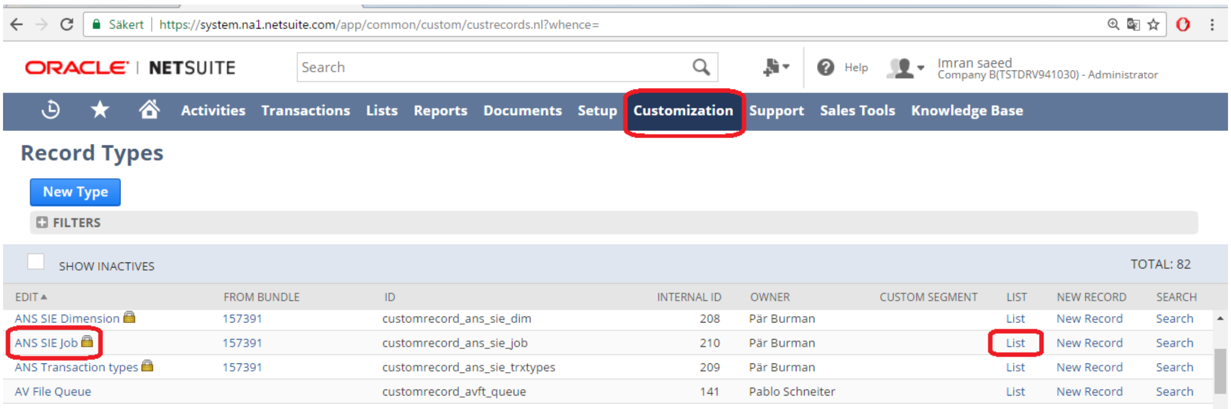
Export of SIE-file, User Guide

Procedures

Role: Administrator

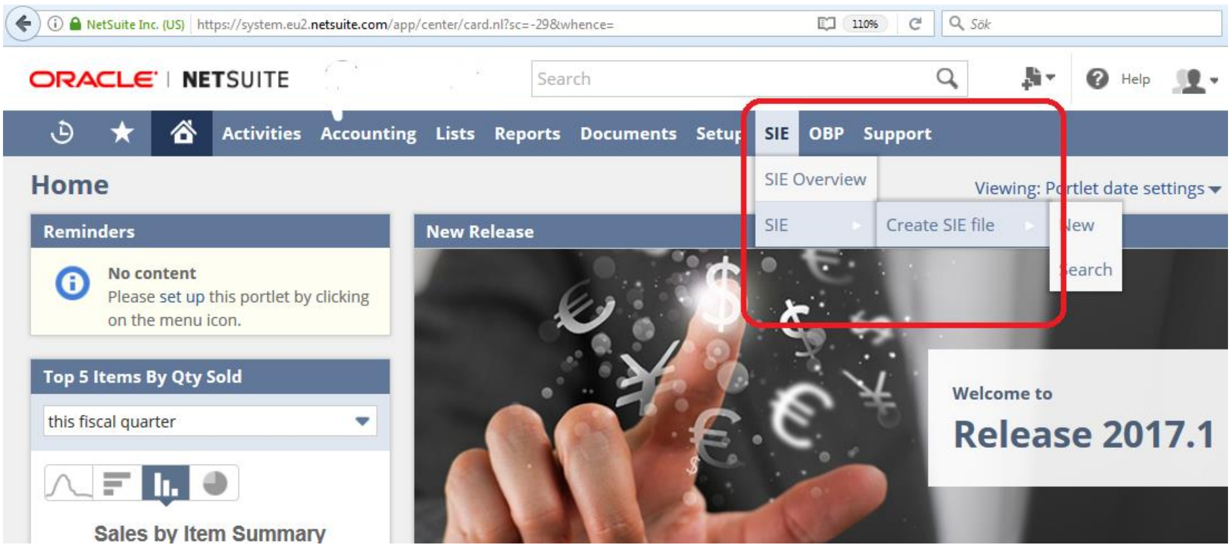
To start the job, go to Customization > Lists, records, field > Record type

Find the record type **"ANS SIE Job"** and click on the List in front of it as shown in the following pic.



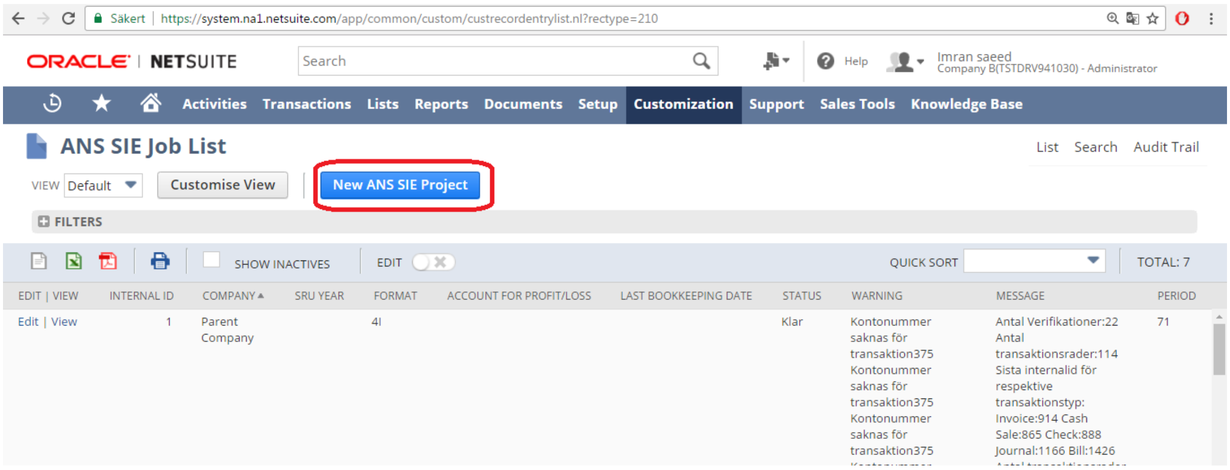
Role: Not Administrator

If you are using another role that doesn't allow you to see "Customization" tab then most probably you have "SIE" tab. Go to SIE > SIE overview > SIE > Create SIE file as shown in the following pic.

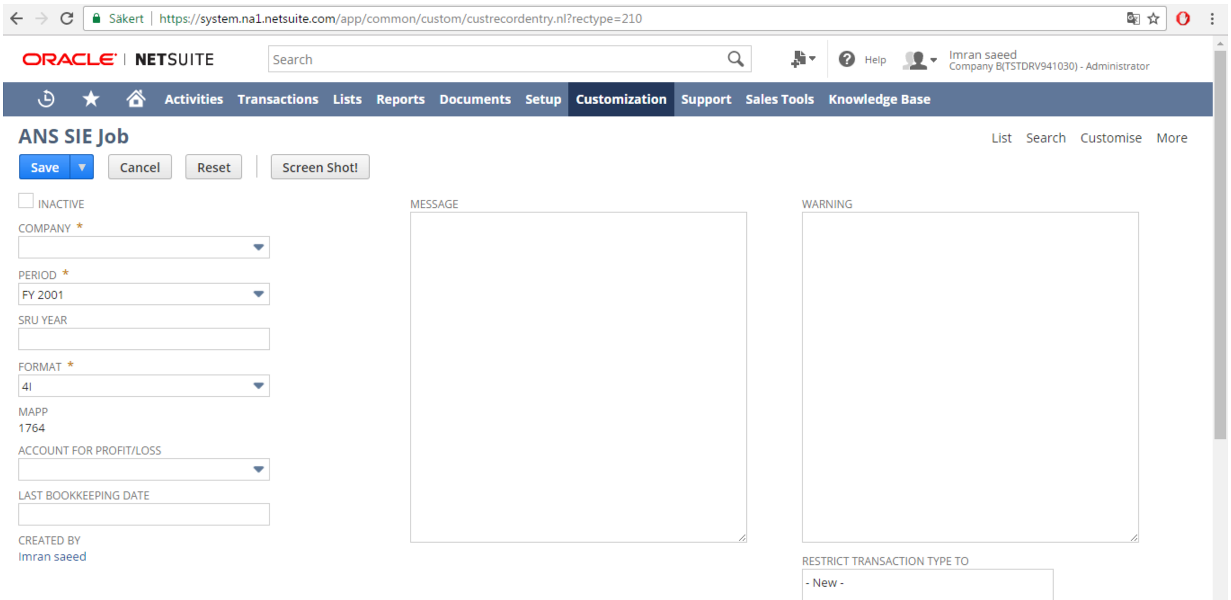


It is also a good idea to add it in your favourites/shortcut in Netsuite so you can find it easily next time.

Here you see the list of all SIE jobs and you can create new job by clicking at the button “New ANS SIE project”



Fill in all the mandatory fields and save the post.



Format

Following file types are available so choose format 1, 4E or 4I:

- **1**: Contains opening & closing balances of all accounts for selected financial year. Suitable for import into auditing software.
- **4E**: Contains all transactions in the selected fiscal year and opening & closing balances of all accounts. Suitable for import into auditing software.
- **4I**: Contains selected transactions in the selected accounting period e.g. month, quarter or year (***PS: No opening & closing balances)***. Suitable for import into accounting systems.

Company

Choose the company or subsidiary that you want to create file for.

Period

Choose accounting year, quarter or month for the period. For file type 1 and 4E applies only the whole year but you can choose accounting period freely for file type 4I.

SRU year

SRU year refers to which given tax year SRU codes apply to. If blank applies SRU codes for the current tax year.

Profit/loss account

Choose the profit/loss account e.g. account no. 2091 or any other P/L account company uses.

Last bookkeeping date

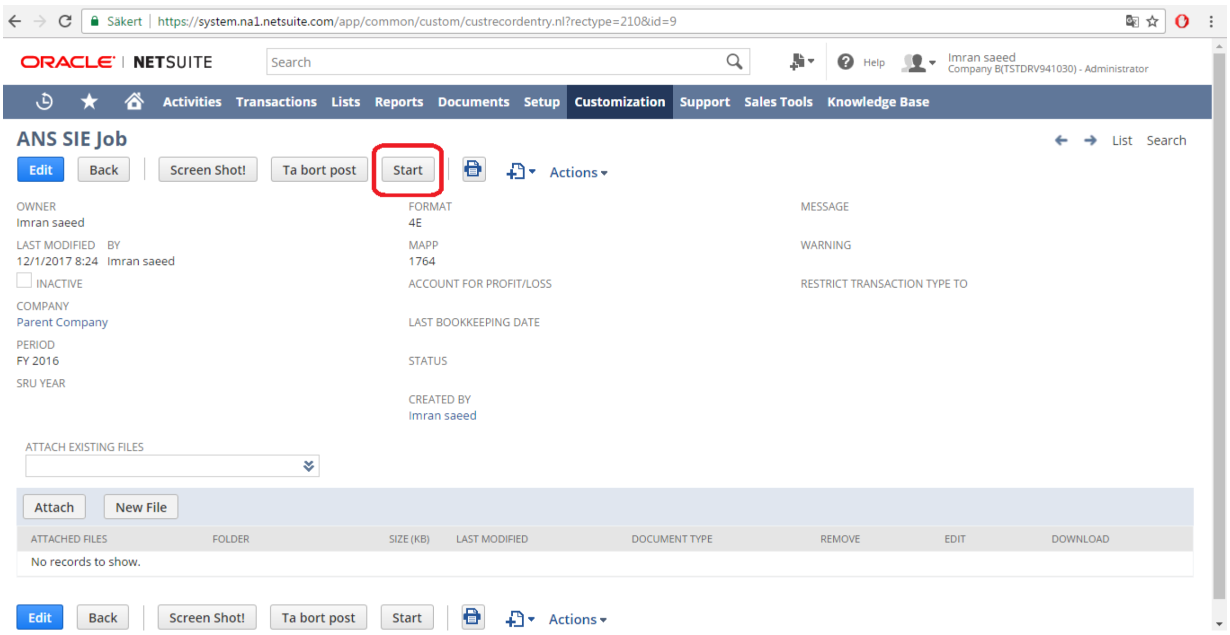
Choose the date to restrict the transactions until chosen date, e.g. if you choose 2016-6-30 then only transactions till 30th June will be included. This is the way to make for example half year file.

Restrict transaction type to

Choose transaction type that you want to have in the file. If left blank all transaction type will be included.

Start

Click on “Save” button and then click on “Start” button to run the job.



Refresh page

Click on Refresh button in browser to see that the status of the job is changed to completed. Click "Download" button to download the text file in your computer.

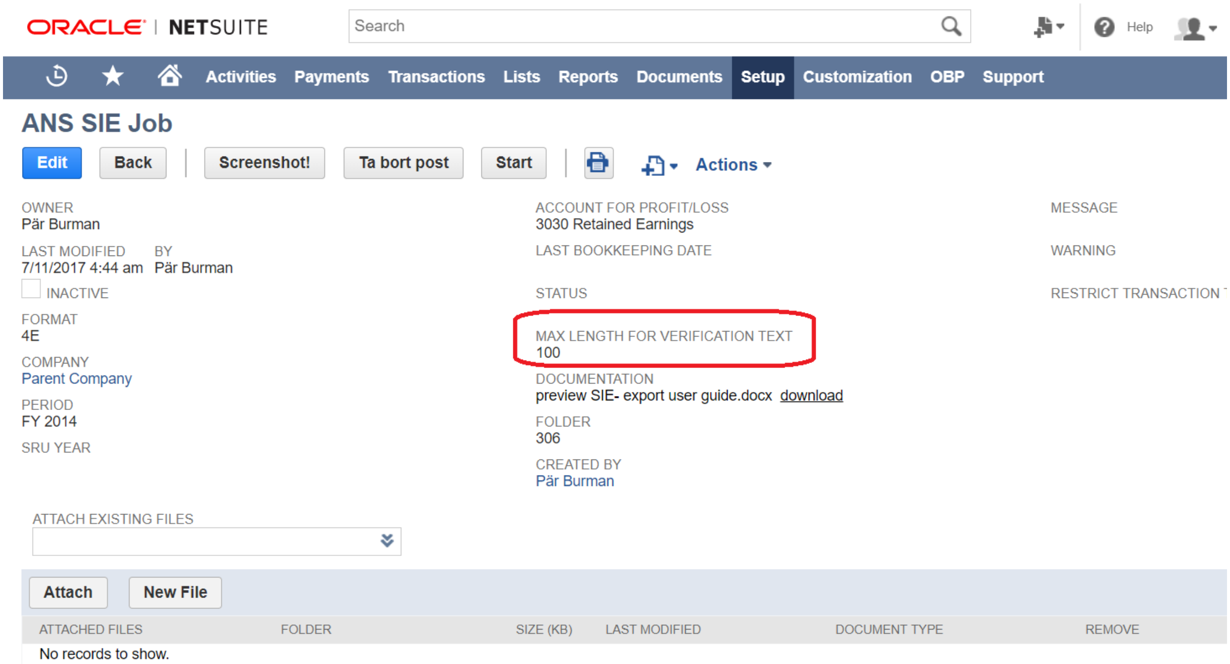
Status

Shows current status of the job, the field is updated automatically if it doesn't refresh the page. Empty the field to retrieve the start button to run the same job again.

Verification text (#vertext) explanation

Vertex is shown only on the header of the transaction. For example, it shows "Vendor name" for Bill and "Customer name" for Invoice and "Memo" field for transaction type Journal but if it's empty it will show "name".

Default length is set to 100 characters because there might be a limitation in the program your auditor uses. You can increase or decrease it by simply changing it when you create or edit current record. To change the **Default** limit, go to Setup> Company> General preference> Custom Preferences> Max Length for Verification Text> change it and then create a new record.



Documentation

You can download this documentation directly from the post you created.