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# Cash Transactions in NetSuite

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# Cash-Affecting Transactions

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  - Undeposited Funds
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## ○ Cash Out

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# Cash Sale

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- Cash Sales skip Accounts Receivable and go straight to income.
- Inventory and COGS are affected if you are selling an inventory item. This would occur for a sale where a fulfillment is not needed.
- Note that this is also going straight into the bank so it would be an ACH or some kind of payment that wouldn't hit undeposited funds.

Account	Debit	Credit
Bank	100	
Income		100
*Inventory		50
*COGS	50	

# Customer Deposit

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- Customer Deposits are when a customer pays you in advance of receiving their goods.
- Deposits can be associated with a Sales Order by clicking on the Create Deposit button on the Sales Order. Or they can be created stand alone.
- When you receive a payment from a customer with a deposit, it will show up on the Deposits subtab next to Credits so you can apply it against an invoice.
- The Customer Deposit account is an Other Current Liability “smart” account so you can always find your “unapplied” customer deposits. To use in a search, filter for the Status of Customer Deposit type transactions that are not “Fully Applied”. You can change the name of the account but not the account type.
- Best practice is to use this account for only Customer Deposits and Customer Payments type transactions.

Account	Debit	Credit
Bank	100	
Customer Deposit		100

# Customer Payment

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- Customer Payments are simply payments that are applied against an open Invoice.
- Either go to Transactions>Customers>Accept Customer Payments or go to the Invoice and click on Receive Payment.

Account	Debit	Credit
Bank	100	
Accounts Receivable		100

# Automated Cash Application

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- Automated Cash Application is a way to accept a client payment, associate it with invoices and match to your bank data all at once.
- After your bank data has been imported into Match Bank Data, match what transactions you have. Then go to Transactions>Bank>Automated Cash Application and review all the bank credits that have not been matched. You can select the customer and then view the open invoices to apply the payment. Then submit!
- You can create rules for your customer mapping to assist you.

Account	Debit	Credit
Bank	100	
Accounts Receivable		100

# Deposit

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- Transaction>Bank>Make Deposit will bring you to a screen where you can select transactions that have hit Undeposited Funds to consolidate them into one deposit. The resulting GL impact will have one line for the bank and one line for each deposit (since Undeposited Funds is a “smart” account that will track the transactions coming in and out).
- You can add Other deposits (that didn’t go through Undeposited Funds) and add Cash Back transactions which will reduce the amount of the deposit. This might include bank fees like wire transfer fees.
- WARNING: If you customize your Payments sublist and set a filter, and then later edit a deposit, it may filter out some of what was on the deposit. It will warn you. Don’t ignore the warning! Clear any filters on the Payments subtab if you are editing a deposit.

Account	Debit	Credit
Bank	400	
Undeposited Funds		100
Undeposited Funds		100
Undeposited Funds		100
Undeposited Funds		100

# Other Deposit

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- Use the Transaction>Bank>Make Deposit when you receive money that isn't associated with other transactions.
- Select the Other Deposits subtab and fill in relevant information.
- For example, a Vendor Refund. Enter a bill credit against the original bill and then make the Other Deposit for the amount of the refund. Then go to Pay Bills and offset the Deposit against the credit to clear them out.

Account	Debit	Credit
Bank	100	
Accounts Payable		100



# Check

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- Use the Transaction>Bank>Write checks when you are entering a check not associated with a bill. You can queue it up to print just like the bill payments.

Account	Debit	Credit
Bank		100
Expense/Asset	100	

# Bill or Expense Report Payments

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- Use the Transaction>Payables>Pay Bills to pay your vendors and reimburse you employees.
- Filters on this screen are very helpful!

Account	Debit	Credit
Bank		100
Accounts Payable	100	

# Employee Advance

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- You can give your employees an advance against an expense report by either writing them a check or entering a bill. Obviously only the write check affects cash.
- The Employee Advance account is an Other Current Asset “smart” account so you can always find your “unapplied” employee advances. You can change the name of the account but not the account type.
- When an employee enters an expense report, their balance in the Employee Advance account will show in the advance field reducing their expense report by that amount.

Account	Debit	Credit
Bank		100
Employee Advance	100	

# Vendor Prepayment

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- Just like the Customer Deposit, you can make a vendor prepayment, however you can use whatever account you would like for the prepayment account.
- You can associate a prepayment to a Purchase Order by clicking on the Enter Prepayment button.
- When you receive a bill from the vendor, the prepayment will be available to apply to the bill just like a Bill Credit reducing the amount you pay. When you apply the prepayment, the prepayment account is credited and accounts payable is debited.
- For a more detailed explanation of vendor prepayments, please refer to the previous training on [Procure to Pay](#) presented by Margie in March 2023.

Account	Debit	Credit
Bank		100
Vendor Prepayments	100	

# Refund Customer Credit Memo

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- You can refund a credit memo from the credit memo or from Transactions>Customers>Issue Customer Refund.
- The Credit Memo Credits AR and the Refund Debits it. (You don't have to refund the credit memos. They can also be applied to future invoices.)

Account	Debit	Credit
Bank		100
Accounts Receivable	100	

# Refund Cash Sale

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- You can refund a cash sale from the cash sale or from Transactions>Customers>Refund Cash Sale.
- The Credit Memo Credits AR and the Refund Debits it. (You don't have to refund the credit memos. They can also be applied to future invoices.)
- There is more GL impact when you are receiving goods back, but usually that will involve an RMA and receipt.

Account	Debit	Credit
Bank		100
Income Account	100	

# Bank Transfer

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- You can transfer funds from one account to another with a bank transfer by going to Transactions>Bank>Transfer Funds.
- You may not associate any other transactions or entities with a bank transfer so only use them for direct transfers.
- You may classify them (Dept, Class, Location)

Account	Debit	Credit
Bank 1		100
Bank 2	100	

# Currency Revaluation

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- When you have a bank account held in a currency other than your subsidiary currency, a revaluation will be done at each period end. It is included in the Period Close checklist.
- NetSuite looks at the amount of foreign currency you are holding and looks at the exchange rate as of the last day of the month.
- It creates an entry in JUST the main currency of the subsidiary to reflect the value of that bank account on the last day of the month. The foreign currency balance of the account is not changed.

Account	Debit	Credit
Bank		10
Unrealized Gain/Loss	10	





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**Thank You!**

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