Importing Outstanding Items Not Cleared as of the Last Completed Reconciliation Date

Last updated: July 25, 2022

This section will help you with Importing outstanding items.

First, you will need to create a **CSV** (comma separated spreadsheet) containing the details of **Outstanding Cheques and Deposits since your ABR Cutover Date**.

Your **CSV Spreadsheet** will need to contain the following:

Transaction Type – This is optional, the default option is usually **Cheque** which you may use if all your **Outstanding Items** are also **Cheques**.

Other permitted **Transaction Types** include:

Customer Deposit

Cash Sale

Cash Refund

Deposit

Journal

Payment

Transfer

Vendor Payment

Next include an **Amount**. Please make sure the **Amount** sticks to the following rules:

There must be **No Commas**

Cheques/Withdrawals Must be Negative Amounts

Deposits Must be Positive Amounts

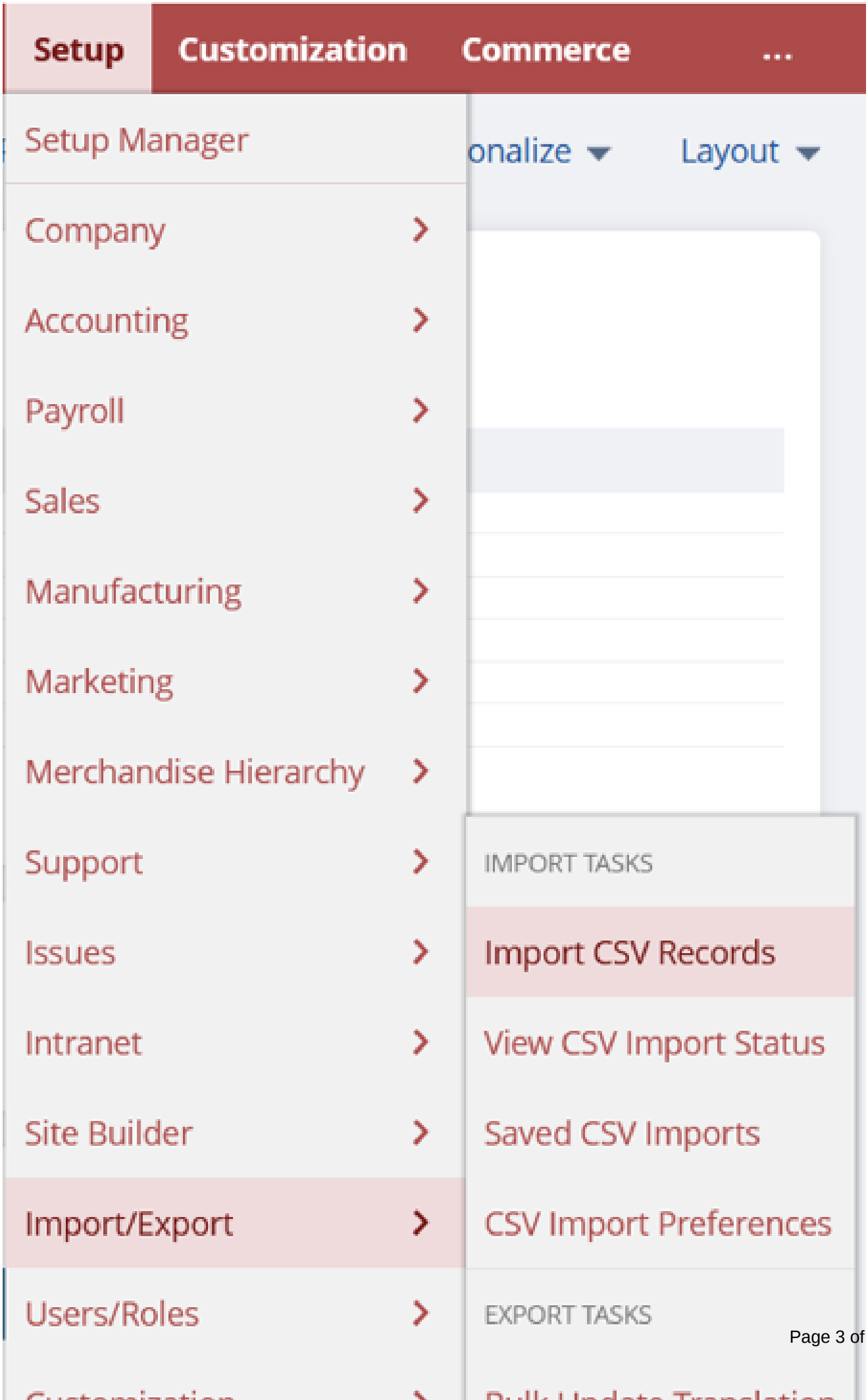
Also, include a **Transaction Date**. This **Must Match** the NetSuite date format.

Memo – This is another optional field, here you can input a brief description or name to help identify the transaction.

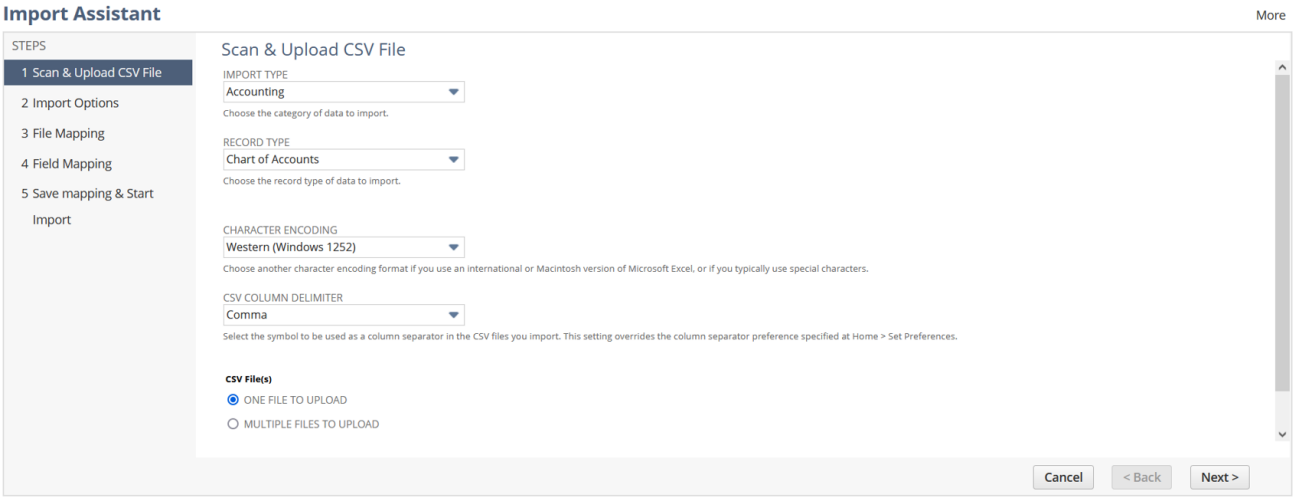
Finally, is the **Transaction ID**,

Once you have included these fields in your **CSV Spreadsheet**, you can try **Importing** them to NetSuite.

Go to **Setup -> Import/Export -> Import CSV Records**.


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Import/Export
Users/Roles
IMPORT TASKS
Import CSV Records
View CSV Import Status
Saved CSV Imports
CSV Import Preferences
EXPORT TASKS

This will bring you to the below screen.



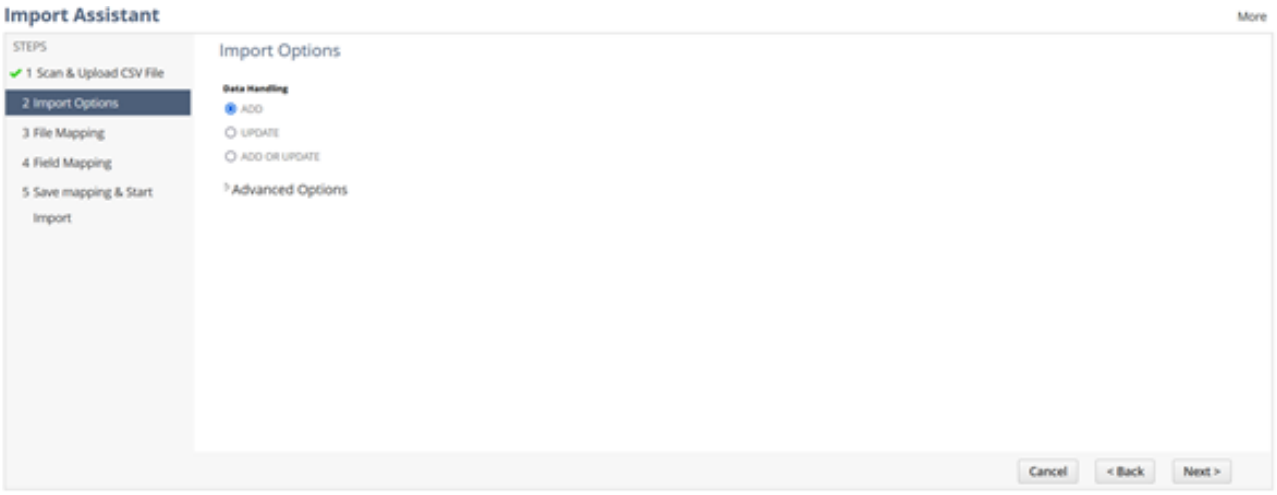
Here you can **Upload** your **CSV File**.

Under **Import Type** select **Custom Records**.

Now change the **Record Type** to **ABR Reconciliation State**.

Next select the **CSV File** with the **Outstanding Transactions**. Then click **Next**.

This will take you to the next section called **Import Options**. Here select the **Add** option under **Data Handling**.

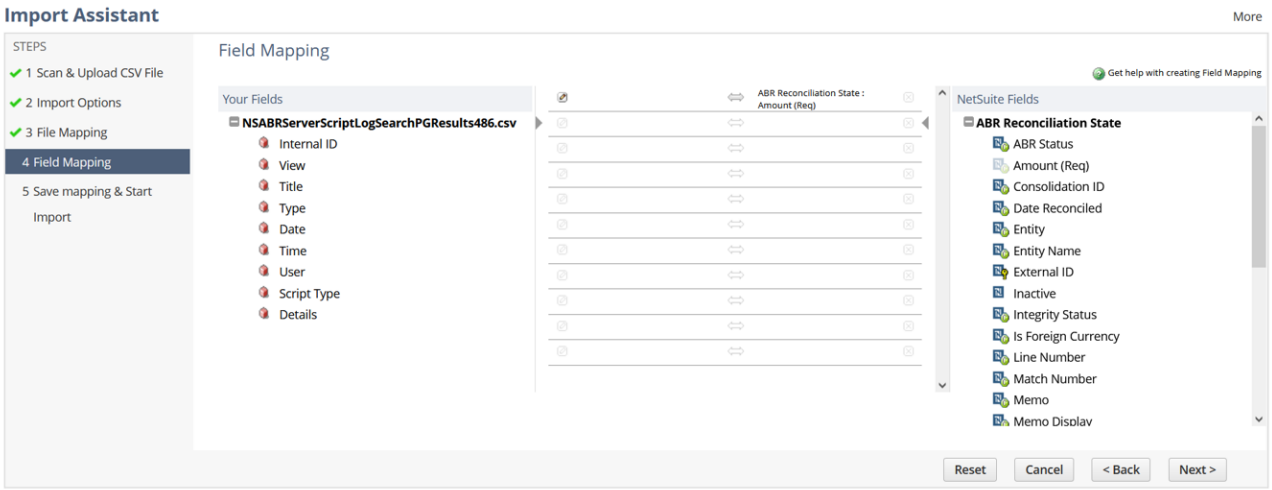


Now select the **Drop-Down Arrow** beside **Advanced Options**.

Now change the **Custom Form** to **Standard ABR Reconciliation State Form**.

Now click **Next**.

You will now be brought to the **Field Mapping** section below.



From here you will need to **Link** each **Field** to the **Uploaded CSV File**.

Amount – Should be linked to the **Amount Column**

Memo – Should be linked to the **Memo Column**

Transaction Date – Should be linked to the **Transaction Date Column**

Transaction ID – Should be linked to the **Cheque Number Column**

Transaction Type – Should be linked to the **Memo Column**. If all **Outstanding Items are Cheques**, select the **Pencil Icon** and then select **Check** as the default value.

ABR Status – Click the **Pencil Icon** and select the **Default Status** as **Unmatched**.

Target Account – Select the **Pencil Icon** and then the **Account Name** of the **General Ledger Account** the **Transactions** are **Linked** to.

Record Type – Select the **Pencil Icon** and then the **Default Value** of **Opening Position**.

Integrity Status – Select the **Pencil Icon** and then the **Default Value** of **New**.

Line Number – Select the **Pencil Icon** and enter a **Default Value** of **0**.

Finally, the **Reconcile Account** – Select the **Pencil Icon** and the under **Default Value** select the **ABR Reconcile Account**.

Now **Save** and **Run** the import.