



Netsuite openair user guide

OpenAir Business Intelligence Connector Document Guide OpenAir Business Intelligence (B) connector gives you dots and clicks on access to OpenAir from existing reporting, business intelligence, workflow, and integration openAir consents or business intelligence (B) connector gives you dots and clicks on access to OpenAir from existing reporting, business intelligence, workflow, and integration openAir CopenAir to meet their unique business Intelligence (B) connector gives are adaecibed: Custom Fields, Form Permissions, Notifications, and Approval Process. Provides a glossary of ters openAir SAML 2 Quick Start Guide Explains OpenAir Mobile 2.3 (Android) OpenAir Mobile User Guide 2.6 (Phone) OpenAir Exchange Manager User Guide OpenAir Integration Manager OpenAir OffLine expenses and take you assign. OpenAir Projects Connector User Guide OpenAir Integration Manager OpenAir OffLine explains OpenAir OffLine expla

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When setting up users on NetSuite OpenAir, administrators are not limited to the number of Q& A user licenses E vs. Full as indicated in the contract. NetSuite OpenAir allows flexibility in user settings, and types of licenses, if you need to easily increase or downgrade certain users without having to jump ... Read More - Late Timesheet Alerts are one of the most frequently applied reminders or notifications to make sure users comply with your timesheet policies. What most people ignore, however, is how timesheet alerts can be set up in such a way that they are only triggered when resources are expected to do the work in... Read More
Any companies that use OpenAir NetSuite have team settings controlled by departments or hierarchies that allow a legacy view of the 'who' you can see in the system using the filter set concept. When you set up the filter set correctly, the data view helps you see the users, projects, etc. you need to see and avoid viewing... Read More -> Here are guick tips when creating your expense reports on OpenAir. Be it for daily tolls, mileage, or if you only eat the same food every day, You need to enter several rows of duplicate entries, there are useful - and overlooked - ways to do this. Go to the OpenAir Expense Worksheet... Read More \rightarrow Many companies have many specified expense items, but in practice, certain types should only be used for internal one? If you have, you might expect to disable expense entries against certain projects. To do this, you must create a custom check box field for Project. Name the field 'available' for expenses' and tell NetSuite OpenAir Support what you want... Read More

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Have you ever wanted a way to authorize your employees' and tell NetSuite OpenAir Support wanted a way to authorize you ever

Have you ever wanted a way to authorize you ever wanted a requests in advance to incur certain expenses on a project? And do you want to be able to compare actual expense reports with authorization, you can. You can enable this feature in settings > Administration > Expenses... Read More \rightarrow add caps to your spending item billing rules, it's likely the cap isn't implemented as you expect. Normally, the system would apply the cap to the nearest hundred, but it was based on guantity - not money. For example, if the spending billing rule is limited to \$500, and \$300... Read More -> Did you know that you can import credit card CSV into OpenAir NetSuite expense reports using the import wizard? OpenAir supports the ability to import American Express CSV feeds directly into new or existing expense reports according to the transactions in the file. The wizard itself is very easy to use - this is... Read More - Did you know that you can preview actual billing and revenue transactions without running a 'Pending' summary report? Invoices, revenue recognition, and end-of-month processing always have a series of individuals involved in vour organization at various points in the workflow. Checks and balances are put in place to ensure items are not ignored.... Read More \rightarrow Did you know that you can report the number of projects by stage or user by user type? Using the OpenAir calculated field, you can report the number of almost any report. Just create a detailed project report and report... Read more \rightarrow Have you ever wondered what happens to deleted records on OpenAir? The bad news is that once they are removed, they cannot be brought back. The good news is that you can look at it and even find out who deleted it. To do this, you must be an administrator... Read More - Did you know you can filter data in openair reports when you see them? Crosstabbed report creation at NetSuite OpenAir certainly has a wide range of content filtering, subtotaling, timeframe control, and more options. After running the information displayed, there are times when you to dynamically filter... Read More about -> Did you know that you can remove the 'Generated' date timestale from downloaded OpenAir reports? OpenAir NetSuite reporting is capable of reporting little but there are many occasions where people just want to download information to Excel for the use of pivot tables during data analysis. By default, report downloads on NetSuite OpenAir have 2... Read More \rightarrow Customers have a need to charge customers by way of a fixed fee or payment schedule, but also to do an analysis on the project. The setting usually followed is to add time billing rules to the project to change the clock to the money equivalent for comparison with... Read More -> Have you ever wondered how you can easily remove inactive resources from the impact of your company's utilization reports present challenges sometimes if you have a staff turnover. Staff starting in the middle of the year should not affect the roll-up of historical utilization prior to their arrival, and also, the staff who leave the company ... Read More \rightarrow us, when using reporting, can read floating pop-ups that explain field definitions. Some are quite large and the prints can be very small. And then you move your cursor just a little bit and disappear – so hover the nature of the pop-up! For a more permanent and reference-oriented... Read More -> Did you know you can use custom fields instead of filtering collections for pending Billing or Pending Billing or Pending Billing or Pending Billing reports and introductions? For many years the only way to limit projects included in Pending Billing or Pending Billing reports and introductions? standard customers, projects, project stages, and project owners or by setting ... Read More -> Did you know that you can access the audit history of changes to custom fields in OpenAir without running reports? If you see the project form in OpenAir and want to see the historical change of the custom field 'AllowAble Time Entry', you can click the field name and see changes including... Read More - If you set the target billing rate for a user, you can report the target. There are no standard features to support this, but using secondary or tertiary costs works well. NetSuite OpenAir allows you to track up to three levels of fees for users. If you only see Main Filled Charges... Read More \rightarrow Do you add all your new users to the All users assignment group to provide access to internal projects such as Administration or Time Did you know that you can automate this step every time you create a new user? How it works: OpenAir NetSuite support should enable this feature. Activation has no impact on system configuration... Read More \rightarrow Throughout the OpenAir NetSuite app, many forms have pop-up windows to set values or filters or fields. Tje Tje the window resizes by default to the selected table or list of values. In some cases, you may want to resize the window to see the information more clearly when you fill in the values from the list of options.... Read More \rightarrow many times customers determine key metrics measured in business for analysis and operational improvement. Metrics can include values such as project margin, utilization %, average billing rate, and so on. Often there are metrics that are defined to determine the lifecycle value of a major project such as ... Read More - OpenAir NetSuite Calendar found in the Home module or Dashboard, depending on your module name. Among the uses for calendars is a guick way to search for your company vacation. Your administration can set work schedules for weekdays and business hours per day. Public holidays or banks observed by... Read More -> Did you know that you can have your timesheets and expenses cover different time periods? When you choose to use timesheets and expenses on NetSuite OpenAir, one of the configuration decisions is the time period for each of these items such as weekly, two weekly, or monthly. Weekly is a fairly common choice among customers based on... Read More \rightarrow know that you can limit the timeframe a person can proxy for? Proxy is a useful feature in NetSuite OpenAir to allow administrators to log in as users for troubleshooting and for timesheet reviewers, expenses, invoices, and so on to set up backups when they are unavailable. By default the proxy feature allows users to... Read More

When you define your business role and OpenAir NetSuite user role permissions, many times you have conflicts in how you want to lock columns when scrolling through your data views? There are enough columns of data that can be added to a customized view or report result when displayed on a screen in NetSuite OpenAir. Usually the column of references to data... Read More

 OpenAir NetSuite are most commonly used to support reporting, such as grouping users by department in utilization reports and for controlling the acceptance of alerts such as Late Timesheet notifications. Many customers also change the name of this field to a higher definition organization such as Office, Region, Country, and so on. Settings... Furthermore -> Best way to review your current OpenAir user type to easily sync. When your system is deployed or configured, there comes a point when you have to define user types based on your business processes, their roles and responsibilities, and their permissions on them NetSuite OpenAir role. Initially, the role made... Read More - The correct way to increase or decrease font size of loaded web pages or to shrink the content of data to see more per page, users will be more likely to adjust their browser settings to enlarge or ... Read More project in OpenAir has the benefit of copying all aspects of the project including the value of a custom field on the project property form. To clone and navigate to the project property form. Select the Light Bulb icon on the far left to display... Read More - Are you hard coding many dates into your report? Is your fiscal year offset from the Jan-Dec calendar? You may miss using a key feature called Custom Time Ranges to help with your OpenAir Reporting uses the default calendar controls for report? Is your fiscal year offset from the Jan-Dec calendar? You may miss using a key feature called Custom Time Ranges to help with your OpenAir Reporting uses the default calendar controls for report? graphical displays help us manage our service business. Dashboards can provide this on request. At the individual contributor level, dashboards and reports can communicate performance measures and workloads for awareness. At the executive or management level, dashboards and reports can communicate operational performance, trending metrics, and staff needs. Overall dashboard... Read More -> Financial targets. Forecasting also provides early insight into pipeline or sales activities for staff initial planning and timelines for customer delivery. OpenAir NetSuite forecast functionality leverages... Read More - Trending billing rates will give you valuable information for budget planning. NetSuite OpenAir has all the headlines needed to report billing rates based on project bill rates and trends over time by various cross-sections. Use OpenAir NetSuite to provide billing fare trends versus using valuable spreadsheets or other tools and... Read More

 Subcontractors can introduce complexity because: Non-standard work schedule Variable costs based on Usage activities On demand To obtain management and administrative efficiency, contractors need to be clearly identified. The challenge is knowing when subcontractors should have access to your OpenAir NetSuite system and when they shouldn't. on NetSuite OpenAir get user accounts such as... Read More \rightarrow the Invoice layout may be customized to show a summary or level of detailed information. Invoices can display one or more projects with time and expenses. To create an invoice layout, navigate the navigation Invoice \rightarrow And \rightarrow Settings settings \rightarrow Invoice Layout Settings. Name the layout and select the information that will be in the... Read More \rightarrow Automation also means notifications, and in some cases, too many notifications. Too many notifications may mean important information is ignored as 'noise' from the system. Your OpenAir NetSuite system should work to support your team and communicate the necessary actions effectively, rather than flooding your inbox with information messages that serve no purpose. A number... Read - Company has an expense policy that your employees must follow in order to be reimbursed for out-of-pocket costs. Sometimes customers may require you to follow their spending policies instead. The challenge is how to communicate with your project and call the team specifically from customer policy for an accurate invoice. NetSuite... Read More \rightarrow Some service offerings may have a repeatable resource schedule. Features in OpenAir exist to allow copying of standard resource schedules, based on bookings, from other projects. This leads to the copying of scheduling templates that are used solely to prepare resource booking schedules for copying. By arranging... Read More \rightarrow Using accounting dates and accounting dates an submitted date, and more. However, none of these dates, can be in line with the accounting period or the date of your accounting system. NetSuite Supports OpenAir's ability to introduce a series of other dates called accounting... Read More

make mistakes. No matter how good the review process is, there are times when you need the ability to quickly refine your time and expense information. Timesheet adjustments and expense report adjustments provide this quick fix. How to Customize The OpenAir Timesheet Timesheet Timesheet Timesheet adjustments and expense report adjustments and expense information. result of the upcoming Oracle-NetSuite server conversion to Oracle Cloud Infrastructure (OCI) in early 2020, your OpenAir system may be affected in the following ways: OpenAir system may be affected in the foll Integration: It will also ... Read More \rightarrow One of the reasons NetSuite OpenAir was chosen for implementation is the ability to support time and expense entries from mobile devices. Of course, it's an interesting feature for your employees who travel a lot and need comfort. However mobile phone users are not considered when implementing OpenAir. Simple items like... Read More -> OpenAir NetSuite provides the ability to copy projects for quick settings of standard task structures. Therefore, a project template is set up time to provide copying standards. Project templates can also build other aspects including billing/recognition rules, approvers, budgets and issues. A number of templates can be defined and used... Read More \rightarrow And Expense Reports drive effective review process for time delivery and expenses. However, there are times when a simple review process, such as one reviewer or project manager, will not provide a robust enough process for possible exceptions.... Read More \rightarrow Resource type into categories or job codes, you can look deeper into your need to better prepare for future work. Skill-based scheduling, as well as project roles, will help in identifying not only resource requests but in planning training needs for you... Read More \rightarrow increase adoption and reduce data entry errors using form controls in OpenAir form contains configuration controls that ensure users see only the fields they want to see, only modify the fields they need to change, and provide error logic so that the values entered are aligned with the requirements. From requiring field values, to showing options conditionally based on... Read More - Project on OpenAir typically includes billing rule setup and may also include award rule setup, if your multiple projects. Since work is being done on these projects, billing may need to withdraw from the number of one contract to ensure that the agreed amount has not been exceeded. With the OpenAir portfolio project feature, you can implement... Read More
If you have an existing task group and you're trying to load a large number of users into that task group, you can do so using OpenAir Integration Manager (OAIM), using Project Group mapping. The mapping file must contain the Internal ID of the task group and the Assigned User which is the... Read More \rightarrow you may have fields in your OpenAir form that aren't clear to your users about what those fields are for or what information to put in the fields. By utilizing the help of OpenAir page, you can provide better online help. Page reference help improves the user experience and provides... Read More

OpenAir's time billing rules are very flexible to handle billing at hourly or daily rates. Daily rates, however, sometimes give us all a bit of a headache when when individual hours that contribute to the daily rate. For example, how often do you see \$1125/day quoted but this is actually \$140,625/hour, which is then rolled... Read More
Age and the daily to view cost information. This applies to standard margin values as part of an OpenAir database or custom calculated margin values using the cost in the equation. Cost delivery is sensitive if the cost represents a user's unique cost to the company. To allow margin reporting without exposing sensitive charges... Read More
— Trending billing rates will give you valuable information for budget planning. Top Step recommendations for billing rate trends are to prepare reports and chart views based on contracts, fixed cost contracts, and overall performance for the overall look of the company or entity. Consider all working hours on contracts, billable and nonbillable, to... Read More -> Many service organizations provide standard services that are a consistent set of tasks, timelines, and resources. OpenAir provides the option to create a project - Cloning. How is it different from The Project Copy feature? One important difference is that cloning also copies the contents of the project property field. The content of this field may be extensive and require effort... Read More \rightarrow Using Milestones to push billing rules because leaving them blank triggers Billing Projections when Generating Cost Projections for projects,... Read More -> Did you know that you can reimburse users to accommodate different levels of projects or tasks in OpenAir? There are usually two situations where the cost associated with the user is not necessarily the same cost that is recognized for the work done by that user on a particular project. User is subcontractor... Read More -> Did you know that you can use custom fields instead of filtering collections for pending billing reports and introductions in OpenAir? For many years the only way to limit projects included in Pending Billing or Pending Recognition was to use a series of standard OpenAir fields including customers, projects, project stages, and project owners or by ... Read More - the Saved list view in OpenAir enables easy and efficient display configuration settings and shares those configurations with users in your organization. This feature also allows the user settings Create a public list view, which allows users to configure this save list view.... Read More - Here are guick tips for analyzing OpenAir Roles with the goal of reviewing your current user types to be differentied with business processes and organizational changes. As your system you deployed or configured, there comes a point when you have to determine the type of user based on your business process, their roles and ... Read More -> Do you want to get phase-level budget vs. actual reporting on OpenAir? We've found the sure you select [No] as part of the filter. Otherwise, other fields on the report that don't use those fields won't display correctly. Example: Crosstabbed report showing actual bookings and hours, filtering on certain types of bookings will mess up... Read More
A Have you set up OpenAir account retention alerts - then get character limit warnings? These quick tips will explain why and how to overcome these limitations. When you create an account retention hotifications) the To and From email fields are previously populated with... Read More \rightarrow If you want to limit roles to shared reports only, and can't create or modify OpenAir reports yourself, you can do so by setting the following role privileges: UNCHECKED: View all saved reports ... Read More \rightarrow Ready to Start the OpenAir Business Intelligence Connector? Top Step has a step-by-step guide to show you how the publishing process works. For the purposes of explanation here, we'll use Excel documents, but keep in mind that OABIC works with any BI tool that supports the OData protocol: Create reports ... Read More -> on the project 'outline' view, by task, 'Start' column & amp; bone' is not the same field as the 'Start Date' and 'End Date' columns (which are fixed dates entered on the task form itself) 'Start' & amp; 'Finish' are system calculated. The calculated start date for a task is the start date that OpenAir calculates, based on... Read More -> If you don't know, there's a known bug in the form permission rule. You create pairs (or more) related list restriction rules using conditions based on a particular client, you can get unusual errors if you set the conditions using the client nickname. For example, if you have ... Reading Reading - The need for overlapping timesheets is usually driven by the need to include two timesheets in a given week. For example, let's say your company is on a monthly accounting calendar but you have weekly timesheet period, one ending on the last day of the calendar month and... Read More - To control timesheet periods, did you know there's a feature to control which weeks are available for time entries and overwriting on a per-user basis? An internal switch in OpenAir called Enable timesheet open period available as company settings. It's available through the Administration... Read More -> want to press a total column or delete data from a report quickly? In the new Report Editor UI, both options are easy to achieve. To hide column totals on a report, all you have to do is click the 'sum symbol' to press the total. Clicking the X next to... Read More -> Did you know that OpenAir has a feature that allows users to click a button on the Task list or Outline view of a project and it will make an order for all generic resources assigned to any task on the projects > | Task... Read More - 're going on vacation but want someone to send or approve timesheets or expenses on your behalf? Under some account configurations, users are allowed to designate their own proxies. To create a proxy for themselves, users must have their own Proxy create enabled role permissions (Administration > Global Settings ... Read More - Want to forecast finance for a specific project that ends in the next quarter? When using charging projections based on approved hours and there are projects that have time billing rules with caps, make sure you use relative date ranges otherwise projections may not be accurate for projects billed using caps. How to access Go... Read More

Did you know there is an OpenAir feature that can be used to automatically fill in project names with project order numbers per client? Sometimes there are custom fields in OpenAir that contain secret built-in functionality – we'd like to call them Easter Eggs! This feature uses one of those custom fields. How... Read More - Data entry is key to capturing information and running your business. Therefore, how you layout your form on OpenAir is key to ensuring end users are guided through the full field population as needed. This can be achieved in a number of ways including: The Permissions Form Default Form... Read More \rightarrow At OpenAir, there are many ways to manage resources. One of the main considerations is whether to make a booking directly to your system - manual booking, or using any of the methods. Manual bookings are scheduled immediately, so you don't have to wait to have... Read More

If you have OpenAir, you should already know that every active user account requires a license. To make sure you manage the number of licenses used, periodic reviews of user activity are recommended. Inactive users waive licenses so being vigilant in monitoring the number of active users is a benefit and cost savings! Best... Read More \rightarrow Have you ever realized...? That when you access the user dropdown and search for users by name, you never get a task group in the results? There are several reasons... Read More \rightarrow Margins can provide insight into the profitability of service offerings or contract vehicles. These trending metrics are useful for deciding how to tailor your business to the services or contracts you sell and deliver. In some companies, project managers held to a target margin set as part of the proposal's scoping efforts. Be... Read More - Resources are key metrics for understanding staff productivity and employed earnings. Typically, utilization implies billable hours and therefore the higher the billable hours, the more revenue the company will earn. However, there are many types of utilization categories, all of which serve the purpose of providing a holistic view of where ... Read More \rightarrow Budget allows you to budget projects connected to the work breakdown structure or at the overall project level. One feature in the project budget is the ability to attach a PIN or Customer Agreement to the project budget to give you a projected billing amount that represents... Read More \rightarrow credit/rebill feature allows invoices already created to be credited and new invoices issued. This feature provides an updated cost trail, versus just deleting invoices, fees, and republishing new invoices. In the end, the credit process /rebill will generate 3 invoices. In the end, the credit process /rebill will generate 3 invoices. it's a good idea to review the privileges that every role has at OpenAir. Using the Role Privileges report will ensure each role has the correct privileges that align with your current business processes and also to review compliance with company policies and/or Sarbanes-Oxley. To run this report, open the Advanced report titled,... Read More \rightarrow \rightarrow

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