# CloudExtend Excel for NetSuite

## Beginners Guide

# CloudExtend Excel for NetSuite

This guide will help you understand the basic concepts of the CloudExtend Excel. Topics covered include:

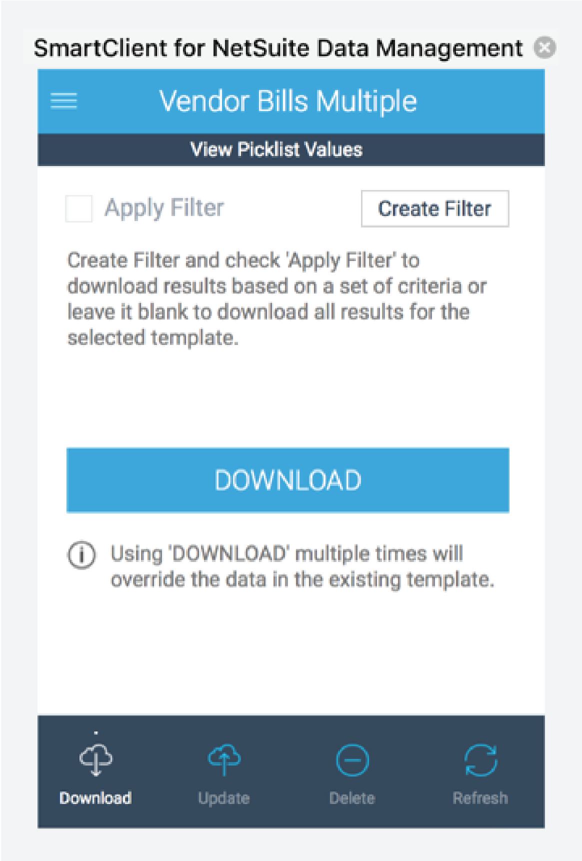
1 Building templates:
1.1 General Tips

2 Retrieving Data From NetSuite
2.1 Download
2.2 NetSuite Saved Search
2.3 Refresh

3 Updating Existing or Creating New NetSuite Records

4 Deleting NetSuite Records

5 More Tips

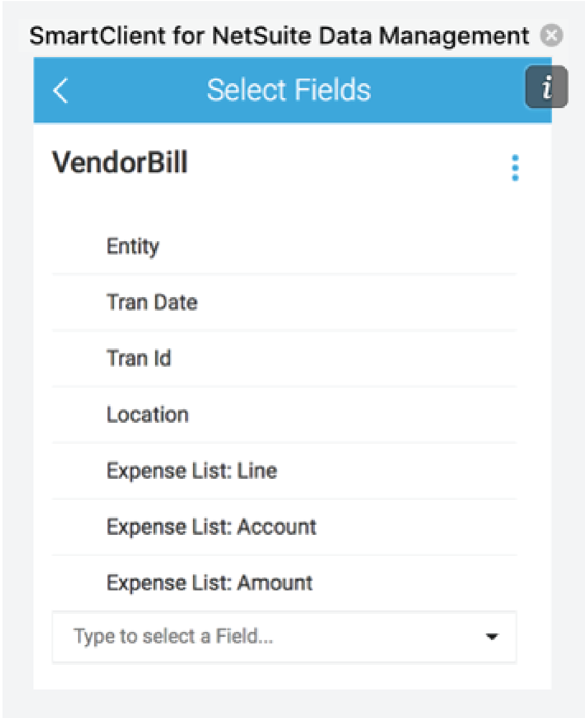


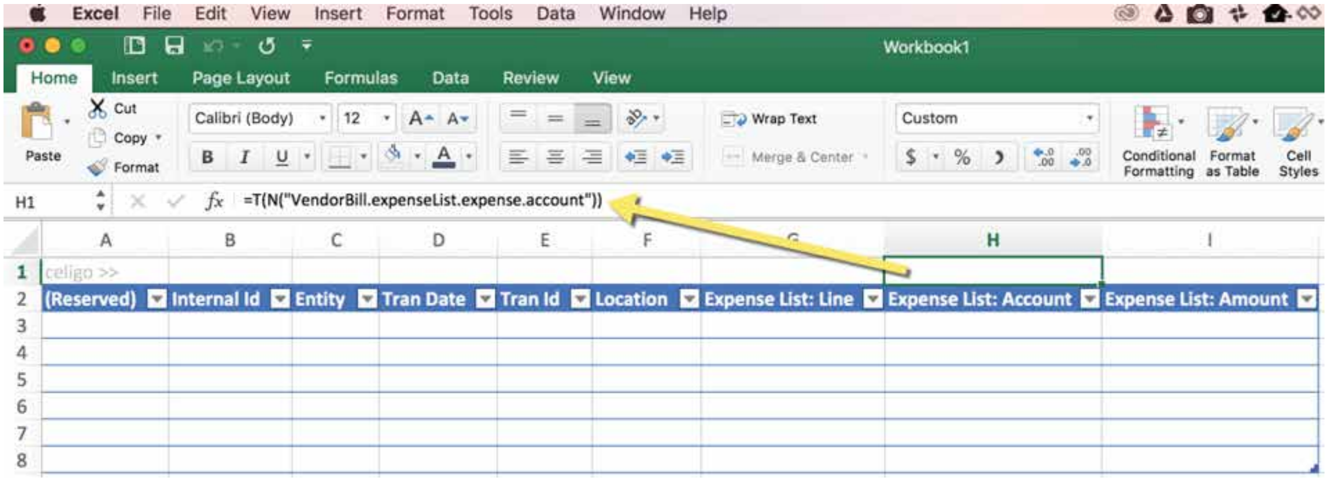
# What Are Templates?

Templates are used by CloudExtend Excel to define the NetSuite fields that users will interact with. The CloudExtend Excel Add-In allows fields to be selected via an easy to use interface. When a template is loaded on a Worksheet it becomes an Excel table.

Row 1 is reserved to hold the names of the NetSuite fields and should not be edited unless you are a power user (the names are hidden but can be exposed by clicking in a cell on Row 1). Table headers (Row 2) can be freely edited to make the field names more user friendly.

Once a template is loaded into Excel it can be used to retrieve and/or update data from NetSuite. It can even create net new NetSuite records and transactions..

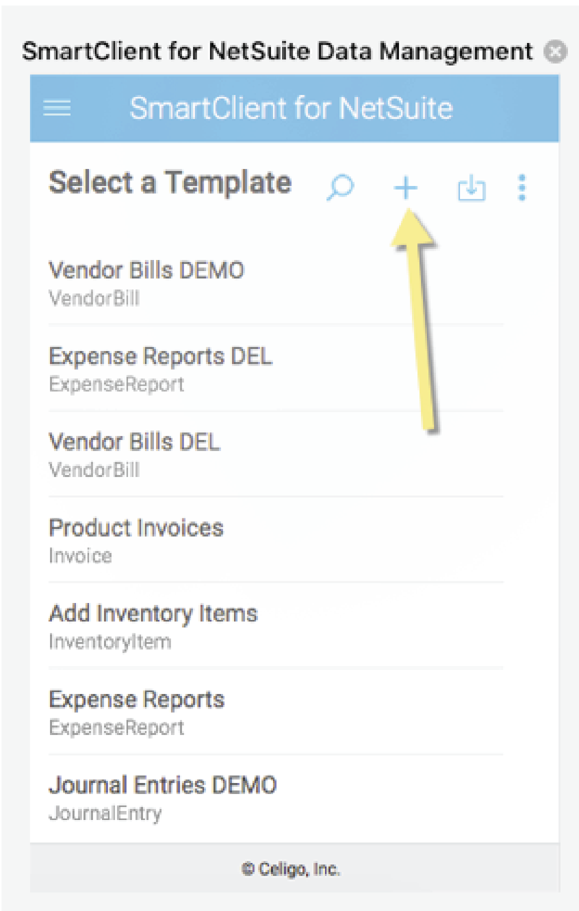


# 1 Building your first template

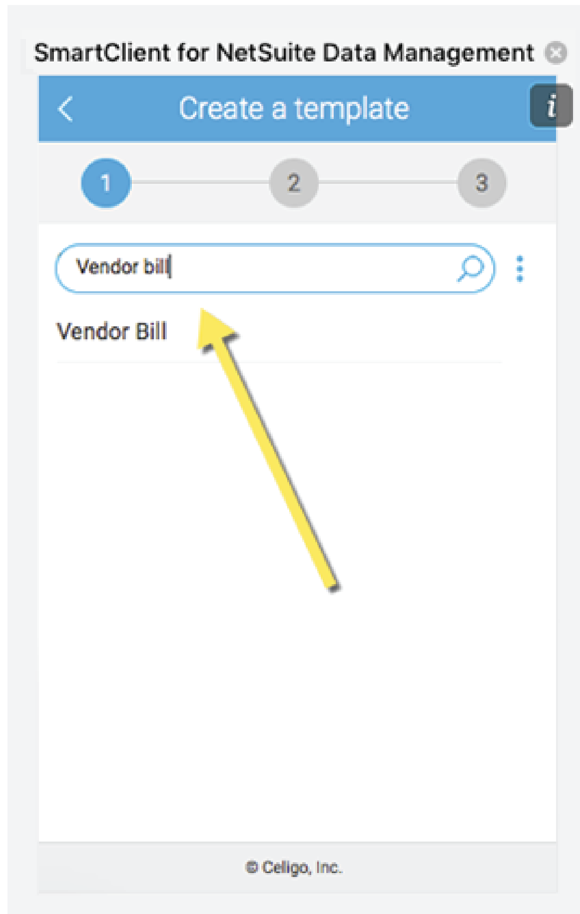
## Step 1

Click on the + sign to create a new template OR Click the icon to the right of the + sign to import templates we've already built. The pre-built templates can be used as is or customized.



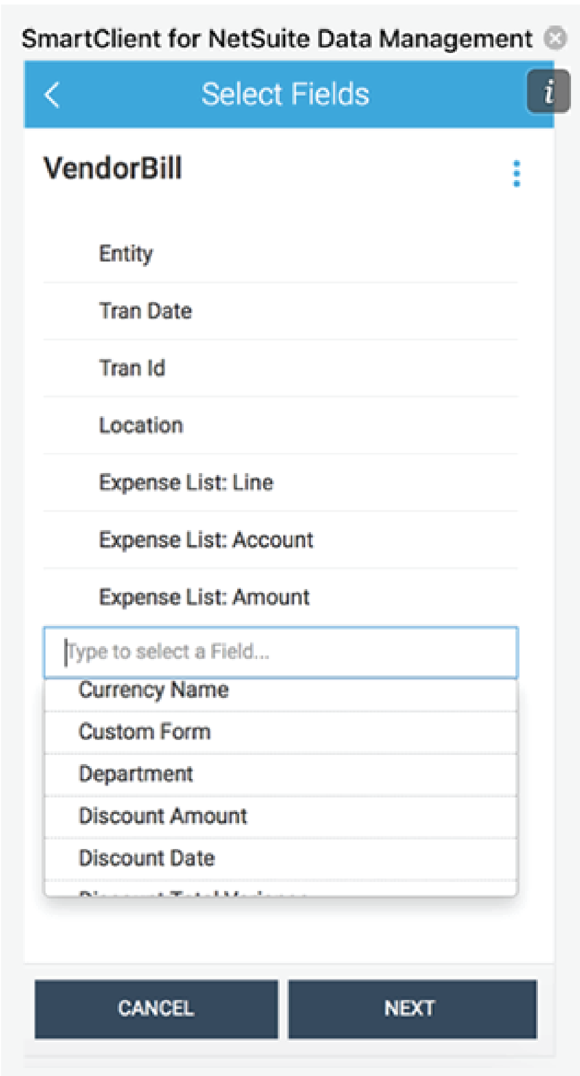

## Step 2

Type or scroll to select the NetSuite Record or Transaction the template will be associated with. CloudExtend Excel even supports Custom Records. In the example below a template will be created for Vendor bills.



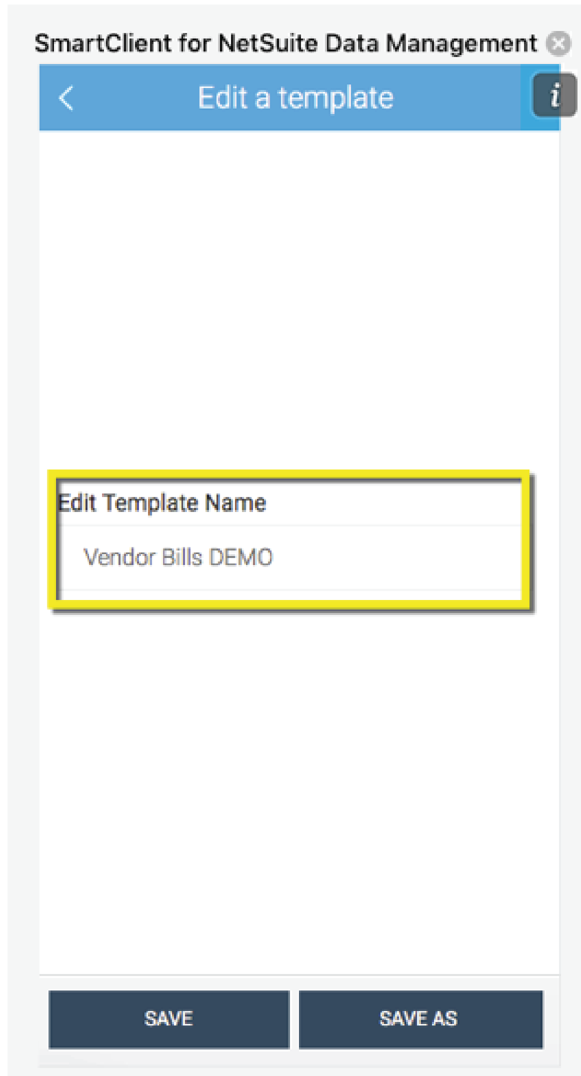
## Step 3

Select the fields you want to add to the Template. You can type in any part of the field name or scroll to locate it.  You can move and rearrange the fields by clicking and dragging.  Once all your fields are selected and in place click Next.



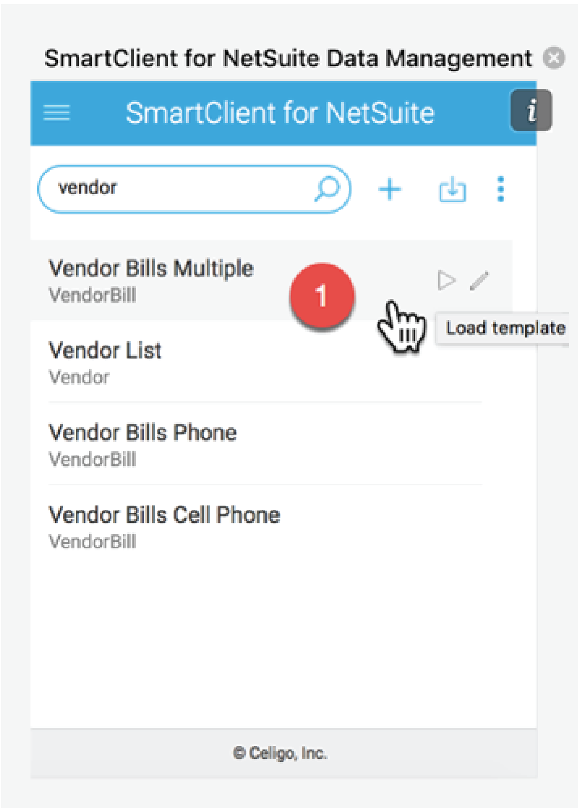

## Step 4

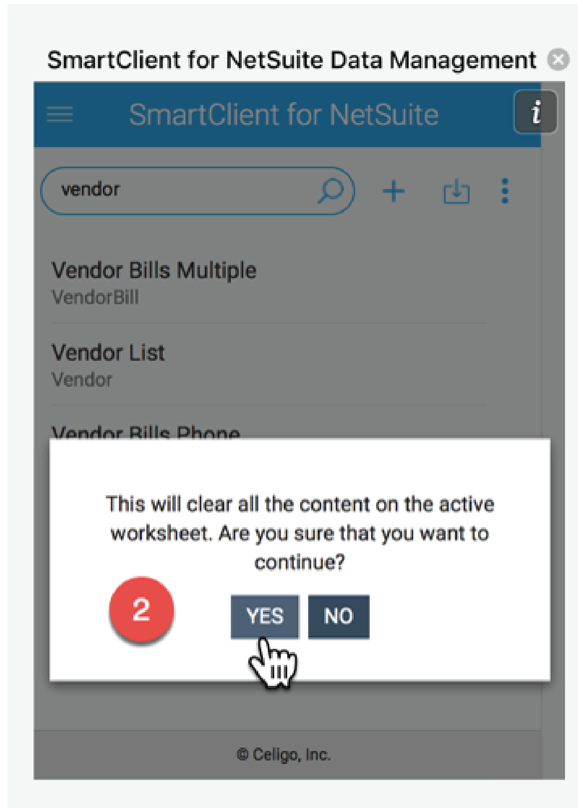
Create a name for your newly built template and click Save.

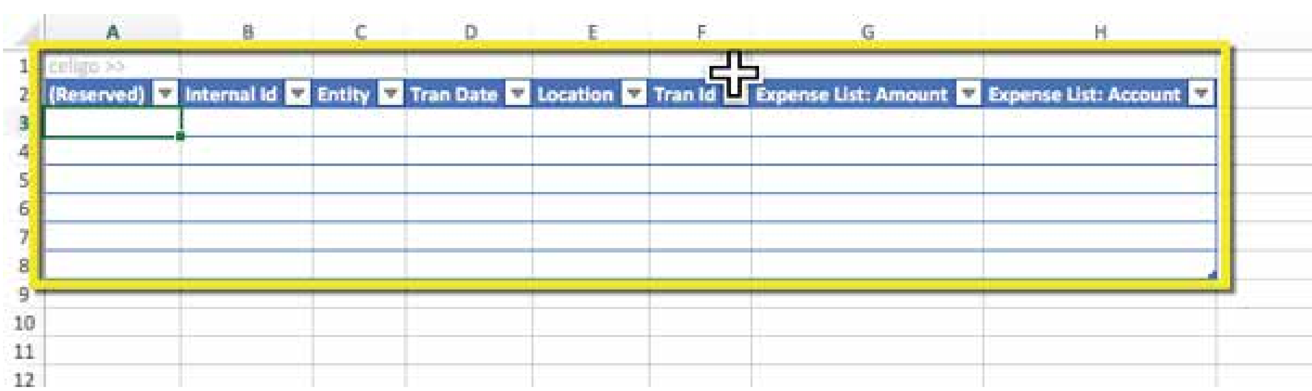


## Step 5

Once your CloudExtend Excel template is saved you can load it into Excel by clicking on the template name (1). You will be warned that loading the template will clear the contents of the Active Worksheet (2). Select Yes if this is OK and your template will load as an Excel table.

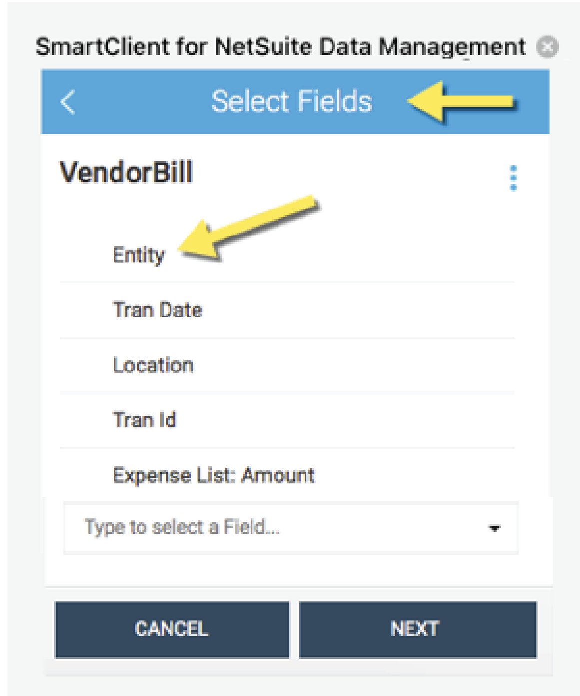


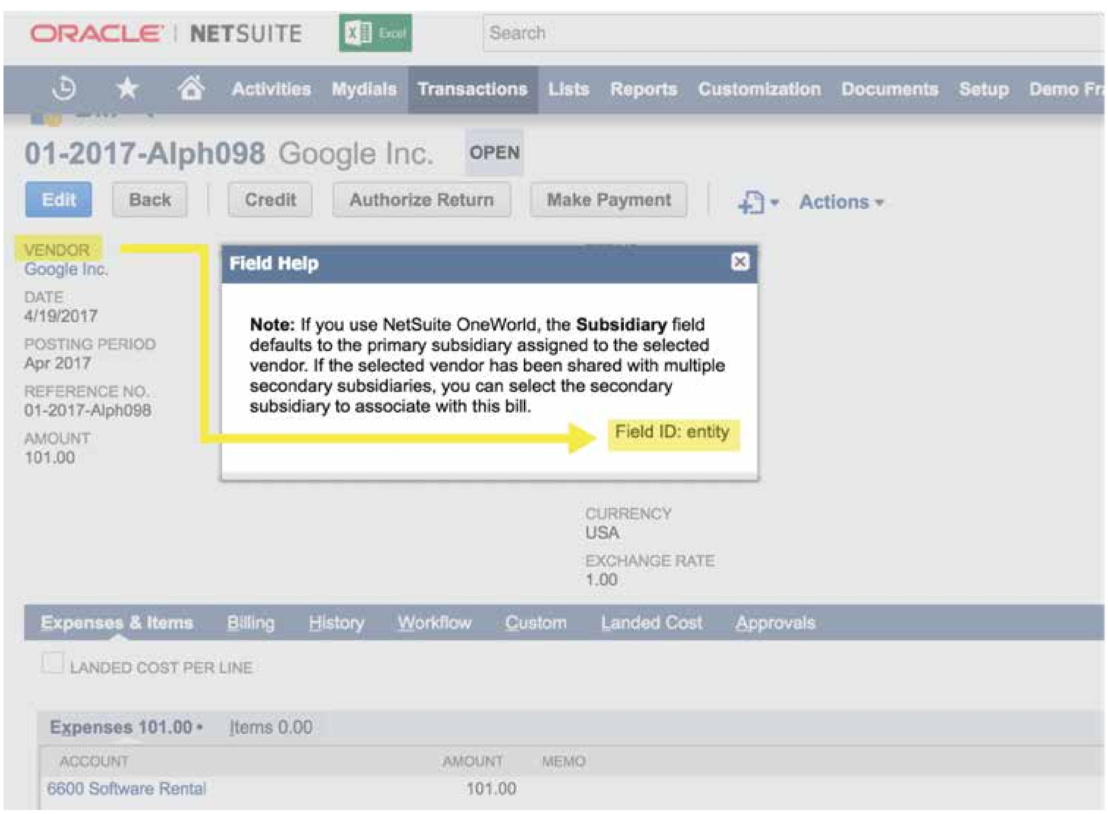



## 2.1 Building Templates Tips

**NetSuite field ID's** - When creating a CloudExtend Excel template, the **display name** that appears on the record in NetSuite may be different than the **field ID**. The **field ID** is what is initially displayed in the template field list. If you are not sure of the field ID open the record in NetSuite. To find the **field ID** simply click on the **display name** once you see the ? sign and scroll down to the bottom. The **field ID** will be displayed. Once your template is loaded you can change the name of the field in the table header to make this easier for your end users.

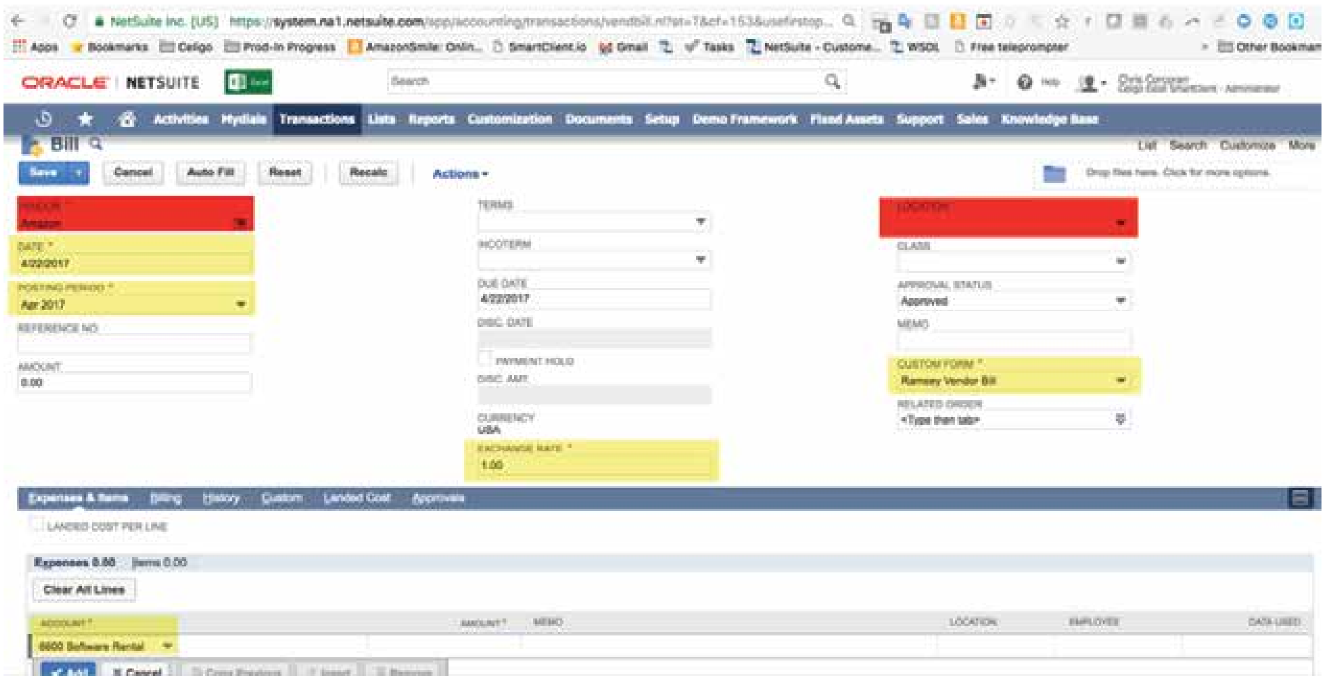


## Required fields

CloudExtend Excel respects the required fields of the form selected (or the default form if a custom form was not selected). To see which fields are required refer to your NetSuite form (create a blank new record). Enter in a value in the entity field and press tab. Fields with an asterisk that are empty are required. Fields with an asterisk that are prefilled have default values. Leaving this empty in CloudExtend Excel during an upload will result in the default value being populated. Save time and leave these values empty if you plan on uploading default values.

In the example below (vendor bill) the red fields are required and the yellow fields, while required, will autofill with default values and can generally be left empty during an update.



# 2 Retrieving Data From NetSuite into Excel

Now that you have built your template it's time to use it.

There are three ways to retrieve data from NetSuite.

2.1 Download

2.1.0 Use the template's data filter to avoid downloading large unnecessary record sets

2.2 Netsuite Saved Search

2.3 Refresh

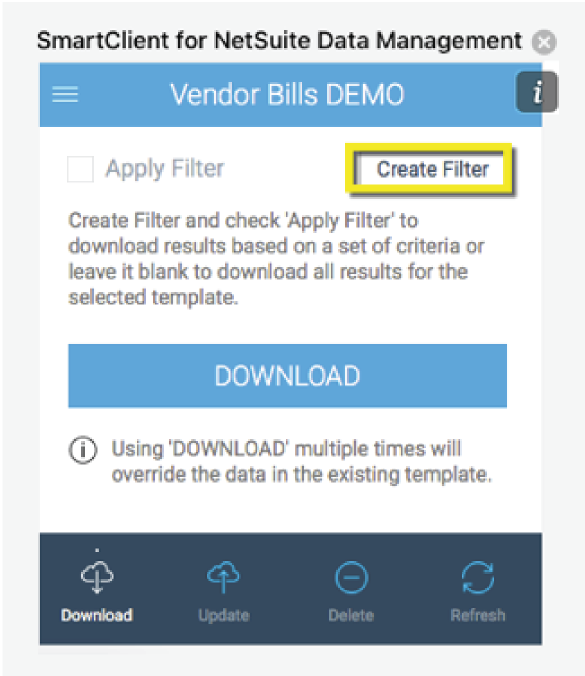
2.3.1 Typically used to bring in a very limited number of records or to call NetSuite to return the most recent results of the selected records.

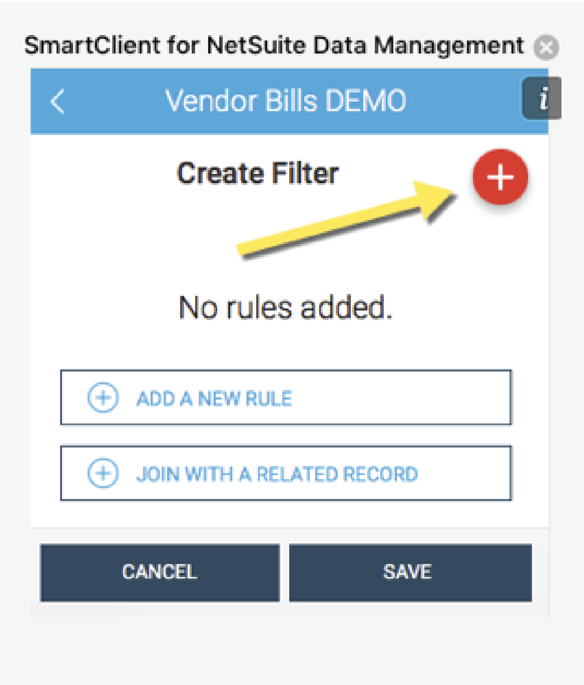
## 2.1 Download

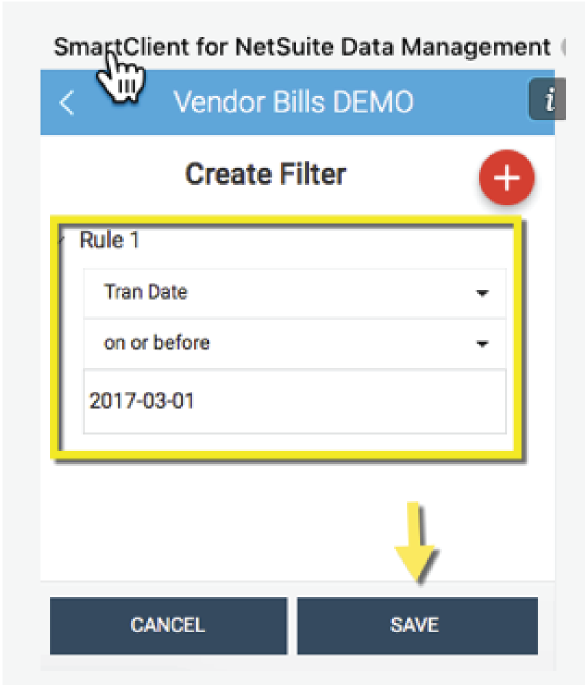
Retrieves all or select (with Data Filter) records from NetSuite to Excel

### Step 1

Clicking download will bring in all NetSuite Records associated with the template. This is not typically desired therefore Celigo recommends using a Data Filter (or NetSuite saved search as described later). The example to the right shows a filter created to limit the download to Vendor Bills with a transaction date on or after March 1, 2017.

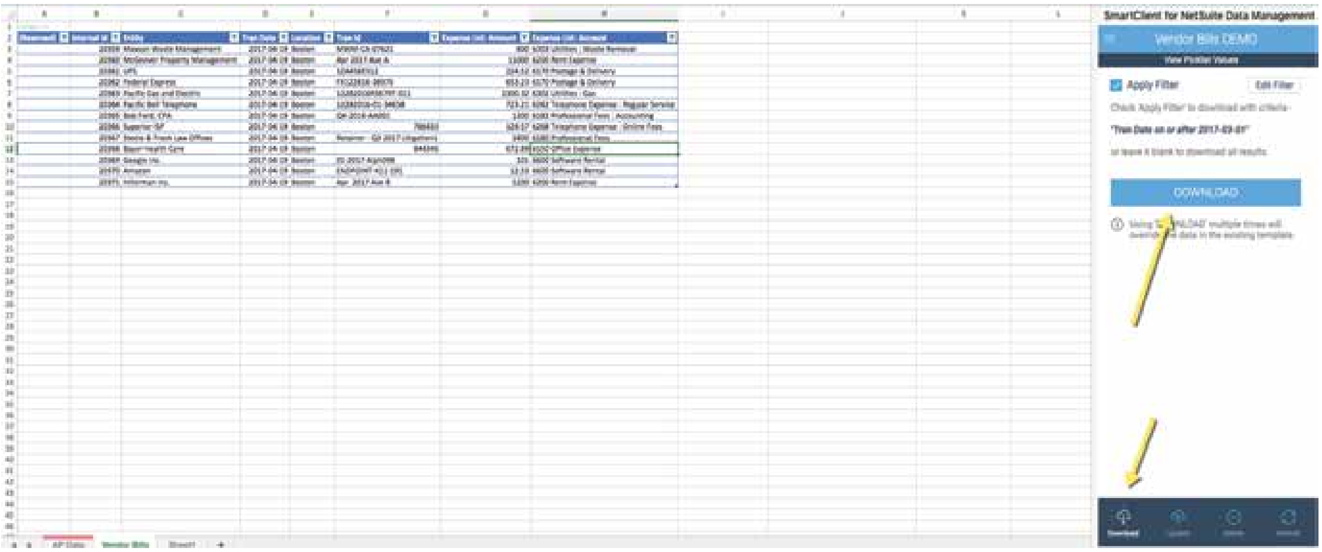


## Step 2

After you click download all the vendor bills from March 1, 2017 will populate as shown below. Now you can manipulate the data and send it back to NetSuite if you wish by updating as described later.



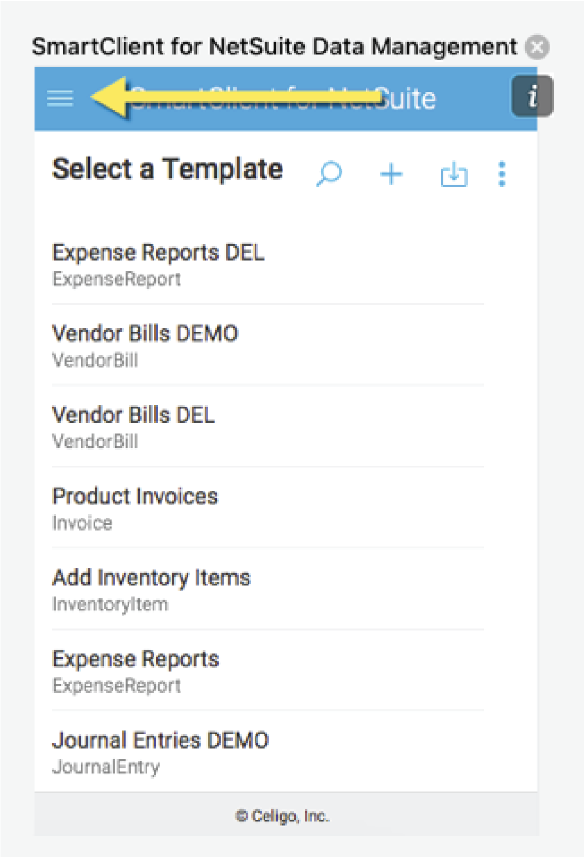
# 2.2 Using NetSuite Saved Searches to bring in data

## Saved searches

After you have built your template, and you want to use a saved search to bring information into the CloudExtend Excel please follow these steps:

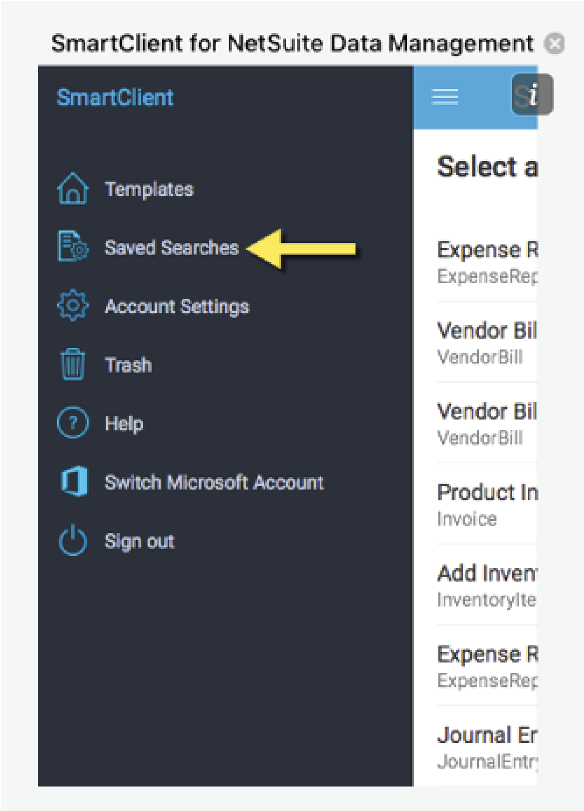
### Step 1

Click on the hamburger icon on the top left hand side of the CloudExtend Excel.



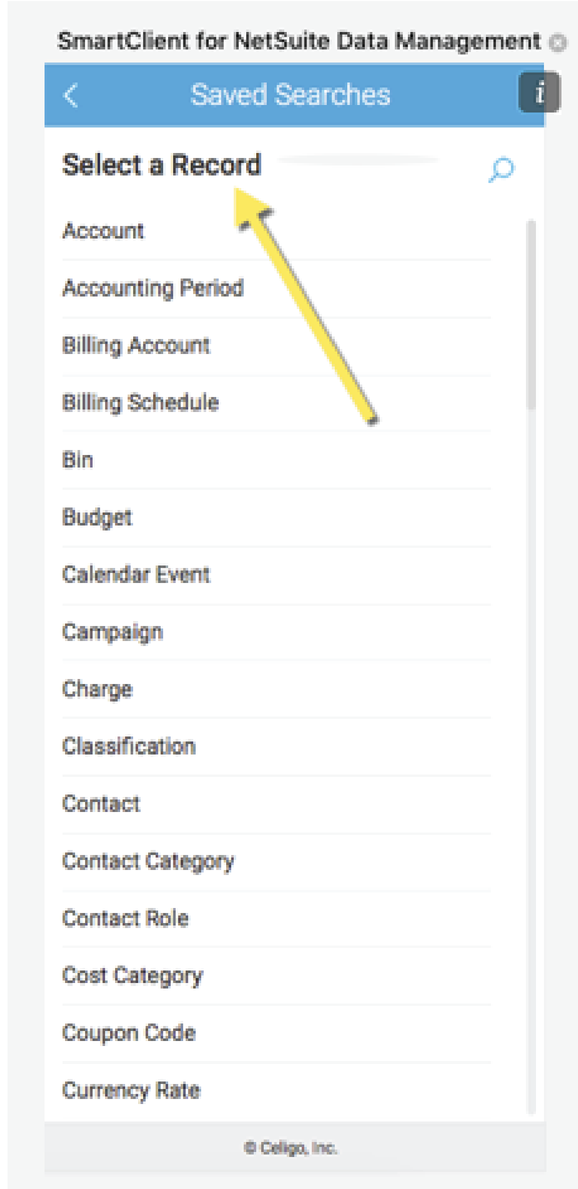

### Step 2

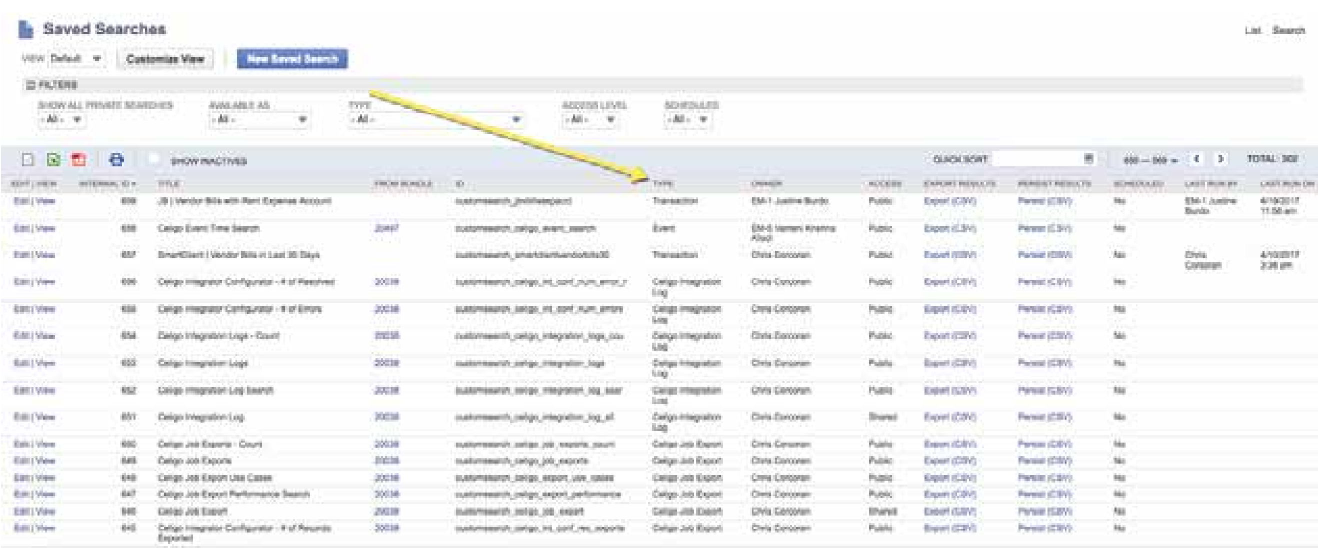
Click on saved searches.



## Step 3

Select the appropriate search type.  If you are looking for a **vendor bill saved search** you would not search for **vendor bill** but instead **Transaction** because that is the type of search it is categorized as in NetSuite.  If you are unsure of the what the type is, you can go to saved searches in NetSuite and find it (See below).



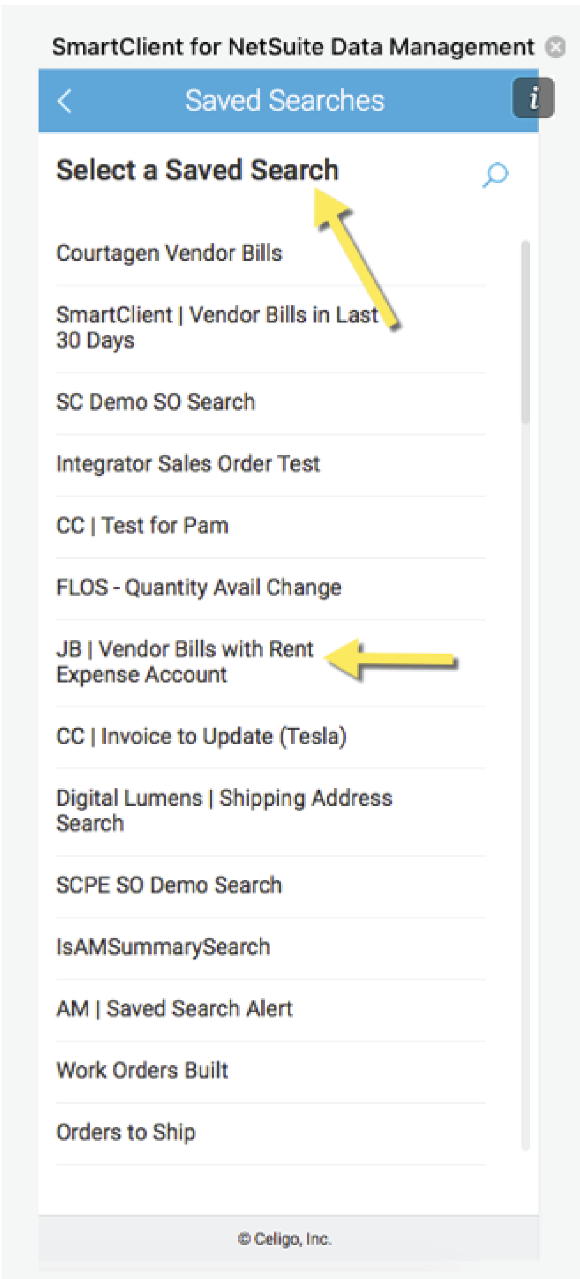



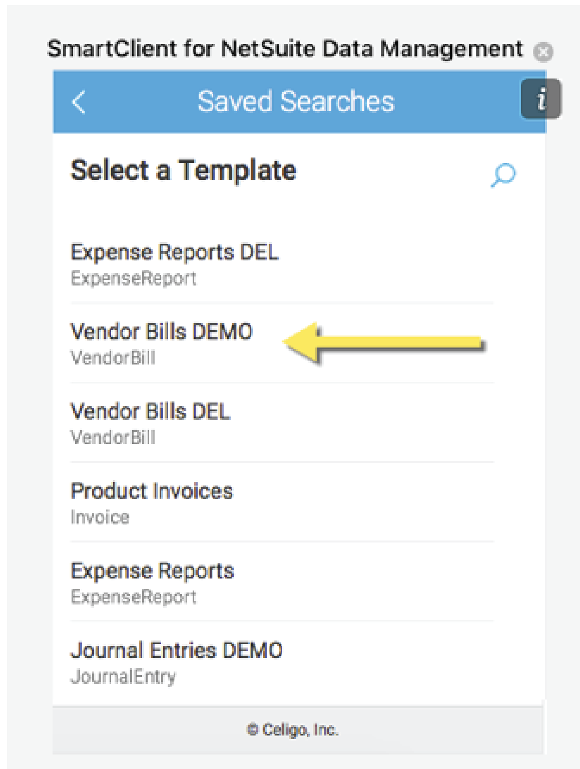
## Step 4

Now you will select the saved search you want to bring in. You may filter your list by typing to the left of the magnifying glass.

## Step 5

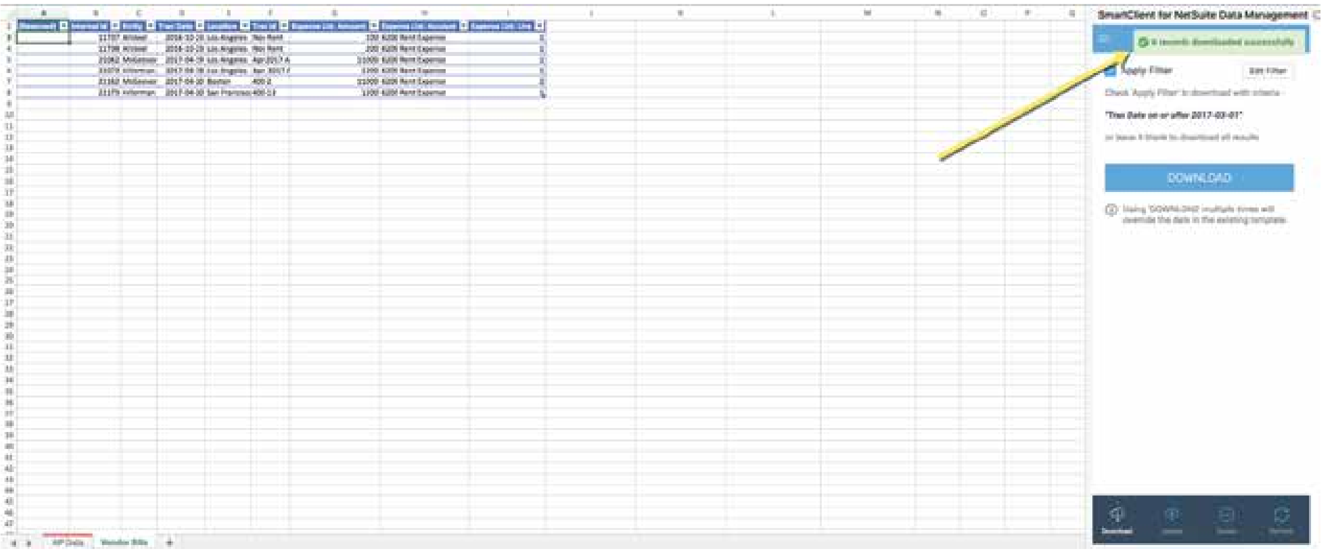
Choose your template. CloudExtend Excel was built to manipulate data and send it back to NetSuite therefore a template is required to hold the data. Only the fields in your template will be populated, ie if you have 20 search results columns in NetSuite but only 10 in a CloudExtend Excel template only 10 columns will be populated.



## Step 6

After you choose your template, click yes and your template will load and data will begin to populate the template from NetSuite. From here you can make edits to your data and send it back to NetSuite (Update).



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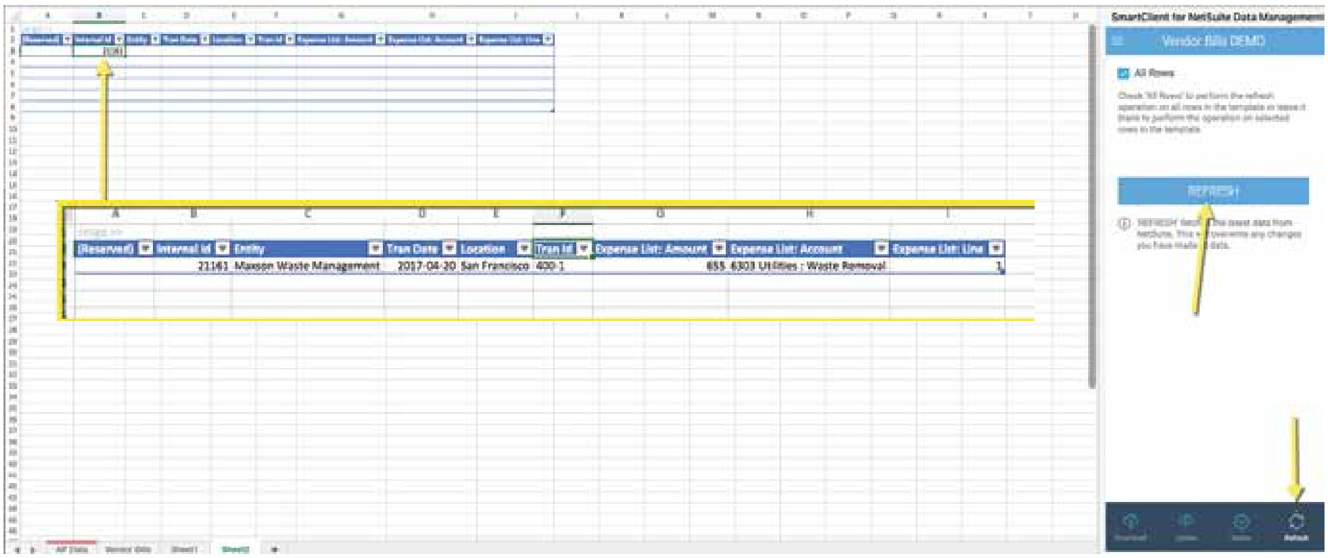
# 2.3 Refresh

Refresh is available when you have one or more internal ID's populated in the internal ID column. It is a quick way to bring in one or more records from NetSuite for editing.

## Step 1

Take an internal ID from NetSuite and paste it into the Internal ID. Click on '**Refresh**' and it will populate all the fields in your template.

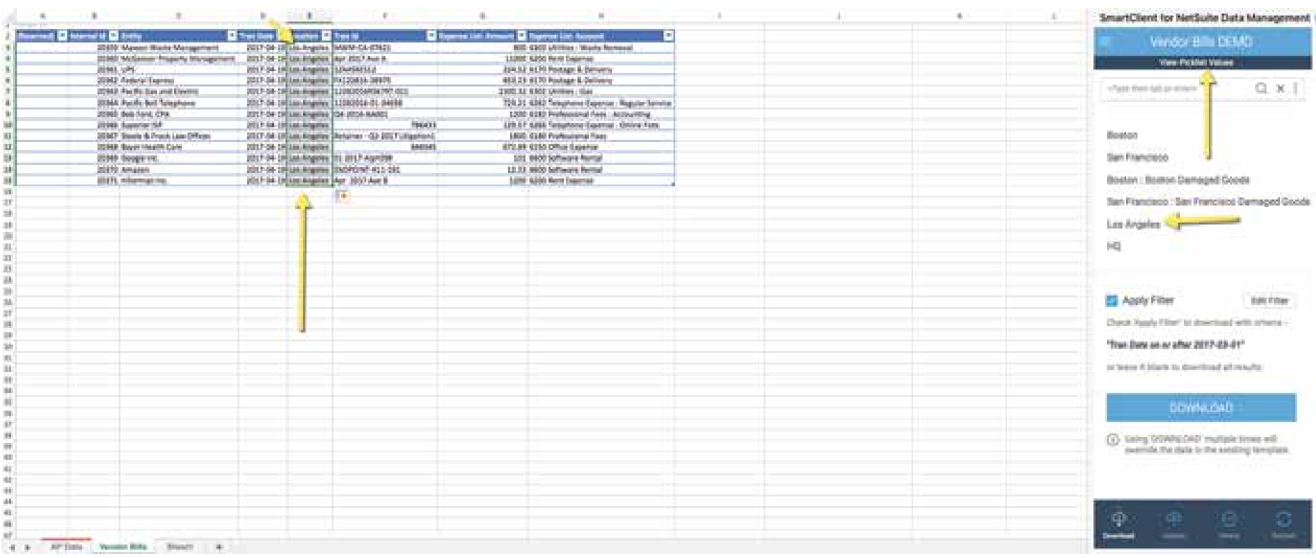


# 3 Update

Takes information from the CloudExtend Excel and pushes it back to NetSuite.

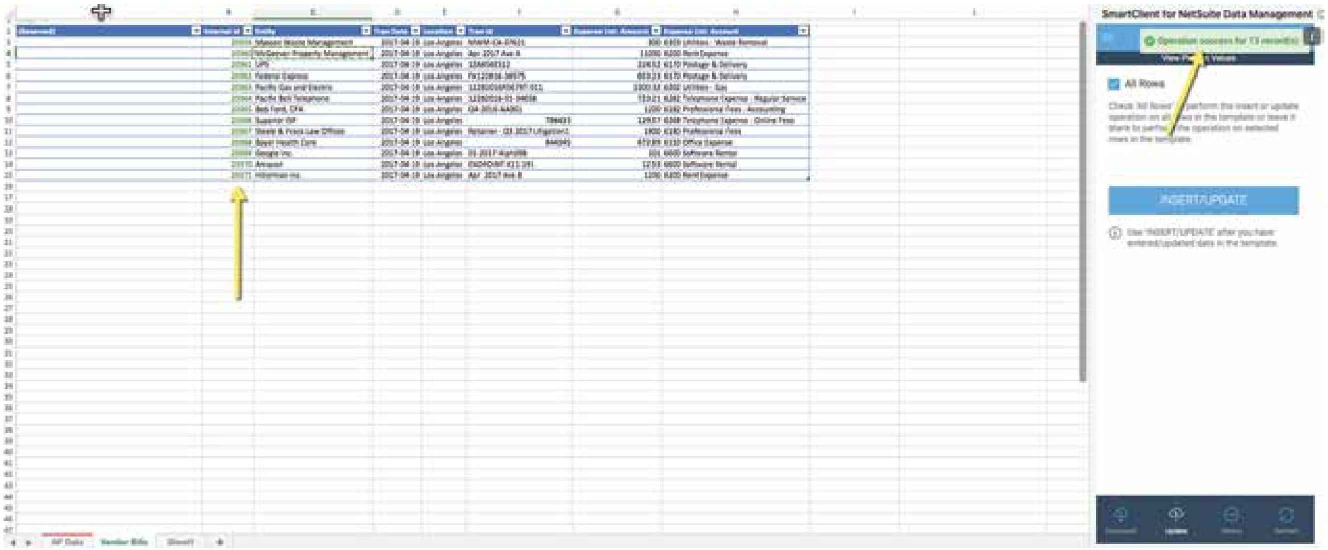
## Step 1

In the example below the Location field is being updated from Boston to Los Angeles. Click under location and click on '**View Picklist Values**' (in the add-in). Choose Los Angeles and drag down to fill in the remaining lines.



## Step 2

Click ‘**Update**’ and then check off ‘**All Rows**’ and then click ‘**INSERT/UPDATE**’ in the middle. Those 13 vendor bills will be updated in NetSuite with the new location of Los Angeles. The internal ID will turn green on each row as the updates are successfully completed.



# 3.1 Creating New NetSuite Transactions and Records

CloudExtend Excel tables already interact with NetSuite. When your table loads CloudExtend Excel begins to cache possible values for drop down fields in the ‘Picklist’ at the top right of the Add-In. You can simply start entering values in Columns to begin. A more common use case, however, is for end users to use Excel formulas (or even copy/paste) to populate the table. Examples include orders placed by customers. Simply take their multi line Sales Order and reference it in your CloudExtend Excel table and it can quickly be converted to a NetSuite Sales Order.

Project Managers can track time against projects in other worksheets and update the master project record from them.

# 4 Delete

Delete records in NetSuite.

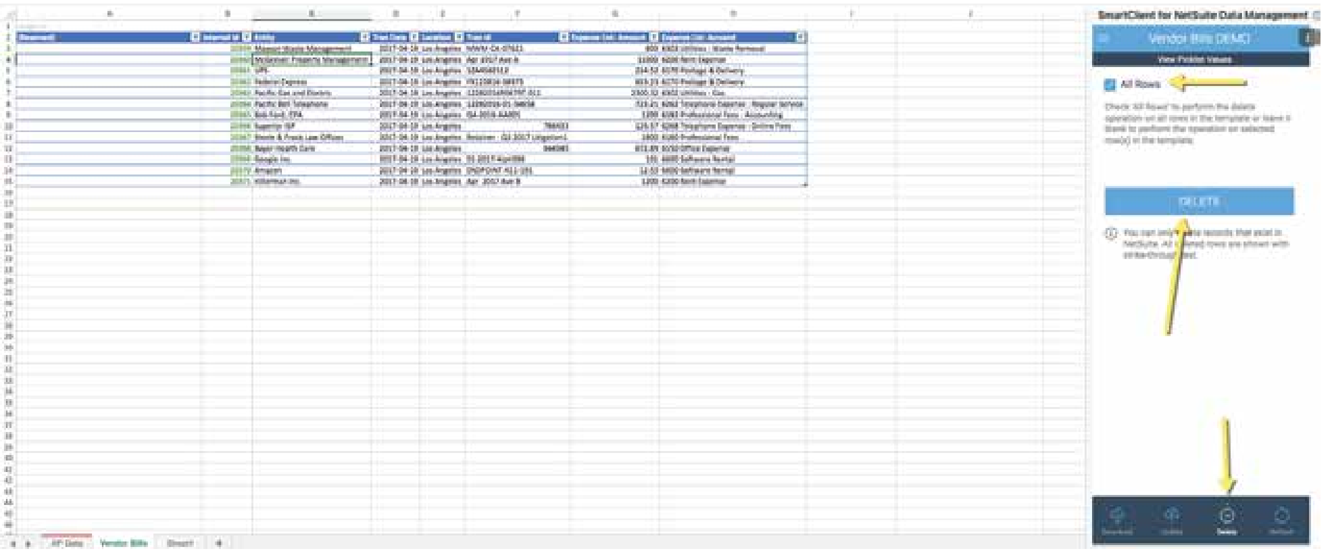
*Notes:*

1. CloudExtend Excel obeys all permissions set in NetSuite. If your role does not allow you to delete in NetSuite you won't be able to delete with CloudExtend Excel.

2. Best practice is to save a workbook after you delete records. This will ensure you can recover them if necessary.

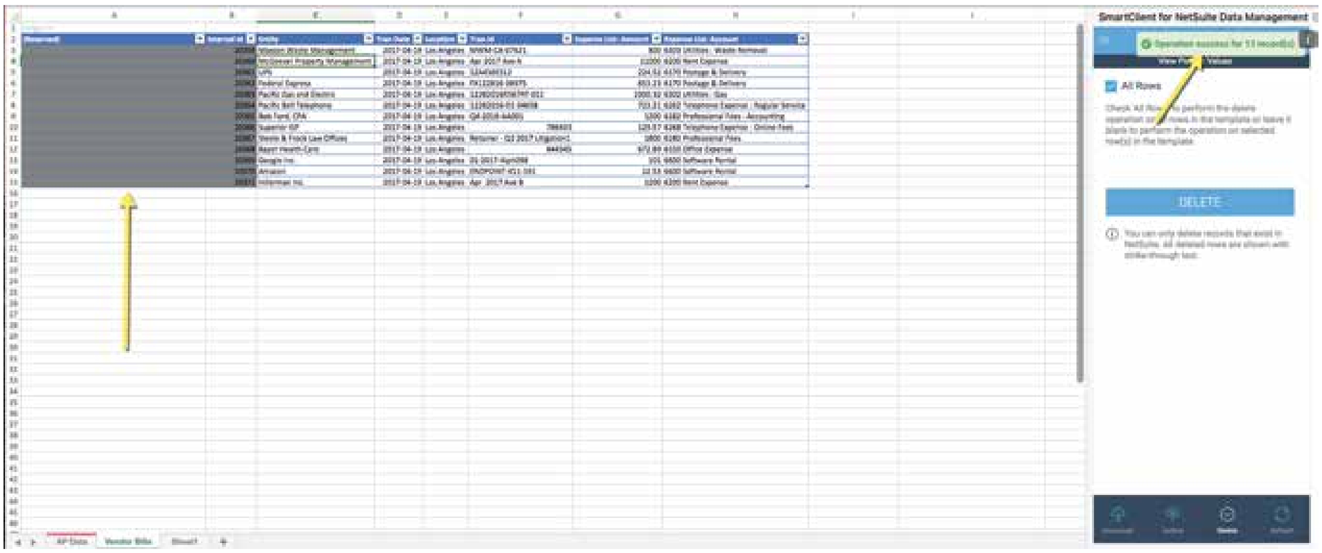
## Step 1

Click on '**Delete**' then check off '**All rows**' (or select only the rows you want to delete ) and then '**DELETE**'.



## Step 2

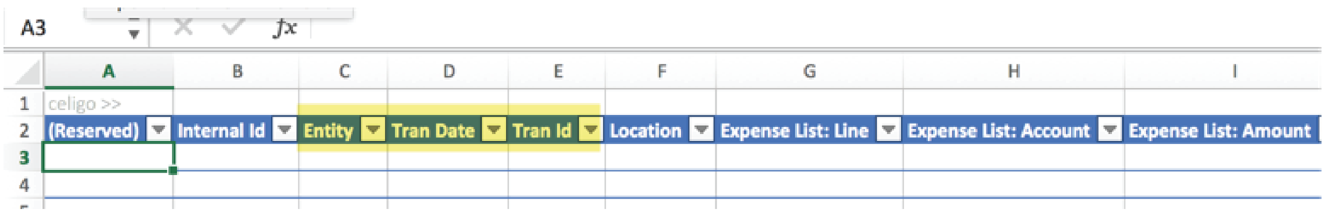
The 13 vendor bills are now deleted in NetSuite (as evidenced by the “Operations Successful” message in the add-in as well as the color gray in the Reserved and internalID columns). Accidentally deleted the data? No worries, simply remove the values from the internal ID’s and click on ‘Update’ to send the data back to NetSuite.

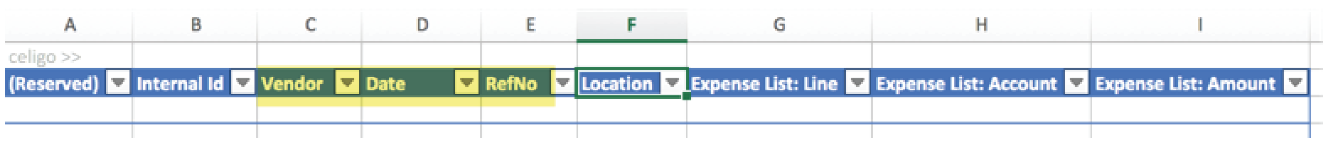


# 5 General Tips

**Sharing workbooks:** Typically companies have 1 or more CloudExtend Excel power uses responsible for building templates and many people using them. With CloudExtend Excel, power users can load a template onto an Excel Worksheet and then share it with end users. Many customers have multiple users who have CloudExtend Excel licenses and need to to use templates as part of their workflows, however only a few people build the templates. These workbooks can be shared with end users. End users can then begin interacting with the CloudExtend Excel via the tables without having to learn how edit or even load templates.

- Before sharing the workbook it is suggested that the column header names are modified to meet the needs of the business users. Below, Entity, Tran Date, and Tran ID were modified.



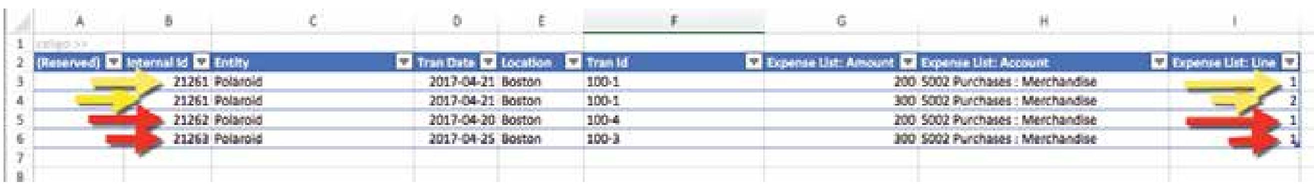




### Creating multi-line transactions.

- To create transactions with multiple lines (line level detail) ensure that all header level fields are identical.
- During an update this will create one transaction (as evidenced with an identical internal ID returned for each row.) If any of the header level fields are different it will create different internal ID's.

### In the below image

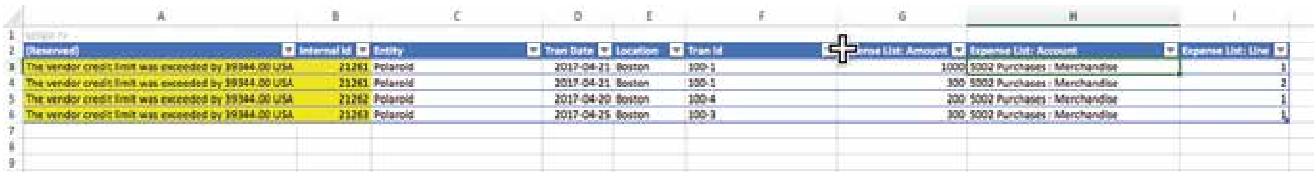
- The yellow arrows showcase 1 internal ID (record) with multiple line items.
- The red arrows showcase 2 different internal ID's (records).



**Notifications**: The CloudExtend Excel will give you 3 types of color coded notifications after an update

- Internal ID's in green indicates a successful update.
- Messages in red indicate an error. The error needs to be fixed before the record can be saved to NetSuite. Tip: After the error is fixed upload just the affected row.
- Messages in yellow indicate a notification from NetSuite but are still successfully updated.

| (Reserved) | Internal Id | Entity | Tran Date | Location | Tran Id | Expense List: Amount | Expense List: Account | Expense List: Line |
|---|---|---|---|---|---|---|---|---|
| "Milford" isn't a valid value for Location. | 21261 | Polaroid | 2017-04-21 | Milford | 100-1 | 200 | 5002 Purchases : Merchandise | 1 |
| "Milford" isn't a valid value for Location. | 21261 | Polaroid | 2017-04-21 | Boston | 100-1 | 300 | 5002 Purchases : Merchandise | 2 |
| | 21262 | Polaroid | 2017-04-20 | Boston | 100-4 | 200 | 5002 Purchases : Merchandise | 1 |
| | 21263 | Polaroid | 2017-04-25 | Boston | 100-3 | 300 | 5002 Purchases : Merchandise | 1 |



| (Reserved) | Internal Id | Entity | Tran Date | Location | Tran Id | Expense List: Amount | Expense List: Account | Expense List: Line |
|---|---|---|---|---|---|---|---|---|
| The vendor credit limit was exceeded by 39344.00 USA | 21261 | Polaroid | 2017-04-21 | Boston | 100-1 | 1000 | 5002 Purchases : Merchandise | 1 |
| The vendor credit limit was exceeded by 39344.00 USA | 21261 | Polaroid | 2017-04-21 | Boston | 100-1 | 300 | 5002 Purchases : Merchandise | 2 |
| The vendor credit limit was exceeded by 39344.00 USA | 21262 | Polaroid | 2017-04-20 | Boston | 100-4 | 200 | 5002 Purchases : Merchandise | 1 |
| The vendor credit limit was exceeded by 39344.00 USA | 21263 | Polaroid | 2017-04-25 | Boston | 100-3 | 300 | 5002 Purchases : Merchandise | 1 |

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