



&

ORACLE®

 NETSUITE

Setup Guide

Updated 10/18/2022

Table Of Content

[General](#)

[What to Prepare in Advance](#)

[What to Expect](#)

[Setup NetSuite](#)

[Step 1: Enable Features](#)

[Step 2: Install the Mesh Payments Bundle](#)

[Step 3: Assign the Mesh Integration Role to a User](#)

[Step 4: Create the Integration Record for Mesh Payments](#)

[Step 5: Create the Access Token for Mesh Payments](#)

[Step 6: Find your NetSuite Account ID](#)

[Step 7: Create Invoices File Cabinet](#)

[Step 8: Retrieve additional information](#)

[Connect the Mesh Payments platform to NetSuite](#)

[Step 1: Create Custom Fields](#)

[Step 2: Navigate to the NetSuite Integration Page](#)

[Step 3: Setup the Connection](#)

[Status](#)

[Settings](#)

[General Ledgers](#)

[Indexes](#)

[Accounting Logic](#)

[Memo Customization](#)

[Create](#)

[Tag Payments Methods \(i.e., Cards\)](#)

[Sync Transactions into NetSuite](#)

[Sync 'Custom Field' Lists Manually](#)

General

The Mesh-NetSuite integration helps organizations sync transactions automatically from the Mesh platform into the NetSuite account.

What to Prepare in Advance

1. **NetSuite user:** Determine whether you are using an existing integration user or delegating a new user for this integration. If you choose to create a new user, make sure to have a dedicated email address for the user.
2. **NetSuite Integrator:** If you have a custom setup of NetSuite (e.g., custom records, localization bundles installed, etc.) you may want to seek the help of your NetSuite integrators while setting up the connection.
3. **Process & Checkpoints:** If you wish to have your bookkeeping review the integration prior to going live, please discuss this with your Mesh Customer Success Manager in advance.

What to Expect

We suggest that you follow the below-suggested steps but understand that you might skip a few based on your setup, needs, and technical savviness running NetSuite.

The process of connecting the two platforms includes

1. Establish the basic connection between Mesh and NetSuite.
2. Customize the integration according to your NetSuite Setup (optional).
3. Accounting/Bookkeeping Review (optional).
4. Move the integration to Mesh 'Production' environment.

If at any step you have questions or if you are facing challenges, we invite you to seek help from the Mesh Support team.

Setup NetSuite

Make sure that you have Administrator access to your NetSuite account so that you can retrieve the following important keys and tokens:

- NetSuite Account Id
- Consumer Key
- Consumer Secret
- Token Id
- Token Secret
- Invoices File Cabinet Internal Id
- Subsidiary Id
- Funding Account Id (The bank account in USD in which money is being transferred from to the Mesh/MCB bank account)
- Mesh Bank Account Internal Id
- Accounts Payable Internal Id

The following sections will walk you through creating a user in NetSuite, delegating permissions, creating authentication tokens, and retrieving the above-mentioned necessary details.

We suggest that you create a document (e.g., a google spreadsheet) that will include all the information that you are about to gather from your NetSuite account. If you decide to create such a document please keep it in a safe place and do not share the information with anybody.

Step 1: Enable Features

In your NetSuite account, go to **Setup > Company > Enable Features** and make sure that the following permissions are enabled:

- Accounting > Basic Features: Accounting
- Accounting > Basic Features: A/P
- Analytics > SuiteAnalytics Workbook
- SuiteCloud > SuiteTalk (Web Services): REST Web Services
- SuiteCloud > SuiteTalk (Web Services): SOAP Web Services
- SuiteCloud > Manage Authentication: Token-Based Authentication

Step 2: Install the Mesh Payments Bundle

- Go to **Customization > SuiteBundler > Search & Install Bundles**
- Search for '**Mesh Accountant Role**', **Bundle ID 382122**.
- Click to install the bundle. The installation may take a few minutes to complete.

Step 3: Assign the Mesh Integration Role to a User

- Create a new user through **Lists > Employees > Employee > New**.
- Go to the Access tab in the lower part of the screen and check the '**Give Access**' option.
- In the list of **Roles**, look for the Mesh Payments Integration role created in Step 2 and click **Add**.
- Click **Save**.

Note that you may use an existing user by locating the employee record and clicking the edit option.

Step 4: Create the Integration Record for Mesh Payments

- Go to **Setup > Integration > Manage Integrations > New**
- Enter the following details:
 - *Name:* **Mesh Payments**
 - Under the 'Authentication' check the following: **Token-Based Authentication**

(NOT TBA)

- Under the 'User Credentials' check the following: **User Credentials**
- Click **Save**.

Note, after clicking Save, you will be provided with a **Consumer Key** and a **Consumer Secret**, copy and paste these values and save them for later.

Step 5: Create the Access Token for Mesh Payments

- Go to **Setup > Users/Roles > Access Tokens > New**
- Enter the following fields:
 - *Application Name*: Mesh Payments
 - *User*: <Select the user that you set up in Step 3>
 - *Role*: Mesh Accountant
 - *Token Name*: Leave *Token Name* as is
- Click Save

Note, when hitting save the application will provide you with a **Token ID** and a **Token Secret** which you will need later on. Save these to complete the setup on the Mesh side.

Step 6: Find your NetSuite Account ID

- Go to **Setup > Company > Company Information** and find your **Account ID**.

Step 7: Create Invoices File Cabinet

- Go to **Documents>Files>File Cabinet>New**

Create a new file cabinet and call it **Mesh Invoices** or use an existing one and save its internal id.

Important: If internal Ids are not presented in NetSuite make sure to enable them. To do so please navigate to **Home> Set Preferences** and make sure that the '**Show internal IDs**' option is checked under the '**Defaults**' section.

Step 8: Retrieve additional information

- **Subsidiary ID** ⇒ navigate to **Setup>company>Subsidiaries** [Internal Id]
- **Funding Account ID** ⇒ navigate to **Payments>Setup>Bank Details** [Internal Id]

For the next two Ids navigate to **Lists>Accounting>Accounts**, display the '**Chart of Accounts**' and search for the relevant internal Ids.

- **Mesh Bank Account** Internal Id
- **Accounts Payable** Internal Id

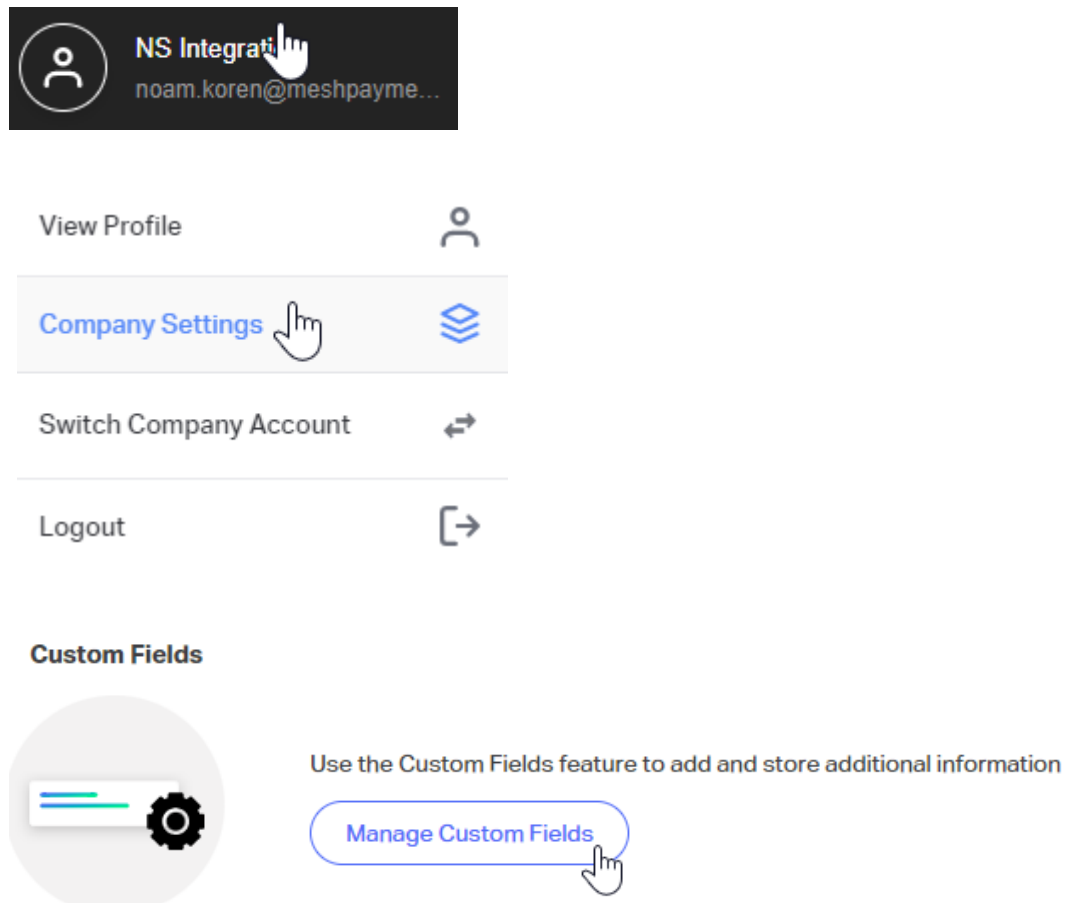
If a Mesh Bank Account is not created in NetSuite create it. That account needs to be of type 'bank' (i.e., not Credit Card) and the currency needs to be USD. In addition, the bank account needs to be connected to the Subsidiary that Mesh integrates to.

Connect the Mesh Payments platform to NetSuite

Follow the steps below to connect your Mesh Payment Account with NetSuite:

Step 1: Create Custom Fields

To create/add 'Custom Fields', login to the Mesh platform as an Administrator, navigate to the bottom left corner, click on '**Company Settings**', scroll down to the **Custom Fields** section and click on 'Manage Custom Fields'.





You don't have any custom fields yet

Your custom fields will appear here

Create A New Custom Field



New Custom Field



Create new custom field or use our template.



Add A New Blank Custom Field



Department Template

7 Values



Entity Template

4 Values



Set Custom Field [ⓘ]

Settings

Field Type

▼ Drop Down

Field Name

Enter label

This field is required

Related Custom Field

Placeholder text (Optional)

Enter placeholder text

Helper Text (Optional)

Add instructions or helpful information

Preview

Field Name

Placeholder Text

Add instructions or helpful information

Desired Behavior [ⓘ]

☐ Required Field

☐ Use as filter

Display on

☐ Don't display this field on transactions

Expose to

This Custom field will be automatically exposed to Admin, Pro & Auditor

☐ Include Employees

List of Values

[Import From File](#)



Display name

Value

Set as default



0-0 of 0



CANCEL

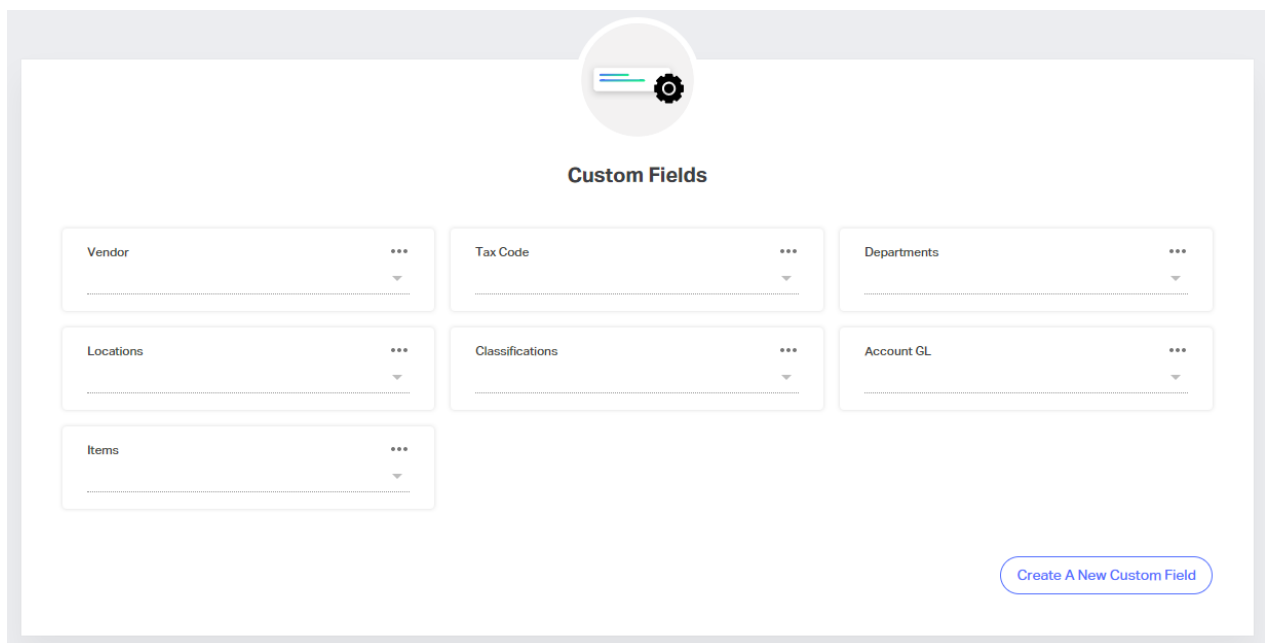
Create

Add a **Custom Field** for each field that is required in your Vendor Bill creation process.




If you are NOT using Purchase Orders

Create **Custom Field** for the following lists:

- Vendors
- Account GL/Items
- Departments
- Classes - optional
- Locations - optional



When adding the Custom Fields on the Mesh platform please create them with **no values**. Mesh will auto-populate the Custom Fields lists with values that it pulls from your NetSuite Account. Mesh will update the mentioned list if you add/remove items on the NetSuite side.

List of Values			Import From File
	Display name	Value	Set as default
			
			0-0 of 0 < >

If you are using Purchase Orders?

Add a **Custom Field** to support Purchase Orders and label it with a meaningful name.

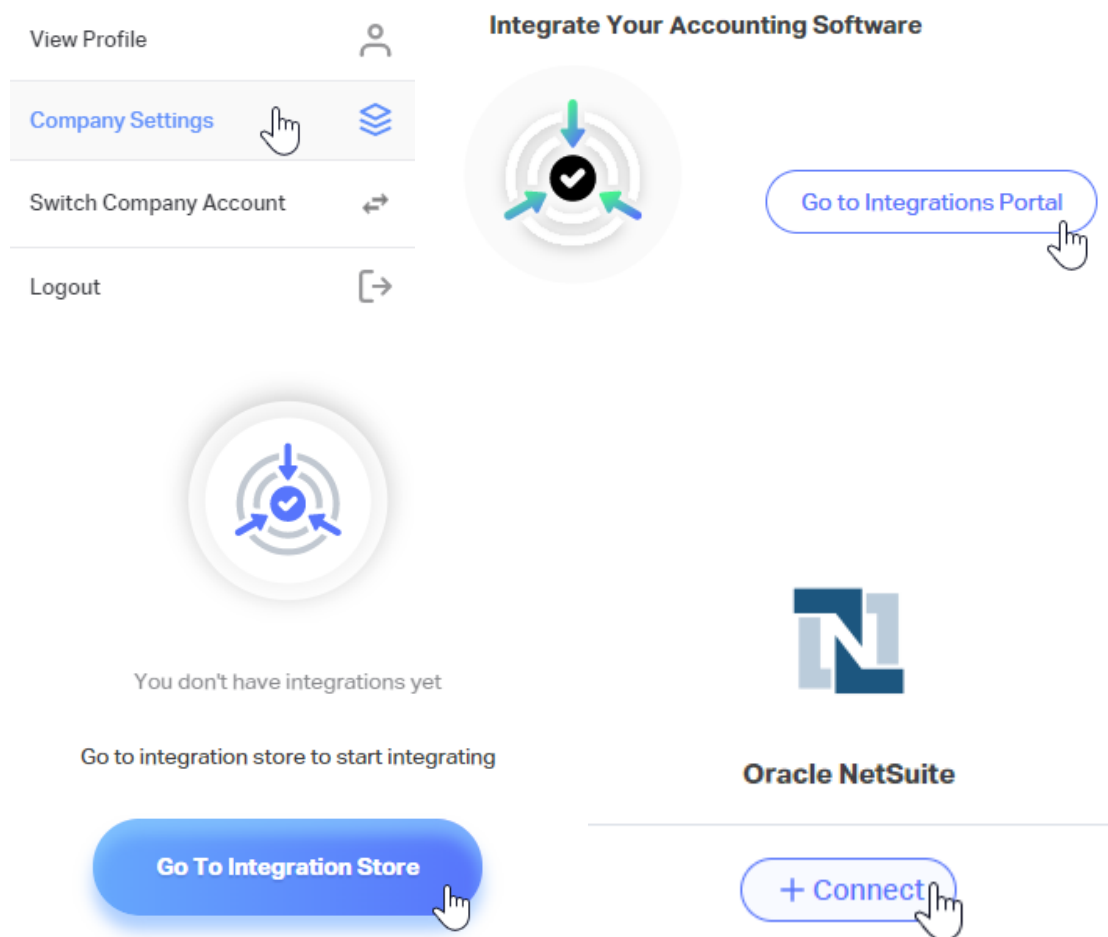
When using Purchase Order the NetSuite will tag the card with the relevant information from the relevant field of that document.

For more information about the 'Custom Field' configuration consult a document named '**Adding Custom Fields to the Mesh Platform.pdf**'.

Step 2: Navigate to the NetSuite Integration Page

A Mesh CSM/AM/Support team member needs to enable the Oracle NetSuite integration on their end so it appears on your integration page.

- Login to the Mesh platform as an Administrator.
- Click your Company Name / Username at the bottom left corner of the navigation bar.
- Click on 'Company Settings'.
- Scroll down the 'Integrate your Accounting Software' section.
- Click on the 'Go to integration Portal' link.
- Click on the 'Go to integration Store' link.
- Click on the '+ Connect' link located on the Oracle NetSuite tile.



Step 3: Setup the Connection

On the 'Add New Netsuite Integration' page you will be requested to fill in details in various sections as follows:

Status

Switch the 'Integration Enabled' to Yes. When the toggle is off, it is not possible to sync transactions to NetSuite.

Integration Enabled ⓘ

No ☒ Yes

Settings

In the settings section, enter the information obtained while configuring the NetSuite connection:

SETTINGS

Account Id Enter account id <small>This field is required</small>	Consumer Secret Id Enter consumer secret <small>This field is required</small>
Subsidiary Id E.g 7 <small>This field is required</small>	Token Id Enter token id <small>This field is required</small>
Parent Subsidiary Id E.g 7 <small>This field is required</small>	Token Secret Enter token secret <small>This field is required</small>
Consumer Id Enter consumer id	

Make sure you update the following fields:

- NetSuite Account Id
- NetSuite Subsidiary Id - Provide here the internal Id of the Subsidiary relevant to this Mesh Payment account
- Consumer Id

- Consumer Secret Id
- Token ID
- Token Secret

General Ledgers

In this section enter the NetSuite **internal Ids** that you found on page 6.

GENERAL LEDGERS

Funding Account E.g 1 This field is required	Accounts Payable E.g 25 This field is required	Mesh Vendor Id E.g 33
Mesh Bank Account E.g 206 This field is required	Cashback Account Id E.g 2	Clearing Account Id for non-USD subsidiary E.g 223
Secondary Book Id for non USD subsidiaries. Secondary book is USD		

Make sure you update the following fields:

- **Funding Account** - Insert the Bank Account Id from which you wire or transfer funds into your Mesh account.
- **Mesh Bank Account** - the NetSuite Bank Account Id that represents Mesh Payments.
- **Accounts Payable** - the NetSuite AP Id.

Cashback Account - The customer is requested to create a 'Cashback' account. This could also be 'Other Expense' account.

Clearing Account ID -The customer is requested to create a 'Clearing' account in the currency of the subsidiary, for subsidiaries with a base currency that are not USD.

Indexes

The setup of this section depends on your NetSuite configuration.

Please consult the Mesh support team about the fields that you need to toggle on.

INDEXES

Vendors Vendor	auto pull 	Accounts GL Account GL	auto pull
Sales Tax Item Tax Code	auto pull 	Items Items	auto pull
Purchase Order		Employees	
Departments Departments	auto pull 	Amortization Schedule	
Locations Locations	auto pull 	Amortization Start Date	
Classifications Classifications	auto pull 	Amortization End Date	
Custom mapping			

Mesh imports lists from NetSuite and populates them in the relevant 'Custom Field' created in Step # 1. The data should be used to tag Cards and Transactions prior to syncing them into NetSuite.

Link the NetSuite lists and Mesh 'Custom Fields':

- If you are **NOT using 'Purchase Orders'** map 'Vendors', 'Account GL', and 'Departments' as well as 'Locations' and 'Classes' if needed.
- If you are **using 'Purchase Orders'** map the 'Purchase Order' and the 'Custom Field' created in Step # 1.






Custom Records - Mesh supports importing Custom Records and Custom Segments to be available for tagging. To set up Custom Records or Custom Segments in your account, please contact support.

Accounting Logic

In this section, choose how transactions are synced into your NetSuite account:

- Vendor Bill: By default, Vendor Bill is set to **'Approved'**, and then it is paid by Bill Payment. This is also the recommended option. You may choose to sync Vendor Bill as 'Pending', in which case Bill Payments will not be created by Mesh.
- Vendor Bill Items: By default, 'Vendor Bill Items' is set to **'Expense'**. If you are using items, without using Purchase Orders - choose items here. In this rare case, you should also go back to 'Lists' and map items to a relevant Custom Field.
- Journal Entry Sync status: By default, 'Journal Entry Sync Status' is set to **'Approved'**. This is also the recommended option. You may choose 'Pending' if you wish to sync Journal Entries as Pending.

ACCOUNTING LOGIC

Vendor Bill Sync Status Approved	Vendor Bill Items Expense	Invoice attachment 
Vendor Bill from PO Sync Status	Journal Entry Sync Status Approved	
<input checked="" type="checkbox"/> Disable Validate Tax Withholding Rate	<input type="checkbox"/> Set Payment Date To Be Sync Date 	
<input checked="" type="checkbox"/> Cashback - via Mesh Vendor	<input type="checkbox"/> Journal Entry option for Expenses 	
<input type="checkbox"/> Deposit - via Mesh Vendor		
<input type="checkbox"/> Transaction amount to Gross amount 		
<input type="checkbox"/> Allow to resync successfully synced transactions		
<input type="checkbox"/> US only Subsidiary 		

Memo Customization

The setup of this section depends on your NetSuite configuration.

Please consult the Mesh support team about the fields that you need to configure in this section.

MEMO CUSTOMIZATION

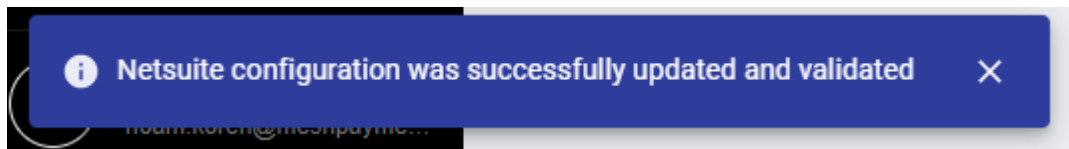
Invoice URL	Notes & Memo	Card last 4 digits
Transaction URL	Merchant name	

Note: To make Purchase Orders meaningful, Mesh displays the **PO code**, **Vendor Name**, and the first 32 characters of the **Memo field**. It is recommended to add a meaningful description to the memo field, specifically in cases where you have multiple POs for the same Vendor.

Create

To save the connection details and to complete the setup click on the 'Create' button located in the bottom right corner of the setup page.

As soon as you click on the 'Create', the Mesh platform will attempt to establish a connection with your NetSuite environment and then report back either a 'success' or 'failure' message. If received a success message it means that all went well and the setup is completed.



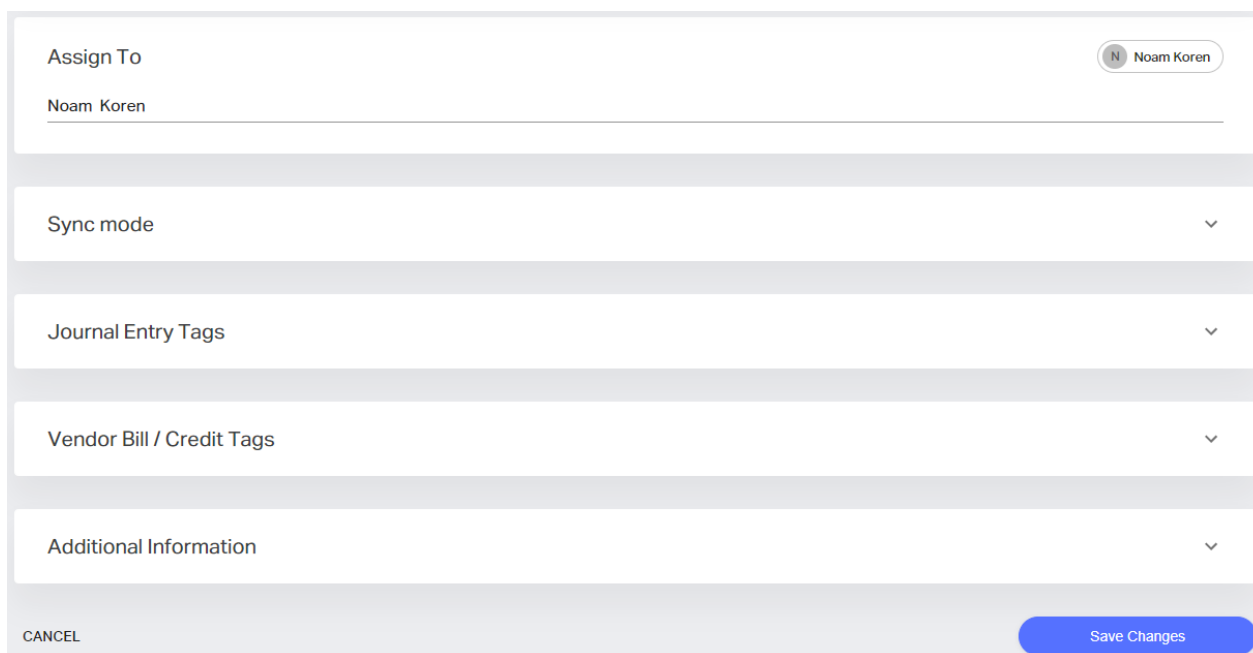
If you receive any error messages please consult the Mesh Support team.

In addition, please note that you may need to revisit the configuration page in case you update anything on the NetSuite configuration side. To do so please navigate to **Company Settings>Integration Portal>Oracle NetSuite>Edit**.

Tag Payments Methods (i.e., Cards)

When employees request a payment method or when an Admin/Pro creates one for them, it is possible to add the relevant NetSuite tags. Tagging provides context to financial activities and helps speed up the reconciliation process. If a payment method is tagged during its creation, its future transactions are tagged automatically based on the card's setup but, an Admin/Pro/Auditor is able to modify the tags prior to syncing the transaction to NetSuite.

To add the tags during card creation expand the sections under 'Assign To' (e.g., Sync mode, Journal Entry Tags, Vendor Bill, and Additional Information), edit the relevant details, and click on 'Save changes'.



Assign To Noam Koren

Noam Koren

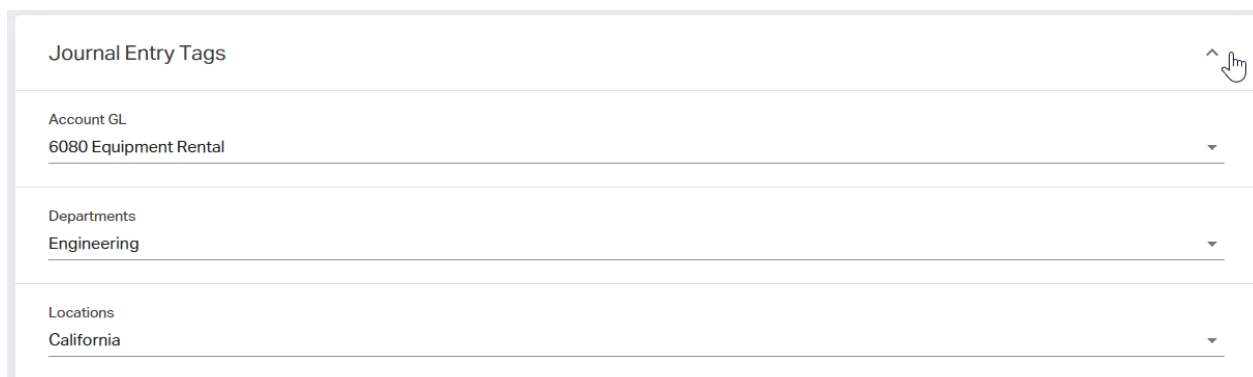
Sync mode ▾

Journal Entry Tags ▾

Vendor Bill / Credit Tags ▾

Additional Information ▾

CANCEL Save Changes



Journal Entry Tags ^

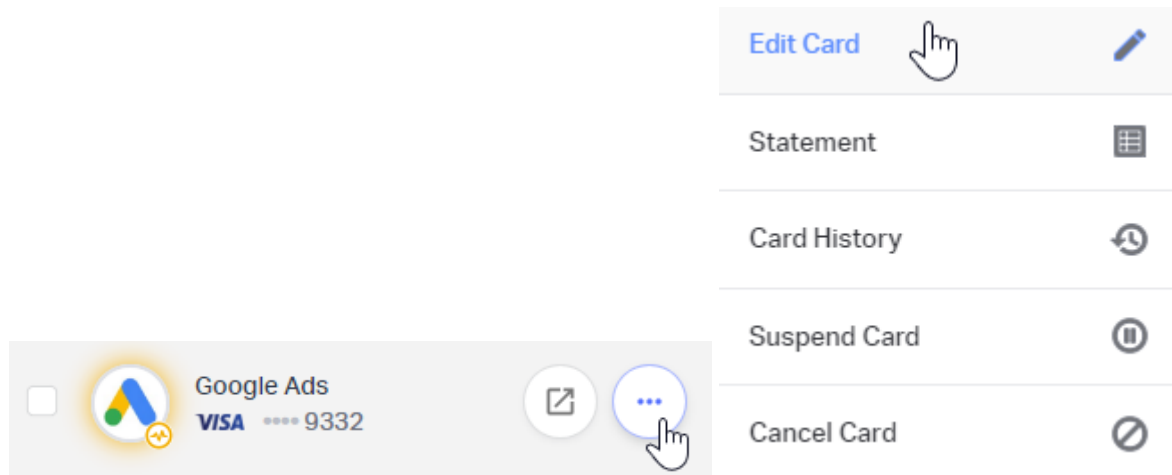
Account GL
6080 Equipment Rental ▾

Departments
Engineering ▾

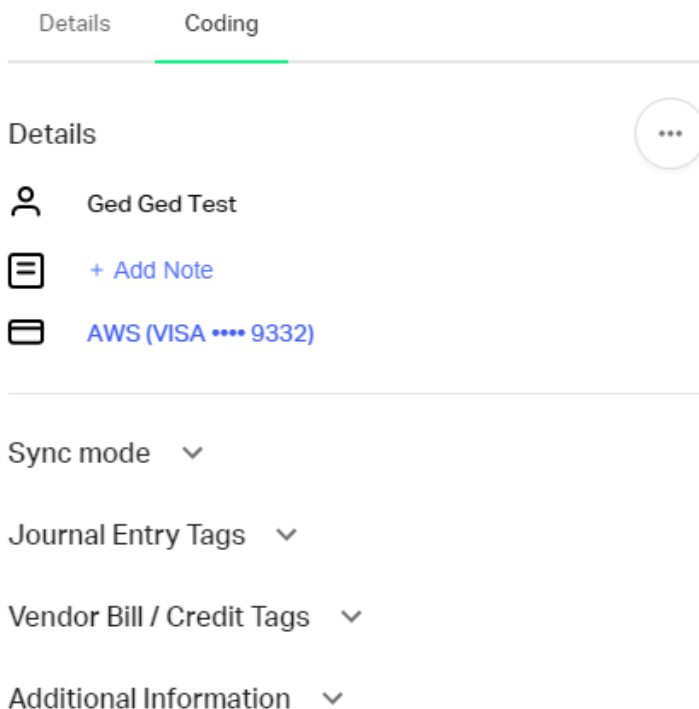
Locations
California ▾

If cards were created without the mentioned tags or if you wish to change the tags you can do that on the card or the transaction level.

On the card level: Log in as an Admin/Pro, navigate to the 'Cards' page, select a card, click on the three dots, click on 'Edit Card', edit the relevant details, and click on 'Save changes'.



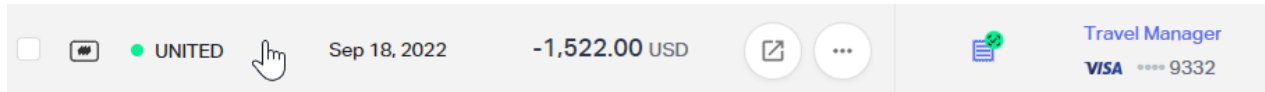
On the transaction level: Log in as an Admin/Pro/Auditor, navigate to the 'Transactions' page, click on a transaction, click on the coding tab, edit the relevant NetSuite tags and close the window.



Sync Transactions into NetSuite

When the connection between Mesh and NetSuite is established, follow these steps to sync transactions into NetSuite:

1. Navigate to the 'Transactions' page and click on a transaction that you wish to sync.



2. Check that the transaction is properly tagged (i.e., the 'coding' tab includes the correct values), that it includes a receipt/attachment, and that the transaction details match.

UNITED
1,522.00 USD
Sep 18, 2022, 12:36 PM GMT

IN REVIEW
HOLD
READY
DO NOT SYNC
MANUAL SYNC
Sync Now

Details
Coding

Details
Ron Gold
+ Add Note
Travel Manager (VISA **** 9332)

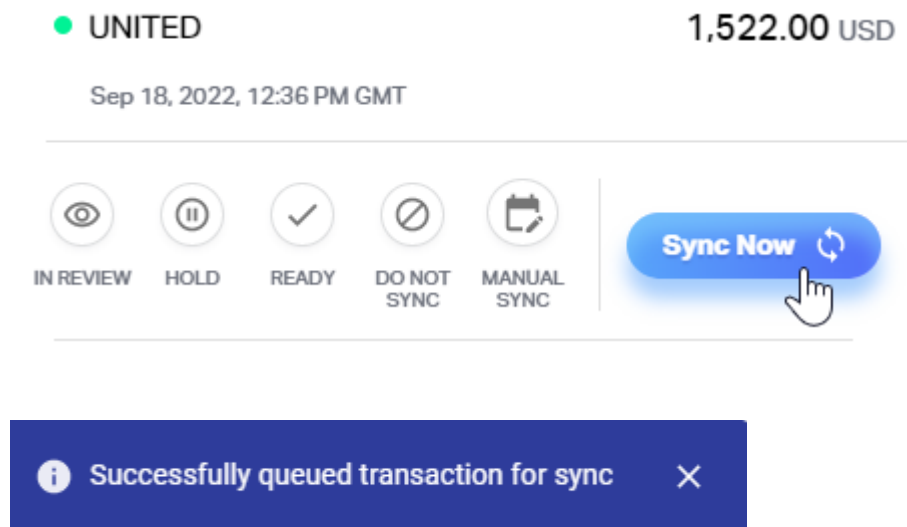
Sync mode
Sync Transaction As (Required)
Vendor Bill / Credit
Journal Entry

Journal Entry Tags
Account GL
1150 Employee Advances
Departments
Production : Inspection
Locations














Vendor Bill / Credit Tags
Vendor
AWS
Account GL
1150 Employee Advances
Departments
Production : Inspection

RECEIPT
Page 1/1
UNITED
Traveler: ZEHAVIODED, eTicket Number: 0167026811334, Invoice Number: UA39481204923
FLIGHT INFORMATION
Day, Date: Sun, 18SEPY22, Flight: UA091, Class: A, Departure City and Time: TEL AVIV, IL, 11:55 PM
FARE INFORMATION
The airfare you paid on this itinerary totals: 1522.00 USD
ITEM
Flight ticket: \$1222.00, Insurance: \$100.00, Change: \$200.00, Total: \$1522.00
Id: UA39481204923, Date: MM/DD/YYYY

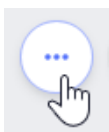
3. Click the 'Sync Now' button and a queuing message will appear.



Alternatively, you can review the transactions first then select a few transactions and sync all of them at the same time. To do so, navigate to the 'Transactions' page and select the transactions that you wish to sync.

	Date ▾	Type ▾	Transaction Status ▾	Card Type ▾	Amount ▾	Receipt ▾
<input type="checkbox"/>	Merchant ⌵	Date ⌵			Amount ⌵	
<input checked="" type="checkbox"/> 	 Twilio	Sep 20, 2022			-82.59 USD	
<input checked="" type="checkbox"/> 	 The Grand Hotel	Sep 18, 2022			-380.92 USD	
<input checked="" type="checkbox"/> 	 UNITED	Sep 18, 2022			-1,522.00 USD	
<input checked="" type="checkbox"/> 	 Microsoft	Sep 18, 2022			-1,000.00 USD	 

Navigate to the upper right corner of the 'Transactions' page, and click on the kebab (i.e.,



the 3-dot) icon.

Select the 'Sync to Netsuite' option and click on 'YES' on the following window.

Set to In Review	
Set to On Hold	
Set to Ready	
Sync to Netsuite	
Missing Receipts Reminders	
Refresh Netsuite Fields	

Sync to Netsuite



Are you sure you want to sync 3 transactions?

CLOSE

YES

Synchronization Notifications

The platform will display a notification (e.g., 'Success' or the 'Failure') following a sync attempt. The notifications will appear in two places, first under the 'integration' column of the data presented on the 'Details' tab if one was selected from the 'Transactions' page.

Failed syncs

If the sync failed, hover with your mouse over the **Failed** area in the integration column in order to see the reason. Alternatively, click on the transaction and view the error message under the 'Details' tab.



The screenshot displays the Mesh Payments interface. At the top, there are three columns: 'Last Sync Date', 'Integration', and 'Vendor'. The 'Integration' column shows a red 'Failed' status with a copy icon. A tooltip is visible over the 'Failed' status, displaying the message 'Failed to retrieve currency info'. Below the table, there is a section with icons for 'IN REVIEW', 'HOLD', 'READY', 'DO NOT SYNC', and 'MANUAL SYNC'. A 'Sync Now' button is also present. At the bottom, the 'Details' tab is selected, showing a red dot next to the word 'Failed', the date 'Oct 17, 2022', and a circular arrow icon. Below this, the error message 'Failed to retrieve currency info' is displayed with a copy icon.






Follow the suggested steps to fix the problem (e.g., tag the transaction with all the relevant fields). If the problem persists, please consult the Mesh Support team

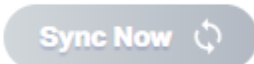
Successful syncs

If the sync succeeded, relevant messages will appear on both the 'integration' column of the 'Transactions' page as well as on the transaction 'Details' tab if one was selected from the 'Transactions' page.

Last Sync Date	Integration	Vendors	Categories
2022-10-13 18:54:17.161 GMT	Success	Books by Bessie	Advertising






 IN REVIEW
  HOLD
  **READY**
 DO NOT SYNC
  MANUAL SYNC



Details


Coding



 **Success**
Oct 13, 2022

Notes:

- It is not possible to sync and or tag a transaction that was successfully synced.
- If a transaction is synced successfully the user can click on the '**Success**' area of that transaction which in turn will launch the relevant page on the NetSuite side.

Last Sync Date	Integration	Vendors
2022-10-17 13:38:40.076 GMT	Success 	Bob's Burger Joint

Journal

7848799120331459398

[Edit](#) [Back](#) |   [Actions](#) ▼

Primary Information

Vendor ID
 7848799120331459398
 Currency
 USD
 Transaction Date
 10/17/2022
 Date
 10/17/2022
 Description
 Payment to Bob's Burger Joint

Lines	Communication	Related Records	System Information	Custom	EFT	Configuration Details	Box Files
100,000.00 •							
ACCOUNT	DEBIT	CREDIT	MEMO	NAME	DEPARTMENT		
1000 Checking		100,000.00					
1009 Mesh bank account	100,000.00						

[Edit](#) [Back](#) |   [Actions](#) ▼

That page also includes a link back to the Mesh platform.

Journal

7848799120331459398

[Edit](#) [Back](#) |   [Actions](#) ▼

Primary Information

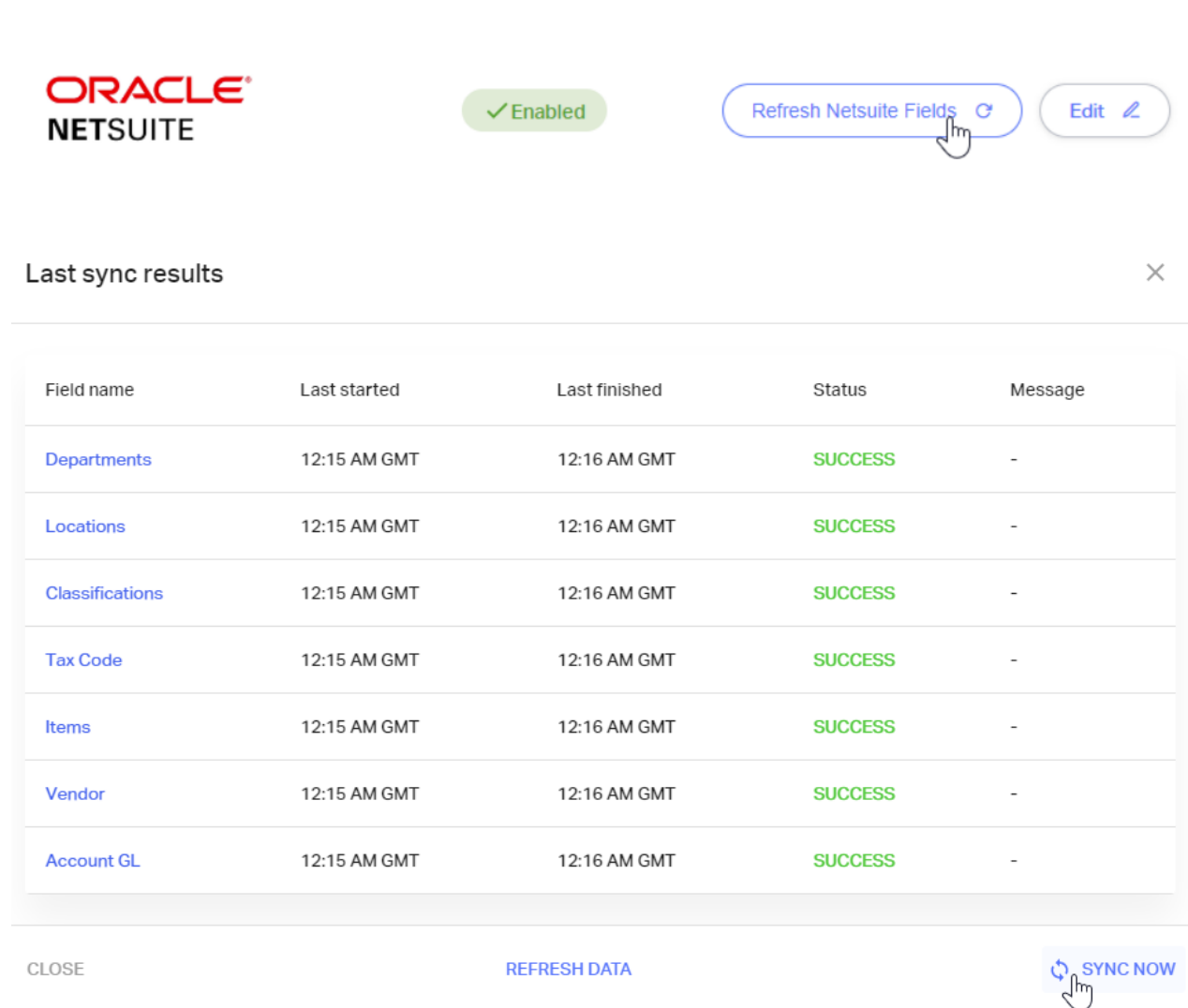
Vendor ID
 7848799120331459398
 Currency
 USD
 Transaction Date
 10/17/2022
 Date
 10/17/2022
 Description
 Payment to Bob's Burger Joint

POSTING PERIOD
 Sep 2022
 REVERSAL #
 REVERSAL DATE

MEMO
 Deposit <https://staging.meshpayments.com/transactions/details?id=7848799120331459398>

Sync 'Custom Field' Lists Manually

The custom field lists are refreshed every few hours. If you want to update the lists manually you can click on 'Company' Settings>'Go to Integrations Portal'>'Refresh NetSuite Fields'>'Sync Now'.



ORACLE[®] NETSUITE

✓ Enabled

Refresh Netsuite Fields ↻

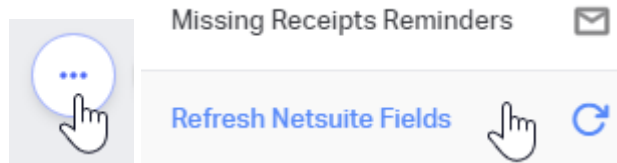
Edit ✎

Last sync results ✕

Field name	Last started	Last finished	Status	Message
Departments	12:15 AM GMT	12:16 AM GMT	SUCCESS	-
Locations	12:15 AM GMT	12:16 AM GMT	SUCCESS	-
Classifications	12:15 AM GMT	12:16 AM GMT	SUCCESS	-
Tax Code	12:15 AM GMT	12:16 AM GMT	SUCCESS	-
Items	12:15 AM GMT	12:16 AM GMT	SUCCESS	-
Vendor	12:15 AM GMT	12:16 AM GMT	SUCCESS	-
Account GL	12:15 AM GMT	12:16 AM GMT	SUCCESS	-

CLOSE REFRESH DATA SYNC NOW

Please note that the 'Transactions' page includes a link to the above-mentioned section. Alternatively, you can click on the 'Transactions' link located on the Mesh navigation bar, then go to the upper right corner of that page, click on the 3-dots, and then on the 'Refresh NetSuite Fields' which will launch the same page where you can click on the 'Sync Now' button.

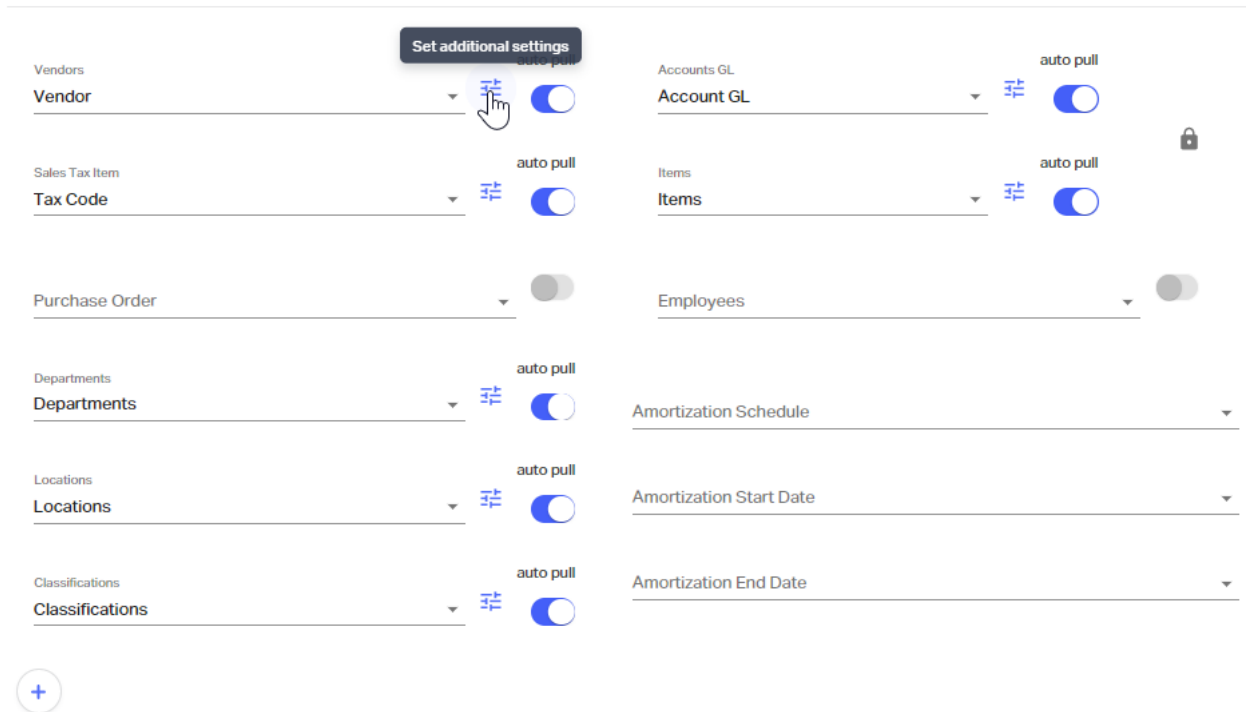


Import Frequency

It is possible to configure the import frequency of the lists pulled from Netsuite. The pulled values are populated into the relevant Mesh 'Custom Fields'.

To configure the mentioned frequency click on the settings icon located to the right of the specific field. Navigate to Company Settings > Integration Portal > Oracle NetSuite and click on 'Edit'. Scroll down to the 'Indexes' section, select one of the categories and click on the 'Set additional settings' icon.

INDEXES



Click on the drop-down of the 'Scheduling' section list and configure the settings to 'Daily' or 'Hourly' according to the need.

Vendors edit

Pull

Pull Vendor Name from

Entity title ▼

Scheduling

Pull values from Netsuite

Daily

Hourly



Filter List by

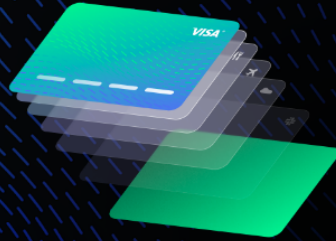
No custom filters.



[CLOSE EDIT](#)

To reduce overloads on the Mesh platform it is recommended NOT to change the scheduling to 'hourly'.

Mesh Payments



**Know Everything,
Optimize Anything**