



Faith-Based Finance Collaborative

DASHBOARDS



AcctTwo is focused on delivering the future of finance and accounting to our customers.

Our dedicated team of over 100 people has helped more than 800 organizations optimize finance and accounting through software implementations, accounting outsourcing, and consulting.

AcctTwo has been recognized by Sage Intacct as its Partner of the Year from 2014 – 2019 and by our customers as a leader in overall satisfaction and popularity through their reviews on G2.

Learn more at www.accttwo.com



**CLOUD-BASED
ACCOUNTING SOFTWARE**
Grow your organization with
the Cloud ERP that's #1 in
customer satisfaction.



**MANAGED ACCOUNTING
SERVICES**
By outsourcing your
accounting, you gain the
freedom to focus on your
mission.



**SOFTWARE
DEVELOPMENT**
Go the last mile of your
financial journey with Sage
Intacct+ to create a
customized application to fit
your organization.

CPE CREDIT FOR THIS COURSE

There are three things needed in order for you to receive CPE credit for the course you are attending:

1. Sign the sign-in sheet for each course.
2. At the end of each course, you will receive a reminder to complete your course survey, and it will have a link to all surveys. Please only fill out the one for the course you just attended. You can also do this after the event if you don't have time in between sessions. And PLEASE don't forget to include your name, so we will know who to give credit to.
3. There will also be printable certificates available for you to download at the end of the conference. Please be sure to attend our last session to find out more!

Without these items we are not properly able to credit you for this course.



JOSEPH PLAGGE

Solutions Architect
AcctTwo Shared Services

Background:

- Director of Finance and Administration
- International Missions
- Pastor of Adult Ministries
- Implementing Sage Intacct since 2018

Education:

- MBA, Texas A&M – Commerce, TX
- BA, Baptist Bible College – Springfield, MO

Interests:

- Family
- Spanish Ministry
- International Travel/Missions



MARY CUNNINGHAM

Controller, Not for Profit
AcctTwo Shared Services

Background:

- Controller, NFP
- Finance Director
- CPA with over 30 years of experience
- Using Sage Intacct since 2016

Education:

- BBA in Accounting – University of Texas at Austin

Interests:

- Family
- Travel
- Exploring Hill Country/Local Venues

SESSION OBJECTIVES

At the end of this session you will be able to:

- Explain what a dashboard is and the uses surrounding dashboards
- Explain the building blocks and underlying components of dashboards
- Identify security options surrounding the data presented on dashboards
- Plan and strategize for the appropriate type and style of dashboards based upon users' needs and requirements

DASHBOARDS

Envision. Engage. Equip.

WHAT IS A DASHBOARD?

- Key metrics in one place for executives
- A distribution method for financial and statistical information
- A blank slate to organize information for review and analysis
- A hub for things that need attention



BUILDING BLOCKS: DATA SOURCES

Financial Numbers

Operational
Measures

CRM

HR & Payroll

Online Activity

Billing System

INTEGRATION OPTIONS

Import Export

Template Based

- CSV Imports
- Export, Publish Out or Data Delivery Services

Smart Templates

Pre-built Integrations

Marketplace

- Automation
- Subscription Pricing
- Integrator Services

Marketplace

Web Service APIs

Platform Toolset

- Bi-directional capability
- Designed for IT to harness

Seamless, automatic upgrades

BUILDING BLOCKS: DASHBOARD COMPONENTS

Performance Cards

Reports, Charts &
Graphs

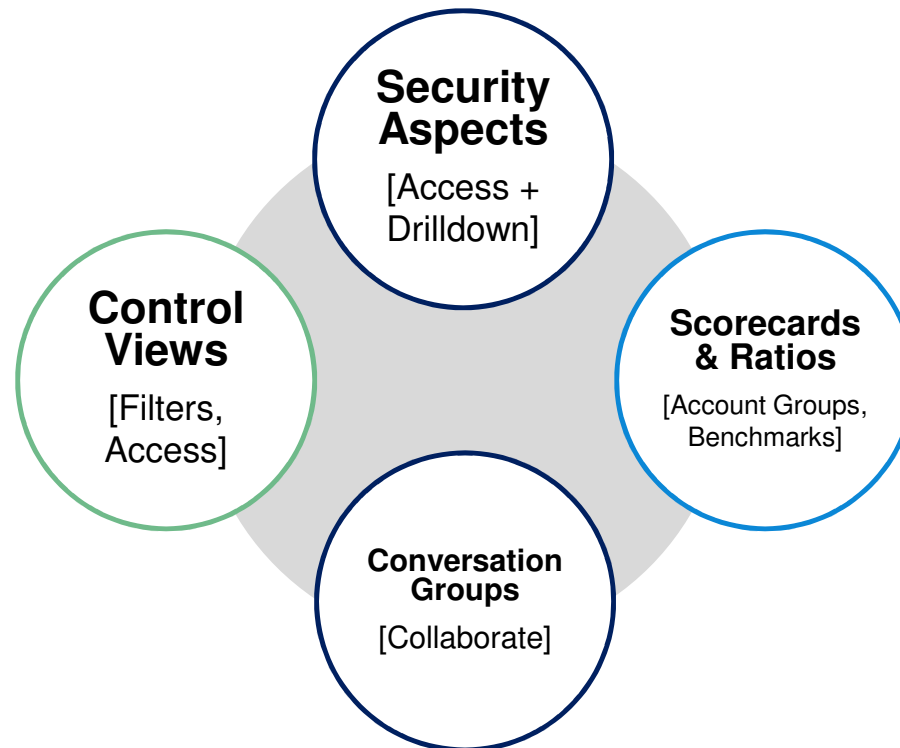
Lists: Queries,
Records, etc.

Approvals

Collaborate

Links & Feeds

UNDERLYING COMPONENTS



****Dashboard filters will override report filters.****

CREATING A NON-DRILLABLE ACCOUNT GROUP

Financial Report Writer
Reporting Accounts
As of date today

Report Info

Define rows — Statement of Activities - All Locations

Rows 4

Columns

Computations

Filters

Format

Permissions

Next Steps

Row Structure ?	Detail level ?	Basis for amounts Period, cumulative, and %	Always display ?
Select account groups	Set detail level...		All None
[-] Change In Net Assets ▶ 3			✓
[+] Operating Revenue ▶	Summary		✓
[-] Expenditures ▶ 2			✓
Direct ▶	Summary	Default from group	✓
Salary and Wages ▶ 1	Summary	Default from group	✓
PR Benefits ▶	Summary	Default from group	✓
PR Taxes ▶	Summary	Default from group	✓
Occupancy ▶	Summary	Default from group	✓
Professional Fees ▶	Summary	Default from group	✓
[+] General and Administrative Expenses ▶	Summary		✓
+ Net Assets – Beginning ▶	Summary	Default from group	✓
[+] Net Assets – Ending ▶	Summary		✓

CREATING A NON-DRILLABLE ACCOUNT GROUP

- Duplicate the Report you want to show with the non-drillable account group
- Review the structure of the report and the account group(s) being utilized
 - Take note of the hierarchical structure of the account group(s)
- 1. Starting from the bottom of the hierarchy with the account group you want to make non-drillable (Ex. Salary and Wages):
 - Duplicate the Salary and Wages account group, rename it “Salary and Wages Expense – No Drill”
 - Make the structure type “Computation”
 - Make the first side of the computation a “Constant” with the constant value being “1”
 - Set the Operator to Multiply (x)
 - For the second side of the computation, choose Account Group, and set the account group to Salary and Wages Expense
 - Save

CREATING A NON-DRILLABLE ACCOUNT GROUP

2. Duplicate the Expenditures account group and replace the Salary and Wages Expense group with the new computation “Salary and Wages Expense - No Drill” account group.
 - Save with new name of "Expenditures - No Drill".
3. Duplicate the “Change In Net Assets” account group and replace with the new “Expenditures - No Drill” account group.
 - Save with new name of "Change in Net Assets - No Drill Payroll".
4. On the Rows tab, click “Select account groups” and replace “Change in Net Assets” with the new "Change in Net Assets - No Drill Payroll" account group.
 - Save this new report.

NOTE: Check for any other account groups that would need to be updated on the report to disallow drill-down into that account group.

STARTING POINT

- Look at current key performance measures and reports you currently do
- Look for ways to add value
 - Move toward more real-time views
 - Expand analysis capabilities
 - “Industry champions”
 - Comparative organizations
 - Internal conversation



CONVERTING TO “REAL TIME” ON-DEMAND VIEWS

➤ Step #1 – Consider Your Access Goal

- Self-Service or Data Delivery or BOTH
 - Audience
 - Laptop/Desktop & Mobile Support
 - Security
 - Capacity to Support

CONVERTING TO “REAL TIME” ON-DEMAND VIEWS

➤ Step #2 – Consider Your Data Goal

- Combine financial & statistical data in a single place
 - Ease of data centralization
 - Accuracy & trust (verifiable data)
 - Consider importance of access to detail including source documents
 - List of known key performance measures by audience
 - Seek buy-in for data to be most useful
 - Flexibility to adjust based on feedback
 - Flexibility to adjust over time as operations change

CONVERTING TO “REAL TIME” ON-DEMAND VIEWS

➤ Step #3 – Consider the Ideal Presentation

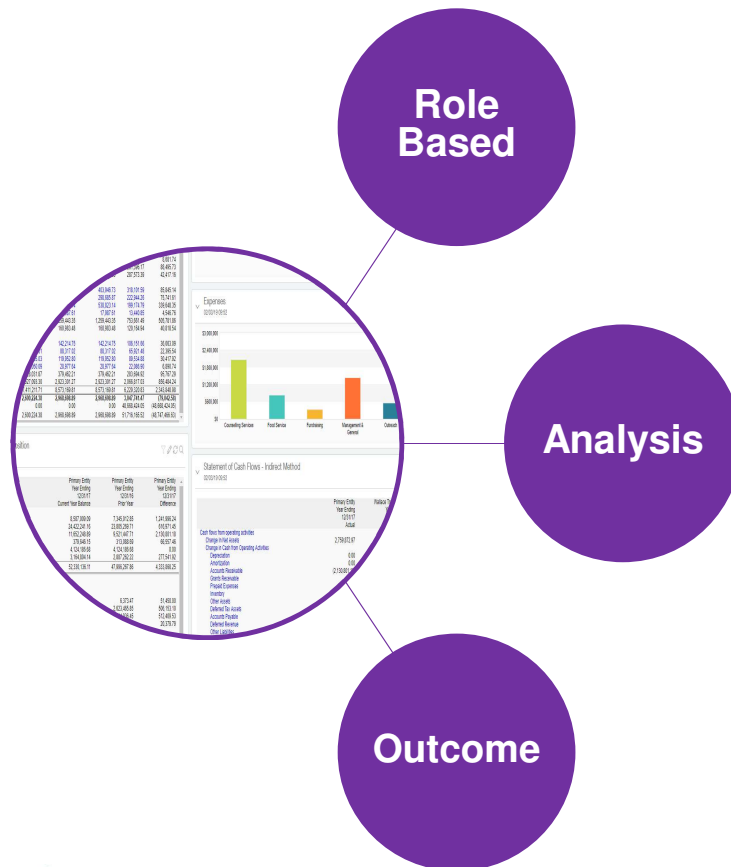
- Meaningfully arrange information
 - Graphical views vs. statement style vs. KPIs
 - Ease of consumption
 - Elicit feedback again

CONVERTING TO “REAL TIME” ON-DEMAND VIEWS

➤ Step #4 – Consider the Goal for Action

- Conversation & Analysis
 - Not enough to have it, must consider it and act
 - Collaboration often a critical element
 - Well documented action for history of quality, data-driven decision making

WHAT TO DASHBOARD?



- 1) Standard content
- 2) Custom content
 - Consider audience
 - *Make it collaborative*
- 3) Work to procure & build

CONTENT DRIVERS

- What are others using?
- What do we do now?
- What have I been asked for?
- What would be helpful to see?

DASHBOARD FOR SPECIFIC LOCATION

- Will the user have drill down capability?
- What information do they need?
- How do we limit what they see?
- Create 'test' employee user and test first using your email.
- Try a role option.
- Remember that dashboard filters override report filters.
 - Copy reports and filter by location
 - Don't add location filter on dashboard
 - Filter performance cards by location

RESOURCES

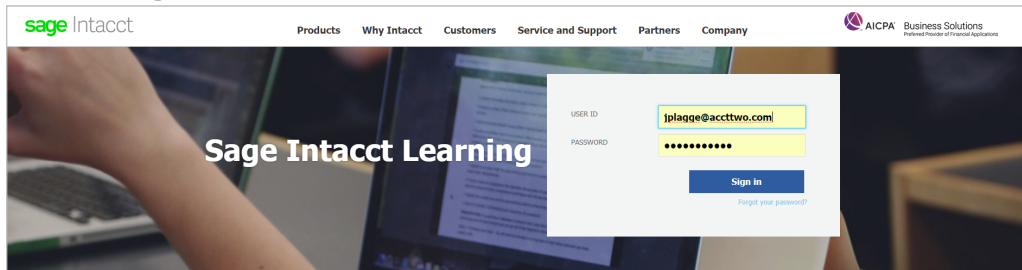
Help Documentation

In this topic	Related topics
Create a new dashboard	Add your first dashboard
Clone an existing dashboard	Set dashboard properties
Edit a dashboard	Dashboard permissions
View a dashboard	Define dashboard components
Organize dashboards	Dashboard component won't display
<ul style="list-style-type: none">Delete a dashboardGroup related dashboards into submenus	Filter a dashboard
Troubleshooting	Intacct Collaborate dashboard snapshots
Dashboard icons	Install dashboards from the Dashboards Library
Dashboard component icons	

Community Resources



Learning Center Options



MISSION:SUPPORT

A Collaborative for Excellence in Nonprofit Operations

An online community where you can:

- Collaborate on solutions and best practices
- Participate and share your experience
- Stay informed on the latest trends and industry news
- Network with mission-oriented people just like you

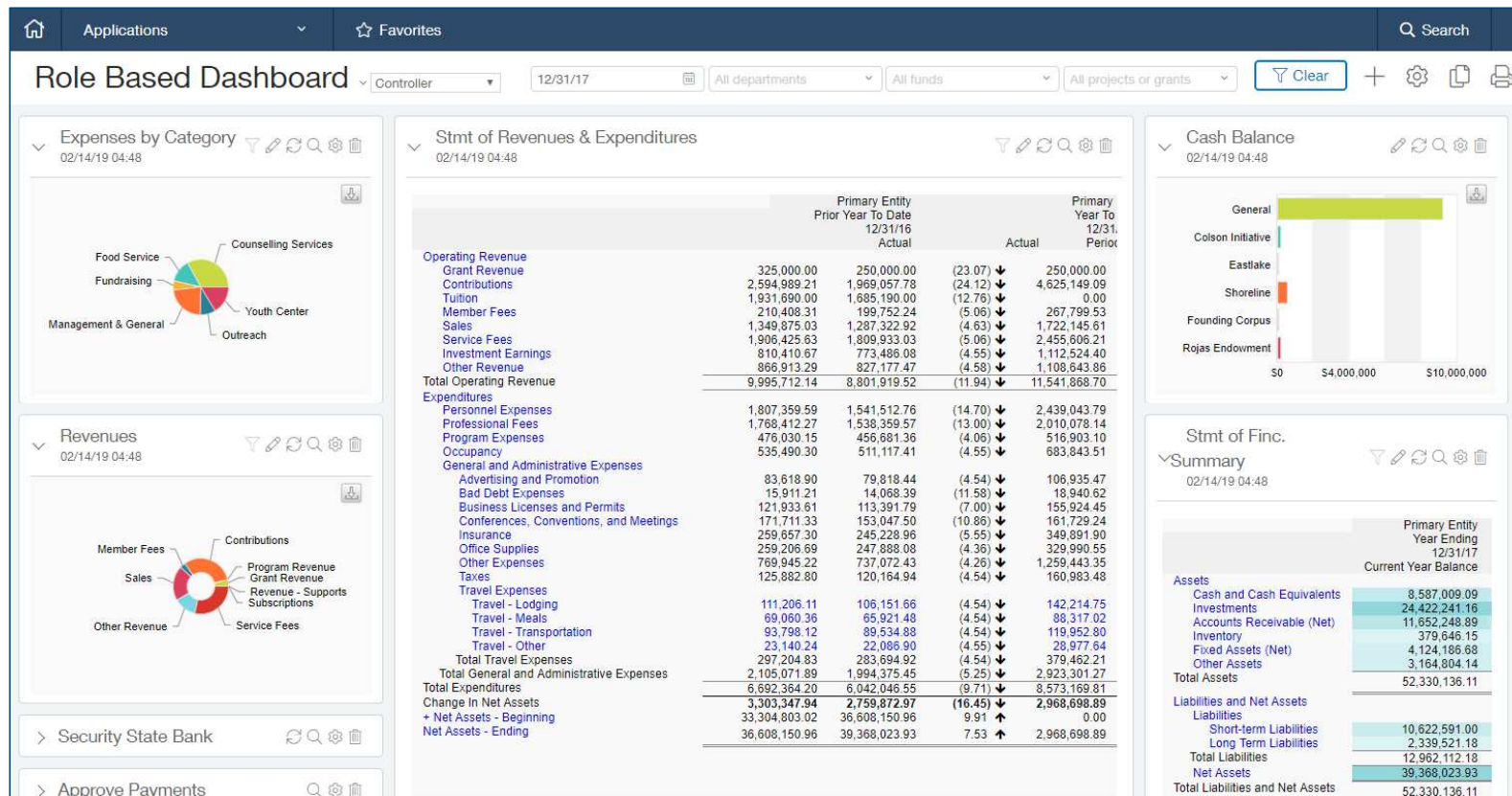
Contact: Glen Strack | 713.744.8430 | gstrack@acttwo.com

Visit: community.accttwo.com

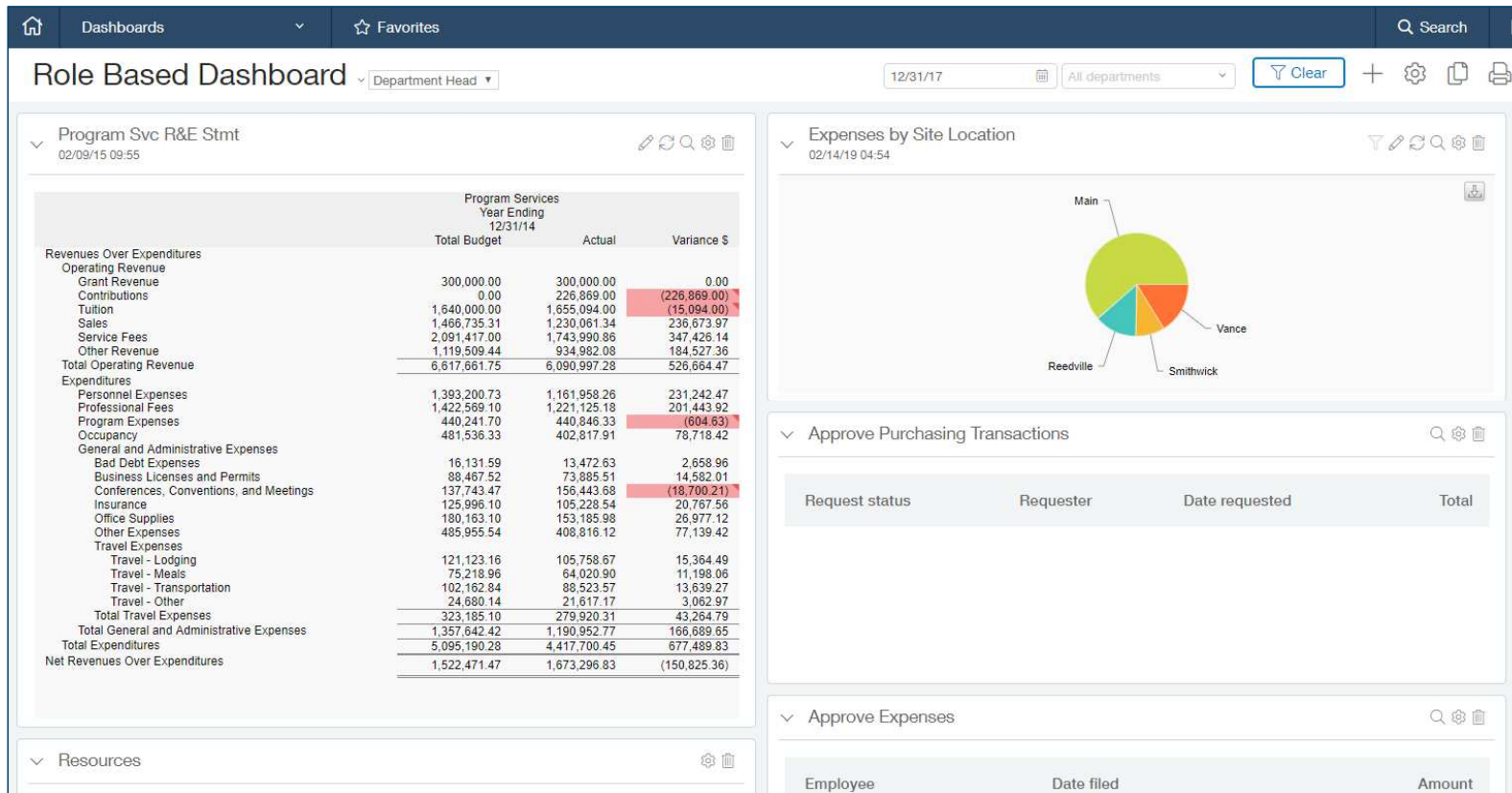
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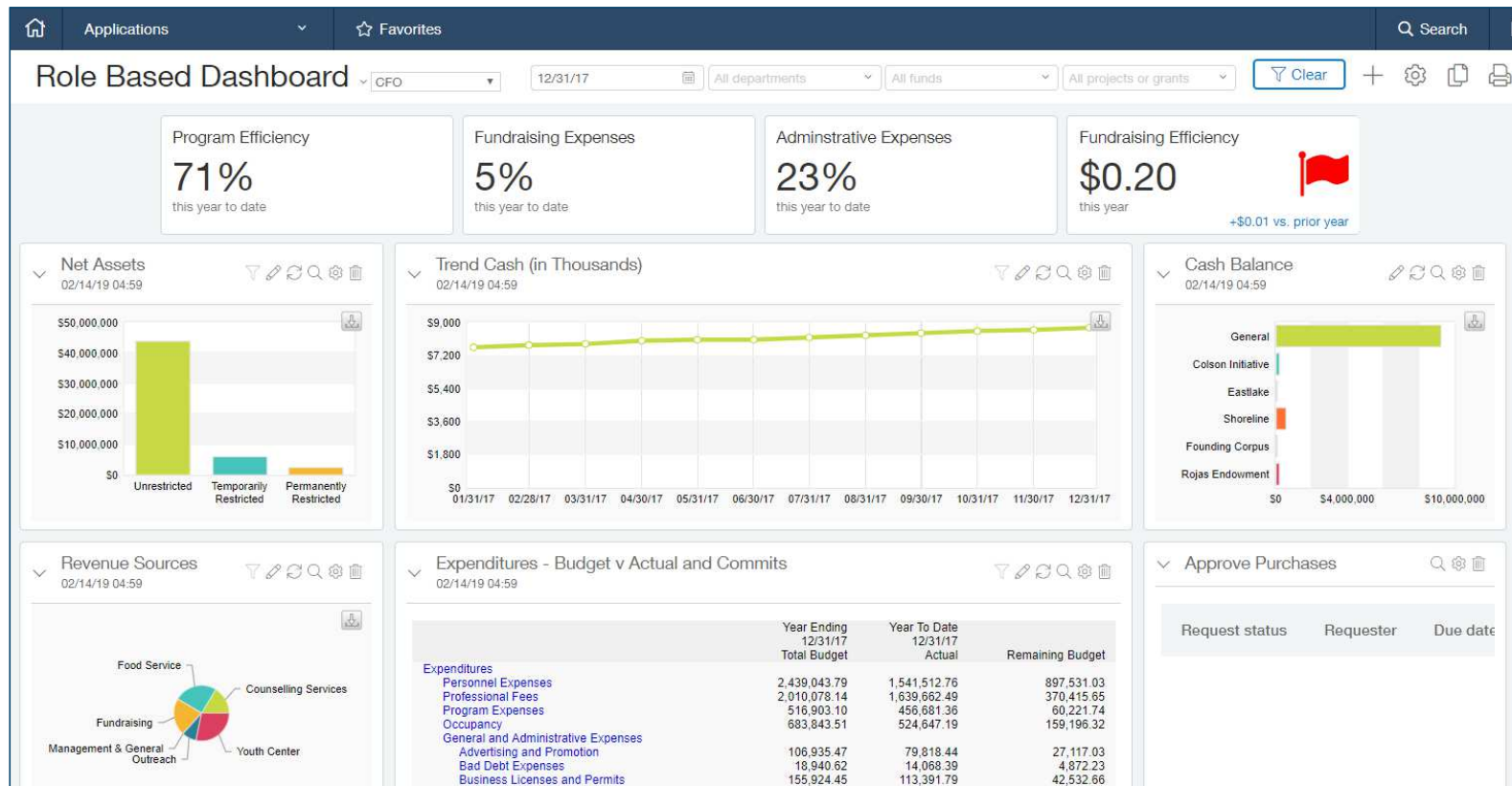
CONTROLLER EXAMPLE



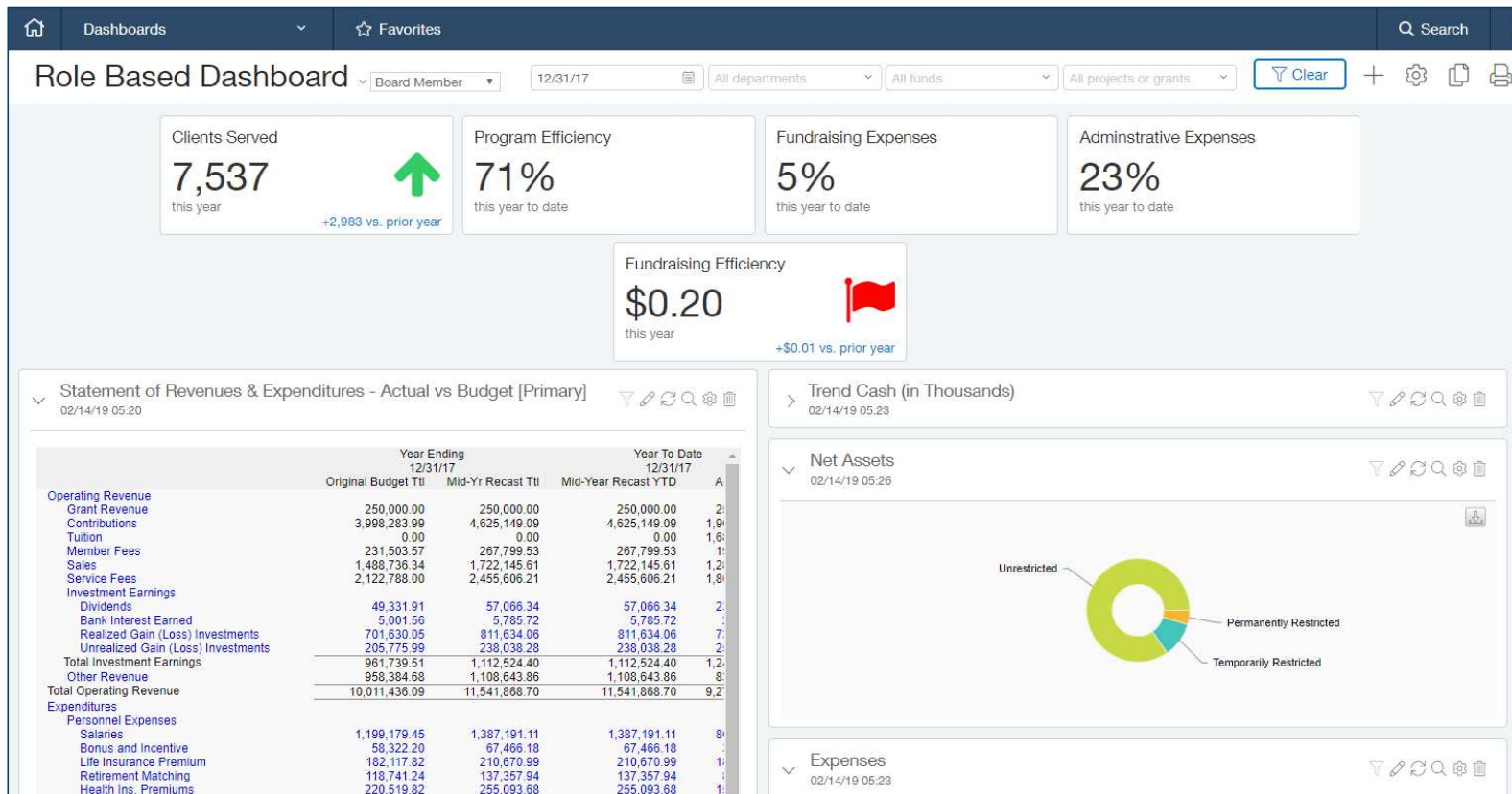
DEPARTMENT HEAD EXAMPLE



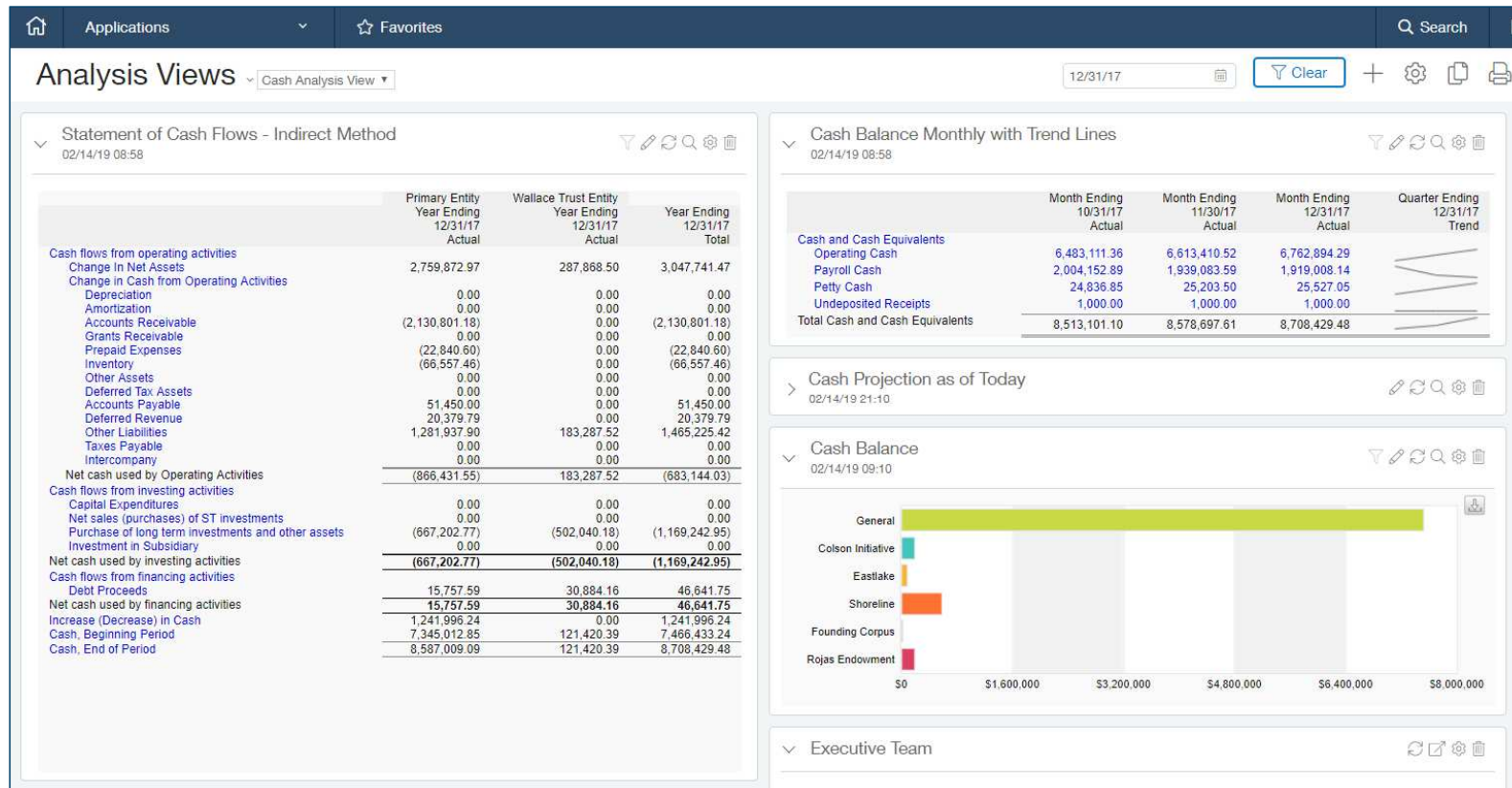
CFO EXAMPLE



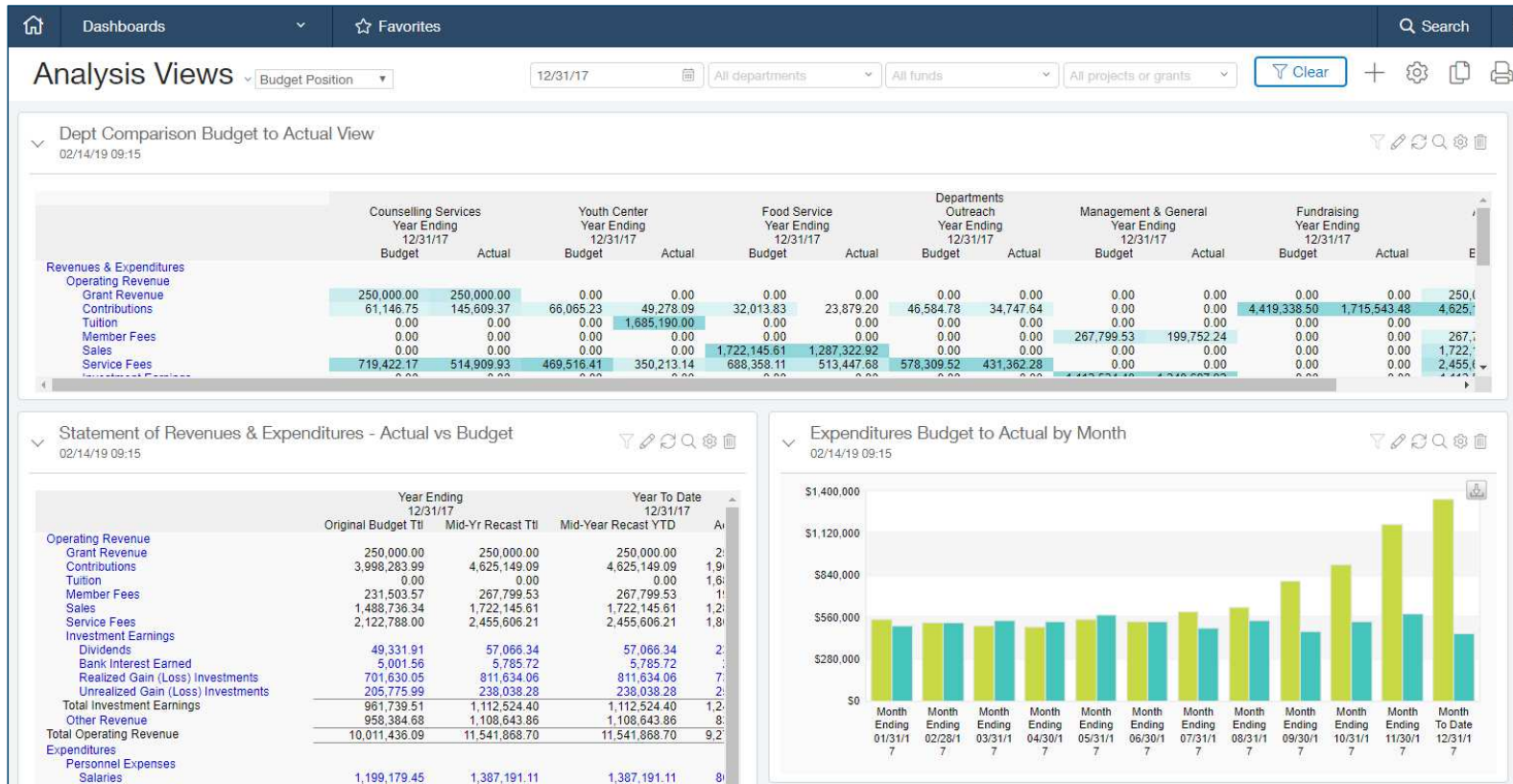
BOARD MEMBER EXAMPLE



CASH ANALYSIS EXAMPLE



BUDGET POSITION ANALYSIS EXAMPLE



COMPLIANCE COMPARATIVE EXAMPLE

Dashboards

Favorites

Q Search

Compliance

Comparative 958/117

12/31/17

Clear

>

FAS 958 - Statement of Financial Position

02/14/19 09:20

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FAS 958 - Statement of Activities

02/14/19 09:20

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FAS 117 - Statement of Financial Position

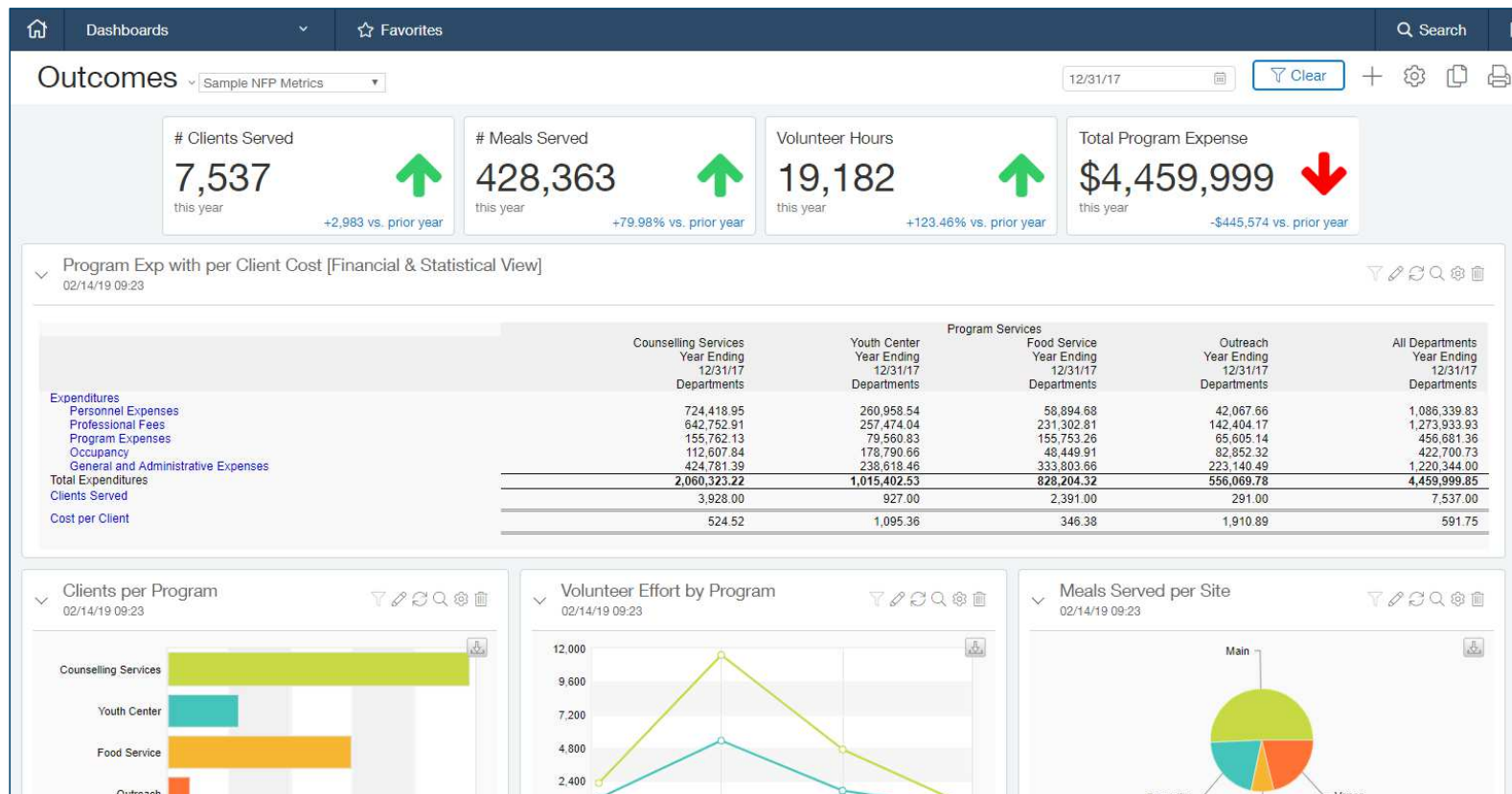
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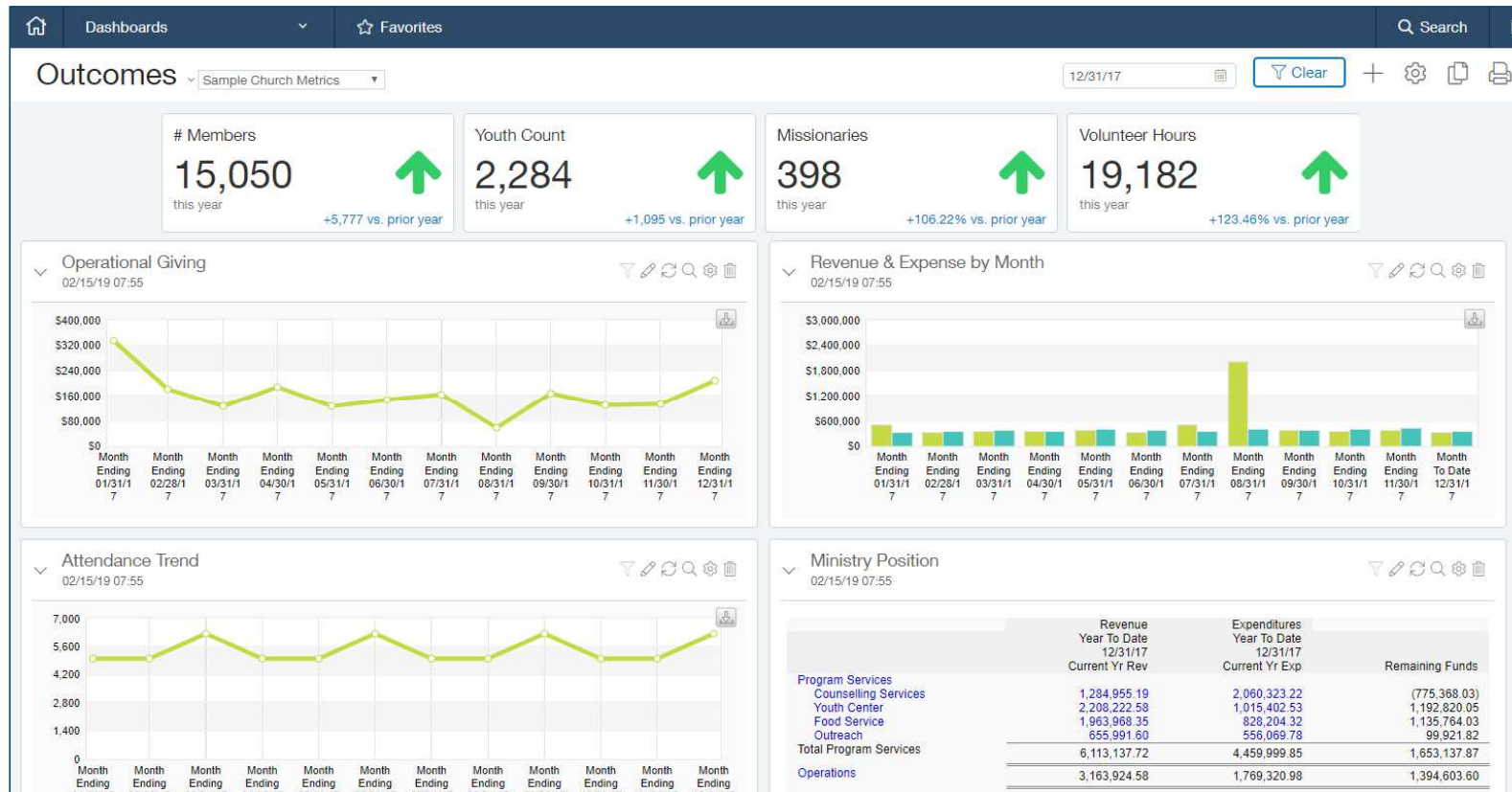
FAS 117 - Statement of Activities

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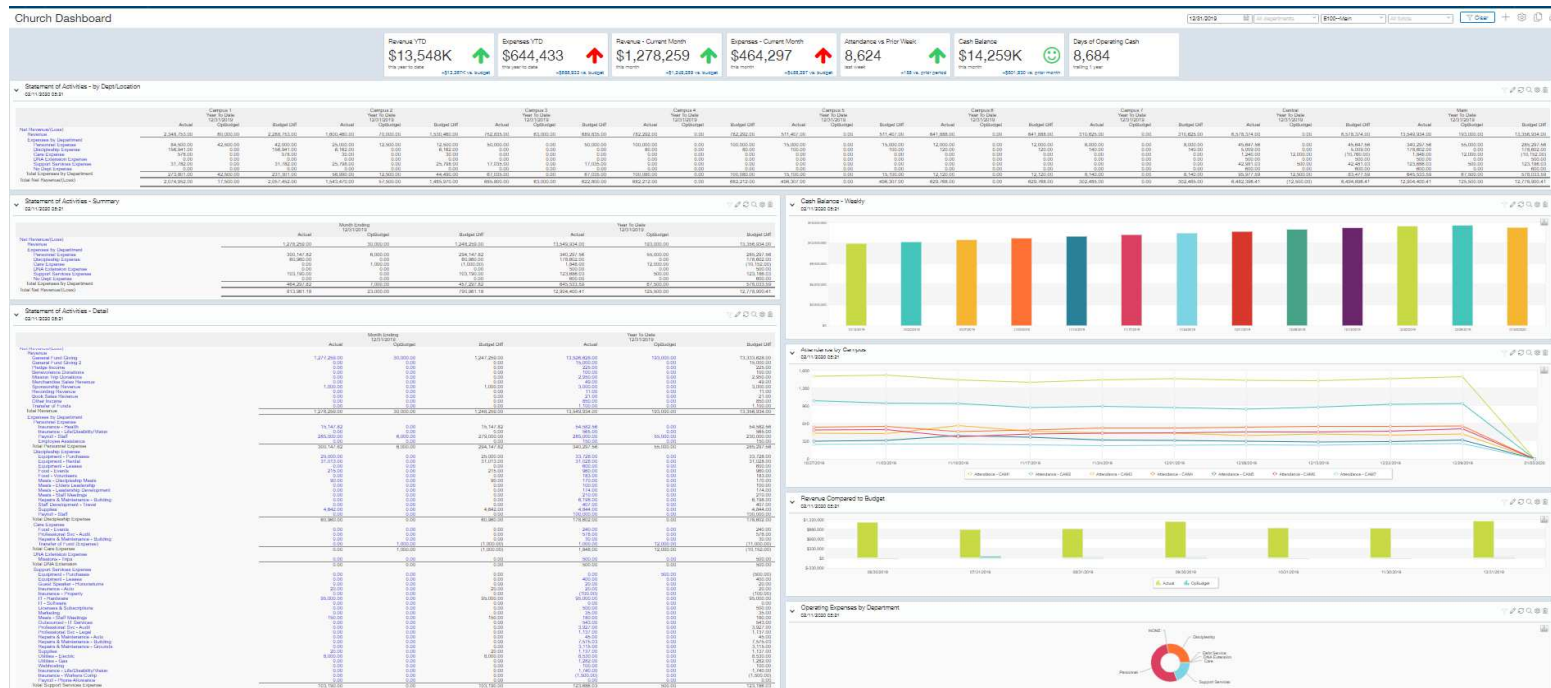
NFP METRICS EXAMPLE



CHURCH METRICS EXAMPLE



CHURCH DASHBOARD



CHURCH DASHBOARD FOR A LOCATION

Departmental Dashboard - Campus 1

12/31/2019 All departments Clear

Campus 1 Revenue YTD \$2,348,753 this year to date +52,288.753 vs. budget	Campus 1 Expenses YTD \$273,801 this year to date +5231.301 vs. budget	Campus 1 Revenue - Current Month \$224,564 this month +5214.564 vs. budget	Campus 1 Expenses - Current Mo... \$166,483 this month +3163.483 vs. budget	Campus 1 Attendance vs Prior Week 1,489 last week +31 vs. prior period
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Campus 1 Statement of Activity 02/11/2020 04:08

	Actual	Month Ending 12/31/2019	OpBudget	Budget Diff	Actual	Year To Date 12/31/2019	OpBudget	Budget Diff
Net Revenue(Loss)								
Revenue		224,564.00	10,000.00	214,564.00		2,348,753.00	60,000.00	2,288,753.00
Expenses by Department								
Personnel Expense		84,500.00	3,000.00	81,500.00		84,500.00	42,500.00	42,000.00
Discipleship Expense		54,623.00	0.00	54,623.00		156,941.00	0.00	156,941.00
Care Expense		0.00	0.00	0.00		0.00	0.00	0.00
Support Services Expense		27,365.00	0.00	27,365.00		31,752.00	0.00	31,752.00
Total Expenses by Department		166,483.00	3,000.00	163,483.00		273,801.00	42,500.00	231,301.00

Campus 1 Statement of Activity by Dept 02/11/2020 04:08

	Actual	Campus 1 Year To Date 12/31/2019	OpBudget	Budget Diff
Net Revenue(Loss)				
Revenue				
General Fund Giving	2,337,653.00	60,000.00	2,277,653.00	
General Fund Giving 2	10,000.00	10,000.00	10,000.00	
Mission Trip Donations	590.00	590.00	590.00	
Other Income	590.00	590.00	590.00	
Total Revenue	2,348,753.00	60,000.00	2,288,753.00	
Expenses by Department				
Personnel Expense				
Insurance - Health	9,500.00	0.00	9,500.00	
Payroll - Staff	75,000.00	42,500.00	32,500.00	
Total Personnel Expense	84,500.00	42,500.00	42,500.00	
Discipleship Expense				
Equipment - Purchases	25,000.00	0.00	25,000.00	
Equipment - Rental	25,013.00	0.00	25,013.00	
Fleet - Events	20.00	0.00	20.00	
Fleet - Vehicles	143.00	0.00	143.00	
Meals - Leadership Development	54.00	0.00	54.00	
Repairs & Maintenance - Building	2,037.00	0.00	2,037.00	
Supplies	4,674.00	0.00	4,674.00	
Payroll - Staff	100,000.00	0.00	100,000.00	
Total Discipleship Expense	156,941.00	0.00	156,941.00	
Care Expense				
Professional Svc - Audit	578.00	0.00	578.00	
Total Care Expense	578.00	0.00	578.00	
Support Services Expense				
IT - Hardware	26,000.00	0.00	26,000.00	
Meals - Staff Meetings	150.00	0.00	150.00	
Professional Svc - Audit	1,717.00	0.00	1,717.00	
Professional Svc - Legal	487.00	0.00	487.00	
Repairs & Maintenance - Building	296.00	0.00	296.00	
Supplies	20.00	0.00	20.00	
Utilities - Electric	1,730.00	0.00	1,730.00	
Utilities - Gas	1,282.00	0.00	1,282.00	
Webhosting	100.00	0.00	100.00	

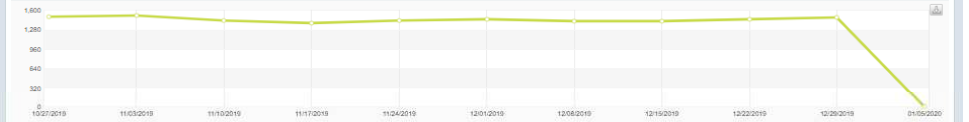
Nexonia

Nexonia

Company

Post File Link Snapshot

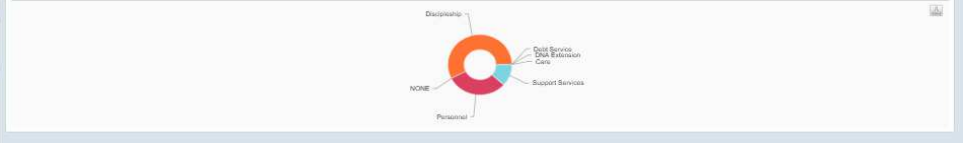
Campus 1 Attendance 02/11/2020 04:08



Campus 1 Revenue Compared to Budget 02/11/2020 04:08



Campus 1 Operating Expenses by Department 02/11/2020 04:08



QUESTIONS?