Power Apps and Power Automate solution

Automated application that unifies the Audit, Tax and Administration departments by using the Microsoft Power Platform (Power Apps and Power Automate)

THE NEED:

The idea came out of the need to unify three different Excel spreadsheets being used on the same internal process which involves the Audit, Tax and Administration departments.

VERSIONS:

There are three versions of this application, one for each department, because of the complex customization required for the departments, for instance, the filter criteria applied to the gallery are different for each department or the forms also need to display different columns of the SharePoint list.

DATABASE:

SharePoint was selected as the database since there are not going to be more than 1500 records on lists. The application is connected to four main lists as well as secondary lists to be used as the options in dropdowns.

AUTOMATION:

Various Power Automate flows are connected to these SharePoint Lists being triggered on schedule or when a specific column was amended, among other triggers.
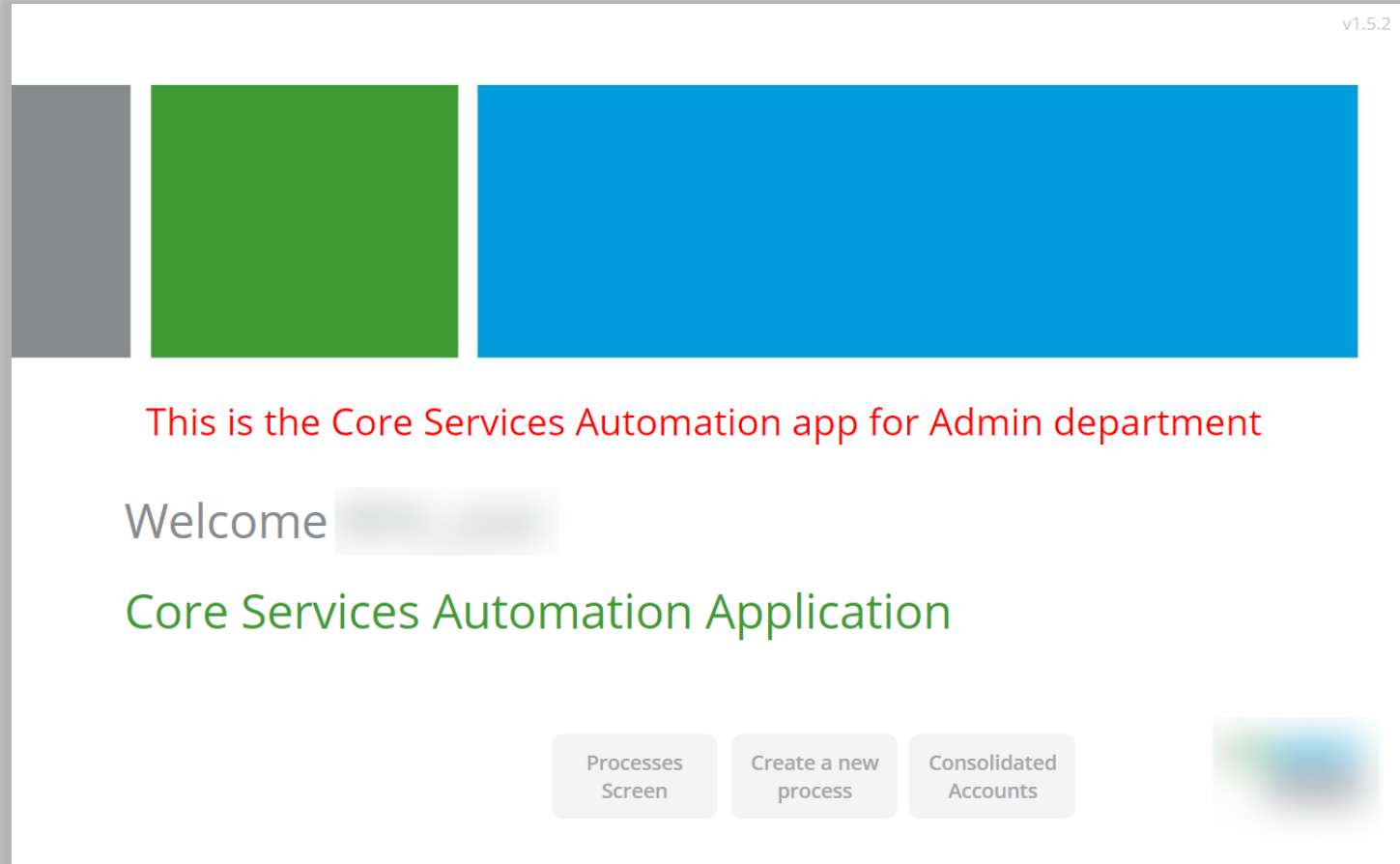
You will find more details in this presentation.

AZURE AD INTEGRATION:
In the App.OnStart property the app loads into collections the members of various Azure AD groups to be used in dropdowns as well as checks if the signed-in user is using the corresponding app for his/her department, if not, a label will be visible informing the user besides the buttons on the home screen will remain disabled.

AzureAD.CheckMembersGroup()
AzureAD.GetGroupMembers()

PowerApps

v1.5.2

This is the Core Services Automation app for Admin department

Welcome

Core Services Automation Application

Processes Screen

Create a new process

Consolidated Accounts

Home screen and filters

GALLERY AND FILTER:

The list of "Work in Progress" is a gallery filtered by numerous options, here again, each version of the app has its filters and columns.

The Filter() includes filtering by text, dates, blank dates, and range of dates, this function does not the delegation warning

New process form

NEW FORM:

The project code combo box items property is a SharePoint list, it also has a LookUp() function, in its OnChange property, to detect if the process is already created on the "Work in Progress" if so, a warning label will be visible below.

Title, Manager and Principal are prepopulated from the item selected in the Project Code combo box.

The save button is activated only if all the mandatory fields are filled out and if the warning label is not visible

* ProjectNo

* Title

* ManagerLeader

Select manager

* Principal

Select partner

Staff in charge

Select staff

* Status

Admin complete

* Entity for earliest deadline (Audit)

Client

* Year end

* YearOfAssessment

2015

* Month audit completion planned

* Earliest deadline (Audit)

* RSM tax practitioners   ○ Yes   ○ No

save   **Cancel**

Audit form (top-left):

ProjectNo:

Comp. 2nd Reviewer target date — 3/4/2021
Computation sent to audit — 3/4/2021
Tax charge — EUR 0
Payable/Ref: — EUR 0
Date TR Filed IRD — 3/30/2021
Documents returned on
Comp. 1st reviewer:

* Status
Tax return submitted

* Principal

* Manager/Leader

Staff in charge

* Entity for earliest deadline (Audit)

Client's email

* Year of assessment — 2015
* Year end — 12/31/2017
* Month audit completion planned — January
* Earliest deadline (Audit) — 3/31/2021
Date submitted for tax review — 1/1/2022
Date sent for printing

* RSM Tax practitioners — ● Yes ○ No
Accounts done by RSM — ○ Yes ● No
TradingCompany — ○ Yes ○ No
Holding company W/Dividend — ○ Yes ○ No
Rent — ○ Yes ○ No
Foreign Direct / Indirect investment — ○ Yes ○ No
Dissolution — ○ Yes ○ No
Liquidation — ○ Yes ○ No

Save   Cancel   Financial S

Tax form (top-right):

ProjectNo: PR00017717

Dividend Warrants — ○ Yes ○ No ○ n/a
Payment ready — ○ Yes ○ No ○ n/a
Refund claim form — ○ Yes ○ No ○ n/a
Tax practitioners — ● Yes ○ No
Holding company — ○ Yes ○ No

Risk — ○ Low ○ Medium ○ High
Payment — ○ Yes ○ No
Rent: — ○ Yes ○ No
Trading company — ○ Yes ○ No
Foreign investment — ○ Yes ○ No

Year end: — Dec-2020
Partner:
Manager/Leader:
Staff in charge:
Audit completion planned: — Aug 21
Earliest deadline: — 9/30/2021
Liquidation:
Dissolution:
Accounts done by RSM: — Yes
Date submitted for tax review:
Date sent for printing:
Documents returned on:

* Year of assessment — 2021
* Earliest deadline (Audit) — 9/30/2021
Payment deadline: — 9/30/2021
Submission deadline: — 11/29/2021
Comp 1st target date:
Comp 1st finalised:
Comp 2nd target date:
Comp 2nd finalised:
Tax charge: — 0
Date client informed:

* Entity for deadline (Audit) — IRD
Corporate
Comments
* Status — Audit Not started
Comp 1st reviewer: — Select reviewer
Comp. 2nd reviewer: — Select reviewer
Comp sent to audit:
Payable/(Refundable): — 0
Currency — EUR

Save   Cancel

Admin form (bottom-left):

ProjectNo: PR00017696

TC 2nd Reviewer target date
Date TC sent to audit
Tax charge — € 0
Payable or Refundable: — € 0
Date TR Filed IRD
Documents returned on

Admin name — Admin staff
Client's email and name — ClientsEmailAddress
Admin comments
Status — N/A
Pending documents

Assembled on
Documents picked up
Documents forwarded to partner
Documents collected from partner
Client contacted on
Documents returned on
Pending documents received on
MBRSubmitted

Save   Cancel   Financial S   Create CA

Edit process form

As I have mentioned before, there are three versions of the automated solution, these are the edit process forms for each department connected to the same SharePoint List however modifying and viewing different columns

Financial statements audit screen

* Company name   * Project code

Period from   Period to

Prepared by   Find items   Date needed

Engagement leader   Partner

MBR Filling ○ Yes ○ No   MBR Online filling ○ Yes ○ No

Framework   MFSA Filling ○ Yes ○ No

Client documents

Signed pages expected from the client ○ Yes ○ No   Date of signature on audit report

Contact to chase for signatures

There is nothing attached.

📎 Attach file

Document description				Bound	Unbound
Financial statements - Full version	☐ Printed	☐ Picked	☑ Returned	1	3	🗑
Letter of representation	☐ Printed	☐ Picked	☐ Returned		2	🗑
Fraud Letter	☐ Printed	☐ Picked	☐ Returned		1	🗑
Letter of engagement	☐ Printed	☐ Picked	☐ Returned		2	🗑
AGM minutes	☐ Printed	☐ Picked	☐ Returned		2	🗑
Directors resolution	☐ Printed	☐ Picked	☐ Returned		2	🗑
DD forms	☐ Printed	☐ Picked	☐ Returned		3	🗑
Confirmations	☐ Printed	☐ Picked	☐ Returned		1	🗑
Letter of support	☐ Printed	☐ Picked	☐ Returned		2	🗑
Board Resolution	☐ Printed	☐ Picked	☐ Returned		2	🗑
MBR Online resolution	☐ Printed	☐ Picked	☐ Returned		3	🗑

Financial Statements details

Send

Financial Statements check list

Title   Project code PR00017708

PeriodFrom 4/14/2022   PeriodTo 4/14/2022

Docs passed to admin   Prepared by

Engagement Leader   Partner

Date needed 4/14/2022   MBR Filling Yes

MBR Online filling Yes   Other authorities

Pages expected from client Yes   Contact to chase for signatures test@email.cor

🖼 1.png

Document description				Bound	Unbound
Board Resolution	☐ Printed	☑ Picked	☐ Returned		2	🗑
Financial statements - Full version	☑ Printed	☐ Picked	☑ Returned	1	3	🗑
MBR Online resolution	☐ Printed	☐ Picked	☑ Returned		3	🗑

Financial Statements details

Modified by: RPA_user

Modified on: 4/14/2022

Sent by: RPA_user

Sent on: 4/14/2022

Financial Statements Screen

The was added recently to the application, this screen is the final stage of the process where the Audit sends to print some documents and the administration team prints them and collects the necessary signatures.

This screen is not connected to the same SharePoint list.

Consolidated accounts

Find client

PR00021025CA

Admin name

Admin comments

Forwarded Signed Pages

Client's email and name

Status

Admin Complete

Pending documents

Assembled on

N/A

1/26/2022

Documents picked up

Documents collected from partner

2/1/2022

Client contacted on

Documents returned on

1/25/2022

Pending documents received on

MBR Submitted

27/01/2022

Documents forwarded to partner

1/26/2022

Consolidated Accounts

There are some companies that need consolidated accounts for special and various reasons. This is a simple screen that contains a gallery and a form which is used to view and edit the processes

This is connected to another SharePoint list