Banking
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Banking

NetSuite banking offers several processing options to accurately track your income. You can record deposits to your bank accounts to capture customer payments and other monies received in the course of doing business. For a deposit, you can select payments received for existing transactions, add funds not related to transaction payments, and record any cash received back from the bank. You can remove undeposited funds from deposits, record cash back from a deposit, manage returned/NSF checks, and more. For more information, see Deposits.

NetSuite enables you to use the Write Checks transaction to issue a check to pay an expense or record a non-check transaction. For more information, see Checking.

To create a transaction that changes the balance in a NetSuite general ledger account, create a Journal Entry. See the help topic Journal Entries.

You can move funds from one bank account to another bank account. You can also move funds into non-bank accounts. For more information, see Transferring Funds.

You can add company credit card accounts, enter company credit card charges, pay the company credit card bill, and then reconcile the credit card statement. For more information, see Company Credit Cards.

You can create and save a record for a financial institution, and then add multiple Format Profiles to it. Format Profiles enable you to set up bank transaction code and account mapping for statement file formats to be imported. For more information, see <FI link>.

If you use Online Banking, you can download transaction data from your financial institution or credit card company and then import the statement into your NetSuite account. Alternatively, you can automate your file uploads by using the Bank Connectivity plug-in. When you import a statement, NetSuite enables you to automatically and manually match transactions, enter transactions during the reconciliation process, and delete imported statements if you feel there is an error. For more information, see Account Statement Import.

When you import account statements into NetSuite, you can match and reconcile transactions without the use of Excel or third-party tools. You can match and confirm transactions on the Confirm Transaction Matches page, which displays side-by-side lists of imported Statement Transactions and NetSuite Transactions. To reconcile transactions, you can go to the Reconcile Account Statement page, which displays side-by-side lists of imported Statement Transactions and GL Transactions in NetSuite. You can filter and then select one or more from each list to choose matches. For details, see Account Statement Matching and Reconciliation.

The original reconciliation pages are still available. You can reconcile bank statements, enter transactions during the reconciliation process, hold a reconciliation, and delete a reconciliation. See Reconciling Bank Statements and Reconciling Credit Card Statements.

For information about adding and deleting bank accounts, see the help topics Creating Accounts and Deleting Accounts and Making Accounts Inactive.
Permissions for Banking Features

You need to enable certain permissions to use banking features in NetSuite. These include the ability to set up records for financial institutions, and the use of the Statement File Import feature and Intelligent Transaction Matching and Account Reconciliation features.

This topic contains the permissions required to use the following features:

# Financial Institution Records
# Statement File Import
# Intelligent Transaction Matching and Account Reconciliation

Financial Institution Records

To create and save records for financial institutions, you need the Financial Institution Records permission with a Full Access permission level. This allows you to set up Financial Institutions and associated Format Profiles where you can configure bank transaction codes and account mappings. For more information, see the help topic Financial Institution Records.

Statement File Import

To use the Statement File Import feature, you need the Import Online Banking File permission. With this permission, you can access the Statement File Import (formerly named Online Banking Data Upload) page and Imported Statement List (formerly named Statement Import List) page. Access levels include:

# Full or Create – Access the Statement File Import page, import files, view import details, delete imported files, and edit duplicate flags.
# Edit – Access the Statement File Import page, view import details, and edit duplicate flags.
# View – Access the Statement File Import page and view import details.

For more information, see Importing Online Bank Statements.

Intelligent Transaction Matching and Account Reconciliation

To use the Intelligent Transaction Matching and Account Reconciliation features, your user role may require the following permissions:

<table>
<thead>
<tr>
<th>Permission</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts</td>
<td>Enables you to view and select accounts on the Reconcile Account Statement page and Custom Matching Rule window. Your user role must have view-level access at a minimum.</td>
</tr>
<tr>
<td>Import Online Banking File</td>
<td>Enables you to access the Statement File Import and Imported Statement List page. Access levels include:</td>
</tr>
<tr>
<td></td>
<td># Full or Create – Access the Statement File Import page, import files, view import details, delete imported files, and edit duplicate flags.</td>
</tr>
<tr>
<td>Permission</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Edit</td>
<td>Access the Statement File Import page, view import details, and edit duplicate flags.</td>
</tr>
<tr>
<td>View</td>
<td>Access the Statement File Import page and view import details.</td>
</tr>
<tr>
<td>Matching Rules for Online Banking</td>
<td>Enables you to access the Reconciliation Matching Rules page. Access levels include:</td>
</tr>
<tr>
<td>Full, Edit, or Create</td>
<td>Access the Reconciliation Matching Rules page. Create, edit, and delete matching rules, and change the order of the custom rules.</td>
</tr>
<tr>
<td>View</td>
<td>No access.</td>
</tr>
<tr>
<td>Reconcile Reporting</td>
<td>Enables you to access the Reconciliation History Report, Reconciliation Detail Report, and Reconciliation Summary Report.</td>
</tr>
<tr>
<td>Reconcile</td>
<td>Enables you to access the Confirm Transaction Matches and Reconcile Account Statement pages and match transactions. Some roles may have the Edit or only the View access level.</td>
</tr>
<tr>
<td>Edit</td>
<td>Ability to access the Confirm Transaction Matches and Reconcile Account Statement pages, match transactions, and close a reconciliation.</td>
</tr>
<tr>
<td>View</td>
<td>Ability to access the Reconcile Account Statement page and transaction details.</td>
</tr>
<tr>
<td></td>
<td>The Account Reconciliation Summary portlet is also on your dashboard by default.</td>
</tr>
</tbody>
</table>

Note: In 2017.2, the Reconcile permission replaced both the Find Matching Online Banking Transactions and Online Banking Statement permissions.

Other possible restrictions may impact the list of accounts and details that you can see:

- **Subsidiary Restrictions** – For example, an employee of Subsidiary A can only access Subsidiary A’s account list, by default. However, if the user role has the Allow Cross-Subsidiary Record Viewing setting enabled, the account list contains all the available accounts for the user to reconcile.

- **Department, Class, or Location Restrictions** – For example, if your role has the Department Restriction set to own, subordinate, and unassigned, and has access to department A, you can only see accounts in department A, as well as its children or unassigned accounts. You cannot access an account from department B.

For more information, see Account Statement Matching and Reconciliation.
Deposits

In NetSuite, record deposits to your bank accounts to capture customer payments and other monies received in the course of doing business. By recording funds deposited, you can accurately track income.

Typically organizations post customer payments received in the form of cash, checks, and credit card payments to the Undeposited Funds ledger account rather than to a specific bank account. This prevents a time lag between the amount shown on your books for a bank account and the bank balance. When you record a deposit, NetSuite moves funds out of the Undeposited Funds account to the ledger account for the bank account, to accurately reflect bank account balances.

If you record customer payments directly to a bank account rather than to Undeposited Funds, you do not need to create deposits for those amounts.

To record deposits you make to your bank accounts, go to Transactions > Bank > Make Deposits.

You can edit a saved deposit in the Deposits list. You can also delete a recorded deposit from the Deposits list. For more information, see Making Deposits.

Information on using deposits in this topic includes:

- Making Deposits
- Viewing the Deposits List
- Printing Deposit Slips
- Recording Cash Back from a Deposit

Making Deposits

Make a deposit in NetSuite to record funds you deposit into your bank account. For a deposit, you can select payments received for existing transactions, add funds not related to transaction payments, and record any cash received back from the bank.

**Note:** Many organizations post customer payments to the Undeposited Funds ledger account rather than to a specific bank account. This Undeposited Funds posting prevents a time lag between the amount shown on your books for a bank account and the bank balance. When you record a deposit, NetSuite moves funds out of the Undeposited Funds account to the ledger account for the bank account to accurately reflect bank account balances. If you record customer payments directly to a bank account rather than to Undeposited Funds, you are not required to create deposits for those amounts.

**Warning:** During the creation of a deposit, if another user deletes any payment or cash sale that is currently marked for deposit, NetSuite displays a message indicating that the record has been changed. You cannot save the deposit because the expected data is no longer present.

When making a deposit, in addition to standard options for saving the deposit, you can perform the following from the header:

- **Reset** – clears all input on all subtabs, and clears header input
- On the Payments subtab, you can check and clear the box beneath the Customize button. Checking the box selects all of the payment items for the deposit. Clearing the box removes the selected payment items from the deposit.

You can add items to a deposit with payment methods other than Check or Cash. For example, you can add a custom payment method or a credit card. If you want to print the deposit slip, NetSuite displays a message warning you that the deposit has items other than Check or Cash. You can continue with the deposit if this is correct, or make changes as needed.
The system does not track tax periods on deposits.

To make a deposit:

1. Go to Transactions > Bank > Make Deposits.
2. In the Primary Information section:
   a. Select the custom form for this deposit.
      The system generated deposit number appears.
   b. Select the bank account for the deposit.
      The currency and exchange rate display for the account. For information on exchange rates, see the help topic Currency Exchange Rates.
      If the bank account's currency is the same as the subsidiary's base currency, the exchange rate is a read-only field.
   c. The Amount field shows the total amount of payments, other deposits, and cash back selected or entered on the Deposits subtab.
   d. Accept today's date, or enter the date of the deposit.
   e. Select a posting period, if you use the Accounting Periods feature.
   f. Optionally, enter a memo.
   g. Check the To Be Printed box if you want to enter multiple deposits before printing the deposit slips for your records. See Printing Multiple Deposit Slips.
3. In the Classification section, select a department, class, and location for this deposit, if needed.
   If you use NetSuite OneWorld, the subsidiary defaults to that associated with the selected bank account.
4. On the Deposits subtab, enter the items for the deposit.
   a. The Payments subtab lists all payments posted to the Undeposited Funds account. Check the box next to each item to include in this deposit.
      You can filter the items by date, date range, or payment processing profile.
      The Amount column shows the payment amount in the currency of the bank account, which was entered when received for a cash sale, invoice, or other transaction. If you must change the amount, click the link in the Date column to go to the source transaction.
      If the field is empty, you must manually enter the amount. NetSuite does not populate the field if the payment currency is different from the bank account’s currency, and the bank and subsidiary currencies are also different.
      If the payment currency is different from the bank’s currency, and the bank and subsidiary currencies are the same, NetSuite uses the stored exchange rate to calculate the amount.
   b. On the Other Deposits subtab, enter items not received as payments recorded to the Undeposited Funds account.
Enter the name, amount (positive number), account, payment method, and payment number for each item. Optionally enter a classification and memo. Click Add.

**Note:** You can select an entity in the Name field. The available entities are filtered by the selected bank account.

If you use NetSuite OneWorld and have shared vendor and customer records with multiple subsidiaries, all of the vendors and customers assigned to the subsidiary associated with the selected bank account appear in this field. For more information about shared records, see the help topics Assigning Subsidiaries to a Vendor and Assigning Subsidiaries to a Customer.

c. On the Cash Back subtab, enter the amount of cash back you received from this deposit. Enter the amount of cash you received, account, classification, and memo. Click Add.

5. On the Communication subtab, you can attach files and notes to this transaction.
   a. On the User Notes subtab, enter a title and note for any comments you want to add to this transaction. Click Add after each note
   b. On the Files subtab, select and attach files from the File Cabinet related to this transaction. To upload a new file to the File Cabinet, select New from the dropdown list in the Attach Files column.
   c. Use the Events, Tasks, and Phone Calls subtabs to add to attach activities, such as events, phone calls, and tasks to this transaction. For more information, see the help topic Attaching Events, Tasks, and Calls to Records and Transactions.

6. If you use NetSuite OneWorld and the Multi-Book Accounting feature is provisioned in your account, the Accounting Books subtab appears. This subtab shows the secondary books associated with the selected deposit, if any, and their respective base currencies and exchange rates. For information about Multi-Book Accounting, see the help topic Using Multi-Book Accounting.

7. After you enter all the items for the deposit, verify the deposit total amount is correct and click Save.

To edit a saved deposit in the Deposits list:
1. Go to Transactions > Bank > Make Deposits > List.
2. From the Deposits list, click Edit next to the deposit you want to modify.
3. On the Deposit page, modify the saved deposit as required.
4. Click Save.
5. At the prompt to unreconcile the transaction, click OK.

To delete an existing deposit from the Deposits list:
1. Go to Transactions > Bank > Make Deposits > List.
2. From the Deposits list, click Edit next to the deposit you want to delete.
3. On the Deposit page, under Actions, click Delete.
4. At the prompt to confirm the action, click OK.

**Viewing the Deposits List**

The Deposits page provides a list of deposits recorded in NetSuite and an overview of information about the deposits made. From the list you can access individual deposit records or print the deposit slip.

To view the deposits list, go to Transactions > Bank > Make Deposits > List.

By default, the Deposits page shows the following information about each deposit:
Viewing the Deposits List

- Date of the deposit
- Document number associated with the deposit
- Bank account for the deposit
- Memo
- Currency of the bank account
- Amount (Foreign Currency)
- Amount of deposit
- Whether the deposit was posted

Depending on the features enabled in your account, this page also shows feature specific columns.

Filtering the Deposits List

To limit the deposits that show in the list, select one or more filters on the Deposits page. In addition to standard filters, you can add custom ones, such as Account, by customizing. You can also delete existing deposits from the list.

To add custom filters to the Deposits list:

1. From the Deposits list, click Customize View.
2. On the Saved Transaction Search page, click the Available Filters subtab.
3. Select a filter in the dropdown list.
4. The Show in Footer box is automatically checked. Clear this box if you do not want to display a dropdown list of filter values on the Deposits list.
5. Click Add.
6. Click Save.

Removing Undeposited Funds Lines from Deposits

If you post a payment from a customer to the Undeposited Funds account, it appears in the list of items on the Payments subtab of the Deposit page. You can include it in a deposit at any time by selecting the payment when making a deposit. In some cases, you may need to remove undeposited payments if you have otherwise accounted for them.

To clear the Deposit page of unnecessary Undeposited Funds lines:

1. Go to Transactions > Bank > Make Deposits.
2. On the Payments subtab of the Deposits subtab, check the box in the Deposit column next to the journal lines you want to remove.
3. Make a note of the total amount of the lines you check on the Payments subtab.
4. Click the Cash Back subtab.
5. In the Amount field, enter the total amount of all of the lines you checked on the Payments subtab.
   For example, if the total amount of the lines you checked on the Payments subtab is 500.00, enter 500.00 in the Amount field.
6. In the Account field for this line, select Undeposited Funds.
7. Click Save.
Printing Deposit Slips

You can print slips for cash and check deposits. You can print a deposit slip for an individual deposit, or you can queue multiple deposit slips and print them at the same time.

You can print deposit slips in HTML or PDF format from your local or network printer. Deposit slips are printed on printer paper and do not require special forms. To print deposit slips in PDF format you need Adobe Reader. Visit the Adobe Web site to download the latest version at no charge.

To customize the fields on your deposit slips, go to Customization > Forms > Transaction Forms. Click the name of the deposit slip you want to customize and then complete the fields as required. For more information, see the help topic Creating Custom Entry and Transaction Forms.

![Note: At present, you cannot customize the layout of the printed deposit slip.]

Printing a Single Deposit Slip

Print a single deposit slip when you enter a deposit at Transactions > Bank > Make Deposits. After you enter all the information for the deposit, click Save & Print, and then click Print in the Adobe application.

You can also print deposit slips you entered previously. To print a past deposit slip, go to Transactions > Bank > Make Deposits > List. Click Print next to the deposit slip you want to print.

Printing Multiple Deposit Slips

If you enter multiple deposits before printing, you can print all the slips at one time. To do this, check the To Be Printed box on the Deposits page for each deposit you enter.

To print multiple deposit slips:

1. Go to Transactions > Management > Print Checks and Forms.
2. Click Deposits.
3. On the Deposits page, select the Account for which you want to print deposit slips.
4. Check the box beside each deposit you want to print, or click Mark All to print all deposits listed.
5. Click Print.
   # If you did not enable the Download PDF Files preference on the Set Preferences page, a preview of your deposits opens in Adobe Reader.
   # If you enabled the Download PDF Files preference, you must first save your deposits and then open them with Adobe Reader.
6. Click the Print button in Adobe Reader.
7. If you want to print multiple copies, specify the number on the print message that appears.
8. Click OK.

Recording Cash Back from a Deposit

You can record cash received back from a deposit when you create the deposit slip in NetSuite. Enter the amount received on the Cash Back subtab on the Deposit page.
If you want to balance your bank account, you can create new deposits or charges during the reconciliation process. For details, see Reconciling Bank Statements.

To record cash back from a deposit:

1. Go to Transactions > Bank > Make Deposits.
2. Create a deposit. For more information, see Making Deposits.
3. Click the Cash Back subtab.
   a. In the Amount field, enter the amount of cash you got back.
   b. Select the account the deposit comes from.
   c. Select a department, class or location.
   d. Enter an optional memo.
4. Click Add.
   Repeat the steps above for any other cash items you received from deposits.
5. Click Save.
Checking

In NetSuite, use the Write Checks transaction to issue a check to pay an expense or record a non-check transaction. For example, you can:

- reimburse employees for expenses if you do not use Direct Deposit or Accounts Payable
- pay vendors if you do not use Accounts Payable
- record cash transactions
- enter other non-check debits such as debit card transactions

If you use Accounts Payable, pay vendors at Transactions > Payables > Pay Bills.

Information on using company credit cards in this topic includes:

- Writing Checks
- Resetting Check Numbers
- Printing Checks
- Entering Non-Check Debits
- Recording Cash Transactions Using Checks
- Tracking Petty Cash

Writing Checks

Note: The Write Checks option is not available for Japan Edition.

In NetSuite, use the Write Checks transaction to issue a check to pay an expense or record a non-check transaction. For example, you can:

- reimburse employees for expenses if you do not use Direct Deposit or Accounts Payable
- pay vendors if you do not use Accounts Payable
- record cash transactions
- enter other non-check debits such as debit card transactions

If you use Accounts Payable, pay vendors at Transactions > Payables > Pay Bills.

Note: If you must stop payment on a check, the preferred method is to void the check in the system. Voiding a check sets its amount to 0 but does not remove it from the system, ensuring that you maintain the proper audit trail. For information about voiding a check, see Voiding a Check and Voiding Transactions.

Saving a check transaction records the expense directly to your books by debiting the expense account specified in the transaction detail, and crediting the bank account selected for the check.

When you save a check transaction, you have three options:

- Click Save to process the information and return to the Transactions page.
  
  If you select To be Printed for the transaction, it is available for printing on the Print Checks page. For more information, see Printing Checks.
To write a check:

1. Go to Transactions > Bank > Write Checks.

   Note: The Write Checks option is not available for Japan Edition.

2. In the Primary Information section:
   a. Select the bank account from which to withdraw the funds for this check.
   b. In the Balance field, you can view but not edit the current balance of the account.
   c. Select the Payee for this check.
   d. In the Amount field, enter the amount for which you want to write the check.
      You can also leave this field blank and enter amounts from the expenses and items added for the check. Auto Fill displays the amount from the previous transaction for this payee.
   e. The currency and its exchange rate populate the Currency and Exchange Rate fields based on the currency selected on the Financial subtab of the payee's record.
   f. Accept today's date or enter a new date for this transaction.
   g. If you use accounting periods, select a posting period for this check.
   h. Select To Be Printed to save this check in your print queue to print later. If you do not check this box, you can click the Save & Print to print this check immediately.
   i. The Check # field autofills with one of the following:
      # If you checked To Be Printed, this box autofills with To Print.
      You choose starting numbers when you print those checks.
      # If you are immediately printing this check when you save the transaction, NetSuite increases the largest check number by one. You can enter another number, but the next number reverts to the standard pattern.

      Note: You can also use this field to record ACH, ATM, or other reference numbers or text.
   j. Enter a memo for the check (optional).

3. In the Classification section:
   a. If you use NetSuite OneWorld, the Subsidiary field defaults to the primary subsidiary associated with the Payee.

      Note: If you share vendor and customer records with multiple subsidiaries, you can change the subsidiary from the primary subsidiary to a secondary subsidiary. Changing the subsidiary updates the bank account to that of the selected subsidiary, updates the currency to that of the new bank, and clears the lines on the Expenses and Items subtabs. For more information about shared vendor and customer records, see the help topics Assigning Subsidiaries to a Vendor and Assigning Subsidiaries to a Customer.
   b. If you use departments or classes, select a department or class with which to associate this check.

4. On the Expenses & Items subtab, click the Expenses subtab and select any expenses associated with this transaction. For more information, see Adding Expenses to a Check.

5. On the Expenses & Items subtab, click the Items subtab and select any items associated with this transaction. For more information, see Adding Items to a Check.
6. If you use the Landed Cost feature, on the Landed Cost subtab, select the method by which the cost is allocated. Enter any shipping and duty costs and select the sources of these costs. For more information, see the help topic Landed Cost.

7. On the Payee Address subtab, the address information from the payee record appears. If the Auto Fill preference is enabled, the address information from the latest transaction for the payee appears. If you have not sent any invoices to customers or if the Auto Fill preference is disabled, the Default Billing address information appears.

Note: The Auto Fill preference takes precedence over the Default Billing address.

To enable or disable the Auto Fill preference, go to Home > Set Preferences. On the Transactions subtab, in the Basics section, check or clear the Auto Fill Transactions box.

To enable or disable the Default Billing box, go to Lists > Relationships > Customers and click Edit next to a customer. On the customer record, in the Address subtab, check or clear the Default Billing box next to an address.

8. On the Relationships subtab, the primary contact for the customer automatically appears. You can edit, add, or delete contact information for the transaction on this subtab.

9. On the Communication subtab, you can attach files and notes to this transaction.
   a. On the User Notes subtab, enter a title and note for any comments you want to add to this transaction. Click Add after each note
   b. On the Files subtab, select and attach files from the File Cabinet related to this transaction. To upload a new file to the File Cabinet, select New from the dropdown list in the Attach Files column.
   c. Use the Events, Tasks, and Phone Calls subtabs to add to attach activities, such as events, phone calls, and tasks to this transaction. For more information, see the help topic Attaching Events, Tasks, and Calls to Records and Transactions.

10. If you use NetSuite OneWorld and the Multi-Book Accounting feature is provisioned in your account, the Accounting Books subtab appears. This subtab lists the secondary books associated with the selected check, if any, and their respective base currencies and exchange rates. For information about Multi-Book Accounting, see the help topic Using Multi-Book Accounting.

11. If you use the International Tax Reports SuiteApp, on the Tax Reporting subtab, select the delivery terms, region of origin, nature of transaction code, and mode of transport. Check the Non-deductible Tax Adjusted box if this check includes a nondeductible tax. For more information, see the help topic EU Intrastat Report.

12. Click Save.

Adding Expenses to a Check

Add expenses to a check to directly account for expenses related to your organization.

A common use of this is to pay for an internal company expense, such as petty cash, or to pay bills for which you don't receive a vendor invoice.

To add expenses to a check:

1. Go to Transactions > Bank > Write Checks.
2. On the top of the Check page, enter information about the payee, dates, and other information about the payment. You can enter the amount here or when you enter the detail lines. For more information, see Writing Checks.

   If the Auto Fill preference is turned off, you can click Auto Fill to fill information from the last transaction for this payee.
To enable or disable the **Auto Fill** preference, go to Home > Set Preferences. On the **Transactions** subtab, in the Basics section, check or clear the **Auto Fill Transactions** box.

3. On the **Expenses & Items** subtab, click the **Expenses** subtab to enter the expenses.
   a. In the **Account** field, select the appropriate ledger account.

   ![Note:](image) You must have the **Expand Account Lists** preference enabled to select a credit card account in this field. For more information, see the help topic Accounting Preferences.

   b. Enter an amount for the expense item. Amounts entered here update the **Amount** field in the header.
   c. Optionally enter a memo.
   d. Select an expense category if you use internal expense categories and have customized the Check page to display this field.
   e. Select a department, class, or location to associate with this transaction, if used.
   f. Enter the **Customer** or **Project** associated with this expense.
   g. If this expense is billable, check the **Billable** box.
   h. Click **Add**.

4. Repeat step 3 for any additional expenses.

5. Save the transaction.

6. **Note:** If you use voucher checks, you can print a maximum of 19 line items on each check. If you have more than 19 line items for a single check, the items do not appear on the voucher.

### Adding Items to a Check

Items are goods and services that you acquire. When you write a check, you can add items from the list of items you set up.

**To add items to a check:**

1. Go to Transactions > Bank > Write Checks.
2. On the top of the Check page, enter information about the payee, dates, the amount of the payment, and other information about the payment. For more information, see Writing Checks. If the **Auto Fill** preference is turned off, click **Auto Fill** to fill information from the last transaction for this payee.
3. On the **Expenses & Items** subtab, click the **Items** subtab.
   a. Select an item from the list and then fill in the quantity.

   NetSuite fills in the description, rate, and amount.
   b. Enter the serial or lot numbers, if necessary.
   c. Enter an expiration date for the item, if appropriate.
   d. In the **Bin Numbers** field, the preferred bin for the item is selected. If items with this transaction are to be stocked in other bins associated with this item, click the bin number. Click the **Bins** icon, edit quantities added to each bin, and click **Done**.
   e. Select a **Tax Code** to populate the **Tax Rate** field.
   f. Set **Options**, if required.
   g. Enter the customer or project associated with this item.
Writing Checks

1. Select a department, class, and location to associate with this transaction, if used.
2. If this is billable, check the Billable box.
3. Check the Update Item Price box to change the purchase price for this item.
4. Click Add.
5. Repeat step 3, add items.
6. Save the transaction.

**Note:** If you use voucher checks, you can print a maximum of 19 line items on each check. If you have more than 19 line items for a single check, the items do not appear on the voucher.

Adding Check Register Shortcuts

You can add shortcuts on your dashboard for easy access to the checking register for each of your bank accounts.

To use shortcuts, you must first enable the Shortcuts portlet on your dashboard at Home > Dashboard. Click Personalize to expand the Personalize Dashboard panel. Under Standard Content, click or drag the Shortcuts item.

To create a shortcut to a check register:

1. Go to Transactions > Bank > Write Checks.
2. In the Account field, select a bank account.
3. Under Actions, select Go to Register.
4. When the register opens, click Add To Shortcuts, available in the Shortcuts menu.
5. In the Add Shortcut page, accept the name of the account as listed in your chart of accounts, or change it to the name you’d like to appear on your NetSuite Home page. Check Open in New Window to have the register open in a new window.
6. Click Save.

Repeat these steps for each of your bank accounts. You can also add a shortcut to any ledger account.

To access a check register, click the link in your Shortcuts portlet.

Voiding a Check

In NetSuite, the Write Checks transaction issues a check to pay an expense or record a non-check transaction such as a vendor payment if you do not use Accounts Payable. For information about writing checks in NetSuite, see Writing Checks.

When you write a check, the check amount posts into the journal account affected by the payment. When you void the check, the selected journal account is impacted by the voiding journal entry. For information about the GL impact from writing a check, see the Writing Checks subtopic on the Bank Transaction GL Impact help topic.

To void a check from a closed period, you must reopen the period.

**Note:** After voiding a check, reconcile the voiding journal entry. For details pertaining to the original reconciliation feature, see Reconciling Bank Statements. For details on dealing with voided transactions in the redesigned Reconcile Account Statement page, see Matching Transactions.

To void a check:

1. Go to Transactions > Bank > Write Checks > List.
2. Click the Edit link for the check to be voided.
3. Click Void.
4. Create the voiding journal entry and then click Save.

For more information on creating a journal entry, see the help topic Making Journal Entries.

For information about voiding transactions, see the help topic Voiding Transactions.

## Resetting Check Numbers

By default, NetSuite sets the Check # field to the largest existing check number increased by one. If you have appropriate permission, you can reset numbering at a lower or higher number than the current number.

To reset check numbering:

1. Go to Lists > Accounting > Accounts, or Setup > Accounting > Chart of Accounts.
2. In the list of accounts, click Edit next to the bank account for which you want to reset check numbering.
3. In the Next Check Number field, enter the check number to use for the next check written from this account.
4. Click Save.

If your NetSuite account uses auto-generated numbering for check numbers, you can reset the initial numbering for the check transaction type. For information about auto-generated numbers, see the help topic Set Auto-Generated Numbers.

## Printing Checks

To save a check in your print queue to print later, check the To Be Printed box. For details, see Writing Checks. To remove the check from the print queue, edit the check and then clear the To Be Printed box.

Print checks using the Print Checks page at Transactions > Management > Print Checks and Forms > Checks. You can also print a single check immediately after writing a check transaction.

Your administrator can customize the layout of your printed forms using Advanced PDF/HTML templates. For information, see the help topic Advanced PDF/HTML Templates.

Checks print in PDF format using Adobe Reader. Visit the Adobe website to download the latest version at no charge.

Select the account on which the checks are to be drawn. Select the type of check, and specify the check number. Determine whether the check should print from back to front.

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**Note:** For information on reprinting a check, see Reprinting a Check.

To print checks:

1. Set your preferences for check printing. For more information, see Setting Check Printing Preferences.
2. Ensure that Adobe Reader is available.
3. Order check printing forms from the Forms Fulfillment Center, a NetSuite partner at www.netsuiteforms.com. For more information, see Forms Available for Check Printing.
4. Print single checks or multiple checks. For more information, see Printing a Single Check and Printing Checks for Multiple Transactions.
5. For reprinting checks and trouble shooting, see Handling Check Printing Problems.
To clear the printer queue, refer to Devices and Printers on your Start menu.

Setting Check Printing Preferences

You set check printing preferences on the Printing & Fax Preferences page.

To set check printing preferences:

1. Go to Setup > Company > Preferences > Printing & Fax.
2. Click the Printing subtab.
3. Under Check Printing, in the Default Check Type field, choose from two types of checks:
   # Standard – printed without a voucher, three checks per 8.5 x 11 inch sheet.
   # Voucher – printed at the top of an 8.5 x 11 inch sheet with voucher information printed at the bottom, one check per sheet.
   If you use voucher checks, you can print a maximum of 19 line items on each check. If you have more than 19 line items for a single check, the items do not appear on the voucher.
   You must print the check at the top. NetSuite does not support printing checks in the middle of the page.

   **Note:** You can customize check forms, but you must print forms as Standard (3 to a sheet) or Voucher (check at the top only.) When you customize a check layout, you see only the check, no vouchers, regardless of your check type preference. Even if you change the page size, the elements you can select to add or edit are only the standard check elements.

   Your administrator can customize the layout of your printed forms using Advanced PDF/HTML templates. For information on customizing forms, see the help topic Advanced PDF/HTML Templates.

4. Select a font style in the Check Font field.

   **Note:** The preferences in steps 3 and 4 do not affect the layout of elements on the check form.

5. Select a font size in the Check Font Size field.
6. Click Save.

If your organization uses basic printing, you can configure a different check template for each subsidiary. For information, see the help topic Specifying Check Layout by Subsidiary.

Adjusting Check Printing Position

If you need to adjust the printing position for the text on the check form, go to Home > Set Preferences. On the Transaction subtab in the Printing sections, adjust the values in the Horizontal and Vertical Print Offset fields. Adjusting the values on the Set Preferences page affects all checks you print.

Automatic scaling, set in the Page Handling section of the Print window, can also cause difficulties when printing checks. Make sure that Page Scaling is set to None, and the boxes beneath it are not checked in the Print window.

Forms Available for Check Printing

You can use NetSuite to print two types of checks:

# Standard – printed without a voucher, three checks per 8.5 x 11 inch sheet.
# Voucher – printed at the top of an 8.5 x 11 inch sheet with voucher information printed at the bottom, one check per sheet.

You must print the check at the top. NetSuite does not support printing checks in the middle of the page.

Note: You can customize check forms, but you must print forms as Standard (3 to a sheet) or Voucher (check at the top only.) When you customize a check layout, you see only the check, no vouchers, regardless of your check type preference. Even if you change the page size, the elements you can select to add or edit are only the standard check elements.

For information on customizing forms, see the help topic Customizing Transaction Form PDF Layouts. For information about the Advanced PDF/HTML Templates feature, see the help topic Advanced PDF/HTML Templates.

If your organization uses basic printing, you can configure a different check template for each subsidiary. For information, see the help topic Specifying Check Layout by Subsidiary.

For more information on setting up check printing and aligning check forms, see Setting Check Printing Preferences.

NetSuite checks can be purchased from the Forms Fulfillment Center, a NetSuite partner at www.netsuiteforms.com. The following checks are compatible with NetSuite:

# Laser Top Multipurpose Check (DNL208)
# Laser Top Multipurpose Check - Unlined (DNL200)
# Laser 3-Up Multipurpose Check - Unlined (DNL201)
# Laser 3-Up Multipurpose Checks w/Lines Product (DNL202)

Printing a Check at the Form Bottom

Some locales require printing a check at the bottom of the form instead of the top. For example, some U.K. accounts require stock that prints at the bottom of the form. If you have such a requirement, please acquire check stock from www.access-plus.co.uk. You must use the reference number INF01SL on your order.

Printing a Single Check

You can print a single check immediately after writing a check transaction by clicking Save & Print when saving the transaction.

Alternately, you can print one or more checks from a queue of saved check transactions. For more information, see Printing Checks for Multiple Transactions.

Note: For information on reprinting a check, see Reprinting a Check.

To print a single check:

1. Go to Transactions > Bank > Write Checks.
2. On the Check page, complete the information as appropriate. For more information, see Writing Checks.
3. When finished, click Save & Print.

   NetSuite displays the printout for your check in PDF format.
4. Place a blank check in your printer tray, starting with the check number that matches the number on the Check page.

   When you print checks, the check number assigned to the check by NetSuite is printed in the upper right corner in a small font. It should not overlap the check number on preprinted check stock.
When you view your checks in the Adobe application before printing them, verify that the number NetSuite assigned to the check is the same as the number on your preprinted checks. To reset the check number, see Resetting Check Numbers.

5. Click the printer button in the Adobe application.

6. To print multiple copies, specify the number on the print message that appears, then load the appropriate number of pages of blank paper after the blank check in your printer.

7. In the Page Handling section of the Print window, verify that Page Scaling is set to None and the boxes beneath it are not checked. Automatic scaling can cause difficulties printing checks.

8. Click OK.

Your administrator can customize the layout of your printed forms using Advanced PDF/HTML templates. For information, see the help topic Advanced PDF/HTML Templates.

Printing Checks for Multiple Transactions

Follow these steps to print checks for more than one transaction.

To save a check in your print queue to print later, check the To Be Printed box. For details, see Writing Checks. To remove the check from the print queue, edit the check and then clear the To Be Printed box.

Note: For information on reprinting a check, see Reprinting a Check.

To print checks for multiple transactions:

1. Go to Transactions > Management > Print Checks and Forms and then click Checks. NetSuite displays the Print Checks page.

2. To determine the order in which NetSuite prints the checks, click on a column header to sort by that column.

   Note: In order to print the checks in a specific order, choose the order before choosing the account. If you want to print checks in a different order after choosing an account, sort the checks according to your preference, then reload the page and select the account.

3. Select the bank account from which you want to print checks.

   Note: Only those bank accounts that include transactions where the To Be Printed box is checked on the transaction record appears in the Account dropdown list.

4. NetSuite displays the next available check number to be printed. You can enter the starting check number for your preprinted checks, if different. To reset the check number sequence, see Resetting Check Numbers.

5. Click Print Back to Front if higher-number checks go into your printer before lower-number checks.

6. Choose the type of preprinted check.

   # Choose Standard to print a check without a payment voucher attached.

   # Choose Voucher to print a check with a payment voucher attached.

7. If you enabled the preference to use auto-generated numbers for vendors, you can sort the list of checks by the vendor names instead of by ID numbers. Click the header of the Payee column to sort checks by the payee name.

   Set your preferences for autogenerated numbers at Setup > Company > Auto-Generated Numbers.

8. Check the box in the Print column next to each check you want to print.
9. Click **Print**.

**To preview your checks:**

1. Preview your checks using the following methods:
   # If you enabled the Download PDF Files preference, select **Print** to save your checks and then open them with the Adobe application.
   # If you did not enable the Download PDF Files preference, a preview of your checks automatically opens in the Adobe application.
2. To specify the Download PDF Files preference, go to Defaults section of the **General** subtab at **Home > Set Preferences**.
3. Place your checks in your printer tray, starting with the check number that matches the value in the **First Check Number** field.
4. Click the printer button in the Adobe application window.
5. If you want to print multiple copies, specify the number on the Print window that appears and load the appropriate number of pages of blank paper after each blank check in your printer.
6. In the Page Handling section of the Print window, verify that **Page Scaling** is set to **None** and the boxes beneath it are not checked. Automatic scaling can cause difficulties printing checks.
7. Click **OK**.

Your administrator can customize the layout of your printed forms using Advanced PDF/HTML templates. For information, see the help topic Advanced PDF/HTML Templates.

**Handling Check Printing Problems**

For more information on setting up check printing and aligning check forms, see Setting Check Printing Preferences.

**Reprinting a Check**

Follow these steps when a check does not correctly print due to printing error or other problems.

**To reprint a check:**

1. Go to **Transactions > Bank > Write Checks** and then click **List or Search** to find the check.
2. Click the **View** link for the check.
3. Click **Void**.
4. On the Voiding Journal page, click **Save**.
5. Reopen the original bill transaction, refund transaction, or employee transaction in NetSuite.
6. Check the **To Be Printed** box.
7. Change the check number so that it matches your next blank check.
8. Repeat the printing process.

For detailed printing steps, see Printing Checks for Multiple Transactions.

**Print Scaling**

Print scaling on your printer can cause problems when printing checks. When the PDF opens and you click the Print button, the Print window opens. In the Page Handling section of the Print window, verify that **Page Scaling** is set to **None**, and the boxes beneath it are not checked.
Forgetting to Print a Check

If you click Save rather than Save & Print when saving a check transaction you intend to immediately print, follow the steps below to print the check from the Print Check page.

To print a check at a later time:

1. Go to Transactions > Bank > Write Checks > List.
2. Find the check transaction you want to print and then click Edit.
3. Check the To Be Printed box and click Save.
   Alternately, you can click Save & Print to print the check immediately.
4. Go to Transactions > Management > Print Checks and Forms.
5. Click Checks.
6. On the Checks page, select the bank account from which you want to print checks.
7. Check the box in the Print column next to each check you want to print.
8. Complete the rest of the required information and then click Save to print the check.
   For detailed printing instructions, see Printing Checks for Multiple Transactions.

Your administrator can customize the layout of your printed forms using Advanced PDF/HTML templates. For information, see the help topic Advanced PDF/HTML Templates.

Entering Non-Check Debits

You can enter non-check debit transactions on an account using the Write Checks transaction. Non-check debit transactions include debit card transactions, ATM (automated teller machine) transactions, and EFT (electronic funds transfer) payments.

To enter non-check debit transactions:

1. Go to Transactions > Bank > Write Checks.
2. On the Check page, verify that the correct bank account appears in the Account field.
3. Enter the payment information in the appropriate fields.
4. In the Check Number field, enter Debit or other text to indicate that the payment is not made by a check.
5. Click Save.
   This debit appears on the register for the account.

Best practice is to use the Write Checks transaction to enter non-check debits. You can, however, record debits while reconciling your bank statement.

To enter non-cash debit transactions while reconciling a bank statement:

1. Go to Transactions > Bank > Reconcile Bank Statement.
2. Click the New Charges subtab.
   a. Fill in the appropriate information for the charge.
   b. Click Add.
3. Complete the rest of the reconciliation.
   For complete reconciliation instructions, see Reconciling Bank Statements.
When you have cleared all the transactions listed on the statement and entered any additional transactions, the statement balance and cleared balance should match. Use the Difference field to track your progress.

4. When finished, you can:
   # Click **Save** to reconcile your bank statement.
   # Click **Save & Print** to save and print your reconciliation.
   # Click **Hold** to hold your reconciliation until you return to save or print it.

**Recording Cash Transactions Using Checks**

In NetSuite, you can record detailed cash transactions that you do not enter as bills on the Write Checks page.

For example, while serving at a party Christy's Catering runs out of soda. The owner must immediately purchase more soda with cash and bring it back to the party. Because this cost is associated with a project, Christy's Catering can record the transaction for the cash spent using the Write Checks function and capture the expense without first creating a vendor bill.

To record a cash transaction:

1. Go to **Transactions > Bank > Write Checks**.
2. On the Check page, select the ledger account you want to use to record the cash expenditure.
3. Enter the name of the payee, who received cash.
4. In the **Check #** field, type **CASH**.
   You can include a tracking number if you wish.
5. Enter the amount you spent.
6. On the **Expenses & Items** subtab, enter line items for the expenses or items associated with this cash transaction.
   For example, on the **Expenses** subtab, you might select a Beverage expense account, enter the customer, and select **Billable** to charge the expense to your customer.
7. Click **Save**.

To view the transaction, go to **Transactions > Bank > Write Checks > List**. Click **View** next to the item you created.

**Tracking Petty Cash**

**Important:** Before making any changes, **ask your accountant** to advise you whether writing journal entries or changing the account type is the right method for your business to track petty cash.

**Tracking Petty Cash Using Journal Entries**

Most companies follow the standard accounting practice of using journal entries to track petty cash transactions. When you establish a Petty Cash account, you write a check for the amount of cash to keep on hand, and cash it. Make a journal entry that debits the Petty Cash asset account and credits the journal account for the bank.

Every time you spend cash from the Petty Cash account, keep a receipt to explain how the cash was used. At the end of a period, referring to the receipts you have kept, make journal entries that debit the expense accounts for each receipt.
and credit the Petty Cash asset account for the cash spent. Write and cash a check to replenish the petty cash funds as needed.

For information about journal entries, see the help topic Making Journal Entries.

Tracking Petty Cash Using the Write Checks Function

To use the Write Checks function to account for petty cash expenditures, you must set up your Petty Cash account as a Bank account. As a Bank account, your Petty Cash account appears as a choice on the Check page at Transactions > Bank > Write Checks. You then use the Write Checks transaction to record expenses.

Write and cash a check to fund your petty cash. Then write a check against the Petty Cash Bank account to record expenditures made with petty cash.

You can also enter a Bill for the purchases you have paid through Petty Cash and then pay the bill from the Petty Cash account.
Transferring Funds

A transfer is a movement of funds from one bank account to another bank account. In NetSuite, bank accounts include accounts for petty cash.

NetSuite enables you to perform two types of bank transfers. You can transfer funds between two bank accounts if they share the same currency, and you can transfer funds between a base currency bank account to any foreign currency bank account.

Information on transferring funds in this topic includes:

# Transferring Funds Between Bank Accounts
# Transferring Funds to Non-Bank Accounts

Transferring Funds Between Bank Accounts

NetSuite enables you to perform two types of bank transfers. You can transfer funds between two bank accounts if they share the same currency, and you can transfer funds between a base currency bank account to any foreign currency bank account.

# Two bank accounts with shared currency – You can transfer funds between two bank accounts if they share the same currency. In this transfer, the exchange rate is always one. The G/L impact of this transfer, however, is denominated by the subsidiary’s base currency. NetSuite performs the base currency translation using the transfer amount, based on the default system rate. For example, you transfer 100 EURO from an Australian bank account into another Australian bank account that uses EURO currency. The Australian subsidiary’s base currency is AUD. The exchange rate is one, but the 100 EURO is translated to an AUD amount, based on the default system rate.

Note: The default system rate is not visible on the user interface.

# Base currency bank account to foreign currency bank account – You can transfer funds between a base currency bank account to any foreign currency bank account. In this transfer, the exchange rate is the rate between the subsidiary’s base currency and that of the selected foreign currency. When you select the From and To bank accounts, NetSuite displays the default system exchange rate between the two currencies.

When you enter a value in the From Amount field, NetSuite translates the value and displays it in the To Amount field. NetSuite does not round the amount.

NetSuite automatically updates the exchange rate if:

# The translated From Amount field value multiplied by the exchange rate does not equal the To Amount field value after rounding.
# You change the translated value in the From Amount field.

For example, you want to transfer 100 USD from a U.S. bank account to a bank account in the U.K. that uses GBP currency. NetSuite displays the default system exchange rate, which is 1.6. When you enter 100 in the From Amount field, NetSuite translates the value and displays 62.50 in the To Amount field. If you enter 130 in the To Amount field, NetSuite updates the exchange rate field to 0.7692307692307693 (= 100/130). In this case, the G/L impact is in base currency, USD 100.

Important: If you have a NetSuite OneWorld account, one of the two bank accounts must be in the base currency.

To enter a funds transfer:

1. Go to Transactions > Bank > Transfer Funds.
2. In the **From Account** field, select the source account containing the funds that you want to transfer. The balance of this account and its currency denomination appear next to the **From Account** field.

3. In the **To Account** field, select the target account to receive the funds. The balance of this account and its currency denomination appear next to the **To Account** field. The **Exchange Rate** between the currencies in the two accounts displays below the two currency denominations.

4. Select the posting period for this transfer. The period must be an open period.

5. Accept or select the date in the **Date** field.

6. In the top **Amount** field, enter the amount of funds, in the account's currency, to be transferred from the account identified in the **From Account** field. The second **Amount** field displays the amount to be transferred into the account identified in the **To Account** field, after currency translation.

7. Enter an optional memo.

8. Enter a department, class, or location if appropriate.

9. Click **Save**.

   The transfer is complete and the balances for the bank accounts automatically update.

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### Transferring Funds to Non-Bank Accounts

In NetSuite, funds transfers are specifically transfers between bank accounts.

Transfers between bank accounts and non-bank accounts are typically achieved with checks or deposits. For example, if you pay off a loan with a check, instead of transferring funds from the checking account to the loan payable account, you write a check and choose the loan payable account for the expense.

**Note:** When your bank account and loan are with the same bank, you can also use the bank's online system to transfer between operating accounts and loan accounts.

For transferring funds to non-bank accounts, you can make general journal entries. For information about journal entries, see the help topics [Journal Entries](#), [Journal Entries Overview](#), and [Journal Entry Preferences](#).

**To make a general journal entry:**

1. Go to **Transactions > Financial > Make Journal Entries**.

2. On the Journal page, enter the appropriate information as directed by instructions in the topic [Making Journal Entries](#).
Company Credit Cards

After you set up company credit card accounts, you can enter company credit card charges, pay the credit card bill, and reconcile the credit card statement.

Information on using company credit cards in this topic includes:

- Creating Company Credit Card Accounts
- Entering Company Credit Card Charges
- Paying the Company Credit Card Bill
- Reconciling Credit Card Statements

Creating Company Credit Card Accounts

At any time you can add a company credit card to your list of accounts. After you set up the account, you can enter company credit card charges, pay the credit card bill, and reconcile the credit card statement.

To add a new company credit card account:

1. Go to Setup > Accounting > Manage G/L > Chart of Accounts > New.
2. In the Type list, select Credit Card.
3. Enter the number to identify this account.
4. Enter a name for the account.
5. Complete other fields as needed.
6. If you use NetSuite OneWorld, choose the subsidiary to which this credit card should be assigned.
   Credit card accounts can be assigned to only one subsidiary.
7. Click Save.

To modify an existing company credit card account:

1. Go to Setup > Accounting > Manage G/L > Chart of Accounts.
2. From the Chart of Accounts, click Edit next to the credit card account you want to modify.
3. Modify the fields as needed.
   You cannot change the currency associated with the account because transactions in this currency exist in the system.
   From the Actions menu you can delete the company credit card account or merge the account into another company credit card account.
4. Click Save.

Entering Company Credit Card Charges

To manage charges and payments for your company credit card, you should first enter each individual transaction. Transactions are posted immediately.

If you want to import credit card charges, see the help topic Credit Card Charge Import.

If you want to import bank or credit card statements, see Importing Online Bank Statements.
To enter credit card transactions:

1. Go to Transactions > Bank > Use Credit Card.
2. Select the type of transaction you want to enter:
   - Charge to record a purchase
   - Credit to record a credit to your account

   Note: For credit type transactions such as returned items, the tax is posted to GST or VAT on Purchases.

3. Under Primary Information, enter a reference number from the credit card transaction, if required.
4. In the Vendor field, select the entity you are paying (or the entity who is crediting you for a previous purchase). The currency field defaults from the entity record.
   In NetSuite OneWorld, the subsidiary displays under Classification.

   Note: If you share vendor and customer records with multiple subsidiaries, you can select any of the secondary subsidiaries assigned to the selected entity in the Vendor field. If you enter line items and then change the subsidiary, all line item data is cleared. For more information about shared records, see the help topics Assigning Subsidiaries to a Vendor and Assigning Subsidiaries to a Customer.

5. In the Account field, select the credit card account for this transaction.
   The current balance of the credit card account displays in the Balance field.
   In a NetSuite OneWorld, the list displays only credit card accounts with the same currency as the vendor currency.

   Note: The currency associated with a credit card account is always the currency of the subsidiary when the account was created. If you change the subsidiary of a credit card account to a subsidiary with a different currency, the credit card account retains the currency of the original subsidiary. It is available in the Account list for only those transactions based in that currency.

6. In the Amount field, enter the amount of the transaction.
7. If needed, enter a different exchange rate.
8. The Date field displays the current date.
   Enter a different date if needed.
9. If you use the Accounting Period feature, select a posting period.
   You can enter transactions only to open periods.
10. Optionally, enter a memo.

Expenses

1. Under Expenses & Items, on the Expenses subtab, select the expense ledger account.
   The expenses available are filtered by the selected vendor and subsidiary.

   Important: The Unbilled Receivable account appears in the account list when the Expand Account Lists accounting preference is enabled. Do not select this account. All debits and credits to this account must be system-generated.

2. Enter the amount for the specific expense.
3. Enter an optional memo.
4. Enter class, department, or location information.
5. If the expense is billable to a customer, select the customer, and check the **Billable** box.
6. Click **Add**.
7. Repeat these steps for each expense you want to put on this credit card charge.

### Items

1. To add items, on the **Items** subtab, select the name of an item, or click **Add Multiple** to quickly add several items.
   
   The items available are filtered by the selected vendor and subsidiary.
2. Enter the information for the item.
   
   For information about entering detail information about items, see the help topic **Creating Item Records**.

   **Note:** If you use NetSuite OneWorld and have shared the selected vendor with multiple subsidiaries, the item price is based on the item definition between the vendor and the selected subsidiary. Therefore, changing the subsidiary could change the item price.
3. Click **Add**.
4. Repeat these steps for each item you want to put on this credit card.

### Tax Details

If VAT/GST nexuses and tax preferences have been set in your NetSuite account, click the **Tax Details** subtab to select the vendor’s nexus and tax registration number. Check the **Override** box to override vendor defaults, then complete the tax lines.

### Relationships

Click the **Relationships** subtab to add information about contacts. The primary contact for the customer is selected automatically. To edit information for this contact, click the contact's name. You can also add contacts to this order by entering the contact's information and clicking **Add**.

### Communication

- Use the **Phone Calls**, **Events**, and **Tasks** subtabs to attach activities to this transaction. For more information, see the help topic **Attaching Events, Tasks, and Calls to Records and Transactions**.
- On the **Files** subtab, you can select and attach files related to this transaction. For more information, see the help topic **Attaching Files to Records**.
- On the **User Notes** subtab, you can enter a title, memo date, time, type, and direction for any comments you want to add to this transaction. Click **Add** after each note. For more information, see the help topic **Attaching Events, Tasks, and Calls to Records and Transactions**.

The **Balance** field displays the current balance for the credit card account. After you have entered each individual transaction, the balance for the account chosen should match the balance on your credit card statement, assuming you have not made additional charges since the credit card statement was printed.

### Accounting Books

If you use NetSuite OneWorld and the Multi-Book Accounting feature is provisioned in your account, the **Accounting Books** subtab appears. This subtab displays the secondary books associated with the selected vendor, if any, and their respective base currencies and exchange rates. For information about Multi-Book Accounting, see the help topic **Using Multi-Book Accounting**.
Tax Reporting

If you use the International Tax Reports SuiteApp, on the **Tax Reporting** subtab, select the delivery terms, region of origin, nature of transaction code, and mode of transport. Check the **Non-deductible Tax Adjusted** box if this check includes a nondeductible tax. For more information, see the help topic EU Intrastat Report.

Save the credit card transaction.

## Paying the Company Credit Card Bill

To make a payment for the company credit card:

1. Go to Transactions > Bank > Write Checks.
   For general information about checks, see Writing Checks.
2. In the **Account** field, select the account containing the funds to cover this check.
3. Select the credit card company in the **Payee** field.
   To set up a new payee, click the plus icon. For the payee type, choose **Vendor** or **Other Name**.
4. In the **Amount** field, enter the amount of the payment being made on the credit card balance.
5. Click the **Expenses** subtab.
6. Select the credit card ledger account in the **Account** field.
7. In the **Amount** field, enter the amount you are paying.
8. Click **Add**.
9. Click **Save**.

When you save the check transaction, the payment posts in NetSuite. If you paid the balance in full, the credit card account balance becomes zero.

To process a credit refunded by the credit card company, see Reconciling Credit Card Statements.

## Reconciling Credit Card Statements

### Note:
This is the original reconciliation feature. A redesigned version of transaction matching and statement reconciliation is now available, which enables you to efficiently match and reconcile transactions on the same page, without requiring Excel or third-party tools. For details, see Account Statement Matching and Reconciliation.

As with your bank statements, you should reconcile your credit card statement against your credit card register to keep your NetSuite accounts accurate.

If you use online banking, you can import credit card statement data. For more information, see Importing Online Bank Statements.

The reconciliation process includes verifying transactions on your credit card account and your ledger account:

- Payments and credits (such as for returned merchandise)
- Charge and cash advances
- Fees and chargebacks

You can mark a credit card transaction as cleared from the chart of accounts if it has gone through, but does not yet appear on the statement. Go to Reports > Financial > Chart of Accounts. Click the name of the account linked to the credit card. Check the box in the **Clr** column if a transaction is cleared, but not yet reconciled.
When you reconcile a transaction, it is automatically marked cleared. Transactions must be both cleared and reconciled before closing a period.

**Tip:** You can unclear a cleared transaction through the register for the credit card account. Click Actions, then click Go To Register. On the account register, locate the transaction and clear the Clr box.

If a previously-reconciled transaction is edited, the transaction becomes unreconciled again. Open the correct statement period for the transaction and reconcile the transaction again.

You can begin a credit card account reconciliation and then resume at a later time. NetSuite preserves the reconciliation until you return to save it or save and print it. For more information, see Completing a Reconciliation at a Later Time.

**To reconcile a credit card statement:**

1. Go to Transactions > Bank > Reconcile Credit Card Statement. You can also access this page by clicking the Reconcile link for a transaction on the credit card's ledger account register.

2. In the Account field, select the credit card you are balancing.
   If you use NetSuite OneWorld, the subsidiary associated with this account displays in the Subsidiary field.
   The Last Reconciled Balance field displays the balance of this account from the last time you reconciled your credit card statement. If it is incorrect, ensure that all previous reconciliations are complete and accurate.

3. In the Statement Date field, enter or pick the date of the statement.

4. In the Start Date field, enter the beginning of the reconciliation period.

5. In the Ending Statement Balance field, enter the closing balance on the statement.
   The Reconciled This Statement field updates as you check off transactions.
   The Difference field keeps track of the difference between the Ending Statement Balance and the combined total of the Last Reconciled Balance and Reconciled This Statement fields.

**Payments and Credits**

1. Click the Payments and Credits subtab.
   This subtab displays payments and credits to be reconciled.
   If you make a general journal entry against a credit card account, the entry on the Payments and Credits subtab displays in the Credit column in the register for the account.
   A Yes displays in the Cleared column for all transactions that have been marked as cleared on the account register. Transactions must be both cleared and reconciled before closing a period.
   The Date column displays the date of the transaction.
   Click the link to view the original transaction.
   The Type column displays the transaction type.
   The Tran No. column displays the check number reference.
   Click the link to view the original transaction.
   The Payor column displays to whom payments were made.
   Click the link to view the entity record.
   The Memo column displays a brief description or information about the nature of the transaction.
   The Amount column displays the total amount of the transaction.
If you use NetSuite OneWorld, note that only transactions for the subsidiary associated with the credit card account are listed.

Note: When you mark a transaction as reconciled, a transaction not marked cleared automatically clears.

2. Check the boxes next to the transactions you want to reconcile.

As you check transactions, the Last Reconciled Balance field is updated, and the total of those transactions displays on the subtab.

# To reconcile all payments and credits, click Mark All.

# If you mark credit card transactions as Cleared on an ongoing basis, when you open a reconciliation you can click Mark All Cleared to Reconcile. This button updates all transactions that are already cleared to be marked for reconciliation. Then, each transaction does not need to be marked individually.

3. If you want to select and reconcile all transactions, click Mark All.

Charges and Cash Advances

1. Click the Charges and Cash Advances subtab.

This subtab displays charges and cash advances made to this credit card account that need to be reconciled.

If you make a general journal entry against a credit card account, the entry on the Charges and Cash Advances subtab displays in the Charge column in the register for the account.

A Yes displays in the Cleared column for all transactions that have been marked as cleared on the account register. Transactions must be both cleared and reconciled to close out a period.

The Date column displays the date of the transaction.

Click the link to view the original transaction.

The Type column displays the transaction type.

The Check No. column displays the check number of the transaction, reference number of credit card transactions, and so on.

Click the link to view the original transaction.

The Payee column displays to whom payments were made.

Click the link to view the entity record.

The Memo column displays a brief description or information about the nature of the transaction.

The Amount column displays the total amount of the transaction.

If you use NetSuite OneWorld, note that only transactions for the subsidiary associated with the credit card account are listed.

Note: When you mark a transaction as reconciled, a transaction not marked cleared automatically clears.

2. Check the boxes next to the transactions you want to reconcile.

As you check transactions, the Last Reconciled Balance field is updated, and the total of those transactions displays on the subtab.

# To reconcile all deposits and credits, click Mark All.

# If you mark credit card transactions as Cleared on an ongoing basis, when you open a reconciliation you can click Mark All Cleared to Reconcile. This button updates all transactions that are already cleared to be marked for reconciliation. Then, each transaction does not need to be marked individually.

3. If you want to select and reconcile all transactions, click Mark All.
New Charges

1. Click the **New Charges** subtab.
2. Fill in the appropriate information for each charge, and then click **Add**.

If you use NetSuite OneWorld, note the following:

- **Payor** (vendor or other entity) must be associated with the same subsidiary as the credit card account.

  Note: If you have shared vendors and customers with multiple subsidiaries and this subsidiary is a secondary subsidiary to one or more shared entities, the **Payor** field lists all of the entities to which this subsidiary is assigned. Selecting a shared entity payor enables you to enter charges for the entity as well as this subsidiary. For more information about shared records, see the help topics **Assigning Subsidiaries to a Vendor** and **Assigning Subsidiaries to a Customer**.

- **Accounts** are restricted to non-bank accounts to which the subsidiary associated with the credit card account has access.
- Only classes, departments, and locations associated with the same subsidiary as the credit card account are available.

As you add transactions, the **Reconciled This Statement** field is updated, and the total of all the other charges is shown on the subtab.

Note: Charges you enter here are submitted if you click **Complete Later, Save, or Save & Print**.

New Credits

1. Click the **New Credits** subtab.
2. Fill in the appropriate information for the credit, and then click **Add**.

If you use NetSuite OneWorld, note the following:

- **Payee** (vendor, customer, or other entity) must be associated with the same subsidiary as the credit card account.

  Note: If you have shared vendors and customers with multiple subsidiaries and this subsidiary is a secondary subsidiary to one or more shared entities, the **Payee** field lists all of the entities to which this subsidiary is assigned. Selecting a shared entity payee enables you to enter credits for the entity as well as this subsidiary.

- **Accounts** are restricted to non-bank accounts to which the subsidiary associated with the credit card account has access.
- Only classes, departments, and locations associated with the same subsidiary as the credit card account are available.

As you add transactions, the **Reconciled This Statement** field is updated, and the total of all the other charges is shown on the subtab.

Note: Credits you enter here are submitted if you click **Complete Later, Save, or Save & Print**.

3. Repeat for each credit.

When you have reconciled all the transactions listed on the statement and entered any additional credits or charges, the statement balance should equal the sum of the last reconciled balance and the transactions reconciled this statement.

Use a balance adjustment journal entry to manage any difference.

Use the **Difference** field to track your progress in matching these balances.
When you have finished, choose one of three options:

# Click **Save** to reconcile your credit card statement.
# Click **Save & Print** to save and print your reconciliation.
# Click **Complete Later** to save your reconciliation until you return to submit or print it.

**Note:** When you click **Complete Later**, only the reconciliation is reserved. Credits and charges entered on the **New Credits** and **New Charges** tabs are submitted as new transactions.

Your credit card account is reconciled. To view your three previous reconciliations, go to Transactions > Bank > Reconcile Credit Card Statement. Click **History**.
Financial Institution Records

You can create and save a record for a financial institution, which enables you to add multiple records called Format Profiles. Format Profiles let you set up custom file formats for your financial institution and configure various settings necessary for bank file import.

If your role has the Financial Institution Records permission, you can:

- Create Financial Institution records
- Create Format Profiles, which enable you to set up bank transaction codes and account mapping for file formats
- Associate a parser plug-in with a Format Profile
- Map custom bank transaction types and codes to corresponding NetSuite transaction types
- Map accounts in the bank statements to corresponding NetSuite accounts

Information on creating Financial Institution records in this topic includes:

- Creating Financial Institution Profiles
- Creating Format Profiles
- Modifying Financial Institutions
- Deleting Financial Institution Profiles
- Viewing the List of Financial Institution Profiles

Creating Financial Institution Records

Create and save a record for a financial institution. You can add multiple Format Profiles to a Financial Institution record. Format Profiles enable you to set up bank transaction code and account mapping for statement file formats.

To create a Financial Institution record:

1. Go to Setup > Accounting > Financial Institution.
   NetSuite displays the Financial Institution page.
2. In the Financial Institution field, enter a financial institution name.
3. In the Description field, enter a description to help you identify this financial institution.
   Important: To configure file formats for this financial institution, you must save the Financial Institution record first.
4. To inactivate the Financial Institution record, check the Inactive check box. The box is cleared by default.
5. Click Save.

Creating Format Profiles

After you save a Financial Institution record, you can add one or more Format Profiles to the Financial Institution. A Format Profile enables you to configure a file format, map accounts, and map custom bank transaction codes.

A Format Profile can only be associated with one Financial Institution.

If you delete a Financial Institution, NetSuite deletes the associated Format Profile as well, provided it does not have any associated imports.
You can add custom fields to the Format Profile record to record information specific to your business needs. For details on custom fields, see the help topic Custom Fields.

To create a Format Profile:

1. Go to Setup > Accounting > Financial Institution > List.
   NetSuite displays the Financial Institution list page.
2. Next to the Financial Institution for which you want to add a Format Profile, click View.
   NetSuite displays the Financial Institution page.
3. Click Add.

   **Important:** You must be in View mode to enable the Add button. The button is not available in Edit mode.

   NetSuite displays the Format Profile page.
4. In the Format Profile field, enter a format. For example, BAI2.
   If you select BAI2, NetSuite displays additional options.
5. In the Description field, enter a description to help you identify this Format Profile.
6. Ensure that the correct Financial Institution name is showing.
   A Format Profile can only be associated with one Financial Institution.
7. To associate a parser plug-in with the Format Profile, select a parser plug-in from the Transaction Parser list.

   **Note:** The Transaction Parser field is required, in both the user interface and SuiteScript. For a parser plug-in to be available in the dropdown list, you must install and activate the plug-in. For more information, see the “Parser Plug-in” document.
8. Click Save.

   **Note:** After saving a Format Profile record, you cannot change your transaction parser plug-in selection.
9. To map custom transaction type codes, see the help topic Mapping Bank Transaction Codes.
10. To map accounts, see the help topic Mapping Bank Accounts.
11. Repeat these steps for each format configuration.

   **Tip:** You can click on the hyperlinked Financial Institution name to go back to the Financial Institution record.

Mapping Bank Accounts

Map accounts in the imported bank statements to corresponding NetSuite accounts.

**Important:** You need at least one active account mapping to save a Format Profile record.

To map bank accounts:

1. Go to the appropriate Format Profile for the appropriate Financial Institution record:
   a. Go to Setup > Accounting > Financial Institution > List.
NetSuite displays the Financial Institution list page.

b. Next to the appropriate Financial Institution, click View.
   NetSuite displays the Financial Institution page.

c. In the Format Profile subtab, click on the appropriate Format Profile.
   NetSuite displays the Format Profile page.

2. In the Account Mapping subtab, add one or more account mappings (one per row):
   a. In the Account Mapping Key column, enter an account mapping key from the statement file for this Format Profile.

      Note: If an account key has multiple identifiers, you must use an underscore to separate each identifier. For example, a BAI2 file format contains the originator identification field and customer account number. So, the account key could be something like this: 10052_10053.
      There is a limit of 80 characters.

   b. In the Description column, enter a description to help you identify this mapping key.
   c. From the Mapped NetSuite Account dropdown list, select the bank or credit card account in NetSuite to which you want to map the account key from the statement.

      Note: The accounts available in the list are not restricted by any classifications, including subsidiaries, departments, locations, and classes. Any restriction preferences do not apply to the dropdown list.

   d. To inactivate the Account Mapping Key, check the Inactive box. The box is cleared by default.

3. Click Save to save the Format Profile or Save & New to save the current Format Profile and create a new one.

4. Click on the hyperlinked Format Profile name to go back to the Format Profile.

### Mapping Bank Transaction Codes

Map custom bank transaction types and codes to corresponding NetSuite transaction types in Format Profiles.

**To map bank transaction codes:**

1. Go the appropriate Format Profile for the appropriate Financial Institution record:
   a. Go to Setup > Accounting > Financial Institution > List.
      NetSuite displays the Financial Institution list page.
   b. Next to the appropriate Financial Institution, click View.
      NetSuite displays the Financial Institution page.
   c. In the Format Profile subtab, click on the appropriate Format Profile.
      NetSuite displays the Format Profile page.

2. Click the Transaction Code Mapping subtab.

3. Ensure that the correct Format Profile name is showing.

4. In the Bank Transaction Code column, enter a transaction code from the file format for this Format Profile.
   There is a limit of 80 characters for the code.

5. In the Description column, enter a description to help you identify this bank transaction code.

6. From the NetSuite Transaction Type dropdown list, select the transaction type in NetSuite to which you want to map the transaction type code.
7. From the **Debit/Credit** dropdown list, select **Debit** or **Credit** for the bank transaction code if you are using a parser that has unsigned amount values (for example, BAI2 or MT940 file format). Otherwise, select **N/A**.

8. To exclude the **Transaction Type Code** from transaction processing, check the **Exclude** box. The box is cleared by default.

NetSuite excludes and ignores any transactions with an excluded code. These excluded transactions do not count toward the number of imported transactions and do not appear in the Import Details page.

Some formats contain codes you want to exclude. For example, in the BAI2 format, the transaction code “890” does not contain useful monetary information for imported transactions. However, the “890” code is already excluded from the core parsers and parser plug-ins for BAI2.

9. To inactivate the **Bank Transaction Code**, check the **Inactive** box. The box is cleared by default.

10. Click **Save** to save the Format Profile or **Save & New** to save the current Format Profile and create a new one.

11. Click on the hyperlinked Format Profile name to go back to the Format Profile.

## Modifying Financial Institutions

You can modify fields and add additional Format Profiles to an existing Financial Institution record.

**To modify Financial Institutions:**

1. Go to Setup > Accounting > Financial Institution > List.
   NetSuite displays the Financial Institution list page.

2. Next to the Financial Institution you want to modify, click **Edit**.
   NetSuite opens the Financial Institution page for editing.

3. You can modify the following on a Financial Institution record:
   
   # Financial Institution field
   # Description field
   # Inactive box for the Financial Institution

   **Note:** To modify or add Format Profiles, the Financial Institution record must be in View mode.

4. Click **Save**.

## Modifying Format Profiles

To modify or add Format Profiles, the Financial Institution record must be in View mode.

To map custom bank transaction codes, see the help topic Mapping Bank Transaction Codes.

To map accounts, see the help topic Mapping Bank Accounts.

**To modify Format Profiles:**

1. Go to Setup > Accounting > Financial Institution > List.
   NetSuite displays the Financial Institution list page.

2. Next to the Financial Institution that contains the Format Profile you want to modify, click **View**.
   NetSuite displays the Financial Institution page.
3. In the Format Profile subtab, click on the appropriate Format Profile. NetSuite displays the Format Profile page.
   - To map custom transaction type codes, see the help topic Mapping Bank Transaction Codes.
   - To map import accounts, see the help topic Mapping Bank Accounts.
4. Click Edit.
   You can modify the following on a Format Profile:
   - Format Profile field
   - Description field
   - Transaction Parser field
   - Inactive box
   For more details on Format Profiles, see the help topic Creating Format Profiles.
5. Click Save.

Deleting Financial Institution Records

You can delete a Financial Institution record. However, if you delete one, NetSuite deletes the associated Format Profile as well provided it does not have any associated imports.

Tip: You can inactivate a Financial Institution record, instead of deleting it. See the help topic Modifying Financial Institutions.

To Delete a Financial Institution:

1. Go to Setup > Accounting > Financial Institution > List.
2. Next to the profile you want to delete, click Edit.
3. Click Delete.
   NetSuite displays a confirmation message.
   Click OK.

Deleting a Format Profile

You can delete a Format Profile record from a Financial Institution record.

Tip: You can inactivate a Format Profile, instead of deleting it. See the help topic Modifying Format Profiles.

To Delete a Format Profile:

1. Go to Setup > Accounting > Financial Institution > List.
2. Next to the Financial Institution that contains the Format Profile you want to delete, click View.
3. Click on the Format Profile you want to delete.
4. Click Edit.
5. Click Delete.
   NetSuite displays a confirmation message.
6. Click **OK**.

**Viewing the List of Financial Institution Records**

You can view the list of financial institution records. If a record is not complete or requires updates, you can click **Edit** or **View** next to the record in the list.

For more information on modifications you can make, see the help topic **Modifying Financial Institutions**.

To view Financial Institution records:

1. Go to Setup > Accounting > Financial Institutions > List.
   NetSuite displays the Financial Institution listpage.

2. To filter the list of Financial Institutions:
   # To view a list that includes inactive record, click **Show Inactives**.
   # To sort by the Name column, click the column header.

3. You can do the following:
   # To inactivate the Financial Institution record, check the **Inactive** box. You do not need to open the record to inactivate it.
   # Click **Edit** next to an existing Financial Institution record to modify the fields on the record.
     For details, see the help topic **Modifying Financial Institutions**.
     To modify or add Format Profiles, go to the Financial Institution record in View mode.
   # Click **View** next to an existing Financial Institution record to view the individual record and modify or add Format Profiles.
   # Click **New Financial Institution** to add a new Financial Institution record.
     NetSuite displays the Financial Institution page. For more details, see the help topic **Creating Financial Institution Records**.
Account Statement Import

Manage bank and credit card accounts online in NetSuite. You can download transaction data from your financial institution and then import the data into your NetSuite account. See Importing Online Bank Statements.

To use the Account Statement Import feature, enable the Import Online Banking File permission on your user role. For details, see Setting Reconciliation Permissions.

After importing a statement, match and confirm transactions on the Confirm Transaction Matches page. After confirming the transaction matches, reconcile transactions on the Reconcile Account Statement page. For details, see Account Statement Matching and Reconciliation.

Note: If you want to use the Confirm Transaction Matches and Reconcile Account Statement page for an account, check the Use Confirm Transaction Matches and Reconcile Account Statement Pages box in the Edit Account page.

Information on importing account statements in this topic includes:

# Supported File Formats for Account Statement Import
# Importing Online Bank Statements
# Viewing Imported Account Statements
# Downloading Statement Files
# Deleting Imported Statements

Supported File Formats for Account Statement Import

Note: If you want to use the Confirm Transaction Matches and Reconcile Account Statement page for an account, check the Use Confirm Transaction Matches and Reconcile Account Statement Pages box in the Edit Account page.

Download the account statement from your financial institution or credit card company in one of the supported file formats. To ensure successful file import, do not modify the downloaded statement file.

Important: There is a limit of 50 characters for the file name length, including extension.

You can import account statements that are in the following formats:

Important: If you attempt to import a CAMT.053.001.06–formatted XML or BAI2-formatted TXT file, and the bank mapping fields in the relevant account are not set, the import will fail. For instructions, see the help topic Editing an Account. BAI2, CAMT, and CSV files must have UTF-8 encoding.

# BAI2 (Bank Administrative Institute Version 2) TXT with UTF-8 encoding – common format developed by Bank Administrative Institute for exchanging data. This data describes account activities, including securities transactions and lockbox deposits. NetSuite supports BAI2 Prior-Day Reporting for Bank Reconciliation. The statement can contain multiple bank accounts.

Note: If you are using default parsers, NetSuite supports the BAI2 format with UTF-8 encoding for the following banks: TD, Wells Fargo, US Bank, JP Morgan Chase, and Bank of America Merrill Lynch. If you are using parser plug-ins, NetSuite supports any format.

# CAMT.053.001.06 XML with UTF-8 encoding – file format in compliance with ISO 20022 and used by SWIFT. This statement file can contain end-of-day bank transactions for multiple bank accounts.
Supported File Formats for Account Statement Import

- CSV with UTF-8 encoding – files with the .csv extension. This statement file must also adhere to the provided CSV template and constraints. See Preparing CSV Files for Import.

- OFX (Open Financial Exchange) – file format sponsored by Intuit, Microsoft, and Fiserv (CheckFree). It is commonly used with Microsoft Money. When importing, select the method of character encoding associated with the file. If you are not sure which encoding the file has, check with your financial institution.

- QFX (Quicken Financial Exchange) – file format developed by Intuit and is used with their Quicken software. It is a variant of the OFX file format. When importing, select the method of character encoding associated with the file. If you are not sure which encoding the file has, check with your financial institution.

Note: The QIF file format is no longer supported. We recommend switching to one of the new supported formats. As of 2018.2, the QIF format has been deprecated.

If your financial institution provides banking data in another format, use a third-party conversion tool to convert the data file to a supported format and then import.

Preparing CSV Files for Import

Statement files in CSV format must adhere to the provided CSV template and constraints. The file must be UTF-8 encoded.

Download the CSV template from Transactions > Bank > Import Online Banking Data, or create the file with the required columns and specifications.

If you are using Excel, ensure the file is UTF-8 encoded. Go to File > Save As, and then select CSV UTF-8 (Comma delimited) (*.csv) from the file format list.

Important: The CSV file can only contain transactions that belong to a single account.

To ensure successful import, the column headings must be in the first row in the specified order as follows: Date (MM/DD/YYYY), Payee/Payer Name, Transaction ID, Transaction Type, Amount, Memo, NS Internal Customer ID, NS Customer Name, Invoice Number(s).

The following column data is required:

- Date (MM/DD/YYYY) – The transaction date. Content must be in the format of MM/DD/YYYY. If you are using Excel, ensure that the date does not get reformatted.
- Payee/Payer Name – Payee or Payer name. There is a limit of 70 characters.
- Transaction ID – Unique Bank Transaction or Reference ID. This can also be populated with the check number. There is a limit of 90 characters.
- Transaction Type – Values in this column must be one of the following transaction types, all uppercase: CREDIT, DEBIT, CHECK, PAYMENT, ACH, INTEREST, DEPOSIT, TRANSFER, FEE, OTHER.
- Amount – The amount column must be a single column. If your file contains CREDIT and DEBIT columns, combine them into a single amount column. Positive amounts are CREDITS. Negative amounts are DEBITS, and must begin with a minus sign or be in parentheses. The amount column must not contain currency symbols or commas instead of decimal places. The amount currency should be in the same currency as the selected account.
- Memo – There is a limit of 4000 characters for the memo. The Memo field must not include any commas, semicolons or underscores.
- NS Internal Customer ID - (Optional) The NetSuite internal customer ID. Content must be numeric. There is a limit of 12 characters.
- NS Customer Name - (Optional) If the specified customer ID does not match any data, NetSuite uses the value to look up the customer ID. Content is free-form text. There is a limit of 512 characters.
Supported File Formats for Account Statement Import

# Invoice Number(s) - (Optional) A comma-separated list of invoice numbers in a single field, with no spaces between numbers (for example, 132,133,134). If you use a script or comma-separated file instead of the CSV template in a spreadsheet, put quotation marks around multiple invoice numbers (for example, “132,133,134”). For each invoice number in the list, there is a limit of 128 characters. If the imported file specifies multiple invoices for a transaction, they must all belong to same customer and AR account.

⚠️ Important: If you exceed the character limit for any field, the import will fail. If you use multibyte characters, the character limit may become less.

If present, remove the following:

# Empty columns (containing no data) between other filled columns.
# Empty rows (containing no data) between other filled rows.
# Columns containing opening and closing balances.
# Any columns not specified by the template.
# Multiple accounts.
# Bank account number.

Importing Online Bank Statements

You have two options when using online banking: either download the account statement from your financial institution or credit card company and then import the statement into your NetSuite account, or use the Bank Connectivity Plug-in to automate your file uploads.

NetSuite encrypts imported statement files and stores them in the database.

To ensure your files comply with the requirements for the supported file formats, see Supported File Formats for Account Statement Import.

After importing a statement, match, confirm, and reconcile transactions. If you want to use the Confirm Transaction Matches and Reconcile Account Statement pages for an account, check the Use Confirm Transaction Matches and Reconcile Account Statement Pages box in the Edit Account page. For details, see the help topic Editing an Account. For details on using the Confirm Transaction Matches and Reconcile Account Statement pages, see Account Statement Matching and Reconciliation.

To go back to using the original reconciliation pages, clear the Use Confirm Transaction Matches and Reconcile Account Statement Pages box in the Edit Account page. See the help topic Editing an Account.

Importing a Statement Using a Financial Institution Record

Follow this procedure if you want to import using a Financial Institution record, which includes account and transaction code mapping.

If you have Financial Institution records set up, choose Select a Financial Institution.

⚠️ Important: You must have Financial Institution records set up to choose this option. For details on creating and managing Financial Institution records, see the help topics Financial Institution Records and Creating Financial Institution Records.

If you do not have Financial Institution records set up, choose Import with default parser (CSV, OFX, QFX, BA12, or CAMT.053) to import with NetSuite’s default parser functionality.

To import a statement using a Financial Institution record:

1. Go to your online banking site and download your bank or credit card statement in the appropriate file format. Import formats are based on whatever Format Profiles and transaction parsers that you have installed.
Important: To ensure successful file import, do not modify the downloaded statement file. Also, ensure that the amount currency of the transaction parser is in the same currency as the selected account.

2. Give the statement file a name. There is a limit of 50 characters for the file name length, including extension.

3. Go to Transactions > Bank > Import Online Banking Data.
   NetSuite displays the Statement File Import page. The Manual Import subtab is open by default.

4. Click Choose File, or use the drag-and-drop functionality.

Important: There is a limit of 50 characters for the file name length, including extension.

5. Select the name of the file you want to import.

6. Under Import Options, choose Select a Financial Institution.

7. From the Financial Institution list, select a Financial Institution record.

8. From the Format Profile list, select a Format Profile record. If the selected financial institution only has one format profile, NetSuite selects it by default.

   Note: Depending on your NetSuite role, you may be able to create a new Financial Institution or Format Profile record by clicking each plus icon.

9. Click Import.
   NetSuite displays a progress message. To view the processing status of your import, click Track your status.

   Note: You do not have to wait on the page until the import is done, but can perform other actions such as a new import. The number of bulk imports you perform at the same time is limited depending on your NetSuite Service Tier.

When the import process completes, you can click Confirm Matches. NetSuite redirects you to the Confirm Transaction Matches page.

Importing a Statement Using Default Parsers

If you do not have Financial Institution records set up, import with NetSuite’s default parser functionality.

Warning: NetSuite will soon transition all bank file parsing to parser plug-ins..

To import a statement using default parsers:

1. Go to your online banking site and download your bank or credit card statement in one of the accepted file formats. See Supported File Formats for Account Statement Import.

   Important: To ensure successful file import, do not modify the downloaded statement file. Also, ensure that the amount currency of the plug-in is in the same currency as the selected account.

2. Give the statement file a name. There is a limit of 50 characters for the file name length, including extension.

3. Go to Transactions > Bank > Import Online Banking Data.
   NetSuite displays the Statement File Import page. The Manual Import subtab is open by default.

4. Click Choose File, or use the drag-and-drop functionality.
Importing Online Bank Statements

5. Select the name of the file you want to import.

6. Under Import Options, choose **Import with default parser (CSV, OFX, QFX, BA12, or CAMT.053)**.

   Note: When you choose this option, NetSuite displays the link to download the CSV template. For details, see **Preparing CSV Files for Import**.

7. In the **Account** field, select the bank or credit card account for this import.

8. If required, in the **Character Encoding** field, select the method of character encoding associated with the file.

   If character encoding is not required for the file format (CAMT.053.001.06–formatted XML, BA12–formatted TXT, or CSV), NetSuite does not display this field.

   # **(Unicode) UTF-8 encoding**: UTF-8 character encoding is a variable-width encoding that can represent every character in the Unicode character set and has become the dominant character encoding.

   If you intend to use this format, ensure your file contains valid UTF-8 characters. You may have to use a third party editor to convert your file to UTF-8 prior to the import into NetSuite. Some editors append the BOM (Byte Order Marker) to the beginning of the file indicating that it is UTF-8 encoded.

   Note: If you are using the BA12 format with UTF-8 encoding, you can use the following banks: TD, Wells Fargo, US Bank, JP Morgan Chase, and Bank of America Merrill Lynch.

   # **Western (Windows 1252) encoding**: Windows 1252 encoding is a character encoding of the Latin alphabet, used by default in the legacy components of Windows in English and some other Western languages.

   # **Western (ISO-8859-1) encoding**: ISO-8859-1 encodes what is commonly referred to as “Latin alphabet no. 1,” consisting of 191 characters from the Latin script. This character encoding is used throughout the Americas, Western Europe, Oceania, and much of Africa. It is also commonly used in most standard romanizations of East Asian languages.

   # **Chinese Simplified (GB18030)**: GB18030 is the registered Internet name for the official character set of the People's Republic of China (PRC), superseding GB2312. This character set is formally called “Chinese National Standard GB 18030-2005: Information technology -- Chinese coded character set.” GB abbreviates Guójiā Biǎozhun, which means national standard in Chinese. (This description is cited from Wikipedia.) This option is the default when the Chinese language preference has been selected.

   # **Japanese (Shift-JIS) encoding**: Shift-JIS character encoding is the most widely used format for supporting the Japanese language. This option is the default for the Japanese edition and when the Japanese language preference has been selected.

   # **(Western) MacRoman**: MacRoman encoding is the basis for most popular 8-bit character sets including Windows-1252 and the first block of characters in Unicode.

9. If you are uploading a QIF file, select a date from the **Date Format** field.

   Note: The QIF file format is no longer supported. We recommend switching to one of the new supported formats. As of 2018.2, the QIF format has been deprecated.

10. Click **Import**.

    NetSuite displays a progress message. To view the processing status of your import, click **Track your status**.
Using the Bank Connectivity Plug-In to Automate File Uploads

Follow this procedure if you want NetSuite to upload bank statement files from a financial institution for you. The Bank Connectivity Plug-in automates the bank connectivity process and eliminates the need for manual upload from the bank portal.

Important: You must have the Bank Connectivity Plug-in to do this procedure. For details, see the help topic Bank Connectivity Plug-in.

To use the Connectivity Plug-in to automate the file upload process:

1. Go to Transactions > Bank > Import Online Banking Data.
   NetSuite displays the Statement File Import page. The Manual Import subtab is open by default. Open the Connectivity Plug-in subtab.
2. From the Connectivity Plug-in list, select a bank connectivity plug-in that you have previously uploaded.
3. From the Financial Institution list, select a Financial Institution record.
4. From the Format Profile list, select a Format Profile record. If the selected financial institution only has one format profile, NetSuite selects it by default.

   Note: Depending on your NetSuite role, you may be able to create a new Financial Institution or Format Profile record, as well as a new connectivity plug-in, by clicking each plus icon.

5. Click Import.
   NetSuite displays a progress message. To view the processing status of your import, click Track your status. When the import process completes, you can click Confirm Matches. NetSuite redirects you to the Confirm Transaction Matches page.

Viewing Imported Account Statements

You can view the details of each imported bank statement on the Bank Statement Import page. You can sort the items in the list by clicking the column header.

To import a bank or credit card statement, see Importing Online Bank Statements.

   Note: If you want to use the Confirm Transaction Matches and Reconcile Account Statement page for an account, check the Use Confirm Transaction Matches and Reconcile Account Statement Pages box in the Edit Account page.

To view the imported statement:

1. Go to Transactions > Bank > Import Online Banking Data > List.
   You can create a saved search to quickly locate a specific set of imported transactions. Click Search to define your saved search. For information about saved searches, see the help topics Saved Searches and Defining a Saved Search.
NetSuite displays the Bank Statement Import list page.

The information provided on this page includes the following:

- **Edit and View** – Clicking these links provides the details associated with the specific imported statement. You can view or delete a successfully imported statement record. Clicking Edit enables you to clear the Duplicate box or delete the statement. You only have the option to view a statement that failed to import or was deleted.

  If you do not want to see failed and deleted imports in the list, you can modify the Bank Import Status filter to only show Completed imports in the list. You should view the details associated with an imported statement to ensure that each transaction properly imported and to troubleshoot any transaction that may impact reconciliation.

- **File Name** – This is the file name, with the file extension, of the statement that was imported. This name is provided regardless of whether the import completed, failed, or succeeded but was deleted.

- **Status** – If the filter is set to All, the default values are Completed, Failed, Queued, Matching, and Deleted.

- **Submitted** – The system date and time at which the statement was submitted for import.

- **Completed** – The system date and time at which the import process finished, whether it failed or completed successfully.

- **Imported By** – This value represents the user who imported the file.

- **NetSuite Accounts** – The list of NetSuite accounts to which the transactions belong.

- **Imported** – The total number of transactions in the imported statement.

- **Matched** – The number of transactions matched by the Intelligent Transaction Matching feature for this statement.

- **Duplicates** – The number of duplicate transactions from the imported statement.

- **Next Step** – If the import was successful, the Confirm Transaction Matches link appears in this column, which takes you to the Confirm Transaction Matches page. If all the transactions are cleared but not all are reconciled, the Reconcile Account Statement link appears. If the import failed, click View to see the error message and next steps.

  **Tip:** To refresh the information for the imported statements, click the refresh icon above the table. Next to the icon, you can see the Last Refreshed date and time.

2. To view one of the statements in the list, click **View**.

The following details are provided on the account statement import record:

The following details are provided on the account statement import record:

- **Import Status** – The values are Completed, Failed, and Deleted. If the import failed, the page also displays the error message and next steps.

- **File Name** – This is the hyperlinked file name of the statement that was imported. To download a decrypted copy, click the file name. This name is provided regardless of whether the import completed, failed, or succeeded but was deleted.

- **Imported By** – This value represents the user who imported the file. If you view a deleted statement, this value represents the user who deleted the imported statement.

- **Format Profile** – If you use the Financial Institution feature, this value specifies the Format Profile selected for the import, which determines the transaction code mapping and account mapping.

- **Character Encoding** – If applicable, this value represents the character encoding used for the imported file. For information about the available encoding methods, see the help topic Choose Import Character Encoding.

- **Date Format** – If applicable, this value represents the date format selected for the import.
# Transactions – Under this heading, NetSuite displays the number of transactions imported, matched by the Intelligent Transaction Matching feature, and detected as duplicates.

# Next Step – If the import was successful, the Confirm Transaction Matches link appears under this heading, which takes you to the Confirm Transaction Matches page. If all the transactions are cleared but not all are reconciled, the Reconcile Account Statement link appears.

The Bank Statement Import page also provides a list of the individual transactions in the imported statement. Review the following information to validate the integrity of your imported statement:

# Transaction Date – This is the date on which the transaction occurred.
# Payer/ Payee Name – This is the name of the merchant or payee.
# Transaction ID – This is the transaction ID, if available.
# Memo – This is the memo for the transaction, if available.
# Amount – This is the transaction amount.
# NetSuite Accounts – This value represents the NetSuite account to which the transaction belongs. One statement can contain transactions from multiple accounts.
# Customer ID – The NetSuite internal customer ID number, if available. When you import the statement, NetSuite checks for this data before Customer Name or Invoice Number. If the Customer ID is missing, NetSuite checks for the Customer Name.
# Customer Name – The NetSuite customer name, if available. When you import the statement, if the Customer ID is missing, NetSuite checks for the Customer Name. If the Customer Name is missing, NetSuite checks for the Invoice Numbers.
# Invoice Numbers – The NetSuite invoice numbers, if available. When you import the statement, if the Customer Name and Customer ID are missing, NetSuite checks for the invoice numbers. The invoices must be in the same currency as the bank account’s currency. If the imported file specifies multiple invoices for a transaction, they must all belong to same customer and AR account. If there are more than five invoices associated with the transaction, this column only displays a count of the invoices.
# Duplicate – This value can be Yes or No. If Yes, the system detected that a transaction with these values already exists in the system from a previous import. If the transaction is not a duplicate, click Edit and then clear the Duplicate box. You only have the ability to clear the box. You cannot manually mark duplicate transactions.

Note: When you delete a bank statement, NetSuite deletes all of the transactions for that statement. If you delete an imported transaction, then import the same transaction again, NetSuite does not mark the transaction as a duplicate. For more information, see Deleting Imported Statements.

### Downloading Statement Files

Download a decrypted copy of the imported statement file from NetSuite.

You may want to download a statement to:

# Troubleshoot failed uploads.
# View deleted statement files.

To download a statement file:

1. Go to Transactions > Bank > Import Online Banking Data > List.
2. For the statement you want to download, click View.
3. In the **File Name** field, click the file name URL.
   The decrypted statement file downloads.

### Deleting Imported Statements

If you feel there is a problem, you can delete an unreconciled bank or credit card statement.

⚠️ **Important:** Once you reconcile a statement, you cannot delete or change the imported file.

The Delete option enables you to delete any successfully imported, unreconciled account statement. You may want to delete an imported statement to remove the imported bank details from your system. If you delete a statement that still contains matched transactions, NetSuite will undo the matches.

**Note:** When you delete a bank statement, NetSuite deletes all of the transactions for that statement. If you delete an imported transaction, then import the same transaction again, NetSuite does not mark the transaction as a duplicate.

To delete an imported statement:

1. Go to Transactions > Bank > Import Online Banking Data > List.
2. For the statement you want to delete, click **Edit**.
3. Under **Actions**, click **Delete**.
4. In the confirmation popup message, click **OK**.
   NetSuite deletes the statement, including all of its transactions.
Bank Account Reconciliation and Reporting

Reconcile your bank statement against your bank account register to keep your NetSuite account accurate. You can also enter new transactions while reconciling. If you begin but want to finish your reconciliation later, NetSuite preserves the reconciliation until you resume at a later time.

Information on bank account reconciliation in this topic includes:

# Reconciling Bank Statements
# Entering Transactions While Reconciling
# Completing a Reconciliation at a Later Time
# Deleting a Reconciliation
# Printing Reconciliation Reports
# Bank Register Report
# Reconciliation Summary Report
# Reconciliation Detail Report
# Reconciliation History Report

Reconciling Bank Statements

Note: This is the original reconciliation feature. A redesigned version of transaction matching and statement reconciliation is now available, which enables you to efficiently match and reconcile transactions on the same page, without requiring Excel or third-party tools. For details, see Account Statement Matching and Reconciliation.

Reconcile your bank statement against your bank account register to keep your NetSuite account accurate. If the items have cleared the bank, but do not yet appear on a statement, you can manually mark transactions as cleared in the check register. Go to Reports > Financial > Chart of Accounts. Click the name of the account. Check the box in the Clr column if a transaction is cleared, but not yet reconciled. A manually cleared transaction is not associated with a statement date and does not appear on a Bank Reconciliation Report. The account register shows if a cleared transaction is reconciled and identifies the reconciliation date. Transactions that require reconciliation have a Reconcile link in the Reconcile column.

Note: If the Clr column contains YES or NO instead of a check box, the account is using the redesigned version of transaction matching and statement reconciliation. To clear transactions, you must go to the Confirm Transaction Matches page. For details, see Account Statement Matching and Reconciliation and Reconciling Account Statements.

Checks written in a previous month that are not cleared display on the Reconcile Bank Statement page on the Deposits and Credits subtab. Until these checks are cleared they do not appear on a Bank Reconciliation Report.

For information about reconciling transactions that were previously reconciled and subsequently canceled, see Troubleshooting Reconciliation History Reports.
If you void a check, reconcile the voiding journal entry. For details on voiding checks, see Voiding a Check.

If a previously-reconciled transaction is edited, the transaction becomes unreconciled again. Open the correct statement period for the transaction and reconcile the transaction again.

Transfers to and from bank accounts appear on your bank statement as other transactions and are reconciled in the same method. Enter deposits and credits, and checks and payments as required.

When you reconcile a bank account, all reconciled transactions are automatically marked cleared. To close a period, not all transactions have to be reconciled.

Tip: You can unclear a cleared transaction through the register for the bank account. Click Actions, then click Go To Register. On the account register, locate the transaction and clear the Clr box.

If the Clr column contains YES or NO instead of a check box, the account is using the redesigned version of transaction matching and statement reconciliation. To clear transactions, you must go to the Confirm Transaction Matches page. For details, see Account Statement Matching and Reconciliation and Reconciling Account Statements.

Note: International users may be required to use alternative methods for reconciling bank statements. For example, you might be required to make adjustments to accommodate special taxes on new transactions such as the Goods and Services Tax (GST) in Australia. For more information, see the help topic Tax Accounting Overview.

You can begin an account reconciliation and then resume at a later time. NetSuite preserves the reconciliation until you return to save it or save and print it. For more information, see Completing a Reconciliation at a Later Time.

For permissions to reconcile bank statements, see the help topic Standard Roles Permissions Table.

To reconcile custom transactions, go to Accounting Preferences and then check the Show All Transaction Types In Reconciliation box. See the help topic General Accounting Preferences.

To reconcile your bank statement:

1. Go to Transactions > Bank > Reconcile Bank Statement.
2. In the Account field, select the bank account you are reconciling.

   The selected bank account determines the default subsidiary and currency. This filters the open transactions at the line level.

   Note: If you enter transactions and then change bank accounts, NetSuite changes the currency and subsidiary and clears all line item transactions.

   The Last Reconciled Balance field provides the balance of this account from the last time you reconciled your bank statement.

3. In the Statement Date field, enter or pick the date of the statement.
4. In the Start Date field, enter the beginning of the reconciliation period. Unreconciled transactions before this date do not display on the subtabs.
5. In the Ending Statement Balance field, enter the closing balance on the statement.

   The Reconciled This Statement and Difference fields update as you check the reconcile box next to transactions.

   The Difference field displays the amount that you must reconcile; when the difference is zero, reconciliation is complete.

   NetSuite calculates the Difference field amount by subtracting the combined amounts of the Last Reconciled Balance and Reconciled This Statement from the Ending Statement Balance.
Tip: You can specify the number of items that display on the page at Home > Set Preferences > General > Number of Rows in List Segments.

Deposits and Credits

1. Click the Deposits and Credits subtab.
   
   This subtab shows deposits and credits to be reconciled.
   
   A Yes shows in the Cleared column for all transactions that have been marked as cleared through the bank on the account register.
   
   If you use NetSuite OneWorld, note that only transactions for the subsidiary associated with the bank account are listed.
   
2. Check the boxes next to the transactions you want to reconcile.
   
As you check transactions, the Reconciled This Statement field is updated, and the total of those transactions shows on the Deposits and Credits subtab.

   # To reconcile all deposits and credits, click Mark All.

   # If you mark bank transactions as Cleared on an ongoing basis, when you open a reconciliation you can click Mark All Cleared to Reconcile, which updates all transactions already cleared to be marked for reconciliation. Then, each transaction does not need to be marked individually.

Note: Click the Date or Tran No. links to view the original transaction. Click the Payor link to view the entity record.

Checks and Payments

1. Click the Checks and Payments subtab.
   
   This subtab shows checks and payments that need to be reconciled. Credit card refund transactions also show on this subtab.
   
   A Yes shows in the Cleared column for all transactions that have been marked as cleared through the bank on the account register. Transactions must be both cleared and reconciled to close out a period.
   
   If you use NetSuite OneWorld, note that only transactions for the subsidiary associated with the bank account are listed.
   
2. Check the boxes next to the transactions you want to reconcile.
   
As you check transactions, the Reconciled This Statement field is updated, and the total of those transactions shows on the subtab.

   # To reconcile all checks and payments, click Mark All.

   # If you mark bank transactions as Cleared on an ongoing basis, when you open a reconciliation you can click Mark All Cleared to Reconcile, which updates all transactions that are already cleared to be marked for reconciliation. Then, each transaction does not need to be marked individually.

Note: Click the Date or Check No. links to view the original transaction. Click the Payee link to view the entity record.

New Charges

1. Click the New Charges subtab.

2. Fill in the appropriate information for a reconciled charge, and then click Add.
You can enter a charge with a date after the statement date for the reconciliation, and the charge remains reconciled with this statement.

If you use NetSuite OneWorld, note the following:

# Payee (vendor or other entity) must be associated with the same subsidiary as the bank account.

Note: If you have shared vendors and customers with multiple subsidiaries and this subsidiary is a secondary subsidiary to one or more shared entities, the Payee field lists all of the entities to which this subsidiary is assigned. Selecting a shared entity payee enables you to enter line items for all of the entity’s open transactions as well as the open transactions belonging to this subsidiary. For more information about shared records, see the help topics Assigning Subsidiaries to a Vendor and Assigning Subsidiaries to a Customer.

# Accounts are restricted to non-bank accounts associated with the same subsidiary and currency as the selected bank account.

# Only classes, departments, and locations associated with the same subsidiary as the bank account are available.

3. Repeat this process for each reconciled charge.

An example of an other charge is your bank service charge.

As you add transactions, the Reconciled This Statement field is updated, and the total of all the other charges is shown on the subtab.

New Deposits

1. Click the New Deposits subtab.

2. Fill in the appropriate information for the deposit, and then click Add.

You can enter a deposit with a date after the statement date for the reconciliation, and the deposit remains reconciled with this statement.

An example of an other income is the interest your bank pays you.

If you use NetSuite OneWorld, note the following:

# Payor (vendor, customer, or other entity) must be associated with the same subsidiary as the bank account.

Note: If you have shared vendors and customers with multiple subsidiaries and this subsidiary is a secondary subsidiary to one or more shared entities, the Payor field lists all of the entities to which this subsidiary is assigned. Selecting a shared entity payor enables you to enter deposits for the entity as well as this subsidiary.

# Accounts are restricted to non-bank accounts associated with the same subsidiary and currency as the selected bank account.

# Only classes, departments, and locations associated with the same subsidiary as the bank account are available.

As you add transactions, the Reconciled This Statement field is updated, and the total of all the other charges is shown on the subtab.

3. Repeat this process for each reconciled deposit.

Note: When you have cleared all the transactions listed on the statement and entered any additional charges or deposits, the Ending Statement Balance should equal the Reconciled This Statement balance plus the Last Reconciled Balance. Use the Difference field to track your progress in matching these balances.

When finished, choose one of three options:
# Click **Save** to reconcile your bank statement.
# Click **Save & Print** to save and print your reconciliation.
# Click **Complete Later** to save your reconciliation until you return to submit or print it.

To view your previous reconciliations, go to Transactions > Bank > Reconcile Bank Statement. Click **History**.

## Entering Transactions While Reconciling

When reconciling your bank or credit card statement, you can enter new transactions that are not previously recorded. For example, enter bank service charges and then reconcile your bank statement for that transaction.

**Note:** You can enter new charges and credits that have dates later than the statement date you are using for the reconciliation. These charges and credits remain reconciled to the statement.

To enter new transactions while reconciling a bank statement:

1. Go to Transactions > Bank > Reconcile Bank Statement.
2. Select the transactions you want to reconcile on the **Deposits and Credits** or **Checks and Payments** subtabs.
3. Click the **New Charges** subtab.
4. Fill in the appropriate information for the new charge transaction, and click **Add**.
5. Click the **New Deposits** subtab.
6. Fill in the appropriate information for the new deposit transaction, and click **Add**.
7. When you have finished, choose one of three options:
   # Click **Save & Print** to save and print your reconciliation.
   # Click **Save** to reconcile your bank statement.
   # Click **Complete Later** to save your reconciliation until you return to submit or print it.

For more information, see **Bank Account Reconciliation and Reporting**.

To enter new transactions while reconciling a credit card statement:

1. Go to Transactions > Bank > Reconcile Credit Card Statement.
2. Select the transactions you want to reconcile on the **Payments and Credits** or **Charges and Cash Advances** subtabs.
3. Click the **New Charges** subtab.
4. Fill in the appropriate information for the new charge transaction, and click **Add**.
5. Click the **New Credits** subtab.
6. Fill in the appropriate information for the new credit transaction, and click **Add**.
7. When you have finished, choose one of three options:
   # Click **Save & Print** to save and print your reconciliation.
   # Click **Save** to reconcile your bank statement.
   # Click **Complete Later** to save your reconciliation until you return to submit or print it.

For more information, see **Reconciling Credit Card Statements**.
Completing a Reconciliation at a Later Time

You can begin an account reconciliation and then resume at a later time. NetSuite preserves the reconciliation until you return to save it or save and print it.

To preserve a reconciliation for completion at a later time, make note of the date in the Statement Date field, then click Complete Later on the Reconcile Bank Statement or Reconcile Credit Card Statement page. When you resume the reconciliation for the bank or credit card account, enter the noted date in the Statement Date field, if necessary. The transactions that were originally marked reconciled are also marked cleared. In the Reconcile column, continue reconciling transactions. When you complete the reconciliation, click Save or Save & Print. You can also click Complete Later if you must again resume reconciliation at a later time.

**Important:** You can preserve **only one** reconciliation for completion at a later time. When you go back to Transactions > Bank > Reconcile Bank Statement or Transactions > Bank > Reconcile Credit Card Statement, the preserved reconciliation reappears. If you make changes to the preserved reconciliation including changes to dates and then click Complete Later again, NetSuite deletes the previously preserved reconciliation and replaces it with the updated reconciliation. **If you change the account from that of the preserved account reconciliation, NetSuite displays a message indicating that the preserved reconciliation is erased and all work is lost.**

Be aware that transactions marked reconciled are not reconciled until you save the reconciliation, even though the cleared transactions in the account register show the Reconciled Date as the noted date from the Statement Date field on the Reconcile Account Statement page.

Deleting a Reconciliation

**Important:** This is the original reconciliation feature. If you are using the Account Reconciliation feature, and you want to delete a reconciled statement, see Deleting Reconciled Statements.

For more information on the Reconcile Account Statement page, see Account Statement Matching and Reconciliation.

After completing a bank or credit card statement reconciliation, you can delete the reconciliation. For example, if you discover that a statement contains an error such as an incorrect date, you can delete the reconciliation and then enter a new one.

To delete a statement reconciliation:

1. Depending on the type of statement you need to delete, do one of the following:
   # For bank statements, go to Transactions > Bank > Reconcile Bank Statement.
   # For credit card statements, go to Transactions > Bank > Reconcile Credit Card Statement.
2. Enter the date of the reconciled statement.
   This is the date from the **Statement Date** field.
3. From the **Actions** menu, click **Delete**.
4. You are prompted to confirm deletion of the reconciliation.
5. Click **OK** to confirm the deletion.

**Note:** Previously cleared transactions remain **Cleared** on the Find Matching Transactions page even if the reconciliation is deleted.

To verify that a reconciliation was deleted, go to Reports > Banking/Budgeting > Reconciliation. Confirm that the statement date is no longer available in the report.
Printing Reconciliation Reports

In NetSuite, you can print your current and previous bank and credit card statement reconciliation reports.

To change the width of one column, drag the boundary on the right side of the column heading until the column is the preferred width.

To print a bank statement reconciliation report:

1. Go to Transactions > Bank > Reconcile Bank Statement.
2. To print your current statement, reconcile your statement.
   Click Save & Print to submit and print the report.
3. To print a previous statement, click History.
   Select a bank statement reconciliation. Change the date range, if needed, to find the reconciliation.
   Click the print icon to print the report.

To print a credit card statement reconciliation report:

1. To print your credit card statement reconciliation, go to Transactions > Bank > Reconcile Credit Card Statement.
2. To print your current statement, reconcile your statement.
   Click Save & Print to submit and print the report.
3. To print a previous statement, click History.
   Select a credit card reconciliation. Change the date range, if needed, to find the reconciliation.
   Click the print icon to print the report.

Bank Register Report

The Bank Register report lists all transactions for a particular bank account such as a checking account, a savings account, and a petty cash account. Use the bank register report to view existing transactions. From the report you can click on a row to navigate to the source transaction. The bank register report contains view-only data.

All cash accounts are treated as bank accounts in NetSuite, even if you do not keep money for that account in a bank. For example, you create a bank account to track petty cash and record any petty cash transactions on the Write Checks page. Withdrawals or payments taken from petty cash appear as line items on the petty cash account register so that you can track your transactions.

To view the Bank Register report:

Go to Reports > Banking/Budgeting > Bank Register.

A message appears indicating that your report is loading. The status bar in the footer of the report indicates the progress as your report loads. You can click Cancel Report next to the status bar to stop the report from loading.

The report includes the following:

- Account - bank account number and name
- Number - transaction number or reference
Reconciliation Summary Report

The Reconciliation reports show cleared and outstanding transactions for the account on which you choose to report. The Reconciliation Summary report provides a summary of your reconciliation for a bank account and provides balances for each item. In addition to reconciled and unreconciled items, included are:

# balances for transactions with no prior reconciliation history
# totals of your cleared and outstanding transactions during the time period
# difference between all reconciled balances and the unreconciled balance
# previous bank balances
# ending bank balance
# current reconciled balance
# reconciled balance as of a specific date

You can view this report only after you have reconciled the bank account in NetSuite. This report is critical for companies who require a paper trail to show that current and historical data is accurate and complete.

Note: Transactions cleared on a register, but not reconciled, appear on Reconciliation Summary reports under the appropriate heading.

We recommend that you print your Reconciliation report before you reconcile another account because you cannot recapture the same information.

To print the report, click the print icon at the bottom of the page. For details on exporting, see the help topic Exporting Reports, Searches, and Lists.

To view the Reconciliation Summary report:

Go to Reports > Banking/Budgeting > Reconciliation.

A message appears indicating that your report is loading. The status bar in the footer of the report indicates the progress as your report loads. You can click Cancel Report next to the status bar to stop the report from loading.
Reconciliation Summary Report

Note: This report does not support reporting by period even when the Report by Period preference is set to All Reports. The Report by Period preference can be configured at Home > Set Preferences, the Analytics subtab.

Reconciliation Detail Report

The Reconciliation Detail report displays a list of the reconciled, both cleared and uncleared items for a bank account for the statement period designated by the statement date.

Note: You can customize the report to remove columns that you prefer to not view in printed format. Removing columns is useful if your page orientation preference displays the report in a crowded format.

For the statement period, the report categorizes, then itemizes the transactions, providing the transaction types, dates, associated document numbers, entity names, any memos, and transaction balances. The Reconciliation Detail report categorizes transactions using the following data, which corresponds to field data from Reconcile Bank Statement and Reconcile Credit Card Statement:

- **Reconciled** - lists all the cleared and reconciled transactions, grouped into subcategories (Deposits and Other Credits, Checks and Payments), along with category totals.
- **No Previous Reconciled Balance** - only appears if there is no previous reconciled balance for the selected account and statement date, instead of Last Reconciled Balance, and displays a zero balance total.
- **Last Reconciled Statement Balance - <date>** - the balance of the last reconciled statement for this account. This field is only available if this is not your first reconciled statement.
- **Current Reconciled Balance** - the difference between Last Reconciled Statement Balance and Total - Reconciled.
- **Reconcile Statement Balance - <date>** - the closing balance for the statement.
- **Difference** - the difference between Current Reconciled Balance and Reconcile Statement Balance.
- **Unreconciled** - list of all transactions that are in the system but are not reconciled or reflected in your statement.

You can see this report only after you have reconciled that bank account in NetSuite. This report is critical for companies who require a paper trail to show that current and historical data is accurate and complete.

For details on reconciling, see Reconciling Bank Statements.

Note: Transactions cleared on a register, but not reconciled, appear on Reconciliation Detail reports under the appropriate heading.

You should print your Reconciliation report before you reconcile another account because you cannot recapture the same information.

To print the report, click the print icon at the bottom of the page. For details on exporting, see the help topic Exporting Reports, Searches, and Lists.

**To see a Reconciliation Detail report:**

1. Go to Reports > Banking/Budgeting > Reconciliation > Detail.
2. From the Account dropdown list, select the account for which you want to see a report.
3. From the Statement Date dropdown list, select the statement date for which you want to see a report.
4. Click Refresh.
   NetSuite loads and displays your report.
Reconciliation History Report

The Reconciliation History report lists the completed reconciliations for a bank account in the date range specified. Use this report to view statement balances, link to the detail report for each reconciliation, and track historical reconciliation data for auditing purposes. This report is critical for companies who require a paper trail to show that current and historical data is accurate and complete.

For each reconciliation, the report shows the statement date, bank account, statement balance, amount reconciled for this statement, previous reconciled balance, and any differences between.

Note: Transactions cleared on a register do not appear on Reconciliation History reports. Reconciliation History reports only display reconciled items.

This report shows only completed and saved bank reconciliations and is not available from the Reports menu.

To view the Reconciliation History report:

1. Go to Transactions > Bank > Reconcile Bank Statement.
   A message appears indicating that your report is loading. The status bar in the footer of the report indicates the progress as your report loads. You can click Cancel Report next to the status bar to stop the report from loading.
3. To print the report, click the print icon at the bottom of the page. For details on exporting, see the help topic Exporting Reports, Searches, and Lists.

Troubleshooting Reconciliation History Reports

Reconciliation History reports only display reconciled items.

Transactions cleared through a register, but not reconciled, appear on Reconciliation Summary and Reconciliation Detail reports, under the appropriate heading; however, they do not appear in Reconciliation History reports.

The register lets you manually mark a transaction as cleared, but it does not associate a statement date with the transaction. These manually cleared transactions with no statement date do not appear in the report, since the Reconciliation reports track transactions by statement date.
Account Statement Matching and Reconciliation

Note: To use the Confirm Transaction Matches and Reconcile Account Statement pages, you must have the proper permissions assigned to your role. See Setting Reconciliation Permissions. If you want to use the pages for an account, check the Use Confirm Transaction Matches and Reconcile Account Statement Pages box in the Edit Account page.

When you import your account statements into NetSuite, you can efficiently match and reconcile transactions, without requiring spreadsheets or third-party tools.

Match and confirm transactions on the Confirm Transaction Matches page, which shows side-by-side lists of imported Statement Transactions and NetSuite Transactions. Confirmed transactions are also marked as cleared.

After confirming the transaction matches, reconcile the transactions. Go to the Reconcile Account Statement page to review the matches, include or exclude transactions from the reconciliation, and then close the statement.

These pages replace the reconciliation process from previous versions.

If you want to use the Confirm Transaction Matches and Reconcile Account Statement page for an account, check the Use Confirm Transaction Matches and Reconcile Account Statement Pages box in the Edit Account page. If you want to import CAMT.053.001.06–formatted XML or BAI2-formatted TXT files, ensure that the required Bank Import Mapping fields are also set in the Account page. For details, see the help topic Editing an Account.

To reconcile custom transactions, go to Accounting Preferences and then check the Show All Transaction Types In Reconciliation box. See the help topic General Accounting Preferences.

The original reconciliation pages are still available. To use the original pages, clear the Use Confirm Transaction Matches and Reconcile Account Statement Pages box. For details, see Reconciling Bank Statements and Reconciling Credit Card Statements.

Information on account statement matching and reconciliation in this topic includes:

- Setting Reconciliation Permissions
- Intelligent Transaction Matching for Account Statements
- Reconciling Account Statements
- Account Reconciliation Reports

Setting Reconciliation Permissions

Note: If you want to use the Confirm Transaction Matches and Reconcile Account Statement page for an account, check the Use Confirm Transaction Matches and Reconcile Account Statement Pages box in the Edit Account page.

To use the Intelligent Transaction Matching and Account Reconciliation features, your user role may require the following permissions:

- **Accounts** – Enables you to view and select accounts on the Reconcile Account Statement page and Custom Matching Rule window. Your user role must have view-level access at a minimum.

- **Import Online Banking File** – Enables you to access the Online Banking Data Upload page and import statement transactions (formerly named “Import Online Banking (QIF) File”). Access levels include:
  - Full or Create – Ability to access the Online Banking Data Upload page, import files, view import details, delete imported files, and edit duplicate flags.
  - Edit – Ability to access the Bank Statement Import page, view import details, and edit duplicate flags.
# Setting Reconciliation Permissions

- **View** – Ability to access the Bank Statement Import page and view import details.

# Matching Rules for Online Banking – Enables you to access the Reconciliation Matching Rules page. Access levels include:

- **Full, Edit, or Create** – Ability to access the Reconciliation Matching Rules page. Create, edit, and delete matching rules, and change the order of the custom rules.
- **View** – No access.

# Reconcile Reporting – Enables you to access the Reconciliation History Report, Reconciliation Detail Report, and Reconciliation Summary Report.

# Reconcile – Enables you to access the Confirm Transaction Matches and Reconcile Account Statement pages and match transactions. Some roles may have the Edit or only the View access level.

The Account Reconciliation Summary portlet is also on your dashboard by default.

- **Edit** – Ability to access the Confirm Transaction Matches and Reconcile Account Statement pages, match transactions, and close a reconciliation.
- **View** – Ability to access the Reconcile Account Statement page and transaction details.

Note: In 2017.2, the Reconcile permission replaced both the Find Matching Online Banking Transactions and Online Banking Statement permissions.

Other possible restrictions may impact the list of accounts and details that you can see:

- **Subsidiary Restrictions** – For example, an employee of Subsidiary A can only access Subsidiary A’s account list, by default. However, if the user role has the **Allow Cross-Subsidiary Record Viewing** setting enabled, the account list contains all the available accounts for the user to reconcile.

- **Department, Class, or Location Restrictions** – For example, if your role has the Department Restriction set to **own, subordinate, and unassigned**, and has access to department A, you can only see accounts in department A, as well as its children or unassigned accounts. You cannot access an account from department B.

# Intelligent Transaction Matching for Account Statements

When you import an online statement, the Intelligent Transaction Matching feature automatically matches imported statement transactions with the existing general ledger transactions in NetSuite. For details on importing statements, see **Importing Online Bank Statements**.

Intelligent Transaction Matching identifies a match for an imported statement transaction if a general ledger transaction in NetSuite meets the criteria from the active system default or custom matching rules.

Note: To make rules that run on the transaction number, match the Transaction ID from the imported transaction with the NetSuite Check Number. The NetSuite Check Number in the Custom Matching Rule window corresponds to the:

- **Check #** on Bill Payments, Checks, and Customer Payments.
- **Deposit #** on Deposits.
- **Transfer #** on Transfers.
- **Entry No.** on Journal Entries.
- **Reference #** on Credit Card Charges and Credit Card Refunds.

For details, see **Transaction Types in Matching Rules**.

For details on how NetSuite groups transactions, see **Grouping Multiple Transactions**.
To rerun the matching rules, delete the imported statement and then re-import the statement file.

Note: Intelligent Transaction Matching does not run on cleared transactions or transactions that you are saving for reconciliation at a later time.

To view automatically-matched transactions, go to Transactions > Bank > Confirm Transaction Matches and then click Review Matches.

On the Matched subtab, each line item is a group of matched transactions. By default, all line items are collapsed. To view the individual transactions in the group, expand the line item.

Intelligent Transaction Matching prioritizes the default rules in the following order:

# Match on Transaction Number and Amount
# Match on Amount and Transaction Number without Prefixes and Leading Zeros
# Match on Amount when Date is within 90 Previous Days

Match on Transaction Number and Amount

Using this rule, Intelligent Transaction Matching attempts to find transaction matches on imported transaction ID and general ledger check number. Intelligent Transaction Matching also attempts to find matches for groups of transactions with the same transaction number.

The date of the NetSuite general ledger transaction must also be the same as or before the imported transaction date.

Therefore, Intelligent Transaction Matching successfully matches the transactions if the transaction number and amount are exact matches, and the date of the NetSuite general ledger transaction is the same as or before the imported transaction date.

For a Many-to-One Transaction Matches or Many-to-Many Transaction Matches match, Intelligent Transaction Matching successfully matches the transactions if the sum of all imported transaction amounts is equal to sum of the general ledger transaction amounts.

If these criteria are not met, Intelligent Transaction Matching runs the next active default rule.

Match on Amount and Transaction Number without Prefixes and Leading Zeros

Using this rule, Intelligent Transaction Matching attempts to find transaction matches on the numeric value of the transaction number. Intelligent Transaction Matching also attempts to find matches for groups of transactions with the same numeric value.

The date of the NetSuite general ledger transaction must also be the same as or before the imported transaction date.

Intelligent Transaction Matching successfully matches the transactions if:

# The transaction number differs only by alphabetical prefix (for example, N123 and 123), amount is an exact match, and the NetSuite general ledger transaction date is the same as or before the imported transaction date.
# The transaction number differs only by leading spaces (for example, ‘123’ and ’123’), amount is an exact match, and the NetSuite general ledger transaction date is the same as or before the imported transaction date.
# The transaction number differs only by leading zeros (for example, 000123 and 123), amount is an exact match, and the NetSuite general ledger transaction date is the same as or before the imported transaction date.

If these criteria are not met, Intelligent Transaction Matching runs the next active default rule.
Match on Amount when Date is within 90 Previous Days

Using this rule, Intelligent Transaction Matching attempts to find transaction matches if the NetSuite general ledger transaction date is the same as or up to 90 days before the imported statement transaction date, and the imported amount is equal to the NetSuite amount.

Intelligent Transaction Matching successfully matches the transactions if:

1. The amount and transaction date are both exact matches.
2. The amount is an exact match, and the date of the NetSuite general ledger transaction is up to 90 days before the imported transaction date.

Because this rule does not have a condition for matching on the transaction number, NetSuite does not group transactions on this rule. For details, see Grouping Multiple Transactions.

If these criteria are not met, Intelligent Transaction Matching runs the first active custom rule, if applicable. For details, see Creating Custom Transaction Matching Rules.

Viewing Default and Custom Transaction Matching Rules

NetSuite includes default transaction matching rules to automatically match imported statement transactions with general ledger transactions in NetSuite. The default matching rules run on all transactions. For descriptions of the default rules, see Intelligent Transaction Matching for Account Statements.

You can add your own custom matching rules, and assign the order in which NetSuite runs them to find matches. Each custom rule can include multiple conditions.

To view the default and custom rules:

1. Go to Transactions > Bank > Reconciliation Matching Rules.
   The Reconciliation Matching Rules page displays two sections: Default Rules and Custom Rules. The defaults rules are in a list that you cannot reorder, but you can inactivate them.
2. To assign the order in which NetSuite runs the custom rules, click and hold the icon to drag and drop the custom rules into the desired order.
3. To edit a custom rule, click the rule. For details on setting up conditions, see Creating Custom Transaction Matching Rules.
4. To delete a custom rule, click the Delete icon.
5. To create custom rules, see Creating Custom Transaction Matching Rules.

Creating Custom Transaction Matching Rules

NetSuite includes default transaction matching rules, which the system uses to automatically match imported statement transactions with general ledger transactions in NetSuite. For details, see Intelligent Transaction Matching for Account Statements.

You can add your own custom matching rules, and assign the order in which NetSuite runs them to find matches. Each custom rule can include multiple conditions.

The next time you import a statement, the Intelligent Transaction Matching feature runs and includes your new custom rules. To rerun the matching rules, you can delete the imported statement and then re-import the statement file.

You must specify one or more accounts on which the custom rule should run. NetSuite only runs the custom rule against transactions for selected accounts.

For an example of a custom rule, see Custom Matching Rule Example.
For information about transaction types and matching types, see Transaction Types in Matching Rules and Bank Transaction Matching Types.

To create a new matching rule:

1. Go to Transactions > Bank > Reconciliation Matching Rules.
2. In the Reconciliation Matching Rules page, under the Custom Rules heading, click New Rule. The Custom Matching Rule window pops up. The Accounts subtab is open by default.
3. In the Custom Rule Name field, type a name for your new matching rule. This is a required field.
4. Filter the accounts in the list:
   - To switch from a list of all accounts to only the included accounts, click Show Included Only.
   - To filter by type, from the Account Type list, select an account type.
   - To search for an account, in the Search field, enter an account type, account name, description, or currency for which to search.

   Note: The permissions on your user role determines the accounts that you can view and edit. If you do not have the permissions to see a particular account, it does not appear in the list. For details, see Setting Reconciliation Permissions.
5. To include an account for your custom rule, check the box for the account.

   Tip: To include all accounts, check the box in the column header.

   You must include at least one account.
   NetSuite only runs the custom rule against transactions for the selected accounts.
6. To specify the rule conditions, click the Rule Conditions subtab.
7. From the Transaction Type list, select the first transaction type for this rule condition.
   The list contains imported and NetSuite general ledger type transactions. Your selection determines which options are available in the Primary Field and the other Transaction Type list. For example, if you choose an imported type, the other Transaction Type list displays only NetSuite types. The first selected Transaction Type for the first condition line restricts the available options for the subsequent condition rows. For information on choosing the appropriate transactions types, see Transaction Types in Matching Rules.
8. From the Primary Field list, select the first field on which the system runs this matching rule condition.
   The options available in the list depend on the selected Transaction Type.

   Note: If you select the Memo option, the system creates matches based on the Memo field value in the Journal Entry or Check for the NetSuite general ledger transaction. The rule does not run against the Memo field in the transaction line. The memos that appear in the NetSuite Transactions list on the Confirm Transaction Matches page are the Memo field values from the Journal Entry or Check headers. Transactions cannot be grouped by the value in the memo.
9. From the Operator list, select an operator for the matching rule.
   The selected Transaction Type and Primary Field determine which options are available in the list. Operators include:
   - Equals – Specifies that the selected fields must be equal. For example, the NetSuite date must equal the imported date.
   - Equals (Ignore Prefix) – Specifies that the selected fields must be equal, but ignores any alphabetic prefix or leading zeros on each transaction. For example, the Transaction ID 2134 still matches N2134.
   - Before – Specifies that the selected transaction type date can be before the other selected transaction type date. For example, the NetSuite date can be before the imported date.
# After – Specifies that the selected transaction type date can be after the other selected transaction type date. For example, the NetSuite date can be after the imported date.

# Within x Previous Days of – Specifies the number of days by which a date match can vary. A matching date can be the same as or up to the specified number of days before the other date.

10. If you need to enter a value input (and the selected operator is Equals, Equals (Ignore Prefix), or Within x Previous Days of), in the Value field, enter the appropriate alphanumeric value.

11. From the second Transaction Type list, select the second transaction type for this rule condition, if it is not already selected by default.

The previously selected Transaction Type determines which options are available in the list. For example, if you chose an imported type first, this Transaction Type list displays only NetSuite types. For information on choosing the appropriate transactions types, see Transaction Types in Matching Rules.

12. From the Compare Field list, select the other field on which the system runs this matching rule condition, if it is not already selected by default.

The selection must be the same data type as the primary field.

Note: If you select the Memo option, the system creates matches based on the Memo field value in the Journal Entry or Check for the NetSuite general ledger transaction. The rule does not run against the Memo field in the transaction line. The memos that appear in the NetSuite Transactions list on the Confirm Transaction Matches page are the Memo field values from the Journal Entry or Check headers. Transactions cannot be grouped by the value in the memo.

As you make selections, NetSuite updates the Description at the top of the window.

13. To add an extra condition, click the add icon.

Note: To remove a condition, click the delete icon.

14. To save and create your new custom rule, click Save.

The new rule appears under the Custom Rules heading.

15. To assign the order in which NetSuite runs the rules, drag and drop the rules into the desired order.

The next time you import a statement, the Intelligent Transaction Matching feature runs and includes your new custom rules. To rerun the matching rules, you can delete the imported statement and then re-import the statement file.

Transaction Types in Matching Rules

When creating custom matching rules or matching transactions manually, keep the transaction types in the context of whether the transactions are from the imported statement or NetSuite general ledger.

The imported statement is from the perspective of the financial institution, but general ledger transactions are from your perspective. This means that debits in the bank statement are recorded as credits in the general ledger, and the reverse is also true.

For example, a customer payment that you deposit into the bank appears as a credit type on the bank statement, but appears as a debit type in the general ledger bank account.

Some transaction types are not available as matching rule sub-types. If you want a rule to run for transactions of the following types, choose All Imported and All NetSuite from the Transaction Type lists:

# Cash Sale
# Customer Refund (not supported for the Check Number field)
# Customer Credit (not supported for the Check Number field)
# Cash Refund (not supported for the Check Number field)
Note: To make rules that run on the transaction number, match the Transaction ID from the imported transaction with the NetSuite Check Number. The NetSuite Check Number in the Custom Matching Rule window corresponds to the:

- Check # on Bill Payments, Checks, and Customer Payments.
- Deposit # on Deposits.
- Transfer # on Transfers.
- Entry No. on Journal Entries.
- Reference # on Credit Card Charges and Credit Card Refunds.

The following table demonstrates how you can map transaction types.

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<th>Imported Statement Transaction Types</th>
<th>NetSuite G/L Transaction Types</th>
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<td>Transfers</td>
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Custom Matching Rule Example

After observing the system rules running automatically and manually matching the remaining transactions, you may notice some patterns and wish to create some custom matching rules.

This section provides an example of a custom matching rule.

Match on Memo when Date is within Two Days

In this scenario, you want a rule that matches a transaction ID with an ID in the memo field of the Journal Entry header and the transaction date within two previous days. You want this rule to run on all accounts.

1. In the Custom Rule Name field, type Match on Memo and Date within Two Previous Days.
2. To include all accounts, check the box in the column header.
3. To specify the rule conditions, click Rule Conditions.
4. From the Transaction Type list, select All Imported.
   The system will select All NetSuite in the second Transaction Type list by default.
5. From the Primary Field list, select Transaction ID.
6. From the Operator list, select Equals (Ignore Prefix).
7. From the Compare Field list, select Memo.
8. To add the next condition, click the add icon.
9. From the Transaction Type list, select All Imported.
   The system will select All NetSuite in the second Transaction Type list by default.
10. From the Primary Field list, select Date.
11. From the Operator list, select Within x Previous Days of.
12. In the Value field, enter 2.
    NetSuite automatically selects the correct Transaction Type and Compare Field.
13. Click Save.

Inactivating Transaction Matching Rules

Instead of deleting transaction matching rules, you can temporarily make them inactive.
You cannot delete default rules, but you can inactivate them.

To inactivate custom matching rules:

1. Go to Transactions > Bank > Reconciliation Matching Rules.
2. Under the Active column, in the row for the rule you want to inactivate, clear the box.
   NetSuite stops running the rule for subsequent imports, but the rule is still in the list.
3. To activate the rule again, check the box.

Bank Transaction Matching Types

The Intelligent Transaction Matching feature automatically creates matches through the system or custom matching rules. For any remaining unmatched transactions, you can manually create matches.

NetSuite supports the following types of matches:

# One-to-One Transaction Matches
# Many-to-One Transaction Matches
# One-to-Many Transaction Matches
# Many-to-Many Transaction Matches

One-to-One Transaction Matches

The Intelligent Transaction Matching feature automatically creates matches through the system or custom matching rules. For any remaining unmatched transactions, you can manually create matches.

There are two types of one-to-one matching.

Unique Reference

For most matches, the transaction ID in the set of imported transactions clearly matches the check number in the set of general ledger transactions.

Unique Reference by Combination

For other transactions, there might not be one unique number for a transaction. In this scenario, combine different properties to uniquely identify an imported transaction to its matching general ledger account register transaction.

Such unique references can be made up of different combinations. For example, combining the date with a memo value.

Many-to-One Transaction Matches

The Intelligent Transaction Matching feature automatically creates matches through the system or custom matching rules. For any remaining unmatched transactions, you can manually create matches.

There can be situations where a unique reference is not found between the two sets of transactions. The reference may be found in multiple transactions in the imported statement. For example, the financial clerk might combine several bank transfers on the bank statement into a single journal in NetSuite.
The system default rule **Match on Transaction Number and Amount** can group multiple imported transactions by transaction number and then match them with a single NetSuite general ledger transaction with the same transaction number.

For details on how NetSuite groups transactions, see **Grouping Multiple Transactions**.

### One-to-Many Transaction Matches

The Intelligent Transaction Matching feature automatically creates matches through the system or custom matching rules. For any remaining unmatched transactions, you can manually create matches.

In some situations, you can only match one transaction in the imported statement with multiple transactions in the NetSuite general ledger.

There may be no easily-matched reference, but it is still possible to make a match.

For example, you can group two NetSuite transactions that have several matching fields. Compare the group against the sum of a transaction in the imported statement. Ensure that no other match is possible, even if the transaction date is two business days earlier or later, because there is no other unique reference between the two sides.

For details on how NetSuite groups transactions, see **Grouping Multiple Transactions**.

### Many-to-Many Transaction Matches

The Intelligent Transaction Matching feature automatically creates matches through the system or custom matching rules. For any remaining unmatched transactions, you can manually create matches.

The most complex type of data matching involves matching multiple transactions in the imported statement with multiple transactions in the NetSuite general ledger.

In these situations, different key elements (including transaction numbers) in both sets can provide a unique reference for your match.

For example, the system default rule **Match on Transaction Number and Amount** can group multiple imported transactions by transaction number and then match them with a group of general ledger transactions with the same transaction number.

For matching and grouping criteria, you might also use codes for cost centers, projects, and other items in the memo.

For details on how NetSuite groups transactions, see **Grouping Multiple Transactions**.

### Grouping Multiple Transactions

The Intelligent Transaction Matching feature automatically creates match groups through the system or custom matching rules. For any remaining unmatched transactions, you can manually create match groups.

NetSuite attempts to first group imported statement transactions, then NetSuite general ledger transactions, and then matches the two groups.

NetSuite only groups multiple transactions on matches of transaction number (imported transaction ID and general ledger check number). Intelligent Transaction Matching does not group multiple transactions if:

- The transaction number is missing.
- The relevant value is in the memo field.
Reconciling Account Statements

To reconcile your account statement, from beginning to end:

1. Import your bank statement file. See Importing Online Bank Statements.
3. Confirm the transaction matches. See Confirming Transaction Matches.
4. Reconcile the transactions. See Reconciling Transactions.

Note: If you want to use the Confirm Transaction Matches and Reconcile Account Statement page for an account, check the Use Confirm Transaction Matches and Reconcile Account Statement Pages box in the Edit Account page.

Matching Transactions

The Confirm Transaction Matches page shows side-by-side lists of imported Statement Transactions and NetSuite Transactions. These are unreconciled transactions.

When you import an online statement (see Importing Online Bank Statements), the Intelligent Transaction Matching feature attempts to match the imported statement transactions with the existing NetSuite account register transactions. For details on the Intelligent Transaction Matching feature, see Intelligent Transaction Matching for Account Statements.

For any remaining unmatched transactions, filter the lists and manually select one or more transactions from each list to match.

In the NetSuite Transactions list, you can identify in-transit payments by looking for the icon in the row. One or more in-transit payments must be matched with only one statement transaction. To enable the In-Transit Payments feature, go to Setup > Company > Enable Features, click the Accounting subtab, and then check the In-Transit Payments box.

As you match, NetSuite saves the work for the account as you go, so you can choose to complete it at a later time. When you come back to the page and select the account, the page shows the work in progress.

To refine the date range for the Statement Transactions and NetSuite Transactions lists, use the date filters above the panes.

If you void a check, check the boxes for both the check and voiding journal entry in the NetSuite Transactions list. There is a difference of zero, because the check and journal entry cancel each other out. In order to reconcile the items, include another match set in the group, and then click Match. For details on voiding checks, see Voiding a Check.

Important: NetSuite will undo the match and remove any cleared status if you edit the amount of a matched transaction, delete a transaction, or void a general ledger transaction. If you void or reverse a general ledger transaction, create a new match for the imported statement transaction with another general ledger transaction.

To match and reconcile custom transactions, go to Accounting Preferences and then check the Show All Transaction Types In Reconciliation box. See the help topic General Accounting Preferences.

To match imported statement transactions with NetSuite transactions:

1. If you have not already done so, import an online statement (see Importing Online Bank Statements).
If the import is successful, click OK. NetSuite redirects you to the Confirm Transaction Matches page with the account selected.

2. If you have already imported a statement, go to Transactions > Bank > Confirm Transaction Matches.

3. From the Account list, select the bank or credit card account for which you want to perform matching.

   Note: If you want an account to be available in this list, check the Use Confirm Transaction Matches and Reconcile Account Statement Pages box in the Edit Account page.

If you have just imported a CAMT.053.001.06–formatted XML or BAI2-formatted TXT file containing multiple accounts, the accounts appear in the Account list with dots beside them. The dots indicate that the accounts require reconciliation. The indicators only appear immediately following import.

NetSuite displays the imported Statement Transactions and NetSuite Transactions for the selected account.

In the NetSuite Transactions list, identify in-transit payments by looking for the icon in the row. One or more in-transit payments must be matched with only one statement transaction.

4. To filter the Statement Transactions or the NetSuite Transactions list:
   
   # To set the date range for transactions in the lists, enter or select the dates in the From and To fields at the top of the panes.
   
   # In the Search field, start typing the text or number value on which to search. As you type, NetSuite narrows the search results in the list.

   When entering a date, use a date format consistent with the displayed format in the page (as set in the User Preferences). For example, if you use a long date format (May 1, 2018), enter May to search for a date in May. When entering a year, use four digits (for example, 2018). If you use a short date format, always use two digits for the month or day (for example, 05/01/2018).

   # From the Type list, select a transaction type.

   # To sort by column, click the column header.

   If the number of transactions in the lists exceed the page limit, click the arrows to see the next or previous page of results.

5. If you require more information on the NetSuite transactions during the matching process, click the links in the NetSuite Transactions list:

   # To view the record of a NetSuite general ledger transaction, click Date or Tran No. in the row.

   NetSuite opens the transaction record in a new window.

   # To view the record of the payer or payee on a NetSuite general ledger transaction, click Name in the row.

   # To view the full information that is too long to fit in a column, hover over the field.

   Note: The memos that appear in the NetSuite Transactions list are the Memo field values from the Journal Entry or Check headers, not the transaction line-level memos. Transactions cannot be grouped by the value in the memo.

6. To match transaction items:

   a. Check the box for one item (or multiple items) from the Statement Transactions list and then select one item (or multiple items) from the NetSuite Transactions list.

   You can make one-to-one, one-to-many, many-to-one, and many-to-many matches. For example, you may have a single imported transaction that matches two general ledger transactions, which might include an adjustment item. For more information, see Bank Transaction Matching Types.

   As you select transactions, NetSuite displays the transactions in the bottom drawer and updates the amount difference in the Match Difference field.
**Reconciling Account Statements**

**Banking**

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**Tip:** If a corresponding NetSuite Transaction is missing, you can quickly add and match it from this page. Select the imported Statement Transaction, and then click **Add New Charge** or **Add New Deposit** (or **Add New Credit** for credit card accounts). Some of the fields will be populated for you. After you click **Add**, NetSuite displays the selected and newly created transactions in the bottom match drawer.

b. When the difference between the selected Statement Transactions and NetSuite Transactions is zero (in the **Match Difference** field), click **Match**.

NetSuite removes the matched transactions from the unmatched lists.

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**Note:** If you have items for a voided check, check the boxes for both the check and voiding journal entry in the NetSuite Transactions list. There is a difference of zero, because the check and journal entry cancel each other out. In order to reconcile the items, include another match set in the group, and then click **Match**. For details on voiding checks, see **Voiding a Check**.

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7. To complete matching at a later time, you can navigate to another page. NetSuite automatically saves the work for the account as you go. When you come back to the page and select the account, the page shows the work in progress.

8. To create a journal entry during the matching process:
   a. Click **Create JE**.

   NetSuite opens your preferred Journal Entry in a new window, and sets a default Date:
   - If there are one or more imported transactions in the bottom matching drawer, the default is the date of the earliest imported transaction in the drawer.
   - If there are no imported transactions in the drawer, the default is the current date.

   **Note:** The memos that appear in the NetSuite Transactions list on the Confirm Transaction Matches page are the Memo field values from the Journal Entry headers, not the transaction line-level memos.

   b. Enter the details. If one or more imported statement transactions were selected, some fields are populated for you.

   c. When you finish making changes, click **Save**.

   NetSuite saves the journal entry.

   d. To refresh the NetSuite Transactions list, click the refresh icon above the pane on the right-hand side.

   The new Journal Entry appears in the list.

   For details on creating journal entries, see the help topic **Journal Entries**.

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9. For bank accounts, you can create a new deposit during the matching process:

   **Note:** Tax codes are not available on the popup window. If tax codes are mandatory for your deposits, go to the Deposits page.

   1. Click **Add New Deposit**.

   NetSuite displays the Add New Deposit popup window.

   2. Enter the details. If an imported statement transaction was selected, some fields are populated for you.

   3. Click **Add**.

   4. To refresh the NetSuite Transactions list, click the refresh icon above the pane on the right-hand side.

   The new transaction appears in the list.
For details on adding deposits, see Making Deposits.

10. For credit card accounts, you can create a new credit card refund during the matching process:

   Note: Tax codes are not available on the popup window. If tax codes are mandatory for your credits, go to the Credit Card Transaction page.

   1. Click Add New Credit.
   
   NetSuite displays the Add New Credit popup window.
   
   2. Enter the details. If an imported statement transaction was selected, some fields are populated for you.
   
   3. Click Add.
   
   4. To refresh the NetSuite Transactions list, click the refresh icon above the pane on the right-hand side.
   
   The new transaction appears in the list.
   
   For details on adding credits (or charges), see Entering Company Credit Card Charges.

11. For bank or credit card accounts, you can create a new charge during the matching process:

   Note: Tax codes are not available on the Add New Charge popup window. If tax codes are mandatory for your charges, go to the Check or Credit Card Transaction page.

   1. Click Add New Charge.
   
   NetSuite displays the Add New Charge popup window.
   
   If the selected account is a credit card account, a charge would be a debit.
   
   2. Enter the details for the charge. If an imported statement transaction was selected, some fields are populated for you.
   
   3. Click Add.
   
   4. To refresh the NetSuite Transactions list, click the refresh icon above the pane on the right-hand side.
   
   The new charge appears in the list.
   
   For details on adding charges, see Writing Checks or Entering Company Credit Card Charges.

12. When you finish matching transactions, confirm the matches. See Confirming Transaction Matches.

   Note: To view the matched transactions, click the Review Matches subtab.

Viewing Unconfirmed Transaction Matches

When you open the Confirm Transaction Matches page, the page displays the unmatched transactions view. You can switch between matched or unmatched transactions.

The Review Matches subtab shows all the automatically-matched and manually-matched transactions, which have not been confirmed or cleared yet.

To reconcile all the matched transactions, you must confirm the matches, and then close the statement on the Reconcile Account Statement page.

In the Reconcile Account Statement page, you can view the confirmed matches on the Matched subtab.
To view unconfirmed transaction matches:

1. Go to Transactions > Bank > Confirm Transaction Matches.
2. From the **Account** list, select the bank or credit card account.

3. Click the **Review Matches** subtab.
   NetSuite displays the list of matched NetSuite transactions. These transactions have not been confirmed or cleared yet.
4. To filter the transactions list by date, enter or select the dates in the **From** and **To** fields above the pane.
5. To search for transactions, in the **Search** field, start typing the text or number value on which to search. As you type, NetSuite narrows the search results in the list.

   When entering a date, use a date format consistent with the displayed format in the page (as set in the User Preferences). For example, if you use a long date format (May 1, 2018), enter **May** to search for a date in May. When entering a year, use four digits (for example, 2018). If you use a short date format, always use two digits for the month or day (for example, 05/01/2018).
6. To view all the transactions in a match, click **View Match Details**.
   The Match Details popup window displays the individual transactions that are part of the match group. Details include date, type, transaction number, name, and amount.

   If you want to undo the match, you can click **Undo Match**. NetSuite moves the transactions back to the unmatched list.
7. To close the popup window, click **Cancel**, or close the window.
8. To go back to unmatched transactions, click the **Unmatched** subtab.

To reconcile all the matched transactions, you must confirm the matches, and then close the statement. For details, see Confirming Transaction Matches and Reconciling Transactions.

To view unmatched transactions:

1. Go to Transactions > Bank > Confirm Transaction Matches.
2. From the **Account** list, select the bank or credit card account.

3. Click the **Unmatched** tab.
   NetSuite displays the list of unmatched transactions for the selected account.
4. To filter the Statement Transactions and NetSuite Transactions lists by date, enter or select the dates in the **From** and **To** fields above the panes.
5. To search for transactions, in the **Search** field, start typing the text or number value on which to search. As you type, NetSuite narrows the search results in the list.
When entering a date, use a date format consistent with the displayed format in the page (as set in the User Preferences). For example, if you use a long date format (May 1, 2018), enter May to search for a date in May. When entering a year, use four digits (for example, 2018). If you use a short date format, always use two digits for the month or day (for example, 05/01/2018).

NetSuite displays the search results.

6. To go to matched transactions, click the Review Matches subtab.

Undoing Matched Transactions

After matching transactions, you can still undo matches if the transactions have not yet been confirmed or reconciled.

After transaction matches are confirmed, you can still undo the matches from the Matched tab on the Reconcile Account Statement page.

Important: NetSuite will undo the match if you edit the amount of a matched transaction, delete a transaction, or void a general ledger transaction. If you void or reverse a general ledger transaction, create a new match for the imported statement transaction with another general ledger transaction.

To manually match the transactions again, see Matching Transactions.

To undo matches:

1. Go to Transactions > Bank > Confirm Transaction Matches.
2. From the Account list, select the bank or credit card account.
3. Click the Review Matches subtab.
   NetSuite displays the list of uncleared, unreconciled matches.
4. For the match you want to undo, click View Match Details.
   The Match Details popup window displays the individual transactions that are part of the match group.
5. Click Undo Match.
   NetSuite moves the transactions back to the unmatched list.

Confirming Transaction Matches

When you finish matching transactions, confirm the matches to clear the transactions and continue to the reconciliation process.

If you use the In-Transit Payments feature, NetSuite also converts the in-transit payments to confirmed payments.

Important: NetSuite will undo the match and remove any cleared status if you edit the amount of a matched transaction, delete a transaction, or void a general ledger transaction. If you void or reverse a general ledger transaction, create a new match for the imported statement transaction with another general ledger transaction.

To confirm transaction matches:

1. Go to Transactions > Bank > Confirm Transaction Matches.
2. If not already selected, from the Account list, select the bank or credit card account for which you want to confirm matches.
3. To ensure that the list contains all the transactions you want to confirm, click the Review Matches subtab. For details, see Viewing Unconfirmed Transaction Matches.
4. After reviewing the transaction matches, click **Confirm Matches**.

   NetSuite begins processing the transactions, which includes clearing the transactions. If you use the In-Transit Payments feature, NetSuite also converts the in-transit payments to confirmed payments. This may take some time.

   To view the processing status of your batch of transactions, go to **Transactions > Bank > Confirm Transaction Matches > Status**.

5. When processing completes, go to **Transactions > Bank > Reconcile Account Statement**.

**Checking the Process Status for Confirmed Transactions**

After you confirm a batch of matched transactions, you can view the processing status of your batch on the Process Status page. Transactions are processed asynchronously, so you can continue to work in NetSuite and check back on the processing status at intervals.

Go to **Transactions > Bank > Confirm Transaction Matches > Status**.

The Process Status page shows the following information:

- **Submission ID** – A unique identifier of the batch processing job.
- **Process Type** – When confirming and clearing transactions, the process type is Confirm Transactions.
- **Submission Status**:
  - Not Started – The batch job has been submitted but has not yet started.
  - In Progress – Transactions in the batch are currently being processed. The Percent Complete column indicates progress.
  - Complete – All transactions in the batch have been processed. If errors occurred, the Message column displays the number of errors.
- **Percent Complete** – The percentage of records processed.
- **Message** – Indicates the number of errors that occurred during the processing.
- **Date Created** – The date and time the bulk processing was started.
- **Created By** – The user that submitted the bulk process job.

These columns are also filters so that you can narrow the list to display the batches you want to view.

You can also filter the list by creation date.

After the batch is complete, you can view the results on the Processed Records page. Information on the Processed Records page includes the submission ID, line number, transaction, line status, result, and an error message if an error occurred. The confirmed transactions are now available on the **Reconcile Account Statement** page.

**To check the processing status of transactions:**

1. Go to **Transactions > Bank > Confirm Transaction Matches > Status**.
2. To choose the time period for which you want to view bulk fulfillment jobs, click **Filters**. NetSuite uses the current date by default.
3. To view the details of a batch, click the status link in the Submission Status column. NetSuite displays the Processed Records page.
4. If errors occurred during the processing, the Message column displays the number of errors. Click the link to open the Bulk Processing Errors page and view the errors.
   For more information on errors, see **Resolving Bulk Processing Errors**.
5. To view the latest status of the bulk processing jobs, click **Refresh**.
Resolving Bulk Processing Errors

You may receive one of the following errors:

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Possible Cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The match group is no longer valid. One or more NetSuite transactions in the</td>
<td>These errors may occur because one transaction in a match got deleted or</td>
<td>Create new transaction match groups for the transactions, and confirm the matches again.</td>
</tr>
<tr>
<td>group have been deleted or modified. NetSuite has unmatched the other</td>
<td>modified, causing NetSuite to undo the match group.</td>
<td></td>
</tr>
<tr>
<td>transactions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A system error has occurred. Not all transactions were confirmed or cleared.</td>
<td>A vendor payment in the match group was already confirmed on the vendor</td>
<td>The transaction remains in the match group. You can view the transactions on the Review Matches tab, but you only need to confirm the matches again.</td>
</tr>
<tr>
<td>Confirm the match again.</td>
<td>payment record, while the bulk processing picked it up.</td>
<td></td>
</tr>
</tbody>
</table>

To correct the errors:

1. Go to Transactions > Bank > Confirm Transaction Matches.
2. If not already selected, from the Account list, select the bank or credit card account.
3. To filter the transactions by date, enter or select the dates in the From and To fields above the panes.
4. On the Unmatched subtab, rematch the transactions that were not confirmed on the Process Status page.
5. If required, you can view the transactions matches on the Review Matches subtab. Some transactions may fail processing but remain in match groups.
6. After reviewing the transaction matches, click Confirm Matches.
7. To view the processing status of the new batch, go back to Transactions > Bank > Confirm Transaction Matches > Status.

Viewing Matched and Confirmed Transactions

In the Reconcile Account Statement page, you can view or undo the confirmed transaction matches on the Matched subtab.

If you undo confirmed matches, NetSuite removes the cleared flag and moves the transactions back to the unmatched list on the Confirm Transaction Matches page.

**Important:** NetSuite will undo the match and remove any cleared status if you edit the amount of a matched transaction, delete a transaction, or void a general ledger transaction. If you void or reverse a general ledger transaction, create a new match for the imported statement transaction with another general ledger transaction.

To manually match the transactions again, see Matching Transactions.

To view transaction matches that have not been confirmed or cleared yet, see Viewing Unconfirmed Transaction Matches.

To view matched and confirmed transactions:

1. Go to Transactions > Bank > Reconcile Account Statement.
2. From the Account list, select the bank or credit card account.

**Note:** If you want to have an account available in this list, check the Use Confirm Transaction Matches and Reconcile Account Statement Pages box in the Edit Account page.

3. Click the Matched subtab.
NetSuite displays the list of matched and confirmed NetSuite transactions. These transactions are cleared and ready for reconciliation.

4. To filter the transactions list by date, enter or select the dates in the From and To fields above the pane.

5. To search for transactions, in the Search field, start typing the text or number value on which to search. As you type, NetSuite narrows the search results in the list.
   When entering a date, use a date format consistent with the displayed format in the page (as set in the User Preferences). For example, if you use a long date format (May 1, 2018), enter May to search for a date in May. When entering a year, use four digits (for example, 2018). If you use a short date format, always use two digits for the month or day (for example, 05/01/2018).

6. To view all the transactions in a match, click View Match Details.
   The Match Details popup window displays the individual transactions that are part of the match group. Details include date, type, transaction number, name, and amount.
   If you want to undo the match, you can click Undo Match. NetSuite moves the transactions back to the unmatched list on the Confirm Transaction Matches page.

7. To close the popup window, click Cancel, or close the window.

Undoing Matched and Confirmed Transactions

After matching and confirming transactions, you can still undo matches.

If you undo confirmed matches, NetSuite removes the cleared flag and moves the transactions back to the unmatched list on the Confirm Transaction Matches page.

Important: NetSuite will undo the match if you edit the amount of a matched transaction, delete a transaction, or void a general ledger transaction. If you void or reverse a general ledger transaction, create a new match for the imported statement transaction with another general ledger transaction.

To manually match the transactions again, see Matching Transactions.

To undo confirmed matches:

1. Go to Transactions > Bank > Reconcile Account Statement.
2. From the Account list, select the bank or credit card account.
3. Click the Matched subtab.
   NetSuite displays the list of matched and confirmed NetSuite transactions. These transactions are cleared and ready for reconciliation.
4. For the match you want to undo, click View Match Details.
   The Match Details popup window displays the individual transactions that are part of the match group.
5. Click Undo Match.
   NetSuite moves the transactions back to the unmatched list on the Confirm Transaction Matches page.

Reconciling Transactions

Reconcile the transactions for an account by closing the statement.

After confirming the transaction matches, you can reconcile your account statement. For details, see Matching Transactions and Confirming Transaction Matches.
If you include or exclude transactions on the Reconcile subtab, NetSuite saves your work for the account as you go. You can choose to leave the page and complete the work at a later time. When you come back to the page and select the account, the page shows the work in progress.

If a previously-reconciled transaction is edited, the transaction becomes unreconciled again.

To reconcile a statement:

1. Go to Transactions > Bank > Reconcile Account Statement.
2. If not already selected, from the Account list, select the bank or credit card account. NetSuite displays the currency for the selected account.
3. If not already selected, in the Statement End Date field, enter or select the end date.
   - Note: If you receive more transactions for a reconciled date range, and you want to include them, delete the reconciled statement and create a new reconciliation. To delete the reconciled statement, see Deleting Reconciled Statements. We recommend choosing a Statement End Date in the past (for example, the day before the current date).
4. In the Ending Statement Balance field, enter or edit the closing balance on the statement, if required. The field is populated with the ending balance from the imported statement, if available. The Last Reconciled Balance field provides the balance of this account from the last reconciled statement. NetSuite updates the Reconciled This Statement field as you include or exclude transactions in the Reconcile subtab.
5. If not already open, click the Reconcile subtab. NetSuite displays the list of matched and confirmed NetSuite transactions. These transactions are cleared and ready for reconciliation.
   - Note: To manually clear an individual transaction, switch back to the original reconciliation pages. To use the original pages, clear the Use Confirm Transaction Matches and Reconcile Account Statement Pages box on the Edit Account page.
6. To filter the list of transactions:
   - # To set the date range for transactions in the list, enter or select the dates in the From and To fields at the top of the pane.
   - # From the Type list, select a transaction type.
   - # To switch from a list of all transactions to only the included transactions, click Show Included Only.
   - # In the Search field, start typing the text or number value on which to search. As you type, NetSuite narrows the search results in the list. When entering a date, use a date format consistent with the displayed format in the page (as set in the User Preferences). For example, if you use a long date format (May 1, 2018), enter May to search for a date in May. When entering a year, use four digits (for example, 2018). If you use a short date format, always use two digits for the month or day (for example, 05/01/2018).
   - # To sort by column, click the column header.
   - If the number of transactions in the list exceeds the page limit, click the arrows to see the next or previous page of results.
7. To include or exclude all of the transactions, check or clear the box in the column header.
   - If filters are active, checking the box selects all the filtered transactions on all pages. If one of the filtered and selected transactions are part of a match group, all transactions in the group are included as well.
   - For example, if you filtered the list by a date range and type, the filtered transactions and their match groups are selected on all the pages.
8. To include or exclude a transaction from the statement, check or clear the box next to the transaction.

**Note:** If a transaction is part of a match group that contains multiple NetSuite transactions (a one-to-many or many-to-many match), you cannot exclude it. The check box is unavailable.

Excluded transactions retain their matches and cleared status, but NetSuite excludes them from the reconciliation. NetSuite only reconciles the included transactions.

**Tip:** To switch from a list of all transactions to only the included transactions, click **Show Included Only**.

9. Ensure that all the transactions you want to reconcile are selected, and then click **Close Statement**. You can close a statement, even if there is an amount difference.

NetSuite displays the Close Statement popup window.

**Warning:** You cannot change the Statement End Date later. This date becomes the Close Date, which NetSuite uses to run the Reconciliation report and Reconciliation History report.

If you close a statement with the end date as the current date, and then receive more transactions later that day, you cannot choose these transactions for the next reconciliation statement. To avoid this situation, choose a Statement End Date in the past (for example, the day before the current date).

10. Click **OK**.

NetSuite redirects you to the Reconciled Statements list page.

### Viewing the List of Reconciled Statements

You can view the list of reconciled statements. These statements only contain the reconciled transactions. For details on reconciling a statement, see Reconciling Transactions.

To view unconfirmed or unmatched transactions, go to Transactions > Bank > Confirm Transaction Matches. For details, see Matching Transactions.

To view unreconciled transactions, go to Transactions > Bank > Reconcile Account Statement.

To view reconciled statements:

1. Go to Transactions > Bank > Reconcile Account Statement > List
2. To filter the list on the Reconciled Statements page:
   # From the **Filter By Account** dropdown list, select the appropriate account.
   # To sort by column, click the column header.

### Deleting Reconciled Statements

If you close a statement but then receive more transactions that you want to include in that statement, you can delete the reconciled statement for that period and start over.

When you delete a statement, the transactions become unreconciled but remain matched and confirmed. You can no longer generate reconciliation reports for that statement period.

You can only delete the last statement, regardless of whether the statements are re-opened or closed. To delete an earlier statement, you must delete the most recent statements first.
To delete a statement:

1. Go to Transactions > Bank > Reconcile Account Statement > List
2. To filter the list on the Reconciled Statements page:
   - From the **Filter By Account** dropdown list, select the appropriate account.
   - To sort by the date column, click the **Date** column header.

   **Tip:** Because you can only delete the latest statement, sort the date column by descending order, to see the latest statement row at the top of the page.

3. In the row of the statement you want to delete, click **Delete**.
   NetSuite displays the confirmation popup window.
4. Click **OK**.
   In the Reconciled Statements page, the statement is no longer in the list.
   The transactions from the deleted statement are now unreconciled but are still matched.
   To create a new reconciliation, see **Reconciling Transactions**.

### Account Reconciliation Reports

As with the original reconciliation pages, you can view the Bank Register, Reconciled Summary, and Reconciled Details report for reconciled statements.

- To view the Reconciled Summary report for an account, go to Reports > Banking/Budgeting > Reconciliation. For details, see **Reconciliation Summary Report**.
- To view the Reconciled Details report for an account, go to Reports > Banking/Budgeting > Reconciliation > Detail. For details, see **Reconciliation Detail Report**.
- To view the Bank Register report for an account, go to Reports > Banking/Budgeting > Bank Register. For details, see **Bank Register Report**.

We recommend that you print your reconciliation report before you reconcile another account because you cannot recapture the same information.

To print the report, click the print icon at the bottom of the page. For details on exporting, see the help topic **Exporting Reports, Searches, and Lists**.