Electronic Bank Payments

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> ⚠️ **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.

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 on all your issued checks. You can electronically send the check register to the bank for cross-verification.

> ℹ️ **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 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.

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Availability

Electronic Bank Payments is available in two SuiteApps that are installed as add-on modules to your NetSuite account. The Electronic Bank Payments SuiteApp enables companies and their subsidiaries to send payments to vendors, employees, and customers (refunds) or receive payments from customers located within their country of operations. The Advanced Electronic Bank Payments SuiteApp (formerly called NetSuite Electronic Payments for OneWorld) enables companies and their subsidiaries to send payments to vendors, employees, and customers (refunds) or receive payments from customers across the different supported countries.

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:

EFT

Country	EFT Format
Austria	SEPA (Austria) Pain.001.001.02
	SEPA Credit Transfer (Austria)
	SEPA Credit Transfer (HSBC)
Australia	ABA
	ANZ (ANZ Bank)
	ASB (ASB Bank)
	BNZ (Bank of New Zealand)
	DeskBank (WestPac Bank)
Belgium	CIRI - FBF
	SEPA Credit Transfer (Belgium)
	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
	SEPA Credit Transfer (HSBC)
France	CFONB
	SEPA Credit Transfer (ABN AMRO Bank)

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Country	EFT Format
Germany	SEPA Credit Transfer (France)
	SEPA Credit Transfer (HSBC)
	DTAUS
	DTAZV
	SEPA Credit Transfer (Germany)
	SEPA Credit Transfer (Austria)
	SEPA Credit Transfer (ABN AMRO Bank)
	SEPA Credit Transfer (HSBC)
Hong Kong	HSBC ISO 20022
Hungary	RaiffeisenDomestic Transfer (Raiffeisen Bank)
Ireland	BACS – Bank of Ireland
	SEPA Credit Transfer (Bank of Ireland)
	SEPA Credit Transfer (HSBC)
Isle of Man	BACSTEL - IP
Italy	CBI Payments
	SEPA Credit Transfer (CBI)
	SEPA Credit Transfer (HSBC)
Japan	Zengin
Luxembourg	ABBL VIR 2000
	SEPA Credit Transfer (ABN AMRO Bank)
	SEPA Credit Transfer (Luxembourg)
	SEPA Credit Transfer (HSBC)
Netherlands	Equens – Clieop
	Equens – Clieop (ING Bank)
	SEPA Credit Transfer (ABN AMRO and Rabobank Bank)
	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	HSBC ISO 20022
	Interbank GIRO (JP Morgan)
	DBS - IDEAL (DBS Bank)

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Country	EFT Format
	UoB - BIB-IBG (United Overseas Bank)
South Africa	Standard Bank
Spain	AEB - Norma 34
	SEPA Credit Transfer (ABN AMRO Bank)
	SEPA Credit Transfer (HSBC)
Sweden	Bankgiro (SEB)
	Plusgiro (SEB)
	SEPA Credit Transfer (SEB)
UK	BACS (HSBC)
	BACS - Albany ALBACS-IP (Albany ePay Bureau, Barclays Bank, and Lloyds Bank)
	Note: Same as BACS Multiple Fixed Length format Lloyds Bank.
	BACSTEL - IP (NatWest Bank)
	BACS - Bos (Bank of Scotland)
	BACS - Bank of Ireland
	SEPA Credit Transfer (ABN AMRO Bank)
	SEPA Credit Transfer (HSBC)
US	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
Australia	ABA DD
Germany	DTAUS DD
	SEPA Direct Debit (Germany)
Italy	CBI Collections
	SEPA Direct Debit (CBI)
Netherlands	SEPA Direct Debit (ABN AMRO)
Singapore	DBS - IDEAL DD (DBS Bank) UoB - BIB-IBG DD (United Overseas Bank)
UK	BACS DD (HSBC)
US	ACH - PPD (NACHA)

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> **ⓘ 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. You can also customize or create new Positive Pay file formats without the Advanced Electronic Bank Payments SuiteApp. 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

> **⚠ 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.

Prerequisites

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.

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> **ⓘ 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: 211453

Location: Production

Availability: Public

Source Account: 4970567

Installing Advanced Electronic Bank Payments

If you are using the Electronic Bank Payments SuiteApp to send payments to vendors, employees, and customers (refunds) and receive payments from customers across the different supported countries, you need to install the following bundle on top of the **Electronic Bank Payments** bundle:

Bundle Name: **Advanced Electronic Bank Payments**

Bundle ID: 21147

Location: Production

Availability: Shared

Source Account: 3525954

Key points when installing Advanced Electronic Bank Payments:

- Be sure to install Electronic Bank Payments first, before you install Advanced Electronic Bank Payments.
- Global payments support may result in additional charges. Contact your NetSuite account representative for more information on how to enable Advanced Electronic Bank Payments.
- If the Advanced Electronic Bank Payments SuiteApp is installed in your sandbox account, you must update it every month to continue to use non-native formats and advanced features. It is also recommended to update the Electronic Bank Payments SuiteApp every month to get the latest version.

The Electronic Bank Payments SuiteApps are managed bundles and are automatically updated whenever there are updates. These issue fixes and enhancements are available after the bundle is updated in your account. 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 goint 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 (OneWorld Only) Restrict Access to Subsidiaries.

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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:** 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	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	List	View	View	
Classes	List	View	View	
Currency	List	View	View	
Customers	List	View	View	
Departments	List	View	View	
Documents and Files	List	View	View	
Employees	List	View	View	
Locations	List	View	View	
Perform Search	List	View	View	
Subsidiaries	List	View	View	
Track Messages	List	View	View	
Vendors	List	View	View	
Manage Accounting Periods	Setup	View	View	
Bill EFT Payment Information	Custom Record	Full	Full	Standard form
Company Bank Details	Custom Record	View	Edit	Custom form
EP Thread Processing Results	Custom Record	View	Full	
Electronic Payments Preference	Custom Record	View	Edit	
Entity 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

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Permission	Subtab Type	Minimum Permission	Permission Restriction	Preferred Form
Payment File Format	Custom Record	View	Edit	Standard form
Payment Schedule	Custom Record	View	Edit	
Approval Routing	Custom Record	View	Full	

> **ⓘ 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
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

(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

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Permission	Subtab Type	Minimum Permission	Permission Restriction
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

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

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:

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- **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.

To set the language preference for Electronic Bank Payments:

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

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

> ⚠ **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.

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

> ⚠ **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.

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.

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⚠ **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 Working with the File Cabinet.

4. Click **Save**. The folder that you created is now displayed in the File Cabinet Folders list.

Setting Up Bank Records

⚠ **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.

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.
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	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. 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.
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:** When creating new records, make sure that the following options are cleared on the Entity Bank Details record type: Enable Inline Editing and Allow Child Record Editing. To create a record, go to Customization > List, Records, & Fields > Record Types.

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

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- 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
- US Payment Formats
- Global Payment Formats

Setting Up Payment Aggregation Methods

⚠️ **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.

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.

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> (i) **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

   > (i) **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 do I find a field's internal ID?

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

Importing Electronic Bank Payments Data

> ⚠ **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.

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 do I 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.

To import entity bank details with the Import Assistant:

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.

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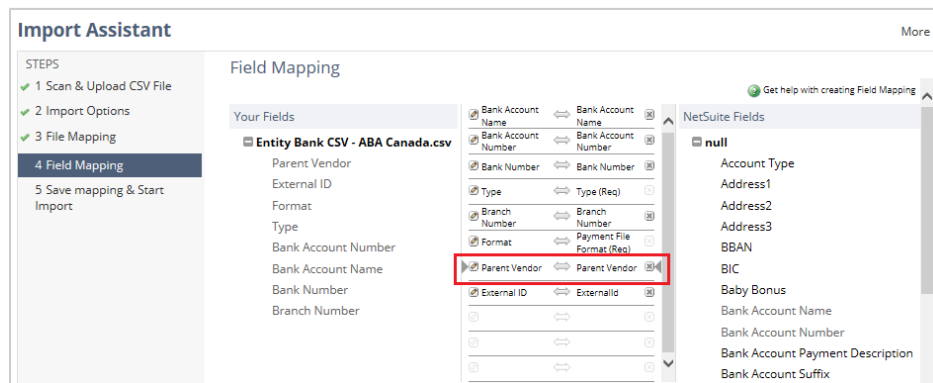
    2. On the popup, in the **Choose Reference Type** field, select **Internal ID** to associate the specific entity or format with the entity bank details.

    > ⓘ **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.

    3. 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 4 Field Mapping.
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**.

The fields that can be imported into NetSuite for each payment file format are listed in the following table.

Vendor, Employee, and Customer Bank Details

Payment File Format	Field	Required
SEPA Credit Transfer (Austria AP) SEPA Credit Transfer Pain.001.001.02 (Austria AP)	IBAN	Yes
	BIC	Yes
ABA (Australia AP) ABA DD (Australia AR)	Bank Account Number	Yes
	Bank Account Name	Yes
	BSB Number (Bank)	Yes
	BSB Number (Branch)	No
CIRI-FBF (Belgium AP)	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 (France AP)	Account Number	Yes
	Bank Code	Yes
	Bank Name	Yes
	Bank Branch Number	Yes
DTAUS (Germany AP) DTAUS DD (Germany AR)	Bank Account Number	Yes
	Bank Number	Yes
	IBAN	No
DTAZV	Bank Account Number	No
	Bank Name	Yes
	Payment Description	Yes
	IBAN	No

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Payment File Format	Field	Required
	Company Country Code	Yes
	Transfer Fee Code	Yes
	Bank BIC	Yes
SEPA Credit Transfer (Germany)	IBAN	Yes
	BIC	Yes
Raiffeisen Domestic Transfer (Hungary AP)	Bank Account Number	No
	Bank Number	No
	Branch Number	No
	Account Number	Yes
CBI Payments (Italy AP) CBI Collections (Italy AR)	Account Number	No
	Bank Number	No
	Branch Number	No
	IBAN	Yes
	Country Code	No
	IBAN Check Digits	No
	Country Check	No
Zengin (Japan)	Bank Account Number	Yes
	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
Equens-ClieOp Equens-ClieOp (ING Bank) (Netherlands AP)	Account Number Bank Account Number (if using ING)	Yes
	Bank Account Payment Description	Yes
SEPA Direct Debit (ABN AMRO)	Remittance Message	Yes
	Reference Mandate	Yes
	IBAN	Yes
	BIC	Yes
	Billing Sequence Type	Yes
	Date of Reference Mandate	Yes
	Reference Amended	Yes

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Payment File Format	Field	Required
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 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
DBS-IDEAL UoB – BIB-IBG (Singapore AP)	Bank Account Number	Yes
	Bank Account Name	Yes
	Bank Number	Yes
	Branch Number	Yes
DBS-IDEAL DD UoB – BIB-IBG DD (Singapore AR)	Bank Account Number	Yes
	Bank Account Name	Yes
	Bank Number	Yes
	Branch Number	Yes
	Bank Account Payment Description	Yes
	Reference	Yes
Standard Bank (South Africa AP)	Bank Account Number	Yes
	Branch Number	Yes
	entityState	No
	entityCountry	No
	entityCountryName	No

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Payment File Format	Field	Required
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
BACS BACS DD BACS-Albany ALBACS-IP BACS-Bank of Scotland BACS-Bank of Ireland (UK AP) BACSTEL-IP	Account Number	Yes
	Account Name (not applicable for BACS-Bank of Ireland)	Yes
	Sort Code	Yes
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) Plusgiro (SEB)	Bankgiro Number	Yes
	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

⚠️ **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.

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.

As of 2017.2, the SuiteCloud Processors feature supports a new system based on script processors rather than queues. It is 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

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number of queues or processors available to your account by purchasing SuiteCloud Plus licenses. For information, see SuiteCloud Plus Settings.

> ℹ️ **Note:** Multiple script queues or processors for generating payment file formats can only be used with Advanced Electronic Bank Payments SuiteApp (formerly called Electronic Payments for OneWorld). Accounts with expired licenses can still use the main queue.

> ⊗ **Warning:** Electronic Bank Payments does not support the Remove Queue functionality available in SuiteScript 2.0. If you click the **Remove Queue** button, this will remove the queue assigned to Electronic Bank Payments SuiteApp, therefore causing the bundle to break and prevent you from creating electronic bank payment files. Note that this action cannot be undone. For more information, see the help topic Scheduled Script Deployments that Continue to Use Queues

Starting from the 2017.1 release of the Electronic Bank Payments SuiteApp, new scripts will be used for the following processes:

- Bill Payment Processing using FreeMarker templates
- EFT and DD Instant Bank File Generation using FreeMarker templates
- Removed Unprocessed Transactions on PFAs
- Rollback, Reversal, Recreate File, Email Notification of PFAs using FreeMarker templates created after the SuiteApp is upgraded to 2017.1 version using the listed processes

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

- Invoice Payment Processing using FreeMarker and XML templates
- Bill Payment Processing using XML templates
- Batch payment processing
- PFAs created before the SuiteApp is upgraded to 2017.1 version using the listed processes
- Rollback, Reversal, Recreate File, Email Notification of PFAs created before the SuiteApp is upgraded to 2017.1 version

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

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:

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- 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

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.
Queue	Select a queue other than the queue number set up for the deployment of this script record. The queue number can be viewed by going to Customization > Scripting > Scripts and selecting the script record.

> **Note:** Multiple script deployments must run on different scheduled script queues.

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.

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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. Make sure that the script queue is the same as the script queue in Scheduler. Applicable to new PFAs created using EFT for Regular Payment Processing and PFAs using Instant Bank File Generation.
Transaction Marking (New)	Enter the script deployment ID for Transaction Marking. Make sure that the script queue is the same as the script queue in Transaction Marking. Applicable to new PFAs created using EFT format for Regular Payment Processing.
Payment Processing (New)	Enter the script deployment ID for Payment Processing. Make sure that the script queue is the same as the script queue in Payment Processing. Applicable to new PFAs created using EFT format for Regular Payment Processing.
Bank File Creation (New)	Enter the script deployment ID for Bank File Creation. Make sure that the script queue is the same as the script queue in Bank File Creation. Applicable to new PFAs created using EFT for Regular Payment Processing and PFAs using Instant Bank File Generation.
Rollback (New)	Enter the script deployment ID for Rollback. Make sure that the script queue is the same as the script queue in Rollback. Applicable to new PFAs created using EFT format for Regular Payment Processing.
Reversal (New)	Enter the script deployment ID for Reversal. Make sure that the script queue is the same as the script queue in Reversal. Applicable to new PFAs created using EFT for Regular Payment Processing and PFAs using Instant Bank File Generation.
Notification (New)	Enter the script deployment ID for Notification. Make sure that the script queue is the same as the script queue in Notification. Applicable to new PFAs created using EFT for Regular Payment Processing and PFAs using Instant Bank File Generation.
Instant Payment Processing (New)	Enter the script deployment ID for Instant Payment Processing. Make sure that the script queue is the same as the script queue in Instant Payment Processing. 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. Make sure that the script queue is the same as the script queue in Remove Unprocessed Transaction. Applicable to new PFAs created using EFT format 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.
Payment Creator Deployment (Old)	Select the script deployment ID for Generic Payment Record Processing. Make sure that the script queue is the same as the script queue in Parent Deployment.

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Field	Description
	ℹ **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.
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.
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.
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.
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.

ℹ **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**.

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.
- Select the queue to be used by updating the script deployments record.
- 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

⚠ **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.

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

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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.

> **Note:** The Advanced Electronic Bank Payments SuiteApp (formerly called Electronic Payments for OneWorld) is 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 us 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. For more information, see Working with Advanced Templates.
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

> ⚠️ **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.

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**.
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.	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. You need to properly set up the approval routing process by going to Payments > Setup > Bank Details.
EP_00047	Error encountered while adding field with id: {FIELD_ID} to the form.	This error is due to a missing id, label, incorrect field value, etc. 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.

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

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Error Code	Error Message	Description / Recommended Action
		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 status. Please approve or reject all payment batches if you would like to disable this preference.	You need to process any pending payment batches before disabling the EFT Payment Batch Approval Routing 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.	This error occurs when you are adding a new deployment line on the same queue that is already use by a different line.

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Error Code	Error Message	Description / Recommended Action
		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.
EP_00074	This bundle does not support creating and editing of Payment File Formats.	You don't have the Advanced Electronic Bank Payments License or it is already expired. Contact your Account Manager to avail or renew your license.
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.
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.

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Error Code	Error Message	Description / Recommended Action
		You need to check the error logs to find out what caused the failure and fix it.

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_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 thecorrect 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. Click the Edit Search link if you want to review the filtering criteria.	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. Make sure that the selected Transaction Saved Search is of Type = Bill Payment for EFT and Type = Payment for Direct Debit

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Error Code	Error Message	Description / Recommended Action
EP_00002	Click the Edit Search link if you want to review the filtering criteria or you may select another saved search.	When an error is encountered while loading the Transaction saved search record via its ID. 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.
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.	This error occurs when the selected transaction saved search when generating instant payment files returns zero result. 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.
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.	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. 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.
EP_00005	You must select the company bank account first before selecting the transaction saved search.	This usually happens when the company bank record is deleted while loading the Payment File Generation suitelet. Refresh the Suitelet to resolve the problem.
EP_00009	There are no transactions retrieved using the saved search.	May occur if the saved search selected by the user returns no result. 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.

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.	Payment File Administration (PFA) can only process records with same GL bank account and file format one at a time. Allow the current queue process to finish first, then try again.
EP_00017	An error has occurred during payment file creation.	Check the following: 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.

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Error Code	Error Message	Description / Recommended Action
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.

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.	Retry the process, if the error persists, check the unprocessed transactions for any errors.
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. 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	This issue occurs if the Payment File Template contains FreeMarker syntax errors that needs to be corrected.

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Error Code	Error Message	Description / Recommended Action
	error details here. For information, see the Working with Advanced Templates topic in the Help Center	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 format cannot be used because the OneWorld license is expired. Format:	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.
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.
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

> ⚠️ **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.

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	Select how approval routing should be triggered: ■ **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 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.
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. **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.
Payment Approver	Select the payment approver for each approval level. **Note:** The selected approver will receive email notification whenever there is a payment batch that requires their approval.
Payment Approval Limit	Enter the maximum amount that a payment approver can approve for a bill payment, vendor payment, or batch payment. **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.

4. Click **Save**.

Setting Up Payment File Formats

> ⚠️ **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.

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

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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.

> ⚠️ **Important:** The following topics provide information specific to Electronic Bank Payments starting from version 4.0 and above. This version includes a change in the templates used to generate payment files, from an XML format to a format that uses FreeMarker syntax. For more information about the deprecation of the XML based payment template generator, see Payment File Template Changes in NetSuite Electronic Payments 4.0.

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 Payments 4.0

The Electronic Bank Payments (formerly called NetSuite Electronic Payments) 4.0 update has an enhancement to the templates used for generating payment files. The enhanced template format, using FreeMarker syntax, provides greater flexibility and increased functionality. You can extract values from NetSuite records and search results, and modify the fields to be included in payment files. The update also includes a FreeMarker template library that you can use to call built-in functions and data. For more information about specific functions and tags that you can use, see Working with Advanced Templates.

To learn about FreeMarker, see FreeMarker.org.

Before the SuiteApp update, you must enable the Advanced PDF/HTML Templates feature in your account to continue to use standard payment file templates, create new custom payment file templates, create payment files, and submit payment batches.

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After the update:

- All standard payment file templates have used FreeMarker syntax formatting.
- New custom payment file templates have been created using FreeMarker syntax formatting.

Creating Custom Payment File Templates

> ⚠ **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.

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 Payments 4.0
- Creating a New Custom Payment File Template
- Working with Advanced Templates
- Adding Field Validations to Custom Payment File Templates

Creating a New Custom Payment File Template

> ⚠ **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.

> ⚠ **Important:** This topic provides information specific to Electronic Bank Payments version 4.0. This version includes a change in the templates used to generate payment files, from an XML format to a format that uses FreeMarker syntax. For more information about the deprecation of the XML based payment template generator, see Payment File Template Changes in NetSuite Electronic Payments 4.0.

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.

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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:

   ```
   <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:

   ```
   <refField id="custrecord_2663_entity_bank_no" label="Financial Institution Number" mandatory="t
   rue"/>
   ```

   - **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.

   > ℹ️ **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 the following formats:

   - **SEPA Direct Debit** – up to 3,000 transactions can be processed
   - **Positive Pay** – up to 1,500 transactions can be processed

   For Positive Pay, you must enter any value from 1 to 1,500 in the field. Negative numbers, zero, and numbers greater than 1, 500 are invalid values and will not be accepted. Leaving the

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Maximum Lines field blank will not return any transaction result. For more information, see topic Verifying Issued Checks with Positive Pay.

10. Check the **Update Entity Bank Details** box if updates should be made to the entity bank record after the payment file is created.

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

11. In the **Bank File Template** field, enter the template body using FreeMarker syntax. For more information, see Working with Advanced Templates.

> ⚠️ **Important:** When using advanced templates, take note of 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.

12. In the **Output File Extension** field, enter the file extension to use for the output payment file. For example, **txt**, **csv**, or **aba**.

13. In the **Output File Encoding** field, select the character encoding type to use for the output payment file.

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

14. 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.

Working with Advanced Templates

> ⚠️ **Important:** The following topics provide information specific to Electronic Bank Payments version 4.0. This version includes a change in the templates used to generate payment files from an XML format to a format that uses FreeMarker syntax. For more information about the deprecation of the XML based payment template generator, see Payment File Template Changes in NetSuite Electronic Payments 4.0.

- 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

> ⚠️ **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.

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.

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Use the following tags in your custom template body:

```
#OUTPUT START#
```

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

```
#OUTPUT END#
```

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

```
#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.

```
#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.

```
#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

```
Outside
#OUTPUT START#
<#assign name = "John">
<#assign company = "NetSuite">
<#assign age = 100>
My name is ${name}
My company is ${company}
#OUTPUT END#
#RETURN START#
```

```
Age:${age}
#RETURN END#
```

Output

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

Including Fields from NetSuite Records in Advanced Templates

⚠️ **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.

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:

and the following PFA record:

Payment File Administration

00000229

Save ▾   Cancel   Reset | 🗋▾   **Actions▾**

ID
00000229

Payment Type
EFT

Last Process Inititated
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

③

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

```
#OUTPUT START#
Legal Name:
**${cbank.custrecord_2663_legal_name}
Immediate Origin: **${cbank.custpage_eft_custrecord_2663_bank_comp_id}
Reference Note:
**${pfa.custrecord_2663_ref_note}
#OUTPUT END#
```

Output

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

Including Fields from NetSuite Search Results in Advanced Templates

⚠ **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.

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

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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. Otherwise, an error 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:
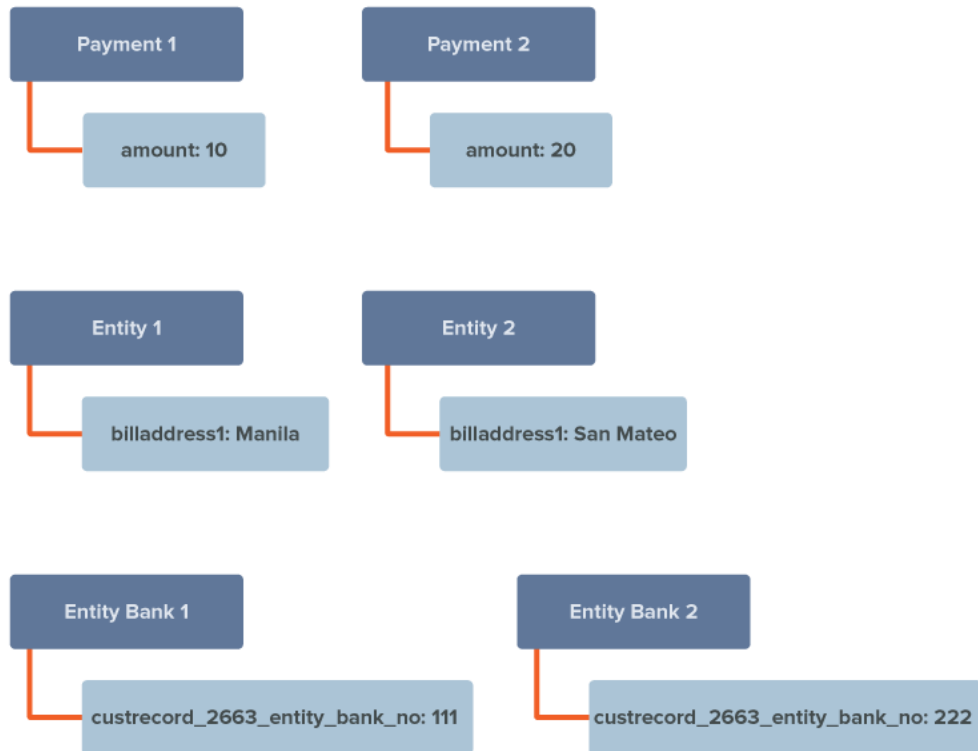
Template

```
#OUTPUT START#
<#list payments as payment>
    <#assign entity = entities[payment_index] >
    <#assign ebank = ebanks[payment_index] >
***
Amount: ${payment.amount}
Address: ${entity.billaddress1}
Bank Num: ${ebank. custrecord_2663_entity_bank_no}
***
</#list>
#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
***
```

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FreeMarker Template Library for Electronic Bank Payments

> ⚠️ **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.

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

> ⚠️ **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.

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

Function Declaration	Description
buildEntityName(entity,isPrintOnCheckAs)	Builds the entity name
computeTotalAmount(payments,multiCurrency)	Adds all payment amounts
convertToLatinCharSet(data)	Converts a string into its Latin equivalent
formatAmount(amount,format,separator)	Formats a particular amount to be inserted into the payment file
getSequenceId(forTodaySequenceOnly)	Returns the raw sequence ID from search of the PFA record
removeEnding(data,removeString)	Removes the specified ending from a string value
setLength(data,length)	Sets the fixed length for a string value
setMaxLength(data,maxLength)	Sets a maximum length for a string value
setPadding(data,padSide,padChar,length)	Puts a padding to a string value
getCurrencySymbol(currencyName)	Returns the 3–digit ISO currency symbol for the specified currency name
getCountryCode(country)	Returns the two-letter country code for the cpecified country
getAmount(payment,multiCurrency)	Returns a payment amount considering multiple currencies, base currency, and bank currency
encloseString(str,maxLength,escapeChar,enclosingChar)	Encloses the specified string in between the specified enclosing character if it contains the specified escape character
getStateCode(state)	Returns the state code for the specified state

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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:
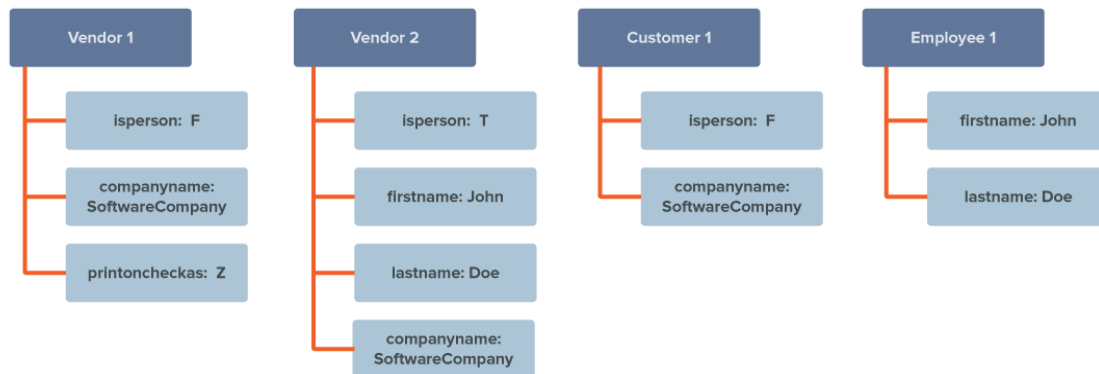
Commands

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

```
<#list entities as entity>
    ${buildEntityName(entity,true)}
</#list>
<#list entities as entity>
    ${buildEntityName(entity,false)}
</#list>
```

Output

```
Z
John Doe
Software Company
John Doe
```

```
Software Company
John Doe
Software Company
John Doe
```

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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

```
${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("Ħæİłŏ")}
```

Output

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```
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 values `dec` or `noDec` or `truncDec`
    - Default value is `noDec`
    - `dec` – 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, 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

```
${formatAmount(-100.50,"dec")}
${formatAmount(100.50,"noDec")}
${formatAmount(100.50)}
${formatAmount(-100.50,"truncDec")}
${formatAmount(-1000.50,"currency")}
${formatAmount(100.50,"dec",",")}

${formatAmount(1234.50,"currency",".")}
${formatAmount(0.50,"currency",".")}
${formatAmount(123.45,"currency",".")}
${formatAmount(1234567.89,"currency",".")}
${formatAmount(-1234567.89,"currency",".")}
```

Output

```
100.50
10050
10050
100
1,000.50
100,50
```

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```
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.

> ℹ **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:

PFA 1	PFA 2	PFA 3
customrecord_2663_sequence_id: 1	customrecord_2663_sequence_id: 2	customrecord_2663_sequence_id: 3

Sample PFA search results for today:

PFA 4	PFA 5	PFA 6
customrecord_2663_sequence_id: 4	customrecord_2663_sequence_id: 5	customrecord_2663_sequence_id: 6
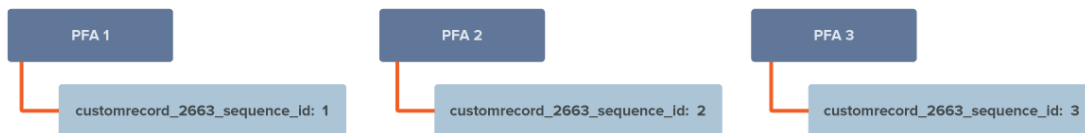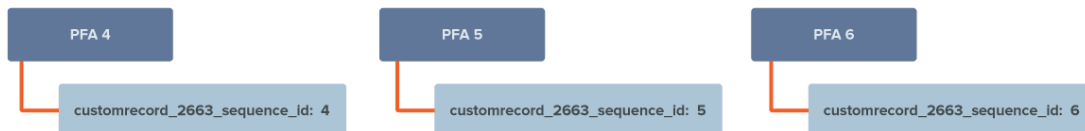
Commands

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

```
${getSequenceId(true)}
${getSequenceId(false)}
```

Output

```
3
6
```

For a sample implementation of this function, see Computing for the Sequence ID.

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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

```
${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:

```
***${setLength("abcde",3)}***
***${setLength("a",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:

```
***${setMaxLength("abcde",3)}***
***${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:

```
${setPadding("abcde","left","0",10)}
${setPadding("abcde", "right", "0", 10)}
${setPadding("abcde", "right", "0", 3)}
${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

```
${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

```
${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

```
${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

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

Output

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

getStateCode(state)

Returns the state code for the specified state

Parameter

- state – name of the state

Returns

String containing the state code

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Example

Command

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

Output

```
AL
```

Data

> ⚠️ **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.

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:
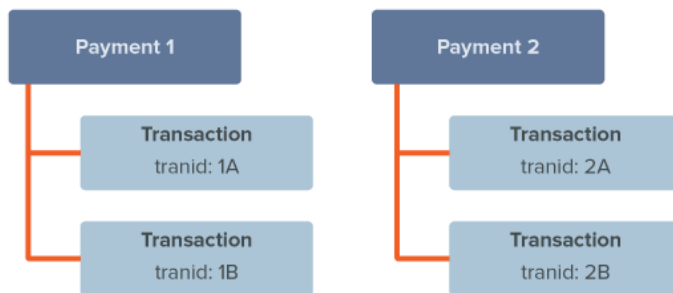
Command

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

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

Output

```
2A
2B
```

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Advanced Template Snippets

> ⚠️ **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.

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:
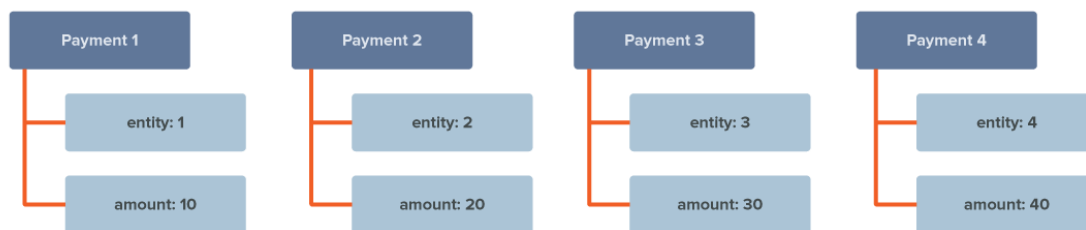
And the following entity banks:
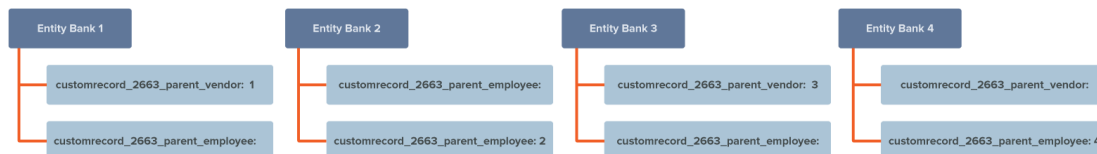
Template

```
<#assign vendorPayments = []>
<#assign employeePayments = []>
<#list payments as payment>
    <#assign ebank = ebanks[payment_index]>
    <#if ebank.custrecord_2663_parent_vendor == payment.entity>
        <#assign vendorPayments = vendorPayments + [payment]>
    </#if>
    <#if ebank.custrecord_2663_parent_employee == payment.entity>
        <#assign employeePayments = employeePayments + [payment]>
    </#if>
</#list>
<#OUTPUT START#>
**VENDOR PAYMENTS**
```

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```
<#list vendorPayments as payment>
Amount:${payment.amount}
</#list>
**EMPLOYEE PAYMENTS**
<#list employeePayments as epayment>
Amount:${payment.amount}
</#list>
<#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:
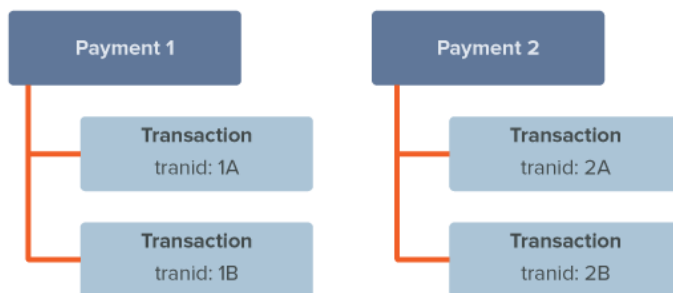
Template

```
<#OUTPUT START#>
<#list payments as payment>
Payment ID: ${payment.id}
    <#list transHash[payment.internalid] as transaction>
    Transaction ID: ${transaction.tranid}
    </#list>
</#list>
<#OUTPUT END#>
```

Output

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

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Looping Through a List of Payments

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

```
<#list payments as payment>
  <#assign entity = entities[payment_index] >
  <#assign ebank = ebanks[payment_index] >

  <#-- do processing here -->

</#list>
```

Advanced Template Tips and Tricks

⚠️ **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.

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 `<#rt>`. For example, from the initial template:

Template

```
#OUTPUT START#
ABC
#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:

```
#OUTPUT START#
ABC<#rt>
#OUTPUT END#
```

Output:

```
ABC
```

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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):

```
<#function computeSequenceId>
    <#assign lastSeqId = getSequenceId(true)>
    <#assign newSeqId = lastSeqId + 1>
    <#return newSeqId>
</#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:

```
#RETURN START#
sequenceId:${newSeqId}
#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:

        ```
        <#if a > b >
        </#if>
        ```

        Correct:

        ```
        <#if (a > b) >
        </#if>
        ```

    - Misplaced slash in FreeMarker expression end tags.

        Incorrect:

        ```
        <#if greeting == "hello" >
        <#/if>
        ```

        Correct:

        ```
        <#if greeting == "hello" >
        ```

```
</#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

> ⚠️ **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.

> ⚠️ **Important:** This feature is available in the Electronic Bank Payments version 4.0 and above. For more information, see Payment File Template Changes in NetSuite Electronic Payments 4.0.

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

- modulo97
- modulo11check1
- 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.

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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
&	&amp
"	&quot

Symbol	Correct Syntax
'	&apos
<	&lt
>	&gt

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.

- Type = numeric

Validation

Example: 123456789012

1. Multiply each digit by the string length, minus the position of the digit in the string.

   1*(12-0) = 12

   2*(12-1) = 22

   3*(12-2) = 30

   4*(12-3) = 36 ...

2. Get the sum of all the products of the computation from step 1.

   12 + 22 + 30 + 36... = 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."

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.

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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.

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- 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

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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.

             sum = (1*9) + (1*7) + (7*3) + (7*1) + (3*9) + (0*7) + (1*3)

             sum = 9 + 7 + 21 + 7 + 27 + 0 + 3

             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

> ⚠️ **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.

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

> ⚠️ **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.

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.

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. > ℹ️ **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.

Field	Description
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	Select 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.

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> **ⓘ 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 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.

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 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.

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:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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. The fields displayed are dependent on the EFT format selected.

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Field	Description
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).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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

> ⚠️ **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.

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 Entity Bank Details**.

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

Field	Description
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 entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see Importing Electronic Bank Payments Data.

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Setting Up Bank Records of Customers 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.

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 Entity Bank Details**.

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

Field	Description
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 entity 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

> ⚠️ **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.

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 Entity Bank Details**.

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

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Field	Description
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 entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see Importing Electronic Bank Payments Data.

Australia Payment Formats

⚠️ **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.

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills and employee expenses within Australia by generating payment files formatted using the ABA specifications of the Australian Bankers Association.

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

- Setting Up Company Bank Records in Australia
- Setting Up Bank Records of Vendors in Australia
- Setting Up Bank Records of Employees in Australia
- Setting Up Bank Records of Customers in Australia
- Setting Up Bank Records of Partners in Australia

Setting Up Company Bank Records in Australia

⚠️ **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.

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 Australia:

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.

Field	Description
	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 **ABA**. ABA is the standard payment file format used by Australian banks for electronic fund transfers.
DD Template	Select **ABA DD**. ABA is the standard payment file format used by Australian banks for electronic fund transfers.
File Cabinet Location	Select 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.

Bank Code	Enter the 3-digit alphanumeric code that identifies your company's bank.
Bank Company ID	Enter the 6-digit code that identifies your company in the bank's records. This is assigned by the bank.
BSB Number (Bank)	Enter the 3-digit code that identifies the bank. BSB numbers are codes that identify banks in Australia.
BSB Number (Branch)	Enter the 3-digit numeric code that identifies the bank branch where your company's account is maintained. BSB numbers are codes that identify bank branches in Australia.
Bank Account Number	Enter your company's 9-digit bank account number.

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Insert Balancing Line?	Check this box to include a contra record in the payment file that indicates the amount debited from your company's bank account. Check with your bank whether this option is required for EFT transactions.
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 in Australia

⚠ **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.

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.

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To set up vendor bank details in Australia:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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 **ABA**.
Type	Select whether the bank account is the vendor's primary or secondary bank account.
BSB Number (Bank)	Enter the 3-digit code that identifies the vendor's bank. BSB numbers are codes that identify banks in Australia.
BSB Number (Branch)	Enter the 3-digit code that identifies the bank branch where the vendor's account is maintained. BSB numbers are codes that identify bank branches in Australia.
Bank Account Number	Enter the vendor's bank account number.
Bank Account Name	Enter the vendor's bank account name.
Bank Account Payment Description	Enter text that should be displayed in the vendor's bank statement. For example, you can enter the customer code that the vendor assigned to you.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Australia

⚠️ **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.

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 Australia:

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 Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
Payment File Format	Select **ABA**.
Type	Select whether the bank account is the employee's primary or secondary bank account.
BSB Number (Bank)	Enter the 3-digit code that identifies the employee's bank. BSB numbers are codes that identify banks in Australia.
BSB Number (Branch)	Enter the 3-digit code that identifies the bank branch where the employee's account is maintained. BSB numbers are codes that identify bank branches in Australia.
Bank Account Number	Enter the employee's bank account number.
Bank Account Name	Enter the employee's bank account name.
Bank Account Payment Description	Enter the text that should be displayed in the employee's bank statement.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Australia

⚠️ **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.

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 direct debit transactions:

1. Go to Lists > Relationships > Customers.

   For information on creating a customer record, see the help topic Customers.

2. Click Edit link next to the name of the customer from whom you want to receive direct debit payments.

3. On the **Bank Payment Details (Debit)** subtab, check the **Direct Debit** 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 **ABA DD**.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Bank Account Number	Enter the customer's bank account number.
Bank Account Name	Enter the customer's bank account name.

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Field	Description
Bank Number	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 Account Payment Description	Enter text that should be displayed in the customer's bank statement.

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 Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
Payment File Format	Select **ABA**.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Bank Account Number	Enter the customers bank account number.
Bank Account Name	Enter the customer's bank account name.
Bank Number	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 Account Payment Description	Enter text that should be displayed in the customer's bank statement.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Australia

⚠️ **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.

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 Australia:

1. Go to Lists > Relationships > Partners.

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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
Payment File Format	Select **ABA**.
Type	Select whether the bank account is the partner's primary or secondary bank account.
BSB Number (Bank)	Enter the 3-digit code that identifies the partner's bank. BSB numbers are codes that identify banks in Australia.
BSB Number (Branch)	Enter the 3-digit code that identifies the bank branch where the partner's account is maintained.
Bank Account Number	Enter the partner's bank account number.
Bank Account Name	Enter the partner's bank account name.
Bank Account Payment Description	Enter text that should be displayed in the partner's bank statement.

6. Click **Save**.

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

Belgium Payment Formats

⚠ **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.

The Electronic Bank Payments SuiteApp allows businesses to pay vendor bills, employee expenses, customer refunds, and partner commissions by generating payment files in the following formats:

- CIRI–FBF specifications of the Belgian Bankers' and Stockbroking Firms' Association
- SEPA Credit Transfer specifications of the Belgian Financial Sector Federation (Febelfin)
- SEPA Credit Transfer specifications of ABN AMRO Bank
- SEPA Credit Transfer specifications of HSBC

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

- Setting Up Company Bank Records in Belgium
- Setting Up Bank Records of Vendors in Belgium
- Setting Up Bank Records of Employees in Belgium
- Setting Up Bank Records of Customers in Belgium

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■ Setting Up Bank Records of Partners in Belgium

Setting Up Company Bank Records in Belgium

> ⚠️ **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.

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 Belgium:

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. ℹ️ **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 **CIRI-FBF**, **SEPA Credit Transfer (ABN AMRO)**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (Belgium)**.
File Cabinet Location	Select 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.

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> ⓘ **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. 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. For Belgian companies, the company Id must contain CBE or the Enterprise Number.
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).
Account Number	Enter your company's 12-digit bank account number.
HSBC Connect Id	Enter your company's HSBC Connect Id.
Issuer	Enter the name of the entity that issued your tax identification or Enterprise Number. For Belgian companies, the issuer must contain **KBO-BCE**.
Address Line 1	Enter the street address of your company.
Address Line 2	Enter the building, city, or town address of your company.
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.

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**.

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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.
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 Belgium

⚠ **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.

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 Belgium:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **CIRI-FBF**, **SEPA Credit Transfer (ABN AMRO)**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (Belgium)**.
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Bank Account Number	Enter the vendor's 12-digit bank account number.
Bank Account Name	Enter the vendor's bank account name.
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).

6. Click **Save**.

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You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Belgium

⚠️ **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.

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 Belgium:

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 Entity Bank Details**.

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

Field	Description
Payment File Format	Select **CIRI-FBF**, **SEPA Credit Transfer (ABN AMRO)**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (Belgium)**.
Type	Select whether the bank account is the employee's primary or secondary bank account.
Bank Account Number	Enter the employee's 12-digit bank account number.
Bank Account Name	Enter the employee's bank account name.
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 entity 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 Belgium

⚠️ **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.

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.

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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 from whom you want to send customer refunds through electronic bank 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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **CIRI-FBF**, **SEPA Credit Transfer (ABN AMRO)**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (Belgium)**.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Bank Account Number	Enter the customer's 12-digit bank account number.
Bank Account Name	Enter the customer's bank account name.
IBAN	Enter 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 entity 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 Belgium

⚠️ **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.

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 Belgium:

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**.

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

Field	Description
Payment File Format	Select **CIRI-FBF**, **SEPA Credit Transfer (ABN AMRO)**, **SEPA Credit Transfer (Belgium)**, or **SEPA Credit Transfer (Belgium)**.
Type	Select whether the bank account is the partner's primary or secondary bank account.
Account Number	Enter the partner's 12-digit bank account number.
Bank Account Name	Enter the partner's bank account name.
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 entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see Importing Electronic Bank Payments Data.

Brazil Payment Formats

⚠️ **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.

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills and employee expenses within Brazil by generating payment files formatted using the CNAB 240 payment file standard of the Brazilian Federation of Banks Associations.

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

- Setting Up Company Bank Records in Brazil
- Setting Up Bank Records of Vendors in Brazil
- Setting Up Bank Records of Employees in Brazil
- Setting Up Bank Records of Customers in Brazil
- Setting Up Bank Records of Partners in Brazil

Setting Up Company Bank Records in Brazil

⚠️ **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.

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 Brazil:

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 **CNAB 240**.
File Cabinet Location	Select 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
Bank Code	Enter the 3-digit identification code of your company's bank. If the code has fewer than three digits, prefix the code with zeroes. For example, 012.
Bank Branch Number	Enter the branch number of the bank branch where your company's account is maintained. You can enter up to five digits.

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Field	Description
Account Number	Enter your company's bank account number in this field. You can enter up to 12 digits.
Bank Name	Enter the name of your company's bank.
Branch Verification Dig.	Enter the verification code of the bank branch where your company's account is maintained.
Registration Type	Enter the code that corresponds to your company's tax registration type: ■ **0** – Exempt/Not informed ■ **1** – CPF ■ **2** – CGC/CNPJ ■ **3** – PIS/PASEP ■ **9** – Others
Account Verification Dig.	Enter your bank account's verification digit or IBAN check digit. For banks that use two digits, enter only the first digit.
Verification Digit	Enter your bank account's verification digit or country check digit. For bank accounts that use two digits, enter only the second digit.
Bank Agreement Code	Enter your company's agreement code with the bank. You can enter up to 20 characters.
Registration Number	Enter your company's tax registration number. You can enter up to 14 digits. ⚠️ **Important:** Fill this field with zeroes if you entered 0 in the registration type field.
Street Name	Enter the name of your street.
Apt, Suite, Building Number	Enter your apartment, suite, or building number.
Apt, Suite, Building Name	Enter your apartment, suite, or building name.
City Name	Enter the name of your city.
State	Enter your 2-letter state code.
Zip	Enter your zip 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.

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 Brazil

⚠ **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.

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 Brazil:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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 **CNAB 240**.
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Payee Account number	Enter the vendor's bank account number.

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Field	Description
Payee Branch Number	Enter the branch number of the bank branch where the vendor's account is maintained.
Payee Registration/Tax Type	Enter the code that corresponds to the vendor's tax registration type: ■ **0** – Exempt/Not informed ■ **1** – CPF ■ **2** – CGC/CNPJ ■ **3** – PIS/PASEP ■ **9** – Others
Payee Account Verif. Dig.	Enter the vendor's bank account verification digit or IBAN check digit. For banks that use two digits, enter only the first digit.
Payee Verification Digit	Enter the vendor's bank account verification digit or country check digit. For bank accounts that use two digits, enter only the second digit.
Payee Bank	Enter the 3-digit bank code of the vendor's bank. Prefix the code with zeroes if it has fewer than three digits.
Street Name	Enter the name of the vendor's street.
Apt, Suite, Building Number	Enter the vendor's apartment, suite, or building number.
Apt, Suite, Building Name	Enter the vendor's apartment, suite, or building name.
City Name	Enter the vendor's city.
State	Enter the vendor's 2-letter state code.
Zip	Enter the vendor's zip code.
Payee Branch Verif. Dig.	Enter the vendor's branch verification digit or issuer number.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Brazil

> ⚠️ **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.

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 Brazil:

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 Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
Payment File Format	Select **CNAB 240**.
Type	Select whether the bank account is the employee's primary or secondary bank account.
Payee Account number	Enter the employee's bank account number.
Payee Branch Number	Enter the branch number of the bank branch where the employee's account is maintained.
Payee Registration/Tax Type	Enter the code that corresponds to the employee's tax registration type: ■ **0** – Exempt/Not informed ■ **1** – CPF ■ **2** – CGC/CNPJ ■ **3** – PIS/PASEP ■ **9** – Others
Payee Account Verif. Dig.	Enter the employee's bank account verification digit or IBAN check digit. For banks that use two digits, enter only the first digit.
Payee Verification Digit	Enter the employee's bank account verification digit or country check digit. For bank accounts that use two digits, enter only the second digit.
Payee Bank	Enter the 3-digit bank code of the employee's bank. Prefix the code with zeroes if it has fewer than three digits.
Street Name	Enter the name of the employee's street.
Apt, Suite, Building Number	Enter the employee's apartment, suite, or building number.
Apt, Suite, Building Name	Enter the employee's apartment, suite, or building name.
City Name	Enter the employee's city.
State	Enter the employee's 2-letter state code.
Zip	Enter the employee's zip code.
Payee Branch Verif. Dig.	Enter the employee's branch verification digit or issuer number.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Brazil

⚠ **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.

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.

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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
Payment File Format	Select **CNAB 240**.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Payee Account number	Enter the customer's bank account number.
Payee Branch Number	Enter the branch number of the bank branch where the customer's account is maintained.
Payee Registration/Tax Type	Enter the code that corresponds to the customer's tax registration type: ■ **0** – Exempt/Not informed ■ **1** – CPF ■ **2** – CGC/CNPJ ■ **3** – PIS/PASEP ■ **9** – Others
Payee Account Verif. Dig.	Enter the customer's bank account verification digit or IBAN check digit. For banks that use two digits, enter only the first digit.
Payee Verification Digit	Enter the customer's bank account verification digit or country check digit. For bank accounts that use two digits, enter only the second digit.
Payee Bank	Enter the 3-digit bank code of the customer's bank. Prefix the code with zeroes if it has fewer than three digits.
Street Name	Enter the name of the customer's street.
Apt, Suite, Building Number	Enter the customer's apartment, suite, or building number.
Apt, Suite, Building Name	Enter the customer's apartment, suite, or building name.
City Name	Enter the customer's city.
State	Enter the customer's 2-letter state code.
Zip	Enter the customer's zip code.
Payee Branch Verif. Dig.	Enter the customer's branch verification digit or issuer number.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Brazil

⚠️ **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.

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.

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To set up partner bank details in Brazil:

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
Payment File Format	Select **CNAB 240**.
Type	Select whether the bank account is the partner's primary or secondary bank account.
Payee Account number	Enter the partner's bank account number.
Payee Branch Number	Enter the branch number of the bank branch where the partner's account is maintained.
Payee Registration/Tax Type	Enter the code that corresponds to the partner's tax registration type: ■ **0** – Exempt/Not informed ■ **1** – CPF ■ **2** – CGC/CNPJ ■ **2** – CGC/CNPJ ■ **3** – PIS/PASEP ■ **9** – Others
Payee Account Verif. Dig.	Enter the partner's bank account verification digit or IBAN check digit. For banks that use two digits, enter only the first digit.
Payee Verification Digit	Enter the partner's bank account verification digit or country check digit. For bank accounts that use two digits, enter only the second digit.
Payee Bank	Enter the 3-digit bank code of the partner's bank. Prefix the code with zeroes if it has fewer than three digits.
Apt, Suite, Building Number	Enter the partner's apartment, suite, or building number.
Apt, Suite, Building Name	Enter the partner's apartment, suite, or building name.
City Name	Enter the partner's city.
State	Enter the partner's 2-letter state code.
Zip	Enter the partner's zip code.
Payee Branch Verif. Dig.	Enter the partner's branch verification digit or issuer number.

6. Click **Save**.

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

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Canada Payment Formats

> ⚠ **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.

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills and employee expenses within Canada by generating payment files formatted using the CPA–005 specifications of the Canadian Payments Association.

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

- Setting Up Company Bank Records in Canada
- Setting Up Bank Records of Vendors in Canada
- Setting Up Bank Records of Employees in Canada
- Setting Up Bank Records of Customers in Canada
- Setting Up Bank Records of Partners in Canada

Setting Up Company Bank Records in Canada

> ⚠ **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.

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 Canada:

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.

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Field	Description
EFT Template	Select **CPA-005**.
File Cabinet Location	Select 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
Financial Institution Number	Enter the number that identifies the bank in the Financial Institutions Directory, which is maintained by the Canadian Payment Association.
Branch Transit Number	Enter the routing number of the bank branch where your company's account is maintained. Bank branch routing numbers of Canadian financial institutions are listed in the Financial Institutions Directory of the Canadian Payment Association.
Account Number	Enter your company's bank account number (maximum of 12 digits).
Client Number	Enter the 10-digit number that identifies your company as a client of the bank. The first six numbers is assigned by the bank and the last 4 numbers is assigned by your company and can be used to indicate a subsidiary or division.
Data Center	Enter the number of the bank processing center where the payment file will be processed. This information should be provided by the bank.
Statement Name	Enter a name for electronic bank payment transactions made with this bank.
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.

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Field	Description
	ⓘ **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 Canada

⚠ **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.

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 Canada:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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:

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Field	Description
Payment File Format	Select **CPA-005**.
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Account Number	Enter the vendor's bank account number (maximum of 12 digits).
Financial Institution Number	Enter the number that identifies the vendor's bank in the Financial Institutions Directory, which is maintained by the Canadian Payment Association.
Branch Transit Number	Enter the vendor's bank branch routing number. Bank branch routing numbers of Canadian financial institutions are listed in the Financial Institutions Directory of the Canadian Payment Association.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Canada

⚠️ **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.

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 Canada:

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 Entity Bank Details**.
5. Complete the fields on the New Entity Bank Details page:

Field	Description
Payment File Format	Select **CPA-005**.
Type	Select whether the bank account is the employee's primary or secondary bank account.
Account Number	Enter the employee's bank account number (maximum of 12 digits).
Financial Institution Number	Enter the number that identifies the employee's bank in the Financial Institutions Directory, which is maintained by the Canadian Payment Association.
Branch Transit Number	Enter the employee's bank branch routing number. Bank branch routing numbers of Canadian financial institutions are listed in the Financial Institutions Directory of the Canadian Payment Association.

6. Click **Save**.

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You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Canada

⚠ **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.

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 Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
Payment File Format	Select **CPA-005**.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Account Number	Enter the customer's bank account number (maximum of 12 digits).
Financial Institution Number	Enter the number that identifies the customer's bank in the Financial Institutions Directory, which is maintained by the Canadian Payment Association.
Branch Transit Number	Enter the customer's bank branch routing number. Bank branch routing numbers of Canadian financial institutions are listed in the Financial Institutions Directory of the Canadian Payment Association.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Canada

⚠ **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.

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 Canada:

1. Go to Lists > Relationships > Partners.

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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
Payment File Format	Select **CPA-005**.
Type	Select whether the bank account is the partner's primary or secondary bank account.
Account Number	Enter the partner's bank account number (maximum of 12 digits).
Financial Institution Number	Enter the number that identifies the partner's bank in the Financial Institutions Directory, which is maintained by the Canadian Payment Association.
Branch Transit Number	Enter the partner's bank branch routing number. Bank branch routing numbers of Canadian financial institutions are listed in the Financial Institutions Directory of the Canadian Payment Association.

6. Click **Save**.

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

Czech Republic Payment Formats

⚠ **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.

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

⚠ **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.

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

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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. ⓘ **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 **ABO** or **SEPA Credit Transfer (HSBC)**.
File Cabinet Location	Select 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. 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.

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Field	Description
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.

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.

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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

⚠️ **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.

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 Adding 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. The fields displayed are dependent on the EFT format selected.

Field	Description
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.
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 entity 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

⚠️ **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.

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.

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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 Entity Bank Details**.

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

Field	Description
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 entity 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

⚠ **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.

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 Entity Bank Details**.

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

Field	Description
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 entity 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

⚠️ **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.

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 Entity Bank Details**.

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

Field	Description
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.

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Field	Description
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 entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see Importing Electronic Bank Payments Data.

France Payment Formats

⚠️ **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.

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 France, by generating payment files in the following formats:

- Payment files formatted using the specifications of the French Committee for Banking Organization and Standardization (CFONB)
- SEPA Credit Transfer specifications of CFONB
- SEPA Credit Transfer specifications of HSBC

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

- Setting Up Company Bank Records in France
- Setting Up Bank Records of Vendors in France
- Setting Up Bank Records of Employees in France
- Setting Up Bank Records of Customers in France
- Setting Up Bank Records of Partners in France

Setting Up Company Bank Records in France

⚠️ **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.

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 France:

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

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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 **CFONB**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (France)**.
File Cabinet Location	Select 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. The fields displayed are dependent on the EFT format selected.

Field	Description
Company Name	Enter your company's 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).
Bank Code	Enter the 5-digit numeric code that identifies your company's bank.

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Field	Description
SIRET Number	Enter the 14-digit French company and branch registration number of the bank.
Bank Branch Number	Enter the 5-digit code that identifies the bank branch where your company's account is maintained.
Account Number	Enter your company's bank account number.
Issuer Number	Enter the 6-digit numeric code issued by the bank to identify the payment transfers.
HSBC Connect Id	Enter your company's HSBC Connect Id.
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.

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.

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Setting Up Bank Records of Vendors in France

> ⚠️ **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.

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 France:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **CFONB**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (France)**.
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Bank Number	Enter the 5-digit code that identifies the vendor's bank.
Branch Number	Enter the 5-digit code that identifies the bank branch where the vendor's account is maintained.
Bank Account Number	Enter the vendor's bank account number.
Bank Name	Enter the name of the vendor's bank.
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).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 France

> ⚠️ **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.

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 France:

1. Go to Lists > Employees > Employees.

   To create a new employee record, see the help topic Adding an Employee.

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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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **CFONB**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (France)**.
Type	Select whether the bank account is the employee's primary or secondary bank account.
Bank Number	Enter the 5-digit code that identifies the employee's bank.
Branch Number	Enter the 5-digit code that identifies the bank branch where the employee's account is maintained.
Bank Account Number	Enter the employee's bank account number.
Bank Name	Enter the name of the employee's bank.
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 entity 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 France

⚠ **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.

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

Field	Description
Payment File Format	Select **CFNOB** or **SEPA Credit Transfer (France)**.

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Field	Description
Type	Select whether the bank account is the customer's primary or secondary bank account.
Bank Account Number	Enter your customer's bank account number where the payment will be credited.
Bank Number	Enter the 5-digit number that identifies the customer's bank.
Branch Number	Enter the number that identifies the branch where the customer's account is maintained.
Bank Name	Enter the name of the customer's bank.
IBAN	Enter the customer's International Bank Account Number (IBAN).
BIC	Enter the customer's 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 entity 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 France

⚠️ **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.

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 France:

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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **CFNOB**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (France)**.
Type	Select whether the bank account is the partner's primary or secondary bank account.
Bank Number	Enter the 5-digit numeric code that identifies the partner's bank.
Branch Number	Enter the 5-digit numeric code that identifies the bank branch where the partner's account is maintained.
Bank Account Number	Enter the partner's bank account number.
Bank Name	Enter the name of the partner's bank.

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Field	Description
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 entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see Importing Electronic Bank Payments Data.

Germany Payment Formats

> ⚠️ **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.

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills and employee expenses, and receive payments from customers within Germany by generating payment files in the following formats:

- DTAUS
- DTAZV
- SEPA Direct Debit (Germany)
- SEPA Credit Transfer specifications of ABN AMRO Bank
- SEPA Credit Transfer specifications of HSBC

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

- Setting Up Company Bank Records in Germany
- Setting Up Bank Records of Vendors in Germany
- Setting Up Bank Records of Employees in Germany
- Setting Up Bank Records of Customers in Germany
- Setting Up Bank Records of Partners in Germany

Setting Up Company Bank Records in Germany

> ⚠️ **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.

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 Germany:

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.

Field	Description
	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 one of the following: ■ **DTAUS** ■ **DTAZV** ■ **SEPA Credit Transfer (ABN AMRO)** ■ **SEPA Credit Transfer (Austria)** ■ **SEPA Credit Transfer (Germany)** ■ **SEPA Credit Transfer (HSBC)**
DD Template	Select **DTAUS DD** or **SEPA Direct Debit (Germany)**. **Note:** The SEPA Direct Debit (Germany) template can process up to 3,000 transactions in a single payment run.
File Cabinet Location	Select the folder that you created in Creating Folders in the NetSuite File Cabinet.
File Name Prefix	If the EFT file format for this record is DTAZV, enter **DTAZV_**. The use of this file prefix is mandatory only for DTAZV. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file. If the EFT file format is DTAUS or SEPA Credit Transfer, the use of a file name prefix is optional.

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. The fields displayed are dependent on the EFT format selected.

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> ⚠️ **Important:** When using the DTAUS format, the details you enter are automatically converted to capital characters to comply with bank specifications.

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

Field	Description
Bank Number (BLZ)	Enter the BLZ code of your company's bank. BLZ (Bankleitzahl) is a bank identifier numbering system used in Germany.
Account Number/ Bank Account Number	Enter your company's bank account number.
IBAN	This field displays your company's International Bank Account Number (IBAN). This number is sourced from the values that you supplied in the Bank Number and Account Number fields.
Company Name	Enter the name of your company.
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of your company's bank (eight or 11 characters).
Bank Code	Enter the 8-digit identification code of your company's bank.
Bank Street Address	Enter the street address of your company's bank.
Bank City/Town Address	Enter the city or town address of your company's bank.
Bank Account Name	Enter your company's bank account name.
HSBC Connect Id	Enter your company's HSBC Connect Id.
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. ℹ️ **Note:** This feature is available if **Process Bills Automatically** is enabled or **Marked by Default** is enabled.

6. 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
Bank Number (BLZ)	Enter the BLZ code of your company's bank. BLZ (Bankleitzahl) is a bank identifier numbering system used in Germany.
Account Number	Enter your company's bank account number. You can provide separate bank accounts for payments and direct debit transactions.
IBAN	This field displays your company's International Bank Account Number (IBAN). This number is sourced from the values that you supplied in the Bank Number and Account Number fields.
Company Name	Enter the name of your company.
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of your company's bank (eight or 11 characters).
Creditor Id	Enter your company's Creditor Identification number issued by your bank.
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.

7. If you want to create multiple payment batches for this bank account, complete the following 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.

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 Germany

> ⚠️ **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.

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 Germany:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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. The fields displayed are dependent on the EFT format selected. For specific formats, take note of the following:

   - For the DTAZV format, the Bank Account Number and Country Code are disabled when you provide the IBAN.
   - For the DTAUS format, the details you enter are automatically converted to capital characters when generating the payment file.

Field	Description
Payment File Format	Select one of the following: ■ **DTAUS** ■ **DTAZV** ■ **SEPA Credit Transfer (ABN AMRO)** ■ **SEPA Credit Transfer (Austria)** ■ **SEPA Credit Transfer (Germany)** ■ **SEPA Credit Transfer (HSBC)**
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Bank Number	Enter the bank number that identifies the vendor's bank in Germany.
Account Number/ Bank Account Number	Enter the vendor's bank account number.
Bank Name	Enter the name of the vendor's bank.
Payment Description	Enter text that will be displayed on the bank statement to help identify or describe payments to this vendor.
IBAN	Enter the vendor's International Bank Account Number (IBAN).
Company Country Code	Enter the international code assigned to the country where the bank is based.
Transfer Fee Code	Enter the transfer fee code to identify who accepts responsibility for the transfer fees. Enter one of the following: ■ **00** – Ordering fees are the payer's responsibility and third party fees are the payee's responsibility

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Field	Description
	■ **01** – The payer is responsible for all fees
	■ **02** – The payee is responsible for all fees
Bank BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the vendor's bank (eight or 11 characters).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Germany

> ⚠ **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.

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 Germany:

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 Entity Bank Details**.
5. Complete the fields on the New Entity Bank Details page. The fields displayed are dependent on the EFT format selected. For specific formats, take note of the following:

   ■ For the DTAZV format, the Bank Account Number and Country Code are disabled when you provide the IBAN.

   ■ For the DTAUS format, the details you enter are automatically converted to capital characters when generating the payment file.

Field	Description
Payment File Format	Select one of the following: ■ **DTAUS** ■ **DTAZV** ■ **SEPA Credit Transfer (ABN AMRO)** ■ **SEPA Credit Transfer (Austria)** ■ **SEPA Credit Transfer (Germany)** ■ **SEPA Credit Transfer (HSBC)**
Type	Select whether the bank account is the employee's primary or secondary bank account.
Bank Number	Enter the bank number that identifies the employee's bank in Germany.
Account Number	Enter the employee's bank account number.
Bank Name	Enter the name of the employee's bank.

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Field	Description
Payment Description	Enter text that will be displayed on the bank statement to help identify or describe payments to this employee.
IBAN	Enter the employee's International Bank Account Number (IBAN).
Company Country Code	Enter the international code for the country where the bank is based.
Transfer Fee Code	Enter the transfer fee code to identify who accepts responsibility for the transfer fees. Enter one of the following: ■ **00** – Ordering fees are the payer's responsibility and third party fees are the payee's responsibility ■ **01** – The payer is responsible for all fees ■ **02** – The payee is responsible for all fees
Bank 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 entity 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 Germany

> ⚠️ **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.

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:

1. Go to Lists > Relationships > Customers.

   To create a new customer record, see the help topic Customers.

2. Click Edit next to the name of the customer from whom you want to receive direct debit payments.

3. On the **Bank Payment Details (Debit)** subtab, check the **Direct Debit** box, and click **Save**.

4. Click **New Entity Bank Details**.

5. Select a payment file format. You can select **DTAUS DD** or **SEPA Direct Debit (Germany)**.

6. Complete the fields on the New Entity Bank Details page. The fields displayed are dependent on the DD format selected.

Field	Description
Type	Select whether the bank account is the customer's primary or secondary bank account.
Bank Account Number	Enter the customer's bank account number.
Bank Number	Enter the bank number that identifies the customer's bank in Germany.

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Field	Description
Original Debtor IBAN	The customer's previous IBAN.
Original Creditor Name	Your company's previous company name.
Original Creditor ID	Your company's previous Creditor ID.
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	This field displays the customer's International Bank Account Number (IBAN) based on the values that you entered in the Bank Account Number and Bank Number fields.
Electronic Signature	Enter a digital code or signature for mandates generated electronically.
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of the customer's bank (eight or 11 characters).
Original Reference Mandate	The original mandate identification.
Billing Sequence Type	This indicates the billing sequence for this mandate. Select one of the following: ■ **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. ⓘ **Note:** Select **FRST** if Original Debtor Agent is selected in the Reference Amended field.
Date or Reference Mandate	Enter the date the mandate was signed by the customer.
Reference Amended	This indicates whether the authorization or mandate was amended or changed since it was originally issued. Select one of the following: ■ **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.

7. Click **Save**.

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

1. Go to Lists > Relationships > Customers.

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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. The fields displayed are dependent on the EFT format selected. For specific formats, take note of the following:

   ▪ For the DTAZV format, the Bank Account Number and Country Code are disabled when you provide the IBAN.

   ▪ For the DTAUS format, the details you enter are automatically converted to capital characters when generating the payment file.

Field	Description
Payment File Format	Select one of the following: ▪ **DTAUS** ▪ **DTAZV** ▪ **SEPA Credit Transfer (ABN AMRO)** ▪ **SEPA Credit Transfer (Austria)** ▪ **SEPA Credit Transfer (Germany)** ▪ **SEPA Credit Transfer (HSBC)**
Type	Select whether the bank account is the customer's primary or secondary bank account.
Bank Account Number	Enter the customer's bank account number.
Bank Number	Enter the bank number that identifies the customer's bank in Germany.
Bank Name	Enter the name of the customer's bank.
Payment Description	Enter text that will be displayed on the bank statement to help identify or describe payments to this customer.
IBAN	Enter the customer's International Bank Account Number (IBAN).
Company Country Code	Enter the international code for the country where the bank is based.
Transfer Fee Code	Enter the transfer fee code to identify who accepts responsibility for the transfer fees. Enter one of the following: ▪ **00** – Ordering fees are the payer's responsibility and third party fees are the payee's responsibility ▪ **01** – The payer is responsible for all fees ▪ **02** – The payee is responsible for all fees
Bank 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 entity 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 Germany

> ⚠️ **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.

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 Germany:

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. The fields displayed are dependent on the EFT format selected. For specific formats, take note of the following:

   - For the DTAZV format, the Bank Account Number and Country Code are disabled when you provide the IBAN.

   - For the DTAUS format, the details you enter are automatically converted to capital characters when generating the payment file.

Field	Description
Payment File Format	Select one of the following: - **DTAUS** - **DTAZV** - **SEPA Credit Transfer (ABN AMRO)** - **SEPA Credit Transfer (Austria)** - **SEPA Credit Transfer (Germany)** - **SEPA Credit Transfer (HSBC)**
Type	Select whether the bank account is the partner's primary or secondary bank account.
Bank Number	Enter the bank number that identifies the partner's bank in Germany.
Account Number	Enter the partner's bank account number.
Bank Name	Enter the name of the partner's bank.
Payment Description	Enter text that will be displayed on the bank statement to help identify or describe payments to this partner.
IBAN	Enter the partners International Bank Account Number (IBAN).
Company Country Code	Enter the international code for the country where the bank is based.
Transfer Fee Code	Enter the transfer fee code to identify who accepts responsibility for the transfer fees. Enter one of the following: - **00** – Ordering fees are the payer's responsibility and third party fees are the payee's responsibility - **01** – The payer is responsible for all fees

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Field	Description
	■ **02** – The payee is responsible for all fees
Bank 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 entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see Importing Electronic Bank Payments Data.

Hong Kong Payment Formats

⚠ **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.

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

⚠ **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.

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. ⓘ **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.

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Field	Description
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	Select 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).
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.

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Field	Description
	ℹ️ **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. ℹ️ **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

⚠️ **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.

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 Adding 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
Account Number	Enter the vendor's bank account number (7–12 digits).

Field	Description
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 entity 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

⚠️ **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.

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 Entity Bank Details**.
5. Complete the fields on the New Entity Bank Details page:

Field	Description
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.
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 entity 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

> ⚠️ **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.

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 Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
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 entity 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

> ⚠️ **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.

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 Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

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Field	Description
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 entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see Importing Electronic Bank Payments Data.

Hungary Payment Formats

⚠️ **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.

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

⚠️ **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.

To set up company bank details in Hungary:

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.

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Field	Description
	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	Select 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 (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.
Accounts Payable	Select the accounts payable register where the payments will be posted.

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Field	Description
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

⚠️ **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.

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:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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**.

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5. Complete the fields on the New Entity Bank Details page:

Field	Description
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 entity 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

⚠️ **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.

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 Entity Bank Details**.
5. Complete the fields on the New Entity Bank Details page:

Field	Description
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 entity 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

⚠️ **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.

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.

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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 Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
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 entity 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

⚠️ **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.

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 Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
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 entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see Importing Electronic Bank Payments Data.

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Ireland Payment Formats

> ⚠️ **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.

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 Ireland, by generating payment files in the following formats

- BACS scheme of electronic bank payment by the Bank of Ireland
- SEPA Credit Transfer specifications of the Bank of Ireland
- SEPA Credit Transfer specifications of HSBC

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

- Setting Up Company Bank Records in Ireland
- Setting Up Bank Records of Vendors in Ireland
- Setting Up Bank Records of Employees in Ireland
- Setting Up Bank Records of Customers in Ireland
- Setting Up Bank Records of Partners in Ireland

Setting Up Company Bank Records in Ireland

> ⚠️ **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.

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 Ireland:

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.

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Field	Description
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 **BACS-Bank of Ireland**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (Bank of Ireland)**.
File Cabinet Location	Select the folder that you created for storing payment format files. For more information, see Creating Folders in the NetSuite File Cabinet.
File Name Prefix	If the EFT file format for this record is SEPA Credit Transfer (Bank of Ireland), enter **PAIN001**. The use of this file name prefix is mandatory only for SEPA Credit Transfer (Bank of Ireland). The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file. If the EFT file format is BACS-Bank of Ireland, the file name prefix is optional.

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. The fields displayed are dependent on the EFT format selected.

Field	Description
Company Name	Enter your company's name.
Identification Number	Enter your company's tax identification or other number assigned by an entity to identify your company.
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).
Sort Code	Enter the 6-digit numeric sort code of your bank branch. This code is used by the British banking industry to route money transfers within the country using different clearance organizations.
Account Number	Enter your company's 8-digit bank account number.
Authorized ID No.	Enter your company's 6-digit, alphanumeric issuer number. This number is assigned by the bank.
HSBC Connect Id	Enter your company's HSBC Connect Id.
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

Field	Description
	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 in Ireland

⚠ **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.

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 Ireland:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding a Vendor Record.

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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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **BACS-Bank of Ireland**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (Bank of Ireland)**.
Type	Select whether the bank account is the vendor's primary or secondary bank account.
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 the vendor's 8-digit bank account number.
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).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Ireland

⚠ **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.

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 Ireland:

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 Entity Bank Details**.

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

Field	Description
Payment File Format	Select **BACS-Bank of Ireland**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer**.
Type	Select whether the bank account is the employee's primary or secondary bank account.

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Field	Description
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.
Account Number	Enter the employee's 8-digit bank account number.
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 entity 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 Ireland

⚠️ **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.

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

Field	Description
Payment File Format	Select **BACS-Bank of Ireland** or **SEPA Credit Transfer**.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Account Number	Enter the customer's 8-digit bank account number.
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.
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**.

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You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Ireland

> ⚠ **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.

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 Ireland:

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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **BACS-Bank of Ireland**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer**.
Type	Select whether the bank account is the partner's primary or secondary bank account.
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.
Account Number	Enter the partner's 8-digit bank account number.
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).

6. Click **Save**.

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

Isle of Man Payment Formats

> ⚠ **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.

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:

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- 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

> ⚠ **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.

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. ⓘ **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 **BACSTEL-IP** if your bank uses the internet service variation of BACS.
File Cabinet Location	Select 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.

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Field	Description
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.
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.

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

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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 Isle of Man

> ⚠️ **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.

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:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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 **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.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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

> ⚠️ **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.

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 Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
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 entity 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

⚠ **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.

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 Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
Payment File Format	Select **BACSTEL-IP**.
Type	Select whether the bank account is the customer's primary or secondary bank account.

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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 entity 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

> ⚠️ **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.

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 Entity Bank Details**.
5. Complete the fields on the New Entity Bank Details page:

Field	Description
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 entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see Importing Electronic Bank Payments Data.

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Italy Payment Formats

⚠️ **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.

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

⚠️ **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.

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. ℹ️ **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.

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Field	Description
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	Select 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.

> (i) **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. 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.

Field	Description
	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. 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

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Field	Description
	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.

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

⚠ **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.

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 Adding 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. The fields displayed are dependent on the EFT format selected.

Field	Description
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**.

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You can also set up bank records of vendors, employees, customers and partners by importing entity 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

> ⚠️ **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.

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

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)e, 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.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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

> ⚠️ **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.

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:

1. Go to Lists > Relationships > Customers.

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For information on creating a customer record, see the help topic Customers.

2. Click Edit next to the name of the customer from whom you want to receive direct debit payments.

3. On the **Bank Payment Details (Debit)** subtab, check the **Direct Debit** box, and click **Save**.

4. Click **New Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page. The fields displayed are dependent on the Direct Debit format selected.

Field	Description
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).
Billing Sequence Type	This indicates the billing sequence for this mandate. Select one of the following: ■ **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 **ⓘ Note:** Select **FRST** if Original Debtor Agent is selected in the Reference Amended field.
Date of Reference Mandate	Enter the date the mandate was signed by the customer.
Reference Amended	This indicates whether the authorization or mandate was amended or changed since it was originally issued. Select one of the following: ■ **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.

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Field	Description
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 Entity Bank Details**.

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

Field	Description
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.
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 entity 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

> ⚠️ **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.

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.

Electronic Bank Payments

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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 Entity Bank Details**.

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

Field	Description
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 entity 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

> ⚠️ **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.

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 Luxembourg, by generating payment files in the following formats:

- VIR 2000 standard of the Luxembourg Bankers Association (ABBL)
- SEPA Credit Transfer specifications of ABBL
- SEPA Credit Transfer specifications of HSBC

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

- Setting Up Company Bank Records in Luxembourg
- Setting Up Bank Records of Vendors in Luxembourg

- Setting Up Bank Records of Employees in Luxembourg
- Setting Up Bank Records of Customers in Luxembourg
- Setting Up Bank Records of Partners in Luxembourg

Setting Up Company Bank Records in Luxembourg

⚠️ **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.

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 Luxembourg:

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. ℹ️ **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 **ABBL VIR 2000**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (Luxembourg)**.
File Cabinet Location	Select 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.

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Field	Description
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. 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.
IBAN	Enter your company's International Bank Account Number (IBAN).
BIC	Enter the Business Identifier Code, also called SWIFT code, of your company's bank (eight or 11 characters).
Address 1	Enter the address of your company's bank (street address, and building or apartment address).
Street Address	Enter the address of your company's bank (street address, and building or apartment address).
City/Town and Postal Code	Enter the city, town, and postal code of your company's bank.
Issuer Number	Enter the alphanumeric code (up to 16 characters) that identifies your company's account in the bank.
Bank City	Enter the city where your company's bank is located.
Bank 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.

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.

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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**.
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 Luxembourg

⚠️ **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.

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 Luxembourg:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **ABBL VIR 2000**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (Luxembourg)**.
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 your vendor's bank (eight or 11 characters).

6. Click **Save**.

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You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Luxembourg

> ⚠️ **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.

Set up the bank account records 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 Luxembourg:

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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **ABBL VIR 2000**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (Luxembourg)**.
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 your 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 entity 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 Luxembourg

> ⚠️ **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.

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**.

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4. Click **New Entity Bank Details**.

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

Field	Description
Payment File Format	Select **ABBL VIR 2000**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (Luxembourg)**.
Type	Select whether the bank account is your 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 entity 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 Luxembourg

⚠️ **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.

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 Luxembourg:

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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **ABBL VIR 2000**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (Luxembourg)**.
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)e, also called SWIFT code, of your 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 entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see Importing Electronic Bank Payments Data.

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Netherlands Payment Formats

> ⚠️ **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.

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills and employee expenses, and receive payments within the Netherlands by generating payment files formatted using the following formats:

- Equens - ClieOp
- Equens - ClieOp (ING Bank)
- SEPA Credit Transfer (ABN AMRO and Rabobank)
- SEPA Credit Transfer (Netherlands)
- SEPA Credit Transfer specifications of HSBC
- SEPA Direct Debit (ABN AMRO)

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

- Setting Up Company Bank Records in the Netherlands
- Setting Up Bank Records of Vendors in the Netherlands
- Setting Up Bank Records of Employees in the Netherlands
- Setting Up Bank Records of Customers in the Netherlands
- Setting Up Bank Records of Partners in the Netherlands

Setting Up Company Bank Records in the Netherlands

> ⚠️ **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.

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 the Netherlands:

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. ℹ️ **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.

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Field	Description
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 **Equens-ClieOp**, **Equens-ClieOp (ING Bank)**, **SEPA Credit Transfer (HSBC)**, or **SEPA Credit Transfer (Netherlands)**. ⚠️ **Important:** Select E **quens-ClieOp (ING Bank)** if you are setting up your company's account in a bank that belongs to the ING Group. Select **Equens-ClieOp** to set up your company's account in other Dutch banks. ING banks support variant B of the ClieOp format. Other Dutch banks support variant C.
DD Template	Select **SEPA Direct Debit (ABN AMRO)**. ℹ️ **Note:** The SEPA Direct Debit (ABN AMRO) template can process up to 3,000 transactions in a single payment run.
File Cabinet Location	Select 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.

ℹ️ **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. If you selected an EFT template, complete the applicable fields on the **EFT Template Details** subtab. The fields displayed are dependent on the EFT format selected.

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

Field	Description
Account Number	Enter the 9-digit number that identifies your company's account in the bank.
Sender Identification	Enter information to identify your company as the sender of the payment.
IBAN	Enter your company's International Bank Account Number (IBAN).

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Field	Description
BIC	Enter the Business Identifier Code (BIC), also called SWIFT code, of your company's bank (eight or 11 characters).
Company Id	Enter the code the bank uses to identify your company. This is assigned by the bank.
Issuer	Enter the code the bank uses to identify fund transfers from your company. This is assigned by the bank.
Address Line 1	Enter the street address of your company's bank.
Address Line 2	Enter the building, city, or town address of your company's bank.
Company Name	Enter your company's name.
HSBC Connect Id	Enter your company's HSBC Connect Id.
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.

6. If you selected **SEPA Direct Debit (ABN AMRO)** in the DD template, complete the applicable fields on the **DD Template Details (SEPA Direct Debit (ABN AMRO))** subtab.

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

Field	Description
IBAN	Enter your company's International Bank Account Number (IBAN).
Company Name	Enter your company's name.
Creditor ID	Enter your company's Creditor Identification number issued by your bank.
BIC	Enter your Bank Identifier Code/Swift Code (8 or 11 characters), which is used to identify banks worldwide.

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.

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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**.
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.

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 the Netherlands

⚠ **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.

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 the Netherlands:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **Equens-ClieOp**, **Equens-ClieOp (ING Bank)**, **SEPA Credit Transfer (HSBC)**, or **Credit Transfer (Netherlands)**. ⚠ **Important:** Select **Equens - ClieOp (ING Bank)** if you are setting up the vendor's account in a bank that belongs to the ING Group. Select **Equens - ClieOp** to set up the vendor's account in other Dutch banks. ING banks supports variant B of the ClieOp format while the other Dutch banks supports variant C.
Type	Select whether the bank account is the vendor's primary or secondary bank account.

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Field	Description
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).
Bank Account Number	Enter the vendor's bank account number.
Bank Account Payment Description	Enter the text that should be displayed on the vendor's bank statement. For example, you can enter the customer code that the vendor assigned to you.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 the Netherlands

> ⚠ **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.

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 the Netherlands:

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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **Equens-ClieOp**, **Equens-ClieOp (ING Bank)**, or **Credit Transfer (Netherlands)**. ⚠ **Important:** Select **Equens-ClieOp (ING Bank)** if you are setting up the employee's account in a bank that belongs to the ING Group. Select **Equens-ClieOp** to set up the employee's account in other Dutch banks. ING banks supports variant B of the ClieOp format while the other Dutch banks supports variant C.
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, of the employee's bank (eight or 11 characters).

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Field	Description
Bank Account Number	Enter the employee's bank account number.
Bank Account Payment Description	Enter the text that should be displayed in the employee's bank statement.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 the Netherlands

⚠️ **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.

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:

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 from whom you want to receive direct debit payments.

3. On the **Bank Payment Details (Debit)** subtab, check the **Direct Debit** box, and click **Save**.

4. On the **Bank Payment Details (Debit)** subtab, click **New Entity Bank Details**.

5. On the Entity Bank Details page, complete the following fields.

Field	Description
Payment File Format	Select **SEPA Direct Debit (ABN AMRO)**.
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).
BIC	Enter the Bank Identifier Code (BIC), also called SWIFT code, of the customer's bank (eight or 11 characters).
Billing Sequence	This indicates the billing sequence for this mandate. Select one of the following: ▪ **FRST** – This is the first collection of a series of direct debit instructions. ▪ **RCUR** – The mandate instructions are used for regular recurrent direct debits.

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Field	Description
	▪ **FNAL** – This is the final collection of a series of direct debits. ▪ **OOFF** – The mandate is used only for a single direct debit. ⓘ **Note:** Select FRST if Original Debtor Agent is selected in the Reference Amended field.
Date of Reference Mandate	Enter the date the mandate was signed by the customer.
Reference Amended	This indicates whether the authorization or mandate was amended or changed since it was originally issued. Select one of the following: ▪ **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.
Electronic Signature (Optional)	Enter a digital code or signature for mandates generated electronically.

The following fields provide information.

Field	Description
Original Debtor IBAN	Your customer's original IBAN.
Original Creditor Name	The original Creditor Name used for this mandate or authorization.
Original Creditor ID	The original Creditor ID used for this mandate or authorization.
Original Reference Mandate	The original mandate identification.
Final Payment Date	This field is automatically updated with the customer payment date, if the value of the Billing Sequence Type is OOFF or FNAL.
Payments Made	Indicates the number of payments made. It is automatically updated by an increment of 1 for every payment made.
First Payment Date	This is the date of the first customer payment created against a mandate or authorization with initial Billing Sequence Type of FRST.

6. Click **Save**.

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

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.

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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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **Equens-ClieOp**, **Equens-ClieOp (ING Bank)**, **SEPA Credit Transfer (HSBC)**, or **Credit Transfer (Netherlands)**. ⚠️ **Important:** Select **Equens-ClieOp (ING Bank)** if you are setting up the customer's account in a bank that belongs to the ING Group. Select **Equens-ClieOp** to set up the customer's account in other Dutch banks. ING banks supports variant B of the ClieOp format while the other Dutch banks supports variant C.
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).
Bank Account Number	Enter the customer's bank account number. This number must contain from seven to 10 characters.
Bank Account Payment Description	Enter text that should be displayed in the customer's bank statement.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 the Netherlands

⚠️ **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.

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 the Netherlands:

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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **Equens-ClieOp**, **Equens-ClieOp (ING Bank)**, **SEPA Credit Transfer (HSBC)**, or **Credit Transfer (Netherlands)**. ⚠️ **Important:** Select **Equens-ClieOp (ING Bank)** if you are setting up the partner's account in a bank that belongs to the ING Group. Select **Equens-ClieOp** to set up the partner's account in other Dutch banks. ING banks supports variant B of the ClieOp format while the other Dutch banks supports variant C.
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).
Bank Account Number	Enter the partner's bank account number.
Bank Account Payment Description	Enter the text that should be displayed in the partner's bank statement.

6. Click **Save**.

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

New Zealand Payment Formats

⚠️ **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.

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills, employee expenses, and customers within New Zealand by generating payment files formatted using the following bank specifications:

- ANZ (ANZ, New Zealand)
- ASB (Auckland Savings Bank)
- BNZ (Bank of New Zealand)
- DeskBank (Westpac Banking Corporation)

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

- Setting Up Company Bank Records in New Zealand
- Setting Up Bank Records of Vendors in New Zealand
- Setting Up Bank Records of Employees in New Zealand

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- Setting Up Bank Records of Customers in New Zealand
- Setting Up Bank Records of Partners in New Zealand

Setting Up Company Bank Records in New Zealand

⚠️ **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.

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 New Zealand:

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. ℹ️ **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 **ANZ** to generate payment files in the format required by ANZ New Zealand. Select **ASB** to generate payment files in the format required by ASB Bank. Select **BNZ** to generate payment files in the format required by Bank of New Zealand. Select **Westpac-DeskBank** to generate payment files in the format required by Westpac Banking Corporation.
File Cabinet Location	Select 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.

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Field	Description
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. The fields displayed are dependent on the EFT format selected.

Field	Description
Account Number	Enter the 15-digit or 16-digit numeric code that identifies the account where the credit transaction values will be debited (direct credit payments) or the account where the debit transaction values will be credited (direct debit payments).
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 in New Zealand

⚠️ **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.

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 records in New Zealand:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **ANZ** to generate payment files for this vendor in the format required by ANZ New Zealand. Select **ASB** to generate payment files for this vendor in the format required by ASB Bank. Select **BNZ** to generate payment files for this vendor in the format required by Bank of New Zealand. Select **Westpac-DeskBank** to generate payment files for this vendor in the format required by the Westpac Banking Corporation.
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Bank Account Number	Enter the vendor's bank account number (15 – 16 digits).
Bank Account Name	The vendor's bank account name.
Payment Description	Enter a maximum of 12 characters for the bank payment description to be displayed in the bank statement.
Payment Reference	Enter a maximum of 12 characters for the payment reference details to be displayed in the bank statement.
Payment Code	Enter a maximum of 12 characters for the payment code to be displayed in the bank statement.

6. Click **Save**.

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

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Setting Up Bank Records of Employees in New Zealand

> ⚠️ **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.

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 New Zealand:

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 Entity Bank Details**.

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

Field	Description
Payment File Format	Select **ANZ** to generate payment files for this employee in the format required by ANZ New Zealand. Select **ASB** to generate payment files for this employee in the format required by ASB Bank. Select **BNZ** to generate payment files for this employee in the format required by Bank of New Zealand. Select **Westpac-DeskBank** to generate payment files for this employee in the format required by Westpac Banking Corporation.
Type	Select whether the bank account is the employee's primary or secondary bank account.
Bank Account Number	Enter the employee's bank account number (15 – 16 digits).
Bank Account Name	Enter the employee's bank account name.
Payment Description	Enter a maximum of 12 characters for the bank payment description to be displayed in the bank statement.
Payment Reference	Enter a maximum of 12 characters for the payment reference details to be displayed in the bank statement.
Payment Code	Enter a maximum of 12 characters for the payment code to be displayed in the bank statement.

6. Click **Save**.

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

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Setting Up Bank Records of Customers in New Zealand

> ⚠ **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.

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 Entity Bank Details**.

5. Complete the fields on the form. The fields displayed are dependent on the selected EFT format.

Field	Description
Payment File Format	Select **ANZ** to generate payment files for this customer in the format required by ANZ New Zealand. Select **ASB** to generate payment files for this customer in the format required by ASB Bank. Select **BNZ** to generate payment files for this customer in the format required by the Bank of New Zealand. Select **Westpac-DeskBank** to generate payment files for this vendor in the format required by Westpac Banking Corporation.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Bank Account Number	Enter the customer's bank account number (15 – 16 digits).
Bank Account Name	Enter the customer's bank account name.
Payment Description	Enter a maximum of 12 characters for the bank payment description to be displayed in the bank statement.
Payment Reference	Enter a maximum of 12 characters for the payment reference details to be displayed in the bank statement.
Payment Code	Enter a maximum of 12 characters for the payment code to be displayed in the bank statement.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 New Zealand

> ⚠️ **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.

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 records in New Zealand:

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. The fields displayed are dependent on the selected EFT format.

Field	Description
Payment File Format	Select **ANZ** to generate payment files for this partner in the format required by ANZ New Zealand. Select **ASB** to generate payment files for this partner in the format required by ASB Bank. Select **BNZ** to generate payment files for this partner in the format required by the Bank of New Zealand. Select **Westpac-DeskBank** to generate payment files for this partner in the format required by Westpac Banking Corporation.
Type	Select whether the bank account is the partner's primary or secondary bank account.
Bank Account Number	Enter the partner's bank account number (15 – 16 digits).
Bank Account Name	Enter the partner's bank account name.

6. Click **Save**.

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

Singapore Payment Formats

> ⚠️ **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.

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills and employee expenses, and receive customer payments within Singapore by generating payment files formatted

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using the DBS – IDEAL specifications of DBS Bank Limited, UoB – BIB-IBG specifications of United Overseas Bank Limited, Interbank GIRO format of JP Morgan, and ISO 20022 of HSBC.

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

- Setting Up Company Bank Records in Singapore
- Setting Up Bank Records of Vendors in Singapore
- Setting Up Bank Records of Employees in Singapore
- Setting Up Bank Records of Customers in Singapore
- Setting Up Bank Records of Partners in Singapore

Setting Up Company Bank Records in Singapore

> ⚠ **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.

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 Singapore:

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 the type of payment file format to use when making payments through this bank. - **DBS-IDEAL** - **UoB – BIB-IBG** - **Interbank GIRO (JP Morgan)**

Field	Description
	■ HSBC ISO 20022 (Singapore)
DD Template	Select the type of payment file format to use when receiving payments through this bank. You can select **DBS-IDEAL DD** or **UoB – BIB-IBG DD**.
File Cabinet Location	Select 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. The fields displayed are dependent on the EFT format selected.

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

Field	Description
Account Number/ Bank Account Number	Enter your company's bank account number. ■ For DBS – IDEAL – 11 digits ■ For UoB – BIB-IBG – 11 digits ■ For Interbank GIRO (JP Morgan) – maximum of 11 digits ■ For HSBC ISO 20022 – 7 - 12 digits
Authorization Code	(For HSBC ISO 20022) Enter the authorization code for your payment files, as provided by the bank. Acceptable values include **AUTH**, **FSUM**, and **FDET**.
Sender's Company ID	Enter the 8-digit number that the bank uses to identify your company.
Bank Number/Bank Code	Enter the 4-digit identification code of your company's bank.
Customer/EFT Id	(For HSBC ISO 20022) Enter your company's HSBC Connect Id.
Country	Select the country where your company's bank is located.
Swift/BIC Code	Enter the Business Identifier Code (BIC), also called SWIFT code, of your company's bank.
Branch Number	Enter the identification code of the bank branch where your company's account is maintained (maximum of 3 digits).
Sender's Name	Enter your company's legal name.

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Field	Description
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. 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
Bank Number	Enter the number that identifies the company's bank.
Branch Number	Enter the number that identifies the bank branch where your company's account is maintained.
Bank Account Number	Enter your company's bank account number.
Sender's Company ID	Enter the 8-digit number that the bank uses to identify your company.
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.
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.

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

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Field	Description
	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. (i) **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.

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 Singapore

⚠️ **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.

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 Singapore:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select the payment file format that will be used when sending payments to the vendor: ▪ **DBS-IDEAL** ▪ **UoB – BIB-IBG** ▪ **Interbank GIRO (JP Morgan)** ▪ **HSBC ISO 20022 (Singapore)**
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Account Number/Bank Account Number	Enter the vendor's bank account number.

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Field	Description
	▪ For DBS – IDEAL – 11 digits
	▪ For UoB – BIB-IBG – 11 digits
	▪ For Interbank GIRO (JP Morgan) – maximum of 11 digits
	▪ For HSBC ISO 20022 – 7 - 12 digits
Account Name/Bank Account Name	Enter the vendor's bank account name.
Bank Number/Bank Code	The 4-digit number that identifies the vendor's bank.
Branch Number/Branch Code	Enter the 3-digit number 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 entity 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 Singapore

⚠ **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.

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 Singapore:

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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select the payment file format that will be used when sending payments to the employee. ▪ **DBS-IDEAL** ▪ **UoB – BIB-IBG** ▪ **Interbank GIRO (JP Morgan)** ▪ **HSBC ISO 20022**
Type	Select whether the bank account is the employee's primary or secondary bank account.
Account Number/Bank Account Number	Enter the employee's bank account number.

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Field	Description
	- For DBS – IDEAL – 11 digits
	- For UoB – BIB-IBG – 11 digits
	- For Interbak GIRO (JP Morgan) – maximum of 11 digits
	- For HSBC ISO 20022 – 7 - 12 digits
Account Name/Bank Account Name	Enter the employee's bank account name.
Bank Number/Bank Code	Enter the 4-digit number that identifies the employee's bank.
Branch Number/Branch Code	Enter the 3-digit number that identifies the bank branch where the employee's account is maintained.
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 entity 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 Singapore

⚠️ **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.

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

To set up bank details of a customer for direct debit 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 from whom you want to receive direct debit payments.

3. On the **Bank Payment Details (Debit)** subtab, check the **Direct Debit** 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 **DBS-IDEAL DD** or **UoB - BIB-IBG DD**. DBS - IDEAL is the standard payment file format used by Singapore banks for direct deposit transactions. UoB - BIB-IBG is included in the nationwide electronic payment platform in Singapore.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Bank Account Number	Enter the customer's bank account number.
Bank Account Name	Enter the customer's bank account name.

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Field	Description
Bank Number	Enter the 4-digit numeric code that identifies the customer's bank.
Branch Number	Enter the 3-digit numeric code that identifies the bank branch where the customer's account is maintained.
Bank Account Payment Description	Enter text that will be displayed on the bank statement to help identify or describe payments from this customer.
Reference	Enter additional text that will be displayed on the bank statement to help identify or describe payments from this customer.

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 Entity Bank Details**.

5. Complete the fields on the form:

Field	Description
Payment File Format	Select the payment file format that will be used when sending payments to this customer. ■ **DBS-IDEAL** ■ **UoB – BIB-IBG** ■ **Interbank GIRO (JP Morgan)** ■ **HSBC ISO 20022**
Type	Select whether the bank account is the customer's primary or secondary bank account.
Bank Account Name	Enter the customer's bank account name.
Bank Number/Bank Code	Enter the 4-digit numeric code that identifies the customer's bank.
Branch Number/Branch Code	Enter the 3-digit numeric code that identifies the branch where the customer's account is maintained.
Account Number/Bank Account Number	Enter the customer's bank account number. ■ For DBS – IDEAL – 11 digits ■ For UoB – BIB-IBG – 11 digits ■ For Interbak GIRO (JP Morgan) – maximum of 11 digits ■ For HSBC ISO 20022 – 7 - 12 digits
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 entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see Importing Electronic Bank Payments Data.

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Setting Up Bank Records of Partners in Singapore

> ⚠ **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.

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 Singapore:

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
Payment File Format	Select the payment file format that will be used when sending payments to this partner. • **DBS-IDEAL** • **UoB – BIB-IBG** • **Interbank GIRO (JP Morgan)** • **HSBC ISO 20022**
Type	Select whether the bank account is the partner's primary or secondary bank account.
Account Name/Bank Account Name	Enter the partner's bank account name.
Bank Number/Bank Code	Enter the 4-digit number that identifies the partner's bank.
Branch Number/Branch Code	Enter the 3-digit number that identifies the bank branch where the partner's account is maintained.
Account Number/Bank Account Number	Enter the partner's bank account number. • For DBS – IDEAL – 11 digits • For UoB – BIB-IBG – 11 digits • For Interbak GIRO (JP Morgan) – maximum of 11 digits • For HSBC ISO 20022 – 7 - 12 digits
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 entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see Importing Electronic Bank Payments Data.

South Africa Payment Formats

> ⚠️ **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.

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

> ⚠️ **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.

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. ℹ️ **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.

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Field	Description
EFT Template	Select **Standard Bank**.
File Cabinet Location	Select 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.
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.

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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**.
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

> ⚠️ **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.

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:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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 **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**.

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You can also set up bank records of vendors, employees, customers and partners by importing entity 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

> ⚠️ **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.

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 Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
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 entity 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

> ⚠️ **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.

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.

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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 following fields:

Field	Description
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 entity 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

⚠️ **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.

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 Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
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 entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see Importing Electronic Bank Payments Data.

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Spain Payment Formats

> ⚠️ **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.

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills and employee expenses within Spain by generating payment files using the AEB–Norma 34 specifications of the Spanish Banking Association and SEPA Credit Transfer of HSBC.

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

- Setting Up Company Bank Records in Spain
- Setting Up Bank Records of Vendors in Spain
- Setting Up Bank Records of Employees in Spain
- Setting Up Bank Records of Customers in Spain
- Setting Up Bank Records of Partners in Spain

Setting Up Company Bank Records in Spain

> ⚠️ **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.

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 Spain:

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. ℹ️ **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 **AEB-Norma 34** or **SEPA Credit Transfer (HSBC)**.

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Field	Description
File Cabinet Location	Select 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
IBAN	Enter your company's International Bank Account Number (IBAN). The values for the **Bank Number**, **Branch Number**, **Account Number**, **Country**, **IBAN Check Digits**, and **Account Check Digits** fields are automatically populated based on the value in the IBAN 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**.

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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.
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 Spain

⚠ **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.

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 Spain:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **AEB-Norma 34** 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). The values for the Account Number, Bank Number, Branch Number, Country, IBAN Check Digits, and Account Check Digits are automatically populated based on the value in the IBAN field.

6. Click **Save**.

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

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Setting Up Bank Records of Employees in Spain

> ⚠️ **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.

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 Spain:

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 (Credit)** 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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **AEB-Norma 34** 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). The values for the **Account Number**, **Bank Number**, **Branch Number**, **Country**, **IBAN Check Digits**, and **Account Check Digits** fields are automatically populated based on the value in the IBAN field.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Spain

> ⚠️ **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.

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.

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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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **AEB-Norma 34** 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). The values for the Account Number, Bank Number, Branch Number, Country, IBAN Check Digits, and Account Check Digits are automatically populated based on the value n the IBAN field.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Spain

⚠ **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.

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 Spain:

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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **AEB-Norma 34** 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). The values for the **Account Number**, **Bank Number**, **Branch Number**, **Country**, **IBAN Check Digits**, and **Account Check Digits** fields are automatically populated based on the value in the IBAN field.

6. Click **Save**.

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

Sweden Payment Formats

⚠️ **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.

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills and employee expenses within Sweden by generating payment files formatted using the following formats:

- Bankgiro (SEB)
- Plusgiro (SEB)
- SEPA Credit Transfer (SEB)

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

- Setting Up Company Bank Records in Sweden
- Setting Up Bank Records of Vendors in Sweden
- Setting Up Bank Records of Employees in Sweden
- Setting Up Bank Records of Customers in Sweden
- Setting Up Bank Records of Partners in Sweden

Setting Up Company Bank Records in Sweden

⚠️ **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.

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

To set up company bank details in Sweden:

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. ℹ️ **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.

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Field	Description
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 either **Bankgiro (SEB)**, **Plusgiro (SEB)**, or **SEPA Credit Transfer (SEB)**.
File Cabinet Location	Select 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 other 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 applicable fields on the EFT Template Details subtab. The fields displayed are dependent on the EFT format selected.

Field	Description
SEB Customer ID	Enter your SEB Customer ID (10 or 14 characters). This is your personal identification number or code issued to you by the SEB bank.
Company Name	Enter your company's name.
Bankgiro Number	Enter your Bankgiro Number (Bankgironummer). A 7 or 8-digit identification of organizations collecting payment by Autogiro. The name on a customer's bank statements or other details about the origin of a payment can be determined from the Bankgiro Number.
Swift Code/ BIC	Enter your Swift Code/BIC (8 or 11 characters). The Swift code or Bank Identifier Code (BIC) is used to identify banks worldwide.
IBAN	Enter your company's International Bank Account Number (IBAN).
Street Address	Enter your company's street address.
Building Number	Enter your company's building number address.
City/Town	Enter your company's city or town address.
Post Code	Enter your company's post code address.

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Field	Description
Country	Select the country where your company is located.

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 Sweden

⚠ **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.

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 Sweden:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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. On the **Bank Payment Details** subtab, click **New Entity Bank Details**.

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

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Field	Description
Payment File Format	Select either **Bankgiro (SEB)**, **Plusgiro (SEB)**, or **SEPA Credit Transfer (SEB)**.
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Bankgiro Number	Enter your vendor's Bankgiro Number (Bankgironummer). A 7 or 8-digit identification of organizations collecting payment by Autogiro. The name on a bank statement or other details about the origin of a payment can be determined from the Bankgiro number.
Bank Fee Code	Select the Bank Fee Code to identify who shoulders the bank fees for processing the payment. Valid values are: ■ CRED - payee should shoulder all fees ■ DEBT-payer shoulders all fees ■ SHAR - payer and payee both shoulder bank fees
IBAN	Enter your vendor's International Bank Account Number (IBAN).
Street Address	Enter your vendor's street address.
Building Address	Enter your vendor's building number address.
City/Town	Enter your vendor's city or town address.
Post Code	Enter your vendor's post code address.
Country	Select the country where your vendor is located.
Swift Code/ BIC	Enter your vendor's Swift Code/BIC (8 or 11 characters). The Swift code or Bank Identifier Code (BIC) is used to identify banks worldwide.
BBAN	Enter your vendor's bank account number (BBAN).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Sweden

⚠️ **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.

Set up the bank account records 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 Sweden:

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 then click **Save**.
4. On the **Bank Payment Details** subtab, click **New Entity Bank Details**.

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5. Complete the applicable fields on the New Entity Bank Details page. The fields that are displayed depend on the EFT format selected.

Field	Description
Payment File Format	Select either **Bankgiro (SEB)**, **Plusgiro (SEB)**, or **SEPA Credit Transfer (SEB)**.
Type	Select whether the bank account is the employee's primary or secondary bank account.
Bankgiro Number	Enter your employee's Bankgiro Number (Bankgironummer). A 7 or 8-digit identification of organizations collecting payment by Autogiro. The name on a bank statement or other details about the origin of a payment can be determined from the Bankgiro number.
Bank Fee Code	Select the Bank Fee Code to identify who shoulders the bank fees for processing the payment. Valid values are: ■ CRED - payee should shoulder all fees ■ DEBT-payer shoulders all fees ■ SHAR - payer and payee both shoulder bank fees
IBAN	Enter your employee's International Bank Account Number (IBAN).
Street Address	Enter your employee's street address.
Building Address	Enter your employee's building number address.
City/Town	Enter your employee's city or town address.
Post Code	Enter your employee's post code address.
Country	Select the country where your employee is located.
Swift Code/ BIC	Enter your employee's Swift Code/BIC (8 or 11 characters). The Swift code or Bank Identifier Code (BIC) is used to identify banks worldwide.
BBAN	Enter your employee's bank account number (BBAN).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Sweden

⚠️ **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.

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

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

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

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3. On the **Bank Payment Details (Credit)** subtab, check the **EFT Customer Refund Payment** box, and click **Save**.

4. On the **Bank Payment Details (Credit)** subtab, click **New Entity Bank Details**.

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

Field	Description
Payment File Format	Select either **Bankgiro (SEB)**, **Plusgiro (SEB)**, or **SEPA Credit Transfer (SEB)**.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Bankgiro Number	Enter your customer's Bankgiro Number (Bankgironummer). A 7 or 8-digit identification of organizations collecting payment by Autogiro. The name on a bank statement or other details about the origin of a payment can be determined from the Bankgiro number.
Bank Fee Code	Select the Bank Fee Code to identify who shoulders the bank fees for processing the payment. Valid values are: ■ CRED - payee should shoulder all fees ■ DEBT-payer shoulders all fees ■ SHAR - payer and payee both shoulder bank fees
IBAN	Enter your customer's International Bank Account Number (IBAN).
Street Address	Enter your customer's street address.
Building Address	Enter your customer's building number address.
City/Town	Enter your customer's city or town address.
Post Code	Enter your customer's post code address.
Country	Select the country where your customer is located.
Swift Code/ BIC	Enter your customer's Swift Code/BIC (8 or 11 characters). The Swift code or Bank Identifier Code (BIC) is used to identify banks worldwide.
BBAN	Enter your customer's bank account number (BBAN).

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 Sweden

> ⚠ **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.

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 bank details of a partner in Sweden:

1. Go to Lists > Relationships > Partners.

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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. On the **Bank Payment Details** subtab, click **New Entity Bank Details**.

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

Field	Description
Payment File Format	Select either **Bankgiro (SEB)**, **Plusgiro (SEB)**, or **SEPA Credit Transfer (SEB)**.
Type	Select whether the bank account is the partner's primary or secondary bank account.
Bankgiro Number	Enter your partner's Bankgiro Number (Bankgironummer). A 7 or 8-digit identification of organizations collecting payment by Autogiro. The name on a bank statement or other details about the origin of a payment can be determined from the Bankgiro number.
Bank Fee Code	Select the Bank Fee Code to identify who shoulders the bank fees for processing the payment. Valid values are: ■ CRED - payee should shoulder all fees ■ DEBT-payer shoulders all fees ■ SHAR - payer and payee both shoulder bank fees
IBAN	Enter your partner's International Bank Account Number (IBAN).
Street Address	Enter your partner's street address.
Building Address	Enter your partner's building number address.
City/Town	Enter your partner's city or town address.
Post Code	Enter your partner's post code address.
Country	Select the partner where your customer is located.
Swift Code/ BIC	Enter your partner's Swift Code/BIC (8 or 11 characters). The Swift code or Bank Identifier Code (BIC) is used to identify banks worldwide.
BBAN	Enter your partner's bank account number (BBAN).

6. Click **Save**.

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

UK Payment Formats

> ⚠ **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.

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills, employee expenses, and customer refunds within the UK by generating payment files formatted using the BACS scheme of

electronic processing of financial transactions. The SuiteApp supports the following variations of the BACS payment file format and other formats:

- BACS (Bacs Payment Schemes Limited)
- BACS – Albany ALBACS-IP (Albany ePAY Bureau)
- BACS – Albany ALBACS-IP (Barclays Bank)
- BACS –Bank of Ireland
- BACS – Bank of Scotland (Bank of Scotland PLC)
- BACSTEL –IP (internet service variation of BACS)
- BACS Multiple Fixed Length (Lloyds Bank)
- SEPA Credit Transfer (ABN AMRO Bank)
- SEPA Credit Transfer specifications of HSBC

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

- Setting Up Company Bank Records in the UK
- Setting Up Bank Records of Vendors in the UK
- Setting Up Bank Records of Employees in the UK
- Setting Up Bank Records of Customers in the UK
- Setting Up Bank Records of Partners in the UK

Setting Up Company Bank Records in the UK

> ⚠️ **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.

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 the UK:

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. ℹ️ **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.

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Field	Description
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 (HSBC)** or **BACS** if your bank uses the original variation of the BACS payment file format specification of BACS Payment Schemes Limited. Select **BACS-Albany ALBACS-IP** if your bank uses the variation of the BACS payment file format specification of Albany ePAY Bureau, Barclays Bank, and (BACS Multiple Fixed Length) Lloyds Bank. Select **BACS-Bank of Scotland** if your bank is a branch of Bank of Scotland PLC (BoS). BoS uses a variation of the BACS format where the file headers and footers are omitted. Select **BACSTEL-IP** if your bank uses the internet service variation of BACS.
DD Template	Select **BACS DD**.
File Cabinet Location	Select 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. The fields displayed are dependent on the EFT format selected.

Field	Description
HSBC/SAGE	Enter HSBC or SAGE if there is no Service User Number (SUN) assigned by the bank.
Service User Number	Enter your company's 6-digit Service User Number (SUN). This number is assigned by the bank.
Sort Code	Enter the 6-digit numeric sort code of your bank branch. This code is used by the British banking industry to route money transfers within the country using different clearance organizations.
Account Number	Enter your company's 8-digit bank account number.
Include Total Debit Amount	Check this box to include the total debit amount in the UTL1 record of the payment file. Otherwise, a default value of zero is assigned.
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. Complete the fields on the **DD Template Details** subtab.

Field	Description
HSBC/SAGE	Enter HSBC or SAGE if there is no Service User Number (SUN) assigned by the bank.
Service User Number	Enter your company's 6-digit Service User Number (SUN). This number is assigned by the bank.
Sort Code	Enter the 6-digit numeric sort code of your bank branch. This code is used by the British banking industry to route money transfers within the country using different clearance organizations.
Account Number	Enter your company's 8-digit bank account number.

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.

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.

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Setting Up Bank Records of Vendors in the UK

> ⚠️ **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.

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 the UK:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **SEPA Credit Transfer (HSBC)** or **BACS** if the vendor's bank uses the original variation of the BACS payment file format specification of BACS Payment Schemes Limited. Select **BACS-Albany ALBACS-IP** if the vendor's bank uses the variation of the BACS payment file format specification of Albany ePAY Bureau, Barclays Bank, and (BACS Multiple Fixed Length) Lloyds Bank. Select **BACS-Bank of Scotland** if the vendor's bank is a branch of Bank of Scotland PLC (BoS). BoS uses a variation of the BACS format where the file headers and footers are omitted. Select **BACSTEL-IP** if the vendor's bank uses the internet service variation of BACS.
Type	Select whether the bank account is the vendor's primary or secondary bank account.
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 the vendor's 8-digit bank account number.
Account Name	Enter the vendor's bank account name.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 the UK

> ⚠️ **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.

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.

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To set up employee bank details in the UK:

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 then click **Save**.

4. Click **New Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page. The fields that are displayed depend on the EFT format selected.

Field	Description
Payment File Format	Select **SEPA Credit Transfer (HSBC)** or **BACS** if the employee's bank uses the original variation of the BACS payment file format specification of BACS Payment Schemes Limited. Select **BACS-Albany ALBACS-IP** if the employee's bank uses the variation of the BACS payment file format specification of Albany ePAY Bureau, Barclays Bank, and (BACS Multiple Fixed Length) Lloyds Bank. Select **BACS-Bank of Scotland** if the employee's bank is a branch of Bank of Scotland PLC (BoS). BoS uses a variation of the BACS format where the file headers and footers are omitted. Select **BACSTEL-IP** if the employee's bank uses the internet service variation of BACS.
Type	Select whether the bank account is the employee's primary or secondary bank account.
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.
Account Number	Enter the employee's 8-digit bank account number.
Account Name	Enter the employee's bank account name.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 the UK

> ⚠ **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.

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:

1. Go to Lists > Relationships > Customers.

   For information on creating a customer record, see the help topic Customers.

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2. Click Edit next to the name of the customer from whom you want to receive direct debit payments.

3. On the **Bank Payment Details (Debit)** subtab, check the **Direct Debit** box, and click **Save**.

4. Click **New Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page. The fields displayed are dependent on the DD format selected.

Field	Description
Payment File Format	Select **BACS DD** if the customer's bank uses the original variation of the BACS payment file format specification of BACS Payment Schemes Limited.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Account Number	Enter the customer's 8-digit bank 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**.

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

1. Go to Lists > Relationships > Customers.

2. Click Edit next to the name of the customer to whom you want to send refund payments. For information on creating a customer record, see the help topic Customers.

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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **SEPA Credit Transfer (HSBC)** or **BACS** if the employee's bank uses the original variation of the BACS payment file format specification of BACS Payment Schemes Limited. Select **BACS-Albany ALBACS-IP** if the employee's bank uses the variation of the BACS payment file format specification of Albany ePAY Bureau, Barclays Bank, and (BACS Multiple Fixed Length) Lloyds Bank. Select **BACS-Bank of Scotland** if the employee's bank is a branch of Bank of Scotland PLC (BoS). BoS uses a variation of the BACS format where the file headers and footers are omitted. Select **BACSTEL-IP** if the customer's bank uses the internet service variation of BACS.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Account Number	Enter the customer's 8-digit bank account number.
Account Name	Enter the customer's bank account name of the customer.

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Field	Description
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 entity 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 the UK

⚠️ **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.

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 the UK:

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. The fields displayed are dependent on the EFT format selected.

Field	Description
Payment File Format	Select **BACS** if the partner's bank uses the original variation of the BACS payment file format specification of BACS Payment Schemes Limited. Select **BACS-Albany ALBACS-IP** if the partner's bank uses the variation of the BACS payment file format specification of Albany ePAY Bureau, Barclays Bank, and (BACS Multiple Fixed Length) Lloyds Bank. Select **BACS-Bank of Scotland** if the partner's bank is a branch of Bank of Scotland PLC (BoS). BoS uses a variation of the BACS format where the file headers and footers are omitted. Select **BACSTEL-IP** if the partner's bank uses the internet service variation of BACS.
Type	Select whether the bank account is the partner's primary or secondary bank account.
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.
Account Number	Enter the partner's bank account number.
Account Name	Enter the partner's bank account name.

6. Click **Save**.

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

US Payment Formats

> ⚠️ **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.

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills and employee expenses within the US by generating payment files formatted using the AHC - CCD / PPD and AHC - CTX specifications for electronic fund transfers, and the AHC - PPD specifications for direct debit of the Automated Clearing House.

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

- Setting Up Company Bank Records in the US
- Setting Up Bank Records of Vendors in the US
- Setting Up Bank Records of Employees in the US
- Setting Up Bank Records of Customers in the US
- Setting Up Bank Records of Partners in the US

Setting Up Company Bank Records in the US

> ⚠️ **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.

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 the US:

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. ℹ️ **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.

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Field	Description
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 either **ACH-CCD/PPD** or **ACH-CTX (Free Text)**. Cash Concentration and Disbursement (CCD) and Prearranged Payments and Deposits (PPD) are the payment file formats primarily used for business-to-business transactions and payments to consumers, respectively. Corporate Trade Exchange (CTX) is a payment file format used by corporations and government agencies to pay their trading partners.
DD Template	Select **ACH-PPD**.
File Cabinet Location	Select 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. The fields displayed are dependent on the EFT format selected.

Field	Description
Immediate Origin	Enter the 10-digit company Id assigned by your bank. This is usually one digit followed by your company's tax Id.
Routing Number	Enter the bank's transit routing number.
Account Number	Enter your company's bank account number.
Immediate Destination Name	Enter the name of the bank's site where the payment will be processed.
Company ID	Enter the 10-digit company number assigned by your bank. This is usually one digit followed by your company's tax Id.
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.

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Field	Description
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. Complete the fields on the **DD Template Details** subtab.

Field	Description
Immediate Origin	Enter your company's 10-digit number assigned by the bank.
Routing Number	Enter the bank's transit routing number.
Account Number	Enter your company's bank account number.
Immediate Destination Name	Enter the name of the bank's site where the payment will be processed.
Create Balanced Files	Check this box to include a contra record line in the payment file to create a balanced file. Check whether your bank requires this for EFT transactions.
Company ID	Enter your company's tax Id or the company number assigned by your bank.
Bank Account Type	Select **Checking** or **Savings** to indicate the bank account type.
Add Pad Blocks	Check this box to add lines with "9" characters at the end of the payment file when the total number of records is not a multiple of 10. Check whether your bank requires this option for EFT transactions.

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.

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.

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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 the US

> ⚠️ **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.

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 the US:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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 **ACH-CCD/PPD** or **ACH-CTX (Free Text)**.
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Bank Account Number	Enter up to 17 digits for the entity's bank account number.
Bank Number	Enter the 9-digit routing number of the entity's bank.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 the US

> ⚠️ **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.

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 the US:

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
Payment File Format	Select either **ACH-CCD/PPD** or **ACH-CTX (Free Text)**.
Type	Select whether the bank account is the employee's primary or secondary bank account.
Bank Account Number	Enter up to 17 digits for the entity's bank account number.
Routing Number	Enter the 9-digit routing number of the entity's bank.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 the US

⚠️ **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.

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:

1. Go to Lists > Relationships > Customers.

   For information on adding customer records, see the help topic Customers.

2. Click Edit next to the name of the customer.

3. On the **Bank Payment Details (Debit)** subtab, check the **Direct Debit** 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 **ACH-PPD**.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Bank Account Number	Enter the 10-digit number that identifies the customer's account in the bank that will receive the payment.
Bank Number	Enter the 9-digit routing number that identifies the customer's bank.

6. Click **Save**.

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

1. Go to Lists > Relationships > Customers.

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For information on creating a customer record, see the help topic Customers.

2. Click Edit next to the name of the customer.

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
Payment File Format	Select either **ACH-CCD/PPD** or **ACH-CTX (Free Text)**.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Bank Account Number	Enter up to 17 digits for the entity's bank account number.
Bank Number	Enter the 9-digit routing number that identifies the customer's bank.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity 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 the US

⚠️ **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.

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 the US:

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
Payment File Format	Select either **ACH-CCD/PPD** or **ACH-CTX (Free Text)**.
Type	Select whether the bank account is the partner's primary or secondary bank account.
Bank Account Number	Enter up to 17 digits for the entity's bank account number.
Bank Number	Enter the 9-digit routing number of the entity's bank.

6. Click **Save**.

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

Global Payment Formats

⚠ **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.

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

⚠ **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.

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

⚠ **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.

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. **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 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).

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Field	Description
	ⓘ 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

⚠️ **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.

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.

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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 Adding 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). ⓘ **Note:** Entering the IBAN automatically disables the **Account Number** field.
Account Number	Enter the vendor's bank account number. ⓘ **Note:** Entering the account number automatically disables the **IBAN** field.
Charging Instructions	Select one from the following options: ▪ **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

⚠️ **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.

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
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). ℹ **Note:** Entering the IBAN automatically disables the **Account Number** field.
Account Number	Enter the employee's bank account number. ℹ **Note:** Entering the account number automatically disables the **IBAN** field.
Charging Instructions	Select one from the following options: ■ **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

⚠ **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.

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
Payment File Format	Select **Barclays MT103**.

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Field	Description
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: ▪ **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

⚠️ **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.

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

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

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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. ⓘ **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 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.

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Field	Description
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 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

⚠ **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.

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.

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To set up vendor bank details for J.P. Morgan Freeform GMT payments:

1. Go to Lists > Relationships > Vendors.

   For information on adding a vendor, see the help topic Adding 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 **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

> ⚠️ **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.

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
Payment File Format	Select **J.P. Morgan Freeform GMT**.
Type	Select whether the bank account is the employee's primary or secondary bank account.

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Field	Description
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

⚠️ **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.

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
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).

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6. Click **Save**.

Setting up Bank Records of Partners for J.P. Morgan Freeform GMT Payments

⚠ **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.

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
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

⚠ **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.

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

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For more information, see Verifying Issued Checks with Positive Pay.

> ℹ️ **Note:** Positive Pay templates BoA/ML, RBC, and SVB - CDA are available for all countries even without the Advanced Electronic Bank Payments (formerly called Electronic Payments for OneWorld).

Setting Up Company Bank Records for Positive Pay

> ⚠️ **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.

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.
GL Bank Account	Select the GL account where the issued checks to be included in the Positive Pay file format are posted. > ℹ️ **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	Select 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.

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

> ℹ **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.

> ℹ **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.
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. > ℹ **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

> ⚠ **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.

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

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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.

- 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 Vendor 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.

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

> ⚠ **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.

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.

> ℹ **Note:** Batch processing of payments is only available in the Advanced Electronic Bank Payments SuiteApp (formerly called NetSuite Electronic Payments for OneWorld). 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

Processing Bills and Expenses in Batches

> ⚠ **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

The Advanced 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 status:

- An **Open** status indicates that the batch has yet to be reviewed or approved.
- A **Pending Approval** status indicates that the batch has not been approved 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:** For accounts with Advanced Electronic Bank Payments (formerly NetSuite Electronic Payments for OneWorld), payment batches that you set are closed when the license expires or 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.

To submit payment batches for payment processing

1. Go to Payments > Payment Processing > Payment Batch List.
2. Select the bank account.

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3. Select a payment batch from the list on the **Open** 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 Vendor Payment Holds.

4. Edit the payment batch:

Date to be processed	By default, this field displays the date when the batch is first created. Specify the date when the bank should process the payment transactions. ⓘ **Note:** This field is not automatically updated to the current date when an existing batch is refreshed to add more transactions.
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	Check this box if you want to group payments of a particular payee into a single payment file. 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. ⓘ **Note:** This option is required to process batch payments with discounts or credits.
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 Setting Accounting Preferences.

To approve, reject, or edit payment batches, see Approving, Rejecting, or Editing Payment Batches.

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 Working with Currencies.

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

> **⚠ 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

You cannot process bills, expenses, and partner and employee commissions in batches if you do not have a license for the OneWorld edition of the Electronic Bank Payments. 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 Entering 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.
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.
A/P Account	Select the accounts payable register where the payments are posted. > **ⓘ 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. When you select an A/P account, the **Select Transactions** subtab is automatically updated with a list of outstanding bills, expenses, and journal entries for that account.

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Field	Description
	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 Vendor Payment Holds.
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	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. **Note:** This option is required to process transactions with discounts and credits.
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. **Note:** In accounts where the bank and base currencies are different, the bank currency is used for the Total Payment Amount.

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, expenses, or journal entries. The list of outstanding payment transactions is automatically updated based on the value you select in this field.
Due date from, to	Use this field to narrow down the list of outstanding payment transactions by their due date. - 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.
Vendor	Use this field to narrow down the list of outstanding payment transactions to bills payable to a particular vendor.
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:

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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 Setting 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.

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- 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 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.

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 Setting 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.

Processing Customer Refunds

> **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

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.

> ℹ️ **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.

To pay customer refunds:

1. Go to Payments > Payment Processing > Customer Refund Payments.

2. Complete the following fields:

Field	Description
Bank Account	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. The payment file format, maximum number of payments, and subsidiary of the payment file are based on the bank account that you select.
Date from	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.
Date to	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.
Customer	Narrow down the list of customer refunds to process to a particular customer.
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.

> ℹ️ **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.

3. 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.

> (i) **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

> ⚠️ **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

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. > (i) **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. The **Select Transactions** subtab is automatically updated with a list of outstanding bills, expenses, and journal entries from that bank account. The payment file format, maximum number of payments, and subsidiary of the payment file are based on the bank account that you select.
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.

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Field	Description
Direct Debit Type	For SEPA Direct Debit templates. Select the direct debit type: ■ **B2B** – SEPA B2B (business to business) direct debit ■ **CORE** – For SEPA core direct debit ■ **COR1** – SEPA core direct debit with reduced execution time cycle by one day
Aggregate by Payee	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. ⓘ **Note:** This option is required to process discounts and credit transactions.
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	Use this field to narrow down the list of outstanding payment transactions to invoices or journals. The list of outstanding payment transactions is automatically updated based on the value you select in this field.
Due date from, to	Use these field to narrow down the list of outstanding payment transactions by their due date. ■ 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	Use this field to narrow down the list of outstanding payment transactions to invoices that are payable to a particular customer.
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.
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.

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> **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 invoice. You can edit the amount to enter a partial discount or remove the discount from the transaction.

    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. If you are processing more than 5,000 open invoices, only the first 5,000 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.

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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.

Using Instant Electronic Bank Payment File Creation

> ⚠ **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

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

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.

Limitations and Considerations for Instant Electronic Bank Payment File Creation

- Currently, only EFT bill and direct debit customer payments are supported.
- Only payment file templates in FreeMarker syntax are supported. For more information about the deprecation of XML based payment template generator, see Payment File Template Changes in NetSuite Electronic Payments 4.0.
- You can process up to a maximum of 5,000 payment transactions 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 Locking Future Accounting Periods.

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- To review other limitations for electronic bank payment processing in general, see Processing Payments.

Defining Transaction Saved Searches for Electronic Bank Payment

> ⚠️ **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

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
- 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.

  > ℹ️ **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.

   > ℹ️ **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.

   > ℹ️ **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.

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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	■ Values: **any of**, **Bill Payment** or **Payment** ■ And/Or: **And**	Only bill and customer payments are currently supported.
Main Line	■ 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)**	■ 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: **Bill EFT Payment Information Fields**	■ 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 added Bill EFT Payment Information records. ⓘ **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.
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	Value: **none of**, **Bill Payment:Voided**	This filter removes all bill payments that have been voided.
EFT or **DD File Format (Custom Column)**	■ 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: **And**	When creating payment files, validation is made to verify that the format of the payment transaction and company bank details are the same. For information about creating payment formats, see Setting Up Payment File Formats.
Account	■ Values: **any of**,	When creating payment files, validation is made to verify that the GL account of the payment

Filter	Values (Description and Expressions	Description
	▪ Select the GL bank account of the payment transactions to be retrieved. ▪ And/Or: **And**	transaction and company bank details are the same.
Optionally, add a filter for the applicable entities: ▪ **Vendor Fields** ▪ **Employee Fields** ▪ **Partner Fields** ▪ **Customer Fields**	▪ 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.
Optionally, add a filter for the applicable entities: ▪ **Vendor Fields** ▪ **Employee Fields** ▪ **Partner Fields** ▪ **Customer Fields**	▪ 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:

NOT	PARENS	FILTER *	DESCRIPTION *	FORMULA	PARENS	AND/OR
		Type	is Bill Payment			And
		For Electronic 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 not 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		))	
		Account	is AA: 341607 Bank Account			
		EFT File Format (Custom Column)	is ANZ			

Standard • Summary

Sample saved search filters for DD, using both required and optional filters:

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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

> ⚠️ **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

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.

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2. On the Payment File Generation page, do the following in the Transactions for Processing section:

   a. 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.

   > ⓘ **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.

   b. Select a saved search from the list in the **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	This field displays the total number of payment transactions for electronic bank payment. > ⓘ **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.
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.

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

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- 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

> ⚠️ **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

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.

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- **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:

> **(i) 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.

Recreating Electronic Bank Payment Files

> **⚠ 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

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.

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
- 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

Changing the Priority of a Queued Payment File

> ⚠️ **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

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.

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> **ⓘ 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

> **⚠ 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

You can recreate a payment file and its field values, only if the payment file has a **File Processed?** status of **Processed**.

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**. 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

> **⚠ 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

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.

> **ⓘ 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 Setting 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 current number of transactions paid over the original number of transactions marked for payment.

Rollback

> ⚠ **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

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

> ⚠️ **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

You can reprocess PFA (Payment File Administration) records with Cancelled or Processed with Errors status.

> ℹ️ **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

> ⚠️ **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

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

⚠️ **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

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.

ℹ️ **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 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.

      ℹ️ **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: ☐ 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	To set the frequency to a specific calendar day of the month: ☐ 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. 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.
The	To set the frequency to a specific day of the week per month: ☐ 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.** 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.

b. In the **Start Time** field, select the time when you want to start the payment batch creation or submission for approval.

6. Click **Save**.

Viewing and updating the script deployment for payment schedules

The script deployment, `customdeploy_2663_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.

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- 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

⚠️ **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

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.

   ℹ️ **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.

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Viewing Electronic Bank Payment Details

> ⚠️ **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

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.
File Reference	This field displays the autogenerated name of the payment file, which is stored in the file cabinet. It also displays the following links: ■ **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. > ℹ️ **Note:** This field is blank if the payment file generation was canceled or encountered errors.
Reference Note	This field displays the text entered in the **EFT File reference note** field on the bills payment form.
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.

Sending Payment Notifications

> ⚠️ **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

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.

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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.**

4. In the **Subject** field of the Payment Notification form, change or accept the text for the Subject line of the email notification.

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5. 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.

6. 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.

7. 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.

8. (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.

9. 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.

10. 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 customers for direct debits.

- **Standard Customer Payment** – use this template when sending notifications to vendors for bill payments, 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.
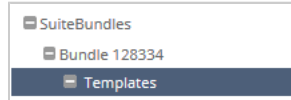
To see the latest bundle number in your account, go to Customization > SuiteBundler > Search & Install Bundles > List. On the Installed Bundles page, look for the bundle number of the Electronic Bank Payments SuiteApp in the **Bundle ID** column.

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:

You can customize an Advanced PDF/HTML template such as the Standard Payment Voucher PDF/HTML template.

1. Using the template editor, review and change the layout. For more information, see the help topic Customizing Advanced Templates 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.
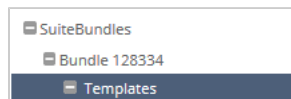
To see the latest bundle number in your account, go to Customization > SuiteBundler > Search & Install Bundles > List. On the Installed Bundles page, look for the bundle number of the Electronic Bank Payments SuiteApp in the **Bundle ID** column.

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 do I 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.

Verifying Issued Checks with Positive Pay

> ⚠️ **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

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

To generate Positive Pay file formats:

1. Go to Payments > Cheques > Positive Pay.

2. Complete the following fields:

Fields	Description
Bank Account	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. The **Bank Account Format**, **Maximum Payments in File**, and **Subsidiary** fields are automatically updated based on the value in this field.

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Fields	Description
	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.
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.
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 included 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 not included 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

> **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.

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

⚠️ **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.

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.

```
var epPaymentSelectionForm = new EPPaymentSelectionForm();
```

EPPaymentSelectionForm Methods

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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

```
var epPaymentSelectionForm = new EPPaymentSelectionForm();

epPaymentSelectionForm.AddColumn('text', 'Custom Name', 'custbody_custom_name');
epPaymentSelectionForm.AddColumn('text', 'Approval Status', 'approvalstatus', true);
```

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```
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

```
var epPaymentSelectionForm = new EPPaymentSelectionForm();

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 One World 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

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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

```
var epPaymentSelectionForm = new EPPaymentSelectionForm();

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

```
var epPaymentSelectionForm = new EPPaymentSelectionForm();

epPaymentSelectionForm.RemoveFilter('custpage_2663_transtype');
```

Example Custom Bill Payment Processing Suitelet

> ⚠️ **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.

```
function main(request, response){
```

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```
    var epPaymentSelectionForm = new EPPaymentSelectionForm();


    epPaymentSelectionForm.AddFilter(false,'custbody_custom_name', 'text', 'Custom Name', '',
'', 'Custom Name', '', '');
    epPaymentSelectionForm.AddFilter(true,'custcol_companyname', 'select', 'Custom Subsidiary
', '', '', 'Custom Subsidiary', 'subsidiary', '');

    epPaymentSelectionForm.AddColumn('text', 'Custom Name', 'custbody_custom_name');
    epPaymentSelectionForm.AddColumn('text', 'Approval Status', 'approvalstatus', true);
    epPaymentSelectionForm.AddColumn('text', 'Email', 'email', '', '', '', 'vendor');

    epPaymentSelectionForm.RemoveFilter('custpage_2663_vendor');

    epPaymentSelectionForm.RemoveField('custpage_2663_payment_ref');

    epPaymentSelectionForm.BuildUI(request, response);

    var form  = epPaymentSelectionForm.GetForm();
    response.writePage(form);
}
```

Setting Up a Custom Electronic Bank Payments Suitelet

⚠️ **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.

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.

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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

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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
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

⚠️ **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.

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

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Field	Internal ID	Type	Display Type	Can Be Removed?
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

⚠️ **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.

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

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