

# Solution 7 Training Guide

## Basic Concepts & Building Your First Report

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## Introduction

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

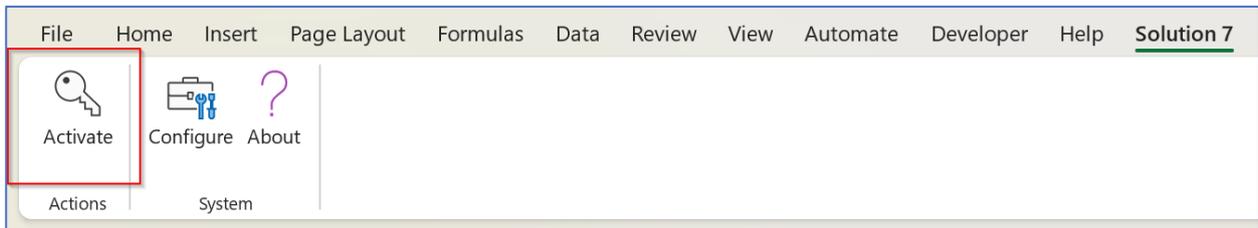
### NetSuite OneWorld

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, substitute as appropriate to your instance of NetSuite.

### Activation

When you first start Excel, Solution 7 is not automatically activated. Solution 7 only needs to be activated if you are building new report templates or need to refresh NetSuite 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.

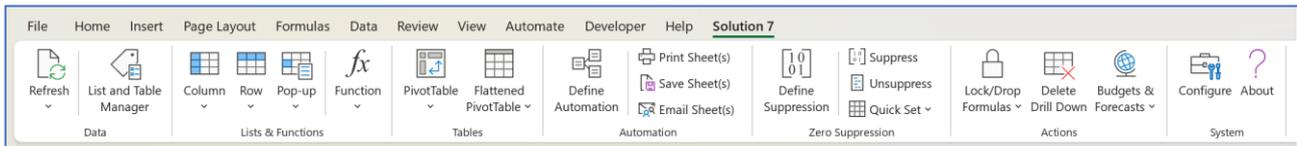
To activate Solution 7 within Excel, click **Solution 7 > Activate**.



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](mailto: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.



## Basic Concepts

When using Solution 7, there are 2 basic concepts needed to create reports - Functions and Lists. You can use these tools to build flexible reporting templates that are interactive, dynamic, and refreshable from your live, real-time NetSuite data.

## Functions

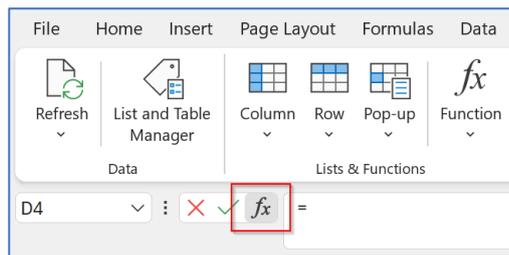
Functions are the most fundamental concept within Solution 7. Functions allow individual NetSuite values and arrays of values to be automatically aggregated and summarised into Excel. Solution 7 extends Excel's own function set with additional functions that can be used to build your own report templates.

### 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:

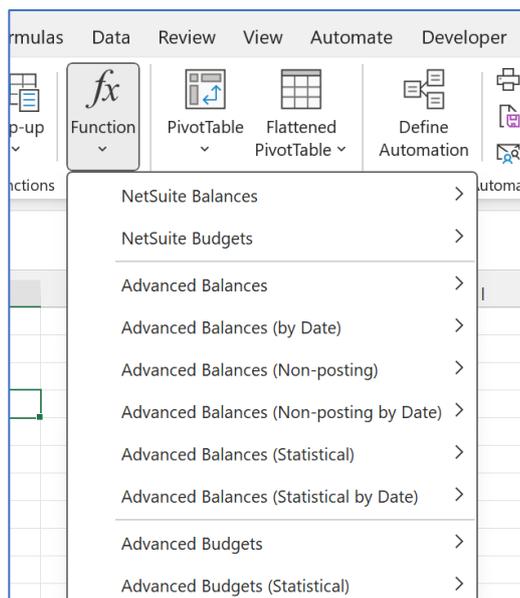
#### Small fx Button

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.



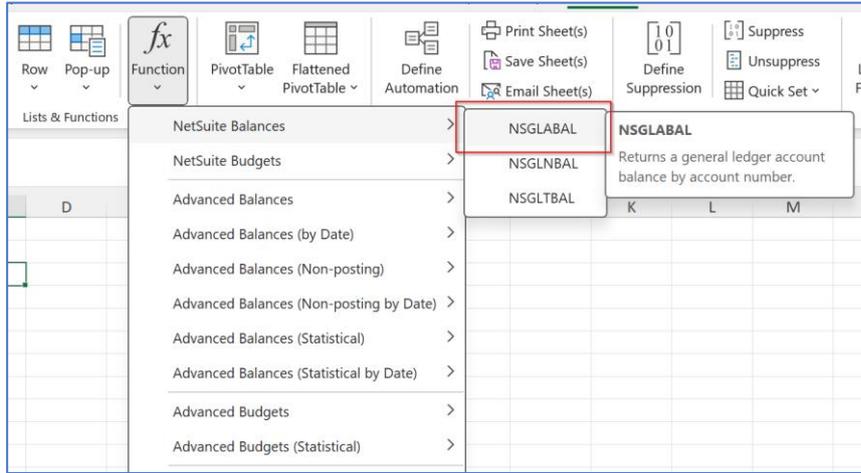
## Inserting a Function

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:

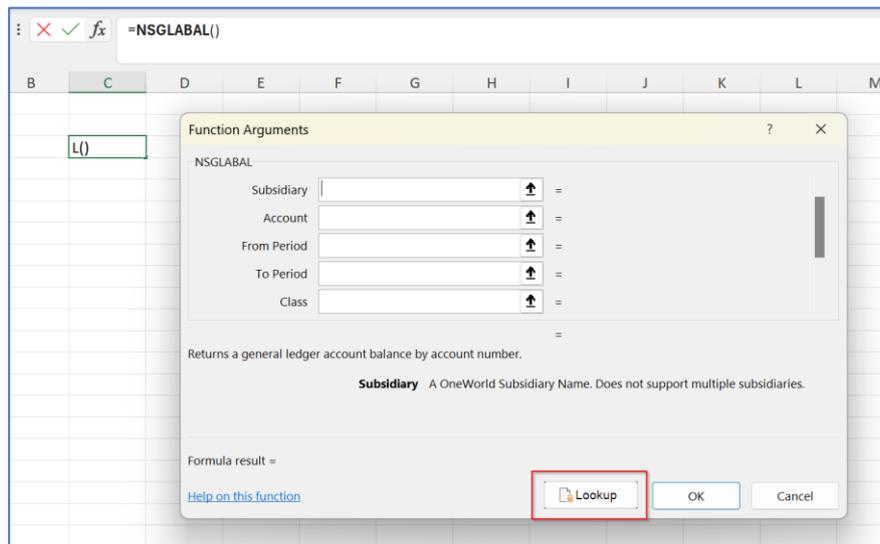
With the cursor in empty cell C3, click the Large *fx* button and select **NetSuite Balances** > **NSGLABAL** (returns a general ledger account balance by account number).



### Step 2:

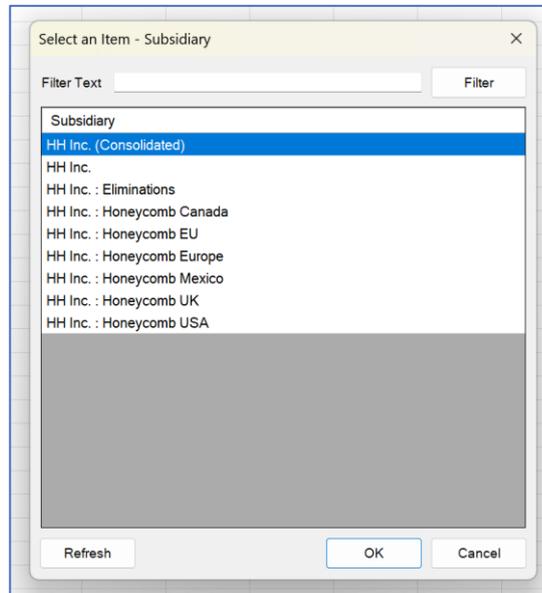
On the Function Arguments dialog, with the cursor in the Subsidiary argument, click **Lookup**. This will present a selectable list of Subsidiaries from NetSuite.

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



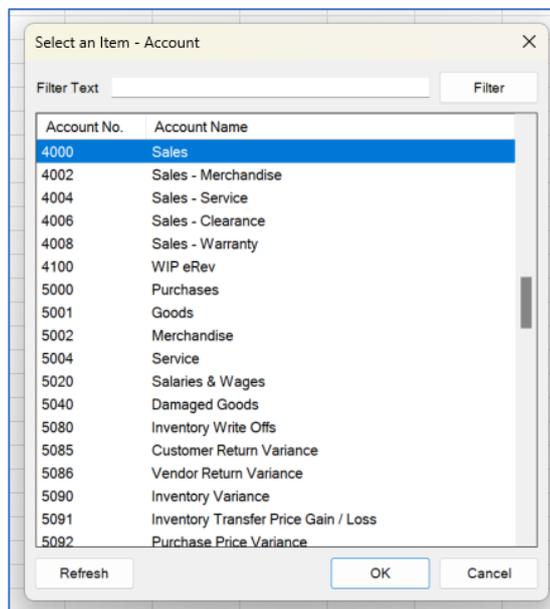
**Step 3:**

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:**

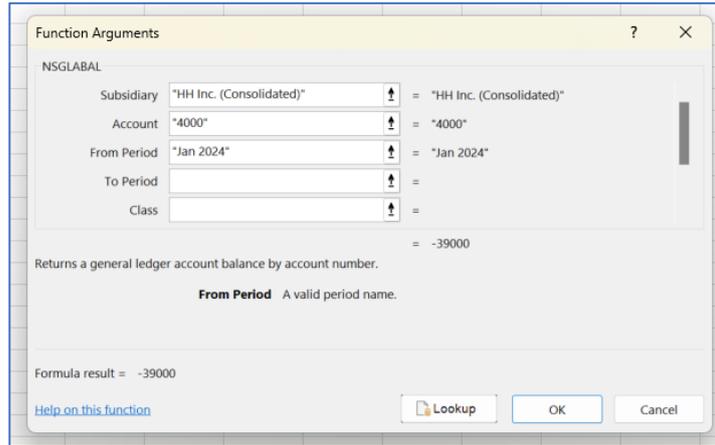
With the cursor in the Account argument, use **Lookup** to select a P&L account and click OK.



**Step 5:**

Repeat these steps to select a **From Period**.

**Note:** When reporting a single period, **To Period** is not required.

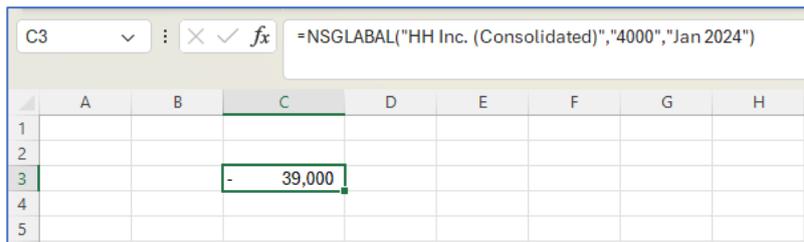


**Step 6:**

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

**Step 7:**

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



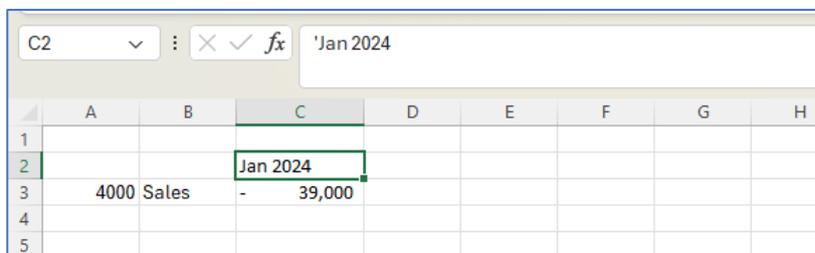
**Step 8:**

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

**Step 9:**

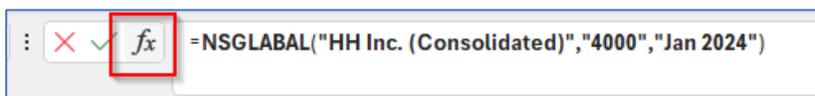
In cell C2, type the **From Period** used in Exercise 1: Step 5.

**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 text. (i.e. 'Jan 2024').



**Step 10:**

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

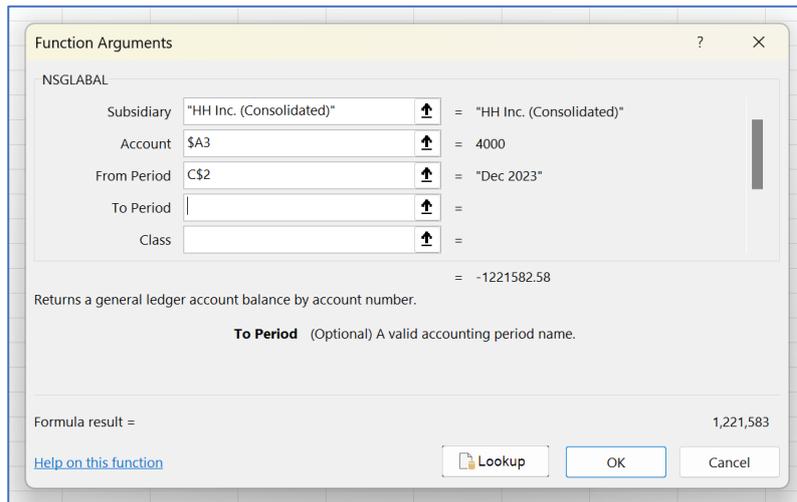


**Step 11:**

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 12:**

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).



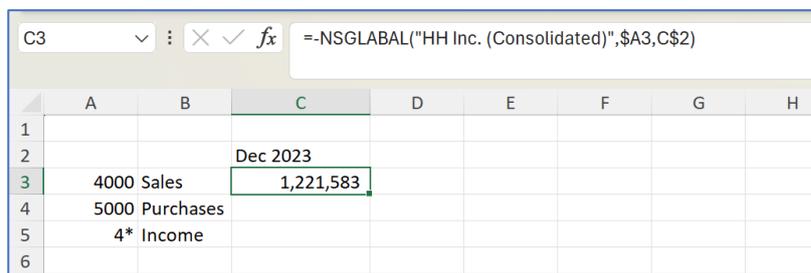
**Although this function will still return the same balance, the advantage is that we can use this dynamic approach to help complete our report.**

**Step 13:**

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

**Step 14:**

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 15:**

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

C3		=NSGLABAL("HH Inc. (Consolidated)",\$A3,C\$2)					
A	B	C	D	E	F	G	H
1							
2		Dec 2023					
3	4000 Sales	1,221,583					
4	5000 Purchases	- 961,444					
5	4* Income	1,415,183					
6							

**Step 16:**

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

D2		'Jan 2024					
A	B	C	D	E	F	G	H
1							
2		Dec 2023	Jan 2024	Feb 2024			
3	4000 Sales	1,221,583					
4	5000 Purchases	- 961,444					
5	4* Income	1,415,183					
6							

**Step 17:**

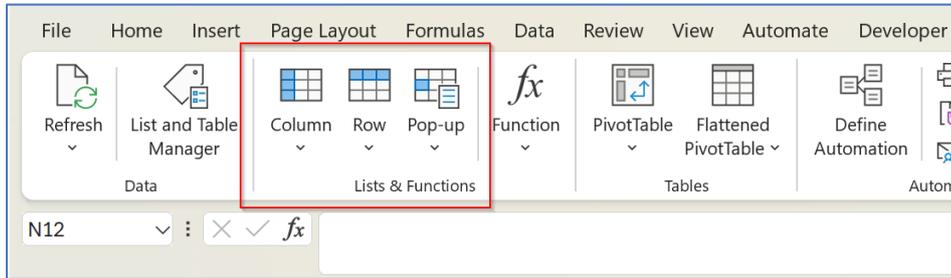
Copy the formulas in C3–C5 into each of the cells through to column E.

C3		=NSGLABAL("HH Inc. (Consolidated)",\$A3,C\$2)					
A	B	C	D	E	F	G	H
1							
2		Dec 2023	Jan 2024	Feb 2024			
3	4000 Sales	1,221,583	1,362,492	1,371,942			
4	5000 Purchases	- 961,444	- 965,044	- 1,031,606			
5	4* Income	1,415,183	1,672,925	1,703,598			
6							

**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 12: Refreshing Reports).**

## 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**.



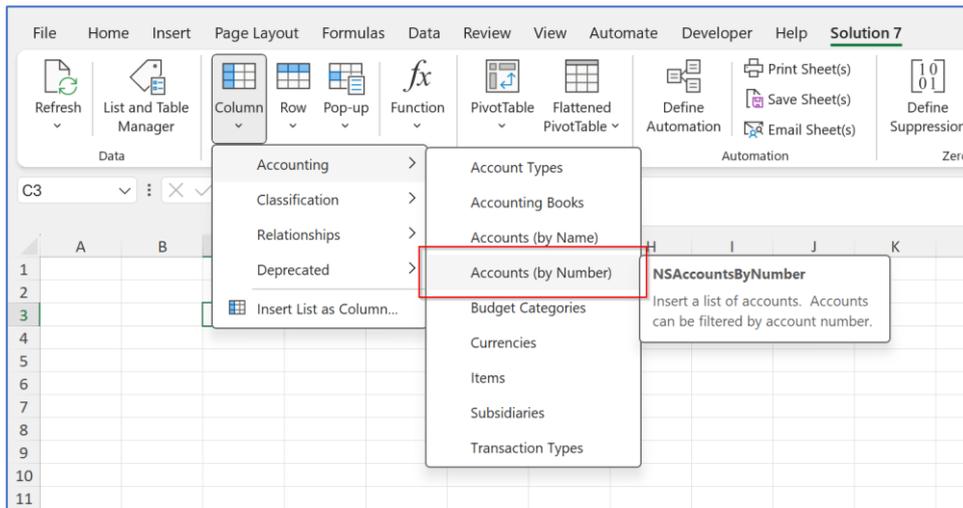
## Inserting a List

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)**.



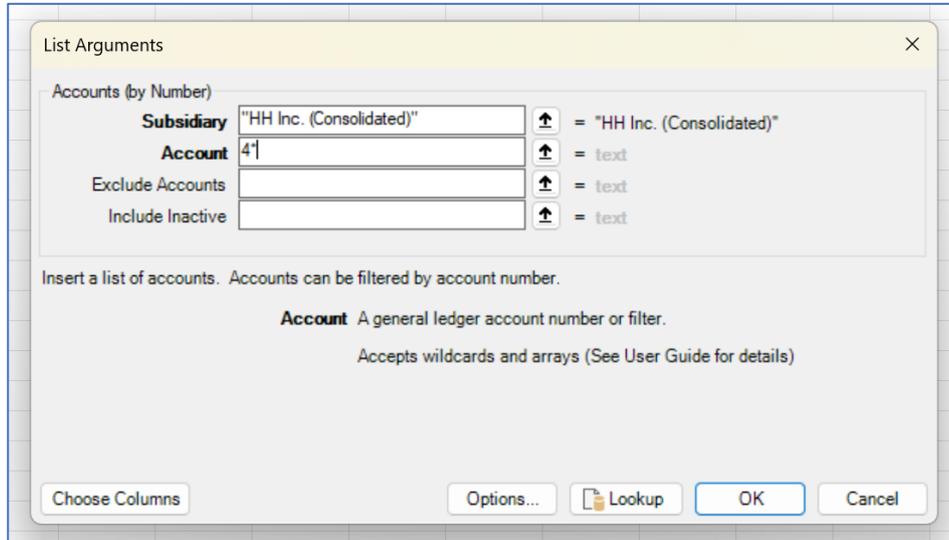
### Step 2:

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.

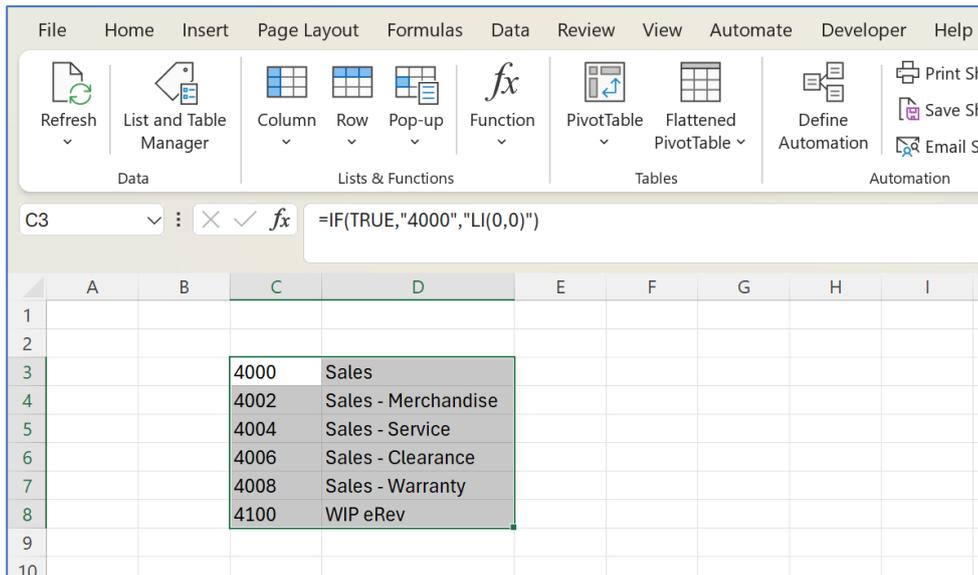
**Step 3:**

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:**

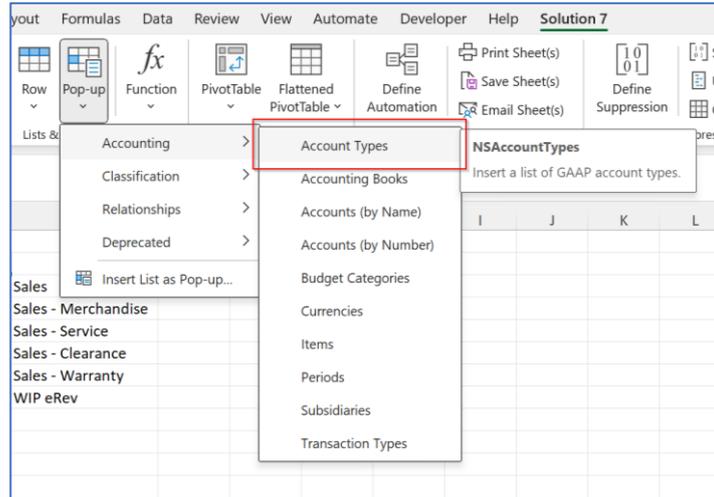
Click OK. All accounts starting with "4" will be read from NetSuite and inserted into column C.



**Step 5:**

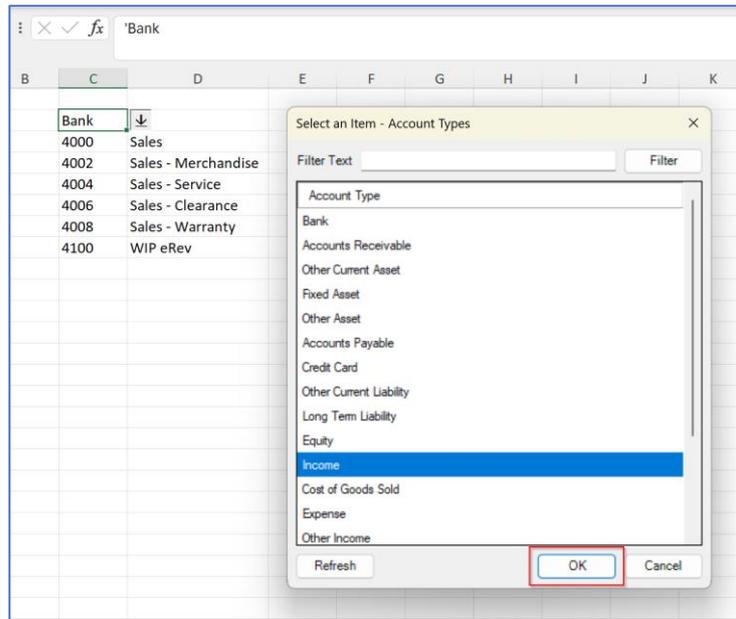
Move the cursor to cell C2 and click **Pop-Up** > **Accounting** > **Account Types** and click OK.

**Note:** The Account Types list has no parameters to define.



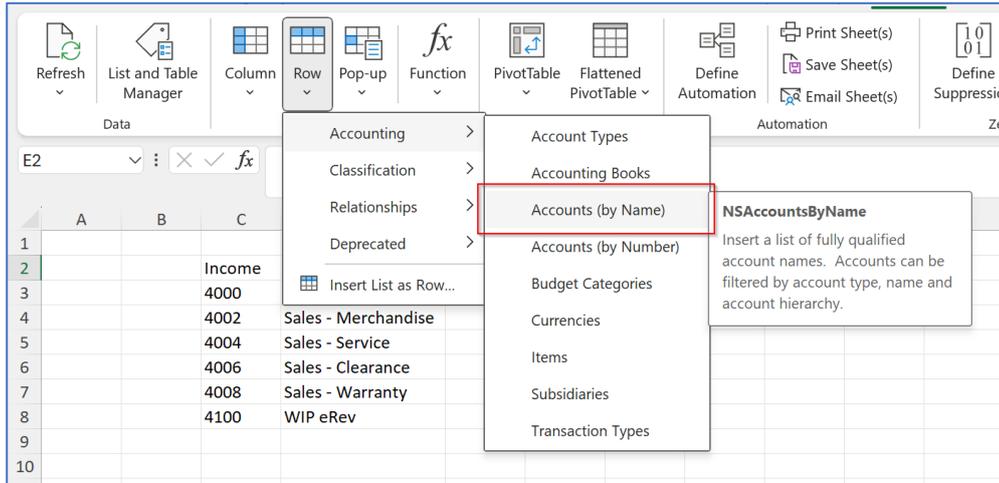
**Step 6:**

Using the Pop-up control, choose the Income account type and click OK.



**Step 7:**

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



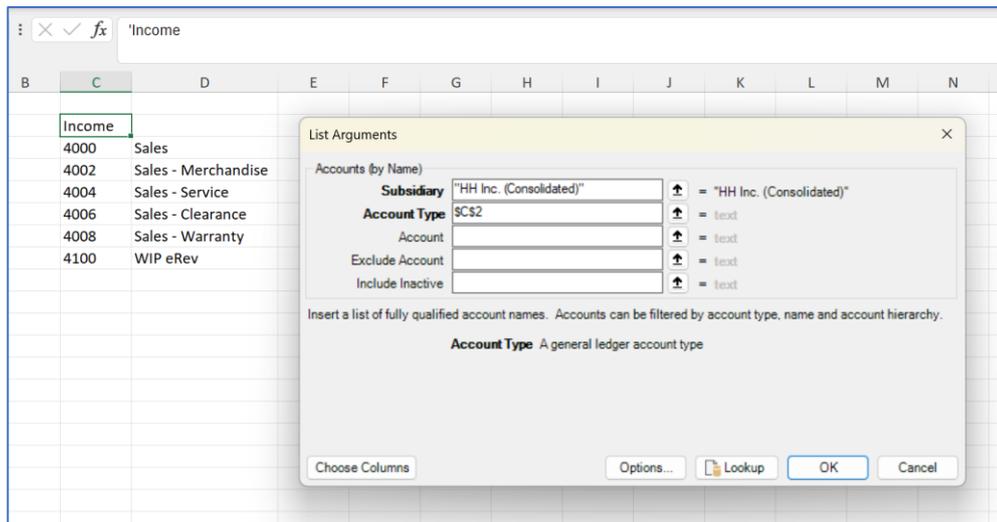
**Step 8:**

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

**Step 9:**

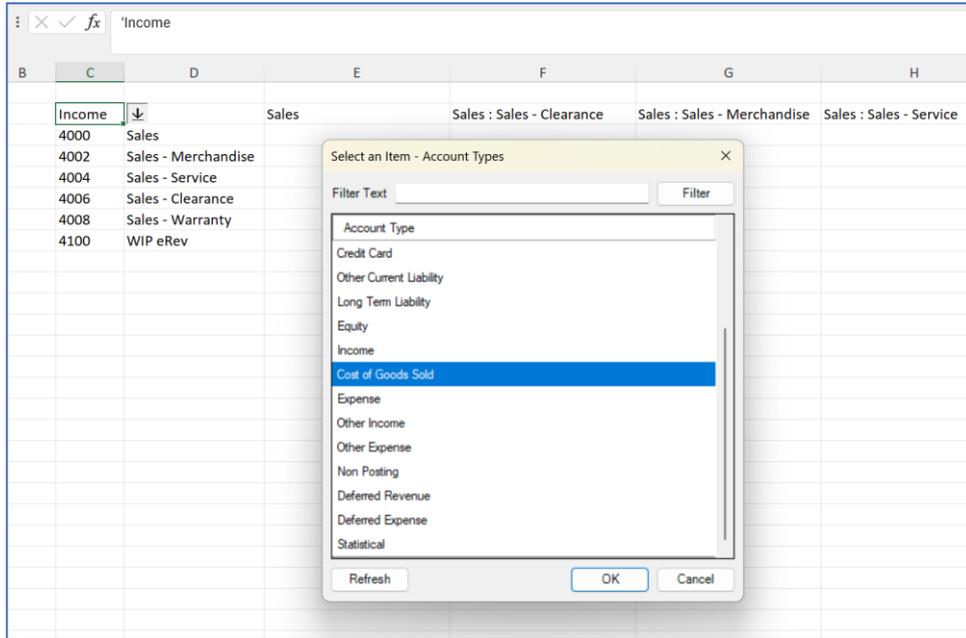
With the cursor in the Account argument, select cell C2 and click OK.

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



**Step 10:**

Use the pop-up control to change the cell value to a different account type to change the account names displayed in row 2.



**Lists are a quick and easy way to pull report dimensions from NetSuite. Using lists is not required when building a report. If you prefer, you can enter the NetSuite account/department/subsidiary name directly into a cell to drive the formulas.**

## Dynamic, Interactive and Refreshable Reports

In the following exercises, we will use the lists and functions to build dynamic, interactive, and fully refreshable reporting templates.

The report layout shown in this guide may not represent the desired format of your financials. You can follow the same layout as shown in the exercises or, you can format your report in the way your organisation prefers.

## Income Statement Reporting

In exercise 1, we will use a combination of different lists to build the framework for the income section of a Profit and Loss Statement (P&L). In exercise 2, we will use the functions to return summarised transactional amounts for the income accounts.

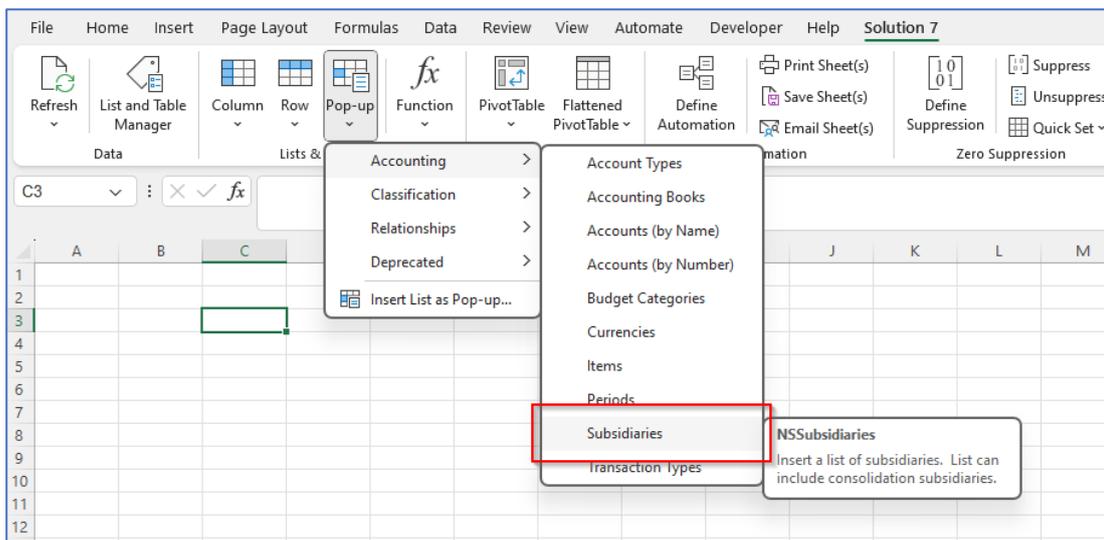
### Exercise 1 – Using lists

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

#### Step 1:

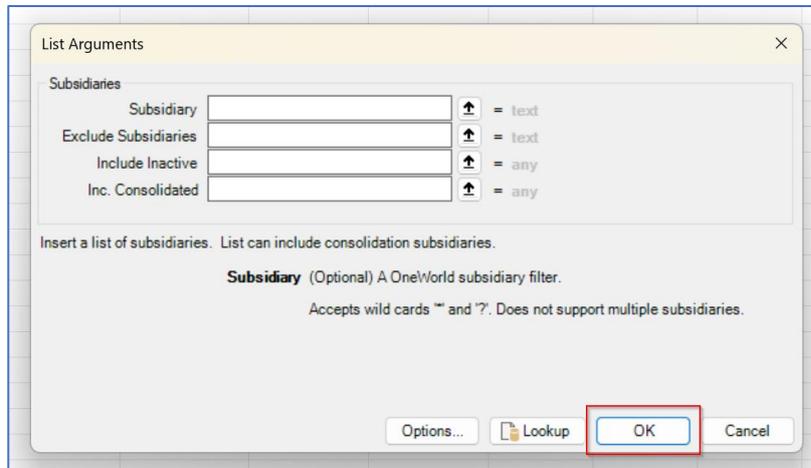
With your cursor in empty cell C3, click **Pop-up** > **Accounting** > **Subsidiaries**.

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



**Step 2:**

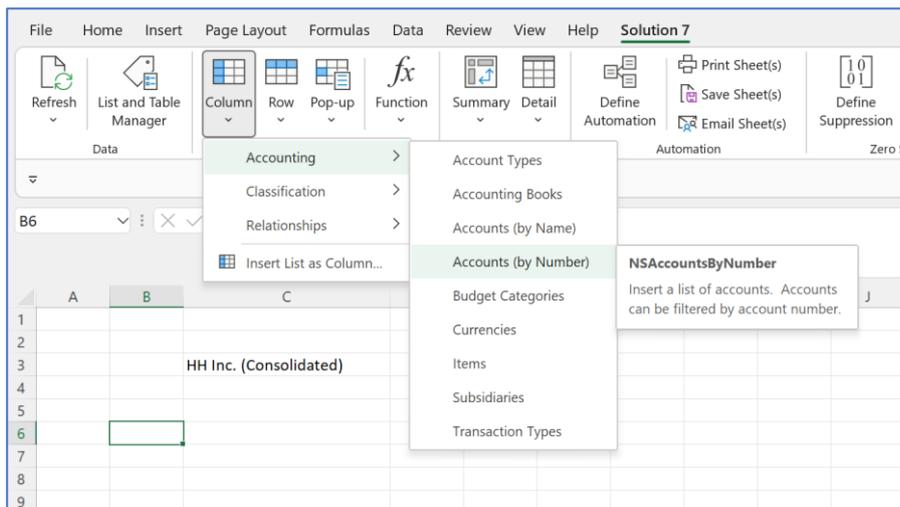
To select from the full list of Subsidiaries in NetSuite, leave the list arguments blank and click OK.



**Note:** The list will automatically return the top-level consolidated subsidiary. Click the pop-up control to change the Subsidiary showing in the sheet.

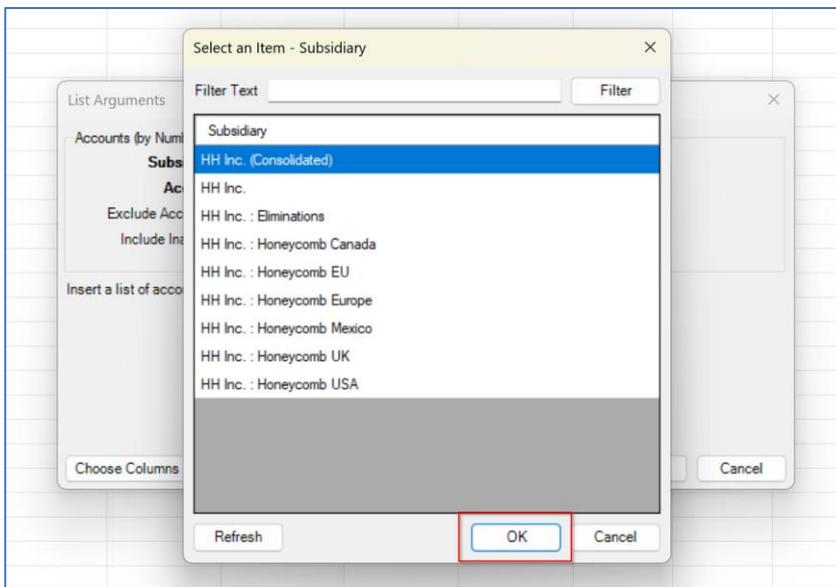
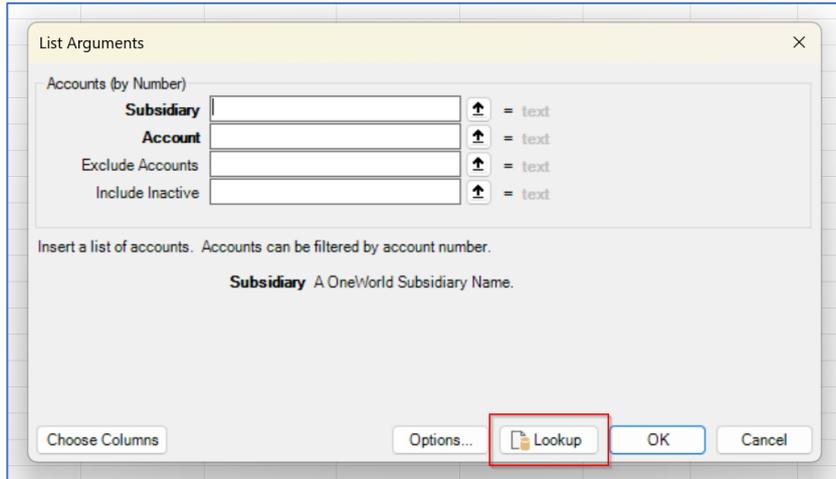
**Step 3:**

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



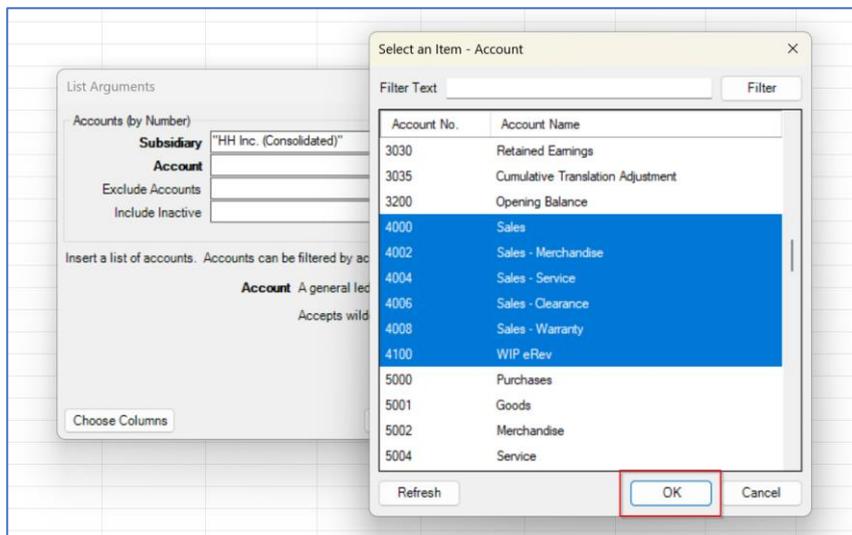
**Step 4:**

With your cursor in the Subsidiary parameter, click **Lookup** and select the "Consolidated" subsidiary at the top of the menu and click OK. Choosing the consolidated subsidiary will ensure that you can choose from the entire chart of accounts in NetSuite.



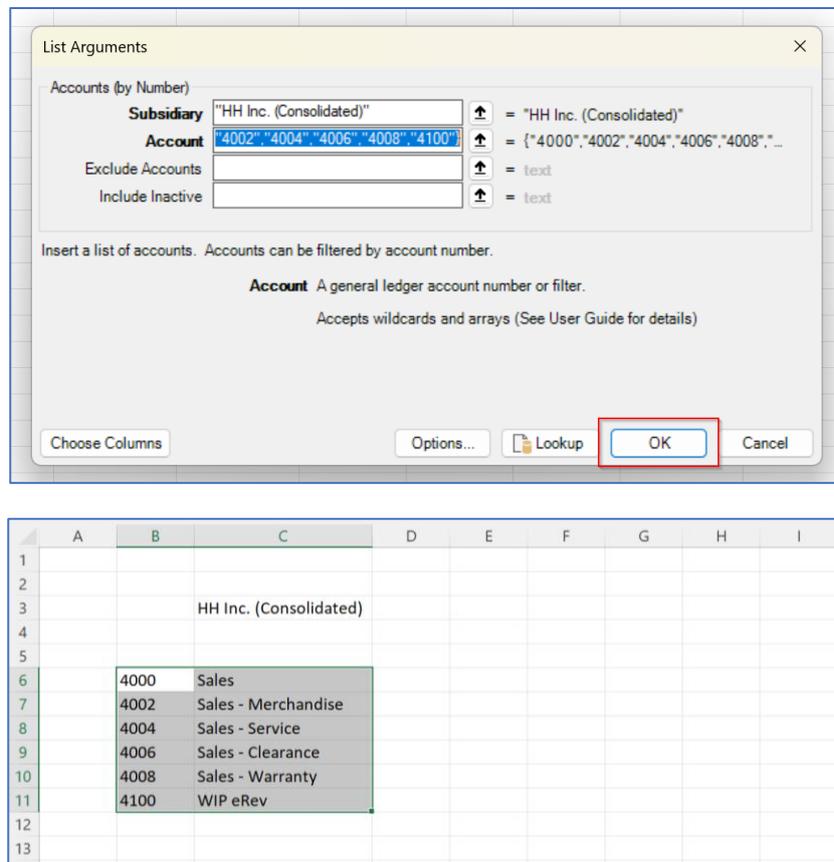
**Step 5:**

With your cursor in the Account parameter, click **Lookup** to see your chart of accounts within NetSuite. Hold down Ctrl or Shift to pick your income account codes and click OK.



### Step 6:

On the list arguments dialog, click OK to insert your accounts into Excel.



Using lists is not required when building a report. If you prefer, you can enter the NetSuite account/department/subsidiary name directly into a cell to drive the formulas.

## Exercise 2 – Building a period range

In this exercise, we will build a fully dynamic period range using a combination of native Excel functions to create a trailing 12-month income statement.

Continuing with the report, follow these steps:-

### Step 1:

Move the cursor to cell C4 and type the year (e.g. 2024).

### Step 2:

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

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

### Step 3:

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

```
=EDATE (D1 , 1)
```

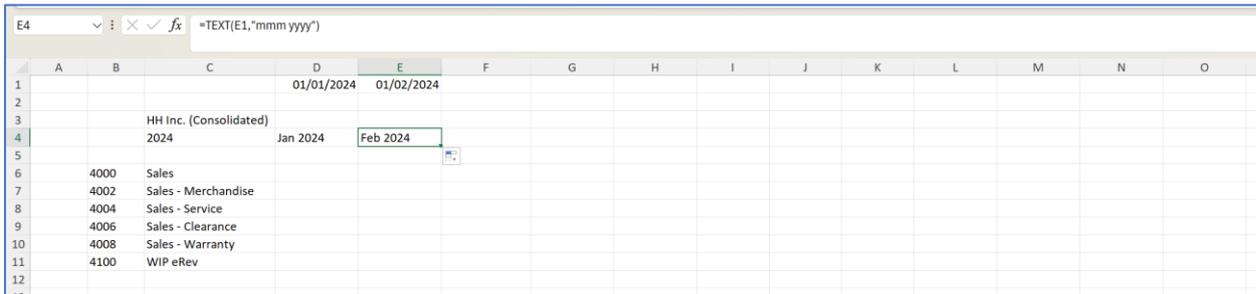
**Step 4:**

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

`=TEXT(D1, "MMM YYYY")`

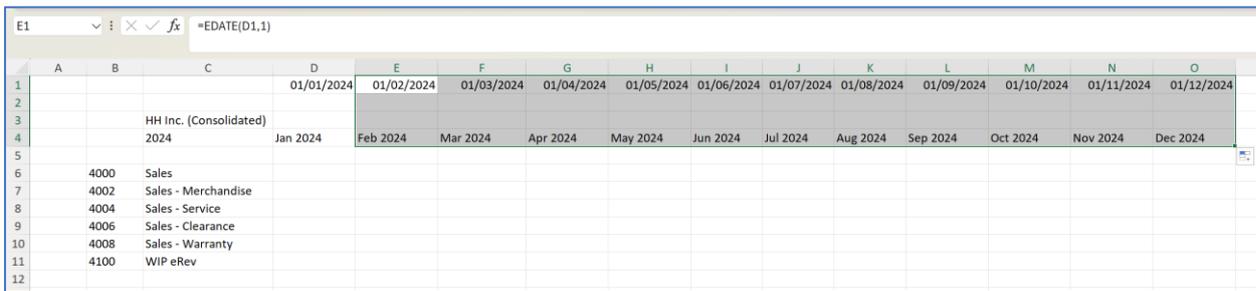
**Step 5:**

Copy the formula in cell D4 into cell E4.



**Step 6:**

Copy the formulas in E1 and E4 across to column O.



**Note:** The default NetSuite accounting period is a "MMM YYYY" format. If your accounting periods appear differently, you can use another Excel function combination to return the correct period format. E.g. if your NetSuite periods is a "P YYYY" format, you can use the following formula:

- In empty cell C2, enter the year.
- In empty cell D1, enter "1".
- In empty cell E1, enter the formula `=D1+1` and copy the formula to cell O1
- In empty cell D4, enter the formula `=CONCAT ("P" , D1 , " " , $C$2)`
- Copy the formula to cell O4.

### Exercise 3 – Using functions

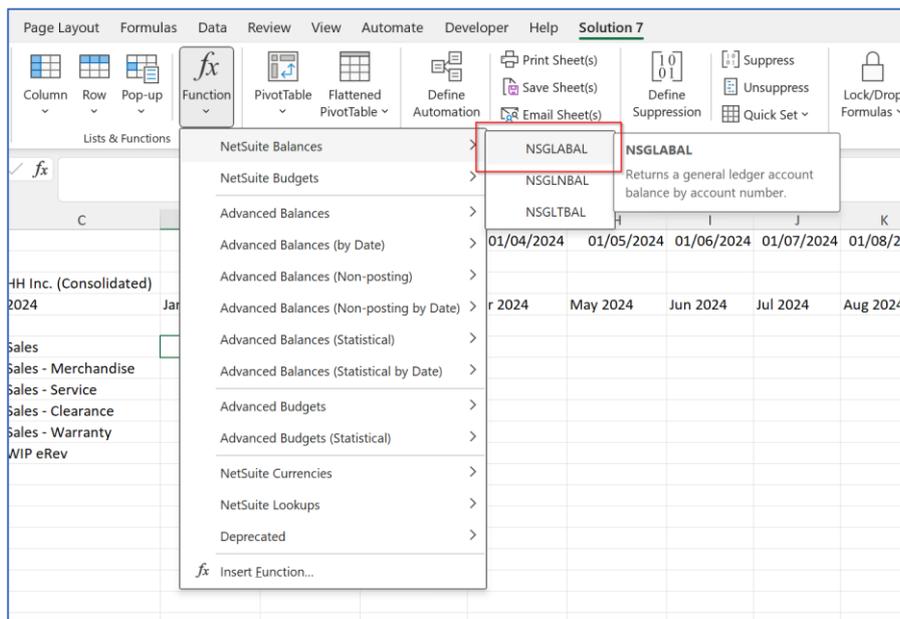
In this exercise, we will use the functions to populate the report with P&L amounts from NetSuite.

Continuing with the income statement and with Solution 7 activated, follow these steps:-

#### Step 1:

With your cursor in empty cell D6, click the large Function (fx) button and select **NetSuite Balances > NSGLABAL**.

**Note:** Hover on the functions with your cursor to see the description.



#### Step 2:

With your 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:

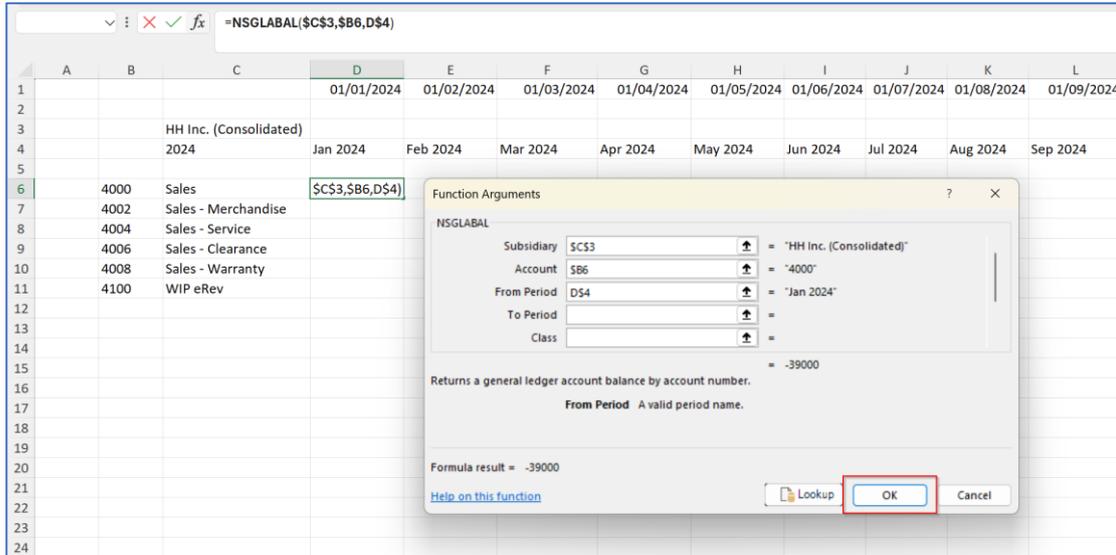
With your cursor in the Account argument, click on cell B6 to select the account number. Hit the F4 key 3 times to lock the column (\$B6).

#### Step 4:

With your 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).

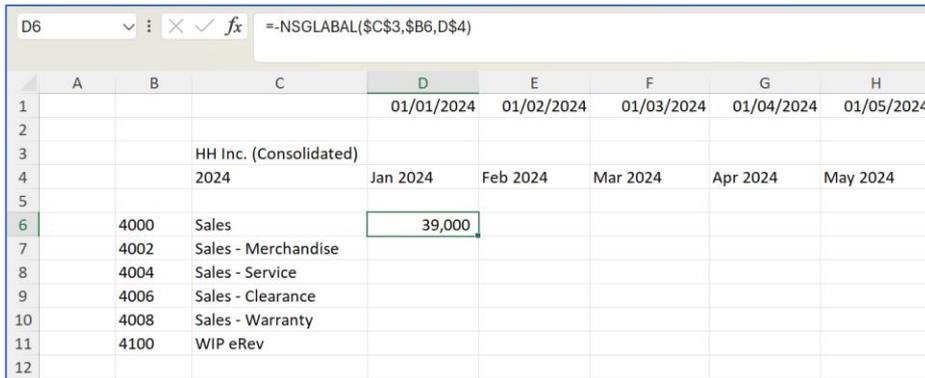
#### Step 5:

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



**Step 6:**

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



**Step 7:**

Copy the formula into each cell to complete the report.

**Step 8:**

Right-click Sheet1 and rename the worksheet to “IS” for income statement.

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

**When you insert or refresh a Solution 7 function, the formula result will show #N/A. Once the amount has been returned from NetSuite, the cell will change and display a number value.**

## Wildcards and Arrays

A wildcard is a special character to match one or more characters within a function or list argument.

Solution 7 supports two types of wildcards:

- An asterisk (\*) to match multiple characters.
- A question mark (?) to match any single character.

### Exercise 4 – Using a (\*) wildcard

We have already seen how wildcards can be used to return multiple accounts in a list. In this exercise, we will learn how to use the (\*) wildcard in a formula to return some summarized P&L amounts from NetSuite.

Continuing with the workbook and with Solution 7 activated, follow these steps:-

#### Step 1:

Right-click the "IS" sheet and copy to a new tab in the workbook.

#### Step 2:

With your cursor, select row 6 to the end of your accounts (e.g. row 6-11) and delete the data to leave only the Subsidiary and periods in the sheet.

#### Step 3:

Move the cursor to cell A6 and type "4\*" to pattern match your income account codes.

#### Step 4:

Move the cursor to cell A7 and type another account code followed by an asterisk.

In our example, we have used "5\*" to pattern match the expense account codes in NetSuite.

	A	B	C	D	E	F
1				01/01/2024	01/02/2024	01/03/2024
2						
3			HH Inc. (Consolidated)			
4			2024	Jan 2024	Feb 2024	Mar 2024
5						
6	4*					
7	5*					
8						
9						

#### Step 5:

In column C, type some total account groupings. E.g. "Total Income", "Total Expense".

	A	B	C	D	E	F
1				01/01/2024	01/02/2024	01/03/2024
2						
3			HH Inc. (Consolidated)			
4			2024	Jan 2024	Feb 2024	Mar 2024
5						
6	4*		Total Income			
7	5*		Total Expenses			
8						
9						

**Step 6:**

With your cursor in cell D6, select the large fx button and choose **NetSuite Balances > NSGLABAL**.

**Step 7:**

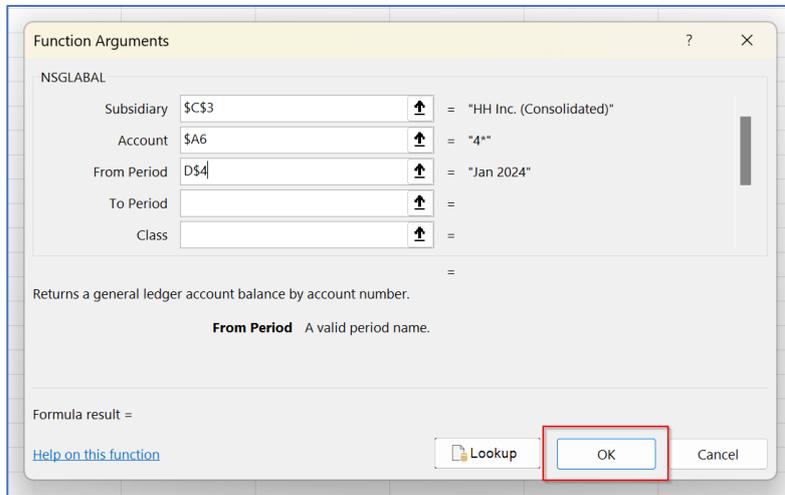
With the cursor in the Subsidiary argument, click on cell C3 to select the Subsidiary. Hit the F4 key 1 time to lock the cell (\$C\$3).

**Step 8:**

With your cursor in the Account argument, select cell A6 to select the account number range. Hit the F4 key 3 times to lock the column (\$A6).

**Step 9:**

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) and click OK.



**Step 10:**

Copy the formula across the worksheet to complete the report.

		D	E	F	G	H	I	J	K	L	M	N	O	
		01/01/2024	01/02/2024	01/03/2024	01/04/2024	01/05/2024	01/06/2024	01/07/2024	01/08/2024	01/09/2024	01/10/2024	01/11/2024	01/12/2024	
1														
2														
3														
4		HH Inc. (Consolidated)												
5		2024	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024
6	4*	Total Income	3,455,516	3,818,896	2,066,393	1,463,686	712,287	680,761	818,932	846,086	1,410,008	922,365	1,009,835	1,415,183
7	5*	Total Expenses	- 4,618,313	- 4,923,065	- 4,084,335	- 5,846,698	- 916,369	- 1,698,936	- 1,578,561	- 1,044,248	- 1,869,482	- 1,101,209	- 916,972	- 1,726,379
8														
9														

**When you insert or refresh a Solution 7 function, the formula result will show #N/A. Once the amount has been returned from NetSuite, the cell will change and display a number value.**

## Arrays

Arrays can be used to group GL accounts and provide amounts for multiple values in a function or a list.

### Exercise 5 – Using arrays in a function

In this exercise, we will use an array to summarize amounts from multiple account ranges in a single formula.

Continuing with the report and with Solution 7 activated, follow these steps:-

#### Step 1:

Move your cursor to empty cell A8 and type the account codes and wildcards from the previous exercise, in the following array syntax:

```
{ "4*", "5*" }
```

#### Step 2:

In empty cell C8, type a total account grouping. E.g. "Net Income".

#### Step 3:

Copy the formula into the Net Income row to complete the report.

		D	E	F	G	H	I	J	K	L	M	N	O
		01/01/2024	01/02/2024	01/03/2024	01/04/2024	01/05/2024	01/06/2024	01/07/2024	01/08/2024	01/09/2024	01/10/2024	01/11/2024	01/12/2024
3	HH Inc. (Consolidated) 2024	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024
6	4* Total Income	3,455,516	3,818,896	2,066,393	1,463,686	712,287	680,761	818,932	846,086	1,410,008	922,365	1,009,835	1,415,183
7	5* Total Expense	- 4,618,313	- 4,923,065	- 4,084,335	- 5,846,698	- 916,369	- 1,698,936	- 1,578,561	- 1,044,248	- 1,869,482	- 1,101,209	- 916,972	- 1,726,379
9	["4*", "5*"] Net Income	- 1,162,798	- 1,104,168	- 2,017,943	- 4,383,013	- 204,082	- 1,018,175	- 759,629	- 198,162	- 459,474	- 178,844	- 92,864	- 311,197

#### Step 4:

Use Excel's AutoSum function to ensure the amounts in Excel match the amounts from NetSuite.

		D	E	F	G	H	I	J	K	L	M	N	O
		01/01/2024	01/02/2024	01/03/2024	01/04/2024	01/05/2024	01/06/2024	01/07/2024	01/08/2024	01/09/2024	01/10/2024	01/11/2024	01/12/2024
3	HH Inc. (Consolidated) 2024	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024
6	4* Total Income	3,455,516	3,818,896	2,066,393	1,463,686	712,287	680,761	818,932	846,086	1,410,008	922,365	1,009,835	1,415,183
7	5* Total Expense	- 4,618,313	- 4,923,065	- 4,084,335	- 5,846,698	- 916,369	- 1,698,936	- 1,578,561	- 1,044,248	- 1,869,482	- 1,101,209	- 916,972	- 1,726,379
9	["4*", "5*"] Net Income	- 1,162,798	- 1,104,168	- 2,017,943	- 4,383,013	- 204,082	- 1,018,175	- 759,629	- 198,162	- 459,474	- 178,844	- 92,864	- 311,197
10	Total	=SUM(D6:D8)											

**By using both a Solution 7 function and a SUM formula to provide totals, you can easily compare the amounts in NetSuite to your totals in Excel.**

## Balance Sheet Reporting

Balance sheet amounts are not stored within NetSuite, instead they are calculated over time. To return an account balance in Excel, we must perform the same calculation using a Solution 7 function.

In this section, we will learn how to build a balance sheet report. The report layout shown in this guide may not represent the desired format of your financials. You can follow the same layout as shown in the exercises or, you can format your report in the way your organisation prefers.

### Exercise 6 – Using arrays in a list

In this exercise, we will learn how to use an array to return multiple account ranges with the Accounts (By Number) list.

Continuing with the workbook and with Solution 7 activated, follow these steps:-

#### Step 1:

Right-click the tab and copy to a new sheet in the workbook.

#### Step 2:

With your cursor, select rows 6 to the end of your accounts and delete the data to leave only the Subsidiary and periods in the sheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1				01/01/2024	01/02/2024	01/03/2024	01/04/2024	01/05/2024	01/06/2024	01/07/2024	01/08/2024	01/09/2024	01/10/2024	01/11/2024	01/12/2024
2															
3			HH Inc. (Consolidated)												
4			2024	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024
5															
6															
7															
8															
9															
10															

#### Step 3:

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

#### Step 4:

With your cursor in the Subsidiary argument, click **Lookup** and select the top-level consolidated subsidiary.

#### Step 5:

With your cursor in the Account argument, type the account codes for your balance sheet accounts using the array syntax we practised in the previous exercise. E.g.:

```
{ "1*", "2*", "3*" }
```

### Step 6:

Click OK to insert your balance sheet accounts.

**When building a trial balance, you can return all accounts in a list by entering a single \* in the Account parameter.**

## Exercise 7 – Returning account balances

In this exercise, we will learn how to return the account closing balances.

Continuing with the balance sheet report and with Solution 7 activated, follow these steps:-

### Step 1:

With your cursor in cell D6, select the large *fx* button and choose **NetSuite Balances > NSGLABAL**.

### Step 2:

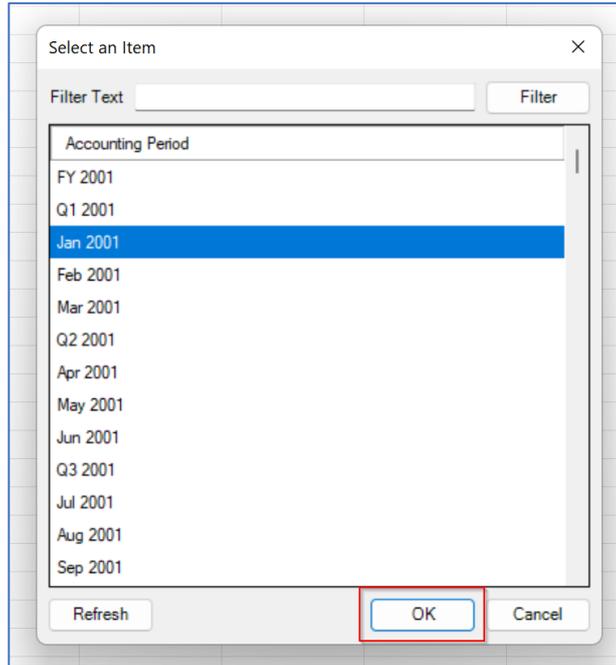
With the cursor in the Subsidiary argument, click on cell C3 to select the Subsidiary. Hit the F4 key 1 time to lock the cell ( $\$C\$3$ ).

### Step 3:

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

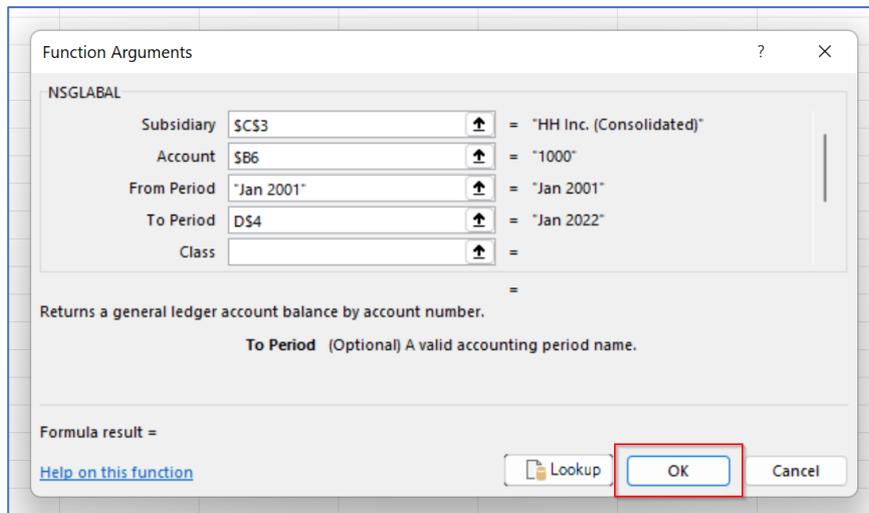
### Step 4:

With the cursor in the From Period argument, click **Lookup** to select your earliest reporting period in NetSuite (e.g. Jan 2001) and click OK.



**Step 5:**

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) and click OK.



**Step 6:**

Copy the formula across the worksheet to complete the report.

			D	E	F	G	H	I	J	K	L	M	N	O
			01/01/2024	01/02/2024	01/03/2024	01/04/2024	01/05/2024	01/06/2024	01/07/2024	01/08/2024	01/09/2024	01/10/2024	01/11/2024	01/12/2024
		HH Inc. (Consolidated) 2024	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024
1000	Checking		4,740,411	4,740,013	4,740,013	4,740,013	4,740,013	4,740,013	4,740,013	4,740,013	4,740,013	4,740,013	4,740,013	4,740,013
1001	Checking Mexico Demo		413,300	413,300	413,300	413,300	413,300	413,300	413,300	413,300	413,300	413,300	413,300	413,300
1002	Savings		325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000
1003	Checking Europe Demo		6,701,285	6,701,285	6,701,285	6,701,285	6,701,285	6,701,285	6,701,285	6,701,285	6,701,285	6,701,285	6,701,285	6,701,285
1004	Payroll		3,287,806	3,287,806	3,287,806	3,287,806	3,287,806	3,287,806	3,287,806	3,287,806	3,287,806	3,287,806	3,287,806	3,287,806
1006	Petty Cash		500	500	500	500	500	500	500	500	500	500	500	500
1008	Cash on Hand		198,256	198,256	198,256	198,256	198,256	198,256	198,256	198,256	198,256	198,256	198,256	198,256
1050	First Community Bank VISA		817	817	817	817	817	817	817	817	817	817	817	817
1090	Undeposited Funds		20,422,223	20,422,223	20,422,223	20,422,223	20,422,223	20,422,223	20,422,223	20,422,223	20,422,223	20,422,223	20,422,223	20,422,223
1100	Accounts Receivable		1,731,557	1,731,557	1,731,557	1,731,557	1,731,557	1,731,557	1,731,557	1,731,557	1,731,557	1,731,557	1,731,557	1,731,557
1102	Allowance for Doubtful Accounts		422,075	422,075	422,075	422,075	422,075	422,075	422,075	422,075	422,075	422,075	422,075	422,075
1150	Employee Advances		-	-	-	-	-	-	-	-	-	-	-	-
1200	Inventory Asset		22,777,679	22,777,679	22,777,679	22,777,679	22,777,679	22,777,679	22,777,679	22,777,679	22,777,679	22,777,679	22,777,679	22,777,679
1300	Prepaid Expenses		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
1310	Prepaid Income Taxes		-	-	-	-	-	-	-	-	-	-	-	-
1320	Note Receivable-Current		-	-	-	-	-	-	-	-	-	-	-	-
1350	WIP		-	-	-	-	-	-	-	-	-	-	-	-
1351	WIP Revenue		7,360	7,360	7,360	7,360	7,360	7,360	7,360	7,360	7,360	7,360	7,360	7,360
1352	WIP COGS		246,738	246,738	246,738	246,738	246,738	246,738	246,738	246,738	246,738	246,738	246,738	246,738
1400	IT Equipment		32,409	32,409	32,409	32,409	32,409	32,409	32,409	32,409	32,409	32,409	32,409	32,409
1410	Furniture & Fixtures		350,612	350,612	350,612	350,612	350,612	350,612	350,612	350,612	350,612	350,612	350,612	350,612
1420	Machinery & Equipment		63,854	63,854	63,854	63,854	63,854	63,854	63,854	63,854	63,854	63,854	63,854	63,854
1450	Building		-	-	-	-	-	-	-	-	-	-	-	-
1470	Leasehold Improvements		-	-	-	-	-	-	-	-	-	-	-	-
1510	Acc. Dep-Furniture & Fixtures		335,255	335,255	335,255	335,255	335,255	335,255	335,255	335,255	335,255	335,255	335,255	335,255
1511	Acc. Dep - IT Equipment		1,394,383	1,394,383	1,394,383	1,394,383	1,394,383	1,394,383	1,394,383	1,394,383	1,394,383	1,394,383	1,394,383	1,394,383
1520	Acc. Dep-Machinery & Equipment		11,406	11,406	11,406	11,406	11,406	11,406	11,406	11,406	11,406	11,406	11,406	11,406
1560	Acc. Dep-Building		2,459,564	2,459,564	2,459,564	2,459,564	2,459,564	2,459,564	2,459,564	2,459,564	2,459,564	2,459,564	2,459,564	2,459,564
1570	Acc. Dep-Leasehold Improvements		8,486	8,486	8,486	8,486	8,486	8,486	8,486	8,486	8,486	8,486	8,486	8,486
1900	Deposits		-	-	-	-	-	-	-	-	-	-	-	-
2000	Accounts Payable		1,506,993	1,506,993	1,506,993	1,506,993	1,506,993	1,506,993	1,506,993	1,506,993	1,506,993	1,506,993	1,506,993	1,506,993
2001	Accounts Payable 2		3,687,114	3,687,114	3,687,114	3,687,114	3,687,114	3,687,114	3,687,114	3,687,114	3,687,114	3,687,114	3,687,114	3,687,114

**For help with balance sheet calculations such as Retained Earnings or Cumulative Translation Adjustment (CTA), please contact [support@solution7.co.uk](mailto:support@solution7.co.uk).**

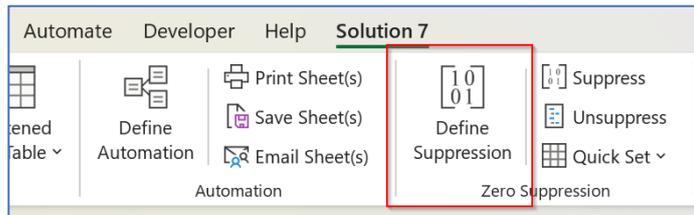
## Exercise 8 – Zero Suppression

The Zero Suppression feature allows you to hide entire rows of data containing a zero balance. In this exercise, we will learn how to use the zero suppression feature to hide rows of accounts that show zero balances.

Begin with the balance sheet report and with Solution 7 activated, follow these steps:-

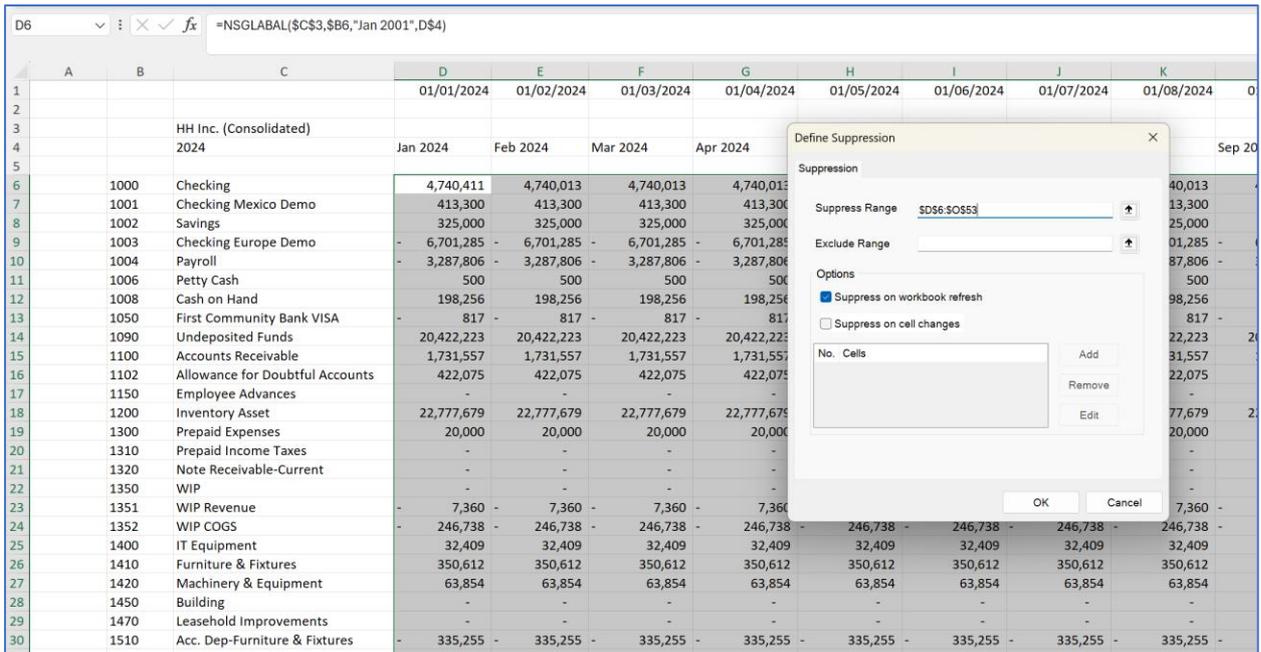
### Step 1:

On the Solution 7 ribbon, click Define Suppression.



### Step 2:

With your cursor in Suppress Range, highlight every cell with a Solution 7 function.



### Step 3:

Under Options, tick **Suppress on cell changes**.

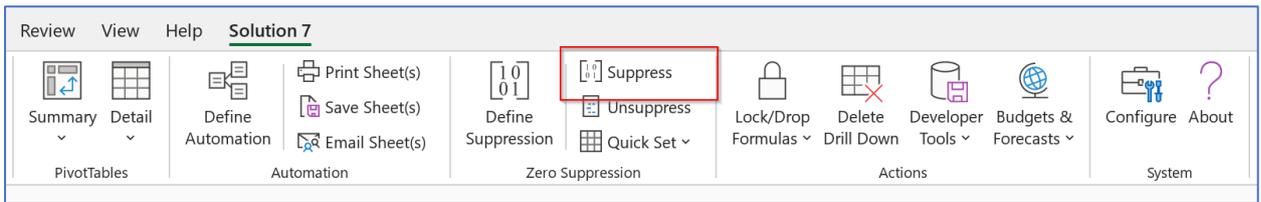
### Step 4:

Click Add and select cells C3:C4 and click OK to make zero suppression dynamic.

	A	B	C	D	E	F	G	H	I	J	K
				01/01/2024	01/02/2024	01/03/2024	01/04/2024	01/05/2024	01/06/2024	01/07/2024	01/08/2024
3			HH Inc. (Consolidated)								
4			2024	Jan 2024	Feb 2024	Mar 2024	Apr 2024				Sep 2024
6	1000	Checking		4,740,411	4,740,013	4,740,013	4,740,013				40,013
7	1001	Checking Mexico Demo		413,300	413,300	413,300	413,300				13,300
8	1002	Savings		325,000	325,000	325,000	325,000				25,000
9	1003	Checking Europe Demo		- 6,701,285	- 6,701,285	- 6,701,285	- 6,701,285				01,285
10	1004	Payroll		- 3,287,806	- 3,287,806	- 3,287,806	- 3,287,806				87,806
11	1006	Petty Cash		500	500	500	500				500
12	1008	Cash on Hand		198,256	198,256	198,256	198,256				98,256
13	1050	First Community Bank VISA		817	817	817	817				817
14	1090	Undeposited Funds		20,422,223	20,422,223	20,422,223	20,422,223				22,223
15	1100	Accounts Receivable		1,731,557	1,731,557	1,731,557	1,731,557				31,557
16	1102	Allowance for Doubtful Accounts		422,075	422,075	422,075	422,075				22,075
17	1150	Employee Advances		-	-	-	-				-
18	1200	Inventory Asset		22,777,679	22,777,679	22,777,679	22,777,679				77,679
19	1300	Prepaid Expenses		20,000	20,000	20,000	20,000				20,000
20	1310	Prepaid Income Taxes		-	-	-	-				-
21	1320	Note Receivable-Current		-	-	-	-				-
22	1350	WIP		-	-	-	-				-
23	1351	WIP Revenue		- 7,360	- 7,360	- 7,360	- 7,360				7,360
24	1352	WIP COGS		- 246,738	- 246,738	- 246,738	- 246,738		- 246,738	- 246,738	- 246,738
25	1400	IT Equipment		32,409	32,409	32,409	32,409		32,409	32,409	32,409
26	1410	Furniture & Fixtures		350,612	350,612	350,612	350,612		350,612	350,612	350,612
27	1420	Machinery & Equipment		63,854	63,854	63,854	63,854		63,854	63,854	63,854
28	1450	Building		-	-	-	-		-	-	-
29	1470	Leasehold Improvements		-	-	-	-		-	-	-
30	1510	Acc. Dep-Furniture & Fixtures		- 335,255	- 335,255	- 335,255	- 335,255		- 335,255	- 335,255	- 335,255

**Step 5:**

On the Solution 7 ribbon, click Suppress to hide all zero balances within the cell range selected.



**Step 6:**

Change the subsidiary cell or the year to see the zero suppression dynamically update.

	A	B	C	D	E	F	G	H	I	J
				01/01/2024	01/02/2024	01/03/2024	01/04/2024	01/05/2024	01/06/2024	01/07/2024
3			HH Inc. : Honeycomb Mexico							
4			2024	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024
7	1001	Checking Mexico Demo		7,948,070	7,948,070	7,948,070	7,948,070	7,948,070	7,948,070	7,948,070
15	1100	Accounts Receivable		3,494,835	3,494,835	3,494,835	3,494,835	3,494,835	3,494,835	3,494,835
24	1352	WIP COGS		- 460,000	- 460,000	- 460,000	- 460,000	- 460,000	- 460,000	- 460,000
25	1400	IT Equipment		480,000	480,000	480,000	480,000	480,000	480,000	480,000
27	1420	Machinery & Equipment		960,000	960,000	960,000	960,000	960,000	960,000	960,000
31	1511	Acc. Dep - IT Equipment		- 170,000	- 170,000	- 170,000	- 170,000	- 170,000	- 170,000	- 170,000
32	1520	Acc. Dep-Machinery & Equipment		- 136,000	- 136,000	- 136,000	- 136,000	- 136,000	- 136,000	- 136,000
34	1570	Acc. Dep-Leasehold Improvements		- 163,200	- 163,200	- 163,200	- 163,200	- 163,200	- 163,200	- 163,200
36	2000	Accounts Payable		- 1,274,239	- 1,274,239	- 1,274,239	- 1,274,239	- 1,274,239	- 1,274,239	- 1,274,239
50	3020	Capital Stock		- 5,000,000	- 5,000,000	- 5,000,000	- 5,000,000	- 5,000,000	- 5,000,000	- 5,000,000

## Interacting with a report

Once you have built your report templates, there are several ways you can interact with a report to gain more value from your financials.

In this section we will look at drill down, using the pop-up list to filter reports, the lock/drop formulas feature and refreshing your report templates.

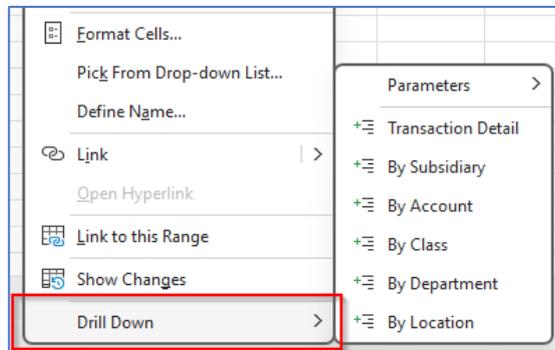
### Exercise 9 – Using Drill Down

In this exercise, we will learn how to use the drill down feature to see the breakdown of your amounts.

Begin with the income statement built previously in the guide and with Solution 7 activated to follow these steps:-

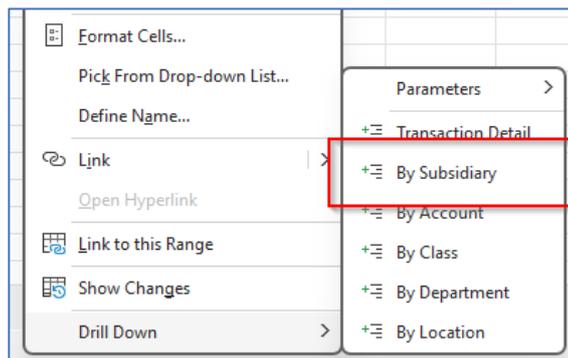
#### Step 1:

Right-click one of the cells containing an amount and hover over the Drill Down menu to see the different drill down levels.



#### Step 2:

Click By Subsidiary to see how the amount is broken down at the subsidiary level.



#### Step 3:

On the Drill Down by Subsidiary sheet, right-click an amount to drill down to the transaction details.

Subsidiary	From Period	To Period	Amount
HH Inc. : Honeycomb USA	Jan 2024	Jan 2024	- 39,000
<b>Total</b>			- <b>39,000</b>

Reference	Subsidiary	Date	Period	Account	Name	Class	Department	Location	Related Entity	Entity	Memo	Amount
<a href="#">Invoice: INV03132604</a>	Honeycomb USA	14/01/2024	Jan 2024	4000	Sales	Consumer Goods - None -		02: Boston	Customer	Selders Distributors	Box of LED Light Bulbs	(15,000.00)
<a href="#">Invoice: INV03132604</a>	Honeycomb USA	14/01/2024	Jan 2024	4000	Sales	Consumer Goods - None -		01: San Francisco	Customer	Selders Distributors	Box of LED Light Bulbs	(11,500.00)
<a href="#">Invoice: INV10000007</a>	Honeycomb USA	23/01/2024	Jan 2024	4000	Sales	Consumer Goods - Sales		01: San Francisco	Customer	Selders Distributors	Box of LED Light Bulbs	(12,500.00)
<b>Total</b>												<b>(39,000.00)</b>

The Transaction Reference shown in Column A is also a hyperlink. By clicking on the hyperlink, you will be redirected directly to that transaction within NetSuite.

**Step 6:**

Click one of the hyperlinks in column A to open the transaction in NetSuite.

**Invoice** INV03132604 Selders Distributors **OPEN**

**Primary Information**

CUSTOMER: Selders Distributors	DUE DATE: 13/02/2024	<b>Summary</b>
DATE: 14/01/2024	DEPARTMENT:	SUBTOTAL: 26,500.00
INVOICE #: INV03132604	PO #:	TRANSACTION DISCOUNT:
POSTING PERIOD: Jan 2024		TAX: 0.00
TERMS: Net 30		SHIPPING COST: 0.00
		HANDLING COST:
		TOTAL: 26,500.00
		AMOUNT DUE: 26,500.00

**Sales Information**

OPPORTUNITY: SALES REP:

SOURCE: CSV EMAIL: MKielbasa@searchlenders.com  
 LOCATION: 02: Boston CONTACT(S):  
 JOB: SUBSIDIARY: Honeycomb USA

**Items** Billing Shipping Activities History Audit Trail/Workflow Quote Approvals SQ Approval SuiteSocial Box Files

ITEM	QTY	UNITS	DESCRIPTION	PRICE LEVEL	PRICE	AMOUNT	LOCATION	OPTIONS	INVENTORY DETAIL	TAX CODE
LED00001	120	Bx	Box of LED Light Bulbs	List Price	125.00	15,000.00	02: Boston			-Not Taxable

**Step 7:**

You can easily remove all drill down sheets in the Excel file by selecting **Delete Drill Down** from the Solution 7 Ribbon.

**Solution 7**

Suppression
Define
Suppress
Unsuppress
Quick Set
Zero Suppression
Lock/Drop Formulas
**Delete Drill Down**
Budgets & Forecasts
Configure
About
System

## Exercise 10 – Filtering reports

The advantage of using the pop-up lists is they allow you to easily change the report templates by filtering to different report definitions. In this exercise, we will use the subsidiary pop-up list to change the income statement to reflect amounts posted to a different subsidiary.

If you do not have Subsidiaries within NetSuite, substitute as appropriate to your instance of NetSuite. Continuing with the 12-month income statement and with Solution 7 activated, follow these steps:-

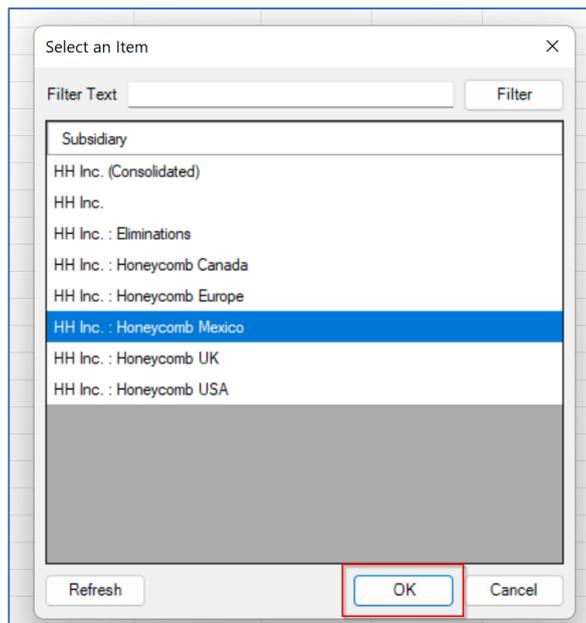
### Step 1:

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

	A	B	C	D	E	F	G	H
1				01/01/2024	01/02/2024	01/03/2024	01/04/2024	01/05/2024
2								
3			HH Inc. (Consolidated)					
4			2024	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
5								
6		4000	Sales	2,146,536	2,593,596	1,268,972	944,073	709,876
7		4002	Sales - Merchandise	582,117	750,216	513,043	253,332	1,611
8		4004	Sales - Service	392,948	290,288	87,081	50,690	800
9		4006	Sales - Clearance	-	-	-	-	-
10		4008	Sales - Warranty	333,914	184,797	204,656	215,590	-
11		4100	WIP eRev	-	-	7,360	-	-
12								
13			Total Sales	3,455,516	3,818,896	2,066,393	1,463,686	712,287
14								
15								

### Step 2:

From the list options, select a different subsidiary and click OK to change the value in cell C3.



**Step 3:**

Type a different year value into cell C4 (e.g. 2022).

C4			2022					
A	B	C	D	E	F	G	H	I
1			01/01/2022	01/02/2022	01/03/2022	01/04/2022	01/05/2022	01/06/2022
2								
3		HH Inc. (Consolidated)						
4		2022	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022
5								
6	4000	Sales	1,248,468	1,111,139	2,250,368	2,102,318	2,383,805	2,108,182
7	4002	Sales - Merchandise	-	-	16,574	14,328	12,661	14,166
8	4004	Sales - Service	-	-	291,853	320,653	321,880	281,658
9	4006	Sales - Clearance	-	-	-	-	26,340	23,400
10	4008	Sales - Warranty	306,397	305,592	535,041	243,778	216,028	184,154
12								
13		Total Sales	1,554,865	1,416,730	3,093,835	2,681,077	2,960,714	2,611,560
14								

**When refreshing or updating reports, 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.**

**Exercise 11 – Lock/Drop Formulas**

Using the Lock/Drop Formulas feature on a file allows you to freeze or remove the formula connections to NetSuite. By locking or dropping the Solution 7 formulas in a file, non-Solution 7 or non-NetSuite users can view the numbers in the report.

In this exercise, we will learn how to lock the Solution 7 formulas in the whole workbook.

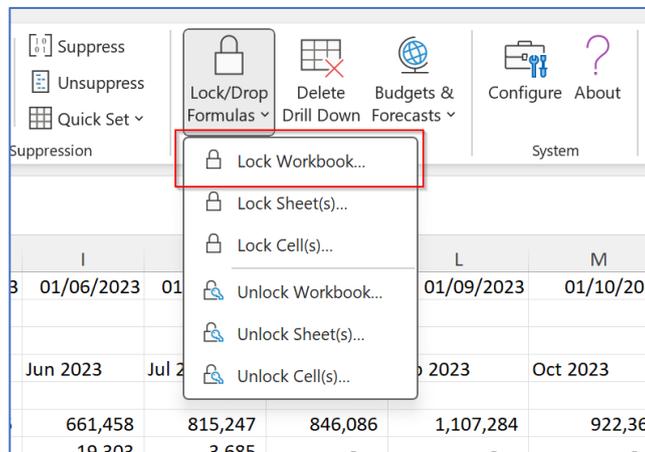
Continuing with the balance sheet and with Solution 7 activated, follow these steps:-

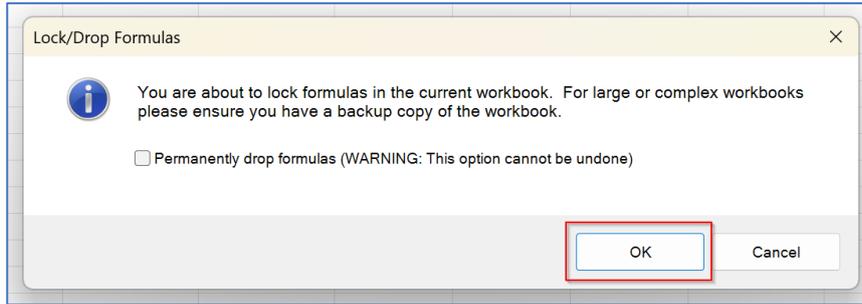
**Step 1:**

On the Solution 7 ribbon, click Lock/Drop Formulas.

**Step 2:**

Select Lock Workbook.

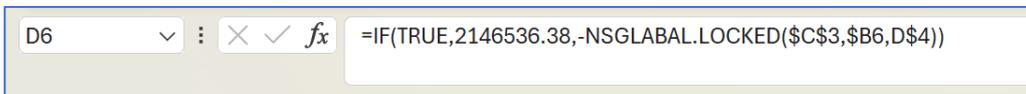
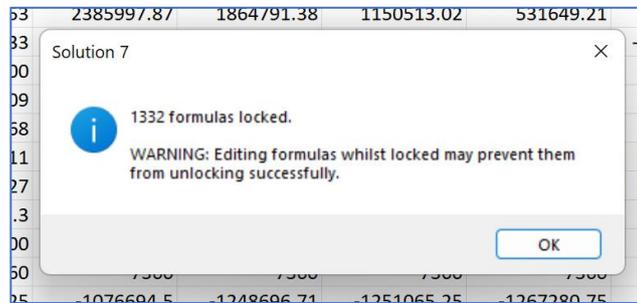




**Note:** Choosing to permanently drop the formulas will remove the Solution 7 functions from the file and leave only the amounts from the formula result, similar to Excel's paste as value feature.

**Step 3:**

Click OK on the dialog.



**Once locked, formulas become static and will not refresh automatically. By locking the formulas, non-Solution 7 users can view the report.**

## Refresh Options

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 features allow you to refresh formulas in the whole workbook, worksheet, tables, lists and selected cell values.

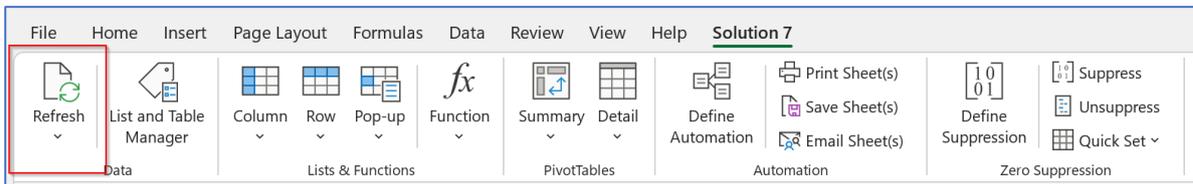
### Exercise 12 – Refreshing reports

When you need to update your financials to the latest information, you can refresh the reports using the "Refresh" button. From the refresh menu, you can refresh the whole workbook, selected worksheets, and a range of selected cells.

Begin with the 12-month income statement report previously built in the guide and with Solution 7 activated, follow these steps:-

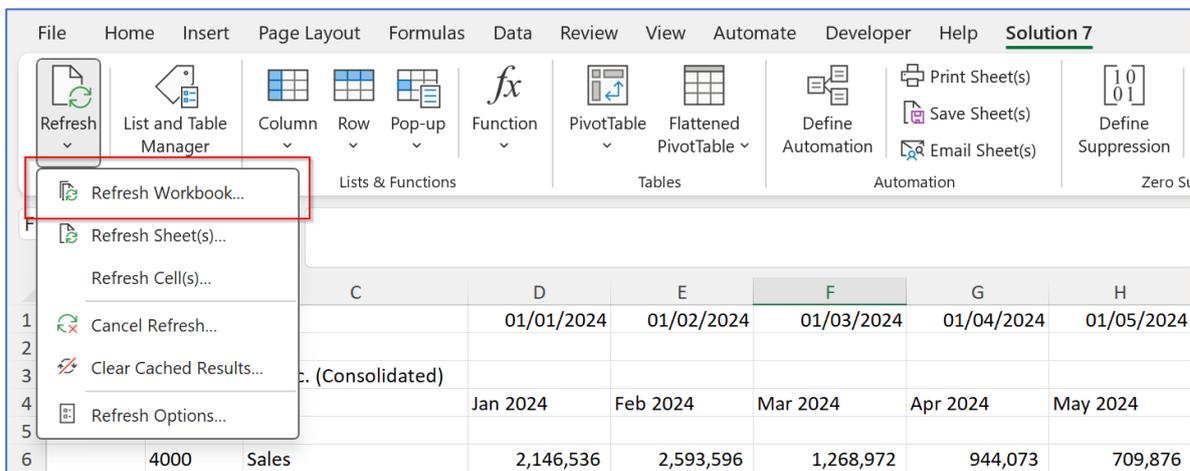
#### Step 1:

On the Solution 7 ribbon, click Refresh.



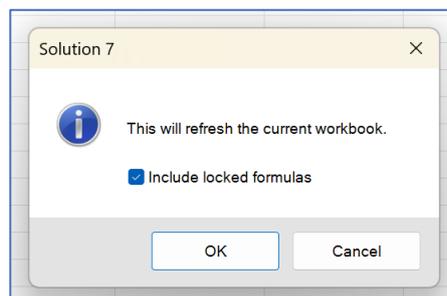
#### Step 2:

From the Refresh menu, select "Refresh Workbook".



#### Step 3:

On the refresh screen, you can choose to include locked formulas when refreshing your reports.



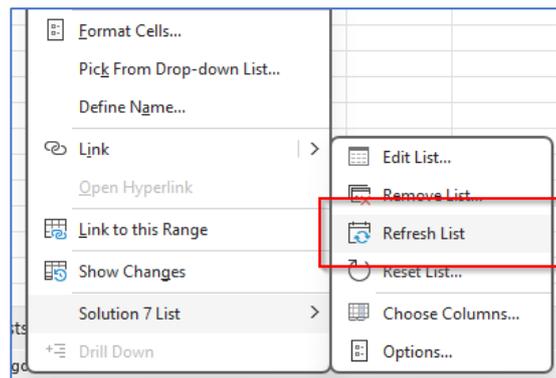
## Exercise 13 – Refreshing lists and tables

If you would like to refresh your lists in isolation, without including formulas and tables, you can use the refresh list option from the right-click menu. Refreshing lists is especially useful when new accounts are added to NetSuite, and you wish to update your reports with the new accounts.

Continuing with the 12-month income statement report and with Solution 7 activated, follow these steps:-

### Step 1:

Right-click one of the accounts and select **Solution 7 List > Refresh List**.



Lists are dynamic and connected to NetSuite. Refreshing the accounts list will return new accounts from NetSuite into the report.

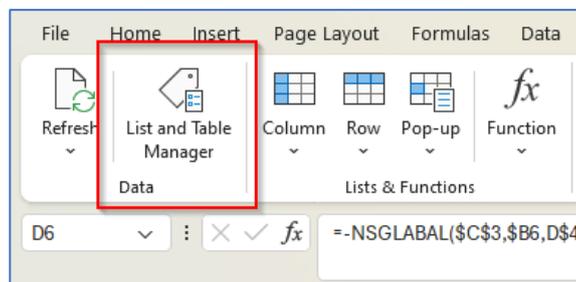
## Exercise 14 – List and Table Manager

When using the Solution 7 lists and tables, you can set the refresh to automatic or manual mode. Lists are set to manual by default; if you would like the list to refresh automatically with your formulas, you can set the list to automatic mode.

Continuing with the 12-month income statement report and with Solution 7 activated, follow these steps:-

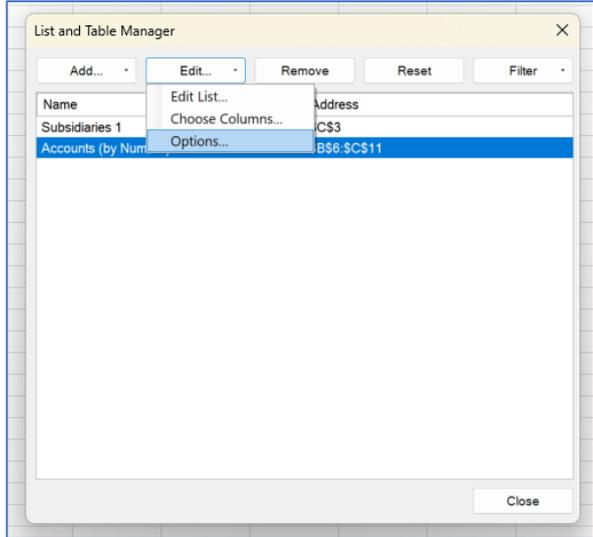
### Step 1:

From the Solution 7 ribbon, click List and Table Manager.



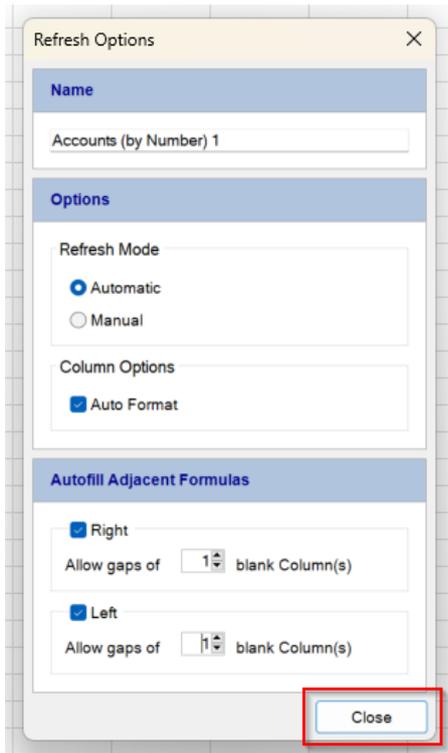
### Step 2:

From the menu, select the Accounts (by Number) list and click **Edit > Options...**



**Step 3:**

To set the accounts list to automatic refresh, select Automatic and click close.



**By default, all lists are set to manual refresh mode. By changing the refresh mode to automatic, the list will refresh with the whole report when using the main refresh button on the Solution 7 ribbon.**

## Lesson Summary

In this lesson guide we have learned about the different concepts within Solution 7. We used Lists to help build the framework for the report and Functions to populate the report with balance values from NetSuite. We have used wildcards to help drive dimensions of the report to provide flexible and interactive templates that are fully refreshable from your live NetSuite data.

We have seen how you can dynamically update a report by simply changing a cell value and the different ways you can format your financials to share amongst the team. We have also seen how the drill down feature shows breakdown of the values from a summary level to the transaction details.

If you require any further assistance building a report in Solution 7, please contact [support@solution7.co.uk](mailto:support@solution7.co.uk)