

Banking



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Banking

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

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

To create a transaction that changes the balance in a NetSuite general ledger account, create a Journal Entry. See the help topic [Working with Journal Entries](#).

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

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

If you use Online Banking, you can download transaction data from your financial institution and then import the data into your NetSuite account. When you import a statement, NetSuite enables you to automatically and manually match transactions, enter transactions during the reconciliation process, and delete imported statements if you feel there is an error. For more information, see [Account Statement Import](#).

The Reconcile Account Statement page enables you to match and reconcile transactions on the same page, without requiring Excel or third-party tools. The Reconcile Account Statement page shows side-by-side lists of imported Statement Transactions and GL Transactions in NetSuite, which enables you to filter and then select one or more from each list to choose matches. For details, see [Account Statement Matching and Reconciliation](#).

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

For information about adding and deleting bank accounts, see the help topics [Creating Accounts](#) and [Deleting Accounts and Making Accounts Inactive](#).

Deposits

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

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

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

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

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

Information on using deposits in this topic includes:

- [Making Deposits](#)
- [Viewing the Deposits List](#)
- [Printing Deposit Slips](#)
- [Recording Cash Back from a Deposit](#)

Making Deposits

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

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

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

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

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


You can add items to a deposit with payment methods other than Check or Cash. For example, you can add a custom payment method or a credit card. If you want to print the deposit slip, NetSuite displays

a message warning you that the deposit has items other than Check or Cash. You can continue with the deposit if this is correct, or make changes as needed.


The system does not track tax periods on deposits.


To make a deposit:

1. Go to Transactions > Bank > Make Deposits.
2. In the Primary Information section:
 - a. Select the custom form for this deposit.
The system generated deposit number appears.
 - b. Select the bank account for the deposit.
The currency and exchange rate display for the account. For information on exchange rates, see the help topic [Setting Currency Exchange Rates](#).

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

 - c. The **Amount** field shows the total amount of payments, other deposits, and cash back selected or entered on the **Deposits** subtab.
 - d. Accept today's date, or enter the date of the deposit.
 - e. Select a posting period, if you use the **Accounting Periods** feature.
 - f. Optionally, enter a memo.
 - g. Check the **To Be Printed** box if you want to enter multiple deposits before printing the deposit slips for your records. See [Printing Multiple Deposit Slips](#).
3. In the Classification section, select a department, class, and location for this deposit, if needed.
If you use NetSuite OneWorld, the subsidiary defaults to that associated with the selected bank account.
4. On the **Deposits** subtab, enter the items for the deposit.
 - a. The **Payments** subtab lists all payments posted to the **Undeposited Funds** account. Check the box next to each item to include in this deposit.
You can filter the items by date, date range, or payment processing profile.
The **Amount** column shows the payment amount in the currency of the bank account, which was entered when received for a cash sale, invoice, or other transaction. If you must change the amount, click the link in the **Date** column to go to the source transaction.
If the field is empty, you must manually enter the amount. NetSuite does not populate the field if the payment currency is different from the bank account's currency, and the bank and subsidiary currencies are also different.
If the payment currency is different from the bank's currency, and the bank and subsidiary currencies are the same, NetSuite uses the stored exchange rate to calculate the amount.

 **Note:** You cannot modify a zero payment amount.

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

 - b. On the **Other Deposits** subtab, enter items not received as payments recorded to the **Undeposited Funds** account.

Enter the name, amount (positive number), account, payment method, and payment number for each item. Optionally enter a classification and memo. Click **Add**.



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

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

- c. On the **Cash Back** subtab, enter the amount of cash back you received from this deposit. Enter the amount of cash you received, account, classification, and memo. Click **Add**.
5. On the **Communication** subtab, you can attach files and notes to this transaction.
 - a. On the **User Notes** subtab, enter a title and note for any comments you want to add to this transaction. Click **Add** after each note
 - b. On the **Files** subtab, select and attach files from the File Cabinet related to this transaction. To upload a new file to the File Cabinet, select **New** from the dropdown list in the **Attach Files** column.
 - c. Use the **Events**, **Tasks**, and **Phone Calls** subtabs to add to attach activities, such as events, phone calls, and tasks to this transaction. For more information, see the help topic [Attaching Events, Tasks, and Calls to Records and Transactions](#).
6. If you use NetSuite OneWorld and the Multi-Book Accounting feature is provisioned in your account, the **Accounting Books** subtab appears. This subtab shows the secondary books associated with the selected deposit, if any, and their respective base currencies and exchange rates. For information about Multi-Book Accounting, see the help topic [Using Multi-Book Accounting](#).
7. After you enter all the items for the deposit, verify the deposit total amount is correct and click **Save**.

To edit a saved deposit in the Deposits list:

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

To delete an existing deposit from the Deposits list:

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

Viewing the Deposits List

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

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

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

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

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

Filtering the Deposits List

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

To add custom filters to the Deposits list:

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

Removing Undeposited Funds Lines from Deposits

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

To clear the Deposit page of unnecessary Undeposited Funds lines:

1. Go to Transactions > Bank > Make Deposits.
2. On the **Payments** subtab of the **Deposits** subtab, check the box in the **Deposit** column next to the journal lines you want to remove.
3. Make a note of the total amount of the lines you check on the **Payments** subtab.
4. Click the **Cash Back** subtab.
5. In the **Amount** field, enter the total amount of all of the lines you checked on the **Payments** subtab.

For example, if the total amount of the lines you checked on the **Payments** subtab is 500.00, enter 500.00 in the **Amount** field.


6. In the **Account** field for this line, select **Undeposited Funds**.
7. Click **Save**.

Printing Deposit Slips

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

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

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

 **Note:** At present, you cannot customize the layout of the printed deposit slip.

Printing a Single Deposit Slip

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

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

Printing Multiple Deposit Slips

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

To print multiple deposit slips:

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

8. Click **OK**.

Recording Cash Back from a Deposit

You can record cash received back from a deposit when you create the deposit slip in NetSuite. Enter the amount received on the Cash Back subtab on the Deposit page.

If you want to balance your bank account, you can create new deposits or charges during the reconciliation process. For details, see [Reconciling Bank Statements](#).

To record cash back from a deposit:

1. Go to Transactions > Bank > Make Deposits.
2. Create a deposit. For more information, see [Making Deposits](#).
3. Click the **Cash Back** subtab.
 - a. In the **Amount** field, enter the amount of cash you got back.
 - b. Select the account the deposit comes from.
 - c. Select a department, class or location.
 - d. Enter an optional memo.
4. Click **Add**.

Repeat the steps above for any other cash items you received from deposits.
5. Click **Save**.

Checking

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


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

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

Information on using company credit cards in this topic includes:

- [Writing Checks](#)
- [Resetting Check Numbers](#)
- [Printing Checks](#)
- [Entering Non-Check Debits](#)
- [Recording Cash Transactions Using Checks](#)
- [Tracking Petty Cash](#)


Writing Checks

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

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

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

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

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


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

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

- Click **Save** to process the information and return to the Transactions page.
If you select **To be Printed** for the transaction, it is available for printing on the Print Checks page. For more information, see [Printing Checks](#).
- Click **Save & New** to process the information and return to another blank Check page.
- Click **Save & Print** to save the information and immediately print the check you created. For more information, see [Printing a Single Check](#).

To write a check:

1. Go to Transactions > Bank > Write Checks.

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


2. In the Primary Information section:

- a. Select the bank account from which to withdraw the funds for this check.
- b. In the **Balance** field, you can view but not edit the current balance of the account.
- c. Select the **Payee** for this check.


The **Address** field displays the address information from the payee record. If the **Auto Fill** preference is turned off, click **Auto Fill** to fill information from the last transaction for this payee.

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

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

 **Note:** You can also use this field to record ACH, ATM, or other reference numbers or text.

- j. Enter a memo for the check (optional).
3. In the Classification section:
 - a. If you use NetSuite OneWorld, the **Subsidiary** field defaults to the primary subsidiary associated with the **Payee**.

 **Note:** If you share vendor and customer records with multiple subsidiaries, you can change the subsidiary from the primary subsidiary to a secondary subsidiary. Changing the subsidiary updates the bank account to that of the selected subsidiary, updates the currency to that of the new bank, and clears the lines on the **Expenses** and **Items** subtabs. For more information about shared vendor and customer records, see the help topics [Assigning Subsidiaries to a Vendor](#) and [Assigning Subsidiaries to a Customer](#).

- b. If you use departments or classes, select a department or class with which to associate this check.

4. On the **Expenses & Items** subtab, click the **Expenses** subtab and select any expenses associated with this transaction. For more information, see [Adding Expenses to a Check](#).
5. On the **Expenses & Items** subtab, click the **Items** subtab and select any items associated with this transaction. For more information, see [Adding Items to a Check](#).
6. If you use the Landed Cost feature, on the **Landed Cost** subtab, select the method by which the cost is allocated. Enter any shipping and duty costs and select the sources of these costs. For more information, see the help topic [Landed Cost](#).
7. On the **Relationships** subtab, the primary contact for the customer automatically displays. You can edit, add, or delete contact information for the transaction on this subtab.
8. On the **Communication** subtab, you can attach files and notes to this transaction.
 - a. On the **User Notes** subtab, enter a title and note for any comments you want to add to this transaction. Click **Add** after each note
 - b. On the **Files** subtab, select and attach files from the File Cabinet related to this transaction. To upload a new file to the File Cabinet, select **New** from the dropdown list in the **Attach Files** column.
 - c. Use the **Events**, **Tasks**, and **Phone Calls** subtabs to add to attach activities, such as events, phone calls, and tasks to this transaction. For more information, see the help topic [Attaching Events, Tasks, and Calls to Records and Transactions](#).
9. If you use NetSuite OneWorld and the Multi-Book Accounting feature is provisioned in your account, the **Accounting Books** subtab appears. This subtab lists the secondary books associated with the selected check, if any, and their respective base currencies and exchange rates. For information about Multi-Book Accounting, see the help topic [Using Multi-Book Accounting](#).
10. If you use the International Tax Reports SuiteApp, on the **Tax Reporting** subtab, select the delivery terms, region of origin, nature of transaction code, and mode of transport. Check the **Non-deductible Tax Adjusted** box if this check includes a nondeductible tax. For more information, see the help topic [EU Intrastat Report](#).
11. Click **Save**.

Adding Expenses to a Check

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

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

To add expenses to a check:

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

If the **Auto Fill** preference is turned off, you can click **Auto Fill** to fill information from the last transaction for this payee.

To enable or disable the **Auto Fill** preference, go to Home > Set Preferences. On the **Transactions** subtab, in the Basics section, check or clear the **Auto Fill Transactions** box.
3. On the **Expenses & Items** subtab, click the **Expenses** subtab to enter the expenses.
 - a. In the **Account** field, select the appropriate ledger account.

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

- b. Enter an amount for the expense item. Amounts entered here update the **Amount** field in the header.
- c. Optionally enter a memo.
- d. Select an expense category if you use internal expense categories and have customized the Check page to display this field.
- e. Select a department, class, or location to associate with this transaction, if used.
- f. Enter the **Customer** or **Project** associated with this expense.
- g. If this expense is billable, check the **Billable** box.
- h. Click **Add**.
4. Repeat step 3 for any additional expenses.
5. Save the transaction.

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

Adding Items to a Check

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

To add items to a check:

1. Go to Transactions > Bank > Write Checks.
2. On the top of the Check page, enter information about the payee, dates, the amount of the payment, and other information about the payment. For more information, see [Writing Checks](#).
If the **Auto Fill** preference is turned off, click **Auto Fill** to fill information from the last transaction for this payee.
3. On the **Expenses & Items** subtab, click the **Items** subtab.
 - a. Select an item from the list and then fill in the quantity.
NetSuite fills in the description, rate, and amount.
 - b. Enter the serial or lot numbers, if necessary.
 - c. Enter an expiration date for the item, if appropriate.
 - d. In the **Bin Numbers** field, the preferred bin for the item is selected. If items with this transaction are to be stocked in other bins associated with this item, click the bin number. Click the **Bins** icon, edit quantities added to each bin, and click **Done**.
 - e. Select a **Tax Code** to populate the **Tax Rate** field.
 - f. Set **Options**, if required.
 - g. Enter the customer or project associated with this item.
 - h. Select a department, class, and location to associate with this transaction, if used.
 - i. If this is billable, check the **Billable** box.
 - j. Check the **Update Item Price** box to change the purchase price for this item.

4. Click **Add**.
5. Repeat step 3, add items.
6. Save the transaction.

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

Adding Check Register Shortcuts

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

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

To create a shortcut to a check register:

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

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

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

Voiding a Check

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

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

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

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

To void a check:

1. Click Transactions > Bank > Write Checks > List.
2. Click the **Edit** link for the check to be voided.

3. Click **Void**.
4. Create the voiding journal entry and then click **Save**.

For more information, see the help topic [Making Journal Entries](#).

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

Resetting Check Numbers

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

To reset check numbering:

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

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

Printing Checks

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

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

Your administrator can customize the layout of your printed forms using Advanced PDF/HTML templates or basic layouts. Advanced templates provide more customization capabilities than basic layouts. For more information, see the help topics [Advanced PDF/HTML Templates](#) and [Basic Printing Layouts](#).

Checks print in PDF format using Adobe Reader. Visit the [Adobe website](#) to download the latest version at no charge.

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

To print checks:

- Set your preferences for check printing. For more information, see [Setting Check Printing Preferences](#).
- Ensure that Adobe Reader is available.
- Order check printing forms from the Forms Fulfillment Center, a NetSuite partner at www.netsuiteforms.com. For more information, see [Forms Available for Check Printing](#).
- Print single checks or multiple checks. For more information, see [Printing a Single Check](#) and [Printing Checks for Multiple Transactions](#).

- For reprinting checks and trouble shooting, see [Handling Check Printing Problems](#).

To clear the printer queue, refer to Devices and Printers on your Start menu.

Setting Check Printing Preferences

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

To set check printing preferences:

1. Go to Setup > Company > Preferences > Printing & Fax.
2. Click the **Printing** subtab.
3. Under Check Printing, in the **Default Check Type** field, choose from two types of checks:
 - **Standard** – printed without a voucher, three checks per 8.5 x 11 inch sheet.
 - **Voucher** – printed at the top of an 8.5 x 11 inch sheet with voucher information printed at the bottom, one check per sheet.

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

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

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

Your administrator can customize the layout of your printed forms using Advanced PDF/HTML templates or basic layouts. Advanced templates provide more customization capabilities than basic layouts. For more information on customizing forms, see the help topics [Advanced PDF/HTML Templates](#) and [Basic Printing Layouts](#).

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

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

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

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

Adjusting Check Printing Position

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

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

Forms Available for Check Printing

You can use NetSuite to print two types of checks:

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

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



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

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

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

For more information on setting up check printing and aligning check forms, see [Setting Check Printing Preferences](#).

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

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

Printing a Check at the Form Bottom

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

Printing a Single Check

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

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

To print a single check:

1. Go to Transactions > Bank > Write Checks.
2. On the Check page, complete the information as appropriate. For more information, see [Writing Checks](#).

3. When finished, click **Save & Print**.

NetSuite displays the printout for your check in PDF format.

4. Place a blank check in your printer tray, starting with the check number that matches the number on the Check page.

When you print checks, the check number assigned to the check by NetSuite is printed in the upper right corner in a small font. It should not overlap the check number on preprinted check stock.

When you view your checks in the Adobe application before printing them, verify that the number NetSuite assigned to the check is the same as the number on your preprinted checks. To reset the check number, see [Resetting Check Numbers](#).

5. Click the printer button in the Adobe application.
6. To print multiple copies, specify the number on the print message that appears, then load the appropriate number of pages of blank paper after the blank check in your printer.
7. In the Page Handling section of the Print window, verify that **Page Scaling** is set to **None** and the boxes beneath it are not checked. Automatic scaling can cause difficulties printing checks.
8. Click **OK**.

Your administrator can customize the layout of your printed forms using Advanced PDF/HTML templates or basic layouts. Advanced templates provide more customization capabilities than basic layouts. For more information, see the help topics [Advanced PDF/HTML Templates](#) and [Basic Printing Layouts](#).

Printing Checks for Multiple Transactions

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

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

To print checks for multiple transactions:

1. Go to Transactions > Management > Print Checks and Forms and then click **Checks**.
NetSuite displays the Print Checks page.
2. To determine the order in which NetSuite prints the checks, click on a column header to sort by that column.

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

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

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

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

5. Click **Print Back to Front** if higher-number checks go into your printer before lower-number checks.
6. Choose the type of preprinted check.
 - Choose **Standard** to print a check without a payment voucher attached.
 - Choose **Voucher** to print a check with a payment voucher attached.
7. If you enabled the preference to use auto-generated numbers for vendors, you can sort the list of checks by the vendor names instead of by ID numbers. Click the header of the **Payee** column to sort checks by the payee name.
Set your preferences for autogenerated numbers at Setup > Company > Auto-Generated Numbers.
8. Check the box in the **Print** column next to each check you want to print.
9. Click **Print**.

To preview your checks:

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

Your administrator can customize the layout of your printed forms using Advanced PDF/HTML templates or basic layouts. Advanced templates provide more customization capabilities than basic layouts. For more information, see the help topics [Advanced PDF/HTML Templates](#) and [Basic Printing Layouts](#).

Handling Check Printing Problems

For more information on setting up check printing and aligning check forms, see [Setting Check Printing Preferences](#).

Reprinting a Check

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

To reprint a check:

1. Go to Transactions > Bank > Write Checks and then click List or Search to find the check.

2. Click the **View** link for the check.
3. Click **Void**.
4. On the Voiding Journal page, click **Save**.
5. Reopen the original bill transaction, refund transaction, or employee transaction in NetSuite.
6. Check the **To Be Printed** box.
7. Change the check number so that it matches your next blank check.
8. Repeat the printing process.

For detailed printing steps, see [Printing Checks for Multiple Transactions](#).

Print Scaling

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

Forgetting to Print a Check

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

To print a check at a later time:

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

For detailed printing instructions, see [Printing Checks for Multiple Transactions](#).

Your administrator can customize the layout of your printed forms using Advanced PDF/HTML templates or basic layouts. Advanced templates provide more customization capabilities than basic layouts. For more information, see the help topics [Advanced PDF/HTML Templates](#) and [Basic Printing Layouts](#).

Entering Non-Check Debits

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

To enter non-check debit transactions:

1. Go to Transactions > Bank > Write Checks.

2. On the Check page, verify that the correct bank account displays in the **Account** field.
3. Enter the payment information in the appropriate fields.
4. In the **Check Number** field, enter **Debit** or other text to indicate that the payment is not made by a check.
5. Click **Save**.

This debit displays on the register for the account.

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

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

1. Go to Transactions > Bank > Reconcile Bank Statement.
2. Click the **New Charges** subtab.
 - a. Fill in the appropriate information for the charge.
 - b. Click **Add**.
3. Complete the rest of the reconciliation.

For complete reconciliation instructions, see [Reconciling Bank Statements](#).

When you have cleared all the transactions listed on the statement and entered any additional transactions, the statement balance and cleared balance should match. Use the Difference field to track your progress.

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

Recording Cash Transactions Using Checks

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

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

To record a cash transaction:

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

For example, on the **Expenses** subtab, you might select a Beverage expense account, enter the customer, and select **Billable** to charge the expense to your customer.

7. Click **Save**.

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

Tracking Petty Cash



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

Tracking Petty Cash Using Journal Entries

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

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

For information about journal entries, see the help topic [Making Journal Entries](#).

Tracking Petty Cash Using the Write Checks Function

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

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

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

Transferring Funds

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

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


Information on transferring funds in this topic includes:

- [Transferring Funds Between Bank Accounts](#)
- [Transferring Funds to Non-Bank Accounts](#)


Transferring Funds Between Bank Accounts

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

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

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

- **Base currency bank account to foreign currency bank account** – You can transfer funds between a base currency bank account to any foreign currency bank account. In this transfer, the exchange rate is the rate between the subsidiary's base currency and that of the selected foreign currency. When you select the From and To bank accounts, NetSuite displays the default system exchange rate between the two currencies. When you enter a value in the From Amount field, NetSuite translates the value and displays it in the To Amount field. If you change the translated value in the To Amount field, NetSuite automatically updates the exchange rate to ensure it reflects the values in the two Amount fields. For example, you want to transfer 100 USD from a U.S. bank account to a bank account in the U.K. that uses GBP currency. NetSuite displays the default system exchange rate, which is 1.6. When you enter 100 in the From Amount field, NetSuite translates the value and displays 62.50 in the To Amount field. If you enter 130 in the To Amount field, NetSuite updates the exchange rate field to 0.7692307692307693 (= 100/130). In this case, the G/L impact is in base currency, USD 100.

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

To enter a funds transfer:

1. Go to Transactions > Bank > Transfer Funds.
2. In the **From Account** field, select the source account containing the funds that you want to transfer.

The balance of this account and its currency denomination appear next to the **From Account** field.


3. In the **To Account** field, select the target account to receive the funds.
The balance of this account and its currency denomination appear next to the **To Account** field. The **Exchange Rate** between the currencies in the two accounts displays below the two currency denominations.
4. Select the posting period for this transfer.
The period must be an open period.
5. Accept or select the date in the **Date** field.
6. In the top **Amount** field, enter the amount of funds, in the account's currency, to be transferred from the account identified in the **From Account** field.
The second **Amount** field displays the amount to be transferred into the account identified in the **To Account** field, after currency translation.
7. Enter an optional memo.
8. Enter a department, class, or location if appropriate.
9. Click **Save**.

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

Transferring Funds to Non-Bank Accounts

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

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

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

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

To make a general journal entry:

1. Go to Transactions > Financial > Make Journal Entries.
2. On the Journal page, enter the appropriate information as directed by instructions in the topic [Making Journal Entries](#).

Company Credit Cards

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

Information on using company credit cards in this topic includes:

- [Creating Company Credit Card Accounts](#)
- [Entering Company Credit Card Charges](#)
- [Paying the Company Credit Card Bill](#)
- [Reconciling Credit Card Statements](#)

Creating Company Credit Card Accounts

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

To add a new company credit card account:

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

To modify an existing company credit card account:

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

Entering Company Credit Card Charges


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

If you want to import credit card charges, see the help topic [Credit Card Charge Import](#).

If you want to import bank or credit card statements, see [Importing Online Bank Statements](#).

To enter credit card transactions:


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

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

3. Under Primary Information, enter a reference number from the credit card transaction, if required.
4. In the **Vendor** field, select the entity you are paying (or the entity who is crediting you for a previous purchase).

The currency field defaults from the entity record.


In NetSuite OneWorld, the subsidiary displays under Classification.

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

5. In the **Account** field, select the credit card account for this transaction.

The current balance of the credit card account displays in the **Balance** field.

In a NetSuite OneWorld, the list displays only credit card accounts with the same currency as the vendor currency.

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

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

Expenses

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



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

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

Items

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



Note: If you use NetSuite OneWorld and have shared the selected vendor with multiple subsidiaries, the item price is based on the item definition between the vendor and the selected subsidiary. Therefore, changing the subsidiary could change the item price.

3. Click **Add**.
4. Repeat these steps for each item you want to put on this credit card.

Tax Details

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

Relationships

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

Communication

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

The **Balance** field displays the current balance for the credit card account. After you have entered each individual transaction, the balance for the account chosen should match the balance on your credit

card statement, assuming you have not made additional charges since the credit card statement was printed.

Accounting Books

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

Tax Reporting

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

Save the credit card transaction.

Paying the Company Credit Card Bill


To make a payment for the company credit card:

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

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

To process a credit refunded by the credit card company, see [Reconciling Credit Card Statements](#).

Reconciling Credit Card Statements

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

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


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

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

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

You can mark a credit card transaction as cleared from the chart of accounts if it has gone through, but does not yet appear on the statement. Go to Reports > Financial > Chart of Accounts. Click the name of the account linked to the credit card. Check the box in the **Clr** column if a transaction is cleared, but not yet reconciled.

When you reconcile a transaction, it is automatically marked cleared. Transactions must be both cleared and reconciled before closing a period.

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

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

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

To reconcile a credit card statement:

1. Go to Transactions > Bank > Reconcile Credit Card Statement. You can also access this page by clicking the **Reconcile** link for a transaction on the credit card's ledger account register.
2. In the **Account** field, select the credit card you are balancing.


If you use NetSuite OneWorld, the subsidiary associated with this account displays in the **Subsidiary** field.

The **Last Reconciled Balance** field displays the balance of this account from the last time you reconciled your credit card statement. If it is incorrect, ensure that all previous reconciliations are complete and accurate.

3. In the **Statement Date** field, enter or pick the date of the statement.
4. In the **Start Date** field, enter the beginning of the reconciliation period.
5. In the **Ending Statement Balance** field, enter the closing balance on the statement.

The **Reconciled This Statement** field updates as you check off transactions.

The **Difference** field keeps track of the difference between the **Ending Statement Balance** and the combined total of the **Last Reconciled Balance** and **Reconciled This Statement** fields.

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

Payments and Credits

1. Click the **Payments and Credits** subtab.

This subtab displays payments and credits to be reconciled.

If you make a general journal entry against a credit card account, the entry on the **Payments and Credits** subtab displays in the **Credit** column in the register for the account.

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

The **Date** column displays the date of the transaction.

Click the link to view the original transaction.

The **Type** column displays the transaction type.

The **Tran No.** column displays the check number reference.

Click the link to view the original transaction.

The **Payor** column displays to whom payments were made.

Click the link to view the entity record.

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

The **Amount** column displays the total amount of the transaction.

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



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

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

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

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

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

Charges and Cash Advances

1. Click the **Charges and Cash Advances** subtab.

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

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

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

The **Date** column displays the date of the transaction.

Click the link to view the original transaction.

The **Type** column displays the transaction type.

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

Click the link to view the original transaction.

The **Payee** column displays to whom payments were made.

Click the link to view the entity record.

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

The **Amount** column displays the total amount of the transaction.

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

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

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

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

- To reconcile all deposits and credits, click **Mark All**.
 - If you mark credit card transactions as **Cleared** on an ongoing basis, when you open a reconciliation you can click **Mark All Cleared to Reconcile**. This button updates all transactions that are already cleared to be marked for reconciliation. Then, each transaction does not need to be marked individually.
3. If you want to select and reconcile all transactions, click **Mark All**.

New Charges

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

If you use NetSuite OneWorld, note the following:

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

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

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

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

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

New Credits

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

If you use NetSuite OneWorld, note the following:

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

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

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

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

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

3. Repeat for each credit.

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

Use a balance adjustment journal entry to manage any difference.

Use the **Difference** field to track your progress in matching these balances.

When you have finished, choose one of three options:

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

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

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

Account Statement Import

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

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


After importing a statement, match and reconcile transactions on the Reconcile Account Statement page. For details, see [Account Statement Matching and Reconciliation](#).

Information on importing account statements in this topic includes:

- [Supported File Formats for Account Statement Import](#)
- [Importing Online Bank Statements](#)
- [Viewing Imported Account Statements](#)
- [Deleting Imported Statements](#)


Supported File Formats for Account Statement Import

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


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

The online file you download for an account is not an actual bank statement that includes balances. The file contains the list of transactions that cleared the bank for a range of dates.

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


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

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

 **Note:** NetSuite supports the BAI2 format with UTF-8 encoding for the following banks: TD, Wells Fargo, US Bank, JP Morgan Chase, and Bank of America Merrill Lynch.

- CAMT.053.001.06 XML with UTF-8 encoding – file format in compliance with ISO 20022 and used by SWIFT. This statement file can contain end-of-day bank transactions for multiple bank accounts.
- CSV with UTF-8 encoding – files with the .csv extension. This statement file must also adhere to the provided CSV template and constraints. See [Preparing CSV Files for Import](#).
- OFX (Open Financial Exchange) – file format sponsored by Intuit, Microsoft, and Fiserv (CheckFree). It is commonly used with Microsoft Money.

- QFX (Quicken Financial Exchange) – file format developed by Intuit and is used with their Quicken software. It is a variant of the OFX file format.


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

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

Preparing CSV Files for Import

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

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

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

To ensure successful import, the column headings must be in the first row in the specified order: Date, Name, Transaction ID, Transaction Type, Amount, Memo. The following column data is required:

- Date (MM/DD/YYYY) – The transaction date. Content must be in the format of MM/DD/YYYY.
- Payee/Payer Name – Payee or Payer name. There is a limit of 70 characters.
- Transaction ID – Unique Bank Transaction or Reference ID. This can also be populated with the check number. There is a limit of 90 characters.
- Transaction Type – Values in this column must be one of the following transaction types, all uppercase: CREDIT, DEBIT, CHECK, PAYMENT, ACH, INTEREST, DEPOSIT, TRANSFER, FEE, OTHER.
- Amount – The amount column must be a single column. If your file contains CREDIT and DEBIT columns, combine them into a single amount column. Positive amounts are CREDITS. Negative amounts are DEBITS, and must begin with a minus sign or be in parentheses.

The amount column must not contain currency symbols or commas instead of decimal places. The amount currency should be in the same currency as the selected account.

- Memo – There is a limit of 4000 characters for the memo.

If present, remove the following:

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

Importing Online Bank Statements

To use online banking, you must first download the account statement from your financial institution or credit card company and then import the statement into your NetSuite account.

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



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

After importing a statement, match and reconcile transactions. If you want to use the Reconcile Account Statement page for an account, check the **Use Imported Statement Reconciliation Form** box in the Edit Bank Account page. For details, see the help topic [Editing an Account](#). For details on using the Reconcile Account Statement page, see [Account Statement Matching and Reconciliation](#).

To go back to using the original reconciliation pages, clear the **Use Imported Statement Reconciliation Form** box in the Edit Bank Account page. See the help topic [Editing an Account](#).

To import online banking data:

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



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

2. Give the statement file a name. There is a limit of 50 characters for the file name length, including extension.
3. For the relevant account(s), ensure that the required Bank Import Mapping fields are set in the Account page. For details, see the help topic [Editing an Account](#).
4. Go to Transactions > Bank > Import Online Banking Data.
5. On the Online Banking Data Upload page, click **Choose File**.




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

6. Select the name of the file you want to import.
7. If applicable, in the **Account** field, select the bank or credit card account for this import.
If you upload a CAMT.053.001.06-formatted XML, BAI2-formatted TXT, or CSV file, NetSuite finds the matching account and disables this field.
8. In the **Character Encoding** field, select the method of character encoding associated with the file.
If you upload a CAMT.053.001.06-formatted XML, BAI2-formatted TXT, or CSV file, character encoding is not applicable, and NetSuite disables this field.
 - **(Unicode) UTF-8 encoding:** UTF-8 character encoding is a variable-width encoding that can represent every character in the Unicode character set and has become the dominant character encoding.
If you intend to use this format, ensure your file contains valid UTF-8 characters. You may have to use a third party editor to convert your file to UTF-8 prior to the import into NetSuite. Some editors append the BOM (Byte Order Marker) to the beginning of the file indicating that it is UTF-8 encoded.
 - **Western (Windows 1252) encoding:** Windows 1252 encoding is a character encoding of the Latin alphabet, used by default in the legacy components of Windows in English and some other Western languages.

- **Western (ISO-8859-1) encoding:** ISO-8859-1 encodes what is commonly referred to as “Latin alphabet no. 1,” consisting of 191 characters from the Latin script. This character encoding is used throughout the Americas, Western Europe, Oceania, and much of Africa. It is also commonly used in most standard romanizations of East Asian languages.
- **Chinese Simplified (GB18030):** GB18030 is the registered Internet name for the official character set of the People's Republic of China (PRC), superseding GB2312. This character set is formally called “Chinese National Standard GB 18030-2005: Information technology -- Chinese coded character set.” GB abbreviates Guójiā Biāozhūn, which means national standard in Chinese. (This description is cited from Wikipedia.) This option is the default when the Chinese language preference has been selected.
- **Japanese (Shift-JIS) encoding:** Shift-JIS character encoding is the most widely used format for supporting the Japanese language. This option is the default for the Japanese edition and when the Japanese language preference has been selected.
- **(Western) MacRoman:** MacRoman encoding is the basis for most popular 8-bit character sets including Windows-1252 and the first block of characters in Unicode.

9. If you are uploading a QIF file, select a date format.

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

10. Click **Submit**.

NetSuite displays the Confirmation for Online Banking Data page, providing the number of imported transactions and automatic matches.

For more information on how NetSuite matches transactions, see [Using Intelligent Transaction Matching for Account Statements](#).

11. Click **OK**.

To view the imported online bank statement, go to Transactions > Bank > Import Online Banking Data > List and then click **View**.

After importing a statement, manually resolve the unmatched transactions. For more information, see [Matching Transactions](#).

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

 **Note:** If you want to use the Reconcile Account Statement page for an account, check the **Use Imported Statement Reconciliation Form** box in the Edit Bank Account page. For details, see the help topic [Editing an Account](#).

Viewing Imported Account Statements

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

To import a bank or credit card statement, see [Importing Online Bank Statements](#).

To view the imported statement:

1. Go to Transactions > Bank > Import Online Banking Data > List.

You can create a saved search to quickly locate a specific set of imported transactions. Click **Search** to define your saved search. For information about saved searches, see the help topics [Saved Searches](#) and [Defining a Saved Search](#).

The information provided on this page includes the following:

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

If you do not want to see failed and deleted imports in the list, you can modify the Bank Import Status filter to only show Completed imports in the list. You should view the details associated with an imported statement to ensure that each transaction properly imported and to troubleshoot any transaction that may impact reconciliation.
- **Created** – This value represents the system date and time that a specific statement was imported.
- **Status** – If the filter is set to All, the default values are Completed, Failed, and Deleted.
- **User** – This value represents the user who imported the file. If a statement was deleted, this value represents the user who deleted the imported statement.
- **Reconcile** – Clicking this link takes you to the Reconcile Account Statement page to match and reconcile the imported transactions.

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


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

- **Bank Statement Number** – This is the internal ID associated with this statement record. To view this value, you must enable the user preference Show Internal IDs at Home > Set Preferences.
- **Import Status** – The values are Completed, Failed, and Deleted.
- **File Name** – This is the file name of the statement that was imported. This name is provided regardless of whether the import completed, failed, or succeeded but was deleted.
- **User** – This value represents the user who imported the file. If you view a deleted statement, this value represents the user who deleted the imported statement.
- **Character Encoding** – If applicable, this value represents the character encoding used for the imported file. For information about the available encoding methods, see the help topic [Choose Import Character Encoding](#).
- **Date Format** – If applicable, this value represents the date format selected for the import on the Online Banking Data Upload page.

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


- **Transaction Date** – This is the date on which the transaction occurred.
- **Name** – This is the name of the merchant or payee.
- **Transaction ID** – This is the transaction ID or check number, if available.
- **Memo** – This is the memo for the transaction, if available.
- **Amount** – This is the transaction amount.
- **Account** – This value represents the account to which the transaction belongs. One statement can contain transactions from multiple accounts.
- **Duplicate** – This value can be Yes or No. If Yes, the system detected that a transaction with these values already exists in the system from a previous import. If the transaction is not a

duplicate, click **Edit** and then clear the **Duplicate** box. You only have the ability to clear the box. You cannot manually mark duplicate transactions.


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

Deleting Imported Statements

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

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

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

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

To delete an imported statement:

1. Go to Transactions > Bank > Import Online Banking Data > List.
2. For the statement you want to delete, click **Edit**.
3. Under **Actions**, click **Delete**.
4. In the confirmation popup message, click **OK**.

NetSuite deletes the statement, including all of its transactions.

Bank Account Reconciliation and Reporting

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

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

Information on bank account reconciliation in this topic includes:

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

Reconciling Bank Statements

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

Reconcile your bank statement against your bank account register to keep your NetSuite account accurate.

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

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


For information about reconciling transactions that were previously reconciled and subsequently canceled, see [Troubleshooting Reconciliation History Reports](#).


If you void a check, reconcile the voiding journal entry. For details on voiding checks, see [Voiding a Check](#).

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

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

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

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

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


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

For permissions to reconcile bank statements, see the help topic [Standard Roles Permissions Table](#).

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

To reconcile your bank statement:

1. Go to Transactions > Bank > Reconcile Bank Statement.
2. In the **Account** field, select the bank account you are reconciling.
The selected bank account determines the default subsidiary and currency. This filters the open transactions at the line level.

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


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

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

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

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

NetSuite calculates the **Difference** field amount by subtracting the combined amounts of the **Last Reconciled Balance** and **Reconciled This Statement** from the **Ending Statement Balance**.

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

Deposits and Credits

1. Click the **Deposits and Credits** subtab.

This subtab shows deposits and credits to be reconciled.

A **Yes** shows in the **Cleared** column for all transactions that have been marked as cleared through the bank on the account register.

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

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

As you check transactions, the **Reconciled This Statement** field is updated, and the total of those transactions shows on the **Deposits and Credits** subtab.

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



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

Checks and Payments

1. Click the **Checks and Payments** subtab.

This subtab shows checks and payments that need to be reconciled. Credit card refund transactions also show on this subtab.

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

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

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

As you check transactions, the **Reconciled This Statement** field is updated, and the total of those transactions shows on the subtab.

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



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

New Charges

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

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

If you use NetSuite OneWorld, note the following:

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

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

- **Accounts** are restricted to non-bank accounts associated with the same subsidiary and currency as the selected bank account.
- Only classes, departments, and locations associated with the same subsidiary as the bank account are available.

3. Repeat this process for each reconciled charge.

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

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

New Deposits

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

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

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

If you use NetSuite OneWorld, note the following:

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

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

- **Accounts** are restricted to non-bank accounts associated with the same subsidiary and currency as the selected bank account.
- Only classes, departments, and locations associated with the same subsidiary as the bank account are available.

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

3. Repeat this process for each reconciled deposit.

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

When finished, choose one of three options:


- Click **Save** to reconcile your bank statement.

- Click **Save & Print** to save and print your reconciliation.
- Click **Complete Later** to save your reconciliation until you return to submit or print it.

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

Entering Transactions While Reconciling

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

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

To enter new transactions while reconciling a bank statement:

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

For more information, see [Bank Account Reconciliation and Reporting](#).

To enter new transactions while reconciling a credit card statement:

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

For more information, see [Reconciling Credit Card Statements](#).

Completing a Reconciliation at a Later Time

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

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



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

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

Deleting a Reconciliation



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

For more information on the Reconcile Account Statement page, see [Account Statement Matching and Reconciliation](#).

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

To delete a statement reconciliation:

1. Depending on the type of statement you need to delete, do one of the following:
 - For bank statements, go to Transactions > Bank > Reconcile Bank Statement.
 - For credit card statements, go to Transactions > Bank > Reconcile Credit Card Statement.
2. Enter the date of the reconciled statement.
This is the date from the **Statement Date** field.
3. From the **Actions** menu, click **Delete**.

You are prompted to confirm deletion of the reconciliation.

4. Click **OK** to confirm the deletion.



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

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

Printing Reconciliation Reports

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

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

To print a bank statement reconciliation report:

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

To print a credit card statement reconciliation report:

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

Bank Register Report

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

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

To view the Bank Register report:

Go to Reports > Banking/Budgeting > Bank Register.

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

The report includes the following:

- Account - bank account number and name
- Number - transaction number or reference
- Payee - person or company
- Account - financial account affected by transaction
- Deposit - amount of deposit
- Payment - amount of withdrawal or payment
- Balance - previous balance amount plus or minus the transaction amount

Customize the report to add fields or change the report layout. You cannot customize the check register.

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

To change the bank account for the Bank Register report:

1. Go to Home > Set Preferences.
2. In the Reporting section of the Analytics subtab, select the bank account you want to view in the **Default Bank Account** field.

Reconciliation Summary Report

The Reconciliation reports show cleared and outstanding transactions for the account on which you choose to report.

The Reconciliation Summary report provides a summary of your reconciliation for a bank account and provides balances for each item. In addition to reconciled and unreconciled items, included are:

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

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

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

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

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

To view the Reconciliation Summary report:

Go to Reports > Banking/Budgeting > Reconciliation.

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

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

Reconciliation Detail Report

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

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

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

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

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

For details on reconciling, see [Reconciling Bank Statements](#).

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

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

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

To see a Reconciliation Detail report:

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

NetSuite loads and displays your report.

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

Reconciliation History Report

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


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

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

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

To view the Reconciliation History report:

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

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

Troubleshooting Reconciliation History Reports

Reconciliation History reports only display reconciled items.

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

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

Account Statement Matching and Reconciliation

Note: To use the Reconcile Account Statement page, you must have the proper permissions assigned to your role. See [Setting Reconciliation Permissions](#).

When you import your account statements into NetSuite, you can efficiently match and reconcile transactions on the same page, without requiring Excel or third-party tools. The Reconcile Account Statement page shows side-by-side lists of imported Statement Transactions and GL Transactions in NetSuite. You can filter the list and then select one or more from each list to choose matches. As you match, Account Reconciliation saves the work for the account as you go, so you can choose to complete it at a later time. When you come back to the Reconcile Account Statement page and select the account, the page shows the work in progress.

Transactions that are matched in the Reconcile Account Statement page are also marked as cleared. For accounts that use the Reconcile Account Statement page, the **Clr** box in the account register is Read Only.

This page replaces the Online Bank Statement page and the reconciliation process from previous versions.

If you want to use the Reconcile Account Statement page for an account, check the **Use Imported Statement Reconciliation Form** box in the Edit Bank Account page.

If you want to import CAMT.053.001.06-formatted XML or BAI2-formatted TXT files, ensure that the required Bank Import Mapping fields are also set in the Account page. For details, see the help topic [Editing an Account](#).

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

The original reconciliation pages are still available. To use the original pages, clear the **Use Imported Statement Reconciliation Form** box. For details, see [Reconciling Bank Statements](#) and [Reconciling Credit Card Statements](#).

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


- [Setting Reconciliation Permissions](#)
- [Using Intelligent Transaction Matching for Account Statements](#)
- [Matching Transactions](#)
- [Reconciling Account Statements](#)
- [Account Reconciliation Reports](#)

Setting Reconciliation Permissions

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

- **Accounts** – Enables you to view and select accounts on the Reconcile Account Statement page and Custom Matching Rule window. Your user role must have view-level access at a minimum.
- **Import Online Banking File** – Enables you to access the Online Banking Data Upload page and import statement transactions (formerly named "Import Online Banking (QIF) File"). Access levels include:

- Full or Create – Ability to access the Online Banking Data Upload page, import files, view import details, delete imported files, and edit duplicate flags.
- Edit – Ability to access the Bank Statement Import page, view import details, and edit duplicate flags.
- View – Ability to access the Bank Statement Import page and view import details.
- **Matching Rules for Online Banking** – Enables you to access the Reconciliation Matching Rules page. Access levels include:
 - Full, Edit, or Create – Ability to access the Reconciliation Matching Rules page. Create, edit, and delete matching rules, and change the order of the custom rules.
 - View – No access.
- **Reconcile Reporting** – Enables you to access the Reconciliation History Report, Reconciliation Detail Report, and Reconciliation Summary Report.
- **Reconcile** – Enables you to access the Reconcile Account Statement page and match transactions. Some roles may have the Edit or only the View access level.
The Account Reconciliation Summary portlet is also on your dashboard by default.
 - Edit – Ability to access the Reconcile Account Statement page, match transactions, and close a reconciliation.
 - View – Ability to access the Reconcile Account Statement page and transaction details.

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


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

- **Subsidiary Restrictions** – For example, an employee of Subsidiary A can only access Subsidiary A's account list, by default. However, if the user role has the **Allow Cross-Subsidiary Record Viewing** setting enabled, the account list contains all the available accounts for the user to reconcile.
- **Department, Class, or Location Restrictions** – For example, if your role has the Department Restriction set to **own, subordinate, and unassigned**, and has access to department A, you can only see accounts in department A, as well as its children or unassigned accounts. You cannot access an account from department B.

Using Intelligent Transaction Matching for Account Statements

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

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

 **Note:** In this section, a transaction number refers to a check number, transaction ID, or reference number.

For details on how NetSuite groups transactions, see [Grouping Multiple Transactions](#).

To rerun the matching rules, delete the imported statement and then re-import the statement file.

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

To view automatically-matched transactions, go to Transactions > Bank > Reconcile Account Statement and then click **Matched**.

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

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

- [Match on Transaction Number and Amount](#)
- [Match on Amount and Transaction Number without Prefixes and Leading Zeros](#)
- [Match on Amount when Date is within 90 Previous Days](#)

Match on Transaction Number and Amount

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

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

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

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

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

Match on Amount and Transaction Number without Prefixes and Leading Zeros

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

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

Intelligent Transaction Matching successfully matches the transactions if:

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

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

Match on Amount when Date is within 90 Previous Days

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

Intelligent Transaction Matching successfully matches the transactions if:

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

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

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

Viewing Default and Custom Transaction Matching Rules

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

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

To view the default and custom rules:

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

Creating Custom Transaction Matching Rules

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

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

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


 View the Custom Transaction Matching Rule video for 18.1.

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


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

To create a new matching rule:

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

 **Note:** The permissions on your user role determines the accounts that you can view and edit. If you do not have the permissions to see a particular account, it does not appear in the list. For details, see [Setting Reconciliation Permissions](#).

5. To include an account for your custom rule, check the box for the account.


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

You must include at least one account.

NetSuite only runs the custom rule against transactions for the selected accounts.

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

The options available in the list depend on the selected Transaction Type.


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

9. From the **Operator** list, select an operator for the matching rule.
The selected Transaction Type and Primary Field determine which options are available in the list. Operators include:

- **Equals** – Specifies that the selected fields must be equal. For example, the NetSuite date must equal the imported date.
 - **Equals (Ignore Prefix)** – Specifies that the selected fields must be equal, but ignores any alphabetic prefix or leading zeros on each transaction. For example, the Transaction ID 2134 still matches N2134.
 - **Before** – Specifies that the selected transaction type date can be before the other selected transaction type date. For example, the NetSuite date can be before the imported date.
 - **After** – Specifies that the selected transaction type date can be after the other selected transaction type date. For example, the NetSuite date can be after the imported date.
 - **Within x Previous Days of** – Specifies the number of days by which a date match can vary. A matching date can be the same as or up to the specified number of days before the other date.
10. If you need to enter a value input (and the selected operator is Equals, Equals (Ignore Prefix), or Within x Previous Days of), in the **Value** field, enter the appropriate alphanumeric value.
 11. From the second **Transaction Type** list, select the second transaction type for this rule condition, if it is not already selected by default.


The previously selected Transaction Type determines which options are available in the list. For example, if you chose an imported type first, this Transaction Type list displays only NetSuite types. For information on choosing the appropriate transactions types, see [Transaction Types in Matching Rules](#).
 12. From the **Compare Field** list, select the other field on which the system runs this matching rule condition, if it is not already selected by default.

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

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

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

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

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

14. To save and create your new custom rule, click **Save**.
The new rule appears under the Custom Rules heading.
15. To assign the order in which NetSuite runs the rules, drag and drop the rules into the desired order.

Transaction Types in Matching Rules

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

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

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

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

- Cash Sale
- Customer Refund (not supported for the Check Number field)
- Customer Credit (not supported for the Check Number field)
- Cash Refund (not supported for the Check Number field)

The following table demonstrates how you can map transaction types.

| Imported Statement Transaction Types | NetSuite G/L Transaction Types |
|--------------------------------------|--------------------------------|
| ACH | Bill Payments |
| | Checks |
| | Customer Payments |
| | Deposits |
| | Journal Entries |
| | Transfers |
| Checks | Bill Payments |
| | Checks |
| | Customer Payments |
| | Deposits |
| | Journal Entries |
| | Transfers |
| | Credit Card Refunds |
| Credits | Customer Payments |
| | Deposits |
| | Journal Entries |
| | Transfers |
| | Credit Card Refunds |
| Debits | Bill Payments |
| | Checks |
| | Journal Entries |
| | Transfers |
| | Credit Card Charges |
| Deposits | Checks |
| | Credit Card Refunds |
| | Customer Payments |

| Imported Statement Transaction Types | NetSuite G/L Transaction Types |
|--------------------------------------|--------------------------------|
| | Deposits |
| | Journal Entries |
| | Transfers |
| Fees | Checks |
| | Credit Card Charges |
| | Deposits |
| | Journal Entries |
| Interest | Checks |
| | Credit Card Charges |
| | Deposits |
| | Journal Entries |
| Others | Bill Payments |
| | Customer Payments |
| | Journal Entries |
| | Transfers |
| | Checks |
| | Deposits |
| | Credit Card Charges |
| | Credit Card Refunds |
| Payments | Bill Payments |
| | Checks |
| | Credit Card Refunds |
| | Deposits |
| | Journal Entries |
| | Transfers |
| Transfers | Bill Payments |
| | Checks |
| | Credit Card Refunds |
| | Journal Entries |
| | Transfers |

Custom Matching Rule Example

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

This section provides an example of a custom matching rule.

Match on Memo when Date is within Two Days

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

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

Custom Matching Rule

Save **Cancel**

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

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

ACCOUNTS **RULE CONDITIONS**

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

| TRANSACTION TYPE | PRIMARY FIELD | OPERATOR | VALUE | TRANSACTION TYPE | COMPARE FIELD | |
|------------------|----------------|---------------------------|-------|------------------|---------------|-----|
| All Imported | Transaction ID | Equals (Ignore Prefix) | | All NetSuite | Memo | - |
| All Imported | Date | Within x Previous Days of | 2 | All NetSuite | Date | - + |

Inactivating Transaction Matching Rules

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

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

To inactivate custom matching rules:

1. Go to Transactions > Bank > Reconciliation Matching Rules.
2. Under the Active column, in the row for the rule you want to inactivate, clear the box.

NetSuite stops running the rule for subsequent imports, but the rule is still in the list.

3. To activate the rule again, check the box.

Bank Transaction Matching Types

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

NetSuite supports the following types of matches:

- [One-to-One Transaction Matches](#)
- [Many-to-One Transaction Matches](#)
- [One-to-Many Transaction Matches](#)
- [Many-to-Many Transaction Matches](#)

One-to-One Transaction Matches

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

Unique Reference

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

Unique Reference by Combination

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

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

Many-to-One Transaction Matches

There can be situations where a unique reference is not found between the two sets of transactions. The reference may be found in multiple transactions in the imported statement. For example, the financial clerk might combine several bank transfers on the bank statement into a single journal in NetSuite.

The system default rule [Match on Transaction Number and Amount](#) can group multiple imported transactions by transaction number and then match them with a single NetSuite general ledger transaction with the same transaction number.

For details on how NetSuite groups transactions, see [Grouping Multiple Transactions](#).

One-to-Many Transaction Matches

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

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

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

For details on how NetSuite groups transactions, see [Grouping Multiple Transactions](#).

Many-to-Many Transaction Matches

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

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

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

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

For details on how NetSuite groups transactions, see [Grouping Multiple Transactions](#).

Grouping Multiple Transactions

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

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

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

Matching Transactions

The Reconcile Account Statement page shows side-by-side lists of imported Statement Transactions and GL Transactions in NetSuite. These are unreconciled transactions.

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

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

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

To refine the date range for the GL Transactions list, use the date selector on the right-hand side, above the GL Transactions pane.

If you close a statement, and then later receive more transactions for the reconciled date range, you cannot view or match these transactions. To include the additional transactions, delete the reconciled statement and create a new reconciliation. To delete the reconciled statement, see [Deleting Reconciled Statements](#). To avoid this situation, choose a Statement End Date in the past.

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

You can create journal entries during the matching process by clicking **Create JE**. You cannot add new deposits or checks from the Reconcile Account Statement page.

To create deposits, go to Transactions > Bank > Make Deposits. For details, see [Making Deposits](#).

To create checks, go to Transactions > Bank > Write Checks. For details, see [Writing Checks](#).



Note: Transactions that are matched in the Reconcile Account Statement page are also marked as cleared. You can no longer manually mark transactions as cleared.

For accounts that have the Use Imported Statement Reconciliation Form box checked, the **Clr** box in the account register is Read Only and transactions cannot be manually cleared.



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

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

To match imported statement transactions with GL transactions in NetSuite:

1. Go to Transactions > Bank > Reconcile Account Statement.
The Reconcile Account Statement page displays the **Unmatched** subtab by default.
2. From the **Account** list, select the bank or credit card account for which you want to perform matching and reconciliation.
If you have just imported a CAMT.053.001.06-formatted XML or BAI2-formatted TXT file containing multiple accounts, the accounts appear in the Account list with dots beside them. The dots indicate that the accounts require reconciliation. The indicators only appear immediately following import.




Note: If you want an account to be available in this list, check the **Use Imported Statement Reconciliation Form** box in the Edit Bank Account page.


NetSuite displays the imported Statement Transactions and GL Transactions for the selected account. NetSuite also displays the currency for the selected account.

The **Last Reconciled Balance** field provides the balance of this account from the last reconciled statement.

3. To set the date range for transactions to be matched and reconciled:
 - The **Statement Start Date** field is the beginning of the reconciliation period and is Read Only. If there is a previously reconciled statement, the day after the Last Reconciled Date is the value (for example, if the Last Reconciliation Date is 01/31/2017, the value is 02/01/2017). Unreconciled transactions before this date do not display in the transaction lists.


- The **Statement End Date** field is the end of the reconciliation period. The field is populated with the end date from the imported statement, if available. Unreconciled transactions after this date do not display in the transaction lists.

 **Warning:** If you close a statement with the end date as the current date, and then receive more transactions later that day, you cannot choose these transactions for the next reconciliation statement. To avoid this situation, choose a Statement End Date in the past (for example, the day before the current date). If you close a statement, and then later receive more transactions for the reconciled date range, you cannot view or match these transactions. To include the additional transactions, delete the reconciled statement and create a new reconciliation. To delete the reconciled statement, see [Deleting Reconciled Statements](#). To avoid this situation, choose a Statement End Date in the past.

 **Note:** The date range applies to both transaction panes. To refine the date range for the GL Transactions list, use the date selector on the right-hand side, above the GL Transactions pane.

4. In the **Ending Statement Balance** field, enter or edit the closing balance on the statement, if required. The field is populated with the ending balance from the imported statement, if available.
5. To filter the Statement Transactions or the GL Transactions list:
 - In the **Search** field, start typing the text or number value to search on. As you type, NetSuite narrows the search suggestions in the list.
When entering a date, use a date format consistent with the displayed format in the page (as set in the User Preferences). For example, if you use a long date format (May 1, 2016), enter **May** to search for a date in May. When entering a year, use four digits (for example, 2017). If you use a short date format, always use two digits for the month or day (for example, 05/01/2016).
 - From the **Type** list, select a transaction type.
 - To sort by column, click the column header.

If the number of transactions in the lists exceed the page limit, click the arrows to see the next or previous page of results.
6. If you require more information on the general ledger transactions during the matching process, click the links in the GL Transactions list:
 - To view the record of a NetSuite general ledger transaction, click **Date** or **Tran No.** in the row.
NetSuite opens the transaction record in a new window.
 - To view the record of the payee on a NetSuite general ledger transaction, click **Name** in the row.

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


7. To match transaction items:
 - a. Check the box for one item (or multiple items) from the Statement Transactions list and then select one item (or multiple items) from the GL Transactions list.
You can make one-to-one, one-to-many, many-to-one, and many-to-many matches. For example, you may have a single imported transaction that matches two general ledger

transactions, which might include an adjustment item. For more information, see [Bank Transaction Matching Types](#).

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

- b. When the difference between the selected Statement Transactions and GL Transactions is zero, in the **Match Difference** field, click **Match**.

NetSuite removes the matched transactions from the unmatched lists.

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

NetSuite updates the **Reconciled This Statement** field as you match transactions. NetSuite also updates the field if you change the account, statement date range, or undo matches.

NetSuite updates the **Difference** field as you match transactions.

The **Difference** field displays the amount that you must match and reconcile. When the field value is zero, you are ready to close (reconcile) the statement.

8. To complete matching at a later time, you can navigate to another page.


NetSuite automatically saves the work for the account as you go. When you come back to the page and select the account, the page shows the work in progress.

9. To create a journal entry during the matching process:

- a. Click **Create JE**.

NetSuite opens your preferred Journal Entry in a new window, and sets a default Date:

- If there are one or more imported transactions in the bottom matching drawer, the default is the date of the first imported transaction.
- If there are no imported transactions in the drawer, the default is the current date.

 **Note:** The memos that appear in the GL Transactions list on the Reconcile Account Statement page are the Memo field values from the Journal Entry headers, not the transaction line-level memos.

- b. When you finish making changes, click **Save**.


NetSuite saves the journal entry.

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

The new Journal Entry appears in the list.

For details on creating journal entries, see the help topic [Working with Journal Entries](#).

10. When you finish matching transactions and the **Difference** field is zero, close (reconcile) the statement. See [Reconciling Account Statements](#).


 **Note:** To view the matched transactions, click the **Matched** subtab. To reconcile all the matched transactions, you must close the statement for the specified date range.

Viewing Matched or Unmatched Items

When you open the Reconcile Account Statement page, the page displays the unmatched transactions view. You can switch between matched or unmatched transactions.

The Matched subtab shows all the automatically-matched and manually-matched transactions.


To reconcile all the matched transactions, you must close the statement for the specified date range.

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

To manually match the transactions again, see [Matching Transactions](#).

To view matched transactions:

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

 **Note:** If you want to use the Reconcile Account Statement page for an account, and have the account available in this list, check the **Use Imported Statement Reconciliation Form** box in the Edit Bank Account page.

3. Click the **Matched** subtab.
NetSuite displays the list of unreconciled matches.
4. To filter the list by date:
 - The **Statement Start Date** field is the beginning of the reconciliation period and is Read Only. If there is a previously reconciled statement, the day after the Last Reconciled Date is the value (for example, if the Last Reconciliation Date is 01/31/2017, the value is 02/01/2017). Unreconciled transactions before this date do not display in the transaction lists
 - The **Statement End Date** field is the end of the reconciliation period. The field is populated with the end date from the imported statement, if available. Unreconciled transactions after this date do not display in the transaction lists.

The **Reconciled This Statement** field displays the amount total of the matched transactions within the selected date range.

5. To search for imported transactions, in the **Search** field, start typing the text or number value to search on. As you type, NetSuite narrows the search suggestions in the list.

When entering a date, use a date format consistent with the displayed format in the page (as set in the User Preferences). For example, if you use a long date format (May 1, 2016), enter **May** to search for a date in May. When entering a year, use four digits (for example, 2017). If you use a short date format, always use two digits for the month or day (for example, 05/01/2016).

NetSuite displays the search results. If one of the results is a transaction line that is part of a match group, the result displays as a group match with an expandable view.

6. To view all the transactions in a match, expand the line.


The expanded row shows all the individual transactions that are part of the match group, as well as the transaction line count and amount total.

7. To go back to unmatched transactions, click the **Unmatched** subtab.

To reconcile all the matched transactions, you must close the statement for the specified date range. For details, see [Reconciling Account Statements](#).

To view unmatched transactions:

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

 **Note:** If you want to use the Reconcile Account Statement page for an account, and have the account available in this list, check the **Use Imported Statement Reconciliation Form** box in the Edit Bank Account page.


3. Click the **Unmatched** tab.
NetSuite displays the list of unmatched transactions for the selected account.
4. To filter the list by date:
 - The **Statement Start Date** field is the beginning of the reconciliation period and is Read Only. If there is a previously reconciled statement, the day after the Last Reconciled Date is the value (for example, if the Last Reconciliation Date is 01/31/2017, the value is 02/01/2017). Unreconciled transactions before this date do not display in the transaction lists
 - The **Statement End Date** field is the end of the reconciliation period. The field is populated with the end date from the imported statement, if available. Unreconciled transactions after this date do not display in the transaction lists.
5. To search for imported transactions, in the **Search** field, start typing the text or number value to search on. As you type, NetSuite narrows the search suggestions in the list.

When entering a date, use a date format consistent with the displayed format in the page (as set in the User Preferences). For example, if you use a long date format (May 1, 2016), enter **May** to search for a date in May. When entering a year, use four digits (for example, 2017). If you use a short date format, always use two digits for the month or day (for example, 05/01/2016).

NetSuite displays the search results.
6. To go to matched transactions, click the **Matched** subtab.

Undoing Matched Transactions

After matching transactions, you can still undo matches if the transactions have not yet been reconciled. Undoing matches also removes the cleared status.

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

To manually match the transactions again, see [Matching Transactions](#).

To undo matches:

1. Go to Transactions > Bank > Reconcile Account Statement.

2. From the **Account** list, select the bank or credit card account.
3. Click the **Matched** subtab.
NetSuite displays the list of unreconciled matches.
4. For the match you want to undo, expand the line (click the triangle).
The expanded row shows all the individual transactions that are part of the match group, as well as the transaction line count and amount total.
5. Click **Undo Matches**.
NetSuite displays the Undo Matches popup window.
6. Click **OK**.
NetSuite moves the transactions back to the unmatched list.

Reconciling Account Statements

Reconcile the transactions in a specified date range for an account by closing the statement.

After matching imported statement transactions to general ledger transactions, you can reconcile your account statement. The Difference field value must be zero. For details on matching, see [Matching Transactions](#).

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

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

To reconcile a statement:

1. Go to Transactions > Bank > Reconcile Account Statement.
2. From the **Account** list, select the bank or credit card account.
3. Ensure that the value of the **Difference** field is zero. For details, see [Matching Transactions](#).
4. To ensure that the list contains all the transactions you want to reconcile, click the **Matched** subtab. For details, see [Viewing Matched or Unmatched Items](#).
5. Click **Close Statement**.
NetSuite displays the Close Statement popup window.
 - The close date value is the Statement End Date, which was set on the Reconcile Account Statement page.
 - The next statement start date value is set to the day after the Statement End Date and cannot be modified.



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

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

6. Click **OK**.
NetSuite redirects you to the Reconciled Statements list page.

Viewing the List of Reconciled Statements

You can view the list of reconciled statements. These statements only contain the reconciled transactions. For details on reconciling a statement, see [Reconciling Account Statements](#).

To view unreconciled transactions, go to Transactions > Bank > Reconcile Account Statement. For details, see [Matching Transactions](#) and [Viewing Matched or Unmatched Items](#).

To view reconciled statements:

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

Reopening Reconciled Statements

If you need to make changes to the transaction matches for a closed statement, you must reopen the statement. You can only undo matches and add new matches.

After making changes, you must close the statement again.



Warning: NetSuite prevents you from reopening a statement if incompatibility errors will prevent you from closing the statement again. The statement may contain reconciled transactions without transaction matches, or more transactions for the same date range have been matched.

If you receive this error for a statement from the original reconciliation process, clear the **Use Imported Statement Reconciliation Form** box in the Edit Bank Account page. Open the statement in the original reconciliation page.

If you want to view previously reconciled statements, go to Reports > Banking/Budgeting > Reconciliation > Detail.

To reopen a reconciled statement:

1. Go to Transactions > Bank > Reconcile Account Statement > List
2. To filter the list on the Reconciled Statements page:
 - From the **Filter By Account** dropdown list, select the appropriate account.
 - To sort by column, click the column header.
3. In the row of the statement you want to reopen, click **Edit**.
If the selected statement has a status of Closed, NetSuite displays the Edit popup window.
4. Click **OK**.
NetSuite redirects you to the Matched view of the Reconcile Account Statement page, with the reopened statement.
In the Reconciled Statements page, the value in the Status column for the statement now appears as Reopened.
5. Undo transaction matches or create new matches. For details, see [Matching Transactions](#) and [Undoing Matched Transactions](#).

6. When you finish matching transactions and the **Difference** field is zero, click **Close Statement**.
NetSuite displays the Close Statement popup window.
You cannot change the close date.
7. Click **OK**.

Deleting Reconciled Statements

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

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

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

To delete a statement:

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



Tip: Because you can only delete the latest statement, sort the date column by descending order, to see the latest statement row at the top of the page.

3. In the row of the statement you want to delete, click **Delete**.
NetSuite displays the confirmation popup window.
4. Click **OK**.
In the Reconciled Statements page, the statement is no longer in the list.
The transactions from the deleted statement are now unreconciled but are still matched.
To create a new reconciliation, see [Reconciling Account Statements](#).

Account Reconciliation Reports

As with the original reconciliation pages, you can view the Bank Register, Reconciled Summary, and Reconciled Details report for reconciled statements.

- To view the Reconciled Summary report for an account, go to Reports > Banking/Budgeting > Reconciliation. For details, see [Reconciliation Summary Report](#).
- To view the Reconciled Details report for an account, go to Reports > Banking/Budgeting > Reconciliation > Detail. For details, see [Reconciliation Detail Report](#).
- To view the Bank Register report for an account, go to Reports > Banking/Budgeting > Bank Register. For details, see [Bank Register Report](#).

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

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