



SUITEANALYTICS: FINANCIAL REPORTS AND SEARCHES

Course Description

Learn to access and analyze finance and accounting data to drive your company's success!

With **SuiteAnalytics: Financial Reports and Searches**, you can replace your cumbersome spreadsheets and use NetSuite's real-time reports, saved searches and key performance indicators (KPIs) to get the critical information you need. During this two-day course, you learn how to use these tools to unlock your NetSuite data so you can continually monitor the performance of your business.

Through instructor walk-throughs and hands-on exercises completed in a provided demo account, you learn how to create reports, financial statements, saved searches and KPIs to diagnose financial issues in real-time and drill-down to customer, employee or transactional details to help you and your management team make informed decisions.

Key Tasks

How do I:

- Include budget details and extra fields in financial statements?
- Use formulas in reports to get in-depth financial analyses?
- Apply custom formatting to financial statements so data is presented in a way that makes more sense for my organization?
- Present report data in a matrix?
- Create saved searches and custom KPIs to access and dynamically display key data?
- Apply expressions and functions to searches for more complex analysis?
- Setup financial dashboards to display critical data on one page?

Who Should Attend

- NetSuite users who have an accounting or finance job role and want to learn how to create effective reports, financial statements, saved searches and KPIs.

Requirements

- Course participants should understand basic accounting concepts and terminology, and should know their organizational reporting requirements.
- This course should be taken post implementation to ensure there is data in the participant's NetSuite system to apply their learning on reports and searches.
- Course participants should be familiar with NetSuite navigation and terminology and have at least three months experience using NetSuite. To ensure you have the necessary skills, watch the Getting Started training videos available on SuiteAnswers.

Course Objectives

After completing this course, you should be able to:

- Use standard reports for point-in-time analysis.
- Customize reports to match business requirements.
- Rearrange data in financial statements by classification, customer/project, item and account.
- Include additional fields in financial statements including budget data.
- Apply custom formatting to financial statements.

Related Course

Take this course for more training:

- SuiteAnalytics: Advanced Searches

- Create searches to access and dynamically display key data.
- Apply expressions, functions and grand totals to searches for more complex analysis.
- Create custom KPIs and scorecards to analyze and compare critical business metrics.

Day 1 Agenda: Working with Reports and Statements

Using Standard Reports: Become familiar with standard reports; determine how your report will be delivered; describe where your data is coming from; use field names to display parent/child relationships.

Customizing Standard Reports: Identify report requirements and plan the report design; use Report Builder to customize standard reports; apply best practices when creating custom reports; use filters and alternate date ranges to extend report capabilities.

Financial Statements Overview: Define a "financial statement"; examine standard financial statements and financial reports; look at the components of financial reports and the data which underpins them; analyze the options available to manipulate the report once it has run.

Financial Statement Layouts: Study how layouts and financial statements interact; change the grouping of the data in the

sections; add additional sections to a layout; add formatting to sections; add header/summary rows, formula rows, text rows and reference rows; share layouts between financial statements.

Matrix Reports: Utilizing a standard report, identify the data you need; determine which metric to use; identify the best format for the report; use the New Report Wizard to create a report; utilizing a financial statement, add extra date range columns so reports automatically run; use alternate period functionality; add extra data columns to Persistent Matrix statements.

Day 2 Agenda: Creating Saved Searches

Creating Saved Searches: Define saved search criteria and results; format search results; add filtering options; highlight critical information; apply basic database concepts such as joined fields.

Adding In-Depth Analysis: Group data in columns and show totals; use simple expressions; combine criteria with parenthetical expressions; highlight summarized results; add grand totals.

Publishing Saved Searches: Publish saved searches to different application views; display results in a way that helps facilitate user action; define audiences for saved searches.

Day 2 Agenda: Analyzing Operational Performance

Using Standard KPIs: Add a KPI portlet to the Home Dashboard; setup standard KPIs;

SuiteAnswers

Get answers to your support and training related questions:

- Go to Training Videos to access the Getting Started tutorials.
- Take New Feature Training to learn about the latest NetSuite release.

Live Training Webinars

Participate in free webinars to get practical tips and tricks for using NetSuite better:

- Go to suitetraining.com > Webinars and Events to view the schedule and register for an event.

display a popup trend graph; setup a KPI meter; share with another application.

Creating and Using Custom KPIs: Summarize key results; add additional results; date fields and period filters; add a custom KPI to the KPI portlet; configure custom KPIs and popup trend graphs; display a custom KPI in a KPI Meter portlet.

Setting Up KPI Scorecards: Enable the KPI scorecard feature; determine the requirements for a KPI scorecard; define a new KPI scorecard.

Realizing Smart Dashboards: Display trend graphs in dedicated portlets; personalize Home Dashboards; describe ongoing dashboard maintenance considerations.

NetSuite reserves the right to adjust the stated course content to reflect changes to the NetSuite application and to meet the expressed needs of course attendees. Features and functions covered in this course might not reflect those in your purchased NetSuite account.