

Solution 7 Training Guide

Basic Concepts & Building Your First Report



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Introduction

When using Solution 7, there are 2 basic "building blocks" needed to generate NetSuite reports -Functions and Lists. In this lesson we will use these tools to build flexible reporting templates that are interactive, dynamic and refreshable from your live, real-time NetSuite data.

Before We Begin

Before we begin, there are some items that we will refer to during the lesson.

NetSuite OneWorld

The information in this training guide is positioned from a NetSuite OneWorld user of Solution 7. If you are not running NetSuite OneWorld, you will be able to follow the exercises, but some dialogs may appear differently to the screenshots (i.e. missing subsidiary). In that case, where this document refers to Subsidiary, please substitute as appropriate to your instance of NetSuite.

Activation

When you first start Excel, Solution 7 is not automatically activated. You may be opening and/or editing Excel workbooks that have no NetSuite content. Solution 7 only needs to be activated if you are building new NetSuite report templates or need to refresh data in existing templates. Once activated, one of your Solution 7 licenses will be considered "in use". To release the license for another user, simply close Excel.

To activate Solution 7 within Excel, click **Solution 7** > **Activate**.



Solution 7 will now attempt to establish a connection to NetSuite and, if successful, will expand the full Solution 7 ribbon.

If you don't see the Solution 7 menu or Solution 7 fails to activate, please refer to the Troubleshooting Guide or contact support@solution7.co.uk

Solution 7 Ribbon

The Solution 7 Ribbon expands after activation and is the starting point when using any of Solution 7's features.

File	Home	Insert	Page Layout	Formulas	Data	Review	/ View	Developer	r Help	Solution	17 LOAD TES	T Power P	vivot 1	Team	Location An	alysis	
Refresh		e Colum	n Row Pop-up	fx Function	Summary	Detail ~	Define Automation	문 Print Sh [neet(s)	10 01 Define Suppression	ີ່ ເງິ Suppress	Lock/Drop Formulas ~			N Budgets & Forecasts ~	Configure	? About
	Data		Lists & Function	ns	PivotTa	ables	A	utomation		Zero S	uppression		Acti	0.07		Syste	m
	A1 \checkmark : $\times \checkmark f_{\rm c}$									2010 2			Activ	UTIS		Syste	
A1	· ·	×	f _x										Atti	0115		Jyste	
A1	- : A B	×	f _x D	E	F	G	н	I	J	К	L M	N	0	P	Q	R	s

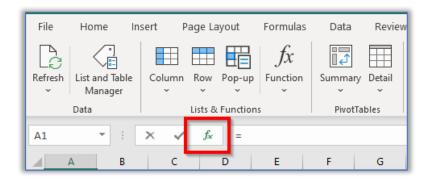


Small and Large fx Buttons

When inserting or editing a function we will often refer to the 'Small fx' and 'Large fx' buttons. These are defined as:

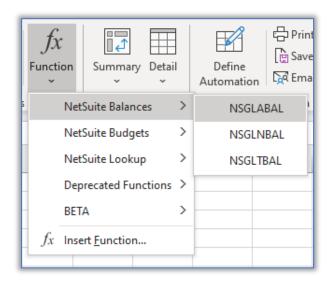
Small *fx* Button

The Small *fx* button is Excel's "Insert function" button and is to the left of Excel's formula bar.



Large *fx* Button

The large *fx* button is Solution 7's quick-access Function button in the Lists & Functions group of the Solution 7 ribbon.





Functions

Functions are the most fundamental concept within Solution 7. Functions allow individual NetSuite values and arrays of values to be automatically aggregated and summarised into Excel. Solution 7 extends Excel's own function set with additional functions that can be used to build your own report templates.

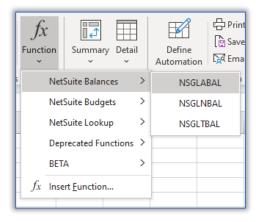
Solution 7 functions can be found and inserted into a cell in several ways:

• Click the Small *fx* button and choose a function from one of the NetSuite categories.

File	Home I	nsert F	age Layou	ıt Formula	as Data	Review
B				fx		
Refresh ~	List and Table Manager	Column ~	Row Po	p-up Function	n Summary ~	Detail ~
	Data		Lists & Fur	nctions	PivotTa	ables
A1	-	× ✓	fx	=		
	A B	с	D	E	F	G

Insert Function		?	×							
Search for a function:										
Type a brief descript click Go	Type a brief description of what you want to do and then click Go									
Or select a <u>c</u> ategory:	1									
Select a functio <u>n</u> :	Text Logical									
NSGLABAL NSGLNBAL NSGLTBAL	Information Engineering Cube Compatibility		^							
NSGLABAL(Subsic a Returns a general ec	NetSuite Balances NetSuite Budgets NetSuite Lookup Deprecated Functions BETA ✓	,C epar r.	v tment,)							
Help on this function	ОК	(Cancel							

• Click the Large *fx* button and choose a function.



Type the function name directly into a cell, like any other Excel function.



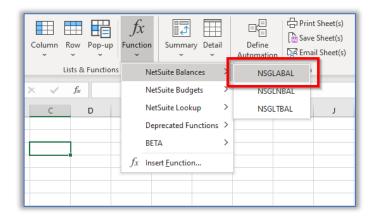
Exercise 1 – Inserting a function

This section shows you how to insert a general ledger account balance function, but you can follow these steps for almost all Solution 7 functions.

Begin on a blank Excel worksheet with Solution 7 activated to follow these steps:-

Step 1:

With the cursor in empty cell C₃, click the Large fx button and select **NetSuite Balances** > **NSGLABAL** (returns a general ledger account balance by account number).



Step 2:

On the Function Arguments dialog, with the cursor in the Subsidiary argument, click **Lookup**. This will present a selectable list of Subsidiaries from NetSuite.

Note: If you are not running NetSuite OneWorld, you will not be able to see the Subsidiary parameter.

×v	∕ <i>f</i> ∗ =@	NSGLABAL(()										
С	D	E	F	G	н		1	J	к	L	м		
BAL()	Function	Arguments								?	×		
	NSGLABA	L Subsidiar	у			Ţ	=				^		
		Accoun From Perio				1 1	= =						
		To Perioo Clas		<u> </u> = <u> </u> =									
	Returns a	general ledge	er account k	balance by ac	count num		=						
	_	Returns a general ledger account balance by account number. Subsidiary A OneWorld Subsidiary Name.											
	Formula re	Formula result =											
		nis function						.ookup	ОК	Can	cel		



Step 3:

Select the "Consolidated" item at the top of the list and click OK. This will ensure that you get a consolidated value which includes transactions from all child subsidiaries.

Select an Item X									
Filter Text Filter									
Subsidiary									
HH Inc. (Consolidated)									
HH Inc.									
HH Inc. : Eliminations									
HH Inc. : Honeycomb Canada									
HH Inc. : Honeycomb Europe									
HH Inc. : Honeycomb Mexico									
HH Inc. : Honeycomb UK									
HH Inc. : Honeycomb USA									
Refresh OK Cancel									

Step 4:

With the cursor in the Account argument, use **Lookup** to select a P&L account.

Function Arguments		?	
NSGLABAL			
Subsidiary	"HH Inc. (Consolidated)" 🛨 = "HH Inc. (Consolidated)"		
Account	"4000" ± = "4000"		
From Period	<u> </u> =		
To Period	<u> </u> =		
Class	<u> </u> =		
	=		
eturns a general ledger	= account balance by account number.		
eturns a general ledger			
eturns a general ledger	account balance by account number.		
leturns a general ledger örmula result =	account balance by account number. Account A general ledger account number or filter.		

Step 5:

Repeat these steps to select a From Period. When reporting a single period, To Period is not required.

Function Arguments				?	×					
NSGLABAL										
Subsidiary	"HH Inc. (Consolidated)"	Ť	= "HH Inc. (Consolidated)"		^					
Account	-4000-	Ť	= "4000"							
From Period	"Oct 2019"	Ť	= "Oct 2019"							
To Period		Ť	=							
Class		Ť	=		~					
	= Returns a general ledger account balance by account number. From Period A valid period name.									
Formula result = -2077939.87										
Help on this function			Ce Lookup OK	Ca	ncel					



Step 6:

Click OK to return a GL Account Balance for the selected Subsidiary, Account and Period combination into cell C₃.

C3		• : :	× ✓	f _x =N	SGLABAL("	HH Inc. (Co	onsolidated	d)","4000",	"Oct 2019")
	А	В	С	D	E	F	G	Н	1
1									
3			-2077940						

Step 7:

Use Excel's native features to format the cell value as you would in any other Excel worksheet.

C3		• : :	× ✓ fx	=NSGLAB	BAL("HH In	c. (Consoli	dated)","4	000","Oct 2	2019")
	А	В	С	D	E	F	G	н	1
1									
2									
3			(2,077,940)						

Exercise 2 – Making functions dynamic

In this exercise, we will make the function more dynamic by referencing cells instead of hard coding the argument values.

Continuing with the sheet built in Exercise 1, follow these steps:-

Step 1:

In cell A3, type the Account number used in Exercise 1: Step 4. In cell B3, type the Account name.

Step 2:

In cell C2, type the From Period used in Exercise 1: Step 5.

<u>Note</u>: The Period needs to be typed exactly as it appears in Exercise 1: Step 5. Precede it with a single apostrophe to prevent Excel interpreting it as a date. Period is case sensitive and needs to be set as <u>text</u>. (i.e. 'Oct 2019).

C2	2	•	;	× v	f_{x}	'Oct 2019	
	A B		С		D		
1							
2				Oct 2019			
3	4000	Sales		(2,0	77,940)		
1							

Step 3:

Move the cursor to C₃ and click the Small *fx* button:-





Step 4:

Change the Account argument to reference the account number cell (A₃). Hit the F₄ key ₃ times to insert the \$ and lock the formula to column A (i.e. \$A₂).

Step 5:

Change the From Period argument to reference the period cell (C₂). Hit the F₄ key 2 times to insert the \$ and lock the formula to row 2 (i.e. C\$2).

Funct	tion Arguments		?	×								
NSG	NSGLABAL											
	Subsidiary	"Hilling. (Concolidated)"		^								
	Account	\$A3 ± = 4000										
	From Period	C\$2 = "Oct 2019"										
	To Period	T =										
	Class	<u>±</u> =		~								
Retur	= -2077939.87 Returns a general ledger account balance by account number. To Period (Optional) A valid accounting period name.											
Formu	2,0	077,940										
Help (on this function	Ceckup OK	Ca	incel								

Although this function will still return the same balance, the advantage is that we can use this dynamic approach to help complete our report.

Step 6:

In cells A4 and B4, type the number and name of another P&L account.

Step 7:

In cell A₅ and B₅, use an Excel wild card (* or ?) to provide simple pattern matching on the account number. Here we are using "4*" to match all 4xxx codes (all our Income codes).

C3		• = >	< 🗸 f _x	=NSGLAB	AL("HH Inc	c. (Consolio	dated)",\$A	3,C\$2)
	А	В	С	D	Е	F	G	н
1								
2			Oct 2019					
3	4000	Sales	(2,077,940)					
4	5000	Purchases						
5	4*	Income						

Step 8:

Copy the Formula in cell C₃ into cells C₄ and C₅.

C3		• :)	< 🗸 f _x	=NSGLABAL("HH Inc. (Consolidated)",\$A3,C\$2)					
	А	В	С	D	E	F	G	н	
1									
2			Oct 2019						
3	4000	Sales	(2,077,940)						
4	5000	Purchases	961,444						
5	4*	Income	(3,306,818)						
-									



Step 9:

In cells D₃ and E₃, type the next 2 Periods (remember Periods must be text - precede them with a single apostrophe).

C3		• : D	< 🗸 f _x	=NSGLABAL("HH Inc. (Consolidated)",\$A3,C\$2)						
	А	в	С	D	E	F	G	н		
1										
2			Oct 2019	Nov 2019	Dec 2019					
3	4000	Sales	(2,077,940)							
4	5000	Purchases	961,444							
5	4*	Income	(3,306,818)							
c .										

Step 10:

Copy the formulas in C₃–C₅ into each of the cells through to column E.

C3	3	▼ ÷ ⊃	< 🗸 f _x	→ fx =NSGLABAL("HH Inc. (Consolidated)",\$A3,C\$					
	А	В	С	D	E	F	G		
1									
2			Oct 2019	Nov 2019	Dec 2019				
3	4000	Sales	(2,077,940)	(1,717,744)	(4,275,136)				
4	5000	Purchases	961,444	965,044	1,971,606				
5	4*	Income	(3,306,818)	(2,851,440)	(6,344,908)				
6						.			
7									

You have just created your first Solution 7 report template. It is important to note that the values in your report are not static. By using the Solution 7 refresh options, you can refresh with the latest NetSuite values (see Exercise 6: Refreshing Report Templates).



Lists

As you have seen in the previous section, we can use Solution 7 functions to build reports. However, typing all the arguments into separate cells can be time consuming and inefficient. This brings us to the second Solution 7 "building block" - Lists.

Lists allow NetSuite information to be referenced and inserted into Excel. Solution 7 provides 3 ways of inserting a list into a worksheet - into a **Column**, into a **Row**, or into a single cell as a **Pop-up**.

The Column, Row and Pop-up buttons on the Solution 7 ribbon give access to the different types of list.



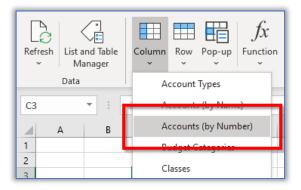
Exercise 3 – Inserting a list

In this exercise we will use a column list to insert a vertical list into a worksheet; a row list to insert a horizontal list and a pop-up list to provide a controlled way of interacting with a report.

Begin on a blank Excel worksheet with Solution 7 activated to follow these steps:-

Step 1:

With the cursor in empty cell C₃, click **Column** > **Accounts (by Account Number)**.



Step 2:

On the List Arguments dialog, with the cursor in the Subsidiary argument, click **Lookup** and select the "Consolidated" item at the top of the Subsidiary list. This will ensure the list includes all accounts from all subsidiaries.

Note: If you are not running NetSuite OneWorld, you will not be able to see the Subsidiary parameter.



Step 3:

With the cursor in the Account argument, type "4*", a pattern match using a wild card character (*) that will match all your accounts starting with "4".

Refre	Data Lists & Functions					Summa Pivot	ry Detail Tables	Define Automatic	E Save	t Sheet(s) e Sheet(s) ail Sheet(s)	10 01 Define Suppressi Zer		suppress
C3		•	\times \checkmark	f_X									
	А	В	С	D	E	F	G	н	1	J	К	L	м
1													
2			-	List Argui	ments								×
3			<u> </u>	Accounts	(by Number)								
5				-		Subsidiary "HH Inc. (Consolidated)"							
6					Account 41 🗰 = text								
7				Б	Exclude Accounts = text								
8					Include Inactive	-			🚺 = any				
9									and only				
10													
11				Inserts a	list of accounts.	Accounts	can be filter	ed by accoun	t number.				
12						Ace	count Agen	eral ledger ac	count numbe	er or filter.			_
13				-			Accep	ts wildcards	and arrays (S	See User Guid	de for details))	-
14 15				-									-
15				-									-
17													-
17				Choose	Columns			Op	tions	늘 Lookup	ОК	Can	icel
10													

Step 4:

Click OK. All accounts starting with "4" will be read from NetSuite and inserted into column C.

Ref		and Table anager	~	~	Pop-up	fx Function	Summary • •		
C3		•	× ✓	f_{x}	=IF(T	RUE,"4000	0","LI(0,0)")		
	А	В	С		D		E		
1									
2									
3			4000	Sale	s				
4			4002	Sale	s - Merc	handise			
5			4004	Sale	s - Servi	ice			
6			4006	Sale	s - Clea	rance			
7			4008	Sale	s - Warr	anty			
8			4100	WIP	eRev				

Step 5:

Move the cursor to cell E2 and click **Row** > **Accounts (by Name)**.

Refresh	List and Table Manager	Column	Row	Pop-up	fx Function	Sumr
	Data			A		Pin
E2	- :	× ·		Accounts	(by Name)	
A A	АВ	c -		Accounts	(by Number	-
1				Budget Ca	ategories	- A
2		4000		Classes		



Step 6:

On the List Arguments dialog, select the "Consolidated" subsidiary and using **Lookup**, select Income.

E2		• : [× v	f _x						
	А	В	С	D	E	F	G	н	I J K L M M	0
1						List Argu	iments		Select an Item	××
3			4000	Sales		Account	s (by Name)	-	Filter Text Filter	
4			4002	Sales - Merchandise				iary "HH		
5			4004	Sales - Service			AccountT		Account Type	^
6			4006	Sales - Clearance			Acco		Bank	
7			4008	Sales - Warranty					Accounts Receivable	
8			4100	WIP eRev			Exclude Acco		Other Current Asset	
9							Include Inac	tive	Fixed Asset	
10						Inserts a	list of fully q	ualified ac		archy.
11									Other Asset	
12								Acco	Accounts Payable	
13									Credit Card	
14									Other Current Liability	
15									Long Term Liability	
16									Equity	
17						Choose	Columns			ancel
18									Income	
19									Cost of Goods Sold	
20									Expense	~
21									Refresh OK Cancel	
22									Netresh OK Cancel	
23										

Step 7:

Click OK. Because we selected the **Accounts (by Name)** list, only the account names will be inserted.

E2	2 * : × √ ∮ =IF(TRUE,"Sales","L(2,5)")										
	А	В	с	D	E	F	G	Н	I	J	К
1											
2					Sales	Sales : Sales - Clearance	Sales : Sales - Merchandise	Sales : Sales - Service	Sales : Sales - Warranty	Uncategorized Income	WIP eRev
3			4000	Sales							
4			4002	Sales - Merchandise							
5			4004	Sales - Service							
6			4006	Sales - Clearance							
7			4008	Sales - Warranty							
8			4100	WIP eRev							
9											

Step 8:

Move the cursor to empty cell D1, click **Pop-up** > **Subsidiaries**.

Note: If you are not running NetSuite OneWorld, you will not be able to see the Subsidiaries list option.

Ref		ind Table	Column	Row	Pop-up ř	$\int_{\text{Function}} f_X$	Summary •	Deta
	Data			Lists &	A	ccount Type	5	les
D1	L	• :	× ✓	$f_{\mathcal{H}}$	A	ccounts (by	Name)	
	Α	В	с		A	ccounts (by	Number)	Е
1					В	udget Catego	ories	
2					C	asses		H
3			4000 4002	Sale		ustomers		Н
5			4002	Sale		epartments		H
6			4006	Sale		-		
7			4008	Sale		nployees		
8 9			4100	WIF	Er	ntity Status		Н
10					lte	ems		Н
11					Lo	ocations		
12					Pr	ojects		
13 14				-	c.	Lee Deve		Н
14					S	ubsidiaries		
16								
17						unsoction ty	pes	T.
18					Ve	endors		



Step 9:

Leave the rest of the List Arguments blank and click OK. It will appear as if only the first item has been inserted but you can change the cell's value by clicking on the pop-up control.

D1		▼ ∃ □	× ✓	fx HH Inc. (Consolidated)
	А	В	с	D E
1				HH Inc. (Consolidated 👱
2				Sales
3			4000	Sales
4			4002	Sales - Merchandise
5			4004	Sales - Service
6			4006	Sales - Clearance
7			4008	Sales - Warranty
8			4100	WIP eRev

Step 10:

Use the pop-up control to change the cell value to a different subsidiary.

D1		•	× ~	<i>f</i> ∗ 'HH Inc. (Consoli	date	d)	
	Α	В	с	D		E F	
1				HH Inc. (Consolidated)	\mathbf{F}	Select an Item	×
2					Sale		
3			4000	Sales		Filter Text	Filter
4			4002	Sales - Merchandise		Subsidiary	
5			4004	Sales - Service		HH Inc. (Consolidated)	
6			4006	Sales - Clearance			
7			4008	Sales - Warranty		HH Inc.	
8			4100	WIP eRev		HH Inc. : Eliminations	
9						HH Inc. : Honeycomb Canada	
10						HH Inc. : Honeycomb Europe	
11						HH Inc. : Honeycomb Mexico	
12						HH Inc. : Honeycomb UK	
13							
14						HH Inc. : Honeycomb USA	
15							
16							
17							
18							
19							
20							
21						Refresh OK	Cancel
22							



Dynamic, Interactive and Refreshable Reports

Now that we have learned about the basic "building blocks" provided by Solution 7, we will use them to build a dynamic, interactive, and fully refreshable reporting template that will pull data directly from NetSuite.

As referenced cell values are edited, Excel will trigger a dynamic refresh on the functions and the report will update.

Exercise 4 – Building the framework for a report

In this exercise, we will use Solution 7's Subsidiaries list alongside simple Excel functions to build the framework for the Income section of a Profit and Loss (Income) Statement.

Begin on a blank Excel worksheet with Solution 7 activated to follow these steps:-

Step 1:

With the cursor in empty cell C₃, click **Pop-up** > **Subsidiaries**.

If you are not running OneWorld, simply choose another NetSuite segment to build the report.

Step 2:

Leave the list arguments blank and click OK.

Refresh Just and Table Manager Data	Column Row Pop-up Function Lists & Functions	Summary Detail PivotTables	Define [Automation [Print Sheet(s)	Suppression	Unsuppress	Lock/Drop Formulas ~ D	Delete De		ets & Co	onfigure Ab										
C3 * :	× √ f _× ¹ HH Inc. (Consc	lidated)																			
A B	C D	E F	G	н	J	к	L M	N	0	P	Q	R	s	т	U	v	w	х	γ	z	
1																					-
3	HH Inc. (Consolidated) 🛓																				
4 5																					-
6																					
7 8																					-
9																					
9 10 11 12 13 14																					-
12																					
13																					-
								_		_		_		_						_	

Step 3:

Move the cursor to empty cell B6 and click Column > Accounts (by Number).

Step 4:

Use Lookup to select your "Consolidated" subsidiary.

Type "4*" (or your own equivalent) into the Account argument.

Click OK.

Refresh List and Table Column Row P Manager Data Lists & Fu	ctions	Summary D	etail × Au	Define	문 Print Sh 없 Save Sh 오 Email S tomation	neet(s)	10 01 Define Suppression Zero S	Unsuppression	oress Lo Fo	ick/Drop	Delete De	veloper Bud pols - Fore	gets & (casts ~	Configure A System	? pout									
B6 ▼ : × √ f _x	=IF(TRUE,"4000	","LI(0,0)")																						_
A B C	D	E	F	G	н	1	J.	К	L	м	N	0	Р	Q	R	S	т	U	v	w	х	Y	z	
1	ise																							



Step 5:

Move the cursor to cell C4 and type the year (e.g. 2019).

Step 6:

Move the cursor to cell D1 and type the following formula:

```
=DATE(C4,1,1)
```

Step 7:

Move the cursor to cell D4 and type the following formula:

=TEXT (D1, "MMM YYYY")

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1 2			01/01/2019											
3		HH Inc. (Consolidated)											
4		201	9 Jan 2019											
5														
6	4000	Sales												
7	4002	Sales - Merchandise												
8	4004	Sales - Service												
9	4006	Sales - Clearance												
10	4008	Sales - Warranty												
11	4100	WIP eRev												
12														
13														
14														

Step 8:

Move the cursor to empty cell E1 and type the following formula:

=EDATE(D1,1)

Step 9:

Copy the formula in cell D4 into cell E4.

Step 10:

Copy the formulas in E1 and E4 into each of the cells through to column O.

Refre		and Table anager	Column Row Pop-up Lists & Functions	fx Function	Summary Deta PivotTables		e 🗟 Sav	nt Sheet(s) e Sheet(s) ail Sheet(s)	10 01 Define Suppression Zero S	Unsuppression	ess Lock/	alas ~ Drill Dov	Developer vn Tools ~ ctions	Budgets & Forecasts ~	Configure Ab System	Pout									
E1		•	× √ fr =EDA1	TE(D1, 1)																					
1	A	В	с	D	E	F	G	н	1	J	K	L	М	N	0	P	Q	R	s	т	U	v	w	х	
1				01/01/2019	9 01/02/2019	01/03/2019	01/04/2019	01/05/2019	01/06/2019	01/07/2019	01/08/2019	9 01/09/2019	01/10/2019	01/11/2015	01/12/2019										
2																									
3			HH Inc. (Consolidated)																						-
4			2019	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019										-
5		4000	Sales		_										•										
0		4000	Sales - Merchandise																						
8		4002	Sales - Service																						
9		4006	Sales - Clearance																						
10		4008	Sales - Warranty																						
11		4100	WIP eRev																						
12 13																									
13																									
14																									



Step 11:

Enter the Total headers (e.g. "Total Sales", "Total 2019").

Refre		and Table lanager		fx Function	iummary Deta		e Sav	at Sheet(s) e Sheet(s) ail Sheet(s)	10 01 Define Suppression Zero Si	Unsuppress	ess Lock/	las ~ Drill Dov	Developer vn Tools *	₽ Budgets & Forecasts ∽	Configure A System	? Ibout								
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2																								
3			HH Inc. (Consolidated)																					
4			2019	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Total 2019								
5																								
6		4000	Sales																					
7		4002	Sales - Merchandise																					
8		4004	Sales - Service																					
10		4006	Sales - Clearance Sales - Warranty																					
11		4008	WIP eRev																					
12		4400	AALL GIVEN																					
13			Total Sales		1																			
14																								
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Exercise 5 – Populate account balances from NetSuite

In this exercise, we will populate the report with account balances from NetSuite.

Continuing with the framework of the report we built in Exercise 4, follow these steps:-

Step 1:

With the cursor in cell D6, click **Function** > **NetSuite Balances** > **NSGLABAL** (NetSuite GL account balance by account number).

Step 2:

With the cursor in the Subsidiary argument, click on cell C₃ to select the subsidiary. Hit the F4 key 1 time to lock the cell (\$C\$3).

Step 3:

With the cursor in the Account argument, click on cell B6 to select the account number. Hit the F4 key 3 times to lock the column (\$B6).

Step 4:

With the cursor in the From Period argument, click on cell D4 to select the period. Hit the F4 key 2 times to lock the row (D\$4).

Refres	h List i	and Table	Column Row Pop-up Functi	ion Summary Detail	Define Automation	Print Save	Sheet(s)	[10] 01] Define Suppression Zero S	Unsuppression	ress Lock			Developer m Tools ~		Configure A System	? bout]
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1			01/0	01/2019 01/02/2019 01/	/03/2019 01/	/04/2019	01/05/2019	01/06/2019	01/07/201	9 01/08/201	9 01/09	/2019	01/10/2019	01/11/2019	9 01/12/201	9									
2																									
3			HH Inc. (Consolidated)							Aug 2019				Nov 2019	Dec 2019	Total 2019									
4			2019 Jan 2	2019 Feb 2019 Ma	r 2019 Apr	F 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2	019	Oct 2019	NOV 2019	Dec 2019	Total 2019									
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7		4002	Sales - Merchandise	NSGLABAL							-														
8		4004	Sales - Service	Subsidiary	\$653		+	= 'HH Inc. (Consolidated																
9		4006	Sales - Clearance	Account				= "4000"																	
10		4008	Sales - Warranty	From Period				= 'Jan 2019'																	
11		4100	WIP eRev	To Period			±.	- /4/1 2013			- L														
12				Class			1																		
13			Total Sales	class			A.				·														
14				Returns a general ledger	account balan	sce by accou	int number.	-			-														
15 16					From Period						- 1														
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18 19																									
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Step 5:

Click OK.

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1				01/01/2019	01/02/2019	01/03/2019	01/04/2019	01/05/2019	01/06/2019	01/07/2019	01/08/2019	01/09/2019	01/10/2019	01/11/2019	01/12/2019	9								
2			HH Inc. (Consolidated)																					
4				Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Total 2019								
5																								
6		000	Sales	-1804603.4																				
7		002	Sales - Merchandise																					
8		004	Sales - Service Sales - Clearance																					
10		008	Sales - Warranty																					
11		100	WIP eRev																					
12																								
13			Total Sales																					
14																								

Step 6:

Copy the formula into each cell through to column O.

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D6		* :	× √ fr =NSG	LABAL(\$C\$3,	\$86,D\$4)																			
1	А	В	с	D	E	F	G	н	1	J	K	L	М	N	0	Р	Q	R	s	т	U	v	w	х
1				01/01/2019	01/02/2019	01/03/2019	01/04/2019	01/05/2019	01/06/2019	01/07/2019	01/08/2019	01/09/2019	01/10/2019	01/11/2019	01/12/2019									
2																								
3			HH Inc. (Consolidated)																					
4			2019	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Total 2019								
5		4000	Sales	-1804603.4	-2556582.9	-10457762	-9261614 5	-7671291 4	-720227.08	-992159.45	.975999 57	-2125492.4	-2077929.9	.1717744 1	.4275125.9									
7		4002	Sales - Merchandise	-1004003/4	-2000002-0	-10407703	-0201014.5	-7071301.4	-720227.00	-332233.43	-515055.51	-313340374	-2011333.3	-1111144.1		F								
8		4004	Sales - Service																					
9		4006	Sales - Clearance																					
10		4008	Sales - Warranty																					
11		4100	WIP eRev																					
12																								
13			Total Sales																					
14																								

Step 7:

Copy the formulas to the end of your list of accounts.

Refrest		r	r Pop-up		ummary Deta		e 📴 Sav	t Sheet(s) = Sheet(s) uil Sheet(s)	L01 Define Suppression	Unsuppress	Lock/D	as ~ Drill Dow	Developer I n Tools ~ F		Configure Ab System	? Hout									
D6	Ŧ	: × v J	=NSG	LABAL(\$C\$3,	\$86,D\$4)																				
4	A	в		D	E	F	G	н	1	J	K	L	М	N	0	P	Q	R	S	т	U	v	W	x	
1				01/01/2019	01/02/2019	01/03/2019	01/04/2019	01/05/2019	01/06/2019	01/07/2019	01/08/2019	01/09/2019	01/10/2019	01/11/2019	01/12/2019										
3		HH Inc. (Cor																							
4			2019	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Total 2019									
6	400) Sales		-1804603.4	-2556582.9	-10457763	-8261614.5	-7671381.4	-720227.08	-992159.45	-975899.57	-3135483.4	-2077939.9	-1717744.1	-4275135.8										
7	400	Sales - Mere	handise	-1536886.9	-2074102.5	-440317.63	-13445.08	-33728.72	-29957.37	-10988.82	-15189.47	-51583.45	-38154.02	-26841.87	-64226.78										
8	4004	Sales - Serv	ce	-288448.69	-442314.92	-331467.33	-282026.73	-362748.78	-275732.46	-246332.01	-260622.87	-825269.9	-794142.51	-673295.46	-1195587.5										
9	400	Sales - Clea	ance	-26339.73	-23400	0	-9357.2	0	0	-15447.35	-15600	0	0	0	0										
10	400	Sales - Warr	anty	-3164827.7	-2273344.2	-2348541.4	-2010987.3	-1931823.1	-158757.77	-222809.89	-142567.06	-556491.74	-396581.65	-433559.04	-809958.26										
11	410	WIP eRev		0	7360	0	0	0	0	0	0	0	0	0	0	•									
12																5									
13		Total Sales																							
14																									1.1



Step 8:

Use Excel's AutoSum feature to insert totals. A short-cut is to highlight all values that you wish to total along with the empty cell you wish to insert the totals. Hit Alt+= to activate Excel's AutoSum feature and insert all the totals in one action.

Pas *	de ổ F	Copy 👻 iormat Painte	B I ∐ ∽ ⊞ ∽			= • •	한 Wrap Text		General	ت 84- 86	Conditional Formatting ~	Format as	ormal alculation	Bad Check Ce		id Ianatory	Neutral Input	< > D	Insert	Delete For		AutoSum Fill ~ Clear ~	Sort & Fir Filter * Sel	lect ~
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2																								
3			HH Inc. (Consolidated)																					
4			2019	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Total 2019								
5																								
6		4000	Sales	-1804603.4	-2556582.9			-7671381.4					-2077939.9											
7		4002	Sales - Merchandise	-1536886.9				-33728.72	-29957.37															
8		4004	Sales - Service	-288448.69			-282026.73	-362748.78	-275732.46			-825269.9	-794142.51	-673295.46	-1195587.5									
9		4006	Sales - Clearance	-26339.73				0		-15447.35			0	0	0									
10		4008	Sales - Warranty	-3164827.7			-2010987.3	-1931823.1	-158/5/.//	-222809.89	-142567.06		-396581.65		-809958.26									
11		4100	WIP eRev	0	7360	0	0	0	0	0	0 0	0	0	0	0									
13			Total Sales																					
14			Total Jales																					
15																								

Step 9:

Complete the report by hiding row 1 and apply formatting, logos and charts using Excel's features.

S39 ·	-	$\times \sqrt{f_x}$													
Name Box	в	c	D	E	F	G	н	I.	J	к	L	м	N	0	р
2 3 4		HH Inc. (Consolidated) 2019	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Total 2019
5															
	4000	Sales	1,804,603	2,556,583	10,457,763	8,261,614	7,671,381	720,227	992,159	975,900	3,135,483	2,077,940	1,717,744	4,275,136	44,646,534
	4002	Sales - Merchandise	1,536,887	2,074,103	440,318	13,445	33,729	29,957	10,989	15,189	51,583	38,154	26,842	64,227	4,335,423
-	4004	Sales - Service	288,449	442,315	331,467	282,027	362,749	275,732	246,332	260,623	825,270	794,143	673,295	1,195,588	5,977,989
	4006	Sales - Clearance	26,340	23,400		9,357	-	-	15,447	15,600	-			-	90,144
	4008	Sales - Warranty	3,164,828	2,273,344	2,348,541	2,010,987	1,931,823	158,758	222,810	142,567	556,492	396,582	433,559	809,958	14,450,249
11 4	4100	WIP eRev	-	(7,360)	-	-	-	-	-	-	-	-	-	-	(7,360)
13		Total Sales	6,821,106	7,362,384	13,578,089	10,577,431	9,999,682	1,184,675	1,487,738	1,409,879	4,568,828	3,306,818	2,851,440	6,344,908	69,492,980
14 15 16 16 18 18 19 20 21 22 22 22 23 24 24 25 26 6 77					2019 -	Sales	Sales - Mercha Sales - Mercha Sales - Service Sales - Clearan Sales - Warran WIP eRev	ce		an Feb Mar 119 2019 2019	Apr May	Trend	g Sep Oct 19 2019 2019	Nov Dec 2019 2019	



Exercise 6 – Interacting with a report

In this exercise, we will learn how to interact with the report.

Continuing with the report built in Exercise 5, follow these steps:-

Step 1:

Select cell C₃ and click the pop-up control when it appears.

С		D
HH Inc. (Consolidated)	 ⊼	
2019		2019

Step 2:

From the Subsidiary pop-up list, select a different subsidiary and click OK to change the value in cell C3.

Select an Item		×
Filter Text		Filter
Subsidiary		
HH Inc. (Consolidated)		
HH Inc.		
HH Inc. : Eliminations		
HH Inc. : Honeycomb Canada		
HH Inc. : Honeycomb Europe		
HH Inc. : Honeycomb Mexico		
HH Ing. : Honoycomb HK		
HH Inc. : Honeycomb USA		
Refresh	ОК	Cancel

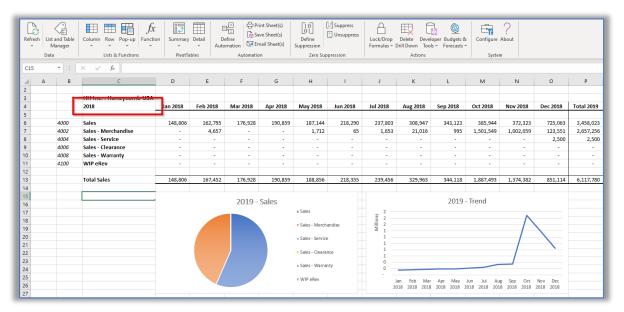


×	List and Table Manager Data	Column Row Pop-up Functions		Detail D ~ Auto	efine			Unsuppress Unsuppress		Delete Deve	Hoper Budgets 8				
C3	-	× √ <i>f</i> ∗ 'HH Inc. : Ho	oneycomb USA												
63		A V Jx HH Inc. : Ho	oneycomb USA												
A	В	С	D	E	F	G	н	1	J	к	L	м	N	0	Р
2															
3		HH Inc. : Honeycomb USA													
1		2010	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Total 201
5															
	4000	Sales	890,939	1,449,136	9,342,762	7,187,018	6,111,008	47,819	7,020	-	-	3,729	-	-	25,039,4
	4002	Sales - Merchandise	1,524,226	2,061,648	428,251	1,611	19,303	22,186	-	-	-	-	-	-	4,057,2
	4004	Sales - Service	38,368	103,885	5,358	270	-	-	-	-	-	-	-	-	147,8
1	4006	Sales - Clearance	8,140	-	-	9,357	-	-	15,447	-	-	-	-	-	32,9
0	4008	Sales - Warranty	3,030,804	2,110,199	2,183,933	1,852,378	1,700,938	59,451	77,237		96,486	93,081	181,266	181,533	11,567,3
1	4100	WIP eRev	-	(7,360)	-	-	-	-	-	-	-	-	-	-	(7,3
2															
3		Total Sales	5,492,477	5,717,508	11,960,304	9,050,635	7,831,249	129,455	99,704		96,486	96,809	181,266	181,533	40,837,4
4															
5					2019 -	Calor					2010	Trend			
6					2019 -	Sdles					2015	- nenu			
7							Sales		2 14						
8							Sales - Mercha	andise	14 12 10	~	<hr/>				
9							- oures meren		≥ 10	/	\mathbf{i}				
0							Sales - Service		8						
1									6		\				
2					7		Sales - Clearar	nce	4						
3							Sales - Warran	ty.	2						
4							- outer Wallan								
:5							WIP eRev			Jan Feb Ma	ir Apr May	Jun Jul Au	ig Sep Oct	Nov Dec	
:6 :7											9 2019 2019				

You may see the cell values change to #N/A. This indicates that Solution 7 is reading the new values from NetSuite. Once the values are available, they will appear in the cells and replace the #N/A.

Step 3:

Type a different year value into cell C4 (e.g. 2018).





Drill Down

All of Solution 7's Balance and Budget functions provide drill down capabilities. Drill down allows us to interrogate the balance or budget value provided from NetSuite. We can drill down at a summary level to NetSuite's segments or at a detail level to the individual transactions.

When you Drill Down to Transaction Detail, the transaction reference is provided as a hyperlink, allowing the source transaction to be easily opened and viewed within NetSuite.

Exercise 7 – Drilling down on summary balances

In this exercise, we will learn how to interrogate a summary balance value using Drill Down.

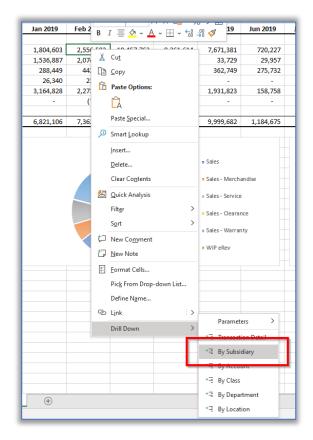
Continuing with the report built in Exercise 5, follow these steps:-

Step 1:

Click on the Subsidiary drop down in cell C₃ and select the "Consolidated" subsidiary.

Step 2:

Right-click the summary balance value in cell E6 (i.e. Feb 2019 Sales) and select **Drill Down** > **By Subsidiary**.





A new drill down sheet will be displayed showing the subsidiary split for your chosen balance value.

A	• • • × •	<i>f</i> ∗ Subsidiary							
	A	В	С	D					
1	Subsidiary	From Period	To Period	Amount					
2	HH Inc. : Honeycomb Europe	Feb 2019	Feb 2019	(1,070,084)					
3	HH Inc. : Honeycomb Mexico	Feb 2019	Feb 2019	(37,362)					
4	HH Inc. : Honeycomb USA	Feb 2019	Feb 2019	(1,449,136)					
5	Total			(2,556,583)					
~									

Step 3:

After drilling down at a summary level, you can drill down further. Right-click one of your summary balance values and select **Drill Down** > **By Location**.

A	1 • \cdot \cdot \cdot \cdot \cdot f_{κ}	Location		
	А	В	С	D
1	Location	From Period	To Period	Amount
2	01: San Francisco	Feb 2019	Feb 2019	(670,970)
3	01: San Francisco : QA Hold	Feb 2019	Feb 2019	(120,974)
4	01: San Francisco : Receiving Insp.	Feb 2019	Feb 2019	3,798
5	02: Boston	Feb 2019	Feb 2019	(221,113)
6	02: Boston : Overstock	Feb 2019	Feb 2019	9,392
7	- None -	Feb 2019	Feb 2019	(1,556,716)
8	Total			(2,556,583)
9				

Step 4:

Right-click one of your summary balance values and select **Drill Down** > **By Class**.

A	L •	× ✓	f _x Class		
	А	В	С	D	E
1	Class	From Period	To Period	Amount	
2	Accessories	Feb 2019	Feb 2019	(16,953)	
3	Consumer Goods	Feb 2019	Feb 2019	(500)	
4	Furniture	Feb 2019	Feb 2019	(175)	
5	Hardware	Feb 2019	Feb 2019	(2,499)	
6	Miscellaneous	Feb 2019	Feb 2019	(421)	
7	Racks	Feb 2019	Feb 2019	(6,469)	
8	- None -	Feb 2019	Feb 2019	(643,953)	
9	Total			(670,970)	

Step 5:

You can drill down to transaction details at any of these levels. Right-click a value and select **Drill Down** > **Transaction Detail**.



A	1 • : ×	<i>√ ∫</i> _* R	eference								
	А	В	С	D	E	F	G	Н	I.	L	к
1	Reference	Subsidiary	Date	Period	Account	Name	Class	Department	Location	Memo	Amount
2	Invoice: INV03091942	Honeycomb USA	01/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco		(499)
3	Invoice: INV03091944	Honeycomb USA	01/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco		(499)
4	Invoice: INV03091947	Honeycomb USA	01/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco	Tripod for Canon Camera	(90)
5	Invoice: INV03091950	Honeycomb USA	01/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco	Tripod for Canon Camera	(90)
6	Invoice: INV03091922	Honeycomb USA	03/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco		(3,593)
7	Invoice: INV03091923	Honeycomb USA	03/02/2019	Feb 2019	4000	Sales	Accessories	- None -	02: Boston		(3,992)
8	Invoice: INV03091924	Honeycomb USA	03/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco		(3,992)
- 2	Invoice. INV03091952	Honeycomb USA	05/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco	HP 12A Toner - Black	(3,250)
10	Invoice: INV03091952	Honeycomb USA	05/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco	Brother PC-201 Fax Toner 2 Pack - Black	(1,075)
44	Invoicer INV03091952	Honeycomb USA	05/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco	Brother TN-560 Toner - Black	(2,400)
12	Invoice: INV03091925	Honeycomb USA	14/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco		(419)
13	Invoice: INV03091926	Honeycomb USA	16/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco	Tripod for Canon Camera	(143)
14	Invoice: INV03091931	Honeycomb USA	16/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco	Tripod for Canon Camera	(215)
15	Invoice: INV03091935	Honeycomb USA	17/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco	Scotch Tape Desktop Dispenser - Two-Tone	(90)
16	Invoice: INV03091938	Honeycomb USA	21/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco	HP 96A Toner - Black	(98)
17	Invoice: INV03091939	Honeycomb USA	21/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco	Tripod for Canon Camera	(72)
18	Invoice: INV03091941	Honeycomb USA	22/02/2019	Feb 2019	4000	Sales	Accessories	- None -	01: San Francisco	Brother PC-201 Fax Toner 2 Pack - Black	(430)
19	Invoice: INV03091341	Honeycomb USA	28/02/2019	Feb 2019	4000	Sales	Accessories	- None -	- None -	Brother LC21 Ink Cartridge 2 Pack - Black	(350)
20	Invoice: INV03091342	Honeycomb USA	28/02/2019	Feb 2019	4000	Sales	Accessories	- None -	- None -	Brother LC21 Ink Cartridge 2 Pack - Black	(350)
21	Invoice: INV03091343	Honeycomb USA	28/02/2019	Feb 2019	4000	Sales	Accessories	- None -	- None -	Brother LC21 Ink Cartridge CYM Pack - Color	(580)
22	Invoice: INV03091344	Honeycomb USA	28/02/2019	Feb 2019	4000	Sales	Accessories	- None -	- None -	Brother LC21 Ink Cartridge 2 Pack - Black	(350)
23	Invoice: INV03091346	Honeycomb USA	28/02/2019	Feb 2019	4000	Sales	Accessories	- None -	- None -	Brother PC-201 Fax Toner 2 Pack - Black	(430)
24	Invoice: INV03091346					Sales	Accessories	- None -	- None -	Brother LC21 Ink Cartridge CYM Pack - Color	(580)
25	Total									~	(23,583)

Step 6:

Click one of the hyperlinked references to open the transaction in NetSuite. After entering your NetSuite credentials, the transaction will open.

	re <mark>+ </mark> ≁							4	ù- Ø	Help 📕	Feedback 👥 •	Evie Rourke Solution 7 Demo 20	19 (TSTDRV2069671	1) - Solution 7 (Full Ac	ccess)
🕒 ★ 🖀 Billing	Box Files Customers Vendors Pays	roll and HR Financ	ial Reports Se	tup Paymer	nts Fixed As	sets Statistic	al Analysis Si	upport							
hvoice a NV03091952 Acer	a open													← → Lk	st Sea
Actions -															
rimary Information															
CUSTOMER Acera 2/5/2019 NVOICE # NV03091952			DUE DATE 3/4/2019 DEPARTMENT PO #										9,222.95		
POSTING PERIOD Feb 2019 TERMS Net 30											TAX SHIPPING HANDLING TOTAL AMOUNT	G COST	0.00 0.00 9,222.95 9,222.95		
Sales Information															
OPPORTUNITY CREATED FROM Quote #QUO00001135			SALES REP Phil Jose												
0B						EMAIL									
UBSIDIARY Ioneycomb USA						CONTACT(S)									
Items Billing Shipping	Gross Profit Activities History Au	dit Trail/Workflow	Quote Approvals	S <u>O</u> Approva	I SuițeSocia	al Bo <u>x</u> Files									8
EXCHANGE RATE 1.00 COUPON CODE						TRANSACTIO	4 DISCOUNT								
PROMOTION						CURRENCY USA									
ITEM QTY UNITS	DESCRIPTION	PRICE	PRICE	AMOUNT	LOCATION	OPTIONS	INVENTORY DETAIL	TAX CODE	TAX RATE	CLASS	SHIPPING	RELATED	PICTURE	PFC WO	LOGO
CAR00003 25 Ea	Brother PC-201 Fax Toner 2 Pack - Black	List Price	42.99	1,074.75	01: San Francisco			-Not Taxable-		Accessories	FedEx/More				
CAR00004 30 Ea	Brother TN-560 Toner - Black	List Price	79.99	2,399.70				-Not Taxable-		Accessories	FedEx/More				
CAR00005 50 Ea	Epson S020189 Ink Cartridges 2 Pack - Black	List Price	49.98	2,499.00	01: San Francisco			-Not Taxable-		Hardware	FedEx/More				

Step 7:

Back in Excel you will now have several Drill Down sheets in your workbook. You can easily remove these sheets by selecting **Delete Drill Down** from the Solution 7 Ribbon.





Refresh

Solution 7 provides live, real-time refresh functionality, allowing you to easily update your Solution 7 report templates in Excel to reflect the latest values in NetSuite. The Refresh functionality allows you to refresh the whole workbook, worksheet, individual tables, lists and selected cell values.

Exercise 8 – Refreshing report templates

In this exercise we will learn how to use Solution 7's Refresh functionality to return the latest values from NetSuite.

Continuing with the report built in Exercise 5, follow these steps:-

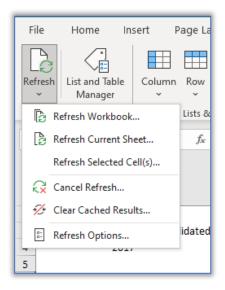
Step 1:

On the Solution 7 ribbon, click Refresh.

Step 2:

Select Refresh Workbook...

This will refresh the whole workbook.



<u>Note:</u> Your Solution 7 formulas in the workbook may appear as #N/A when you select one of the refresh options to indicate that the value for the cell is not yet available. Once Solution 7 has pulled the values from NetSuite and the cell have recalculated, you will see the appropriate numbers appear.

Step 3:

On the Solution ribbon, click Refresh.

Step 4:

Select Refresh Current Sheet...

This will refresh the current worksheet.



Step 5:

From the report template, select cells D6-E6.

File	e Home	Insert	Page Lay	out	Formulas	Data	Review	v View	
Refre			mn Row P	op-up	\int_{Function}	Summary	Detail	⊟(⊟ ⊡ Define Automat	
	Data		Lists & F	unction	s	PivotTab	les		Aut
D6	•	: ×	$\sqrt{-f_x}$	=-@	NSGLABAL	\$C\$3,\$B6,D\$	54)		
	A B		С		D	E		F	
2 3			onsolidated)						
4		2017			Jan 2017	Feb 201	7 [Mar 2017	
5	4000	Sales			1,805,332	2,557,29	9 10	.458.457	8
7	4002	Sales - Mer	chandise		1,837,130	2,074,34	_	440,549	
8	4004	Sales - Serv	ice		188,631	442,49		331,641	
9	4006	Sales - Clea	rance		26,689	23,84	9	-	
10	4008	Sales - War	ranty		2,964,879	2,273,39	5 2	,348,595	2
11	4100	WIP eRev			-	(7,36	0)	-	
12									
13		Total Sales			6,822,660	7,364,01	8 13	,579,242	10
14									

Step 6:

On the Solution 7 ribbon, click Refresh.

Step 7:

Select Refresh Selected Cell(s)...

This will refresh cells D6 and E6.

File	e Home	Insert	Page Layout	Formulas	Data R	eview View	V
Refr	esh List and Mana		mn Row Pop	f_x -up Function	Summary Det	ail Define	
R	Refresh Wo	orkbook	Lists & Fund	tions	PivotTables		Aut
	Refresh Cu	rrent Sheet	f _x =	@NSGLABAL(\$C\$3,\$B6,D\$4)		
Γ	Refresh Sel	ected Cell(s)					
G	<u></u>			D	E	F	
2	Clear Cach	ed Results					
-	Refresh Op	tions	idated)	Jan 2017	Feb 2017	Mar 2017	
5 6	4000	Sales		1,805,332	2,557,299	10,458,457	8
7	4002	Sales - Mer	chandise	1,837,130	2,074,341	440,549	
8	4004	Sales - Servi		188,631	442,494	331,641	
9	4006	Sales - Clea		26,689	23,849	-	
10	4008	Sales - War	ranty	2,964,879	2,273,395	2,348,595	2
11	4100	WIP eRev		-	(7,360)	-	
12							
13		Total Sales		6,822,660	7,364,018	13,579,242	10



Exercise 9 – Refreshing lists and tables

In this exercise we will manually refresh the Accounts (By Number) list.

Continuing with the report built in Exercise 5, follow these steps:-

Step 1:

Right-click the Accounts (By Number) list in cell B6.

Step 2:

Select Solution 7 List > Refresh List

Eormat Cells Pic <u>k</u> From Drop-down List	
Define N <u>a</u> me	📰 Edit List
ତ L <u>i</u> nk >	E Remove List
Solution 7 List	🔂 Refresh List
+프 Drill Down	🕐 Reset List
Sheet1 +	Choose Columns Choose Columns

Exercise 10 – Automatic and manual refresh

When using the Solution 7 lists and tables, you can set the refresh to automatic or manual mode.

In this exercise, we will learn how to change the Refresh Mode to manual on the Accounts (By Number) list in our report, but you can follow these steps for any Solution 7 list or table.

Continuing with the report built in Exercise 5, follow these steps:-

Step 1:

Right-click the Accounts (By Number) list in cell B6.

Step 2:

Select Solution 7 List > Options...

	Pic <u>k</u> From Drop-down List	
	Define N <u>a</u> me	📰 Edit List
୍	> L <u>i</u> nk	Ex Remove List
	Solution 7 List >	📅 Refresh List
+2	E Drill Down	🔿 Reset List
	Sheet1 (+)	💷 Choose Columns
	Sheet1 (+)	🗄 Options



Step 3:

Under "Refresh Mode" select Manual.

Refresh Options X
Name
Accounts (by Number) 1
Options
Refresh Mode O Automatic O Automatic O Manual Column Options Auto Format
Autofill Adjacent Formulas
Right Allow gaps of 1 illign blank Column(s)
☐ Left Allow gaps of 0÷ blank Column(s)
Close

Step 4:

Click close.

Refreshing the list will return any new accounts added in the "4" range from NetSuite.

Note: Now the list has been set to manual refresh, you will need to manually refresh the list to the latest values in NetSuite, like we practiced in the previous exercise.



Lesson Summary

In this lesson, we have learned about the basic concepts within Solution 7. Lists, to help build the framework for your report and Functions, to populate the report with balance and budget values from NetSuite. We have seen how these two "building blocks" provide the foundations for creating highly flexible and interactive report templates that are fully refreshable from your live NetSuite data.

We have seen how a report's balance and budget values are dynamically updated by simply changing a cell value. We have also learned how using drill down, we can investigate how the values break down to summary and detail levels. At the detail level, we can quickly and easily find the source transaction within NetSuite.

We have also learned the various ways to refresh a report built using Solution 7 to return the most recent information from NetSuite.

If you require any further assistance building a report in Solution 7, please contact support@solution7.co.uk