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# NetSuite Planning and Budgeting: How to Manage Ad-Hoc Reporting

## Tips to Help Manage Ad Hoc Reporting and Analysis in NetSuite Planning and Budgeting

NetSuite Planning and Budgeting allows finance teams to generate incredible insights into company performance, and that's creating huge demand for timely, high-quality reporting. But let's face it, converting data into insights that meet management and board presentation standards is no small feat. So how can NetSuite Planning and Budgeting users transform their analyses into accurate, high-impact reports and share them with stakeholders?

Smart View for Microsoft Office in NetSuite Planning and Budgeting can solve these challenges. Smart View provides a common Microsoft Office interface with which you can view, import, manipulate, distribute and share data in Excel, Word, PowerPoint and Outlook. It is a comprehensive tool for accessing and integrating content to and from NetSuite Planning and Budgeting across Microsoft Office products.

Check out these tips to see how Smart View can help you create reports with data from NetSuite Planning and Budgeting.



## 1. Investigate Detail

Investigate NetSuite data from within Smart View by drilling to Account Details and drilling through to NetSuite data. Forms display aggregated data in the context of the point of view. But sometimes, you will want to drill into the account at a more detailed level. The Drill To option displays further information about the selected account and is available on the Actions menu in many forms.

**Drill To Account Details.** Open the OpEx by Department form in Smart View and right click on “Computer Office Expense,” then select Smart View and click “Drill To Account Details.” The OpEx by Department Account Details open in a new worksheet and displays the relationship, class, item and location for the selected account.



**Drill Through To NetSuite.** The Drill Through option provides the ability to drill back into NetSuite to investigate transaction details. The Drill Through option is available at the lowest detail level of budget forms and on some data forms. Note that the Drill Through option is accessed from Account Detail and often requires drilling to the account details first. For example, to drill through to NetSuite from the OpEx by Department form in Smart View, you must first drill to the Account Details. Then, right click the period to drill through to from the Smart View menu and select Drill Through. NetSuite will open in a new browser window. Administrators must configure Smart View to drill through to NetSuite.



## 2. Smart View Analyze

NetSuite Planning and Budgeting provides multiple reports and dashboards to facilitate analysis, but you may want to perform more complex, Ad Hoc data analysis. With Smart View Analyze, you can perform an Ad Hoc analysis of your data, slice data and use pivot to pivot data between columns, rows and the point of view.

[To analyze data in Smart View](#), open Excel and navigate to the Smart View tab. Click the form you want to work with, for example, the Income Statement, and click “Open Form.” Alternatively, you could double-click on the form. When you open a planning and budgeting form from Smart View, it typically opens in the Planning tab on a new worksheet. From there you can perform budgeting tasks.

[To analyze data using Ad Hoc analysis](#), click “Analyze.” The data opens in a new worksheet in the Planning Ad Hoc tab. Drag the Point of View to the top of the sheet. In Analysis, the Point of View is extended to offer additional dimensions, and you can choose which dimension members you’d like to include in your analysis by clicking the ellipses and selecting the members to work with. Click “Add,” then click “OK.” Now, the added members can be selected in the point of view.

### 3. Creating and Refreshing PowerPoint Templates

You can create PowerPoint template documents that can be saved by importing one or more financial reporting reports to the presentation. Every Create Template action creates a new PowerPoint slide with a report name to show where it will be placed when Refresh Template is used.

To create a template, open PowerPoint and connect to a Reporting and Analysis provider. Then, from the Smart View ribbon, select Panel, then Reporting and Analysis Document, then Create Template. In Import Workspace Document, select a Financial Reporting document. Optional: To import all pages of the document, select All Pages. A separate slide is created for each page.

To import the current screen presentation, clear All Pages. Select Refresh Using Workspace Point of View, and click “OK.” The document name is imported into the PowerPoint presentation.

To refresh a PowerPoint template, open the PowerPoint presentation containing the template, and connect to a Reporting and Analysis provider. From the Smart View ribbon, select Panel, then Reporting and Analysis Document, then Refresh Template. Now you can edit and save the PowerPoint presentation as needed.



## Supporting You Along the Way

If you want to learn more about Smart View in NetSuite Planning and Budgeting, check out this Learning Cloud Support (LCS) course: [NetSuite Planning and Budgeting: Smart View](#).

[LCS](#) provides subscription-based training that helps all NetSuite users engage in continuous training easily and cost-effectively.

With on-demand learning, hands-on lab exercises and multiple training options, LCS helps accelerate your business's knowledge of NetSuite and productivity.



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