

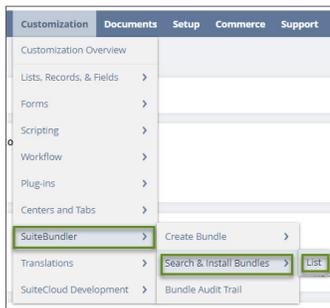
NetSuite Integration Instructions

Steps to Enroll in Treasury Central Connect:

1. The Connect services require separate credentials from your Treasury Central online banking credentials. If you do not have Connect credentials, contact your Portfolio Manager to enroll.
2. Once you are enrolled in Connect, you will receive an email that contains your username and a temporary password. The temporary password will expire in 24 hours.

Steps to Download and Install Stifel Bank App Bundle in NetSuite:

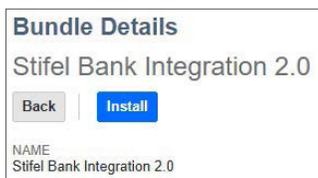
1. **You must be the administrator of your NetSuite account to install the bundle.** The bundle is configured to display in common accounting-based roles as defined by the NetSuite Accounting Center. You can choose to make it available to other roles.
2. Log in to NetSuite and click **Customization > SuiteBundler > Search & Install Bundle > List**. This will bring you to your Installed Bundles page.



3. Click **New** and type **Stifel Bank** in the Keywords search bar. Click **Search** and then click on the **Stifel Bank Integration 2.0** bundle.



4. Click **Install**. It may take 5-10 minutes for the installation to complete.



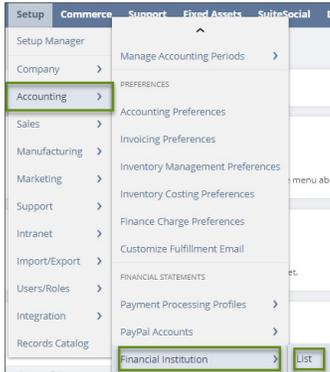
5. **Stifel Bank 2.0** will appear as a menu option in the top dashboard once the installation is complete.



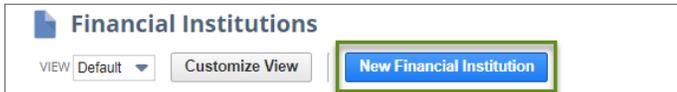
NetSuite Integration Instructions (Continued)

Steps to Authorize and Map Accounts:

1. **You must have the Financial Institutions Records permission in order to create a Financial Institution and associated Format Profile.** Click on **Setup > Accounting > Financial Institutions > List.**



2. Select **New Financial Institution.**



3. Complete the **Financial Institution** and **Description** box.

A screenshot of the 'Financial Institution' form. The 'Primary Information' section contains the following fields: 'FINANCIAL INSTITUTION *' with the value 'Stifel Bank', and 'DESCRIPTION' which is empty. The 'Format Profile: Configuration' section has a message: 'Once you set values in the Primary Information area and save, you can create a Format Profile for this Financial Institution.' Below this is a table with columns 'EDIT' and 'NAME', and the text 'No records to show.' at the bottom.

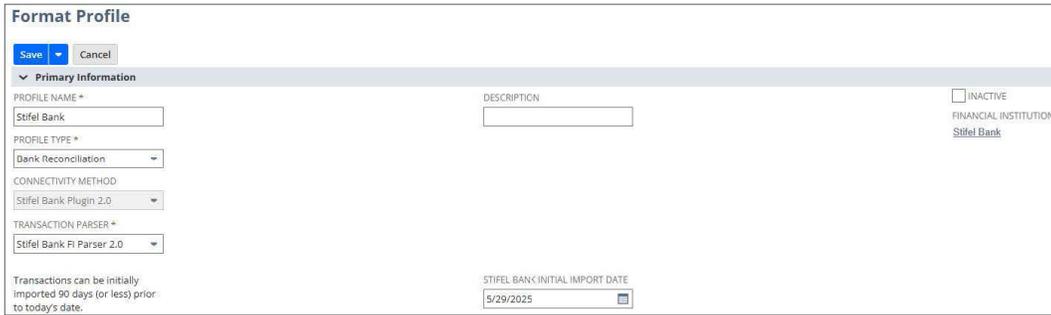
4. Click **Save.**
5. In the sub menu on this same page, click on **Format Profile: Configuration** and then click **Add.**



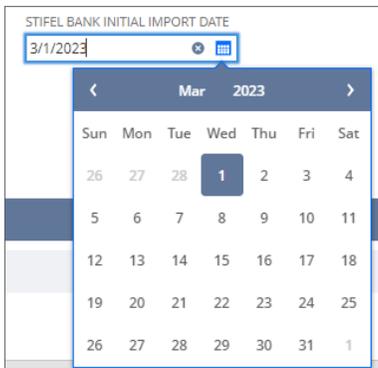
NetSuite Integration Instructions (Continued)

Steps to Authorize and Map Accounts (Continued):

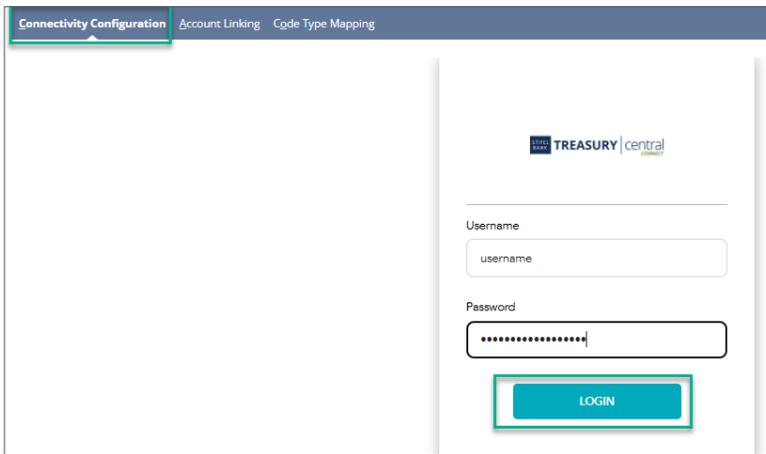
- On the **Format Profile Page**, add your **Profile Name**, select **Bank Reconciliation** as the **Profile Type**, select **Stifel Bank Plugin 2.0** as the **Connectivity Method**, and select **Stifel Bank FI Parser 2.0** as the **Transaction Parser**. We suggest using your **Treasury Central Connect username** in the **Description** field to track this feed by profile name.



- Select the desired **Stifel Bank Initial Import Date**. This is the date that NetSuite will start importing transactions. You have the ability to go back a maximum of 90 days. The NetSuite default is 60 days in the past if no date is selected.



- On the bottom of this same page, ensure that **Connectivity Configuration** is selected. A **Stifel Bank - Treasury Central Connect** login will display. Enter your **Treasury Central Connect User ID** and **Temporary Password**. Do not use your Treasury Central credentials. Click **Login**. You will be prompted to reset your temporary password.



- Review and accept the Stifel Bank Treasury Central Connect Terms and Conditions if presented. Click **Continue**.

NetSuite Integration Instructions (Continued)

Steps to Authorize and Map Accounts (Continued):

10. Select the accounts that you want to import into NetSuite and click **Authorize**.

TREASURY | central

Select the accounts that you would like to connect.

Select All 2 out of 5 accounts selected

DEPOSIT ACCOUNTS

CHECKING • 6330

CHECKING • 6390

CHECKING • 8820

11. Once complete, you will receive a message that states that your accounts have been connected.
12. Click on the **Account Linking** tab to match up the bank account(s) with the appropriate general ledger account(s) and click **Save**. Double click on the empty space under the Linked GL column for each account and elect the appropriate NetSuite ledger account. Click **Save**. Make sure that the selected GLs do not contain previously imported transactions.

BANK ACCOUNT	CURRENCY	ACCOUNT TYPE	LINKED GL ACCOUNT
Stifel Bank			
CHECKING -	USD	BANK	63105 SB Checking Fee
CHECKING -	USD	BANK	63102 SB Checking Fee 2

13. At this point, NetSuite will begin to import your transactions. Once the import process is complete, you can begin the reconciliation process.

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

Steps to Reconcile Accounts:

1. Once your accounts have been mapped, your posted transactions will import each day automatically.
2. Hover over the **Stifel Bank menu**, then hover over **Reconciliation**, and select **Match Bank Data**.
3. Select an account from the **Account** drop down menu.
4. Select the transactions you wish to match and click **Match**.
5. You have the option to **Add Journal Entry**, **Add Charge**, or **Add Deposit** if a transaction in the left column does not have a matching transaction in the right column.

Steps to View Reporting:

1. To view reconciliation reporting, hover over the **Stifel Bank menu**, then hover over **Reporting**, then hover over **Reconciliation Reporting**, and select **Detail**. At the bottom of the screen, select the account for which you would like a reconciliation report, and click **Refresh**.