# Using Power BI

Power BI is a business analytics service by Microsoft. It aims to provide interactive visualizations and business intelligence capabilities with an interface simple enough for end users to create their own reports and dashboards. In this exercise, you will **E**xtract the General Journal file, **T**ransform the data into the required format (a General Ledger and an Unadjusted Trial Balance), and then **L**oad the transformed data into Power BI.

The journal entries for *A Byte of Accounting* are stored in an Excel sheet titled General Journal. Notice that the column headings are in the fourth row, and some rows do not have account numbers.

Begin with the General Journal



End with the General Ledger          and          the Unadjusted Trial Balance

Start Power BI Desktop

There are four major parts to the Power BI tabs: Home, View, Modeling and Help.

**Operation 1: Get Data – Input Excel file**

Select "Get Data" from the External Data Group Under Home tab.
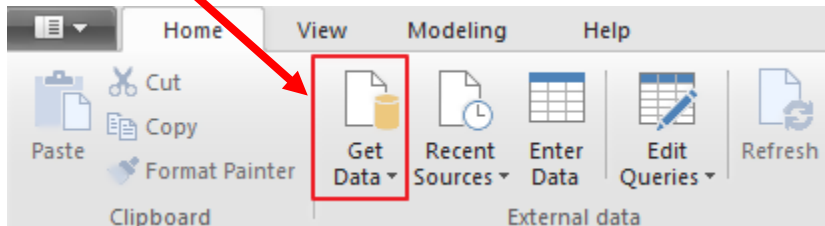


Select "Excel".
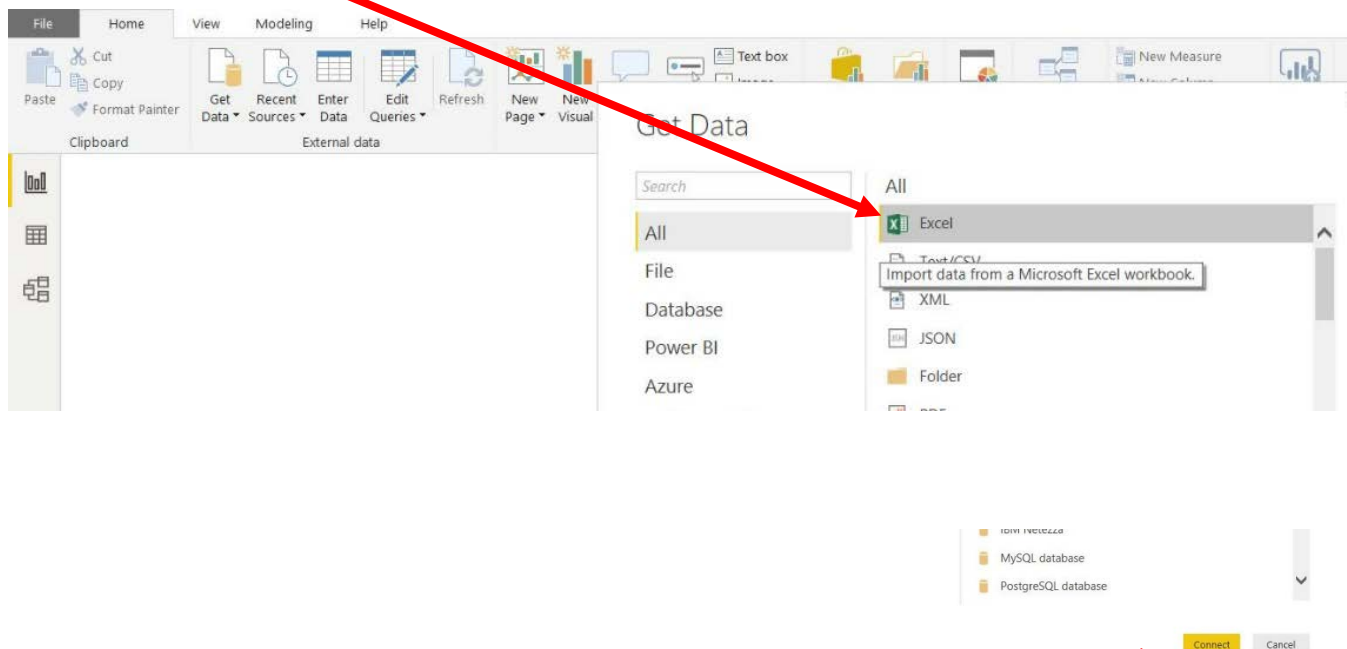


Select "Connect".

Select the file.

Select "Open".
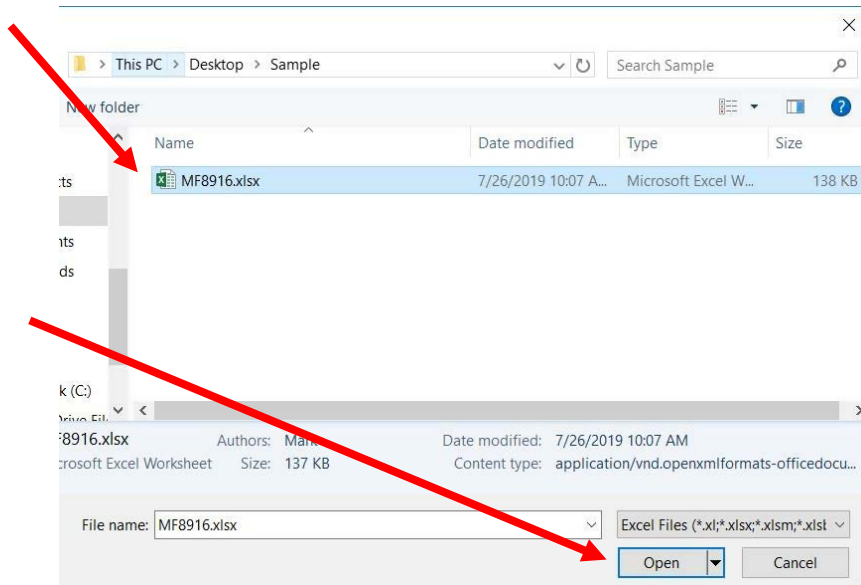
Highlighting the desired sheet does **not** activate the Load and Transform Data buttons.

For our example, double click on "General Journal" or you can select the check box on the left of "General Journal".

## Navigator

| Display Options ▾ | | | | |
|---|---|---|---|---|
| ▲ 📁 MF8916.xlsx [12] | | | | |
| ☐ Balance Sheet | | | | |
| ☐ Changes in Retained Earnings | | | | |
| ☑ General Journal | | | | |
| ☐ General Journal Part 2 | | | | |
| ☐ Income Statement | | | | |
| ☐ Sheet 1 | | | | |
| ☐ Sheet 2 | | | | |
| ☐ Worksheet | | | | |
| ☐ _xlnm.Print_Area | | | | |
| ☐ _xlnm.Print_Area2 | | | | |
| ☐ _xlnm.Print_Area3 | | | | |
| ☐ Table1 | | | | |

▲ 📁 Suggested Tables [4]
- ☐ Table 1 (General Journal Part 2)
- ☐ Table 2 (Worksheet)
- ☐ Table 3 (Income Statement)
- ☐ Table 4 (Balance Sheet)

### General Journal

| A Byte of Accounting, Inc. | Column2 | Column3 | Column4 | |
|---|---|---|---|---|
| General Journal | null | null | | null |
| | null | | null | null |
| Transaction | Date | Account | Name | |
| | null | null | | null |
| 1 | 6/1/2018 | 1110 | Cash | |
| 1 | 6/1/2018 | 3100 | Capital Stock | |
| | | | null | |
| | | | null | |
| | null | null | | null |
| 2 | 6/1/2018 | 1211 | Office Equip. | |
| 2 | 6/1/2018 | 2101 | Accounts Payable | |
| | | | null | |
| | | | null | |
| | null | null | | null |
| 3 | 6/1/2018 | 1311 | Computer Equip. | |
| 3 | 6/1/2018 | 1110 | Cash | |
| | | | null | |
| | | | null | |
| | null | null | | null |
| 4 | 6/2/2018 | 5040 | Repairs & Maint. Expense | |
| 4 | 6/2/2018 | 2101 | Accounts Payable | |
| | | | null | |

ℹ The data in the preview has been truncated due to size limits.

Load     Transform Data     Cancel

The data preview will be displayed.

Select "Transform Data" and a new window called Power Query Editor opens.

In the Power Query window, Power BI Desktop records each data modifications in the "Applied Steps".
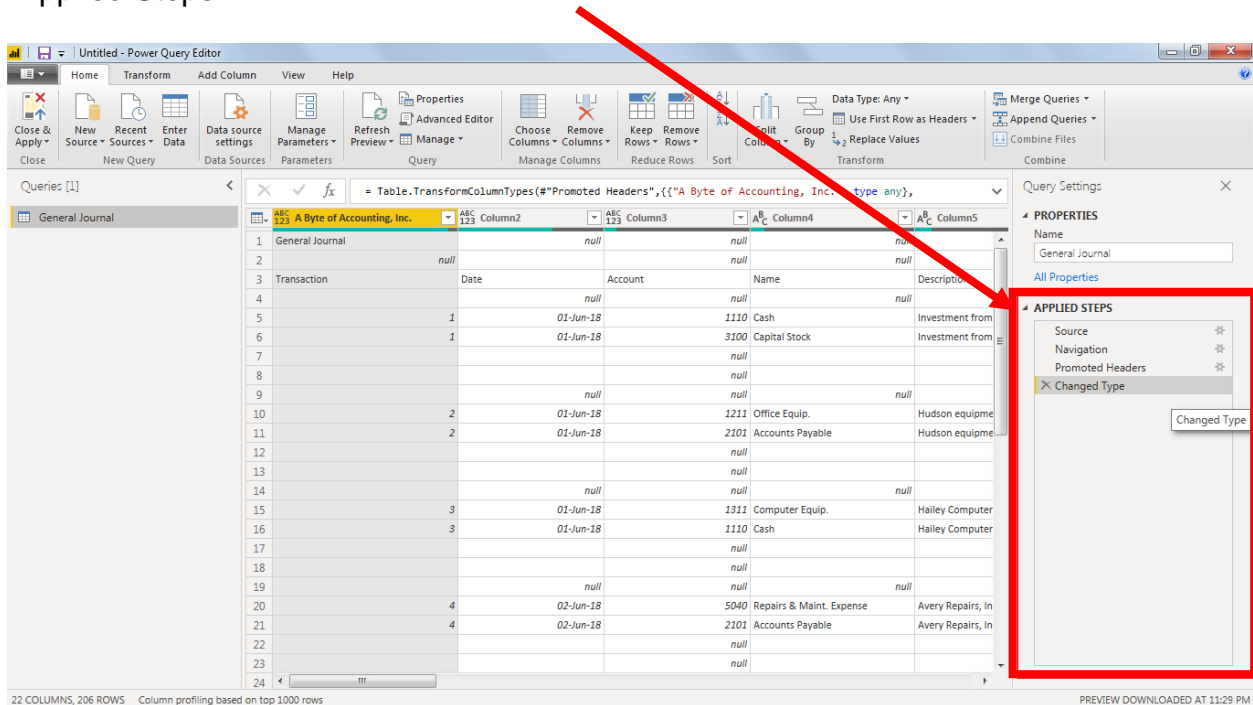


The program added the steps that it performed as Power BI inputted the data. Note that it did not correctly find the row that contains the "Headers". Therefore, some steps must be deleted.
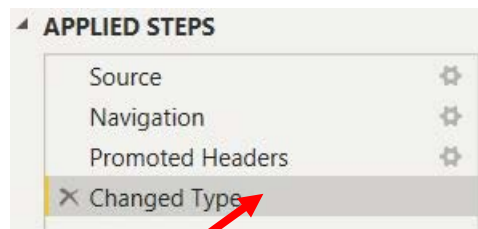


Select the step, "Changed Type".

Right click and select "Delete".
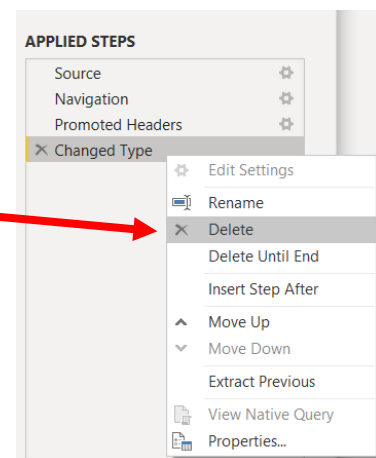
Delete the step "Promoted
Headers", leaving us with
two steps.

**Operation 2: <mark>Fix the Headers</mark> –** The field headers are in the fourth row of the source document.  Remove the top three rows to move the headers to the first row and then promote them to the Query Editors' headers.

| | ABC 123 Column1 | ABC 123 Column2 | ABC 123 Column3 | ABC 123 Column4 | ABC 123 Column5 | A 1 |
|---|---|---|---|---|---|---|
| 1 | A Byte of Accounting, Inc. | null | null | null | nu |
| 2 | General Journal | null | null | null | nu |
| 3 | null | null | null | nu |
| 4 | Transaction | Date | Account | Name | Description |
| 5 | null | null | null |

Select "Remove Rows".

Select "Remove Top Rows".
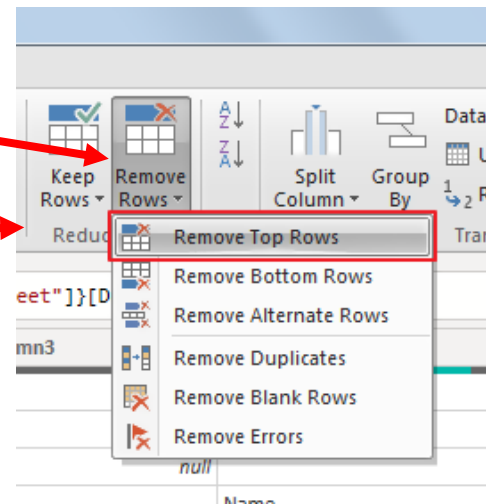
Enter a "3" to remove top three rows.

Then click "OK".

| | ABC 123 Column1 | ABC 123 Column2 | ABC 123 Column3 | ABC 123 Column4 | ABC 123 Column5 | |
|---|---|---|---|---|---|---|
| 1 | Transaction | Date | Account | Name | Description | |
| 2 | | | null | null | null | |

To promote the first row in the current data to Query Editors' headers, select "Use First Row as Headers".



Note: After you perform a transformation, the changes are recoded in the "Applied Steps" section. If you incorrectly did a step you can easily delete the step and do it again.
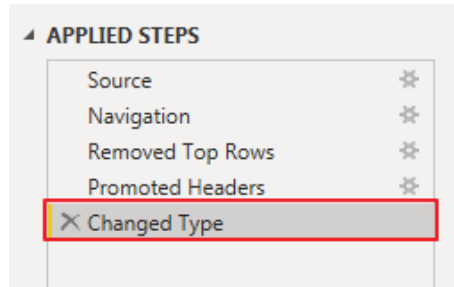
**Operation 3: Filter Rows – Exclude rows that do not contain Account Number**

You can observe that there are several rows that do not contain an account number. We can add a filter step which will remove such rows. Note that we are not deleting anything from the source data file. This will just filter such data out and exclude these records from the final table.

Click on the "drop-down" next to Account, Uncheck "null" and Click "OK"
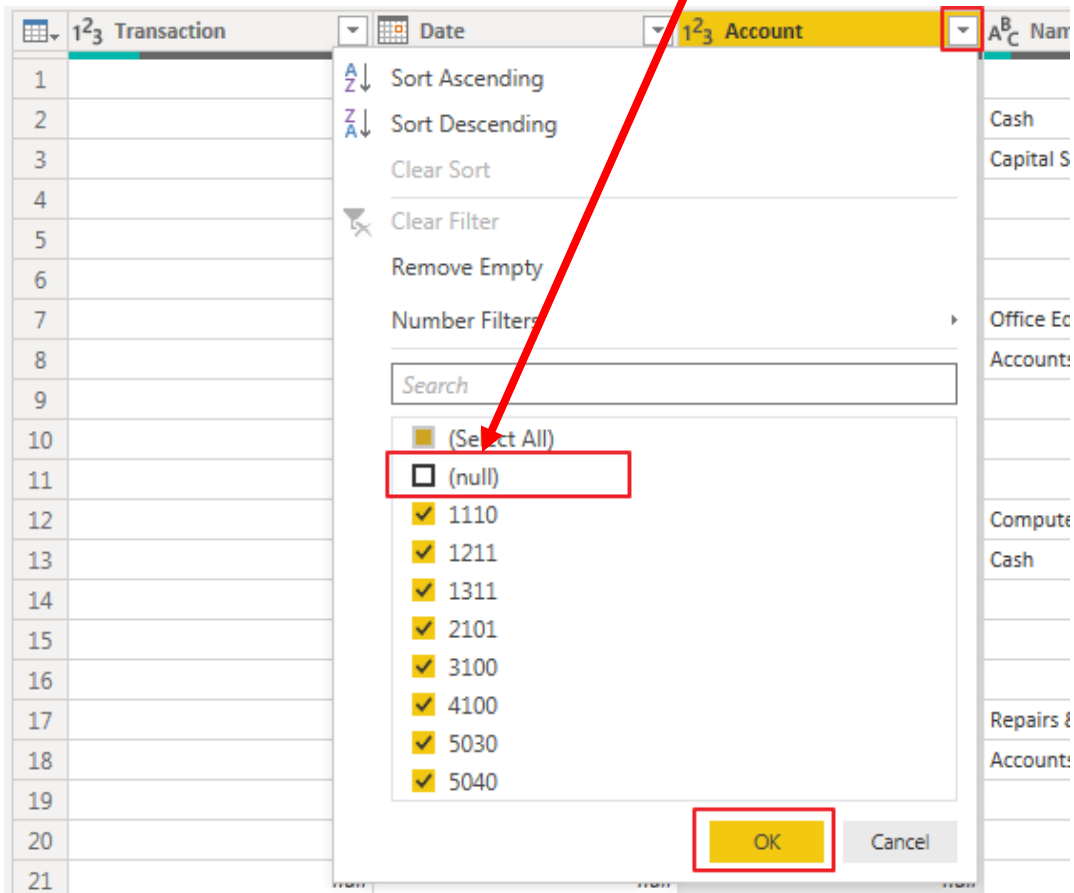
Notice that "Filtered Rows" step is automatically added on the right side in the "Applied Steps" section.
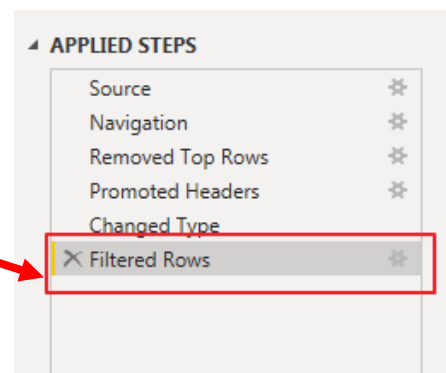
## Operation 4: <mark>Remove Columns</mark> – Remove unnecessary columns from the table

Click on the "Transaction" column header to select the column.

| | 1²₃ Transaction | | 1²₃ Account | AᵇC Name | AᵇC Description |
|---|---|---|---|---|---|
| | | Date | | | |
| 1 | 1 | 01-Jun-18 | 1110 | Cash | Investment from Mark Friedman |
| 2 | 1 | 01-Jun-18 | 3100 | Capital Stock | Investment from Mark Friedman |
| 3 | 2 | 01-Jun-18 | 1211 | Office Equip. | Hudson equipment Invoice BC3887 |
| 4 | 2 | 01-Jun-18 | 2101 | Accounts Payable | Hudson equipment Invoice BC3887 |
| 5 | 3 | 01-Jun-18 | 1311 | Computer Equip. | Hailey Computers 87245, ck6001 |
| 6 | 3 | 01-Jun-18 | 1110 | Cash | Hailey Computers 87245, ck6001 |
| 7 | 4 | 02-Jun-18 | 5040 | Repairs & Maint. Expense | Avery Repairs, Invoice 25478 |
| 8 | 4 | 02-Jun-18 | 2101 | Accounts Payable | Avery Repairs, Invoice 25478 |
| 9 | 5 | 04-Jun-18 | 1211 | Office Equip. | Scanner, Jake Supplies, 54-541 ck6002 |
| 10 | 5 | 04-Jun-18 | 1110 | Cash | Scanner, Jake Supplies, 54-541 ck6002 |
| 11 | 6 | 08-Jun-18 | 5030 | Advertising Expense | Zac Advertising,23547 |
| 12 | 6 | 08-Jun-18 | 2101 | Accounts Payable | Zac Advertising,23547 |
| 13 | 7 | 08-Jun-18 | 2101 | Accounts Payable | Pd A/p ck6003 |
| 14 | 7 | 08-Jun-18 | 1110 | Cash | Pd A/p ck6003 |
| 15 | 8 | 14-Jun-18 | 1110 | Cash | Services performed by Lucus Pictures |
| 16 | 8 | 14-Jun-18 | 4100 | Computer & Consulting Revenue | Services performed by Lucus Pictures |

Then scroll to the right and select Shift + Click on the "Total Balance" column header, the last column that contains data. Note that this selects (highlights) all the columns with data.

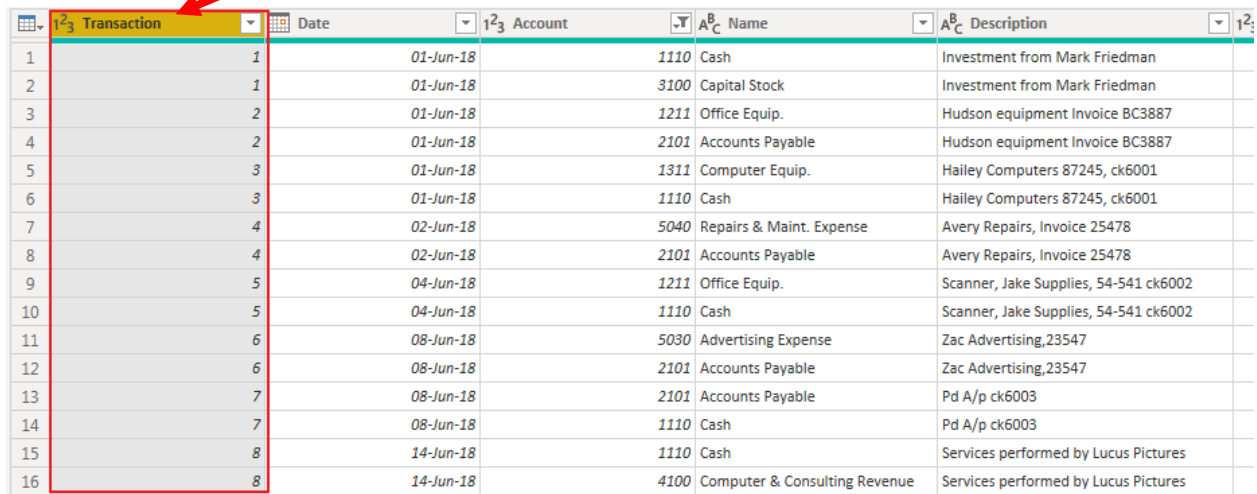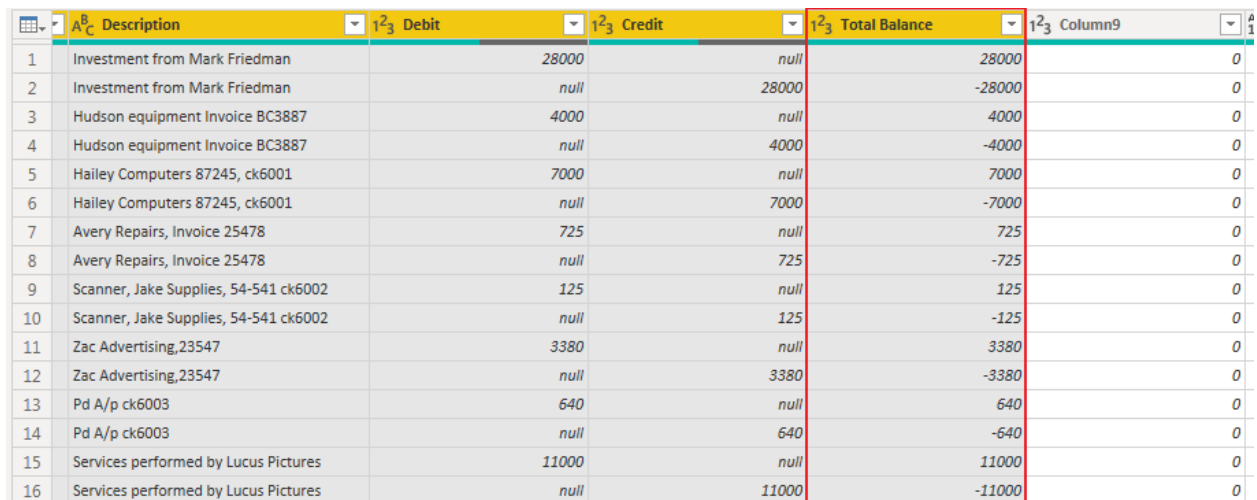| | AᵇC Description | 1²₃ Debit | 1²₃ Credit | 1²₃ Total Balance | 1²₃ Column9 | |
|---|---|---|---|---|---|---|
| 1 | Investment from Mark Friedman | 28000 | null | 28000 | 0 | |
| 2 | Investment from Mark Friedman | null | 28000 | -28000 | 0 | |
| 3 | Hudson equipment Invoice BC3887 | 4000 | null | 4000 | 0 | |
| 4 | Hudson equipment Invoice BC3887 | null | 4000 | -4000 | 0 | |
| 5 | Hailey Computers 87245, ck6001 | 7000 | null | 7000 | 0 | |
| 6 | Hailey Computers 87245, ck6001 | null | 7000 | -7000 | 0 | |
| 7 | Avery Repairs, Invoice 25478 | 725 | null | 725 | 0 | |
| 8 | Avery Repairs, Invoice 25478 | null | 725 | -725 | 0 | |
| 9 | Scanner, Jake Supplies, 54-541 ck6002 | 125 | null | 125 | 0 | |
| 10 | Scanner, Jake Supplies, 54-541 ck6002 | null | 125 | -125 | 0 | |
| 11 | Zac Advertising,23547 | 3380 | null | 3380 | 0 | |
| 12 | Zac Advertising,23547 | null | 3380 | -3380 | 0 | |
| 13 | Pd A/p ck6003 | 640 | null | 640 | 0 | |
| 14 | Pd A/p ck6003 | null | 640 | -640 | 0 | |
| 15 | Services performed by Lucus Pictures | 11000 | null | 11000 | 0 | |
| 16 | Services performed by Lucus Pictures | null | 11000 | -11000 | 0 | |

Click on "Remove Columns Drop-Down".

Select "Remove Other Columns".
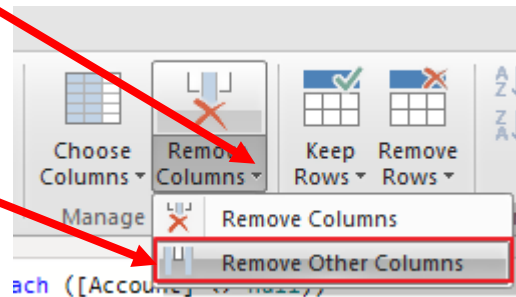
Only the columns with data will be retained.

**Operation 5: <mark>Replace Values</mark>. Replace "Null" with "0"**

Select the "Home" tab.

Select Columns "Debit" and "Credit". Use Ctrl + Click to perform a multi column select.

Select "Replace Values".



In the Pop-up, type "null" in "Value to Find" and "0" in "Replace With".

Click OK.



This replaces all null values with "0".

**Operation 6: <mark>Load data</mark>. Click on "Close and Apply"**

This loads the data onto Power BI from Power Query Editor.
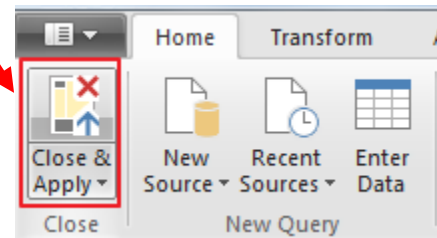


Now you'll be back to the main window of Power BI.
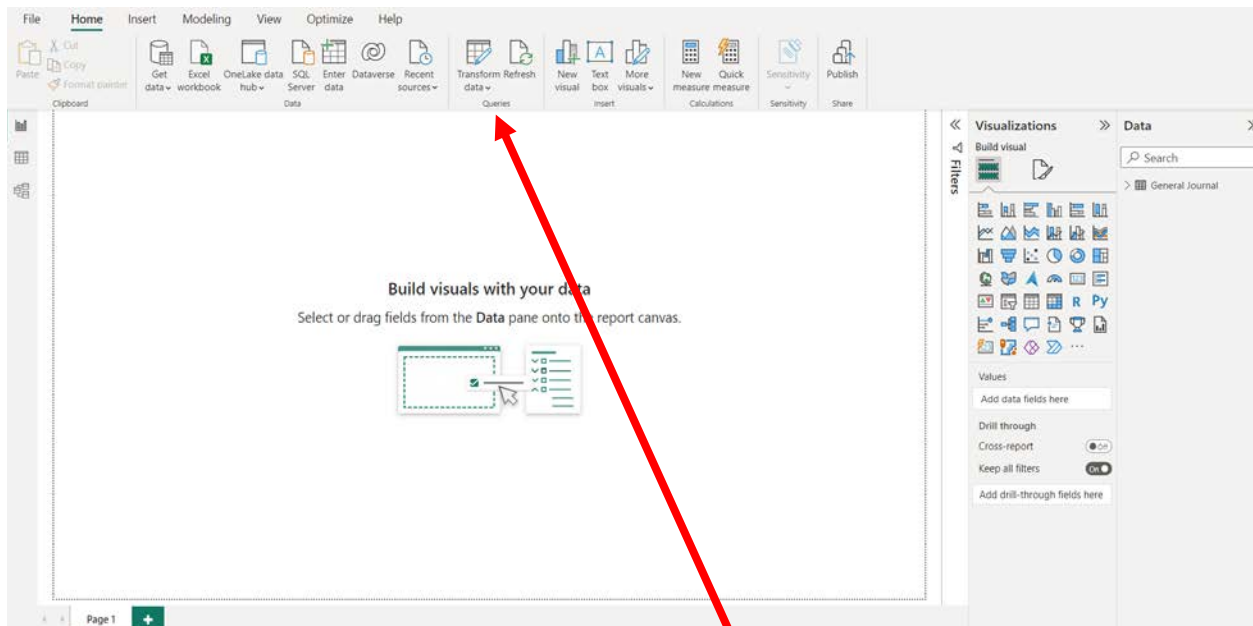


If you want to return to the from Power Query Editor, to modify anything from the previous operations, just click on "Transform Data".

**Operation 7: Create a "Table".**
Click on the Table icon under the Visualization section to add a table.

If the field names are not displayed press the arrowhead to the left of General Journal.

The order that you select the fields is used to determine the order in which the fields are displayed in the table. Click on the box next to each field in the order that you want the fields to be displayed.
1. Account
2. Name
3. Transaction
4. Date
5. Description
6. Debit
7. Credit
8. Total Balance

Select the lower right-hand corner to expand the Table.

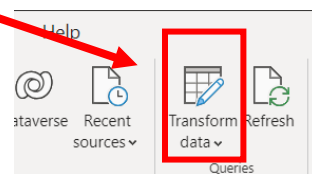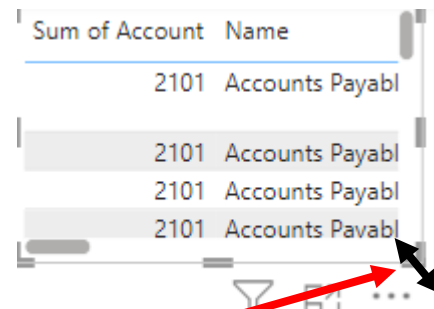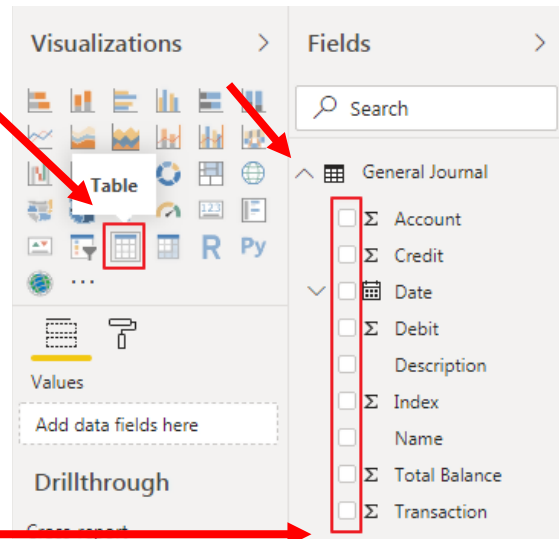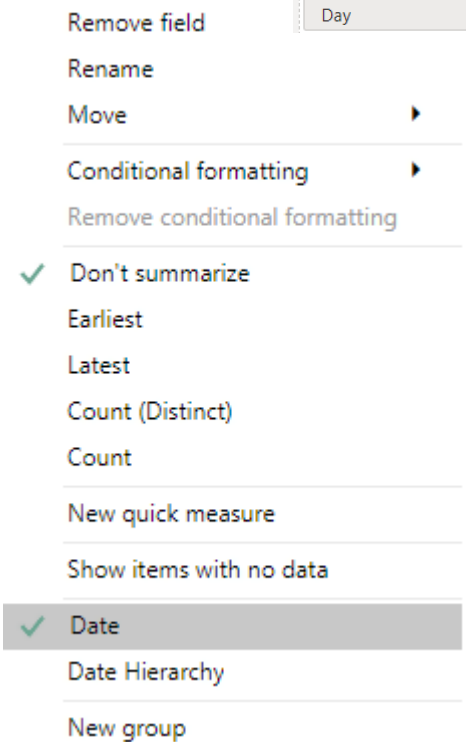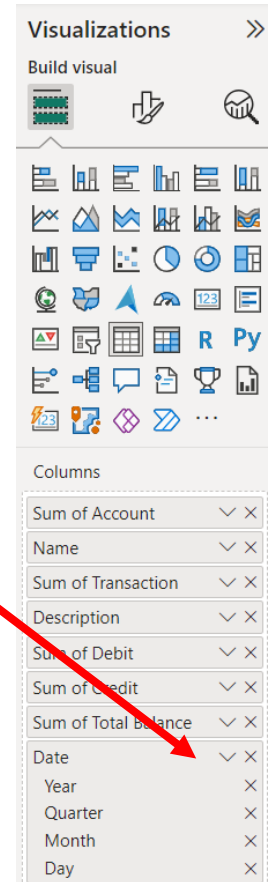| Sum of Account | Name | Sum of Transaction | Year | Quarter | Month | Day | Description | Sum of Debit | Sum of Credit | Sum of Total Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 2101 | Accounts Payable | 2 | 2018 | Qtr 2 | June | 1 | Hudson equipment Invoice BC3887 | 0 | 4000 | -4000 |
| 2101 | Accounts Payable | 4 | 2018 | Qtr 2 | June | 2 | Avery Repairs, Invoice 25478 | 0 | 725 | -725 |
| 2101 | Accounts Payable | 7 | 2018 | Qtr 2 | June | 8 | Pd A/p ck6003 | 640 | 0 | 640 |
| 2101 | Accounts Payable | 6 | 2018 | Qtr 2 | June | 8 | Zac Advertising,23547 | 0 | 3380 | -3380 |
| 5030 | Advertising Expense | 6 | 2018 | Qtr 2 | June | 8 | Zac Advertising,23547 | 3380 | 0 | 3380 |
| 3100 | Capital Stock | 1 | 2018 | Qtr 2 | June | 1 | Investment from Mark Friedman | 0 | 28000 | -28000 |
| 1110 | Cash | 3 | 2018 | Qtr 2 | June | 1 | Hailey Computers 87245, ck6001 | 0 | 7000 | -7000 |
| 1110 | Cash | 1 | 2018 | Qtr 2 | June | 1 | Investment from Mark Friedman | 28000 | 0 | 28000 |
| 1110 | Cash | 5 | 2018 | Qtr 2 | June | 4 | Scanner, Jake Supplies, 54-541 ck6002 | 0 | 125 | -125 |
| 1110 | Cash | 7 | 2018 | Qtr 2 | June | 8 | Pd A/p ck6003 | 0 | 640 | -640 |
| 1110 | Cash | 8 | 2018 | Qtr 2 | June | 14 | Services performed by Lucus Pictures | 11000 | 0 | 11000 |
| 4100 | Computer & Consulting Revenue | 8 | 2018 | Qtr 2 | June | 14 | Services performed by Lucus Pictures | 0 | 11000 | -11000 |
| 1311 | Computer Equip. | 3 | 2018 | Qtr 2 | June | 1 | Hailey Computers 87245, ck6001 | 7000 | 0 | 7000 |
| 1211 | Office Equip. | 2 | 2018 | Qtr 2 | June | 1 | Hudson equipment Invoice BC3887 | 4000 | 0 | 4000 |
| 1211 | Office Equip. | 5 | 2018 | Qtr 2 | June | 4 | Scanner, Jake Supplies, 54-541 ck6002 | 125 | 0 | 125 |
| 5040 | Repairs & Maint. Expense | 4 | 2018 | Qtr 2 | June | 2 | Avery Repairs, Invoice 25478 | 725 | 0 | 725 |
| 34957 | | 72 | | | | | | 54870 | 54870 | 0 |

Now change the defaults of some fields in the table.
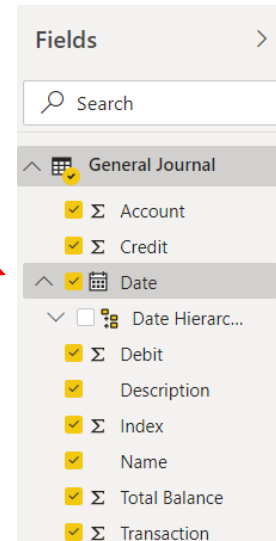
Click on dropdown next to "Date".
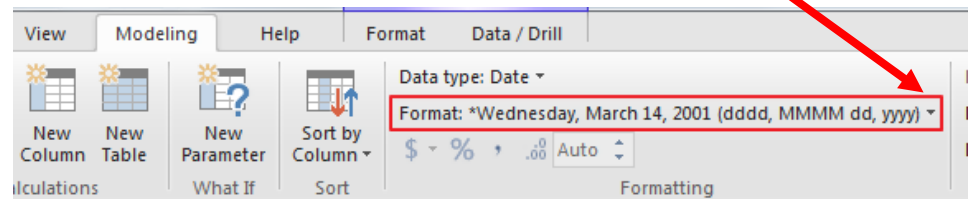
Select "Date" instead of "Date Hierarchy".

**Operation 8: Changing the Date format.**

To change the format of the field "Date" select the field from the list.



Click on the drop-down to the right of the default date format in "Formatting".



Select "dd-mmm-yy".

## The Updated table

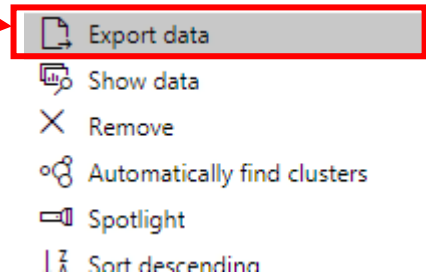| Sum of Account | Name | Sum of Transaction | Date | Description | Sum of Debit | Sum of Credit | Sum of Total Balance |
|---|---|---|---|---|---|---|---|
| 2101 | Accounts Payable | 4 | 02-Jun-18 | Avery Repairs, Invoice 25478 | 0 | 725 | -725 |
| 2101 | Accounts Payable | 2 | 01-Jun-18 | Hudson equipment Invoice BC3887 | 0 | 4000 | -4000 |
| 2101 | Accounts Payable | 7 | 08-Jun-18 | Pd A/p ck6003 | 640 | 0 | 640 |
| 2101 | Accounts Payable | 6 | 08-Jun-18 | Zac Advertising,23547 | 0 | 3380 | -3380 |
| 5030 | Advertising Expense | 6 | 08-Jun-18 | Zac Advertising,23547 | 3380 | 0 | 3380 |
| 3100 | Capital Stock | 1 | 01-Jun-18 | Investment from Mark Friedman | 0 | 28000 | -28000 |
| 1110 | Cash | 3 | 01-Jun-18 | Hailey Computers 87245, ck6001 | 0 | 7000 | -7000 |
| 1110 | Cash | 1 | 01-Jun-18 | Investment from Mark Friedman | 28000 | 0 | 28000 |
| 1110 | Cash | 7 | 08-Jun-18 | Pd A/p ck6003 | 0 | 640 | -640 |
| 1110 | Cash | 5 | 04-Jun-18 | Scanner, Jake Supplies, 54-541 ck6002 | 0 | 125 | -125 |
| 1110 | Cash | 8 | 14-Jun-18 | Services performed by Lucus Pictures | 11000 | 0 | 11000 |
| 4100 | Computer & Consulting Revenue | 8 | 14-Jun-18 | Services performed by Lucus Pictures | 0 | 11000 | -11000 |
| 1311 | Computer Equip. | 3 | 01-Jun-18 | Hailey Computers 87245, ck6001 | 7000 | 0 | 7000 |
| 1211 | Office Equip. | 2 | 01-Jun-18 | Hudson equipment Invoice BC3887 | 4000 | 0 | 4000 |
| 1211 | Office Equip. | 5 | 04-Jun-18 | Scanner, Jake Supplies, 54-541 ck6002 | 125 | 0 | 125 |
| 5040 | Repairs & Maint. Expense | 4 | 02-Jun-18 | Avery Repairs, Invoice 25478 | 725 | 0 | 725 |
| 34957 | | 72 | | | 54870 | 54870 | 0 |

**Operation 9: <mark>Exporting data to Excel</mark>**
Select the table and notice that you get More Options indicated by 3 dots (…) on the top or bottom right of the table.
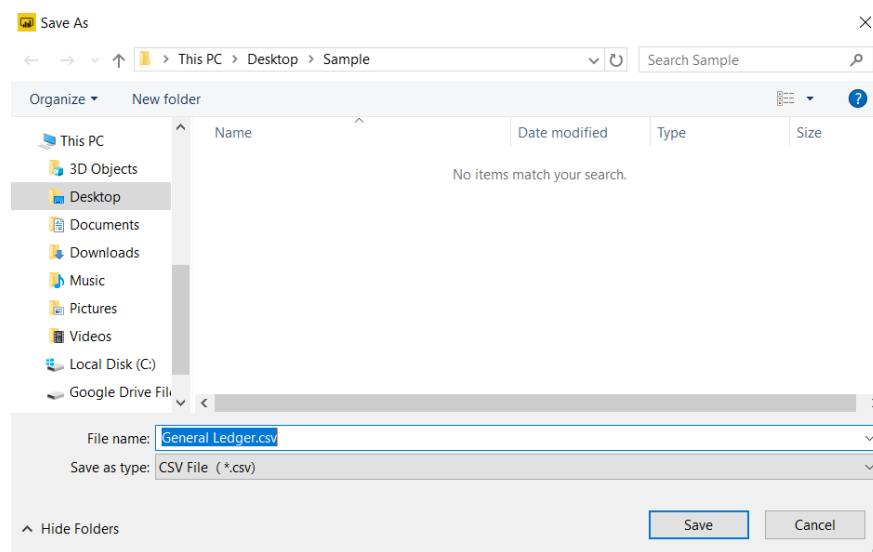
| Sum of Account | Name | Sum of Transaction | Date | Description | Sum of Debit | Sum of Credit | Sum of Total Balance |
|---|---|---|---|---|---|---|---|
| 2101 | Accounts Payable | 4 | 02-Jun-18 | Avery Repairs, Invoice 25478 | 0 | 725 | -725 |
| 2101 | Accounts Payable | 2 | 01-Jun-18 | Hudson equipment Invoice BC3887 | 0 | 4000 | -4000 |
| 2101 | Accounts Payable | 7 | 08-Jun-18 | Pd A/p ck6003 | 640 | 0 | 640 |
| 2101 | Accounts Payable | 6 | 08-Jun-18 | Zac Advertising,23547 | 0 | 3380 | -3380 |
| 5030 | Advertising Expense | 6 | 08-Jun-18 | Zac Advertising,23547 | 3380 | 0 | 3380 |
| 3100 | Capital Stock | 1 | 01-Jun-18 | Investment from Mark Friedman | 0 | 28000 | -28000 |
| 1110 | Cash | 3 | 01-Jun-18 | Hailey Computers 87245, ck6001 | 0 | 7000 | -7000 |
| 1110 | Cash | 1 | 01-Jun-18 | Investment from Mark Friedman | 28000 | 0 | 28000 |
| 1110 | Cash | 7 | 08-Jun-18 | Pd A/p ck6003 | 0 | 640 | -640 |
| 1110 | Cash | 5 | 04-Jun-18 | Scanner, Jake Supplies, 54-541 ck6002 | 0 | 125 | -125 |
| 1110 | Cash | 8 | 14-Jun-18 | Services performed by Lucus Pictures | 11000 | 0 | 11000 |
| 4100 | Computer & Consulting Revenue | 8 | 14-Jun-18 | Services performed by Lucus Pictures | 0 | 11000 | -11000 |
| 1311 | Computer Equip. | 3 | 01-Jun-18 | Hailey Computers 87245, ck6001 | 7000 | 0 | 7000 |
| 1211 | Office Equip. | 2 | 01-Jun-18 | Hudson equipment Invoice BC3887 | 4000 | 0 | 4000 |
| 1211 | Office Equip. | 5 | 04-Jun-18 | Scanner, Jake Supplies, 54-541 ck6002 | 125 | 0 | 125 |
| 5040 | Repairs & Maint. Expense | 4 | 02-Jun-18 | Avery Repairs, Invoice 25478 | 725 | 0 | 725 |
| 34957 | | 72 | | | 54870 | 54870 | 0 |

More options

Click on the More Options and select "Export Data".

Export data
Show data
Remove
Automatically find clusters
Spotlight
Sort descending

Add the name of the file " General Ledger".

Save As

This PC > Desktop > Sample

Organize ▾    New folder

This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Google Drive Fil

| Name | Date modified | Type | Size |
|---|---|---|---|
| No items match your search. | | | |

File name: General Ledger.csv
Save as type: CSV File ( *.csv)

Hide Folders          Save    Cancel

Select Save

In the File Manager, navigate to the location and double click on the file's name to open the file in Excel.

You'll notice that the data from the Power BI is now in Excel.



Before you perform the next step, make sure the original file MF8916.xlsx is Open.



Copy this sheet to the original Excel by right clicking on the tab and selecting "Move or Copy".

Select the name of the original file.

Scroll till the end and click on "(move to end)".

Then click "OK".

The General Ledger is now in the original file.

Fix and format as desired.

Change the columns' headings, widths and formats .

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Account | Name | Transaction | Date | Description | Debit | Credit | Total Balance | |
| 2 | 1110 | Cash | 1 | 6/1/2018 | Investment from Mark Friedman | 28000 | 0 | 28000 | |
| 3 | 1110 | Cash | 3 | 6/1/2018 | Hailey Computers 87245, ck6001 | 0 | 7000 | -7000 | |
| 4 | 1110 | Cash | 5 | 6/4/2018 | Scanner, Jake Supplies, 54-541 ck6002 | 0 | 125 | -125 | |
| 5 | 1110 | Cash | 7 | 6/8/2018 | Pd A/p ck6003 | 0 | 640 | -640 | |
| 6 | 1110 | Cash | 8 | 6/14/2018 | Services performed by Lucus Pictures | 11000 | 0 | 11000 | |
| 7 | 1211 | Office Equip. | 2 | 6/1/2018 | Hudson equipment Invoice BC3887 | 4000 | 0 | 4000 | |
| 8 | 1211 | Office Equip. | 5 | 6/4/2018 | Scanner, Jake Supplies, 54-541 ck6002 | 125 | 0 | 125 | |
| 9 | 1311 | Computer Equip. | 3 | 6/1/2018 | Hailey Computers 87245, ck6001 | 7000 | 0 | 7000 | |
| 10 | 2101 | Accounts Payable | 2 | 6/1/2018 | Hudson equipment Invoice BC3887 | 0 | 4000 | -4000 | |
| 11 | 2101 | Accounts Payable | 4 | 6/2/2018 | Avery Repairs, Invoice 25478 | 0 | 725 | -725 | |
| 12 | 2101 | Accounts Payable | 6 | 6/8/2018 | Zac Advertising,23547 | 0 | 3380 | -3380 | |
| 13 | 2101 | Accounts Payable | 7 | 6/8/2018 | Pd A/p ck6003 | 640 | 0 | 640 | |
| 14 | 3100 | Capital Stock | 1 | 6/1/2018 | Investment from Mark Friedman | 0 | 28000 | -28000 | |
| 15 | 4100 | Computer & Consulting Revenue | 8 | 6/14/2018 | Services performed by Lucus Pictures | 0 | 11000 | -11000 | |
| 16 | 5030 | Advertising Expense | 6 | 6/8/2018 | Zac Advertising,23547 | 3380 | 0 | 3380 | |
| 17 | 5040 | Repairs & Maint. Expense | 4 | 6/2/2018 | Avery Repairs, Invoice 25478 | 725 | 0 | 725 | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
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General Journal | General Journal Part 2 | Worksheet | Income Statement | Changes in Retained Earnings | Balance Sheet | **General Ledger**

A General Ledger has a running balance within each account. To make Running Balance calculation, type column header "Running Balance" into the first row of the first empty column (cell I1). In the cell under header (I2) put in this formula: =IF(A2<>A1,H2,H2+I1).

Copy the formula from cell I2 to the bottom of the data.

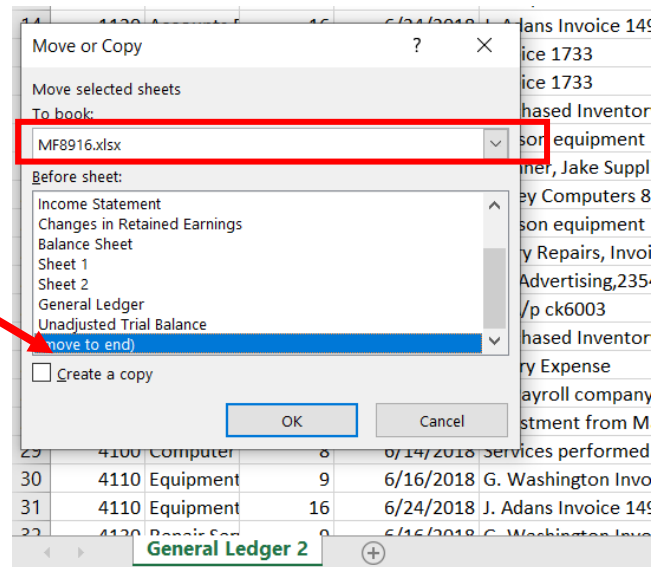Before you perform the next step, make sure the original file MF8916.xlsx is Open.



Copy this sheet to the original Excel by right clicking on the tab and selecting "Move or Copy".

Select the name of the original file.

Scroll till the end and click on "(move to end)".

Then click "OK".

The General Ledger is now in the original file.

| Account | Name | Transaction | Date | Description | Debit | Credit | Running Balance |
|---|---|---|---|---|---|---|---|
| 1110 | Cash | 1 | 6/1/2018 | Investment from Mark Friedman | ######## | - | 28000 |
| 1110 | Cash | 3 | 6/1/2018 | Hailey Computers 87245, ck6001 | - | 7,000.00 | -7000 |
| 1110 | Cash | 5 | 6/4/2018 | Scanner, Jake Supplies, 54-541 ck60 | - | 125.00 | -125 |
| 1110 | Cash | 7 | 6/8/2018 | Pd A/p ck6003 | - | 640.00 | -640 |
| 1110 | Cash | 8 | 6/14/2018 | Services performed by Lucus Picture | ######## | - | 11000 |
| 1110 | Cash | 12 | 6/16/2018 | To Payroll company Chk 6003 | - | 1,430.01 | -1430.01 |
| 1110 | Cash | 13 | 6/21/2018 | Receipt Cash Inv # 1732 | 633.00 | - | 633 |
| 1110 | Cash | 14 | 6/22/2018 | Monthly Insurance Chk 6004 | - | 326.00 | -326 |
| 1110 | Cash | 15 | 6/23/2018 | Maint Chk 6005 | - | 190.00 | -190 |
| 1110 | Cash | 19 | 6/26/2018 | Supplies Chk 5056 | - | 124.00 | -124 |
| 1120 | Accounts F | 9 | 6/16/2018 | G. Washington Invoice 1492 | 633.00 | - | 633 |
| 1120 | Accounts F | 13 | 6/21/2018 | Receipt Cash Inv # 1732 | - | 633.00 | -633 |
| 1120 | Accounts F | 16 | 6/24/2018 | J. Adans Invoice 1493 | 350.00 | - | 350 |
| 1130 | Inventory | 10 | 6/16/2018 | Invoice 1733 | - | 161.03 | -161.03 |
| 1130 | Inventory | 17 | 6/16/2018 | Invoice 1733 | - | 147.84 | -147.84 |

General Ledger | Unadjusted Trial Balance | **General Ledger 2**

Fix and format as desired.

| Account | Name | Transaction | Date | Description | Debit | Credit | Running Balance |
|---|---|---|---|---|---|---|---|
| 1110 | Cash | 1 | 6/1/2018 | Investment from Mark Friedman | 28,000.00 | - | 28,000.00 |
| 1110 | Cash | 3 | 6/1/2018 | Hailey Computers 87245, ck6001 | - | 7,000.00 | (7,000.00) |
| 1110 | Cash | 5 | 6/4/2018 | Scanner, Jake Supplies, 54-541 ck60 | - | 125.00 | (125.00) |
| 1110 | Cash | 7 | 6/8/2018 | Pd A/p ck6003 | - | 640.00 | (640.00) |
| 1110 | Cash | 8 | 6/14/2018 | Services performed by Lucus Picture | 11,000.00 | - | 11,000.00 |
| 1110 | Cash | 12 | 6/16/2018 | To Payroll company Chk 6003 | - | 1,430.01 | (1,430.01) |
| 1110 | Cash | 13 | 6/21/2018 | Receipt Cash Inv # 1732 | 633.00 | - | 633.00 |
| 1110 | Cash | 14 | 6/22/2018 | Monthly Insurance Chk 6004 | - | 326.00 | (326.00) |
| 1110 | Cash | 15 | 6/23/2018 | Maint Chk 6005 | - | 190.00 | (190.00) |
| 1110 | Cash | 19 | 6/26/2018 | Supplies Chk 5056 | - | 124.00 | (124.00) |
| 1120 | Accounts F | 9 | 6/16/2018 | G. Washington Invoice 1492 | 633.00 | - | 633.00 |
| 1120 | Accounts F | 13 | 6/21/2018 | Receipt Cash Inv # 1732 | - | 633.00 | (633.00) |
| 1120 | Accounts F | 16 | 6/24/2018 | J. Adans Invoice 1493 | 350.00 | - | 350.00 |
| 1130 | Inventory | 10 | 6/16/2018 | Invoice 1733 | - | 161.03 | (161.03) |
| 1130 | Inventory | 17 | 6/16/2018 | Invoice 1733 | - | 147.84 | (147.84) |

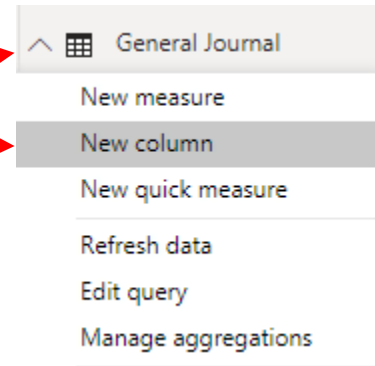General Ledger | Unadjusted Trial Balance | **General Ledger 2**

"Save" and "Close" the Excel file.

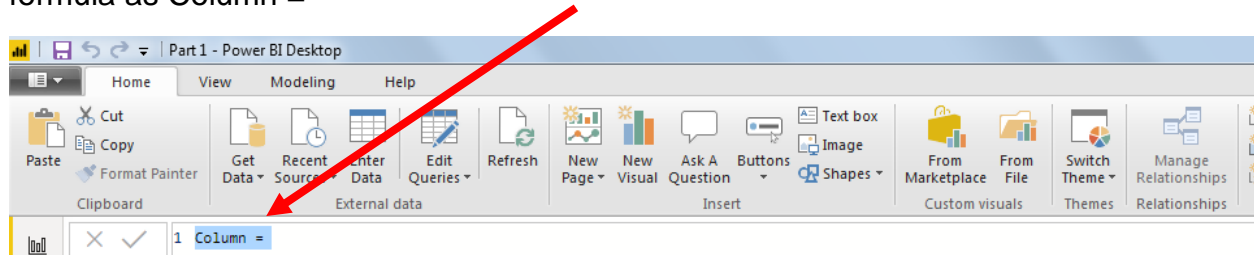**Operation 10: Calculating "Unadjusted Trial Balance"**

To calculate the Total Balance for each account, first create a new column which is a combination of Account and Name.

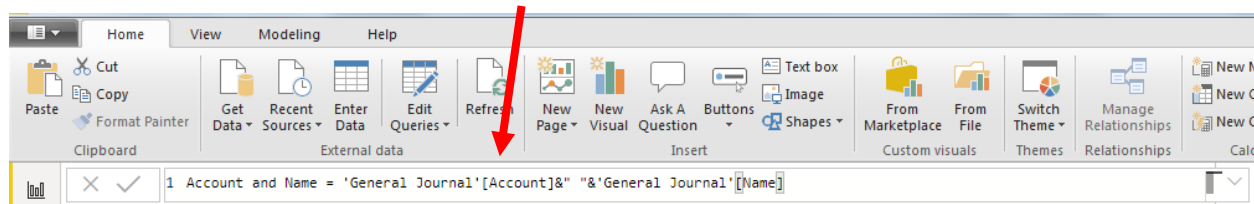Right click on the table name, "General Journal".

Select "New Column".

You'll notice that a new measure is added and the formula bar (on the top) shows the formula as Column =
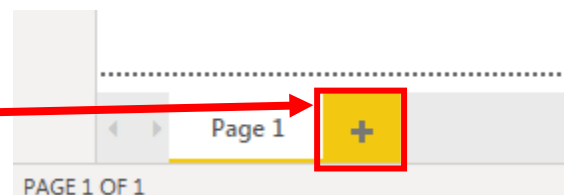
Enter the following formula in the formula bar and press Enter to add the new column

```
Account and Name = 'General Journal'[Account]&" "&'General Journal'[Name]
```
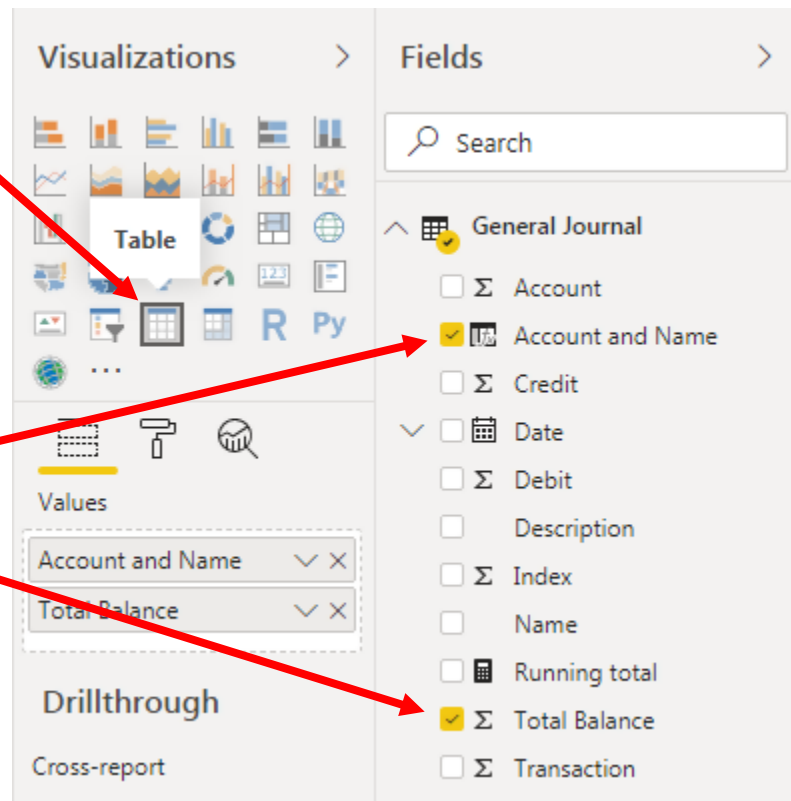
Add a new Page by clicking on the **+** icon seen next to Page 1 at the bottom

Insert a "Table".



Add "**Account and Name**" field and **"Total Balance"** field to the table.

Add basic formatting changes.



| Account and Name | Total Balance |
|---|---|
| 1110 Cash | 31235 |
| 1211 Office Equip. | 4125 |
| 1311 Computer Equip. | 7000 |
| 2101 Accounts Payable | -7465 |
| 3100 Capital Stock | -28000 |
| 4100 Computer & Consulting Revenue | -11000 |
| 5030 Advertising Expense | 3380 |
| 5040 Repairs & Maint. Expense | 725 |

Export this table as "**Unadjusted Trial Balance**" and move it to your original file**.**

| Account and Name | Total Balance |
|---|---|
| 1110.Cash | 31,235.00 |
| 1211.Office Equip. | 4,125.00 |
| 1311.Computer Equip. | 7,000.00 |
| 2101.Accounts Payable | (7,465.00) |
| 3100.Capital Stock | (28,000.00) |
| 4100.Computer & Consulting Revenue | (11,000.00) |
| 5030.Advertising Expense | 3,380.00 |
| 5040.Repairs & Maint. Expense | 725.00 |
| Total | - |

Sheet 2 | General Ledger | **Unadjusted Trial Balance**

**Operation 11: Send the "<mark>Flow and Data</mark>" to your Instructor.**

**Select "File".**
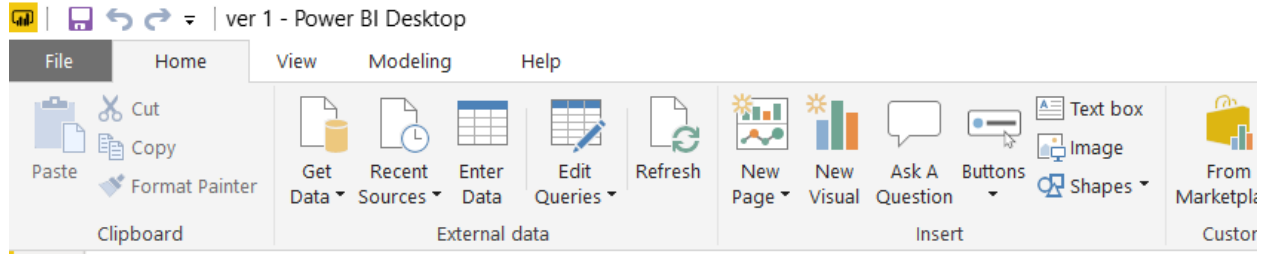


Save and close Excel and Power BI Desktop.