

celigo

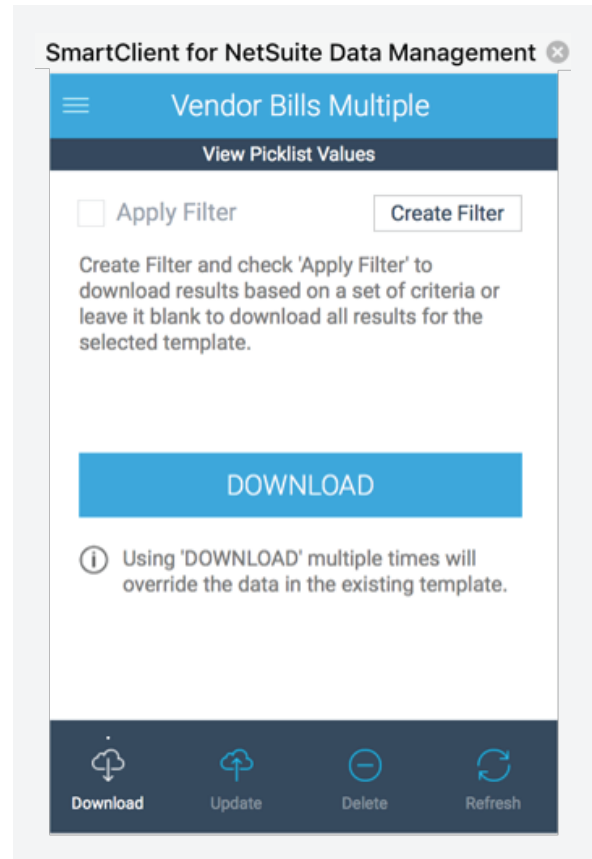


# CloudExtend Excel for NetSuite Beginners Guide

# 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

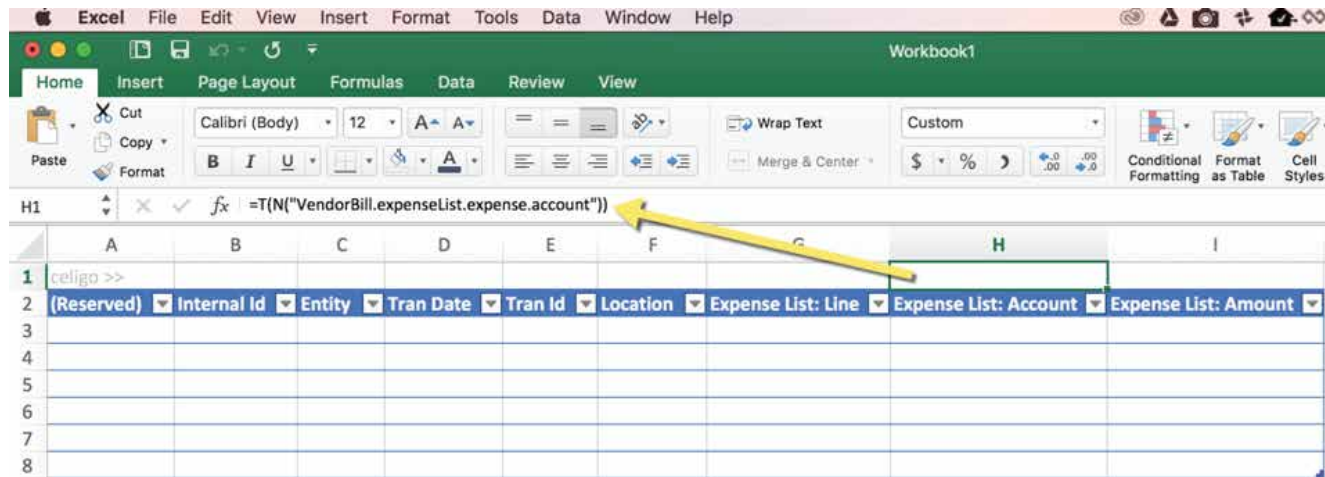
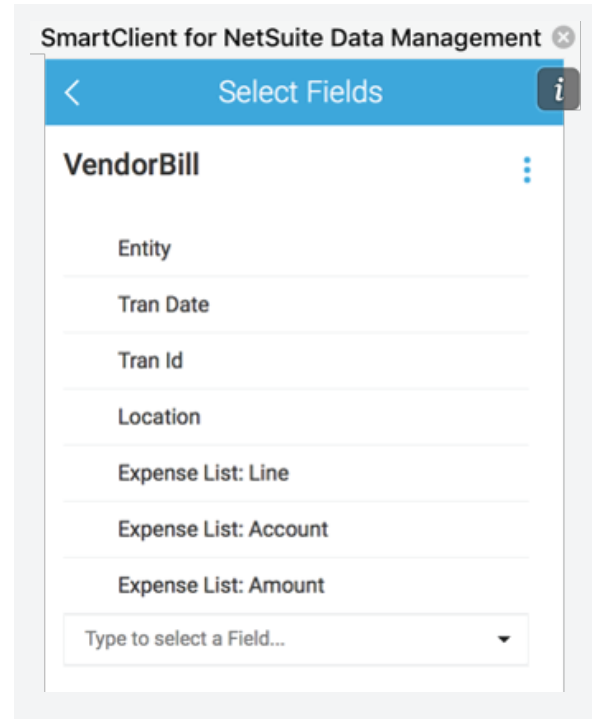


# What Are Templates?

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.

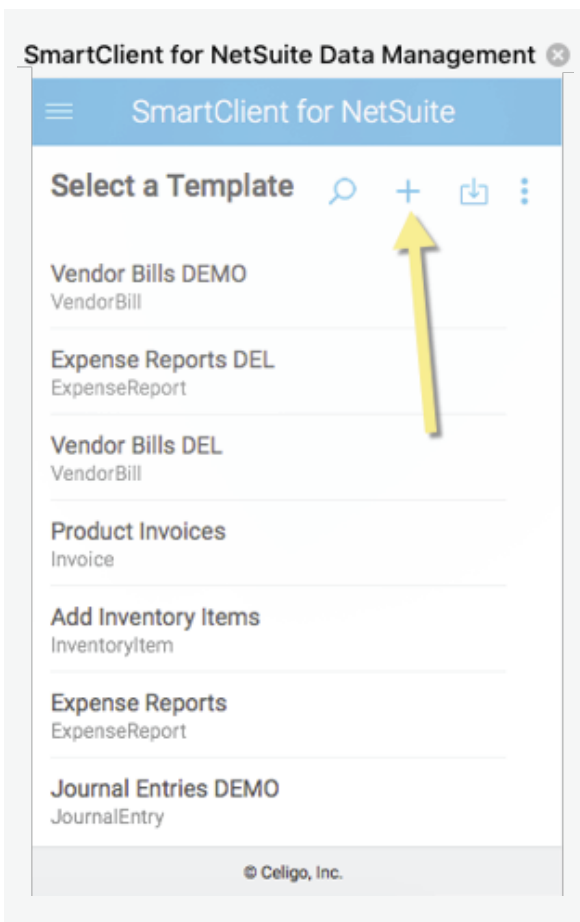
Once a template is loaded into Excel it can be used to retrieve and/or update data from NetSuite. It can even create net new NetSuite records and transactions..



# 1 Building your first template

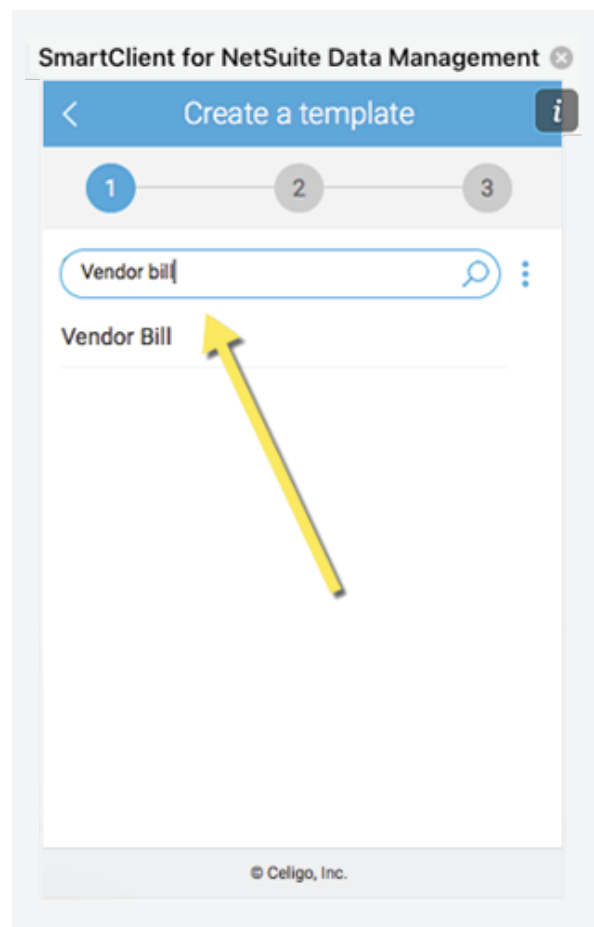
## Step 1

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.



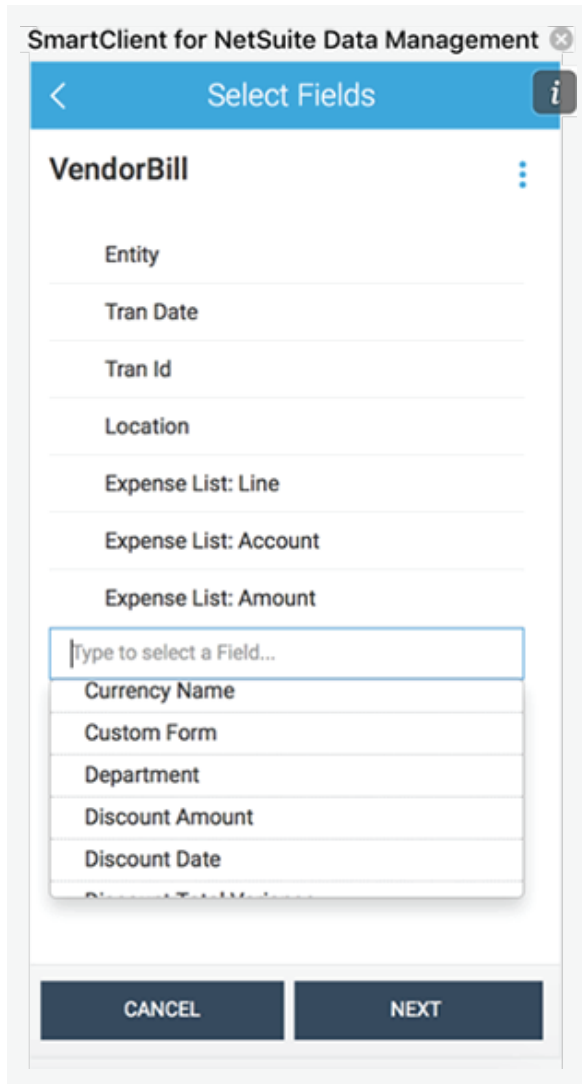
## Step 2

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.



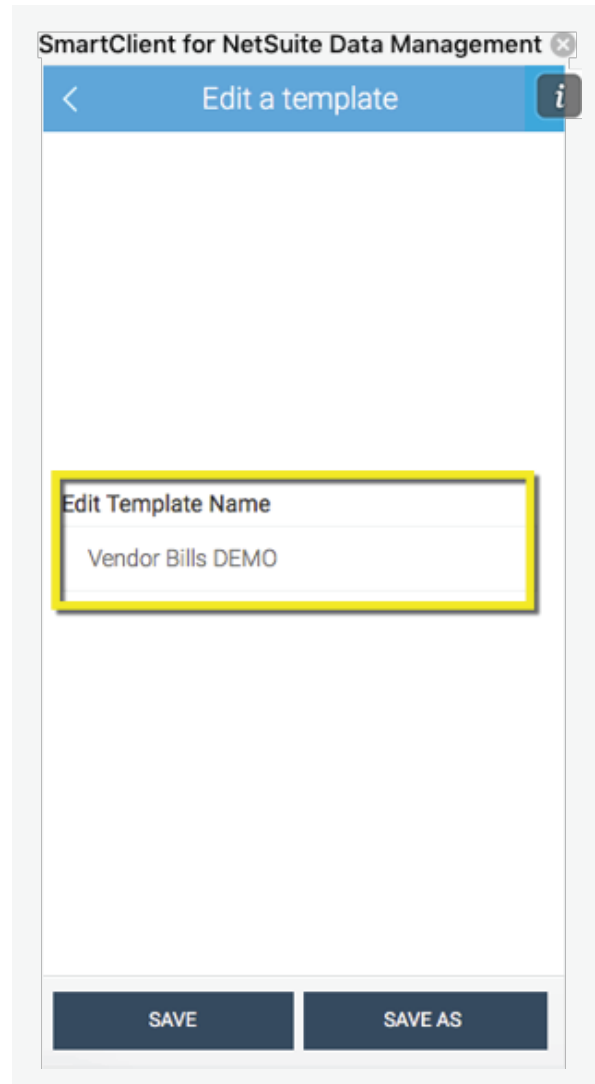
### Step 3

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.



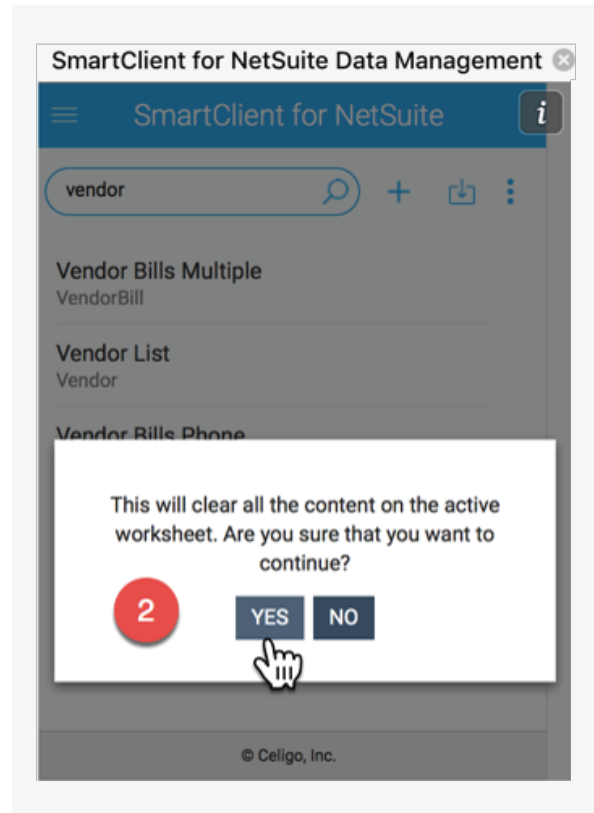
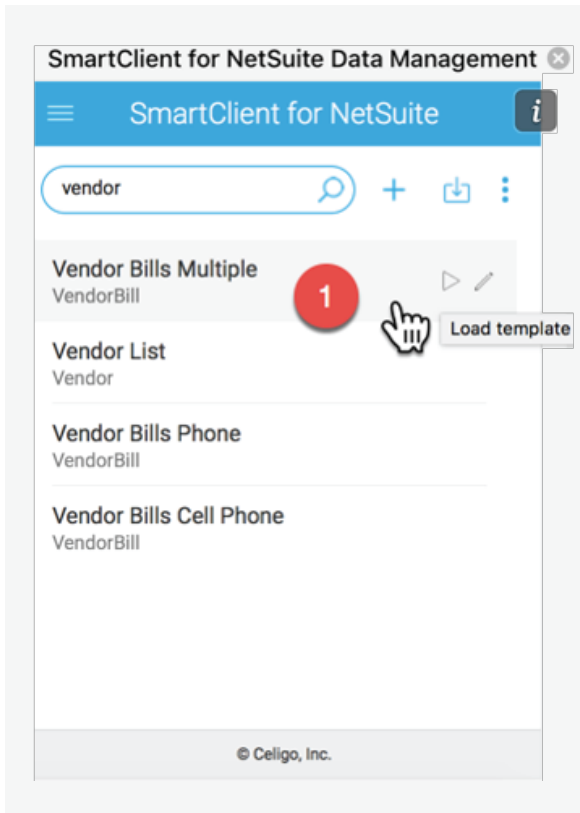
### Step 4

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.

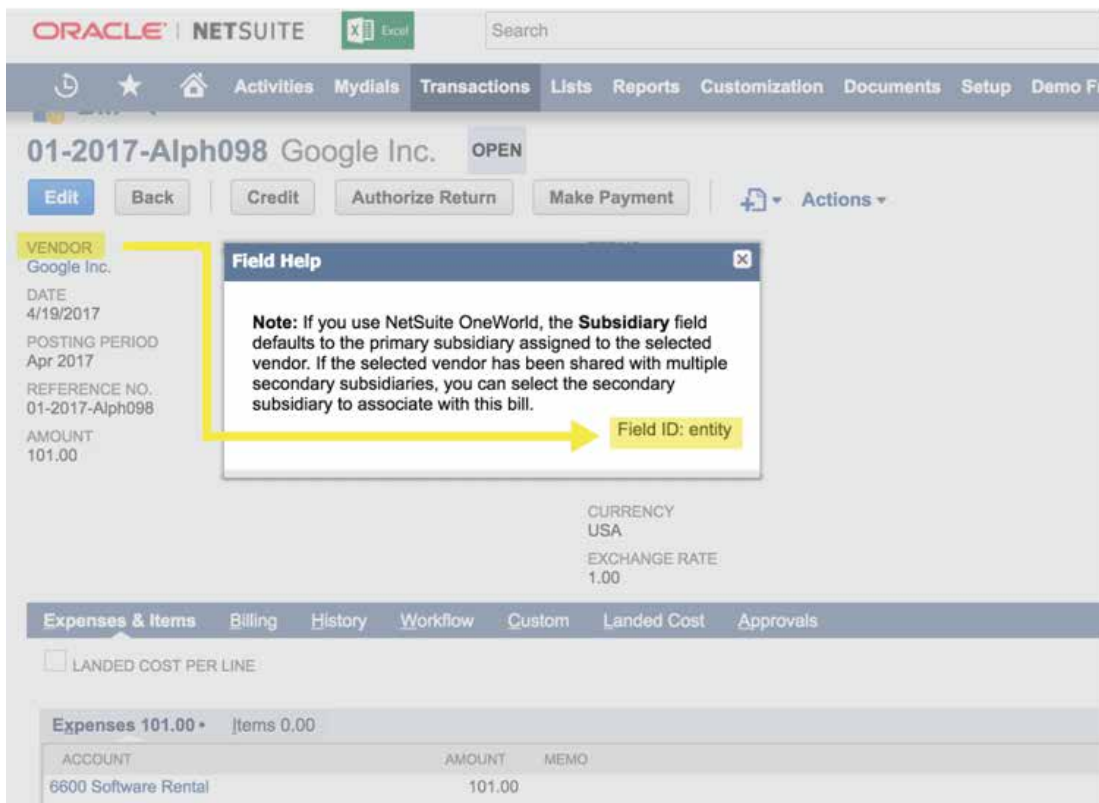
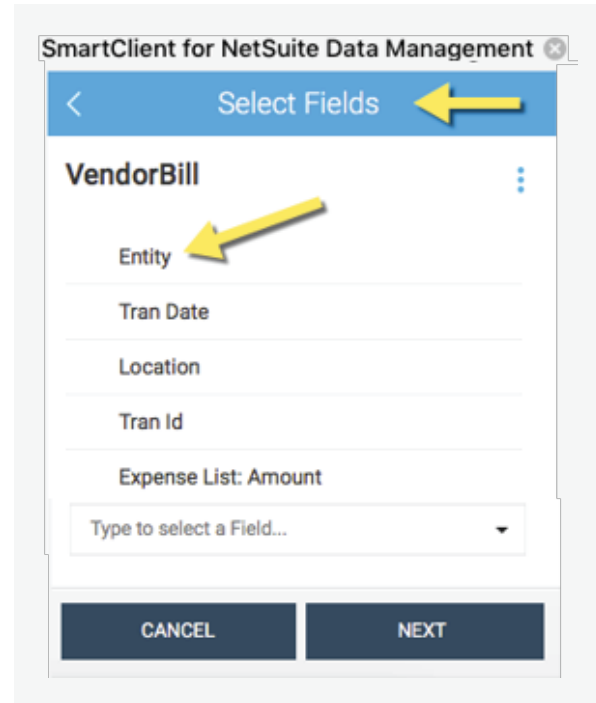


The screenshot shows an Excel spreadsheet with a table. The table has the following columns: (Reserved), Internal Id, Entity, Tran Date, Location, Tran Id, Expense List: Amount, and Expense List: Account. The table is highlighted with a yellow border. A mouse cursor is pointing at the top of the table. The rows are numbered 1 through 12 on the left side.

	A	B	C	D	E	F	G	H
1	celigo >>							
2	(Reserved)	Internal Id	Entity	Tran Date	Location	Tran Id	Expense List: Amount	Expense List: Account
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

## 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.

The screenshot shows the NetSuite Vendor Bill form. The browser address bar indicates the URL: <https://system.na1.netsuite.com/spp/accounting/transactions/vendorbill.nl?st=7&cf=1534usefirstop...>. The form is titled "Bill" and includes a search bar and navigation tabs for Activities, Hydrate, Transactions, Lists, Reports, Customization, Documents, Setup, Demo Framework, Fixed Assets, Support, Sales, and Knowledge Base. The form fields are organized into sections: Vendor (Amazon), Date (4/22/2017), Posting Period (Apr 2017), Reference No., Amount (0.00), Terms, IncoTerm, Due Date (4/22/2017), Disc Date, Payment Hold, Disc Amt, Currency (USA), Exchange Rate (1.00), Location, Class, Approval Status (Approved), Memo, Custom Form (Ramsey Vendor Bill), and Related Order. The "Expenses & Items" section is also visible, showing a table with columns for Account, Amount, Memo, Location, Employee, and Data Used. The table contains one row for "8600 Software Rental".



## 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

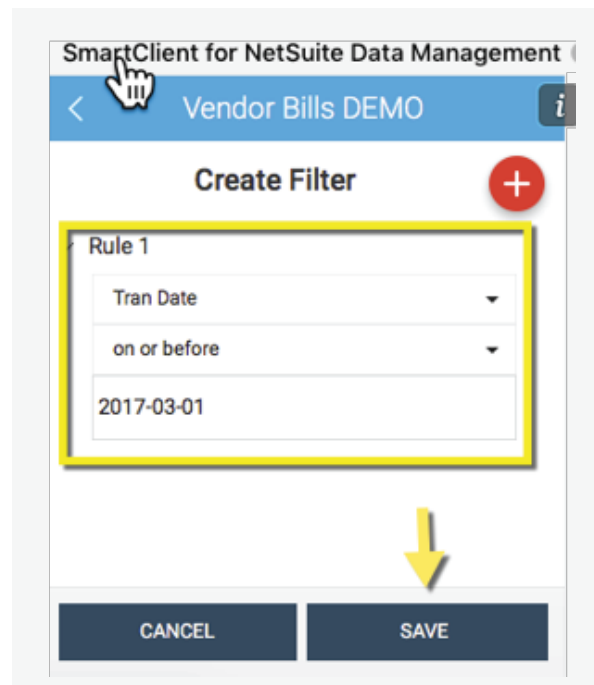
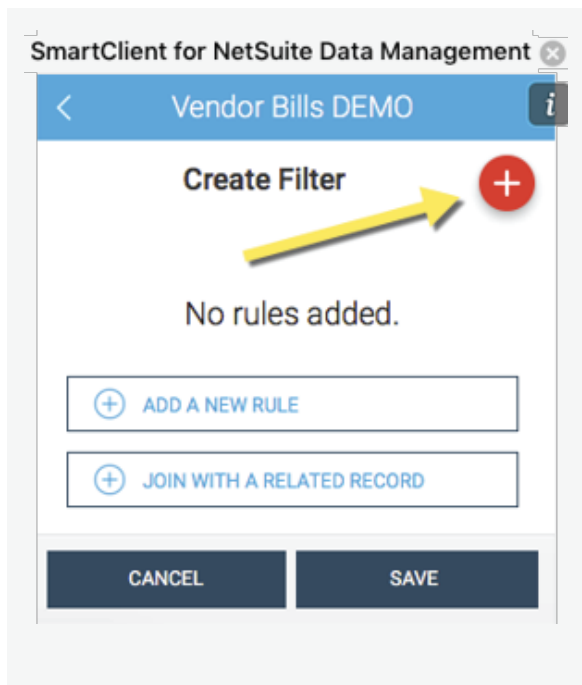
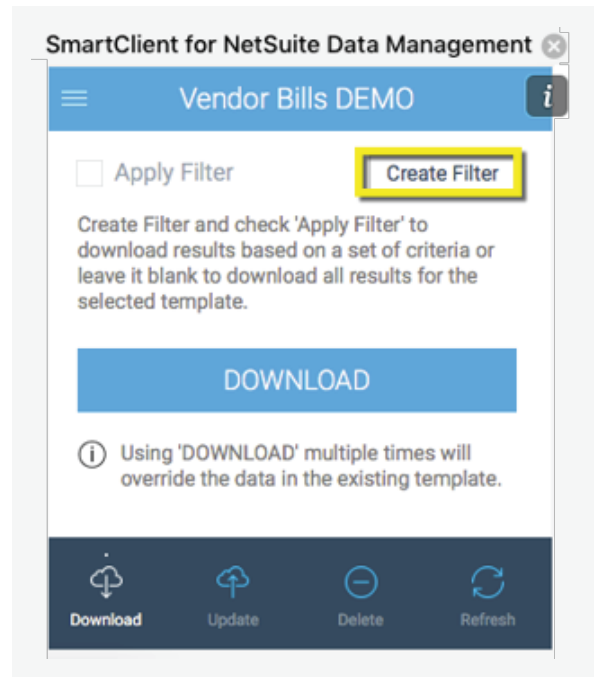
2.3.1 Typically used to bring in a very limited number of records or to call NetSuite to return the most recent results of the selected records.

## 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.

Item	Internal ID	Entity	Post Date	Location	Item ID	Expense Unit	Amount	Expense Unit	Amount
22289	Alacorn Waste Management	2017-04-01	Boston	90900-CA-87621	600	6000	10000	6000	10000
22290	Architect Property Management	2017-04-01	Boston	Apr_2017_Ave B	13000	6000	10000	6000	10000
22291	AT&T	2017-04-01	Boston	104484101	244.10	6000	10000	6000	10000
22292	Bedford Express	2017-04-01	Boston	FD02018-00170	853.20	6000	10000	6000	10000
22293	Bedford Gas and Electric	2017-04-01	Boston	104484101-011	1000	6000	10000	6000	10000
22294	Bedford Real Estate	2017-04-01	Boston	104484101-00108	101.10	6000	10000	6000	10000
22295	Bedford CPA	2017-04-01	Boston	GP-2018-ANNO	1000	6000	10000	6000	10000
22296	Bedford SP	2017-04-01	Boston	700400	1000	6000	10000	6000	10000
22297	Bedford & North Lake Offices	2017-04-01	Boston	Apr_2017-0100000	1000	6000	10000	6000	10000
22298	Bedford Health Care	2017-04-01	Boston	844300	671	6000	10000	6000	10000
22299	Bedford Inc	2017-04-01	Boston	FD_2017-0100000	100	6000	10000	6000	10000
22300	Bedford	2017-04-01	Boston	FD_2017-0111000	100	6000	10000	6000	10000
22301	Bedford	2017-04-01	Boston	Apr_2017_Ave B	1000	6000	10000	6000	10000

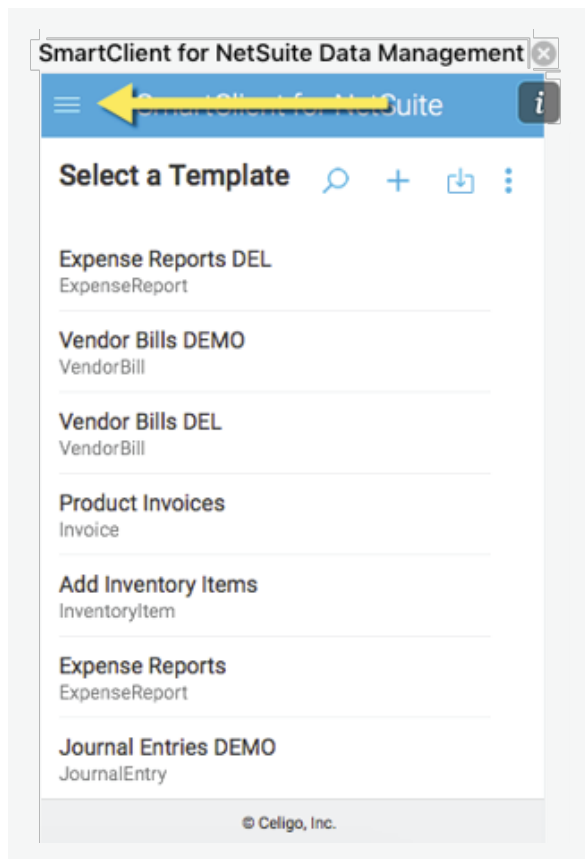
## 2.2 Using NetSuite Saved Searches to bring in data

### 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:

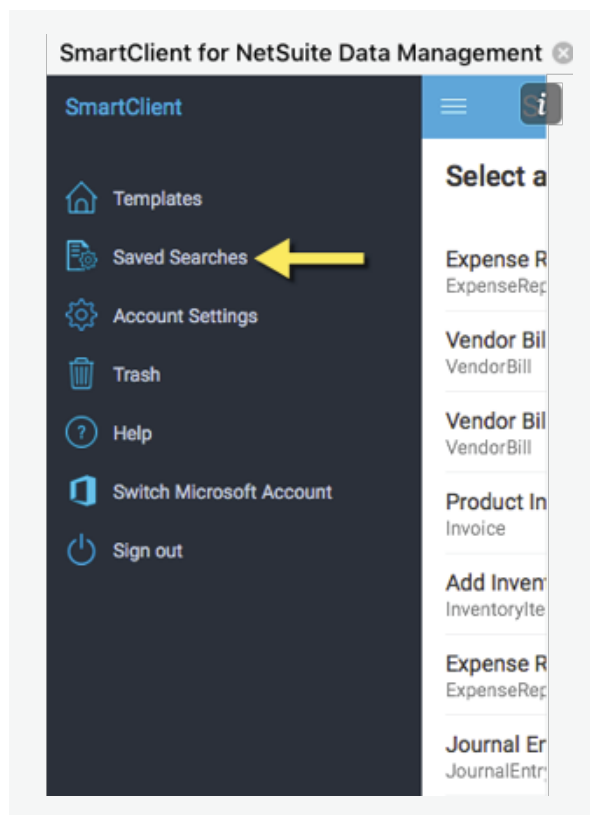
#### Step 1

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



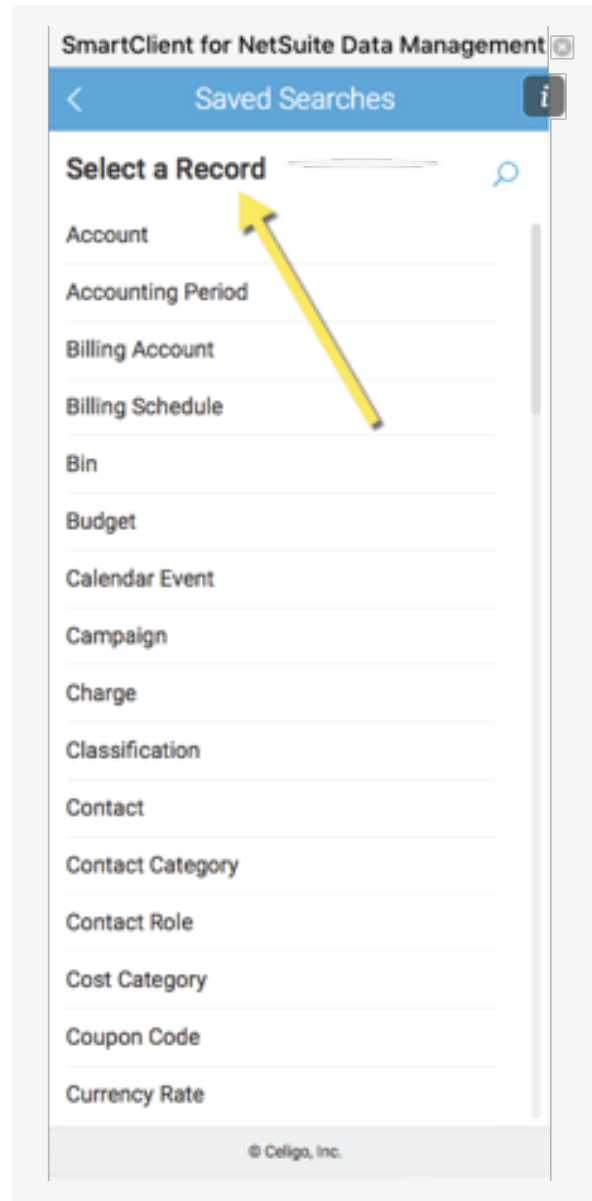
#### Step 2

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).



**Saved Searches** List Search

VIEW: Default Customize View New Saved Search

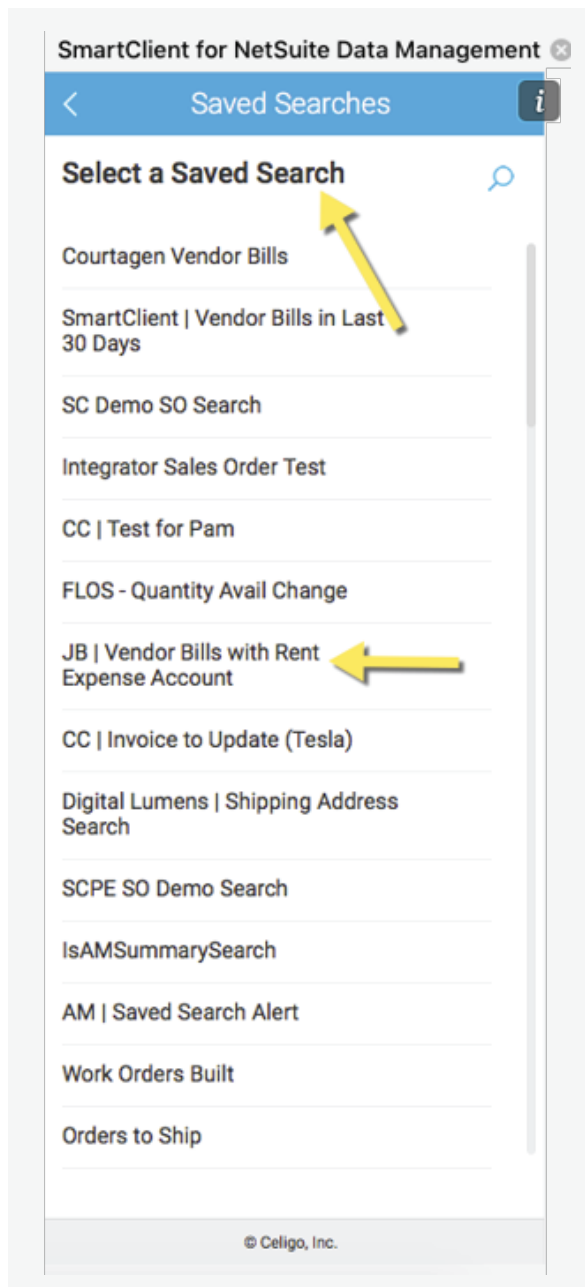
**FILTERS**

SHOW ALL PRIVATE SEARCHES: All AVAILABLE AS: All TYPE: All ACCESS LEVEL: All SCHEDULED: All

ID	VIEW	INTERNAL ID	TITLE	FROM BUNDLE	ID	TYPE	OWNER	ACCESS	EXPORT RESULTS	PERMIT RESULTS	SCHEDULED	LAST RUN BY	LAST RUN ON
600	View	600	JB   Vendor Bills with Rent Expense Account		customsearch_jb/vendorbill	Transaction	EM-L Justice Burda	Public	Export (CSV)	Permit (CSV)	No	EM-L Justice Burda	4/19/2017 11:58 am
606	View	606	Celigo Error Time Search	20097	customsearch_celigo_error_search	Event	EM-S Yvonne Klemke	Public	Export (CSV)	Permit (CSV)	No		
607	View	607	SmartClient   Vendor Bills in Last 30 Days		customsearch_smartclient/vendorbills30	Transaction	Chris Conzoran	Public	Export (CSV)	Permit (CSV)	No	Chris Conzoran	4/19/2017 2:28 pm
609	View	609	Celigo Integrator Configurator - # of Resolved	20039	customsearch_celigo_int_conf_num_resolv_2	Celigo Integration Log	Chris Conzoran	Public	Export (CSV)	Permit (CSV)	No		
608	View	608	Celigo Integrator Configurator - # of Errors	20038	customsearch_celigo_int_conf_num_errors	Celigo Integration Log	Chris Conzoran	Public	Export (CSV)	Permit (CSV)	No		
604	View	604	Celigo Integration Log - Count	20035	customsearch_celigo_integration_log_cnt	Celigo Integration Log	Chris Conzoran	Public	Export (CSV)	Permit (CSV)	No		
603	View	603	Celigo Integration Log	20038	customsearch_celigo_integration_log	Celigo Integration Log	Chris Conzoran	Public	Export (CSV)	Permit (CSV)	No		
602	View	602	Celigo Integration Log Search	20038	customsearch_celigo_integration_log_srch	Celigo Integration Log	Chris Conzoran	Public	Export (CSV)	Permit (CSV)	No		
601	View	601	Celigo Integration Log	20038	customsearch_celigo_integration_log	Celigo Integration Log	Chris Conzoran	Shared	Export (CSV)	Permit (CSV)	No		
605	View	605	Celigo Job Export - Count	20038	customsearch_celigo_job_exports_count	Celigo Job Export	Chris Conzoran	Public	Export (CSV)	Permit (CSV)	No		
605	View	605	Celigo Job Export	20038	customsearch_celigo_job_exports	Celigo Job Export	Chris Conzoran	Public	Export (CSV)	Permit (CSV)	No		
640	View	640	Celigo Job Export USA Cases	20038	customsearch_celigo_exports_usa_cases	Celigo Job Export	Chris Conzoran	Public	Export (CSV)	Permit (CSV)	No		
607	View	607	Celigo Job Export Performance Search	20038	customsearch_celigo_exports_performance	Celigo Job Export	Chris Conzoran	Public	Export (CSV)	Permit (CSV)	No		
600	View	600	Celigo Job Export	20038	customsearch_celigo_job_exports	Celigo Job Export	Chris Conzoran	Shared	Export (CSV)	Permit (CSV)	No		
640	View	640	Celigo Integrator Configurator - # of Records Exported	20039	customsearch_celigo_int_conf_num_exports	Celigo Job Export	Chris Conzoran	Public	Export (CSV)	Permit (CSV)	No		

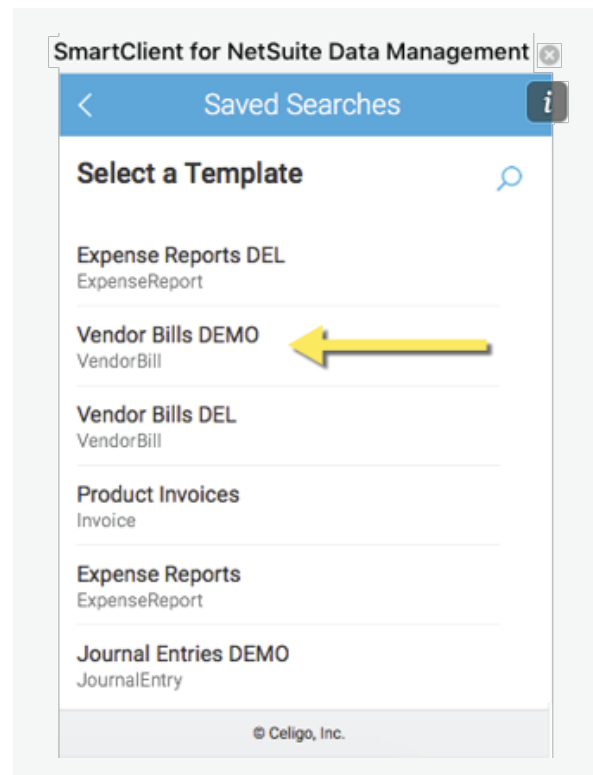
## Step 4

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).

The screenshot displays the SmartClient for NetSuite Data Management interface. On the left, a data table is visible with columns for 'Account ID', 'Account Name', 'Account Type', and 'Account Balance'. The table contains five rows of data:

Account ID	Account Name	Account Type	Account Balance
1177	1177	2014-03-28 San Angeles, New York	200 K&M Rent Expense
1178	1178	2014-03-28 San Angeles, New York	200 K&M Rent Expense
1182	1182	2017-04-12 San Angeles, Apr 2017 A	1000 K&M Rent Expense
1187	1187	2017-04-12 San Angeles, Apr 2017 A	1000 K&M Rent Expense
1182	1182	2017-04-12 Boston	400 K

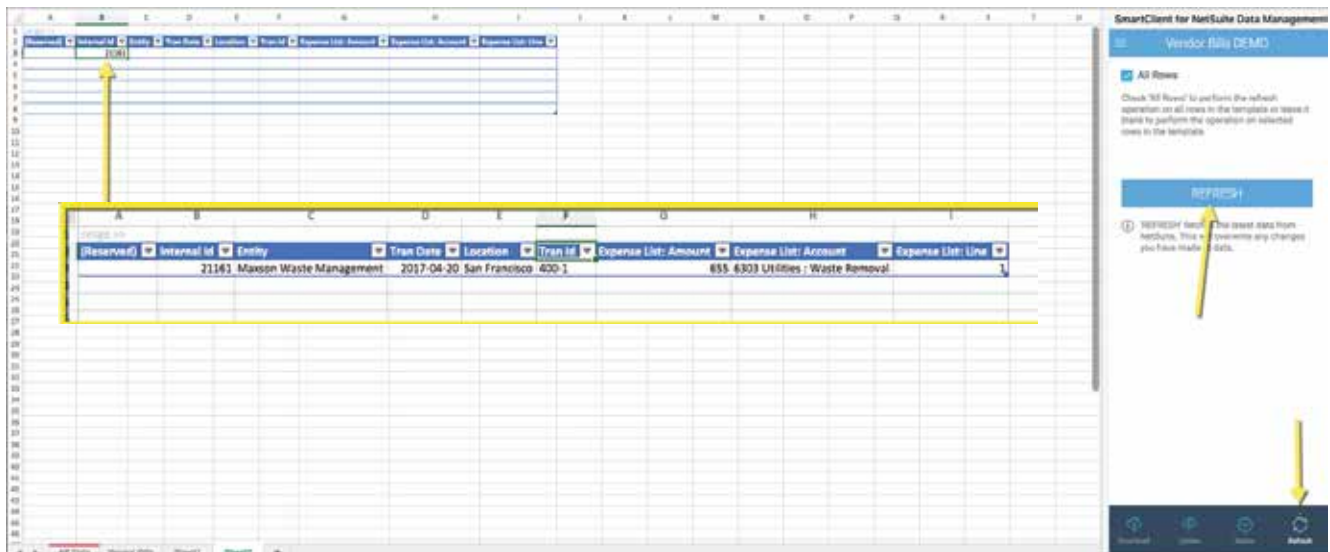
On the right side of the interface, there is a sidebar titled 'SmartClient for NetSuite Data Management'. It features a 'DOWNLOAD' button and a 'Filter' section. A yellow arrow points to the 'Filter' section, which includes a 'Filter' button and a 'Filter' button. Below the 'Filter' section, there is a 'DOWNLOAD' button and a note: 'Using DOWNLOAD multiple times will overwrite the data in the existing template.'

## 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.



The screenshot displays the SmartClient for NetSuite Data Management interface. The main window shows a spreadsheet with columns for (Reserved), Internal ID, Entity, Tran Date, Location, Tran ID, Expense List: Amount, Expense List: Account, and Expense List: Line. A yellow arrow points to the 'Internal ID' column header. Below the header, a row is highlighted with a yellow border, containing the following data: 21161, Maxson Waste Management, 2017-04-20, San Francisco, 400 1, 655 6303 Utilities ; Waste Removal, and 1. On the right side, there is a sidebar with a 'Refresh' button. A yellow arrow points to this button. Below the 'Refresh' button, there is a warning icon and text: 'WARNING! This will overwrite any changes you have made to data.' At the bottom right, there is a 'Refresh' button with a circular arrow icon. A yellow arrow points to this button.



# 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.

Date	Location	Vendor	Expense Line
2017-08-11	Los Angeles	345678 CA-CT&S	8000 4300 Utilities - Waste Removal
2017-08-14	Los Angeles	New 2017 Ann R	11000 4200 Rent Expense
2017-04-19	Los Angeles	14A454545 A	204 54 8170 Postage & Delivery
2017-04-19	Los Angeles	201-20838-28270	888 23 8170 Postage & Delivery
2017-04-19	Los Angeles	1410204047670 020	2400 34 8042 Internet - Site
2017-04-19	Los Angeles	11100168-01 04188	728 31 4342 Telephone Expense - Regular Service
2017-04-19	Los Angeles	04 2028-NAND	1200 8182 Professional Fees - Accounting
2017-04-19	Los Angeles	796433	149 07 4094 Telephone Expense - Centre Point
2017-04-19	Los Angeles	03-2017 Litigation	1800 6180 Professional Fees
2017-04-19	Los Angeles	888181	872 89 4100 Office Expense
2017-04-19	Los Angeles	71 0917 Arg/200	300 9000 Software Rental
2017-04-19	Los Angeles	1240004 011-240	12 33 4000 Software Rental
2017-04-19	Los Angeles	Ann 2017 Ann R	1000 4000 Rent Expense

## 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.

The screenshot displays the NetSuite SmartClient interface. The main window shows a table of vendor bills with columns for Internal ID, Vendor, Date, Location, Item ID, Expense Line, Amount, and Expense Line Account. A yellow arrow points to the 'All Rows' checkbox in the SmartClient sidebar, which is currently checked. Below the sidebar, there is a blue button labeled 'INSERT/UPDATE'. The sidebar also contains a message: 'Operation success for 13 records!' and instructions: 'Click All Rows to perform the insert or update operation on all rows in the template or leave it blank to perform the operation on selected rows in the template.' At the bottom of the sidebar, there are icons for 'Refresh', 'Update', 'Cancel', and 'Done'.

Internal ID	Vendor	Date	Location	Item ID	Expense Line	Amount	Expense Line Account
2007	Infocent Waste Management	2017-04-18	Los Angeles	MWMT-CA-07626	300 6300 Utilities - Waste Removal		
2008	Infocent Waste Management	2017-04-18	Los Angeles	Acc 2017 Acc 8	1000 6300 Rent Expense		
2009	UPS	2017-04-18	Los Angeles	134000012	200 52 6170 Postage & Delivery		
2010	Federal Express	2017-04-18	Los Angeles	FX12088 30575	600 31 6170 Postage & Delivery		
2011	Priority Gas and Electric	2017-04-18	Los Angeles	11200000000000000000	2000 32 6302 Utilities - Gas		
2012	Health Best Telephone	2017-04-18	Los Angeles	11200000000000000000	100 01 6300 Telephone Expense - Regular Service		
2013	Bank First, CPA	2017-04-18	Los Angeles	004 3010 4480	1000 6300 Professional Fees - Accounting		
2014	Superior DR	2017-04-18	Los Angeles	7000000	100 07 6300 Telephone Expense - Online Fees		
2015	Shree & Prasad Law Offices	2017-04-18	Los Angeles	Shree - 02 3017 00000000000000000000	1000 6300 Professional Fees		
2016	Avant Health Care	2017-04-18	Los Angeles	84000	610 09 6100 Office Expense		
2017	Google Inc	2017-04-18	Los Angeles	01 2017 00000000000000000000	001 6000 Software Rental		
2018	Amazon	2017-04-18	Los Angeles	AMZN-CA-071195	10 00 6000 Software Rental		
2019	Microsoft Inc	2017-04-18	Los Angeles	ACC 2017 Acc 8	1000 6300 Rent Expense		

## 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

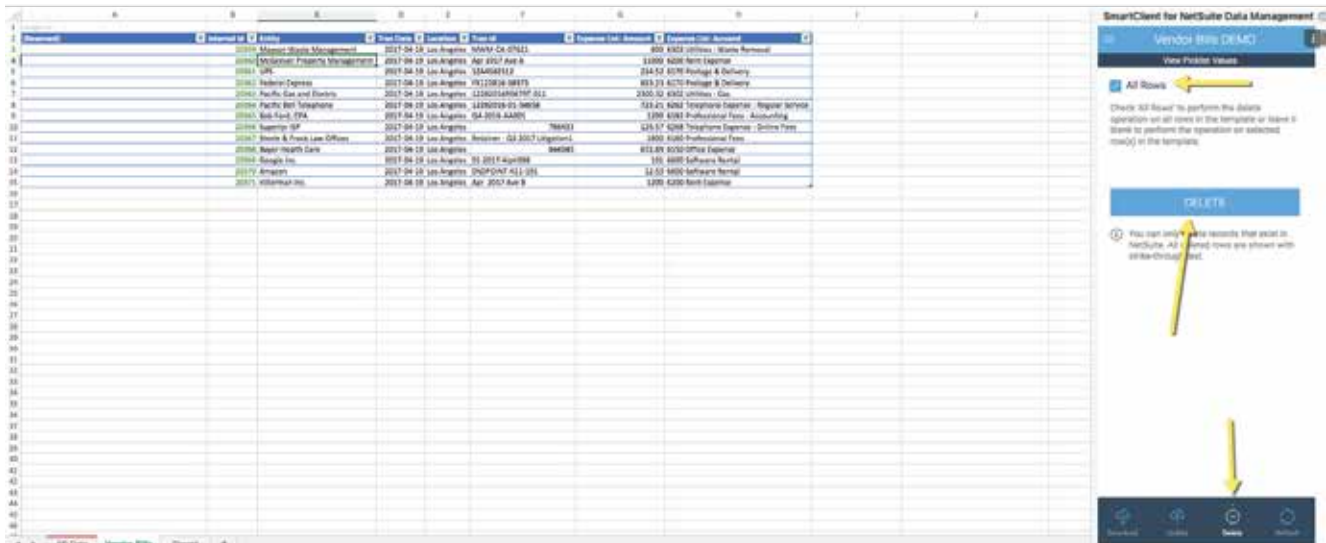
Delete records in NetSuite.

## 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.

The screenshot displays the NetSuite SmartClient interface. On the left, a table lists 13 vendor bills with columns for Internal ID, Vendor, Date, Location, and Expense Line. The 'Reserved' and 'Internal ID' columns for these 13 rows are highlighted in gray, indicating they have been deleted. A yellow arrow points to the first row of this group. On the right, a 'SmartClient for NetSuite Data Management' dialog box is open, showing a green status bar that says 'Operations successful for 13 records'. Below this, there is a 'DELETE' button and a warning message: 'You can only delete records that exist in NetSuite. All deleted rows are shown with strike-through text.'

Internal ID	Vendor	Date	Location	Expense Line	Expense Line	Expense Line
2017-04-19	Los Angeles	AVON-CA 07041	802 6420	Utilities	Waste Removal	
2017-04-19	Los Angeles	Apr 2017 Ave 9	22200	4208	Rent Expense	
2017-04-19	Los Angeles	LA4444110	204.54	4170	Postage & Delivery	
2017-04-19	Los Angeles	PA12345 28973	803.23	4170	Postage & Delivery	
2017-04-19	Los Angeles	LAEXPENSE001 022	3200	52	Utilities - Gas	
2017-04-19	Los Angeles	LAEXPENSE01 00018	503.31	4182	Professional Fees - Accounting	
2017-04-19	Los Angeles	CA 2018-4490	5200	4182	Professional Fees - Accounting	
2017-04-19	Los Angeles	28822	129.97	4182	Professional Fees - Other Fees	
2017-04-19	Los Angeles	NetSuite - Q3 2017 Litigation-1	2800	4182	Professional Fees	
2017-04-19	Los Angeles	44440	873.89	4182	Office Expense	
2017-04-19	Los Angeles	28 2017-04-19	205	6600	Software Rental	
2017-04-19	Los Angeles	EXPENSE 421.081	22	58	Software Rental	
2017-04-19	Los Angeles	Apr 2017 Ave 9	8200	4200	Rent Expense	

# 5 General Tips

**Sharing workbooks:** Typically companies have 1 or more CloudExtend Excel power users 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 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.

	A	B	C	D	E	F	G	H	I
1	celigo >>								
2	(Reserved)	Internal Id	Entity	Tran Date	Tran Id	Location	Expense List: Line	Expense List: Account	Expense List: Amount
3									
4									

	A	B	C	D	E	F	G	H	I
	celigo >>								
	(Reserved)	Internal Id	Vendor	Date	RefNo	Location	Expense List: Line	Expense List: Account	Expense List: Amount

## 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).

	A	B	C	D	E	F	G	H	I
1	celigo >>								
2	(Reserved)	Internal Id	Entity	Tran Date	Location	Tran Id	Expense List: Amount	Expense List: Account	Expense List: Line
3		21261	Polaroid	2017-04-21	Boston	100-1	200	5002 Purchases : Merchandise	1
4		21261	Polaroid	2017-04-21	Boston	100-1	300	5002 Purchases : Merchandise	2
5		21262	Polaroid	2017-04-20	Boston	100-4	200	5002 Purchases : Merchandise	1
6		21263	Polaroid	2017-04-25	Boston	100-3	300	5002 Purchases : Merchandise	1
7									

**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.

	A	B	C	D	E	F	G	H	I
1	(Reserved)	Internal id	Entity	Tran Date	Location	Tran id	Expense List: Amount	Expense List: Account	Expense List: Line
2		21261	Polaroid	2017-04-21	Milford	100-1	200	5002 Purchases : Merchandise	1
3		21262	Polaroid	2017-04-21	Boston	100-1	300	5002 Purchases : Merchandise	2
4		21262	Polaroid	2017-04-20	Boston	100-4	200	5002 Purchases : Merchandise	1
5		21263	Polaroid	2017-04-25	Boston	100-3	300	5002 Purchases : Merchandise	1
6									
7									
8									

	A	B	C	D	E	F	G	H	I
1	(Reserved)	Internal id	Entity	Tran Date	Location	Tran id	Expense List: Amount	Expense List: Account	Expense List: Line
2		21261	Polaroid	2017-04-21	Boston	100-1	1000	5002 Purchases : Merchandise	1
3		21261	Polaroid	2017-04-21	Boston	100-1	300	5002 Purchases : Merchandise	2
4		21262	Polaroid	2017-04-20	Boston	100-4	200	5002 Purchases : Merchandise	1
5		21263	Polaroid	2017-04-25	Boston	100-3	300	5002 Purchases : Merchandise	1
6									
7									
8									
9									