SOD Check
Segregation of Duties
www.sodcheck.com

The five steps of the CHECK Method

You are here

- **C** Capture Data
- **H** Highlight Conflicts
- **E** Examine Results
- **C** Confirm Safeguards
- **K** Keep a Record of Decisions

How to Run NetSuite Role Permissions Report

A free guide from SOD Check. Also called the NetSuite roles report, or the Show Role Differences report.

Short answer: The NetSuite role permissions report shows what every role can do, compared with the Administrator role. To run it, open **Show Role Differences** from the Setup menu, set the Base Role to **Administrator**, compare it to all roles, uncheck **Only Show Differences**, and export to Excel. You need this report for a segregation of duties review.

1. What this report shows

1. Every role in your NetSuite account, including custom roles.
2. The permissions each role holds, compared with the Administrator role.
3. The facts you need to see what a role allows, not just what it is called.

A role name can hide a lot. The user access report tells you who holds each role. This report tells you what each role can do. A segregation of duties review needs both. See the companion guide: How to Run NetSuite User Access Report.

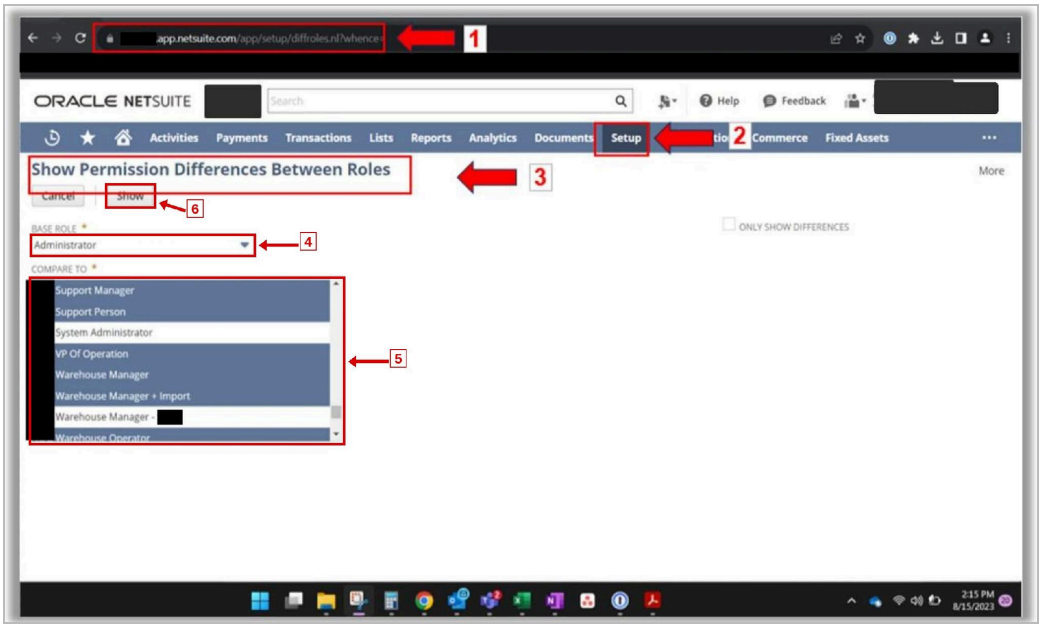
© 2026 A2Q2. All Rights Reserved.

2. Before you start

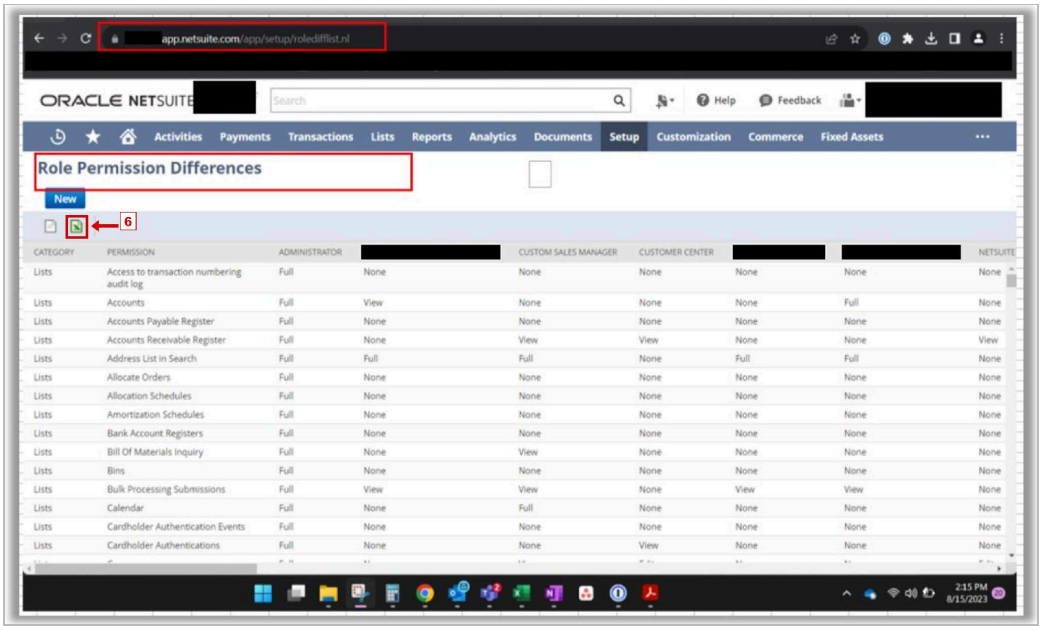
1. Sign in with an account that can view roles and role differences. This is usually a system administrator account.
2. Compare to every role. Do not pick only a few.
3. Your menus may use different labels. Use the pictures in this guide as your map.
4. Plan to take your proof screenshot right after you export, while the report is still open.

3. Run the report

1. Sign in to NetSuite.
2. Go to **Setup**.
3. Select **Users/Roles**, then **Show Role Differences**.
4. Set **Base Role** to **Administrator**.
5. In **Compare To**, select every role. Click the first role. Hold Shift and click the last one.
6. Uncheck **Only Show Differences**, so the report lists every permission, not only the ones that differ.
7. Click **Show**.
8. Click the Excel icon. NetSuite exports the report as an Excel workbook (.xlsx).



Steps 1 to 5. The red numbers 1 to 5 match steps 1 to 5. Sample data only.



Steps 7 and 8. After you click Show, the results open. The red 6 marks the Show button and the Excel icon.

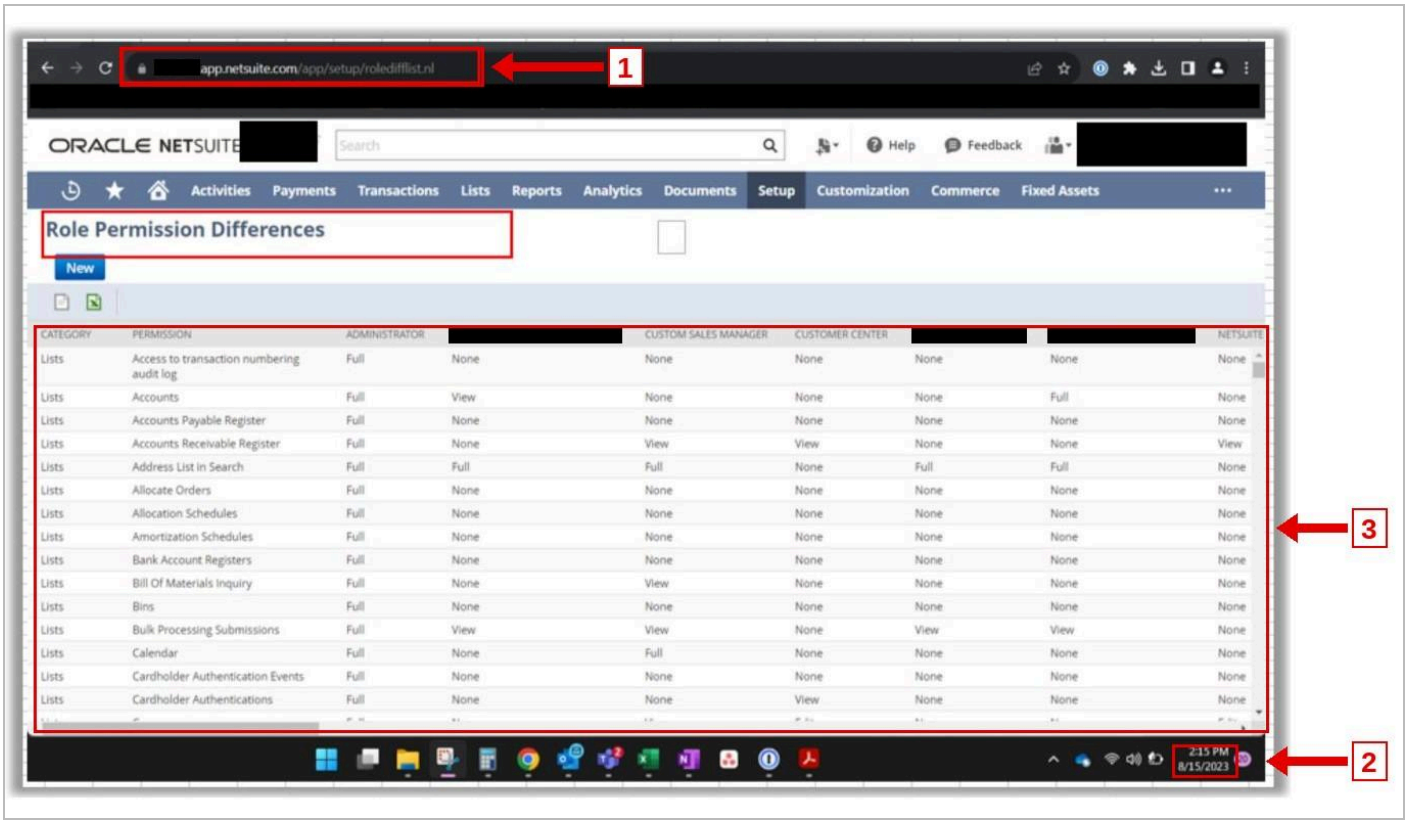
Your list should show every role highlighted. All of them. Even the one nobody admits to creating.

4. Take your proof screenshot

Keep the report on screen. Your screenshot must show three things:

1. **The NetSuite web address** in the browser bar. It shows the report came from a live account.
2. **The date and time** on your computer. It shows when you ran the report.
3. **The report itself**, as it looks on screen.

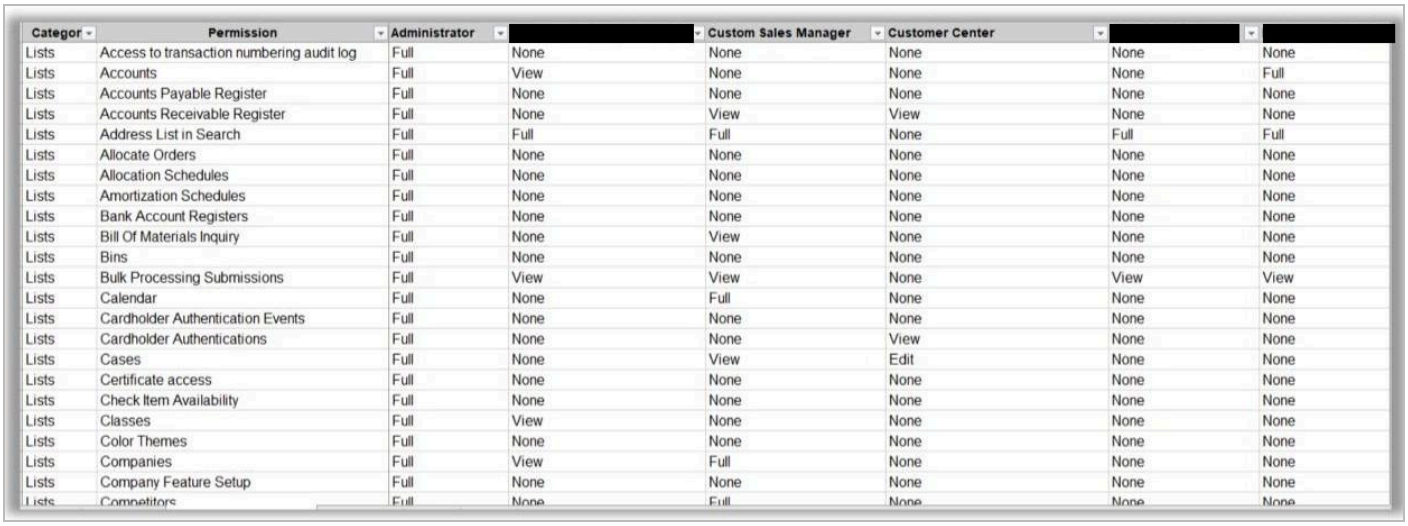
Do not crop, blur, or black out these three things in your own file. Anyone who relies on the report will need them. We blacked out details in the pictures in this guide. Yours should stay whole.



A good example. The red numbers match the three things above.

5. Save your workbook

1. Open the Excel file you exported.
2. Add a new tab named **Evidence Screenshot**. Paste your screenshot into it.
3. Save the file as: `CompanyName_NetSuite_Role_Permission_Differences_YYYY-MM-DD.xlsx`



Categor	Permission	Administrator	[redacted]	Custom Sales Manager	Customer Center	[redacted]	[redacted]
Lists	Access to transaction numbering audit log	Full	None	None	None	None	None
Lists	Accounts	Full	View	None	None	None	Full
Lists	Accounts Payable Register	Full	None	None	None	None	None
Lists	Accounts Receivable Register	Full	None	View	View	None	None
Lists	Address List in Search	Full	Full	Full	None	Full	Full
Lists	Allocate Orders	Full	None	None	None	None	None
Lists	Allocation Schedules	Full	None	None	None	None	None
Lists	Amortization Schedules	Full	None	None	None	None	None
Lists	Bank Account Registers	Full	None	None	None	None	None
Lists	Bill Of Materials Inquiry	Full	None	View	None	None	None
Lists	Bins	Full	None	None	None	None	None
Lists	Bulk Processing Submissions	Full	View	View	None	View	View
Lists	Calendar	Full	None	Full	None	None	None
Lists	Cardholder Authentication Events	Full	None	None	None	None	None
Lists	Cardholder Authentications	Full	None	None	View	None	None
Lists	Cases	Full	None	View	Edit	None	None
Lists	Certificate access	Full	None	None	None	None	None
Lists	Check Item Availability	Full	None	None	None	None	None
Lists	Classes	Full	View	None	None	None	None
Lists	Color Themes	Full	None	None	None	None	None
Lists	Companies	Full	View	Full	None	None	None
Lists	Company Feature Setup	Full	None	None	None	None	None
Lists	Competitors	Full	None	Full	None	None	None

Sample data only.

6. Check before you move on

1. Base Role is Administrator.
2. Compare To includes every role.
3. Only Show Differences is unchecked.
4. The Evidence Screenshot tab shows the web address, the clock, and the report.
5. The file opens in Excel.

7. What next?

1. Run the first report. See: How to Run NetSuite User Access Report.
2. Want to see where one person has too much control? Download the free Compare Ways to Run a Segregation of Duties Review: Side-by-Side Checklist.
3. Want us to do the analysis? Book a free 15-minute consultation at www.sodcheck.com. You export two reports. We never log in to your systems.

SOD Check helps you find where one person may have too much control, so you can decide what needs to change.