

Enabling a NetSuite Role for Duo Single Sign-on *Netsuite Admin*

To enable a NetSuite role for Duo Single Sign-On, the following must occur.

The Users which require the role need to be added into the SG_DUO_NetSuiteUsers Security Group in Active Directory by IT. A request for this to occur is to be submitted via the PBR IT Helpdesk. This may take several hours to sync. If required urgently a manual refresh can be undertaken, and should be requested via the PBR IT Helpdesk.

Once the required users are permitted to sign into the NetSuite Duo Application, the NetSuite role must be enabled for SAML Single Sign-on. This is **only** to be done by person with NetSuite Administration rights (Finance, IT).

Signed in as Administrator, navigate to Users/Roles > Roles. This will bring up the Role configurations for PBR.

Manage Roles

VIEW Default Customise View New Role

FILTERS

SHOW INACTIVES

EDIT	NAME	FROM BUNDLE
Customise	Accountant (ABFS)	
Edit	Administrator	
Edit	Celigo Integration Access Role	
Customise	Celigo integrator.io Full Access w/o 2FA [Locked]	20038
Customise	Celigo IO Integration Admin	20038
Customise	CEO	
Edit	Custom Celigo integrator.io Full Access w/o 2FA	
Customise	Custom EFT Role	509148
Customise	Employee Centre	
Edit	Employment Hero	
Edit	Employment Hero Integration Role	
Customise	EP Approver	509148
Customise	EP Configurator	509148
Customise	EP Processor	509148
Edit	ETRB Accountant	
Edit	ETRB Accounts Officer - Senior	
Edit	ETRB Accounts Payable Assistant	
Edit	ETRB Accounts Payable Clerk	
Edit	ETRB Accounts Payable Temp Assistant	
Edit	ETRB Accounts Receivable Assistant	
Edit	ETRB Accounts Receivable Assistant - Inc Refunds	
Edit	ETRB Accounts Receivable Clerk	
Edit	ETRB Administration Board Support	
Edit	ETRB Carpenter	
Edit	ETRB CEO	
Edit	ETRB CEO Executive Assistant	
Edit	ETRB Cleaning Supervisor	
Edit	ETRB Commercial Manager	
Edit	ETRB Commercial Team Leader	
Edit	ETRB Communications Executive	
Edit	ETRB Communications Executive - Purchase Orders	
Edit	ETRB Company Secretary	
Edit	ETRB Compliance Strategy Manager	
Edit	ETRB Customer Service Supervisor	
Edit	ETRB Education Officer	
Edit	ETRB Education Officer - Purchase Orders	
Edit	ETRB Engineering Manager	
Edit	ETRB Events Coordinator	
Edit	ETRB Events Coordinator - Purchase Orders	
Edit	ETRB General User	

Once the appropriate Role is located, select **Edit**

Under the Role permissions area, locate Setup.

ORACLE NetSuite PUFFING BILLY

Search

Activities Payments Transactions Lists Reports Analytics Documents Setup Customization Implementation Fixed Assets SuiteApps Support

Role

Save Cancel Change ID Actions

General

NAME * ETRB IT Manager

ID customrole1040_0

CENTRE TYPE Executive Centre

EMPLOYEE RESTRICTIONS none - no default

DO NOT RESTRICT EMPLOYEE FIELDS

RESTRICT TIME AND EXPENSES

SALES ROLE

SUPPORT ROLE

INACTIVE

CORE ADMINISTRATION PERMISSIONS

Subsidiary Restrictions

ACCESSIBLE SUBSIDIARIES

ALL

ACTIVE

USER SUBSIDIARY

SELECTED

ALLOW CROSS-SUBSIDIARY RECORD VIEWING

SELECTED SUBSIDIARIES

Puffing Billy Railway

Puffing Billy Railway : Puffing Billy Railway Board

Puffing Billy Railway : Puffing Billy Preservation Society (Inactive)

Authentication

SINGLE SIGN-ON ONLY

WEB SERVICES ONLY ROLE

RESTRICT THIS ROLE BY DEVICE ID

TWO-FACTOR AUTHENTICATION REQUIRED

Not required

DURATION OF TRUSTED DEVICE

Per session

Permissions Restrictions Forms Searches Users Preferences Dashboard History

Transactions Reports Lists Setup Custom Record

PERMISSION *	LEVEL
Bill - Creditor Invoices	View
Credit Memo	View
Expense Report	Edit
Find Transaction	Create
Item Receipt	Edit
Pay Bill - Creditor Invoices	View
Purchase Order	Edit
Receive Order	Edit
Vendor Returns	View

Add Cancel Insert Remove

Save Cancel Change ID Actions

Permissions Restrictions Forms Searches Users Preferences Dashboard History

Transactions Reports Lists Setup Custom Record

PERMISSION *

KPI Scorecards

Publish Dashboards

SAML Single Sign-on

Search

Add Cancel Insert Remove

Save Cancel Change ID Actions

In the dropdown box, search and select **"SAML Single Sign-on"**

Select **"Add"** and then ensure to save the Role settings.

Once the role has been updated with SAML Single Sign-on permissions, the user should be able to log in to the NetSuite application via the below link.

<https://4110024.app.netsuite.com/app/center/card.nl?sc=-29&whence=>

Users should be told to not log in with any other link. The link with the account specific prefix (4110024) should be used for all Single Sign-on enabled roles. This excludes NetSuite Administrator

Roles.

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