

# PKF

## RadiusCore

### User Documentation

Last Updated: 26<sup>th</sup> March 2020  
For application version 0.5.0 (beta)

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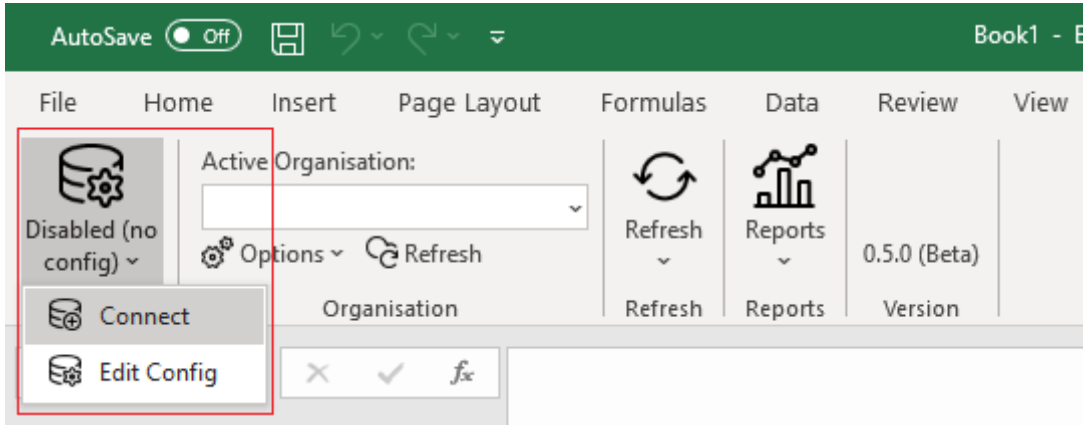
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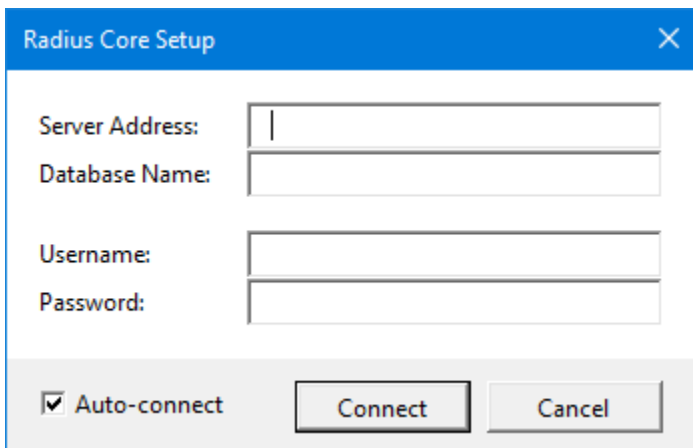
## 1. Initial Setup

Before you can use RadiusCore for the first time you will need to perform a one-time setup process. To complete these steps, you will need the connection information provided to you by RadiusCore staff.

1. Select **Radius** on your Excel ribbon.
2. In the **Add-in Status** section press the config button -> **Connect**.



3. In the **RadiusCore Setup** window that appears, enter connection information provided to you by RadiusCore staff.

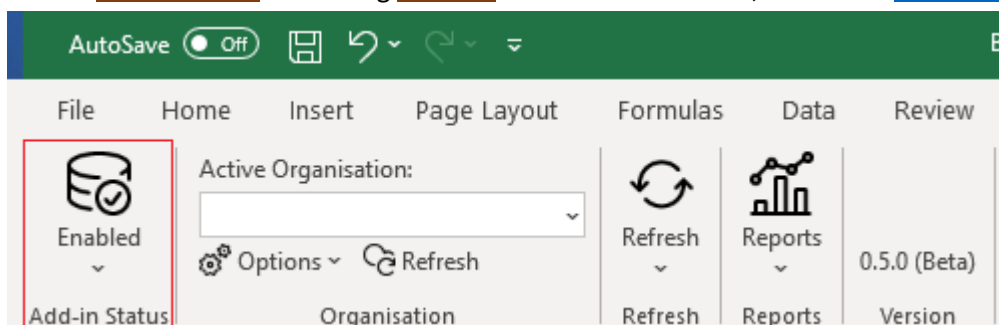


4. Press **Connect**. A notification should inform you if your connection is successful. If you are having trouble connecting please follow these steps:
  - a. Double check all fields have been entered correctly (these are case-sensitive).
  - b. Ensure you are entering your password correctly (copy-paste to avoid mistakes!).
  - c. If you still cannot connect, please take a screengrab of the error message and contact RadiusCore staff.

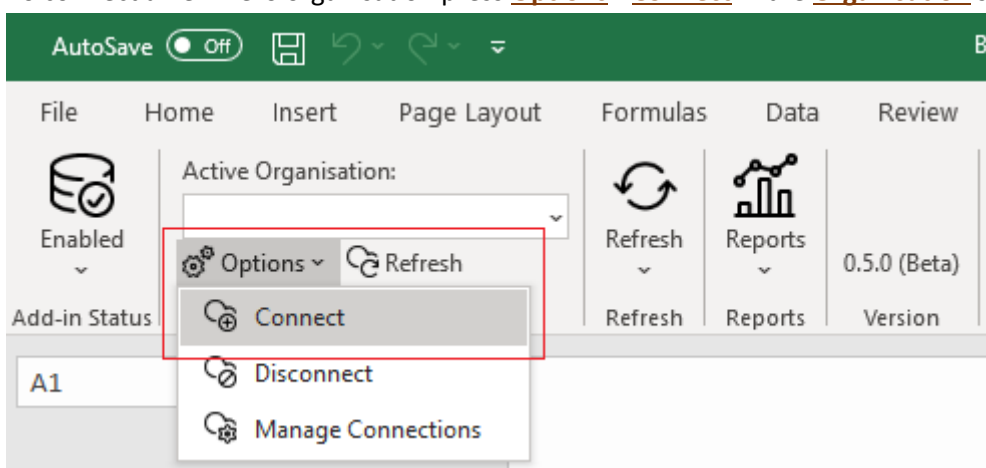
## 2. Establishing a New Xero Connection

To connect a new Xero organisation to RadiusCore please follow the steps below.

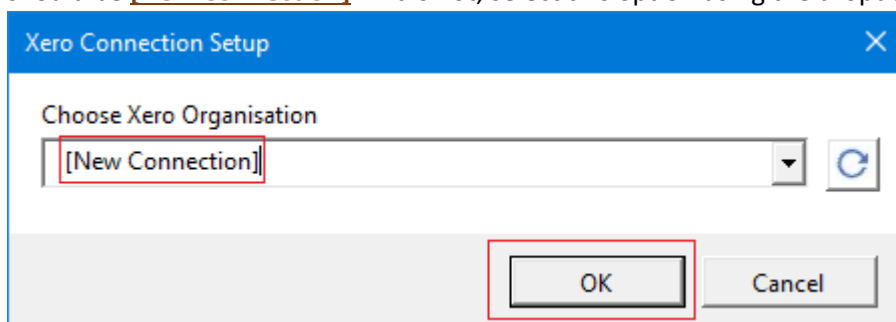
1. Select **Radius** on your Excel ribbon.
2. Ensure **Add-in Status** is showing **Enabled**. If this is not the case, follow the [Initial Setup](#) instructions.



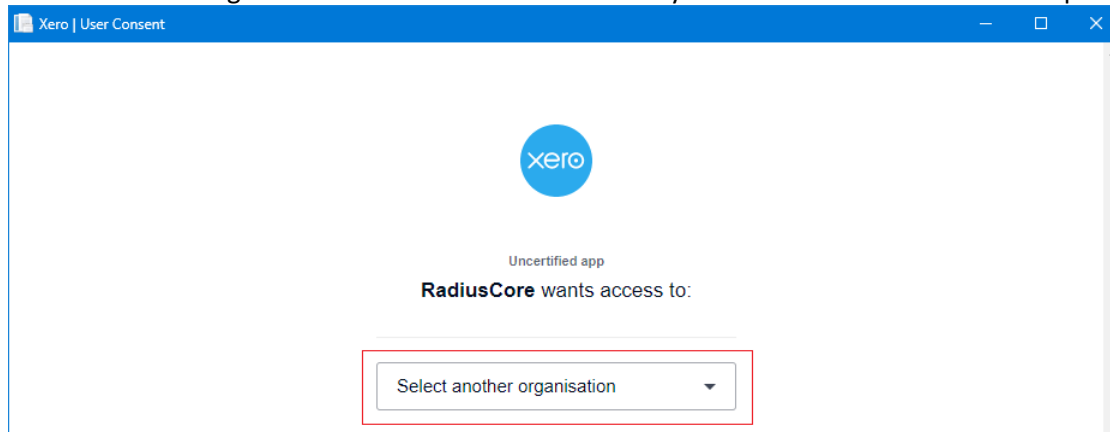
3. To connect a new Xero organisation press **Options->Connect** in the **Organisation** section of the ribbon.



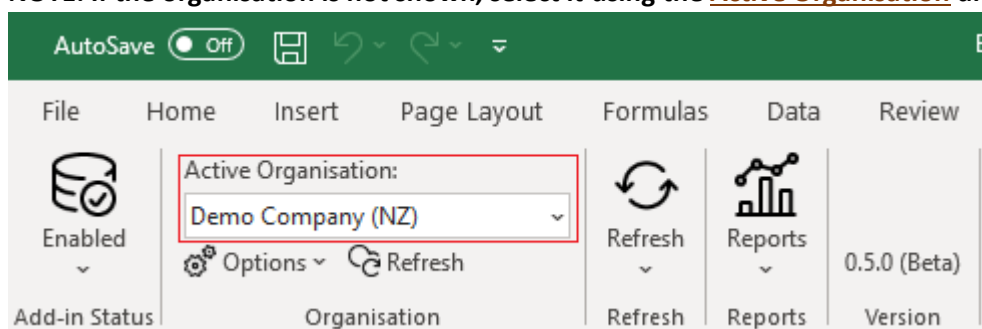
4. In the **Xero Connection Setup** window that appears, the default selection for **Choose Xero Organisation** should be **[New Connection]**. If it is not, select this option using the dropdown menu, then press **OK**.



5. A Google Chrome window will open, showing the Xero login screen. Login to Xero and follow the on-screen prompts. When asked to select an organisation, use the drop-down list to choose an organisation and press continue. The Google Chrome window will automatically close once authorisation is complete.



6. Back in Excel, the organisation selected in step 5 should now show in the **Active Organisation**. **NOTE: If the organisation is not shown, select it using the **Active Organisation** drop-down menu.**

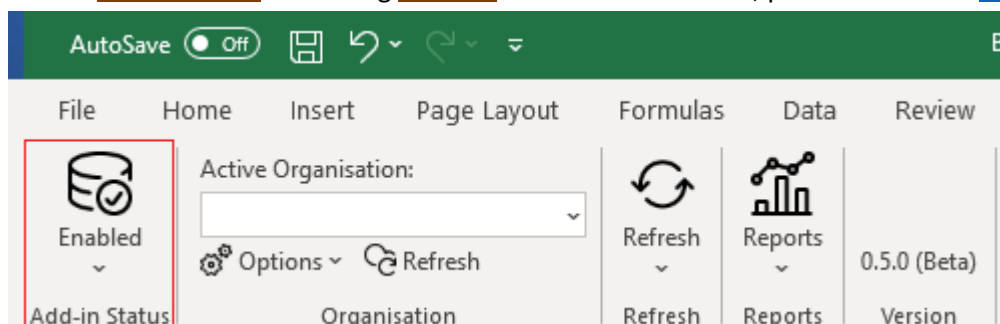


7. Once the organisation name is displayed in the **Active Organisation** box, the connection is active. Follow instructions for [Creating a Xero Report](#) to learn how to import Xero data to Excel.

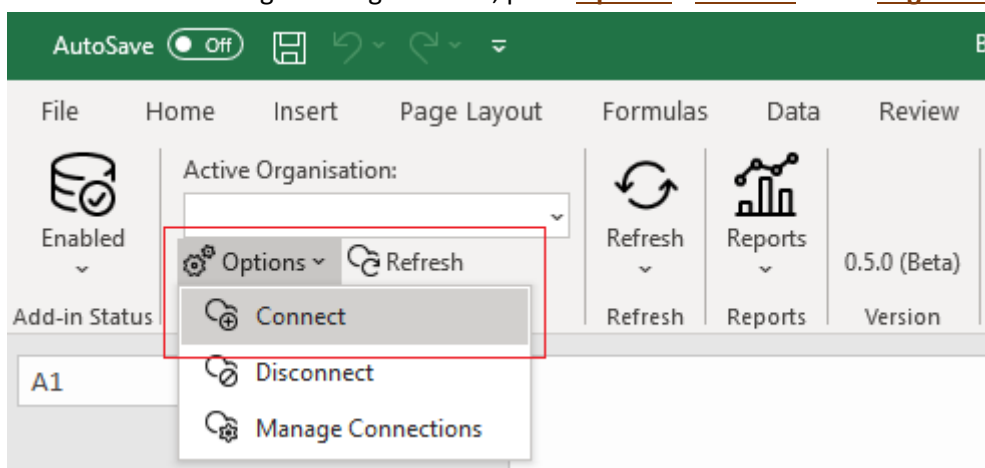
### 3. Using an Existing Xero Connection

Radius Core allows users within the same organisation to share Xero connections. This means if someone has connected a Xero organisation to RadiusCore at any point in time (and that connection is still valid), the connection can be used by anyone without needing to follow the authorisation process outlined in [Establishing a New Xero Connection](#). To use an existing Xero connection, follow the instructions below.

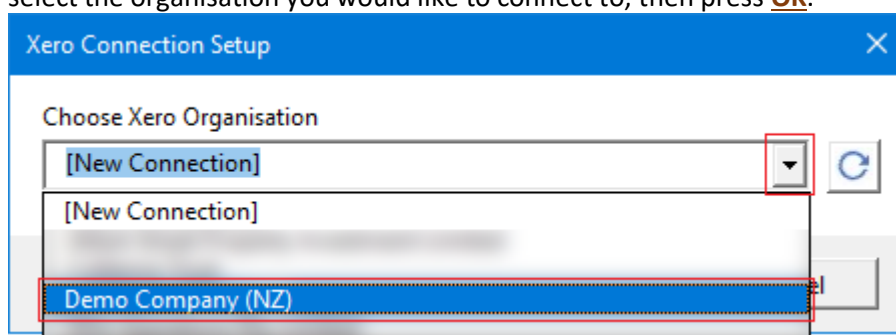
1. Select **Radius** on your Excel ribbon.
2. Ensure **Add-in Status** is showing **Enabled**. If this is not the case, please follow the [Initial Setup](#) instructions.



3. To connect an existing Xero organisation, press **Options->Connect** in the **Organisation** section of the ribbon.

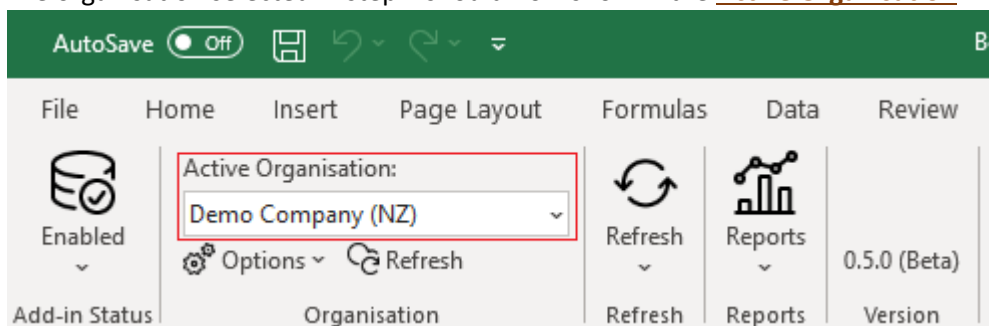


4. In the **Xero Connection Setup** window that appears, use the **Choose Xero Organisation** dropdown menu and select the organisation you would like to connect to, then press **OK**.



**TIP:** you can start typing the organisation name and, if a matching entry is available, press **TAB** to auto select it.

- The organisation selected in step 4 should now show in the **Active Organisation**.

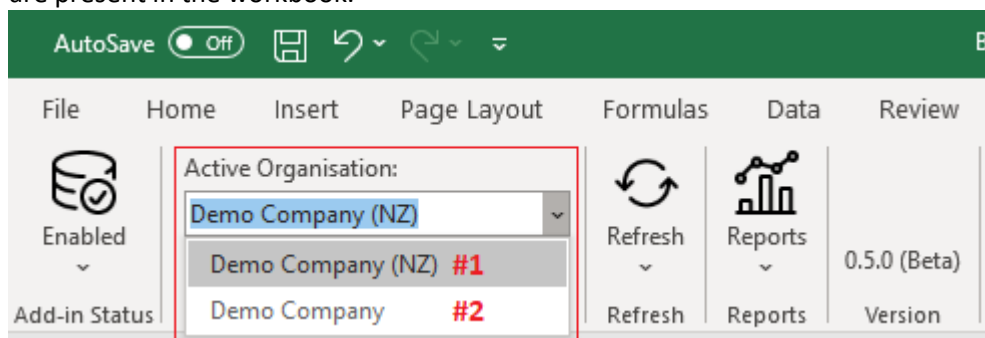


- Once the organisation name is displayed in the **Active Organisation** box, the existing connection is active. Follow instructions for [Creating a Xero Report](#) learn how to import Xero data to Excel.

## 4. Multiple Xero Connections

RadiusCore supports connecting to multiple Xero organisations in the same Excel workbook. To connect to more than one organisation, simply follow the instructions for [Establishing a New Xero Connection](#) or [Using an Existing Xero Connection](#) for more than one organisation in the same Excel workbook.

To verify more than one organisation has been successfully connected, navigate to **Radius** on the Excel ribbon, and select the drop-down box for **Active Organisation**. If more than one entity is listed, then multiple connections are present in the workbook.



To use multiple connections, prior to creating a Xero Report (see [Creating a Xero Report](#)), select the organisation you want to create the report for in the **Active Organisation** drop-down. The report will be created using the selected organisation.

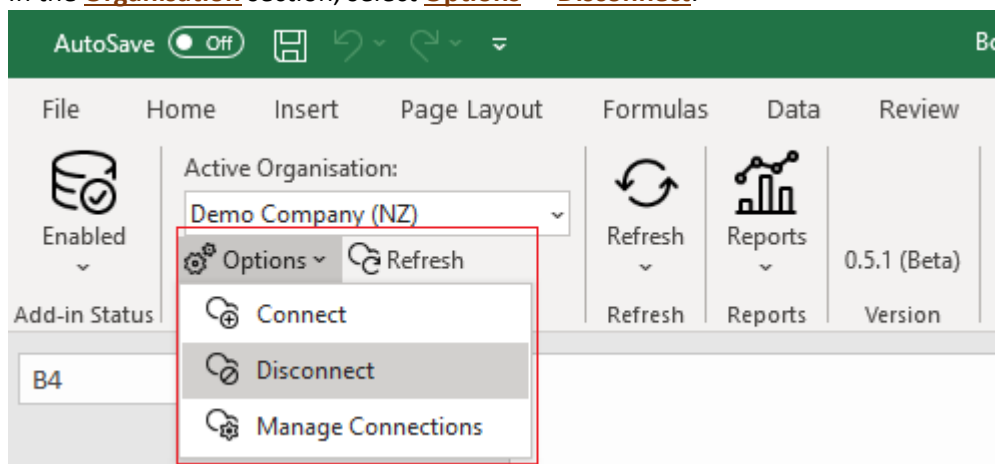
When refreshing report data (see [Refreshing Xero Report Data](#)), data for all **Active** (see [Understanding RadiusCore Xero Reports](#)) RadiusCore Xero reports will be refreshed regardless of the **Active Organisation**.

When disconnecting a Xero organisation (see [Disconnecting Excel from Xero](#)), only tables linked to the **Active Organisation** will be disconnected. To disconnect more than one organisation, repeat the process for each organisation in the **Active Organisation** drop-down menu.

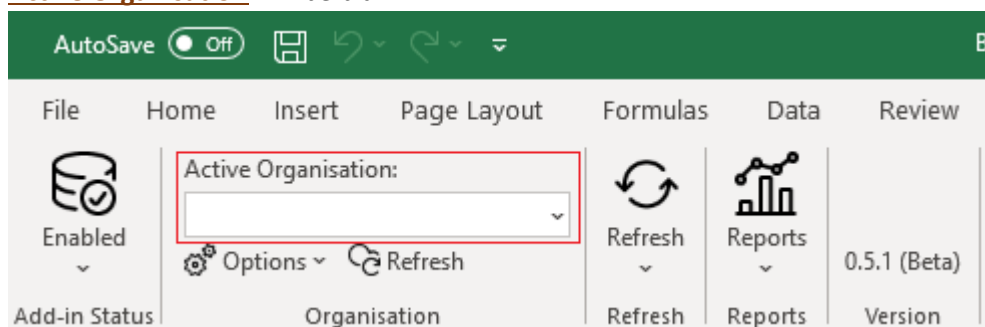
## 5. Disconnecting Excel from Xero

It is possible to disconnect Excel from a Xero organisation after data has been imported. To understand more about what disconnecting an organisation means see [Understanding RadiusCore Xero Reports](#). To disconnect a Xero organisation, follow the instructions below.

1. Select **Radius** on your Excel ribbon.
2. In the **Organisation** section, select **Options** -> **Disconnect**.



3. A prompt will provide more information about the disconnection process. Press **Yes** to disconnect.
4. The **Active Organisation** will be disconnected from Excel. You will know if the process is successful as the **Active Organisation** will be blank.





## 6. Managing Workbook Connections

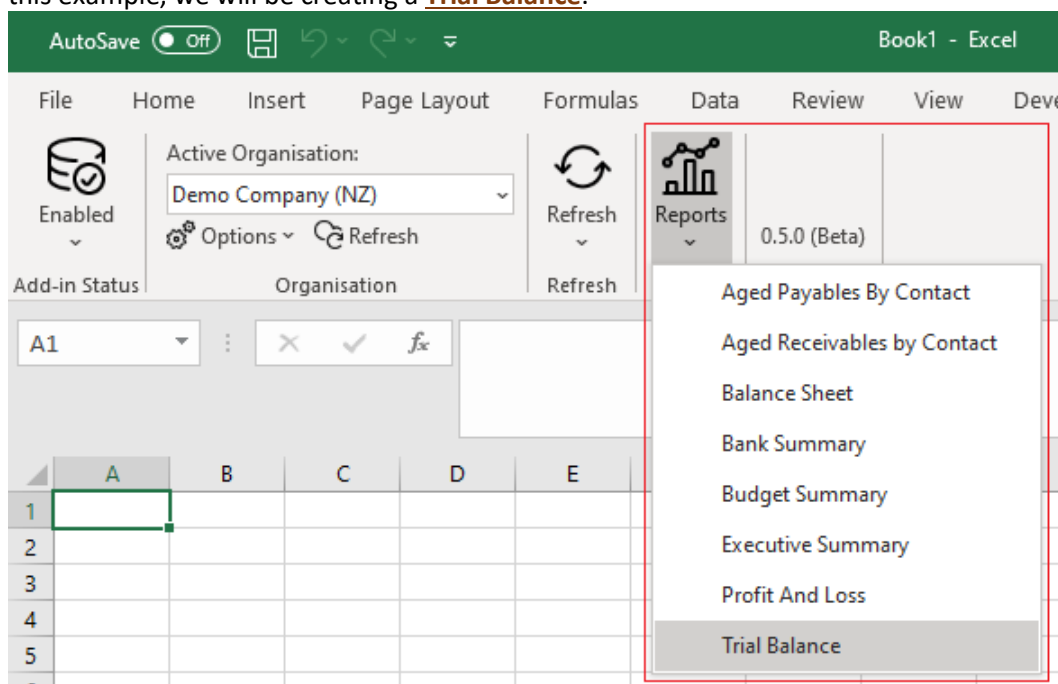
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Coming soon!

## 7. Creating a Xero Report

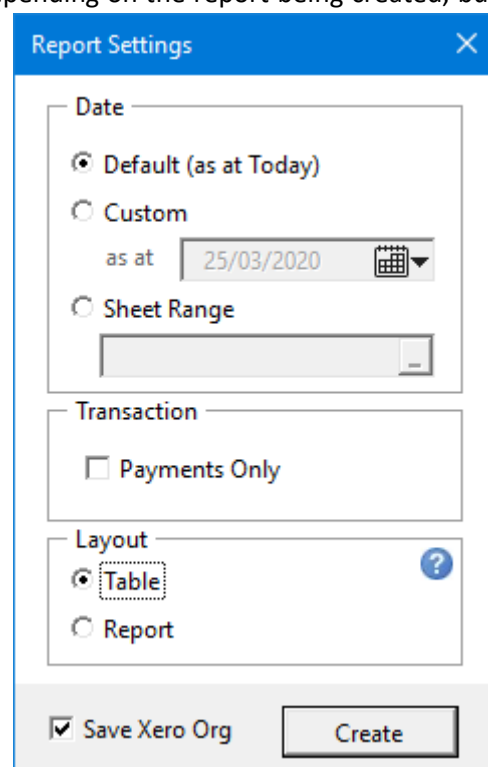
Once a Xero organisation has been connected to RadiusCore by following the instructions for [Establishing a New Xero Connection](#) or [Using an Existing Xero Connection](#), Xero data can be exported to Excel. To add a new Xero report, follow the instructions below.

1. Select the location in Excel (i.e. cell 'A1') you would like the report to be placed.
2. Select **Radius** on your Excel ribbon.
3. In the **Reports** section, press the **Reports** button and select the report you would like to create in Excel. For this example, we will be creating a **Trial Balance**.



4. The **Report Settings** window will appear. This can differ slightly depending on the report being created, but generally the settings are in three sections:

- a. **Date**
  - i. **Default** – This will create the report at the default date. Generally the current date or YTD (depending on report type).
  - ii. **Custom** – enter a custom date range for the report. Format DD/MM/YYYY.
  - iii. **Sheet Range** – select a sheet cell containing a valid date. This can also be a named range.
- b. **Transaction** – Report-specific transaction settings. These mimic report settings in Xero. Refer to Xero's help documentation for additional information.
- c. **Layout**
  - i. **Table** – Populates the Xero report to an Excel table. This format is ideal for data-manipulation.
  - ii. **Report** – Creates the Xero report in a print-friendly style like what you can produce from Xero.



Additionally, there is a **Save Xero Org** tick-box. If this is ticked, report data can be refreshed (i.e. updated with new Xero data). If it is not ticked, data in the report is static (i.e. cannot be updated). This option is only available for **Table** layout.

5. Once **Report Settings** are appropriately configured, press **Create**. Depending on the size of the report, creation may take a little while.
6. See [Understanding RadiusCore Xero Reports](#) for information on how to manage reports once they are created.

## 8. Understanding RadiusCore Xero Reports

**NOTE: This section applies to RadiusCore Xero reports created in the Table layout only.**

Reports created in Excel by RadiusCore have an **Information Section** (pictured below) at the top of the report.

Trial Balance							<- Report Type	
Demo Company (NZ)							<- Company Name	
As at 31 March 2020							<- Report Date	
Last Updated: 2020-03-25 16:37:13							[Active] <- Xero Connection Status	
Section	Code	Account	Debit	Credit	YTD Debit	YTD Credit	Total	
Revenue	200	Sales (200)		1,899.61		29,162.16	1,899	

The first three lines of this section detail the **Report Type**, **Company Name**, and **Report Date**. The last line provides information about when the report data was **Last Updated** (YYYY-MM-DD hh:mm:ss). This effectively means the data in the report was retrieved from Xero at that point in time. If report data is refreshed (see [Refreshing Xero Report Data](#)), this date will be updated to reflect the date-time of the refresh.

Also present in the last line of the **Information Section** is a **Xero Connection Status**. This can either read **Active** or **Inactive**. If a Report's **Xero Connection Status** is **Active**, it means the report is connected to Xero and can have its data refreshed. If the **Xero Connection Status** is **Inactive** the report is not connected to Xero and its data is static (unable to be refreshed).

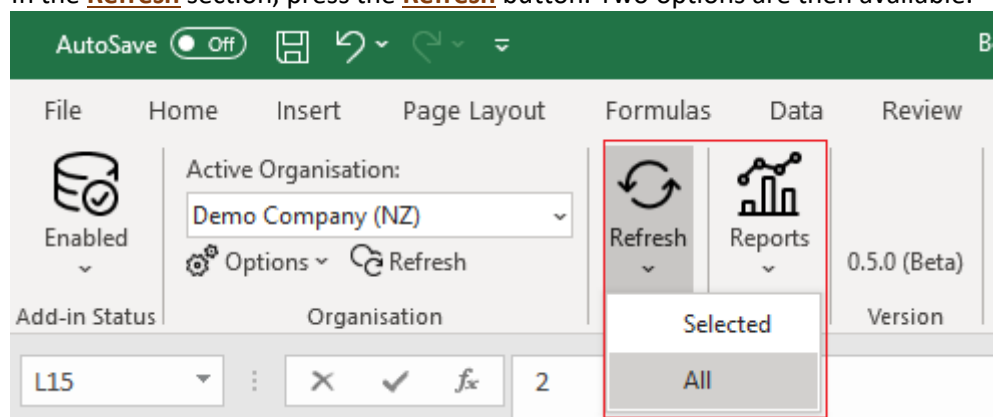
When a Xero organisation is disconnected from Excel (see [Disconnecting Excel from Xero](#)) all tables connected to that organisation will have their **Xero Connection Status** set to **Inactive**, severing the connection to Xero.

## 9. Refreshing Xero Report Data

Xero reports created with the **Save Xero Org** option enabled can have their data refreshed with up-to-date Xero data at any time. Refreshing a report's data is easy and should be used to ensure any changes made in Xero are reflected in Excel. To refresh a report's data, follow the instructions below.

**NOTE: Data refresh is only available for Table layout reports.**

1. Select **Radius** on your Excel ribbon.
2. In the **Refresh** section, press the **Refresh** button. Two options are then available.



- a. **Selected** – If you would like to refresh only one report, select a cell within the report table and choose this option. Data for the selected report will be refreshed, all other RadiusCore Xero reports will retain existing data.
  - b. **All** – Refresh all RadiusCore Xero reports in the active Excel workbook. This option works with multiple organisations, refreshing Xero reports with the appropriate organisation's Xero data.
3. Once the refresh procedure is complete, the **Last Updated Date** (as explained in [Understanding RadiusCore Xero Reports](#)) will change to the current date-time.