PA1

REPORTING IN NETSUITE

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Slide 1

PA1 PRO TIP | To adjust the length of the header bars to fit your text simply go to the "Insert" tab > "Shapes" > "Rectangle" & format the shape with the a white background color & outline to conceal the excess line length. Then, copy & paste the rectangle to duplicate on the other side.

Paige Adams, 1/29/2016

AGENDA

Introduction to Reports vs. Saved Searches

Reports in NetSuite

- Database Structure – Entities vs. Transactions
- Table Joins
- Customizations
    - Columns
    - Filters
    - Sorting
    - More Options Layouts
- Layouts for Financials

AGENDA

Saved Searches in NetSuite

- Types of searches
- Using Expressions
- Building the saved search
  - Lines to explain
    - Main Line
    - COGS
    - Shipping
    - Tax Line
- Formulas
  - CASE WHEN
  - NVL
  - NULLIF
- Alerts
- Reminders

REPORTS VS. SAVED SEARCHES

WHEN TO USE ONE VERSUS THE OTHER

Reports

- Hundreds of pre-configured reports
- Subtotals and hierarchy make them "pretty"
- Standard reports allow you to control filter and columns
- Custom report layouts allow you to control the rows
- Reports are smart enough to know the signs (debits and credits)
- Scheduled Reports

Saved Searches

- When you want to join tables and go directly at the data
- Searches are very literal. They don't fix the signs for you.
- When you want flat file results to export
- When you want to create any of these:
    - KPI Dashboards
    - Custom Views
    - Custom Reminders
    - Email Alerts – Exception Reports

REPORT BUILDING BLOCKS

ENTITIES

Entities are the fixed data records. “Nouns”

- Subsidiaries
- Customers
- Vendors
- Employees
- Accounts

TRANSACTIONS

Transactions are the activities that we record. “Verbs”

- Sales Order/Purchase Order
- Customer Invoice/Vendor Bill
- Journal Entries

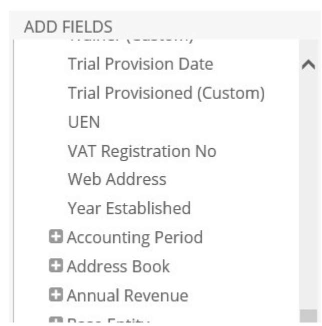
TABLE JOINS

LOOK FOR THE PLUS SIGN

Sometimes you have to join the tables in order to get to the data you want. If you want to get a sales report by customer category you have to “reach through” the invoice to the customer record.

- Invoice record has the customer
    - Customer record has the category

These joins are represented at the bottom of the list of fields showing as a record name with a plus sign indicating it can be expanded.



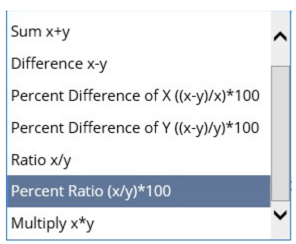
REPORT CUSTOMIZATION

COLUMNS

You can add columns three ways

- Search
  - Type in name to see available fields
  - TIP: Hover over the names below to see which record it is from
- Add Formula Field

With X and Y as a column on your report

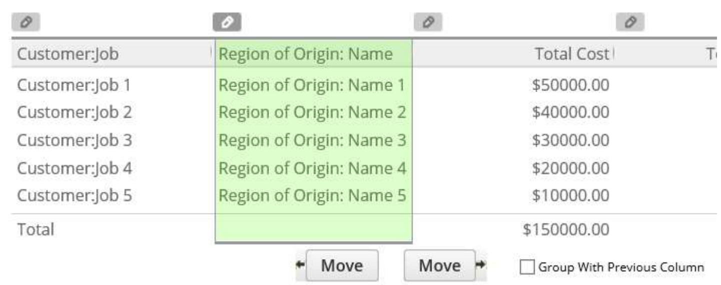


- Select from list
  - Click on plus signs to expand the records
  - Remember to look at the joined tables at the bottom of the list

REPORT CUSTOMIZATION

REPORT HIERARCHY

Use the “Group With Previous Column” check box to control the subtotals on your report. The Move boxes make it easy to change the order of the columns.



REPORT CUSTOMIZATION

COLUMNS OPTIONS


Profitability: Cost

Column Label
Total Cost

Summary

Drop Decimals

Add Grand Total

Divided by 1000

Add % of Total Column

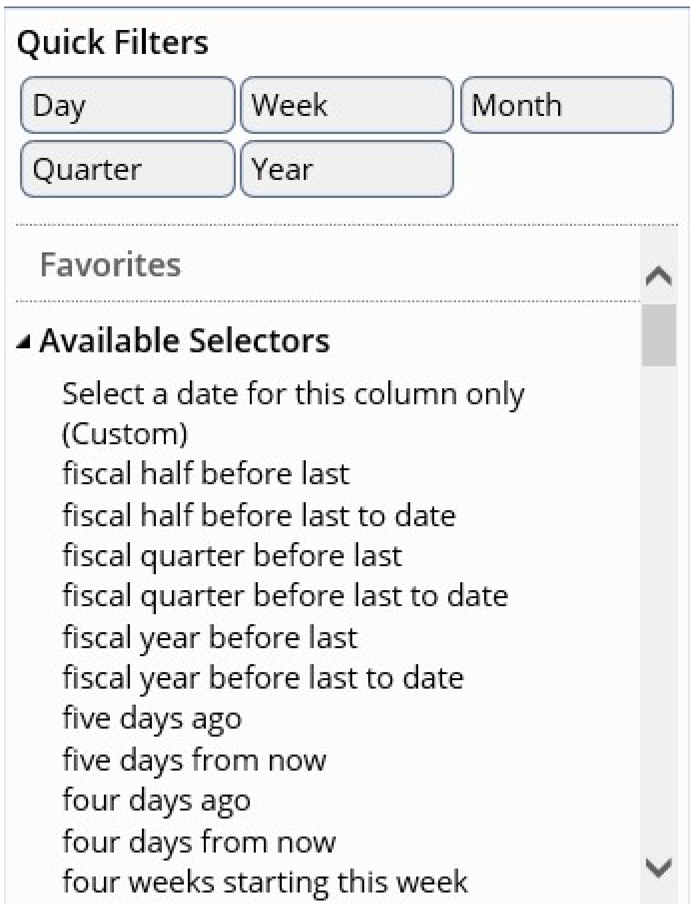
Display Negative Numbers
Parentheses example: (123)

Alternate Date Range Type
None

Negatives in Red

REPORT CUSTOMIZATION

ALTERNATE DATE RANGE



If you want to report a different date range on a column

- Relative to Report Date – this column will always compare to the date selected on the bottom of the report
- Relative to Today's Date – this column will always compare to the date the report is run. TIP: Select this if you want to hard code dates using the CUSTOM option.
- Use the Quick Filters to find your option faster.

REPORT CUSTOMIZATION

FILTERS

Filters control what data gets onto the report.

Select the fields on the left side the same as for the columns in order to create a filter on that data.

Choose Filters

REPORT COMPONENT *	FIELD *	VALUE	SHOW IN FILTER REGION
Profitability	Date	Filter: between Date Range: (Custom) From: 1/1/2010 To: 12/31/2016	Yes
Profitability	Subsidiary	Filter: Subsidiary Context US - West	Yes

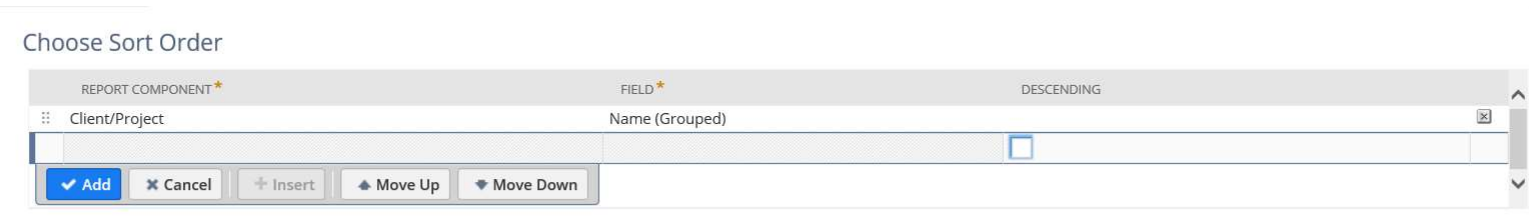
Add Cancel Insert

Show in filter region is what controls the selections on the bottom of the report

REPORT CUSTOMIZATION

SORTING

Add multiple layers of sort by adding report components

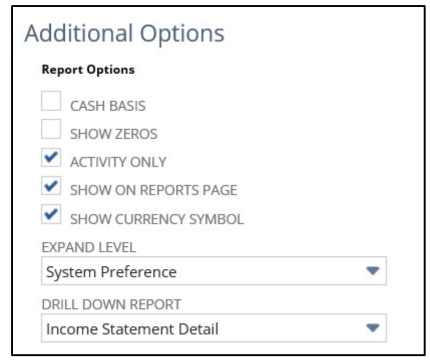


REPORT CUSTOMIZATION

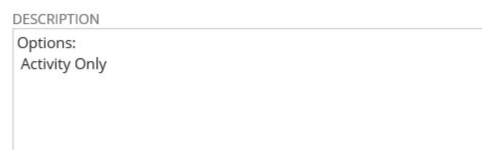
MORE OPTIONS

Additional Options

- Cash Basis
- Show Zeros
- Activity Only
- Show on Reports Page
- Show Currency Symbol
- Expand Level
- Drill Down Report



- Description will print in the header



REPORT CUSTOMIZATION

MORE OPTIONS

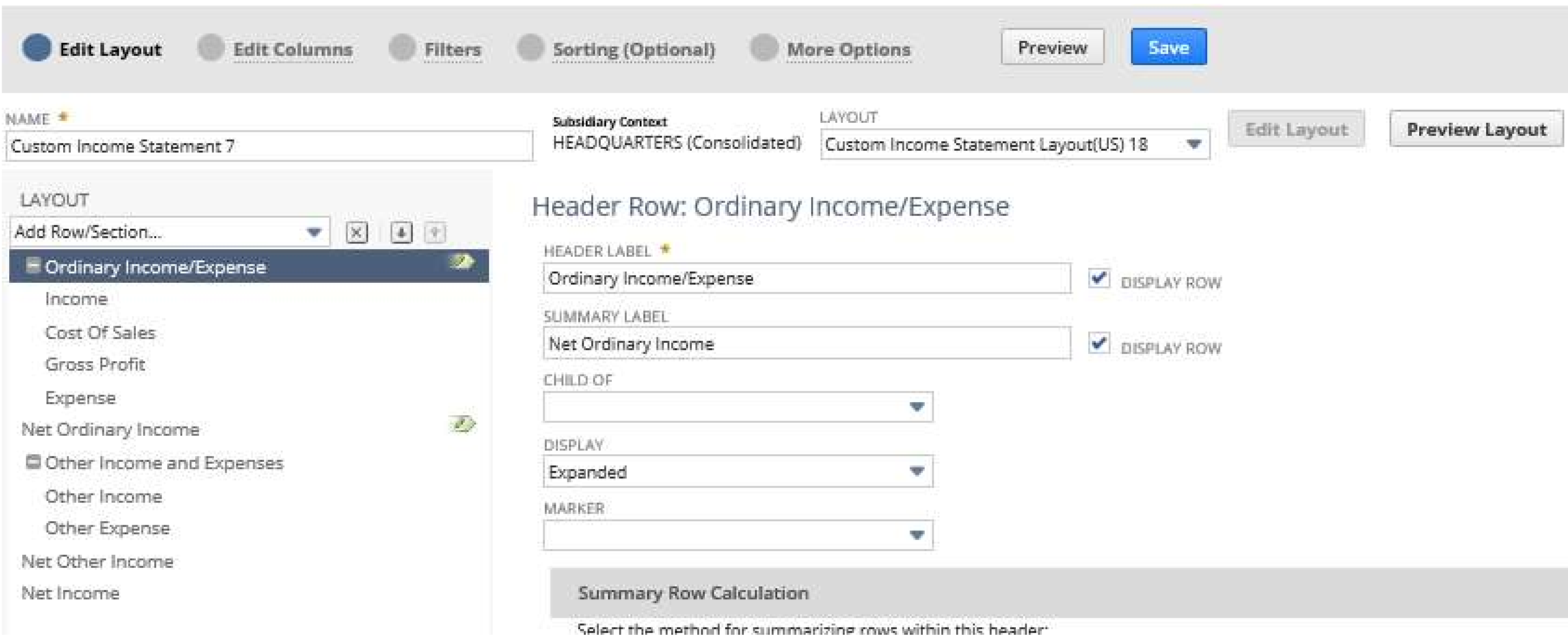
Access versus Audience

- Audience – more common
  - Select individual names or group names to give others access to your custom report. If you select both a role and a department, the user must be assigned the role and be a member of the selected department to access this report. If you select a group, employee and/or partner, the user must be a member of the group or be the employee selected or be the partner selected to access this report.
  - Best practice is to use ROLES not NAMES.
- Access – WARNING – overrides role permissions!
  - Select individual names or group names to give others access to your custom report. Your selection will over-ride the standard, role-based permission associated with the target – please exercise caution in enabling access. If you select both a role and a department, the user must be assigned the role and be a member of the selected department to access this report. If you select a group, employee and/or partner, the user must be a member of the group or be the employee selected or be the partner selected to access this report.

CUSTOM LAYOUTS FOR FINANCIAL REPORTS

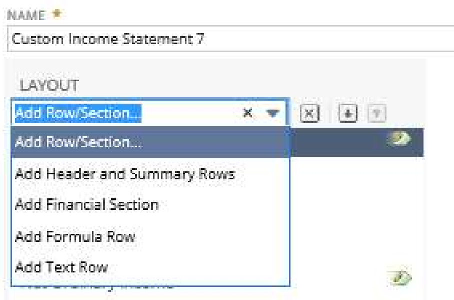
THE FIRST OPTION ON FINANCIAL REPORTS IS TO EDIT THE LAYOUT

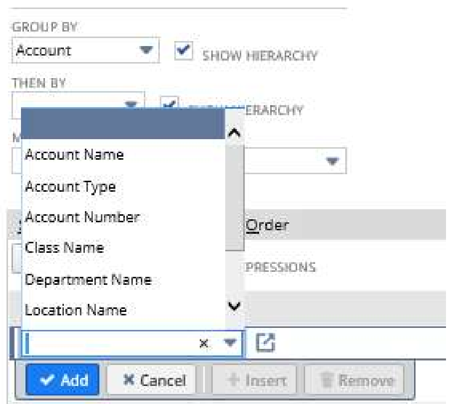
This controls the ROWS of a report. The first time you start, it will name the layout for you. The saved layouts can then be applied to any report.



FINANCIAL SECTION

YOU CAN ADD THESE TYPES OF ROWS TO THE REPORT





Financial Section

When adding new Financial Section, these are your options for how to select/filter the row:

FINANCIAL SECTION

BEST PRACTICES

Because of these options, it is critical that you either number or name your reporting dimensions properly so that selection for the report is simplified. If you don’t have the right logic, you could end up picking the values one by one from a list. This is a problem if you add any values later. They will not be dynamically included on the report.

- Use account numbers instead of names.
- Use the account numbers that conform to your report, preferably “begins with number” instead of ranges.
- Account types also work well and are dynamic.
- If you have selections on any of the other dimensions, you will need to add them to the layout each time you add one.

OPTIONS FOR SELECTION

Account Name
- Any Of – pick from the list which is alphabetical by name (no numbers included)
- None Of – pick from the list which is alphabetical by name (no numbers included)
- You may select multiple by using your control key

Account Type
- Any Of – pick from the list which is alphabetical by name
- None Of – pick from the list which is alphabetical by name
- You may select multiple by using your control key

Account Number – you can enter one value for each of these (except is and is not empty)
- Is
- Is Empty
- Starts With
- Contains
- Is Not
- Is Not Empty
- Does Not Start With
- Does Not Contain

Class Name, Department Name, Location Name, Customer/Job Name,
- Any Of – pick from the list
- None Of – pick from the list
- You may select multiple by using your control key
- Includes Null as a selection

Item Name
- Any Of – pick from the list
- None Of – pick from the list
- You may select multiple by using your control key

OPTIONS FOR SELECTION

Account Name
- Any Of – pick from the list which is alphabetical by name (no numbers included)
- None Of – pick from the list which is alphabetical by name (no numbers included)
- You may select multiple by using your control key

Account Type
- Any Of – pick from the list which is alphabetical by name
- None Of – pick from the list which is alphabetical by name
- You may select multiple by using your control key

Account Number – you can enter one value for each of these (except is and is not empty)
- Is
- Is Empty
- Starts With
- Contains
- Is Not
- Is Not Empty
- Does Not Start With
- Does Not Contain

Class Name, Department Name, Location Name, Customer/Job Name,
- Any Of – pick from the list
- None Of – pick from the list
- You may select multiple by using your control key
- Includes Null as a selection

Item Name
- Any Of – pick from the list
- None Of – pick from the list
- You may select multiple by using your control key

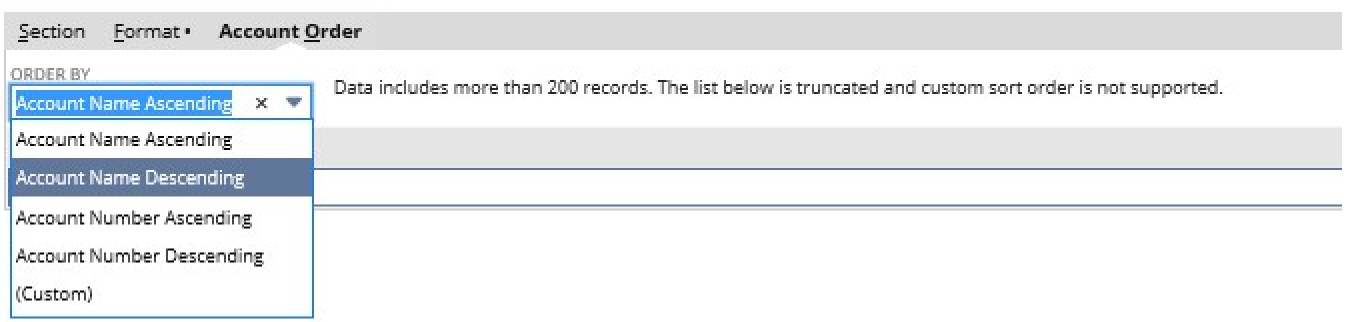
FINANCIAL SECTION

FINANCIAL SECTION OPTIONS

- You can check the Use Expression box if you need to have more advanced logic (OR logic, or parenthesis).

- Once you have the Section filtered, you can format the section in the next tab. You have options for the Header row, the Total Row and all of the detailed rows.

- In the Account Order tab you can indicate the order you would like for the detailed rows.



HEADER AND SUMMARY ROWS

- Give a Label for the Header and Summary Lines. You don't have to display them. This label is what will show, however, if you are selecting rows for a formula row.
- The Child Of determines if this is embedded within another section.
- You can display it expanded, collapsed or can not expand depending on the user experience you want.
- Marker: Select a value to mark this row for use in report or KPI calculations. Note that if you delete a row with a marker and you do not set its marker on another row, the related calculations will not work. To use a row value as the Total Expense amount for % of Expense column calculations, select Expense. To use a row value as the Total Income amount for % of Income column calculations, select Income. Be aware that a marker cannot be set for more than one row at time. To use multiple row values for a calculation, create a formula row to compute their total and set the marker on the formula row.
- Select a Summary Row Calculation Method
    - Dynamic – this will sum all rows and ignore all subtotals appropriately.
    - Apply a Formula – add a special formula for this row.

FORMULA ROWS

- Formula Label is what will print on the line.
- Check the box if you would like it to display. You may need to create a formula row that doesn't display, but you use it for another formula.
- The Child Of determines where it will show up on the report. You can also us the up and down arrows on the left or drag and drop it by clicking on the name of the row on the left.
- You can format it as desired.
- Select the Operator: +,-,*,/,%
- Use the parens if you need to imbed any parts of your formula
- Select the Type
    - Row – this will give you a list of the rows on your report that are available for a formula. Make sure you name your rows in such a way that you can find them here (i.e., don't just say "Total" for the name on two different lines or it will be difficult to know which one to pick here).
    - Constant – Use this if you have a constant you are plugging in.
- Value – This is determined by what you select in type. Either a field for the Constant or a list of your rows.
- Add as many rows as you need.

TEXT ROWS

- The Text is what will show on the row. If you want a blank line, simply leave this blank.
- The Child Of determines where it will show up on the report. You can also us the up and down arrows on the left or drag and drop it by clicking on the name of the row on the left.
- You can format it as desired.

FINAL NOTES

Preview Layout:

The Preview Layout will show you what the report will produce (in terms of the filters – not the numbers).

Editing the layout:

If you only have this layout on one report, then the layout will be available for you to customize when you hit the customization button on the report.

If this layout is on more than one report, then you will have to hit the Edit Layout button next to the layout name. The system will ask you if you are customizing it for ALL of the reports that use it, or if you want to create a new one.

Issues:

Budget to Actual. I discovered that you can reverse a sign on the Actual column but the budget column does not reverse. My solution was to group all of the accounts using their natural signs and then deal with the reversal on the total row.

SAVING CUSTOM LAYOUTS

GO TO REPORTS/FINANCIAL/CUSTOM ROW LAYOUTS

- Use in-line editing to change the name of the layout.
- Click on the View Assignments link to see which reports use this layout.

Financial Row Layouts

Refresh

FILTERS

EDIT

DELETE	LAYOUT NAME	REPORT TYPE	VIEW ASSIGNMENTS
Delete	Custom Balance Sheet Layout(US) (2)	Balance Sheet	View Assignments
	Standard Balance Sheet Layout(UK)	Balance Sheet	View Assignments
	Standard Balance Sheet Layout(JP)	Balance Sheet	View Assignments
	Standard Balance Sheet Layout(XX)	Balance Sheet	View Assignments
	Standard Balance Sheet Layout(CA)	Balance Sheet	View Assignments
	Standard Balance Sheet Layout(AU)	Balance Sheet	View Assignments
Delete	Custom Balance Sheet Layout(US) 3	Balance Sheet	View Assignments
Delete	Custom Balance Sheet Layout(US) 4	Balance Sheet	View Assignments
	Standard Balance Sheet Layout(US)	Balance Sheet	View Assignments
Delete	Custom Balance Sheet Layout(US)	Balance Sheet	View Assignments
Delete	Custom Balance Sheet Layout(US) 5	Balance Sheet	View Assignments
Delete	Custom Balance Sheet Layout(AU)	Balance Sheet	View Assignments
	Standard CTA Balance Audit Layout	CTA Balance Audit	View Assignments

SAVED SEARCHES

GETTING STARTED

- Select a record type as the basis of your search. You are able to create searches for any type of record that you have access to
- First navigate to Reports>Saved Searches>New or Lists>Searches>Saved Searches>New
- OR, personalize the New dropdown to go straight to a new saved search

- Select a record type to search. This is very important depending on the data that you are trying to view. This will open the search builder

SAVED SEARCHES

BASIC SETTING

Saved Searches in NetSuite

- Public
    - Check this box to make this search available to all users with sufficient permissions. This setting allows these users to run the search and view the search's results. It does not allow them to edit the search.
- Available as List View
    - Check this box to make this search's results available to audience members as a view for lists of this kind of record.
- Available as Dashboard View
    - Check this box to make this search's results available to audience members as a dashboard list portlet of this kind of record.
- Available as Sublist View
    - Check this box to make this search's results available to audience members as a view for sublists on lists of this kind of record.
- Available for Reminders
    - Enable this option to allow a count of and link to this search's results to be displayed in the Reminders portlet.
- Show in Menu
    - Check if you would like this on the list in the drop down menu

SAVED SEARCHES

CRITERIA

This is where you set the criteria for which data will be included

- Typically an AND selection. Check the "Use Expressions" box to create Or and use parenthesis for selection.
- Add the fields you want to select on
- Special Lines
    - Main Line
    - COGS
    - Shipping
    - Tax Line

- You can even create a formula to further define the filter
- Don't forget to exclude memorized transactions for a transaction search (Memorized False/No)

SAVED SEARCHES

RESULTS

Define how you would like the results displayed

- Sort Order
- Columns to include
- Summaries
    - Group
    - Count
    - Sum
    - Minimum
    - Maximum
    - Average
- Summary Label column

SAVED SEARCHES

FORMULAS IN SAVED SEARCHES

- Helpful Formulas
    - CASE WHEN

Formula (Currency)	Sum	CASE WHEN {daysoverdue} > 0 THEN {amountremaining} ELSE 0 END

- NVL – will return zero instead of No Value if value is null
    - **NVL** ({fieldID}, <replacement value when fieldID returns null>)

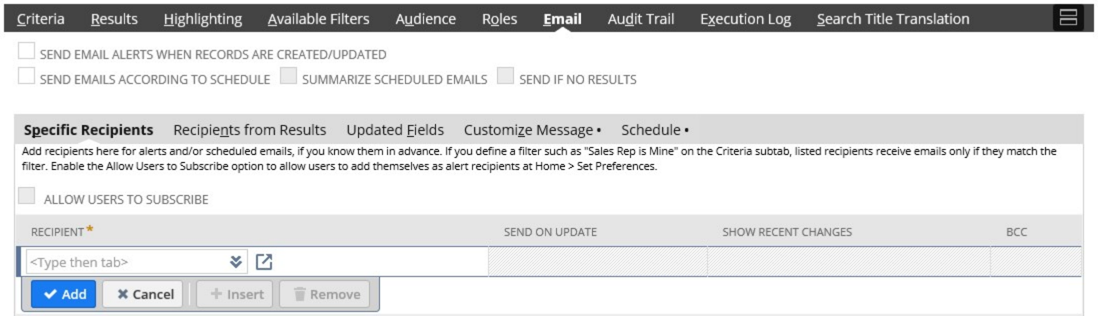
- NULLIF – will return a zero instead of an error if the divisor is 0
    - **NULLIF**({denominator},0)

Formula (Currency)	{amount}/nullif({custcol_qty},0)

SAVED SEARCH ALERTS

ENABLE EMAIL ALERTS

You can enable email alerts for a saved search, so that specified recipients, and additional subscribers, receive email messages whenever search results are added, and in some cases updated.



- Send each time or on a schedule
- Allow users to subscribe (must be checked as a PUBLIC saved search)
- Specify Recipients either on first tab or on Recipients from Results
- Identify the fields you care about on the Updated Fields tab
- Customize your email message
- Schedule the alert

SAVED SEARCH FOR REMINDERS

BUILD REMINDER SEARCHES FOR YOUR DASHBOARD

- If the reminders provided by NetSuite do not meet all of your needs, you can create your own reminders and add them to the Reminders portlet on your dashboard.
- Each reminder is based on a count of the results of a saved search.
- Custom reminders work best for saved searches that do not have any grouped results because reminders are based on a count of the number of results and only display when this count is a non-zero integer.
- Typically used for a workflow. You want items to be on a list until they are “dealt with” and then they are removed.
- Add to the reminders portal on the dashboard

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