



ORACLE
NETSUITE

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 let you set up configuration details for bank data import. Configuration details include how the data gets into the system and how the system parses the data. You can configure an import for bank data matching and reconciliation or for expense reporting. For more information, see [Financial Institution Records](#).

If you use online banking, you can import transaction data automatically or manually. When automatic imports are set up, you can receive new data from your financial institution daily. See [Automatic Bank Data Import](#). Alternatively, you can download transaction data from your financial institution or credit card company, and then manually import the statement into NetSuite. See [Manual Bank Data Import](#).

You may import bank lines that do not have matching customer payments in NetSuite. The Automated Cash Application feature enables you to automatically generate a batch of customer payments in NetSuite and apply them to open invoices. The generated customer payments are then automatically matched and cleared in the system, ready for reconciliation. For details, see [Automated Cash Application](#).

You can use the Intelligent Transaction Matching feature to automatically match imported bank lines with existing and system-generated account transactions. You can view matched and unmatched transactions, as well as manually match exceptions, on the Match Bank Data page. You can reconcile an account statement on the Reconcile Account Statement page, which displays matched and cleared account transactions in NetSuite. For details, see [Bank Data Matching and Reconciliation](#).



Important: If you have the proper permissions assigned to your role (see [Permissions for Banking Features](#)), NetSuite automatically enables all newly-created accounts to use the Match Bank Data and Reconcile Account Statement pages. These pages replace the Reconcile Bank Statement and Reconcile Credit Card Statement pages, which are still functional but are no longer supported. If you currently use these unsupported pages, you should edit your accounts to use the redesigned Match Bank Data and Reconcile Account Statement pages. For details, see [Editing Accounts to Use the Match Bank Data and Reconcile Account Statement Pages](#).

If you have accounts that still use the original reconciliation pages, and you are not ready to migrate them yet, 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

Your role requires certain permissions to use banking features in NetSuite. The following table provides the permissions required to use the Financial Institution Records, Statement File Import, Automated Cash Application, Intelligent Transaction Matching, and Account Reconciliation feature:

Note: If you have an Administrator role, you can assign permissions to roles. For details, see the help topic [Setting Permissions](#).

Feature	Permission	Description
Financial Institution Records	Financial Institution Records	Create and save financial institution records and associated format profiles where you can configure account linkings and bank transaction codes. This permission requires a full access level. For more information, see Financial Institution Records .
Statement File Import	Import Online Banking File	Access the Upload File page and Banking Import History page. Access levels include: <ul style="list-style-type: none"> ■ Full – Access the Upload File and Banking Import History pages, import files, view import errors, and delete manually imported files. ■ Create or Edit – Access the Upload File and Banking Import History pages, import files, and view import errors. ■ View – View the Banking Import History page. For more information, see the help topic Bank Data Import .
Automated Cash Application	Automated Cash Application	Access the Automated Cash Application page. This permission may be enabled by default depending on your role. Full is the only access level.
	Accounts	View and select accounts on the Automated Cash Application page. Your user role must have view-level access at a minimum.
	Customer Payment	View, edit, or create the customer payment record. Your user role must have edit-level access at a minimum.
	Invoice	View, edit, or create the invoice record. Your user role must have edit-level access at a minimum.
Intelligent Transaction Matching and Account Reconciliation	Accounts	View and select accounts on the Match Bank Data and Reconcile Account Statement pages. All newly-created accounts automatically use these pages. If you have existing accounts that do not use these pages, you should check the Use Match Bank Data and Reconcile Account Statement Pages box on each existing account record. If you are using NetSuite's default BAI2 or CAMT.053 parsers, you need to set up account linkings on the Account page. For more information, see the help topic Editing an Account . Your user role must have view-level access at a minimum.
	Matching Rules for Online Banking	Access the Reconciliation Rules page. Access levels include: <ul style="list-style-type: none"> ■ Full, Edit, or Create – Access the Reconciliation Rules page, which contains two rule types: <ul style="list-style-type: none"> □ Matching rules – Create, edit, and delete on the Reconciliation Rules page.

Feature	Permission	Description
		<ul style="list-style-type: none"> □ Auto-create rules – Generate during the matching process on the Match Bank Data page. Edit and delete on the Reconciliation Rules page. ■ View – No access.
	Reconcile Reporting	Access the Reconciliation History Report, Reconciliation Detail Report, and Reconciliation Summary Report.
	Reconcile	<p>Access the Match Bank Data and Reconcile Account Statement pages and match transactions. Some roles may have the Edit or only the View access level.</p> <ul style="list-style-type: none"> ■ Edit – Ability to access the Match Bank Data and Reconcile Account Statement pages, match transactions, and close a reconciliation. ■ View – Ability to access the Reconcile Account Statement page and transaction details. <p>The Account Reconciliation Summary portlet is also on your dashboard by default.</p>

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 [Bank Data Matching and Reconciliation](#).

For permission details related to using the Bank Feeds and Auto Bank Statement Import SuiteApps, see the following help topics:

- [Roles and Permissions for Bank Feeds SuiteApp](#)
- [Roles and Permissions for Auto Bank Statement Import](#)

Deposits

In NetSuite, record deposits to your bank accounts to capture customer payments and other money received. 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 about 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.


If you are using a custom role that does not have the permission to make deposits, add the Deposit permission for the role.

To add the Deposit permission:

1. Log in as an administrator.
2. Go to Setup > Users/Roles > Manage Roles.
3. On the Manage Roles page, click **Edit** next to the custom role you want to modify.
4. On the **Permissions** subtab of the Role page, look for the Transactions sublist.
5. From the dropdown list in the Permission column, select **Deposit**.
6. From the dropdown list in the Level column, select the level of access for the permission.
7. Click **OK**.
8. Click **Save**.

If you want to record a customer deposit, follow the preceding steps but select the Customer Deposit permission. To record a customer deposit, see the help topic [Recording a Customer Deposit](#).

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 about 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
-  **Note:** If you use NetSuite OneWorld, the bank account determines the subsidiary and the selectable payments at the line level in step 4a. For other deposits, the bank account determines the subsidiary and the currency. If you change the bank account, the class, department, and location and all of the line items are cleared.
- 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.



Note: You cannot modify a zero payment amount.



Warning: If you move a cleared cash sale transaction to **Undeposited Funds**, NetSuite returns the transaction to an uncleared status.

- 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**.

If you modified the deposit amount, a prompt to unreconcile the transaction appears. Click **OK**. Open the correct statement period for the transaction and reconcile the transaction again.

 **Note:** If you changed the account of the transaction, no prompt to unreconcile appears. The transaction remains reconciled.

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:

- 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 remove unnecessary Undeposited Funds lines from the Deposit page:

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.

Deposit slips are printed on printer paper and do not require special forms. They are printed in PDF format from your local or network printer. 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](#).

You can also order deposit slips from [vendor www.netsuiteforms.com](http://www.netsuiteforms.com). There are two layouts for the deposit slip, and both are 378L in correct alignment.

 **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 writing checks 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. For more information, see the help topic [Vendor Bill](#).

 **Note:** If you must stop payment on a check, the preferred method is to void the check in the system. When you void a check with a reversing journal entry, NetSuite records a reversing journal entry to cancel out the general ledger impact of the check. If you void a check without a reversing journal entry, NetSuite sets the check amount to zero. Voiding a check 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:

- To process the information and return to the Transactions page, click **Save**.
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 process the information and return to another blank Check page, click **Save & New**.
- To save the information and immediately print the check you created, click **Save & Print**. For more information, see [Printing a Single Check](#).

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. From the **Account** list, select the bank account from which to withdraw the funds for this check.
The **Balance** field is read-only.
 - b. Select the **Payee** for this check.
 - c. 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.
The currency and its exchange rate are populated in the **Currency** and **Exchange Rate** fields, if visible.


 **Note:** These fields are only visible if the Multiple Currencies feature is enabled. If this feature is disabled, the currency and exchange rate will be whatever the base currency and exchange rate of the associated subsidiary or company are.

If the payee is an employee, these fields are populated based on the base currency of the associated subsidiary or company. This currency must be used for transactions with this employee.


If the payee is a vendor or customer, these fields are populated based on the primary currency on the payee's record. To add multiple currencies for the vendor or customer, see the help topic [Assigning Currencies to Entities](#).

 **Note:** The Multiple Currencies feature includes capabilities that were historically separate features. The Multi-Currency Customers and Multi-Currency Vendors features have been combined in the Multiple Currencies feature. If the Multi-Currency Customers and Multi-Currency Vendors features are still available in your account, you must enable them as well as the Multiple Currencies feature. Otherwise, your customer and vendor records can only contain one currency. For more information, see the help topic [Multiple Currencies](#).


- d. Accept today's date or enter a new date for this transaction.
- e. If you use accounting periods, select a posting period for this check.
- f. 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 **Save & Print** to print this check immediately.
- g. The **Check #** field is populated with one of the following:
 - If you checked **To Be Printed**, this box is populated 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.

- h. 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**.

To edit a saved check in the Checks list:

1. Go to Transactions > Bank > Write Checks > List.
2. From the Checks list, click **Edit** next to the check you want to modify.
3. On the Check page, modify the saved check as required.
4. Click **Save**.

If you modified the check amount, a prompt to unreconcile the transaction appears. Click **OK**. Open the correct statement period for the transaction and reconcile the transaction again.



Note: If you changed the account of the transaction, no prompt to unreconcile appears. The transaction remains reconciled.

To delete an existing check from the Checks list:

1. Go to Transactions > Bank > Write Checks > List.
2. From the Checks list, click **Edit** next to the check you want to delete.
3. On the Check page, under **Actions**, click **Delete**.
4. At the prompt to confirm the action, click **OK**.

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: 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.

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.
 - h. Select a department, class, and location to associate with this transaction, if used.
 - i. If this is billable, check the **Billable** box.

- j. 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 Bank Account Register Shortcuts

You can add shortcuts on your dashboard to access to the 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 bank account 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 the 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 bank account register, click the link in your Shortcuts portlet.

Voiding a Check

The Write Checks transaction issues a check to pay an expense or record a non-check transaction 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 in the [Bank Transaction GL Impact](#) help topic.

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


Note: You cannot void a range of checks at one time.

You can void a check with or without a reversing journal entry. To do this, you set the **Void Transactions Using Reversing Journals** preference (see the help topic [Void Transactions Using Reversing Journals Preference](#)):


- **Voiding with a reversing journal entry** – NetSuite voids the check, and then records a journal entry with an opposite transaction amount to cancel out the general ledger impact of the check. The **Void Transactions Using Reversing Journals** box is checked.

To void a check that has been deposited, you should void it by manually creating a reversing journal entry.

- **Voiding without a reversing journal entry** – NetSuite voids the check and sets the transaction amount to zero. A bounced check is an example where voiding without a reversing journal entry would be appropriate. The **Void Transactions Using Reversing Journals** box is clear.

 **Warning:** If you void a check without a reversing journal entry and the check has already been cleared in NetSuite, NetSuite unmatches it or removes its cleared status. If the check was previously reconciled, it becomes unreconciled. Voiding a check without a reversing journal entry may cause inconsistencies in your account reconciliation, such as an incorrect balance.

If you void a cleared check with a reversing journal entry, the check remains matched or user-cleared. If the check was previously reconciled, it remains reconciled.


 **Note:** If a transaction is still valid but needs to be modified, you should not void the transaction. Instead, you should unmatch the transaction or remove its cleared status, modify the transaction accordingly, and then match or clear the transaction again and reconcile it.

To unmatch a transaction or remove its cleared status, see [Undoing Submitted Transaction Matches](#) and [Undoing the Cleared Status of Submitted Transactions](#). To reconcile transactions, see [Reconciling 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**.


If you are voiding this check with a reversing journal entry, the Voiding Journal page appears. Click **Save**.

 **Note:** If the Voiding Journal page does not appear but you want to void the check with a reversing journal entry, you need to set the **Void Transactions Using Reversing Journals** preference. See the help topic [Void Transactions Using Reversing Journals Preference](#).

The system sets the check's status to Voided and records a journal entry with an opposite amount that cancels out the general ledger impact of the check. For more information on creating a journal entry, see the help topic [Making Journal Entries](#).

If you are voiding this check without a reversing journal entry, the system sets the status to Voided and sets the transaction amount to zero. If the check was previously cleared, a confirmation window appears warning you that voiding the check may cause an inconsistency in your account reconciliation, like an incorrect balance. The check becomes unreconciled if previously reconciled, and the check is unmatched or has its cleared status removed. You can click **Cancel** to not void the check or click **OK** to void the check.

For information about voiding transactions, see the help topic [Voiding Transactions](#).

 **Note:** If you have a vendor bill you need to cancel, see the help topic [Canceling a Vendor Bill](#). Unlike checks, bills are cancelled rather than voided.

If you void the check without a reversing journal entry and the check was previously cleared, you need to reconcile the voided check. See [Troubleshooting Reconciliation Issues](#).

If you want to remove the voided check from the print queue, edit the check and then clear the **To Be Printed** box.

Voided Check Scenarios

The following table outlines some possible scenarios where a check is voided in NetSuite, and the recommended action:

Scenario	Recommended Action
You created and voided a check. However, but no check was delivered to or deposited by the vendor. Consequently, the check, and its reversing journal entry (if one was recorded), does not have a corresponding imported bank line to match.	Go to Transactions > Bank > Match Bank Data. Mark the voided check and its reversing journal entry (if one was recorded) as cleared. See Marking Transactions as Cleared . Then, reconcile your transaction or transactions. See Reconciling Transactions .
You created and voided a check, but the check was an ACH payment. The electronic payment was sent out, so your bank account was initially debited. However, the payment failed due to incorrect bank information from the vendor. Therefore, the payment was credited back to your bank account.	Go to Transactions > Bank > Match Bank Data. Match the voided check to the debit transaction, and then match the reversing journal entry to the credit transaction. See Matching Bank Data . Then, reconcile your transactions. See Reconciling 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.

 **Note:** For information about reprinting a check, see [Reprinting a Check](#).


To print checks:

- Set your preferences for check printing. For more information, see [Setting Check Printing Preferences](#).
- Ensure that Adobe Reader is available.
- 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](#).
- Print single checks or multiple checks. For more information, see [Printing a Single Check](#) and [Printing Checks for Multiple Transactions](#).
- For reprinting checks and trouble shooting, see [Handling Check Printing Problems](#).
- To view the template the system will use to print your checks, see [Viewing Check Printing Templates](#).

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.


 **Note:** Check printing preferences, including the Default Check Type, only apply to basic printing layouts. If you have the Administrator role, you can use advanced printing layouts to customize your printed forms. You do this with Advanced PDF/HTML templates. For more information, see the help topic [Advanced PDF/HTML Templates](#).

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:** When customizing a check form PDF 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 about customizing check layouts, see the help topic [Customizing Transaction Form PDF Layouts](#).

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 about 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 about 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.

Viewing Check Printing Templates

Before printing a check, you can view the template the system will use to print it. Where you view the template depends on whether your check uses a basic layout or your check layout is customized using the Advanced PDF/HTML Templates feature. This procedure is on viewing templates for checks that use basic layouts. For information about advanced templates and how to view them, see the help topics [Advanced PDF/HTML Templates](#) and [Viewing an Advanced Template in the Template Editor](#).

To view templates for checks that use a basic layout:

1. Go to Customization > Forms > Transaction Form PDF Layouts.
2. Click **Customize** next to the layout you want to view.



Note: You can find out the transaction form layout a check uses by referring to the **Custom Form** field on the check record.

NetSuite displays the template that will be used to print the check.

3. To see a preview of your printing output, click **Preview**.

For more information about basic printing templates, see the help topic [Basic Printing Layouts](#).

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 about 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 about 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.
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. If higher-number checks go into your printer before lower-number checks, click **Print Back to Front**.
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.



Note: If you check one or more boxes and then click a column header to sort by that column, a confirmation message appears. If you click **OK**, the order in which NetSuite prints the checks changes, but NetSuite clears any checked boxes in the **Print** column. If you click **Cancel**, the order in which NetSuite prints the checks does not change and any checked boxes in the **Print** column remain checked.

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 about 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 a 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 you want to reprint.
2. Click the **Edit** link next to the check you want to reprint.
The check opens in Edit mode.
3. If you have printed the check with an error that was issued to someone, you need to void the check before reprinting it. See [Voiding a Check](#). Otherwise, skip to step 4.

4. Check the **To Be Printed** box.
5. Change the check number so that it matches your next blank check.
6. Repeat the printing process. See [Printing Checks for Multiple Transactions](#).



Note: To reprint the check with the same number, on the Print Checks page for the associated account, modify the **First Check Number** value accordingly. After you save, a confirmation dialog appears indicating the check will have a duplicate number. Click **OK**.

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 also include a tracking number.
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](#)
- [Deleting Funds Transfers](#)

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.

 **Note:** You can only transfer funds between bank accounts within a single subsidiary.

- **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: When currencies of bank accounts differ, one of the two 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.

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](#).

Deleting Funds Transfers

Delete a funds transfer that was made in error.



Note: To do the following procedure, you need the Deleted Records permission with a full access level.

To delete a funds transfer:

1. Go to Transactions > Bank > Transfer Funds > List.
2. From the Transfers list, click **Edit** next to the funds transfer you want to delete.
3. On the Transfer page, under **Actions**, click **Delete**.
4. At the prompt to confirm the action, click **OK**.

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 about 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 [Bank Data Import](#).

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, which is no longer supported as of NetSuite 2021.1. A redesigned version of transaction matching and statement reconciliation is available, which enables you to match and reconcile account transactions without requiring Microsoft Excel or third-party tools. For details, see [Bank Data 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 [Bank Data Import](#).

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. This makes the transaction unreconciled again.

If you change the amount of a previously reconciled transaction, the transaction becomes unreconciled again. Open the correct statement period for the transaction and reconcile the transaction again.



Note: If you change the account of the transaction, the transaction does not become unreconciled.

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 your account does not appear, on your account record, you need to clear the **Use Match Bank Data and Reconcile Account Statement Pages** box (see the help topic [Editing an Account](#)). As of NetSuite 2021.1, this box is automatically checked for newly-created accounts.



Warning: The Reconcile Bank Statement and Reconcile Credit Card Statement pages are no longer supported and will be removed in the future. For information about the redesigned reconciliation feature, see [Bank Data Matching and Reconciliation](#).

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.



Tip: You can specify the number of items that display on the page at Home > Set Preferences > General > Number of Rows in List Segments.

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**. For more information, see [Reconciliation History Report](#).

To view the Reconciliation Summary report for your account, go to Reports > Banking/Budgeting > Reconciliation. You can click **View Detail** to see reconciliation details. For more information, see [Reconciliation Summary Report](#) and [Reconciliation Detail Report](#).

 **Warning:** Although you can edit a previously saved reconciliation statement, you should delete the statement and create a new one. Editing a previously saved reconciliation statement can cause future reconciliation imbalances. See [Deleting a Reconciliation](#).

Financial Institution Records

NetSuite contains financial institution records, which represent banks and credit card companies, or corporate card companies, from which you want to retrieve financial institution data.

Financial institution records contain format profiles, which let you configure settings necessary for manual or automatic data import. You can set up a format profile to import data for use in the bank reconciliation process or for use in employee expense reports. For more details, see [Format Profile Creation](#).

If your role has the Financial Institution Records permission with a full access level, you can create your own financial institution record and an associated format profile. For details on the Financial Institution Records permission, see [Permissions for Banking Features](#).

When you add a format profile to a user-made financial institution record, you need to select a profile type, connectivity method, and transaction parser. For more information, see [Format Profile Creation](#).

Alternatively, you can use a SuiteApp, which provisions financial institution and format profile records that let you directly connect to a financial institution to retrieve data. These format profiles contain a preselected and read-only profile type, connectivity method, and transaction parser.

This section includes the following topics:

- [Creating Financial Institution Records](#)
- [Format Profile Creation](#)
- [Creating Format Profiles for Bank Reconciliation](#)
- [Creating Format Profiles for Expense Reporting](#)

Creating Financial Institution Records

You can create a record for a financial institution. Financial institution records are for storing format profiles, which enable you to configure settings necessary for importing financial institution data. You can use format profiles to configure imports of the following:

- Bank or credit card data for bank reconciliation
- Corporate card charges for expense reporting

For details, see [Format Profile Creation](#).

If you use the Bank Feeds SuiteApp or AMEX Corporate Card Integration SuiteApp, NetSuite automatically creates a financial institution record and associated format profile or profiles. Therefore, if you are using either of these SuiteApps you do not need to do the procedure that follows. For details, see [Bank Feeds SuiteApp](#) and [American Express Integration for Expense Reporting](#).

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 format profiles for this financial institution, you must save the financial institution record first.

4. To inactivate the financial institution record, check the **Inactive** box. The box is clear by default.
5. Click **Save**.

Format Profile Creation

After you save a financial institution record, you can add one or more format profiles to it.

Format profiles enable you to configure settings necessary for manual or automatic import of financial institution data. There are two format profile types, and they each have different workflows:

- **Bank Reconciliation** – Configure a format profile to import bank and credit card data for reconciliation. Link your financial institution accounts to corresponding accounts in NetSuite, and map custom bank codes to bank data types. Bank Reconciliation is the default format profile type. For more information, see [Creating Format Profiles for Bank Reconciliation](#).



Note: As of NetSuite 2021.2, you can automatically generate customer payments from your imported data and apply them to invoices. These payments are automatically matched and cleared in the system. See [Automated Cash Application](#).

- **Corporate Card Expenses** – Configure a format profile to import credit card charges for expense reporting. Link credit card charges to employee accounts and map expense codes to user-defined expense categories. For more information, see [Creating Format Profiles for Expense Reporting](#).

You can only associate a format profile with one financial institution record. If you delete a financial institution record, NetSuite deletes the associated format profile as well. You cannot delete a format profile that has associated imports.

This section contains the follow topics:

- [Creating Format Profiles for Bank Reconciliation](#)
- [Creating Format Profiles for Expense Reporting](#)

Creating Format Profiles for Bank Reconciliation

Configure a format profile to automatically or manually import bank or credit card data for bank or credit card reconciliation.

- **Format Profile for Automatic Import** - Uses a connectivity plug-in and transaction parser to configure a direct connection to a financial institution to retrieve bank data automatically. You can use standard plug-ins available through the Bank Feeds SuiteApp (see [Bank Feeds SuiteApp](#)). Alternatively, you can use custom plug-ins built using the Financial Institution Connectivity Plug-in and Financial Institution Parser Plug-in interfaces. For details, see the help topics [Financial Institution Connectivity Plug-in](#) and [Financial Institution Parser Plug-in](#).

For reasons why you would configure a format profile for automatic import, see [Automatic Bank Data Import](#).

- **Format Profile for Manual Import** - Uses a transaction parser to manually import a bank file you have downloaded from a financial institution.

For reasons why you would configure a format profile for manual import, see [Manual Bank Data Import](#).

Both manual and automatic import format profiles enable you to do the following:

- Link financial institution accounts to corresponding accounts in NetSuite
- Map custom bank codes to corresponding bank data types
- Configure a parser plug-in, if parser configuration fields are available



Important: Unless you are using the Bank Feeds SuiteApp, to avoid performance degradation you should not exceed the following limits:

- 10,000 transactions for all bank data imports
- 500 linked accounts for automatic imports
- 2,500 linked accounts for manual imports

If an import is going to exceed the suggest limit of linked accounts, you should configure multiple format profiles to facilitate parallel imports.

For information on how many banking transactions you can import and how many accounts you can link using the Bank Feeds SuiteApp, see [Limitations of Using the Bank Feeds SuiteApp](#).

To do the following procedure, you need the Financial Institution Records permission.

To create a format profile for bank reconciliation:

1. Go to Setup > Accounting > Financial Institution > List.
NetSuite displays the Financial Institutions page.
2. Next to the financial institution record for which you want to add a format profile, click **View**.
NetSuite displays the Financial Institution page.
3. In the **Format Profile: Configuration** subtab, 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 **Profile Name** field, enter a name for your format profile. For example, Wells Fargo - BAI2.
5. In the **Description** field, enter a description to help you identify this format profile.
6. From the **Profile Type** dropdown list, select **Bank Reconciliation**. This profile type is the default.
You cannot modify the profile type after you save.
7. From the **Connectivity Method** dropdown list, select a Financial Institution Connectivity Plug-in or select **Manual Import**.


For a plug-in to be available, you must create and upload one to NetSuite. For details, see the help topic [Financial Institution Connectivity Plug-in Interface Overview](#).

Alternatively, if you have installed the Auto Bank Statement Import (ABSI) SuiteApp, you can use the SFTP Connectivity Plug-in available in the list. For details about the SuiteApp, see [Auto Bank Statement Import SuiteApp](#).

 **Important:** If the list contains a plug-in provisioned by the Bank Feeds SuiteApp, do not select it. If you try to select such a plug-in on a custom format profile, an error occurs when you try to save it.

8. From the **Transaction Parser** list, select a parser.

The Transaction Parser field is required. For a plug-in to be available, you must either create and upload one to NetSuite or use a plug-in provided by the Bank Statement Parsers SuiteApp.

 **Important:** If the list contains a plug-in provisioned by the Bank Feeds SuiteApp, do not select it. If you try to select such a plug-in on a custom format profile, an error occurs when you try to save it.

For details on parser configuration, see [Transaction Parser Configuration](#).

9. If you selected a connectivity plug-in from the **Connectivity Method** list, do one of the following in the **Connectivity Configuration** subtab:
 - If you selected a Financial Institution Connectivity Plug-in, configure a direct connection to a financial institution. See [Configuring a Connection to a Financial Institution \(Without a SuiteApp\)](#).
 - If you selected an SFTP Connectivity Plug-in, configure a connection using an SFTP protocol. See the help topic [Configuring SFTP Connection for Auto Bank Statement Import](#).

If you selected **Manual Import** from the **Connectivity Method** list, this step is not applicable.


10. Link financial institution accounts to corresponding accounts in NetSuite. For details, see [Bank Account Linking](#).

For a successful import, you need at least one active linked account.

11. (Optional) Map custom bank codes to corresponding bank data types in NetSuite. For details, see [Mapping Custom Bank Codes](#).
12. (Optional) If parser configuration fields are available, configure your transaction parser. See [Transaction Parser Configuration](#).
13. Click **Save**.

If the format profile is configured to connect to a financial institution and the save is successful:

- NetSuite displays a progress message that an import process has begun. To view the processing status of your import, click **Track your status** See [Banking Import History](#).
- For any newly-linked accounts, NetSuite imports the last 60 calendar days of data. For any existing accounts, NetSuite imports any new data since the last successful import. If you are saving this format profile for the first time, NetSuite creates a daily import schedule. For more information, see [Automatic Bank Data Import](#).

 **Note:** If your format profile contains any plug-in implementations that are not enabled in your account, the import process and initiation of the daily import schedule does not run. Select another plug-in or enable the selected plug-in. See the help topic [Creating a New Plug-in Implementation](#).

- If you are using the Intelligent Transaction Matching feature, NetSuite uses reconciliation rules to automatically match your imported data to account transactions. To view automatically-matched transactions, see [Viewing Transactions To Be Submitted](#). To match imported bank lines that require manual matching, see [Matching Bank Data](#).
- If you are using the Automated Cash Application feature, you can automatically generate customer payments from your imported data and apply them to invoices. These generated payments are automatically matched and cleared in the system. See [Generating Customer Payments](#).

If you have configured the format profile for manual import, you must go to the Upload File page to import data. For details, see [Manual Bank Data Import](#).

14. Repeat these steps to create another Bank Reconciliation format profile.



Tip: You can click on the hyperlinked financial institution name to go back to the financial institution record.

For details on the bank reconciliation process, see [Bank Data Matching and Reconciliation](#). For information on the automated cash application process, see [Automated Cash Application](#).

For details on banking-related permissions, see [Permissions for Banking Features](#).

Configuring a Connection to a Financial Institution (Without a SuiteApp)

In a Bank Reconciliation format profile, you can configure a connection to a financial institution to automatically retrieve bank or credit card data, without using a SuiteApp. To accomplish this, create and configure your own financial institution record and a corresponding format profile that uses custom transaction parser and connectivity plug-in implementations.

The following procedure outlines how to configure a connection using custom plug-in implementations. To configure a connection using the Bank Feeds or Auto Bank Statement Import SuiteApps, see [Setting Up Bank Feeds Integration](#) and [Setting Up Auto Bank Statement Import](#). For details on these SuiteApps, see [Bank Feeds SuiteApp](#) and [Auto Bank Statement Import SuiteApp](#).

To configure direct connectivity to a financial institution, without using a SuiteApp:

1. Go to Setup > Accounting > Financial Institution > List.
NetSuite displays the Financial Institutions page.
2. Next to the financial institution record for which you want to add a format profile, click **View**.
If you do not have a financial institution record, you need to create one. See [Creating Financial Institution Records](#).
NetSuite displays the Financial Institution page.
3. In the **Format Profile: Configuration** subtab, 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. Enter the primary information for the format profile.



Note: In an automatically provisioned record, the primary information is populated and cannot be changed.

- a. In the **Profile Name** field, enter a name for your format profile.
- b. In the **Description** field, enter a description to help you identify this format profile.
- c. In the **Profile Type** field, select **Bank Reconciliation**. This profile type is the default.
- d. From the **Connectivity Method** dropdown list, select a custom Financial Institution Connectivity Plug-in.

For a plug-in to be available, you must create and upload one to NetSuite. For details, see the help topic [Financial Institution Connectivity Plug-in Interface Overview](#).

Alternatively, if you have installed the Auto Bank Statement Import (ABSI) SuiteApp, you can use the SFTP Connectivity Plug-in available in the list. For details about the SuiteApp, see [Auto Bank Statement Import SuiteApp](#).



Important: If the list contains a plug-in provisioned by the Bank Feeds SuiteApp, do not select it. If you try to select such a plug-in on a custom format profile, an error occurs when you try to save it.

- e. From the **Transaction Parser** list, select a custom parser plug-in.

The **Transaction Parser** field is required. For a plug-in to be available, you must either create and upload one to NetSuite or have the Bank Feeds or Auto Bank Statement Import SuiteApps installed.



Important: If the list contains a plug-in provisioned by the Bank Feeds SuiteApp, do not select it. If you try to select such a plug-in on a custom format profile, an error occurs when you try to save it.

For details on parser configuration, see [Transaction Parser Configuration](#).

5. On the **Connectivity Configuration** subtab, configure a connection to a financial institution.

The configuration steps required depend on the configuration of the connectivity plug-in selected.

If you are using a custom plug-in, the configuration steps required depend on the plug-in's initial implementation.



Important: Configuration for a financial institution depends entirely on what the plug-in requires for the connection. However, the general steps typically involve authenticating your bank connection (providing login credentials) and giving NetSuite access to your accounts. The end result is always the same for all plug-ins. After configuration is complete, NetSuite has access to the user's bank accounts, and later, the user's transactions.


If you are using the SFTP Connectivity plug-in, see the help topic [Configuring SFTP Connection for Auto Bank Statement Import](#).

After you configure a connection to a financial institution or institutions, the Account Linking subtab is populated with information.

6. On the **Account Linking** subtab, link the financial institution accounts to corresponding accounts in NetSuite. For details, see [Linking Accounts for Financial Institution Connectivity](#).
7. (Optional) Map custom bank codes to corresponding bank data types in NetSuite. For details, see [Mapping Custom Bank Codes](#).
8. Click **Save**.

If you configured the format profile correctly and the save is successful:


- NetSuite displays a progress message that an import process has begun. To view the processing status of your import, click **Track your status** See [Banking Import History](#).
- For any newly-linked accounts, NetSuite imports the last 60 calendar days of data. For any existing accounts, NetSuite imports any new data since the last successful import. If you are saving this format profile for the first time, NetSuite creates a daily import schedule. For more information, see [Automatic Bank Data Import](#).

 **Note:** If your format profile contains any plug-in implementations that are not enabled in your account, the import process and initiation of the daily import schedule does not run. Select another plug-in or enable the selected plug-in. See the help topic [Creating a New Plug-in Implementation](#).

- If you are using the Intelligent Transaction Matching feature, NetSuite uses reconciliation rules to automatically match your imported data to account transactions. To view automatically-matched transactions, see [Viewing Transactions To Be Submitted](#). To match imported bank lines that require manual matching, see [Matching Bank Data](#).
- If you are using the Automated Cash Application feature, you can automatically generate customer payments from your imported data and apply them to invoices. These generated payments are automatically matched and cleared in the system. See [Generating Customer Payments](#).

Bank Account Linking

In a Bank Reconciliation format profile, link bank data from financial institutions to corresponding accounts in NetSuite.

 **Important:** For a successful import, you need at least one active linked account. To manually import a bank statement file successfully, you must link all the bank accounts in the file to corresponding NetSuite accounts. Also, ensure that the currency of the bank accounts is the same as the corresponding accounts in NetSuite.

Unless you are using the Bank Feeds SuiteApp, to avoid performance degradation you should not exceed the following limits:

- 10,000 transactions for all bank data imports
- 500 linked accounts for automatic imports
- 2,500 linked accounts for manual imports

If an import is going to exceed the suggest limit of linked accounts, you should configure multiple format profiles to facilitate parallel imports.

For information on how many banking transactions you can import and how many accounts you can link using the Bank Feeds SuiteApp, see [Limitations of Using the Bank Feeds SuiteApp](#).

To avoid an inaccurate or inconsistent balances on the Match Bank Data page, perform one-to-one account linking only. Do not link more than one bank account to the same account in NetSuite.

The procedure to link bank data depends on your configuration. Choose one of the following procedures:

- If the format profile directly connects to a financial institution, see [Linking Accounts for Financial Institution Connectivity](#). The Account Linking subtab is populated with information from the financial institution accounts.
- If the format profile uses the manual import method, see [Linking Accounts for Manual Import](#). You must manually enter each account linking.

Linking Accounts for Financial Institution Connectivity

Link data from financial institutions to corresponding accounts in NetSuite.



Important: To avoid performance degradation:

- If you are using a format profile provisioned by the Bank Feeds SuiteApp, the maximum number of accounts you can link is 20. See [Limitations of Using the Bank Feeds SuiteApp](#).
- If you are not using a format profile provisioned by the Bank Feeds SuiteApp, you should link no more than 500 accounts.

The Account Linking subtab is populated with information from the financial institution accounts for which you have a configured connection. If you are configuring a manual import, see [Linking Accounts for Manual Import](#).

To do this procedure, you need to create a format profile and complete some initial setup, including configuring a direct connection to a financial institution. For details, see steps 1 – 5 of [Configuring a Connection to a Financial Institution \(Without a SuiteApp\)](#).

To link bank accounts for financial institution connectivity:

1. To open the appropriate Format Profile page for the appropriate financial institution record:
 - a. Go to Setup > Accounting > Financial Institution > List.
NetSuite displays the Financial Institutions page.
 - b. Next to the appropriate financial institution record, click **View**.
NetSuite displays the Financial Institution page.
 - c. In the **Format Profile: Configuration** subtab, click **Edit** next to the format profile in which you want to link accounts.
NetSuite displays the Format Profile page.
2. Click the **Account Linking** subtab.
NetSuite displays the following:
 - A list of the financial institution accounts for which you have configured a connection.
 - The name of the financial institution to which each account belongs.
 If no financial institution is identified for an account, **No Financial Institution Found** appears.
3. Click the **Account Linking** subtab.
4. From each **Linked GL Account** list, select a bank or credit card account in NetSuite to link to the adjacent accounts.



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.




Important: To avoid inaccurate or inconsistent balances on the Match Bank Data page, perform one-to-one account linking only. Do not link more than one bank account to the same account in NetSuite.

5. Click **Save** to save the format profile, or **Save & New** to save the current format profile and create a new one.

If you configured the format profile correctly and the save is successful:

- NetSuite displays a progress message that an import process has begun. To view the processing status of your import, click **Track your status**. See [Banking Import History](#).
- For any newly-linked accounts, NetSuite imports the last 60 calendar days of data. For any existing accounts, NetSuite imports any new data since the last successful import. If you are saving this format profile for the first time, NetSuite creates a daily import schedule. For more information, see [Automatic Bank Data Import](#).


 **Note:** If your format profile contains any plug-in implementations not enabled in your account, the import process and initiation of the daily import schedule does not run. Select another plug-in or enable the selected plug-in. See the help topic [Creating a New Plug-in Implementation](#).

- If you are using the Intelligent Transaction Matching feature, NetSuite uses reconciliation rules to automatically match your imported data to account transactions. To view automatically-matched transactions, see [Viewing Transactions To Be Submitted](#). To match imported bank lines that require manual matching, see [Matching Bank Data](#).
- If you are using the Automated Cash Application feature, you can automatically generate customer payments from your imported data and apply them to invoices. These generated payments are automatically matched and cleared in the system. See [Generating Customer Payments](#).

To troubleshoot account linking issues, see [Troubleshooting Account Linking Issues for Automatic Import](#).

Linking Accounts for Manual Import

Link accounts from the imported bank statement to corresponding accounts in NetSuite.

 **Important:** To avoid performance degradation, you should link no more than 2,500 accounts.

To do this procedure, you need to create a format profile and complete some initial setup. For details, see steps 1–8 of [Creating Format Profiles for Bank Reconciliation](#).

To link bank accounts for manual import:

1. To open the appropriate Format Profile page for the appropriate financial institution record:
 - a. Go to Setup > Accounting > Financial Institution > List.
NetSuite displays the Financial Institutions page.
 - b. Next to the appropriate financial institution record, click **View**.
NetSuite displays the Financial Institution page.
 - c. In the **Format Profile: Configuration** subtab, click **Edit** next to the format profile in which you want to link accounts.
NetSuite displays the Format Profile page.
2. In the **Account Linking** subtab, in each row, link an account from the imported bank statement to a corresponding account in NetSuite:
 - a. In the **Unique Account ID** column (previously called Account Mapping Key), enter a unique account ID from the statement file for this format profile.
If you selected a standard parser plug-in available through the Bank Statement Parsers SuiteApp, the unique account ID you need to enter depends on the file format to be parsed. See [Identifying Unique Account IDs for Standard Bank Statement Parsers](#).

If you selected a custom parser plug-in, the plug-in will have its own logic about how to determine the unique account ID you need to enter.

There is a limit of 80 characters.



Important: For compliance reasons, you cannot enter a credit card number. To ensure that the unique account ID does not contain a credit card number, NetSuite removes all non-numeric characters.

- If the remaining string is less than 13 characters or greater than 20 characters, NetSuite accepts the unique account ID.
- If the remaining string is greater than 12 characters and less than 21 characters, NetSuite performs a Luhn check. If the check passes, NetSuite blocks you from using the unique account ID. If the check fails, NetSuite accepts the unique account ID.

- b. In the **Description** column, enter a description to help you identify this unique account ID.
- c. From the **Linked GL Account** dropdown list, select the bank or credit card account in NetSuite to which you want to link the unique account ID 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.



Important: To avoid an inaccurate or inconsistent balances on the Match Bank Data page, perform one-to-one account linking only. Do not link more than one bank account to the same account in NetSuite.

- d. To inactivate the unique account ID, check the **Inactive** box. By default, the system clears this box.
3. Click **Save** to save the format profile, or **Save & New** to save the current format profile and create a new one.

To import bank data using this format profile record, go to Transactions > Bank > Banking Import History > Upload File. For details, see [Manual Bank Data Import](#).

If you are using the Intelligent Transaction Matching feature, NetSuite uses reconciliation rules to automatically match your imported data to account transactions. To view automatically-matched transactions, see [Viewing Transactions To Be Submitted](#). To match imported bank lines that require manual matching, see [Matching Bank Data](#).

If you are using the Automated Cash Application feature, you can automatically generate customer payments from your imported data and apply them to invoices. These generated payments are automatically matched and cleared in the system. See [Generating Customer Payments](#).

For details on the bank reconciliation process, see [Bank Data Matching and Reconciliation](#). For information on the automated cash application process, see [Automated Cash Application](#).

For details on banking-related permissions, see [Permissions for Banking Features](#).

Troubleshooting Account Linking Issues for Automatic Import

The system may fail to link one or more accounts in a Bank Reconciliation format profile configured for automatic import. You can troubleshoot account linking issues from the **Account Linking** subtab.



Note: Bank data imports can now be partially complete, even when the import fails for some accounts. See [Banking Import History](#).

To troubleshoot account linking issues:

1. To open the appropriate Format Profile page for the appropriate financial institution record:
 - a. Go to Setup > Accounting > Financial Institution > List.
NetSuite displays the Financial Institutions page.
 - b. Next to the appropriate financial institution record, click **View**.
NetSuite displays the Financial Institution page.
 - c. In the **Format Profile: Configuration** subtab, click **Edit** next to the format profile in which you want to link accounts.
NetSuite displays the Format Profile page.
2. Click the **Account Linking** subtab.
If the system fails to link one or more accounts, the subtab displays a message to notify you. In addition, the subtab displays warning icons next to the accounts the system could not link. To see account-specific errors, hover over a warning icon.
Account linking may fail for an account because the plug-in file contains errors you need to address, including:
 - A blank Account ID field.
 - An invalid Account type.
 - An invalid Currency code.
 - A blank Group Name field. The Group Name field refers to the financial institution name by which accounts are grouped on the **Account Linking** subtab. When this field is blank, NetSuite cannot identify a financial institution for the account to link.
3. If needed, click the **Connectivity Configuration** subtab and reauthenticate the accounts that NetSuite could not link. For details, see [Configuring a Connection to a Financial Institution \(Without a SuiteApp\)](#).

For a list of all your imports and error information, including specific failure reasons and accounts affected, go to Transactions > Bank > Banking Import History. See [Banking Import History](#).

Mapping Custom Bank Codes

(Optional) In a Bank Reconciliation format profile, map custom bank codes to corresponding bank data types in NetSuite.

To map custom bank transaction codes:

1. To open the appropriate Format Profile page for the appropriate financial institution record:
 - a. Go to Setup > Accounting > Financial Institution > List.
NetSuite displays the Financial Institutions page.
 - b. Next to the appropriate financial institution record, click **View**.

NetSuite displays the Financial Institution page.

- c. In the **Format Profile: Configuration** subtab, click **Edit** next to the appropriate format profile.

NetSuite displays the Format Profile page.

2. Click the **Code Type Mapping** subtab.
3. In the **Bank Transaction Code** column, enter a custom bank transaction code from your financial institution.
For a list of custom bank transaction codes, contact your financial institution.
There is a limit of 80 characters for the code.
4. In the **Description** column, enter a description to help you identify this bank transaction code.
5. From the **Bank Data Type** dropdown list, select the bank data type to which you want to map the bank transaction code.
6. If you are using a parser that has unsigned amount values (for example, BAI2 or MT940 file format), from the **Debit/Credit** dropdown list, select **Debit** or **Credit** for the bank transaction code. Otherwise, select **N/A**.

Note: The Debit or Credit value you set in a format profile overrides the value in the bank data NetSuite imports. For example, if the bank code type is a credit value but you select a debit value in your format profile, NetSuite imports the data as a debit.

7. If you want to exclude the bank transaction code from transaction processing so that NetSuite ignores all transactions containing the code, check the **Exclude** box. By default, the system clears this box.
Some formats contain codes you want to exclude. For example, in the BAI2 format, the bank 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. Excluded transactions do not count toward the number of imported transactions and do not appear in the Import Details page.
8. To inactivate the bank transaction code, check the **Inactive** box. By default, the system clears this box.
9. Click **Save** to save the format profile, or **Save & New** to save the current format profile and create a new one.

If you configured the format profile to connect to a financial institution and the save is successful:

- NetSuite displays a progress message that an import process has begun. To view the processing status of your import, click **Track your status**. See [Banking Import History](#).
- For any newly-linked accounts, NetSuite imports the last 60 calendar days of data. For any existing accounts, NetSuite imports any new data since the last successful import. If you are saving this format profile for the first time, NetSuite creates a daily import schedule. For more information, see [Automatic Bank Data Import](#).

Note: If your format profile contains any plug-in implementations that are not enabled in your account, the import process and initiation of the daily import schedule does not run. Select another plug-in or enable the selected plug-in. See the help topic [Creating a New Plug-in Implementation](#).

If you have configured the format profile for manual import, you must go to Transactions > Bank > Banking Import History > Upload File to import data. For details, see [Manual Bank Data Import](#).

If you are using the Intelligent Transaction Matching feature, NetSuite uses reconciliation rules to automatically match your imported data to account transactions. To view automatically-matched

transactions, see [Viewing Transactions To Be Submitted](#). To match imported bank lines that require manual matching, see [Matching Bank Data](#).

For details on the bank reconciliation process, see [Bank Data Matching and Reconciliation](#). F

For details on banking-related permissions, see [Permissions for Banking Features](#).

Transaction Parser Configuration

This section explains the options for the Transaction Parser dropdown list. From the list, you can select either a standard or custom parser:


- **Standard parser** – Available through either the Bank Statement Parsers SuiteApp or AMEX Corporate Card Integration SuiteApp:
 - **Bank Statement Parsers SuiteApp** – Includes OFX/QFX, BAI2, MT940, CAMT.053, and CSV file formats. After you select the BAI2, MT940, or CAMT.053 parser and save the format profile record, the Parser Configuration subtab values appear and is populated with configuration settings. For details on modifying the parser-specific default settings, see [Configuring Standard Bank Transaction Parsers](#). For details on the SuiteApp, see [Bank Statement Parsers SuiteApp](#).
 - **AMEX Corporate Card Integration SuiteApp** – Includes the AMEX Parser Plug-in, which you use to parse corporate card charges for expense reports. For details, see the help topic [American Express Integration for Expense Reporting](#).
The AMEX Parser Plug-in does not support parser configuration. When you select this parser plug-in, the Parser Configuration subtab is not visible.
- **Custom parser** – Created using the Financial Institution Parser Plug-in interface. For a custom (non-standard) parser to be available in the Transaction Parser list, you must develop and upload one to NetSuite. For details, see the help topic [Financial Institution Parser Plug-in](#).

 **Note:** The Bank Statement Parser Plug-in interface is not supported as of NetSuite 2020.2.

If you are creating a new format profile, you need to save first before performing parser configuration.

Creating Format Profiles for Expense Reporting

If you are using the Expense Reports feature, you can now create a format profile to configure manual imports of corporate card charges from any provider for expense reporting. Such format profiles use a custom transaction parser built using the Financial Institution Parser Plug-in interface to import transactions from a file you have downloaded from a financial institution.

 **Note:** Format profiles that use custom connectivity and parser plug-ins for automatic retrieval are not yet supported. Therefore, the following procedure only covers manual import setup.


You can automate imports of corporate card charges from American Express by using the AMEX Corporate Card Integration SuiteApp. This SuiteApp automatically provisions a financial institution record and format profile to configure your import. For more details, see the help topic [American Express Integration for Expense Reporting](#).

Format profiles configured for manual import enable you to do the following:

- Link corporate credit card charges to corresponding employee records in NetSuite
- Map expense codes to corresponding user-defined expense categories
- Configure a parser plug-in, if parser configuration is supported


To do this procedure, you need the following:

- Financial Institution Records permission.
- Custom parser built with the Financial Institution Parser Plug-in interface. See the help topic [Financial Institution Parser Plug-in Interface Overview](#).

 **Important:** To avoid performance degradation, you should not configure a bank data import that exceeds 10,000 corporate card transactions.


To create a format profile for expense reporting:

1. Go to Setup > Accounting > Financial Institution > List.
NetSuite displays the Financial Institutions page.
2. Next to the financial institution record for which you want to add a format profile, click **View**.
NetSuite displays the Financial Institution page.
3. In the **Format Profile: Configuration** subtab, 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 **Profile Name** field, enter a name for your format profile. For example, Wells Fargo Charges.
5. In the **Description** field, enter a description to help you identify this format profile.
6. From the **Profile Type** field dropdown, select **Corporate Card Expenses**.
The profile type cannot be modified after you save.
7. From the **Connectivity Method** dropdown list, select **Manual Import**.

 **Note:** In a format profile provisioned by the AMEX Corporate Card Integration SuiteApp, a connectivity plug-in is automatically selected.

8. From the **Transaction Parser** list, select a custom parser built with the Financial Institution Parser Plug-in interface.
For a custom plug-in to be available, you must create and upload one to NetSuite. For details, see the help topic [Financial Institution Parser Plug-in Interface Overview](#).

 **Note:** The **Transaction Parser** field is required.

9. Link corporate credit card charges to corresponding employee records in NetSuite. For details, see [Linking Employee Accounts](#).
10. (Optional) Map custom expense codes to corresponding user-defined expense categories.

 **Note:** The plug-in file cannot contain any duplicate expense codes.

For details, see [Mapping Custom Expense Codes](#).

11. (Optional) If parser configuration is required, configure your transaction parser. See [Transaction Parser Configuration](#).
If your parser plug-in supports parser configuration, the **Parser Configuration** subtab appears and is populated with configuration fields.
12. Click **Save**.
13. Repeat these steps for each format profile that you want to create for expense reporting.



Tip: You can click on the hyperlinked financial institution name to go back to the financial institution record.

After import configuration is complete, you can manually import your data at Transactions > Bank > Banking Import History > Upload File. See [Importing Data Using a Financial Institution Record](#).



Note: If your format profile contains an inactive parser plug-in, an import process is not initiated.

To view imported charges, see the Imported Employee Expenses page (Transactions > Employees > Imported Employee Expenses). For more information, see [Viewing Imported Corporate Card Expenses](#).

To add imported charges to expense reports, see the help topic [Creating Expense Reports With Imported Transactions](#).

For details on the corporate card expense reporting process, see the help topic [Corporate Card Expenses](#).

Configuring a Connection to American Express

Currently, only the AMEX Corporate Card Integration SuiteApp to automate AMEX corporate card charge imports is supported. See the help topic [American Express Integration for Expense Reporting](#).

Using a custom connectivity plug-in to configure a direct connection to another provider is an option but is not yet supported. Therefore, if you want to import corporate card charges from another provider, you should configure a manual import. See [Importing Data Using a Financial Institution Record](#).

Linking Employee Accounts

In a Corporate Card Expenses format profile configured for manual or automatic import, choose the criteria that NetSuite uses to link corporate card charges to corresponding employee records in NetSuite. You can match an employee by their cardholder name or their NetSuite employee ID.

Before you link employee accounts, you should do the following:

- Let the corporate card issuer know whether you are configuring NetSuite to link to employee records by their cardholder name or employee ID.
- If you are configuring NetSuite to match by employee ID, provide all the required NetSuite employee IDs to the corporate card issuer. To identify employee IDs, go to Lists > Employees > Employees, and click View next to an employee. The Employee ID is displayed on the employee record.
- If you are configuring NetSuite to match by cardholder name, define the corporate card information for all employee records NetSuite is linking to. For more information, see the help topic [Configuring AMEX Integration](#).



Important: If these prerequisites are not completed before an import, NetSuite retrieves corporate card charges but cannot link them to employee records. Make sure to inactivate a Corporate Card Expenses format profile if these prerequisites have not been met. Doing so prevents any imports associated with the format profile from occurring.

Once a file is imported from a corporate card issuer, the file is moved to a different folder on their gateway and cannot be accessed or re-imported. If you want to reimport the file, you need to contact the corporate card issuer to regenerate the file and add it to the correct folder before importing.

To do this procedure, you need to have a Corporate Card Expenses format profile configured for manual or automatic import. To configure a manual import, see [Creating Format Profiles for Expense Reporting](#). To configure automatic imports, see the help topic [American Express Integration for Expense Reporting](#).

To link charges to corresponding employee records:

1. To open the appropriate Format Profile page for the appropriate financial institution record:
 - a. Go to Setup > Accounting > Financial Institution > List.
NetSuite displays the Financial Institutions page.
 - b. Next to the appropriate financial institution record, click **View**.
NetSuite displays the Financial Institution page.
 - c. In the **Format Profile: Configuration** subtab, click **Edit** next to the appropriate format profile with the profile type Corporate Card Expenses.
NetSuite displays the Format Profile page.
2. Click the **Import Configuration** subtab.



Note: The Import Configuration subtab is only visible if the profile type of your format profile is Corporate Card Expenses. If the profile type is Bank Reconciliation, the Account Linking subtab appears, instead.

3. From the **Match Employee By** dropdown list:
 - To link charges to employee records by employee cardholder name, select **Cardholder Name**.
 - To link charges to employee records by NetSuite employee ID, select **Employee ID**.
4. From the **Expense Type** dropdown list:
 - To credit charges to employees' default corporate card general ledger accounts, select **Corporate Card**. The employee's company is responsible for paying the charges to the corporate card company.
 - To credit charges to liability accounts, select **Reimbursable**. The employee is responsible for paying the charges to the corporate card company, which the employee's company in turn reimburses.
5. From the **Employee Expense Source Type** list, select the financial institution from which you are importing your data. If the financial institution is not listed, select **Other**.
If you are configuring a manual import, select **Imported data**.
6. Click **Save** to save the format profile, or **Save & New** to save the current format profile and create a new one.



Warning: If you have not completed the prerequisites to successfully link charges to employee records and have automatic import configured, you must inactivate the format profile to postpone the first scheduled import. Otherwise, NetSuite retrieves charges but cannot link them to employee records.

For information about the corporate card expense reporting workflow, see the help topic [Corporate Card Expenses](#).

Mapping Custom Expense Codes


(Optional) In a Corporate Card Expenses format profile configured for either manual or automatic import, map custom expense codes from the Financial Institution Parser Plug-in file to your own expense categories in NetSuite. For example, for the custom expense code TRA, you could map it to an expense category called Travel.

If you map expense codes, there is no need for the employee to select an expense category during the expense reporting process.

To do this procedure, you need to have a Corporate Card Expenses format profile configured for manual or automatic import. To configure a manual import, see [Creating Format Profiles for Expense Reporting](#). To configure automatic imports, see the help topic [American Express Integration for Expense Reporting](#). You also need to ensure that the Financial Institution Parser Plug-in file does not contain any duplicate expense codes. For a list of custom expense codes, contact the corporate card company from which you want to retrieve data

To map custom expense codes:

1. To open the appropriate Format Profile page for the appropriate financial institution record:
 - a. Go to Setup > Accounting > Financial Institution > List.
NetSuite displays the Financial Institutions page.
 - b. Next to the appropriate financial institution record, click **View**.
NetSuite displays the Financial Institution page.
 - c. In the **Format Profile: Configuration** subtab, click **Edit** next to the appropriate format profile with the profile type Corporate Card Expenses.
NetSuite displays the Format Profile page.
2. Click the **Expense Code Mapping** subtab.


 **Note:** The Expense Code Mapping subtab is only visible if the following conditions are met:

- The profile type of your format profile is Corporate Card Expenses. If the profile type is Bank Reconciliation, the Account Linking subtab appears instead.
- You select an implementation of the Financial Institution Parser Plug-in. This can be the AMEX Parser Plug-in or a custom plug-in that contains expense codes.

The subtab displays a list of custom expense codes and accompanying descriptions generated by the Financial Institution Parser Plug-in.

If you change your transaction parser selection, you need to refresh the Format Profile page to see up-to-date information in the Expense Code Mapping subtab.

3. In the **Expense Category** column, select a NetSuite expense category or begin entering the name of the category.

 **Tip:** To add a new expense category, go to Setup > Accounting > Setup Tasks > Expense Categories. See the help topic [Creating an Expense Category](#).
If you created any new expense categories, refresh the Format Profile page to see them.

4. After you have set your expense categories, click **Save** to save the format profile, or **Save & New** to save the current format profile and create a new one.

When the expense lines are imported (either manually or at the next scheduled import), they are automatically added to a record called Imported Employee Expenses. After an employee adds their expense lines to an expense report, the mapped expense categories automatically appear. For details, see the help topic [American Express Integration for Expense Reporting](#).

Modifying Financial Institution Records

You can modify fields and add additional format profiles to existing financial institution records.

Note: If you are using the provisioned financial institution record from the Bank Feeds SuiteApp, you cannot modify any fields. However, although the record is bundled with two format profiles, you can add additional format profiles.

To modify financial institution records:

1. Go to Setup > Accounting > Financial Institution > List.
NetSuite displays the Financial Institutions page.
2. Next to the financial institution record you want to modify, click **Edit**.
NetSuite opens the Financial Institution page for editing.
3. For a financial institution record you have created, you can modify the following:
 - Financial Institution field
 - Description field
 - Inactive box for the financial institution record

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 page must be in View mode.

To modify format profiles:

1. Go to Setup > Accounting > Financial Institution > List.
NetSuite displays the Financial Institutions page.
2. Next to the financial institution record that contains the format profile you want to modify, click **View**.
NetSuite displays the Financial Institution page.
3. In the **Format Profile: Configuration** subtab, click the appropriate format profile.
NetSuite displays the Format Profile page.
4. Click **Edit**.
5. You can modify the following primary information on a format profile record:
 - **Profile Name**
 - **Description**
 - **Inactive** box

Note: If this format profile is provisioned by a SuiteApp that has since been uninstalled, NetSuite checks this box. To clear this box, you need to select a parser plug-in.

- **Connectivity Method**

If this format profile is provisioned by a SuiteApp that has been uninstalled, this field says Manual Import. If this format profile has a Bank Reconciliation profile type, you can set up automatic imports. For details, see [Configuring a Connection to a Financial Institution \(Without a SuiteApp\)](#).

■ **Transaction Parser**

Note: If this format profile is provisioned by a SuiteApp that has been uninstalled, NetSuite clears this field. To reactivate this format profile, you need to select a parser plug-in. If you are modifying a format profile with a Bank Reconciliation profile type, see step 8 in [Creating Format Profiles for Bank Reconciliation](#). If you are modifying a format profile with a Corporate Card Expenses profile type, see step 8 in [Creating Format Profiles for Expense Reporting](#).

6. On the **Connectivity Configuration** subtab:
 - (Optional) If the profile type is Bank Reconciliation, configure a connection to a financial institution. See [Configuring a Connection to a Financial Institution \(Without a SuiteApp\)](#).
 - (Optional) If the profile type is Corporate Card Expenses, configure a connection to American Express. See the help topic [American Express Integration for Expense Reporting](#).
7. (Optional) Link your imported data to general ledger accounts or employee records, depending on your format profile type:
 - In a format profile with the Bank Reconciliation profile type, the **Account Linking** subtab appears. See [Bank Account Linking](#).
 - In a format profile with the Corporate Card Expenses profile type, the **Import Configuration** subtab appears. See [Linking Employee Accounts](#).
8. (Optional) Map custom transaction codes to corresponding bank data types or map custom expense codes to expense categories in NetSuite, depending on your profile type.
 - In a format profile with the Bank Reconciliation profile type, the **Code Type Mapping** subtab appears. To map transaction codes to bank data types in NetSuite, see [Mapping Custom Bank Codes](#).
 - In a format profile with the Corporate Card Expenses profile type, the **Expense Code Mapping** subtab appears. To map expense codes to expense categories in NetSuite, see [Mapping Custom Expense Codes](#).
9. (Optional) If the **Parser Configuration** subtab is visible, configure your selected parser plug-in. See [Transaction Parser Configuration](#).
10. Click **Save**.
 If successful and the format profile is configured to connect to a financial institution to retrieve data for reconciliation:
 - NetSuite displays a progress message that an import process has started. To view the processing status of your import, click **Track your status**.
 - NetSuite imports any new data from your existing accounts since the last successful import. For any new accounts mapped, NetSuite imports the last 60 calendar days of data. For more information, see [Automatic Bank Data Import](#).


Note: There are cases where an import is not initiated. For example, NetSuite cannot import data from the same format profile twice within a 60-minute period.

To match and reconcile your imported data, see [Bank Data Matching and Reconciliation](#).

To automatically generate customer payments from imported bank lines, apply the payments to invoices, and match and submit the payments for reconciliation, see [Generating Customer Payments](#).

If successful and the format profile is configured to connect to American Express, NetSuite applies the revised format profile configurations to the next import.

If you have configured the format profile for manual import, you must go to the Upload File page to import data. For details, see [Manual Bank Data Import](#).

 **Note:** If your format profile contains any plug-in implementations not enabled in your account, manual and automatic import do not run. Select another plug-in or enable the selected plug-in. See the help topic [Creating a New Plug-in Implementation](#).

Deleting Financial Institution Records

You can delete a financial institution record if it does not have any format profiles that have been used to import data. If the financial institution record has associated imports, you can only inactivate it and the associated format profiles. For more information, see [Modifying Financial Institution Records](#).


When you delete a financial institution record, NetSuite deletes the associated format profiles.

To delete a financial institution record:

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.
4. Click **OK**.

Deleting a Format Profile

You can delete a format profile from a financial institution record if the format profile does not have any associated imports.

 **Tip:** You can inactivate a format profile, instead of deleting it. See [Modifying Format Profiles](#).

To delete a format profile record:

1. Go to Setup > Accounting > Financial Institution > List.
2. Next to the financial institution record 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 [Modifying Financial Institution Records](#).

To view financial institution records:

1. Go to Setup > Accounting > Financial Institutions > List.
NetSuite displays the Financial Institutions page.
2. To filter the list of financial institutions:
 - To view a list that includes inactive records, 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 [Modifying Financial Institution Records](#).
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 [Creating Financial Institution Records](#).

Bank Data Import

Manage bank, credit card, and corporate card accounts online in NetSuite. You can import the following:

- Bank or credit card data for reconciliation and matching
- Corporate card expense data for expense reporting


In either case, you can configure automatic or manual imports.

- **Automatic import** – If you have the Administrator role, you can use the Format Profile page to set up daily automatic imports. For more information, see [Automatic Bank Data Import](#).
- **Manual import** – Download the financial statement file from your financial institution, and then import it into NetSuite from the Upload File page. You can import a file using the parser and configuration settings from an existing format profile. If you are importing data for reconciliation, you can also use NetSuite's default parser functionality. See [Manual Bank Data Import](#).

If your role has the Import Online Banking File permission, you can use the Statement File Import feature. For details, see [Permissions for Banking Features](#).

The data source determines the number of transactions you can import. However, unless you are using the Bank Feeds SuiteApp or AMEX Corporate Card Integration SuiteApp, it is best practice not to exceed 10,000 transactions per import.

When importing data for bank or credit card reconciliation, the data source also determines the number of financial institution accounts you can link in a format profile. When configuring an automatic import without using the Bank Feeds SuiteApp, you should try to link no more than 500 accounts. For a manual import, you should try to link no more than 2,500 accounts.

 **Note:** There is no recommended limit for the number of employee accounts you can link when importing corporate card expense data for expense reporting.

If an import is going to exceed these suggested limits, you should configure multiple format profiles to facilitate parallel imports. Otherwise, you may start to see performance degradation.

Performance of an import for bank or credit card reconciliation can be impacted by the number of:

- General ledger accounts
- General ledger transactions
- Active reconciliation rules

For information on how many banking transactions you can import and how many accounts you can link when using the Bank Feeds SuiteApp, see [Limitations of Using the Bank Feeds SuiteApp](#).

For information on how many American Express corporate card transactions you can import when using the AMEX Credit Card Integration SuiteApp, see the help topic [American Express Integration for Expense Reporting](#).

When data is imported for bank or credit card reconciliation, NetSuite uses reconciliation rules to automatically match your imported bank lines to account transactions in NetSuite. All imported bank lines that cannot be matched by the system are available for manual matching on the Match Bank Data page. You can reconcile matched transactions on the Reconcile Account Statement page. For more information, see [Bank Data Matching and Reconciliation](#).

Note: All imported bank lines with a positive amount also appear and can be processed on the Automated Cash Application page. The Automated Cash Application feature enables you to automatically generate a batch of customer payments in NetSuite and apply them to open invoices. The generated customer payments are then automatically matched and cleared in the system. For details, see [Automated Cash Application](#).

When you import corporate card charges for expense reporting, NetSuite stores them in the Imported Employee Expenses list. Add your imported charges to expense reports. For more information, see the help topic [Creating Expense Reports With Imported Transactions](#).

This section includes the following topics:

- [Automatic Bank Data Import](#)
- [Manual Bank Data Import](#)
- [Viewing Imported Banking Data](#)
- [Deleting Imported Statements](#)

Automatic Bank Data Import

You can automate bank data imports by configuring format profiles, which are records that enable you to connect to financial institutions to retrieve financial data. If you have the Administrator role, you can automate bank or credit card data imports for matching and reconciliation. See [Automating Imports for Bank Reconciliation](#).

If you are using the Expense Reports feature, you can automate imports of corporate card charges from American Express for expense reporting. See [Automating Imports for Expense Reporting](#).

When you save a format profile configured for automatic import for the first time, NetSuite creates a daily import schedule.

If you have automatic import for bank reconciliation configured, you can initiate a manual update of your account data on the Match Bank Data page. You should only do this if your account does not contain the latest data, or if there was an import error. For details, see [Updating Imported Bank Data](#).

If you have automatic import for expense reporting configured, NetSuite stores imported corporate card charges in the Imported Employee Expenses list. When new expenses are available, employees receive an email notification and a reminder in the Reminder portlet on the NetSuite Home page. For information on viewing expenses and creating expense reports, see the help topic [Creating Expense Reports With Imported Transactions](#).

To see a list of all your imports of bank, credit card, and corporate card data, go to the Banking Import History page (Transactions > Bank > Banking Import History). See [Viewing Imported Banking Data](#).

Reasons for automatic import include the following:

- You have large data volumes.
- You have frequent imports.
- You want to save time by eliminating the need for manually importing data.
- (If you are performing bank reconciliation) You want to automate the process of importing and matching data.
- (If you are performing bank reconciliation) You want to receive daily up-to-date banking transactions and account balances.

Automating Imports for Bank Reconciliation

If you have the Administrator role, you can use a Financial Institution Connectivity Plug-in to automate bank data imports for bank or credit card reconciliation.

When data is imported for bank or credit card reconciliation, NetSuite uses reconciliation rules to automatically match your imported bank lines to account transactions in NetSuite. All imported bank lines that cannot be matched by the system are available for manual matching on the Match Bank Data page. You can reconcile matched transactions on the Reconcile Account Statement page. For more information, see [Bank Data Matching and Reconciliation](#).

Note: All imported bank lines with a positive amount also appear and can be processed on the Automated Cash Application page. The Automated Cash Application feature enables you to automatically generate a batch of customer payments in NetSuite and apply them to open invoices. The generated customer payments are then automatically matched and cleared in the system. For details, see [Automated Cash Application](#).

This section involves using a custom or standard connectivity plug-in in a format profile that you create. You can use either the standard SFTP Connectivity plug-in available through the Auto Bank Statement Import (ABSI) SuiteApp, or develop a custom plug-in. For more information on the ABSI SuiteApp, see [Auto Bank Statement Import SuiteApp](#).

Important: To avoid performance degradation, you should not configure a bank data import that exceeds 10,000 transactions and 500 linked accounts. If an import is going to exceed these thresholds, you should configure multiple format profiles to facilitate parallel imports.

If you want to use connectivity and parser plug-ins in format profiles provisioned by the Bank Feeds SuiteApp, see [Bank Feeds SuiteApp](#). For information on how many banking transactions you can import and how many accounts you can link, see [Limitations of Using the Bank Feeds SuiteApp](#).

To automate imports for bank reconciliation:

1. Develop and upload a custom Financial Institution Connectivity Plug-in. For details, see the help topic [Financial Institution Connectivity Plug-in](#). Alternatively, install the ABSI SuiteApp. See [Installing Auto Bank Statement Import SuiteApp](#).
2. Develop and upload a custom Financial Institution Parser Plug-in. For details, see the help topic [Financial Institution Parser Plug-in](#). Alternatively, install the Bank Statement Parsers SuiteApp. See [Installing the Bank Statement Parsers SuiteApp](#).
3. Create a financial institution record. See [Creating Financial Institution Records](#).
4. Add a format profile to the financial institution record. See steps 1 - 3 in [Creating Format Profiles for Bank Reconciliation](#).
5. Configure the format profile to automate imports of bank or credit card data for matching and reconciliation:
 - a. In the **Profile Name** field, enter a name for your format profile. For example, Wells Fargo - BAI2.
 - b. In the **Description** field, enter a description to help you identify this format profile.
 - c. From the **Profile Type** field dropdown, select **Bank Reconciliation**.
 - d. From the **Connectivity Method** dropdown list, select the appropriate Financial Institution Connectivity Plug-in implementation.

If you installed the ABSI SuiteApp, select **SFTP Connectivity**.

- e. From the **Transaction Parser** list, select the appropriate custom or standard Financial Institution Parser Plug-in implementation.

For information about the available standard parser plug-ins, see [Bank Statement Parsers SuiteApp](#).

- f. Use the subtabs to configure a connection to a financial institution, link accounts, map custom bank codes (optional), and configure your transaction parser (optional). See the following help topics:

- [Configuring a Connection to a Financial Institution \(Without a SuiteApp\)](#)
- [Linking Accounts for Financial Institution Connectivity](#)
- [Mapping Custom Bank Codes](#)
- [Transaction Parser Configuration](#)

- g. Click **Save**.

If the save is successful, NetSuite displays a progress message to notify you that a bank data import process has begun.

If you are saving this format profile for the first time, NetSuite creates a daily import schedule and requests to download the last 60 calendar days of available bank data from your financial institution. At each scheduled import, NetSuite imports new data from your financial institution into your accounts. If the data import fails, NetSuite requests data for up to seven previous calendar days.

If you are not saving this format profile for the first time, NetSuite imports new bank or credit card data from your existing accounts that are linked to corresponding general ledger accounts in NetSuite. For any newly-linked accounts, NetSuite imports the last 60 calendar days of data.



Note: There are cases where an import is not initiated. For example, NetSuite cannot import data from the same format profile twice within a 60-minute period.

To view the processing status of your import, click **Track your status**.

NetSuite displays the Banking Import History page. This page provides import statuses and troubleshooting information, including account-specific failure reasons and which accounts are affected. For more information, see [Banking Import History](#).

To match and reconcile data, see [Bank Data Matching and Reconciliation](#).

To automatically generate customer payments from imported bank lines, apply the payments to invoices, and match and submit the payments for reconciliation, see [Generating Customer Payments](#).

For more information on the overall process for creating format profiles that use the Bank Reconciliation profile type, see [Creating Format Profiles for Bank Reconciliation](#).

Automating Imports for Expense Reporting

Currently, only the AMEX Corporate Card Integration SuiteApp to automate AMEX corporate card charge imports is supported. See the help topic [American Express Integration for Expense Reporting](#).

Using a custom connectivity plug-in to configure a direct connection to another provider is an option but is not yet supported. Therefore, if you want to import corporate card charges from another provider, you should perform a manual import. See [Importing Data Using a Financial Institution Record](#).

Manual Bank Data Import

You can download a financial statement file from your financial institution and then manually import it into NetSuite for reconciliation or expense reporting. NetSuite encrypts financial data files during processing. Files are removed and not stored after processing.

Note: For compliance reasons, NetSuite does not store statement files as of 2020.1. After the file is parsed, it is removed from the database and cannot be accessed or downloaded.

When data is imported for bank or credit card reconciliation, NetSuite uses reconciliation rules to automatically match your imported bank lines to account transactions in NetSuite. All imported bank lines that cannot be matched by the system are available for manual matching on the Match Bank Data page. You can reconcile matched transactions on the Reconcile Account Statement page. For more information, see [Bank Data Matching and Reconciliation](#).

Note: All imported bank lines with a positive amount also appear and can be processed on the Automated Cash Application page. The Automated Cash Application feature enables you to automatically generate a batch of customer payments in NetSuite and apply them to open invoices. The generated customer payments are then automatically matched and cleared in the system. For details, see [Automated Cash Application](#).

The file format you can use when manually importing data for reconciliation depends on your setup. For file formats supported by the Bank Statement Parsers SuiteApp, see [Bank Statement Parsers SuiteApp](#). For file formats supported by NetSuite's default parser functionality, see [Supported File Formats for Default Parsers](#).

Note: If your file format is not supported by the Bank Statement Parsers SuiteApp or NetSuite's default parser functionality, use a Financial Institution Parser Plug-in. See the help topic [Financial Institution Parser Plug-in Interface Overview](#).

When you import corporate card charges for expense reporting, NetSuite stores them in the Imported Employee Expenses list. Add your imported charges to expense reports. For more information, see the help topic [Creating Expense Reports With Imported Transactions](#).

Reasons for manual import include the following:


- You have a small volume of data that you have already downloaded from a financial institution and have on your local machine.
- You want to upload a single file.

You can manually import a file using the parser and configuration settings from an existing financial institution record. If you are importing data for reconciliation, you can also use NetSuite's default parser functionality. For details, see the following procedural topics:

- [Importing Data Using a Financial Institution Record](#)
- [Importing Data Using Default Parsers](#)
- [Importing Data Using a Bank Connectivity Plug-in](#)


Important: To avoid performance degradation, you should not configure an import that exceeds 10,000 transactions.

 [Importing Files Using Financial Institution Records](#)


 **Note:** This video displays the NetSuite 2021.1 user interface.

Importing Data Using a Financial Institution Record

Follow this procedure if you want to download a financial statement file from your financial institution and then import it using settings configured within a financial institution record. Financial institution records enable you to configure imports for specific financial institutions from which you want to retrieve data. You can configure imports for bank reconciliation or corporate card expenses.


 **Important:** You must have financial institution records set up in NetSuite to do this procedure. If you have the Administrator role, you can create a financial institution record to configure an import. For details on creating and managing financial institution records, see [Financial Institution Records](#). If you want to import data but do not have an Administrator role or configured financial institution records, contact your administrator.

You can also import data using NetSuite's default parser functionality. See [Importing Data Using Default Parsers](#).

 **Note:** If you are importing corporate card charges for expense reporting, you must follow this procedure. The other manual import methods are only applicable if you are importing bank or credit card data for reconciliation.

To import data using a financial institution record:

1. Ensure you complete the following prerequisites:
 - a. Create and upload a custom parser built with the Financial Institution Parser Plug-in interface into NetSuite. For details about this plug-in, see the help topic [Financial Institution Parser Plug-in Interface Overview](#).
To create a script file for the plug-in, see the help topic [Creating a Financial Institution Parser Plug-in Script File](#).
For upload instructions, see the help topic [Adding the Plug-in Implementation](#).
 - b. Create a financial institution record to store your manual import configuration, including your parser plug-in implementation. See [Creating Financial Institution Records](#).

 **Note:** If you do not have access to financial institution records, contact your administrator for assistance.

- c. Within the financial institution record, create a format profile with configuration settings necessary to manually import your data. You can configure an import of bank or credit card statement files for matching and reconciliation. In addition, you can configure an import of corporate card charges for expense reporting. See [Creating Format Profiles for Bank Reconciliation](#) and [Creating Format Profiles for Expense Reporting](#).
2. Go to your financial institution website and download your financial statement in the appropriate file format.

Choose the file format based on the transaction parser you are using to configure your import. For example, if you are using a BAI2 parser to retrieve your data, choose BAI2. If you have the Administrator role, you can determine the type of parser used by opening the appropriate financial institution record and viewing its configuration settings. See [Financial Institution Records](#).

If you do not have access to financial institution records, contact your administrator for assistance.



Important: To ensure successful file import, do not modify the downloaded statement file.

3. Give the statement file a name. The limit for the file name length is 50 characters, which includes the extension.
4. Go to Transactions > Bank > Banking Import History > Upload File.
NetSuite displays the Upload File page. The Manual Import subtab is open by default.
5. Click **Choose File**, or use the drag-and-drop functionality.



Important: The limit for the file name length is 50 characters, which includes the extension.

6. Select the name of the file you want to import.
7. Under Import Options, choose **Select a Financial Institution**.
8. From the **Financial Institution** list, select a financial institution record.
9. From the **Format Profile** list, select a format profile record.

A format profile is a record within a financial institution record that contains configuration settings for imports. Only format profiles configured for manual import appear in this list. If the selected financial institution record only has one format profile, NetSuite selects it by default.



Note: Depending on your NetSuite role, you can create a new financial institution or format profile record by clicking each plus icon.

10. Click **Import**.



Note: You do not have to wait on the page until the import is done. You can perform other actions such as a new import. The number of bulk imports you can perform at the same time is determined by your NetSuite Service Tier. For details, see the help topic [NetSuite Service Tiers](#).

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

NetSuite displays the Banking Import History page. For more information, see [Banking Import History](#).

When the import process completes, do one of the following:

- If you are importing bank or credit card statement files for reconciliation, perform matching and reconciliation. See [Bank Data Matching and Reconciliation](#).
To automatically generate customer payments from imported bank lines, apply the payments to invoices, and match and submit the payments for reconciliation, see [Generating Customer Payments](#).
- If you are importing corporate card expense files for expensing reporting, add your imported charges to expense reports. See the help topic [Creating Expense Reports With Imported Transactions](#).

Importing Data Using Default Parsers

If you do not have financial institution records set up, import data for matching and reconciliation with NetSuite's default parser functionality.

Note: NetSuite's default parsers are not customizable. Therefore, unless you have no financial institution records configured, you should use the standard parsers available through the Bank Statement Parsers SuiteApp. For details, see [Bank Statement Parsers SuiteApp](#).

Important: The following procedure is only applicable if you are configuring a manual import for bank or credit card reconciliation. To configure a manual import for expense reporting, see [Importing Data Using a Financial Institution Record](#).

To import a statement using default parsers:

1. Go to your financial institution website and download your bank or credit card statement in one of the accepted file formats. See [Supported File Formats for Default Parsers](#).

If you are importing a CSV file, the file must adhere to the provided CSV template and constraints. See [Preparing CSV Files for Import](#).

Important: To ensure successful file import, do not modify the downloaded statement file.

2. Give the statement file a name. The limit for the file name length is 50 characters, which includes the extension.
3. Go to Transactions > Bank > Upload File.
NetSuite displays the Upload File page. The Manual Import subtab is open by default.
4. Click **Choose File**, or use the drag-and-drop functionality.

Important: The limit for the file name length is 50 characters, which includes the extension.

5. Select the name of the file you want to import.
6. Under Import Options, choose **Import with default parser (CSV, OFX, QFX, BAI2, 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, BAI2-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 BAI2 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 Biāozhūn, 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. Switch to one of the new supported formats.

10. Click **Import**.

 **Note:** You do not have to wait on the page until the import is done. You can perform other actions such as a new import. The number of bulk imports you can perform at the same time is determined by your NetSuite Service Tier. For details, see the help topic [NetSuite Service Tiers](#).

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

NetSuite displays the Banking Import History page. For more information, see [Banking Import History](#).


When the import process completes, you can perform matching and reconciliation. See [Bank Data Matching and Reconciliation](#).

To automatically generate customer payments from imported bank lines, apply the payments to invoices, and match and submit the payments for reconciliation, see [Generating Customer Payments](#).

Supported File Formats for Default Parsers

Download the account statement from your bank or credit card company in one of the supported file formats. To ensure successful file import, do not modify the downloaded statement file. The limit for the file name length is 50 characters, which includes the 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. The statement can contain multiple bank or credit card accounts.

Note: If you are using default parsers, NetSuite supports the BAI2 format with UTF-8 encoding for the following financial institutions: TD, Wells Fargo, US Bank, JP Morgan Chase, and Bank of America Merrill Lynch. If you are using Financial Institution Parser Plug-ins or Bank Statement 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 transactions for multiple bank or credit card accounts.
- 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. You should switch to one of the new supported formats.

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.

You can download the CSV template by going to Transactions > Bank > Banking Import History > Upload File, selecting **Import with a default parser (CSV, OFX, QFX, BAI2, or CAMT.053)**, and clicking **Download the CSV template**.

Alternatively, you can 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), Payor/Payee Name, Transaction ID, Transaction Type, Amount, Memo, NS Internal Customer ID, NS Customer Name, Invoice Number(s).

The following column data is required:

Note: The Memo field is optional. The memo must not exceed 4000 characters and must not include any commas, semicolons or underscores.

- Date (MM/DD/YYYY) – The transaction date. Content must be in the format of MM/DD/YYYY. A one-digit month must be preceded by a zero. If you are using Excel, ensure that the date does not get reformatted.

- Payer/Payee Name – Payer or Payee 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 (Optional) – 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.

When you import the statement, NetSuite uses the customer ID first to try to match the statement to a NetSuite customer. If the customer ID is missing, NetSuite checks for a customer name next.

- 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. The character limit is 512.

When you import the statement, if the customer ID is missing, NetSuite uses the customer name to try to match the statement to a NetSuite customer. If the customer name is missing, NetSuite checks for invoice numbers.

- 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.

When you import the statement, if the customer name and customer ID are both missing, NetSuite uses the invoice numbers to try to match the statement to a NetSuite customer. If the customer name, ID, and invoice numbers are all missing, the system cannot perform an exact match. However, NetSuite can match the statement to a customer in other ways. See [Customer Match Criteria](#).



Important: If you exceed the character limit for any field, the import fails. 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 Data Using a Bank Connectivity Plug-in



Warning: The Bank Connectivity Plug-in interface is still functional but is no longer supported as of NetSuite 2020.1. To directly connect to a financial institution and automate bank data imports for matching and reconciliation, use the Financial Institution Connectivity Plug-in. For details, see [Automating Imports for Bank Reconciliation](#).

Follow this procedure to download files locally from a secure server, which the Bank Connectivity Plug-in can then retrieve and upload automatically to NetSuite. If your financial institution can generate the files to a specific location, like a Secure File Transfer Protocol (SFTP) server, then the plug-in can get the file and upload it.

To do this procedure, you need the following:

- **Configured financial institution records** – Enables you to configure imports for specific financial institutions from which you want to retrieve data. See [Financial Institution Records](#). If you do not have the Administrator role and do not have financial institution records configured, contact your administrator.
- **Bank Connectivity Plug-in** – See the help topic [Bank Connectivity Plug-in](#).



Important: The following procedure is only applicable if you are configuring a manual import for bank or credit card reconciliation. To configure a manual import for expense reporting, see [Importing Data Using a Financial Institution Record](#).

To import bank data using the Bank Connectivity Plug-in:

1. Go to Transactions > Bank > Banking Import History > Upload File.
NetSuite displays the Upload File page. The Manual Import subtab is open by default.
2. Click the **Connectivity Plug-in** subtab.
3. From the **Connectivity Plug-in** list, select a Bank Connectivity Plug-in. Only Bank Connectivity Plug-ins appear in this list.
4. From the **Financial Institution** list, select a financial institution record.
5. From the **Format Profile** list, select a format profile record.

A format profile is a record within a financial institution record that contains configuration settings for imports. Only format profiles configured for manual import appear in this list. If the selected financial institution record only has one format profile, NetSuite selects it by default.



Note: If you have the applicable permissions, you can create a new financial institution, format profile record, or connectivity plug-in from this page. Click the plus icon next to the field.

6. Click **Import** to initiate the import process.

The Bank Connectivity Plug-in retrieves the file and uploads it to NetSuite, using the settings configured in the selected financial institution and associated format profile record.

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

NetSuite displays the Banking Import History page. For more information, see [Banking Import History](#).

When the import process completes, you can perform matching and reconciliation. See [Bank Data Matching and Reconciliation](#).

To automatically generate customer payments from imported bank lines, apply the payments to invoices, and match and submit the payments for reconciliation, see [Generating Customer Payments](#).

Viewing Imported Banking Data

This section provides information about viewing imported banking data in NetSuite. You can view a list of imported account statements and their statuses. You can also view more information including individual bank lines imported.

To view your imported data, you can do any of the following:

- Go to Transactions > Bank > Banking Import History. This page lets you track your import statuses and troubleshoot errors. For details, see [Banking Import History](#).
- If you import bank or credit card lines for reconciliation, you can view your data at Transactions > Bank > Match Bank Data. You can also view your bank or credit card lines on the Automated Cash Application page (Transactions > Bank > Automated Cash Application), provided that they contain a positive amount. For details, see [Viewing Data Imported for Reconciliation](#).
- If corporate card charges were imported for expense reporting, NetSuite stores them in the Imported Employee Expenses list. When new expenses are available, employees receive an email notification and a reminder in the Reminder portlet on the NetSuite Home page. You can click the link in the notification or reminder to see a list of your imported expenses. For details, see [Viewing Imported Corporate Card Expenses](#)

To import a bank, credit card, or corporate card statement, see the help topic [Bank Data Import](#).

Banking Import History

The Banking Import History page (previously called Imported Statement List) is a place to audit imports and to troubleshoot issues. The page displays a list of imported account statements, along with import statuses and error details. To see the Banking Import History page, go to Transactions > Bank > Banking Import History.

Note: To access the Banking Import History page, your role requires the Import Online Banking File permission. For details, see [Permissions for Banking Features](#).

There are no subsidiary restrictions for the Banking Import History page.

There is a filter region at the top where you can filter imports by import status, profile type, date range, or you can use the Search field.

Viewing Import Error Details

You can view import errors on the Banking Import History page.

To view import error details:

1. Go to Transactions > Bank > Banking Import History.
NetSuite displays the list of imported account statements, along with import statuses and error details.
2. To view the expanded details of an imported statement, click the plus icon next to an import status.

For bank and credit card data imports with a Failed or Partially Completed status, NetSuite displays account-specific errors.


An import for an account fails, for example, if the date of a transaction is improperly formatted (for example, a one-digit month is not preceded by a zero).

For corporate card charge imports with a Failed status, NetSuite displays generic import errors. For specific error information, consult the Execution Log for the plug-in implementation used for the import. Go to Customization > Plug-ins > Plug-in Implementations, select your implementation, and then click the **Execution Log** subtab.

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.

Import Details

Specific information provided on the Banking Import History page includes the following:

- **Import Status** – The status of the data import. To filter the list by status, you can select one or more options from the Bank Import Status list in the filter region. The default value is All. NetSuite has six import statuses:
 - **Completed** – The import process completed successfully. If the statement has a problem and was manually imported, you can delete it. See [Deleting Imported Statements](#).
 - **Partially Completed** – NetSuite successfully completed an import for some but not all bank or credit card accounts. The system indicates a Partially Completed import by using an orange exclamation mark icon. If you have the Import Online Banking File permission with create-level access, NetSuite displays a list of failure reasons and affected accounts in the expanded details. You cannot delete partially completed imports.
-  **Note:** The Partially Completed status only applies to imports with a Bank Reconciliation profile type. This status does not apply to corporate card charge imports.
- **Failed** – The import process failed, which is indicated by a red exclamation mark icon.


If this import uses a Bank Reconciliation profile type and you have the Import Online Banking File permission with create-level access, NetSuite displays account-specific errors. In the expanded details, you can view all failure reasons for the import, along with the accounts affected for each error.

If this import uses a Corporate Card Expenses profile type, NetSuite displays a generic error. For specific error information, consult the Execution Log for the plug-in implementation used for the import. See [Viewing Import Error Details](#).
 - **Deleted** – The imported statement was deleted.
 - **Importing** – NetSuite is currently importing the statement. In the expanded details, a status bar is displayed.
 - **Matching** – NetSuite is currently automatching the transactions in your imported statement. In the expanded details, a status bar appears.
 - **Internal ID** – The internal ID of the import record. You can enable internal IDs on the Set Preferences page (Home > Set Preferences). By default, NetSuite disables this field.
 - **Data Source** – The name of the imported statement file or the name of the Financial Institution Connectivity plug-in used to import data directly from a financial institution. This name is provided regardless of whether the import completed, partially completed, failed, or succeeded but was deleted.
 - **Format Profile** – If you have a financial institution record configured, this value specifies the format profile selected for the import, which stores the file format information. The format profile determines

which parser reads the data, the method of retrieval, and the purpose of use. For details, see [Format Profile Creation](#).

- **Profile Type** – The configuration type of the format profile selected for the import. This value can be Bank Reconciliation or Corporate Card Expenses. A Bank Reconciliation format profile configures an import of bank or credit card data for reconciliation and matching. A Corporate Card Expenses format profile configures an import of corporate card charges for expense reporting. For details, see [Format Profile Creation](#).
- **Date Submitted** – The system date and time at which the statement was submitted for import.
- **Imported By** – This value represents who imported the file. This can be a user's email address or the system, if the import was system-generated.

To view a list of individual bank or credit card lines for your imported statements that require matching, see [Viewing Data Imported for Reconciliation](#).

 **Note:** As of NetSuite 2020.2, the Import Details page is no longer supported. However, you can still access import details by adding the Bank Statement Import List portlet to the Home dashboard. To add a List portlet, see the help topic [List Portlets](#).

To view a list of individual corporate card expense transactions for your imported statements, see [Viewing Imported Corporate Card Expenses](#).

To import a bank, credit card, or corporate card statement, see the help topic [Bank Data Import](#).

Viewing Data Imported for Reconciliation

On the Match Bank Data page, you can view a list of bank or credit card lines for your imported statement that require manual matching. See [Viewing Imported Data on the Match Bank Data Page](#).


You can also view your bank or credit card lines on the Automated Cash Application page, provided that the following criteria are met:

- The bank lines contain a positive amount.
- The bank lines have never been matched to an existing account transaction in NetSuite, which was subsequently submitted on the Match Bank Data page. If an existing transaction was matched and submitted, NetSuite permanently removes the corresponding imported bank line from the Automated Cash Application page.

See [Viewing Imported Data on the Automated Cash Application Page](#).

Viewing Imported Data on the Match Bank Data Page

On the Match Bank Data page, you can view a list of bank or credit card lines for your imported statement that require manual matching.

 **Note:** As of NetSuite 2020.2, the Import Details page is no longer supported. However, you can still access import details by adding the Bank Statement Import List portlet to the Home dashboard. To add a List portlet, see the help topic [List Portlets](#).

When you import data for bank or credit card reconciliation, NetSuite automatically matches your data to account transactions in NetSuite on the Match Bank Data page. To view automatically-matched transactions, see [Viewing Transactions To Be Submitted](#). To match transactions that require manual matching, see [Matching Bank Data](#).

Note: If NetSuite is processing a bank line, the line item is dimmed. Refresh the Imported Bank Data grid by clicking the Refresh icon above it.

To view imported data on the Match Bank Data page:

1. Go to Transactions > Bank > Match Bank Data.
To access the Match Bank Data and Reconcile Account Statement pages, your role requires the Reconcile permission. For details, see [Permissions for Banking Features](#).
2. From the **Account** list, select the bank or credit card account for which you want to view your imported data.

Note: If you want to use the Match Bank Data and Reconcile Account Statement pages for an existing account, check the **Use Match Bank Data and Reconcile Account Statement Pages** box on the account record. NetSuite automatically checks this box for newly-created accounts. For details, see the help topic [Editing an Account](#).

NetSuite displays the Imported Bank Data and Account Transactions for the selected account.

3. To view the list of imported bank lines for the account that requires matching, look at the Imported Bank Data grid in the **To Be Matched** subtab.
4. To view account transactions that NetSuite has automatically matched against your imported data, click the **Review** subtab.
5. To validate the integrity of your imported account statement, review the following information in the **To Be Matched** and **Review** subtabs:
 - **Date** – The date on which the transaction occurred.
 - **Type** – The type of transaction, such as Check, Payment, Deposit, and Interest.
 - **Tran No.** – The transaction ID, if available.
 - **Name** – The name of the merchant or payee.
 - **Memo** – The memo for the transaction, if available.
 - **Amount** – The transaction amount.

6. To view excluded imported data, including duplicate bank lines, click the **Excluded** subtab.

NetSuite detects a duplicate when all of the following criteria are met:

- All transaction fields from the preceding step are identical to the fields of an existing transaction from a previous import.
- Both transactions belong to the same financial institution account and have the same currency.
- Both transactions have the same unique identifier. For details, see the `uniqueId` parameter in `createNewTransaction()`.

If the transaction is not a duplicate, click **Restore**. For more information, see [Restoring Excluded Imported Bank Lines](#).

To match and reconcile your data, see [Bank Data Matching and Reconciliation](#).

Viewing Imported Data on the Automated Cash Application Page

You can view imported bank or credit card lines on the Automated Cash Application page, provided that the following criteria are met:

- The bank lines contain a positive amount.
- The bank lines have never been matched to an existing account transaction in NetSuite, which was subsequently submitted on the Match Bank Data page. If an existing transaction was matched and submitted, NetSuite permanently removes the corresponding imported bank line from the Automated Cash Application page.

The Automated Cash Application feature enables you to automatically generate a batch of customer payments in NetSuite and apply them to open invoices. The generated customer payments are then automatically matched and cleared in the system.

To view imported data on the Automated Cash Application page:

1. Go to Transactions > Bank > Automated Cash Application.
To use the Automated Cash Application feature, your user role requires certain permissions. For details, see [Permissions for Banking Features](#).
2. From the **Account** list, select the bank or credit card account for which you want to view your imported data.
NetSuite displays a list of imported bank lines for the account that NetSuite was unable to find matching payments for.



Important: Not all bank lines on the Automated Cash Application page are necessarily payments.

3. (Optional) Filter the list of incoming bank lines. See [Filtering Imported Bank Lines](#).
4. To validate the integrity of your imported account statement, review the following information in the data grid on the Automated Cash Application page.
 - **Type** – The type of transaction, such as Payment, Deposit, and Interest.
 - **Date** – The date on which the transaction occurred.
 - **Ref No.** – The transaction ID, if available.
 - **Payor** – The name of the merchant or payor
 - **Memo** – The memo for the transaction, if available.
 - **Customer** – The customer associated with the transaction.
 - **Amount** – The transaction amount.

For more information on using the Automated Cash Application feature, see [Generating Customer Payments](#).

To match and reconcile your data, see [Bank Data Matching and Reconciliation](#).

Viewing Imported Corporate Card Expenses


When you import corporate card charges using a format profile, NetSuite stores them in the Imported Employee Expenses list. When new expenses are available, employees receive an email notification and a reminder in the Reminder portlet on the NetSuite Home page. You can click the link in the notification or reminder to see a list of your imported expenses.

If you have the Administrator role, you can view and validate expense lines for every employee, daily.

To view imported corporate card expenses:

1. Go to Transactions > Employees > Imported Employee Expenses. Alternatively, do the following:
 - a. On the Home dashboard, go to the Reminders portlet.
NetSuite displays the number of imported expense report charges waiting to be expensed.
 - b. Click **Expense Report Charges Waiting**.

The Imported Employee Expenses list appears. If you have the Administrator role, expenses for all employees appear. Otherwise, only your expenses appear.
2. Before you add expenses to an expense report, you should validate the integrity of your expenses by reviewing the following transaction details:


 **Note:** If you have the Administrator role, you can validate expense lines for all employees daily.

- **Employee** – The employee to which the expense applies.
- **Status** – The status of the expense, which can be the following:
 - **Failed** – The expense could not be imported. Contact your administrator for assistance.
 - **Ignored** – An expense excluded from the expense report. You can ignore expenses by selecting them and clicking **Ignore Selected**.
 - **Pending** – There was a problem linking the charge to this employee. The associated employee record could contain an error such as a typo in the cardholder name that needs addressing. Contact your administrator for assistance.
 - **Processed** – This expense has already been added to an expense report.
 - **Ready** – You can add this expense to an expense report. To add expenses to expense reports, select expenses and click **Add to New Expense Report**.
- **Date** – The date on which the expense occurred.
- **Amount** – The amount charged to the corporate card.
- **Expense Category** – The category of the expense.
- **Memo** – The memo for the expense, if available.
- **Corporate Card** – The corporate card to which this expense was charged.

For more information on this page, including how to add expense transactions to expense reports, see the help topic [Creating Expense Reports With Imported Transactions](#).

Deleting Imported Statements


If there is a problem, you can delete an unreconciled bank, credit card, or corporate card statement if it was imported manually.

 **Important:** Once you reconcile a statement, you cannot delete or change the imported file. You also cannot delete a file that was automatically imported.

The Delete Import option enables you to delete an account statement when the following criteria are met:


- The import was successful.
- The import was manual.
- The account statement is unreconciled.

If you delete a statement that contains matched transactions, NetSuite undoes the matches.

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

To delete an imported statement:

1. Go to Transactions > Bank > Banking Import History.
2. For the imported statement you want to delete, click the plus icon to expand the details of the import.

 **Note:** You cannot delete failed or automated imports.

3. Click **Delete Import**.
4. In the confirmation popup message, click **OK**.
NetSuite deletes the statement, including all of its transactions.

Automated Cash Application

You may import bank lines that do not have matching customer payments in NetSuite. The Automated Cash Application feature enables you to automatically generate a batch of customer payments in NetSuite and apply them to open invoices. The generated customer payments are then automatically matched and cleared in the system. To generate customer payments, see [Generating Customer Payments](#).



Tip: Before you manually match transactions, you should use the Automated Cash Application feature to generate all customer payments from imported bank lines and match them. After all customer payments have been handled, you can then manually match the remaining transactions. See [Matching Bank Data](#).

The Automated Cash Application feature displays all imported bank lines with a positive amount for an account and assigns a customer to each transaction if a match is found. For details about how NetSuite matches a customer to a bank line, see [Customer Match Criteria](#).

If a customer match is not found for a bank line and you want to generate a customer payment for it, you need to select a customer. See [Adding or Changing a Customer](#).

When you select a customer, you can create a customer mapping rule that the system can remember and use for future incoming bank lines. For details on customer mapping rules, see [Customer Mapping Rules for Automated Cash Application](#).

If a bank line specifies invoice numbers, the system displays the specified invoices to which the payment will be applied. Otherwise, the system provides a list of suggested invoices to which the payment can be applied. The system automatically allocates payment amounts to invoices that you can adjust as needed. To review invoices for a bank line, see [Reviewing Invoices for an Imported Bank Line](#).

To use the Automated Cash Application feature, your user role requires certain permissions. For details, see [Permissions for Banking Features](#).

This section includes the following topics:


- [Setting Accounting Preferences](#)
- [Generating Customer Payments](#)
- [Filtering Imported Bank Lines](#)
- [Adding or Changing a Customer](#)
- [Customer Match Criteria](#)
- [Customer Mapping Rules for Automated Cash Application](#)
- [Reviewing Invoices for an Imported Bank Line](#)
- [Viewing Open Invoices for a Customer](#)
- [Including or Excluding Invoices from Payment Application](#)
- [Troubleshooting Missing Records from the Customer Dropdown List](#)
- [Checking the Process Status for Generated Payments](#)

Setting Accounting Preferences


To set accounting preferences, go to Setup > Accounting > Accounting Preferences.

To determine how NetSuite applies payments that are missing invoice numbers, set the **Apply Payments Without Invoice Numbers** preference, which is on the General subtab, in the Accounts Receivable section.

From the list, select your preferred handling method for generated customer payments that are missing invoice numbers:


 **Note:** The method you choose determines how NetSuite suggests invoices for payment application when the imported bank line does not specify invoice numbers.

- **Apply by payment amount first, then to oldest invoice** – NetSuite makes the following suggestions:
 - If an invoice has an amount due equal to the payment, NetSuite suggests that invoice for payment application. The system does not consider discounts or the preallocated amount due of an invoice.
 - If no invoice contains an amount due equal to the payment, NetSuite suggests the customer's oldest invoice (or invoices) for payment application. The system determines the oldest invoices based on the **Aging Reports Use** preference, which uses the due date or transaction date. If your aging preference is set to **Due Date** but your invoices do not specify one, the system suggests the oldest invoice using the transaction date.

 **Note:** If multiple invoices have the same amount due as the payment, NetSuite suggests the oldest invoice from the group for payment application.

By default, NetSuite uses the **Apply by payment amount first, then to oldest invoice** method.


- **Apply to oldest invoice by date of aging preference** – NetSuite suggests the customer's oldest invoice (or invoices) for payment application. The system determines the oldest invoices based on the **Aging Reports Use** preference, which uses the due date or transaction date. If your aging preference is set to **Due Date** but your invoices do not specify one, the system suggests the oldest invoice using the transaction date.
- **Keep payment unapplied** – NetSuite does not display invoice suggestions for payment application or automatically apply the payment to invoices. You must manually apply the payment to the appropriate invoice (or invoices). See the help topic [Recording a Customer Payment](#).

 **Important:** If you select the first or second option, set the default accounts receivable account to ensure that NetSuite uses the correct account. Use the **Default Receivables Account** preference at Setup > Accounting > Accounting Preferences > Item/Transactions. You can override this preference for a specific customer by defining the **Default Receivables Account** field on the customer record. For more information, see the help topic [Entering Financial Information on the Customer Record](#).

If you do not set a default accounts receivable account, NetSuite applies payments without invoice numbers to the oldest invoices associated with the last used accounts receivable account.

Generating Customer Payments

The Automated Cash Application feature automatically generates customer payments in NetSuite from imported bank lines, and then applies those payments to invoices in NetSuite.

 **Note:** The Automated Cash Application feature does not support multiple customers per bank line. You cannot generate a payment for multiple customers.

To do the following procedure, your role requires certain permissions. For details, see [Permissions for Banking Features](#).

To generate customer payments:


1. If you have not already done so, import your bank data (see [Bank Data Import](#)).
All imported bank lines with a positive amount appear and can be processed on both the Match Bank Data and Automated Cash Application pages. However, it is best practice to first generate all customer payments, and then match the remaining imported bank lines.

2. To open the Automated Cash Application page, you can do one of the following:


- Go to Transactions > Bank > Automated Cash Application.
- If you are on the Match Bank Data page, click **Automated Cash Application** in the top-right corner.

3. From the **Account** list, select the bank or credit card account for which you want to generate customer payments.

NetSuite displays a list of imported bank lines for which NetSuite was unable to find matching payments. An imported line appears if the following criteria are met:


 **Important:** Not all bank lines on the Automated Cash Application page are necessarily payments.

- The bank line contains a positive amount.
- The bank line has never been matched to an existing account transaction in NetSuite, which was subsequently submitted on the Match Bank Data page. If an existing transaction was matched and submitted, NetSuite permanently removes the corresponding imported bank line from the Automated Cash Application page.

 **Note:** If you import bank lines that specify invoices and later change the customer ID or currency on the invoices, NetSuite cannot generate the payments.


4. (Optional) Filter the list of incoming bank lines. See [Filtering Imported Bank Lines](#).
5. If needed, add or change a customer for an imported bank line. For details, see [Adding or Changing a Customer](#).

To generate a payment from an imported bank line, you must select a customer. If a customer name is not selected and no customers are available from the dropdown list, see [Troubleshooting Missing Records from the Customer Dropdown List](#).

 **Tip:** You can create a customer mapping rule from your customer selection that the system can remember and use for similar bank lines that get imported. See [Creating Customer Mapping Rules](#).

The field in the Customer column for an imported bank line is populated if NetSuite achieves an exact, preferred, or partial customer match. See [Customer Match Criteria](#).

6. To review the invoice (or invoices) to which a payment will be applied, click the plus icon in a row. See [Reviewing Invoices for an Imported Bank Line](#).
7. (Optional) To view all open invoices for a customer, click **View Invoices** in the expanded details of a row.

 **Note:** In addition to invoices, NetSuite displays journal entries that have the same general ledger impact as the invoices.

For details, see [Viewing Open Invoices for a Customer](#).

8. To include or exclude open invoices from payment application for a customer, see [Including or Excluding Invoices from Payment Application](#).

9. If you want to generate a payment for a bank line, check the left box. This box is only active for a bank line if a customer is selected.
10. If you do not want to generate a payment for a bank line, clear the box.



Note: You can generate customer payments that do not apply to any invoices, if no invoices are applicable.

11. After reviewing your imported bank lines, making any adjustments, and selecting boxes where appropriate, click **Submit**.

NetSuite displays the confirmation message, which details the number of payments being generated or excluded.

12. Click **OK**.

NetSuite begins the process of generating the payments, applying them to the applicable invoices, and matching them to the imported bank lines.

NetSuite redirects you to the Processed Records page, which displays the processing status of your batch. For details, see [Checking the Process Status for Generated Payments](#).



Important: If you set accounting preferences that make fields such as **Class**, **Department**, and **Location** mandatory, the fields in the customer payments are not populated. If you want to set values for mandatory fields, you need to edit the payment after it is created. See the help topic [Correcting Payments to Invoices](#).

When an invoice number is not specified, the system applies the payment according to your preference settings. See [Setting Accounting Preferences](#).

13. When processing completes, you can view your matched and cleared transactions at Transactions > Bank > Reconcile Account Statement.

Continue with the reconciliation process:

- If required, from the Match Bank Data page, match any unmatched transactions and then submit them. See [Matching Bank Data](#).
- Reconcile the transactions. See [Reconciling Transactions](#).



Note: When a transaction becomes unreconciled, NetSuite does not delete the payment generated by the Automated Cash Application feature. However, the corresponding imported bank line does not reappear on the Automated Cash Application page. Instead, you can find and process the imported bank line on the Match Bank Data page.

Filtering Imported Bank Lines

On the Automated Cash Application page, you can filter imported bank lines.

To filter imported bank lines:


1. Go to Transactions > Bank > Automated Cash Application.
2. From the **Account** list, select the appropriate bank or credit card account.

NetSuite displays a list of all bank lines for which NetSuite was unable to find matching payments.

If the number of bank lines in the list exceeds the page limit, click the arrows to see the next or previous page of results.

3. Filter your data:

- To switch from a list of all bank lines to only the bank lines excluded from payment generation, click **Show Excluded Only**.


 **Note:** **Show Excluded Only** is only applicable if the box is checked for one or more bank lines.

- To search for specific text or numbers on the page, in the **Search** field, start typing the text or number value. As you type, NetSuite narrows the results in the list.

When entering a date, use a date format consistent with the displayed format on 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 modify the date range for bank lines in the list, enter or select the dates in the **From** and **To** fields.

Adding or Changing a Customer

On the Automated Cash Application page, you can add or change customers for imported bank lines.

 **Note:** The Automated Cash Application feature does not support multiple customers per bank line. You cannot generate a payment for multiple customers.

To add or change a customer:

1. Go to Transactions > Bank > Automated Cash Application.
2. From the **Account** list, select the bank or credit card account for which you want to generate customer payments.

NetSuite displays a list of imported bank lines for which NetSuite was unable to find matching payments. A bank line can have one of the following statuses:
 - **Ready To Submit** – A customer is selected, and the box for the imported bank line is checked and ready for submission. If a customer name is populated and an invoice number is specified, this status automatically appears.
 - **To Review** – A customer is selected, and the box for the imported bank line is active and cleared. You can check the box. If you want, you can expand the row to review the invoice (or invoices) to be applied.
 - **No Customer** – A customer is not selected, so the box for the imported bank line is inactive. To make the box active, you must select a customer.
3. From the dropdown list in the **Customer** column, select the appropriate customer for the imported bank line. By default, the list displays the first 1,000 results returned by the system. If you do not see the customer, in the field in the Customer column, start typing the name of the customer to narrow your search results.

If no customers are available from the dropdown list, see [Troubleshooting Missing Records from the Customer Dropdown List](#).

Note: A customer name is populated for an imported bank line if NetSuite achieves an exact, preferred, or partial customer match. See [Customer Match Criteria](#). If the customer name is missing or incorrect, you must select the appropriate customer to generate a payment.

Important: Only customers with the same currency and subsidiary (if applicable) as the selected account are available for selection.

4. In the confirmation window, do one of the following:

- To create a new customer mapping rule, click **Make Rule**.

You should choose this option if both of the following are true:

- Your imported bank line contains a Payor or Memo value uniquely tied to the selected customer.
- You want NetSuite to apply this selected customer to future similar bank lines.

NetSuite selects the customer and creates a customer mapping rule. Customer mapping rules enable the system to remember your customer selection for similar bank lines that get imported, based on the **Payor** and **Memo** field. For more information, see [Customer Mapping Rules for Automated Cash Application](#).

Note: If you have an existing customer mapping rule that contradicts your new rule, your new rule overwrites the existing one.

- If you do not want to create a customer mapping rule for the customer selection, click **Don't Make Rule**.

You should choose this option if either of the following is true:

- You are making a customer selection that you want NetSuite to only apply to the current bank line and not to others.
- The Payor and Memo values are generic and do not have any unique tie to the selected customer.



NetSuite selects the customer but does not create a customer mapping rule.

After you click **Make Rule** or **Don't Make Rule**, the box for the bank line becomes active. The system suggests open invoices for the newly-selected customer based on your accounting preferences. See [Reviewing Invoices for an Imported Bank Line](#).

Customer Match Criteria

The Automated Cash Application feature matches customers to imported bank lines based on the following criteria:

Match Type	Conditions	Details
Exact Match	<p>The imported bank line must specify either of the following in the appropriate fields:</p> <ul style="list-style-type: none"> ■ Customer name ■ Customer ID ■ Invoice number or numbers 	<p>If the conditions for an exact match are met and the customer or invoice information in the bank line is correct, NetSuite displays the name of the associated customer.</p>

Match Type	Conditions	Details
	<p> Note: In a CSV file, invoice numbers must be specified in the Invoice Number column. If there are multiple invoice numbers for a single bank line in a CSV file, certain formatting requirements apply. For details, see Preparing CSV Files for Import.</p>	<p>If the bank line contains incorrect customer or invoice information, an exclamation mark icon appears next to the field in the Customer column. To see which information is incorrect, hover over the exclamation mark icon.</p> <p>If the bank line specifies invoice numbers belonging to different customers, the system identifies the customer of the first invoice specified and displays an exclamation mark icon. To view other invoices specified in the bank line, select the appropriate customer.</p> <p> Note: The Automated Cash Application feature does not support multiple customers per bank line.</p>
Preferred Match	<p>You must have a customer mapping rule the system can use to identify a customer. The rule must contain values similar enough to the Payor and Memo fields in future imported bank lines that NetSuite can identify the appropriate customer. To compare rule values to future imported bank lines, the system transforms the values by removing white space, numbers, special characters, and capitalization.</p> <p>To create a customer mapping rule, see Adding or Changing a Customer.</p> <p>To view customer mapping rules, see Viewing Customer Mapping Rules.</p>	<p>When NetSuite is unable to achieve an exact match, NetSuite uses any existing customer mapping rules to try to identify a customer. Customer mapping rules enable the system to remember a customer selection for similar bank lines that get imported, based on the Payor and Memo field.</p> <p>In the bank line, NetSuite looks for payor and memo values similar to the values listed in the rule to map to the appropriate NetSuite customer. NetSuite looks at the payor value first and the memo value second.</p>
Partial Match	<p>You have a bank line with a payor or memo value similar enough to a customer name that the system can identify that customer as a potential match.</p>	<p>If NetSuite cannot perform an exact or preferred match, NetSuite performs a partial match. A partial match uses a similarity algorithm to compare the contents of Payor and Memo fields in incoming bank lines to the names of applicable NetSuite customers.</p> <p>The algorithm uses both characters and word length to try to identify a customer to whom an imported bank line may belong. If the wrong customer is selected, which can occur if customers are too similarly named, select the right customer and create an associated mapping rule.</p>

If NetSuite is not able to identify a customer, the field in the Customer column is not populated. In this scenario, an exclamation mark icon always appears next to the field. Blank fields in the Customer column most commonly occur for non-payment bank lines that do not specify customer information, such as deposits. To view error details, hover over the exclamation mark icon.

If the field in the Customer column is blank, you must select a customer. See [Adding or Changing a Customer](#).

If no customers are available from the dropdown list, see [Troubleshooting Missing Records from the Customer Dropdown List](#).

Customer Mapping Rules for Automated Cash Application

When you select a customer for an imported bank line on the Automated Cash Application page, you have the option to create a customer mapping rule. When a customer mapping rule is created, NetSuite saves an association from the **Payor** and **Memo** fields of the imported bank line to the selected customer. The next time you receive a bank line without customer information, NetSuite uses the rule to try to find an associated customer. The system compares payor and memo values in the bank line with those specified in the rule.

To create a customer mapping rule, see [Creating Customer Mapping Rules](#).

To view customer mapping rules, see [Viewing Customer Mapping Rules](#).

To remove a customer mapping rule, see [Removing Customer Mapping Rules](#).


Creating Customer Mapping Rules

On the Automated Cash Application page, you can create a customer mapping rule for an imported bank line when you add or change a customer. You should create a customer mapping rule if both of the following are true:

- Your imported bank line contains a Payor or Memo value uniquely tied to the selected customer.
- You want NetSuite to apply this selected customer to future similar bank lines.

To create a customer mapping rule:

1. Go to Transactions > Bank > Automated Cash Application.
2. From the **Account** list, select the bank or credit card account for which you want to create a customer mapping rule.
NetSuite displays a list of imported bank lines for which NetSuite was unable to find matching payments.
3. From the dropdown list in the **Customer** column:
 - If no customer name is selected for an imported bank line, select or enter the name of the appropriate customer. By default, the list displays the first 1,000 results returned by the system. If no customers are available from the dropdown list, see [Troubleshooting Missing Records from the Customer Dropdown List](#).
 - If a customer name is selected but is incorrect, select or enter the name of the correct customer.
 - If a customer name is selected, correct, and not read-only, do the following:
 1. Click the field of the customer name.
 2. To clear the field, click the X icon that appears.
 3. Select or enter the name of the customer again.

 **Note:** If NetSuite finds an exact match for an imported bank line and the customer or invoice information is correct, the box for the bank line is automatically checked. The customer name is read-only and you cannot create a customer mapping rule.

4. In the confirmation window, click **Make Rule**.


NetSuite selects the customer and creates a customer mapping rule. If you have an existing customer mapping rule that contradicts your new rule, your new rule overwrites the existing one. To view your newly-created rule, see [Viewing Customer Mapping Rules](#).

Viewing Customer Mapping Rules

When you create a customer mapping rule on the Automated Cash Application page (see [Creating Customer Mapping Rules](#)), NetSuite displays the rule in the Customer Mapping Rules window.


To view customer mapping rules:

1. Go to Transactions > Bank > Automated Cash Application.
2. From the **Account** list, select the appropriate bank or credit card account.
NetSuite displays a list of bank lines for which NetSuite was unable to find matching payments.
3. To view your customer mapping rules, click **View Customer Mapping Rules**.
This button is only active if you have selected an account.
The Customer Mapping Rules window appears, which displays a grid of the customer mapping rules for your account, if any exist. Each rule contains a saved association from the Payor and Memo fields of an imported bank line to a customer in NetSuite. The **Payor Similar To** and **Memo Similar To** columns display the information NetSuite uses to match incoming bank lines to the value in the **Customer** column.

 **Note:** The values for **Payor Similar To** and **Memo Similar To** do not need to match exactly the **Payor** and **Memo** fields of future imported bank lines. They only need to be similar enough for NetSuite to identify an appropriate customer.

When comparing rule values to future imported bank lines, the system transforms the values by removing white space and capitalization. For example, NetSuite may assign an imported bank line with the payor "Will Burr" to a customer mapping rule with the payor "Wilbur".

If words within the **Payor** or **Memo** field of imported banked lines contain numbers or special characters, the system ignores those words when performing mapping. For example, NetSuite maps the payor "L'Oreal Shampoo" to simply "Shampoo". If all words within the **Payor** field (or **Memo** field) contain numbers or special characters, NetSuite maps to the reduced value, "".


 **Warning:** You can only have one customer mapping rule that maps to the same reduced value. For example, if you have an existing mapping for the payor "Mary's Fit4Less" and you create a new mapping for the payor "Go2Gym!", the new mapping overwrites the existing one as they both reduce to "". Imported bank lines containing the payor "Mary's Fit4Less" would subsequently map to "Go2Gym!".

4. To filter the list of customer mapping rules:
 - In the **Search** field, start typing a value contained within a rule you want to search for. You can search for values contained within the following columns:
 - Payor Similar To
 - Memo Similar To


- Customer

As you type, NetSuite narrows the results in the list.


- To switch from a list of all rules to only active rules, click **Show Active Only**.
- To filter by customer name, select a customer from the **Customer** dropdown list.

 **Note:** On the Automated Cash Application page, the Customer list only displays customer names included in the Customer Mapping Rules window.

- To make a rule inactive, clear the **Active** box.

 **Note:** Any changes to your rules are immediately saved. The **Payor Similar To**, **Memo Similar To**, and **Customer** values are read-only fields.

By default, customer mapping rules are active.

 **Important:** NetSuite does not run the Automated Cash Application when you manually run reconciliation rules from the Match Bank Data page.


- To remove a customer mapping rule, see [Removing Customer Mapping Rules](#).
- When you are done reviewing your rules, click **Close**.

Removing Customer Mapping Rules

If you no longer need a customer mapping rule, you can remove it.

To remove a customer mapping rule:

- Go to Transactions > Bank > Automated Cash Application.
- From the **Account** list, select the appropriate bank or credit card account.
NetSuite displays a list of bank lines for which NetSuite was unable to find matching payments.
- To view your customer mapping rules, click **View Customer Mapping Rules**.

 **Tip:** If you do not want the system to use the rule now but may have use for it later, clear the **Active** box instead.



- For the rule you want to remove, click the delete icon.
- In the confirmation window, click **OK** to remove the rule (or **Cancel** to keep the rule).
When you delete a rule, the system removes it from the list of customer mapping rules and no longer uses it when identifying customers.
Any changes to your rules are immediately saved.

Reviewing Invoices for an Imported Bank Line

On the Automated Cash Application page, you can review the invoices to which payments will be applied, along with payment amounts the system automatically allocates to invoices.


To review invoices for an imported bank line:

- To open the Automated Cash Application page, you can do one of the following:
 - Go to Transactions > Bank > Automated Cash Application.

- If you are on the Match Bank Data page, click **Automated Cash Application** in the top-right corner.
 - 2. From the **Account** list, select the appropriate bank or credit card account.
NetSuite displays a list of imported bank lines for which NetSuite was unable to find matching payments. If NetSuite found invoice matches, the associated invoice numbers appear in the Invoice Matches column.
 - 3. For the bank line you want to review, click the plus icon.
The expanded details for the bank line appear.
If the bank line specifies invoices, the system displays the invoices to which it applies the payment, or provides a list of suggested invoices.
The **Applied Amount** fields show the payment amounts NetSuite can apply to each invoice. The system considers whether the invoice is preallocated in other payments. When you click **Submit**, the system applies these amounts to the invoices.
The system displays invoice suggestions based on the **Apply Payments Without Invoice Numbers** preference. For details, see [Setting Accounting Preferences](#).
-  **Note:** When suggesting invoices based on amount, the system does not consider discounts or the preallocated amount of an invoice. A preallocated amount is already assigned to another payment and thus cannot be assigned elsewhere. For example, if an invoice has been assigned to Payment A, that invoice cannot be assigned to Payment B.
-  **Important:** You can only apply payments to invoices that have the same currency as the currency of the account. To create a payment with a different currency than that of the account, see the help topic [Adding Additional Information to a Customer Payment](#).
- 4. (Optional) If needed, select a different customer.
The system resurfaces invoice suggestions, based on the **Apply Payments Without Invoice Numbers** preference. See [Setting Accounting Preferences](#).
If you have a multicurrency customer, the system suggests invoices that share the currency of the imported bank line.
 - 5. (Optional) In the **Applied Amount** field for an invoice (or invoices), adjust the populated value by entering a positive number.
The system recalculates the applied amount values for the other invoices the payment will be applied to. In the **Summary** box, the system also recalculates the payment's applied and unapplied amount.
If you enter a nonnumerical character or a negative number, the system displays an error message. In some scenarios, the system autocorrects the value you enter. For error and warning scenarios, see the help topic [Applied Amount Error and Warning Scenarios](#).
 - 6. If NetSuite displays an invoice you do not want to apply the payment to, you can remove the invoice by clicking the trash icon next to it.
 - 7. To view all open invoices for the customer (along with journal entries that have the same general ledger impact as the invoices), click **View Invoices**. For more information, see [Viewing Open Invoices for a Customer](#).

Applied Amount Error and Warning Scenarios

When you adjust an applied amount for an invoice on the Automated Cash Application page, you might receive an error or warning message, depending on the situation. The following table outlines the error and warning scenarios that can take place when updating an applied amount.

Scenario	Message Type	Message Example	Action Item
You paste a nonnumerical character or negative number.	Error	Applied Amount Not Accepted For Invoice A, enter a positive number in the Applied Amount field.	In the Applied Amount field for your invoice, enter a positive number that does not exceed the amount due or the associated payment amount. <div>  Note: Pasting a value results in an error. </div>
The invoice is preallocated to other payments and you try to enter an amount greater than the amount due after other preallocations are subtracted.	Warning	Applied Amount Autocorrected Invoice A has been matched with other imported payments. We adjusted the invoice's applied amount accordingly.	(Optional) Adjust the applied amount for your invoice, as needed.
The payment does not have the requested amount left after considering other invoices preallocated in this payment.	Warning	Applied Amount Autocorrected The applied amount for Invoice A exceeded the payment amount for Payment A. We adjusted the invoice's applied amount accordingly.	
You enter an amount greater than the payment amount.	Warning	Applied Amount Autocorrected The applied amount for Invoice A exceeded the payment amount for Payment A. We adjusted the invoice's applied amount accordingly.	
You enter an amount greater than the amount due for the invoice.	Warning	Applied Amount Autocorrected For Invoice A, the applied amount exceeded the amount due. We adjusted the invoice's applied amount accordingly.	

To view invoices and update applied amounts, see [Reviewing Invoices for an Imported Bank Line](#).

Viewing Open Invoices for a Customer

On the Automated Cash Application page, you can view all open invoices for a customer.

To view open invoices for a customer:

- To open the Automated Cash Application page, you can do one of the following:
 - Go to Transactions > Bank > Automated Cash Application.
 - If you are on the Match Bank Data page, click **Automated Cash Application** in the top-right corner.

2. From the **Account** list, select the appropriate bank or credit card account.

NetSuite displays a list of imported bank lines for which NetSuite was unable to find matching payments. If NetSuite found invoice matches, the associated invoice numbers appear in the Invoice Matches column.

3. For the bank line you want to review, click the plus icon.

The expanded details for the bank line appear.

If the bank line specifies invoices, the system displays the invoices to which it applies the payment, or provides a list of suggested invoices.

4. To view all open invoices for the customer (along with journal entries that have the same general ledger impact as the invoices), click **View Invoices**.

The View Invoices window appears, which displays the following:

- The imported bank line associated with the customer
- A grid of all the open invoices for the customer. These invoices may be associated with another imported bank line, and they may not have any unapplied amount left.



Note: The **Amount Due** value is the amount due on the invoice, without any subtraction of allocated amounts.

If the customer does not have any open invoices, the grid is not populated.

Next to each invoice is a box. A checked box indicates that the invoice is currently included in the payment application for the customer.

By default, the grid of invoices is loaded and sorted according to the **Aging Reports Use** preference. If you want, you can sort the grid to your liking.

To include or exclude open invoices from payment application for the customer, see [Including or Excluding Invoices from Payment Application](#).

Including or Excluding Invoices from Payment Application

On the Automated Cash Application page, you can include or exclude open invoices from payment application for a customer.

To view open invoices for a customer, see [Viewing Open Invoices for a Customer](#).

To include or exclude invoices from payment application:

1. Go to Transactions > Bank > Automated Cash Application.

2. From the **Account** list, select the appropriate bank or credit card account.

NetSuite displays a list of imported bank lines for which NetSuite was unable to find matching payments. If NetSuite found invoice matches, the associated invoice numbers appear in the Invoice Matches column.

3. For the bank line you want to review, click the plus icon.

The expanded details for the bank line appear.

If the bank line specifies invoices, the system displays the invoices to which it applies the payment, or provides a list of suggested invoices.

4. To view all open invoices for the customer (along with journal entries that have the same general ledger impact as the invoices), click **View Invoices**.

The View Invoices window appears, which displays the following:

- The imported bank line associated with the customer
- A grid of all the open invoices for the customer. These invoices may be associated with another imported bank line, and they may not have any unapplied amount left.

Note: The **Amount Due** value is the original amount due on the invoice, without any subtraction of allocated amounts.

If the customer does not have any open invoices, the grid is not populated.

Next to each invoice is a box. A checked box indicates that the invoice is currently included in the payment application for the customer.

By default, the grid of invoices is loaded and sorted according to the **Aging Reports Use** preference. You can sort the grid to your liking.

5. To include or exclude invoices from payment application, check or clear the associated boxes.
6. Click **Save**.

The system automatically reloads the invoice cards for all bank lines assigned to the customer and allocates amounts to each invoice. Invoices included in the payment application appear. Any invoices excluded from payment application no longer appear.

Troubleshooting Missing Records from the Customer Dropdown List

There may be cases where NetSuite cannot suggest any customer matches for imported bank lines, nor can it display customers in the Customer dropdown list. The subsequent table outlines the possible causes for this scenario, along with solutions for each given scenario.

Cause	Solution
No customer records share the same currency and (if applicable) subsidiary as the selected account.	Modify an existing customer record accordingly. Alternatively, create a new customer record that shares the same currency and (if applicable) subsidiary as the account selected. For details on managing customer records, see the help topic Customers .
Customer records share the same currency and (if applicable) subsidiary as the selected account. However, these records are all inactive.	Activate the customer record or records. For instructions, see Activating Customer Records .

When you have a customer record that shares the same currency and (if applicable) subsidiary as your account, you should now be able to generate payments. See [Generating Customer Payments](#).


Activating Customer Records

If customer names do not appear on the Automated Cash Application page, it can be because the customer records to which NetSuite can apply payments are inactive. To generate payments, you must first activate one or more of these customer records.

Note: The system applies generated payments to customer records that share the same currency and (if applicable) subsidiary as the account selected on the Automated Cash Application page.

To activate a customer record:

1. Go to Lists > Relationships > Customers (Administrator), and then check the **Show Inactives** box. NetSuite displays all inactive customer records.
2. Click **Edit** next to the customer record you want to activate.
The customer record opens.

 **Tip:** Look for records that share the same currency and (if applicable) subsidiary as your account. You can check the **Primary Currency** field in the **Financial** subtab. The subsidiary of the customer, if applicable, is populated in the following places:

- **Primary Subsidiary** field, in the Classification section.
- **Primary Subsidiary** column, on the Customers page.

3. Click the **System Information** subtab and clear the **Inactive** box.
4. Click **Save** to save your changes.

You should now be able to generate payments for this customer. See [Generating Customer Payments](#).

Checking the Process Status for Generated Payments

After you generate a batch of payments, 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 > Automated Cash Application > Status.

To keep updating the page, click **Refresh**.

The Process Status page shows the following information:


- Submission ID – A unique identifier of the batch processing job.
- Process Type – When generating payments, the process type is Auto Cash.
- 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 generated transactions are now available on the Confirm Transaction Matches page.

Bank Data Matching and Reconciliation


 **Note:** To use the Match Bank Data and Reconcile Account Statement pages, you must have the proper permissions assigned to your role. For details, see [Permissions for Banking Features](#). If you want to use the pages for an existing account, check the **Use Match Bank Data and Reconcile Account Statement Pages** box on the Edit Account page. This box is automatically checked for any new accounts. For details, see [Editing Accounts to Use the Match Bank Data and Reconcile Account Statement Pages](#).

When bank data is imported into NetSuite (see [Bank Data Import](#)), the Intelligent Transaction Matching feature runs reconciliation rules to automatically match imported lines to corresponding transactions. You can manually match exceptions and reconcile transactions, without requiring spreadsheets or third-party tools.


If you have account statements but importing them is difficult or not possible, you can mark corresponding account transactions in NetSuite as cleared without importing the matching bank lines.

On the Match Bank Data page, you can view side-by-side grids of imported bank lines and account transactions in NetSuite. You can do the following:

- Match account transactions.
- For transactions with no matching bank line, mark them as cleared pending submission.
- Exclude imported bank lines.
- Review matched and user-cleared account transactions.
- Submit transactions to clear them in the system.

 **Important:** Before you manually match imported bank lines to corresponding account transactions, use the Automated Cash Application feature. This feature enables you to generate matching customer payments in NetSuite from imported bank lines, if applicable. These transactions are then automatically matched and cleared. For more information, see [Automated Cash Application](#).

After you finish manually matching transactions or marking transactions as cleared, submit them. Go to the Reconcile Account Statement page to review the submitted transactions, include or exclude transactions from the reconciliation, and then reconcile the statement.

 **Note:** Customer payments that were generated, matched, and cleared using the Automated Cash Application feature appear on the Reconcile Account Statement page.

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](#).

Information on bank data matching and reconciliation in this topic includes:

- [Intelligent Transaction Matching for Bank Data](#)
- [Reconciling Bank and Credit Card Statements](#)
- [Account Reconciliation Reports](#)
-  [Bank Data Matching Improvements \(20.1\)](#)

Note: This video displays the NetSuite 2020.1 user interface.

Intelligent Transaction Matching for Bank Data

When bank data is imported into NetSuite or you manually run reconciliation rules, the Intelligent Transaction Matching feature matches imported bank data with account transactions. For details on importing bank data, see [Bank Data Import](#). For information about running rules against imported data, see [Manually Running Reconciliation Rules](#).

Intelligent Transaction Matching runs two types of rules against newly imported bank lines (except for in-transit payments) to accomplish this:

Note: Intelligent Transaction Matching does not run rules against account transactions. Any account transactions that are currently matched cannot be matched again, regardless of their reconciliation state.

- **System Rules** – The default matching rules in NetSuite that you cannot modify or remove. Default rules automatically match imported bank lines with existing account transactions. Default rules are listed in the System Rules list (previously named Default Rules) on the Reconciliation Rules page (previously named Reconciliation Matching Rules). For more information, see [Default Reconciliation Rules](#).
- **User Rules** – Custom rules that you can create, edit, and assign the order in which they are run. User rules are listed in the User Rules list on the Reconciliation Rules page, and they include the following:
 - **Matching rules** – Automatically match imported bank lines with existing account transactions. Intelligent Transaction Matching identifies a match for an imported bank line if an account transaction in NetSuite meets the criteria you specify in the rule. Matching rules are created and edited on the Reconciliation Rules page. You can apply a matching rule to multiple accounts. For more information, see [Creating User Transaction Matching Rules](#).
 - **Auto-create rules** – Automatically create and match the following transaction types:
 - Deposits and charges for general ledger bank accounts
 - Charges and refunds for general ledger credit card accounts
 Intelligent Transaction Matching identifies an imported bank line that meets the criteria specified in the rule, and then creates a corresponding account transaction and matches it. Auto-create rules are edited on the Reconciliation Rules page but are generated from the Match Bank Data page, during a one-to-one match. Unlike matching rules, you can only apply an auto-create rule to a single account. For details, see [Generating Auto-Create Rules](#).

For details on how NetSuite uses system and user matching rules to group transactions, see [Grouping Multiple Transactions](#).

To view automatically matched transactions, go to Transactions > Bank > Match Bank Data and then click **Review**.

On the **Review** 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.

In-Transit Payment Matching

In-transit payments are non-posting and thus are ineligible for matching using system or user rules. Instead, Intelligent Transaction Matching matches in-transit payments using a built-in rule that is not visible to you. This rule requires the transaction number and amount of the in-transit payment to match those of the imported bank line. In addition, the imported bank line must be a Payment type.

For more information on in-transit payments, see the help topic [In-Transit Payments](#).

To enable the In-Transit Payments feature, see the help topic [Enabling the In-Transit Payments Feature](#).

Default Reconciliation Rules

Intelligent Transaction Matching runs default matching rules to match imported data with existing account transactions in NetSuite. You can find default rules on the Reconciliation Rules page, although you cannot edit or remove them. The system prioritizes 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) account transaction check number. Intelligent Transaction Matching also attempts to find matches for groups of transactions with the same transaction number.

The date of the account transaction must also be the same as or before the date of the imported bank line.

Therefore, Intelligent Transaction Matching successfully matches the transactions if the transaction number and amount are exact matches, and the date of the account 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 bank line amounts is equal to the sum of the account transaction amounts.

If these criteria are not met, Intelligent Transaction Matching runs the next active system (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 account transaction in NetSuite 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 account 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 account 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 account 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 system (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 account transaction date is the same as or up to 90 days before the imported transaction date.
- The imported amount is equal to the amount of the account transaction in NetSuite.

Intelligent Transaction Matching successfully matches the transactions if:

- The amount and transaction date are both exact matches.
- The amount is an exact match, and the date of the account transaction in NetSuite 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 User Transaction Matching Rules](#).

Creating User Transaction Matching Rules

You can add your own custom matching rules to automatically match imported bank lines with corresponding account transactions in NetSuite. You can also assign the order in which NetSuite runs the rules to find matches.

The next time NetSuite imports bank data or you manually run reconciliation rules, Intelligent Transaction Matching runs and includes your new matching rules. You must specify one or more accounts on which the custom rule should run. NetSuite only runs the custom rule against imported bank lines for selected accounts.

 [ERP: Creating Custom Transaction Matching Rules](#)

For an example of a custom matching rule, see [User Matching Rule Example](#).

For information about transaction types and matching types, see [Transaction Types in Matching Rules](#) and [Bank Transaction Matching Types](#).



Note: To make rules that run on the transaction number, match the Transaction ID from the imported bank line with the NetSuite Check Number. The NetSuite Check Number in the User 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](#).


To create a new matching rule:

1. Go to Transactions > Bank > Reconciliation Rules.
2. On the Reconciliation Rules page, under the User Rules heading, click **New Rule**.
The Matching Rule window pops up. The Accounts subtab is open by default.

3. In the **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 [Permissions for Banking Features](#).

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 **Conditions** subtab.
7. From the **Transaction Type** list, select the first transaction type for this rule condition.

The list contains imported bank lines and account transactions in NetSuite. 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 account transaction in NetSuite. The rule does not run against the Memo field in the transaction line. The memos that appear in the Account Transactions grid on the Match Bank Data 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 account transaction in NetSuite. The rule does not run against the Memo field in the transaction line. The memos that appear in the Accounts Transactions list on the Match Bank Data 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 User Rules heading.
15. To assign the order in which NetSuite runs the rules, use the icon to drag the rules into the desired order.

The next time bank data is imported into NetSuite, the Intelligent Transaction Matching feature runs and includes your new custom matching rules.

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 bank data or general ledger account in NetSuite.

The imported bank data is from the perspective of the financial institution, but account transactions are from your perspective. This means that debits in the bank statement are recorded as credits in the general ledger account, 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 bank line 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.

Imported Bank Data Types	General Ledger Account Transaction Types
ACH	Bill Payments
	Checks
	Customer Payments
	Deposits
	Journal Entries
	Transfers
Checks	Bill Payments
	Checks
	Customer Payments
	Deposits
	Journal Entries
	Transfers
	Credit Card Refunds
Credits	Customer Payments
	Deposits
	Journal Entries
	Transfers
	Credit Card Refunds
Debits	Bill Payments
	Checks

Imported Bank Data Types	General Ledger Account Transaction Types
	Journal Entries
	Transfers
	Credit Card Charges
Deposits	Checks
	Credit Card Refunds
	Customer Payments
	Deposits
	Journal Entries
	Transfers
Fees	Checks
	Credit Card Charges
	Deposits
	Journal Entries
Interest	Checks
	Credit Card Charges
	Deposits
	Journal Entries
Others	Bill Payments
	Customer Payments
	Journal Entries
	Transfers
	Checks
	Deposits
	Credit Card Charges
	Credit Card Refunds
Payments	Bill Payments
	Checks
	Credit Card Refunds
	Deposits
	Journal Entries
	Transfers
Transfers	Bill Payments

Imported Bank Data Types	General Ledger Account Transaction Types
	Checks
	Credit Card Refunds
	Journal Entries
	Transfers

User 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.

In the following 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.

Match on Memo when Date is within Two Days

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**.

Matching Rule

Save Cancel

RULE NAME * Match on Memo and Date within Two Previous Days

Description: Transaction ID (All Imported) equals (ignore prefix) Memo (All NetSuite) AND Date (All Imported) within 2 previous days of Date (All NetSuite)


ACCOUNTS **CONDITIONS**


All rules include the condition to match on equal amount or amount sum by default.

TRANSACTION TYPE	PRIMARY FIELD	OPERATOR	VALUE	TRANSACTION TYPE	COMPARE FIELD	
All Imported	Transaction ID	Equals (Ignore Pref...		All NetSuite	Memo	-
All Imported	Date	Within x Previous ...	2	All NetSuite	Date	- +

Rules for Automatically Creating Transactions

You can use auto-create rules to automatically create and match account transactions with imported bank lines.

 **Tip:** If you have imported bank lines with corresponding customer payments not recorded in NetSuite, you can use the Automated Cash Application feature to generate those payments. When generated, the payments are automatically applied to open invoices. In addition, the payments are automatically matched, cleared, and ready for reconciliation. See [Automated Cash Application](#).

 **Note:** Transactions that are automatically created and matched by auto-create rules do not impact your general ledger account until you submit them on the Match Bank Data page.

If you import bank lines with a recurring Payor/Payee or Memo, auto-create rules look for imported bank lines with the transaction type and Payor/Payee specified by the rule. If the imported bank line has no Payor/Payee, the rule looks for the Memo that was specified.

NetSuite generates auto-create rules from one-to-one matches on the Match Bank Data page, but you can edit the auto-create rules on the Reconciliation Rules page. For more information, see [Generating Auto-Create Rules](#).

Information on auto-create rules in this section includes:

- [Editing Auto-Create Rules](#)

-  [Autocreating Transactions for Reconciliation \(20.2\)](#)

Editing Auto-Create Rules

Auto-create rules contain conditions and actions that you can edit.

Conditions determine the criteria in subsequent imports for which the rule looks. Auto-create rules automatically look for the Payor/Payee first, and the Memo second. You can add additional conditions, if desired. For details, see [Editing Rule Conditions of Auto-Create Rules](#).

Actions are the actions the auto-create rule takes if the conditions are met to automatically create corresponding account transactions from future imports. The actions defined by the rule are pulled from the memorized transaction record. This is a template generated from an account transaction that

the auto-create rule uses to generate future account transactions. You can override the values in the memorized transaction record by modifying the rule's actions.

For details, see [Editing Action Data of Auto-Creat](#)

For information about memorized transactions, see the help topic [Memorized Transactions](#).

Editing Rule Conditions of Auto-Creat

Auto-create rules provide conditions for imported bank lines, based on the imported bank line that was used to generate the rule. For any imported data that meet these conditions, NetSuite automatically generates a corresponding account transaction and matches it. Auto-create rules are different from matching rules, which match existing transactions.

You can modify and add rule conditions, if needed. If you add multiple conditions, the Transaction Type must be the same.

To edit conditions of auto-create rules:

1. Generate an auto-create rule. See [Generating Auto-Creat](#)
2. Go to Transactions > Bank > Reconciliation Matching Rules.
3. On the Reconciliation Rules page, click the auto-create rule you want to edit.
The Auto-Creat GL Transaction Rule window appears. The **Accounts** subtab is open by default, which cannot be changed.
4. Click the **Conditions** subtab.
The subtab is populated with conditions from the account transaction that was used to generate the auto-create rule.
5. From the **Transaction Type** field, select a transaction type.
Supported transaction types include:
 - All Imported
 - Imported ACH
 - Imported Checks
 - Imported Credits
 - Imported Debits
 - Imported Deposits
 - Imported Fees
 - Imported Interest
 - Imported Others
 - Imported Payments
 - Imported Transfers
6. From the **Primary Field** list, select the first field on which the system runs this auto-create rule condition.
The options available in the list include the following:
 - Amount
 - Date
 - Memo
 - Payor/Payee Name

- Transaction ID

7. From the **Operator** list, select an operator for the rule.

The selected Transaction Type and Primary Field determine which options are available in the list. Operators include:

- Equals** – Specifies that the selected field must be equal to a certain value. For example, the Payor/Payee field must equal the value ESSO.
- Equals (Ignore Prefix)** – Specifies that the selected field must be equal to a certain value, but ignores any alphabetic prefix or leading zeros. For example, the Transaction ID 2134 still matches N2134.
- Before** – Specifies that the selected transaction type date can be before a certain date.
- After** – Specifies that the selected transaction type can be after a certain date.
- Less Than** – Specifies that the selected transaction type amount cannot be less than a certain value.
- Greater Than** – Specifies that the selected transaction type amount cannot be greater than a certain value.
- Contains** – Specifies a value contained in the imported transaction type, payor or payee name, or memo included in the rule. If future imports contain this value, the rule creates account transactions from them.

8. If you need to enter a value input, in the **Value** field, enter the appropriate value.

You can enter a value input for the following operators:

- Equals
- Equals (Ignore Prefix)
- Less Than
- Greater Than
- Contains

9. To add another condition, click the add icon.

The add icon is only active if all fields for the condition are populated.



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

10. To save the auto-create rule, click **Save**.

The new rule appears under the User Rules heading.

11. To assign the order in which NetSuite runs the rules, use the icon to drag the rules into the desired order.

The next time bank data is imported into NetSuite, the Intelligent Transaction Matching feature runs and includes your new rule. To run a rule, see [Running an Auto-Create Rule](#).

Editing Action Data of Auto-Create Rules

An auto-create rule is populated with actions that specify how the rule automatically generates transactions from imported data when the specified rule conditions are met.


By default, action data is sourced from the associated memorized transaction record. A memorized transaction record is a template that NetSuite generates from a matched account transaction. The auto-create rule uses the memorized transaction record to generate future account transactions.

You can override the values in the memorized transaction record by modifying the rule's actions.


 **Note:** The memorized transaction record does not impact the general ledger account.

To edit actions of auto-create rules:


1. Generate an auto-create rule. See [Generating Auto-Create Rules](#).
2. Go to Transactions > Bank > Reconciliation Rules.
3. On the Reconciliation Rules page, click the auto-create rule you want to edit.
The Auto-Create GL Transaction Rule window pops up. The **Accounts** subtab is open by default, which cannot be changed.
4. Click the **Actions** subtab.
The subtab is populated with action data and contains two parts:
 - A row of fields that mirror the line-level information in the associated memorized transaction record. This includes the general ledger account that automatically generated transactions go into, and the payor/payee, class, department, and location the rule looks for in future imports.
 - A grid that specifies how NetSuite obtains the date and memo values for automatically generated account transactions.
 Other fields are automatically copied from the memorized transaction record, including the transaction amount and currency. The Transaction ID is automatically generated.
5. (Optional) To change the general ledger account, from the **GL Account** field, select a different account.
6. (Optional) To change the payor or payee, from the **Payor/Payee** field, select a different name.

 **Note:** To limit scrolling, start entering a name in the **Payor/Payee** field to narrow your search results.

7. Set the **Class**, **Department**, and **Location** fields.
These fields may be mandatory, depending on your company settings. See the help topic [Using Per-Line Classifications](#).
8. To edit the action for the **Date** transaction field, from the **Action** field in the first row, select an action. There are two actions:
 - **Copy from imported bank line** – The Date field in the created transactions is copied from the imported bank line. This action is the default.
 - **Autogenerate** – NetSuite sets the date in the automatically-created transaction to the creation date.

 **Note:** The Date action cannot be removed, and there is no option to add another Date action.

9. To edit the action for the **Memo** transaction field, from the **Action** field in the second row, select an action. There are two actions:

 **Note:** The Memo field listed in the Actions subtab refers to the top-level memo only. To change memos at the line level, you must use the memorized transaction record. For details on memorized transactions, see the help topic [Memorized Transactions](#).

- **Copy from imported bank line** – The Memo field in the created transactions is copied from the imported bank line. When selected, you can copy imported fields into the memo, which appear in the **Value** list:
 - Bank: Amount

- Bank: Date
- Bank: Memo
- Bank: Tran No.
- Bank: Payer/Payee Name

This action is the default.

- **Insert text** – The Memo field in the created transactions contains a value you specify. In the **Value** field, enter text for the memo.



Warning: You can only have one Memo action per rule. If you try to add additional memo actions, you receive an error when you try to save.

10. To view or modify the memorized transaction record associated with the rule, click the link underneath the actions grid. Use the memorized transaction record to change fields or add custom fields.
11. To save the auto-create rule, click **Save**.
The new rule appears under the User Rules heading.
12. To assign the order in which NetSuite runs the rules, use the icon to drag the rules into the desired order.

The next time bank data is imported into NetSuite, the Intelligent Transaction Matching feature runs and includes your new rule. To run a rule, see [Running an Auto-Create Rule](#).

Manually Running Reconciliation Rules

You can manually run reconciliation rules from the Match Bank Data page.



Important: NetSuite does not run the Automated Cash Application feature when you manually run reconciliation rules from the Match Bank Data page.

To manually run reconciliation rules:

1. Go to Transactions > Bank > Match Bank Data.
2. Click **Run Reconciliation Rules**.

All active system and user reconciliation rules run on your latest import. Also, the built-in rule for matching in-transit payments is run.

To see your results, refresh the page and reload your account.

To submit matched transactions, see [Submitting Matched or User-Cleared Transactions](#).

Viewing Reconciliation Rules

NetSuite includes system transaction matching rules to automatically match imported bank lines with existing account transactions in NetSuite. These default matching rules run on all transactions. You can view these rules in the System Rules list (previously named Default Rules) on the Reconciliation Rules page (previously named Reconciliation Matching Rules). For descriptions of the rules, see [Intelligent Transaction Matching for Bank Data](#).

In the User Rules list (previously named Custom Rules), you can add and edit your own custom matching rules, as well as edit auto-create rules. You can assign the order in which NetSuite runs user matching and auto-create rules.

Note: NetSuite has a built-in rule for matching imported bank lines with in-transit payments, but it is not visible to you. This rule is applied if the following criteria are met:

- The transaction numbers exactly match.
- The dollar amounts exactly match.
- The imported bank line is a Payment type.

To view reconciliation rules:

1. Go to Transactions > Bank > Reconciliation Matching Rules.
The Reconciliation Rules page (previously named Reconciliation Matching Rules) displays two sections: System Rules and User Rules. The system rules are in a list that you cannot reorder, but you can inactivate them.
2. To create user matching rules, see [Creating User Transaction Matching Rules](#). To generate auto-create rules, see [Generating Auto-Create Rules](#).
3. To assign the order in which NetSuite runs the user matching and auto-create rules, use the icon to drag the rules into the desired order.
4. To edit custom matching and auto-create rules, see [Creating User Transaction Matching Rules](#) and [Editing Auto-Create Rules](#).
5. To delete a user rule, click the **Delete** icon.

Inactivating Reconciliation Rules

Instead of deleting transaction reconciliation rules, you can temporarily make them inactive.

You cannot delete system rules, but you can inactivate them.

To inactivate reconciliation rules:

1. Go to Transactions > Bank > Reconciliation Rules.
2. Under the **Active** column, in the row for the matching or auto-create 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 uses matching rules to automatically create matches through the system (default) or user 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](#)

To enable NetSuite to automatically create account transactions from incoming transactions and match them, see [Generating Auto-Create Rules](#).

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 bank lines clearly matches the check number in the set of account transactions.



Note: The check number corresponds to the following:

- 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.

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 bank line 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 bank lines by transaction number and then match them with a single account transaction in NetSuite 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 account.

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

For example, you can group two accounts transactions in NetSuite 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 account.

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 bank lines by transaction number and then match them with a group of account transactions in NetSuite 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 bank lines, then account transactions in NetSuite, 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 Bank and Credit Card Statements

 **Note:** This section pertains to the redesigned reconciliation feature. The original reconciliation feature is no longer supported as of NetSuite 2021.1. However, if you are still using the original reconciliation feature and do not want to adopt the redesigned feature yet, see [Bank Account Reconciliation and Reporting](#). To use the redesigned reconciliation feature, see [Editing Accounts to Use the Match Bank Data and Reconcile Account Statement Pages](#).

To reconcile your bank or credit card statement, from beginning to end:


- If necessary, import your bank or credit card data. See [Bank Data Import](#).

 **Note:** As of NetSuite 2021.1, because you can mark transactions without matching bank lines as cleared, this import step is no longer mandatory.

- Use the Automated Cash Application feature to generate customer payments from imported bank lines (if applicable). The feature automatically matches and clears these payments. See [Generating Customer Payments](#).
- Manually match any unmatched imported bank lines or clear account transactions that do not have matching imported bank lines. See [Matching Bank Data](#).
- Submit the transaction matches. See [Submitting Matched or User-Cleared Transactions](#).
- Reconcile the transactions. See [Reconciling Transactions](#).


Editing Accounts to Use the Match Bank Data and Reconcile Account Statement Pages

The Reconcile Bank Statement and Reconcile Credit Card Statement pages are still functional but are no longer supported. If your accounts still use these pages, you should edit your accounts to use the Match Bank Data and Reconcile Account Statement pages. When you migrate a held account statement to these pages, NetSuite automatically clears and moves all held transactions to the Reconcile Account Statement page.

 **Note:** A held statement is one you have begun to reconcile but have chosen to complete later.


To edit accounts to use the Match Bank Data and Reconcile Account Statement pages:

1. Go to Lists > Accounting > Accounts.
2. Click the **Edit** link to the left of the account you want to modify.
The Account page appears.
3. Check the **Use Match Bank Data and Reconcile Account Statement Pages** box.

 **Note:** As of NetSuite 2021.1, the system automatically checks this box for all newly-created accounts.

If this account contains a held statement that you have begun to reconcile but have chosen to complete later, a confirmation message appears. NetSuite gives you two options:

- If you want NetSuite to delete all held statements, click **OK**.
NetSuite checks the box. After you save, NetSuite moves any cleared transactions to the **Review** and **Reconcile** subtabs on the Reconcile Account Statement page. These transactions are cleared and ready for reconciliation.
In the **Review** subtab, these transactions have a **Cleared** label. In the **Reconcile** subtab, you can check the box next to each transaction and then reconcile the statement.
- If you want to reconcile all held statements for the account first before migrating, click **Cancel**.
The box remains cleared. This account is still only available in the **Account** list of the Reconcile Bank Statement and Reconcile Credit Card Statement pages.

 **Warning:** The Reconcile Bank Statement and Reconcile Credit Card Statement pages are still functional but are no longer supported.

If this account contains matched or user-cleared transactions pending submission on the Match Bank Data page, you cannot clear the box until you do one of the following:

- Submit all transactions for the account. See [Submitting Matched or User-Cleared Transactions](#).
- Undo the match or cleared status of each transaction for the account. See [Undoing the Cleared Status of Transactions](#).

4. If you modified your account record, click **Save**.

To match transactions on the Match Bank Data page, see [Matching Bank Data](#). To reconcile cleared transactions on the Reconcile Account Statement page, see [Reconciling Transactions](#).

If your account contains a held statement and you clicked **Cancel** in the confirmation window, reconcile your held statements (see [Reconciling Bank Statements](#)), and then repeat the steps in the above procedure.

For information about editing accounts in general, see the help topic [Editing an Account](#).


Matching Bank Data


When you import bank data into NetSuite, depending on your reconciliation rules, the Intelligent Transaction Matching feature attempts to do the following:

- Automatically match the imported bank lines with the existing account transactions in NetSuite.
- Automatically create and match account transactions with imported bank lines.

For details, see [Intelligent Transaction Matching for Bank Data](#).

For any remaining unmatched transactions, filter the grids and manually select one or more transactions from each grid to match. If your account transactions do not have matching imported bank lines, you can mark them as cleared, pending submission.

 **Note:** Before you match your bank data on the Match Bank Data page, you should first use the Automated Cash Application feature to generate customer payments from imported bank lines and match them. For more information, see [Automated Cash Application](#).

 **Important:** NetSuite removes the cleared or matched status from a transaction (and any other transactions from its match group) if you do any of the following:


- Edit the transaction amount.
- Void the transaction without a reversing journal entry. If you void the transaction with a reversing journal entry, the transaction remains matched or user-cleared.
- Delete the 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 bank lines with account transactions:

1. If you have not already done so, import your bank data (see [Bank Data Import](#)).
2. Go to Transactions > Bank > Match Bank Data.

3. From the **Account** list, select the bank or credit card account for which you want to perform matching, if not already selected.


 **Note:** As of NetSuite 2021.1, all newly-created accounts automatically appear in the **Account** list. If your account does not appear, see [Editing Accounts to Use the Match Bank Data and Reconcile Account Statement Pages](#).


The following fields are populated:


- **Subsidiary** (if applicable).
- **Bank Balance**, if your most recent account statement contains an account balance and statement date.
- **Balance As Of**, if the statement contains a statement date.

If you select an account for which NetSuite failed to import data during the latest import, a popup message displays the most recent import error. For more error details, go to Transactions > Bank > Banking Import History.

If NetSuite successfully imported data to the selected account, the Imported Bank Data and Account Transactions grids are populated. NetSuite displays the imported bank lines and corresponding account transactions that require manual matching for the selected account.


 **Note:** Any bank lines that were processed from the Automated Cash Application page no longer appear on the Match Bank Data page. The corresponding customer payments are automatically cleared in the system and ready for reconciliation.

4. In the Account Transactions grid, identify in-transit payments by looking for the  icon in the row. One or more in-transit payments must be matched with only one imported bank line. For more information on in-transit payments, see the help topic [In-Transit Payments](#). To enable the In-Transit Payments feature, see the help topic [Enabling the In-Transit Payments Feature](#).


 **Note:** The system uses a built-in rule to automatically match an imported bank line with an in-transit payment if the following criteria are met:

- The transaction numbers exactly match.
- The dollar amounts exactly match.
- The imported bank line is a Payment type.

5. To filter the grids, see [Filtering Imported Bank Data and Account Transactions](#).
6. If you require more information on the account transactions, click the links in the Account Transactions grid. See [Viewing Details of Account Transactions](#).
7. On the **To Be Matched** subtab, match transaction items:

 **Note:** Dimmed bank lines are still processing. You cannot check the box next to a dimmed bank line until processing is complete. To see if processing is complete, refresh the Imported Bank Data grid.


- a. Check the box for one item (or multiple items) from the Imported Bank Data grid and then select one item (or multiple items) from the Account Transactions grid. To check or clear all the boxes for items visible in the current page of the Account Transactions grid, use the box in the grid header.

 **Tip:** To avoid performance degradation or timeouts, if you have a high number of transactions, you should make smaller match groups rather than match all transactions at once.

For details about the type of matches you can perform, see [Bank Transaction Matching Types](#).

As you select transactions, NetSuite displays the transactions in the bottom section and updates the amount difference in the **Difference** field.

If the number of items in the bottom section exceeds the page limit, click the arrows to see the next or previous page of results. The **Number of Rows In List Segments** preference determines how many rows the bottom section can display per page. Each page can display a maximum of 500 rows at a time.

 **Tip:** If a corresponding account transaction is missing, you can quickly add and match it from this page. See [Manual Creation of Account Transactions During the Matching Process](#).

- b. When the difference between the selected imported bank line items and account transactions is zero (in the **Difference** field), click **Match**.

If the **Make Auto-Create Rule from Selected Transactions** box is active, the system creates an auto-create rule. The next time reconciliation rules are run, NetSuite automatically creates corresponding transactions from imported bank lines that fulfill certain conditions and matches them. See [Automatic Creation of Account Transactions](#).

NetSuite removes the matched transactions from the **To Be Matched** grid.

- 8. If you have account transactions with no matching imported bank lines, you can mark them as cleared, pending submission. See [Marking Transactions as Cleared](#).
- 9. To exclude imported bank line items from the matching process, see [Excluding Imported Bank Lines From the Matching Process](#).
- 10. To complete matching at a later time, you can navigate to another page.
NetSuite automatically saves the work for the account as you go.
- 11. When you finish matching transactions and marking transactions as cleared, submit them. See [Submitting Matched or User-Cleared Transactions](#).
- 12. (Optional) To view transactions pending submission, click the **Review** subtab. See [Viewing Transactions To Be Submitted](#).

Updating Imported Bank Data

On the Match Bank Data page, you can manually update your bank data for a financial institution account. You should only do this if your account in NetSuite does not contain the latest data from your financial institution or if there was an import error. Otherwise, wait for the next scheduled bank data import. For details on automatic importing, see [Automatic Bank Data Import](#).

Note: To do this procedure, automatic bank data import must be set up for your financial institution. For details, see [Creating Financial Institution Records](#).

Warning: If you are using an SFTP connection (for example, the Auto Bank Statement Import SuiteApp) to retrieve data from multiple accounts, do not do this procedure. The system only retrieves the latest data from the account selected. Data from the other accounts is not retrieved and may get lost in transmission.

To update imported bank data:

1. Go to Transactions > Bank > Match Bank Data.
2. From the **Account** list, select the bank or credit card account for which you want to update your data.

Note: As of NetSuite 2021.1, all newly-created accounts automatically appear in the **Account** list. If your account does not appear, see [Editing Accounts to Use the Match Bank Data and Reconcile Account Statement Pages](#).

The following fields are populated:

- **Subsidiary** (if applicable).
- **Bank Balance**, if your most recent account statement contains an account balance and statement date.
- **Balance As Of**, if the statement contains a statement date.

If you select an account for which NetSuite failed to import data during the latest import, a popup message displays the most recent import error. For more error details, go to Transactions > Bank > Banking Import History. See [Banking Import History](#).

If NetSuite successfully imported data to the selected account, the Imported Bank Data and Account Transactions grids are populated.

3. At the top of the page, click **Update Imported Bank Data**.

If successful, NetSuite displays a message saying that an import is in process. NetSuite retrieves the latest data from your financial institution account. To view the processing status of your import, click **Track your status**.

If unsuccessful, NetSuite updates your imported bank data at the next scheduled import. A manual update fails in the following situations:

- You have not selected an account.
- Your account data is up to date.
- Your account is not configured with a bank connection.
- You have imported bank data within the last 60 minutes.

Note: In previous releases, the threshold was 30 minutes

- There was an error during the data retrieval process.
4. To see the latest data from your financial institution account, refresh the Imported Bank Data grid by clicking the Refresh icon above it.

If the import is done, the Imported Bank Data grid displays the latest data from your account. Dimmed bank lines are still processing. You cannot select these lines for matching or another action until processing is complete. To see if processing is complete, refresh the Imported Bank Data grid again. A high volume of imported bank lines may increase processing time.

The Intelligent Transaction Matching feature automatically matches newly imported data with existing account transactions in NetSuite. To match and reconcile your data, see [Reconciling Bank and Credit Card Statements](#).

Filtering Imported Bank Data and Account Transactions

On the Match Bank Data page, you can filter the Imported Bank Data and Account Transactions grids. You can filter by date range and transaction type, or you can use the Search field to locate specific text or number values. You can also filter content by sorting by columns.

To filter imported bank data and account transactions:

1. If you have not already, do the following:
 - a. Go to Transactions > Bank > Match Bank Data.
 - b. From the **Account** list, select the bank or credit card account.

In the Imported Bank Data and Account Transactions grids, NetSuite displays the imported bank lines and corresponding account transactions that require manual matching.
2. From the **To Be Matched** subtab, you can do the following:
 - 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.
 - To filter by transaction type, from the **Select Type** list, select a transaction type.
 - To filter using the search functionality, 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.
 - To reorder a column, drag it to a new location
 - If the number of items in the grids exceeds the page limit, click the arrows to see the next or previous page of results.
 - If the number of items in the bottom section exceeds the page limit, click the arrows to see the next or previous page of results. The **Number of Rows In List Segments** preference determines how many rows the bottom section can display per page. Each page can display a maximum of 500 rows at a time.

Viewing Details of Account Transactions


If you require more details on the account transactions during the matching process, click the links in the Account Transactions grid.

To view the details of account transactions in NetSuite:

1. If you have not already, do the following:
 - a. Go to Transactions > Bank > Match Bank Data.
 - b. From the **Account** list, select the bank or credit card account.

In the Imported Bank Data and Account Transactions grids, NetSuite displays the imported bank lines and corresponding account transactions that require manual matching.

2. From the **To Be Matched** or **Review** subtab, you can do the following:
 - To view the record of an account transaction, in the row, click the date in the **Date** column or the transaction number in the **Tran No.** column.
NetSuite opens the transaction record in a new window.
 - To view the record of the payer or payee on an account transaction, in the row, click the text in the **Name** column.
 - To view the full information of an account transaction that is too long to fit in a column, point to the field or expand the column width. To resize the column width, drag the column's right border. You can also resize the column width of the Imported Bank Data grid.


 **Note:** The memos that appear in the Account Transactions grid are the Memo field values from the transaction headers, not the transaction line-level memos.

Viewing Transactions To Be Submitted

When you open the Match Bank Data page, the page displays the To Be Matched subtab. This subtab lets you view transactions that need to be matched or marked as cleared. When transactions are matched or marked as cleared, they move to the Review subtab.

The Review subtab displays all transactions pending submission, which can include the following:


- Automatically-matched transactions processed from the Match Bank Data page.

 **Note:** Customer payments generated from the Automated Cash Application are automatically matched, submitted, and ready for reconciliation. The transaction appears on the Reconcile Account Statement page, in the Review subtab.

Transactions generated by an auto-create rule are indicated by the label, To Be Generated. These transactions are generated in your general ledger account when you click **Submit**.

- Manually-matched transactions.
- User-cleared transactions.

When you submit a transaction, the system clears it and you can do reconciliation. You can then view and reconcile the transaction on the Reconcile Account Statement page.

 **Important:** NetSuite removes the cleared or matched status from a transaction (and any other transactions from its match group) if you do any of the following:

- Edit the transaction amount.
- Void the transaction without a reversing journal entry. If you void the transaction with a reversing journal entry, the transaction remains matched or user-cleared.
- Delete the transaction.

To view transactions to be submitted:

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

In the Imported Bank Data and Account Transactions grids, NetSuite displays the imported bank lines and corresponding account transactions that require manual matching.

3. Click the **Review** subtab.

NetSuite displays all transactions pending submission.

Matched and user-cleared transactions are indicated by the Matched and Cleared label in the View Details column.



Note: Transactions that are automatically created and matched by an auto-create rule are indicated by the label, To Be Generated. These transactions are generated in your general ledger account when you click **Submit**.

4. To filter the transactions grid by date or to use the search functionality, see [Filtering Imported Bank Data and Account Transactions](#).

5. To view all the transactions in a match, click **Matched** (previously called View) in the View Details column (previously called Match Details).

The Matched Transaction popup window (previously called Match Details) displays the individual transactions in the match group. Details include date, type, transaction number, name, and amount. If the number of transactions exceeds the page limit, click the arrows to see the next or previous page of results.

If you want to undo the match, you can click **Undo Match**. NetSuite moves the transactions back to the **To Be Matched** subtab.

6. To view a transaction that has been marked as cleared pending submission, click **Cleared** in the View Details column.

The Cleared Transaction popup window appears. Details include the transaction date, type, transaction number, name, and amount.

If you want to undo the cleared status of the transaction, you can click **Undo Clear**. NetSuite moves the transaction back to the **To Be Matched** subtab.

7. To close the Matched Transaction or Cleared Transaction popup window, click **Cancel**.
8. To go back to transactions that have not been matched or marked as cleared, click the **To Be Matched** subtab.

To reconcile all the pending transactions, you must submit them and then reconcile the statement. For details, see [Submitting Matched or User-Cleared Transactions](#) and [Reconciling Transactions](#).

To see a summary of cleared and outstanding transactions for the account, go to Reports > Banking/Budgeting > Reconciliation. From the **Account** and **Statement Date** dropdown lists, select an account and statement date, and then click **Refresh**. For more information, see [Reconciliation Summary Report](#).

Viewing Unmatched Transactions

On the Match Bank Data page, you can view unmatched imported bank data and account transactions in the To Be Matched subtab. When you match or mark a transaction as cleared, it moves to the Review subtab.

To view unmatched transactions:

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

In the Imported Bank Data and Account Transactions grids on the **To Be Matched** subtab, NetSuite displays the list of imported bank data and account transactions for the selected account.

3. To filter the transactions grid by date or to use the search functionality, see [Filtering Imported Bank Data and Account Transactions](#).

Undoing Matched Transactions

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

After transaction matches are submitted and cleared in the system, you can still undo the matches from the **Matched** subtab on the Reconcile Account Statement page. See [Undoing Submitted Transaction Matches](#).



Important: NetSuite unmatches a transaction (and any other transactions from its match group) if you do any of the following:

- Edit the transaction amount.
- Void the transaction without a reversing journal entry. If you void the transaction with a reversing journal entry, the transaction remains matched.
- Delete the transaction.

To undo matches:

1. Go to Transactions > Bank > Match Bank Data.
2. From the **Account** list, select the bank or credit card account.
In the Imported Bank Data and Account Transactions grids, NetSuite displays the imported bank lines and corresponding account transactions that require manual matching.
3. Click the **Review** subtab.
NetSuite displays the list of pending transactions that you can submit.
4. For the transaction match you want to undo, click **Matched** in the View Details column.
The Matched Transaction popup window appears. If the number of transactions exceeds the page limit, click the arrows to see the next or previous page of results.
5. Click **Undo Match**.
NetSuite moves the transactions back to the **To Be Matched** subtab.

If you have transactions that have been marked as cleared but you want to remove the cleared status, see [Undoing the Cleared Status of Transactions](#).

Excluding Imported Bank Lines From the Matching Process


Exclude the imported bank line items that you do not want from the matching process.




Tip: Excluding imported bank data lets you reduce clutter. You can hide bank lines you do not want to match or that you no longer need. Note that transactions you exclude are never deleted or removed.

To exclude imported bank line items from the matching process:

1. Go to Transactions > Bank > Match Bank Data.
2. From the **Account** list, select the bank or credit card account.
In the Imported Bank Data and Account Transactions grids, NetSuite displays the imported bank lines and corresponding account transactions that require manual matching.
3. From the **To Be Matched** subtab, check the boxes for items in the Imported Bank Data grid you want to exclude from matching.

 **Note:** Dimmed items are still processing and cannot be selected for any action until processing is complete. To see if processing is complete, refresh the Imported Bank Data grid by clicking the Refresh icon above it. A high volume of imported bank lines may increase processing time.

4. Click **Exclude**.
NetSuite moves the selected items to the **Excluded** subtab and excludes them from the matching process.

 **Note:** You can only exclude imported bank data. If you select an account transaction, the Exclude button is inactivated and the Match button is activated.

To restore imported bank data, see [Restoring Excluded Imported Bank Lines](#).

Restoring Excluded Imported Bank Lines

If you have excluded imported bank line items, you can restore them so they are included in the matching process.

To restore excluded bank data:

1. Go to Transactions > Bank > Match Bank Data.
2. From the **Account** list, select the bank or credit card account.
In the Imported Bank Data and Account Transactions grids, NetSuite displays the imported bank lines and corresponding account transactions that require manual matching.
3. Click the **Excluded** subtab.
4. Select the transactions you want to restore and click **Restore**.
The items you selected move back to the **To Be Matched** subtab.

Adding Account Transactions During the Matching Process

If account transactions are missing from the Account Transactions grid on the Match Bank Data page, you can do the following:

- Use the Automated Cash Application feature to generate customer payments (if applicable) and automatically match and clear them. See [Generating Customer Payments](#).
- Use auto-create rules to automatically generate account transactions for future imported bank lines and match them. An auto-create rule can generate and match the following types of account transactions:
 - Deposits and charges for general ledger bank accounts

- Charges and refunds for general ledger credit card accounts

See [Automatic Creation of Account Transactions](#).

- Manually add account transactions for unmatched imported bank lines during matching, and then manually match them. You can add a new journal entry, charge, deposit, and credit card refund. See [Manual Creation of Account Transactions During the Matching Process](#).

Note: If an account transaction contains additional mandatory fields, you cannot add the transaction on the Match Bank Data page. Instead, you must create a new transaction outside of the Match Bank Data page. For details, see the following help topics:

- [Making Deposits](#)
- [Writing Checks](#)
- [Entering Company Credit Card Charges](#)

Automatic Creation of Account Transactions

Instead of manually creating individual account transactions and matching them to imported bank lines, you can automate both these processes using auto-create rules. Auto-create rules enable you to automatically create and match the following transactions:

- Deposits and charges for general ledger bank accounts
- Charges and refunds for general ledger credit card accounts

Tip: If you have imported bank lines with corresponding customer payments not recorded in NetSuite, you can use the Automated Cash Application feature to generate those payments. When generated, the payments are automatically applied to open invoices. In addition, the payments are automatically matched, cleared, and ready for reconciliation. See [Automated Cash Application](#).

You can also use auto-create rules to automatically create and match customer payments to existing and future imported bank lines. However, you must manually reconcile these payments and you must manually apply them to invoices.

If you import bank lines with a recurring Payor/Payee or Memo, auto-create rules look for imported bank lines with the transaction type and Payor/Payee specified by the rule. If the imported bank line has no Payor/Payee, the rule looks for the Memo that was specified.

You do not need to manually create an auto-create rule, because the system generates one when certain criteria are met. For details, see [Generating Auto-Create Rules](#).

When an auto-create rule is generated, it automatically creates new account transactions from subsequent imports with the specified values, and then matches them.

For example, whenever an imported bank line with the payor Ben appears without a matching account transaction, the system automatically creates and matches a corresponding account transaction.

Transactions that are automatically created and matched do not impact your general ledger account until you submit them on the Match Bank Data page. For details on submitting transactions, see [Submitting Matched or User-Cleared Transactions](#).


To edit an auto-create rule, see [Editing Auto-Create Rules](#).

To run an auto-create rule, see [Running an Auto-Create Rule](#).

For troubleshooting information, see [Troubleshooting Automatic Transaction Creation Rules](#).


Generating Auto-Create Rules

You can generate an auto-create rule for a bank or credit card account. When you create an account transaction and manually match it with an imported bank line, you can click the **Make Auto-Create Rule From Selected Transactions** box.


 **Note:** An auto-create rule can only be applied to a single account.

NetSuite generates auto-create rules from matches on the Match Bank Data page when these criteria are met:

- You have the **Matching Rules for Online Banking** permission, with create-level access at a minimum.
- You are performing a one-to-one match of a Check, Deposit, Credit Card Charge, or Credit Card Refund.
- Your imported bank line contains a Payer/Payee or Memo.
- The transaction amount is not zero.
- The match difference is zero.
- The account transaction contains only one line item.

 **Note:** Deposits must have a single Other Deposits line item.
All other transactions must have a single Expenses line item.

- The account transaction does not contain a tax code.

 **Note:** Auto-create rules are not currently compatible with tax codes.

If these criteria are met, then the box to automatically create general ledger transactions is active and checked by default. When you match your bank data, the auto-create rule is generated.

The Intelligent Transaction Matching Feature runs this auto-create rule, along with all other matching rules, on subsequent imports. For details, see [Running an Auto-Create Rule](#).

You can add additional rule conditions to the rule and define the actions of the rule. For more information, see [Editing Auto-Create Rules](#).

To generate an auto-create rule:

1. If you have not already done so:
 - a. Import bank or credit card data into your account in NetSuite. See [Bank Data Import](#).
 - b. Go to Transactions > Bank > Match Bank Data.
 - c. From the **Account** list, select the bank or credit card account.

The following fields are populated:

 - **Subsidiary** (if applicable).

- **Bank Balance**, if your most recent account statement contains an account balance and statement date.
- **Balance As Of**, if the statement contains a statement date.

If you select an account for which NetSuite failed to import data during the latest import, a popup message displays the most recent import error. For more error details, go to Transactions > Bank > Banking Import History. See [Banking Import History](#).

If NetSuite successfully imported data to the selected account, the Imported Bank Data and Account Transactions grids are populated.

2. Create a new account transaction to match with an imported bank line.

To add a new account transaction directly on the Match Bank Data page, see the following help topics:

- [Adding New Charges During Matching](#)
- [Adding New Deposits During Matching](#)
- [Adding New Credit Card Refunds During Matching](#)

After you have added the new account transaction, NetSuite displays it in the section below the data grids, as the first entry.

If you cannot add the transaction on the Match Bank Data page because it contains additional mandatory fields, you need to create one using a transaction entry form. See the following help topics:

- [Making Deposits](#)
- [Writing Checks](#)
- [Entering Company Credit Card Charges](#)

3. If you added the transaction outside of the matching process, go back to the Match Bank Data page, and then select the newly created account transaction and the corresponding imported bank line.

NetSuite displays the items in the bottom section of the page, below the data grids.

4. If you added a new transaction directly on the Match Bank Data page without selecting a corresponding imported bank line first, select one now.



Note: Dimmed items are still processing. You cannot check the box for a dimmed transaction until processing is complete. To see if processing is complete, refresh the Imported Bank Data grid by clicking the Refresh icon above it.

5. When the difference between the selected imported bank data item and account transaction is zero (in the **Difference** field), click **Match**.

If the **Make Auto-Create Rule From Selected Transactions** box is checked, an auto-create rule is generated.



Note: If this box is active, NetSuite checks the box by default.

The account transaction moves to the **Review** subtab.

If NetSuite fails to generate an auto-create rule, see [Troubleshooting Automatic Transaction Creation Rules](#).

To run the auto-create rule, see [Running an Auto-Create Rule](#).

To see the newly generated rule, go to the Reconciliation Rules page.

To submit your matched transactions, see [Submitting Matched or User-Cleared Transactions](#).

Troubleshooting Automatic Transaction Creation Rules

If you encounter errors generating an auto-create rule when you click Match, see the following table, which provides error scenarios and troubleshooting steps:

Error	Cause	Recommended Action
Your bank data was matched, but an auto-create rule could not be created. Please enter value(s) for: <i>FieldName1</i> , <i>FieldName2</i> .	The transaction being matched is missing some mandatory fields, so NetSuite is unable to create the memorized template from the transaction.	Ensure that all the required mandatory fields are set on the transaction being matched.
Your bank data was matched, but an auto-create rule could not be created. The transaction date you specified is not within the date range of your accounting period.	The current day is not in a valid accounting period and there is no default accounting period set up.	Add a valid accounting period for the current day or set up a default accounting period. See the help topic Accounting Period Management .
Your bank data was matched, but an auto-create rule could not be created. Try to generate the rule again. For details, see Generating Auto-Create Rules .	This is a general error message that appears when NetSuite cannot return a translatable string. This error may be caused by a service outage. It can also be caused if NetSuite tries to generate a rule despite the match not meeting the necessary criteria. For example, a match with multiple transaction lines cannot generate a rule.	Try again at a later time. If the problem persists, contact Support.

If you are able to generate an auto-create rule when you click Match but are unable to submit the match, see the following table:

Error	Cause	Recommended Action
The Memorized Transaction Record account differs from the imported bank line's account.	The account on the memorized transaction record associated with the rule is different than the account of the rule.	Go to the memorized transaction record and update the account to the same account of the associated rule. In addition, if the intent was to use the new account, create a new rule for a transaction that is associated with that account. See Generating Auto-Create Rules .
The Memorized Transaction Record has more than one line item.	You edit or add lines in the memorized transaction record associated with the rule.	Go to the memorized transaction record. If the record contains more than one line, remove the additional line items.
SuiteScript API error: Please enter value(s) for: <i>FieldName1</i> , <i>FieldName2</i> .	You add mandatory fields to the record form that are not yet set in the memorized transaction record. You may have added custom mandatory fields.	Go to the memorized transaction record and set the mandatory fields
SuiteScript API error: Currency is not valid for entity.	You create a rule with an entity for a record that does not allow the account currency to be set.	Go to the memorized transaction record. For the entity selected, select the same currency as the associated account's.

Running an Auto-Create Rule

To run an auto-create rule, along with any active matching rules, do one of the following:

- Manually initiate the Intelligent Transaction Matching Feature – On the Match Bank Data page, click **Run Reconciliation Rules**.

All active system and user rules run on your latest import.


To see your results, refresh the page and reload your account.

For more details, see [Manually Running Reconciliation Rules](#).

- Initiate the Intelligent Transaction Matching Feature through a bank data import. See [Bank Data Import](#).

Manual Creation of Account Transactions During the Matching Process

If an account transaction is missing from the Account Transactions grid on the Match Bank Data page, you can manually add one during the matching process.

 **Tip:** Before you manually add new transactions, you should use the Automated Cash Application feature to generate matching customer payments in NetSuite from imported bank lines, if applicable. These transactions are then automatically matched and cleared. You should also consider whether you can use auto-create rules to set up automatic transaction creation for future imported bank lines. For more information on generating customer payments and using auto-create rules, see [Generating Customer Payments](#) and [Automatic Creation of Account Transactions](#).

Based on your requirements, you can add a new transaction in one of the following ways:

- Create a new journal entry. See [Adding New Journal Entries During Matching](#).
- For bank or credit card accounts, create a new charge. See [Adding New Charges During Matching](#).
- For bank accounts, create a new deposit. See [Adding New Deposits During Matching](#).
- For credit card accounts, create a new credit card refund. See [Adding New Credit Card Refunds During Matching](#).

If you have added a new journal entry, you need to refresh the Account Transactions grid to see it.

If you have added any other type of transaction, NetSuite displays it in the Account Transactions grid. Also, NetSuite adds the transaction to the bottom section for matching.

To match your data, see [Matching Bank Data](#).

If your imported bank lines contain a recurring Payee/Payor or Memo, you can choose to automate the posting of transactions for this imported data. For details, see [Automatic Creation of Account Transactions](#).

Adding New Journal Entries During Matching

You can create a new journal entry for an imported bank data item directly from the Match Bank Data page.

To create a journal entry during the matching process:

1. Go to Transactions > Bank > Match Bank Data.
2. From the **Account** list, select the bank or credit card account.
3. (Optional) To provide matching data for the new journal entry, from the Imported Bank Data grid, check a box to select an item.

Note: Dimmed items are still processing. You cannot check the box for a dimmed transaction until processing is complete. To see if processing is complete, refresh the Imported Bank Data grid by clicking the Refresh icon above it.

4. Click **Add Journal Entry**.

NetSuite opens your preferred Journal Entry in a new window, and sets a default Date:

- If there are one or more imported bank lines in the bottom section of the Match Bank Data page, the default is the date of the earliest imported line.
- If there are no imported bank lines in the bottom section of the Match Bank Data page, the default is the current date.

Note: The memos that appear in the Account Transactions grid on the Match Bank Data page are the Memo field values from the Journal Entry headers, not the transaction line-level memos.

5. Enter the details. If one or more imported bank lines were selected, some fields are populated for you.
6. When you finish making changes, click **Save**.
NetSuite saves the journal entry.
7. To refresh the Account Transactions grid, click the refresh icon above the pane on the right-hand side.
The new Journal Entry appears in the grid.

For details on creating journal entries, see the help topic [Journal Entries](#).

Adding New Charges During Matching

For bank or credit card accounts, you can create a new charge for an imported bank (or credit card) data item directly from the Match Bank Data page.

Note: Tax codes and tax rates are not available in the Add Charge popup window. If you have a default tax code set up, the charge automatically gets created with the tax code. However, to ensure the transaction amount matches the amount of the corresponding import bank line, the tax rate defaults to zero.

If tax codes are mandatory for your charges, you should first create your charges from the Check or Credit Card Transaction page and then match them. See [Writing Checks](#) or [Entering Company Credit Card Charges](#).

For information on tax codes, see the help topic [Tax Codes Overview](#).

To add a new charge during the matching process:

1. Go to Transactions > Bank > Match Bank Data.
2. From the **Account** list, select the bank or credit card account.
3. (Optional) To provide matching data for the new charge, from the Imported Bank Data grid, check a box to select an item.

Note: Dimmed items are still processing. You cannot check the box for a dimmed transaction until processing is complete. To see if processing is complete, refresh the Imported Bank Data grid by clicking the Refresh icon above it.


4. Click **Add Charge**.

NetSuite displays the Add Charge popup window.

If the selected account is a credit card account, a charge would be a debit.

5. Enter the details for the charge. If an imported bank line was selected, some fields are populated for you.

If the Duplicate Number Warnings preference is set to **Warning** or **Warning and Block** and you enter a check number that already exists, you receive an error popup window. To replace your entry with the next available check number, click **OK**.

 **Note:** The **Payor** list displays the types of entities available for a charge transaction. To limit scrolling, in the **Payor** field, you can start entering the name of a payor to narrow your search results.


6. Click **Add**.
7. To refresh the Account Transactions grid, click the refresh icon above the pane on the right-hand side.

The Account Transactions grid displays the new charge. NetSuite adds the charge to the bottom section, on the right, for matching.

For details on adding charges, see [Writing Checks](#) or [Entering Company Credit Card Charges](#).

Adding New Deposits During Matching

For bank accounts, you can create a new deposit for an imported bank data item directly from the Match Bank Data page.


 **Note:** Tax codes and tax rates are not available in the Add Deposit popup window. If you have a default tax code set up, the deposit automatically gets created with the tax code. However, to ensure the transaction amount matches the amount of the corresponding import bank line, the tax rate defaults to zero.

If tax codes are mandatory for your deposits, you should first create your deposits from the Deposit page and then match them. See [Making Deposits](#).

For information on tax codes, see the help topic [Tax Codes Overview](#).

To add a new deposit during the matching process:

1. Go to Transactions > Bank > Match Bank Data.
2. From the **Account** list, select the bank or credit card account.
3. (Optional) To provide matching data for the new deposit, from the Imported Bank Data grid, check a box to select an item.

 **Note:** Dimmed items are still processing. You cannot check the box for a dimmed transaction until processing is complete. To see if processing is complete, refresh the Imported Bank Data grid by clicking the Refresh icon above it.

4. Click **Add Deposit**.
NetSuite displays the Add Deposit popup window.
5. Enter the details. If an imported bank line was selected, some fields are populated for you.

Note: The **Payor** list displays the types of entities available for a deposit transaction. To limit scrolling, in the **Payor** field, you can start entering the name of a payor to narrow your search results.

6. Click **Add**.
7. To refresh the Account Transactions grid, click the refresh icon above the pane on the right-hand side.

The Account Transactions grid displays the new deposit. NetSuite adds the deposit to the bottom section, on the right, for matching.

For details on adding deposits, see [Making Deposits](#).

For information on deposits in general, see [Deposits](#).

Adding New Credit Card Refunds During Matching

For credit card accounts, you can create a new credit card refund during the matching process, directly from the Match Bank Data page.

Note: Tax codes and tax rates are not available in the Add Credit popup window. If you have a default tax code set up, the credit automatically gets created with the tax code. However, to ensure the transaction amount matches the amount of the corresponding import bank line, the tax rate defaults to zero.

If tax codes are mandatory for your credits, you should first create your credits from the Credit Card Transaction page and then match them. See [Writing Checks](#) or [Entering Company Credit Card Charges](#).

For information on tax codes, see the help topic [Tax Codes Overview](#).

To add a new credit card refund during the matching process:

1. Go to Transactions > Bank > Match Bank Data.
2. From the **Account** list, select the credit card account.
3. (Optional) To provide matching data for the new credit card refund, from the Imported Bank Data grid, check a box to select an item.

Note: Dimmed items are still processing. You cannot check the box for a dimmed transaction until processing is complete. To see if processing is complete, refresh the Imported Bank Data grid by clicking the Refresh icon above it.

4. Click **Add Credit**.
NetSuite displays the Add Credit popup window.
5. Enter the details. If an imported bank line was selected, some fields are populated for you.

Note: The **Payor** list displays the types of entities available for a credit card refund transaction. To limit scrolling, in the **Payor** field, you can start entering the name of a payor to narrow your search results.

6. Click **Add**.
7. To refresh the Account Transactions grid, click the refresh icon above the pane on the right-hand side.

The Account Transactions grid displays the new transaction. NetSuite adds the transaction to the bottom section, on the right, for matching.

For details on adding credits (or charges), see [Entering Company Credit Card Charges](#).

Marking Transactions as Cleared

If account transactions do not have corresponding imported bank lines to match, on the Match Bank Data page, you can mark the transactions as cleared, pending submission. Transactions that have been marked as cleared appear in the Review subtab on the Match Bank Data page. Similar to transaction matches, user-cleared transactions are in a pending state until you submit them. After you submit the transactions, the system clears them and you can reconcile them on the Reconcile Account Statement page.

Marking a transaction as cleared may be necessary in the following examples:

- You recorded an account transaction for a check that was later voided with or without a reversing journal entry:
 - If you voided a check with a reversing journal entry, the system records a reversing journal entry to cancel out the general ledger impact of the check. Both the voided check and reversing entry appear as account transactions on the Match Bank Data page. To ensure the check balance is zero, you need to clear both transactions.
 - If you voided a check without a reversing journal entry, you need to clear the voided check. If the voided check has any corresponding imported bank lines, you need to match them to account transactions. If no corresponding account transactions exist, create them.
- You want to clear a transaction without importing bank data. For example, you may have an old account transaction you want to match but uploading the corresponding bank statement is difficult or not possible.

To mark an account transaction as cleared:

1. Go to Transactions > Bank > Match Bank Data.
2. From the **Account** list, select the bank or credit card account.
In the Imported Bank Data and Account Transactions grids, NetSuite displays the imported bank lines and corresponding account transactions that require manual matching.
3. From the **To Be Matched** subtab, in the Account Transactions grid, check the box next to each transaction you want to clear without matching. If you want to select all visible items in the current page at once, check the box in the grid header.
The bottom section of the page displays all selected account transactions in the right grid. These transactions should not have corresponding imported bank lines to match.
4. Beneath the Account Transactions grid, click **Clear**.



Note: The Clear button is not active if an imported bank line or an in-transit transaction is selected.

The selected transactions move to the **Review** subtab.

5. Click **Submit**.

The transactions are cleared in the system and move to the **Reconcile** subtab on the Reconcile Account Statement page. The transactions are automatically selected for reconciliation.

You can undo the cleared status of a transaction that has been marked as cleared before or after submitting it. For details, see [Undoing the Cleared Status of Transactions](#) and [Undoing the Cleared Status of Submitted Transactions](#).

Undoing the Cleared Status of Transactions

You can undo the cleared status of transactions from the **Review** subtab on the Match Bank Data page if the transactions are still pending submission.

After the transactions are submitted and cleared in the system, you can still undo the cleared status from the **Review** subtab on the Reconcile Account Statement page. See [Undoing the Cleared Status of Submitted Transactions](#).



Important: NetSuite removes the cleared from a transaction if you do any of the following:

- Edit the transaction amount.
- Void the transaction without a reversing journal entry. If you void the transaction with a reversing journal entry, the transaction remains user-cleared.
- Delete the transaction.

To undo the cleared status of a transaction:

1. Go to Transactions > Bank > Match Bank Data.
2. From the **Account** list, select the bank or credit card account.
In the Imported Bank Data and Account Transactions grids, NetSuite displays the imported bank lines and corresponding account transactions that require manual matching.
3. Click the **Review** subtab.
NetSuite displays the list of pending transactions that you can submit.
4. Next to the transaction for which you want to undo the cleared status, click **Cleared** in the View Details column.
The Cleared Transaction popup window appears.
5. Click **Undo Clear**.
NetSuite moves the transaction back to the **To Be Matched** subtab.

If you have transaction matches you want to undo, see [Undoing Matched Transactions](#).

Submitting Matched or User-Cleared Transactions

When you finish matching and marking transactions as cleared, submit them and continue to the reconciliation process.



Note: As of NetSuite 2021.2, when you edit your account to use the redesigned reconciliation feature, any previously-held transactions are automatically cleared and appear in the **Reconcile** subtab. See [Editing Accounts to Use the Match Bank Data and Reconcile Account Statement Pages](#).

If you use the In-Transit Payments feature, NetSuite also converts the in-transit payments to confirmed payments. For details, see the help topic [Enabling the In-Transit Payments Feature](#).



Important: NetSuite removes the cleared or matched status from a transaction (and any other transactions from its match group) if you do any of the following:

- Edit the transaction amount.
- Void the transaction without a reversing journal entry. If you void the transaction with a reversing journal entry, the transaction remains matched or user-cleared.
- Delete the transaction.

To submit transactions:

1. Go to Transactions > Bank > Match Bank Data.
2. From the **Account** list, select the bank or credit card account for which you want to submit matches, if not already selected.
3. To see the grid of pending account transactions you can submit, click the **Review** subtab.

NetSuite displays all transactions pending submission, which can include the following:

- Automatically-matched transactions that were not generated using the Automated Cash Application feature.



Note: When a customer payment is generated using the Automated Cash Application feature, it is automatically matched, submitted, and ready for reconciliation. The transaction appears on the Reconcile Account Statement Page, in the **Review** subtab.

Transactions that are automatically created and matched by an auto-create rule are indicated by the label, To Be Generated. These transactions are generated in your general ledger account when you click **Submit**.

- Manually-matched transactions.
- User-cleared transactions.

For more information, see [Viewing Transactions To Be Submitted](#).

4. After reviewing the transactions that were matched or marked as cleared, click **Submit**.

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.

If transactions labeled To Be Generated fail to be submitted, see [Troubleshooting Automatic Transaction Creation Rules](#).



Tip: To view the processing status of your batch of transactions, go to Transactions > Bank > Match Bank Data > Status.

5. When processing completes, click **Reconcile Account Statement** in the top-right corner of the page. See [Reconciling Transactions](#).

Checking the Process Status for Submitted Transactions

After you submit a batch of matched transactions or transactions that have been marked as cleared, 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 > Match Bank Data > Status.

The Process Status page shows the following information:

- Submission ID – A unique identifier of the batch processing job.
- Process Type – When submitting matches to clear account 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 submitted (confirmed) transactions are now available on the Reconcile Account Statement page.

To check the processing status of transactions:

1. Go to Transactions > Bank > Match Bank Data > 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:

Error Message	Possible Cause	Solution
One or more account transactions are invalid because they have been deleted or modified. We have unmatched these transactions, as	This error may occur in the following scenarios:	If the system unmatched a match group, match the transactions again and then submit them.

Error Message	Possible Cause	Solution
well as undone the cleared status if any of these transactions were marked as cleared.	<ul style="list-style-type: none"> One or more transactions in a match group were deleted or modified during bulk processing, causing NetSuite to undo the match group. One or more user-cleared transactions were deleted or modified during bulk processing. As a result, NetSuite removed the cleared status from these transactions. 	If NetSuite removed the cleared status from a transaction due to it being modified, mark the transaction as cleared again and submit it. If the transaction was removed, no further action is required.
NetSuite could not submit all your matched or user-cleared transactions due to a system error. Submit your transactions again. If the problem persists, contact Support.	<p>When NetSuite fails to submit a transaction but the cause of the error is not due to the transaction being modified or deleted, this message appears.</p> <p>This error can be caused by a matched or user-cleared vendor bill payment that was already confirmed on a vendor bill payment record. As a result, NetSuite may have already moved this transaction to the Reconcile subtab on the Reconcile Account Statement page.</p>	On the Review subtab of the Match Bank Data page, submit (confirm) any unconfirmed transactions, if applicable.

To correct the errors:

1. Go to Transactions > Bank > Match Bank Data.
2. From the **Account** list, select the bank or credit card account, if not already selected..
3. To filter the transactions by date, enter or select the dates in the **From** and **To** fields above the panes.
4. On the **To Be Matched** subtab, match or clear the transactions again that were not confirmed on the Process Status page, if applicable. See [Matching Bank Data](#) and [Marking Transactions as Cleared](#).
5. If required, you can view the transaction matches or user-cleared transactions on the **Review** subtab. Some matched transactions or user-cleared transactions may fail processing but maintain their status.
6. After reviewing the matched or user-cleared transactions, click **Submit**.
7. To view the processing status of the new batch, go back to Transactions > Bank > Match Bank Data > Status.

Viewing Submitted Transactions

On the Reconcile Account Statement page, you can view the following transactions:

- Manually-matched and user-cleared account transactions that have been submitted on the Review subtab of the Match Bank Data page.
- Automatically-matched account transactions, which were processed either from the Match Bank Data or Automated Cash Application page. When payments are generated from the Automated Cash Application page, they are automatically matched, cleared in the system, and ready for reconciliation.

If you undo a match or undo the pending cleared status of a transaction, NetSuite moves the transaction back to the To Be Matched subtab on the Match Bank Data page. The corresponding imported bank line appears in the To Be Matched subtab again.



Important: NetSuite removes the cleared or matched status from a transaction (and any other transactions from its match group) if you do any of the following:

- Edit the transaction amount.
- Void the transaction without a reversing journal entry. If you void the transaction with a reversing journal entry, the transaction remains matched or user-cleared.
- Delete the transaction.

To view transactions that have not been submitted yet, see [Viewing Transactions To Be Submitted](#).

To view submitted transactions:

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



Note: As of NetSuite 2021.1, all newly-created accounts automatically appear in the **Account** list. If your account does not appear, see [Editing Accounts to Use the Match Bank Data and Reconcile Account Statement Pages](#).

In the **Statement End Date** and **Ending Statement Balance** fields, NetSuite displays the end date and closing balance from the most recent account statement containing a statement date.



Note: If no account statements contain a statement date, the **Statement End Date** field is populated with the current date. The **Ending Statement Balance** field is populated with the closing balance from the last reconciliation statement.

3. Click the **Review** subtab.
NetSuite displays the list of submitted transactions that were matched or marked as cleared.
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 submitted match, click **Matched** (previously called View) in the View Details column.

The Matched Transaction popup window displays the bank lines and account transactions in the match group. Details include date, type, transaction number, name, and amount.

If the number of items visible exceeds the page limit of a grid, click the arrows to see the next or previous page of results. The **Number of Rows In List Segments** preference determines how many rows the grid can display per page. Each page of the grid can display a maximum of 1000 rows at a time. This limit applies to all grids in the **To Be Matched** and **Review** subtabs.

If you want to undo the match, you can click **Undo Match**. NetSuite moves the transactions back to the **To Be Matched** subtab on the Match Bank Data page. To navigate to the Match Bank Data page, you can click the **Match Bank Data** link in the top-right corner.
7. To view a submitted transaction that was marked as cleared instead of matched, click **Cleared** in the View Details column.

The Cleared Transaction popup window appears. Details include the transaction date, type, transaction number, name, and amount.

If you want to undo the cleared status of the transaction, you can click **Undo Clear**. NetSuite moves the transaction back to the **To Be Matched** subtab on the Match Bank Data page.

8. To close the Matched Transaction or Cleared Transaction popup window, click **Cancel**, or close the window.

Undoing Submitted Transaction Matches

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

If you undo submitted matches, NetSuite moves the transactions back to the To Be Matched subtab on the Match Bank Data page. The corresponding imported bank lines also appear in this subtab again.

If the bank lines also previously appeared on the Automated Cash Application page, they do not appear on the Automated Cash Application page again. When a matched transaction is submitted on the Match Bank Data page, the system permanently removes the corresponding bank line from the Automated Cash Application page.



Important: NetSuite unmatches a transaction (and any other transactions from its match group) if you do any of the following:

- Edit the transaction amount.
- Void the transaction without a reversing journal entry. If you void the transaction with a reversing journal entry, the transaction remains matched.
- Delete the transaction.

To undo submitted transaction matches:

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

NetSuite displays the list of pending transactions that you can submit.

4. For the transaction match you want to undo, click **Matched** in the View Details column.

The Matched Transaction popup window displays the bank lines and account transactions that are part of the match group. Details include date, type, transaction number, name, and amount.

If the number of items visible exceeds the page limit of a grid, click the arrows to see the next or previous page of results. The **Number of Rows In List Segments** preference determines how many rows the grid can display per page. Each page of the grid can display a maximum of 1000 rows at a time. This limit applies to all grids in the **To Be Matched** and **Review** subtabs.

5. Click **Undo Match**.

NetSuite moves the transactions back to the **To Be Matched** subtab on the Match Bank Data page.

In addition to undoing submitted transaction matches, you can also undo a reconciled statement. For details, see [Deleting Reconciled Statements](#).

If you have submitted transactions that were marked as cleared during matching, you can undo the cleared status. See [Undoing the Cleared Status of Submitted Transactions](#).

Undoing the Cleared Status of Submitted Transactions

After marking transactions for clearing and submitting them, you can still undo the cleared status.

If you undo the cleared status of a submitted transaction, NetSuite moves the transaction back to the To Be Matched subtab on the Match Bank Data page.



Important: NetSuite removes the cleared status from a transaction if you do any of the following:

- Edit the transaction amount.
- Void the transaction without a reversing journal entry. If you void the transaction with a reversing journal entry, the transaction remains user-cleared.
- Delete the transaction.

To undo the cleared status of submitted transactions:

1. Go to Transactions > Bank > Reconcile Account Statement.
2. From the **Account** list, select the bank or credit card account.
3. Click the **Review** subtab.
NetSuite displays the list of cleared transactions that have been submitted. Transactions that were marked as cleared during matching are automatically selected for reconciliation.
4. Next to the transaction for which you want to undo the cleared status, click **Cleared** in the View Details column.
The Cleared Transaction popup window appears.
5. Click **Undo Clear**.
NetSuite moves the transaction back to the **To Be Matched** subtab on the Match Bank Data page.

If you want to undo matched transactions that have been submitted, see [Undoing Submitted Transaction Matches](#).

Reconciling Transactions

After submitting transactions that have been matched or marked as cleared pending submission, you can reconcile your account statement at Transactions > Bank > Reconcile Account Statement.

If you check or clear the box next to each transaction 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 you change the amount of a previously reconciled transaction, the transaction becomes unreconciled again. Open the correct statement period for the transaction and reconcile the transaction again.

To troubleshoot reconciliation issues, see [Troubleshooting Reconciliation Issues](#).

If you reconcile 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. See [Deleting Reconciled Statements](#).

You can view account reconciliation reports for reconciled statements. See [Account Reconciliation Reports](#). To print the reports, see [Printing Reconciliation Reports](#).

Note: If you change the account of the transaction, the transaction does not become unreconciled.

To reconcile a statement:

1. Go to Transactions > Bank > Reconcile Account Statement.
2. From the **Account** list, select the bank or credit card account, if not already selected..

Note: As of NetSuite 2021.1, all newly-created accounts automatically appear in the **Account** list. If your account does not appear, see [Editing Accounts to Use the Match Bank Data and Reconcile Account Statement Pages](#).

NetSuite displays the currency for the selected account.

In the **Statement End Date** and **Ending Statement Balance** fields, NetSuite displays the end date and closing balance from the most recent account statement containing a statement date.

Note: If no account statements contain a statement date, the **Statement End Date** field is populated with the current date. The **Ending Statement Balance** field is populated with the closing balance from the last reconciliation statement.

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 submitted account transactions that have been cleared in the system and are ready for reconciliation. The Reconcile subtab displays transactions processed on the Match Bank Data page.

Note: As of NetSuite 2021.2, when you edit your account to use the redesigned reconciliation feature, any previously-held transactions are automatically cleared and appear in the **Reconcile** subtab. See [Editing Accounts to Use the Match Bank Data and Reconcile Account Statement Pages](#).

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 **Reconcile**. You can reconcile 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 reconcile 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.



Troubleshooting Reconciliation Issues



If a reconciled transaction has its amount modified, is voided, or is deleted, NetSuite may do the following, depending on the situation:

- Make the transaction unreconciled.
- Unmatch the transaction.
- Remove the cleared status from the transaction.

The following table outlines what happens in these scenarios and the action required to resolve any issues that arise.

 **Note:** These scenarios also apply to matched or user-cleared transactions that have yet to be reconciled.

Scenario	Result	Action Required
A reconciled transaction has its amount modified.	<p>If the transaction was matched, the transactions becomes unmatched and unreconciled (along with any transactions in the match group).</p> <p>If the transaction was marked as cleared rather than matched, the transaction becomes unreconciled and has its cleared status removed.</p> <div>  Note: Unmatched transactions or transactions that have their cleared status removed move to the To Be Matched subtab. </div>	<p>If the transaction was previously matched, create a new match group, submit the transactions, and then reconcile them.</p> <p>To create a match group, do one of the following:</p> <ul style="list-style-type: none"> ■ Match an existing account transaction or transactions to the imported bank line associated with the transaction that had its amount modified. ■ Create a new account transaction or transactions and match to the imported bank line associated with the transaction that had its amount modified. <p>If the transaction was marked as cleared, clear the transaction again, submit it, and then reconcile it.</p>
A reconciled transaction is voided with a reversing journal entry.	<p>The transaction remains reconciled and matched or user-cleared.</p> <p>A reversing journal entry appears on the To Be Matched subtab.</p>	<p>If the reversing journal entry has a matching imported bank line, match the reversing entry to the corresponding bank line. Otherwise, clear the reversing journal entry. After you match or clear the reversing entry, submit it, and then reconcile it.</p>
A reconciled transaction is voided without a reversing journal entry.	<p>NetSuite sets the transaction amount to zero.</p> <p>If the transaction was matched, the transaction becomes unmatched and unreconciled (along with any transactions in the match group).</p> <p>If the transaction was marked as cleared, the transaction becomes unreconciled and has its cleared status removed.</p>	<p>On the To Be Matched subtab, mark the voided transaction as cleared, and then submit and reconcile it.</p> <div>  Warning: Do not match the voided transaction. </div> <p>If the voided transaction had a corresponding imported bank line, match the bank line to a valid</p>

Scenario	Result	Action Required
	 Note: Unmatched transactions or transactions that have their cleared status removed move to the To Be Matched subtab.	account transaction or transactions, and then submit and reconcile your transactions. To create a match group, do one of the following: <ul style="list-style-type: none"> Match an existing account transaction or transactions to the corresponding imported bank line associated with the voided transaction. Create a new account transaction or transactions and match to the imported bank line associated with the voided transaction.
A reconciled transaction is deleted.	<p>If the transaction was matched, the transaction becomes unmatched and unreconciled (along with any transactions in the match group).</p> <p>If the transaction was marked as cleared, the transaction becomes unreconciled and has its cleared status removed.</p> <p>The deleted transaction is no longer visible anywhere in NetSuite. Any transactions belonging to the same match group move to the To Be Matched subtab.</p>	<p>Match, submit, and reconcile any unmatched transactions that belonged to the same match group as the deleted transaction, if applicable.</p> <div>  Note: If the transaction was previously marked as cleared, no action is required. </div>

To match transactions, see [Matching Bank Data](#). To mark transactions without matching imported bank lines as cleared, see [Marking Transactions as Cleared](#).

To reconcile transactions, see [Reconciling Transactions](#).

If you are still using the original reconciliation pages, see [Reconciling Bank Statements](#) and [Reconciling Credit Card Statements](#).

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 Bank and Credit Card Statements](#).

To view unmatched transactions or matched transactions not yet submitted, go to Transactions > Bank > Match Bank Data. For details, see [Matching Bank Data](#).

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



Important: A transaction becomes unmatched (or has its cleared status removed) and unreconciled if you do any of the following:

- Edit the transaction amount.
- Void the transaction without a reversing journal entry. If you void the transaction with a reversing journal entry, the transaction remains reconciled.
- Delete the transaction.

If the transaction was previously matched, any transactions belonging to the same match group also become unmatched and unreconciled.

For troubleshooting information, see [Troubleshooting Reconciliation Issues](#).

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 reconcile 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 submitted. 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 Bank and Credit Card Statements](#).

Account Reconciliation Reports

You can view the Bank Register, Reconciliation Summary, Reconciliation Details, and Reconciliation History report for reconciled statements.

- To view the Bank Register report for an account, go to Reports > Banking/Budgeting > Bank Register. See [Bank Register Report](#).
- To view the Reconciliation Summary report for an account, go to Reports > Banking/Budgeting > Reconciliation. If you are on the Reconcile Account Statement page and have selected an account, click **Reconciliation Summary** in the top-right corner. See [Reconciliation Summary Report](#).
- To view the Reconciliation Detail report for an account, go to Reports > Banking/Budgeting > Reconciliation > Detail. See [Reconciliation Detail Report](#).
- To view previous reconciliations (Reconciliation History report):
 - If your account uses the redesigned reconciliation pages, go to Transactions > Bank > Reconcile Account Statement. Select an account and then click **Reconciliation History Report** in the top-right corner of the page.
 - If your account uses the original reconciliation pages, go to Transactions > Bank > Reconcile Bank Statement or Transactions > Bank > Reconcile Credit Card Statement. Then, click **History**.

For more information, see [Reconciliation History Report](#).

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](#).

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
- Payee - person or company
- Account - financial account affected by transaction
- Deposit - amount of deposit
- Payment - amount of withdrawal or payment
- Balance - previous balance amount plus or minus the transaction amount

Customize the report to add fields or change the report layout. You cannot customize the check register.

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 change the bank account for the Bank Register report:

1. Go to Home > Set Preferences.
2. In the Reporting section of the **Analytics** subtab, select the bank account you want to view in the **Default Bank Account** field.

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 using either the redesigned or original reconciliation pages. For details on using the redesigned reconciliation pages, see [Reconciling Bank and Credit Card Statements](#). For details on using the original reconciliation pages, see [Reconciling Bank Statements](#) and [Reconciling Credit Card Statements](#).

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 but not yet reconciled appear on Reconciliation Summary 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 view the Reconciliation Summary report:

Go to Reports > Banking/Budgeting > Reconciliation. If you are on the Reconcile Account Statement page and have selected an account, you can click **Reconciliation Summary** in the top-right corner.

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.

Note: This report does not support reporting by period even when the Report by Period preference is set to All Reports. You can configure the Report by Period preference at Home > Set Preferences, in 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 the reconciliation page you are using.

- **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 using either the redesigned or original reconciliation pages. For details on using the redesigned reconciliation pages, see [Reconciling Bank and Credit Card Statements](#). For details on using the original reconciliation pages, see [Reconciling Bank Statements](#) and [Reconciling Credit Card Statements](#).

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 but not yet 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.

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 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 but not yet reconciled 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 Account Statement. If your account uses the original reconciliation pages, go to Transactions > Bank > Reconcile Bank Statement or Transactions > Bank > Reconcile Credit Card Statement.
2. From the **Account** dropdown list, select the appropriate account.
3. Click **Reconciliation History Report** in the top-right corner. If you are on the Reconcile Bank Statement or Reconcile Credit Card Statement page, click **History**.

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.

4. 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](#).

 **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.

Troubleshooting Reconciliation History Reports

 **Note:** This topic is only applicable if your account uses the Reconcile Bank Statement and Reconcile Credit Card Statement pages.

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.

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.

Note: This is the original reconciliation feature, which is no longer supported as of NetSuite 2021.1. A redesigned version of bank data matching and statement reconciliation is available, which enables you to match and reconcile account transactions without requiring Microsoft Excel or third-party tools. For details, see [Bank Data Matching and Reconciliation](#).

If you have accounts that still use the original reconciliation feature, you can edit your accounts to use the redesigned feature. See [Editing Accounts to Use the Match Bank Data and Reconcile Account Statement Pages](#).

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, which is no longer supported as of NetSuite 2021.1. A redesigned version of bank data matching and statement reconciliation is available, which enables you to match and reconcile account transactions without requiring Microsoft Excel or third-party tools. For details, see [Bank Data Matching and Reconciliation](#).

If you have accounts that still use the original reconciliation feature, you can edit your accounts to use the redesigned feature. See [Editing Accounts to Use the Match Bank Data and Reconcile Account Statement Pages](#).

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 Match Bank Data page. For details, see [Bank Data Matching and Reconciliation](#) and [Reconciling Bank and Credit Card 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 you change the amount of a previously reconciled transaction, the transaction becomes unreconciled again. Open the correct statement period for the transaction and reconcile the transaction again.

Note: If you change the account of the transaction, the transaction does not become unreconciled.

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 remove the cleared status from a 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 Match Bank Data page. For details, see [Bank Data Matching and Reconciliation](#) and [Reconciling Bank and Credit Card 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.

If your account does not appear, on your account record, you need to clear the **Use Match Bank Data and Reconcile Account Statement Pages** box (see the help topic [Editing an Account](#)). As of NetSuite 2021.1, this box is automatically checked for newly-created accounts.



Warning: The Reconcile Bank Statement and Reconcile Credit Card Statement pages are no longer supported and will be removed in the future. For information about the redesigned reconciliation feature, see [Bank Data Matching and Reconciliation](#).

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 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 topic pertains to the original reconciliation feature, which is no longer supported as of NetSuite 2021.1. If you want to delete a reconciled statement on the redesigned Reconcile Account Statement page, see [Deleting Reconciled Statements](#).

For more information on the Reconcile Account Statement page, see [Bank Data 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**.
You are prompted to confirm deletion of the reconciliation.
4. Click **OK** to confirm the deletion.



Note: Previously cleared transactions remain **Cleared** on the bank or credit card account register 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.



Warning: Although you can edit a previously saved reconciliation statement, you should delete the statement and create a new one. Editing a previously saved reconciliation statement can cause future reconciliation imbalances.

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:
 - a. Click **Save & Print**.
The Reconciliation Detail report appears.
 - b. Click the print icon to print the report.
3. To print a previous statement:
 - a. On the Reconcile Bank Statement page, click **History**.
The Reconciliation History report appears.
 - b. Select a bank statement reconciliation. Change the date range, if needed, to find the reconciliation.
The Reconciliation Detail report appears.
 - c. Click the print icon to print the report.

To print a credit card statement reconciliation report:

1. Go to Transactions > Bank > Reconcile Credit Card Statement.
2. To print your current statement:
 - a. Click **Save & Print**.
The Reconciliation Detail report appears.
 - b. Click the print icon to print the report.
3. To print a previous statement:
 - a. On the Reconcile Credit Card Statement page, click **History**.
The Reconciliation History report appears.
 - b. Select a credit card statement reconciliation. Change the date range, if needed, to find the reconciliation.
The Reconciliation Detail report appears.
 - c. Click the print icon to print the report.

For information about account reconciliation reports, see [Account Reconciliation Reports](#).

Bank Feeds SuiteApp

The Bank Feeds SuiteApp automates the transfer of your bank data from your financial institution accounts into NetSuite. The SuiteApp uses the Financial Institution Connectivity Plug-In and an authorized account information service provider to securely access online financial institution data.

Watch the following video for a brief overview of the Bank Feeds SuiteApp:

 [Bank Feeds SuiteApp Overview](#)

The SuiteApp retrieves bank data daily to ensure that everything in your bank account is reflected in NetSuite. And then, it imports the data into your account to aid with the bank reconciliation process. This process eliminates the manual effort of importing and matching your banking data in NetSuite.

This SuiteApp enables you to:

- Connect NetSuite to multiple financial institutions that operate in the following countries:
 - Australia
 - Asia (Hong Kong, Indonesia, Malaysia, Philippines, Singapore, and Thailand)
 - Europe
 - Oceania (New Zealand)
 - North America (Canada and the United States)

You can also connect to financial institutions that operate globally and are not country-specific. To see a list of supported financial institutions that are not country-specific, see [All Other Data Providers](#).

- Receive cleared and processed bank transactions daily from your financial institution accounts
- Automate the import of bank transactions and account balances daily from your financial institution accounts into your NetSuite account
- Perform manual trigger of real-time bank transactions and account balances import into NetSuite

Supported Financial Institution Account Types

The account types that the Bank Feeds SuiteApp support depends on the operating country of your financial institution. Refer to the following table for the list of supported account types.

U.S. and Canada	PSD2 Compliant Countries Within Europe	Non-PSD2 Compliant Countries Within Europe (Switzerland)	Other Countries (Australia, New Zealand, Hong Kong, Indonesia, Malaysia, Philippines, Singapore, and Thailand)
Checking	Payment Accounts (Credit Card, Debit Card, and Ewallet)	Payment Accounts (Credit Card, Debit Card, and Ewallet)	Payment Accounts (Credit Card, Debit Card, and Ewallet)
Savings	Bank Deposit Accounts (Savings and Checking)	Bank Deposit Accounts (Savings and Checking)	Bank Deposit Accounts (Savings and Checking)
Credit Card			

The SuiteApp connects to your financial institution through any of the following:

- **Simple login** – Connect to your financial institution by providing only your username and password.
- **MFA (Multi-Factor Authentication)** – In addition to your username and password, connect to your financial institution by providing authentication information to validate your identity. Examples include one-time passwords and 2FA (Two-factor Authentication).



Important: Not all financial institution connection experience is the same and several factors may affect how NetSuite's AISP establishes and sustains a connection. To see a list of things to consider when connecting to your financial institution, see the **Important Things to Note** section of [Setting Up Bank Feeds Integration](#).

Read the following topics to learn more about the Bank Feeds SuiteApp:

- [Installing the Bank Feeds SuiteApp](#)
- [Roles and Permissions for Bank Feeds SuiteApp](#)
- [Limitations of Using the Bank Feeds SuiteApp](#)
- [Setting Up Bank Feeds Integration](#)
- [Bank Feeds Data Import](#)
- [Bank Feeds SuiteApp FAQ](#)

Installing the Bank Feeds SuiteApp

This section includes the prerequisites and instructions for installing the Bank Feeds SuiteApp.

Prerequisites

Before you install the Bank Feeds SuiteApp, go to Setup > Company > Setup Tasks > Enable Features, and then click the SuiteCloud tab. Make sure that the following features are enabled on your account:

- Custom Records
- Client SuiteScript
- Server SuiteScript

Before using the SuiteApp, make sure that the bank accounts that you want to connect and set up for bank feeds are registered for online banking.

You must also enable popups in your browser to display the configuration window during bank feeds setup.

Installation

Any role with access to the SuiteApp Marketplace in NetSuite can install the Bank Feeds SuiteApp. For more information about the SuiteApp Marketplace, see the help topic [SuiteApp Marketplace in NetSuite](#).

To install the Bank Feeds SuiteApp:

1. Go to SuiteApps.

Note: The SuiteApps menu is not available for the following centers:

- Advanced Partner Center
- Employee Center
- Partner Center
- Vendor Center

2. From the listed SuiteApps, search **Bank Feeds SuiteApp** in the **Search Apps** field.
3. Click the Bank Feeds SuiteApp tile.



4. Go to the top right area of the Bank Feeds SuiteApp details page and click **Install**.

For more information about installing a SuiteApp from the SuiteApp Marketplace, see the help topic [Installing from the SuiteApp Marketplace](#).

Note: As of NetSuite 2021.1, you can now uninstall the SuiteApp even after bank feeds integration has been set up. After you uninstall the SuiteApp, NetSuite does the following:

- Removes the connectivity and parser plug-in from the format profiles provisioned by the Bank Feeds SuiteApp. The **Connectivity Method** field in the format profiles is changed to Manual Import, and the **Transaction Parser** field is cleared.
- Inactivates the format profiles provisioned by the Bank Feeds SuiteApp. To reactivate the format profiles, you need to select a new parser plug-in for each record. See [Modifying Format Profiles](#). If you no longer need a format profile, you should delete it. See [Deleting a Format Profile](#).

The Bank Feeds SuiteApp is a managed SuiteApp and is automatically updated whenever there are enhancements or new features added.

Roles and Permissions for Bank Feeds SuiteApp

Only roles with Administrator access or custom roles with Financial Institution Records permission can set up bank feeds integration.

To access the Bank Feeds Format Profile pages and successfully import transactions using custom roles, you must set the following permissions:

Subtab	Permission	Level
Lists	Certificate Access	View
Lists	Custom Record Entries	Create
Lists	Documents and Files	View
Setup	Custom Lists	View

For a list of permissions to access the necessary records and forms to use Bank Feeds, see [Permissions for Banking Features](#).

Limitations of Using the Bank Feeds SuiteApp

When using the Bank Feeds SuiteApp, keep in mind the following limitations:

- Connection to financial institutions through the Bank Feeds SuiteApp is limited to:

- Australia
- Canada
- Countries in Europe (includes United Kingdom)
- Hong Kong
- Indonesia
- Malaysia
- New Zealand
- Philippines
- Singapore
- Thailand
- United States

For the list of supported financial institutions, see [Supported Financial Institutions for Bank Feeds SuiteApp](#).

- The Bank Feeds SuiteApp supports the Multi-Language feature in NetSuite. However, certain limitations apply based on your format profile configuration.
 - **Bank Feeds Configuration for U.S. and Canada** – The configuration setup under the Connectivity Configuration subtab of the Connect to U.S. and Canada Accounts (Link Bank Accounts) Format Profile page only supports English.
 - **Bank Feeds Configuration for Europe (PSD2 and Non-PSD2 Compliant) and Other Countries** – The configuration setup under the Connectivity Configuration subtab of their respective format profiles support the Multi-Language feature. However, some legal terms and financial institution websites do not support some of the NetSuite user interface languages. In this case, the text will remain in either English or the website's respective language.
- Manual initiation of bank data import is only allowed every 60 minutes. For example, NetSuite cannot import data from the same format profile twice within a 60-minute period.

U.S. and Canada Bank Feeds Integration

When integrating U.S. and Canada bank feeds in NetSuite, the SuiteApp primarily focuses on catering to small and medium-sized companies only. Thus, it can only support a maximum of 20 accounts (regardless of type), 10,000 transactions, or a combination thereof per unique login session for a financial institution.

Connecting to financial institutions that exceed the maximum limitations per unique login session may eventually result in performance degradation and time out errors.

Note: As of version 22.1.0, the maximum 20 accounts limitation does not apply when connecting a financial institution that uses Open Banking technology. However, it is best practice not to exceed 10,000 transactions per import to maintain performance.

If the financial institution you want to connect exceeds the current limitation, you should use the following SuiteApps instead:

- [Auto Bank Statement Import SuiteApp](#)
- [Bank Statement Parsers SuiteApp](#)

Europe and Other Countries Bank Feeds Integration

The SuiteApp enables you to connect a maximum of 100 financial institution connections and link 450 accounts for all financial institution connections.

Important: NetSuite's Authorized Account Information Service Provider (AISP) takes a maximum of 20 minutes to retrieve bank data from a financial institution. However, the response time of a financial institution to the AISP can affect the bank data retrieval process.

For example, when the financial institution takes more than 20 minutes to provide bank and credit card information to the AISP. In this scenario, import errors may occur, or not all bank transactions are imported into NetSuite because the bank retrieval exceeded 20 minutes.

To avoid performance degradation, you should not configure a bank data import that exceeds 10,000 transactions. If an import process reaches the transaction limit, the remaining transactions are imported on the next scheduled or manually initiated import. To manually initiate the system to import bank transactions, see [Updating Imported Bank Feeds Data](#).

Setting Up Bank Feeds Integration

When the Bank Feeds SuiteApp is installed, the following records are automatically provisioned to your NetSuite account:

- **Bank Feeds** – A pre-installed financial institution record that is locked and cannot be modified.
- **Connect to U.S. and Canada Accounts** – A pre-installed format profile record where you can set up your bank feeds configuration for financial institutions operating within the United States and Canada.

Note: If you installed the earlier version of the Bank Feeds SuiteApp, the format profile record name displays as **Link Bank Accounts**.

- **Connect to Europe Accounts** – A pre-installed format profile record where you can set up your bank feeds configuration for PSD2 regulated financial institutions operating within Europe.
- **Connect to Non-PSD2 Europe Accounts** – A pre-installed format profile record where you can set up your bank feeds configuration for non-PSD2 regulated financial institutions operating in Europe.

As of version 2021.1.1, only non-PSD2 financial institutions in Switzerland are supported.

- **Connect to Accounts in Other Countries** – A pre-installed format profile record where you can set up your bank feeds configuration for financial institutions operating in Australia, New Zealand, Hong Kong, Indonesia, Malaysia, Philippines, Singapore, and Thailand.

These SuiteApp components enable NetSuite to directly connect to your financial institutions and retrieve bank data.

The preinstalled records can be accessed through the Setup Manager (Setup > Accounting > Financial Institution > List). For more information about Financial Institution and Format Profile Records, see [Financial Institution Records](#).



Important: Only the preinstalled records can be used with the Bank Feeds SuiteApp. Using a custom financial institution and format profile is not allowed and will result to an error during setup.

To set up your bank feeds, you must first connect your NetSuite account to your financial institution using an Authorized Account Information Service Provider (AISP). After a successful connection is established, all bank and credit card accounts associated with your financial institution are automatically connected to your NetSuite account.

Important Things to Note:

- Before setting up your bank connection, you should contact your financial institution to ensure your bank or credit card account is authorized for a bank feed connection.
- NetSuite imports posted transactions only. The system does not import any pending transactions not yet cleared for posting by your financial institution.
- Posting and availability of transactions for importing may vary depending on your financial institution. Some transactions may be available on your financial institution's website but are not yet allowed for downloading until they are completely posted in your account.
- If there are missing transactions, wait at least 24 hours in case your financial institution posting schedule and your time zone do not match.
- For Other Countries' bank feeds integration (Asia, Australia, and New Zealand), some financial institutions have different pending transaction configuration. To avoid duplicate transactions from these financial institutions, NetSuite's AISP has a waiting period of 3 – 4 days before updating the transaction status to Posted. This action may result in delays in bank transaction import.

To set up your bank feeds:

1. Connect to your financial institution by configuring the following format profile records based on the country of operation.
 - **Connect to U.S. and Canada Accounts (Link Bank Accounts)** – Edit this format profile record if you are connecting to a financial institution operating within the United States or Canada. For the steps, see [Connecting a U.S. and Canada Financial Institution to NetSuite](#).
 - **Connect to Europe Accounts** – Edit this format profile record if you are connecting a financial institution operating in countries located in Europe (includes the United Kingdom). You can also configure this format profile record to connect financial institutions that operate globally and are not country specific. For the steps, see [Connecting a Europe Financial Institution to NetSuite](#).
 - **Connect to Non-PSD2 Europe Accounts** – Edit this format profile record if you are connecting a financial institution in Europe that is not PSD2-compliant. For the steps, see [Connecting a Non-PSD2 Europe Financial Institution to NetSuite](#).
 - **Connect to Accounts in Other Countries** – Edit this format profile record if you are connecting a financial institution operating in Australia, New Zealand, Hong Kong, Indonesia, Malaysia, Philippines, Singapore, or Thailand. You can also configure this format profile record to connect financial institutions that operate globally and are not country specific. For the steps, see [Connecting a Financial Institution in Other Countries to NetSuite](#).
2. After configuring the connection to your financial account, you must link the corresponding GL accounts to your bank accounts in NetSuite. For more information, see [Linking Accounts for Financial Institution Connectivity](#).
3. Click **Save** on the format profile record.

After the bank feeds setup configuration is complete, the automated bank data retrieval and import process begins. A progress message appears on the Bank Feeds financial institution record and you can click the **Track your status** link to view the processing status of your import.

Connecting a U.S. and Canada Financial Institution to NetSuite

The following procedure describes how to connect single or multiple financial institutions in Canada and the United States to NetSuite.


Important Things to Note:

Before you proceed with connecting your financial institution to NetSuite, take note of the following:

- This task requires the Administrator access or a custom role with required permissions for bank feeds setup. For more information, see [Roles and Permissions for Bank Feeds SuiteApp](#).
- To display the configuration window, enable popups in your browser.
- When configuring your connection, the Format Profile page session generally expires after 15 minutes. To continue editing your format profile, refresh the page to display the content of your Connectivity Configuration subtab.
- Some financial institutions may require authorization, PIN configuration, or additional setup before you can connect to NetSuite. Contact your financial institution for assistance.

To connect NetSuite to a financial institution operating in the United States and Canada:

1. Go to Setup > Accounting > Financial Statements > Financial Institution > List.
2. On the Financial Institution page, click **View** next to the **Bank Feeds** financial institution record.
3. On the **Format Profile: Configuration** subtab, click **Edit** next to **Connect to U.S. and Canada Accounts**.

 **Note:** If you installed the earlier version of the Bank Feeds SuiteApp, the format profile record name displays as **Link Bank Accounts**.

4. On the Connect to U.S. and Canada Accounts Format Profile page, click the **Connectivity Configuration** subtab.
5. If you are connecting to a financial institution for the first time, you will see the following notices before you can start the configuration:
 - a. **Disclaimer of Warranties and Terms of Use of Oracle** - Read and acknowledge by clicking the **Accept** button at the bottom of the page.
 - b. **Authorized Information Service Provider (AISP) User Agreement of NetSuite** - Read and acknowledge by clicking the **Accept** button at the bottom of the page.
6. Click **Connect New Institution**.

The connection configuration setup popup window appears.

7. In the configuration setup window, select your financial institution from the list. You can also use the search box at the top of the financial institution list to enter a name or a keyword.

The Connectivity Configuration subtab is masked, and you cannot make any changes until you have completed the configuration setup. If you want to go back to the Connectivity Configuration subtab, close the window by clicking X in the upper-right corner of the browser window.

8. If a consent information appears, read the notice on data sharing and then acknowledge by clicking **Continue**.

9. Enter your financial institution login credentials.

Depending on your selected financial institution, perform the following actions:

- If prompted to enter your login credentials on the configuration setup page, do the following:

1. Enter your financial institution account's login credentials.
2. Click **Continue**.
3. If you are configuring an MFA (Multi-Factor Authentication) account which requires additional validation, enter the necessary confirmation.
4. Click **Continue**.

If the credentials are valid, the system retrieves all bank and credit card accounts associated with your financial institution and automatically connects them to your NetSuite account.

- If the system redirects you to your financial institution's website to authenticate, do the following:

1. Enter your financial institution account's login credentials.
2. If you are configuring an MFA (Multi-Factor Authentication) account which requires additional validation, enter the necessary confirmation.
3. On your financial institution's authorization page, review and select the bank and credit card accounts you want to connect to NetSuite.
4. Grant NetSuite access to your financial institution account. This action is required before the system can start establishing a secure connection.

The system automatically redirects you back to the bank feeds configuration setup page in NetSuite.

10. Review the list of bank and credit card accounts associated with your financial institution connection.

To exclude an account from your connection, clear the box next to the account name.



Note: A box next to the financial institution account name only becomes available if you did not select a bank or credit card account from the financial institution's website.

If the box is not available on the summary page, you can add or exclude an account from your financial institution connection after completing the configuration setup. Perform any of the following actions:

- Rebuild your connection. Read [Managing U.S. and Canada Financial Institution Connections](#) to know how to rebuild your financial institution connection.
- Exclude an account from the Connectivity Configuration subtab on your format profile page. For more information, see [Managing U.S. and Canada Bank and Payment Accounts for Bank Feeds](#).

11. To complete the configuration setup and go back to the format profile page, click **Save and Finish**.

To connect and set up another financial institution account in NetSuite, click **Save and Connect More Accounts**. You can connect to a different financial institution or the same financial institution but using a different login credential.



The Connectivity Configuration subtab page is refreshed with your configured connection. All active financial institution connections are listed under the Connections subtab, while all connected bank and credit card accounts are listed under the Accounts subtab.


12. Proceed to the **Account Linking** subtab. From each **Linked GL Account** dropdown list, select a bank or credit card account in NetSuite you want to link to the adjacent accounts. See [Linking Accounts for Financial Institution Connectivity](#) for more information.
13. Click **Save** on the format profile record.


Managing U.S. and Canada Financial Institution Connections

On the Connectivity Configuration subtab of the Connect to U.S. and Canada Accounts Format Profile page, you can manage your financial institution connections by rebuilding connections, updating the MFA token, or deleting your existing connections.

The following table describes the available columns under the Connections subtab of the Connect to U.S. and Canada Format Profile page.

Column	Icon	Description
Financial Institution		This column displays the list of active financial institutions connected to your NetSuite account.
Connection ID		This column displays the unique ID of the financial institution connection. If you have multiple connections to the same financial institution using different login credentials, each connection will have its own unique ID.
Accounts		This column displays the number of connected bank and payment accounts associated with your financial institution account. Note: If the Accounts column displays zero (0) for a financial institution connection, this means that the configuration was not successful. You can either rebuild or delete the connection and then try again.
Update MFA		This column displays a Refresh icon for each financial institution that requires an MFA token update. For more information about how Multi-Factor Authentication (MFA) accounts are handled by the SuiteApp, see Multi-Factor Authentication on Bank Feeds . A Check icon appears when the connection's MFA token is up to date. To update a connection's MFA token: <ol style="list-style-type: none"> On the Connections subtab, click the Refresh icon in the Update MFA column. The configuration popup window appears. Enter a valid MFA token. To display the configuration window, enable popups in your browser. Click Continue. The system retrieves all bank and credit card accounts associated with your financial institution and automatically connects them to your NetSuite account. On the configuration setup window, click Save and Finish. <p>On the Connectivity Configuration subtab, a Check icon replaces the Refresh icon to indicate that the MFA token for the financial institution connection is updated.</p>
Rebuild Connection		This column displays a Rebuild icon for each financial institution connection. Click the icon to reconfigure your financial institution connection to NetSuite.



Column	Icon	Description
		<p>When you rebuild a financial institution connection, the system imports bank data starting from the last successful import. However, if you rebuild a financial institution connection with zero accounts connected, the system imports the last 60 calendar days of bank data.</p> <p>An Error icon will appear beside the Rebuild icon if the connection encounters an error. Connection errors can occur due to any of the following actions:</p> <ul style="list-style-type: none"> ■ Your login credentials on the bank's website was recently updated ■ The last MFA token update was not successful ■ Consent expires ■ Incorrect connection configuration <p>Example, closing the configuration window before completing the configuration process or entering incorrect login credentials.</p> <p>Click the Rebuild icon to resolve the connection errors.</p> <p>To rebuild a connection:</p> <ol style="list-style-type: none"> 1. On the Connections subtab, click the Rebuild icon in the Rebuild Connection column. 2. In the configuration popup window, enter your login password. To display the configuration window, enable popups in your browser. In some instances, the page displays a list of associated bank and credit card accounts connected to NetSuite instead. 3. Click Update. 4. Some connections may require you to renew your account information consent to rebuild your connection. In this case, perform the following actions: <ol style="list-style-type: none"> a. Read the notice on data sharing and then acknowledge by clicking Continue. b. Enter your login credentials on the financial institution's website. c. On your financial institution's authorization page, review the bank and credit card accounts associated with your financial institution connection. Add or remove accounts based on your preference. d. On the same page, grant NetSuite access to your account. This action is required before the system can start establishing a secure connection. e. Click Continue. 5. The system retrieves all bank and credit card accounts associated with your financial institution and automatically connects them to your NetSuite account. On the summary page, to exclude an account from your connection, clear the box next to the account name. <div style="border: 1px solid #0070C0; padding: 10px; margin: 10px 0;"> <p> Note: A box next to the financial institution account name only becomes available if you did not select a bank or credit card account from the financial institution's website.</p> <p>If the box is not available, you still can exclude an account from your financial institution connection after completing the rebuild. See Managing U.S. and Canada Bank and Payment Accounts for Bank Feeds to know how to exclude an account from the Connectivity Configuration subtab.</p> </div> <ol style="list-style-type: none"> 6. Click Save and Finish.

Column	Icon	Description
Delete Connection		<p>This column displays a Trash icon for each financial institution connection. Click the icon to delete an existing financial institution connection in NetSuite.</p> <p>To delete a connection:</p> <ol style="list-style-type: none"> On the Connections subtab, click the Trash icon in the Delete Connections column for the financial institution you want to remove from bank feeds. <p>Deleting a financial institution connection will disconnect all its associated accounts, and you will no longer receive daily updates.</p> <ol style="list-style-type: none"> In the confirmation message that appears, click Delete to confirm your action.

Managing U.S. and Canada Bank and Payment Accounts for Bank Feeds

Manage which U.S. or Canada bank or payment accounts you want to include or exclude for automatic daily bank data import.

The following table describes the available columns under the Accounts subtab of the Connect to U.S. and Canada Format Profile page.

Column	Icon	Description
Account Name		This column displays the list of bank and credit card accounts associated with your financial institution connections.
Account Type		This column displays the type of the financial institution account.
Financial Institution		This column displays the financial institution associated with the bank or credit card account.
Connection ID		<p>This column displays the unique ID of the financial institution connection associated with the bank and credit card account.</p> <div>  Note: If you have multiple connections to the same financial institution using different login credentials, each connection will have its own unique ID. </div>
Exclude Account		<p>This column displays a Trash icon for each bank and credit card account. Click the icon to exclude a bank or credit card account from bank feeds.</p> <p>To exclude a U.S. or Canada bank or payment account:</p> <ol style="list-style-type: none"> On the Accounts subtab, click the Trash icon in the Exclude Account column for the bank or payment account you want to remove from bank feeds. <p>Excluding an account means you will no longer receive daily updates from the bank or credit card account in NetSuite.</p> <ol style="list-style-type: none"> In the confirmation message that appears, click Exclude to confirm your action.

Adding New U.S. or Canada Bank Accounts for Bank Feeds

If you already have an existing financial institution connection and want to update your list of connected bank and credit card accounts, perform the following steps:

To connect a new U.S. or Canada bank or credit card account:

1. Go to Setup > Accounting > Financial Statements > Financial Institution > List.
2. On the Financial Institution page, click **View** next to the Bank Feeds financial institution record.
3. On the **Format Profile: Configuration** subtab, click **Edit** next to **Connect to U.S. and Canada Accounts**.



Note: If you installed the earlier version of the Bank Feeds SuiteApp, the format profile record name displays as **Link Bank Accounts**.

4. On the Connect to U.S. and Canada Accounts Format Profile page, click the **Connectivity Configuration** subtab.
5. On the **Connections** subtab, click the Rebuild icon to reconfigure your financial institution connection.
To understand how to rebuild your connection, see [Managing U.S. and Canada Financial Institution Connections](#).
After you rebuild your connection, the Connectivity Configuration subtab page refreshes to show the configured connection and list of updated accounts.
6. Click the **Account Linking** subtab.
7. From each **Linked GL Account** dropdown list, select a bank or credit card account in NetSuite you want to link to the adjacent accounts.
See [Linking Accounts for Financial Institution Connectivity](#) for more information.
8. Click **Save** on the format profile record.

After you click Save, the system starts to retrieve and import all of the last 60 days of bank transactions of the bank account you added. The automated process includes new updates for the existing bank accounts linked to NetSuite.

A progress message will appear on the Bank Feeds financial institution record and you can click the **Track your status** link to view the processing status of your import. You can also go directly to the Banking Import History page by going to Transactions > Bank > Banking Import History.

Connecting a Europe Financial Institution to NetSuite



Important: The Bank Feeds SuiteApp includes Third Party Applications provided by Salt Edge Limited. Your access to and use of such portions of the SuiteApp may be subject to separate terms and conditions and a separate privacy policy between you and Salt Edge Limited. Any such separate terms will be made available for your review before you enable the relevant portion of the SuiteApp. You must carefully read these terms before enabling this functionality, and if you are not willing to be bound by these terms or are not authorized to accept these terms on behalf of your company or organization, do not enable this functionality.

The following procedure describes how to connect single or multiple PSD2 regulated financial institutions in Europe to NetSuite. The same procedure also applies if you want to connect to financial institutions operating globally and are not country-specific.

Important Things to Note:

Before you proceed with connecting your financial institution to NetSuite, take note of the following:

- This task requires the Administrator access or a custom role with required permissions for bank feeds setup. For more information, see [Roles and Permissions for Bank Feeds SuiteApp](#).
- To display the configuration window, enable popups in your browser.

To connect NetSuite to a financial institution operating in Europe:

1. Go to Setup > Accounting > Financial Statements > Financial Institution > List.
2. On the Financial Institution page, click **View** next to the **Bank Feeds** financial institution record.
3. On the **Format Profile: Configuration** subtab, click **Edit** next to **Connect to Europe Accounts**.
4. On the Connect to Europe Accounts Format Profile page, click the **Connectivity Configuration** subtab.
5. Register your account to the Authorized Account Information Service Provider (AISP) of NetSuite.
If you are connecting to a financial institution for the first time, you must first register your NetSuite email address with Salt Edge Limited, the AISP of NetSuite.
 - a. Read and acknowledge the information on the page. Make sure you are authorized to register your NetSuite account to Salt Edge Limited. Contact your Administrator for more information.
 - b. Check the value on the **Email** field. The Email field automatically populates with the email address you are currently using to log in to NetSuite.
 - c. Click **Register**.
 - d. An email notification will be sent to the email address to confirm your registration and access to your Salt Edge Dashboard account. On the Salt Edge Dashboard, you can review and delete configuration consents.

6. In the popup window that appears, perform the following steps:
 - a. Search your financial institution by entering a name or a keyword.
 - b. Select your preferred financial institution from the result list.

The Connectivity Configuration subtab is masked and you cannot make any changes until you have completed the configuration setup. To close the popup window, click **Cancel**, or close the window to go back to the Connectivity Configuration subtab.

7. Depending on your selected financial institution, enter your log in credentials or grant NetSuite access to your account.

Click the Show Instructions expandable content for more information.

8. Click **Next**.
9. To comply with Europe's anti-money laundering and KYC (Know Your Customers) requirements, you must validate your identity during registration. Enter your full name or select the ownership type of the NetSuite account you are registering. In some cases, you must provide both information.



Note: Additional information may be required as part of the KYC requirements.

10. Click **Proceed**.
11. Read the notice on data sharing and then acknowledge by checking the box on the page to grant consent to Salt Edge Limited.
12. Click **Confirm**.
The system will then validate your login credentials and start establishing a secure connection to your financial institution.
You may also be redirected to your financial institution's website to grant NetSuite access to your account before the system can start establishing a secure connection.
13. A progress of your configuration process appears.
If you are configuring an MFA (Multi-Factor Authentication) account which requires additional validation, enter the necessary confirmation and then click **Next**.
14. The configuration setup continues by retrieving all associated bank and payment accounts from your financial institution. In some situations, your financial institution will require you to select

associated accounts you want to include for bank feeds integration. To proceed, check the box next to the bank or payment account you want to include.



Note: Only select bank or payment accounts supported by the Bank Feeds SuiteApp. Selecting a non-supported account type such as loan, mortgage, and investment will not apply to your bank feeds setup.

After the configuration process is completed, the configuration window automatically closes and then you will be redirected back to the Connectivity Configuration subtab.

The Connectivity Configuration subtab page is refreshed with your configured connection. All active financial institution connections are listed under the Connections subtab, while all connected bank and credit card accounts are listed under the Accounts subtab.





15. To connect and set up another financial institution account in NetSuite, click **Connect New Institution**. You can connect to a different financial institution or the same financial institution but using a different login credential.
16. After entering the required configuration data, continue to the **Account Linking** subtab. From each **Linked GL Account** dropdown list, select a bank or credit card account in NetSuite you want to link to the adjacent accounts. See [Linking Accounts for Financial Institution Connectivity](#).
17. Click **Save** on the format profile record.

Managing Europe Financial Institution Connections

On the Connectivity Configuration subtab of the Connect to Europe Accounts Format Profile page, you can manage your financial institution connections by updating the MFA token, rebuilding connections, or deleting your existing connections.

The following table describes the available columns under the Connections subtab of the Connect to Europe Accounts Format Profile page.

Column	Icon	Description
Financial Institution		This column displays the list of active financial institutions connected to your NetSuite account.
Connection ID		This column displays the unique ID of the financial institution connection. If you have multiple connections to the same financial institution using different login credentials, each connection will have its own unique ID.
Accounts		This column displays the number of connected bank and payment accounts associated with your financial institution account. <div> Note: If the Accounts column displays zero (0) for a financial institution connection, this means that the configuration was not successful. You can either rebuild or delete the connection and then try again. </div>
Connection Expiry Date		This column displays the expiration date of your financial institution connection. The connection expiration date indicates the date after which your connection consent is no longer valid. If a connection expires, you must rebuild or reconfigure your financial institution connection to continue receiving daily bank data from your financial institution. The date format display follows the Date Format setting on your Home > Set Preferences > General under the Formatting section.
Update MFA		This column displays a Refresh icon for each financial institution that requires an MFA token update.

Column	Icon	Description
		<p>To update a connection's MFA token:</p> <ol style="list-style-type: none"> 1. On the Connections subtab, click the Refresh icon in the Update MFA column. 2. The configuration popup window appears. Enter the MFA token required and then click Next. <div>  Note: To display the configuration window, enable popups in your browser. </div> <p>A progress of your configuration process is displayed. If successful, the configuration popup window automatically closes and you will be redirected back to the Connectivity Configuration subtab.</p> <p>Then, a Check icon replaces the Refresh icon to indicate that the MFA token for the financial institution connection is updated.</p>
Rebuild Connection		<p>This column displays a Rebuild icon for each financial institution connection. Click the icon to reconfigure your financial institution connection to NetSuite.</p> <p>When you rebuild a financial institution connection, the system imports bank data starting from the last successful import. However, if you rebuild a financial institution connection with zero accounts connected, the system imports the last 60 calendar days of bank data.</p> <p>An Error icon will appear beside the Rebuild icon if the connection encounters an error. Connection errors can occur due to any of the following actions:</p> <ul style="list-style-type: none"> ■ Your login credentials on the bank's website was recently updated ■ The last MFA token update was not successful ■ Consent expires ■ Incorrect connection configuration <p>Example, closing the configuration window before completing the configuration process or entering incorrect login credentials.</p> <p>Click the Rebuild icon to resolve the connection errors.</p> <p>To rebuild a connection:</p> <ol style="list-style-type: none"> 1. On the Connections subtab, click the Rebuild icon in the Rebuild Connection column. 2. In the configuration popup window, enter your login credentials or grant NetSuite access to your account. <div>  Note: To display the configuration window, enable popups in your browser. </div> <ol style="list-style-type: none"> 3. Click Next. 4. Perform steps 11 – 14 in Connecting a Europe Financial Institution to NetSuite. 5. Click Save on the format profile record.
Delete Connection		<p>This column displays a Trash icon for each financial institution connection. Click the icon to delete an existing financial institution connection in NetSuite.</p> <p>To delete a connection:</p>


Column	Icon	Description
		<ol style="list-style-type: none"> 1. On the Connections subtab, click the Trash icon in the Delete Connections column for the financial institution you want to remove from bank feeds. Deleting a financial institution connection will disconnect all its associated accounts, and you will no longer receive daily updates. 2. In the confirmation message that appears, click Delete to confirm your action.

Managing Europe Bank and Payment Accounts for Bank Feeds


Manage which bank or payment accounts operating in Europe you want to include or exclude for automatic daily bank data import.

The following table describes the available columns under the Accounts subtab of the Connect to Europe Accounts Format Profile page.

Column	Description
Include Account	<p>By default, after configuring your connection to a financial institution, all associated accounts are automatically included and enabled for bank feeds.</p> <p>To include or exclude a Europe bank or payment account:</p> <ol style="list-style-type: none"> 1. On the Accounts subtab: <ol style="list-style-type: none"> a. Check the box next to the account you want to include from bank feeds. b. Clear the box next to the account you want to exclude from bank feeds. 2. Click Submit. A confirmation message appears to confirm that all marked accounts were successfully included for bank feeds. 3. If you included a new account, be sure to proceed to the Account Linking subtab afterwards to link a GL account in NetSuite. For more information, see Linking Accounts for Financial Institution Connectivity.
Account Name	This column displays the list of bank and credit card accounts associated with your financial institution connections.
Account Type	This column displays the type of the financial institution account.
Financial Institution	This column displays the financial institution associated to the bank or credit card account.
Connection ID	This column displays the unique ID of the financial institution connection associated with the bank and credit card account.

Column	Description
	 Note: If you have multiple connections to the same financial institution using different login credentials, each connection will have their own unique ID.

Connecting a Non-PSD2 Europe Financial Institution to NetSuite

 **Important:** The Bank Feeds SuiteApp includes Third Party Applications provided by Salt Edge Limited. Your access to and use of such portions of the SuiteApp may be subject to separate terms and conditions and a separate privacy policy between you and Salt Edge Limited. Any such separate terms will be made available for your review before you enable the relevant portion of the SuiteApp. You must carefully read these terms before enabling this functionality, and if you are not willing to be bound by these terms or are not authorized to accept these terms on behalf of your company or organization, do not enable this functionality.

The following procedure describes how to connect single or multiple non-PSD2 regulated financial institutions in Europe to NetSuite.

Important Things to Note:

Before you proceed with connecting your financial institution to NetSuite, take note of the following:

- This task requires the Administrator access or a custom role with required permissions for bank feeds setup. For more information, see [Roles and Permissions for Bank Feeds SuiteApp](#).
- To display the configuration window, enable popups in your browser.
- As of version 2021.1.1, only non-PSD2 regulated financial institutions in Switzerland are supported by this format profile.

To connect NetSuite to a non-PSD2 regulated financial institution operating in Europe:


1. Go to Setup > Accounting > Financial Statements > Financial Institution > List.
2. On the Financial Institution page, click **View** next to the **Bank Feeds** financial institution record.
3. On the **Format Profile: Configuration** subtab, click **Edit** next to **Connect to Non-PSD2 Europe Accounts**.
4. On the Connect to Non-PSD2 Europe Accounts Format Profile page, click the **Connectivity Configuration** subtab.
5. Click **Connect New Institution**.
6. In the popup window that appears, perform the following steps:
 - a. Search your financial institution by entering a name or a keyword.
 - b. Select your preferred financial institution from the result list.

The Connectivity Configuration subtab is masked and you cannot make any changes until you have completed the configuration setup. To close the popup window, click **Cancel**, or close the window to go back to the Connectivity Configuration subtab.

7. Depending on your selected financial institution, enter your log in credentials or grant NetSuite access to your account.

Click the Show Instructions expandable content for more information.

8. Click **Next**.
9. Read the notice on data sharing and then acknowledge by clicking the **Confirm** button below the page to grant consent to Salt Edge Limited.
The system will then validate your login credentials and start establishing a secure connection to your financial institution.
You may also be redirected to your financial institution's website to grant NetSuite access to your account before the system can start establishing a secure connection.
10. A progress of your configuration process appears.
If you are configuring an MFA (Multi-Factor Authentication) account which requires additional validation, enter the necessary confirmation and then click **Next**.
11. The configuration setup continues by retrieving all associated bank and payment accounts from your financial institution. In some situations, your financial institution will require you to select associated accounts you want to include for bank feeds integration. To proceed, check the box next to the bank or payment account you want to include.

 **Note:** Only select bank or payment accounts supported by the Bank Feeds SuiteApp. Selecting a non-supported account type such as loan, mortgage, and investment will not apply to your bank feeds setup.

After the configuration process is completed, the configuration window automatically closes and then you will be redirected back to the Connectivity Configuration subtab.

The Connectivity Configuration subtab page is refreshed with your configured connection. All active financial institution connections are listed under the Connections subtab, while all connected bank and credit card accounts are listed under the Accounts subtab.





12. To connect and set up another financial institution account in NetSuite, click **Connect New Institution**. You can connect to a different financial institution or the same financial institution but using a different login credential.
13. After entering the required configuration data, continue to the **Account Linking** subtab. From each **Linked GL Account** dropdown list, select a bank or credit card account in NetSuite you want to link to the adjacent accounts. See [Linking Accounts for Financial Institution Connectivity](#).
14. Click **Save** on the format profile record.



Managing Non-PSD2 Europe Financial Institution Connections

On the Connectivity Configuration subtab of the Connect to Non-PSD2 Europe Accounts Format Profile page, you can manage your financial institution connections by updating the MFA token, rebuilding connections, or deleting your existing connections.

The following table describes the available columns under the Connections subtab of the Connect to Non-PSD2 Europe Accounts Format Profile page.

Column	Icon	Description
Financial Institution		This column displays the list of active financial institutions connected to your NetSuite account.
Connection ID		This column displays the unique ID of the financial institution connection. If you have multiple connections to the same financial institution using different login credentials, each connection will have its own unique ID.
Accounts		This column displays the number of connected bank and payment accounts associated with your financial institution account.

Column	Icon	Description
		 Note: If the Accounts column displays zero (0) for a financial institution connection, this means that the configuration was not successful. You can either rebuild or delete the connection and then try again.
Connection Expiry Date		<p>This column displays the expiration date of your financial institution connection. The connection expiration date indicates the date after which your connection consent is no longer valid. If a connection expires, you must rebuild or reconfigure your financial institution connection to continue receiving daily bank data from your financial institution.</p> <p>The date format display follows the Date Format setting on your Home > Set Preferences > General under the Formatting section.</p>
Update MFA		<p>This column displays a Refresh icon for each financial institution that requires an MFA token update.</p> <p>To update a connection's MFA token:</p> <ol style="list-style-type: none"> 1. On the Connections subtab, click the Refresh icon in the Update MFA column. 2. The configuration popup window appears. Enter the MFA token required and then click Next. <div>  Note: To display the configuration window, enable popups in your browser. </div> <p>A progress of your configuration process is displayed. If successful, the configuration popup window automatically closes and you will be redirected back to the Connectivity Configuration subtab.</p> <p>Then, a Check icon replaces the Refresh icon to indicate that the MFA token for the financial institution connection is updated.</p>
Rebuild Connection		<p>This column displays a Rebuild icon for each financial institution connection. Click the icon to reconfigure your financial institution connection to NetSuite.</p> <p>When you rebuild a financial institution connection, the system imports bank data starting from the last successful import. However, if you rebuild a financial institution connection with zero accounts connected, the system imports the last 60 calendar days of bank data.</p> <p>An Error icon will appear beside the Rebuild icon if the connection encounters an error. Connection errors can occur due to any of the following actions:</p> <ul style="list-style-type: none"> ■ Your login credentials on the bank's website was recently updated ■ The last MFA token update was not successful ■ Consent expires ■ Incorrect connection configuration <p>Example, closing the configuration window before completing the configuration process or entering incorrect login credentials.</p> <p>Click the Rebuild icon to resolve the connection errors.</p> <p>To rebuild a connection:</p> <ol style="list-style-type: none"> 1. On the Connections subtab, click the Rebuild icon in the Rebuild Connection column.

Column	Icon	Description
		<ol style="list-style-type: none"> The configuration popup window appears. Enter your login credentials or grant NetSuite access to your account. <div>  Note: To display the configuration window, enable popups in your browser. </div> <ol style="list-style-type: none"> Click Next. Perform steps 9 – 11 in Connecting a Non-PSD2 Europe Financial Institution to NetSuite. Click Save on the format profile record.
Delete Connection		<p>This column displays a Trash icon for each financial institution connection. Click the icon to delete an existing financial institution connection in NetSuite.</p> <p>To delete a connection:</p> <ol style="list-style-type: none"> On the Connections subtab, click the Trash icon in the Delete Connections column for the financial institution you want to remove from bank feeds. Deleting a financial institution connection will disconnect all its associated accounts, and you will no longer receive daily updates. In the confirmation message that appears, click Delete to confirm your action.

Managing Non-PSD2 Europe Bank and Payment Accounts for Bank Feeds

Manage which bank or payment accounts associated to your financial institutions from non-PSD2 European countries you want to include or exclude for automatic daily bank data import.

The following table describes the available columns under the Accounts subtab of the Connect to Non-PSD2 Europe Accounts Format Profile page.

Column	Description
Include Account	<p>By default, after configuring your connection to a financial institution, all associated accounts are automatically included and enabled for bank feeds.</p> <p>To include or exclude a Non-PSD2 Europe bank or payment account:</p> <ol style="list-style-type: none"> On the Accounts subtab: <ol style="list-style-type: none"> Check the box next to the account you want to include from bank feeds. Clear the box next to the account you want to exclude from bank feeds. Click Submit. A confirmation message appears to confirm that all marked accounts were successfully included for bank feeds. If you included a new account, proceed to the Account Linking subtab after to link a GL account in NetSuite. For more information, see Linking Accounts for Financial Institution Connectivity.
Account Name	This column displays the list of bank and credit card accounts associated with your financial institution connections.
Account Type	This column displays the type of the financial institution account.

Column	Description
Financial Institution	<p>This column displays the financial institution associated to the bank or credit card account.</p> <p>Note: As of version 2021.1.1, only non-PSD2 regulated financial institutions in Switzerland are supported by this format profile.</p>
Connection ID	<p>This column displays the unique ID of the financial institution connection associated with the bank and credit card account.</p> <p>Note: If you have multiple connections to the same financial institution using different login credentials, each connection will have its own unique ID.</p>

Connecting a Financial Institution in Other Countries to NetSuite

Important: The Bank Feeds SuiteApp includes Third Party Applications provided by Salt Edge Limited. Your access to and use of such portions of the SuiteApp may be subject to separate terms and conditions and a separate privacy policy between you and Salt Edge Limited. Any such separate terms will be made available for your review before you enable the relevant portion of the SuiteApp. You must carefully read these terms before enabling this functionality, and if you are not willing to be bound by these terms or are not authorized to accept these terms on behalf of your company or organization, do not enable this functionality.

The following procedure describes how to connect single or multiple financial institutions in other countries to NetSuite. The SuiteApp lets you to connect to financial institutions operating in the following countries:

- Australia
- New Zealand
- Hong Kong
- Indonesia
- Malaysia
- Philippines
- Singapore
- Thailand

The same procedure also applies if you want to connect to financial institutions operating globally and are not country-specific.

Important Things to Note:

Before you proceed with connecting your financial institution to NetSuite, take note of the following:

- This task requires the Administrator access or a custom role with required permissions for bank feeds setup. For more information, see [Roles and Permissions for Bank Feeds SuiteApp](#).
- To display the configuration window, enable popups in your browser.

To connect NetSuite to a financial institution operating in other countries:

1. Go to Setup > Accounting > Financial Statements > Financial Institution > List.
2. On the Financial Institution page, click **View** next to the **Bank Feeds** financial institution record.
3. On the **Format Profile: Configuration** subtab, click **Edit** next to **Connect to Accounts in Other Countries**.
4. On the Connect to Accounts in Other Countries Format Profile page, click the **Connectivity Configuration** subtab.
5. Click **Connect New Institution**.
6. In the popup window that appears, perform the following steps:
 - a. Search your financial institution by entering a name or a keyword.
 - b. Select your preferred financial institution from the result list.

The Connectivity Configuration subtab is masked and you cannot make any changes until you have completed the configuration setup. To close the popup window, click **Cancel**, or close the window to go back to the Connectivity Configuration subtab.

7. Depending on your selected financial institution, enter your login credentials or grant NetSuite access to your account.

Click the Show Instructions expandable content for more information.

8. Click **Next**.
9. Read the notice on data sharing and then acknowledge by clicking the **Confirm** button below the page to grant consent to Salt Edge Limited.

The system will then validate your login credentials and start establishing a secure connection to your financial institution.

You may also be redirected to your financial institution's website to grant NetSuite access to your account before the system can start establishing a secure connection.

10. A progress of your configuration process appears.

If you are configuring an MFA (Multi-Factor Authentication) account which requires additional validation, enter the necessary confirmation and then click **Next**.

11. The configuration setup continues by retrieving all associated bank and payment accounts from your financial institution. In some situations, your financial institution will require you to select associated accounts you want to include for bank feeds integration. To proceed, check the box next to the bank or payment account you want to include.



Note: Only select bank or payment accounts supported by the Bank Feeds SuiteApp. Selecting a non-supported account type such as loan, mortgage, and investment will not apply to your bank feeds setup.

After the configuration process is completed, the configuration window automatically closes and then you will be redirected back to the **Connectivity Configuration** subtab.





The Connectivity Configuration subtab page is refreshed with your configured connection. All active financial institution connections are listed under the **Connections** subtab, while all connected bank and credit card accounts are listed under the **Accounts** subtab.



12. To connect and set up another financial institution account in NetSuite, click **Connect New Institution**. You can connect to a different financial institution or the same financial institution but using a different login credential.
13. After entering the required configuration data, continue to the **Account Linking** subtab. From each **Linked GL Account** dropdown list, select a bank or credit card account in NetSuite you want to link to the adjacent accounts. See [Linking Accounts for Financial Institution Connectivity](#).
14. Click **Save** on the format profile record.

Managing Financial Institution Connections in Other Countries

On the Connectivity Configuration subtab of the Connect to Accounts in Other Countries Format Profile page, you can manage your financial institution connections by updating the MFA token, rebuilding connections, or deleting your existing connections.

The following table describes the available columns under the Connections subtab of the Connect to Accounts in Other Countries Format Profile page.

Column	Icon	Description
Financial Institution		This column displays the list of active financial institutions connected to your NetSuite account.
Connection ID		<p>This column displays the unique ID of the financial institution connection.</p> <p>If you have multiple connections to the same financial institution using different login credentials, each connection will have its own unique ID.</p>
Accounts		<p>This column displays the number of connected bank and payment accounts associated with your financial institution account.</p> <div>  Note: If the Accounts column displays zero (0) for a financial institution connection, this means that the configuration was not successful. You can either rebuild or delete the connection and then try again. </div>
Connection Expiry Date		<p>This column displays the expiration date of your financial institution connection. The connection expiration date indicates the date after which your connection consent is no longer valid. If a connection expires, you must rebuild or reconfigure your financial institution connection to continue receiving daily bank data from your financial institution.</p> <p>The date format display follows the Date Format setting on your Home > Set Preferences > General under the Formatting section.</p>
Update MFA		<p>This column displays a Refresh icon for each financial institution that requires an MFA token update.</p> <p>To update a connection's MFA token:</p> <ol style="list-style-type: none"> On the Connections subtab, click the Refresh icon in the Update MFA column. The configuration popup window appears. Enter the MFA token required and then click Next. <div>  Note: To display the configuration window, enable popups in your browser. </div> <p>A progress of your configuration process is displayed. If successful, the configuration popup window automatically closes and you will be redirected back to the Connectivity Configuration subtab.</p> <p>Then, a Check icon replaces the Refresh icon to indicate that the MFA token for the financial institution connection is updated.</p>
Rebuild Connection		<p>This column displays a Rebuild icon for each financial institution connection. Click the icon to reconfigure your financial institution connection to NetSuite.</p> <p>When you rebuild a financial institution connection, the system imports bank data starting from the last successful import. However, if you rebuild a financial institution connection with zero accounts connected, the system imports the last 60 calendar days of bank data.</p>


Column	Icon	Description
		<p>An Error icon will appear beside the Rebuild icon if the connection encounters an error. Connection errors can occur due to any of the following actions:</p> <ul style="list-style-type: none"> Your login credentials on the bank's website was recently updated The last MFA token update was not successful Consent expires Incorrect connection configuration <p>Example, closing the configuration window before completing the configuration process or entering incorrect login credentials.</p> <p>Click the Rebuild icon to resolve the connection errors.</p> <p>To rebuild a connection:</p> <ol style="list-style-type: none"> On the Connections subtab, click the Rebuild icon in the Rebuild Connection column. The configuration popup window appears. Enter your login credentials or grant NetSuite access to your account. <div>  Note: To display the configuration window, enable popups in your browser. </div> <ol style="list-style-type: none"> Click Next. Perform steps 9 – 11 in Connecting a Financial Institution in Other Countries to NetSuite. Click Save on the format profile record.
Delete Connection		<p>This column displays a Trash icon for each financial institution connection. Click the icon to delete an existing financial institution connection in NetSuite.</p> <p>To delete a connection:</p> <ol style="list-style-type: none"> On the Connections subtab, click the Trash icon in the Delete Connections column for the financial institution you want to remove from bank feeds. <p>Deleting a financial institution connection will disconnect all its associated accounts, and you will no longer receive daily updates.</p> <ol style="list-style-type: none"> In the confirmation message that appears, click Delete to confirm your action.

Managing Bank and Payment Accounts in Other Countries for Bank Feeds

Manage which bank or payment accounts associated to your financial institutions from other countries you want to include or exclude for automatic daily bank data import.

The following table describes the available columns under the Accounts subtab of the Connect to Accounts in Other Countries Format Profile page.

Column	Description
Include Account	<p>By default, after configuring your connection to a financial institution, all associated accounts are automatically included and enabled for bank feeds.</p> <p>To include or exclude a bank or payment account:</p>

Column	Description
	<ol style="list-style-type: none"> On the Accounts subtab: <ol style="list-style-type: none"> Check the box next to the account you want to include from bank feeds. Clear the box next to the account you want to exclude from bank feeds. Click Submit. A confirmation message appears to confirm that all marked accounts were successfully included for bank feeds. If you included a new account, be sure to proceed to the Account Linking subtab afterwards to link a GL account in NetSuite. For more information, see Linking Accounts for Financial Institution Connectivity.
Account Name	This column displays the list of bank and credit card accounts associated with your financial institution connections.
Account Type	This column displays the type of the financial institution account.
Financial Institution	This column displays the financial institution associated to the bank or credit card account.
Connection ID	<p>This column displays the unique ID of the financial institution connection associated with the bank and credit card account.</p> <div>  Note: If you have multiple connections to the same financial institution using different login credentials, each connection will have its own unique ID. </div>

Multi-Factor Authentication on Bank Feeds

Financial institution accounts that support Multi-Factor Authentication (MFA) require additional evidence to validate your identity for login or other transactions. Examples of MFA accounts are those that require Two-factor Authentication and One-time Passwords.

The validity of your account's MFA token varies depending on your financial institution. Bank data import will fail if the system identifies that your MFA token is no longer valid or needs to be updated.

For example, some MFA account credentials are valid only for a certain number of login sessions or transactions. In this scenario, you must reenter your login credentials and provide additional information in the bank feeds configuration setup to continue receiving daily bank updates.

Go to the Banking Import History page to check the status of your bank data import and identify which financial institution requires reauthentication. To get to the Banking Import History page, go to Transactions > Bank > Banking Import History.

To update your MFA token, go to the Connectivity Configuration subtab of your format profile record. Then, under the Connections subtab, click the Refresh icon on the Update MFA column. For more information, see the following topics:

- For U.S. and Canada Bank Feeds integration, see [Managing U.S. and Canada Financial Institution Connections](#)
- For Europe Bank Feeds integration, see [Managing Europe Financial Institution Connections](#)
- For Non-PSD2 Europe Bank Feeds Integration, see [Managing Non-PSD2 Europe Financial Institution Connections](#)
- For Bank Feeds Integration with Other Countries, see [Managing Financial Institution Connections in Other Countries](#)

After you save the configuration, the system will perform a new bank data retrieval and import process.

Bank Feeds Data Import

The Bank Feeds SuiteApp's automated bank data import feature helps you manage your bank and credit card transactions into NetSuite more efficiently.

Track your daily import status through the Banking Import History page. The SuiteApp also lets you manually request the system to update your imported bank data through the Match Bank Data page.

This section includes the following topics:

- [Automated Bank Data Import for Bank Feeds](#)
- [Updating Imported Bank Feeds Data](#)
- [Viewing the Bank Feeds Import Details](#)
- [Using the Bank Feeds Audit Trail](#)
- [Handling Bank Feeds Data Import and Connection Errors](#)

Automated Bank Data Import for Bank Feeds

The Bank Feeds SuiteApp uses the Financial Institution Connectivity Plug-in to perform an automated process that retrieves bank data and imports them into your NetSuite account. The first time a format profile is saved:

- NetSuite requests to download the last 60 calendar days of available bank data from your financial institution into NetSuite.
- A schedule is created to import your data automatically. Every day, NetSuite imports any new data from your financial institution into your accounts on the Match Bank Data page. If the data import fails, NetSuite requests data starting from the last successful update plus seven calendar days back.

For more information how to match your imported bank lines with account transactions in NetSuite, see [Matching Bank Data](#).


You can track the import status by going to the Banking Import History page. To get to the Banking Import History page, go to Transactions > Bank > Banking Import History.

For more information, see [Automatic Bank Data Import](#).

Updating Imported Bank Feeds Data

Aside from the automated daily import, you can also update your bank data in NetSuite by manually initiating the system to retrieve the latest bank transactions from your financial institution. Perform any of the following actions to initiate the import process:

- **Update the Bank Feeds Format Profile Records** – Update the provisioned format profile records by editing and saving the record without making any changes. Each time a format profile record is saved, the system triggers the bank data retrieval and import process.

 **Note:** To avoid consecutive requests that may result to errors, you can only request for a bank data refresh every 60 minutes. The 60-minute waiting interval does not apply to failed data imports.

- **Update the Match Bank Data Page** – Update your account with the latest bank data by clicking the **Update Imported Bank Data** button on the Match Bank Data page. For more information, see [Updating Imported Bank Data](#).

Viewing the Bank Feeds Import Details

Go to the Banking Import History page (previously called Imported Statement List) to view the status and details of the imported bank transactions. For more information, see [Banking Import History](#).

The Match Bank Data page (Transactions > Bank > Match Bank Data) is also updated with your account's latest bank data after each successful import. Here you can view your updated account balance and match or confirm your bank transaction data with your NetSuite transactions. For more information, see [Bank Data Matching and Reconciliation](#).

For more information about automatic bank data import through Financial Connectivity Plug-in, see [Automatic Bank Data Import](#).

Using the Bank Feeds Audit Trail

Note: This task requires the Administrator access or a custom role with required permissions for bank feeds setup. For more information, see [Roles and Permissions for Bank Feeds SuiteApp](#).

The Bank Feeds Audit Trail is a specialized custom record that helps you keep track of your NetSuite account's bank feeds activities within a 90-day period. Every time you establish a connection to your financial institution, or perform manual or automated bank data import, an audit trail log is created.

To view the Bank Feeds Audit Trail, go to Customization > Lists, Records, & Fields > Record Types. Then, look for **Bank Feeds Audit Trail** and click **List** to show the audit trail records.

You can also create a custom saved search for this record type. For more information, see the help topic [Defining a Saved Search](#).

The following table describes the bank feeds audit trail fields:

Field	Description
Name	The name of the action initiated by the SuiteApp.
Date Created	The date and time the action was made.
Interpretation	This field displays the following information: <ul style="list-style-type: none"> connection and account status error messages
API Type	This field displays the type of third-party provider that initiated the action.
URL Endpoint	This field displays the URL used to perform the specified action.
Post Parameters	This field displays the JSON object sent as a body of the HTTP call. This field is only populated if the HTTP method is POST.

A Third-Party Response subtab is also available on the Bank Feeds Audit Trail log. The Third-Party Response subtab contains the raw API response details of the audit log.

Handling Bank Feeds Data Import and Connection Errors

During a daily scheduled or manually initiated import, bank data import will fail when there are importing errors such as missing MFA token required or connection errors.

When handling bank data import errors, take note of the following:

- View the Banking Import History page to know the status and details of your bank data import. If the status is set to **Partially Completed**, this status means that NetSuite successfully completed an import for some but not all bank or credit card accounts.

In the expanded details, you can view the failure reasons for the import, along with the accounts affected for each import. For more information, see [Banking Import History](#).

- On your format profile configuration, under the Account Linking subtab, bank and payment accounts that failed to connect are shown with warning icons.

Connectivity Configuration Account Linking Code Type Mapping System Notes			
There was a problem linking one or more of your accounts. For an account-specific error, hover over the warning icon. If needed, go to the Connectivity Configuration subtab to reauthenticate accounts that could not be linked. If the issue persists, contact Support.			
BANK ACCOUNT	CURRENCY	ACCOUNT TYPE	LINKED GL ACCOUNT
IQ Bank			
BLUE CASH EVERYDAY - x5364_CREDIT_xxxx5364	USD	CREDIT_CARD	
CashRewardOld - x7866_CREDIT_xxxx7866			
The login credentials for IQ Bank is incorrect. To resolve, go to the Connectivity Configuration subtab and enter the correct credentials.			
Iq Bank Core Checking - x3571_CHECKING_xxxx3571	USD	BANK	1000 Checking

Hover over the warning icon for more information about the error. You can choose to resolve the error or continue the connectivity configuration. Bank data import process will still proceed, but status becomes Partially Completed if you have one or more accounts that failed to connect. Until the financial institution connection error is resolved, you will not receive daily bank updates from the bank or credit card account.

- To learn how you can prevent and resolve common financial institution connection errors, read SuiteAnswers article [Resolving Financial Institution Connection Errors When Using the Bank Feeds SuiteApp](#).

Bank Feeds SuiteApp FAQ

The following questions are frequently asked about configuring the Bank Feeds integration with NetSuite.

General

How much does the Bank Feeds SuiteApp cost?

The Bank Feeds SuiteApp is a free managed SuiteApp which automatically updates whenever there are enhancements or new features added.

How do I check if a bank is supported for Bank Feeds?

The list of supported financial institutions can be found in [SuiteAnswers ID 90911](#).

If my bank is not included in the list, can I add them manually?

There is no way to add a new bank to the Bank Feeds SuiteApp. If your financial institution is not available in the list, you should connect to your bank using the Auto Bank Statement Import SuiteApp or use a custom connectivity plug-in instead.

Are there plans to support financial institutions operating outside of the currently supported countries?

Bank Feeds integration with financial institutions operating in other countries are targeted for future release.

How do I import banking data from financial institutions operating outside the current supported countries for Bank Feeds?

NetSuite supports international banking file formats (ISO20022 CAMT053, SWFIT MT940, BAI2, and OFX/QFX) which can be imported both manually as well as through a secure file transfer protocol (SFTP). For more information, see [Auto Bank Statement Import SuiteApp](#) and [Bank Statement Parsers SuiteApp](#).

What about financial institutions that are not yet supported by Bank Feeds?

The Financial Institution Connectivity API supports custom connectivity plug-ins to financial institutions that are not available through our financial data aggregation partner. For more information about alternative bank integration solutions, please see [Auto Bank Statement Import SuiteApp](#) and [Bank Statement Parsers SuiteApp](#).

How is Bank Feeds SuiteApp different from other NetSuite Banking SuiteApps?

The Bank Feeds SuiteApp automates the import of bank transactions from your preferred financial institutions operating in the U.S, Canada, Europe, Australia, New Zealand, and Southeast Asia. The SuiteApp utilizes a Financial Institution Connectivity Plug-in to process the automated daily import schedule of your bank data. Configuring the connection only requires your banking credentials.

The Auto Bank Statement Import (ABSI) SuiteApp requires an SFTP connection to connect to your bank. Configuring the connection requires SFTP server credentials and import file details. The SuiteApp also works in conjunction with Bank Statement Parsers SuiteApp for bank data to be uploaded into NetSuite. The ABSI and Bank Statement Parsers SuiteApps are available in all regions.

Can I use custom bank integration with the Bank Feeds SuiteApp?

You can use Financial Institution Connectivity API to integrate with other banks. For more information, see the help topic [Financial Institution Connectivity Plug-in Interface Overview](#).

Are MFA (Multi-Factor Authentication) accounts required to be authenticated every time or is this a one-time setup?

Depending on your bank, you must reauthenticate every time you want to get the latest transaction from your bank. If this is not feasible for you, you should connect to your MFA bank accounts using the Auto Bank Statement Import (ABSI) and Bank Statement Parsers SuiteApp instead.

What if I have a token key device to access my online banking?

This will require your administrator or any user with appropriate permission level to enter the MFA (Multi-Factor Authentication) code for the import to run successfully. If this is not feasible for you, you can connect to your MFA bank accounts using the Auto Bank Statement Import (ABSI) SuiteApp instead.

Is there an ability to connect to a demo bank server or run the Bank Feeds SuiteApp in test mode?

No. Demo bank accounts are not available.

The setup will download the last 60 days of your bank data into NetSuite. What happens if the same transactions were already imported into NetSuite through manual import?

You will be able to exclude imported transactions that are not detected by the system as duplicates.

Can I get real-time feeds from my financial institution?

An automated daily import schedule is performed by the system to ensure you have an updated account balance in NetSuite. The SuiteApp also allows manual requests to retrieve and import bank data into NetSuite for on-demand bank transaction data.

Can the import schedule be customized to multiple times a day?

The automated daily import schedule cannot be customized.

When do I use the Bank Feeds SuiteApp?

The Bank Feeds SuiteApp takes bank connectivity a step further by allowing automatic daily imports of the most up to date bank data. Additionally, the SuiteApp lets you connect multiple bank accounts from different financial institutions.

What will happen if a credit card GL account in NetSuite and a connected bank account have different currencies?

The NetSuite GL currency must be the same as the bank account currency. Otherwise, the import of bank data will fail.

Can I customize the Bank Feeds Parser?

No, only the standard Bank Feeds Parser is compatible with the SuiteApp.

Will I be able to send an electronic payment file to my bank or financial institution?

Transfer of payment files electronically through SFTP (Secure File Transfer Protocol) connection is delivered by the SFTP Connector SuiteApp. For more information, see the help topic [SFTP Connector SuiteApp](#).

Does it need a dedicated user for the upload?

A user with an Administrator role or any custom role with required Bank Feeds SuiteApp permission can set up bank feeds in NetSuite. The automatic importing of bank data does not require a dedicated user as it occurs automatically after configuring your financial institution connection in NetSuite.

My financial institution data successfully imported to NetSuite, but why am I unable to see it on the Match Bank Data page?

Make sure that the Use Match Bank Data and Reconcile Account Statement Pages box is checked for each bank or credit card account that will be imported using Bank Feeds.

What happens if an existing import bank transactions feature is already available in my NetSuite account?

This is an alternative way to import bank data into NetSuite. The SuiteApp removes the manual process of uploading the bank data into NetSuite as everything is done automatically.

Will my imported bank data automatically create transactions in NetSuite?

As of NetSuite 2020.2, this is now possible using autocreate rules. For more information, see [Automatic Creation of Account Transactions](#).

Is it possible to run the matching process on my existing transactions but not trigger a new import?

As of NetSuite 2020.2, you can manually run reconciliation rules from the Match Bank Data page. For more information, see [Manually Running Reconciliation Rules](#).

Can I test or set up the Bank Feeds SuiteApp in a non-production account? Example, a Sandbox or a Release Preview account?

Connecting a new account or removing an existing account on your connectivity configuration will override the existing Bank Feeds configuration in your production account. Any bank feeds configuration changes made in your non-Production environment applies to your Production environment.

Bank Feeds U.S. and Canada

Who can use the Bank Feeds SuiteApp?

The Bank Feeds SuiteApp caters to small and medium-sized companies that require direct connection to their financial institutions operating within Canada and the United States.

If you expect high-volume of transactions, use the NetSuite Auto Bank Statement Import SuiteApp and the Bank Statement Parsers SuiteApp.

Does Bank Feeds support financial institutions in the U.S. and Canada that has Multi-Factor Authentication?

Yes. However, due to the nature of MFA accounts, failed daily imports of MFA accounts will occur when the security token needs to be refreshed. To get your latest data, you are required to reauthenticate for the bank retrieval and the import process to be successful. For more information, see [Multi-Factor Authentication on Bank Feeds](#).

How will I know if my bank has migrated to an Open Banking site?

As of version 22.1.0, the SuiteApp enables you to connect with and import your bank data from financial institutions that use Open Banking technology. For the list of supported open banking sites, see [SuiteAnswers ID 1013000](#).

Bank Feeds Europe and Other Countries

Does Bank Feeds support financial institutions in Europe that has Multi-Factor Authentication?

Yes. However, due to the nature of Multi-Factor Authentication (MFA) accounts, failed daily imports will occur when the token requires updating or consent expires. To continue receiving daily updates from your financial institution, update your MFA token on the Connectivity Configuration subtab of your format profile record. For more information, see [Managing Europe Financial Institution Connections](#).

I see that the SuiteApp is free but are there any fees from Salt Edge Limited?

No. The service is free of charge.

Does the SuiteApp require any setup on the financial institution's site?

No. If Salt Edge Limited supports the financial institution you are trying to connect, you need to log in to your financial institution using the Bank Feeds SuiteApp.

If an employee sets up the registration for Bank Feeds and then eventually leaves the business, how does this affect the connection configuration?

There is a separate Dashboard provided by Salt Edge Limited which allows the user to change the email address mapped to the Bank Feeds account. Access to this dashboard is included in the email sent after

initial registration. It is suggested that before the employee leaves the business, the access is transferred. Transferring access does not affect the data that has been previously connected to NetSuite.

Are there any limitations on the amount of transactions in an account?

To avoid performance degradation, you should not configure a bank data import that exceeds 10,000 transactions. If an import process reaches the transaction limit, the remaining transactions are imported on the next scheduled or manually initiated import. To manually initiate the system to import bank transactions, see [Updating Imported Bank Feeds Data](#). For more information about the SuiteApp's current limitations, see [Limitations of Using the Bank Feeds SuiteApp](#).

Since U.K. is no longer part of the European Union, is the SuiteApp compatible with financial institutions operating in the U.K.?

Yes.

Is there an alert notification when the expiry date of a connection is already due?

Notification is not supported. The expiry date of a financial institution connection is available on the Connectivity Configuration subtab of the Connect to Europe Accounts format profile.

Does the SuiteApp allow connection to U.K. bank accounts?

Yes. Please refer to [SuiteAnswers ID 90911](#) for the full list of supported financial institutions.

Are the following fields: Connection Expiry Date and Last Successful Import, searchable through saved search or analytics?

The Consent Expiry Date field is not searchable. For the Last Successful Import, refer to topic [Banking Import History](#).

Auto Bank Statement Import SuiteApp

The Auto Bank Statement Import (ABSI) SuiteApp enables you to automatically import bank statement files into NetSuite daily.

This feature uses a Financial Institution Connectivity Plug-in to securely connect to your financial institution's server through SFTP (Secure File Transfer Protocol) connectivity.

The ABSI SuiteApp works together with the Bank Statement Parser Plug-ins to read imported bank statement files content. Using a transaction parser, the SuiteApp identifies the transactions associated with the file and extracts them into NetSuite for matching and reconciliation.

The SuiteApp enables you to perform the following tasks:

- Configure your SFTP connection directly on your format profile record.
Connect to your financial institution's server by setting up your banking credentials. Specify a file name pattern that the system will use to match from your financial institution to import bank statement files into NetSuite.
- Automate the daily importing of bank statement files into NetSuite.
The first time a format profile for SFTP connectivity is saved, a schedule is created to import your bank statement files automatically. Every day, NetSuite imports any new data from your financial institution into your accounts on the Match Bank Data page. This added functionality lets finance users to focus more on reconciling the bank and credit card transactions between NetSuite and your financial institutions.
- Perform manual trigger of the bank statement files import process for real-time bank data update.

The ABSI SuiteApp supports all available language in the Multi-Language feature of NetSuite. To set the language preference in NetSuite, see the help topic [Choosing a Language for Your NetSuite User Interface](#).

Read the following topics to learn more about the ABSI SuiteApp:

- [Installing Auto Bank Statement Import SuiteApp](#)
- [Roles and Permissions for Auto Bank Statement Import](#)
- [Limitations of Using the Auto Bank Statement Import SuiteApp](#)
- [Setting Up Auto Bank Statement Import](#)
- [Bank Statement File Import](#)
- [Auto Bank Statement Import Error Messages](#)

Installing Auto Bank Statement Import SuiteApp

This section includes the prerequisites and instructions on how to install the Auto Bank Statement Import (ABSI) SuiteApp.

Prerequisites

Before you install the ABSI SuiteApp, go to Setup > Company > Setup Tasks > Enable Features, and then click the SuiteCloud tab. Make sure that the following features are enabled on your account:

- Custom Records
- Client SuiteScript
- Server SuiteScript

Installation

Any role with access to the SuiteApp Marketplace in NetSuite can install the Auto Bank Statement Import SuiteApp. For more information about the SuiteApp Marketplace, see the help topic [SuiteApp Marketplace in NetSuite](#).

To install the Auto Bank Statement Import SuiteApp:

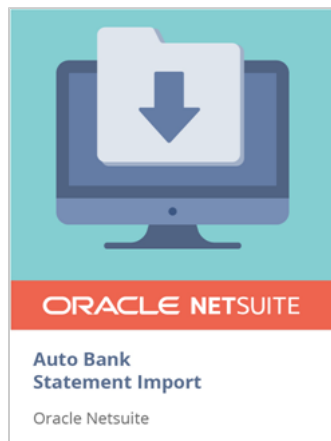
1. Go to the SuiteApps tab.



Note: The SuiteApps menu is not available for the following centers:

- Advance Partner Center
- Employee Center
- Partner Center
- Vendor Center

2. In the Search Apps field, enter **Auto Bank Statement Import SuiteApp**.
3. Click the Auto Bank Statement Import SuiteApp tile.



4. Go to the top right area of the Auto Bank Statement Import SuiteApp details page and click **Install**.

For more information about installing a SuiteApp from the SuiteApp Marketplace, see the help topic [Installing from the SuiteApp Marketplace](#).

- Note:** As of NetSuite 2021.1, you can now uninstall the SuiteApp even after the system has used the SuiteApp to successfully import a bank statement file. After you uninstall the SuiteApp, NetSuite does the following:
- Removes the SFTP Connectivity plug-in and parser plug-in from all format profiles that use the SuiteApp. The **Connectivity Method** field in the format profiles is changed to Manual Import, and the **Transaction Parser** field is cleared.
 - Inactivates all format profiles that use the SuiteApp. To reactivate the format profiles, you need to select a new parser plug-in for each record. See [Modifying Format Profiles](#). If you no longer need a format profile, you should delete it. See [Deleting a Format Profile](#).

The ABSI SuiteApp is a managed SuiteApp and is automatically updated whenever there are enhancements or new features added.

Roles and Permissions for Auto Bank Statement Import

Only the Administrator role can use the Auto Bank Statement Import (ABSI) SuiteApp to set up an SFTP connectivity configuration.

To configure a format profile record that uses SFTP connection and to successfully import transactions using custom roles, you must set the following permissions:

Permission Subtab	Permission	Level
Transactions	Import Online Banking File	Edit
Transactions	Reconcile	Create
Reports	SuiteAnalytics Workbook	Edit
Lists	Accounts	View
Lists	Certificate Access	View
Lists	Custom Record Entries	Full
Lists	Currency	View
	Note: If Multi-Currency feature is enabled.	
Lists	Document and Files	View
Lists	Key Access	View
Lists	Perform Search	View
Setup	Financial Institution Records	Full
Setup	Set Up Company	View

Permission Subtab	Permission	Level
Setup	SuitesScript	View

For a list of permissions to access the necessary records and forms to use ABSI, see [Permissions for Banking Features](#).

Limitations of Using the Auto Bank Statement Import SuiteApp

When using the Auto Bank Statement Import SuiteApp, keep in mind the following limitations:

- The SuiteApp does not support the following:
 - IP address allowlisting
 - Importing of bank statement files that are in .zip format
 - Importing of PGP (Pretty Good Privacy) encrypted files
- The time zone you set for your SFTP connectivity and the time zone of the automatic bank data import by the system can differ. For more information, see [Automatic Bank Statement Files Import Schedule](#).
- To avoid performance degradation, you should not configure a bank data import that exceeds 10,000 transactions and 500 linked accounts.

Setting Up Auto Bank Statement Import

Using the Auto Bank Statement Import (ABSI) SuiteApp, create your own financial institution record and configure your format profile record for SFTP connection.

To set up the Auto Bank Statement Import feature:

1. Create a financial institution record. See [Creating Financial Institution Records](#).
2. Add a format profile to the financial institution record. For more information, see [Creating Format Profiles for Bank Reconciliation](#).

When creating a format profile that uses SFTP connection, set the following fields:

- a. **Connectivity Method** – Select **SFTP Connectivity**.
- b. **Transaction Parser** – Select any standard or custom Bank Statement Parser Plug-in.
For more information about the available standard parser plug-ins you can use for the ABSI SuiteApp, see [Bank Statement Parsers SuiteApp](#).
3. Configure the format profile by setting up and submitting your SFTP connectivity credentials on the Connectivity Configuration subtab. For details, see steps 5 – 6 of [Configuring SFTP Connection for Auto Bank Statement Import](#).
4. Proceed to the **Account Linking** subtab to map the data from your financial institutions to corresponding GL accounts in NetSuite. For more information, see [Linking Accounts for Financial Institution Connectivity](#).
If you are using a standard bank statement parser and you need more information about which mapping keys to use, see [Identifying Unique Account IDs for Standard Bank Statement Parsers](#).
5. (Optional) Map custom bank codes to corresponding bank data types. For details, see [Mapping Custom Bank Codes](#).

If you are using a standard bank statement parser, standard transaction codes are already mapped to the parsers. For MT940, for example, standard SWIFT codes are included in the parser. You must

perform this step only if your bank is using custom transaction codes or if you want to override the standard transaction code mapping.

To know which transaction codes are supported for each file format, read [Supported Transaction Codes for Bank Statement Parsers SuiteApp](#).

6. If you are using a standard BAI2 or MT940 transaction parser, you must configure the parser on the Parser Configuration subtab of your format profile. For details, see [Configuring Standard Bank Transaction Parsers](#).
7. Click **Save**.

If successful, you will be redirected to the financial institution page, and then NetSuite displays a progress message that an import process has started. To view the progressing status of your import, click **Track your status**.

Configuring SFTP Connection for Auto Bank Statement Import

When using the Auto Bank Statement Import (ABSI) SuiteApp, an SFTP connection is required to connect NetSuite to your financial institution's server. You can configure your SFTP connection in NetSuite by providing one or both information :

- Digital Certificate or Private Key
- Password

If your financial institution requires two-factor authentication, be sure to provide both information to successfully connect to your financial institution's server.

You can also set a file name pattern that enables the SFTP Connectivity plug-in to identify which files to import into NetSuite.

To configure your SFTP connection on the format profile record:

1. Go to Setup > Accounting > Financial Statements > Financial Institutions > List.
2. On the Financial Institutions page, click **View** next to your financial institution record.
3. On the **Format Profile: Configuration** subtab, click the format profile you want to use for SFTP connectivity.
4. On the format profile page, click **Edit** to view and set up your connectivity configuration.
5. On the **Connectivity Configuration** subtab, set the following fields:
 - **URL** – Enter the URL for the connecting financial institution.




Note: Editing the URL value of an existing format profile record automatically clears the Password field. Be sure to reenter your SFTP account password before submitting your connectivity configuration.

- **Username** – Enter your SFTP account username.
- **Digital Certificate or Private Key** – If your bank requires account authentication through a certificate or key, select a Digital Certificate or Private Key ID.

A digital certificate or private key may be used in place of a password to establish a connection to the financial institution's server. The digital certificate is available in Setup > Company > Preferences > Certificates. The private keys are available in Setup > Company > Preferences > Keys.

For more information about how they are stored and managed, see the help topics [Uploading Digital Certificates](#) and [Uploading Private SSH Keys](#).

- **Password** – If your bank requires account authentication through a password, enter your SFTP account password.


 **Note:** When creating a new SFTP configuration, the Password field is disabled by default. To enable the field, you must enter a value in the URL field first.

- **Host Key** – Enter the host key of the financial institution's SFTP server. The host key is required even if Digital Certificate or Private key ID is supplied instead of a password.

Read the following topics for more information about SFTP Host Key:

- [Obtaining the Host Key](#)
- [Host Key Verification](#)
- [Retrieving the Host Key of an External SFTP Server](#)

- **Host Key Type** – Select the host key type for this configuration. The host key type can be any of the following: **RSA**, **DSA**, or **ECDSA**.
- **Port** – Enter the port number that will connect to the remote account. Port number value must range from 0 to 65535.
- **Download Filename Pattern** – You can set up a file name pattern using regular expressions and reserved words. You can use the reserved words, enclosed in curly brackets, as date variables in your file name pattern. The final output of the file name will be replaced with the appropriate dates.

 **Note:** When you use reserved words, you must specify the **Bank Server Time Zone (GMT)** and **Date Format for Reserved Word** fields.

If you leave this field blank, the system will match and retrieve whatever file is available in the bank's server.

Sample Filename Pattern: MyBank_[0-9]{5}_{DateToday}.txt

Filename: MyBank_00198_08042019.txt

The reserved words are available in the following table. The sample values below assumes that the current date is August 4, 2019, and the date format is MMDDYYYY.

Reserved Word	Description	Sample Value
DateToday	This reserved word will be replaced with the date today.	08042019
DateLastBusinessDay	This reserved word will be replaced with the date of the previous business day. Only the days between, and including, Monday through Friday are considered business days.	08022019
DateYesterday	This reserved word will be replaced with the date yesterday.	08032019
DateLastMonthEnd	This reserved word will be replaced with the date of the previous month's last day.	07312019

Reserved Word	Description	Sample Value
DateStartOfTheMonth	This reserved word will be replaced with the date of the current month's first day.	08012019

- **Bank Sever Time Zone (GMT)** – Select the time zone that will be used to determine the date that will replace the reserved word in the file name pattern. If left blank, the time zone defined in the User Preferences page will be used instead.

A valid time zone must be between -12:00 to +13:00. The time zone values must be in 15-minute intervals, include leading zeros (if applicable), and may include + or - sign. For example, +08:00 and -08:15 are valid time zones.

- **Date Format for Reserved Word** – Enter a date format that will apply to the reserved words in your filename pattern. A date format is required if the filename pattern contains reserved words.

The value of this field is set to **YYYYMMDD** by default.

A valid date format may have a combination of the following:

- 2 – 3 **M** (month) characters
 - 2 **D** (day) characters
 - 2 or 4 **Y** (year) characters
 - may include a hyphen (-) separator
- **Download Directory** – Enter the path to the directory that contains the bank statement file to download. By default, the value entered in this field is treated as a relative path.
 - **Use Absolute Path** – Check this box if your financial institution uses an absolute path directory. By checking this box, the system treats the URL format entered in the Download Directory field as an absolute path.
 - **Download Timeout** – Enter the number of seconds to allow for the file to download. Download timeout value must be between 1 and 300.
- The value of this field is set to **300** by default.

6. Click **Submit**.

After configuring your SFTP connection on the Connectivity Configuration subtab, continue to the Account Linking subtab. See step 4 of setting up the Auto Bank Statement Import feature for more information.

Bank Statement File Import

There are two ways to enable the system to import your bank statement files into NetSuite using the Auto Bank Statement Import (ABSI) SuiteApp:

- **Automatic import** – Use the Format Profile page to set up your daily bank statement file imports. For more information, see [Automatic Bank Statement File Import](#).
- **Manual import request** – Manually request for the system to import your latest bank statement files from your financial institution sever for an updated account balance. For more information, see [Updating Imported Bank Statement Files](#).

The SuiteApp uses the file name pattern defined on your SFTP connectivity configuration to identify which bank statement files will be imported into NetSuite. To know more about how the system imports your bank statement files according to certain scenarios, see [Bank Statement File Name Import Matching](#).

Details of each imported bank data through SFTP connectivity are available on the Imported Statement List and SFTP Connectivity File Import List pages. For more information about how you can manage your bank statement file imports, see [Managing SFTP Connectivity File Imports](#).

When your bank statement files are imported, the parser plug-in reads the content and then extracts the transaction information into NetSuite. The system automatically matches your data to account transactions in NetSuite on the Match Bank Data page. After the bank data import process is complete, you can also match any unmatched transactions on the Match Bank Data page. For more information, see [Matching Bank Data](#).

After submitting the transactions so they are cleared in the system, reconcile transactions on the Reconcile Account Statement page. For details, see [Bank Data Matching and Reconciliation](#).

Automatic Bank Statement File Import

The Auto Bank Statement Import (ABSI) SuiteApp enables you to automate bank statement file imports by configuring a format profile that uses a Financial Institution Connectivity Plug-in to initiate an SFTP connection.


The first time a format profile that uses SFTP connectivity is saved:

- NetSuite matches your defined file name pattern on your financial institution server and imports the matching bank statement file into NetSuite.
- A schedule is then created to import your bank statement files daily into NetSuite. Everyday, NetSuite will automatically import any new bank statement files that match your file name pattern from your financial institution into your accounts on the Match Bank Data page.


Updating Imported Bank Statement Files

The Auto Bank Statement Import (ABSI) SuiteApp lets you manually initiate the import process to aid in updating your account balance in NetSuite. To manually request the system to import your bank statement files, you can perform any of the following:

- **Update the Format Profile Record** – Update the format profile that uses SFTP connection by editing and saving the record without making any changes. Each time a format profile record is saved, the system triggers the bank statement file retrieval and import process.


 **Note:** To avoid consecutive requests that may result to errors, you can only request for a bank data refresh every 60 minutes. The 60-minute waiting interval does not apply to failed data imports.

- **Update the Match Bank Date page** – Update your account with the latest bank data by clicking the **Update Imported Bank Data** button on the Match Bank Data page. For more information, see [Updating Imported Bank Data](#).

 **Warning:** If you are using the Auto Bank Statement Import SuiteApp for multiple accounts, do not choose this option. If you click **Update Imported Bank Data**, the system will only retrieve the latest data from the account selected. Data from the other accounts will not be retrieved and may get lost in transmission.

Bank Statement File Name Import Matching

The Auto Bank Statement Import (ABSI) SuiteApp uses the file name pattern defined on your SFTP connectivity configuration to match and identify which bank statement files to import into NetSuite. The following table describes how the system controls your bank data imports on certain scenarios.

Scenario	Result
No file match or no available file on the financial institution server.	Bank statement file import will fail.
File match but system identifies that the same file name was already previously imported from the same bank.	<p>Bank statement file import will fail.</p> <p>When files are not uploaded due to parsing errors, the failed file import records must be deleted before you can reupload them. For more information, see Deleting SFTP Connectivity Failed Import Record.</p>
File contains parsing error and has the same file name as another file previously imported from a different bank.	<p>Bank statement file import will fail.</p> <p>First, check the failure reason of your import to verify and resolve the error. Then, delete the failed file import record to allow the system to import a statement file with a similar name from a different bank.</p> <div>  Note: To help identify which import file record to delete, take note of the Internal ID or Configuration ID, which is available on the execution log of the failed import. </div> <p>For more information, see Deleting SFTP Connectivity Failed Import Record.</p> <p>After deleting the failed import record, you can manually request the system to perform another import. To do this, see Updating Imported Bank Statement Files.</p>
A file matched and was imported successfully in NetSuite but there are remaining matching files in the financial institution's server that have not been imported.	<p>This scenario can occur if the system identifies multiple files that matched your file name pattern.</p> <p>For multiple matching files, the system only imports the first bank statement file that matches your file name pattern. The remaining files are imported on the next import schedule or can be retrieved immediately by manually requesting the system to perform another import. To upload the remaining files through manual import request, see Updating Imported Bank Statement Files.</p> <p>Using the Administrator role, you can check the execution log of your import details record to verify if there are pending files that needs to be imported into NetSuite. To do this:</p> <ol style="list-style-type: none"> 1. Using the Administrator role, go to Customization > Plug-ins > Plug-In Implementations. 2. Click the SFTP Connectivity plug-in implementation. 3. On the Execution Log subtab,, search for the log related to your import detail record. 4. In the Details column, a message will indicate if there is a pending number of files remaining on the financial institution's server.
The Download Filename Pattern field on your SFTP connectivity configuration is set to blank	<p>When there is more than one file available on the financial institution server, the system only imports the first bank statement file not yet available in NetSuite.</p> <p>The remaining files are imported on the next import schedule or can be retrieved immediately by manually requesting the system to perform another import. To upload the remaining files through manual import request, see Updating Imported Bank Statement Files.</p> <p>Using the Administrator role, you can check the execution log of your import details record to verify if there are pending files that needs to be imported into NetSuite. To do this:</p>

Scenario	Result
	<ol style="list-style-type: none"> 1. Using the Administrator, role, go to Customization > Plug-ins > Plug-In Implementations. 2. Click the SFTP Connectivity plug-in implementation. 3. On the Execution Log subtab,, search for the log related to your import detail record. 4. In the Details column, a message will indicate if there is a pending number of files remaining on the financial institution's server.

Managing SFTP Connectivity File Imports

Read the following topics to learn more about managing your bank statement file imports in NetSuite:

- [Viewing the SFTP Connectivity Import Details](#)
- [Deleting SFTP Connectivity Failed Import Record](#)

Viewing the SFTP Connectivity Import Details

A progress message is displayed on the financial institution record every time a format profile record is saved. Click the **Track your status** link to view the processing status of your import.

You can also go directly to the Banking Import History page to check the status and other details of each imported bank statement files in NetSuite. To get to the Banking Import History page, go to Transactions > Bank > Banking Import History.

SFTP Connectivity File Import Record

View the SFTP Connectivity File Import List page if you want to review the list of bank statement files imported in NetSuite using SFTP Connectivity.

To view an SFTP Connectivity File Import record

1. Go to Customization > Lists, Records, & Fields > Record Types.
2. On the Record Types page, click **List** on the **SFTP Connectivity File Import** line.
3. Click **View** next to the SFTP Connectivity File Import record you want to view. Each imported file record contains the following information:
 - Filename
 - Configuration ID
 - URL

Deleting SFTP Connectivity Failed Import Record

The SFTP Connectivity plug-in implementation will use the file name pattern you defined to search for files to import from your financial institution's server. The plug-in will import the first file that matches the file name pattern. When files are not uploaded due to parsing errors, the failed file import records must be deleted before you can reupload them.

To delete failed SFTP Connectivity file import records:

1. Go to Transactions > Bank > Upload File > List.
2. On the Imported Statement List, you can see a list of all the SFTP Connectivity imports generated and the status of each one. Make note of the SFTP Connectivity import detail record with a **Failed** status.

3. Check the error details to see the cause of the error. Correct the error, and proceed to the next step to delete the records.

You can also review the execution logs of your failed import to identify and note which SFTP Connectivity File Import to delete. To do this:

- a. Using the Administrator role, go to Customization > Plug-ins > Plug-In Implementations.
 - b. Click the **SFTP Connectivity** plug-in implementation.
 - c. Click the **Execution Logs** subtab to view the audit log details related to your imports.
4. Go to Customization > Lists, Records, & Fields > Record Types.
 5. On the Record Types page, click the **List** link on the **SFTP Connectivity File Import** line.
 6. On the SFTP Connectivity File Import List page, locate the records you want to delete and click **Edit**.
 7. On the SFTP Connectivity File Import page, point your mouse to **Actions**, and then click **Delete**.



Note: If **Inline Editing** is enabled on your account, you can click the **Edit** slider to turn on inline editing. Point your mouse to the space under the New column to display additional options. Click **Delete Record**.

Auto Bank Statement Import Error Messages

This section lists some of the common errors found when using the Auto Bank Statement Import (ABSI) SuiteApp and what you can do to resolve the error.



- [Connectivity Configuration](#)
- [Banking Import History](#)

Connectivity Configuration

Error Message	Cause	Solution
There was a problem connecting to your financial institution. Your current role does not have permission to edit this connectivity configuration. Please contact your administrator.	You edited a format profile that uses SFTP connection using a role without the required permissions.	Contact your administrator. For more information about the required permissions to use the ABSI SuiteApp, see Roles and Permissions for Auto Bank Statement Import .
Missing required fields. Depending on the authentication requirements, enter a password or select a value for the Digital Certificate or Private Key field to complete the configuration. For banks that require dual authentication, you must provide both information.	You did not provide a value to any or both of the following fields: <ul style="list-style-type: none"> ■ Digital Certificate or Private Key ■ Password 	Depending on your financial institution's authentication requirements, you must provide one or both information: <ul style="list-style-type: none"> ■ Digital Certificate or Private Key ■ Password
You may only enter numbers into this field.	Non-numeric port number	Be sure to enter number characters only for the Port Number field.
Invalid port number. The value must be between 0 and 65535.	Invalid port number	Enter a valid port number. Port value must be between 0 and 65535.
Invalid date format. A valid date format must have a combination of 2-3 M (month) characters, 2 D (day) characters, 2 or 4 Y	Invalid date format	Enter a valid date format combination.

Error Message	Cause	Solution
(year) characters, and may include a hyphen separator.		
Please enter a download timeout value that is between 1 and 300.	Value entered for download timeout is less than 1 or greater than 300.	Enter a download timeout value between 1 and 300.

Banking Import History

Error Message	Cause	Solution
<p>Please enter value(s) for: {*}.</p> <div>  Note: Depending on which fields are blank, the value for {*} may contain one or more of the required fields. </div>	<p>Error occurs if you fail to enter values for any of the following required fields:</p> <ul style="list-style-type: none"> URL Username Host Key Port Date Format For Reserved Word Download Timeout 	<p>Be sure to enter values for all required fields before submitting your configuration.</p>
<p>The server URL "{*}" is incorrect or does not exist. Make sure you entered the correct URL, and try again.</p> <div>  Note: {*} will be replaced with the URL you entered. </div>	<p>The value you entered for the URL field is one of the following:</p> <ul style="list-style-type: none"> Numeric URL Incorrect URL 	<p>Check the URL for your SFTP Connectivity Configuration. Contact your financial institution for the correct connecting URL.</p>
<p>The certificate or private key ID does not exist. Check your certificate or private key record, and try again.</p>	<p>The digital certificate or private key ID is invalid.</p>	<p>Ensure that your Digital Certificate or Private Key ID is valid.</p> <p>For more information about Digital Certificates, see the help topic Uploading Digital Certificates.</p> <p>For more information about Private Keys, see the help topic Uploading Private SSH Keys.</p>
<p>The provided host key and port number does not match the remote server's fingerprint. Please enter the correct host key and port number.</p>	<p>Host Key and Port Number do not match your financial institution server's fingerprint.</p>	<p>Contact your financial institution for the correct port number.</p> <p>For more information about obtaining the correct Host Key, see the help topic Obtaining the Host Key.</p>
<p>The host key and host key type do not match the remote server's fingerprint. Enter the</p>	<p>Host Key and Host Key Type does not match your financial institution server's fingerprint.</p>	<p>Ensure that your host key matches the selected host key type on your connectivity configuration record.</p>

Error Message	Cause	Solution
correct host key and host key type on the SFTP connectivity configuration.		For more information about obtaining the correct Host Key, see the help topic Obtaining the Host Key .
The host key is invalid. A valid host key must be a Base64 string that is at least 96 bytes in length.	Host key contains extra characters	On your SFTP connectivity configuration, make sure that host key is valid and does not contain extra characters. For more information about obtaining the correct Host Key, see the help topic Obtaining the Host Key .
There was a problem connecting to your financial institution. No such file or directory.	Unable to recognize the directory	On your SFTP connectivity configuration, make sure the Download Directory value is valid. Contact your financial institution to verify the correct download directory.
The file name in the configuration record did not match any bank statement file names. No files were uploaded.	<ul style="list-style-type: none"> File not found in the financial institution server's directory Unrecognized reserved word 	Check your financial institution's site to verify if there are really no statement files to be imported. Check your SFTP connectivity file name pattern and make sure it follows the correct format.
The file matching the configuration record has already been uploaded.	File was already uploaded	Review your imported bank statement files in NetSuite. See SFTP Connectivity File Import Record .
Enter the correct directory on the SFTP connectivity configuration record then try again. If you continue to receive this message, contact your bank to resolve the issue.	Directory not found	Contact your financial institution to verify the correct download directory.
There is no connectivity configuration setup found for SFTP connectivity. Edit the format profile to set up your connectivity configuration.	Missing SFTP connectivity configuration. During creation of a format profile for SFTP connectivity, this error occurs when the format profile is saved without submitting a SFTP connectivity configuration.	Make sure that you configure your connectivity configuration before saving a format profile record that uses the SFTP Connectivity method.
Unable to establish a connection to the SFTP server. Check your SFTP connectivity configuration and ensure all fields are valid, then try again. If you continue to receive this message, contact your financial institution.	The SFTP Connectivity plug-in implementation is unable to establish a connection to the financial institution's server.	Check your SFTP connectivity configuration and make sure all field entries are valid. For more information, see Configuring SFTP Connection for Auto Bank Statement Import .

Bank Statement Parsers SuiteApp

The Bank Statement Parsers SuiteApp delivers standard parser plug-ins that can read bank and credit card statement files and import the data in NetSuite to aid with bank reconciliation. If the Financial Institution and Format Profiles are set up correctly, the SuiteApp can identify multiple bank accounts within a single file. For more information, see [Creating Financial Institution Records](#) and [Format Profile Creation](#).

The SuiteApp also comes with sample scripts that you can download and use as a reference when you create custom parsers. For more information, see [Downloading Sample Bank Statement Parsers Scripts](#).

Note: The SuiteApp will not create NetSuite transactions from the imported bank statement files.

The Bank Statement Parsers SuiteApp includes parser plug-ins for the following file formats in (Unicode) UTF-8 and UTF-8 BOM encoding:

- **BAI2** — The BAI2 parser plug-in can recognize default and standard BAI2 bank transaction codes and supports account total and number of records import validation. The SuiteApp also lets you configure the decimal precision of the BAI2 parser plug-in.
- **OFX/QFX** — The OFX/QFX parser plug-in can parse bank and credit card statement files that uses OFX/QFX versions 102, 103, 211, and 220. The parser can recognize default and standard OFX/QFX bank transaction codes and supports the use of a period (.) and comma (,) as a decimal separator.
- **MT940** — The MT940 parser plug-in can recognize standard SWIFT transaction bank codes and supports the use of a period (.) and comma (,) as a decimal separator. The plug-in can also decode remittance information from the bank and display it in a more readable format.
- **CAMT.053** — The CAMT.053 parser plug-in can parse bank statement files that use the CAMT.053.001.02 version and can recognize standard ISO bank transaction codes. The plug-in includes default mappings for XML elements to NetSuite fields. Users can also create new mappings or override the default mappings.

Note: The CAMT.053 parser plug-in only supports (Unicode) UTF-8 encoding. Some editors append the BOM (Byte Order Marker) to the beginning of the file. You may have to use a third party editor to convert your file to UTF-8 prior to import into NetSuite.

- **CSV** — The CSV parser plug-in can parse bank statement files in CSV file format. The plug-in includes a CSV Bank Statement Template file you can use to format your bank statement files. Default mappings to NetSuite fields and formatting preferences are also preconfigured based on the provided template file. Alternatively, you can also use your own CSV file and configure your format profile by mapping the file to NetSuite fields and updating the formatting preferences.

Note: The CSV parser plug-in only supports (Unicode) UTF-8 encoding. Some editors append the BOM (Byte Order Marker) to the beginning of the file. You may have to use a third party editor to convert your file to UTF-8 prior to import into NetSuite.

Read the following topics to learn more about the Bank Statement Parsers SuiteApp:

- [Installing the Bank Statement Parsers SuiteApp](#)
- [Roles and Permissions for Bank Statement Parsers](#)
- [Setting Up Standard Bank Statement Parsers](#)
- [Supported Transaction Codes for Bank Statement Parsers SuiteApp](#)
- [File Import Error Messages for Bank Statement Parsers](#)

Installing the Bank Statement Parsers SuiteApp

Prerequisites

Before you install the Bank Statement Parsers SuiteApp, go to Setup > Company > Setup Tasks > Enable Features, and then click the SuiteCloud tab. Make sure that the following features are enabled on your account:

- Custom Records
- Client SuiteScript
- Server SuiteScript

Installation

To install the Bank Statement Parsers SuiteApp, go to Customization > SuiteBundler > Search & Install Bundles, and then click **Advanced**.

Use the following information to search for the SuiteApp:

- **Bundle Name:** Bank Statement Parsers
- **Bundle ID:** 293699

For information about installing SuiteApps, see the help topic [Installing a Bundle](#).

Roles and Permissions for Bank Statement Parsers

By default, the following standard roles can use the Bank Statement Parsers when importing statement files:

- Administrator
- CEO
- CFO

To access the Upload File page (previously named Statement File Import) using custom roles, you must set the **Import Online Banking File** permission to **Full** or **Edit**.


For a list of permissions required to access the necessary records and forms to use Bank Statement Parsers, see [Permissions for Banking Features](#).

Setting Up Standard Bank Statement Parsers


To set up standard bank statement parsers for your account, perform the following tasks:

1. Create a financial institution record. For details, see [Creating Financial Institution Records](#).
2. Next, create a format profile record. Follow steps 1- 8 of [Creating Format Profiles for Bank Reconciliation](#).

In step 8, from the **Transaction Parser** list, select a parser plug-in provided by the Bank Statement Parsers SuiteApp.

 **Note:** Format profiles that are associated to a bank statement parser cannot be deleted. You can set the format profile to inactive if you no longer want to use it.

3. Map bank data from your financial institution to corresponding GL accounts in NetSuite. Follow step 2 of [Linking Accounts for Manual Import](#).
For information about the mapping keys to use for bank statement parsers, see [Identifying Unique Account IDs for Standard Bank Statement Parsers](#).
4. (Optional) Map custom bank transaction codes to their corresponding bank data type or exclude standard transaction codes. For details, see [Mapping Custom Bank Codes](#).
Standard transaction codes are already mapped to the parsers. For MT940, for example, standard SWIFT codes are included in the parser. You must perform this step only if your bank is using custom transaction codes or if you want to override the standard transaction code mapping.
To know which transaction codes are supported for each file format, read [Supported Transaction Codes for Bank Statement Parsers SuiteApp](#).
5. Configure standard bank transaction parsers. For details, see [Configuring Standard Bank Transaction Parsers](#).
The display of configuration values and settings under the Parser Configuration subtab depends on the transaction parser you selected. The following list describes how the Parser Configuration values are populated based on your parser selection.
 - **BAI2, MT940, and CAMT.053** – During the initial setup, the configuration values appear only after the Format Profile record is saved. To change the default configuration values, you must click Save & Edit on the format profile.
 - **OFX/QFX** – No configuration required.
 - **CSV** – Configuration values becomes available and can be modified after selecting the parser.
6. Save the Format Profile page.
7. Go to Transactions > Bank > Banking Import History > Upload File page to import your data. Follow steps 3 – 9 of [Importing Data Using a Financial Institution Record](#).

 **Important:** When naming a file for import, there is a limit of 50 characters for the file name length, including extension.

Identifying Unique Account IDs for Standard Bank Statement Parsers

The Unique Account ID is required when you are mapping bank accounts in the format profile record. If you are using parsers in the Bank Statement Parsers SuiteApp, you can use the following methods to identify the unique account IDs:

BAI2 Unique Account ID

For BAI2-formatted files, use the **Customer Account Number** field in the Account Identifier record (Record 03, field 2).

Sample:

```
01,121140399,999999999,171013,0533,1,80,1,2/
02,999999999,121140399,1,171012,0533,USD,2/
03,8505874910,,015,262595881,,,100,147865183,,,400,147180270,,,/
16,575,119595,,6,0,/
```

OFX/QFX Unique Account ID

For OFX or QFX-formatted files, use the following unique account IDs:

- For bank accounts, the unique account ID is the **Account Number** in the Bank Statement section.

Sample:

```
<BANKACCTFROM>
<BANKID>0341
<ACCTID>0872314012
<ACCTTYPE>CHECKING
</BANKACCTFROM>
```

- For credit card accounts, the unique account ID consists of the last 4 digits of the Account Number (ACCTID) tag, followed by an underscore, and then the Currency Code. In the following example, the unique account ID would be: **6008_USD**.

Sample:

```
<CCSTMTRS>
<CURDEF>USD</CURDEF>
<CCACCTFROM>
<ACCTID>76008</ACCTID>
</CCACCTFROM>
```

MT940 Unique Account ID

For MT940-formatted files, use the **Account Identification** in Tag 25.

Sample:

```
:20:STATEMENT
:25:GB32ESSE40486562136016
:28C:242
:60F:C181231USD596416,02
:61:1812311231C11,55NMSCNONREF//INT TRANSFER FRO
:86:INT TRANSFER FROM 3302038958
```

CAMT.053 Unique Account ID

For CAMT.053 formatted files, the unique account ID is the account number found in either the IBAN or the Other tag, under the Account Identifier.

Sample (IBAN):

```

<BkToCstmrStmt>
  <GrpHdr>
    <Stmt>
      <Id>059018800</Id>
      <ElctrncSeqNb>000000000000080093</ElctrncSeqNb>
      <CreDtTm>2019-05-04T20:50:57.47+02:00 </CreDtTm>
      <Acct>
        <Id>
          <IBAN>NL444123458977</IBAN>
        </Id>

```

Sample (Other Identifier):

```

<BkToCstmrStmt>
  <GrpHdr>
    <Stmt>
      <Id>AAAASESS-FP-STAT001</Id>
      <CreDtTm>2010-10-18T17:00:00+01:00 </CreDtTm>
      <FrToDt>
        <Acct>
          <Id>
            <Othr>
              <Id>00807599099123</Id>
            </Othr>
          </Id>

```

CSV Unique Account ID

For CSV formatted files, the unique account ID is the account number found in the Account Number column of your bank statement file.

Configuring Standard Bank Transaction Parsers

Additional options will be available on the Parser Configuration subtab when you choose a standard BAI2, MT940, CAMT.053, or CSV transaction parser.

For BAI2, MT940, and CAMT.053, the Parser Configuration subtab gets populated with the appropriate fields after saving the format profile.

The following topics describe how you can configure your bank transaction parsers:

- [Configuring BAI2 Parser](#)
- [Configuring MT940 Parser](#)
- [Configuring CAMT.053 Parser](#)
- [Configuring CSV Parser](#)

Configuring BAI2 Parser

When you choose a standard BAI2 transaction parser, the Parser Configuration subtab of your format profile is automatically populated by a list of your active currencies.

Using the SuiteApp, the system lets you configure the decimal precision of the BAI2 parser plug-in. By default, the precision value is set to **2**.

Configuring the Decimal Precision for the BAI2 Parser

You can set the decimal precision for the different currencies if you use the standard BAI2 parser.

To configure the decimal precision:

1. Go to Setup > Accounting > Financial Institution > List.
2. Click **View** next to the financial institution record where you want to add or edit a format profile. For more information, see [Format Profile Creation](#).
3. On the Financial Institution page, click the format profile you want to edit.
4. On the Format Profile page, click **Edit**.
5. Under the Parser Configuration subtab, in the **Precision** field, enter a value from 0-9.
You should change the decimal precision only in the following scenarios:
 - The decimal precision of the currency associated to your bank account has changed.
 - The bank has updated their system to generate bank statement files with a new decimal precision setting.
6. Click **Save**.

Configuring MT940 Parser

When you choose a standard MT940 transaction parser, the Parser Configuration subtab of your format profile is automatically populated with the following list of common bank keywords.

Remittance Code	Description	Transaction Field Mapping
/EREF/	End to End Reference	Transaction Number
/BENM//NAME/	Beneficiary Name	Transaction Payee
/BENM//ID/	Beneficiary ID	Transaction Payee
/BENM/	Beneficiary	Transaction Payee
/CRED/	Creditor	Transaction Payee
/CSID/	Creditor ID	Transaction Payee
/DEBT/	Debtor	Customer Name
/INV/	Invoice	Invoices
/ORDP//NAME/	Name of the Debtor	Customer Name
/ORDP//ID/	Debtor ID	Customer ID
/ORDP/	Ordering Party	Customer Name
/PREF/	Payment Reference	Transaction Number
/ULTD//NAME/	Ultimate Name	Transaction Payee
/ULTB//ID/	Identification of the Ultimate Counter Party	—
/ULTC/	Ultimate Creditor	Transaction Payee
/ULTD/	Ultimate Debtor	Customer Name

Remittance Code	Description	Transaction Field Mapping
/ACCW/	Counterparty Account and Bank	—
/ADDR/	Address	—
/CHGS/	Charges	—
/COAM/	Compensation Amount	—
/EXCH/	Exchange Rate	—
/IREF/	Instruction ID	—
/ISDT/	Settlement Date	—
/KREF/	Client/Orderer Reference	—
/MARF/	Mandate ID	—
/NBTR/	No. of Transactions in the File	—
/OCMT/	Original Amount	—
/OTHR/	Interest Compensation	—
/ORDT/	Original Due Date of the Collection	—
/PURP/	Purpose Code	—
/REMI//CDTRREFTP//CD/SCOR/ISSR/CUR/CDTRREF/	Structured Remittance Information	—
/REMI//CD/	Creditor Reference Type Code	—
/REMI/	Remittance Information	—
/RTRN/	Return Reason	—
/SVCL/	Identification Code of the Scheme	—
/BBK/	Beneficiary Bank ID	—
/IBK/	Intermediary Bank	—
/OBK/	Ordering Bank ID	—
/CD/	Purpose Code	—
/ID/	Identification	—


Configuring Bank Keywords for the MT940 Parser

The MT940 parser can read bank keywords and display them in a more readable format in the Memo field of the transaction record. If you select a standard MT940 transaction parser, you can define more keywords or edit existing ones. By default, the MT940 parser includes common keywords and descriptions used for SEPA transactions.

To configure the bank keywords:

1. Go to Setup > Accounting > Financial Institution > List.

2. Click **View** next to the financial institution record where you want to add or edit a format profile. For more information, see [Format Profile Creation](#).
3. On the Financial Institution page, click the format profile you want to edit.
4. On the Format Profile page, click **Edit**.
5. Under the Parser Configuration subtab, enter new keywords or edit the existing ones:
 - **Remittance Code** – Enter the keyword used in the bank statement file.
Each keyword must start and end with a forward slash "/". If there is no beginning and ending forward slash, the keywords cannot be converted properly. If the keywords appear in succession, a double forward slash must be present between the keywords. For example, / **BENM//NAME/**.
 - **Description** – Enter a description for the remittance code. This will be displayed in place of the remittance in the Memo field of the transaction record.
 - **Transaction Field Mapping** – Select the field where you want to map the remittance code.

 **Note:** If the bank file contains keywords that are mapped to the same field, the parser will map the field to the first keyword in the file.

Example:

Bank File	Memo Field
:61:1507310731C257,97NTRFEREF//0001500002870 :86:/EREF/1234567890ABCD/BENM//NAME/XYZ Corporation :86:/REMI/PURCHASE OF GOODS/ISDT/2012-12-30:86:/CSID/4500900868	End-to-end Reference: 1234567890ABCD, Beneficiary Name: XYZ Corporation, Remittance Information: Purchase of Goods, Settlement Date: 2012-12-30, Creditor ID: 4500900868

6. Click **Save**.

Configuring CAMT.053 Parser

When you choose a standard CAMT.053 transaction parser, the Parser Configuration subtab of your format profile is automatically populated with default mapping values. The default values are used to map XML elements to NetSuite fields. You can add new mappings or override the default values.

The following table lists the default mapping values for CAMT.053 parser.

NetSuite Field	File Mapping	Transaction Type
Account Mapping ID	<BkToCstmrStmnt> <Stmnt> <Acct> <Id> <IBAN>	—
Account Mapping ID	<BkToCstmrStmnt> <Stmnt> <Acct> <Id> <Othr> <Id>	—
Statement Date	<BkToCstmrStmnt> <Stmnt> <CreDtTm>	—
Opening Balance Code	<BkToCstmrStmnt> <Stmnt> <Bal> <Tp> <CdOrPrtry> <Cd>	—
Closing Balance Code	<BkToCstmrStmnt> <Stmnt> <Bal> <Tp> <CdOrPrtry> <Cd>	—
Opening Balance	<BkToCstmrStmnt> <Stmnt> <Bal> <Amt>	—
Closing Balance	<BkToCstmrStmnt> <Stmnt> <Bal> <Amt>	—

NetSuite Field	File Mapping	Transaction Type
Credit/Debit Indicator for Opening Balance	<BkToCstmrStmt> <Stmt> <Bal> <CdtDbtInd>	—
Credit/Debit Indicator for Closing Balance	<BkToCstmrStmt> <Stmt> <Bal> <CdtDbtInd>	—
Transaction Date	<BkToCstmrStmt> <Stmt> <Ntry> <BookgDt> <Dt>	—
Transaction Date	<BkToCstmrStmt> <Stmt> <Ntry> <ValDt> <Dt>	—
Credit/Debit Indicator for Transaction Amount	<BkToCstmrStmt> <Stmt> <Ntry> <CdtDbtInd>	—
Transaction Amount	<BkToCstmrStmt> <Stmt> <Ntry> <Amt>	—
Transaction Currency	<BkToCstmrStmt> <Stmt> <Ntry> <Amt>	—
Financial Institution ID	<BkToCstmrStmt> <Stmt> <Ntry> <AcctSvcrRef>	—
Source ID	<BkToCstmrStmt> <Stmt> <Ntry> <AcctSvcrRef>	—
Transaction ID or Number	<BkToCstmrStmt> <Stmt> <Ntry> <TxDtls> <Refs> <PmtInfId>	—
Transaction ID or Number	<BkToCstmrStmt> <Stmt> <Ntry> <TxDtls> <Refs> <InstrId>	—
Transaction ID or Number	<BkToCstmrStmt> <Stmt> <Ntry> <TxDtls> <Refs> <EndToEndId>	—
Transaction ID or Number	<BkToCstmrStmt> <Stmt> <Ntry> <TxDtls> <Refs> <ChqNb>	—
Transaction ID or Number	<BkToCstmrStmt> <Stmt> <Ntry> <TxDtls> <Refs> <ClrSysRef>	—
Transaction ID or Number	<BkToCstmrStmt> <Stmt> <Ntry> <TxDtls> <Refs> <TxId>	—
Transaction ID or Number	<BkToCstmrStmt> <Stmt> <Ntry> <NtryDtls> <Btch> <PmtInfId>	—
Transaction Code (Proprietary)	<BkToCstmrStmt> <Stmt> <Ntry> <BkTxCd> <Prtry> <Cd>	—
Transaction Code (Domain ISO)	<BkToCstmrStmt> <Stmt> <Ntry> <BkTxCd> <Domn> <Cd>	—
Transaction Code (Family ISO)	<BkToCstmrStmt> <Stmt> <Ntry> <BkTxCd> <Domn> <Fmly> <Cd>	—
Transaction Code (Sub-Family ISO)	<BkToCstmrStmt> <Stmt> <Ntry> <BkTxCd> <Domn> <Fmly> <SubFmlyCd>	—
Memo (Unstructured)	<BkToCstmrStmt> <Stmt> <Ntry> <NtryDtls> <TxDtls> <RmtInf> <Ustrd>	—
Memo (Structured - Referred Document Information)	<BkToCstmrStmt> <Stmt> <Ntry> <NtryDtls> <TxDtls> <RmtInf> <Strd> <RfrdDocInf> <Nb>	—
Memo (Structured - Credit Reference Information)	<BkToCstmrStmt> <Stmt> <Ntry> <NtryDtls> <TxDtls> <RmtInf> <Strd> <CdtrRefInf> <Ref>	—

NetSuite Field	File Mapping	Transaction Type
Memo (Structured - Additional Remittance Information)	<BkToCstmrStmt> <Stmt> <Ntry> <NtryDtls> <TxDtls> <RmtInf> <Strd> <AddtlRmtInf>	—
Memo (Additional Entry Information)	<BkToCstmrStmt> <Stmt> <Ntry> <AddtlNtryInf>	—
Payer/Payee	<BkToCstmrStmt> <Stmt> <Ntry> <NtryDtls> <TxDtls> <RltdPties> <InitgPty> <Nm>	—
Payer/Payee	<BkToCstmrStmt> <Stmt> <Ntry> <NtryDtls> <TxDtls> <RltdPties> <Dbtr> <Nm>	Credit
Payer/Payee	<BkToCstmrStmt> <Stmt> <Ntry> <NtryDtls> <TxDtls> <RltdPties> <UltmtDbtr> <Nm>	Credit
Payer/Payee	<BkToCstmrStmt> <Stmt> <Ntry> <NtryDtls> <TxDtls> <RltdPties> <Cdtr> <Nm>	Debit
Payer/Payee	<BkToCstmrStmt> <Stmt> <Ntry> <NtryDtls> <TxDtls> <RltdPties> <UltmtCdtr> <Nm>	Debit
Payer/Payee	<BkToCstmrStmt> <Stmt> <Ntry> <NtryDtls> <TxDtls> <RltdPties> <TradgPty> <Nm>	—
Transaction Status	<BkToCstmrStmt> <Stmt> <Ntry> <Sts>	—
Invoice Number	<BkToCstmrStmt> <Stmt> <Ntry> <NtryDtls> <TxDtls> <RmtInf> <Strd> <RfrdDocInf> <Nb>	—
Invoice Number	<BkToCstmrStmt> <Stmt> <Ntry> <NtryDtls> <TxDtls> <RmtInf> <Strd> <CdtrRefInf> <Ref>	—

The following sections describe how you can configure the CAMT.053 parser.

Configuring the Transaction Field Mappings for the CAMT.053 Parser

To accommodate the different versions and information included in the bank files, you can create new field mappings or override the existing ones. This option enables you to import all the information in the statement file that is relevant to you.

To add a new or update field mappings:

1. Go to Setup > Accounting > Financial Statements > Financial Institution > List.
2. Click **View** next to the financial institution record where you want to add or edit a format profile. For more information, see Creating Format Profiles.
3. On the Financial Institution page, click the CAMT format profile that you want to edit.
4. On the Format Profile page, click **Edit**.
5. Under the Parser Configuration subtab, do any of the following:
 - To add a new mapping:
 1. Scroll to the bottom of the list, and select the NetSuite field.
 2. In the Field Mapping, enter the corresponding XML path element to source the information from the file. Each element must be separated by a space.
 3. Click **Add**.

Note: Take note of the following when adding a new mapping:

- If the payment file contains elements that are mapped to the same NetSuite field, the parser will map the field to the first tag present in the file. This scenario does not apply to the memo field. If several tags are mapped to the memo field, the parser will map all the information in the memo field, separated by a space. If the information exceeds 4k, the text will be automatically truncated.
- You can only map a transaction type to a Payer/Payee field.
The payer or payee name is sourced based on the order of the Payer/Payee field and the transaction type defined on the Parser Configuration subtab.

- To update an existing mapping:
 1. Click the field mapping that you want to update.
 2. Enter the XML path of the new mapping in the File Mapping field.
 3. Click **OK**.
- To delete a field mapping:
 1. Click the field mapping that you want to delete.
 2. Click **Remove**.

Note: There should be at least one mapping for each NetSuite transaction field. If all the mappings for a specific field are removed, you can either restore the default file mapping, or enter a new one.

6. Click **Save**.

Enabling Validations on the CAMT.053 Sample Script

You can create a custom CAMT parser using the downloadable sample script, available from the File Cabinet. The CAMT script file, however, does not include any form of validation by default. If you want to enable this feature, you must provide your own XSD validation file for CAMT.053.001.02.

To enable validation on the CAMT.053 script:

1. Download the **bsp_lite_parser_camt053** script from the File Cabinet. For more information, see [Downloading Sample Bank Statement Parsers Scripts](#).
2. On your computer, open the CAMT.053 parser script file and search for **module.parseBankStatement**.

```

module.parseBankStatement = function(context){
    module.fileContents = context.input.file.getContents();
    var xmlDOM = xml.Parser.fromString({text: module.fileContents});

    /*
    try{
        xml.validate({
            xml : xmlDOM,
            xsdFilePathOrId : '{placeholderText}'
        });
    }catch(e){
        if(e.name === 'SSS_XML_DOES_NOT_CONFORM_TO_SCHEMA')
            throw 'The file upload failed because it does not conform with the valid CAMT053.001.02 XML Format.
            Contact your bank to correct the error, and re-upload the file again.';
        throw e.message || e;
    }
    */
}

```

3. In the **module.parseBankStatement** code block, do the following:

- Remove the `/ *` and `* /` characters to enable the validations on the script.
- Replace `{placeholderText}` with the path to your uploaded XSD file validation. For more information, see the help topic [xml.validate\(options\)](#)

Note: You can also use the standard XSD validation file for the CAMT parser, which is available from the file cabinet. To download the file, go to SuiteBundles > Bundle 293699 > com.netsuite.bsp > src > validation > bsp_camt.053.001.02.xsd. To avoid conflicts with other files, you must rename the validation file for your custom parser before uploading it to the file cabinet.

4. Save your file.
5. Deploy the modified script files as a plug-in implementation. for more information, see the help topic [Adding the Plug-in Implementation](#).

Configuring CSV Parser

For CSV, configuration fields become available after selecting the parser from the Transaction Parser field.

The following sections describe how you can configure your CSV parser configuration.

Configuring the Transaction Field Mappings for the CSV Parser

The Parser Configuration subtab displays a link to a downloadable CSV Bank Statement Template when the format profile is in Edit mode. You can use the template to format your bank statement files for import. The template can also be accessed in the NetSuite File Cabinet by going to Documents > Files > File Cabinet. Then, in the **SuiteBundles** folder, go to Bundle 293699 > com.netsuite.bsp and then click the **template** folder. Alternatively, you can also use your own CSV bank statement file.

Note: The CSV parser plug-in only supports UTF-8 (Unicode) encoding.

The Field Mapping subtab values default to the column headers of the CSV Bank Statement Template file. If you are using your own file for import, be sure to update and map the field mappings accordingly to prevent import errors.

To map your CSV file column headers to NetSuite:

1. On the **Parser Configuration** subtab of your format profile, click the **Field Mapping** subtab.
2. The following table lists the available mapping fields and details on how to enter appropriate values for each field. Map the following fields by entering the matching column header titles in your CSV file. The field mapping field values are not case-sensitive.

Field Mapping	Description
Account Number	Enter the column header that represents the bank account number in your CSV bank statement file.
Date	Enter the column header that represents the transaction date in your CSV bank statement file.
Amount	Enter the column header that represents the transaction amount in your CSV bank statement file. If the transaction amount displays an absolute value, you must also map the Amount Indicator field to mark a positive or negative entry. Then, set the Credit Indicator and Debit Indicator preferences under the Formatting Preferences subtab.
Credit Amount	Enter the column header that represents the credit amount in your CSV bank statement file. Map this field if you have a separate column for debit and credit amount entry.
Debit Amount	Enter the column header that represents the debit amount in your CSV bank statement file. Map this field if you have a separate column for debit and credit amount entry.
Amount Indicator	Enter the column header that represents the amount indicator in your CSV bank statement file. Map this field if the transaction amount displays as an absolute value. You must also set the Credit Indicator and Debit Indicator preferences under the Formatting Preferences subtab when mapping this field.
Payee or Payer Name	Enter the column header that represents the transaction payee or payer in your CSV bank statement file.
Transaction Number	Enter the column header that represents the transaction number or ID in your CSV bank statement file.
Amount Currency	Enter the column header that represents the currency of the transaction amount in your CSV bank statement file. Make sure the amount's currency matches the NetSuite GL account currency to avoid data import errors
Memo	Enter the column header that represents the transaction memo in your CSV bank statement file.
Transaction Type	Enter the column header that represents the transaction type in your CSV bank statement file. To see the list of supported transaction types, see Transaction Types in Matching Rules .
Financial Institution ID	Enter the column header that represents the financial institution ID in your CSV bank statement file. The Financial Institution ID helps the system identify duplicate transactions based on data import history.
Customer Name	Enter the column header that represents the customer name in NetSuite from your CSV bank statement file. Map this field if you are using the automatic creation of payment transactions feature in NetSuite.
Customer ID	Enter the column header that represents the customer ID in NetSuite from your CSV bank statement file.

Field Mapping	Description
	Map this field if you are using the automatic creation of payment transactions feature in NetSuite.
Invoice Numbers	Enter the column header that represents the invoice numbers of received payments in your CSV bank statement file. If a transaction line contains more than one invoice number, separate each invoice number using a comma. Map this field if you are using the automatic creation of payment transactions feature in NetSuite.
Account Closing Balance	Enter the column header that represents the account's closing balance in your CSV bank statement file.
Closing Balance Date	Enter the column header that represents the closing balance date in your CSV bank statement file.


3. Click **Submit**.



Configuring the Formatting Preferences for the CSV Parser

By default, the values of the Formatting Preferences subtab are based on the user's account preference (Home > Set Preferences). Be sure to match the following preferences in your file accordingly to prevent import errors.

To set the formatting preferences for the CSV parser:

1. On the **Parser Configuration** subtab of your format profile, click the **Formatting Preferences** subtab.
2. The following table lists the available formatting preferences and how to enter appropriate values for each preference.

Formatting Preferences	Description
Date Format	<p>Enter the date format used in your CSV bank statement file. By default, the value in this field is set to MM/DD/YYYY. The following date format combinations are supported:</p> <ul style="list-style-type: none"> 2 – 3 M (month), 2 D (day), and 2 or 4 Y (year) characters with no separators Example: MMDDYY, DDMMYYYY, or MMMDDYYYY 1 D (day) or 1 M (month) character but must include a separator Example: M-D-YYYY, YYYY-MM-D, or M-DD-YYYY For separators, only hyphen (-), slash (/), period (.), and space are supported <p>Long date format and format with 3-character Month abbreviations are not supported.</p> <p>Example, Month D, YYYY, which interprets to March 1, 2021 or Mon D, YYYY, which interprets to Jan 1, 2021.</p> <div>  Note: The CSV parser plug-in only supports English date abbreviation characters. </div>
Number Format	<p>Select the number format for thousands separator and decimals.</p> <p>This preference determines the number format of your transaction amount in your CSV bank statement file.</p> <p>By default, the value for this field is sourced from the Number Format field in Home > Set Preferences > Formatting.</p>
Negative Number Format	Select the format to display negative numbers..

Formatting Preferences	Description
	<p>This preference determines the negative number format of your transaction amount in your CSV bank statement file.</p> <p>By default, the value for this field is sourced from the Negative Number Format field in Home > Set Preferences > Formatting.</p>
CSV Column Delimiter	<p>Select the symbol used as a column separator in your CSV bank statement file.</p> <p>By default, the value for this field is sourced from the CSV Column Delimiter field in Home > Set Preferences > Formatting.</p>
Text Qualifier	<p>Select the character used in your CSV bank statement file to enclose column values.</p>
Credit Indicator	<p>Enter the character or code used in your CSV bank statement file for credit transactions.</p> <p>Set this preference if you are mapping the Amount Indicator field.</p> <div>  Note: This preference is case-sensitive. Make sure the character or code matches the credit indicator value in your CSV file. </div>
Debit Indicator	<p>Enter the character or code used in your CSV bank statement file for debit transactions.</p> <p>Set this preference if you are mapping the Amount Indicator field.</p> <div>  Note: This preference is case-sensitive. Make sure the character or code matches the debit indicator value in your CSV file. </div>
Footer Lines	<p>If your bank statement has footer lines, you can configure the parser to automatically remove them.</p> <p>Enter the number of footer lines included in your bank statement file. Value can be any positive value or zero.</p> <p>If your bank periodically provides a file with different number of footer lines, be sure to check your footer lines configuration before importing them in NetSuite.</p>

3. Click **Submit**.

Downloading Sample Bank Statement Parsers Scripts

A copy of the scripts that are used in the Bank Statement Parsers SuiteApp are available in the file cabinet. The scripts show how the data in the statement files are mapped into NetSuite fields. You can download these scripts and use them as a reference, if you want to create your own parser.

To download the Bank Statement Parsers scripts:

1. Go to Documents > Files > File Cabinet.
2. On the left navigation pane of the File Cabinet page, click SuiteBundles > Bundle 293699 > com.netsuite.bsp > lite.
3. Click the **Download** link for the parser scripts that you want to customize.

To create your custom parsers, see the help topic [Bank Statement Parser Plug-in](#).


Preparing CSV Parser Bank Statement Files for Import

To ensure a successful CSV bank statement file import, your file must adhere to the correct specifications and must be UTF-8 encoded.


Convert your CSV file to UTF-8 using any of the following:

- If you are using Excel, convert the file by clicking **Save As** and then select **CSV UTF-8** from the list.
- If you are using Notepad, convert the file by clicking File > Save As and then select **UTF-8** from the Encoding dropdown before clicking **Save** on the Save As popup window.

The SuiteApp provides a CSV template that you can download from the NetSuite File Cabinet or the Parser Configuration subtab of the Format Profile page. Alternatively, you can also create your CSV file with the required columns and specifications.

 **Note:** The CSV file can contain transactions that belong to a single or multiple account.

Take note of the following information when preparing your CSV column data:

Column Data	Important Things to Note
Account Number	<p>There is a limit of 80 characters.</p> <div style="border: 1px solid #f1c40f; padding: 10px; margin-top: 10px;"> <p> Important: For compliance reasons, you cannot enter a credit card number. To ensure that the unique account ID does not contain a credit card number, NetSuite removes all non-numeric characters.</p> <ul style="list-style-type: none"> ■ If the remaining string is less than 13 characters or greater than 20 characters, NetSuite accepts the unique account ID. ■ If the remaining string is greater than 12 characters and less than 21 characters, NetSuite performs a Luhn check. If the check passes, NetSuite blocks you from using the unique account ID. If the check fails, NetSuite accepts the unique account ID. </div>
Date	<ul style="list-style-type: none"> ■ Refers to the transaction date. Content must follow any of following supported date formats: <ul style="list-style-type: none"> □ 2 – 3 M (month), 2 D (day), and 2 or 4 Y (year) characters with no separators Example: MMDDYY, DDMMYYYY, or MMMDDYYYY □ 1 D (day) or 1 M (month) character but must include a separator Example: M-D-YYYY, YYYY-MM-D, or M-DD-YYYY □ For separators, only hyphen (-), slash (/), period (.), and space are supported □ Use English month abbreviations only ■ Long date format and format with 3-character Month abbreviations are not supported. Example, Month D, YYYY, which interprets to March 1, 2021 or Mon D, YYYY, which interprets to Jan 1, 2021. ■ Other characters before or after the date value, for example time and time zone, are automatically removed during parsing. The SuiteApp removes them because only the transaction date is needed for bank reconciliation.
Amount	<ul style="list-style-type: none"> ■ The SuiteApp supports CSV files that contain any of the following Amount column data: <ul style="list-style-type: none"> □ Single Amount column – Positive amounts are recognized as Credit, while negative amounts are recognized as Debit. Negative amount entries must have a negative sign or enclosed in parentheses. □ Single Amount column but with separate amount indicator – Amount entry must not be signed or enclosed in parentheses.

Column Data	Important Things to Note
	<ul style="list-style-type: none"> □ Two Amount columns (Credit and Debit) – Amount entries in the Debit column can be unsigned. ■ If the transaction amount in your file displays as an absolute value, perform the following actions: <ol style="list-style-type: none"> 1. Map the Amount Indicator field to mark a positive or negative entry. 2. Then, set the Credit Indicator and Debit Indicator preferences under the Formatting Preferences subtab.
Credit Amount	Include this column data if the transaction amount displays as an absolute value and you have a separate column for debit and credit amount entry. Amount entry can also be a signed positive number. Example, +100.
Debit Amount	Include this column data if the transaction amount displays as an absolute value and you have a separate column for debit and credit amount entry. Amount entry can also be a signed negative value. Example, -100.
Amount Indicator	Include this column data if the transaction amount displays as an absolute value.
Transaction Number	Unique transaction or reference number. This can also be populated with the check number.
Amount Currency	<ul style="list-style-type: none"> ■ Make sure the transaction amount's currency matches the NetSuite GL account currency to avoid data import errors. ■ The system ignores any Currency symbol appended before or after the transaction amount.
Memo	<p>There is a limit of 4,000 characters.</p> <p>If the value in your Memo column exceeds the character limit, import will still be successful. However, the parsed data is truncated at 4,000 characters.</p>
Financial Institution ID	Unique identifying number assigned to a financial institution transaction.
Customer Name	Refers to the NetSuite customer name.
Customer ID	Refers to the NetSuite internal customer ID.
Invoice Numbers	If a transaction line contains more than one invoice number, separate each invoice number using a comma.
Account Closing Balance	The system recognizes the last transaction line for each unique bank and credit card account.
Closing Balance Date	The system recognizes the last transaction line for each unique bank and credit card account.

Remove the following:

- Empty columns (containing no data) between other filled columns
- Empty rows (containing no data) between other filled rows
- Any columns not specified by the template or CSV Parser Configuration mapping fields

Any account summary located before the column title headers are automatically ignored by the system during import.

Supported Transaction Codes for Bank Statement Parsers SuiteApp

The Bank Statement Parsers SuiteApp provides native support for the following standard transaction codes for each file format.

BAI2 Transaction Codes

For BAI2 formatted files, the transaction code can be found in the second field of Record 16. See the following example:

```
03,543679888899,,015,262595881,,,100,147865183,,,400,147180270,,,/
16,575,119595,,6,0,/
88,scrubbed MEMO/
16,575,5755187,,6,0,/
88,scrubbed MEMO/
```

The following table lists the supported transaction codes for the BAI2 parser:

100	187	241	342	383	468	526	578	674
108	189	242	344	384	469	527	581	676
115	191	243	345	386	472	529	595	677
116	195	244	346	387	474	531	597	678
118	196	246	347	388	475	533	616	679
121	198	247	348	391	476	535	622	681
122	201	248	349	392	477	540	627	682
123	202	249	351	393	479	541	629	683
135	206	252	353	394	481	542	631	684
136	208	254	354	395	484	543	633	686
142	212	255	357	397	485	544	634	687
143	213	257	358	398	487	546	641	688
145	214	258	359	399	489	547	644	691
147	216	261	362	400	491	548	651	692
155	218	263	363	408	493	549	654	693
156	221	266	364	409	495	552	656	694
164	222	268	366	415	496	554	657	695
165	224	274	367	421	498	555	658	696
166	226	275	368	422	501	557	659	697

168	227	276	369	423	502	558	661	698
169	229	277	372	435	506	561	662	699
171	232	278	373	445	508	563	663	721
172	233	281	374	447	512	564	664	722
173	234	286	376	451	513	566	666	723
174	235	295	377	452	514	567	667	724
175	236	301	378	455	516	568	668	725
176	237	306	379	462	518	574	669	726
176	238	308	381	464	522	575	672	727
184	240	331	382	466	524	577	673	728

OFX/QFX Transaction Codes

For OFX/QFX formatted files, the transaction code is enclosed within the TRNTYPE tag for every transaction. See the following example:

```
<STMTRN>
<TRNTYPE>CREDIT</TRNTYPE>
<TRNAMT>185.29</TRNAMT>
<FITID>320191970533635843</FITID>
<REFNUM>320191970533635843</REFNUM>
<NAME>POINTS FOR AMEX TRVL</NAME>
</STMTRN>
```

The following table lists the supported transaction codes for the OFX/QFX parser:

CREDIT	DEP	CASH
DEBIT	ATM	DIRECTDEP
INT	POS	DIRECTDEBIT
DIV	XFER	REPEATPMT
FEE	CHECK	OTHER
SRVCHG	PAYMENT	

MT940 Transaction Codes

For MT940 formatted files, the transaction code starts with F,S, or N, and followed by a 3-character SWIFT code or proprietary bank code. See the following example:

```
:20:STATEMENT
:25:3300907685
:28C:242
:60F:C181231USD596416,02
:61:1812311231C11,55NMSCNONREF//INT TRANSFER FRO
:86:INT TRANSFER FROM 3302038958
```

The following table lists the supported transaction codes for the MT940 parser:

BNK	CMP	DIV	MSC	RTI	TCM
BOE	CMS	EQA	NWI	SAL	TRA
BRF	CMT	EXT	ODC	SEC	TRF
CAR	CMZ	FEX	OPT	SLE	TRN
CAS	COL	INT	PCH	STO	UWC
CHG	COM	LBX	POP	STP	VDA
CHK	CPN	LDP	PRN	SUB	WAR
CLR	DCR	MAR	REC	SWP	
CMI	DDT	MAT	RED	TAX	
CMN	DIS	MGT	RIG	TCK	

CAMT.053 Transaction Codes

The CAMT.053 parser will include, by default, standard ISO Bank Transaction Codes. These codes are a combination of the Domain, Family, and Sub-family codes. The transaction codes can be found within the following tags in a CAMT.053 file:

- ISO bank transaction code:

```
<BkTxCd>
- <Domn>
  <Cd>PAYM</Cd>
  - <Fmly>
    <Cd>0001</Cd>
    <SubFmlyCd>0005</SubFmlyCd>
  </Fmly>
</Domn>
</BkTxCd>
```

- Custom or proprietary code:

```
<BkTxCd>
- <Prtry>
  <Cd>NCSH</Cd>
  <Issr>SWIFT</Issr>
</Prtry>
</BkTxCd>
```

- Combination of ISO transaction code and custom bank codes

```

<BkTxCd>
- <Domn>
  <Cd>PMNT</Cd>
  - <Fmly>
    <Cd>RCDT</Cd>
    <SubFmlyCd>ESCT</SubFmlyCd>
  </Fmly>
</Domn>
- <Prtry>
  <Cd>N658</Cd>
  <Issr>ABNAMRO</Issr>
</Prtry>
</BkTxCd>

```

Note: If both ISO and proprietary bank transaction codes are present in the file, the parser will use the proprietary transaction code to identify the transaction.

For a list of the supported CAMT.053 transaction codes, click [here](#).

Note: To override standard bank transaction codes for CAMT.053 files, enter a combination of the Domain, Family and Sub-Family codes separated by a comma and a space.

CSV Transaction Codes

The following table lists the supported transaction codes for the CSV parser:

ACH	CHECK	CREDIT
DEBIT	DEPOSIT	FEE
INTEREST	PAYMENT	TRANSFER
OTHER		

File Import Error Messages for Bank Statement Parsers

This section lists some of the common errors found during a file import and what you can do to correct the error. The errors are organized by parser plug-ins.

- [OFX/QFX File Import Error Messages](#)
- [MT940 File Import Error Messages](#)
- [BAI2 File Import Error Messages](#)
- [CAMT.053 File Import Error Messages](#)
- [CSV File Import Error Messages](#)

OFX/QFX File Import Error Messages

Error Message	Cause or Scenario	Solution
The file cannot be imported because the currency code [code] in the file does not match the currency code for the same account in NetSuite. Check your format profile record or contact your bank to correct the error and re-upload the file again.	The account currency in your bank statement file does not match the currency of the mapped account in NetSuite.	Verify which currency must apply. For more information about how to check account details in NetSuite, see the help topic Viewing the Chart of Accounts . To correct the bank statement file, contact your financial institution.
The file upload failed because the file contains an incorrect date format. OFX Statement files use <YYYY-MM-DD> date format. Contact your bank to correct the error, and re-upload the file again.	Invalid date format.	To correct the date format in your bank statement file, contact your financial institution.
The file cannot be imported because the account [ID] in the file does not match an account in NetSuite. Check the Account Mapping in the format profile record or contact your bank to correct the error and re-upload the file again.	No matching account in NetSuite.	Check the account mapping in your format profile record. Under the Account Linking subtab, make sure each account ID are linked to a GL account.
The file upload failed because it contains transactions that were not successfully posted in the bank's system. Contact your bank to correct the error and re-upload the file again.	The Status code in your bank statement file is not equal to 0 (zero) or Success .	Contact your financial institution to confirm the correct status of your transactions.

MT940 File Import Error Messages

Error Message	Cause or Scenario	Solution
The file upload failed because the calculated Closing Balance does not match the Closing Amount in the file. Contact your bank to correct the error, and re-upload the file again.	The sum of the opening balance amount (tag :60:) and the sum of the statements amount (tag :61:) within the transaction is not equal to the closing balance amount (tag :62:)	Contact your financial institution for assistance.
The file could not be imported because the currency code [code] for an account does not match the currency code for the same account in NetSuite.	The account currency on your bank statement file does not match the currency of the mapped account in NetSuite.	Verify which currency must apply. For more information about how to check account details in NetSuite, Viewing the Chart of Accounts . To correct the bank statement file, contact your financial institution.
The file upload failed because the file contains an incorrect data at line [number] for [tag :X:]. Amounts must include only one comma or period as a decimal separator. Contact your bank to correct the error, and re-upload the file again.	Multiple commas are parsed.	To remove multiple or duplicate decimal separators, contact your financial institution.
The file could not be imported, because the account [name] in the file does not match an account in NetSuite.	The Transaction Account (tag :25:) value in your MT940 file is missing in your format profile.	Check the account mapping in your format profile record. Under the Account Linking

Error Message	Cause or Scenario	Solution
		subtab, make sure each account ID are linked to a GL account.
The file upload failed because the file contains an incorrect Amount Indicator. Expected Amount Indicator values are C, D, RC, or RD. Contact your bank to correct the error, and re-upload the file again.	The Amount Indicator contains an unknown value.	The value of Amount Indicator must be C, D, RC, or RD. To correct the file, contact your financial institution.
The file upload failed because the file contains an incorrect date format. MT940 statement files use the <YYMMDD> date format. Contact your bank to correct the error, and re-upload the file again.	Incorrect date format for tag :61:.	Check your bank statement file and make sure the date in tag :61: is in YYMMDD format. Contact your financial institution for assistance.
The file upload failed because the file contains an incorrect booking date format. MT940 statement files use the <MMDD> date format in the Booking Date field. Contact your bank to correct the error, and re-upload the file again.	Incorrect booking date format.	Check your bank statement file and make sure the booking date in tag :61: is in MMDD format. Contact your financial institution for assistance.
The file upload failed because it contains an unknown transaction code [XYZ]. Update you format profile to add non-Swift transactions codes and re-upload the file again.	Unknown transaction code.	Contact your financial institution for assistance.

BAI2 File Import Error Messages

Error Message	Cause or Scenario	Solution
The file upload failed because the file contains an incorrect date format. BAI2 Statement files use the <YYMMDD> date format. Contact your bank to correct the error, and re-upload the file again.	Invalid date format.	Contact your financial institution for assistance.
The file upload failed because the file contains an incorrect Funds Type. Expected Funds Type values are 0, 1, 2, S, V, D, or Z. Contact your bank to correct the error, and re-upload the file again.	Invalid Funds Type value	Contact your financial institution for assistance.
The file upload failed because it contains multiple file header records. The file must only have one File Header. Contact your bank to correct the error, and re-upload the file again.	The statement file contains multiple file headers.	Contact your financial institution for assistance.
The file upload failed because the total sum of transactions imported per account does not match the Account Control Total amount in the file. Contact your bank to correct the error, and re-upload the file again.	The value of Account Control Total in the Account Trailer (49) record is incorrect.	Contact your financial institution for assistance.
The file upload failed because the total number of records per account does not match with the Account Trailer Control in the file. Contact your bank to correct the error, and re-upload the file again.	The number of records in the Account Trailer record is incorrect.	Contact your financial institution for assistance.

Error Message	Cause or Scenario	Solution
The file upload failed because the total sum of transactions per group does not match the Group Control Total in the file. Contact your bank to correct the error, and re-upload the file again.	The value of Group Control Total in the Group Trailer record is incorrect.	Contact your financial institution for assistance.
The file upload failed because the total number of Account Records per group does not match the Number of Accounts in the Group Account Trailer record in the file. Contact your bank to correct the error, and re-upload the file again.	The value of Number of Accounts in the Group Trailer record is incorrect.	Contact your financial institution for assistance.
The file upload failed because the total number of records per group does not match with the Group Trailer Control in the file. Contact your bank to correct the error, and re-upload the file again.	The number of records in the Group Trailer record is incorrect.	Contact your financial institution for assistance.
The file upload failed because the total sum of transactions imported does not match the File Control Total amount in the file. Contact your bank to correct the error, and re-upload the file again.	The value of File Control Total is incorrect.	Contact your financial institution for assistance.
The file upload failed because the total number of Group Headers in the file does not match the Number of Groups in the File Trailer record. Contact your bank to correct the error, and re-upload the file again.	The value of Number of Groups in the File Trailer is incorrect.	Contact your financial institution for assistance.
The file upload failed because the total number of records in the file does not match the total number of records in the File Trailer record. Contact your bank to correct the error, and re-upload the file again.	The number of records in the File Trailer is incorrect.	Contact your financial institution for assistance.
The file upload failed because it contains an extra Record 88 with no preceding record. Contact your bank to correct the error, and re-upload the file again.	The Continuation (88) record does not have a preceding record type.	Contact your financial institution for assistance.
The file upload failed because the file contains extra fields in one or more records. Contact your bank to correct the error, and re-upload the file again.	The record contains additional fields. For example, (49) record only requires 3 fields but the statement file contains additional field values.	Contact your financial institution for assistance.
The file upload failed because it contains one or more incorrectly formatted record. Every record in the file must end with a forward slash. Contact your bank to correct the error and re-upload the file again.	The records or lines in the file does not end with a forward slash.	Contact your financial institution for assistance.
The file upload failed because the Customer Account Number field is missing. A complete BAI2 file must contain Records 01, 02, 03, 16, 88, 49, 98, or 99 including all the mandatory fields. Contact your bank to correct the error, and re-upload the file again.	A required field is blank.	Contact your financial institution for assistance.
The file upload failed because the Amount field has an invalid field data: "100.00". Contact your bank to correct the file, and re-upload it again.	A field contains an invalid data. For example, the Amount field expects a numeric value, but the field contains another data type.	Contact your financial institution for assistance.
The file upload failed because the record code is invalid. Expected record code values for BAI2 files are 01, 02,	The record code is invalid.	Contact your financial institution for assistance.

Error Message	Cause or Scenario	Solution
03, 16, 88, 49, 98, or 99. Contact your bank to correct the error, and re-upload the file again.		
The file upload failed because the record code is missing. A complete BAI2 file must contain Records 01, 02, 03, 16, 88, 49, 98, or 99. Contact your bank to correct the error, and re-upload the file again.	One of the records in the file does not have a record code.	Contact your financial institution for assistance.
The file upload failed because the file is blank. Contact your bank to correct the error, and re-upload the file again.	The file is blank.	Contact your financial institution for assistance.
The file upload failed because file format is incorrect. Contact your bank to correct the error, and re-upload the file again.	The file format is incorrect.	Contact your financial institution for assistance.
The file upload failed because the file is incomplete. A complete BAI2 file must contain Records 01, 02, 03, 16, 88, 49, 98, or 99. Contact your bank to correct the error, and re-upload the file again.	The file is missing one or a few records.	Contact your financial institution for assistance.
The file upload failed because of an internal error. Please contact support if the problem persists.	An internal or unexpected error is encountered.	Contact Support for assistance.
The file upload failed because of <error> error at line number <line number>. If you have repeatedly received this error message, contact customer support.	An internal or unexpected error is encountered.	Contact Support for assistance.
The file upload failed because one of the records in the file has missing fields. Contact your bank to correct the file, and re-upload it again.	One of the records in the file has missing fields.	Contact your financial institution for assistance.
The file upload failed because the parser has not completed processing a previous record due to an error. A new record cannot be processed. Contact customer support.	Unable to create a new record because of a previous record error.	Contact Support for assistance.
The file upload failed because the Group Header and Account Identifier are missing. A complete BAI2 file must contain Records 01, 02, 03, 16, 88, 49, 98, or 99. Contact your bank to correct the error, and re-upload the file again.	Unable to import the bank statement file because the values for Group Header and Account Identifier are missing.	Contact your financial institution for assistance.
The file upload failed because the Group Header, Account Identifier, and Transaction Detail are missing. A complete BAI2 file must contain Records 01, 02, 03, 16, 88, 49, 98, or 99. Contact your bank to correct the error, and re-upload the file again.	Unable to import the bank statement file because the values for Group Header, Account Identifier, and Transaction Detail are missing.	Contact your financial institution for assistance.

CAMT.053 File Import Error Messages

Error Message	Cause or Scenario	Solution
The file upload failed because it does not conform with the valid CAMT.053.001.02 XML Format. Contact your bank to correct the error, and re-upload the file again.	The uploaded XML failed the CAMT.053.001.02 XSD validation.	Contact your financial institution for assistance.

Error Message	Cause or Scenario	Solution
The file mapping must begin with "<BkToCstmrStmt> <Stmt>" to import the transactions from the file to NetSuite.	Incorrect parser configuration.	On the format profile record, under Parser Configuration subtab, check the File Mapping value of your NetSuite mapped fields. All file mapping must begin with <BkToCstmrStmt> <Stmt>.
Each tag used in the file mapping must be enclosed in "<" and ">", and must be separated by a space. For example, <BkToCstmrStmt> <Stmt> <Acct> <Id> <IBAN>.	The file mapping values in the Parser Configuration subtab of your format profile does not follow the correct tag format.	Tags must be in the following format: <ul style="list-style-type: none"> Enclosed in angle brackets (< >) Each tag must be separated by a single space
The configurations for the following field(s) will be removed: <NetSuite field names> Click OK to restore the default file mapping or click Cancel to manually configure the file mapping for the affected fields.	All mappings for a specific field in the Parser Configuration subtab are deleted.	Check your parser configuration and ensure that all standard NetSuite fields are present. To the list of default mapping values for CAMT.053 parser, see Configuring CAMT.053 Parser .
The Credit/Debit value is sourced from the statement file to determine the GL Impact of the transaction. Click OK to set the value to N/A and use the indicator in the file or click Cancel to override the amount indicator in the file.	The Credit/Debit field in the Transaction Code Mapping subtab is set to a value other than N/A.	Check your parser configuration.
The bank statement file contains {number} transactions that are not yet posted or booked in your bank account. Only booked or posted transactions are imported.	The status of the imported transaction is not set to Book .	Contact your financial institution for assistance.
The file mapping {file mapping value} for NetSuite Field {NetSuite field value} already exists. Please enter a unique file mapping path.	You parser configuration contains duplicate file mapping rows.	On your format profile, under the Parser Configuration subtab, remove duplicate file mapping rows.

CSV File Import Error Messages

CSV Files with Errors

If your CSV file contains invalid characters or other errors, the import status fails, and an error displays on the Banking Import History page. In the expanded Import Status details, you can view the failure reasons for the import along with a link to download a CSV file. The file contains an additional column indicating errors for each transaction row.

You can also view the list of generated CSV import error files by going to Documents > Files > File Cabinet > SuiteBundles > Bundle 293699 > com.netsuite.bsp > CSV Files with Errors.

The CSV import error file does not include the transaction's account number and is automatically deleted every 90 days.

Error Message	Cause or Scenario	Solution
Invalid date value: {date}. Verify that the Date Format on the Formatting Preferences subtab of your format profile matches the date in the uploaded file.	<p>The date is not accepted by the parser due to one of the following reasons:</p> <ul style="list-style-type: none"> There is a mismatch between the configured Date Format field value and the date in the uploaded CSV file. The file uploaded is corrupted or has missing date values. 	<p>To resolve, perform the following steps:</p> <ol style="list-style-type: none"> On the Parser Configuration subtab of your format profile, click the Formatting Preferences subtab. Check the value on the Date Format field. Make sure the value matches the date format in your statement file. Update if necessary.
<p>The file upload failed due to one of the following reasons:</p> <ul style="list-style-type: none"> One or more column CSV column headers do not match the format profile's Field Mapping subtab values. The uploaded CSV file is not in UTF-8 encoded format. <p>Check your CSV file and then try again.</p>	<p>CSV import failed because either the column headers do not match the mapping configuration, or the file is not in UTF-8 encoded format.</p>	<p>To resolve, perform the following steps:</p> <ol style="list-style-type: none"> Check your parser configuration. <ol style="list-style-type: none"> On the Parser Configuration subtab of your format profile, click the Field Mapping subtab. Check if CSV column headers match the field mapping values in NetSuite. Update if necessary. Make sure that CSV statement file is UTF-8 encoded. <p>For more information about how to convert your file into a UTF-8 encoded format, see Preparing CSV Parser Bank Statement Files for Import.</p>
Invalid transaction line: {line number}. Verify that only one of the following fields has a value: Amount, Debit Amount, or Credit Amount.	The CSV file contains more than one amount value.	<p>Check your CSV file and make sure only one of the following fields has a value:</p> <ul style="list-style-type: none"> Amount Debit Amount Credit Amount
Invalid format for value: {number}. The following format preferences are in the configuration: Number Format: {number format}, Negative Number Format: {negative number format}. Either update your Formatting Preferences or the number format in the bank statement file.	Number field in file does not match the Number Format and Negative Number Format in the Format Preferences.	Check your parser configuration to match the number format in your CSV file.
One or more required column values are missing: {file mapping field}.	The CSV file has missing mapped field values.	<p>Check your CSV file and make sure the following field values are present:</p> <ul style="list-style-type: none"> Required mapping fields, such as Date, Account Number, or Transaction Type Conditional required fields, such as Amount, Credit Amount, Debit Amount, and Amount Indicator fields.
One or more lines in the uploaded CSV file contain errors. To see the	One or more lines in the CSV file contain errors.	Click the link to see the transaction error details.

Error Message	Cause or Scenario	Solution
list of transactions with errors, see {URL}. For files with more than 100 transactions, only the first 100 transactions with errors are shown.		
The Credit Amount value cannot be a negative amount.	Amount Credit column contains a negative amount.	Update the amount in your CSV file to a positive value.
Verify that the Transaction Type matches the value provided in the transaction amount.	Transaction type does not match the amount value in the transaction.	Check the Transaction Type field value in your parser configuration. Make sure the value matches the transaction amount in your CSV file.
The file could not be imported, because {code} is not one of the recognized bank transaction codes. {code} must be mapped to a bank data type in NetSuite. For details, contact your administrator. For a list of custom bank transaction codes, your administrator must contact your financial institution.	The CSV file contains an invalid transaction type or code.	To see the list of supported transaction codes, see CSV Transaction Codes .
The Amount value cannot be a negative amount when using the Amount Indicator field.	The value for the Amount column contains a negative number.	In your formatting preferences, if you set a value in the Amount Indicator field, the amount in your CSV file must always be an absolute value.
Invalid Amount Indicator value: {amount indicator}. Verify that the Credit Indicator and Debit Indicator values on the Formatting Preferences subtab of your format profile matches the data in the uploaded file.	Amount indicator in CSV file does not match the Amount Indicator preference on the format profile.	<p>To resolve, check your parser configuration by performing the following steps:</p> <ol style="list-style-type: none"> 1. On the Parser Configuration subtab of your format profile, click the Field Mapping subtab. 2. In Amount Indicator, check if the value matches the data in your CSV file. You must also set the Credit Indicator and Debit Indicator preferences under the Formatting Preferences subtab when mapping the Amount Indicator field.

Cash 360

Cash 360 lets you effectively manage cash flow by providing a real-time view of your company's cash position and the ability to generate fast and accurate near-term forecasts.

The SuiteApp has a cash management dashboard where you can do the following:

- Inspect real-time cash projections using charts and graphs.
- View the current total bank balance, payables, and receivables.
- View the A/P and A/R aging summary pie charts.

Cash 360 also has the following cash forecasting features:

- Ability to set the forecast period preference to days, weeks, or months. This lets you see the impact of future cash inflow and outflow on the company's cash position in various periods.
- Ability to group account codes to predict cash flow for a category rather than for individual accounts.
- A cash forecast table that shows the projection of financial inflows and outflows.

Cash forecasts are derived from NetSuite data. There is no need to set up or import data from other sources.

With this SuiteApp, receivable transactions for your company such as interest and dividend payments, non-recurring cash flow such as financing and sale of assets can be set as additional inflow transactions. Payable transactions such as cash disbursements for purchases, payroll, taxes, interest, dividends, rent and any projected debt repayments can be set as additional outflow transactions.

You can also add ad hoc cash inflow and outflow lines, such as finance inflow or capital investments, into the cash forecast. This lets you better predict your company's cash requirements and analyze your company's liquidity status.

Cash 360 is available by default only on NetSuite Classic and Accounting Centers.

This SuiteApp is available in all languages that NetSuite supports. For more information, see the help topic [Configuring Multiple Languages](#).

Read the following topics to learn more about this SuiteApp:

- [Cash 360 Best Practices](#)
- [Installing Cash 360](#)
- [Cash 360 Terms and Definitions](#)
- [Cash 360 Roles and Permissions](#)
- [Enabling Support for Custom Transactions](#)
- [Excluded Transactions](#)
 - [Adding Permissions for Transactions Excluded From the Cash 360 Dashboard Computations](#)
 - [Updating Scripts for the Customized Service Role](#)
- [Cash 360 Account Categories](#)
 - [Adding Cash 360 Account Categories](#)
 - [Displaying the Cash 360 Account Category List](#)
 - [Searching for Cash 360 Account Categories](#)

- [Setting Cash 360 Preferences](#)
- [Viewing the Cash Forecast Table](#)
- [Cash 360 Dashboard](#)
 - [Accessing Reports, Records, and Transactions From the Cash 360 Dashboard](#)
 - [Viewing Cash 360 Tiles](#)
 - [Viewing the Cash Forecast From the Cash 360 Dashboard](#)
 - [Viewing the A/R and A/P Aging Summary From the Cash 360 Dashboard](#)
- [Cash 360 Limitations](#)

Availability

Cash 360 is a public and managed SuiteApp. As a managed SuiteApp, it is automatically updated when enhancements or new features are added.

For instructions on installing this SuiteApp, see [Installing Cash 360](#).

Cash 360 Best Practices

- To obtain accurate results in the Cash 360 Dashboard, an administrator can do the following before installing the Cash 360 SuiteApp:
 - To use aging reports in this SuiteApp, set the **Aging Reports Use** preference.
Go to Setup > Accounting > Accounting Preferences > General and select the **Due Date** option under the **Aging Reports Use** preference.
 - To approve invoices while using this SuiteApp:
 - Enable the following required features. For instructions on enabling features, read the help topic [Enabling Features](#).

Subtab	Feature
Employees	Approval Routing
SuiteCloud	Client SuiteScript Server SuiteScript SuiteFlow

- Set the **Invoices Approval Routing** preference.
Go to Setup > Accounting > Accounting Preferences > Approval Routing and check the **Invoices** box.
 - If your company uses multiple currencies, enable the following required features. For instructions on enabling features, read the help topic [Enabling Features](#).

Subtab	Feature
Company	Multiple Currencies
SuiteCloud	SuiteCloud Development Framework

- Do not restrict access to the Subsidiary record. To check, make sure there is no value selected in Set Preferences > Restrict View > Subsidiary.

Installing Cash 360

Cash 360 requires a NetSuite OneWorld account. Before installing this SuiteApp, read [Cash 360 Best Practices](#).

To install the Cash 360 SuiteApp:

1. Go to **SuiteApps**.
The **SuiteApps** tab is not available for the following centers:
 - Advanced Partner Center
 - Customer Center
 - Employee Center
 - Partner Center
 - Support Center
 - Vendor Center
2. In the **Search SuiteApps** field, enter **Cash 360** to search for the SuiteApp.
3. Click the Cash 360 SuiteApp tile.
4. On the top right corner of the page, click **Install**.

For information about the installation status, see the help topic [Viewing SuiteApp Installation or Uninstallation Status](#).

Cash 360 Terms and Definitions

Term	Definition
Inflow	These are transactions where money flows into your company. The following are examples of inflow transactions: <ul style="list-style-type: none"> ■ Dividend payments ■ Non-recurring cash flow such as financing and sale of assets
Outflow	These are transactions where money flows out of your company. The following are examples of outflow transactions: <ul style="list-style-type: none"> ■ Purchases ■ Payroll ■ Taxes ■ Rent
Accounts receivable	These are accounts with receivable amounts that fall on a given period. For example: open invoices
Accounts payable	These are accounts with payable amounts that fall on a given period. For example: open vendor bills
Opening balance	This is the amount of cash available at the start of a period.


Term	Definition
	<p>The initial opening balance amount is the sum of all chart of accounts with the type equal to bank for your subsidiary.</p> <p>The succeeding opening balance amounts are taken from the closing balance amounts from the previous periods.</p>
Closing balance	<p>This is the cash forecast at the end of a period.</p> <p>The closing balance is computed as the opening balance plus the total forecast inflow amount minus the total forecast outflow amount.</p> <p>Closing balance = Opening balance + Total forecast inflow amount – Total forecast outflow amount</p>
Net balance	<p>The net balance is computed as the total forecast inflow amount minus the total forecast outflow amount for a given period.</p> <p>Net balance = Forecast inflow amount – Forecast outflow amount</p>

Cash 360 Roles and Permissions

There are no custom roles included with this SuiteApp. An administrator must create custom roles for financial users in the company, give access to the role, and set the required permissions for those roles. For more information about creating custom roles and setting permissions, see the help topic [Customizing or Creating NetSuite Roles](#).

Giving a Role Access to Cash 360

An administrator must give access to roles that will use the Cash 360 SuiteApp. When access is not given, the role has no permission to view and use the SuiteApp.

 **Note:** Access can only be given to custom roles and is not available for standard roles.

To give a role access to Cash 360:

1. Go to Setup > Users/Roles > Manage Roles.
2. Click **Edit** beside the custom role.
3. In the Authentication section, check the **Cash 360 Access** box.

Checking this box gives the role permissions to view transactions, cash forecasts, and other relevant financial information using the Cash 360 SuiteApp.

4. Click **Save**.

Setting Required Permissions for a Cash 360 Custom Role

An administrator must set these permissions so users can fully access the Cash 360 account categories. If these permissions are not set, the account category pages are not accessible for the user.

To set up permissions for a Cash 360 custom role:

1. Go to Setup > Users/Roles > Manage Roles.
2. Click **Edit** beside the custom role and set the following permissions.

Custom Role	Subtab	Permission	Permission Level
CFO CEO Financial controller	Lists	Custom Record Entries	Full
		Accounts	View
	Setup	SuiteScript	View
		Custom List	View
	Custom Record	Cash 360 Account	View
		Cash 360 Account Category	Full

3. Click **Add**.
4. Click **Save**.

Enabling Support for Custom Transactions

If there are custom transactions that need to be included in the cash forecast, an administrator must do the following to enable support for these custom transactions.

Omit these steps if you do not have custom transactions to include in the cash forecast.

To enable support for custom transactions:

1. Go to Customization > Lists, Records & Fields > Transaction Types.
2. Click the transaction name to edit it.
3. On the **Statuses** tab, check the **Posting** box.



Note: If there are transaction statuses listed, make sure to check the **Posting** box for each transaction status line.

4. On the **Permissions** tab, select **Cash 360 – Service Role** and set **View** as its permission level.
5. Click **Add**.
6. Click **Save**.

Excluded Transactions

Some transactions are excluded from the Cash 360 Dashboard computations. See [Transactions Excluded From the Cash 360 Dashboard Computations](#) for a list of these transactions, listed per NetSuite edition.

To include these transactions in the dashboard computations, an administrator must do the following:

1. Create a customized service role. Permissions for the excluded transactions must then be manually added to the customized service role. For more information, see [Adding Permissions for Transactions Excluded From the Cash 360 Dashboard Computations](#).

2. Update script deployments. Set the Execute as Role field to point to the customized service role. For more information, see [Updating Scripts for the Customized Service Role](#).

Note: If you have excluded transactions that you want to include in the dashboard computation, you must enable the Multiple Currencies feature. For information on enabling features, read the help topic [Enabling Features](#).

Transactions Excluded From the Cash 360 Dashboard Computations

Note: The following table is a non-exhaustive list of transactions excluded from the Cash 360 Dashboard computations, listed per NetSuite edition.

NetSuite Edition	Transaction Name
Australia Edition	Pay Tax Liability
Canada Edition	Process GST Refund
	Pay Tax Liability
	Pay Sales Tax
Japan Edition	Pay Tax Liability
	Tegata Payable
	Tegata Receivable
U.K. Edition	Pay Tax Liability
	Pay Sales Tax
	Tegata Payable
	Tegata Receivable
U.S. Edition	Pay Sales Tax
International Edition	Pay Tax Liability

Adding Permissions for Transactions Excluded From the Cash 360 Dashboard Computations

Some transactions, depending on your NetSuite edition, are excluded from the Cash 360 Dashboard computations. For a list of these transactions, see [Transactions Excluded From the Cash 360 Dashboard Computations](#).

To include these transactions in the dashboard computations, an administrator must create a customized service role for these transactions. Permissions for these transactions must then be manually added to the customized service role. After adding permissions for these transactions, an administrator must update script deployments for the customized service role. For more information, see [Updating Scripts for the Customized Service Role](#).

Note: If you have excluded transactions that you want to include in the dashboard computation, you must enable the Multiple Currencies feature. For information on enabling features, read the help topic [Enabling Features](#).

To add permissions for excluded transactions:

1. Go to Setup > Users/Roles > Manage Roles.
2. Click **Customize** beside **Cash 360 - Service Role**.
3. In the **Name** field, enter a name for the customized service role.
For example: Customized Service Role
4. (Optional) In the **ID** field, enter an ID for the customized service role.
5. In the **Center Type** field, select **Classic Center**.
6. In the Subsidiary Restrictions section, choose **User Subsidiary** from the **Accessible Subsidiaries** field.
7. In the **Permissions** tab, under the **Transactions** subtab, do the following and add each excluded transaction.
 - a. In the **Permission** column, select the transaction you want to add.
For a list of transactions that must be added, listed per NetSuite Edition, see [Transactions Excluded From the Cash 360 Dashboard Computations](#).
 - b. In the **Level** column, select **View** as the permission level for the transaction.
 - c. Click **Add**.
8. Click **Save**.

Updating Scripts for the Customized Service Role

Some transactions, depending on your NetSuite edition, are excluded from the Cash 360 Dashboard computations. For a list of these transactions, see [Transactions Excluded From the Cash 360 Dashboard Computations](#).

To include these transactions in the dashboard computations, an administrator must create a customized service role for these transactions. Permissions for these transactions must then be manually added to the customized service role. To add permissions for these excluded transactions, see [Adding Permissions for Transactions Excluded From the Cash 360 Dashboard Computations](#).

After adding permissions for these transactions, an administrator must update script deployments and set the Execute as Role field to point to the customized service role.

Note: If you have excluded transactions that you want to include in the dashboard computation, you must enable the Multiple Currencies feature. For information on enabling features, read the help topic [Enabling Features](#).

To update scripts for the customized service role:

1. Go to Customization > Scripting > Scripts.
2. Look for the following deployment scripts:

Script Name	Script ID
Cash 360 - Application Data	customscript_cash360_su_application_data
Cash 360 - AR and AP Data	customscript_cash360_su_arap

Script Name	Script ID
Cash 360 - Inflow and Outflow Data	customscript_cash360_su_inflow_outflow
Cash 360 - Opening Balance Data	customscript_cash360_su_opening_balance
Cash 360 - Preference Data	customscript_cash360_su_preference

3. Do the following for each of the scripts in step 2.
 - a. Click **View**.
 - b. On the Script page, click the **Deployments** subtab.
 - c. In the **Title** column, click the script deployment name link.
 - d. On the Script Deployment page, click **Edit**.
 - e. In the **Execute as Role** field, select the customized service role you created.
For more information on the customized service role, see [Adding Permissions for Transactions Excluded From the Cash 360 Dashboard Computations](#).
 - f. Click **Save**.

Cash 360 Account Categories

Account categories in the Cash 360 SuiteApp let you classify chart of accounts, set them as inflow or outflow accounts, and include them in the cash forecast.

Note: An administrator must set permissions so users can fully access the Cash 360 account categories. For more information, see [Setting Required Permissions for a Cash 360 Custom Role](#).

Read the following topics to know more about the Cash 360 account categories:

- [Adding Cash 360 Account Categories](#)
- [Displaying the Cash 360 Account Category List](#)
- [Searching for Cash 360 Account Categories](#)

Adding Cash 360 Account Categories

Add account categories to classify chart of accounts as inflow or outflow transactions.

Note: An administrator must set permissions so users can fully access the Cash 360 account categories. For more information, see [Setting Required Permissions for a Cash 360 Custom Role](#).

To add Cash 360 account categories:

1. Go to Financial > Cash 360 > Account Category > New.
2. In the **Name** field, enter a name for the account category.
For example: Salaries and wages
3. (Optional) Check the **Inactive** box to make the account category inactive.

Note: Only check the **Inactive** box if you will not use the account category.

4. In the **Type** field, select the account category type. Select from **Inflow** or **Outflow**.
Inflow accounts are accounts with cash projected to flow into your company, such as dividend income. Outflow accounts are accounts with cash projected to flow out of your company, such as utility expenses.

5. In the **Chart of Accounts** list, select a chart of account for the category.



- You must select an appropriate chart of account to associate with your account category. For example, you can only select an inflow type chart of account for inflow account categories.
For inflow account categories, you can only add chart of accounts with the type equal to income or other income. For outflow account categories, you can only add chart of accounts with the type equal to expense, other expense, and cost of goods sold (COGS).
- You can associate a chart of account to only one account category.
- You can only add chart of accounts within your subsidiary.
- You can add a maximum of 1000 chart of account values to a single category.

6. Check the **Use in Forecasting** box to include the chart of account in the cash forecast.
When this box is checked, data, amounts, and transactions for the chart of account are included in the cash forecast.
7. Click **Add**.
8. Click **Save**.

Displaying the Cash 360 Account Category List

You can display all Cash 360 account categories in a single list to edit or view them.



Note: An administrator must set permissions so users can fully access the Cash 360 account categories. For more information, see [Setting Required Permissions for a Cash 360 Custom Role](#).

To display the Cash 360 account category list:

1. Go to Financial > Cash 360 > Account Category.
All Cash 360 account categories are displayed.
2. (Optional) Expand the Filters section and select a subsidiary to filter account categories by subsidiary.
3. Click **Edit** or **View** beside the account category to edit or view it.

Searching for Cash 360 Account Categories

You can use a saved search form to search for account categories. Search for account categories before creating them to ensure you are not creating duplicates.



Note: An administrator must set permissions so users can fully access the Cash 360 account categories. For more information, see [Setting Required Permissions for a Cash 360 Custom Role](#).


To search for Cash 360 account categories:

1. Go to Financial > Cash 360 > Account Category > Search.
2. Fill out any or all of the following search criteria to display the corresponding results:

- a. In the **Name** field, select a filter and enter the name of the account category.
 - b. In the **Script ID** field, select a filter and enter the script ID for the account category.
 - c. In the **Date Created** field, select a filter and enter dates or pick dates from the calendar popup window.
 - d. In the **Last Modified** field, select a filter and enter dates or pick dates from the calendar popup window.
 - e. Choose **Either**, **Yes**, or **No** to select the inactive status of the account.
 - f. In the **Subsidiary** list, select a filter and select a subsidiary.
3. Click **Submit**.


Setting Cash 360 Preferences

Set Cash 360 preferences to define what and how account categories are used in cash forecasting. The preferences you specify also determine how the cash forecast is displayed in the cash forecast table and in the Cash 360 Dashboard.

 **Note:** Cash 360 preferences are shared across all custom roles that have access to the SuiteApp within the same subsidiary.

To set Cash 360 preferences:

1. Go to Financial > Cash 360 > Dashboard.
2. On the left pane, click **Preferences**.
3. In the General Preferences section, specify forecast preferences:
 - a. In the **Forecast Period** field, select a forecast period.
 This field lets you specify the period to include in the cash forecast. The default forecast period is 3 months.
 The forecast period is counted from the current day, week, or month.
 - b. Check the **Include Opening Balance** box to display the opening balance, closing balance, and net balance in the cash forecast table.
4. (Optional) In the **Account Categories** tab, specify what and how account categories are used in the cash forecast.

 **Note:** You must first add account categories before you can specify them for inclusion and set preferences for them in this tab. For information, see [Adding Cash 360 Account Categories](#).

- a. In the **Category** column, select an account category.
 Account categories are arranged per category type. Inflow and outflow account categories are grouped together. Inflow account categories appear first and the outflow account categories next.
- b. In the **Use in Forecasting** column, check the box for the account category if you want to include it in the cash forecast.
- c. In the **Data to Use** column, specify the time frame of the data you want to use in the cash forecast.
 You can use the historical average for the last 3 months or the last 6 months.

Note: The cash forecast does not include the current month but considers the last full 3 or 6 months before the current month. For example, if the current date is June 22, and you want to use data for the last 3 months, the cash forecast considers data from March, April, and May.

- d. In the **% Movement** column, specify the movement of cash flow in percent for the account category.
The percentage of cash movement represents the increment or decrement of cash flow. A positive value indicates increment and a negative value indicates decrement. The value specified is evenly applied to the account category and is not cumulative. The movement of cash flow is calculated considering the average amount for each category and the value specified in the **Data to Use** column. In the cash forecast table, the percent movement is only applied to the succeeding periods and not to the current date, month, or week.
 - e. Click **Add**.
5. (Optional) In the **Additional Values** tab, add additional values to include in the cash forecast. This tab lets you add values that have no corresponding chart of account items.

Note: The additional values are shared across users within the same subsidiary.

- a. In the **Name** column, add a name for the additional value.
- b. In the **Date** column, enter or select a date from the calendar popup window.
- c. In the **Amount** column, enter an amount for the additional value.
- d. In the **Type** column, select the account type.
Select from **Inflow** or **Outflow**.
Inflow accounts are accounts with cash projected to flow into your company, such as dividend income. Outflow accounts are accounts with cash projected to flow out of your company, such as utility expenses.
- e. In the **Recurrence** column, enter a number to specify how often the additional value is used in the cash forecast.
You can enter a number from 1 through 12.
- f. In the **Recurrence Type** column, select the frequency the additional value is used in the cash forecast.
For example, if you entered **2** in the **Recurrence** column and selected **Monthly** in the **Recurrence Type** column, the additional value appears in two consecutive months starting from the date specified in the **Date** column and is included as such in the cash forecast.
- g. Click **Add**.
- h. Click **Save**.

Viewing the Cash Forecast Table

Note: An administrator must give access to roles that will use the Cash 360 SuiteApp. When access is not given, the role has no permission to view the cash forecast table. For more information, see [Giving a Role Access to Cash 360](#).

A cash forecast table is available for viewing in the Cash 360 SuiteApp. The values are based on the entered account categories, additional values, and preferences specified for cash forecasting. For more information, see [Adding Cash 360 Account Categories](#) and [Setting Cash 360 Preferences](#). Dates in

the cash forecast table are based on the time zone preferences of the of the logged in user. For more information, see the help topic [Setting Your Calendar Time Zone](#).

To view the cash forecast table:

1. Go to Financial > Cash 360 > Dashboard.
2. On the left pane, click **Cash Forecast**.

The cash forecast table is displayed with the following information.


Table Heading	Table Element	Description
Account Category	Column header	<p>This column displays the account categories and additional values. The account categories are sorted per type, whether they are inflow or outflow.</p> <p>Additional values are marked with an asterisk (*).</p> <p>Accounts receivable and accounts payable are also displayed in this column.</p>
Amount (Currency)	Column header	<p>This column is divided into subcolumns that show the cash forecast amount for the date range specified in the Preferences page of the SuiteApp.</p> <p>The cash forecast amount is shown in your subsidiary's currency.</p>
Date, Week, Month	Column subheader	<p>This is the date range specified in the Forecast Period field on the Preferences page of the SuiteApp.</p> <p>Each column shows the forecast amount for the date range and starts with the current date, week, or month.</p> <p>If you selected 3 Months in the Forecast Period field, the SuiteApp computes the last full 3 months before the current date.</p> <p>For example, if the current date is January 20, the table displays the last full 3 months of data before January. That is, data from October to December.</p>
Opening Balance	Row header	<p>This row displays the opening balance amount for the date range specified in the Preferences page of the SuiteApp.</p> <p>The initial opening balance amount is the sum of all chart of accounts with the type equal to bank for your subsidiary.</p> <p>The succeeding opening balance amounts are taken from the closing balance amounts from the previous periods.</p> <p>This row is only displayed if the Include Opening Balance box is checked in the Preferences page of the SuiteApp. For more information, see Setting Cash 360 Preferences.</p> <p>Clicking the opening balance amount opens a saved search that lists all accounts included in the opening balance amount calculation.</p> <div style="border: 1px solid #f1c40f; padding: 10px; margin: 10px 0;"> <p> Important: Do not sort any of the columns in the saved search results page. If you sort any column, other accounts not included in the opening balance calculation are displayed.</p> </div> <p>The saved search results are dependent on the Number of Rows in List Segments preference. For more information, see the help topic Displaying the Number of Rows in List Segments.</p>
Inflow	Row separator	<p>All entries below this row are inflow account categories, additional values, and accounts receivables.</p> <p>The forecast amount for the account categories are based on historical averages as set in the Forecast Period field on the Preferences page of</p>



Table Heading	Table Element	Description
		<p>the SuiteApp. When there is no data is available for the period specified, forecast amount will contain zero values.</p> <p>Rows with values that have an asterisk are additional values. For information about how to add additional values, see Setting Cash 360 Preferences.</p>
Accounts Receivable	Row	<p>This row displays the accounts receivable from all open invoices that fall on the date specified.</p> <p>The amounts in this row include transactions with due dates in the future. Where due dates are not specified for transactions, the corresponding amounts are placed in the current day, week, or month column.</p> <p>This row is displayed even if there are no invoices, account categories, or additional values entered.</p> <p>Clicking the accounts receivable amount opens a saved search that lists all accounts included in the accounts receivable amount calculation.</p> <div>  Important: Do not sort any of the columns in the saved search results page. If you sort any column, other accounts not included in the accounts receivable calculation are displayed. </div> <p>The saved search results are dependent on the Number of Rows in List Segments preference. For more information, see the help topic Displaying the Number of Rows in List Segments.</p>
Outflow	Row separator	<p>All entries below this row are outflow account categories, additional values, and accounts payables.</p> <p>The forecast amount for the account categories are based on historical averages as set in the Forecast Period field on the Preferences page of the SuiteApp. When there is no data is available for the period specified, forecast amount will contain zero values.</p> <p>Rows with values that have an asterisk are additional values. For information about how to add additional values, see Setting Cash 360 Preferences.</p>
Accounts Payable	Row	<p>This row displays the accounts payable from all vendor bills that fall on the date specified.</p> <p>The amounts in this row include transactions with due dates in the future. Where due dates are not specified for transactions, the corresponding amounts are placed in the current day, week, or month column.</p> <p>This row is displayed even if there are no vendor bills, account categories, or additional values entered.</p> <p>Clicking the accounts payable amount opens a saved search that lists all accounts included in the accounts payable amount calculation.</p> <div>  Important: Do not sort any of the columns in the saved search results page. If you sort any column, other accounts not included in the accounts payable calculation are displayed. </div> <p>The saved search results are dependent on the Number of Rows in List Segments preference. For more information, see the help topic Displaying the Number of Rows in List Segments.</p>
Net Balance	Row header	<p>This row displays the net balance amount for a given period.</p> <p>The net balance amount is computed as the total forecast inflow amount minus the total forecast outflow amount for a given period.</p>

Table Heading	Table Element	Description
		This row is only displayed if the Include Opening Balance box is checked in the Preferences page of the SuiteApp. For more information, see Setting Cash 360 Preferences .
Closing Balance	Row header	<p>This row shows the closing balance amount for a given period.</p> <p>The closing balance amount is computed as the opening balance amount plus the total forecast inflow amount minus the total forecast outflow amount for a given period.</p> <p>This row is only displayed if the Include Opening Balance box is checked in the Preferences page of this SuiteApp. For more information, see Setting Cash 360 Preferences.</p>

Cash 360 Dashboard

Note: An administrator must give access to roles that will use the Cash 360 SuiteApp. When access is not given, the role has no permission to access the Cash 360 Dashboard. For more information, see [Giving a Role Access to Cash 360](#).

The Cash 360 Dashboard lets you quickly view the cash forecast, total receivables, total payables, and total bank balance for your company. This dashboard also has links where you can access records, transactions, and reports. Aging summary pie charts are also available for accounts receivables and accounts payables.

All posting transactions that have impact on the accounts receivable and accounts payable are included when displaying values in the Cash 360 Tiles and in A/R and A/P aging summary pie charts.

Note: Memorized transactions are not supported.

Read the following topics to know more about the dashboard.

- [Accessing Reports, Records, and Transactions From the Cash 360 Dashboard](#)
- [Viewing Cash 360 Tiles](#)
- [Viewing the Cash Forecast From the Cash 360 Dashboard](#)
- [Viewing the A/R and A/P Aging Summary From the Cash 360 Dashboard](#)

Accessing Reports, Records, and Transactions From the Cash 360 Dashboard

Note: An administrator must give access to roles that will use the Cash 360 SuiteApp. When access is not given, the role has no permission to view the Cash 360 Dashboard. For more information, see [Giving a Role Access to Cash 360](#).

The Actions portlet is available on the Cash 360 Dashboard to let you access Cash 360 records, reports, and transactions in one place.

To access reports, records, and transactions from the Cash 360 Dashboard:

1. Go to Financial > Cash 360 > Dashboard.
2. In the **Actions** portlet, select from the following actions:

Action	Description
View Invoices	View a list of all invoices in the system or in your subsidiary.
Approve Invoices	View a list of all invoices that need approval. To approve invoices, an administrator must enable features. For more information, see Cash 360 Best Practices .
View Bills	View a list of all vendor bills in the system or in your subsidiary.
View A/P Aging Summary	View the A/P aging report for the system or for your subsidiary.
View A/R Aging Summary	View the A/R aging report for the system or for your subsidiary.
View Account Categories	View a list of all the account categories in the Cash 360 SuiteApp.

Viewing Cash 360 Tiles

Note: An administrator must give access to roles that will use the Cash 360 SuiteApp. When access is not given, the role has no permission to view the Cash 360 Dashboard. For more information, see [Giving a Role Access to Cash 360](#).

The Cash 360 Tiles portlet is available on the Cash 360 Dashboard to let you quickly view the bank balance, total payables, and total receivables for your company as of the current date.

To view the Cash 360 Tiles:

1. Go to Financial > Cash 360 > Dashboard.

The Cash 360 Tiles portlet on the upper right of the dashboard displays the total balance in your bank account, the total receivable amount, and the total payable amount for your company in your subsidiary's currency.

The total payable and receivable amounts are derived from the A/P and A/R Aging Summary reports.

Note: If an error occurs while retrieving the total bank balance, total receivable amount, or the total payable amount for your company, the tiles will be blank. Contact NetSuite Customer Support for assistance.

Viewing the Cash Forecast From the Cash 360 Dashboard

Note: An administrator must give access to roles that will use the Cash 360 SuiteApp. When access is not given, the role has no permission to view the Cash 360 Dashboard. For more information, see [Giving a Role Access to Cash 360](#).

The Cash Forecast portlet is available on the Cash 360 Dashboard to let you view the cash forecast line graph and table. The values in this portlet are based on the cash forecast table and from the preferences set for this SuiteApp. For more information, see [Viewing the Cash Forecast Table](#) and [Setting Cash 360 Preferences](#).

To view the cash forecast from the Cash 360 Dashboard:

1. Go to Financial > Cash 360 > Dashboard.

The Cash Forecast portlet displays a line graph and a cash forecast table with the following information.

Portlet Element	Description
Line graph	<p>Data on the line graph are based on the forecast table in the Cash Forecast portlet.</p> <p>The cash forecast is displayed in the y-axis and is shown in the currency of the user's subsidiary. The period for the cash forecast is shown on the x-axis. The period varies from days, weeks, or months, depending on the preferences set for the SuiteApp.</p> <p>Hovering your mouse over points in the line graph shows the forecast amount for that period. The cash forecast is calculated as the opening balance amount plus the total inflow amount minus the total outflow amount.</p>
Forecast table	<p>Data in this table are condensed and based on the cash forecast table. For more information, see Viewing the Cash Forecast Table.</p> <p>This condensed table shows the period as specified in the Cash 360 Preferences page. This table displays the total inflow and outflow amounts, as well as the cash forecast for the given period.</p>

Viewing the A/R and A/P Aging Summary From the Cash 360 Dashboard

Note: An administrator must give access to roles that will use the Cash 360 SuiteApp. When access is not given, the role has no permission to view the Cash 360 Dashboard. For more information, see [Giving a Role Access to Cash 360](#).

The A/R Aging Summary portlet and A/P Aging Summary portlet are available on the Cash 360 Dashboard. These portlets display the aging report in a pie chart.

To view the A/R and A/P aging summary from the Cash 360 Dashboard:

1. Go to Financial > Cash 360 > Dashboard.

The A/R Aging Summary and A/P Aging Summary portlets on the lower part of the dashboard displays the following information.

Portlet	Item	Description
A/R Aging Summary	Total Amount	<p>This field displays the total amount of receivables in the subsidiary's currency.</p> <p>The total receivable amount is based on the A/R Aging Summary report.</p>
	# of Transactions	This field displays the total number of receivable transactions with customer information.
	Transactions w/o Customers	This field displays the total number of receivable transactions without customer information.
	Customers	This field displays the total number of customers with receivable transactions.
	Current	This portion of the pie chart represents receivable transactions that are not overdue.
	1–30 Days	This portion of the pie chart represents receivable transactions that are overdue by 1–30 days.

Portlet	Item	Description
	31–60 Days	This portion of the pie chart represents receivable transactions that are overdue by 31–60 days.
	61–90 Days	This portion of the pie chart represents receivable transactions that are overdue by 61–90 days.
	90+ Days	This portion of the pie chart represents receivable transactions that are overdue by more than 90 days.
A/P Aging Summary	Total Amount	This field displays the total amount of payables in the subsidiary's currency. The total payable amount is based on the A/P Aging Summary report.
	# of Transactions	This field displays the total number of payable transactions with vendor information.
	Transactions w/o Vendors	This field displays the total number of payable transactions without vendor information.
	Vendors	This field displays the total number of vendors with payable transactions.
	Current	This portion of the pie chart represents payable transactions that are not overdue.
	1–30 Days	This portion of the pie chart represents payable transactions that are overdue by 1–30 days.
	31–60 Days	This portion of the pie chart represents payable transactions that are overdue by 31–60 days.
	61–90 Days	This portion of the pie chart represents payable transactions that are overdue by 61–90 days.
	90+ Days	This portion of the pie chart represents payable transactions that are overdue by more than 90 days.

Cash 360 Limitations

- The basis for cash forecasts, reports, and computations are values from the currently logged in user's subsidiary. Data from other subsidiaries are not accessible.
- You can only add a maximum of 1000 chart of accounts to a single category. For more information, see [Adding Cash 360 Account Categories](#).
- Additional values that are included in the cash forecast are shared across users within the same subsidiary. For more information about additional values, see [Setting Cash 360 Preferences](#).
- Do not sort the columns in the saved search results page for the opening balance, accounts receivable, or accounts payable amounts. If you sort any column, other accounts not included in the calculation are displayed. For more information, see [Viewing the Cash Forecast Table](#).
- The saved search results page for the opening balance, accounts receivable, and accounts payable amounts in the cash forecast table are dependent on the Number of Rows in List Segments preference. For more information, see [Viewing the Cash Forecast Table](#) and [Displaying the Number of Rows in List Segments](#).
- The navigation menus for the Cash 360 Dashboard and Account Categories are only available in English.