

NetSuite 2.0 Client Upgrade Instructions

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Overview:

Stifel Bank will stop supporting bundle **Stifel Bank Integration**. To prevent interruption of service, all clients must uninstall this old bundle and are required to install **Stifel Bank Integration 2.0** bundle moving forward. Admin in NetSuite is required.

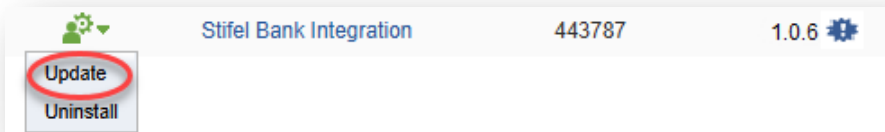
NOTE: Before proceeding, if you are using **Stifel Bank Integration Account Balance Dashboard**, you need to export the account balance. If the step is not completed, the historical data will be lost. This step will serve as a backup and will be imported to the new bundle. The Account Balance Dashboard is located by navigating to **Stifel Bank** on the top bar > **Reporting, > Account Balances**.



NetSuite 2.0 Client Upgrade Instructions (Continued)

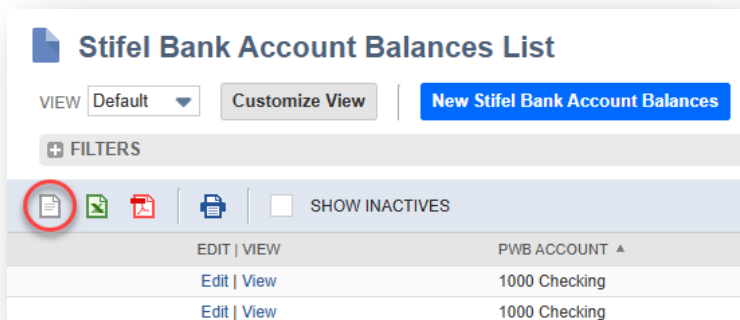
Export Account Balance Data from the Old Bundle:

NOTE: Before you start, please update your **Stifel Bank Integration** bundle to 1.0.7 by navigating to **Customizations > SuiteBundler > Search & Install Bundles > List**. Look for **Stifel Bank Integration** > Click on the Green action icon to the left > Select **Update**. This process can take several minutes to complete.



Once the bundle is updated to 1.0.7, navigate to **Customization > Lists, Records & Fields > Record Types**.

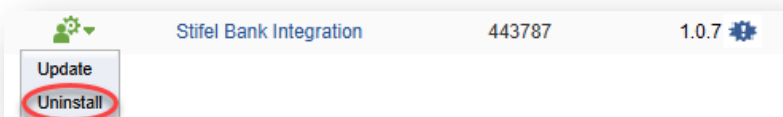
1. Look for **Stifel Bank Account Balances** record (You may need to navigate to the next page on the top right if not listed on the first).
2. Under the **List** column, click **List** to show all data.
 - A. If you cannot see the List link, please update your **Stifel Bank Integration** bundle to version **1.0.7**.
3. Export the data by selecting the **CSV** icon below the filters section of the page.



4. The data under Account Balance Dashboard will be downloaded to the default download location set by your browser.

Uninstalling the Old Bundle:

1. In the main header, navigate to **Customization > SuiteBundler > Search & Install Bundles > List**.
2. Look for the bundle name **Stifel Bank Integration**.
3. On the left side hover on the actions icon and click **Uninstall**.



NetSuite 2.0 Client Upgrade Instructions (Continued)

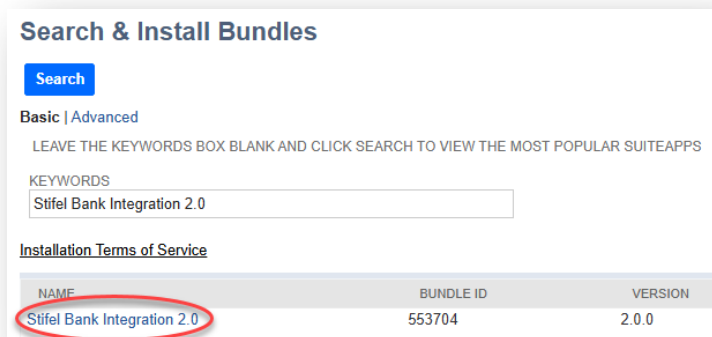
- Once the uninstall process is complete, users should no longer see the bundle in the list. This process can take several minutes to complete.

NOTE:

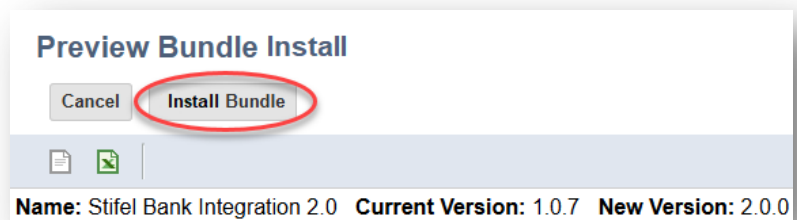
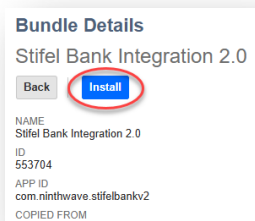
- The Format Profile configuration associated to the bundle will be removed
- No transactions will be deleted in the NetSuite instance

Installing the New Bundle:

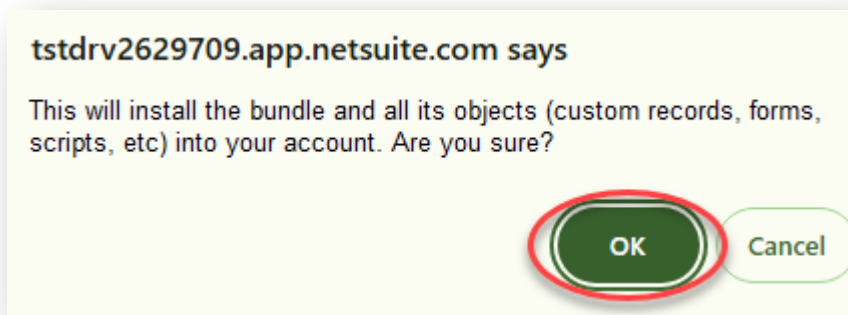
- In the main header, navigate to **Customization > SuiteBundler > Search & Install Bundles**.
- Search for and select **Stifel Bank Integration 2.0**.



- Select **Install** and then under the **Preview Bundle Update** screen, Select **Install Bundle**.



- Select **OK** on the pop-up window. This process may take several minutes to complete.



Connect to Stifel Bank Integration 2.0:

Since the Format Picture configuration records have been removed after uninstalling the old bundle, users need to reconnect their accounts in Stifel to NetSuite accounts. They need to recreate the Format Profile records.

1. Create a New Financial Institution.
 - A. Navigate to **Setup > Accounting > Financial Institution > List**.
 - B. Click **New Financial Institution**.
 - C. Give the Financial Institution record a name and save.

Financial Institution

Save Cancel

▼ Primary Information

FINANCIAL INSTITUTION * INACTIVE

DESCRIPTION

Format Profile: Configuration

Once you set values in the Primary Information area and save this record, you can perform the configurations necessary to import your bank data.

EDIT	NAME	PROFILE TYPE	DESCRIPTION
No records to show.			

Save Cancel

2. Create a Format Profile.
 - A. From the newly created Financial Institution record created from step #1.
 - B. Click **Format Profile: Configuration** tab.
 - C. Click **Add**.

Financial Institution

Edit Back Actions

▼ Primary Information

FINANCIAL INSTITUTION INACTIVE
Stifel Demo Test

DESCRIPTION

CREATED DATE
1/27/2025

CREATED BY
Melissa Lewis

Workflow **Format Profile: Configuration** System Notes Box Files

Add

EDIT	NAME	PROFILE TYPE	DESCRIPTION
No records to show.			

NetSuite 2.0 Client Upgrade Instructions (Continued)

- D. Set a **Profile Name** and **Description**.
- E. Set the Connectivity Method to the **Stifel Bank Plugin 2.0**.
- F. Set the Transaction Parser to **Stifel Bank FI Parser 2.0**.
- G. Select the **Start Date Import**.

Format Profile


Save

Primary Information

PROFILE NAME *	DESCRIPTION
<input type="text" value="Stifel Test"/>	<input type="text"/>
PROFILE TYPE *	
<input type="text" value="Bank Reconciliation"/>	
CONNECTIVITY METHOD	
<input type="text" value="Stifel Bank Plugin 2.0"/>	
TRANSACTION PARSER *	
<input type="text" value="Stifel Bank FI Parser 2.0"/>	
START DATE IMPORT	
<input type="text" value="12/1/2024"/>	

- H. Under **Connectivity Configuration** on the same page, click **Continue** to be taken to the Stifel Bank login.


Connectivity Configuration | Account Linking | Code Type Mapping



You are connecting to Stifel Bank.

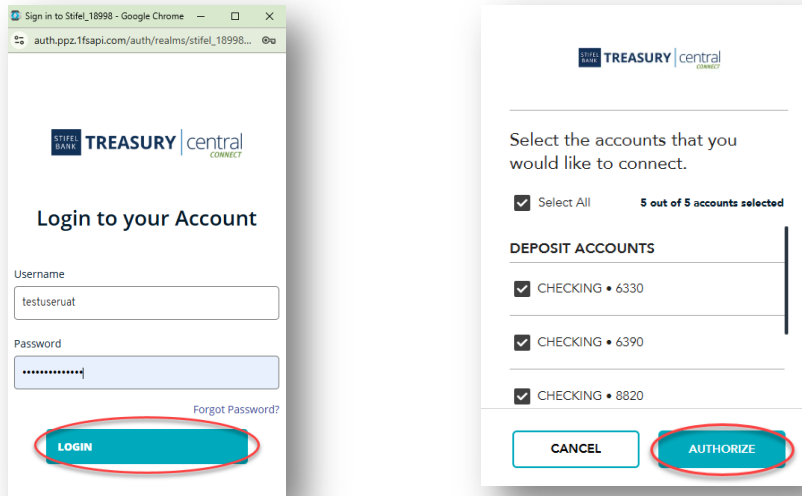
- Sign-in information is not shared.
- Your data will only be used with your permission.
- Your data is secured by encryption.

You'll be taken to the Stifel Bank login to authenticate your accounts.

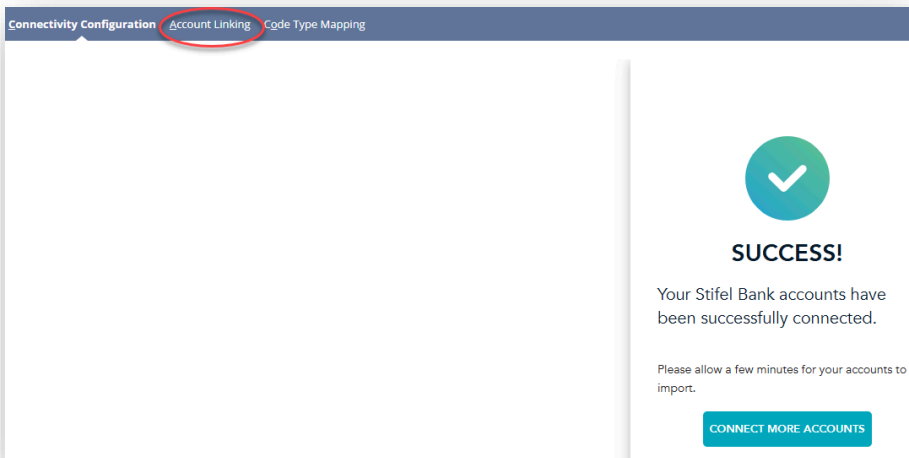


NetSuite 2.0 Client Upgrade Instructions (Continued)

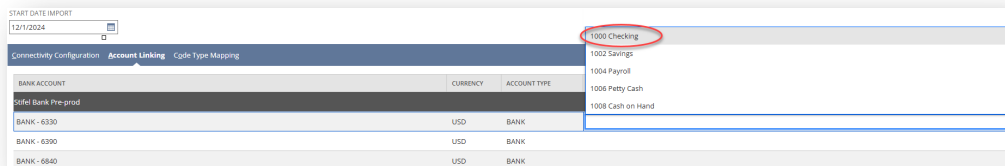
- I. Login with your **Treasury Central Connect** User ID and Password. **This is different from your Treasury Central credentials** > Checkmark all accounts you would like to connect to within NetSuite > Select **Authorize**.



- J. Select the **Account Linking** tab.



- K. Click on the blank space under **Linked GL Account** and select an account for each bank import. Save the Format Profile record to start bank import.



NetSuite 2.0 Client Upgrade Instructions (Continued)

Import Account Balance Data on the New Bundle:

1. Navigate to **Setup > Import/Export > Import CSV Records**.
 - A. On the **Import Type** field select **Custom Records**.
 - B. On the **Record Type** field is **NW Account Balances**.
 - C. Select the file you exported by clicking the **Select** button.
 - D. Click **Next**.

Import Assistant

STEPS

- 1 Scan & Upload CSV File
- 2 Import Options
- 3 File Mapping
- 4 Field Mapping
- 5 Save mapping & Start Import

Scan & Upload CSV File

IMPORT TYPE
Custom Records

Choose the category of data to import

RECORD TYPE
NW Account Balances

Choose the record type of data to import

CHARACTER ENCODING
Western (Windows 1252)

Choose another character encoding format if you use an international or Macintosh version of Microsoft Excel, or if you typically use special characters.

CSV COLUMN DELIMITER
Comma

Select the symbol to be used as a column separator in the CSV files you import. This setting overrides the column separator preference specified at Home > Set Preferences.

CSV File(s)

- ONE FILE TO UPLOAD
- MULTIPLE FILES TO UPLOAD

Select...

StifelBankAccountBalancesList119.csv x REMOVE

2. Import Options should be **Add**.

Import Assistant

STEPS

- 1 Scan & Upload CSV File
- 2 Import Options
- 3 File Mapping
- 4 Field Mapping
- 5 Save mapping & Start Import

Import Options

Data Handling

- ADD
- UPDATE
- ADD OR UPDATE

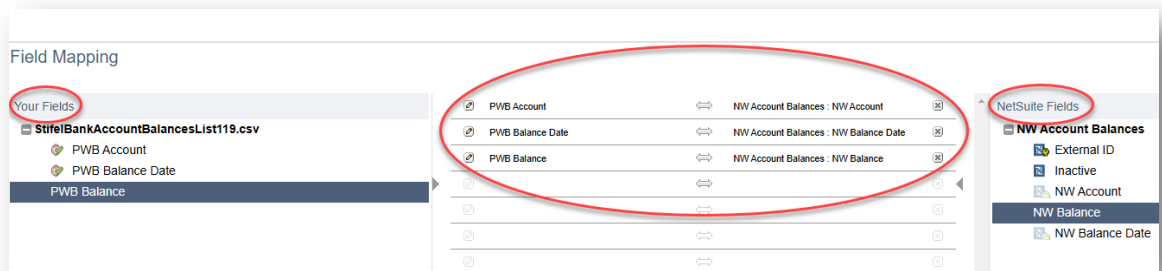
Advanced Options

- A. Click **Next**.

NetSuite 2.0 Client Upgrade Instructions (Continued)

3. Field Mapping

- A. Under **Your Fields**, Click on **PWB Account**, **PWB Balance Date**, and **PWB Balance** to move the fields over to the import section to the immediate right.
- B. Click on **PWB Account** in the import section and then click on **NW Account** in the **NetSuite Fields**.
- C. Click on **PWB Balance Date** in the import section and then click on **NW Balance Date** in the **NetSuite Fields**.
- D. Click on **PWB Balance** in the import section and then click on **NW Balance** in the **NetSuite Fields**.
- E. Click **Next**.



4. Under **Save mapping & Start Import** page, provide a unique **Import Map Name** and then select **Save & Run** to start import.

Import Assistant

STEPS

- ✓ 1 Scan & Upload CSV
- File
- ✓ 2 Import Options
- ✓ 3 File Mapping
- ✓ 4 Field Mapping
- 5 Save mapping & Start Import**

Save mapping & Start Import

Your CSV files are ready to be imported into your NetSuite account. You can save your **Field Mapping** to be used again later (optional). To work with a saved import, go to the "saved Imports" page under the Setup > Import/Export Tab.

IMPORT MAP NAME

Provide a unique Import Map name to save the current mapping choices for future imports.

DESCRIPTION

(Optional) Provide a useful description for this Import Map.

ID

(Optional) Provide a unique ID to identify this Import Map in SuiteScript. Your entry here is prefixed with CUSTIMPORT.

Cancel < Back **Save & Run**

5. Once you have completed this step, you are all set. It may take several minutes for everything to sync.

NetSuite Integration FAQs

1. What is the Account Dashboard feature?

- A. It is a graph that shows you all your account's balance.
- B. This feature is located when you navigate to **Stifel Bank > Reporting > Account Balances**.

2. Are my NetSuite transactions going to be deleted when I upgrade?

- A. No, there will be no transaction that will be deleted in NetSuite whether they were synced or manually imported.

3. When I relink my Stifel accounts, will there be duplicate transactions?

- A. No, there should be no duplicate transactions because NetSuite has its own mechanism on determining duplicates.

4. Will my other NetSuite Financial Institutions be impacted by the upgrade?

- A. No, any other Financial Institutions that have been connected in NetSuite will not be impacted by the upgrade.

5. Is there going to be a functionality change for bank recon?

- A. No, there will be no functionality change.

6. In sandbox, are there any issues with the old bundle upgrade or the newer bundle during switch?

- A. No, there will be no issues with either 1.0.6/1.0.7 bundle or NetSuite 2.0 bundle in sandbox. Whichever bundle is installed in sandbox should work as expected. If the connection is properly setup, daily bank import should continuously import transactions.