Auto-Gen Templates

Last updated: July 25, 2022

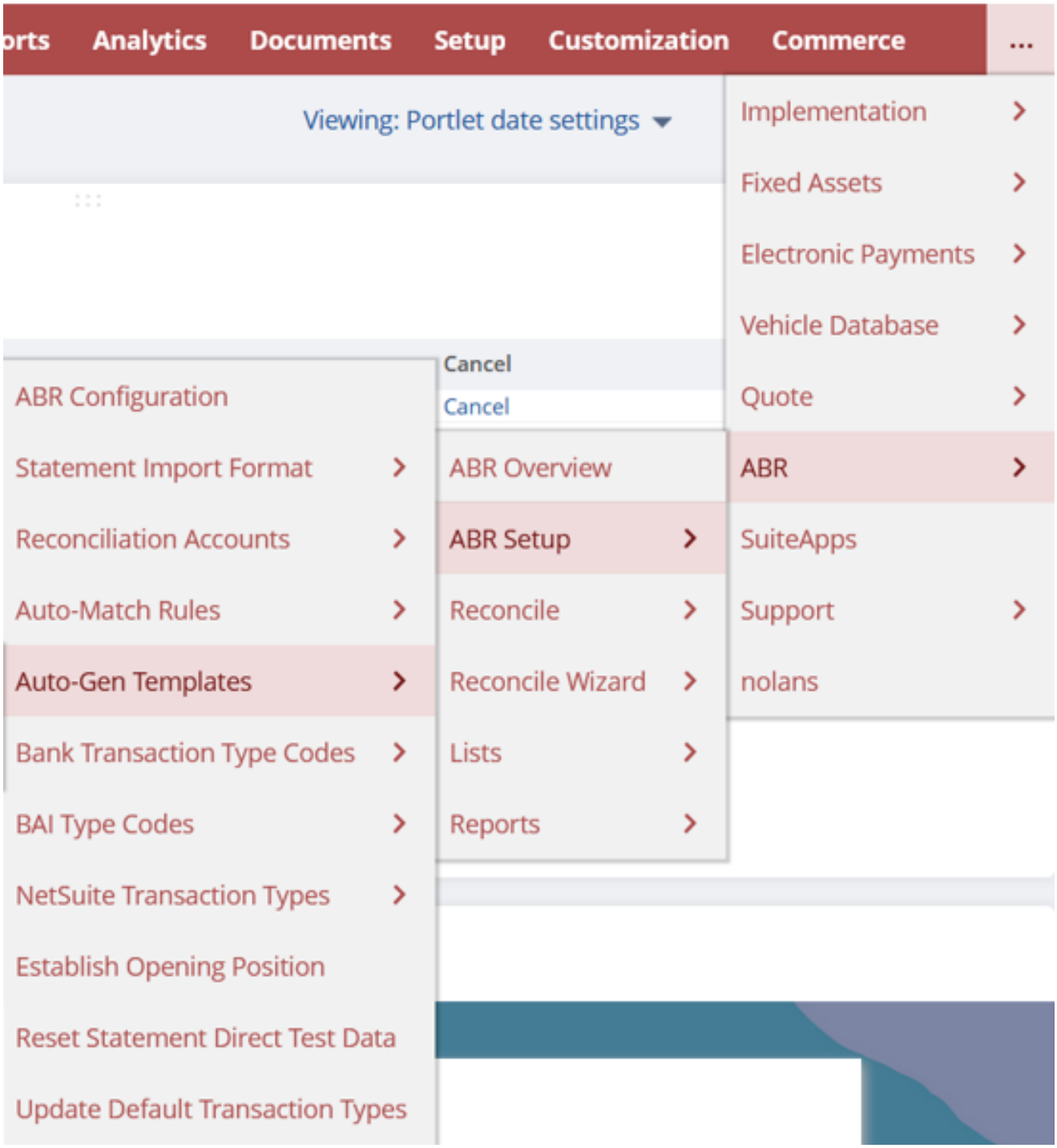
Introduction

To further speed up the reconciliation process you can create **Auto-gen Templates**. These templates are used when the **Auto-Generate Button** is clicked in the **Reconcile Window**. **Journal Entries, Advanced Intercompany Journal Entries and Customer Payments** can be created using **Auto-Gen Templates**.

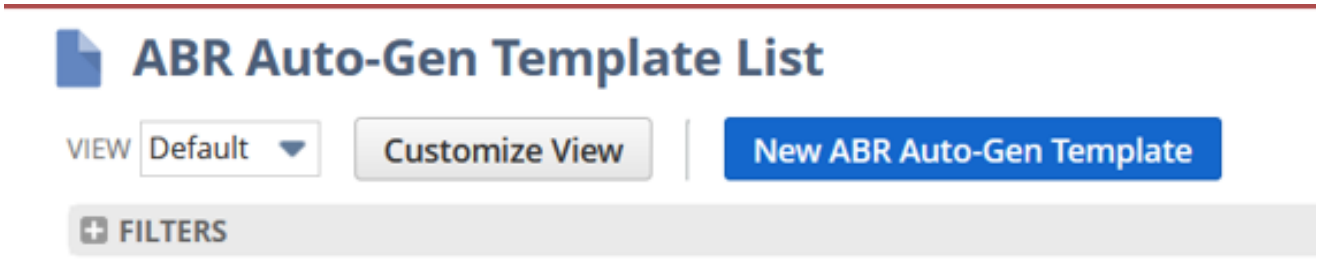
Auto-Generate is useful when you have **Recurring Bank Statement Lines** for transactions that have **Not Yet** been entered into NetSuite. **Auto-Generate Templates** can find **Unmatched Bank Statement Lines** and create the **NetSuite Transaction**, providing a **Match ID Number**. This prevents users from having to enter transactions into NetSuite, running the extract process, and matching against the **Bank Statement Line** each time.

Auto-Gen Templates can be used for **Any** type of **Reoccurring Bank Transaction** that you want **Automatically** posted in NetSuite using **Journal Entry**, **Customer Payment**, or **Intercompany Journal**.

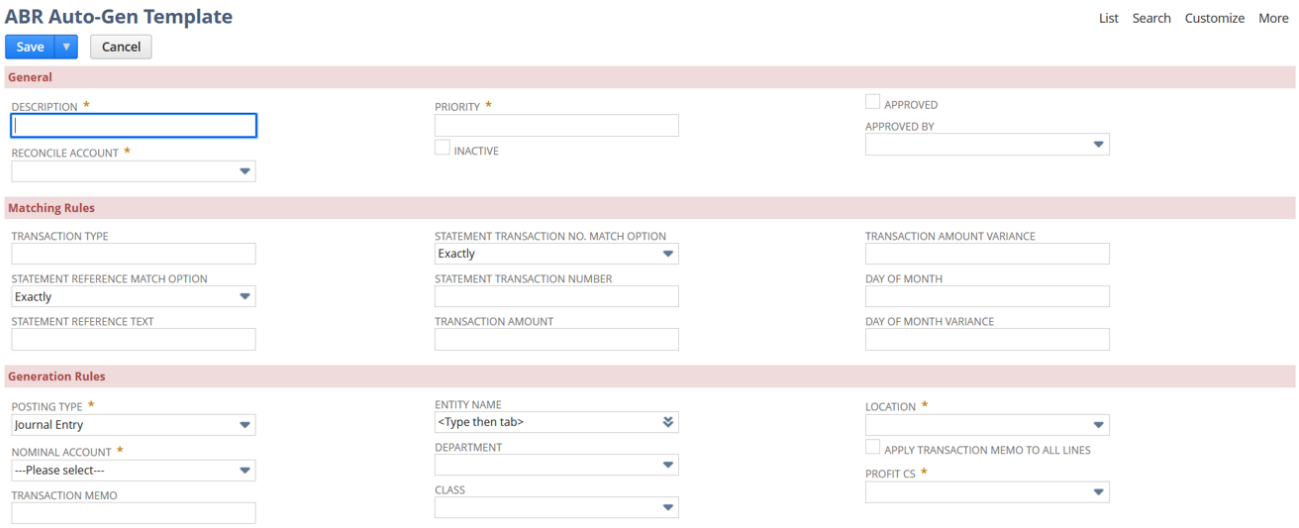
To access **Auto-Gen Templates** go to **ABR -> ABR Setup -> Auto-Gen Templates**.



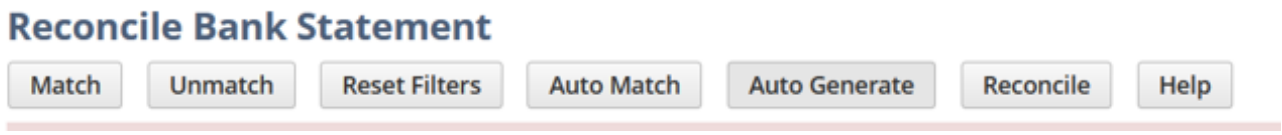
Now click **New ABR Auto-Gen Template**



Now fill in the relevant **Fields** to create your custom **Template**.



TIP: There are two places from which you can access Auto-Generate templates. Either through the menu navigation as seen above or through the reconcile window as seen below.



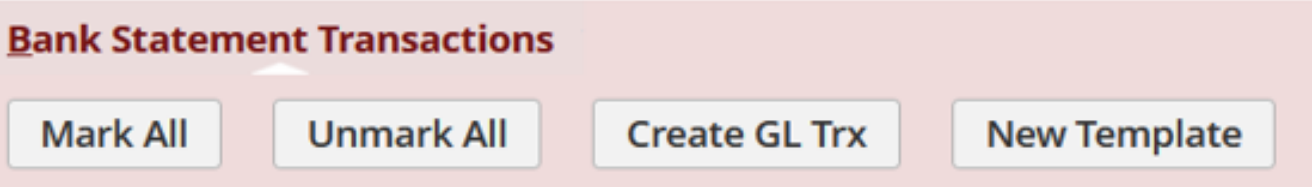
Creating Auto-Gen Templates

To go about creating your new **Auto-Gen Template**, do the following. Either navigate to **ABR -> ABR Setup -> Auto-Gen Templates -> New**. Or via the **Reconcile Window**. Both options are shown above.

To create a **New Template** from the **Reconcile Window**, click the **Match** box beside the **Bank Transaction** you wish to create a **Template** for.

MATCH

Then click the **New Template** button below the **Bank Statement Transactions Sub-Tab**.



General Setup Fields

This section will go through in detail the different **Fields** available when creating your new **Auto-Gen Template**.



Description – Here you will enter the name of the **Template**, e.g., Phone expense.

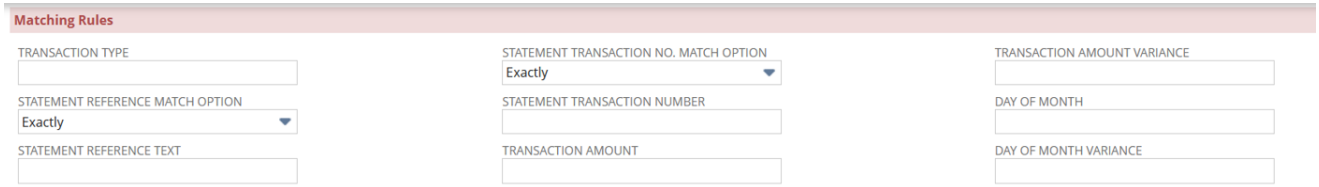
Reconcile Account – Here you must select the relevant **Reconcile Account**. This **Restricts** a rule to that specific account. **Auto-Gen Templates MUST** be linked to a **Reconcile Account** and **Cannot** be applied as a **Global** rule.

Priority – Decide here the **Sequence** in which **Templates** are processed. **Lower Values (1)** will have **Higher** priority.

Target Account – This field must be selected if there are multiple Target accounts attached to the selected Reconcile Account to drive the appropriate subsidiary and field selections.

For more guidance on the following fields please reach out to Nolan support: **Approved, Approved By**.

Matching Rules



Transaction Type – Input a **Value** of the **Bank Transaction Type**. This **Restricts** the results to entries with the **Same Transaction Type**. The **Value MUST Match** the **Bank Value EXACTLY**.

Statement Reference Text – In this box, enter **Text** you wish to **Search** for in the **Statement Line**. Text and spacing must match exactly. You can leave this field **Blank** to **Ignore** the reference.

Statement Reference Match Option – The options in this drop-down menu indicate how to **Match** the **Statement Reference Text**. The options are listed below.

1. **Exactly** – To match **Every Word** in the **Statement Reference Text**.
2. **Starts With –** To match with the **First Word** in the **Statement Reference Text**.
3. **Contains** – To match with **ANY Statement Line** containing the desired word in the **Statement Reference Text**.

Statement Transaction Number – Enter **Text** in this box you wish to search for in the **Bank Statement Line Transaction Number**. You can leave this **Blank.**

Statement Transaction No. Match Option – This indicates how to **Match** the **Statement Transaction Number**. The options available are the same as the **Statement Reference Match Option**.

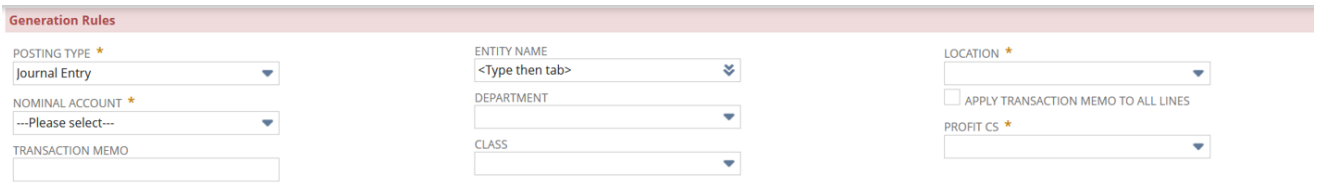
Transaction Amount – This is the **Value** to **Match** the **Amount** on the **Statement Line**. Leave this **Blank** to **Ignore** the **Transaction Amount**, therefore it will match **ANY Value**.

Transaction Amount Variance – This is the **Amount** by which the **Statement Line Amount** and the **Template Amount** may **Differ**. This will allow you to create a **Range** for the amount. You can leave this **Blank** for an **Exact** match.

Day of Month – Enter a **Date** in this box to **Match** the date on the **Statement Line**. You can leave this **Blank** to match with **ANY Date**.

Day of Month Variance – This is the number of **Days** by which the **Statement Line Date** and the **Template Day** or **Month** may **Differ**. This will allow you create a **Range** for the date. You can leave this **Blank** if a date is not required.

Generation Rules



Posting Type – Here, select the **Posting Type** you wish to be created from this **Template**.

Nominal Account – This is the **Account** to be used as the **Balancing Entry** on the generated transaction. This is the **General Ledger Account** that will **Balance**

the **Cash Entry**.

Transaction Memo – Text entered here will appear in the **Memo Field** on the generated transaction.

Entity Name – Select from the **List** to post **Against** a **Specific Entity**.

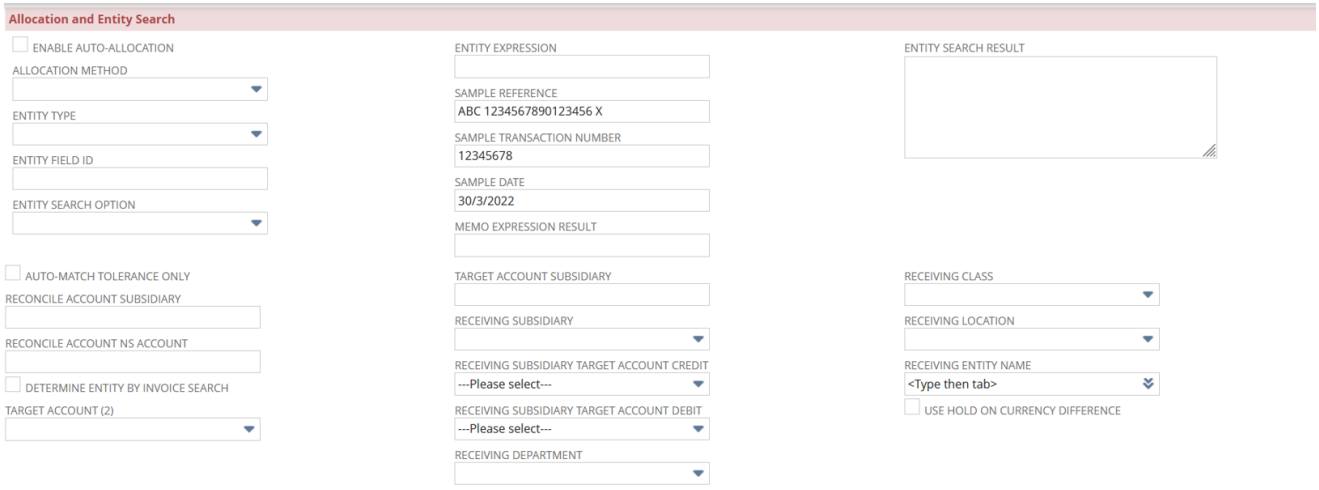
Department - Select from the **List** to post **Against** a **Specific Department**.

Class - Select from the **List** to post **Against** a **Specific Class**.

Location - Select from the **List** to post **Against** a **Specific Location**.

Apply Transaction Memo To All Lines – Tick this box to **Apply** the **Transaction Memo** to **ALL Lines** on the generated transaction.

Allocation and Entity Search



Auto-Allocation allows for **Customer Payment Receipts** to be allocated against **Outstanding Invoices**. To use **Auto-Allocation** remember to select **Payment** as the **Posting Type**.

Enable Auto-Allocation – Tick this box to enable **Auto-Allocation** of the transaction against **Outstanding Balances** for the chosen **Entity**.

Allocation Method – If **Enable Auto-Allocation** is ticked, the **Allocation Method** determines how it will **Prioritise** allocation against **Invoices**. The options are below.

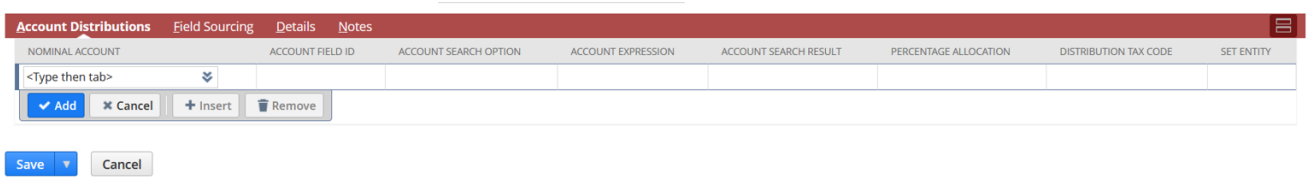
Oldest First

Newest First

Match By Reference

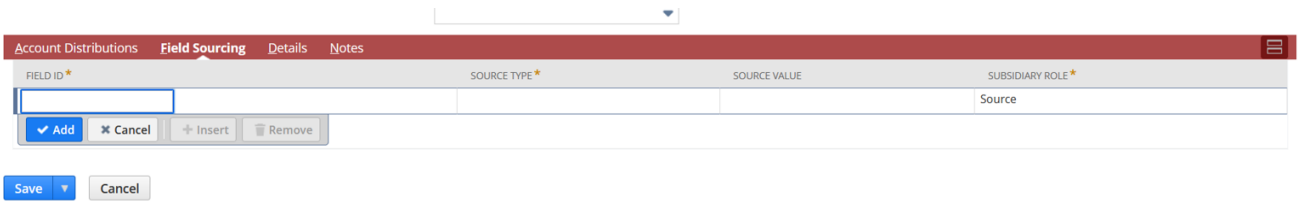
Match By Amount

Account Distributions



ABR Auto-Gen Templates can be set up if one **Bank Line Item** needs to be **Split** into multiple NetSuite **General Ledger Accounts** based on **Fixed Percentages**.

Field Sourcing



Field Sourcing Entries will populate **Values** for those **Additional Fields** at **Body** and **Column Level**.

Field Sourcing allows the user to populate **Customised Fields** with transactions.

Advanced Intercompany Journal Entry (IC JE)

The Advanced IC JE Settings allow you to book Entries into two companies on one Transaction.

Under Generation Rules, select the Advanced IC JE option as the Posting and Enter the Receiving Nominal Account directly into the Nominal Account field.

Under Advanced IC JE Settings Enter two Intercompany Control Accounts into the "**BANK SUBSIDIARY DUE TO/FROM**" and "**RECEIVING SUBSIDIARY DUE TO/FROM**" fields.

The following fields are discontinued and exist on the form only to help with any migration issues and should not be used; "**Receiving Entity Name**", "**Receiving Subsidiary Target Account Credit Fiel**d" and the "**Receiving Subsidiary Target Account Debit Field**".

Advanced Intercompany has the option to use "Representing Entities". This means that when posting from one subsidiary to another, as well as recording the "movement" in the financial ledger via the "Due To/From" accounts, you also have a "customer & supplier" entity for each subsidiary. These entities can be manually configured on the subsidiary or can be auto generated.

When Representing Entities are not used, or are auto generated, there is no need to provide values for these on the template. If Representing Entities are not defined on the Subsidiary and are being used, then the values can be provided on the template