

South African Weather Service

General Ledger Training Manual



Document Review and Distribution

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1.0				
1.1				
1.2				
1.3				

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Reviewer Name	Signature	Role	Date

Document distribution

Version	Name	Date	Email Address



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1 INTRODUCTION

Welcome to the world of NetSuite.

In this course, you will learn to use the Cash Management functions of NetSuite, which includes banking tasks (Making a Deposit, Transferring Funds) as well generating Bank and Reconciliation reports. You will become familiar with the layouts and menu paths of NetSuite. The NetSuite application run within a browser window i.e. Internet Explorer, etc. When you log into NetSuite, you will see a set of tabbed pages. NetSuite calls these tabbed pages a "Center". The role that will be assigned to you will determine which "Center" you will be able to see.

Upon completion of this module, you will be able to:

- Review Bank Accounts
- Make a Deposit
- Transfer Funds
- Reconcile Bank Statements
- Delete a Bank Statement Reconciliation
- Navigate NetSuite Reports
- Review Banking Reports
- Review Bank Reconciliation Reports
- Import Online Banking Data



2 CASH MANAGEMENT

2.1 Basic Navigation

Using the Navigation Menu

At the bottom of the header is a navigation bar. The bar is made up of tabs labelled to represent the information that it links to. The tabs that are available depend on your user role. Above is an example of the navigation menu bar.

👌 ★ 🖄 Activities Vendors Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

All of the tabs expand automatically to become navigation menus when you move your pointer over them. Navigation menus often have multiple levels. Hover over a menu to display submenus, and click a menu option to select it. For example, hovering over the Transactions tab displays the Transactions menu. In the following screenshot, the pointer has followed the Transactions menu to the Bank submenu and then to Make Deposits and is hovering over Search.

s	Transactions	Lists	F	leports	Documents	Setup	Customiz
	Transactions O	verviev	v				_
	Bank			Write C	hecks	Þ	
	Purchases/Ven	dors	۲	Make D	Deposits		List
H	Sales		Þ	Transfe	er Funds	×	Search
to	Billing		Þ	Use Cr	edit Card	Þ	an 🔊
	Customers		Þ	Recond	ile Bank Statem	ient	
	Employees		Þ	Recond	ile Credit Card	Statement	ERIOD
	Commissions		Þ	Import	Online Banking	g Data	oday vs. Sa his Month
	Inventory		Þ	Online	Banking Staten	nent	oday
	Manufacturing		Þ	Pay Sal	es Tax	Þ	his Fiscal C oday vs. Ye
	Quota/Forecast		×	Pay Pay	yroll Liabilities	×	his Fiscal C
	Financial		Þ		Cart Abandonme	nt	This Fiscal C
	Management		Þ	New I	Release		

When you select a menu option, the tab remains highlighted to show you the context of the page you are on.

Three of the tabs on the navigation bar use icons instead of words. These are:

Recent Records – NetSuite remembers the records you have viewed recently. Click this icon to open a dropdown menu of recent records.



Shortcuts – When you click this icon, you open the shortcuts menu. It contains links to your most frequently used records, transactions, lists, or reports. These shortcuts also appear in the Shortcuts Portlet. Often an administrator has set these up for you.

Home – Click this icon to go to your home dashboard page. When you hover over it, its menu includes a link to the Set Preferences page.

	Search 2	Q Heip Feedback L Volfe, C	
🕒 🛧 Ӌ Activities	Payments Transactions Lists Reports	Analytics Cus 🛃 zatio. Document 5 etup SuiteSocial Support Knowledge Base 🤇	2

- 1 **Oracle NetSuite logo** When you double-click the Oracle NetSuite logo, a popup window opens with details that your administrator can use to help identify the source if you have issues with performance in NetSuite. For more information, see the help topic Helping Users with Performance Issues.
- 2 Global search field Enter a keyword to search for any type of record. For more information, see Using Global Search.
- 3 **Create New menu** Use this dropdown menu to create new records of various types. For more information, see Using the Create New Menu.
- 4 **Help** Click Help to open the NetSuite Help Center. The help center usually opens to a topic related to the page you are working with. For more information, see Getting Help.
- 5 **Feedback** Click Feedback to rate your experience with NetSuite. Choose your satisfaction level, enter any comments (optional), and click **Submit**.
- 6 **User name and role** Move your pointer over this area to open a dropdown list and change your role or sign out of NetSuite. For more information, see Switching Between Roles.
- 7 Navigation menu bar This bar contains tabs that become navigation menus when you hover over them. For more information, see Using the Navigation Menu.



2.2 Review Bank Account

In this section you will learn how to view Bank Accounts in Netsuite.

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	ο	ol

SAWS Cash Management User

To Start, on the Menu Bar hover your mouse on Financial, navigation Financial
 Lists then click Accounts

	OX Search	Q, 🏨 -	🕜 Help 📕 Feedback 👥 🕻 36	Training10 UTH AFRICAN WEATHER SERVICE - SAWS GL User
🕹 ★ 쓥 Activities Billing Cust	omers Vendors Payroll and HR	Financial	tics SuiteSocial Documents S	ietup Payments Fixed Assets •••
Home		Financial Overview	Accounts	New Personalize Layout
	· ·	Banking	Cost Centers	► Search
Reminders	New Release	Lists	Locations	►
No content Please set up this portlet by clicking on the	The New Rel		Units Of Measure	> SuiteAnswers.
menu icon.		Manufacturing	Project Expense Types	•
Top 5 Items By Qty Sold	Key Performance Indicators	Demand Planning Cost Accounting	Billing Classes	•
this fiscal quarter		Billing	Project Resource Roles	•
		Other	Enter Memorized Transactions	•
10	Shortcuts	Reports	Create Allocation Schedules	•
		Other Transactions	Amortization Templates	•
8		Warranty and Repairs		•
		Engineering	Create Amortization Journal Entries	•
5	Account Reconciliation Sum	imary	Post Time	
	VIEW All 🗸 Se	arch	Void Time	

> Charts of Accounts will be displayed (List of all the Accounts)

	RACLE' NE	SUITE SANDBOX	Search	Q,	🔉 🕜 Help 🗏 Feedback 💻	 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAW 	/S GL User
٩	* 🖄	Activities Billing Customers Vende	ors Payroll and HR Fir	nancial Reports	Analytics SuiteSocial Documents	Setup Payments Fixed Asset	s Support
Cha	rt of Accou	nts					
View	Basic 🔻	New					
P	🖻 🖶 🗆	SHOW INACTIVES					
EDIT	SUMMARY	NUMBER ACCOUNT	TYPE	DESCRIPTION	CURRENCY	FOREIGN CURRENCY BALANCE	BALANCE
Edit	No	Accounts Receivable	Accounts Receivable		South African Rand		-1,056,645.22
Edit	No	Accrued Purchases	Other Current Liability	/	South African Rand		-31,960.00
Edit	No	Accumulated Depreciation	Deferred Expense		South African Rand		427,500.00
Edit	No	Advances Paid	Other Current Asset		South African Rand		-6,824.72
Edit	No	Cost of Goods Sold	Cost of Goods Sold		South African Rand		-280.00
Edit	No	Customer Deposits	Other Current Liability	/	South African Rand		-133,439.52
Edit	No	Deferred Expense	Deferred Expense		South African Rand		-123,834.90
Edit	No	Direct Labor	Expense		South African Rand		53,700.00
Edit	No	Estimates	Non Posting		South African Rand		
Edit	No	Indirect Labor	Expense		South African Rand		0.00
Edit	No	Inventory Asset	Other Current Asset		South African Rand		236,194.88
Edit	No	Inventory In Transit	Other Current Asset		South African Rand		-250.00
Edit	No	Opportunities	Non Posting		South African Rand		
Edit	No	Project Cost Variance	Other Current Liability	/	South African Rand		0.00
Edit	No	Purchase Orders	Non Posting		South African Rand		Ŷ



The Chart of Accounts form has Headings (Summary, Account Number, Account Name, Account Type, Account Description, Account Currency and Balance). To see more Accounts including Bank Accounts scroll down on the list.

Char	rt of Acco	unts						
View	Basic 🔹	New						
B (3 🔒 🗍	SHOW	INACTIVES					
DIT	SUMMARY	NUMBER	ACCOUNT	TYPE	DESCRIPTION	CURRENCY	FOREIGN CURRENCY BALANCE	BALAN
dit	No	21500	Inventory Control Commercial	Other Asset		South African Rand		1,322,756.
dit	No	21600	WIP- Labour	Other Asset		South African Rand		-9,000.
dit	No	23100	Debtors: Trade	Accounts Receivable		South African Rand		0.
dit	No	23130	Debtors: Cash Sales	Accounts Receivable		South African Rand		100.
dit	No	23250	Debtor: Staff S&T	Accounts Receivable		South African Rand		0.
dit	No	23400	Unidentified Deposits	Accounts Receivable		South African Rand		-5,000.
dit	No	23900	Provision For Doubtful Debts	Accounts Receivable		South African Rand		0.
dit	No	24400	General Prepayments	Accounts Receivable		South African Rand		0.
dit	No	24500	Prepayments	Accounts Receivable		South African Rand		0.
dit	No	24600	Staff Prepayments	Accounts Receivable		South African Rand		0.
dit	No	24700	Sundry Debtors / Deposits	Accounts Receivable		South African Rand		0.
dit	No	28100	ABSA Gen - 4053 6443 70	Bank		South African Rand	(R867,116.59)	-867,116.
dit	No	28300	Std Bank - General	Bank		South African Rand	R850,105.00	850,105.
dit	No	28320	Std Bank - Payroll	Bank		South African Rand	R22,500.00	22,500
dit	No	28321	Std Bank Payroll (2) 125 4553	Bank		South African Rand	R47,500.00	47,500.

	Search Q 👫 🛛 🖓 Help 🗏 Feedback	22 Kabelo Tshukudu SOUTH AFRICAN WEATHER SERVICE - SAWS Cash Management User
ن 🛧 💣 Activities Billing Customers Venc	lors Payroll and HR Financial Reports Analytics SuiteSo	cial Documents Setup Payments Fixed Assets •••
Account 28300 Std Bank - General Save v Cancel Reset		← → List Search More
NUMBER Page X NAME * Std Bank - General SUBACCOUNT OF CURRENCY South African Rand EXCHANGE RATE 1	✓ REVALUE OPEN BALANCE FOR FOREIGN CURRENCY TRANSACTIONS	USE CONFIRM TRANSACTION MATCHES AND RECONCILE ACCOUNT STATEMENT PAGES RESTRICT TO DEPARTMENT RESTRICT TO LOCATION SHOW IN FIXED ASSETS MANAGEMENT Asset Account Depreciation Account Depreciation Expense Write Off Account

> The above are details for Std Bank – General Bank Account.



2.3 Make a Deposit

In this section you will learn how to record payments on Netsuite. When payments are received, you have the option of posting them to the Undeposited Funds ledger account rather than a specific bank account. This prevents a time lag between the amount showing on your books and the actual bank balance. When you make a Deposit, NetSuite moves funds out of the Undeposited Funds account to the ledger account for the bank. OR, if the related transaction is not yet recorded in NetSuite, it can be added.

Role
SAWS Cash Management User

To Start, on the Menu Bar hover your mouse on Financial, navigation Financial
 Banking then click Make Deposits.

ORACLE NETSUITE SANDBO	ORACLE NETSUITE Sandbox Search Q Hep Feedback 22 Kabelo Tshukudu South African Weather Service - SAWS Cash Management User							
🕒 ★ 쓥 Activities Billing Cust	omers Vendors Payroll and HR	Financial	tics SuiteSocial Documents Setup Payments Fixed Assets •••					
Home		Financial Overview	Viewing: Portlet date settings 💌 Personalize 💌 Layout 💌					
		Banking	Write Cheques					
Reminders	New Release	Lists	Make Deposits					
No content		Inventory	Transfer Funds					
Please set up this portlet by clicking on the menu icon.	The New Rel		Use Credit Card					
	Key Performance Indicators		Reconcile Bank Statement					
Top 5 Items By Qty Sold	hey renormance maleator.		Reconcile Credit Card Statement					
this fiscal quarter 🔹		Billing	Confirm Transaction Matches					
		Other	Reconcile Account Statement					
10	Shortcuts	Reports	Print Cheques and Forms					
_		Other Transactions	No content					
8		Warranty and Repairs	available for this portlet.					
5		Engineering						
J	Account Reconciliation Sum	nmary						

> Make Deposits form will be displayed.

	Search Q	Help Feedback 22 Kabelo Tshukudu SOUTH AFRICAN WEATHER SERVICE - Administrator
👌 ★ 🖄 Activities Payments Transactions	Lists Reports Analytics Docume	ents Setup Customization Fixed Assets SuiteSocial Support
Deposit Q Save v Cancel Reset Actions v Primary Information		List Search Customise More
CUSTOM FORM * SAWS Bank Deposit DEPOSIT # To Be Generated ACCOUNT * 28370 Std Bank Call Deposit 433144 AMOUNT 0.00	CURRENCY South African Rand EXCHANGE RATE * 1.00 DATE * 29/7/2019	POSTING PERIOD Jul 2019 MEMO TO BE PRINTED
Classification COST CENTER *	LOCATION	•



										<u>\</u>
posits <u>C</u> om	nunication	C <u>u</u> stom <u>E</u> F	т							
yments 0.00 •	Other Depos	sits 0.00 C <u>a</u> s	h Back 0.00							
FILTERS										
	OCESSING PROFI	All		FROM		то				
Customise										
DATE V	TYPE	NUMBER	MEMO		PMT. METH.	REF NO.	FROM	CURRENCY	PAYMENT AMOUNT	AMOUNT (ZA
24/7/201	9 Customer Refund	2			Cash		4772 Kabelo Limited	South African Rand	-488.00	-488
19/7/201	9 Customer Deposit	CD017			EFT		4804 UAT CUSTOMER	South African Rand	800.00	
19/7/201	9 Payment	PAY010					4772 Kabelo Limited	South African Rand	750.00	
19/7/201	9 Customer Refund	1			EFT		4772 Kabelo Limited	South African Rand	-2,250.00	
19/7/201	9 Cash Sale	C5012			EFT		35 SANTAM (Greenacres)	South African Rand	0.00	
18/7/201	9 Customer Deposit	CD015			EFT		4768 Jane Doe	South African Rand	100.00	

Enter Primary Information

- Select the bank Account * to receive these funds.
 - The Amount field defaults to the total deposit.
 - The Currency, Exchange Rate and Entity fields default to values based on the bank account chosen.
- > Enter the Date \square of the deposit and verify the Posting Period \checkmark .
- > Enter a descriptive Memo for this entry.
- Check To Be Printed if you enter multiple deposits before printing. This will allow you to print all the deposit slips at once.
- Select Cost Center.
- > Navigate to the Deposits subtab > Payments subtab.

Interview Activities Payments Transactions Lists Reports Analytics Documents Setup Customization Fixed Assets SuiteSocial Support	ORACLE NETSUITE SA	NDBOX	Search	Q, 🏭 🙆	Help 📕 Feedback 👥 - 22 Kabelo T SOUTH AFRIC	'shukudu AN WEATHER SERVICE - Administrator
Save Cancel Reset Actions + Primary Information CUSTOM FORM * SAWS Bank Deposit SAWS Bank Deposit South African Rand DEPOSIT # To Be Generated 1.00 Account * 28300 Std Bank - General 28300 Std Bank - General DATE * 28300 Std Bank - General Color Classification LOCATION Incol	🕒 ★ 쓥 Activities Payme	nts Transactions	Lists Reports Analytics	Documents Setup Cu	stomization Fixed Assets SuiteSoci	ial Support
CUSTOM FORM * CURRENCY POSTING PERIOD SAWS Bank Deposit South African Rand LU2019 CURRENCY South African Rand CURRENCY	Save Cancel Reset	Actions •				List Search Customise More
COST CENTER * LOCATION	SAWS Bank Deposit DEPOSIT # To Be Generated ACCOUNT * 28300 Std Bank - General AMOUNT		South African Rand EXCHANGE RATE * 1.00 DATE *	•	Jul 2019 MEMO	•
Pretonia X V	Classification					
Deposits Qustom EFT	Pretoria × 🔻			•		
Payments 0.00 Cash Back 0.00		-				

Check for each payment you want to move from Undeposited Funds and deposit in the named bank account.



eposits <u>C</u> ommunication C <u>u</u> stor	m <u>e</u> ft							
ayments 750.00 · Other Deposits (
FILTERS	_							
PAYMENT PROCESSING PROFILE	DATE All	FROM		то				
Customise								
DATE TYPE NU	MBER MEMO		PMT. METH.	REF NO.	FROM	CURRENCY	PAYMENT AMOUNT	AMOUNT (ZA
24/7/2019 Customer 2 Refund			Cash		4772 Kabelo Limited	South African Rand	-488.00	-488
19/7/2019 Customer CD0 Deposit	17		EFT		4804 UAT CUSTOMER	South African Rand	800.00	
19/7/2019 Payment PAYC	010				4772 Kabelo Limited	South African	750.00	

- If you are adding funds to the deposit, navigate to Deposits subtab > Other Deposits subtab.
 - This is used to make a deposit to record funds you deposit into your bank account (Not related to any Transaction). For a deposit, you can add funds not related to transaction payments.

<u>Deposits</u> <u>Communication</u> C <u>u</u> stom <u>E</u> FT					
Payments 750.00 • Other Deposits 0.00					
Clear All Lines					
NAME	AMOUNT* ACCOUNT	PAYMENT METHOD N	JMBER COST CENTER L	OCATION MEMO	
×					
Add X Cancel + Insert Remo	ve				

Save **v** Cancel Reset Actions v

- Select the payer (Customer, Vendor, or Employee) Name .
- Enter the payment Amount.
- > Select the Account $\overline{}$.
- Select the deposit Payment Method .
- > Enter a Number to identify this deposit, if applicable.
- ➢ Select the Cost Centre ▼. For balance sheet accounts select the CC "None".
- Enter a descriptive Memo for this entry.
- Click Add. Repeat these steps for additional deposits.

<u>Deposits</u> <u>Communication</u> C <u>u</u> stom <u>E</u> F	FT						
Payments 750.00 • Other Deposits 0.00	Cash Back 0.00						
Clear All Lines							
NAME AMOUNT* ACC	COUNT* PAYMENT METHOD	NUMBER	COST CENTER	LOCATION	MEMO		
22 Kabelo Tshukudu 500.00 2460	600 Staff Prepayments EFT	563					
Add X Cancel + Insert	V Add X Cancel + Insert Remove						
Save v Cancel Reset Actio							

If you are reducing the amount of the deposit, navigate to the Deposits subtab > Cash Back subtab.



Make a deposit to record funds you deposit into your bank account. For a deposit, you can record any cash received back from the bank.

Deposits Communication Custom EFT			8
Payments 750.00 • Other Deposits 500.00	C <u>a</u> sh Back 0.00		
Clear All Lines			
AMOUNT*	ACCOUNT* COST CENTER	LOCATION MEMO	
Add X Cancel + Insert = Ren	nove		

- Save
 Cancel Reset Actions
 - Enter the cash back Amount.
 - ➢ Select the [▼] Account.
 - ➢ Select the Cost Centre ▼. For balance sheet accounts select the CC "None".
 - > Enter a descriptive Memo for this entry.
 - Click Add for each additional cash back line.

Payments 750.00 • Other Deposits 500.00 Cash Ba	ck 0.00				
Clear All Lines					
AMOUNT* ACCOUNT*		COST CENTER	LOCATION	MEMO	
500.00 Accounts Receivable 🗙 🔻					
✓ Add X Cancel + Insert Remove					
Save v Cancel Reset Actions v					
➢ Click Save ▼.					
	Search C	Q. " ⊪• ⊘ ⊧	ielp 📕 Feedback	22 Kabelo Tshukudu SOUTH AFRICAN WEATHER	R SERVICE - SAWS Cash Management User
🗅 🛨 쓥 Activities Billing Customers	Vendors Payroll and HR	Financial Reports	Analytics Suite	Social Documents Setup	Payments Fixed Assets •••
ᡖ Deposit ۹					
					🗲 🔶 List Search
DEP007					← → List Search
					← → List Search
DEP007					← → List Search
Edit Back Actions - Primary Information DEPOSIT #	CURRENCY			POSTING PERIOD	← → List Search
Edit Back 🖶 🕂 • Actions • Primary Information	South African Rand			Jul 2019	← → List Search
Edit Back Back Actions - Actions - Primary Information PPO97 Account	South African Rand EXCHANGE RATE 1.00			Jul 2019 MEMO	← → List Search
Edit Back Back Actions - Primary Information DEPOSIT # DEPOST Account	South African Rand EXCHANGE RATE			Jul 2019	← → List Search
Edit Back Primary Information DEPOSIT # DEPOS	South African Rand EXCHANGE RATE 1.00 DATE			Jul 2019 MEMO	← → List Search
Edit Back - General AMOUNT 750.00	South African Rand EXCHANGE RATE 1.00 DATE			Jul 2019 MEMO	← → List Search
Edit Back Actions Primary Information DEPOSIT # DEPOS	South African Rand EXCHANGE RATE 1.00 DATE 29/7/2019			Jul 2019 MEMO	← → List Search
Edit Back Primary Information DEPOSIT # DEPOSIT # DEPOSIT # DEPOSIT # ACCOUNT 28300 Std Bank - General AMOUNT 750.00 Classification CCST CENTER Pretoria	South African Rand EXCHANGE RATE 1.00 DATE 29/7/2019 LOCATION Custom <u>GL Impact</u>			Jul 2019 MEMO	
DEP007 Edit Back Primary Information DEP007 DEP007 ACCOUNT 23300 Std Bank - General AMOUNT 750.00 Classification COST CENTER Pretoria Deposits Communication System Information	South African Rand EXCHANGE RATE 1.00 DATE 29/7/2019 LOCATION Custom <u>GL Impact</u>		PMT. METH.	Jul 2019 MEMO	

- Deposit has been saved.
- > Click List to view list of deposits. (Top right of the screen)



ORACLE	IETSUITE SANDBO	🗙 🖋 Search	Q,	Help 🗏 Feedb	oack 👥 - 22	Kabelo Tshukudu UTH AFRICAN WEATHER SERVICE	SAWS Cash Manageme	nt User
گ 🖈 🕲	Activities Billing Custo	mers Vendors Payroll and	d HR Financial	Reports Analytics Sui	teSocial Docu	ments Setup Paymen	ts Fixed Assets	Support
beposits ᡖ							List Search	Audit Trail
VIEW Default	•	Customise View	New Transaction					
FILTERS								
TYPE Deposit	EMPLOYS - All -	EE	TYLE Nori	E mal 🔻				
E 🖻 🔁 🛛						QUICK SORT	•	TOTAL: 7
EDIT VIEW DATE A	PRINT DOCUMENT NUMBER	R NAME ACCOUNT MEN	O CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT	PREFERRED ENTITY BANK	VENDOR BANK FEES	BANK FEE
Edit View 10/5/201	Print 1	28370 Std Bank Call Deposit 433144	South African Rand	R5,000.00	5,000.00			
Edit View 10/5/201	Print 2	28370 Std Bank Call Deposit 433144	South African Rand	R1,500.00	1,500.00			
Edit View 10/5/201) Print 3	28300 Std Bank - General	South African Rand	R1,000,000.00	1,000,000.00			



2.4 Transfer 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 and cash on hand.

Role

SAWS Cash Management User

To Start, on the Menu Bar hover your mouse on Financial, navigation Financial
 Banking then click Make Deposits.

ORACLE NETSUITE SANDBO	X Search C	A 🙀 🕢 Help	Feedback 22 Kabelo TShukudu SOUTH AFRICAN WEATHER SERVICE - SAWS Cash Management User
👌 ★ 쓥 Activities Billing Custo	mers Vendors Payroll and HR	Financial	tics SuiteSocial Documents Setup Payments Fixed Assets •••
Home		Financial Overview	Viewing: Portlet date settings 👻 Personalize 👻 Layout 👻
		Banking	Write Cheques
Reminders	New Release	Lists	Make Deposits
No content		Inventory ►	Transfer Funds
Please set up this portlet by clicking on the menu icon.	The New Rele	Manufacturing F	Use Credit Card > Search
	Key Performance Indicators	Demand Planning	Reconcile Bank Statement
Top 5 Items By Qty Sold	Rey Performance indicators	Cost Accounting	Reconcile Credit Card Statement
this fiscal quarter		Billing ►	Confirm Transaction Matches 🕞
		Other 🕨	Reconcile Account Statement
10	Shortcuts	Reports 🕨	Print Cheques and Forms
		Other Transactions	No content
8		Warranty and Repairs	available for this portlet.
5		Engineering F	
3	Account Reconciliation Sum	mary	×

> Transfer Funds form will be displayed.

ORACLE NETSUITE SANDBOX	Q 👫 🖉 Help 📕	Feedback 22 Kabelo Tshukudu SOUTH AFRICAN WEATHER SERVICE - SAWS Cash Management User
👌 ★ 🖄 Activities Billing Customers Vendors Payroll and HR	Financial Reports Analytics	s SuiteSocial Documents Setup Payments Fixed Assets Support
🥼 Transfer		List Search More
Save T Cancel Reset Actions T		
TRANSACTION NUMBER	CURRENCY	AMOUNT *
TRANSFER # To Be Generated	CURRENCY	AMOUNT *
FROM ACCOUNT * BALANCE	EXCHANGE RATE	MEMO
TO ACCOUNT * BALANCE		COST CENTER
DATE *		
29/7/2019 POSTING PERIOD Iul 2019		♥ GENERATE TRANID ON SAVE

Enter Bank Transfer Information

- > Select the From Account ^T from which you are transferring funds.
- Select the To Account to which you are transferring funds.



- > Verify the transfer Date \square and Posting Period \checkmark .
- Enter the Amount you wish to transfer out of the bank account labeled From Account.
- If the To Account is in a different currency, enter the Amount that you will receive into that bank account.
 - If the To Account is in the same currency, the amount being transferred will populate automatically.
 - The exchange rate will update automatically.
- Select the Cost Center to attach to the transaction. Select "None" as cash and bank accounts are balance sheet accounts and do not carry a fund balance.

ORACLE NETSUITE SANDBO	Search Q	Help 🗐 Fee	edback 22 Kabelo Tshukudu SOUTH AFRICAN WEATHER SERVICE - :	SAWS Cash Management User
👌 ★ 🛣 Activities Billing Custo	omers Vendors Payroll and HR Finan	cial Reports Analytics S	uiteSocial Documents Setup Payment	s Fixed Assets Support
Transfer Q Save Y Cancel Reset Actions	•			List Search More
TRANSACTION NUMBER To Be Generated		CURRENCY South African Rand	AMOUNT * 50.000.00	
TRANSFER # To Be Generated		CURRENCY South African Rand	AMOUNT *	
FROM ACCOUNT *	BALANCE	EXCHANGE RATE	50,000.00	
28100 ABSA Gen - 4053 6443 70 🔹	-905,266.59	1.00	MEMO Transfer of Funds	
TO ACCOUNT *	BALANCE			
28300 Std Bank - General 🔹	816,957.29		COST CENTER	
DATE *				
29/7/2019			LOCATION	
POSTING PERIOD			GENERATE TRANID ON SAVE	
Jul 2019 💌			IIII GENERATE TRAND ON SAVE	

Save **v**. The balances for the bank accounts will update automatically.

ORACLE NETSUITE SANDBO	X Search	Q,	A- 0 He	lp 📕 Feedback 🛒	22 Kabelo Tsh SOUTH AFRICAN	ukudu I WEATHER SERVICE - SA	WS Cash I	vlanagement Use	r
🕒 🛨 🖀 Activities Billing Custo	mers Vendors Payroll and H	R Financial Repo	orts Analytics	SuiteSocial Docum	nents Setup P	ayments Fixed	Assets	Support	
Confirmation Transaction successfully Saved									
🆺 Transfer ्						+	→	List Search	More
6									
Edit Back Actions -									
TRANSACTION NUMBER TRANSFER6			CURRENCY South Afri	can Rand		AMOUNT 50,000.00			
TRANSFER # 6			CURRENCY South Afri	can Rand		AMOUNT 50,000.00			
FROM ACCOUNT BALANCE 28100 ABSA Gen - 4053 6443 70 -955,266.59			EXCHANGE 1.00	RATE		MEMO Transfer of Funds			
TO ACCOUNT BALANCE 28300 Std Bank - General 866,957.29						COST CENTER			
DATE 29/7/2019						LOCATION			
POSTING PERIOD Jul 2019									
ACCOUNT	AMOUNT (DEBIT)	AMOUNT (CREDIT)	POSTING	MEMO	NAME	COST CENTER		LOCATION	
28100 ABSA Gen - 4053 6443 70		R50,000.00	Yes	Transfer of Funds					
28300 Std Bank - General	R50,000.00		Yes	Transfer of Funds					

> Click List to view list of deposits. (Top right of the screen)

Click



											- WV C
ORACLE	NETSUITE S	ANDBOX	Search		Q,	⊳ • 0	Help 📕 Feed	back 👥 🗸	22 Kabelo Tshukudu SOUTH AFRICAN WEATHE	R SERVICE - SAWS Cash	
ه ♦ ف	🟠 Activities Billin	ng Customers	Vendors Pay	oll and HR Fi	nancial Reports	Analytics	SuiteSocial	Documents	Setup Payments	Fixed Assets	Support
🏂 Transfe	rs									List	Search Audit Ti
VIEW Default		▼ Cu	ustomise View	New Tran	saction						
FILTERS											
TYPE Transfer	•	EMPLOYEE - All -		-	STYLE Normal 🔻						
🖻 🖻 🔁									QUICK SC	RT	TOTAL:
EDIT VIEW DATE A	DOCUMENT NUMBE	R NAME A	CCOUNT MEMO	CURRENCY	AMOUNT (FOREIGN	CURRENCY)	AMOUNT P	REFERRED ENTITY	BANK VENDOR BAN	K FEES BANK FEE	INVENTORY STATU
dit View 1/5/201	19 1	St	8300 td Bank General	South African Rand	(R	20,000.00)	-20,000.00				
dit View 10/5/20	019 2	St	8300 td Bank General	South African Rand	(R	50,000.00)	-50,000.00				
Edit View 10/5/20	019 3	SI	8300 td Bank General	South African Rand	(R	130,000.00)	-30,000.00				
Edit View 9/7/20	19 4	SI	8300 td Bank General	South African Rand		(R10.00)	-10.00				
Edit View 10/7/20	019 5		8100 Money BSA Transfe	South r African	((R9,000.00)	-9,000.00				



2.5 Reconcile Bank Statements (Manual Process)

In this lesson you will learn how to manually compare the transactions and balances on the bank statement to NetSuite, marking off NetSuite transactions one by one, adding in new charges and income not in NetSuite, until the ending balance in NetSuite matches the ending statement balance.

Role
SAWS Cash Management User

To Start, on the Menu Bar hover your mouse on Financial, navigation Financial
 Banking then click Reconcile Bank Statement.

ORACLE NETSUITE SANDBO	Search C	R 📑 🕜 Help	E Feedback 22 Kabelo TShukudu SOUTH AFRICAN WEATHER SERVICE - SAWS Cash Management User
🕘 ★ 쓥 Activities Billing Cust	omers Vendors Payroll and HR	Financial	tics SuiteSocial Documents Setup Payments Fixed Assets •••
Home		Financial Overview	Viewing: Portlet date settings Personalize Layout
		Banking	Write Cheques
Reminders	New Release	Lists	Make Deposits
No content		Inventory	Transfer Fonds
Please set up this portlet by clicking on the menu icon.	The New Rele	Manufacturing	Use Credit Card
	Key Performance Indicators	Demand Planning	Reconcile Bank Statement
Top 5 Items By Qty Sold	Rey Performance indicators	Cost Accounting	Reconcile Credit Card Statement
this fiscal quarter 🔹		Billing ►	Confirm Transaction Matches 🕞
		Other 🕨	Reconcile Account Statement
10	Shortcuts	Reports 🕨	Print Cheques and Forms
		Other Transactions	No content
8		Warranty and Repairs	available for this portlet.
		Engineering	
5	Account Reconciliation Sum	imary	
	VIEW All	arch	~

Reconcile Bank Statement form will be displayed.

ORACLE NETSUITE SANDBOX Search Q	Help Feedback 22 Kabelo Tshukudu SOUTH AFRICAN WEATHER SERVICE - SAWS Cash Management User	
👌 ★ 🖀 Activities Billing Customers Vendors Payroll and HR Financial	Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets ••	
Save V Cancel Reset Complete Later Refresh History Action This is the original reconciliation page. To access the redesigned reconciliation feature, go to <u>Beconcile Account Statements</u> . Access	ons •	re
ACCOUNT * 1/2807/FNB Account CURRENCY South African Rand	LAST RECONCILED BALANCE 0.00 RECONCILED THIS STATEMENT 0.00	
STATEMENT DATE * 29/7/2019	DIFFERENCE	
START DATE		
ENDING STATEMENT BALANCE *		
Deposits and Credits 0.00 Cheques and Payments 0.00 New Charges 0.00 New Deposits 0.00	0	
Mark All Unmark All Mark All Cleared to Reconcile		
RECONCILE CLEARED DATE A TYPE TRAN NO. PA	AYOR MEMO P/N REF. AMOUN	;



Enter Reconciliation Details

- Select the bank Account * to reconcile.
- > Enter the Statement Date and the Start Date.
 - NOTE: The Start Date is the earliest date for transactions you want to reconcile.
- Enter the Ending Statement Balance. This is closing balance as shown on your statement. It should equal the cleared balance plus the opening balance.
 - The Last Reconciled Balance displays the balance from the last time you balanced this account.
 - The Reconciled This Statement amount is updated as you check off reconciled transactions.
 - The Difference displays the difference between the statement balance and the reconciled balance. This number represents: Ending Statement Balance - (Last Reconciled Balance + Reconciled This Statement). When you have finished reconciling this account, this field should be 0.

	Search Q	,‡ù ×	🕜 Help 📕 Fe	edback 💻 🔹	22 Kabelo Tsh SOUTH AFRICAN	IUKUDU I WEATHER SERVICE -	SAWS Cash Management U	ser
👌 ★ 🖀 Activities Billing Customers Vendors	Payroll and HR	Financial R	eports Analytics	SuiteSocial	Documents	Setup Paym	ents Fixed Assets	•••
Reconcile Bank Statement								More
Save Cancel Reset Complete Later Re	fresh History	Action	15 🔻					
This is the original reconciliation page. To access the redesigned reconciliation feature, go t	to <u>Reconcile Account Stater</u>	nent.						
ACCOUNT *			LAST RECONCILED BALA	ANCE				
28300 Std Bank - General 🔹			5,000.00					
CURRENCY South African Rand			RECONCILED THIS STAT 0.00	EMENT				
STATEMENT DATE *			DIFFERENCE					
29/7/2019								
START DATE								
1/6/2019								
ENDING STATEMENT BALANCE *								
10,000.00 ×								
Deposits and Credits 0.00 • Cheques and Payments 0.00 • New	/ Charges 0.00 Ne	w Deposits 0.0	00					
Mark All Unmark All Mark All Cleared to Reconcile								
RECONCILE CLEARED DATE A TYPE	TRAN NO.	PAYOR		MEM	/O	P/N REF.		AMOUNT
13/6/2019 Payment	PAY007	123 Leadair	Unilet SA	Long	Address			458.00

- Navigate to the Deposits and Credits subtab.
- > Check Reconcile next to the transactions you want to reconcile.

<u>D</u> eposits and	d Credits 9,00	0.00 • <u>C</u> hequ	ues and Payments 0.00	•	New Deposits 0.00			
Mark All	Unmark A	All Mark	All Cleared to Reconci	le				
RECONCILE	CLEARED	DATE A	TYPE	TRAN NO.	PAYOR	MEMO	P/N REF.	AMOUNT
		13/6/2019	Payment	PAY007	123 Leadair Unijet SA	Long Address		458.00
✓		10/7/2019	Transfer	5		Money Transfer		9,000.00
		10/7/2019	Customer Deposit	CD013	34 Rennie Murray & Co. (CPT)			8,000.00
		18/7/2019	Payment	PAY008	4772 Kabelo Limited			1,000.00
		29/7/2019	Transfer	6		Transfer of Funds		50,000.00
		29/7/2019	Deposit	DEP007				750.00
Save 🔻	Cancel	Reset	Complete Later	Refresh History	Actions -			

Navigate to the Checks and Payments subtab.

)
	South African	1
M	Veather Servie	ce
/S Cash Management User		

ORACLE	NET SUITE	ANDBOX	Search Q	Help 🗏 Feedback	22 Kabelo Tshukudu SOUTH AFRICAN WEATHER SERVICE - SAWS (Cash Management User
ى 🕁	\land Activities Billin	g Customers Vendor	s Payroll and HR	Financial Reports Analytics Suit	eSocial Documents Setup Payments	Fixed Assets •••
29/7/2019						
START DATE 1/6/2019						
ENDING STATEMEN 10,000.00	T BALANCE *					
Deposits and Cr	redits 9,000.00 • <u>C</u> heque	es and Payments 0.00 •	New Charges 0.00	N <u>e</u> w Deposits 0.00		
Mark All	Unmark All Mark	All Cleared to Reconcile				
RECONCILE	CLEARED DATE	TYPE	CHEQUE NO.	PAYEE	MEMO	AMOUNT
	9/7/2019	Transfer	4			10.00
	12/7/2019	Voucher Payment	1	5 Singapore Airline	Singapore Payment	5,000.00
	17/7/2019	Voucher Payment	4	6 Kgothatso Miya	training cape town	260.00
	17/7/2019	Voucher Payment	3	4 MRP Supplies & Projects cc		17,400.00
	19/7/2019	Customer Refund	5	4772 Kabelo Limited		100.00
	20/7/2019	Voucher Payment	7	1 Busby Promo		2,000.00
	20/7/2019	Voucher Payment		6 Kgothatso Miya	Test 1001	500.00
	20/7/2019	Voucher Payment		23 Gijima Technology People	Invoice	500.00
	20/7/2019	Voucher Payment	8	8 Lesro Coaches (Pty) Ltd		100.00

- > Check 🗹 Reconcile next to the transactions you want to reconcile.
 - If you mark bank transactions as Cleared on an ongoing basis in the Account Register, when you open a reconciliation you can click
 Mark All Cleared to Reconcile
 which undertage all transactions already

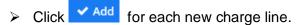
, which updates all transactions already cleared to be marked for reconciliation.

 "Yes" displays 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 before closing a period.

Deposits and Credits 9,000.00 · Cheques and Payments -500.00 · New Charges 0.00								
Mark All	Unmark All Mark A	ll Cleared to Reconcile						
RECONCILE	CLEARED DATE	TYPE	CHEQUE NO.	PAYEE	MEMO	AMOUNT		
	9/7/2019	Transfer	4			10.00		
	12/7/2019	Voucher Payment	1	5 Singapore Airline	Singapore Payment	5,000.00		
	17/7/2019	Voucher Payment	4	6 Kgothatso Miya	training cape town	260.00		
	17/7/2019	Voucher Payment	3	4 MRP Supplies & Projects cc		17,400.00		
	19/7/2019	Customer Refund	5	4772 Kabelo Limited		100.00		
	20/7/2019	Voucher Payment	7	1 Busby Promo		2,000.00		
	20/7/2019	Voucher Payment		6 Kgothatso Miya	Test 1001	500.00		
✓	20/7/2019	Voucher Payment		23 Gijima Technology People	Invoice	500.00		
	20/7/2019	Voucher Payment	8	8 Lesro Coaches (Pty) Ltd		100.00		
	20/7/2019	Voucher Payment	6	21 SGS South Africa (Pty) Ltd		550.00		

- Navigate to the New Charges subtab to enter any charges shown on your statement but not listed in NetSuite.
 - NOTE: New Charges creates a new check transaction. Any other type of new charge needs to be created via the appropriate process for that type of charge, i.e. Journal entry for bank fees, expense report for employee reimbursement, and voucher payment for vendor voucher payment.
- > Select the Payee $\overline{}$, Date and a Number to identify this charge, if applicable.
- Enter the charge Amount and select the Account and any classification information associated with this charge.





Deposits and Credits 9,000.00 •	<u>Cheques</u> and Payme	nts -500.00 •	New Charges	-2,500.00 N <u>e</u> w	Deposits 0.00			
PAYEE		DATE*	NUMBER	MEMO	AMOUNT*	ACCOUNT*	COST CENTER	LOCATION
22 Kabelo Tshukudu		10/7/2019	155	New Charge	2,500.00	83140 Computer Expenses		
×								
Add X Cancel + In:	sert 🗍 🗑 Remove							
Save T Cancel Rese	t Complete L	ater Ref	resh Histo	ory Action	ns v			

- Navigate to the New Deposits subtab to enter any deposits shown on your statement but not listed in NetSuite.
- Select the Payor , Date and a Number to identify this deposit, if applicable.
- Enter the charge Amount and select the Account and any classification information associated with this deposit.
- Click Add for each additional deposit line.

Deposits and Credits 9,000.00	<u>Cheques and Paymen</u>	ts -500.00 •	New Charges -2,50	00.00 New De	posits 1,000.00				
PAYOR		DATE *	NUMBER	MEMO	AMOUNT*	ACCOUNT*	COST CENTER	LOCATION	
3 Sipho Banda		10/7/2019			1,000.00	Unrealized Gain/Loss			
	*								
✓ Add X Cancel + Insert TRemove									
Save v Cancel R	Save V Cancel Reset Complete Later Refresh History Actions V								

- BEST PRACTICE TIP: During the reconciliation process if New Charges and New Deposits are noted it is considered best practice to go through the correct process to enter them into NetSuite. For example, if a new deposit is determined to be a donation, enter it as a new donation | cash sale instead of a New Deposit on the bank reconciliation. If a new charge is determined to be a bill payment enter it as a Bill Payment instead of a New Charge on the bank reconciliation. This insures that all relevant and important information is appropriately captured in the right places in NetSuite.
- > Click Save v to reconcile your bank statement.
 - ----- OR -----
- Click Complete Later to save your reconciliation until you return to submit or print it.

	SANDBOX	Search Q	🕶 🕜 Help 🗏 Feedback 👥	 22 Kabelo Tshukudu SOUTH AFRICAN WEATHER SERVICE - SAWS Cash Management User
🕒 ★ 🖄 Activities	Billing Customers Vendo	rs Payroll and HR Financial	Reports Analytics SuiteSocial	Documents Setup Payments Fixed Assets •••
Confirmation Transaction successfully Sav	ved			



2.6 Delete a Bank Statement 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.

Role	
SAWS Cash Management User	

To Start, on the Menu Bar hover your mouse on Financial, navigation Financial
 Banking then click Reconcile Bank Statement.

	OX Search C	Relp	Feedback SOUTH AFRICAN WEATHER SERVICE - SAWS Cash Management User
👌 ★ 쓥 Activities Billing Cust	omers Vendors Payroll and HR	Financial	tics SuiteSocial Documents Setup Payments Fixed Assets •••
lome		Financial Overview	Viewing: Portlet date settings 👻 Personalize 👻 Layout 👻
		Banking	Write Cheques
Reminders	New Release	Lists 🕨	Make Deposits 🔋
No content		Inventory >	Transfer Funds
Please set up this portlet by clicking on the menu icon.	The New Rele	Manufacturing F	Use Credit Card
	Key Performance Indicators	Demand Planning	Reconcile Bank Statement
Top 5 Items By Qty Sold	Key Ferrormance indicators	Cost Accounting	Reconcile Credit Card Statement
this fiscal quarter 🔹		Billing >	Confirm Transaction Matches
∧_ テ .●		Other 🕨	Reconcile Account Statement
10	Shortcuts	Reports 🕨	Print Cheques and Forms
		Other Transactions	No content
8		Warranty and Repairs 🛛 🕨	available for this portlet.
5		Engineering >>	
°	Account Reconciliation Sum	mary	
	VIEW All 🗸 Sea	arch	

Reconcile Bank Statement form will be displayed.

ORACLE NETSUITE SANDBOX Search Q	Peedback 22 Kabelo Tshukudu SOUTH AFRICAN WEATHER SERVICE - SAWS Cash Management User
🕑 ★ 🖄 Activities Billing Customers Vendors Payroll and HR Financial	Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets •••
Save v Cancel Reset Complete Later Refresh History Action	More
This is the original reconciliation page. To access the redesigned reconciliation feature, go to <u>Reconcile Account Statement</u> .	
ACCOUNT * 12807 FNB Account ×	LAST RECONCILED BALANCE 0.00
CURRENCY South African Rand	RECONCILED THIS STATEMENT 0.00
STATEMENT DATE *	DIFFERENCE
29/7/2019	
START DATE	
ENDING STATEMENT BALANCE *	
Deposits and Credits 0.00 Cheques and Payments 0.00 New Charges 0.00 New Deposits 0.00)
Mark All Unmark All Mark All Cleared to Reconcile	
	AYOR MEMO P/N REF. AMOUNT
No records to show.	

> Select the applicable bank Account $\overline{}$.



- Enter the appropriate Statement Date and the Start Date of the reconciled statement.
- In the Statement Date field, enter or select the date of the statement that you want to delete.
- ➢ Click Actions ▼and select Delete.
- > NOTE: A warning will display, prompting you to confirm deletion.

Message from webpage	×
Are you sure you want to delete the red	conciliation for 17/7/2019?
	OK Cancel
Click OK to confirm the delet	tion.
Click Cancel to stop the deletion	۱.
ORACLE NETSUITE SANDBOX	♣ ✔ Ø Heip 🗐 Feedback 👥 ♥ 22 Kabelo T5hukudu SOUTH AFRICAN WEATHER SERVICE - SAWS Cash Management User
🕒 ★ 🖄 Activities Billing Customers Vendors Payroll and HR Finar	ncial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets ••••
Reconcile Bank Statement	More
Save T Cancel Reset Complete Later Refresh History	Actions •
This is the original reconciliation page. To access the redesigned reconciliation feature, go to <u>Reconcile Account Statement</u> .	
ACCOUNT * 28100 ABSA Gen - 4053 6443 70 ×	LAST RECONCILED BALANCE 27,607.60
CURRENCY	RECONCILED THIS STATEMENT
South African Rand	0.00
STATEMENT DATE * 29/7/2019	DIFFERENCE
START DATE	
1/6/2019	
ENDING STATEMENT BALANCE *	
Deposits and Credits 0.00 · Cheques and Payments 0.00 · New Charges 0.00 New Dep	oosits 0.00
Mark All Unmark All Mark All Cleared to Reconcile	
RECONCILE CLEARED DATE A TYPE TRAN NO.	PAYOR MEMO P/N REF. AMOUNT
Yes 10/7/2019 Deposit DEP005	557.00



2.7 Importing Online Bank Statements

In this section to use online banking, you must first download the account statement from your financial institution and then import the statement into your NetSuite account. NetSuite encrypts imported statement files and stores them in the database.

Role
SAWS Administrator

- Go to your online banking site and download your bank or credit card statement in one of the accepted file formats. Supported File Formats for Account Statement Import: OFX, .QFX, BAI2-formatted .TXT, CAMT.053.001.06formatted .XML.
 - NOTE: To ensure successful file import, do not modify the downloaded statement file.
- Give the statement file a name. There is a limit of 50 characters for the file name length, including extension.
- For the relevant account(s), ensure that the required Bank Import Mapping fields are set in the Account page.
- To Start, on the Menu Bar hover your mouse on Financial, navigation Financial
 List then click Set up Budgets

达 ★ 쓥 Activities Payments	Transactions		Analytics Documents	; S(etup Customization Fixed Assets SuiteSocial Support
ome	Transactions Overvi	ew			Viewing: Portlet date settings 👻 Personalize 👻 Layout 👻
	Bank		Write Cheques	F	
Reminders	Purchases	►	Make Deposits	Þ	
No content	Payables	•	Pay Tax Liability	Þ	No content
Please set up this portlet by clicking on the menu icon.	Sales	►	Transfer Funds	► 1	vailable. For the latest new release information, go to SuiteAnswers .
	Billing	F	Use Credit Card	F	
Top 5 Items By Qty Sold	Customers	Þ	Reconcile Bank Statement		
this fiscal quarter 🔹 🔻	Employees	•	Reconcile Credit Card Statement	5	No content this portlet by clicking on the menu icon.
∧, F . I. ●	Inventory	F	Import Online Banking Data		
10	Manufacturing	•	Reconcile Account Statement		Search
	Demand Planning	•	Confirm Transaction Matches	▶	
8	v		Reconciliation Matching Rules		
	Account Page		ation Summary	_	

> Online Banking Data Upload is displayed.



	SAND	SOX 👾	Search	Q,	. ₽ +	🕐 Help	Feedbac	. <u>I</u> .	22 Kabelo Tshukudu SOUTH AFRICAN WEATHER SERVICE - Administrator	
🕹 ★ 쓥 Activities	Payments	Transactions	Lists Reports Ana	alytics Documents	Setup	Customiza	ation Fixed	Assets	SuiteSocial Support	
Online Banking Data Upl	oad									
Accepted file formats include .OFX, .QFX, BAI2-form	natted .TXT, CAMT	.053.001.06-formatted	d XML, or this <u>CSV template.</u>							
Browse		6								
ACCOUNT 28300 Std Bank - General	-									
CHARACTER ENCODING Unicode (UTF-8)	-									
Date Format MM//DD/YYYY	•									
Submit Reset										
Click Sel	ect to	choose	your file.							
			, jour mor							
	SAND	BOX	Search	Q,	<u>*4</u>	Help	Feedbac	< <u>1</u>	22 Kabelo Tshukudu SOUTH AFRICAN WEATHER SERVICE - Administrator	
		Transactions	Lists Reports Ana	alytics Documents	Setup	Customiza	ation Fixed	Assets	SuiteSocial Support	
Online Banking Data Upl	oad									
Accepted file formats include .OFX, .QFX, BAI2-form	natted .TXT, CAMT	.053.001.06-formatted	d.XML, or this <u>.CSV template.</u>							
C:\Users\kabelo.tshukudu\D_Browse ACCOUNT										
28300 Std Bank - General	•									
CHARACTER ENCODING Unicode (UTF-8)	-									
Date Format MM//DD/YYYY										
Submit Reset										
Click Sub	mit									
	mint									
ORACLE NETSUITE	SAND	BOX	Search	Q,	- ili	P Help	Feedbac	× 🖳	22 Kabelo Tshukudu SOUTH AFRICAN WEATHER SERVICE - Administrator	
👌 ★ 쓥 Activities	Payments	Transactions	Lists Reports Ana	alytics Documents	Setup	Customiza	ation Fixed	Assets	SuiteSocial Support	
Confirmation for Onli	ne Bank	ing Data								More
ок										
2 TRANSACTIONS HAVE BEEN SUCCESSFU THERE ARE 1 MATCHED TRANSACTIONS	LLY IMPORTED									

Click OK



D ★ 쓥	Activities	Payments T	ransaction <u>s</u>	Lists Rep <u>orts</u>	s Analytic <u>s</u>	Docume <u>nts</u>	s Setu <u>p</u>	Customi <u>zat</u>	ion Fix <u>ed</u>	Assets	SuiteSoci <u>al</u>	Support	
onfirm Tran	saction	Matches											
onfirm Matches	Reconcile Ac	count Statemen	t										
COUNT *	CUF	RRENCY											
300 Std Bank - Gene	eral 🝷 ZAR												
Inmatched Rev	view Matches												
ement Transactions	5 F	From				NetSuit	e Transactio	ns C				То	
lect Type	 Searce 					Select	Туре	-	Search				
DATE A	ТҮРЕ	TRAN NO.	NAME	MEMO	AMOUNT		DATE	▲ TYPE	TRAN	NO.	NAME	MEMO	AMOUNT
6/4/2019	Deposit				30.59		1/5/2019	Transfer	1				-20,000.0
7/4/2019	Payment	2	3 Mokar Pa		50.00		10/5/2019	Deposit	3				1,000,000.00
42/4/2040	Deposit				31.25		10/5/2019	Transfer	2				-50,000.00
13/4/2019													
26/4/2019	Deposit				15.30		10/5/2019	Transfer	3				-30,000.00
26/4/2019 1/5/2019	Transfer	³ to Rev	iew Ma	atches	20,000.00		10/5/2019 15/5/2019	Transfer Voucher			570 ACCM	00000001/1	
26/4/2019 1/5/2019 → Nav →	Transfer vigate ETSUITE Activities Reconcile Act COUR 200	to Rev SANDBO Payments Tr Matches count Statement	X Ansactions L	Search	20,000.00 subtab). Q	15/5/2019	Voucher	Pa		22 Kabelo Tshul SOUTH AFRICAN W	kudu VEATHER SERVICE -	-30,000.00
26/4/2019 1/5/2019 ► Nav ■ Aav ■ ★ &	Transfer vigate ETSUITE Activities Reconcile Act COUR 200	to Rev SANDBO Payments Tr Matches count Statement	X Ansactions L	Search	20,000.00 subtab). Q	15/5/2019	Voucher	Pa		22 Kabelo Tshul SouTH AFRICAN W	kudu VEATHER SERVICE -	-9,000.00
26/4/2019 1/5/2019 Nav RACLE* NE D ★ Onfirm Matches COUNT * 300 Std Bank - Gener Jumatched Revision	Transfer Vigate ETSUITE Activities Reconcile Acc ral • CUR CUR	to Rev SANDBO Payments Tr Matches count Statement	X Ansactions L	Search	20,000.00 subtab). Q	15/5/2019	Voucher	Pa		22 Kabelo Tshul SouTH AFRICAN W	kudu Meanter Service - upport	-9,000.00

This screen shows you the Matched transactions from the Bank Statement to the NetSuite transactions.



2.8 Reconciling an Imported Bank Statement

In this section you will learn how you can efficiently match and reconcile transactions, without requiring spreadsheets or third-party tools after you have imported your account statements into NetSuite.

Role	
SAWS Cash Management User	

To Start, on the Menu Bar hover your mouse on Financial, navigation Financial
 Banking then click Confirm Transaction Matches.

ORACLE NETSUITE SANDBO	X Search C	K 🐉 🕜 Help	F	Feedback 👥 - 22 Kabelo Tshuku SOUTH AFRICAN WEA	du ITHER SERVICE - SAWS Cash Management User		
🕒 ★ 쓥 Activities Billing Custo	mers Vendors Payroll and HR	Financial		tics SuiteSocial Documents Se	tup Payments Fixed Assets •••		
Home	Financial Overview		Viewing: Portlet date settings 👻 Personalize 👻 Layout 👻				
		Banking		Write Cheques			
Reminders	New Release	Lists	F	Make Deposits			
No content Please set up this portlet by clicking on the	The New Rele	inventory	F	Transfer Funds	, go to SuiteAnswers.		
menu icon.	The New Rele		F	Use Credit Card 🛛 🕨	, go to suiteAnswers.		
	Key Performance Indicators		Þ	Reconcile Bank Statement			
Top 5 Items By Qty Sold	itey i enominance maleators		F	Reconcile Credit Card Statement			
this fiscal quarter		Billing	F	Confirm Transaction Matches			
		Other	F	Reconcile Account Statement			
10	Shortcuts	Reports	F	Print Cheques and Forms			
		Other Transactions	►	No content			
8		Warranty and Repairs	•	available for this portlet.			
		Engineering	•				
5	Account Reconciliation Sum	mary			~		

> Confirm Transaction Matches form will be displayed.

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> Select Account, ensure that the correct Account is selected.

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> Navigate to Review Matches to confirm the auto confirmed transactions.

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> Navigate to back to Unmatched.

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Match and confirm transactions on the Confirm Transaction Matches page, which shows side-by-side lists of imported Statement Transactions and NetSuite



Transactions. The transactions can be filtered by date. Confirmed transactions are also marked as cleared in the Account register.

- For new charges or deposits on the statement and not in NetSuite, you can Add New Charge, Add New Deposits, or Create JE at the bottom of the page to create the transaction in NetSuite, and then click the Match button.
 - NOTE: For bank fees and similar charges use the Create JE option to create a journal entry for the expense. New Charges creates a new check transaction. Any other type of new charge needs to be created via the appropriate process for that type of charge, i.e. Journal entry for bank fees, expense report for employee reimbursement, bill payment for vendor bill payment.
- BEST PRACTICE TIP: During the reconciliation process if New Charges and New Deposits are noted it is considered best practice to go through the correct process to enter them into NetSuite. For example, if a new deposit is determined to be a donation, enter it as a new donation | cash sale instead of a New Deposit on the bank reconciliation. If a new charge is determined to be a bill payment enter it as a Bill Payment instead of a New Charge on the bank reconciliation. This insures that all relevant and important information is appropriately captured in the right places in NetSuite.

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- > After matching transactions click on Confirm Matches button.
- After confirming the transaction matches, reconcile the transactions. Navigate to the Reconcile Account Statement page by clicking on the Reconcile Account Statement button at the top left of the screen.



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- > Ensure that the Account selected is correct.
- > Enter the bank Statement End Date and the Ending Statement Balance.

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Review the matches, include or exclude transactions from the reconciliation, and once the Difference to reconcile equals 0, click Close Statement.



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Reconciled Statements

FILTER BY ACCOUNT

Select					
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	31/5/2019	28300 Std Bank - General	Closed		5,000.00
	25/7/2019	28300 Std Bank - General	Closed		10,000.00
Delete	29/7/2019	28300 Std Bank - General	Closed		10,000.00



2.9 Generating Cash Management Reports

This topic will explain the available standard Cash Management Reports.

You will learn how to navigate through NetSuite's Standard Reports, apply filters, and customize them to your need. Generate reports in different views and formats like XLS, CSV, PDF or DOC.

On this manual I am showing you how to run one report (Profit and Loss) as they are run the same and the rest we shall run them during the class.

The list of reports include the following:

- 1. Reconciliation (Summary and Detailed)
 - The Reconciliation 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
- 2. Bank Register
 - 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
- 3. Cash Statement
 - The Cash Statement report lists available cash as of a selected time period. Cash Statement data can be useful for providing reference data for other financial statements, like the Cash Flow Statement Report.
- 4. Budget vs. Actual
 - The Budget vs. Actual report combines an income statement with a budget income statement for the same set of criteria including both dollar



and percentage comparisons between the two. This report enables you to analyze budgeted and actual financials to determine how closely your income and expenses compare to those you originally budgeted.

2.9.1 Reconciliation Report

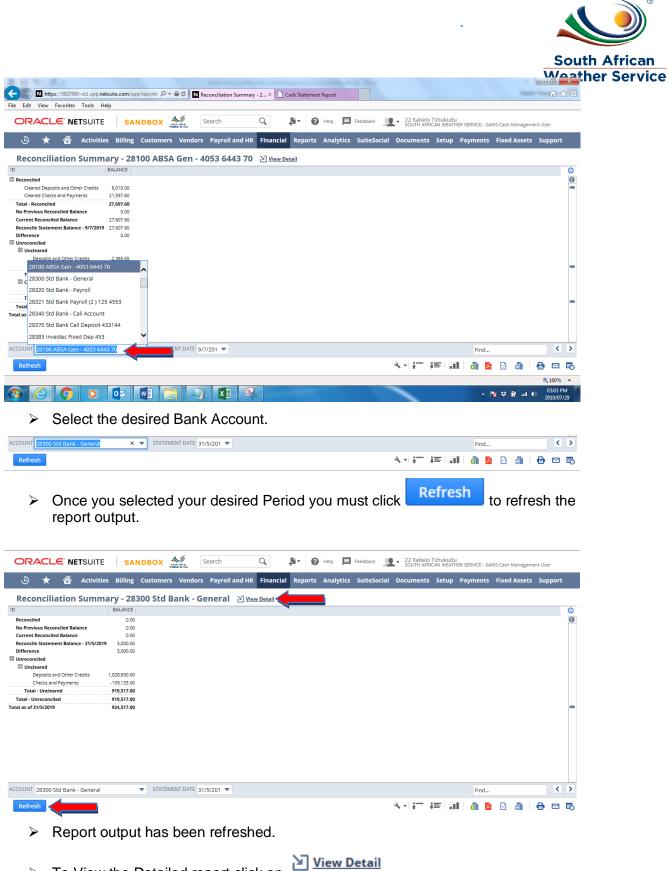
To run the report, on the Menu Bar hover your mouse on Financials, navigation Financials > Reports then click Profit and Loss.

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10	Shortcuts	Employees/HR Projects	Budget Profit and Loss Budget vs. Actual
8		Time & Billables	Cash Statement
5	Account Reconciliation Summary	V	Reconciliation

Reconciliation Summary report will be displayed with predefined filters i.e. Bank Account: xxxx, Statement Date: Latest Statement Date.

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You can change the 'Account' parameters as per your request by clicking the dropdown next to the field. The Statement Date is controlled by the Account.



To View the Detailed report click on



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- > Report output has been refreshed with detailed information/data.
- > You can export the report in formats like XLS, CSV, PDF or



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- To export you must click on one of the icons for our case we are going to export the Reconciliation report to PDF.
- > You may chose which format you want to export to at any time.

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> To run other reports follow 2.9.1 Reconciliation Report above.