Nolan Business Solutions

Advanced Bank Reconciliation for NetSuite v1.2

Installation and User Guide

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1. Introduction

Advanced Bank Reconciliation (ABR) is a Nolan Business Solutions module for NetSuite that provides an easy to use, multi-currency supported bank reconciliation function.

Bank transactions are read into the reconciliation window directly from the General Ledger. The bank statement transactions can either be imported electronically or manually entered into the system. Basic transaction matching occurs automatically, however advanced transaction matching allows closer control by manually matching items or implementing user-defined matching rules.

ABR reduces the time spent reconciling bank accounts from hours to minutes, leaving your staff members free to concentrate on more value adding tasks.

ABR supports matching transactions that are either one-to-one, many-to-one or many-to-many for maximum flexibility. A full audit trail of all reconciliations can be recorded and printed.

Support is provided for a system with multiple bank accounts as well as for single bank account transactions being recorded in multiple General Ledger accounts. Support is also provided for multicurrency transactions.

1.1 Advanced Bank Reconciliation Features

1.1.1 Transactions Extracted Directly from the General Ledger

The bank transactions are automatically 'extracted' directly from the General Ledger into the ABR window rather than being generated by a separate posting or import process. This means that the full functionality of the General Ledger is available, such as multi-currency and recurring transactions.

1.1.2 Bank Statements can be Imported or Manually Entered

The availability of user defined import formats allow you to create and maintain customisable bank import definitions for importing bank statements. Alternatively you can create your bank statements by manual input. In addition to this you are able to use the standard format, details of which can be found online.

1.1.3 Correct Reconciliation Completion

The reconciliation window enforces the correct matching of transactions to the statement details. This ensures transactions cannot be omitted, deleted or incorrectly reconciled.

1.1.4 Simple Reconciliation

The reconciliation window has been designed to be simple and intuitive while maximizing the ability to accurately reconcile transactions. The 'Auto Match' function removes a large amount of labour by matching any transactions that may be automatically recognized by the system. The

Auto-Match Rules window allows for clear definition of the rules to be used for matching transactions.

1.1.5 Full Reporting and Audit Information

The system produces full Reconciliation Reports with full audit trails for each reconciliation. These are available to reprint at a later date for Audit purposes.

For example, the Closing Balance Report shows the detail of the calculated closing balance, based upon the statement ending balance and the un-reconciled transactions.

1.2 WHAT IS IN THIS MANUAL

This manual is designed to give you an in-depth understanding of how to use ABR features and how they integrate with NetSuite. The manual is divided into the following parts:

Link to sections

Installation– Describes how to install ABR
ABR Setup - Set up and configure ABR to meet the needs of your business and work with other NetSuite modules you use
Using ABR, Reversing a reconcile – Describes how to use the system including how to reconcile a bank account and how to un-reconcile an account if problems occur
Appendices, FAQs– Information and FAQ's
Contact Us – Nolan Business Solutions PLC

1.2.1 Terms and Definitions

This manual uses the following definitions and terms to make specific types of information stand out. This section will help you in reading through this manual as well as define common terms used in describing ABR's processes and features.

1.2.1.1 Definition Description

Example	Description
Save	**Buttons** will be displayed as bolded and blue text.
Bank ID	**Field names** will show as green and italicized text.
Links	Clicking on the links will redirect you to the related section in the document

ABR -> ABR Setup -> Statement Import Definition	**Menu-Paths** are shown as bold text. In this case you would first select the ABR menu and then choose ABR Setup and then choose Statement Import Format.

1.2.1.2 Terms and Abbreviation Description

Term	Description
Reconciliation Account	An ABR specific setup related to a company's bank account. This holds the basic bank account information as well as GL and bank transactions. When referring to a Reconciliation Account, this manual means the data that is setup in the **ABR -> ABR Setup -> Reconciliation Accounts**
ABR	Advanced Bank Reconciliation
Auto-Gen	Auto-Generate
GL	General Ledger
Trx	Transactions

2. Installation

This part of the documentation discusses how to install and register ABR.

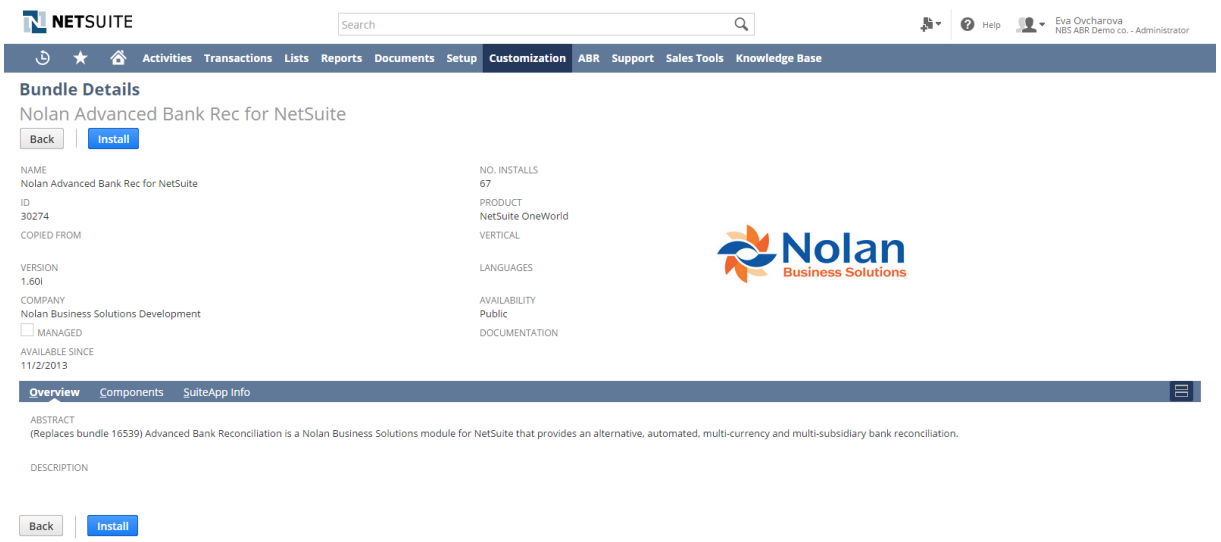
The following topics are discussed:

1. **Installation -** Describes how to install ABR
2. **Registration and Company Installation -** Describes how to register and install Advanced Bank Reconciliation into the appropriate companies

2.1 ABR Installation

To use the module, you must install the Advanced Bank Reconciliation bundle provided by Nolan Business Solutions. Bundles are also known as 'SuiteApps' in NetSuite. To purchase this module contact your Nolan Business Solutions account representative.

The Advanced Bank Reconciliation bundle is a non-managed bundle, which means that after you install the bundle, Nolan Business Solutions will not automatically install updates to your account whenever bug fixes, new features, and other improvements become available. Regular releases of ABR a made available, so check regularly for new updates.



To install the Advanced Bank Reconciliation Bundle ID 30274:

Note: Only Administrators may install this bundle**.**

1. Before installation, go to **Setup -> Company- > Enable Features -> SuiteCloud** tab and ensure that the following features are enabled in your account:
    - Custom Records (SuiteBuilder)
    - Server SuiteScript (SuiteScript)
2. Go to **Customization -> SuiteBundler -> Search & Install Bundles**.
3. On the 'Search & Install Bundles' page, under location dropdown list, select **Repository**.
4. Search for 'Advanced Bank Reconciliation'
5. Select the ABR *Name* field to show the application details
6. Click **Install** for Bundle ID 30274

At Preview Bundle Install screen set Custom Fields as desired and select **Install Bundle**.

Important: To avoid duplicate objects during install select **Replace Existing Object** if prompted.

Note: Before you can use ABR you will also need to install or update Nolan Business Solutions Product Registration, Multi-Language and Background Processing Bundles, using the same process as above for Bundle ID 1768, Bundle ID 21459 and Bundle ID 8459. See Figure ABR – Required bundles below for example.

To check on the progress of the installation go to the list of installed bundles at **Setup -> Customization -> SuiteBundler -> Install Bundle -> List**. If installation is not complete, the status

column displays the percentage of installation progress. Click **Refresh** to update the status. When installation is complete, the Status Column displays a green tick.

Note: If no **Install** button is available, this bundle may not have been shared with your account. Please contact Nolan Business Solutions technical support for assistance (telephone and e-mail for your region is displayed at the end of this document).

The below screen shows all of the Installed Bundles required to run Nolan Business Solutions

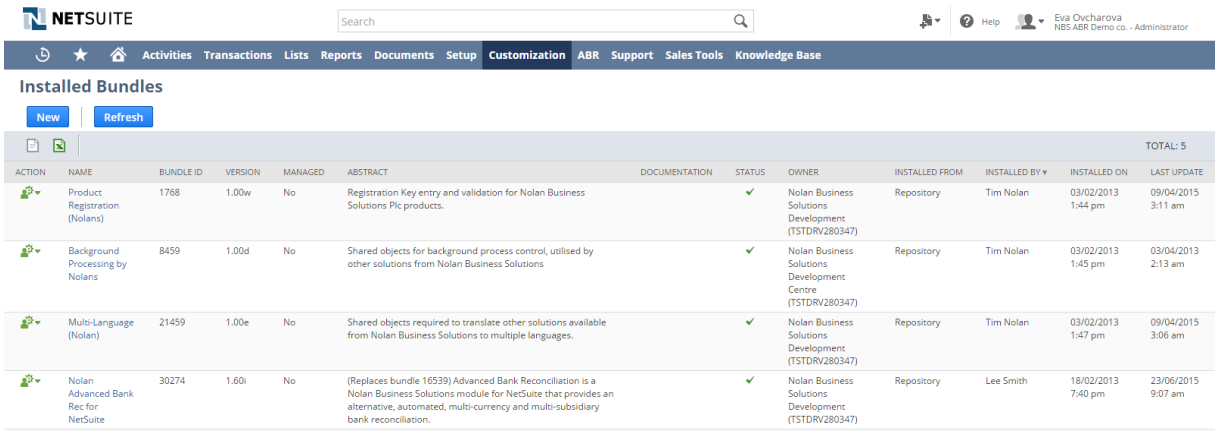


FIGURE 2: ABR– REQUIRED BUNDLES

2.2 REGISTRATION

Setup > Custom > NC Product Registration

Select the *Product Name* 'Advanced Bank Reconciliation' from the drop down and the *Registration Key* provided by Nolan Business Solutions rep.

Click **Register** and you should receive a Registration Successful.

3. ABR Setup

After the initial installation there are a few ABR setup options that should be explored. The following topics are discussed:

1. ABR Configuration
2. Statement Import Format
3. Reconciliation Accounts
4. Establish Opening Position
5. Auto-Match Rules
6. Auto-Gen Templates

The ABR Setup Window (**ABR -> ABR Setup**) contains all the setup options available to Advanced Bank Reconciliation.

3.1 ABR CONFIGURATION

Important: Before you can begin using ABR you will need to set the ABR Configuration options. There should only be one record of this type per NetSuite Account.

1. To begin setup, go to **ABR -> ABR Setup -> ABR Configuration**.

2. If you wish to use multiple script queues then tick the **use multiple script queues** checkbox. If you are using multiple queues you will need to enter the queue numbers you wish to use in the Start and End Script Queue Number boxes. Script deployments are installed for the first 5 script queues. If you have more than 5 queues you must manually create additional script deployments.

   All companies that run NetSuite are provided a single queue for running their scheduled scripts. Companies can upgrade their number of scheduled script queues from one to five with the purchase of a SuiteCloud Plus license.

3. **Allow partial statement allocation**, if the box is checked then the system will allow you to reconcile a bank statement with outstanding bank transactions. Checking this box also allows the user to reconcile with a difference between Net GL and Bank Closing Balance not equal to zero in the Reconcile window.

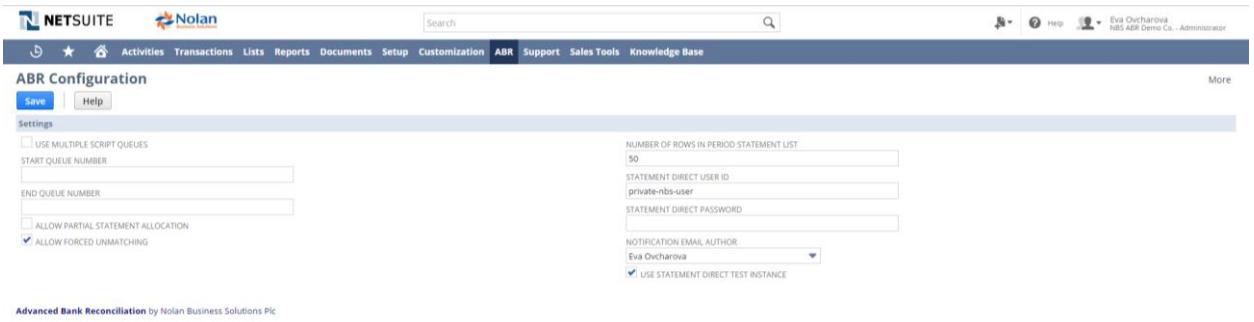
   Note: we recommend that you untick the **Allow partial statement allocation** checkbox to preserve data integrity

4. **Allow forced unmatching**, if the box is checked, it will allow the unmatching of imbalanced (total selected amounts do not equal) match IDs.

5. Number of rows in period statement list allows you to enter the number of reconcile statements to list on the Period Reconciliation Report (ABR > Lists > Period Reconciliations). It may be necessary to restrict the number of rows returned in the Period Reconciliation Report due to large volumes of results causing a NetSuite script usage limitation.

6. Statement Direct User ID, Statement Direct Password and notification email author are only used for Statement Direct set up, please refer to the Statement Direct installation and manual guide or consult with your Nolan representative for more information.

7. Click **Save**.



Once you have set up your System options you can start setting up ABR, beginning with Statement Import Format Setups.

3.2 Statement Import Format

Before you can import a bank statement you have to define its format. The following is a guide for how to setup a basic import format.

If your bank offers a BAI or MT940 file, then refer to Appendix B MT940 and BAI file formats for setting up the import definition. The Statement Import Format defines how the bank statement file you receive from the bank is laid out on import.

There are a number of fields that are required to make a good bank statement file including the transaction amount, the date, a reference, and transaction type.

1. Go to **ABR -> ABR Setup -> Statement Import Format** and click **New**

2. Give the format a *name* and a *description*. Usually the bank name works well as a name as it is easy to reference. Typically, only one Statement Import Format is required for each bank, even if you have multiple accounts at the same bank.

3. Set the *file format* to match the format of your data upload. Most commonly this will be 'Comma Separated'

4. Your bank file may include header and footer lines that are not part of the transactional data. Set the Skip Header Rows and Skip Footer Rows by setting the row number accordingly. This will ensure this data is not imported as part of the statement

5. Once you have all the information in this window click **Save**

Now you have set up your overall format, you need to add conditions that determine how ABR reads the Import File lines. Once the Statement Import Format is saved you should see a second Tab appear below the Format data headed *Line Detail*. On this tab you will set parameters to recognise which data on your .csv file relates to which field in NetSuite.

1. Click **New ABR Format Definition Line** which will allow you to set specific instructions for breaking down the statement file

2. As an example, the first field in our sample data below (Figure Statement Import Format) contains the Bank Code / Routing Number. In the *Destination Field* we select **Bank Code** and set the *Field Number* to 1. The *Start* and *End* fields allow you to select only a part of a csv field (E.g. CSV file contains 'BANK112233' as the sort code; you would need to set the start field to 5 and the end field as 10). If you require all the information from the field leave these both as 0

3. The *Format Option* box is set to ensure correct layout of specific information. For example, a date field would need to be set as 'dd/mm/yyyy' or as appropriate to your file

4. The final field is the *Transaction Type*. This will only apply to fields that incorporate values as part of the data i.e. either Credit Amount or Debit Amount. Select if applicable.

   Note: If you are using .csv files from your bank you must import a Transaction Type in order to use the Auto-Match Rules.

5. Once you have all the details in place for the first record click **Save** to confirm.

Bank Code	Account Number	TransactionDate	Reference	ChequeNo	TransactionType	DebitAmt	CreditAmt
202020	67344489	03/07/2015	5/3 BANKCARD SYSVSNET DEP		BGC		27.27
202020	67344489	03/07/2015	5/3 BANKCARD SYSVSNET DEP		BGC		42.99
202020	67344489	03/07/2015	5/3 BANKCARD SYSVSNET DEP		BGC		45
202020	67344489	03/07/2015	5/3 BANKCARD SYSVSNET DEP		BGC		70
202020	67344489	03/07/2015	5/3 BANKCARD SYSVSNET DEP		BGC		144.55
202020	67344489	04/07/2015	AMERICAN EXPRESS4092096817		BGC		293.98
202020	67344489	04/07/2015	5/3 BANKCARD SYSVSNET DEP		BGC		1211.23
202020	67344489	04/07/2015	DEPOSIT		DEP		25.97
202020	67344489	04/07/2015	DEPOSIT		DEP		63.54

| | | |

-> Reconciliation Accounts) and click **New ABR Reconciliation Account**. In this screen you will need to link your real bank account to the ABR system.

Note: Currency and Subsidiary default from the Target Account (NetSuite Account)

Bank Details

1. *Name* – This is the name used to choose the account being reconciled

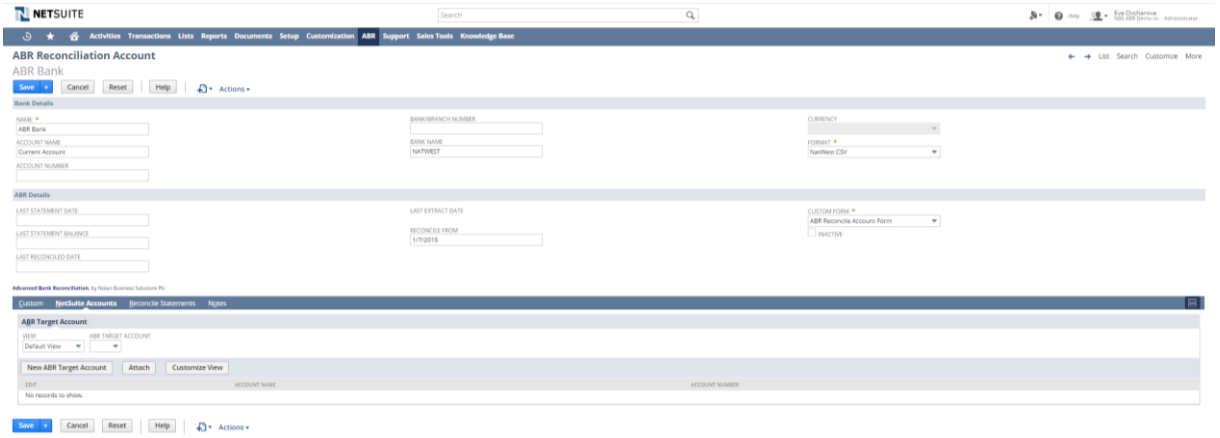
2. *Account Name / Account Number / Bank Name* – These fields should match the real bank account details. Double check the data in these fields before continuing

3. *Currency* - Currency will default from the Target Account assigned to this Reconciliation Account. The Target Account is the NetSuite GL account associated with this Reconciliation Account.

4. *Format* – Select your previously defined Statement Import Format. This tells ABR how to read the layout of the statement on import

ABR Details

5. *Last Statement Date / Last Statement Balance / Last Reconciled Date / Last Extract/ Reconcile From* – These are system generated and the system will provide information on the latest standing of your reconciliation.



6. Once you have all the information in this window click **Save**

7. Now you have set up your Reconciliation Account, you need to assign an ABR Target Account. Once the Reconciliation Account is saved you should see a second Tab appear below the Format data headed *Netsuite Accounts*

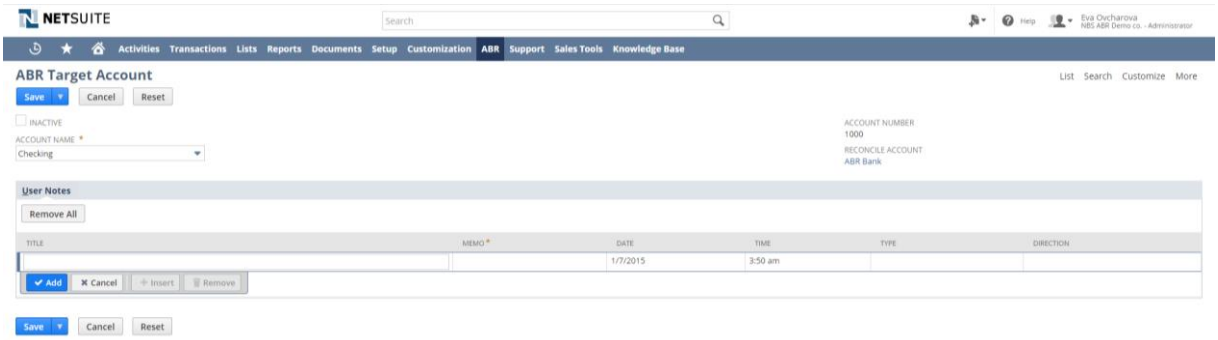
NetSuite Accounts

8. Click on **New ABR Target Account**

9. Select your NetSuite Bank Account (Bank and Credit Card accounts will appear in the list) that you want linked to the Reconciliation Account

10. *Account Number* - will be automatically populated with the NetSuite's Account Number in your Chart of Accounts.

11. Click **Save**

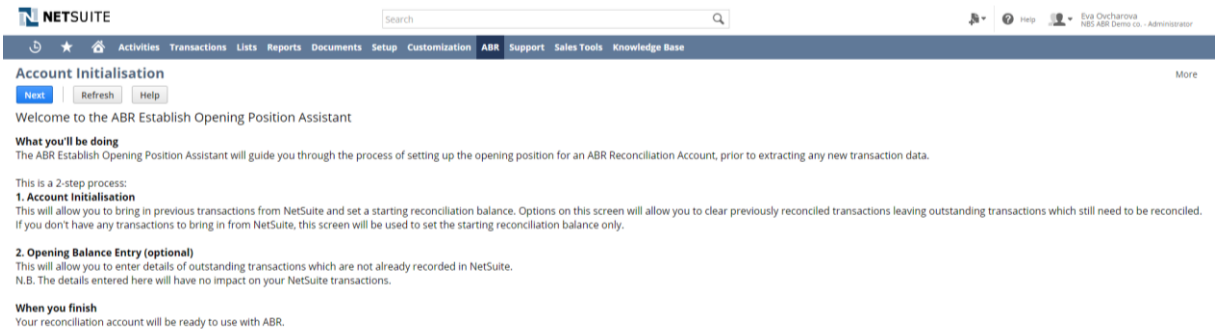


3.4 Establish Opening Position

Before you can begin using ABR to reconcile, you need to make sure all of the previously reconciled transactions are removed from the ABR module. This is achieved by using the checkbox system in the Account Initialisation screen.

It is imperative that this setup step is completed, even if there are no un-reconciled transactions on your system. This process will establish your opening bank balance for use in ABR. ***You must ensure these steps are completed correctly.***

1. Go to **ABR -> ABR Setup -> Establish Opening Position**



Please read through and click **Next** to continue.

2. On the Account Initialisation screen, select your *Reconciliation Account* from the dropdown list. This list only includes accounts with a full setup record in ABR. If the reconciliation account you require is not shown in this list then return to the account setup instructions for creating the ABR Reconciliation Account record.

3. *Select the date of your earliest unreconciled transaction* – This should be the date of your earliest unreconciled transaction.

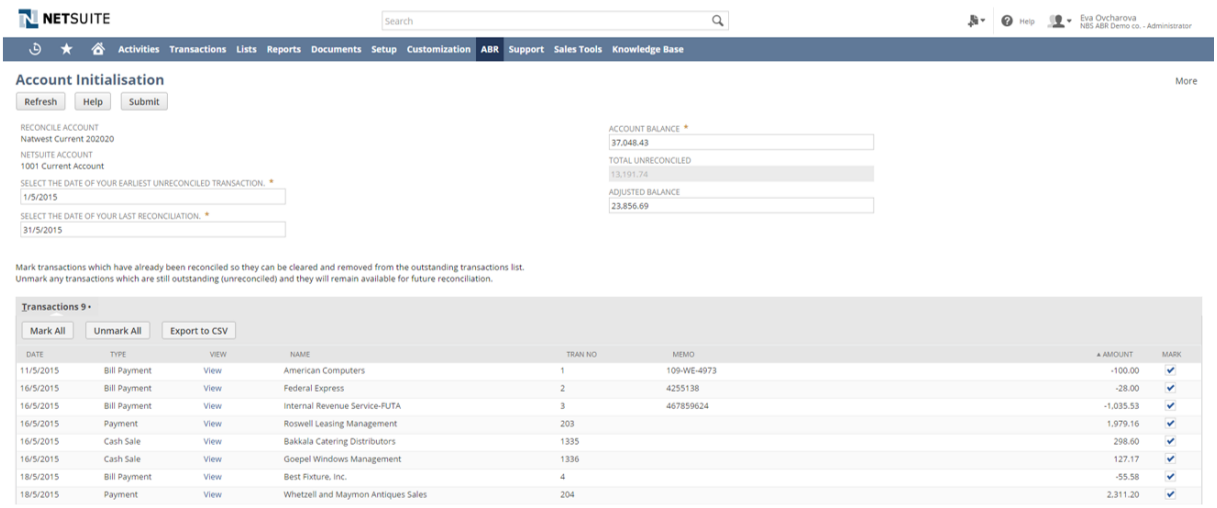
4. *Select the date of your last reconciliation* – This should be the date of your last completed reconciliation

5. Select **Refresh**, the screen will display a list of unreconciled transactions within the date range selected above

6. Any items you wish to clear from your reconciliation, **must be marked with a tick** (i.e. items already cleared by a previous reconciliation). Any that you want to retain (i.e. items still outstanding as of the date of your last reconciliation),, leave with no tick

Note: Any selected items will be automatically removed from the ABR Module. Please ensure that you only mark items you would like removed from the reconciliation window.

7. Select **Submit**

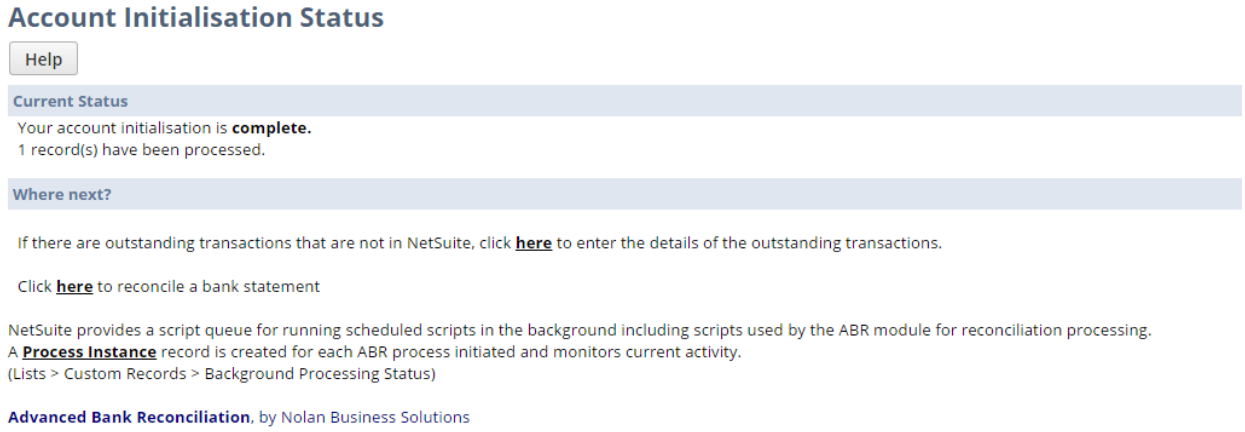


Any items you have marked will be removed. The system will automatically create a dummy reconciliation to remove the transactions so they do not appear in your Reconcile Window.

Note: This process calculates the bank statement balance as of your last completed reconciliation. This is displayed in the 'Adjusted Bank Balance' field.

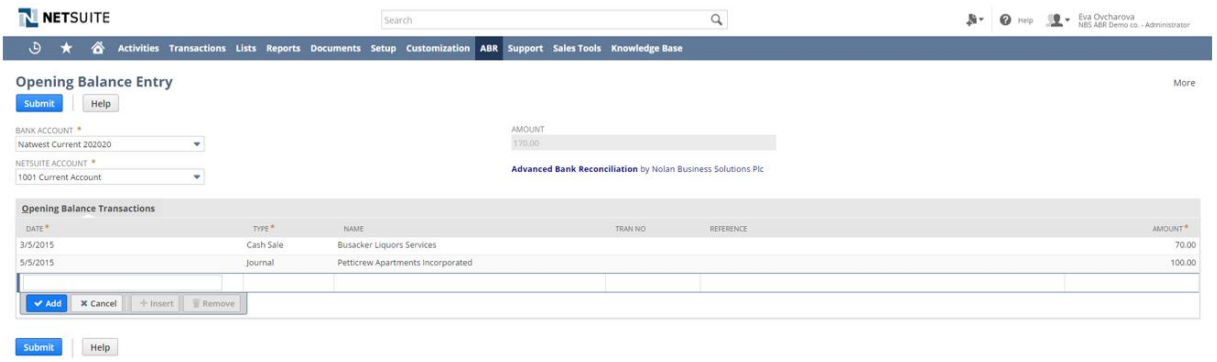
8. After the Account Initialisation has been submitted you have the option to manually to enter the details of outstanding transaction that are not in Netsuite

9. Click on the first *here* to enter the details of the outstanding transactions



10. Select the respective *Reconciliation Account* and *Netsuite Account*

11. Enter *Date, Type, Name, Tran no, Reference* and *Amount* of transactions that are not already in the system but are to be included at the start of the first reconciliation for the specified Reconciliation Account



12. Select **Submit** to complete these process.

Note: Entering items using the Opening Balance Entry will not affect the Opening Balances

See Appendix C Importing Outstanding Items as of the last completed reconciliation date for instructions on importing outstanding transactions into ABR using the NetSuite CSV Import functionality. This is useful for accounts with large volumes of outstanding transactions as of the last completed reconciliation date.

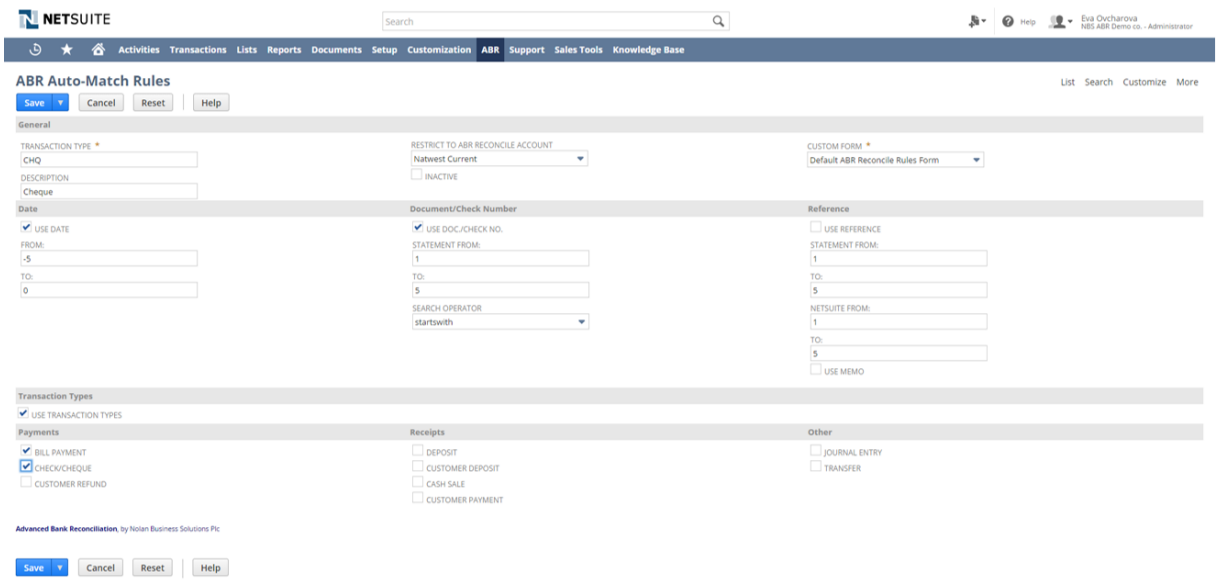
3.5 Auto-Match Rules

3.5.1 Introduction

Once all of your setup is in place, you can begin to reconcile transactions. Auto-Match Rules can speed-up the reconciliation process. These rules are used when the **Auto Match** button is pressed in the Reconcile window. Each bank statement transaction is then checked against the NetSuite GL transactions for matches as per the 'Rules'. Each Rule can be set up as a global setting or per ABR reconciliation Account.

If the rules find a transaction that applies then the transactions are 'Matched' by the system. With correct use, Auto-Match Rules can match the majority of the transactions for you. This makes the reconciliation much more efficient.

Note: If you are using .csv files from your bank you must import a Transaction Type in order to use the Auto-Match Rules.



3.5.2 Creating Auto-Match Rules

When creating Auto-Match Rules you have 5 main search factors to manipulate the matching process. These are *General Fields, Date Fields, Document / Check Number, Reference,* and *Transaction Types.*

Depending on how strict your search is, you can set search criteria by activating / deactivating each search factor.

Each search factor can be as expansive or as narrow as you wish, based on days, transaction numbers, transaction references and/or transaction types.

*__Note:__ Not all the search factors are necessary when matching transactions. The simplest way to look at your rules is that the more search factors you use, the stricter the matching process will be.

If ABR isn't automatically matching all the transactions you think it should be then you are able to come back and edit the rules at a later stage.*

Auto-Match Rules window

1. Navigate to **ABR -> ABR Setup -> Auto-Match Rules**

2. To set up a new Auto-match Rule, click **New ABR Auto-Match Rules** at the top of the screen. This will redirect you to the Auto-Match Rules screen

3.5.2.1 General Fields

This section is where you name the rule and the transaction type the rule is referring to.

3. *Transaction Type* field you will need to input the transaction type as defined by your bank file. For example if the type is a cheque we will input it as it is on the Bank Statement i.e. 'CHQ'

4. *Description* is where you enter the full transaction type description i.e. 'Cheque'

5. *Restrict to ABR Reconcile Account* allows you to restriction this rule to a Reconciliation Account or if left blank, it will be treating as a global rule, applying to all Reconciliation Accounts.

6. *Inactive* tick this box if you would like disable this rule (it is recommended that you inactivate rule rather than deleting it)

3.5.2.2 Date Fields

The date field will search for transactions based on date

You will need to bear in mind that Cheques will typically need 5 days margin to clear. BGC (Bank Giro Credit) transactions will usually need a margin of 3 days to clear. If you anticipate transactions will take longer then you will need to accommodate for this in your rules.

You can set the date parameters to accommodate the transaction processing time and enable the system to be flexible when searching for matches.

5. Check **Use Date** checkbox to activate the date of a transaction when matching transactions

6. Enter the *From* date field as the value (in days), i.e. 5, the system will include transactions dates up to 5 days prior to the statement date when searching for matches

7. Enter the *To* field the value (in days), i.e. 2, the system will include transaction date 2 days after the statement date when searching for matches.

8. Even if no Reconcile rule is setup for a bank transaction type, the Auto Match process assumes that the statement date will be the same or after the NetSuite transaction date. If it is common for your bank statement date to be prior to the NetSuite transaction, you will need to create a Date Auto Match rule with the To Date populated with a value greater than zero.

3.5.2.3 Document/ Check Number

The Document / Check Number will match transactions by Document Numbers or Cheque Numbers from the statement. Activating the Document / Check Number search factor will match transactions in the GL to the Statement if they contain the same digits.

Let's look at an example:

A cheque number of 10021 on the statement can be matched with the cheque number 10021 on the GL by setting the *From* field as 1. This relates to the first digit of the reference.

As our example cheque number is 5 digits, the *To* field will be set as 5. This references the fifth digit, so the system will match the transactions match based on 5 digits matching between digit 1 and 5.

In the rare occasion that a prefix is attached to the cheque number on the statement, but the prefix is not reflected on the cheque number on the GL, you can set the digits to ignore the prefix.

Simply set the *From* digit as the first digit in your cheque number on your GL and the *TO* digit to the last corresponding digit of the cheque number.

8. Check **Use Document / Check Number** checkbox to activate the Document / Check Number when matching transactions

9. Enter in the *From* field the first digit you want the matching tool to include in the search i.e. 1

10. Enter in the *To* field the last digit you want the matching tool to include in the search i.e. 5. If the digits between 1 and 5 of the statement Document / Check Number match the Document / Check Number on the GL then they will be matched

11. If the check numbers are the same length in NetSuite and the bank statement, you may leave the From/To fields empty

3.5.2.4 Reference

Use the Reference Search Factor to match transactions between the GL and the Statement based on their reference.

There are situations when you want to automatically match transactions based on their reference. Often this is because you have regular payments that have consistent reference names such as Standing Orders or Direct Debits.

Even if the Statement Reference has a prefix, or extra digits, you can match it to the GL based on a proportion of the Reference name.

11. Check the **Use Reference** checkbox to activate the Reference of a transaction when matching

12. Enter in the *Statement From* field the first character you want the matching tool to include in the statement search

13. Enter in the *Statement To* field the last character you want the matching tool to include in the statement search

14. You will then need to enter the first digit into the *NS Reference* (GL Reference) field you wish to match the Statement Reference to

15. Enter the last digit into the *NS Reference* (GL Reference) field you wish to match the Statement Reference to

16. Check **Use Memo** this box to use the memo field on non-journal transactions for matching by reference, if unticked it will use the entity (name) field on the NetSuite side to match against the Reference field on the Bank Statement. **Note**: that for journal transactions will ignore the selection and use the memo field

***Note**: If the reference is TRANSFER on the Statement but NWTRANSFER (NW is the prefix) then you need to set the NS Reference values as follows:

From = 3

To = 10

This will ensure you exclude the prefix and match based on using only the characters in 'TRANSFER'

3.5.2.5 Transaction Types

The final Search Factor is the Transaction Type. This allows you to narrow down the matching process to the types of transaction in the Statement and GL.

Explanation: On your Bank Statement you will have transactions referenced by their type of transaction. These references may include CHQ (Cheque), BGC (Bank Giro Credit) or TRF (Transfer) for example. You can select which types of transactions you want the matching process to match between the GL types and the statement types.

3.5.2.6 Transaction Types Steps

16. Check the **Use Transaction Types** checkbox to use the Transaction Type (Payments, Receipts, Other) when matching transactions.

17. Select the checkboxes you want to include in the matching process. Select the **Check / Cheque** box in order to match based on this type of transaction

18. If you need to broaden your matching parameters then select other options. For example, you may select **Bill Payment** as well as **Check / Cheque** transaction in order to pair bill payments on the statement with cheque transactions on the GL

    Note: You may also use the NetSuite transaction type filter to prevent mis-matching of transactions. This is useful to prevent bank fees from auto-matching with a NetSuite Bill Payment of the same amount. If we create a rule for the bank fee bank transaction type, we can select the NetSuite transaction type of Journal. This will prevent bank fees from matching to a NetSuite Bill Payment.

19. Hit **Save** to save your Auto-Match rule.

Options available when saving your work:

19. Press the **Save** button to quick save your rules

20. Use the drop down save options to **Save & New**. This will open up a new Auto-Match Rules window allowing you to create another set on Auto-Match rules

21. To speed up the next creation of rules, select **Save & Copy** to pre-populate the fields in your new Auto-Match Rules window with the rules set out in your current Auto-Match rules screen

***Note:** Not all the search factors are necessary when matching transactions. The simplest way to look at your rules is that the more search factors you use, the stricter the matching process will be.

If ABR isn't automatically matching all the transactions you think it should be then you are able to come back and edit the rules at a later stage.

3.6 Auto-Gen Templates

3.6.1 Introduction

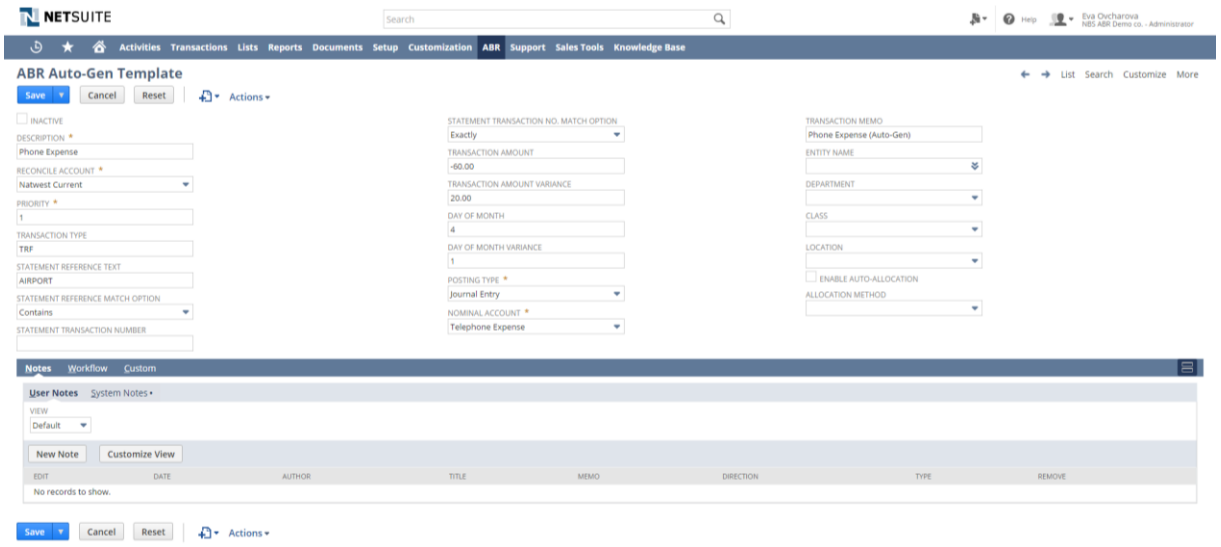
To further speed up the reconciliation process you can create Auto-Generate Templates. These templates are used when the **Auto Generate** button is pressed in the Reconcile window.

The Auto-Generate is useful when you have recurring Bank Statement lines for transactions that have not yet been entered into Netsuite. Rather than having users enter the transactions in Netsuite each time, then run the extract process and match this against the Bank Statement line, you can set up the Auto-Generate template to find the respective Bank Statement lines, automatically create the Netsuite Transaction, extract and provide a corresponding Match ID number, all at a click on a the **Auto Generate** button.

A good example for this would be Bank Charges. You know that they will appear on the bank statement but until you received this bank statement you will not know what the amount will be.

Each bank statement transaction will create, post and match NetSuite GL Transactions as set up per the 'Template'.

Note: There are 2 places to access the Auto-Generate Templates, either through the menu navigation or on the Reconcile window, where you can create a template on-the-fly with some of the fields auto-populated.



3.6.2 Creating Auto-Gen Templates

When creating auto-generate templates, you have 2 sections to take into account, up to *Posting Type* are the search factors. All fields from *Posting Type* and onwards specifies how the transaction will be generated in NetSuite.

Depending on how strict your search is, you can set the search criteria by activating/deactivating each search factor. It is recommended that you inactivate a template that you no longer want to use rather than deleting it.

Each Search factor can be as expansive or as narrow as you wish, based on *Transaction Type, Statement Reference Text, Statement Transaction Number, Transaction Amount (incl. Variance), Days of Month (incl. Variance).*

Auto-Generate Template window

1. Navigate to **ABR -> ABR Setup -> Auto-Gen Template**

2. To set up a new template, click **New ABR Auto-Gen Template** at the top of the screen. This will redirect you to the Auto-Gen template screen

3.6.2.1 Auto-Gen Search Factors

The first section are your search factors:

1. Enter in the *Description* the name of this template i.e. Phone Expense
2. Select the *Reconcile Account*, this allows you to restrict the rule to a Reconciliation Account. Unlike with auto-match rules, the auto-gen templates need to be linked to a Reconciliation Account and cannot be applied as a global rule (left blank)
3. Enter the *Priority* of the template, this field determines the sequence in which the transaction templates are processed. Smaller values (i.e. 1) will have higher priority over larger values (i.e. 100)
4. Populate the *Transaction type* field to restrict to entries with the corresponding transaction types i.e. only statement entries of transaction type: TRF will be looked at by the template
5. Enter the text to search for in the statement line in *Statement Reference Text* field. Leave Blank to ignore the reference.
6. Options available in the *Statement Reference Match Option* indicates how to match the *Statement Reference Text*:
    - Exactly: to match the every word entered in *Statement Reference Text*
    - Starts With: to start with the word entered in *Statement Reference Text*
    - Contains: the word entered in *Statement Reference Text* has to be present in any order

7. Enter text in the *Statement Transaction Number* to search for in the statement line transaction number (check/cheque number). Leave blank to ignore the transaction number.

8. The *Statement Transaction No. Match Option* indicates how to match the *Statement Transaction Number:*
    - Exactly: to match the every word entered in Statement Transaction Number
    - Starts With: to start with the word entered in Statement Transaction Number

- Contains: the word entered in Statement Transaction Number has to be present in any order

9. *Transaction Amount* is the value to match the Amount on the statement line. Leave blank or enter zero to ignore the transaction amount, therefore it will match any value.
10. *Transaction Amount Variance* is the amount by which the statement line amount and the template amount may differ, this will allow you to create a range for the amount. Leave blank or enter zero for an exact match i.e. if the *Transaction Amount* contains a value of 20, by entering 10 in the *Transaction Amount Variance* field, ABR will search the Bank Statement for an amount between 10 and 30.
11. By entering a date in the *Day of Month*, this will match the date on the statement line. Leave blank or enter zero to ignore the date, therefore it will match any value.
12. *Day of Month Variance* is the number of days by which the statement line date and the template day or month may differ, this will allow you to create a range for the date. Leave blank or enter zero for an exact match i.e. if the *Day of Month* value is 4 (4th of the month), by entering 1 in *Day of Month Variance* field, ABR will search the Bank Statement for a date between, and including, the 3rd and 5th of the month.

3.6.2.2 Auto-Gen Postings

The second section, from *Posting Type* onwards specifies how the transaction will be generated in NetSuite.

13. Select the Posting type to be generated from this template in *Posting Type* i.e. Journal. **Note**: Payments are Customer Payments received, if payments are selected than an Entity field must be selected.
14. Select the *Nominal Account* to be used as the balancing entry on the generated transaction
15. Enter text in the *Transaction Memo* which will appear on the Memo field on the generated transaction
16. *Entity Name, Department, Class, Location* can be selected to post against a specific entity, department, class and location if applicable (if payments is selected for posting type, then an entity will need to be selected.

3.6.2.3 Auto-Allocation

Auto-Allocation allows for customer payment receipts to be allocated against outstanding invoices. To use Auto-Allocation, remember to select 'Payment' for *Posting Type* and the customer name under *Entity Name*. Then continue with the below steps

17. Mark the **Enable Auto-Allocation** checkbox to enable auto-allocation of the transaction against outstanding balances for the chosen entity i.e. to post against outstanding invoices

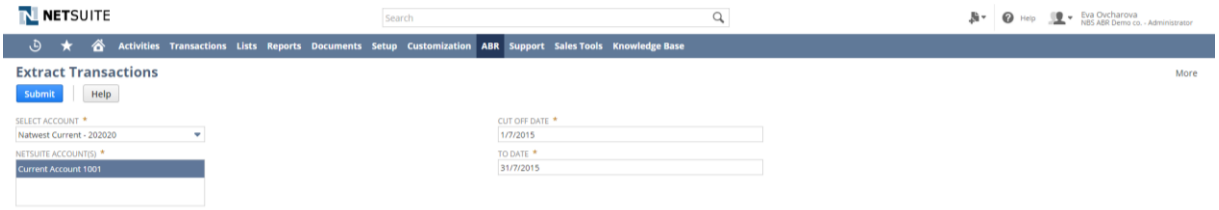
18. If the **Enable Auto-Allocation** checkbox is marked, the *Allocation Method* determines how the auto-allocation will prioritise allocation against invoices: oldest first, newest first, match by reference or match by amount. **Note**: if match by reference is selected, the bank statement reference will need to only contain the invoice number and no other text.

4. Using ABR

4.1 Extracting NetSuite Transactions

The first thing you will need to do is extract NetSuite Transaction, this is based on GL accounts. The Reconciliation account is linked to a Netsuite GL account that the user specified when setting up the Reconciliation Target account. This account will be extracted.

1. Go to **ABR -> Reconcile -> Extract Transactions**
2. Select the *Account* from the drop-down list and the associated *NetSuite Account* will appear in the List Box below
3. Select the period you want to reconcile using the *Cut-off date*, which is automatically inserted with the last reconciled date, and *To Date*, select the date up to when you want to reconcile. You may select an earlier cut-off date if you need to extract new or updated transactions prior to the defaulted cut-off date.
4. Select **Submit**



5. After you submit, you will be redirected to a Process Status instance.

6. This will provide further information regarding the transactions that have been extracted.
7. Select **Refresh** to refresh the screen until the status is 'Complete'
8. Status field definitions:
    - *New* – new transaction picked up and extracted
    - *Existing* – transactions that were previously extracted
    - *Updated* – transactions that were previously extracted, these have been updated with this extraction process *
    - *Exceptions* – Original NetSuite source transaction has been moved or deleted
    - *Processed* – Total number of transactions extracted

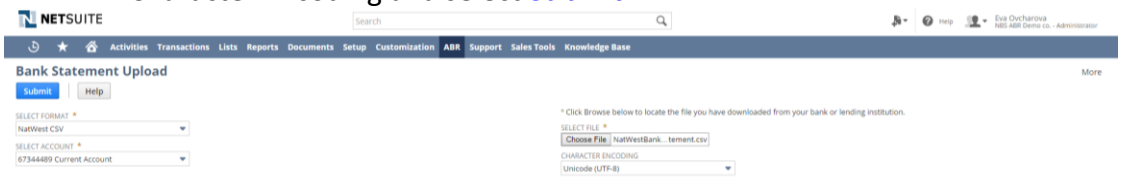
9. Selecting the **View** link will open a new tab to the Process Instance for this extraction which will provide further information.
10. Selecting the **Results** link will provide an audit list of the transactions

***Note:** The extraction process updates transactions that have been changed in Netsuite. This extraction process check for changes to date, value or memo, of the NetSuite Transaction. If any of (or all) these have change it will update them during the extraction.

4.2 Importing a Bank Statement

After the transactions have been extracted, you will now need to import your bank statement:

1. Go to **ABR -> Reconcile -> Import Bank Statement**
2. You will be taken to the Bank Statement Upload page where you can choose which NetSuite account you wish to reconcile and select the corresponding bank statement file to import. Begin by selecting your NetSuite *Format* from the drop-down list, then select the *Account* from the drop-down list. . If your bank file contains transactions for more than one Reconciliation Account, choose ***multiple*** from the drop-down list.
3. In the next field click **browse** and navigate through your directory to find the correct statement file that relates to your chosen account. Ensure the format is correct for statement formats (this will link to the Reconciliation account setup) – review the Character Encoding and select **Submit**.



4. Click **Refresh** to see the number of records that have been process.
5. The system will import the selected statement against the selected NetSuite account and produce a confirmation screen that shows the status of the import and how many lines have imported. From this Import File Status screen follow the **here** link to begin reconciliation.
   Note: The import process will ignore any bank transactions in the file with dates prior to the last bank imported transaction date. This will prevent duplicate entries.
6. On this screen you will also a **Process Instance** link, this will redirect you to process instance for the upload performed.

4.3 Reconcile Window

4.3.1 Introduction

To begin reconciling select **ABR -> Reconcile -> Reconcile Bank Statement**

There are 3 sections to the Reconcile Window:

7. **Bank Details** containing information about the bank accounts and bank statement date as well as amounts.
8. **Filters** to assist with the reconcile process for large volumes of transactions
9. **Transactions** section lets you display "All", "Unmatched" or "Matched" with the display drop down list. Below this you can see 2 window panes: the left hand window represents the Netsuite Transactions that were extracted and the right hand window represents the bank statement that was uploaded

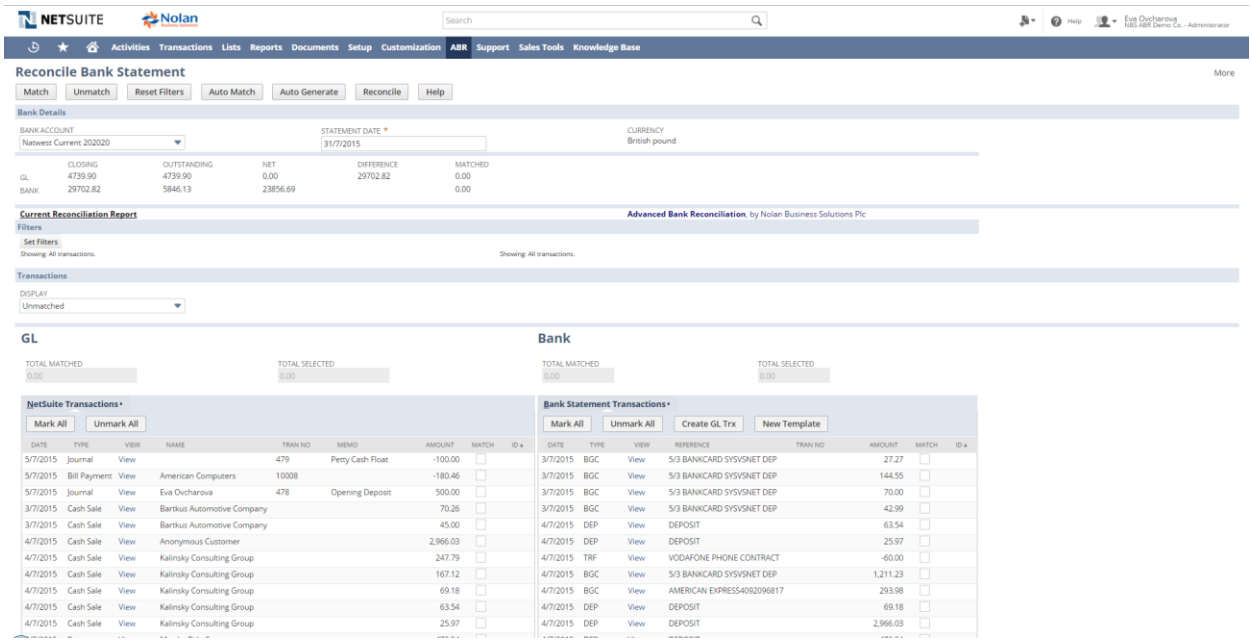
By selecting the required *Bank Account* and *Statement Date* the GL transactions and any associated imported statements will be displayed up to the date selected (GL Transactions on the left and bank statement transactions on the right).

The *statement date* defaults to the last date on the Statement that was imported. Any GL transactions dated after the statement date will not be displayed. You are able to manually change the date. Transactions dated after the selected date will not be displayed.

The Reconciliation Window shows the balance calculated from the extracted GL transactions (ABR Reconciliation State records) as well as the statement balance calculated by ABR from the imported lines.

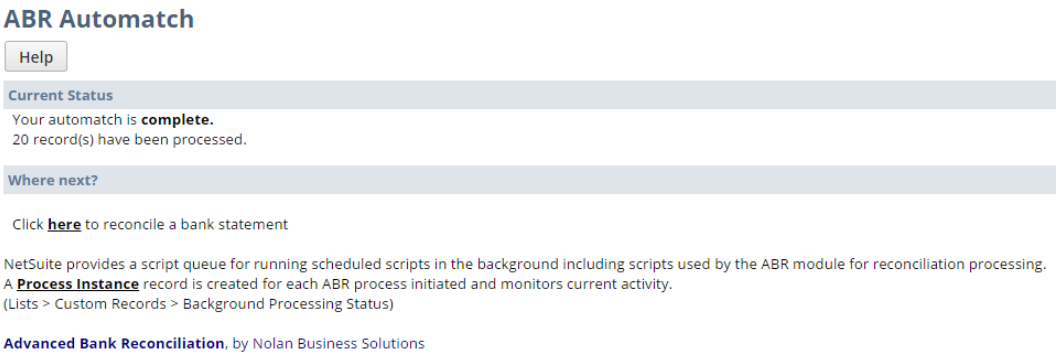
Make sure you check through the data now to verify that everything imported correctly. It is much easier to make changes or corrections before the reconciliation has occurred.

- The GL Closing amount should match the trial balance for that GL account as of the selected statement date. If it does not, run the GL extract process to bring in any missing NetSuite transactions or to remove any transactions that have been moved or deleted in NetSuite since they were originally extracted.
- The Bank Closing amount should match the bank statement balance for that bank account as of the selected statement date. If it does not, check for missing or duplicate bank statement line items.
- The GL Outstanding column displays the sum of all currently extracted but unmatched NetSuite transactions.
- The Bank Outstanding column displays the sum of all currently extracted but unmatched bank transactions.
- The Net column displays the sum the Closing amount minus the outstanding amount for both bank and GL.
- The Difference column displays the difference between the Bank Closing amount and the Net GL amount.
- The Matched column displays the sum of all currently Matched NetSuite transactions and the sum of all currently Matched Bank transactions. Those two sums should always agree. If they don't, try changing the statement date to a later date to see if any transactions are filtered out by the date.



4.3.2 Auto-Match

After reviewing the data displayed in this screen you can begin the reconcile process. The first step to take is click the **Auto Match** button. The system will then run the Auto-Match Rules created earlier. If there are no Auto-Match rules created, the system default is to match by amount. Without Auto-Match rules the system will also assume that the bank transaction date is the same as or after the NetSuite transaction date. If the bank transaction date is prior to the NetSuite transaction date and no Auto-Match rule exists for that bank transaction type then the transaction will not Auto-Match even if the amounts are the same. An Auto-Match rule would need to be created to allow the bank transaction date to be prior to the NetSuite transaction date.



Once this has been completed you will receive this message to confirm how many records have been processed.

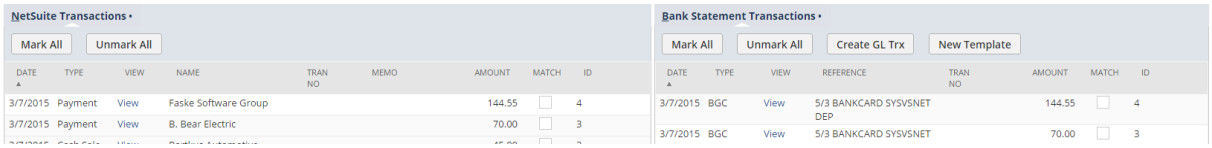
Note: The system should process all unmatched Statement lines, even if it doesn't find matches for everything.

Click on the **Here** link to return to the reconcile window.

Change the *Display* field to 'Match' where you will see the transactions that have been matched.

Items that have been successfully matched will show an ID number in the final column. This ID number will correspond to each matched transaction in the GL and the Bank Statement.

10. The Transaction on the GL with ID number 3 and 4 is matched to the transaction in the Bank Statement with ID number 3 and 4
11. This is based on the amount 70 and 144.55, respectively, and the date of the transaction



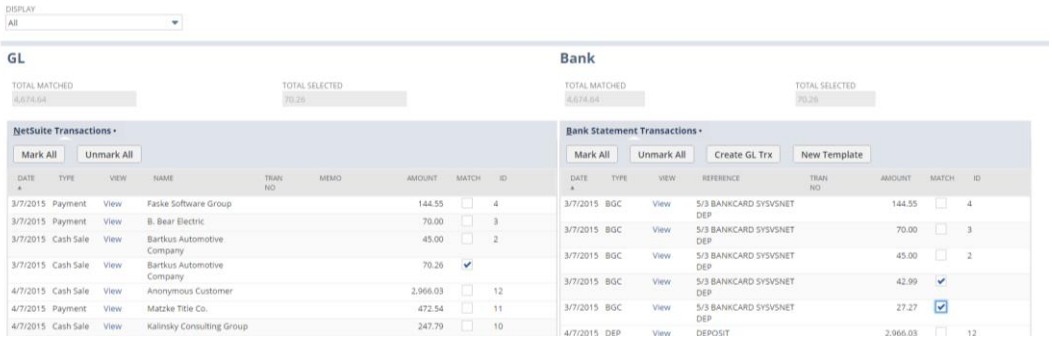
Depending on the accuracy of the transaction data, and how many Auto-Match Rules you have set up, this process should match up the majority of your transactions.

Important: Please note that Auto Matching may incorrectly match items if they hold the same value, date and transaction type – i.e. two deposits made on the same day for the same value – or they fall outside the parameters of your rules. ***Always double check the Auto Match transactions for accuracy***.

4.3.3 Manual Matching

If you have transactions that you know are matches, but have not been picked up by the Auto Match process, you can manually allocate them against each other using the Match process described below.

1. In order to simplify the view, change the *Display* box to show *Unmatched* transactions. This will hide all of your matched transactions making it easier to reference the remaining matches
2. Once you have found NetSuite GL and bank transactions that match (total selected amounts agree) put a tick in the box next to both transactions
3. If you have one transaction in the GL that matches multiple transactions in the Bank Statement, or vice versa, you will need to manually select each related transaction on both sides
4. Ensure that you have ticked matching items on both sides of the screen, and that the *Total Selected* and *Selected* boxes are showing the same value. This ensures the items you have selected are in balance
5. After reviewing the selections click **Match**



Note: You should only manually match transactions one at a time.

Do not select all your bank statement transactions and then select all the matching GL transactions. This will only provide one match number for all of the transactions.

This can make checking your work and un-matching much more difficult. For most cases each bank transaction should have a unique match number.

Note: Auto Match will reconcile items separately, giving each match a unique number.

4.3.4 Applying Filters

If you have a large volume of unmatched transactions or if you have scenarios where multiple bank and/or multiple NetSuite transactions need to be matched against each other to form one match group, you may use the Set Filters functionality. A common example for this may be a summary deposit amount on the bank statement that needs to be matched against multiple customer payments in NetSuite.

Choose the Set Filters button to open the ABR Reconcile – Display Filters window. This window is separated by GL Filters at the top with Bank Filters below. Any combination of filters may be selected.

1. GL Filters:
    - Transaction Date – Select a specific date or date range to narrow the NetSuite transactions displayed
    - Type – Select the NetSuite Transaction Type (or types) to narrow the NetSuite transactions displayed
    - Entity Name – Select the NetSuite Entity (customer, vendor, employee, etc) to narrow the NetSuite transactions displayed
    - Transaction Number – Select the NetSuite Transaction Number to narrow the NetSuite transactions displayed
    - Memo – Select the NetSuite Memo value or partial Memo value to narrow the NetSuite transactions displayed
    - Amount – Select the NetSuite transaction amount, amount range and/or absolute value

- Match Number – Select the Nolan Match ID or range of Match IDs. For this filter to work properly, ensure that the Reconcile Display is set to show Matched or All transactions. This is useful if you need to unmatch a group of transactions or identify transactions that make up a group

2. Bank Filters
   - Transaction Date – Select a specific date or date range to narrow the Bank transactions displayed
   - Type – Select the Bank Transaction Type (or types) to narrow the Bank transactions displayed
   - Transaction Number – Select the Bank Transaction Number to narrow the Bank transactions displayed
   - Memo – Select the Bank Reference value or partial Reference value to narrow the Bank transactions displayed
   - Amount – Select the Bank transaction amount, amount range and/or absolute value
   - Match Number – Select the Nolan Match ID or range of Match IDs. For this filter to work properly, ensure that the Reconcile Display is set to show Matched or All transactions.

4.3.5 Un-Matching Transactions

If a transaction has been matched incorrectly, either by Auto Match or manual matching, it is possible to *un-match* such items. The process is very similar to the matching except that you are selecting only items with match numbers already allocated.

1. In order to simplify the view, change the *Display* box to show *Matched* transactions. This will hide all of your unallocated transactions making it easier to see matched transactions

2. Once you have found the NetSuite GL and bank transactions that have been matched incorrectly put a tick in the box next to both transactions

3. Ensure that you have ticked matching items on both sides of the screen, and that the *Total Selected* and *Selected* boxes are showing the same value. This ensures the items you have selected are in balance

4. After reviewing the selections click **Unmatch**.

4.3.6 Creating GL Transactions

You may find during reconciliation that you have bank statement transactions that don't match up with any existing GL transactions. This can happen if you have bank fees or Interest income that was not entered against your GL. These transactions can be processed directly from the Reconcile Window using the **Create GL Trx** button.

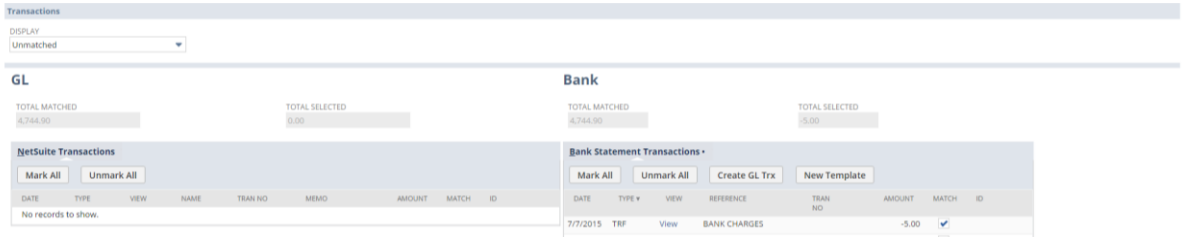
You may also use the Create GL Trx button to record differences between the amount of a bank transaction and the amount of the NetSuite transaction that it needs to be matched against.

This may happen if the bank records a transaction net of a fee but NetSuite reflects the gross amount. The Create GL Trx button will record an entry for the difference between the selected bank and NetSuite transactions.

In order to use this button, you should begin by selecting at least one bank transaction that does not have a corresponding entry in NetSuite. For this example I am using a bank charge.

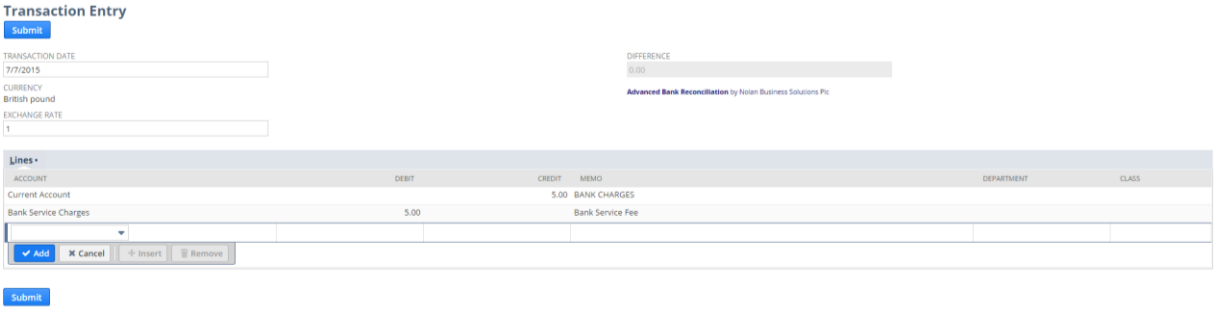
There is an item on our Statement that has not been booked into NetSuite, as it is an account Fee charged by the bank we were not aware of it until we receive the statement. In order to book the transaction through NetSuite, ABR will create a journal entry using the line on the bank statement as a starting point. To accomplish this:

1. Find the bank statement transaction that you require a NetSuite entry for.
2. Tick the box on the right hand of the statement line.
3. Click **Create GL Trx**

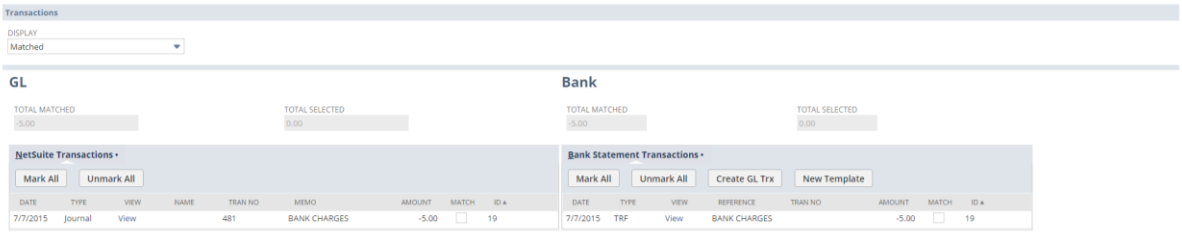


This will redirect you to the Transaction Entry screen so you can create your journal (figure below). The first line of the entry will be automatically filled in using the details of the bank statement line, coded to the selected bank account.

4. Complete the second line of the Journal transaction as per normal NetSuite functionality.
5. Click **Add** to confirm the row.
6. Click **Submit** to post the transaction in NetSuite and return to the Reconciliation Window



Create GL Trx will create a Netsuite transaction, extract it into the Reconcile window and automatically match the transaction. When you return to the Reconcile Window you will see, in the figure below, that the transaction has been created and matched



Note: If you can only post to accounts that are in a subsidiary that you have permission to post to.

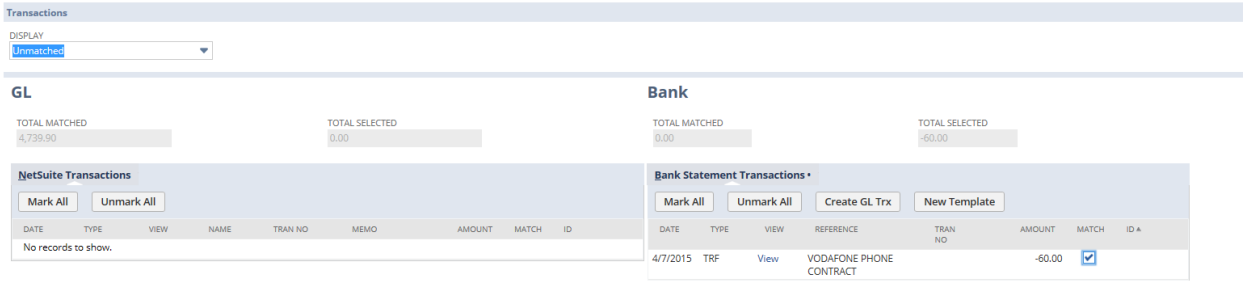
4.3.7 Auto-Gen on-the-fly

Similar as the Create GL Trx where you may have bank statement transactions that don't match up with any existing GL transaction. Rather than using the **Create GL Trx** you can set up an Auto-Gen template to pick the bank charges every month.

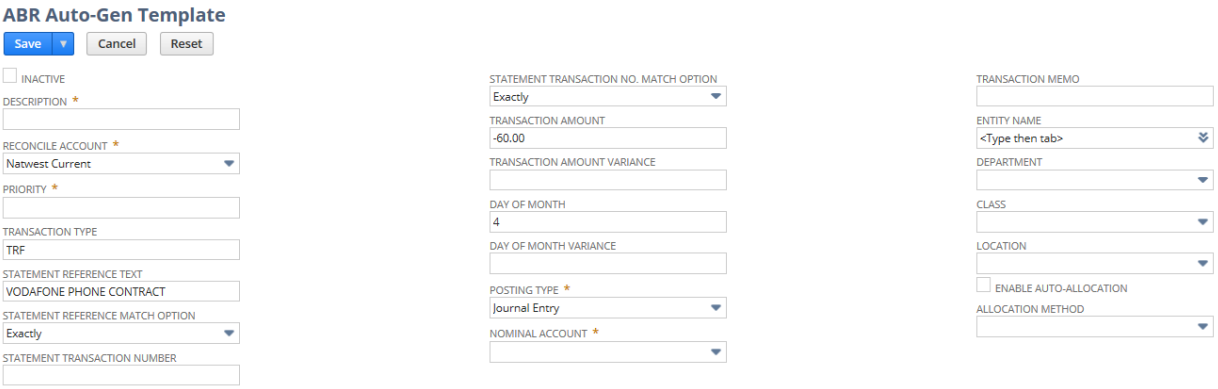
Note: You only need to set up the Auto-Gen template once and if set up correctly it will pick up all applicable transactions in the future.

In the example below, the Vodafone bill will be used as an example. To set this up:

1. Find the bank statement transaction that you require a NetSuite entry for.
2. Tick the box on the right hand of the statement line.
3. Click **New Template**



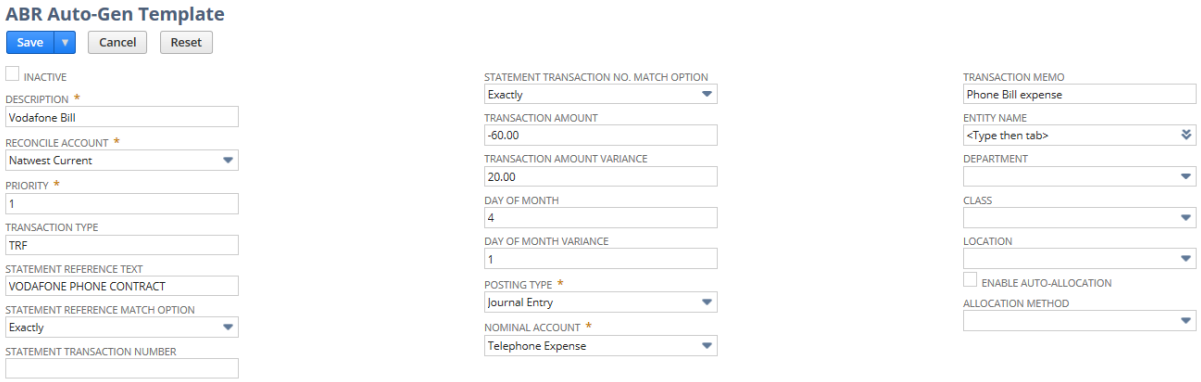
This will redirect you to the Auto-Gen Template screen so you can create your journal. Some of the fields will be pre-populated, you will need to review and make any changes depending on what you want your template to capture. Refer back to Auto-Gen Templates for detailed information



4. Enter the *Description*, *Priority* and *Variances* to widen the search.

5. Complete the rest of the fields. Remembered from *Posting type* onwards determines how the Netsuite transaction will be posted and what information will be included.

6. Click **Save** to post the transaction in NetSuite and return to the Reconciliation Window.



7. Once you are in the reconcile window, select **Auto-Generate**.
8. Return to the reconcile window and under matched display, you will see the transaction has been created and matched.

The Auto-Generate process will search the bank statement for any unmatched bank statement lines that meet the Template criteria. If a criteria is met, the system will create a NetSuite transaction as defined by the Auto-Gen Template. The transaction will then be automatically be extracted and matched in the reconcile window.

4.4 RECONCILE

When you have completed all the above steps you should have matches for all of the transactions on your Bank Statement. Once you have reviewed the information and agree with all the matches you can click the **Reconcile** button. This will process the reconciliation, match all the selected transactions and compile a Reconciliation Closing Balance Report to show the balances.

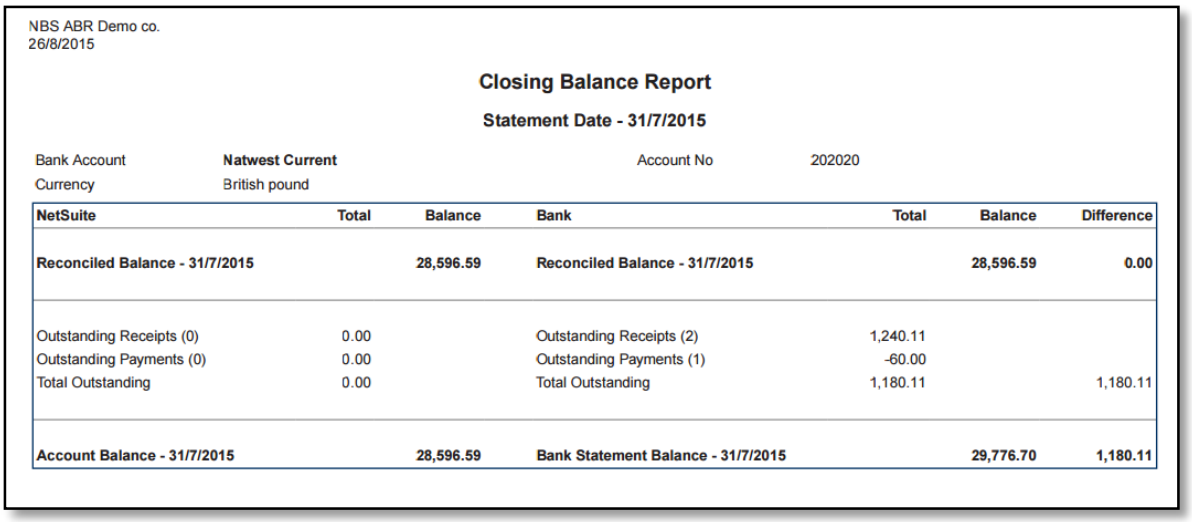
5. Reporting

5.1 Closing Balance Report

You can see an example Closing Balance Report. To access these reports on your system:

1. Access to this report is available from **ABR -> Reports -> Closing Balance**
2. From the front screen select your *account*
3. The *Statement Date* dropdown will populate with a list of your statement dates. Choose the date you would like to see a report for
4. Click **Print**

On this report you will see the Closing balances for both the NetSuite and Bank balances, the summary of the outstanding transactions and the calculated adjusted/reconciled balance on the Reconciled Statement Date. The difference between the Reconciled Balances should be zero. The second page details the outstanding transactions that make up the reconciling difference on both sides – NetSuite and Statement. This report is the most recent reconciliation balance.



NBS ABR Demo co.
26/8/2015

Closing Balance Report

Statement Date - 31/7/2015

Bank Account	**Natwest Current**	Account No	202020
Currency	British pound		

NetSuite	Total	Balance	Bank	Total	Balance	Difference
Reconciled Balance - 31/7/2015		**28,596.59**	**Reconciled Balance - 31/7/2015**		**28,596.59**	**0.00**
Outstanding Receipts (0)	0.00		Outstanding Receipts (2)	1,240.11		
Outstanding Payments (0)	0.00		Outstanding Payments (1)	-60.00		
Total Outstanding	0.00		Total Outstanding	1,180.11		1,180.11
Account Balance - 31/7/2015		**28,596.59**	**Bank Statement Balance - 31/7/2015**		**29,776.70**	**1,180.11**

NBS ABR Demo co.
26/8/2015

Closing Balance Report

Statement Date 31/7/2015

Outstanding NetSuite Transactions

Receipts	0				
Date	**Type**	**Name**	**Tran No**	**Memo**	**Amount**
				Total:	**0.00**
Payments	**0**				
Date	**Type**	**Name**	**Tran No**	**Memo**	**Amount**
				Total:	**0.00**

Outstanding Bank Transactions

Receipts	2			
Date	**Type**	**Reference**	**Tran No**	**Amount**
31/7/2015	DEP	DEPOSIT		28.88
4/7/2015	BGC	5/3 BANKCARD SYSVSNET DEP		1211.23
			Total:	**1,240.11**
Payments	**1**			
Date	**Type**	**Reference**	**Tran No**	**Amount**
4/7/2015	TRF	VODAFONE PHONE CONTRACT		-60.00
			Total:	**-60.00**

5.2 Period Reconciliation

There is also a Period Reconciliation Report available which allows you to drill back into your reconciliations and print Reports for any reconciled statement.

1. Navigate to **ABR -> Reports -> Period Reconciliations**

2. Select your *account*

The **recalculate** button will update balances if there have been any changes in any NetSuite transactions.

On the Period Reconciliation page, you will see a **recalculate** button and also a *recalculation date* field where you can enter the date from when you want to recalculate their balances.

Note: select the **recalculate** button, the process will start in the background but will not notify the user that it's running. If you click on the **recalculate** button when the *recalculation date* field is empty then this will refresh the screen

1. Statement Date – The Reconciled Statement Date
2. NetSuite Balance – Sum of all NetSuite transactions as of the Statement Date
3. NSABR Balance – Sum of all ABR Reconciliation State records as of the Statement Date. ABR Reconciliation State records are automatically created during the ABR Extract process.
4. Difference – The Difference between the NetSuite Balance and the NSABR Balance should always be zero. If it is not, it is most likely due to NetSuite transactions that have not yet been extracted or NetSuite transactions that were extracted and then later moved or

deleted. To resolve difference, run a new GL Extract process with the From date prior to the date that the difference first appears in the Period Reconciliation List.

5. Unreconciled – The sum of all unmatched NetSuite transactions as of the Statement Date
6. Adjusted Balance – The difference of the NSABR Balance minus the Unreconciled Balance as of the Statement Date
7. Statement Balance – The Bank balance as of the Statement Date. This amount should match the bank statement balance on the statement date.
8. Unreconciled – The sum of all unmatched Bank transactions as of the Statement Date
9. Adusted Balance – The difference of the Statement Balance minus the Unreconciled Balance as of the Statement Date
10. Adjusted Difference – The difference between the NetSuite Adjusted Balance and the Bank Statement Adjusted Balance as of the statement date. This should be zero

6. Lists

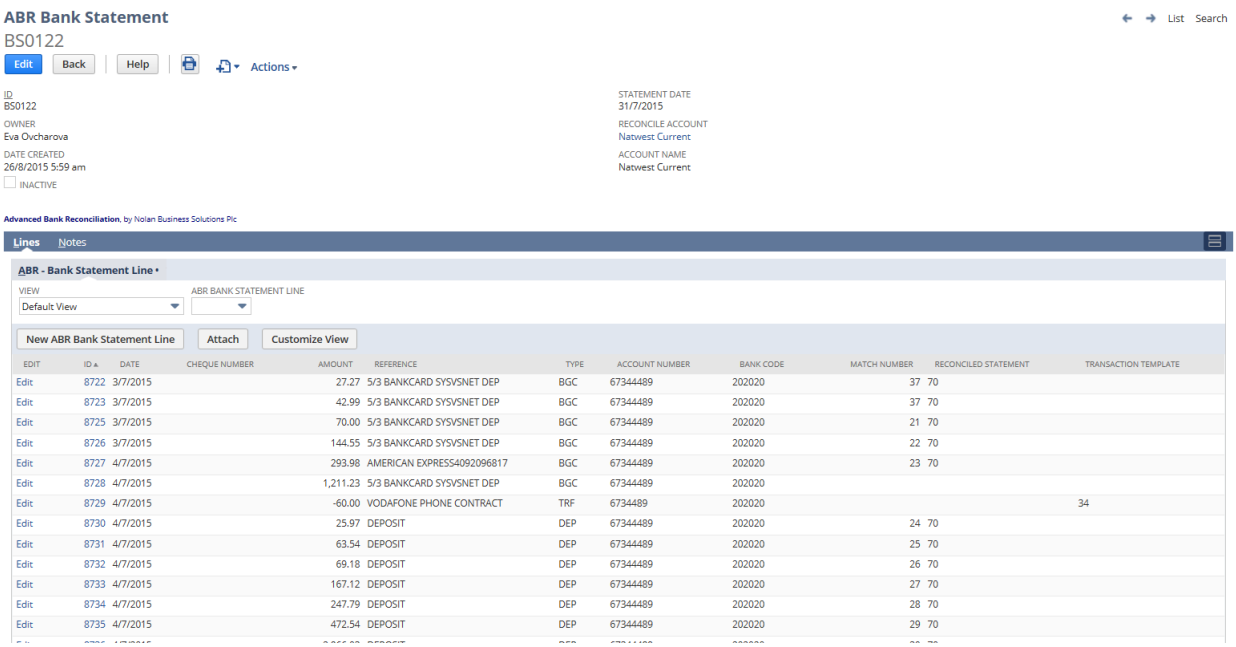
6.1 Bank Statements

You have the ability to view Bank Statements that have been uploaded.

To view the list of bank statements that have been imported

Navigate to **ABR -> Lists -> Bank Statements**
Drill down using the *Edit/View* link. This will take into the bank statement and the lines that are associated with that bank statement (figure below). Clicking *Edit* will allow you to delete the bank statement if it has been accidentally uploaded twice. If there are line items on the bank statement you must use the Delete Statement button to prevent errors with the sub-records. For large bank statements, you may receive a limit warning which will redirect you back to the bank statement. If this occurs, click the link to return to the bank statement and repeat the process until all lines have been deleted

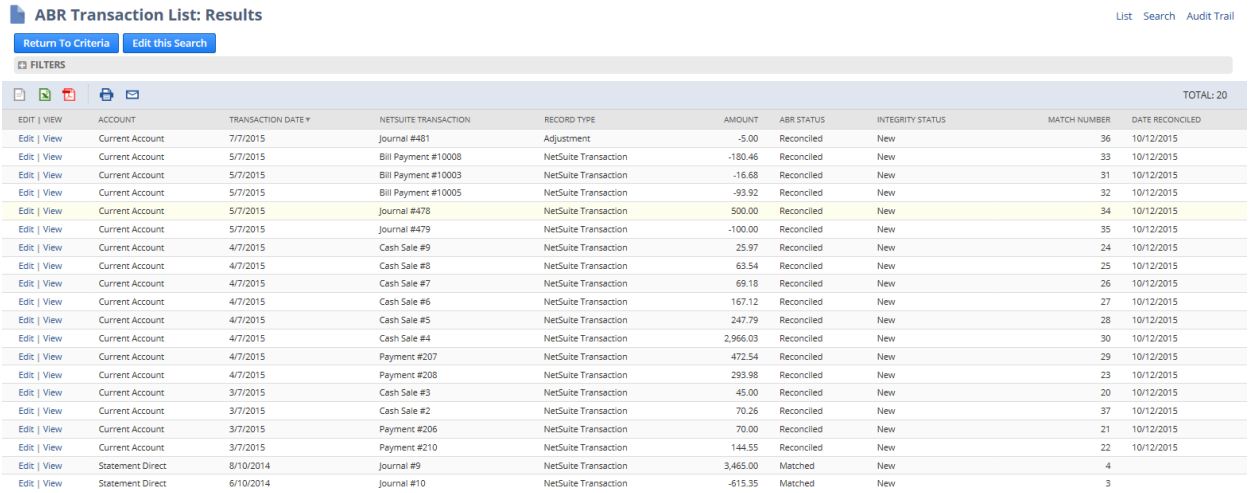
Note: Any changes made to the lines will appear in the reconcile window. You cannot delete bank statements that have been reconciled.



6.2 TRANSACTION STATUS

The Transaction Status list will show all the Netsuite transactions that have been extracted and their status i.e. whether they have been reconciled, matched/unmatched, etc. (figure below)

Navigate to ABR -> Lists -> Transaction Status
Drill down using the *Edit/View* link. This will provide further detailed information and a history record including the user that has performed the actions.

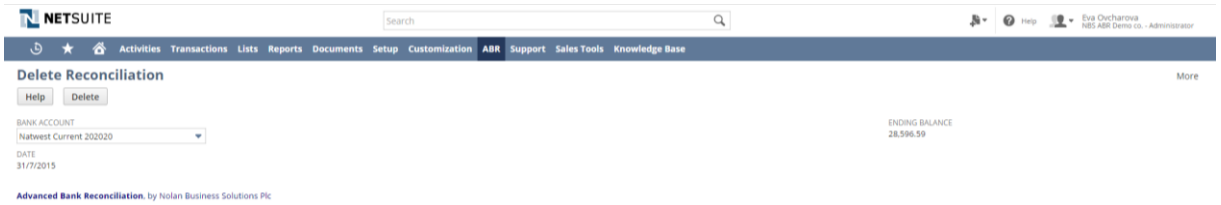


6.3 Delete Reconciliation

Occasionally, you may find it necessary to undo a reconciliation due to incorrect transaction matching. It is possible to do this using the Delete Reconciliation option.

1. Navigate to ABR -> Reconcile -> Delete Reconciliation
2. Select your *Bank Account* (this is the Reconciliation Account) from the dropdown list
3. When the account loads, select Delete to un-reconcile.

Note: You can only delete the most recent reconciliation.



When you delete a reconciliation the system will reverse the Reconcile process, returning the transactions to the '*Matched*' state in the reconcile window

You will receive this message to confirm the deletion has been performed and was successful. From this screen follow the link back to the Reconcile Bank Statement page. You can now resolve the errors on matches using the Matching / Un-matching procedure. Once you have corrected the required entries you can reprocess the reconciliation.

7. Appendices

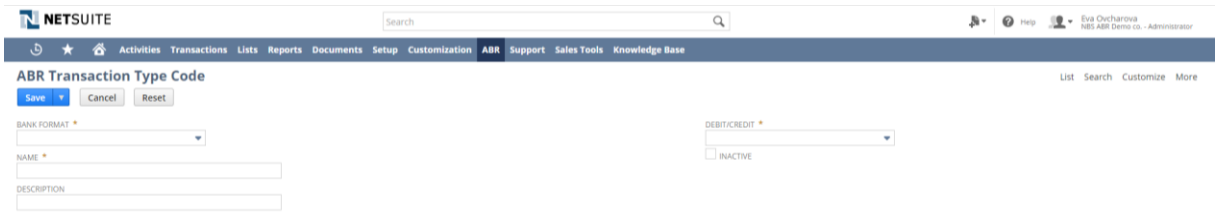
7.1 Appendix A Transaction Type Codes

Some bank files contain one amount column with a positive figure, where it may be unclear whether this is a an outgoing or incoming amount, the Transaction Type column will provide further information on what type of transaction it is.

Note: This is only required where there is one amount column and cannot be identified whether it's a positive or negative amount.

To set up transaction types go to:

ABR -> ABR Setup -> Transaction Types



Set up Transaction Type Code

1. Select the Statement Import Format from the *Bank Format* list that this Transaction Type Code lists applies to.
2. Enter the name of the transaction type in the *Name* field. Tip: This should be the same as seen on the field column on the bank statement.
3. In the *Description* field, enter the full transaction type description
4. In the *Debit/Credit*, select from the list whether the amount is a debit or credit type of transaction.
5. You have the option to deactivate the Transaction Type Code by selecting the **Inactive** checkbox
6. Click **Save**

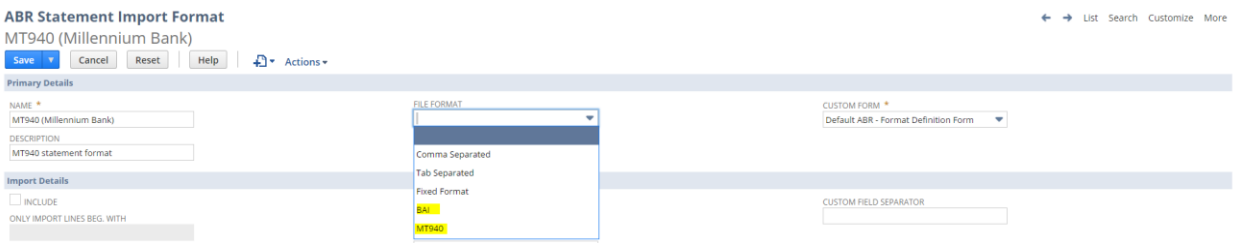
You may now save your Transaction Type Code

7.2 Appendix B MT940 and BAI File Formats

MT940 and BAI formats are hardcoded into ABR.

When the ABR bundle is installed, there are 2 available MT940 Statement Import Formats available: MT940 (Millennium Bank) and Raiffeisen Bank Zrt. You can use these templates as a starting point and either rename them or copy the template to create a new one. This is recommended rather than creating a new statement import format

When setting up the ABR Statement Import Format, under *File Format* select MT940 / BAI. This will let the system know that when the MT940 or BAI files are uploaded against this Reconciliation account it will read the Tags as defined by the MT940 or BAI formats

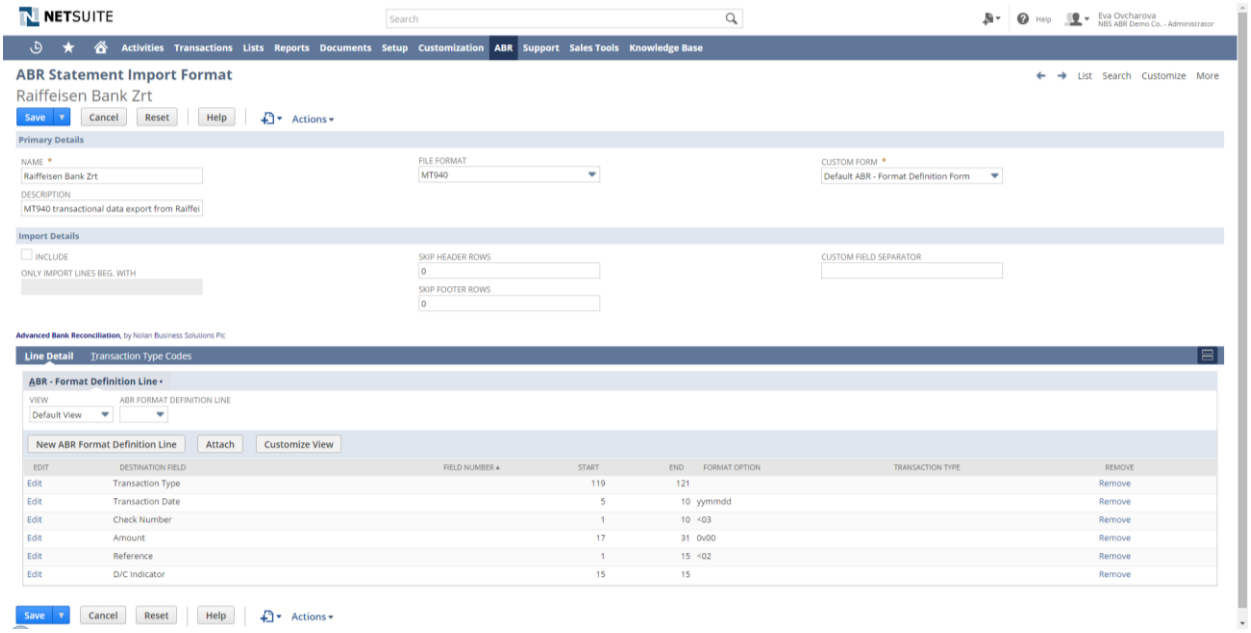


It's important to note that even though these are standardised format and should in theory be the same across the different bank sites, it's possible that the information may be situated

slightly different. The information will still be stored in the respective tag line. It may be necessary to position the cursor in different areas to pick up the necessary information

7.2.1 MT940 example

The setup of an MT940 format will look very similar to the below image:

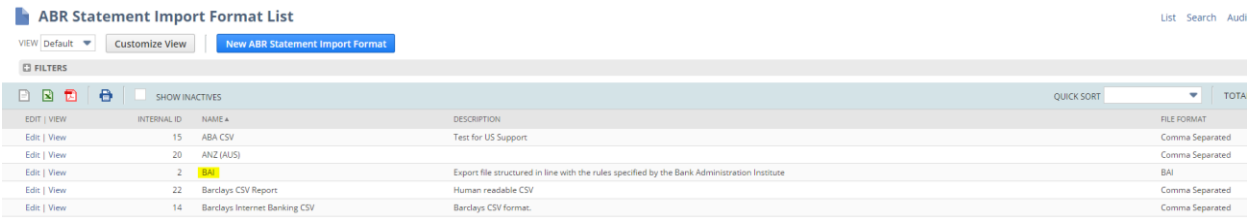


When selecting a *destination field*, the system will already know which tag it needs to look at. I.e. Transaction date is found on the ':61:' tag, direct/credit, amount and reference for example are also found in this tag. If you need to change the position that the system picks up, select *Edit* and change the *Start* and *End* field, to tell the system from which position to read the text.

Note: With ':86:' tags are considered a continuation of ':61:' therefor it may be necessary to continue counting assuming that ':86:' is a continuance of ':61:'

7.2.2 BAI example

For BAI format, use the dedicated "BAI" Statement Import Format that is included in the bundle upon installation



When setting up the Reconciliation Account, under *File Format* select BAI and set up the Reconciliation account as normal.

7.3 Appendix C Importing Outstanding Items as of the last completed reconciliation date

Create CSV (comma separated) spreadsheet containing details of outstanding checks and deposit as of your NSABR cutover date.

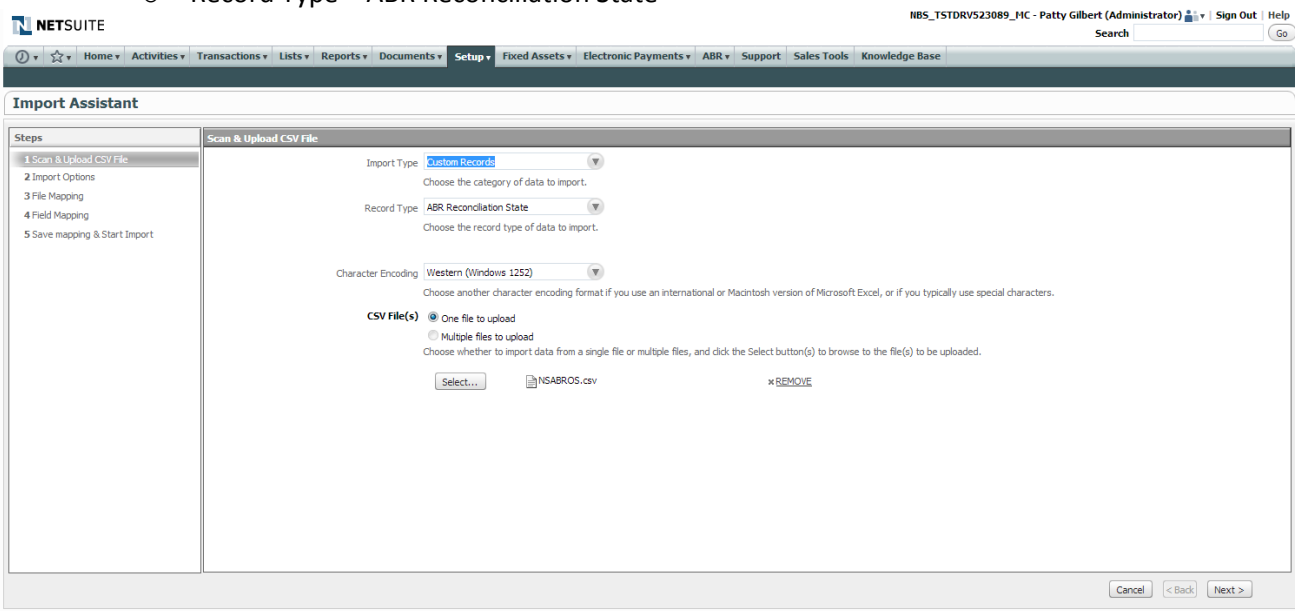
- **Transaction Type** – Optional, may use a default mapping of Check if all outstanding items are checks. Other permitted types:
  - Check
  - Customer Deposit
  - Cash Sale
  - Cash Refund
  - Deposit
  - Journal
  - Payment
  - Transfer
  - Vendor Payment
- **Amount**
  - No commas in formatting
  - Checks/Withdrawals need to be negative amounts
  - Deposits need to be positive amounts
- **Transaction Date**
  - Match format to NetSuite date format
- **Memo** – Optional text field may contain a description or vendor/customer name
- **Transaction ID** – Check Number

Initialize each Account in NSABR – Navigate to ABR>Account Setup>Account Initialization

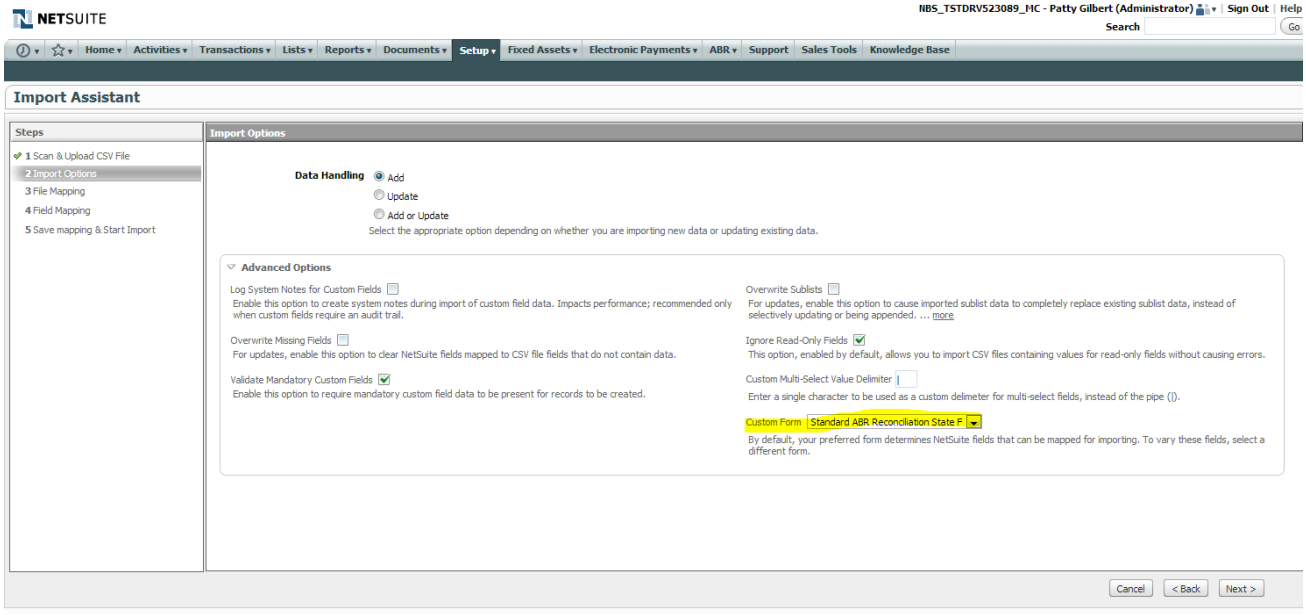
- **Reconcile Account –** Select
- **NetSuite Account –** Verify/Select
- **Select the Date of your earliest unreconciled transaction**
  - Since all outstanding transactions will be imported, the day after your cutover date
    - If cutover date is 12/31/2013, enter 01/01/2014 as the earliest unreconciled transaction date
- **Select the Date of your last reconciliation date**
  - Select 12/31/2013 if cutover date is 12/31/2013
- **Hit Refresh –** no transactions will be displayed, verify the GL Balance displayed
- **Hit Submit –** no transactions will be processed but Nolan records will be updated

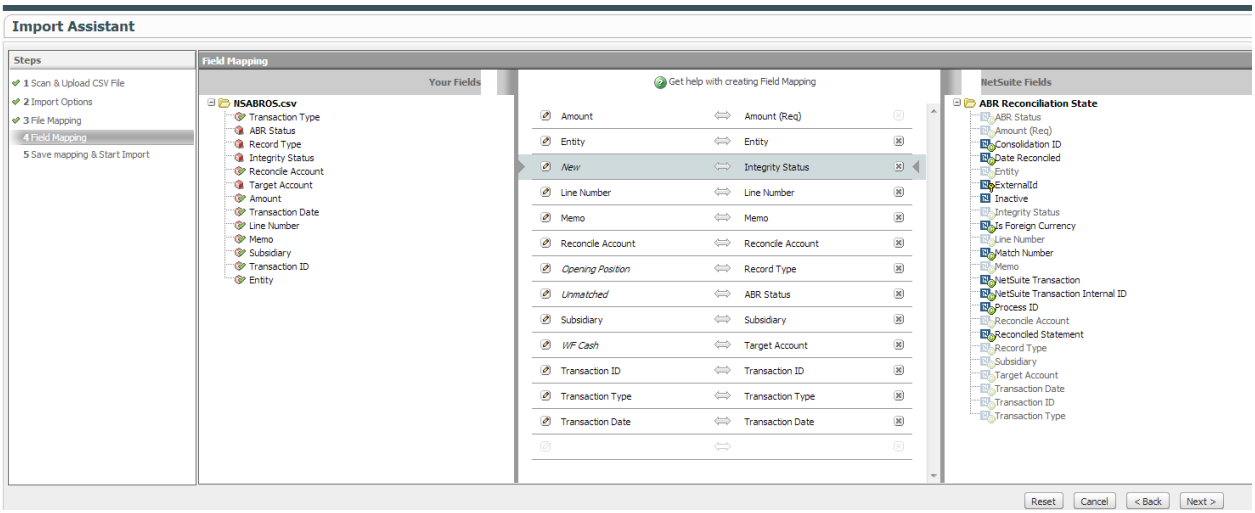
Create CSV Mapping

- Navigate to Setup>Import/Export>Import CSV Records
    - Import Type = Custom Records
    - Record Type = ABR Reconciliation State

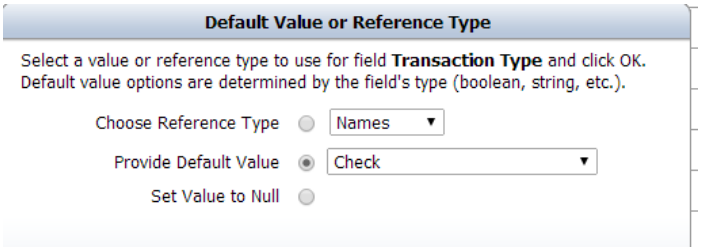


- Data Handling = Add
- Custom Form = Standard ABR Reconciliation State

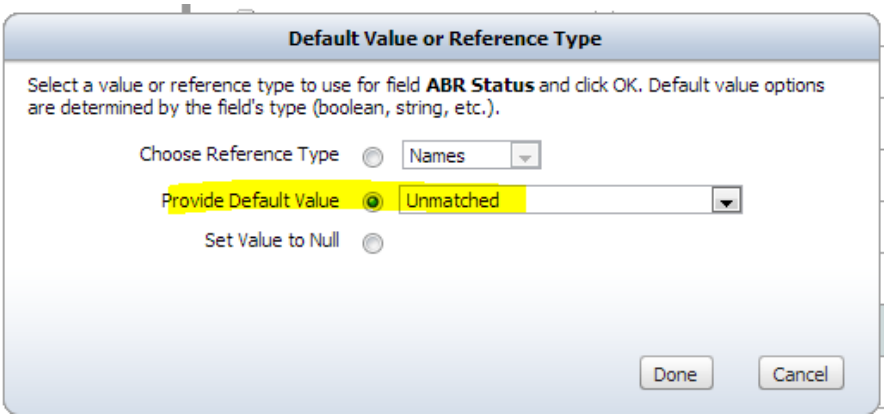




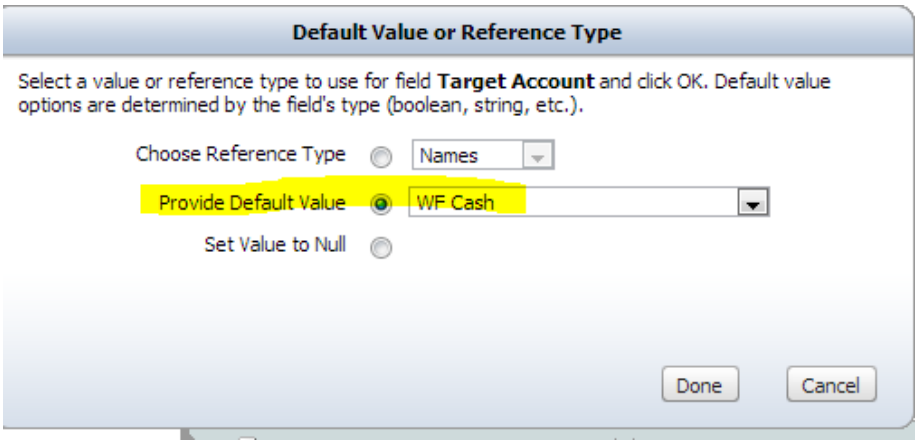
- **Amount** – Link to Amount column in CSV Spreadsheet
- **Memo** – Link to Memo column in CSV Spreadsheet
- **Transaction Date** – Link to Transaction Date column in CSV Spreadsheet
- **Transaction ID** – Link to Check number column in CSV Spreadsheet
- **Transaction Type** – Link to Memo column in CSV Spreadsheet if defined or
    - Click Pencil Icon in Field Mapping and select Check as the default value if all outstanding items are checks



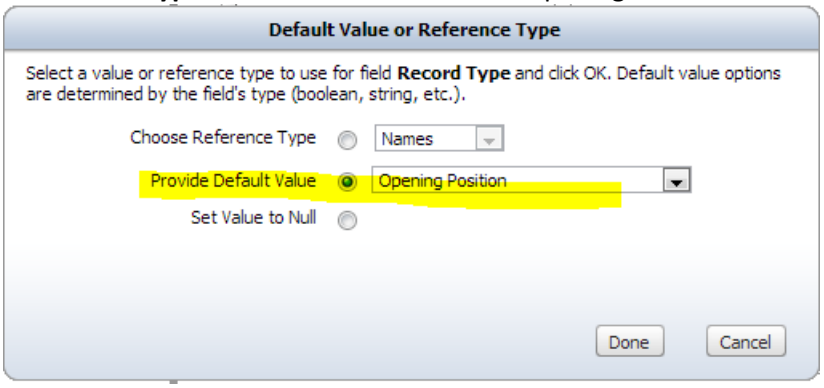
- **Entity –** Recommend not using, store customer/vendor names in Memo field for ease of import
- **ABR Status –** Choose Default Value of UnMatched



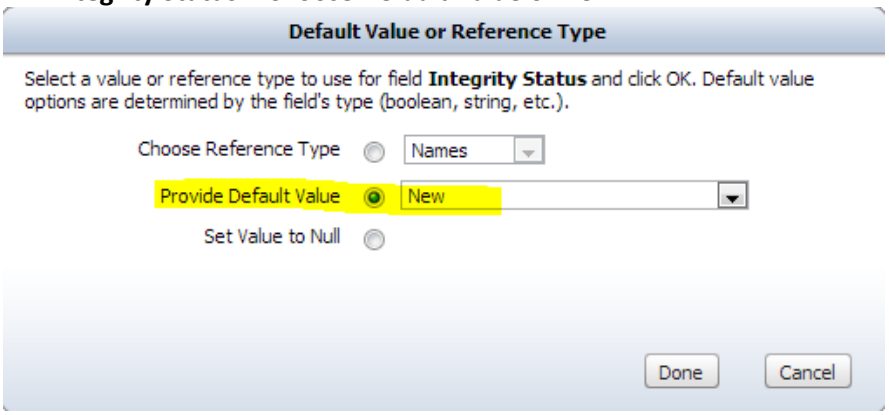
- **Target Account –** Select the text Account Name of the GL Account that transactions are linked to



- **Record Type –** Choose Default Value of Opening Position



- **Integrity Status –** Choose Default Value of New



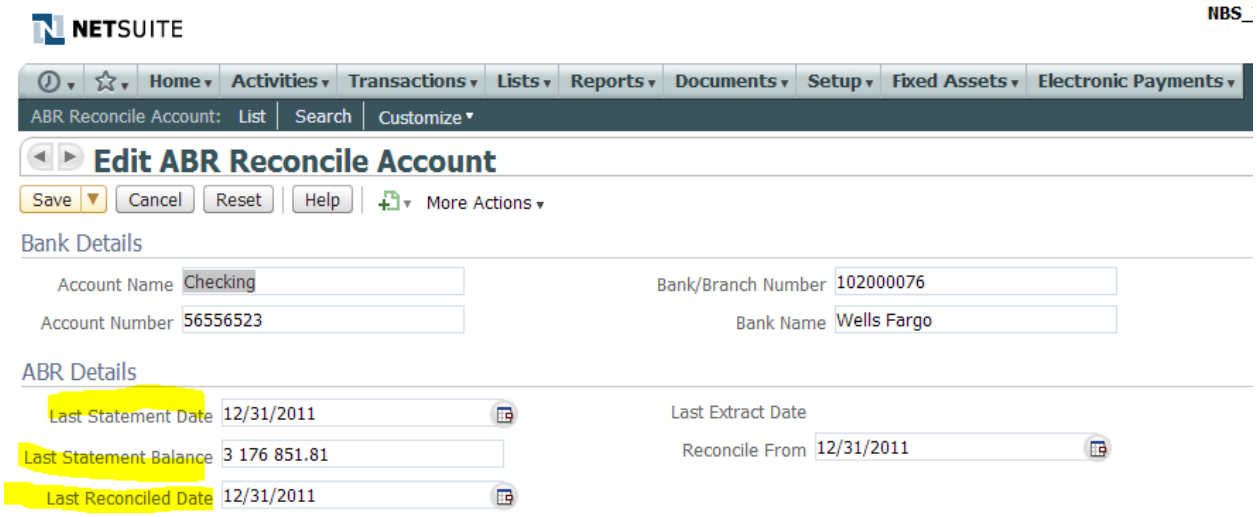
- **Line Number –** Enter Default value of 0 (zero)

- **Reconcile Account** – Select ABR Reconcile Account

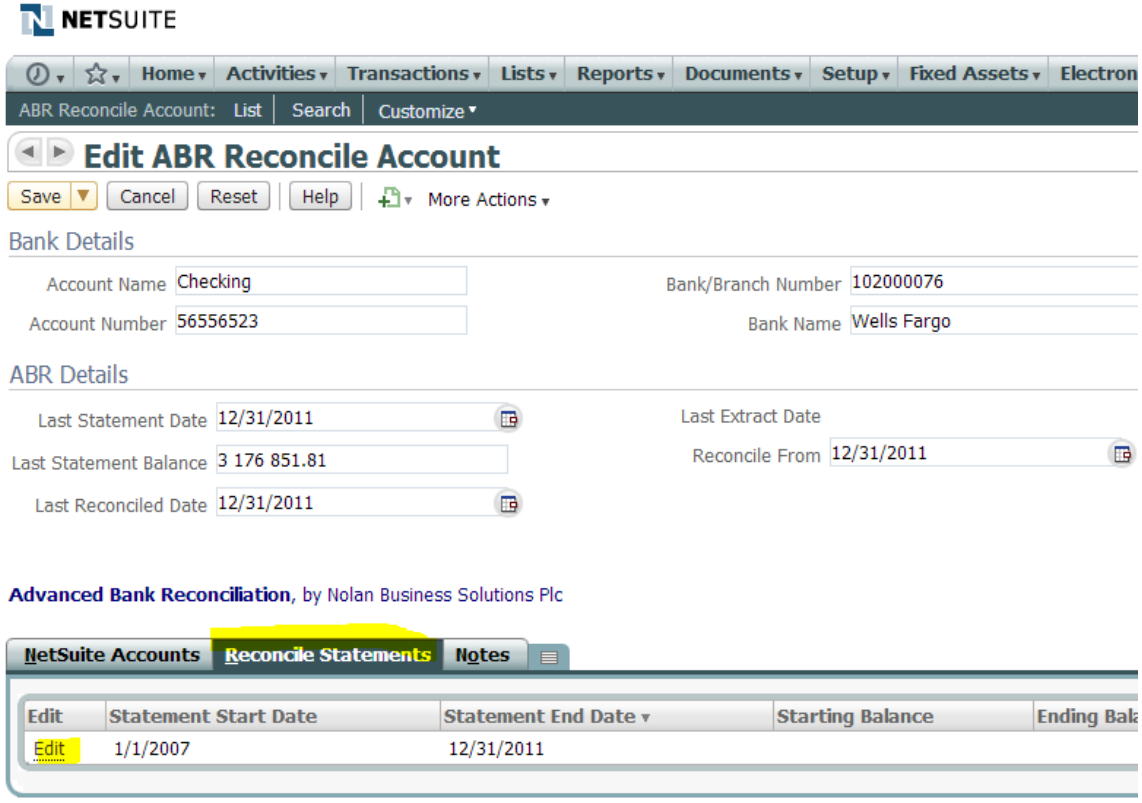
- **Save and Run the Import**
    - For subsequent imports, change the Default Target Account and Default Reconcile Account

Adjust beginning balances after importing outstanding items

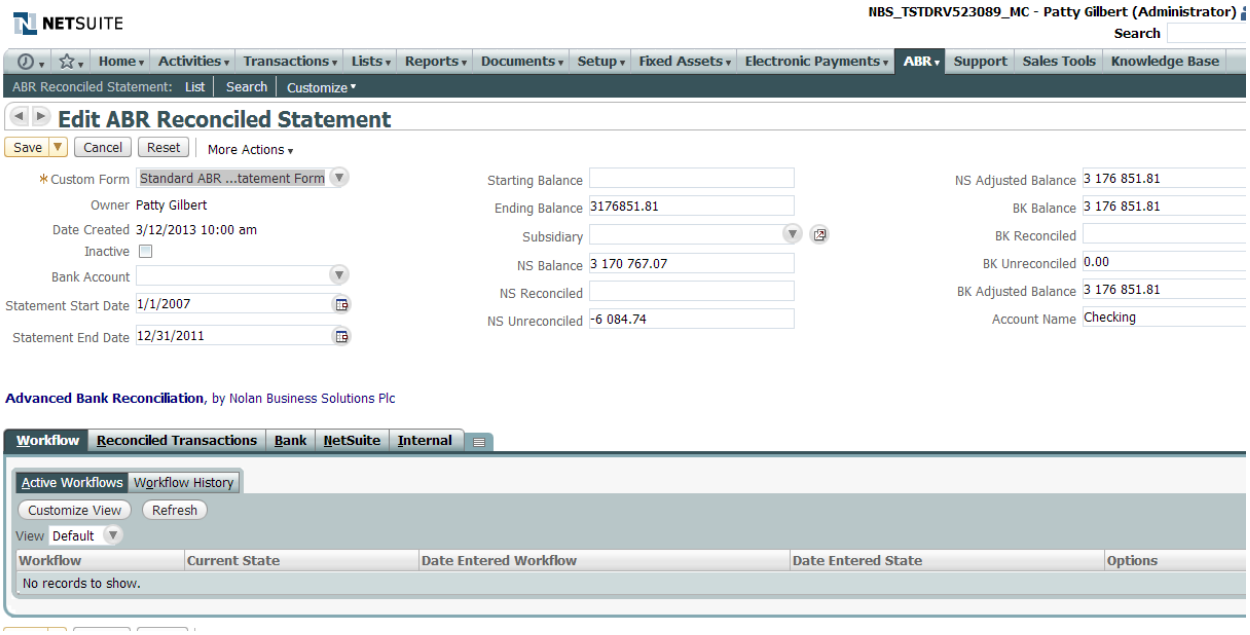
- Navigate to ABR>Lists>Reconcile Accounts
    - Select an account to update beginning balances for and click Edit
        - Last Statement Date – should be last reconciled date/cutover date
        - Last Statement Balance – Enter Bank Statement Ending balance on cutover date
        - Last Reconciled Date – Cutover date
        - Save



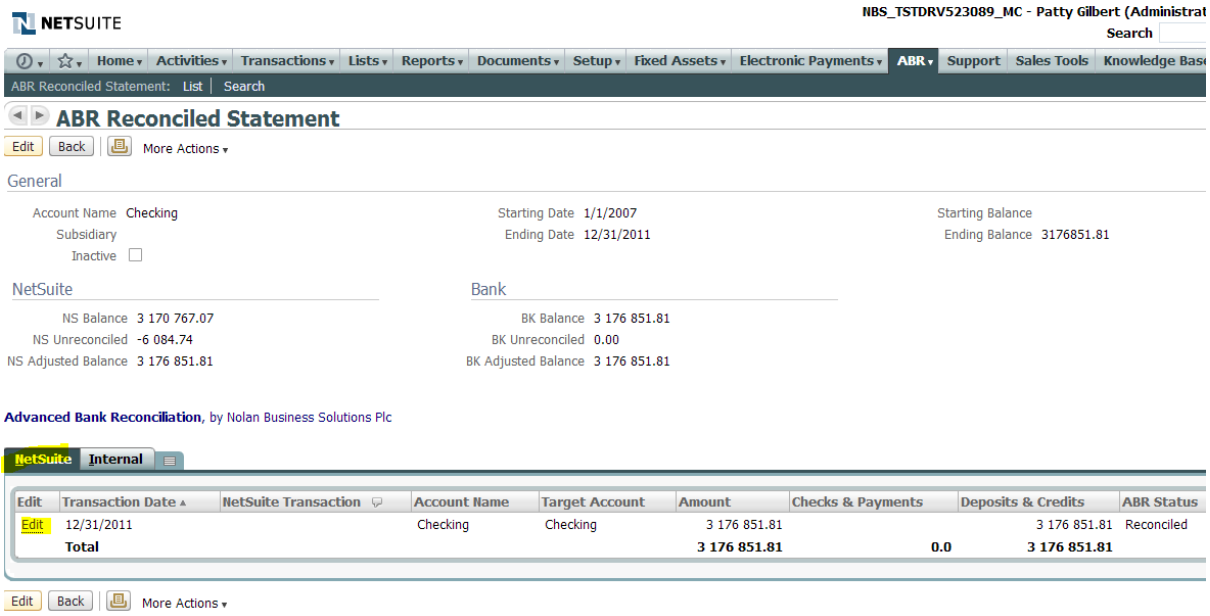
- Click Reconcile Statements Tab
- Select Edit next to the statement start date



- Custom Form = Standard ABR Reconciled Statement Form
- Bank Account = Name of Reconcile Account
- Statement End Date = Cutover Date
- Starting Balance – Blank
- Ending Balance – Bank Statement Balance on Cutover Date
- NS Balance – GL Cash Account Balance on Cutover Date
- NS Reconciled – Blank, system will update
- NS Unreconciled – Blank, system will update
- NS Adjusted Balance – Bank Statement Balance on Cutover Date
- BK Balance – Bank Statement Balance on Cutover Date
- BK Reconciled – Blank, system will update
- BK Unreconciled – Blank, system will update
- BK Adjusted Balance – Bank Statement Balance on Cutover Date
- Save

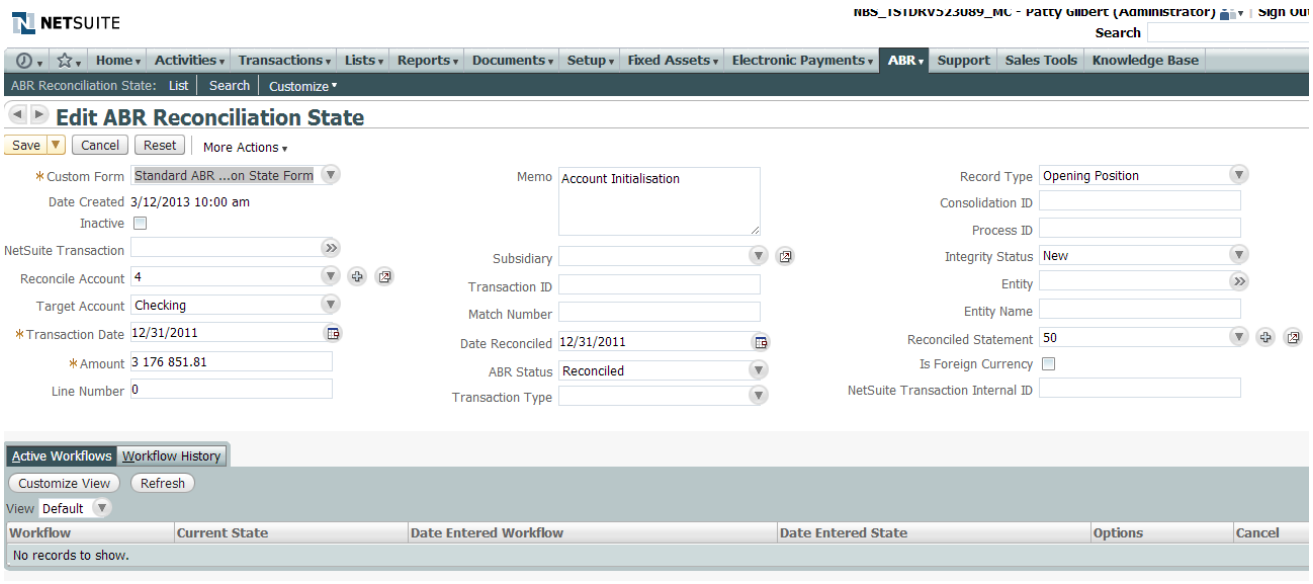


- After Saving the ABR Reconciled Statement, Select Edit from the NetSuite Tab, next to the transaction date



Edit ABR Reconciliation State

- Custom Form = Standard ABR Reconciliation State From
- Transaction Date = Cutover Date
- Amount = Bank Statement Balance on Cutover Date
- Save

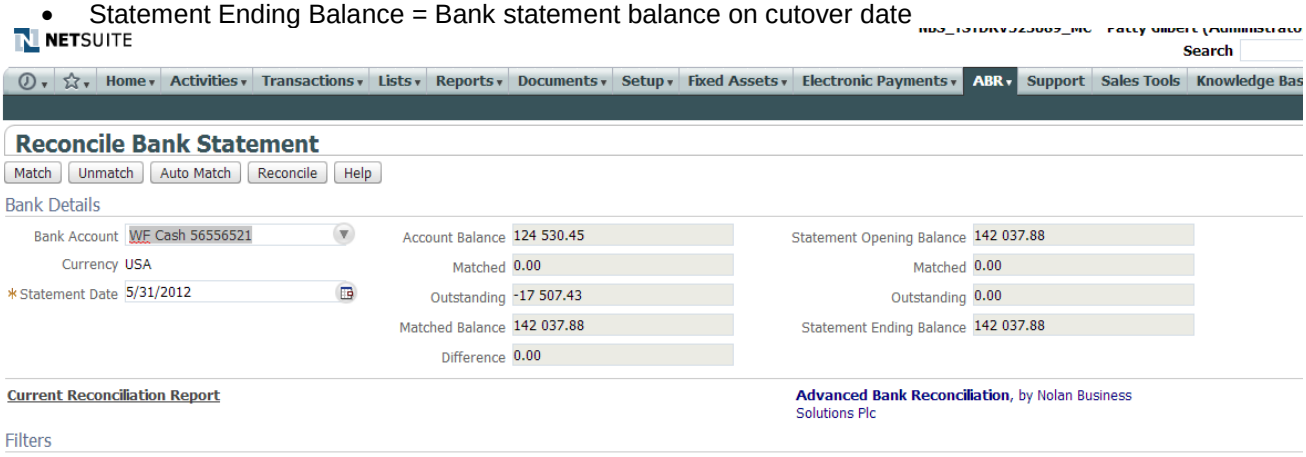


Navigate to ABR>Reconcile>Reconcile Bank Statement

Select Bank Account and choose Reconcile

Verify the following information:

- Account Balance = GL Account Balance on Cutover Date
- Outstanding = Sum of imported outstanding transactions on cutover date
- Matched Balance = Account Balance minus Outstanding Transactions (which should equal the bank statement balance)
- Difference = should be zero
- Statement Opening Balance = Bank statement balance on cutover date
- Outstanding = Typically zero for bank statement
- Statement Ending Balance = Bank statement balance on cutover date

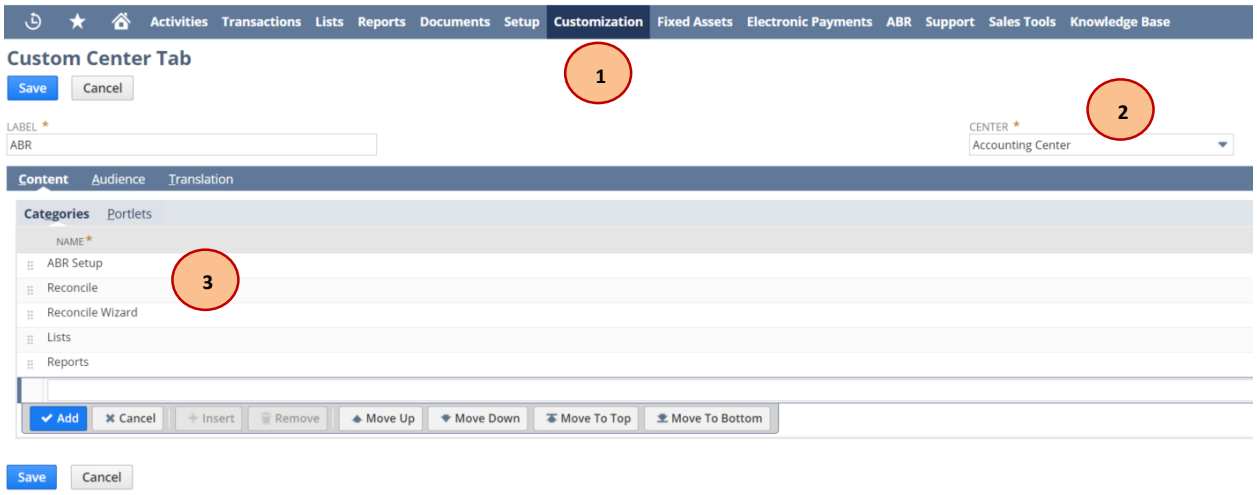


7.4 Appendix D Adding ABR links to Accounting Center in NetSuite

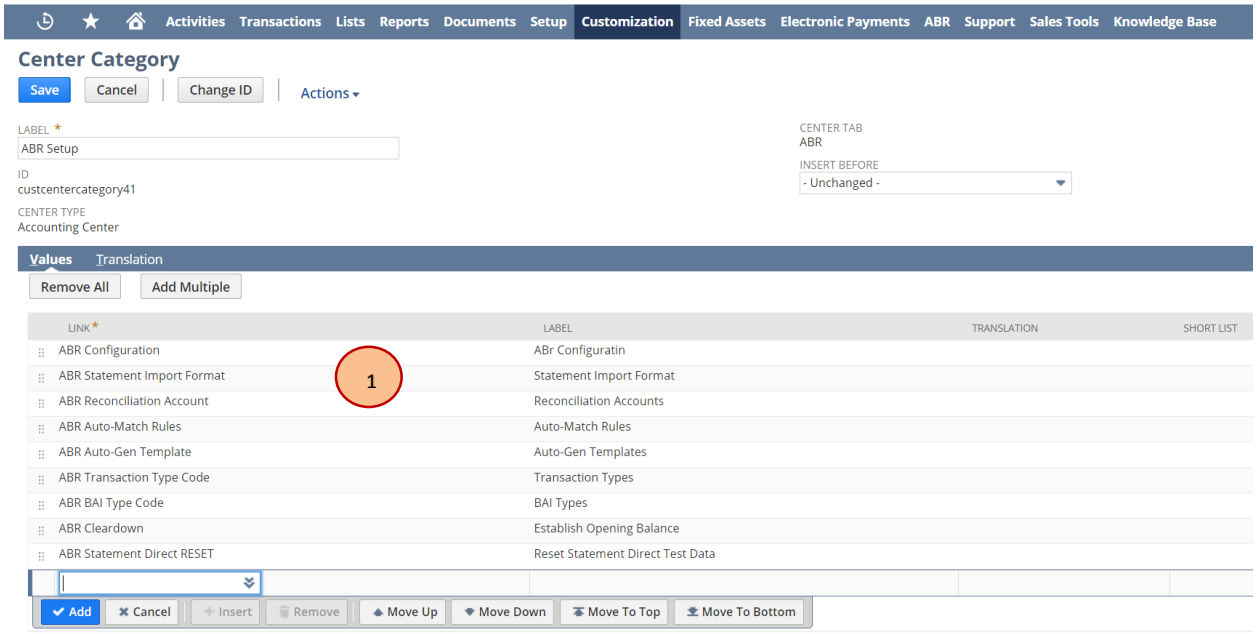
ABR CENTER LINKS

Purpose: Add ABR to a Center (ie: Accounting)

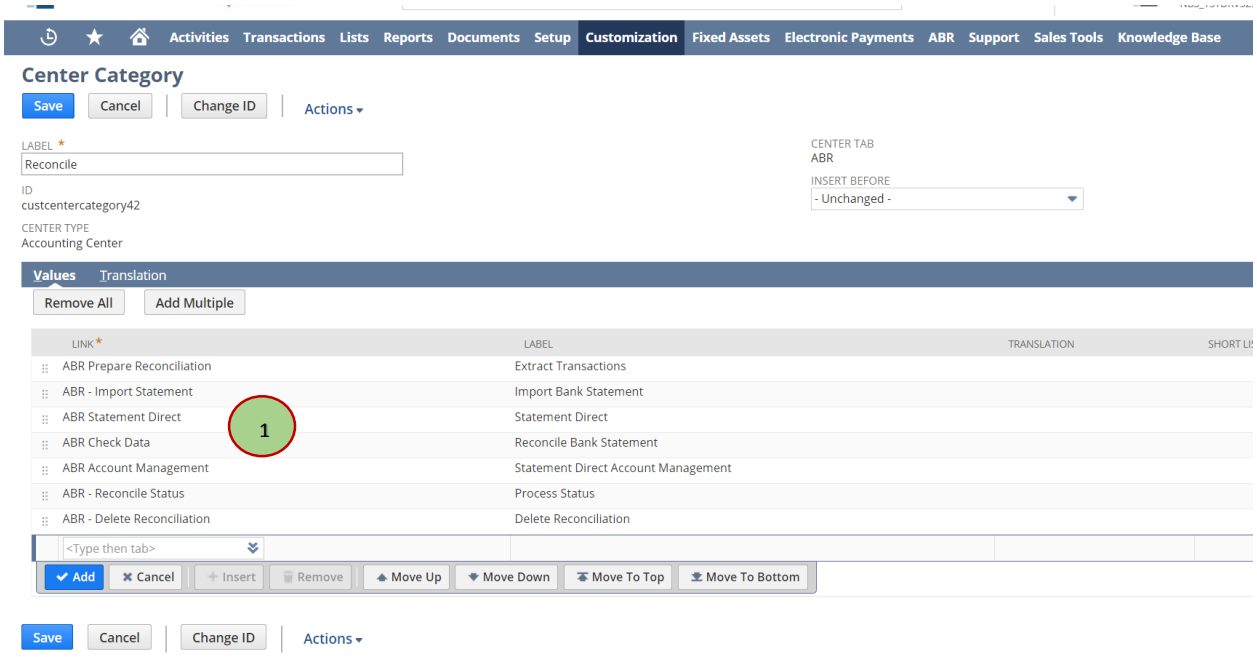
1. Customization > Centers and Tabs > Center Tabs > New.
2. Choose the Accounting Center (or whatever center you want ABR added to instead of the Accounting Center illustrated below).
3. Add the Categories Listed Below > Save:



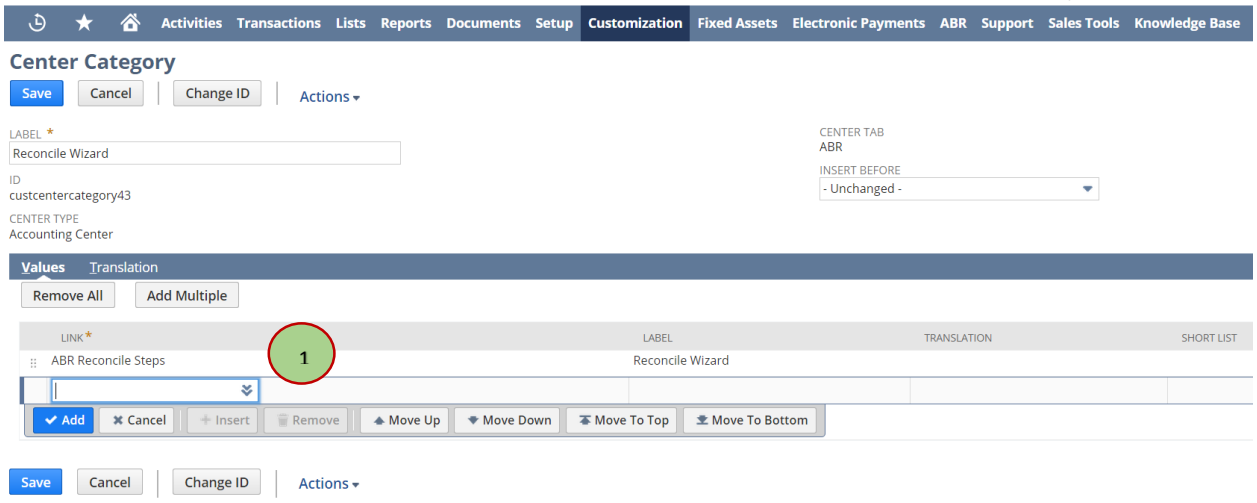
1 Click Edit next to ABR Setup and add/remove the links as necessary > Save



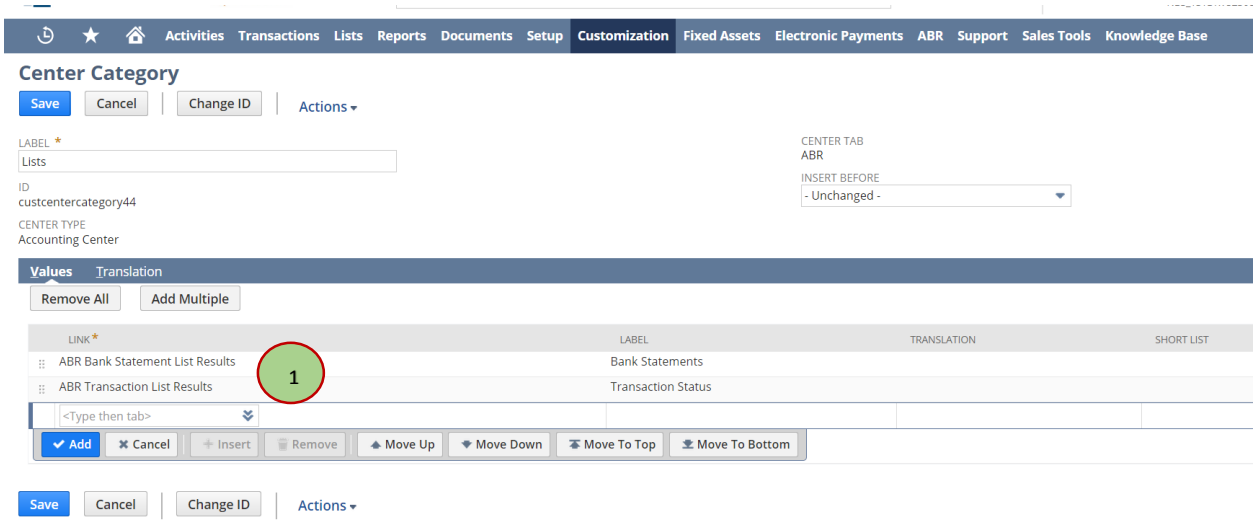
1 Click Edit next to Reconcile and add/remove the links as necessary > Save



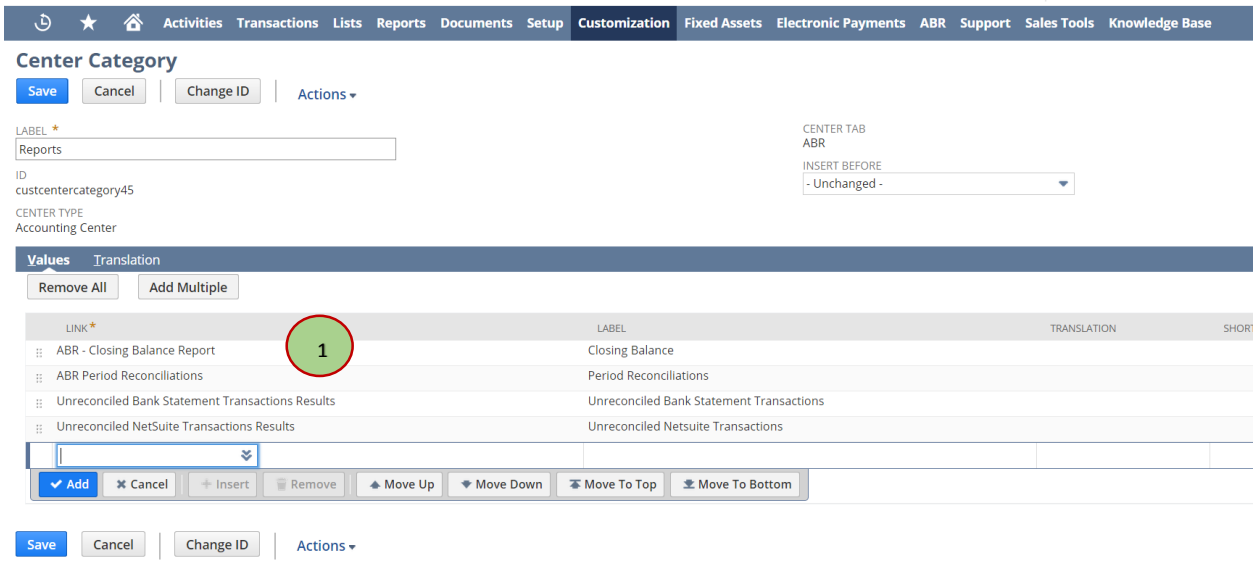
1 Click Edit next to Reconcile Wizard and add/remove the links as necessary > Save



1 Click Edit next to List and add/remove the links as necessary > Save



1 Click Edit next to Reports and add/remove the links as necessary > Save



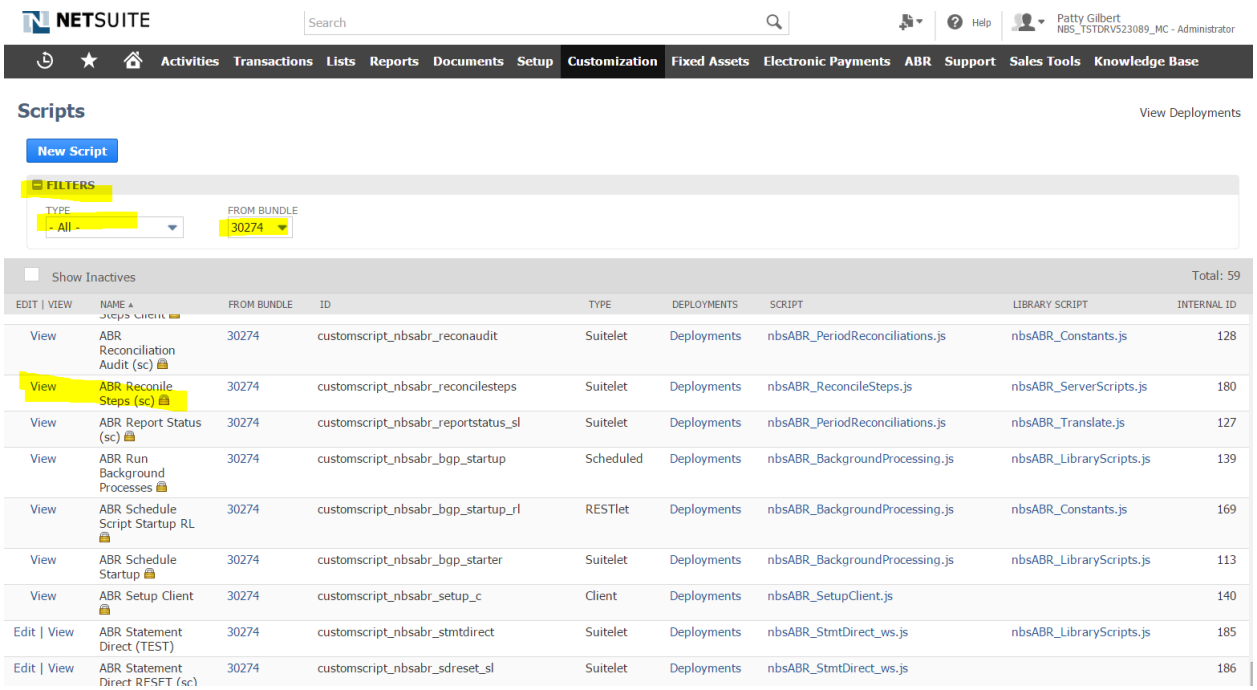
The Tab will now be on the roles who use the Center (in this case Accounting Center) you added the ABR Center Links as well as the ABR Role.

7.5 Appendix E Updating Script Permissions

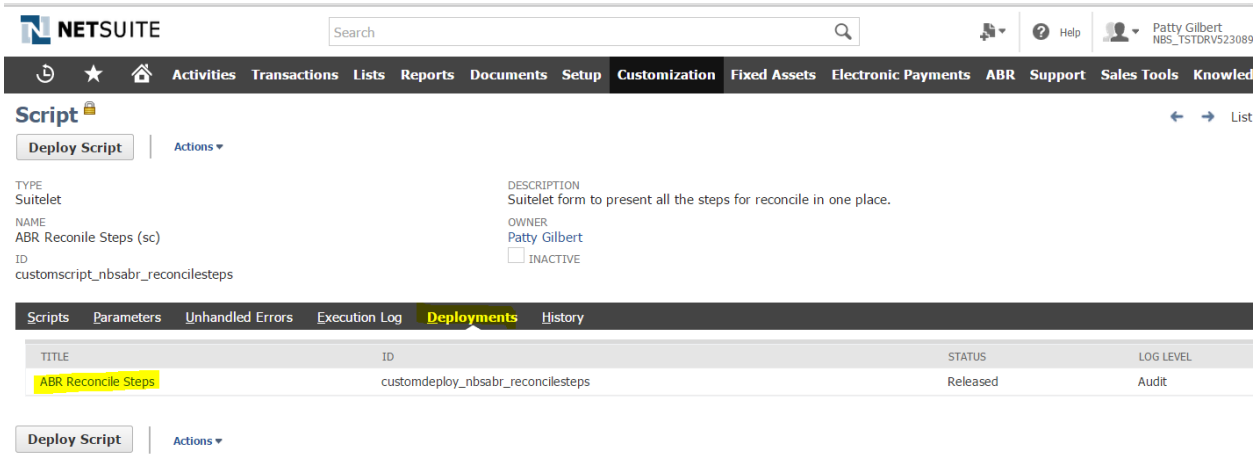
Nolan NSABR Script Permissions
After installing the Nolan bundles, update the following script deployments to be available for all users. Standard NetSuite permissions will control which users can kick off these scripts.

Navigate to Customization>Scripting>Scripts. Set the Filter for All Types From Bundle 30274

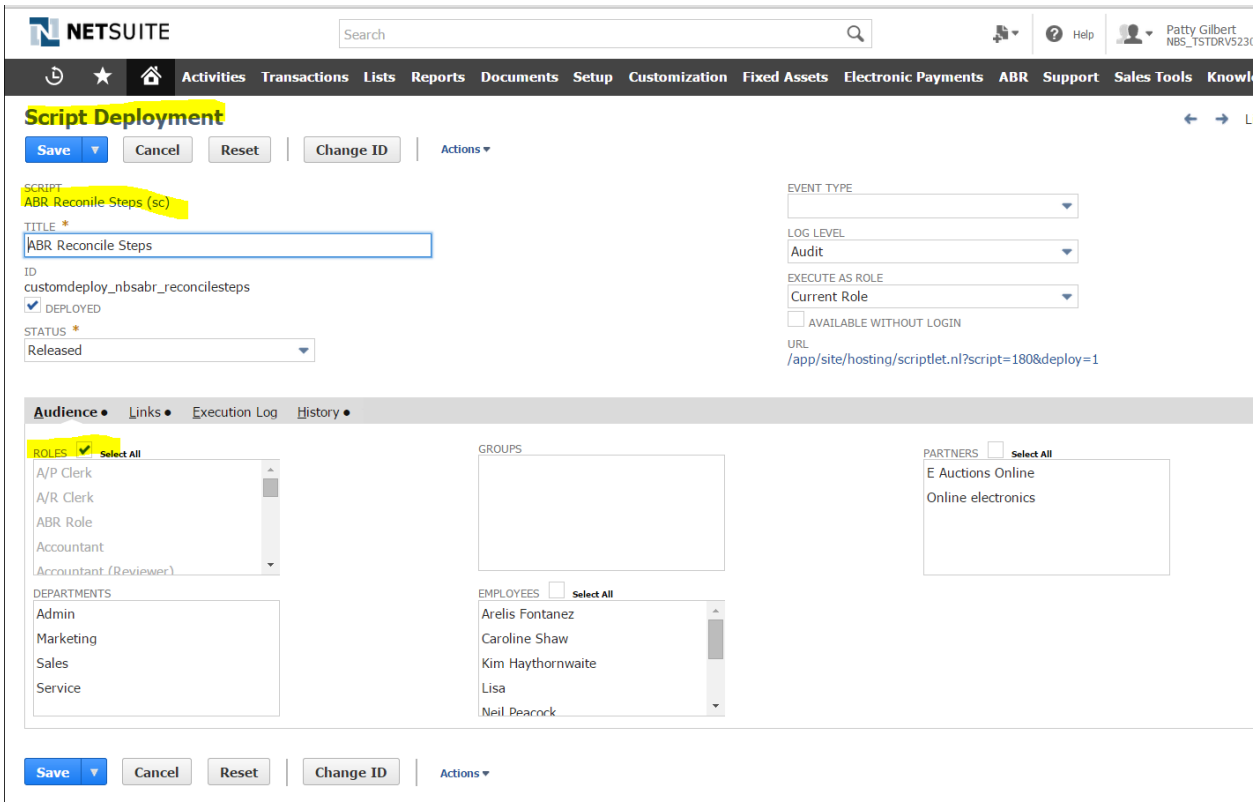
Select View for ABR Reconile Steps (sc)



From the Script page, select the Deployments Tab and select the link for ABR Reconcile Steps.

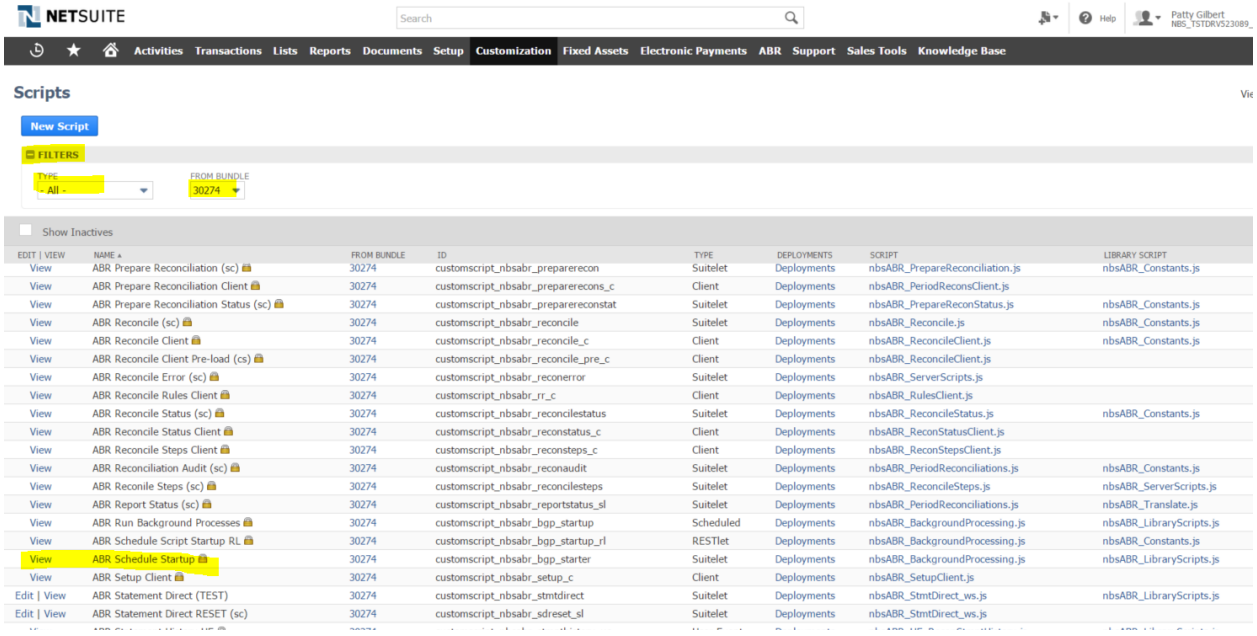


From the Script Deployment, click Edit and check the box for All Roles under the Audience Tab. Save.

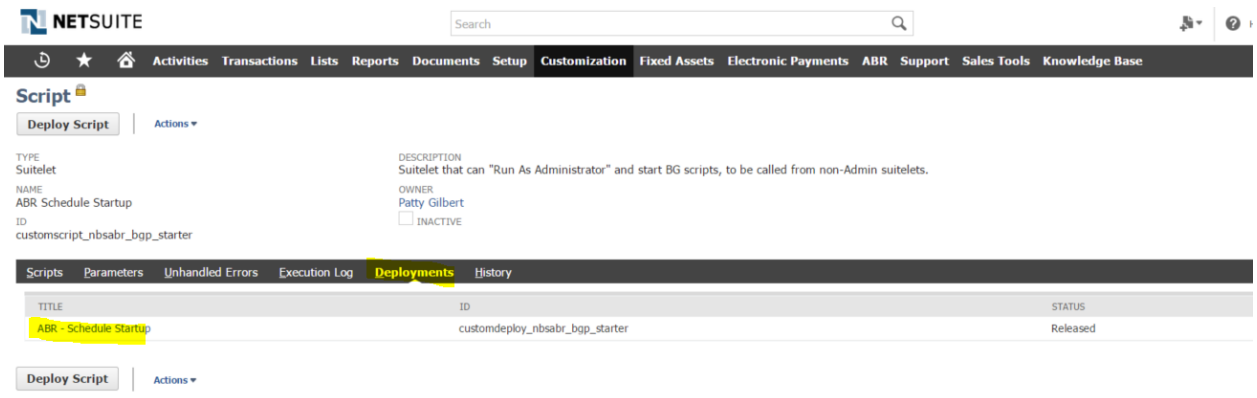


Navigate to Customization>Scripting>Scripts. Set the Filter for All Types From Bundle 30274

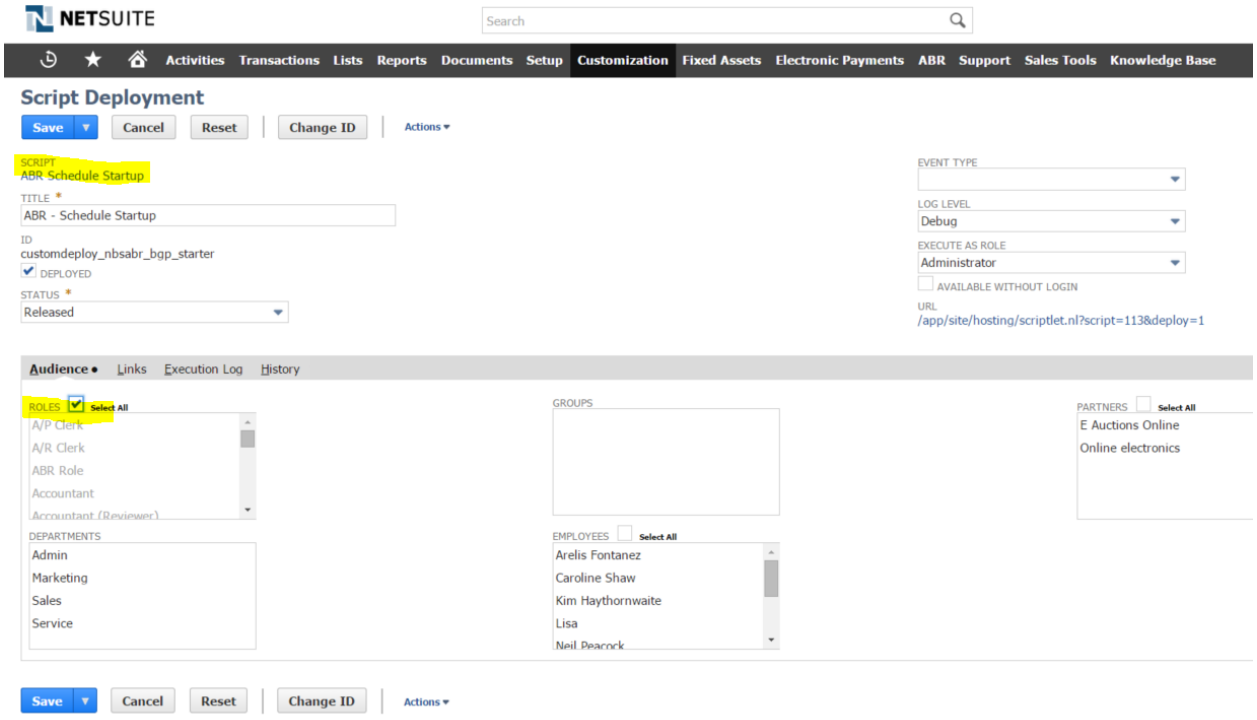
Select View for ABR Schedule Startup



From the Script page, select the Deployments Tab and select the link for ABR Schedule Startup.

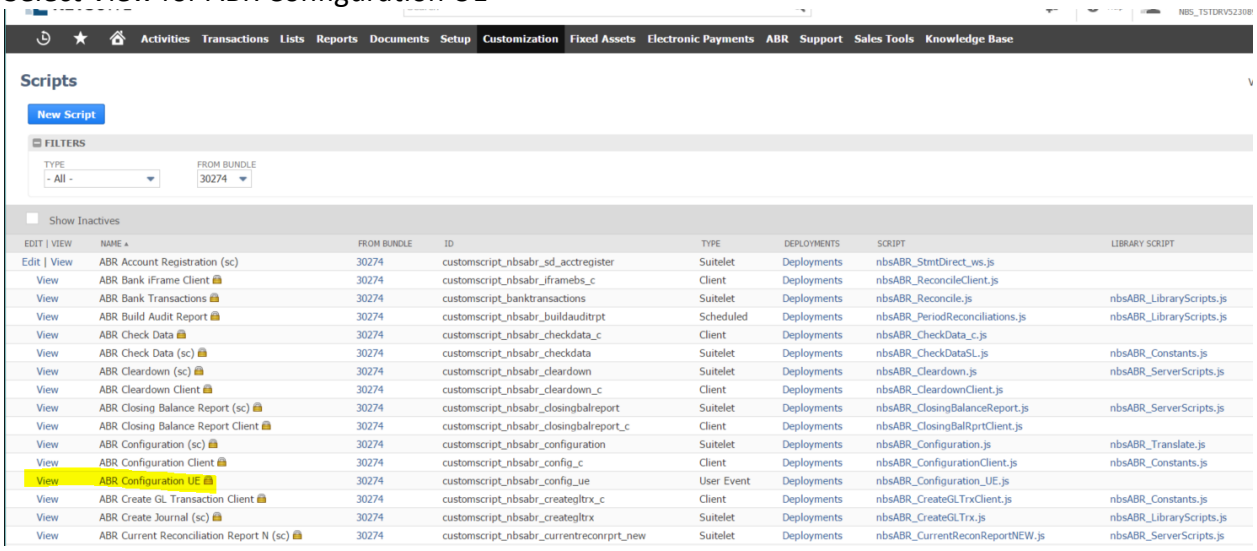


From the Script Deployment, click Edit and check the box for All Roles under the Audience Tab. Save.



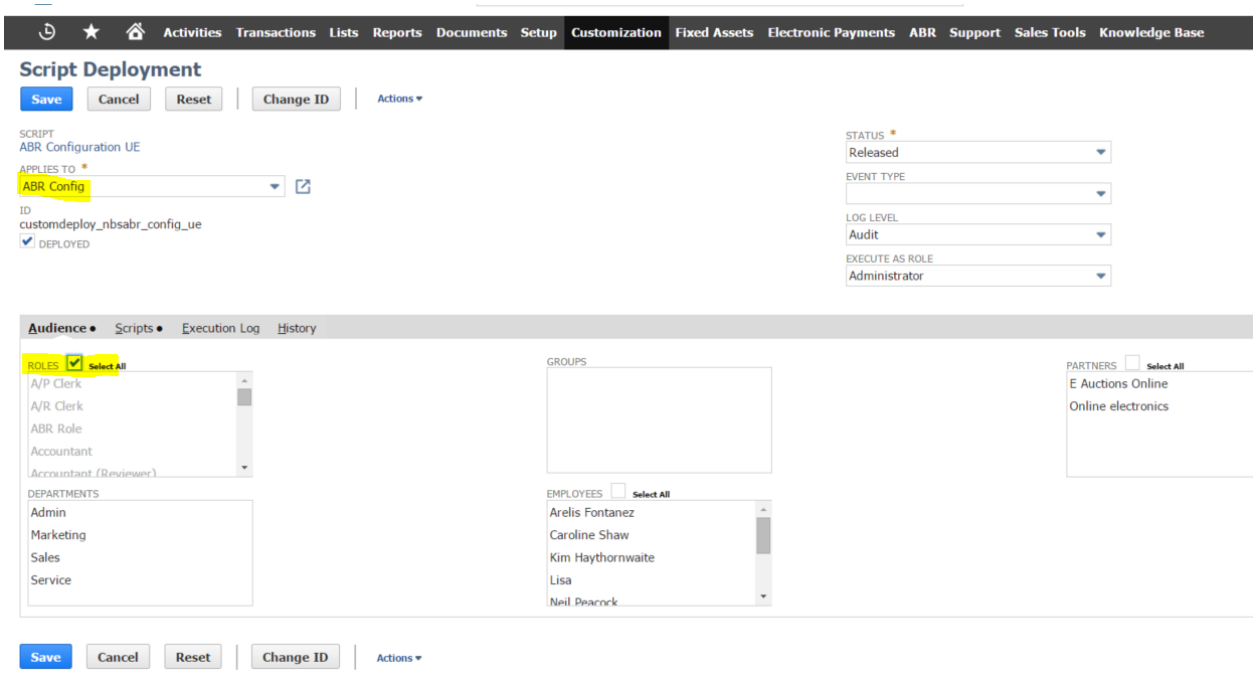
Navigate to Customization>Scripting>Scripts. Set the Filter for All Types From Bundle 30274

Select View for ABR Configuration UE



From the Script page, select the Deployments Tab and select the link for ABR Config.

From the Script Deployment, click Edit and check the box for All Roles under the Audience Tab. Save.



8. FAQs

8.1 How do I uninstall ABR?

You can uninstall ABR from the Bundle Install List. Go to:-

1. **Customisation -> SuiteBundler -> Search & Install Bundles -> List**
2. Find the Nolan Advanced Bank Rec for NetSuite line in the list of installed bundles.

Hover over the spanner on the left hand of the line and select Uninstall from the list.

Note: If you have already processed transactions through the ABR module, you will not be able to uninstall it. Any reconciliation completed in ABR will impact on NetSuite's General Ledger accounts as ABR is booking transactions into the database. Once the GL tables have been updated the module cannot be uninstalled.

8.2 Why do we need the Multi-Language Bundle (Bundle ID 21459)?

Nolan Business Solutions Advanced Bank Reconciliation module now fully supports Chinese as a system language. Because of this change in the level of language supported this new Bundle enables ABR to function correctly when installed into a Chinese system. If this is installed into

a NetSuite system using English as the language no configuration is necessary, your ABR module will function correctly with the standard install setup.

If you are working in a system that has a different base language, you will need to navigate to Setup > Custom -> NBS User Language Preferences and select your options from within the screen.

8.3 Could you explain the Closing Balance Report?

The Closing Balances are the final balances at your selected date for both the NetSuite Account and the Bank Account. The Bank closing Balance is calculated from the imported items on your statement.

However ABR tells us that there are unreconciled statement transactions so we REVERSE these from the Statement Ending Balance to get back to a Reconciled Statement Balance (Net Ending Balance).

We then add on to the reconciled statement balance the unreconciled GL transaction to get a figure which should agree to what NetSuite tells us is the Bank balance (Overall Book Balance).

The second page of the report details what items comprise the reconciling balances on page 1.

8.4 How do I remove unwanted un-reconciled Bank transactions?

If you find that you have unwanted or duplicate transactions on your imported Bank Statement, it is possible to remove them. This will stop the records showing in the Reconcile window as an Unreconciled Bank Statement Transaction.

1. Navigate to ABR -> Reports -> Unreconciled Bank Statement Transactions
2. Find the items on the list that you would like to remove
3. Select **Edit** on the left of the line
4. When the transaction opens check the details and select *More Actions-> Delete Record*
5. You will be prompted to confirm the deletion, press **OK**
6. You will not be able to delete transactions that have an assigned Match ID

You can also search by *Bank Account* on the Unreconciled Bank Transactions screen if necessary by selecting **ABR -> Reports -> Unreconciled Bank Statement Transactions -> Edit this Search**. This will take you to a screen that allows filters to be set up in order to specify which transactions you would like to see. Once you have the filters set as desired click **Submit**. This will take you to the **ABR -> Reports -> Unreconciled Bank Statement Transactions** screen but with your filters applied.

9. Contact Us

We welcome comments regarding the accuracy and usefulness of Nolan Business Solutions documentation. If you have specific suggestions or find any errors in this manual, please send your comments by e-mail to the following address: info@nolanbusinesssolutions.com.

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