System Administration
Training Guide

S125 Document Management

Acumatica

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Certification Course Prerequisites

This course consists of Hands-On guide that will walk you through the specifics of the Document Management. The guide is intended for a 1-hour on-site training.

You will perform the exercises in your installed copy of Acumatica with the "Template" DATA that is provided with the Acumatica installation package.

Prior to start the Hands-on Guide, make sure to activate all the features of the Application using the Common Settings:

1. Open *Enable/Disable Features* form (CS.10.00.00)

    a. *Configuration > Common Settings > Licensing > Enable/Disable Features*

2. Click the **Modify** button from the tool bar

3. Confirm that the features are enable/disable as follows:

Field	Value
Organization	{checked}
Customer Management	{checked}
Project Management	{checked}
Time Reporting on Activity	{checked}
Finance	{checked}
Multi-Branch Support	{checked}
Inter-Branch Transactions	{checked}
Multi-Currency Accounting	{checked}
Deferred Revenue Management	{checked}
Subaccounts	{checked}
Fixed Assets Management	{checked}
VAT Reporting	{checked}
Invoice Rounding	{unchecked}
Support for Expense Reclassification	{unchecked}
Contract Management	{checked}
Tax Entry from GL Module	{unchecked}
ROT & RUT Deduction	{unchecked}
Consolidated Posting to GL	{checked}
Volume Pricing	{unchecked}
Distribution	{checked}
Inventory Subitems	{checked}
Automatic Packaging	{checked}
Warehouses	{checked}
Warehouse Locations	{checked}
Blanket Purchase Orders	{checked}
Drop Shipments	{checked}

Multiple Unit of Measure	{checked}
Misc	{checked}
Row-Level Security	{checked}
Field-Level Audit	{checked}
Avalara Tax Integration	{checked}
Address Validation	{checked}
Notification Module	{checked}

4. **Save** your changes

5. Click the **Activate** button from the tool bar

6. Also, in General Ledger, generate the Financial Period up to today's financial period and year.

Document Management

Learning Objects:

- The Document Management module enables you to create, delete and manage organization wikis and wiki articles, manage various file attachments and their versions, and configure storage settings.

Wiki

Acumatica ERP wiki facilitate efficient content management practices and goals. Acumatica ERP wiki digital content consists of articles organized logically within folders. Organizations can easily create specialized wikis for sharing information within project teams, within and across departments, or with external users. Wiki users can share policy and procedure manuals, employee manuals, business plans, individual plans, task lists, and other frequently updated documents and benefit from wiki version tracking and security. The file attachments feature enables users to link files in any format to wiki articles and to financial transactions recorded in financial modules.

Acumatica ERP provides a predefined wiki: Help, which includes the complete set of online documentation. Like any other wiki, the Help wiki can be modified. We strongly recommend you to restrict modifying the Help module.

Acumatica wikis offer the following features:

- Instant availability of information for intended users.
- A variety of security options to make the wikis safe, including multi-level access rights based on user roles.
- Configurable approval procedures.
- Easy-to-remember markup.
- Quick keyword search or full-text search of a particular wiki.
- Article version control.
- File attachment management.

Wiki Article Approval

In most organizations, certain phases of content management involve collaboration of several workgroups. With Acumatica wikis, this collaboration can be implemented smoothly. For example, consider an article created by one author and edited by other users of the same group. For the article to be published, it may need approval by one or several workgroups.

In the tab called 'scripts,' you can you can assign a notification template to notify users about approval requested for an article in this wiki.

Wiki Styles

You can use Cascading Style Sheets (CSS) to specify how the articles in the wiki will be displayed and printed.

Wiki Article Versions

The wiki stores the history of each article revisions. When an edited article is saved, a new version of the article is created. You can view the history of revisions and view each version of the article. For each wiki, you can specify whether all versions of the articles should be stored. Also, you can compare the versions and review statistics related to the comparison.

File Management

The Document Management module provides functionality for managing various file attachments and their versions. For example, you can attach a picture of an inventory item to the related record in the Inventory module, a scanned copy of handwritten instructions to a data entry form, or a copy of an original vendor invoice to the credit adjustment. Also, you can configure whether to store files locally or on external storage.

Hands on – Create a New Wiki and Wiki Article

This hands-on exercise will walk you through creating a new Wiki and a new Wiki Article as well as locating this article in the site map.

1. Open **Wiki** form (SM.20.20.05)

   a. *Configuration > Document Management > Manage > Wiki*

2. Click the **"+"** button on the tool bar

3. On the **Wiki** form, populate the fields as follows to create a new wiki article:

Form Section	Field	Value
Wiki Summary	ID	CompanyProcesses
Wiki Summary	Name	Company Internal Processes
Wiki Summary	Approval Group	{blank}
Wiki Summary	Require Approval	<unchecked>
Wiki Summary	Approver ID	{blank}
Wiki Summary	Hold on Edit	<checked>
Wiki Summary	Style	Help
Wiki Summary	Print Style	Help
Wiki Summary	Default Site Map Tag	{blank}

Form Section	Field	Value
Wiki Summary	Site Map Location	Acumatica Company > Help
Wiki Summary	Site Map Title	Company Internal Processes
Wiki Summary	Article Type	Article
Wiki Summary	Created By	{accept default}
Wiki Summary	Created at	{accept default}
Wiki Summary	Template	{blank}
Wiki Summary	Print Template	{blank}
Wiki Summary	Header	{blank}
Wiki Summary	Footer	{blank}
Wiki Summary	Public Virtual Path	{blank}

4. From the *Access rights tab*, provide rights to access and modify your new wiki.

Role Name	Access Rights
All roles	{accept default}

Note: when you press save (step 8 below) the values will automatically be assigned based on the parent site map location. Verify that you have rights to view, modify, and delete your wiki.

5. From the *Tags tab*, you can create some categories as follows. Click the + button to add a new category:

Tab Section	Field	Value
Tags	Description	Employee Processes

6. On the *Scripts tab*, we will not add a notification template since we did not require approval.

7. On the *Locales tab*, accept default values.

Allow Using	Language
{check box}	English (United States)

8. **Save** your changes

The tabs on this screen do not have to be completed at this point. The hands on exercise below will walk you through creating a Wiki Article for this Wiki.

Note: you may have to logout and log back in to see the changes to the sitemap.

9. Open *Company Internal Processes* form

    a. *Help > Company Internal Processes*

10. Click the **Create a new article** link from the left menu

11. On the **Wiki** form, populate the fields as follows to create a new wiki article:

Tab Section	Field	Value
Content	Article ID	QuotationProcess
Content	Folder	<unchecked>
Content	Name	Quotation Process
Content	Parent Folder	Company Internal Processes
Content	Status	{accept default}
Content	Hold	<unchecked>
Content	Publish Date	{accept default}

12. On the **Content tab**, copy and paste the HTML verbiage below onto the white message box:

```
----
<table width=200px>
<tr><td><h1 style="font-size:16px; color:#0072cf";">Setup</h1>
<ul><li>If this is a new customer, then <a
href="http://localhost/Acumatica41/Pages/AR/AR303000.aspx" style="color:#0000aa; text-
decoration:none">click here to setup the customer account</a></li></ul>
<hr>{br}
<h1 style="font-size:16px; color:#0072cf";">Prepare Quote</h1>
<ul>
<li>Step 1: Begin quote</li>
<ul><li><a href="http://localhost/Acumatica41/Pages/RQ/RQ302000.aspx" style="color:#0000aa;
text-decoration:none">Click here</a> to enter products you want to order. <span
style="color:#666666; font-size:10px;">Note: enter the suppliers in the 'bidding'
tab.</span></li></ul>
<li>Step 2: Send quote to suppliers</li>
<ul><li><a href="http://localhost/Acumatica41/Frames/ReportLauncher.aspx?ID=RQ641000.rpx"
style="color:#0000aa; text-decoration:none">Click here</a> to email or print requisition forms</li>
<li>As suppliers provide quotes <a href="http://localhost/Acumatica41/Pages/RQ/RQ303000.aspx"
style="color:#0000aa; text-decoration:none">click here</a> to enter supplier prices. <span
style="color:#666666; font-size:10px;">Note: it's possible to build a web form so suppliers can
electronically enter their responses directly into Acumatica.</span></li>
<li>After receiving vendor responses, <a
href="http://localhost/Acumatica41/Pages/RQ/RQ503000.aspx" style="color:#0000aa; text-
decoration:none">click here</a> to select a winning vendor.</li></ul>
<li>Step 3: Create customer quote</li>
<ul><li><a href="http://localhost/Acumatica41/Pages/RQ/RQ505000.aspx" style="color:#0000aa;
text-decoration:none">Click here</a> to create a customer quote.</li>
<li><a href="http://localhost/Acumatica41/Frames/ReportLauncher.aspx?ID=SO641000.rpx"
style="color:#0000aa; text-decoration:none">Click here</a> to print or email the quote.</li></ul>
</ul>
<hr>{br}
<h1 style="font-size:16px; color:#0072cf";">Ship and Invoice</h1>
<ul>
<li>Step 1: Approve quote - create order</li>
```

```
<ul><li><a href="http://localhost/Acumatica41/Pages/RQ/RQ505000.aspx" style="color:#0000aa;
text-decoration:none">Click here</a> to create the sales order.</li></ul>
<li>Step 2: Receive goods, create shipment</li>
<ul><li><a href="http://localhost/Acumatica41/Pages/PO/PO302000.aspx" style="color:#0000aa;
text-decoration:none">Click here</a> to receive goods after the PO is approved.</li>
<li><a href="http://localhost/Acumatica41/Pages/SO/SO501000.aspx" style="color:#0000aa; text-
decoration:none">Click here</a> to create the shipment.</li></ul>
<li>Step 3: Create invoice</li>
<ul><li><a href="http://localhost/Acumatica41/Pages/SO/SO503000.aspx" style="color:#0000aa;
text-decoration:none">Click here</a> to confirm shipment and create the invoice</li></ul>
</ul>
</td></tr></table>
----
```

⚠️ You could change the URL from the HTML verbiage to the desired URL. When the user would click the hyperlink from the wiki article, the system would navigate him automatically to the site and screen dictated in the HTML verbiage.

13. From the Properties tab, write "Quote" into the keyword box and select the Tag "Employee Processes".

14. Accept the default settings for all other fields and tabs.

15. **Save** your changes

Hands on – Create a New Wiki Article with an Image

This hands-on exercise will walk you through creating a new Wiki Article that will contain an image and that we will insert on a dashboard

1. Open *Company Internal Processes* form

    a. *Help > Company Internal Processes*

2. Click the **Create New Article** link from the left menu

3. On the **Wiki** form, populate the fields as follows to create a new wiki article:

Tab Section	Field	Value
Content	Article ID	CashSale
Content	Folder	<unchecked>
Content	Name	Process a Cash Sale
Content	Article Type	Wiki
Content	Parent Folder	Company Internal Processes

Tab Section	Field	Value
Content	Status	{accept default}
Content	Hold	<unchecked>
Content	Publish Date	{accept default}

4. On the **Content tab**, copy and paste the HTML verbiage below onto the white message box:

```
<table>
<tr><td>[Image:dashboard_cashregister\cash_register.png|100px|left]</td>
<td>
<ul><li><a href="../Pages/AR/AR304000.aspx" style="color:#000000; text-decoration:none">Record a
simple cash sale</a></li>
<li><a href="../Pages/SO/SO301000.aspx" style="color:#000000; text-decoration:none">Enter a sales
order</a></li>
<li><a href="../Pages/AR/AR302000.aspx" style="color:#000000; text-decoration:none">Record a
payment</a></li></ul>
</td>
</tr>
</table>
```

5. From the Properties tab, write "Cash" into the keyword box.

6. Click on the Attach button and upload the Cash Register image from the attachment feature:

   Select the file from your thumb drive: ***{Thumb drive/ Acumatica Document Management Training/Upload Files/ cash_register.png}***

7. Accept the default settings for all other fields and tabs.

8. **Save** your changes

⚠ You could change the URL from the HTML verbiage to the desired URL. When the user would click the hyperlink from the wiki article, the system would navigate him automatically to the site and screen dictated in the HTML verbiage.

⚠ The image wiki link is referred in the HTML verbiage. If for a reason or another your image does not show in your wiki article, Edit your article and navigate to the Attachments tab. Click the Get Link button, select the Wiki Link and click "Ctrl-C" on your keyboard to trigger the copy function. Click the close button. Navigate back to the Content tab and paste the wiki link over the verbiage "[image:CashRegister\cash_register.png|100px|left] from the text above. Save your changes. You can select to add "|100" as part of the wiki link in order to adjust the size of the image in the article.

Hands on – Create a Dashboard from a wiki Article

This hands-on exercise will walk you through creating a new dashboard from the Wiki Article you just created

1. Open **Company Internal Processes** form

    a. *Help > Company Internal Processes*

2. Click the **Process a Cash Sale** link from the left menu

3. Select the **Dashboard** button drop down menu and select **Add Wiki**

4. From the Widget Properties window, fill the values as follows:

Field	Value
Title	Process a Cash Sale
Target Dashboard	Acumatica Company

5. Click the OK button

6. Refresh the page and navigate to your Home Dashboard Page by clicking your company logo:
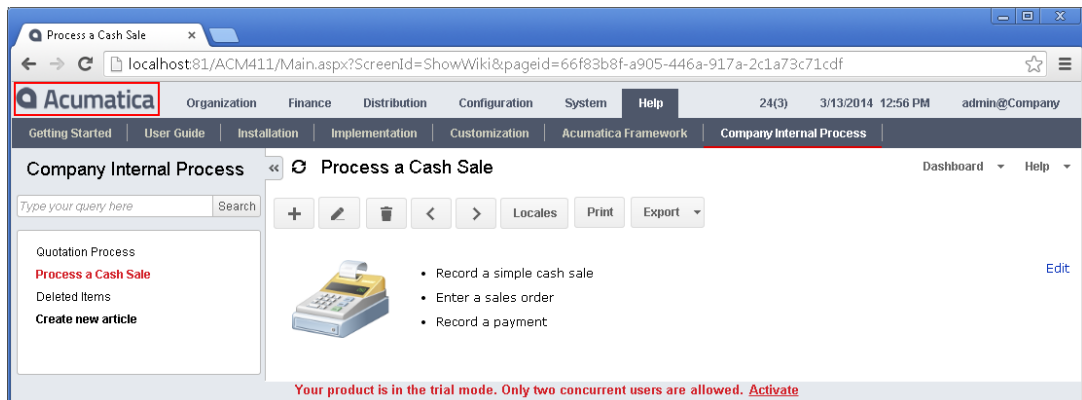
Wiki Access by Role

Learning Objects:

- Learn how to configure the access rights of roles to the wikis. Access rights can be set at the article level. You can revoke access or allow the role to view or edit the articles.

The wiki access right uses the same business logic as the User Security. The following options provide access to the article as described below:

- Not Set: The role access is not set (allowed) until at least for one role the access rights is changed. Once the access rights to the object has been changed at least for one role, the Not Set option will deny access.
- Inherited: Access to the article is defined by the type of access specified for the entire wiki.
- Revoke: The role access rights are revoked, and access to the article is not allowed.
- View Only: The role has view-only access; it cannot edit the article and its properties.
- Edit: The role can edit the article and some of its properties.
- Insert: A user with the role can edit, create new articles, and initiate the approval process for publishing if such approval is requested for the wiki. Within the wiki, this level allows setting higher and lower levels of access to the items. For this level of access, the New action is enabled and the Delete action is disabled.
- Publish: A user with the role can edit, create, and publish articles if such approval is requested for the wiki. Within the wiki, this level allows setting higher and lower levels of access to the items.
- Delete: The role can edit the article, delete it, or create new articles in the folder (or wiki).

Hands on – Change the Wiki Access Rights

This hands-on exercise will walk you through changing the access right of a wiki article for a specific role.

1. Open ***Wiki Access by Role*** form

   a. Configuration > Document Management > Manage > Wiki Access by Role

2. Select Role Name "Administrator"

3. From the left pane, click on the **Acumatica Company** folder

4. The right pane should have appeared with all the main folder options

5. From the right pane, change the access right of the **HelpRoot_GetStart** ID to **Revoke**

6. **Save** your changes

Verify the change by logging out and logging back into the system. If you still see the wiki after you log back in, then verify that (1) you are logged in as administrator, (2) the administrator has no other permissions which give access to this system. You can view #2 on Configuration > User Security > Manage > Users.

Wiki Style Sheet

Learning Objects:

- Learn how you can use the wiki style sheet to create Cascading Style Sheet (CSS) styles to be used for wikis.

Acumatica supports multiple wiki style sheets as part of the base product. CSS styles are formatting rules that define the appearance of the web pages and the wiki articles on the screen and when they're printed. A set of CSS styles is referred to as a wiki style. You can visualize those style sheets by navigating to Wiki Style sheet form:

Open **Wiki Style Sheet** form

Configuration > Document Management > Manage > Wiki Style Sheets

Search in Files

Learning Objects:

- Learn how to perform various inquiries about the files attached to documents or records in the system.

Users can perform searches by using the search text box at the top of the navigation pane. For more extensive search capabilities, users can click the Search icon in the search text box to access the Search form. Users can search wiki articles, files, notes, and various entities, such as vendor accounts, leads and contacts, cases, or inventory items. A search of entities is performed for the entities specified by each user as the preferred entities for search.

Also, you can use Search in Files (SM.20.25.20) form for advanced search for files. In this form, you can specify when the file was added, who added the file, to what form the file is attached to, or who is modifying the file.

Hands on – Search File

This hands-on exercise will walk you through the necessary steps to search for a file.

1. Open **Search in Files** form

      a.   Configuration > Document Management > Explore > Search in Files

2.   In the **File Name Contains** field, type "register"

3.   Press the TAB button on your keyboard

4.   The system automatically brings back the search results of any files that contain the word "register".

5.   Click on the cash_register.png hyperlink

6.   By clicking the hyperlink, it opens the File Maintenance window

7.   Do not close that window

8.   Please read the File Maintenance section below. The following hands-on exercise will walk you through some of the File Maintenance features.

File Maintenance

In the File Maintenance form you can view properties of the selected file, upload a new version of the file, delete an old version of it, and check the file out or in. On this form, you can define a primary article or form for the file if the initial primary page or screen (from which the roles inherited the rights for this file) was renamed or deleted. On the Access Rights tab, you can view and edit the roles access rights for the file. On the Synchronization tab, you can configure in- or out- synchronization of the selected file with an external file or folder.

Version Maintenance

You can maintain an unlimited number of versions for a file attachment. Provide a comment for each new version of the file to inform users about modifications to it. This will help users find the files they need.

We do not recommend that you import files greater in size than a few hundred K.

Try to delete unnecessary or outdated versions of files on a timely basis. You can use the File Maintenance form to make sure that the file is not used for any article (or announcement or template), and delete it with all its versions. Deleted files cannot be restored.

File Checkout

Acumatica ERP wiki supports checking out and checking in file attachments in the wiki. This feature helps organize more effective collaboration for users of the site and wiki authors. A user who checked out the file will be sure that nobody edited the file at the same time and that changes will not be overridden.

By using the File Maintenance form, the user can check out files for editing, and check them in after modification. Other users will not be able to import new versions of the files that were checked out until the files are checked in.

When you import a new version of a checked-out file, select the Check in check box in the Upload file dialog box.

Access Rights

A single file attachment can be attached to multiple entities, multiple articles, announcements, or notification templates and templates for email.

By default, access rights are not set directly for file attachments. Role access rights for the file attachment are inherited from their rights for the article it was attached to initially.

Hands on – Upload and Download File Version

This hands-on exercise will walk you through the necessary steps to upload a new file version and download a specific file version.

1. Your cash_register.png File Maintenance window is open per your previous hands-on exercise

2. Select the **Upload New Version** button, and upload the Cash Register V2 image from the attachment feature:

   Select the file from your thumb drive: *{Thumb drive/ Acumatica Document Management Training/Upload Files/ cash_registerV2.png}*

3. From the **Versions** tab, select the Version ID 1 row and click the **Get Selected Version** button from the Versions tab toolbar to download version ID 1 of the file.

File Synchronization

You use this form to process the selected files or all files requiring synchronization with external files or folders. Synchronization for files can be configured by using the Search in Files (SM.20.25.20, leading to SM.20.25.10) and File Synchronization (SM.20.25.30) forms.

How to Set Up Automatic Synchronization of Files

Automation schedules can be used to perform periodic synchronization between a file on an Acumatica ERP site and a file on a local computer or a local network.

Suppose, for example, you want a file on your computer containing information about inventory items available at a particular warehouse with their current prices to be updated automatically every week. You can fulfill this task in several stages:

1. Check which of the inquiries provides the needed data or consider creating a custom inquiry (by using the Generic Inquiry (SM.20.80.00) form) that would provide all necessary data.
2. Set up export of the needed information to a file through integration services. For more information on exporting data from Acumatica ERP, see Scenarios for Data Export.
3. Schedule this export operation by assigning the export scenario to an automation schedule by using the Export Scenarios (SM.20.70.35) form.
4. Configure synchronization between the file with exported data and a file on your computer by using the Search in Files (SM.20.25.20) and File Maintenance (SM.20.25.10) forms. Alternatively, you can synchronize these files by using ftp or http.
5. Schedule synchronization of files to be performed sometime after the scheduled export of data should be completed as described in the **Configure File Synchronization** section of this article.

In Acumatica 4.11, an Excel connection feature allows you to export data once and simply refresh data from within Excel without entering the Acumatica application. This capability exists in most inquiry screens.

Hands on – Synchronizing Files

Before You Proceed

Before you start configuring synchronization between a file on your Acumatica ERP website and a file or folder on your local network, share the folder (which includes the file to be synchronized or which itself will be synchronized with the file on the Acumatica ERP website) by means of your operating system. Make sure the folder is shared with proper rights for writing.

Configure File Synchronization

1. On the **Configuration** tab, click **Document Management**. In the navigation pane, click **Explore** > **Search in Files**.
2. Locate the file in the system by typing a string its name contains, or by specifying the time interval of its creation or its author user name. You can also locate the file by its position on the site map.
3. Locate the file in the lower right area containing the list of files matching the specified criteria. Click the file name to open the File Maintenance (SM.20.25.10) form for this file and view the properties of the file.
4. On the **Synchronization** tab, select the **Synchronize** check box.
5. Select the synchronization type, *Shared folder*.
6. In the **Path** box, specify the path to the shared folder on a local network computer.
7. Specify the network login to the computer and the password to allow the system access to the shared folder on the specified local network computer.
8. If you want to perform synchronization with the folder, perform the following steps:
    o Select the **Synchronize Folder Content** check box.

o Set up a validation mask for those files in the folder that is involved in synchronization.

Synchronization (of the *export* type) with a folder means that each time synchronization is performed, a new file with the appropriate date and time stamp is created in the specified folder.

9. **Save** your changes

Schedule File Synchronization

After you have configured synchronization of files, you can perform synchronization manually on the File Synchronization (SM.20.25.30) form, or you can assign it to a schedule to be performed automatically.

1. On the **Configuration** tab, click **Document Management**. In the navigation pane, click **Schedule** > **File Synchronization**.
2. Choose the synchronization operation to be performed, *Import File* or *Export File*, and view the pairs of files for which synchronization of the selected type has been configured.
3. Select the files and click *Add* in the **Schedule** menu on the form toolbar. This opens the Automation Schedule form as a pop-up. Notice the string in the **Schedule ID** box indicating that a unique reference number for the schedule will be generated automatically when you save the schedule.
4. Specify a description for the schedule.
5. Select the **No Execution Limit** check box.
6. Enter the date to execute the schedule for the first time.
7. Enter the date to cancel the schedule or select the **No Expiration Date** check box.
8. On the **Dates** tab, in the **Schedule Type** box and the related section, specify how often the synchronization should be performed.
   - o To execute the schedule daily or every *x* days, do the following:
     1. On the **Dates** tab, in the **Schedule Type** box, select *Daily* .
     2. In the **Daily** section, in the **Every *x* Day(s)** box, enter an integer to specify the number of days between successive executions of the schedule.
   - o To execute the schedule weekly or every x weeks, perform the following steps:
     1. In the **Schedule Type** box, select *Weekly* .
     2. In the **Weekly** section, in the **Every *x* Week(s)** box, enter an integer to specify the number of weeks between successive executions of the schedule.
     3. Select the days of the week on which the schedules should be executed.
   - o To execute the schedule monthly or every x months, perform the following steps:
     1. In the **Schedule Type** box, select *Monthly*.
     2. In the **Monthly** section, in the **Every *x* Month(s)** box, enter an integer to specify the number of months between successive executions of the schedule.
     3. Select when the schedules should be executed: either the day of the month or the week in the month and day of the week (such as the third Friday of the month).
     4. On the **Hours** tab, set up the particular time to start a processing session and to cancel it. Also, specify the interval between successive sessions.

9. On the **Conditions** tab, specify conditions to select only specific pairs of files for automatic synchronization:
   - In the **Field Name** box, select *Name*.
   - In the **Condition** box, select *Equals*.
   - Locate the file by its name in the **Value** box.
10. On the **Filter Values** tab, choose a synchronization operation to be performed, *Import File* or *Export File*.
11. On the form toolbar, click **Save**. Notice as the schedule number appears in the **Schedule ID** box.

How to View the History of Schedule Application

1. On the **Configuration** tab, click **Document Management**. In the navigation pane, click **Schedule > File Synchronization**.
2. In the form toolbar, click the **Schedules** arrow, then select **History**.
3. Select the schedule by its ID and specify the appropriate dates.
4. Click **History** to view information about the schedule execution.
5. View the list of file pairs that were synchronized automatically as the result of the schedule application.

Hands on – Excel Data Refresh

Requirements

For this portion of the class, you will need to open your site with the demo data installed.

Download and link Excel

1. Open the **Account Summary Report**, Finance > General Ledger > Work Area > Explore > Account Summary (GL.40.10.00)
2. Select the current financial period
3. Click the Excel icon to download and save the Excel spreadsheet to your local drive
4. Open the file
   - When prompted by Excel, enable editing
   - When prompted by Excel, enable data connections
5. In Excel, select the data tab. In the ribbon, select the "Connections" button. You should see a connection called "Account Summary." By clicking the properties, you can schedule a refresh at regular intervals. For this exercise, we will perform manual refreshes.
6. Select refresh
   - Windows security will prompt you for your Acumatica username and password
   - In a multi-company deployment, remember to enter the company name. For example "admin@company-demo"

Create journal transaction

1. Enter a journal transaction that will impact your account summary report.
   - For example, Debit 1000000 - Petty Cash USD $10, and credit account 102000 – Regular Checking Account.
2. Release the transaction
3. Reopen the **Account Summary Report** to verify that your report has changed.

Update spreadsheet

1. Open the spreadsheet that you previously saved, the data will look as it did before you created the journal transaction
2. In Excel, select the data tab. In the ribbon, select the "Refresh" button in the connections area. If required, enter your username and password.
3. Verify that your data has been refreshed.

Available Reports

The audit reports available in the Document Management module provide the wiki articles statistics, which may be filtered by author, time interval, and type of article content. All reports can be generated in various formats, including PDF, and can be printed or sent by email.

Wiki Articles by Status

This report lists key statistics about wiki articles. Based on your choices on the report form, you can filter the articles displayed by multiple factors, including article status, so that you get the most useful information for your needs.

Wiki Article Statistics

This report lists all articles created or modified by the selected user during the specified time interval.

External File Storage

In Acumatica ERP, you can attach files to documents and forms, with the attached files stored in the Acumatica ERP database. Alternatively, you can use this form to configure external file storage providers and specify where files should be stored—in a local folder on the machine running the Acumatica ERP website or in a public cloud using the Blob service of Windows Azure.

How to Configure Storing Attached Files

See below for an overview of configuring external file storage in Acumatica ERP, as well as the description of the form actions you can use to configure external file storage. File storage functionality uses the provider term to denote the storage provider, which can be a local folder or Blob service.

Storing in a Local Folder

To configure storing attached files in a local folder, do the following:

1. On the server running Acumatica ERP website, create a folder to store the files (for instance, c:\AcumaticaFileStorage) and make sure that the account used to run the Acumatica ERP website has *write* access to the folder.
2. On the **Configuration** tab, click **Document Management**. In the navigation pane, click **Configure** > **External File Storage**.
3. In the **Provider** box, select *Local Files Folder*.
4. In the **Value** box, enter the path to the folder you have created in the step 1.
5. Select the **Allow Saving Files** check box.
6. In the form toolbar, click **Enable Provider**.

From now on, any new files attached to forms and documents will be stored in this local folder.

Storing in the Blob Service

To configure storing attached files in the Blob service of the Windows Azure Cloud Services, proceed as follows:

1. On the **Configuration** tab, click **Document Management**. In the navigation pane, click **Configure** > **External File Storage**.
2. In the **Provider** box, select **Azure Blob Storage**.
3. In the table, enter the following values:
   - **Account:** The name of your account in Windows Azure Cloud Services.
   - **Container:** The name of container to store files in your Windows Azure Cloud Services.
   - **Key:** The key to your Windows Azure Cloud Services.
4. On the menu pane, click **Enable Provider**.

From now on, any new files attached to forms and documents will be stored in the Blob service of the Windows Azure Cloud Services.

File Upload Preferences

With Acumatica ERP, you can conveniently store files, such as temporary internal instructions, inventory item images, or scanned images of original vendor invoices. You import the files to the system and attach them to ERP records, record details, documents, notification templates, and wiki articles. You can easily manage and track the imported files. Using this form, you can allow or deny the importing of specific file types (by their extensions) and set a maximum size for imported files.

Open *File Upload Preferences* form

Configuration > Document Management > Configure > File Upload Preferences