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Accounting Spotlight

RMNSUG– July 16, 2025

Reminder about Questions during Presentation

- Please enter any questions you have in the chat window during the presentation. Board members will be monitoring and may be able to post an answer.
- Feel free to jump in with answers on the chat as well. It takes a village!
- I will try to pause during the presentation a couple of times to address questions still open in the chat.
- There will be time at the end to open it up to questions also.

Agenda

- Chart of Account tips
- Account Registers
- Journal Entries
- Memorized Transactions
- Amortization Schedules
- Bank Recs
- Reconciling Non Bank registers
- AR and AP Aging
- Managing Periods
- Locked Periods
- Saved Search for General Ledger inquiries
- Persist Search
- Changes to the GL after a certain date
- Reporting tricks
- Dashboard reminders

Chart of Account Tips

- Bank and Credit Card accounts can only apply to ONE subsidiary.
- Once you set up an account with an account type, you can't change it.
- If you do need to change it, you can create a new account, make the old one inactive and then do monthly Journals historically to move to the new account. OR...use the custom layout in the Financial statements to move the historical account to a different section.
- Most accounts can be merged if they are the same type of account. Bank accounts that are merged will un-reconcile everything. Warning, the merge can't be undone! The merge is in the drop Actions drop down.
- If you don't want to merge, you could make one a subaccount of another and then make it inactive. It would roll up historically.

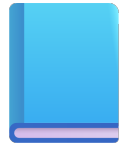
Account Registers

Lists>Accounting>Accounts and click on the account NAME (not edit or view)

Or, if you typically work with one bank account, you can go here if you have set the bank account as your default in the Home>Set Preferences>Analytics page:
Reports>Banking & Budgeting>Register

Account Registers

- You can view as one line per entry or two (to see the split)
- Sort various ways (Date, Type, Document number, amount, order entered)
- Change your date range
- View only uncleared
- Use the “find” to search for a specific transaction (be sure to use the commas in the search or it won't find the number)
- If it's a bank account, find out which reconciliation it was cleared on (or if it hasn't cleared, it will say Reconcile with a link which takes you to the deprecated bank reconciliation screen)



CPE Question Time

1

Journal Entries

- Journals can go through an approval process. Note that they won't post to the G/L until they have been approved.
- Copy Journals (just update the date)
- Memorize Journals
- Import Journals (use saved csv or single journal import)
- Print journals
- Statistical Journals

Advanced Intercompany Journal Entries

- Just like Journals except that you can enter lines for multiple subsidiaries in one JE. Especially good for showing how one transaction affects multiple subsidiaries. Good audit trail!
- First line must be the same sub as the header sub. Header sub doesn't really do anything.
- Each subsidiary must balance.
- It will warn you if you are affecting one subsidiary more than another (subsidiaries aren't in balance), but it will let you save it.

Best Practice for both types of journals

- Don't use a journal if you can use a standard transaction. Better for the audit.
- Attach the documentation you used to create the Journal. Good back up comes in handy later.
- Try to use the intercompany Journal whenever a transaction involves two subs so that they are tied together.
- Use the notes area for any other type of documentation.



CPE Question Time

2

Memorized Transactions

Most transactions can be memorized. Look in the Actions drop down while in EDIT mode on the transaction.

Go to Transactions>Management>Enter Memorized Transactions>List to see what you have.

- Automatic – good for transactions that are the same each month
- Reminder – good for recurring transactions where you need to make a change (like a mortgage).
DON'T FORGET TO ADD THE REMINDER TO YOUR DASHBOARD
- Template Only – good for an entry that you occasionally make

Give a good name to the memorized transaction so you can find it when you need to.



CPE Question Time

3

Amortize with ease!

You can automate your amortizations. Set up your amortization on Vendor Bills, Vendor Credits and Journal Entries. Then run one set of Journals at Month End and be done with it!

To start:

- Turn on the future periods (you will need to open years into the future)
- Enable the feature (Setup>Company>Enable Features>Accounting)
- Set up deferred expense on the accounts

Best Practice: Make changes to expenses on purchase transactions by using vendor credits or additional bills rather than changing the original transaction. This preserves your historical data and audit trail. It's difficult to change the amortization schedule after it is started.

Amortizations – set up accounts

Add the deferral account for each of the accounts you would use for amortizing. This tells NetSuite where to book the full amount prior to expensing it to the account. You can use one deferral account for multiple expense accounts.

Account

6390 Rent Exp

Edit

Back

Actions ▾

NUMBER
6390

NAME
Rent Exp

SUBACCOUNT OF
6000 G&A

TYPE
Expense

CURRENCY

GENERAL RATE TYPE
Average

CASH FLOW RATE TYPE
Average

TRACK BILLABLE EXPENSES IN

DEFERRAL ACCOUNT

1410 Ppd & Oth Curr Assets : Ppd Exp

☐ INVENTORY

☐ REVALUE OPEN BALANCE FOR FOREIGN CURRENCY TRANSACTIONS

☒ ELIMINATE INTERCOMPANY TRANSACTIONS

DESCRIPTION
Rent Expense

☐ SUMMARY

☐ INACTIVE

RESTRICT TO DEPARTMENT

If this is too daunting, you can also hard code the prepaid account into the amortization template. You would then have one template per prepaid account and you wouldn't have to set it up in each account.

Amortizations – Straight-line template

Add templates at Lists>Accounting>Amortization Templates>New.

These can be set up to use the deferral account we just set up per expense account, or you can override it and add the deferral account here.

Setup straight line, straight line with proration on first and last months and even per day. You can also set up variable, custom amortization schedules.

Amortization Template

[Edit](#)[Back](#)[Actions ▾](#)

NAME

Straight Line

TYPE

Standard

METHOD

Straight-line, by even periods

TERM SOURCE

Transaction Date

DEFERRAL ACCOUNT

Default

CONTRA ACCOUNT

TARGET ACCOUNT

Default

AMORTIZATION PERIOD

PERIOD OFFSET

0

START OFFSET

0

RESIDUAL

INITIAL AMOUNT

☐ INACTIVE

Amortizations – Fixed Asset Template

You can hard code the deferral, contra and target account along with the amortization period and residual (salvage value) for fixed assets. Set up one for each type you purchase frequently. These only show up for ITEM lines.

Amortization Template

[Edit](#)[Back](#)[Actions ▼](#)

NAME

Fixed Asset - Computers

TYPE

Standard

METHOD

Straight-line, by even periods

TERM SOURCE

Transaction Date

DEFERRAL ACCOUNT

1301 IT Equipment

CONTRA ACCOUNT

1351 A/D IT Equipment

TARGET ACCOUNT

6047 Depreciation Expense

AMORTIZATION PERIOD

36

PERIOD OFFSET

0

START OFFSET

0

RESIDUAL

200.00

INITIAL AMOUNT

☐ INACTIVE

Amortizations – Add the bill

When adding the bill, select the template. Add start and end dates on the line item but be careful to have the dates match up with the template type. For example, if the template type is straight line by month and you put the date of 5/15/23 to 5/14/24, the amount will amortize over 13 months.

Choose the expense account you wish the amortization entries to hit. That will determine which prepaid account it hits for the bill unless you have specified that on the template.

Bill **Best Buy** **OPEN**

Save **Cancel** **Recalc** **Actions**

Primary Information

CUSTOM FORM *
Standard Vendor Bill

TRANSACTION NUMBER
51

REFERENCE NO.

VENDOR *
Best Buy
2000 Accounts Payable

AMOUNT
3,800.00

AVAILABLE VENDOR CREDIT

CURRENCY
USD

EXCHANGE RATE *
1.00

DISC. AMT.

DISC. DATE

☐ PAYMENT HOLD

DUE DATE
6/1/2021

DATE *
6/1/2021

POSTING PERIOD *
Jun 2021

MEMO

APPROVAL STATUS
Approved

Classification

SUBSIDIARY
US - West

VB HEADER TO BILL DISTRIBUTION SCHEDULE

PAGE LEVEL HELP

Expenses and Items **Billing** **Relationships** **Communication** **Related Records** **System Information** **Custom** **France Tax Reporting** **Bill Distribution Details** **Approvals** **Collections**

Expenses 3,800.00 **Items 0.00**

Clear All Lines

CATEGORY	ACCOUNT	AMOUNT	MEMO	DEPARTMENT	CLASS	LOCATION	CLIENT	BILLABLE	AMORTIZATION SCHEDULE	AMORTIZATION START	AMORTIZATION END	RESIDUAL
6047 Depreciation	3,800.00		Operations	Fixed Asset - Computers					6/1/2021	5/31/2024	200.00	

Amortizations – Run them at month end

At month end, you can run the amortization entries all at once. Select the reminder from your dashboard (note that it only includes the CURRENT period entries). Best Practice is to check the box to include prior periods to make sure you haven't missed any. Create them subsidiary by subsidiary. The fields on the top of the screen act as a filter for the journals that show up on the bottom for processing so you can distribute this task if necessary.

Create Amortization Journal Entries

Create Journal Entries

POSTING PERIOD

Apr 2021

☒ INCLUDE PRIOR PERIODS

JOURNAL ENTRY DATE

4/30/2021

SUBSIDIARY *

HEADQUARTERS : AMERICAS : US - West

TRANSACTION TYPE

- All -

NAME

<Type then tab>

☐ SELECT INDIVIDUAL SCHEDULES

TYPE

- All -

ITEM TYPE

- All -

ORIGINAL ACCOUNT

<Type then tab>

TARGET ACCOUNT

<Type then tab>

DEFERRAL ACCOUNT

<Type then tab>

TRANSACTION DATE






All

FROM

TO

Amortizations – Review schedule

Review the schedules at Lists>Accounting>Amortization Schedules. You can see where we are in the schedule and go to the linked journals.

ORACLE NETSUITE  Search   Help  Feedback  Marc Collins
Dilley - Administrator

Amortization Schedule List Search

[Edit](#) [Back](#)

NAME	AMORTIZATION PERIOD	RESIDUAL
CAS		0.00
CREATED FROM	START DATE	INITIAL AMOUNT
Journal #699	4/13/2020	0.00
PROJECT	END DATE	REMAINING DEFERRED BALANCE
	10/13/2020	750.00
TEMPLATE	STATUS	TOTAL AMORTIZED
CAS	In Progress	250.00
TYPE	PERIOD OFFSET	AMOUNT
Standard	0	1,000.00
METHOD	START OFFSET	<input type="checkbox"/> ELIMINATE
Custom	0	
TERM SOURCE		
Transaction Date		

ACCOUNT	POSTING PERIOD	IS RECOGNIZED	DATE EXECUTED	JOURNAL	AMOUNT	TOTAL AMORTIZED
4004 Revenue : Maintenance	Apr 2020		4/30/2020	703	50.00	50.00
4004 Revenue : Maintenance	May 2020		5/31/2020	704	100.00	150.00
4004 Revenue : Maintenance	Jun 2020		6/30/2020	705	100.00	250.00
4004 Revenue : Maintenance	Jul 2020			- None -	200.00	
4004 Revenue : Maintenance	Aug 2020			- None -	200.00	
4004 Revenue : Maintenance	Sep 2020			- None -	350.00	

Amortizations – Summary Schedule

There is a native report to show the amortization forecast for a given period. You can also create a saved search to show amortized amount and remaining deferred balance to assist with your reconciliation:

Saved Amortization Schedules Search

Amortization Remaining deferred balance

Save & Run **Cancel** **Preview** **New Template**

SEARCH TITLE *

Amortization Remaining deferred balance

ID

customsearch3027

OWNER

Dana Larson

☒ PUBLIC

Criteria **Results** **Highlighting** **Available Filters** **Audience**

Use this tab to specify criteria that narrow down your search.

☐ USE EXPRESSIONS

Standard **Summary**

FILTER *

Internal ID

Criteria **Results** **Highlighting** **Available Filters** **Audience**

Use this tab to indicate columns to be included in the search results as well as sort order.

SORT BY

Date ☐ DESCENDING

THEN BY

☐ DESCENDING

THEN BY

☐ DESCENDING

Columns **Drill Down Fields**

Remove all **Add Multiple**

FIELD *	SUMMARY TYPE	FUNCTION	FORMULA
Date	Group		
Schedule Name	Group		
Source Transaction	Group		
Template Name	Group		
Amount (Schedule Total)	Group		
Remaining Deferred Balance	Group		
Total Amortized	Group		
Destination Account	Group		



CPE Question Time

4

Date vs Period Reporting

Very important setting for reports! All Reports | Financials Only | Never

Bank reconciliations are always by date so you may need to flip this for the auditors.

This default Bank Account
Determines which account
Register displays when you
Go to Reports>Banking &
Budgeting>Register



Set Preferences

Save

Cancel

General

Appearance

Transactions

Analytics

Activities

Alerts

Restrict V

Reporting

REPORT BY PERIOD

Financials Only

☐

SHOW REPORTS IN GRID

☐

CUSTOMIZE FONT ON FINANCIAL REPORTS

☐

PRINT COMPANY LOGO

☐

DISPLAY REPORT TITLE ON SCREEN

☒

DISPLAY REPORT DESCRIPTION

DEFAULT BANK ACCOUNT

<Type then tab>



CPE Question Time

5

Bank Reconciliations

There are two ways to reconcile bank accounts in NetSuite

- Legacy – (Deprecated)
- Matching
- When might we use both?

Bank Feeds

- Manual Upload
- Auto Bank Statement Import SuiteApp
- Bank Feed SuiteApp
- Bank Statement Parsers SuiteApp
- Custom Connectivity Plug-in

How does NetSuite know?

This checkbox on the Account record tells NetSuite which list the account will show up on when reconciling. It can be toggled. But don't go from Matching to Legacy if you have submitted matches and not reconciled.

Account

1000 Checking-103683071619

Edit

Back

Actions ▼

NUMBER

1000

NAME

Checking-103683071619

SUBACCOUNT OF

TYPE

Bank

CURRENCY

USA

GENERAL RATE TYPE

Current

CASH FLOW RATE TYPE

Average

☐ INVENTORY

☐ REVALUE OPEN BALANCE FOR FOREIGN CURRENCY TRANSACTIONS

DESCRIPTION

NEXT CHECK NUMBER

6,368

☐ SUMMARY

☐ INACTIVE

☒ USE MATCH BANK DATA AND RECONCILE ACCOUNT STATEMENT PAGES

Legacy Bank Rec

This is your “old fashioned” standard check some boxes to reconcile. There are separate menu options for the bank and credit card accounts.

Pros

- EASY – check the boxes. No need to import bank statement for low volume accounts
- Forgiving – you can easily go back and fix a rec
- Add transactions on the fly
- Good reporting
- Mark All buttons available

Cons

- Manual – no import function
- No automated rules for creating transactions
- It lets you save with a difference
- It's deprecated so it could potentially go away

Legacy steps

- Transactions>Bank>Reconcile Bank (or Credit Card) Statement
- Select account from list (if you don't see it make sure the check box on the account record isn't checked for matching)
- Leave the FROM date empty so you don't miss anything
- Enter the Bank Statement Balance
- Check the boxes for all the items that cleared the bank on both the deposit and payment tabs
- Add New Charges or New Deposits for any missing transactions. There is a limitation here in that you can't edit the columns so if you have custom fields or segments they won't show
- Once the Difference field is zero, select Save to save the rec.
- To make changes to this rec, simply open this screen and enter the same statement date.

Legacy tips

- Once you hit SAVE, NetSuite thinks you are done and will post the reconciliation in the list of reconciliation reports. If you aren't done, click the Complete Later to save your work and come back.
- Use the History button to see all of the former recs for this account. Make sure any differences net out to zero.
- If you enter a start date you might miss something. Bank recs are all about DATES and not PERIODS.
- If you are using the register to clear transactions during the month, you can click on Mark All Cleared to Reconcile to check all of those boxes.
- You can sort by clicking on the column header. But don't check boxes and then try to resort (to go to a new page) or you will lose your work. Click on Complete Later, come back and then resort.
- Vendors and customers are not required on the New Charge or New Deposit screen. This can be good and bad.

Matching Bank Rec

This is NetSuite's newer bank rec functionality that allows you to import your transactions and match them against what you have in NetSuite.

Pros

- Fast – match rules allow you to auto match when appropriate
- Add transactions on the fly or set up a rule to create the transaction in the future
- Good reporting (same as legacy)
- Doesn't allow you to save with a difference

Cons

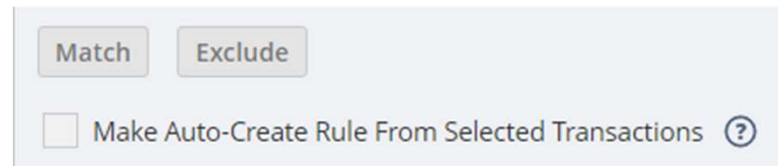
- Not as easy – you have to “submit” your matches and then reconcile
- Not as forgiving – have to delete the reconciliation to make any updates
- Mark All not available

Matching Bank Rec Steps

- Transactions>Bank>Banking Import History>Upload File
- Choose the file you are importing and then the "import with a default parser (unless you have set up the format for the financial institution).
- Transactions>Bank>Match Bank Data and select the account. If you don't see it on the list, you will need to check the box on the account record for matching.
- Enter the Account number and start matching! You can click the Run Reconciliation Rules if they don't automatically kick off.
- Use the Review tab if you need to see what you have already matched or review the auto matches.
- Click Exclude if you have some bank transactions you don't want to match (historical or duplicated)

Matching Bank Rec Steps

- Click on a bank transaction and then the Add JE, Add Charge or Add Deposit to create the transaction in NetSuite. This popup is limited and cannot be customized.
- Be sure this check box is NOT checked when you add the transaction or it will auto add it in the future:
- Or check it to add in future!
- Once everything has been matched click Submit.
- Then select reconcile and update the date. Or you can get to this screen from Transactions>Bank>Reconcile Account Statement
- Check the Difference on the reconciliation and if it is zero you can hit Save and you are done!

A screenshot of a NetSuite interface showing transaction matching options. It features two buttons, 'Match' and 'Exclude', and a checkbox labeled 'Make Auto-Create Rule From Selected Transactions' with a help icon to its right.

Match Exclude

☐ Make Auto-Create Rule From Selected Transactions ?

Matching Bank Rec Tips

- Reorder the columns and sort to help make it easier. I like to put the check boxes and the amounts in the middle and sort by date or amount.
- If you have voided checks on the NetSuite side or other transactions that net to zero, you can check them and then click on Clear to get them out of the way. Make sure they total zero!
- You can also use the Clear button to reconcile here instead of legacy and not import the bank transactions.
- Get to the historic reconciliation reports from the link at the top right of the Reconcile Account Statement page.
- If you have to fix a rec, go to Transactions>Bank>Reconcile Account Statement>List and delete the latest one.

When to use both

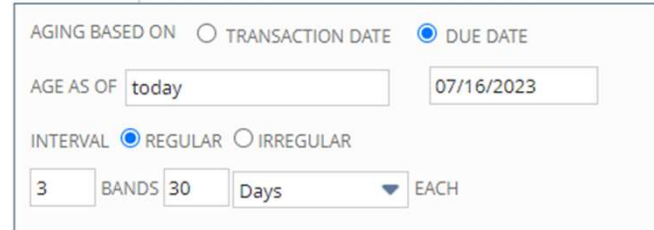
- When you first go live with NetSuite or if you are starting to reconcile an account with historic activity.
 - Start with the Legacy and use your mark all to clear out all of the old data. Uncheck anything still open and click save.
 - Update the checkbox on the account so you can match in the future.
- If a reconciliation using the match has gone so far sideways that you can't get it fixed.
 - Un-match anything you have matched on the reconciliation.
 - Uncheck the box on the account so you can reconcile the legacy way.
 - Reconcile using the legacy method. You can "Mark All Cleared to Reconcile" to speed it up. It will check those that you previously cleared.
 - Save your rec and recheck the box on the account record.
 - The first time you go to match, you may see some bank transactions that you don't want to match. Select them and then click on Exclude to get them out of the way.

Reconciling different types of accounts

- Natively, NetSuite only has functionality to reconcile Bank or Credit Card type accounts. But with a small customization you can reconcile other types of accounts as well.
 - Add a Checkbox custom transaction column field called "reconciled".
 - Add a Date field custom transaction column field called "reconciled date".
 - They don't need to be displayed on any forms but apply them to all transactions that have a GL impact.
 - Create a transaction saved search that filters for un-reconciled and have the account as an available filter.
 - Include the transaction internal ID and the line ID in the results.
 - Export the report and mark reconciled and add a date for everything that you want to reconcile. Import and update those fields matching on the internal ID and the line ID.
 - If you include the reconciled date and the reconciled checkbox in your saved search you can use it to run reconciliation reports.

AR and AP Aging

- The aging reports are some of the few reports in NetSuite that are “as of”. You can run an aging report that reflects your aging as of a certain date – which is very helpful for the audit.



The screenshot shows the configuration options for a NetSuite Aging report. It includes a section for 'AGING BASED ON' with radio buttons for 'TRANSACTION DATE' and 'DUE DATE' (selected). Below this is the 'AGE AS OF' section with two input fields: 'today' and '07/16/2023'. The 'INTERVAL' section has radio buttons for 'REGULAR' (selected) and 'IRREGULAR'. At the bottom, there are input fields for '3' BANDS, '30' Days, and a dropdown menu set to 'EACH'.

- The Aging options at the bottom of the report are also very useful. There is an accounting preference you can set to default Transaction or Due date on Aging reports.
- Check both reports as part of your month end close and make sure there is no balance in the “No Vendor” or “No Customer” line. Unless it an accrual that will reverse out the next month.
- Keep in mind that Vendor Credits and Customer Credit Memos don't have a due date so that could change where they are displayed.



CPE Question Time

6

Managing Accounting Periods

- Opening Period
 - Don't forget to set up the periods far in advance of a new year!
 - If you have amortization schedules into the future, the periods need to be set up.
- Tax Periods
 - Some of the International editions and OneWorld if there is a VAT/GST Nexus will have tax periods.
 - These need to be set up just like standard accounting periods.
- Closing checklist
 - There is a step by step close process that you should not skip. You can "mark task complete" on those items that are not relevant
 - If you need to go back and open a period, you will have to enter a justification. These can be seen later via a search on the Accounting Period record.
 - You can skip the close checklist and close multiple periods at once if you have the accounting preference set to Allow Quick Close of Accounting Periods. VERY HANDY!
- I recommend checking the accounting preference box to "Allow Non-GL Changes is Set by Default" so that you don't have to set it each month.

Locked Periods

- Periods can be Locked first and then Closed. There is a permission that allows a role to make changes in a locked period.
- There is an accounting preference to tell NetSuite if you want a transaction with a date associated with a locked period to post to the current period or the first open period.
- You can set up an accounting window for how many open periods you can have at a time. This might help with accidentally booking into the future.
- Recommend having a Saved Search to see future transactions.
- There is an accounting preference to set future periods to allow for non-GL changes. I recommend turning this on. Non-GL changes are helpful.

General Ledger Search

- To find GL impacting transactions (typically for audit requests or month end close activities), create a Saved Search with filters

General Ledger by account and date: Results List Search Audit Trail

[Edit this Search](#)

FILTERS

ACCOUNT: 1360 Prepaid Expenses : Prepaid - Deposits TRANSACTION DATE: last fiscal year FROM: 01/01/2022 TO: 12/31/2022 DATE CREATED: All FROM: TO:

CREATED BY: - All - DEPARTMENT: - All - CLASS: - All - SUBSIDIARY: - All - STYLE: Normal

EDIT ☐ ☒

EDIT	VIEW	DATE	PERIOD	TYPE	DOCUMENT NUMBER	NAME	ACCOUNT	MEMO	AMOUNT	CREATED BY	DATE CREATED	DEPARTMENT	CLASS	SUBSIDIARY	TOTAL: 2
Edit	View	04/16/2022	Apr 2022	Vendor Prepayment	2829	AAA Consulting	1360 Prepaid Expenses : Prepaid - Deposits		3,900.00	Vince Ford	04/16/2022 5:26 pm	Marketing		Headquarters : United States	
Edit	View	04/16/2022	Apr 2022	Vendor Prepayment Application	1	AAA Consulting	1360 Prepaid Expenses : Prepaid - Deposits		-3,900.00	-System-	04/16/2022 5:44 pm	Marketing		Headquarters : United States	

- Start with one account and a date range so that you don't have to wait for the report to run. Be sure to limit to just "posting" transactions:

Criteria Results Highlighting Available Filters Audience Roles Email Audit Trail Exec

Criteria

Use this tab to specify criteria that narrow down your search.

☐ USE EXPRESSIONS

Standard Summary

FILTER	DESCRIPTION
Posting	is true
Account	is 1360 Prepaid Expenses : Prepaid - Deposits
Date	is within last fiscal year

General Ledger Search

- Then add all of the columns of interest. Include all standard segments and custom segments that you use.
- Then, most importantly, set up your filters so that you easily filter to get the data you need. You will need to check the “show in filter region box but I don’t recommend the show as multi-select since it takes up so much room at the top of the results.

The screenshot displays the 'Available Filters' tab in the General Ledger Search interface. At the top, a navigation bar includes tabs for Criteria, Results, Highlighting, Available Filters (selected), Audience, Roles, Email, Audit Trail, Execution Log, and Search Title. Below the navigation bar, a blue information box states: 'Limit the set of filters available on the form when you reuse this search, or to set filters for the results (such as when used as a list view). Remove all filters to use advanced search.' Below this, there are two checkboxes: 'MY PREFERRED SEARCH FORM' and 'HIDE FILTER DROPPDOWNS'. To the right of these is a 'DEFAULT TEXT FIELD FILTER' dropdown menu set to 'starts with'. Below the checkboxes are two buttons: 'Remove all' and 'Add Multiple'. The main part of the interface is a table with the following columns: FILTER, SHOW IN FILTER REGION, SHOW AS MULTI-SELECT, and LABEL. The table lists several filters, all of which have 'Yes' in the 'SHOW IN FILTER REGION' column.

FILTER	SHOW IN FILTER REGION	SHOW AS MULTI-SELECT	LABEL
Account	Yes		
Date	Yes		Transaction Date
Date Created	Yes		Date Created
Created By	Yes		
Department	Yes		
Class	Yes		
Subsidiary	Yes		

Persist Search

- If your search is a big one and will likely time out, you can run the search in the background.
- Go to the list of saved searches and click on the Persist link. It will take you to a new screen so you can see the progress of the search.
- The results will be available for 7 days.
- If a search is pending for 24 hours the status will change to failed.
 - **Pending** – Search is running.
 - **Completed** – Search is finished. The download link is available.
 - **Timeout** – An execution of the search exceeded the three hour time limit. The download link is not available.
 - **Failed** – Some error occurred in the execution of the search. The download link is not available.

What has been added?

Have you ever needed to create a report that shows what transactions have been added or changed since a given date?

Saved Transaction Search

What has been Added?

Save & Run **Cancel** **Preview** **New Template** **Change ID** **Actions**

SEARCH TITLE *
What has been Added?

ID
customsearch3025

OWNER
Dana Larson

☐ PUBLIC
☐ AVAILABLE AS LIST VIEW

Criteria **Results** **Highlighting** **Available Filters** **Audience** **Roles** **Email** **Audit Trail**

Criteria Use this tab to specify criteria that narrow down your search.

☐ USE EXPRESSIONS

Standard • Summary	
FILTER *	DESCRIPTION *
Period	is Last Fiscal Year
System Notes : Type	is Create
System Notes : Date	is on or after 02/01/2023
Posting	is true
Type	is Journal

Criteria **Results** **Highlighting** **Available Filters**

Results Use this tab to indicate columns to be included in the report.

Sort BY
Date

THEN BY

THEN BY

Columns • Drill Down Fields •

Remove all **Add Multiple**

FIELD *	SUMMARY TYPE	FUNCTION
Date		
Type		
Document Number		
Account		
Department		
Class		
Subsidiary		
Amount		
Created By		
Date Created		

What has been changed?

This will get you the new GL impact. You will have to then compare it to the original file to calculate the change.

Not perfect – but better than nothing!

Saved Transaction Search LI

What has been Changed?

[Save & Run](#) [Cancel](#) [Preview](#) [New Template](#) [Change ID](#) [Actions](#)

SEARCH TITLE *
What has been Changed?

ID
customsearch3026

OWNER
Dana Larson

☐ PUBLIC

☐ AVAILABLE AS LIST VIEW

☐ AVAILAB
☐ AVAILAB
☐ AVAILAB
☐ SHOW II

Criteria Results Highlighting Available Filters Audience Roles Email Audit Trail E

Use this tab to specify criteria that narrow down your search.

☐ USE EXPRESSIONS

Standard	Summary
FILTER *	DESCRIPTION *
Period	is Last Fiscal Year
System Notes : Type	is Change
System Notes : Date	is on or after 02/01/2023
Posting	is true

Criteria Results Highlighting Avail

Use this tab to indicate columns to be included in the order.

SORT BY
Date

THEN BY

THEN BY

Columns • **Drill Down Fields**

[Remove all](#) [Add Multiple](#)

FIELD *	SUMMARY TYPE	FUNCTION
Date		
Type		
Document Number		
Account		
Department		
Class		
Subsidiary		
Amount		

What has been changed?

Or you can filter for the System notes type of "Changed", with the field "Impact".

Lines

Communication

Related Records

System Information

GL Impact

Demo Reference

Stratos ERP

System Notes •

Active Workflows

Workflow History

VIEW

FIELD *

Default

<Type then tab>

Customize View

DATE ▼	SET BY	CONTEXT	TYPE	FIELD	OLD VALUE	NEW VALUE
7/16/2025 6:57 am	Dana Larson	UI	Change	Impact	View	View
7/14/2025 2:11 pm	Dana Larson	UI	Set	Entry No.		266
7/14/2025 2:11 pm	Dana Larson	UI	Set	Subsidiary		US West
7/14/2025 2:11 pm	Dana Larson	UI	Create	Record		345144

Changes to GL: Results

List Search Audit T

[Edit this Search](#)

+ FILTERS

EDIT VIEW DATE PERIOD TYPE DOCUMENT NUMBER NAME ACCOUNT MEMO AMOUNT OLD VALUE NEW VALUE TOTAL:												
Edit View		9/30/2022	Sep 2022	Journal	266		1010 Cash : Checking - US West		-3,333.00	View	View	
Edit View		9/30/2022	Sep 2022	Journal	266		6360 Expenses : G&A Expenses : Miscellaneous Expense		3,333.00	View	View	



CPE Question Time

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Reporting tricks

- Date vs. Period
- Alternate Date range
- Filters
- Permissions
- Expand and Collapse
- Hierarchy vs No Hierarchy
- Customize the Drill Down report

Reporting on a Hierarchy

- When you have hierarchies in the subsidiaries or customers, sometimes it is difficult to isolate one “branch” of the hierarchy. You can select Parent, or Top-level parent, but it's difficult if there are multiple layers within a hierarchy that you want to isolate.

Subsidiary Hierarchy	Subsidiary Custom Record Field
◦Global Consolidation	
◦Company Consolidation 1	Company Consolidation 1
◦Sub 1	Company Consolidation 1
◦Sub Sub 1	Company Consolidation 1
◦Sub Sub 2	Company Consolidation 1
◦Sub 2	Company Consolidation 1
◦Sub Sub 3	Company Consolidation 1
◦Sub Sub 4	Company Consolidation 1
◦Company Consolidation 2	Company Consolidation 2
◦Sub 3	Company Consolidation 2
◦Sub Sub 5	Company Consolidation 2
◦Sub Sub 6	Company Consolidation 2
◦Sub 4	Company Consolidation 2
◦Sub Sub 7	Company Consolidation 2
◦Sub Sub 8	Company Consolidation 2

- This works for Customers as well! Any entity record with a hierarchy will work.

Reminders

- Reminders are a powerful way to set yourself (or your employees) up for success.
- Create searches that tell you when you are required to act. When entities or transactions enter a given state, they show up on your dashboard.
- It's conceivable that someone's entire job could be driven by reminders.
- A great tool for keeping data clean.
- Create reminders for tasks due or overdue.
- Add Headline Reminders with colors to highlight what needs to be done.
- Review Data for approvals (instead of workflow)



CPE Question Time

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Thank You!

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