

Using the new bank rec for bank accounts that you don't want to import data from the bank

Previously, you went to the Reconcile Bank Statement page. It was 1-step process. Now there is a 2-step process.

1. Match Bank Data page

- Choose the account from the ACCOUNT drop down field
- Check all transactions that you want to clear on the right hand list (nothing will show on the left side since this is where the imported bank data usually shows)
- At the bottom of that list add any JE, charges, or deposits if you need to add them
- When completed then click on the **Clear button** that you see on your bank statement. **Submit** button

2. Reconcile Account Statement page

- Choose the account form the ACCOUNT drop down field
- Enter the STATEMENT END DATE
- Enter the ENDING STATEMENT BALANCE
- In the Summary box to the right if was done correctly the DIFFERENCE should be zero. If not then go back to the first step until step 2 is zero
- Click on the **Reconcile** button. You will then be able to run your reconciliation reports.

If your bank account does not show at all in Step 1 it means that you have not checked the box to use this new method of bank reconciliation. Go to:

Lists > accounting > accounts and edit the bank account to check 'User Match Bank Data ...'

The screenshot shows the 'Match Bank Data' page in a software application. The page has a dark blue navigation bar at the top with icons for home, search, and various menu items like 'Activities', 'Transactions', 'Reports', etc. Below the navigation bar, the page title 'Match Bank Data' is displayed on the left, and on the right, there are links for 'Reconcile Account Statement', 'Upload File', and 'Reconciliation Rules'. Below the title, there are three buttons: 'Submit', 'Update Imported Bank Data', and 'Run Reconciliation Rules'. The main content area is divided into two columns. The left column is titled 'To Be Matched' and contains a form for 'Imported Bank Data' with fields for 'ACCOUNT *', 'CURRENCY', 'SUBSIDIARY', 'BANK BALANCE', and 'BALANCE AS OF'. The right column is titled 'Account Transactions' and contains a table with columns for 'DATE', 'TYPE', 'TRAN NO.', 'NAME', 'MEMO', and 'AMOUNT'. Below the table, there are buttons for 'Match', 'Exclude', 'Clear', 'Add Journal Entry', 'Add Charge', and 'Add Deposit'. At the bottom right, the 'Difference' is shown as '0.00'. There is also a checkbox for 'Make Auto-Create Rule From Selected Transactions'.

ACCOUNT * 1000-300 Web Orders -#8... CURRENCY USD SUBSIDIARY Parent Company BANK BALANCE BALANCE AS OF

To Be Matched Review Excluded

Imported Bank Data From To

DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT
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Account Transactions From To

DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT
6/18/2021	Deposit	791	Wichita Transit	Wichita Trans...	766.79

Match Exclude

Clear Add Journal Entry Add Charge Add Deposit

Difference 0.00

Make Auto-Create Rule From Selected Transactions

DATE	TYPE	TRAN NO.	NAME	AMOUNT
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DATE	TYPE	TRAN NO.	NAME	AMOUNT
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Match Bank Data

Reconcile Account Statement Upload File Reconciliation Rules ...

Submit Update Imported Bank Data Run Reconciliation Rules

ACCOUNT *	CURRENCY	SUBSIDIARY	BANK BALANCE	BALANCE AS OF
1000-300 Web Orders -#8...	USD	Parent Company		

To Be Matched Review Excluded

Imported Bank Data							Account Transactions						
From							From						
To							To						
All Transaction Types							All Transaction Types						
Search							Search						
DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT	DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT	Total: 1	
						6/18/2021	Deposit	791	Wichita Transit	Wichita Trans...	766.79		

Match Exclude Clear Add Journal Entry Add Charge Add Deposit **Difference -766.79**

Make Auto-Create Rule From Selected Transactions

Reconcile Account Statement

Reconcile

More

ACCOUNT *	CURRENCY
1000-300 Web Orders -#8...	USD
STATEMENT END DATE	
6/30/2021	
ENDING STATEMENT BALANCE *	
15,969.52	

Summary	
ENDING STATEMENT BALANCE	15,969.52
LAST RECONCILED BALANCE	15,202.73
RECONCILED THIS STATEMENT	766.79
DIFFERENCE	0.00

Review Reconcile

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

From							To						
All Transaction Types							All Transaction Types						
Search							Search						
Show Included Only							Total: 1						
MATCH GROUP	DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT	DATE	TYPE	TRAN NO.	NAME	MEMO	AMOUNT	
<input checked="" type="checkbox"/>	6/18/2021	Deposit	791	Wichita Transit	Wichita Transit 1 psign 1 SB	766.79							