

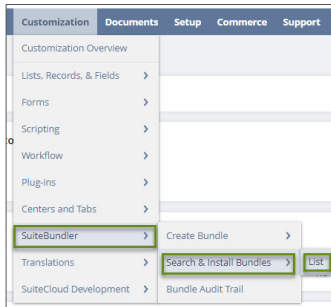
NetSuite Integration Instructions

Steps to Enroll in Treasury Central Connect:

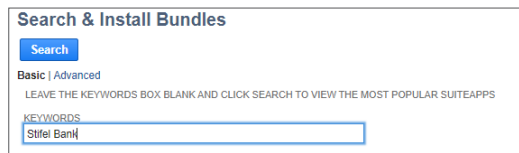
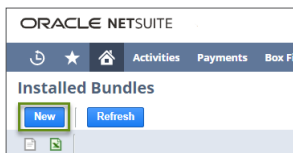
1. Activate your **Treasury Central Connect** profile. The activation email will come from *TCNoReply@stifelbank.com* and include your permanent username and a temporary password. The activation link will expire 24 hours after it is generated by the Bank.
2. Select the appropriate third-party application once in the Treasury Central Connect system.
3. Select the accounts you wish to consent for the third-party application.
4. Click **Submit**.
5. Click **OK** after reading the Bank Feeds message.
6. Click **Finish**. At this point, you are ready to set up Stifel Bank in the third-party application.
7. If you wish to make any edits to your consented accounts, you will be able to log in to Treasury Central Connect via a link available in the dashboard in Treasury Central.

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

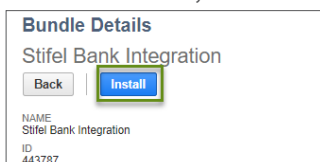
1. **You must be the administrator of your NetSuite account to install the bundle.** The bundle is configured to display in common accounting-based roles as defined by the NetSuite Accounting Center. You can choose to make it available to other roles.
2. Log in to NetSuite and click **Customization >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



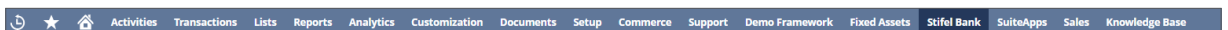
3. Click **New** and type **Stifel Bank** in the Keywords search bar. Click **Search** and then click on the **Stifel Bank Integration bundle**.



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



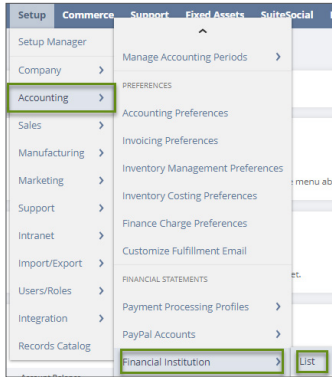
5. Stifel Bank will appear as a menu option in the top dashboard once the installation is complete.



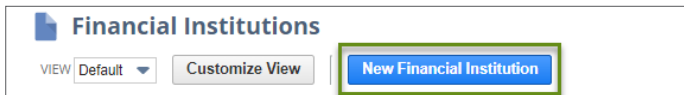
NetSuite Integration Instructions (Continued)

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**.

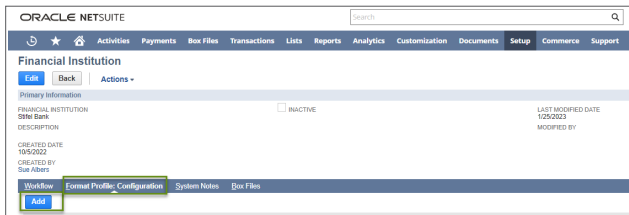


3. Complete the **Financial Institution** and **Description** box.

A screenshot of the 'Financial Institution' form. The 'Save & New' button is highlighted. The 'Primary Information' section contains the following fields: 'FINANCIAL INSTITUTION *' with the value 'Stifel Bank', and 'DESCRIPTION' which is empty. Below this is the 'Format Profile: Configuration' section, which is currently empty.

4. Click **Save**.

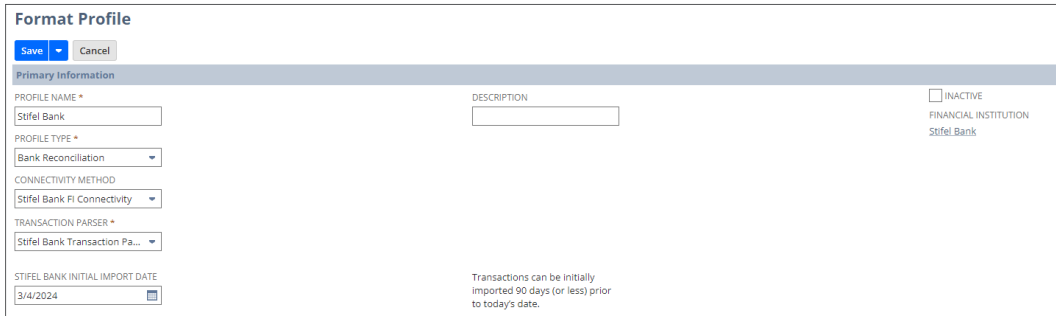
5. In the sub menu on this same page, click on **Format Profile: Configuration** and then click **Add**.



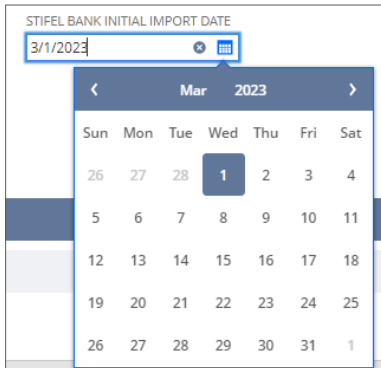
NetSuite Integration Instructions (Continued)

Steps to Authorize and Map Accounts (Continued):

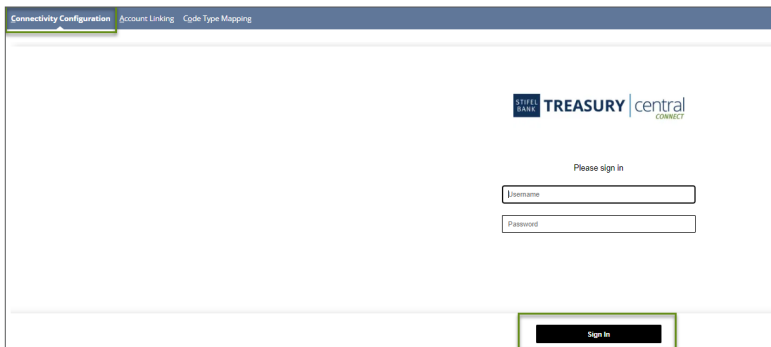
- On the **Format Profile Page**, add your **Profile Name**, select **Bank Reconciliation** as the **Profile Type**, select **Stifel Bank FI Connectivity** as the **Connectivity Method**, and select **Stifel Bank Transaction Parser** as the **Transaction Parser**. We suggest using your **Treasury Central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



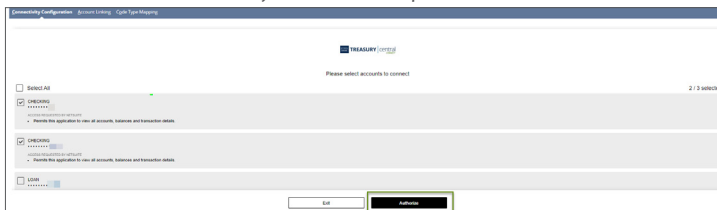
- Select the desired **Stifel Bank Initial Import Date**. This is the date that NetSuite will start importing transactions. You have the ability to go back a maximum of 90 days. The NetSuite default is 60 days in the past if no date is selected.



- 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** credentials and click **Sign In**.



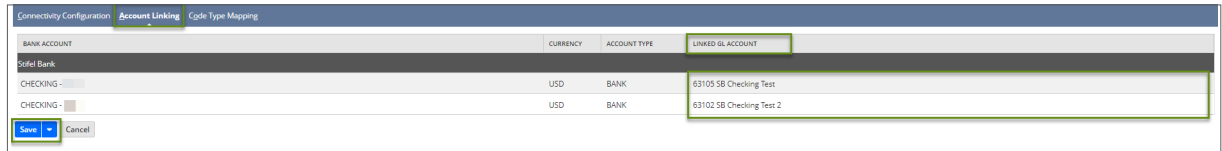
- Select the accounts that you want to import into NetSuite and click **Authorize**.



NetSuite Integration Instructions (Continued)

Steps to Authorize and Map Accounts (Continued):

- Once complete, you will receive a message that states that your accounts have been connected.
- 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.



- 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:

- Once your accounts have been mapped, your posted transactions will import each day automatically.
- Hover over the **Stifel Bank menu**, then hover over **Reconciliation**, and select **Match Bank Data**.
- Select an account from the **Account** drop down menu.
- Select the transactions you wish to match and click **Match**.
- 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:

- To view account balances, hover over the **Stifel Bank menu**, then hover over **Reporting**, and select **Account Balances**. Select or unselect accounts from the account listing to add or remove the accounts from the graph.
- 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**.