



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.



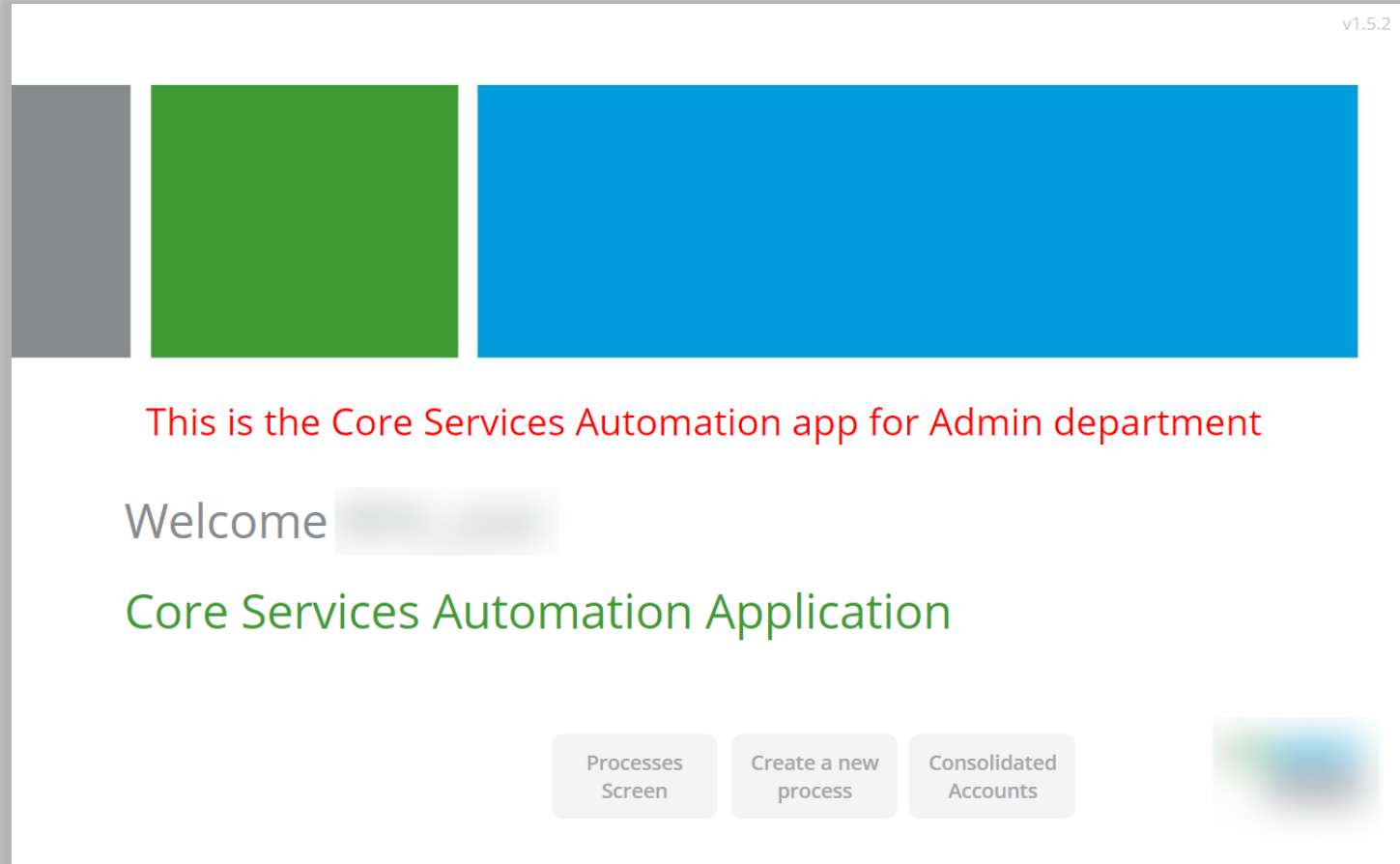
AzureAD.[CheckMembersGroup\(\)](#)
AzureAD.[GetGroupMembers\(\)](#)



PowerApps

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.



Home screen and filters

Company name

Find client

Manager / Leader

Find Manager/Leader

Date TR filed with IRD

Earliest deadline

TC 1st Reviewer

Find reviewer

Staff in charge

Find audit staff

Submitted for tax review

Sent for printing

TC 2nd Reviewer

Find reviewer

Principal

Find a principal

Date TC sent to audit

MBR Submitted

Status

Select a status

RSM Tax practitioners

☐ Yes
 ☐ No

Month planned

Select a month

Entity for deadline

Select and entity

Year end	Status	Manager/Leader	Earliest deadline (Audit)	Submitted tax review	TC 2nd Reviewer	TC sent to audit	Sent for printing	TR filed with IRD	MBR Submitted
Dec-2018	Ready for tax return pr...		30/09/2021				27/10/2021		
Dec-2020	Audit in progress		31/10/2021						
Dec-2017	Tax return submitted		31/03/2021	25/02/2021		04/03/2021		30/03/2021	
Jun-2020	Tax computation sent ...		30/11/2021	12/11/2021		10/01/2022			
Jun-2021	Audit Not started		01/03/2022						
Dec-2020	Awaiting FS printing		31/05/2021				30/03/2021		
Mar-2020	Audit not started		26/11/2021						
Mar-2021	Audit Not started		31/01/2022						
Dec-2020	Ready for tax return pr...		30/04/2021	15/04/2021		27/04/2021	29/04/2021	30/08/2021	
Dec-2020	Admin complete		30/09/2020	14/02/2022		22/02/2022	07/04/2022		04/04/202...
Dec-2020	Awaiting FS printing		26/03/2021				30/03/2021		
Dec-2020	Ready for tax return pr...		25/03/2021	15/03/2021		06/05/2021	29/04/2021	30/03/2022	06/05/202...
Dec-2020	N/A		25/03/2021						
Dec-2020	Awaiting FS printing		26/03/2021				30/03/2021		
Dec-2020	Ready for tax return pr...		25/03/2021	15/03/2021		06/05/2021	29/04/2021	30/03/2022	06/05/202...
Dec-2020	Audit Not started		30/09/2020						
Dec-2020	Ready for tax return pr...		30/04/2021	15/04/2021		20/04/2021	13/07/2021		
Dec-2020	Tax computation sub...		12/12/2021	26/11/2021		29/11/2021			
Dec-2019	Ready for tax return pr...		30/06/2021	31/08/2021		20/09/2021		04/04/2022	22/12/202...
Dec-2018	Tax computation unde...		31/03/2021	02/11/2020		29/03/2021	11/10/2021		
Dec-2018	Tax return submitted		31/03/2021	01/01/2021		19/04/2021	11/10/2021	09/03/2022	
Dec-2019	Tax return awaiting su...		31/03/2021	07/08/2020		31/08/2020	15/10/2020	30/06/2021	
Jun-2016	Audit in progress		31/03/2021						

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

The screenshot displays a web form titled "New process form". The form is divided into two main sections: a grey header section and a light blue main content area. The header section contains two mandatory fields: "* ProjectNo" (a dropdown menu) and "* Title" (a text input field). The main content area is organized into two columns. The left column contains four mandatory fields: "* ManagerLeader" (a dropdown menu with "Select manager" as the placeholder), "* Principal" (a dropdown menu with "Select partner" as the placeholder), "Staff in charge" (a dropdown menu with "Select staff" as the placeholder), and "* Status" (a dropdown menu with "Admin complete" as the placeholder). The right column contains three mandatory fields: "* Year end" (a date picker), "* YearOfAssessment" (a dropdown menu with "2015" as the selected value), and "* Month audit completion planned" (a date picker). Below these fields are two optional fields: "* Entity for earliest deadline (Audit)" (a dropdown menu with "Client" as the placeholder) and "* RSM tax practitioners" (radio buttons for "Yes" and "No"). At the bottom right of the form are two buttons: a "save" button and a "Cancel" button.

* ProjectNo	* Title
Select manager	
Select partner	
Staff in charge	
Select staff	
* Status	
Admin complete	
* Year end	
* YearOfAssessment	2015
* Month audit completion planned	
* Entity for earliest deadline (Audit)	
Client	
* RSM tax practitioners	<input type="radio"/> Yes <input type="radio"/> No

save Cancel

ProjectNo: PR00017717

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: 3/30/2021
 Comp. 1st reviewer: [Redacted]

* Status: Tax return submitted

* Principal: [Redacted]

* Manager/Leader: [Redacted]

* Staff in charge: [Redacted]

* Entity for earliest deadline (Audit): [Redacted]

* 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: [Redacted]

* RSM Tax practitioners: Yes

Accounts done by RSM: No

TradingCompany: No

Holding company W/Dividend: No

Rent: No

Foreign Direct / Indirect investment: No

Dissolution: No

Liquidation: No

Save Cancel Financial S

ProjectNo: PR00017717

Year end: Dec-2020

Partner: [Redacted]

Manager/Leader: [Redacted]

Staff in charge: [Redacted]

Audit completion planned: Aug 21

Earliest deadline: 9/30/2021

Liquidation: No

Accounts done by RSM: Yes

Date submitted for tax review: [Redacted]

Date sent for printing: [Redacted]

Documents returned on: [Redacted]

Dividend Warrants: Yes No n/a

Payment ready: Yes No n/a

Refund claim form: Yes No n/a

* Tax practitioners: Yes

Holding company: No

Risk: Low Medium High

Payment: Yes No

Rent: Yes No

Trading company: No

Foreign investment: No

* Year of assessment: 2021

* Earliest deadline (Audit): 9/30/2021

Payment deadline: 9/30/2021

Submission deadline: 11/29/2021

Comp 1st target date: [Redacted]

Comp 1st finalised: [Redacted]

Comp 2nd target date: [Redacted]

Comp 2nd finalised: [Redacted]

Tax charge: 0

Date client informed: [Redacted]

* Entity for deadline (Audit): IRD

Corporate: [Redacted]

Comments: [Redacted]

* Status: Audit Not started

Comp 1st reviewer: Select reviewer

Comp 2nd reviewer: Select reviewer

Comp sent to audit: [Redacted]

Payable/(Refundable): 0

Currency: EUR

Save Cancel

ProjectNo: PR00017696

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

Admin name: Admin staff

Admin comments: [Redacted]

Client's email and name: [Redacted]

Status: N/A

Client'sEmailAddress: [Redacted]

Pending documents: [Redacted]

Assembled on: [Redacted]

Documents picked up: [Redacted]

Documents forwarded to partner: [Redacted]

Documents collected from partner: [Redacted]

Client contacted on: [Redacted]

Documents returned on: [Redacted]

Pending documents received on: [Redacted]

MBRSubmitted: [Redacted]

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

Date needed

Engagement leader

Partner

MBR Filling

MBR Online filling

Framework

MPSA Filling

Client documents

Signed pages expected from the client

Date of signature on audit report

Contact to chase for signatures

There is nothing attached.

Attach file

Send

Financial Statements check list

Title

Project code

PeriodFrom

PeriodTo

Docs passed to admin

Prepared by

Engagement Leader

Partner

Date needed

MBR Filling

MBR Online filling

Other authorities

Pages expected from client

Contact to chase for signatures

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.

Find client

Consolidated accounts



PR00021025CA

Admin name

Client's email and name

Pending documents

N/A

Documents picked up

Client contacted on

Pending documents received on

Documents forwarded to partner

1/26/2022

Admin comments

Forwarded Signed Pages

Status

Admin Complete

Assembled on

1/26/2022

Documents collected from partner

2/1/2022

Documents returned on

1/25/2022

MBR Submitted

27/01/2022

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