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NETSUITE

PWB NetSuite User Guide



Need to troubleshoot? Please contact your designated Customer Servicer Officer or email us at integrationsupport@pacwest.com.

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ENROLLMENT – PWB NETSUITE API

ENROLLMENT

1. Complete the API Gateway Access Agreement and Information Data Exchange Enrollment form provided by your PWB relationship manager.
2. Submit the form via email to your designated PWB relationship manager.
3. To complete the enrollment form, you'll need your bank account information and NetSuite ID.
4. To retrieve your NetSuite ID go to **Setup > Company > Company Information**.

Company Information

Save Cancel Reset

COMPANY NAME *
Pacific Western CA Leading

LEGAL NAME
[Redacted]

COMPANY LOGO (JPG)
[Redacted] + [Icon]

COMPANY LOGO (PNG)
[Redacted] + [Icon]

☒ DISPLAY LOGO INTERNALLY

WEB SITE
www.pacificwestern.com

COUNTRY/STATE/PROVINCE
California

COUNTRY
United States

RETURN EMAIL ADDRESS *
[Redacted]

FAX
[Redacted]

CURRENCY
USA

EMPLOYER IDENTIFICATION NUMBER (EIN)
[Redacted]

SSN OR TIN (SOCIAL SECURITY NUMBER, TAX ID NUMBER)
[Redacted]

AGE
[Redacted]

UPS 3RD PARTY BILLING ACCOUNT NUMBER
[Redacted]

FEDEX 3RD PARTY BILLING ACCOUNT NUMBER
[Redacted]

3RD PARTY BILLING ZIP
[Redacted]

3RD PARTY BILLING COUNTRY
United States

☐ PURGE ACCOUNT NOT ALLOWED FOR PERMANENT DEMO ACCOUNTS

FIRST FISCAL MONTH *
January

TIME ZONE
(GMT-10:00) Pacific Time (US & Canada)

ACCOUNT ID
5942

LOGIN AND PASSWORD

Pacific Western Bank will provide the Admin with a username and password and enroll accounts within the PWB instance of NetSuite. You will receive a call and a secure email when your username and password are ready.

ADMINISTRATORS

Only users with Administrator access can install the app and create or update the Financial Institution record to onboard their company. After onboarding, any user with access to bank statement data will be able to access the app. PWB will give the Admin a username and password associated with their accounts as part of the enrollment process.



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INSTALL THE PWB SUITEAPP

After your company's accounts are enrolled, and the Admin has received the username and password, the Admin can download and install the app. To complete this process, follow the steps below.

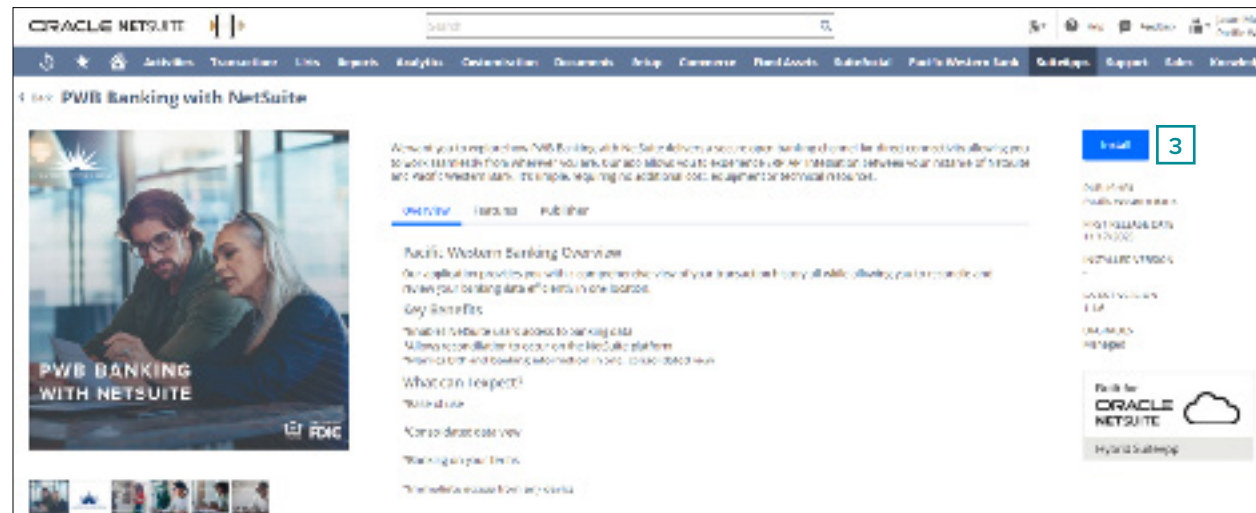
1. Click **SuiteApps** in the menu bar to visit the SuiteApp Marketplace.

1 SuiteApps Support Sales Knowledge Base

2. Enter **PWB** in the search bar and select **PWB Banking with NetSuite**.



3. Click the **Install** button.



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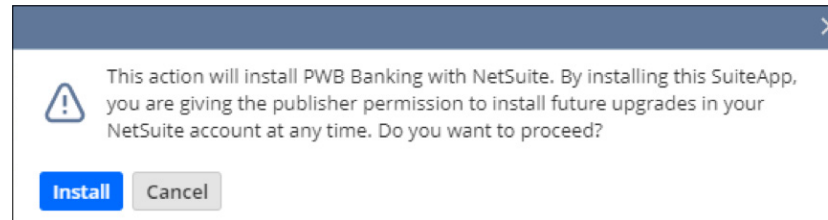
RECONCILIATION OF
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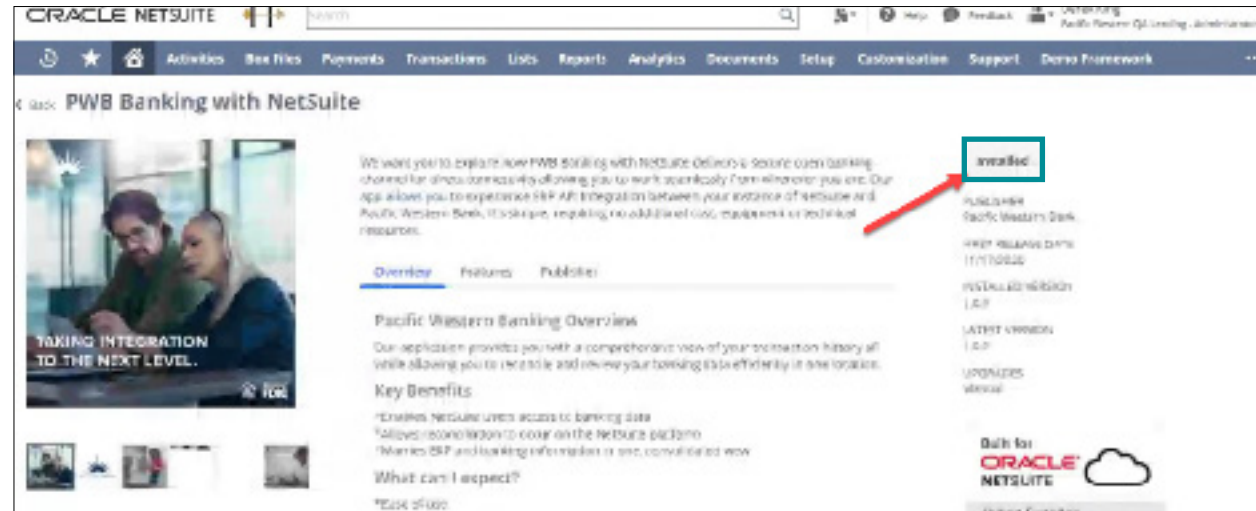
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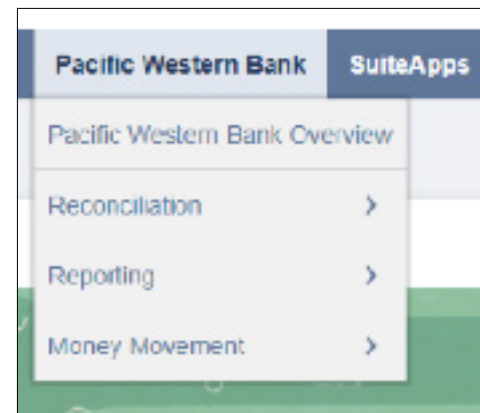
- Click **Install** again to confirm that you want to proceed.



- Confirm that the app has been installed.



- The Pacific Western Bank menu now appears in the menu bar.



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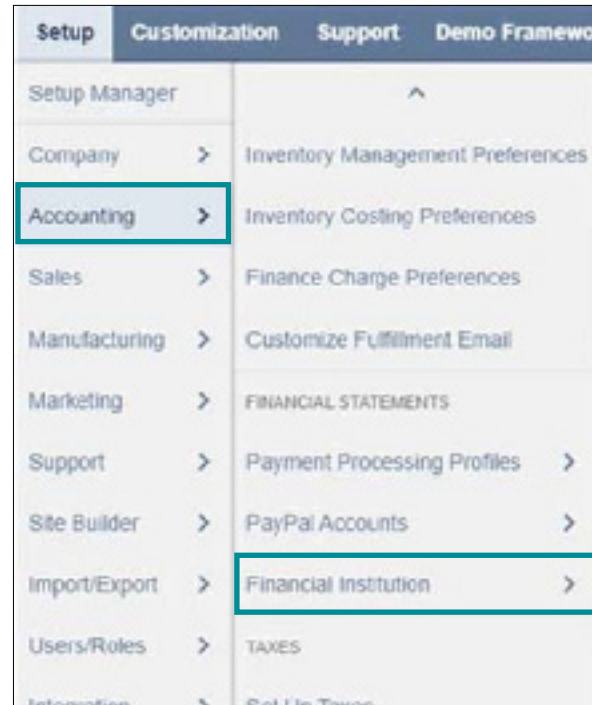
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AUTHORIZE & MAP YOUR BANK ACCOUNTS

AUTHORIZE YOUR BANK ACCOUNTS

Before the Admin can authorize bank accounts, there must be a financial institution record associated with the Bank. In many cases, this will already exist — if so, skip to [step 6](#).

1. To add a financial institution record, hover over **Setup**.
2. Hover over **Accounting**.
3. Click **Financial Institution**.



4. Enter a name for the financial institution and click **Save**.



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- To add a format profile for this financial institution, choose it from your list. If you've recently created following the steps above, it will appear here.

A screenshot of the "Financial Institution" setup screen in NetSuite. The screen shows a form for "User Guide Demo Bank" with fields for "FINANCIAL INSTITUTION", "DESCRIPTION", "CREATED DATE", and "CREATED BY". There is an "INACTIVE" checkbox and a "LAST MODIFIED DATE" field. The "Setup" menu is highlighted in the top navigation bar.

- In the sub-menu, click **Format Profile** and then click **Add**.

A screenshot of the "Format Profile: Configuration" sub-menu. The menu items are "Workflow", "Format Profile: Configuration", "System Notes", and "Box Files". The "Add" button is highlighted below the "Format Profile: Configuration" item.

- Complete the form. Name the profile for the username that will access these accounts in case your company has multiple user profiles enrolled. Select your bank name from the **Choose Bank Connection** and **Connectivity Method** pick lists.

Select the **Profile**, **Connectivity Method**, **Profile Type**, and **Transaction Parser** as shown below. Confirm the number of days for history.

A screenshot of the "Format Profile" form. The form has a "Save" button and a "Cancel" button. It contains fields for "PROFILE NAME", "DESCRIPTION", "PROFILE TYPE", "CONNECTIVITY METHOD", "TRANSACTION PARSER", and "PWB INITIAL HISTORICAL DATA (0-60 DAYS)". The "INACTIVE" checkbox is also present. The "Bank Reconciliation" is selected for "PROFILE TYPE", "PWB FI Connectivity" for "CONNECTIVITY METHOD", and "PWB Transaction Parser" for "TRANSACTION PARSER". The "PWB INITIAL HISTORICAL DATA" is set to "60".

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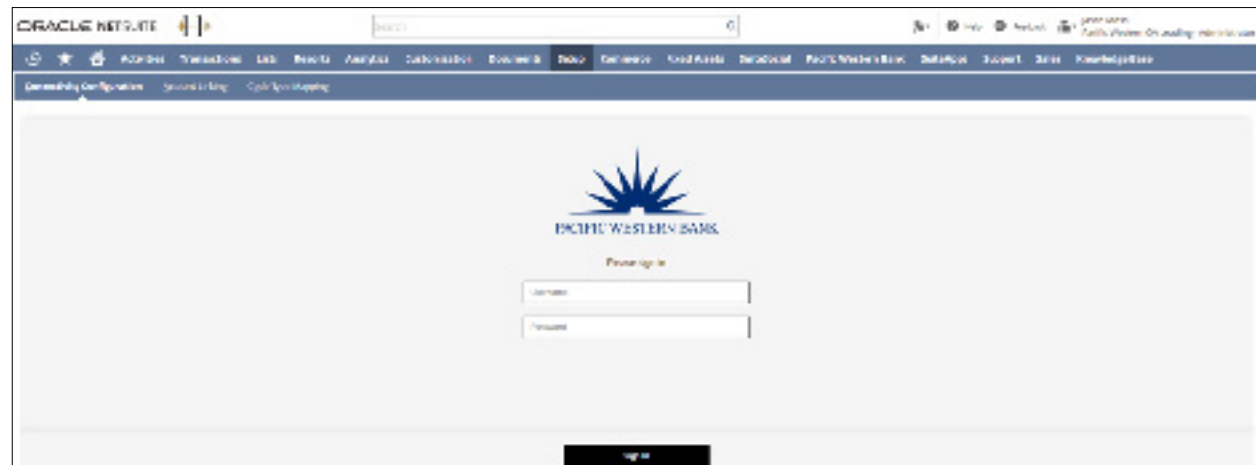
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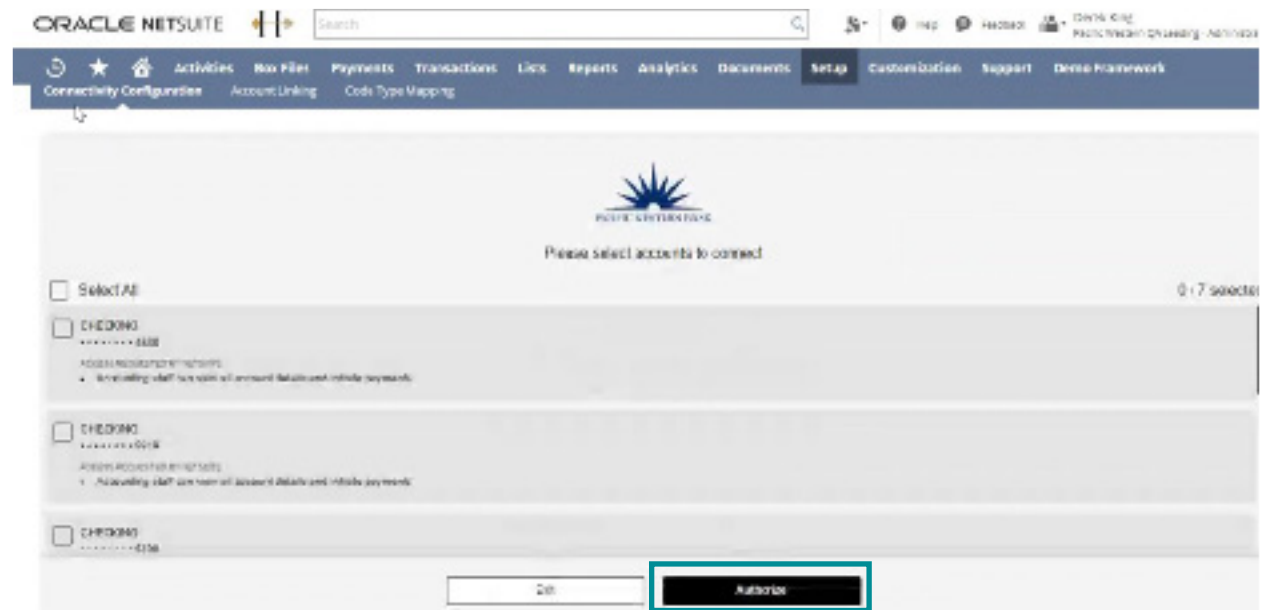
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8. Enter your username and password — this is the username and password you received from your PWB relationship, not your NetSuite username and password.



9. Check the **Select All** box or check the individual account checkboxes to select the account(s) you want to connect to this app.
10. Click **Authorize**.



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MAP BANK ACCOUNT TO NETSUITE ACCOUNTS

After the accounts are authorized, map your bank accounts to your NetSuite account to import bank data, which can then be used for reconciliation.

1. Double click on the empty space under the **LINKED GL ACCOUNT** column for each account and select the applicable NetSuite ledger account. Repeat this process for each bank account you'd like to map to a NetSuite ledger account.
2. Click **Save**.

BANK ACCOUNT	CURRENCY	ACCOUNT TYPE	LINKED GL ACCOUNT
Pacific Western Bank			
CHECKING - 0004	USD	BANK	0012345 Checking (BankOfAm)
CHECKING - 1234	USD	BANK	0012345 Checking (BankOfAm)
CHECKING - 2345	USD	BANK	0012345 Checking (BankOfAm)
CHECKING - 3456	USD	BANK	0012345 Checking (BankOfAm)
SAVINGS - 4567	USD	BANK	
Save Cancel Delete			

3. A message appears at the top of your screen informing you that your bank data is importing. Within that banner message, click **Track Your Status** to view bank data import progress.

⌚ ★ 🏠

Activities Transactions Lists Reports Analytics Customization Documents Setup

📘

Bank data importing
NetSuite is importing your bank data from your financial institution. [Track your status.](#)

4. Once the import process is complete, you may begin reconciling your accounts.

Banking Import History				
1. Filter				
Last Refresh: 12/01/2012 12:25 PM				
Refresh	1 of 21	Total: 1000		
IMPORT STATUS	ACCOUNT	EXTERNAL ID	INTERNAL ID	DATE IMPORTED
Completed	PACIFIC WESTERN BANK	001234567890123456	Bank Reconciliation	12/01/2012 12:25 PM



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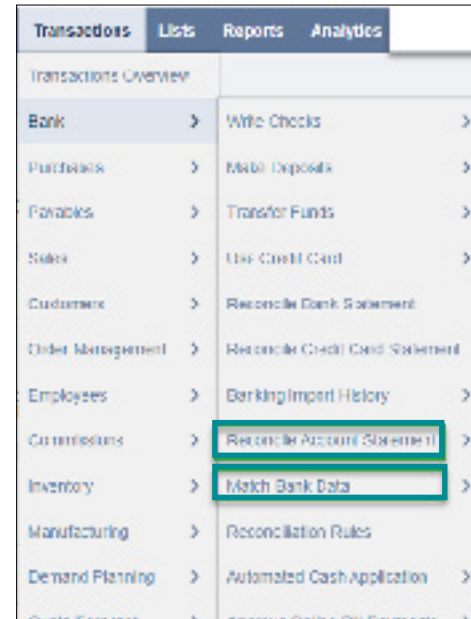
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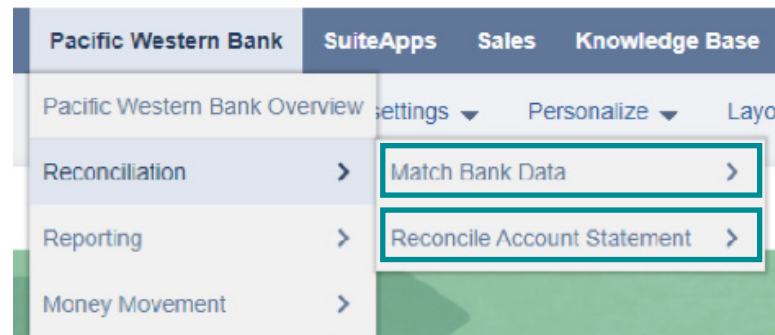
ACCESSING ACCOUNT RECONCILIATION

The PWB NetSuite Connector integrates into the **Reconcile Account Statement** and **Match Bank Data** workflows. You can access these workflows through two locations, the **Transactions** menu and the **Pacific Western Bank** menu.

1. To access the workflows via the **Transactions** menu, hover over **Transactions**, then hover over **Bank**.



2. To access the workflows via the **Pacific Western Bank** menu, hover over **Pacific Western Bank**, then hover over **Reconciliation**.



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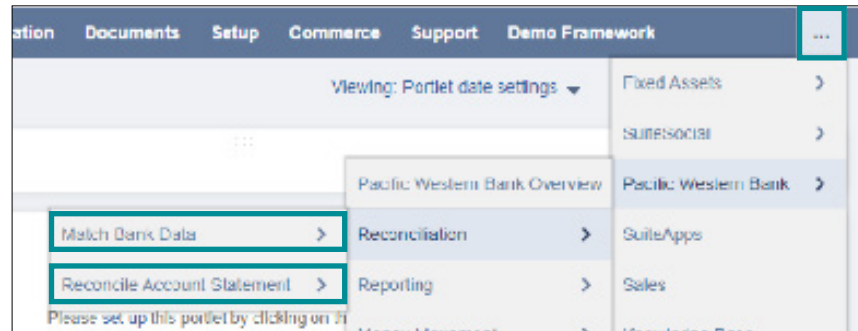
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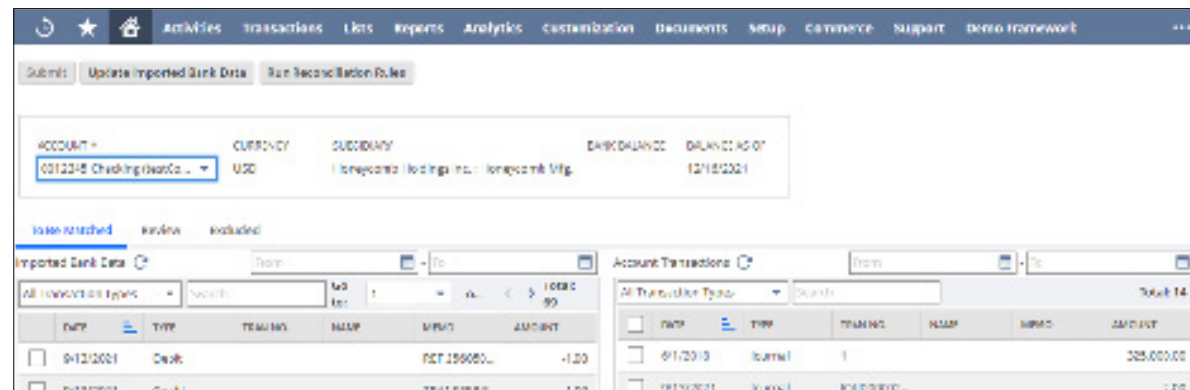
3. You may need to click the ellipsis (...) in the menu bar to access the Pacific Western Bank menu.



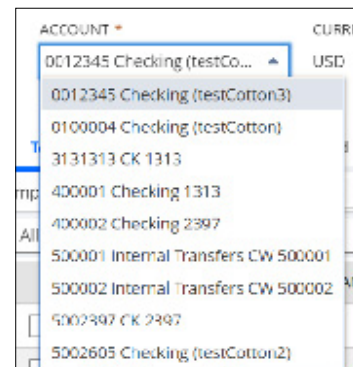
MATCHING BANK DATA

Once accounts have been mapped, your prior day's bank transactions will import each day automatically. You can reconcile these transactions using the Match Bank Data workflow and proceed with your normal matching process.

1. Access the **Match Bank Data** workflow using either of the options shown above.



2. Select an account from the **Account** drop-down menu.



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- Select the transactions you want to match.

DATE	TYPE	TRAN NO.	NAME	AMOUNT
4/30/2021	Credit			1.00
7/31/2021	Journal			1.00

- Click **Match**.

DATE	TYPE	TRAN NO.	NAME	AMOUNT
4/30/2021	Credit			1.00
7/31/2021	Journal			1.00

- If a transaction in the left column does not have a matching transaction in the right column, you can select the left column transaction, then choose **Add Journal Entry**, **Add Charge**, or **Add Deposit**.

DATE	TYPE	TRAN NO.	NAME	AMOUNT

- Add Journal Entry:



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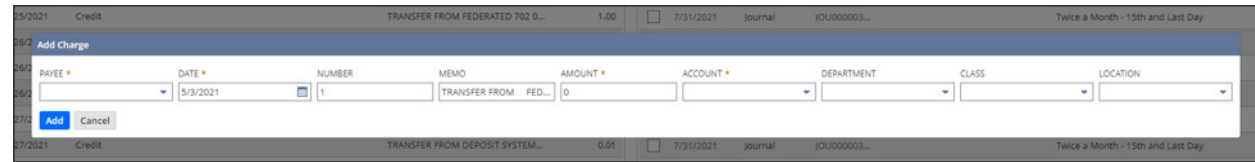
RECONCILIATION REPORTING

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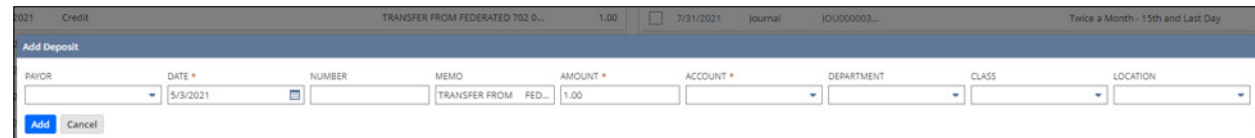
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7. Add Charge:



8. Add Deposit:



RECONCILIATION REPORTING

1. To view a reconciliation report, access the Pacific Western Bank menu and hover over **Reporting**.
2. Click **Detail**.



3. At the bottom of the screen, select the account for which you'd like a reconciliation report, and click **Refresh**.



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Activities Transactions Lists Reports Analytics Customization						
Reconciliation Detail - 1002 Savings View Summary						
ID	TRANSACTION TYPE	DATE	DOCUMENT NUMBER	NAME	MEMO	BALANCE
Reconciled						0.00
No Previous Reconciled Balance						0.00
Current Reconciled Balance						0.00
Reconcile Statement Balance - 12/16/2021						0.00
Difference						0.00
Unreconciled						
Uncleared						
Deposits and Other Credits						
	Journal	7/1/2010	1			325,000.00
	Transfer	4/6/2021	TR/00000011		Transf	1.00
Total - Deposits and Other Credits						325,001.00
Total - Uncleared						325,001.00
Total - Unreconciled						325,001.00
Total as of 12/16/2021						325,001.00

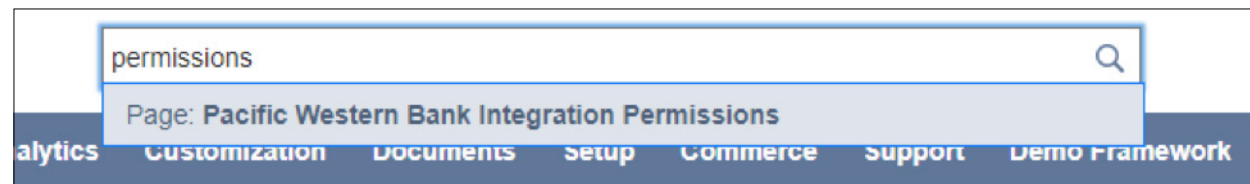
ACCOUNT	1002 Savings	STATEMENT DATE
Refresh		

ACCOUNT BALANCES

USER ENABLEMENT

Before accessing Account Balances, you must enable Account Balances permissions for each user you wish to allow access to the feature.

1. In the search bar, enter **permissions** and select **Page: Pacific Western Bank Integration Permissions..**



2. Click **Account Balances**.



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3. Select the Roles and/or the Employees you want to have access to Account Balances.
4. Click **Save**.

Internal Transfer Account Balances

☐ ALL ROLES

ROLES

- 01: Senior Executive
- 02: Engineering
- 03: Inside Sales
- 03: VP Sales
- 04: Purchasing

☐ ALL EMPLOYEES

EMPLOYEES

- New -
- Adrian Wollis
- Aiden Somerhalder
- Alex Hahn
- Andy Andrews

Save

ACCOUNT BALANCES

1. To access the Account Balances dashboard, access the Pacific Western Bank menu and hover over **Reporting**.
2. Click **Account Balances**.

SuiteSocial	Pacific Western Bank	SuiteApps	Support	Sales	Know
	Pacific Western Bank Overview				Viewing: Portlet date se
	Reconciliation >				
	Reporting >	Account Balances			
	Money Movement >	Reconciliation Report >			

3. Select or unselect accounts from the account listing to add or remove the accounts from the trend graph.

	Account Name	Previous Day Closing Balance	Available	Accessible	
<input type="checkbox"/>	0100004 Checking (testCotton)	\$35.00	\$31.00	\$31.00	...
<input checked="" type="checkbox"/>	6002805 Checking (testCotton2)	\$0.04	\$0.04	\$0.04	...
<input checked="" type="checkbox"/>	0012345 Checking (testCotton3)	\$0.00	\$4.00	\$349.43	...
<input checked="" type="checkbox"/>	400001 Checking 1313	\$0.00	\$0.00	\$349.43	...
<input checked="" type="checkbox"/>	400002 Checking 2367	\$0.00	\$0.00	\$349.43	...
<input type="checkbox"/>	500001 Internal Transfers CW 500001	\$0.00	\$0.00	\$0.00	...
<input type="checkbox"/>	600002 Internal Transfers CW 500002	\$30,211,852.33	\$30,211,852.33	\$30,211,852.33	...



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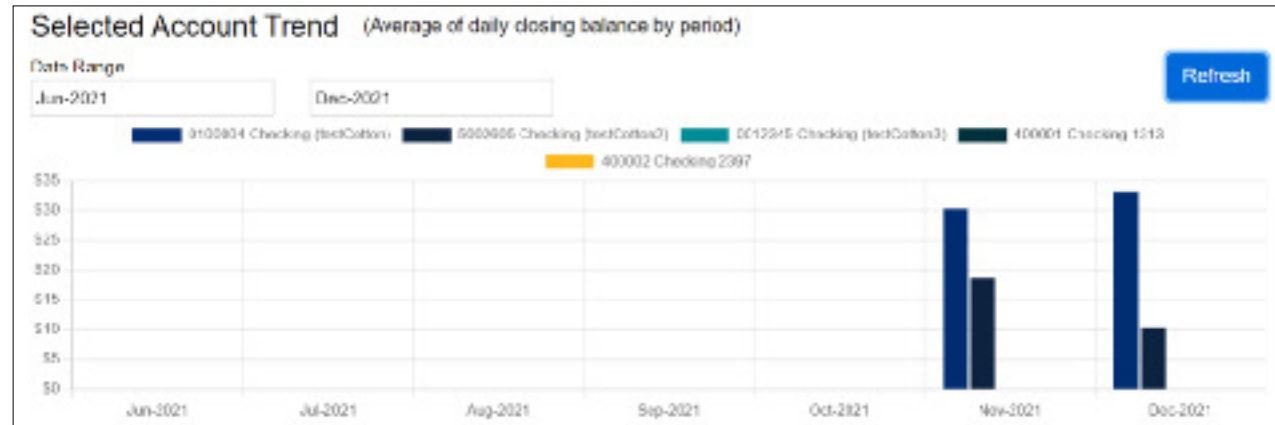
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TRANSFER

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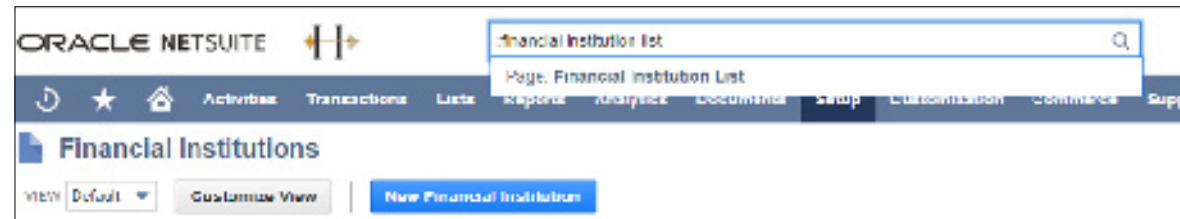
- Once you've made your selections, click **Refresh**.



INTERNAL TRANSFERS

USER ENABLEMENT

- In the search bar, enter **financial institution list** and select **Page: Financial Institution List**.



- From the list of users, select the user you want to enable for internal transfer by clicking **View**.

The screenshot shows the "Financial Institutions" list in NetSuite. The table has columns for Edit | View, Name &, Description, Created Date, Created By, and Format Profile. The "View" link in the first row is highlighted with a red box.

Edit View	Name &	Description	Created Date	Created By	Format Profile
Edit View	Bank Feeds	Bank feeds setup	1/8/2021	Sterling Rose	Connect to Accounts in C
Edit View	OK Test Bank Feed	US Bank Feed	1/12/2021	Derek King	
Edit View	NWtestfi		8/27/2020	Erick Galason	testCotton

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3. Click **Format Profile: Configuration**.

Financial Institution

Edit Back Actions

Primary Information

FINANCIAL INSTITUTION ☐ INACTIVE LAST MODIFIED DATE 02/7/2020

DESCRIPTION MODIFIED BY Erick Salsson

CREATED DATE 0/27/2020

CREATED BY Erick Salsson

Workflow Format Profile: Configuration System Notes

Active Workflows Workflow History

VIEW

Default

Customize View Refresh

INTERCOMP/COMP	INTERCOMP/COMP	INTERCOMP/COMP/COMP	INTERCOMP/COMP/COMP
No records to show.			

Edit Back Actions

4. Click **Edit**.

Workflow Format Profile: Configuration System Notes

Add

EDIT	NAME	PROFILE TYPE	DESCRIPTION	CONNECTIVITY METHOD
Edit	testCotton	Bank Reconciliation		PWB FI Connectivity

Edit Back Actions

5. Click **Account Linking** and review the available internal transfer accounts.
6. Click **Save**.

Workflow Connectivity Configuration Account Linking Link Type Mapping System Notes

NAME/ACCOUNT	CURRENCY	ACCOUNT TYPE	LINKING ACCOUNT
Pacific Western Bank			
CHECKING - 0024	USD	BANK	010004 Checking (testCotton)
CHECKING - 2845	USD	BANK	001235 Checking (testCotton2)
CHECKING - 2937	USD	BANK	002005 Checking (testCotton2)
WONDCYMARKET - 4861	USD	BANK	
WONDCYMARKET - 8832	USD	BANK	

Save Cancel Delete

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7. Enter **permissions** in the search bar and select **Page: Pacific Western Bank Integration Permissions**

NOTE: Permissions can be assigned by role or individual employee.

A screenshot of the Oracle NetSuite interface. At the top, the "ORACLE NETSUITE" logo is visible. To its right is a search bar containing the text "permission". Below the search bar, a dropdown menu is open, displaying "Page: Pacific Western Bank Integration Permissions". The main navigation bar below the search bar includes icons for a clock, star, and home, followed by menu items: "Activities", "Transactions", "Lists", "Reports", "Analytics", "Customization", "Documents", "Setup", and "Commerce".

8. Under **Internal Transfer**, select the **Role** or **Employee** for internal transfer rights.

A screenshot of the "Pacific Western Bank Integration Permissions" screen. At the top, the title "Pacific Western Bank Integration Permissions" is displayed, followed by a "Save" button. Below the title, there are two tabs: "Internal Transfer" (which is selected) and "Account Balances". Under the "Internal Transfer" tab, there are two sections: "ALL ROLES" and "ALL EMPLOYEES". The "ALL ROLES" section contains a list of roles: "01: Senior Executive", "02: Engineering", "03: Inside Sales", "03: VP Sales", and "04: Purchasing". The "ALL EMPLOYEES" section contains a list of employees: "- New -", "Adrian Wells", "Alex Hahn", "Bharadwaj Sanapala", and "Brandon Huff". A large double-headed arrow is positioned between the two lists.

9. Click **Account Balances**.
10. Select the **Role** or **Employee**.
11. Click **Save**.

A screenshot of the "Security Controls" screen. At the top, the title "Security Controls" is displayed, followed by a "Save" button. Below the title, there are three tabs: "Internal Transfer", "Account Balances" (which is selected), and "Vendor Payee Configuration". Under the "Account Balances" tab, there are two sections: "ALL ROLES" and "ALL EMPLOYEES". The "ALL ROLES" section contains a list of roles: "01: Senior Executive", "02: Engineering", "03: Inside Sales", "03: VP Sales", and "04: Purchasing". The "ALL EMPLOYEES" section contains a list of employees: "- New -", "Adrian Wells", "Aiden Somerhalder", "Alex Wolfe", and "Amy Nguyen". A "Save" button is located at the bottom left of the screen.

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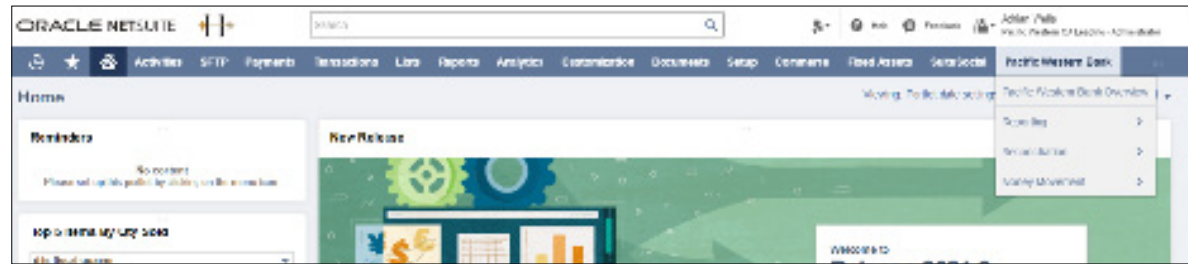
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TRANSFER

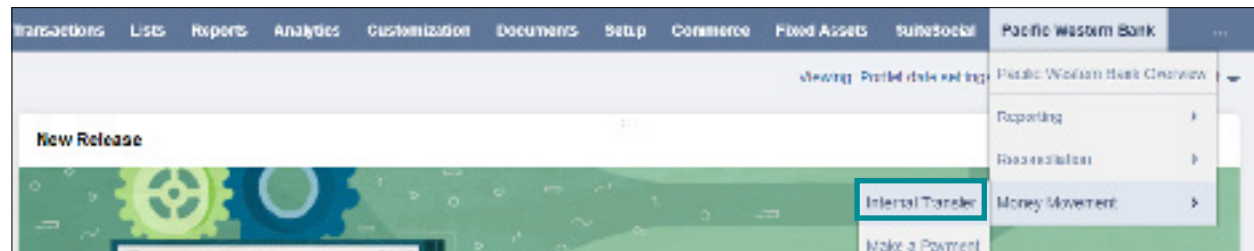
MAKE A PAYMENT
(INTEGRATED PAYABLES)

INITIATE & PROCESS INTERNAL TRANSFERS

1. Log in to NetSuite.
2. Hover over **Pacific Western Bank**.



3. In the drop-down menu, hover over **Money Movement** and click **Internal Transfer**.



4. In the **Schedule a Transfer** module, select the **From Account** drop-down menu. The drop-down menu will display all of the eligible accounts to transfer funds. Select an account from the drop-down menu from which to transfer funds

NOTE: You must select one of the accounts from the drop-down. Manual entries are not permitted.

A screenshot of the 'Schedule a Transfer' form in NetSuite. The form has tabs for 'Transfers', 'Scheduled Transfers', 'Complete Transfers', 'Cancelled Transfers', and 'Failed Transfers'. The 'Transfers' tab is selected. The form contains fields for 'From Account' and 'To Account', both with a 'select' dropdown menu. Below these fields are 'Accessible Account Balance' labels. The 'Transfer Details' section includes 'Amount', 'Description (optional)', 'How often do you want to send?' (with a 'Frequency' dropdown), and a 'Submit' button.

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The screenshot shows a dropdown menu titled 'From Account' with a search bar containing the text 'select'. Below the search bar, a list of accounts is displayed, including '005 065', '0000100004 065 : 0000100004 TEST PAYABLES', '1001 Checking', '0012345 Internal Transfer Test 1', '0101313 Internal Transfer Test 2', '5002387 Internal Transfer Test 3', '100004 Internal Transfers 0004', '100005 Internal Transfers 0005', '100006 Internal Transfers 0006', '100007 Internal Transfers 0007', '100008 Internal Transfers 0008', '100009 Internal Transfers 0009', '10000 Pacific Western', 'PacWestProdSuiteAppTest', 'PacWestProdSuiteAppTest', and 'PayTest Test Account'. The 'PayTest Test Account' is currently selected.

5. When an account is selected, the **Accessible Account Balance** is displayed. The **Accessible Account Balance** is the amount you can withdraw from this account without causing an overdraft. This balance may change throughout the day.

The screenshot shows the 'Schedule a Transfer' form. At the top, there are tabs for 'Transfers', 'Scheduled Transfers', 'Complete Transfers', 'Cancelled Transfers', and 'Failed Transfers'. The 'From Account' dropdown menu is set to '0012345 Internal Transfer Test 1'. Below this, the 'Accessible Account Balance' is displayed as '0000.00'. The 'Transfer Details' section includes a 'Amount' field, a 'How often do you want to send?' dropdown menu set to 'Frequency', and an 'Authorize' button at the bottom.

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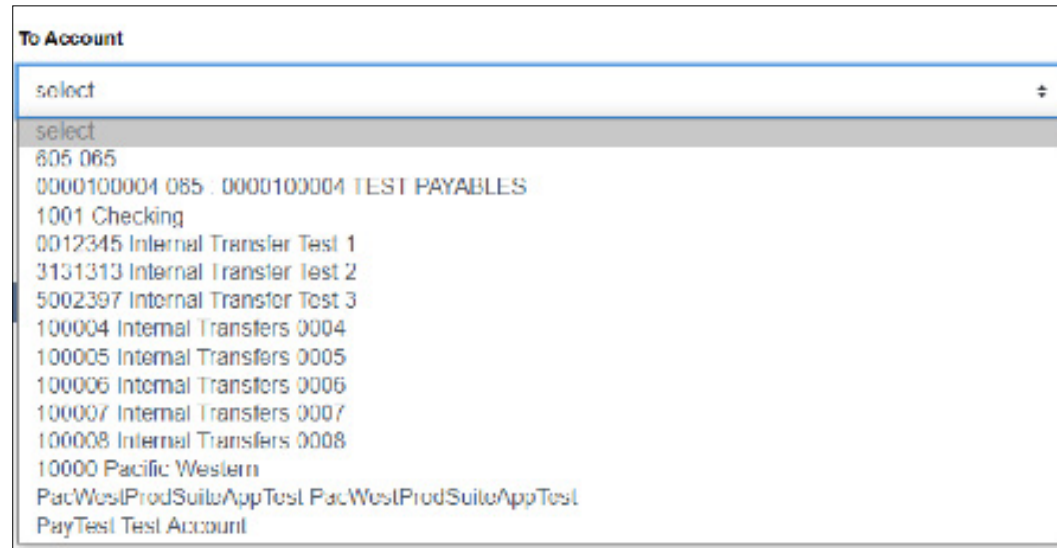
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- Next, select the **To Account** from the drop-down menu.



The screenshot shows a dropdown menu titled "To Account". The menu is open, displaying a list of accounts. The first option is "select". Below it, there is a list of accounts including "605 065", "0000100004 085 : 0000100004 TEST PAYABLES", "1001 Checking", "0012345 Internal Transfer Test 1", "3131313 Internal Transfer Test 2", "5002397 Internal Transfer Test 3", "100004 Internal Transfers 0004", "100005 Internal Transfers 0005", "100006 Internal Transfers 0006", "100007 Internal Transfers 0007", "100008 Internal Transfers 0008", "10000 Pacific Western", "PacWestProdSuite/AppTest PacWestProdSuite/AppTest", and "PayTest Test Account".

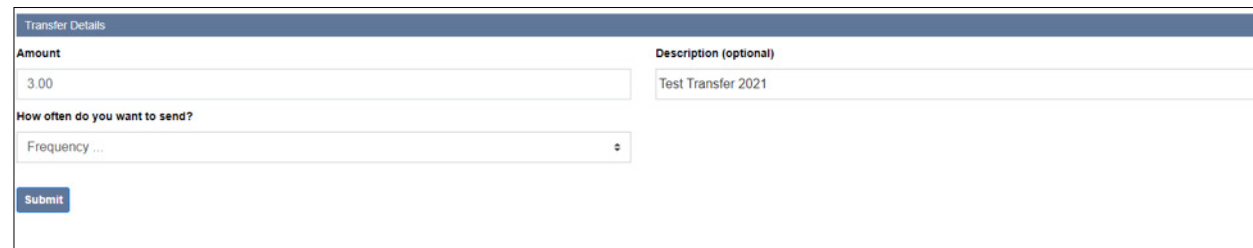
- Once you select the **To Account**, the **Accessible Account Balance** will display.

NOTE: Accessible Balance is the amount you can use to withdraw from the account without causing an overdraft. This balance may change throughout the day.



The screenshot shows a transfer form with two tabs: "Transfers" and "Scheduled Transfers". The "Transfers" tab is active. The form has two main sections: "From Account" and "To Account". The "From Account" section shows "0012345 Internal Transfer Test 1" with a balance of "3353.00". The "To Account" section shows "100004 Internal Transfers 0004" with an "Accessible Account Balance" of "342.95".

- Enter Transfer Details: **Amount** (whole dollars only), **Description** (optional) and **How often do you want to send?** (frequency).



The screenshot shows the "Transfer Details" form. It has three main sections: "Amount", "Description (optional)", and "How often do you want to send?". The "Amount" section has a text input field with "3.00". The "Description (optional)" section has a text input field with "Test Transfer 2021". The "How often do you want to send?" section has a dropdown menu with "Frequency ...". There is a "Submit" button at the bottom.

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9. Select the drop-down menu for frequency options. Select your frequency of transfer.

A screenshot of a web form for selecting transfer frequency. On the left, a dropdown menu is open, showing options: "One Time", "Weekly", "Every Other Week", "Twice A Month (15th and last day)", "Monthly", "Monthly (last day of the month)", "Every Three Months", "Every Three Months (last day of the month)", "Every Six Months", "Every Six Months (last day of the month)", and "Custom". Below the dropdown is a "Submit" button. On the right, there is a section for "Accessible Account Balance" showing "\$42.56" and a "Description (optional)" field with the text "Test Transfer 2021".

10. A calendar will appear – select the date of transfer.

A screenshot of a date selection interface. A calendar for "September 2021" is displayed, with the date "7" (September 7th) highlighted in blue. Below the calendar, the date "09/07/2021" is shown. A "Submit" button is at the bottom. A note at the bottom states: "* Payments requested on a holiday or weekend will not be effective until the next business day."

11. Select either **Cancel Transfer** OR **Retry until End of Day** in the **What to do if funds are insufficient?** field.

NOTE: If **Retry until End of Day** is selected, then funds are expected to be received the same day of the scheduled transfer, and the system will continue trying to process until funds are sufficient. If funds are not received by 5:00 p.m. PT, the transfer will fail.

12. Click **Submit**. The transaction may take a few moments to be accepted. Be sure only to click **Submit** once.

A screenshot of the "Transfer Details" form. It includes fields for "Amount" (set to ".100"), "How often do you want to send?" (set to "One Time"), and "Send on" (set to "09/07/2021"). The "Description (optional)" field contains "Test Transfer 2021". Under the heading "What to do if funds are insufficient?", there are two radio button options: "Cancel transfer" and "Retry until End of Day". The "Retry until End of Day" option is selected and highlighted with a red box. A "Submit" button is at the bottom left, also highlighted with a red box. A note at the bottom states: "* Payments requested on a holiday or weekend will not be effective until the next business day."

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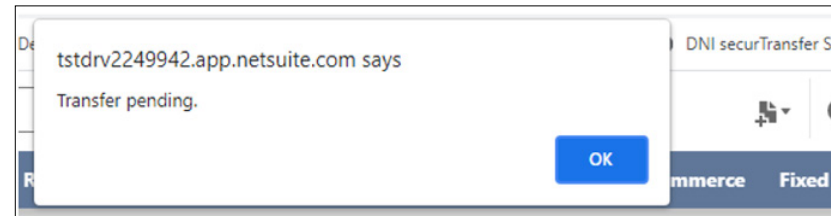
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- Click **OK** on the Transfer pending notification.



- Select the **Scheduled Transfer** tab to view your future-dated transfers.

Transfers	Scheduled Transfers	Complete Transfers	Canceled Transfers	Failed Transfers	
Dates and times are based on the local date and time settings of your NetSuite account. Payments scheduled on a holiday or weekend will not be effective until the next business day and are marked with a 📅 in the list.					
SEND ON	FROM	TO	AMOUNT	DESCRIPTION	FREQUENCY
8/7/2021	0012345 Internal Transfer Test 1	100004 Internal Transfers 0004	\$1.00	Test Transfer 2021	One Time
8/9/2021	0012345 Internal Transfer Test 2	0012345 Internal Transfers Test 1	\$1.00	Internal Test - 078121 - Removal of User	Weekly
9/1/2021	0012345 Internal Transfer Test 1	2121212 Internal Transfers Test 2	\$1.00	Monday - Last Day of Month	Monthly (last day of the month)
10/1/2021	0012345 Internal Transfer Test 1	2121212 Internal Transfers Test 2	\$1.00	Every Three Months	Every Three Months

- Select the **Complete Transfers** tab to verify your transfer has been successfully transmitted and processed.

Schedule a Transfer

TransfersScheduled TransfersComplete TransfersCanceled TransfersFailed Transfers

Dates and times are based on the local date and time settings of your NetSuite account.

DATE PROCESSING	PROCESS	FROM	TO	AMOUNT	DESCRIPTION	FREQUENCY	REFERENCE ID
9/1/2021 1:25 pm	ACU0001234	0012345 Internal Transfer Test 1	100004 Internal Transfers 0004	\$1.00	Test Transfer 2021	One Time	2501234
9/2/2021 1:22 pm	ACU0001235	100004 Internal Transfers 0004	100005 Internal Transfers 0005	\$1.00	Test Transfer	One Time	1451234
9/18/2021 8:32 am	ACU0001247	0012345 Internal Transfer Test 1	2121212 Internal Transfers Test 2	\$1.00	Twice a Month - 15th and Last Day	Twice a Month (15th and last day)	2221234

NOTE: If the transfer is unsuccessful, select the **Failed Transfers** tab to view all failed transfers. You will not receive a system-generated alert if the transfer has failed.

Transfers
Scheduled Transfers
Complete Transfers
Canceled Transfers
Failed Transfers

Dates and times are based on the local date and time settings of your NetSuite account.

SEND ON	PROCESS MESSAGE	FROM	TO	AMOUNT	DESCRIPTION	FREQUENCY	FAILED TRANSFER ID
10/1/2021	No response received.	0012345 Internal Transfer Test 1	2121212 Internal Transfer Test 2	\$1.00	Monthly Test	Monthly	
5/6/2021	Insufficient Funds	0012345 Internal Transfer Test 2	0012345 Internal Transfer Test 1	\$3.00	Internal Test - 070121 - Removal of User	Weekly	110015
7/25/2021	No response received.	1001 Checking	100004 Internal Transfers 0004	\$1.00	Test	One Time	
7/9/2021	No response received.	0012345 Internal Transfer Test 2	0012345 Internal Transfer Test 1	\$1.00	Test 4	One Time	
7/1/2021	Insufficient Funds	0012345 Internal Transfer Test 1	2121212 Internal Transfer Test 2	\$200.10		One Time	26675
6/24/2021	Insufficient Funds	0012345 Internal Transfer Test 1	2121212 Internal Transfer Test 2	\$200.10	test weekend	One Time	12075

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REPROCESSING A FAILED TRANSFER

Occasionally, a scheduled internal transfer will fail. You will not receive an alert when an internal transfer fails. You will only be able to see it in the **Failed Transfers** tab.

1. To reprocess a failed internal transfer, click the **Failed Transfer** tab and select the **reopen icon**.

Schedule an Internal Transfer Items

PACIFIC WESTERN BANK

Transfers: Scheduled Transfers (0) Completed Transfers (20) Ignored Transfers (1) **Failed Transfers (3)**

Dates and times are based on the local date and time settings of your NetSuite account.

SCHEDULE	FROM ACCOUNT	TO	AMOUNT	DESCRIPTION	SCHEDULE	STATUS	REASON	REOPEN
11/22/2021 10:50 am	Insufficient funds	0100004 Checking (San Gabriel)	400001 Checking 1213	\$30.00	20-Reprocess failed transfer	One Time	12/1/21	
11/22/2021 10:58 am	Insufficient funds	0100004 Checking (San Gabriel)	400001 Checking 1213	\$30.00	20-Reprocess failed transfer	One Time	12/1/21	

2. Update details of the transfer if needed and click **Submit**.

FROM ACCOUNT: 0100004 Checking (San Gabriel)
Balance as of 12/01/21 11:50:07 AM No negative balance available
Available Account Balance: \$30.00

TO ACCOUNT: 400001 Checking 1213
Balance as of 12/01/21 11:50:07 AM No negative balance available
Available Account Balance: \$30.00

Transfer Details

Amount: \$30.00

How often do you want to execute: One Time

Send On: 12/01/2021

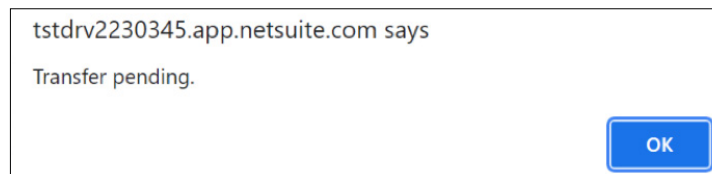
Description (optional): 20-Reprocess failed transfer

What to do if funds are insufficient?
☐ Cancel Transfer
☒ Retry until End of Day

* Funds received at a later date will be processed with the next run.

Submit Copy to create a new transfer series Cancel this transfer series

3. You will receive a pop-up menu confirming transfer is pending.



4. The transfer will now show under **Scheduled Transfers** if for a date in the future or under **Completed Transfers** if funds are available for that day.
5. You also have the option to cancel the transfer once you select the **reopen icon**.

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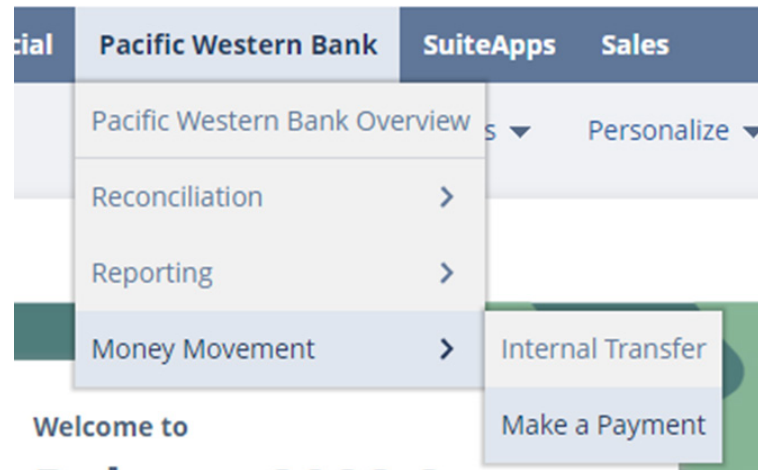
Add a Payment Type

MAKE A PAYMENT (INTEGRATED PAYABLES)

MAKE A PAYMENT

Follow the instructions below to make payments to vendors and suppliers using your preferred payment method.

1. To access Make a Payment, hover over Pacific Western Bank in your menu bar, then hover over **Money Movement**.
2. Click **Make a Payment**



3. Set the following parameters as needed to search for open bills: Start Due Date, End Due Date, Subsidiary, Vendor, A/P Account. Sample selections are below.

Open	Pending	Transmitted
Search Criteria		
Start Due Date		End Due Date
08/01/2022		09/20/2022
Subsidiary		
Honeycomb Holdings Inc. : Honeycomb Mfg.		
Vendor		A/P Account
-		2000 Accounts Payable

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- The app will run the search automatically. Any bills meeting the indicated criteria appear below.
- Check the box next to the bills you'd like to pay, then set the following fields accordingly: DISCOUNT, AMOUNT DUE, PAYMENT DATE, PAYMENT ACCOUNT, PAYMENT METHOD.
- OPTIONAL: To add a payment type, please follow the steps outlined in the [ADD A PAYMENT TYPE](#) section
- Double-check that all information is correct and click **Pay Selected**.

<input type="checkbox"/>	DUE DATE	VENDOR	BILL ID (TOTAL AMOUNT)	DISCOUNT	AMOUNT DUE	PAYMENT DATE	PAYMENT ACCOUNT	PAYMENT METHOD
<input checked="" type="checkbox"/>	8/12/2022	A100004	Invoice 1 (\$ 9.00)	0.00	9.00	09/20/2022	0012345 Checking (testCotton3)	ACH : ACH - ABC
<input checked="" type="checkbox"/>	8/15/2022	Green Lawn Test 2	110006 (\$ 46.71)	0.00	46.71	09/20/2022	0012345 Checking (testCotton3)	Domestic Wire : Domestic Wire - Domestic 2
<input checked="" type="checkbox"/>	9/16/2022	Green No Address	Ref Phone 150 (\$ 150.00)	0.00	150.00	09/20/2022	0012345 Checking (testCotton3)	ACH : ACH
<input checked="" type="checkbox"/>	9/19/2022	Green Inc. Canada	Ref test 330 (\$ 313.93)	0.00	313.93	09/20/2022	0012345 Checking (testCotton3)	Check : Check - Check

Pay Selected

- Click **OK**.

tstdrv2230345.app.netsuite.com says

Confirm you want to pay the following amounts:

0012345 Checking (testCotton3): \$519.64

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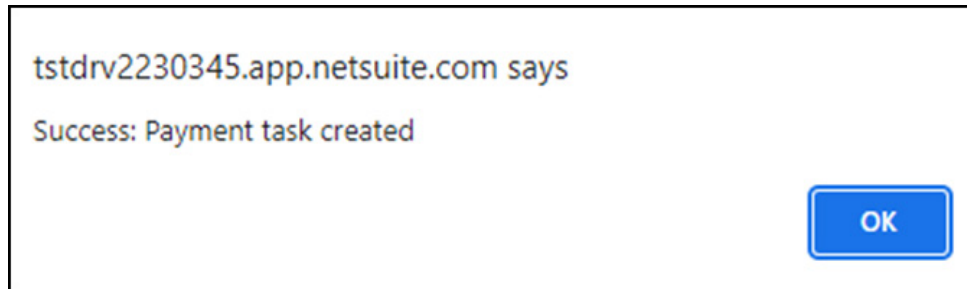
Make a Payment

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Add a Payment Type



9. Click **OK**.



Note: The information in your confirmation pop-ups will look different as it is based on the specific customer account.

APPROVE A PAYMENT

You'll need to log in to the PWB Integrated Payables module and follow the steps below to approve your payment.

1. Log in to PWB Integrated Payables
2. On the home page, scroll down to the Files On Hold section
3. Click the ID of the payment file to approve

Files On Hold view more						
ID	Date	Status	Application	Items	Total Amount	Filename
596583	09/20/2022	Awaiting Approval	Payables	39	\$565,192.50	Westdale%20Wireless%20AP%20CHK-ACH-WIRE-CARD%20(Check-to-ACH%20Conversion)17.txt
596526	09/14/2022	Awaiting Approval	Payables	16	\$474,719.30	Westdale%20Wireless%20AP%20CHK-ACH-WIRE-CARD%20(Check-to-ACH%20Conversion)17.txt
596462	09/06/2022	Awaiting Approval	Payables	2	\$430,000.00	Westdale%20Wireless%20AP%20CHK-ACH-WIRE-CARD%20(Check-to-ACH%20Conversion)17.txt
596448	09/06/2022	Awaiting Approval	Payables	49	\$600,768.55	Westdale%20Wireless%20AP%20CHK-ACH-WIRE-CARD%20(Check-to-ACH%20Conversion)17.txt
596375	08/24/2022	Awaiting Approval	Payables	2	\$430,000.00	Westdale%20Wireless%20AP%20CHK-ACH-WIRE-CARD%20(Check-to-ACH%20Conversion)17.txt
596373	08/24/2022	Awaiting Approval	Payables	37	\$560,106.35	Westdale%20Wireless%20AP%20CHK-ACH-WIRE-CARD%20(Check-to-ACH%20Conversion)17.txt
596369	08/24/2022	Awaiting Approval	Payables	49	\$600,768.55	Westdale%20Wireless%20AP%20CHK-ACH-WIRE-CARD%20(Check-to-ACH%20Conversion)17.txt
596357	08/22/2022	Awaiting Approval	Payables	2	\$430,000.00	Westdale%20Wireless%20AP%20CHK-ACH-WIRE-CARD%20(Check-to-ACH%20Conversion)17.txt

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4. Select the record(s) to approve

5. Click **Next**

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Payments Awaiting Approval

1. Select Records For Approval 2. Approve 3. Select Records for Processing 4. Confirm & Submit

File ID:

596442

Filename:

Westdale%20Wireless%20AP%20CHK-ACH-WIRE-CARD%20(Check-to-ACH%20Conversion)17.txt

Total Items:

49

Items Awaiting Approval:

49

Items Ready To Release:

0

Uploaded:

9/2/2022 2:24:06 PM

Uploaded By:

JasonMoss

	Payee Name	Vendor ID	Payment Number	Payment Date	Payment Amount	Payment Method	Pending Approval By	<input type="checkbox"/>
Detail	KENJ TRADING INC	IDJJY093	6001109142	5/19/2017	\$110,000.00	Wire	klamb_square1, jwhite_pacwest, nlopez, dking_pacwest, Nlopez_partner	<input type="checkbox"/>
Detail	GREAT WALL IMPORTS INC	IDBBW093	6001109143	5/19/2017	\$320,000.00	Wire	klamb_square1, jwhite_pacwest, nlopez, dking_pacwest, Nlopez_partner	<input type="checkbox"/>
Detail	UNION FINANCIAL	IDAYIHP2	2318039111	5/19/2017	\$5,350.00	ACH	awellis_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn	<input type="checkbox"/>
Detail	JAMES WALKER	IDA3JHP2	2318039112	5/19/2017	\$1,300.00	ACH	awellis_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn	<input type="checkbox"/>
Detail	ATZ COSMETICS	IDAPKHP2	2318039113	5/19/2017	\$2,500.00	ACH	awellis_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn	<input type="checkbox"/>
Detail	JACOB INDUSTRIAL SUPPLY	IDABLHP2	2318039114	5/19/2017	\$2,545.00	ACH	awellis_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn	<input type="checkbox"/>
Detail	EVERGREEN STORE	IDATLHP2	2318039115	5/19/2017	\$4,514.00	ACH	awellis_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn	<input type="checkbox"/>
Detail	BARTRAM AUTO GLASS WINDOWS	IDAGMHP2	2318039116	5/19/2017	\$2,210.00	ACH	awellis_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn	<input type="checkbox"/>
Detail	HIDDEN HILLS	IDAYMHP2	2318039117	5/19/2017	\$1,310.00	ACH	awellis_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn	<input type="checkbox"/>
Detail	SOUTHERN FEDERAL	IDAKNHP2	2318039118	5/19/2017	\$8,310.30	ACH	awellis_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn	<input type="checkbox"/>

Total: 49 Items, \$600,768.55

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6. Review the information and click **Approve**

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Payments Awaiting Approval

1. Select Records For Approval 2. **Approve** 3. Select Records for Processing 4. Confirm & Submit

File ID: 596442
Filename: Westdale%20Wireless%20AP%20CHK-ACH-WIRE-CARD%20(Check-to-ACH%20Conversion)17.txt
Total Items: 49
Items Awaiting Approval: 49
Items Ready To Release: 0
Uploaded: 9/2/2022 2:24:06 PM
Uploaded By: JasonMoss

	Payee Name	Vendor ID	Payment Number	Payment Date	Payment Amount	Payment Method	Pending Approval By
Detail	UNION FINANCIAL	IDAYIHP2	2318039111	5/19/2017	\$5,350.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
Detail	JAMES WALKER	IDA3JHP2	2318039112	5/19/2017	\$1,300.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
Detail	ATZ COSMETICS	IDAPKHP2	2318039113	5/19/2017	\$2,500.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
Detail	JACOB INDUSTRIAL SUPPLY	IDABLHP2	2318039114	5/19/2017	\$2,545.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
Detail	EVERGREEN STORE	IDATLHP2	2318039115	5/19/2017	\$4,514.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
Detail	BARTRAM AUTO GLASS WINDOWS	IDAGMHP2	2318039116	5/19/2017	\$2,210.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
Detail	HIDDEN HILLS	IDAYMHP2	2318039117	5/19/2017	\$1,310.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
Detail	SOUTHERN FEDERAL	IDAKNHP2	2318039118	5/19/2017	\$8,310.30	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
Detail	CALIFORNIA ARTS	IDA3NHP2	2318039119	5/19/2017	\$4,210.80	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
Detail	ATLAS AMUSEMENT GAMES AND RIDES	IDAQOHP2	2318039120	5/19/2017	\$4,211.80	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn

Total: 47 items, \$170,768.55

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Hold

Approve

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7. Select the records for processing and click **Next**

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Upload File

1. Select Records For Approval 2. Approve 3. Select Records for Processing 4. Confirm & Submit

By default, all of the items within this file are selected for submission. You may exclude individual items and place them on hold for future review and processing by unchecking the corresponding checkbox on the far right of the grid. Clicking the checkbox in the grid header will clear or set all check boxes for the entire file. Click Next to view a summary of your selection.

Payee Name	Payee Number	Payment Number	Payment Date	Payment Amount	Payment Method	<input checked="" type="checkbox"/>
UNION FINANCIAL	IDAYIHP2	2318039111	5/19/2017	\$5,350.00	ACH	<input checked="" type="checkbox"/>
JAMES WALKER	IDA3JHP2	2318039112	5/19/2017	\$1,300.00	ACH	<input checked="" type="checkbox"/>
ATZ COSMETICS	IDAPKHP2	2318039113	5/19/2017	\$2,500.00	ACH	<input checked="" type="checkbox"/>
JACOB INDUSTRIAL SUPPLY	IDABLHP2	2318039114	5/19/2017	\$2,545.00	ACH	<input checked="" type="checkbox"/>
EVERGREEN STORE	IDATLHP2	2318039115	5/19/2017	\$4,514.00	ACH	<input checked="" type="checkbox"/>
BARTRAM AUTO GLASS WINDOWS	IDAGMHP2	2318039116	5/19/2017	\$2,210.00	ACH	<input checked="" type="checkbox"/>
HIDDEN HILLS	IDAYMHP2	2318039117	5/19/2017	\$1,310.00	ACH	<input checked="" type="checkbox"/>
SOUTHERN FEDERAL	IDAKNHP2	2318039118	5/19/2017	\$8,310.30	ACH	<input checked="" type="checkbox"/>
CALIFORNIA ARTS	IDA3NHP2	2318039119	5/19/2017	\$4,210.80	ACH	<input checked="" type="checkbox"/>
ATLAS AMUSEMENT GAMES AND RIDES	IDAQOHP2	2318039120	5/19/2017	\$4,211.80	ACH	<input checked="" type="checkbox"/>

Total: 47 items, \$170,768.55

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8. Click **Submit**

The screenshot shows the Pacific Western Bank NetSuite interface. At the top is the bank's logo and name. Below it is a navigation bar with links: Home, Jobs, Reports, Administration, Vendors, and Logout. The main heading is "Upload File". To the right of the heading is a progress bar with four steps: 1. Select Records For Approval, 2. Approve, 3. Select Records for Processing, and 4. Confirm & Submit (which is currently selected). Below the progress bar is a text block stating: "The following is the summary information for the file that you are about to submit for processing. Click the Submit button to complete this process and create a job, or the Previous button to select payments that you would like to hold." Below this text are two tables. The first table is titled "Job Submission Information" and contains two rows: "Number of Items:" with a value of 47, and "Total Amount:" with a value of \$170,768.55. The second table is titled "Items Waiting Approval Information" and contains two rows: "Total Items Waiting Approval:" with a value of 2, and "Total Amount:" with a value of \$430,000.00. Below the tables are three buttons: "Previous", "Submit", and "Cancel". At the bottom of the screen is a footer bar containing copyright information, contact details, and links to the Privacy Policy and Terms of Use.

Job Submission Information	
Number of Items:	47
Total Amount:	\$170,768.55

Items Waiting Approval Information	
Total Items Waiting Approval:	2
Total Amount:	\$430,000.00

[Previous](#) [Submit](#) [Cancel](#)

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9. View your approval confirmation

The screenshot shows the Pacific Western Bank NetSuite interface. At the top is the bank's logo and name. Below it is a navigation bar with links: Home, Jobs, Reports, Administration, Vendors, and Logout. The main heading is "File Submission Complete". Below the heading is a text block stating: "File has been uploaded." and "47 items have been submitted as job [5042277](#)".

File has been uploaded.

47 items have been submitted as job [5042277](#)



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ADD A PAYMENT TYPE

Once you've set up your payment following steps 1-5 in the [MAKE A PAYMENT](#) section, follow the instructions to add a payment.

1. Click into the drop-down for PAYMENT METHOD. Click **Add New Payment Method**.
2. Indicate whether you want this to be your default payment method
3. Name your new payment method
4. Select your payment method

Save

▼

Cancel

ENTITY
Test-ANG3

☐ DEFAULT PAYMENT METHOD?

DISPLAY NAME *

Demo Payment Method

PAYMENT METHOD *

ACH

Check

Domestic Wire

USD International Wire

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5. Fill in the required information (denoted by *) for the method selected (Domestic Wire depicted below)

DISPLAY NAME *	<input type="text" value="Demo Payment Method"/>
PAYMENT METHOD *	<input type="text" value="Domestic Wire"/>
RECIPIENT ABA/ROUTING NUMBER *	<input type="text"/>
RECIPIENT BANK NAME *	<input type="text"/>
RECIPIENT ACCOUNT NUMBER *	<input type="text"/>
RECIPIENT NAME	<input type="text" value="Test-ANG3"/>
RECIPIENT STREET ADDRESS *	<input type="text"/>
RECIPIENT BUILDING/SUITE	<input type="text"/>
RECIPIENT CITY *	<input type="text"/>
RECIPIENT STATE *	<input type="text"/>
RECIPIENT ZIP *	<input type="text"/>
ADDITIONAL INFORMATION (UP TO 140 CHARACTERS)	<input type="text"/>

6. Click **SAVE**
7. Your most recently added payment method now appears in the PAYMENT METHOD field