



## ART01.2 - NetSuite Administration Training Course

### *Three Days Course*

#### Course Overview

This is a comprehensive course designed for senior users who will have as their primary responsibility being the 'go to' person for users with broader functional issues such as form customisations, reporting guidance and potential automations.

#### You should be sending someone if ...

- You feel you should be taking advantage of more of the exceptional business functions of NetSuite and need the System Administrator to be one of the lead agents for this.
- You have had staff changes that have resulted in a new NetSuite Administrator who needs to become fully aware of the administrative functionality and capabilities of NetSuite.

The person will emerge from this course capable of translating business needs into a NetSuite configuration that will continue to evolve in the years following the original implementation.

The attendee will be learning:

- how to exploit the wide range of powerful customisation tools NetSuite provides, to assist in making it the best possible fit for the user environment.

- all about the powerful workflow engine and its ability to streamline or automating business functions
- how to use the wide array of analysis functions available to transform the mass of business data into information for staff at all levels.

Leading the users through the hands-on experience, the Instructor will ensure that the participant will become well versed in the array of configuration elements of NetSuite, where they can be found, and how they should be implemented or modified on an on-going basis.

The course involves three days of direction by the Instructor with extensive instructor-led assignments that will provide a practical, hands-on experience that will reinforce the knowledge gained.

### **Course Location**

The course can be held:

- On the client site, with a minimum of two attendees.
- At the AVT Training facility as part of a private course with a minimum of two attendees.
- At the AVT Training facility as part of a public course.

### **Prerequisites**

Each attendee will be provided with:

- A digital Workbook to be used during the course.

Please note that users should bring their own laptops for the course; WiFi access will be provided.

### **Fees**

AUD \$8,000 per attendee

## Agenda

Day 1	Day 2	Day 3
<p><b>Netsuite Structure</b></p> <ul style="list-style-type: none"> <li>Critical Components</li> <li>UI Elements</li> <li>User Access</li> </ul> <p><b>Enhancing the UI</b></p> <ul style="list-style-type: none"> <li>Centres</li> <li>Tabs</li> <li>Forms                             <ul style="list-style-type: none"> <li>Entry Forms</li> <li>Transaction Forms</li> <li>Printing Forms</li> </ul> </li> <li>Subtabs</li> <li>Sublists</li> </ul> <p><b>Enhancing the Data</b></p> <ul style="list-style-type: none"> <li>Custom Fields                             <ul style="list-style-type: none"> <li>Lists</li> <li>Transactions</li> <li>Items</li> <li>Other</li> </ul> </li> <li>Custom Records</li> </ul>	<p><b>Custom Segments</b></p> <ul style="list-style-type: none"> <li>Concepts</li> <li>Creation</li> <li>Reporting</li> </ul> <p><b>Workflows</b></p> <ul style="list-style-type: none"> <li>Streamlining Data Forms</li> <li>Automating Processes</li> </ul> <p><b>Analysis</b></p> <ul style="list-style-type: none"> <li>Standard Reports</li> <li>Searching for Data</li> <li>Saved Searches</li> <li>Creating KPIs and Reminders</li> </ul>	<p><b>KPI Scorecards</b></p> <ul style="list-style-type: none"> <li>Concepts</li> <li>Creation</li> <li>Reporting</li> </ul> <p><b>Dashboards Publishing</b></p> <ul style="list-style-type: none"> <li>Concepts</li> <li>Publishing</li> </ul> <p><b>Analytics Workbook</b></p> <ul style="list-style-type: none"> <li>Concepts</li> <li>Creation</li> <li>Pivot Tables</li> <li>Charts</li> <li>Publishing</li> </ul>