



NETSUITE PLANNING AND BUDGETING ESSENTIALS

Course Description

Do you need to learn how to access and navigate NetSuite Planning and Budgeting, enter forecasts, and maintain the integration between NetSuite and Planning and Budgeting?

In this course, you will learn how to access and navigate Planning and Budgeting, gain an understanding of its components and artifacts, and learn how to enter forecast data. You will gain a high-level overview of the forecasting process and concepts within Planning and Budgeting, and learn how to access Smart View. Periodic tasks that need to be performed within NetSuite and Planning and Budgeting, and the general setup and configuration tasks within Planning and Budgeting will be explored.

This half-day course includes video tutorials illustrating how to navigate the system, enter data, and perform routine and maintenance tasks.

Expert instructors demonstrate each process. Throughout the course, recommended tips, best practices and key points are shared.

Key Tasks

How do I:

- Access and navigate Planning and Budgeting?
- Describe data cubes, artifacts and forms?
- Use the Point of View?
- Enter forecast data?
- Spread forecast values automatically?
- Add supporting information to my forecast?
- Access financial statements and reports?
- Analyze my data?
- Define data and metadata?
- Import data and metadata?
- Copy a forecast?
- Make a backup or take a snapshot?

Who Should Attend?

This course will benefit Administrators who are responsible for maintaining and administrating Planning and Budgeting, performing periodic routines, importing metadata and data, setting variables, and taking backups.

This course is also aimed at those Planning and Budgeting users who are responsible for entering, reviewing or analyzing forecasts, preparing financial reports, and analyzing data. This might include Planning users, budget owners, accountants, managers, financial controllers and executives.

Prerequisites

Participants should already be familiar with NetSuite navigation, configuration and Saved Searches. Although not required, an understanding of forecasting principles is assumed and knowledge of Excel will be beneficial.

Agenda

Introduction to Planning and Budgeting

Overview: Describe and identify the components of Planning and Budgeting – Service Console, Smart View and Reporting Studio.

Access and Navigation: Sign in to Planning and Budgeting; change your password; navigate the home work area; locate the Infolets dashboard; access the help center.

Data Cubes, Artifacts and Forms: Describe data cubes, artifacts, and attribute dimensions and the point of view; identify simple, dashboard and report forms.

Related Courses

Take these courses for more training:

- NetSuite: Administrator Fundamentals
- SuiteAnalytics: Financial Reports and Searches

SuiteAnswers

Get answers to your support and training related questions:

- Go to Videos to find Getting Started tutorials.
- Watch New Feature Previews to learn about the latest NetSuite release.

Data Entry: Understand cell colors and icons; use data tools to find, copy and paste data; hide, filter and sort data; enter, adjust and spread forecast data; use keyboard shortcuts.

Make Data Meaningful: Add comments to data cells; add attachments to data cells; provide supporting detail to a cell value; emphasize data with formatting; print data.

Introduction to Forecasting

Overview: Investigate the Financial Planning and Analysis process steps; gain an overview of the Planning and Budgeting concepts – Planning Strategies, Scenarios, Users and Roles; access Smart View.

Budget and Forecast: Investigate forecasting strategies and the Budgeting and Forecasting concepts within Planning and Budgeting.

Report: Gain an understanding of the different reporting options within Planning and Budgeting.

Analyze: Gain an understanding of the analysis tools available within Planning and Budgeting.

Forecast Analyze and Report (Starter Only)

Sales Planning: Prepare a sales forecast for Products and Services; prepare a Cost of Goods Sold forecast; navigate the sales reports and infolets; prepare a sales forecast in Smart View.

OpEx Planning: Prepare an OpEx forecast; navigate the OpEx dashboards and infolets; prepare an OpEx forecast in Smart View.

Working Capital Forecasting: Prepare a working capital forecast.

Forecasted Financial Position Adjustments: Review and adjust the Income Statement, Balance Sheet and Cash Flow Statement.

Routine Updates and Maintenance

Overview: Overview of the integration between NetSuite and Planning and Budgeting; describe the periodic data import routines.

Metadata: Define metadata and data; identify the tools available for monitoring metadata; update metadata using export and import processes; enter metadata via the simple user interface.

Live Training Webinars

Participate in free Webinars to get practical tips and tricks for using NetSuite better:

- Go to suitetraining.com > NetSuite Product Training > Webinars and Events to view the schedule and register for an event.

NetSuite Data Extract: Extract, import and verify NetSuite data; run business rules; update periodic and year end variables.

Prepare to Forecast: Copy forecast scenarios – prepare to forecast; create what-if scenarios and seed the budget.

General Maintenance: Investigate user access; configure the daily maintenance; perform a snapshot and backup.

NetSuite reserves the right to adjust the stated course content to reflect changes to the NetSuite application and to meet the expressed needs of course attendees.

Features and functions covered in this course might not reflect those in your purchased NetSuite account.

