



South African Weather Service

**General Ledger
Training Manual**

Document Review and Distribution

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1 INTRODUCTION

Welcome to the world of NetSuite.

In this course, you will learn to use the General Ledger functions of NetSuite, which includes performing GL tasks such as setting up and closing accounting periods, managing the chart of accounts and journal entries as well generating GL reports. You will become familiar with the layouts and menu paths of NetSuite. The NetSuite application runs within a browser window i.e. Internet Explorer, etc. When you log into NetSuite, you will see a set of tabbed pages. NetSuite calls these tabbed pages a “Center”. The role that will be assigned to you will determine which “Center” you will be able to see.

Upon completion of this module, you will be able to:

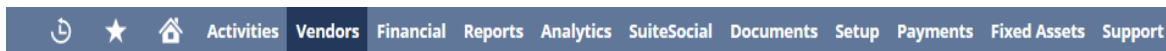
- Navigate through Netsuite
- Create a New General Ledger Account
- Edit an Existing General Ledger Account
- Create a New Cost Center
- Edit an Existing Cost Center
- Create a New Location
- Edit an Existing Location
- View Account Registers
- Create a Journal Entry
- Approve a Journal Entry
- Close an Accounting Period
- Navigate NetSuite Reports
- Review General Ledger Reports

2 GENERAL LEDGER

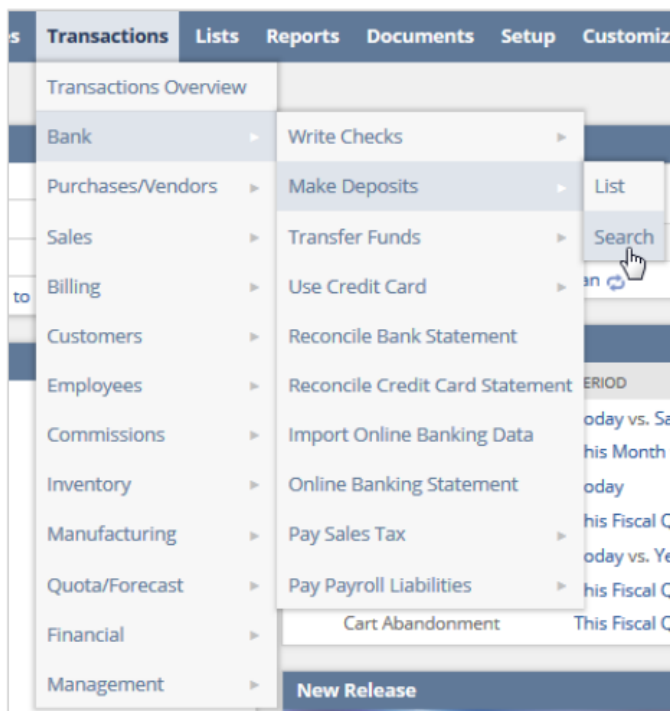
2.1 Basic Navigation

Using the Navigation Menu

At the bottom of the header is a navigation bar. The bar is made up of tabs labelled to represent the information that it links to. The tabs that are available depend on your user role. Above is an example of the navigation menu bar.



All of the tabs expand automatically to become navigation menus when you move your pointer over them. Navigation menus often have multiple levels. Hover over a menu to display submenus, and click a menu option to select it. For example, hovering over the Transactions tab displays the Transactions menu. In the following screenshot, the pointer has followed the Transactions menu to the Bank submenu and then to Make Deposits and is hovering over Search.



When you select a menu option, the tab remains highlighted to show you the context of the page you are on.

Three of the tabs on the navigation bar use icons instead of words. These are:



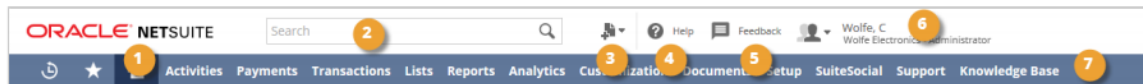
Recent Records – NetSuite remembers the records you have viewed recently. Click this icon to open a dropdown menu of recent records.



Shortcuts – When you click this icon, you open the shortcuts menu. It contains links to your most frequently used records, transactions, lists, or reports. These shortcuts also appear in the Shortcuts Portlet. Often an administrator has set these up for you.



Home – Click this icon to go to your home dashboard page. When you hover over it, its menu includes a link to the Set Preferences page.



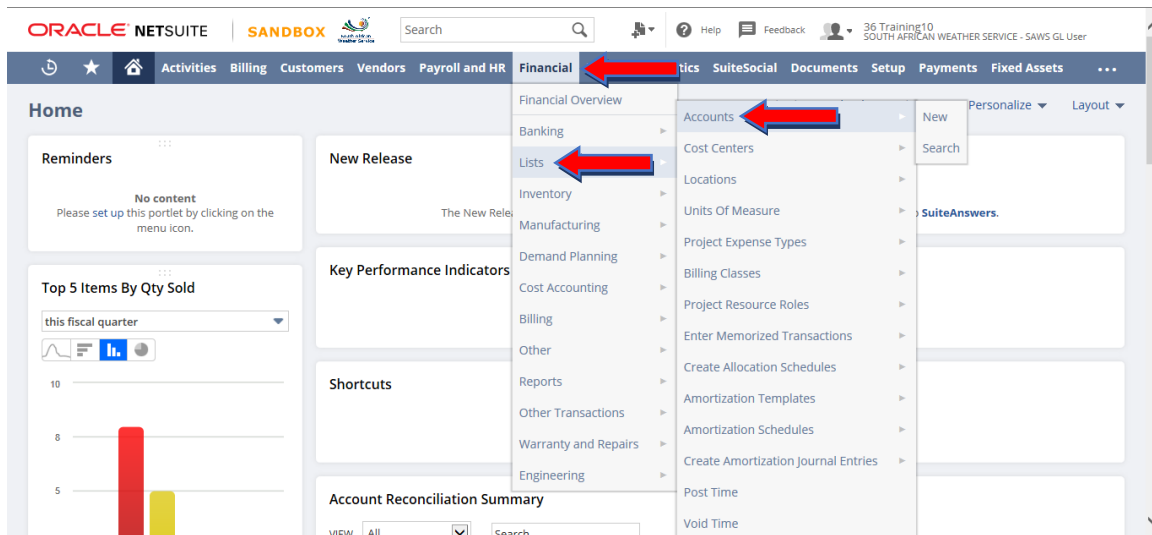
1	Oracle NetSuite logo – When you double-click the Oracle NetSuite logo, a popup window opens with details that your administrator can use to help identify the source if you have issues with performance in NetSuite. For more information, see the help topic Helping Users with Performance Issues .
2	Global search field – Enter a keyword to search for any type of record. For more information, see Using Global Search .
3	Create New menu – Use this dropdown menu to create new records of various types. For more information, see Using the Create New Menu .
4	Help – Click Help to open the NetSuite Help Center. The help center usually opens to a topic related to the page you are working with. For more information, see Getting Help .
5	Feedback – Click Feedback to rate your experience with NetSuite. Choose your satisfaction level, enter any comments (optional), and click Submit .
6	User name and role – Move your pointer over this area to open a dropdown list and change your role or sign out of NetSuite. For more information, see Switching Between Roles .
7	Navigation menu bar – This bar contains tabs that become navigation menus when you hover over them. For more information, see Using the Navigation Menu .

2.2 Create a New General Ledger Account

In this section you will learn how to enter the opening balance for each general ledger account, that amount in the account when you first start using it in NetSuite. The date of the opening balance is included on each account record. After an opening balance has been entered for an account, that account can be used in NetSuite transactions.

Role
SAWS GL User

- To Start, on the **Menu Bar** hover your mouse on **Financial**, navigation **Financial > Lists** then click **Accounts**



- Charts of Accounts will be displayed (List of all the Accounts)



Chart of Accounts

View Basic | **New**

EDIT	SUMMARY	NUMBER	ACCOUNT	TYPE	DESCRIPTION	CURRENCY	FOREIGN CURRENCY BALANCE	BALANCE
Edit	No		Accounts Receivable	Accounts Receivable		South African Rand		-1,056,645.22
Edit	No		Accrued Purchases	Other Current Liability		South African Rand		-31,960.00
Edit	No		Accumulated Depreciation	Deferred Expense		South African Rand		427,500.00
Edit	No		Advances Paid	Other Current Asset		South African Rand		-6,824.72
Edit	No		Cost of Goods Sold	Cost of Goods Sold		South African Rand		-280.00
Edit	No		Customer Deposits	Other Current Liability		South African Rand		-133,439.52
Edit	No		Deferred Expense	Deferred Expense		South African Rand		-123,834.90
Edit	No		Direct Labor	Expense		South African Rand		53,700.00
Edit	No		Estimates	Non Posting		South African Rand		
Edit	No		Indirect Labor	Expense		South African Rand		0.00
Edit	No		Inventory Asset	Other Current Asset		South African Rand		236,194.88
Edit	No		Inventory In Transit	Other Current Asset		South African Rand		-250.00
Edit	No		Opportunities	Non Posting		South African Rand		
Edit	No		Project Cost Variance	Other Current Liability		South African Rand		0.00
Edit	No		Purchase Orders	Non Posting		South African Rand		

- The Chart of Accounts form has Headings (Summary, Account Number, Account Name, Account Type, Account Description, Account Currency and Balance). To see more Accounts including Bank Accounts scroll down on the list.

Chart of Accounts

View Basic | **New**

EDIT	SUMMARY	NUMBER	ACCOUNT	TYPE	DESCRIPTION	CURRENCY	FOREIGN CURRENCY BALANCE	BALANCE
Edit	No	21500	Inventory Control Commercial	Other Asset		South African Rand		1,322,756.78
Edit	No	21600	WIP- Labour	Other Asset		South African Rand		-9,000.00
Edit	No	23100	Debtors: Trade	Accounts Receivable		South African Rand		0.00
Edit	No	23130	Debtors: Cash Sales	Accounts Receivable		South African Rand		100.00
Edit	No	23250	Debtor: Staff S&T	Accounts Receivable		South African Rand		0.00
Edit	No	23400	Unidentified Deposits	Accounts Receivable		South African Rand		-5,000.00
Edit	No	23900	Provision For Doubtful Debts	Accounts Receivable		South African Rand		0.00
Edit	No	24400	General Prepayments	Accounts Receivable		South African Rand		0.00
Edit	No	24500	Prepayments	Accounts Receivable		South African Rand		0.00
Edit	No	24600	Staff Prepayments	Accounts Receivable		South African Rand		0.00
Edit	No	24700	Sundry Debtors / Deposits	Accounts Receivable		South African Rand		0.00
Edit	No	28100	ABSA Gen - 4053 6443 70	Bank		South African Rand	(R867,116.59)	-867,116.59
Edit	No	28300	Std Bank - General	Bank		South African Rand	R850,105.00	850,105.00
Edit	No	28320	Std Bank - Payroll	Bank		South African Rand	R22,500.00	22,500.00
Edit	No	28321	Std Bank Payroll (2) 125 4553	Bank		South African Rand	R47,500.00	47,500.00

- To create a new Account click **New**.



ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

Account List Search More

Save Cancel Reset

NUMBER *
 NAME *
 SUBACCOUNT OF
 TYPE *
 Bank
 CURRENCY *
 EXCHANGE RATE

INVENTORY
 REVALUE OPEN BALANCE FOR FOREIGN CURRENCY TRANSACTIONS
 DESCRIPTION
 OPENING BALANCE
 DATE
 29/7/2019

SUMMARY
 INACTIVE
 RESTRICT TO DEPARTMENT
 RESTRICT TO LOCATION
 SHOW IN FIXED ASSETS MANAGEMENT
 Asset Account
 Depreciation Account
 Depreciation Expense
 Write Off Account

Enter General Account Information

- Enter an Account Number. (SAWS Account Numbers are 5 characters).
- Enter a Name for this account.(This name appears in the chart of accounts list, on transactions lists, and on reports)
- To make this account the Subaccount of another, select the parent account in the Subaccount of field.
- Select the Type of Account you want to create.
- Enter a Description of the account.
- Enter an Opening Balance for this account. (If this account is a summary account, you cannot provide an opening balance). If applicable.
- Enter Date of the account. (It defaults to the current date, you can modify it as necessary).
- Check the Summary box SUMMARY to make this a reporting account record otherwise leave it blank. (Summary accounts are useful when you want to create a non-posting, inactive parent account that has active child accounts).
- To make an account inactive, check the Inactive box INACTIVE .
- Enter classification information:
 - Select the Department if you want to restrict the use of this account to a single Department.
 - Select the Location if you want to restrict the use of this account to a single Location.



Account

Save Cancel Reset

NUMBER * 25520
NAME * Training Account
SUBACCOUNT OF
TYPE * Expense
CURRENCY
EXCHANGE RATE

TRACK BILLABLE EXPENSES IN
DEFERRAL ACCOUNT
INVENTORY
REVALUE OPEN BALANCE FOR FOREIGN CURRENCY TRANSACTIONS
DESCRIPTION Account for Training
OPENING BALANCE
DATE

SUMMARY
INACTIVE
RESTRICT TO DEPARTMENT Air Quality Information
RESTRICT TO LOCATION SAWS
SHOW IN FIXED ASSETS MANAGEMENT
Asset Account
Depreciation Account
Depreciation Expense
Write Off Account

Click Save, and the new Account will be saved.

Chart of Accounts

View Basic New

Table with columns: EDIT, SUMMARY, NUMBER, ACCOUNT, TYPE, DESCRIPTION, CURRENCY, FOREIGN CURRENCY BALANCE, BALANCE. Includes rows for Unidentified Deposits, Provision For Doubtful Debts, General Prepayments, etc.

To edit existing Account, click the Edit link to the left of the account you want to modify.

Account

24700 Sundry Debtors / Deposits

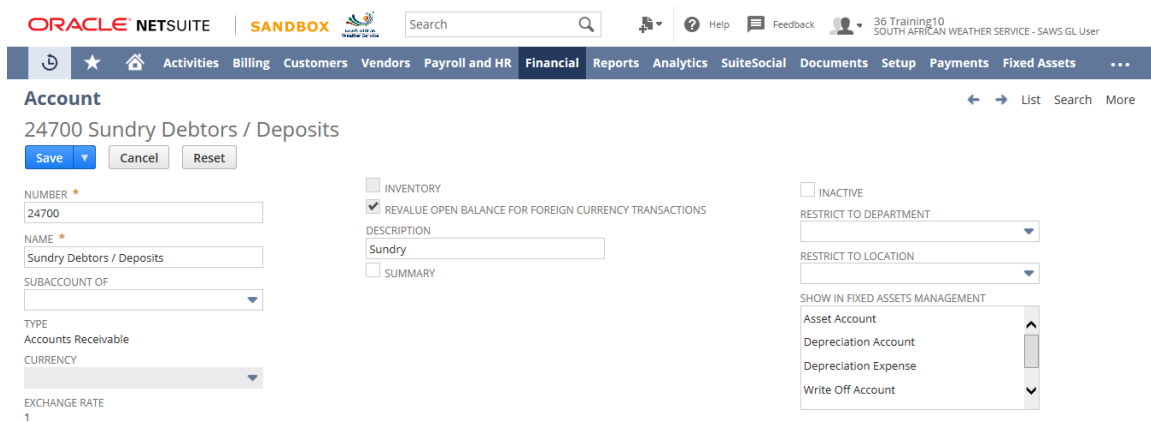
Save Cancel Reset

NUMBER * 24700
NAME * Sundry Debtors / Deposits
SUBACCOUNT OF
TYPE Accounts Receivable
CURRENCY
EXCHANGE RATE 1


INVENTORY
REVALUE OPEN BALANCE FOR FOREIGN CURRENCY TRANSACTIONS
DESCRIPTION
SUMMARY

INACTIVE
RESTRICT TO DEPARTMENT
RESTRICT TO LOCATION
SHOW IN FIXED ASSETS MANAGEMENT
Asset Account
Depreciation Account
Depreciation Expense
Write Off Account

- On the Account page, modify the account as needed.



The screenshot shows the Oracle NetSuite interface for editing an account. The account name is '24700 Sundry Debtors / Deposits'. The 'NUMBER' field contains '24700' and the 'NAME' field contains 'Sundry Debtors / Deposits'. The 'TYPE' is set to 'Accounts Receivable' and the 'CURRENCY' is set to 'ZAR'. The 'DESCRIPTION' field contains 'Sundry'. There are several checkboxes for 'INVENTORY', 'REVALUE OPEN BALANCE FOR FOREIGN CURRENCY TRANSACTIONS', 'INACTIVE', and 'SUMMARY'. A 'SHOW IN FIXED ASSETS MANAGEMENT' section is also visible with a list of account types.

- Click , and the account changes will be saved.
- Below is the list of Account Types:

Account Type	Category	Balance Type	Notation
Accounts Receivable	Asset	Debit	-
Bank	Asset	Debit	-
Deferred Expense	Asset	Debit	-
Fixed Asset	Asset	Debit	-
Other Asset	Asset	Debit	-
Other Current Asset	Asset	Debit	-
Unbilled Receivable	Asset	Debit	-
Equity	Equity	Credit	+
Cost of Goods Sold	Expense	Debit	-
Expense	Expense	Debit	-
Other Expense	Expense	Debit	-
Income	Income	Credit	+
Other Income	Income	Credit	+
Accounts Payable	Liability	Credit	+
Credit Card	Liability	Credit	+
Deferred Revenue	Liability	Credit	+
Long Term Liability	Liability	Credit	+
Other Current Liability	Liability	Credit	+



Chart of Accounts

View Basic

New

EDIT	SUMMARY	NUMBER	ACCOUNT	TYPE	DESCRIPTION	CURRENCY	FOREIGN CURRENCY BALANCE	BALANCE
Edit	No	28540	P Cash-Std Bank Thohoyando8695	Bank		South African Rand	R0.00	0.00
Edit	No	28541	P Cash -Std Bank Ermelo 8989	Bank		South African Rand	R0.00	0.00
Edit	No	28542	P Cash -Std Bank Nelspruit9101	Bank		South African Rand	R0.00	0.00
Edit	No	28999	UAT ACCOUNT	Accounts Payable		South African Rand		-375,344.00
Edit	No	31000	Accounts Payable	Accounts Payable		South African Rand		-845,911.00
Edit	No	32200	Asset Revaluation Reserve	Fixed Asset		South African Rand		0.00
Edit	No	33500	Reserves B/F	Equity		South African Rand		0.00
Edit	No	36100	Long-Term Liabilities	Accounts Payable		South African Rand		0.00
Edit	No	37000	Deferered Rental Liabilities	Accounts Payable		South African Rand		0.00
Edit	No	41150	Advance Income	Accounts Payable		South African Rand		0.00
Edit	No	42220	Sars: Paye Clearing A/C	Accounts Payable		South African Rand		0.00
Edit	No	42240	Sars: Sdl Clearing A/C	Accounts Payable		South African Rand		0.00
Edit	No	42260	Sars: UIF Clearing A/C	Accounts Payable		South African Rand		0.00
Edit	No	44100	Creditors: Trade	Accounts Payable		South African Rand		0.00

➤ To view Accounts Register, click on the desired Account Name

Accounts Payable Register

Date	Number	Vendor	Description	Date Due	Billed	Paid	Balance
3/7/2019	ER043	6 Kgothotso Miya				R300.00	-R107,420.40
		Expense Report	- Direct Labor				
			cape training				
3/7/2019	112	7 Dikete Holdings cc		3/7/2019	R5,100.00		-R112,520.40
Edit	Voucher	- Split -					
3/7/2019	erer	3 Molar Panelbeaters		Paid	R50.00		-R112,570.40
Edit	Voucher	- Split -					
3/7/2019	INV002	28 Keletso Stationery		3/7/2019	R10,935.00		-R123,505.40
Edit	Voucher	- Split -	Test 1				
3/7/2019	INV004	1 Busby Promo		Paid	R100.00		-R123,605.40
Edit	Voucher	- Split -					
4/7/2019	INV	5 Singapore Airline		Paid	R1,000.00		-R124,605.40
Edit	Voucher	- Split -					
4/7/2019	INV001	8 Lesro Coaches (Pty) Ltd		Paid	R100.00		-R124,705.40
Edit	Voucher	- Split -					
4/7/2019	ABC4801	1 Busby Promo		4/7/2019	R100.00		-R124,805.40
Edit	Voucher	- Split -					

DATE this month FROM 1/7/2019 TO 31/7/2019 Current Ending Balance: (R845,911.00)

1-LINE SORT BY date, type, document OPEN Find...

Refresh

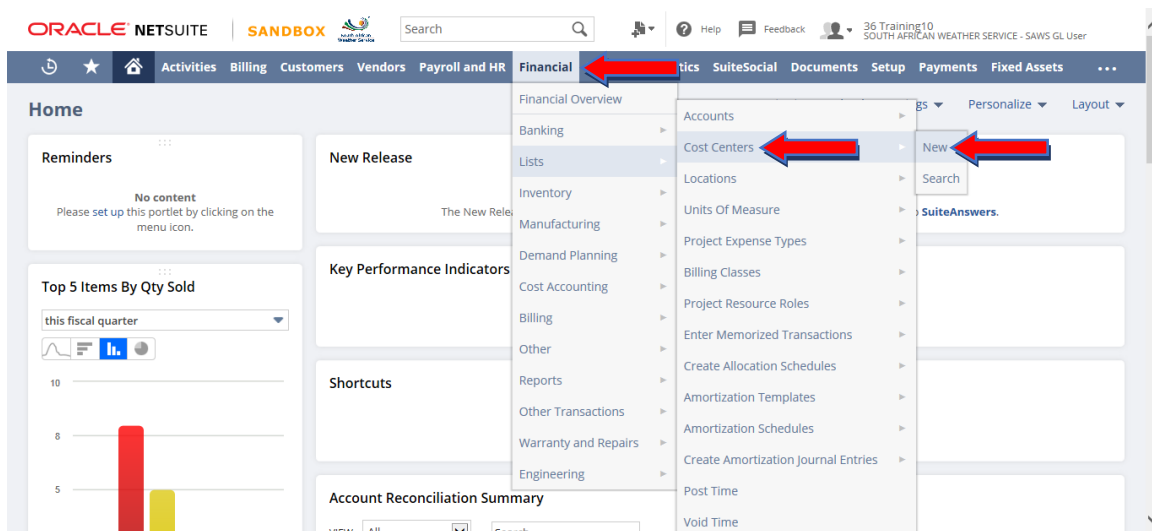
➤ Accounts Payable Register is displayed with transaction of the current month.

2.3 Create a New Cost Center

Cost Centers are categories that you can create to separate and track records such as financials, transactions, and employees. For example, you can create a Cost Center for each team of employees dedicated to a certain area of business, and then track income and expenses by each department over any time period.

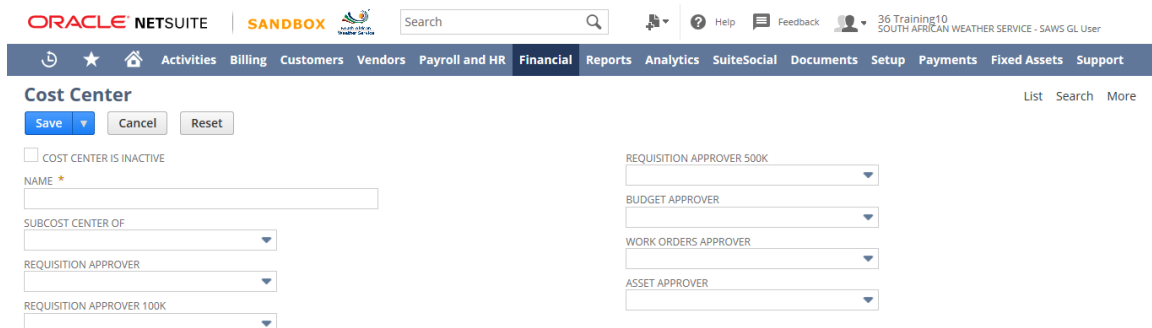
Role
SAWS GL User

- To Start, on the **Menu Bar** hover your mouse on **Financial**, navigation **Financial > Lists > Cost Centers** then click **New**



The screenshot shows the Oracle NetSuite interface. The 'Financial' menu is open, and the navigation path 'Financial > Lists > Cost Centers > New' is highlighted with red arrows. The 'Home' dashboard is visible in the background, showing reminders, a new release, key performance indicators, and a bar chart for 'Top 5 Items By Qty Sold'.

- Cost Center form will be displayed.



The screenshot shows the 'Cost Center' form in Oracle NetSuite. The form includes a 'Save' button, a 'Cancel' button, and a 'Reset' button. There is a checkbox for 'COST CENTER IS INACTIVE'. The form fields include 'NAME *', 'SUBCOST CENTER OF', 'REQUISITION APPROVER', 'REQUISITION APPROVER 100K', 'REQUISITION APPROVER 500K', 'BUDGET APPROVER', 'WORK ORDERS APPROVER', and 'ASSET APPROVER'. The 'Support' link is visible in the top right corner.



Enter General Account Information

- Enter Cost Center Name.
- If this Cost Center is a Subcost Center of another, in the Subcost Center Of field, select ▼ the parent Cost Center.
- Select ▼ Requisition Approver, Requisition Approver 100K, Requisition Approver 500K, Budget Approver, Work Orders Approver and Asset Approver.

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Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

Cost Center List Search More

Save Cancel Reset

COST CENTER IS INACTIVE

NAME *
Training Cost Center

SUBCOST CENTER OF
▼

REQUISITION APPROVER
26 Training 1 ▼

REQUISITION APPROVER 100K
27 Training 2 ▼

REQUISITION APPROVER 500K
28 Training 3 ▼

BUDGET APPROVER
30 Training 4 ▼

WORK ORDERS APPROVER
31 Training5 ▼

ASSET APPROVER
32 Training6 ▼

- Click **Save**, and the Cost Center will be saved.

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Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets ...

Cost Center ← → List Search

Edit Back Search Actions ▼

COST CENTER IS INACTIVE

NAME
Training Cost Center

SUBCOST CENTER OF

REQUISITION APPROVER
26 Training 1

REQUISITION APPROVER 100K
27 Training 2

REQUISITION APPROVER 500K
28 Training 3

BUDGET APPROVER
30 Training 4

WORK ORDERS APPROVER
31 Trainings

ASSET APPROVER
32 Training6

INTERNAL ID
102

- Click on **List** to see the all the Cost Centers. (Top right of the screen).

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Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

Cost Centers List Search Audit Trail

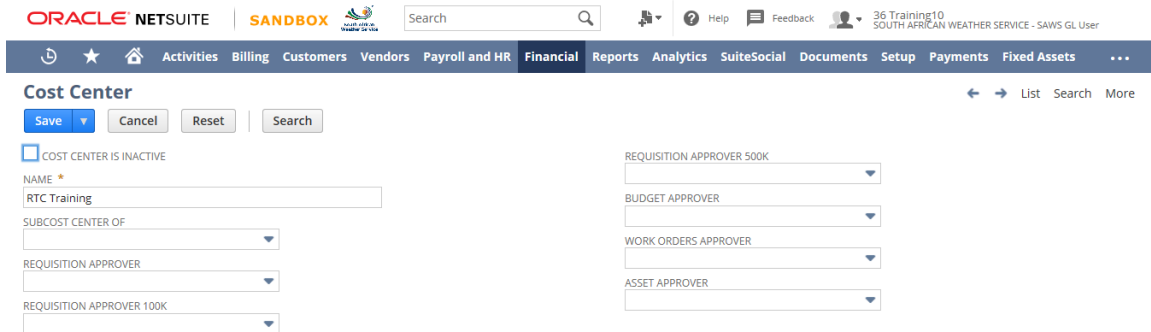
VIEW Default Customise View New Cost Center

FILTERS

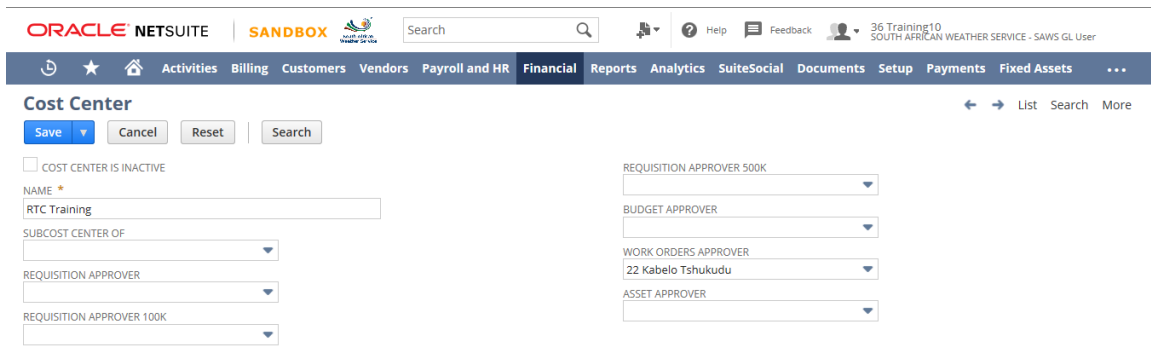
SHOW INACTIVES Rtc - Uat TOTAL: 59

EDIT VIEW	NAME*
Edit View	RTC Training
Edit View	Stakeholder Man. & Public Rela
Edit View	Supply Chain Management
Edit View	Surface & Upper Air Obs Networ
Edit View	The Board
Edit View	Total Quality Mngmt
Edit View	Trace Gas Monitoring Prg
Edit View	Training Cost Center
Edit View	UAT COST CENTER

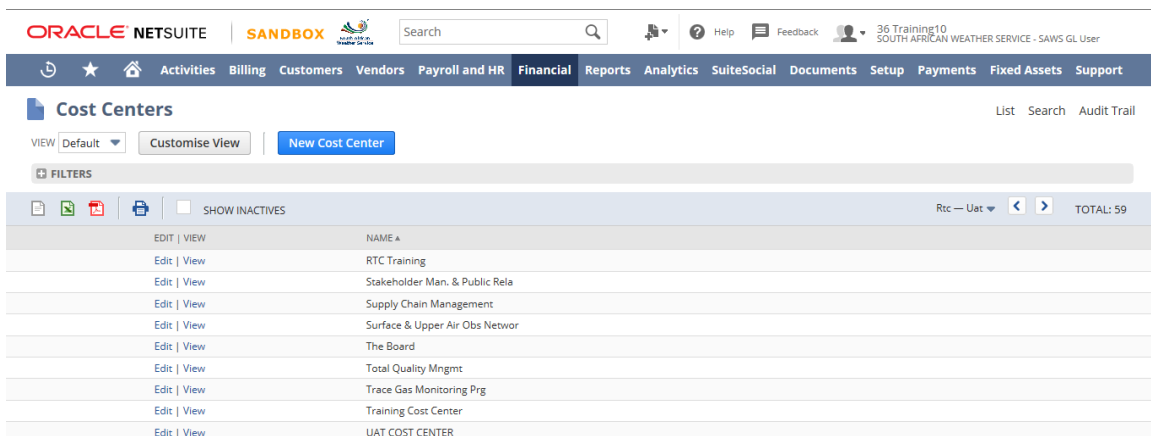
- To edit existing Cost Center, click the **Edit** link to the left of the account you want to modify.



- On the Cost Center page, modify the cost center as needed.



- Click **Save**, and the account changes will be saved. List of Cost Centers will also be displayed.



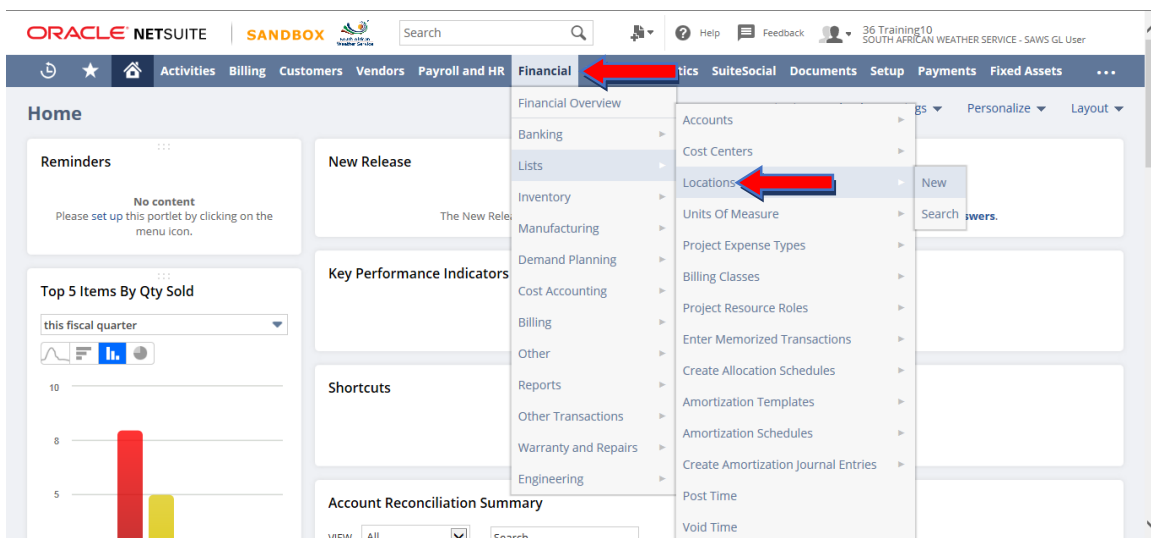
EDIT VIEW	NAME*
Edit View	RTC Training
Edit View	Stakeholder Man. & Public Rela
Edit View	Supply Chain Management
Edit View	Surface & Upper Air Obs Networ
Edit View	The Board
Edit View	Total Quality Mngmt
Edit View	Trace Gas Monitoring Prg
Edit View	Training Cost Center
Edit View	UAT COST CENTER

2.4 Create a New Location

In this lesson you will learn how to create a location record for each of your company's locations. Then you can track employees and transactions by location.

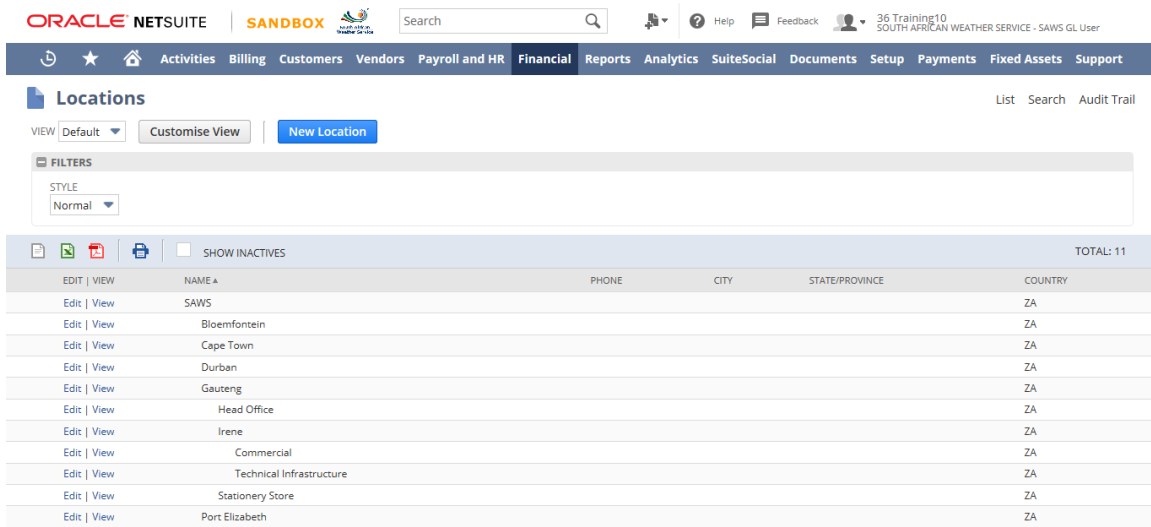
Role
SAWS GL User

- To Start, on the **Menu Bar** hover your mouse on **Financial**, navigation **Financial > Lists > click Locations**



The screenshot shows the Oracle NetSuite interface. The 'Financial' menu is open, and the 'Locations' option is highlighted with a red arrow. The 'Locations' sub-menu is also visible, showing options like 'New', 'Search', and 'Refresh'.

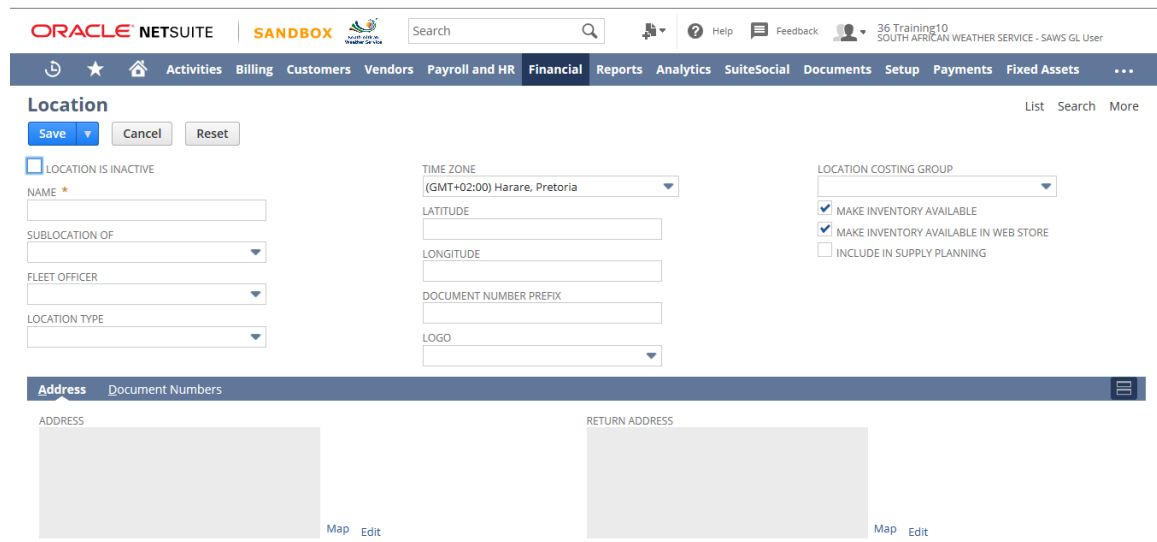
- Location list is displayed



The screenshot shows the 'Locations' page in Oracle NetSuite. The page displays a table of locations with columns for Name, Phone, City, State/Province, and Country. The table contains 11 rows of data.

EDIT VIEW	NAME A	PHONE	CITY	STATE/PROVINCE	COUNTRY
Edit View	SAWS				ZA
Edit View	Bloemfontein				ZA
Edit View	Cape Town				ZA
Edit View	Durban				ZA
Edit View	Gauteng				ZA
Edit View	Head Office				ZA
Edit View	Irene				ZA
Edit View	Commercial				ZA
Edit View	Technical Infrastructure				ZA
Edit View	Stationery Store				ZA
Edit View	Port Elizabeth				ZA

➤ To create a new Location click **New Location**.



The screenshot shows the Oracle NetSuite interface for creating a new location. The top navigation bar includes 'ORACLE NETSUITE', 'SANDBOX', and a search bar. The user is logged in as '36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User'. The main navigation menu includes 'Activities', 'Billing', 'Customers', 'Vendors', 'Payroll and HR', 'Financial', 'Reports', 'Analytics', 'SuiteSocial', 'Documents', 'Setup', 'Payments', and 'Fixed Assets'. The 'Location' form is displayed with the following fields and options:

- LOCATION IS INACTIVE
- NAME *
- SUBLOCATION OF
- FLEET OFFICER
- LOCATION TYPE
- TIME ZONE (GMT+02:00) Harare, Pretoria
- LATITUDE
- LONGITUDE
- DOCUMENT NUMBER PREFIX
- LOGO
- LOCATION COSTING GROUP
- MAKE INVENTORY AVAILABLE
- MAKE INVENTORY AVAILABLE IN WEB STORE
- INCLUDE IN SUPPLY PLANNING
- ADDRESS (with Map and Edit options)
- RETURN ADDRESS (with Map and Edit options)

Enter Location Information

- Enter Location Name.
- If this Cost Center is a Sublocation of another, in the Sublocation Of field, select the parent Location.
- Select Fleet Officer
- Select Location Type: Store, Warehouse, or Undefined.
- Select Location Costing Group.
- Check the Make Inventory Available box if inventory at this location can be stocked and can be committed on sales or fulfillments. Clear this box if inventory at this location can be stocked, but cannot be committed on sales or fulfillments.
- Check the Make Inventory Available in Web Store box if you want on-hand inventory stored at the location to be included in the total quantity available that is displayed in your Web store.



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Activities Billing Customers Vendors Payroll and HR Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets ...

Location

List Search More

Save Cancel Reset

LOCATION IS INACTIVE

NAME * Training Location

SUBLOCATION OF SAWS

FLEET OFFICER 3 Sipho Banda

LOCATION TYPE Warehouse

TIME ZONE (GMT+02:00) Harare, Pretoria

LATITUDE

LONGITUDE

DOCUMENT NUMBER PREFIX

LOGO

LOCATION COSTING GROUP

MAKE INVENTORY AVAILABLE


MAKE INVENTORY AVAILABLE IN WEB STORE

INCLUDE IN SUPPLY PLANNING

Address Document Numbers

ADDRESS: Training Location, Jean, Centurion Gauteng 0157, South Africa

RETURN ADDRESS

➤ Click  and the Location will be saved.

ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

Locations

List Search Audit Trail

VIEW: Default Customise View New Location

FILTERS: STYLE Normal

EDIT VIEW	NAME ▲	PHONE	CITY	STATE/PROVINCE	COUNTRY
Edit View	SAWS				ZA
Edit View	Bloemfontein				ZA
Edit View	Cape Town				ZA
Edit View	Durban				ZA
Edit View	Gauteng				ZA
Edit View	Head Office				ZA
Edit View	Irene				ZA
Edit View	Commercial				ZA
Edit View	Technical Infrastructure				ZA
Edit View	Stationery Store				ZA
Edit View	Port Elizabeth				ZA
Edit View	Training Location		Centurion	Gauteng	ZA

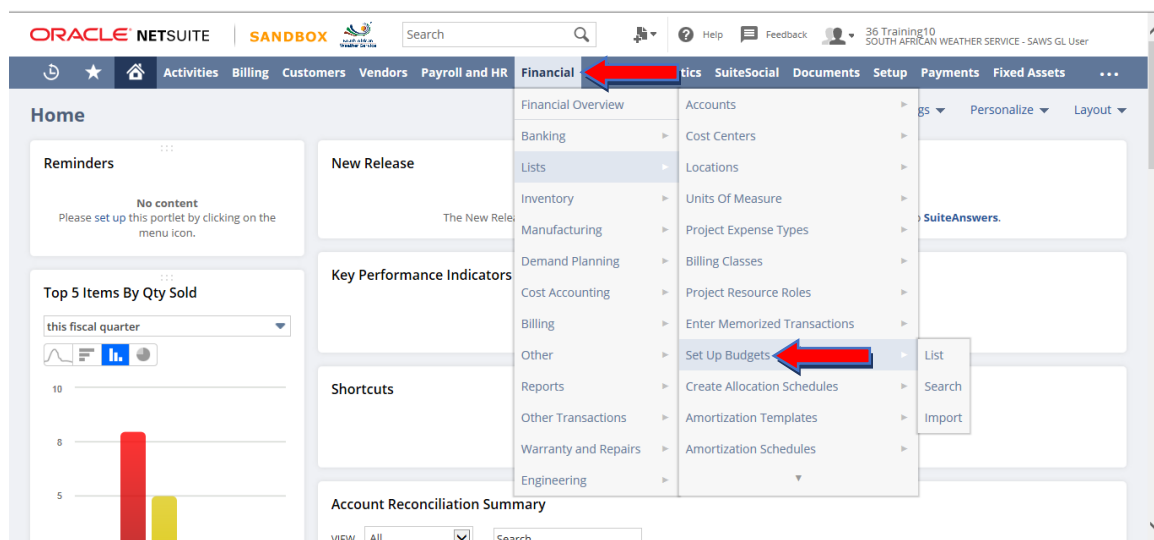
➤ Training Location location is under SAWS location because I made it a sublocation of SAWS.

2.5 Setting Up Budgets

In NetSuite, each budget covers a year and permits the entry of an amount, per account, for each accounting period in the year. You can choose the types of accounts to include in a budget: income accounts, expense accounts, income and expense accounts (to include all Income Statement accounts), or balance sheet accounts (to include assets, liabilities, and equity). You can enter positive or negative values.

Role
SAWS GL User

- To Start, on the **Menu Bar** hover your mouse on **Financial**, navigation **Financial > List** then click **Set up Budgets**



- Budget screen is displayed



ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets

Budget

Save Cancel Clear Actions

YEAR *
FY 2019

BUDGET CATEGORY *
Legacy

BUDGET CATEGORY TYPE
Global

CUSTOMER/PROJECT

ITEM
<Type then tab>

COST CENTER

LOCATION

ACCOUNT TYPE
Income and Expense

Mark All Unmark All Distribute Fill

APPLY	ACCOUNT	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019
<input type="checkbox"/>	25520 Training Account					
<input type="checkbox"/>	49201 Sales	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
<input type="checkbox"/>	74600 Cost Of Sales AWS's	10.00	10.00	10.00	10.00	10.00
<input type="checkbox"/>	83140 Computer Expenses					
<input type="checkbox"/>	83180 Conference Costs					

- We have already setup the Budget for FY2019. Budget will be displayed like the above with a list of all accounts.
- Year field represent the fiscal year for which you want to create a budget for.
- You can create specific budgets for:
 - Customers or Projects
 - Items
 - Cost Centers
 - Locations
- In the Account Type field you can filter the types of accounts for which you are creating the budget for.
 - Income and Expense - accounts included in both income and expense sections of Income Statement reports.
 - Income - accounts included in income sections of Income Statement reports.
 - Expense - accounts included in expense sections of Income Statement reports.
 - Balance Sheet - accounts included in Balance Sheet reports, assets, liabilities, and equities.
 - All - accounts included in Income Statement, Balance Sheet reports, and statistical accounts.
- Budget amounts for each account year can be entered in the following ways:
 - Enter individual values for each month.
 - To copy an amount entered in the first month to all months for an account, check the Apply box next to an account, enter an amount in the first month, and click Fill. For example, if you enter R1200.00 in the first month for an account and click Fill, R1200.00 is entered in all other months for that account.



- To evenly divide an amount entered in the first month into all months for an account, check the Apply box next to an account, enter an amount in the first month, and click Distribute. For example, if you enter R1200.00 in the first month for an account and click Distribute, R100.00 is entered in all other months for that account.

APPLY	ACCOUNT	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019
<input checked="" type="checkbox"/>	25520 Training Account					
<input type="checkbox"/>	49201 Sales	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
<input type="checkbox"/>	74600 Cost Of Sales AWS's	10.00	10.00	10.00	10.00	10.00
<input type="checkbox"/>	83140 Computer Expenses					
<input type="checkbox"/>	83180 Conference Costs					

Testing the Distribute and Fill Functionality of Entering Budgets

- Check the Apply box next to an account (25520 Training Account)
- Enter Amount on APR 2019 (R24000.00)

APPLY	ACCOUNT	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019
<input checked="" type="checkbox"/>	Account	24,000.00				

- Click the Distribute Button.



Budget List Search More

Save Cancel Clear Actions

YEAR *
FY 2019

BUDGET CATEGORY *
Legacy

BUDGET CATEGORY TYPE
Global

CUSTOMER/PROJECT

ITEM
<Type then tab>

COST CENTER

LOCATION

ACCOUNT TYPE
Income and Expense

Mark All Unmark All Distribute Fill

APPLY	ACCOUNT ▲	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019
<input checked="" type="checkbox"/>	25520 Training Account	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00

- Amounts are distributed equally by R2000.00 across the 12 months.
- Change APR 2019 Amount to R10000.00.

ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets ...

Budget List Search More

Save Cancel Clear Actions

YEAR *
FY 2019

BUDGET CATEGORY *
Legacy

BUDGET CATEGORY TYPE
Global

CUSTOMER/PROJECT

ITEM
<Type then tab>

COST CENTER

LOCATION

ACCOUNT TYPE
Income and Expense

Mark All Unmark All Distribute Fill

APPLY	ACCOUNT ▲	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019
<input checked="" type="checkbox"/>	25520 Training Account	10,000.00 x	2,000.00	2,000.00	2,000.00	2,000.00

- Click the Fill Button.

ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets ...

Budget List Search More

Save Cancel Clear Actions

YEAR *
FY 2019

BUDGET CATEGORY *
Legacy

BUDGET CATEGORY TYPE
Global

CUSTOMER/PROJECT

ITEM
<Type then tab>

COST CENTER

LOCATION

ACCOUNT TYPE
Income and Expense

Mark All Unmark All Distribute Fill

APPLY	ACCOUNT ▲	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019
<input checked="" type="checkbox"/>	25520 Training Account	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00

- Amounts are distributed equally by R10000.00 across the 12 months.
- Click **Save**, and the Account Budgets will be saved.



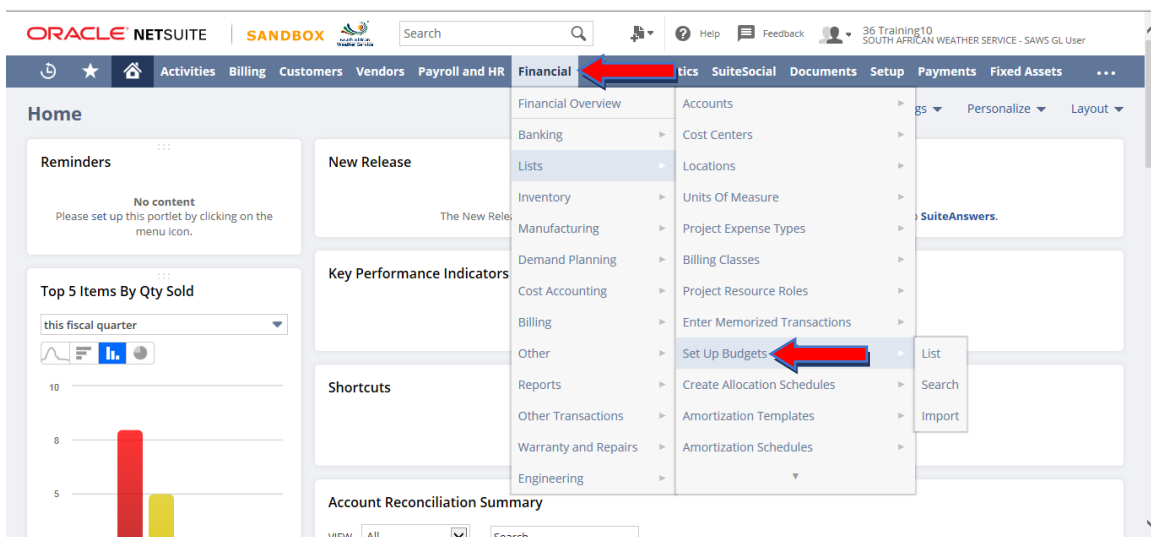
Confirmation
Transaction successfully Saved

2.6 Import Budgets

In this section you will learn how to import external budget data as CSV files to create NetSuite budget record.

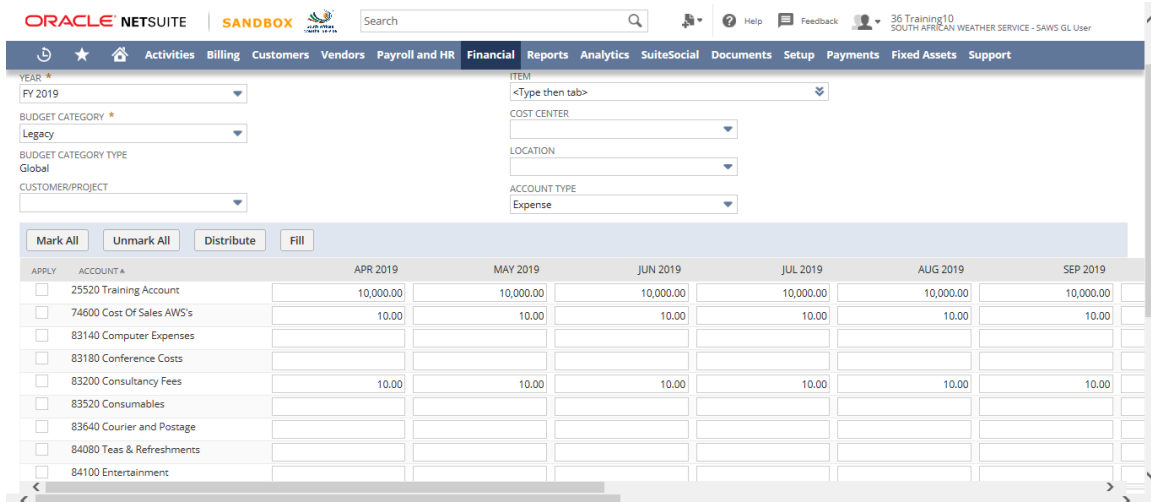
Role
SAWS GL User

- To Start, on the **Menu Bar** hover your mouse on **Financial**, navigation **Financial > List** then click **Set up Budgets**



The screenshot shows the NetSuite interface with the 'Financial' menu open. A red arrow points to the 'Financial' menu item in the top navigation bar. Another red arrow points to the 'Set Up Budgets' option within the 'Financial > List' sub-menu.

- Budget screen is displayed



The screenshot shows the NetSuite Budget screen. The 'YEAR' is set to 'FY 2019', 'BUDGET CATEGORY' is 'Legacy', and 'BUDGET CATEGORY TYPE' is 'Global'. The 'ACCOUNT TYPE' is set to 'Expense'. The table below shows budget data for various accounts from April to September 2019.

APPLY	ACCOUNT #	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEP 2019
<input type="checkbox"/>	25520 Training Account	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
<input type="checkbox"/>	74600 Cost Of Sales AWS's	10.00	10.00	10.00	10.00	10.00	10.00
<input type="checkbox"/>	83140 Computer Expenses						
<input type="checkbox"/>	83180 Conference Costs						
<input type="checkbox"/>	83200 Consultancy Fees	10.00	10.00	10.00	10.00	10.00	10.00
<input type="checkbox"/>	83520 Consumables						
<input type="checkbox"/>	83640 Courier and Postage						
<input type="checkbox"/>	84080 Teas & Refreshments						
<input type="checkbox"/>	84100 Entertainment						

- Review the Accounts to upload budgets, for our Training I am going to upload for 83140 Computer Expenses and 83520 Consumable accounts.
- Prepare your .CSV file.



Budget_Template_Training - Excel

Year	Category	Customer/Item	Cost Cent	Class	Location	Account ID	Account Reference	Accounting Subsidiary	Period 1 A	Period 2 A	Period 3 A	Period 4 A	Period 5 A	Period 6 A	Period 7 A	Period 8 A
FY 2019	Legacy					642	83140 Computer Expenses		100	200	300	400	500	600	700	800
FY 2019	Legacy					644	83520 Consumables		200	200	200	200	200	200	200	200

- On the **Menu Bar** hover your mouse on **Financial**, navigation **Financial > List > Set up Budgets** the click **Import**

The screenshot shows the Oracle NetSuite interface. The 'Financial' menu is open, and the path 'Financial > List > Set up Budgets' is highlighted with red arrows. The 'Set up Budgets' sub-menu is also open, with the 'Import' option highlighted with a red arrow. The background shows a budget table with columns for months (APR 2019, AUG 2019, SEP 2019) and various account types.

- **Import Assistant** page is displayed

The screenshot shows the 'Import Assistant' page in Oracle NetSuite. The 'STEPS' section shows '1 Scan and Upload CSV File: Budgets'. The 'RECORD TYPE' is 'Budget Import'. The 'CHARACTER ENCODING' is set to 'Unicode (UTF-8)'. The 'CSV FILE(S)' section has a 'Select...' button highlighted with a red arrow. Below it, there is a note: 'Download the standard Budgets_Template file to properly format the csv file.' The 'Cancel', '< Back', and 'Next >' buttons are visible at the bottom.

- Click **Select** to choose your CSV file.



ORACLE NETSUITE | SANDBOX | Search | 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

Import Assistant

STEPS

- 1 Scan and Upload CSV File
- 2 View Mapping / Start Import

Scan and Upload CSV File: Budgets

RECORD TYPE
Budget Import

CHARACTER ENCODING
Unicode (UTF-8)

CSV FILE(S)
Select... Budget_Template_Training.csv x REMOVE

Download the standard [Budgets_Template File](#) to properly format the csv file.

Cancel < Back **Next >**

➤ Click Select to choose your CSV file (prepare Budget Spreadsheet).

ORACLE NETSUITE | SANDBOX | Search | 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

Import Assistant

STEPS

- 1 Scan and Upload CSV File
- 2 View Mapping / Start Import

View Mapping / Start Import: Budgets

Your Fields

- Budget_Template_Training.csv
 - Year
 - Category
 - Customer/job
 - Item
 - Cost Center
 - Class
 - Location
 - Account ID
 - Account Reference
 - Accounting Book
 - Subsidiary

NetSuite Fields

- Budget Import
 - Account (Req)
 - Budget Category (Req)
 - Cost Center
 - Customer/Project
 - Item
 - Location
 - Period 1 Amount
 - Period 10 Amount
 - Period 11 Amount
 - Period 12 Amount
 - Period 13 Amount

Category ↔ Budget Import : Budget Category (Req)

Cost Center ↔ Budget Import : Cost Center

Item ↔ Budget Import : Item

Location ↔ Budget Import : Location

Period 1 Amount ↔ Budget Import : Period 1 Amount

Period 10 Amount ↔ Budget Import : Period 10 Amount

Period 11 Amount ↔ Budget Import : Period 11 Amount

Period 12 Amount ↔ Budget Import : Period 12 Amount

Period 2 Amount ↔ Budget Import : Period 2 Amount

Period 3 Amount ↔ Budget Import : Period 3 Amount

Period 4 Amount ↔ Budget Import : Period 4 Amount

Cancel < Back **Run**

➤ Confirm the mappings

➤ Click Run

ORACLE NETSUITE | SANDBOX | Search | 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents **Setup** Payments Fixed Assets Support

Job Status

New Refresh

FILTERS

DATE All FROM TO

DATE #	JOB NAME	STATUS	PERCENT COMPLETE	MESSAGE	CSV RESPONSE	CANCEL
10/7/2019 2:23 PM	Budgets - Budget_Template_UAT.csv - Kabelo.Tshukudu@eoh.co.za	Complete	100.0%	3 of 3 records imported successfully	CSV Response	
10/7/2019 2:28 PM	Budgets - Budget_Template_UAT_Adjustment.csv - Kabelo.Tshukudu@eoh.co.za	Complete	100.0%	2 of 2 records imported successfully	CSV Response	
25/7/2019 5:54 PM	Budgets - Budget_Template_Training.csv - Training10@saaws.com	Pending	0.0%			Cancel

TOTAL: 8

➤ Click Refresh to complete the Import Run.



Job Status

New Refresh

FILTERS

DATE: All FROM TO

DATE *	JOB NAME	STATUS	PERCENT COMPLETE	MESSAGE	CSV RESPONSE	CANCEL
10/7/2019 2:23 PM	Budgets - Budget_Template_UAT.csv - Kabelo.Tshukudu@eoh.co.za	Complete	100.0%	3 of 3 records imported successfully	CSV Response	
10/7/2019 2:28 PM	Budgets - Budget_Template_UAT_Adjustment.csv - Kabelo.Tshukudu@eoh.co.za	Complete	100.0%	2 of 2 records imported successfully	CSV Response	
25/7/2019 5:54 PM	Budgets - Budget_Template_Training.csv - Training10@saws.com	Complete	100.0%	0 of 2 records imported successfully	CSV Response	
25/7/2019 5:57 PM	Budgets - Budget_Template_Training.csv - Training10@saws.com	Complete	100.0%	2 of 2 records imported successfully	CSV Response	

TOTAL: 9

- Import was successful (2 of 2 records imported successfully)
- To Review, on the **Menu Bar** hover your mouse on **Financial**, navigation **Financial > List** then click **Set up Budgets**

ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

YEAR: 2019

BUDGET CATEGORY: Legacy

BUDGET CATEGORY TYPE: Global

CUSTOMER/PROJECT:

ITEM: <Type then tab>

COST CENTER:

LOCATION:

ACCOUNT TYPE: Income and Expense

Mark All Unmark All Distribute Fill

APPLY	ACCOUNT#	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEP 2019
<input type="checkbox"/>	25520 Training Account	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
<input type="checkbox"/>	49201 Sales	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
<input type="checkbox"/>	74600 Cost Of Sales AWS's	10.00	10.00	10.00	10.00	10.00	10.00
<input type="checkbox"/>	83140 Computer Expenses	100.00	200.00	300.00	400.00	500.00	600.00
<input type="checkbox"/>	83180 Conference Costs						
<input type="checkbox"/>	83200 Consultancy Fees	10.00	10.00	10.00	10.00	10.00	10.00
<input type="checkbox"/>	83520 Consumables	200.00	200.00	200.00	200.00	200.00	200.00
<input type="checkbox"/>	83640 Courier and Postage						
<input type="checkbox"/>	84000 Teax & Refreshments						

- Budgets of 83140 Computer Expenses and 83520 Consumable accounts are updated according to the spreadsheet.

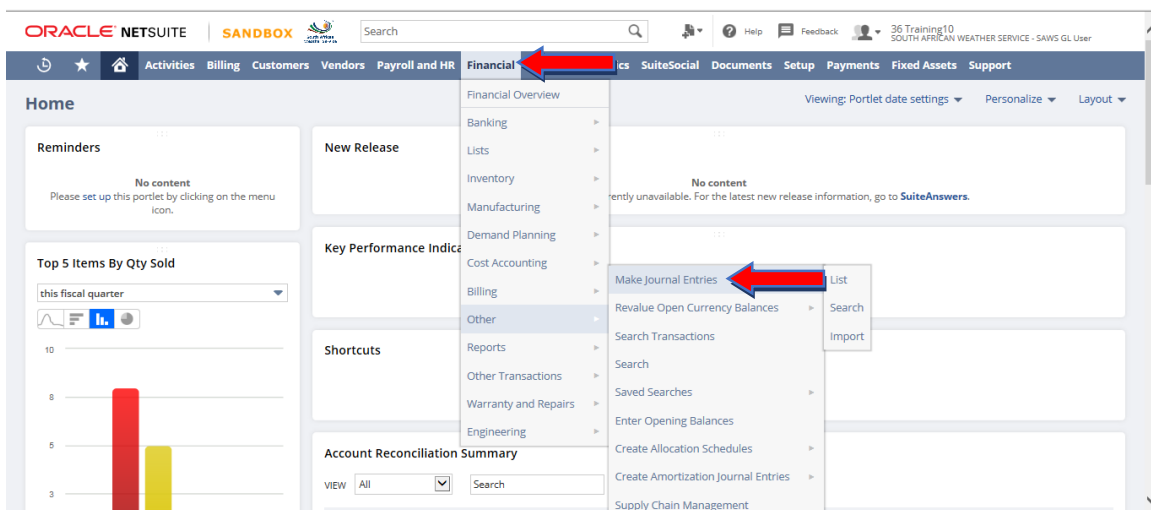


2.7 Create a Journal Entry

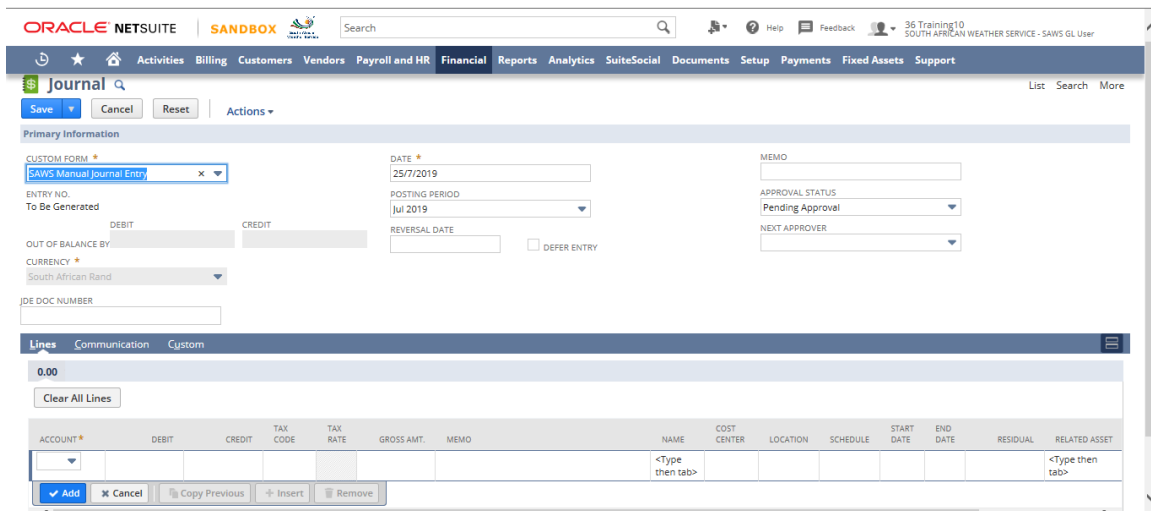
In this section you will learn of how use journal entries to adjust the balances in your general ledger accounts without entering a posting transaction (Vouchers, Payments, Invoices, etc. Journal entry transactions are not posted until they are approved.

Role
SAWS GL User

- To Start, on the **Menu Bar** hover your mouse on **Financial**, navigation **Financial > Other** then click **Make Journal Entries**.



- Journal Entry screen is displayed.



Enter Primary Information

- Enter Journal Date

- Confirm Posting Period
- Enter Memo

ORACLE NETSUITE | SANDBOX | Search | 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets ...

Journal List Search More

Save Cancel Reset Actions

Primary Information

CUSTOM FORM *
SAWS Manual Journal Entry

ENTRY NO.
To Be Generated

DEBIT

OUT OF BALANCE BY

CREDIT

CURRENCY *
South African Rand

JDE DOC NUMBER

DATE *
25/7/2019

POSTING PERIOD
Jul 2019

REVERSAL DATE

DEFER ENTRY

MEMO
Training Journal

APPROVAL STATUS
Pending Approval

NEXT APPROVER

Apply Subtab

Lines in Custom

0.00

Clear All Lines

ACCOUNT *	DEBIT	CREDIT	TAX CODE	TAX RATE	GROSS AMT.	MEMO	NAME	COST CENTER	LOCATION	SCHEDULE	START DATE	END DATE
							<Type then tab>					

- Select a G/L Account for this Journal.
- Enter the Debit/Credit Amount.
- Verify the Tax Code and Tax Amount
- Enter Memo
- Click and add another Journal line.

Lines Communication Custom

0.00

Clear All Lines

ACCOUNT *	DEBIT	CREDIT	TAX CODE	TAX RATE	GROSS AMT.	MEMO	NAME	COST CENTER	LOCATION	SCHEDULE	START DATE	END DATE
491 00 Donor Funds	3,000.00				3,000.00	Reversal						
24600 Staff Prepayments		3,000.00			3,000.00	Reversal						

Save Reset Actions

- Click , and the journal will be submitted for Approval. The approver will only be notified after you click Save, so you may still edit the Voucher if you have not yet clicked Submit.



ORACLE NETSUITE | SANDBOX Search Help Feedback 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets ...

Confirmation
Transaction successfully Saved

Journal [List](#)

JOU096 **PENDING APPROVAL**

[Edit](#) [Back](#) [Print](#) [Actions](#)

➤ Click List to see all Journals created and their Status.

ORACLE NETSUITE | SANDBOX Search Help Feedback 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets **Support**

Journals [List](#) [Search](#) [Audit Trail](#)

VIEW Default [Customise View](#) [New Transaction](#)

FILTERS

TYPE Journal EMPLOYEE - All - STYLE Normal

EDIT

QUICK SORT Recently Created 25/7/2019 — 21/6/2019 TOTAL: 94

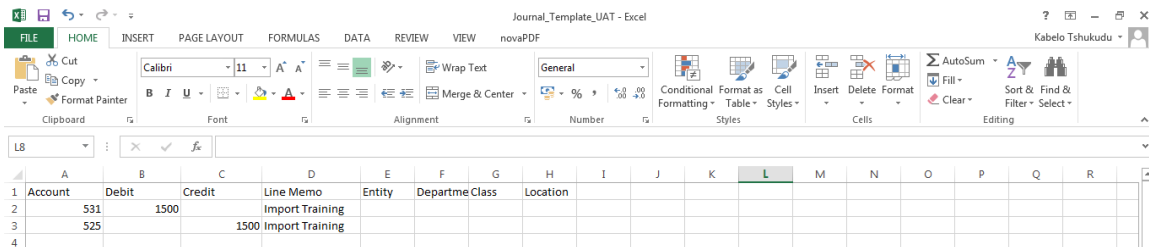
EDIT VIEW	DATE	PRINT	DOCUMENT NUMBER	NAME	ACCOUNT	STATUS	MEMO	CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT	PREFERRED ENTITY BANK	VENDOR BANK FEE
Edit View	25/7/2019	Print	JOU096		49100 Donor Funds	Pending Approval	Reversal	South African Rand	(R3,000.00)	-3,000.00		
Edit View	30/6/2019	Print	JOU094		81350 Dep - Air Quality Equipment	Pending Approval	Computers (FAM)	South African Rand	R416.67	416.67		
Edit View	31/7/2019	Print	JOU095		81350 Dep - Air Quality Equipment	Pending Approval	Computers (FAM)	South African Rand	R138.89	138.89		
Edit View	31/7/2019	Print	JOU093		81350 Dep - Air Quality Equipment	Pending Approval	Computers (FAM)	South African Rand	R555.56	555.56		

2.8 Import Journal Entries

In this section you will learn how to import Journal Entries data as CSV files to create NetSuite budget record.

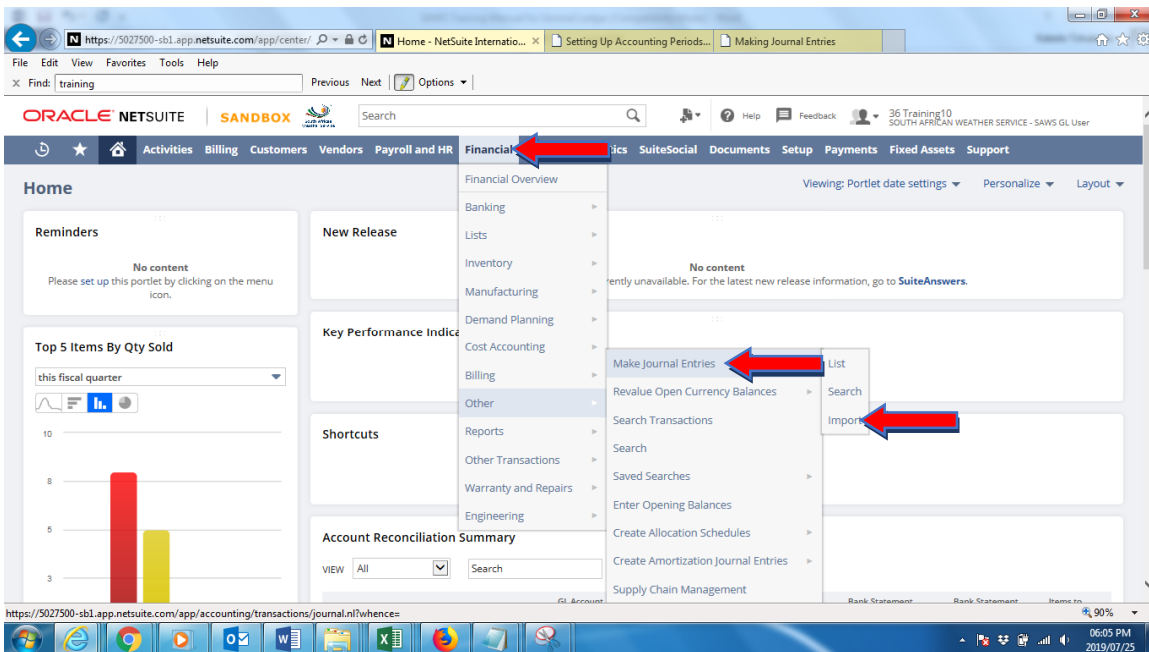
Role
SAWS GL User

- Prepare your .CSV file.




	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Account	Debit	Credit	Line Memo	Entity	Departure Class	Location											
2		531	1500	Import Training														
3		525		1500 Import Training														
4																		

- To Import, on the **Menu Bar** hover your mouse on **Financial**, navigation **Financial > Other > Make Journal Entries** then click **Import**



The screenshot shows the NetSuite interface. The top navigation bar includes 'Financial', 'Sales', 'SuiteSocial', 'Documents', 'Setup', 'Payments', 'Fixed Assets', and 'Support'. A red arrow points to 'Financial'. A dropdown menu is open under 'Financial', showing options like 'Financial Overview', 'Banking', 'Lists', 'Inventory', 'Manufacturing', 'Demand Planning', 'Cost Accounting', 'Billing', 'Other', 'Reports', 'Other Transactions', 'Warranty and Repairs', 'Engineering', and 'Account Reconciliation Summary'. A red arrow points to 'Other'. A sub-menu is open under 'Other', showing options like 'Make Journal Entries', 'Revalue Open Currency Balances', 'Search Transactions', 'Search', 'Saved Searches', 'Enter Opening Balances', 'Create Allocation Schedules', 'Create Amortization Journal Entries', and 'Supply Chain Management'. A red arrow points to 'Make Journal Entries'. A further sub-menu is open under 'Make Journal Entries', showing 'List', 'Search', and 'Import'. A red arrow points to 'Import'.

- Import Assistant page is displayed

ORACLE NETSUITE | SANDBOX  Search Help Feedback 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

Import Assistant More

STEPS

- 1 Scan and Upload CSV File
- 2 View Mapping / Start Import

Scan and Upload CSV File: Single Journal Entry


RECORD TYPE
Journal Entry

CHARACTER ENCODING
Unicode (UTF-8)

CSV FILE(S)

Download the standard [Single Journal Entry Template File](#) to properly format the csv file.

➤ Click Select to choose your CSV file.

ORACLE NETSUITE | SANDBOX  Search Help Feedback 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

Import Assistant More


STEPS

- 1 Scan and Upload CSV File
- 2 View Mapping / Start Import

Scan and Upload CSV File: Single Journal Entry


RECORD TYPE
Journal Entry

CHARACTER ENCODING
Unicode (UTF-8)

CSV FILE(S)
  x REMOVE

Download the standard [Single Journal Entry Template File](#) to properly format the csv file.

➤ Click Next

ORACLE NETSUITE | SANDBOX  Search Help Feedback 36 Training10 SOUTH AFRICAN WEATHER SERVICE - SAWS GL User

Activities Billing Customers Vendors Payroll and HR **Financial** Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

Import Assistant More

STEPS

- 1 Scan and Upload CSV File
- 2 View Mapping / Start Import

View Mapping / Start Import: Single Journal Entry

Your Fields

- Journal_Template_Training.csv
 - Account
 - Debit
 - Credit
 - Line Memo
 - Entity
 - Department
 - Class
 - Location

Account	Journal Entry Line : Account
Credit	Journal Entry Line : Credit
Debit	Journal Entry Line : Debit
Department	Journal Entry Line : Cost Center
Entity	Journal Entry Line : Name
Location	Journal Entry Line : Location
Line Memo	Journal Entry Line : Memo

NetSuite Fields

- Journal Entry
 - Approval Status
 - Currency
 - Date (Req)
 - Defer Entry
 - Entry No.
 - JDE DOC NUMBER
 - Memo
 - Next Approver
 - Out of Balance Bv

➤ Confirm the mappings

➤ Click Run



Journal

JOU097 PENDING APPROVAL

Edit Back Actions

Primary Information

ENTRY NO. JOU097	REVERSAL DATE
CURRENCY South African Rand	MEMO
DATE 25/7/2019	APPROVAL STATUS Pending Approval
POSTING PERIOD Jul 2019	NEXT APPROVER 41 Training15
REVERSAL #	

JDE DOC NUMBER

Lines Communication Related Records System Information Custom GL Impact

ACCOUNT	DEBIT	CREDIT	TAX CODE	TAX RATE	GROSS AMT.	MEMO	NAME	COST CENTER	LOCATION	SCHEDULE	START DATE	END DATE	RESID
85307 Facilitator / Prof Service Fee : Other	1,500.00					Import Training							
86840 Printing: Forms & Stationery		1,500.00				Import Training							

Edit Back Actions

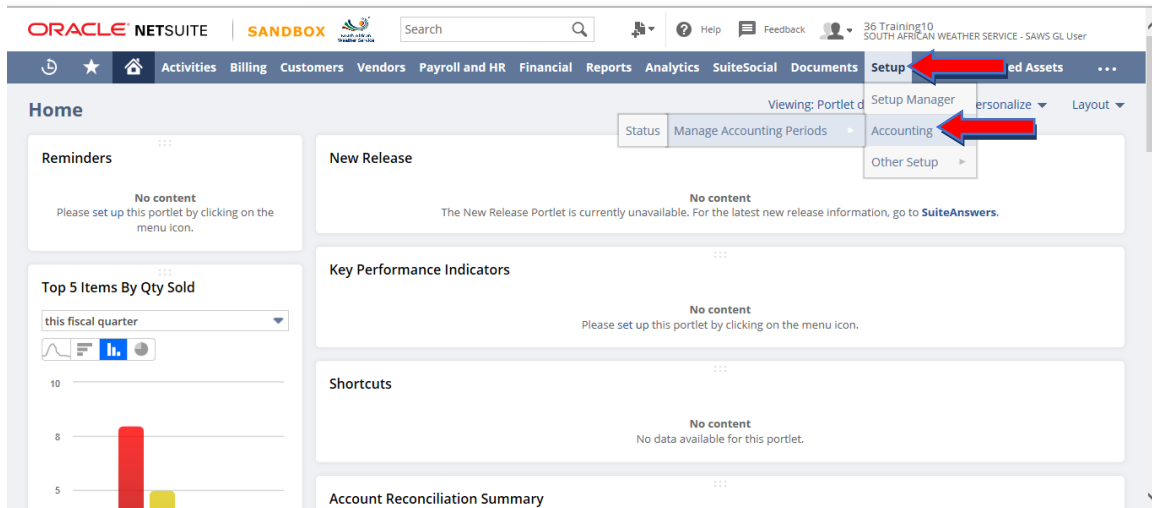
➤ Journal(s) automatically processed with Pending Approval Status

2.9 Close an Accounting Period

Closing an accounting period means changing its status from Open to Closed. A status of Closed indicates that posting transactions for the period have been completed. This status prevents posting to the general ledger for any dates included in the period, by anyone. Closing a period should be a final step, after a process of accounts review and reconciliation to ensure correctness and balance

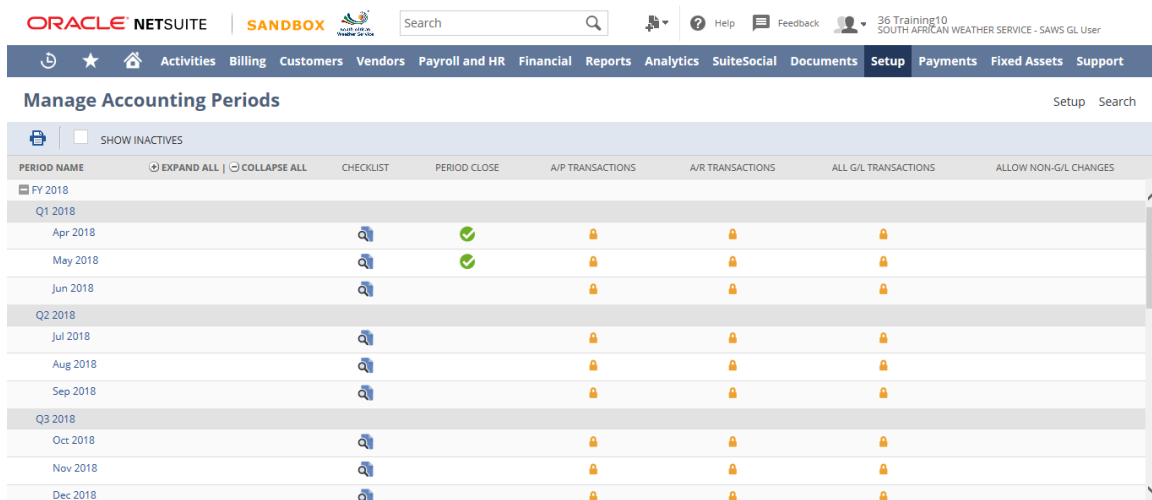
Role
SAWS GL User

- To Start, on the **Menu Bar** hover your mouse on **Setup**, navigation **Setup > Accounting** then click **Manage Accounting Periods**



The screenshot shows the Oracle NetSuite Home page. The 'Setup' menu is highlighted in the top navigation bar. A dropdown menu is open under 'Setup', showing 'Accounting' as the selected option. A second dropdown menu is open under 'Accounting', with 'Manage Accounting Periods' highlighted. Red arrows indicate the navigation path from 'Setup' to 'Accounting' to 'Manage Accounting Periods'.

- Manage Accounting Periods screen is displayed.



The screenshot shows the 'Manage Accounting Periods' screen. The page title is 'Manage Accounting Periods'. Below the title, there is a table with columns: PERIOD NAME, CHECKLIST, PERIOD CLOSE, A/P TRANSACTIONS, A/R TRANSACTIONS, ALL G/L TRANSACTIONS, and ALLOW NON-G/L CHANGES. The table is filtered for 'FY 2018' and shows data for Q1 2018, Q2 2018, and Q3 2018. The 'PERIOD CLOSE' column shows green checkmarks for Apr 2018 and May 2018, and yellow padlocks for other months.

PERIOD NAME	CHECKLIST	PERIOD CLOSE	A/P TRANSACTIONS	A/R TRANSACTIONS	ALL G/L TRANSACTIONS	ALLOW NON-G/L CHANGES
FY 2018						
Q1 2018						
Apr 2018						
May 2018						
Jun 2018						
Q2 2018						
Jul 2018						
Aug 2018						
Sep 2018						
Q3 2018						
Oct 2018						
Nov 2018						
Dec 2018						

2.10 Generating General Ledger Reports

This topic will explain the available standard General Ledger Reports.

You will learn how to navigate through NetSuite's Standard Reports, apply filters, and customize them to your need. Generate reports in different views and formats like XLS, CSV, PDF or DOC.

On this manual I am showing you how to run one report (Profit and Loss) as they are run the same and the rest we shall run them during the class.

The list of reports include the following:

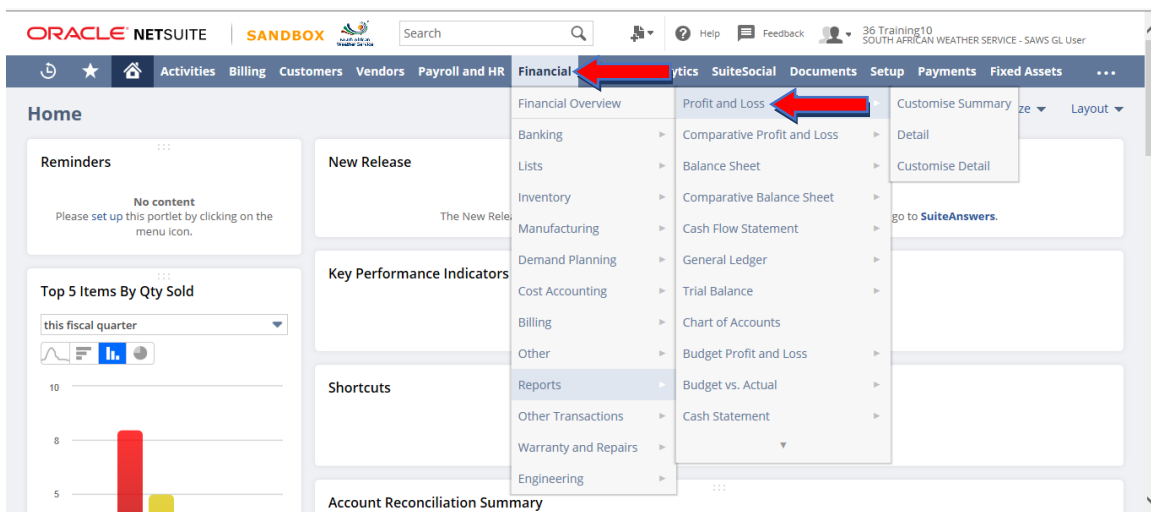
1. Profit and Loss (Income Statement)
 - The Profit and Loss (Income Statement) report shows income, expenses, and net income for a specific period of time
2. Comparative Profit and Loss
 - The Comparative Income Statement report summarizes and compares income and expenses across two or more specified time periods. You can use this report to compare your company's performance with previous years. This comparison helps you to measure your company's progress and to make future projections.
3. Balance Sheet
 - The Balance Sheet lists your company's assets, liabilities, and equity.
4. Comparative Balance Sheet
 - The Comparative Balance Sheet report compares the category and worth of each account across two or more specified time periods. You can use this report to compare your company's performance with previous years. This comparison helps you to measure your company's progress and to make future projections.
5. Cash Flow Statement
 - The Cash Flow Statement report shows how your company's cash position has changed over a period of time, so you can assess your company's current financial position and set goals for its future. This report is also useful for investment and credit decisions.
6. General Ledger
 - The General Ledger report shows transactions sorted and subtotaled by account during a fiscal period or any other time period you specify.
7. Trial Balance
 - The Trial Balance is a report that shows the balance of each active account as of a specified date, usually the end of the month. Account balances are shown in debit and credit columns. An accountant runs this report before preparing financial statements to make sure the debits and credits are equal to one another. When the trial balance is in balance, the financial statements can be prepared.

8. Budget vs. Actual

- The Budget vs. Actual report combines an income statement with a budget income statement for the same set of criteria including both dollar and percentage comparisons between the two. This report enables you to analyze budgeted and actual financials to determine how closely your income and expenses compare to those you originally budgeted.

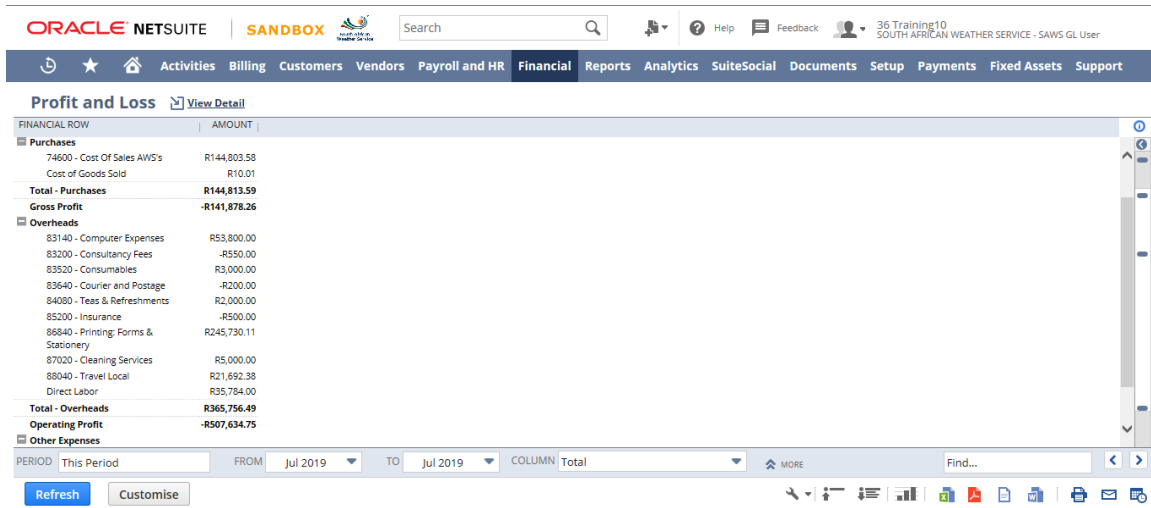
2.10.1 Running Profit and Loss Report

- To run the report, on the **Menu Bar** hover your mouse on **Financials**, navigation **Financials > Reports** then click **Profit and Loss**.



The screenshot shows the Oracle NetSuite interface. The 'Financials' menu is open, and the 'Reports' sub-menu is selected. The 'Profit and Loss' report is highlighted. Red arrows point to the 'Financials' and 'Profit and Loss' items in the menu.

- Profit and Loss report will be displayed with predefined filters i.e. Period: Current Period, FROM and To Periods.



The screenshot shows the 'Profit and Loss' report in Oracle NetSuite. The report is displayed with predefined filters for the period 'This Period' (FROM Jul 2019 TO Jul 2019). The report shows a table of financial rows with columns for 'FINANCIAL ROW' and 'AMOUNT'.

FINANCIAL ROW	AMOUNT
Purchases	
74600 - Cost Of Sales AWS's	R144,803.58
Cost of Goods Sold	R10.01
Total - Purchases	R144,813.59
Gross Profit	-R141,878.26
Overheads	
83140 - Computer Expenses	R53,800.00
83200 - Consultancy Fees	-R550.00
83520 - Consumables	R3,000.00
83640 - Courier and Postage	-R200.00
84080 - Teas & Refreshments	R2,000.00
85200 - Insurance	-R500.00
86840 - Printing: Forms & Stationery	R245,730.11
87020 - Cleaning Services	R5,000.00
88040 - Travel Local	R21,692.38
Direct Labor	R35,784.00
Total - Overheads	R365,756.49
Operating Profit	-R507,634.75
Other Expenses	

The report also includes a 'PERIOD' filter set to 'This Period' with 'FROM Jul 2019' and 'TO Jul 2019'. There are 'Refresh' and 'Customise' buttons at the bottom of the report.

- You can change the 'From' or 'To' period parameter as per your request by clicking the dropdown next to the field.



FINANCIAL ROW	AMOUNT
Purchases	
74600 - Cost Of Sales AWS's	R144,803.58
Cost of Goods Sold	R10.01
Total - Purchases	R144,813.59
Gross Profit	-R141,878.26
Overheads	
83140 - Computer Expenses	R53,800.00
83200 - Consultancy Fees	-R550.00
83520 - Consumables	R3,000.00
83640 - Courier and Postage	-R200.00
84080 - Teas & Refreshments	R2,000.00
85200 - Insurance	-R500.00
86840 - Printing: Forms & Stationery	R245,730.11
87020 - Cleaning Services	R5,000.00
88040 - Travel Local	R21,892.38
Direct Labor	R35,784.00
Total - Overheads	R365,756.49
Operating Profit	-R507,634.75
Other Expenses	

➤ Select your desired periods.

➤ Once you selected your desired Period you must click **Refresh** to refresh the report output.

FINANCIAL ROW	AMOUNT
Sales	
49201 - Sales	R4,670.33
Total - Sales	R4,670.33
Purchases	
74600 - Cost Of Sales AWS's	R144,803.58
Cost of Goods Sold	R10.00
Total - Purchases	R144,813.58
Gross Profit	-R140,143.25
Overheads	
83140 - Computer Expenses	R53,800.00
83200 - Consultancy Fees	-R550.00
83520 - Consumables	R3,000.00
83640 - Courier and Postage	-R200.00
84080 - Teas & Refreshments	R2,000.00
85200 - Insurance	-R500.00
86840 - Printing: Forms & Stationery	R283,408.13
87020 - Cleaning Services	R5,000.00
88040 - Travel Local	R21,892.38
Direct Labor	R38,904.00





➤ Report output has been refreshed.

➤ To View the Detailed report click on **View Detail**.



Profit and Loss Detail Back to Summary

FINANCIAL ROW	TYPE	DATE	DOCUMENT NUMBER	NAME	CLR	SPLIT	AMOUNT
Sales							
49201 - Sales							
	Cash Sale	13/6/2019	CS008	15 Murray & Roberts (Isando)	F	- Undeposited Funds	R600.00
	Credit Memo	13/6/2019	CM001	11 All Round Solutions	F	- Accounts Receivable	-R300.00
	Invoice	13/6/2019	INV015	123 Leadair Unijet SA	F	- Accounts Receivable	R458.00
	Invoice	13/6/2019	INV016	11 All Round Solutions	F	- Accounts Receivable	R20.00
	Cash Sale	19/6/2019	CS009	21 Forecast Pretoria Sundry	F	- Undeposited Funds	R300.00
	Invoice	19/6/2019	INV017	2612 Test Lead 01	F	23130 - Debtors: Cash Sales	R557.00
	Invoice	19/6/2019	INV018	2612 Test Lead 01	F	23130 - Debtors: Cash Sales	R100.00
	Cash Sale	10/7/2019	CS010	4766 Eesa Abed	F	- Undeposited Funds	R100.00
	Credit Memo	10/7/2019	CM002	34 Rennie Murray & Co. (CPT)	F	- Accounts Receivable	-R3,750.00
	Credit Memo	10/7/2019	CM003	14 Stellenbosch University	F	- Accounts Receivable	-R3,750.00
	Invoice	10/7/2019	INV023	34 Rennie Murray & Co. (CPT)	F	- Accounts Receivable	R8,000.00
	Invoice	10/7/2019	INV022	15 Murray & Roberts (Isando)	F	- Accounts Receivable	R20.00
	Invoice	10/7/2019	INV021	14 Stellenbosch University	F	- Accounts Receivable	R3,750.00
	Credit Memo	11/7/2019	CM005	4772 Kabelo Limited	F	- Accounts Receivable	-R750.00
	Cash Sale	18/7/2019	CS011	4772 Kabelo Limited	F	- Undeposited Funds	R1,000.00
	Credit Memo	18/7/2019	CM004	4772 Kabelo Limited	F	- Accounts Receivable	-R100.00
	Credit Memo	18/7/2019	CM006	4772 Kabelo Limited	F	- Accounts Receivable	-R750.00

- Report output has been refreshed.
- You can export the report in formats like XLS, CSV, PDF or DOC.     , icons can be found on the bottom right of the form.
- To export you must click on one of the icons for our case we are going to export the A/P Aging report to Excel.
- You may chose which format you want to export to at any time.

Do you want to open or save ProfitandLossDetail248.xls (89.3 KB) from 5027500-sb1.app.netsuite.com? Open Save Cancel

- You can decide whether to Open the report directly or Save the report to your local machine. In our case we are going to Open the report.

Financial Flow	Type	Date	Document Number	Name	Clr	Split	Amount
SOUTH AFRICAN WEATHER SERVICE							
Profit and Loss Detail							
Jun 2019, Jul 2019							
Sales							
49201 - Sales							
	Cash Sale	2019/06/13	CS008	15 Murray & Roberts (Isando)	F	- Undeposited Funds	R600.00
	Credit Memo	2019/06/13	CM001	11 All Round Solutions	F	- Accounts Receivable	-R300.00
	Invoice	2019/06/13	INV015	123 Leadair Unijet SA	F	- Accounts Receivable	R458.00
	Invoice	2019/06/13	INV016	11 All Round Solutions	F	- Accounts Receivable	R20.00
	Cash Sale	2019/06/19	CS009	21 Forecast Pretoria Sundry	F	- Undeposited Funds	R300.00
	Invoice	2019/06/19	INV017	2612 Test Lead 01	F	23130 - Debtors: Cash Sales	R557.00
	Invoice	2019/06/19	INV018	2612 Test Lead 01	F	23130 - Debtors: Cash Sales	R100.00
	Cash Sale	2019/07/10	CS010	4766 Eesa Abed	F	- Undeposited Funds	R100.00
	Credit Memo	2019/07/10	CM002	34 Rennie Murray & Co. (CPT)	F	- Accounts Receivable	-R3,750.00
	Credit Memo	2019/07/10	CM003	14 Stellenbosch University	F	- Accounts Receivable	-R3,750.00
	Invoice	2019/07/10	INV023	34 Rennie Murray & Co. (CPT)	F	- Accounts Receivable	R8,000.00
	Invoice	2019/07/10	INV022	15 Murray & Roberts (Isando)	F	- Accounts Receivable	R20.00
	Invoice	2019/07/10	INV021	14 Stellenbosch University	F	- Accounts Receivable	R3,750.00
	Credit Memo	2019/07/11	CM005	4772 Kabelo Limited	F	- Accounts Receivable	-R750.00
	Cash Sale	2019/07/18	CS011	4772 Kabelo Limited	F	- Undeposited Funds	R1,000.00
	Credit Memo	2019/07/18	CM004	4772 Kabelo Limited	F	- Accounts Receivable	-R100.00
	Credit Memo	2019/07/18	CM006	4772 Kabelo Limited	F	- Accounts Receivable	-R750.00
	Invoice	2019/07/18	INV027	4772 Kabelo Limited	F	- Accounts Receivable	R750.00
	Invoice	2019/07/18	INV029	2 Paco (pty) Ltd	F	- Accounts Receivable	R1,500.00
	Invoice	2019/07/18	INV025	4772 Kabelo Limited	F	- Accounts Receivable	R3,000.00
	Invoice	2019/07/18	INV026	4772 Kabelo Limited	F	- Accounts Receivable	R750.00