

Outgoing Bank Payments

Setup Guide

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OUTGOING BANK PAYMENTS SETUP GUIDE

Overview

This document describes how the OBP Bundle is installed and what steps must be followed to set it up according to the Customer needs.

Before you start

Make sure you have the answer to the following questions:

- In the handling of OBP, two types of files will be created, payment files and reconciliation files. Do you want these files saved in the respective folder created by the bundle or do you want to choose where these files should be saved within NetSuite?
- What role (s) should access OBP?
- Where do the customer want the OBP tab for each role?
- Do you use OneWorld with several subsidiaries?
- From which bank account will payments be sent? Bank, Bank giro number, for SEPA payments a IBAN number is required.

Considerations and Limitations

Before you setup Payment Methods and Vendor OBP information, there are a few limitations to be considered:

- **Multiple Currencies:** it is not possible to receive invoices/payments in different currencies for the same Vendor.
If Vendor X sends invoices in SEK and EUR, define 2 vendors: Vendor X (SEK) and Vendor X (EUR) and assign SEK as primary currency to Vendor X (SEK) and EUR to Vendor X (EUR).
- **Different Vendors sharing BG number:** It is not possible to automatically apply credit memos to vendors if their bankgiro number is not unique.
Checkbox "Exclude Credits" in Vendor's OBP tag must be checked for these vendors.
- **Allow Non-G/L Changes** option must be allowed for closed accounting periods if credit memos will be automatically applied.
- **Pay Bills:** the standard Pay Bills functionality must not be used to mark invoices as paid if the invoices will be reconciled via reconciliation files.

Installation

Administrator Setup

The following sections must be done by a user with Administrator Responsibility.

Bundle installation

Install bundle 37880 – Outgoing Bank Payments from the Repository.

1. Navigate to Customization > SuiteBundler > Search & Install bundles
2. Search for bundle number
3. Open OBP – Outgoing Bank Payments
4. Click on Install

File Cabinet Folders

There are mainly two types of files related to Outgoing Bank Payments bundle: Payment Files and Reconciliation Files.

The bundle creates a main folder (OBP Files) with two subfolders (OBP Payment Files and OBP Reconciliation Files).

The folders are created under Suitebundles / Bundle 37880.

You can either create a new folder to hold the files or use the folders provided by the bundle. If you choose to create own folders, do it now.

Make a note with the folder id for OBP Reconciliation Files and OBP Payment Files.

Setup folder preference for OBP Reconciliation Files

1. Navigate to Setup -> Company -> General Preferences
2. Custom Preferences Tab
3. OBP Folder Reconciliation Files: enter the folder id for OBP Reconciliation Files in File Cabinet.

Setup folder preference for OBP Payment Files

OBP Bundle installs the Payment File formats. These formats are implemented using Altrviews "Create Dynamic File" meaning that format details are defined in "AV File Type" custom record. As default, payment files will be created under Suitebundles/Bundle 37880/OBP Files/OBP Payment Files

To choose another folder, do as follows:

1. Navigate to Record Types (Customization -> List, Records & Fields -> Record Types)
2. Click on "List" on "AV File Type" record type to show the records.
3. Choose "Bankgiro" and click on Edit
4. Enter the folder id for chosen folder in field "Folder Id" and save.
5. Repeat for "Bankgiro Utland SISU" and "SEPA Payments".

Give Custom Roles access to OBP Custom Records

Once you've set up the role(s) that will have access to OBP functionality you need to give these roles permission to access the following Custom Records:

- OBP Payee Information
- OBP Payment File
- OBP Payment Methods
- OBP Payment Transactions
- OBP Reconciliation File
- OBP Reconciliation Transactions

Center Tab and Center Categories

Decide which roles will have access to OBP functionality and create center tabs and center categories to access to them.

Navigate to Customization > Centers and Tabs > Centers

Find the Center for the role you want to update and click on the name

Choose the tab where you want to place the menu

Add a row for OBP Online Bank Payment

Click to Edit the row

Add the following links:

- OBP Payment File

- OBP Payment Files in Process Results
- OBP Reconciliation Files in Process Results
- OBP Payment Methods Results
- OBP Unreconciled Payment Transactions Results
- OBP Upload Reconciliation File - Job

Payment Methods

Payment methods must be defined per Subsidiary to establish the relationship among the Bank Accounts used for payments, the payment currencies and the Payment Files.

Navigate to Payment Methods and choose “New” to define a new payment method.

The screen shows:

OBP Payment Methods

Save Cancel Reset

List Search Customize More

General

NAME * SUBSIDIARY *

Accounting

CASH ACCOUNT * DEPARTMENT CLASS

CLEARING ACCOUNT LOCATION CLEARING MEMO

ACCOUNT CURRENCY

Payment File

CURRENT PAYMENT FILE FIRST APPROVER THIRD APPROVER

BANK ACCOUNT NUMBER SECOND APPROVER EXCLUDE VENDOR CREDITS

FILE SENDER ACCOUNT *

INACTIVE

Enter:

General Information

Name: a good rule is to include Subsidiary, format and currency (if more than one payment currency is planned).

Example 1: XYZ Sweden – Bankgiro – SEK

Example 2: XYZ Sweden – Bankgiro

Subsidiary: choose the subsidiary (only One World)

Accounting Information

Cash Account: choose the bank account used for payments of this kind. Make sure the selected bank account belongs to the chosen Subsidiary (the list shows every bank account).

Clearing Account: optionally, choose a clearing account to be used instead of the cash account when payments are issued. Make sure the selected bank account belongs to the chosen Subsidiary.

If a clearing account is chosen, a journal will be created for each reconciliation file between the cash account and the clearing account.

Department: if needed, choose a department for the cash accounting.

Location: if needed, choose a location to be used for the cash accounting.

Class: if needed, choose a Class to be used for the cash accounting.

Clearing Memo: if you have entered a Clearing Account, choose a text for the Memo accounting lines.

Payment File Information

Current Payment File: leave it empty when payment method is first created. It will be entered later on.

Bank Account Number:

1. Bank Giro: Leave blank
2. Bank Giro Utland: Bank Account Number (used for identification in reconciliation files).
3. SEPA: Bank Account Number in IBAN format

Bank Identifier Code: BIC or SWIFT (required for SEPA).

File Sender Account: used to identify the bank account from where the payments will be paid.

1. Bank Giro: enter bankgiro number
2. Bank Giro Utland : enter bankgiro number
3. SEPA: for SEB: Agreement ID (10 or 14 letters long), otherwise leave blank.

Alternative Sender Account

First, Second and Third Approver: enter the email addresses of the persons in charge of approving the payment files.

Leave approver fields empty if no approval step is needed.

Note: there is no hierarchy in the approving process.

Exclude Vendor Credits: check if you do not intend to send Vendor Credits in the payment file (you will have to apply your credits manually to invoices before payment).

Commented [KÖ1]: Recommended for SEPA

Additional Payment Currencies

Use this tab to provide additional currencies to be included for payments with the payment method being defined.



Payment Currency: enter the additional payment currency code to include.

Foreign Currency Account: Optionally provide a bank account in the given payment currency if a foreign currency account is to be used for payments. Leave empty if the Cash Account provided at Payment Method level is to be used.

Bank Account Number: Provide the bank account number to be used for Reconciliation Files.

Additional setup for BG Utland



When defining values for BG Utland format, enter the default values to be used for foreign payments in "BG Utland"-tab.

Different Control Settings

<input type="checkbox"/> HIDE PRELIMINARY BUTTON	<input type="checkbox"/> AUTOGIRO
<input type="checkbox"/> HIDE VALIDATE BUTTON	<input type="checkbox"/> MANUAL RECONCILIATION
<input type="checkbox"/> HIDE CANCEL BUTTON	<input type="checkbox"/> PAY ON CONFIRM
<input type="checkbox"/> APPLIES TO CUSTOMER	

- **HIDE – Buttons:** used to hide the standard OBP-buttons when customized buttons are to be used instead.
- **Applies to Customer:** If checked, the payment method will include customer refunds and credits.
- **Autogiro:** If checked, the payment method will be used for Autogiro (Customer Payments).
- **Manual Reconciliation:** if checked, bills and credit memos will not be locked when they are selected for payment in an OBP File (to allow to be manually marked as Paid).
- **Pay on Confirm:** if checked, vendor bills will be paid when the file is confirmed, meaning payments will be generated for every bill.

The payment date will be calculated as follows:

If the due date is earlier than today, payment date will be set to today.

Otherwise, the payment date will be set to the due date.

Current Payment File

An initial Payment File must be created and attached to the Payment Method (one for each Payment method).

Follow these steps to create and attach the Payment File to the Payment Method:

1. Navigate to the Payment Method and click on **Edit** button.
2. Click on the “+”-sign next to the field “Current Payment File”. You will see:

OBP Payment File

Save	Reset	Cancel
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General Information

ID To be generated	FILE TYPE *
PAYMENT METHOD *	BANK FILE SENDER ACCOUNT
SUBSIDIARY	ACCOUNT CURRENCY
BANK ACCOUNT	

File Information

STATUS *	TOTAL AMOUNT
FILE DATE	COMMENTS
MESSAGE TO RECEIVER	NR OF PAYMENTS 0

File Filters

INCLUDE UNTIL DUE DATE	PAYEE
	<Type then tab>

Save	Reset	Cancel
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1. Enter:

- **Payment Method:** the same you are editing.

- **OBP File Type:** choose the correct format from the list of values.
- **Status:** Initiated
- Click on **Save** button to save the Payment File and then **Save** the Payment Method.