

DRAFT

Working with reports in Velixo

There are two types of reports that can be generated using the Velixo add-in for Excel, **Consolidated** and **Detailed**. If a report is detailed, the word “Detailed” is in the report name, all others are consolidated.

These reports are performed via an Excel Add-in connection that allows the reports specific Acumatica functions and connects the report to the live data in the company. Follow separate instructions in the manual to install the Velixo Excel Add-in.

Consolidated Reports

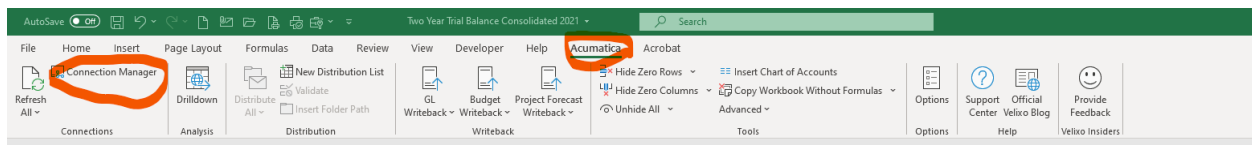
All reports include information that is consolidated by the main account number (refer to F.O.R.M. Code 801).

Open Excel and **browse** to a report.

With the report open, **change the connection and date** information to generate the information for the county and period desired.

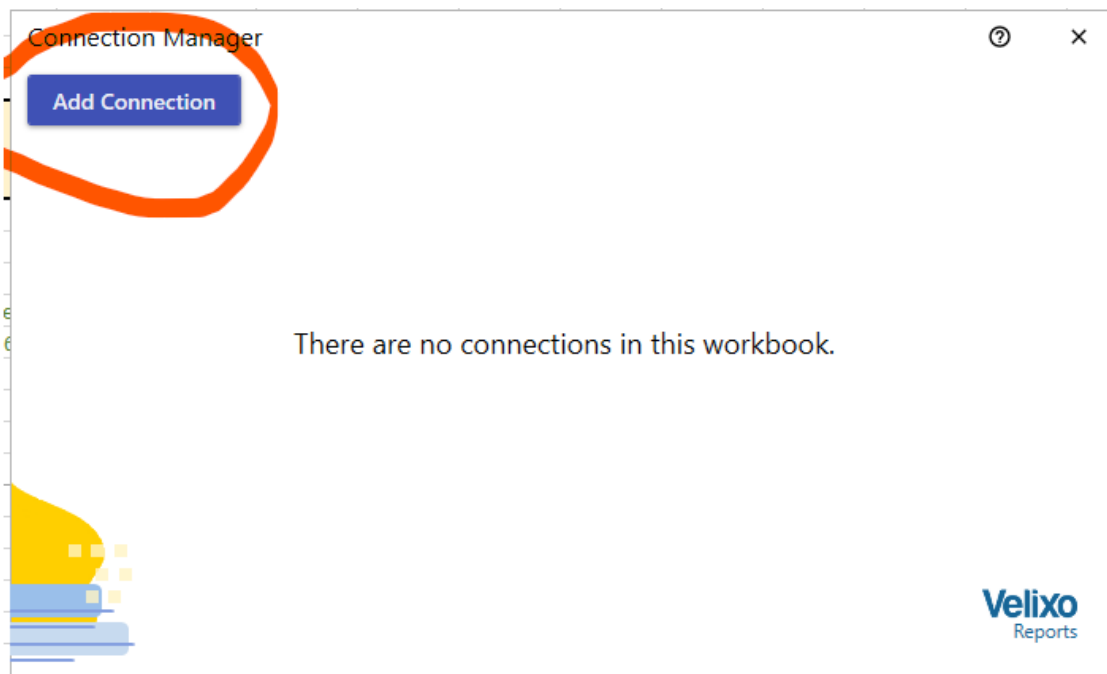
Changing or updating the Connection to specific county:

Select the **Acumatica Excel Add-in** in toolbar and select **Connection Manager** on the left of the ribbon.



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When Connection Manager window opens, **select Add Connection.**



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At the Connection Manager screen, enter the following information:

- County Name: (county to be connected)
- Acumatica URL: <https://cornell.acumatica.com>
- Tenant Name: (must match exactly with Acumatica log-in name)

County Name: Note – the County Name simply names the connection – for longer county names, this could be abbreviated, example – Columbia-Greene – could use CG

Check the “remember me” box - this enables Velixo to remember your connection the next time the report is opened.

Select the single sign on connection icon (blue box with key)

Connection Manager

Add Connection

Name
Wyoming

Url
https://cornell.acumatica.com

Tenant
CCE Wyoming County

Username

Password

Remember me

Work Offline

Connect

Cancel

Reports

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Cornell Cooperative Extension

Acumatica Process Manual

Velixo will make the connection to the Acumatica instance for the county requested.

A sign on screen will appear for the county requested, **select the single sign on icon to login.**

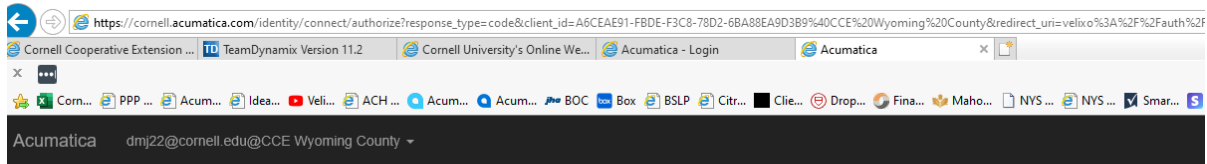
This will appear even if you already have Acumatica open. This login is connecting the Excel Velixo Add-in to Acumatica.



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Velixo will ask your permission to access your Acumatica connection.

Select - Yes, Allow



Velixo is requesting your permission

Uncheck the permissions you do not wish to grant.

Application Access

Access to Web Services API (required)

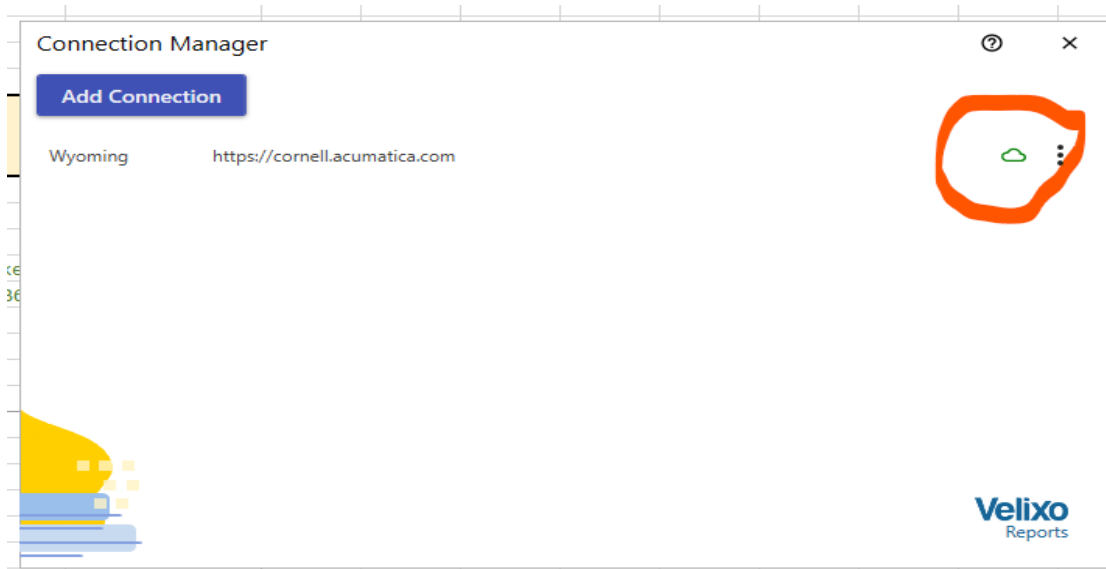
Offline Access ⓘ

Yes, Allow

No, Do Not Allow

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After the connection has been established, the Connection Manager screen will reappear with the connection name and status. Note – a green cloud indicates a successful connection, a red cloud indicates the connection was not made successfully. If a red cloud appears, try again or contact your SBN Finance Lead.



This window can be closed by **selecting the X** in the upper right corner.

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The Excel workbook report window is now open.

Enter the connection name from the connection window and follow the directions for the specific report listed in the header of the report or edit the connection information the **legend** tab in some reports.

	A	B	C	D	E	F	G	H	I	J
1	Connection:	Wyoming	COM256							
2	Ledger:	A								
3	Current Year Period:	04-2021								
4	Prior Year Period:	04-2020								
5										
6	Sub-Ledger:	???-??-?-???-????-???????								
7										
8	Include Unposted Transactions									
9	To include unposted transactions, enter 3 in cell C8									
10	To include only posted transactions, leave blank									
11										
12										
13	To run this workbook of reports, update connection information for your county (B1).									
14	Change the current year period (B3) and prior year period (B4) to reflect periods you would like information generated for.									
15	Change the sub-account to reflect the project you would like the information generated for (B6). "???-??-?-???-????-???????" = all subaccounts.									
16										
17										
18	Includes unposted transactions?		No							
19										