Auto-Match Rules

Last updated: July 25, 2022

Introduction

Once your setup is complete, you can begin to **Reconcile Transactions**. **Auto-Match Rules** can be used to speed up the reconciliation process. These **Rules** are used when the **Auto-Match** button is used in the **Reconcile** window. Each **Bank Statement Transaction** is checked against the NetSuite **General Ledger Transactions** for matched as per the **Rules** established for **Auto-Match**. Each **Rule** can be set up as a **Global** setting or **Per ABR Reconciliation Account**.

If the **Rules** find a **Transaction** that applies to them, the transactions are **Matched**.

Please Note: You must import a transaction type from the bank statement to use Auto-Match rules.

Creating Auto-Match Rules

When creating **Auto-Match Rules** you have **6** main **Search Factors** in the **Matching Process**. These are:

General Fields

Date Fields

Document/Cheque Number

Reference

Tolerance Amount/Percentage

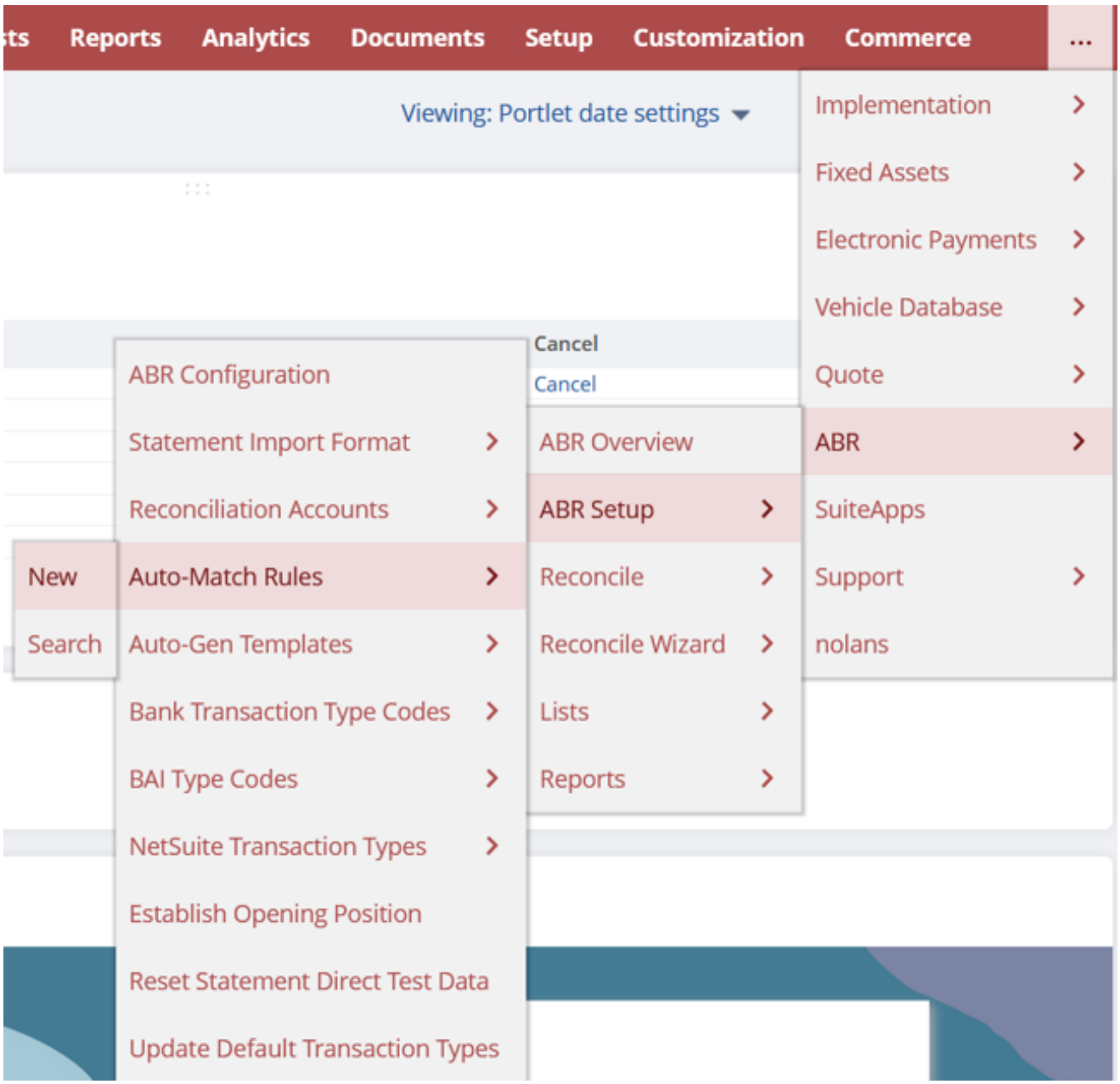
Transaction Types

You can set **Search Criteria** by activating/deactivating each **Search Factor** mentioned above. Each **Search Factor** can be as broad or narrow as you wish, based on **Days, Transaction Numbers, Transaction References** and **Transaction Types**.

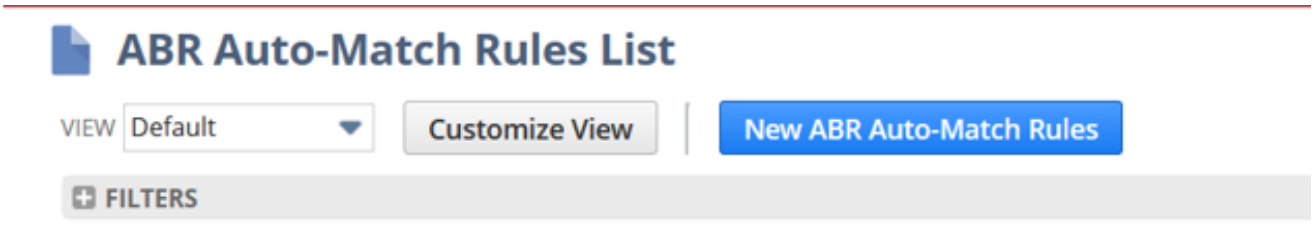
Please Note: Not all search factors are necessary when matching transactions. The more search factors you use the stricter the matching process will be.

If ABR is not automatically matching the transactions you think it should be, you are able to come back and change the match rules at any time.

To find the **Auto-Match Rules Window**, go to **More Options -> ABR -> ABR Setup -> Auto-Match Rules**.



To set up a new **Auto-Match Rule**, click **New ABR Auto-Match Rules** as seen below.



General Fields

This section will walk you through the **Fields** which can be populated to form new **Auto-Match Rules**.

Transaction Type - This will be the **Transaction Type** defined by your **Bank File** . This is a **Required Field**.

Description – This is the **Full Transaction Type Description** e.g., **Cheque**.

Restrict to ABR Reconcile Account – This allows you to **Restrict** this ruleset to a **Reconciliation Account**. If left blank this ruleset will apply to **All** reconciliation accounts. Also, if **One** rule is restricted for an ABR reconcile account, then **All** rules must also be restricted. It is **Recommended** that this field is left **Blank**.

Priority – This will determine the **Processing Sequence**. The **Higher** the number, the **Lower** the priority. If you have **Multiple Rules** for the same **Transaction Type,** you should use **Multiple Priorities**.

Inactive – Tick this box if you wish to **Disable** this ruleset.

Date Fields

The **Auto-Match** process will **Always** assume the **Bank Transaction Date** will be the **Same** as the **NetSuite Transaction Date** or **After the NetSuite Transaction Date**. This **Still** applies if **No Match Rule** has been set up for a **Transaction Type**.

If it common for your **Bank Transaction Date** to be **Prior** to the **NetSuite Transaction**, you will need to create a **Date Auto-Match Rule** with the **To Date** populated with a value **Greater** than **0**.



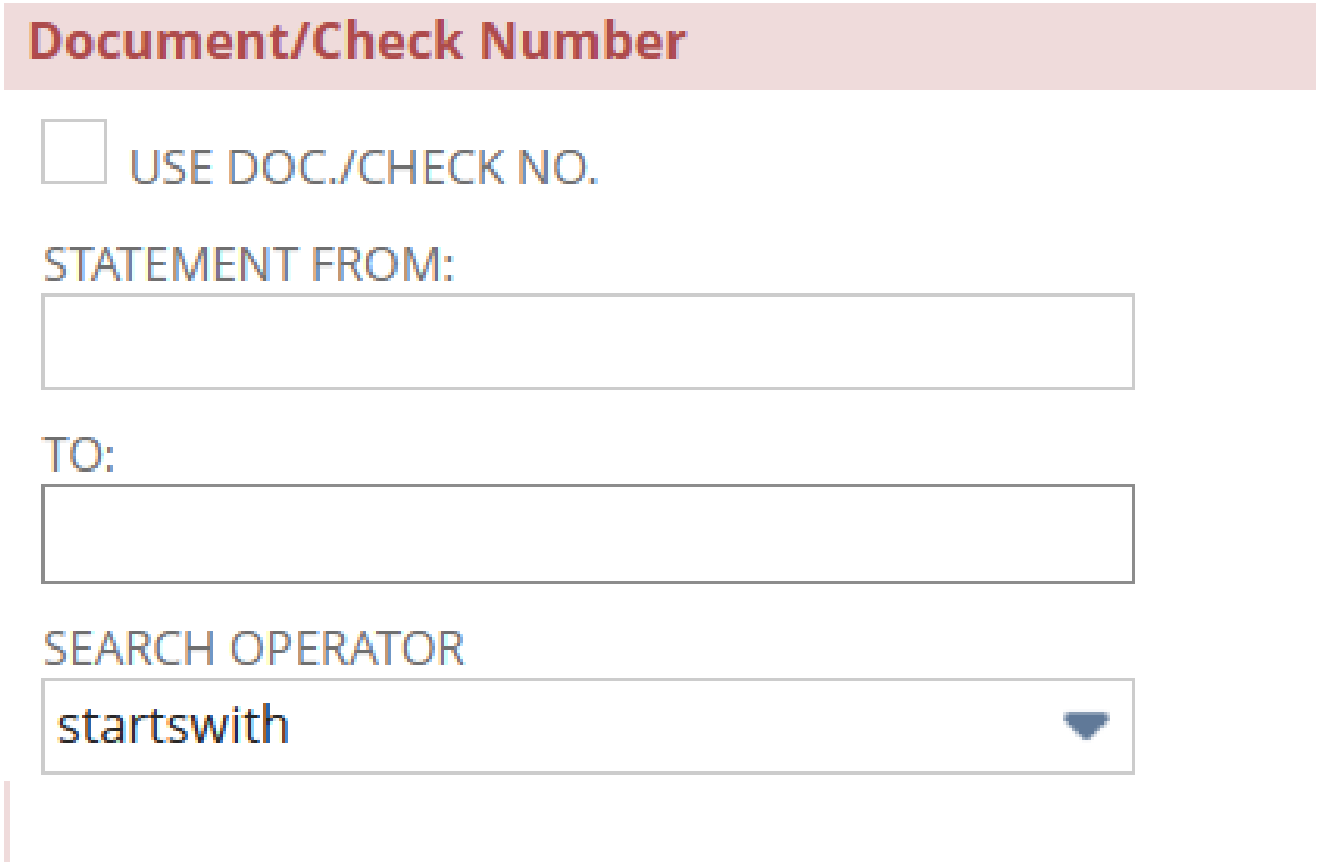
Use Date - Tick this box to **Activate** the **Date** of a **Transaction** when **Matching Transactions**.

From – Treat the value entered in this box as **Days**, e.g., -**5**. The system will include **NetSuite Transactions** dated up to **5 Days Prior** to the **Bank Transaction Date** when searching for matches. This is a **Required Field** if **Bank Transaction Dates** are **Before NetSuite Transaction Dates**.

To - Treat the value entered in this box as **Days**, e.g., -**5**. The system will include **NetSuite Transactions** dated up to **5 Days After** the **Bank Transaction Date** when searching for matches. This is a **Required Field** if **Bank Transaction Dates** are **Before NetSuite Transaction Dates**.

Document/Cheque Number

The **Document/Cheque** Number will **Match Transactions** by **Document Number** or **Cheque Numbers** from the **Bank Statement**. **Activating** the **Document/Cheque Number Search Factor** will match transactions in the **General Ledger** to the bank statement if they contain the **Same Digits**.



Use Document/Cheque Number – Tick this box to **Activate** the **Document/Cheque Number** rule when **Matching Transactions**.

Statement From – If your **Bank Cheque Numbers** contains a **Different** number of **Characters** than your **General Ledger Cheque Numbers**, enter the **First Digit** you want the **Matching Tool** to **Include** in the search. For example, if your **Bank Cheque Number** is 005001, and your **NetSuite Cheque Number** is 5001, enter **3** into the **Statement From Field** to start the search by **Skipping** the first two digits.

To – Much like the **Statement From Field**, the **To Field** will determine the **Last Digit** you want to **Include** in the search. If the digits **Between 3 & 6** of the **Bank Statement Document/Cheque Number Match** the **Document/Cheque Number** of the **General Ledger**, they will be **Matched**.

If the **Cheque Numbers** are the **Same Length** in NetSuite and the **Bank Statement** you can leave these two fields **Empty**.

Search Operator – Select the relevant **Search Operator**, a description of each can be found below.

Starts with – This will **Match** transactions **Only** if the **General Ledger Value Begins** with the **Specified Bank Statement Value**.

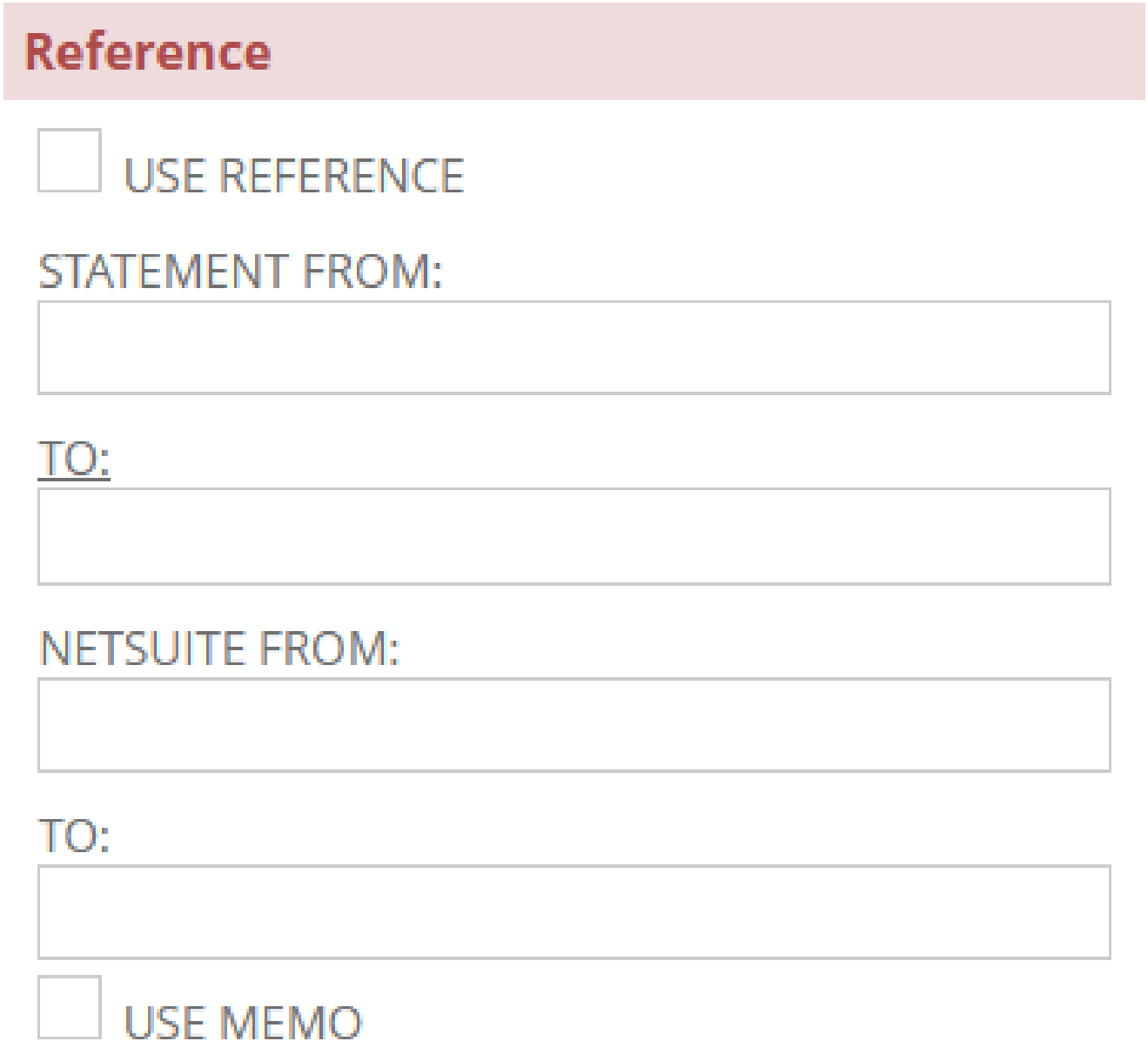
Contains – This will **Match** transactions **Only** if the **General Ledger Value Contains** the **Specified Bank Statement Value**.

IS – This will **Only Match** transactions if the **General Ledger** value **Matches** the **Bank Value Exactly**.

Reference

Use the **Reference Search Factor** to **Match Transactions** between the **General Ledger** and the **Statement** based on their **Reference/Memo Values**.

Under the **Reference** tab, you will find the following **Fields**.



Use Reference – Tick this box if you wish to **Activate** the **Reference** of a **Transaction** when **Matching**.

Statement From – Make sure you enter the **First Character** you want the matching tool to **Include** in the **Statement Search**.

To – Make sure you enter the **Last Character** you want the matching tool to **Include** in the **Statement Search**.

NetSuite From – Enter the **First Digit** you wish to **Match** the **Statement Reference** to.

To - Enter the **Last Digit** you wish to **Match** the **Statement Reference** to.

Use Memo – Tick this box to use the **Memo Field** on **Non-Journal Transactions** for **Matching** by **Reference**. If the box is **Not** ticked, the system will use the **Entity Field** on the **NetSuite** side to **Match Against** the **Reference Field** on the **Bank Statement**.

NOTE: Journal Transactions will ignore the selection and use the memo field.

NOTE: If the **Reference** is **TRANSFER** on the **Statement** but **NWTRANSFER** on **NetSuite**, you need to set the **NetSuite To/From Field** values as:

NetSuite From = 3

To = 10

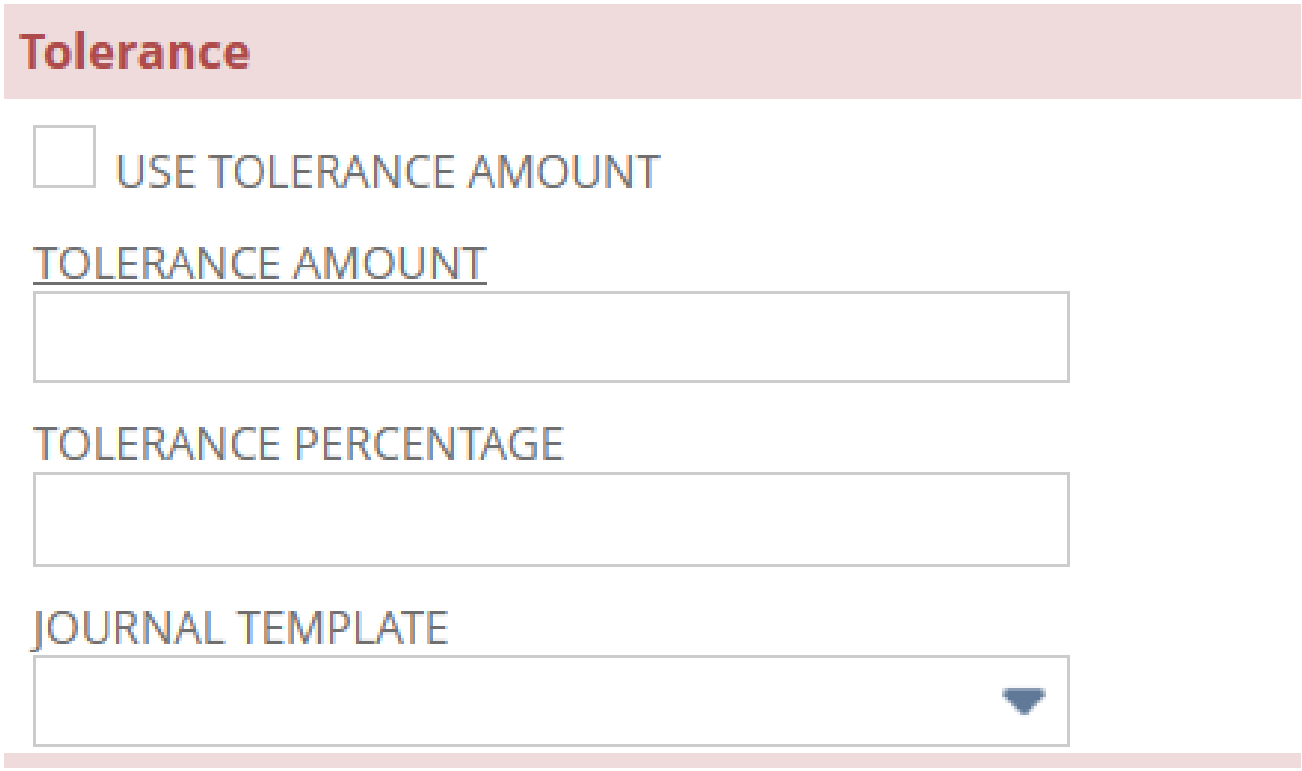
This will **Exclude** the **Prefix** and **Match** using **Only** the **Characters** in **TRANSFER**.

Tolerance

Tolerance rules allow for '*close'* **Matches** to be made, where the **Difference** is **Less** than or **Equal** to the **Tolerance Amount** or **Tolerance Percentage** of the **Amount**. A **Date**, **Document/Cheque Number**, or **Reference** needs to be completed to identify which **Transactions** to compare.

It is **Recommended** you use a **Higher Priority Value Rule** for the **Tolerance Rules** vs the **Exact Match Rules** before running **Close Matches** to avoid unnecessary postings. This will make sure the **Exact Amount Matches** post before the **Tolerances**.

Under the **Tolerance** tab you will see the following **Fields**.



Use Tolerance Amount – Tick this box to **Activate** the **Tolerance Amount** or **Tolerance Percentages**.

Tolerance Amount – Enter the **Absolute Value** of the amount the **Bank Transactions** can differ from the **NetSuite Transaction.**

OR

Tolerance Percentage – Enter the **Percentage Difference** the **Bank** and **NetSuite Transaction** can differ by.

NOTE: Tolerance percentage takes precedent over tolerance amount if both fields are populated.

Journal Template – Enter the **Internal ID** of the **Auto-Generate Template** to be used for the **Balancing Journal** when **Matching with a Tolerance**. For **New Templates**, click the **+** button and create a **New Auto-Gen Template**.

Transaction Types

Transaction Types allow you to narrow down the matching process to the **Types** of **Transactions** in the **Statement** and **General Ledger**.



Transaction Type Steps

Tick the **Use Transaction Types** tickbox to use the **NetSuite Transaction Type** when **Matching Transactions**.

Below you will see tickboxes for each **Transaction Type**. Tick the boxes you wish to **Include** in the matching process.

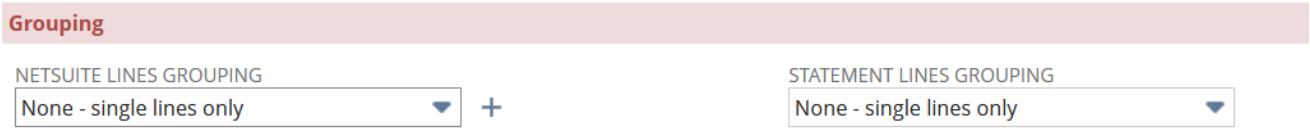


Now click **Save** to create your new **Auto-Match Rule**.

Grouping

Grouping allows you to create **Rules** for matching **Many NetSuite Transactions** to **One Bank Transaction**, **Many NetSuite Transactions** to **Many Bank Transactions**, or **One NetSuite Transaction** to **Many Bank Transactions**.

You will see two options below. **NetSuite Line Grouping** and **Statement Lines Grouping**.



NetSuite Lines Grouping specifies whether to use **Single Line** or **Group Matching** on the NetSuite side. Your options will be:

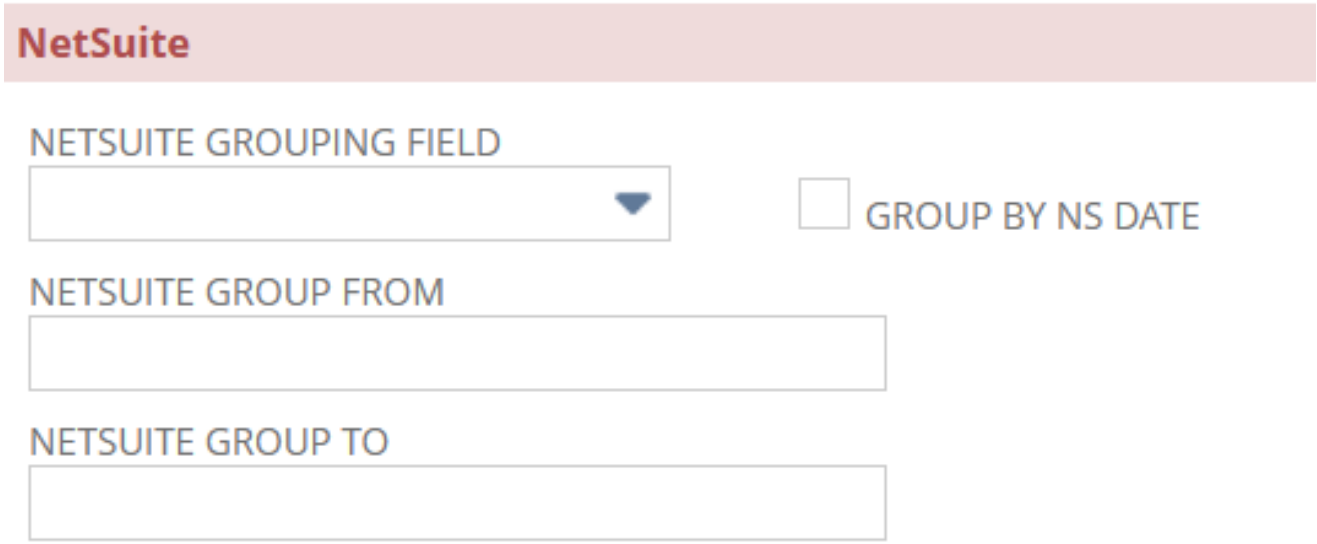
None- Single Lines Only - This will not use **Grouping**.

Grouped Lines – This will **Group** NetSuite Transactions based on selected **Fields**.

Statement Lines Grouping is the same as above but on the **Bank Side**.

Grouping – NetSuite

This section will examine the **Fields** in the **NetSuite** grouping section as seen below.



NetSuite Grouping Field – This defines which **NetSuite Field** will be **Evaluated** to **Group Transactions**. These are as follows:

Document/Cheque Number – Use the **Group From/To** boxes to evaluate only a **Portion** of the **Value**. For example, to **Group** ACH transactions, evaluate the characters that contain the **Unique Batch ID**.

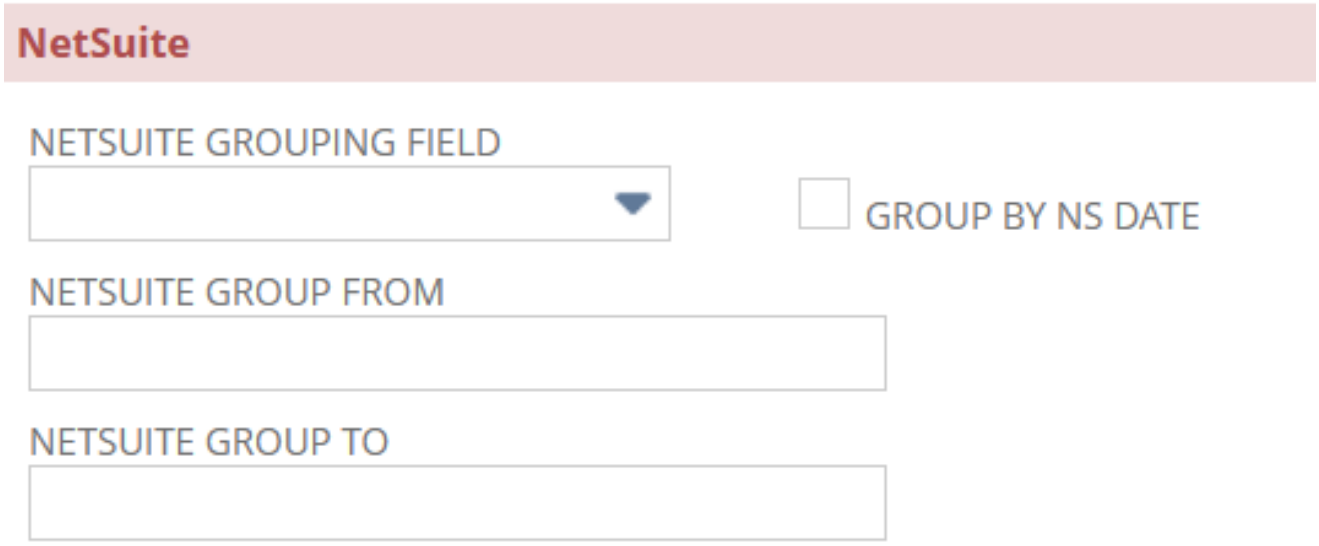
Entity Name – Use the **NetSuite Entity Name** to group transactions. (Customer, Vendor, etc.)

Memo – Use the **NetSuite Memo Field** to evaluate transactions to a group.

Date – Use the **NetSuite Transaction Date Field** to evaluate transactions to a group.

Group by NS Date – Tick this box to group **NetSuite Entries** by **Date**, **In Addition** to any other grouping.

Statement Grouping Field – This defines which **Bank Field** will be **Evaluated** to **Group Transactions**. These are as follows:



Cheque Number – Use the **Bank Cheque Number** to evaluate transactions to a group. Use the **Group To/From Fields** to evaluate only a **Portion** of the **Value**.

Reference – Use the **Bank Reference Field** to evaluate transactions to a group.

Date – Use the **Bank Date Transaction Field** to evaluate transactions to a group.

Group by Bank Date – Tick this box to group **Bank Entries** by **Date**, **In Addition** to any other grouping.