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Automatic posting rules

By setting the rules of the statement, the information of the statement lines can be automatically filled. This option is most often used to describe bank transactions that are recorded as a financial transaction, such as service fees, interest, loan payments, etc.

Adding a new rule

It is easiest to start creating a new rule from the statement document. The corresponding rule code can be seen on all lines to which a rule has been applied, and the rule can be opened by clicking on it. All lines in the statement that have not been applied to any known rule have an **ADD** link. Example: one row already has a rule applied (EU2_TT) and other rows that do not match any known rule have the link ADD.

NO	Date	Bank account/IBAN	Reg No/ID number	Company	Description	Currency	Sum	Fee	Reference no	Payment No	Rule	Type	Doc no	Account
1	18.03.2023	EE222200221001183831		SWEDBANK LIISING AS	Nr. Da Vinci Food OU 3023822	EUR	225.90			D24450	ADD	Payment	X 21001476	
2	18.03.2023	EE542200221042178850			MK teenustasu	EUR	0.16				EU2_TT	Transaction	X 21002873	85003
3	18.03.2023	EE132200221054574442	12260048	NENALY TRADE OU	arve 21155598	EUR	118.80			49	ADD	Receipt	X 21104213	
4												Not used		
5												Not used		

Clicking on this link opens a window for creating a new rule, the conditions of which are pre-filled with information from the line of the corresponding statement.

[Back](#) [Save](#) Status: Changed [View changelog](#)

Add new

CODE	<input type="text"/>
NAME	<input type="text"/>
PAY MODE	<input type="text" value="EU2"/> ?» ?
PRIORITY	<input type="text"/> ?

Rule conditions

DIRECTION	<input type="text" value="Out"/> ?
OTHER PARTY NAME	<input type="text"/> ?
OTHER PARTY ACCOUNT NUMBER	<input type="text"/>
SUM	<input type="text" value="0.16:0.16"/>
CURRENCY	<input type="text" value="EUR"/>
DESCRIPTION	<input type="text" value="service charge"/> ?
REFERENCE NUMBER	<input type="text"/> ?
REG.NO / PID	<input type="text"/>
T	<input type="text" value="TT_1"/>
DMN	<input type="text"/>
DMNF	<input type="text"/>
DMNS	<input type="text"/>

A code and a name must be assigned to the rule to be created. When filling in the conditions block must be remember that the rule applies if ALL the conditions are met. In the example above, the rule applies to transactions where

1. money left the bank account (direction Out)
2. the amount was exactly 0.16 Euros (currency and amount range are specified)
3. the payment explanation was Other service charge

In order for the rule to apply more universally, the conditions can be reduced or a text fragment search can be used instead of an exact text match. For example, in such conditions

DIRECTION	Out ▼
OTHER PARTY NAME	<input type="text"/>
OTHER PARTY ACCOUNT NUMBER	<input type="text"/>
SUM	<input type="text"/>
CURRENCY	<input type="text"/>
DESCRIPTION	<input type="text" value="%service charge%"/>
REFERENCE NUMBER	<input type="text"/>
REG.NO / PID	<input type="text"/>
T	TT_1
DMN	<input type="text"/>
DMNF	<input type="text"/>
DMNS	<input type="text"/>

the rule applies in all cases when money is debited from the account with a transaction of type TT_1 and whose description includes the text *service fee*

After fulfilling the conditions, the desired result of the application of the rule must be determined. Example:

Outcome

TYPE	Transaction
CUSTOMER	
SUPPLIER	
ACCOUNT	85003
FEE ACCOUNT	
OBJECT	GENERAL
PROJECT	1101
VAT CODE	
EMPLOYEE	
FINANCE RECIPE	
REFERENCE	
COMMENT	
PAY MODE	
DETECT CUSTOMER	<input checked="" type="checkbox"/>
DETECT SUPPLIER	<input type="checkbox"/>

The statement line to which the given rule applies is assigned

1. type Transaction
2. account 85003
3. object GENERAL
4. project 1101
5. an attempt is made to find a customer in the customer register whose register number matches the counterparty`s register number on the statement line.

Rule management

The register of the configured bank statement rules can be found in the Finance settings option Bank statement rules. Rules can be changed and deleted here.

Finance Settings > Bank statement import rules

Refresh Clear fields Choose columns Save view Settings Print Excel Output

Bank statement import rules

OPEN Code Add new Browse Rows: 20

CODE ^	NAME	PAY MODE	DIRECTION	DESCRIPTION	OTHER PARTY NAME	REG #	REFERENCE NUMBER	DMN	DMNF	DMNS	T
EU2_TT	EU2 panga teenustasud	EU2	Out	MK teenustasu							TT_1
EU2_VMK_TEEN	EU2_VMK teenustasu	EU2	Out	%VMK teenustasu%				PMNT	ICDT	CHRG	TT_2

Application of the rules

- The rules apply immediately after the statement is imported (both from the file and from the bank [automaatselt importides](#)), but also after saving each statement (which is helpful for creating new rules and testing them).
- In the statement line, where the rule is applied, can see the code of the rule and a check mark and the fields defined in the rule have been filled - in such a line, can't fill in the fields manually.
- If necessary, the application of the rule can be cancelled by removing the check mark next to the rule - after this can manually change the fields or add information to the fields that the rule did not fill.

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