

Create a New Account



An account is a category of transactions related to a specific type of asset, liability, equity, income, or expense. To accurately record information about your business, classify all transactions by accounts, which are also known as general ledger accounts or distribution accounts. You can assign different accounts to classify specific transactions, including your checking account, accounts for money owed to you, accounts for the expenses of doing business and so on.

Steps

- 1 Navigate to **Financial** ▾ > **Lists** > **Accounts** > **New**.
- 2 Select the **Type** ▾ of account. The account type you select determines the default section for this account on your financial statement.
- 3 Enter the **Number** to identify this account.
- 4 Enter the account **Name** to appear on all reports.
- 5 Select the applicable **Currency** ▾.
- 6 Select the **General Rate Type** ▾ to determine which consolidated rate to use in all cases except Cash Flow.
Note: The General rate is used for statements and general reports.
- 7 Select the **Cash Flow Rate Type** ▾ to determine which consolidated rate to use.
Note: Long-term assets use the Historical rate type and the balance sheet uses the Current rate type.
- 8 Select the **Subaccount of** ▾ (select parent account) if this account is a subaccount of a parent account.
- 9 Check the **Revalue Open Balance for Foreign Currency Transactions** checkbox to indicate whether this account can be selected for open balance currency revaluation.
- 10 Check the **Eliminate Intercompany Transactions** checkbox if this account will be used for intercompany transactions that might require elimination to ensure that consolidated reporting is correct.
- 11 Enter the **Description** of the account.
- 12 Enter the **Date** of the opening balance of this account.
- 13 Select **Restrict To Department** ▾ to restrict use of this account to roles with permission to access it.
- 14 Select **Restrict To Section/Chapter** ▾ to restrict use of this account to roles with permission to access it.
- 15 If necessary, select one or more **Subsidiaries (Regions)** to restrict the use of this account.
 - If the root Region is selected, then all subsidiaries can access the account.
 - If one or more subsidiaries are selected, then the account can only be selected for records and transactions associated with those subsidiaries.
 - If no Region is selected, then transactions do not post to the account. It is used for reporting purposes only.*Note:* Bank accounts and credit card accounts are restricted to a single Region.
- 16 Check **Include Children** checkbox to share the account with all sub-subsidiaries associated with each Region selected in the Region field.
- 17 Click ▾.

Make a Journal Entry



A general journal entry records debits and credits to be posted to ledger accounts. General journal entries adjust the value of any set of accounts without entering transactions, such as invoices or bills.

Steps

- 1** Navigate to **Financial** ▾ > **Other** > **Make Journal Entries**.
- 2** Select the **Region** ▾.
- 3** Select the applicable **Currency** ▾.
- 4** Verify the **Exchange rate** for this journal entry, modify if necessary.
- 5** Enter the **Date** of this journal entry.
- 6** Select **Posting Period** ▾ for the journal entry.
- 7** Navigate to the **Lines** subtab.
- 8** Select the ledger **Account** ▾ affected by the journal entry. Press **Tab** key.
- 9** Enter the **Debit** amount of the line item.
----- **OR** -----
Enter the **Credit** amount of the line item.
Note: You can only enter amounts into either the Debit or Credit fields, not both.
- 10** Enter a **Memo** to help you recognize the entry.
- 11** Select / Enter the **Name** ▾ (person or company) associated with this entry.
- 12** Select an appropriate **Department** ▾.
- 13** Select an appropriate **Section/Chapter** ▾.
- 14** Select an appropriate **VAT** ▾ code.
- 15** Enter a **VAT Amt**.
- 16** Enter a **Gross Amt**.
- 17** Select an appropriate **Tax Account** ▾.
- 18** Click .
Note: Return to the **Lines** subtab and continue making journal entries. (i.e. the first line item was for a Debit, now you can create another one for a Credit).
- 19** Review the **Out of Balance By** fields:
 - **Debit:** Defaults to the total amount of debits entered
 - **Credit:** Defaults to the total amount of credits entered**Note:** If the difference between the Debit and Credit fields is not equal to 0.00, NetSuite will not allow you to submit this transaction.
- 20** Click ▾.

Make an Intercompany Journal Entry



For added flexibility, the Netsuite allows intercompany journal entries to be created from a single journal entry that crosses accounting company lines.

Steps

- 1** Navigate to **Financial** ▾ > **Other** > **Make Inter-Company Journal Entries**.
- 2** Select the (From) **Region** ▾ to post this transaction from. The first line of this journal entry must post to the Region you choose here.
- 3** Select the **To Region** ▾ to post this transaction to.
Note: All lines of this journal entry must post to either the From Region or the To Region. No other subsidiaries can be associated with lines on this journal entry.
- 4** Select the applicable **Currency** ▾.
Note: The currency has to be a base currency for one of the selected **Regions**.
- 5** Verify the **Exchange rate** for this journal entry, modify if necessary.
- 6** Enter the **Date** of this journal entry.
- 7** Select **Posting Period** ▾ for the journal entry.
- 8** Navigate to the **Lines** subtab.
- 9** Select the **Region** ▾ for this line of the entry.
Note: The first line of the intercompany journal entry must use the (From) **Region**.
- 10** Select the ledger **Account** ▾ affected by the entry.
- 11** Enter the **Debit** amount of the line item.
----- **OR** -----
Enter the **Credit** amount of the line item.
Note: You can only enter amounts into either the Debit or Credit fields, not both.
- 12** Enter a **Memo** to help you recognize the entry.
- 13** Select / Enter the **Name** ▾ (person or company) associated with this entry.
- 14** Select an appropriate **Department** ▾ and **Section/Chapter** ▾..
- 15** Select an appropriate **VAT** ▾ code.
- 16** Enter a **VAT Amt** and a **Gross Amt**.
- 17** Select an appropriate **Tax Account** ▾.
- 18** Click .
Note: Return to the **Lines** subtab and continue making journal entries. (i.e. the first line item was for a Debit, now you can create another one for a Credit).
- 19** Review the **Out of Balance By** fields:
 - **Debit:** Defaults to the total amount of debits entered
 - **Credit:** Defaults to the total amount of credits entered**Note:** If the difference between the Debit and Credit fields is not equal to 0.00, NetSuite will not allow you to submit this transaction.
- 20** Click ▾.

Approve a Journal Entry



Journal entries must be approved before the entry posts to the general ledger. Users with Journal Approval permission can approve their own journal entries while entering them.

Steps

- 1 Locate the **Reminders** Portlet on the Home dashboard. Click the **Journals to Approve** link.
- 2 Click the **Date** hyperlink to view the entry.
- 3 Navigate to the **Lines** subtab to review the entry.
- 4 Click .

Note: To make bulk approves, check **Approve** field next to the appropriate journal's to approve and click .

Review Chart of Accounts

Your company's Chart of Accounts is a listing of all the individual accounts in the General Ledger.

Steps


- 1** Navigate to **Financial** ▾ > **Lists** > **Accounts**.
- 2** The Chart of Accounts is a list of all the accounts that currently exist in NetSuite. By default, the Chart of Accounts shows the account number, name, type and balance for each account.
Within the Chart of Accounts you can do the following:
 - Click an **Account Name** to view the account register
 - Click **Edit** next to an account to edit the account record
 - Click **Show Inactives** to view a list of both active and inactive accounts
 - Click **Report Style** to view the chart of accounts as a report
 - Click **New** to create a new account
 - Click **Print** to print the chart of accounts
 - Click **Export** to export the chart of accounts in CSV format

View Account Registers



An account register lists all the transactions affecting that account and the total balance, for the reporting period selected.

Steps

- 1 Navigate to **Financial** ▾ > **Lists** > **Accounts**.
- 2 To view the Account Register. Click on the **Name** of the account.
Note: Select the appropriate report filters and display options, at the bottom of the Account Register page and click .
- 3 Click the **Date** link to drill into the transaction record.

Make a Deposit



Deposits are credits to bank accounts. They can come from checks received from customers, electronic credits, credit card transactions and other sources.

Steps

- 1 Navigate to **Financial** ▾ > **Banking** > **Make Deposits**.
- 2 Select the **Account** ▾ to make the deposit into.
- 3 The **Amount** field defaults to the totals entered.
- 4 The **Currency**, **Exchange Rate** and **Region** fields default to values based on the bank account chosen.
- 5 Enter the **Date** of the deposit.
- 6 Select **Posting Period** ▾ for deposit to post.
- 7 Enter a **Memo** to help you recognize this entry.
- 8 Review the **To be Printed** checkbox.
Note: If you enter multiple deposits before printing, you can print all the slips at once. To do this, check the To Be Printed box on each transaction page as you enter deposits.
- 9 Select an appropriate **Department** ▾.
- 10 Select an appropriate **Section/Chapter** ▾.
- 11 Navigate to the **Items** > **Payments** subtab.
- 12 Check the **Deposit** checkbox for each payment you want to deposit.
- 13 In the **Amount** field, verify the amount you have received.

Enter Other Deposits

- 1 Navigate to the **Other Deposits** subtab.
- 2 Select the payer in the **Name** » field.
- 3 Enter a dollar amount in the **Amount** field.
- 4 Select the **Account** ▾ the deposit comes from.
- 5 Select the **Payment Method** ▾ of the deposit.
- 6 Enter a value in the **Number** field.
- 7 Enter a comment in the **Memo** field.
- 8 Click .
Note: Repeat these steps for additional deposits.

Enter Cash Back Deposits

- 1 Navigate to the **Cash Back** subtab.
- 2 Enter the dollar **Amount**.
- 3 Select the **Account** ▼ the deposit comes from.
- 4 Enter a comment in the **Memo** field.
- 5 Click after each deposit.
- 6 Click .

Transfer Funds



Transfers between bank accounts and non-bank accounts are typically done with checks or deposits. For example, if you pay off a loan with a check, instead of doing a transfer from the checking account to the loan payable account, you write a check and choose the loan payable account for the expense.

Transfers between two non-bank accounts are rare and should be done with a general journal entry.

Steps

- 1 Navigate to **Financial** ▾ > **Banking** > **Transfer Funds**.
- 2 Select the **From Account** ▾ you are transferring funds from.
- 3 Select the **To Account** ▾ you are transferring funds to.
- 4 Enter the **Date** of the transfer.
- 5 Select the appropriate **Posting Period** ▾.
- 6 In the top **Amount** field, enter the amount of funds, in the account's currency, to be transferred from the account identified in the From Account field.
Note: The amount that appears in the other Amount field displays the amount to be transferred (into the account identified in the To Account field), after currency translation.
- 7 Enter any comments in the **Memo** field.
- 8 Select an appropriate **Department** ▾.
- 9 Select an appropriate **Section/Chapter** ▾.
- 10 Click ▾.
Note: The balances for the bank accounts automatically update.

Reconcile Bank Statement



Reconcile your bank statement against your bank account register to keep your accounts accurate. You can manually mark transactions as cleared in the check register if the items have cleared the bank but do not yet appear on a statement. Locate the chart of accounts and click the name of the account. Check the box in the **Clr** column if a transaction is cleared, but not yet reconciled. A manually cleared transaction is not associated with a statement date and will not appear on a Bank Reconciliation Report. The account register shows if a cleared transaction is reconciled and identifies the reconciliation date. Transactions that need reconciliation have a Reconcile link in the Reconcile column.

Transactions must be both cleared and reconciled before closing a period.

Steps

- 1 Navigate to **Financial** ▾ > **Banking** > **Reconcile Bank Statement**.
- 2 In the **Account** field, select ▾ the bank account you are balancing.
- 3 In the **Statement Date** field, enter or select ▾ the date of the statement.
- 4 In the **Start Date** field, enter the beginning of the reconciliation period.
- 5 In the **Ending Statement Balance** field, enter the closing balance on the statement.
- 6 Navigate to the **Deposits and Credits** subtab.
Note: A **Yes** displays in the **Cleared** field for all transactions that have been marked as cleared through the bank on the account register.
- 7 Check the **Reconcile** checkbox next to the transactions you want to reconcile.
- 8 Navigate to the **Checks and Payments** subtab.
Note: A **Yes** shows in the **Cleared** field for all transactions that have been marked as cleared through the bank on the account register.
- 9 Check the **Reconcile** checkbox next to the transactions you want to reconcile.
- 10 Navigate to the **New Charges** subtab.
- 11 Complete the appropriate information for a reconciled charge.
 - Enter the **charge** with a date after the statement date for the reconciliation, and the charge will remain reconciled with this statement.
 - As you add **transactions**, the Reconciled This Statement field is updated, and the total of all the other charges is shown on the subtab.
 - Add **Department, Section/Chapter** and **Location**.
Example: A Bank Service charge.
- 12 Click . Repeat this process for each reconciled charge.

13 Navigate to the **New Deposits** subtab.

14 Complete the appropriate information for the deposit.




- Enter a **deposit** with a date after the statement date for the reconciliation, and the deposit will remain reconciled with this statement.
- As you add **transactions**, the Reconciled This Statement field is updated, and the total of all the other charges is shown on the subtab.
- Add **Department** and **Section/Chapter**.
Example: Interest the bank pays you.

15 Click . Repeat this process for each reconciled deposit.


16 Review the following fields:

- **Last Reconciled Balance** field defaults to the balance of selected account from the last time you reconciled the bank statement.
- **Reconciled This Statement** is updated as you check off reconciled transactions.
- **Difference** calculates the difference between the statement balance and reconciled balance.

17 Perform one of the following actions:

- Click  to reconcile your bank statement.
- Click  to save your reconciliation until you return to submit or print it.
- Click  and print your reconciliation.



Your bank account is now reconciled. To view your three previous reconciliations, navigate to **Transactions** > **Bank** > **Reconcile Bank Statement**. Click . Select the Date from the dropdown at the lower left of the screen.

Deleting a Bank Statement Reconciliation



After completing a bank or credit card statement reconciliation, you can delete the reconciliation.

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.

Steps

- 1 Navigate to **Financial** ▾ > **Banking** > **Reconcile Bank Statement**.
- 2 In the **Account** field, select ▾ the Bank account you are balancing.
- 3 In the **Statement Date** field, enter or select ▾ the date of the statement that you want to delete.
- 4 Click **More Actions** ▾ **Delete**.
Note: A popup warning asks you to confirm deletion of the reconciliation.
- 5 Click to confirm the deletion.
Note: Click to stop the deletion.
- 6 To verify that the reconciliation was deleted, navigate to **Reports** ▾ > **Banking/Budgeting** > **Reconciliation**.

Note: Verify that the statement date is no longer available in this report.

Correcting a Bank Reconciliation Report



If you use different methods to clear transactions in a bank account, then the reconciliation report may not match the bank statement. This can happen if you:

- Clear some transactions using the Reconciliation feature
- Clear other transactions in the register for the general ledger account that represents your checking account

Using both methods to clear transactions causes problems because the reconciliation report tracks transactions by the statement date.

The register only provides the ability to mark a transaction as cleared. It does not associate a statement date with the transaction.

Since no date is associated with transactions cleared in the register, the bank reconciliation report cannot include them.

To prevent this from happening, use only one method to clear all transactions in a bank account.



Best
Practice

Steps

- 1 Navigate to **Setup** ▾ > **Accounting** > **Manage G/L** > **Chart of Accounts**.
- 2 Click the name of the account with dissimilar reconciliation reports.
- 3 For each transaction that does not appear on the report, clear the **Clr** check box.
- 4 Navigate to **Setup** ▾ > **Accounting** > **Manage G/L** > **Chart of Accounts**.
- 5 In the **Account** field, select ▾ the Bank account you are balancing.
- 6 In the **Statement Date** field, enter or select ▾ the date of the statement.
- 7 On the Reconcile Bank Statement page for this date range, mark the **Clear** check box for the transactions you had first cleared through the register.
- 8 Click ▾.
- 9 Enter the next statement date for transactions that actually cleared and did not appear on the reconciliation report.
- 10 Mark the **Clear** checkbox, and click ▾ as applicable.
- 11 Repeat steps 9 and 10 for each group of transactions.
- 12 Now, your reconciliation report will match your bank statements.

Review Bank Reconciliation Reports

Use the Bank Reconciliation reports to view or print the following:

- Current statement
- Previous statement
- All transactions for a particular bank account
- Summary of reconciled and un-reconciled items for a bank account

Steps

- 1** To view your three previous reconciliations, navigate to **Transactions ▼ > Bank > Reconcile Bank Statement**.
- 2** Click and select the **Date** from the dropdown at the lower left of the screen.
- 3** Navigate to **Reports ▼ > Banking/Budgeting > ...**
 - **Bank Register**
 - **Reconciliation**Select from one of the following reports:
 - Customize Summary
 - Detail
 - Customize Detail
- 4** To view a bank account register, do one of the three following options
 - Navigate to **Setup ▼ > Accounting > Manage G/L > Chart of Accounts** and click the account name.
 - From a list of bank transactions, such as checks, click the account.
 - From a transaction record, click the **Go to Register** link at the upper right of the page.

Review Exchange Rate Gains and Losses Reports

The Realized Exchange Rate Gains and Losses report, along with the Exchange Rate Variance account register, allows you to view how fluctuations in exchange rates affect the financial posting. The report lists transactions that have been closed and that posted a variance to the realized exchange rate variance expense account. Only the variance on paid transactions is reflected in this report.

Note: You also can use this report and register to reconcile the impact of exchange rate fluctuations to determine any realized exchange-rate gains or losses versus unrealized gains and losses. The Exchange Rate Variance account may contain both realized and unrealized gains and losses due to exchange rate fluctuations.

Steps

- 1 Navigate to the **Reports ▼ > Financial > Realized Exchange Rate Gains and Losses**.

Review GL Reports



Use the Financial reports to determine:

- Transactions that occur during a specified period
- Balances for each account
- Detail transactions for a specific time period
- Transactions for bank accounts
- Available cash
- Actual financials versus Budgeted financials

Steps

- 1 Navigate to the **Reports ▼ > Financial > ...**
 - **Balance Sheet**
 - **General Ledger**
 - **Transaction Detail**Select from one of the following reports:
 - Customize Summary
 - Detail
 - Customize Detail
- 2 Navigate to **Reports ▼ > Banking/Budgeting > ...**
 - **Bank Register**
 - **Budget Profit and Loss**
 - **Budget vs. Actual**
 - **Cash Statement**
 - **Reconciliation**Select from one of the following reports:
 - Customize Summary
 - Detail
 - Customize Detail

Setup Budgets



Establish budgets for the expected values of income and expenses for your business. In addition to basic budgeting capability, if required Multiple Budgets can be enabled to multiple budgeting scenarios.

Set Up Budget Steps

- 1 Navigate to the **Transactions** ▾ > **Financial** > **Set Up Budgets**.
- 2 Select the **Region** ▾.
- 3 Select the **Year** ▾.
- 4 Select the **Customer** ».
- 5 Select the **Item** ▾.
- 6 Select an appropriate **Section/Chapter** ▾.
- 7 Select an appropriate **Department** ▾.
- 8 Select an **Account Type** ▾ to filter the types of accounts that you are creating this budget for.
- 9 Check **Apply** checkbox next to the accounts that you want to create budget for.
- 10 Enter monthly amounts by:
 - Type in amount in each date column.
 - Type amount in first month and click **Distribute** to evenly distribute.
 - Or type amount in first month and click **Fill** to copy amount into other months
- 11 Click **Save**.

Set Up Accounting Periods



Anytime during the year, you can open or modify accounting periods. Set up fiscal periods one period at a time or one fiscal year at a time.

Setting up New Year

- 1 Navigate to the **Setup** ▾ > **Accounting** > **Manage Accounting Periods**.
- 2 Click (bottom right of screen).
- 3 Select **First Fiscal Month** ▾ of your business. This determines when your fiscal year begins.
- 4 Enter or accept the **Fiscal Year End** you want to generate your accounting periods.
- 5 Ensure that the **Period Format** ▾ field is set to **Calendar Months**.
- 6 Leave the **Year in Period Name** ▾ field default to display **Ending Year of Period**.
- 7 Ensure the **One-Day Year-End Adj. Period** field is UNCHECKED for a 12 month accounting period.

Check the box to set up an adjustment period at the end of the year for a 13th accounting period. This will include a one-day, year-end adjustment period for this fiscal year.
- 8 Click .

Setting up One Period

- 1 Navigate to the **Setup** ▾ > **Accounting** > **Manage Accounting Periods**.
- 2 Click (bottom right of screen).
- 3 Enter a **Period Name** for the period.
Example: If you are setting up quarters, the first quarter could be **QTR 1**.
- 4 Select a **Sub-period of** ▾ for this period if one exists.
Example: You are setting up your periods for 2011 and you've created a period called **Year 2011**. When you create the first quarter, select **Year 2011** in the Sub-period of field as the parent period of this quarter.
- 5 Enter the **Start Date** for this period.
- 6 Enter the **End Date** for this period.
- 7 Review the following fields and appropriately.
 1. **Allow Non G/L Changes** - Check to allow users with the Override Period Restrictions permission to enter non-posting transactions after it has been locked or closed.
 2. **Period is Adjustment** - if you add an adjustment period to adjust the difference between 365 days in a calendar year and 364 days in a fiscal year that consists of 52 weeks x 7 days per week.
 3. **Period is a Quarter** – if this period is a quarter.
 4. **Period is a Year** – if this period is a year.
- 8 Click .

Close a Period – Checklist






The Period Close checklist is designed to assist in completing all steps for Period Close. The Checklist displays a list of tasks required to complete the close, as well as illustrating dependencies between these tasks.

Periods can be locked to prevent the posting of transactions that affect the General Ledger. The locking of a period provides a “pre-closed” state that allows the balancing of a period’s financials before closing. Locking tasks are the first steps in the Period Close Checklist of tasks, and are followed by a number of period adjustments such as intercompany adjustments, revaluation of open foreign currency balances, and system calculations of consolidated exchange rates, all of which need to be completed before the period is closed. After a period is closed, it is unavailable for adding new posting transactions or making edits that impact the General Ledger.







If additional postings are required at a later date, a period can be reopened, however this will also reopen any subsequently closed periods. These will need to be manually closed one at a time.

Lock a Period Steps

- 1 Navigate to the **Setup** ▾ > **Accounting** > **Manage Accounting Periods**.
- 2 Click the **Checklist**  icon next to the period to lock.
- 3 Review the screen to ensure that all prerequisite have been completed – such as closing prior periods.
- 4 Click the **Go to Task**  icon next to the task to perform. (i.e. Lock A/R)
- 5 Check the **Lock** checkbox against the **Subsidiaries (Regions)** you wish to lock.
- 6 Click .
- 7 Repeat the above steps to lock each task on the Period Close Checklist.






The Prerequisite icon appears when the completion of a Task is dependant upon the completion of another task. Mouse over the icon to view details about the relevant Prerequisite task.



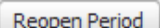
Go To Task	Task
	Lock A/R
	Lock A/P
	Lock All
	Prerequisite Adjustments
	Prerequisite Currency Balances
	Prerequisite Previous period open, Lock All

- 8 Complete all the tasks on the Period Close Checklist in order to close the entire period.

Unlock a Period Steps

- 1 Navigate to the **Setup** ▾ > **Accounting** > **Manage Accounting Periods**.
- 2 Click the **Checklist**  icon next to the period to unlock.
- 3 Click the **Go to Task**  icon associated with each period task.
- 4 Click .

Reopen a Period Steps

- 1 Navigate to the **Setup** ▾ > **Accounting** > **Manage Accounting Periods**.
- 2 Click the **Checklist**  icon next to the period to reopen.
- 3 Click the **Go to Task**  icon.
- 4 Enter a **Justification** for reopening the period. This is a mandatory field.
- 5 Click .

Accounting Period Window Management



Automatically maintain a minimum number of unlocked current and future accounting periods that best suits your business needs and month-end process, but lock all other future periods to transaction posting. The accounting period 'window-of-time' is set by the period you define (i.e. 1 month or 3 months). NetSuite verifies daily that the correct number of accounting periods is unlocked and available for posting transactions.

Note: Enabling this preference sets the Allow Transaction Outside of Posting Period preference to **Disallow**. You can manually reset this preference to Allow or Warn if necessary.

Set Accounting Period Preferences Steps

- 1 Navigate to the **Setup** ▾ > **Accounting** > **Accounting Preferences**.
- 2 Navigate to the **General** subtab > **General Ledger** section.
- 3 Check **Enable Accounting Period Window** checkbox.
- 4 Enter the **Minimum Period Window Size** to set the number of unlocked current and future accounting periods for the accounting period window.
Note: If you enter '3' the accounting period is unlocked 3 months prior to today's date and 3 months in the future.

Create a CSV File for Importing Journal Entries



Before you attempt to import data with the Import Assistant, you need to set up CSV files and review their formatting carefully, to avoid errors that prevent import and to ensure that data is imported with correct values.

Your CSV file(s) should include both header and line-level data.

- Each imported journal entry must include at least 2 lines, and have balancing debits and credits.
- Each imported intercompany journal entry must include at 4 lines, with one debit and credit each for the originating and receiving Region.
- Data for journal entries and intercompany journal entries should be in separate files, because journal entry import and intercompany journal entry import are separate record types in the Import Assistant.
- Each journal entry transaction can be uniquely identified by internal ID or external ID. This ID value should be included in every row of the CSV file(s). For imports of new data, use the external ID as a unique identifier.
- If you include both header-level and line-level data in one file, each row of the CSV file represents a transaction line, and header-level field values must be included in each row, even if it is repetitious.

Note: You can import data in a single CSV file, or in multiple files, for example, with header data in one file and line-level data in other file(s).

Example Journal Entry CSV File

This is a sample CSV file containing data for one journal entry transaction with two lines. Columns A and B contain header-level data, while columns C, D, E, F contain line-level data.

	A	B	C	D	E	F
1	External ID	Department	Account	Debit	Credit	Memo
2	10008	Marketing	1000 Checking	100		put money into petty cash
3	10008	Marketing	1006 Petty Cash		100	put money into petty cash

Example Intercompany Journal Entry CSV File

This is a sample CSV file containing data for one intercompany journal entry transaction with four lines. Columns A, B, C contain header-level data, while columns D, E, F, G contain line-level data.

	A	B	C	D	E	F	G
1	externalid	subsidiary	to subsidiary	line subsidiary	account	debit	credit
2	12345	Parent Company : AU Subsid	Parent Company : CAN Subsid	Parent Company : AU Subsid	LCT Paid	100	
3	12345	Parent Company : AU Subsid	Parent Company : CAN Subsid	Parent Company : AU Subsid	WET Paid		100
4	12345	Parent Company : AU Subsid	Parent Company : CAN Subsid	Parent Company : CAN Subsid	LCT Paid	100	
5	12345	Parent Company : AU Subsid	Parent Company : CAN Subsid	Parent Company : CAN Subsid	VAT on Purchases		100

Journal Entry Import Supported Fields

The Import Assistant Field Mapping page displays the list of journal entry fields for which you can import data. Header-level fields are listed under Journal Entry; line-level fields are listed under the Journal Entry Line sublist.

These are the fields you can include data in your CSV file.

NetSuite Fields

- Journal Entry
 - Approved
 - Currency
 - Date
 - Defer Entry
 - Entry No.
 - Exchange Rate
 - ExternalId
 - Internal ID
 - Posting Period
 - Reference
 - Reversal Date
 - Subsidiary
- Journal Entry Line
 - Account
 - Class
 - Credit
 - Debit
 - Department
 - End Date
 - Gross Amt
 - Location
 - Memo
 - Name
 - Residual
 - Schedule
 - Start Date
 - Tax Account
 - VAT
 - VAT Amt

NetSuite Fields

- Intercompany Journal Entry
 - Approved
 - Currency
 - Date
 - Defer Entry
 - Entry No.
 - Exchange Rate
 - ExternalId
 - Internal ID
 - Posting Period
 - Reference
 - Reversal Date
 - Subsidiary
 - To Subsidiary
- Intercompany Journal Entry Line
 - Account
 - Class
 - Credit
 - Debit
 - Department
 - End Date
 - Location
 - Memo
 - Name
 - Residual
 - Schedule
 - Start Date
 - Subsidiary

Importing Journal Entries



You can import journal entries from another system using the NetSuite Import Assistant.

Prerequisite: You must have created an existing CSV file containing your journal entry data is prior to using the Import Assistant.

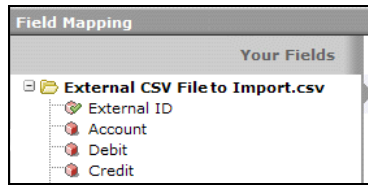
Note: This task is performed from the Administrative role, or a customized accountant role with the Import CSV File permission.

Import Journal Entry Steps

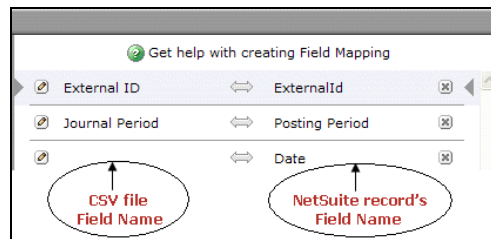
- 1 Navigate to the **Setup** ▾ > **Import/Export** > **Import CSV Records**.
- 2 Select **Transactions** as the **Import Type** ▾.
- 3 Select **Journal Entry** as the **Record Type** ▾.
Select **Intercompany Journal Entry** as the **Record Type** ▾.
- 4 Keep the **Western (Windows 1252)** default as the **Character Encoding** value.
Note: Select a different format if you use an international or Macintosh version of Microsoft Excel, or if you typically use special characters.
- 5 Indicate the **CSV** **File** to import.
 - Select **One file to upload** an import a single file.
 - Select **Multiple files to upload** to upload, the primary file, and multiple optional files with descriptions of the types of files that can be linked to the primary file.
- 6 Click .
- 7 Locate and select the file to upload from your Windows Explore and click .
- 8 Click to process your file.
- 9 Select the appropriate **Data Handling** option; **Add**, **Update** or **Add or Update** to designate the import action.
- 10 Click to proceed to the **Field Mapping** screen.

Understanding the Import Assistant Screen

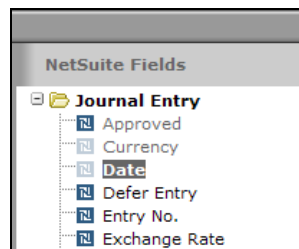
- The **Your Fields** column (left side) represents the field names you have provided in your CSV file.






- The **Center** column represents the mapping strategy.
(Left Side) Your field name ↔ (Right Side) NetSuite field name



- The **NetSuite Fields** column (right side) represents the field names in the NetSuite journal record.



Map the Journal Entry Form values

- From the **Your Fields** column, click  next to the field name to place the field into the **Center** column to map into NetSuite.
- In the **Center** column, click on the Field Mapping line (to highlight) to enter data into the field.
- From the **NetSuite Fields** column, under the  **Journal Entry** list, click  next to the corresponding NetSuite field name.


Note: The field names under the Journal Entry folder, map to the fields in the Journal Entry FORM.

Click  (pencil icon) next to set a default value, null value, or reference type for a field:




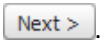
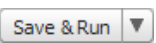




- Select Provide Default Value, or enter another value.
- Select the Set Value to Null option. This option is available only for fields that can have null values. You can set fields with no values in CSV files to null instead of enabling the Overwrite Missing Fields advanced option on updates.
- Select a reference type. This option is available only for mapped fields that can have one or more list values, such as dropdowns and multi-selects.

After you have made a selection, click **Done** to close the popup.

Note: Click  to delete a row from the Center column, or click **Reset** to undo the entire mappings strategy.

Map the Journal Line Item values

- 14** From the **Your Fields** column, click  next to the field name to place the field into the **Center** column to map into NetSuite.
- 15** In the **Center** column, click on the Field Mapping line (to highlight) to enter data into the field.
- 16** From the **NetSuite Fields** column, under the  **Journal Entry Line** list, click  next to the corresponding NetSuite field name.
Note: The fields under the Journal Entry Line folder map to the Journal Entry's line item details.
- 17** Once you have completed all your field mapping tasks, click .
- 18** Enter an **Import Map Name** that you can use as a reference when tracking the import's progress.
Note: Save your Field Mapping files to be used again later (optional). Navigate to **Setup > Import/Export > Saved CSV Imports** to access previous templates.
- 19** Enter a **Description** for the import.
- 20** Click  to save the import's settings (including field mappings) of this import for reuse and start the import job.
1. Click  > **Save** to save the setting without starting the Import job.
 2. Click  > **Run** to start the import job without saving any of the settings defined on the previous page.
- Note:** You are strongly encouraged to import CSV files during off-peak hours, between 6pm & 6am PST.
- 21** After you have clicked a button, the Finished page displays. On this page, you can:
1. Click **Import Job Status** link to review the status of this and other imports. (Not available if you saved the import without running it.)
 2. Click **View Saved Imports** link to review the list of saved imports and/or start an import job based on one of those imports.
 3. Click **Start Another Import** link to launch the Assistant and start another import.
- 22** To view the import status:
Navigate to the **Setup ▾ > Other Setup > View CSV Import Status**.
Alt Navigation Path: **Setup > Import/Export > View CSV Import Status**.

HELP WITH ERRORS:



If a file cannot be processed due to invalid characters, you will receive an error message providing you with the row number, column name, and value that caused the error. In many cases, an invalid character error occurs because the incorrect character encoding has been chosen. You may elect to:

- Proceed with the import. In this option, the invalid characters will be stripped from the data.
- Close the Import Assistant, correct the CSV source file(s), and then import again.