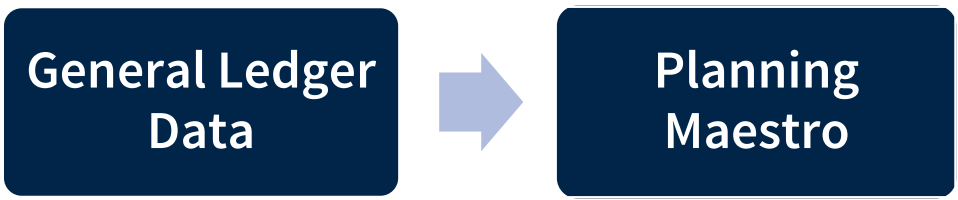
CENTAGE DATA INTEGRATION FOR ORACLE NETSUITE

Planning Maestro enables you to upload current data from your accounting or ERP system to analyze or use in your budget. After you set up an integration between Planning Maestro and your accounting system, Planning Maestro can extract data every night to use for the next day.



Planning Maestro can integrate with many accounting systems, including **Oracle NetSuite**.

This Implementation guide shows you, a Planning Maestro **Administrator**, how to authorize Centage to access your **General Ledger** data in **NetSuite**.

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Integration Overview

Centage's integration can pull in core **General Ledger** structures and information from **NetSuite**. It extracts data every night to ensure fresh data is populated into Planning Maestro for the following day.

We extract the following information:

1. General Ledger Transaction Totals
2. Dimensions:
    - **Classification**
    - **Customer**
    - **Department**
    - **Location**
    - **Subsidiary**

Enable Token-Based Authentication

Confirm that token-based authentication is enabled for your account.

Step 1: After signing into NetSuite, navigate to: **Setup → Company → Enable Features.**

Step 2: Click on **SuiteCloud**.

Step 3: In the **SuiteScript** section, enable the following:

- **CLIENT SUITESCRIPT**
- **SERVER SUITESCRIPT**

Step 4: Scroll down to **Manage Authentication** section and enable the following:

- **TOKEN-BASED AUTHENTICATION**

Step 5: Scroll to top of page and click **Save**.

Create Role

*Create a **User Role** that the **Centage Integration** team can use to set up the integration.*

***Please Note**: This role will be specifically for **Centage Integration** to grant us access to required data. We only read information from it and never write back to your environment.*

Step 1: Navigate to: **Setup → User/Roles → Manage Roles → New**.

Step 2: Enter the following information:

Name	Centage Integration
Employee Restrictions	none – no default
Two-Factor Authentication Required	Not Required
Duration of Trusted Device	Per Session

Step 1: In the **Subsidiary Restrictions** section, select **All**.

Step 2: Below the **Authentication** section, click on **Permissions → Setup.**

Step 3: Add the following permissions:

- **Deleted Records**
- **User Access Tokens**
- **Log in using Access Tokens**
- **Manage Accounting Periods**
- **Web Services**

Step 4: Navigate to: **Permissions → Transactions**.

Step 5: Set the following permissions for **View**:

Accounts	Expense Report	Unbuild Assemblies
Adjust Inventory	Invoice	Vendor Bill Approval
Cash Sale	Item Receipt	Vendor Payment Approval
Cash Sale Refund	Item Fulfillment	Vendor Payment Status
Check	Locations	Vendor Return Auth. Approval
Classes	Opportunity	Vendor Return Authorization
Credit Memo	Purchase Order	Vendor Returns
Customer Deposit	Sales Order	Vendors
Customer Payment	Subsidiaries	Work Order
Customer Refund	Transfer Funds	Work Order Close
Departments	Transfer Inventory	Work Order Completion
Deposit	Transfer Order	Work Order Issue

Step 6: Navigate to: **Permissions → Lists**.

Step 7: Set the following permissions for **View**:

Accounts	Currency	Locations
Classes	Departments	Subsidiaries
Customers		

Please Note: *Depending on the version of* ***NetSuite*** *you are using,* ***Subsidiaries*** *and or* ***Currency*** *may not be present.*

Step 8: Navigate to: **Permissions → Reports.**

Step 9: Set the following permissions for **View**:

Financial Statements	General Ledger	

Step 10: Navigate to: **Permissions → Setup.**

Step 11: Set the following permissions for **Full** (unless specified as **View**):

Log in using Access Tokens	Manage Accounting Periods (View)	SOAP Web Services
User Access Tokens	Accounting Lists (View)	

Step 12: Save **Role.**

Create User **or** Assign Role to Existing User

Set up a user account that the ***Centage Integration*** *team can use.*

Create or set up a user account that the **Centage Integration** team can use to set up this integration. You can **either**:

1. **Create a new user** (which may incur additional charges from **NetSuite**).
2. **Modify an existing user account** and assign it the role you created in the previous step.

Option 1: Create User

Step 1: Navigate to: **Lists → Employees → Employees → New**.

Step 2: Enter the following:

Name	Centage Integration
Email	Integration@Centage.com
Subsidiary	Choose your company

Step 3: Below the **Classification** section, click on **Access** and enable the following:

- **Give Access**
- **Send New Access Notification Email**

Step 4: In **Roles**, add **Centage Integration**.

Step 5: Save the new **User**.

Option 2: Assign Role to Existing User

*Instead of creating a new **Centage Integration** user, you can add the [Centage Integration User Role](#) to an existing user.*

Step 1: Navigate to: **Lists → Employees → Employees → Search**.

Step 2: Search for the desired user to be assigned the **Centage Integration** role.

Step 3: Click **Edit**.

Step 4: Click **Access**.

Step 5: Under **Roles**, add **Centage Integration**, then **Save**.

Create an Integration Record

*Create an **Integration Record** that the **Centage Integration Team** can use to set up the integration.*

Step 1: Navigate to: **Setup → Integration → Manage Integrations → New**.

Step 2: Enter the following:

Name	Centage Integration
State	Enabled

Step 3: Below, click on **Authentication** and enable the following:

- **TICKET-BASED AUTHENTICATION**

Step 4: Click **Save**.

Step 5: You will be directed to a confirmation page.

- Email the **Consumer Key** and **Secret** values to Integration@Centage.com.
  Recommended: send in a passworded Word document. See the guide below.
- The **Consumer Key** and **Secret** will only display once. Treat these values as top-secret passwords.

Create Token (if you assigned the Centage Integration role to an existing user)

Please Note*: Skip this step if you created a new user account for Centage, as the token must be created by the user.*

Step 1: Navigate to the homepage and click on **Manage Access Tokens** under settings.

Step 2: Click on **New My Access Token**.

Step 3: Select application name **Centage Integration** and click **Save**.

Step 4: You will be directed to a confirmation page.

a. Email the **Token ID** and **Secret** values to Integration@Centage.com.
   Recommended: send in a passworded Word document. See guide below.
b. The **Token ID** and **Secret** will only display once. Treat these values as top-secret passwords.
c. You may send these values along with the **Consumer Key** and **Secret** in a single Word document.

Password-Protect Word Document

This step is optional, but recommended. The **Consumer Key** and **Secret** are like passwords, so to safely send them via email, we recommend password-protecting the document.

Step 1: In Microsoft Word, enter the **Consumer Key** and **Secret** values. (Also include the **Token ID** and **Token Secret** if you did not create a user for us).

Step 2: Go to: **File → Info → Protect Document**.

Step 3: Enter a password twice and save the document.

Step 4: When sending a passworded document, send the password in a separate email to Integration@Centage.com. You can also call **Centage Support** at 508.948.0048.

What's Next?

After you complete the steps above:

1. If you created a new user for Centage, we will automatically receive a welcome email and will create the **NetSuite** token.
2. If you assigned the new role to an existing user, please:
    - Email us the token information as outlined above.
    - Call us to provide the password to the document (if it is password-protected).

From there, we will confirm access to the required data and will begin our integration work. Once completed, we will notify our **Consultants** to begin validating the data. They will reach out if necessary.

If you have any questions, please email us at integration@Centage.com or call **Centage Support** at 508.948.0048.