Extracting NetSuite Transactions

Last updated: July 25, 2022

The **Reconcile Account** is linked to a **NetSuite General Ledger Account** chosen by the user when setting up the **Reconciliation Target Account**. **ALL Transactions** posted to this account within the **Specified Date Range** will be extracted into the **ABR Reconcile Screen** or **Updated** if **Previously Extracted**.

To begin **Extracting** transactions please follow the below steps.

Go to **ABR -> Reconcile -> Extract Transactions** as shown below.

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This will bring you to the **Extract Transactions** screen as seen below.

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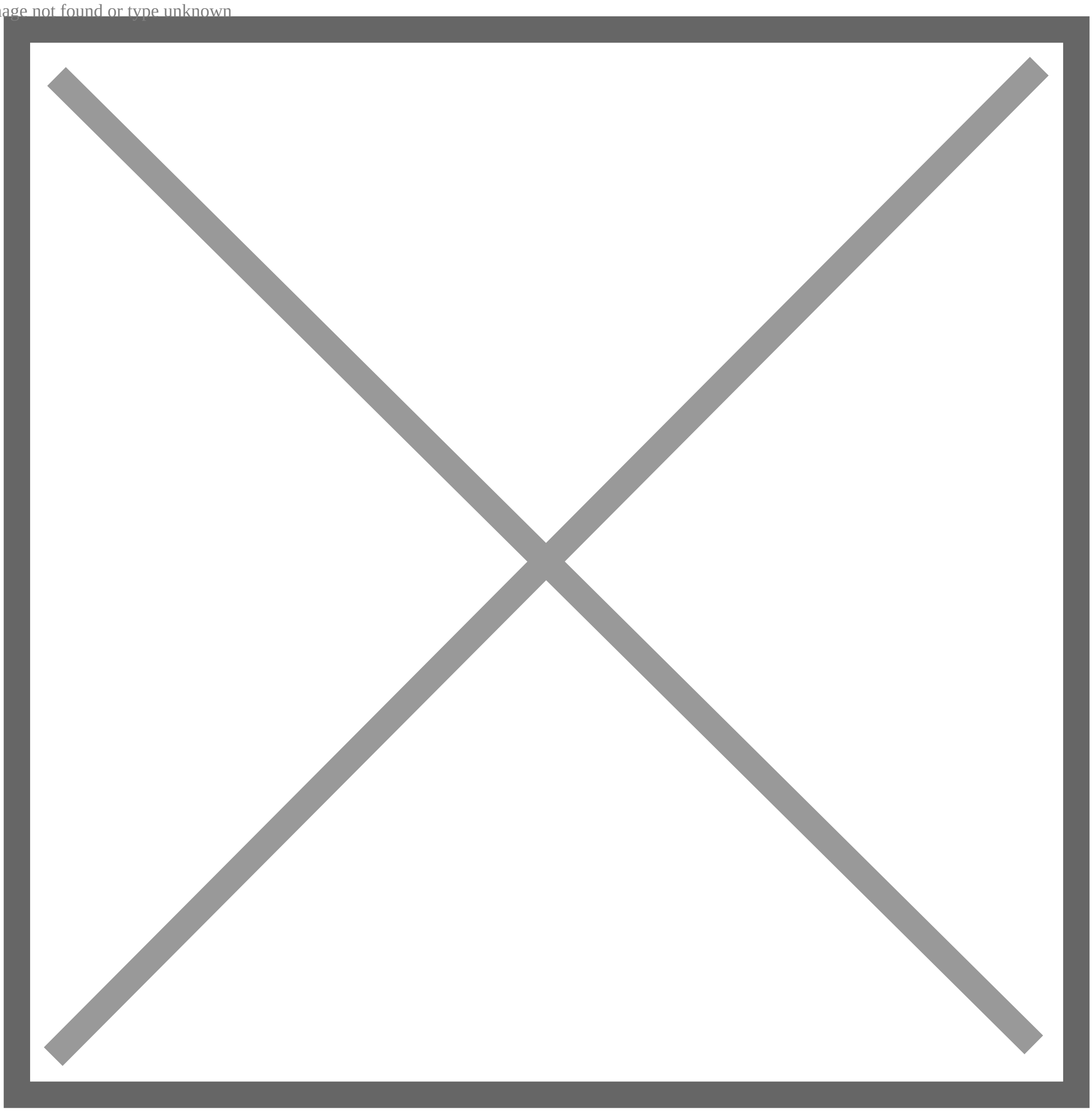

Now select the Reconciliation **Account**, doing this will **Automatically** populate the **NetSuite Account** below.

Next, using the **Cut Off Date** and **To Date** boxes, select the period you wish to **Reconcile**.

Now **Submit**

Once you have **Submitted**, you will be brought to the **Process Status** screen.

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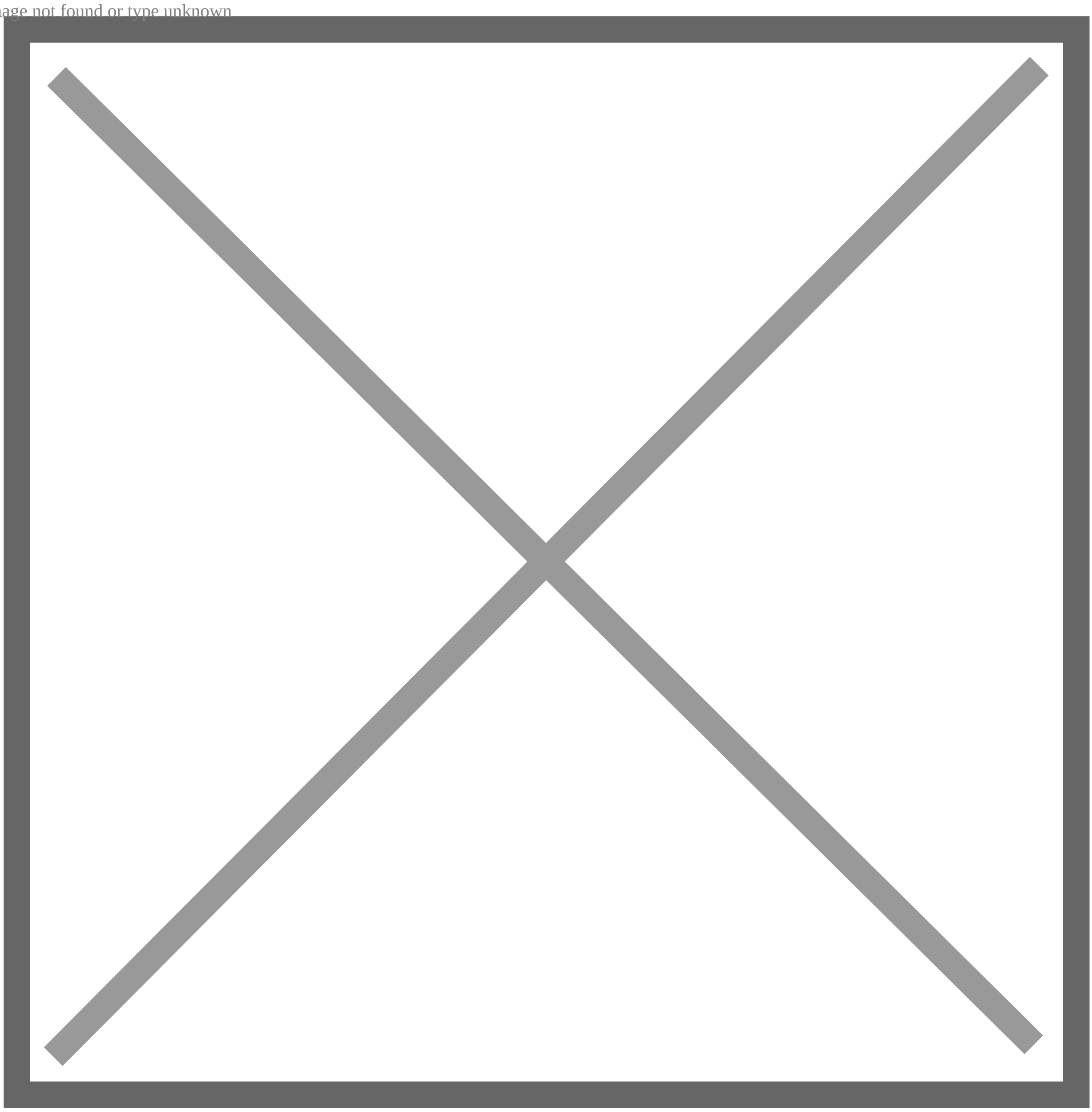

This screen provides further information on the transactions that have been **Extracted**.

Keep pressing **Refresh** until the process says **Completed**.

The **Definitions** for the **Fields** you see above are listed below.

New – New transactions not previously extracted.

Existing – Transactions that were previously extracted but not updated.

Updated – Transactions that were previously extracted, these have been updated again to be in line with the details of these transactions in NetSuite.

Exceptions – Original NetSuite source transaction has been removed or deleted. Exceptions will no longer appear in the reconcile window.

Processed – Total number of transactions extracted.

If you select **View**, a new window will open called the **NC Process Instance**. This provides further information on the extraction process.

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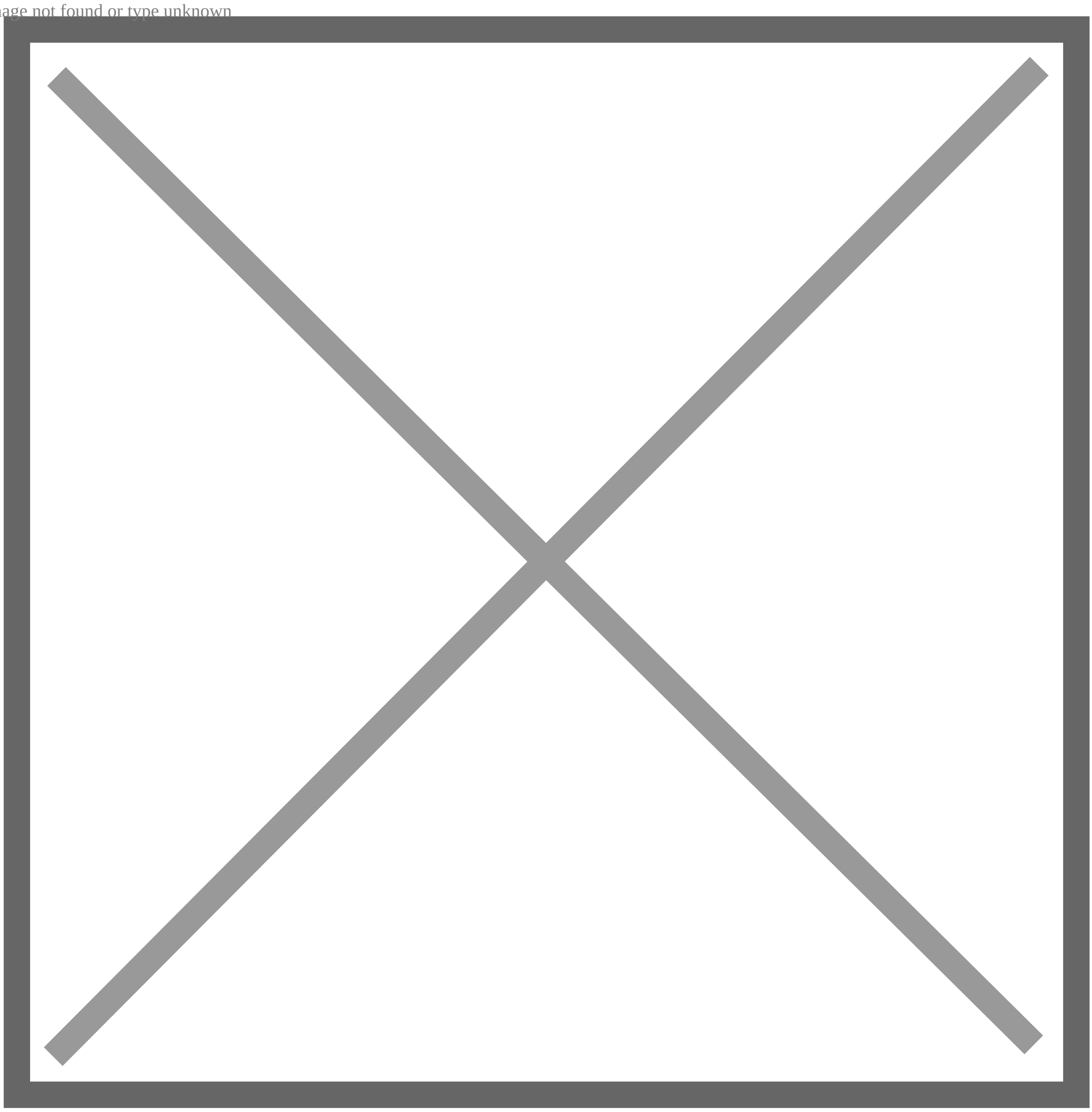

Back on the **Process Status** screen, selecting **Results** will provide an **Audit List** of the transactions.

Importing a Bank Statement

After your transactions have been **Extracted**, you will now need to **Import** the **Bank Statement**.

To do this, go to **ABR -> Reconcile -> Import Bank Statement**.

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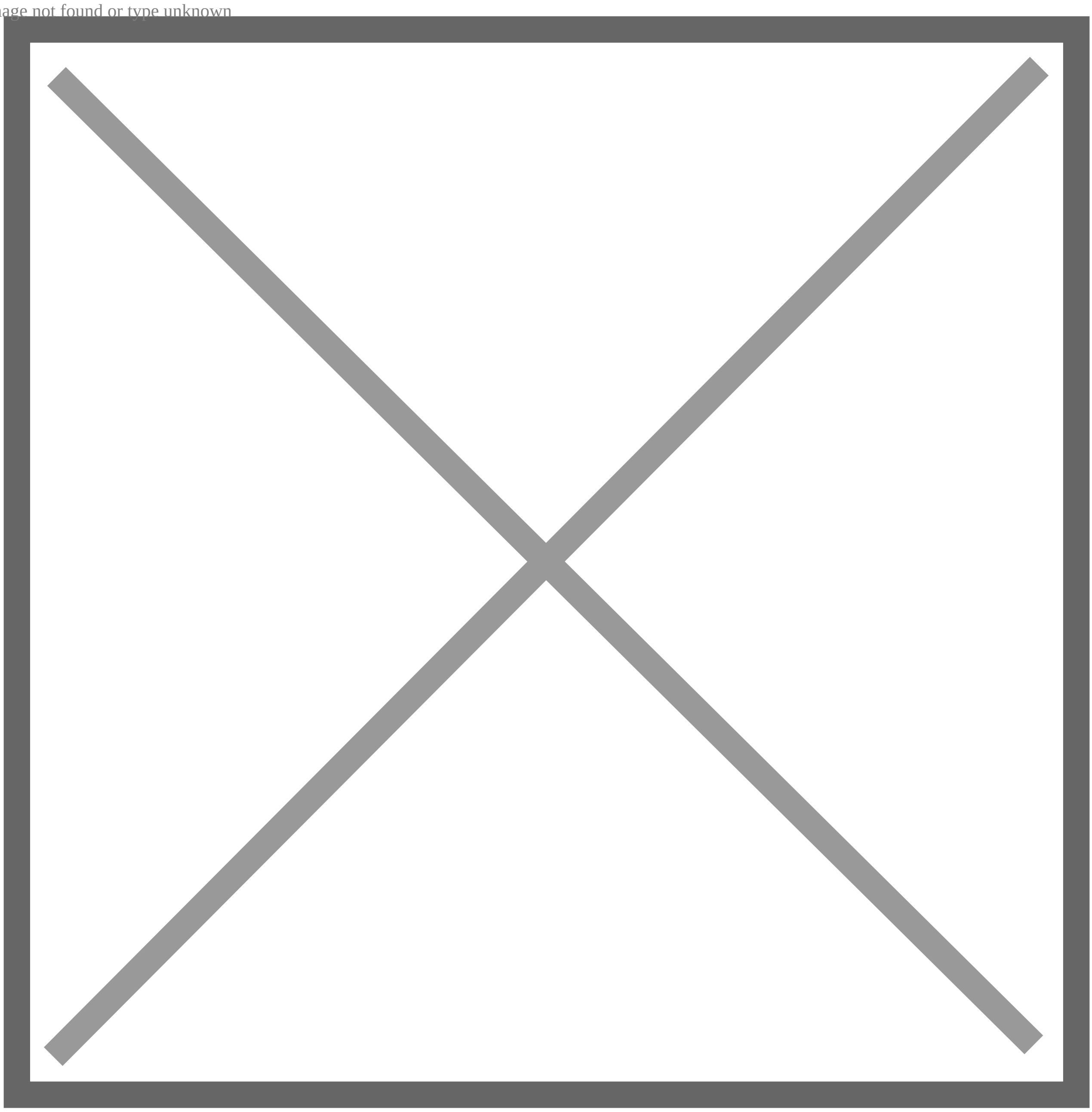

This will bring you to the **Bank Statement Upload** screen.

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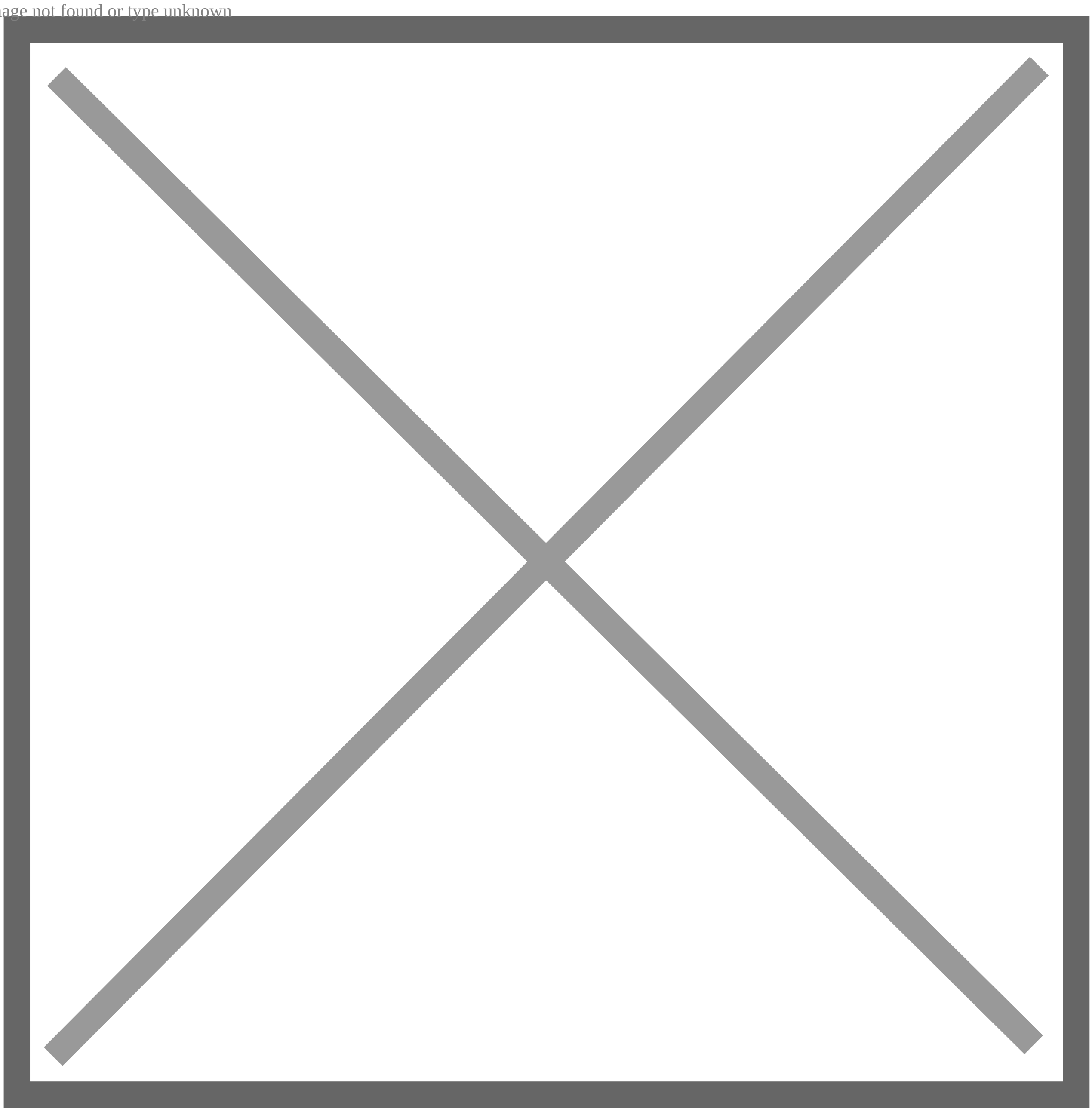

From the **Select Format** menu, select the relevant option.

Now select the **Account** you wish to use from the list below.

In the **Select File** box, choose the **File** you want to **Upload**. Ensure that the **Format is Correct**.

Now **Submit**.

You will now be told that your **Statement** is being **Imported**. Click **Refresh** until the **Status** is **Complete**.

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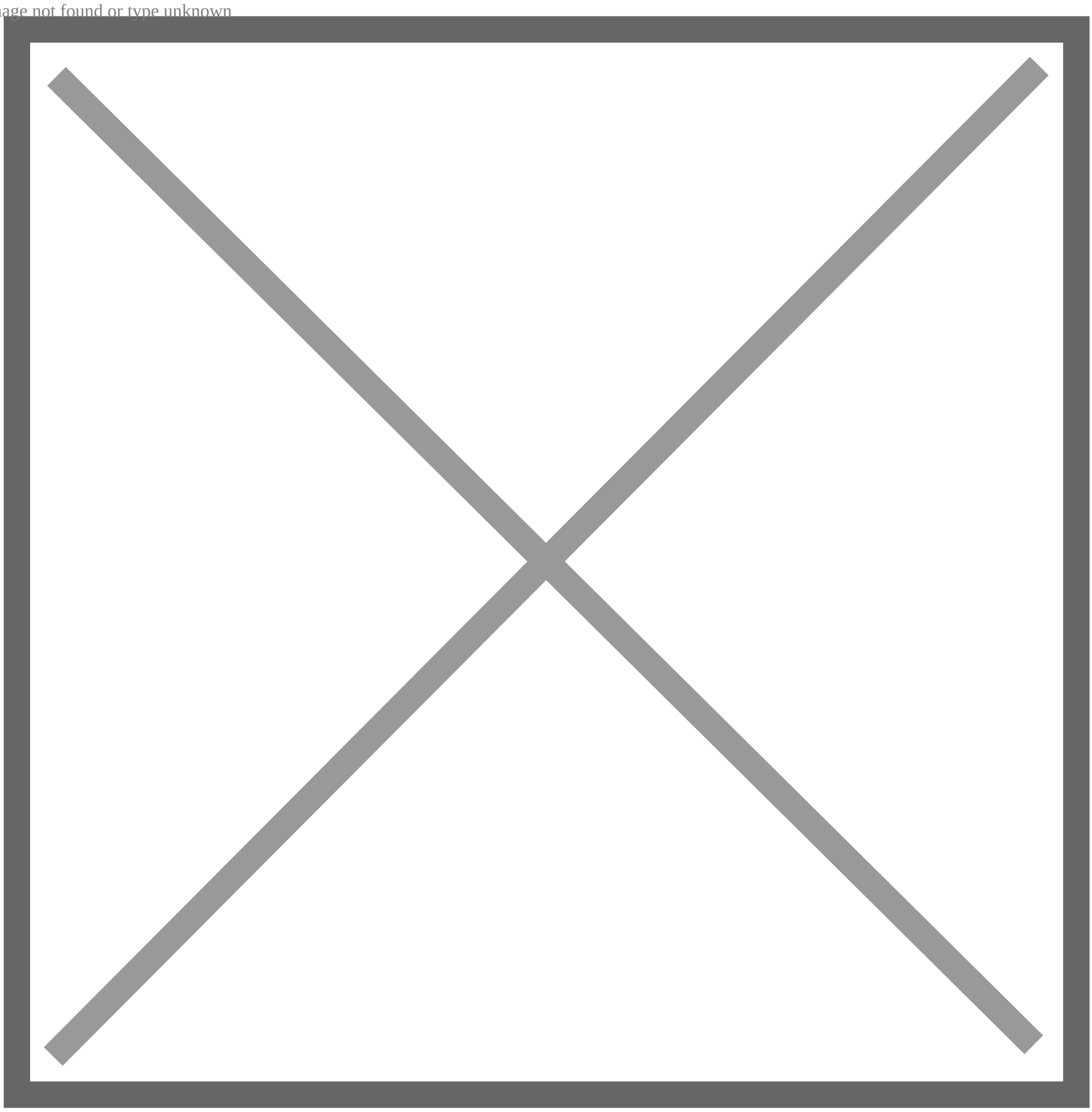

The system will have **Imported** the **Selected Statement** against the **Selected Reconcile Account**. This will have produced a **Confirmation Screen** that shows the **Status** of the **Import** and how many **Lines** have been imported. This is what you can see **Below**.

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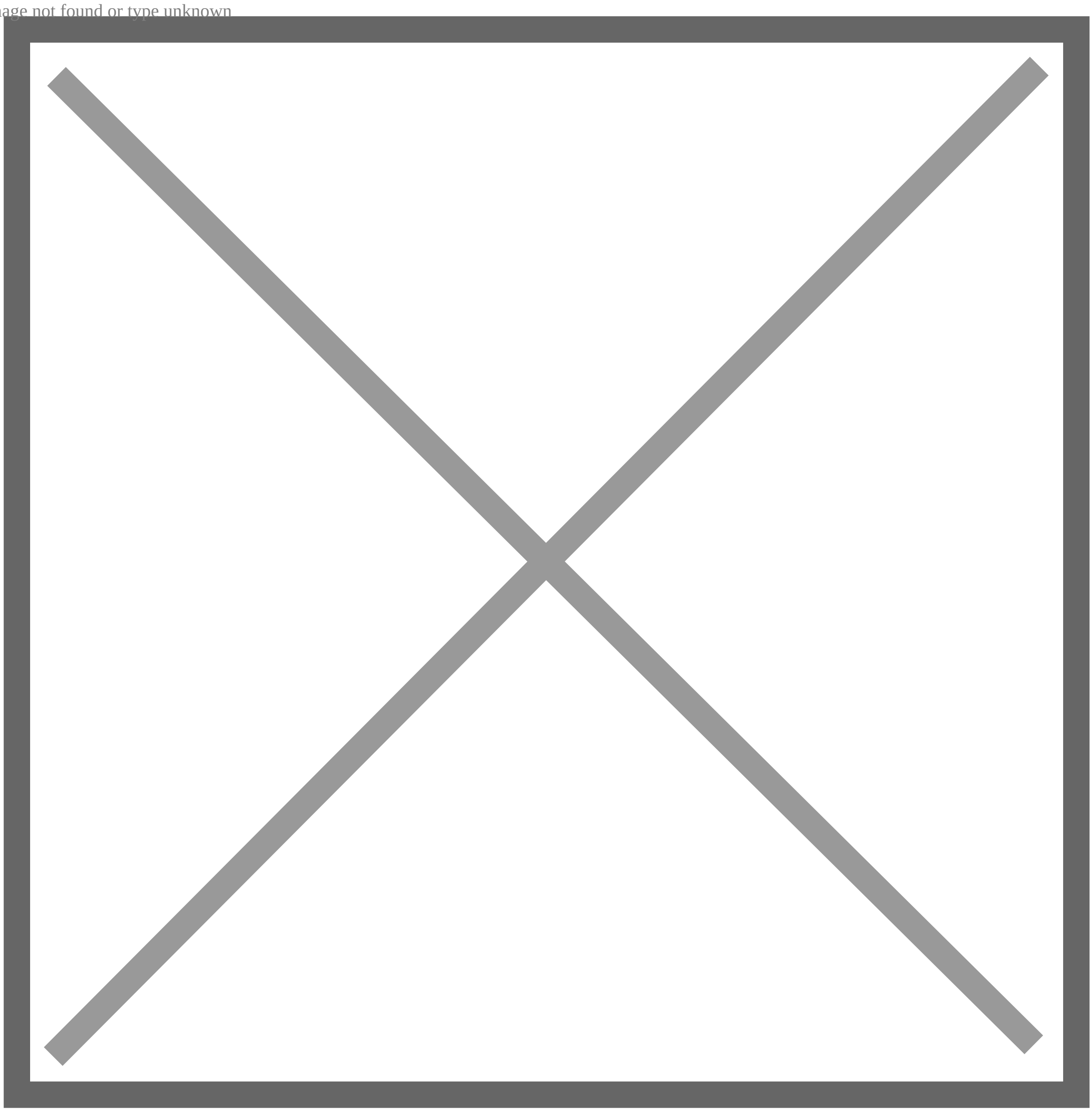

Click where it says **Click Here** to begin **Reconciling**.

You will also notice, on this screen, there is a **Process Instance** link. Click this to redirect you back to the **Process Instance** screen. This will contain details of any **Exceptions**.