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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](mailto: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**.

The screenshot shows the 'Company Information' form in NetSuite. The form is divided into two columns. The left column contains fields for 'COMPANY NAME', 'LEGAL NAME', 'COMPANY LEGAL FORMS', 'COMPANY LEGAL TYPES', 'DISPLAY LOGO INTERNALLY', 'WEB SITE', 'COUNTRY/STATE/PROVINCE', 'COUNTRY', 'RETURN EMAIL ADDRESS', 'FAX', and 'CURRENCY'. The right column contains fields for 'EMPLOYER IDENTIFICATION NUMBER (EIN)', 'CON OR TIN (SOCIAL SECURITY NUMBER, TAX ID NUMBER)', 'AGE', 'UPS 3RD PARTY BILLING ACCOUNT NUMBER', 'FFPX 3RD PARTY BILLING ACCOUNT NUMBER', '3RD PARTY BILLING ZIP', '3RD PARTY BILLING COUNTRY', 'PURCHASE ACCOUNT NOT ALLOWED FOR PERMANENT CREDIT ACCOUNTS', 'FIRST FISCAL MONTH', 'TIME ZONE', and 'ACCOUNT ID'. The 'ACCOUNT ID' field is highlighted with a red box containing the number '4'.

## 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.

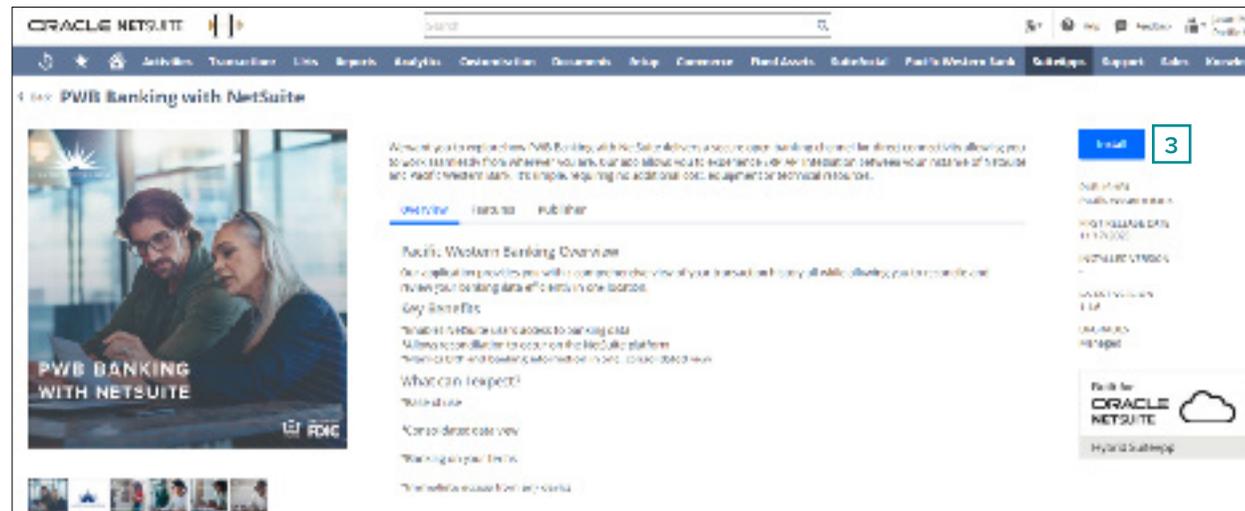
1. Click **SuiteApps** in the menu bar to visit the SuiteApp Marketplace.

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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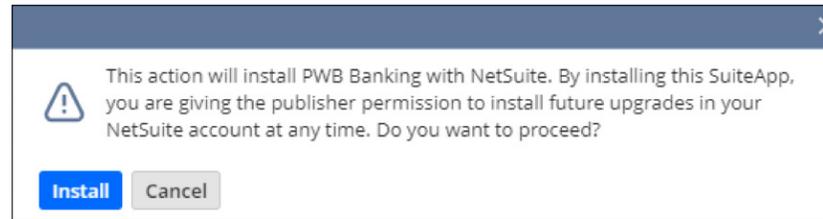
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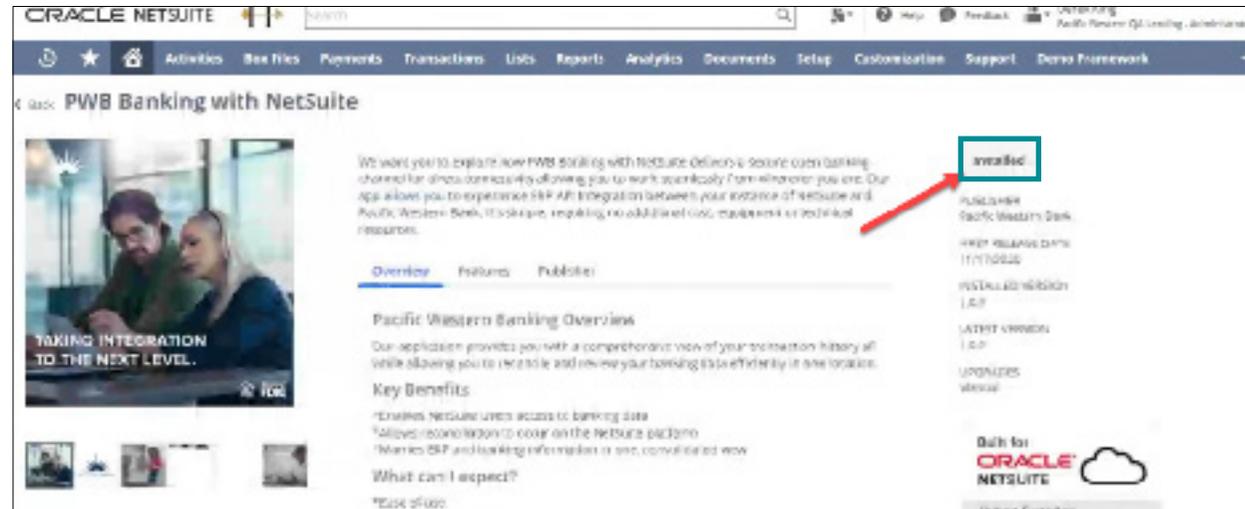
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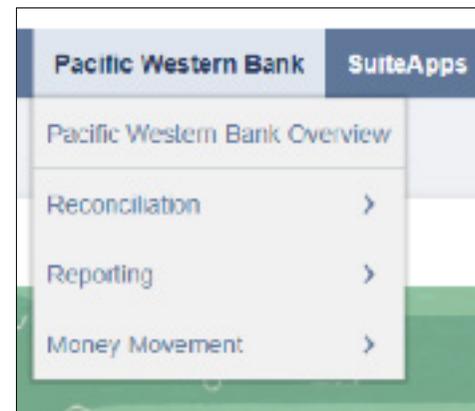
4. Click **Install** again to confirm that you want to proceed.



5. Confirm that the app has been installed.



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



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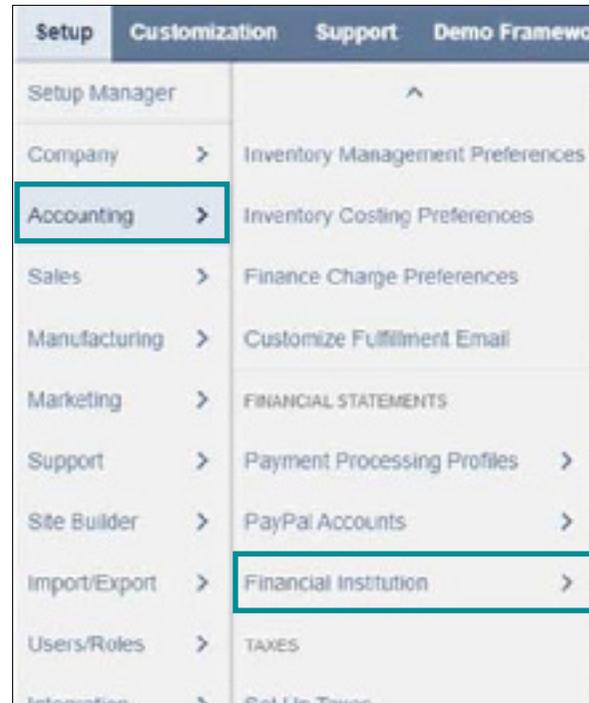
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## AUTHORIZE & MAP YOUR BANK ACCOUNTS

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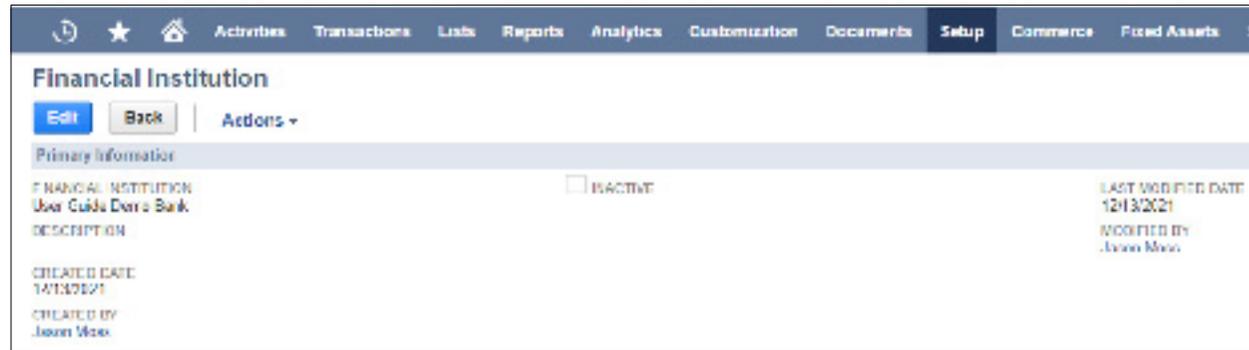
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- To add a format profile for this financial institution, choose it from your list. If you've recently created following the steps above, it will appear here.



The screenshot shows the 'Financial Institution' list in NetSuite. The top navigation bar includes 'Activities', 'Transactions', 'Lists', 'Reports', 'Analytics', 'Customization', 'Documents', 'Setup', 'Commerce', and 'Fixed Assets'. The 'Setup' menu is open, showing 'Financial Institution' with 'Edit', 'Back', and 'Actions' buttons. Below the title bar, there is a 'Primary Information' section with a table of financial institutions. The first entry is 'User Guide Demo Bank' with a description, an 'INACTIVE' checkbox, and fields for 'LAST MODIFIED DATE' (12/13/2021) and 'MODIFIED BY' (User Menu). Other fields include 'CREATED DATE' (12/13/2021) and 'CREATED BY' (User Menu).

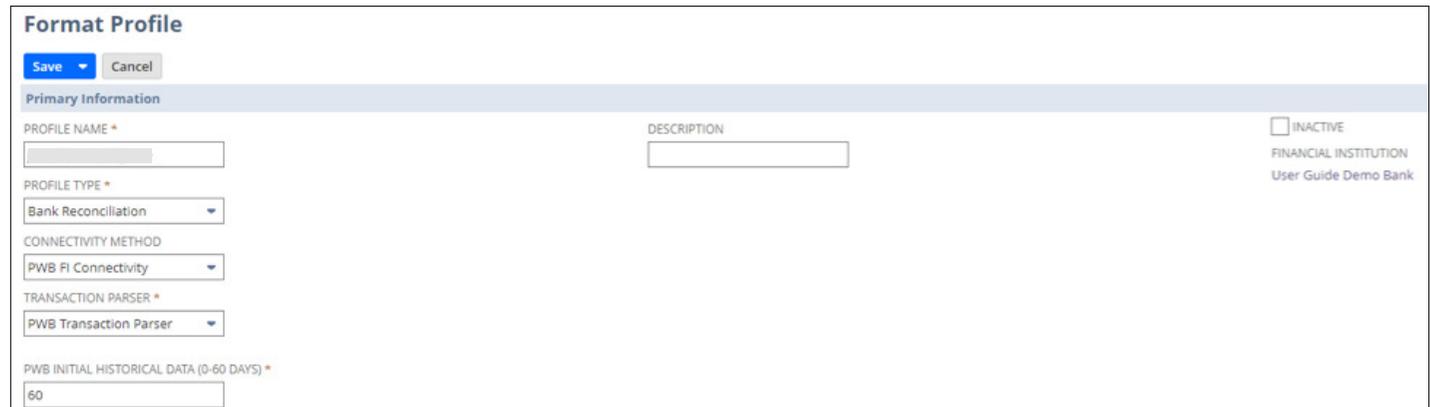
- In the sub-menu, click **Format Profile** and then click **Add**.



The screenshot shows a sub-menu with four items: 'Workflow', 'Format Profile: Configuration', 'System Notes', and 'Box Files'. The 'Format Profile: Configuration' item is highlighted with a red box. Below the 'Format Profile: Configuration' item, there is a blue 'Add' button.

- 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.



The screenshot shows the 'Format Profile' form in NetSuite. The top navigation bar includes 'Save' and 'Cancel' buttons. Below the title bar, there is a 'Primary Information' section with a table of profiles. The first entry is 'User Guide Demo Bank' with a description, an 'INACTIVE' checkbox, and fields for 'PROFILE NAME', 'PROFILE TYPE', 'CONNECTIVITY METHOD', 'TRANSACTION PARSER', and 'PWB INITIAL HISTORICAL DATA (0-60 DAYS)'. The 'PROFILE TYPE' is set to 'Bank Reconciliation', 'CONNECTIVITY METHOD' is 'PWB FI Connectivity', 'TRANSACTION PARSER' is 'PWB Transaction Parser', and 'PWB INITIAL HISTORICAL DATA (0-60 DAYS)' is '60'.

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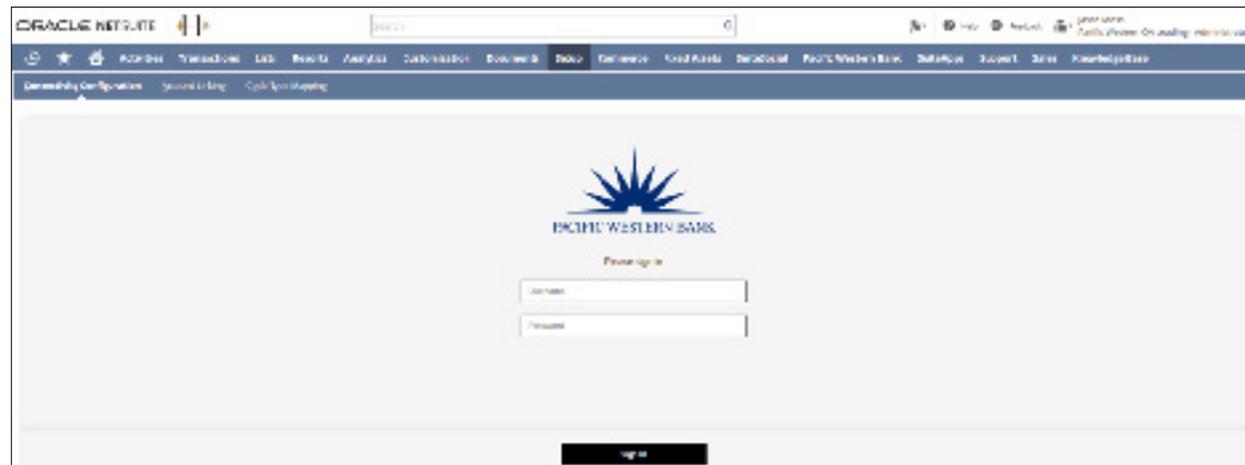
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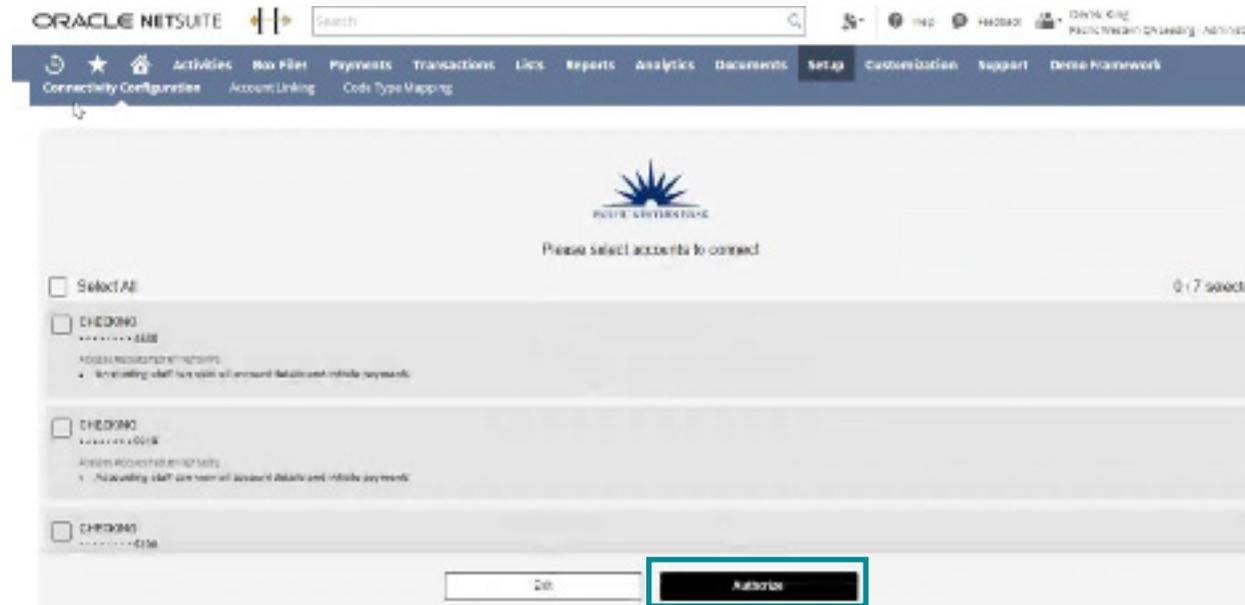
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8. Enter your username and password — this is the username and password you received from your PWB relationship, not your NetSuite username and password.



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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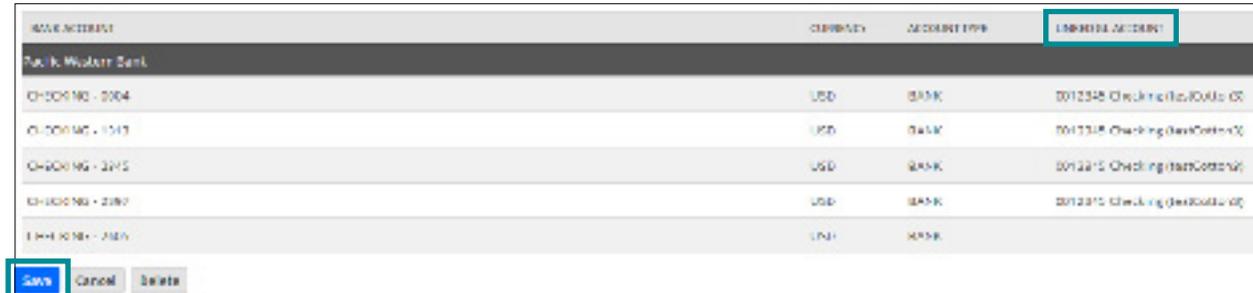
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## MAP BANK ACCOUNT TO NETSUITE ACCOUNTS

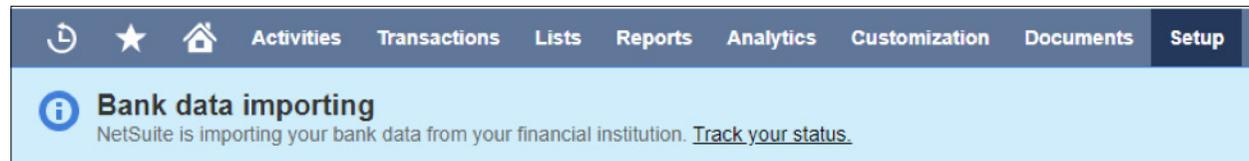
After the accounts are authorized, map your bank accounts to your NetSuite account to import bank data, which can then be used for reconciliation.

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**.



NAME ACCOUNT	CURRENCY	ACCOUNT TYPE	LINKED GL ACCOUNT
Pacific Western Bank			
CH-BOOKING - 2004	USD	BANK	0012345 Checking (us000400)
CH-BOOKING - 1517	USD	BANK	0012345 Checking (us001517)
CH-BOOKING - 2015	USD	BANK	0012345 Checking (us002015)
CH-BOOKING - 2002	USD	BANK	0012345 Checking (us002002)
CH-BOOKING - 1518	USD	BANK	

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.



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



IMPORT STATUS	IMPORTABLE	FROM ACCOUNT	IMPORT FILE	UNRECONCILED	IMPORT DATE
Completed	PACWESTER BANK	00123456789	00123456789	1/20/2020 12:11 PM	SYSTEM

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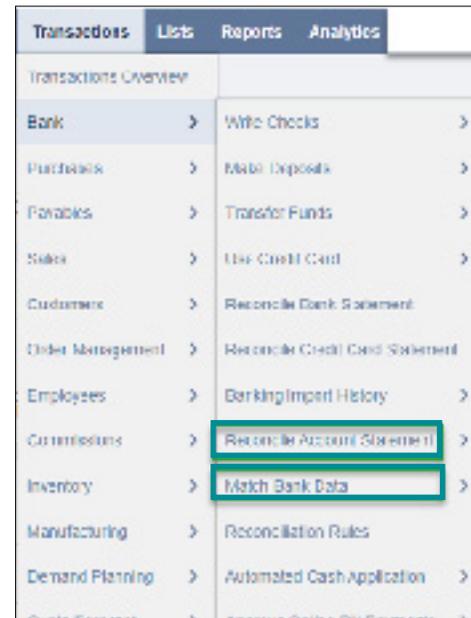
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## RECONCILIATION OF ACCOUNTS

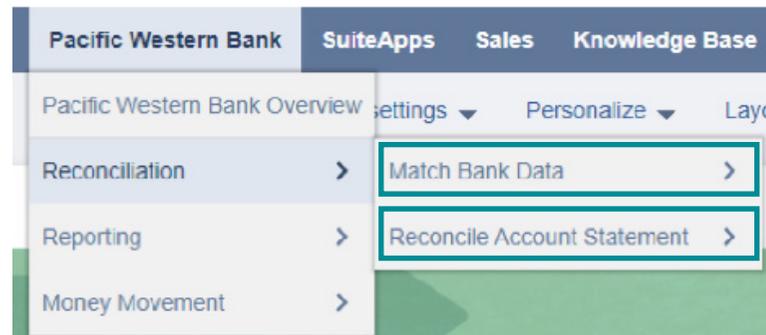
### ACCESSING ACCOUNT RECONCILIATION

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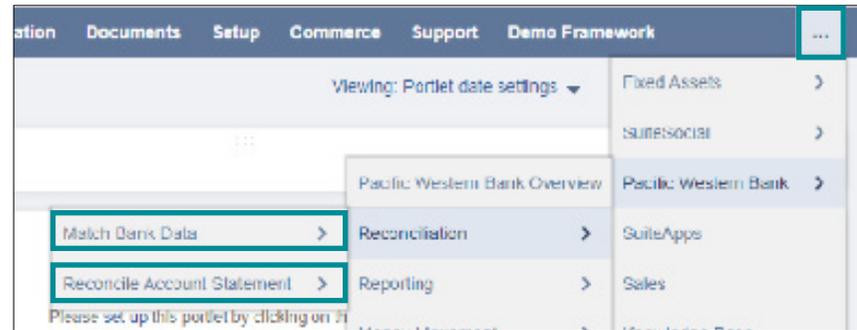
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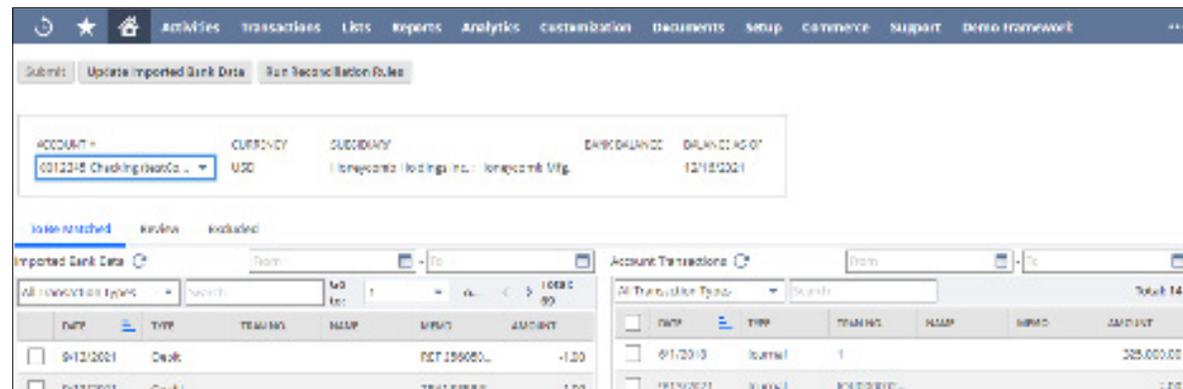
3. You may need to click the ellipsis (...) in the menu bar to access the Pacific Western Bank menu.



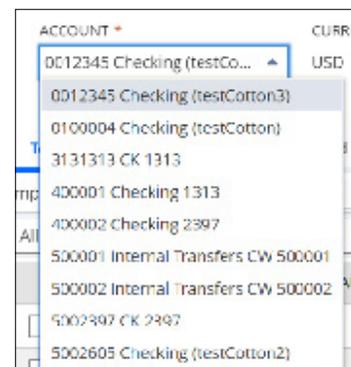
## MATCHING BANK DATA

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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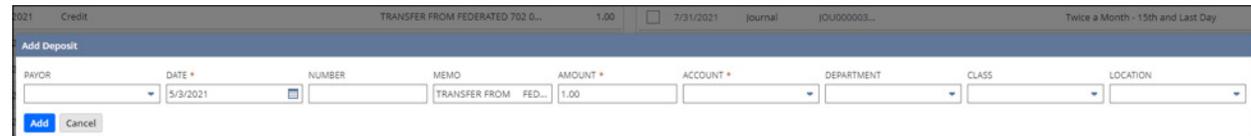
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## 7. Add Charge:

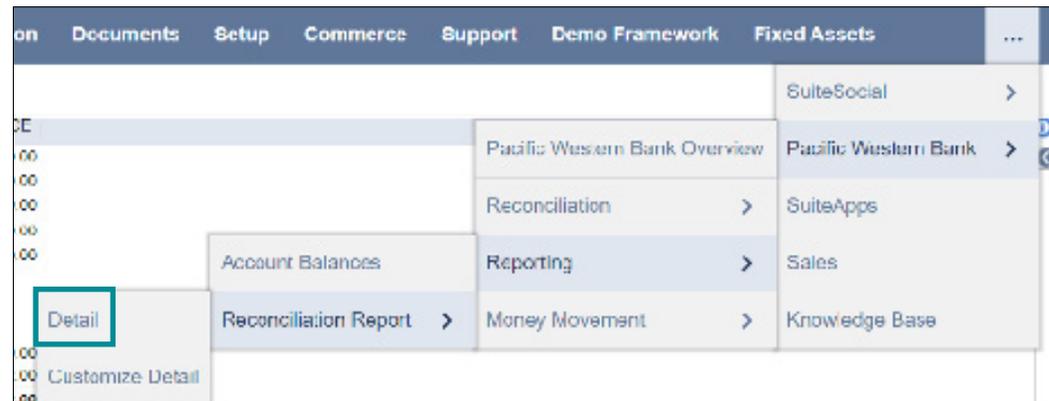


## 8. Add Deposit:



## 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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The screenshot shows the 'Reconciliation Detail - 1002 Savings' page in NetSuite. The page has a navigation bar with icons for Home, Activities, Transactions, Lists, Reports, Analytics, and Customization. Below the navigation bar, there is a title 'Reconciliation Detail - 1002 Savings' and a link to 'View Summary'. The main content is a table with columns: ID, TRANSACTION TYPE, DATE, DOCUMENT NUMBER, NAME, MEMO, and BALANCE. The table shows a summary of reconciled and unreconciled items. The reconciled section shows a balance of 0.00. The unreconciled section shows a total of 325,001.00 as of 12/18/2021.

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 - 12/18/2021						0.00
Difference						0.00
Unreconciled						
Uncleared						
Deposits and Other Credits						
	Journal	7/1/2010	1			325,000.00
	Transfer	4/8/2021	TR/300000011		Teel	1.00
Total - Deposits and Other Credits						325,001.00
Total - Uncleared						325,001.00
Total - Unreconciled						325,001.00
Total as of 12/18/2021						325,001.00

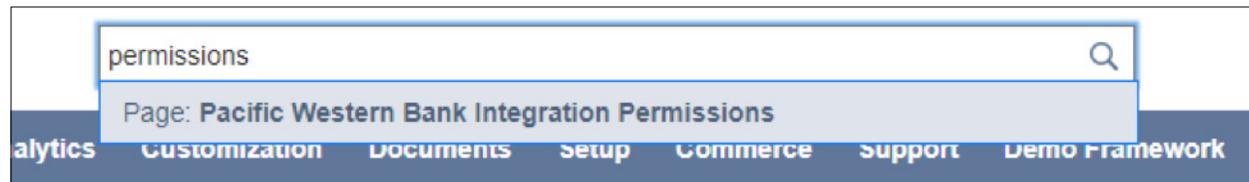
The screenshot shows a form with two dropdown menus. The first dropdown is labeled 'ACCOUNT' and has '1002 Savings' selected. The second dropdown is labeled 'STATEMENT DATE'. Below the dropdowns is a blue 'Refresh' button.

## 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

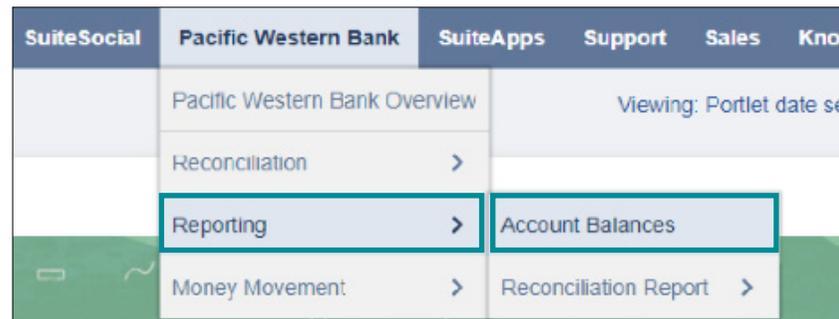
EMPLOYEES

- New -
- Adrian Wolfe
- 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**.



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

<input type="checkbox"/>	Account Name	Previous Day Closing Balance	Available	Accessible	
<input checked="" type="checkbox"/>	010004 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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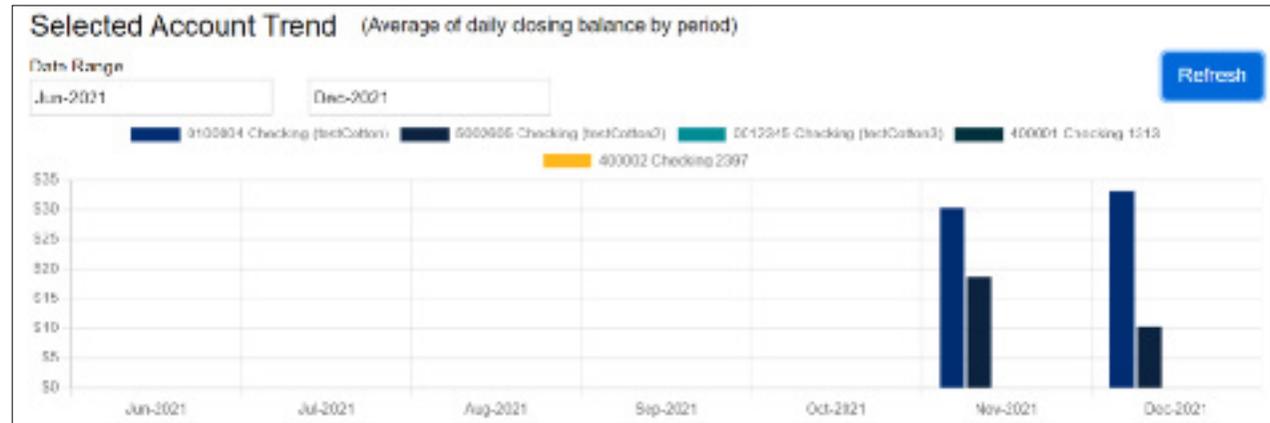
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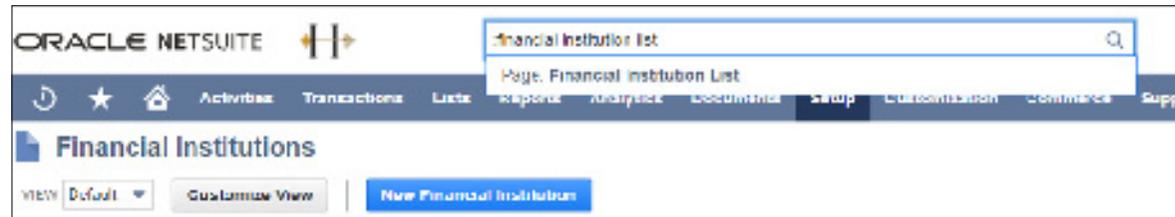
- Once you've made your selections, click **Refresh**.



## 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**.

**Financial Institutions**

VIEW Default Customize View New Financial Institution

FILTERS

SHOW INACTIVES

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	DK Test Bank Feed	US Bank Feed	1/12/2021	Derek King	
Edit   View	NWtestff		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 02/17/2020

DESCRIPTION MODIFIED BY Erick Salsson

CREATED DATE 02/27/2020

CREATED BY Erick Salsson

Workflow Format Profile: Configuration System Notes

Active Workflows Workflow History

VIEW

Default

Customize View Refresh

INTERCOMPANY CREDITORS' REGISTER INTERCOMPANY DEBITORS' REGISTER INTERCOMPANY CREDITORS' REGISTER

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 Code Type Mapping System Notes

NAME/ACCOUNT	CURRENCY	ACCOUNT TYPE	INTERNAL ACCOUNT
Pacific Western Bank			
CHECKING - 0024	USD	BANK	010004-Checking(testCotton)
CHECKING - 2845	USD	BANK	010285-Checking(testCotton)
CHECKING - 2921	USD	BANK	300285-Checking(testCotton)
MONOCYMARKET - 4861	USD	BANK	
MONOCYMARKET - 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.



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



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



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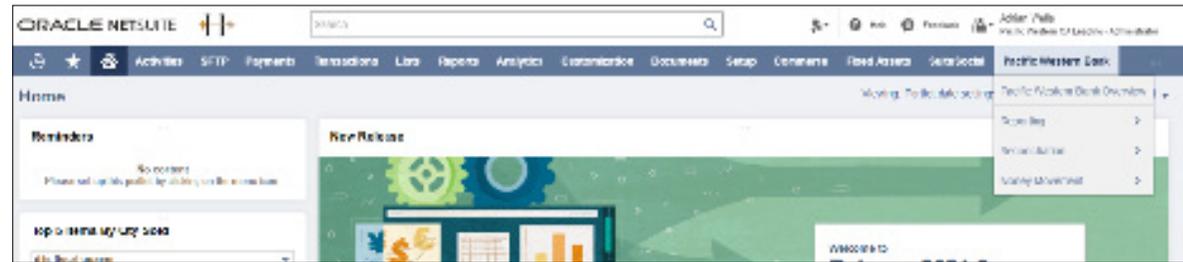
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TRANSFER

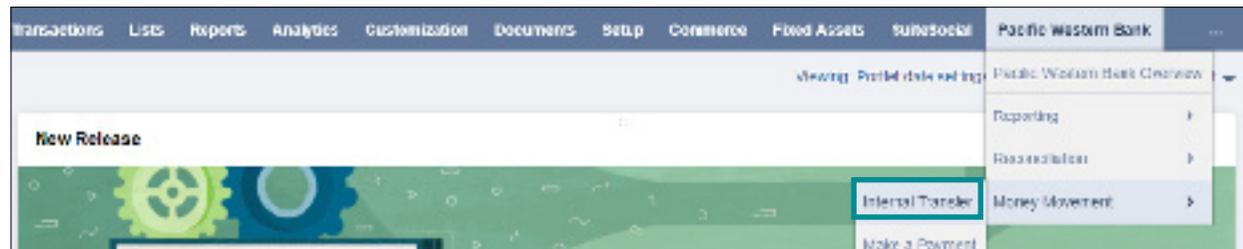
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## INITIATE & PROCESS INTERNAL TRANSFERS

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 a header with 'Transfers', 'Scheduled Transfers', 'Complete Transfers', 'Cancelled Transfers', and 'Failed Transfers'. Below the header, there are two dropdown menus for 'From Account' and 'To Account', both with 'select' in the dropdown. Below these are fields for 'Accessible Account Balance'. 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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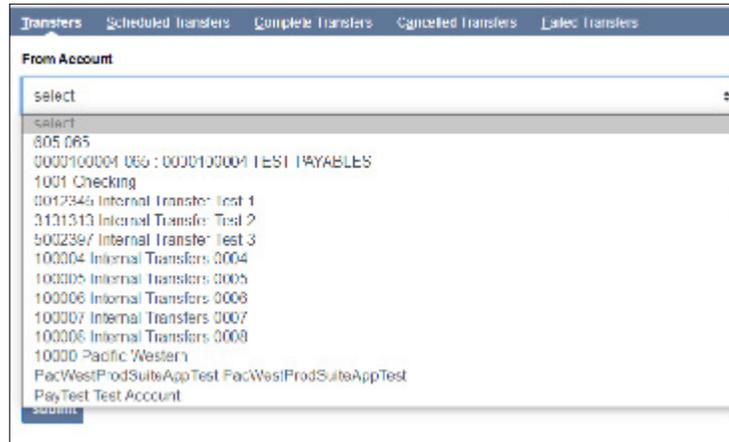
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Transfers Scheduled Transfers Complete Transfers Canceled Transfers Lated Transfers

From Account

select

select

005 065

00010004 066 : 00010004 TEST PAYABLES

1001 Checking

0012345 Internal Transfer Test 1

0101310 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

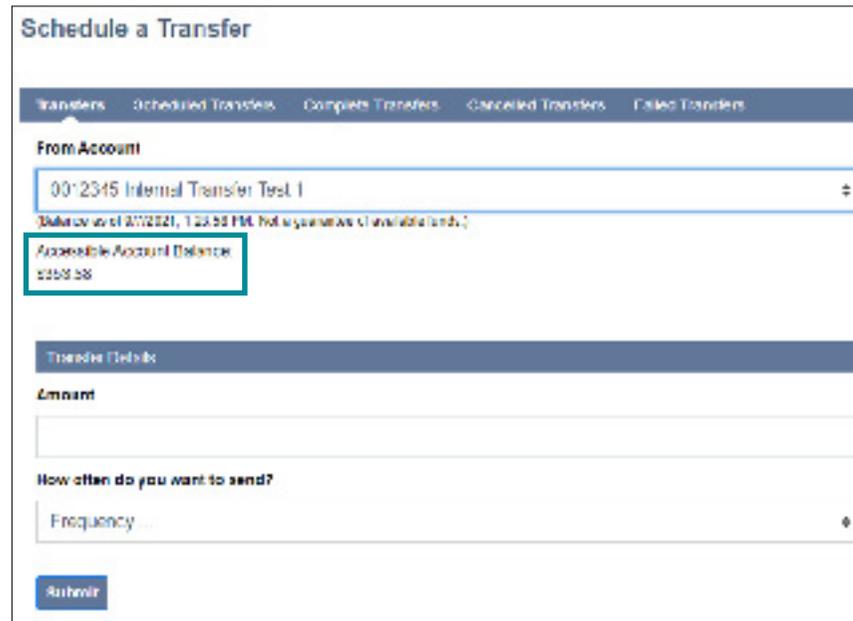
10000 Pacific Western

PacWestProdSuiteAppTest FacWestProdSuiteAppTest

PayTest Test Account

submit

- 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.



Schedule a Transfer

Transfers Scheduled Transfers Complete Transfers Canceled Transfers Lated Transfers

From Account

0012345 Internal Transfer Test 1

Balance as of 2/22/21, 1:22:58 PM. Not a guarantee of available funds.

Accessible Account Balance

0000.58

Transfer Details

Amount

How often do you want to send?

Frequency

Submit

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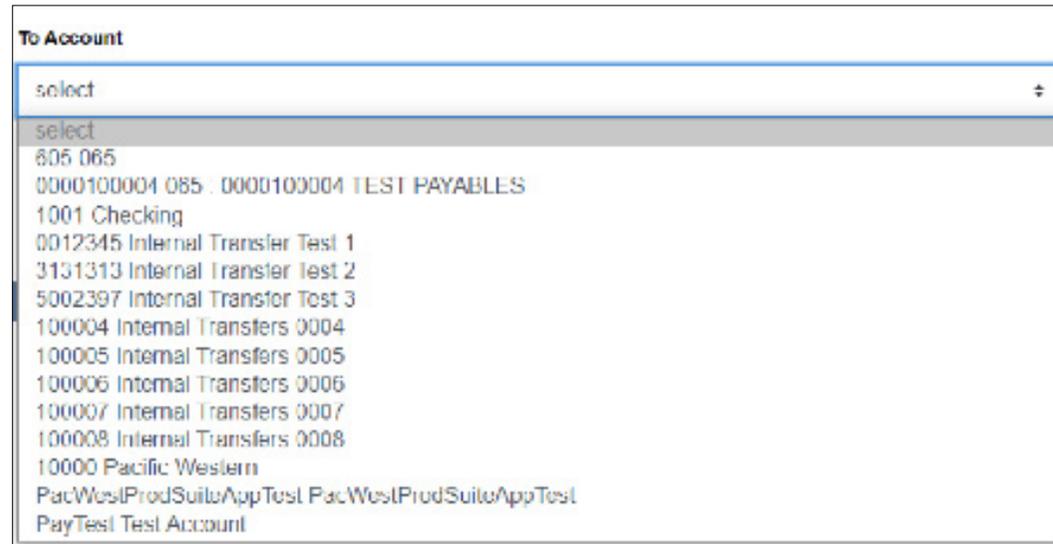
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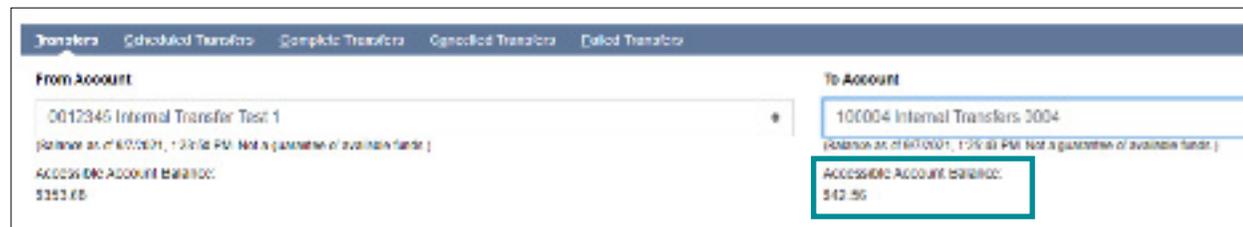
6. Next, select the **To Account** from the drop-down menu.



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 "805 065", "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".

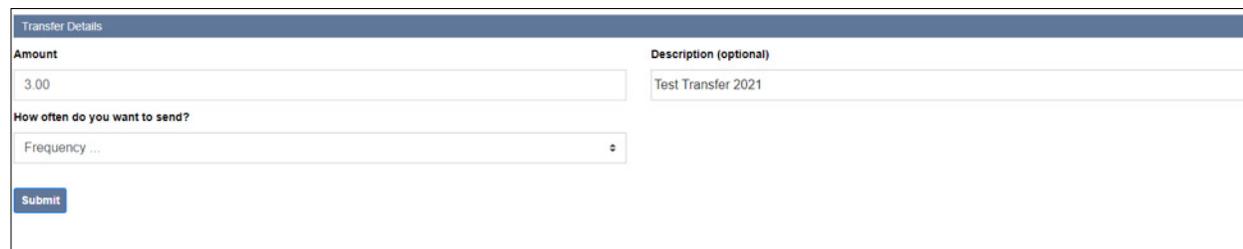
7. Once you select the **To Account**, the **Accessible Account Balance** will display.

**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 main sections: "From Account" and "To Account". The "From Account" field is set to "0012345 Internal Transfer Test 1" and shows a balance of "3353.68". The "To Account" field is set to "100004 Internal Transfers 0004" and shows an "Accessible Account Balance" of "342.96". The "Accessible Account Balance" is highlighted with a red box.

8. 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 input fields: "Amount" (set to "3.00"), "Description (optional)" (set to "Test Transfer 2021"), and "How often do you want to send?" (set to "Frequency ..."). There is a "Submit" button at the bottom.

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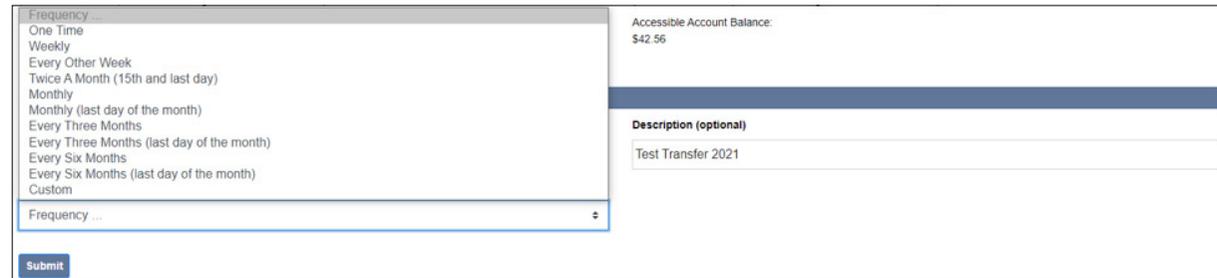
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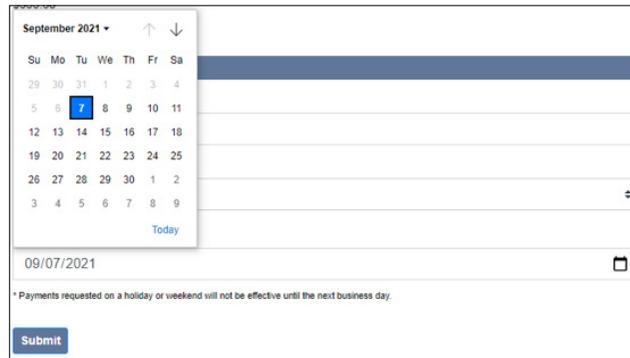
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9. Select the drop-down menu for frequency options. Select your frequency of transfer.



The screenshot shows a web form for creating a transfer. On the left, a dropdown menu for 'Frequency' is open, listing 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. The 'Frequency' label is visible below the dropdown. To the right, the 'Accessible Account Balance' is \$42.56. Below that is a 'Description (optional)' field containing 'Test Transfer 2021'. A 'Submit' button is at the bottom left.

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



The screenshot shows a calendar for September 2021. The date 09/07/2021 is selected and highlighted in blue. Below the calendar, the date '09/07/2021' is displayed. A note states: '\* Payments requested on a holiday or weekend will not be effective until the next business day.' A 'Submit' button is at the bottom left.

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.



The screenshot shows the 'Transfer Details' form. The 'Amount' field contains '1.00'. The 'How often do you want to send?' dropdown is set to 'One Time'. The 'What to do if funds are insufficient?' field has two radio buttons: 'Cancel transfer' and 'Retry until End of Day', with the latter selected. The 'Submit' button at the bottom left is highlighted with a red box.

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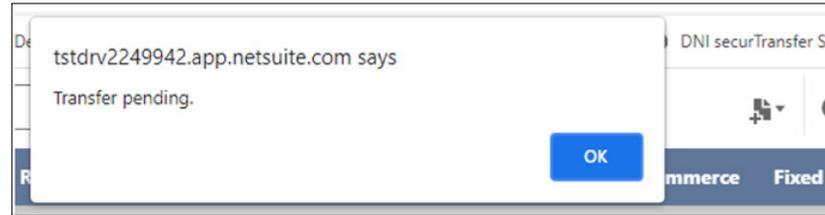
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- Click **OK** on the Transfer pending notification.



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

Transfer	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	10004 Internal Transfers 001	\$1.00	Test Transfer 2021	One Time
8/9/2021	3131213 Internal Transfer Test 2	0012345 Internal Transfer Test 1	\$1.00	Internal Test - 078121 - Removal of User	Weekly
8/10/2021	0012345 Internal Transfer Test 1	2121213 Internal Transfers 1002	\$1.00	Monthly - Last Day of Month	Monthly (last day of the month)
7/31/2021	0012345 Internal Transfer Test 1	3131213 Internal Transfer 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.

Transfer	Scheduled Transfers	Complete Transfers	Canceled Transfers	Failed Transfers		
Dates and times are based on the local date and time settings of your NetSuite account.						
DATE/TIME OF SEND	FROM	TO	AMOUNT	DESCRIPTION	FREQUENCY	DIFFERENCE
8/7/2021 1:25 pm	ACU0001234 0012345 Internal Transfer Test 1	10004 Internal Transfers 001	\$1.00	Test Transfer 2021	One Time	2501234
8/9/2021 1:22 pm	ACU0001234 10004 Internal Transfers 001	10004 Internal Transfers 001	\$1.00	Test Transfer	One Time	1451234
8/10/2021 8:33 am	ACU0001234 0012345 Internal Transfer Test 1	3131213 Internal Transfer 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.

Transfer	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	FROM/REASON	FROM	TO	AMOUNT	DESCRIPTION	FREQUENCY	FAILED TRANSFER D.A.
1/1/2021	No response received.	0012345 Internal Transfer Test 1	3131213 Internal Transfer Test 2	\$1.00	Monthly Test	Monthly	
5/6/2021	Insufficient funds	3131213 Internal Transfer Test 2	0012345 Internal Transfer Test 1	\$3.00	Internal Test - 070121 - Removal of User	Weekly	1/1975
7/25/2021	No response received.	1001 Checking	10004 Internal Transfers 001	\$1.00	Test	One Time	
7/9/2021	No response received.	3131213 Internal Transfer Test 2	0012345 Internal Transfer Test 1	\$1.00	Test 4	One Time	
7/15/2021	Insufficient funds	0012345 Internal Transfer Test 1	3131213 Internal Transfer Test 2	\$500.00		One Time	28475
6/24/2021	Insufficient funds	0012345 Internal Transfer Test 1	3131213 Internal Transfer Test 2	\$500.00	test override	One Time	10075



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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 More

PACIFIC WESTERN BANK

Transfer: Scheduled Transfers (0) Completed Transfers (90) Ignored Transfers (1) **Failed Transfers (3)**

Dates and times are based on the local date and time settings of your machine's account.

DATE-TIME	FROM ACCOUNT	TO ACCOUNT	AMOUNT	REASON	REASON-TEXT	REASON-DATE	REASON-TIME	REASON-STATUS	REOPEN
11/22/2021 10:58 am	Institutional Funds	0100004 Checking (Red Collon)	400001 Checking (313)	500.00	20-Rep-process failed transfer	One Time	10/11	Failed	
11/22/2021 10:58 am	Institutional Funds	0100004 Checking (Red Collon)	400001 Checking (313)	500.00	20-Rep-process failed transfer	One Time	10/11	Failed	

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

From Account: 0100004 Checking (Red Collon) Balance of 12/08/2021 11:50:07 AM No. of available funds: 1 Available Account Balance: \$914.33

To Account: 400001 Checking (313) Balance of 12/08/2021 11:50:07 AM No. of available funds: 1 Available Account Balance: \$346.43

Transfer Details

Amount: \$30.00

Description (optional): 20-Rep-process failed transfer

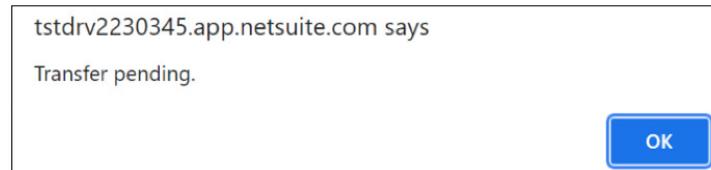
How often do you want to occur: One Time

Send On: 12/08/2021

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

Submit Copy a failed transfer error Cancel the transfer error

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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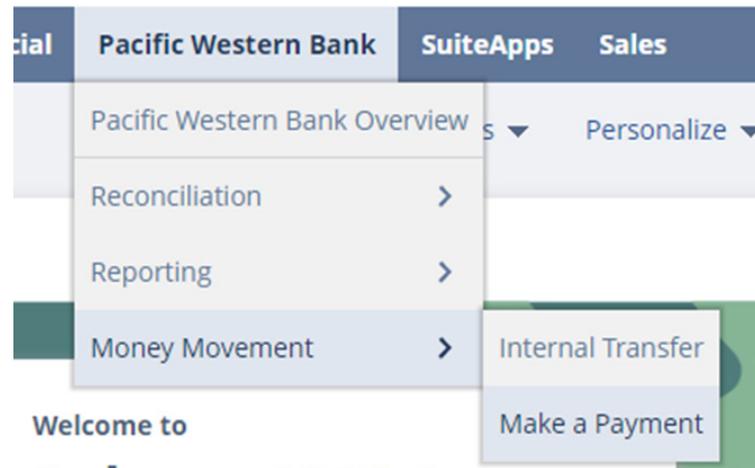
Add a Payment Type

## 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.

A screenshot of the NetSuite search criteria form for open bills. The form is titled 'Open' and has tabs for 'Open', 'Pending', and 'Transmitted'. The 'Search Criteria' section includes fields for 'Start Due Date' (08/01/2022) and 'End Due Date' (09/20/2022). Below this, there are dropdown menus for 'Subsidiary' (Honeycomb Holdings Inc. : Honeycomb Mfg), 'Vendor' (-), and 'A/P Account' (2000 Accounts Payable).

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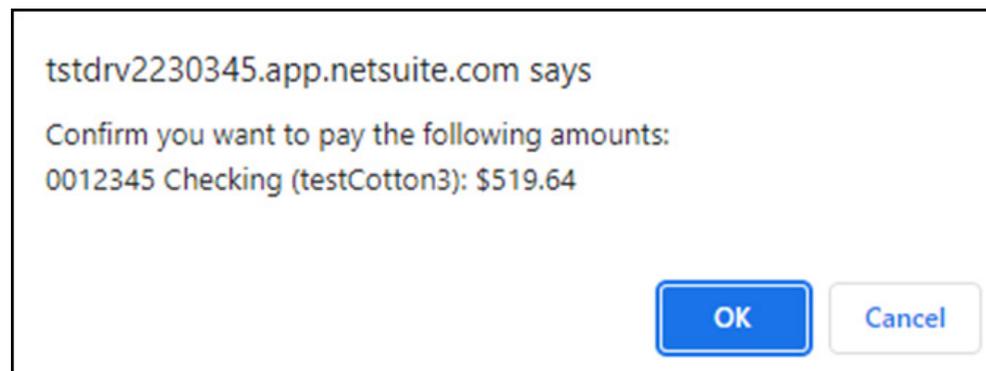
Add a Payment Type

- 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	Invoice1 (\$ 9.00)	0.00	9.00	09/20/2022	0012345 Checking (testCotton3)	ACH - ACH - ABC
<input checked="" type="checkbox"/>	8/15/2022	Green Lamm 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**.



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

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4. Select the record(s) to approve

5. Click **Next**

The screenshot displays the Pacific Western Bank NetSuite interface. At the top, there is a navigation bar with 'Jobs', 'Reports', 'Administration', 'Vendors', and 'Logout'. Below this, the page title is 'Payments Awaiting Approval'. A progress bar indicates the current step: '1. Select Records For Approval', followed by '2. Approve', '3. Select Records for Processing', and '4. Confirm & Submit'. The main content area shows a summary of the payment file: 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, and Uploaded By: JasonMoss. Below the summary is a table of payment records with columns for Payee Name, Vendor ID, Payment Number, Payment Date, Payment Amount, Payment Method, Pending Approval By, and a checkbox. The table lists 10 records, each with a 'Detail' link and a checkbox. At the bottom of the table, it shows 'Total: 49 Items, \$600,768.55' and a pagination control showing '10' items per page, 'page 1 of 5'. A 'Next' button is located at the bottom right of the table area. The footer contains copyright information for 2022 Pacific Western Bank, contact information (877-330-4950), and links to Privacy Policy and Terms of Use.

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



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



## 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
<a href="#">Detail</a>	UNION FINANCIAL	IDAYIHP2	2318039111	5/19/2017	\$5,350.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
<a href="#">Detail</a>	JAMES WALKER	IDA3JHP2	2318039112	5/19/2017	\$1,300.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
<a href="#">Detail</a>	ATZ COSMETICS	IDAPKHP2	2318039113	5/19/2017	\$2,500.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
<a href="#">Detail</a>	JACOB INDUSTRIAL SUPPLY	IDABLHP2	2318039114	5/19/2017	\$2,545.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
<a href="#">Detail</a>	EVERGREEN STORE	IDATLHP2	2318039115	5/19/2017	\$4,514.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
<a href="#">Detail</a>	BARTRAM AUTO GLASS WINDOWS	IDAGMHP2	2318039116	5/19/2017	\$2,210.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
<a href="#">Detail</a>	HIDDEN HILLS	IDAYMHP2	2318039117	5/19/2017	\$1,310.00	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
<a href="#">Detail</a>	SOUTHERN FEDERAL	IDAKNHP2	2318039118	5/19/2017	\$8,310.30	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
<a href="#">Detail</a>	CALIFORNIA ARTS	IDA3NHP2	2318039119	5/19/2017	\$4,210.80	ACH	awells_pacwest, nlopez, Nlopez_partner, fdzwonkowski, lluc_ip, Alexhahn
<a href="#">Detail</a>	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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7. Select the records for processing and click **Next**

PACIFIC WESTERN BANK

Jobs Reports Administration Vendors Logout

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, there is a navigation bar with the bank's logo and name, and a menu with options: Home, Jobs, Reports, Administration, Vendors, and Logout. Below the navigation bar, the page title is "Upload File". A progress indicator shows 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 indicator, there is a text block: "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 the following data: Number of Items: 47, Total Amount: \$170,768.55. The second table is titled "Items Waiting Approval Information" and contains the following data: Total Items Waiting Approval: 2, Total Amount: \$430,000.00. Below the tables are three buttons: Previous, Submit, and Cancel. At the bottom of the page, there is a footer with the following text: Copyright © 2022 Pacific Western Bank. All rights reserved. Contact Us: 877-330-4950 or Email Us. Privacy Policy | 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

## 9. View your approval confirmation

The screenshot shows the Pacific Western Bank NetSuite interface. At the top, there is a navigation bar with the bank's logo and name, and a menu with options: Home, Jobs, Reports, Administration, Vendors, and Logout. Below the navigation bar, the page title is "File Submission Complete". Below the page title, there is a text block: "File has been uploaded." and "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 \*

PAYMENT METHOD \*

RECIPIENT ABA/ROUTING NUMBER \*

RECIPIENT BANK NAME \*

RECIPIENT ACCOUNT NUMBER \*

RECIPIENT NAME

RECIPIENT STREET ADDRESS \*

RECIPIENT BUILDING/SUITE

RECIPIENT CITY \*

RECIPIENT STATE \*

RECIPIENT ZIP \*

ADDITIONAL INFORMATION (UP TO 140 CHARACTERS)

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