Dashboards for Accounting Workflows

Session Activity Worksheet

Thursday, May 9th 2019

Name: ____

Goal: Create an Accounts Payable Workflow Dashboard

1. AP Bills in draft mode
2. AP Bills posted, ready for payment (not on hold)
3. AP Ledger for Current Year to Date

Ensure you have the Proper Permissions:

- Business User
- Dashboard – List | View | Add | Edit
- AP Bills – List | View
- Memorized Reports – List | Edit
- Access to Customization / Platform Services

Note: You must have the appropriate permissions to view the information displayed on Dashboards. For example, you must have permissions to view Revenue to see a dashboard item displaying Current Revenue (to date).

Activity 1 – Create a Custom View for AP Bills in Draft Mode

1. Navigate to Accounts Payables > Bills
2. Select Manage views near top-left > Create New View
3. Step 1 - Select the following checkboxes:
   a. Bill number
   b. Vendor name
   c. Date
   d. Total amount
4. Step 2 – Organize these fields in the following order:
   a. Date
   b. Vendor Name
   c. Bill Number
   d. Total amount
5. Step 3 – Filter the view
   a. Columns = "State"
   b. Operator = equals
   c. Value = "Draft"
6. Step 4 – Sort results as desired
   a. Most common is by Date, Descending (for the newest bills on top)
7. Step 5 – Name the view
   a. Name = AP Bills – Draft
8. Select Save

Note: "Deploy" checkbox is to make the view public and usable by other Sage Intacct users. If the view is not deployed, it is private to you.

9. You should be returned to the AP Bills
    a. Select the All dropdown, also near the top-left >“AP Bills – Draft” custom view
    b. How many bills are in draft mode? ___________

Activity 2 – Create a Custom View for posted AP Bills, ready for payment

1. Repeat the steps of Activity 1 until #5:
    a. Value = “Posted”
    b. Name = “AP Bills – Posted”
2. How many bills are posted and not yet paid? ___________

Activity 3 – Create the Dashboard Shell

1. Navigate to Dashboards > “+” (next to Dashboards)
2. Name the Dashboard: _____________________________
3. Change the Columns from “2” to “1”
4. Select the Filters tab
    a. Check the boxes for Department and Vendor
5. Select the Permissions tab
    a. Ensure the Access rights in the table is Deny = Group/Everyone
    b. Click the “Group” drop-down and choose “User” instead
    c. Add yourself (and any other colleagues as desired)
6. Save the Dashboard

Activity 4 – Memorize an AP Ledger Report

1. Navigate to Accounts Payable > Reports > AP ledger
2. Change the Reporting period to be “Current Year to Date”
3. Clear the As of Date field (leave blank)
4. Select the Add to dashboard button
5. Name the Memorize Report “AP Ledger – Current YTD”

Activity 5 – Add Remaining Components to the Dashboard

1. Navigate to Dashboards > Select your Dashboard
2. Select the “+” icon near the very top-right to add a Component
3. FIRST COMPONENT
    a. Component Type = Record
    b. Component = Bills
    c. User view = AP Bills – Draft
    d. Clear the value from # of rows (leave blank)
    e. Select Save
4. SECOND COMPONENT
    a. Component Type = Record
    b. Component = Bills
    c. User view = AP Bills – Posted
    d. Clear the value from # of rows (leave blank)
    e. Select Save