

# Table of Contents

**Automatic posting rules**

Adding a new rule

Rule management

Application of the rules

3

3

6

7



## 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.

<a href="#">ALL</a>   <a href="#">Not used</a>   <a href="#">Receipt</a>   <a href="#">Payment</a>   <a href="#">Transaction</a>   <a href="#">Card payment</a>   <a href="#">Expense due</a>   <a href="#">Cash</a>   <a href="#">Wage payment</a>											
Set type for selected: <a href="#">Not used</a>											
NO	Date	Bank account/IBAN	Reg No/ID number	Company	Description	Currency	Sum	Fee	Reference no	Payment No	Rule
1	18.03.2023	EE222200221001183831		SWEDBANK LIISING AS	Nr. Da Vinci Food OU 3023822	EUR	225.90			D24450	ADD
2	18.03.2023	EE542200221042178850			MK teenustasu	EUR	0.16				EU2_TT
3	18.03.2023	EE132200221054574442	12260048	NENALY TRADE OU	arve 21155598	EUR	118.80			49	ADD
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

NAME

PAY MODE

EU2

>>

?

PRIORITY

?

Rule conditions

DIRECTION

Out

OTHER PARTY NAME

?

OTHER PARTY ACCOUNT NUMBER

SUM

0.16:0.16

CURRENCY

EUR

DESCRIPTION

service charge

?

REFERENCE NUMBER

?

REG.NO / PID

T

TT\_1

DMN

DMNF

DMNS

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

☒

DETECT SUPPLIER

☐

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

RefreshClear fieldsChoose columnsSave viewSettingsPrintExcel Output

Bank statement import rules

OPEN CodeAdd newBrowse

Rows: 20

CODE ^	NAME	PAY MODE	DIRECTION	DESCRIPTION	OTHER PARTY NAME	REG #	REFERENCE NUMBER	DMN	DMNF	DMNS	T
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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