



ORACLE
NETSUITE

Electronic Bank Payments



2022.2

March 22, 2023



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Electronic Bank Payments

The Electronic Bank Payments SuiteApp (formerly called NetSuite Electronic Payments) enables you to process bank payments of your vendor bills, employee expenses, partner and employee commissions, and customer refunds, and also enables you to receive bank payments from customers.

Using Electronic Bank Payments, you can generate payment files that contain instructions for facilitating electronic fund transfers between bank accounts. These files are usually in comma-delimited ASCII format or in XML, and contain information such as transaction codes, transaction amounts, applicable taxes, bank identification numbers, bank account numbers, and bank account names, of the remitter and the payee. The standard format of each payment file is determined by a banking industry or the country where the payment file is used. The payment files generated by Electronic Bank Payments can be imported to your bank's payment software or submitted electronically to your bank for processing.

The Electronic Bank Payments SuiteApp also provides a check verification feature by generating a file format that contains information about all your issued checks. You can electronically send the check register to the bank for cross-verification.

 **Note:** This SuiteApp generates bank payment file formats but does not transmit them to banks. Contact your bank for information on transmitting payment files using the bank's EFT systems.

The Electronic Bank Payments SuiteApp extends the processing capabilities of the Electronic Fund Transfer and ACH Vendor Payments features in NetSuite. For more information about EFT and ACH vendor payments, see the help topics [Electronic Funds Transfer \(EFT\)](#) and [ACH Vendor Payments](#).

The Electronic Bank Payments SuiteApp provides the following features that are not supported in the standard Electronic Fund Transfer and ACH Vendor Payments features:

- Generation of payment files and direct debits using each bank's predefined file format
- Support for standard bank payment formats
- Ability to create your own custom payment formats
- Automated creation of payment batches for approved bills
- Scheduled automatic approvals of payment batches
- Processing of multiple payment batches at the same time
- Additional payment processing capabilities such as full reversal, partial reversal, and reprocessing
- Support for multi-currency conversions that make it easier to pay suppliers across the globe in a single payment run using a single bank account
- Generation of Positive Pay file formats containing details of checks issued irrespective of how they were produced
- Ability to select transactions approved for payment using different combinations of filters

To set up electronic bank payments, see the help topic [Setting Up Electronic Bank Payments](#).

To use this SuiteApp to pay bills and receive payments, see [Processing Payments](#).

To use this SuiteApp's other features such as reviewing payments, sending notifications, and reprocessing payments, see [Managing Electronic Bank Payments](#).

To create custom Bill Payment Processing pages, see [Electronic Bank Payments API](#).

Availability of Electronic Bank Payments License

The standard Electronic Bank Payments SuiteApp enables companies and their subsidiaries to send payments to vendors, employees, and customers (refunds) or receive payments from customers by using the standard templates available within their country of operations.

To enable companies and their subsidiaries to send payments to vendors, employees, and customers (refunds) or receive payments from customers across the different supported countries, you must do the following:

1. Install the NetSuite SuiteApps License Client SuiteApp (Bundle ID 116144).
The license client verifies and manages the Electronic Bank Payments license and allows you to gain access to the advanced features.
2. Purchase an active Electronic Bank Payments License.

The Electronic Bank Payments License is required to gain access to the advanced features of Electronic Bank Payments. The SuiteApp lets you perform the following processes in Electronic Bank Payments if you have an active license:

- Access all supported standard templates
- Create and customize payment templates
- Automate processing of payments in batches using the Process Bills Automatically option
- Generate instant payment files from payment transactions that uses global payment templates or custom templates.
- Use Electronic Payments APIs to build custom Bill Payment Processing suitelet
- Support multi-currency payment processing
- Support parallel processing of payment batches for accounts with SuiteCloud Plus License.

If the license client is not installed or your license expires, you will not be able to perform the processes mentioned above and will result in an error. For more information, see the help topic [NetSuite SuiteApps License Client Guide for Administrators](#).

Contact your NetSuite account representative for information on how to enable payments between banks across different countries. Global payment support may result in additional charges.

Supported Payment Formats

The following tables and lists show the EFT, Direct Debit transactions, and Positive Pay service supported by Electronic Bank Payments.

Note: For the countries not mentioned in the following tables, there are no native or standard templates provided by default. In such cases, you must create your own custom Payment File Formats. The ability to create or modify Payment File Formats is available after purchasing Electronic Payments license.

Important: To enable certain payment formats in Electronic Bank Payments, you must install the Localization SuiteApp or SuiteApps based on your account's country of operation. For some countries, the payment templates are provided by the Electronic Bank Payments SuiteApp; however, you must still install a Localization SuiteApp to ensure that they are updated and the latest version is used. For other countries, the payment templates are only added by the Localization SuiteApp. After the installation of required Localization SuiteApp or SuiteApps, you can use the Electronic Bank Payments SuiteApp to set up bank records and the localized payment formats.

The tables below display all necessary Localization SuiteApps in the Required SuiteApps column. For templates provided by the Electronic Bank Payments SuiteApp itself, this column remains empty.

EFT

Country	EFT Format	Required SuiteApps
Australia	ABA	
	ANZ (ANZ Bank)	
	ASB (ASB Bank)	
	BNZ (Bank of New Zealand)	
Austria	SEPA (Austria) Pain.001.001.02	EMEA Localization For more information, see the help topic EMEA Localization Payment Templates .
	SEPA Credit Transfer (Austria)	
	SEPA Credit Transfer (HSBC)	
Belgium	CIRI - FBF	EMEA Localization Belgium Localization For more information, see the help topics EMEA Localization Payment Templates and Belgium Payment Formats .
	SEPA Credit Transfer (Febelfin)	
	SEPA Credit Transfer (ABN AMRO Bank)	
	SEPA Credit Transfer (HSBC)	
Brazil	CNAB240	
Canada	ACH CCD/PPD (NACHA)	
	ACH - CTX (Free Text) (NACHA)	
	CPA - 005 (Royal Bank of Canada)	
	PNC ActivePay (PNC Bank)	
Czech Republic	ABO	EMEA Localization
	SEPA Credit Transfer (HSBC)	

Country	EFT Format	Required SuiteApps
		For more information, see the help topic EMEA Localization Payment Templates .
France	CFONB	EMEA Localization
	SEPA Credit Transfer (ABN AMRO)	France Localization
	SEPA Credit Transfer (France)	For more information, see the help topics EMEA Localization Payment Templates and France Payment Formats .
	SEPA Credit Transfer (HSBC)	
	FR International CFONB320	
	FR International ISO20022	
Germany	DTAUS	EMEA Localization
	DTAZV	Germany Localization
	SEPA Credit Transfer (Germany)	For more information, see the help topics EMEA Localization Payment Templates and Germany Electronic Bank Payments .
	SEPA Credit Transfer (ABN AMRO Bank)	
	SEPA Credit Transfer (HSBC)	
	SEPA Credit Transfer (Austria)	
Hong Kong	HSBC ISO 20022	
Hungary	RaiffeisenDomestic Transfer (Raiffeisen Bank)	
Ireland	BACS – Bank of Ireland	EMEA Localization
	SEPA Credit Transfer (Bank of Ireland)	Ireland Localization
	SEPA Credit Transfer (HSBC)	For more information, see the help topics EMEA Localization Payment Templates and Ireland Payment Formats .
Isle of Man	BACSTEL - IP	
Italy	CBI Payments	
	SEPA Credit Transfer (CBI)	
	SEPA Credit Transfer (HSBC)	EMEA Localization For more information, see the help topic EMEA Localization Payment Templates .
Japan	Zengin	Japan Localization
	Zengin XML	For more information, see the help topics Japan Localization Setup , Japan Payment Formats and Support for Japan Zengin XML Payment Format .
Luxembourg	ABBL VIR 2000	
	SEPA Credit Transfer (Luxembourg)	
	SEPA Credit Transfer (ABN AMRO Bank)	EMEA Localization
	SEPA Credit Transfer (HSBC)	

Country	EFT Format	Required SuiteApps
		For more information, see the help topic EMEA Localization Payment Templates .
Malaysia	Citibank Malaysia XML Domestic Transfer	Southeast Asia Localization
	Citibank Malaysia XML International Transfer	
	Citibank Malaysia XML GIRO	
	Maybank Malaysia 2E-RC Domestic Transfer	
	Maybank Malaysia 2E-RC International Transfer	
Mexico	Banamex CitiDirect	Mexico Localization
	Santander Mexico	For more information, see the help topic Electronic Bank Payments for Mexico .
Netherlands	Equens – Clieop	EMEA Localization
	Equens – Clieop (ING Bank)	Netherlands Localization
	SEPA Credit Transfer (ABN AMRO)	For more information, see the help topics EMEA Localization Payment Templates and Netherlands Localization .
	SEPA Credit Transfer (Netherlands)	
	SEPA Credit Transfer (HSBC)	
New Zealand	ABA	
	ANZ (ANZ Bank)	
	ASB (ASB Bank)	
	BNZ (Bank of New Zealand)	
	DeskBank (WestPac Bank)	
Singapore	Citibank Singapore XML Domestic Transfer	Southeast Asia Localization
	Citibank Singapore XML International Transfer	
	Citibank Singapore XML GIRO	
	DBS - IDEAL (DBS Bank)	
	DBS Singapore Ideal 3.0 Universal File Format Domestic Transfer	
	DBS Singapore Ideal 3.0 Universal File Format International Transfer	
	HSBC ISO 20022	
	HSBC Singapore pain.001.001.03 Low and High Value Domestic Payments	

Country	EFT Format	Required SuiteApps
	OCBC Singapore GIRO and FAST Payments	
	UoB - BIB-IBG (United Overseas Bank)	
	UOB Singapore pain.001.001.03 GIRO, FAST and Domestic Payments	
	JP Morgan Singapore pain.001.001.03 Low and High Value Domestic Payments	
	Standard Chartered Bank Singapore iPayment CSV GIRO and Domestic Payments	
	UOB Bulk GIRO - EFT Payments version 4.7	
South Africa	Standard Bank	
Spain	AEB - Norma 34	EMEA Localization For more information, see the help topic EMEA Localization Payment Templates .
	SEPA Credit Transfer (ABN AMRO Bank)	
	SEPA Credit Transfer (HSBC)	
Sweden	Bankgiro (SEB)	
	Plusgiro (SEB)	
	SEPA Credit Transfer (SEB)	
United Kingdom	BACSTEL –IP (internet service variation of BACS)	EMEA Localization United Kingdom Localization For more information, see the help topics EMEA Localization Payment Templates and United Kingdom Payment Formats .
	BACS – Albany ALBACS-IP (Albany ePAY Bureau)	
	BACS - Bank of Ireland	
	BACS – Bank of Scotland (Bank of Scotland PLC)	
	BACS (standard 18)	
	HSBC Faster Payments	
	HSBC UK CHAPS	
	HSBC UK BACS	
	HSBC BACS or Faster Payments	
	SVB BACS	
	SVB CHAPS	
	SEPA Credit Transfer (ABN AMRO)	
	SEPA Credit Transfer (HSBC)	
	SEPA Credit Transfer (SVB)	

Country	EFT Format	Required SuiteApps
	SVB Faster Payments	
	SVB BACS or Faster Payments	
	HSBC UK International	
	Lloyds BACS	
	SVB BACS, MULTIBACS or Faster Payments	
United States	ACH CCD/PPD (NACHA)	
	ACH - CTX (Free Text) (NACHA)	
	CPA - 005 (Royal Bank of Canada)	
	PNC ActivePay (PNC Bank)	

Direct Debit

Country	Direct Debit Format	Required SuiteApps
Australia	ABA DD	
Belgium	SEPA Direct Debit (ABN AMRO)	EMEA Localization For more information, see the help topics EMEA Localization Payment Templates and Belgium Payment Formats .
France	SEPA Direct Debit (ABN AMRO)	EMEA Localization For more information, see the help topics EMEA Localization Payment Templates and France Payment Formats .
Germany	DTAUS DD	EMEA Localization Germany Localization For more information, see the help topics EMEA Localization Payment Templates and Germany Electronic Bank Payments .
	SEPA Direct Debit (Germany)	
Italy	CBI Collections	
	SEPA Direct Debit (CBI)	
Luxembourg	SEPA Direct Debit (ABN AMRO)	EMEA Localization For more information, see the help topic EMEA Localization Payment Templates .
Netherlands	SEPA Direct Debit (ABN AMRO)	EMEA Localization For more information, see the help topics EMEA Localization Payment Templates and Netherlands Localization .
Singapore	DBS - IDEAL DD (DBS Bank)	Southeast Asia Localization
	UoB - BIB-IBG DD (United Overseas Bank)	

Country	Direct Debit Format	Required SuiteApps
Spain	SEPA Direct Debit (ABN AMRO)	EMEA Localization For more information, see the help topic EMEA Localization Payment Templates .
United Kingdom	BACS DD	EMEA Localization United Kingdom Localization For more information, see the help topics EMEA Localization Payment Templates and United Kingdom Payment Formats .
United States	ACH - PPD (NACHA)	

Note: To distinguish between direct debit formats with the same name as EFT formats, the direct debit formats will have the **DD** suffix.

Positive Pay

Note: Positive Pay templates BoA/ML, RBC, and SVB - CDA are available for all countries, even without the Advanced Electronic Bank Payments License. You can also customize or create new Positive Pay file formats without a license. For information on creating Positive Pay formats, see [Creating a New Custom Payment File Template](#).

- BoA/ML (Bank of America Merrill Lynch)
- RBC (Royal Bank of Canada)
- SVB - CDA (Silicon Valley Bank - Controlled Disbursement Accounts)

Global Payment Format

- Barclays MT103
- J.P. Morgan Freeform GMT

Setting Up Electronic Bank Payments

Prerequisites

Make sure you verify the following prerequisites before you install and use Electronic Bank Payments SuiteApp:

1. If you are using the Electronic Bank Payments to send payments to vendors, employees, and customers (refunds) and receive payments from customers across the different supported countries:
 - You must have an active Advanced Electronic Bank Payments License. To know more information on how to purchase a license, please contact your NetSuite account representative.
 - Install the NetSuite SuiteApps License Client SuiteApp (Bundle ID 116144). The NetSuite SuiteApps License Client controls an account's access to the advanced Electronic Bank Payments features. Upon installation, the NetSuite SuiteApps License Client communicates with the NetSuite SuiteApps License Server to obtain active license information. For more information, see the help topic [NetSuite SuiteApps License Client Guide for Administrators](#).


2. Make sure that the following features are enabled in your account prior to installing Electronic Bank Payments:
 - Item Options
 - Custom Records
 - Client SuiteScript
 - Server SuiteScript
 - Accounting Periods
 - Advanced PDF/HTML Templates

For more information, see the help topic [Enabling Features](#).

Installing the Electronic Bank Payments SuiteApp

Installing Electronic Bank Payments

Install the following bundle if you are using the Electronic Bank Payments SuiteApp to send payments to vendors and employees, and to receive payments from customers within your company's country of operations.

 **Note:** For OneWorld accounts, the EFT and Direct Debit formats that are available for use are limited based on the country of the parent subsidiary.

Bundle Name: **Electronic Bank Payments**

Bundle ID: 416781


Location: Production

Availability: Public

Key points when using Electronic Bank Payments:

- The NetSuite SuiteApps License Client SuiteApp (Bundle ID 116144) must be installed first before purchasing an active Advanced Electronic Bank Payments License. For more information, see the help topic [NetSuite SuiteApps License Client Guide for Administrators](#).
- Global payments support may result in additional charges. Contact your NetSuite account representative for more information on how to enable payments between banks across different countries using the Advanced Electronic Bank Payments License.

The Electronic Bank Payments SuiteApp is a managed bundle and automatically updated whenever there are updates. These issue fixes and enhancements are available after the bundle is updated in your production account. If the SuiteApp is installed in your Sandbox account, you must manually update it to get the latest version. For information on installing bundles, see the help topic [Installing a Bundle](#).

 **Note:** For new installations of the SuiteApp, after you install the bundle, you must initialize the Electronic Payments Preference. Go to Payments > Setup > Electronic Payments Preferences. On the Electronic Payments Preference page, click **Edit** and then set the email templates for vendor and customer payments. Click **Save**.

Setting Up Roles and Permissions

The Custom EFT role is added to your account after installing the Electronic Bank Payments SuiteApp. You can assign this custom role to employees who are going to process payments using the SuiteApp.

For OneWorld accounts, you must provide access to subsidiaries to process their bill payments. On the custom role record, you can select both primary and secondary subsidiaries to allow access to their

company bank details and other information that a custom role can use for Electronic Bank Payments transactions. If no subsidiary is selected, the role has access only to the primary subsidiary, by default. For more information, see the help topic [Restricting Role Access to Subsidiaries \(OneWorld Only\)](#).

The following table shows the default permissions assigned to the Custom EFT role. If you are an Administrator, you can configure these permissions and customize the role's level of access to the Electronic Bank Payments SuiteApp. For more information, see the help topic [Customizing or Creating NetSuite Roles](#).



Important: You must perform the following actions before granting permissions to your custom role:

- Make sure you do not change the preferences in the Bank Details custom record.
- Ensure the list and level of permissions on the customized role are equal to or more than the minimum required permission level. For more information, refer to the following Permissions table.

Permission	Subtab Type	Minimum Permission	Permission Restriction	Preferred Form
Bills	Transactions	View	View	
Checks	Transactions	View	View	
Customer Payment	Transactions	View	View	
Customer Refund	Transactions	View	View	
Expense Report	Transactions	View	View	
Find Transaction	Transactions	View	View	
Invoice	Transactions	View	View	
Make Journal Entry	Transactions	View	View	
Pay Bills	Transactions	View	View	
Accounts	Lists	View	View	
Classes	Lists	View	View	
Currency	Lists	View	View	
Customers	Lists	View	View	
Departments	Lists	View	View	
Documents and Files	Lists	View	View	
Employees	Lists	View	View	
Employee Record	Lists	View	View	
Locations	Lists	View	View	
Partners	Lists	View	View	
Perform Search	Lists	View	View	

Permission	Subtab Type	Minimum Permission	Permission Restriction	Preferred Form
Subsidiaries	Lists	View	View	
Track Messages	Lists	View	View	
Vendors	Lists	View	View	
Manage Accounting Periods	Setup	View	View	
SuiteScript Scheduling	Setup	Full	Full	
Approval Routing	Custom Record	View	Full	
Bill EFT Payment Information	Custom Record	Full	Full	Standard form
Company Bank Details	Custom Record	View	Edit	Custom form
Electronic Payments Preference	Custom Record	View	Edit	
EP Thread Processing Results	Custom Record	View	Full	
EP Queue Settings	Custom Record	View	View	
Bank Details	Custom Record	View	Edit	Standard form
Format Details	Custom Record	View	Edit	Standard form
Payment Aggregation	Custom Record	View	Edit	Standard form
Payment Batch	Custom Record	View	Edit	
Payment File Administration	Custom Record	Edit	Edit	Custom form
Payment File Format	Custom Record	View	Edit	Standard form
Payment Schedule	Custom Record	View	Edit	
Allowed Country Formats By Edition	Custom Record	View	View	

Note: Use the Classes, Departments, and Locations permissions only if the Classes, Departments, and Locations categories are enabled in your account. Use the Track Messages permission if you want to allow the custom role to view email notifications generated by The Electronic Bank Payments SuiteApp.

You can create your own custom role based on the Custom EFT Role that came with the bundle. Users assigned with a custom role can set up the Electronic Bank Payments SuiteApp, including accessing the setup page, customizing payment formats, creating company bank details and entity bank details. By default, only Administrators have setup permissions.

The following table shows the minimum permissions required for a role to set up the Electronic Bank Payments SuiteApp:

Permission	Subtab Type	Minimum Permission	Permission Restriction
Add Check	Transactions	View	View

Permission	Subtab Type	Minimum Permission	Permission Restriction
Add Customer Refund	Transactions	View	View
Add Currency	Lists	View	View
Add Subsidiaries	Lists	View	View
Custom Record Entries	Lists	Full	
Employees ⁽¹⁾	Lists	Edit	Edit
Customers ⁽¹⁾	Lists	Edit	Edit
Partners ⁽¹⁾	Lists	Edit	Edit
Vendors ⁽¹⁾	Lists	Edit	Edit
Custom Record Types	Setup	View	
Company Bank Details ⁽¹⁾	Custom Record	Full	
EP Dummy List	Custom Record	Full	
EP Queue Settings ⁽²⁾	Custom Record	Full	
Edit Payment Batch	Custom Record	View	Edit
Edit Payment Schedule	Custom Record	View	Edit
SuiteScript	Setup	View	

⁽¹⁾ Add these permissions based on the records where you want to enable the setup tasks for the role. For example, if you want to enable setting up of company bank details only, you have to add only the Company Bank Details permission.

⁽²⁾ Add this permission only if you want to enable editing of the Electronic Payments Preference settings.

You can customize or edit roles to enable the processing of term discounts and credit transactions. The following table shows the minimum permissions required for a role to process these transactions:

Permission	Subtab Type	Minimum Permission	Permission Restriction
Credit Memo	Transactions	View	View
Enter Vendor Credits	Transactions	View	View
Employee Commission Transaction	Transactions	View	View
Partner Commission Transaction	Transactions	View	View
Customer Deposit	Transactions	View	View
Accounting Lists	Setup	View	View

Multi-Language Support for the Electronic Bank Payments SuiteApp

The Electronic Bank Payments SuiteApp currently supports the following languages:

- Chinese (Simplified)

- Chinese (Traditional)
- Czech
- Danish
- Dutch
- English
- French (France)
- German
- Italian
- Japanese
- Korean
- Latin American Spanish
- Portuguese (Brazil)
- Russian
- Spanish
- Swedish
- Thai
- Turkish
- Finnish
- Norwegian
- Indonesian
- Vietnamese

Supported Language Limitations

The following fields will not be translated:

- **Payment File Template Details Fields** – Reference and Entity Reference fields of payment file formats will not be translated to your preferred language. These fields are available when creating new Company Bank Records or Entity Bank Details in a customer or vendor record.
- **Custom List Values** – All custom list values of the Electronic Bank Payments SuiteApp will not be translated in your preferred language. To view which custom lists belong to the SuiteApp, go to Customization > Lists, Records, & Fields > Lists (Administrator), set **From Bundle** filter to the installed Electronic Bank Payments bundle ID.
- **Japan Zengin Bank Fees** – All fields and custom list values related to the Japan Zengin Bank Fees feature will not be translated to your preferred language.



Important: You must enable the Multi-Language feature first from Setup > Company > Enable Features > International before installing or updating the bundle.

To set the language preference for Electronic Bank Payments:

1. Go to Setup > Company > Enable Features.
 1. Check **Multi-Language**.
 2. Click **Save**.
2. Go to Home > Set Preferences.
 1. On the **General** subtab, in the **Language** field, select your preferred language.
 2. Click **Save**.

Setting Up Payments Tab Permissions

You can configure the Payments tab to be accessible only to specific roles or users.

To set up permissions for the Payments tab:

1. Go to Customization > Centers and Tabs > Center Tabs.
2. From the Customs Center Tabs list, click the Edit link next to Payments.
3. Click the **Audience** subtab.
4. Select the users to whom you want to give access to the **Payments** tab.
5. Click **Save**.

For information about NetSuite centers, see the help topic [NetSuite Standard Centers](#).

Creating Folders in the NetSuite File Cabinet

You need to create folders in the NetSuite File Cabinet to store payment files used by the Electronic Bank Payments SuiteApp. You can create folders for each type of payment file, or create one folder to store all payment files regardless of the format used.



Important: You must not choose the **Attachments Sent** or **Attachments Received** folders as a file cabinet location, including their subfolders. Files generated from these folders cannot be properly attached to payment file administration records. For more information, see the help topic [Attaching Files to Records](#).

To create a folder in the NetSuite file cabinet:

1. Go to Documents > File > File Cabinet > New.
2. In the **Folder Name** field, enter a name for the folder to be used by the Electronic Bank Payments SuiteApp. For example, **EFT File Repository**.
3. Enter information in the optional fields as necessary. For more information, see the help topic [File Cabinet Overview](#).
4. Click **Save**. The folder that you created is now displayed in the File Cabinet Folders list.

Setting Up Bank Records

You need to set up the bank account records of the following entities before you can use the Electronic Bank Payments feature:



Note: By default, only Administrators can set up bank records for companies and entities. You can enable this set up task for any of the records, for other users assigned with the Custom EFT Role. For more information, see [Setting Up Roles and Permissions](#).

Entity	Description
Company/Subsidiary	Set up the bank account details that your company or subsidiary can use to send and receive electronic bank payments. You also need to set up bank account details that your company or subsidiary can use for Positive Pay.
Vendor	Set up the bank account details of each vendor to whom you want to send electronic bank payments. You can set up multiple bank accounts for each vendor.

Entity	Description
Employee	Set up the bank account details of each employee to whom you want to send electronic bank payments. You can set up multiple bank accounts for each employee.
Customer	<p>Set up the bank account details of each customer to whom you can send customer refund payments. You can set up several bank accounts for each customer.</p> <p>You also need to set up the bank account details of each customer from whom you want to receive direct debit payments. You can set up several bank accounts for each customer.</p>
Partner	Set up the bank account details of each partner to whom you can send commissions. You can set up several bank accounts for each partner.



Note: New record guidelines:

- When creating new records, make sure that the following options are cleared on the Entity Bank Details record type:
 - Enable Inline Editing
 - Allow Child Record Editing
- To create a record, go to Customization > List, Records, & Fields > Record Types.
- You are not recommended to change the payment file format after saving entity bank details. By doing this, the data from the previous file format fields may impact the validations and electronic payment processes resulting in errors. It is recommended to change the previous entity bank detail's status to inactive or deleted and create new entity bank details with new file formats.
- Electronic Bank Payments SuiteApp does not provide **Save and Copy** and **Make Copy** options on Entity Bank Details page in NetSuite.
- Bank Detail records are unlocked to for you to make customizations. However, NetSuite recommends you do not change the default properties of the fields in the Bank Detail record to avoid bundle update issues.
- You can track the status of a deleted, removed, or reassigned entity bank by using the **Bank Details Logs** column in the **Bank Details** subtab.

To set up the bank records for your company, subsidiaries, vendors, employees, customers, and partners, click the country-specific set up instructions below:

- [Austria Payment Formats](#)
- [Australia Payment Formats](#)
- [Brazil Payment Formats](#)
- [Belgium Payment Formats](#)
- [Canada Payment Formats](#)
- [Czech Republic Payment Formats](#)
- [France Payment Formats](#)
- [Germany Payment Formats](#)
- [Global Payment Formats](#)

- [Hong Kong Payment Formats](#)
- [Hungary Payment Formats](#)
- [Ireland Payment Formats](#)
- [Isle of Man Payment Formats](#)
- [Italy Payment Formats](#)
- [Japan Payment Formats](#)
- [Luxembourg Payment Formats](#)
- [Netherlands Payment Formats](#)
- [New Zealand Payment Formats](#)
- [Singapore Payment Formats](#)
- [South Africa Payment Formats](#)
- [Spain Payment Formats](#)
- [UK Payment Formats](#)
- [U.S. Payment Formats](#)
- [Global Payment Formats](#)

Setting Up Auto-Generated Numbers for Entity Records

Auto-Generated Numbers feature can be enabled for entity records during creation of entities based on the following parameters:

1. For entities that are created when the Auto-Generated Numbers feature is enabled:

Description	Entity Record	Behavior in the Entity Records
Auto-Generated Numbers feature is enabled for entities:	DD – Invoice Payments	An auto-generated customer number is displayed in the Customer field.
	Customer Refunds	An auto-generated customer number is displayed in the Customer field.
	EFT – Bill Payments	An auto-generated partner number is displayed in the Partner field.
Auto-Generated Numbers feature is disabled for entities:	DD – Invoice Payments	An auto-generated number prefixed to the customer name is displayed in the Customer field.
	Customer Refunds	An auto-generated number prefixed to the customer name is displayed in the Customer field.
	EFT – Bill Payments	An auto-generated number prefixed to the Partner name is displayed in the Partner field.

2. For entities that are created when the Auto-Generated Numbers feature is disabled:

Description	Entity Records	Behavior in the Entity Records
Auto-Generated Numbers feature is enabled for entities:	DD – Invoice Payments	Customer name is displayed in the Customer field.
	Customer Refunds	Customer name is displayed in the Customer field.

	EFT – Bill Payments	Partner name is displayed in the Partner field.
Auto-Generated Number feature is disabled for entities:	DD – Invoice Payments	Customer name is displayed in the Customer field.
	Customer Refunds	Customer name is displayed in the Customer field.
	EFT – Bill Payments	Partner name is displayed in the Partner field.

For more information on setting up auto-generated numbers, see the help topic [Setting Up Auto-Generated Numbering](#)

Setting Up Payment Aggregation Methods

Aggregation defines the way bills and expenses are grouped together to create a payment record. Using payment aggregation, a payment record is created for multiple bills grouped according to the aggregation method specified.

By default, payment aggregation is done per payee (vendor or employee). For example, when you check the payment aggregation box on the EFT - Bill Payments form without selecting a payment aggregation method, payment records are created for each vendor or employee included in the Select Transactions sublist.

If you check the payment aggregation box and select a specific payment aggregation method, payments are grouped based on the method within each vendor or employee. For example, if you created a custom field called Purchase Contract and tagged each invoice to a specific Purchase Contract value, the payments are grouped based on this field value.

Payment Aggregation does not affect the **Status Summary** field of a Payment File Administration (PFA) record. The value of this field is based on the total number of transactions marked and paid when processing the PFA record.

Note: The maximum number of transactions to be processed for payment per batch, is 5000 or less, depending on the custom template setup. Regardless of whether payment transactions to be created during processing are aggregated or not, you cannot exceed the maximum number of transactions.

To set up payment aggregation methods:

1. Go to Payments > Setup > Payment Aggregation > New.
2. In the **Name** field, enter a name for this payment aggregation method.
3. In the **Transaction Field ID** field, enter the internal ID of the field that you want use as the basis for the aggregation method. The fields that can be used for aggregation are found on the vendor bill and expense report forms.

For example, if you want to aggregate payments by due date, enter the internal ID of the **Due Date** field:

duedate

Note: For aggregation method, you can only use a field that is available for all four types of entities (employee, customer, vendor, or partner); otherwise, an error will be generated because the aggregation method is invalid.

For information on locating internal IDs of fields, see the help topic [How to Find a Field's Internal ID](#)

4. Check the **Inactive** box to make this payment aggregation method inactive.

Importing Electronic Bank Payments Data

You can transfer electronic bank payments data such as your entity bank details (vendors, employees, customers) in CSV format into NetSuite using the Import Assistant.

Before you attempt to import data with the Import Assistant, you need to set up CSV files and review their formatting carefully to avoid errors that prevent import and to ensure that data is imported with correct values. For help preparing files for CSV import, see the help topic [Guidelines for CSV Import Files](#).



Important: Make sure that the Run Server SuiteScript and Trigger Workflows preference is enabled in your account. For more information, see the help topic [Setting CSV Import Preferences](#).

When importing entity bank details, do the following first:

- On the **Bank Payment Details** tab of the vendor's record, make sure the **EFT Bill Payment** option is checked.
- Get the internal ID of the parent entity and payment file format. For information on locating internal IDs, see the help topic [How to Find a Field's Internal ID](#)

Refer to the following options for parent entity:

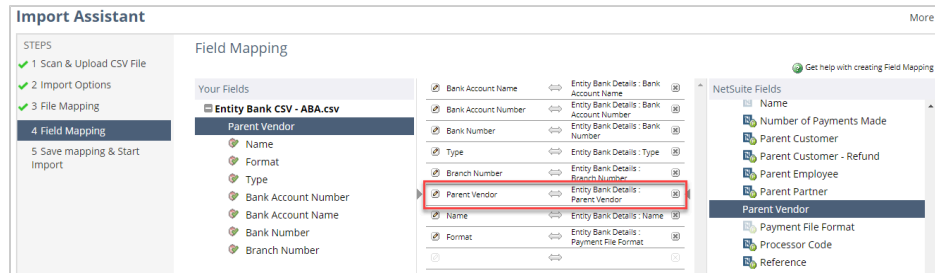
- **Parent Customer** - Use this field for customer payments through direct debit.
- **Parent Customer-Refund** - Use this field for customer refunds through EFT.
- **Parent Employee** - Use this field for employee payments through EFT.
- **Parent Vendor** - Use this field for vendor payments through EFT.
- On your CSV file, enter the internal ID in the column for the parent entity or format. Refer to the table following for the list of other fields or columns that you should include in your CSV file.



Note: After completing your CSV file and entity record settings, you can upload the file using the Import Assistant. If you are using a role with import CSV file permission, you can access the Import Assistant at Setup > Import/Export > Import Tasks > Import CSV Records.

To import entity bank details with the Import Assistant:

1. On the Scan & Upload CSV File page, do the following:
 1. In the **Import Type** field, select **Custom Records**.
 2. In the **Record Type** field, select **Entity Bank Details**.
 3. Click **Browse** to locate and select your CSV file.
2. On the Import Options page, do the following:
 1. Select the Data Handling option: **Add**, **Update**, or **Add or Update**.
 2. Expand **Advanced Options** to display additional settings.
 3. In the **Custom Form** field, select **Standard Entity Bank Details Form**.
3. On the Field Mapping page, do the following for the fields for format and parent entity:
 1. In the center pane, click the pencil icon next to the field name.



- On the popup, in the **Choose Reference Type** field, select **Internal ID** to associate the specific entity or format with the entity bank details.

Note: When mapping entities and payment file formats, it is best to use Internal ID as your reference type. If you use Name as reference type, for example, formats with the same name might cause records to be mapped only to one format.

- Click **Done**.

Other fields mapped from your CSV file to NetSuite fields are automatically displayed in the center pane. For more information, see the help topic [Step Four Field Mapping](#).

- On the Save Mapping & Start Import page, in the **Import Map Name**, enter a name for the import map to save the settings.
- Click **Save & Run**.

The fields that can be imported into NetSuite for each payment file format are listed in the following table. If you use the fields that are not listed here, the system may display an error or may not work properly.

Vendor, Employee, and Customer Bank Details

Payment File Format	Field	Required
SEPA Credit Transfer (Austria AP)	IBAN	Yes
SEPA Credit Transfer Pain.001.001.02 (Austria AP)	BIC	Yes
ABA (Australia AP)	Bank Account Number	Yes
ABA DD (Australia AR)	Bank Account Name	Yes
	BSB Number (Bank)	Yes
	BSB Number (Branch)	No
Banamex CitiDirect	Transaction Code	Yes
	Third Party Bank Number	Yes
	Account Type CR	Yes
	Third Party Credit Date	Yes
	Third Party Account Number	Yes
BACS	Account Number	Yes
BACS-Albany ALBACS-IP	Account Name	Yes
BACSTEL-IP		

Payment File Format	Field	Required
BACS-Bank of Ireland	Sort Code	Yes
	Account Number	Yes
	Sort Code	Yes
CIRI-FBF	Account Number	Yes
	Account Name	Yes
CNAB 240 (Brazil AP)	Payee Account Number	Yes
	Payee Branch Number	Yes
	Payee Registration / Tax Type	Yes
	Payee Account Verif. Dig.	No
	Payee Verification Digit	No
	Payee Bank	Yes
	Street Name	Yes
	Apt, Suite, Building Number	No
	Apt, Suite, Building Name	No
	City Name	No
	State	No
	ZIP	No
CPA-005 (Canada AP)	Account Number	Yes
	Financial Institution Number	Yes
	Branch Transit Number	Yes
CFONB (Cash Transfer)	Bank Account Number	Yes
	Bank Number	Yes
	Bank Name	Yes
	Branch Number	Yes
DTAUS (Germany AP)	Bank Account Number	Yes
DTAUS DD (Germany AR)	Bank Number	Yes
	IBAN	No
DTAZV	Bank Account Number	No
	Bank Name	Yes
	Payment Description	Yes
	IBAN	No
	Company Country Code	Yes

Payment File Format	Field	Required
	Transfer Fee Code	Yes
	Bank BIC	Yes
Equens-ClieOp Equens-ClieOp (ING Bank) (Netherlands AP)	Account Number	Yes
	Bank Account Number (if using ING)	
	Bank Account Payment Description	Yes
FR International CFONB320	Bank Account Number	Yes, if IBAN is not filled.
	Bank Number	Yes, if IBAN is not filled.
	Bank Name	Yes
	Economic Reason Code	No
	IBAN	Yes, if Bank Account Number is not filled.
	Country	Yes, if the IBAN field, which includes a country code, is not filled.
	BIC	Yes, if IBAN is filled.
FR International ISO20022	Bank Account Number	Yes, if IBAN is not filled.
	Bank Number	Yes, if IBAN is not filled.
	Bank Name	Yes
	IBAN	Yes, if Bank Account Number is not filled.
	Country	Yes, if the IBAN field, which includes a country code, is not filled.
	SWIFT Code/BIC	Yes, if IBAN is filled.
HSBC UK BACS and Faster	Country	Yes
	Account Number	Yes
	Sort Code	Yes
HSBC Faster Payments	Country	Yes
	Account Number	Yes
	Sort Code	Yes
HSBC UK BACS	Country	Yes
	Account Number	Yes
	Sort Code	Yes
HSBC UK CHAPS	Country	Yes

Payment File Format	Field	Required
	Account Number	Yes
	Sort Code	Yes
Santander Mexico	Bank Code	Yes
	Bank Account	Yes
	Vendor Account Type	Yes
SEPA Direct Debit (ABN AMRO)	BIC	Yes
	IBAN	Yes
	Billing Sequence Type	Yes
	Reference Mandate	Yes
	Date of Reference Mandate	Yes
	Reference Amended	Yes
	Remittance Message	Yes
	Original Reference Mandate	No
	Original Debtor IBAN	No
	Original Creditor ID	No
	Original Creditor Name	No
	Electronic Signature	No
SEPA Direct Debit (Germany)	BIC	Yes
	IBAN	Yes
	Billing Sequence Type	Yes
	Reference Mandate	Yes
	Date of Reference Mandate	Yes
	Reference Amended	Yes
SEPA Credit Transfer (ABN AMRO)	BIC	Yes
	IBAN	Yes
SEPA Credit Transfer (Bank of Ireland)	IBAN	Yes
	BIC	No
SEPA Credit Transfer (Febelfin)	Bank Account Number	Yes, if IBAN is not filled
	Bank Account Name	Yes
	IBAN	Yes, if Bank Account Number is not filled
	BIC	Yes, if IBAN is not filled

Payment File Format	Field	Required
SEPA Credit Transfer (France)	IBAN	Yes
	BIC	Yes
SEPA Credit Transfer (Germany)	IBAN	Yes
	BIC	Yes
SEPA Credit Transfer (HSBC)	IBAN	Yes
	Swift Code/BIC	Yes
SEPA Credit Transfer (Netherlands)	IBAN	Yes, if Bank Account Number is not filled.
	BIC	Yes, if IBAN is filled.
	Bank Account Number	Yes, if IBAN is filled
	Bank Account Payment Description	Yes
SEPA Credit Transfer (SVB)	Bank's Country	Yes
	IBAN	Yes
	BIC	Yes
SVB BACS	Bank's Country	Yes
	Account Number	Yes
	Sort Code	Yes
SVB BACS or Faster Payments	Bank's Country	Yes
	Account Number	Yes
	Sort Code	Yes
SVB CHAPS	Bank's Country	Yes
	Account Number	Yes
	Sort Code	Yes
SVB Faster Payments	Bank's Country	Yes
	Account Number	Yes
	Sort Code	Yes
Raiffeisen Domestic Transfer (Hungary AP)	Bank Account Number	No
	Bank Number	No
	Branch Number	No
	Account Number	Yes
CBI Payments (Italy AP)	Account Number	No
CBI Collections (Italy AR)	Bank Number	No

Payment File Format	Field	Required
	Branch Number	No
	IBAN	Yes
	Country Code	No
	IBAN Check Digits	No
	Country Check	No
Zengin (Japan)	Bank Account Number	Yes
Zengin XML (Japan)	Bank Account Name	Yes
	Bank Number	Yes
	Bank Name	No
	Branch Number	Yes
	Branch Name	No
	Account Type	Yes
	Customer Code	No
ABBL VIR 2000 (Luxembourg AP)	IBAN	Yes
	BIC	Yes
Citibank Malaysia XML Domestic Transfer Citibank Malaysia XML International Transfer Citibank Malaysia XML GIRO	Required fields are not identified. The Southeast Asia Localization SuiteApp has a consolidated approach to filling the electronic fund transfer fields.	
Maybank Malaysia 2E-RC Domestic Transfer Maybank Malaysia 2E-RC International Transfer	Required fields are not identified. The Southeast Asia Localization SuiteApp has a consolidated approach to filling the electronic fund transfer fields.	
ANZ (New Zealand AP)	Account Number (15 – 16 digits)	Yes
	Payment Description	No
ASB (New Zealand AP)	Unique Account Number	No
	Bank Account Name	No
	Bank Number	No
	Branch Number	No
	Bank Suffix	No
	Account Number (15 – 16 digits)	Yes
	Payment Description	No
BNZ (New Zealand AP)	Bank Account Number (15 – 16 digits)	Yes
	Bank Account Name	Yes

Payment File Format	Field	Required
	Payment Reference (maximum of 12 characters)	Yes
	Payment Code	No
	Payment Description	No
Westpac — Deskbank	Unique Account Number	No
	Bank Number	No
	Branch Number	No
	Bank Suffix	No
	Account Number	Yes
	Payment Description	No
Citibank Singapore XML Domestic Transfer Citibank Singapore XML International Transfer Citibank Singapore XML GIRO	Required fields are not identified. The Southeast Asia Localization SuiteApp has a consolidated approach to filling the electronic fund transfer fields.	
DBS – IDEAL specifications of DBS Bank Limited DBS Singapore Ideal 3.0 Universal File Format Domestic Transfer DBS Singapore Ideal 3.0 Universal File Format International Transfer	Required fields are not identified. The Southeast Asia Localization SuiteApp has a consolidated approach to filling the electronic fund transfer fields.	
HSBC Singapore pain.001.001.03 Low and High Value Domestic Payments	Required fields are not identified. The Southeast Asia Localization SuiteApp has a consolidated approach to filling the electronic fund transfer fields.	
ISO 20022 of HSBC	Required fields are not identified. The Southeast Asia Localization SuiteApp has a consolidated approach to filling the electronic fund transfer fields.	
JP Morgan Singapore pain.001.001.03 Low and High Value Domestic Payments	Required fields are not identified. The Southeast Asia Localization SuiteApp has a consolidated approach to filling the electronic fund transfer fields.	
OCBC Singapore GIRO and FAST Payments	Required fields are not identified. The Southeast Asia Localization SuiteApp has a consolidated approach to filling the electronic fund transfer fields.	
Standard Chartered Bank Singapore iPayment CSV GIRO and Domestic Payments	Required fields are not identified. The Southeast Asia Localization SuiteApp has a consolidated approach to filling the electronic fund transfer fields.	
UoB – BIB-IBG specifications of United Overseas Bank Limited UOB Singapore pain.001.001.03 GIRO, FAST, and Domestic Payments	Required fields are not identified. The Southeast Asia Localization SuiteApp has a consolidated approach to filling the electronic fund transfer fields.	
DBS-IDEAL DD (DBS Bank) UoB – BIB-IBG DD (United Overseas Bank)	Required fields are not identified. The Southeast Asia Localization SuiteApp has a consolidated approach to filling the direct debit fields.	

Payment File Format	Field	Required
Standard Bank (South Africa AP)	Bank Account Number	Yes
	Branch Number	Yes
	entityState	No
	entityCountry	No
	entityCountryName	No
AEB-Norma 34 (Spain AP)	Bank Account Number	No
	Bank Number	No
	Branch Number	No
	IBAN	Yes
	Country Code	No
	IBAN Check Digits	No
	Country Check	No
ACH CCD/PPD ACH-CTX (Free Text) (US AP)	Account Number	Yes
	Bank Number	Yes
	Country Check	No
	Bank Code	No
	Processor Code	No
Bankgiro (SEB)	Bankgiro Number	Yes
Plusgiro (SEB)	Bank Fee Code	Yes
SEPA Credit Transfer (SEB)	IBAN	Yes
	Street Address	Yes
	Building Number	Yes
	City/Town	Yes
	Post Code	Yes
	Country	Yes
	Swift Code/BIC	Yes

Setting Up Multiple Script Queues or Processors to Generate Payment File Formats

You can use multiple script queues or processors to divide processing of the script used by the Electronic Bank Payments SuiteApp for generating payment files.

Note: Multiple script queues or processors for generating payment file formats require an active Advanced Electronic Bank Payments License and the NetSuite SuiteApps License Client installed in the account.

Starting from the 2019.1 release of the Electronic Bank Payments SuiteApp, new scripts will be used for the following processes:

- Bill Payment Processing
- Invoice Payment Processing
- EFT and DD Instant Bank File Generation
- Removed Unprocessed Transactions from PFA records
- Rollback, Reversal, Recreate File, Email Notification of PFA records. This only includes PFA records that are created from processes that uses new scripts.

Old scripts, created with SuiteScript 1.0, will still be used for the following processes:

- Batch Payment Processing
- Customer Refund Processing
- Positive Pay File Generation

Complete the following tasks to set up the Electronic Bank Payments SuiteApp to run multiple script queues or processors to generate payment file formats:

- [Defining a New Deployment for the Electronic Bank Payment Processing Scripts](#)
- [Setting Up Multiple Queues for Payment Processing in the Electronic Payments Preferences](#)
- [Migrating Script Deployments to Use SuiteCloud Processors](#)



Defining a New Deployment for the Electronic Bank Payment Processing Scripts

You can define multiple script deployments for scheduled scripts and on demand batch processing of Payment File Administration records, using the same queue assigned for payment processing in a particular subsidiary. It is advisable that you use queues that are dedicated to Electronic Bank Payments Processing.

To define a new deployment for Electronic Bank Payments processing scripts:

1. Go to Customization > Scripting > Scripts (Administrator).
2. Create multiple script deployments for each of the following script queues that you dedicate to Electronic Bank Payments processing:
 - EP Script Scheduler
 - EP Transaction Marker
 - EP Payment Processor
 - Payment File Generation SS
 - EP Rollback MR
 - EP Reverse Payments MR
 - EP Email Notification MR
 - Payment to Admin Linker MR

- EP Failed Transaction Unlinker
 - Generic Payment Processing
 - Generic Payment Record Processing
 - Generic Payment Notification
 - Generic Payment Reversals
 - Generic Payment Rollback
 - On Demand Batch Processing (8859_payment_batch_on_demand)
3. Click the View link next to the script record.
 4. Click **Deploy Script**.
 5. Complete the following fields on the New Script Deployment page:


Field	Description
Title	Enter a name for the new script deployment definition.
ID	Enter a unique ID for the new script deployment definition.
Priority	Select how urgently this script should be processed relative to other map/reduce and scheduled scripts that have been submitted. This value is assigned to each job associated with the script deployment. For more information, see the help topic Priority .
<div>  Important: You must understand SuiteCloud Processors before you change this setting. For details, see the help topic SuiteCloud Processors Priority Levels. </div>	
Concurrency Limit	Set the number of SuiteCloud Processors that can be used to process the jobs associated with the script deployment. For more details on this field, see the help topic Concurrency Limit .
<div>  Note: For accounts without SuiteCloud Plus License, you can set the Concurrency Limit to 2. This enables the use of the extra processor to double the processing bandwidth for your map/reduce scripts. For more information, see SuiteAnswers support article Electronic Bank Payments: Improve Payment Batch Processing and Payment File Generation Performance by Increasing the Concurrency Limit, ID 81974. </div>	

6. Click **Save**.

New Deployments are added to the list on the **Deployments** subtab of the script record from which it was created.

Setting Up Multiple Queues for Payment Processing in the Electronic Payments Preferences



After creating the deployment definitions, you must set them up by entering the script deployment ID for each payment processing script that you want to run concurrently.


Note: If you have existing multiple queues, the new column fields for these queues will be left blank initially. The default SuiteScript 2.0 scripts will be used until you have allocated your own scripts.

To set up the deployment definitions:

1. Go to Payments > Setup > Electronic Payments Preferences.
2. Click **Edit**.
3. On the **Queue Management** subtab, complete the following fields:

Field	Description
Subsidiary	Select the subsidiaries that are going to share the same script queues. Leave this field blank to share the script queue with subsidiaries that do not have any script queue setting. Shared queues among subsidiaries results to queuing for payment files submitted by these subsidiaries.
Scheduler (New)	Enter the script deployment ID for Payment Scheduler. Applicable to new PFAs created using EFT and DD formats for Regular Payment Processing and PFAs using Instant Bank File Generation.
Transaction Marking (New)	Enter the script deployment ID for Transaction Marking. For script deployments that are still using queues, make sure that the script queue is the same as the script queue in Scheduler (New). Applicable to new PFAs created using EFT and DD formats for Regular Payment Processing.
Payment Processing (New)	Enter the script deployment ID for Payment Processing. For script deployments that are still using queues, make sure that the script queue is the same as the script queue in Transaction Marking (New). Applicable to new PFAs created using EFT and DD formats for Regular Payment Processing.
Bank File Creation (New)	Enter the script deployment ID for Bank File Creation. For script deployments that are still using queues, make sure that the script queue is the same as the script queue in Payment Processing (New). Applicable to new PFAs created using EFT and DD formats for Regular Payment Processing and PFAs using Instant Bank File Generation.
Rollback (New)	Enter the script deployment ID for Rollback. For script deployments that are still using queues, make sure that the script queue is the same as the script queue in Bank file Creation (New). Applicable to new PFAs created using EFT and DD formats for Regular Payment Processing.
Reversal (New)	Enter the script deployment ID for Reversal. For script deployments that are still using queues, make sure that the script queue is the same as the script queue in Rollback (New). Applicable to new PFAs created using EFT and DD formats for Regular Payment Processing and PFAs using Instant Bank File Generation.
Notification (New)	Enter the script deployment ID for Notification. For script deployments that are still using queues, make sure that the script queue is the same as the script queue in Reversal (New). Applicable to new PFAs created using EFT and DD formats for Regular Payment Processing and PFAs using Instant Bank File Generation.
Instant Payment Processing (New)	Enter the script deployment ID for Instant Payment Processing. For script deployments that are still using queues, make sure that the script queue is the same as the script queue in Notification (New). Applicable to new PFAs created using EFT and DD formats Instant Bank File Generation.
Remove Unprocessed Transaction (New)	Enter the script deployment ID for Remove Unprocessed Transaction. For script deployments that are still using queues, make sure that the script queue is the same as the script queue in Instant Payment Processing (New). Applicable to new PFAs created using EFT and DD formats for Regular Payment Processing.
Parent Deployment (Old)	Enter the script deployment ID for Generic Payment Processing. The script queue for this deployment must be different from the queue number that was set up for the Generic Payment Processing deployment. Applicable to Customer Refunds and Positive Pay format.
Payment Creator Deployment (Old)	Select the script deployment ID for Generic Payment Record Processing. Applicable to Customer Refunds and Positive Pay format.

Field	Description
	 Note: To use multi-threading and to optimize usage of the queues, select multiple script deployment IDs and make sure that at least one of the script deployments has the same script queue as the Parent Deployment. This is only applicable to script deployments that are still using queues.
Rollback Deployment (Old)	Enter the script deployment ID for Generic Payment Rollback. Make sure that the script queue is the same as the script queue in Parent Deployment. Applicable to Batch Payment, Customer Refund, and Positive Pay processing.
Reversal Deployment (Old)	Enter the script deployment ID for Generic Payment Reversals. Make sure that the script queue is the same as the script queue in Parent Deployment. Applicable to Batch Payment, Customer Refund, and Positive Pay processing.
Notification Deployment (Old)	Enter the script deployment ID for Generic Payment Notification. Make sure that the script queue is the same as the script queue in Parent Deployment. Applicable to Batch Payment, Customer Refund, and Positive Pay processing.
Batch Processing Deployment (Old)	Enter the script deployment ID for On Demand Batch Processing. Make sure that the script queue is the same as the script queue in Parent Deployment. Applicable to Batch Payment, Customer Refund, and Positive Pay processing.
 Note: You must complete all the fields.	

4. Click **Add**.
5. Repeat steps 2 and 3 to add more script queue settings for other subsidiaries.
6. Click **Save**.

Migrating Script Deployments to Use SuiteCloud Processors

As of 2017.2, the SuiteCloud Processors feature supports a new system based on script processors rather than queues. It is now possible to change script deployments to use processors instead of queues. With this feature, even queue-based processing runs on processors on the back end. For more information about this feature, see the help topic [SuiteCloud Processors](#). You can increase the number of queues or processors available to your account by purchasing SuiteCloud Plus licenses. For information, see the help topic [SuiteCloud Plus Settings](#).

You can configure the Electronic Payments Queue Management to use script deployments configured for SuiteCloud Processors. The SuiteCloud Processors will automatically divide processing of the script used by the Electronic Bank Payments SuiteApp for generating payment files.

Map/Reduce script deployments for Electronic Bank Payments already use the SuiteCloud Processors by default. However, if you have existing custom Scheduled Script deployments, you have control over whether to stop using queues by clicking the **Remove Queue** button. After you select this option, the deployment no longer uses a queue **and cannot revert back to using a queue**. For more information, see the help topic [Scheduled Script Deployments that Continue to Use Queues](#).



Important: You should perform and test these changes in your Sandbox or Release Preview account before implementing them in your Production account.

To migrate a script deployment to use SuiteCloud Processors:

1. Go to Customization > Scripting > Scripts (Administrator).
2. Click **Edit** next to the script deployment record you want to migrate.
3. Click **Remove Queue**.

4. Click **Save**.
5. Run and test your usual business process with electronic payments.

Recommendations and Considerations when Migrating Script Deployments to Use SuiteCloud Processors

- Convert script deployments one at a time.
- The Application Performance Management SuiteApp (Bundle ID 67350) can be used to monitor the performance of the script deployments. For more information, see the help topic [Application Performance Management \(APM\)](#).
- For subsidiaries that require high priority processing, you can assign the Priority Level of the script deployments to High. For more information, see the help topic [SuiteCloud Processors Priority Levels](#).

Best Practices in Setting Up Queue Management

In setting up Queue Management, be guided by the following recommendations:

- Make sure declared script deployments in a row is in the same queue.
- Subsidiaries should not be sharing the same queue. This means that a queue will only run the processes of a particular subsidiary, which will be more efficient.
- Avoid declaring blank value in the subsidiary column.
- Assign the Scheduler script deployment value to the least used queue.

Limitations of Scheduled Script Settings

Consider the following limitations of scheduled script settings:

- If a row with blank subsidiary value is declared, deployments will not be used.
- If a row has all subsidiaries declared, the default row will not be used.

Setting Up Multi-Currency Payments Processing

The Electronic Bank Payments SuiteApp enables you to process multi-currency payments to suppliers and employees, to issue multi-currency customer refunds, and to receive multi-currency customer payments across the globe in a single payment run that uses a single bank account.

To process multi-currency transactions, you need to use a payment format that has a multi-currency option enabled. Examples are J.P. Morgan Freeform GMT and ABBL VIR 2000. Alternatively, you can create a new payment file format and enable its multi-currency options. In addition, you must use a bank account that has been set up to use the new multi-currency file format.

You can process multi-currency payment transactions only if your bank currency matches with your account's base currency. If the bank currency and account's base currency do not match then multi-currency transactions are not available to process on the Payment Processing page.




Note: The Advanced Electronic Bank Payments License and the NetSuite SuiteApps License Client SuiteApp are required if you want to edit and create custom EFT and Direct Debit formats.


To create a new multi-currency payment file format:

1. Go to Payments > Setup > Payment File Templates > New.
2. In the **Name** field, enter a name for this multi-currency payment file format.

3. In the **Payment File Type** field, select one of the following:
 - **EFT** – used for vendor payments
 - **DD** – used for customer payments
4. In the **Country** field, enter the name of the country.
5. In the **Currency** field, select the currencies that you want to include in a single payment run when processing payments using the new payment file format. To select all available currencies, check the **Include All Currencies** box.
6. Configure the following fields:
 - **Reference Fields** – Enter custom fields you want to be visible on the Company Bank Details record.
 - **Entity Reference Fields** – Enter custom fields you want to be visible on the Entity Bank Details record.
 - **Field Validator** – Configure the validation for the **Company Bank Details** fields and **Entity Bank Detail** fields. You can validate a field by length or type. You can also use EP validation types such as BIC, Routing Number and IBAN. For more information, see [Adding Field Validations to Custom Payment File Templates](#).
7. In the **Maximum Lines** field, enter the maximum number of transactions that can be processed using this template.

 **Note:** A limit of 5,000 transactions can be processed in a single payment run.


8. To automatically update the Entity Bank Details when payments are created in this format, check the **Update Entity Bank Details** box.
9. In the **Bank File Template** field, enter the template body using FreeMarker syntax. If the SuiteTax feature is provisioned in your account, enter the template body in the **SuiteTax Bank File Template** field.

 **Important:** The Bank File Template field will be deprecated soon. In preparation for this change, we recommend adding your template body in the SuiteTax Bank File Template field. For more information, see the [Payment File Template Changes in NetSuite Electronic Bank Payments 2019.1](#).

For more information about using the FreeMarker syntax on your custom templates, see [Working with Advanced Templates](#). When using advanced templates, take note of the specific words that must not be used for your custom variables and function names. See the complete list of words in the topic, [Reserved Words](#).

10. In the **Output File Extension** field, enter the file extension to use for the output payment file. For example, **txt**, **csv**, or **aba**.
11. In the **Output File Encoding** field, select the character encoding type to use for the output payment file.
12. Click **Save**.

Before you can use the new payment file format to process multi-currency transactions, you must set up the company bank account records you want to use for sending and receiving electronic bank payments.

 **Note:** For the multi-currency template to work, you must choose a company G/L bank account that uses the subsidiary base currency.

For more information about setting up bank details for electronic bank payments processing, refer to the [Setting Up Bank Company Records](#) topic for your country.

Adding the Payment Batch Processing Portlet

Add the Payment Batch Processing portlet to your dashboard to process payments in batches. For more information, see [Processing Payments](#).

To add the Payment Batch Processing portlet:

1. Go to Payments > Payments Overview.
2. Click the Personalize Dashboard link at the top right corner of the page.
3. In the Add Content panel on the left, drag and drop the Custom Portlet to a specific location.
4. Put your cursor over the dropdown arrow in the portlet, and click **Set Up**.
5. In the **Source** field, select **Payment Batch Processing Portlet SS2**.
6. Click **Save**.

Electronic Bank Payments Error Codes

- [Company Bank Details](#)
- [Electronic Payments Preferences](#)
- [Entity Bank Details](#)
- [Instant Electronic Bank Payment File](#)
- [Payment File Administration Processing](#)
- [Payment Batches](#)
- [Payment File Formats](#)

Company Bank Details

Error Code	Error Message	Description / Recommended Action
EP_00039	You must complete the approval routing setup process for this bank record. To do so, follow the instructions at Payments > Setup > Bank Details.	<p>If Approval Routing is enabled for Electronic Bank Payments, this error occurs when Approval Routing is not properly set up in the bank details record.</p> <p>You need to properly set up the approval routing process by going to Payments > Setup > Bank Details.</p>
EP_00047	Error encountered while adding field with id: {FIELD_ID} to the form.	<p>This error is due to a missing id, label, incorrect field value, etc.</p> <p>This is an internal error. Contact Customer Support and provide details such as the error code and the error message found in the script execution log.</p>
custrecord_8858_process_user	<p>You entered an invalid field value 108 for the following field:</p> <p>custrecord_8858_process_user</p>	This error occurs, when a user does not have access to the subsidiary of the company bank account and still submits the bank file for generation.

Electronic Payments Encryption Suitelet

Error Message	Description Or Recommended Action
EP_ENCRYPTION_MISSING_PARAMETER	This error is displayed when the required parameters are missing for the request.
Missing iv	This error is displayed when the cipherText provided for decryption does not contain initialization space vector (v).
No GUID	This error is displayed when the GUID value is missing.
AN_ERROR_OCCURRED_WHILE_DECRYPT_PASSWORDGUID	This error is displayed when the script using the GUID is not mentioned in the restricted script IDs.
EP_ENCRYPTION_ERROR	This error is displayed when the request is processed.

Electronic Payments Preferences

Error Code	Error Message	Description / Recommended Action
EP_00037	Email Template Folder missing EP_START_TIME_NULL	No email template folder was found for Electronic Bank Payments SuiteApp. This is an internal error. Contact Customer Support and provide details such as the error code and the error message found in the script execution log.
EP_00038	Duplicate email template folders exist.	Multiple email template folders exist in your File Cabinet for Electronic Bank Payments SuiteApp. 1. Check which folder needs to hold your email templates. This is usually the folder where your custom email templates are stored. 2. Delete or rename the duplicate folders.
EP_00048	Email notification was not sent. Please go to Payments > Setup > Electronic Payments Preferences and check your email template settings.	Sending email notification failed due to an error in the email template used. Check your email template for any errors. For reference, see Help topic Sending Payment Notifications .
EP_00049	Email notification was sent but not all items were successfully processed.	Go through the failed transactions and check for points of failure, for example: Invalid email, no subject, incorrect template.
EP_00057	Priority can only be changed during Queued status.	Editing the priority other than queued status. You must wait for the queued status before changing its priority.
EP_00061	You may not disable EFT Payment Batch Approval Routing preference because you have at least one payment batch in Pending Approval	You need to process any pending payment batches before disabling the EFT Payment Batch Approval Routing preference.

Error Code	Error Message	Description / Recommended Action
	status. Please approve or reject all payment batches if you would like to disable this preference.	
EP_00062	Deployments in the current queue setting are currently in progress. Please wait for them to finish before saving an update:	You must wait for the current deployment to finish processing before updating a record.
EP_00063	Subsidiary for default setting may not be set.	The Default queue management setting is used in case no setting record matches a specific subsidiary filter. Assigning the default setting to a subsidiary is not allowed.
EP_00064	Parent deployment {value} is invalid.	Enter a valid script deployment record.
EP_00065	Parent Deployment {value} is selected more than once.	You must select another deployment value, if there is none, create a new deployment record.
EP_00066	Parent Deployment {value} is reserved for the default setting.	You must select another deployment value, if there is none, create a new deployment record.
EP_00067	Parent Deployment may not be blank.	Parent Deployment value is missing.
EP_00068	Payment creator deployment {value} is invalid.	Payment creator deployment is assigned to the incorrect column.
EP_00069	Payment Creator Deployment {value} is selected more than once.	Using a Payment Creator Deployment that is already assigned.
EP_00070	Payment Creator Deployment {value} is reserved for the default setting.	Currently selected Payment Creator deployment value cannot be used.
EP_00071	Payment Creator Deployment may not be blank.	Payment Creator deployment value is missing.
EP_00073	Deployments setup on lines {value} are using the same queue {value2}. You may need to update your script deployments.	<p>This error occurs when you are adding a new deployment line on the same queue that is already use by a different line.</p> <p>You must assign the new deployment line to a different queue. If the account is provisioned only for one queue, contact your Account Manager to inquire about Multiple Queues feature.</p>
EP_00075	Inline editing of Payment File Format record is not allowed.	Direct List Editing (DLE) of Payment File Format record is not allowed.
EP_00076	Unable to create data object without request parameters.	This is an internal error. Contact Customer Support and provide details such as the error code and the error message found in the script execution log.
EP_00077	Unable to create data object without entities.	This is an internal error. Contact Customer Support and provide details such as the error code and the error message found in the script execution log.

Error Code	Error Message	Description / Recommended Action
EP_00078	Unable to create data object without start time.	This is an internal error. Contact Customer Support and provide details such as the error code and the error message found in the script execution log.
EP_00079	Please enter value(s) for: Priority Queue	Priority Queue value is missing. You need to enter a value for Priority Queue.
EP_00080	No Advanced Template found.	There were no templates found during CSV import. Make sure to add a value for Advanced Template when importing.
EP_00081	deployment {value} is invalid.	Deployment is either not existing or not a valid value. You must select another deployment value.
EP_00082	Deployment {value} is selected more than once.	Deployment can only be used once per line.
EP_00083	Deployment {value} is reserved for the default setting.	Currently selected deployment value cannot be used. Deployment can only be used once per line.
EP_00084	Deployment may not be blank.	You must enter a Deployment value.
EP_00085	Deployment {value} should be on queue {value2}.	Incorrect deployment assignment. You must transfer the deployment to the correct queue.
EP_00086	You do not have permission to Edit this Payment Batch.	Permission error. Contact your account administrator.
EP_00087	Copying or creating new Electronic Payments Preference record is not allowed.	Multiple Electronic Payments Preference record is not allowed.
EP_00088	This record cannot be deleted because it has dependent records.	You need to delete the dependent or child records first.
EP_00089	Cannot retrieve/recreate EP preferences.	Uninstall and reinstall the bundle. If the problem persists, contact Customer Support.
EP_00092	Unable to start payment processing after Rollback.	Unable to start the Rollback process due to specific errors. You need to check the error logs to find out what caused the failure and fix it.
EP_00128	Creating and customizing payment file templates require an active license and the NetSuite SuiteApps License Client SuiteApp installed in your account. If you would like to purchase the license, please contact your NetSuite account manager.	You don't have the Advanced Electronic Bank Payments License, or it is already expired. Contact your NetSuite Account Manager to purchase or renew your license.
INSUFFICIENT_PERMISSION	Permission Violation: You need the Lists >Documents and Files permission to access this page.	For script deployment customdeploy_8858_translation_service_su, Execute As Role field must be set to Administrator.

Entity Bank Details

Error Code	Error Message	Description / Recommended Action
EP_00018	Entity record creation have issues. See error logs for more details.	This error occurs during the building of the payment file and the entity (vendor, employee, or customer) does not have a corresponding entity bank. Create an entity bank record where the error occurred.
EP_0020	Retrieving bank details failed for the entities for the following entities: {MISSING_ENTITIES}	This error occurs when you try to build the payment files and the entity is inactive (vendor, employee, or customer) does not have the corresponding entity bank details.
EP_00093	Create new Entity Bank Details from the {value} version of this record. Vendor ID: {value2}	This error occurs when you are trying to create Entity Bank Details from a vendor record when there is partner record. Disable the partner record first before creating an entity bank record for the vendor.
EP_00094	The International Bank Account Number (IBAN) you entered is not valid. Please enter a valid IBAN for Italy.	Enter a correct IBAN value.
EP_00095	BIC is invalid.	Enter the correct BIC value.
EP_00096	IBAN code is invalid.	Enter the correct IBAN code.
EP_00097	Routing number is invalid.	Enter the correct Routing Number.
EP_00098	BBAN code is invalid.	Enter the correct BBAN code.
EP_00099	Payment Description is invalid.	Enter the correct Payment Description.
EP_000100	Account Number is invalid.	Enter the correct Account Number.
EP_000101	Payment Reference is invalid.	Enter the correct Payment Reference.
EP_000102	Payment Code is invalid.	Enter the correct Payment Code.
EP_000103	BIC is missing.	Provide the BIC value.
EP_000104	IBAN code is missing.	Provide the IBAN code value.
EP_000105	Account Number is missing.	Provide the Account Number.
EP_000106	Bank code is missing.	Provide the Bank Code value.
EP_000107	Branch number is missing.	Provide the Branch Number.
EP_000108	Bank name is missing.	Provide the Bank Name.

Instant Electronic Bank Payment File

Error Code	Error Message	Description / Recommended Action
EP_00001	Verify that the saved search Transaction filter has been set to Bill/Customer Payment only.	This error occurs when the transaction saved search does not match with the record's search type when generating instant payment files via Payments > Bank File Generation.

Error Code	Error Message	Description / Recommended Action
	Click the Edit Search link if you want to review the filtering criteria.	Make sure that the selected Transaction Saved Search is of Type = Bill Payment for EFT and Type = Payment for Direct Debit
EP_00002	Click the Edit Search link if you want to review the filtering criteria or you may select another saved search.	<p>When an error is encountered while loading the Transaction saved search record via its ID.</p> <p>Edit the selected transaction saved search and add the necessary filters to return expected results. Please refer to Help topic Defining Transaction Saved Searches for Electronic Bank Payment for guidance in customizing your saved search.</p>
EP_00003	There are no transactions retrieved using this saved search. Click the Edit Search link if you want to review the filtering criteria. You may also select another saved search or verify that transactions have been tagged for electronic payment.	<p>This error occurs when the selected transaction saved search when generating instant payment files returns zero result.</p> <p>Edit the selected transaction saved search and add the necessary filters to return expected results. Please refer to Help topic Defining Transaction Saved Searches for Electronic Bank Payment for guidance in customizing your saved search.</p>
EP_00004	There are missing or incorrect filters in this saved search. Click the Edit Search link if you want to review the filtering criteria. For more information, see the Defining Transaction Saved Searches for Electronic Payment topic in the Help Center.	<p>This usually happens when the default Bill or Customer Payment Transaction for EP saved search selected under Payments > Bank File Generation > Generate Bill Payment / Customer Payment File has missing requirements.</p> <p>There are some required search criteria that needs to be validated before processing; see Defining Transaction Saved Searches for Electronic Bank Payment topic in Help Center to identify which criteria needs to be added.</p>
EP_00005	You must select the company bank account first before selecting the transaction saved search.	<p>This usually happens when the company bank record is deleted while loading the Payment File Generation suitelet.</p> <p>Refresh the Suitelet to resolve the problem.</p>
EP_00009	There are no transactions retrieved using the saved search.	<p>May occur if the saved search selected by the user returns no result.</p> <p>Edit the selected transaction saved search and add the necessary filters to return expected results. Please refer to Help topic Defining Transaction Saved Searches for Electronic Bank Payment for guidance in customizing your saved search.</p>

Payment File Administration Processing

Error Code	Error Message	Description / Recommended Action
EP_00007	Another process is queued for the same GL bank account and payment file format. Try again after the first process has been completed.	<p>Payment File Administration (PFA) can only process records with same GL bank account and file format one at a time.</p> <p>Allow the current queue process to finish first, then try again.</p>

Error Code	Error Message	Description / Recommended Action
EP_00017	An error has occurred during payment file creation.	Check the following: <ol style="list-style-type: none"> 1. If exceeds time limit, try to generate with a smaller number. 2. Check the template for any errors. 3. Check for errors in any scripts attached to the entity, transactions, company, bank, and PFA.
EP_00023	An error occurred while creating the Payment File Administration record.	This happens when an error occurred during the creation of payment record for a transaction. Check individual payments and see why the creation of the payment file failed.
EP_00046	Error in retrieving the entities {ENTITIES_ID}. Verify that the following entity records are active and set up for electronic payment.	Error in the Payment File creation due to an invalid bank entity record. Check the entity of the transactions created if they are existing and active.
EP_00059	Unable to call parent process to recreate payment file. Scheduled script status:	Retrieving data. Wait a few seconds and try to cut or copy again. Wait for the ongoing process to finish before starting a new one.
EP_00109	An error occurred when reversing payments. See logs for more details.	You must make sure that the discount accounts are set to the following default values when reversing a payment file administration with discount payments: <ul style="list-style-type: none"> ■ Purchase Discount Account – Purchase Discounts ■ Sales Discount Account – Sales Discounts

Payment Batches

Error Code	Error Message	Description / Recommended Action
EP_00015	Failed to create payment transactions for all records in the Unprocessed Transactions list. See logs for more details.	Check the execution log of the script deployment EP Payment Processor to identify what caused the payment creation failure. Go to Customization > Scripting > Script Deployments > EP Payment Processor > Execution Log subtab.
EP_00016	View the list of unprocessed transactions.	This error occurs when selecting an invalid Aggregation type when processing Bill or Invoice payments. You must check the individual unprocessed transactions to identify what caused the error.
EP_00019	Aggregation method not found on the payment transactions: Internal ID <transactioncolumn>	This error occurs when selecting an invalid Aggregation type when processing Bill or Invoice payments. Go to Payments > Setup > Payment Aggregation and edit the Aggregation type. Make sure the Transaction Field ID value can be found on the vendor bill and expense report form.
EP_00028	Error occurred during marking payments for processing. See logs for more details.	This error occurs when the PFA information is incomplete, for example: missing payment list, or if the payment type is not supported or missing.

Error Code	Error Message	Description / Recommended Action
		Check the batch transactions if they all have the information needed to be processed.
EP_00029	Not all transactions were paid. Number of unprocessed transactions: {NUMBER_OF_TXNS}	This error occurs during bulk payment processing. Check each unprocessed transactions to identify the cause of the error.
EP_00052	Payment Batch is being updated.	Modifying a batch process while the current batch is still updating. You must wait for the batch to finish its current process before processing or editing a new one.
EP_00058	Permission Violation: You need a higher permission for Payment Batch record to access this page.	Trying to access the Payment Batch record without the appropriate permission. Contact your administrator for the appropriate permission.

Payment File Formats

Error Code	Error Message	Description / Recommended Action
EP_00012	The FreeMarker length exceeds the maximum allowed length {value} characters	This error occurs when the FreeMarker template is too long. Go to Payments > Setup > Payment File Templates > edit the template in use and review the Advanced Template field.
EP_00013	FreeMarker errors were found in the custom payment file template. See error details here. For information, see the Working with Advanced Templates topic in the Help Center	This issue occurs if the Payment File Template contains FreeMarker syntax errors that needs to be corrected. Go to Payments > Setup > Payment File Templates > edit the template in use and review the Advanced Template field. Check if you are using valid FreeMarker syntax, see the Working with Advanced Templates topic in the Help Center for guidance.
EP_00024	The payment file template of this batch cannot be used because the Advanced Electronic Bank Payments license is expired. Contact your NetSuite account manager to renew your license.	This error occurs when your Advanced Electronic Bank Payments License has expired. You must have the Advanced Electronic Bank Payments license or renew if it is already expired. The NetSuite SuiteApps License Client SuiteApp is also required to validate your license.
EP_00031	A FreeMarker Template Library file with the same name already exists. Every library file must have a unique name.	This error occurs when you are attempting to save a FreeMarker Template file name that already exist. You must enter a unique file name for every new FreeMarker template created.
EP_00054	A Payment File Format with the same name already exists. You must enter a unique name for each record you create.	Renaming or creating a file format where name is already used by another Payment File Format. You must enter a unique name for each file format record.
EP_00055	Editing a native Payment File Format is not allowed. You need to save this format with a different name.	You must rename the Payment File Format record to other than its default name.

Error Code	Error Message	Description / Recommended Action
EP_00056	Setting the Payment File Format as native is not allowed.	This error occurs when you enable the Native Format checkbox when editing a payment file format record. You must uncheck the field before saving.

Setting Up Approval Routing for Payment Batches

You can define the approval process and select users who can review, approve, edit, or reject payment batches.

You can establish an approval hierarchy chain by setting up multiple approvers with ascending approval limits. Based on the approval hierarchy, payment transactions are routed for approval until they reach the approver with a limit that can cover the amount for approval. For example, you submit a transaction with an amount for approval of 1,300. The payment approval limits are set up as follows:

Level	Payment Approver	Payment Approval Limit
Level 1	Approver 1	1,000
Level 2	Approver 2	2,500
Level 3	Approver 3	(blank)

The payment transaction is routed for approval to Approver 1, and then to Approver 2. Approval from the last approver is not needed because Approver 2 has sufficient limit to approve the payment amount.




To set up approval routing for payment batches:

1. Go to Payments > Setup > Electronic Payments Preferences.
2. Click **Edit**.
3. On the **General Preference** subtab, check the **EFT Payment Batch Approval Routing** box.
4. Click **Save**.
5. Click **OK** in the popup window.

To set approval routing details for company bank records:

1. Go to Payments > Setup > Bank Details.
2. Click the Edit link next to the company bank record that you want to set up.
3. Complete the following fields on the **Approval Routing** subtab.

Field	Description
Approval Type	<p>Select how approval routing should be triggered:</p> <ul style="list-style-type: none"> ■ Bill Payment – payment amount limit for each bill in a batch ■ Vendor Payment – payment amount limit for each vendor in a batch ■ Batch Payment – total payment amount limit of a batch payment <p>The approval type is the basis for determining the value in the Amount for Approval field on the Bill Payment Batch page. For more information, see Processing Bills and Expenses in Batches.</p>


Field	Description
Payment Limit	Enter the maximum amount that a bill payment, vendor payment, or batch payment can be processed without approval. If the payment exceeds this amount, it is automatically routed for approval.
Level	Set the approval level for each payment approver. Start with the level 1 approver. <div>  Note: You can select multiple approvers for one level, but only one approver is required to approve. Once an employee is selected as an approver for a level, you cannot select the same employee as an approver for another level higher than the previous one. </div>
Payment Approver	Select the payment approver for each approval level. <div>  Note: The selected approver will receive email notification whenever there is a payment batch that requires their approval. </div>
Payment Approval Limit	Enter the maximum amount that a payment approver can approve for a bill payment, vendor payment, or batch payment. <div>  Note: If you leave this field blank, the approver can approve any amount. When setting up an approval hierarchy, the limit of the last approver must be left blank. </div>

- Click **Save**.

Setting Up NACHA 2021 Data Security Rules

You can enable NACHA 2021 Data Security rules to do the following:

- Store the account number of Automated Clearing House (ACH) in encrypted form so that users cannot view the account number.
- Hide the **Account Number** field in view mode on the Company Bank Details and Entity Bank Details pages. The data entered in this field is stored in an encrypted form.

 **Note:** As per NACHA, the last date for enabling the NACHA Rules is on June 30, 2021. You can enable the rules on or before June 30, 2021 in NetSuite.

 **Important:** You cannot update Format Details record due to NACHA 2021 data security rules. The record can be updated only from Company Bank Details page.

To enable NACHA 2021 rules:

- Go to Payments > Setup > Electronic Payments Preferences
- Click **Edit**.
- On the **General Preferences** subtab, check the **Apply NACHA Rules** box.
You can enable the **Apply NACHA Rules** box only in Administrator role.
- Click **Save**.
- Click **OK** in the popup window.

6. On the Encryption Details Form, enter a 16 digit secret key in the **Encryption Secret Key** field.

After setting up the secret key, the system uses the key to encrypt or decrypt the ACH account numbers.

7. Click **Save**.

After saving, all the ACH native templates and ACH account numbers on the Company Bank and Entity Bank Details pages will be encrypted and stored in the database.

If you are using custom templates, make sure you check the **Encrypt Account Number** and **Hide Account Number** boxes on each ACH custom template. Next, perform a dummy edit of the company bank and entity bank details on the custom template. To do this, open the Company Bank Details page in edit mode and click **Save** to ensure the account numbers are encrypted for custom templates. You must follow the same procedure for entity bank details on the Entity Bank Details page.

To configure the ACH Encryption after enabling the NACHA 2021 rules, you must perform the following actions:

- You must disable the edit permission of the ACH payment encrypted files to prevent them from being edited as they are stored in the file cabinet. For more information on disabling the permissions, see the SuiteAnswers support article [Role Able to Access Restricted Files via 'Attach File' Column or via File URL](#), ID 34568.
- To get the decrypted account number, first you must check the **Encrypt Account Number** box on the custom template. Then replace the account number in the Account Number field on the custom ACH Bank File format template. Follow the same process for all custom ACH templates.

When you enable the **Encrypt Account Number** box, you must make sure you the following fields are added in their respective custom templates.

Field Type	Field Name	Field ID	Required
Reference Fields	Account Number	custrecord_2663_acct_num	No
Entity Reference Fields	Bank Account Number	custrecord_2663_entity_acct_no	No


- The existing variable ebanks still holds all the values of the Entity Bank Details record. But, to get the decrypted account number, you must replace the value with ebanks_accountnums.list variable which will provide a list of account numbers in decrypted form. Replace the existing value with the new value ebanksAccount.custrecord_2663_entity_acct_no.

Example 1. Example:

```

1 | <#assign ebanks = ebanks[payment_index]>
2 |     <#assign ebanksAccount = ebanks_accountnums.list[payment_index]>
3 |         ${setLength(ebanksAccount.custrecord_2663_entity_acct_no,17)}.    ==> Will print decrypted account number.
4 |         ${setLength(ebanks.custrecord_2663_entity_acct_no,17)}.        ==> It will print encrypted account number(as
    | stored in DB)

```

 **Note:** You must note the following information for ACH account number encryption:

- ACH account numbers are not displayed in saved searches or reports.
- You cannot preview a decrypted file. To view the file, download the decrypted file into your local machine by using the **Download Decrypted File** hyperlink on the Payment File Administration page.

To download the decrypted file:

1. Go to Payments > Payments Processing > Payment File Administration.
 2. Click **Edit** next to a PFA record.
 3. On the Payment File Administration record, click the Download hyperlink in the **Download Decrypted File** field.
 4. To save the decrypted file into your local machine, click **Save**.
- If you are using any third-party integration for file transfer, first download the file locally. Then, transfer the file again by uploading it into the file cabinet or any other location as required.
 - NACHA changes does not apply to old PFAs unless they are recreated or reprocessed, however, the account numbers are still not encrypted.



Important: NetSuite is not responsible for any data breach after the files are downloaded into the local machine. The responsibility of securing the payment files depends entirely on the users or accounts.

Using the Encryption for Account Numbers

After you enable the NACHA 2021 rules and configure the ACH payment file encryption, account numbers of company bank and entity bank details are stored in encrypted form. This action can break any existing scripts, workflows or account number fields in use. In such scenarios, you can get access to the decrypted account numbers from the Encryption Details page. for the following fields in the custom records with account numbers.

Field Name	Page	Script ID	Account Number Field
Format Details	Company Bank Details page	customrecord_2663_format_details	custrecord_2663_entity_acct_no
Bank Details	Entity Bank Details page	customrecord_2663_entity_bank_details	custrecord_2663_entity_acct_no

To access the decrypted account numbers, you must send an HTTP POST request with the required parameters from the Encryption Details page. The script can be run from any scheduled, UE, or MR scripts.

Electronic Payments Encryption Suitelet Details:

Name of the Suitelet	EP Encryption Suitelet
Script ID	customscript_15152_encryption_suitelet
Deployment ID	customdeploy_15152_encryption_suitelet

Mandatory Request Parameters	action, actionInput
------------------------------	---------------------

Parameter Request Details:

Parameter Name	Description	Required Parameters	Information
action	This parameter is the action performed by the Suitelet. It supports only encryption or decryption.	Yes	Values: <ul style="list-style-type: none"> action – For encrypting a plain text decrypt – For decrypting a cipher text.
actionInput	This parameter is a payload of the request on which the action is performed.	Yes	You must provide plain text for encryption. For decryption, you must provide the string form of cipher text. Example: {iv : dlfj123, ciphertext : kiuQTxCVioeX}
featureKey	This parameter retrieves the GUID secret key from the Encryption Details record.	No	If no value is provided for this parameter, the system uses the NACHA key.
algorithm	This parameter provides string value for supported encryption algorithms.	No	The default value for Default is AES. It currently supports algorithms available from crypto.EncryptionAlg of N/crypto module.
inputEncoding	Encoding of actionInput	No	Default values of this parameter are: <ul style="list-style-type: none"> For encryption requests – UTF_8 For decryption requests – HEX For more information on encoding support is available at N/encode encode.Encoding enum
outputEncoding	This parameter encodes the output generated in response	No	Default values: <ul style="list-style-type: none"> For encryption requests – HEX For decryption requests – UTF_8 For more information on encoding support is available at N/encode encode.Encoding enum
padding	This parameter is used to set the padding parameter in crypto.createCipher and crypto.createDecipher	No	Default value – PKCS5Padding Supported value – crypto.Padding enum

Note: GUID value is retrieved using the GUID secret key. GUID is stored in the Encryption Details record with a unique key. If no secret key is provided, the default NACHA key is taken for encryption/decryption.

NACHA secret key is used to get the default GUID value. A sample string is first encrypted, then the cipherPayload form is displayed with IV and Ciphertext values. This output is again fed as input for the

decryption request and the result becomes plain text. The following script demonstrates the usage of encryption suitelet for encryption and decryption.

```

1  /**
2   *
3   *
4   * @NApiVersion 2.x
5   * @NScriptType ScheduledScript
6   */
7  define(['N/url', 'N/https'],
8
9  function(url, https) {
10
11    function execute(context){
12
13      try{
14        var scriptID = 'customscript_15152_encryption_suitelet';
15        var deploymentID = 'customdeploy_15152_encryption_suitelet';
16
17        var encryptParameters = {
18          action : 'encrypt',
19          actionInput : '12345678901234567890',
20          featureKey : 'NACHA' //can be blank for NACHA
21        };
22
23        var suiteletURL = url.resolveScript({
24          scriptId: scriptID,
25          deploymentId: deploymentID,
26          returnExternalUrl : true
27        });
28
29        var response = https.post({
30          url: suiteletURL,
31          body: encryptParameters
32        });
33        log.debug('Encryption Response', response.body); //response.body.toString()
34
35        var encryptedObj = JSON.parse(response.body);
36
37        //Try decrypting
38        var decryptParameters = {
39          action : 'decrypt',
40          actionInput : encryptedObj.actionOutput,
41          featureKey : 'NACHA'
42        };

```

Migrating ACH Bank Details to Electronic Bank Payments

ACH bank details can be migrated from the ACH subtab in Electronic Bank Payments by using the ACH EP Migration MR Script. You can migrate ACH bank details for the following records:

- Customer
- Employee
- Vendor

Only a user with an Administrator role can deploy the migration script and migrate the ACH bank data.

Note: Migrating the ACH bank details does not delete or modify the data from the existing ACH subtab. A Bank Detail record is created in the Bank Payment Details subtab and is used for processing payments from Electronic Bank Payments.

To migrate ACH Bank Details using the ACH EP Migration MR script:

1. Go to Customization > Scripts > Script Deployments.


2. Click the **Edit** link of any one of the following scripts based on the type of record you want to migrate:
 - **For Customers** – Click the **Edit** link of customdeploy_ach_ep_migration_mr_cus script deployment.
 - **For Employees** – Click the **Edit** link of customdeploy_ach_ep_migration_mr_emp script deployment.
 - **For Vendors** – Click the **Edit** link of customdeploy_ach_ep_migration_mr_ven script deployment.
3. On the Script Deployment page, select the required status from the **Priority** list, and then select a value from the **Concurrency Limit** list.
4. Click **Save and Execute**.

Guidelines on ACH Bank Details Migration to Electronic Bank Payments

The following are the important guidelines for ACH bank details migration:

- By default, all bank details are created with the following templates:
 - **For Vendor and Employee Records** – ACH CCD/PPD template.
 - **For Customer Records** – ACH-PPD template.

If required, you can also modify the templates after the bank details are created.
- If multiple banks are associated with a vendor, then the active bank is set as a primary bank in the Bank Payment Details subtab. The other banks become secondary and inactive.
- You cannot migrate bank details if their Bank Detail records are already listed in the Bank Payment Details subtab.
- If employees have multiple active ACH bank records, then only one bank is set to primary, and the other banks are set to secondary.

 **Note:** Note: The ACH Migration MR script is only used in migrating bank details from the ACH subtab to the Bank Payment Details subtab. For processing payments from Electronic Bank Payments, see the help topic [Processing Payments](#).

Electronic Bank Payments Limitations

Read the following topics to know the current limitations of the Electronic Bank Payments SuiteApp.

General limitations of the Electronic Bank Payments SuiteApp:

- The Electronic Bank Payments supports the Multi-Language feature except for the following fields:
 - Payment File Template Details fields
 - Custom List values
- The Electronic Bank Payments only supports FreeMarker syntax when creating payment file templates. To learn about FreeMarker, see [FreeMarker.org](#).
- When viewing the system notes of payment files, note that whoever triggers the priority queue first will be identified as the owner of the succeeding processes. For more information, see help topic [Viewing Electronic Bank Payment Details](#).
- [Processing Payments](#).
- [Limitations and Considerations for Instant Electronic Bank Payment File Creation](#).
- [Electronic Bank Payments API](#).

Payment File Template Request



Important: This feature is currently available only for localization SuiteApps that uses Electronic Bank Payments.

The Electronic Bank Payments SuiteApp supports EFT, Direct Debit, and Positive Pay payment file formats created by localized SuiteApps.

When a localized SuiteApp is installed or uninstalled from an account with an existing Electronic Bank Payment SuiteApp, it sends a template request. The template request contains data required for the localized SuiteApp to create, update, or inactivate country-specific payment file format to use for electronic payments.

The Electronic Bank Payments SuiteApp then creates a Payment File Template Request record to track this request and receive the data sent by the localized SuiteApp.

The table below describes how localized payment file formats are created or updated based on the localized SuiteApp action.

Localized SuiteApp	Payment File Format
Install	This action will create new localized payment file format records.
Update	This action will update existing localized payment file format records.
Uninstall	This action will set existing localized payment file format records to inactive.
Reinstall	This action will set existing localized payment file format records to active.



Note: Access to this record is available only to Administrators of the account.

To view a Payment File Template Request:

1. Go to Payments > Setup > Payment File Template Requests.
2. Look for the payment file template request record you want to see and click the **View** link for it.
3. The following table shows the fields available on the Payment File Template Request record.

Field	Description
Date Created	This is a system-generated field that marks the date when the request was created in NetSuite.
Last Modified	This is a system-generated field that marks the last time the request was modified in NetSuite.
Status	<p>This field displays the status of the payment template request.</p> <ul style="list-style-type: none"> ■ Passed – This status indicates that the payment file template request is successful. ■ Failed – This status is displayed when the payment file template request has not been generated successfully due to errors encountered while processing.
Requester	This field displays the name of the Suiteapp requesting the payment templates.
Raw Request	This field displays the payment template's parameters requested by the localized SuiteApp.
Raw Response	<p>This field displays the result of the payment template request.</p> <p>If the status of the request fails, the result will include the error details.</p>

Note: Editing or creating record of type Payment File Template Request is not allowed in the NetSuite user interface.

Localized Payment File Format

The Electronic Bank Payments SuiteApp displays the localized payment file formats created via the payment file template request. You can use the localized file formats for payments, receivables, and Positive Pay transactions.

In general, a localized payment file format has the same behavior as the standard or native payment file format. It cannot be modified and can only be use base on the country of operation and template setting. To create a custom template, see [Creating Custom Payment File Templates](#).

To identify which payment file format is localized:

1. Go to Payments > Setup > Payment File Templates.
2. On the Payment File Format List page, click **View** to open a payment file format record from the list.
3. Look for the **From Localization SuiteApp** checkbox. If this box is checked, this means that the payment file format record was created by a localized SuiteApp.

The **From Localization SuiteApp** is a read-only field in both edit and view mode.

Same with the standard and custom payment file formats, you must set up the relevant bank details and other information that the system requires for localized payment file formats. For information about setting up bank records for your company, vendors, employees, customers, and partners, see the Payment Formats topic for your country.

Payment File Templates Ownership Transfer to Localization SuiteApps

The Electronic Bank Payments SuiteApp supports the following changes for the payment templates in NetSuite 2020.1 release:

- Ownership of 61 native templates that were previously managed by the Electronic Bank Payments SuiteApp are transferred to country-specific localization SuiteApps.
- The **From Localization SuiteApp** field in the Template File is marked during the installation of a localization SuiteApp. The installation marker confirms that the template is localized.

Ownership of these native templates are transferred to the Localization SuiteApps to do the following:

- Enable better access to the country specific localization SuiteApps based on their customers or banks specific to their country or region.
- Reduce the dependency on Electronic Bank Payments SuiteApp for supporting the native templates.

This change affects the following:

- Accounts that use native payment file templates.
- Accounts with Localization SuiteApp installed or planning to install one.

Guidelines for Payment File Templates Ownership Transfer to Localization SuiteApps

- If you install the Electronic Bank Payment SuiteApp, all the native templates are installed based on the account's base country of operation.

- If you install or update a Localization SuiteApp in an account with Electronic Bank Payments SuiteApp, only the templates belonging to that country or region are marked as localized.
- For the localized templates, the Localization SuiteApps support updates, issues, or both based on the specific country or region.
- For the native templates that are not localized yet, Electronic Bank Payment SuiteApp continues to support them.

Japan Zengin Bank Fee Calculation

Note: Zengin Bank Fee Calculation feature for Electronic Bank Payments SuiteApp is available for bank accounts only if it uses the native Zengin payment file template format. This feature does not support custom Zengin payment file format.

In Japan, it is common for customers to send payment through electronic fund transfer to their supplier's bank. The customer's bank charges a fee to complete the transfer, and the customer and vendor negotiates who will pay the fee.

The Electronic Bank Payments SuiteApp enables you to set up your Zengin bank fee schedule, calculate the appropriate bank fee for your payment transactions, and generate the payment file that contains instructions for facilitating electronic fund transfers between bank accounts with the appropriate bank fee applied.

The bank transfer fee can be paid by any of the following:

- **Vendor** – If the supplier or vendor will pay the bank fee, the full amount of the bill less the bank fee is requested for transfer and reflected on the payment file.
- **Company** – If the company will pay the bank fee, the full amount of the bill is requested for transfer and reflected on the payment file.

The bank fee is automatically calculated every time you process a bill payment transaction. The fee is then reflected in the Bank Fee field under the EFT subtab of a bill payment record. You can instantly generate payment files from payment transactions that have been tagged for electronic bank payment, where the total amount requested for transfer will depend whether the company or vendor pays the transfer fee.

Setting Up Vendor Records for Zengin Bank Fee Calculation

You can set up Zengin Bank Fee Calculation for any existing vendor record. For more information on adding a vendor, see the help topic [Creating a Vendor Record](#).

To set up a vendor record for Zengin bank fee calculation:

1. Go to Lists > Relationships > Vendors.
2. Click the **Edit** link next to the name of the vendor.
3. On the **Bank Payment Details** subtab, check the box for the following options:
 - EFT Bill Payment
 - Vendor Bank Fees

Note: Vendor Bank Fees checkbox can only be enabled in conjunction with EFT Bill Payment field.

Leave the **Vendor Bank Fees** field unchecked if the bank transfer fee will be paid by the company.

4. Click **Save**.

Refer to the following topics for more information about using the bank fee calculation feature in Electronic Bank Payments SuiteApp:

- [Setting Up Zengin Bank Fee Schedule](#)
- [Importing of Zengin Bank Fee Schedule](#)
- [Calculating Zengin Bank Fee when Processing Bill Payments](#)

Limitations and Considerations for Zengin Bank Fee Calculation

- Bank transfer fee can only be calculated for payment transactions if the company account and vendor bank account uses a Zengin payment file template.
- Importing of bill payment transactions that calculate bank fees via CSV is not yet supported.
- In Japan, the bank transfer fee for payment transactions of employees, partners, and customers is by default paid by the company.
- Japan Zengin Bank Fees feature is only available for single currency accounts that use Japanese Yen. This feature does not support Multi-Currency.
- When importing bill payment transactions via CSV import, make sure that the Run Server SuiteScript and Trigger Workflows preference is enabled in your account. This preference is required so that correct bank fee is calculated during import. For more information about this preference, see the help topic [Setting CSV Import Preferences](#).

Setting Up Zengin Bank Fee Schedule

To ensure that the correct bank fee will be calculated, you must set up a bank fee schedule and assign it to the company bank account you will be using for electronic payments.

Electronic Bank Payments SuiteApp calculates bank fee based on three bank charge categories:

- **Same Bank and Same Branch** – Customer's bank account and vendor's bank account are both located in the same branch of the same bank.
- **Same Bank and Different Branch** – Customer's bank account and vendor's bank account are both located in the same bank but in different branches.
- **Different Bank** – Customer's bank account and vendor's bank account are in different banks.

Creating a Zengin Bank Fee Schedule

Follow this procedure to create a bank fee schedule.

To create a Zengin Bank Fee Schedule:

1. Go to Payments > Setup > Zengin Bank Fee Schedule > New.
2. On the Zengin Bank Fee Schedule page, enter a **Schedule Name**.
3. On the **Bank Fee Matrix** subtab, enter the amount bracket and fee for each bank charge category based on your bank's negotiated rates. Before entering your bank fee matrix, make sure to consider the following:
 - The first amount range must start from zero.
 - You can enter a maximum of three bank line amounts for every bank fee schedule record.
 - Amount and bank fee cannot be a negative value.
4. Click **Save**.

In this example, each bank charge category has a designated amount range and transfer fee:

Zengin Bank Fee Schedule				
Edit Back Print Share Actions				
SCHEDULE NAME Zengin Bank Fee				
Bank Fee Matrix	Notes	Files		
AMOUNT	SAME BANK AND SAME BRANCH		SAME BANK AND DIFFERENT BRANCH	
0	100	200	300	
500	100	200	300	
1,000	100	200	300	

To create multiple bank fee schedule records, see help topic [Importing of Zengin Bank Fee Schedule](#).

Assigning a Zengin Bank Fee Schedule to a Company Bank Account

After the bank fee schedule record is created, you must assign the schedule to a company bank account that will be associated with your payment transactions.

To assign a bank fee schedule:

1. Go to Payments > Setup > Bank Details.
2. Click the **Edit** link next to the name of the company bank account you want to associate a bank fee schedule with.

Note: Zengin bank fee calculation only supports bank accounts that use Zengin EFT payment file template.

3. In the **Zengin Bank Fee Schedule** field, select the bank fee schedule you want to associate to the company bank account.
4. Click **Save**.

Importing of Zengin Bank Fee Schedule

You can transfer bank fee schedules in CSV format into NetSuite using the Import Assistant.

Before you attempt to import data with the Import Assistant, you need to set up CSV files and review the formatting noted in the section below carefully to avoid errors and ensure that data is imported with correct values. For help preparing files for CSV import, see the help topic [Guidelines for CSV Import Files](#).

Important: Make sure that the Run Server SuiteScript and Trigger Workflows preference is enabled in your account. For more information, see the help topic [Setting CSV Import Preferences](#).

On your CSV file, enter the bank matrix using the sample format below:

```
[
  [0 |100|200|300] |
  [500 |100|200|300] |
  [1000|100|200|300]
]
```

The matrix must be enclosed in a bracket and every subgroup in the matrix must be followed by a pipe (|) delimiter. The subgroup enclosed in brackets represent the line amounts on the bank fee matrix.

Note: Maximum of three rows or subgroups are only allowed when creating a bank fee matrix.

In this example, in the first subgroup:

[0|100|200|300]

- 0 represents the start of the first amount range.
- 100 represents the bank fee for Same Bank and Same Branch.
- 200 represents the bank fee for Same Bank and Different Branch.
- 300 represents the bank for Different Bank.

In the second subgroup:

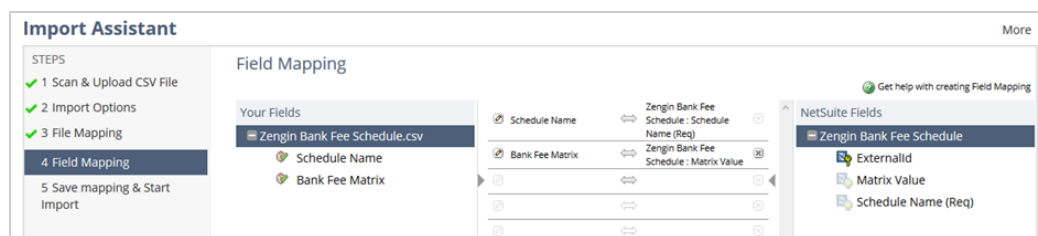
[500 | 100|200|300]

- 500 represents the start of the second amount range.
- 100 represents the bank fee for Same Bank and Same Branch.
- 200 represents the bank fee for Same Bank and Different Branch.
- 300 represents the bank for Different Bank.

After completing your CSV file, you can upload the file using the Import Assistant. If you are using a role with import CSV file permission, you can access the Import Assistant at Setup > Import/Export > Import Tasks > Import CSV Records.

To import Zengin Bank Fee Schedule with the Import Assistant:

1. On the Scan & Upload CSV File page, do the following:
 1. In the **Import Type** field, select **Custom Records**.
 2. In the **Record Type** field, select **Zengin Bank Fee Schedule**.
 3. In the **CSV Column Delimiter**, select **Comma**.
 4. Click the **Browse** to locate and select your CSV file.
2. On the Import Options page, do the following:
 1. Select the Data Handling option: **Add**, **Update**, or **Add or Update**.
 2. Expand **Advanced Options** to display additional settings.
 3. In the **Custom Form** field, select **Custom Bank Fee Schedule Form**.
3. On the Field Mapping page, fields mapped from your CSV file to NetSuite fields are automatically displayed in the center pane:




4. On the Save Mapping & Start Import page, in the **Import Map Name**, enter a name for the import map to save the settings.
5. Click **Save & Run**.

Creating or Customizing Roles to Use Japan Zengin Bank Fee Feature

Users assigned with a custom accounting role are required to add the following permissions for bank fees to be calculated when processing bill payments via Transactions > Payables > Pay Single Vendor.

The following table shows the minimum permissions required for a role to use the Japan Zengin Bank Fee feature of Electronic Bank Payments SuiteApp. For more information, see the help topic [Customizing or Creating NetSuite Roles](#).

 **Important:** Be careful when granting permissions to your custom roles. Make sure that you do not change the preferences in the Entity Bank Details custom record.

Permission	Subtab Type	Minimum Permission
Employees	Lists	View
Customers	Lists	View
Partners	Lists	View
Vendors	Lists	View
Custom Record Entries	Lists	View
 Warning: This permission is not restricted to the Japan Zengin Bank Fees feature. Adding this permission will also provide access to other custom record entries where access type is set to Require Custom Record Entries Permission. For more information, see the help topic Setting Permissions for a Custom Record Type .		
Company Bank Details	Custom Record	View
Entity Bank Details	Custom Record	View
Payment File Format	Custom Record	View
Format Details	Custom Record	View

Calculating Zengin Bank Fee when Processing Bill Payments

The Electronic Bank Payments SuiteApp automatically calculates the bank transfer fee every time you pay vendor bills to a single or multiple vendor.

The bank fee is deducted from the total payment amount to be transferred depending on your negotiation with your vendors. Based on your vendor record preference, the Vendor Bank Fees checkbox on the Bill Payment page will indicate if the vendor or company will pay the bank transfer fee for every payment transaction. For more information, see help topic [Setting Up Vendor Records for Zengin Bank Fee Calculation](#).

To calculate the bank fee and pay bills to a single vendor, go to Transactions > Payables > Pay Single Vendor. For more information, see the help topic [Paying Bills to a Single Vendor](#).

To calculate the bank fee and pay bills to multiple vendors, go to Transactions > Payables > Pay Bills. For more information, see the help topic [Paying Bills to Multiple Vendors](#).

Note: When importing bill payment transactions via CSV import, make sure that the Run Server SuiteScript and Trigger Workflows preference is enabled in your account. This preference is required so that correct bank fee is calculated during import. For more information about this preference, see the help topic [Setting CSV Import Preferences](#).

Vendor Pays the Bank Transfer Fee

On the Bill Payment page, if the **Vendor Bank Fees** box is checked, the calculated value of the **Bank Fee** field under the EFT subtab will be paid by the vendor. The total payment amount less the bank fee will be the amount that will be reflected once you generate the payment file. The value reflected in the payment file will be the amount that will be transferred to the payee's bank account.

Note: The Vendor Bank Fees checkbox is disabled on the Bill Payment page. If you want to change the preference for the payment transaction, edit the vendor record first before creating the bill payment.

Company Pays the Bank Transfer Fee

On the Bill Payment page, if the **Vendor Bank Fees** box is not checked, the calculated value of the **Bank Fee** field under the EFT subtab will be paid by the company. The full amount will be reflected once you generate the payment file for electronic bank payment.

In Japan, bank transfer fee of payment transactions for the following entities are paid by the company:

- Employees
- Partners
- Customers

Guidelines for Zengin Bank Fee Calculation

Consider the following setup to ensure the correct bank fee is calculated when processing bill payments:

1. Both company and entity bank account must use a Zengin payment file template. For more information, see the country-specific help topic about setting up company and vendor bank account records.
2. You must set up a Zengin Bank Fee Schedule to ensure correct the correct bank fee will be calculated. For more information, see [Setting Up Zengin Bank Fee Schedule](#).
3. For bill payment transactions to less the bank transfer fee from the total amount if the supplier or vendor will pay the fee, enable the Vendor Bank Fees checkbox on the vendor record. For more information, see [Setting Up Vendor Records for Zengin Bank Fee Calculation](#).
4. To ensure bank fee will be calculated when processing payments, make sure that the For Electronic Bank Payments box on the Bill Payment transaction page is checked.

Setting Up Payment File Formats

The Electronic Bank Payments SuiteApp provides payment file formats for payments, receivables, and Positive Pay transactions.

Before you can use a file format, you need to set it up with the relevant bank details and other information that the system requires. For more information, refer to the Payment Formats topic for your country.

Be sure to create folders in the file cabinet where you can store the payment format files. For more information, see [Creating Folders in the NetSuite File Cabinet](#).

You can also customize the payment formats that come with the SuiteApp.

Using Standard Payment File Formats

The Electronic Bank Payments SuiteApp provides payment file formats that you can use for payments, receivables, and Positive Pay transactions.

For a list of available standard payment formats, see [Supported Payment Formats](#).

Before you can use a payment file format, you must set up the relevant bank details and other information that the system requires. For information about setting up bank records for your company, vendors, employees, customers, and partners, see the Payment Formats topic for your country.

Using Custom Payment Templates

You can use custom templates for bank payment formats that are not currently supported by the Electronic Bank Payments SuiteApp. You can either customize an existing payment file template or create a new custom template.

For more information, see [Creating Custom Payment File Templates](#).

Payment File Template Changes in NetSuite Electronic Bank Payments 2019.1

Depending on the payment template, the Electronic Bank Payments SuiteApp uses the tax information on the entity record when processing payments and generating bank payment files. To ensure compatibility with the SuiteTax feature, the Electronic Bank Payments version 2019.1 includes an update to the Payment File Template that will source the default tax registration number of the entity record. The Bank File Template field is going to be deprecated soon, and in preparation for this change, a new SuiteTax Bank File Template is added to the payment file template form.

For more information about the SuiteTax feature, see the help topic [Enabling the SuiteTax Feature](#).

Accounts with SuiteTax feature

Accounts with the SuiteTax feature provisioned will use the SuiteTax Bank File Template field by default when processing payments and generating bank files. If left blank, the value from the Bank File Template field will be used.

Accounts without SuiteTax feature

If you do not have SuiteTax feature provisioned in your account, the value from the Bank File Template will be used by default when processing payments and generating bank files.



Note: Entering your custom template in both Bank File Template and SuiteTax Bank File Template fields does not affect the bank payment file generation.

In addition, the following payment templates that source tax information of the entity record have been updated to be compatible with SuiteTax and non SuiteTax accounts:

Payment Template	SuiteTax Accounts	Non SuiteTax Accounts
AEB – Norma 34 (EFT)	Yes	Yes
CBI Collections (DD)	Yes	Yes

Payment Template	SuiteTax Accounts	Non SuiteTax Accounts
CBI Payments (EFT)	Yes	Yes
CIRI-FBF (EFT)	Yes	Yes
CNAB 240 (EFT)	Yes	Yes
SEPA Credit Transfer (CBI) (EFT)	Yes	Yes

Payment templates that use bank payment formats not mentioned above do not source tax information, and therefore are automatically compatible with SuiteTax and non SuiteTax accounts. To view the list of supported payment formats, see [Supported Payment Formats](#).

Recommendations and Considerations when using the SuiteTax Bank File Template field:

1. If you have the SuiteTax feature enabled:
 1. We recommend entering your custom template body in the SuiteTax Bank File Template field.
 2. For OneWorld accounts with subsidiaries that have more than one tax registration number, only the first Tax Reg. Number under the Tax Registrations subtab of the subsidiary record will be sourced.
2. If you do not have the SuiteTax feature enabled, we recommend adding your custom template in both Bank File Template and SuiteTax Bank File Template fields. This way, you do not need to reenter your template once the Bank File Template field is deprecated.
3. Custom body template in SuiteTax Bank File Template field must also use FreeMarker syntax. For more information, see [Working with Advanced Templates](#).

Payment File Template Changes in NetSuite Electronic Bank Payments 2019.2

The following standard SEPA Direct Debit (DD) Payment Templates are enhanced with a new sorting logic that helps improve performance when processing payment transactions.

- SEPA Direct Debit (ABN AMRO)
- SEPA Direct Debit (CBI)
- SEPA Direct Debit (Germany)

If you are using custom SEPA DD payment templates, you must update your templates after the upgrade to Electronic Bank Payments SuiteApp 2019.2. Otherwise, you will be restricted from creating new payment batches by using Invoice Payment Processing and Generate Customer Payment files.

The **Bank File Template** field on your custom SEPA DD template must be updated with the new sorting logic.

A new **Use Advanced SEPA DD Sorting** box is available on the payment template record to enable grouping of payment transactions for single payment run.

Payment File Template Changes in NetSuite Electronic Bank Payments 2020.2

The following mandatory fields are available in the DTAZV payment templates on the Company Bank Details page. The same fields are added to the Bank Details page as optional fields:

- **Meldenummer**
- **State Number**
- **Zip Code**

In the Electronic Bank Payments SuiteApp version 2020.2, all functions for setting up bank records on the Bank Details page now use SuiteScript 2.0. This change does not have any impact on existing processes. A role based restriction is introduced, in which a user cannot view or edit Entity Bank Details. This happens when the user does not have permission for the subsidiary attached to the entity record. Administrator must provide the access to the respective users for editing the bank details.

This update also removes old scripts and deploys new scripts. The scripts are listed in the following table:

New Scripts	Old Scripts
Entity Bank Details CS - customscript_10782_entity_bank_ue	Generic Entity Bank Detail Initializer - customscript_2663_entity_bank_details_ue
Entity Bank Details UE - customscript_10782_entity_bank_cs	Generic Entity Bank Detail Validator - customscript_2663_entity_bank_details_cs

As a part of SuiteScript 2.0 implementation, the custom fields are hidden and script fields are used. The internal IDs of these new script fields on the Bank Details page are added with custpage_eft prefix. For the existing workflow available in your accounts, you can create UE/CS scripts. These scripts can be deployed on the Entity Bank Details page.

The Electronic Bank Payments SuiteApp validates the customer entity record during the bank file creation. Hence, you must provide all the required fields for customer records, if you want to process invoice payments.

You can add custom help text for the **Entity Reference** field on custom templates. This field is similar to the **Reference** field on a Payment File Template when defining XML content. The custom help text is provided to help you in using these fields more efficiently.

Payment File Template Changes in NetSuite Electronic Bank Payments 2021.2

The company bank and entity details are processed using SuiteScript 2.0. To avoid changes to the existing behavior of the SuiteApp, any customizations you perform using SuiteScript 1.0 must be repeated using SuiteScript 2.0 as well. The following table has SuiteScript 1.0 and SuiteScript 2.0 details:

SuiteScript 1.0 (Old Scripts)	SuiteScript 2.0 (New Scripts)
customscript_2663_entity_ue	customscript_14552_entity_ue
customscript_2663_entity_details_cs	customscript_14552_entity_details_cs
customscript_2663_bank_details_cs	customscript_14552_bank_details_cs
customscript_2663_field_validator_cs	customscript_14552_field_validator_cs

Creating Custom Payment File Templates

The following topics provide information specific to the Electronic Bank Payments version 4.0 update regarding the transition from XML to FreeMarker payment file formats.

- [Payment File Template Changes in NetSuite Electronic Bank Payments 2019.1](#)
- [Payment File Template Changes in NetSuite Electronic Bank Payments 2019.2](#)
- [Creating a New Custom Payment File Template](#)
- [Creating Custom Payment File Templates from Existing Payment File Templates](#)
- [Working with Advanced Templates](#)
- [Adding Field Validations to Custom Payment File Templates](#)

Creating a New Custom Payment File Template

You can create custom templates for bank payment formats that are not currently provided by the Electronic Bank Payments SuiteApp.

To create a new custom payment file template:

1. Go to Payments > Setup > Payment File Templates > New.
2. In the **Name** field, enter a name for this payment file template.
3. In the **Payment File Type** field, select one of the following:
 - **EFT** – for vendor payments and customer refunds
 - **DD** – for customer payments
 - **Positive Pay** – for creating Positive Pay files
4. In the **Currency** field, select the currencies that you want to include in a single payment run when processing payments using this payment file template. To select all available currencies, check the **Include All Currencies** box. If you select multiple currencies, you must choose a company G/L bank account that uses the subsidiary base currency. For more information, see [Setting Up Multi-Currency Payments Processing](#).
5. In the **Country** field, select the countries where you want this payment file to be used.
6. In the **Reference Fields** field, enter the custom fields that you want to be visible on the company bank details record. To see the fields that you can use, go to Customization > Lists, Records, & Fields > Record Types, and click Format Details.

To enter custom Reference Fields, you should indicate the **id**, **label**, **mandatory**, and **helptext** values for each custom field. For example:

```
1 <refField id="custrecord_2663_acct_num" label="Account Number" mandatory="true" helptext="Enter your company's 8-digit bank account number."/>
```

- **id** – Go to Customization > Lists, Records, & Fields > Record Types, and click Format Details. The attribute is listed on the **Fields** subtab, in the ID column.
- **label** – Enter a name for this field that is meaningful to your users.



Important: Label attribute is required when adding custom Reference Fields to prevent errors when processing payment files.

- **mandatory** – Specify if the data field value is required or not.
 - **helptext** – Provide your users the purpose and function of the custom field to help them understand what the field is about.
7. In the **Entity Reference Fields** field, enter the custom fields that you want to be visible on the entity bank details record. To see the fields that you can use, go to Customization > Lists, Records, & Fields > Record Types, and click Entity Bank Details.

To enter custom Entity Reference Fields, you should indicate the **id**, **label**, and **mandatory** values for each custom field. For example:

```
1 | <refField id="custrecord_2663_entity_bank_no" label="Financial Institution Number" mandatory="true"/>
```

- **id** – Go to Customization > Lists, Records, & Fields > Record Types, and click Entity Bank Details. The attribute is listed on the **Fields** subtab, in the ID column.
- **label** – Enter a name for this field that is meaningful to your users.



Important: Label attribute is required when adding custom Entity Reference Fields to prevent errors when processing payment files.

- **mandatory** – Specify if the data field value is required or not.



Note: Custom fields that you create for the entity bank details can be used as search columns. For instructions on setting up custom fields as search columns, see the help topic [Using the Search Customization Page](#).

8. In the **Field Validator** field, add validations for the fields on the Company Bank Details record and the fields on the Entity Bank Details records. For more information, see [Adding Field Validations to Custom Payment File Templates](#).

9. In the **Maximum Lines** field, enter the maximum number of transactions that can be processed using this template.

A single payment run can process up to 5,000 transactions except for SEPA Direct Debit transactions. SEPA Direct Debit can only process up to 3,000 transactions.

For Positive Pay, you must enter any value from 1 to 5,000 in the field. Negative numbers, zero, and numbers greater than 5,000 are invalid values and will not be accepted. Leaving the **Maximum Lines** field blank will not return any transaction result. For more information, see topic [Verifying Issued Checks with Positive Pay](#).

10. If the template is for SEPA Direct Debit, check the **Use Advanced SEPA DD Sorting** box to enable grouping of payment transactions for a single payment run.
11. Check the **Update Entity Bank Details** box if updates should be made to the entity bank record after the payment file is created.



Note: This preference is currently not yet supported by the new custom template using FreeMarker.

12. In the **Bank File Template** field, enter the template body using FreeMarker syntax. If the SuiteTax feature is provisioned in your account, enter the template body in the **SuiteTax Bank File Template** field.



Note: For SEPA Direct Debit, you can use the template in step 4 of SuiteAnswers article ID 85484 as the template body. For more information, see [Payment File Template Changes in NetSuite Electronic Bank Payments 2019.2](#)




Important: The Bank File Template field will be deprecated soon. In preparation for this change, we recommend adding your template body in the SuiteTax Bank File Template field. For more information, see the [Payment File Template Changes in NetSuite Electronic Bank Payments 2019.1](#).

For more information about using the FreeMarker syntax on your custom templates, see [Working with Advanced Templates](#). When using advanced templates, take note of the specific words that

must not be used for your custom variables and function names. See the complete list of words in the topic, [Reserved Words](#).

13. In the **Output File Extension** field, enter the file extension to use for the output payment file. For example, **txt**, **csv**, or **aba**.
14. In the **Output File Encoding** field, select the character encoding type to use for the output payment file.

 **Note:** If you are using a custom Zengin payment template, select Shift_JIS as the character encoding type in the **Output File Encoding** field.

15. Check the **Hide Account Number** box to hide the **Account Number** field in view mode on the Company Bank and Entity Bank Details pages.
16. Check the **Encrypt Account Numbers** box to store the account numbers of Company Bank Details and Entity Bank Details records in encrypted form. After you enable the encryption feature, you cannot disable it. This feature is in accordance with the NACHA 2021 Rules.
17. Click **Save**.

Before you can use the new payment file format to process transactions, you must set up the company bank account records you want to use for sending and receiving electronic bank payments. For more information, refer to the Setting Up Company Bank Records topic for your country.

Creating Custom Payment File Templates from Existing Payment File Templates

NetSuite recommends to create Custom Payment File Template by using **Make copy** option only from existing Payment File Templates.

To create custom payment file template from existing payment file templates:

1. Go to Payments > Setup > Payment File Templates.
2. Click **View** next to an existing Payment File Template.
3. From the **Actions** list, select **Make Copy**.
4. In the **Name** field, enter a name of the payment file format.
5. Click **Save**.

Working with Advanced Templates

- [Defining Start and End Tags in Advanced Templates](#)
- [Including Fields from NetSuite Records in Advanced Templates](#)
- [Including Fields from NetSuite Search Results in Advanced Templates](#)
- [FreeMarker Template Library for Electronic Bank Payments](#)
- [Advanced Template Snippets](#)
- [Advanced Template Tips and Tricks](#)
- [Adding Field Validations to Custom Payment File Templates](#)

Defining Start and End Tags in Advanced Templates

The Electronic Bank Payments SuiteApp uses tags to determine the parts of an advanced template that must be inserted into the output payment file, and the parts that must return values after payment file creation.

Use the following tags in your custom template body:

```
1 | #OUTPUT START#
```

- Required.
- Signals the start of content to be inserted in the output payment file.

```
1 | #OUTPUT END#
```

- Required.
- Signals the end of content to be inserted in the output payment file.

```
1 | #RETURN START#
```

- Not required.
- Signals the start of content to be returned back to the Electronic Bank Payments SuiteApp for post payment file creation processing.

```
1 | #RETURN END#
```

- Required if #RETURN START# is added.
- Signals the end of content to be returned back to the Electronic Bank Payments SuiteApp for post payment file creation processing.

```
1 | #REMOVE EOL#
```

- Not required.
- Removes the end of line (EOL) character or new line character after a `</#list>` command before the `#OUTPUT END#` tag.

Example

In the following example, the string **Outside** and the return section containing **Age** are not included in the output.

The Electronic Bank Payments SuiteApp processes the return section after payment file creation. Currently, only `sequenceId:` is handled by the SuiteApp.

Template

```
1 | Outside
2 | #OUTPUT START#
3 | <#assign name = "John">
4 | <#assign company = "NetSuite">
5 | <#assign age = 100>
6 | My name is ${name}
7 | My company is ${company}
8 | #OUTPUT END#
9 | #RETURN START#
10 | Age:${age}
11 | #RETURN END#
```

Output

```
My name is John
My company is NetSuite
```

Including Fields from NetSuite Records in Advanced Templates

The following NetSuite records can be included in custom payment file advanced templates by adding the corresponding keywords:

Record	Keyword
Company Bank	cbank
Payment File Administration	pfa

Example

Sample company bank record:

Company Bank Details
ACH - CCD/PPD

Save Cancel Reset Actions

Name * ACH - CCD/PPD Bank EFT Template ACH - CCD/PPD

GL Bank Account Bank of America USD DD Template

Legal Name * ACH - CCD/PPD L Positive Pay Template

Print Company Name * ACH - CCD/PPD P

Subsidiary Parent Company

Currency USD

☐ Marked by Default

File Name Prefix

File Cabinet Location * EFT JP Morgan US

EFT Template Details (ACH - CCD/PPD) Batch Details Approval Routing

EFT Template Details

ABA Institution Identifier 0002 Immediate Destination Name *

Immediate Origin * 1234567890 Create Balanced Files

Routing Number * 111000025 Company ID *

Account Number * 12121 Check Digit 5

and the following PFA record:

Payment File Administration

00000229

Save Cancel Reset Actions

ID
00000229

Payment Type
EFT

Last Process Initiated
Process Payments

File Processed?
Processed

Status Summary
Paid transactions: 1/1

File Reference
00000229.xml

Timestamp
4/3/2014 2:01:10 pm

Reference Note *
2

Image No.	Field Name	Field ID
1	Legal Name	custrecord_2663_legal_name
2	Immediate Origin	custpage_eft_custrecord_2663_bank_comp_id
3	Reference Note	custrecord_2663_ref_note

Template

```

1 | #OUTPUT START#
2 | Legal Name:
3 | **${cbank.custrecord_2663_legal_name}
4 | Immediate Origin: **${cbank.custpage_eft_custrecord_2663_bank_comp_id}
5 | Reference Note:
6 | **${pfa.custrecord_2663_ref_note}
7 | #OUTPUT END#

```

Output

```

Legal Name:
**ACH - CCD/PPD L
Immediate Origin:
**1234567890
Reference Note:
**2

```

Including Fields from NetSuite Search Results in Advanced Templates

NetSuite search result columns can be accessed in payment files using the `<single_result_keyword>.<column_id>` notation.

The following search results can be used in custom payment file advanced templates by adding the corresponding keywords:

Search Result	Sequence Keyword	Single Result Keyword
Payments	payments	payment
Entities	entities	entity
Entity Banks	ebanks	ebank
Transactions	transactions	transaction

Note: The sequence keyword is only intended to be part of a list command. To access the search result columns, use the single result keywords.

Payments

- Payments are payment records that are created after bill or invoice payment processing. These are seen in one of the sublists under a processed PFA record.

Entities

- Entities can be vendors, customers, or employees. Partners are currently not supported.
- The column ID used should be available to all of the entities, according to the SuiteScript Records Browser. If you are using a custom entity field, it should also apply to vendors, customers, and employees. Otherwise, error SSS_INVALID_SRCH_COL is thrown. For example, you can use the column ID **firstname** because it is available to vendors, customers, and employees. But you cannot use the column ID **isperson** because employee records do not have this column.

Entity Banks

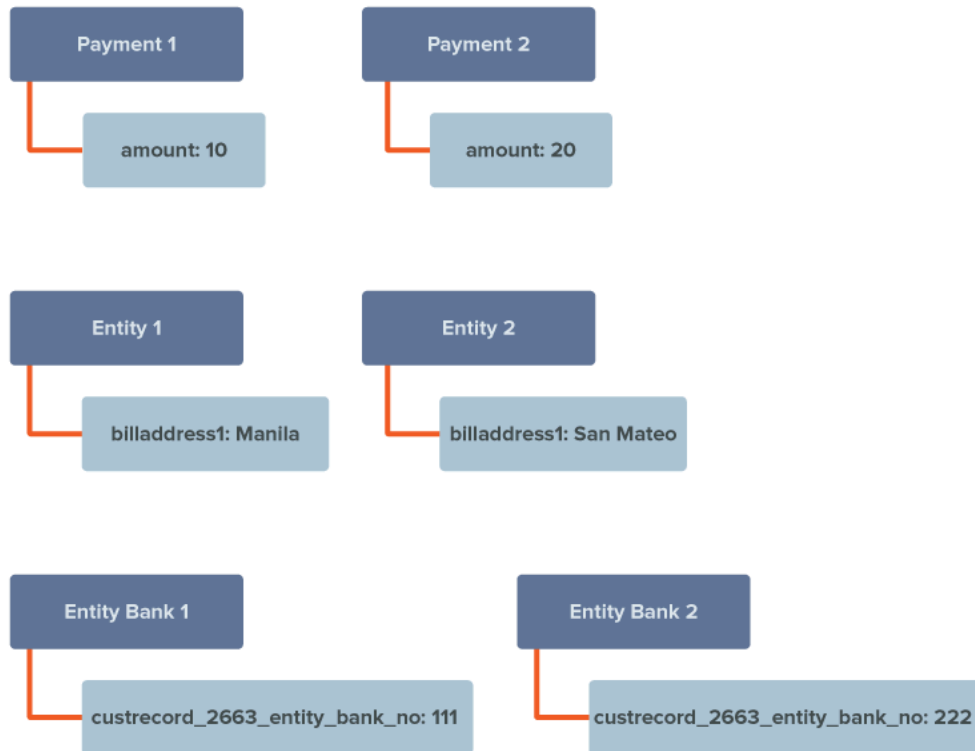
- Entity banks are bank records associated with an entity. Each record contains fields that are found in the Entity Reference Fields on the Payment File Template record.

Transactions

- Transactions are mapped to the payments in which they are included. To access transactions in a specific payment, use `transHash`. See [transHash](#).
- A single payment result has a corresponding entity and a corresponding entity bank. There is a 1:1:1 ratio of payment, entity, and entity bank. In looping through a list of payments, the usual case is that the entity and the entity bank relating to a specific payment are needed. To get the correct entity and entity bank under a specified payment, use the payment index while inside the loop.

Example

Sample payments, entities, and entity banks:



Template

```

1 #OUTPUT START#
2 <#list payments as payment>
3   <#assign entity = entities[payment_index] >
4   <#assign ebank = ebanks[payment_index] >
5   ***
6   Amount: ${payment.amount}
7   Address: ${entity.billaddress1}
8   Bank Num: ${ebank.custrecord_2663_entity_bank_no}
9   ***
10 </#list>
11 #OUTPUT END#

```

Note that the variable names for single payment, single entity, and single entity bank use the single result keyword.

Output

```

***
Amount: 10
Address: Manila
Bank Num: 111
***
***
Amount: 20
Address: San Mateo
Bank Num: 222
***

```

FreeMarker Template Library for Electronic Bank Payments

The FreeMarker template library for Electronic Bank Payments contains information for calling built-in functions and data in custom payment file advanced templates:

- Functions
- Data

Functions

The Electronic Bank Payments SuiteApp uses the following functions in payment file templates.

Function Declaration	Description
<code>buildEntityName(entity,isPrintOnCheckAs)</code>	Builds the entity name
<code>computeTotalAmount(payments,multiCurrency)</code>	Adds all payment amounts
<code>convertToLatinCharSet(data)</code>	Converts a string into its Latin equivalent
<code>formatAmount(amount,format,separator)</code>	Formats a particular amount to be inserted into the payment file
<code>getSequenceId(forTodaySequenceOnly)</code>	Returns the raw sequence ID from search of the PFA record
<code>removeEnding(data,removeString)</code>	Removes the specified ending from a string value
<code>setLength(data,length)</code>	Sets the fixed length for a string value
<code>setMaxLength(data,maxLength)</code>	Sets a maximum length for a string value
<code>setPadding(data,padSide,padChar,length)</code>	Puts a padding to a string value
<code>getCurrencySymbol(currencyName)</code>	Returns the 3-digit ISO currency symbol for the specified currency name
<code>getCountryCode(country)</code>	Returns the two-letter country code for the specified country
<code>getAmount(payment,multiCurrency)</code>	Returns a payment amount considering multiple currencies, base currency, and bank currency
<code>encloseString(str,maxLength,escapeChar,enclosingChar)</code>	Encloses the specified string in between the specified enclosing character if it contains the specified escape character
<code>getStateCode(state)</code>	Returns the state code for the specified state. State code that will be retrieved depends on the Country set under the Company Information page. If the Country does not have states, the function will return a blank value.

buildEntityName(entity,isPrintOnCheckAs)

Builds the entity name of a vendor, customer, or employee.

Parameters

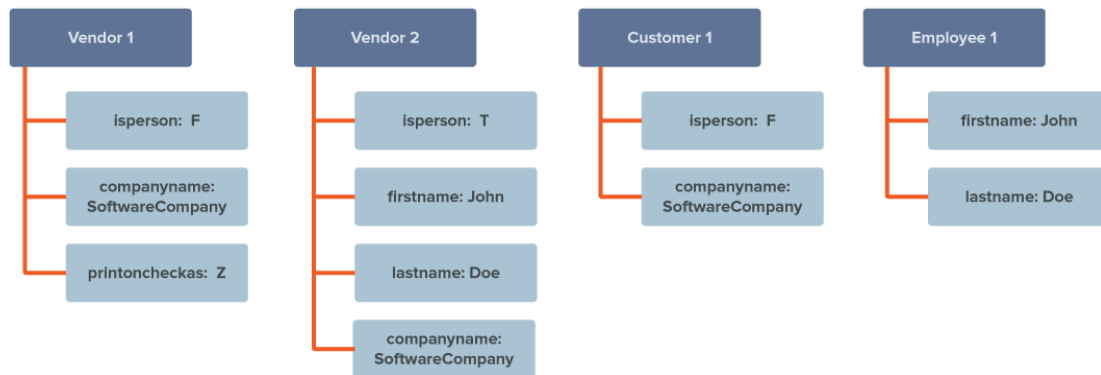
- `entity` – single entity search result object
- `isPrintOnCheckAs` – flag to prioritize the **printoncheckas** entity field
 - Accepts Boolean values `true` or `false`
 - Default value is `true`

Returns

- String containing the entity name

Example

Sample entity search result objects:



Commands

The first set prioritizes the **printoncheckas** field and the second set does not.

```

1 <#list entities as entity>
2     ${buildEntityName(entity,true)}
3 </#list>
4 <#list entities as entity>
5     ${buildEntityName(entity,false)}
6 </#list>

```

Output

```

Z
John Doe
Software Company
John Doe

```

```

Software Company
John Doe
Software Company
John Doe

```

computeTotalAmount(payments,multiCurrency)

Adds all payment amounts.

Parameters

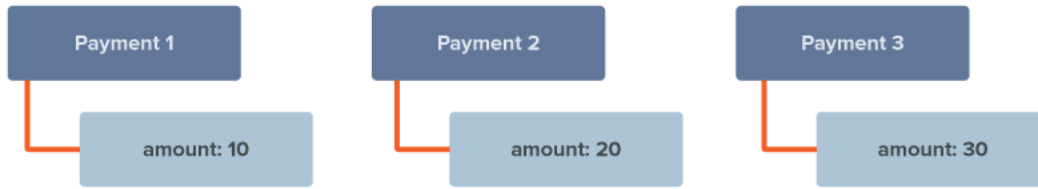
- payments – sequence of payment search results to be processed
- multiCurrency – flag for multi-currency formats
Default value is false

Returns

- Computed total amount of payments

Example

Sample payment search result objects for a single currency format:



Commands

```
1 | ${computeTotalAmount(payments)}
```

Output

```
60
```

convertToLatinCharSet(data)

Converts a string into its Latin equivalent.

Parameters

- data – string to be processed

Returns

- String using Latin character set

Example

Commands

```
${convertToLatinCharSet("Hëllö")}
```

Output

```
Hello
```

formatAmount(amount,format,separator)

Formats a specified amount to be inserted into the payment file.

Parameters

- amount – amount to be formatted
 - Whole numbers or rational numbers
 - Maximum of two decimal places
- format – the format to be used
 - Accepts any one of the following values – dec, noDec, truncDec or decLessThan1
 - Default value is noDec
 - dec and decLessThan1 – absolute value, then round to two decimal places
 - noDec – absolute value, then remove the decimal point

- truncDec – absolute value, then remove the decimal portion
 - currency – absolute value, round to two decimal places and retain comma symbol
- separator – used to split the integer portion and the decimal portion
 - Default value is “.”
 - Available for dec and currency format

Returns

- String with formatted amount

Example

Commands

```

1  ${formatAmount(-100.50,"dec")}
2  ${formatAmount(100.50,"noDec")}
3  ${formatAmount(100.50,"decLessThan1")}
4  ${formatAmount(-100.50,"truncDec")}
5  ${formatAmount(-1000.50,"currency")}
6  ${formatAmount(100.50,"dec",",")}
7
8  ${formatAmount(1234.50,"currency",",")}
9  ${formatAmount(0.50,"currency",",")}
10 ${formatAmount(123.45,"currency",",")}
11 ${formatAmount(1234567.89,"currency",",")}
12 ${formatAmount(-1234567.89,"currency",",")}

```

Output

```

100.50
10050
10050
100
1,000.50
100,50

```

```

1,234.50
0.50
123.45
1,234,567.89
1,234,567.89

```

getSequenceId(forTodaySequenceOnly)

Returns the raw sequence ID from search of the PFA record.



Note: This function can be used for EFT and Direct Debit transactions only. Currently, it is not available for Positive Pay transactions.

Parameters

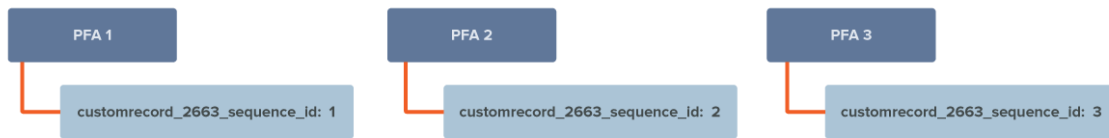
- forTodaySequenceOnly – flag to filter today's PFA records only
Accepts Boolean values true or false

Returns

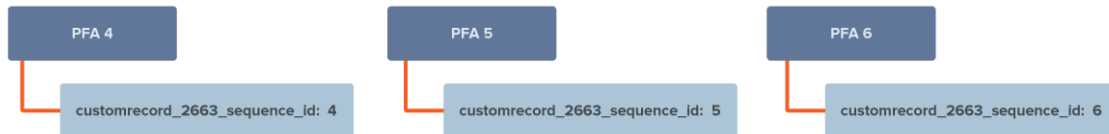
- Sequence ID number based on PFA search results

Example

Sample PFA search results for yesterday:



Sample PFA search results for today:



Commands

The first line gets the sequence ID for today only, and the second line gets the sequence ID covering all dates.

```
1 | ${getSequenceId(true)}
2 | ${getSequenceId(false)}
```

Output

```
3
6
```

For a sample implementation of this function, see [Computing for the Sequence ID](#).

removeEnding(data,removeString)

Removes the specified ending from a string value.

Parameters

- data – string to be processed
- removeString – string to be removed from the ending of the data

Returns

- String with removed ending

Example

Command

```
1 | ${removeEnding("abcdef", "def")}
```

Output

```
abc
```

setLength(data,length)

Sets the fixed length for a string value.

Parameters

- data – string to be processed
 - length – fixed length to be set
- Spaces are added if data length is less than the set length.

Returns

- String with fixed length

Example**Commands**

The following commands cover setting length of data with varying lengths:

```
1  ***${setLength("abcde",3)}***
2  ***${setLength("a",3)}***
3  ***${setLength("a",3,"right")}***
```

Output

```
***abc***
***a   ***
***  a***
```

setMaxLength(data,maxLength)

Sets a maximum length for a string value.

Parameters

- data – string to be processed
- maxLength – maximum length to be set

Returns

- String with acceptable length

Example**Commands**

The following commands cover setting max length of data with varying lengths:

```
1  ***${setMaxLength("abcde",3)}***
2  ***${setMaxLength("a",3)}***
```

Output

```
***abc***
***a***
```

setPadding(data,padSide,padChar,length)

Puts a padding to a string value.

Parameters

- data – string to be processed
- padSide – the side on which the padding is to be inserted
Accepts values left or right
- padChar – the character padding to be inserted
- length – length to be set
If length is less than data, data is truncated depending on the padSide value. For left padding, truncation is applied on the left side. For right padding, truncation is applied on the right side.

Returns

- String with character padding

Example**Commands**

The following commands cover all padding options for data with varying lengths:

```
1 | ${setPadding("abcde", "left", "0", 10)}
2 | ${setPadding("abcde", "right", "0", 10)}
3 | ${setPadding("abcde", "right", "0", 3)}
4 | ${setPadding("abcde", "left", "0", 3)}
```

Output

```
00000abcde
abcde00000
abc
cde
```

getCurrencySymbol(currencyName)

Returns the 3-digit ISO currency symbol for the specified currency name.

Parameter

- currencyName – name in NetSuite currency record

Returns

- String that contains the currency symbol

Example**Command**

```
1 | ${getCurrencySymbol("USA")}
```

Output

```
USD
```

getCountryCode(country)

Returns the two-letter country code for the specified country.

Parameter

- country – name of country

Return

- String that contains the country code

Example**Command**

```
1 | ${getCountryCode("Philippines")}
```

Output

PH

getAmount(payment,multiCurrency)

Returns a payment amount considering multiple currencies, base currency, and bank currency

Parameters

- payment – payment search result object
- multiCurrency – flag for multi-currency format

Returns

- Payment amount

Examples**Command**

The following command is applied to the following sample scenarios:

- Scenario 1 – Single currency format and payment amount of 100
- Scenario 2 – Multicurrency format, base currency not equal to the bank currency, payment amount of 100, **fxamount** field with value of 200, and formula currency amount of 300
- Scenario 3 – Multicurrency format, base currency equal to the bank currency, payment amount of 100, **fxamount** field with value of 200, and formula currency amount of 300

```
1 | ${getAmount(payment)}
```

Output

100
200
300

encloseString(str,maxLength,escapeChar,enclosingChar)

Encloses the specified string in between the specified enclosing character if it contains the specified escape character

Parameters

- str – the string to be checked

- `maxLength` – the maximum length of the string including the enclosing characters
- `escapeChar` – the character to check for
- `enclosingChar` – the character used to enclose the string

Returns

- A string enclosed between the closing characters if it contains the escape character

Examples

Commands

```
1 | ${encloseString("abc^def",5,"^","@")}
2 | ${encloseString("abc^def",9,"^","@")}
3 | ${encloseString("abcdef",11,"^","@")}
```

Output

```
@abc@
@abc^def@
abcdef
```

getStateCode(state)

Returns the state code for the specified state. This function is only applicable if Country is set to the United States on the Company Information page. Otherwise, the function will return a blank value.

Parameter

- `state` – name of the state

Returns

String containing the state code

Example

Command

```
1 | ${getStateCode("Alabama")}
```

Output

```
AL
```

Data

The Electronic Bank Payments SuiteApp uses the following data in payment file templates:

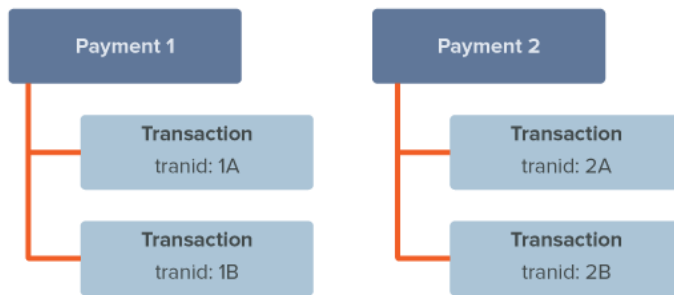
Data	Description
transHash	Hash containing transaction search results (sequence) as values with payment internal ID as keys

transHash

Hash containing transaction search results (sequence) as values with payment internal ID as keys

Example

Map of payments and transactions:



Command

Transaction IDs for Payment #2 can be printed using the following command:

```

1 <#list transHash["2"] as transaction>
2   ${transaction.tranid}
3 </#list>
  
```

Output

```

2A
2B
  
```

Advanced Template Snippets

To help you create advanced templates, you can use the following snippets:

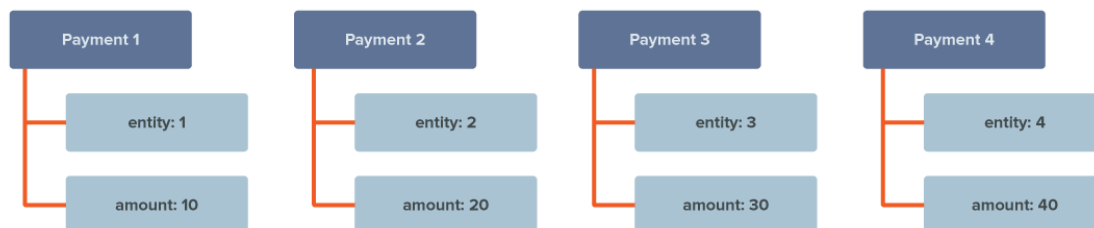
- [Handling Payments by Batch](#)
- [Displaying all Transaction IDs per Payment](#)
- [Looping Through a List of Payments](#)

Handling Payments by Batch

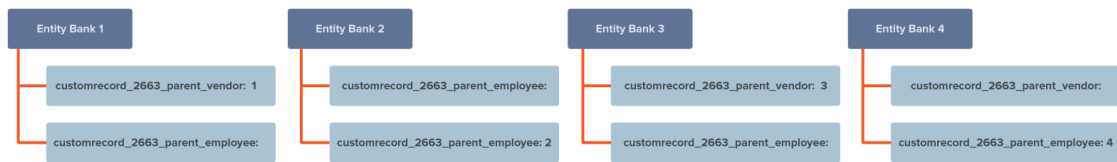
You can define criteria for subdividing payments into groups. The subdivisions can be traversed one after the other to produce an output payment file that handles payments by batch. The following example illustrates grouping payments by entity type.

Example

Payments:



And the following entity banks:



Template

```

1  <#assign vendorPayments = []>
2  <#assign employeePayments = []>
3  <#list payments as payment>
4    <#assign ebank = ebanks[payment_index]>
5    <#if ebank.custrecord_2663_parent_vendor == payment.entity>
6      <#assign vendorPayments = vendorPayments + [payment]>
7    </#if>
8    <#if ebank.custrecord_2663_parent_employee == payment.entity>
9      <#assign employeePayments = employeePayments + [payment]>
10   </#if>
11 </#list>
12 <#OUTPUT START#>
13 **VENDOR PAYMENTS**
14 <#list vendorPayments as payment>
15 Amount: ${payment.amount}
16 </#list>
17 **EMPLOYEE PAYMENTS**
18 <#list employeePayments as epayment>
19 Amount: ${payment.amount}
20 </#list>
21 <#OUTPUT END#>

```

Output

```

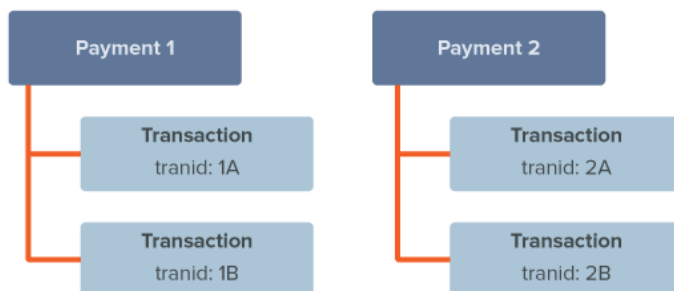
**VENDOR PAYMENTS**
Amount: 10
Amount: 30
**EMPLOYEE PAYMENTS**
Amount: 20
Amount: 40

```

Displaying all Transaction IDs per Payment

A payment can contain multiple transactions. To display all the transactions, use the transHash data. See [transHash](#).

Mapping of payment files to transactions:



Template

```

1 <#OUTPUT START#>
2 <#list payments as payment>
3   Payment ID: ${payment.id}
4   <#list transHash[payment.internalid] as transaction>
5     Transaction ID: ${transaction.tranid}
6   </#list>
7 </#list>
8 <#OUTPUT END#>

```

Output

```

Payment ID: 1
  Transaction ID: 1A
  Transaction ID: 1B
Payment ID: 2
  Transaction ID: 2A
  Transaction ID: 2B

```

Looping Through a List of Payments

The payment index is used inside the loop to get the correct entity and entity bank under a particular payment. You can use the following snippet as a starting point when looping through payments.

```

1 <#list payments as payment>
2   <#assign entity = entities[payment_index] >
3   <#assign ebank = ebanks[payment_index] >
4
5   <!-- do processing here -->
6
7 </#list>

```

Advanced Template Tips and Tricks

Following are some tips and tricks to help you create advanced templates:

- [Removing CRLF \(End of Line\) Character](#)
- [Getting IDs from Select Fields](#)
- [Debugging Template Errors](#)

Removing CRLF (End of Line) Character

If you want to remove the CRLF or end of line character at the end of the output, use the FreeMarker tag `<#lt>`. For example, from the initial template:

Template

```

1 #OUTPUT START#
2 ABC
3 #OUTPUT END#

```

Output

```
ABC
```

If you do not want to include a CRLF character to denote the end of a line in the output, place the #OUTPUT END# tag right after the last character in the template. Using the <#rt> FreeMarker tag:

Template:

```
1 | #OUTPUT START#
2 | ABC<#rt>
3 | #OUTPUT END#
```

Output:

ABC

Getting IDs from Select Fields

Accessing a select field from a record or search result returns the text of that select field. To get the ID, append .internalId when accessing the field.

Computing for the Sequence ID

Using the [getSequenceId\(forTodaySequenceOnly\)](#) function, you can create your own function to compute for the sequence ID on generated PFA records. Refer to a basic sample function using getSequenceId(true):

```
1 | <#function computeSequenceId>
2 |   <#assign lastSeqId = getSequenceId(true)>
3 |   <#assign newSeqId = lastSeqId + 1>
4 |   <#return newSeqId>
5 | </#function>
```

At the end of the template, after the #OUTPUT END# tag, add a return for the last sequence ID that was used to update the sequence ID:

```
1 | #RETURN START#
2 | sequenceId:${newSeqId}
3 | #RETURN END#
```

Debugging Template Errors

If the output file is not created successfully when using FreeMarker as the template engine, the Payment File Administration page shows a status of Processed with Errors, with details indicating that the system failed to render the payment file template.

This error is caused by one of the following conditions:

- The Advanced PDF/HTML Templates feature is not enabled.
- The template contains incorrect syntax.
 - Missing parenthesis in conditionals that use < or >.

Incorrect:

```
1 | <#if a > b >
2 | </#if>
```

Correct:

```
1 | <#if (a > b) >
```

```
2 | </#if>
```

- Misplaced slash in FreeMarker expression end tags.

Incorrect:

```
1 | <#if greeting == "hello" >
2 | <#/#if>
```

Correct:

```
1 | <#if greeting == "hello" >
2 | </#if>
```

- One or more entity records have an issue.

The following error message is displayed: “EP_00017. Entity records have issues....” View the execution log to get more details about the error and the list of entities with issues. Go to Customization > Scripting > Script Deployments. Under the Script column, look for the Generic Payment Processing record with ID, customdeploy_2663_payment_processing_ss, and open its record by clicking the View link. On the record, the list of entities with issues are listed under the **Execution Log** subtab.

Here are the possible reasons for this error:

- **Issue:** Inactive entity

Action: View the entity record to verify the status and update, if necessary.

- **Issue:** The entity payment box is not checked

Action: On the Bank Payment Details tab of a vendor or employee record, verify that the **EFT Bill Payment** box is checked. For customer records, under the Bank Payment Details (Debit) tab, verify that the **Direct Debit** box is checked.

- **Issue:** The company bank format is changed

Action: View the Company Bank Details record to verify the details for the EFT or DD Template.

- **Issue:** Entity bank has a different format from the company bank (possibly due to CSV import)

Action: Verify that the format on the bank payment details of the entity record is the same as the EFT or DD Template details on the company bank record.

- **Issue:** Entity bank record is removed

Action: View the Bank Payment Details of a vendor or employee record to verify that the primary entity bank record is still listed under the Entity Bank Details subtab. In case it is not listed, you must create a new one and set the type to **Primary**. Do the same for customer records, on the Bank Payment Details (Debit) tab.

Adding Field Validations to Custom Payment File Templates

You can use the following validations in your custom payment file templates:

- modulo97
- modulo11check1
- modulo11check2
- iban
- bic
- routingNumber
- bban
- validContent

To add field validations to custom payment file templates:

1. Go to Payments > Setup > Payment File Templates.
2. Click the Edit link of the template that you want to add validations to.
3. In the **Field Validator** field, add the validation tags.
4. Click **Save**.

Example:

```
<fieldvalidatorList>
<fieldvalidator>
<fieldName>custrecord_2663_bic</fieldName>
<validatorList>
<validator type="len">
<param name="validLength">8|11</param>
</validator>
<validator type="bic"/>
</validatorList>
</fieldvalidator>

<fieldvalidator>
<fieldName>custrecord_2663_iban</fieldName>
<validatorList>
<validator type="len">
<param name="maxLength">34</param>
</validator>
<validator type="iban">
<param name="country">IT</param>
</validator>
</validatorList>
</fieldvalidator>

<fieldvalidator>
<fieldName>custrecord_2663_bank_num</fieldName>
<validatorList>
<validator type="len">
<param name="minLength">9</param>
<param name="maxLength">9</param>
</validator>
<validator type="routingNumber"/>
</validatorList>
</fieldvalidator>

<fieldvalidator>
<fieldName>custrecord_2663_bban</fieldName>
<validatorList>
<validator type="len">
<param name="validLength">16|24</param>
</validator>
<validator type="bban">
<param name="country">HU</param>
</validator>
</validatorList>
</fieldvalidator>

<fieldvalidator>
<fieldName>custrecord_2663_acct_num</fieldName>
<validatorList>
<validator type="num" />
<validator type="len">
<param name="maxLength">12</param>
<param name="minLength">12</param>
</validator>
<validator type="modulo97" />
</validatorList>
</fieldvalidator>

<fieldvalidator>
<fieldName>custrecord_2663_entity_acct_no</fieldName>
<validatorList>
<validator type="len">
<param name="minLength">7</param>
<param name="maxLength">10</param>
<param name="invalidLength">8</param>
</validator>
<validator type="num" />
<validator type="modulo11check1"/>
</validatorList>
</fieldvalidator>

<fieldvalidator>
<fieldName>custrecord_2663_entity_swift</fieldName>
<validatorList>
<validator type="validContent">
<param name="validContent">00|01|02</param>
</validator>
</validatorList>
</fieldvalidator>
</fieldvalidatorList>
```

To represent symbols and special characters in the parameters of validator types: invalidChars, validChars, and alpha, use the correct syntax provided below:

Symbol	Correct Syntax
&	&
"	"
'	'
<	<
>	>

modulo97

This check digit validation is commonly used in validating IBAN and account numbers.

- Type = numeric
- Length = 12

Validation

Example: 123456789012

1. Get the first 10 digits of the string, convert it to an integer, divide it by 97, and get the remainder.
 $A = 1234567890 \% 97$
Remainder = 02
2. Get the last two digits of the string and convert it to an integer.
 $b = 12$
3. Compare the two values, $a=02$ and $b=12$.
4. If the values are not equal, return "Account Number is invalid."

modulo11check1

This validation is commonly called the Modulus 11 Self-Check 1.

- Type = numeric

Validation

Example: 123456789012

1. Multiply each digit by the string length, minus the position of the digit in the string.
 $1 \times (12-0) = 12$
 $2 \times (12-1) = 22$
 $3 \times (12-2) = 30$
 $4 \times (12-3) = 36 \dots$
2. Get the sum of all the products of the computation from step 1.
 $12 + 22 + 30 + 36 \dots = 304$
3. Divide the sum by 11, and get the remainder.
 $304 \% 11 = 7$
4. If the quotient is not equal to zero, return "Account Number is invalid."

modulo11check2

This validation is commonly called the Modulus 11 Self-Check 2.

- Type = numeric

Validation

Example: 123456-1234567890

1. The first number must contain six digits and the second number must contain ten digits, both numbers must be separated with a (-) hyphen
2. Multiply each digit of the first number by the weighed values 10, 5, 8, 4, 3 and 1 belonging to the Czech Republic payment template.
 - $1 \times 10 = 10$
 - $2 \times 5 = 10$
 - $3 \times 8 = 24$
 - $4 \times 4 = 16$
 - $5 \times 3 = 15$
 - $6 \times 1 = 6$
3. Get the sum of all the products of the computation from step 1.
 - $10 + 10 + 24 + 16 + 15 + 6 = 81$
4. Multiply each digit of the second number by the weighed values 6, 3, 7, 9, 10, 5, 8, 4, 2 and 1 belonging to the Czech Republic payment template.
 - $1 \times 6 = 6$
 - $2 \times 3 = 6$
 - $3 \times 7 = 21$
 - $4 \times 9 = 36$
 - $5 \times 10 = 50$
 - $6 \times 5 = 30$
 - $7 \times 8 = 56$
 - $8 \times 4 = 32$
 - $9 \times 2 = 18$
 - $10 \times 1 = 10$
5. Get the sum of all the products of the computation from step 4.
 - $6 + 6 + 21 + 36 + 50 + 30 + 56 + 32 + 18 + 10 = 265$
6. Divide the sum of first number and second number by 11, and get the remainder.
 - $81 + 265 = 346 / 11 = 5$
7. If the remainder is not equal to zero, then return " Enter a valid account number in this format: 123456-1234567890."

iban

IBAN is an international standard of identifying bank accounts across the globe. Modulus 97 and ISO validations are used in validating the IBAN, including the country code.

- Type = alphanumeric
- (Optional) Include a country parameter that accepts a country code input.

Validation

Example:

```
<validator type="iban">
  <param name="country">IT</param>
</validator>
```

1. Check if the IBAN exists.
2. Check if the IBAN is valid based on the following:
 - a. It must not contain characters other than alphabetic characters in lowercase or uppercase (letters a to z or A to Z) and digits (numbers 0 to 9).
 - b. The first two characters represent the country code. If the country code exists in the IBAN country list:
 - i. Check if the length of the IBAN is equal to the length defined per country.
 - ii. Check if the IBAN fits the substructure of a specific country.
 - iii. If the country code does not exist in the country list, test if the characters are valid.
 - iv. If the IBAN fits the substructure of the specific country or if the test characters are valid, continue.
 - c. After the country code, the first two digits must follow, and they must not be 00, 01 or 99.
 - d. Perform ISO validation:
 - i. Convert all lowercase letters to uppercase.
 - ii. Get the IBAN substring from the 5th character to the last character, and add the first four characters to the end of it.
 - iii. Convert the letters in the IBAN to numbers, in this manner:
A = 10 B = 11 C = 12...
 - iv. Get the remainder:
 - A. Group the string to produce seven characters per string.
 - B. Get the first group with seven characters, divide it by 97, and get the remainder.
 - C. Store the remainder.
 - D. Get the next group of seven characters, add the stored remainder to it, then divide it by 97, and get the remainder.
 - E. Store the remainder, and repeat the last step for the succeeding groups of seven characters.
 - v. If the final remainder is equal to 1, then the IBAN passed the ISO validation.
3. If the IBAN does not exist, or is invalid, return "IBAN code is invalid."
4. Else, get the country code of the IBAN (the first two characters of the IBAN).
5. Compare it to the country code entered in the parameter.
6. If the two values are not equal, return "The International Bank Account Number (IBAN) you entered is not valid. Please enter a valid IBAN for country code: XX"

bic

A SWIFT code is a standard format for Business Identifier Codes (BIC). It is a unique identification code for a particular bank.

- Type = alphanumeric

Validation

Example: COBALULXIFS

1. Get the derived values:
 - Bank code = first 4 characters: COBA
 - Country code = 5th and 6th characters: LU
 - Location Code = 7th and 8th characters: LX
 - Branch Code = last 3 characters: IFS
2. Validate the derived values:
 - Bank code must start with a lowercase or uppercase letter, or a space. Other characters must all be letters or spaces.
 - Country code must exist in the valid country code list.
 - Location Code must not be equal to 00.
 - Location Code must start with a lowercase or uppercase letter, or a space, or a number. All other characters must be a letter, space or number.
 - Branch Code can be empty. But if it is existing, it must start with a lowercase or uppercase letter, or a space, or a number. All other characters must be a letter, space or a number.

routingNumber

The routing number is popularly used in the United States to identify banks for processing wire transfers and ACH transfers.

- Type = numeric
- Length = 9

Validation

Example: 123456789

1. Get the sum of the digits at position 0, 3 and 6.

$$1 + 4 + 7 = 12$$
2. Multiply by 7.

$$12 * 7 = 84$$
3. Get the sum of the digits at position 1, 4, and 7.

$$2 + 5 + 8 = 15$$
4. Multiply by 3.

$$15 * 3 = 45$$
5. Get the sum of digits at position 2 and 5.

$$3 + 6 = 9$$
6. Multiply by 9.

$$9 * 9 = 81$$
7. Get the total of all the products.

$$84 + 45 + 81 = 210$$
8. Divide the result by 10, and get the remainder.

$$210 \% 10 = 0$$
9. Get the digit at position 8.

$$9$$
10. Compare the two values, 0 and 9.
11. If the values are not equal, return "Routing Number is invalid."

bban

BBAN (Base Bank Account Number) is a national bank account number format typically used for domestic payments. It has a fixed length composed of alphanumeric characters. It includes the domestic bank account number, the branch number, and possibly the routing number.

Note: Electronic Bank Payments currently supports only the HU country code for BBAN validation.

- Type = alphanumeric
- Requires a country parameter that accepts a country code input.

Validation

Example:

```
<validator type="bban">
  <param name="country">HU</param>
</validator>
```

1. Check if the BBAN exists.
2. Check if the BBAN is valid based on the following:
 - a. It must not contain characters other than alphabetic characters in lowercase or uppercase (letters a to z or A to Z) and digits (numbers 0 to 9).
 - b. The country code of BBAN must be existing in the BBAN country list.
 - c. Check if the BBAN fits the substructure of the specific country defined in the BBAN country list.
 - d. BBAN must not be all zeroes.
 - e. Perform Modulo10 validation:
 - i. Get derived values.

Example: BBAN = 117 7301 6 1111101 8

 - Bank Number = first 3 characters: 117
 - Branch Number = 4th to 7th characters: 7301
 - Bank Check = 8th character: 6
 - Account Number = 9th to 15th characters: 1111101
 - Account check = last character: 8
 - ii. Combine the bank number and branch number.

$117 + 7301 = 1177301$
 - iii. Get the sum of each digit from the previous step, and multiply it by 9, 7, 3, and 1.

$\text{sum} = (1 \times 9) + (1 \times 7) + (7 \times 3) + (7 \times 1) + (3 \times 9) + (0 \times 7) + (1 \times 3)$

$\text{sum} = 9 + 7 + 21 + 7 + 27 + 0 + 3$

$\text{sum} = 74$
 - iv. Get the last digit of the sum.

4
 - v. Subtract it from 10.

$10 - 4 = 6$
 - vi. Divide it by 10, and get the remainder.

6

- vii. Compare the result with the bank check. If the result is not equal, then BBAN is invalid. If the two numbers are the same, proceed to the next step.
 - viii. Get the sum of each digit in the account number, multiply it by 9, 7, 3, and 1.
 - ix. Get the last digit of the sum, subtract it from 10, then divide it by 10, and get the remainder.
 - x. Compare the result with the account check. If the two numbers are not equal, then the BBAN is invalid.
3. If BBAN is not existing or valid, return "BBAN code is invalid."

validContent

The validContent validation is useful for text fields when you want to limit the values entered by the user.

- Type = alphanumeric
- Requires a parameter that accepts the expected values.
- Valid values inside the parameter must be separated by |

Validation

Example:

```
<validator type="validContent">
  <param name="validContent">00|01|02</param>
</validator>
```

1. Check if the inputted string is equal to the values specified in the parameters.
2. If the string is not equal to the values in the parameters, return "Valid values must be 00, 01 or 02."

Reserved Words

When selecting a variable or function name, the following words and character sequences should not be used in your advanced templates:

- _2663_ : as a prefix (e.g., "_2663_name")
- pfa
- cbank
- ebanks, ebank
- entities, entity
- payments, payment
- transactions, transaction
- sequences, sequence
- currencies, currency
- any word used in the function declarations and data from the [FreeMarker Template Library for Electronic Bank Payments](#)

Austria Payment Formats

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills, employee expenses, customer refunds to vendors, and partner commissions, as well as receive payments from customers

within Austria by generating payment files formatted using the Single Euro Payments Area (SEPA) specifications for electronic bank payments.

To set up the Electronic Bank Payments SuiteApp for your company, subsidiaries, vendors, employees, customers, and partners in Austria, read the following topics:

- [Setting Up Company Bank Records in Austria](#)
- [Setting Up Bank Records of Vendors in Austria](#)
- [Setting Up Bank Records of Employees in Austria](#)
- [Setting Up Bank Records of Customers in Austria](#)
- [Setting Up Bank Records of Partners in Austria](#)

Setting Up Company Bank Records in Austria



Important: Electronic Bank Payments SuiteApp is not compatible with the SuiteTax feature. If the SuiteTax feature is enabled in your NetSuite account, please do not install this SuiteApp.




Note: You must create company bank records from the Company Bank Details page for accurate validation and field sourcing. NetSuite does not recommend you to create company bank records by using SuiteScript APIs or CSV Imports.

Set up the bank account records used by your company or subsidiaries to send and receive electronic bank payments.


To set up company bank details in Austria:

1. Go to Payments > Setup > Bank Details > New.
2. Complete the fields on the New Company Bank Details page.

Field	Description
Name	Enter a name for the bank record.
GL Bank Account	Select the GL account where the processed electronic bank payment transactions are posted.
	 Note: The Subsidiary and Currency fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, go to Setup > Accounting > Manage G/L > Chart of Accounts > New to create one. For more information, see the help topic Creating Accounts .
Legal Name	Enter your company's legal name. This name is used in the electronic bank payment files.
Print Company Name	Enter the company name that should appear on email notifications of payment transactions sent to vendors, employees, and customers.
Marked by Default	Check this box if you want the payment transactions for this bank account automatically checked when they are displayed in the Bill Payment Batches list and the Bill Payments form.
EFT Template	Select SEPA Credit Transfer (Austria) or SEPA Credit Transfer (HSBC) .
File Cabinet Location ID	Enter the internal ID of the folder that you created for storing payment format files. For more information, see Creating Folders in the NetSuite File Cabinet .
File Name Prefix	(Optional) Enter a prefix for the file number sequence. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file.


3. Click **Save**.
4. Complete the additional bank detail fields.

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.

 **Note:** For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.


5. Complete the fields on the **EFT Template Details** subtab.

Company Id	Enter the code used by the bank to identify your company. This is assigned by the bank.
Issuer	Enter the code used by the bank to identify fund transfers from your company. This is assigned by the bank.
IBAN	Enter your company's International Bank Account Number (IBAN).
Address Line 1	Enter the address line 1 information of your bank, such as its street address or PO box.
Address Line 2	Enter the address line 2 information of your bank, such as its building or apartment address.
Country	Select the country where your company's bank is located.
Company Name	Enter the name of your company's bank.
HSBC Connect Id	Enter your company's HSBC Connect Id.
BIC	Enter the bank's Business Identifier Code (BIC), also called SWIFT code (eight or 11 characters).
Process Bills Automatically	Check this box if you want to process payment transactions for this bank account in batches. For more information, see Processing Bills and Expenses in Batches . Leave this box clear if you want to process payment transactions for this bank manually. For more information see, Manually Processing Bills and Expenses .
Accounts Payable	Select the accounts payable register where the payments are posted.
Hide Transactions	Check this box if you want to hide the transaction lines on the Bill Payment Batches form when processing payments in batches. For more information, see Processing Bills and Expenses .

 **Note:** This feature is available if **Process Bills Automatically** is enabled or **Marked by Default** is enabled.

6. If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab.

Field	Description
Batch Details Name	Enter a name for the payment batch.
Saved Search	Select the search criteria to group the bills and expenses that are included in the payment batch.
Payment Schedule	Select a payment schedule for when the payment batches should be automatically created and submitted for processing. To set up payment schedules, see Setting Schedules for

Field	Description
	Payment Batches . You can leave this field blank and choose to manually trigger the system to create payment batches by clicking Refresh Batch .
Inactive	Check this box if you want to make a payment batch inactive. When you mark a record as inactive, it is not displayed in lists and dropdown fields. However, the record remains in the system for future reference.
	 Note: If you check the Inactive box for the main batch, bills that do not meet search criteria are not included in the payment batch.
Email Recipient	Select the employee to whom a notification should be sent whenever payment batches are created per schedule.

- Click **Add** to save the payment batch. You can create more payment batches for the bank account.
- Click **Save** to save the company bank details.

If you want to set up approval routing for this bank account, see [Setting Up Approval Routing for Payment Batches](#).

Setting Up Bank Records of Vendors in Austria

Set up the bank account records of each vendor where electronic bank payments are sent. You can set up multiple bank accounts for each vendor.

To set up vendor bank details in Austria:

- Go to Lists > Relationships > Vendors.
For information on adding a vendor, see the help topic [Creating a Vendor Record](#).
- Click the Edit link next to the name of the vendor.
- On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
- Click **New Bank Details**.
- Complete the fields on the Bank Details page. The fields displayed are dependent on the EFT format selected.

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select SEPA Credit Transfer (Austria) or SEPA Credit Transfer (HSBC) .
Type	Select whether the bank account is the vendor's primary or secondary bank account.
IBAN	Enter the vendor's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the vendor's bank (eight or 11 characters).

- Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Employees in Austria

Set up the bank account details of each employee where electronic bank payments are sent. You can set up multiple bank accounts for each employee.

To set up employee bank details in Austria:

1. Go to Lists > Employees > Employees.
To create a new employee record, see the help topic [Adding an Employee](#).
2. Click the Edit link next to the name of the employee.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page. The fields displayed are dependent on the EFT format selected.

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select SEPA Credit Transfer (Austria) or SEPA Credit Transfer (HSBC) .
Type	Select whether the bank account is the employee's primary or secondary bank account.
IBAN	Enter the employee's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the employee's bank (eight or 11 characters).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Customers in Austria

Set up the bank account details of each customer where customer refunds are sent. You can set up several bank accounts for each customer.

To set up bank details of a customer for refund transactions:

1. Go to Lists > Relationships > Customers.
For information on creating a customer record, see the help topic [Customers](#).
2. Click Edit next to the name of the customer to whom you want to send refund payments.
3. On the **Bank Payment Details (Credit)** subtab, check the **EFT Customer Refund Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page. The fields displayed are dependent on the EFT format selected.

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select SEPA Credit Transfer (Austria) or SEPA Credit Transfer (HSBC) .
Type	Select whether the bank account is the customer's primary or secondary bank account.
IBAN	Enter the customer's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the customer's bank (eight or 11 characters).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Partners in Austria

Set up the bank account records of each partner where electronic bank payments are sent. You can set up multiple bank accounts for each partner.

To set up partner bank details in Austria:

1. Go to Lists > Relationships > Partners.
For information on adding a partner, see the help topic [Creating a Partner Record](#).
2. Click the Edit link next to the name of the partner.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page. The fields displayed are dependent on the EFT format selected.

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select SEPA Credit Transfer (Austria) or SEPA Credit Transfer (HSBC) .
Type	Select whether the bank account is the partner's primary or secondary bank account.
IBAN	Enter the partner's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the partner's bank (eight or 11 characters).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Australia Payment Formats

Help topics about Australia payment formats are moved to the Country-Specific Features, see the help topic [Australia Payment Formats](#) under [Australia Help Topics](#).

Belgium Payment Formats

Help topics about Belgium payment formats are moved to the Country-Specific Features, see the help topic [Belgium Payment Formats](#) under [Belgium Help Topics](#).

Brazil Payment Formats

Help topics about Brazil payment formats are moved to the Country-Specific Features, see the help topic [Brazil Payment Formats](#) under [Brazil Help Topics](#).

Canada Payment Formats

Help topics Canada Payment Formats are moved to the Country-Specific Features, see the help topic [Canada Payment Formats](#) under [Canada Help Topics](#).

Czech Republic Payment Formats

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills and employee expenses within Czech Republic by generating payment files formatted using the ABO or SEPA Credit Transfer (HSBC) payment file specifications.

To set up the Electronic Bank Payments SuiteApp for your company, subsidiaries, vendors, employees, customers, and partners in Czech Republic, read the following topics:

- [Setting Up Company Bank Records in Czech Republic](#)
- [Setting Up Bank Records of Vendors in Czech Republic](#)
- [Setting Up Bank Records of Employees in Czech Republic](#)
- [Setting Up Bank Records of Customers in Czech Republic](#)
- [Setting Up Bank Records of Partners in Czech Republic](#)

Setting Up Company Bank Records in Czech Republic

Note: You must create company bank records from the Company Bank Details page for accurate validation and field sourcing. NetSuite does not recommend you to create company bank records by using SuiteScript APIs or CSV Imports.

Set up the bank account records that your company or subsidiaries will be using to send and receive electronic bank payments.

To set up company bank details in Czech Republic:


1. Go to Payments > Setup > Bank Details > New.
2. Complete the fields on the New Company Bank Details page.

Field	Description
Name	Enter a name for the bank record.
GL Bank Account	Select the GL account where the processed electronic bank payment transactions will be posted.
	<p>Note: The Subsidiary and Currency fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, go to Setup > Accounting > Manage G/L > Chart of Accounts > New to create one. For more information, see the help topic Creating Accounts.</p>
Legal Name	Enter your company's legal name. This will be used in the electronic bank payment files.
Print Company Name	Enter the company name that should appear on email notifications of payment transactions sent to vendors, employees, and customers.
Marked by Default	Check this box if you want the payment transactions for this bank account automatically checked when they are displayed in the Bill Payment Batches list and the Bill Payments form.

Field	Description
EFT Template	Select ABO or SEPA Credit Transfer (HSBC) .
File Cabinet Location ID	Enter the internal ID of the folder that you created for storing payment format files. For more information, see Creating Folders in the NetSuite File Cabinet .
File Name Prefix	(Optional) Enter a prefix for the file number sequence. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file.


- Click **Save**.
- Complete the additional bank detail fields..

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.


 **Note:** For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

- Complete the fields on the **EFT Template Details** subtab. The fields displayed are dependent on the EFT format selected.

Field	Description
Company Name	Enter your company's name.
HSBC Connect Id	Enter your company's HSBC Connect Id.
Bank Code	Enter the 4-digit identification code of your company's bank.
Client Number	Enter the 10-digit client number of your company's bank.
Bank Account Number	Enter your company's bank account number. It must be 2 – 17 digits including the – separator.
Account Name	Enter your company's bank account name.
IBAN	Enter your company's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of your company's bank (eight or 11 characters).
Country	Select the country where your company is located.
Process Bills Automatically	Check this box if you want to process payment transactions for this bank account in batches. For more information, see Processing Bills and Expenses in Batches . Leave this box clear if you want to process payment transactions for this bank manually. For more information see, Manually Processing Bills and Expenses .
Accounts Payable	Select the accounts payable register where the payments will be posted.
Hide Transactions	Check this box if you want to hide the transaction lines on the Bill Payment Batches form when processing payments in batches. For more information, see Processing Bills and Expenses .

 **Note:** This feature is available if **Process Bills Automatically** is enabled or **Marked by Default** is enabled.

- If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab.

Field	Description
Batch Details Name	Enter a name for the payment batch.
Saved Search	Select the search criteria to group the bills and expenses that will be included in the payment batch.
Payment Schedule	Select a payment schedule for when the payment batches should be automatically created and submitted for processing. To set up payment schedules, see Setting Schedules for Payment Batches . You can leave this field blank and choose to manually trigger the system to create payment batches by clicking Refresh Batch .
Inactive	Check this box if you want to make a payment batch inactive. When you mark a record as inactive, it is not displayed in lists and dropdown fields. However, the record remains in the system for future reference.
 Note: If you check the Inactive box for the main batch, bills that do not meet search criteria will not be included in the payment batch.	
Email Recipient	Select the employee to whom a notification should be sent whenever payment batches are created per schedule.

7. Click **Add** to save the payment batch. You can create more payment batches for the bank account.
8. Click **Save** to save the company bank details.

If you want to set up approval routing for this bank account, see [Setting Up Approval Routing for Payment Batches](#).

Setting Up Bank Records of Vendors in Czech Republic

Set up the bank account records of each vendor to whom you will send electronic bank payments. You can set up multiple bank accounts for each vendor.

To set up vendor bank details in Czech Republic:

1. Go to Lists > Relationships > Vendors.
For information on adding a vendor, see the help topic [Creating a Vendor Record](#).
2. Click the Edit link next to the name of the vendor.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page. The fields displayed are dependent on the EFT format selected.

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select ABO or SEPA Credit Transfer (HSBC) .
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Account Number	Enter the vendor's bank account number. It must be 2 – 17 digits including the – separator.

Field	Description
Bank Account Payment Description	Enter text that will be displayed on the bank statement to help identify or describe payments to this vendor.
Bank Code	Enter the 4-digit identification code of the vendor's bank.
IBAN	Enter your company's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of your company's bank (eight or 11 characters).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Employees in Czech Republic

Set up the bank account details of each employee to whom you will send electronic bank payments. You can set up multiple bank accounts for each employee.

To set up employee bank details in Czech Republic:

1. Go to Lists > Employees > Employees.
2. Click the Edit link next to the name of the employee. To create a new employee record, see the help topic [Adding an Employee](#).
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page. The fields displayed are dependent on the EFT format selected.

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select ABO or SEPA Credit Transfer (HSBC) .
Type	Select whether the bank account is the employee's primary or secondary bank account.
Account Number	Enter the employee's bank account number. It must be 2 – 17 digits including the – separator.
Bank Account Payment Description	Enter text that will be displayed on the bank statement to help identify or describe payments to this employee.
Bank Code	Enter the 4-digit identification code of the employee's bank.
IBAN	Enter your company's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of your company's bank (eight or 11 characters).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Customers in Czech Republic

Set up the bank account details of each customer to whom you will send customer refunds. You can set up several bank accounts for each customer.

To set up bank details of a customer for refund transactions:

1. Go to Lists > Relationships > Customers.
For information on creating a customer record, see the help topic [Customers](#).
2. Click Edit next to the name of the customer to whom you want to send refund payments.
3. On the **Bank Payment Details (Credit)** subtab, check the **EFT Customer Refund Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page. The fields displayed are dependent on the EFT format selected.

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select ABO or SEPA Credit Transfer (HSBC) .
Type	Select whether the bank account is the customer's primary or secondary bank account.
Account Number	Enter the customer's bank account number. It must be 2 – 17 digits including the – separator.
Bank Account Payment Description	Enter text that will be displayed on the bank statement to help identify or describe payments from this customer.
Bank Code	Enter the 4-digit identification code of the customer's bank.
IBAN	Enter your company's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of your company's bank (eight or 11 characters).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Partners in Czech Republic

Set up the bank account records of each partner to whom you will send electronic bank payments. You can set up multiple bank accounts for each partner.

To set up partner bank details in Czech Republic:

1. Go to Lists > Relationships > Partners.
For information on adding a partner, see the help topic [Creating a Partner Record](#).
2. Click the Edit link next to the name of the partner.
3. On the **Bank Payment Details** subtab, check the EFT Bill Payment box, and click **Save**.
4. Click **New Bank Details**.

5. Complete the fields on the Bank Details page. The fields displayed are dependent on the EFT format selected.

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select ABO or SEPA Credit Transfer (HSBC) .
Type	Select whether the bank account is the partner's primary or secondary bank account.
Account Number	Enter the partner's bank account number. It must be 2 – 17 digits including the – separator.
Bank Account Payment Description	Enter text that will be displayed on the bank statement to help identify or describe payments to this partner.
Bank Code	Enter the 4-digit identification code of the partner's bank.
IBAN	Enter your company's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of your company's bank (eight or 11 characters).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

France Payment Formats

Help topics about France payment formats are moved to the Country-Specific Features, see the help topic [France Payment Formats](#) under [France Help Topics](#).

Germany Payment Formats

Help topics about Germany payment formats are moved to the Country-Specific Features, see the help topic [Germany Electronic Bank Payments](#) under [Germany Help Topics](#).

Hong Kong Payment Formats

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills, employee expenses, customer refunds, and partner commissions in Hong Kong by generating payment files formatted using the ISO 20022 payment file specifications of HSBC.

To set up the Electronic Bank Payments SuiteApp for your company, subsidiaries, vendors, employees, customers, and partners in Hong Kong, read the following topics:

- [Setting Up Company Bank Records in Hong Kong](#)
- [Setting Up Bank Records of Vendors in Hong Kong](#)
- [Setting Up Bank Records of Employees in Hong Kong](#)
- [Setting Up Bank Records of Customers in Hong Kong](#)
- [Setting Up Bank Records of Partners in Hong Kong](#)

Setting Up Company Bank Records in Hong Kong

Note: You must create company bank records from the Company Bank Details page for accurate validation and field sourcing. NetSuite does not recommend you to create company bank records by using SuiteScript APIs or CSV Imports.

To set up company bank details in Hong Kong:

1. Go to Payments > Setup > Bank Details > New.
2. Complete the fields on the New Company Bank Details page.

Field	Description
Name	Enter a name for the bank record.
GL Bank Account	Select the GL account where the processed electronic bank payment transactions will be posted.
	<p>Note: The Subsidiary and Currency fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, go to Setup > Accounting > Manage G/L > Chart of Accounts > New to create one. For more information, see the help topic Creating Accounts.</p>
Legal Name	Enter your company's legal name. This will be used in the electronic bank payment files.
Print Company Name	Enter the company name that should appear on email notifications of payment transactions sent to vendors, employees, and customers.
Marked by Default	Check this box if you want the payment transactions for this bank account automatically checked when they are displayed in the Bill Payment Batches list and the Bill Payments form.
EFT Template	Select HSBC ISO 20022 (Hong Kong) .
File Cabinet Location ID	Enter the internal ID of the folder that you created for storing payment format files. For more information, see Creating Folders in the NetSuite File Cabinet .
File Name Prefix	(Optional) Enter a prefix for the file number sequence. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file.


3. Click **Save**.
4. Complete the additional bank detail fields.

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.


Note: For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

5. Complete the fields on the **EFT Template Details** subtab:

Field	Description
Account Number	Enter your company's bank account number (7–12 digits).

Field	Description
BIC Code	Enter the Business Identifier Code (BIC), also called SWIFT code, of your company's bank.
Bank Code	Enter the 3-digit identification code of your company's bank.
Bank Company Id	Enter your company's HSBC Customer Connect Id.
Statement Name	Enter the company name to be used for electronic bank payment transactions made with this bank.
Country Name	Select the country where your company's bank is located.
Processor Code	Enter your company's 3-digit payment set code.
Process Bills Automatically	Check this box if you want to process payment transactions for this bank account in batches. For more information, see Processing Bills and Expenses in Batches . Leave this box clear if you want to process payment transactions for this bank manually. For more information see, Manually Processing Bills and Expenses .
Accounts Payable	Select the accounts payable register where the payments will be posted.
Hide Transactions	Check this box if you want to hide the transaction lines on the Bill Payment Batches form when processing payments in batches. For more information, see Processing Bills and Expenses .
 Note: This feature is available if Process Bills Automatically is enabled or Marked by Default is enabled.	

6. If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab.

Field	Description
Batch Details Name	Enter a name for the payment batch.
Saved Search	Select the search criteria to group the bills and expenses that will be included in the payment batch.
Payment Schedule	Select a payment schedule for when the payment batches should be automatically created and submitted for processing. To set up payment schedules, see Setting Schedules for Payment Batches . You can leave this field blank and choose to manually trigger the system to create payment batches by clicking Refresh Batch .
Inactive	Check this box if you want to make a payment batch inactive. When you mark a record as inactive, it is not displayed in lists and dropdown fields. However, the record remains in the system for future reference.
 Note: If you check the Inactive box for the main batch, bills that do not meet search criteria will not be included in the payment batch.	
Email Recipient	Select the employee to whom a notification should be sent whenever payment batches are created per schedule.

7. Click **Add** to save the payment batch. You can create more payment batches for the bank account.
8. Click **Save** to save the company bank details.

Setting Up Bank Records of Vendors in Hong Kong

Set up the bank account records of each vendor to whom you will send electronic bank payments. You can set up multiple bank accounts for each vendor.

To set up vendor bank details in Hong Kong:

1. Go to Lists > Relationships > Vendors.
For information on adding a vendor, see the help topic [Creating a Vendor Record](#).
2. Click the Edit link next to the name of the vendor.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select HSBC ISO 20022 (Hong Kong) .
Account Number	Enter the vendor's bank account number (7–12 digits).
Bank Code	Enter the 3–digit code that identifies the vendor's bank.
Branch Number	Enter the 3–digit code that identifies the bank branch where the vendor's account is maintained.
Bank Name	Enter the name of the vendor's bank.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Employees in Hong Kong

Set up the bank account details of each employee to whom you will send electronic bank payments. You can set up multiple bank accounts for each employee.

To set up employee bank details in Hong Kong:

1. Go to Lists > Employees > Employees.
For information on adding employees, see the help topic [Adding an Employee](#).
2. Click the Edit link next to the name of the employee.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select HSBC ISO 20022 (Hong Kong) .
Type	Select whether the bank account is the employee's primary or secondary bank account.
Account Number	Enter the employee's bank account number (7–12 digits).
Bank Code	Enter the 3–digit code that identifies the employee's bank.
Branch Number	Enter the 3–digit code that identifies the bank branch where the employee's account is maintained.

Field	Description
Bank Name	Enter the name of the employee's bank.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Customers in Hong Kong

Set up the bank account details of each customer to whom you will send customer refunds. You can set up several bank accounts for each customer.

To set up bank details of a customer for refund transactions:

1. Go to Lists > Relationships > Customers.
For information on creating a customer record, see the help topic [Customers](#).
2. Click Edit next to the name of the customer to whom you want to send refund payments.
3. On the **Bank Payment Details (Credit)** subtab, check the **EFT Customer Refund Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select HSBC ISO 20022 (Hong Kong) .
Type	Select whether the bank account is the customer's primary or secondary bank account.
Account Number	Enter the customer's bank account number (7–12 digits).
Bank Code	Enter the 3–digit code that identifies the customer's bank.
Branch Number	Enter the 3–digit code that identifies the bank branch where the customer's account is maintained.
Bank Name	Enter the name of the customer's bank.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Partners in Hong Kong

Set up the bank account records of each partner to whom you will send electronic bank payments. You can set up multiple bank accounts for each partner.

To set up partner bank details in Hong Kong:

1. Go to Lists > Relationships > Partners.

For information on adding a partner, see the help topic [Creating a Partner Record](#).

2. Click the Edit link next to the name of the partner.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select HSBC ISO 20022 (Hong Kong) .
Type	Select whether the bank account is the partner's primary or secondary bank account.
Account Number	Enter the partner's bank account number (7–12 digits).
Bank Code	Enter the 3–digit code that identifies the partner's bank.
Branch Number	Enter the 3–digit code that identifies the bank branch where the partner's account is maintained.
Bank Name	Enter the name of the partner's bank.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Hungary Payment Formats

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills and employee expenses within Hungary by generating payment files formatted using the Reiffeisen Domestic Transfer payment file specifications of the Raiffeisen Banking Group. The payment files contain a set of instructions for facilitating the transfer of funds (HUF transfer) between bank accounts.

To set up the Electronic Bank Payments SuiteApp for your company, subsidiaries, vendors, employees, customers, and partners in Hungary, read the following topics:

- [Setting Up Company Bank Records in Hungary](#)
- [Setting Up Bank Records of Vendors in Hungary](#)
- [Setting Up Bank Records of Employees in Hungary](#)
- [Setting Up Bank Records of Customers in Hungary](#)
- [Setting Up Bank Records of Partners in Hungary](#)


Setting Up Company Bank Records in Hungary

Note: You must create company bank records from the Company Bank Details page for accurate validation and field sourcing. NetSuite does not recommend you to create company bank records by using SuiteScript APIs or CSV Imports.

To set up company bank details in Hungary:


1. Go to Payments > Setup > Bank Details > New.

- Complete the fields on the New Company Bank Details page.


Field	Description
Name	Enter a name for the bank record.
GL Bank Account	Select the GL account where the processed electronic bank payment transactions will be posted.
 Note: The Subsidiary and Currency fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, go to Setup > Accounting > Manage G/L > Chart of Accounts > New to create one. For more information, see the help topic Creating Accounts .	
Legal Name	Enter your company's legal name. This will be used in the electronic bank payment files.
Print Company Name	Enter the company name that should appear on email notifications of payment transactions sent to vendors, employees, and customers.
Marked by Default	Check this box if you want the payment transactions for this bank account automatically checked when they are displayed in the Bill Payment Batches list and the Bill Payments form.
EFT Template	Select Raiffeisen Domestic Transfer .
File Cabinet Location ID	Enter the internal ID of the folder that you created for storing payment format files. For more information, see Creating Folders in the NetSuite File Cabinet .
File Name Prefix	(Optional) Enter a prefix for the file number sequence. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file.


- Click **Save**.
- Complete the additional bank detail fields.

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.


 **Note:** For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

- Complete the fields on the **EFT Template Details (Raiffeisen Domestic Transfer)** subtab:

Field	Description
Account Number	Enter your company's 16-digit or 24-digit basic bank account number (BBAN). This number is used by financial institutions in Hungary to identify bank accounts as part of a national account numbering system.
 Note: The information for the Bank Number , Branch Number , and Bank Account Number fields are automatically populated based on the value that you enter in this field.	
Process Bills Automatically	Check this box if you want to process payment transactions for this bank account in batches. For more information, see Processing Bills and Expenses in Batches . Leave this box clear if you want to process payment transactions for this bank manually. For more information see, Manually Processing Bills and Expenses .

Field	Description
Accounts Payable	Select the accounts payable register where the payments will be posted.
Hide Transactions	Check this box if you want to hide the transaction lines on the Bill Payment Batches form when processing payments in batches. For more information, see Processing Bills and Expenses .
 Note: This feature is available if Process Bills Automatically is enabled or Marked by Default is enabled.	

6. If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab.

Field	Description
Batch Details Name	Enter a name for the payment batch.
Saved Search	Select the search criteria to group the bills and expenses that will be included in the payment batch.
Payment Schedule	Select a payment schedule for when the payment batches should be automatically created and submitted for processing. To set up payment schedules, see Setting Schedules for Payment Batches . You can leave this field blank and choose to manually trigger the system to create payment batches by clicking Refresh Batch .
Inactive	Check this box if you want to make a payment batch inactive. When you mark a record as inactive, it is not displayed in lists and dropdown fields. However, the record remains in the system for future reference.
 Note: If you check the Inactive box for the main batch, bills that do not meet search criteria will not be included in the payment batch.	
Email Recipient	Select the employee to whom a notification should be sent whenever payment batches are created per schedule.

7. Click **Add** to save the payment batch. You can create more payment batches for the bank account.
8. Click **Save** to save the company bank details.

If you want to set up approval routing for this bank account, see [Setting Up Approval Routing for Payment Batches](#).

Setting Up Bank Records of Vendors in Hungary

Set up the bank account records of each vendor to whom you will send electronic bank payments. You can set up multiple bank accounts for each vendor.

To set up vendor bank details in Hungary:

- Go to Lists > Relationships > Vendors.
For information on adding a vendor, see the help topic [Creating a Vendor Record](#).
- Click the Edit link next to the name of the vendor.
- On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
- Click **New Bank Details**.
- Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select Raiffeisen Domestic Transfer .
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Account Number	Enter the vendor's 16-digit or 24-digit bank account number.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Employees in Hungary

Set up the bank account details of each employee to whom you will send electronic bank payments. You can set up multiple bank accounts for each employee.

To set up employee bank details in Hungary:

1. Go to Lists > Employees > Employees.
For information on adding employees, see the help topic [Adding an Employee](#).
2. Click the Edit link next to the name of the employee.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select Raiffeisen Domestic Transfer .
Type	Select whether the bank account is the employee's primary or secondary bank account.
Account Number	Enter the employee's 16-digit or 24-digit bank account number.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Customers in Hungary

Set up the bank account details of each customer to whom you will send customer refunds. You can set up several bank accounts for each customer.

To set up bank details of a customer for refund transactions:

1. Go to Lists > Relationships > Customers.
For information on creating a customer record, see the help topic [Customers](#).
2. Click Edit next to the name of the customer to whom you want to send refund payments.

3. On the **Bank Payment Details (Credit)** subtab, check the **EFT Customer Refund Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select Raiffeisen Domestic Transfer .
Type	Select whether the bank account is the customer's primary or secondary bank account.
Account Number	Enter the customer's 16-digit or 24-digit bank account number.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Partners in Hungary

Set up the bank account records of each partner to whom you will send electronic bank payments. You can set up multiple bank accounts for each partner.

To set up partner bank details in Hungary:

1. Go to Lists > Relationships > Partners.
For information on adding a partner, see the help topic [Creating a Partner Record](#).
2. Click the Edit link next to the name of the partner.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select Raiffeisen Domestic Transfer .
Type	Select whether the bank account is the partner's primary or secondary bank account.
Account Number	Enter the partner's 16-digit or 24-digit bank account number.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Ireland Payment Formats

Help topics on Ireland payment formats are moved to the Country-Specific Features, see the help topic [Ireland Payment Formats](#) under [Ireland Help Topics](#).

Isle of Man Payment Formats

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills, employee expenses, customer refunds, and partner commissions, as well as receive payments from customers within Isle of Man, by generating payment files formatted using BACSTEL — IP (internet service variation of BACS).

To set up the Electronic Bank Payments SuiteApp for your company, subsidiaries, vendors, employees, customers, and partners in Isle of Man, read the following topics:

- [Setting Up Company Bank Records in Isle of Man](#)
- [Setting Up Bank Records of Vendors in Isle of Man](#)
- [Setting Up Bank Records of Employees in Isle of Man](#)
- [Setting Up Bank Records of Customers in Isle of Man](#)
- [Setting Up Bank Records of Partners in Isle of Man](#)

Setting Up Company Bank Records in Isle of Man

Note: You must create company bank records from the Company Bank Details page for accurate validation and field sourcing. NetSuite does not recommend you to create company bank records by using SuiteScript APIs or CSV Imports.

Set up the bank account records that your company or subsidiaries will be using to send and receive electronic bank payments.

To set up company bank details in Isle of Man:


1. Go to Payments > Setup > Bank Details > New.
2. Complete the fields on the New Company Bank Details page.

Field	Description
Name	Enter a name for the bank record.
GL Bank Account	Select the GL account where the processed electronic bank payment transactions will be posted. <div> Note: The Subsidiary and Currency fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, go to Setup > Accounting > Manage G/L > Chart of Accounts > New to create one. For more information, see the help topic Creating Accounts. </div>
Legal Name	Enter your company's legal name. This will be used in the electronic bank payment files.
Print Company Name	Enter the company name that should appear on email notifications of payment transactions sent to vendors, employees, and customers.
Marked by Default	Check this box if you want the payment transactions for this bank account automatically checked when they are displayed in the Bill Payment Batches list and the Bill Payments form.
EFT Template	Select BACSTEL-IP if your bank uses the internet service variation of BACS.
File Cabinet Location ID	Enter the internal ID of the folder that you created for storing payment format files. For more information, see Creating Folders in the NetSuite File Cabinet .

Field	Description
File Name Prefix	(Optional) Enter a prefix for the file number sequence. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file.


3. Click **Save**.
4. Complete the additional bank detail fields.

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.

 **Note:** For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

5. Complete the fields on the **EFT Template Details** subtab.

Field	Description
Sort Code	Enter the 6-digit numeric sort code of the vendor's bank. The code is used by the British banking industry to route money transfers within the country using different respective clearance organizations.
Account Number	Enter your company's bank account number.
Process Bills Automatically	Check this box if you want to process payment transactions for this bank account in batches. For more information, see Processing Bills and Expenses in Batches . Leave this box clear if you want to process payment transactions for this bank manually. For more information see, Manually Processing Bills and Expenses .
Accounts Payable	Select the accounts payable register where the payments will be posted.
Hide Transactions	Check this box if you want to hide the transaction lines on the Bill Payment Batches form when processing payments in batches. For more information, see Processing Bills and Expenses .

 **Note:** This feature is available if **Process Bills Automatically** is enabled or **Marked by Default** is enabled.

6. If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab.

Field	Description
Batch Details Name	Enter a name for the payment batch.
Saved Search	Select the search criteria to group the bills and expenses that will be included in the payment batch.
Payment Schedule	Select a payment schedule for when the payment batches should be automatically created and submitted for processing. To set up payment schedules, see Setting Schedules for Payment Batches . You can leave this field blank and choose to manually trigger the system to create payment batches by clicking Refresh Batch .
Email Recipient	Select the employee to whom a notification should be sent whenever payment batches are created per schedule.

Field	Description
Inactive	Check this box if you want to make a payment batch inactive. When you mark a record as inactive, it is not displayed in lists and dropdown fields. However, the record remains in the system for future reference.



Note: If you check the **Inactive** box for the main batch, bills that do not meet search criteria will not be included in the payment batch.

- Click **Add** to save the payment batch. You can create more payment batches for the bank account.
- Click **Save** to save the company bank details.

If you want to set up approval routing for this bank account, see [Setting Up Approval Routing for Payment Batches](#).

Setting Up Bank Records of Vendors in Isle of Man

Set up the bank account records of each vendor to whom you will send payments. You can set up multiple bank accounts for each vendor.

To set up vendor bank details in Isle of Man:

- Go to Lists > Relationships > Vendors.
For information on adding a vendor, see the help topic [Creating a Vendor Record](#).
- Click the Edit link next to the name of the vendor.
- On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
- Click **New Bank Details**.
- Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select BACSTEL-IP .
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Account Number	Enter the vendor's account number.
Account Name	Enter the vendor's bank account name.
Sort Code	Enter the 6-digit numeric sort code of the vendor's bank. The code is used by the British banking industry to route money transfers within the country using different respective clearance organizations.

- Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Employees in Isle of Man

Set up the bank account details of each employee to whom you will send electronic bank payments. You can set up multiple bank accounts for each employee.

To set up employee bank details in Isle of Man:

1. Go to Lists > Employees > Employees.
To create a new employee record, see the help topic [Adding an Employee](#)
2. Click the Edit link next to the name of the employee.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select BACSTEL-IP .
Type	Select whether the bank account is the employee's primary or secondary bank account.
Account Number	Enter the employee's account number.
Account Name	Enter the employee's bank account name.
Sort Code	Enter the 6-digit numeric sort code of the employee's bank. The code is used by the British banking industry to route money transfers within the country using different respective clearance organizations.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Customers in Isle of Man

Set up the bank account details of each customer from whom you will receive direct debit payments. Set up the bank account details of each customer to whom you will send customer refunds. You can set up several bank accounts for each customer.

To set up bank details of a customer for refund transactions:

1. Go to Lists > Relationships > Customers.
For information on creating a customer record, see the help topic [Customers](#).
2. Click Edit next to the name of the customer to whom you want to send refund payments.
3. On the **Bank Payment Details (Credit)** subtab, check the **EFT Customer Refund Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select BACSTEL-IP .
Type	Select whether the bank account is the customer's primary or secondary bank account.

Field	Description
Account Number	Enter the customer's account number.
Account Name	Enter the customer's bank account name.
Sort Code	Enter the 6-digit numeric sort code of the customer's bank. The code is used by the British banking industry to route money transfers within the country using different respective clearance organizations.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Partners in Isle of Man

Set up the bank account records of each partner to whom you will send payments. You can set up multiple bank accounts for each partner.

To set up partner bank details in Isle of Man:

1. Go to Lists > Relationships > Partners.
For information on adding a partner, see the help topic [Creating a Partner Record](#).
2. Click the Edit link next to the name of the partner.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select BACSTEL-IP .
Type	Select whether the bank account is the partner's primary or secondary bank account.
Account Number	Enter the partner's account number.
Account Name	Enter the partner's bank account name.
Sort Code	Enter the 6-digit numeric sort code of the partner's bank. The code is used by the British banking industry to route money transfers within the country using different respective clearance organizations.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Italy Payment Formats

The Electronic Bank Payments SuiteApp allows businesses to pay vendor bills, employee expenses, customer refunds, and partner commissions, as well as receive payments from customers within Italy, by generating payment files in the following formats:

- CBI payment file specifications of the Association for Interbank Corporate Banking (ACBI)
- SEPA Credit Transfer specifications of Corporate Banking Interbancario (CBI)
- SEPA Direct Debit specifications of Corporate Banking Interbancario (CBI)
- SEPA Credit Transfer specifications of HSBC

To set up the Electronic Bank Payments SuiteApp for your company, subsidiaries, vendors, employees, customers, and partners in Italy, read the following topics:

- [Setting Up Company Bank Records in Italy](#)
- [Setting Up Bank Records of Vendors in Italy](#)
- [Setting Up Bank Records of Employees in Italy](#)
- [Setting Up Bank Records of Customers in Italy](#)
- [Setting Up Bank Records of Partners in Italy](#)

Setting Up Company Bank Records in Italy

Note: You must create company bank records from the Company Bank Details page for accurate validation and field sourcing. NetSuite does not recommend you to create company bank records by using SuiteScript APIs or CSV Imports.

Set up the bank account records that your company or subsidiaries will be using to send and receive electronic bank payments.

To set up company bank details in Italy:


1. Go to Payments > Setup > Bank Details > New.
2. Complete the fields on the New Company Bank Details page.

Field	Description
Name	Enter a name for the bank record.
GL Bank Account	Select the GL account where the processed electronic bank payment transactions will be posted.
	<p>Note: The Subsidiary and Currency fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, go to Setup > Accounting > Manage G/L > Chart of Accounts > New to create one. For more information, see the help topic Creating Accounts.</p>
Legal Name	Enter your company's legal name. This will be used in the electronic bank payment files.
Print Company Name	Enter the company name that should appear on email notifications of payment transactions sent to vendors, employees, and customers.
Marked by Default	Check this box if you want the payment transactions for this bank account automatically checked when they are displayed in the Bill Payment Batches list and the Bill Payments form.
EFT Template	Select CBI Payments , SEPA Credit Transfer (HSBC) , or SEPA Credit Transfer (CBI) .
DD Template	Select CBI Collections or SEPA Direct Debit (CBI) .
File Cabinet Location ID	Enter the internal ID of the folder that you created for storing payment format files. For more information, see Creating Folders in the NetSuite File Cabinet .

Field	Description
File Name Prefix	(Optional) Enter a prefix for the file number sequence. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file.


- Click **Save**.
- Complete the additional bank detail fields.

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.


 **Note:** For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

- Complete the fields on the **EFT Template Details** subtab. The fields displayed are dependent on the EFT format selected.

Field	Description
Company Name	Enter your company's name.
Company Id	Enter your company's tax identification or other number assigned by an entity to identify your company.
Issuer	Enter the name of the entity that issued your tax Id (company Id).
Sender SIA code	Enter your company's SIA (Interbank Company for Automation) code.
IBAN	Enter your company's International Bank Account Number (IBAN).
ABI code	Enter the ABI (Italian Banking Association) code of your company's bank.
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of your company's bank (eight or 11 characters).
Address Line 1	Enter the address line 1 information of your bank, such as its street address or PO box.
Address Line 2	Enter the address line 2 information of your bank, such as its building or apartment address.
HSBC Connect Id	Enter your company's HSBC Connect Id.
Country	Select the country where your company's bank is located.
Process Bills Automatically	Check this box if you want to process payment transactions for this bank account in batches. For more information, see Processing Bills and Expenses in Batches . Leave this box clear if you want to process payment transactions for this bank manually. For more information see, Manually Processing Bills and Expenses .
Accounts Payable	Select the accounts payable register where the payments will be posted.
Hide Transactions	Check this box if you want to hide the transaction lines on the Bill Payment Batches form when processing payments in batches. For more information, see Processing Bills and Expenses .

 **Note:** This feature is available if **Process Bills Automatically** is enabled or **Marked by Default** is enabled.


- Complete the fields on the **DD Template Details** subtab. The fields displayed are dependent on the DD format selected.

 **Note:** The **DD Template Details** subtab is not displayed if you did not select a value in the **DD Template** field.

Field	Description
Company Name	Enter your company's name.
Company Id	Enter your company's tax identification or other number assigned by an entity to identify your company.
Issuer	Enter the name of the entity that issued your tax Id (company Id).
Sender SIA code	Enter your company's SIA (Interbank Company for Automation) code.
IBAN	Enter your company's International Bank Account Number (IBAN).
Creditor Id	Enter your company's creditor identification issued by the bank.
Address	Enter the address of your company's bank.
Payment Processor ABI code	Enter the ABI (Italian Banking Association) code of your company's bank.
Tax Office Province	Enter the province of the Inland Revenue Office that authorized the electronic bank payment.
Tax Office Authorization Number	Enter the authorization number issued by the Inland Revenue Office.
Tax Office Authorization Date	Enter the date (DDMMYY) when the authorization was issued by the Inland Revenue Office.

7. If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab.

Field	Description
Batch Details Name	Enter a name for the payment batch.
Saved Search	Select the search criteria to group the bills and expenses that will be included in the payment batch.
Payment Schedule	Select a payment schedule for when the payment batches should be automatically created and submitted for processing. To set up payment schedules, see Setting Schedules for Payment Batches . You can leave this field blank and choose to manually trigger the system to create payment batches by clicking Refresh Batch .
Inactive	Check this box if you want to make a payment batch inactive. When you mark a record as inactive, it is not displayed in lists and dropdown fields. However, the record remains in the system for future reference.

 **Note:** If you check the **Inactive** box for the main batch, bills that do not meet search criteria will not be included in the payment batch.

Email Recipient	Select the employee to whom a notification should be sent whenever payment batches are created per schedule.
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8. Click **Add** to save the payment batch. You can create more payment batches for the bank account.
9. Click **Save** to save the company bank details.

If you want to set up approval routing for this bank account, see [Setting Up Approval Routing for Payment Batches](#).

Setting Up Bank Records of Vendors in Italy

Set up the bank account records of each vendor to whom you will send electronic bank payments. You can set up multiple bank accounts for each vendor.

To set up vendor bank details in Italy:

1. Go to Lists > Relationships > Vendors.
For information on adding a vendor, see the help topic [Creating a Vendor Record](#).
2. Click the Edit link next to the name of the vendor.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page. The fields displayed are dependent on the EFT format selected.

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select CBI Payments or SEPA Credit Transfer (CBI) .
Type	Select whether the bank account is the vendor's primary or secondary bank account.
IBAN	Enter the vendor's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the vendor's bank (eight or 11 characters).
Issuer	Enter the name of the entity that issued the vendor's tax Id.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Employees in Italy

Set up the bank account details of each employee to whom you will send electronic bank payments. You can set up multiple bank accounts for each employee.

To set up employee bank details in Italy:

1. Go to Lists > Employees > Employees.
For information on adding employees, see the help topic [Adding an Employee](#).
2. Click the Edit link next to the name of the employee.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page. The fields displayed are dependent on the EFT format selected.

Field	Description
Name	Enter a unique name for this entity bank detail record.

Field	Description
Payment File Format	Select CBI Payments , SEPA Credit Transfer (HSBC) , or SEPA Credit Transfer (CBI) .
Type	Select whether the bank account is the employee's primary or secondary bank account.
IBAN	Enter the employee's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the employee's bank (eight or 11 characters).
Issuer	Enter the name of the entity that issued the employee's tax Id.

- Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).


Setting Up Bank Records of Customers in Italy

Set up the bank account details of each customer from whom you will receive direct debit payments. You also need to set up the bank account details of each customer to whom you will send customer refunds. You can set up several bank accounts for each customer.

To set up bank details of a customer for direct debit transactions:

- Go to Lists > Relationships > Customers.
For information on creating a customer record, see the help topic [Customers](#).
- Click Edit next to the name of the customer from whom you want to receive direct debit payments.
- On the **Bank Payment Details (Debit)** subtab, check the **Direct Debit** box, and click **Save**.
- Click **New Bank Details**.
- Complete the fields on the Bank Details page. The fields displayed are dependent on the Direct Debit format selected.

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select SEPA Direct Debit (CBI) or CBI Collections as the type of file that will be generated for this customer.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Remittance Message	Enter a short message to show in your customer's bank statement every time a direct debit is initiated.
Reference Mandate	Enter the authorization identification or mandate. This information must be supplied by the customer.
IBAN	Enter the customer's International Bank Account Number (IBAN).
Electronic Signature	Enter a digital code or signature for mandates generated electronically.
Issuer	Enter the name of the entity that issued the customer's tax ID.
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the customer's bank (eight or 11 characters).

Field	Description
Billing Sequence Type	<p>This indicates the billing sequence for this mandate. Select one of the following:</p> <ul style="list-style-type: none"> ■ FRST – This is the first collection of a series of direct debit instructions ■ RCUR – The mandate instructions are used for regular recurrent direct debits ■ FNAL – This is the final collection of a series of direct debits ■ OOFF – The mandate is used only for a single direct debit <div>  Note: Select FRST if Original Debtor Agent is selected in the Reference Amended field. </div>
Date of Reference Mandate	Enter the date the mandate was signed by the customer.
Reference Amended	<p>This indicates whether the authorization or mandate was amended or changed since it was originally issued. Select one of the following:</p> <ul style="list-style-type: none"> ■ No Changes – There were no modifications made on the original mandate ■ Original Mandate Identification – The original mandate identification was modified ■ Original Debtor Account – Your customer changed his bank account number ■ Original Debtor Agent – Your customer transferred to another bank ■ Original Creditor ID – Your Creditor ID or company name has been modified after the mandate was issued
Company Id	Enter the customer's tax identification, or other identification number assigned by an entity.
Original Reference Mandate	Enter the original mandate identification.
Original Debtor's IBAN	Enter the customer's previous IBAN.
Original Creditor ID	Enter your company's previous Creditor ID.
Original Creditor Name	Enter your company's previous company name.

6. Click **Save**.

To set up bank details of a customer for refund transactions:

1. Go to Lists > Relationships > Customers.
For information on creating a customer record, see the help topic [Customers](#).
2. Click Edit next to the name of the customer to whom you want to send refund payments.
3. On the **Bank Payment Details (Credit)** subtab, check the **EFT Customer Refund Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page. The fields displayed are dependent on the EFT format selected.

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select SEPA Credit Transfer (CBI) , SEPA Credit Transfer (HSBC) , or CBI Payments .
Type	Select whether the bank account is the customer's primary or secondary bank account.

Field	Description
IBAN	Enter the customer's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the customer's bank (eight or 11 characters).
Issuer	Enter the name of the entity that issued the customer's tax Id.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Partners in Italy

Set up the bank account records of each partner to whom you will send electronic bank payments. You can set up multiple bank accounts for each partner.

To set up partner bank details in Italy:

1. Go to Lists > Relationships > Partners.
For information on adding a partner, see the help topic [Creating a Partner Record](#).
2. Click the Edit link next to the name of the partner.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page. The fields displayed are dependent on the EFT format selected.

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select SEPA Credit Transfer (CBI) or CBI Payments .
Type	Select whether the bank account is the partner's primary or secondary bank account.
IBAN	Enter the partner's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the partner's bank (eight or 11 characters).
Issuer	Enter the name of the entity that issued the partner's tax Id.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Japan Payment Formats

Help topics about Japan payment formats are moved to the Country-Specific Features, see the help topic [Japan Payment Formats](#) under [Japan Help Topics](#).

Luxembourg Payment Formats

Help topics on Luxembourg payment formats are moved to the Country-Specific Features, see the help topic [Luxembourg Payment Formats](#) under [Luxembourg Help Topics](#).

Netherlands Payment Formats

Help topics about Netherlands payment formats are moved to the Country-Specific Features, see the help topic [Netherlands Payment Formats](#) under [Netherlands Help Topics](#).

New Zealand Payment Formats

Help topics about New Zealand payment formats are moved to the Country-Specific Features, see the help topic [New Zealand Payment Formats](#) under [New Zealand Help Topics](#).

Singapore Payment Formats

Help topics about Singapore payment formats are moved to the Country-Specific Features, see the help topic [Singapore Payment Formats](#) under [Singapore Help Topics](#).

South Africa Payment Formats

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills and employee expenses within South Africa by generating payment files formatted using the file format specifications of the Standard Bank of South Africa Limited.

To set up the Electronic Bank Payments SuiteApp for your company, subsidiaries, vendors, employees, customers, and partners in South Africa, read the following topics:

- [Setting Up Company Bank Records in South Africa](#)
- [Setting Up Bank Records of Vendors in South Africa](#)
- [Setting Up Bank Records of Employees in South Africa](#)
- [Setting Up Bank Records of Customers in South Africa](#)
- [Setting Up Bank Records of Partners in South Africa](#)


Setting Up Company Bank Records in South Africa

Note: You must create company bank records from the Company Bank Details page for accurate validation and field sourcing. NetSuite does not recommend you to create company bank records by using SuiteScript APIs or CSV Imports.

Set up the bank account records that your company or subsidiaries will be using to send and receive electronic bank payments.


To set up company bank details in South Africa:

1. Go to Payments > Setup > Bank Details > New.
2. Complete the fields on the New Company Bank Details page.

Field	Description
Name	Enter a name for the bank record.
GL Bank Account	Select the GL account where the processed electronic bank payment transactions will be posted.
 Note: The Subsidiary and Currency fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, go to Setup > Accounting > Manage G/L > Chart of Accounts > New to create one. For more information, see the help topic Creating Accounts .	
Legal Name	Enter your company's legal name. This will be used in the electronic bank payment files.
Print Company Name	Enter the company name that should appear on email notifications of payment transactions sent to vendors, employees, and customers.
Marked by Default	Check this box if you want the payment transactions for this bank account automatically checked when they are displayed in the Bill Payment Batches list and the Bill Payments form.
EFT Template	Select Standard Bank .
File Cabinet Location ID	Enter the internal ID of the folder that you created for storing payment format files. For more information, see Creating Folders in the NetSuite File Cabinet .
File Name Prefix	(Optional) Enter a prefix for the file number sequence. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file.


3. Click **Save**.
4. Complete the additional bank detail fields.

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.


 **Note:** For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

5. Complete the fields on the **EFT Template Details** subtab.

Field	Description
Branch Number	Enter the 6-digit numeric code that identifies the bank branch where your company's account is maintained.
Account Number	Enter your company's bank account number.
Bureau Code	Enter the 4-digit alphanumeric code of the foreign exchange bureau used by the bank to process payments from accounts in a currency other than Rand.
Process Bills Automatically	Check this box if you want to process payment transactions for this bank account in batches. For more information, see Processing Bills and Expenses in Batches . Leave this box clear if you want to process payment transactions for this bank manually. For more information see, Manually Processing Bills and Expenses .

Field	Description
Accounts Payable	Select the accounts payable register where the payments will be posted.
Hide Transactions	Check this box if you want to hide the transaction lines on the Bill Payment Batches form when processing payments in batches. For more information, see Processing Bills and Expenses .
 Note: This feature is not available if either the Process Bills Automatically field or the Marked by Default field is disabled.	

6. If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab.

Field	Description
Batch Details Name	Enter a name for the payment batch.
Saved Search	Select the search criteria to group the bills and expenses that will be included in the payment batch.
Payment Schedule	Select a payment schedule for when the payment batches should be automatically created and submitted for processing. To set up payment schedules, see Setting Schedules for Payment Batches . You can leave this field blank and choose to manually trigger the system to create payment batches by clicking Refresh Batch .
Inactive	Check this box if you want to make a payment batch inactive. When you mark a record as inactive, it is not displayed in lists and dropdown fields. However, the record remains in the system for future reference.
 Note: If you check the Inactive box for the main batch, bills that do not meet search criteria will not be included in the payment batch.	
Email Recipient	Select the employee to whom a notification should be sent whenever payment batches are created per schedule.

7. Click **Add** to save the payment batch. You can create more payment batches for the bank account.
8. Click **Save** to save the company bank details.

If you want to set up approval routing for this bank account, see [Setting Up Approval Routing for Payment Batches](#).

Setting Up Bank Records of Vendors in South Africa

Set up the bank account records of each vendor to whom you will send electronic bank payments. You can set up multiple bank accounts for each vendor.

To set up vendor bank details in South Africa:

- Go to Lists > Relationships > Vendors.
For information on adding a vendor, see the help topic [Creating a Vendor Record](#).
- Click the Edit link next to the name of the vendor..
- On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
- Click **New Bank Details**.
- Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select Standard Bank .
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Account Number	Enter the vendor's bank account number.
Branch Number	Enter the 6-digit numeric code that identifies the bank branch where the vendor's account is maintained.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Employees in South Africa

Set up the bank account details of each employee to whom you will send electronic bank payments. You can set up multiple bank accounts for each employee.

To set up employee bank details in South Africa:

1. Go to Lists > Employees > Employees.
For information on adding employees, see the help topic [Adding an Employee](#).
2. Click the Edit link next to the name of the employee.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select Standard Bank .
Type	Select whether the bank account is the employee's primary or secondary bank account.
Account Number	Enter the employee's bank account number.
Branch Number	Enter the 6-digit numeric code that identifies the bank branch where the employee's account is maintained.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Customers in South Africa

Set up the bank account details of each customer to whom you will send customer refunds. You can set up several bank accounts for each customer.

To set up bank details of a customer for refund transactions:

1. Go to Lists > Relationships > Customers.
For information on creating a customer record, see the help topic [Customers](#).
2. Click Edit next to the name of the customer to whom you want to send refund payments.
3. On the **Bank Payment Details (Credit)** subtab, check the **EFT Customer Refund Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the following fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select Standard Bank .
Type	Select whether the bank account is the customer's primary or secondary bank account.
Account Number	Enter the customer's bank account number.
Branch Number	Enter the 6-digit numeric code that identifies the branch where the customer's account is maintained.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Setting Up Bank Records of Partners in South Africa

Set up the bank account records of each partner to whom you will send electronic bank payments. You can set up multiple bank accounts for each partner.

To set up partner bank details in South Africa:

1. Go to Lists > Relationships > Partners.
For information on adding a partner, see the help topic [Creating a Partner Record](#).
2. Click the Edit link next to the name of the partner.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Bank Details**.
5. Complete the fields on the Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select Standard Bank .
Type	Select whether the bank account is the partner's primary or secondary bank account.
Account Number	Enter the partner's bank account number.
Branch Number	Enter the 6-digit numeric code that identifies the bank branch where the partner's account is maintained.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing bank details in CSV format into NetSuite using the Import Assistant. For more information, see [Importing Electronic Bank Payments Data](#).

Spain Payment Formats

Help topics on Spain payment formats are moved to the Country-Specific Features, see the help topic [Spain Payment Formats](#) under [Spain Help Topics](#).

Sweden Payment Formats

Help topics on Sweden payment formats are moved to the Country-Specific Features, see the help topic [Sweden Payment Formats](#) under [Sweden Help Topics](#).

UK Payment Formats

Help topics about the UK payment formats are moved to the Country-Specific Features, see the help topic [United Kingdom Payment Formats](#) under [United Kingdom Help Topics](#).

US Payment Formats

Help topics on US Payment formats are moved to the Country-Specific Features, see the help topic [U.S. Payment Formats](#) under [U.S. Help Topics](#).

Global Payment Formats

The Electronic Bank Payments SuiteApp enables you to pay vendor bills, employee expenses, and customer refunds across the globe by generating payment files that enable you to initiate wire transfers globally regardless of your country of operations. The following EFT formats are available:

- Barclays MT103
- J.P. Morgan Freeform GMT

For check payments, you can generate Positive Pay files in the following formats:

- BoA/ML (Bank of America Merrill Lynch)
- RBC (Royal Bank of Canada)
- SVB-CDA (Silicon Valley Bank - Controlled Disbursement Accounts)

To set up the Electronic Bank Payments SuiteApp to create global payment formats, read the following topics:

- [Barclays MT103 Payment Format](#)
- [J.P. Morgan Freeform GMT Payment Format](#)
- [Positive Pay Payment Format](#)

Barclays MT103 Payment Format

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills, employee expenses, and partner commissions by generating payment files using the Barclays MT103 format. To setup

the Electronic Bank Payments SuiteApp to create global payment formats for your company, vendors, employees, and partners, read the following topics:

- [Setting Up Company Bank Records for Barclays MT103 Payments](#)
- [Setting Up Bank Records of Vendors for Barclays MT103 Payments](#)
- [Setting Up Bank Records of Employees for Barclays MT103 Payments](#)
- [Setting up Bank Records of Partners for Barclays MT103 Payments](#)

Setting Up Company Bank Records for Barclays MT103 Payments

Note: You must create company bank records from the Company Bank Details page for accurate validation and field sourcing. NetSuite does not recommend you to create company bank records by using SuiteScript APIs or CSV Imports.

Set up the bank account records that your company or subsidiaries will be using to send and receive electronic bank payments.

To set up company bank details for Barclays MT103 payments:

1. Go to Payments > Setup > Bank Details > New.
2. Complete the fields on the New Company Bank Details page.

Field	Description
Name	Enter a name for the bank record.
GL Bank Account	Select the GL account where the processed electronic bank payment transactions will be posted.
	<p>Note: The Subsidiary and Currency fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, go to Setup > Accounting > Manage G/L > Chart of Accounts > New to create one. For more information, see the help topic Creating Accounts.</p>
Legal Name	Enter your company's legal name. This will be used in the electronic bank payment files.
Print Company Name	Enter the company name that should appear on the email notifications of payment transactions sent to vendors, employees, and customers.
EFT Template	Select Barclays MT103 .
Marked by Default	Check this box if you want the payment transactions for this bank account automatically checked when they are displayed in the Bill Payment Batches list and the Bill Payments form.
File Name Prefix	(Optional) Enter a prefix for the file number sequence. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file.

3. Click **Save**.
4. Complete the additional bank detail fields.

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.

Note: For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

5. Complete the fields on the **EFT Template Details** subtab:

Field	Description
Account Number	Enter your company's bank account number.
	Note: Entering the account number automatically disables the IBAN field.
IBAN	Enter your company's International Bank Account Number (IBAN).
	Note: Entering the IBAN automatically disables the Account Number field.
Process Bills Automatically	Check this box if you want to process payment transactions for this bank account in batches. For more information, see Processing Bills and Expenses in Batches . Leave this box clear if you want to process payment transactions for this bank manually. For more information see, Manually Processing Bills and Expenses .
Accounts Payable	Select the accounts payable register where the payments will be posted.
Hide Transactions	Check this box if you want to hide the transaction lines on the Bill Payment Batches form when processing payments in batches. For more information, see Processing Bills and Expenses .
	Note: This feature is available if Process Bills Automatically is enabled or Marked by Default is enabled.

6. If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab:

Field	Description
Batch Details Name	Enter a name for the payment batch.
Saved Search	Select the search criteria to group the bills and expenses that will be included in the payment batch.
Payment Schedule	Select a payment schedule for when the payment batches should be automatically created and submitted for processing. To set up payment schedules, see Setting Schedules for Payment Batches . You can leave this field blank and choose to manually trigger the system to create payment batches by clicking Refresh Batch .
Inactive	Check this box if you want to make a payment batch inactive. When you mark a record as inactive, it is not displayed in lists and dropdown fields. However, the record remains in the system for future reference.
	Note: If you check the Inactive box for the main batch, bills that do not meet search criteria will not be included in the payment batch.
Email Recipient	Select the employee to whom a notification should be sent whenever payment batches are created per schedule.

7. Click **Add** to save the payment batch. You can create more payment batches for the bank account.
8. Click **Save** to save the company bank details.



If you want to set up approval routing for this bank account, see [Setting Up Approval Routing for Payment Batches](#).

Setting Up Bank Records of Vendors for Barclays MT103 Payments

Set up the bank account records of each vendor to whom you will send electronic bank payments. You can set up multiple bank accounts for each vendor.

To set up vendor bank details for Barclays MT103 payments:

1. Go to Lists > Relationships > Vendors.
For information on adding a vendor, see the help topic [Creating a Vendor Record](#).
2. Click the Edit link next to the name of the vendor.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Entity Bank Details**.
5. Complete the fields on the New Entity Bank Details page:

Field	Description
Payment File Format	Select Barclays MT103 .
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Swift Code/BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the vendor's bank (eight or 11 characters).
IBAN	Enter the vendor's International Bank Account Number (IBAN). <div>  Note: Entering the IBAN automatically disables the Account Number field. </div>
Account Number	Enter the vendor's bank account number. <div>  Note: Entering the account number automatically disables the IBAN field. </div>
Charging Instructions	Select one from the following options: <ul style="list-style-type: none"> ■ BEN: Beneficiary pays all charges ■ OUR: Remitter pays all charges ■ SHA: Shared charges. The remitter pays Barclays' charges and the beneficiary pays the rest of the charges.

6. Click **Save**.



Setting Up Bank Records of Employees for Barclays MT103 Payments

Set up the bank account details of each employee to whom you will send electronic bank payments. You can set up multiple bank accounts for each employee.

To set up employee bank details for Barclays MT103 payments:

1. Go to Lists > Employees > Employees.
For information on adding employees, see the help topic [Adding an Employee](#).
2. Click the Edit link next to the name of the employee.

3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Entity Bank Details**.
5. Complete the fields on the New Entity Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select Barclays MT103 .
Type	Select whether the bank account is the employee's primary or secondary bank account.
Swift Code/BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the employee's bank (eight or 11 characters).
IBAN	Enter the employee's International Bank Account Number (IBAN).
<div>  Note: Entering the IBAN automatically disables the Account Number field. </div>	
Account Number	Enter the employee's bank account number.
<div>  Note: Entering the account number automatically disables the IBAN field. </div>	
Charging Instructions	Select one from the following options: <ul style="list-style-type: none"> ■ BEN: Beneficiary pays all charges ■ OUR: Remitter pays all charges ■ SHA: Shared charges. The remitter pays Barclays' charges and the beneficiary pays the rest of the charges.

6. Click **Save**.

- [Setting Up Company Bank Records for Barclays MT103 Payments](#)
- [Setting Up Bank Records of Vendors for Barclays MT103 Payments](#)
- [Setting up Bank Records of Partners for Barclays MT103 Payments](#)



Setting up Bank Records of Partners for Barclays MT103 Payments

Set up the bank account records of each vendor to whom you will send electronic bank payments. You can set up multiple bank accounts for each vendor.

To set up partner bank details for Barclays MT103 payments:

1. Go to Lists > Relationships > Partners.
For information on adding a partner, see the help topic [Creating a Partner Record](#).
2. Click the Edit link next to the name of the partner.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Entity Bank Details**.
5. Complete the fields on the New Entity Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.

Field	Description
Payment File Format	Select Barclays MT103 .
Type	Select whether the bank account is the partner's primary or secondary bank account.
Swift Code/BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the partner's bank (eight or 11 characters).
IBAN	Enter the partner's International Bank Account Number (IBAN).
	 Note: Entering the IBAN automatically disables the Account Number field.
Account Number	Enter the partner's bank account number.
	 Note: Entering the account number automatically disables the IBAN field.
Charging Instructions	Select one from the following options: <ul style="list-style-type: none"> ■ BEN: Beneficiary pays all charges ■ OUR: Remitter pays all charges ■ SHA: Shared charges. The remitter pays Barclays' charges and the beneficiary pays the rest of the charges.

6. Click **Save**.

- [Setting Up Company Bank Records for Barclays MT103 Payments](#)
- [Setting Up Bank Records of Vendors for Barclays MT103 Payments](#)
- [Setting Up Bank Records of Employees for Barclays MT103 Payments](#)


J.P. Morgan Freeform GMT Payment Format

The current version of the SuiteApp supports the creation of payment files formatted using the J.P. Morgan Freeform GMT standard of J.P. Morgan Chase & Co. You can then submit these payment instructions to a J.P. Morgan ACCESS tool for processing.

To set up The Electronic Bank Payments SuiteApp to create global payment formats for your company, vendors, employees, and customers, read the following topics:

- [Setting Up Company Bank Records for J.P. Morgan Freeform GMT Payments](#)
- [Setting Up Bank Records of Vendors for J.P. Morgan Freeform GMT Payments](#)
- [Setting Up Bank Records of Employees for J.P. Morgan Freeform GMT Payments](#)
- [Setting Up Bank Records of Customers for J.P. Morgan Freeform GMT Payments](#)

Setting Up Company Bank Records for J.P. Morgan Freeform GMT Payments

 **Note:** You must create company bank records from the Company Bank Details page for accurate validation and field sourcing. NetSuite does not recommend you to create company bank records by using SuiteScript APIs or CSV Imports.

Set up the bank account records that your company or subsidiaries will be using to send and receive electronic bank payments.

To set up company bank details for J.P. Morgan Freeform GMT payments:

1. Go to Payments > Setup > Bank Details > New.
2. Complete the fields on the New Company Bank Details page.

Field	Description
Name	Enter a name for the bank record.
GL Bank Account	Select the GL account where the processed electronic bank payment transactions will be posted.
<p>Note: The Subsidiary and Currency fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, go to Setup > Accounting > Manage G/L > Chart of Accounts > New to create one. For more information, see the help topic Creating Accounts.</p>	
Legal Name	Enter your company's legal name. This will be used in the electronic bank payment files.
Print Company Name	Enter the company name that should appear on the email notifications of payment transactions sent to vendors, employees, and customers.
EFT Template	Select J.P. Morgan Freeform GMT .
Marked by Default	Check this box if you want the payment transactions for this bank account automatically checked when they are displayed in the Bill Payment Batches list and the Bill Payments form.
File Name Prefix	(Optional) Enter a prefix for the file number sequence. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file.


3. Click **Save**.
4. Complete the additional bank detail fields.

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.


Note: For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

5. Complete the fields on the **EFT Template Details (J.P. Morgan Freeform GMT)** subtab:

Field	Description
Branch Location	Enter your bank's 3-digit branch number.
Account Number	Enter your company's bank account number.
Bank Address 1	Enter the street address of your bank.
Bank Address 2	Enter the city or state address of your bank.
Swift ID/BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of your company's bank (eight or 11 characters).
Process Bills Automatically	Check this box if you want to process payment transactions for this bank account in batches. For more information, see Processing Bills and Expenses in Batches . Leave this

Field	Description
	box clear if you want to process payment transactions for this bank manually. For more information see, Manually Processing Bills and Expenses .
Accounts Payable	Select the accounts payable register where the payments will be posted.
Hide Transactions	Check this box if you want to hide the transaction lines on the Bill Payment Batches form when processing payments in batches. For more information, see Processing Bills and Expenses .
 Note: This feature is available if Process Bills Automatically is enabled or Marked by Default is enabled.	

6. If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab:

Field	Description
Batch Details Name	Enter a name for the payment batch.
Saved Search	Select the search criteria to group the bills and expenses that will be included in the payment batch.
Payment Schedule	Select a payment schedule for when the payment batches should be automatically created and submitted for processing. To set up payment schedules, see Setting Schedules for Payment Batches . You can leave this field blank and choose to manually trigger the system to create payment batches by clicking Refresh Batch .
Inactive	Check this box if you want to make a payment batch inactive. When you mark a record as inactive, it is not displayed in lists and dropdown fields. However, the record remains in the system for future reference.
 Note: If you check the Inactive box for the main batch, bills that do not meet search criteria will not be included in the payment batch.	
Email Recipient	Select the employee to whom a notification should be sent whenever payment batches are created per schedule.

7. Click **Add** to save the payment batch. You can create more payment batches for the bank account.
8. Click **Save** to save the company bank details.

If you want to set up approval routing for this bank account, see [Setting Up Approval Routing for Payment Batches](#).

Setting Up Bank Records of Vendors for J.P. Morgan Freeform GMT Payments

Set up the bank account records of each vendor to whom you will send electronic bank payments. You can set up multiple bank accounts for each vendor.

To set up vendor bank details for J.P. Morgan Freeform GMT payments:

- Go to Lists > Relationships > Vendors.
For information on adding a vendor, see the help topic [Creating a Vendor Record](#).
- Click the Edit link next to the name of the vendor.
- On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.

4. Click **New Entity Bank Details**.
5. Complete the fields on the New Entity Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select J.P. Morgan Freeform GMT .
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Account Number	Enter the vendor's bank account number.
Swift ID/BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the vendor's bank (eight or 11 characters).
Bank Name	Enter the name of the vendor's bank.
Bank Address 1	Enter the street address of the vendor's bank.
Bank Address 2	Enter the city or state where the vendor's bank is located.
IBAN	Enter the vendor's International Bank Account Number (IBAN).

6. Click **Save**.

Setting Up Bank Records of Employees for J.P. Morgan Freeform GMT Payments

Set up the bank account details of each employee to whom you will send electronic bank payments. You can set up multiple bank accounts for each employee.

To set up employee bank details for J.P. Morgan Freeform GMT payments:

1. Go to Lists > Employees > Employees.
For information on adding employees, see the help topic [Adding an Employee](#).
2. Click the Edit link next to the name of the employee.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Entity Bank Details**.
5. Complete the fields on the New Entity Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select J.P. Morgan Freeform GMT .
Type	Select whether the bank account is the employee's primary or secondary bank account.
Account Number	Enter the employee's bank account number.
Swift ID/BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the employee's bank (eight or 11 characters).
Bank Name	Enter the name of the employee's bank.
Bank Address 1	Enter the street address of the employee's bank.
Bank Address 2	Enter the city or state where the employee's bank is located.
IBAN	Required if country is Lebanon or Saudi Arabia. Enter the employee's International Bank Account Number (IBAN).

6. Click **Save**.

Setting Up Bank Records of Customers for J.P. Morgan Freeform GMT Payments

Set up the bank account details of each customer to whom you will send customer refunds. You can set up several bank accounts for each customer.

To set up bank details of a customer for refund transactions for J.P. Morgan Freeform GMT payments:

1. Go to Lists > Relationships > Customers.
For information on creating a customer record, see the help topic [Customers](#).
2. Click Edit next to the name of the customer to whom you want to send refund payments.
3. On the **Bank Payment Details (Credit)** subtab, check the **EFT Customer Refund Payment** box, and click **Save**.
4. Click **New Entity Bank Details**.
5. Complete the fields on the New Entity Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select J.P. Morgan Freeform GMT .
Type	Select whether the bank account is the customer's primary or secondary bank account.
Account Number	Enter the customer's bank account number.
Swift ID/BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the customer's bank (eight or 11 characters).
Bank Name	Enter the name of the customer's bank.
Bank Address 1	Enter the street address of the customer's bank.
Bank Address 2	Enter the city or state where the customer's bank is located.
IBAN	Required if country is Lebanon or Saudi Arabia. Enter the customer's International Bank Account Number (IBAN).

6. Click **Save**.

Setting up Bank Records of Partners for J.P. Morgan Freeform GMT Payments

Set up the bank account records of each vendor to whom you will send electronic bank payments. You can set up multiple bank accounts for each vendor.

To set up partner bank details for J.P. Morgan Freeform GMT payments:

1. Go to Lists > Relationships > Partners.
For information on adding a partner, see the help topic [Creating a Partner Record](#).
2. Click the Edit link next to the name of the partner.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.

4. Click **New Entity Bank Details**.
5. Complete the fields on the New Entity Bank Details page:

Field	Description
Name	Enter a unique name for this entity bank detail record.
Payment File Format	Select J.P. Morgan Freeform GMT .
Type	Select whether the bank account is the partner's primary or secondary bank account.
Account Number	Enter your partner's bank account number.
Swift ID/BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the partner's bank (eight or 11 characters).
Bank Name	Enter the name of the partner's bank.
Bank Address 1	Enter the street address of the partner's bank.
Bank Address 2	Enter the city or state where the partner's bank is located.
IBAN	Required if country is Lebanon or Saudi Arabia. Enter the partner's International Bank Account Number (IBAN).

6. Click **Save**.

Positive Pay Payment Format

The Electronic Bank Payments SuiteApp enables your banks to verify check issuances by generating a file format that contains a list of checks issued by your company which the bank can use to deter check fraud—a service known as Positive Pay. The following Positive Pay templates are available:

- **BoA/ML** – Bank of America Merrill Lynch
- **RBC** – Royal Bank of Canada
- **SVB-CDA** – Silicon Valley Bank - Controlled Disbursement Accounts

For more information, see [Verifying Issued Checks with Positive Pay](#).

Note: Positive Pay templates BoA/ML, RBC, and SVB - CDA are available for all countries even without an active Advanced Electronic Bank Payments License.

Setting Up Company Bank Records for Positive Pay


Note: You must create company bank records from the Company Bank Details page for accurate validation and field sourcing. NetSuite does not recommend you to create company bank records by using SuiteScript APIs or CSV Imports.

You need to set up the bank details of your company to generate positive pay file formats.

To set up company bank records to use Positive Pay:


1. Go to Payments > Setup > Bank Details > New.
2. Complete the fields on the New Company Bank Details page.

Field	Description
Name	Enter a name for the bank record.


Field	Description
GL Bank Account	Select the GL account where the issued checks to be included in the Positive Pay file format are posted.
	 Note: The Subsidiary and Currency fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, go to Setup > Accounting > Manage G/L > Chart of Accounts > New to create one. For more information, see the help topic Creating Accounts .
Legal Name	Enter your company's legal name. This will be used in the electronic bank payment files.
Print Company Name	Enter the company name that should appear on email notifications of payment transactions sent to vendors, employees, and customers.
Marked by Default	Check this box if you want the payment transactions for this bank account automatically checked when they are displayed in the Bill Payment Batches list and the Bill Payments form.
Positive Pay Template	Select BoA/ML if your bank uses the Positive Pay file format specifications of Bank of America Merrill Lynch. Select RBC if your bank uses the Positive Pay file format specifications of RBC Bank. Select SVB-CDA if your bank uses the Positive Pay file format specifications of Silicon Valley Bank for Controlled Disbursement Accounts.
File Cabinet Location ID	Enter the Internal ID of the folder that you created for storing payment format files. For more information, see Creating Folders in the NetSuite File Cabinet .
File Name Prefix	(Optional) Enter a prefix for the file number sequence. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file.

3. Click **Save**. Complete the additional bank detail fields.

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.

 **Note:** For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.


4. On the **Positive Pay Template Details** subtab, enter your company's bank account number.

 **Note:** Enter a 12-digit account number if your company uses the BoA/ML Positive Pay file format including leading zeroes if the account number has fewer than 12 digits. Enter a 10-digit account number if your company uses the RBC Positive Pay file format including leading zeroes if the account number has fewer than 10 digits.

5. If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab:

Field	Description
Batch Details Name	Enter a name for the payment batch.
Saved Search	Select the search criteria to group the bills and expenses that will be included in the payment batch.


Field	Description
Payment Schedule	Select a payment schedule for when the payment batches should be automatically created and submitted for processing. To set up payment schedules, see Setting Schedules for Payment Batches . You can leave this field blank and choose to manually trigger the system to create payment batches by clicking Refresh Batch .
Email Recipient	Select the employee to whom a notification should be sent whenever payment batches are created per schedule.
Inactive	Check this box if you want to make a payment batch inactive. When you mark a record as inactive, it is not displayed in lists and dropdown fields. However, the record remains in the system for future reference.

 **Note:** If you check the **Inactive** box for the main batch, bills that do not meet search criteria will not be included in the payment batch.

6. Click **Add** to save the payment batch. You can create more payment batches for the bank account.
7. Click **Save** to save the company bank details.

Processing Payments

The Electronic Bank Payments SuiteApp enables you to generate payment files for vendor bills, employee expenses, customer refunds, and customer payments. It also supports term or early payment discounts and credit applications. The payment files contain instructions for facilitating fund transfers between bank accounts. You can send these payment files to your bank or your customer's bank for processing.

 **Note:** Specific permissions are required to process discounts and credit applications. For more information, see [Setting Up Roles and Permissions](#).

Review the following limitations and guidelines when processing transactions through Electronic Bank Payments:

- Electronic Bank Payments currently processes up to 5,000 open payment transactions for bills, invoices, or customer refunds at a time. If you have more than 5,000 payment transactions, you can process the first 5,000 transactions and then proceed with the remaining ones.
For payment transactions using SEPA Direct Debit, Electronic Bank Payments can process up to 3,000 open payment transactions for invoices. For more information about the maximum transactions that can be processed per template, see [Creating a New Custom Payment File Template](#).
- There is a limit of 10,000 open transactions that you can process per vendor, customer, partner, and employee. If this limit has been exceeded, only the first 10,000 open transactions are included for electronic bank payment. The payment file administration record is tagged with incomplete payments. For more information about transaction limits, see the help topic [Limits for Display of Transaction Lists and Sublists](#).
- You can define a Transaction type saved search to retrieve all open transactions for an entity and determine if the limit has been exceeded. To create a saved search, go to Lists > Search > Saved Searches > New. See the following sample filtering criteria to retrieve all open bills for a specific vendor's account:
 - **Type** filter setting is **Bill**
 - **Name** filter setting is the vendor's name
 - **Status** filter setting is **Bill:Open**
 - **Main Line** filter setting is **Yes** or true

- **Account** filter setting is the vendor's account

For more information about creating saved searches, see the help topic [Defining a Saved Search](#).

- You can reduce the number of open vendor bills by placing a hold on those that are not yet due for payment. After you have generated the payment files, you can remove the hold on the bills. For more information about payment holds on bills, see the help topic [Managing Payment Holds](#).
- Processing through electronic bank payment overrides other default payment methods that have been set on entity records, to prevent multiple payment processing.
- When it takes too long to load transactions on a Payment Processing page, the following notice is displayed as a fail-safe to prevent time-out errors:

Notice: Additional transactions match your criteria and will be available for display after this selection is processed.

The notice is displayed on the **Select Transactions** subtab when the first set of transactions have been loaded to the list. You can process transactions that have not been loaded separately, after processing of the initial set has been completed.

- Use the Electronic Bank Payments to generate files with payment instructions that you can send to your bank. The Electronic Bank Payments does not transmit payment files to the banks. Contact your bank for information about transmitting payment files using their EFT systems.
- Electronic Bank Payments can only process one payment file at a time if multi-queue is not set. PFA is automatically set to one of the following status unless there is any unexpected error due to external factors.
 - Failed
 - Processed
 - Processed with Errors
 - Cancelled
- Exclude invoice and credit memo transactions from electronic payments processing by checking the **Exclude from Electronic Bank Payments Processing** box. This box is available on Invoice, Credit Memo, and Sales Order records.

See the following topics on electronic bank payment processing:

- [Processing Bills and Expenses](#)
- [Processing Customer Refunds](#)
- [Processing Payments from Customers](#)
- [Using Instant Electronic Bank Payment File Creation](#)

Processing Bills and Expenses

Depending on your Electronic Bank Payment license, you can process bills and expenses using the automated batch processing functionality or by manually selecting the bills and expenses from the bill payments list.

Note: Batch processing of payments is only available if you have an active Advanced Electronic Bank Payments License. You can still manually select bills and expenses for processing if you are using the base edition of the SuiteApp.

For OneWorld accounts where a vendor can be shared with multiple subsidiaries, you can process payments for a non-primary subsidiary. This applies to both manual and batch payment processing,

including payments with credits and discounts. Take note of permissions required to process payments for secondary subsidiaries in the topic [Setting Up Roles and Permissions](#). For information about vendors with secondary subsidiaries, see the help topic [Assigning Subsidiaries to a Vendor](#).

Click the following topics for more information on processing bills and expenses:

- [Processing Bills and Expenses in Batches](#)
- [Adding the Payment Batch Processing Portlet](#)
- [Manually Processing Bills and Expenses](#)
- [Manually Processing Bills and Expenses from Primary or Secondary Banks](#)

Processing Bills and Expenses in Batches

If you have an active Advanced Electronic Bank Payments License, the Electronic Bank Payments SuiteApp enables you to group outstanding bills in batches for review and processing. A payment batch is a collection of outstanding vendor bills, employee expenses, and partner and employee commissions that are assembled automatically for a bank account that you set up in the Electronic Bank Payments SuiteApp. For information on setting up bank accounts for use with Electronic Bank Payments, see [Setting Up Bank Records](#).

For OneWorld accounts, if you want to process payments for a vendor's secondary subsidiary, be sure that your role has access to that secondary subsidiary. For more information, see [Setting Up Roles and Permissions](#). Be sure to align a Class, Department, and Location to the correct subsidiary, if you are using these features. When processing payments, you can only select a class, department, or location assigned to subsidiaries that you have access to.

For more information, see the help topic [Customizing or Creating NetSuite Roles](#). For more information about multiple subsidiaries, see the help topic [Assigning Subsidiaries to a Vendor](#).

Payment batches for a bank account are created when you enable the **Process Bills Automatically** option on the bank details of that account. All outstanding bills that match the company bank criteria are automatically added in to batches. To set up the batch creation schedule, see [Setting Schedules for Payment Batches](#).



Important: Make sure that all payees included in the transactions for the batch are still active to avoid errors during payment file creation.

When a payment batch is created, the currently selected accounts payable, on the company bank record, is used during processing. Any change to the accounts payable is applied only to new payment batches. Existing batches are still processed using the previously selected accounts payable.



Note: You can process payment transactions for a bank account manually if you do not enable the Process Bills Automatically option. For more information, see [Manually Processing Bills and Expenses](#).

Payment Batch List				
BANK ACCOUNT	NUMBER OF BATCHES	NUMBER OF TRANSACTIONS	TOTAL AMOUNT	VIEW DETAILS
BACS - HSBC	1	3	336.70	View Details
Batch - SEPA (AT)	1	3319	11,690,813.00	View Details
UoB Batch	3	116	50,971.00	View Details

You can view transactions in the payment batches from the Payment Batch Processing portlet. From the portlet, click the bank account for which the payment batch is created. The payment batch list displays information for each batch, including its statuses:

- **Open** – this status indicates that the batch has been created and is pending for review.
- **Pending Approval** – this status indicates that the batch has been modified and is pending for approval.
- **Updating** – this status indicates that the records are updating during a batch creation.
- **Submitted** – this status indicates that the batch has been submitted for processing.

Additional bills are added whenever a payment batch is refreshed either manually or automatically per payment schedule. A batch is automatically closed when it reaches the threshold for the number of payment transactions. For more information, see [Adding the Payment Batch Processing Portlet](#).

Note: The maximum number of transactions per batch is 5,000 or less, depending on the custom template setup.

Important: Payment batches that uses custom templates or standard payment format not within the account's country of operation, will not be processed when the license expires or the NetSuite SuiteApps License Client SuiteApp is uninstalled.

When a transaction is included in a batch, the **Batch Information** subtab is enabled on its record. On this subtab, batches are listed with the batch ID and name. The sample screenshot shows batch information on a vendor bill record.

Expenses and Items	Relationships	Communication	Related Records	System Information	Custom	Accounting Books	Batch Information
BATCH ID		BATCH NAME					
00000249		Bills > 500-1					

To refresh payment batches manually:

1. Go to Payments > Payment Processing > Payment Batch List.
2. Select the bank account.
3. On the **Open** subtab, click **Refresh Batch** to create new payment batches or add new bills to open batches.
4. The Payment File Administration page is displayed, with the **File Processed?** field indicating the progress of the batch processing. Click **Refresh** to update the batch processing status.


Using Refresh batch, you can create new payment batches or add new bills to open the batches. You cannot remove the existing transactions using refresh batch but you can manually update the batch.


To manually update the batch:

1. Go to Payments > Payment Processing > Payment Batch List.
2. Click **Edit** on a batch.
3. Clear the transactions that you want to remove.
4. Click **Save**.




To submit payment batches for payment processing


1. Go to Payments > Payment Processing > Payment Batch List.
2. Select the bank account.
3. Select a payment batch from the list on the **Open** subtab.

 **Note:** When updating payment batches in bulk, you can add information directly in the **EFT File Reference Note** and **Aggregate by Payee** columns of the **Open** subtab. You can perform this process instead of adding the same information by editing a batch on the Bill Payment Batch page from the **Pending Approval** subtab.

 **Important:** On the Bill Payment Batch page, the list of transactions are displayed on the **Select Transactions** tab. The list does not include bills placed on payment hold. For more information, see the help topic [Managing Payment Holds](#).

4. Edit the payment batch:

Date to be processed	<p>By default, this field displays the date when the batch is first created. Specify the date when the bank should process the payment transactions.</p> <p> Note: This field is not automatically updated to the current date when an existing batch is refreshed to add more transactions.</p>
Posting period	Select the accounting period to which the payment transactions are posted.
EFT file reference note	Enter a note to display in the header portion of the generated EFT file.
Aggregate by Payee	<p>Check this box if you want to group payments of a particular payee into a single payment file.</p> <p>You can aggregate payments further by selecting another aggregation method in the And field. Payment transactions are aggregated into a single payment format using the selected aggregate method, after they are aggregated by payee.</p> <p> Important: To check or clear the Aggregate by Payee box by default, go to Payments > Setup > Electronic Payments Preferences, click the General Preference subtab, and then check or clear the Aggregate By Payee (Batch) box.</p> <p> Note: This option is required to process batch payments with discounts or credits.</p>
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.

 **Note:** For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

After the payment transactions are processed, the created payment records show the department, class, and location values, depending on the aggregation settings:

- If the **Aggregate by Payee** option is enabled, the payment records show the department, class, or location entered in the payment batch, regardless of the department, class, and location values of the individual payment transactions.

- If the **Aggregate by Payee** option is enabled, and an aggregate by either department, class, or location is used as a second-level aggregation method, the payment records show the department, class, or location of the payment transactions instead of the values entered in the payment batch.
- If the **Aggregate by Payee** option is disabled, the payment records show the department, class, and location values of the payment transactions instead of the values specified in the payment batch.

Additionally, the payment records can use the department, class, and location values of the payment transactions based on the Allow Per-Line Departments, Allow Per-Line Classes, and Allow Per-Line Location settings saved in Accounting Preferences:

- If any of the allow per-line options are enabled, the payment records show the department, class, and location values entered in the payment batch.
- If any of the allow per-line options are disabled, the payment records show the department, class, and location values of the payment transactions.

For more information about NetSuite accounting preferences, see the help topic [Accounting Preferences](#).

To approve, reject, or edit payment batches, see [Approving, Rejecting, or Editing Payment Batches](#).

If **Vendor Payments** box is checked for Approval Routing (Setup > Accounting > Accounting Preferences > Approval Routing), you will not be able to edit and submit the payment batch for processing or approval.

5. On the **Transactions** subtab, in the **Pay** column, check the box for each payment transaction that you want to process. To automatically mark transactions for payment, enable the **Mark by Default** preference on the company bank record.



Note: Term or early settlement discounts are automatically applied to bills if they are processed within the discount date. In this case, the **Payment Amount** field shows the discounted amount.



Important: If you enabled the Hide Transaction option, all applicable transactions are automatically selected for processing but are not displayed on the form. The Number of Transactions and Total Payment Amount fields are automatically updated even when the transactions are hidden. To display the **Name** column, go to Payments > Setup > Electronic Payments Preferences, click the **General Preference** subtab, and check the **Include Name in Transaction List** box.

The **Amount for Approval** field displays the highest single or combined total amount among all transactions within the payment batch. The value is based on the approval type selection in the company bank details:

- **Bill Payment** - With this approval type, the amount for approval displays the value of the bill with the highest total amount in the payment batch.
- **Vendor Payment** - With this approval type, the amount for approval displays the value of transactions for the vendor with the highest combined total amount in the payment batch.
- **Batch Payment** - With this approval type, the amount for approval displays the combined total amount of all transactions in the payment batch.

Note: When approving a payment batch, you can view the company bank details to verify that the amount for approval has exceeded the payment limit. For more information, see [Setting Up Approval Routing for Payment Batches](#).

6. Click the **Exchange Rates** subtab, and change the values in the **Exchange Rate** field if you want to use an exchange rate that is different from the Currency Exchange Rates set up in your NetSuite account. For more information, see the help topic [Currency Management](#).
7. Click **Save & Submit** to save the updated list of bills and submit the payment batch for processing.

Note: If Approval Routing is enabled and the batch exceeds the payment limit, the batch is not processed until it has been approved. You can view the payment limit in the company bank details.

Manually Processing Bills and Expenses

You cannot process bills, expenses, and partner and employee commissions in batches if you do not have an active Advanced Electronic Bank Payments License. However, you can still process outstanding bills, commissions, journals, and expenses by manually selecting the payment transactions from the bill payments list. Processing includes term or early settlement discounts and bill credit or credit memo transactions.

For OneWorld accounts, if you want to process payments for a vendor's secondary subsidiary, be sure that your role has access to that secondary subsidiary. For more information, see [Setting Up Roles and Permissions](#). If you use the Class, Department, and Location features, be sure to align them with the correct subsidiary. When processing payments, you can select only a class, department or location assigned to subsidiaries that you have access to.

For more information, see the help topic [Customizing or Creating NetSuite Roles](#). For more information about multiple subsidiaries, see the help topic [Assigning Subsidiaries to a Vendor](#).

Note: Make sure that the bills and expenses that you want to generate payment files for have previously been entered in NetSuite. For more information, see the help topics [Vendor Bills](#) and [Enter an Expense Report](#).

You can select multiple bills to process. A single payment file is created for all selected transactions.






To process bills and expenses manually:

1. Go to Payments > Payment Processing > Bill Payment Processing.

Important: If the Vendor Payments preference for Approval Routing (Setup > Accounting > Accounting Preferences > Approval Routing) is enabled, you will not be able to manually process vendor bill payments using Electronic Bank Payments SuiteApp. If you want payment batches to go through an approval process before they can be sent to the bank, use the EFT Payment Batch Approval Routing. For more information, see help topic [Setting Up Approval Routing for Payment Batches](#).

2. Complete the following fields:

Field	Description
Bank Account	Select your company bank account where the payment transactions should be posted. The payment file format, maximum number of payments, and subsidiary of the payment file are based on the bank account that you select.

Field	Description
A/P Account	<p>Select the accounts payable register where the payments are posted.</p> <div>  Note: An A/P Account that is included in a batch is removed from the selection list. Instead, you should see the A/P account listed in the company bank record along with the enabled Process Bills Automatically option. For more information, see the Setting Up Company Bank Records topic for your country or Processing Bills and Expenses in Batches. </div> <p>When you select an A/P account, the Select Transactions subtab automatically displays the account's list of outstanding bills, expenses, and journal entries.</p> <div>  Note: On the Bill Payment Batch page, the list of transactions are displayed on the Select Transactions tab. The list does not include bills placed on payment hold. For more information, see the help topic Managing Payment Holds. </div>
Date to be processed	This field displays the date when the record is first created. Specify the date when you want the bank to process the payment transaction.
Posting Period	Select the accounting period where the bills payments should be posted.
EFT File Reference Note	Enter notes to display in the header portion of the generated EFT file.
Aggregate by Payee	<p>This box is checked by default to enable you to group payments for a particular vendor, customer, partner or employee into a single payment transaction. Clear this box if you want to create payment transactions for every bill or expense report.</p> <div>  Important: To check or clear the Aggregate by Payee box by default, go to Payments > Setup > Electronic Payments Preferences. On the General Preference subtab, check or clear the Aggregate By Payee (EFT) box. </div> <div>  Note: This option is required to process transactions with discounts and credits. </div>
Number of Transactions	This field displays the number of outstanding payment transactions that are marked for processing in the Select Transactions list.
Total Payment Amount	<p>This field displays the total amount of outstanding payment transactions that are marked for processing in the Select Transactions list.</p> <div>  Note: In accounts where the bank and base currencies are different, the bank currency is used for the Total Payment Amount. </div>

3. Select values in the following fields to narrow down the list of outstanding payment transactions for processing:

Field	Description
Transaction Type	<p>Use this field to narrow down the list of outstanding payment transactions to either bills, expenses, or journal entries.</p> <p>The list of outstanding payment transactions is automatically updated based on the value you select in this field.</p>
Due date from, to	<p>Use this field to narrow down the list of outstanding payment transactions by their due date.</p> <ul style="list-style-type: none"> ■ Use the Due date from field to list transactions that are due on or later than the specified date.

Field	Description
	<ul style="list-style-type: none"> Use the Due date to field to list transactions that are due on or before the specified date. Use both fields to list transactions that are due within a range of dates.
Vendor	<p>Use this field to narrow down the list of outstanding payment transactions to bills payable to a particular vendor.</p> <p>The vendor list is displayed when the following criteria is met:</p> <ul style="list-style-type: none"> Subsidiaries of company bank and primary vendor bank must match. Company bank and vendor bank file formats must match. Vendor bank must be primary and active.
Employee	Use this field to narrow down the list of outstanding payment transactions to expenses payable to a particular employee.
Partner	Use this field to narrow down the list of outstanding commissions payable to a particular partner.

4. In the Classification section, select the values on the following fields:

Fields	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.

Note: For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

These fields specify department, class, and location values shown on payment records that are created after processing the payment transactions. However, the payment records use the department, class, and location values of the payment transactions, depending on the aggregation settings:

- If the **Aggregate by Payee** option is enabled, the payment records show the department, class, or location entered in the payment batch, regardless of the department, class, and location values of the individual payment transactions.
- If the **Aggregate by Payee** option is enabled, and an aggregate by either department, class, or location is used as a second-level aggregation method, the payment records show the department, class, or location of the payment transactions instead of the values entered in the payment batch.
- If the **Aggregate by Payee** option is disabled, the payment records show the department, class, and location values of the payment transactions instead of the values specified in the payment batch.

Additionally, payment records use the department, class, and location values of the payment transactions based on the Allow Per-Line Departments, Allow Per-Line Classes, and Allow Per-Line Location settings saved in the Accounting Preferences:

- If any of the allow per-line options are enabled, the payment records show the department, class, and location values entered in the payment batch.
- If any of the allow per-line options are disabled, the payment records show the department, class, and location values of the payment transactions.

For more information on NetSuite Accounting Preferences, see the help topic [Accounting Preferences](#).

5. On the **Select Transactions** subtab, in the **Pay** column, check the box for the bills and expenses that you want to process. You can also check credit transactions, if any, to be applied to a bill.



Important: When applying vendor credits and customer credit memos, be sure to select the bill and bill credit for the same payee. For multi-currency transactions, be sure to select the bill and bill credit for the same payee and in the same currency.



Note: To display the **Name** column, go to Payments > Setup > Electronic Payments Preferences, click the **General Preference** subtab, and then check the **Include Name in Transaction List** box.

The following columns of the transactions list are automatically updated for your selected transactions:

- **Payment Amount** – This field is automatically updated with the amount due for the selected transactions. For vendor and customer credit transactions, this amount shows the exact value in the **Amount Remaining** field. You can edit the amount if you want to enter a partial credit.
- The following columns apply to bills with early payment discounts:
 - **Discount Amount** – This field displays the maximum discount amount that can be applied to the transaction, based on the terms defined on the bill. You can edit the amount to enter a partial discount or remove the discount from the transaction. The discount amount must be an addition of Discount Amount and Payment Amount and cannot be greater than the amount remaining for the transactions.

Discount Amount + Payment Amount <= Amount Remaining.

The payment amount is automatically updated to display the recalculated amount with the applied discount.
 - **Discount Date** – This field displays the last day to apply or use the discount before it expires.

In the Payment Information section, the following fields are also automatically updated:

- **Number of Transactions** – This field displays the total number of bills, expenses, and credits that you selected for payment processing.
- **Total Payment Amount** – This field displays the sum of the values in the **Payment Amount** column.
- **Installment Reference Number** – This field displays the installment number which is being paid when the bills are retrieved.

Use the following fields and controls to filter the transactions list:

- **Select Page** – Select a range of pages to display transactions included in those pages.
- **Transactions Per Page** – Select the number of rows to be displayed per page.
- Use the **Mark All** or **Unmark All** button to check or clear the box for all transactions in the list.



Note: The Electronic Bank Payments SuiteApp currently processes up to 5,000 open bills at a time. If you are processing more than 5,000 open bills, only the first 5,000 bills are selected for processing.

6. Click the **Exchange Rates** subtab and change the values in the **Exchange Rate** field if you want to use an exchange rate other than the Currency Exchange Rates set up in your NetSuite account. For more information, see the help topic [Currency Exchange Rates](#).

7. Click **Submit**.

You are redirected to the payment file record on the Payment File Administration page.

8. Click **Refresh** until the value in the **File Processed?** field changes from **Queued** to **Processed**.

When processed, a confirmation message is sent to your email address. The email message confirms that the payment file generation was successful or an error message indicating that the payment file generation failed.

9. Click the download link in the **File Reference** field to save a copy of the payment file to your local drive.


You can electronically send the file format to your bank or upload the file to your bank's electronic payment system.

Manually Processing Bills and Expenses from Primary or Secondary Banks

You cannot process bills, expenses, and partner and employee commissions in batches if you do not have an active Advanced Electronic Bank Payments License. However, you can still process outstanding bills, commissions, journals, and expenses by manually selecting the payment transactions from the bill payments list. Processing includes term or early settlement discounts and bill credit or credit memo transactions.

For OneWorld accounts, if you want to process payments for a vendor's secondary subsidiary, your role must have access to the secondary subsidiary. For more information, see [Setting Up Roles and Permissions](#).

For more information on roles, see the help topic [Customizing or Creating NetSuite Roles](#).


 **Note:** Make sure that the bills and expenses that you want to generate payment files for have previously been entered in NetSuite. For more information, see the help topics [Vendor Bills](#) and [Enter an Expense Report](#).

You can also select multiple bills to process. A single payment file is created for all selected transactions.

You can process payments from primary or secondary entity banks for vendors. Using the **Entity Bank** list on the **EFT** subtab for transactions, select the entity bank. You can select entity bank of any subsidiary for the transaction. For more information, see [Process Payments for Customers and Vendors from Primary and Secondary Banks](#). Submit payment files for processing transactions with an entity bank on the EFT Global Bill Payment Processing page.






To process bills and expenses manually from primary or secondary banks:

1. Go to Payments > Payment Processing > EFT Global Bill Payment Processing.

 **Important:** If the Vendor Payments preference for Approval Routing (Setup > Accounting > Accounting Preferences > Approval Routing) is enabled, you will not be able to manually process vendor bill payments using Electronic Bank Payments SuiteApp. If you want payment batches to go through an approval process before they can be sent to the bank, use the EFT Payment Batch Approval Routing. For more information, see help topic [Setting Up Approval Routing for Payment Batches](#).

2. Complete the following fields:

Field	Description
Bank Account	Select your company bank account where the payment transactions should be posted.


Field	Description
	The payment file format, maximum number of payments, and subsidiary of the payment file are based on the bank account that you select.
A/P Account	<p>Select the accounts payable register where the payments are posted.</p> <div>  Note: An A/P Account that is included in a batch is removed from the selection list. Instead, you should see the A/P account listed in the company bank record along with the enabled Process Bills Automatically option. For more information, see the Setting Up Company Bank Records topic for your country or Processing Bills and Expenses in Batches. </div> <p>When you select an A/P account, the Select Transactions subtab automatically displays the account's list of outstanding bills, expenses, and journal entries.</p> <div>  Note: On the Bill Payment Batch page, the list of transactions are displayed on the Select Transactions tab. The list does not include bills placed on payment hold. For more information, see the help topic Managing Payment Holds. </div>
Date to be processed	This field displays the date when the record is first created. Specify the date when you want the bank to process the payment transaction.
Posting Period	Select the accounting period where the bills payments should be posted.
EFT File Reference Note	Enter notes to display in the header portion of the generated EFT file.
Aggregate by Payee and Entity Bank	<p>This box is checked by default if the Aggregate By Payee (EFT) box is checked on the Electronic Payments Preferences page. Check this box to group payments for a particular vendor, customer, partner or employee into a single payment transaction. Clear this box if you want to create payment transactions for every bill or expense report.</p> <div>  Important: To check or clear the Aggregate by Payee and Entity Bank box by default, go to Payments > Setup > Electronic Payments Preferences. On the General Preference subtab, check or clear the Aggregate By Payee (EFT) box. </div> <div>  Note: This option is required to process transactions with discounts and credits. </div>
Number of Transactions	This field displays the number of outstanding payment transactions that are marked for processing in the Select Transactions list.
Total Payment Amount	<p>This field displays the total amount of outstanding payment transactions that are marked for processing in the Select Transactions list.</p> <div>  Note: In accounts where the bank and base currencies are different, the bank currency is used for the Total Payment Amount. </div>


3. Select values in the following fields to narrow down the list of outstanding payment transactions for processing:

Field	Description
Transaction Type	Use this field to narrow down the list of outstanding payment transactions to either bills or expenses.

Field	Description
	The list of outstanding payment transactions is automatically updated based on the value you select in this field.
Due date from, to	<p>Use this field to narrow down the list of outstanding payment transactions by their due date.</p> <ul style="list-style-type: none"> ■ Use the Due date from field to list transactions that are due on or later than the specified date. ■ Use the Due date to field to list transactions that are due on or before the specified date. ■ Use both fields to list transactions that are due within a range of dates.

4. On the **Select Transactions** subtab, in the **Pay** column, check the box for the bills and expenses that you want to process. You can also check credit transactions, if any, to be applied to a bill.

 **Important:** When applying vendor credits and customer credit memos, be sure to select the bill and bill credit for the same payee. For multi-currency transactions, be sure to select the bill and bill credit for the same payee and in the same currency. For transactions associated to different entity banks, be sure to select the bill and bill credit for the same payee, currency and entity bank combination

 **Note:** To display the **Name** column, go to Payments > Setup > Electronic Payments Preferences, click the **General Preference** subtab, and then check the **Include Name in Transaction List** box.

The following columns of the transactions list are automatically updated for your selected transactions:

- **Payment Amount** – This field is automatically updated with the amount due for the selected transactions. For vendor and customer credit transactions, this amount shows the exact value in the **Amount Remaining** field. You can edit the amount if you want to enter a partial credit.
- The following columns apply to bills with early payment discounts:
 - **Discount Amount** – This field displays the maximum discount amount that can be applied to the transaction, based on the terms defined on the bill. You can edit the amount to enter a partial discount or remove the discount from the transaction. The discount amount must be an addition of Discount Amount and Payment Amount and cannot be greater than the amount remaining for the transactions.
Discount Amount + Payment Amount <= Amount Remaining.
The payment amount is automatically updated to display the recalculated amount with the applied discount.
 - **Discount Date** – This field displays the last day to apply or use the discount before it expires.

In the Payment Information section, the following fields are also automatically updated:

- **Number of Transactions** – This field displays the total number of bills, expenses, and credits that you selected for payment processing.
- **Total Payment Amount** – This field displays the sum of the values in the **Payment Amount** column.
- **Installment Reference Number** – This field displays the installment number which is being paid when the bills are retrieved.

Use the following fields and controls to filter the transactions list:

- **Select Page** – Select a range of pages to display transactions included in those pages.

- **Transactions Per Page** – Select the number of rows to be displayed per page.
- Use the **Mark All** or **Unmark All** button to check or clear the box for all transactions in the list.

Note: The Electronic Bank Payments SuiteApp currently processes up to 5,000 open bills at a time. If you are processing more than 5,000 open bills, only the first 5,000 bills are selected for processing.

- Click the **Exchange Rates** subtab and change the values in the **Exchange Rate** field if you want to use an exchange rate other than the Currency Exchange Rates set up in your NetSuite account. For more information, see the help topic [Currency Exchange Rates](#).
- Click **Submit**.
You are redirected to the payment file record on the Payment File Administration page.
- Click **Refresh** until the value in the **File Processed?** field changes from **Queued** to **Processed**.
When processed, a confirmation message is sent to your email address. The email message confirms that the payment file generation was successful or an error message indicating that the payment file generation failed.
- Click the download link in the **File Reference** field to save a copy of the payment file to your local drive.
You can electronically send the file format to your bank or upload the file to your bank's electronic payment system.

Processing Customer Refunds

Perform these steps to generate payment files for customer refund payments.

You can select multiple customer refunds to process. Payment instructions for all selected customer refunds are included in a single payment file.

Note: Make sure that the customer refund records that you are generating payment files for have previously been entered in NetSuite before performing this task. For more information, see the help topic [Refunding an Open Balance](#).

Note: When processing a customer refund, you must select the mode of payment on the customer payment record. If you check the **For Electronic Bank Payment (Direct Debit)** box, the **Check#** field and other payment options are automatically cleared in the customer refund when you save the record.

The **Check#** or **To EFT** fields are automatically filled depending on the default setting on the customer record. When selecting a refund method, you can change the **Check#** or **To EFT** fields manually.

When you change the account number, the system clears the default setting. The **To EFT** box is cleared and the **Check#** field value is automatically filled.

To pay customer refunds:

- Go to Payments > Payment Processing > Customer Refund Payments.
- Complete the following fields:

Field	Description
Bank Account	<p>Select your company bank account where the customer refund payments are posted. For information on setting up company bank account records, see Setting Up Bank Records.</p> <p>The payment file format, maximum number of payments, and subsidiary of the payment file are based on the bank account that you select.</p>
Date from	<p>Limit the list of customer refunds to only those approved on a particular date or later. To limit the customer refunds to those approved within a range of dates, enter values for both Date from and Date to fields.</p>
Date to	<p>Limit the list of customer refunds to only those approved on a particular date or earlier. To limit the customer refunds to those approved within a range of dates, enter values for both Date from and Date to fields.</p>
Customer	<p>Narrow down the list of customer refunds to process to a particular customer. The customers list is displayed when the following criteria is met for Bank Payment Details (Debit and Credit):</p> <ul style="list-style-type: none"> ■ When a subsidiary is not attached to a Customer Entity Bank: <ul style="list-style-type: none"> □ Subsidiaries of company bank and primary customer must match. □ File formats of company bank and customer entity bank must match. □ Customer entity bank must be primary and active. ■ When a subsidiary is attached to a Customer Entity Bank: <ul style="list-style-type: none"> □ Subsidiaries of company bank and primary customer must match. □ File formats of company bank and customer entity bank must match. □ Customer entity bank must be primary and active.
Date to be Processed	Specify the date when you want the Electronic Bank Payments SuiteApp to generate the payment files for the selected transactions.
EFT File Reference Note	Enter notes to display in the header portion of the generated payment file.



Note: The Select Transactions list shows customer refunds. Customer refunds that are not included are those that have check numbers, those that are marked To be Printed, and those that were voided. To display the **Name** column, go to Payments > Setup > Electronic Payments Preferences, click the **General Preference** subtab, and check the **Include Name in Transaction List** box.

- On the **Select Transactions** subtab, in the **Pay** column, check the box for the customer refund transactions that you want to process.

In the Payment Information section, the following fields are automatically updated:

- **Number of Transactions** – This field displays the total number of customer refund transactions that you selected for payment processing.
- **Total Payment Amount** – This field displays the sum of the values in the **Payment Amount** column or the sum of customer refunds.

Use the following fields and controls to filter the transactions list:

- **Select Page** – Select a range of pages to display transactions included in those pages.
- **Transactions Per Page** – Select the number of rows to be displayed per page.
- Use the **Mark All** or **Unmark All** button to check or clear the box for all transactions in the list.

Note: The Electronic Bank Payments SuiteApp currently processes up to 5,000 open customer refunds at a time. If you are processing more than 5,000 open bills, you can first process the first 5,000 bills before processing the remaining bills.

4. Click **Submit**. You are redirected to the payment file record on the Payment File Administration form.
5. Click **Refresh** until the value in the **File Processed?** field changes from **Queued** to **Processed**.
When processed, a confirmation message is sent to your email address. The email message confirms that the payment file generation was successful or an error message indicating that the payment file generation failed.
6. Click the download link in the **File Reference** field to save a copy of the payment file to your local drive.
You can electronically send the file format to your bank or upload the file to your bank's electronic payment system.



Processing Payments from Customers

You can select multiple invoices to process. Payment instructions for all selected invoices are included in a single payment file format. This includes processing of term or early settlement discounts and bill credit or credit memo transactions.

To select invoices to process:

1. Go to Payments > Payment Processing > Invoice Payment Processing.
2. Complete the following fields:

Field	Description
Bank Account	Select your company bank account where the payment transactions should be posted.
	<p>Note: Only bank accounts on which you have not enabled the Process Bills Automatically option appears on this list. For more information, refer to the Setting Up Company Bank Records topic for your country.</p> <p>The Select Transactions subtab is automatically updated with a list of outstanding bills, expenses, and journal entries from that bank account.</p> <p>The payment file format, maximum number of payments, and subsidiary of the payment file are based on the bank account that you select.</p>
A/R Account	Select the accounts receivable register where the payments should be posted.
Date to be processed	Specify the date when you want the bank to process the payment transaction.
Posting Period	Select the accounting period where the bills payments should be posted.
Direct Debit file reference note	Enter notes to display in the Direct Debit file.
Direct Debit Type	<p>For SEPA Direct Debit templates.</p> <p>Select the direct debit type:</p> <ul style="list-style-type: none"> ■ B2B – SEPA B2B (business to business) direct debit ■ CORE – For SEPA core direct debit

Field	Description
	<ul style="list-style-type: none"> ■ COR1 – SEPA core direct debit with reduced execution time cycle by one day
Aggregate by Payee	<p>The option lets you group payments for a particular vendor, customer, partner or employee into a single payment transaction. Disable this option if you want to create payment transactions for every bill or expense report.</p> <div>  Important: To check or clear the Aggregate by Payee box by default, go to Payments > Setup > Electronic Payments Preferences, click the General Preference subtab, and then check or clear the Aggregate By Payee (DD) box. </div> <div>  Note: This option is required to process discounts and credit transactions. </div>
Number of Transactions	This field displays the number of outstanding payment transactions that are marked for processing in the Select Transactions list.
Total Payment Amount	This field displays the total amount of outstanding payment transactions that are marked for processing in the Select Transactions list.


3. Use the following fields to narrow down the list of outstanding payment transactions for processing:

Field	Description
Transaction Type	<p>Use this field to narrow down the list of outstanding payment transactions to invoices or journals.</p> <p>The list of outstanding payment transactions is automatically updated based on the value you select in this field.</p>
Due date from, to	<p>Use these field to narrow down the list of outstanding payment transactions by their due date.</p> <ul style="list-style-type: none"> ■ Use the Due date from field to list transactions that are due on or later than the specified date. ■ Use the Due date to field to list transactions that are due on or before the specified date. ■ Use both fields to list transactions that are due within a range of dates.
Customer	<p>Use this field to narrow down the list of outstanding payment transactions to invoices that are payable to a particular customer.</p> <p>The customers list is displayed when the following criteria is met for Bank Payment Details (Debit and Credit):</p> <ul style="list-style-type: none"> ■ When a subsidiary is not attached to a Customer Entity Bank: <ul style="list-style-type: none"> □ Subsidiaries of company bank and primary customer must match. □ File formats of company bank and customer entity bank must match. □ Customer entity bank must be primary and active. ■ When a subsidiary is attached to a Customer Entity Bank: <ul style="list-style-type: none"> □ Subsidiaries of company bank and primary customer must match. □ File formats of company bank and customer entity bank must match. □ Customer entity bank must be primary and active.
Department Filter	Use this field to narrow down the list of invoices or journals to those that originated from a specific department.
Class Filter	Use this field to narrow down the list of invoices or journals to those that originated from a specific class.


Field	Description
Location	Use this field to narrow down the list of invoices or journals to those that originated from a specific location.


4. In the Classification section, complete the following fields:

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.

 **Note:** For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

5. On the **Select Transactions** subtab, in the **Pay** column, check the box for the invoices that you want to process. You can also check the credit transactions, if any, to be applied to an invoice.

 **Important:** When applying customer credit memos, be sure to select the invoice and credit memo for the same payee. For multi-currency transactions, be sure to select the invoice and credit memo for the same payee and in the same currency.

 **Note:** To display the **Name** column, go to Payments > Setup > Electronic Payments Preferences, click the **General Preference** subtab, and check the **Include Name in Transaction List** box.

The following columns of the transactions list are automatically updated for your selected transactions:

- **Payment Amount** – This field is automatically updated with the invoice amount due for the selected transaction. For credit transactions, this amount shows the exact value from the **Amount Remaining** field. You can edit the amount if you want to enter a partial credit.
- The following columns apply to invoices with early payment discounts:
 - **Discount Amount** – This field displays the maximum discount amount that can be applied to the transaction, based on the terms defined on the bill. You can edit the amount to enter a partial discount or remove the discount from the transaction. The discount amount must be an addition of Discount Amount and Payment Amount and cannot be greater than the amount remaining for the transactions.

Discount Amount + Payment Amount <= Amount Remaining.

The payment amount is automatically updated to display the recalculated amount with the applied discount.
 - **Discount Date** – This field displays the last day to use or apply the discount before it expires.

In the Payment Information section, the following fields are also automatically updated:

- **Number of Transactions** – This field displays the total number of invoice and credit transactions that you selected for payment processing.
- **Total Payment Amount** – This field displays the sum of the values in the **Payment Amount** column or the sum of customer payments.

Use the following fields and controls to filter the transactions list:

- **Select Page** – Select a range of pages to display transactions included in those pages.
- **Transactions Per Page** – Select the number of rows to be displayed per page.
- Use the **Mark All** or **Unmark All** button to check or clear the box for all transactions in the list.

Note: The Electronic Bank Payments SuiteApp currently processes up to 5,000 open invoices at a time, with the exception of transactions using SEPA Direct Debit. Transactions using SEPA Direct Debit currently processes 3,000 open invoices at a time. If you are processing more than 5,000 open invoices or more than 3,000 open SEPA Direct Debit invoices, only the first 5,000 or 3,000 invoices are selected for processing.

6. Click **Submit**. You are redirected to the payment file record on the Payment File Administration form.
7. Click **Refresh** until the value in the **File Processed?** field changes from **Queued** to **Processed**.
After the payment is processed, a confirmation message is sent to your email address. The email message confirms that the payment file generation was successful or an error message indicating that the payment file generation failed.
8. Click the download link in the **File Reference** field to save a copy of the payment file to your local drive.
9. You can electronically send the file format to your or upload the file to your bank's electronic payment system.

Processing Payments Using Secondary Bank Accounts

The Electronic Bank Payments SuiteApp enables you to assign a preferred bank account when processing payments from vendors, employees, partners, and customers. By default, the entity bank account set up as primary is used when processing payments. However, you can select secondary entity bank accounts when processing payments before generating the payment file.

To select the preferred bank account to pay outstanding payments to a single vendor, employee, or partner, use the Pay Single Vendor transaction. For more information, see the help topic [Paying Bills to a Single Vendor](#).

Note: You can only assign a preferred entity bank account when processing payables for one vendor via Pay Single Vendor. Selecting secondary bank accounts when paying multiple vendors via Pay Bills is not supported.

If you are using Electronic Bank Payments SuiteApp for customer direct debit payment transactions, you can assign which entity bank account the payment will be associated with.

To select the customer's preferred bank account where the payment will be debited from, use the Accept Customer Payments transaction. For more information, see the help topic [Applying a Payment on the Customer Payment Page](#).

Setting up Roles and Permissions to Process Payments Using Secondary Bank Accounts

Users assigned with a custom accounting role are required to add the following permissions before processing payments using secondary bank accounts.

The following table shows the minimum permissions required for a role to be able to assign secondary bank accounts when processing bill payments. For more information, see the help topic [Customizing or Creating NetSuite Roles](#).



Important: Be careful when granting permissions to your custom roles. Make sure that you do not change the preferences in the Entity Bank Details custom record.

Permission	Subtab Type	Minimum Permission
Employees	Lists	View
Customers	Lists	View
Partners	Lists	View
Vendors	Lists	View
Entity Bank Details	Custom Record	View
Payment File Format	Custom Record	View

Limitations and Considerations when Assigning a Preferred Entity Bank on Payment Transactions


- For existing entity records where there is no primary entity bank currently set up, you can do the following to prevent any errors during creation of payment transactions:
 - Select any of the secondary entity bank accounts available in the Preferred Entity Bank field before saving the bill payment.
 - Go to the entity record (Vendor, Employee, Customer, and Partner) and set up a primary entity bank account before creating a payment transaction. For more information, see the country-specific topics about Setting Up Bank Records for Customers for Electronic Bank Payment.
- Assigning a secondary entity bank account for payment transactions is only available when using Pay Single Vendor and Accept Customer Payments. This feature is not available on the following:
 - Pay Bills
 - Bill Payment Processing
 - Invoice Payment Processing
 - Payment Batch List
- When assigning a secondary entity bank account for payment transactions via CSV import, make sure that the Run Server SuiteScript and Trigger Workflows preference is enabled in your account. For more information, see the help topic [Setting CSV Import Preferences](#).

Setting Up Primary Bank for Customer and Vendor Accounts with Multiple Subsidiaries

For customer and vendor accounts that use multiple subsidiaries, you can assign one subsidiary to each entity bank. Also, you can assign only one Primary bank to each entity. With this feature, you can also perform the following actions:


- Create multiple bank records per entity based on the account's base country of operation.

- Use the **Subsidiary** field to assign a subsidiary to a bank.
- Process transactions assigned to a different subsidiary.

 **Note:** You can process transactions assigned to a different subsidiary only if it meets the following criteria:

- The transaction's company and entity bank templates must match the subsidiary
- The entity bank is set to primary.

- Process transactions related to all the subsidiaries of an entity that match the criteria if the **Subsidiary** field of the entity bank is blank. If the **Subsidiary** field is not blank, then transactions related only to that subsidiary are processed in the entity records.

 **Important:** Loading transactions in the processing pages is restricted if their respective entity bank is inactive. However, this condition applies only when the entity bank is set to inactive directly from Bank Details page and not from the List page on the Bank Details page.

To set the bank type and update the subsidiaries:

1. Go to Lists > Relationships > Customer or Vendor.
2. Next to any customer or vendor record, click **Edit**.
3. On the **Bank Payment Details** subtab, next to any bank record, click **Edit**.
4. From the **Type** list, select either **Primary** or **Secondary** as required.
5. In the **Subsidiary** field, change the selection as required.
6. Click **Save**.

You must set the bank type and update the subsidiaries before processing any transactions. For more information, see the help topics based on the country of operation.

When you remove entity bank Details from the Bank Payment Details subtab on a customer or vendor record, you cannot edit that entity bank details again.

As a part of SuiteScript 2.0 implementation, the following UI elements are not hidden on the Bank Details page. NetSuite recommends to not use these UI elements. If you use the UI elements by adding existing entity bank details, the parent entity bank details record is changed. Also, the electronic payment fields required for the entity is not updated.

- **Bank Details** field
- **Attach** button
- **Customize View** button

The following Electronic Bank Payment pages retrieve transactions based on subsidiary, template, and primary bank combination:

- Bill Payment Processing
- Invoice Payment Processing
- Instant Bank File
- Customer Refund Processing

- Auto-Batch Processing
- EP-API Custom Suitelet

Note: There is no impact on saved searches used for Instant Bank File and Batch Processing pages.

Creation of Bill Payment and Customer Payment is not restricted by the subsidiary selected in Bank Details page. Hence, the transaction is displayed on the Generate Bill Payment File and Generate Customer Payment File pages. But, you can process a PFA successfully when the subsidiary of an entity bank is blank or matches with the subsidiary of a company bank. The PFA is not processed and displays an error when the subsidiary of the entity bank is not blank or is not matching with the subsidiary of the company bank. For more information on the error codes, see the topic Electronic Bank Payments Error Codes.

Note: Electronic Bank Payments SuiteApp supports approximately 200 entity banks for an entity. The number of entity banks depend on the data available in the account. If the number of entity banks is more than 200 for an entity, processing of payments is still allowed. However, when you edit the Bill Payments Processing page, you can get the Script Execution Usage Limit Exceeded error. Alternatively, you can update payment record using CSV import or mass update option. You can also clear the **EFT Bill Payment** box on vendor record. After you edit the Bill Payment Processing page, you can check the **EFT Bill Payment** box at vendor record again.

Guidelines on Primary Bank Setup for OneWorld Accounts with Multiple Subsidiaries

- If you have any customizations on the Bank Details page, you must revisit them based on the required **Subsidiary** field.
- If you are using any web services to create an entity bank, then you must add the **Subsidiary** field in the web service request.
- For mapping the **Subsidiary** field, refer to the SuiteAnswers support article [CSV Import to Add Entity Bank Details for Vendors](#), ID 27012.
- Refer to the following sample syntax for generating the **Subsidiary** field when creating bank details using a script.
 - `o rec.setFieldValues('custrecord_9572_subsidary', [1]); //Subsidiary Internal Id`
- During the SuiteApp update, a Map Reduce (MR) script labeled Global Entity Migration Script MR runs automatically. This MR script updates the **File Format** field on your existing Bank Details page. You cannot run the MR script manually. You can view the script status by going to Customizations > Scripting > Map/Reduce Script Status.

When you trigger the MR script, it behaves as following:

- EFT, DD and CR file formats along with subsidiary attached to entity banks are updated in the custom fields for the respective templates of each entity.
- The MR Script runs independently of the SuiteApp update. For example, when the SuiteApp update is complete, the MR script still runs in the background until all the records are updated.
- In SI accounts, only the file format of each entity bank is stored in the custom fields for EFT, DD and CR templates. These values are used to populate the transactions to increase the performance of the entity records.
- In One World accounts, file formats along with subsidiary attached to entity bank will be updated in the custom fields for the respective templates of each entity. These Values are used to retrieve the transactions in the Suitelets.



Important: You must check the status of the MR script before submitting any PFA or Batch for processing. If the script status has an error, then you must trigger the script manually. Once you trigger the script manually and the script completes the execution successfully, then you can process the PFA. This is applicable only when the SuiteApp is updated from 2020.2 release to 2021.1 release.

To Trigger the scripts manually:

1. Go to Customizations >Scripting > Script Deployment.
2. Click **Edit** beside the Script ID customdeploy_9572_migration_script_mr.
3. On the Script Deployment page, click **Save and Execute** to run the MR.
4. Click **Ok**.

To check the successful execution and completion of MR script:

1. Go to Customizations >Scripting > Map/Reduce Script Status.
2. Click **Details** on the **Details** column for the global entity migration MR script.
Check if all the stages of the MR script are in complete status.

Process Payments for Customers and Vendors from Primary and Secondary Banks

Process payments from primary or secondary entity banks for vendors or customers using the **Entity Bank** list on the **EFT** subtab for the following transaction types:

- For Vendors:
 - Bills
 - Bill Credit
 - Bill Payment
 - Commission
 - Expense Report
- For Customers:
 - Invoice
 - Customer Payment
 - Credit Memo

When you click the plus icon next to the **Entity Bank** list, it redirects you to the NetSuite home page. You cannot create a new entity bank by clicking the plus icon.

For Commission transaction type, the **Entity Bank** list is available on the **Custom** subtab. The **Entity Bank (Employee)** list is used for employee commission transactions and the **Entity Bank (Vendor)** list is used for partner commission transactions. The values of both the lists are not logged in the system notes of a transaction and cannot be updated using the Mass Update feature.

All the entity banks of the transaction are shown in the **Entity Bank** list regardless of bank type (primary or secondary) and subsidiaries. If you select a subsidiary for an entity bank, you can select the entity bank at the transaction level without having permission for the subsidiary.

Selecting an entity bank at the transaction level does not depend on EFT Bill Payment setting on the **Bank Payment Details** tab on the Entity page.

You can submit payment files for processing transactions with an entity bank on the EFT Global Bill Payment Processing page. PFAs are created directly on EFT Global Bill Payment Processing page without following the batch approval and batch creation processes. For more information, see [Manually Processing Bills and Expenses from Primary or Secondary Banks](#).

The following transactions will not be processed on the EFT Global Bill Payment Processing page:

- Transactions where an entity bank is not specified. These transactions are processed from the Bill Payment Processing page.
- Transactions where an inactive entity bank is selected. The inactive entity bank remains selected on the transaction, but the transaction will not be processed.

Process Transactions for Locked Posting Period

You can post transactions or process payments in the locked posting period, only if the Override Period Restrictions permission is enabled in your account. If the Override Period Restrictions permission is disabled, then the locked posting period is restricted for the following payment processes:

- **Bill Payment Processing or Invoice Payment Processing** – If the accounting period is locked, then you cannot select the **Locked Accounting Period** option in the **Posting Period** list on EFT Bill Payment Processing and Invoice Payment Processing pages.

If only Accounts Payable (A/P) is locked, then you can select the posting period from Invoice Payment Processing page but not from the EFT Bill Payment Processing page.

If only Accounts Receivable (A/R) is locked, then you can select the posting period from the EFT Bill Processing page, but not from the Invoice Processing page.
- **Payment Reversals** – When you reverse a PFA, the closed periods and locked periods become unavailable in the **Posting Period** list on the Payment Reversals page. If you reverse DD payments, the A/R locked periods are not available in the **Reversal Posting Period** list on the Payment Reversals page. If you reverse EFT payments, the A/P locked periods are not available in the **Reversal Posting Period** list on the Payment Reversals page.
- **Rollback and Reprocess** – An alert message appears when you try to rollback or reprocess a PFA with a locked posting period set in the **Posting Period** list. If you have an Administrator role for your account, then an alert message appears for a closed period.
- **Batch Processes**
 - **Batch Edit** – When you edit a bill payment batch posting period, the closed periods and locked periods are not available in the **Posting Period** list.
 - **Batch Approval** – You cannot post transactions in a locked period, as batches that are in a locked period cannot be approved. Also, when the period is locked you cannot approve batches that are created before the locking period. If you approve a batch which is created before the locked posting period which is locked, then a popup window displays a message asking you to select a valid posting period and try again.
 - **Batch Creation** – A batch is always created based on the current date. If the current date is in the locked period, then the **Posting Period** list is set to blank. When a batch is created, you cannot approve the batch in the locked period and an alert message appears. Also, you cannot submit a batch as the posting period is blank. You must edit a batch and select an unlocked period to approve or submit the batch.
 - **Electronic Bank Payments API** – If the accounting period is locked, then locked periods are not available in the Posting Period field in the EFT-Bill Payments page.

- **Edit PFA** - When you edit a PFA, closed periods and locked periods will be unavailable in the **Posting Period** list.

To enable the Override Period Restrictions permission:

1. Go to Setup > User/Roles > Manage Roles.
2. Click **Customize** next to the role that you require on the Manage Roles page.
3. On the Roles page, select the **Permissions** tab.
4. In the permissions tab, select the **Setup** subtab.
5. Select **Override Period Restrictions** option in the Permission column and click **Add**.
6. Click **Save**.

Processing Payment Scripts Using SuiteScript 2.0

The following payment scripts are processed using SuiteScript 2.0. Also, old scripts are replaced with new scripts:

Record Names or Script Names	Old Scripts (SuiteScript 1.0)	New Scripts (SuiteScript 2.0)
Batch Approval Notification-WorkFlow	customscript_2663_batch_approval_notify	customscript_15767_batch_approval_wf
Batch Rejection Notification-WorkFlow	customscript_2663_batch_rejection_notify	customscript_15767_batch_rejection_wf
EP Customer Refund suitelet	customscript_2663_cust_ref_selection_s	customscript_15767_ep_customer_refund_su
EP Exchange Rates Loader	customscript_2663_exchangerates_loader_s	customscript_15767_exchangrate_loader_su
Electronic Payments Preferences	customscript_2663_preference_s	customscript_15486_ep_preference_su
Electronic Payments Preference CS	customscript_ep_preference_cs	customscript_15486_ep_preference_cs
Electronic Payments Preference UE	customscript_ep_preference_ue	customscript_15486_ep_preference_ue
EP Bundle Installation	customscript_2663_bundle_install	customscript_15486_ep_bundle_install
EP Admin Data Lookup	customscript_2663_admin_data_lookup_s	customscript_15486_ep_admin_data_lookup
EP Admin Data Submit	customscript_2663_admin_data_submit_s	customscript_15486_ep_admin_data_submit
Generic Direct Debit Selection Suitelet	customscript_2663_payment_ar_selection_s	customscript_15767_ep_direct_debit_su
Generic File Format Updater	customscript_2663_file_format_ue	customscript_15486_file_format_cs
Generic File Format Validator	customscript_2663_file_format_cs	customscript_15486_file_format_ue
Generic Field Validator Processing	customscript_2663_field_validator_s	customscript_15486_field_validator_su
Generic Payment Aggregation Validation	customscript_2663_payment_aggregation_cs	customscript_15486_pay_aggregation_cs
Generic Payments Configuration Loader	customscript_ep_admin_data_loader_s	customscript_15486_ep_admin_data_loader

Generic Payment Information Hider	customscript_2663_payment_info_ue	customscript_15486_payment_info_ue
Generic Payment Jumplet	customscript_2663_jumplet_s	customscript_15767_pfa_jumplet_su
Generic Pay Processing & File Creation Suitelet	customscript_2663_payment_selection_s	customscript_15767_eft_paymt_selection_s
Global EFT Payment Selection Suitelet	customscript_15529_global_eft_selection	customscript_15767_ge_eft_selection_su
Payment Aggregation UE	customscript_7716_pay_aggregation	customscript_15486_pay_aggregation_ue
Payment Batch List	customscript_2663_batch_processing_p	customscript_15486_ep_batch_process_pt
Payment Batch Selection Main Suitelet	customscript_2663_batch_selection_main_s	customscript_15767_batch_selection_su
Payment Batch Processing Portlet	Payment Batch Processing Portlet	EP Payment Batch Processing Portlet SS2
Payment File Administration UE	customscript_2663_payment_file_mgmt_ue	customscript_15767_payment_file_mgmt_ue
Payment File Administration CS	customscript_2663_payment_file_mgmt_cs	customscript_15767_payment_file_mgmt_cs
Payment File Format UE	customscript_2663_file_format_ue	customscript_15486_file_format_ue
Payment File Format CS	customscript_2663_file_format_cs	customscript_15486_file_format_cs
Payment Portal AP Suitelet	customscript_2663_batch_selection_ap_s	customscript_15767_batch_selection_ap_su
Positive Pay Suitelet	customscript_2663_payment_pp_selection_s	customscript_15767_positive_pay_su
Payment Schedule UE	customscript_2663_payment_schedule_ue	customscript_15486_payment_schedule_ue
Payment Schedule CS	customscript_2663_payment_schedule_cs	customscript_15486_payment_schedule_cs
Payment Reversals	customscript_2663_payment_reversal_s	customscript_15486_payment_reversal_s

Note: If you have any customizations in the SuiteScript 1.0 records, then these customizations are not saved in the SuiteScript 2.0 records automatically. Therefore, you must add your SuiteScript 1.0 record customizations to all the refactored SuiteScript 2.0 records manually.

To access the new SuiteScript 2.0 script records, you must setup the View level permission for Allowed Country Formats By Edition in your custom record. If the View level permission is not set, then the error error.SuiteScriptError - INSUFFICIENT_PERMISSION is displayed.

You can use the SuiteScript 1.0 Suitelets if you are facing problems with the SuiteScript 2.0 Suitelets from the Suitelet's script deployment record.

To use SuiteScript 1.0 Suitelets from the Script Deployment record:

1. Go to Customization > Scripting > Script Deployments.
2. Click **View** next to the required SuiteScript 1.0 Suitelet script deployment.
3. Click the **URL** link on the Script Deployment record to use the SuiteScript 1.0 Suitelet.

SuiteScript Permission for Payment Reversal Custom EFT Role

You must enable the reversal process permissions to reverse the Payment file. A permission **SuiteScript** with **View** level can be selected in the Custom EFT role. If you have an existing custom role created by customizing the Custom EFT role, then you must add this permission manually. Otherwise, opening the Payment Reversals page without updating the custom role permission can lead to errors in certain scenarios.

To manually add the SuiteScript permission to the Custom EFT role:

1. Go to Set Up > User/Roles > Manage Roles.
2. Click **Edit** next to your custom role.
3. In the **Permissions** tab, select the **Setup** subtab.
4. Select **SuiteScript** from the list in the Permission column.
5. Select the permission level as **View** from the list in the Level column.
6. Click **Save**.

Note: Not updating the custom role leads to errors when you open the Payment Reversals page in certain scenarios. If you create a new custom role by customizing the Custom EFT role, then the SuiteScript permission will be added automatically.

Installment Payment Support

Note: This feature is specific only to Accounts Payable and Account Receivable and requires the Installment feature to be enabled. For more information on installment vendor payments, see the help topic [Vendor Payment Installments Setup](#).

Account Payable (A/P)

Electronic Bank Payments SuiteApp supports Installment Payments for A/P. You can pay vendor bills in installments by using:

- Bill Payment Processing
- Auto-Batch Processing
- Custom Bill Payment Processing pages using Electronic Bank Payments API


If the installment feature is enabled, the **Installment Reference Number** column appears on the Bill Payment, Auto-Batch and Customer Bill Payment Processing pages. This happens when you retrieve the installment bills.

Note: NetSuite displays an error when the installment bills that are kept on hold are submitted for processing. But, these bills can still be loaded in the Suitelet. However, this behavior will be resolved in Electronic Bank Payment SuiteApp 2021.2 release, where installment bills kept on hold cannot be loaded in the Suitelet.

Account Receivable (A/R)

Electronic Bank Payments SuiteApp supports Installment Payments for A/R. You can pay your invoices in installments by using Invoice Payment Processing.

If the Installment feature is enabled, the **Installment Reference Number** column appears on the Invoice Payment File when you retrieve the installment bills.

 **Note:** Invoice Payment Processing does not support the Reversing Payment feature for Installment Payments.

Using Instant Electronic Bank Payment File Creation

Depending on your Electronic Bank Payments license, you can instantly generate payment files from payment transactions that have been tagged for electronic bank payment. Use transaction saved searches for retrieving the payment transactions to be processed.

- [Electronic Bank Payment Tagging on Payment Transactions](#)
- [Defining Transaction Saved Searches for Electronic Bank Payment](#)
- [Creating Payment Files from Transactions for Electronic Bank Payment](#)
- [Managing Electronic Bank Payment Files](#)
- [Generating Bank Files for Vendor Prepayment Transactions](#)

Electronic Bank Payment Tagging on Payment Transactions

Before creating payment transactions for electronic bank payment processing, be sure to set up entity records with bank details and enable any of the following options:

- **EFT Bill Payment** – on vendor and partner records
- **Direct Debit** – on customer records

For more information about these required options and other setup procedures for electronic bank payment processing, refer to the Payment Formats topic for your country in [Setting Up Payment File Formats](#).

For considerations when creating payment transactions for electronic bank payment, see [Limitations and Considerations for Instant Electronic Bank Payment File Creation](#).

Electronic bank payment tagging is done using the following boxes on payment transactions:

- **For Electronic Bank Payment** – on bill payments
- **For Electronic Bank Payment (Direct Debit)** – on customer payments

If entity records have been set up properly, electronic bank payment tagging is done automatically when you create payment transactions through the following options:

- For entities with electronic bank payments enabled, the electronic bank payment box is checked automatically when you create payment transactions using the **Make Payment** or **Accept Payment** option on entity or transaction records.

- Transactions > Payables > Pay Bills (for bill payments)

Unless you select or set another payment method by default, the electronic payment box is checked automatically when you create bill payments per account, in bulk. For example, if you check the **To Be Printed** box on the Bill Payments page, the **For Electronic Bank Payment** box is not checked on the created payment transaction.

- Transactions > Payables > Pay Single Vendor (for bill payments)

Transactions > Customers > Accept Customer Payments (for customer payments)

When creating single payment transactions, the electronic bank payment box is checked automatically if you select a payee or customer that has been set up for electronic payment. This behavior is true regardless of your default payment settings. For example, you have set up Online Bill Pay as your default bill payment method. When you select an entity for electronic payment, the **For Electronic Bank Payment** box is checked and the **Bill Pay** box including other related fields, are cleared automatically.

On payment transaction records, you can still manually check or clear the electronic payment box. Be aware of the following behaviors:

- To prevent multiple payment processing, the electronic payment box is cleared automatically when you select or enter details in any of the following payment option fields available in your account:
 - On bill payment records: **To ACH, To EFT, To be Printed, Check #**, and **Bill Pay**
 - For customer payment records: Select other Payment Methods, Check #, CC Approved, and Charge Credit Card
- In the same way, if you check the electronic payment box, fields for other payment options are cleared automatically.
- On bill payment transactions, the **Check #** field is initially blank and is populated with the payment file transaction ID during payment file creation.

Note: On bill payment transactions, changing the values in the following fields, including custom fields or validations if you are using a customized form, might clear the **For Electronic Bank Payment** box automatically: **Account, Payee, Currency, and Subsidiary**. Be sure to check the box again to continue processing through electronic payment.

Note: The **Charge Credit Card** box cannot be cleared by default on customer payments, even if the **For Electronic Bank Payment** box is checked automatically. In this case, however, default credit card information is cleared automatically for electronic payment processing to proceed. You can manually clear the **Charge Credit Card** box if you want to.

Note: When changing a customer payment record if the **Direct Debit** box is checked, the **For Electronic Bank Payment (Direct Debit)** box is checked and undeposited funds are selected for payment.

When changing the account number, the **For Electronic Bank Payment (Direct Debit)** box remains checked.

When selecting the payment method, the **For Electronic Bank Payment (Direct Debit)** box is cleared.

Note: When creating a bill payment record, by default, the **For Electronic Bank Payment box** will be checked if the corresponding customer has the **EFT Bill Payment** box checked.

When changing the account number, the system will clear the default setting, that is, the **For Electronic Bank Payment** box is cleared and the **Check#** field is automatically filled.

Limitations and Considerations for Instant Electronic Bank Payment File Creation

- If your account does not have an active Advanced Electronic Bank Payments license, the Company Bank Account list will not include a company bank account that uses the following:
 - A company bank detail record that uses standard templates not based on your account's country of operation.
 - A company bank detail record that use custom templates.


- Only EFT bill and direct debit customer payments are supported.
- Only payment file templates in FreeMarker syntax are supported. For more information about using FreeMarker syntax on your custom templates, see [Working with Advanced Templates](#).
- You can process up to a maximum of 5,000 payment transactions or less for each payment file. If you exceed the limit, only the first 5,000 transactions are included in the payment file. You can process the remaining transactions in separate payment files.
- When creating payment transactions for electronic bank payment:
 - You must avoid voiding bill payment transactions during electronic bank payment processing. This action currently causes payment file creation to fail, regardless if there are transactions that have not been voided.
 - Accounts selected on payment transactions, especially customer payments, must be the same as the G/L account associated with the company bank record to be used for electronic bank payment. If other accounts are selected, the payment transaction is not processed through electronic bank payment, even if the **For Electronic Bank Payment** box is checked. For more information, see the setting up company bank records topic in [Setting Up Bank Records](#).
 - As with other payment options, you must assign transactions for electronic bank payment processing to unlocked accounting periods. For more information, see the help topic [Rules for Future Accounting Periods](#).
- When In-Transit Payments feature is enabled on the account and approval routing for Vendor Payments preference is turned on (Setup > Accounting > Accounting Preferences > Approval Routing):
 - Only bill payments with status In-Transit are supported.
 - Recreating electronic bank payment files is only available for approved in-transit payments.
 - Reprocess, reverse, and is not supported for in-transit payments.
- To review other limitations for electronic bank payment processing in general, see [Processing Payments](#).

Defining Transaction Saved Searches for Electronic Bank Payment

Create your own transaction saved search or create a copy of the default transaction saved search for EFT or direct debit. On the saved search record, you must set up the required filters to be used when retrieving the transactions to be included in the payment file.

Key points when creating transaction saved searches:

- Use the predefined transaction saved searches as a template that you can copy and update:
 - Bill Payment Transactions for EP
 - Customer Payment Transactions for EP
 - Vendor Prepayment Transactions for EP
- When using a copy of the saved search template or your own saved search, additional filters are required for specifying the payment format and GL bank account that you are going to use for electronic bank payment.

 **Note:** Unlike required filters, optional filters on the following table and additional filters that you add to saved searches are not validated during electronic bank payment processing.

- You cannot set multiple types, payment files, and GL bank accounts in a single saved search. For example, you must have separate saved searches for EFT and direct debit.
- To set a default transaction saved search for your account, see [Setting a default saved search](#).

To define transaction saved searches for electronic bank payment:

1. Go to Lists > Search > Saved Searches.
2. In the Saved Searches list, click the Edit link for the any of the predefined saved searches.

Note: If you do not see this saved search in the list, verify that your filters are set to **All**, especially the Use filter. To view the filters, click the plus icon beside the Filters header.

If you want to create your own saved search, click **New Saved Search**, and then select the **Transaction** type.

3. On the Saved Transaction Search page, enter a name for your copy of the saved search.
4. Check the **Public** box to make the saved search available for selection.

Note: Be aware of settings on the **Audience** subtab that restrict access to a saved search, making it unavailable for selection when generating payment files. NetSuite recommends that you check the **Select All** box for the **Roles** field, unless you have specific settings based on your business requirements. For more information, see the help topic [Defining Audiences for Saved Searches](#).

5. On the **Criteria** subtab, check the **Use Expressions** box, and then add the filtering criteria.

For the list of filters, see [Saved search filters for Electronic Bank Payments](#).

6. Click **Save As** to save your copy of the saved search, or click **Save** if you are creating a new saved search.


If you want to view the transaction results, click **Preview**. In OneWorld accounts where roles can have access only to transactions specific to a subsidiary, these roles can retrieve and view payment transactions for their subsidiary only.


The saved searches are added to the list in the **Transactions Saved Search** field of the Payment File Generation pages. For more information, see [Creating Payment Files from Transactions for Electronic Bank Payment](#).

Saved search filters for Electronic Bank Payments

Refer to the following table for the list of filters and guidelines when setting up EFT and DD saved searches for Electronic Bank Payments.

Filter	Values (Description and Expressions)	Description
Type	<ul style="list-style-type: none"> Values: any of, Bill Payment or Payment And/Or: And 	Only bill and customer payments are currently supported.
Main Line	<ul style="list-style-type: none"> Value: Yes And/Or: And 	This filter prevents unnecessary line item transactions from being included in the saved search results.
For Electronic Bank Payment (Custom Body) or For Electronic Bank Payment (Direct Debit) (Custom Body)	<ul style="list-style-type: none"> Value: Yes And/Or: And 	This filter retrieves all payment transactions that have been tagged for electronic bank payment only.
For bill and customer payments, add filters for the two identical Bill EFT Payment Information fields:	<ul style="list-style-type: none"> Filter: Internal ID Values: any of, - None - And/Or: And 	Only payment transactions that are not linked to existing Bill EFT Payment Information records are included. You must add the two identical filters to validate against existing and newly

Filter	Values (Description and Expressions)	Description
Bill EFT Payment Information Fields		<p>added Bill EFT Payment Information records.</p> <div>  Note: Payment transactions linked to Bill EFT Payment Information records can be processed only through the original electronic bank payment processing method. For more information, see Processing Bills and Expenses. </div>
PFA Record (Custom Body)	Values: any of, - None -	Only payment transactions that do not have existing PFA records are included.
For bill payments only, add a Status filter	<ul style="list-style-type: none"> ■ Values: none of, <ul style="list-style-type: none"> □ Bill Payment:Pending Approval □ Bill Payment:Rejected □ Bill Payment:Voided ■ And/Or: And 	This filter removes all bill payments that are pending approval, rejected, and have been voided.
Preferred Entity Bank (Custom Body) Fields	<ul style="list-style-type: none"> ■ Parens: ((■ Filter: Internal ID (Number) ■ Value: is empty ■ And/Or: And 	
EFT or DD File Format (Custom Column)	<ul style="list-style-type: none"> ■ Values: any of, ■ Select one from the list of payment file formats, for EFT or DD, that have been set up in your account. ■ And/Or: Or ■ Parens:) 	<p>When creating payment files, validation is made to verify that the format of the payment transaction and company bank details are the same.</p> <p>For information about creating payment formats, see Setting Up Payment File Formats.</p>
Preferred Entity Bank (Custom Body) Fields	<ul style="list-style-type: none"> ■ Parens: (■ Filter: Internal ID (Number) ■ Value: is not empty ■ And/Or: And 	When creating payment files, validation is made to verify that the payment transaction and company bank details are the same.
Preferred Entity Bank (Custom Body) Fields	<ul style="list-style-type: none"> ■ Filter: Payment File Format ■ Value: any of, ■ Select the payment file format used by the preferred entity bank of the payment transactions to be retrieved. ■ Parens:)) 	
Account	<ul style="list-style-type: none"> ■ Values: any of, ■ Select the GL bank account of the payment transactions to be retrieved. ■ And/Or: And 	When creating payment files, validation is made to verify that the GL account of the payment transaction and company bank details are the same.

Filter	Values (Description and Expressions)	Description
If In-Transit feature is enabled in the Accounting Preference or Subsidiary record for OneWorld accounts, add the Is In-Transit filter	<ul style="list-style-type: none"> Value: Yes, And/Or: And 	<p>This filter retrieves all payment transactions that have been tagged for in-transit payment only.</p> <p>Set the value to No if you do not want to include payment transactions that have been tagged for in-transit payment.</p>
<p>For bill payments only, add another Status filter.</p> <div>  Note: This filter is only required if Is In-Transit is set to true. </div>	<ul style="list-style-type: none"> Value: is In-Transit 	Only payment transactions with status In-Transit are included.
<p>Optionally, add a filter for the applicable entities:</p> <ul style="list-style-type: none"> Vendor Fields Employee Fields Partner Fields Customer Fields 	<ul style="list-style-type: none"> Filter: Inactive Value: No And/Or: And Parens: If you have more than one entity, use ((for the filter of the first entity. For succeeding entities or if you have only one entity, use (for the filter. 	These filters remove payment transactions when their associated entities are inactive. You can add filters for more than one entity, as needed.
<p>Optionally, add a filter for the applicable entities:</p> <ul style="list-style-type: none"> Vendor Fields Employee Fields Partner Fields Customer Fields 	<ul style="list-style-type: none"> Filter: Internal ID Values: none of, - None - And/Or: And Parens: If you have more than one entity, use ((for the filter of the first entity. For succeeding entities or if you have only one entity, use (for the filter. 	
Optionally, for DD payments, add a filter to remove reversed customer payments: Reversal Number .	Value: is empty	This filter removes all reversed customer payments from electronic bank payment processing through direct debit.

Sample saved search filters for EFT, using both required and optional filters:

Standard • Summary						
NOT	PARENS	FILTER *	DESCRIPTION *	FORMULA	PARENS	AND/OR
		Type	is Bill Payment			And
		For Electronic Bank Payment (Custom Body)	is true			And
		Main Line	is true			And
		PFA Record (Custom Body)	is none			And
		Bill EFT Payment Information : Internal ID	is none			And
		Bill EFT Payment Information : Internal ID	is none			And
		Status	is none of Bill Payment:Pending Approval, Bill Payment:Rejected, Bill Payment:Voided			And
((Vendor : Inactive	is false			And
		Vendor : Internal ID	is not none)		Or
(Employee : Inactive	is false			And
		Employee : Internal ID	is not none)		Or
(Partner : Inactive	is false			And
		Partner : Internal ID	is not none))		And
		Account	is Savings			And
((Preferred Entity Bank : Internal ID (Number)	is empty			And
		EFT File Format (Custom Column)	is ABA)		Or
(Preferred Entity Bank : Internal ID (Number)	is not empty			And
		Preferred Entity Bank : Payment File Format	is ABA))		And
		Is In-Transit	is true			And
		Status	is Bill Payment:In-Transit			

Sample saved search filters for DD, using both required and optional filters:

Standard • Summary						
NOT	PARENS	FILTER *	DESCRIPTION *	FORMULA	PARENS	AND/OR
		Type	is Payment			And
		For Electronic Bank Payment (Direct Debit) (Custom Body)	is true			And
		Main Line	is true			And
		PFA Record (Custom Body)	is none			And
		Bill EFT Payment Information : Internal ID	is none			And
		Bill EFT Payment Information : Internal ID	is none			And
		Reversal Number	is empty			And
		Customer : Inactive	is false			And
		Customer : Internal ID	is not none			
		Account	is Savings			
((Preferred Entity Bank : Internal ID (Number)	is empty			And
		DD File Format (Custom Column)	is DTAUS DD)		Or
(Preferred Entity Bank : Internal ID (Number)	is not empty			And
		Preferred Entity Bank : Payment File Format	is DTAUS DD))		

Sample saved search filters for VPP, using both required and optional filters:

Standard • Summary						
NOT	PARENS	FILTER *	DESCRIPTION *	FORMULA	PARENS	AND/OR
		Type	is Vendor Prepayment			And
		For Electronic Bank Payment (Custom Body)	is true			And
		Main Line	is true			And
		PFA Record (Custom Body)	is none			And
		Bill EFT Payment Information : Internal ID	is none			And
		Status	is Vendor Prepayment:Paid			And
		Formula (Text)	is empty	(transid)		And
(Vendor : Inactive	is false			And
		Vendor : Internal ID	is not none)		And
		Account	is Savings_Euro			And
((Preferred Entity Bank : Internal ID (Number)	is empty			And
		EFT File Format (Custom Column)	is DTAZV)		Or
(Preferred Entity Bank : Internal ID (Number)	is not empty			And
		Preferred Entity Bank : Payment File Format	is DTAZV))		

Setting a default saved search

You can assign a default transaction saved search on the payment file generation page. Default saved searches are set as a user preference in your account.

To set your default saved search:

1. In your NetSuite account, point to the home icon and then select Set Preferences from the menu.
2. On the Set Preferences page, click the **Custom Preferences** subtab.
3. In the Electronic Bank Payments section, select a saved search from the list in the **File Gen Saved Search** field.
4. Click **Save**.

Click **Reset** if you want to return to the default or previously selected saved search.


Creating Payment Files from Transactions for Electronic Bank Payment

Before creating instant payment files, verify that the saved searches and payment transactions have been properly set up for electronic bank payment. You can review the guidelines from the following topics:


- [Electronic Bank Payment Tagging on Payment Transactions](#)
- [Defining Transaction Saved Searches for Electronic Bank Payment](#)


To create payment files from bill or customer payments:

1. Go to Payments > Bank File Generation > Generate Bill Payment File or Generate Customer Payment File.
2. On the Payment File Generation page, do the following in the Transactions for Processing section:
 - a. Select one of the following transaction type in the **Select EFT Transaction Type** field.
 - Bill Payments
 - Vendor Prepayments

 **Note:** The **Select Transactions Saved Search** field is auto populated with the selected transaction type saved search. If the criteria does not match the required saved search, you can edit or select another saved search by clicking the Edit Search link


- b. Select a bank from the list in the **Company Bank Account** field.
- The rest of the fields are populated with details based on your selected account.

 **Important:** If you do not have access to the subsidiary of the selected company bank account, then a custrecord_8858_process_user error is displayed when you click the **Generate File** button.

 **Note:** Inactive company bank detail records and those associated with inactive payment file templates are not displayed for selection in the list. For more information about company bank detail records, see the Setting Up Company Bank Records topic for your country in [Setting Up Payment File Formats](#).

- c. Select a saved search from the list in the **Select Transactions Saved Search** field.
 - If no transactions are retrieved or if you encounter errors in the criteria, you can select another saved search or review the saved search filters by clicking the Edit Search link.
 - Click the Preview link to view the transactions retrieved by the saved search, before you generate the payment file. If you want to exclude transactions, edit each record and then clear the **For Electronic Bank Payment** box.
 - For information about creating transaction saved searches, see [Defining Transaction Saved Searches for Electronic Bank Payment](#).


You can view details of retrieved transactions in the Summary section:

Field	Description
No. of Transactions	<p>This field displays the total number of payment transactions for electronic bank payment.</p> <div>  Note: If your selected saved search retrieves more than 5,000 transactions, a warning is displayed that only the first 5,000 transactions are included in the payment file. For more information, see Limitations and Considerations for Instant Electronic Bank Payment File Creation. </div>
Total Amount for Payment	This field displays the total amount for electronic bank payment. The value is computed from the amount of all payment transactions retrieved by the saved search.
Total Company Bank Fee	This field displays the total amount of bank fees that the vendor will pay for electronic bank payment. The value is computed from the amount of all payment transactions retrieved by the saved search.
Total Vendor Bank Fee	This field displays the total amount of bank fees that the vendor will pay for electronic bank payment. The value is computed from the amount of all payment transactions retrieved by the saved search.

3. Do any of the following in the Payment Information section:

Field	Description
Date to be Processed	Enter the date when you want the bank to process the payment transaction. This field displays the current date by default.
File Reference Note	Enter the reference number for the EFT or DD payment transaction, to be displayed at the header portion of the payment file.

4. Click **Generate File**.

 **Note:** To prevent the creation of duplicate payment files, you can run processes for the same GL bank account and payment file format one at a time only.

On the Payment File Administration page, click **Refresh** to get the latest processing status, which is displayed in the **Status** field. If there are any errors, view the details in the **Processing Errors** field. For more information, see the following topics:

- [Viewing Electronic Bank Payment Files](#)
- [Removing Transactions from Payment Files](#)

Sending Email Notifications in Bulk

You can send an email notification after a payment file has been created. Go to Payments > Payment Processing > Payment File Administration to open the record in view mode. On the Payment File Administration page, the **Email Payment Notification** button is displayed only for records with associated transactions and with any of the following statuses: **Processed**, **Processed with Errors**, or **Failed**.

When sending payment notifications, you can select from the list of transactions that have been processed in the payment file. After you have sent the email, you can view the list of payment notifications on the **Email Notifications** subtab of the Payment File Administration record. The payment notifications can also be accessed on the entity record. Go to Lists > Relationships > (Entity). On the entity page, you can view the payment notifications on the **Messages** subtab of the **Communication** subtab.

For more information about sending notification for electronic bank payments, see [Sending Payment Notifications](#).

Managing Electronic Bank Payment Files

- [Viewing Electronic Bank Payment Files](#)
- [Recreating Electronic Bank Payment Files](#)
- [Removing Transactions from Payment Files](#)
- [Reversing Payments](#)

Viewing Electronic Bank Payment Files

To view payment files, go to Payments > Payment Processing > Payment File Administration. On the Payment File Administration: Results page, you can view the list of existing payment file records.

- In the **File Reference** column, click the payment file link to open and view the file in a new window.
- If you want to download or update the file, click the View link for the record. On the Payment File Administration page, click the download or Edit link, located beside the payment file link, in the **File Reference** field.
- On the **Multicurrency Payment** subtab, you can view the transactions successfully processed for electronic bank payment. If you have the Multiple Currencies feature enabled, you can see an additional column that displays the currency of each payment transaction.

For more information about payment files, see [Viewing Electronic Bank Payment Details](#).


Understanding Payment File Statuses

On the Payment File Administration page, view the latest payment file status in the **File Processed?** field. Refer to the following list of payment file statuses:

- **Processed** – This status indicates that the payment file has been successfully generated or has completed processing. In the **Summary** field, you can view the total number of processed transactions. The payment file is displayed in the **File Reference** field.
- **Processed with Errors** – Payment files created with unprocessed transactions or those with errors are set to this status. If available, the payment file is displayed in the **File Reference** field.
- **Failed** – This status is displayed when the payment file has not been generated successfully due to errors encountered while processing the payment transactions or creating the file.
 - If a payment file is created, you can view the processing details in the **Status Summary** field.
 - If no payment file is created, view the error details in the **Processing Errors** field. You can also view the logs by going to Customization > Scripting > Script Execution Logs. For more information about logs, see the help topic [Viewing a List of Script Execution Logs](#).

You can recreate payment files for PFA records with or without errors. For instructions, see [Recreating Electronic Bank Payment Files](#).

Payment files are set to the following statuses, if a process is in progress:

 **Note:** While processing is in progress, click **Refresh** to update and display the latest status. In the **Last Process Initiated** field, you can view the current process being done on the payment file.

- **Re-queued** - The payment file has undergone a process and is placed back in the queue for further processing.
- **Queued** – Payment files submitted for processing are initially set to this status.
- **Marking Payments for Processing** – This status is displayed when payment transactions are being marked for electronic bank payment.

- **Creating Payment File** – This status indicates that a payment file is in the process of being created or recreated.
- **Processing Payments** – This status indicates that a process on the payment file is in progress.
- **Processing Reversals** – This status is displayed when payment transactions are currently being reversed.
- **Processing Notifications** – This status is displayed when email notifications are being sent out.
- **Updating Batch** – This status is displayed when payment batches are currently being updated. This is for company bank accounts with Process Bills Automatically enabled.
- **Deleting Payment File** – This status is displayed while a PFA record is being deleted. You can delete payment files with no dependent transactions and records.
- **Removing Unprocessed Transactions** – This status is displayed when all unprocessed transactions are currently being removed or unlinked from the PFA record. The Unprocessed Transactions subtab is removed from the record.

In the Status Summary section, you can view the following processing details:

- **Transactions for processing** – While a payment file is queued, the total number of transactions to be included in the process are displayed in this field.
- **Marked Transactions** – This field displays the total number of transactions that have been marked for electronic bank payment. It is first displayed when a payment file is on **Marking Payments for Processing** status.
- **Excluded Transactions** – This field displays the total number of transactions excluded for electronic bank payment. When generating payment file for SEPA Direct Debit, payment transactions associated with an entity bank that has **Final Payment Date** are not included in the payment file creation.

Recreating Electronic Bank Payment Files

You can recreate a payment file, for example, to remove deleted bill payments. The original content of the payment file is overwritten and cannot be retrieved anymore.

To recreate payment files:

1. Go to Payments > Payment Processing > Payment File Administration.
2. On the Payment File Administration: Results page, click the View link for the payment file record.
3. On the Payment File Administration page, click **Recreate File**.
4. In the **File Reference** field, you can click the preview, download, or Edit link to view, save, or update the file accordingly.

After the file has been recreated, the status on the payment file record is updated to **Recreate**. For more information about payment files, see [Viewing Electronic Bank Payment Files](#).



Note: For SEPA Direct Debit, it is not recommended to change the preferred entity bank in payment transactions when recreating a payment file. If you need to change the preferred entity bank, reverse the payment and create a new payment file instead.

Generating Bank Files for Vendor Prepayment Transactions

The Electronic Bank Payments SuiteApp generates bank files for vendor prepayment transactions created in NetSuite. You can process vendor prepayment transactions from the Bank File Generation page. The PFA ID is generated in the **Check Number** field on the Vendor Prepayment record.

You can process Vendor Prepayment Transactions from the following processes:

- **Positive Pay** – You can generate a positive pay file for vendor prepayment checks. You can process vendor prepayments with Paid status.

- Bank File Generation – If the check number of a VPP transaction is updated, manually clear the **Check Number** field to process it in the Electronic Bank Payments SuiteApp.

You can select the saved search that autogenerates, when the EFT transaction type is Vendor Prepayments. Transactions matching the criteria are included and processed. After the transactions are processed, the same transactions are not included in the saved search result again.

Managing Electronic Bank Payments

Read the following for information about managing payments in the Electronic Bank Payments SuiteApp:

- [Setting Up Multiple Script Queues or Processors to Generate Payment File Formats](#)
- [Setting Up Multi-Currency Payments Processing](#)
- [Viewing Electronic Bank Payment Details](#)
- [Sending Payment Notifications](#)
- [Auto Process Payment File Administration \(PFA\) Stuck in Queue](#)
- [Reversing Payments](#)
- [Rollback](#)
- [Reprocessing Payments](#)
- [Recreating a Payment File](#)
- [Removing Transactions from Payment Files](#)
- [Verifying Issued Checks with Positive Pay](#)
- [Setting Schedules for Payment Batches](#)
- [Changing the Priority of a Queued Payment File](#)

Auto Process Payment File Administration (PFA) Stuck in Queue

Electronic Bank Payments can only process one payment file at a time if multi-queue is not set. PFA is automatically set to one of the following status unless there is any unexpected error due to external factors.

- Failed
- Processed
- Processed with Errors
- Cancelled

Note: The **Total Amount Paid** field value in a PFA record is calculated based on the transaction's sublist. This field is added dynamically, hence its value is not stored in the PFA record. Editing the amount on a payment record does not reflect in the system notes of a PFA record.

PFAs are intermittently stuck in a queue because of several external factors. Having a PFA stuck in a queue without any of Failed, Processed, Processed with Errors, or Cancelled status prevents other PFAs from being processed. To process the PFAs, the status of a PFA stuck in a queue must be set to Failed status manually.

You can use the **Auto Process Queued PFA** (customdeploy_15531_auto_queued_pfa_ss) script to change the status of the stuck PFA to Failed and trigger the next available PFA in the queue automatically.

The script identifies if a PFA is stuck in a queue only when the PFA has any one of the following status for long period of time:


- Marking Payments
- Payments Processing
- Creating Payment File
- Updating Batch

Also, the PFA is stuck if the corresponding MR script is not in the In-progress status. This happens if the MR script does not receive proper response from the server because of various external factors. If you execute the **Auto Process Queued PFA** script, the PFA stuck in the queue fails and the next PFA gets picked up from the queue.

You can run the script deployment customdeploy_15531_auto_queued_pfa_ss script on demand. Or, you can also set a schedule for the script deployment to run daily to check all the PFAs and update their status based on their schedule and MR script status.

To schedule the MR script:

1. Go to Customization > Scripts > Script Deployments.
2. Click **Edit** next to the Auto Process Queued PFA.
3. Create a schedule to run this script daily in the **Schedule** tab.

 **Note:** You must schedule the script to run every 6 hours, preferably during the night or on weekends.

4. Click **Save**.


Alternatively, to process the PFAs stuck in queue, you can manually set the status of the stuck PFAs to Failed. To manually set the status of the stuck PFA, see the SuiteAnswers support article [Payment File Administration Stuck in Queued Status](#), ID 26150 for more information.

Changing the Priority of a Queued Payment File

When payment transactions are submitted for processing using the Bill Payment Batches or the bill payments forms, a payment file record is created and its status is automatically set to Queued. Queued payment file records are stored in a payment queue and is assigned a priority number of three by default. You can change the priority of a payment file record in the payment queue.

To change the priority of a payment file

1. Go to Payments > Setup > Payment Queue. All payment files that are queued for processing in the NetSuite scheduling queue are displayed.
2. Make sure that Edit is set to On.
3. Locate the payment file for which you want to change the queue priority.
4. Select a new value in the **Priority in Queue** field.
5. Click outside of the priority field.

 **Note:** You can also change the priority of a payment file that is queued for processing by opening the payment file record on the Payment File Administration form, and changing the value in the **Priority in Queue** field.

Recreating a Payment File

You can recreate a payment file and its field values, only if the payment file has a **File Processed?** status of **Processed**.

Note: For SEPA Direct Debit, it is not recommended to change the preferred entity bank in payment transactions when recreating a payment file. If you need to change the preferred entity bank, reverse the payment and create a new payment file instead.

To recreate a payment file

1. Go to Payments > Payment Processing > Payments File Administration.
2. Click View next to the payment file that you want to recreate.
3. Click **Recreate File**. The value in the **File Processed?** field changes to Queued.

Note: You can change the priority of the reprocess task for the payment file by clicking **Edit**, and changing the value in the **Priority Queue** field.

4. Click **Refresh** until the value in the **File Processed?** field changes to **Processed**.
The payment file is recreated and all its associated payments are processed.

Reversing Payments

You can reverse payments if the bank has not yet processed the associated payment file. When you reverse a payment, a new payment file is created and the payments are reprocessed. However, any credit transactions are still applied to the bill or invoice. Full payment reversal voids all payments and the payment file is deleted. On the other hand, partial reversal voids only selected payments and a new payment file is created with the remaining payments.

Important: Use Reverse Payments to void payments created using Electronic Bank Payments SuiteApp. Voiding payments directly from the payment record may result to duplicate transactions in payment batches and EP_00016 error in your next payment run.

When reversing a PFA with discount payments, you must make sure that the discount accounts are set to the following default values. If the default values are not set then reversing the PFA results in the EP_00109 error.


- Purchase Discount Account – Purchase Discounts
- Sales Discount Account – Sales Discounts

Note: The Reverse Payments feature is only available to payment file administration records that were processed through Bill Payment Processing, Invoice Payment Processing and Instant Bank File Generation. Reversing a payment file voids the bill payment transaction using reversing journals, regardless if the Void Transactions Using Reversing Journals preference is disabled. For more information about the Void Transactions Using Reversing Journals preference, see the help topic [Journal Entry Preferences](#).


To reverse payments:

1. Go to Payments > Payment Processing > Payments File Administration.
2. Click View next to the payment file that you want to recreate.
3. Click **Reverse Payments**.


4. In the **Reversal Reason** field under Payment Information, enter text that explains why you are reversing the payments. This text should be displayed in the **Memo** field of all the payment transactions in the list. However, if the reason for reversal is different for each payment, you can leave this field blank. To enter a reversal reason for the individual payments in the Select Transactions list, see step eight.
5. In the **Reversal Date** field, enter the date for the reversing journal entry that is created after performing the payment reversal.

 **Note:** If you enter a past date that does not fall within an existing open posting period, the value in the **Posting Period** field changes to the earliest posting period. If you enter a future date that does not fall within an existing open posting period, the value in the **Posting Period** field changes to the last posting period.

6. In the **Reversal Posting Period** field, select the accounting period to which the reversing journal entry should be posted. Only open posting periods are displayed in this list.
7. In the **Select** column on the **Select Transactions** subtab, check the box next to each payment that you want to reverse. If you do not select all payments, partial reversal is applied.
8. If each payment has a different reason for reversal, enter the reason in the **Reversal Reason** column. It overrides any text you previously entered in the **Reversal Reason** field under Payment Information.
9. Click **Submit**. The Payment File Administration form is displayed. Notice that the status of the **File Processed?** field is changed to **Queued**.


 **Note:** You can change the priority of the reversal process for the payment file by clicking **Edit**, and changing the value in the **Priority Queue** field.


10. Click **Refresh** until the value in the **File Processed?** field changes to **Processed**.
The selected payment transactions are voided with a reversal journal entry. A new payment file is created, and an email is sent to you confirming that the process has been completed.

 **Note:** If all payments in the payment file are selected for reversal, the status of the **File Processed?** field changes to **Canceled**. If payments in the payment file were partially reversed, the **Status Summary** field is updated to the original number of transactions paid and the original number of transactions marked for payment.

Rollback

In payment rollback, the payment file is deleted and all its associated payments are deleted. Credits are not included in a payment rollback. Any credit transactions are still applied to a bill or invoice.

 **Important:** Use Rollback to delete payments created using the Electronic Bank Payments SuiteApp. Deleting payments directly from the payment record may result to duplicate transactions in payment batches and the EP_00016 error in your next payment run.

 **Note:** You can roll back payments within 24 hours after the payment file has been generated if the bank has not yet processed the associated payment file.


To cancel payments:

1. Go to Payments > Payment Processing > Payments File Administration.
2. Click View next to the payment file that you want to cancel.

3. Click **Rollback**. On the confirmation message that appears, click **OK**.
The value in the **File Processed?** field changes to **Queued**.
You can change the priority of the rollback process for the payment file by clicking **Edit**, and changing the value in the **Priority Queue** field.
4. Click **Refresh** until the value in the **File Processed?** field changes to **Canceled**. The payment file is deleted and all its associated payments are canceled.

Reprocessing Payments

You can reprocess PFA (Payment File Administration) records with Cancelled or Processed with Errors status.

 **Note:** Reprocessing of a payment file with a bill that has been placed on payment hold shows an error on the Payment File Administration record.

To reprocess canceled payments:

1. Go to Payments > Payment Processing > Payments File Administration.
2. Click View next to the payment file that you want to reprocess.
3. Click **Reprocess**. On the confirmation message that appears, click **OK**.
The value in the **File Processed?** field changes to **Queued**.
You can change the priority of the reprocess task for the payment file by clicking **Edit**, and changing the value in the **Priority Queue** field.
4. Click **Refresh** until the value in the **File Processed?** field changes to **Processed**. The payment file is recreated and all its associated payments are processed.

Removing Transactions from Payment Files

Transactions with errors cannot be processed using the same electronic bank payment file. You can unlink or remove them from the existing PFA record, so that they can be included in another set of payment transactions.

To remove payment transactions with errors:

1. Go to Payments > Payment Processing > Payment File Administration.
2. On the Payment File Administration: Results page, click the View link for the record with unprocessed transactions.
3. On the Payment File Administration page, you can do the following:
 - View the error in the **Processing Errors** field.
 - On the **Payments** subtab, click the **Unprocessed Transactions** subtab to view the list of transactions with errors.
You can click the View link to open a bill or customer payment and verify any errors. Based on the processing errors displayed on the PFA record, you can also review other related records, such as transactions, accounts, and entity records. Be sure to apply your corrections or updates before processing the transactions again through electronic bank payment.
4. Click **Remove Unprocessed Transactions**.
All unprocessed transactions are unlinked and the **Unprocessed Transactions** subtab is removed from the record.

Setting Schedules for Payment Batches

Set schedules for automatically creating or approving open payment batches of a bank account. For each schedule, you can specify the time and frequency at which batches are created or routed for approval.

Note: Alternatively, without using payment schedules, you can route all open batches of a bank account for approval when you submit them on the Payment Batch List. For more information, see [Processing Bills and Expenses in Batches](#).

On company bank records, assign payment schedules to saved searches that are used to retrieve transactions for a payment batch. Payment schedules are handled by a script deployment that has a default schedule, which you can update according to your business requirements. For more information, see the following topics:

- To assign payment schedules to saved searches, see the Setting Up Company Bank Records topic for the specific country. For the complete list, see [Setting Up Bank Records](#) or see the topics under [Setting Up Payment File Formats](#).
- For more information about the deployment for payment schedules, see the help topic [Viewing and updating the script deployment for payment schedules](#).

To set schedules for payment batches:

1. Go to Payments > Setup > Payment Schedule > New.
2. Enter a name for this schedule.
3. Select the time zone for this schedule.

The **Time Zone** field displays the time zone setting of your NetSuite account. Your NetSuite account's time zone setting is used as a reference when scheduling the payment batch creation or submission for approval.

4. In the **Event Type** field, select whether this schedule is for creating or routing a batch for approval.
 - **Closing** – schedule that submits payment batches for approval. The status of the payment batch is changed from **Open** to **Pending Approval**.
 - **Creation** – schedule that creates or updates open payment batches.
5. On the **Recurrence** subtab, do the following: select your preferred time interval.
 - a. Set your preferred time interval.

Note: Based on your interval settings, the **Next Scheduled Date** field automatically is updated with the date of the next payment batch creation or approval routing.

- To set intervals by number of days, select **Daily Event** from the first field and then set the frequency to either of the following options:

Field Value	Description
Repeat every	To set the frequency by a certain number of days: <ul style="list-style-type: none"> □ Select Repeat every from the second field. □ Enter the number of days in the third field.
Repeat every weekday	To set the frequency to daily, except on weekends, select Repeat every weekday from the second field.

- To set intervals by number of weeks, select **Weekly Event** from the first field and then set the frequency in the following fields:

Field	Description
Repeat every	Enter the number of weeks before the next payment batches are created or approved.
week(s) on	Select the day of the week when payment batches are created or approved.

- To set a monthly schedule, select **Monthly Event** from the first field and then set the frequency to either of the following options:

Field Value	Description
Day	<p>To set the frequency to a specific calendar day of the month:</p> <ul style="list-style-type: none"> □ Select Day from the second field. □ In the third field, enter a number from 1 to 31 for the particular day of every month when payment batches are created or approved. <p>For example, you entered 25 for the day. If the current date is April 2, the next payment batch creation or approval is scheduled on April 25.</p>
The	<p>To set the frequency to a specific day of the week per month:</p> <ul style="list-style-type: none"> □ Select The from the second field. □ In the third field, select the week number within the month from the following options: first, second, third, fourth, or last. □ In the fourth field, select the day of the week from the following options: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, or Saturday. <p>For example, you selected third for the week number and Tuesday for the day of the week. If the current date is April 2, the next payment batch creation or approval is scheduled on the third Tuesday of April.</p>

- In the **Start Time** field, select the time when you want to start the payment batch creation or submission for approval.

- Click **Save**.

Note: Automated batch payment processing requires the Advanced Electronic Bank Payments License and the NetSuite SuiteApps License Client to be installed in the account. If your license expires, existing payment schedules that automatically creates the payment batches will no longer run. As soon as you renew your license, you must update your payment schedule record. For more information, see [Update Payment Schedule After Advanced Electronic Bank Payments License is Renewed](#), SuiteAnswers ID 81975.

Viewing and updating the script deployment for payment schedules

The script deployment, `customdeploy_8859_batch_processing_ss`, handles the script for batch payment schedules. To view the deployment record, go to Customization > Scripting > Script Deployments. From the list of deployments, look for the record ID under the **ID** column.

- To use a payment schedule, verify that the script deployment is set to **Scheduled** status.
- By default, this deployment is scheduled to repeat every hour. You can change the default to schedule the deployment to repeat every half hour based on your business requirements. Regardless of the frequency, the scheduled script is queued for processing, so it might not run at the exact time indicated on the record. For example, using the deployment's default start time of 6 p.m., a payment schedule with a start time of 6:20 p.m. might still be included in the 6 p.m. run. For instructions on editing a script deployment, see the help topic [Steps for Defining a Script Deployment](#).


- For each scheduled script run, there is a maximum limit of 80 company bank detail records that can be processed for all payment schedules included in the run. You can set multiple payment schedules to be included in the 7 p.m. run, for example, but be sure that they do not exceed 80 bank records combined.

Approving, Rejecting, or Editing Payment Batches

If EFT Payment Batch Approval Routing is set up and you are a payment approver, you are sent an email notification every time a payment batch is routed for approval.

To approve or reject payment batches:

1. Go to Payments > Payment Processing > Bill Payment Batches.
2. From the list of payment batches with Pending Approval status, select a payment batch to approve or reject and then review its details.

 **Note:** Only designated approvers can approve, reject, or edit payment batches with a Pending Approval status.

- If you approve the payment batch, the next-level approver is notified to review and approve or reject the payment batch. If there is no next-level approver, the payment batch is queued for processing.
- If you reject the payment batch, the user who created the payment batch is notified. The bills in the rejected payment batch is included in the next batch assignment (Saved Search), either manually or through scheduling.

To exclude bills from payment batches:




1. Go to Payments > Payment Processing > Payment Batch List.
2. Select a bank record in the **Bank Account** field.
3. Click a batch name.
4. Review the bill payment batch details and click **Edit**.
5. On the **Select Transactions** subtab, deselect the bills that you want to exclude. The **Pay** column is automatically checked if the Mark by Default preference is enabled on the company bank records. For more information, see [Setting Up Bank Records](#). If the Mark by Default preference is not enabled, select the bills to include in this payment batch.
6. Click **Save** to save the current list of bills, or click **Save & Submit** to save the updated list of transactions and submit the payment batch for processing or approval.

Viewing Electronic Bank Payment Details

To view electronic bank payment details:

1. Go to Payments > Payment Processing > Payments File Administration.
2. Click View next to the payment file that you want to view.

Field	Description
File Processed?	This field indicates the status of the payment file (Successfully Processed, Canceled, or Failed).
Processing Errors	This field displays error messages if the payment file generation failed.

Field	Description
File Reference	<p>This field displays the autogenerated name of the payment file, which is stored in the file cabinet. It also displays the following links:</p> <ul style="list-style-type: none"> ■ Preview – Click this link to display the contents of the file in a popup. ■ Download – Click this link to download the file to your computer. ■ Edit – Click this link to open the file in a popup, in edit mode. <div>  Note: This field is blank if the payment file generation was canceled or encountered errors. </div>
Reference Note	This field displays the text entered in the EFT File reference note field on the bills payment form.
In-Transit Payment	<p>This field indicates if the default payment type preference is set to In-Transit or not at the time the payment file is generated.</p> <div>  Important: You can rollback the PFA with In-Transit payments using the Rollback button on the Payment File Administration page. The accepted payments are deleted and the Bill Payment record is closed. After this the PFA is available for reprocessing. Once you rollback the PFA, the Reprocess button will be available to reprocess the PFA again. </div> <div>  Note: This field is only available if the In-Transit feature is enabled in the account. For more information about the in-transit payment feature, see help topic In-Transit Payments. </div>
Document Number	Listed on the Payment Details subtab under the Payments subtab, this column displays the system-generated payment file ID of the specific payment transaction.
Memo (Number)	Listed on the Payment Details subtab under the Payments subtab, this column displays the check number on the bill payment, customer payment, or customer refund.

3. Click the preview link to view the payment file.

You can also view the payment file from the file cabinet folder that you created in [Creating Folders in the NetSuite File Cabinet](#). Go to Documents > Files > File Cabinet, and then navigate to the payment folder. You can view the payment file using a text editor.

To view details about every change made during payment file generation, you can view the system notes on either the Payment File Administration record or Payment record. This is where you can identify the last process initiated, who processed the file, and the file process status during the payment file generation. However, there will be times when the system notes will identify a different user during process initiation. For example, Payment File was submitted by user A, but the system note shows fields being set by user B on the Payment File record.

This can happen when multiple users initiate the payment file generation script and concurrent processes occurs. In this case, whoever triggers the priority queue first will be identified as the owner of the succeeding processes.

Sending Payment Notifications

You can notify payees such as, vendors, employees, partners and customers that payment files have been created to process fund transfers to and from their bank accounts. You can also send notifications to notify payees that the payments made for them encountered errors.

To send a payment notification to an email address other than the default email address on the payee's entity record, you can enter multiple addresses in the **Email Address for Payment Notification** field

on the main tab of vendor, employee, partner and customer records. To send a payment notification to additional recipients, enter multiple email addresses in this field separated by semicolons.

Classification

Subsidiary
Parent Company

Email Address for Payment Notification
partner1@email.com;partner2@email.com

Note: If the **Email Address for Payment Notification** field is blank, email payment notifications are sent to the default email address specified on the entity record.

For information about using payment notification templates, see the following topics:

- [Using Electronic Bank Payment Notification Templates](#)
- [Adding Subsidiary Information to an Electronic Bank Payment Notification Template](#)

To send email notifications:

1. Go to Payments > Payment Processing > Payments File Administration.
2. Click the View link next to the payment file for which you want to send email notifications.
3. Click **Email Payment Notification**.

Payment File Administration

00000253

Edit Back Reverse Payments **Email Payment Notification** Recreate File Actions

ID: 00000253 Subsidiary: Parent Company: United Kingdom Office Department:

4. In the **Subject** field of the Payment Notification form, change or accept the text for the Subject line of the email notification.

ORACLE NETSUITE

Search

Activities Payments Transactions Lists Reports Analytics Documents Setup Customization Commerce SuiteApps Support

Payment Notification

Submit Cancel

FILE ID: 00000330 TOTAL LINES: 1 LINES SELECTED: 0

SUBJECT *
Payment Notification

FROM

E-MAIL NOTES

TEMPLATE

Select Transactions

SELECT PAGE: 1 to 1 of 1 TRANSACTIONS PER PAGE: 50


Mark All Unmark All

SELECT	PAYEE	EMAIL ADDRESS	CC	BCC	DATE	REFERENCE NUMBER	PERIOD	CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT	CUSTOM E-MAIL NOTES
--------	-------	---------------	----	-----	------	------------------	--------	----------	---------------------------	--------	---------------------


5. In the **From** field, enter a from email address that displays in the payment notification email sent to the customers. The **From** field value overrides the default **From Email Address** field value set in the Set Preferences page.

The **From** field is optional and if left blank, the default email address is considered from the **From Email Address** field in the Set Preferences page. If the default email address is not set, then the email address from which you logged into your account will be used.


6. Next, do one of the following:
 - Type a message in the **Email Notes** field to create a custom email message and include a PDF of the transaction in your email, or
 - Select an email template. Note that you must enable the **Advanced PDF/HTML Templates** feature for this option, and a PDF transaction is not included in the email notification.

 **Note:** This message is sent to all the payees that you select on the **Select Transactions** subtab.

7. In the **Select** column on the **Select Transactions** subtab, check the box next to each payee to whom you want to send an email notification.

 **Tip:** Click **Mark All** or **Unmark All** to select or clear boxes, respectively, for all payees in the list.

8. In the **Email Address** field, verify the email address or enter an email address if one does not exist. You can enter multiple email addresses separated by semi colon. Do not include spaces in this field.
9. (Optional) In the **CC** and **BCC** columns, enter the email addresses to copy and blind copy other recipients. You can enter multiple email addresses separated by semi colon. Do not include spaces in this field.
10. In the **Custom Email Notes** column, write the email message for the transaction. The text you enter here is sent only to recipients listed in the **Email Address**, **CC** and **BCC** fields on that transaction.

 **Note:** Text entered in the **Custom Email Notes** field replaces the message written in the **Email Notes** field or the **Email Template** selected for that particular Payee.

11. Click **Submit**.

Using Electronic Bank Payment Notification Templates

There are two standard email templates that you can use for sending payment notifications:

- **Standard Vendor Payment** – Use this template when sending notifications to vendors for bill payments,
- **Standard Customer Payment** – Use this template when sending notifications to customers for direct debits, and to customers for refunds.

To select the template to use for payment notifications:

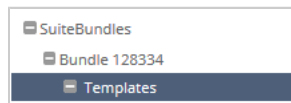
1. Go to Payments > Setup > Electronic Payments Preferences.
2. Click the **General Preference** subtab.
3. Click Edit.
4. In the **Email Template for Vendor Payments** field, select the template to use for payment notifications to vendors,
5. In the **Email Template for Customer Payments** field, select the template to use for payment notifications to customers.
6. Click Save.

You can also use custom email templates. There are two ways to customize email templates:

- Download a standard template and customize it.
- Customize an existing Advanced PDF/HTML template

To customize a standard template:

1. Go to Documents > Files > File Cabinet > SuiteBundles, and then look for the Templates folder under the bundle number of the Electronic Bank Payments SuiteApp installed in your account.



To see the latest bundle number in your account, go to Customization > SuiteBundler > Search & Install Bundles > List. On the Installed Bundles page, look for the bundle number of the Electronic Bank Payments SuiteApp in the **Bundle ID** column.

2. Click Download next to the template you want to customize.
 3. Download the standard template and save it on your computer.
 4. Customize the template using Notepad or Notepad ++.
 5. Upload your customized template in the Templates folder of the File Cabinet.
- For instructions on adding files to the File Cabinet, see the help topic [Uploading Files to the File Cabinet](#).

To customize an existing Advanced PDF/HTML template:

1. Using the template editor, review and change the layout. For more information, see the help topic [Advanced Templates Customization in the Template Editor](#).
2. When you have modified the layout to your specifications, click **Source**.
3. Copy and paste the source XML code to a Notepad or Notepad++ file, and then save it on your computer.
4. Upload the new template in the Templates folder of the File Cabinet.

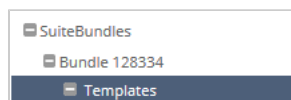
To locate the Templates folder, see Step 1 of To customize a standard template. For instructions on adding files to the File Cabinet, see the help topic [Uploading Files to the File Cabinet](#).

Adding Subsidiary Information to an Electronic Bank Payment Notification Template

The standard payment notification templates provided by Electronic Bank Payments do not include subsidiary information, such as the name and address of the subsidiary. If you want to include subsidiary information on the payment notifications that you send out, you need to customize an email template to add the relevant subsidiary fields.

To add subsidiary information to a payment notification template:

1. Go to Documents > Files > File Cabinet > SuiteBundles, and then look for the Templates folder under the bundle number of the Electronic Bank Payments SuiteApp installed in your account.



To see the latest bundle number in your account, go to Customization > SuiteBundler > Search & Install Bundles > List. On the Installed Bundles page, look for the bundle number of the Electronic Bank Payments SuiteApp in the **Bundle ID** column.

2. Click the name of the email template that you want to customize.
3. Copy the contents of the template and paste them into a new file using a text editor, such as Notepad++.
4. Add the subsidiary information to the appropriate location on the new template using the following format:

```
#{subsidiary.[field id]}
```

Note: To find the internal ID of a field, see the help topic [How to Find a Field's Internal ID](#)

In the following example, the information to be added is the subsidiary address. The field ID of the **Address** field on the subsidiary record is **addrtext**.

Example:

```
#{subsidiary.addrtext}
```

5. Save the file with a new template name.
6. Upload the file in the Templates folder of the File Cabinet.

For instructions on adding files to the File Cabinet, see the help topic [Uploading Files to the File Cabinet](#).

When you use the new email template, the subsidiary address from the subsidiary record appears on the payment notifications.

Subsidiary | List | Search | Customize | More

Save | Cancel | Reset | Actions

Name *
NetSuite Germany, Inc

Transaction Prefix

Currency
Euro

Subsidiary of
Parent Company

Legal Name
NS Germany

Intercompany Account
Intercompany Clearing EUR

☐ Subsidiary is Inactive

Return Email Address
acu@netsuite.com

Edition
XX

☐ Always Display Subsidiary Name

Fax

VAT Registration No.

Subsidiary Logo (Forms)

Elimination

Subsidiary Logo (Pages)

Language *
English (U.S.)


Web Site

Address | Shipping Address | Return Address | Vendor Bill Matching | Nexuses | Currencies | Preferences | Workflow | Translation

Attention
Addressee
NetSuite Incorporated
Phone
+49 30 2553 1234
Address 1
Rosenthaler Strasse 1

Address 2
City
Berlin
State/Province
Country
Germany
Zip
10119

Address
NetSuite Incorporated
Rosenthaler Strasse 1
10119 Berlin
Germany
Map
☐ Override



NetSuite Incorporated.
Rosenthaler Strasse 1
10119 Berlin

Payment Voucher

Paid To

Alliance Carpets
Weinmeisterstrasse 1
10178 Berlin

Remittance Note

Payment will be credited to your bank account after 2 - 3 banking days.

AMOUNT

790,00 €

Reference Number	Payment Date	Currency
00000008/1	10/01/2014	EUR

Date	Description	Due Date	Amount Due	Payment Amount
10/01/2014	Bill #AC9003	10/01/2014	100,00 €	100,00 €
02/01/2014	Bill #AC9001	02/01/2014	190,00 €	190,00 €
07/01/2014	Bill #AC9002	07/01/2014	500,00 €	500,00 €
			Amount	790,00 €

For inquiries, please call +40 30 20003939 or email acu@netsuite.com

Verifying Issued Checks with Positive Pay

The current version of the Electronic Bank Payments SuiteApp supports Positive Pay verification for the following transaction types:

- Bill Payment
- Check
- Customer Refund
- Cash Refund
- Paycheck
- Sales Tax Payment
- Vendor Prepayment

To generate Positive Pay file formats:

1. Go to Payments > Cheques > Positive Pay.
2. Complete the following fields:

Fields	Description
Bank Account	<p>Select the bank account where the customer refund payments are posted. For more information on setting up your company's bank account details for electronic bank payments, see Setting Up Bank Records.</p> <p>The Bank Account Format, Maximum Payments in File, and Subsidiary fields are automatically updated based on the value in this field.</p> <div style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;"> <p>Note: If Maximum Payments in File displays zero, no available check transaction is displayed in the Select Transactions list. You must return to the custom Payment File format and make sure that the Maximum Lines field is not set to blank.</p> </div>
Date From	Use this field to show checks issued on this date or later. To include checks issued within a range of dates, enter values for both Date From and Date To fields.

Fields	Description
Date To	Use this field to show checks issued on this date and earlier. To include checks issued within a range of dates, enter values in the Date From and Date To fields.
Cheque From	Enter the starting check number in a range of checks included in the file format. Checks with numbers lower than this value are excluded in the file format.
Cheque To	Enter the last check number in a range of checks to include in the file format. Checks with numbers higher than this value are excluded in the file format.
Include Void Cheques	Check this box to include checks that are voided through a reverse journal entry. For more information, see Reversing Payments .
Exclude Cleared Cheques	Check this box to exclude checks that were cleared in your bank register.

A list of eligible check transactions is displayed in the Select Transactions list. You can use the search results as a reference for check verification activities.

Note: To display the **Name** column, go to Payments > Setup > Electronic Payments Preferences, click the **General Preference** subtab, and check the **Include Name in Transaction List** box.

3. Click **Submit**.

The Payment File Administration record containing the details of the generated Positive Pay file format is displayed. You can do the following:

- Click **Refresh** for the SuiteApp to finish processing the file format and to display the downloadable text file format in the **File Reference** field.
- Click the download link in the **File Reference** field to download the Positive Pay file format. You can send the file format to your bank online, or upload the file to your bank's Positive Pay system.
- For more information about viewing payment details, see [Viewing Electronic Bank Payment Details](#).

Electronic Bank Payments API

Note: Using the Electronic Bank Payments API is only available if you have an active Advanced Electronic Bank Payments license and the NetSuite SuiteApps License Client installed.

The Electronic Bank Payments API allows customers to create custom Bill Payment Processing pages with [Suitelets](#). Each custom Bill Payment Processing page has the same look and feel as the default page supplied with the Electronic Bank Payments SuiteApp.

Limitations

Be aware of the following limitations of the Electronic Bank Payments API:

- The Electronic Bank Payments API does not support credit application. Vendor credit, customer credit memo, and unapplied payment transactions cannot be displayed and processed using a custom Bill Payment Processing page.
- The Electronic Bank Payments API does not support early payment discounts. The **Discount Amount** and **Discount Date** fields cannot be enabled and used on a custom Bill Payment Processing page.

See the following topics for additional information.

- [EPPaymentSelectionForm Object](#)
- [EPPaymentSelectionForm Methods](#)
- [Example Custom Bill Payment Processing Suitelet](#)
- [Setting Up a Custom Electronic Bank Payments Suitelet](#)
- [Default Columns – Custom Bill Payment Processing Page](#)
- [Default Fields – Custom Bill Payment Processing Page](#)
- [Default Filters – Custom Bill Payment Processing Page](#)

EPPaymentSelectionForm Object

The custom Bill Payment Processing page is encapsulated within the EPPaymentSelectionForm object. You must define an EPPaymentSelectionForm object with the new keyword before you can access the object's methods.

```
1 | var epPaymentSelectionForm = new EPPaymentSelectionForm();
```

EPPaymentSelectionForm Methods

The Electronic Bank Payments API includes the following methods.

- [AddColumn \(type, name, reference, isText, displayType, defaultValue, join\)](#)
- [AddFilter\(isDefaultFilter, reference, type, label, displayType, defaultValue, helpText, source, maxLength\)](#)
- [BuildUI\(\)](#)
- [GetForm\(\)](#)
- [RemoveField\(id\)](#)
- [RemoveFilter\(id\)](#)

AddColumn (type, name, reference, isText, displayType, defaultValue, join)

Adds a column on the sublist of the Bill Payment Processing page to display field values from the records searched.

Parameters

- type {string} [required] – The field type of the column. Valid arguments are listed below.
 - text
 - integer
 - date
 - currency
- name {string} [required] – The name of the column displayed on the sublist of the Bill Payment Processing page.

- `reference {string} [required]` – The internal ID name of the column you want to add on the sublist. The reference argument can be a standard or custom entity field. The reference argument can also be a standard or custom transaction field.
- `isText {Boolean true|false} [optional]` – If value is true, the column displays the text or readable value of the field. If the value is false, the column displays the id of the field value.
- `displayType {string} [optional]` – The display type of the column added to the sublist on the Bill Payment Processing page. Valid arguments are listed below.
 - `normal`
 - `hidden`
- `defaultValue {string} [optional]` – The default value of the column that is displayed on the sublist automatically when the Bill Payment Processing page loads.
- `join {string} [optional]` – The join id for the search return column.

Returns

- `void`

Throws

- `EP_MISSING_FIELDS` – Thrown when a required argument is missing. Logs “Please enter required column parameters: type, name, reference.”
- `EP_INVALID_VALUE` – Thrown when an invalid argument is passed.

Example

```

1 var epPaymentSelectionForm = new EPPaymentSelectionForm();
2
3 epPaymentSelectionForm.AddColumn('text', 'Custom Name', 'custbody_custom_name');
4 epPaymentSelectionForm.AddColumn('text', 'Approval Status', 'approvalstatus', true);
5 epPaymentSelectionForm.AddColumn('text', 'Email', 'email', '', '', '', 'vendor');
```

AddFilter(isDefaultFilter, reference, type, label, displayType, defaultValue, helpText, source, maxLength)

Adds a filter on the Bill Payment Processing page. The filter refines the search of bills to be processed.

Parameters

- `isDefaultFilter {Boolean true|false} [required]` – If value is true, the filter is added to the existing Search Filters group on the Bill Payment Processing page. If value is false, a new group of filters, named Custom Transaction Filters, is added to the Bill Payment Processing page.
- `reference {string} [required]` – The internal ID name of the field you want to add as a filter. Note that you can only add fields from the transaction record. If you want to source a newly created transaction body field or transaction column field, the reference argument must be the id of the newly created field.
- `type {string} [required]` – The field type of the filter. Valid arguments are listed below:
 - `text`
 - `date`

- checkbox
 - select
 - multiselect
 - integer
 - currency
 - longtext
- label {string} [required] – The label of the filter displayed on the Bill Payment Processing page.
- displayType {string} [optional] – The display type of the filter on the Bill Payment Processing page. Accepted values are listed below.
 - inline
 - normal
 - hidden
 - disabled
- defaultValue {string} [optional] – The default value of the filter that is displayed automatically when the Bill Payment Processing page loads.
- helpText {string} [optional] – The text displayed when the filter label is clicked. The helpText value describes the data searched for when the filter is used.
- source {string} [optional] – Specifies the source where the filter gets its autopopulated values. An example value is the internal id of a list or record. Note that source must have a value if the type argument is select or multiselect, for the values of the filter to be displayed.
- maxLength {string} [optional] – A whole number that defines the allowed length of the value entered on the filter.

Returns

- void

Throws

- EP_MISSING_FIELDS – Thrown when a required argument is missing. Logs “Please enter required filter parameters: isDefaultFilter, reference, type, label.”
- EP_INVALID_VALUE – Thrown when an invalid argument is passed.

Example

```

1 | var epPaymentSelectionForm = new EPPaymentSelectionForm();
2 |
3 | epPaymentSelectionForm.AddFilter(false, 'custbody_custom_name', 'text', 'Custom Name');
```

BuildUI()

Builds the customized Bill Payment Processing page. This method must be called after all changes are made. For an example, see [Example Custom Bill Payment Processing Suitelet](#).

Returns

- void

Throws

- `IPM_NOT_LICENSED` – Thrown when the installed Electronic Bank Payments SuiteApp does not have a OneWorld license. Logs “This edition does not support addition and removal of Filters or Columns.”

GetForm()

Returns the Electronic Funds Transfer (EFT) form. For an example, see [Example Custom Bill Payment Processing Suitelet](#).

Returns

- the EFT form (as an object)

RemoveField(id)

Removes an existing (default) field from the Payment Information group of the Bill Payment Processing page. Note that some default fields cannot be removed. See [Default Fields – Custom Bill Payment Processing Page](#) to determine whether a particular default field can be removed.

Parameters

- `id {string}` [required] – The field ID of the existing field that you want to remove.

Returns

- `void`

Throws

- `EP_MISSING_FIELDS` – Thrown when a required argument is missing. Logs “Please enter required id of field to be removed.”
- `EP_INVALID_VALUE` – Thrown when an invalid argument is passed. Logs “Field custpage_2663_xxxxx cannot be deleted.”

Example

```
1 var epPaymentSelectionForm = new EPPaymentSelectionForm();
2
3 epPaymentSelectionForm.RemoveField('custpage_2663_aggregate');
```

RemoveFilter(id)

Removes an existing (default) filter from the “Search Filter” group of the Bill Payment Processing page. Note that some default filters cannot be removed. See [Default Filters – Custom Bill Payment Processing Page](#) to determine whether a particular default filter can be removed.

Parameters

- `id {string}` [required] – the field id from the “Search Filter” group of the Bill Payment Processing page that you want to remove. The field id can be found on the `helpText` of the fields on the “Search Filter” group. You can also refer to the appendix of this document to get the field id of a filter field.

Returns

- void

Throws

- EP_MISSING_FIELDS – Thrown when a required argument is missing. Logs “Please enter required id of filter to be removed.”
- EP_INVALID_VALUE – Thrown when an invalid argument is passed. Logs “Filter custpage_2663_xxxxx cannot be deleted.”

Example

```
1 var epPaymentSelectionForm = new EPPaymentSelectionForm();
2
3 epPaymentSelectionForm.RemoveFilter('custpage_2663_transtype');
```

Example Custom Bill Payment Processing Suitelet

```
1 function main(request, response){
2
3     var epPaymentSelectionForm = new EPPaymentSelectionForm();
4
5     epPaymentSelectionForm.AddFilter(false, 'custbody_custom_name', 'text', 'Custom Name', '', '', 'Custom Name', '', '');
6     epPaymentSelectionForm.AddFilter(true, 'custcol_companyname', 'select', 'Custom Subsidiary', '', '', 'Custom Subsidiary', 'sub
7     sidiary', '');
8
9     epPaymentSelectionForm.AddColumn('text', 'Custom Name', 'custbody_custom_name');
10    epPaymentSelectionForm.AddColumn('text', 'Approval Status', 'approvalstatus', true);
11    epPaymentSelectionForm.AddColumn('text', 'Email', 'email', '', '', '', 'vendor');
12
13    epPaymentSelectionForm.RemoveFilter('custpage_2663_vendor');
14
15    epPaymentSelectionForm.RemoveField('custpage_2663_payment_ref');
16
17    epPaymentSelectionForm.BuildUI(request, response);
18
19    var form = epPaymentSelectionForm.GetForm();
20    response.writePage(form);
21 }
```

Setting Up a Custom Electronic Bank Payments Suitelet

After writing a script, create a script record where you can attach the script file and define specific settings for your suitelet.


For general instructions and guidelines, see the help topic [Steps for Creating a Script Record](#).

To set up a custom Electronic Bank Payments Suitelet:

1. Go to Customization > Scripting > Scripts > New.
2. Select **Suitelet** as your script type.
3. On the Script page, enter a name for the script record.
4. On the **Scripts** tab, set the following:

1. In the **Script File** field, select the name of the .js file.
2. In the **Function** field, enter the name of the function to be executed from the .js file.
3. On the **Libraries** subtab, select **2663_ep_api.js**.
4. Click **Add**.
5. On the **Deployments** tab, set the following:
 1. In the **Title** column, enter the title for the deployment.
 2. In the **Status** column, select **Released**.
 3. In the **Log Level** column, select **Error**.
 4. Click **Save**.
When the new deployment is saved, you have to set the role restrictions and link for the script. For more information, see the help topic [Step 5: Define Script Deployment](#).
 5. Click the name of the new deployment.
 6. On the **Script Deployment** page, click **Edit**.
 7. On the **Audience** tab, check the **All Roles** box to run the script in all user accounts.
 8. On the **Links** tab, select the specific Center, Section, and Category where the link to the suitelet should be accessible.
You can also enter the name for the label to be used for your link.
 9. Click **Add**.
6. Click **Save**.

Default Columns – Custom Bill Payment Processing Page

Column	Internal ID	Type	Display Type
Pay	custpage_pay	checkbox	
Payee	custpage_entity	text	inline
Type	custpage_type	text	inline
Reference Number	custpage_tranid	text	inline
Installment Reference Number	custpage_installment_number	text	inline
 Note: Displays only when Installment feature is enabled.			
Date	custpage_trandate	text	inline
Due Date	custpage_duedate	text	inline
Currency	custpage_currency	text	inline
Period	custpage_postingperiod	text	inline
Amount	custpage_amount	text	inline
Amount Remaining	custpage_amountremaining	text	inline
Payment Amount	custpage_payment	text	



Important: The following columns used for early payment discounts are not included: **Discount Amount** and **Discount Date**. For more information about these columns, see [Limitations](#).

Default Fields – Custom Bill Payment Processing Page

Field	Internal ID	Type	Display Type	Can Be Removed?
Date to be processed	custpage_2663_process_date	date		no
Posting period	custpage_2663_postingperiod	select		no
EFT file reference note	custpage_2663_payment_ref	text		yes
Aggregate by Payee	custpage_2663_aggregate	checkbox		yes
And	custpage_2663_agg_method	select		yes
Number of Transactions	custpage_2663_payment_lines	text	inline	no
Total Payment Amount	custpage_2663_total_amount	text	inline	no
Department	custpage_2663_department	select		no
Class	custpage_2663_classification	select		no
Location	custpage_2663_location	select		no

Default Filters – Custom Bill Payment Processing Page

Filter	Internal ID	Type	Display Type	Can Be Removed?
Bank account	custpage_2663_bank_account	select		no
Bank account format	custpage_2663_format_display	link	inline	no
Maximum payments in file	custpage_2663_max_lines_sel	text	inline	no
Subsidiary	custpage_2663_subsidiary	link	inline	no
Bank account currency	custpage_2663_bank_currency	text	inline	no
Base currency	custpage_2663_base_currency	text	inline	no
A/P account	custpage_2663_ap_account	select		no
Transaction Type	custpage_2663_transtype	select		yes
Due date from	custpage_2663_date_from	date		yes
to	custpage_2663_date_to	date		yes
Vendor	custpage_2663_vendor	select		yes
Employee	custpage_2663_employee	select		yes
Partner	custpage_2663_partner	select		yes