

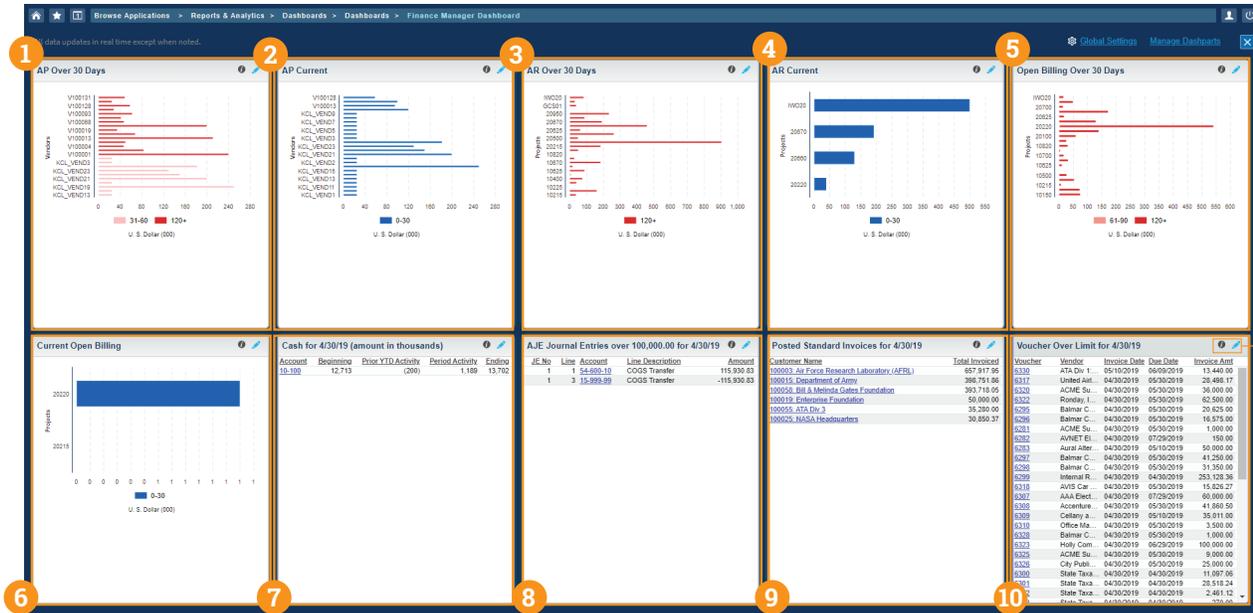
Finance Manager Dashboard

Access: Reports & Analytics > Dashboards > Dashboards > Finance Manager Dashboard

Use the **Finance Manager Dashboard** to display various dashparts designed with high-level information in mind. This Dashboard is based on a user's security rights within Costpoint.



Each dashpart has a drill down capability to bring the user to the designated report within Costpoint quickly and easily viewing the information required.



1 AR Over 30 Days
 Represented as a bar chart, the AP Over 30 Days provides outstanding accounts payable vouchers by vendor over 30 days. Click on any of the bars to display the View Voucher History Inquiry screen for that specific vendor. Use the edit feature to change options for Adjust Current Date by Days, Limit the Number of Vendors Displayed on Chart to, and Minimum Amount to Display.

2 AP Current
 A bar chart, the AP Current dashpart provides accounts payable vendors that have vouchers outstanding for 0-30 days. Click on any of the bars to display the View Voucher History Inquiry screen for that specific vendor. Use the edit feature to change options for Adjust Current Date by Days, Limit the Number of Vendors Displayed on Chart to, and Minimum Amount to Display.

3 AR Over 30 Days
 Represented as a bar chart, the AR Over 30 Days provides outstanding billed accounts receivables by project over 30 days. Click on any of the bars to navigate to the View Receivables and Collections screen. Use the edit feature to change options for Adjust Current Date by Days, Limit the Number of Projects Displayed on Chart to, and Minimum Amount to Display.

4 AR Current
 A bar chart, the AR Current dashpart provides accounts receivables that have been outstanding for 0-30 days by project. Use the edit feature to change options for Adjust Current Date by Days, Limit the Number of Projects Displayed on Chart to, and Minimum Amount to Display.

5 Open Billing Over 30 Days
 Provided as a bar chart, the Open Billing Over 30 Days provides the sum of transactions that have not been billed yet by project over 30 days. Use the edit feature to change options for Adjust Current Date by Days, Limit the Number of Projects Displayed on Chart to, and Minimum Amount to Display.

6 Current Open Billing
 A bar chart, the Current Open Billing dashpart provides the sum of transactions that have not been billed yet by project for 0-30 days. Use the edit feature to change options for Adjust Current Date by Days, Limit the Number of Projects Displayed on Chart to, and Minimum Amount to Display.

7 Cash Balances
 Displayed as a table for the specified period, Cash Balances shows the beginning and ending balances for cash accounts, it also shows the prior year to date activity and the displayed period activity. Use the edit feature to change options for, Account Level and Period Type.

8 JE's Over Approval Limit
 Displayed as a table for the specified period, JE's Over Approval Limit provides posted Journal Entries that have exceeded the required approval amount set in Journal Entry approval on the Required Above Amount value in Configure General Ledger Settings. Use the edit feature to change options for Period Type and JE Type. As the Period and JE types are changed, the title of the dashpart will also change.

9 Posted Invoices
 Displayed as a table for the specified period, Posted Invoices provides the Customer Number and Name, the Total Amount Invoiced and also links to the View Standard Billing History screen where a user can view more detailed information about the posted bill. Use the edit feature to change options for the Period Type and the Minimum Amount to Display.

10 Voucher Over Limit
 Displayed as a table for the specified period, Voucher Over Limit provides the list of posted vouchers that exceed the required approval amount setup in Configure Accounts Payable Voucher Settings screen. Users can view the Voucher Number, the Vendor Name, Invoice Date, Due Date and the Invoice Amount. Use the edit feature to change options for period type.

Note: If Approvals are not required, this dashpart will not populate.

Located on the right hand side of each dashpart are icons designated for helpful information and editing.

11 Use the icon to view the overall description of each dashpart.

12 Use the icon to view and edit the options for each dashpart, this can include the number of projects to display, amounts to display, or dates to adjust by.

This dashpart displays accounts receivables (AR) that have been outstanding for over 30 days. Each Project is represented by a bar, and each segment of a bar represents the amount of AR balances in a given aging range. Click a segment to open the View Receivables and Collections screen for a Project.

AR Over 30 Days

Options

Adjust Current Date by Days * Exclude Amounts Less Than *

Limit the Number of Projects Displayed on Chart to *