



NetSuite Essentials

ERP Part 1

Contents

Customization and Data Management: Recap and Review	1
Set Up Accounting Management.....	7
Exercise 01: Enable Accounting Features and Define Preferences	29
Exercise 02: Set Up Multiple Warehouses	31
Exercise 03: Create General Ledger (GL) Accounts	33
Exercise 04: Set Up Accounting Periods	35
Use Multiple Currencies	41
Exercise 01: Confirm Features and Set Accounting Preferences	55
Exercise 02: Create New Currencies/ New Subsidiaries and Update Time Zone	56
Exercise 03: Assign Currencies to a Customer	58
Exercise 04: Assign Currencies to a Vendor	59
Solution for Exercise 02: Create New Currencies/ New Subsidiaries and Update Time Zone	60
NetSuite Tax Information.....	63
Exercise 01: Manage Tax Periods	69
Exercise 02: Set Up a Tax Schedule	70
Set Up Items	73
Exercise 01: Enabling Transactions and Inventory Features/Preferences	93
Exercise 02: Create Inventory Items	95
Exercise 03: Create a Non-Inventory Item	97
Exercise 04: Create a Service Item	99
Exercise 05: Create an Inventory Item for OneWorld	100
Exercise 06: Enter Inventory Quantities	101
Solution for Exercise 05: Create an Inventory Item for OneWorld	102
Set Up Pricing	107
Exercise 01: Enable Pricing Features	117
Exercise 02: Create a Price Level	118
Exercise 03: Add Price Level to Items	119
Exercise 04: Set Up Quantity Based Pricing	120
Exercise 05: Set Up Item Pricing on a Customer Record	121

Exercise 06: Use Sales Transactions to Demonstrate Pricing Schemes	122
Exercise 07: Generate Price Lists	123
Order Management	125
Exercise 01: Define Order Management Preferences.....	141
Exercise 02: Enter a Sales Order.....	142
Exercise 03: Enter a Sales Order OneWorld.....	144
Exercise 04: Approve Sales Orders	146
Exercise 05: Fulfill Sales Orders	147



Customization and Data Management: Recap and Review

Review Day 2: Customization and Data Management

Let's review and recap some key points from yesterday's topics:

- Custom Subtabs, Lists and Fields
- Custom Forms
- Custom Records
- Data Migration
- Data Integrity

SuiteBuilder Overview

Easily tailor the look of NetSuite to meet your business needs:

- **Point and Click** functionality
- **Custom Fields:** on Entity, CRM, Item and Transaction records
- **Custom Lists:** Set up predefined choices (list of values) in custom fields
- **Subtabs:** Assign custom fields to custom sub tabs
- **Custom Forms:** Entry, Transaction, PDF Layout, HTML Layout
 - Create custom forms:
 - Create the layout for printed and emailed forms
 - Define preferred entry form for a user role

User Interface Elements

Custom elements should be entered in a logical order, based on where information lives:

- Create a new **Subtab**
- Create Custom **Lists** of values to be available for a user to select from
- Create the **Custom Fields** for our custom lists to live in
- Customize the Standard Customer **Form** to manage the final display of fields and subtabs

Custom Fields

Consider the different field features and how they enforce processes:

- Select the appropriate field **Type**
 - For example, use List/Record to provide a list of values for the user
- Define basic attributes and behavior
 - Select **Store Value** to have the field available for duplicate detection criteria
- Consider advanced field attributes:
 - **Validation & Defaulting**
 - Validation options to place constraints on your custom fields
 - Defaults are values you specify for your custom fields
 - Use formulas to display results of a calculation
 - **Sourcing & Filtering**
 - Sourcing information from another record and a field on that record

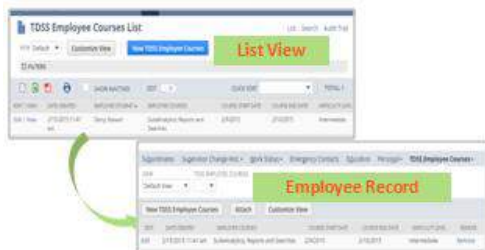
Custom Forms

Custom forms can be customized to provide specific ways to enter and view information:

- **Subtabs:** Display, rename, change display order
- **Fields** (standard and custom): can be re-used on multiple forms
- **Lists:** control sublists on the subtabs in a form
- Create **different form versions for different Roles**

Custom Record

Custom record use cases:



- Capture information, not addressed by standard NetSuite functionality
- Too many custom fields are required, maintenance/usability issue
- One-to-Many Relationship (1:M) or required Parent: Child
- An online entry form needed (not Lead, not Case)

Steps to use custom records:

- Enable the **feature**
- Define record **attributes** and **behavior**
- Create necessary **subtabs** and save to create the record in the database
- Create custom **fields** and define **other elements** of the custom record

Data Imports (Migration)

Data migration is another term for importing data into your account.

Preparation for the Data Import is crucial to a successful import:

- Review existing data and **scrub the data**
- Determine import options – *not all record types are available for import*
- Determine how to map from existing application into NetSuite
- Create a .csv template – *export a list view of the record type*
- Run test imports
- Resolve errors
- Plan for the data migration
- Import data prior to the “go-live” event
- Resolve any errors
- Review data validity, have a sign off

Using the Import Assistant

The Import Assistant directs the user through the required steps for data import.

Go to **Setup > Import/Export > Import CSV Records**

- **Scan & Upload CSV File:** select import type, record, character encoding, and file (s)
- Select one of the **Data Handling** options based on whether you are importing new data or updating existing data
- Consider the use of **Advanced Options**
- **Complete** the most critical step of mapping **Your Fields** to **NetSuite Fields**

Email	Employee: Email
Location	Employee: Location
Phone	Employee: Phone
Subsidiary	Employee: Subsidiary
Supervisor	Employee: Supervisor
Job Title	Employee: Job Title
Name	Employee: Employee ID

- Save mapping and run import

Navigate **Setup Import/Export > View CSV Import Status** to review the status of any given import

Data Integrity

Integrity of the data is fundamental; users must have the most current /correct information:

- Evaluate records with **Duplicate Detection** by enabling the feature and defining the criteria for marking a record as a possible duplicate:
 - The administrator reviews the duplicate detection criteria, which uses saved search functionality and always runs in the background
 - Review email evaluation for contacts versus other entity records
- Use **Entity Duplicate Resolution** to review/manage potential duplicates:
 - Set the list filters appropriately
- Execute **Mass Updates**, using either general updates or specific updates
 - Remember that updates may be scheduled
- Enable the **Inline Editing** feature and use to quickly update records from a list of records

Review Questions

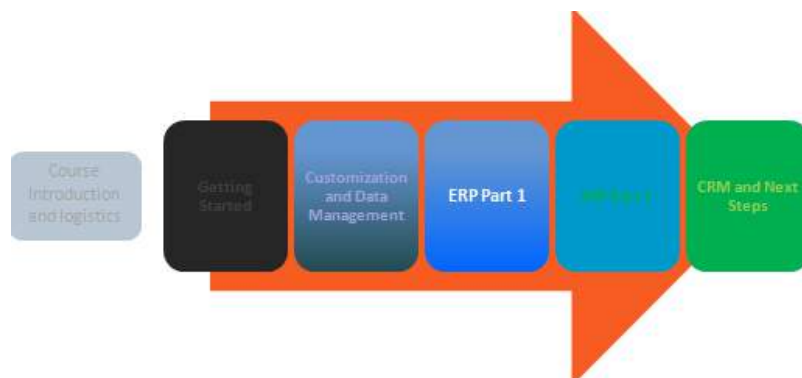


See if you can answer the following questions; fill in the bank or use true/false values:

1. True or False: SuiteBuilder is a point and click tool for customization
2. Use a _____ to control how information is entered and viewed
3. True or False: A custom record may be a better option than adding too many custom fields to an existing record
4. True or false: Preparation for the Data Import is crucial to a successful import
5. How can I create a CSV template to use for an import template?
6. _____ True or False: All records may be imported via the import assistant
7. What sort of criteria can you set by going to Setup > Company > Duplicate Detection?
8. True or False: Whether a company or an individual, NetSuite should look at the email address in the exact same way
9. How would you simultaneously edit/change multiple records at once?

10. Which features allow editing records directly from a list? _____

Customization and Data Management is done, next ERP Part 1





Set Up Accounting Management

About this Module

Will you be doing your accounting in NetSuite? If so, you may be wondering:

- Can I tailor the chart of accounts?
- Is there flexibility within accounting functionality and the General Ledger?
- Are there ways to define my fiscal year:

Objectives

1. Define Chart of Accounts (CoA)
2. Enable accounting features and preferences
3. Define financial segmentation
4. Set up the General Ledger
5. Set up accounting periods
6. Identify standard accounting reports

Enterprise Resource Planning (ERP) Overview

Enterprise Resource Planning (ERP) unifies operations into a single data source; increase efficiencies and better manage the bottom line.



- Set up accounting: enable **Features** and define **Preferences**
- Work with the **Chart of Accounts (CoA)**
 - Industry accounting structures to classify transactions to accurately record information about your business
 - In NetSuite, you may choose to use the Chart of Accounts with or without account numbers; set the accounting preference
 - Displays account number, name, type and balance for each account
 - If you use multiple currencies, the currency and a foreign currency balance are also displayed
- Use the **General Ledger (GL)**
 - CoA and GL differences:
 - GL information is transaction-based
 - GL entry is created after a transaction is saved
 - CoA is viewed anytime by the user with or without transactions
 - Shows transactions sorted and subtotaled by account
 - View the GL impact from any transaction
- Consider Financial Segmentation (**Classifications**)
 - Classify transactions using the following attributes: Accounting Periods, Account Numbers, Departments, Locations and Classes
 - Departments, Locations and Classes are tracked on transactions and are available for reporting
- Use and manage **Accounting Periods**
 - Supports general ledger management.
 - If not used, NetSuite transactions post in real time
- OneWorld accounts use Accounting Periods by default

A Few Accounting Considerations

Accounting set up questions:

- How is your financial year defined?
- Do you need to define separate fiscal calendars for each legal entity, within the OneWorld account?
- Will you need to consider segmenting your financial data in reports?

Opening balances:

- What level of detail will be brought into NetSuite?
- When and how are you bringing in opening balances?

Roles and responsibilities:

- What roles are responsible for this area and what are their responsibilities?

Walkthrough: Chart of Accounts and General Ledger

Accessing the Chart of Accounts

Using the General Ledger and GL Impact

Use Case: As the Administrator, you are helping the CFO investigate NetSuite's structure that supports accounting

Chart of Account (CoA) and Best Practices

Access the Chart of Accounts: Go to **Lists > Accounting > Accounts**

Lists all accounts tracked in the system:

- Lists all accounts tracked in the system
- Capture and review financial information to make well-informed decisions and manage the bottom line
- Use account types to organize transactions in registers and reports
 - You may create a hierarchy of accounts within each account type, by defining subaccount relationships on account records
- Create a hierarchy of accounts within each account type by defining subaccount relationships on account records
 - You can also create accounts record solely for reporting purposes, called summary accounts and are useful when you want to create a non-posting, inactive parent account that has active child accounts.
 - New summary accounts in a non-OneWorld environment cannot have an opening balance, but you can convert an existing account with a transaction balance into a summary account.
 - In this case, you cannot post additional transactions to the account. Summary accounts appear with their children in the chart of accounts list. You cannot merge a summary account into another account.

Best Practices in setting up the Chart of accounts:

- **Enter zero opening balances and load in transactions;** opening balances are normally entered through import of journals
- Consider financial segmentation using NetSuite classifications
 - This may be an alternative to creating subaccount
- Enable account numbers if you are importing CoA with account numbers. Account numbers are optional in NetSuite
- *OneWorld* only: Use a common Chart of Accounts where possible

General Ledger (GL)

The general ledger, with subledgers, is the core of your company's financial records

- Entries post to the subledgers and transact through the GL as debits and credits
- View the GL impact from a transaction and drill into the register
 - **View a transaction** and **More Actions > GL Impact**
 - The GL impact displays with debit and credit amounts by account
 - Drill into the account register, by clicking on the account hyperlink
 - Non-Posting Accounts:
 - Lists transactions that do not directly affect the balance of what the company is worth.
 - Purchase orders, for example, are transactions that do not actually incur debt in the same manner as a bill.
 - Nevertheless, it's important to know how these transactions may affect the future balance of your accounts
 - NetSuite offers several registers and reports based on non-posting accounts. These accounts display in the Chart of Accounts only if you have set the preferences to use the corresponding features. Non-posting accounts include:
 - Estimates Register
 - Payroll Adjustment Register
 - Purchase Order Register
 - Sales Order Register
 - Unapproved Expense Reports Register
 - Unapproved Payments Register
- There are two main issues to understand when setting up the general ledger.
 - One is their linkage to your financial reports
 - The other is the establishment of opening balances. Opening balances are the amounts in your General Ledger accounts when you start to use NetSuite. Again, NetSuite recommends importing journals to establish opening balances

Understanding General Ledger Impact of Transactions help

- Search the Help Center for Understanding General Ledger Impact of Transactions and view the topics:
- Click on a topic, e.g. **Understanding Sales Transaction G/L Impact** to view details

Accounting Management and Financial Reporting

Consider the use of Classifications, as part of the setup of accounting management, to facilitate financial reporting.

What do you need to report on and track?

- Cost Centers?
- Multiple warehouses?
- Regional offices?
- Product Lines?

NetSuite Classifications

Departments, Locations and Classes

Classifications are *optional*. Establishment of classifications is driven by your accounting and reporting needs. They provide you with a means to govern access to data, are useful for tracking how your business is run and where income / expenses are generated.

- **Note:** Account postings are independent of the classifications. Income/expenses will be posted correctly even according to account types and transactions processed.

Measure and report on your business with classifications to track records such as financial, transactions and employees. Use any /or combination of Departments, Locations and Classes:

- **Departments:** listed first on transactions, and can designate transactions and resources as part of an internal team
- **Locations:** Recognize physical or virtual places
 - If you plan to use NetSuite's auto-generated numbering with the locations feature, you can make your transaction number sequences independent per location, and prefix transactions with the location name
 - E.G. If you have several state branches, you can set up the forms to print the branch address from where the sale originated.
- **Classes:** Useful for wider categories within your business
- Use any /or combination of Departments, Locations and Classes

Departments	Locations	Classes
Residential	New York	Sales
Commercial	California	Rentals
Government	Maine	Professional Fees
Educational	Ohio	

OneWorld: Subsidiaries and Other Classification

A subsidiary is a classification unique to OneWorld and has more restrictive powers. Subsidiaries are integrated with the “standard” classifications.

Associate Departments, Locations, and Classes as needed for one or more subsidiaries:

- Example 1: Subsidiary 1 sells houses from Ohio and Maine
 - Department = Residential
 - Location = Ohio and Maine
 - Class = Sales
- Example 2: Subsidiary 2 sells offices and shops in New York & California
 - Department = Commercial
 - Location = New York and California
 - Class = Sales
- Example 3: Subsidiary 3 rents offices in New Jersey
 - Department = Commercial
 - Location = New Jersey

Accounts and Subaccounts in the General Ledger

The General Ledger can have accounts and subaccounts, but consider the most appropriate structure that applies to your organization.

- In this example, you have setup three accounts that have four subaccounts for each location:

1100: Account Receivable				850
	1110	New York	300	
	1120	California	200	
	1130	Maine	100	
	1140	Ohio	250	
2000: Accounts Payable				1375
	2010	New York	500	
	2020	California	650	
	2030	Maine	150	
	2040	Ohio	75	
6400: Wages				56500
	6410	New York	19000	
	6420	California	15000	
	6430	Maine	13000	
	6440	Ohio	9500	

Activity: Could you use Classifications?

Would you be able to see expenses by account or across classifications?

- Which classification (Department, Location, or Class) might you use in the top of the table, below?
- What might be the values for the column headings?

	Which Classification?				
Account	New York	California	Maine	Ohio	Account Total
1100: AR	300	200	100	250	850
2000: AP	500	650	150	75	1375
6400: Wages	19000	15000	13000	9500	56500
Total	19,800	15,850	13,250	9,825	58725

Use Classifications with Accounts

See expenses by account or across classifications:

- **Reduces** account **redundancy**
- **Simplifies** your chart of accounts
- Preserves **detailed** account **information** *when you need it*

	LOCATION				
Account	New York	California	Maine	Ohio	Account Total
1100: AR	300	200	100	250	850
2000: AP	500	650	150	75	1375
6400: Wages	19000	15000	13000	9500	56500
Total	19,800	15,850	13,250	9,825	58725

Walkthrough: Enable Features

Classifications

Accounting

Use Case: Now that you have direction from the CFO, you can start setting up NetSuite to accommodate your accounting needs

Company Classifications

Use Classifications for a streamlined Chart of Accounts and improved financial reporting:

- Go to **Setup > Company > Enable Features > Company** subtab
- Review the **Classifications** section and associated features
 - **Departments:** Track activity by department, division or another category. Department can be renamed to suit your needs
 - **Locations:** Track activity by location. Location can be renamed to suit your needs
 - **Classes:** Track activity by categories. Classes can be renamed to suit your needs



Rename Classifications to meet your requirements:

- Go to **Setup > Company > Enable Features > Rename Records/Transactions**
- Enter new names, for records, using your terminology
 - Enter in the singular, NetSuite will pluralize



Accounting Features



Select the **Basic** and **Advanced Features**:

- Navigate to **Setup > Company > Enable Features > Accounting** subtab
- Review **Basic Features** and **Advanced Features**
 - OneWorld accounts, by default, use Accounting Periods and Advanced Taxes
- If you have OneWorld provisioned, the **advanced taxes** feature is automatically checked and cannot be unchecked; this is found on the **Tax** subtab
- Review SuiteAnswers for additional information

Walkthrough: Create Each of the Following Classifications

OneWorld: Subsidiaries

Departments

Locations

Classes

Convert Classes

Use Case: The CFO has mapped details out and now the Administrator can enter the necessary classifications to facilitate your financial segmentation in tracking and reporting.

OneWorld: Create Subsidiaries

[illegible]

Create a subsidiary for each legal entity, in a top-down fashion; go to **Setup > Company > Subsidiaries > New**

- Set up the base currencies before setting up a subsidiary; the subsidiary record has a dropdown list of values of available currencies
- Select the country; this determines NS Edition and sets tax nexus
- Once saved, the Subsubsidiary of, Elimination, Currency, Edition, or Country fields cannot be changed
- If necessary, mark the incorrect subsidiary as inactive; create a new subsidiary with the correct information

View the saved subsidiary record and all associated subtabs, which further define the subsidiary record. Please review the Help topic: **Editing Subsidiary Records**

If you enter in the wrong information and save the subsidiary, some fields will be locked for editing. If necessary, mark the incorrect subsidiary as inactive and create a new subsidiary with the correct information

Create Departments

Division Save Cancel Reset

We renamed Department to Division, which affects the menu path and title on page

name:

subdivision of:

subdivisions:

- ☒ Parent Company
- ☐ Parent Company - Canada
- ☐ Parent Company - Elitration-German
- ☐ Parent Company - Germany

☐ INCLUDE CHILDREN

☐ DIVISION IS INACTIVE

Go to **Setup > Company > Departments > New** to create each unique department in your organization:

- Track financial, transaction, and employee records against the department
- Use in conjunction with classes
- Departments are listed first on transactions and are useful to designate transactions and employees as part of an internal team.
- Use in conjunction with classes

Create Locations

Go to **Setup > Company > Locations > New** to create a location record for each of your company's locations:

- Define location to one subsidiary; locations cannot be shared by subsidiary
- Set up different locations for multi-location inventory
- Enter the following information:
 - **Name**
 - Sublocation of – if this reports into another location (warehouse in our demo account)
 - **Subsidiaries** – If OneWorld Account
 - Locations **cannot** be shared by subsidiaries
 - **Location Type** - Select Store, Warehouse, or Undefined:
 - One of the criteria that the **Automatic Location Assignment feature uses** when determining the ideal fulfillment location.
 - You can set the location to Undefined to represent locations that are neither a store nor a warehouse.
- Track employees and transactions by locations
- Set up different locations for multi-location inventory

Create Classes

Go to **Setup > Company > Classes > New** to use for a broader category, such as product lines:

- Enter the following information:
 - **Name**
 - Subclass – to support a class (sales channel) hierarchy
 - **Subsidiaries** – If OneWorld Account
 - Departments can be shared by subsidiaries
 - Consider **Include Children**
- Use in conjunction with departments
- Note that Classes can be shared by subsidiaries

Convert Classes

After consideration, you may go back and convert Classes to either Departments or Locations

- **Setup > Company > Convert Classes to Departments** or **Setup > Company > Convert Classes to Locations**
- Overrides existing department or locations
- Leaves your Classes empty
- Is not reversible

Financial Segmentation Example

This chart represents segmentation Best Practices by our professional services team - *“Segmenting your Chart of Account for Detailed Financial Reporting”*:

Scenario	Segment (s) to be Utilized	Applicable Transactions	
Track expenses by group	Department	* Journals * A/P	* Cost of Goods Sold * Payroll Transactions
Track COGS for services or products provided	Department and Classes	* Sales Orders * Invoices	* Fulfillment (Pick, Pack, Ship)
Sell one or more goods	Classes	* Sales Orders * Invoices	* Opportunities and Quotes * Journal Entries
Track revenue by product line or type of revenue	Classes	* Sales Orders * Invoices	* Opportunities and Quotes * Journal Entries
Support multi-location inventory and warehousing or different sales offices	Locations	* Adjust Inventory * Sales orders * Invoices	* Journal Entries * Inventory Adjustments
Multiple Legal Entities	Classes	* Incentive Comp Plans	* Schedules Quotes
Multiple Legal Entities	Subsidiary	All transactions	

Reminder: Financial Segments are completely optional to enable in NetSuite.

- The requirement to use Financial Segments is determined based on:
 - How is your organization structured?
 - What type of reporting is required?
 - What level of visibility you need into these transactions?

Activity: Review Questions

- True or False: Enterprise Resource Planning (ERP) unifies operations into a single data source, to increase efficiencies and better manage the bottom line.
- Which presents a list showing account type, the Chart of Accounts or the General Ledger? Leaves your Classes empty
- True or False: Classifications are mandatory
- True or False: Classifications can simplify my Chart of Accounts.

Walkthrough: Define General Ledger Preferences

Use Case: Continue working with the CFO and configure the appropriate settings, per their instructions

Use Account Number
Expand Account Lists
Cash Basis Reporting
Journal Settings
Enable Account Period Window and Minimum Period Window Size
Allow Transaction Date Outside of Posting Period
Allow Quick Close of Accounting Periods

General Ledger Preferences

Setup > Accounting > Accounting Preferences > General subtab, General Ledger

- **Account Numbers:** (optional) Enable to see both account numbers and names for GL accounts in dropdown lists, CoA and most financial reports
- **Use Legal Name in Account:** Check this box to add the Legal Name field to the general ledger account record. This field is useful in countries where the legal name of an entity is required by law.
- **Show All Transaction Types In Reconciliation:** Check this box to display all transactions in the reconciliation pages, including positive or negative amounts of certain transaction types.
- **Expand Account Lists:** (Best Practice): Enable this feature on an "as needed" basis:
 - Check this box to enable additional choices in account lists. For example, you may need to select Cost of Goods Sold and balance sheet accounts for items, or asset accounts for vendors.
 - Uncheck this box to restrict lists to accounts most likely to be used. For example, income and expense accounts can be chosen on items to be resold, or expense accounts can be chosen on purchases.
- **Cash Basis Reporting:** Check box to set standard reports to be on a cash basis rather than accrual basis, for all reports where this choice is relevant.
 - Please note that if you customize a report, you can override this with the Reports > More Options.

- **Work with Journals:**
 - **Void Transactions Using Reversing Journals**
 - Enabling this feature gives you slightly more control.
 - If set to “No”, on the transaction when you click Void the transaction values are set to zero
 - If set to **Yes** clicking the void button on the transaction opens a journal. This gives you the ability to change the date and the period of the reversing journal. The reversing journal could be in a different period from the source transaction.
 - **Require Approvals on Journal Entries:** check this box to review journals entries before posting to the general ledger
- The following preferences are applicable if the **Accounting** Periods feature has been enabled:
 - Enable **Accounting Period Window:** Automatically maintain a minimum number of unlocked current and future accounting periods.
 - **Minimum Period Window Size:** Use the Minimum Period Window Size preference to set the number of unlocked periods.
 - **Allow Transaction Date Outside of Posting Period:** Set a preference for handling mismatched transaction entry.
- If your user role is granted both the Set Up Accounting and Period Closing Management permissions and you want to use Quick Close:
 - You must select the Allow Quick Close of Accounting Periods preference at Setup > Accounting > Accounting Preferences.
 - On the General subtab under the General Ledger section, check the Allow Quick Close of Accounting Periods box and then save.
 - This preference does not appear in user roles that do not have the Period Closing Management permission.

Note: The remaining accounting preferences may be discussed in later modules. Please refer to field help and SuiteAnswers for more information.

Walkthrough: Accounting Periods

Set Up Full Year

New Year Only, New Quarter Only, Base Period

Review the Accounting Periods Page

Accounting Period Batch Jobs Status

Use Case: Since your company is managing the fiscal year by accounting periods, the periods need to be managed and set up.

Overview: The Accounting Periods feature supports general ledger management.

- If accounting periods are not used, NetSuite transactions post in real time.
- When accounting periods are enabled, you can select a past or future posting period for each transaction, and accounting personnel can more effectively monitor and control the status of accounts
- Accounting periods are used for Financial Reports and all reports if you have set up your preferences (under Home > Set Preferences).

Note: We recommend not using an Adjustment period with OneWorld. Accounting periods are required in OneWorld, not required in standard NetSuite.

Set Up Full Year

Go to **Setup > Accounting > Manage Account Periods**; click **Set Up Full Year** to set up all fiscal periods for an entire year; this is considered a best practice:



- Define First Fiscal Month, Fiscal Year End, Period Format, Year in Period Name, One-Day Year-End Adjustment
- Important Considerations:
 - Use for initial company set up
 - Set up all historical periods required for importing historical data and set up all future periods required for revenue recognition or expense amortization

New Year Only, New Quarter Only, Base Period

Select one of the following to create fiscal periods one-by-one:

- Go to **Setup > Accounting > Manage Accounting Periods** > click **New Year Only, New Quarter Only or Base Period**
 - **Select New Year Only** first, then set up sub-periods as required such as Quarter or Base Period



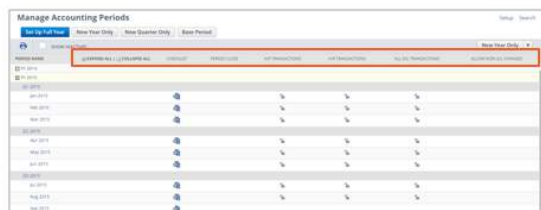
- Define another format other than the NetSuite formats of:
 - Calendar Months, 4 Weeks, or 4-4-5 Weeks
- Use for incremental additions
- Define as many as you need, but they cannot overlap each other

Important! Setting up accounting periods individually can create incomplete or incorrect period rollups if you are not careful.

Other reasons to use Create New Year, Quarter, or Base Period:

- When you need to manually change from one fiscal year type to another
- You are using Sun-Sun or Mon-Mon accounting periods; companies using 4-week periods often go Monday to Monday.
- You define accounting periods in 4-week or 4-4-5-week increments,
 - The first period of the year beginning on January 1; resulting with 'Tuesday to Tuesday' all year, ending with one long period the end of the year ending on December 31.
 - The following year, when Jan 1 shifts to Wednesday, you will have a Wednesday to Wednesday accounting periods, which is not preferred

Accounting Periods Page



Lists all the Period Names that are set up in your account and includes:

Go to **Setup > Accounting > Manage Accounting Periods** to view all set up periods in your account:

- You can Expand All/Collapse All
- Use the Checklist for period close activities
- View the status of period, AP, AR, All G/L, and Allow Non G/L Changes

Accounting Period Batch Jobs Status

Accounting Period Batch Jobs Status					
Refresh					
FY 2019					
DATE	FROM PERIOD	JOB NAME	ACTION	PERIOD	STATUS
08/12/2015 1:44 pm	Yes	Batch update	inserting period	Apr 2015	Complete
08/12/2015 1:44 pm	Yes	Batch update	inserting period	Aug 2015	Complete
08/12/2015 1:44 pm	Yes	Batch update	inserting period	Dec 2015	Complete
08/12/2015 1:44 pm	Yes	Batch update	inserting period	Feb 2015	Complete
08/12/2015 1:44 pm	Yes	Batch update	inserting period	Jan 2015	Complete
08/12/2015 1:44 pm	Yes	Batch update	inserting period	Jul 2015	Complete
08/12/2015 1:44 pm	Yes	Batch update	inserting period	Jun 2015	Complete
08/12/2015 1:44 pm	Yes	Batch update	inserting period	Mar 2015	Complete
08/12/2015 1:44 pm	Yes	Batch update	inserting period	May 2015	Complete
08/12/2015 1:44 pm	Yes	Batch update	inserting period	Nov 2015	Complete
08/12/2015 1:44 pm	Yes	Batch update	inserting period	Oct 2015	Complete
08/12/2015 1:44 pm	Yes	Batch update	inserting period	Sep 2015	Complete
08/12/2015 1:44 pm	Yes	Set Up Full Year	Set Up Full Year	FY 2015	Complete

Go to **Setup > Accounting > Manage Accounting Periods > Status** to view a date-driven list of accounting period actions and status:

- When accounting periods are added, edited, or deleted, a batch process runs in the background to align existing transactions with the appropriate accounting period:
 - Additional changes, to accounting periods, cannot be made until this process finishes
- Displays actions such as **inserting period, Set Up Full Year**
- Displays the status of batch processes:
 - Status can be Complete, Processing, Pending, Deferred, or Failed
- Define the **From** and **To** date **Filters**
- Click **Refresh**

Walkthrough: GL Accounts and Opening Balances

Create a New General Ledger Account

Enter Opening Balance

Use Case: The Company has found a need to add general ledger accounts and need to consider how best to entering in opening balances.

Create New General Ledger Account

Set up

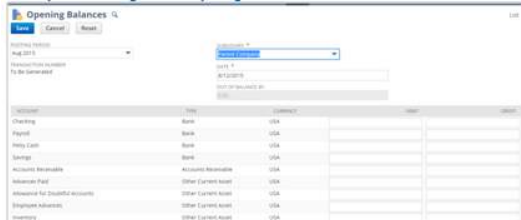
accounts as needed to support your reporting requirements:

- Go to **Lists > Accounting > Accounts > New**
- Enter in the following information
 - **Number** (if Account Number preference enabled)
 - **Name**
 - **Subaccount of:** consider hierarchy
 - **Type:** the account type you select here determines the default section for this account on your financial statement.
 - Specify other attributes as required
 - For example, create a **Summary Account for reporting purposes** by checking the **Summary** checkbox
 - This account record is solely for reporting purposes
 - Useful for non-posting, inactive parent account that has active child accounts
 - New summary accounts in a non-OneWorld environment cannot have an opening balance, but you can convert an existing account with a transaction balance into a summary account. In this case, you cannot post additional transactions to the account.
 - Summary accounts appear with their children in the chart of accounts list.
 - You cannot merge a summary account into another account.

Enter Opening Balances (Optional)

Opening Balances can be entered for each general ledger account:

- Go to **Setup > Accounting > Enter Opening Balances**



- This is considered an optional task
- NetSuite recommends importing journals to enter in opening balances
- Please refer to Help and SuiteAnswers for more information

Opening balances: other information and considerations

- For accounts added later, enter opening balances after account records have been created in NetSuite in the Opening Balances page
- If you use NetSuite OneWorld, you need to create and save accounts, then enter opening balances in the Opening Balances page
- If you do not use NetSuite OneWorld; for the accounts included in your initial NetSuite chart of accounts, enter opening balances for your go-live date on each account record as you create the accounts
- **Tip:** Obtain a trial balance report in debit/credit format, from your accountant or from your previous accounting management system, to use as a worksheet for entering opening balances in NetSuite.
 - More common; you may import a journal for your opening balances

Activity: True or False

Indicate if the statement is true or false.
1. Account numbers are mandatory in the Chart of Accounts
2. You cannot set up past and future accounting periods
3. You cannot do Cash Basis reporting

Standard Accounting Reports

Navigate to **Reports > Financial** to view specific reports

- View reports by specific dates or time periods
- Income, expenses, and net income
- Transactions sorted and subtotaled by account
- Balance of each active account in debit and credit columns

Please refer to **Standard Reports** topic in the Help Center or SuiteAnswers for more information



Now It's Your Turn

01: Enable Accounting Features and Define Preferences

02: Set Up Multiple Warehouse Locations

03: Create General Ledger (GL) Accounts

04: Set Up Accounting Periods

Use Case/Scenario: Prepare for accounting functions.

- Configure features and preferences
- Set up warehouse locations in US and Germany
- Add new GL accounts
- Set up accounting periods through to the current year
- Allow 20 - 30 minutes



Exercise 01: Enable Accounting Features and Define Preferences

Scenario: Before using NetSuite for accounting transactions, ensure that all required features are enabled and accounting preferences defined. The BRD indicates the Chatham Company uses both Account Numbers and Names. Review Accounting preferences the General Ledger.

In this exercise:

- Confirm that Classifications are enabled
- Enable Accounting Features
- Define General Ledger Accounting Preferences
- Note: The features in this exercise might be different from those in your purchased NetSuite account.

- 1 As the Administrator navigate to **Setup > Company > Enable Features**; the **Company** subtab displays.
 - a. Confirm that Classifications features are checked for Chatham Company reporting requirements through classifications, which have been renamed:
 - i. Departments, Locations and Classes
- 2 Click the **Accounting** subtab, check the following features. **Note:** The check box for Accounting Periods is checked and greyed out.
 - a. **Basic Features:**
 - i. Accounting
 - ii. A/R
 - iii. A/P
 - iv. Accounting Periods
 - v. Do not check GL Audit Numbering now. You can review field help and related Help Topics
 - b. **Advanced features: uncheck** the following features
 - i. Expense Allocation
 - ii. Revenue Recognition
 - iii. Multiple Budgets
 - iv. Do not check any other features
 - v. Do not make any changes Multi-Book Accounting features. Refer to SuiteAnswers for more information, since we will not be covering these in class.

- c. Some NetSuite features are dependent on each other; disabling one feature may disable associated features and a warning dialog box displays; click OK in the box.
- 3 Click the **Employees** subtab.
 - a. Go to the **Time & Expenses** section and confirm that **Approval Routing and Purchase Requests** features are checked.
 - b. You may leave any other checked features as is.
- 4 Click the **Save** button to commit your changes.

Set Up Accounting Preferences

- 5 Navigate to **Setup > Accounting > Accounting Preferences**. The Accounting Preferences page opens. Notice it automatically opens on the **General** subtab.
 - a. Under the **General Ledger** section:
 - i. Ensure that the **Use Account Numbers** check box is checked.
 - ii. Make sure that Expand Account Lists is **NOT** checked.
 - b. Click **Save**.
- 6 End.

Exercise 02: Set Up Multiple Warehouses

Scenario: The Chatham Company BRD indicates warehouses with each subsidiary.

In this exercise:

- Remember that Locations are called Warehouses in our account
- Set up two US warehouse locations for Parent company
- The German subsidiary also needs a warehouse

1 Go to **Setup > Company > Warehouses > New**

2 In the Warehouse page, complete the following fields:

- a. **Name** field, type **East Coast**.
- b. **Subsidiary** field, leave **Parent Company** as selected value.
- c. Review field help for **Location Type** and then select **Warehouse**.
- d. Select appropriate **Time Zone**.
- e. Click the Address, **Edit** Link to enter/confirm information
 - i. **Country:** United States
 - ii. **State/Province** = New York
 - iii. Click **OK**

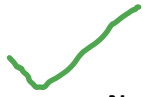
3 Click **Save & New**.

4 In the Location page, complete the following fields:

- a. **Name** field, **West Coast**
- b. **Subsidiary:** Parent Company
- c. **Location Type:** Review field help and then select **Warehouse**
- d. **Select the Time Zone**, select appropriate **Time Zone**
- e. Click the **Address, Edit Link** to enter/confirm information
 - i. **Country:** United States
 - ii. **City:** enter California
 - iii. Click **OK**.

5 Click **Save & New**

6 In the **Location (New Warehouse) page**, complete the following fields:



- a. **Name** field, type **Berlin**.
 - b. **Subsidiary** field, select **Parent Company: Germany**.
 - c. Review field help for **Location Type** and then select **Warehouse**.
 - d. Select appropriate **Time Zone**.
 - e. Click the Address, **Edit** Link to enter/confirm information
 - f. **Country** field, select **Germany**.
 - g. Click **OK**
- 7** Click Save.
- 8** Go to **Setup > Company > Warehouses** and ensure that you have four (4) warehouses: Berlin, East Coast, MidWest, and West Coast.
- 9** End.

Exercise 03: Create General Ledger (GL) Accounts

Scenario: In this exercise:

- Create two Utility GL Accounts for Parent company

1 As the **Lists > Accounting > Accounts > New**.

2 The **New Account** page opens; enter the following information:

- Number:** 6310 – This is now mandatory, since we chose - to use Account Numbers in our Accounting Preferences
- Name:** Water
- Subaccount of:** 6300 Utilities
- Type:** Expense
- Subsidiaries:** Parent Company and select Include Children
- If visible, Restrict to Accounting Book: leave default

3 Click **Save & New**:

- Number:** 6320
- Account Name:** Electricity
- Subaccount of:** 6300 Utilities
- Type:** Expense
- Subsidiaries:** Parent Company and select Include Children
- If visible, Restrict to Accounting Book: leave default

4 Click **Save & New**

5 Enter the following information:

- Number:** 1010 **Already Existing account number**
- Name:** Checking - Germany
- Subaccount of:** 1000 Checking
- Type:** Bank
- Currency:** Euro – this is required since Type equals Bank
- Subsidiary** – Parent Company: Germany
- If visible, Restrict to Accounting Book: leave default.

6 Click **Save**.

Confirm your accounts; go to **Lists > Accounting > Accounts**

7 Click **Home** and end.



Exercise 04: Set Up Accounting Periods

Scenario: Chatham Companies need to break up the fiscal year into Accounting Periods:

In this exercise:

- Set up accounting periods for the current year and one year beyond As the **Lists > Accounting > Accounts > New**.
- 1 Navigate to **Setup > Accounting > Manage Accounting Periods**. Take note of which Fiscal Year already exists.
 - 2 At the top, left-hand side of the page, click the **Set Up Full Year** button. Enter the following:
 - a. **First Fiscal Month:** January Already exist
 - b. **Fiscal Year End:** enter appropriate year
 - c. **Period Format:** Calendar Months
 - d. **Year in Period Name:** Ending Year of Period
 - e. **Do not check One-Day Year-End Adj. Period**
 - 3 Click **Save**.
 - 4 Verify the period created is for the current year (or the next year) with four quarters.
 - 5 If necessary, collapse the Fiscal Year and Fiscal Quarters being displayed
 - 6 Continue steps 2 through 3, until you have all years including current year.
 - 7 Confirm by reviewing **Setup > Accounting > Manage Accounting Periods**.
 - 8 End.

Activity: Match Game

Match the terms on the left to the task/description on the right.

1. Subsidiary	A. Facilitates financial segmenting using departments, classes, and locations
2. Opening Balance	B. Ability to have transactions posted to a period, rather than just a date
3. Classifications	C. Create for each legal entity
4. Accounting Periods	D. Balance for each general ledger account

Multi-Book Accounting

General Information:

This feature provides the ability to maintain multiple sets of financial records in parallel to support various accounting and reporting standards:

- Please contact your sales or account representative
- NetSuite Professional Services is required to implement this feature
- Multi-book accounting now supports reporting in the following categories
 - Time & Billing
 - Sales Tax US
 - Sales Tax Canada
 - VAT/GST
- GL audit numbering is available in the secondary books
- Please refer to Help and Suite Answers for more information

Overview from Help: Multi-Book Accounting Overview

The Multi-Book Accounting feature provides the ability to maintain multiple sets of accounting records based on a single set of real-time financial transactions.

- Supports different managerial and regulatory compliance needs, such as:
 - Deliver different financial reports to serve different purposes; companies can add accounting books to generate different versions of financial reports and statements that are mandated by local governments or industry regulations.
 - Provide detailed transaction-based reports for each accounting book
 - Satisfy managerial reporting requirements and provide detailed transaction level audit trail to book specific financial statements.
 - Display saved search and KPI results by accounting book.
 - Automate posting to multiple accounting books per pre-defined accounting rules
 - Create different revenue recognition and expense amortization rules for different accounting books.
 - Adjust financial results on a per-book basis
 - Manual journal entries, including intercompany journal entries, can be posted for individual accounting books.
 - Ensure data integrity across multiple accounting books, as follows:
 - The system automatically maintains data synchronization for parallel transactions in different accounting books
 - Enable customization to leverage the Multi-Book Accounting context
 - Implement SuiteApps and customization to yield book specific financial results.
- The Multi-Book Accounting feature includes options for chart of account mapping, foreign currency management, and revenue and expense management to address these needs.

Statistical Accounts

Overview

A statistical account is a General Ledger account that displays in your chart of accounts, but does not impact your G/L

- Track non-monetary data and then use that information on reports and income statements
- Examine the non-monetary data to view its relationship with the financial activity of your organization
 - For example, you may create a statistical account that tracks the rent fee for the square feet of occupied office space for each location in your organization.
- A statistical account is always debit positive, and is always excluded from foreign currency translation
- Enable the feature at **Setup > Company > Enable Features > Accounting** subtab, **Advanced Features** section and select **Statistical Accounts**
 - **Multiple Units of Measure** feature will be enabled.

Enable the feature at **Setup > Company > Enable Features > Accounting** subtab, **Advanced Features** section and select **Statistical Accounts**:

- Statistical Accounts require using **Multiple Units of Measure - Setup > Company > Enable Features > Company** subtab, **ERP General** section and select **Multiple Units of Measure**

Create statistical accounts the same way you create other accounts; go to **Lists > Accounting > Accounts > New**, specify **Type of Statistical**

- Currency-specific fields do not display when you create a statistical account because they are irrelevant for non-monetary accounts. Instead, you assign a default unit of measure type, and a default unit within that type.
 - For example, you may define the Unit of Measure Type, AREA that includes the unit of measure, square feet (SQFT).

Maintenance of statistical accounts may be done through:

- Manual entry of statistical journal entries and auto-generate journal entries through a saved search run by a statistical schedule
- New journal entries track the increase and decrease of a statistical balance
- You can also update the absolute balance, rather than just track the difference

Refer to SuiteAnswers for more information

Additional Resources

NetSuite Help Center:

- Accounting

SuiteTraining:

- SuiteAnalytics: Financial Reports and Searches

SuiteAnswers Learning Center

- New Feature Training
- Financial Management
- NetSuite OneWorld
- Entering Opening Balances
- Segmenting Your Chart of Accounts for Detailed Financial Reporting

Key Terms Reviewed

Terminology	Description
Subsidiary	Create for each legal entity
Opening Balance	Balance for each general ledger account
Classifications	Facilitates financial segmenting using departments, classes, and locations
Accounting Periods	Ability to have transactions posted to a period, rather than just a date



Use Multiple Currencies

About this Module

Are you conducting business in a Business in a Global Marketplace?

Do you need to transact business in different currencies to?

- Sell to customers and purchase from vendors
- Transact in currencies other than the base currency of your company
- Assign multiple currencies to customer and vendor records

Objectives

1. Enable features
2. Create and manage currency records
3. Assign multiple currencies on customer and vendor record
4. Review multiple currencies in reports

Walkthrough: Enable Features and Accounting Preferences

Company: International

Accounting Preferences: Exchange Rate Integration

Use Case: Configure the features to accommodate working with international transactions

Enable International Features

Setup > Company > Enable Features > Company subtab, **International** section

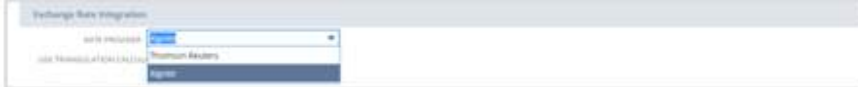
- **Multiple Languages:** Useful for translating web site, item names and descriptions, printed sales transactions and confirmation emails
- **Multiple Currencies** Use foreign currencies for sales and purchase transactions and to account for the fluctuations in exchange rates
 - **Note:** Multiple currencies does not default as enabled “on”, however if you enable it and create a transaction using multiple currencies, it cannot be disabled. Contact Customer Support
- With Multiple Currencies enabled, customer and vendor records will have a sublist for defining all the currencies being used
 - The Currency field on the vendor or customer record is changed to **Primary Currency**
- **Currency Exchange Rate Integration:** automatically update exchange rates
 - A Web services call contacts Xignite or Thomson Reuters, specify which provider in Accounting Preferences
 - After enabling, check the **Automatic Update** box on a currency record
 - The currency exchange rates automatically update approximately at 12:30am PST/PDT
- Thomson Reuters offers a four, significant decimal exchange rate; the leading zero displays, but does not count as one of the four digits. E.g., both 0.1234 and 0.0001234 represent four significant digits.
- NetSuite offers three methods for obtaining currency exchange rates:
 - **Triangulation** calculation by NetSuite is useful when the two home currencies involved in the transaction are not available from the selected rate provider.
 - **Direct currency** exchange rates are those that are provided directly from your specified exchange rate provider.
 - **Inverse rates** are those exchange rates that are based on the direct rate used by another NetSuite account.

Please refer to SuiteAnswers for More Information

Accounting Preferences: Exchange Rate Integration

Setup > Accounting > Accounting Preferences > General subtab:

- Scroll down the page to the **Exchange Rate Integration** section



- In the **Rate Provider** field select either Thomson Reuters or Xignite
- If Thomson Reuters is selected, then agree to the Terms for Currency Rate Feature (“Terms”)
 - If required, select **Use Triangulation Calculation by NetSuite** preference
 - Check this box to permit NetSuite to use cross currency triangulation to calculate the exchange rate for a transaction where the two home currencies are not available from the selected rate provider
 - Agree to the **Notice for Currency Rate Feature with NetSuite Triangulation (“Notice”)** and define the anchor currency fields



- When you designate three anchor currencies, you are instructing NetSuite to make three separate attempts to find exchange rates for currency pairs.
- For example, if the primary anchor currency is not available as a standard pair from the selected rate provider, NetSuite will make a second attempt to obtain exchange rates between the two home currencies and the secondary anchor currency. If there are no standard pairs using the second anchor currency, NetSuite will make a third attempt to obtain exchange rates using the tertiary anchor currency.

Walkthrough: Working with Currencies

Create New Currency Record

Manage Base Currencies

Currency Exchange Rates Overview

View the Currency Exchange Rates List

Add Currencies to the Currency Exchange Rates List

Update Rates in the Currency Exchange Rates List

Use Case: Now that multiple currencies, and other features, have been enabled the administrator can start working with currency records.

Create New Currency Records

Create all currency records to be used in transactions:

Currency

Save Cancel Reset

NAME *

DEFAULT LOCALE *

United States (English)

ISO CODE *

USD

DEFAULT EXCHANGE RATE (TO ROOT SUBSIDIARY CURRENCY) *

☒ AUTOMATIC UPDATE

☐ INACTIVE

☐ OVERRIDE CURRENCY FORMAT

FORMAT SAMPLE

\$1,234.56

- Go to **Lists > Accounting > Currencies > New**
- Enter a **Name** and a **Default Locale**
- The **ISO Code** populates based on the Default Locale
- Define the **Default Exchange Rate** (to root subsidiary currency)
- Define **Automatic Update**: whether currency exchange rates update daily
- Determine if you want to **Override Currency Format**

Manage Base Currencies

Base currency is either your company's base currency or the currency assigned to any subsidiary in OneWorld accounts. Properly manage base currencies to ensure the latest currency rate:

- Navigate to **Lists > Accounting > Currencies** and click on the currency **Name** to **Edit** the currency record



- Select the **Update Time Zone** for each base currency
 - At the update time in the selected time zone, a Web services contacts either Thomson Reuters or Xignite, which sources its data from Morningstar.
 - The Web services call provides the latest “bid and ask” exchange rates as well as the computed midpoint of these two quotes.
 - NetSuite uses this midpoint to populate the Currency Exchange Rates list. Morningstar obtains rates from several sources, as described
- **OneWorld Consideration:** You can create currencies spontaneously from the subsidiary screen, by clicking the plus sign next to Currency field.

Warning: If any user has saved a transaction that includes a currency amount, you cannot change the base currency unless you delete that transaction.

Currency Exchange Rates Overview

After creating your currency records in NetSuite, and defining a base currency, you can set up exchange rates between the base currency and foreign currencies:

- Applied to Transactions
- Set per “As of” effective date
- Each rate translates between Base currencies and one foreign currency
- Updated by manually adding new rows with new effective dated to Currency Exchange Rates list, or using Currency Exchange Rate Integration feature for automatic daily updates
- If you use NetSuite OneWorld:
 - You may define a different base currency per subsidiary
 - Exchange rates for a base currency apply to all subsidiaries that use the same base currency
- These rates are stored in a list at **Lists > Accounting > Currency Exchange Rates**

Viewing the Currency Exchange Rate List

The Currency Exchange Rates List includes the exchange rates between each base currency and foreign currencies, for transactions:

BASE CURRENCY	SOURCE CURRENCY	EXCHANGE RATE	EFFECTIVE DATE	RATE PROVIDER	METHOD
Euro	British pound	1.30967409	8/14/2015	Agilix	Direct
US Dollar	British pound	1.30184395	8/14/2015	Agilix	Direct
Yuan	Canadian Dollar	10.68888467	8/14/2015	Agilix	Direct
US Dollar	Canadian Dollar	10.70138	8/14/2015	Agilix	Direct
Euro	Yuan	6	11/1/2015		Net
US Dollar	Yuan	6.11526499	8/14/2015	Agilix	Direct
Euro	Yuan	6.01988219	8/14/2015	Agilix	Direct
US Dollar	Yuan	6.07361114	8/14/2015	Net	Direct

- Navigate to **Lists > Accounting > Currency Exchange Rates**
- By default, rates as of the current date are displayed in the list
 - You can change the As of date to display past or future rates
- The **Rate Provider** and **Method** are displayed

Adding Rates to the Currency Exchange Rates List

Go to **Lists > Accounting > Currency Exchange Rates > New**

Exchange Rate

Save Cancel Reset

BASE CURRENCY: US Dollar

CURRENCY: US Dollar

EXCHANGE RATE: 1

EFFECTIVE DATE: 8/14/2015

PREVIOUS EFFECTIVE DATE: 8/14/2015

PREVIOUS EXCHANGE RATE:

- You can specify an exchange rate between each base currency and each foreign currency:
 - Select the **Base Currency** and the **Currency**
 - Define the **Exchange Rate** and **Effective Rate**
- These exchange rates are applied to transactions and provide default rates for transactions in currencies other than the base currency
 - Exchange rates are expressed in terms of base currency units per foreign currency units
- Use spot rate to translate most balance sheet accounts, current rate at the end of the accounting period:
 - NetSuite allows selecting daily time for the currency rate to change

Update Rates in the Currency Exchange Rates List

You have two choices for making updates to exchange rates displayed:

- You can manually update a rate between two currencies by adding a new rate for the same two currencies, with a different effective date
 - **Lists > Accounting > Currency Exchange Rates > New**
 - Select Base Currency, Currency, Exchange Rate and enter **Effective Date**
- Or, if the **Currency Exchange Rate Integration** feature is enabled, you define the **Update Time Zone** on the currency record; automatically update exchange rate with each base currency daily
 - Update rates daily at approximately 6 am in the time zone selected

Introduction OneWorld Considerations

Consolidated Exchange Rate Overview

Consolidated Exchange Rates Editing

Consolidated Exchange Rate vs. Currency Exchange Rates

Multiple Currencies

Best Practices

Use Case: As the Administrator, continue with additional OneWorld set up and considerations

OneWorld: Consolidated Exchange Rates Overview

Consolidated Exchange Rate configuration provides consolidated management reporting and financial statements:

- Applied to Consolidated reports
- Set per Accounting periods
- Each rate translates between Base currencies for one pair of related subsidiaries
- Updated by manually editing, auto calculating rows or both in the Consolidated Exchange Rates Table

OneWorld: Consolidated Exchange Rate Types

Three different rate types are maintained for each period-parent-subsidary. They are current, average and historical:

- **Current** – also referred to as “ending rate” and is based on the currency exchange rate that is effective at the end of the reported upon period
 - Used for most asset and liability accounts in the balance sheet
- **Average** –calculated from a weighted average of the exchange rates for transactions applied during the period to accounts with a general rate type of Average.
 - Used to translate accounts in the income statement and to build retained earnings.
- **Historical** –calculated from a weighted average of the exchange rates for transactions applied during the period to accounts with a general rate type of Historical
 - Used for equity accounts, or owner's investments, in the balance sheet.

Note: The difference among these rates results in a balance in the ‘Cumulative Translation Adjustment’ (CTA) account.

Following are the default rate types for accounts:

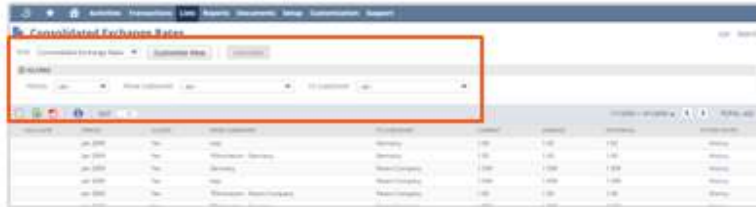
General Rate Type:

- Current - for all balance sheet accounts other than equity accounts
- Average - for all income statement accounts
- Historical - for all equity accounts

Cash Flow Rate Type: Average - for all accounts

OneWorld: Consolidated Exchange Rates Editing

Navigate to **Lists > Accounting > Consolidated Exchange Rates** to set configuration that facilitates reporting:



- Select the appropriate **View**
- Open the **Filters** and select **Period**, **From Subsidiary** and **To Subsidiary**
- Enable **Edit**; some rates are editable for some periods
 - **Direct rates**, between child and parent subsidiaries are editable for periods that have not been closed (that have a value of No in the Closed column)
 - **Indirect rates**, also known as implied rates, between subsidiaries more than one hierarchical level removed from each other are never editable.

For each accounting period, the Consolidated Exchange Rates list has an editable (displayed in black print) entry for every subsidiary-parent relationship, even if the base currencies of the subsidiary and its parent are the same.

- Rates that are not editable remain grayed out. Edit the values under each type heading:

Consolidated Exchange Rates vs. Currency Exchange Rates

It is important to understand the difference between these two terms; this table summarizes those differences:

	Consolidated Exchange Rates	Currency Exchange Rates
Applied to:	Consolidated reports	Transactions
Set per:	Accounting period	"As of" effective date
Each rate translates between:	Base currencies for one pair of related subsidiaries	Base currency and one foreign currency
Updated by:	Manually editing, auto calculating rows, or both in the Consolidated Exchange Rates table. Note: You should auto calculate consolidated rates for each accounting period before closing the period. See Using the Period Close Checklist .	Manually adding new rows with new effective dates to Currency Exchange Rates list, or using Currency Exchange Rate Integration feature for automatic daily updates.

OneWorld: Multiple Currencies

A OneWorld account utilizes multiple currencies as follows:

- Each subsidiary has a base currency
- Subsidiaries can manage and report their books in local currency
- Currency list must include the base currency of each subsidiary and any other currency in which transactions will be recorded
- Set up default exchange rates to handle processing between different currencies
- Use consolidated exchange rates to translate transactions and balances between base currency and the currency that you are reporting in (one of the parent currencies).
- Normally the base currency is the local currency, but reporting that subsidiary in the context of a different parent, then translate (using the consolidated rate) report in the parent's currency

Best Practices: OneWorld Currencies and Reporting

Consider these best practices if using a OneWorld account:

- Set estimated current and average rates at beginning of each accounting period so that reports run during accounting period are reasonable
- Set current, average and historical rates during month-end close process to reflect and appropriate rates for financial statement preparation

Walkthrough: Multi-Currency Customer

Define Multiple Currencies on a Customer Record

Changing Primary Currency on a Customer Record

Use Case: Your Company is working with customers that transact in multiple currencies. Let's look at defining this behavior on a customer record.

Multiple Currency Customers

This functionality requires first enabling the **Multiple Currencies** feature:

- **Setup > Company > Enable Features > Company** subtab, **International** section

Set primary and additional currencies on the customer record:
Go to a Customer record and Edit, go to the Financial subtab

Important: Since Customers can be created in multiple subsidiaries, the corresponding subsidiary currencies are automatically added to the customer record.

- On the **Financial** subtab, **Account Information** section, **Primary Currency** field select the currency to default for sales transactions, balance information and credit limits
- Scroll down to the **Currencies** sublist and add / define each additional **Currency** to be used
- Subcustomers are assigned the same currency as the parent company
- Currency records are maintained in Lists > Accounting > Currencies

Changing Primary Currency on Customer Record

Edit a Customer record to **reset** the **Primary Currency** on transactions, credit limits and aggregate balance information as needed:

- On the **Financial** subtab, **Account Information** section, **Primary Currency** field change to a different currency to default for sales transactions, balance information and credit limits
- If primary currency is changed you must re-enter the **Credit Limit**
- Cannot remove any currencies that have transactions against them

Important: You cannot remove any currencies that have transactions against them

Walkthrough: Multiple Currency Vendors

Define Multiple Currencies on a Vendor Record

Changing Primary Currency on a Vendor Record

Use Case: Your Company is also doing business with vendors that transact in multiple currencies. Let's look at defining this behavior on the vendor record.

Define Multiple Currencies on a Vendor Record

Enable Multiple Currencies feature: **Setup > Company > Enable Features > Company** subtab, **International** section.

Edit a Vendor record to set the **Primary Currency** and additional **Currencies**:

- On the **Financial** subtab, **Account Information** section, **Primary Currency** field select the currency to default for purchase transactions, balance information and credit limits

The screenshot shows the 'Financial' subtab of a Vendor Record. The 'Account Information' section is active, displaying fields for 'LEGAL NAME' (TEST Widget Works), 'ACCOUNT', and 'DEFAULT EXPENSE ACCOUNT'. The 'PRIMARY CURRENCY' dropdown menu is open, showing a list of currencies: US Dollar, British pound, Canadian Dollar, Euro, Ruble, US Dollar, and Yen. The 'US Dollar' option is selected.

- Scroll down to the **Currencies** sublist and add / define each additional **Currency** to be used

The screenshot shows the 'Currencies' sublist. It has a table with columns for 'CURRENCY', 'Symbol', 'Transactions', and 'Items'. The 'CURRENCY' column contains the following entries: US Dollar, British pound, Canadian Dollar, Euro, Ruble, and Yen.

Changing Primary Currency on Vendor Record

Edit a Vendor record to **reset** the **Primary Currency** on transactions, credit limits and aggregate balance information as needed:

- On the **Financial** subtab, **Account Information** section, **Primary Currency** field change to a different currency to default for purchase transactions, balance information and credit limits

Classification: PRIMARY SUBSIDIARY Parent Company

Subsidiaries Relationships Communication Address Marketing **Financial** Preferences System information

Account Information

LEGAL NAME: TEST Widget Works

ACCOUNT: [Dropdown]

DEFAULT PAYABLES ACCOUNT: Yen

* PRIMARY CURRENCY: **US Dollar**

TERMS: [Dropdown]

INCOTERM: [Dropdown]

Important: You cannot remove any currencies that have transactions against them

- If primary currency is changed you must re-enter the **Credit Limit**; credit limit is by subsidiary and tracked on the subsidiaries subtab

Review Currencies in a Sales Report

Currencies can be viewed in reports, e.g. Sales by Customer Report customized:

- Go to **Reports > Sales > Sales by Customer > Customize**
- Add the following fields (columns)
 - Sales: Amount (Foreign Currency)
 - Sales: Currency: Name

Report Preview

Customer	Sales	Amount (Foreign Currency)	Currency: Name
Customer 1	R50000.00	R50000.00	Currency: Name 1
Customer 2	R40000.00	R40000.00	Currency: Name 2
Customer 3	R30000.00	R30000.00	Currency: Name 3
Customer 4	R20000.00	R20000.00	Currency: Name 4
Customer 5	R10000.00	R10000.00	Currency: Name 5
Total	R150000.00		

Move Left Move Right Remove Column

LAS: Sales by Customer Summary View Detail

Customer	Sales	Amount (Foreign Currency)	Currency: Name
- No Customer/Project -	\$1,140,431.59		
1 Renault	\$20,077.38	14,689.00	Euros
ABC Marketing Inc.	\$5,097.00	5,097.00	US Dollars
Adalbert Engel	\$17,960.16	13,140.00	Euros
Adelaide Sports Equipment Ltd	\$849.94	1,341.00	Australian Dollars
Airport Catering Services	\$6,570.00	6,570.00	US Dollars
Airport Furniture Store	\$18,638.03	22,087.00	Canadian Dollars
Alex Fabre	\$2,340.00	2,340.00	US Dollars
ALK-Abello	\$908,237.07	4,952,757.73	Danish Krone
Alan, Colcol and Davies	\$1,699.00	1,699.00	US Dollars
American Meats Inc	\$726,689.00	726,689.00	US Dollars
Andrew & Sons	\$6,570.00	6,570.00	US Dollars
Andrew Ng	\$1,341.00	1,341.00	US Dollars
Andrew Ng	\$3,610.00	5,097.00	Australian Dollars
Andy Burkston	\$28,470.00	28,470.00	Canadian Dollars

Accounting for Currency Exchange Rate Fluctuations

Exchange rate variances between your base currencies and the foreign currencies can impact your General Ledger accounts:

- Variance between the transactions' initial value and the value upon closure or payment
- Gains and losses post to separate GL accounts based on their source

Account	Source
Realized Gain/Loss	Realized gains and losses resulting from payment application
Unrealized Gain/Loss	Unrealized gains and losses resulting from month-end open balance revaluation
Unrealized Matching Gain/Loss	Matching unrealized gains and losses from revenue commitments and funds deposited

- Go to **Transactions > Financial > Revalue Open Currency Balances**
 - Select the **Posting Period**, **Accounting Book** (if Multi-Book feature enabled) and the **Subsidiary**
 - Select other optional fields, as required by your process

Now It's Your Turn

- 01: Confirm Features and Set Accounting Preferences
- 02: Create New Currencies/Subsidiaries and Update Time Zone
- 03: Assign Currencies to a Customer
- 03: Assign Currencies to a Vendor

Use Case/Scenario: Chatham is using OneWorld functionality, multi-currency currency customers and vendors:

- Confirm currency features and accounting preferences
- Add Japan and Russia as subsidiaries with new currencies of Yen and Ruble as base currencies
- Ensure that vendor and customer records have additional currencies available to them
- Allow 15 – 20 minutes

Exercise 01: Confirm Features and Set Accounting Preferences

Time: 1-2 minutes

Scenario: The Chatham Company is using multiple currencies, for transactions with vendors and customers, and we need to confirm settings

In these exercises:

- Confirm feature
- Set accounting preference

1 Go to **Setup > Company > Enable Features**

- a. On the **Company** subtab, **International** section, confirm that Currency Exchange Rate Integration is selected.
- b. Click **Save**.

2 Go to **Setup > Accounting > Accounting Preferences**

- a. On the **General** subtab, scroll down to the **Exchange Rate Integration** section and the Rate Provider field and choose either Xignite or Thomson Reuters. You may review the field help for this field.
- b. Review field help for the Use Triangulation Calculation by NetSuite field, but do not select it.
- c. Click **Save**.

3 End.

Exercise 02: Create New Currencies/ New Subsidiaries and Update Time Zone

Time: 5 minutes

Scenario: In these exercises:

- Create two new currencies
- Create the new subsidiary for each currency
- Update currency record for the Update Time Zone

Create new currencies

- 1 Navigate to **Lists > Accounting > Currencies > New**.
- 2 Enter the following details for the new currency record:
 - a. **Name:** Ruble
 - b. **Default Locale:** Russian Federation (Russian)
 - c. **ISO Code:** RUB
 - d. **Default Exchange Rate** (to root subsidiary currency): 0.03
 - e. **Leave Automatic Update** as checked
- 3 Click **Save** when you have finished.
- 4 View the Currencies List and note if Ruble is a Base Currency.
- 5 Now click **New**.
- 6 Repeat these steps to create a currency for Japan using the following details for the new record:
 - a. **Name:** Yen
 - b. **Default Locale:** Japan (Japanese)
 - c. **ISO Code:** JPY
 - d. **Default Exchange Rate** (to root subsidiary currency): 0.01
 - e. **Leave Automatic Update** as checked
- 7 Click **Save**.

Create new subsidiary for each currency

- 8 Navigate to **Setup > Company > Subsidiaries > New**.
- 9 Enter the following details for the new subsidiary record for Russia:
 - a. **Name:** Russia

- b. **Subsubsidiary of:** Parent Company
- c. **Document Number Prefix:** RU
- d. **Currency:** Ruble
- e. **Country:** Russian Federation

10 Click **Save &New**.

11 Repeat these steps to create a subsidiary for Japan using the following details for the new record:

- a. **Name:** Japan
- b. **Subsubsidiary of:** Parent Company
- c. **Document Number Prefix:** JP
- d. **Currency:** Yen
- e. **Country:** Japan
- f. What did the Edition field value default to, when you choose the Country as Japan?

12 Click **Save**.

13 Navigate to **Lists > Accounting > Currencies**. Are the Ruble and the Yen listed as a Base Currencies? If so, Why?

14 Click on **Ruble** to edit the currency Record and update time zone:

- a. In the Update Time Zone, select (GMT+01:00) Brussels, Copenhagen, Madrid, Paris
- b. This will align the update to a closer time zone.
- c. Click **Save**

15 Click on **Yen** to edit the currency Record

- a. In the Update Time Zone, select (GMT+09:00) Osaka, Sapporo, Tokyo
- b. This will align the update to a closer time zone.
- c. Click **Save**

16 End.

Exercise 03: Assign Currencies to a Customer

Time: 3 minutes

Scenario: You want to take advantage of the multi-currency customer feature, to transact sales with customers in various currencies.

- Assign one (1) additional currency to a customer record.
- Note: Since Customers can be created in multiple subsidiaries, the corresponding subsidiary currencies are automatically added to the customer record.

- 1 As the **Administrator**, navigate to **List > Relationships > Customers**.
- 2 Click **Edit** next to TEST ABC.
- 3 Go to the **Financial** subtab, then to the **Currencies** sublist. *Note: If you do not see the Currencies sublist, then the Multi-Currency Customers feature has not been enabled or it was turned off.*
 - a. In the currency field, click the dropdown arrow and select **Canadian Dollar**.
 - b. Click **Add**.
 - c. You do not need to do anything with the Currency Format column, but the capability exists to override the Currency format.
 - d. Click **Save**.
- 4 **End.**

Exercise 04: Assign Currencies to a Vendor

Time: 3 minutes

Scenario: You want to also take advantage of the multi-currency vendor feature, to transact purchases with vendor in various currencies.

- Assign one (1) additional currency to a vendor record.
- 1** Navigate to **List > Relationships > Vendors**.
 - 2** Click **Edit** next to **TEST Widget Works**.
 - 3** Go to the **Financial** subtab, then to the **Currencies** sublist. *Note: If you do not see the Currencies sublist, then the Multi-Currency Customers feature has not been enabled or it was turned off.*
 - a. In the currency field, click the dropdown arrow and select **Canadian Dollar**.
 - b. Click **Add**.
 - c. Click **Save**.
 - 4** **End**.

Solution for Exercise 02: Create New Currencies/ New Subsidiaries and Update Time Zone

What did the Edition field value default to, when you chose the Country as Japan?

Answer: JP

Navigate to **List > Accounting > Currencies** Are the Ruble and the Yen listed as a Base Currencies? If so, why?

Answer: Now that we have created subsidiaries, all these currencies are base currencies.

Activity: Match Game

After doing the exercises, match the term on the right with the description on the left

1. Base Currency	A. Allows you to enter transactions in multiple currencies for customers and vendors
2. Multiple Currencies	B. This field defines the primary currency for sales transactions for the customer
3. Multi-Currency Customers or Multi-Currency Vendors	C. Currency used for financial book keeping. Could be your entire company or with OneWorld, each subsidiary and the root parent
4. Currency Field	D. Create transactions for foreign customers and vendors and account for fluctuations in exchange rates.

Additional Resources

NetSuite Help Center:

- Accounting: General Accounting: Working with Currencies

SuiteAnswers Learning Center:

- New Feature Training
- NetSuite OneWorld



NetSuite Tax Information

About this Module

Taxes! It is important to understand NetSuite tax concepts as you are implementing NetSuite:

- NetSuite helps track, calculate and pay different types of taxes, based on the sale of products and services
- The Advanced Taxes feature and NetSuite Editions drive tax functionality

Objectives

1. Describe the accommodation of regional taxes by NetSuite
2. Define the terminology associated with NetSuite tax functions

NetSuite Editions and Advanced Taxes

NetSuite provides tax functionality using the **NetSuite Edition** and the **Advanced Taxes** Feature, if enabled.

NetSuite Editions support localized handling of taxes:

- The country of business determines the edition
- In a single-instance account, the edition manages the taxes for the account
- In a *OneWorld* account the subsidiaries may use different NetSuite editions

Advanced Taxes feature:

- Manage and calculate taxes for different nexuses (tax jurisdictions) within the same NetSuite account
- Utilize tax schedules to define the tax treatment of items, in each nexus, meeting local business requirements
- *OneWorld* accounts, by default, utilize Advanced Taxes

NetSuite and Taxes around the World

The different editions handle country-specific taxes (sales & purchase):

- **NetSuite United States (US):**
 - Pre-coded tax, State tax imports required
 - No separate tax reporting periods, No Foreign trade settling
- **NetSuite Canada (CA):**
 - Pre-coded tax, GST/PST
 - No separate tax reporting periods, No foreign trade settling
- **NetSuite United Kingdom (UK):**
 - Pre-coded tax, VAT
 - Separate tax reporting periods, Provides full EU reporting
 - Foreign trade settling
- **NetSuite Japan (JP):**
 - Pre-coded tax, Consumption Tax
 - Separate tax reporting periods, Foreign trade settling
- **NetSuite Australia (AU):**
 - Pre-coded tax, GST
 - Separate tax reporting periods, Foreign trade settling
- **NetSuite International (XX):**
 - No pre-coded tax – install bundle to configure
 - Separate tax reporting periods
 - Foreign trade settling

Overview of NetSuite Tax Terminology

Most of the following terminology is part of tax setup, across editions:

- **Tax Periods:** Are expressly for tax reporting in **all Non-US** and **Non-Canada** editions and set up is similar to set up of accounting periods
- **Nexus:** Defines jurisdictions in which you collect and pay sales and/or purchase taxes; required component of Advance Taxes functionality
- **Tax Control Account:** Define tax types and contain GL postings of indirect taxes such as sales tax and VAT
- **Tax Types:** Define where the paid or collected tax is tracked on the balance sheet and used to define tax codes
- **Tax Codes:** Determine the amount of tax applied to each line item on your transaction
- **Tax Groups:** Combine several tax codes that can then be applied to a transaction
- **Tax Schedules:** Determine how NetSuite calculates taxes for items in each nexus
- **Tax Agency:** Defines a vendor record as the taxing authority to which taxes are paid on behalf of customers

Tax Periods for Reporting

The use of Tax Periods:

- Facilitates audits
- Allows closing individual periods,
- Enables running tax reports whether monthly, quarterly, or annually

Go to **Setup > Accounting > Manage Tax Periods** to set up and manage your tax periods:

- Track Tax Reporting periods separately from Accounting periods:
- Available in all editions, **except the US and Canada**
- Tax periods apply across all subsidiaries; close at subsidiary level
- Set up is like the setup of accounting periods; includes the ability to tie a specific fiscal calendar to the tax period

Why do you need Tax Reporting periods?

- If you back dated a transaction and you have closed the transactions for that period, the tax cannot be applied into that previous month
- Your A/P is closed, but you still want to report tax into the closed period, the Tax Report period is still open and this allows you to report the tax

Country – Specific Tax Reporting Available

NetSuite supports country-specific sales tax/GST/VAT reports:

- NetSuite releases bundles (SuiteApps) regularly with updated accounting functionality for international tax reporting (usually Fridays)
- NetSuite software is certified, which indicates that your audits are based on generally accepted accounting and bookkeeping rules applicable in each country
- Go to **Setup > Company > Enable Features > Tax** subtab, **Tax & Compliance** section:
 - Review the list of **Related SuiteApps**
 - Click on the available hyperlinks for:
 - International Tax Reports
 - Withholding Tax
 - Tax Audit Files

Accounting functionality certified by the specific countries' independent auditors:

- NetSuite software is certified, which indicates that your audits are based on generally accepted accounting and bookkeeping rules applicable in each country
 - Certification does not mean that the product is fully market ready (i.e. has all the requirements that local users need such as online banking, payroll, shipping) but it means that it meets the accounting rules required of software in that country

Tax Nexuses

Nexus defines geographies in which you collect and pay sales and/or purchase taxes

- NetSuite automatically creates one nexus per subsidiary in OneWorld
 - In the United States or Canada, creates one nexus for the state/province defined during creation of the subsidiary
 - In other countries, creates new nexus based on country selected
- You can independently associate each subsidiary with additional tax nexuses

Note: A nexus may also be manually set up, if you are using Advanced Taxes:

- **Use Case:** U.S. company running the U.S. edition of NetSuite and they need to pay GST and HST Canadian taxes
- Turn on advanced taxes and setup a Nexus for each Canadian Province that is required for the calculation of taxes

Tax Schedules

Go to **Setup > Accounting > Tax Schedule > New** and enter the following:

- **Product** field, enter the name of the tax schedule that you want to associate with a product or item
- Enter a **Description** for this tax schedule

- For nexuses in the U.S. click the **US Nexuses** subtab, and check the box in the **Taxable** column next to each state where these items are taxable
- For Non-US nexuses click the **Non US Nexuses** subtab, select the sales and purchase tax codes to be used when charging customers with shipping addresses in those countries

Tax schedules determine tax calculations (treatment) for an item, in each nexus:

- Countries charge goods/services at the same tax rate across the country
- US and Canada, taxation of goods and services is specific to the state or province, so in this case a tax schedule is useful
 - Graphic design services = taxable in New York, not taxable in Florida

Edit Items to Assign Tax Schedules

Edit an item or use Mass Update Items to apply Tax Schedules to those items:

- **Edit** an item record, go to the **Accounting** subtab, **Tax/Tariff** section and **Tax Schedule** field

- Or, go to **Lists > Mass Updates > Mass Updates** and expand the **General Updates**
 - Select **Item type**
 - Select **Tax Schedule** criteria and properly define it
 - Go to **Mass Update Fields**
 - Check the **Apply Fields** check box for the **Tax Schedule** and in the **Value** field, select the new Tax Schedule

Activity: True or False

Indicate if the statement is true or false.
1. Tax agencies are whom we pay collected taxes
2. Tax control accounts can be set up manually
3. A tax nexus defines the tax jurisdiction, where business is transacted
4. A subsidiary can only have one tax nexus
5. Tax schedules are a functionality of Advanced Taxes and determine the tax treatment of items purchased and sold

Now It's Your Turn

01: Manage Tax Periods

02: Set Up Tax Schedule

Use Case/Scenario: Chatham is using Advanced Taxes features and as the administrator you can do some initial configuration

- Set up current year tax periods
- Define Tax Schedules for US, Germany and Italy
- Allow 5-10 minutes

Exercise 01: Manage Tax Periods

Time: 3-5 minutes

Scenario: Chatham's need to adhere to International tax laws. In this exercise:

- Set up a tax period for the current year
- 1 Navigate to **Setup > Accounting > Manage Tax Periods** and note which Tax Period already exists
 - a. On the top, left-hand side of the page, click the **Set Up Full Year** button. The New Generate Tax Reporting Periods for Full Year page opens.
 - b. In the **Fiscal Year End** field, enter the current year.
 - c. Ensure **Period Format** = Calendar Months.
 - 2 Click **Save**. You may repeat these steps for any future years
 - 3 Verify the period created is for the current year (or the next year) with four quarters.
 - 4 End.

Exercise 02: Set Up a Tax Schedule

Time: 3-5 minutes

Scenario: Chatham Company utilizes Advanced Taxes. In this exercise:

- Define a tax schedule for US
- Also, define tax schedules for Germany and Italy
- Note: The features in this exercise might be different from those in your purchased NetSuite account.

Create new currencies

- 1 Navigate to **Setup > Accounting > Tax Schedules > New**.
 - a. **Note:** You may need to scroll down through the menu items.
- 2 The Tax Schedule page displays.
 - a. In the **Product** field, type **S1**.
 - b. In the **Description** field, type **S1**.
- 3 On **Non US Nexuses** subtab, do the following:
 - a. **Germany:**
 - i. **Sales Tax Code** field, select **UNDEF-DE** from the dropdown list.
 - ii. **Purchase Tax Code** field, select **UNDEF-DE** from the dropdown list.
 - b. **Italy:**
 - i. **Sales Tax Code** field, select **UNDEF-IT** from the dropdown list.
 - ii. **Purchase Tax Code** field, select **UNDEF-IT** from the dropdown list.
- 4 Click **US Nexuses** subtab and confirm that CA is the defined nexus.
- 5 Check the **Taxable** checkbox, since we will be charging taxes in California.
- 6 Click **Save**.
- 7 **End**.

Additional Resources

NetSuite Help Center:

- Accounting: Taxation: Advanced Taxes
- Account Setup: Account Setup: Getting Started with OneWorld

SuiteAnswers Learning Center: Training Videos

- New Feature Training
- Financial Management

NetSuite Essentials tab, in your Demo Account – view Videos:

- Set Up US Tax
- Set Up EU Tax
- Set Up UK Tax
- Set Up CAD Tax



Set Up Items

About this Module

Your company needs to effectively manage goods and services that you buy and sell:
How do you:

- Match your business requirements to the NetSuite functionality
- Obtain real-time information on quantities, prices, costs and asset value
- Streamline stock levels, reduce costs and maximize revenue and profits
- Items and Inventory Considerations

Objectives

1. Identify implementation considerations and questions
2. Enable item/inventory features and company preferences
3. Set up item types
4. Identify inventory and reporting workflow
5. Identify standard inventory reports
6. Introduce Supply Chain New Features

Items and Inventory Considerations

What are each of your products and services?

- How can you map to NetSuite's item types and categories?
 - Do you have the need to assemble items as finished goods or sell items as a collection of other items?
- How would you sell Software and Services, in groups or packages?
 - Do you need to track time against a service item?
 - How do you describe your items? Are these short descriptions or do you tend to provide detailed descriptions for your clients?

How will you manage inventory distribution and fulfillment?

- Do you track and distribute inventory to multiple locations?
- What is your fulfillment process?

OneWorld Considerations

The following may be some things to think about with OneWorld:

- Are your products and services offered in all subsidiaries?
- In your current system, do subsidiaries share locations and warehouses?
- Currently, how do you process transfers between locations and warehouses that may/may not be in same subsidiary?
 - Non-OneWorld accounts – Inventory Transfer Orders
 - OneWorld accounts – Intercompany Inventory Transfers
 - OneWorld account could also use a buy (purchase order)/sell (sales order) process between subsidiaries

Ecommerce Items Considerations

Ecommerce may have its own set of considerations:

- Do you have a Web store and how do you want items displayed?
- Do you plan to have one or more Web sites, and have sites share items for sale?
- How are you planning to display out of stock inventory?
- Are you planning to do personalized or custom items?
- Are you planning to sell and process Gift Certificates/Promotions on your Web site?
- Are you planning to charge up front or allow the customers to be invoiced?

Activity: Your Inventory and Items Considerations

Which areas will you be using? Comments and concerns?

Area	Comments
Items	
Inventory	
OneWorld	
Ecommerce	
Other	

Walkthrough: Enable Features

Items and Inventory

Ecommerce

Use Case: Configure the features to accommodate your strategy with managing and selling goods.

Enable Items and Inventory Features

Navigate to **Setup > Company > Enable Features > Items & Inventory** subtab

- Review the available **Items** features; enable appropriate features per your requirements
- Review the available **Inventory** features; enable appropriate features per your requirements:
 - Once **Inventory** is enabled, NetSuite automatically creates accounts for Cost of Goods Sold (COGS) and Inventory Assets.
 - Note: The **Standard Costing** feature must be enabled to make it an available accounting preference for **Inventory Costing Method**
 - **Multi-Location Inventory (MLI)**: Once enabled, the warehouse becomes a mandatory field either at the header or line-level of any sales transaction
 - **Important:** Besides distribution, once a transaction is created in any MLI location, the MLI feature cannot be switched off
 - Landed Costs (Optional):
 - Landed Costs: track the true cost of shipping including shipping, duty fees and other fees that are involved in getting you your products.
 - Any landed cost associated with an item is added to the actual asset value of an inventory item, allowing you to accurately calculate profitability
 - For existing inventory items that have an associated landed cost, you can check the Track Landed Cost box on the item record. Then, you can enter the landed cost information on item receipts and bills that include these items

Enable Features for Ecommerce

Go to **Setup > Company > Enable Features: Web Presence** subtab



- Review the **Web Site**, **Publishing**, and **Access** sections and enable the features per your requirements

Walkthrough: Accounting

Accounting Preferences

Costing Methods

Use Case: The necessary features have been enabled; now examine the related accounting configuration.

Define Accounting Preferences: Default Accounts, Work Orders

Define **Items/Transactions** preferences per your company needs:

Go to **Setup > Accounting > Accounting Preferences:**

- **Items/Transactions** subtab
 - In the Accounts section, define the various Default Accounts



- Default Cost of Goods Sold (COGS) Account
 - Default Asset Account
 - **OneWorld Note:** Default accounts are set for the root (parent)
- Go to the **Inventory** section and review preferences such as: Centralize Purchasing in a Single Warehouse



- **Order Management** subtab, **Work Orders** section is available if the Work Orders feature has been enabled

Work Orders

☐ ALLOW PURCHASE OF ASSEMBLY ITEMS

☐ ALLOW OVERAGE ON WORK ORDER TRANSACTIONS

DEFAULT WORK ORDER STATUS

Released

- Check **Allow Purchase of Assembly Items** to add assembly items to purchase orders, vendor bills, checks, credit card transactions and vendor credits. This is dependent upon Assembly and Work Order features being enabled.

Costing Methods

Go to **Setup > Accounting > Accounting Preferences > Items/Transactions** subtab; go to the **Costing** section and select the **Inventory Costing Method** to meet your business needs:

- Choices that are available are dependent upon which Inventory features are enabled

Cost Accounting

INVENTORY COSTING METHOD

Average

Average

FIFO

LIFO

- Select from Average, FIFO, LIFO, or Average to define how you handle the costs associated with buying the same items at different purchase prices over a given period of time:
 - **Average** costing (weighted-average method): Total units available during a period divided by the beginning inventory cost plus the cost of additions to inventory. This is the NetSuite Default
 - **FIFO** (First-in, first-out): First goods purchased are assumed to be the first goods sold so that the ending inventory consists of the most recently purchased goods
 - **LIFO** (Last-in, first-out): Last goods purchased are assumed to be the first goods sold so that the ending inventory consists of the first goods purchased.

- If you enabled **Standard Costing** at **Setup > Company > Enable Features > Items & Inventory** subtab, **Inventory** then you will also be specifying a **Default Cost Category** to classify the type of inventory item, for example Materials versus labor
 - Create at **Setup > Accounting > Accounting Lists > New > Cost Category**
- If you use lot numbering or serial numbering to track inventory, you can now choose to use Average costing for these items- *Refer to SuiteAnswers*

Walkthrough: Review an Item Record

Primary Information
Classifications
Subtabs

Use Case: In preparation for entering goods and services, that you buy and sell, prepare by examining an item record

Review an Item Record

If you review various item records, most item records do have similar fields in the following sections:

- **Primary Information:** Name fields, item hierarchy
- **Classification:** OneWorld Subsidiary information, Department, Class, and Location

The difference in the item records is evident when reviewing the different subtabs, which determine the item's behavior:

- Can a purchase price or selling price be entered?
- Are we tracking Inventory?
- Can we track against COGS, Asset, or Income Accounts?

Walkthrough: Inventory and Matrix Items

Inventory Items

Matrix Items

Use Case: Chatham Company will be selling inventory items. They also may consider matrix items, selling items with various options. Let's look at these item records

Inventory Items

The screenshot shows the 'Inventory Item' form. The 'Primary Information' tab is active. The 'ITEM NAME/NUMBER' field is highlighted. The 'SUBCOUNTRY' dropdown is open, showing a list of parent companies. The 'INCLUDE CHILDREN' checkbox is unchecked. The navigation bar at the bottom shows the 'Purchasing/Inventory' tab is selected.

Inventory Items are goods purchased, stocked and sold, such as:

- Goods sold to customers
- Parts and raw materials purchased from vendors
- Tracked individually or as groups, kits or assemblies
- Go to **Lists > Accounting > Items > New > Inventory Item**
- Review available subtabs and enter in necessary information
 - If you are running a Web Store, go to the Web Store subtab:
 - Define how the item displays in the Web site
 - Describe the item
 - Set Stock and Pricing Behavior

Matrix Items

Matrix Items allow you to define item properties such as size and color, e.g. t-shirts in different sizes and colors:

New Item		
ITEM TYPE	MATRIX ITEM ASSISTANT	CREATE MATRIX ITEMS
Assembly/Bill of Materials	Matrix Item Assistant	Create Matrix Items
Lot Numbered	Matrix Item Assistant	Create Matrix Items
Serialized	Matrix Item Assistant	Create Matrix Items
Description		
Discount		
Inventory Item	Matrix Item Assistant	Create Matrix Items
Lot Numbered	Matrix Item Assistant	Create Matrix Items
Serialized	Matrix Item Assistant	Create Matrix Items
Item Group		

- An item matrix consists of a parent item and sub items
- Go to **Lists > Accounting > Items > New >** select the **Matrix Item Assistant** hyperlink for an item type
 - This easy-to-use feature lets you create an item and all the available options in single step-by-step interface
- Alternatively, create manually by setting up custom lists and fields
- Review available subtabs and enter in necessary information

Non-Inventory Items

Non-Inventory Item

Non-Inventory Item Conversion

Use Case: Chatham Company also will be using non-inventory items and will investigate for purchase, for sale and for resale

Non-inventory Items

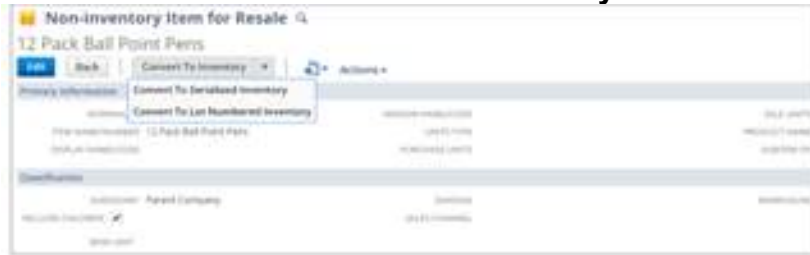
Non-inventory Items: not kept in formal stock and are costs related to doing business:

- **Lists > Accounting > Items > New** and select one of the following types of Non-inventory Item
 - **For Purchase:** items purchased that are not sold, e.g. office supplies
 - **For Resale:** items both bought and sold for a profit, e.g. case of soda
 - **For Sale:** items sold that are not purchased, e.g. dinner entrée

Non-Inventory Conversion

Convert items originally set up as a non-inventory type into a type of inventory item.

- Go to **Lists > Accounting > Items** and click the **View** link of an item record
- Click on **Convert to** one of the following, dependent upon enabled features:
 - **Convert to Inventory**
 - **Convert to Serialized Inventory,**
 - **Convert to Lot Numbered Inventory**



- Keeps all records in one place:
 - Transaction history of item prior to conversion
 - All inventory data after conversion

Walkthrough: Service Items

Service Items

Use Case: Chatham Company also will offer service on items that they sell. They will consider service items for investigate for purchase, for sale and for resale

Service Items

Service Items: allow tracking time and recording billable hours



- Track time across subsidiaries using Intercompany time feature
- Software companies commonly setup Support, Maintenance, Consulting and Installation as Service Items
- **Lists > Accounting > Items > New** and select one of the following types of Service Items
 - **For purchase:** buy from vendors, but do not sell to customers
 - **For resale:** buy from vendors and then sell to customers
 - **For sale:** sell to customers
- Go to the service Item **Preferences** subtab and select **Can be fulfilled/Received**; allows for item fulfillment / receipt

Software items may be set up as service items (specifically for things such as professional services or training) for a fixed fee.

Software companies commonly setup Support, Maintenance, Consulting and Installation as Service Items linked to:

- Products/Licenses as tracked as non-inventory items
- Choose the service item, when entering time, and bill to customer
- You can bundle licenses and services into an item group
 - With both Advanced Billing and Advanced Shipping features, you can set a status on service item records that defines them to be fulfilled or received. Then, order processing is based on the fulfillable/receivable status of the item
 - Preferences: Can be fulfilled/Received and Offer support
 - Check to enable item to be received and fulfilled
 - Clearing item does not require being received and fulfilled
 - Once item has been added to transactions, this setting cannot be changed.
 - Advanced Billing and Advanced Shipping features are both enabled

Activity: True or False

Indicate if the statement is true or false.
1. Inventory items can also include serialized and lot numbered inventory if those features have been enabled
2. Non-inventory items are only available for purchase
3. Service items cannot be fulfilled

Walkthrough: Assembly, Item Group, Kit/Package

Assembly Items

Item Group

Kit / Package

Use Case: Chatham Company is also considering building items, as well as putting different components together

Assembly Items

Assembly items are available if the Assembly Items feature has been enable; Assembly Items are made up of several components, identified as a single item:

- Go to **Lists > Accounting > Items > New** and depending upon features enabled, select from:
 - Assembly/Bill of Materials
 - Lot Numbered Assembly/Bill of Materials
 - Serialized Assembly/Bill of Materials

New Item		
ITEM TYPE	MATERIAL ITEM ASSOCIATION	CREATE MATERIAL ITEMS
Assembly/Bill of Materials	Material Item Associated	Create Material Items
Lot Numbered	Material Item Associated	Create Material Items
Serialized	Material Item Associated	Create Material Items

- Manufactured by combining raw materials that you stock
 - The following can be added to Assemblies:
 - Inventory items and Non-Inventory items
 - Assemblies
 - Other charges and Service Items

Item Groups

Go to **Lists > Accounting > Items > New** and select **Item Group**; create groups for items that you frequently sell together:

- Entered as single unit, saving time creating sales transactions:
 - Displays as multiple line items when selected in a transaction; user adds or deletes items ad hoc
- Price of group inherits prices of member items; there is no Sales/Pricing or Accounting subtab available
- Go to the **Purchasing/Inventory** subtab, **Components** sublist and enter in the items
 - Purchasing and inventory information is tracked at the member level



- The following can be added to item groups:
 - Inventory items
 - Assemblies and Kits
 - Service items

Other Item Group attributes:

- A group can be made up of taxable and non-taxable items, and tax is calculated only on the taxable items (components)
- You can choose to print all the members of the group, with their quantities, descriptions and rates, on transactions, or you can print only the description and amount of the group item on the form. Details for each group component can be changed on transactions.
- Software Items may be used as groups to sell a package of item, e.g. bundle license with support/maintenance
- **OneWorld Note:** Members must be setup in the same subsidiary.

Kits and Package Items

Go to **Lists > Accounting > Items > New > Kit/Package**:



- Ability to create items that are collected from other items
- Displays as a single line item when selected in transactions
- Price is set at the kit level; the user cannot modify the kit contents
- Add any of the following:
 - Description
 - Inventory or Non-Inventory
 - Other charge
 - Service
 - Kit / Package
 - Assembly items
- **OneWorld Note:** Members must be setup in the same subsidiary.

Other Kit/Package attributes:

- You can choose to print all members of the kit, with their display names, quantities, descriptions and rates on the invoice or other forms. Or print only the description and amount of the kit or package on the form
- **Reporting Note:** A kit has its own revenue GL/line account. Reporting on Sales/Revenue is by the kit NOT the members.

Assembly vs. Kit vs. Group

This is a useful chart to examine the different behavior of each of the listed item types.

Function	Assembly	Kit/Package	Item Group
Members	<ul style="list-style-type: none"> • Inventory items • Assemblies • Non-inventory items • Other charges • Service items 	<ul style="list-style-type: none"> • Inventory items (serial/lot) • Assemblies • Kits • Service items 	<ul style="list-style-type: none"> • Inventory items • Assemblies • Kits • Service items
Pricing	Item price is independent of its members' prices	Item price is independent of its members' prices	Item price is dependent on its members' prices
General Ledger Accounts	Able to identify a COGS, income, and asset account separate from its components' accounts	Able to identify a separate income account	Account designation is specified on the members
Inventory Impact	Building an assembly: Decreases the asset accounts of member items Increases asset account of the assembly	Fulfilling a kit: Decreases the asset account of member items	Fulfilling a group: Decreases the asset account of member items
			Only Groups allow you to change members of group on the fly—on transaction record itself

Activity: Which Item Types Will You Need?

Enter in some examples for each item type	
Inventory	
Non Inventory	
Service	
Groups	
Downloadable Files	

Walkthrough: Inventory Adjustments

Adjust Inventory

Adjust Inventory Worksheet

Use Case: The Administrator will work with the CFO and implementation team to determine options for adjusting inventory

Adjust Inventory

Change the quantity and value of your inventory with consideration to quantity on hand:

- Go to **Transactions > Inventory > Adjust Inventory** and enter the following, required information:

- **Subsidiary**
 - **Adjustment Account**
- At the line level, in the **Item** field, select the item you want to adjust inventory for
 - Define all required column fields
- If LIFO or FIFO are your costing methods, the costing method is preserved
- Note: Lot numbered and serialized inventory items are visible

Adjust Inventory Worksheet

Change inventory quantity / value exclusive of quantity on hand:

- Go to **Transactions > Inventory > Adjust Inventory Worksheet** and enter the following, required information:



- **Subsidiary**
- **Adjustment Account**
- **Transaction Order:** choose when you want this worksheet to post
- **First Transaction in Day:** post at the beginning of the day and not include additional inventory transactions entered during that day for this worksheet.
- **Last Transaction in Day:** post at the end of the day and do include all inventory transactions entered during that day for this worksheet.
- **Warehouse**
- If using LIFO or FIFO costing methods, the costing method is reset to average; costing history is lost
 - If you use the Worksheet and you have FIFO or LIFO costing methods, it will set your costing method to average. You will lose all your previous costing history information
 - To preserve LIFO or FIFO, use the Adjust Inventory form for any inventory adjustments. If you use the average costing method, you can make any changes you want on this worksheet
- **Note:** Lot numbered and serialized inventory items will not be visible in the worksheet; use the Adjust Inventory transaction

Other Inventory Adjustment information:

- When you open an existing inventory adjustment to make changes, only items included in the original adjustment appear in the list. The list shows all items from the original adjustment and cannot be filtered to exclude any of these original items
 - Showing all items from the previously saved worksheet ensures that no lines are filtered out and deleted upon saving changes

Adjust Inventory vs. Adjust Inventory Worksheet

Here are the primary differences between the inventory adjustment transactions:

- **Adjust Inventory**
 - Is inclusive of the previous stock total
 - Once you have established your inventory, the Adjust Inventory transaction is more common; it preserves the adjustment history.
 - Adds or subtracts quantity to the previous inventory count
 - Lot numbered and serialized inventory items are visible in the Adjust Inventory transaction
- **Adjust Inventory Worksheet**
 - Is exclusive of previous stock total
 - Resets the inventory count to the quantity entered on the date of the worksheet

Best Practices: Items and Inventory

Consider the following best practices for items and inventory:

- If you are NOT using Inventory, then do NOT enable the feature.
- Do not specify a location on an item record; this action limits the availability of that item
- If Multi-Location Inventory is required, then it is recommended having the MLI feature enabled and then import items
- If you enable the Multi-Location Inventory feature and distribute items, you cannot disable the feature without contacting Customer Support

Intercompany Inventory Transfer (OneWorld)

Global product businesses need to move products between legal entities (subsidiaries):

- NetSuite handles the operational and accounting details
- End-to-end workflow, from PO/SO through fulfillment/receipt to invoice bill, is automated
- Revalues period-end inventory and COGS
- Detailed reporting provides a clear audit trail for internal and external auditors

Please review Help Topics and New Feature Training in SuiteAnswers

Inventory Workflow and Reporting

NetSuite is an integrated system from procurement to sales, with reporting at the center:

- Tracks quantity, value and commitment of items you purchase and sell
 - **Committed:** No longer available to sell, but inventory has not been relieved
- Updates on-hand quantities for any transaction that affects inventory
 - **On Hand:** Quantity of the item in inventory, this includes available and committed
- Defines item records with item's cost, sales price, stock level and more
- Tracks your cost of goods sold and assets

Standard Financial and inventory Reports:

Use the NetSuite Financial and Inventory reports:

- Go to **Reports > Financial** to use the standard financial reports to streamline stock levels to reduce costs and maximize revenue and profits, e.g.
 - Income Statement
 - Balance Sheet
- Go to **Reports > Inventory/Items** to use the inventory reports to make regular assessments of stock quantities and identify your replenishment needs, e.g.
 - Current Inventory Status
 - Inventory Back Order

Review the **Standard Reports** topic in the Help Center and SuiteAnswers, for more information

Now It's Your Turn

01: Enable Transactions and Inventory Features/Preferences
02: Create Inventory Items
03: Create a Non-Inventory Item
04: Create a Service Item
05: Create an Inventory Item: OneWorld
06: Enter Inventory Quantities

Use Case/Scenario: The administrator enters in a few items and inventory quantities

- Allow 35-50 minutes

Exercise 01: Enabling Transactions and Inventory Features/Preferences

Time: 2-3 minutes

Scenario: Before setting up items and testing those items you must ensure that all required features are enabled.

Chatham's BRD defines item types and categories, transactions, and inventory management. They use inventory, non-inventory and service type items.

In this exercise, enable the following features and define the Preferences

- Transactions: Basic, Shipping & Receiving
- Items & Inventory: Items and Inventory
- Note: The features in this exercise might be different from those in your purchased NetSuite account.

- 1 Navigate to **Setup > Company > Enable Features**. The Company subtab displays.
 - a. In the **ERP General** section, uncheck **Multiple Units of Measure** if checked.
- 2 Click the **CRM** subtab, go to the **Support** section and uncheck Issue Management, since Chatham will not be using. This removed a corresponding field on item records.
- 3 Click the **Transactions** subtab, ensure that the **following features are checked**, and only uncheck when directed, for each of the following sections; some of these features will be used in later modules:
 - a. Basic Features
 - i. Estimates
 - ii. Sales Orders
 - iii. Return Authorizations
 - iv. Purchase Orders
 - v. Vendor Return Authorizations
 - b. Shipping & Receiving
 - i. Advanced Shipping
 - ii. Pick, Pack and Ship
 - iii. Advanced Receiving
 - c. Billing
 - i. Bill Costs to Customers

- ii. Uncheck Advanced Billing
 - iii. Uncheck Charge Based Billing and any other Billing features listed.
- 4 Click the **Items & Inventory** subtab and ensure that the following features are checked for each of the following sections:
 - a. Items
 - i. Uncheck Matrix Items
 - ii. Leave Multiple Vendors as checked.
 - iii. Uncheck Bar Coding and Item Labels
 - b. Inventory:
 - i. Inventory
 - ii. Multi-Location Inventory - If prompted, click OK to enable Multi-Location Inventory (for OneWorld accounts only). Then click OK two more times.
 - iii. If checked you may leave Serialized Inventory and Lot Tracking as checked
 - iv. No other Inventory features should be checked
- 5 Click Save when you are done.
- 6 Navigate to **Setup > Accounting > Accounting Preferences**.
 - a. Select the **Items/Transactions** subtab.
 - b. Go to **Default COGS Account** and choose Cost of Goods Sold or COGS.
 - c. Confirm **Default Asset Account** is set to 1200 Inventory.
 - d. Go to **Default Receivables Account** and choose or confirm 1100 Accounts Receivable.
 - e. Ensure that **Anyone Can Set Item Accounts** is checked. You may review field help for more information.
 - f. Click **Save** when you are done.
- 7 End.

Exercise 02: Create Inventory Items

Time: 3-5 minutes

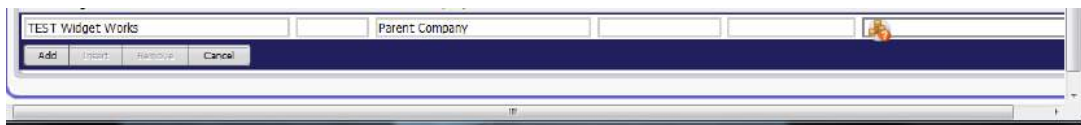
Scenario: The Chatham Company provides computer hardware and ink. In this exercise, you will set up two inventory items.

- 1 Navigate to **Lists > Accounting > Items > New**
- 2 Select **Inventory Item** from the list of available items.
- 3 Enter the following:
 - a. **Item Name/ Number: HP LJ 1320 Printer**
 - b. **Subsidiary:** Select Parent Company and check Include Children
- 4 On the **Purchasing/Inventory** subtab:
 - a. Enter **Purchase Price = 25.00**
- 5 On the **Purchasing** subtab, click the **Vendors** sublist:
 - a. Select **Test Widget Works** from the Vendor dropdown list
 - b. Go to the Preferred column and check the box
 - c. Go the Purchase Prices field, click the icon to set price by currency
 - d. In the pop-up window, set the US Dollar or USA currency and Purchase Price at \$25.00



- e. Click **Add** and then **OK** to close the pop-up window
 - f. Click the **Add** button
- 6 Go to the **Sales/Pricing** subtab:
 - a. Copy and paste **HP LJ 1320 Printer** into the **Sales Description**.
 - b. Enter the **Item Weight** as **20 pounds**.
 - c. Go to the **USA** sublist and enter **50.00** in the **Base Price** field
- 7 Click the **Accounting** subtab and confirm accounts or select:
 - a. Confirm **COGS Account** as **Cost of Goods Sold**
 - b. Confirm **Asset Account** as **1200 Inventory**

- c. Confirm **Income Account** as **4000 Sales**
- d. Select **S1** from the ***Tax Schedule** dropdown In the **Tax/Tariff** section,
- 8** Click **Save & New**.
- 9** Enter the following:
 - a. **Item Name/ Number:** Printer Ink Starter Pack
 - b. **Subsidiary:** Select Parent Company and include Children
- 10** **Purchasing/Inventory** subtab:
 - a. **Item/Cost Detail** section, enter **Purchase Price** = 15.00
- 11** Scroll down and click the **Vendors** sublist:
 - a. Select **Test Widget Works** from the **Vendor dropdown** list
 - b. Go to the **Preferred** column and check the box
 - c. Go the **Purchase Prices** field, click the icon to set price by currency



- d. In the pop-up window, set the **US Dollar or USA Currency** and **Purchase Price** at **\$15.00**
- e. Click **Add** and then **OK** to close the pop-up window.
- 12** Click **Add**
- 13** Go to the **Sales/Pricing** subtab:
 - a. Copy and paste Printer Ink Starter Pack into the **Sales Description**.
- 14** Click the **Accounting** subtab and confirm accounts or select:
 - a. Confirm **COGS Account** as **Cost of Goods Sold**
 - b. Confirm **Asset Account** as **1200 Inventory**
 - c. Confirm **Income Account** as **4000 Sales**
 - d. Select **S1** from the ***Tax Schedule** dropdown list
- 15** Click **Save**.
- 16** **End**.

Exercise 03: Create a Non-Inventory Item

Time: 3-5 minutes

Scenario: You regularly buy pens as an office supply, to have on hand in your supply rooms. In this exercise:

- Create a non-inventory item resale, since you may also sell these items.

- 1 Navigate to **Lists > Accounting > Items > New**
- 2 From the **New Item** page, locate the **Non-inventory Item** section and click the **For Resale** link:
 - a. Note: This makes the non-inventory item available on a PO to a vendor and a Sales Order for a customer
- 3 The **Non-inventory Item for Resale** page displays.
 - a. **Item Name/Number** field, enter 12-Pack Ball Point Pens
 - b. **Subsidiary** set to Parent Company and Include Children.
- 4 Go to the **Purchasing** subtab:
 - a. Enter the **Purchase Price** = 1.99
 - b. Enter **Purchase Description** = 12-pack regular ball point pens, blue ink
- 5 Scroll down to the **Vendors** sublist:
 - a. Choose **Test Widget Works.** from the **Vendor** dropdown list
 - b. **Preferred** = checked
 - c. Go the **Purchase Prices** field, click the icon to set price by currency
 - d. In the pop-up window, set the **US Dollar or USA Currency** and **Purchase Price at \$1.99**
 - e. Click **Add** and then **OK** to close the pop-up window
 - f. Click **Add**
- 6 Click the **Sales/Pricing** subtab:
 - a. Enter 12-Pack Ball Point Pen, blue ink into the **Sales Description**
 - b. Scroll down and enter 10.00 for the **Base Price**
- 7 Click the **Accounting** subtab:
 - a. Confirm **Income Account** as 4000 Revenue: Sales
 - b. Confirm the **Expense Account** to 6150 Office Expense
 - c. **Tax Schedule** = S1

8 Click **Save**.

9 **End**.

Exercise 04: Create a Service Item

Time: 3-5 minutes

Scenario: Chatham sells service for the HP Printer. In this exercise:

- Create a service item for Service for the HP LJ 1320 printer
- 1** Follow the same steps as the previous exercise to access the new item form, but create a **Service Item For Sale** this time.
 - 2** The **Service for Sale** page displays.
 - a. **Item Name/Number** field, enter **Service for the HP LJ 1320 Printer**
 - b. **Subsidiary** set to Parent Company and Include Children.
 - 3** Go to the **Sales/Pricing** subtab:
 - a. Enter the **Sales Description** = Regular service for the HP LJ 1320 Printer
 - b. Scroll down to the **USA** sublist and enter 25.00 on the **Base Price** line
 - 4** Scroll up and click the **Accounting** subtab:
 - a. Confirm the Income Account as 4000 Sales.
 - b. Select **Tax Schedule** of S1.
 - 5** Go to **Preferences** subtab and note the fields for **Can be Fulfilled/Received** and **Offer Support**.
 - a. Do NOT check, but **review the field help**.
 - 6** Click **Save**.
 - 7** **End**.

Exercise 05: Create an Inventory Item for OneWorld

Time: 3-5 minutes

Scenario: One of the company's requirements is to track its inventory by location. In this exercise:

- Enter an item into the German subsidiary
- 1** Navigate to **Lists > Accounting > Items**.
- 2** Click on **View** next to the **HP LJ 1320 Printer** item.
- 3** Navigate to **Actions > Make Copy**.
 - a. Enter HP Deskjet D2530 Printer (Germany only) into the Item Name/ Number field.
 - b. Click on Parent Company: Germany in the Subsidiary field.
 - c. Uncheck Include Children, if necessary.
 - d. Navigate to the Sales/Pricing subtab and enter HP Deskjet D2530 Printer (Germany only) in the Sales Description field.
 - e. Go to the Euro sublist and enter 65.00 in the Base Price field.
- 4** Click **Save**.
- 5** Navigate to **Transactions > Sales > Enter Sales Orders**.
 - a. Make sure that you select Standard Sales Order in the Customer Form field.
 - b. Note: We cover order management later in the course: this is to test the relationship between customers and items in OneWorld.
- 6** Select the **Test German Customer**.
 - a. Click OK, if a pop-up window displays, to continue.
- 7** Navigate to the **Items** subtab and click the Item dropdown arrow.
 - a. Is the HP Deskjet D2530 Printer item in the list?
- 8** Click **Cancel** and change the customer on your sales order to **TEST ABC**.
- 9** Go to the **Items** subtab and click the Item dropdown arrow.
 - a. Is the **HP Deskjet D2530 Printer** item in the list?
- 10** Do not save the sales order.
- 11** **End**.

Exercise 06: Enter Inventory Quantities

Time: 3-5 minutes

Scenario: Chatham company wants to set the initial quantity for all inventory items, so they are going to use the Adjust Inventory Worksheet. In this exercise:

- Enter quantities, for the newly-entered inventory items, in all warehouses.
- 1** Navigate to **Transactions > Inventory > Adjust Inventory Worksheet**.
 - 2** For the **Subsidiary** dropdown list, select **Parent Company** from the dropdown list.
 - 3** From the **Adjustment Account** dropdown list, select **5090 Inventory Variance**.
 - 4** In the **Transaction Order** field, select **First transaction in day**. The updated information will be available tomorrow.
 - 5** For the **Warehouse/Location** value, select **East Coast**.
 - a. All the inventory items should display in the Adjustments subtab.
 - 6** Navigate to the **Adjustments** subtab and enter 100 in the New Quantity field for each item.
 - a. There will be a pop-up warning window. Please ignore it as we are entering the opening balances.
 - b. Note: If the New Value column displays zeroes, then a purchase price was not entered for the item record
 - 7** Click **Save**.
 - 8** Repeat for the **German Subsidiary** and the Berlin Warehouse.
 - 9** End.

Solution for Exercise 05: Create an Inventory Item for OneWorld

Click the Item dropdown arrow. Is the HP Deskjet D2530 Printer item in the list?

Answer: Yes. The customer and item share the same subsidiary.

Click the Item dropdown arrow. Is the HP Deskjet D2530 Printer item in the list?

Answer: No. The customer and item do NOT share the same subsidiary.

Activity: Identify the Item Types

After you do the exercise, write the item types next to these photos. There may be multiple item types applicable to each picture



DreamScapes Landscapes



A Quick Note: Advanced Inventory Management v. Demand Planning

Advanced Inventory Management

- Calculates reorder points based on historical data
- Assumes that demand is constant in most cases
- Reordering is based on 'reorder point', which may create an excess in inventory
 - Examples: Ordering Halloween candy based on current reorder point capability may create excess inventory around the shelf throughout the year

Demand Planning

- Order based on the expected demand
 - Demand can be calculated based on
 - Outstanding CRM data (i.e. opportunities, estimates, and sales orders)
 - Projection of historical demand mathematically
 - Provides ability to use the sales history of another item for calculations

Need More Information

NetSuite Help Center:

- Items and Inventory Management: User Guide

SuiteTraining: Manufacturing

- Contact training@netsuite.com for more information

SuiteAnswers Learning Center

- New Feature Training
- Items/Fulfillment/Billing
- Contract Renewals – Software Vertical
- Items & Inventory
- Ecommerce

Now It's Your Turn – Various Feature Enhancements

Please review the summarized information in your Student Workbook for enhancements as related to:

- Inventory
- Manufacturing
- Costing

Review information in SuiteAnswers, including New Feature Training videos.

ERP - Supply Chain Management Enhancements

The NetSuite Manufacturing and Supply Chain Management feature area is one of the most active product development areas in NetSuite; the goal is better production throughput and reverse logistics:

- Improve demand planning visibility
- Optimize work center productivity
- Each NetSuite release brings more functionality
- Please be sure to review the current New Release Notes.

Plan your inventory levels more accurately and confidently, which can be challenging when dealing with unexpected demand changes:

- Receive **Planning Action Messages** when using Demand Planning:
 - Planners can receive recommendations to take during each supply plan run to optimize productivity
 - Add **Reminders** to the **Reminders portlet**:
- Use **Planning Time Fence** to allow NetSuite to make better suggestions for planning future item supply
 - Prevent disruption to planned production
- Get deeper visibility into orders and assemblies using the **Gross Requirements Inquiry**, with the **Show Details** option:
 - Each line of the Gross Requirement Inquiry details the orders that create the demand

Optimize work center productivity with smarter work order management:

- Schedule your manufacturing work centers using the **Work Center Calendar**
 - Use individual work center calendars to analyze scheduling capacities to optimize your work center processes
- Use **Work Order Validation** to automatically validate work order operations sequences:
 - Set a preference to validate that routing operation sequences are always followed in accordance with the work order

Utilize **Warranty and Repairs management**: facilitates registering item warranties and process warranty-related claims:

- This is offered through a SuiteApp; please contact your sales rep to purchase
- More information is available in the Help Center

Distribution Resource Planning to plan inventory across locations and subsidiaries within a preset distribution networks:

- Transfer item between locations to meet supply need
- Have the option to increase inventory by transferring items
- Enable the **feature** and define the **Accounting Preferences**

Backward Scheduling for Manufacturing allows using a backward scheduling for supply planning, in addition to the forward scheduling method

- Set the production end date to reflect the date you need to have the completed items
- NetSuite determines the necessary production start date based on time, materials and resources needed to complete all necessary tasks

Manufacturing Operations Overlap, Manufacturing Routing allows multiple work order to be processed in a staggered method throughout the production cycle; an improvement over one at a time

Work Order Completion Validation Enhancements: completion validations will function when a work order is edited or deleted if you use the **Check Completed Quantity in Prior Operations During Operation Completion** preference



Set Up Pricing

About this Module

NetSuite provides multiple methods to capture your pricing strategy:

- How do you sell your products?
- What is your pricing strategy?

Objectives

1. Enable pricing features and defining preferences
2. Create a Price Level
3. Define a Quantity Pricing Schedule
4. Set up a Pricing Group
5. Set up pricing on an item record and customer record
6. Update item prices

Pricing Considerations

Before enabling any pricing features, document your pricing strategy and address these implementation questions:

- Do you have a standard price book or do you use custom pricing?
- Do you have tiered pricing levels?
- Do you use volume-based pricing?
- Are your transactions conducted in multiple currencies?
- Do you maintain multiple price lists across your customer base?

OneWorld:

- Pricing is per currency, not per subsidiary!
- Do multiple subsidiaries share a currency, but have different pricing?
- How do you handle pricing for any intercompany purchases and sales?

Activity: Pricing Considerations

Comments and concerns?

Note	Comments
Do you have a pricing strategy?	
Do you have customer-specific pricing?	
Give price break for quantities?	
International pricing?	
Other	

Walkthrough: Review an Item Record

Sales/Pricing Subtab

Use Case: To prepare for working with pricing, review an item record to see how pricing information is stored.

Review an Item Record

Go to Lists > **Accounting** > **Items** > **New** and select the item type, or **Edit** an existing item:



- Go to the **Sales/Pricing** subtab where you may enter
 - Base Price
 - Quantity Pricing Schedules
 - Quantity breaks
 - Price Groups
- If the **Multiple Currencies** feature has been enabled, then pricing is entered for each currency

The rows and columns work together:

- The columns are for your quantity breaks for pricing discounts
- The number of pricing 'buckets' is an accounting preference

Walkthrough: Define Pricing Features and Preferences

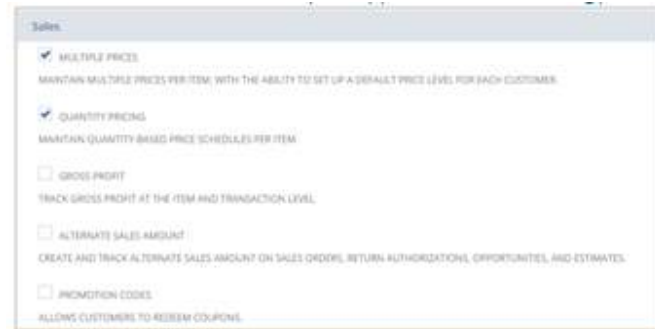
Enable Pricing Features

Define Accounting Preferences

Use Case: If you have defined your pricing strategy, for your company, go ahead and configure NetSuite to match your needs.

Enable Pricing Features

Go to **Setup > Company > Enable Features > Transactions** subtab, **Sales** section and select the options appropriate for your requirements:



Sales

- ☒ **MULTIPLE PRICES**
MAINTAIN MULTIPLE PRICES PER ITEM, WITH THE ABILITY TO SET UP A DEFAULT PRICE LEVEL FOR EACH CUSTOMER.
- ☒ **QUANTITY PRICING**
MAINTAIN QUANTITY-BASED PRICE SCHEDULES PER ITEM.
- ☐ **GROSS PROFIT**
TRACK GROSS PROFIT AT THE ITEM AND TRANSACTION LEVEL.
- ☐ **ALTERNATE SALES AMOUNT**
CREATE AND TRACK ALTERNATE SALES AMOUNT ON SALES ORDERS, RETURN AUTHORIZATIONS, OPPORTUNITIES, AND ESTIMATES.
- ☐ **PROMOTION CODES**
ALLOWING CUSTOMERS TO REDEEM COUPONS.

- **Multiple Prices:** Offers various prices, **Price Levels**, for the same items
 - **Use Case:** A company wants to sell an item at wholesale and retail prices at different times: **Solution:** Create price level for wholesale customers and price level for retail customers. Assign the price to each price level
- **Quantity Pricing** or volume pricing: Item pricing is dependent upon the quantity purchased:
 - Quantity Pricing automatically applies different sales prices to items based on the quantity being sold, offering discounts to customers who buy in bulk
 - Quantity pricing schedules are templates applied to items to generate purchase and sale prices
 - Define the maximum number of quantity price levels in accounting preferences

Walkthrough: Define Accounting Preferences

Go to **Setup > Accounting > Accounting Preferences > Item/Transactions** subtab:



Sales & Pricing

MAXIMUM # OF QUANTITY-BASED PRICE LEVELS *

5

- ☐ ALLOW QUANTITY DISCOUNTS PER PRICE LEVEL ON SCHEDULES
- ☒ INCLUDE REIMBURSEMENTS IN SALES AND FORECAST REPORTS
- ☐ INCLUDE SHIPPING IN SALES AND FORECAST REPORTS

- Review the **Sales & Pricing** section:
 - **Maximum # of Quantity-based Price Levels:**
 - Assign a value between 2 and 50 for the quantity price “buckets”
 - **Allow Quantity Discounts per Price Levels on Schedules:**
 - Check this box if you want to enter different quantity discounts for each price level on quantity pricing schedules.

Walkthrough: Use Pricing Features

Set Up Price Levels

Define Quantity Pricing Schedules

Create a Pricing Group

Use Case: Features have been enabled, to accommodate different pricing types, now you can look using pricing.

Set Up Price Levels

Price levels allow you to setup multiple prices for each item you sell:

- Go to **Setup > Accounting > Accounting Lists > New > Price Level** and enter the following:

The image shows two screenshots from a software interface. On the left is a sidebar titled 'Add to Accounting Lists' with a scrollable list of options: 'All', 'Budget Category', 'Customer Category', 'Customer Message', 'Inventory', 'Other Name Category', 'Payment Method', 'Price Level', 'Pricing Group', 'Term', and 'Vendor Category'. On the right is the 'Price Level' form. It has buttons for 'Save', 'Cancel', and 'Reset'. Below these are input fields for 'Price Level' (with a '+' icon), 'Markup/Discount %' (with a '-' icon), and 'New Profit'. There are checkboxes for 'UPDATE EXISTING PRICES' and 'ONLINE PRICE LEVEL'. The 'ONLINE PRICE LEVEL' checkbox is checked. A red curved arrow points from the 'Price Level' option in the sidebar to the 'Price Level' form.

- Price Level:** enter a name
 - Markup/Discount %:** may be a markup or discount that is applied to the base price
 - Update Existing Prices:** Check this box to make this price level available on all item records that you sell
 - Online Price Level:** Check this box to allow customers to use this in the Web store.
- There is no "system" limit to the number of price levels; there may be a practical level
- You may also define the out-of-the box price levels
 - Setup > Accounting > Accounting Lists** and set the **Type** filter to **Price Level**
 - Edit one of the provided lists to define a markup or discount, and save

Quantity Pricing Schedule Overview

Quantity Pricing Schedules are templates to apply to items to generate purchase and sale prices:

- When you apply a quantity pricing schedule to an item, the prices for all price levels are created dynamically
- You can apply a schedule to any number of items

Quantity pricing schedules can be used to apply prices negotiated with vendors:

- **Edit** the vendor record, and click the **Financial** subtab
 - On the Pricing Schedules subtab, click **New Pricing Schedule**
 - Only one vendor may be associated with each quantity pricing schedule

Define a Quantity Pricing Schedule

Go to **Lists > Accounting > Quantity Pricing Schedules > New**

QUANTITY	DISCOUNT
10	-25.0%
30	-33.0%
51	-35.0%

Enter the following:

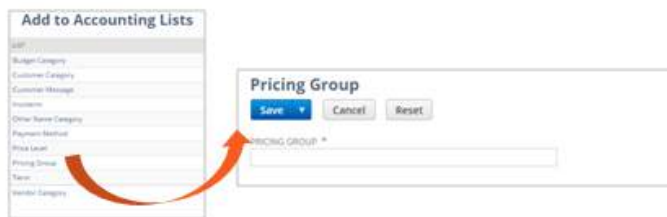
- **Name**
- **Use Marginal Rates:** Check if you want the quantity discounts in the schedule to be applied to each pricing bracket separately.
- Calculate Quantity Discounts:
 - **By Line Quantity** - pricing is applied according to the quantity included in the line item.
 - **By Overall Item Quantity** - pricing is applied for all line items for the same item on a transaction.
 - **By Overall Parent Quantity** - pricing is applied for all items with the same parent item on the transaction. This can be useful for applying quantity pricing to matrix items.
 - **By Overall Schedule Quantity** - pricing is applied to all items that use the same pricing schedule that are included in the transaction.
- Quantity pricing schedules can be used to apply prices negotiated with **vendors**
 - To associate a pricing schedule with a vendor, edit the vendor record, click the Financial subtab. On the Pricing Schedules subtab, click New Pricing Schedule and add the schedule
- On the Item record's Sales/Pricing subtab, you can select the quantity pricing schedule you want to use to generate prices for the items

Define a Pricing Group

Pricing Groups facilitate customer-specific price levels for groups of items:

- Identify the items to be included by selecting the pricing group on the item record. E.g. Create a pricing group called “Laptops” and associate the pricing group with all your laptop items.
- Define the pricing group and assign a price level on the customer record

Go to **Setup > Accounting > Accounting Lists > New > Pricing Group** and enter in the following:



- ♦ **Pricing Group:** enter the name for this group

Walkthrough: Set Up Item Pricing

Item Record: Sales/Pricing Subtab

Use Case: Apply pricing on an item record.

Sales/Pricing on Item Record

Go to the item record and the **Sales/Pricing** subtab:

- Enter in Base Price
- Select optional Quantity **Pricing Schedule** or define **Qty** (Quantity breaks)
 - Choosing a **Quantity Pricing Schedule** automatically defines the Quantity break at a % discount, for example 8%:
 - Applied to the base price (\$10 less 8% = \$9.20)
 - Applied also to other price levels
- Select optional Pricing Group

Walkthrough: Pricing on the Customer Record

Price Level

Group Pricing

Item Pricing

Use Case: Pricing can also be applied on a customer record

Pricing on a Customer Record

On the **Customer** record, **Financial** subtab, define customer's available pricing:

The screenshot shows the 'Financial' subtab of a customer record. It includes sections for 'Price Level', 'Group Pricing', and 'Item Pricing'. A green callout box highlights that Group Pricing or Item Pricing overrides the Price Level. An orange arrow indicates the relationship between the 'Add' button in Item Pricing and the 'Price Level' dropdown in Group Pricing.

- Go to the **Account Information** section
 - **Price Level:** sell items at a specific price level, select one from the list
- Scroll down to the sublists
 - **Group Pricing** sublist: select a Pricing Group and apply a price level
 - **Item Pricing** sublist: define an absolute (contract) price for items
 - Enter **custom** item prices in any of a customer's transaction currencies



Important: If either **Group Pricing** and/or **Item Pricing** are defined, those **override the Price Level**

- For example, a customer is assigned a Price Level with an 8% discount. However, on the Item Pricing the price for a printer is defined with a Price Level of custom and the unit price of \$25. When this customer purchases items, they will receive the 8% discount on most products and pay \$25 if they buy a printer

Walkthrough: Mass Update for Pricing

Update Prices

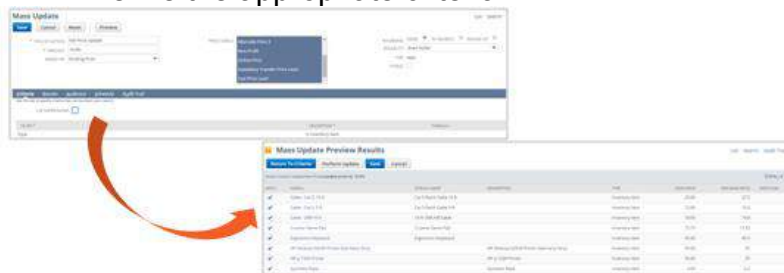
Use Case: Administrators can use a mass update to update prices for items, but there are some considerations

Update Prices

Mass update allows you to update prices and run per a defined schedule, but be sure that you adequately define the update.

Go to **Lists > Mass Update > Update Prices**

- Enter a **Name** for the update
- Enter the change amount (-/+) or percentage
- Choose the affected **Price Levels**
 - The “update” is uniform for all specified price levels and items
- Define the appropriate criteria



If items do not increment by a uniform amount, then use CSV import function to update your pricing

Now It's Your Turn

- 01: Enable Pricing Features
- 02: Create a Price Level
- 03: Add Price Levels to Items
- 04: Set Up Quantity Based Pricing Schedule
- 05: Use Sales Transactions to Demonstrate Pricing Schemes
- 06: Generate Pricing Lists

Use Case/Scenario: Let's see how pricing works, starting out with enabling features, through a sales transaction, and then look at price lists.

- Allow 35-45 minutes

Exercise 01: Enable Pricing Features

Time: 2-3 minutes

Scenario: Our company's BRD requires that all products have prices. Price levels are established by products. Quantity pricing is also used. And in some situations, prices and price lists are established at the customer level.

Further, prices are defined in the currency of the subsidiary where the transaction occurs.

In this exercise:

- Enable Pricing features
- Note: The features in this exercise might be different from those in your purchased NetSuite account.

1 Go to **Setup > Company > Enable Features** and go to the **Transactions** subtab

- a. In the **Sales** section, confirm or select **Multiple Prices** and **Quantity Pricing**
- b. Scroll down to the **Billing** section and confirm or select **Advanced Billing**, which will allow us to work with billing schedules.
- c. Click **Save**

2 End

Exercise 02: Create a Price Level

Time: 2-3 minutes

Scenario: We have enabled multiple pricing, allowing price levels for items. As the **Administrator** complete the following in this exercise:

- Create a discounted price level.
- 1** Navigate to **Setup > Accounting > Accounting Lists > New**.
 - 2** The **Add to Accounting Lists** page displays, select **Price Level** from the available list.
 - 3** Enter the following information:
 - a. **Price Level** as Test Price Level.
 - b. Enter the **Markup/Discount %** as “-8”. After you tab out, the field should display “-8.00%”
 - c. Check **Update Existing Prices**. Note: If you check Update Existing Prices, all items are updated using this price level.
 - 4** Click **Save**.
 - 5** Click the **List** hyperlink, top-right, to view the list of Price Levels
 - 6** Confirm that your Test Price Level is displays.
 - 7** **End**.

Exercise 03: Add Price Level to Items

Time: 2-3 minute

Scenario: In this exercise:

- Add Base Price to item and see discounted price.
- 1** Navigate to **Lists > Accounting > Items**.
 - 2** Click **View** next to Printer Ink Starter Pack.
 - 3** Click **Edit** and go to the Sales/Pricing subtab > USA sublist.
 - a. Confirm that **Test Price Level** displays in the list of price levels.
 - b. Enter **30.00** as the Base Price, in the column under Qty 0, and tab out of the field.
 - c. Notice that when you do this, the **Test Price Level** auto fills with the Base Price less the 8% discount or 27.60.
 - 4** Click **Save**.
 - 5** **End**.

Exercise 04: Set Up Quantity Based Pricing

Time: 3-5 minutes

Scenario: In some situations, the Chatham Company uses quantity based pricing. In this exercise:

- Define Quantity Based Pricing on Item record

1 Navigate to **Lists > Accounting > Items**.

2 Click **View** next to HP LJ 1320 Printer.

3 Click **Edit** and go to the Sales/Pricing subtab > USA sublist.

a. The base price of 50.00 is already entered in the first column.

b. For the quantities and their respective prices, enter in columns:

Quantity	5	10	15
Base Price	48	45	40

c. Note that Test Price Level for each Quantity

Test Price Level	44.16	41.40	36.80
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4 Click **Save**.

5 **End.**

Exercise 05: Set Up Item Pricing on a Customer Record

Time: 2-3 minutes

Scenario: In this exercise, we will associate a pricing on Customer Record, TEST ABC:

- Select Price Level
- 1** Use (Global) Search to find the **TEST ABC** customer record.
- 2** Click the **Edit** link next to the customer record.
- 3** Click the **Financial** subtab.
- 4** From the **Price Level** dropdown list, select Test **Price Level**.
- 5** Click Save.
- 6** End.

Exercise 06: Use Sales Transactions to Demonstrate Pricing Schemes

Time: 3-5 minutes

Scenario: Test customer's assigned price level in a transaction. In this exercise:

- Enter a sales transaction to enter a cash sale.
- 1 In the **Administrator** role, go to **Transactions > Sales > Enter Cash Sales**
 - a. **Customer:** TEST ABC
 - b. **Memo:** Testing Pricing
 - c. **Warehouse:** East Coast Warehouse
 - d. The Date field defaults to today's date.
 - 2 Go to the **Items** subtab > Items column.
 - a. Select **Service for HP LJ 1320 Printer** from the Item dropdown list and click **Add**.
 - b. Notice that the Quantity defaults to 1. Price Level, Rate and Amount field automatically populate. Test Price Level populates from the customer record.
 - 3 Go to the **Billing** subtab, scroll down to the Payment sublist and from the Payment Method list of value select **Cash as the Payment Method**.
 - a. Click OK if any pop-up windows display.
 - 4 Click **Save**
 - 5 **End.**

Exercise 07: Generate Price Lists

Time: 3-5 minutes

Scenario: Price lists for customers are a defined requirement in the BRD.

In this exercise:

- Generate price lists for multiple customers and/or for an individual customer.
- Note: The price list also reflects those items with a basic price, adjusted by the customer's price level and currency. The base price is used if no price level is specified.

- 1 Navigate to **Transactions > Customers > Generate Price Lists**.
 - a. In the Currency field, select Primary Currency; we only want to print the price list in the customer's primary currency.
 - b. Check **Assigned Price Levels Only** box, top right-hand side.
 - c. In the Form field, select **Standard Price List**
- 2 On the Customers subtab select:
 - a. **TEST ABC**
 - b. Check the **Print** box.
- 3 On the Items subtab choose **All** in the Type box.
- 4 Click **Print**.
- 5 The Price List opens in a new tab; it displays in the prices list is dependent upon base price and pricing information on the customer record. We are seeing the adjusted Unit Price, based on the Price Level on this customer's record.
- 6 After reviewing, close the tab that is displaying the price list.
- 7 **End.**

Activity: Match Game

Match the terms on the left, to the descriptions on the right.

1. Quantity pricing	A. Offer items at different prices
2. Pricing Group	B. Can be a markup or a discount
3. Price Level	C. Price breaks based on quantity and allowed to set up between 2 and 50
4. Multiple Prices	D. Assign customer-specific price levels for groups of items

Additional Resources

NetSuite Help Center:

- Items and Inventory Management: User Guide

SuiteTraining: Manufacturing

- Contact training@netsuite.com for more information

SuiteAnswers Learning Center:

- New Feature Training
- Items/Fulfillment/Billing
- Contract Renewals – Software Vertical
- Items & Inventory
- Ecommerce



Order Management

About this Module

Using order management streamlines the fulfillment processes:

- Manage warehouse activities
- Ship orders in a timely manner

This module explores:

- The considerations for enabling order management
- The tasks for setting up order management
- The step-by-step process for fulfilling a sales order

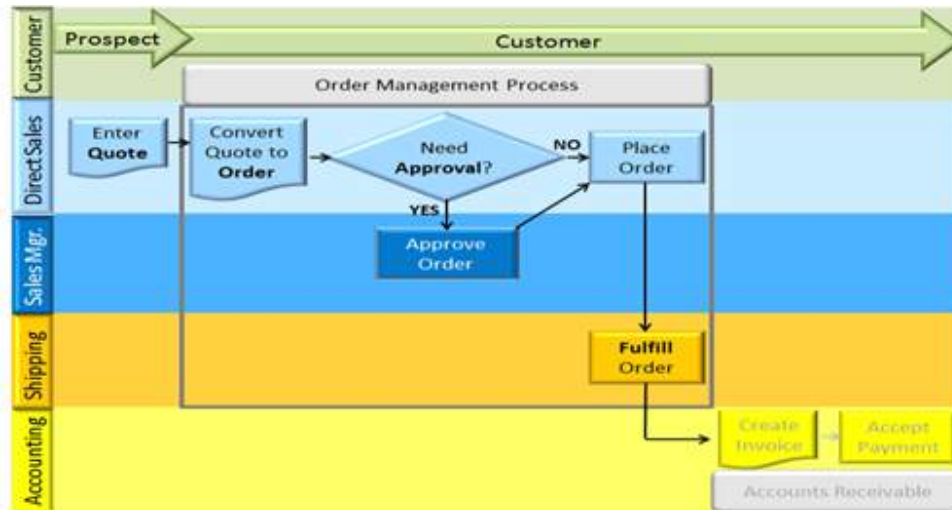
Objectives

1. Describe the order management workflow and order forms
2. Identify implementation considerations and questions
3. Set up order management features and preferences
4. Fulfill a sales order
5. Identify the standard order management reports
6. Review order management-related, new features

Order Management Workflow

Example:

This is a representation of Customers interacting with Sales; from the initiation of the quote, through order creation, approval then fulfillment with the shipping department.



Note: The Accounts Receivable process is covered in the Account Receivable module.

Order Management Transactions

NetSuite can convert estimates (quotes) into orders, easily and efficiently, allowing for less data entry. The following will also be looked at in the Sales Force Automation module:

- Convert a quote to an order
- Approve the order
- Enter an order
- Fulfill an order
 - Usually involves inventory items and a pick/pack/ship process
- Bill the customer (send an invoice to the customer) via email, fax or hardcopy

Quote-to-Invoice Process

The following is the available quote-to-invoice process in NetSuite; you may choose to omit and alter some step:

Create and save a Quote: Quote status = Open

- Provides the customer with items and pricing information and may be the starting point for placing an order

Convert a quote by creating a sales order: Order status = Pending Approval

- Rather than entering all new data for a sales order, quickly move the customer through the sales cycle.

Approve a sales order: Order status is Pending Fulfillment

- Maintain integrity over your selling processes. For example: Sales managers can assure that sales policies are being followed.

Fulfill the sales order: Order status is Pending Billing

- Utilize the Item Fulfillment transaction, through the shipping or warehouse department, for tangible goods. Note: Service Items can also be fulfilled if the service item has been set up correctly and the appropriate features have been enabled (Advanced Shipping and Advanced Billing).

Invoice the sales order: Invoice status is Open

- Billing is done by your accounting department. Customers that pay on terms can receive an invoice. A customer that paid cash, results in billing of the sales order turning the final transaction into a cash sale.

NetSuite's Order Management

NetSuite can support simple to complex order management processes.

Defaults/Settings	Sales Order Tasks						
	Enter	Approve	Fulfill	Pick	Pack	Ship	Invoice
Default Sales Order Status = Pending Fulfillment							
Default Sales Order Status = Pending Approval							
Advanced Shipping enabled							
Pick/Pack/Ship enabled							
FOCUS OF THIS CLASS: Pending approval, Advanced Shipping, Pick/Pack/Ship and all associated sales order tasks							

Default Sales Order Status = Pending Fulfillment and order actions:

- Enter sales order
- Fulfill sales order

Default Sales Order Status = Pending Approval and order actions:

- Enter sales order
- Approve sales order
- Fulfill sales order

Add Advanced Shipping and order actions:

- Enter sales Order
- Approve sales Order
- Fulfill sales order and invoice sales order – actions taken by different departments

The focus of this class looks at adding Pick/Pack/Ship and the order actions:

- Enter sales Order
- Approve sales Order
- Pick/Pack/ship
- Fulfill sales order /invoice sales order – actions taken by different departments
- Invoice the sales order

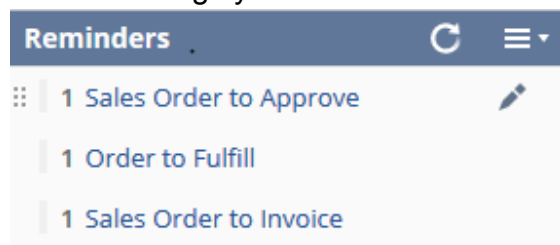
Warehouse Actions

Warehouse works with all sales orders with **Pending Fulfillment** status. At this point inventory on this Sales order is “Committed.” These items are now available for this customer only on this sales order:

- Fulfill all items on the order
 - Order status is Pending Billing
- Partially fulfill order
 - Order status is Partially Fulfilled / Pending Billing

Reminders and Order Management

The Reminders portlet, on the dashboard, allows users to track orders through the order-to-billing cycle:



- Sales Manager tracking orders to approve, e.g. **Sales Orders to Approve**
- Warehouse staff monitoring the shipping queue, e.g. **Orders to Fulfill**
- Account Receivable reminded when there are orders available to bill, e.g. **Sales Orders to Invoice**
- Available reminders are based on permissions
- User goes to the **Reminders** portlet and clicks on the relevant reminder to start the process

Sales Order Overview

Sales orders are the transactions recording the sale of your goods and services:

- There is no accounting impact until the items are shipped or services have been completed
- Can be generated in different ways:
 - Order is entered upon receipt of a purchase order
 - Order is entered as a Web store purchase
 - Online order is entered in the Customer Center
 - The Customer center can also be an outlet for your distributors or resellers to create their own orders

Types of Forms

Sales Order forms can be customized to match your business requirements. The following order forms may be accessed from **Transactions > Sales > Enter Sales Orders**, and then choosing from a dropdown list:

- **Standard Sales Order:** Automatically creates the appropriate billing transaction based on whether you enter a payment method or select payment terms on the sales order
- **Standard Sales Order – Cash Sale:** The sales order becomes a cash sale when it is fully billed. As it is a cash sale, full payment is assumed to be received at the point of transaction
- **Standard Sales Order – Invoice:** This is the most commonly used sales order entry form; upon billing, this sales order becomes an invoice. No payments are recorded on this type of sales order; therefore, terms of payment need to be entered
- **Standard Sales Order – Progress Billing:** This sales order is not commonly used; it works best when the Advanced Shipping feature is disabled (with no fulfillment). Many service businesses use Progress Billing to bill for portions of jobs as they are completed



To make a sales order form preferred for all users, navigate to: **Customization > Forms > Transaction Forms** and select the preferred check box next to the sales order entry form commonly used by users

Order Management Considerations

Quote-to-cash process:

- What are the key steps in your quote-to-cash process?
- Do you need approvals and if so what is the approval criteria?
- What are your different order types?
- How do you handle fulfilling orders?

Return material authorization and Returns:

- What are the critical decisions in the process?
- Do you have different types of return codes/reasons?

OneWorld:

- If using special or drop ship orders, the vendor and customer must share the same subsidiary
- The fulfillment location and customer must share the same subsidiary

Activity: Your Order Management Considerations

Take a look at some of the areas. Do you have comments or concerns?

Area	Comments
Order types and approvals	
Simple fulfillment?	
Complex fulfillment?	
OneWorld?	
Other?	

Walkthrough: Set Up Order Management

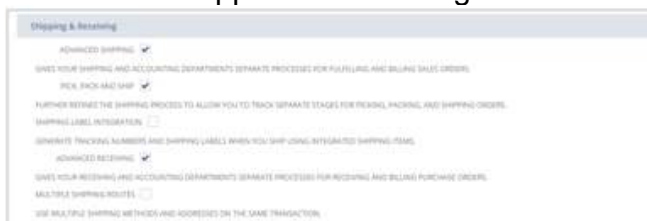
Enable Shipping and Receiving Features

Set Up Defaults and Define Preference

Use Case: The administrator, finance, sales, and order management have discussed some requirements, now it is time to configure NetSuite.

Enable Shipping & Receiving Features

Go to **Setup > Company > Enable Features > Transactions** subtab to enable those features that support order management:



- Review the **Shipping & Receiving** section
 - **Advanced Shipping:** Separates the fulfillment and billing steps; allows separate transactions to fulfill a sales order and bill a sales order
 - Allows users to invoice customers for an entire order, even if not all items were shipped; this will work in tandem with the Accounting Preference – Invoice in Advance of Fulfillment
 - Useful for companies where warehouse staff that fulfills orders is not responsible for generating sales invoices
 - There are also accounting impacts you need to consider. When do you want these actions to post, together at the same time or separately at different times?
- **Pick, Pack, Ship:** Separates the fulfillment step into three separate steps (picking, packing and shipping), if three different people or departments are responsible for these functions
 - Use separate transactions for each step, which can feed information into Reminders portlet
 - **Pick** items from inventory
 - **Pack** items to be shipped
 - **Ship** the items

Please be sure to review SuiteAnswers and Help Topics on the other features such as: Shipping Label Integration and Multiple Shipping Routes

Advanced Receiving will be discussed in a later module.

Setup Defaults and Define Preferences Overview

Go to **Setup > Accounting > Accounting Preferences > Order Management** subtab to define defaults and behavior to meet your business needs. The available preferences are determined by the features enabled.

- Review the following sections and review field help and help topics for available options:
 - **Sales Orders:** for example, Defaults Sales Order Status, Default Warehouse for Sales Orders
 - **Picking/Packing:** for example, the Name for each status
 - **Fulfillment**
- The available preferences are dependent upon the features enabled for example:
 - The **Name for Picked Status, Packed Status, Shipped Status** fields are only visible if the Pick, Pack and Ship feature has been enabled

Sales Order Defaults

Select the Default Sales Order values to meet your requirements:

- **Default Sales Order Status**
 - Pending Approval - you need a sales order approval process
 - Pending Fulfillment if an approval process is not needed
 - The status can be switched on the transaction
- **Require Re-Approval on Edit of Order**
 - Someone edits an order that was approved previously
 - Partially fulfilled orders are not affected; the status cannot be changed back to pending approval
- **Send Email Confirmation when Sales order Cancelled**
- **Default Location Sales Orders**
 - Select a warehouse to default into an order
- Item commitment options

Picking/Packing Defaults

Select the Picking/Packing values to meet your requirements:



The screenshot shows a configuration window titled "Picking/Packing". It contains several settings:

- ☒ ALWAYS PRINT KIT ITEMS ON PICKING TICKETS
- ☐ SHOW UNCOMMITTED ITEMS ON PICKING TICKETS
- ☐ SHOW NON-INVENTORY ITEMS ON PRINTED FORMS
- * NAME FOR PICKED STATUS:
- * NAME FOR PACKED STATUS:
- * NAME FOR SHIPPED STATUS:
- SHOW ADDITIONAL ITEMS ON PACKING SLIPS:
- ☐ SHOW DROP SHIP ITEMS ON PICKING SLIPS

- Picking ticket attributes
- Printed forms
- Status labels
- Packing Slip attributes

Fulfillment Defaults

Select the Fulfillment values to meet your requirements:



The screenshot shows a configuration window titled "Fulfillment". It contains several settings:

- LIMIT STATUS ON PACKING SLIP QUEUE:
- FULLFILL BASED ON COMMITMENT:
- DEFAULT ITEMS TO ZERO RECEIVED/FULFILLED:
- ALLOW OVERAGE ON ITEM FULFILLMENTS: ☐
- FILTER BULK FULFILLMENT PAGE BY WAREHOUSE: ☒
- SEND ORDER FULFILLED CONFIRMATION EMAIL: ☐
- USE WEB SITE TEMPLATES FOR FULFILLMENT EMAILS: ☐
- UPDATE TRANSACTION DATE UPON FULFILLMENT STATUS CHANGE: ☐

- **Fulfill Based on Commitment:**
 - Limit to Committed – cannot fulfill a quantity greater than commitment quantity
 - Allow Uncommitted – allows fulfillment of a quantity that is greater than the commitment quantity
 - Ignore Commitment – no restrictions, no regard to commitments
- **Default Items to Zero Received/Fulfilled**
- **Filter Bulk Fulfillment Page by Warehouse**
- **Allow Overage on Item Fulfillments** – may work in tandem with commitment setting
- Email settings

Walkthrough: Order-to-Invoice Process

Enter Sales Order

Approve Orders

Fulfill Orders

Invoice Sales Orders

Print Order Forms

Use Case: Start using the forms and move through the various transactions. Finish by printing forms.

Enter Sales Order

Go to **Transactions > Sales > Enter Sales Orders** and on the **New Sales Order** page choose the appropriate form:

- Changing the form after entering data results in losing your data
 - Alternatively, save the form and then edit to choose the correct form – this preserves the data
- If multi-location inventory has been enabled, then the location (warehouse) is a mandatory field
- Enter in all required information



Select the appropriate Customer Form:

- Standard Sales order: You can either accept a payment method or terms
- Standard Sales order – Cash Sale: You need upfront payment from the customer
- Standard Sales Order – Invoice: Has only terms; no payment method is available



Important: Recommended number of line items should be under the maximum of 500, when entering orders in NetSuite

Approve Orders

Approval of orders is available in different locations: reminders, menu, or in the order:

- Approve sales orders in bulk at **Transactions > Sales > Approve Order**:



- This may also be accessed through Reminders
 - Results of this page can be filtered by date or by Supervisor if required
 - Select the first check box or check each order's **Approve** check box
 - Click **Submit**
- Individual orders can be approved from the Sales Order page:



- **View** an individual sales order
 - Click the **Approve** button
 - Requires appropriate permissions

Fulfill Orders

Once approved, order fulfillment is available in different locations:

- Fulfill orders in bulk processing at **Transactions > Sales > Fulfill Orders** or may also be accessed through Reminders:



- Set the filters for Shipment Status, Location, etc.
 - Set Fields available to update some fields on the order
 - Select the **Mark All** or check each order's **Fulfill** check box
 - Click **Submit**

- Individual orders can be fulfilled, picked, packed and shipped from the Sales Order page



- **View** an individual sales order
- Click the button being displayed, will be one of the following:
 - Fulfill, pick, pack and ship
 - Requires appropriate permissions

Invoice Sales Orders

With Advanced Shipping once orders are fulfilled, order billing is available in different locations:



- Bill orders in bulk processing at **Transactions > Sales > Invoice Sales Orders** or may also be accessed through Reminders (Sales Orders to Invoice):
 - A filter may be set on Customer
 - Set Fields available to update some fields on the order
 - Select the **Mark All** or check each order's **Invoice** check box
 - Click **Submit**
- Individual orders can be invoiced from the Order page after they are approved and fulfilled



- **View** an individual sales order
 - Click the **Bill** button
 - Requires appropriate permissions
- **Note:** Marking the bills "**To Be Printed**" queues the invoices for a bulk print.

Print Order Form

Orders, Picking Tickets, and Packing Slips can be printed individually or in bulk:

- Go to **Transactions > Management > Print Checks and Forms**:
 - Select each form that you want to print
- Does not require using separate Pick/Pack/Ship steps
- Picking Tickets and Packing Slips can be printed any time during the fulfillment cycle
- Invoices can also be printed once Orders are invoiced
- **TIP: You may want to add the various print pages as Shortcuts on your Home Dashboard. Also, explore the available Reminders.**

Walkthrough: View Sales Order History

Related Records

Use Case: NetSuite gathers information on the sales order, related records, so let's look.

View Sales Order History

View Sales Order status and history from the order record:

- Go to **Transactions > Sales > Enters Sales Orders > List** and select an order
- Status is displayed at the top of the form
 - If the order is not fulfilled, the status reflects Pending Approval or Pending Fulfillment and nothing displays on the Fulfillments and Invoices subtabs.
- Go to the **Related Records** subtab to view Invoice and Fulfillment data:
 - If the order was split across more than one fulfillment (items were back ordered), the individual fulfillment transactions display. Similarly, if the invoicing was split, then more than one invoice displays



DATE	TYPE	NUMBER	STATUS	LINK TYPE
11/9/2009	Invoice	1	Paid in Full	Order Bill/Invoice
11/9/2009	Item Fulfillment	1	Shipped	Receipt/Fulfillment

Drop Shipments & Special Orders

Go to **Setup > Company > Enable Features > Items & Inventory** subtab to enable the Drop Shipments & Special Order feature, if required:

- Drop Shipment sent directly from vendor to the customer
 - Item is not processed in your inventory; does not impact your inventory asset accounts or affect your stock count
 - Streamlines your inventory by reducing order-to-delivery cycle time
- Special Orders (a.k.a. just-in-time" or customized orders)
 - Not fulfilled with regular stock, but is fulfilled only when the linked order for the special item is received from the vendor
 - Special orders are received into inventory and impact assets and COGS

OneWorld Note: Vendor must be assigned to the correct subsidiary and you CAN have a preferred vendor for each subsidiary.

NetSuite Terminology and Impact on Reports

NetSuite has specific definitions that may not be consistent with your terminology. However, the application is designed for you to customize (rename) certain values.

An Order is a transaction that records commitment to sell items or services to customer:

- No accounting impact until items are shipped or services are completed
- Order report shows what the original order is
- Sales Report includes posted transactions, invoices, cash sales
- Invoice reflects only what is invoiced at that time
 - May or may not correspond to what has been shipped, depending on use of Advanced Billing and Invoice in Advance of Fulfillment

Standard Sales Order Reports

Go to **Reports > Order Management** to view reports that help you analyze the order fulfillment process by:

- Listing open customer orders with information about specific items
- Showing items that are back ordered
- Showing all open transaction lines for items committed and ready to be fulfilled on orders

Some of the key reports include:



- **Open Sales Orders:** Lists only open customer orders with information about specific items, including the description, quantity ordered, quantity shipped and the quantity that still needs to be fulfilled
- **Sales Back Order:** Shows items that are back ordered grouped by transaction
- **Sales Order Register:** Lists all orders for a customer, gives the status and amount of those orders and reports only open sales orders if you check the Open check box
- **Sales Orders Pending Fulfillment:** Shows all open transaction lines for items committed and ready to be fulfilled on sales orders, grouped by sales order
- **Shipping Report:** Lists each order to be shipped in the period or dates defined in the report footer. For each transaction, the address, total item and shipping weight, and reference number are included

Review the **Standard Reports** topic in the Help Center and SuiteAnswers, for more information

Now It's Your Turn

- 01: Define Order Management Preferences
- 02: Enter a Sales Order
- 03: Enter a Sales Order: OneWorld
- 04: Approve Sales Order
- 05: Fulfill Sales Order

Use Case/Scenario: Set up NetSuite, for order management, and then create and complete transactions.

- Allow 30-40 minutes

Exercise 01: Define Order Management Preferences

Time: 5-8 minutes

Scenario: Chatham is ready to configure the system to meet their requirements for processing sales orders through to delivery.

In the Items Module, when setting up items, we enabled features that facilitate order management:

- Advanced Shipping
- Pick, Pack and Ship

In this exercise:

- Define Accounting Preferences for Order Management

- 1 Navigate to **Setup > Accounting > Accounting Preferences**.
- 2 Click the **Order Management** subtab.
 - a. Ensure the **Default Sales Order Status** is set to Pending Approval.
 - b. Set the **Default Warehouse** for Sales Orders to East Coast.
 - c. Do NOT change the other available default fields.
- 3 Click **Save**.
- 4 **End**.

Exercise 02: Enter a Sales Order

Time: 5-8 minutes

Scenario: As the NetSuite administrator, it is important that you understand the Sales Order process so you can support your user community.

In this exercise:

- Enter a sales order using the Standard Sales Order – Invoice form.
- 1** Navigate to **Transactions > Sales > Enter Sales Orders**.
 - 2** In the Custom Form field, select **Standard Sales Order – Invoice**.
 - a. The form you select determines the type of Sales transaction to be processed.
 - 3** In the **Form** field, **Primary Information**:
 - a. Leave the default values for **Date** and **Order#**.
 - b. From the **Customer** field, select Test ABC.
 - c. Leave the default values for **Date** and **Order#**.
 - i. Notice that the default **Status** is **Pending Approval**. This ensures that the sales order is approved before it is shipped. Setting the status to Pending Fulfillment marks the sales order as approved
 - d. In the **PO#** field, enter 12345
 - e. In the **Warehouse** field, confirm that **East Coast** is displayed.
 - f. In the **Memo** field, enter TEST Order.
 - 4** Go to the **Items** subtab, select **HP LJ 1320 Printer** from the Item dropdown list.
 - a. Tab to the Quantity field and enter **10**.
 - b. Note that the Price Level defaulted to Test Price Level, per the customer record.
 - c. Click **Add** to add the item to the order.
 - 5** Select **Printer Ink Starter Pack** to add the item to the order.
 - a. Tab to the Quantity field and enter **5**.
 - b. Change the **Price Level** value to Custom
 - c. Enter **20.00** in the Unit Price (or Rate) field.
 - d. Click **Add** to add the item to the order.
 - 6** Click the **Shipping** subtab to verify the shipping address.

- 7 Click the **Billing** subtab, enter the payment Terms as Net 30 and confirm that a billing address has been added to the record.
- 8 Click **Save**.
- 9 The Sales Order status is Pending Approval.
- 10 **End**.

Exercise 03: Enter a Sales Order OneWorld

Time: 5-8 minutes

Scenario: In this exercise:

- Enter a Standard Sales Order – Invoice form for a customer with a Purchase Order with payment terms

- 1 Navigate to **Transactions > Sales > Enter Sales Orders**.
 - a. In the Custom Form field, select **Standard Sales Order – Invoice**.
 - i. The form you select determines the type of Sales transaction to be processed.
 - b. From the Customer field, select **Test German Customer**. If a pop-up window opens, then click OK in the popup window, to ensure the correct tax nexus is used.
 - c. Leave the default values for **Date and Order #**.
 - d. Notice that the default **Status is Pending Approval**.
 - i. This ensures that the sales order is approved before it is shipped. Setting the status to Pending Fulfillment marks the sales order as approved.
 - e. In the **PO# field**, type **543201** (the customer's Purchase Order number) and enter **OM-03** in Memo field.
- 2 In the **Warehouse** field, select **Berlin** from the dropdown list.
- 3 Go to the **Items** subtab, select **HP Deskjet D2530 Printer (Germany Only)** from the Item dropdown list.
 - a. Note: A warning message may display regarding inventory level.
 - b. Click **OK**
 - c. Tab to the **Quantity** field and enter **10**.
 - i. Note: There may be only 3 available. You will receive a message, but the order will continue to be processed.
 - d. Change the **Price Level** value to **Custom**.
 - e. Enter **35.00** in the **Unit Price** (or Rate) field.
 - f. Click **Add** to add the item to the order.
- 4 Click the **Billing** subtab, enter the payment **Terms as Net 30** and confirm that a billing address has been added to the record.
- 5 Click **Save**. The Sales Order status is Pending Approval.

6 End.

Exercise 04: Approve Sales Orders

Time: 5-8 minutes

Scenario: In the **Administrator** role, practices approving an order into the system. In this exercise:

- Use your **Reminders Portlet** to access Orders to Approve.
- 1** Navigate to **Transactions > Sales > Approve Sales Orders**.
 - a. To approve all the sales orders, click the very top check box; all subsequent check boxes should then automatically be checked.
 - b. If you wanted to approve a single sales order, then you would check the Approve box next to the order.
 - c. Note: To view the details for any of the sales orders, click the appropriate Date link.
- 2** Click **Submit**.
 - a. The Sales Orders are approved.
- 3** Use the Recent Records portlet, click on one of the Sales Orders, and note that the Status is Pending fulfillment
 - a. You could also go to Transactions > Sales > Enter Sales Orders > List to view the status of all sales orders in the system, Pending Fulfillment
- 4** End.

Exercise 05: Fulfill Sales Orders

Time: 5-8 minutes

Scenario: The warehouse staff can view the fulfillment queue and fulfill orders

In this exercise:

- Fulfill the approved sales orders.

1 Navigate to **Transactions > Sales > Fulfill Orders**.

- a. If necessary, change Filter by field to Ignore Item Availability.
- b. Set the Bulk Fulfill From Warehouse to East Coast, to view each sales order you just created.
- c. Click the Date link to view the sales order for TEST ABC (Memo column should show Test Order).
- d. Click **Fulfill**.

2 The Item Fulfillment page displays.

- a. Ensure that the Fulfill boxes are checked for the Printers and the Ink.
- b. Enter a memo – Test Order Fulfillment.
- c. Click **Save**.

3 Go **Home** and click the dropdown arrow > **Set Up in the Reminders** portlet.

- a. Click **Add Standard Reminders** and select the following:
 - i. Orders to Fulfill
 - ii. Orders to Pack
 - iii. Orders to Ship
 - iv. Sales Orders to Invoice
- b. Click Save.

4 In the Reminders portlet click the **# Order to Pack**. We want to find the order that has the Item fulfillment done in a previous step.

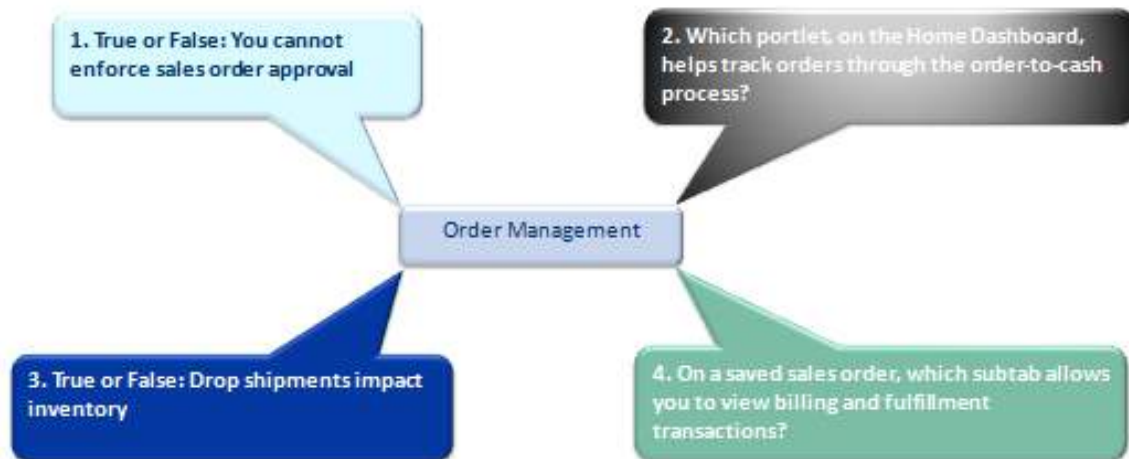
5 The Mark Orders Packed page displays.

- a. Bulk Fulfill From Warehouse: defaults to Unchanged. Leave that.
- b. Check the **Pack** box for the order(s) to process and click **Submit**.
- c. **Process Status** page displays. You can click **Refresh** to see final status.

- 6 Go **Home** and **refresh the Reminders portlet**. This may take a few seconds.
 - a. If necessary, log out, log back in and refresh reminders portlet.
- 7 The **Reminders portlet** now reflects #Orders to Fulfill and # Order to ship. **Click # Order to Ship link**.
 - a. The **Mark Orders Shipped** page displays.
 - b. Check the **Mark Shipped** box for the order(s) to process and click Submit.
 - c. **Process Status** page displays. The Submission Status needs to read Complete. You can click Refresh to see the final status
- 8 **Go Home and Refresh the Reminders portlet**. This may take a few seconds. You may need to refresh more than once.
 - a. If necessary, log out, log back in and refresh reminders portlet.
- 9 You now have a link for # Sales Order to Invoice. We will invoice sales orders in the next module.
- 10 Note: Because you set the option to Pick, Pack, & Ship (Set Up > Company > Enable Features > Transactions > Shipping and Receiving) in an earlier exercise, you must step through each stage of the Fulfillment process to see that transaction in the Invoice Sales Order list
- 11 **End.**

Activity: Order Management

Answer these questions



Grid Order Entry SuiteApp

Grid Order Entry SuiteApp is a managed SuiteApp feature that enables users to enter sales orders for inventory items in a grid entry form. The SuiteApp supports the following item types:

- Inventory Item
- Lot Numbered Inventory Item
- Serialized Inventory Item
- Assembly Item
- Lot Numbered Assembly Item
- Serialized Assembly Item
- Matrix Items (for Inventory, Lot Numbered Inventory, and Serialized Inventory Items)

Review SuiteAnswers for more information

Order Management Enhancements

Fulfilling orders across multiple accounting periods:

- If the Pick, Pack and Ship feature has been enabled, you can pick items in one accounting period and ship in another accounting period

Order entered	March 1	Accounting period not yet selected.
Order picked	March 26	Accounting period not yet selected.
Order packed	March 27	Accounting period not yet selected.
Order shipped	April 2	Accounting period must be selected. Field populates based on the Shipped Date by default.

- Go to **Setup > Accounting > Accounting Preferences > Order Management** subtab, **Fulfillment** section, select **Update Transaction Date Upon Fulfillment Status Change**

Please refer to SuiteAnswers for more information

Additional Resources

NetSuite Help Center:

- Shipping: User Guide

SuiteAnswers Learning Center:

- New Feature Training
- Items/Fulfillment/Billing
- Order Management

ERP Part 1 is done, next... ERP Part 2

