# Rule Matching Customer Receipts

Accredo now provides the functionality to recognise Customer Receipts on imported Bank Statements and turn them into Receipt Transactions, based on User defined Rules, which are matched against Statement Lines. As more and more Customers are paying by direct credit, Rule Matching from Bank Statements is a significant time saver.

## Define your Banking Requirements

We suggest you notify your Customers of your banking requirements, so you can easily recognise them on your Bank Statements.
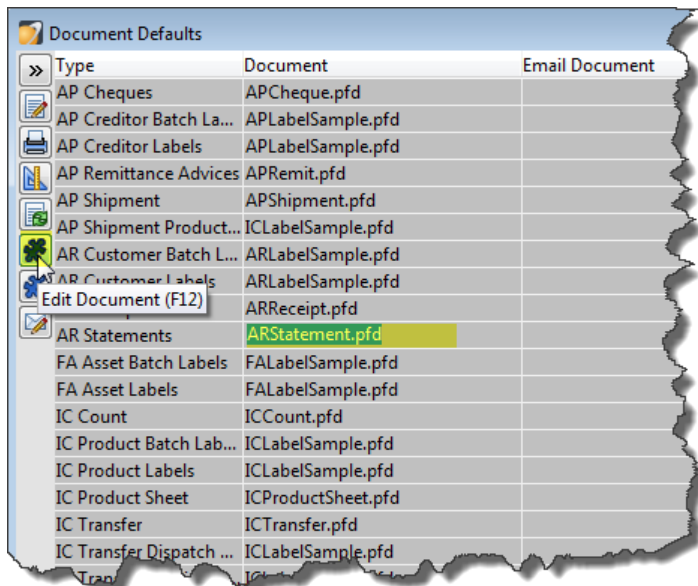
To do this, you can modify your AR Statement file to include the fields you require eg:

| BANK FIELDS | ACCREDO FIELDS |
|-------------|----------------|
| Particulars | Customer Code |
| Reference | Bank Reference |

To modify your Statement Design file, go to:

Setup > Company > Reporting > Document Defaults.

Select the DOCUMENT beside **AR Statements**, then click  EDIT DOCUMENT (F12) to open it.



You can use LABELS and EXPRESSIONS to pull through the required fields.

*A sample Statement can be downloaded from:*
*ftp://ftp.accredo.co.nz/Public/Downloads/ARStatement/ARStatement.pfd*

You can run the Statement inside the designer to see the result.



If you modify the ARStatement.pfd file, remember to save it with a new file name, so changes will not be overwritten by future server installs. Select the new file in your Document Defaults. When you import your Bank Statement and see a payment from a Customer, select it and create an AR Receipt Rule, so from then on Accredo will recognise it as a Receipt from that Customer.

To create the Rule, select the **Statement line** for the Customer Receipt.

Click  ADD/EDIT RULE (`Ctrl+R`).

Select **AR Receipt**.



The CB Rules window opens with the Match fields populated from the Statement Line.

Remove any text that may differ each time they pay you, such as an Invoice Number.

Then select the CUSTOMER CODE and click ✅ **Save** `(F9)`.



The Rule is then automatically matched to the Statement Line. In this example:

- The ACTION TYPE is **Receipt**
- The RULE ANALYSIS CODE is **ASHENG**

So when the Rule is applied, Accredo will create a Receipt Transaction for Customer ASHENG, and will reconcile this with the Statement Line.

Open Item Customers will be prompted for allocation when Rules are applied.