

# Adaptive Planning

## **NetSuite Integration Documentation**

**Adaptive Planning, Inc.**  
**NetSuite Integration Documentation**

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# Adaptive Planning, Inc. NetSuite Integration Documentation

## 1. Integration of NetSuite Data into Adaptive Planning

The NetSuite Connector allows an Adaptive Planning customer who is also a NetSuite customer to automate the import of actual data from their NetSuite accounts into Adaptive Planning.

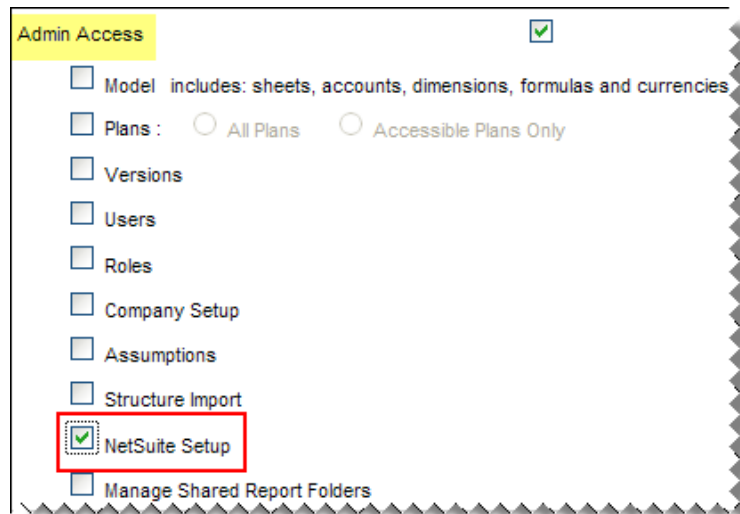
Following are the details of the setup of the NetSuite Integration. (Customers who have not purchased the NetSuite Connector will not see the following screens or settings related to NetSuite.)

### Permission Required

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In order to be able to use the NetSuite transaction drill-through functionality, a user must be assigned a role with the necessary permission.

In the Admin/Systems/Company Setup Screen, there is a field called NetSuite Integration. If this field is checked, then there is a field in the Role Details screen, in the Admin Access section, called **NetSuite Setup**.



This permission can be granted to any role.

### Integration Setup

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A user with the **NetSuite Setup Administrative** permission can create the association between the Adaptive Planning model and the NetSuite account. Setting up NetSuite Integration is a one-time event for each company. It requires the Account ID of the company's NetSuite account, and the e-mail address and password for a NetSuite user **with the Administrative role in that company**.

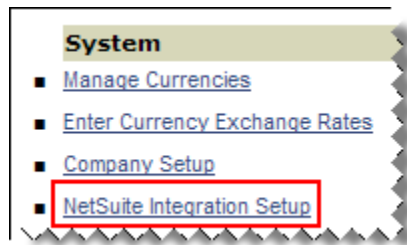
## Adaptive Planning, Inc. NetSuite Integration Documentation

1. First, **determine which NetSuite user account (with the Administrative role) will be used for the Integration.** This can be either an existing NetSuite users with the Administrative role, or new dummy user can be created specifically for the NetSuite-Adaptive Planning integration.

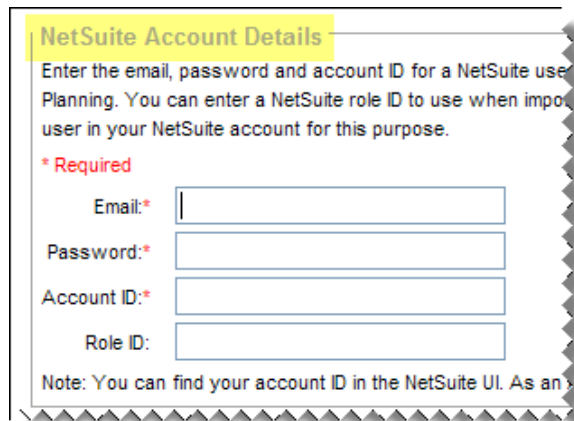
**Creating a new dummy user is recommended,** so that the NetSuite integration is not tied to the permissions and/or existence of a specific NetSuite user. The dummy user can be monitored and controlled separately from other users. This way, also, the integration can be disabled without disabling a real user, and a real user can be disabled without damaging the integration.

- **Note:** The dummy role must have administrative capabilities to initialize the integration, but later, during regular operation, the dummy role does not require administrative permissions. More on this, below.

2. **From the Administration/System screen, click the NetSuite Integration Setup link.**



3. **Enter the NetSuite user's e-mail address, password, and Account ID,** which are required fields.

A screenshot of the 'NetSuite Account Details' form. The form has a title bar 'NetSuite Account Details' and a yellow background. Below the title bar, there is a text area with instructions: 'Enter the email, password and account ID for a NetSuite user...'. Below this, there is a red asterisk and the word 'Required'. There are four input fields: 'Email:\*', 'Password:\*', 'Account ID:\*', and 'Role ID:'. At the bottom, there is a note: 'Note: You can find your account ID in the NetSuite UI. As an...'

**Note:** The account ID can be found in the NetSuite UI. Administrators can go to Support > Customer Service > Contact Support by Phone. The account number will appear in a pop-up box. The Role ID field is optional. Enter a Role ID if the import is to be performed by a user with a role other than Administrator. (See below for the permissions required for such a role.)

4. **Click Save.** When Save is clicked, Adaptive Planning attempts to connect to NetSuite to establish the integration. If the connection is successful, this screen will confirm the integration and display the NetSuite Account ID. If the connection fails, this screen will display an error message with a description of the issue.

# Adaptive Planning, Inc. NetSuite Integration Documentation



→ **Note:** For security purposes, users' NetSuite passwords and email addresses are not stored in Adaptive Planning.

## Optional Setup Steps

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It is recommended that a different user, other than the user created to perform the initial integration, be set up to perform the NetSuite data imports. This is to protect against the loss of the integration if the first NetSuite user account were to become invalid.

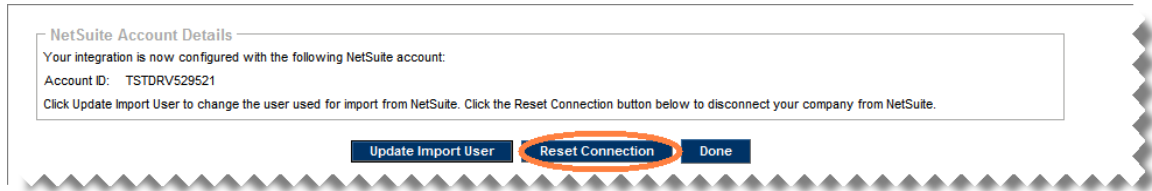
1. **Create a new role in NetSuite called Adaptive Planning.** This role should be a web services only access role with the following set of permissions:
  - Transactions > Find Transactions - FULL
  - Transactions > Set Up Budgets - EDIT
  - Reports > Balance Sheet - VIEW
  - Reports > Financial Statements - VIEW
  - Reports > Income Statement - VIEW
  - Lists > Perform Search - FULL
  - Lists > Accounts - VIEW
  - Lists > Classes - VIEW
  - Lists > Customers - VIEW
  - Lists > Departments - VIEW
  - Lists > Items - VIEW
  - Lists > Locations - VIEW
  - Lists > Subsidiaries - VIEW
  - Setup > Web Services - FULL
  - Setup > Manage Accounting Periods - VIEW
2. **Create** a new user in NetSuite called AP Integration, and assign this user the Adaptive Planning role
3. Return to the **NetSuite Integration Setup Screen** in Adaptive Planning, and click the **Update Import User** button. Once the screen refreshes, it will present the option to complete the fields that were updated in step 2 above. **Input the Integration user's e-mail address, password, Role ID, and Account ID**, which are required fields. The Account ID can be located in NetSuite on the **Web Service Preferences** page under the **Setup** menu. The Role ID is located in NetSuite as the Internal ID on the Manage Roles page. If the Internal ID does not show on the Manage Roles page, in the NetSuite account, set Home > Set Preferences > General > Defaults > Show Internal IDs = T.

# Adaptive Planning, Inc. NetSuite Integration Documentation

## Resetting the Integration Setup Screen

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Once the NetSuite Integration has been successfully completed, there will be a **Reset Connection** button at the bottom of this screen. Clicking the Reset Connection button will disable the NetSuite integration, and data can no longer be transferred from NetSuite into Adaptive Planning. Resetting the integration will **not** delete any mappings or previously imported actuals.



The integration can be easily restored by re-entering a NetSuite e-mail address, password, and Account ID in the NetSuite Integration Setup screen as described in the previous section.

## Update the Import User

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A NetSuite user other than the one created to establish the initial connection can be set up to affect the data transfer between the systems. Clicking the **Update Import User** button takes the user to the NetSuite Setup Integration screen, where you specifications for the new Import user can be entered. For more information on this topic, please see the section above called Optional Setup Steps.

## Impact of Making Changes to the NetSuite Import User Account

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Once the NetSuite integration has been created, data can be transferred from NetSuite to Adaptive Planning by the Import User. Subsequent changes to that user in NetSuite may invalidate the linkage between the two systems and cause later data imports to fail, as described here:

- Changing a user's password in NetSuite does *not* invalidate any Adaptive Planning/NetSuite linkage that refers to that user's credentials
- Changing a user's default role in NetSuite does *not* invalidate any Adaptive Planning/NetSuite linkage that refers to that user's credentials

However,

- Changing a user in NetSuite so that they no longer have permission to access the data needed for import *will* cause subsequent imports to fail, and will require an Adaptive Planning administrator with **NetSuite Setup Administrative** permission to update the import user to be a valid NetSuite user with the required permissions.
- Changing a user in NetSuite so that they are no longer a valid user at all *will* cause subsequent imports to fail. and will require an Adaptive Planning admin with **NetSuite Setup Administrative** permission to update the import user to be a valid NetSuite user with the required permissions.

# Adaptive Planning, Inc.

## NetSuite Integration Documentation

### 2. NetSuite Category Configuration

The **NetSuite Category Configuration** screen can be seen in the Import Tab. From the Planning link, click on the Import Tab, and then click on **the NetSuite Category Configuration** sub-tab.

Before performing the first import from NetSuite, users must map the in-use NetSuite categories to the corresponding Adaptive Planning dimensions.

In this screen, an administrator can specify how NetSuite categories (**Subsidiary, Department, Class, Location, Item and Customer**) relate to corresponding dimensions in Adaptive Planning (**Account, Plan**, and any custom dimensions). The associations established in this screen can be more sophisticated than a one-to-one relationship. Multiple NetSuite categories can be mapped to a single dimension in Adaptive Planning, or a single NetSuite category can be associated with more than one dimension in Adaptive Planning.

The associations created in this screen are aspects of the connection that will not change frequently. These associations determine the choices that are presented to the user who performs the import, either during the import process or through the **NetSuite Category Mappings** page.

- If multiple NetSuite categories are associated with a single Adaptive Planning dimension, the values in those categories are concatenated and mapped at one time as though they were one category. For example, if Department and Location are both associated with Plan, then the import mapping screen will display choices such **Engineering – US** or **Sales – London**.
- If a single NetSuite category is associated with two Adaptive Planning dimensions, the mapping appears for both dimensions. For example, if Class is associated with both Region and Product, then the import mapping screen will display both dimensions, allowing the user to map **Americas: Product A** to **Americas** in one instance and **Americas: Product A** to **Product A** in another.

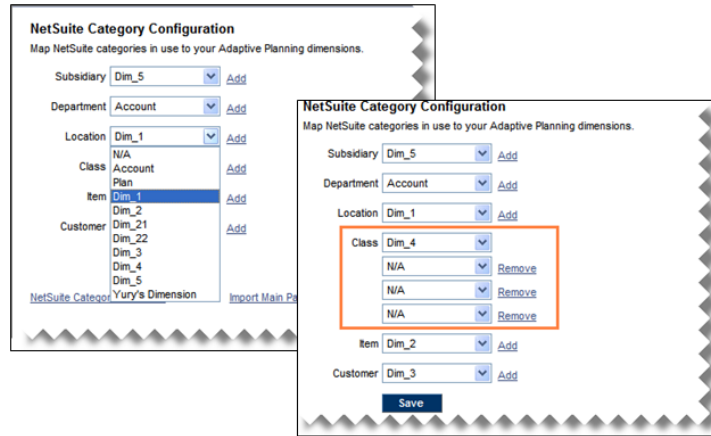
# Adaptive Planning, Inc. NetSuite Integration Documentation

## How to Configure NetSuite Categories

The following NetSuite categories are listed in the NetSuite Category Configuration screen: **Subsidiary, Department, Class, Location, Item, and Customer**. Next to each of the NetSuite categories is a dropdown list containing the following Adaptive Planning dimensions: **N/A, Account, Plan, and custom dimensions**.

Configuring categories is a simple process.

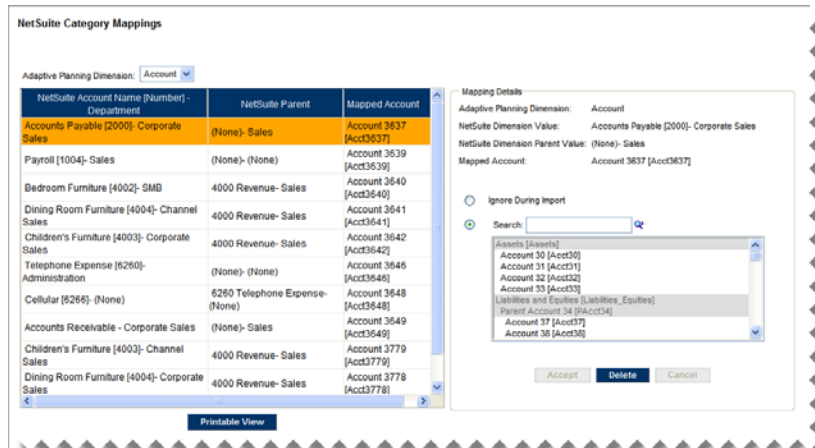
Next to each of the NetSuite categories, **select the corresponding Adaptive Planning dimension from the dropdown list**. If multiple NetSuite categories map to one Adaptive Planning dimension, it is acceptable to have the same dimension selected in multiple dropdown fields. If one category in NetSuite corresponds with more than one dimension in Adaptive Planning, click the **Add** link. An additional dimension dropdown list will appear and here another Adaptive Planning dimension can be associated with that category. Up to three additional dimension dropdown lists are available for each category, which means that each category can be associated with as many as four dimensions.



Click **Save** when complete.

## Configuring NetSuite Category Mappings (Mapping Values)

After the category configuration has been completed, the NetSuite Category Mappings sub-tab link will lead to this mapping page. Here, the importer can specify mappings between the NetSuite category values and the AP dimension values. This list will be empty until an import has been performed.



# Adaptive Planning, Inc. NetSuite Integration Documentation

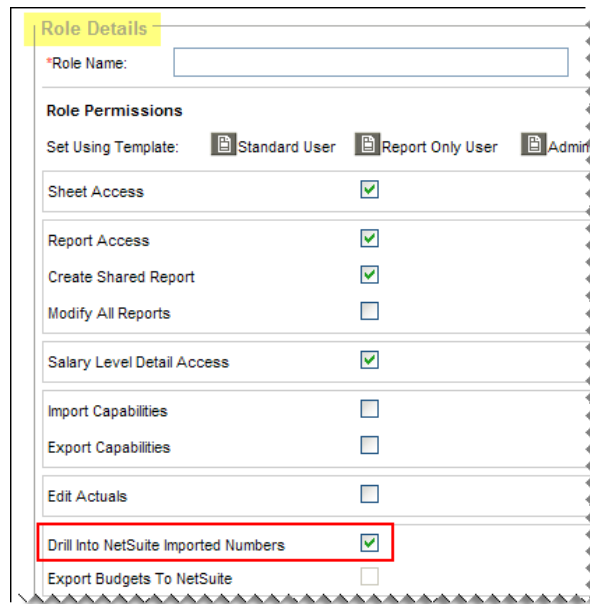
## 3. NetSuite Transaction Drill Through

When viewing an Adaptive Planning sheet or Cell Explorer window containing an Actuals number mapped for importing from NetSuite, the user can drill down into the number. This drilldown launches a NetSuite report which details the transactions that comprise that number.

### Permission Required

In order to be able to use the NetSuite transaction drill-through functionality, a user must be assigned a role with the necessary permission.

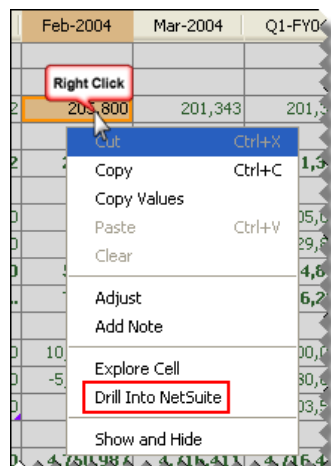
In the Admin/Systems/Company Setup Screen, there is a field called NetSuite Integration. If this field is checked, then there is a field in the Role Details screen called **Drill into NetSuite Imported Numbers**.



This permission can be granted to any role.

### Drilldown from a Sheet

A sheet can display Actuals values either because the Actuals version has been chosen in the Version Selector, or because the chosen plan version displays some months of actual data. Either way, a right-click on an Actuals number opens a menu, which includes the choice to Drill into NetSuite.



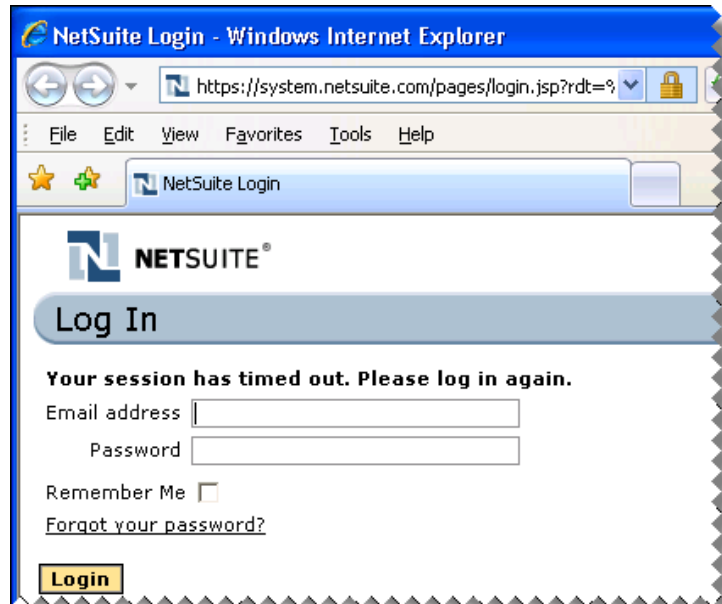
# Adaptive Planning, Inc. NetSuite Integration Documentation

This option will appear in the right-click menu only if all of the following are true:

- The user has a role that includes the "Drill into NetSuite Imported Numbers" permission described above.
- The NetSuite Integration Setup has been performed successfully, and the NetSuite connection is configured.
- The right-clicked number belongs to the Actuals version.
- The number is not the result of a formula; it must be either a raw piece of data, or a rollup of such data.
- The number is for a timeslot that maps to at least one NetSuite accounting period.
- The number is for an account that is a target of a NetSuite Import Account Mapping.
- The number is not in a cube accounts. (Linked accounts which are linked to cube accounts, but are showing their own actuals numbers, can be drilled through.)
- The number is in a plan which fulfills at least one of the following requirements:
  - The plan is the Corporate Plan.
  - The plan is included in the NetSuite Import Plan Mapping.
  - If the number is on a split, then all dimension values assigned to the split (other than blank or Any values) is included in one or more NetSuite Import Dimension Mappings.
  - The number maps to at most one value for each NetSuite category (account, department, location, class, subsidiary, customer, and item).

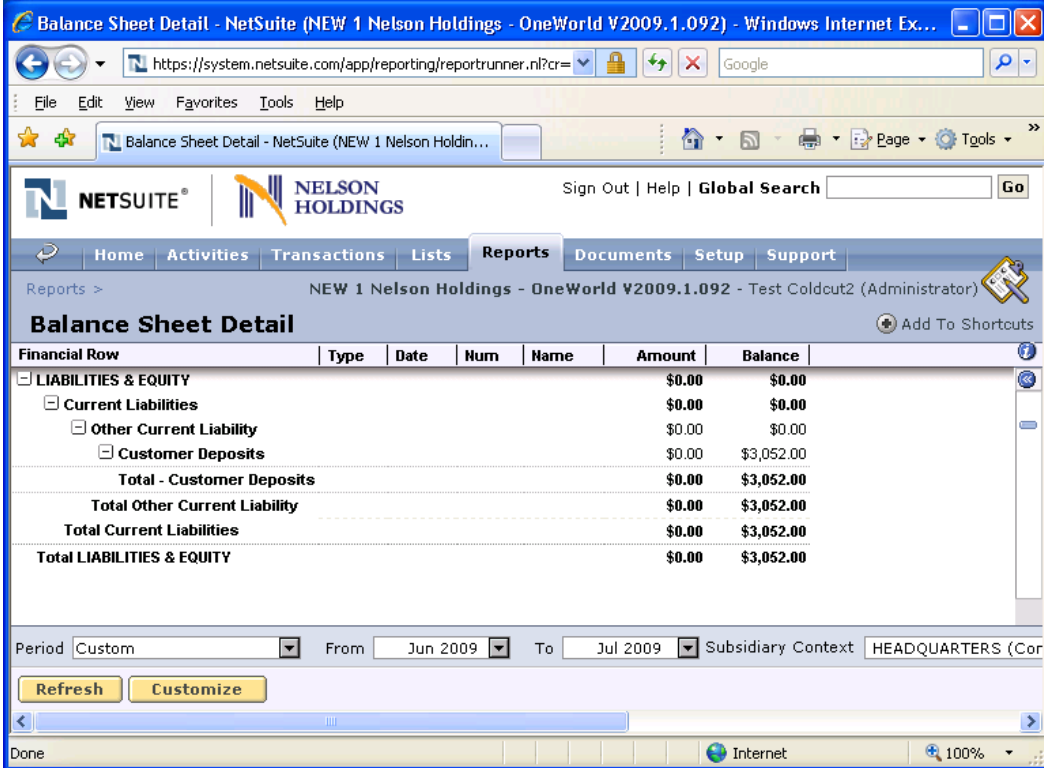
## *Launching the Transaction Report*

Selecting the Drill into NetSuite right-click menu option launches a NetSuite transaction report in a new browser window. If the user is not yet logged into NetSuite, he will be prompted to do so.



## Adaptive Planning, Inc. NetSuite Integration Documentation

Once the user is logged in, the report is displayed. The report will be either the NetSuite Profit and Loss Detail report, or the NetSuite Balance Sheet Detail report, depending on the number that was selected. The Profit and Loss Detail report is launched if the number being drilled into is in a NetSuite account of type Expense, Income, Other Income, Other Expense, Non-Posting, or Cost of Goods Sold. All other account types, when drilled, will launch a Balance Sheet Detail Report.



Financial Row	Type	Date	Num	Name	Amount	Balance
LIABILITIES & EQUITY					\$0.00	\$0.00
Current Liabilities					\$0.00	\$0.00
Other Current Liability					\$0.00	\$0.00
Customer Deposits					\$0.00	\$3,052.00
Total - Customer Deposits					\$0.00	\$3,052.00
Total Other Current Liability					\$0.00	\$3,052.00
Total Current Liabilities					\$0.00	\$3,052.00
Total LIABILITIES & EQUITY					\$0.00	\$3,052.00

Period: Custom From: Jun 2009 To: Jul 2009 Subsidiary Context: HEADQUARTERS (Cor)

Buttons: Refresh, Customize

Once the NetSuite report is displayed, the user can click on anything NetSuite allows. and drill into whatever detail NetSuite provides.

→ **Note:** If the number being drilled into has been edited in Adaptive Planning, it may no longer match what was originally imported from NetSuite. Also, the number in NetSuite may have changed at some time after it was imported into Adaptive Planning. In these cases, the NetSuite report will reflect a different number than the number in Adaptive Planning that was drilled into.

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## Drilldown from Cell Explorer

When a Cell Explorer window displays a number that satisfies the same rules described above, a link appears in the Cell Explorer window: Drill into NetSuite. This link is to the right of the View Audit Trail link, in the upper right corner of the Cell Explorer window.

**Explore Cell**

**Account:** [Salary](#)  
Code: 30110  
Type: Expense  
Rolls up to: [Payroll](#)

**Plan:** [Corporate Plan](#)

**Month:** Jan 2004   
Rolls up to: [Q1-FY04](#)

Value: **158,002 USD** [View Audit Trail](#) [Drill into NetSuite](#)

Visible on the following sheets:  
[P & L](#)  
[Expenses](#)

**Plan Rollup: Corporate Plan**

Contributing Plan	Value	Currency	Value in USD
<a href="#">Corporate Plan(Only)</a>	0	USD	0
<a href="#">Engineering</a>	76,225	USD	76,225
<a href="#">G &amp; A</a>	42,083	USD	42,083
<a href="#">Hosting</a>	2,600	USD	2,600
<a href="#">Professional Services</a>	0	USD	0
<a href="#">Sales</a>	37,093	USD	37,093

# Adaptive Planning, Inc. NetSuite Integration Documentation

## 4. Export Adaptive Planning Budget to NetSuite

Administrators can configure Adaptive Planning to export budgets into NetSuite.

### Permission Required

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In order to be able to use the Export Budgets to NetSuite functionality, a user must be assigned a role with the necessary permission.

In the Admin/Systems/Company Setup Screen, there is a field called NetSuite Integration. If this field is checked, and if the field in the Role Details screen called **Export Capabilities** is checked, then the field called **Export Budgets to NetSuite** can also be checked.

The screenshot shows the 'Role Details' configuration screen. Under the 'Role Permissions' section, there is a list of permissions with checkboxes. The 'Export Capabilities' and 'Export Budgets To NetSuite' permissions are checked and highlighted with red boxes. Other permissions shown include Sheet Access, Report Access, Create Shared Report, Modify All Reports, Salary Level Detail Access, Import Capabilities, Edit Actuals, and Drill Into NetSuite Imported Numbers.

Permission	Checked
Sheet Access	<input checked="" type="checkbox"/>
Report Access	<input checked="" type="checkbox"/>
Create Shared Report	<input checked="" type="checkbox"/>
Modify All Reports	<input type="checkbox"/>
Salary Level Detail Access	<input checked="" type="checkbox"/>
Import Capabilities	<input type="checkbox"/>
<b>Export Capabilities</b>	<input checked="" type="checkbox"/>
Edit Actuals	<input type="checkbox"/>
Drill Into NetSuite Imported Numbers	<input checked="" type="checkbox"/>
<b>Export Budgets To NetSuite</b>	<input checked="" type="checkbox"/>

This permission can be granted to any role.

### Export to NetSuite

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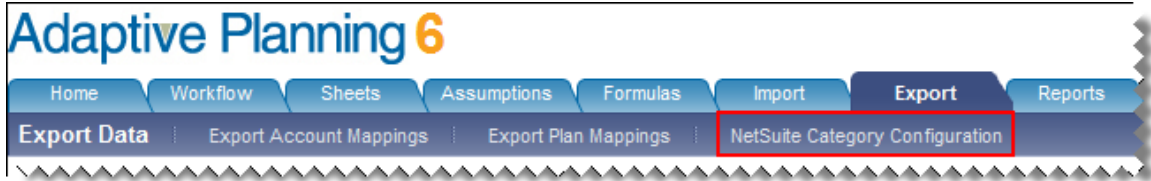
If a company has the NetSuite feature enabled, and the current user has a role with the the Export Budget to NetSuite permission, the Export tab will display a choice of Output Target. The choices are NetSuite, and CSV File.

The screenshot shows the 'Export Data' dialog box. Under the 'Output Target' section, there are two radio buttons: 'NetSuite' and 'CSV File'. The 'NetSuite' radio button is selected and highlighted with a red box.

## Adaptive Planning, Inc. NetSuite Integration Documentation

→ **Note:** If a company has the NetSuite feature enabled but it is not yet configured, the Output Target section appears but the NetSuite choice is disabled.

As with the Import tab, if a company has not yet configured the NetSuite integration, there is a subtab link called NetSuite Category Configuration.



Clicking here takes the user to the same Category Configuration page used during the NetSuite Actuals Import. The links at the bottom of this page, however, do not go to Import pages. Instead, they are NetSuite Export Category Mappings and Export Main Page.

If export categories have already been configured, the user will see the Export subtab link called NetSuite Export Category Mapping. Clicking on this link takes the user to the Export Category Mapping screen, just as it in the Import tab.

Selecting NetSuite as the output target causes two new sections to appear: Budget Category and Fiscal Years.