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NetSuite Role Permissions Guide

Contents

Introduction

User access to NetSuite is governed by roles and permissions. Solution 7 is also bound by NetSuite roles and permissions to ensure that Solution 7 users can only access the NetSuite data their NetSuite role allows.

When configuring roles and permissions for Solution 7, Administrators can either add permissions to existing NetSuite roles or create new roles.

This guide explains how to:

- Create a custom NetSuite role for Solution 7 users
- Assign a role to a NetSuite user
- Configure Solution 7 to use a specific NetSuite role
- Apply the role permissions required by Solution 7
- Custom segment settings required by Solution 7

Important Information for NetSuite Administrators

When connecting to NetSuite, Solution 7 relies on two distinct technologies: SuiteAnalytics Connect (ODBC) for reporting and SuiteTalk (web services) for license management and the budget upload feature.

Mandatory 2FA and Highly Privileged Roles

Unfortunately, neither SuiteAnalytics Connect (ODBC) or SuiteTalk (web services) support 2FA and therefore Solution 7 must be configured to connect to NetSuite using a role that does not enforce 2FA.

If 2FA is mandatory within your organisation for interactive user access, you must create a separate "Web Services Only" Solution 7 role. This will prevent users bypassing 2FA via the browser.

With the release of NetSuite 2019.1, NetSuite made two-factor authentication (2FA) mandatory for all highly privileged NetSuite roles including 'Administrator' and 'Full Access'.

Token-based Authentication

SuiteAnalytics Connect (ODBC) is not compatible with Token-based Authentication and therefore Solution 7 cannot be configured to use a role that requires Token-based Authentication.

Single Sign-on

SuiteAnalytics Connect (ODBC) is not compatible with Single Sign-on (SSO), therefore Solution 7 cannot be configured to use a role that requires SSO. However, users can be assigned a non-SSO role exclusively for Solution 7 reporting.

Role Management - Best Practice

When creating a NetSuite role, it is best practice to limit role permissions to the minimum set needed for each user to successfully perform their duties. If you prefer to follow best practice you should create multiple custom Solution 7 reporting roles with only the necessary permissions. For a list of permissions that impact Solution 7 refer to Role Permissions later in this guide.

Note:

If you have any questions about 2FA, Token-based Authentication, SSO or need help configuring Solution 7, please email support@solution7.co.uk.

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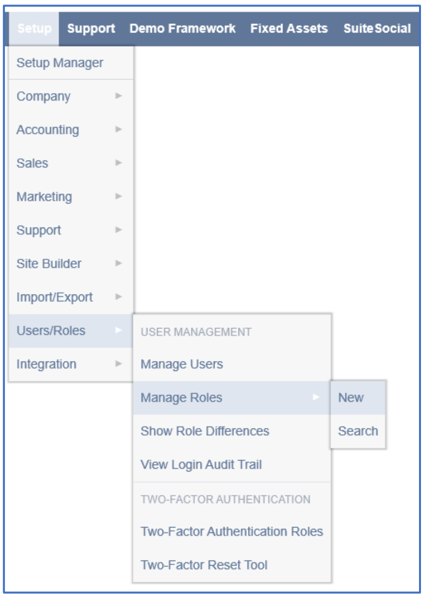
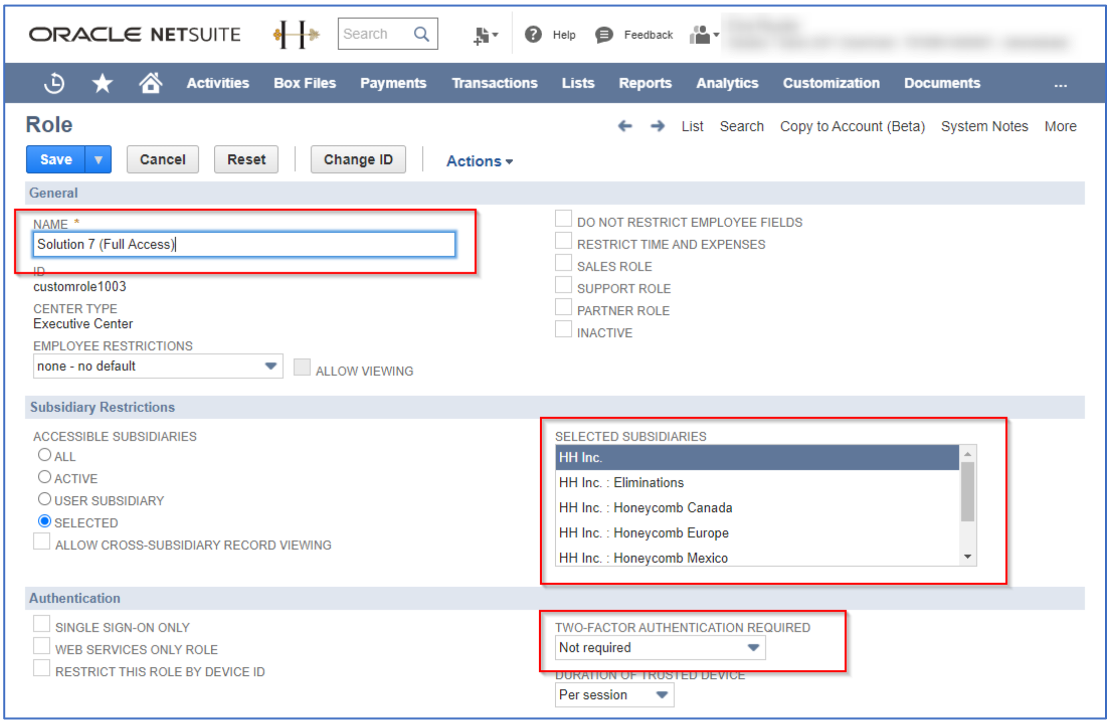
Creating a Custom NetSuite Role for Solution 7

To create a custom role:

1. Log in to NetSuite as an Administrator.
2. Select Setup > Users/Roles > Manage Roles > New



3. Name the new role ‘Solution 7 (Full Access)’ or choose your own role name.
4. If you are using NetSuite OneWorld, select the necessary Subsidiaries users of this role will need access to.
5. Ensure Two Factor Authentication is set to ‘Not required’.

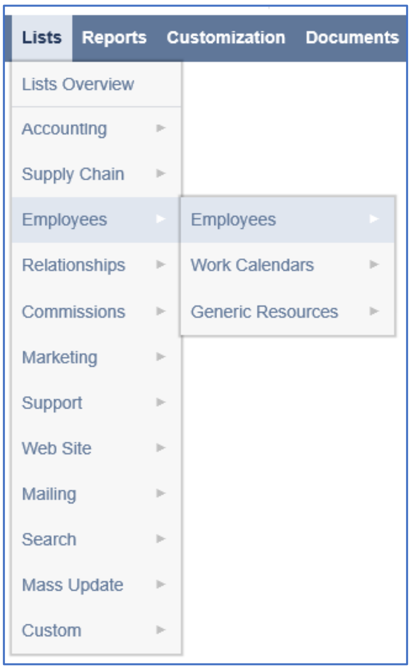


6. Apply the necessary role permissions.
7. Click Save.

Assigning a Role to a NetSuite User

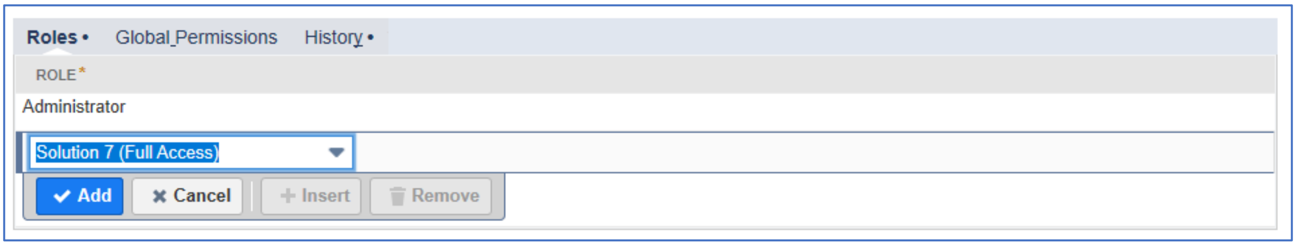
To assign a role to an existing NetSuite user:

1. Log in to NetSuite using an Administrator role.
2. Select Lists > Employees > Employees



3. Click Edit for each Employee that uses Solution 7.

4. On the Employee page, select the Access tab.
5. Add the role to each Employee.



6. Click Save.

Configuring Solution 7 to use a Specific NetSuite Role

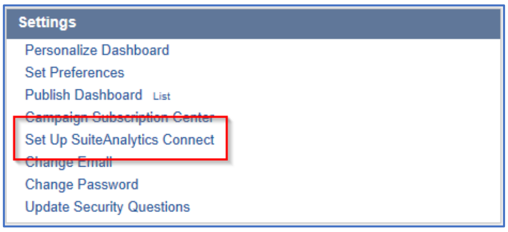
Solution 7 must be configured to use a specific NetSuite Role ID. To configure Solution 7 to use a specific role you must:

- Find the Role ID in NetSuite.
- Set the Role ID in Solution 7.

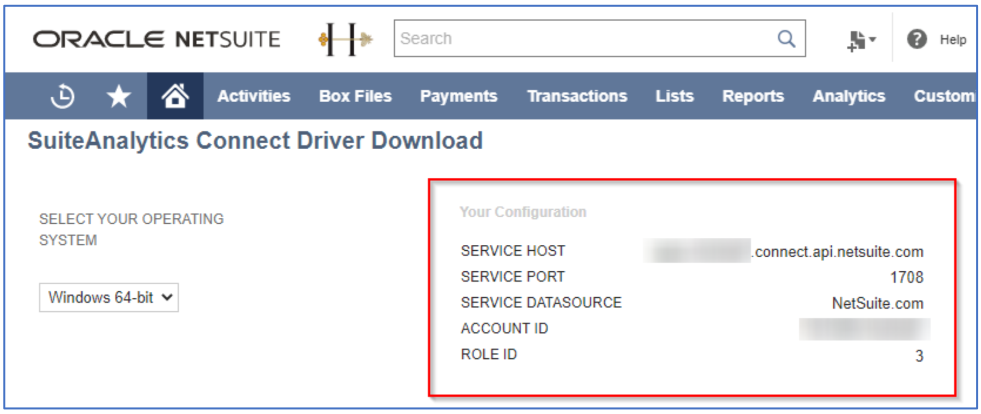
Finding a Role ID in NetSuite

To find a Role ID in NetSuite:

1. Log in to NetSuite using the created role.
2. In the Settings portlet, click Set Up SuiteAnalytics Connect.



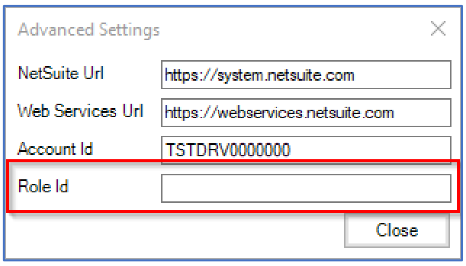
3. The Role ID will be displayed on the SuiteAnalytics Connect Driver Download page.



Setting the NetSuite Role ID within Solution 7

To set a specific NetSuite Role ID within Solution 7:

1. From the Microsoft Excel ribbon, select Solution 7 > Configure.
2. On the 'System Configuration' screen, click Advanced.
3. On the 'Advanced Settings' screen, set the Role ID of the user's role.



4. Click Close.
5. Click OK.

NetSuite Role Permissions Required by Solution 7

There are 4 sets of permissions that must be granted to a user's role to allow Solution 7 to function correctly:

- Setup Permissions
- Lists Permissions
- Transactions Permissions
- Custom Segment Permissions (for NetSuite accounts with customizations).

Simple vs. Advanced Permission Sets

For your convenience, Solution 7 have defined the NetSuite permission sets as Simple or Advanced. You need only apply the Simple **or** Advanced permissions.

When applying permissions to any new role, choose from 1 of the 2 following permission sets:

- **Simple** - A reduced set of permissions that requires the 'SuiteAnalytics Connect - Read All' permission. The Simple set of permissions are quicker to apply and simpler to maintain but grant the user more access rights than the minimum permission set needed for Solution 7.

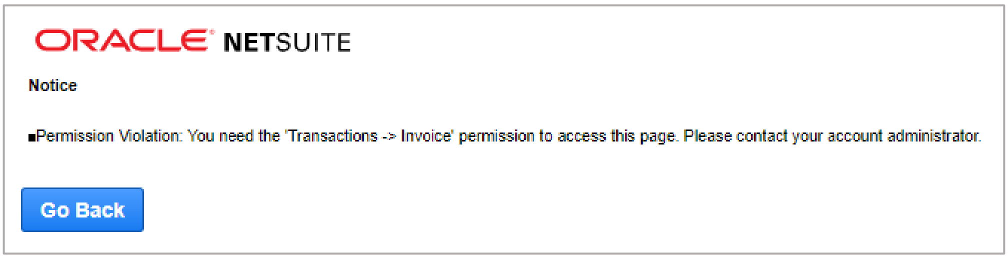
- **Advanced** - A full set of permissions which do not require 'SuiteAnalytics Connect - Read All'. As this has more permission options, the permissions can be more difficult to maintain.

Note: Simple and Advanced are Solution 7 categories and as such, you will not see the permissions defined as Simple or Advanced within NetSuite.

Drill Back Permissions

There are many transaction permissions that must be applied to a NetSuite role to enable the Solution 7 'Drill Back' feature to function correctly. Due to the volume of these permissions, they are not covered in this document.

When a user attempts to drill back from Excel to NetSuite and the user is missing a specific permission, the user will receive a Permission Violation error as shown below. To prevent this error from reoccurring, apply the missing permissions to each role.



Note:

When applying the role permissions, you may not see the full permission set listed in the following sections. You will only see permissions for the modules you have purchased and enabled within NetSuite.

Applying Role Permissions

To apply permissions to a role:

1. On the 'Role' page, select the Permissions subtab.
2. For each of the permissions listed in the following tables, find the permission in the permission drop down.
3. Set the level.
4. Click Add.
5. After applying all the necessary permissions, click Save.

Setup Permissions

To apply Setup permissions, click Setup and add each ticked permission in the following table:

Setup Permissions Table (1 of 1)

Permission	Simple	Advanced	Level
Accounting Lists	✓	✓	View
Custom Record Types	✓	✓	View
Manage Accounting Periods	✓	✓	View
Other Custom Fields	✓	✓	View
SOAP Web Services	✓	✓	Full
View SOAP Web Services Logs	✓	✓	Full
SuiteAnalytics Connect	✓	✓	Full
SuiteAnalytics Connect - Read All	✓		Full

Lists Permissions

To apply Lists permissions, click Lists and add each ticked permission in the following table:

Lists Permissions Table (1 of 1)

Permission	Simple	Advanced	Level
Accounts	✓	✓	View
Accounts Payable Register		✓	View
Accounts Receivable Register		✓	View
Bank Account Registers		✓	View
Classes	✓	✓	View
Cost of Goods Sold Registers		✓	View
Credit Card Registers		✓	View
Customers	✓	✓	View
Deferred Expense Registers		✓	View
Deferred Revenue Registers		✓	View
Departments	✓	✓	View
Employees		✓	View
Equity Registers		✓	View
Expense Registers		✓	View
Fixed Asset Registers		✓	View
Income Registers		✓	View
Items	✓	✓	View
Locations	✓	✓	View
Long Term Liability Registers		✓	View
Non-Posting Registers		✓	View
Other Asset Registers		✓	View
Other Current Asset Registers		✓	View
Other Current Liability Registers		✓	View
Other Expense Registers		✓	View
Other Income Registers		✓	View
Projects	✓	✓	View
Statistical Account Registers		✓	View
Subsidiaries	✓	✓	View
Unbilled Receivable Registers		✓	View
Vendors		✓	View

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Transactions Permissions

To apply Transactions permissions, click Transactions and add each ticked permission in the following 3 tables:

Transactions Permissions Table (1 of 3)

Permission	Simple	Advanced	Level
Set Up Budgets	✓	✓	Full
Access Payment Audit Log		✓	View
Adjust Inventory		✓	View
Adjust Inventory Worksheet		✓	View
Approve EFT		✓	View
Approve Online Bill Payments		✓	View
Approve Vendor Payments		✓	View
Audit Trail		✓	View
Bill Purchase Orders		✓	View
Bills		✓	View
Bin Putaway Worksheet		✓	View
Bin Transfer		✓	View
Build Assemblies		✓	View
Calculate Time		✓	View
Cash Sale		✓	View
Cash Sale Refund		✓	View
Check		✓	View
Copy Budgets		✓	View
Count Inventory		✓	View
Create Allocation Schedules		✓	View
Create Inventory Counts		✓	View
Credit Card		✓	View
Credit Card Refund		✓	View
Credit Memo		✓	View
Credit Returns		✓	View
Currency Revaluation		✓	View

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Transactions Permissions Table (2 of 3)

Permission	Simple	Advanced	Level
Customer Deposit		✓	View
Customer Payment		✓	View
EFT Status		✓	View
Edit Forecast		✓	View
Edit Manager Forecast		✓	View
Employee Commission Transaction		✓	View
Employee Commission Transaction Approval		✓	View
Enter Completions		✓	View
Enter Opening Balances		✓	View
Enter Vendor Credits		✓	View
Establish Quotas		✓	View
Expense Report		✓	View
Finance Charge		✓	View
Find Matching Online Banking Transactions		✓	View
Find Transaction		✓	View
Fulfil Orders		✓	View
Generate Price Lists		✓	View
Generate Statements		✓	View
Import Online Banking (QIF) File		✓	View
Invoice		✓	View
Invoice Approval		✓	View
Invoice Sales Orders		✓	View
Issue Components		✓	View
Item Receipt		✓	View
Item Fulfilment		✓	View
Journal Approval		✓	View
Make Journal Entry		✓	View
Mark Work Orders Built		✓	View
Mark Work Orders Firmed		✓	View
Override Payment Hold		✓	View
Partner Commission Transaction		✓	View
Partner Commission Transaction Approval		✓	View
Pay Bills		✓	View

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Transactions Permissions Table (3 of 3)

Permission	Simple	Advanced	Level
Pay Sales Tax		✓	View
Pay Tax Liability		✓	View
Post Vendor Bill Variances		✓	View
Posting Period on Transactions		✓	View
Process GST Refund		✓	View
Purchase Order		✓	View
Estimate		✓	View
Receive Order		✓	View
Receive Returns		✓	View
Reconcile		✓	View
Refund Returns		✓	View
Return Auth. Approval		✓	View
Return Authorization		✓	View
Revalue Inventory Cost		✓	View
Sales Order		✓	View
Sales Order Approval		✓	View
Statement Charge		✓	View
Timer		✓	View
Track Time		✓	View
Transfer Funds		✓	View
Transfer Inventory		✓	View
Transfer Order		✓	View
Vendor Return Auth. Approval		✓	View
Vendor Return Authorization		✓	View
Vendor Returns		✓	View
View Gateway Asynchronous Notifications		✓	View
View Online Bill Pay Status		✓	View
View Payment Events		✓	View
Work Order		✓	View
Work Order Close		✓	View
Work Order Completion		✓	View
Work Order Issue		✓	View

Working with Custom Segments

There are 2 permission sets which must be granted to a user's role when working with custom segments:

- Setup Permissions
- Custom Record Permissions

Setup Permissions

To apply Setup permissions, click Setup and add each ticked permission in the following table:

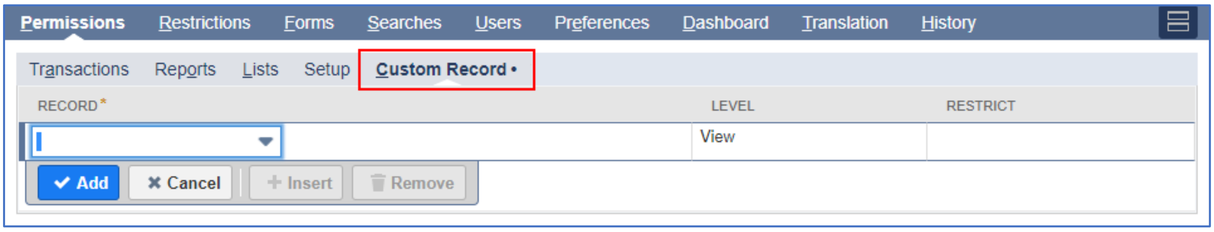
Setup Permissions Table

Permission	Simple	Advanced	Level
Custom Record Types	✓	✓	View
Custom Segments	✓	✓	View
Other Custom Fields	✓	✓	View

Custom Record Permissions

To apply custom segment permissions:

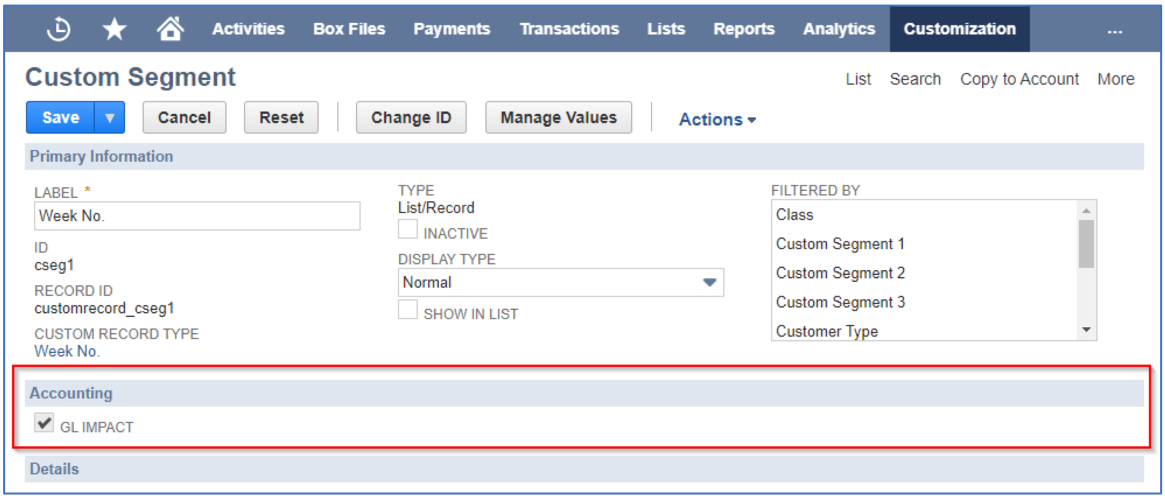
1. Click Custom Record.
2. Find the custom segment(s) from the drop-down menu.
3. Set the level to "View".
4. Click Add.
5. Click Save.



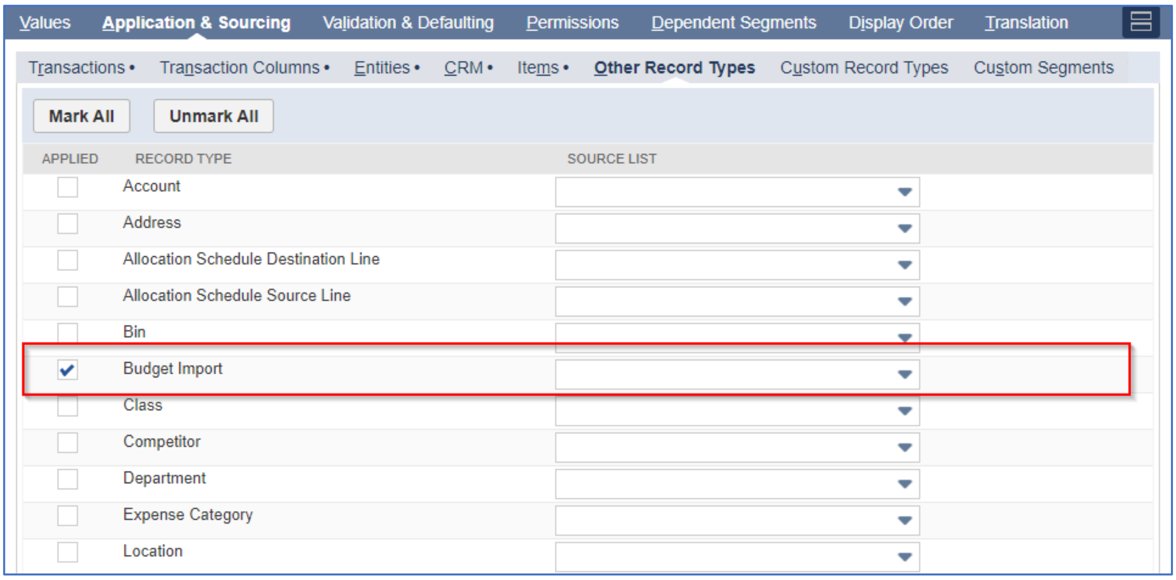
Budgeting by Custom Segment

To enable NetSuite budgeting by a custom segment:

1. Login to NetSuite using an Administrator role.
2. Select Customization > Lists, Records, & Fields > Custom Segments
3. Click 'Edit' on the custom segment(s) you wish to see in Solution 7.
4. From the Accounting section, tick GL Impact.



5. Select Application & Sourcing > Other Record Types
6. From the list, tick Budget Import.

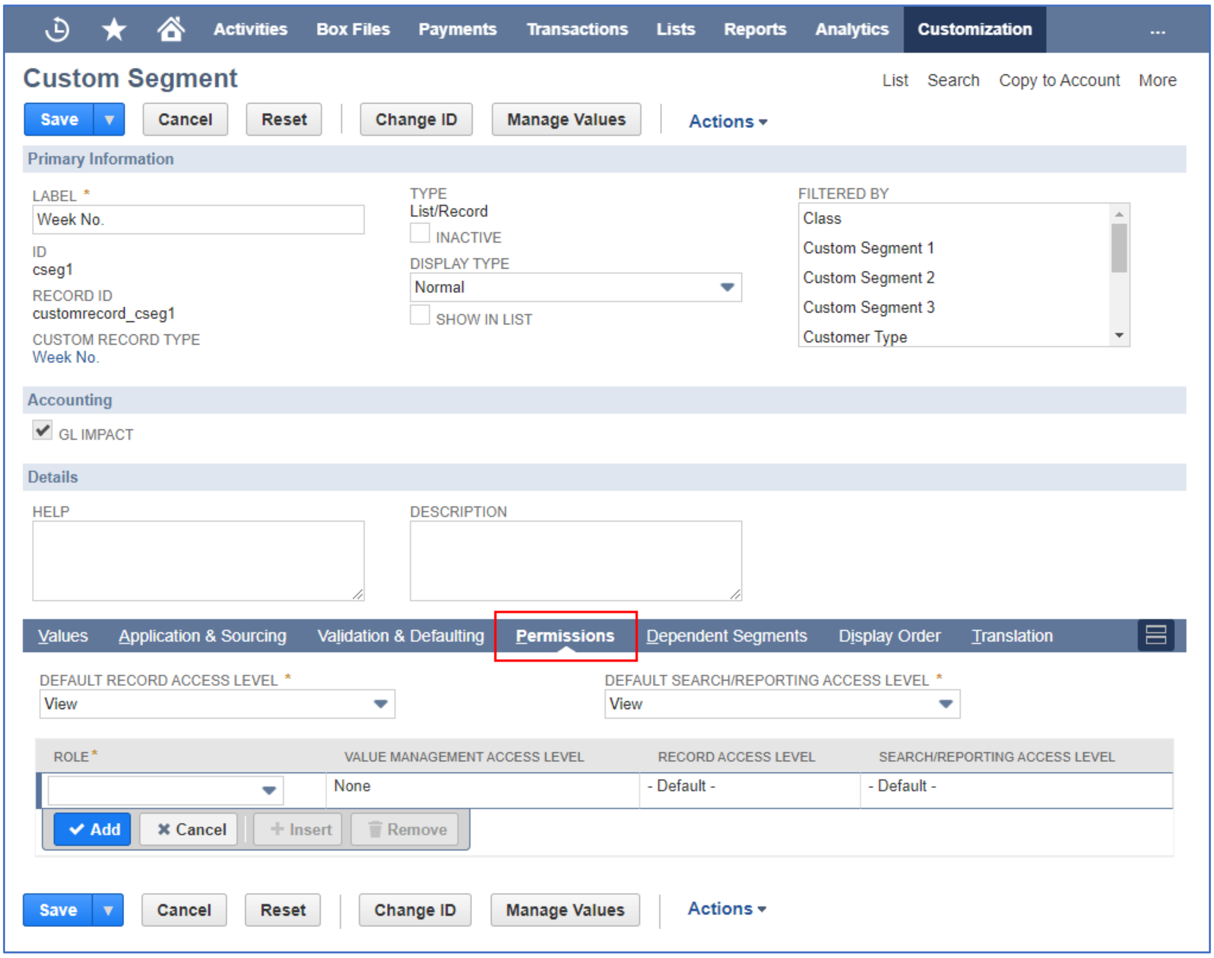


7. Click Save.

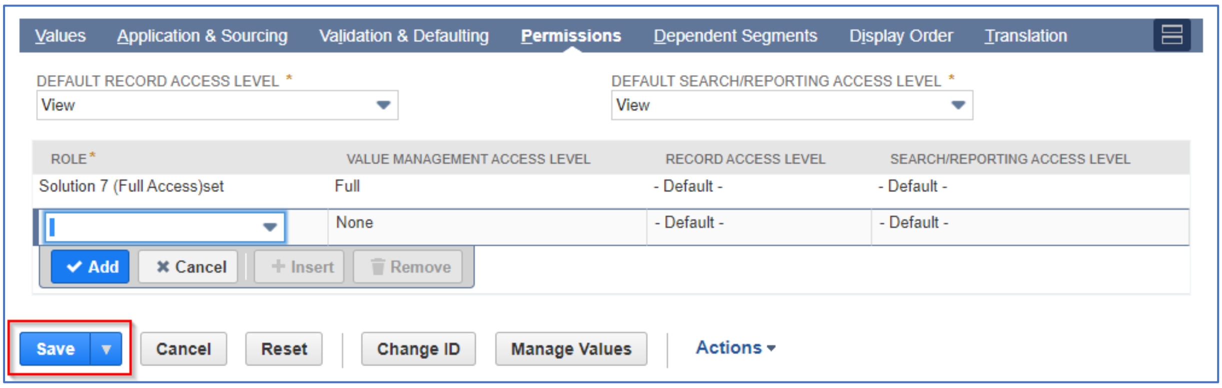
Uploading Budgets by Custom Segment

To enable a role to upload budgets by custom segments:

1. Login to NetSuite using an Administrator role.
2. Select Customization > Lists, Records, & Fields > Custom Segments
3. Click 'Edit' on the custom segment(s) you wish to enable in Solution 7 Budget Upload.
4. Select Permissions.



5. From the drop-down menu, find the relevant user role.
6. Set the Value Management Access Level to "Full".
7. Click Add.



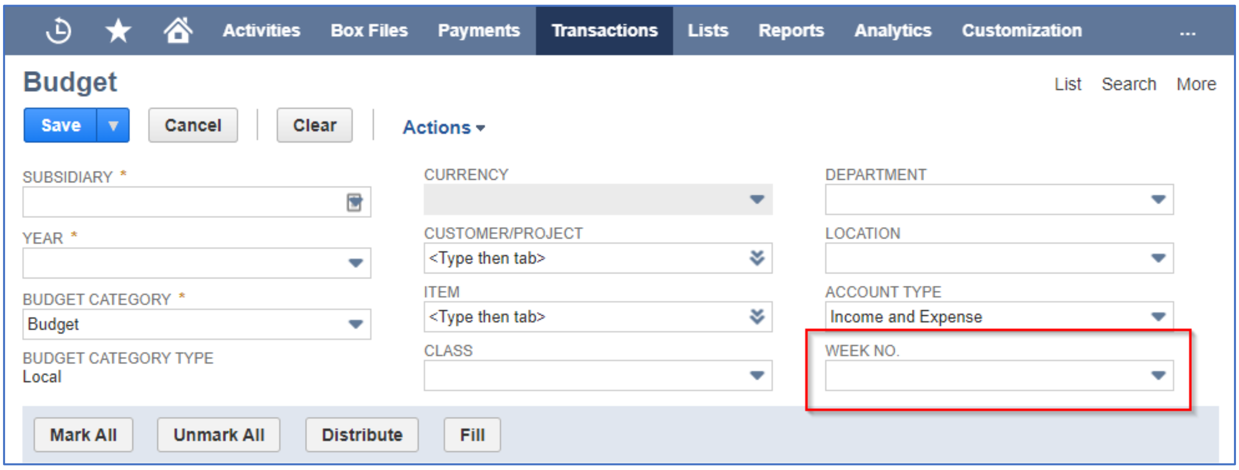
8. Click Save.

Confirming Budget Upload by Custom Segment

To confirm you can upload budgets by custom segment:

1. Login to NetSuite using an Administrator role.
2. Select Transactions > Financial > Set Up Budgets

On the 'Budget' page, you should see your custom segment appear as an optional field.



3. Open Microsoft Excel.
4. Click Solution 7 > Activate
5. From the Solution 7 ribbon, select Budgets & Forecasts > Map Worksheet

From the Map Worksheet menu, you should see your custom segment appear in Optional Fields & Segments.