RadiusCore

User Documentation

Last Updated: 8th June 2020
For application version 0.12.2 (beta)

Contents

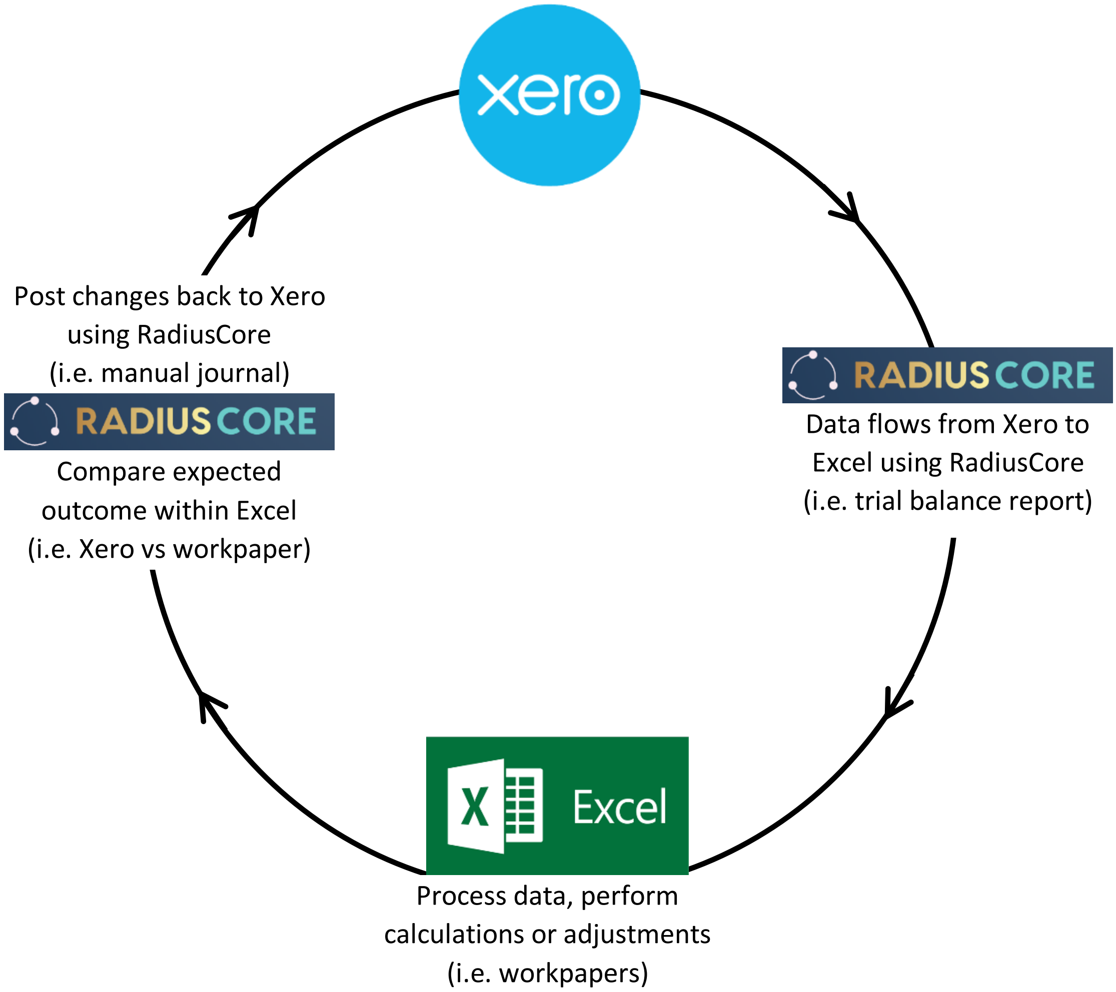
1. Introduction

RadiusCore is an Excel add-on that connects Excel directly to Xero. Designed for accountants and bookeepers, RadiusCore can help ensure accuracy of workpapers, budgets, forecasts and more. With RadiusCore you can improve workflow by minimising manual data entry and creating efficiencies that were not previously possible.

Designed to deliver organisation-wide access to all connected Xero organisations, RadiusCore is structured to provide wide-spread, unlimited access to those organisations that need it. Link each client only once and have access ready to go across multiple Excel workbooks, and even for subsequent financial years.

RadiusCore also features a full-scope command line interface (CLI). Because it has been built in native VBA code, you can build custom implementations into any Excel workbook. A basic level of 'macro' knowledge is needed to use the CLI, but if you don't have the necessary expertise the team at RadiusCore are always happy to help you achieve the integration you are after!

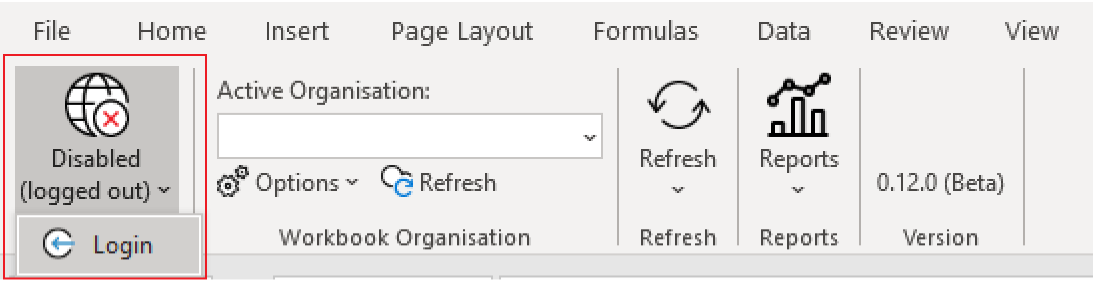
With RadiusCore, data flows to and from Xero. The diagram below outlines an expected dataflow you can use RadiusCore for.



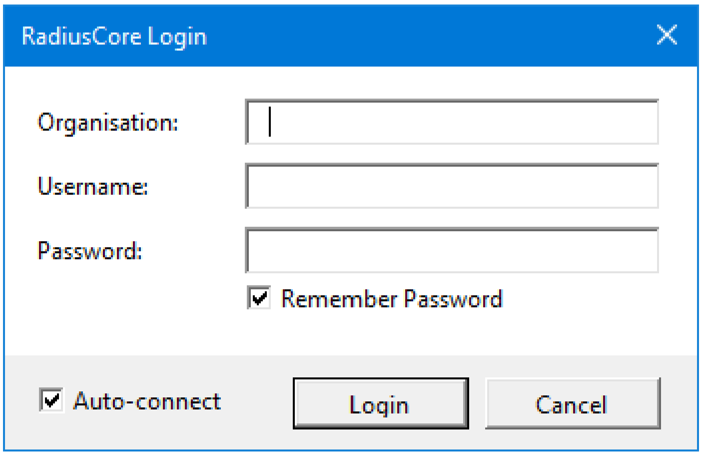
2. Logging into RadiusCore

Before you can use RadiusCore you will need to login with account details provided to you by either RadiusCore staff (if you are the first user for your organisation), or your RadiusCore administrator.

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



3. In the **RadiusCore Login** window that appears, enter your account information.



4. Press **Login**. A notification should inform you if your connection is successful. If you are having trouble logging in, 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.

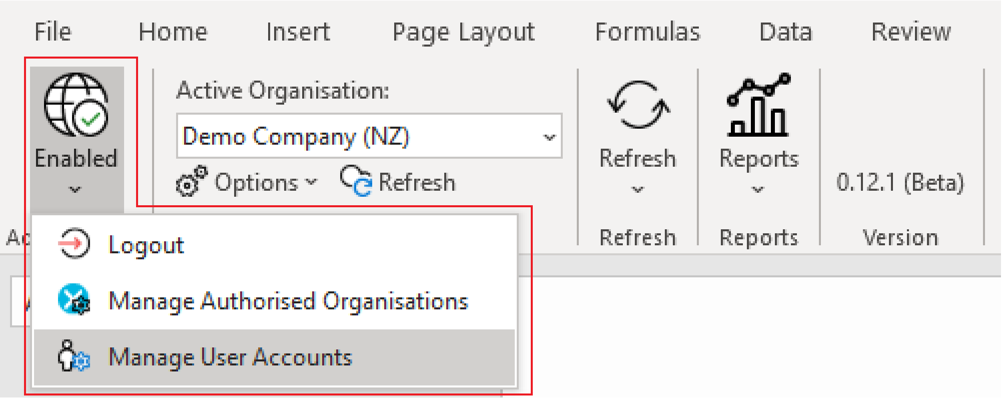
3. Managing Access to RadiusCore

NOTE: The controls explained in this section are available to RadiusCore Administrators only.

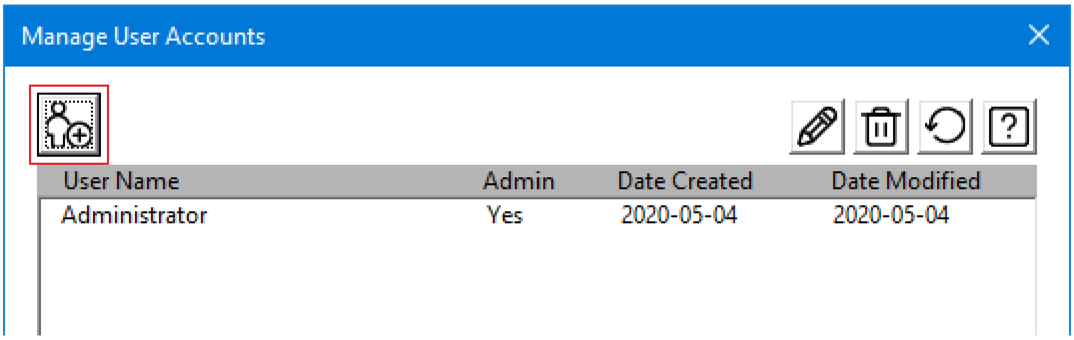
Note: This dashboard is still undergoing development and will see improvements in future versions.

RadiusCore features an account management system within Excel that Administrator accounts can use to manage access to their organisation's RadiusCore subscription. For instructions to access the account management platform and additional information on its features please follow the instructions below.

1. When logged into RadiusCore with an administrator account, you will be able to access the **Account Management Dashboard** by pressing the status button -> **Manage User Accounts.**



2. In the account management screen that appears, you will see a list of user accounts that can be used to access your RadiusCore subscription. Any administrator account can add new user accounts by pressing the **Add User** button to the top left of the window.



3. To create a new user account, fill in the details as required by the account creation screen.

   The difference between a 'Standard' and 'Administrator' account is the ability to access the **Account Management Dashboard** and the **Xero Authorised Organisations Dashboard** (as explained in Managing Authorised Organisations).

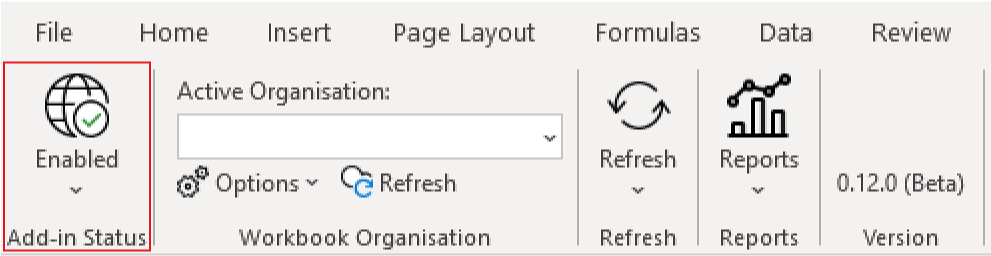
   Note: Standard users cannot change their own passwords. It is recommended that account passwords be randomly generated strings. If a password is lost any administrator can reset the password.

4. Accounts can be edited or deleted by using the appropriate buttons from the Dashboard.
5. For additional help using the **Account Management Dashboard**, access the in-app help dialogue by pressing the help button to the top right of the dashboard.

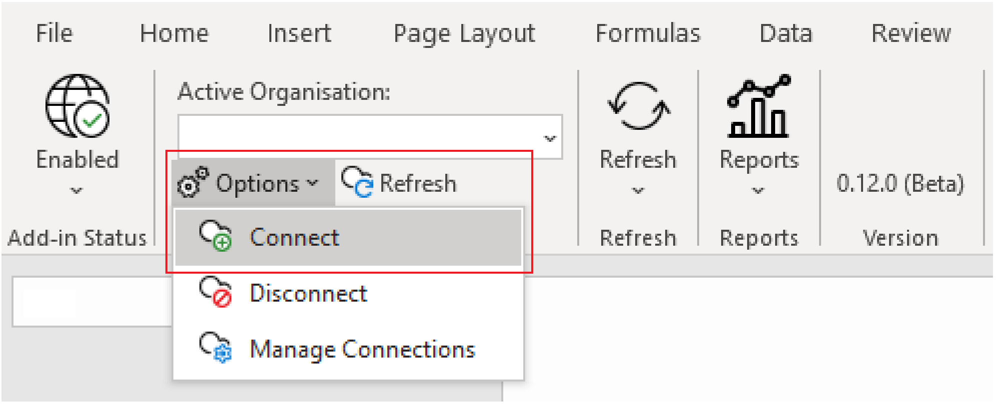
4. Establishing a New Xero Connection

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

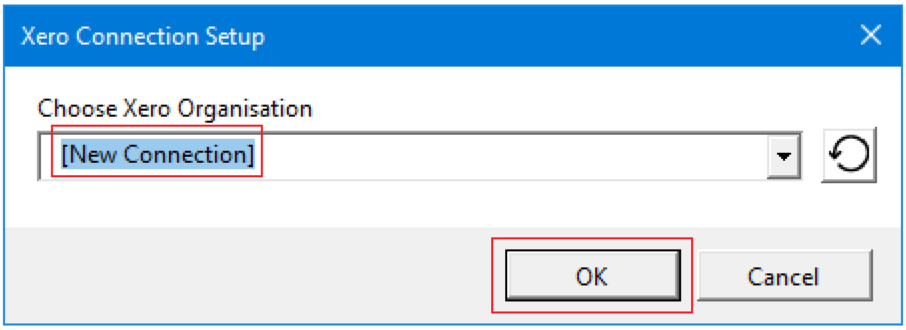
1. Select **Radius** on your Excel ribbon.
2. Ensure **Add-in Status** is showing **Enabled**. If this is not the case, follow Logging into RadiusCore instructions.



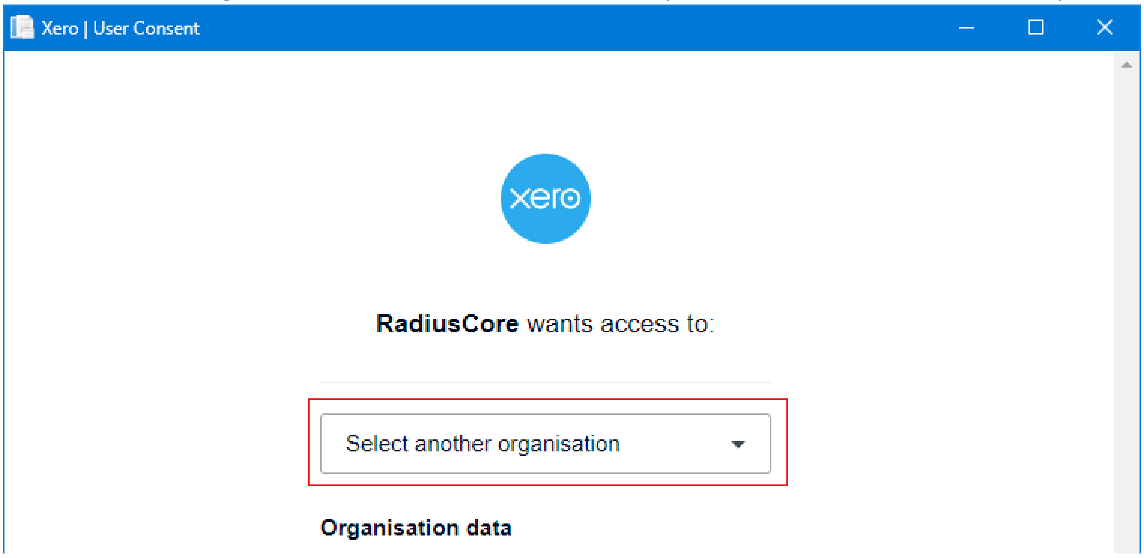
3. To connect a new Xero organisation, press **Options**->**Connect** in the **Organisation** section of the ribbon.



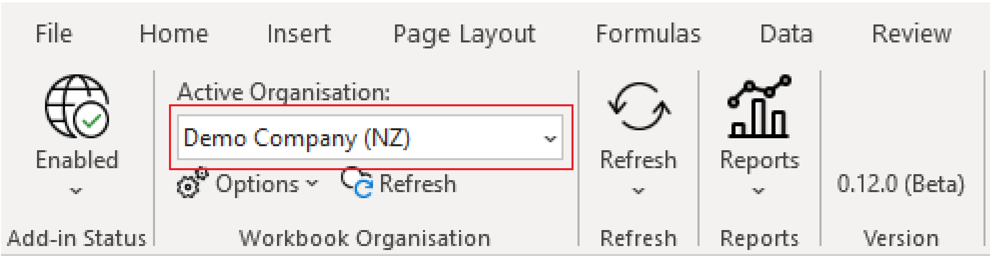
4. In the **Xero Connection Setup** window that appears, the default selection for **Choose Xero Organisation** should be **[New Connection]**. If it is not, select this option using the dropdown menu, then press **OK**.



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.

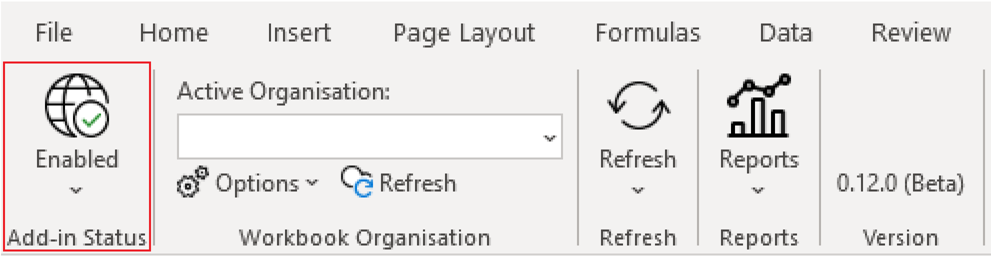


7. Once the organisation name is displayed in the **Active Organisation** box, the connection is active. Follow instructions for Creating a Xero Report to learn how to import Xero data to Excel.

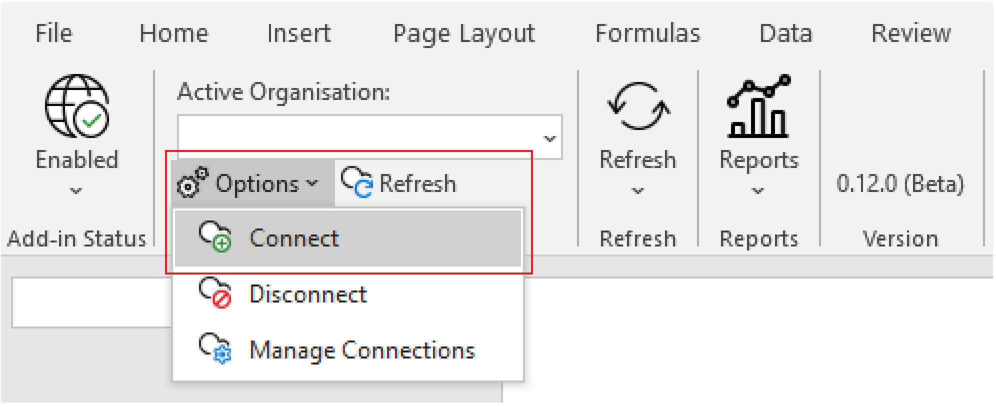
5. Using an Existing Xero Connection

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.

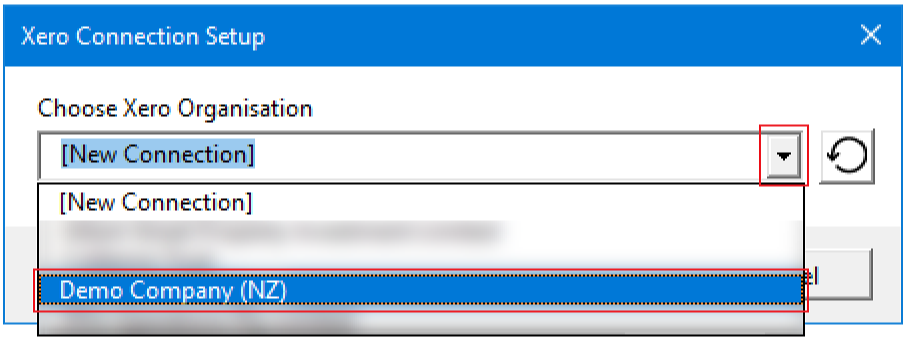
1. Select **Radius** on your Excel ribbon.
2. Ensure **Add-in Status** is showing **Enabled**. If this is not the case, follow Logging into RadiusCore instructions.



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

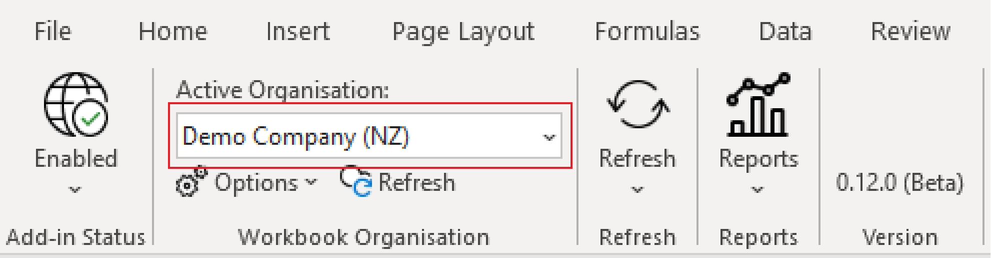


4. In the **Xero Connection Setup** window that appears, use the **Choose Xero Organisation** dropdown menu, select the organisation you would like to connect to, then press **OK**.



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

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

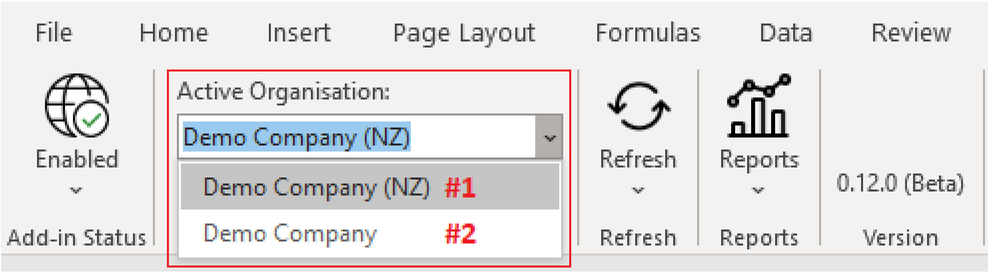


6. Once the organisation name is displayed in the **Active Organisation** box, the existing connection is active. Follow instructions for Creating a Xero Report learn how to import Xero data to Excel.

6. 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 then 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.

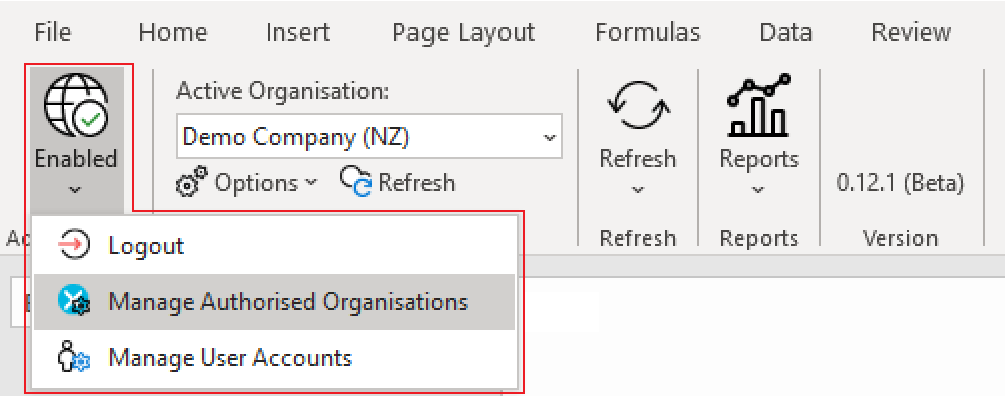
7. Managing Authorised Organisations

Note: The controls explained in this section are available to RadiusCore Administrators only.

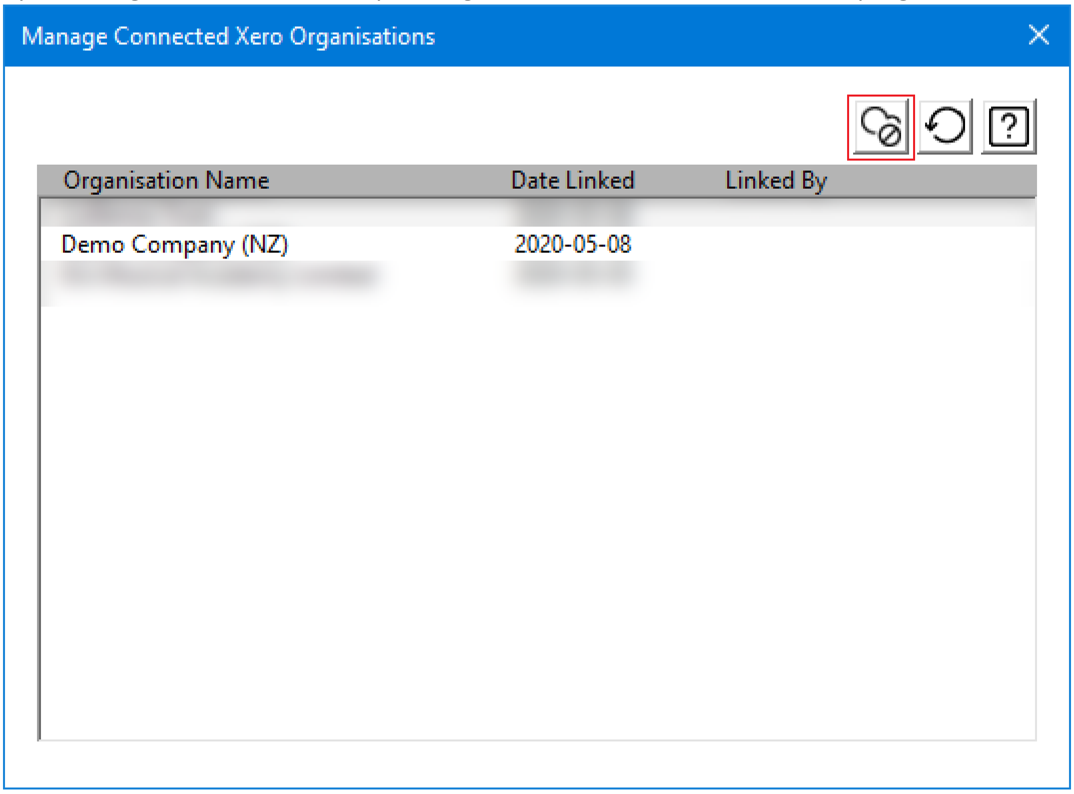
Note: This dashboard is still undergoing development and will see improvements in future versions.

While removing connected apps is possible via Xero, RadiusCore provides a way for administrators to manage all authorised Xero accounts in one place. To access the **Authorised Organisations Dashboard**, follow the instructions below.

1. When logged into RadiusCore with an administrator account, you will be able to access the **Authorised Organisations Dashboard** by pressing the status button -> **Manage Authorised Organisations.**



2. In the organisation management screen that appears, you will see a list of all Xero organisations connected to your RadiusCore subscription. Any administrator account can disconnect a Xero organisation from RadiusCore by selecting it from the list and pressing the Disconnect button to the top right on the window.

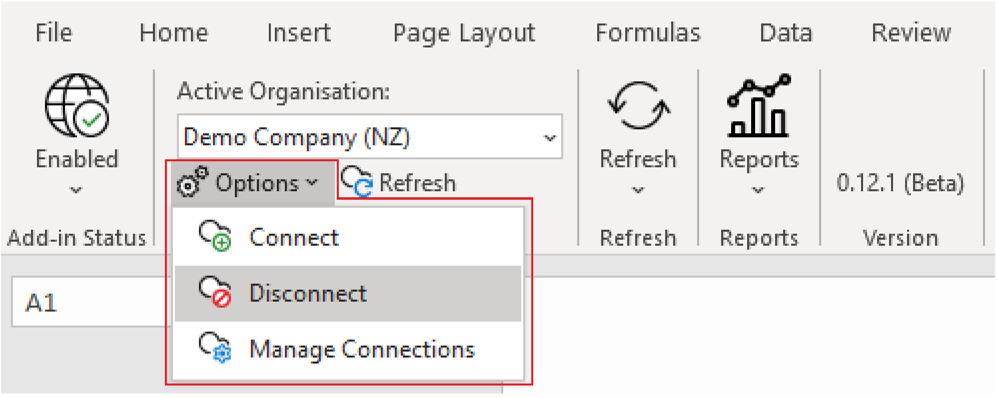


8. Disconnecting Excel from Xero

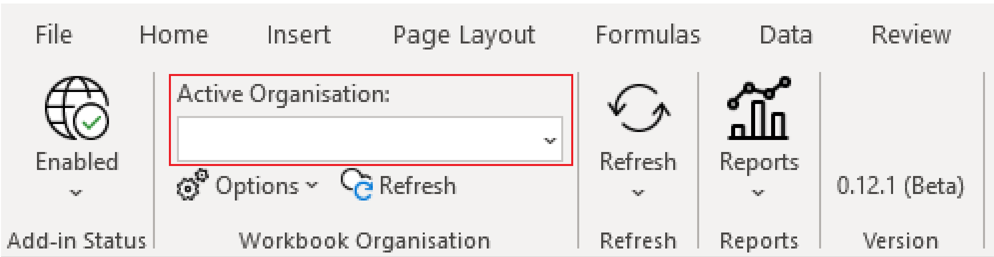
Note: This section is about breaking the link between an Excel document and a Xero organisation. Disconnecting in this manner will NOT remove the organisation from RadiusCore (it will still be available for creating new reports). To completely remove an organisation from RadiusCore (so it cannot be used again until reauthorised), see Managing Authorised Organisations.

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.



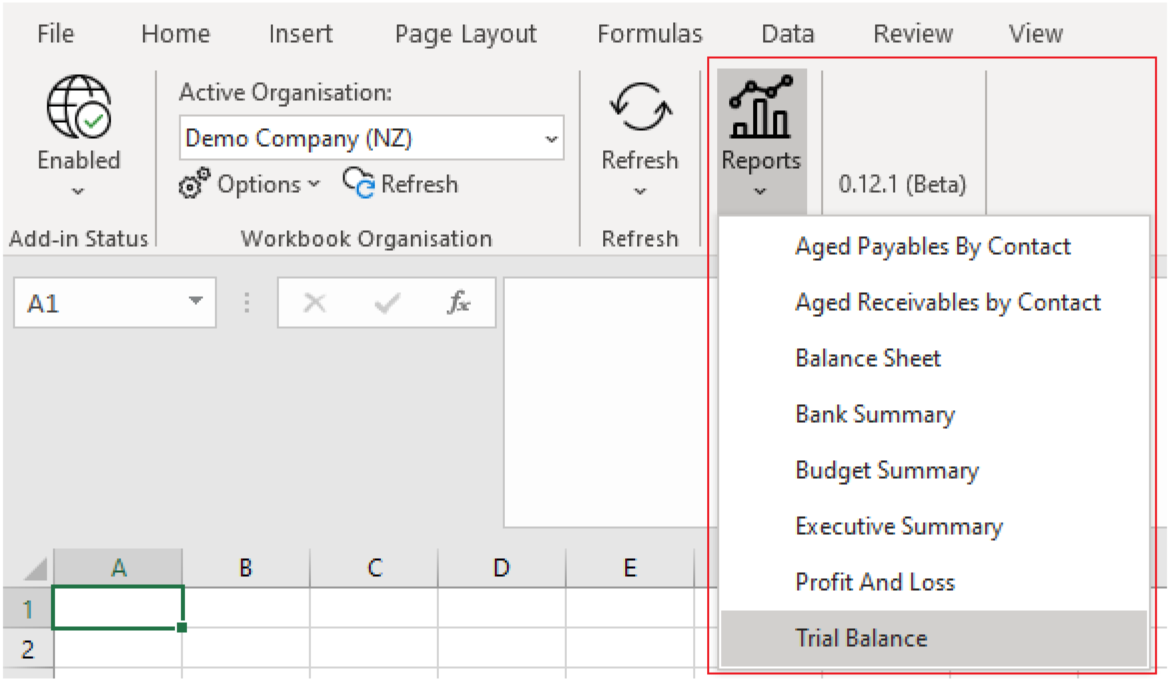
9. Managing Workbook Connections

Coming soon!

10. 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 imported 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.



4. The **Report Settings** window will appear. This can differ slightly depending on the report being created, but the settings are always broken into sections. Each section will have a **Help** button that you can press for additional information.

   Every **Report Settings** window will have a **RadiusCore Layout** section. This allows you to select how the report will be created in Excel. **Table** layout populates the Xero report to an Excel table. This format is ideal for data-manipulation. **Report** layout creates the Xero report in a print-friendly style like reports produced from Xero. This format is ideal for reporting packs.

   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.

11. 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.

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).

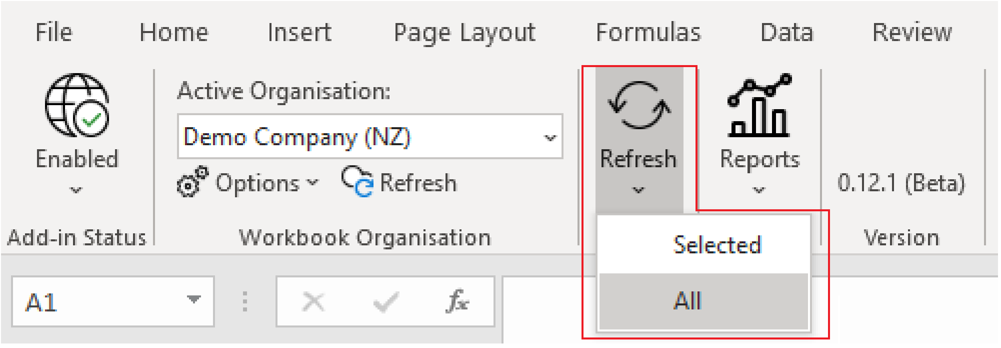
When a Xero organisation is disconnected from Excel (see Disconnecting Excel from Xero) all tables connected to that organisation will have their **Xero Connection Status** set to **Inactive**, severing the connection to Xero.

12. 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.

13. FAQ

How do I disconnect from Xero?

To disconnect a Xero organisation from RadiusCore use the **Authorised Organisations Dashboard** as explained in Managing Authorised Organisations. You need to be logged into RadiusCore with an administrator account to access this dashboard. If you need to disconnect RadiusCore and do not have access to a RadiusCore administrator account, you can do so by using the Xero Connected Apps settings as explained here.

Why can't I access the User management panel?

Only accounts setup as 'Administrators' have access to this dashboard.

Why won't my report data refresh?

To refresh report data you need to create the report in the **Table** format and have **Save Xero Org** ticked (see Creating a Xero Report). When performing the Refresh action, you need to ensure RadiusCore's status is **Enabled** (see Logging into RadiusCore). For detailed instructions see Refreshing Xero Report Data.

Who can see/access my Authorised Xero Organisations?

Anyone with an account linked to your RadiusCore subscription (i.e. an account administrated from the Account Management Dashboard) can access all authorised Xero organisations.

How do I integrate RadiusCore to my Excel Workpaper/Budget/Forecast?

RadiusCore can be integrated to spreadsheets in many ways. If you can build an integration using a default RadiusCore feature (i.e. accessible via the Excel Ribbon) this is the easiest way. If you need a tailored integration you can build your own macros that interface directly with RadiusCore using our CLI. If you need help integrating RadiusCore please don't hesitate to contact our team. We can provide advice on how to best proceed, and help you get the most out of RadiusCore.

Can I use shortcut keys to access RadiusCore features (i.e. refresh reports)?

Yes, you can. Create a macro in the workbook you wish to use the shortcut from, and in that macro call the appropriate RadiusCore function using our CLI. This macro can then be assigned a shortcut key using Excel's macro settings page. Information on how to do this can be found here.