Bank feed rules

If you have transactions that regularly appear in your bank feeds, you can set up rules to automatically create matching transactions in AccountRight, or to help match payments to invoices and bills.

Rules search for a word or phrase in your bank feed and, when found, an AccountRight transaction is suggested as a match, or created and matched, ready for you to approve. You can make the search as simple or as complex as you need.

The type of rule you apply, and the way the rule works depends on the type of transaction.

Recurring transactions

Recurring transactions have pre-defined amounts that might not match the bank feed amount.

We don't recommended using rules for recurring transactions that come through the bank feed.

There are three types of rules you can create:

Rule	Description
Transaction	Use transaction rules when you receive or pay money that is not for an invoice or bill you've recorded in AccountRight. A transaction rule can create a transaction and allocate the transaction amount to one or more accounts, jobs or tax codes. Say you regularly buy stationery from a business called Office Supplies, you can create a transaction rule, so that each time a transaction from Office Supplies comes through in your bank feed, a matching transaction is automatically created and matched in AccountRight. You can create similar rules for utility payments, rent, petrol purchases or other Spend Money or Receive Money transactions.
Invoice	Use invoice rules to help match customer payments to the invoice they relate to. When the rule is applied in AccountRight, a list of possible invoice matches are provided, all you need to do is select the correct one and approve it.
Bill	(Not Basics) If you record purchases in AccountRight, you can use bill rules to match payments to the bills they relate to. When a payment appears in the feed, and the rule is applied, a list of possible bills are provided, so you can easily match it to the correct supplier and bill.

To create a transaction rule

To create an invoice rule

To create a bill rule (Not Basics)

To edit a rule

To delete a rule

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