

# NCIRE's new financial system: Acumatica

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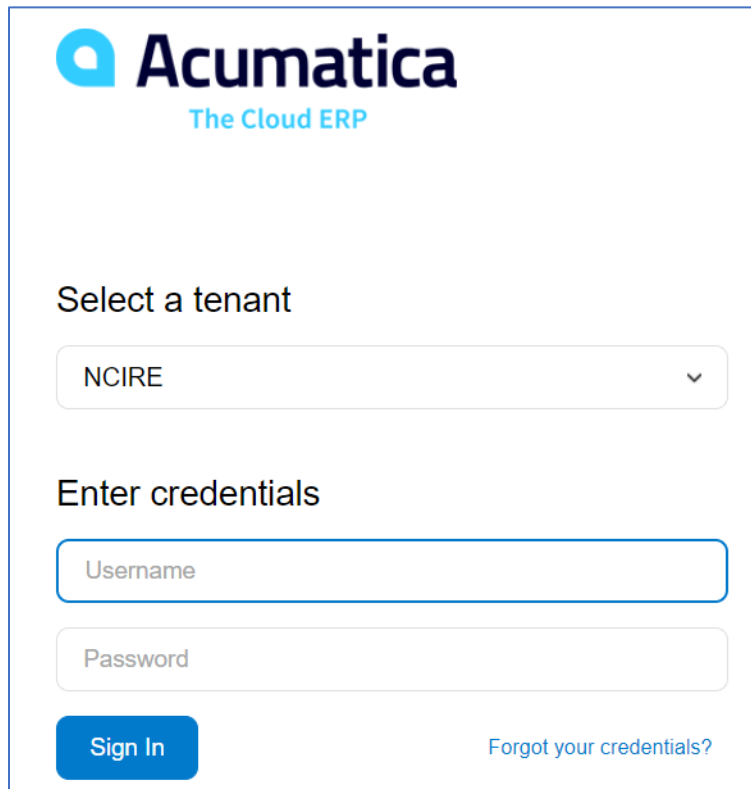
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## System Login

Acumatica can be accessed anywhere with internet connectivity. This new system replaces Solomon, ReQlogic and NCIRE Reporting Services. By using a single system, it allows for easy access to information.

URL: <https://ncire.acumatica.com>

Tenant: NCIRE

The image shows the Acumatica login interface. At the top left is the Acumatica logo, which consists of a blue circle with a white dot inside, followed by the word "Acumatica" in a bold, dark blue font. Below the logo is the tagline "The Cloud ERP" in a smaller, lighter blue font. The main content area is titled "Select a tenant" and features a dropdown menu with "NCIRE" selected. Below this is the "Enter credentials" section, which includes two input fields: "Username" and "Password". At the bottom left is a blue "Sign In" button, and at the bottom right is a blue link that says "Forgot your credentials?".

**Acumatica**  
The Cloud ERP

Select a tenant

NCIRE

Enter credentials

Username

Password

Sign In

[Forgot your credentials?](#)

If you need to reset password, please use the “Forgot your credentials” link on the login screen. Please note it could take up to 2 minutes for the delivery of the e-mail notification.

After you have logged in, you will find the reporting tools in the Projects workspace.

The screenshot shows the NCIRE (Northern California Institute for Research and Education) interface. At the top left is the NCIRE logo. To its right is a search bar with the text "Search..." and a magnifying glass icon. Further right is a refresh icon. Below the search bar is a navigation sidebar with three items: "Favorites" (with a star icon), "Projects" (with a document icon), and "Purchases" (with a shopping cart icon). The main content area is titled "Projects" and is divided into two columns: "Inquiries" and "Reports". Under "Inquiries", there are four links: "Detailed Commitments", "Open Subcontracts", "Project Transactions by Financia...", and "Project Transactions by Date". Under "Reports", there are three links: "Project Balance (Current) - Rese...", "Project Transactions by Financia...", and "Project Transactions by Date".

There are two type of reporting tools:

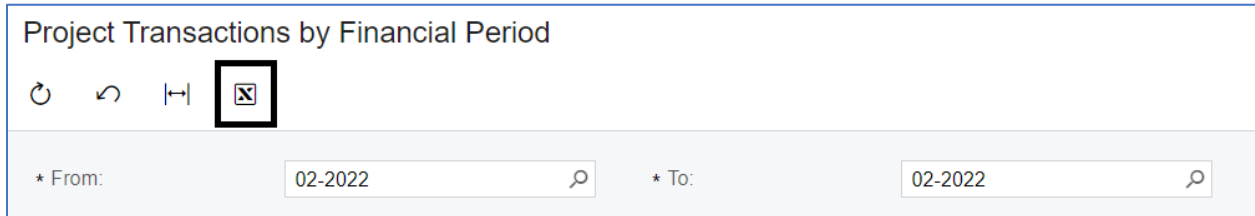
- Inquiries are designed for exporting data to MS Excel.
- Reports are designed for printouts.

## Using Inquiries

Inquires are designed for exporting data to MS Excel. In addition, you can apply filter(s) so the result grid only includes the data you need.

### Data Export

To export data to MS Excel, simply click on the MS Excel icon on the inquiry screen.



Project Transactions by Financial Period

Refresh Back Filter **Excel**

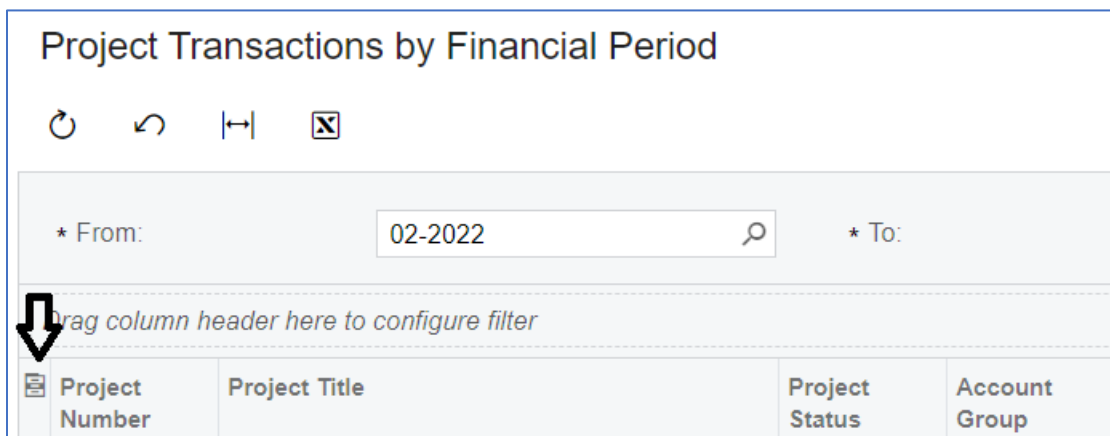
\* From: 02-2022 \* To: 02-2022

### Re-arrange columns

You can re-arrange the column order and also hide column(s) that is not needed. The setting only applies to you and won't affect other users.

To move a column to a different position, hold down the left mouse button while clicking on the column header and then drag and drop to the new position.

To hide a column, click on the column configurator button on the column header row.



Project Transactions by Financial Period

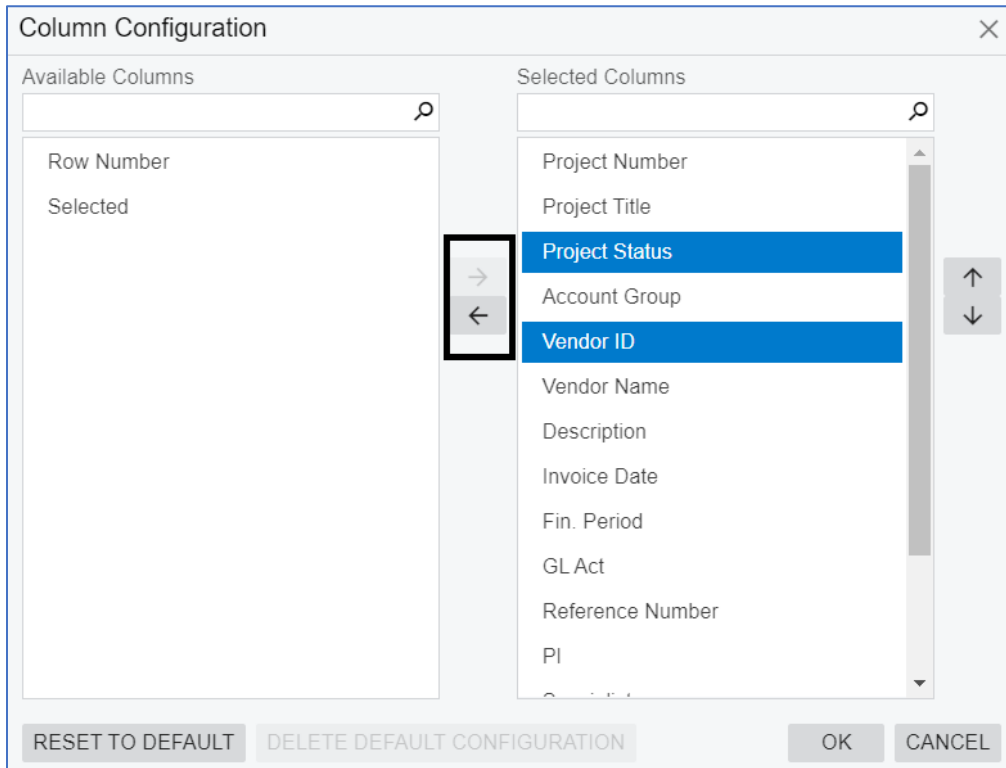
Refresh Back Filter Column Configurator

\* From: 02-2022 \* To:

Drag column header here to configure filter

Project Number	Project Title	Project Status	Account Group
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On the Column Configurator screen, select the column(s) you would like to hide and then click on the left arrow to move the selected column(s) to the left side. You can select multiple columns by holding down the Ctrl key while clicking on the list.

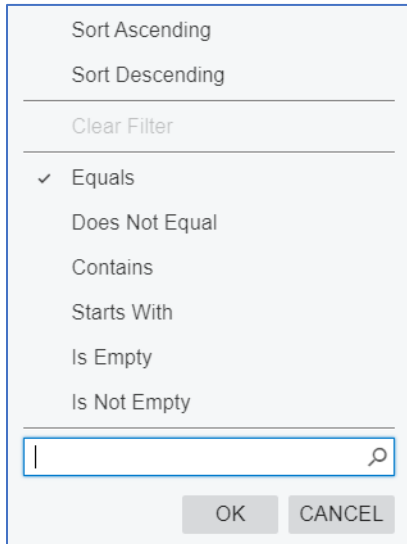


Likewise, if you would like to show a column on the result grid, you can move the column(s) to the right side.

You can also use the Column Configurator to arrange the column order by using the up/down arrows on the right side.

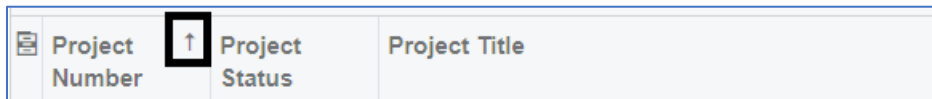
## Sorting Data

To sort data on the result grid, click on the column you want to sort the data by and then select either “Sort Ascending” or “Sort Descending”.



Sort Ascending  
Sort Descending  
Clear Filter  
✓ Equals  
Does Not Equal  
Contains  
Starts With  
Is Empty  
Is Not Empty  
OK CANCEL

An arrow will be displayed next to the column header name indicating the result grid is sorted by this column.



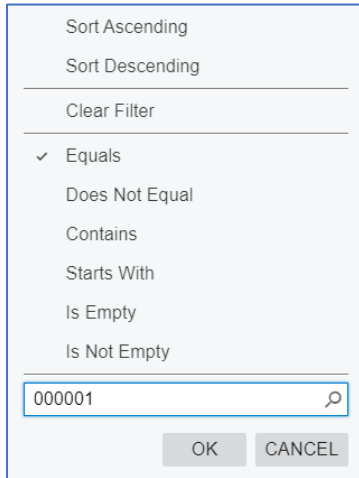
Project Number	↑ Project Status	Project Title
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\*\* Please note that only a single sort order is allowed on the result grid.

## Create Quick Filter

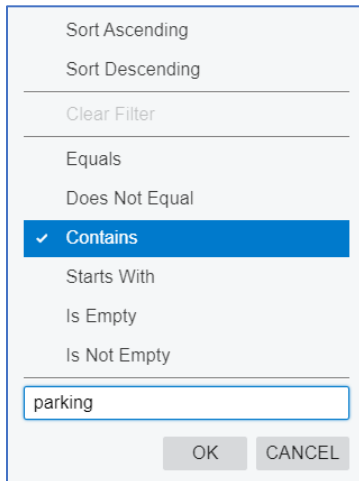
To create a quick filter, click on the column header you would like to apply a filter and then configure the condition on the pop-up menu.

In the example below, the “equals” operator is used to setup a filter to show only project number 000001.



A screenshot of a quick filter menu. The menu is a light gray box with a blue border. It contains the following options: "Sort Ascending", "Sort Descending", "Clear Filter", "Equals" (which is selected with a checkmark), "Does Not Equal", "Contains", "Starts With", "Is Empty", and "Is Not Empty". Below the options is a text input field containing "000001" and a magnifying glass icon. At the bottom are "OK" and "CANCEL" buttons.

In this example, the “Contains” operator is used to setup a filter to show transactions with the word “parking” in the description column.



A screenshot of a quick filter menu. The menu is a light gray box with a blue border. It contains the following options: "Sort Ascending", "Sort Descending", "Clear Filter", "Equals", "Does Not Equal", "Contains" (which is selected with a checkmark and highlighted in blue), "Starts With", "Is Empty", and "Is Not Empty". Below the options is a text input field containing "parking" and a magnifying glass icon. At the bottom are "OK" and "CANCEL" buttons.

A filter icon will be displayed next to the column header name indicating the result grid is filtered by this column. In addition, the filter condition(s) is also added to the filter menu bar above the column header row.

Project Transactions by Financial Period

\* From: 02-2022 \* To: 02-2022

Project Number: = '000001' Description: Contains 'parking'

Project Number	Project Status	Project Title	Account Group	Description
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\*\* Please note you can filter as many columns as you need.

### Remove Quick Filter

There are two methods of removing filter(s).

- Click on the column which has filter applied and then select the “Remove Quick Filter” option on the pop-up menu.

Sort Ascending  
Sort Descending  
**Remove Quick Filter**  
Clear Filter

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✓ Equals  
Does Not Equal  
Contains  
Starts With  
Is Empty  
Is Not Empty

000001

OK CANCEL

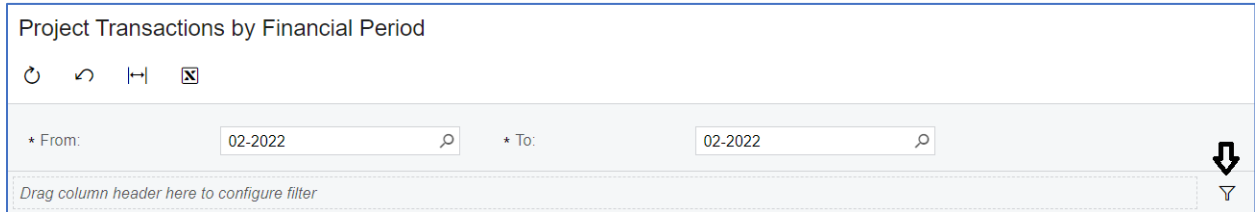
- Drag and move the filter condition out of the filter menu bar.



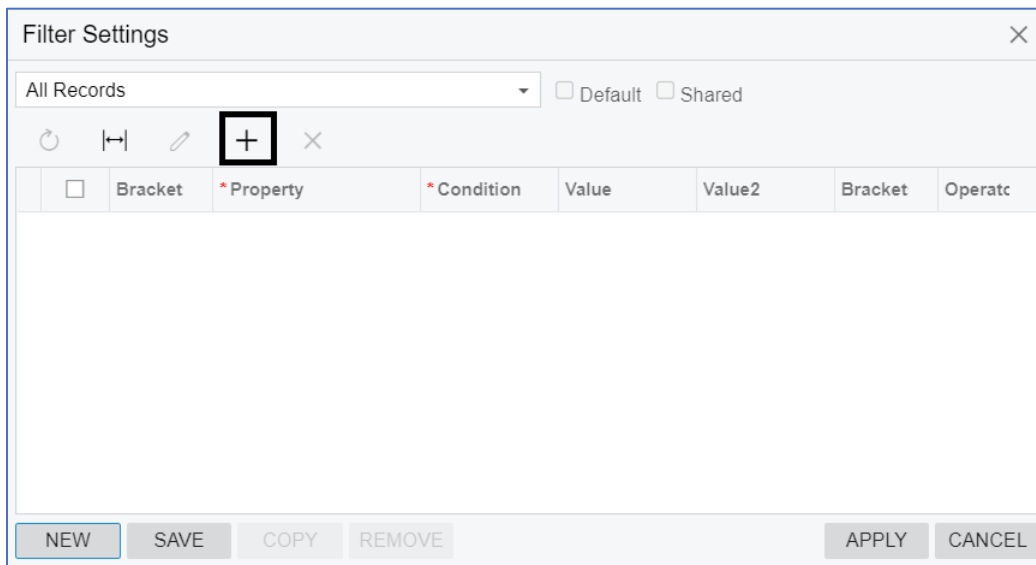
## Create Custom Filter

If you need to look for the same data periodically, it is best to setup a custom filter which remains in the system.

To create a new customer filter, click on the filter icon on the right side of the filter menu bar.



On the Filter Settings screen, click the add icon to add a new condition. You may add as many conditions as needed.



<input type="checkbox"/>	Bracket	*Property	*Condition	Value	Value2	Bracket	Operatc
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In this example, I add two conditions to filter the data by project number and description.

<input type="checkbox"/>	Bracket	* Property	* Condition	Value	Value2	Bracket	Operatc
<input checked="" type="checkbox"/>		Project Number	Equals	000001			And
<input checked="" type="checkbox"/>		Description	Contains	parking	<input type="text"/>		And

Once you've entered all the conditions, click the "Save" button and then provide a name for the custom filter. Then, click the "Apply" button to close the Filter Settings screen. The custom filter should appear above the filter menu bar.

\* From: 02-2022 \* To:

ALL RECORDS **PROJECT 000001 PARKING**

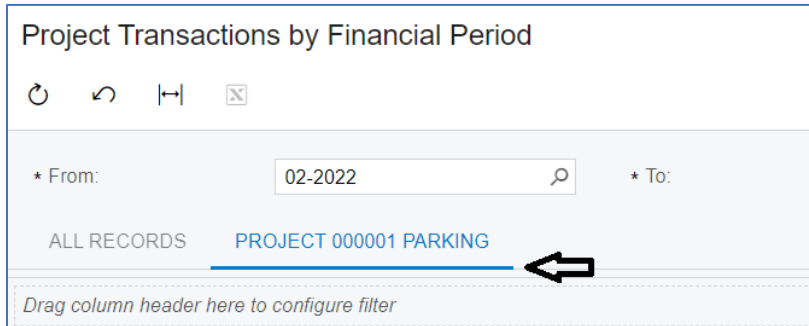
Drag column header here to configure filter

Project Number	Project Status	Project Title	Account Group
----------------	----------------	---------------	---------------

You may create as many custom filters as needed, and these personalized custom filters are only visible to you. All custom filters will remain in the system until you delete them.

## Remove Custom Filter

To remove an existing custom filter, first select the filter you would like to remove. The selected filter should have an underline below the custom name.



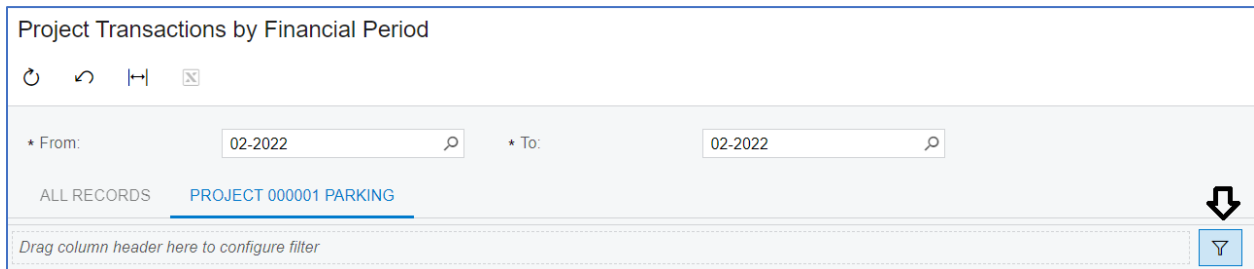
Project Transactions by Financial Period

\* From: 02-2022 \* To:

ALL RECORDS PROJECT 000001 PARKING

Drag column header here to configure filter

Click on the filter icon on the right of the filter menu bar.



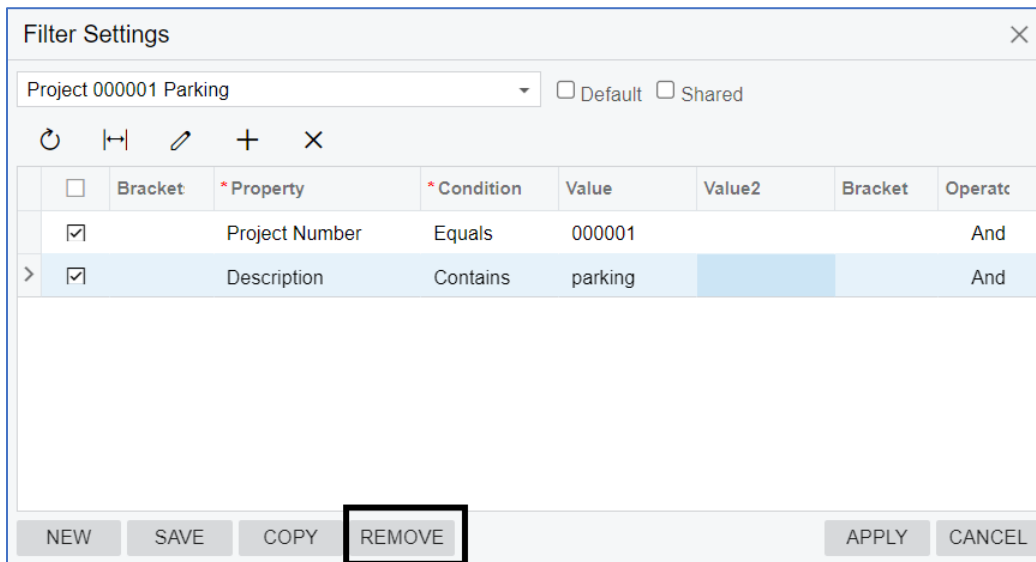
Project Transactions by Financial Period

\* From: 02-2022 \* To: 02-2022

ALL RECORDS PROJECT 000001 PARKING

Drag column header here to configure filter

On the Filter Settings screen, click the “Remove” button at the bottom.



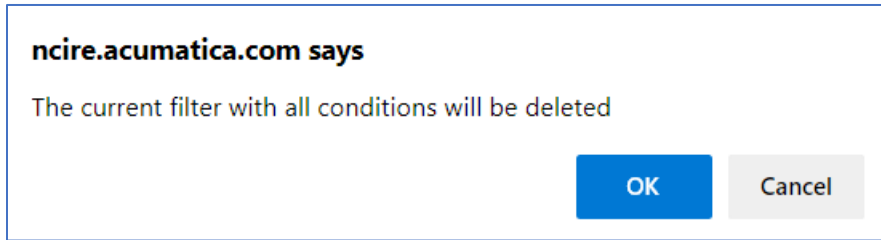
Filter Settings

Project 000001 Parking  Default  Shared

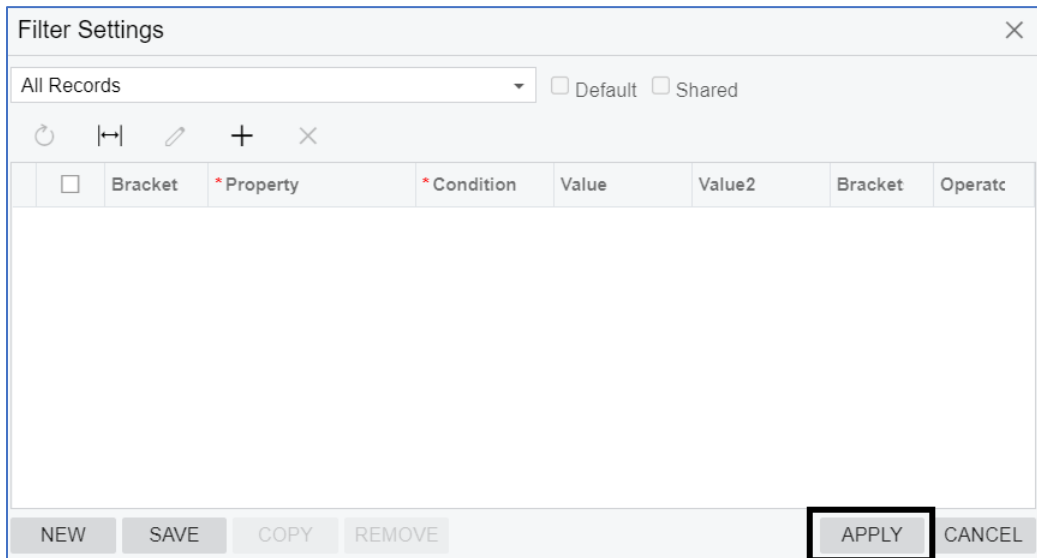
	Bracket	* Property	* Condition	Value	Value2	Bracket	Operatc
<input checked="" type="checkbox"/>		Project Number	Equals	000001			And
>	<input checked="" type="checkbox"/>	Description	Contains	parking			And

NEW SAVE COPY REMOVE APPLY CANCEL

Click "OK" to confirm the removal of the custom filter.



Click "Apply" to close the Filter Settings screen.



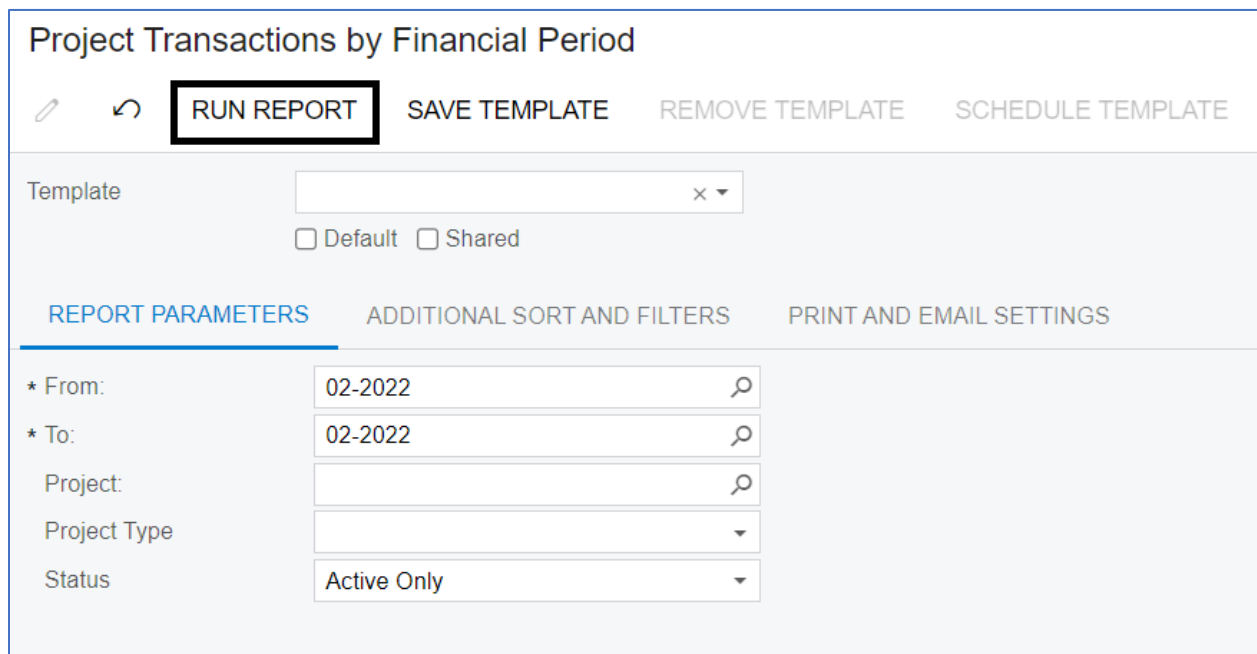
## Using Reports

Reports are designed for printouts on pre-formatted layout. While you can export data from reports to MS Excel, the columns may not be aligned correctly after export. It is best to use Inquires for exporting data to MS Excel.

One major change we have made in this new system is the use of a consolidated report format. In the old system, we had different reports for different types of projects. In this new system, a single report file can display information for all project types. You may use filter to select the type of project you would like to display on the report.

### Running Reports

To run a report, click on the “Run Report” button. You may use the parameters to filter for a single project, the type of project and/or project status.



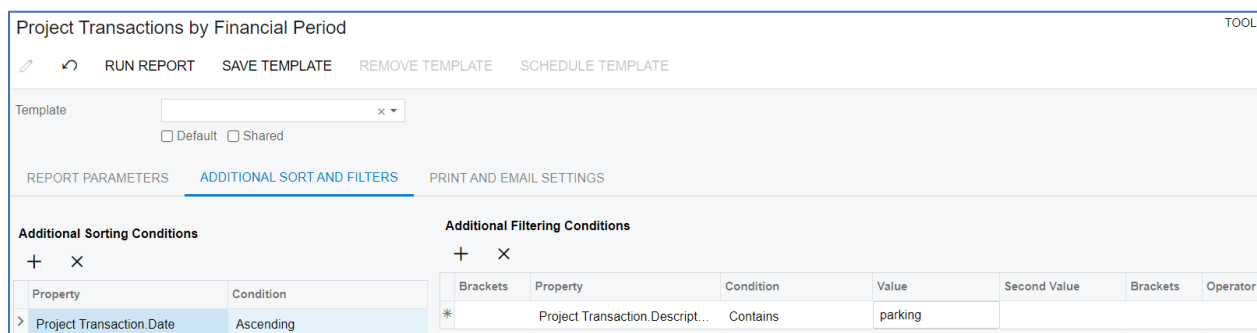
Project Transactions by Financial Period

Template  x ▾  
 Default  Shared

**REPORT PARAMETERS**    ADDITIONAL SORT AND FILTERS    PRINT AND EMAIL SETTINGS

\* From:  🔍  
\* To:  🔍  
Project:  🔍  
Project Type  ▾  
Status  ▾

In addition, you can add more filters using the “Additional Sort and Filters” tab. In this example, I have added a filter condition to display only transactions with the word “parking” in the description.



Project Transactions by Financial Period TOOL

Template  x ▾  
 Default  Shared

REPORT PARAMETERS    **ADDITIONAL SORT AND FILTERS**    PRINT AND EMAIL SETTINGS

**Additional Sorting Conditions**    **Additional Filtering Conditions**

+    ×       +    ×

Property	Condition	Brackets	Property	Condition	Value	Second Value	Brackets	Operator
> Project Transaction.Date	Ascending		*	Project Transaction Descript...	Contains	parking		

## Create Report Template

If you need to run a report for the same condition(s) regularly, it is best to setup a report template. To create a template, start the process by adding all the required conditions. In this example, I have added a condition to filter for two projects. The “Or” operator is being used here to specify two different values for the same field.

Additional Sorting Conditions		Additional Filtering Conditions						
Property	Condition	Brackets	Property	Condition	Value	Second Value	Brackets	Operator
> Project Transaction.Date	Ascending		Project Project ID	Equals	001000			Or
			Project Project ID	Equals	002000			

Once you’ve entered all the conditions, click the “Save Template” button and provide a name for the template.

Project Transactions by Financial Period

RUN REPORT **SAVE TEMPLATE** REMOVE TEMPLATE SCHEDULE TEMPLATE

Template  x

Default  Shared

The new template is now available on the template drop-down menu.

Project Transactions by Financial Period

RUN REPORT SAVE TEMPLATE REMOVE TEMPLATE SCHEDULE TEMPLATE

Template  x



Project 001000 and 002000

You may create as many templates as needed, and these personalized templates are only visible to you. All templates will remain in the system until you delete them.

## Remove Report Template

To remove an existing report template, first select the template from the drop-down list. Then, click the "Remove Template" button.

Project Transactions by Financial Period

  RUN REPORT   SAVE TEMPLATE   **REMOVE TEMPLATE**   SCHEDULE TEMPLATE

Template    × ▾

Default    Shared