Oracle® NetSuite for Government
Program Documentation

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Oracle NetSuite for Government Program Documentation,

F51505-05

Contents

About This Content

This document contains the program documentation for Oracle NetSuite for Government.

Audience

This guide is intended for anyone currently using Oracle NetSuite for Government.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Conventions

The following text conventions are used in this document.

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

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Fund Accounting

Fund Accounting within NetSuite for Government

NetSuite for Government adds key functions for fund accounting. Manage the diverse nature of revenues and expenditures by fund, governmental activities, and other conditions.

The flexible chart of accounts structure allows each segment to be managed in hierarchies for roll-up and drill-down abilities. For example: Function, Department and Division can be handled by one segment for clean structuring. Manage operating expenses through activity and project costing to prevent restructuring or cluttering the chart of accounts.

Fund Validation

Fund Validation within NetSuite for Government

This feature allows you to restrict the chart of accounts to fit the needs of the organization and have few restrictions to fully qualified accounts.

Initial restrictions include role-based access to funds and departments, followed by segment-by-segment restrictions to avoid costly user errors andn more efficient processing of transactions.

Create a Fund

Creating a fund within NetSuite for Government

To create and manage funds navigate to : Setup > Company > Fund

1. New Fund
2. Assign fund number (if applicable)
3. Provide name for the fund
4. Create hierarchy using Parent/Child Relationships (Governmental, Special Revenues, etc.)
5. Choose function for ACFR reporting
6. Restrict which departments can see this fund
7. Restrict which roles can see this fund

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Procurement

Procurement within NetSuite for Government

NetSuite for Government has several features enabled for the procurement process specific for government use.

Encumbrances

Encumbrances within NetSuite for Government

An encumbrance is a set amount of money committed to a payment for good or services ahead of the actual purchase. When a requisition is placed, an encumbrance is automatically created per each line of the transaction. This commits the funds to be used for the specific purpose designated on the requisition. As items are received against a requisition, we disencumber the amount against the encumbrance balance. Items can be partially or fully received and directly impact the total encumbrance balance. A Budget to Actual report can be run to showcase the commits or encumbrances balance. Encumbrance information can also be shown on dashboard portlets.

Approval Rule Assistant

Approval Rule Assistant within NetSuite for Government

NetSuite for Government provides a user-friendly tool that enables administrators the ability to create requisition approval workflows without any needed scripting or coding. Approval workflows can be created by Fund, Department, Account, and/or Amount to route to the proper employee role. This allows organizations to create specific approval routing rules quickly and easily for their organization. These can be as simple or detailed as the organization requires and can be easily maintained by non-technical resources.

Contract Management

Contract Management within NetSuite for Government

Contract Management is used to track basic information about the contracts which the organization has entered into. It can be used to track information like the contract type, agreement type, and other basic contract related details. It also allows the organization to track funding details associated with the contract.

Vendors - Disadvantaged Business Enterprises

Disadvantage Business Enterprises within NetSuite for Government

Government entities often want to track their spending to Disadvantage Business Enterprises (DBE) and see their spending activity across categories of these types of Vendors. NetSuite for Government has added the DBE Category to the Vendor to enable reporting and

dashboards across these categories like Minority Owned, Women Owned, Veteran Owned, etc.

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Human Resources

Human Resources within NetSuite for Government

The NetSuite for Government Human Resources portfolio enables users to enter, manage and report on employee assignments geared to local government agencies.

Key Features Include:

- HR Classifications
- I9, Work Status, and EEO4 classifications
- Direct Deposits
- Leave Tracking
- Pay Codes
- Position and Pay and Pay Distribution
- Benefit Plans
- Benefit Members and Plans
- Employee Templates
- Salary Schedule and Step Line Table
- Job/Position Table
- Pay Code and Hour Code Table
- Tax Tables

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Payroll

Payroll within NetSuite for Government

The NetSuite for Government Payroll portfolio enables users to calculate the employee's paycheck, generate general ledger transactions based on default funding allocations, generate checks to be printed, generate a direct deposit file for transmission, and any other standard or agency required report/file such as retirement, benefits, pension contributions, union dues, and taxes.

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Employee Center

Employee Center within NetSuite for Government

The NetSuite for Government Employee Center feature enables employees to view human resources and payroll related documents specific to their employment. The self-service feature enables the employee to update their address and personal information. The employee may also enter purchase requests or expense reimbursements reports which is unified with the financial modules. Employees may also use the time tracking module to enter their time into the weekly timesheet, or view and approve/reject timesheets for their subordinates.

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Time Tracking

Time Tracking within NetSuite for Government

The NetSuite for Government Time Tracking feature enables the employee or a timekeeper to enter employee time in the weekly timesheet form. Employees can be employed in multiple positions and track time for each position using an unlimited number of client defined hour codes in order to calculate and track the correct rate of pay and classify the hours worked. Approval workflows can be utilized so that a timekeeper or supervisor can review and either approve or reject timecard entries. E-mail notifications can be automated to alert employees of timecard status changes. Time Entry Review reports can be used to proof timecard hours prior to calculating payroll. Timecard hours will be calculated during the payroll processing with the appropriate hourly rate.

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Projects and Grants

Projects and Grants within NetSuite for Government

NetSuite for Government Projects and Grants elevates efficiency and visibility into the project and grant lifecycles with the ability to track terms and conditions, track many projects to many grants, automate time and expense management for billable and nonbillable transactions, and manage expenses across multiple years. Many projects and funds can correlate to many grants.

Projects

Projects within NetSuite for Government

Enabling both project managers and financial analysts with capabilities to manage various aspects of Project Management and Accounting. Users have a dashboard giving an actionable 360 view around project tasks/reminders, milestones, work breakdown and budget. Additionally, financial reporting for all related transactions is available within the project/grant ledger detail transactions sourced from procurement, disbursements, and revenue collections modules.

Grants

Grants within NetSuite for Government

Grants Management elevates efficiency and visibility into the grant lifecycle with the ability to track opportunities, status, terms and conditions, projects to grants, and manage expenses across multiple years. Grants in NetSuite for Government maintain all relevant milestones so that vital information is in a single unified system.