



**South African Weather Service**

**General Ledger  
Training Manual**

## Document Review and Distribution

### Document location

### Revision history

Version	Author	Date	Revision	Email address
1.0	Kabelo Tshukudu	27/07/2019	Draft	<a href="mailto:Kabelo.tshukudu@eoh.co.za">Kabelo.tshukudu@eoh.co.za</a>
1.0				
1.1				
1.2				
1.3				

### Document review

This document is deemed official only if the reviewers have signed below

Reviewer Name	Signature	Role	Date

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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 as generating Bank and Reconciliation reports. You will become familiar with the layouts and menu paths of NetSuite. The NetSuite application runs 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

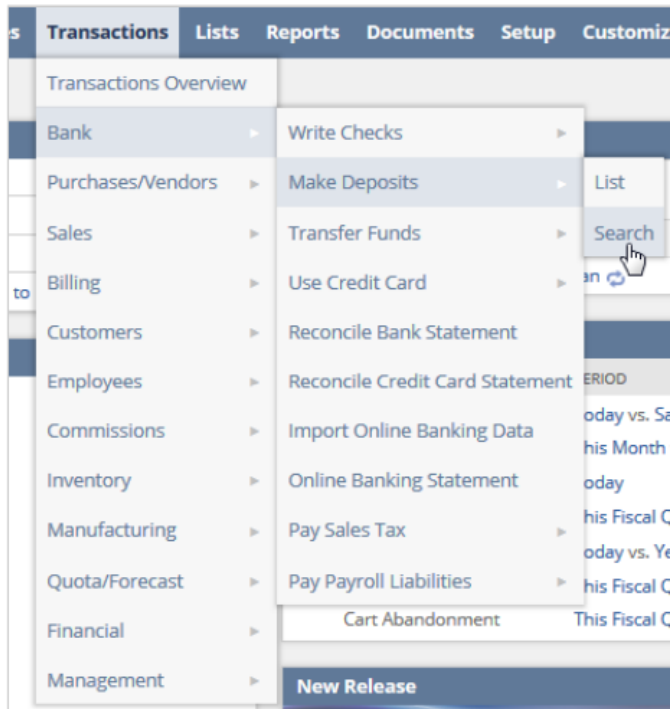
### 2.1 Basic Navigation

#### 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.



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.



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:



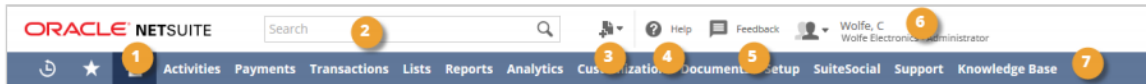
Recent Records – NetSuite remembers the records you have viewed recently. Click this icon to open a dropdown menu of recent records.



**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.



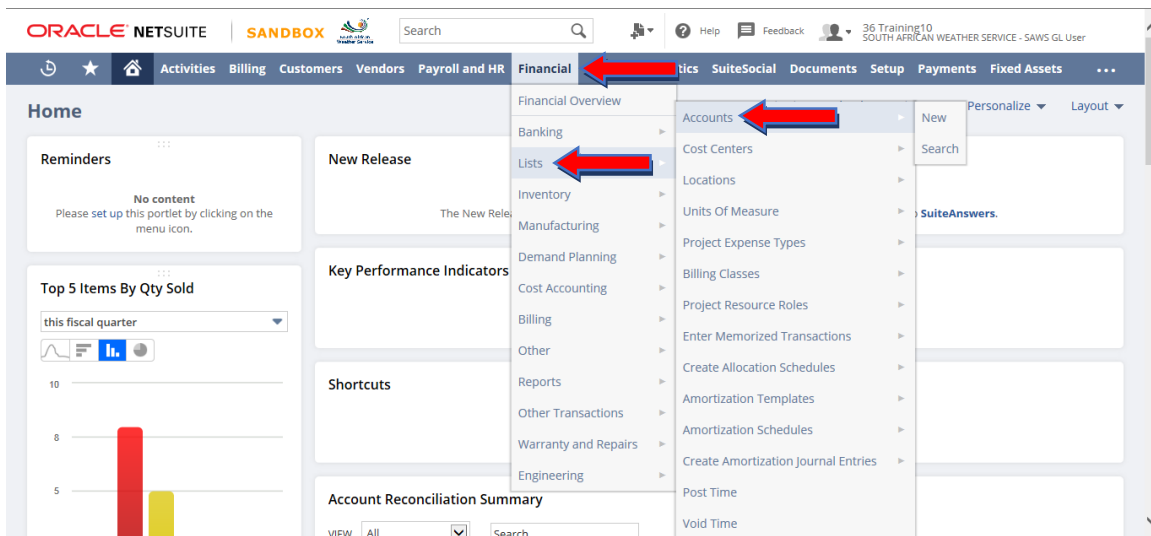
1	<b>Oracle NetSuite logo</b> – When you double-click the Oracle NetSuite logo, a popup window opens with details that your administrator can use to help identify the source if you have issues with performance in NetSuite. For more information, see the help topic <a href="#">Helping Users with Performance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

## 2.2 Review Bank Account

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

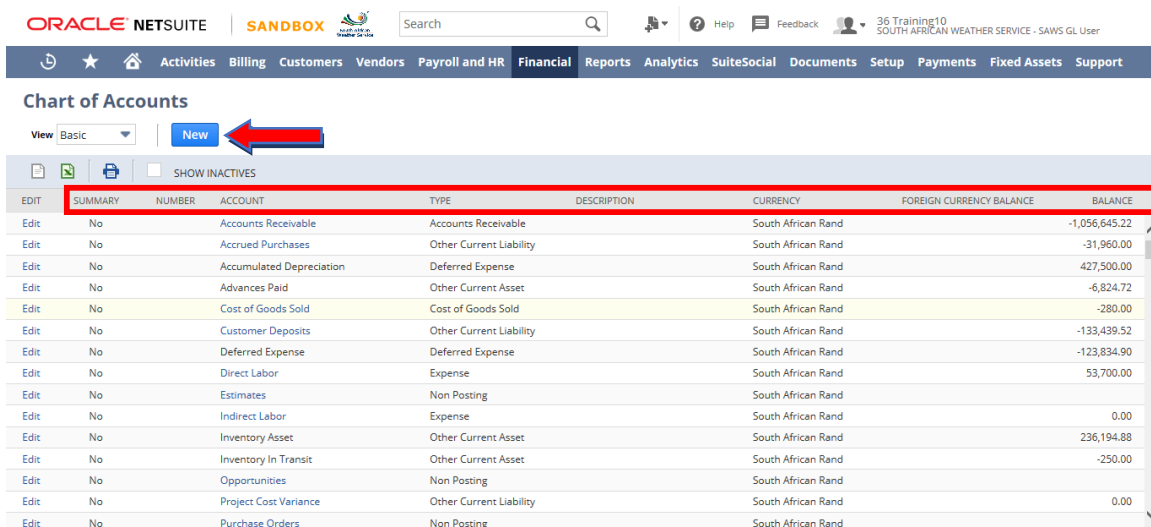
<b>Role</b>
SAWS Cash Management User

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



The screenshot shows the Oracle NetSuite interface. The 'Financial' menu is open, and the 'Accounts' option is highlighted. Red arrows point to the 'Financial' menu bar, the 'Accounts' option, and the 'Lists' sub-menu.

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



The screenshot shows the 'Chart of Accounts' page in Oracle NetSuite. A red box highlights the 'New' button. Below the table, a red box highlights the header row of the account list.

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		



- 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.

ORACLE NETSUITE | SANDBOX Search 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

### Chart of Accounts

View Basic

SHOW INACTIVES

EDIT	SUMMARY	NUMBER	ACCOUNT	TYPE	DESCRIPTION	CURRENCY	FOREIGN CURRENCY BALANCE	BALANCE
Edit	No	21500	Inventory Control Commercial	Other Asset		South African Rand		1,322,756.78
Edit	No	21600	WIP- Labour	Other Asset		South African Rand		-9,000.00
Edit	No	23100	Debtors: Trade	Accounts Receivable		South African Rand		0.00
Edit	No	23130	Debtors: Cash Sales	Accounts Receivable		South African Rand		100.00
Edit	No	23250	Debtor: Staff S&T	Accounts Receivable		South African Rand		0.00
Edit	No	23400	Unidentified Deposits	Accounts Receivable		South African Rand		-5,000.00
Edit	No	23900	Provision For Doubtful Debts	Accounts Receivable		South African Rand		0.00
Edit	No	24400	General Prepayments	Accounts Receivable		South African Rand		0.00
Edit	No	24500	Prepayments	Accounts Receivable		South African Rand		0.00
Edit	No	24600	Staff Prepayments	Accounts Receivable		South African Rand		0.00
Edit	No	24700	Sundry Debtors / Deposits	Accounts Receivable		South African Rand		0.00
Edit	No	28100	ABSA Gen - 4053 6443 70	Bank		South African Rand	(R867,116.59)	-867,116.59
Edit	No	28300	Std Bank - General	Bank		South African Rand	R850,105.00	850,105.00
Edit	No	28320	Std Bank - Payroll	Bank		South African Rand	R22,500.00	22,500.00
Edit	No	28321	Std Bank Payroll (2) 125 4553	Bank		South African Rand	R47,500.00	47,500.00

- Click Edit on the desired Bank Account.

ORACLE NETSUITE | SANDBOX Search 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 ...

### Account

List Search More

#### 28300 Std Bank - General

NUMBER \*

NAME \*

SUBACCOUNT OF

TYPE

CURRENCY

EXCHANGE RATE

INVENTORY

REVALUE OPEN BALANCE FOR FOREIGN CURRENCY TRANSACTIONS

DESCRIPTION

NEXT CHECK NUMBER

SUMMARY

INACTIVE

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.

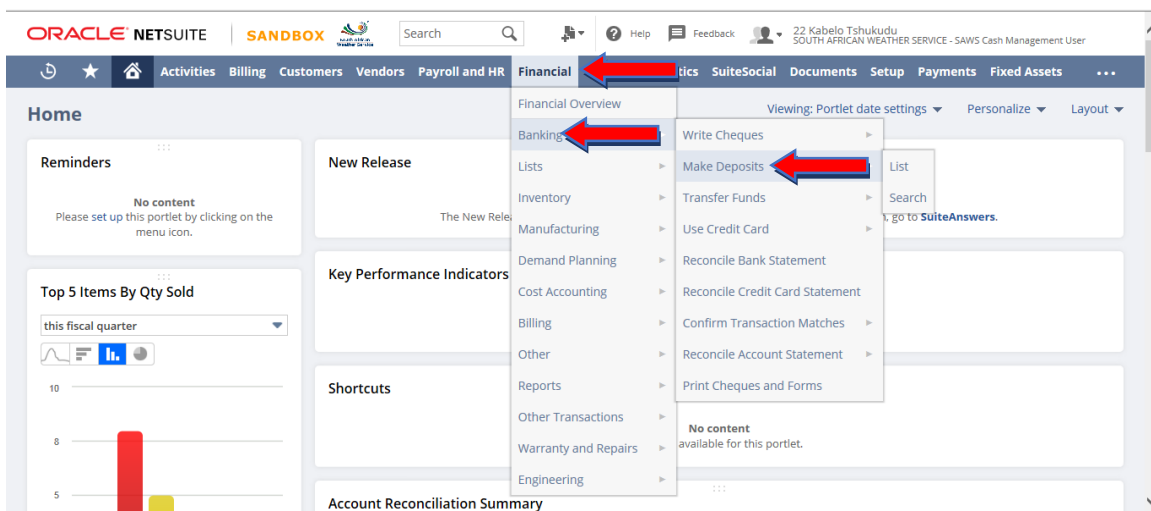


## 2.3 Make a Deposit

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.

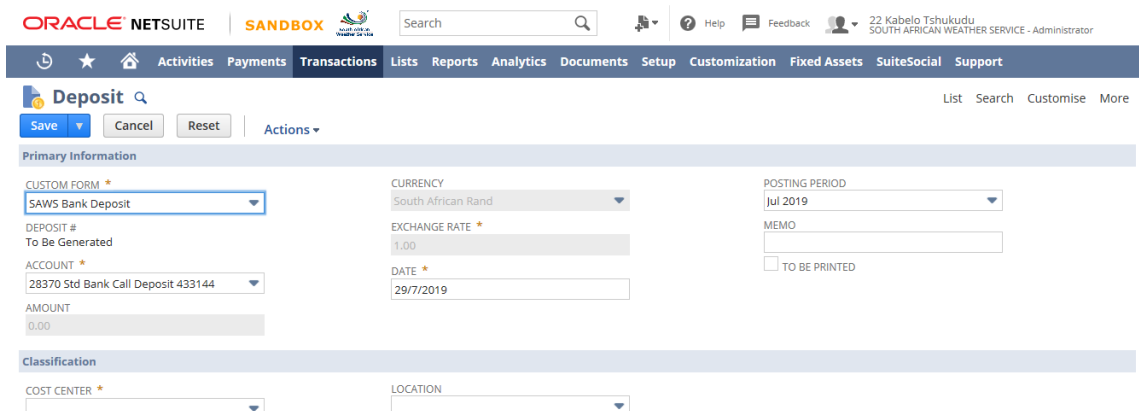
Role
SAWS Cash Management User

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



The screenshot shows the Oracle NetSuite interface. The top navigation bar includes 'Activities', 'Billing', 'Customers', 'Vendors', 'Payroll and HR', 'Financial', 'Analytics', 'SuiteSocial', 'Documents', 'Setup', 'Payments', and 'Fixed Assets'. A red arrow points to the 'Financial' menu. A secondary menu is open under 'Financial', with a red arrow pointing to 'Banking'. A third menu is open under 'Banking', with a red arrow pointing to 'Make Deposits'.

- Make Deposits form will be displayed.



The screenshot shows the 'Deposit' form in NetSuite. The form is titled 'Deposit' and has a search icon. Below the title are buttons for 'Save', 'Cancel', and 'Reset', along with an 'Actions' dropdown. The form is divided into sections: 'Primary Information' and 'Classification'. In the 'Primary Information' section, there are fields for '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), and 'MEMO'. There is also a checkbox for 'TO BE PRINTED'. In the 'Classification' section, there are fields for 'COST CENTER' and 'LOCATION'.



DATE	TYPE	NUMBER	MEMO	PMT. METH.	REF. NO.	FROM	CURRENCY	PAYMENT AMOUNT	AMOUNT (ZAR)
24/7/2019	Customer Refund	2		Cash		4772 Kabelo Limited	South African Rand	-488.00	-488.00
19/7/2019	Customer Deposit	CD017		EFT		4804 UAT CUSTOMER	South African Rand	800.00	800.00
19/7/2019	Payment	PAY010				4772 Kabelo Limited	South African Rand	750.00	750.00
19/7/2019	Customer Refund	1		EFT		4772 Kabelo Limited	South African Rand	-2,250.00	-2,250.00
19/7/2019	Cash Sale	CS012		EFT		35 SANTAM (Greenacres)	South African Rand	0.00	0.00
18/7/2019	Customer Deposit	CD015		EFT		4768 Jane Doe	South African Rand	100.00	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 📅 of the deposit and verify the Posting Period ▼.
- 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.

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



Deposits Communication Custom EFT

Payments 750.00 • Other Deposits 0.00 Cash Back 0.00

FILTERS

PAYMENT PROCESSING PROFILE: [dropdown] DATE: All FROM: TO:

Customise

<input type="checkbox"/>	DATE	TYPE	NUMBER	MEMO	PMT. METH.	REF. NO.	FROM	CURRENCY	PAYMENT AMOUNT	AMOUNT (ZAR)
<input type="checkbox"/>	24/7/2019	Customer Refund	2		Cash		4772 Kabelo Limited	South African Rand	-488.00	-488.00
<input type="checkbox"/>	19/7/2019	Customer Deposit	CD017		EFT		4804 UAT CUSTOMER	South African Rand	800.00	800.00
<input checked="" type="checkbox"/>	19/7/2019	Payment	PAY010				4772 Kabelo Limited	South African Rand	750.00	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.

Deposits Communication Custom EFT

Payments 750.00 • **Other Deposits 0.00** Cash Back 0.00

Clear All Lines

NAME	AMOUNT*	ACCOUNT*	PAYMENT METHOD	NUMBER	COST CENTER	LOCATION	MEMO
[dropdown]							

Save   Actions

- Select the payer (Customer, Vendor, or Employee) Name
- Enter the payment Amount.
- Select the Account
- 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 . Repeat these steps for additional deposits.

Deposits Communication Custom EFT

Payments 750.00 • Other Deposits 0.00 Cash Back 0.00

Clear All Lines

NAME	AMOUNT*	ACCOUNT*	PAYMENT METHOD	NUMBER	COST CENTER	LOCATION	MEMO
22 Kabelo Tshukudu	500.00	24600 Staff Prepayments	EFT	563			

Save   Actions

- 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.

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.

Save Cancel Reset Actions

- Click **Save**.

ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 22 Kabelo Tshukudu | SOUTH AFRICAN WEATHER SERVICE - SAWS Cash Management User

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**Deposit** List Search

DEPO07

Edit Back Actions

**Primary Information**

DEPOSIT #	CURRENCY	POSTING PERIOD
DEPO07	South African Rand	Jul 2019
ACCOUNT	EXCHANGE RATE	MEMO
28300 Std Bank - General	1.00	
AMOUNT	DATE	<input type="checkbox"/> TO BE PRINTED
750.00	29/7/2019	

**Classification**

COST CENTER	LOCATION
Pretoria	

Deposits Communication System Information Custom GL Impact

DATE	TYPE	NUMBER	MEMO	PMT. METH.	REF. NO.	FROM	AMOUNT
19/7/2019	Payment	PAY010				4772 Kabelo Limited	750.00

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



Deposits

List Search Audit Trail

VIEW Default

Customise View

New Transaction

FILTERS

TYPE: Deposit

EMPLOYEE: - All -

STYLE: Normal

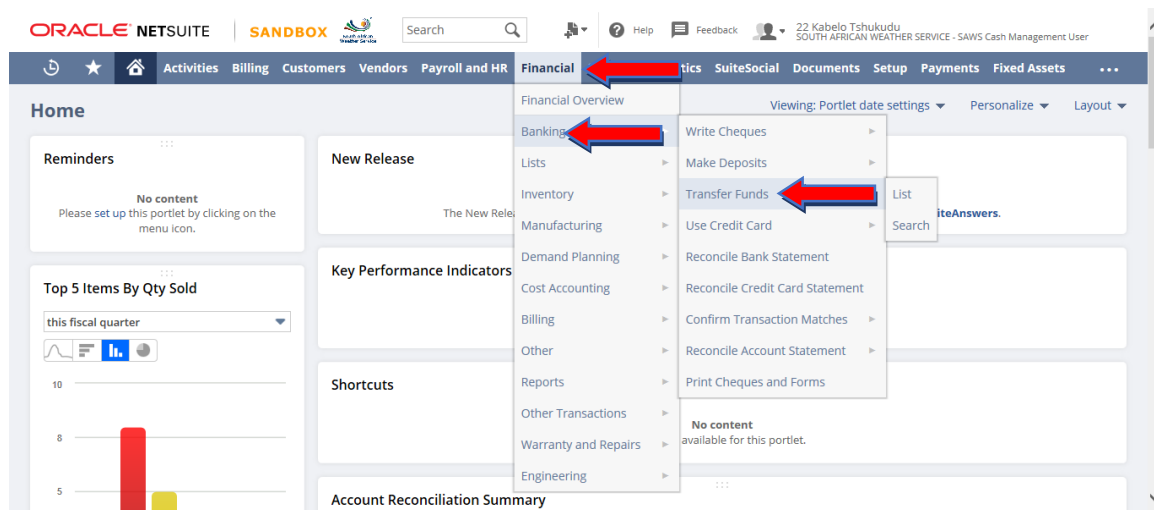
EDIT   VIEW	DATE ▲	PRINT	DOCUMENT NUMBER	NAME	ACCOUNT	MEMO	CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT	PREFERRED ENTITY BANK	VENDOR BANK FEES	BANK FEE
Edit   View	10/5/2019	Print	1		28370 Std Bank Call Deposit 433144		South African Rand	R5,000.00	5,000.00			
Edit   View	10/5/2019	Print	2		28370 Std Bank Call Deposit 433144		South African Rand	R1,500.00	1,500.00			
Edit   View	10/5/2019	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.

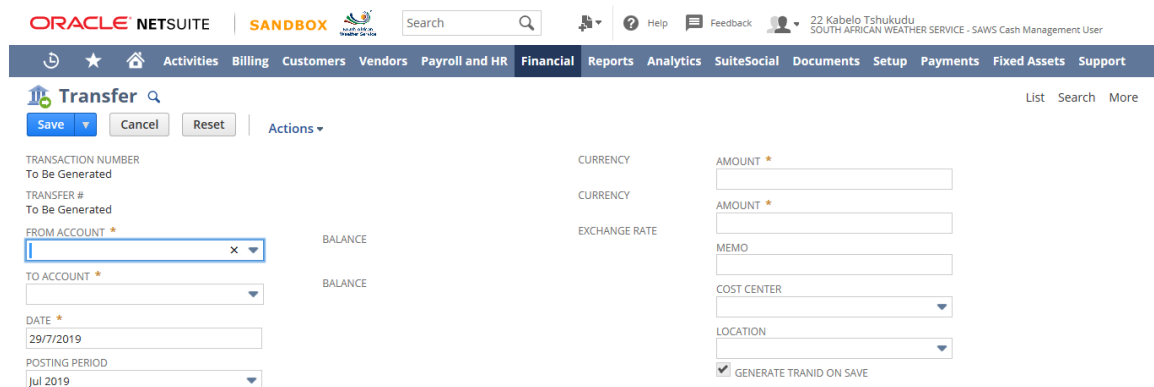
Role
SAWS Cash Management User

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



The screenshot shows the NetSuite interface with the 'Financial' menu open. Red arrows indicate the navigation path: from 'Financial' to 'Banking', and then to 'Transfer Funds'.

- Transfer Funds form will be displayed.





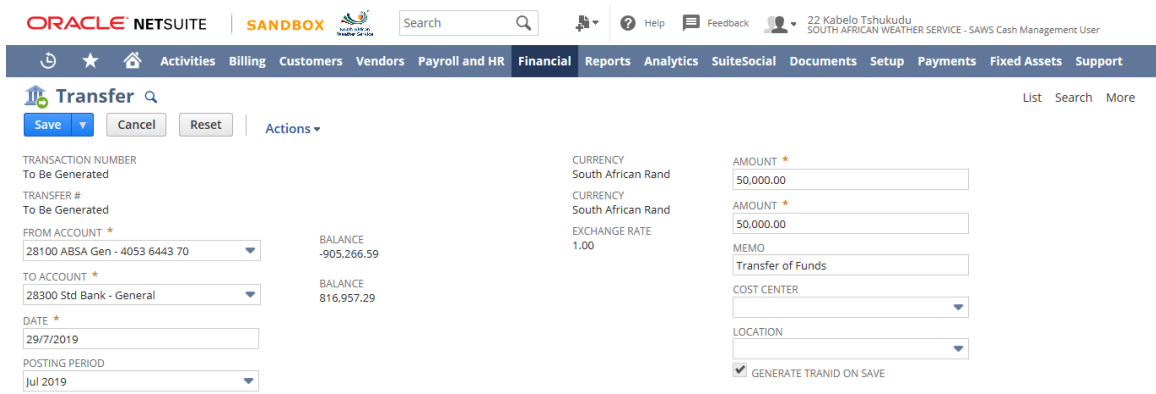
The screenshot shows the 'Transfer Funds' form in NetSuite. The form includes fields for:





- TRANSACTION NUMBER To Be Generated
- TRANSFER # To Be Generated
- FROM ACCOUNT \*
- TO ACCOUNT \*
- DATE \*
- POSTING PERIOD
- CURRENCY
- AMOUNT \*
- EXCHANGE RATE
- MEMO
- COST CENTER
- LOCATION
- GENERATE TRANID ON SAVE

### Enter Bank Transfer Information


- Select the From Account ▼ from which you are transferring funds.
- Select the To Account ▼ to which you are transferring funds.


- Verify the transfer Date  and Posting Period .
- 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 | SANDBOX  Search  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 Support

**Transfer**  List Search More

Save  Cancel Reset Actions

TRANSACTION NUMBER To Be Generated

TRANSFER # To Be Generated

FROM ACCOUNT \*  
28100 ABSA Gen - 4053 6443 70 BALANCE -905,266.59

TO ACCOUNT \*  
28300 Std Bank - General BALANCE 816,957.29

DATE \*  
29/7/2019

POSTING PERIOD  
Jul 2019

CURRENCY South African Rand AMOUNT \* 50,000.00

CURRENCY South African Rand AMOUNT \* 50,000.00

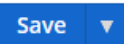
EXCHANGE RATE 1.00

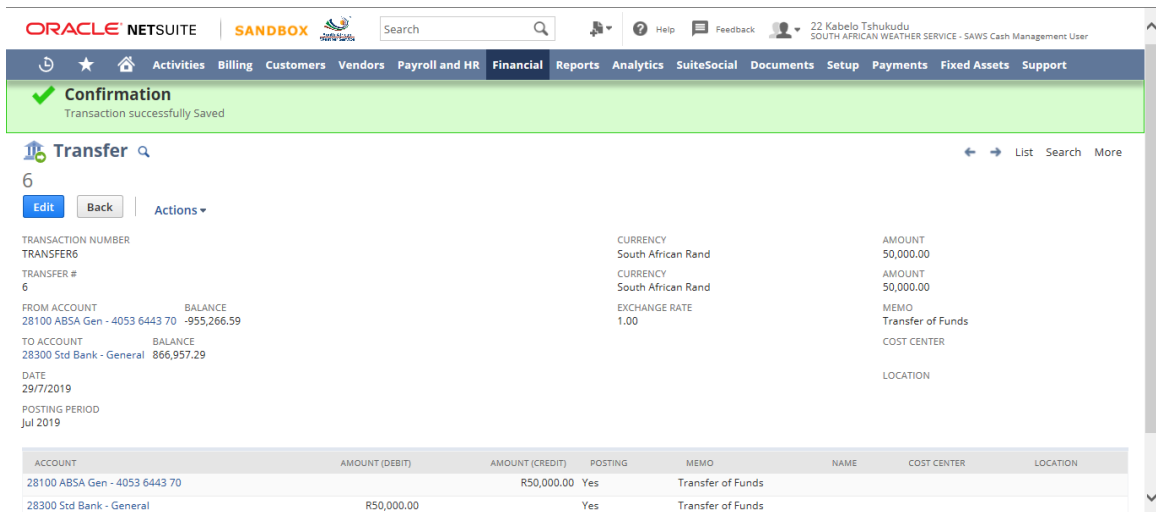
MEMO Transfer of Funds





COST CENTER

LOCATION


GENERATE TRAND ON SAVE


Click . The balances for the bank accounts will update automatically.



ORACLE NETSUITE | SANDBOX  Search  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 Support

 **Confirmation**  
Transaction successfully Saved

**Transfer**  List Search More

6

Edit Back Actions

TRANSACTION NUMBER TRANSFER6

TRANSFER # 6

FROM ACCOUNT \*  
28100 ABSA Gen - 4053 6443 70 BALANCE -955,266.59

TO ACCOUNT \*  
28300 Std Bank - General BALANCE 866,957.29

DATE  
29/7/2019

POSTING PERIOD  
Jul 2019

CURRENCY South African Rand AMOUNT 50,000.00

CURRENCY South African Rand AMOUNT 50,000.00

EXCHANGE RATE 1.00

MEMO Transfer of Funds

COST CENTER

LOCATION

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)



Transfers

List Search Audit Trail

VIEW Default Customise View New Transaction

**FILTERS**

TYPE: Transfer EMPLOYEE: - All - STYLE: Normal

EDIT   VIEW	DATE A	DOCUMENT NUMBER	NAME	ACCOUNT	MEMO	CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT	PREFERRED ENTITY BANK	VENDOR BANK FEES	BANK FEE	INVENTORY STATUS
Edit   View	1/5/2019	1		28300 Std Bank - General		South African Rand	(R20,000.00)	-20,000.00				
Edit   View	10/5/2019	2		28300 Std Bank - General		South African Rand	(R50,000.00)	-50,000.00				
Edit   View	10/5/2019	3		28300 Std Bank - General		South African Rand	(R30,000.00)	-30,000.00				
Edit   View	9/7/2019	4		28300 Std Bank - General		South African Rand	(R10.00)	-10.00				
Edit   View	10/7/2019	5		28100 ABSA	Money Transfer	South African	(R9,000.00)	-9,000.00				

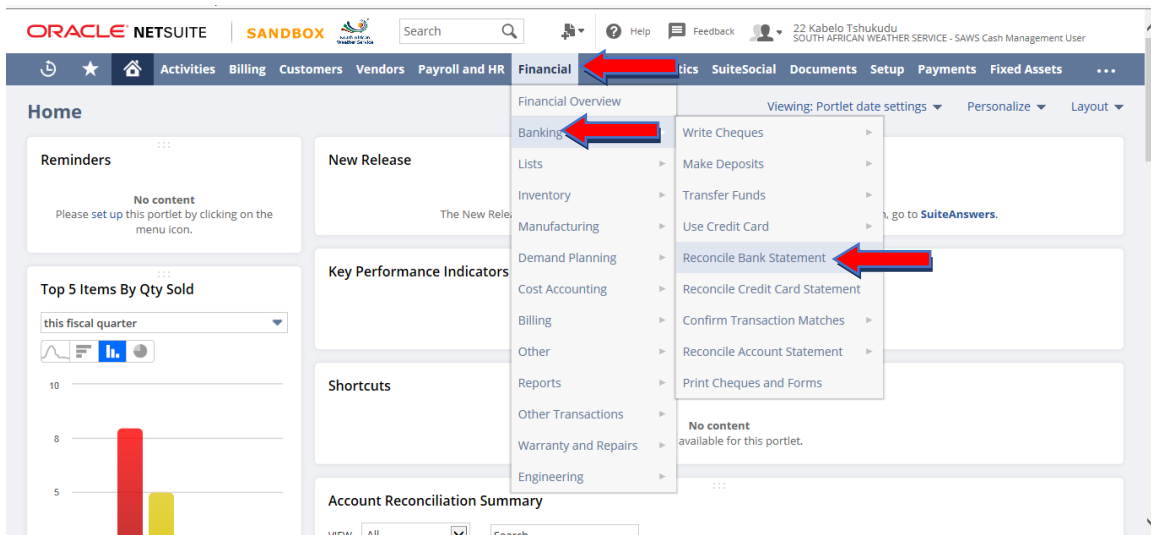


## 2.5 Reconcile Bank Statements (Manual Process)

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.

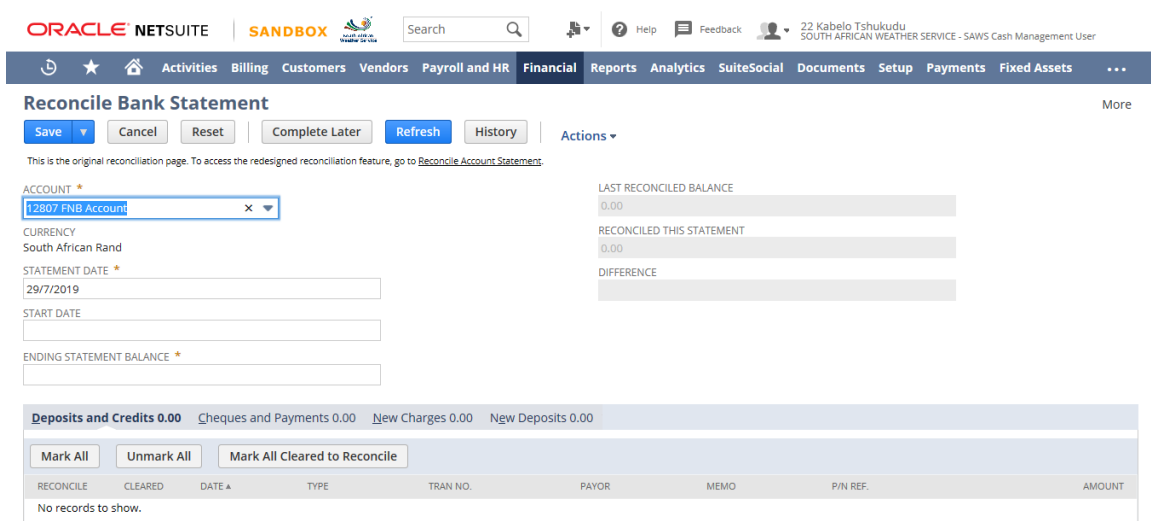
<b>Role</b>
SAWS Cash Management User

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




The screenshot shows the NetSuite interface with the 'Financial' menu open. The 'Banking' sub-menu is selected, and 'Reconcile Bank Statement' is highlighted with a red arrow. Other items in the Banking sub-menu include Write Cheques, Make Deposits, Transfer Funds, Use Credit Card, Reconcile Credit Card Statement, Confirm Transaction Matches, Reconcile Account Statement, and Print Cheques and Forms.

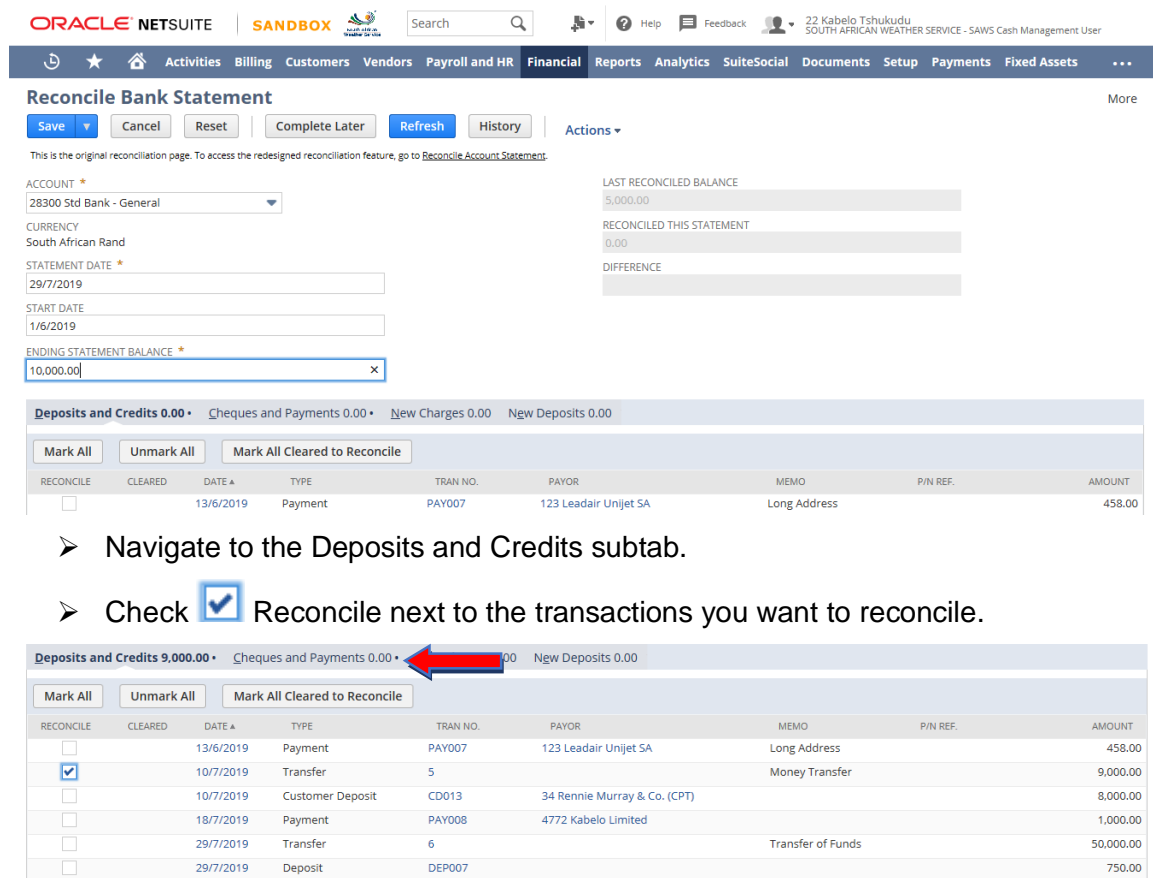
- Reconcile Bank Statement form will be displayed.



The screenshot shows the 'Reconcile Bank Statement' form in NetSuite. The form includes fields for ACCOUNT (12807 FNB Account), CURRENCY (South African Rand), STATEMENT DATE (29/7/2019), START DATE, and ENDING STATEMENT BALANCE. On the right, there are summary fields: LAST RECONCILED BALANCE (0.00), RECONCILED THIS STATEMENT (0.00), and DIFFERENCE. At the bottom, there are buttons for 'Mark All', 'Unmark All', and 'Mark All Cleared to Reconcile', and a table with columns: RECONCILE, CLEARED, DATE A, TYPE, TRAN NO., PAYOR, MEMO, P/N REF, and AMOUNT. The table currently shows 'No records to show.'

## 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.



**ORACLE NETSUITE** | **SANDBOX** | Search | 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 ...

### Reconcile Bank Statement

Save Cancel Reset Complete Later Refresh History Actions

This is the original reconciliation page. To access the redesigned reconciliation feature, go to [Reconcile Account Statement](#).

ACCOUNT \*  
28300 Std Bank - General

CURRENCY  
South African Rand

STATEMENT DATE \*  
29/7/2019

START DATE  
1/6/2019

ENDING STATEMENT BALANCE \*  
10,000.00

LAST RECONCILED BALANCE  
5,000.00

RECONCILED THIS STATEMENT  
0.00

DIFFERENCE

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

RECONCILE	CLEARED	DATE *	TYPE	TRAN NO.	PAYOR	MEMO	P/N REF.	AMOUNT
<input type="checkbox"/>		13/6/2019	Payment	PAY007	123 Leadair Unijet SA	Long Address		458.00

➤ Navigate to the Deposits and Credits subtab.

➤ Check  Reconcile next to the transactions you want to reconcile.

Deposits and Credits 9,000.00 • Cheques and Payments 0.00 • New Charges 0.00 • New Deposits 0.00

Mark All Unmark All Mark All Cleared to Reconcile

RECONCILE	CLEARED	DATE *	TYPE	TRAN NO.	PAYOR	MEMO	P/N REF.	AMOUNT
<input type="checkbox"/>		13/6/2019	Payment	PAY007	123 Leadair Unijet SA	Long Address		458.00
<input checked="" type="checkbox"/>		10/7/2019	Transfer	5		Money Transfer		9,000.00
<input type="checkbox"/>		10/7/2019	Customer Deposit	CD013	34 Rennie Murray & Co. (CPT)			8,000.00
<input type="checkbox"/>		18/7/2019	Payment	PAY008	4772 Kabelo Limited			1,000.00
<input type="checkbox"/>		29/7/2019	Transfer	6		Transfer of Funds		50,000.00
<input type="checkbox"/>		29/7/2019	Deposit	DEP007				750.00

Save Cancel Reset Complete Later Refresh History Actions

- Navigate to the Checks and Payments subtab.



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Activities Billing Customers Vendors Payroll and HR Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets

29/7/2019 -4,000.00

START DATE 1/6/2019

ENDING STATEMENT BALANCE \* 10,000.00

Deposits and Credits 9,000.00 • Cheques and Payments 0.00 • New Charges 0.00 New Deposits 0.00

Mark All Unmark All Mark All Cleared to Reconcile

RECONCILE	CLEARED	DATE	TYPE	CHEQUE NO.	PAYEE	MEMO	AMOUNT
<input type="checkbox"/>		9/7/2019	Transfer	4			10.00
<input type="checkbox"/>		12/7/2019	Voucher Payment	1	5 Singapore Airline	Singapore Payment	5,000.00
<input type="checkbox"/>		17/7/2019	Voucher Payment	4	6 Kgothatso Miya	training cape town	260.00
<input type="checkbox"/>		17/7/2019	Voucher Payment	3	4 MRP Supplies & Projects cc		17,400.00
<input type="checkbox"/>		19/7/2019	Customer Refund	5	4772 Kabelo Limited		100.00
<input type="checkbox"/>		20/7/2019	Voucher Payment	7	1 Busby Promo		2,000.00
<input type="checkbox"/>		20/7/2019	Voucher Payment	6	6 Kgothatso Miya	Test 1001	500.00
<input type="checkbox"/>		20/7/2019	Voucher Payment	23	23 Gijima Technology People	Invoice	500.00
<input type="checkbox"/>		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 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.

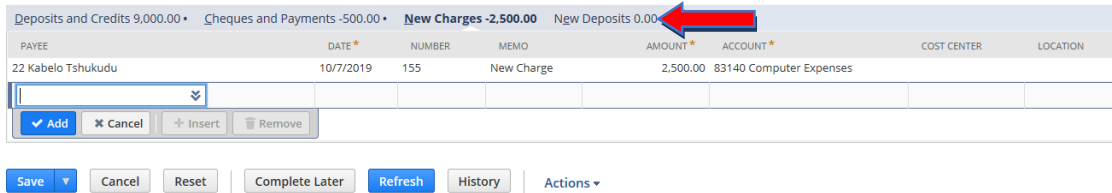
Deposits and Credits 9,000.00 • Cheques and Payments -500.00 • New Charges 0.00

Mark All Unmark All Mark All Cleared to Reconcile

RECONCILE	CLEARED	DATE	TYPE	CHEQUE NO.	PAYEE	MEMO	AMOUNT
<input type="checkbox"/>		9/7/2019	Transfer	4			10.00
<input type="checkbox"/>		12/7/2019	Voucher Payment	1	5 Singapore Airline	Singapore Payment	5,000.00
<input type="checkbox"/>		17/7/2019	Voucher Payment	4	6 Kgothatso Miya	training cape town	260.00
<input type="checkbox"/>		17/7/2019	Voucher Payment	3	4 MRP Supplies & Projects cc		17,400.00
<input type="checkbox"/>		19/7/2019	Customer Refund	5	4772 Kabelo Limited		100.00
<input type="checkbox"/>		20/7/2019	Voucher Payment	7	1 Busby Promo		2,000.00
<input type="checkbox"/>		20/7/2019	Voucher Payment	6	6 Kgothatso Miya	Test 1001	500.00
<input checked="" type="checkbox"/>		20/7/2019	Voucher Payment	23	23 Gijima Technology People	Invoice	500.00
<input type="checkbox"/>		20/7/2019	Voucher Payment	8	8 Lesro Coaches (Pty) Ltd		100.00
<input type="checkbox"/>		20/7/2019	Voucher Payment	6	21 SGS South Africa (Pty) Ltd		550.00

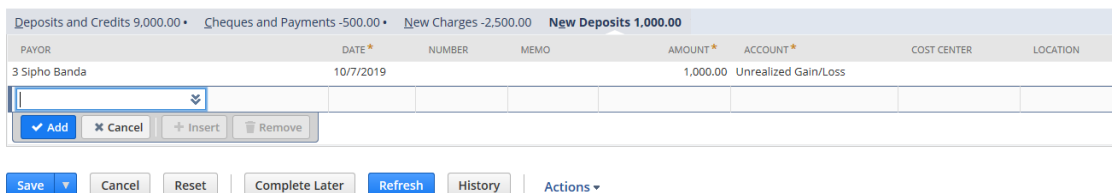
- Navigate to the New Charges subtab to enter any charges shown on your statement but not listed in NetSuite.
  - NOTE: New Charges creates a new check transaction. Any other type of new charge needs to be created via the appropriate process for that type of charge, i.e. Journal entry for bank fees, expense report for employee reimbursement, and voucher payment for vendor voucher payment.
- Select the Payee ▾, 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.

- Click **Add** for each new charge line.



PAYEE	DATE	NUMBER	MEMO	AMOUNT	ACCOUNT	COST CENTER	LOCATION
22 Kabelo Tshukudu	10/7/2019	155	New Charge	2,500.00	83140 Computer Expenses		

- 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.



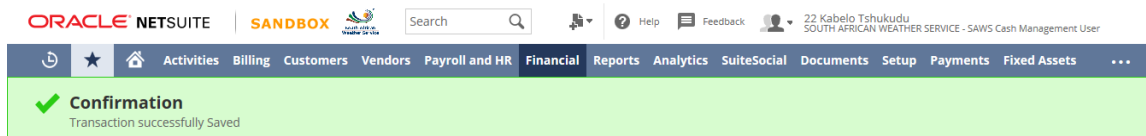
PAYOR	DATE	NUMBER	MEMO	AMOUNT	ACCOUNT	COST CENTER	LOCATION
3 Siphso Banda	10/7/2019			1,000.00	Unrealized Gain/Loss		

- **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** to reconcile your bank statement.

----- OR -----

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



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Activities Billing Customers Vendors Payroll and HR Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets ...

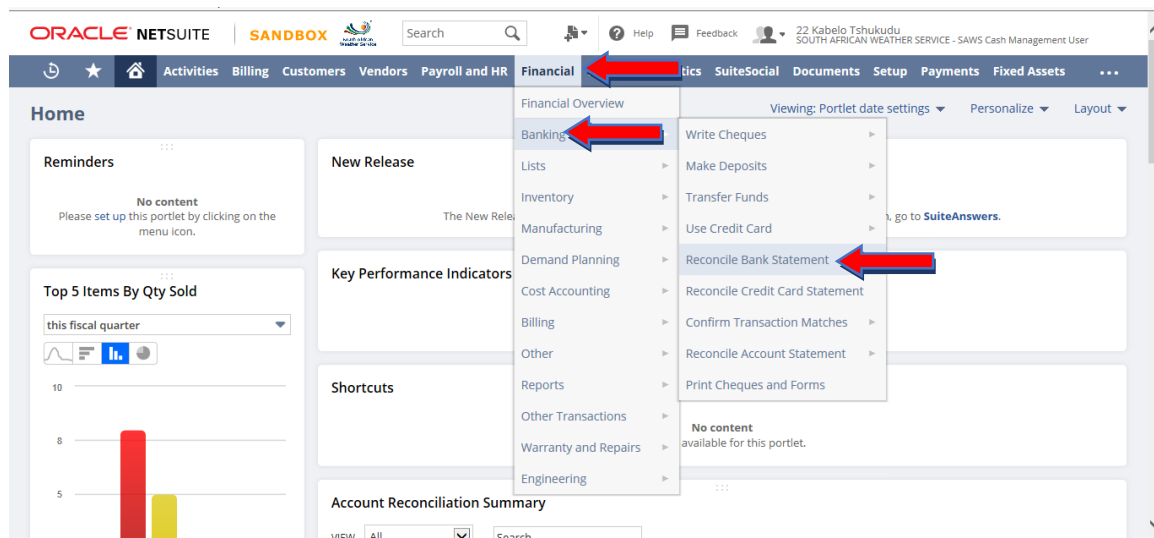
**Confirmation**  
Transaction successfully Saved

## 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.

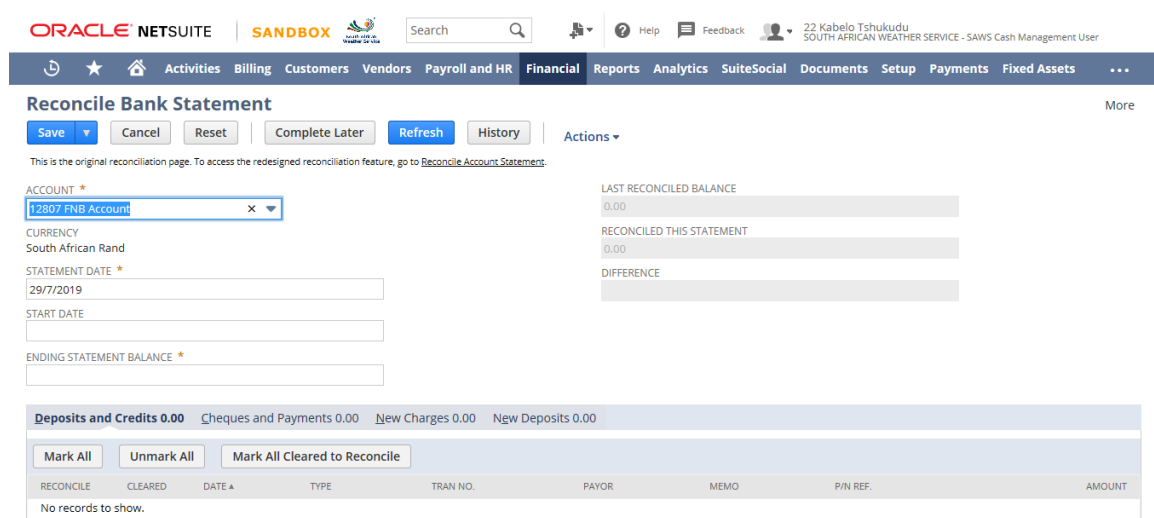
<b>Role</b>
SAWS Cash Management User

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



The screenshot shows the Oracle NetSuite interface. The 'Financial' menu is open, and the 'Banking' sub-menu is selected. The 'Reconcile Bank Statement' option is highlighted with a red arrow. Other options in the Banking sub-menu include Write Cheques, Make Deposits, Transfer Funds, Use Credit Card, Reconcile Credit Card Statement, Confirm Transaction Matches, Reconcile Account Statement, and Print Cheques and Forms.

- Reconcile Bank Statement form will be displayed.

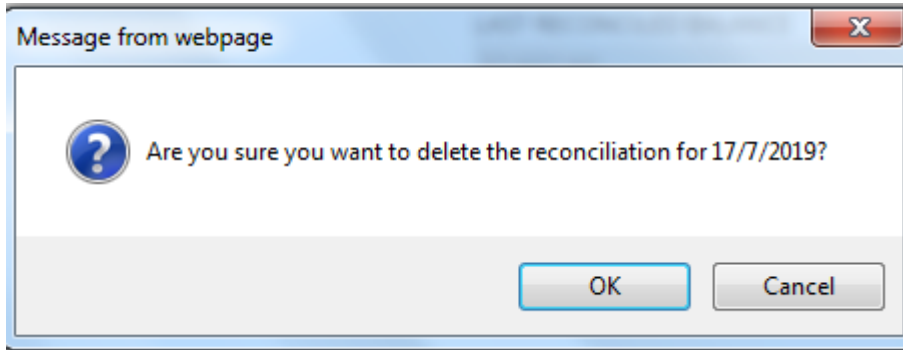


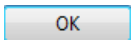

The screenshot shows the 'Reconcile Bank Statement' form. The 'ACCOUNT' field is set to '12807 FNB Account'. The 'CURRENCY' is 'South African Rand' and the 'STATEMENT DATE' is '29/7/2019'. The form includes buttons for 'Save', 'Cancel', 'Reset', 'Complete Later', 'Refresh', and 'History'. Below the form, there are summary statistics for 'Deposits and Credits 0.00', 'Cheques and Payments 0.00', 'New Charges 0.00', and 'New Deposits 0.00'. At the bottom, there are buttons for 'Mark All', 'Unmark All', and 'Mark All Cleared to Reconcile'. The table below shows 'No records to show.'

RECONCILE	CLEARED	DATE	TYPE	TRAN. NO.	PAYOR	MEMO	P/N REF.	AMOUNT
No records to show.								

- Select the applicable bank Account.

- 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.



- Click  to confirm the deletion.
- Click  to stop the deletion.

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### Reconcile Bank Statement

Save | Cancel | Reset | Complete Later | Refresh | History | Actions

This is the original reconciliation page. To access the redesigned reconciliation feature, go to [Reconcile Account Statements](#).

ACCOUNT \*  
28100 ABSA Gen - 4053 6443 70

CURRENCY  
South African Rand

STATEMENT DATE \*  
29/7/2019

START DATE  
1/6/2019

ENDING STATEMENT BALANCE \*

LAST RECONCILED BALANCE  
27,607.60

RECONCILED THIS STATEMENT  
0.00

DIFFERENCE

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

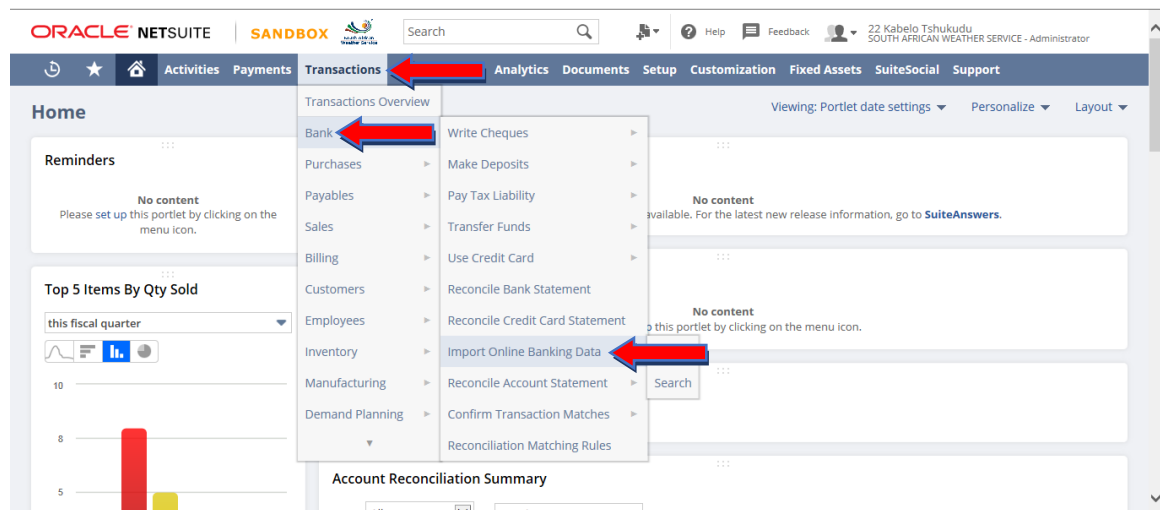
RECONCILE	CLEARED	DATE *	TYPE	TRAN NO.	PAYOR	MEMO	P/N REF.	AMOUNT
<input type="checkbox"/>	Yes	10/7/2019	Deposit	DEP005				557.00

## 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.053.001.06-formatted .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**



- Online Banking Data Upload is displayed.

### Online Banking Data Upload

Accepted file formats include .OFX, .QFX, BAI2-formatted .TXT, CAMT.053.001.06-formatted .XML, or this [CSV template](#).



ACCOUNT  
28300 Std Bank - General

CHARACTER ENCODING  
Unicode (UTF-8)

Date Format: MM/DD/YYYY

➤ Click Select to choose your file.

### Online Banking Data Upload

Accepted file formats include .OFX, .QFX, BAI2-formatted .TXT, CAMT.053.001.06-formatted .XML, or this [CSV template](#).


ACCOUNT  
28300 Std Bank - General

CHARACTER ENCODING  
Unicode (UTF-8)

Date Format: MM/DD/YYYY

➤ Click Submit

### Confirmation for Online Banking Data



2 TRANSACTIONS HAVE BEEN SUCCESSFULLY IMPORTED  
THERE ARE 1 MATCHED TRANSACTIONS

[More](#)

➤ Click OK





### Confirm Transaction Matches

Confirm Matches Reconcile Account Statement

ACCOUNT \* 28300 Std Bank - General CURRENCY ZAR

Unmatched Review Matches

Statement Transactions							NetSuite Transactions						
DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT		DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT	
6/4/2019	Deposit				30.59		1/5/2019	Transfer	1			-20,000.00	
7/4/2019	Payment	2	3 Mokar Pa...		50.00		10/5/2019	Deposit	3			1,000,000.00	
13/4/2019	Deposit				31.25		10/5/2019	Transfer	2			-50,000.00	
26/4/2019	Deposit				15.30		10/5/2019	Transfer	3			-30,000.00	
1/5/2019	Transfer	3			20,000.00		15/5/2019	Voucher Pa...		570 ACCM...	00000001/1	-9,000.00	

➤ Navigate to Review Matches subtab.

### Confirm Transaction Matches

Confirm Matches Reconcile Account Statement

ACCOUNT \* 28300 Std Bank - General CURRENCY ZAR

Unmatched Review Matches

NetSuite Transactions						
DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT	
12/7/2019	Voucher Pa...	1	5 Singapore Airline	Singapore Payment	-5,000.00	

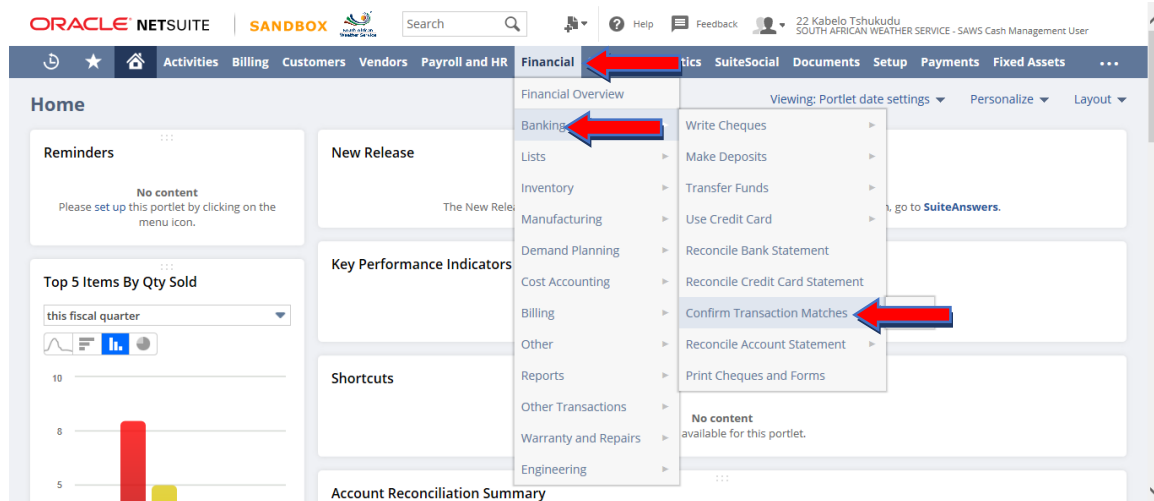
➤ This screen shows you the Matched transactions from the Bank Statement to the NetSuite transactions.

## 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.

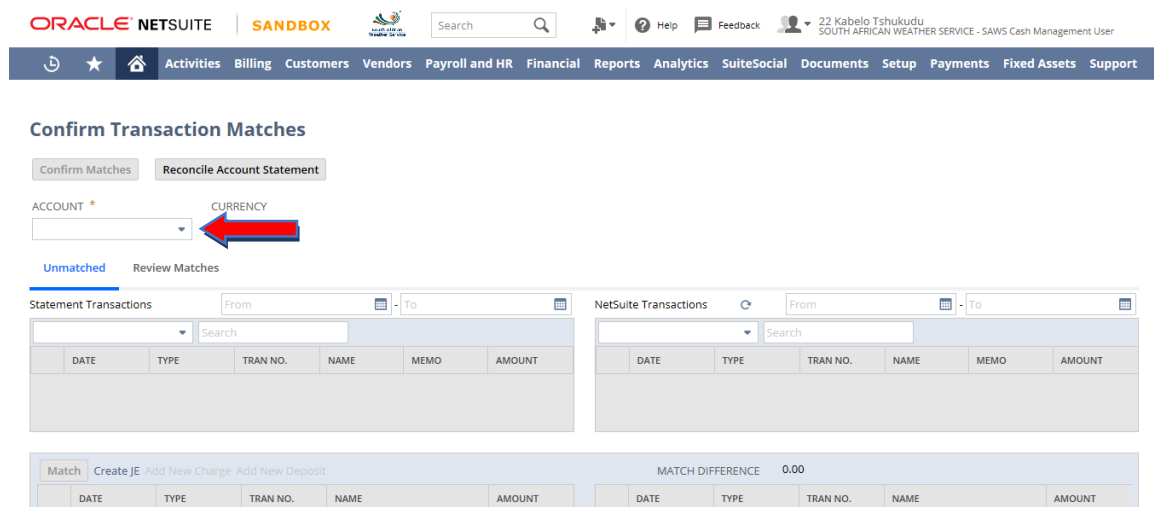
Role
SAWS Cash Management User

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



The screenshot shows the NetSuite interface with the 'Financial' menu open. The 'Banking' sub-menu is selected, and 'Confirm Transaction Matches' is highlighted with a red arrow. Other options in the Banking sub-menu include Write Cheques, Make Deposits, Transfer Funds, Use Credit Card, Reconcile Bank Statement, Reconcile Credit Card Statement, Reconcile Account Statement, and Print Cheques and Forms.

- Confirm Transaction Matches form will be displayed.



The screenshot shows the 'Confirm Transaction Matches' form. The 'ACCOUNT' dropdown menu is open, and the 'CURRENCY' dropdown menu is also open. The form includes sections for 'Statement Transactions' and 'NetSuite Transactions', both with search and date range filters. At the bottom, there is a 'Match' button and a 'MATCH DIFFERENCE' field showing 0.00.

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



### Confirm Transaction Matches

Confirm Matches Reconcile Account Statement

ACCOUNT \* 28300 Std Bank - General CURRENCY ZAR

Unmatched Review Matches

Statement Transactions							NetSuite Transactions						
DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT		DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT	
6/4/2019	Deposit				30.59		1/5/2019	Transfer	1			-20,000.00	
7/4/2019	Payment	2	3 Mokar Pa...		50.00		10/5/2019	Deposit	3			1,000,000.00	
13/4/2019	Deposit				31.25		10/5/2019	Transfer	2			-50,000.00	
26/4/2019	Deposit				15.30		10/5/2019	Transfer	3			-30,000.00	
1/5/2019	Transfer	3			20,000.00		15/5/2019	Voucher Pa...		570 ACCM...	00000001/1	-9,000.00	

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

### Confirm Transaction Matches

Confirm Matches Reconcile Account Statement

ACCOUNT \* 28300 Std Bank - General CURRENCY ZAR

Unmatched

DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT
12/7/2019	Voucher Pa...	1	5 Singapore Airline	Singapore Payment	-5,000.00

➤ Navigate to back to Unmatched.

### Confirm Transaction Matches

Confirm Matches Reconcile Account Statement

ACCOUNT \* 28300 Std Bank - General CURRENCY ZAR

Unmatched Review Matches

Statement Transactions							NetSuite Transactions						
DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT		DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT	
6/4/2019	Deposit				30.59		1/5/2019	Transfer	1			-20,000.00	
7/4/2019	Payment	2	3 Mokar Pa...		50.00		10/5/2019	Deposit	3			1,000,000.00	
13/4/2019	Deposit				31.25		10/5/2019	Transfer	2			-50,000.00	
26/4/2019	Deposit				15.30		10/5/2019	Transfer	3			-30,000.00	
1/5/2019	Transfer	3			20,000.00		15/5/2019	Voucher Pa...		570 ACCM...	00000001/1	-9,000.00	

➤ 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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### Confirm Transaction Matches

Confirm Matches | Reconcile Account Statement

ACCOUNT \* 28300 Std Bank - General | CURRENCY ZAR

Unmatched | Review Matches

Statement Transactions						
DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT	
6/4/2019	Deposit				30.59	<input type="checkbox"/>
7/4/2019	Payment	2	3 Mokar Pa...		50.00	<input type="checkbox"/>
13/4/2019	Deposit				31.25	<input type="checkbox"/>
26/4/2019	Deposit				15.30	<input type="checkbox"/>
1/5/2019	Transfer	3			20,000.00	<input type="checkbox"/>

NetSuite Transactions						
DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT	
1/5/2019	Transfer	1			-20,000.00	<input type="checkbox"/>
10/5/2019	Deposit	3			1,000,000.00	<input type="checkbox"/>
10/5/2019	Transfer	2			-50,000.00	<input type="checkbox"/>
10/5/2019	Transfer	3			-30,000.00	<input type="checkbox"/>
15/5/2019	Voucher Pa...		570 ACCM...	00000001/1	-9,000.00	<input type="checkbox"/>

- 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.



ORACLE NETSUITE | SANDBOX | Search | 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 Support

**Processing Transactions**  
NetSuite is confirming and clearing transactions.

### Confirm Transaction Matches

Confirm Matches **Reconcile Account Statement**

ACCOUNT \* 28300 Std Bank - General CURRENCY ZAR

Unmatched Review Matches

Statement Transactions

DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT
6/4/2019	Deposit				30.59
7/4/2019	Payment	2	3 Mokar Pa...		50.00

NetSuite Transactions

DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT
1/5/2019	Transfer	1			-20,000.00
10/5/2019	Deposit	3			1,000,000.00

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

ORACLE NETSUITE | SANDBOX | Search | 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 Support

### Reconcile Account Statement

Close Statement **Confirm Transaction Matches**

ACCOUNT \* 28300 Std Bank - General CURRENCY ZAR

STATEMENT END DATE 29/7/2019

ENDING STATEMENT BALANCE \* 10000

Summary

ENDING STATEMENT BALANCE	10,000.00
LAST RECONCILED BALANCE	5,000.00
RECONCILED THIS STATEMENT	5,000.00
Difference	0.00

Matched **Reconcile**

NetSuite includes all cleared transactions by default, unless you exclude any transactions.

Select Type	DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT
<input checked="" type="checkbox"/>	14/5/2019	Payment	1	11 All Round Solutions		20,000.00
<input checked="" type="checkbox"/>	12/7/2019	Voucher Pa...	1	5 Singapore Airline	Singapore Payment	-5,000.00
<input checked="" type="checkbox"/>	25/7/2019	Voucher Pa...	1	Busby Promo		-10,000.00

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



Oracle NetSuite interface showing the 'Reconcile Account Statement' process. A 'Close Statement' dialog box is displayed over the main interface, indicating that transactions from 1/6/2019 to 29/7/2019 will be reconciled. The background interface shows a summary table and a list of transactions.

Summary	
ENDING STATEMENT BALANCE	10,000.00
	5,000.00
	5,000.00
	0.00

DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT
14/5/2019	Payment	1	11 All Round Solutions		20,000.00
12/7/2019	Voucher Pa...	1	5 Singapore Airline	Singapore Payment	-5,000.00
25/7/2019	Voucher Pa...	1	1 Busby Promo		-10,000.00

➤ Click OK

Oracle NetSuite interface showing the 'Reconciled Statements' section. A filter dropdown is set to 'Select'. Below is a table listing reconciled statements.

### Reconciled Statements

FILTER BY ACCOUNT

Select

	CLOSE DATE	ACCOUNT	STATUS	ENDING STATEMENT BALANCE
	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**.

The screenshot shows the Oracle NetSuite interface. The 'Reports' menu is open, and a red arrow points to the 'Reports' menu item. Another red arrow points to the 'Banking/Budgeting' sub-menu, and a third red arrow points to the 'Reconciliation' sub-menu item. The background shows a dashboard with various widgets like 'Reminders', 'New Release', 'Key Performance Indicators', and 'Shortcuts'.

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

The screenshot displays the 'Reconciliation Summary' report for account 28100 ABSA Gen - 4053 6443 70. The report is filtered for the statement date 9/7/2019. The table shows the following data:

BALANCE	
<b>Reconciled</b>	
Cleared Deposits and Other Credits	6,010.00
Cleared Checks and Payments	21,597.60
<b>Total - Reconciled</b>	<b>27,607.60</b>
No Previous Reconciled Balance	0.00
Current Reconciled Balance	27,607.60
Reconcile Statement Balance - 9/7/2019	27,607.60
Difference	0.00
<b>Unreconciled</b>	
<b>Uncleared</b>	
Deposits and Other Credits	-2,365.65
Checks and Payments	-94.68
<b>Total - Uncleared</b>	<b>-2,460.33</b>
<b>Cleared</b>	
Checks and Payments	-437.40
<b>Total - Cleared</b>	<b>-437.40</b>
<b>Total - Unreconciled</b>	<b>-2,897.73</b>
<b>Total as of 9/7/2019</b>	<b>24,709.87</b>

At the bottom of the report, there are dropdown menus for 'ACCOUNT' (28100 ABSA Gen - 4053 6443 70) and 'STATEMENT DATE' (9/7/2019), along with a 'Refresh' button and a search field.

- 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.





Reconciliation Summary - 28100 ABSA Gen - 4053 6443 70 [View Detail](#)

ID	BALANCE
<b>Reconciled</b>	
Cleared Deposits and Other Credits	6,010.00
Cleared Checks and Payments	21,597.60
<b>Total - Reconciled</b>	<b>27,607.60</b>
No Previous Reconciled Balance	0.00
<b>Current Reconciled Balance</b>	<b>27,607.60</b>
Reconcile Statement Balance - 9/7/2019	27,607.60
Difference	0.00
<b>Unreconciled</b>	
Deposits and Other Credits 2,365.65	
Checks and Payments 2,365.65	
<b>Total - Unreconciled</b>	<b>0.00</b>
<b>Total as of 9/7/2019</b>	<b>27,607.60</b>

ACCOUNT: 28100 ABSA Gen - 4053 6443 70 STATEMENT DATE: 9/7/2019

[Refresh](#)

- Select the desired Bank Account.

- Once you selected your desired Period you must click [Refresh](#) to refresh the report output.

Reconciliation Summary - 28300 Std Bank - General [View Detail](#)

ID	BALANCE
<b>Reconciled</b>	
No Previous Reconciled Balance	0.00
<b>Current Reconciled Balance</b>	<b>0.00</b>
Reconcile Statement Balance - 31/5/2019	5,000.00
Difference	5,000.00
<b>Unreconciled</b>	
Deposits and Other Credits 1,028,650.00	
Checks and Payments -109,133.00	
<b>Total - Unreconciled</b>	<b>919,517.00</b>
<b>Total - Unreconciled</b>	<b>919,517.00</b>
<b>Total as of 31/5/2019</b>	<b>924,517.00</b>

ACCOUNT: 28300 Std Bank - General STATEMENT DATE: 31/5/2019

[Refresh](#)

- Report output has been refreshed.
- To View the Detailed report click on [View Detail](#)



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Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

Reconciliation Detail - 28100 ABSA Gen - 4053 6443 70 [Back to Summary](#)

ID	TRANSACTION TYPE	DATE	DOCUMENT NUMBER	NAME	MEMO	BALANCE
<b>Reconciled</b>						
<b>Cleared Deposits and Other Credits</b>						
	Customer Deposit	14/5/2019	6	11 All Round Solutions		5,000.00
	Deposit	9/7/2019	DEP004			1,000.00
	Transfer	9/7/2019	4			10.00
<b>Total - Cleared Deposits and Other Credits</b>						<b>6,010.00</b>
<b>Cleared Checks and Payments</b>						
	Inventory Adjustment	27/6/2019	IA034			21,597.60
<b>Total - Cleared Checks and Payments</b>						<b>21,597.60</b>
<b>Total - Reconciled</b>						<b>27,607.60</b>
No Previous Reconciled Balance						0.00
Current Reconciled Balance						27,607.60
Reconcile Statement Balance - 9/7/2019						27,607.60
Difference						0.00
<b>Unreconciled</b>						
<b>Uncleared</b>						
<b>Deposits and Other Credits</b>						
	Inventory Adjustment	27/6/2019	IA035			-2,365.65
<b>Total - Deposits and Other Credits</b>						<b>-2,365.65</b>

ACCOUNT 28100 ABSA Gen - 4053 6443 70 STATEMENT DATE 9/7/2019 Find...

Refresh

- Report output has been refreshed with detailed information/data.
- You can export the report in formats like XLS, CSV, PDF or DOC.     , icons can be found on the bottom right of the form.
- 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.

Do you want to open or save ReconciliationDetail-28100ABSA Gen-4053644370-28.pdf (3.10 KB) from 5027500-sb1.app.netsuite.com?

Open Save Cancel

- You can decide whether to Open the report directly or Save the report to your local machine. In our case we are going to Open the report.

ReconciliationDetail-28100ABSA Gen-4053644370-28.pdf - Adobe Acrobat Reader DC

Home Tools ReconciliationDetail... x Sign In

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**SOUTH AFRICAN WEATHER SERVICE**

**Reconciliation Detail - 28100 ABSA Gen - 4053 6443 70**

**As of 9/7/2019**

ID	Transaction Type	Date	Document Number	Name	Memo	Balance
<b>Reconciled</b>						
<b>Cleared Deposits and Other Credits</b>						
	Customer Deposit	14/5/2019	6	11 All Round Solutions		5,000.00
	Deposit	9/7/2019	DEP004			1,000.00
	Transfer	9/7/2019	4			10.00
<b>Total - Cleared Deposits and Other Credits</b>						<b>6,010.00</b>
<b>Cleared Checks and Payments</b>						
	Inventory Adjustment	27/6/2019	IA034			21,597.60
<b>Total - Cleared Checks and Payments</b>						<b>21,597.60</b>
<b>Total - Reconciled</b>						<b>27,607.60</b>

- To run other reports follow 2.9.1 Reconciliation Report above.