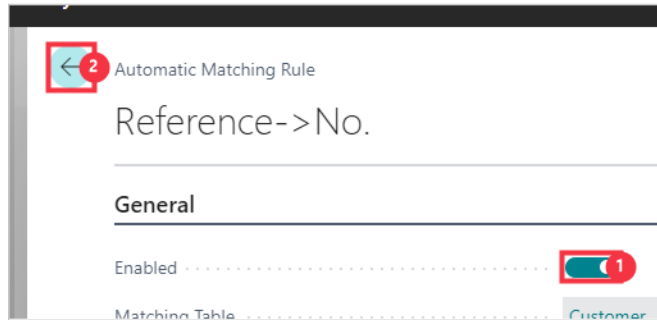




1. Click on the toggle field
2. **Click on the cell Transformation Rule**
3. **Click on the link in cell Code with the value COTOC0**



1. Click on the cell **Transformation**
2. Click on the item Transformation Rule in the list

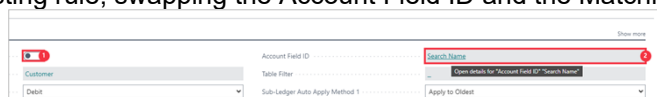


1. Click on the toggle field
2. **Click on the back button**

Click on the link in cell ID with the value 10

5	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Code-> Document
6	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Reference-> Docu
7	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Particulars-> Exter
8	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Code-> External D
9	<input checked="" type="checkbox"/>	CHEQUING	Cust. Ledger Entry	Reference-> Extern
10	<input checked="" type="checkbox"/>	CHEQUING	Customer	Related-Party Nan
11	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Particulars-> No.
12	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Code-> No.
13	<input checked="" type="checkbox"/>	CHEQUING	Vendor	Reference-> No.
14	<input checked="" type="checkbox"/>	CHEQUING	Vendor Ledger Entry	Particulars-> Exter

We will now change an existing rule, swapping the Account Field ID and the Matching Field



1. Click on the toggle field

2. **Click on the field Account Field ID**

No. ↑	Field Name	Field Caption
1	No.	No.
2	Name	Name
3	Search Name	Search Name
4	Name 2	Name 2
5	Address	Address
6	Address 2	Address 2
7	City	City
8	Contact	Contact
9	Phone No.	Phone No.
10	Telex No.	Telex No.
11	Document Sending Profile	Document Sending Profile
12	Ship-to Code	Ship-to Code
14	Our Account No.	Our Account No.
15	Territory Code	Territory Code
16	Global Dimension 1 Code	Global Dimension 1 Code
17	Global Dimension 2 Code	Global Dimension 2 Code

1. Click on the cell **Field Caption** with the value **No.**
2. Click on the button **OK**

Click on the link in cell **Matching Field** with the value **No.**

Customer

Manage

Bank Recon Field	Matching Field	Transf
Related-Party Name	No.	

No. ↑	Field Name	Field Caption
1	No.	No.
2	Name	Name
3	Search Name	Search Name
4	Name 2	Name 2
5	Address	Address
6	Address 2	Address 2
7	City	City
8	Contact	Contact
9	Phone No.	Phone No.
10	Telex No.	Telex No.
11	Document Sending Profile	Document Sending Profile
12	Ship-to Code	Ship-to Code
14	Our Account No.	Our Account No.
15	Territory Code	Territory Code
16	Global Dimension 1 Code	Global Dimension 1 Code
17	Global Dimension 2 Code	Global Dimension 2 Code

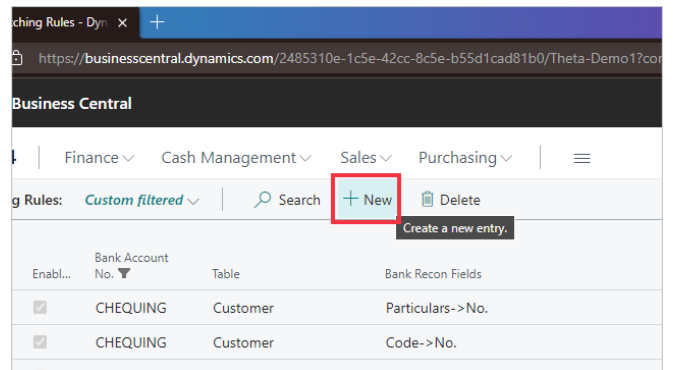
1. Click on the cell **Field Caption** with the value **Search Name**
2. Click on the button **OK**



1. Click on the toggle field
2. **Click on the back button**

We will now make a rule to match the Package Tracking Number of a Sales Shipment to a Customer account if that has been used as a reference on the payment.

Click on the navigation menu item **New**



Click on the link for Matching Table

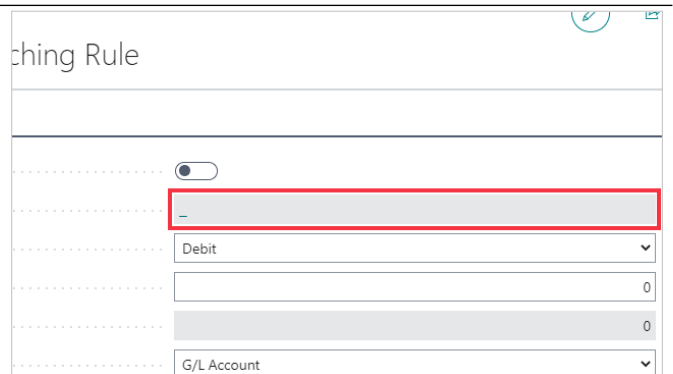
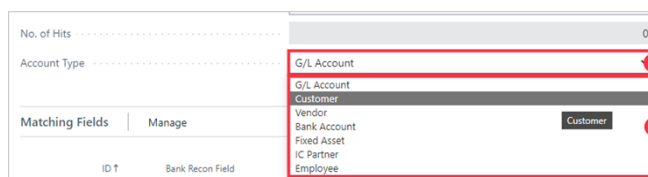


Table	99	Item Vendor	Normal	Base Application
Table	110	Sales Shipment Header	Normal	Base Application
Table	111	Sales Shipment Line	Normal	Base Application
Table	112	Sales Invoice Header	Normal	Base Application

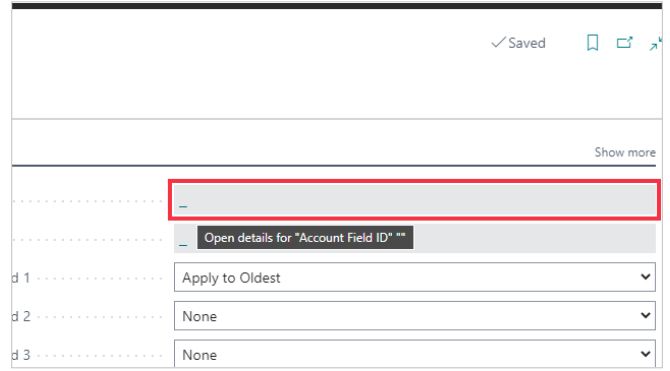
OK

1. Click on the cell **Object Name** with the value **Sales Shipment Header**
2. Click on the button **OK**



1. Click on the field **Account Type**
2. Click on the item **Customer** in the list

Click on the link for Account Field ID

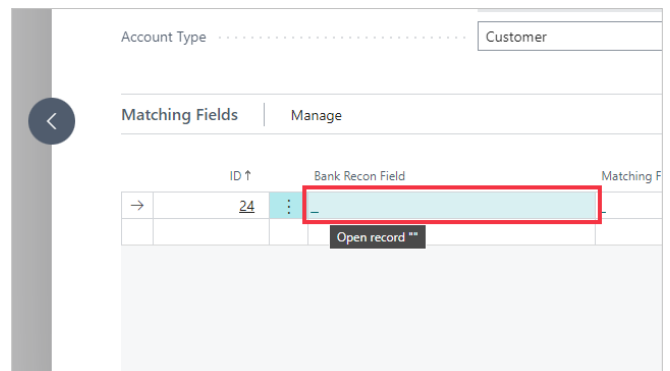


Field Name	Field Caption
2	Sell-to Customer No.
3	No.
4	Bill-to Customer No.
5	Bill-to Name
6	Bill-to Name 2
7	Bill-to Address
8	Bill-to Address 2
9	Bill-to City
10	Bill-to Contact
11	Your Reference
12	Ship-to Code
13	Ship-to Name
14	Ship-to Name 2
15	Ship-to Address
16	Ship-to Address 2
17	Ship-to City

OK Cancel

1. Click on the cell **Field Caption** with the value **Bill-to Customer No.**
2. Click on the button **OK**

Click on the link in cell **Bank Recon Field**

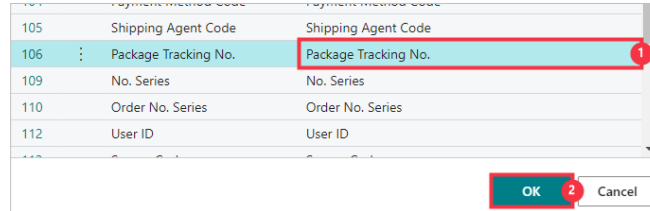
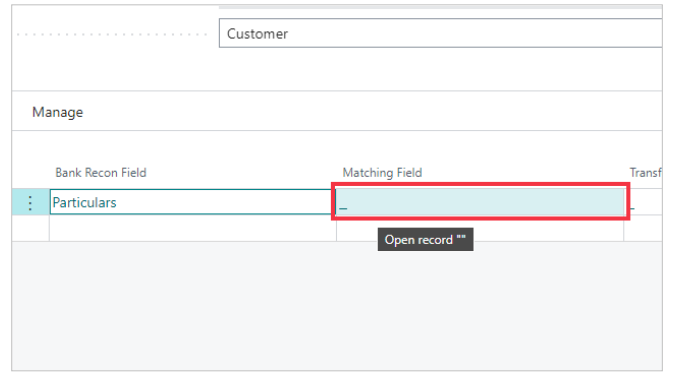


ID	Bank Recon Field	Matching Field
70	Transaction ID	Transaction ID
480	Dimension Set ID	Dimension Set ID
70254115	Reference1_APR_TSL	Reference 1
70254116	Reference2_APR_TSL	Reference 2
70254117	Reference3_APR_TSL	Reference 3
70254118	Account No._APR_TSL	Account No.
70254119	ICPartnerGLAccNo_APR_TSL	IC Partner G/L Account No.
70254120	Applies-to ID_APR_TSL	Applies-to ID
70254121	Gen. Postinn Type_APR_TSL	Gen. Postinn Type

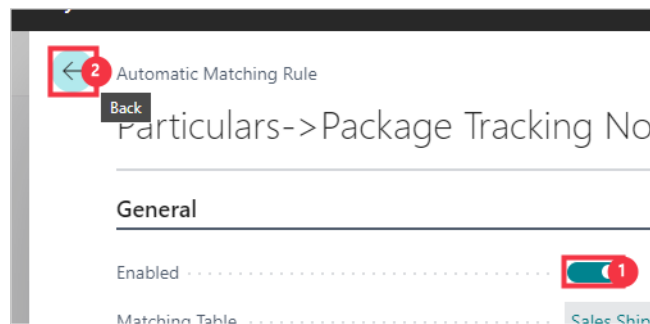
OK Cancel

1. Click on the cell **Field Caption** with the value **Reference 1**
2. Click on the button **OK**

Click on the link in cell **Matching Field** with the value

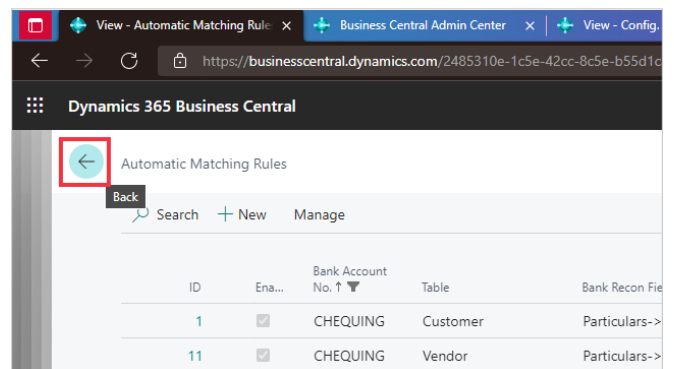


1. Click on the cell **Field Caption** with the value **Package Tracking No.**
2. Click on the button **OK**

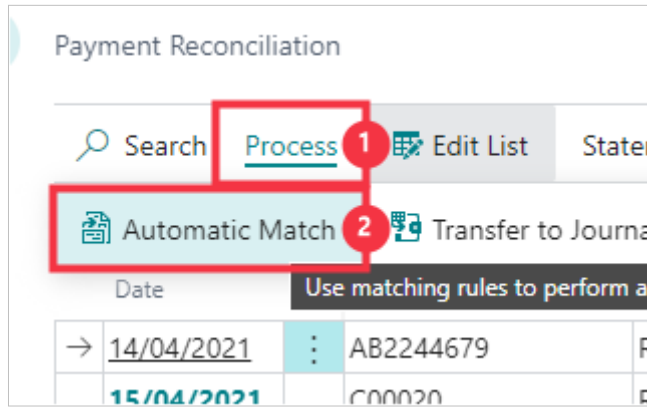


1. Click on the toggle field
2. **Click on the back button**

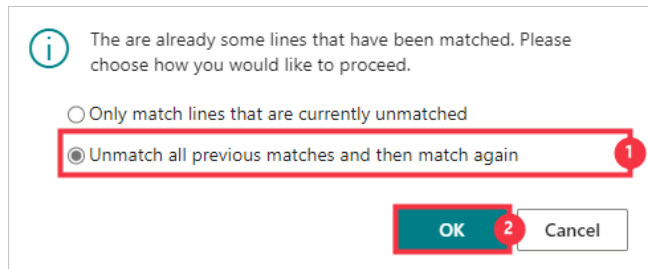
Click on the **Back** button to return to the Payment Reconciliation page



We will now run the Automatic Match again, unmatching the current selections to see how the rule changes now effect the application.



1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Automatic Match**



1. Click on the item **Unmatch all previous matches and then match again**
2. Click on the button **OK**

This Blue/StrongAccent shows we have a match that is not applied, to an account type that can be applied. We can see the rule used to match this line under the Matching Details.

Date	Reference	Code	Reference	Related Party Name	Amount	Difference	Applied	Applied Document Nos.	Matching Details
14/04/2022	AB2244679	Receipt	Already Shipped	Round Tuff Co	495.65	495.65	495.65	103199	
15/04/2022	C00030	RECEPTION 1		Van Upgrade Ltd	123.00	123.00	0.00		
16/04/2022	C00030	RECEPTION 2		Jimmy Cricket Co	1,587.00	1,587.00	0.00		
17/04/2022	108143	Factory	Direct Debit	PowerCo	-127.87	-127.87	0.00		
18/04/2022	103189	AA RES	Payments	Trey Research	4,955.40	4,955.40	4,955.40	103181	
18/04/2022	103170	103170	Payment	First Up Consultants	-100.00	-100.00	0.00		
24/04/2022	Our Account	50000	Pymts	Relicloud	8,955.40	8,955.40	8,955.40	103184, 103197	
26/04/2022	103189	24 RES	Payments	Trey Research	1,586.00	1,586.00	1,586.00	103184, 103197	
26/04/2022	103170	103170	Payments	Graphic Design Institute	-2,560.00	-2,560.00	0.00		
26/04/2022	103170	103170	Payments	Graphic Design Institute	-2,560.00	-2,560.00	0.00		
26/04/2022	103170	103170	Payments	Graphic Design Institute	-2,560.00	-2,560.00	0.00		

1. Click on the cell **Transaction Date** with the value **15/04/2022**
2. This shows no **Applied Document Nos.**
3. This shows you the rule used to match is **ID: 1, Priority 1, Debit**

This Green/Favourable shows we have a match that is not applied, but is an account type that can be applied. We can see the rule used to match this line under the Matching Details.

Transaction Date	Particulars	Code	Reference	Related Party Name	Statement Amount	Difference	Amount to be Applied	Applied Document Nos.
14/04/2022	AB2244679	Receipt	Already Shipped	Round Tuff Co	495.65	495.65	495.65	103199
15/04/2022	C00030	RECEPTION 1		Van Upgrade Ltd	123.00	123.00	0.00	
16/04/2022	C00030	RECEPTION 2		Jimmy Cricket Co	1,587.00	1,587.00	0.00	
17/04/2022	108143	Factory	Direct Debit	PowerCo	-127.87	-127.87	0.00	
17/04/2022	108143	OFFICE	Direct Debit	PowerCo	-41.25	-41.25	0.00	
18/04/2022				Trey Research	-4,368.00	-4,368.00	-4,368.00	103181, 103197

1. Click on the cell **Transaction Date** with the value **17/04/2022**

Here we can see this line is fully applied.

Transaction Date	Particulars	Code	Reference	Related Party Name	Statement Amount	Difference	Amount to be Applied	Applied Document Nos.
18/04/2022	103199	Part	Payment	First Up Consultants	-100.00	-100.00	0.00	
18/04/2022	103189	AA RES	Payments	Trey Research	1,982.60	1,982.60	1,982.60	103181
26/04/2022	Our Account	50000	Pymts	Relicloud	8,955.40	8,955.40	8,955.40	103184, 103197
26/04/2022	103170	GLDRUS	Payments	Graphic Design Institute	-2,560.00	-2,560.00	-2,560.00	107204, 107207, 107208
21/04/2022	Bank Fees	Monthly	TRANSFER	12-1234-1234567-080	-10.00	-10.00	0.00	
21/04/2022	103172	103170	Multi Inv	School of Fine Art	26,452.00	26,452.00	26,452.00	103170, 103172
22/04/2022	Payment Fees	103405	TRANSFER	12-1234-1234567-080	-900.00	-900.00	0.00	

1. Click on the cell **Transaction Date** with the value **20/04/2022**
2. Click on the link in cell **Applied Document Nos.** with the value **107204, 107207, 107208**

You can manually update the application if required.

Process	Line	Entry	More options				
Applies-to ID	Description	Currency Code	Remaining Amount	Appl. Remaining Amount	Amount to Apply	Appl	
CHEQUING-1	Invoice 107198		-2,979.00	-2,979.00	-2,979.00	-	
APR0000087	Invoice 107204		-1,536.00	-1,536.00	-1,536.00	-	
APR0000087	Invoice 107207		-2,648.00	-2,648.00	-2,648.00	-	
APR0000087	Invoice 107208		-7,560.00	-7,560.00	-3,376.00	-	

Appln. Currency	Amount to Apply	Pmt. Disc. Amou...	Rounding	Applied Amount	Available Amount	Balance
	-7,560.00	0.00	0.00	-7,560.00	7,560.00	0.00

1. Click on the button **Cancel**

Transaction Date	Reference	Code	Reference	Revised Party Name	Statement	Difference	Amount/Rate	Applied Document No.	Account Type	Account No.	Account Name
16/04/2022	AB2244679	Retail	Already Shipped	Royal Tail Co	495.60	495.60	495.60	107199	Customer	021204	CS Retail
16/04/2022	020002	RECEIPTION 1		Van Nippen Ltd	12,000	12,000	0.00		Customer	020002	CS Bank
16/04/2022	020003	RECEIPTION 2		Jimmy Croket Co	1,887.00	1,887.00	0.00		Customer	020003	CS Bank
16/04/2022	108140	Receipt	Direct Debit	PowerCo	-12,187	-12,187	0.00		GL Account	8100	Electricity and Heating
16/04/2022	108143	OFFICE	Direct Debit	PowerCo	41.25	41.25	0.00		GL Account	8100	Electricity and Heating
16/04/2022	107201		REP 104006	Fabrum	-4,360.00	-4,360.00	-4,360.00	107201	Vendor	30000	Fabrum, Inc
16/04/2022	107202	422-42	REP104007	First Up Consultants	-3,477.60	-3,477.60	-3,477.60	107198, 107202	Vendor	30000	First Up Consultants
16/04/2022	107199	Part	Payment	First Up Consultants	-1,000.00	-1,000.00	0.00		Vendor	30000	First Up Consultants
16/04/2022	107195	SA RES	Payments	Top Research	1,902.00	1,902.00	1,902.00	107195	Customer	30000	Top Research
20/04/2022	Our Account	30000	Fynts	Rebwood	8,955.40	8,955.40	8,955.40	107194, 107197	Customer	30000	Rebwood
20/04/2022	107198	GC0916	Payments	Graphic Design Institute	-3,560.00	-3,560.00	-3,560.00	107194, 107197, 107198	Vendor	30000	Graphic Design Institute
21/04/2022	Bank fees	Monthly	TRAVELER	12-1234-567891000	-10.00	-10.00	0.00		Bank Account	541005	World Wide Bank
21/04/2022	103170	103170	Mult Inv	School of Fine Art	28,402.00	28,402.00	28,402.00	103170, 103172	Customer	30000	School of Fine Art
22/04/2022	Payment Fees	103065	TRAVELER	12-1234-567891000	-600.00	-600.00	0.00		Bank Account	541005	World Wide Bank
20/04/2022	100210	Reaching Step	RECEIPTION 1	T Fresh Company	1,759.50	1,759.50	1,759.50	107199	Customer	20000	Top Research
20/04/2022	103182	PG145	AUC	School of Fine Art	34,120.00	34,120.00	34,120.00	107192	Customer	30000	School of Fine Art
20/04/2022	020100	020100	AR022	Landscape Inc	-4,612.00	-4,612.00	-4,612.00	100100	Vendor	020100	Landscape Inc Christchurch
16/04/2022	102191	Monthly	Fynts	Rebwood	7,473.85	7,473.85	7,473.85		Customer	30000	Rebwood
20/04/2022	102191	Monthly	AR022	Landscape Inc	-2,254.45	-2,254.45	-2,254.45	100100	Vendor	020100	Landscape Inc Tasmanje
20/04/2022	100102	REP-3000	OCE	Alpha Murchen	9,019.00	9,019.00	9,019.00	103180	Customer	40000	Alpha Six House
20/04/2022	107199	REP-3009	RECEIPTION		6,919.00	6,919.00	0.00		Customer	30000	Rebwood
20/04/2022	103183	PG032	AUC	School of Fine Art	5,962.00	5,962.00	5,962.00	103183	Customer	30000	School of Fine Art
16/04/2022	Cash	Retail	021204	Jimmy Bravo	1,226.23	1,226.23	0.00		Customer	021204	CS Retail
16/04/2022	Inventory	Charges	021204	Jimmy Bravo	1,226.23	1,226.23	0.00		Customer	021204	CS Retail

1. Click on the button **Collapse the FactBox pane**
2. You can see all lines have an Account No.

4.4. Transferring to Journal and Posting

Date	Particulars	Code
14/04/2022	AB2244679	Retail

1. Click on the navigation menu item popup **Process**
2. Click on the navigation menu item **Transfer to Journal**

Transfer Bank Recon to General Journal

Options

Transfer Intercompany Entries

Gen. Journal Template GENERAL

Gen. Journal Batch BPMTREC

Post and Apply Automatically **1**

The journal will be posted and matched automatically after it is created. Click here to c...

Filter: Bank Acc. Reconciliation Line

× Account Type [dropdown]

× Account No. [dropdown]

+ Filter...

Advanced >

Schedule... **OK** **2** Cancel

1. Ensure **Post and Apply Automatically** is engaged and the Journal will automatically Post
2. Click on the button **OK**

You will see the creation and posting of the journal

Working on it...

Journal Batch Name BPMTREC
Posting 76%
Posting lines (2)

All Payment Reconciliation lines are now posted. Click the **Back** button

Payment Reconciliation

Back Search Process **Edit List** Statement Line Rules Setup Navigat

Transaction Date	Particulars	Code	Reference
14/04/2022	182248175 Retail Pharmacy Dis...		
16/04/2022	COBOD2 RECEIPTION 1		
16/04/2022	COBOD2 RECEIPTION 2		
17/04/2022	108144 Pharmacy Direct Debit		
17/04/2022	108144 OFFICE Direct Debit		
18/04/2022	107201 RFP13484		
18/04/2022	107201 432-24-4410487		
18/04/2022	107189 Part Payment		
18/04/2022	107189 A&S Payments		
26/04/2022	Our Account 10000 Pymts		

General

Bank Account No. CHEQUING

Statement No. 26

Statement Date 16/04/2022

Balance Last Statement 0.00

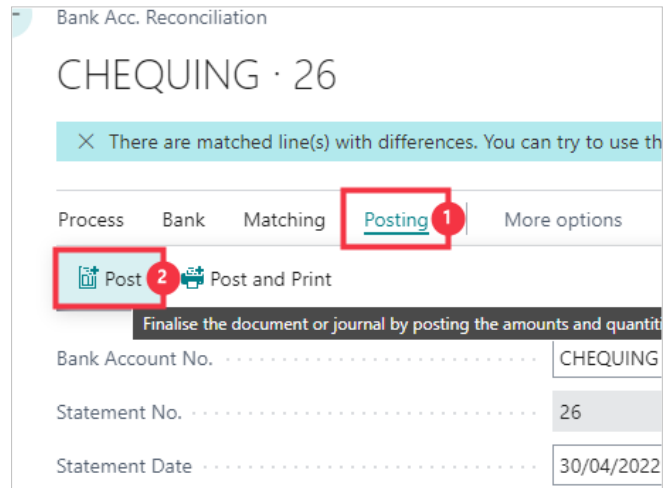
Statement Ending Balance **64,389.27**

Statement Date	Type	Description	Statement Amount	Applied Amount	Difference
14/04/2022	Bank Account	182248175 Retail Pharmacy Dis...	495.63	495.63	495.63
16/04/2022	Bank Account	COBOD2 RECEIPTION 1	123.00	123.00	123.00
16/04/2022	Bank Account	COBOD2 RECEIPTION 2	1,887.00	1,887.00	1,887.00
17/04/2022	Bank Account	108144 Pharmacy Direct Debit	-127.67	-127.67	-127.67
17/04/2022	Bank Account	108144 OFFICE Direct Debit	-41.25	-41.25	-41.25
18/04/2022	Bank Account	107201 RFP13484	-4,366.00	-4,366.00	-4,366.00
18/04/2022	Bank Account	107201 432-24-4410487	-3,477.60	-3,477.60	-3,477.60
18/04/2022	Bank Account	107189 Part Payment	-100.00	-100.00	-100.00
18/04/2022	Bank Account	107189 A&S Payments	1,062.68	1,062.68	1,062.68
26/04/2022	Bank Account	Our Account 10000 Pymts	6,951.40	6,951.40	6,951.40
Total Balance			64,389.27	64,389.27	0.00
Balance			495.63	Total Difference	0.00

App.	Posting Date	Statement No.	Description	Amount	Remaining	
14	14/04/2022	PBE0000001	182248175 Retail Pharmacy Dis...	495.63	495.63	
15	16/04/2022	PBE0000002	COBOD2 RECEIPTION 1	123.00	123.00	
16	16/04/2022	PBE0000003	COBOD2 RECEIPTION 2	1,887.00	1,887.00	
17	17/04/2022	PBE0000004	108144 Pharmacy Direct Debit	-127.67	-127.67	
18	17/04/2022	PBE0000005	108144 OFFICE Direct Debit	-41.25	-41.25	
19	18/04/2022	PBE0000006	107201 RFP13484	-4,366.00	-4,366.00	
20	18/04/2022	PBE0000007	107201 432-24-4410487	-3,477.60	-3,477.60	
21	18/04/2022	PBE0000008	107189 Part Payment	-100.00	-100.00	
22	18/04/2022	PBE0000009	107189 A&S Payments	1,062.68	1,062.68	
Total on Outstanding ...				0.00	0.00	
Balance				64,389.27	Balance to Reconcile	64,389.27

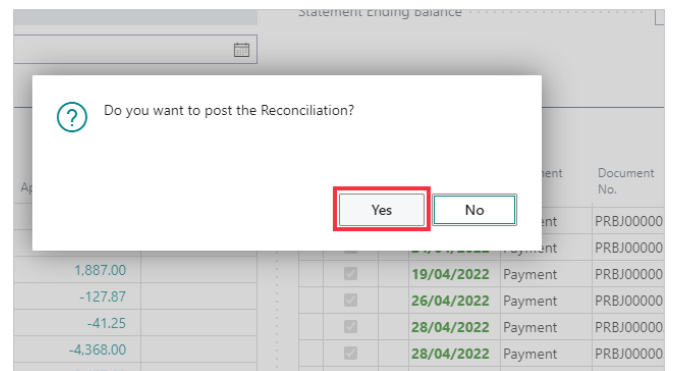
- You will see all lines are now reconciled
- Using the figure from the **Balance To Reconcile**

- Click on the field **Statement Ending Balance** - Enter the text **84388.27**.



1. Click on the navigation menu item popup **Posting**
2. Click on the navigation menu item **Post**

Click on the button **Yes**



---END---

