



ORACLE
NETSUITE

Reporting Guide



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- Is the information clear?
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Reports

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- [Working with Report Results](#)
- [Report Customization](#)
- [Managing Reports](#)
- [Reports FAQ](#)

Reporting Overview

NetSuite includes a variety of reporting capabilities that you can use to retrieve, present, and analyze real-time business results. You can run prebuilt reports as is, or modify them by setting per-user preferences, selecting per-report viewing options, or defining custom reports in the Report Builder tool.

Reporting functions are available from the NetSuite Reports tab, for users with access to this tab. [The Reports Page](#) includes all applicable standard and ad hoc report links. Menu links on other tabs provide access to reports related to specific business areas and tasks.

- Your access to reports depends on the permissions assigned to the role you use to log in to NetSuite, the center to which you log in, and the features enabled in your NetSuite account. See [Access to Reports](#).
- A large number of [Standard Reports](#), with predefined data and formatting, are available for different areas of your business.
- Also available are more informal [Ad Hoc Reports](#), for which you can select formatting options and choose from data metrics for selected business areas.
- You can set your own preferences that affect the output for reports you run. See [Setting Preferences for Reports](#).
- You have many choices for viewing reports. Each report's footer provides formatting options, as well as buttons for printing, emailing, and exporting to .csv, .xls, .doc or .pdf files. See [Working with Report Results](#).
- You can also add a Report Snapshot portlet to some dashboard pages to view a summary of a report's results for a selected date or time period. See the help topic [Report Snapshots](#).
- For long-running reports, usually those with a large amount of data, a popup option lets you run the report in the background and be alerted when the report is completed. You also have the option of scheduling reports to run at specific times. See [Scheduling a Report](#).
- If prebuilt reports do not exactly meet your needs, you can use the Report Builder to customize reports' data and formatting. You also can allow Web Query for some reports, so that you can modify them in Microsoft® Excel. See [Report Customization](#). A specialized interface also is available for financial statement customization. See the help topic [Financial Report Builder](#).
- NetSuite provides analytic tools other than reports; these other tools may better fit your requirements. For information, see [Alternatives to Reports](#).
- For more information on Sales Forecasting, see the help topic [Sales Forecasting](#).



Warning: After you have started running a report, do not start other reports until the first one is complete. Executing multiple reports at the same time can cause significant performance issues. If a report is slow, it is best to schedule it, if possible.

Alternatives to Reports

In addition to reports, NetSuite provides other analytic tools that may fit your requirements.

- **Saved Searches** are queries of NetSuite data that allow advanced data filtering and sorting options. Saved searches support more complex data manipulations than reports and the ability to send email alerts, but do not provide the same level of presentation formatting. See the help topic [Saved Searches](#).

- **SuiteAnalytics Connect** provides views of NetSuite data tables that are available to external reporting tools like Microsoft® Excel and Crystal Reports® through an ODBC, JDBC, or ADO.NET driver. You need the SuiteAnalytics Connect feature to use these views, and they include a subset of NetSuite tables. See the help topic [SuiteAnalytics Connect](#).
- **Report Snapshots** display a high-level summary of selected reports' results and links underlying reports' detailed data. Both prebuilt and custom snapshots are available. See the help topic [Report Snapshots](#).
- **Key Performance Indicators**, or KPIs, synthesize your raw data into critical business metrics that you can see right on your dashboard in the formats you choose. Some KPIs are prebuilt from standard reports, and you can create custom KPIs from saved searches. See the help topic [Key Performance Indicators](#).
- **Workforce Analytics** provides tools to measure and analyze company headcount, hiring, and turnover trends. Data is compiled and converted into rich human resource metrics that are available on the Headcount Analysis and Turnover Analysis pages. You need the Workforce Analytics feature to access these pages. See the help topic [Workforce Analytics](#).

Access to Reports

For users with access to the Reports tab, the Reports Page includes links to reports and reporting-related functionalities. To display the Reports page, click the Reports tab or its Reports Overview menu link. For information about this page, see [The Reports Page](#).

In addition to Reports page links, many reports may be available from menu links. The reports that a user can access, either from the Reports page, or from menu links, depend on the user's assigned role and its permissions, the center being used, and the account's enabled features. For questions about roles or permissions, contact your administrator.

Summary and Detail Reports

- Many reports have summary and detail versions available.
- Reports listed at the first sublink level under a category are summary versions. You can click a report menu link to display the report.
- Each summary report with an available detail version has the following sublinks:
 - Customize Summary: displays the summary version of the report in the Report Builder, or in the Financial Report Builder (financial statements only).
 - Detail: displays results for the detail version of the report.
 - Customize Detail: displays the detail version of the report in the Report Builder, or the Financial Report Builder (financial statements only).
- Reports with no detail versions have Customize Summary sublinks.

Reports Tab Menu Links

Other related links available from the Reports tab include the following:

- New Report: Click this link to run an ad-hoc report. See [Ad Hoc Reports](#).

- **New Financial Report:** Click this link to run a financial statement. See the help topic [Financial Statements Overview](#).
- **Recent Reports:** Click a sublink to rerun a report that you ran previously. These links provide quick access to your frequently run reports.
- **Saved Reports:** Click a sublink to see a list of all custom reports you created in the Report Builder or Financial Report Builder, or to run one of these custom reports. See [Exporting a Saved Report as an Excel Web Query](#).
- **Scheduled Reports:** Click a sublink to see a list of all scheduled reports, or to display a page with links to results for completed long-running reports. See [Report Schedules Page](#) and [Report Results Page](#).
- **Report Types:** Links for report types applicable to your role and center are available, with sublinks for individual standard reports of each type. The following report type links may be included:
 - Saved Reports
 - Scheduled Reports
 - Saved Searches
 - Scheduled Searches
 - Financial
 - Revenue
 - Banking/Budgeting
 - Payroll
 - Employees/HR
 - Time & Billables
 - Purchases
 - Vendors/Payables
 - Inventory Items
 - Demand Planning
 - Cost Accounting
 - Tax
 - VAT
 - Order Management
 - Customer/Receivables
 - Commissions
 - Sales
 - Sales Orders
 - Forecast
 - Customer Service
 - Issue Management
 - Marketing
 - Pipeline Analysis
 - Web Presence
 - Integration
 - Sales Tax US
 - Sales Tax Canada

- VAT/GST

For lists of standard reports of each type, with links to help topics for individual reports, see [Standard Reports](#).



Note: The Reports tab also includes menu links for viewing and running searches. For information about searches, see the help topic [Search Overview](#).

Report Menu Links on Other Tabs

Tabs other than the Reports tab may include Reports menu links with sublinks for individual reports that relate to each tab's business area. The following lists provide examples of report links that may be available for selected types of roles. Each link includes sublinks for individual reports.

- For Financial/Accounting roles:
 - Customers tab: Sales Reports, Sales Orders Reports, Customer/Receivables Reports
 - Vendors tab: Vendor/Payables Reports
 - Payroll & Employee/HR tab: Time Tracking Reports, Payroll Reports
 - Financial tab: Reports
- For Marketing roles:
 - Leads tab: Reports
 - Campaigns tab: Reports
- For Sales roles:
 - Leads tab: Lead Reports
 - Opportunities tab: Reports
 - Customers tab: Customer Reports
 - Forecast tab: Reports
- For Support roles:
 - Cases tab: Reports
 - Customers tab: Reports
- For Web Site roles:
 - Web Site tab: Reports
 - Sales tab: Reports
 - Contacts tab: Reports

Permissions for Reports

Your NetSuite account administrator assigns roles to users. Each role has associated permissions. NetSuite includes four different types of permissions: Lists, Reports, Setup, and Transactions. You have one or more assigned roles that you can use to log in to NetSuite. The permissions associated with the role you use to log in determine the reports that you can run during a NetSuite session (along with the center you're using and the features enabled in your account).

If you are experiencing difficulties accessing reports, contact your administrator to help determine your assigned role and permissions, and to determine whether these require changes.

The following is a list of Reports type permissions that may be needed to run particular reports. Some permissions apply to groups of reports, whereas others apply to single reports.

- Account Detail
- Accounts Payable
- Accounts Payable Graphing
- Accounts Receivable
- Accounts Receivable Graphing
- Accounts Receivable Un-Billed
- Amortization Reports
- Balance Sheet
- Budget
- Cash Flow Statement
- Commission Reports
- Employee Reminders
- Expenses
- Financial Statements
- Form 1099 - Federal Miscellaneous Income
- Form 940 - Employer's Annual Federal Unemployment Tax Return
- Form 941 - Employer's Quarterly Federal Tax Return
- Form W-2 - Wage and Tax Statement
- Form W4 - Employee's Withholding Allowance Certificate
- General Ledger
- Granting access to Reports
- GST Summary Report
- Income
- Income Statement
- Integration
- Inventory
- Issue Reports
- Lead Snapshot/Reminders
- Marketing Campaign Reports
- Net Worth
- Partner Authorized Commission Reports
- Partner Commission Reports
- Payroll Check Register
- Payroll Hours & Earnings
- Payroll Journal Report
- Payroll Liability Report
- Payroll State Withholding
- Payroll Summary & Detail Reports
- PST Summary Report
- Purchase Order Reports
- Purchases
- Quota Reports

- Reconcile Reporting
- Report Customization
- Report Scheduling
- Revenue Recognition Reports
- Sales
- Sales By Partner
- Sales By Promotion
- Sales Force Automation
- Sales Order Fulfillment Reports
- Sales Order Reports
- Sales Order Transaction Report
- Support
- Support Case Snapshots/Reminders
- Tax
- Time Tracking
- Transaction Detail
- Trial Balance
- Web Site Report
- Web Store Report

Note: Custom fields have an additional level of field-level security that applies to the use of custom fields in reports. Security for a custom field in reports can be defined as a Search/Reporting access level, on the custom field record. Access can be defined generally, and by role, department, or if you are using NetSuite OneWorld, subsidiary. Available access levels include Edit (can view and change the field), Run (can view the field in search and report results but cannot change it), and None (cannot view or change the field). For more information, see the help topic [Restricting Access to Custom Fields](#).

The Reports Page

You can access all available reports and reporting-related functions from the Reports page. To display the Reports page, click the Reports tab or its Reports Overview menu link.

Note: The reports available to you are determined by the role you use to log in to NetSuite and the features enabled in your account. Reports are listed under collapsible categories. Available categories available differ according to the center to which you log in.

You can locate a standard report in one of the following ways :

- In the Find Link field, enter a keyword that appears in the title of the report you want to view. For example, if you want to view a sales report, enter **sales** in the Find Link field. The categories expand to reveal reports with **sales** in the title. The word **sales** is highlighted.
- Click the [+] symbol to expand the category where the report resides.
- Click Expand All at the top of the page to expand and browse all reports categories.

Summary and detail versions are available for many reports:

- Reports listed at the first level under a category are summary versions. Click a report name to display it.

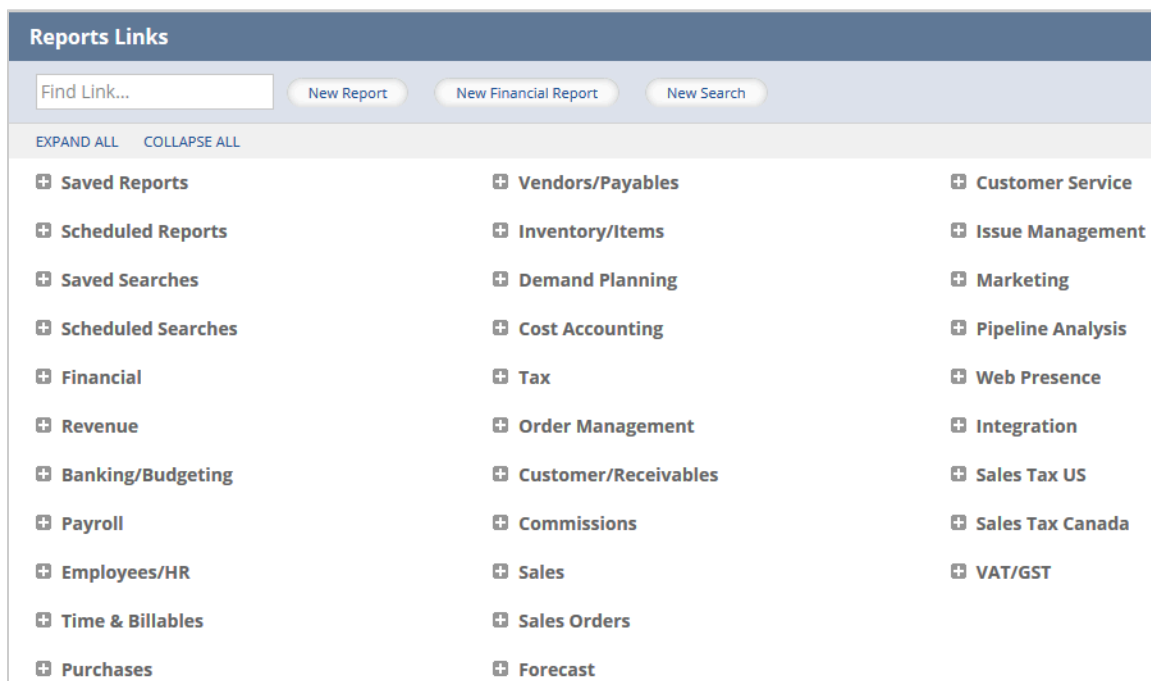
- Each report that has a detail version displays clickable **Detail** immediately below the report name.
- Click **Customize** for a summary or detail report to display it in the Report Builder, where you can modify its formatting and included data. For information, see [Report Customization](#). Note that financial statements are customized in the Financial Report Builder. For information, see the help topic [Financial Report Builder](#).
- Navigation links within reports let you shift back and forth between summary and detail versions with one click. In a summary report, click **View Detail**. In a detail report, click **View Summary**.

From the reports page, you also can:

- Click **New Report** to run an ad-hoc report. See [Ad Hoc Reports](#).
- Click **New Financial Report** to create a custom financial statement. See the help topic [New Financial Report - Select Financial Statement Page](#).
- Click **New Search** to run a search. See the help topic [Search Overview](#).
- Expand **Saved Reports** and click **All Saved Reports** to view a list of all custom reports available to you, or click an individual report link to run that custom report.
See [Exporting a Saved Report as an Excel Web Query](#) and [Viewing or Editing a Saved Custom Report](#).
- Expand **Scheduled Reports** and click a link to see a list of all scheduled reports or to display a page with links to results for completed long-running reports.
See [Report Schedules Page](#) and [Report Results Page](#).
- Expand **Saved Searches** and click **All Saved Searches** to view a list of all saved searches available to you. See the help topic [Saved Searches](#).
- Click a link in the Recent Reports portlet to rerun a report you have run before.
- View the results of a long-running report from the Report Results portlet. See [Report Results Page](#).

Screenshot of Reports Links Portlet on the Reports Page

The report categories available to you depend on your assigned permissions and on your account's enabled features.



Standard Reports

Standard reports are prebuilt report definitions that you can run to review, present, and analyze your account's data. Many standard reports include both summary (rollup) and detail versions. In many cases, you can navigate to the detail version of a report by first running the summary version.

- You can run standard reports from links on the Reports Page, on the Reports tab menu, and on other tabs' menus. The reports available to you are determined by the role you use to log in to NetSuite and the features enabled in your account. See [Access to Reports](#).
 - You cannot run more than one instance of the same report at one time. If you rerun a report that is already running, the first instance is canceled.
 - You cannot run more than two different reports at one time. If you attempt to run a third report when two reports are already running, you receive an error. You can wait until another report is finished, or cancel another report, then try again. Or, for some reports, you can save the report and schedule it to be run and its results emailed to you later.
- You can use the Report Builder to customize most standard reports by modifying included data or formatting options. See [Report Customization](#). You can use the Financial Report Builder to customize financial statements. See the help topic [Financial Report Builder](#).
- You can set user-level preferences and company-level accounting preferences that affect report formats. See [Reporting Preferences on the Set Preferences Page](#) and [Reporting Preferences on the Accounting Preferences Page](#).
- After you run a report, the results page footer includes options you can set to modify report formats. See [Setting Report Footer Options](#).

Note: In addition to these standard reports, NetSuite provides an ad hoc reporting feature that lets you choose data metrics and create your own reports. This feature is available from the New Report link on the Reports Page and Reports tab menu. For information, see [Ad Hoc Reports](#).

- [Banking/Budgeting](#)
- [Commissions](#)
- [Cost Accounting](#)
- [Customer/Receivables](#)
- [Cases](#)
- [Demand Planning](#)
- [Employees/HR](#)
- [Financial](#)
- [Forecast](#)
- [Integration](#)
- [Inventory/Items](#)
- [Issue Management](#)
- [Marketing](#)
- [Order Management](#)
- [Payroll](#)
- [Pipeline Analysis](#)
- [Projects](#)
- [Purchases](#)

- [Revenue](#)
- [Sales](#)
- [Sales Orders](#)
- [Sales Tax Canada](#)
- [Sales Tax US](#)
- [Tax](#)
- [Time & Billables](#)
- [VAT/GST](#)
- [Vendors/Payables](#)
- [Web Presence](#)

Banking/Budgeting

- [Bank Register Report](#)
- [Budget Income Statement Report](#)
- [Budget Income Statement Detail Report](#)
- [Budget vs. Actual Report](#)
- [Cash Statement Report](#)
- [Cash Statement Detail Report](#)
- [Reconciliation Detail Report](#)
- [Reconciliation History Report](#) (available by clicking the button on the Reconcile Bank Statement or the Reconcile Credit Card Statement page)
- [Reconciliation Summary Report](#)

Cases

- [Case Activity by Support Rep Detail Report](#)
- [Case Activity by Support Rep Summary Report](#)
- [Closed Case Analysis Detail Report](#)
- [Closed Case Analysis Summary Report](#)
- [Closed Case Escalation Detail Report](#)
- [Closed Case Escalation Summary Report](#)
- [Open Case Analysis Detail Report](#)
- [Open Case Analysis Summary Report](#)
- [Open Case Escalation Detail Report](#)
- [Open Case Escalation Summary Report](#)

Commissions

- [Authorized Commission Detail Report](#)
- [Authorized Commission Summary Report](#)

- [Authorized Partner Commission Detail Report](#)
- [Authorized Partner Commission Summary Report](#)
- [Commission Calculation History Report](#) (click a commission amount on a transaction line of the Commission Overview Detail Report)
- [Commission Overview Report](#)
- [Commission Overview Detail Report](#)
- [Commissions Pending Authorization Detail Report](#)
- [Commissions Pending Authorization Summary Report](#)
- [Paid Employee Commission Detail Report](#)
- [Paid Employee Commission Summary Report](#)
- [Paid Partner Commission Detail Report](#)
- [Paid Partner Commission Summary Report](#)
- [Partner Commission Overview Report](#)
- [Partner Commission Overview Detail Report](#) (see the help topic [Partner Commission Overview Report](#))
- [Partner Commissions Pending Authorization Detail Report](#)
- [Partner Commissions Pending Authorization Summary Report](#)

Cost Accounting

- [Account Detail Report](#) (click an account amount in the Trial Balance Report)
- [Planned Standard Costs by Cost Version Report](#) (see the help topic [Standard Costing Reporting](#))
- [Production Variances by Item Report](#) (see the help topic [Standard Costing Reporting](#))
- [Purchase Price Variances by Item Report](#) (see the help topic [Standard Costing Reporting](#))

Customer/Receivables

- [A/R Aging Detail Report](#)
- [A/R Aging Summary Report](#)
- [A/R Payment History by Invoice](#)
- [A/R Payment History by Payment Report](#)
- [A/R Register Report](#)
- [Customer by Sales Rep Detail Report](#)
- [Customers by Sales Rep Summary Report](#)
- [Customers by Territory Detail Report](#)
- [Customers by Territory Summary Report](#)
- [Customers by Partner Detail Report](#)
- [Customers by Partner Summary Report](#)
- [Customer Profitability Detail Report](#)
- [Customer Profitability Summary Report](#)
- [Prospect Analysis Detail Report](#)
- [Prospect Analysis Summary Report](#)

- [Receivables by Customer Report](#)
- [Unbilled Cost by Customer Detail Report](#)
- [Unbilled Cost by Customer Summary Report](#)
- [Unbilled Time by Customer Detail Report](#)
- [Unbilled Time by Customer Summary Report](#)

Demand Planning

- [Demand History by Item Report](#)
- [Item Demand Forecast vs. Actual Report](#)
- [Item Demand Plan by Item Report](#)

Employees/HR

- [Allocated vs. Actual Hours by Resource Report](#)
- [A/P Payment History by Bill Report](#) (This report is available here, for reviews of contract employees' billings, and also is available under Vendors/Payables, for more general billing reviews.)
- [Time and Billables Reports](#)
- [Available Time-Off Report](#)
- [Time-Off Balance Summary Report](#)
- [Time-Off Balance Details Report](#)
- [Employee Change History Report](#)

Financial

- [Amortization Forecast Detail](#)
- [Amortization Forecast Summary](#)
- [Balance Sheet Report](#)
- [Balance Sheet Detail Report](#)
- [Cash Flow Statement Report](#)
- [Chart of Accounts Report](#) (see the help topic [Chart of Accounts Management](#))
- [Comparative Balance Sheet Report](#)
- [Comparative Income Statement Report](#)
- [CTA Balance Audit Report](#)
- [Deferred/Capitalized Expense](#)
- [Deferred Expense Rollforward Report](#)
- [Deferred Expense Rollforward by Entity Summary Report](#)
- [Deferred Expense Rollforward Summary Report](#)
- [Deferred Expense Rollforward Transaction Details Report](#)
- [Deferred Expense Waterfall Detail Report](#)
- [Deferred Expense Waterfall Summary Report](#)
- [Financial Row Layouts Page](#)

- Financial Reports: Row Layout Assignment Page
- General Ledger Report
- GL Audit Numbering Report
- Income Statement Report
- Income Statement Detail Report
- Intercompany Elimination Overview
- Intercompany Reconciliation Report
- Japanese Balance Sheet (New)
- Japanese Cash Flow Statement (New)
- Japanese Trial Balance (New)
- Japanese Income Statement (New)
- Multi-Book Balance Sheet Report
- Multi-Book Balance Sheet Detail Report
- Multi-Book Income Statement Report
- Multi-Book Income Statement Detail Report
- Post Closing Trial Balance Report
- Realized Exchange Rate Gains and Losses Report
- Financial Reports: Row Layout Assignment Page
- Transaction Detail Report
- Trial Balance Report
- Unrealized Exchange Rate Gains and Losses Report

Forecast

- Alt. Sales and Billings Forecast vs. Quota Report
- Alt. Sales Forecast by Sales Rep Detail Report
- Alt. Sales Forecast by Sales Rep Summary Report
- Alt. Sales Forecast vs. Quota Report
- Alt. Sales Forecast vs. Quota by Class Report
- Alt. Sales Forecast vs. Quota by Department Report
- Alt. Sales Forecast vs. Quota by Location Report
- Billings Forecast vs. Quota Report
- Calculated Forecast Accuracy Report (Historical Metrics And Not Accounting)
- Calculated Forecast Accuracy Report (Historical Metrics And Accounting)
- Calculated Forecast Accuracy (Alt. Sales) Report
- Calculated Forecast by Sales Rep Report
- Forecast Accuracy Report (SFA And Accounting)
- Forecast Accuracy Report (SFA And Not Accounting)
- Forecast Accuracy (Alt. Sales) Report
- Forecast by Customer Detail Report
- Forecast by Customer Summary Report

- [Forecast by Item Detail Report](#)
- [Forecast by Item Summary Report](#)
- [Forecast by Sales Rep Detail Report](#)
- [Forecast by Sales Rep Summary Report](#)
- [Forecast by Status Summary Report](#)
- [Forecast \(Outstanding\) by Customer Detail Report](#)
- [Forecast \(Outstanding\) by Customer Summary Report](#)
- [Forecast vs. Quota by Class Report](#)
- [Forecast vs. Quota by Department Report](#)
- [Forecast vs. Quota by Location Report](#)

Integration

- [Integration and Automation Usage Detail By Job](#) (see the help topic [Integration and Automation Usage Summary by Job](#))
- [Integration and Automation Usage Summary by Job](#)
- [Integration and Automation Usage Summary by Record Type](#)

Inventory/Items

- [Printing an Allergen Statement](#)
- [Current Inventory Snapshot Report](#)
- [Inventory Activity Detail Report](#)
- [Inventory Back Order Report](#)
- [Inventory Profitability Report](#)
- [Inventory Revenue Report](#)
- [Inventory Revenue Detail Report](#)
- [Inventory Turnover Report](#)
- [Inventory Valuation Report](#)
- [Inventory Valuation Detail Report](#)
- [Items Pending Fulfillment Report](#)
- [Physical Inventory Worksheet](#)
- [Viewing the Stock Ledger](#)
- [Transfer Order Register Report](#) (see the help topic [Searches, Reports, and Reminders for Transfer Orders](#))



Note: If you would like a pricing report or price list, try the Pricing search, available at Reports > New Search > Pricing. See the help topic [Working With Pricing Searches](#).

Issue Management

- [Closed Issues Detail Report](#)

- Closed Issues Summary Report
- Open Issues Detail Report
- Open Issues Summary Report

Marketing

- Campaign Clickthrough Detail Report
- Campaign Clickthrough Summary Report
- Campaign Response Detail Report
- Campaign Response Summary Report
- Campaign ROI Analysis Detail Report
- Campaign ROI Analysis Summary Report
- Gross Lead Source Analysis Detail Report
- Gross Lead Source Analysis Summary Report
- Lead Source Analysis Detail Report
- Lead Source Analysis Summary Report
- Leads by Paid Keyword Detail Report
- Leads by Paid Keyword Summary Report
- Partner Activity Detail Report
- Partner Activity Summary Report
- Sales by Lead Source Detail Report
- Sales by Lead Source Summary Report
- Sales by Paid Keyword Detail Report
- Sales by Paid Keyword Summary Report

Order Management

- Open Return Authorizations Report
- Open Sales Orders Report
- Return Authorizations Pending Receipt Report
- Return Authorizations Register
- Sales Back Order Report
- Sales Orders Pending Fulfillment Report
- Sales Order Register Report
- Shipping Report

Payroll

- Employee Payroll Item History Report
- Hours & Earnings Report
- Payroll Check Register

- [Payroll Liability Report](#)
- [Payroll Liability Detail Report](#) (click a number in the Payroll Liability Report)
- [Payroll Journal Report](#)
- [Payroll Summary Report](#)
- [Payroll Summary by Employee Report](#)
- [Payroll Detail Report](#)
- [State Withholding Report](#)
- [State Withholding Detail Report](#) (click a number in the State Withholding Report)
- [Service Fees Report](#)
- [W-2 and 1099 Audit Information Report](#)

Pipeline Analysis

- [Alt. Sales Pipeline by Sales Rep Detail Report](#)
- [Alt. Sales Pipeline by Sales Rep Summary Report](#)
- [Alt. Sales Total Pipeline by Sales Rep Detail Report](#)
- [Alt. Sales Total Pipeline by Sales Rep Summary Report](#)
- [Customer Aging History](#)
- [Estimates Register Report](#)
- [Estimates to Close Report](#)
- [Opportunities Lost Report](#)
- [Opportunities to Close Detail Report](#)
- [Opportunities to Close Summary Report](#)
- [Opportunities Won Report](#)
- [Pipeline by Customer Detail Report](#)
- [Pipeline by Customer Summary Report](#)
- [Pipeline by Sales Rep Detail Report](#)
- [Pipeline by Sales Rep Summary Report](#)
- [Pipeline by Status Summary Report](#)
- [Sales Activity by Customer Detail Report](#)
- [Sales Activity by Customer Summary Report](#)
- [Sales Activity by Sales Rep Detail Report](#)
- [Sales Activity by Sales Rep Summary Report](#)
- [Total Open Estimates Report](#)
- [Total Open Opportunities Detail Report](#)
- [Total Open Opportunities Summary Report](#)
- [Total Pipeline by Customer Detail Report](#)
- [Total Pipeline by Customer Summary Report](#)
- [Total Pipeline by Sales Rep Detail Report](#)
- [Total Pipeline by Sales Rep Summary Report](#)

- [Total Pipeline by Statuses Summary Report](#)

Projects

- [Project Cost Budget vs. Actual](#)
- [Project Cost Budget vs. Actual Detail](#) (see the help topic [Project Cost Budget vs. Actual](#))
- [Project Billing Budget vs. Actual](#)
- [Project Billing Budget vs. Actual Detail](#) (see the help topic [Project Billing Budget vs. Actual](#))
- [Project Profitability Reports](#) – click link to go to a page that lists the following reports
 - [Project Profitability Report](#) (Detail and Summary)
 - [Project Profitability by Month Report](#) (Detail and Summary)
 - [Project Task Cost Budget vs. Actual](#)
 - [Project Task Billing Budget vs. Actual](#)
- [Project Charges Forecast Report](#)

For information about the following reports, see the help topics [Advanced Project Profitability](#) and [Advanced Project Budgeting](#).

- [Project Profitability by Accounting Period](#)
- [Project Profitability Detail by Accounting Period](#)
- [Budget vs. Actual \(Summary and Detail\)](#)
- [Budget vs. Actual by Month \(Summary and Detail\)](#)

Purchases

- [Open Purchase Orders Report](#)
- [Purchase by Item Detail Report](#)
- [Purchase by Item Summary Report](#)
- [Purchase by Vendor Detail Report](#)
- [Purchase by Vendor Summary Report](#)
- [Purchase Order History Report](#)
- [Purchase Order Register Report](#)

Revenue

- [Billing and Revenue Summary Report](#)
- [Customer Summary Report](#) (see the help topic [Deferred Revenue Rollforward Customer Summary Report](#))
- [Customer Summary Detail Report](#) (see the help topic [Deferred Revenue Rollforward Transaction Detail Report](#))
- [Deferred Revenue by Customer Report](#)
- [Deferred Revenue by Item Report](#)
- [Deferred Revenue by State Report](#)

- [Deferred Revenue Reclassification Report](#)
- [Deferred Revenue Reclassification Activity Report](#)
- [Deferred Revenue Rollforward Report](#)
- [Deferred Revenue Rollforward Customer Summary Report](#)
- [Deferred Revenue Rollforward Summary Report](#)
- [Deferred Revenue Rollforward Transaction Detail Report](#)
- [Deferred Revenue Waterfall Summary Report](#)
- [Deferred Revenue Waterfall Detail Report](#)
- [Revenue by Customer Report](#)
- [Revenue by Item Report](#)
- [Revenue by State Report](#)
- [Revenue Reclassification Detail Report](#)
- [Revenue Reclassification Summary Report](#)
- [Revenue Recognition Forecast Detail Report](#)
- [Revenue Recognition Forecast Summary Report](#)
- [Sales Order Revenue Forecast Detail Report](#)
- [Sales Order Revenue Forecast Summary Report](#)
- [Scheduled Deferred Revenue Report](#)

Sales

- [Cost by Customer Report](#) (click an amount in the Total Cost column of the Customer Profitability Summary or Customer Profitability Detail report)
- [New Customer Sales Detail Report](#)
- [New Customer Sales Summary Report](#)
- [Open Invoices Report](#)
- [Sales by Customer Detail Report](#)
- [Sales by Customer Summary Report](#)
- [Sales by Historical Team Detail Report](#)
- [Sales by Historical Team Summary Report](#)
- [Sales by Historical Team Detail \(Transaction Date\) Report](#)
- [Sales by Historical Team Summary \(Transaction Date\) Report](#)
- [Sales by Item Detail Report](#)
- [Sales by Item Summary Report](#)
- [Sales by Lead Source Detail Report](#)
- [Sales by Lead Source Summary Report](#)
- [Sales by Paid Keyword Detail Report](#)
- [Sales by Paid Keyword Summary Report](#)
- [Sales by Partner Detail Report](#)
- [Sales by Partner Summary Report](#)
- [Sales by Promotion Code Detail Report](#)

- Sales by Promotion Code Summary Report
- Sales by Sales Rep Detail Report
- Sales by Sales Rep Summary Report
- Sales by Sales Team Detail Report
- Sales by Sales Team Summary Report

Sales Orders

- New Customer Sales Orders Detail Report
- New Customer Sales Orders Summary Report
- Sales Orders by Customer Detail Report
- Sales Orders by Customer Summary Report
- Sales Orders by Historical Team Detail Report
- Sales Orders by Historical Team Summary Report
- Sales Orders by Historical Team (Transaction Date) Detail Report
- Sales Orders by Historical Team (Transaction Date) Summary Report
- Sales Orders by Item Detail Report
- Sales Orders by Item Summary Report
- Sales Orders by Partner Detail Report
- Sales Orders by Partner Summary Report
- Sales Orders by Promotion Code Detail Report
- Sales Orders by Promotion Code Summary Report
- Sales Orders by Sales Rep Detail Report
- Sales Orders by Sales Rep Summary Report
- Sales Orders by Sales Team Detail Report
- Sales Orders by Sales Team Summary Report

Sales Tax US

- Form 1099-MISC - Miscellaneous Income Statement
- Sales Tax Analysis Report
- Sales Tax Liability by Tax Agency Report
- Sales Tax Liability by Tax Item Report
- Sales Tax on Sales Detail Report
- Sales Tax on Sales Summary Report

Sales Tax Canada

- GST34 Worksheet - Canada
- GST/HST Audit Summary - Canada
- GST/HST on Purchases Detail - Canada

- [GST/HST on Purchases Summary - Canada](#)
- [GST/HST on Sales Detail - Canada](#)
- [GST/HST on Sales Summary - Canada](#)
- [PST on Sales Detail - Canada](#)
- [PST on Sales Summary - Canada](#)
- [PST on Purchases Detail - Canada](#)
- [PST on Purchases Summary - Canada](#)


Tax

- [Audit Files Report](#) (see the help topic [Tax Audit Files](#))
- [Standard Tax Report](#) (see the help topic [Generating a Standard Tax Report in SuiteTax](#))
- [Tax Audit Files](#)
- [VAT/GST Reports](#) (The country-specific VAT/GST reports are provided by the International Tax Reports SuiteApp. The reports are available at Reports > VAT/GST > Tax Reports (International).)
- [Withholding Tax](#)

Time & Billables

- [Unbilled Cost by Customer Reports](#) (Summary and Detail)
- [Unbilled Time by Customer Reports](#) (Summary and Detail)
- [Project Billings Report](#)
- [Time by Employee/Item/Customer Reports](#)
- [Time Entry Exceptions Report](#)
- [Allocated Utilization by Resource](#)
- [Planned Utilization by Resource](#)
- [Actual Utilization by Resource](#)
- [Allocated Utilization by Project](#)
- [Planned Utilization by Project](#)
- [Actual Utilization by Project](#)
- [Current Backlog By Resource Report](#)
- [Estimated Profitability by Project Report](#)
- [Earned Value by Project Report](#)
- [Allocated vs. Actual Hours by Resource Report](#)

VAT/GST

 **Note:** Some of the following reports are available upon installation of the [International Tax Reports](#).

- [Business Activity Statement Report](#)

- [ESL Submission History Report](#) (see the help topic [Viewing the ESL Submission History](#))
- [EU Intrastat Report](#)
- [EU Sales List \(ESL\) Report](#)
- [GST on Purchases Detail Report](#)
- [GST on Purchases Summary Report](#)
- [GST on Sales Detail Report](#)
- [GST on Sales Summary Report](#)
- [Japan Consumption Tax Form](#)
- [Purchase By Tax Code Detail Report](#) (see the help topic [Sales and Purchase Reports Grouped by Tax Code](#))
- [Purchase By Tax Code Summary Report](#) (see the help topic [Sales and Purchase Reports Grouped by Tax Code](#))
- [Sales By Tax Code Detail Report](#) (see the help topic [Sales and Purchase Reports Grouped by Tax Code](#))
- [Sales By Tax Code Summary Report](#) (see the help topic [Sales and Purchase Reports Grouped by Tax Code](#))
- [Tax Reports \(International\)](#) (The country-specific VAT/GST reports are provided by the International Tax Reports SuiteApp.) (see the help topic [VAT/GST Reports](#))

Vendors/Payables

- [A/P Aging Detail Report](#)
- [A/P Aging Summary Report](#)
- [A/P Payment History by Bill Report](#) (This report is also available under Employees/HR, for reviews of contract employees' billings.)
- [A/P Payment History by Payment Report](#)
- [A/P Register Report](#)

Web Presence

- [Hosted Page Hits Detail Report](#)
- [Hosted Page Hits Report](#)
- [Hosted Page Hits by Customer Report](#)
- [Internal Search Detail Report](#)
- [Internal Search Summary Report](#)
- [Item Orders Detail Report](#)
- [Item Orders Report](#)
- [Item Orders by Category Report](#)
- [Item Page Views and Sales Summary Report](#)
- [Lead Conversion Report](#)
- [Keywords Detail Report](#)
- [Keywords Summary Report](#)

- [New Visitor Report](#)
- [Page Hits Detail Report](#)
- [Page Hits Report](#)
- [Page Hits by Customer Report](#)
- [Page Hits by Category Report](#)
- [Referrer Detail Report](#)
- [Referrer Summary Report](#)
- [Shopping Activity Analysis Report](#)
- [Shopping Activity Analysis by Category Report](#)
- [Shopping Cart Abandonment Report](#)
- [Visitor Activity Detail Report](#)
- [Visitor Activity Summary Report](#)

Ad Hoc Reports

You can use the ad hoc reporting feature to create your own reports to fit the specific needs of your business. For an ad hoc report, you can select the type of data you want to report on, the format of the report, and how you want to subtotal and group the information shown on the report.

Ad hoc reports are available from a New Report link on the Reports Page and Reports tab menu. After you click **New Report**, you choose the data metric to include in your report, from a list of all available metrics and their definitions. Next, you choose the field you want to represent your chosen metric, the format for your report, and the component and field you want to provide report subtotals. You also have the option of clicking a button to display the Report Builder for more customization of your report. After you run your report, the results page footer includes options you can set to modify report formats.

- For information about the choices available to you for ad hoc reports, see [Choices for Ad Hoc Reports](#).
- For instructions for creating new ad hoc reports, see [Creating a New Report](#).
- For information about using the Report Builder to customize ad hoc reports, see [Report Customization](#).
- For information about changing ad hoc reports' formatting with footer options, see [Setting Report Footer Options](#).

 **Note:** NetSuite provides many prebuilt report definitions that you may want to run instead of ad hoc reports. For information, see [Standard Reports](#).

Choices for Ad Hoc Reports

When you create an ad hoc report, you have several choices to make before the report is run, including the **Metric**, **Report Title**, **Field**, **Format**, **Subtotal Grouping**, and (for matrix format reports) **Matrix Column**.

Choosing a Metric

After you click **New Report**, you first see a list of metrics, or functional areas. You need to choose a metric for which you want to return data.

The metrics available to you are determined by the role you use to log in to NetSuite and the features enabled in your account. They may include the following:

Metric	Description
Available Time-Off	Employees available time-off
Campaign ROI	Amount of sales and return generated by a campaign
Case Escalation	Cases that have been escalated
Charges	
Closed Issues	Issues that have been closed
Closed Support Case	Cases that have been closed
Cost	Cost of goods that have been sold
Customer Count	Number of customers
Estimated Profitability by Project	Estimated project profitability and time
Estimates	Estimate transactions
Forecast	The forecasted revenue based on closed and potential sales
Gross Lead Count	Gross number of leads
Hosted Page Hits	Number of times hosted pages were viewed
Issues	Issues
Item Demand Plan	
Item Demand Transactions	
Keywords	Search terms a visitor used on a search engine to find your site
Lead Count	Number of leads
New Visitor Activity	First visit, last visit, total visits, orders, and revenue for a new visitor
Open Estimates Lines	
Open Estimates	Estimates that have not been closed
Open Invoices	Invoices that have not been paid
Open Issues	Issues that have not been closed
Open Payables	Bills that have not been paid
Open Sales Orders	Sales orders that have not been filled
Open Support Cases	Cases that have not been closed
Opportunity	Opportunity transactions
Page Hits	Number of times Web pages were visited
Pipeline	The amount of sales in unclosed sales transactions (opportunities and quotes)
Planned Standard Costs	

Metric	Description
Project Backlog Time	Backlog time of Project related tasks
Prospect Count	Number of prospects
Purchases	Purchase transactions
Quantity Fulfilled	Number of items fulfilled on sales orders
Quantity On Hand	Number of items on hand
Quantity On Order	Number of items on open purchase orders
Quantity Sold	Number of items sold
Quantity To Order	Number of items needed to be ordered [Reorder Point - (Quantity on Hand - (Quantity Committed + Quantity On Order))]
Quota	Quota for Sales Reps
Quota by Class, Department, and Location	Quota for Sales Reps categorized by class, department, or location
Referrer	Source that directed visitor to your site
Reported Forecast	Saved, calculated, and self-reported forecasts
Return Authorization Transactions	
Sales	Amount of closed sales transactions (Included transactions are based on the Sales Transactions to Exclude preference)
Sales Activity	Messages, events, tasks, calls, campaigns, and notes for customers
Sales Order Transactions	Sales order transactions
Sales Team Bookings	Bookings for members of sales teams
Sales Team Sales	Sales for members of sales teams
Shopping Activity	Cart additions and orders for items
Support Cases	Open and closed cases
Tax Liability	Sales tax liability payment transactions
Time Tracked	Employee time entries
Time-Off Balance Adjustments	Adjustments made to employees time-off balances
Transactions	All Posting Transactions
Unbilled Cost Transactions	Billable costs that have not been billed to a customer
Unbilled Time Transactions	Billable time that has not been billed to a customer
Unpaid Receivables	Invoices that have not been paid
Visitor Activity	Visits to your site
Web Revenue	Web revenue
Web Sales Item	

Metric	Description
Web Sales Order	Sales order transactions on your website

Choosing Report Title, Field, Format, Subtotal Grouping, and Matrix Column

After you have chosen a metric, the New Report page lists the other choices for you to make. You can modify the default title provided for the report. Then you can review, and if desired, modify the following:

To Choose Report Title, Field, Format, Subtotal Grouping, and Matrix Column

1. You can change the field that has been preselected to provide report column data. (This field is from the component associated with your chosen metric.)
2. You can choose one of the following formats:
 - The Summary format provides roll-up level reporting, with subtotals of the selected field's data for each subtotal grouping field value. (The subtotal grouping field value is set in step 3.) This format is the default.
For example, with a field of Projected Amount, and a subtotal grouping of Sales Rep, a summary Opportunity report could display the total Projected Amount for each Sales Rep's opportunities. See [Summary Opportunity Report](#) for an example.
 - The Detail format provides row values at the individual record or transaction level, in addition to roll-up totals for subtotal grouping field values.
For example, with a field of Projected Amount, and a subtotal grouping of Sales Rep, a detail Opportunity report could display Projected Amount values for all opportunity transactions, grouped by Sales Rep, with a subtotal value for each Sales Rep's total Projected Amount. See [Detail Opportunity Report](#) for an example.
 - The Matrix format provides roll-up level reporting, with both vertical and horizontal subtotals. Vertical, or row-level, subtotals are calculated for each subtotal grouping field value. Horizontal, or column-level, subtotals, are calculated for each matrix column value. (The subtotal grouping field value is set in step 3 and the matrix column field is set in step 4.)
For example, with a field of Projected Amount, a subtotal grouping of Sales Rep, and a matrix column of Partner, a matrix Opportunity report could display the total Projected Amount for each Sales Rep, and break out each Sales Rep's amount by associated Partner. See [Matrix Opportunity Report](#) for an example.
3. You can change the component and field that have been preselected to provide subtotal rows. This field provides row-level grouping for the report.
4. (For matrix format reports only) You can change the field that has been preselected to provide column-level subtotals for matrix reports. This field provides grouping across columns for the report.



Note: See [Example Ad Hoc Report Results](#) to get an idea of how your format choices affect ad hoc report output.

Example Ad Hoc Report Results

The following screenshots are of example ad hoc reports that use the Opportunity metric. For more information about the Summary, Detail, and Matrix report formats, see [Choices for Ad Hoc Reports](#).

Summary Opportunity Report

The summary format of this report shows total values of the Projected Amount field, for each Sales Rep. The Projected Amount field was selected in step 1 of the New Report page, and the Sales Rep field was selected in step 3.

Custom Opportunity Summary	
Sales Rep	Sales Rep Contribution Projected Amount
J Wolfe	\$74,800.00
Mathew Christner	\$54,058.75
Jon Baker	\$31,371.87
Theodore Hosch	\$30,848.27
Jessie Barto	\$28,423.60
Lakisha Knarr	\$17,538.00
Christian Begum	\$7,384.00
Luke Duke	\$3,766.00
- Unassigned -	\$0.00
Total	\$248,190.49

Detail Opportunity Report

The detail format of this report shows Projected Amount values for all opportunity transactions, grouped by Sales Rep, with subtotal row values for the total Projected Amount for each Sales Rep. The Projected Amount field was selected in step 1 of the New Report page, and the Sales Rep field was selected in step 3.

Custom Opportunity Detail			
Sales Rep	Date	Number	Projected Amount
<input type="checkbox"/> Mathew Christner			
	5/22/2007	OPP10103	\$26,644.20
	5/22/2007	OPP10095	\$10,808.15
	5/22/2007	OPP10105	\$9,176.00
	7/19/2006	OPP10070	\$3,692.00
	5/22/2007	OPP10098	\$2,090.40
	7/24/2006	OPP10075	\$600.00
	7/24/2006	OPP10074	\$400.00
	7/24/2006	OPP10073	\$290.00
	10/20/2006	OPP10087	\$184.00
	7/19/2006	OPP10069	\$100.00
	7/19/2006	OPP10072	\$74.00
Total - Mathew Christner			\$54,058.75
<input type="checkbox"/> J Wolfe			
	10/8/2010	OPP10126	\$23,000.00
	10/8/2010	OPP10127	\$13,000.00
	10/8/2010	OPP10125	\$6,500.00
	12/15/2008	OPP10120	\$6,300.00
	12/15/2008	OPP10116	\$6,300.00
	12/15/2008	OPP10113	\$5,100.00
	12/15/2008	OPP10122	\$4,300.00
	12/15/2008	OPP10118	\$2,890.00
	12/5/2008	OPP10112	\$2,300.00
	12/15/2008	OPP10114	\$1,800.00
	12/15/2008	OPP10121	\$1,400.00
	12/15/2008	OPP10117	\$890.00
	12/15/2008	OPP10115	\$540.00
	12/15/2008	OPP10119	\$480.00
Total - J Wolfe			\$74,800.00

Matrix Opportunity Report

The matrix format of this report shows total values of the Projected Amount field, for each Sales Rep, at far right. This report also divides each Sales Rep's Projected Amount totals by Partner, with a subtotal listed in each column. The Projected Amount field was selected in step 1 of the New Report page, the Sales Rep field was selected in step 3, and the Partner field was selected in step 4.

Custom Opportunity Matrix																
Sales Rep	FY 2006			FY 2007	FY 2008				Q4 2008	Total	FY 2010	FY 2012	FY 2013	Total	No Accounting Period	Total
	Oct 2006	Q4 2006	Total	Q2 2007	Jul 2008	Aug 2008	Sep 2008	Total	Dec 2008	Projected Amount	Oct 2010	Nov 2012	Jun 2013	Jul 2013	Projected Amount	Projected Amount
	Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount
Mathew Christner	\$184.00		\$184.00	\$48,716.75				\$0.00		\$0.00					\$0.00	\$48,902.75
J Wlotke			\$0.00	\$0.00				\$0.00	\$32,300.00	\$32,300.00	\$42,500.00				\$0.00	\$74,800.00
Theodore Hirsch			\$0.00	\$30,848.27			\$0.00	\$0.00		\$0.00					\$0.00	\$30,848.27
Jon Baker			\$0.00	\$25,778.15		\$74.00		\$74.00		\$74.00	\$5,000.00			\$0.00	\$200.00	\$31,052.15
Lalisha Knorr			\$0.00	\$17,536.00				\$0.00		\$0.00					\$0.00	\$17,536.00
Jessie Barto			\$0.00	\$15,703.60	\$10,000.00	\$100.00		\$10,100.00	\$1,120.00	\$11,220.00		\$1,125.00			\$0.00	\$28,048.60
Christen Begum			\$0.00	\$7,384.00				\$0.00		\$0.00					\$0.00	\$7,384.00
- Unassigned -		\$0.00	\$0.00					\$0.00		\$0.00					\$0.00	\$0.00
Total	\$184.00	\$0.00	\$184.00	\$148,970.77	\$10,000.00	\$174.00	\$0.00	\$10,174.00	\$33,420.00	\$43,594.00	\$47,500.00	\$1,125.00	\$0.00	\$0.00	\$200.00	\$238,673.77

Creating a New Report

NetSuite provides a variety of standard reports that are available at the Reports tab. These reports can be further customized using the Report Builder. For a list of standard reports, see [Standard Reports](#). To learn how to create a custom report, see [Report Customization](#).

If no standard report fits your needs, you can create a new ad hoc report. For information about ad hoc reports, see [Ad Hoc Reports](#).

To create an ad hoc report, you must first choose the data on which you want to report, called the metric. Then you set report criteria to choose the specific fields from which data will be calculated and the report format. For information about these choices, see [Choices for Ad Hoc Reports](#).

To select the type of data you want to report on:

1. On the Reports page or Reports tab menu, click New Report.
2. On the New Report list, select the Metric on which you want to report.

After you select the metric you want to report on, you are taken to a page with criteria specific to that metric. For example, if you choose to report on Forecast data, you are taken to a page entitled "New Forecast Report" that contains criteria related to forecast data only.

To set the criteria for your report:

1. In the **Report Title** field, a default title appears. This default title is based on the metric you chose and the default format.

For example, if you chose to report on Forecast data, the default title is Custom Forecast Summary.



Note: You can enter a custom title in this field but after you make any changes to this field (entering a custom description, adding or removing a space, etc.), it is no longer updated automatically.

2. The criteria on this page are broken down into the following steps:

■ Step 1: Select the field you want to report on

This list of fields contains only fields associated with the type of data you chose to report on. For example, if you clicked Forecast on the New Report page, the list of fields contains only fields associated with forecast transactions.

- **Step 2: Select the format of the report**

You can choose to create a summary, detail or matrix report.

- **Step 3: Select how you want to subtotal the report**

Select the field you want to subtotal your report by. For example, if you want to see your forecast grouped by location, select Location as the component and **Name** as the field.

- **Step 4 : Select how you want to summarize the data across columns**

This step appears only if you chose to build a matrix report. You can then choose to view your matrix report divided into multiple columns based on the column you select. The report will then be summarized by that column across all columns. For example, if you are building a report based on forecast data and you want to view monthly forecast totals, select Month in the **Column** field. Your report will then have a column listed for each month for the date range selected in the footer.

For more information about these criteria choices, see [To Choose Report Title, Field, Format, Subtotal Grouping, and Matrix Column](#).

3. When you have selected all criteria, you can:

- Click Run Report to view the results of your new report. You can then use the options in the footer to further customize your report. For more information, see [Report Customization](#).
- Click Save to both run the report and save the report. You can access the saved report by going to Reports > Saved Reports > All Saved Reports.
- Click More Customization to display the Report Builder, where you can add more filters and sorting options, reorder or add columns to your ad hoc report, or choose display options for your report. For more information, see [Report Customization](#).

After you run your report, you can modify report formatting by selecting options in the report's footer. For information, see [Setting Report Footer Options](#). You can also click the Customize button in the footer of the report to access the Report Builder.

Setting Preferences for Reports

NetSuite provides both user-level and company-level preferences that can be set to tailor your NetSuite accounts to your specific business needs. Some of these preferences affect reports.

- User-level preferences are available at Home > Set Preferences. The preferences you set on this page are unique to your currently logged in role, and do not affect other users or other roles to which you have access.

User preferences for reports are available on the Set Preferences page's Analytics tab. For information, see [Reporting Preferences on the Set Preferences Page](#).

- Company-level preferences are available from the Setup tab. These preferences apply to the whole NetSuite account and cannot be overridden by individual users. Setting company preferences requires setup permissions; usually administrators set these preferences.

Many Setup tab menu links have sublinks for preferences, for example, Setup > Company > Preferences > General Preferences. The company preferences that apply to Reporting are available at Setup > Accounting > Preferences > Accounting Preferences. For information, see [Reporting Preferences on the Accounting Preferences Page](#).

- The options available in report results page footers act like preferences for individual reports. For information about setting these options, see [Setting Report Footer Options](#).

Note: Reports respect time zone preferences set at Setup > Company > Preferences > General Preferences or Home > Set Preferences > General when calculating report date fields that include timestamps. Report results for these fields are based on company or user time zone, rather than system time zone.

Reporting Preferences on the Set Preferences Page

You can go to Home > Set Preferences and click the Analytics subtab to set individual user preferences that apply only to reports available with your current login.

Note: If you use NetSuite OneWorld, you need to set preferences to restrict your view to a single subsidiary to run some reports. These preferences are available on the Restrict View subtab of the Set Preferences page. For information, see the help topic [Restrict Your Subsidiary View](#).

The following table describes reporting preferences available on the Set Preferences page's Analytics subtab. This subtab also includes search preferences that are not included in the table.

In addition, reports respect time zone preferences set at Setup > Company > Preferences > General Preferences or Home > Set Preferences > General when calculating report date fields that include timestamps. Report results for these fields are based on company or user time zone, rather than system time zone.

Field	Description
Report by Period	Choose to report all reports, financial reports, or no reports by period. If you select Financials Only, the following financial reports are reported by period— Income Statements, Balance Sheets, Cash Flow Statement, Trial Balance Report, Income Graph, Expense Graph, and Net Worth Graph.
Show Reports in Grid	
Customize Font on Financial Reports	Select this option if you want to change the font on your financial reports. When this option is selected, financial reports are displayed using the Arial font, but you can specify a different font by editing a report in the Financial Report Builder.
Print Company Logo	<p>Check this box to include your company logo on all printed reports. For more information, see Adding a Logo to a Report.</p> <p>To include your company logo on all reports displayed on your screen, you also must enable the Display Report Title on Screen preference.</p> <p>To include your company logo only on selected onscreen reports, enable Print Company Logo, but do not enable the Display Report Title on Screen preference. Instead, click Options in each report's footer and enable Display Title .</p>
Display Report Title on Screen	<p>Check this box to display the report title, company name, and date or period range at the top of all reports displayed on your screen. Even when this preference is not enabled, this title information still prints on reports.</p> <p>To display report title information only on selected reports, do not enable this option. Instead, click Options in each report's footer and enable Display Title.</p> <p>To include your company logo as part of report title information, you also must enable the Print Company Logo preference.</p> <p>To display customization details as part of report title information, you also must enable the Display Report Description preference.</p>
Display Report Description	Enable this preference to display customization details as part of report title information for all reports. These details are from the Description field in the More Options step of the Report Builder.

Field	Description
	To disable the display of customization details for selected reports, click Options in each report's footer and disable Print Description.
Default Bank Account	Select the bank account to use as the default account for the Bank Register listed on the Reports page and the Bank Balance snapshot on the Home page.
Calculate Forecasts as Weighted	Check this box to calculate forecasts as a weighted amount.
Show List When Only One Result	Check this box to show List When Only One Result.
Quick Search Uses Keywords	Check this box to use quick Search Uses Keywords.
Popup Search Uses Keywords	Check this box to use popup Search Uses Keywords.
Include Inactives in Global & Quick Search	Check this box to include Inactives in Global & Quick Search.
Popup Auto Suggest	Check this box to use the popup Auto Suggest.
Global Search Auto Suggest	Check this box to use Global Search Auto Suggest.
Global Search Sort by Name/Id	Check this box to use global Search Sort by Name/Id.
Global Search Customer Prefix Includes Leads and Prospects	Check this box to use Global Search Customer Prefix Includes Leads and Prospects.
PDF Page Orientation	Select landscape or portrait orientation for your PDF output when you export a report as a PDF.
PDF Font Size	Select a font size for the PDF output when you choose to export a report as a PDF.
CSV Export Character Encoding	Select between UTF-8, Windows 1252, and Shift_JIS character encoding.
KPI Scorecard With Period-Specific Consolidation Rates	Select the accounting period that provides the consolidation rates you would like to use in the KPI Scorecard report. For more information about consolidation rates, see the help topic Consolidated Exchange Rates .
Accounting Book	Select between the primary accounting book or a subsidiary's accounting book.

Adding a Logo to a Report

You can add your company's logo to NetSuite reports. You can set reporting preferences to display the logo on printed reports only, or on both printed and onscreen reports.

The logo added to reports is based on the filename entered in the Company Logo (Pages) field on the Company Information page. You can display this page by going to Setup > Company > Setup Tasks > Company Information.

Adding a Logo to Printed Reports

To add your company logo to printed reports, go to Home > Set Preferences, click the Analytics subtab, and enable Print Company Logo.

Adding a Logo to Printed and Onscreen Reports

To add your company logo to printed and onscreen reports, go to Home > Set Preferences, click the Analytics subtab, and enable Print Company Logo **and** Display Report Title on Screen.

Setting Formats for Reports Exported to PDF

On the Set Preferences page, you can set the orientation and font size used when you export reports as PDFs.

When exporting large reports, you can choose landscape orientation to fit all the report columns horizontally on the page. You also can adjust the font size to fit more text on a page.

To set reporting PDF preferences:

1. Go to Home > Set Preferences.
2. On the **Analytics** subtab, you can set the following preferences:
 - **PDF Page Orientation** – Choose landscape or portrait orientation for your PDF pages.
 - **PDF Font Size** – Select a font size for the text used in the PDF output. (Default is 8 pt.)
3. Click **Save**.

Now when you choose **Export - PDF** in the footer of reports, these settings are applied to your PDF output.



Important: These preferences also apply to search results exported to PDF.

Reporting Preferences on the Accounting Preferences Page

You can go to Setup > Accounting > Preferences > Accounting Preferences to set company-wide preferences for accounting reports.

The following reporting preferences are available on the Accounting Preferences page:

Field	Description
Use Account Numbers	Check this box to use account numbers.
Expand Account Lists	Check this box to expand account lists.
Cash Basis Reporting (Available on the General subtab, General Ledger section)	Check this box to set standard reports to be on a cash basis rather than accrual basis, for all reports where this choice is relevant. This setting also determines the default for relevant custom reports. You can modify this setting for an individual custom report by setting the Cash Basis option on the More Options page of the Report Builder or Financial Report Builder. See Setting Up Cash Basis Reporting .
Aging Reports Use (Available on the General subtab, General Ledger section)	Click Due Date to use the due date you assign for aging bills and invoices. Click Transaction Date to age by the date of the bill or invoice no matter when it is due.

Field	Description
Void Transactions Using Reversing Journals	Check this box to void transaction using reversing journals.
Set Reversal Variance Date Equal to the Reversing Journal Date When Voided Transaction Is in a Closed Period	When the Void Transactions Using Reversing Journals accounting preference is enabled, this accounting preference is available. Check this box to require NetSuite to use the date specified in a reversing foreign currency gain and loss variances on voided transactions. If this box is not checked, NetSuite uses the current date for variance and reversal lines, rather than the date of the reversing journal entry.
Require Approvals on Journal Entries	Check this box to require approvals on journal entries.
Enable Accounting Period Window	Check this box to enable accounting period window.

For more information, see the help topic [Accounting Preferences](#).

Other preferences for individual reports, like cash basis and show zeros, are available on the Report Customization page. To read more about these preferences, see [Report Customization](#).


Working with Report Results

To see a report's results, you can preview or run it, and wait for its results to return on your desktop. Reports that involve large numbers of records may take a long time to complete. For these reports, you have the following options:

- When a report's running time is lengthy, a message appears as the report is running on your desktop and you are given the option to click **Alert me when ready**. The report then runs in the background and you receive an email when the report is completed, with a link to its results. See [Report Results Page](#).
- You can schedule a report to be run on a particular date or on a recurring basis, See [Scheduling a Report](#).
- You cannot run more than one instance of the same report at one time. Generally, if you rerun a report that is already running, the first instance is canceled, and the second instance is run. Note that if you send duplicate requests to run the same report within a short period of time, you will receive a message telling you to wait until the first report execution is complete.
- You cannot run more than two different reports at one time. If you attempt to run a third report when two reports are already running, you receive an error. You can wait until another report is finished, or cancel another report, then try again. Or, for some reports, you can save the report, then schedule it to be run and its results to be emailed to you later.
- Report results that exceed system row limitations are truncated. See [Row Limitations for Report Results](#).
- Values in report results are rounded to the currency precision, as determined by the format of the company currency, or in NetSuite OneWorld, by the format of the subsidiary base currency. This rounding applies to currency values and non-currency values, including formula column values.

After you have run a report, NetSuite provides a wide variety of tools to help you view and manipulate report results so that they are most useful to your business.

- Report navigation tools include expandable and collapsible sections, the ability to drill down into individual rows, a Find field, and a navigation pane with section heading markers. See [Navigating a Report](#) and [Drilling Down to Records or Transactions](#).
- Options in each report results page's footer enables you to change the data and look of an individual report without using the Report Builder. These options include a date range selector. See [Setting Report Footer Options](#).
- You can display a graph of report results. See [Graphing a Report](#).
- You can print report results. See [Printing a Report](#).
- You can email report results to yourself and others. See [Emailing a Report](#).
- You can export report results to an external application. See [Exporting a Report](#).
- After viewing most report results, you can click a Customize button on the report results page to open the Report Builder, where you can make changes to the report's definition. See [Report Customization](#). For financial statements, you can click the Customize button to open the Financial Report Builder. See the help topic [Financial Report Builder](#).

 **Note:** When viewing a report filtered to show data for a specific date/period range, the report may show different data for users in different time zones.


Navigating a Report

When viewing reports in NetSuite, the report layout includes title, body, footer, and navigation sections.

- As you scroll through report data, each row is highlighted as you hover over it.
- Report sections are expandable and collapsible to provide different views of data.
 - You can use the [+] and [-] buttons in the body, or the Expand and Collapse buttons in the footer of a report to control the levels of data shown on a report.
 - When you navigate through an expanded section, an arrow shows the link between the selected row and its heading so you don't lose your place.
- You can quickly shift between summary and detail versions of a report by clicking the navigation links available next to report titles.
 - If you are in a summary report, click View Detail to shift to the detail report.
 - If you are in a detail report, click View Summary to shift to the summary report.



Important: By default, when you click a custom summary report's View Detail link, drilldown goes to the standard detail report, not to a customized detail report with the same set of data as the custom summary report.

- You can select an individual row of data to drill down to the specific related record. For more information, see [Drilling Down to Records or Transactions](#).
- A **Find** field in the bottom right area of the report page lets you quickly locate specific data. Enter keywords, then press Return or click Next to find a matching row. Use the Next and Prev buttons to locate other matching rows.
- Lengthy reports include a navigation pane at their far right, with markers for top level report information.
 - You can view the navigation pane expanded or collapsed. By default, the pane is collapsed, displaying markers at the level of each section heading. When you hover over a marker, the section name is displayed.
 - Click the  button to expand the pane so that it displays section names.
 - Click a marker to expand and highlight the corresponding report section.
 - For more information, see [Using the Report Navigation Pane](#).



Note: You also can use the Page Up, Page Down, Home, and End keys on your keyboard or the scrollbar in your browser to jump to specific data in your report.

Drilling Down to Records or Transactions

You can quickly shift between summary and detail versions of a report by clicking the navigation links available next to report titles.

- If you are in a summary report, click View Detail to shift to the detail report.
- If you are in a detail report, click View Summary to shift to the summary report.



Important: By default, when you click a custom summary report's View Detail link, drilldown goes to the standard detail report, not to a customized detail report with the same set of data as the custom summary report.


In addition, when you view a standard or ad-hoc report, you can click most entity names, transaction names, or amounts to drill down to records, transactions, or detail reports.

For example, when viewing the Sales by Customer Summary report, you can click the customer name to drill down to the customer record. You can also click sales amounts to drill down to the Sales by Customer

Detail report filtered to show only transactions related to that amount. When the Detail report opens, you can click the transaction type, number, or amount to view the transaction record.

For most reports, the following drilldowns are supported for field-level links:

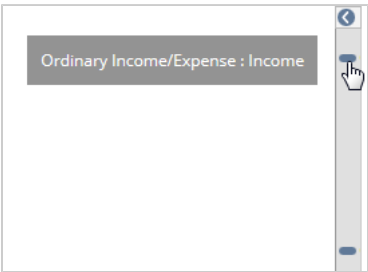
When you click...	You drill down to...
Entity names (Customers, Vendors, Partners, Employees, etc.)	Entity record
Items	Item record
Accounts	Account record
Account amounts	Account Detail Report filtered to only transactions related to that amount.
Transaction amounts	Transaction record or detail report


 **Note:** The following fields currently do not support drill down: amounts in ad-hoc summary style reports, amounts in ad-hoc matrix style reports, amounts for added columns in standard summary style reports, formulas.

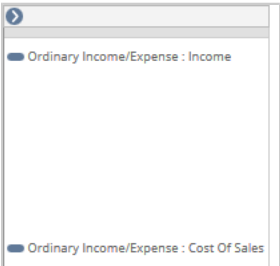
Using the Report Navigation Pane

A Report Navigation pane is added to the right side of a report when that report exceeds one page in length. The navigation pane includes markers to help you locate the top level information in all report sections.

Hover over a marker to display its corresponding section name.



Click the  button to expand the navigation pane to view links to sections of the report. For example, the report navigation pane of the Sales by Item Detail report contains links for each item and subitem listed on the report.



Click a link to expand and highlight a particular section or line in a report.

Income Statement View Detail	
FINANCIAL ROW	AMOUNT
Ordinary Income/Expense	
Income	
4000 - Sales	
4000 - Sales	\$826.18
4002 - Sales - Merchandise	\$3,489,766.51
4004 - Sales - Service	\$66,825.11
4008 - Sales - Warranty	\$5,360.00
Total - 4000 - Sales	\$3,562,777.80
Total - Income	\$3,562,777.80
Cost Of Sales	
Cost of Goods Sold	\$2,739,887.84
Total - Cost Of Sales	\$2,739,887.84

The navigation pane works with the Find field in the footer to highlight only the data relevant to the keyword you entered. For example, if you enter an item name in the Find field, the navigation pane only shows markers for data relevant to that item. You can click the marker and the item name is highlighted to make the data easy to find.

Note: If a report has more than 50 top level headings, no markers appear in the navigation pane. To locate the information you need, you can collapse all levels of the report or you can enter a keyword in the Find field in the footer of the report.

Row Limitations for Report Results

Report size is measured by the number of database rows retrieved for a report. Note that the number of rows that must be retrieved for a report may be greater than the number of rows displayed, for example when report results are segmented across multiple classifications.

Report results are truncated if they exceed the following row limitations. These limits are enforced for performance reasons. Limits for retrieved rows are consistent across all NetSuite reports, with higher limits for reports executed in the background, such as scheduled, emailed, and exported reports.

The limits for retrieved rows per report are:

- 100,000 rows — for a report executed on demand (synchronously)
- 1,000,000 rows — for a report executed in the background (asynchronously)

If a report is being truncated, you can try the following:

- Set additional filters to limit report results. See [Filtering Data on Reports](#).
- Create a saved search to return the desired data. Saved searches do not have row limitations like reports, although you may be unable to export search results with extremely large data sets. See the help topic [Defining a Saved Search](#). To learn how to persist saved search results for searches that contain a high volume of data, see the help topic [Persisting Search Results](#).
- Obtain access to NetSuite SuiteAnalytics Connect service. See the help topic [SuiteAnalytics Connect](#).

Setting Report Footer Options

Each report's results page footer includes options you can set to change the report's data and formatting, as shown in this sample report results page footer:

The screenshot shows a report header with the following elements:

- PERIOD:** This Period (dropdown)
- FROM:** Jun 2015 (dropdown)
- TO:** Jun 2015 (dropdown)
- COLUMN:** Total (dropdown)
- MORE:** (button)
- Find:** (text input)
- Buttons:** Refresh, Customize
- Icons:** A row of icons for various actions like zoom, print, and share.

The displayed options vary according to the type of report, the features enabled in your account, and your personal and account preferences. Some reports include a **MORE** button that you can click to display additional options in the footer. (Click **LESS** to hide these options again.)

For a full list of available report footer options for standard reports see [Report Footer Options](#).

Note: User-level and company-level reporting preferences also are available. For information, see [Setting Preferences for Reports](#). You can use the Report Builder to further customize most reports. See [Report Customization](#). To customize financial statements, see the help topic [Financial Report Builder](#).

When you drill down from a summary report to the related detail report it is important that you keep the same footer filters. Even though you may be allowed to select a different filter value, do not change it. If you change the footer filters in this situation, the drilled-down-to detail report may not include correct values, because the filters used for the detail data are different than those used for the summary data. This issue may also occur if you change the footer filters on a custom detail report from what they were for the related custom summary report, and then preview the custom detail report. Free-form text input fields on footer filters in reports are currently constrained into 15 characters.

Note: If you run the same report in different browser tabs or windows with different footer filters, the filters for the last report you run provide the parameters when you drill down, regardless of which tab or window you drill down in.

Report Footer Options

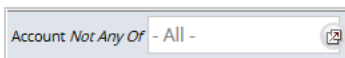
The following options are available on footer reports. Options are available for all general reports unless otherwise stated. (Options are listed in alphabetical order, not in the order in which they appear in the footer.)

- [Account](#)
- [Age As Of](#)
- [As of](#)
- [Budget Category](#)
- [Class](#)
- [Collapse](#)
- [Column](#)
- [Customer](#)
- [Customize](#)
- [Date](#)
- [Department](#)
- [Duration](#)
- [End Of](#)
- [Expand](#)

- [Export](#)
- [Find](#)
- [From and To](#)
- [Graph](#)
- [Interval \(days\)](#)
- [Is Recognized](#)
- [Item](#)
- [Location \(financial statement reports\)](#)
- [Location \(inventory reports\)](#)
- [Option](#)
- [Period](#)
- [Print](#)
- [Refresh](#)
- [Schedule](#)
- [Site](#)
- [Statement Date](#)
- [Subsidiary](#)
- [Subsidiary Context](#)

Account

Available for account reconciliation reports.

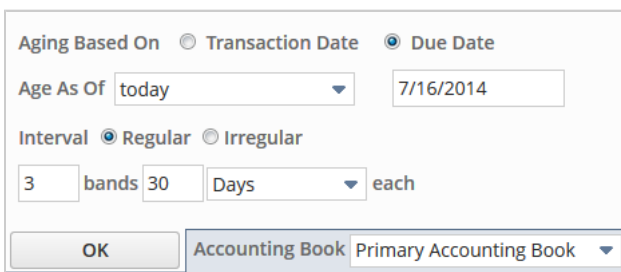

 A screenshot of a dropdown menu for selecting an account. The text inside the dropdown is "Account Not Any Of - All -". There is a small icon of a document with a checkmark in the bottom right corner of the dropdown box.

Select the account on which to base the report.

Age As Of

An **Aging Options** button  on the footer provides options for aging reports.

Click the **Aging Options** button, and a box opens with options for aging.


 A screenshot of the "Aging Options" dialog box. It contains the following elements:

- "Aging Based On" with two radio buttons: "Transaction Date" (unselected) and "Due Date" (selected).
- "Age As Of" with a dropdown menu showing "today" and a text box containing "7/16/2014".
- "Interval" with two radio buttons: "Regular" (selected) and "Irregular" (unselected).
- Below "Interval", there are three input fields: "3", "bands 30", and "Days", followed by a dropdown menu showing "each".
- At the bottom, there is an "OK" button and a section labeled "Accounting Book" with a dropdown menu showing "Primary Accounting Book".

When you click the Age As Of dropdown arrow, a list of selectors appear.

Quick Filters

Day Week Month
Quarter Year

Favorites

Available Selectors

(Custom)

- end of fiscal half before last
- end of fiscal quarter before last
- end of fiscal year before last
- end of last business week
- end of last fiscal half
- end of last fiscal half one fiscal year ago
- end of last fiscal quarter
- end of last fiscal quarter one fiscal year ...
- end of last fiscal year
- end of last month
- end of last month one fiscal quarter ago**
- end of last month one fiscal year ago

Aging Bas
Age As Of 7/16/2014

Interval ☒ Regular ☐ Irregular

3 bands 30 Days each

OK Accounting Book Primary Accounting Book

You can use Quick Filters to filter selectors by Period, Quarter, or Year. For example, if you select the Quick Filter of Year, the list includes only selectors containing the word **Year**.

Quick Filters

Period Quarter **Year**

Favorites

Available Selectors

- Fiscal **Year** Before Last
- Last Fiscal Quarter One Fiscal **Year** Ago
- Last Fiscal **Year**
- Last Fiscal **Year** to Period
- Last Period One Fiscal **Year** Ago
- This Fiscal **Year**
- This Fiscal **Year** to Period

You can type into the search field a selector's value and filter selectors so that only selectors that match the search will appear. In the following screenshots, the selectors are filtered by the search term **fiscal**.

Quick Filters

Period Quarter Year

Favorites

Available Selectors

- First **Fiscal** Quarter of Last FY
- First **Fiscal** Quarter of This FY
- Fiscal** Quarter Before Last
- Fiscal** Year Before Last
- Fourth **Fiscal** Quarter of Last FY
- Fourth **Fiscal** Quarter of This FY
- Last **Fiscal** Quarter
- Last **Fiscal** Quarter One **Fiscal** Year Ago
- Last **Fiscal** Quarter to Period
- Last **Fiscal** Year
- Last **Fiscal** Year to Period
- Last Period One **Fiscal** Quarter Ago
- Last Period One **Fiscal** Year Ago

fiscal

You can make a selector a favorite by putting a star next to the selector. Selectors with stars appear under Favorites, making them more accessible.

Quick Filters

Period Quarter Year

Favorites

- ☆ First Fiscal **Quarter** of Last FY
- ☆ Fourth Fiscal **Quarter** of Last FY
- ☆ Last Fiscal **Quarter**
- ☆ Last Fiscal **Quarter** One Fiscal Year Ago
- ☆ Last Period One Fiscal **Quarter** Ago

Available Selectors

- First Fiscal **Quarter** of This FY
- Fiscal **Quarter** Before Last
- Fourth Fiscal **Quarter** of This FY
- Last Fiscal **Quarter** to Period
- Last Rolling 6 Fiscal **Quarters**
- Same Fiscal **Quarter** of Last FY
- Same Fiscal **Quarter** of Last FY to Period
- Same Period of Last Fiscal **Quarter**

As of

Available for aging, balance sheet, deferred expense, deferred revenue, and open transaction reports.

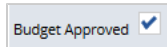
As of 7/16/2014

This field automatically fills with the last date in the range you selected in the Date field. You can also enter a custom date. The report show transactions up to and including those entered on this date.

If you use accounting periods, the **As of** field is replaced by **From** and **To** fields in some reports.

Budget Category

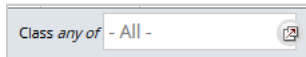
Available for budget reports, if Multiple Budgets feature is enabled.



If you have defined categories for budgets at Setup > Accounting > Setup Tasks > Accounting Lists, select a budget category to see income and expenses for only that budget category.

Class

Available for financial statement reports, if Classes feature enabled.




Select one or more classes to see account data only for those classes. For selecting multiple values see [Selecting Values for a Multi-Select Option](#).

With NetSuite OneWorld, available classes are limited by any subsidiary restrictions for the user.

Note: Inactive classes are available to provide historical reporting and avoid unbalanced totals.

You can define class values to filter individual financial sections' data on the [Financial Report Builder Edit Layout Page](#). See the help topic [Financial Statement Sections](#).

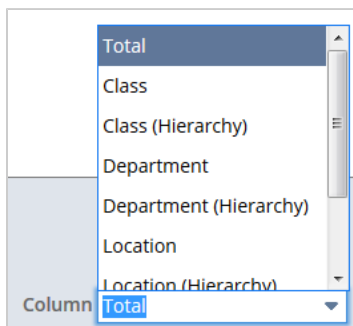
Collapse

Click this button  to view only the top levels of the report.

This setting is saved, so you do not need to relick this button each time you view the report. Also, this setting is maintained when you print the report, email the report, schedule the report, and export the report to Microsoft Word or Adobe PDF.

Column

Choose to transform a report into a matrix, or crosstab, report by selecting a column dimension other than Total in this field.



Available column dimensions vary by type of report and enabled features, and may include Class, Department, Location and time ranges, such as week, month, period.

The matrix-style report displays data either in separate columns for each dimension value, or in a hierarchical manner, with child values grouped under parent values within the same columns. To display data hierarchically, select a (Hierarchy) option.

For more information, see [Adding Matrix Columns to Reports](#).



Important: For financial statements, you can define a matrix column to persist each time the report is run, in the View Columns By dropdown list on the [Financial Report Builder Edit Columns Page](#).

Customer

Available for financial statement reports.

Select one or more customers to see account data only for those customers. For selecting multiple values see [Selecting Values for a Multi-Select Option](#).

Customize

[Return To Customization](#)

Click Customize to:

- Create and save a custom version of a report.
- Define filtering and sorting options.
- Enter a custom title and description for the report.
- Select, order, and rename the columns that appear on your report.

For more information, see the help topic [Financial Report Builder](#) (for financial statements) or [Report Customization](#) (for other reports).



Note: If you are viewing the results of a scheduled report, this button will be disabled.

Date

Select the date range for the information you want to show on the report. The date range you select will be reflected in the **From** and **To** fields or the last date of the range is reflected in the **As Of** field.

If you enter a different range in the From and To fields, the date field automatically shows **custom**.

For more information, see [Choosing a Date or Period Range for a Report](#).

Department

Available for financial statement reports, if Departments feature is enabled.

Select one or more departments to see account data only for those departments. For selecting multiple values see [Selecting Values for a Multi-Select Option](#).

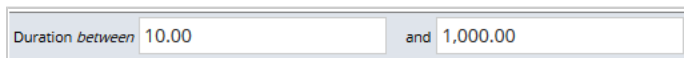
With NetSuite OneWorld, available departments are limited by any subsidiary restrictions for the user.

Note: Inactive departments are available to provide historical reporting and avoid unbalanced totals.

You can define department values to filter individual financial sections' data on the [Financial Report Builder Edit Layout Page](#). See the help topic [Financial Statement Sections](#).

Duration

Available for aging reports.



Choose the maximum number of past due days to show on the report.

The report will display a column showing the amounts you owe that have aged past this date.

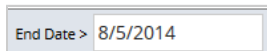
Email



Click this button to email the report. See [Emailing a Report](#).


End Of

Available for aging, balance sheet, deferred expense, and deferred revenue reports.



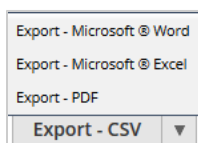
Select a date range for the information you want to show in the report. The last date of the range you select is reflected in the As of field.

Expand

Click this button  to view all top and sublevels of the report.

This setting is saved, so you do not need to relick this button each time you view the report. Also, this setting is maintained when you print the report, email the report, schedule the report, and export the report to Microsoft Word or Adobe PDF.

Export



Click this button to export the report. See [Exporting a Report](#).

Find

 A search interface consisting of a text input field labeled 'Find' with the placeholder text '<Type then tab>', followed by two buttons labeled 'Next' and 'Prev'.

Enter a keyword in the Find field and click Tab to locate the keyword. Use Next and Prev buttons to browse the search results. Each instance of the keyword will appear highlighted.

From and To

 Two adjacent date input fields. The first field is labeled 'From' and contains the date '7/1/2014'. The second field is labeled 'To' and contains the date '7/31/2014'.

Enter a date range in the From and To fields for information to show on the report. The report shows transactions up to and including the date in the To field.

If you selected a predefined date range or accounting period, the range you selected is reflected in the From and To fields.

Graph

Click this button  to display a graph of current report results. See [Graphing a Report](#).

Interval (days)

Available for aging reports.

 A configuration dialog for aging reports. It includes radio buttons for 'Aging Based On' with 'Transaction Date' and 'Due Date' (selected). Below is an 'Age As Of' section with a dropdown set to 'today' and a date field set to '7/30/2014'. The 'Interval' section has radio buttons for 'Regular' (selected) and 'Irregular'. Below this are input fields for '3' bands, '30' days, and a dropdown set to 'each'. At the bottom are 'OK' and 'Accounting Book' (set to 'Primary Accounting Book') buttons.

Choose how many days to include in each aging period.

The most common aging periods are up to 30 days, 31 to 60 days, 61 to 90 days and more than 90 days.

Is Recognized

Available for revenue recognition and amortization reports.

 A checkbox labeled 'Is Recognized'.

Check this box to filter the report to show only amounts that have been recognized by a manual entry.

Item

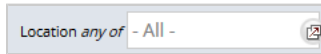
Available for financial statement reports.

 A dropdown menu labeled 'Item any of' with the selected option being '- All -'.

Select one or more items to see account data only for those items. For selecting multiple values see [Selecting Values for a Multi-Select Option](#).

Location (financial statement reports)

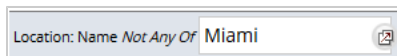
Available for financial statement reports, if Locations feature is enabled.



- Select one or more locations to see account data only for those locations. For selecting multiple values see [Selecting Values for a Multi-Select Option](#).
- With NetSuite OneWorld, available locations are limited by any subsidiary restrictions for the user.
- **Note:** Inactive locations are available to provide historical reporting and avoid unbalanced totals.
- You can define location values to filter individual financial sections' data on the [Financial Report Builder Edit Layout Page](#). See the help topic [Financial Statement Sections](#).


Location (inventory reports)

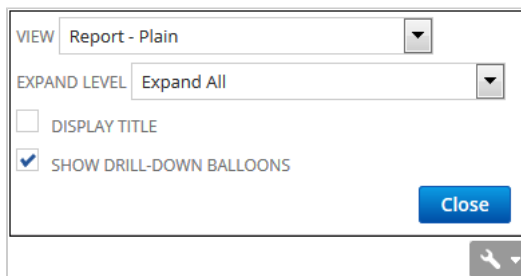
Available for inventory reports, if Multi-Location Inventory feature enabled.



- Select the name of the location you want to view activity for. The location name will be added to the header of the report.
- If you select **All**, the report will show totals for each location and sublocation.
- If you select **Total Only**, the report will show a combined total for all locations.

Option

Expand the Options button  to access the following:



- **View** - Choose to view your report in Report-Plain or Report-Grid format. (For an example, see [To Add Grid Lines to Your Report](#).)
- **Expand Level** - Select the level of hierarchy you want to view on the report:
 - **System Preference.** This option is only available for Financial Reports. If you select System Preference, it defaults as the value in the Display dropdown list of Financial Report Builder.
 - **Collapse All.** View only the top levels of the report.

- ▣ **Levels 1-3.** Choose to view the top level plus an additional one, two or three levels of the report.
- ▣ **Expand All.** View all the top and sublevels of the report.

This expand/collapse setting is saved, so you do not need to repeat this selection each time you view the report. Also, this setting is maintained when you print the report, email the report, schedule the report, and export the report to Microsoft Word or Adobe PDF.

- **Display Title** - Check this box to add a header to your report that includes the company name, report title and the date or period range selected. This box is checked by default. If you clear this box, the header still appears on the printed report even though it is hidden on your screen. Note that hiding the report title makes more report data appear on the page. (The title is not displayed when the report is exported to Excel or PDF.)
- **Show drill-down balloons** - Check this box if you want to view balloons containing text describing the record or transaction you can view should you click on the reporting data. For example, if you hover over the name of a customer, a balloon appears that says **View Customer Record**. Clicking the customer's name opens that customer's record.

Period

Available for reports for which accounting periods are used, such as financial statements.

 A dropdown menu with the label 'Period' and the selected option 'This Period'.

Select the accounting period for the transactions you want to show on the report. The period range you select is reflected in the **From** and **To** fields.

If you select a period at the beginning or end of the accounting periods that are set up for your company, you may receive warnings. These warnings occur when the report uses calculations that depend on undefined periods.

Note: The Period field only shows in the footer of a report if you have enabled the Accounting Periods feature and you did not select **Never** in the **Report by Period** field at Home > Set Preferences, on the Analytics subtab.

Print

Click Print to print the report. See [Printing a Report](#).

Refresh

Click Refresh after making selections from footer options, to view their effect on report results.

Schedule

Click Schedule to schedule the report. See [Scheduling a Report](#).

Site

Available for Web presence reports.

 A dropdown menu with the label 'Site any of' and the selected option 'All'.

Select one or more sites to see activity only for those Web sites. For selecting multiple values see [Selecting Values for a Multi-Select Option](#).

Statement Date

Available for account reconciliation reports.

Statement: Date between and

Specify the date on the reconciled bank statement.

Subsidiary

Available for budget reports in accounts using NetSuite OneWorld.

Subsidiary Context
Parent Company (Consolidated) ▼

If you use NetSuite OneWorld, select one or more subsidiaries for which you want to display data.

Note: The Subsidiary dropdown list is mostly superseded by the Subsidiary Context dropdown list. Use the Subsidiary dropdown list if the Multiple Budgets feature is enabled, and you want to display data for a child subsidiary in a parent subsidiary's currency. Select the child subsidiary as Subsidiary and the parent subsidiary as Subsidiary Context. For more information, see the help topic [Subsidiary-Specific Budget Reports](#)

Subsidiary Context

Available for most reports in accounts using NetSuite OneWorld.

Parent Company (Consolidated) ▼

- Parent Company
- Canada Sub
- Czech Sub
- EURO Sub (Consolidated)
- EURO Sub
- France Sub
- Parent Company (Consolidated) ▼

If you use NetSuite OneWorld, select the subsidiary data you want to display on the report. If a report can show consolidated information, the Subsidiary Context field in the footer of the report includes options appended with (Consolidated).

Selecting a subsidiary context on a report causes the following:

- The report is filtered to show only data from the subsidiary you select, or in the case of consolidated subsidiaries, to show data for all child subsidiaries of the consolidated parent subsidiary.
- The currency amounts show in the base currency of the selected subsidiary. Consolidated rates are used if the subsidiaries shown on the report have different base currencies. For more information, see the help topic [Consolidated Reporting in OneWorld](#).

- If you are viewing a financial statement, the layout associated with the selected subsidiary is applied to the report. For more information, see the help topic [Subsidiary-Specific Financial Layouts](#).

If your view is restricted to a subsidiary, the Subsidiary Context field is only visible for financial reports. For more information, see the help topic [Subsidiary Context for Reports](#). For more information on views restricted by subsidiary, see the help topic [Restrict Your Subsidiary View](#).

Note: For financial statements in accounts using NetSuite OneWorld, you can group, sort, and filter data by subsidiary. For information, see the help topic [Organizing Financial Statement Data by Subsidiary](#).

Choosing Whether to Display a Report Title

You can choose to either show or hide the title of each report you view, with the Display Title box available from the Options icon in report results page footer:

Check the Display Title box in the footer of a report to add a title to your report. The title includes your company name, the report title and the date or date range selected for this report. This box is checked by default.

Hiding the report title lets you see more of your report information on the screen. You can still be aware of which report you are viewing, because the report title shows in the page header even if the Display Title box is not checked.

Note: The title always appears on printed and exported reports even if it is not shown on your screen, and regardless of whether the Display Title box is checked.

If you want to indicate that a title should be displayed for every report you run, rather than one, you can set a preference at Home > Set Preferences, on the Analytics subtab. For information, see [Reporting Preferences on the Set Preferences Page](#).

Choosing a Date or Period Range for a Report

When you run a NetSuite report, you can filter its data to show only transactions that fall within a predefined date or period range, or define a custom range.

Date, From, and To dropdown lists display in the footer of most report results pages. When you make a selection from the Date dropdown list, From and To values are populated automatically. You can also choose (Custom) in the Date field and enter From and To dates manually.

For certain types of reports, **End Of** and **As Of** fields replace the Date, From and To fields, or both, to fit better in the context of reports.

For reports that use accounting periods, a **Period** field is available instead of a Date field. You can define which reports use periods by setting the Report by Period at Home > Set Preferences, on the Analytics subtab. Possible settings are All Reports, Financials Only, and Never. The Financials Only setting gives you the ability to display financial statement data by accounting period and at the same time enables you to set other date ranges for other types of reports.

For tables of available date ranges and periods for reports, see the following:

- [Date Range Selectors](#)
- [Date As Of Selectors](#)
- [Period Selectors](#)

You can customize a report to compare values across multiple time periods by adding multiple columns for the same field and setting up an alternate date range for each column. See [Adding Time-Based Comparison Columns to Reports](#).

The Period field contains options which indicate a specific period range. The End of field will not be renamed when accounting periods are used.

To select date options for your report:

1. Click the **Reports** tab.
2. On the Reports page, click the name of the report you want to view.
3. When the report opens, select a date option in the **Date**, **End of**, or **Period** field.
4. Click Refresh.



Note: When viewing a report filtered to show data for a specific date/period range, the report may show different data depending on the time zone in which the data was entered. Reports respect time zone preferences set at Setup > Company > Preferences > General Preferences or Home > Set Preferences > General when calculating report date fields that include timestamps. Report results for these fields are based on company or user time zone, rather than system time zone.

Behavior Descriptors for Selectors

Behavior descriptors show NetSuite's internal logic for returning data using selectors. The following table details behavior descriptors used for selectors.

Behavior Descriptor	Term	Description
D	Day	A day is the smallest unit of time selector calculations. It is a whole calendar day starting at 12 a.m. and ending at 11:59 p.m. For example, if a three days ago selector (D-3) is used at 9:00 a.m. on a Thursday and you use the three days ago selector, the data in the report returns data from Monday from 12:00 a.m. through 11:59 p.m.
W	Week	When using week in a selector, reports return data based on what days of the week your week starts and finishes. For example, if your week starts on a Sunday and finishes on Saturday and the one week ago selector (W-1) is used on a Thursday, September 11, 2014 the report will return data beginning on August 31 at 12:00

		a.m. through September 6 at 11:59 p.m. In the United States, a week starts on a Sunday. In many parts of the world, a week starts on Monday.
BW	Business Week	Business weeks start on a Monday and finish on Sunday and the one business week ago selector (BW-1) is used from a Thursday, September 11, 2014 the report will return data beginning on September 1, 2014 at 12:00 a.m. through September 7, 2014 at 11:59 p.m.
M	Month	Months are counted as calendar months not by the amount of days. If you use the last month selector on January 4, 2014, then the report returns data from December 1, 2013 at 12:00 a.m. through December 31, 2013 at 11:59 p.m. For example, if today is January 4 and you want to see one month ago (D M-1), the value returned is December 4.
Q	Quarter	When using quarter in a selector, reports return data based on what occurs in three month increments using the standard January-March, April-June, July-September, and October-December. For example, if you use the last quarter (Q-1) selector on a Thursday, August 5, August is in the third quarter so the report returns the second quarter, April 1-June 30.
Y	Year	When using year in a selector, years are defined by calendar years. If you use the this year selector on a Thursday, August 5, 2014, the report returns data from the year 2014 from January 1, 2014 at 12:00 a.m. until December 31, 2014 at 11:59 p.m.
FP	Fiscal Period	Fiscal periods can be defined by any date range. Fiscal periods are used in organizations with additional flexibility to define date ranges for accounting requirements. If you use the last fiscal half selector (6FP-1 FY) on a Thursday, August 5, the report filters data to return all data from the last fiscal half, which is the last six fiscal periods. Typically, organizations define fiscal periods equivalent to calendar months. In this case, the report returns data from February 1 at 12:00 a.m. through July 31 at 11:59 p.m.
FQ	Fiscal Quarter	When using fiscal quarter in a selector, fiscal quarters are counted by how your organization defines its fiscal quarters. Fiscal quarters can vary depending on your business preference. For example, if an organization arranges fiscal quarters for May 1-July 31, August 1-October 31, November 1-January 31, and February 1-April 30 and the last fiscal quarter (FQ-1) selector is selected on a Thursday, August 5, which is in the second fiscal quarter, the report filters data to return all data from the first fiscal quarter, May 1-July 31.
FY	Fiscal Year	When using fiscal year in a selector, fiscal years are counted by how your organization defines its fiscal year. For example, if you use the last fiscal year (FY-1) selector on a Thursday, August 5, 2014, the report returns the last fiscal year from May 1, 2013 through April 30, 2014. In this case, the business uses a standard calendar as its fiscal year, beginning May 1 and ending April 30.

For more information on selectors, see [Date Range Selectors](#), [Date As Of Selectors](#), and [Period Selectors](#).

Date Range Selectors

Date ranges are available as alternate date ranges in customized reports. For reports that use accounting periods, period ranges are used as filters instead of date ranges. Date ranges show a period time from one point in time to another point in time. See the help topic [Choosing a Date or Period Range for a Report](#). The following assumptions are for the purposes of date range examples.

- Fiscal quarters fall under May 1-July 31, August 1-October 31, November 1-January 31, and February 1-April 30, however, fiscal quarters can vary depending on your business preference.
- In the United States, a week starts on a Sunday.
- Calendar weeks for a month begin when the first day of the month occurs from the previous Sunday. This means that a calendar week for August can begin in July.

- Fiscal periods are defined as calendar months, however, fiscal periods can vary depending on your business preference. In this case, the report returns data as a snapshot as of July 31 at 11:59 p.m.
- Calendar weeks for a month begin when the first day of the month occurs from the previous Sunday. This means that a calendar week for August can begin in July.

For more information on counting behavior descriptors, see [Behavior Descriptors for Selectors](#).

Date As Of Selectors

There are various Date As Of selectors available. Date As Of selectors return data from infinity in the past until a certain point in time. The following assumptions are for the purposes of date as of selector examples.

- Fiscal quarters fall under May 1-July 31, August 1-October 31, November 1-January 31, and February 1-April 30, however, fiscal quarters can vary depending on your business preference.
- In the United States, a week starts on a Sunday.
- Fiscal periods are defined as calendar months, however, fiscal periods can vary depending on your business preference. In this case, the report returns data as a snapshot as of July 31 at 11:59 p.m.
- Calendar weeks for a month begin when the first day of the month occurs from the previous Sunday. This means that a calendar week for August can begin in July.

For more information on counting behavior descriptors, see [Behavior Descriptors for Selectors](#).

Period Selectors

There are various period selectors available to use for range selectors and end of selectors. For example, for the period selector Last Fiscal Year to Period, the range that is returned is FY-1 | FP FY-1. Whereas, for the same period selector if used with "end of", the as of FP FY-1 is returned. These period ranges also are available as alternate period ranges for customized reports. For reports that do not use accounting periods, date ranges are used as filters instead of period ranges.

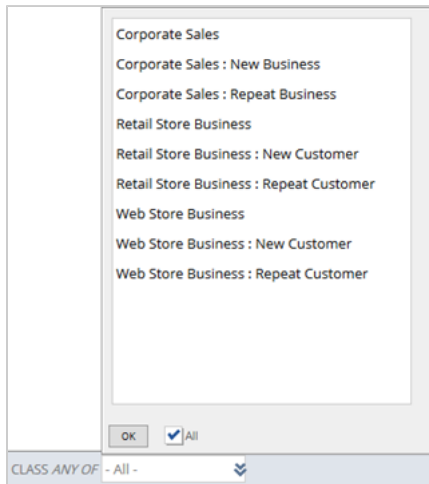
The following assumptions are for the purposes of date range examples.

- Fiscal quarters fall under May 1-July 31, August 1-October 31, November 1-January 31, and February 1-April 30, however, fiscal quarters can vary depending on your business preference.
- In the United States, a week starts on a Sunday.
- Fiscal periods are defined as calendar months, however, fiscal periods can vary depending on your business preference. In this case, the report returns data as a snapshot as of July 31 at 11:59 p.m.
- Calendar weeks for a month begin when the first day of the month occurs from the previous Sunday. This means that a calendar week for August can begin in July.

For more information on counting behavior descriptors, see [Behavior Descriptors for Selectors](#).

Using Multi-Select Options in Report Footer Filters

Some filter options in report footers offer the possibility to select multiple values.



Selecting Values for a Multi-Select Option

- Select multiple values by pressing and holding the Ctrl key, as you are selecting individual values from the list.
- Select multiple consecutive values by pressing and holding the Shift key, as you are selecting the first and last values in a range from the list.
- Select all values by checking the All box. (see the note below about the difference between checking All and manually selecting all values).

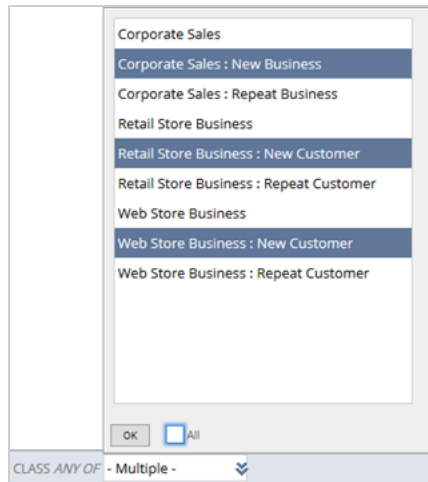
Note: Checking the All box is NOT the same as manually selecting all values in the list. For example, if you checked the All box for an option that had 5 possible values, and later on an additional value was added to the list, then your report would now include all 6 values. If you had selected the 5 values individually, the new additional value would not have been included in your report.

- Unchecking the All box will result in the first item in the list being selected.

Displaying Multi-Select Option Values in a Report Footer

Each multi-select option displays one of the following values in the report footer:

1. **All** - the All box is checked and all possible values in the list will be included in the report (the default setting).
2. **Multiple** - more than one value from the list has been selected, and possibly all values have been selected (see the note above about the difference between checking the All box and manually selecting all values). You can hover the cursor over the box to see a full list of the selected values.
3. **Selected value** - if only 1 value has been selected then it will be displayed in the option box.



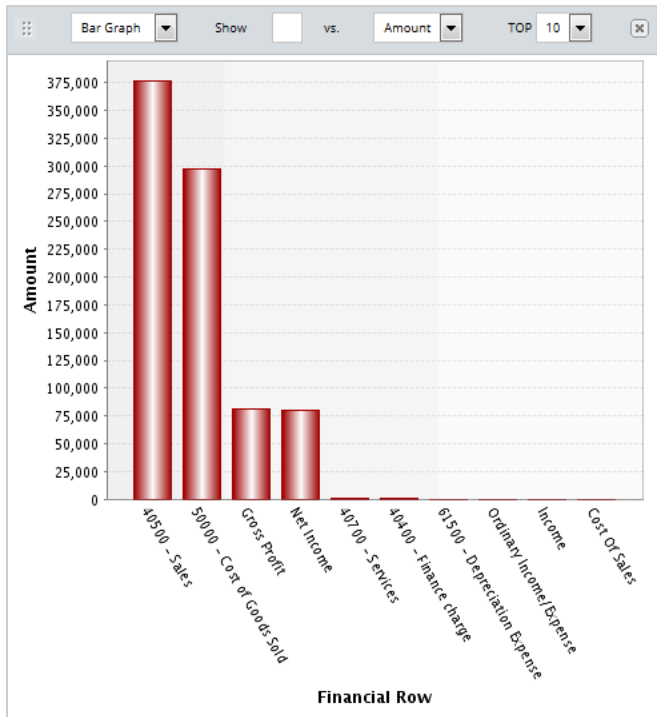
In the previous screenshot only the Legal, New Business, and New Business: Medium classes will appear in the report.

All multi-select options in standard reports have the operator 'any of' appended to the field name. It signifies that all records matching any of the selected values will be included in the report. In custom reports it is possible to create multi-select options that have different operators.

Graphing a Report

Note: The graph output type is no longer the preferred view option for reports and saved searches. To see your data in a graph, you can use the SuiteAnalytics Workbook chart capabilities instead. For more information about how to use charts in SuiteAnalytics Workbook, see the help topic [Workbook Charts](#).

You can click the Graph button in the footer of most reports to view that report as a graph.



The following customization options are available for graphs:

- **Type of graph** – Bar graph, pie chart, and line graph are available. Default is bar graph.
- **Show and vs.** – Use the Show and vs. fields to define your X and Y axes.
 In the **Show** field, choose the values you want on your X-axis.
 In the **vs.** field, choose the values for your Y-axis.
- **Top** – Choose to graph the top 5, 10, 15, 20, 25, or 50 values.
- **Also show** – Choose a second field to show on your Y-axis.
 This option is only available for bar and line graphs.
- **2nd Y-axis** – Check this box if you want the value selected in the Also show field to show in a second Y-axis on your report.
 This option is only available for bar and line graphs.

For more robust graphing, contact your account service provider to purchase SuiteAnalytics Connect.

Printing a Report


You can print a report by clicking the Print button located in the footer.

When printing reports, the report title and column headings are printed on each page of the report.


To print a report:

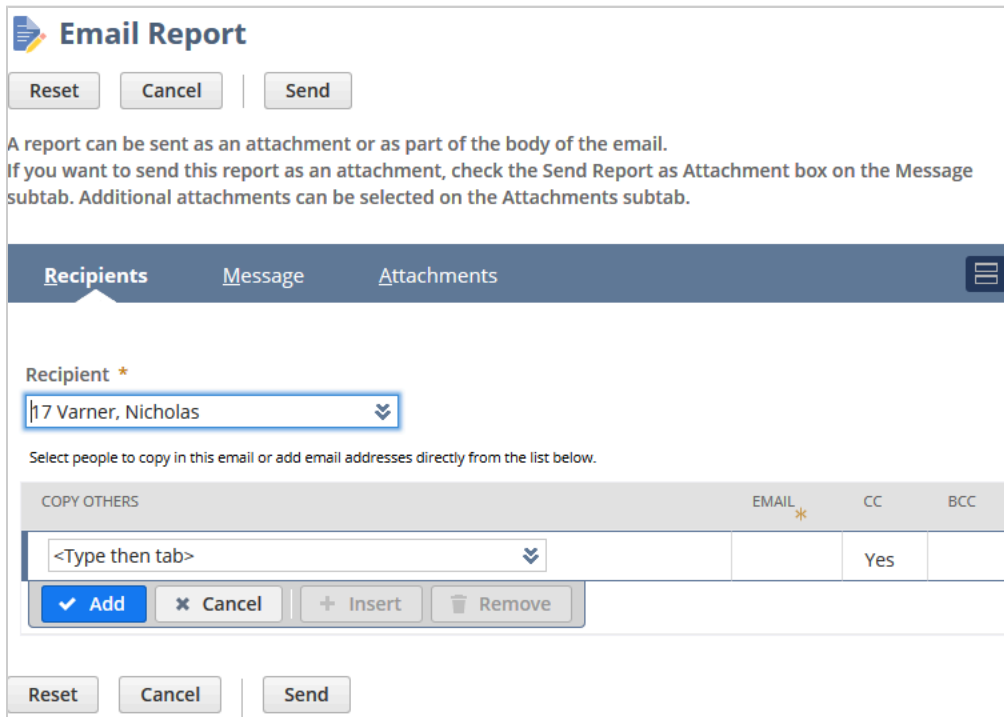
1. On the Reports page, click the name of the report you want to print.
 The report opens.

2. In the footer of the report, click the Print icon .

 **Note:** Expand/collapse settings are maintained when you print a report.

Emailing a Report

You can click the Email button  in the footer of any report to email the report to any employee, vendor, customer, partner, or group entered in your account.



Email Report

Reset Cancel Send

A report can be sent as an attachment or as part of the body of the email.
If you want to send this report as an attachment, check the Send Report as Attachment box on the Message subtab. Additional attachments can be selected on the Attachments subtab.

Recipients Message Attachments

Recipient *

17 Varner, Nicholas

Select people to copy in this email or add email addresses directly from the list below.


COPY OTHERS	EMAIL *	CC	BCC
<Type then tab>		Yes	

✓ Add ✕ Cancel + Insert 🗑 Remove

Reset Cancel Send

On the Email Report page, you can :

- Select a primary recipient and choose to Cc or Bcc additional recipients on the Recipients subtab. Each recipient can be an individual user or a group.
- Enter custom subject and body text for email messages on the Message subtab.
- Choose to send the report as an attachment by checking a box on the Message subtab.
- Select additional attachments to include on the Attachments subtab.

 **Important:** Email messages of reports display your company name and email address in the **From:** line. You can enter this email address at Home > Set Preferences, on the General subtab, in the User Profile section, in the From Email Address field. If this field is blank, the email your NetSuite login email address is used. The preference you set for Nickname, and the From Address for Emailed Forms entered at Setup > Company > Email Preferences, do not apply to report email.

To email a report:

1. On the Reports page, click the name of the report you want to email, to run the report.

2. Click **Email** in the report footer.

The Email Report page opens.

3. On the **Recipients** subtab:

1. Select the primary recipient from the Recipient dropdown list.
2. In the Copy Others dropdown list, select an additional recipient and choose whether to include in the Cc or Bcc list, and click **Add**.
3. Repeat step b for each additional recipient to be copied.

Note that a primary or copied to recipient can be either an individual user or a group. Dropdown lists include each group that has a group email address.



Note: Emailed reports are sent only to active entities. Recipients that have been marked inactive do not receive emailed reports.

4. On the **Message** subtab:

1. Enter a custom subject and message text for email messages.
2. If you want to send your report as an attachment, check the **Send Report as Attachment** box. The attached report will be in HTML format.

If you do not choose to send the report as an attachment, the report is included as part of the message and appears below the text you enter in the **Message** field.

5. On the **Attachments** subtab:

1. In the **Attach File** field, select a file from your computer or File Cabinet to attach to the email, and click **Add**.
2. Repeat to attach additional files.
3. Check the **Zip attachments** box if you want to attach a zip file of all selected attachments.

6. Click **Send**.



Note: Expand/collapse settings are ignored when you email a report: the report results are always expanded in the attachment.

Scheduling a Report

When viewing a report, you can click Schedule in the footer of the report to create a schedule to automatically email the report. Schedules can be created for standard and saved reports and can be sent to other users.

Depending on your company email preferences, scheduled reports are sent using either your company or subsidiary email address, or the email address of the user who created the report schedule.



Important: If the user who created the report schedule leaves your company, you cannot edit the from email address. You can however, recreate the report schedule so that the reports are sent using your email address. For more information about the from email addresses used for NetSuite forms, see the help topic [Setting Email Preferences](#).

Clicking the Schedule button opens the Schedule Report page where you can select recipients, enter a message, select attachments to include, or all of the above with the emailed report. You can also schedule the report to run regularly at a predefined interval


Note: Customers are encouraged to run large reports during off-peak hours. Reports that run beyond 3 minutes during peak hours are automatically disabled and the primary email recipient is notified by email that the report has timed-out. Timed-out reports will not run again until they have been either edited, to make them run faster, or rescheduled to run during off-peak hours.

You can go to Reports > Scheduled Reports > Report Schedules to view a list of your scheduled reports. From the Report Schedules page, you can click Edit to revise or delete a saved schedule. For more information, see [Report Schedules Page](#). Expand/collapse settings are maintained for scheduled reports.

Reports that have been scheduled in your production account are not run in your Release Preview account, to avoid confusion. If you want to run a report on a schedule in your Release Preview account, you need to schedule the report in that account.

Important: There is a 20MB limitation on emails sent from NetSuite. If the report you are sending over email contains any non-ASCII characters in the results data, the limit can be reduced due to applied encoding. To overcome the size limitation, you should narrow down your results or you can send a link to the report content.

To schedule a report:

1. Go to Reports > Reports Overview and click the name of the report you want to schedule to run the report.
2. In the footer of the report, click the Schedule button .
3. On the Schedule Report page, enter a name for the schedule.
This name will help you identify this schedule on the Report Schedules list.
4. Enter the date for the report to run. If the report is to be run more than one time, then this date will be the date that the schedule becomes active.
5. Enter the start time for the report. If the time you select is during peak hours, this will be indicated to the right of the time field. See the preceding note about scheduling reports during off-peak hours.

Schedule Report

Schedule Report

Schedule Name *

Date *

Start Time *

☐ Run Report More Than Once

A report can be sent as an attachment or as part of the body of the email.
If you want to send this report as an attachment, check the Send Report as Attachment box on the Message subtab. Additional attachments can be selected on the Attachments subtab.

Recipients
Message
Attachments

Recipient *

Select people to copy in this email or add email addresses directly from the list below.

COPY OTHERS	EMAIL *	CC	BCC
<input type="text" value="<Type then tab>"/>		Yes	

Note: The date and time are set according to your timezone, as set in Home > Set Preferences > General, at the time of creating the schedule. Changing your timezone will not affect the timing of existing scheduled reports.

6. Check the **Run Report More Than Once** box if you would like the report to run multiple times. If you select this box the page will expand to reveal further scheduling options as follows:
 1. **Daily Event** – Specify the frequency: Repeat every **X** days (also counting weekend days) or Repeat every weekday (Monday-Friday).
 2. **Weekly Event** – Specify the frequency: Repeat every **X** weeks and choose which days of the week it should run.
 3. **Monthly Event** – Select day **X** of every **X** months or specify the (1st, 2nd, ... last) (Sunday, Monday, ... Saturday) of every **X** Months.
 4. **Yearly Event** – Select the date or specify the (1st, 2nd, ... last) (Monday, Tuesday, ... Saturday) of (Jan, Feb ... Dec).
 5. **Start At and End By** – Enter the date range you want to schedule the report for.

If you are scheduling a single event, the report will be emailed on the date entered in the **Start At** field.

If you are scheduling a repeat event, the report will be emailed according to the schedule you set starting on the date entered in the **Start At** field and ending on the date entered in the **End By** field.

6. **No End Date** - Check this box if you want the schedule to repeat indefinitely.
This field is checked by default. Entering a date in the **End By** field automatically clears this box.
7. On the **Recipients** subtab:
 1. The **Recipient** field is pre-filled with your email address. You can change the primary recipient by selecting from the **Recipient** dropdown list.
Note that if email notifications for the report schedule fail, timed-out reports and other notifications are sent to the primary recipient. The recipients in the Cc and Bcc lists do not receive these failure notification emails.
 2. In the **Copy Others** dropdown list, select an additional recipient and choose whether to include in the Cc or Bcc list, and click **Add**.
 3. Repeat step b for each additional recipient to be copied.
Note that a primary and copied to recipient(s) can be either an individual user or a group. Dropdown lists include each group that has a group email address.
8. On the **Message** subtab:
 1. Enter custom subject and body text for email messages.
 2. Choose the **Sending Format** from the list.
9. On the **Attachments** subtab:
 1. In the **Attach File** field, select a file from your computer or File Cabinet to attach to the email, and click **Add**.
 2. Repeat to attach additional files.
 3. Check the **Zip attachments** box if you want to attach a zip file of all selected attachments.
10. Click **Save**.

To edit a report schedule:

1. Go to Reports > Scheduled Reports > Report Schedules.
2. On the Report Schedules page, locate the report schedule you would like to edit and click **Edit**.
3. Edit the existing report schedule's **Recipients**, **Message**, **Attachments**, and **Audit Trail** tabs that are associated with the report. For more information, review [Scheduling a Report](#).
4. Click **Save**.

To delete a report schedule:

1. Go to Reports > Scheduled Reports > Report Schedules.
2. On the Report Schedules page, locate the report schedule you would like to delete and click **Edit**.
3. From the **Actions** menu, choose **Delete**.



Note: A report schedule is deleted automatically whenever the employee or role who created this schedule is marked inactive.

Report Schedules Page

The Report Schedules page provides a list of all the reports you have scheduled. This list provides an at-a-glance view of the report, including its name, its subject, and the frequency it is run. The list also indicates if a report schedule is disabled.

- To view the Report Schedules page, go to Reports > Scheduled Reports > Report Schedules.
- To update the scheduling for a report, click an Edit link on this page.
- To delete the scheduling for a report, click Edit and select Delete from the Actions menu.
- To open a custom report in the Report Builder to make changes, click **Customize** on this page.



Important: There is a 25MB limitation on emails sent from NetSuite. If the report you are sending over email contains any non-ASCII characters in the results data, the limit can be reduced due to applied encoding. To overcome the size limitation, you should narrow down your results or you can send a link to the report content.

Report Results Page

On the Report Results page, you can view the results of scheduled or long-running reports.

To view the Report Results page:

- Go to Reports > Scheduled Reports > Report Results.
- or
- Use the Report Results portlet on the Reports page.

The list of report results includes the following information:

- Status of each report - the following values may display:
 - **Complete** – the report has finished running.
 - **Processing** – the report is currently running.
 - **Pending** – the scheduled time for the report to run has not yet occurred.
 - **Deferred** – another scheduled report is running; the report will run as soon as the other is completed.
 - **Failed** – the report ran, but an error caused it to fail; you need to review the report definition and try to rerun it.
 - **Retry** – the report ran but a server problem prevented it from completing; the report will rerun automatically.
- Schedule title
- Description of each schedule
- Owner of the schedule
- Name of the report that is scheduled
- The date when the report was run

Report results alert

When you preview or run a lengthy report, a message appears notifying you that the report may take a long time to complete. You can click **Alert me when ready** if you want to receive an email at your login email address when your report is ready for viewing. The email contains a link to access the report, but you can also access it from the Report Results page.

Note: If you have customized a report, be sure to save it before you select the Alert me when ready option. If you select this option before you save report customizations, the last saved report is run instead.

Exporting a Report

In NetSuite, you can export your report as a CSV file or a PDF, or export the data to Microsoft® Word, Microsoft® Excel, or Tableau® Desktop.

Exporting a report provides additional flexibility for review and analysis of business data. You can export reports as CSV files which can be imported into other reporting software, Microsoft® Word, Microsoft® Excel, or Tableau® Desktop, to take advantage of their formatting and chart-making capabilities. You can also export your report as a PDF.

To be able to export report results, you must have the Export Lists permission.



Note: If you want to export report results to analysis-ready Tableau® workbooks, the Tableau Workbook Export option must be enabled in your account, and you must have the Tableau® Workbook Export permission.


You can preserve the relational aspects of exported data by including the Internal ID as a results column in the exported report.

To export a report:

1. On the Reports page, click the name of the report you want to see.
2. In the footer of the report, click the icon of the export file format you need.

The following export types are available:

-  – Export to Microsoft® Excel
-  – Export to PDF
-  – Export to CSV
-  – Export to Microsoft® Word

Note: If your account administrator enabled the Export to Tableau® Workbooks feature for your account and assigned you the Tableau Workbooks Export permission, your report footer will also contain the Export to Tableau Workbook icon . For more information, see the help topics [Enabling Features](#) and [Permissions for Searches](#).

As soon as you have exported a report to an external application, you can open it in that application and customize it as needed.

Each export format has certain advantages and limitations. It is recommended that you become familiar with the limitations before selecting a preferred format. Choosing the wrong format can affect data accuracy and report readability. For details on all export formats and their limitation see the help topic [Comparing Export Formats](#).

Known Excel Limitation for Values with More Than 16 Digits

When opening a CSV file directly, Excel treats long numeric sequences as numbers and displays them using scientific notation. This treatment leads to a loss of precision when the number has more than

16 digits and to loss of information when digits at 16+ position are truncated. Even if apostrophes or double quotes are used as text qualifiers, the text within them is still recognized by Excel heuristics as a number and an additional formatting hint must be provided. This heuristics is known in Excel as the "General" format. One way to work around this limitation is to always open CSV files using Excel's multistep Text Import Wizard. The wizard enables you to set column formatting in the last step ("Text" format). Alternatively, you can use a different Office suite, for example LibreOffice, which always displays the import wizard when opening a CSV file.

Known Limitations for Tableau® Workbook Export

Some reports cannot be exported as Tableau® workbooks, including:

- All financial statement reports, including both standard and custom financial statements.
- Reports with a running balance column, such as the General Ledger report.
- Forecast, Sales, and Sales Orders by team reports.
- Reports with alternate date ranges.
- Reports with summary types set to Average.
- The Employee Change History report.
- The Trial Balance report, if its View is set to Credit/Debit.

Additionally, if the report you export includes sorting based on some of the columns, these settings may be lost when the exported report is opened with the Tableau® Desktop software.

Report Customization

You can use the Report Builder to customize most standard and ad hoc reports. NetSuite also provides a specialized Financial Report Builder that you can use to customize financial statements only. For information, see the help topic [Financial Report Builder](#).

You can modify the look of a report and the information it presents, to meet your specific needs. The Report Builder's What You See Is What You Get (WYSIWYG) format lets you view the changes you have made before saving the report. You then can run the saved report at any time to quickly access the information you need in the format that is most useful to you.

To edit a report in the Report Builder, you can: click **Customize** on the Reports page, click the Customize button on the report page itself, or for ad hoc reports, click the More Customization button on the new report definition page. These links appear only if you have permission to customize reports. Be aware that in some cases, a Customize link may appear when you do not have permission to customize a report. To avoid this issue, you may need changes to your access level for the Report Customization permission. For information, see [Report Customization Permission](#).

On the Report Builder pages, you can edit the default columns, filter, and sorting options applied to the report. You can define new options to apply to the report. If you choose to save and share your custom report, you can define the audience of users that are allowed access to your report. Available customization options depend on the report you choose to customize, your role, the permissions for that role, and the features enabled in your account. To see what the Report Builder looks like, see [Report Builder Interface](#).



Note: If you have customized a report, be sure to save it before you select the Alert me when ready option. If you select this option before you save report customizations, the last saved report is run instead.

For information about customization options that may be available in the Report Builder, see the following:

- [Adding, Removing, or Reordering Report Columns](#)
- [Formatting Numbers on Reports](#)
- [Filtering Data on Reports](#)
- [Sorting Data on Reports](#)
- [Setting Additional Options for Custom Reports](#)
- [Arranging Data on Summary Reports](#)
- [Sharing Custom Reports with Other Users](#)
- [Exporting a Saved Report as an Excel Web Query](#)
- [Saving a Custom Report](#)
- [Deleting a Custom Report](#)

For information about accessing customized reports, see [Saved Reports Page](#).

Keep in mind that the look and feel of a report is determined by a combination of the reporting-related preferences set in your NetSuite account, your choices from the report's footer options, and any customizations you make in the Report Builder. When you are thinking about making changes to a report, you need to think about all of these possibilities.

- For a sample illustrating some of the changes that you can make to reports through footer options, preferences, and the Report Builder, see [Example Report Format Changes](#).
- For information about using report footer options, see [Setting Report Footer Options](#).

- For information about NetSuite reporting preferences, see [Setting Preferences for Reports](#).

Note: Accounting register reports are not customizable. Other reports may not be customizable either. If you do not see a Customize link, either the report is not customizable, or you do not have permission to customize it. For information about permissions issues, see [Report Customization Permission](#).

Report Builder Interface

The following screenshot illustrates the Report Builder interface that you can use to customize NetSuite standard and ad hoc reports.

The screenshot shows the NetSuite Report Builder interface for the report 'CUSTOM DEFERRED REVENUE BY CUSTOMER'. The interface includes a top navigation bar with tabs for 'Edit Columns', 'Filters', 'Sorting', and 'More Options'. Below this, there is a 'NAME' field containing 'Custom Deferred Revenue By Customer'. On the left, there is a 'SEARCH FIELDS' section with a search bar and an 'ADD FIELDS' section with a list of fields: 'Transaction Dimension' and 'Account Balance'. A 'HELP' section at the bottom left provides instructions on adding more columns. The main area displays a 'Report Preview' table with columns 'Customer' and 'Amount'. The table lists five customers and a total, with amounts ranging from \$10,000.00 to \$50,000.00. Below the preview, there are 'Move' and 'Remove Column' buttons. At the bottom, there is a configuration section for 'Account Balance: Recognition Amount' with various settings like 'Column Label', 'Summary', 'Drop Decimals', 'Divided by 1000', 'Display Negative Numbers', and 'Negatives in Red'. The interface concludes with 'Preview' and 'Save' buttons.

Customer	Amount
Customer 1	\$50000.00
Customer 2	\$40000.00
Customer 3	\$30000.00
Customer 4	\$20000.00
Customer 5	\$10000.00
Total	\$150000.00

You can display a report in the Report Builder by clicking **Customize** on the Reports page, clicking the Customize button on the report page itself, or for ad hoc reports, clicking the More Customization button on the new report definition page.

To learn how to use the Report Builder, see the following:

- [Adding, Removing, or Reordering Report Columns](#)
- [Formatting Numbers on Reports](#)

- [Filtering Data on Reports](#)
- [Sorting Data on Reports](#)
- [Setting Additional Options for Custom Reports](#)
- [Arranging Data on Summary Reports](#)
- [Sharing Custom Reports with Other Users](#)
- [Exporting a Saved Report as an Excel Web Query](#)
- [Saving a Custom Report](#)
- [Deleting a Custom Report](#)



Important: You need to use a different interface, the Financial Report Builder, to customize financial statements. For information, see the help topic [Financial Report Builder](#).

Report Customization Permission

You are able to customize reports only if you have the Report Customization permission. This is located on the Reports subtab under the Permissions subtab of the role definition page. Without this permission, no Customize links appear on reports that you view. You have this permission when it has been assigned to the role you are using, or if Global Permissions are enabled in your account, when it has been assigned directly to your employee record. To learn which standard roles have this permission, see the help topic [Standard Roles Permissions Table](#). To learn how administrators can assign a global permission, see the help topic [Using the Global Permissions Feature](#).

The Report Customization permission applies only to reports to which you have access. You cannot customize reports that you cannot run.

Each NetSuite permission can have one of the following access levels assigned when the permission is assigned to a role or to an employee: VIEW, CREATE, EDIT, FULL. If the permission is not assigned, the role or employee has an access level of NONE for that permission. For information about what these access levels mean generally, see the help topic [NetSuite Permissions Overview](#).

For the Report Customization permission, access levels work as follows:

- NONE - Customize links are not available for reports.
- VIEW - Customize links are available but return errors when clicked.
- CREATE - Customize links are available, and display the Report Builder when clicked. Customized reports cannot be previewed, run, or saved.
- EDIT - Customize links are available, and display the Report Builder when clicked. Users can customize, preview, run, and save reports.
- FULL - Customize links are available, and display the Report Builder when clicked. Users can customize, preview, run, and save reports.

NetSuite recommends that a level of FULL be assigned when the Report Customization permission is assigned.



Note: Use the Financial Report Builder to customize financial statements. Use the Report Builder to customize all other reports. For more information, see the help topic [Financial Report Builder](#).

Adding, Removing, or Reordering Report Columns

The Report Builder lets you add, remove, or reorder report columns.

Report Builder More

CUSTOM DEFERRED REVENUE BY CUSTOMER

Edit Columns **Filters** **Sorting** **More Options**

NAME *
Custom Deferred Revenue By Customer

SEARCH FIELDS

ADD FIELDS
Add Formula Field

Transaction Dimension
 Account Balance

HELP
To add more columns to your report, select a field from the "Add Fields" pane above. You can also **drag-and-drop** them directly into your report.

Account Type

Report Preview

Customer	Amount
Customer 1	\$50000.00
Customer 2	\$40000.00
Customer 3	\$30000.00
Customer 4	\$20000.00
Customer 5	\$10000.00
Total	\$150000.00

Move **Move** **Remove Column**

Account Balance: Recognition Amount

Column Label

Drop Decimals
☐

Divided by 1000
☐

Display Negative Numbers

Negatives in Red
☐

Summary

Add Grand Total
☒

Add % of Total Column
☐

Alternate Period Range Type

Preview **Save**

Click **Edit Columns** on the Report Builder (or Financial Report Builder) page to view the Report Preview pane. The preview includes representations of each column on the report. You can select the column in the preview pane. When it is selected, you can move or remove the column or select column options to apply to the column. You can also change the column heading.

Note: For financial statements, use the Financial Report Builder to edit columns. See the help topic [Financial Report Builder Edit Columns Page](#).

Click one of the links below to view step-by-step instructions:

- [Adding Report Columns](#)
- [Removing Report Columns](#)
- [Reordering Report Columns](#)

Adding Report Columns

Before you add a new column to a report, ensure that you understand the type of information the new column will provide. Columns with similar descriptive headings provide different values. For example, the Est. Gross Profit (transaction) column provides results that are different from the Est. Gross Profit (Line) column. The Est. Gross Profit (transaction) column searches lines that satisfy the criteria and then sums


the transaction level gross profit for each line, whereas the Est. Gross Profit (Line) column searches lines that satisfy the criteria and then sums the line level gross profit for each line.

To add columns to your report :

1. Click **Customize** in the footer of the report.
2. On the Report Builder (or Financial Report Builder) page, click **Edit Columns**.
3. In the Add fields pane, select the field that represents the column you want to add to your report. The list of fields provided is organized by report component.

You can click the name of the field to add it as the last column of your report or you can click and drag the name from the Add Fields pane and drop it in the order you want in the Report Preview pane.
4. In the Report Preview pane, enter a new heading for your column or leave the default heading.
5. Choose from the following optional column options:
 - add a **Grand Total, Running Balance, Percent of Total, Dollar Variance** or **Percent Variance** column to the right of the column you are adding to the report.
 - choose a **Units of Measure** which lets you display your data in Base Units, Stock Units, Purchase Units, or Sales Units.
 - select from **Summary** options that enable you to display the minimum or maximum, provide a count, present the average, and sum any set of amounts. Summary options are not available on Detail reports. For more information about summary options, see [Arranging Data on Summary Reports](#).
 - select an **Alternate Date Range** to apply to this column only. All other columns will reflect amounts for the range selected in the footer of the report.
6. Repeat steps 3-5 to add more columns to your report.
7. Click **Save**.

New columns are always added as the last columns on the report.

 **Warning:** For performance reasons, a report cannot include more than 30 data columns. If you try to add a 31st column on the Edit Columns page, you will receive an error. It is okay for report results to include more than 30 columns resulting from matrix columns added in run time. See [Adding Matrix Columns to Reports](#).

For more information about adding specific types of columns, see the following topics:

- [Adding Time-Based Comparison Columns to Reports](#)
- [Adding Formula Fields to Reports](#)
- [Adding Matrix Columns to Reports](#)
- [Adding a Percent of Expense Column to an Income Statement](#)
- [Adding a Percent of Income Column to an Income Statement](#)

Adding a Name or Name (Group) Column

For reports that include the Customer/Project component, a Name or Name (Group) field is available to be added as a report column. A distinction exists between the full name and name of the company. The full name of a company is the parent of the company and the location. For example, the full name of the

company could be NetSuite San Mateo, whereas, the name of the company is San Mateo. The Name is the full name of the company, whereas, the Name (Group) creates hierarchy in a report. You can use the Group box to create hierarchy by company.

Adding an Amount (US Style) Column

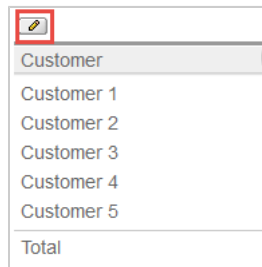
For reports that include the Account Balance component (Revenue reports) an Amount (US Style) field is available to be added as a report column instead of the Amount field. The Amount (US Style) field is useful for reports being run in non-US editions of NetSuite or for non-US subsidiary contexts in OneWorld accounts. When this field is used, the sign of the value matches the sign for the Amount field in the US edition. If the Amount field is used, the signs of these values may be inverted.

Removing Report Columns

To remove columns from your report :

1. Click **Customize** in the footer of the report.
2. On the Report Builder (or Financial Report Builder) page, click **Edit Columns**.
3. In the Report Preview pane, select the column you want to remove.

You can select the column by clicking anywhere within the column or by clicking the edit icon.



4. When the column is selected, click **Remove Column**.
5. Click **Save**.





The column is now removed from your report. You can click **Customize** in the footer at anytime to remove more columns from your report.

Reordering Report Columns

To reorder columns on your report :

1. Click **Customize** in the footer of the report.
2. On the Report Builder (or Financial Report Builder) page, click **Edit Columns**.
3. In the Report Preview pane, select the column you want to move.
4. Use the **Move** buttons to move the column to the left or right.
5. Repeat steps 3 and 4 to reorder more columns on your report.
6. Click **Save**.

In the Report Preview pane, you also can use drag to change the order of columns.

		 Date 
Created By: Title	Date	Date Closed
Created By: Title 1	7/31/2014	7/31/2014
Created By: Title 2	7/31/2014	7/31/2014
Created By: Title 3	7/31/2014	7/31/2014
Created By: Title 4	7/31/2014	7/31/2014
Created By: Title 5	7/31/2014	7/31/2014

Use the cursor to click and hold any area within the column or the edit icon. An icon with double arrows will appear indicating that you can move that column to a new position in the preview.

Adding Time-Based Comparison Columns to Reports

You can customize reports to include comparisons of values across different date ranges or period ranges. To include data from multiple time periods, you need to create multiple report columns for the same field, and define a different alternate date range (or alternate period range) for each column. Comparison columns can be added for any numeric value field available for a report, such as dollar amount or item count. After you add comparison columns to a report, you can also use them in formula fields to show variances between specific dates and date ranges.

For example, a CFO may want an income statement to compare dollar amounts between different fiscal years. She can include this data by adding multiple amount columns to the income statement and selecting an alternate date range for each column. She can then also create a custom formula field that shows the variance between each year.

Custom Income Statement View Detail			
FINANCIAL ROW	AMOUNT (JAN 2000 - DEC 2000)	AMOUNT (JAN 2002 - DEC 2002)	FORMULA (FISCAL YEAR VARIANCE)
Ordinary Income/Expense			
Income			
40500 - Sales	\$11,111.69	\$3,677.00	-\$7,434.69
Total - Income	\$11,111.69	\$3,677.00	
Cost Of Sales			
50000 - Cost of Goods Sold	\$9.35	\$1,018.95	\$1,009.60
Total - Cost Of Sales	\$9.35	\$1,018.95	
Gross Profit	\$11,102.34	\$2,658.05	-\$8,444.29
Expense			
61200 - Bank Service Charges	\$0.00	\$5.00	\$5.00
61500 - Depreciation Expense	\$0.00	\$40.00	\$40.00
61700 - Equipment Rental	\$0.00	(\$425.00)	-\$425.00
61800 - Insurance			
61900 - Disability Insurance	\$0.00	\$45.00	\$45.00
Total - 61800 - Insurance	\$0.00	\$45.00	
62400 - Miscellaneous	\$0.00	\$12.00	\$12.00
63000 - Repairs			
63300 - Equipment Repairs	\$0.00	\$12.00	\$12.00
Total - 63000 - Repairs	\$0.00	\$12.00	
Total - Expense	\$0.00	(\$311.00)	
Net Ordinary Income	\$11,102.34	\$2,969.05	
Net Income	\$11,102.34	\$2,969.05	-\$8,133.29

A report's overall date range is set in a date filter on the Filters page of the Report Builder. You can change this range by editing the date filter on the Filters page, or by changing the selection in the date or period dropdown list on the report results page footer at run time. See [Choosing a Date or Period Range for a Report](#).

Alternate date ranges and period ranges for columns are set on the Edit Columns page of the Report Builder. For financial statements, use the Financial Report Builder to edit columns. See the help topic [Financial Report Builder Edit Columns Page](#).

Alternate Range Types

After you add a column to a report, you can select one of the following alternate range types:

- **Relative to report date**
 - Defined in relation to the overall date range set for the report.
 - Changes when the overall report date range changes.
 - Most commonly used type.
 - Example: In December 2009, you add a column with an alternate date range of **last month** to a report and run it. It displays December 2009 data for most columns, and November 2009 data for the alternate date range column. When you change the report date range to January 2010, it displays January 2010 data for most columns and December 2009 data for the alternate date range column.
- **Relative to today's date**
 - Defined in relation to the current date when the report is run
 - Does not change when the overall report date range changes.
 - This type is provided for backward compatibility with the alternate date range functionality available before Version 2010 Release 1.
 - Example: In December 2009, you add a column with an alternate date range of **last month** to a report and run it. It displays December 2009 data for most columns, and November 2009 data for the alternate date range column. When you change the report date range to January 2010, it displays January 2010 data for most columns and still displays November 2009 data for the alternate date range column.



Note: For an alternate range that is "to date", such as **this fiscal year to date**, you should select an alternate range type of **Relative to today's date**. If you define an alternate range type of **Relative to report date**, and choose an alternate range like **this fiscal year to date**, alternate date range column results are calculated as of the **From** date of the overall report range, and this column's comparison with other report columns is not useful.

Predefined Relative Alternate Ranges

After you have selected an alternate range type for a report column, a new dropdown list appears, where you can select the alternate date range or alternate period range for the column.

The predefined date ranges and period ranges available for alternate date range columns are the same as those that can be set for a report overall. See the following for details:

- [Period Selectors](#)
- [Date As Of Selectors](#)
- [Date Range Selectors](#)

Absolute Alternate Ranges

If you add a column with an alternate range type of **Relative to today's date**, you can set up an absolute alternate date range or period range.

You define an absolute alternate range by selecting **Custom** as the alternate date range or alternate period range. Then do the following:

- For an absolute date range, enter dates in the From and To fields, such as 12/27/2009 and 1/27/2010, or for some reports, enter a date in the As of field.
- For an absolute period range, choose a period from the Periods list box, such as Jan 2010.

Balance Forward Alternate Range

If you add a column with an alternate range type of **Relative to report date**, an alternate range of **Balance Forward** is available.

A column with the **Balance Forward** alternate range reflects ALL activity prior to the beginning of the overall report range, or to the "As of" date, of the report.

This option is available for both alternate date range and alternate period range. For example:

- If you run a report with a range of 12/1/09-12/31/09, the Balance Forward alternate range is 1/1/1970-11/31/09.
- If you run a report with an "As of" date of 1/1/09, the Balance Forward alternate range is 1/1/1970-12/31/08.
- If you run a report with an "As of" period of January 2009, the Balance Forward alternate range is January 1970-December 2009.

The start date for any Balance Forward alternate range is January 1, 1970, and cannot be changed.

Steps for Adding Alternate Date Range Columns to Reports

To add a comparison column to a report:

1. On the Edit Columns page of the Report Builder (or Financial Report Builder), review the fields listed in the Report Preview pane and determine the field for which you want to add a comparison.
2. In the Add Fields pane, find the field corresponding to the one in the Report Preview pane, and click it. A second column of the field displays in the Report Preview pane.
3. In the Report Preview pane, select the newly added column, and select a type from the Alternate Date Range Type or Alternate Period Range Type dropdown list.
In most cases, you will select Relative to report date.
4. Select an Alternate Date Range or Alternate Period Range.
5. Repeat steps 2-5 for each comparison column that you want to add.
6. Click **Save**.

Note: If you want to set an absolute alternate range, such as 12/27/2009-1/27/2010 for a date range, or Jan 2010 for a period range, you need to select the Relative to today's date alternate range type, and select **Custom** as the alternate range, then either enter dates in the **From** and **To** fields, or select a period in the **Periods list** box.

Steps for Adding Comparison Column Formula Fields to Reports

To add a comparison column formula field to a report:

1. Add two comparison columns to a report, with different Alternate Date Ranges or Alternate Period Ranges. See [Steps for Adding Alternate Date Range Columns to Reports](#) for details.
2. In the Add Fields pane, click **Add Formula Field**.
3. In the **Formula Type** field, select a formula to use to calculate values in the selected column.

4. In the **X** and **Y** fields, select the comparison columns from step 1 to be used as X and Y in the formula equation.
5. If needed, check the **Add Grand Total** box to add formula column grand totals in subtotal rows.
6. If you want formula grand totals to be sums of formula column values, clear the **Apply Formula to Grand Total** box.
7. Click **Save**.

For more information about adding formula fields to reports, see [Adding Formula Fields to Reports](#).

Standard Report Alternate Ranges Are Relative to Report Date

Any standard report column with an alternate date range defined has an alternate range type of **Relative to report date**, so that whenever a user changes the main report date range or period range, the alternate range for the comparison column automatically changes as well.

The following standard report columns have columns with alternate ranges defined:

Report	Column	Notes
Comparative Balance Sheet	Comparison Amount	—
Comparative Income Statement	Comparative Amount	—
Comparative Sales	Revenue Comparison	This report is available from the related report snapshot.
Comparative Sales (Orders)	Amount Comparison	This report is available from the related report snapshot.
Comparative Sales (Orders Alt. Sales)	Alt. Sales Amount Comparison	This report is available from the related report snapshot.



Important: Any custom report column with an alternate date or period range that was defined prior to Version 2010 Release 1 retains the alternate range behavior in effect prior to this release, and now has an alternate range type of **Relative to today's date**. This type of range is defined in relation to the current date when the report is run, and does not change when a user changes the report range. If you want a custom report column with an alternate range to take advantage of the new relative alternate date range functionality, you can edit the customized report. On the Edit Columns page of the Report Builder or Financial Report Builder, select the column, set the Alternate Range Type to **Relative to report date**, and edit Alternate Range field as necessary.

Segmenting Alternate Period and Date Ranges

You can segment reports using an additional hierarchy level for the current date dimension. This segmentation enables you to customize, for example, the Balance Sheet and Trial Balance reports, to fulfill specific legal requirements. A new Range Segment dropdown list is now available on the Edit Columns page of the Financial Report Builder when you select an Alternate Date Range. When you select either Relative to report date or Relative to today's date in the Alternate Period Range Type dropdown list, the Alternate Period Range dropdown list appears. When you choose a selector, the Range Segment dropdown list appears.

Financial Report Builder More

CUSTOM BALANCE SHEET

☐ Edit Layout
 ☒ Edit Columns
 ☐ Filters
 ☐ Sorting (Optional)
 ☐ More Options

NAME *
Custom Balance Sheet

SEARCH FIELDS

ADD FIELDS

- ☒ Budget
- ☒ Financial
- ☒ Budget and Financial

HELP
To add more columns to your report, select a field from the "Add Fields" pane above. You can also **drag-and-drop** them directly into your report.

☒ Account Type

Report Preview

VIEW COLUMNS BY
Total

Financial Row	Amount
Financial Row 1	
Financial Row 2	\$40000.00
Financial Row 3	\$30000.00
Financial Row 4	\$20000.00
Financial Row 5	\$10000.00
Total	\$100000.00

Financial: Amount

Column Label
Amount

Drop Decimals
☐

Divided by 1000
☐

Display Negative Numbers
Parentheses example: (123)

Negatives in Red
☐

Summary
Summary

Add Grand Total
☒

Alternate Period Range Type
Relative to report date

Cumulative Value
☒

Alternate Period Range
Last Fiscal Year

Range Segment
Accounting Period

When you preview or save the report, it is formatted based on your selections in the Alternate Period Range and Range Segment dropdown lists.

ORACLE NETSUITE

Search

ActivitiesTransactionsListsReportsDocumentsSetupCustomizationSupport

Custom Balance Sheet [View Detail](#)

Financial Row

	Amount		
	As of Jan 2013	As of Feb 2013	As of Mar 2013

ASSETS

Current Assets

Bank

1000 - Checking	\$10,000.00	\$10,000.00	\$10,000.00
1002 - Savings	\$10,000.00	\$10,000.00	\$10,000.00
1004 - Payroll	\$10,000.00	\$10,000.00	\$10,000.00
1006 - Petty Cash	\$10,000.00	\$10,000.00	\$10,000.00
Total Bank	\$40,000.00	\$40,000.00	\$40,000.00

Accounts Receivable

1100 - Accounts Receivable	\$200.00	\$200.00	\$200.00
Total Accounts Receivable	\$200.00	\$200.00	\$200.00

Total Current Assets	\$40,200.00	\$40,200.00	\$40,200.00
Total ASSETS	\$40,200.00	\$40,200.00	\$40,200.00

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable

2000 - Accounts Payable	\$0.87	\$0.87	\$0.87
Total Accounts Payable	\$0.87	\$0.87	\$0.87

Other Current Liability

Deferred Revenue	\$200.00	\$200.00	\$200.00
Total Other Current Liability	\$200.00	\$200.00	\$200.00

Total Current Liabilities	\$200.87	\$200.87	\$200.87
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Equity

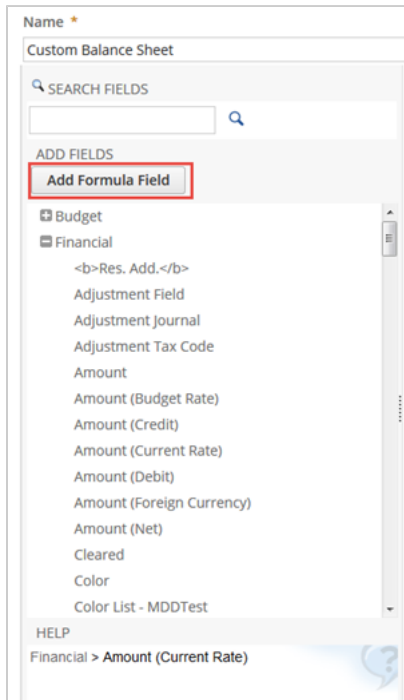
3200 - Opening Balance	\$40,000.00	\$40,000.00	\$40,000.00
779 - UK Equity	\$240.91	\$240.91	\$240.91
Retained Earnings	(\$241.77)	(\$241.77)	(\$241.77)
Net Income	\$0.00	\$0.00	\$0.00
Total Equity	\$39,999.13	\$39,999.13	\$39,999.13
Total LIABILITIES & EQUITY	\$40,200.00	\$40,200.00	\$40,200.00

Adding Formula Fields to Reports



Important: For financial statements, use the Financial Report Builder to edit columns. See the help topic [Financial Report Builder Edit Columns Page](#).

You can select **Add Formula Field** in the Add Fields pane to add columns based on calculated formulas to your report.



Then you can select the formula type and the formula components (the **x** and the **y**) in the Report Preview pane.

Financial Row	Amount	Formula
Financial Row 1		
Financial Row 2	\$40000.00	Formula 0
Financial Row 3	\$30000.00	Formula 1
Financial Row 4	\$20000.00	Formula 2
Financial Row 5	\$10000.00	Formula 3
Total	\$100000.00	

Column Label: Formula

Add Grand Total: ☐

Formula Type:

x:

y:

Apply Formula to Grand Total: ☒

NetSuite provides six predefined formulas in the Formula Type field:


- Sum: x+y
- Difference: x-y

- Percent Difference of X: $((x-y)/x)*100$
- Percent Difference of Y: $((x-y)/y)*100$
- Ratio: x/y
- Percent Ratio: $(x/y)*100$
- Multiply: $x*y$

In the fields provided, you can select columns to use for the X and Y values in the equations listed above.


You also can choose whether to include a grand total field for the formula column in report subtotal rows, and indicate one of the following methods to calculate grand total values:

- Apply the formula to the subtotal row's X and Y values. This method is the default.
- Sum formula column values from rows belonging to the subtotal grouping. To use this method, clear the Apply Formula to Grand Total box.

 **Note:** Reports currently do not support the addition of fields calculated through more complex, customized expressions, for example those that use SQL functions. Searches do support the use of these types of formulas for results and criteria fields. See the help topic [Formulas in Search](#).


To add formula fields to reports:

1. On the Reports page, click **Customize** next to the report you want to add formula fields to.
2. In the Add Fields pane, click **Add Formula** Field.
3. In the **Formula Type** field, select a formula to use to calculate values in the selected column.
4. In the **X** and **Y** fields, select the report columns to be used as X and Y in the formula equation. For each row, the values of the **X** and **Y** columns calculate the value for the formula field column.
5. If needed, check the **Add Grand Total** box to add formula column grand total fields in subtotal rows.
6. If you want formula grand totals to be sums of formula column values, clear the **Apply Formula to Grand Total** box.
7. Click **Preview** or **Save**.

 **Note:** Formula column values in report results are rounded to the currency precision, as determined by the format of the company currency, or in NetSuite OneWorld, by the format of the subsidiary base currency.

Adding Matrix Columns to Reports

In the footer of most summary reports, a **Column** dropdown list is available that lets you transform a standard report into a matrix, or crosstab, report. A matrix-style report has a variable number of columns depending on the selection you make in the Column dropdown list.

 **Important:** For financial statements, use the Financial Report Builder to edit columns. See the help topic [Financial Report Builder Edit Columns Page](#).

For example, an accountant views the Income Statement for the second quarter of the fiscal year.

Income Statement View Detail						
Financial Row	Q1 2013 Amount	Q2 2013 Amount	Q3 2013 Amount	Q1 2014 Amount	Q2 2014 Amount	Total Amount
<input type="checkbox"/> Ordinary Income/Expense						
<input type="checkbox"/> Income						
40500 - Sales	\$0.00	\$0.00	\$0.00	\$1,657.92	\$0.00	\$1,657.92
Total - Income	\$0.00	\$0.00	\$0.00	\$1,657.92	\$0.00	\$1,657.92
Gross Profit	\$0.00	\$0.00	\$0.00	\$1,657.92	\$0.00	\$1,657.92
<input type="checkbox"/> Expense						
61300 - Cash Discounts	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
62400 - Miscellaneous	(\$16.66)	\$0.00	\$0.00	\$397,992.00	\$0.00	\$397,975.34
<input type="checkbox"/> 63500 - Travel & Ent						
63700 - Meals	\$0.00	\$300.00	\$7,717.66	\$0.00	\$0.00	\$8,017.66
Total - 63500 - Travel & Ent	\$0.00	\$300.00	\$7,717.66	\$0.00	\$0.00	\$8,017.66
69990 - Uncategorized Expenses	\$0.00	\$0.00	\$8,370.00	\$73.00	\$0.00	\$8,443.00
71200 - FINANCIAL	\$16.66	\$0.00	\$0.00	\$0.00	\$0.00	\$16.66
<input type="checkbox"/> 71400 - Payroll						
71500 - Salary/Wages	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00
Total - 71400 - Payroll	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00
Uncategorized Expense	\$0.00	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00
Total - Expense	\$0.00	\$300.00	\$16,387.66	\$399,570.00	\$0.00	\$416,257.66
Net Ordinary Income	\$0.00	(\$300.00)	(\$16,387.66)	(\$397,912.08)	\$0.00	(\$414,599.74)
<input type="checkbox"/> Other Income and Expenses						
<input type="checkbox"/> Other Expense						
Unrealized Gain/Loss	(\$113.99)	\$0.00	\$0.00	(\$1,604.79)	\$1,604.79	(\$113.99)
Realized Gain/Loss	\$0.00	\$0.00	\$0.00	(\$4.66)	\$0.00	(\$4.66)
Unrealized Matching Gain/Loss	\$0.00	\$0.00	\$0.00	\$94.07	\$0.00	\$94.07
Total - Other Expense	(\$113.99)	\$0.00	\$0.00	(\$1,515.38)	\$1,604.79	(\$24.58)
Net Other Income	\$113.99	\$0.00	\$0.00	\$1,515.38	(\$1,604.79)	\$24.58
Net Income	\$113.99	(\$300.00)	(\$16,387.66)	(\$396,396.70)	(\$1,604.79)	(\$414,575.16)

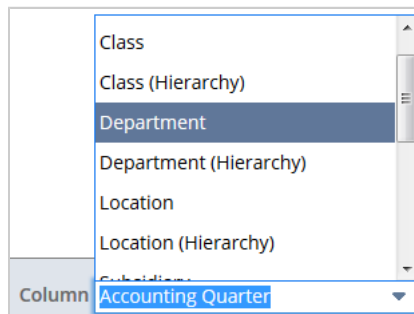
The accountant then selects Accounting Period in the Column field. The result is a report displaying columns for each accounting period in the quarter. The options included in the Column field may vary depending on the report you are viewing and the features you have enabled.



Important: If the dimension you select adds too many columns to the report, it might fail to load. For tips to avoid this, see [Tips for Adding Matrix Columns to a Report](#).

To add matrix columns to a report:

1. On the Reports page, click the name of the summary report you want to view.
2. In the footer of the report, select an option, other than Total, from the **Column** dropdown list.



The matrix is based on the option selected in this dropdown list. The data for the selected column dimension can be displayed in separate columns for each dimension value, or in a hierarchical

manner, with child values grouped under parent values within the same columns. To display data hierarchically, select a (Hierarchy) option.

3. Click **Refresh**.

Note: You can create a new matrix report by going to Reports > New Report. See [Creating a New Report](#). For financial statements, you can select a persistent matrix column in the View Columns By dropdown list on the [Financial Report Builder Edit Columns Page](#).

Tips for Adding Matrix Columns to a Report

When you choose a Column field to transform your report into a matrix, you should have a general idea of how many columns will be added based on the field you select. If there are too many columns, the report might fail to load. To avoid this, try one of the following options:

Note: Scheduled reports sent as XLS files may be sent successfully regardless of the number of columns. However it is still good practice to minimize the number of columns in a matrix to avoid performance issues when viewing the report in NetSuite.

- If you know that the selected field will add many columns to the report, add it as a column in the report builder instead. This presents each dimension value as a row in a single column. For more information, see [Adding Report Columns](#).
- After you select a Column field, click More in the report footer options and manually select only some of the dimensions to include as columns in the report. You can then run the report, export the partial results, then repeat the process with the next set of columns and merge the results.
- If you add a persistent matrix column to a custom financial statement, select a (Hierarchy) option in the View Columns By list. This will limit the number of unique columns per dimension. For more information, see the help topic [Adding Persistent Matrix Columns to Financial Statements](#).

Formatting Numbers on Reports

When customizing a report, there are preferences available for formatting values on your report on the Edit Columns page of the Report Builder (or Financial Report Builder). See the help topic [Financial Report Builder](#).

Report Preview

View Columns By
Accounting Quarter

Financial Row	Amount
Financial Row 1	\$40000.00
Financial Row 2	\$30000.00
Financial Row 3	\$20000.00
Financial Row 4	\$10000.00
Financial Row 5	\$10000.00
Total	\$100000.00

Buttons: Move, Move, Remove Column

Financial: Amount

Column Label
Amount

Drop Decimals
☐

Divided by 1000
☐

Display Negative Numbers
Parentheses example: (123)

Negatives in Red
☐

Summary
▼

Add Grand Total
☒

Add % of Income Column
☐

Add % of Expense Column
☐

Alternate Period Range Type
None

For example, you can check the Negatives in Red box to show negatives values in red on your report. Additionally, you can check Show Currency Symbol to include the appropriate currency symbol next to each value.

Use the links below to learn more about each formatting preference:

- [Drop Decimals on Reports](#)
- [Divide Report Values by 1000](#)
- [Negative Numbers on Reports](#)
- [Currency Symbols on Reports](#)

Drop Decimals on Reports

You can choose to remove the decimal from values that appear on your report.

To remove the decimals, click Customize in the Footer of the Report. With the Edit Columns page selected, check the Drop Decimals box and click Preview or Save.

When the decimals are removed, all values on the report are rounded to the nearest dollar.

Example:

- When this box **is not checked**, value is 12,345.67.
- When the box **is checked**, value is 12,346.

Divide Report Values by 1000

The Divided by 1000 preference enables you to divide the values on your report by 1000. This options is most often used to simplify values on financial reports.

To select this option, click **Edit Columns** in the Report Builder (or Financial Report Builder). This preference is available in the Report Preview pane.

Example:

- When the box **is not checked**, value is 1,234.56.
- When the box **is checked**, value is 1.23.

Negative Numbers on Reports

When customizing a report, you can now use the **Display Negative Numbers** and **Negatives in Red** fields to format the look of negative numbers on your report.

The **Display in Negatives** numbers field offers the four options listed below:

- Normal **-123**
- Parentheses **(123)**
- Trailing Minus **123-**
- Absolute Value **123**

Optionally, you can also check the **Negatives in Red** box to show negative values in red on your report.

You can choose to only enable this option or it can be combined with a format in the Display in Negatives field. Both preferences are available in the Report Preview pane when you select Edit Columns in the Report Builder (or Financial Report Builder).

Currency Symbols on Reports

If a report contains amounts, they are displayed with a currency symbol by default. To learn more about currency symbol formats and how to modify them, see the help topic [Assigning Currencies to Entities](#).

<input type="checkbox"/> Ordinary Income/Expense						
<input type="checkbox"/> Income						
40500 - Sales	\$0.00	\$0.00	\$0.00	\$1,657.92	\$0.00	\$1,657.92
Total - Income	\$0.00	\$0.00	\$0.00	\$1,657.92	\$0.00	\$1,657.92
Gross Profit	\$0.00	\$0.00	\$0.00	\$1,657.92	\$0.00	\$1,657.92

If you want to hide the currency symbols on your report, in the Report Builder (or Financial Report Builder), click the **More Options** tab and clear the **Show Currency Symbol** box.

<input type="checkbox"/> Income						
40500 - Sales	0.00	0.00	0.00	1,657.92	0.00	1,657.92
Total - Income	0.00	0.00	0.00	1,657.92	0.00	1,657.92
Gross Profit	0.00	0.00	0.00	1,657.92	0.00	1,657.92

Note: For financial statements, a row-level Show Currency preference also is available. The preference set for an individual row takes precedence over the report-level preference setting, for that row.

Filtering Data on Reports

On the Filters page of the Report Builder, or Financial Report Builder (for financial statements), you can choose filtering options to narrow your report data. You can choose to include some of these filters as

dropdown menus in the report footer, to enable users to change filters as they are viewing the report. You can define custom filters or select from a list of predefined filters. Pre-defined filters include Show Zeros and Web Store Sales Only. For a complete list, see [Predefined Report Filters](#).

When multiple filters are applied to a report, NetSuite shows only transactions that meet all criteria. For example, you can enter 3 filters – Date equals 10/23/2001, Sales Territory equals Southeast and Transaction Type equals Invoice. NetSuite will translate your filters in the following way – Date equals 10/23/2001 **and** Sales Territory equals Southeast **and** Transaction Type equals Invoice. Only transactions that match all three criteria will show on your report.

The Report Builder and Financial Report Builder support the definition of filters based on primary key fields for components and their subcomponents.

For more details, see the following:

- [Adding Custom Filters to a Report](#)
- [Displaying Custom Filters in a Report Footer](#)
- [Predefined Report Filters](#)
- [Note about Filtering on Address Fields](#)
- [Removing a Custom Filter from a Report](#)
- [Using Multi-Select Options in Report Footer Filters](#)

For tips for working with report date range filters, see [Customizing Report Date Range Filters](#).

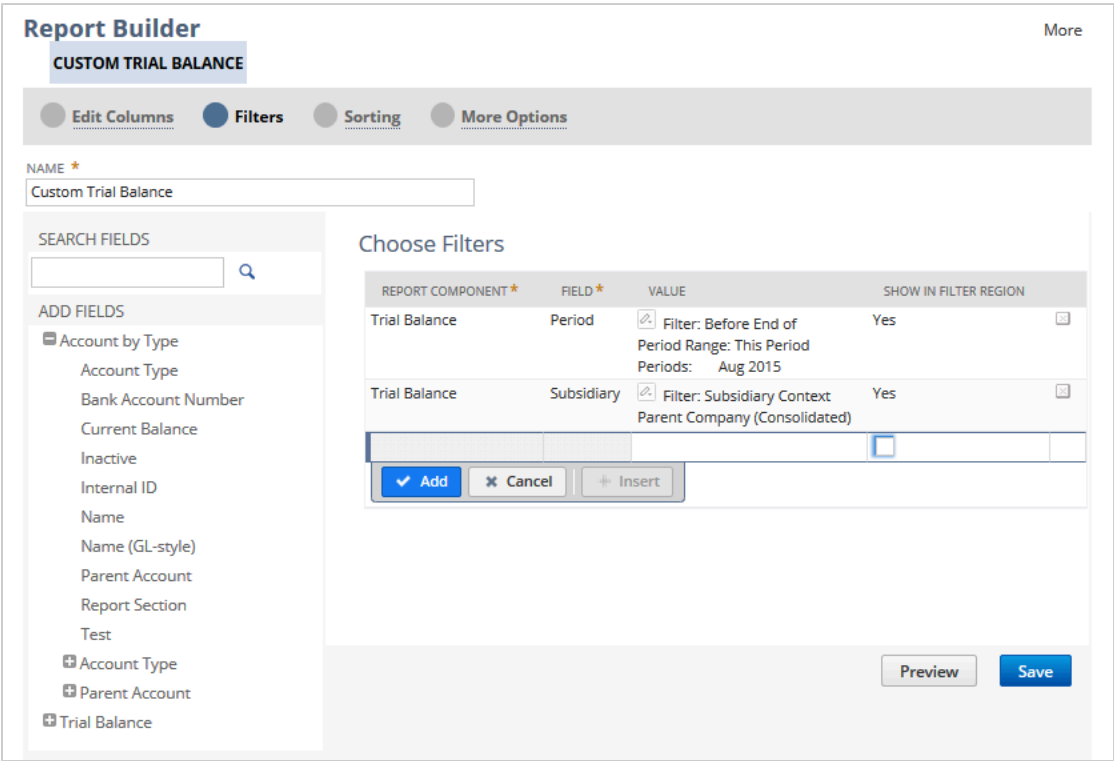


Important: For financial statements, use the Financial Report Builder to define filters. A Filters page is available; see the help topic [Financial Report Builder Filters Page](#). However, you are likely to use section criteria more frequently to filter financial statement data. By default, section data is filtered by account type. In the Financial Report Builder, you can add filters by class, department, location, and if you are using NetSuite OneWorld, subsidiary. See the help topic [Financial Statement Sections](#).

Adding Custom Filters to a Report

To add custom filters to your report :

1. Click **Customize** in the footer of the report.
2. On the Report Builder (or Financial Report Builder) page, click **Filters**.
3. In the Add Fields pane, select the field you want to filter the report by.
 You can locate the field by browsing the list in the Add Fields pane or type the name of the field in the Search Fields name and click Search.
 When the field is selected, a line for that field is automatically added to the list of filters displayed in the Choose Filters panel.
4. In the Values column, select the filter conditions you want to apply to the field. Filter options are dependent on the type of field selected.
5. If you want the filter in the Values column to be included in the report footer, mark the box in the **Show in Filter Region** column. See [Displaying Custom Filters in a Report Footer](#).
6. Click **Done**.
7. Repeat steps 3-6 to add more filters to your report, if needed, then click Save.



Displaying Custom Filters in a Report Footer

Any custom filter can be added to the footer of your report by marking the box in the **Show in Filter Region** column. See [To add custom filters to your report](#) : step 5. The **Show in Filter Region** column displays Yes alongside all filters that will be added to the report footer. For all other filters the column will remain blank.

Some predefined filters are considered essential to the report, and such filters are always included in the footer. For these essential filters, the **Show in Filter Region** column automatically displays Yes and cannot be edited by users. By default, new filters added to a report are not included in the footer.

The layout of the filter selector in the report footer is determined by the Filter Field selected for the Value column of the filter.

Example:


For the Average Cost filter, you select the Filter Field between, as shown in the screenshot above. The footer will display two text boxes (Average Cost between xx and xx) - as shown in the screenshot below. If you selected the Filter Field less than, the footer would display only one text box (Average Cost less than xx).

Custom Inventory Valuation Summary View Detail					
Item	Description	Inv. Value	% of Inv. Value	On Hand	
<input type="checkbox"/> Assembly/Bill of Materials					
Assembled widget		\$4,500.00	0.06%	710	
Assorted Bandages - Large - Blue			0.00%		
Assorted Bandages - Medium - Blue			0.00%		
Assorted Bandages - Small - Blue			0.00%		
Avantrix (Sample)			0.00%		
Dress			0.00%		
gigantic test			0.00%		
glitter pack			0.00%		
glue			0.00%		
Large crate			0.00%		
Medium-sized crate			0.00%		
Petite crate			0.00%		
skirt			0.00%		
wooden chest			0.00%		
yvonne test 2 - WIP			0.00%		
yvonne test accounts - WIP			0.00%		
Total - Assembly/Bill of Materials		\$4,500.00	0.06%	710	
<input type="checkbox"/> Inventory Item					
<input type="checkbox"/> #10 Envelopes					
#10 Envelopes			0.00%		
#10 Envelopes-1000CO			0.00%		
#10 Envelopes-1000OO			0.00%		
#10 Envelopes-250CO			0.00%		
#10 Envelopes-250OO			0.00%		
#10 Envelopes-500OO			0.00%		
Total - #10 Envelopes			0.00%		
\$100 shake			0.00%		
062708matrix			0.00%		
6 3/4 Envelopes			0.00%		
A1 Cable			0.00%		
A2 Cable	Automatic Inflation Blood Pressure Monitor		0.00%		
aPod			0.00%		
Assorted Bandages, Animals			0.00%		
Avantrix bottles			0.00%		
Avantrix pills			0.00%		
<input type="checkbox"/> Bandages and Dressings					
Bandages and Dressings			0.00%		
10 Person-First-Aid Kit	10 Person-First-Aid Kit		0.00%		
Item: Average Cost between <input type="text" value="0.05"/> and <input type="text" value="50.0"/> Location <input type="text" value="- All -"/> Date <input type="text" value="today"/> As of <input type="text" value="7/31/2014"/> Subsidiary Context <input type="text" value="Parent Company (Consolidated)"/> <input type="button" value="Refresh"/> <input type="button" value="Return To Customization"/>					

Predefined Report Filters

You also can click More Options to select from a list of predefined filters, like the following:

- **Show Zeros** – check this box to show rows that have zero balances on your custom report.
- **Web Store Sales Only** – check this box if you only want to see transactions completed in your Web store.
- **Open Transactions Only** – check this box to see only open transactions on your report.
- **Activity Only** – check this box to see only accounts that had activity during the specified date range.
- **Below Reorder Point** – check this box to see items that are below their reorder point.

 **Note:** The predefined filters available will differ according to the report you are viewing.

Note about Filtering on Address Fields

It's important to note that when filtering by address-related fields in reports, a record can have multiple address rows, rollups may include duplicate rows that lead to incorrect calculation of report column totals. For example, if you filter customer results based on state, each customer may have multiple addresses that satisfy the state filtering criteria, and duplicate results per customer could lead to incorrect calculations of report column totals.

To avoid this type of issue, you need to define a more exact filter, for example:


- Filter based on the customer's default billing or shipping address and state, instead of only state. (Customer/Job>Address Book>Default Billing or Default Shipping, + State)
- Filter based on the sales transaction's billing or shipping address and state. (Sales>Address>Billing Address State or Shipping Address State)

Either of these options would only return a single address, showing the correct amount for the customer.

Removing a Custom Filter from a Report

To remove a custom filter from a report:

1. Click **Customize** in the footer of the report.
2. On the Report Builder (or Financial Report Builder) page, click **Filters**.
3. In the Choose Filters pane, click the **X** next to the filter you want to remove.

 **Note:** Only custom filters can be removed. For the filters that are essential to the report, the **X** icon appears dimmed.

4. Click **Save**.

Customizing Report Date Range Filters

Each report includes a date selector in its footer, indicating the date range or accounting period range of displayed report data. You can select from this field to change the report's date range filtering, and display different data. For more information, see [Choosing a Date or Period Range for a Report](#).



The default date range filter for a report is displayed on the Filters page of the Report Builder (or Financial Report Builder).

Report Builder More

CUSTOM PURCHASE BY VENDOR DETAIL

● Edit Columns ● **Filters** ● Sorting ● More Options

NAME *
Custom Purchase by Vendor Detail

SEARCH FIELDS
[Search Box]

ADD FIELDS
 Vendor
 Purchases

Choose Filters

REPORT COMPONENT *	FIELD *	VALUE	SHOW IN FILTER REGION
Purchases	Date	Filter: between Date Range: this month From: 8/1/2015 To: 8/31/2015	Yes
Purchases	Subsidiary	Filter: Subsidiary Context Parent Company (Consolidated)	Yes
Purchases	Transaction Type	Filter: equal to Check, Bill Credit, Bill, Credit Card	

Changing the Default Date Range Filter

To change the default date range filter for a report, click the edit icon and complete the popup. You can click Preview to see results for the new date range, but the date range is not changed for the customized report until you save it. The default date range is never changed for the standard report; for your customized version of it.

Choose Filters

REPORT COMPONENT *	FIELD *	VALUE
Purchases	Date	Filter: bet...er Date Range: this month From: 7/1/2014 To: 7/31/2014
Purchases	Subsidiary	Filter: Subsidiary Context Parent Company (Consolidated)
Purchases	Transaction Type	Filter: equal to Credit Card, Check, Bill Credit, Bill

+ Add Row

Adding a Date Range Filter

In addition to changing an existing date range filter for a report, you also can add a date range filter, by clicking a date field in the Add Fields pane. In the popup, select filter language, such as “between” or “before”, and a date range.

For example, the following date range filter for a customized Sales by Customer Report returns current monthly sales results for long-time customers:

Choose Filters

REPORT COMPONENT *	FIELD *	VALUE	SHOW IN FILTER REGION
Purchases	Date	<input checked="" type="checkbox"/> Filter: between Date Range: this month From: 7/1/2014 To: 7/31/2014	Yes
Purchases	Subsidiary	<input checked="" type="checkbox"/> Filter: Subsidiary Context Parent Company (Consolidated)	Yes
Purchases	Transaction Type	<input checked="" type="checkbox"/> Filter: equal to Credit Card, Check, Bill Credit, Bill	

☒ Add
 ☐ Cancel

Filter: bet...er
 Date Range:
 From: 7/1/2014
 To: 7/31/2014

Updating of Custom Date Range Filters

Custom report date range filters that use the BETWEEN operator and a selected relative date are computed dynamically based on the current date when a report is run. This automatic updating overwrites the values selected when the report was originally customized. However, when the custom date range filter is displayed in the report footer and the user selects refresh, the operator is changed to CUSTOM and the dynamically computed values are overwritten by the values selected when the report was originally customized.

When you define a custom date range filter such as “this week”, report data is filtered by the explicit dates in the From and To fields. The report continues to use these dates as the filter as time passes. For example, if you set the following filter for “this week”, the report returns the current week's data until 8/2/2014. After that date, you need to update the filter to the following week's dates. Otherwise, the report continues to return data for 7/27/14-8/2/14.

Choose Filters

REPORT COMPONENT *	FIELD *	VALUE	SHOW IN FILTER REGION
Purchases	Date	<input checked="" type="checkbox"/> Filter: bet...er Date Range: this week From: 7/27/2014 To: 8/2/2014	Yes
Purchases	Subsidiary	<input checked="" type="checkbox"/> Filter: Subsidiary Context Parent Company (Consolidated)	Yes
Purchases	Transaction Type	<input checked="" type="checkbox"/> Filter: equal to Credit Card, Check, Bill Credit, Bill	

☒ Add Row

Note: When viewing a report filtered to show data for a specific date or period range, the results may differ for users located in different time zones. Reports respect time zone preferences set at Setup > Company > Preferences > General Preferences or Home > Set Preferences > General when calculating report date fields that include timestamps. Report results for these fields are based on company or user time zone, rather than system time zone.

Sorting Data on Reports

All reports in NetSuite are sorted by a column or multiple columns by default. You can choose to remove these default settings, add new sorting options to your report or both.

Important: For financial statements, NetSuite recommends that you use sorting capabilities on the [Financial Report Builder Edit Layout Page](#) rather than defining sort order on the Sorting page. Sorting defined on the Edit Layout page overrides any sorting defined on the Sorting page.

To remove sorting options from your report:

1. Click **Customize** in the footer of the report.
2. On the Report Builder (or Financial Report Builder) page, click **Sorting**.
3. In the Choose Sort Order pane, click the **X** next to the sorting option you want to remove.
4. Click **Save**.

To add sorting options to your report:

1. Click **Customize** in the footer of the report.
2. On the Report Builder (or Financial Report Builder) page, click **Sorting**.
3. In the Add Fields pane, select the field you want to sort the report by.

You can locate the field by browsing the list in the Add Fields pane or type the name of the field in the Search Fields name and click **Search**.

When the field is selected, a line for that field is automatically added to the list of sorting options.

4. Check the **Descending** box if you want to sort the data in descending order. This setting is optional.
5. Click **Add**.
6. Repeat steps 3-5 to add more sorting options to your report.
7. Click **Save**.

Sorting options are applied in the order in which they are listed. You can use the **Move Up** and **Move Down** buttons or drag the lines representing the columns to choose the order in which the sorting options are applied.



Warning: The way that Oracle handles the ORDER BY statement causes the following issue. If you sort report data by a field that can have a null value, such as Department, records with null values for the sorted field are listed last for ascending sort order and first for descending sort order. Also, null field values are displayed as **0**.

Setting Additional Options for Custom Reports

On the More Options page of the Report Builder and Financial Report Builder, you can:


- Select from predefined report filters, for reports where these are available.
For information, see [Predefined Report Filters](#).
- For selected reports, indicate whether report data should be on a cash basis or accrual basis. This option defaults to the setting for the Cash Basis Reporting preference set at Setup > Accounting > Accounting Preferences.
For information, see [Setting Up Cash Basis Reporting](#).
- For selected reports, indicate whether rows with a zero balance should be displayed.
- For selected reports, indicate whether only transactions completed in the Web store should be included.
- For selected reports, indicate whether only accounts that had activity during the report range should be included.

- Indicate whether the custom report should be available from the Reports page.
- Indicate whether the custom report can be exported as an Excel Web Query.
For information, see [Exporting a Saved Report as an Excel Web Query](#).
- Indicate whether the report should display a currency symbol, such as \$, next to monetary amounts. (Available for reports displaying monetary amounts.)
- Define an Expand Level for the custom report:
 - **Collapse All: Displays** only the top levels of data.
 - **Level 1: Displays** the top level plus an additional one level of data.
 - **Level 2:** Displays the top level plus an additional two levels of data.
 - **Level 3:** Displays the top level plus an additional three levels of data.
 - **Expand All:** Displays the top level and all sublevels of data.

This expand/collapse setting is maintained when you print the report, email the report, schedule the report, and export the report to Microsoft Word or Adobe PDF. You can override this setting after you have run the report by choosing an Expand Level in the report's footer options. For information, see [Setting Report Footer Options](#).

For financial statements, NetSuite recommends that you set the expansion level per row and financial section, using the Display field on the Edit Layout page. See the help topic [Financial Report Builder Edit Layout Page](#).

- (For summary reports only) Define a custom detail report to be the drilldown for the custom report's View Detail links. This option also applies to drilldowns from custom report snapshots built from the custom report.
- Change the owner of the report. (Note that only account administrator and report owners can make this change.)

 **Warning:** If the owner of a scheduled report is changed to another user who has never previously scheduled a report, the report no longer runs according to schedule. For the report to resume running according to schedule, the new owner needs to log in with the appropriate role and resave the report.

- Enter a description of the custom report.
You can use up to 200 characters.
- Define an audience for the custom report, meaning the users who can run it.
For information, see [Sharing Custom Reports with Other Users](#).

Arranging Data on Summary Reports

Summary view is the default display view for all reports. In addition to summary view, many reports enable you to drill down into a detail view of content.

When you edit columns of a summary report in the Report Builder, you can specify how each column's data will be aggregated, by applying the appropriate summary types to these columns.

Report Preview

Customer	Sales
Customer 1	\$50000.00
Customer 2	\$40000.00
Customer 3	\$30000.00
Customer 4	\$20000.00
Customer 5	\$10000.00
Total	\$150000.00

Sales: Transaction Total (Revenue)

Column Label
Sales

Drop Decimals
☐

Divided by 1000
☐

Display Negative Numbers
Parentheses example: (123)

Negatives in Red
☐

Summary

Summary types are available for most columns that have numeric, percentage, or currency values. You can choose among the following summary types:

- **Sum** – Sums the values for the field.
- **Count** – Counts the number of report results for the field.
- **Maximum** – Displays the maximum value.
- **Minimum** – Displays the minimum value.
- **Average** – Calculates the average value for the field.
- **Group** – Available for custom fields only. Rolls up report results by the custom field to which you apply this summary type.

For example, when you create a customized Sales by Customer report, you can set the Sales column to display the average purchase amount for each customer. To do this, choose Average as the summary type for the Sales field.

Note: If you apply a summary type to a column that also has the Add Grand Total option enabled, the total row value will still be calculated as the sum of individual row values.

Setting Up Cash Basis Reporting

By default, NetSuite provides reports on an accrual basis to meet generally accepted accounting standards. You can choose to use cash basis for your report data. Your choice is applied only to reports where the distinction is relevant. You can modify this default globally for all relevant reports or individually for each custom report.

To change the default globally, use the Cash Basis Reporting preference at Setup > Accounting > Accounting Preferences on the General Ledger subtab. Enabling this preference causes all standard reports that support cash basis reporting to be on a cash basis rather than accrual basis.

The default for custom reports follows the Cash Basis Reporting preference set in Accounting Preferences. However, you can choose whether each custom report uses cash basis or accrual basis.


Reports that currently have access to the Cash Basis box are the following reports:

- Account Detail
- Cost by Customer Detail
- Budget vs. Actual
- Budget Income Statement
- Budget Income Statement Detail
- Income Statement
- Income Statement Detail
- Comparative Income Statement
- Multi-Book Income Statement
- Multi-Book Income Statement Detail
- Financial Layout Description
- GST on Purchases Detail
- GST on Sales Detail
- GST on Purchases Summary
- GST on Sales Summary
- Customer Profitability Detail
- Customer Profitability Summary
- Purchase by Item Detail
- Purchase by Vendor Detail
- Purchase by Item Summary
- Purchase by Vendor Summary
- Sales by Customer Detail
- Sales by Item Detail
- Sales by Promotion Detail
- Sales by Sales Rep Detail
- Sales by Partner Detail
- Sales by Partner Summary
- Sales by Customer Summary
- Sales by Item Summary
- Sales by Promotion Summary
- Sales by Sales Rep
- Summary Sales Tax Liability by Tax Item
- Sales Tax Liability By Tax Agency
- Sales Tax Transaction Detail

- VAT on Purchases Detail
- VAT on Sales Detail
- VAT on Purchases Summary
- VAT on Sales Summary

To change a custom report between cash basis and accrual basis:

1. Go to Reports > Saved Reports > All Saved Reports and click **Edit** next to the custom report you want to edit to open the Report Builder (or Financial Report Builder).
2. Click **More Options**.
3. On the More Options page, use the **Cash Basis** menu to switch between cash basis and accrual basis reporting.
 - **Enable** – Select this option if you want to use cash-basis tax data for this report.
 - **Disable** – Select this option if you want to use accrual-basis tax data for this report.
 - **Nexus setting** – Select this option if you want to use nexus settings for tax data. If the nexus has cash-basis tax reporting enabled, the tax data in the report will be cash-based. Otherwise, it will be accrual-based. To check the settings for a nexus, an administrator can go to Setup > Accounting > Set Up Taxes, click the nexus, and check whether the **Tax Reporting Cash Basis** option is enabled for that nexus. See also [Setting Tax Preferences](#).
4. Click **Save**.

 **Note:** If the Cash Basis option is not available on the More Options page for a report, the choice between cash basis and accrual basis is not meaningful for the report.

Sharing Custom Reports with Other Users

In NetSuite, all users with permissions for a report's underlying records can access a custom report. However, to locate the report, users would need to search for it or know the report's URL. To make a report more accessible to other users, you can specify an audience with whom to share the custom report. The audience for your custom report can run that report by going to Reports > All Saved Reports. For information, see [Saved Reports Page](#).

This behavior also applies to the Administrator role. Users with the Administrator role are unable to see all the reports if:

- they are not included in the report audience
- the report is owned by another user

Users in the audience who have the Edit or Full level of the Report Customization permission can edit the custom report definition and save it with a different name. (Only the report owner and the account administrator can edit the report definition and save it with the same name.)

Account administrators have access to all custom reports.

Defining a Report Audience

To define an audience for your report:

1. Click **Customize** in the footer of the report you want to share.
2. On the Report Builder (or Financial Report Builder) page, click **More Options**.
3. In the **Audience** fields, choose an audience for your report:

You can select options from any or all of the following audience types. For each of the audience types below you can select multiple options by holding down the Ctrl key when making your selection.

- **Roles** : Select a role or multiple roles to share your report with. To share this report with all users in your account, check the **All Roles** box.
- **Departments** : If you have selected any role(s), you can also select departments to share your report with.
- **Subsidiaries**: Select the subsidiaries you want to share this report with.
- **Groups** : Select a group to share your report with.
- **Employees** : Select an employee or multiple employees to share your report with. To share with all employees, check the **All Employees** box.
- **Partners** : Select a partner or multiple partners to share your report with. To share with all partners, check the **All Partners** box.

4. Click **Save**.



Important: If you select both a role and a department, the user must be assigned the role and be a member of the selected department to access this report. If you select a group, employee, partner, or any of the above, the user must be a member of the group or be the employee selected or be the partner selected to access this report. The relationship between Audience groups can be defined as:

Audience = (Role AND Department) OR Group OR Employee OR Partner

You can select role(s) but not department(s). However, if you want to select department(s), you also need to select at least one role.

Extending Report Permissions to your Entire Audience Using the Access Tab

Users in the selected audience can only run a shared custom report if they have permission for the standard report on which the custom report is based. This restriction protects you from accidentally granting report access to users that do not have the necessary permissions.

Administrators can extend custom report access to users who would normally not have permission to run the report. If you are an account administrator, the More Options page of the Report Builder (and Financial Report Builder) has an Access subtab, in addition to the Audience subtab. On this subtab, you can define the users and/or groups to whom you would like to extend report access.

Administrators can provide users or a role with the Granting access to reports permission, which enables other users to view their reports. Users with Edit, Create, or Full access (or above a View level) can make use of the Granting access to reports permission and will have access to the Access tab in the Report Builder. In the Access tab, the user can give access to other user's for the specified report.

You can select access options by using the same options described in [To define an audience for your report](#).



Important: This action may grant access for some users whose access to report data would normally be restricted. Before you extend access ensure that no sensitive or restricted data is included in the custom report.

For more information about permissions required for reports, see [Permissions for Reports](#).

Exporting a Saved Report as an Excel Web Query

You can export a saved report as an Excel Web Query. When the report is exported, data can be refreshed from within Microsoft® Excel with the latest information from your NetSuite account.



Important: Web Query functionality is not available for financial statements. You will not see the Allow Web Query option for the following reports: Income Statement, Income Statement Detail, Comparative Income Statement, Balance Sheet, Balance Sheet Detail, Comparative Balance Sheet, Cash Flow Statement, Budget Income Statement, Budget Income Statement Detail, Budget vs. Actual, Cash Statement, and Cash Statement Detail.


To create an Excel Web Query:

1. Start the Report Builder by clicking **Customize** on any report or by clicking **Edit** next to a report name on a list of saved reports.
2. On the Report Builder page, click **More Options**.
3. Check the **Allow Web Query** box.
4. Click **Save**.
5. Verify that you want to overwrite the previously saved version of the report.
If you do not want to overwrite the previous version, click the **Cancel** button, rename the report and click **Save As** to save the report with a different name.
6. After the report runs, select **Export-Excel Web Query** in the footer.
The report is saved as an .iqy file.
7. In the File Download window, you can click **Open** or **Save** if you are running on a PC. If you are running on a Mac, save the file.
 - If you have saved an .iqy file on a PC, you have to double-click it to get it to run in Microsoft® Excel.
 - If you have saved an .iqy file on a Mac, you must first start Microsoft® Excel, then manually import the file by going to **Data > Get External Data > Run Saved Query**, and selecting the .iqy file.
8. When the .iqy file opens in Microsoft® Excel, in the Enter Parameter Value window, enter the email address you use to log in to your NetSuite account (or if you did not create the Web query, the email address of the user who did), check the option if you want, and click **OK**.
 - Your data is loaded into Microsoft® Excel.
 - You can click **Refresh Data** to retrieve the latest data from your NetSuite account.

Notes:

- Checking the **Use this value/reference for future refreshes** box enables you and any other user who can access the report to refresh this report from within Microsoft® Excel indefinitely without having to reenter an email address. The only way to deny future access is to not check this box, remove the check from the Allow Web Query preference, or delete the saved report.

- If you plan to send a Web query to other users, be aware that IP address rules may prevent them from accessing it. For example, if IP address rules are defined for you when you create a Web query, other users logging in from different IP addresses cannot access this query. For information about these rules, see the help topic [Enabling and Creating IP Address Rules](#).
- When a user accesses a Web query created by someone else, an inconsistency in usage information occurs in login audit trail information and related saved searches. The user name is recorded as the creator of the saved report exported as a Web query, but the IP address is the address of the other user accessing the query.
- If you export a report as an Excel Web Query (.iqy) file when you are logged in using SAML Single Sign-on, this file may fail to retrieve data from NetSuite. In this case, you need to log in to NetSuite using the NetSuite login page and export the report again.

 **Warning:** Check that you are not breaching your organizations security policy before distributing .iqy files to other users. The files are personalized and generated for your use only. A recipient of such a file would have the capability to run the report at any time in the future and see the same live data that is available to you – even if the recipient's role would not normally give them access to such data. The only requirement to view the report is the login details (email address) used when creating the report. This address could be guessed by the recipient.

Updating an Excel Web Query File

To update an existing Excel Web Query (.iqy) file for a report, you need to determine the original report for this file and export it as an .iqy file again.


To determine the report:

1. Open the .iqy file using a text editor of your choice and find the **cr** attribute.
The value of the **cr** attribute is the original report's ID.
2. Go to Reports > Reports Overview and click any report to open it.
3. Edit the web page address by changing the **cr** attribute, so it contains the .iqy file's report ID, and press Enter.
For example, if the **cr** attribute in the .iqy file contains **515** as the report ID, the report address will be:

```
1 | https://<accountID>.app.netsuite.com/app/reporting/reportrunner.nl?cr=515
```

4. The original report for the .iqy file is displayed.

To export the .iqy file again:

1. In the report footer, click the Export to Excel Web Query icon .
If the footer doesn't contain such an icon, click **Customize**, select the **Allow Web Query** option on the **More Options** tab and click **Save** to save the report.
2. The report is downloaded as an .iqy file.

Example Report Format Changes

The format of a report is determined by a combination of the reporting-related preferences set in your NetSuite account, your choices from the report's footer options, and any customizations you make in the Report Builder (or Financial Report Builder).

The following sections provide instructions and screenshots that illustrate how you can use footer options, preferences, and the Report Builder (or Financial Report Builder) to change the look and feel of a report. All examples are based on the standard Sales by Customer Summary report.

The following report includes a title. Whether the title is displayed depends upon [Reporting Preferences on the Set Preferences Page](#) and on settings on the report footer Options menu.

Sales by Customer Summary View Detail	
DOC OneWorld All Access Test Acct - db96	
Parent Company (Consolidated)	
Sales by Customer Summary	
July 1, 2014 - July 31, 2014	
Customer	Sales
Anonymous Customer	\$5,000.00
Total	\$5,000.00

Possible report format changes include:

- [Removing a Report Title](#)
- [Adding Grid Lines to Your Report](#)
- [Viewing Your Report in Microsoft® Word or Microsoft® Excel](#)
- [Viewing Your Report as a Pie Chart, Bar Graph or Line Graph](#)
- [Adding Your Company's Logo to Your Report](#)
- [Adding a Custom Description to Your Report](#)

Removing a Report Title

You can remove the title from your report header.

To Remove a Report Title

1. Click the **Options** button in the footer of the report.
2. Clear the **Display Title** box.
3. Click **Close**.

Adding Grid Lines to Your Report

Adding horizontal and vertical grid lines to your report makes it easier to identify related data in each line of the report.

To Add Grid Lines to Your Report

1. Click the **Options** button in the footer of the report.
2. In the **View** field, select **Report-Grid**.
3. Click **Close**.

Sales by Customer Summary View Detail	
Customer	Sales
- No Customer/Project -	\$120.00
7 A Inc.	\$100.00
A Company 4OL	(\$298.55)
<input checked="" type="checkbox"/> AAA Top Level - USD	
AAA Sub - GBP	\$560.00
Total - AAA Top Level - USD	\$560.00
Aaron Rosewall-Godley	\$306.45
<input checked="" type="checkbox"/> ABC Medical Supplies	
ABC Medical Supplies	\$3,924.00
Stours, Allen	\$100.00
Total - ABC Medical Supplies	\$4,024.00
Abdullah Bhupathiraju	\$11,250.00
Abe Lincoln	\$300.00
Abe Simpson	\$8,210.61

Viewing Your Report in Microsoft® Word or Microsoft® Excel

Viewing your report in Microsoft® Word or Microsoft® Excel gives you access to more tools allowing you to add color, highlight sections, change fonts, and make other changes. If you view your report in Microsoft® Excel, the formulas NetSuite used to calculate totals are exported as well.

To View Your Report in Microsoft® Word or Microsoft® Excel

1. On the Reports page, click the name of the report you want to view.
2. In the footer of the report, select Export - Microsoft® Word, Export - Microsoft® Excel, or Export - PDF.
3. When the File Download window appears, click **Open**.

	A	B	C
1	DOC OneWorld All Access Test Acct - db96		
2	Parent Company (Consolidated)		
3	Sales by Customer Summary		
4	July 1, 2000 - July 31, 2014		
5			
6			
7	Customer	Sales	
8	- No Customer/Project -	\$120.00	
9	7 A Inc.	\$100.00	
10	A Company 4OL	(\$298.55)	
11	AAA Top Level - USD		
12	AAA Sub - GBP	\$560.00	
13	Total - AAA Top Level - USD	\$560.00	
14	Aaron Rosewall-Godley	\$306.45	
15	ABC Medical Supplies		
16	ABC Medical Supplies	\$3,924.00	
17	Stours, Allen	\$100.00	
18	Total - ABC Medical Supplies	\$4,024.00	
19	Abdullah Bhupathiraju	\$11,250.00	
20	Abe Lincoln	\$300.00	

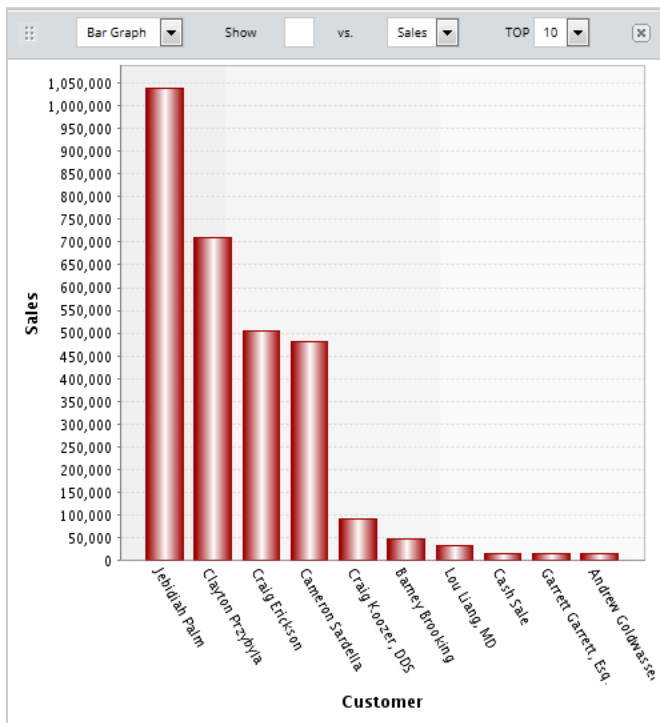
Viewing Your Report as a Pie Chart, Bar Graph or Line Graph

Note: The graph output type is no longer the preferred view option for reports and saved searches. To see your data in a graph, you can use the SuiteAnalytics Workbook chart capabilities instead. For more information about how to use charts in SuiteAnalytics Workbook, see the help topic [Workbook Charts](#).

You can view your report as a chart or graph for an alternate visual perspective. You can also choose the amount of data to show on your graph allowing you to view only the top values for that report.

To view your report as a pie chart or bar graph, click the **Graph** button in the footer of the report. A graph of your report is automatically generated using the default graph settings. In the Graphing window, you can choose to view your report as a bar graph or pie chart, select amounts to compare or select the number of top values you want to see.

Note: You cannot graph a Detail report.



Adding Your Company's Logo to Your Report

You can follow the steps below to add your company's logo to your report. The logo that is added to your report is the logo selected in the Company Logo field at Setup > Company > Setup Tasks > Company Information.

To add your company logo to your report:


1. Go to Home > Set Preferences.

- On the **Analytics** subtab, check **Print Company Logo**.

Note: This setting only adds the company logo only to printed reports. To view the logo on onscreen reports, you must also check the **Display Report Title on Screen** box on the Set Preferences page or in the footer of the report.

- Click **Save**.
- Run the report

The screenshot below shows the Wolf Electronics logo added to the Sales by Customer Summary report. Your logo appears to the left of the title as shown in the screenshot below.

Custom Sales by Customer Summary View Detail	
 <div> Wolf Electronics Custom Sales by Customer Summary July 1, 2000 - July 31, 2014 </div>	
Customer	Sales
- No Customer/Project -	\$120.00
7 A Inc.	\$100.00
A Company 40L	(\$298.55)
<input checked="" type="checkbox"/> AAA Top Level - USD	
AAA Sub - GBP	\$560.00
Total - AAA Top Level - USD	\$560.00
Aaron Rosewall-Godley	\$306.45
<input checked="" type="checkbox"/> ABC Medical Supplies	
ABC Medical Supplies	\$3,924.00
Stours, Allen	\$100.00
Total - ABC Medical Supplies	\$4,024.00
Abdullah Bhupathiraju	\$11,250.00
Abe Lincoln	\$300.00

Adding a Custom Description to Your Report

You can add a custom description to your report by entering text in the Description field on the Report Builder (or Financial Report Builder) page. This text has a limit of 200 characters.


As you add customization options to your report, this field is updated with text describing the options you selected.

Note: When you have edited this field, the text is no longer updated by the system when you add more customization options.

To add a custom description to your report:

- Click **Customize** in the footer of the report.
- Click **More Options**.
- In the **Description** field, enter a custom description or add customization options and the field will be automatically updated.
- Click **Save**.
- Run the report.
- Click the **Options** button in the footer of the report.
- Check the **Print Description** box.

8. Click Close.

Custom Sales by Customer Summary View Detail	
	
<p style="text-align: right;">Wolf Electronics Custom Sales by Customer Summary July 1, 2000 - July 31, 2014</p>	
Customer	Sales
- No Customer/Project -	\$120.00
7 A Inc.	\$100.00
A Company 40L	(\$298.55)
<input type="checkbox"/> AAA Top Level - USD	
AAA Sub - GBP	\$560.00
Total - AAA Top Level - USD	\$560.00
Aaron Rosewall-Godley	\$306.45
<input type="checkbox"/> ABC Medical Supplies	
ABC Medical Supplies	\$3,924.00
Stours, Allen	\$100.00
Total - ABC Medical Supplies	\$4,024.00
Abdullah Bhupathiraju	\$11,250.00
Abe Lincoln	\$300.00

Saving a Custom Report

After you have finished customizing the report in the Report Builder, you can save it as a custom report.

To save the report as a custom report:


1. On the **Edit Columns** tab of the Report Builder, use the **Name** field to specify a descriptive name for your custom report.
2. When ready, click **Save** in the lower right corner of the Report Builder.


If you want to make additional changes to the report after saving it, you can find the report among your saved custom reports at Reports > Saved Reports > All Saved Reports. To customize the report further, click Edit next to its name. For more information, see [Viewing or Editing a Saved Custom Report](#).

Deleting a Custom Report

You cannot delete a standard report in NetSuite. However, you can delete a custom report if Report Customization is enabled and you have permission to view the report.

To delete a custom report:


1. Go to Reports > Saved Reports > All Saved Reports and find the custom report you want to delete.
2. Click the **Delete** icon  in the **Delete** column for the report.

 **Note:** Deleted custom reports cannot be recovered.

Managing Reports

You can manage all your custom reports by using the Saved Reports page. There you can view a list of all your saved reports and edit, view or delete them.

Administrators can use this page to quickly delete or change ownership of reports. This can be especially useful when the owner of several reports leaves the organization.

 **Note:** Report ownership can only be transferred by an administrator, and only to a user with administration rights. Typically an administrator would transfer ownership of an ex-employee's reports to themselves as part of normal housekeeping procedures.

Inline Editing of Reports

Inline editing of reports offers all the standard capabilities of inline editing. When editing large numbers of reports it may be quicker to use the mass update feature. See Mass updating of report ownership.

To change the owner of several reports:

1. Go to: Reports > Saved Reports > All Saved Reports.
2. Switch inline editing on.
3. Arrange the list so that the reports you want to edit are listed on the same page.
4. Click on the owner of one of the reports. A dropdown list will display all possible owners. Click on the owner again to hide the dropdown list.
5. Holding down the Ctrl key, click on the owner in another row to add that row.
6. Add all rows that you want to edit then release the Ctrl key.
7. Click on the dropdown list and select the new owner for the selected rows.
8. Click away from the owner column and the selected reports will be immediately updated.

Mass Updating Reports

Using the Saved Reports page, a report can be deleted or updated with a few clicks. However for large numbers of reports it can be more practical to use the Mass Update feature.

Mass Update of Report Ownership

If you need to change the owner of many reports, you can mass update report ownership.

To mass update report ownership:

1. Go to Lists > Mass Update > Mass Updates.
2. On the Mass Updates list expand the General Updates category and click on **Report**.
3. If you are saving this mass update, enter a descriptive name into the **Title of Action** field.
4. In the **Criteria** subtab select the Owner filter.
5. In the Mass Update popup select all the owners that you want to change. Then click **Set**.

6. In the **Mass Update Fields** subtab mark the **Owner** box and select the user that you want to transfer ownership to.
7. Click **Preview** to see a list of affected reports.
8. In the preview footer click **Perform Update** to action your mass update



Important: You can only change the owner to be an account administrator.

Mass Deleting Reports

If you have reports in your account that you are no longer using, you can mass delete reports.

To mass delete reports:

1. Go to Lists > Mass Update > Mass Updates.
2. Expand the Reports category and select Delete Reports.
3. In the **Criteria** subtab select the Owner filter.
4. In the mass update popup select all the owners that you want to change. Then click **Set**.
5. Click **Preview** to see a list of affected reports.
6. In the preview footer click Perform Update to action your mass update

Saved Reports Page

The Saved Reports page contains a list of all the reports you have customized and saved, either in the Report Builder or Financial Report Builder. This page also lists reports customized by others who included you in the audience of their saved report.

To view the Saved Reports page:

1. Click the **Reports** tab.
2. On the Reports page, under the Saved Reports heading, click **All Saved Reports**.

The list of saved reports includes the following columns:

- **Edit:** Click this link to edit the custom report in the Report Builder or Financial Report Builder.
 - This link is only available to users with Edit or Full level of the Report Customization permission.
 - The owner of the report and the account administrator can make changes to the custom report and save it.
 - Other users with the required permission level can make changes to the report but can only do a "Save As" to save the edited report under a different name.
- **View :** Click this link to view the report.
- **Title :** Title entered for the custom report in the Report Builder or Financial Report Builder.
- **Description:** Description entered for the custom report on the More Options page of the Report Builder or Financial Report Builder.
- **Owner:** Owner of the saved report. Initially, the owner is the user who created the report. If you mouseover the owner's name in the row, a popup will display further details about the owner.

- When a report has been saved, an account administrator or the report owner can change the owner on the More Options page of the Report Builder or Financial Report Builder. These types of users also can change the owner directly in this list by using inline editing.
- Only account administrators can change the owner of a report.
- **Report Type:** The name of the report that was customized to create the custom report.
- **Delete:** Click this link to delete the custom report.
This link is only available to the owner of the report and account administrators.
- **Save:** The Save button saves changes to the existing report. If you want to change the name of the report, change the name of the report in the report customization form and click the **Save** button.
- **Save As:** Clicking **Save As** creates a copy of the report with a name entered in the Name field.

You can click a column heading to sort the list of reports by title, description, owner, or report type.

If inline editing is turned on, you can directly edit the report's title and description. See [Inline Editing of Reports](#). Administrators can also edit the report's owner.


In the footer of the Saved Reports page you can filter the list of reports by owner. If you only want to see the reports that you own, select **Mine** in the **Owner** field.

If you do not want a saved report to appear on the Reports page and the Reports > Saved Reports menu, open the report for edit and clear the Show on Reports Page option on the More Options tab.

Viewing or Editing a Saved Custom Report

After you have customized a report and saved it, you can view or edit it.

To view or edit your saved reports:

1. Go to Reports > Saved Reports > All Saved Reports.
2. When the Saved Reports page displays, you can:
 - Click the **View** link to display the report you want to see.
 - Click the **Edit** link to revise your custom report settings.
 - If you no longer use a custom report, you can click the **Delete** icon  in the **Delete** column for the appropriate report.



Note: If you have customized a report, be sure to save it before you select the **Alert me when ready** option. If you select this option before you save your changes, the last saved report is run instead.

Reports FAQ

See the questions and answers below for information on Reports.

Why are my custom footer filters not being applied to scheduled reports?

Prior to 2021.2, only default report footer filters were applied to results generated for scheduled reports or reports executed in the background. Custom footer filters that you added to the report were not applied. Now, both custom and default report footer filters are used to generate the results

This update only affects newly scheduled reports or larger reports that are executed in the background when you select the Alert me when ready option. Existing scheduled reports are not affected unless you create a new schedule for them. Additionally, if you want the next scheduled report to apply the selected footer filters, you must run the report first from the results page.

For information about how to add custom footer filters that appear when viewing report results, see [Adding Custom Filters to a Report](#).

For information about scheduling a report, see the help topic [Scheduling a Report](#).

Schedule Report - Google Chrome

4089203.app.f.netsuite.com/app/reporting/emailreport.nl?l=T&frequency=NONE&defaultsubject=Sales+by+Item+Sum...

All footer filters that were applied during the last report execution will be applied to the scheduled report. Learn more [here](#). Close Do not show this message again

Schedule Report

Save Cancel

Schedule Report

SCHEDULE NAME *
Sales by Item Summary

DATE *
09/12/2021

START TIME *
4:49 am 4:00 am

☐ RUN REPORT MORE THAN ONCE

Recipients Message Attachments

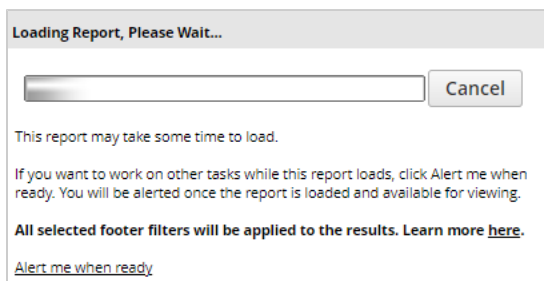
RECIPIENT *
Jan Pagac

Select people to copy in this email or add email addresses directly from the list below.

COPY OTHERS	EMAIL *	CC	BCC
<Type then tab>		Yes	

Add Cancel Insert Remove

Save Cancel



Why am I receiving an error saying that I cannot run a report?

To ensure best performance, you are limited to running no more than two different reports at one time. If you attempt to run a third report when two reports are already running, you receive an error message that you cannot run the third report. You can do any of the following to run the report:

- Wait until one of the other reports has completed, then retry.
- Cancel one of the other reports, then retry.
- Save the report, then schedule it to be run at a later time; its results can be sent to you in an email.



Note: You cannot run more than one instance of the same report at one time. If you rerun a report that is already running, the first instance is cancelled.

See the following topics.

- [Scheduling a Report](#)
- [Reporting Overview](#)

Why am I getting a message that I need to restrict my subsidiary view before I can run a report?

If you use NetSuite OneWorld, some reports support consolidation of results across multiple subsidiaries. You can run these reports to return results from more than one subsidiary at a time, and use the Subsidiary Context dropdown list in the footer to filter results to a single subsidiary or to a consolidated rollup of related subsidiaries.

Other reports do not support consolidation and can only return results for one subsidiary at a time. For these reports, you need to set a personal preference to restrict your subsidiary view to a single subsidiary before running the report. You can set this preference on the Restrict View subtab at Home > Set Preferences.

See the following topics.

- [Personal Preferences for Restricting Views](#)
- [Consolidated Reporting in OneWorld](#)
- [Subsidiary Context for Reports](#)

How can I filter report results by periods or dates, and what is the difference between the two?

NetSuite enables you to display and filter report results either by date range, or by accounting period, depending upon your setting for the Report By Period user preference. If you filter by date range, report records are selected by transaction date. If you filter by period, report records are selected by posting period.

Note that the Report by Period user preference is not available unless the Accounting Periods feature is enabled in your account, on the Accounting subtab at Setup > Company > Enable Features.

To set the Report by Period preference:

1. Go to Home > Set Preferences.
2. Click the **Reporting/Search** subtab.
3. Under Reporting, in the **Report by Period** field, select from the following options:
 - **All Reports** - All reports will be run by posting period.
 - **Financials Only** - Only financial reports can be run by period.
 - **Never** - All reports will be run by transaction dates instead of posting periods.
4. Click **Save**.

To filter report results by date or period:

You can use the following methods to filter report results by date or period:

- Run a report, and on the report results page, select a date range or period from footer dropdown lists. Available dropdown lists may include Date, Period, From and To, As Of, or others, depending upon the type of report. This filtering is used only for the current instance of the report. See [Setting Report Footer Options](#).
- Customize a report in the Report Builder or Financial Report Builder to modify its date or period filters. You can either choose a Customize menu option or click the Customize button on the report results page, then make changes on the Filters page. The filters you save on this page persist each time you run the report. [Filtering Data on Reports](#) and [Financial Report Builder Filters Page](#).

See the following topics.

- [Reporting Preferences on the Set Preferences Page](#)
- [Choosing a Date or Period Range for a Report](#)
- [Report Customization](#)
- [Financial Report Builder](#)

What is the difference between the Report Builder and the Financial Report Builder?

The Financial Report Builder is a report customization interface for financial statement reports only. NetSuite standard financial statement reports include the following:

- At Reports > Financial: Income Statement, Comparative Income Statement, Balance Sheet, Comparative Balance Sheet, and Cash Flow Statement
- At Reports > Banking/Budgeting: Budget Income Statement, Budget vs. Actual, and Cash Statement

The Report Builder is the customization interface for all other NetSuite reports.

Both the Financial Report Builder and Report Builder include pages where you can edit columns, filters, sorting, and more options.

The Financial Report Builder also includes an Edit Layout page where you can view and modify the grouping, ordering, and format of your financial statement's sections and rows. This page is not available in the Report Builder.

See the following topics.

- [Financial Report Builder](#)
- [Financial Report Builder Edit Layout Page](#)
- [Report Customization](#)
- [Report Builder Interface](#)

Why are inactive classes, departments, and locations listed in the footer filters on my financial statements?

You may think that inactive classes, departments, and locations should not be available for selection in the Class, Department, and Location dropdown lists in the footer of your report results page. However, you may want to select these to see historical data and they should be included to maintain balance when the All option is selected.

See the following topics.

- [Setting Report Footer Options](#)
- [Report Footer Options](#)
- [Working with Report Results](#)

How can I create a matrix report?

NetSuite's standard reports provide subtotals and totals by rows only. The following methods are available for you to create a matrix report, meaning a report that aggregates results both by rows and by columns.

- You can create an ad hoc report with a matrix format. Go to Reports > New Report, select a metric, and on the New Report page, select the Matrix format and a column to use as the matrix dimension. See [Creating a New Report](#).
- You can add column subtotals to a standard report after you have run it. Run the report, select a dimension from the Column dropdown list in the footer of the report results page, and click Refresh. The report now includes extra subtotal columns.
 - The data for the selected dimension can be displayed in separate columns for each dimension value, or in a hierarchical manner, with child values grouped under parent values within the same columns. To display data hierarchically, select a (Hierarchy) option from the Column dropdown list.
 - The selected column dimension does not get saved with the report, so you must select it each time you run the report.
- When you customize a financial statement, you can add column subtotals that persist each time you run the report. On the Financial Report Builder Edit Columns page, select a dimension from the View Columns By dropdown list.
 - The data for the selected dimension can be displayed in separate columns for each dimension value, or in a hierarchical manner, with child values grouped under parent values within the same columns. To display data hierarchically, select a (Hierarchy) option in the View Columns By dropdown list.
 - After you save your customized financial statement, the selected column dimension is saved and will be included each time you run the report.

See the following topics.

- [Creating a New Report](#)
- [Choices for Ad Hoc Reports](#)
- [Report Footer Options](#)
- [Financial Report Builder](#)

■ [Adding Persistent Matrix Columns to Financial Statements](#)

Why has the running of a scheduled report suddenly stopped?

Either of the following circumstances can cause a scheduled report to stop running according to schedule:

- The report owner has been changed to a user who has not previously scheduled a report.
For the report to resume running according to schedule, the new owner needs to log in with the appropriate role and resave the report.
- The report owner no longer has login access to the NetSuite account, for example if the report owner has left the company.
For the report to resume running according to schedule, an account administrator must change the report owner, and that user must log in and resave the report.

See the following topics.

- [Scheduling a Report](#)
- [Setting Additional Options for Custom Reports](#)

Can I add a formula field as a column in a report?

Currently, you can only add a formula field as a report column by selecting from one of the following predefined formats:

- Sum: $x+y$
- Difference: $x-y$
- Percent Difference of X: $((x-y)/x)*100$
- Percent Difference of Y: $((x-y)/y)*100$
- Ratio: x/y
- Percent Ratio: $(x/y)*100$
- Multiply: $x*y$

These formulas use existing report columns as the x and y values. Reports currently do not support the addition of fields calculated through more complex, customized expressions, such as those that use SQL functions. Searches do support the use of these types of formulas for results and criteria fields.

See the following topics.

- [Formulas in Search](#)
- [Adding Formula Fields to Reports](#)
- [Adding, Removing, or Reordering Report Columns](#)
- [Report Customization](#)

Are there size limits for report and search results?

Report results are truncated if they exceed the following row limitations. These limits are enforced for performance reasons.

- For most reports, results are limited to **25,000 rows**.
- For the following reports, results are limited to **75,000 rows** :
 - Ad hoc reports

- A/R Aging
- Balance Sheet
- Budget Income Statement
- Budget vs. Actual
- Cash Flow Statement
- Cash Statement
- Comparative Balance Sheet
- Comparative Income Statement
- Current Inventory Snapshot
- Deferred Revenue by Customer
- General Ledger
- Income Statement
- Inventory Valuation
- Pipeline by Sales Rep (summary only)
- Revenue by Customer
- Revenue Recognition Forecast
- Sales by Customer
- Sales by Item (summary only)
- Sales Orders by Customer
- Sales Orders by Item (summary only)
- Scheduled Deferred Revenue

Search results have a limit of 10 MB. When exporting to a CSV file, this is equivalent to approximately 20,000 rows and 50 columns of data. If your results exceed these limits, try adding or modifying the existing criteria used in the search. For example, you can try limiting the date range used to generate the results.

If these limits are hampering your ability to access the data you need, you can try filtering report or search data. You also may want to consider purchasing the ability to access NetSuite data through SuiteAnalytics Connect.

See the following topics.

- [Row Limitations for Report Results](#)
- [Defining a Saved Search](#)
- [Advanced Search Criteria Filters](#)
- [Filtering Data on Reports](#)
- [SuiteAnalytics Connect](#)