solution**7**
Excel Financial Reporting

# Solution 7
# Training Guide

# Basic Concepts &
# Building Your First Report

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# Contents

# 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**.
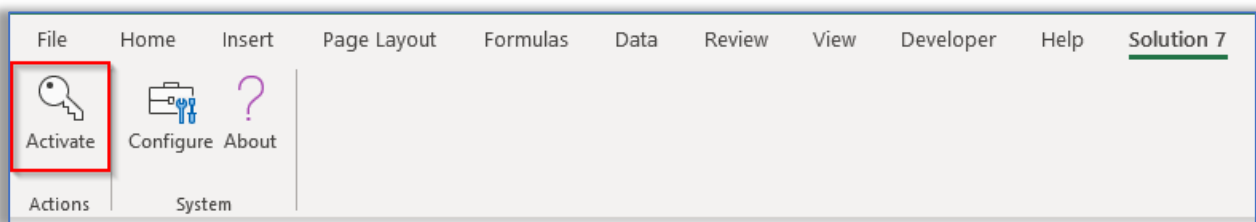


Solution 7 will now attempt to establish a connection to NetSuite and, if successful, will expand the full Solution 7 ribbon.

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.
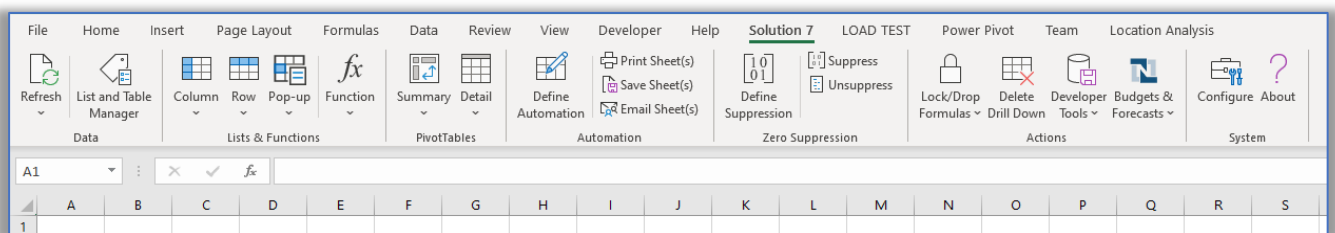
## Small and Large fx Buttons

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

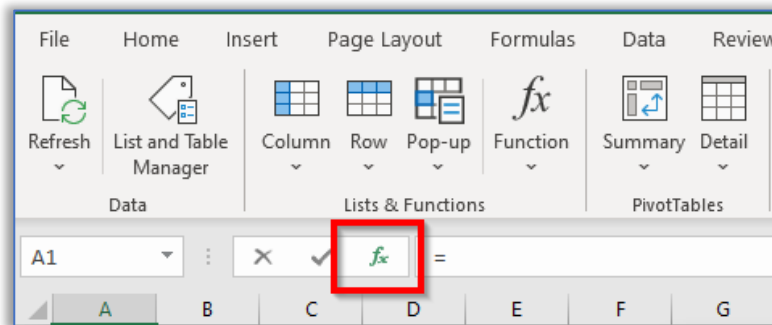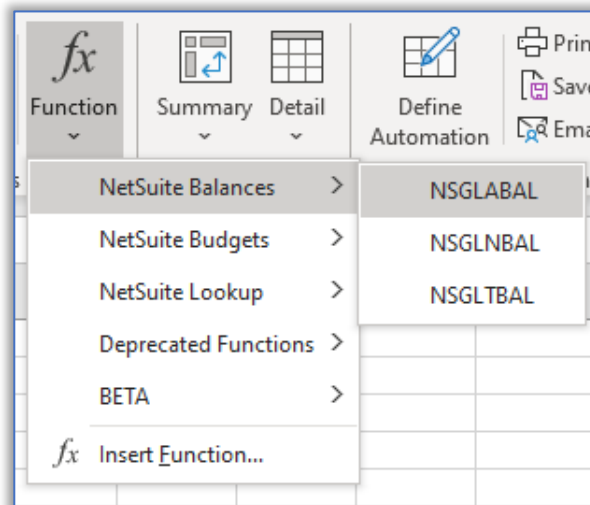Functions are the most fundamental concept within Solution 7. Functions allow individual NetSuite values and arrays of values to be automatically aggregated and summarised into Excel. Solution 7 extends Excel's own function set with additional functions that can be used to build your own report templates.

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.
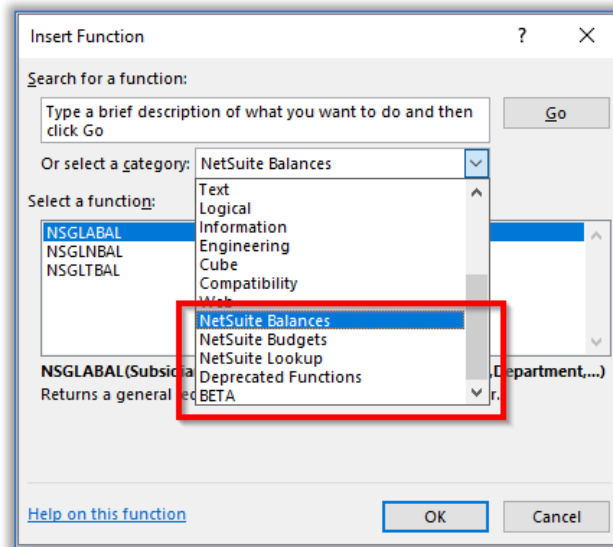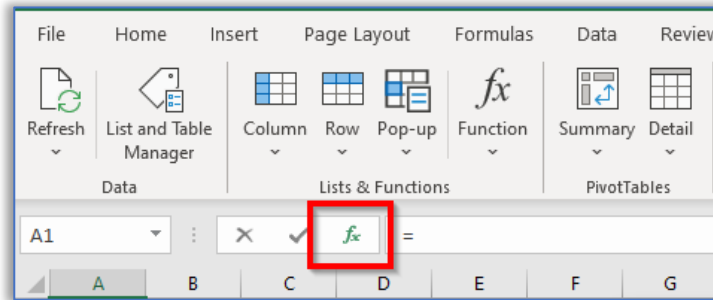




- Click the Large *fx* button and choose a function.
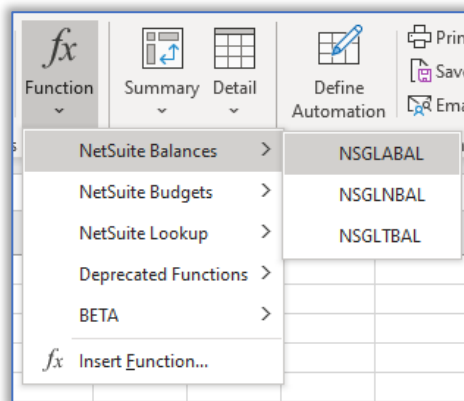


- Type the function name directly into a cell, like any other Excel function.

# 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:

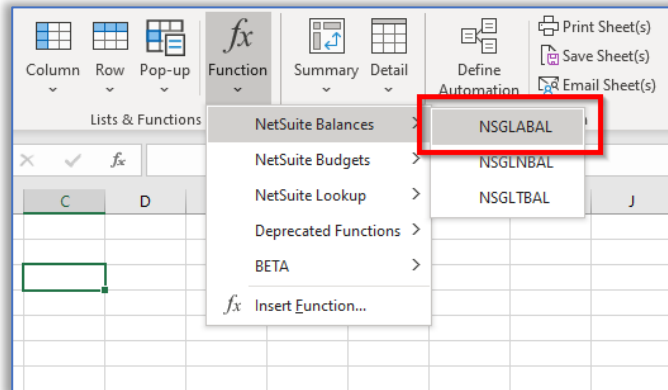With the cursor in empty cell C3, click the Large *fx* button and select **NetSuite Balances** > **NSGLABAL** (returns a general ledger account balance by account number).



## 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.
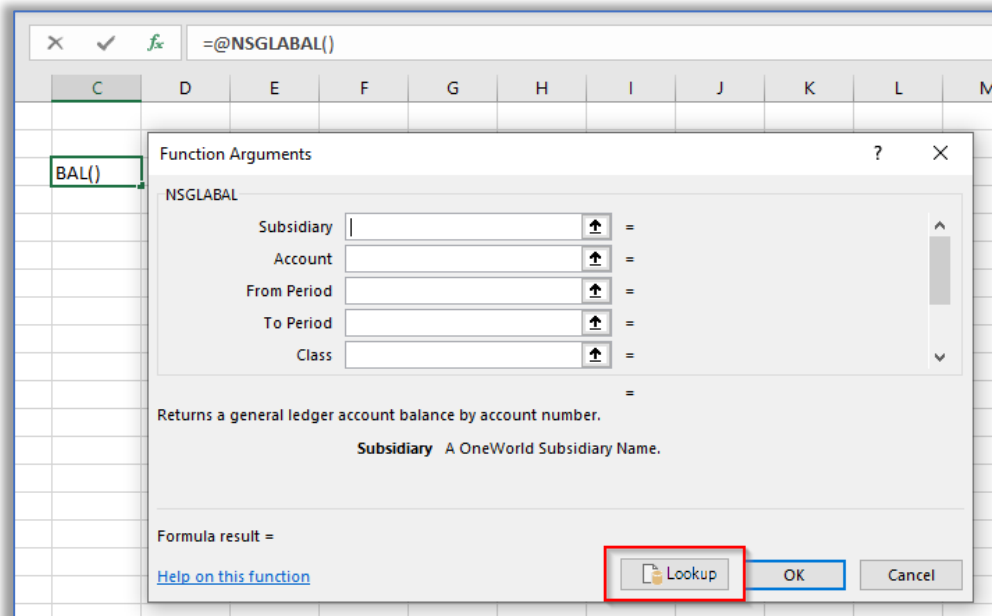
## Step 3:

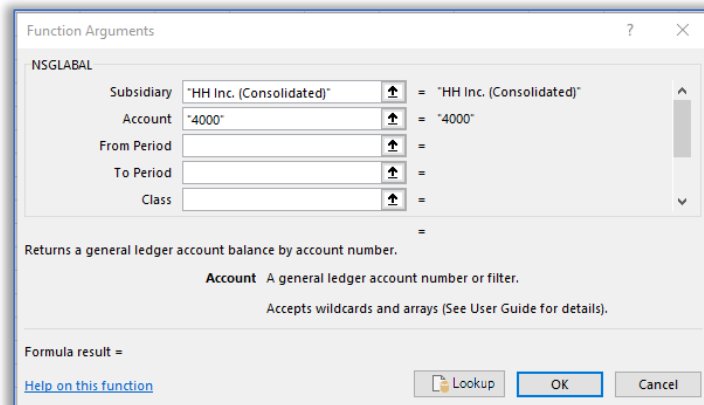Select the "Consolidated" item at the top of the list and click OK. This will ensure that you get a consolidated value which includes transactions from all child subsidiaries.
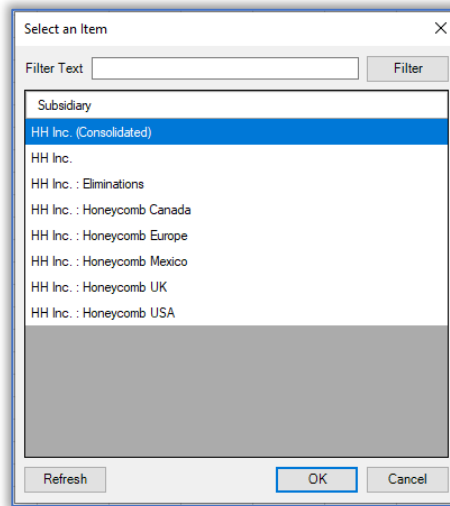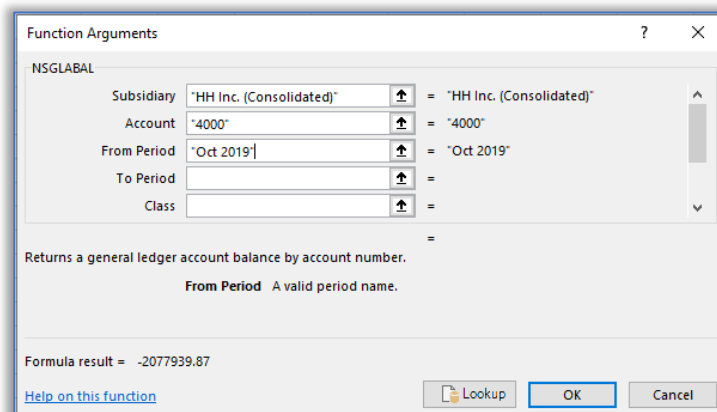


## Step 4:

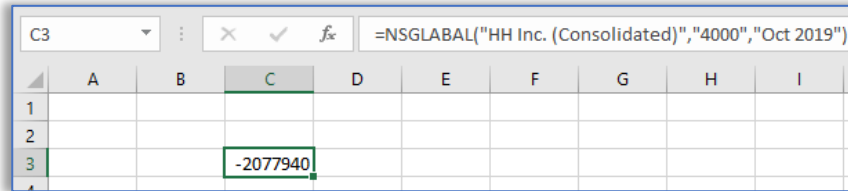With the cursor in the Account argument, use **Lookup** to select a P&L account.



## Step 5:

Repeat these steps to select a **From Period**. When reporting a single period, **To Period** is **not** required.
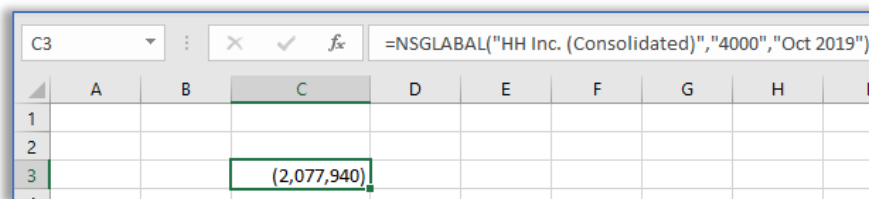
## Step 6:

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

| C3 | | | × | ✓ | fx | =NSGLABAL("HH Inc. (Consolidated)","4000","Oct 2019") | | |
|----|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | -2077940 | | | | | |

## Step 7:

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

| C3 | | | × | ✓ | fx | =NSGLABAL("HH Inc. (Consolidated)","4000","Oct 2019") | | |
|----|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I |
| 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.

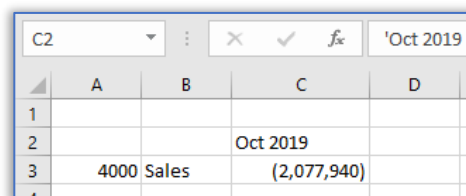Continuing with the sheet built in Exercise 1, follow these steps:-

## Step 1:

In cell A3, type the Account number used in Exercise 1: Step 4. In cell B3, type the Account name.
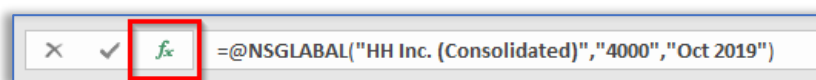
## Step 2:

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

**Note**: 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 | | | × | ✓ | fx | 'Oct 2019 |
|----|---|---|---|---|---|---|
| | A | B | C | D |
| 1 | | | | |
| 2 | | | Oct 2019 | |
| 3 | 4000 | Sales | (2,077,940) | |

## Step 3:

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

| × | ✓ | fx | =@NSGLABAL("HH Inc. (Consolidated)","4000","Oct 2019") |
|---|---|---|---|

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## 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).
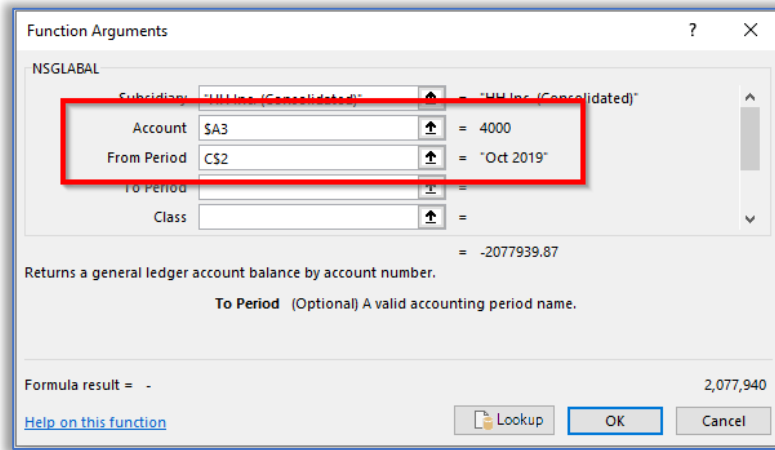


> Although this function will still return the same balance, the advantage is that we can use this dynamic approach to help complete our report.

## Step 6:

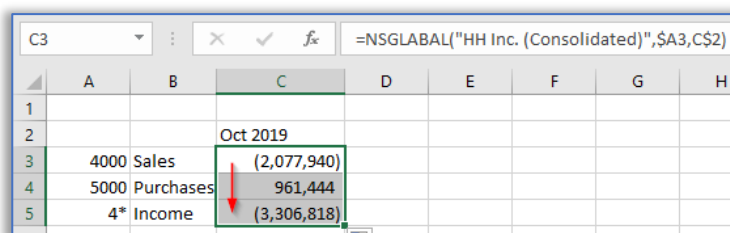In cells A4 and B4, type the number and name of another P&L account.

## 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).
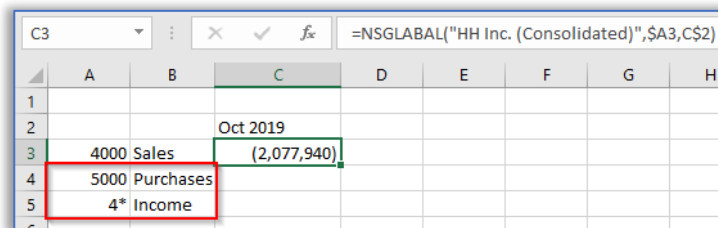


## Step 8:

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

### Step 9:

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



### Step 10:

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



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.
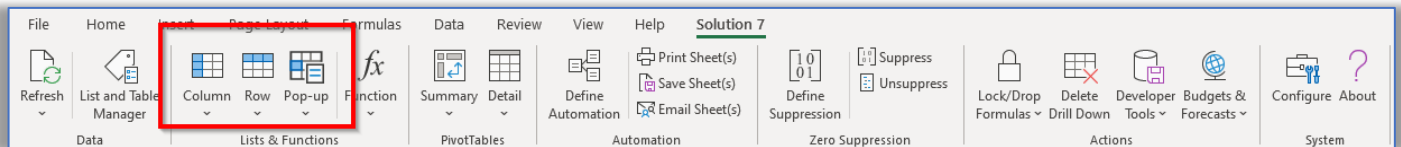


# Exercise 3 – Inserting a list

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)**.
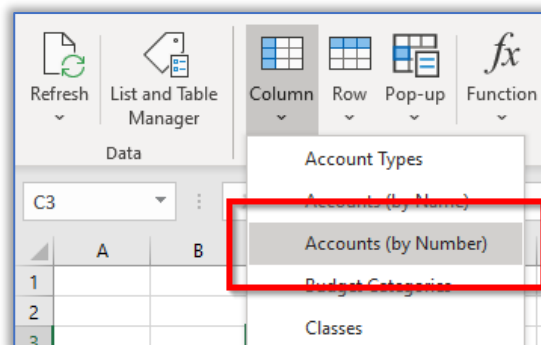


## Step 2:

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.
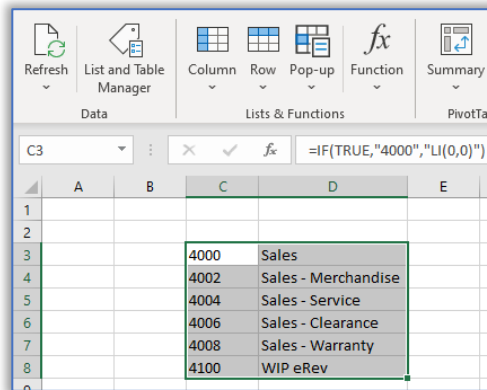
### Step 3:

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".
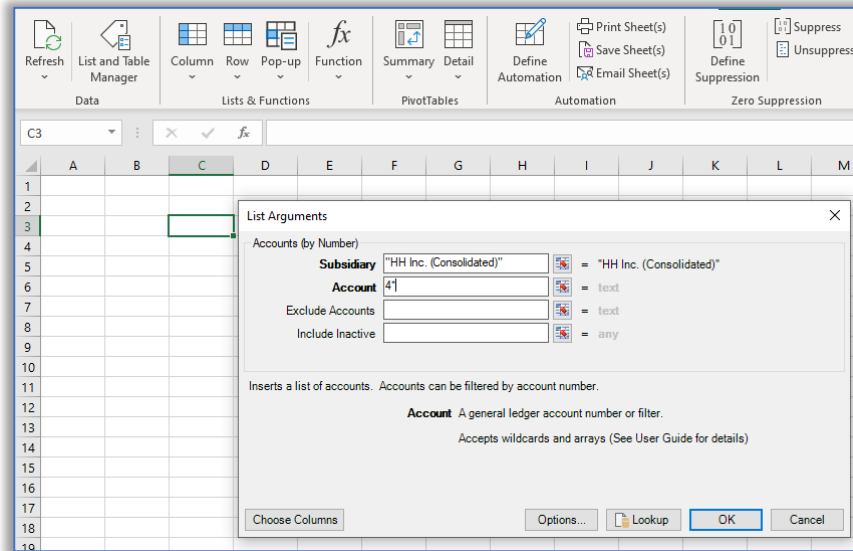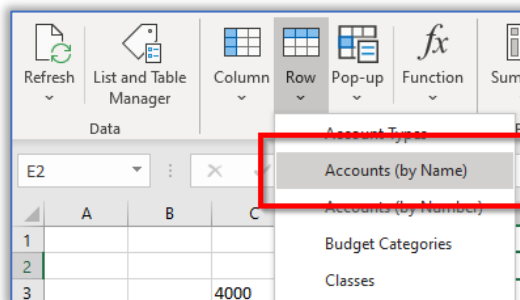


### Step 4:

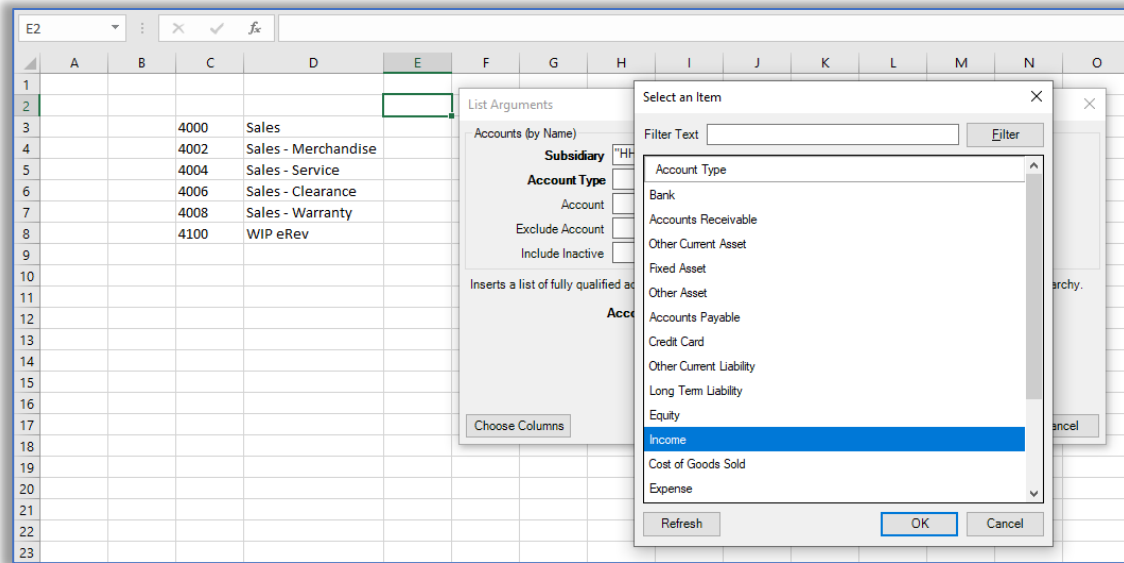Click OK. All accounts starting with "4" will be read from NetSuite and inserted into column C.



### Step 5:

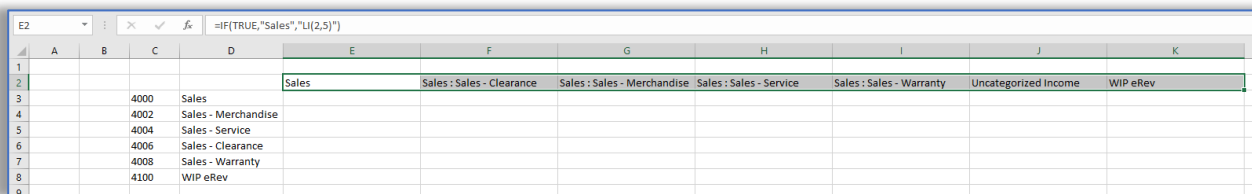Move the cursor to cell E2 and click **Row > Accounts (by Name)**.

### Step 6:

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



### Step 7:

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



### 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.
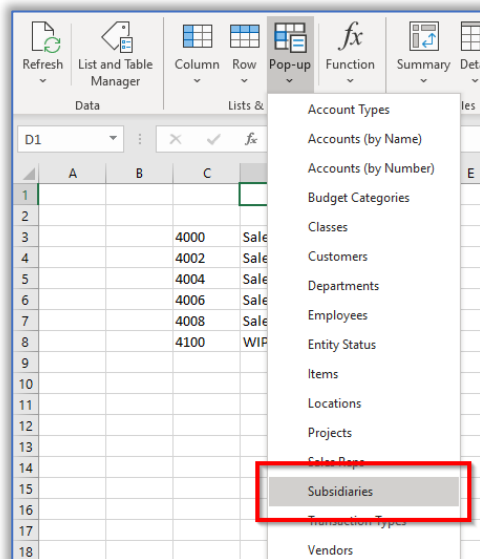
### Step 9:

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.



### Step 10:

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

## 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.
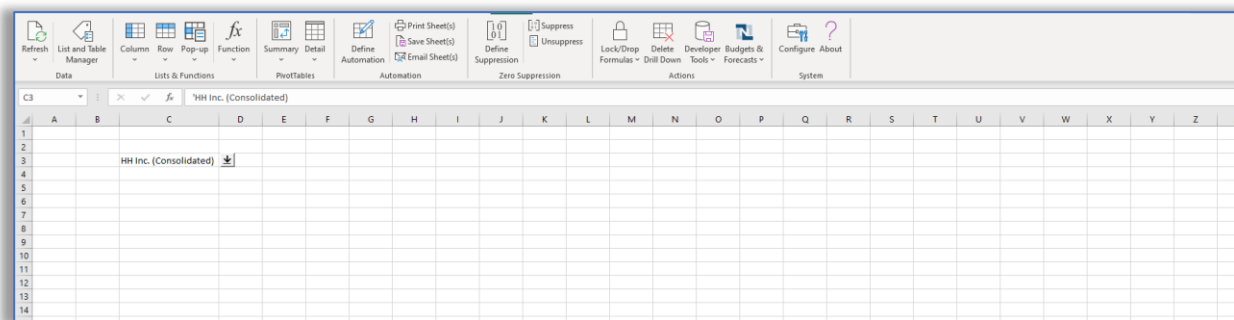


### Step 3:

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.
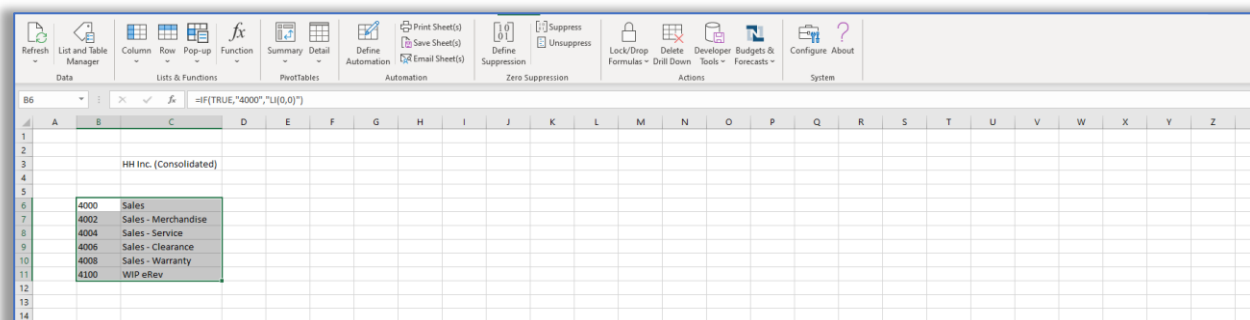
### Step 5:

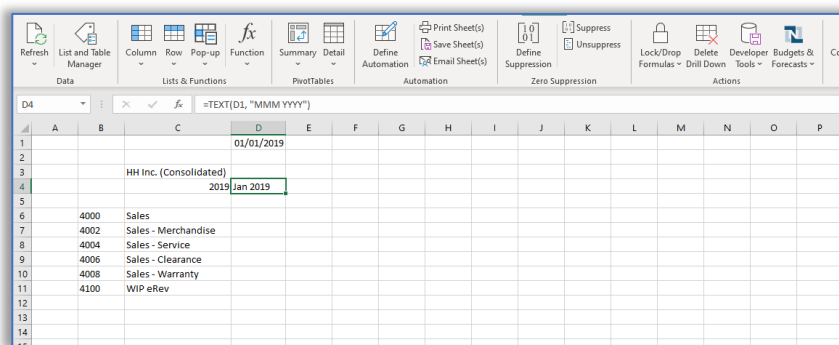Move the cursor to cell C4 and type the year (e.g. 2019).

### 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")`



### Step 8:

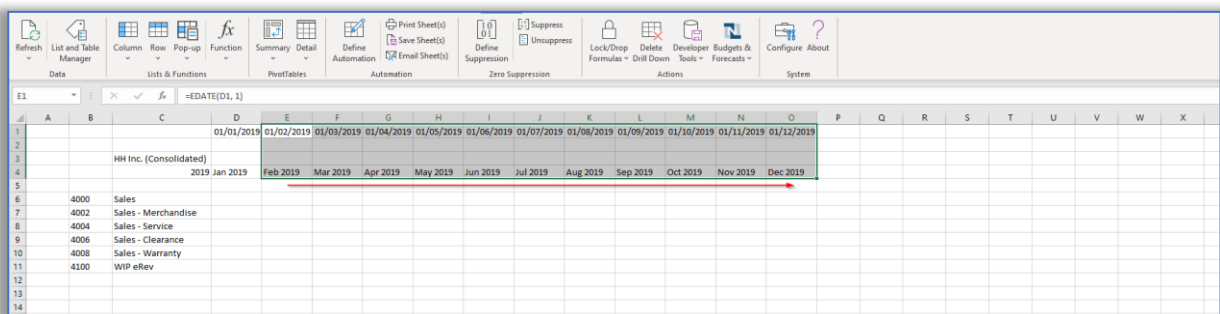Move the cursor to empty cell E1 and type the following formula:

`=EDATE(D1,1)`
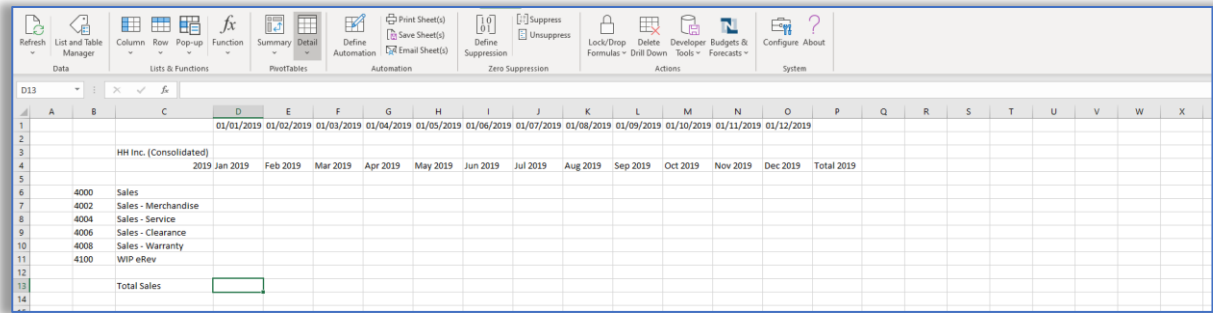
### Step 9:

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.

**Step 11:**

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



# 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).

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## Step 5:

Click OK.



## Step 6:

Copy the formula into each cell through to column O.



## Step 7:

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

## 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.
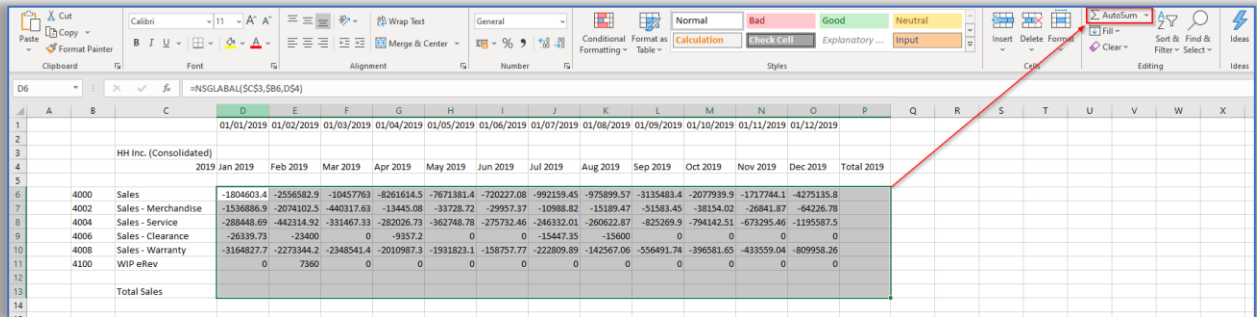


## Step 9:

Complete the report by hiding row 1 and apply formatting, logos and charts using Excel's features.
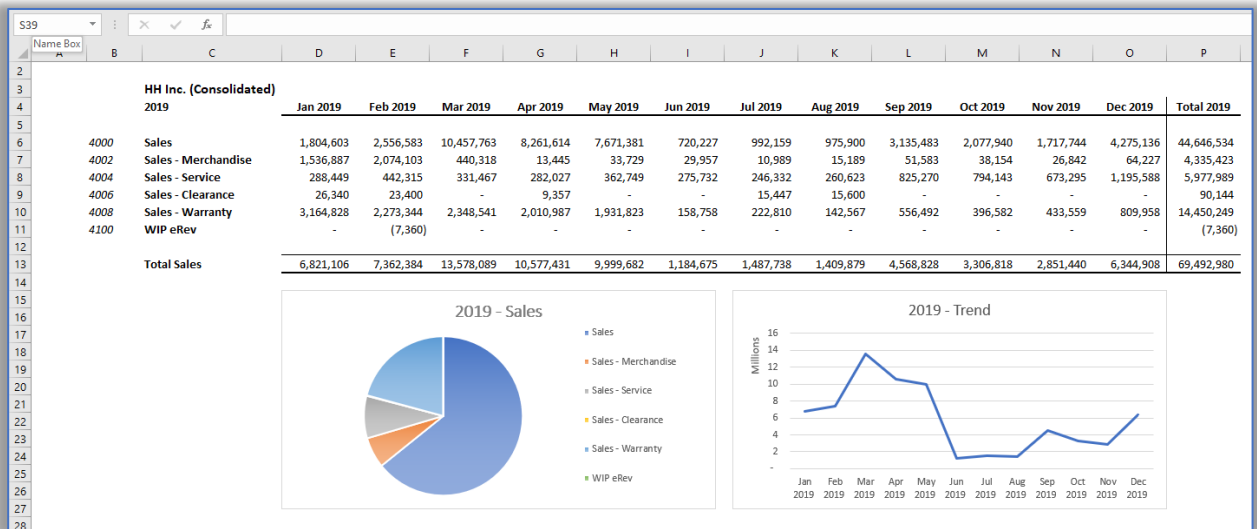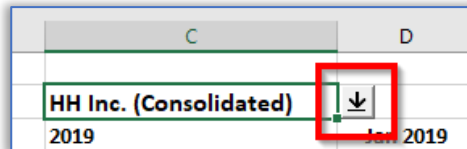
# Exercise 6 – Interacting with a report

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

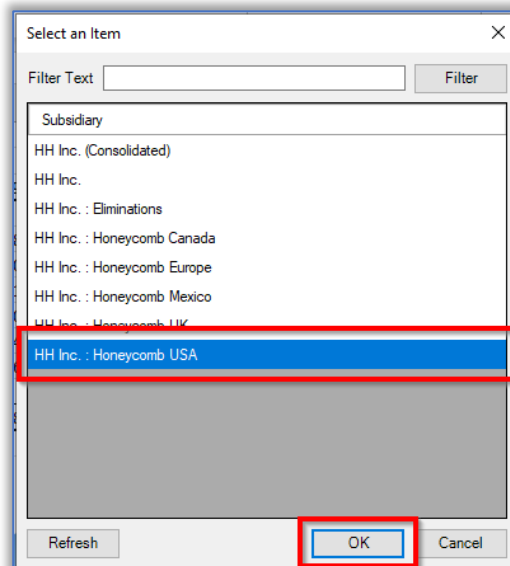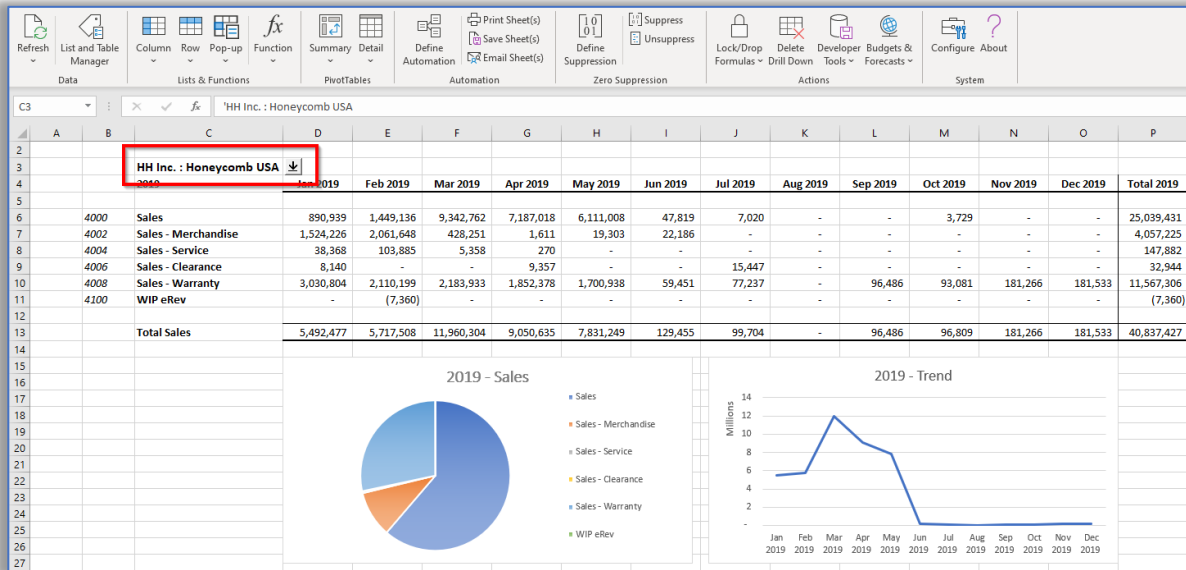Continuing with the report built in Exercise 5, follow these steps:-

## Step 1:

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



## Step 2:

From the Subsidiary pop-up list, select a different subsidiary and click OK to change the value in cell C3.
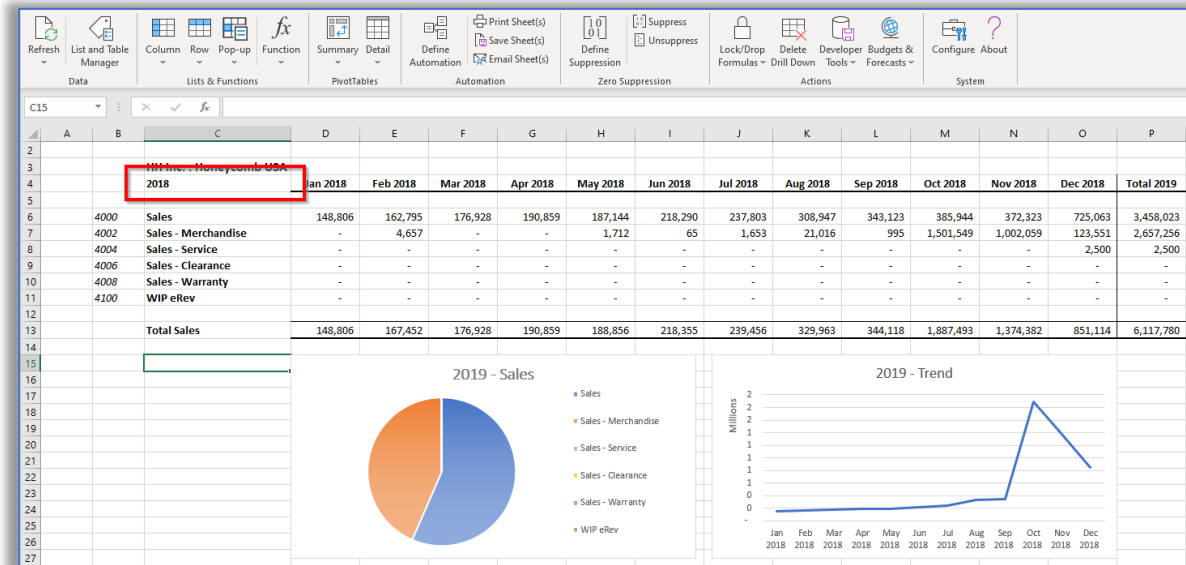
You may see the cell values change to #N/A. This indicates that Solution 7 is reading the new values from NetSuite. Once the values are available, they will appear in the cells and replace the #N/A.

## Step 3:

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

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## 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.
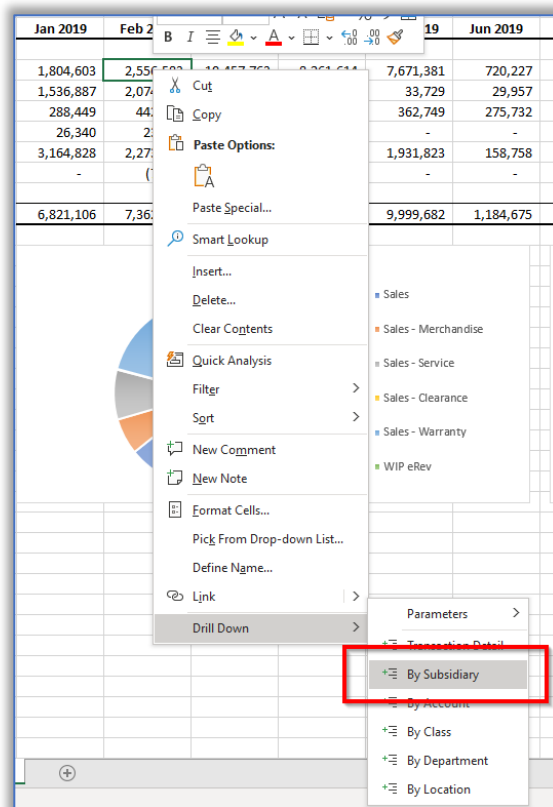
Continuing with the report built in Exercise 5, follow these steps:-
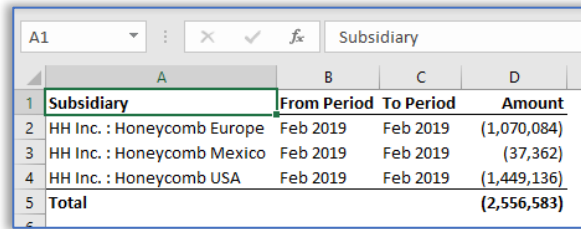
### Step 1:

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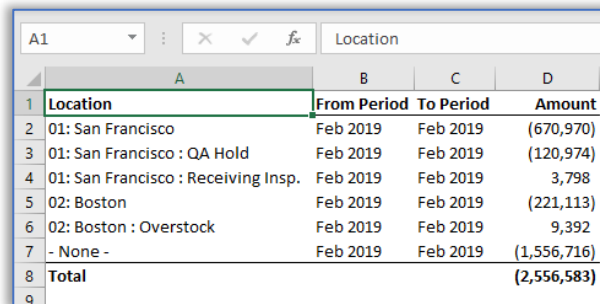
A new drill down sheet will be displayed showing the subsidiary split for your chosen balance value.

| A1 | | | fx | Subsidiary | |
|---|---|---|---|---|---|
| | A | B | C | 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:
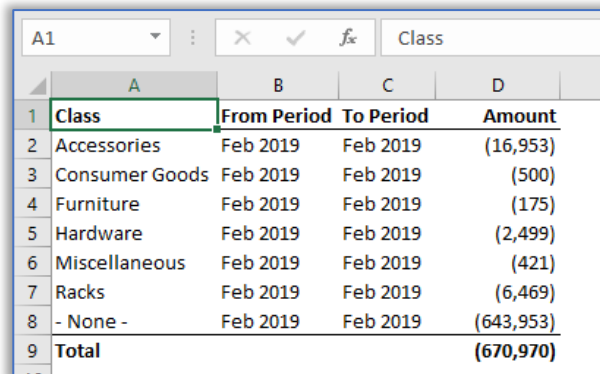
After drilling down at a summary level, you can drill down further. Right-click one of your summary balance values and select **Drill Down** > **By Location**.

| A1 | | | fx | Location | |
|---|---|---|---|---|---|
| | A | B | C | 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) | |

## Step 4:

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

| A1 | | | fx | Class | |
|---|---|---|---|---|---|
| | A | B | C | 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**.

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### Step 6:

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



### 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.

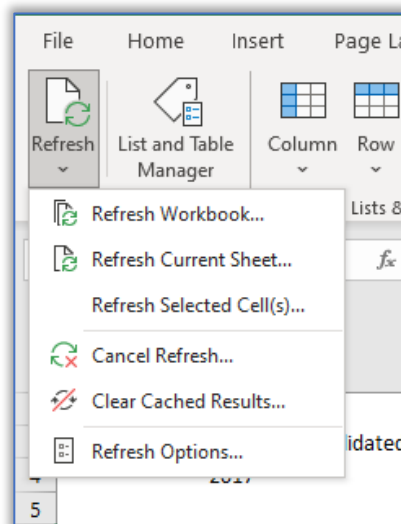Continuing with the report built in Exercise 5, follow these steps:-

### Step 1:

On the Solution 7 ribbon, click Refresh.

### Step 2:

Select Refresh Workbook…

This will refresh the whole workbook.



**Note:** 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.

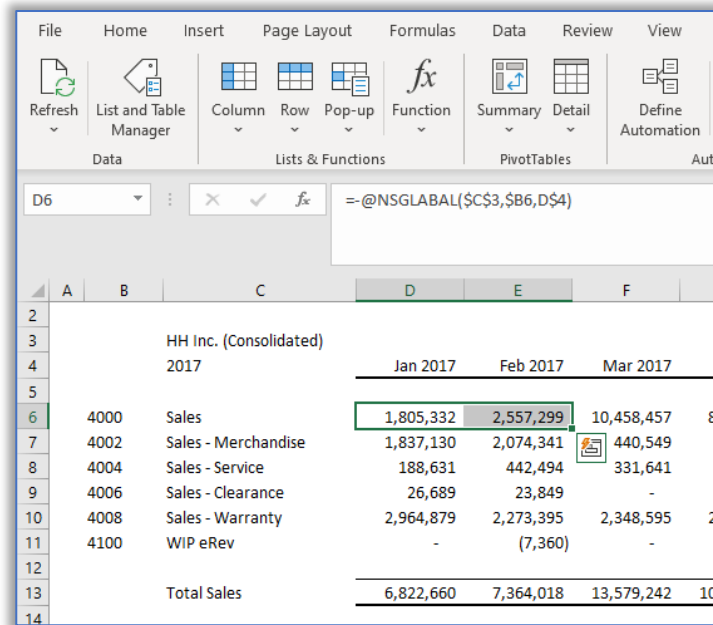### Step 4:

Select Refresh Current Sheet…

This will refresh the current worksheet.

**Step 5:**

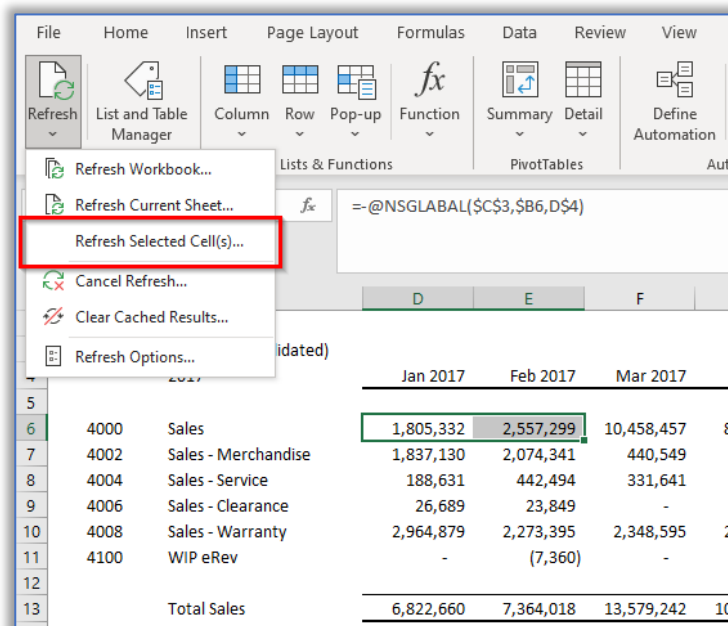From the report template, select cells D6-E6.



**Step 6:**

On the Solution 7 ribbon, click Refresh.

**Step 7:**

Select Refresh Selected Cell(s)...

This will refresh cells D6 and E6.

# Exercise 9 – Refreshing lists and tables

In this exercise we will manually refresh the Accounts (By Number) list.
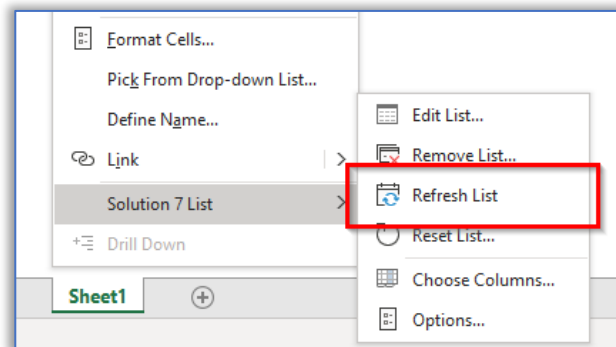
Continuing with the report built in Exercise 5, follow these steps:-

## Step 1:

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

## Step 2:

Select Solution 7 List  >  Refresh List



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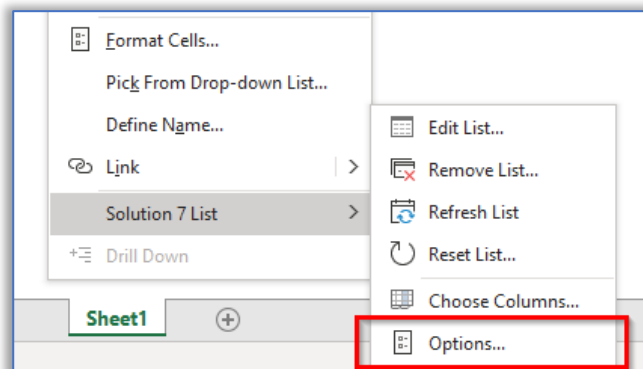
Continuing with the report built in Exercise 5, follow these steps:-

## Step 1:

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

## Step 2:

Select Solution 7 List  >  Options…

## Step 3:

Under "Refresh Mode" select Manual.



## 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