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CONSULTING

# Accounting Spotlight

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RMNSUG– July 19, 2023

# Reminder about Questions during Presentation

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- Please enter any questions you have in the chat window during the presentation. Board members will be monitoring and may be able to post an answer.
- Feel free to jump in with answers on the chat as well. It takes a village!
- I will try to pause during the presentation a couple of times to address questions still open in the chat.
- There will be time at the end to open it up to questions also.

# Agenda

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- Chart of Account tips
- Account Registers
- Journal Entries
- Memorized Transactions
- Amortization Schedules
- Bank Recs
- AR and AP Aging
- Managing Periods
- Locked Periods
- Saved Search for General Ledger inquiries
- Persist Search
- Changes to the GL after a certain date
- Reporting tricks
- Dashboard reminders

# Chart of Account Tips

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- Bank and Credit Card accounts can only apply to ONE subsidiary.
- Once you set up an account with an account type, you can't change it.
- If you do need to change it, you can create a new account, make the old one inactive and then do monthly Journals historically to move to the new account. OR...use the custom layout in the Financial statements to move the historical account to a different section.
- Most accounts can be merged if they are the same type of account. Bank accounts that are merged will un-reconcile everything. Warning, this can't be undone! The merge is in the drop Actions drop down.
- If you don't want to merge, you could make one a subaccount of another and then make it inactive. It would roll up historically.

# Account Registers

Lists>Accounting>Accounts and click on the account NAME (not edit or view)

Or, if you typically work with one bank account, you can go here if you have set the bank account as your default in the Home>Set Preferences>Analytics page: Reports>Banking & Budgeting>Register

**Operating Account - US 1 Register**

Date	Print	Number	Payee	Clr	Reconciled Date	Payment	Deposit	Balance
		Type	Account	Memo				
3/7/2021		18	Acme Systems Incorporated		<input type="checkbox"/> Reconcile		\$1,000.00	\$7,522,106.36
<a href="#">Edit</a>		Customer Deposit	2102 - Customer Deposits					
3/7/2021		19	Acme Systems Incorporated		<input type="checkbox"/> Reconcile		\$100.00	\$7,522,206.36
<a href="#">Edit</a>		Customer Deposit	2102 - Customer Deposits					
3/7/2021		20	Acme Systems Incorporated		<input type="checkbox"/> Reconcile		\$100.00	\$7,522,306.36
<a href="#">Edit</a>		Customer Deposit	2102 - Customer Deposits					
3/10/2021		21	Acme Systems Incorporated		<input type="checkbox"/> Reconcile		\$254.95	\$7,522,561.31

DATE (Custom) FROM 5/1/2020 TO 5/31/2021 Current Ending Balance: \$7,524,786.31

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

# Account Registers

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- You can view as one line per entry or two (to see the split)
- Sort various ways (Date, Type, Document number, amount, order entered)
- Change your date range
- View only uncleared
- Use the “find” to search for a specific transaction (be sure to use the commas in the search or it won't find the number)
- If it's a bank account, find out which reconciliation it was cleared on (or if it hasn't cleared, it will say Reconcile with a link which takes you to the deprecated bank reconciliation screen)

# Journal Entries

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- Journals can go through an approval process. Note that they won't post to the G/L until they have been approved.
- Copy Journals (just update the date)
- Memorize Journals
- Import Journals
- Print journals
- Statistical Journals

# Advanced Intercompany Journal Entries

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- Just like Journals except that you can enter lines for multiple subsidiaries in one JE. Especially good for showing how one transaction affects multiple subsidiary. Good audit trail!
- First line must be the same sub as the header sub. Header sub doesn't really do anything.
- Each subsidiary must balance.
- It will warn you if you are affecting one subsidiary more than another (subsidiaries aren't in balance), but it will let you save it.



# Best Practice for both types of journals

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- Don't use a journal if you can use a standard transaction. Better for the audit.
- Attach the documentation you used to create the Journal. Good back up comes in handy later.
- Try to use the intercompany Journal whenever a transaction involves two subs so that they are tied together.
- Use the notes area for any other type of documentation.

# Memorized Transactions

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Most transactions can be memorized. Look in the Actions drop down while in view mode on the transaction.

Go to Transactions>Management>Enter Memorized Transactions>List to see what you have.

- Automatic – good for transactions that are the same each month
- Reminder – good for recurring transactions where you need to make a change (like a mortgage).  
\*\*\*DON'T FORGET TO ADD THE REMINDER TO YOUR DASHBOARD\*\*\*
- Template Only – good for an entry that you occasionally make

Give a good name to the memorized transaction so you can find it when you need to.

# Amortize with ease!

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You can automate your amortizations. Set up your amortization on Vendor Bills, Vendor Credits and Journal Entries. Then run one set of Journals at Month End and be done with it!

To start:

- Turn on the future periods (you will need to open years into the future)
- Enable the feature (Setup>Company>Enable Features>Accounting)
- Set up deferred expense on the accounts

Best Practice: Make changes to expenses on purchase transactions by using vendor credits or additional bills rather than changing the original transaction. This preserves your historical data and audit trail. It's difficult to change the amortization schedule after it is started.

# Amortizations – set up accounts

Add the deferral account for each of the accounts you would use for amortizing. This tells NetSuite where to book the full amount prior to expensing it to the account. You can use one deferral account for multiple expense accounts.

## Account

6390 Rent Exp

Edit

Back

Actions ▾

NUMBER  
6390

NAME  
Rent Exp

SUBACCOUNT OF  
6000 G&A

TYPE  
Expense

CURRENCY

GENERAL RATE TYPE  
Average

CASH FLOW RATE TYPE  
Average

TRACK BILLABLE EXPENSES IN

### DEFERRAL ACCOUNT

1410 Ppd & Oth Curr Assets : Ppd Exp

INVENTORY

REVALUE OPEN BALANCE FOR FOREIGN CURRENCY TRANSACTIONS

ELIMINATE INTERCOMPANY TRANSACTIONS

DESCRIPTION  
Rent Expense

SUMMARY

INACTIVE

RESTRICT TO DEPARTMENT

If this is too daunting, you can also hard code the prepaid account into the amortization template. You would then have one template per prepaid account and you wouldn't have to set it up in each account.

# Amortizations – Straight-line template

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Add templates at Lists>Accounting>Amortization Templates>New.

These can be set up to use the deferral account we just set up per expense account, or you can override it and add the deferral account here.

Setup straight line, straight line with proration on first and last months and even per day. You can also set up variable, custom amortization schedules.

## Amortization Template

[Edit](#) [Back](#) | [Actions](#) ▾

NAME  
Straight Line

TYPE  
Standard

METHOD  
Straight-line, by even periods

TERM SOURCE  
Transaction Date

DEFERRAL ACCOUNT  
Default

CONTRA ACCOUNT

TARGET ACCOUNT  
Default

AMORTIZATION PERIOD

PERIOD OFFSET  
0

START OFFSET  
0

RESIDUAL

INITIAL AMOUNT

INACTIVE

# Amortizations – Fixed Asset Template

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You can hard code the deferral, contra and target account along with the amortization period and residual (salvage value) for fixed assets. Set up one for each type you purchase frequently. These only show up for ITEM lines.

## Amortization Template

[Edit](#)[Back](#)[Actions ▾](#)

NAME

Fixed Asset - Computers

TYPE

Standard

METHOD

Straight-line, by even periods

TERM SOURCE

Transaction Date

DEFERRAL ACCOUNT

1301 IT Equipment

CONTRA ACCOUNT

1351 A/D IT Equipment

TARGET ACCOUNT

6047 Depreciation Expense

AMORTIZATION PERIOD

36

PERIOD OFFSET

0

START OFFSET

0

RESIDUAL

200.00

INITIAL AMOUNT

INACTIVE

# Amortizations – Add the bill

When adding the bill, select the template. Add start and end dates on the line item but be careful to have the dates match up with the template type. For example, if the template type is straight line by month and you put the date of 5/15/23 to 5/14/24, the amount will amortize over 13 months.

Choose the expense account you wish the amortization entries to hit. That will determine which prepaid account it hits for the bill unless you have specified that on the template.

The screenshot shows a software interface for adding a bill. The main title is "Bill" and the vendor is "Best Buy". There are buttons for "Save", "Cancel", "Recalc", and "Actions".

**Primary Information**

CUSTOM FORM *	AVAILABLE VENDOR CREDIT	DUE DATE
Standard Vendor Bill		6/1/2021
TRANSACTION NUMBER	CURRENCY	DATE *
51	USD	6/1/2021
REFERENCE NO.	EXCHANGE RATE *	POSTING PERIOD *
	1.00	Jun 2021
VENDOR *	DISC. AMT.	MEMO
Best Buy		
2000 Accounts Payable	DISC. DATE	APPROVAL STATUS
AMOUNT	<input type="checkbox"/> PAYMENT HOLD	Approved
3,800.00		

**Classification**

SUBSIDIARY: US - West

VB HEADER TO BILL DISTRIBUTION SCHEDULE

PAGE LEVEL HELP

**Expenses and Items** | Billing | Relationships | Communication | Related Records | System Information | Custom | France Tax Reporting | Bill Distribution Details | Approvals | Collections

Expenses 3,800.00 • Items 0.00

Clear All Lines

CATEGORY	ACCOUNT *	AMOUNT *	MEMO	DEPARTMENT	CLASS	LOCATION	CLIENT	BILLABLE	AMORTIZATION SCHEDULE	AMORTIZATION START	AMORTIZATION END	RESIDUAL
	6047 Depreciation Expense	3,800.00		Operations					Fixed Asset - Computers	6/1/2021	5/31/2024	200.00

# Amortizations – Run them at month end

At month end, you can run the amortization entries all at once. Select the reminder from your dashboard (note that it only includes the CURRENT period entries). Best Practice is to check the box to include prior periods to make sure you haven't missed any. Create them subsidiary by subsidiary. The fields on the top of the screen act as a filter for the journals that show up on the bottom for processing so you can distribute this task if necessary.

## Create Amortization Journal Entries






Create Journal Entries

POSTING PERIOD Apr 2021	NAME <Type then tab>	ORIGINAL ACCOUNT <Type then tab>
<input checked="" type="checkbox"/> INCLUDE PRIOR PERIODS	<input type="checkbox"/> SELECT INDIVIDUAL SCHEDULES	TARGET ACCOUNT <Type then tab>
JOURNAL ENTRY DATE 4/30/2021	TYPE - All -	DEFERRAL ACCOUNT <Type then tab>
SUBSIDIARY * HEADQUARTERS : AMERICAS : US - West	ITEM TYPE - All -	TRANSACTION DATE FROM TO All
TRANSACTION TYPE - All -		



# Amortizations – Review schedule

Review the schedules at Lists>Accounting>Amortization Schedules. You can see where we are in the schedule and go to the linked journals.

ORACLE NETSUITE     Help  Feedback  Marc Collins  
Dilley - Administrator

Activities Payments Transactions **Lists** Reports Analytics Documents Setup Customization ...

## Amortization Schedule List Search

[Edit](#) [Back](#)

NAME CAS	AMORTIZATION PERIOD	RESIDUAL 0.00
CREATED FROM Journal #699	START DATE 4/13/2020	INITIAL AMOUNT 0.00
PROJECT	END DATE 10/13/2020	REMAINING DEFERRED BALANCE 750.00
TEMPLATE CAS	STATUS In Progress	TOTAL AMORTIZED 250.00
TYPE Standard	PERIOD OFFSET 0	AMOUNT 1,000.00
METHOD Custom	START OFFSET 0	<input type="checkbox"/> ELIMINATE
TERM SOURCE Transaction Date		

ACCOUNT	POSTING PERIOD	IS RECOGNIZED	DATE EXECUTED	JOURNAL	AMOUNT	TOTAL AMORTIZED
4004 Revenue : Maintenance	Apr 2020		4/30/2020	703	50.00	50.00
4004 Revenue : Maintenance	May 2020		5/31/2020	704	100.00	150.00
4004 Revenue : Maintenance	Jun 2020		6/30/2020	705	100.00	250.00
4004 Revenue : Maintenance	Jul 2020			- None -	200.00	
4004 Revenue : Maintenance	Aug 2020			- None -	200.00	
4004 Revenue : Maintenance	Sep 2020			- None -	350.00	

# Amortizations – Summary Schedule

There is a native report to show the amortization forecast for a given period. You can also create a saved search to show amortized amount and remaining deferred balance to assist with your reconciliation:

## Saved Amortization Schedules Search

Amortization Remaining deferred balance

Save & Run

Cancel

Preview

New Template

SEARCH TITLE \*

Amortization Remaining deferred balance

ID

customsearch3027

OWNER

Dana Larson

PUBLIC

Criteria Results Highlighting Available Filters Audience

Use this tab to specify criteria that narrow down your search.

USE EXPRESSIONS

Standard • Summary

FILTER \*

Internal ID

Criteria Results Highlighting Available Filters Audience

Use this tab to indicate columns to be included in the search results as well as sort order.

SORT BY

Date

DESCENDING

THEN BY

DESCENDING

THEN BY

DESCENDING

Columns • Drill Down Fields •

Remove all

Add Multiple

FIELD *	SUMMARY TYPE	FUNCTION	FORMULA
:: Date	Group		
:: Schedule Name	Group		
:: Source Transaction	Group		
:: Template Name	Group		
:: Amount (Schedule Total)	Group		
:: Remaining Deferred Balance	Group		
:: Total Amortized	Group		
:: Destination Account	Group		

# Date vs Period Reporting

Very important setting for reports! All Reports | Financials Only | Never

Bank reconciliations are always by date so you may need to flip this for the auditors.

This default Bank Account Determines which account Register displays when you Go to Reports>Banking & Budgeting>Register



**Set Preferences**

[Save](#) [Cancel](#)

[General](#) [Appearance](#) [Transactions](#) **[Analytics](#)** [Activities](#) [Alerts](#) [Restrict V](#)

Reporting

REPORT BY PERIOD  
**Financials Only**

SHOW REPORTS IN GRID

CUSTOMIZE FONT ON FINANCIAL REPORTS

PRINT COMPANY LOGO

DISPLAY REPORT TITLE ON SCREEN

DISPLAY REPORT DESCRIPTION

DEFAULT BANK ACCOUNT  
<Type then tab>

# Bank Reconciliations

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There are two ways to reconcile bank accounts in NetSuite

- Legacy – (Deprecated)
- Matching
- When might we use both?

## Bank Feeds

- Manual Upload
- Auto Bank Statement Import SuiteApp
- Bank Feed SuiteApp
- Bank Statement Parsers SuiteApp
- Custom Connectivity Plug-in

# How does NetSuite know?

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This checkbox on the Account record tells NetSuite which list the account will show up on when reconciling. It can be toggled. But don't go from Matching to Legacy if you have submitted matches and not reconciled.

## Account

1000 Checking-103683071619

Edit

Back

Actions ▾

NUMBER

1000

NAME

Checking-103683071619

SUBACCOUNT OF

TYPE

Bank

CURRENCY

USA

GENERAL RATE TYPE

Current

CASH FLOW RATE TYPE

Average

INVENTORY

REVALUE OPEN BALANCE FOR FOREIGN CURRENCY TRANSACTIONS

DESCRIPTION

NEXT CHECK NUMBER

6,368

SUMMARY

INACTIVE

USE MATCH BANK DATA AND RECONCILE ACCOUNT STATEMENT PAGES

# Legacy Bank Rec

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This is your “old fashioned” standard check some boxes to reconcile. There are separate menu options for the bank and credit card accounts.

## Pros

- EASY – check the boxes. No need to import bank statement for low volume accounts
- Forgiving – you can easily go back and fix a rec
- Add transactions on the fly
- Good reporting
- Mark All buttons available

## Cons

- Manual – no import function
- No automated rules for creating transactions
- It lets you save with a difference
- It's deprecated so it could potentially go away

# Legacy steps

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- Transactions>Bank>Reconcile Bank (or Credit Card) Statement
- Select account from list (if you don't see it make sure the check box on the account record isn't checked for matching)
- Leave the FROM date empty so you don't miss anything
- Enter the Bank Statement Balance
- Check the boxes for all the items that cleared the bank on both the deposit and payment tabs
- Add New Charges or New Deposits for any missing transactions. There is a limitation here in that you can't edit the columns so if you have custom fields or segments they won't show
- Once the Difference field is zero, select Save to save the rec.
- To make changes to this rec, simply open this screen and enter the same statement date.

# Legacy tips

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- Once you hit SAVE, NetSuite thinks you are done and will post the reconciliation in the list of reconciliation reports. If you aren't done, click the Complete Later to save your work and come back.
- Use the History button to see all of the former recs for this account. Make sure any differences net out to zero.
- If you enter a start date you might miss something. Bank recs are all about DATES and not PERIODS.
- If you are using the register to clear transactions during the month, you can click on Mark All Cleared to Reconcile to check all of those boxes.
- You can sort by clicking on the column header. But don't check boxes and then try to resort (to go to a new page) or you will lose your work. Click on Complete Later, come back and then resort.
- Vendors and customers are not required on the New Charge or New Deposit screen. This can be good and bad.



# Matching Bank Rec

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This is NetSuite's newer bank rec functionality that allows you to import your transactions and match them against what you have in NetSuite.

## Pros

- Fast – match rules allow you to auto match when appropriate
- Add transactions on the fly or set up a rule to create the transaction in the future
- Good reporting (same as legacy)
- Doesn't allow you to save with a difference

## Cons

- Not as easy – you have to “submit” your matches and then reconcile
- Not as forgiving – have to delete the reconciliation to make any updates
- Mark All not available

# Matching Bank Rec Steps

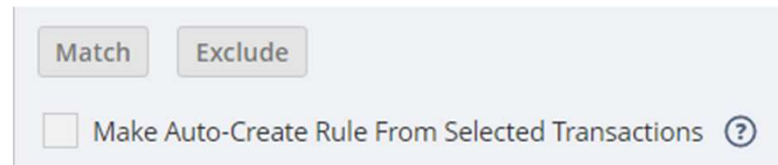
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- Transactions>Bank>Banking Import History>Upload File
- Choose the file you are importing and then the “import with a default parser (unless you have set up the format for the financial institution).
- Transactions>Bank>Match Bank Data and select the account. If you don't see it on the list, you will need to check the box on the account record for matching.
- Enter the Account number and start matching! You can click the Run Reconciliation Rules if they don't automatically kick off.
- Use the Review tab if you need to see what you have already matched or review the auto matches.
- Click Exclude if you have some bank transactions you don't want to match (historical or duplicated)

# Matching Bank Rec Steps

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- Click on a bank transaction and then the Add JE, Add Charge or Add Deposit to create the transaction in NetSuite. This popup is limited and cannot be customized.
- Be sure this check box is NOT checked when you add the transaction or it will auto add it in the future:
- Or check it to add in future!
- Once everything has been matched click Submit.
- Then select reconcile and update the date. Or you can get to this screen from Transactions>Bank>Reconcile Account Statement
- Check the Difference on the reconciliation and if it is zero you can hit Save and you are done!



# Matching Bank Rec Tips

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- Reorder the columns and sort to help make it easier. I like to put the check boxes and the amounts in the middle and sort by date or amount.
- If you have voided checks on the NetSuite side or other transactions that net to zero, you can check them and then click on Clear to get them out of the way. Make sure they total zero!
- You can also use the Clear button to reconcile here instead of legacy and not import the bank transactions.
- Get to the historic reconciliation reports from the link at the top right of the Reconcile Account Statement page.
- If you have to fix a rec, go to Transactions>Bank>Reconcile Account Statement>List and delete the latest one.

# When to use both

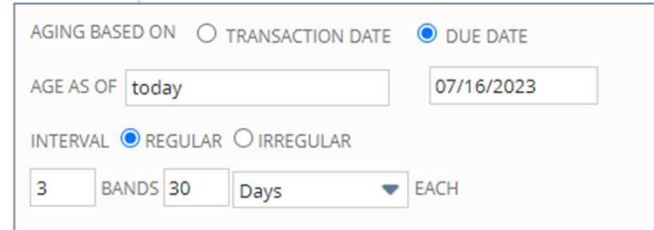
---

- When you first go live with NetSuite or if you are starting to reconcile an account with historic activity.
  - Start with the Legacy and use your mark all to clear out all of the old data. Uncheck anything still open and click save.
  - Update the checkbox on the account so you can match in the future.
- If a reconciliation using the match has gone so far sideways that you can't get it fixed.
  - Un-match anything you have matched on the reconciliation.
  - Uncheck the box on the account so you can reconcile the legacy way.
  - Reconcile using the legacy method. You can "Mark All Cleared to Reconcile" to speed it up. It will check those that you previously cleared.
  - Save your rec and recheck the box on the account record.
  - The first time you go to match, you may see some bank transactions that you don't want to match. Select them and then click on Exclude to get them out of the way.

# AR and AP Aging

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- The aging reports are some of the few reports in NetSuite that are “as of”. You can run an aging report that reflects your aging as of a certain date – which is very helpful for the audit.



The screenshot shows the configuration options for an aging report in NetSuite. It includes the following fields and options:

- AGING BASED ON:** Radio buttons for  TRANSACTION DATE and  DUE DATE.
- AGE AS OF:** Two input fields. The first contains "today" and the second contains "07/16/2023".
- INTERVAL:** Radio buttons for  REGULAR and  IRREGULAR.
- BANDS:** An input field containing "3".
- UNIT:** An input field containing "30".
- PERIOD:** A dropdown menu showing "Days".
- EACH:** A label indicating the unit of measurement.

- The Aging options at the bottom of the report are also very useful. There is an accounting preference you can set to default Transaction or Due date on Aging reports.
- Check both reports as part of your month end close and make sure there is no balance in the “No Vendor” or “No Customer” line. Unless it an accrual that will reverse out the next month.
- Keep in mind that Vendor Credits and Customer Credit Memos don't have a due date so that could change where they are displayed.

# Managing Accounting Periods

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- Opening Period
  - Don't forget to set up the periods far in advance of a new year!
  - If you have amortization schedules into the future, the periods need to be set up.
- Tax Periods
  - Some of the International editions and OneWorld if there is a VAT/GST Nexus will have tax periods.
  - These need to be set up just like standard accounting periods.
- Closing checklist
  - There is a step by step close process that you should not skip. You can "mark task complete" on those items that are not relevant
  - If you need to go back and open a period, you will have to enter a justification. These can be seen later via a search on the Accounting Period record.
  - You can skip the close checklist and close multiple periods at once if you have the accounting preference set to Allow Quick Close of Accounting Periods. VERY HANDY!
- I recommend checking the accounting preference box to "Allow Non-GL Changes is Set by Default" so that you don't have to set it each month.

# Locked Periods

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- Periods can be Locked first and then Closed. There is a permission that allows a role to make changes in a locked period.
- There is an accounting preference to tell NetSuite if you want a transaction with a date associated with a locked period to post to the current period or the first open period.
- You can set up an accounting window for how many open periods you can have at a time. This might help with accidentally booking into the future.
- Recommend having a Saved Search to see future transactions



# General Ledger Search

- To find GL impacting transactions (typically for audit requests or month end close activities), create a Saved Search with filters

**General Ledger by account and date: Results** List Search Audit Trail

[Edit this Search](#)

**FILTERS**

ACCOUNT: 1360 Prepaid Expenses : Prepaid - Deposits    TRANSACTION DATE: last fiscal year    FROM: 01/01/2022    TO: 12/31/2022    DATE CREATED: All    FROM:    TO:   

CREATED BY: - All -    DEPARTMENT: - All -    CLASS: - All -    SUBSIDIARY: - All -    STYLE: Normal

---

EDIT VIEW DATE PERIOD TYPE DOCUMENT NUMBER NAME ACCOUNT MEMO AMOUNT CREATED BY DATE CREATED DEPARTMENT CLASS SUBSIDIARY TOTAL: 2

Edit   View	04/16/2022	Apr 2022	Vendor Prepayment	2829	AAA Consulting	1360 Prepaid Expenses : Prepaid - Deposits		3,900.00	Vince Ford	04/16/2022 5:26 pm	Marketing		Headquarters : United States
Edit   View	04/16/2022	Apr 2022	Vendor Prepayment Application	1	AAA Consulting	1360 Prepaid Expenses : Prepaid - Deposits		-3,900.00	-System-	04/16/2022 5:44 pm	Marketing		Headquarters : United States

- Start with one account and a date range so that you don't have to wait for the report to run. Be sure to limit to just "posting" transactions:

**Criteria Results Highlighting Available Filters Audience Roles Email Audit Trail Exec**

**Criteria**

Use this tab to specify criteria that narrow down your search.

USE EXPRESSIONS

---

**Standard Summary**

FILTER *	DESCRIPTION *
Posting	is true
Account	is 1360 Prepaid Expenses : Prepaid - Deposits
Date	is within last fiscal year

# General Ledger Search

- Then add all of the columns of interest. Include all standard segments and custom segments that you use.
- Then, most importantly, set up your filters so that you easily filter to get the data you need. You will need to check the “show in filter region box but I don’t recommend the show as multi-select since it takes up so much room at the top of the results.

The screenshot shows the 'Available Filters' configuration page in a software application. At the top, there is a navigation bar with tabs: Criteria, Results, Highlighting, Available Filters (selected), Audience, Roles, Email, Audit Trail, Execution Log, and Search Title. Below the navigation bar is a blue information box with an 'i' icon and text: 'Limit the set of filters available on the form when you reuse this search, or to set filters for the results (such as when used as a list view). Remove all filters to use advanced search.' Below this are two checkboxes: 'MY PREFERRED SEARCH FORM' (unchecked) and 'HIDE FILTER DROPDOWNS' (unchecked). To the right of the second checkbox is a dropdown menu labeled 'DEFAULT TEXT FIELD FILTER' with 'starts with' selected. Below these are two buttons: 'Remove all' and 'Add Multiple'. At the bottom is a table with the following columns: FILTER\*, SHOW IN FILTER REGION, SHOW AS MULTI-SELECT, and LABEL. The table contains the following rows:

FILTER*	SHOW IN FILTER REGION	SHOW AS MULTI-SELECT	LABEL
:: Account	Yes		
:: Date	Yes		Transaction Date
:: Date Created	Yes		Date Created
:: Created By	Yes		
:: Department	Yes		
:: Class	Yes		
:: Subsidiary	Yes		

# Persist Search

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- If your search is a big one and will likely time out, you can run the search in the background.
- Go to the list of saved searches and click on the Persist link. It will take you to a new screen so you can see the progress of the search.
- The results will be available for 7 days.
- If a search is pending for 24 hours the status will change to failed.
  - **Pending** – Search is running.
  - **Completed** – Search is finished. The download link is available.
  - **Timeout** – An execution of the search exceeded the three hour time limit. The download link is not available.
  - **Failed** – Some error occurred in the execution of the search. The download link is not available.

# What has been added?

Have you ever needed to create a report that shows what transactions have been added or changed since a given date?

**Saved Transaction Search**

What has been Added?

[Save & Run](#) [Cancel](#) [Preview](#) [New Template](#) [Change ID](#) **Actions**

SEARCH TITLE \*  
What has been Added?

ID  
customsearch3025

OWNER  
Dana Larson

PUBLIC  
 AVAILABLE AS LIST VIEW

**Criteria** Results Highlighting Available Filters Audience Roles Email Audit Trail

**i** Use this tab to specify criteria that narrow down your search.

USE EXPRESSIONS

Standard	Summary
FILTER *	DESCRIPTION *
Period	is Last Fiscal Year
System Notes : Type	is Create
System Notes : Date	is on or after 02/01/2023
Posting	is true
Type	is Journal

**Criteria** **Results** Highlighting Available Filters

**i** Use this tab to indicate columns to be included in the order.

SORT BY  
Date

THEN BY

THEN BY

**Columns** • Drill Down Fields •

[Remove all](#) [Add Multiple](#)

FIELD *	SUMMARY TYPE	FUNCTION
Date		
Type		
Document Number		
Account		
Department		
Class		
Subsidiary		
Amount		
Created By		
Date Created		

# What has been changed?

This will get you the new GL impact. You will have to then compare it to the original file to calculate the change.

Not perfect – but better than nothing!

The screenshot displays a 'Saved Transaction Search' configuration page. The search title is 'What has been Changed?'. The search criteria are defined by a table of filters:

Standard	Summary
<b>FILTER *</b>	<b>DESCRIPTION *</b>
Period	is Last Fiscal Year
System Notes : Type	is Change
System Notes : Date	is on or after 02/01/2023
Posting	is true
Type	is Journal

Additional interface elements include a 'Criteria' tab with a help message: 'Use this tab to specify criteria that narrow down your search.' and a 'Columns' panel with a list of fields: Date, Type, Document Number, Account, Department, Class, Subsidiary, and Amount. The 'Columns' panel also includes 'Remove all' and 'Add Multiple' buttons.

# Reporting tricks

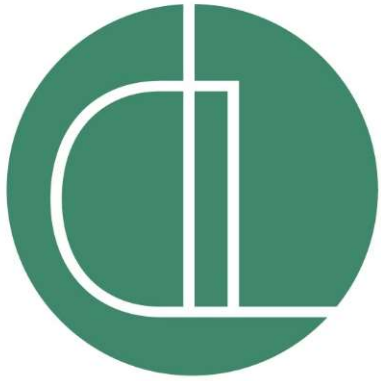
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- Date vs. Period
- Alternate Date range
- Filters
- Permissions
- Expand and Collapse
- Hierarchy vs No Hierarchy
- Customize the Drill Down report

# Reminders

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- Reminders are a powerful way to set yourself (or your employees) up for success.
- Create searches that tell you when you are required to act. When entities or transactions enter a given state, they show up on your dashboard.
- It's conceivable that someone's entire job could be driven by reminders.
- A great tool for keeping data clean.
- Create reminders for tasks due or overdue.
- Add Headline Reminders with colors to highlight what needs to be done.
- Review Data for approvals (instead of workflow)



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# Thank You!

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