# 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 Extract the General Journal file, Transform the data into the required format (a General Ledger and an Unadjusted Trial Balance), and then Load 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.

1 2					of Accounting, Inc. neral Journal		
, 1			ter data into	o the yellow filled cells.			
1	Transad	Date	Account	Name	Description	Debt	Creatit
	01	Jun 01	1110	Cash	Investment from Mark Friedman	28,000.00	
	01	Jun 01	3100	Capital Stock	Investment from Mark Friedman		28,000.00
-	02	Jun 01	1211	Office Equip.	Hudson equipment Invoice BC3887	4,000.00	
	02	Jun 01		Accounts Payable	Hudson equipment Invoice BC3887		4,000.00
2							
	08	Jun 14	1110	Cash	Services performed by Lucus Pictures	11,000.00	
F	08	Jun 14	4100	Computer & Consulting Reven	ue Services performed by Lucus Pictures		11,000.00

#### Begin with the General Journal

End with the General Ledger

and

the	Unadjusted	Trial	Balance

1	A	В	C	D	E	F	G		Н
1	Account	Name	Transaction	Date	Description	Debit	Credit	Run	ning Balance
2	1110	Cash	1	6/1/2018	Investment from Mark Friedman	\$28,000.00	s -	S	28,000.00
3	1110	Cash	3	6/1/2018	Hailey Computers 87245, ck6001	s -	\$ 7,000.00	\$	21,000.00
4	1110	Cash	5	6/4/2018	Scanner, Jake Supplies, 54-541 ck6002	s -	\$ 125.00	\$	20,875.00
5	1110	Cash	7	6/8/2018	Pd A/p ck6003	\$ -	\$ 640.00	\$	20,235.00
6	1110	Cash	8	6/14/2018	Services performed by Lucus Pictures	\$11,000.00	s -	\$	31,235.00
7	1211	Office Equip.	2	6/1/2018	Hudson equipment Invoice BC3887	\$ 4,000.00	s -	S	4,000.00
8	1211	Office Equip.	5	6/4/2018	Scanner, Jake Supplies, 54-541 ck6002	\$ 125.00	s -	S	4,125.00
9	1311	Computer Equip.	3	6/1/2018	Hailey Computers 87245, ck6001	\$ 7,000.00	s -	S	7,000.00
10	2101	Accounts Payable	2	6/1/2018	Hudson equipment Invoice BC3887	s -	\$ 4,000.00	\$	(4,000.00)
11	2101	Accounts Payable	4	6/2/2018	Avery Repairs, Invoice 25478	\$ -	\$ 725.00	\$	(4,725.00)
12	2101	Accounts Payable	6	6/8/2018	Zac Advertising,23547	\$ -	\$ 3,380.00	\$	(8,105.00)
13	2101	Accounts Payable	7	6/8/2018	Pd A/p ck6003	\$ 640.00	\$ -	\$	(7,465.00)
14	3100	Capital Stock	1	6/1/2018	Investment from Mark Friedman	s -	\$28,000.00	\$	(28,000.00)
15	4100	Computer & Consulting Revenue	8	6/14/2018	Services performed by Lucus Pictures	s -	\$11,000.00	s	(11,000.00)
16	5030	Advertising Expense	6	6/8/2018	Zac Advertising,23547	\$ 3,380.00	s -	S	3,380.00
17	5040	Repairs & Maint. Expense	4	6/2/2018	Avery Repairs, Invoice 25478	\$ 725.00	\$ -	\$	725.00

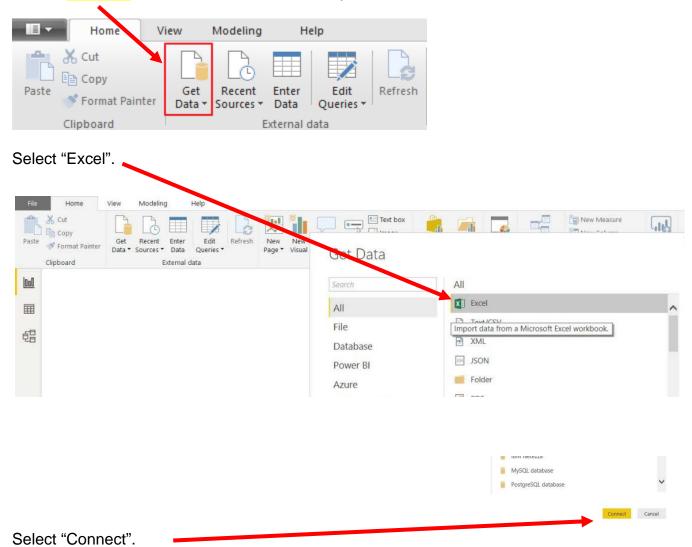
A	А	В	
1	Account And Name	Balance	
2	1110 Cash	31235	
3	1211 Office Equip.	4125	
4	1311 Computer Equip.	7000	
5	2101 Accounts Payable	-7465	
6	3100 Capital Stock	-28000	
7	4100 Computer & Consulting Revenue	-11000	
8	5030 Advertising Expense	3380	
9	5040 Repairs & Maint. Expense	725	
10			

### Start Power BI Desktop

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

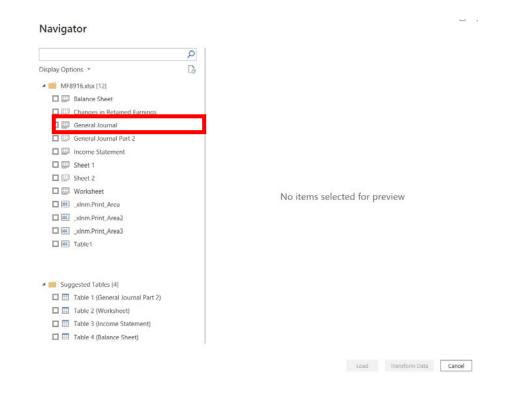
### **Operation 1: Get Data** – Input Excel file

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



					×
	> This PC	> Desktop > Sample	~ U	Search Sample	م
	N w folder			.≡ -	
	Na	ime	Date modified	Туре	Size
	ts	MF8916.xlsx	7/26/2019 10:07 A	Microsoft Excel W	138 KB
	nts				
	ds				
elect "Open".					
elect "Open".					
elect "Open".					
elect "Open".	k (C:)				
elect "Open".	k (C:) Vrivo Eil, ¥ K				3
elect "Open".		Authors: Maha	Date modified: 7/26/20	19 10:07 AM	3
elect "Open".	Drive Eil. 🗸 🔇			19 10:07 AM ion/vnd.openxmlformat	
elect "Open".	<sup>Being</sup> Eil. ♥ < <sup>-</sup> 8916.xlsx				
elect "Open".	<sup>Being</sup> Eil. ♥ < <sup>-</sup> 8916.xlsx	ksheet Size: 137 KB			ts-officedocu
elect "Open".	8916.xlsx :rosoft Excel Wor	ksheet Size: 137 KB	Content type: applicat	ion/vnd.openxmlformat	ts-officedocu

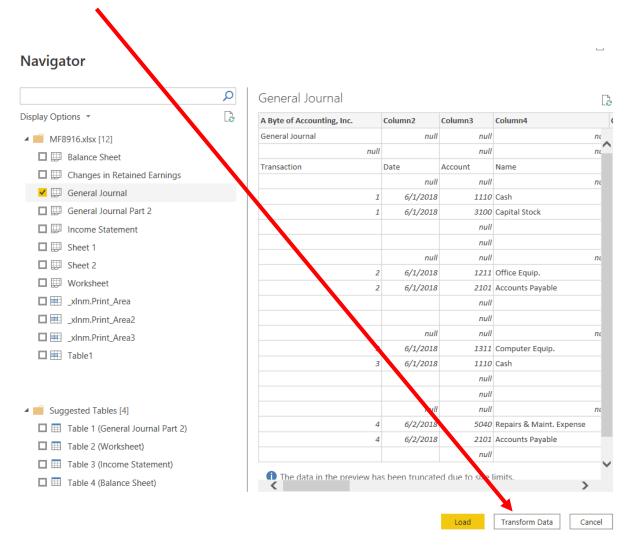
Highlighting the desired sheet does **not** activate the Load and Transform Data buttons.



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

	P General Journal				
splay Options 🔹	A Byte of Accounting, Inc.	Column2	Column3	Column4	
MF8916.xlsx [12]	General Journal	null	null		1
Balance Sheet	nı	II	null		
Changes in Retained Earnings	Transaction	Date	Account	Name	
General Journal		null			
General Journal Part 2		1 6/1/2018 1 6/1/2018		Cash Capital Stock	
Income Statement		1 0/1/2018	null		
			null		
Sheet 1		null	null		
Sheet 2		2 6/1/2018	1211	Office Equip.	
U Worksheet		2 6/1/2018	2101	Accounts Payable	
🗖 🔠 _xInm.Print_Area			null		
Lange			null		
🔲 🇮 _xInm.Print_Area3		null			
Table1		3 6/1/2018 3 6/1/2018		Computer Equip. Cash	
		3 0/1/2018	null		
			null		
Suggested Tables [4]		null			
Table 1 (General Journal Part 2)		4 6/2/2018	5040	Repairs & Maint. Expense	
Table 2 (Worksheet)		4 6/2/2018	2101	Accounts Payable	
Table 3 (Income Statement)			null		
Table 4 (Balance Sheet)	The dat in the preview l	as been truncate	ed due to size	limits.	

The data preview will be displayed.



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

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Delete  $\times$ 

Delete Until End Insert Step After Move Up Move Down Extract Previous View Native Query Properties...

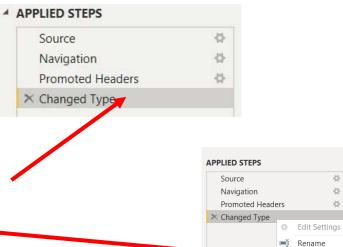
In the Power Query window, Power BI Desktop records each data modifications in the "Applied Steps".

Home Transform Add Col	umn	View Help					
New Recent Enter Source * Sources * Data New Query Data St	ngs	Manage Parameters Preview Query	Editor	Keep Remove Rows * Rows * Reduce Rows Sort	Colition → By Colotion → Colition → By Colotion → Colition → By Transform	as Headers *	Merge Queries - Append Queries - Combine Files Combine
ueries [1] 🗸 🗸	X	$\sqrt{f_X}$ = Table.Transfor	mColumnTypes(#"Promoted	Headers",{{"A Byte of A	ccounting, Inc. type any},	~	Query Settings
General Journal		ABC 123 A Byte of Accounting, Inc.	ABC 123 Column2	ABC 123 Column3 • null	_	A <sup>B</sup> C Column5	PROPERTIES     Name
	2	null	nun	null			General Journal
			Date	Account	Name	Description	All Properties
	4		null	null	null		
	5	1	01-Jun-18	1110	Cash	Investment from	A APPLIED STEPS
	6	1	01-Jun-18	3100	Capital Stock	Investment from =	Source
	7			null			Navigation
	8			null			Promoted Headers
	9		null	null	null		Changed Type
	10	2	01-Jun-18	1211	Office Equip.	Hudson equipme	Changed
	11	2	01-Jun-18		Accounts Payable	Hudson equipme	
	12			null			
	13			null			
	14		null	null			
	15	3	01-Jun-18		Computer Equip.	Hailey Computer	
	16 17	3	01-Jun-18	1110 null	Cash	Hailey Computer	
	17			nuii nuli			
	10		null	null			
	20	4	02-Jun-18		Repairs & Maint, Expense	Avery Repairs, In	
	20	4	02-Jun-18		Accounts Payable	Avery Repairs, In	
	22		02,500,20	null			
	23			null			

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".

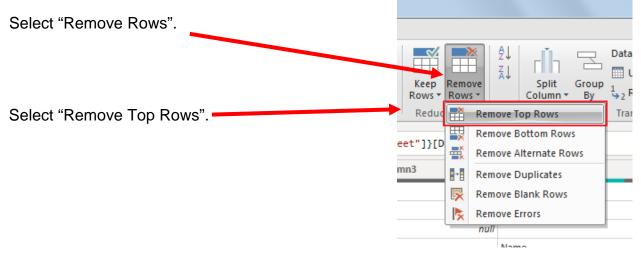


Delete the step "Promoted Headers", leaving us with two steps.

Source	14
× Navigation	

**Operation 2:** Fix the Headers – 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 Column3	ABC 123 Column4	ABC 123 Column5
1	A Byte of Accounting, Inc.	null	null	null	nui
2	General Journal	null	null	null	nui
3	null		null	null	nui
4	Transaction	Date	Account	Name	Description
5		null	null	null	



Enter a "3" to remove top three rows.

	Remove Top Rows	×
	Specify how many rows to remove from the top. Number of rows	
Then click "OK".		OK

	ABC Column1	ABC 123 Column2	ABC Column3	ABC 123 Column4	ABC 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".

	Home Transform	Add Column	View He	lp				
Close & Apply *	New Recent Enter Source - Sources - Data	Data source settings	Manage Parameters <del>*</del>	Refresh Preview + Manage +	Choose Remove Columns - Columns -	Keep Remove Rows * Rows *	Ž↓ ZA↓	Data Type: Any * Data Type: Any * Use First Row as Headers * Column * By \$\$_2 Replace Values
Close	New Query	Data Sources	Parameters	Query	Manage Columns	Reduce Rows	Sort	Transform

<b>.</b>	12 <sub>3</sub> Transaction	🔲 Date 💌	1 <sup>2</sup> 3 Account	A <sup>B</sup> C Name	A <sup>B</sup> C Description 12
1	null	null	null	null	
2	1	6/1/2018	1110	Cash	Investment from Mark Friedman
3	1	6/1/2018	3100	Capital Stock	Investment from Mark Friedman

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.

#### ▲ APPLIED STEPS

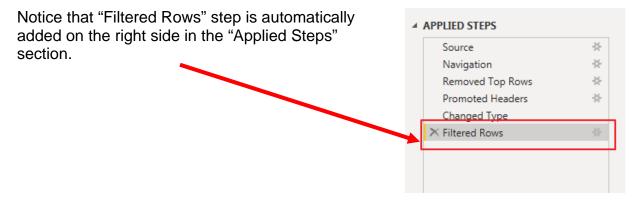
Source	×
Navigation	*
Removed Top Rows	*
Promoted Headers	*
× Changed Type	

#### 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"

	123 Transaction	-	Date	1 <sup>2</sup> 3 Account	<b>*</b>	A <sup>B</sup> C Nam
1		₽↓	Sort Ascending			
2		Z↓	Sort Descending			Cash
3			Clear Sort			Capital S
4		- 5	Clear Filter			
5		×				
6			Remove Empty			
7			Number Filter		۱.	Office Ec
8			Search			Accounts
9						
10			(Select All)			
11			(null)			
12			✓ 1110			Compute
13			✓ 1211			Cash
14			<ul> <li>✓ 1311</li> <li>✓ 2101</li> </ul>			
15			✓ 3100			
16			✓ 4100			
17			✓ 5030			Repairs 8
18		-	✓ 5040			Accounts
19		-				
20		-		ОК	Cancel	
21		man		,		

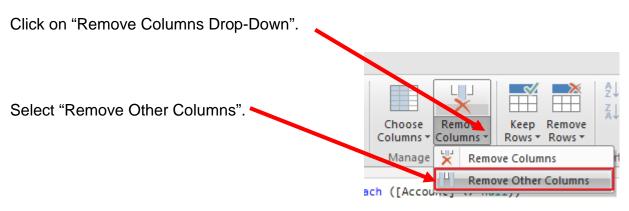


### **Operation 4: Remove Columns** – Remove unnecessary columns from the table

	1 <sup>2</sup> 3 Transaction	📱 Date 💌	1 <sup>2</sup> 3 Account	A <sup>B</sup> <sub>C</sub> Name	A <sup>B</sup> <sub>C</sub> Description 1
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.

<b>□</b> , -	A <sup>B</sup> <sub>C</sub> Description	1 <sup>2</sup> 3 Debit 👻	1 <sup>2</sup> 3 Credit	1 <sup>2</sup> 3 Total Balance	1 <sup>2</sup> 3 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



Only the columns with data will be retained.

# **Operation 5: Replace Values.** Replace "Null" with "0"

Select the "Home" tab.

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

Select "Replace Values".

Home Trans	form /	Add Column View Help				
Close & Apply Close Wew Recent Source - Sources New Que				e Remove Keep Remove s Columns Rows Rows Rows	AV Solution Us	ype: Whole Number 🔻 e First Row as Headers 👻 place Values form
Queries [1] <	$\times$	$\sqrt{f_X}$ = Table.AddIng	<pre>iexColumn(#"Sorted Rows", "Index"</pre>	', 1, 1)		
🔲 General Journal		A <sup>B</sup> <sub>C</sub> Name	<ul> <li>A<sup>B</sup><sub>C</sub> Description</li> </ul>	▼ 1 <sup>2</sup> <sub>3</sub> Debit	1 <sup>2</sup> 3 Credit	1 <sup>2</sup> 3 Total Balance
	1 1110	7 Cash	Investment from Mark Friedman	28000	null	2
	2 1110	7 Cash	Hailey Computers 87245, ck6001	null	7000	-
	3 1110	7 Cash	Scanner, Jake Supplies, 54-541 ck6002	null	125	
	4 1110	7 Cash	Pd A/p ck6003	null	640	
	5 1110	7 Cash	Services performed by Lucus Pictures	11000	null	1
	6 1211	1 Office Equip.	Hudson equipment Invoice BC3887	4000	null	
	7 1211	1 Office Equip.	Scanner, Jake Supplies, 54-541 ck6002	125	null	
	8 1311	l Computer Equip.	Hailey Computers 87245, ck6001	7000	null	
	9 2101	1 Accounts Payable	Hudson equipment Invoice BC3887	null	4000	-
	10 2101	Accounts Payable	Avery Repairs, Invoice 25478	null	725	
	11 2101	I Accounts Payable	Zac Advertising,23547	null	3380	-
		Accounts Payable	Pd A/p ck6003	640	null	
		7 Capital Stock	Investment from Mark Friedman	null	28000	-2
		Computer & Consulting Revenue	Services performed by Lucus Pictures	null	11000	-1
		7 Advertising Expense	Zac Advertising,23547	3380	null	
	16 5040	7 Repairs & Maint. Expense	Avery Repairs, Invoice 25478	725	null	

In the Pop-up, type		$\times$
"null" in "Value to	Replace Values	
Find" and "0" in	Replace one value with another in the selected columns.	
"Replace With".	Value To Find null	
	Replace With	
Click OK.	OK	

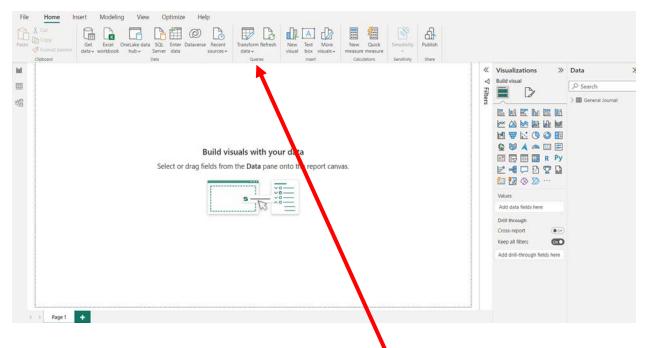
This replaces all null values with "0".

# **Operation 6: Load data**. Click on "Close and Apply"

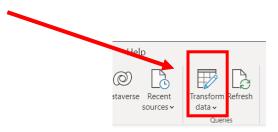
This loads the data onto Power BI from Power Query Editor.



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".



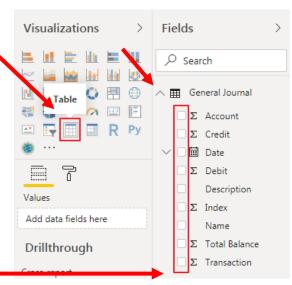
### **Operation 7: Create a "Table".**

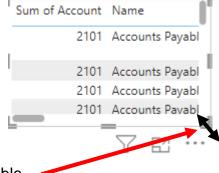
Click on the Table icon under the Visualization section to add a table.

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.

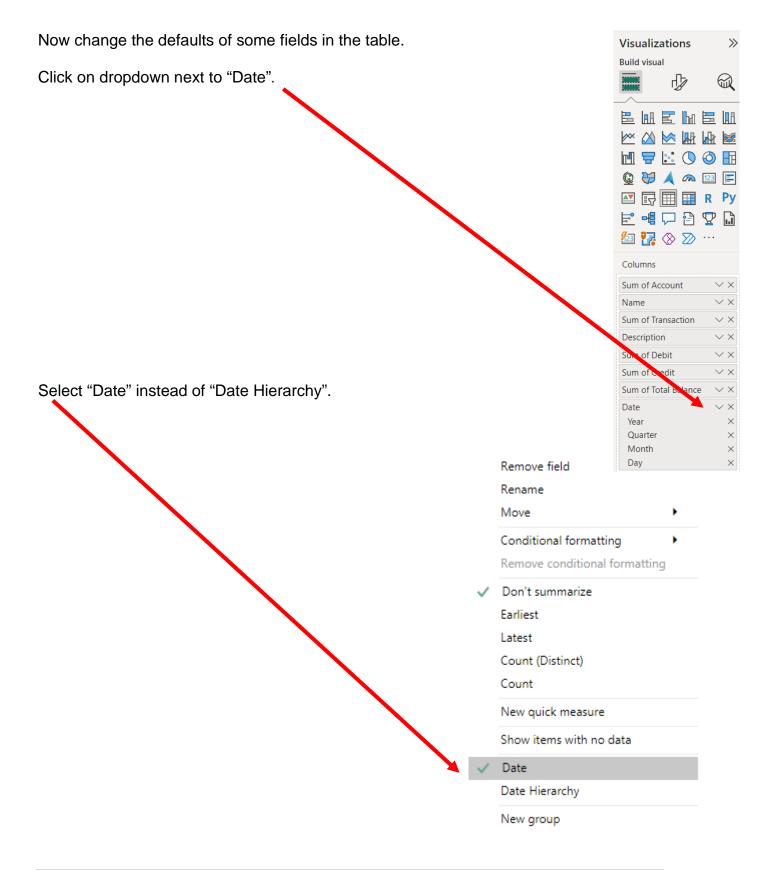
- 1. Account
- 2. Name
- 3. Transaction
- 4. Date
- 5. Description
- 6. Debit
- 7. Credit
- 8. Total Balance



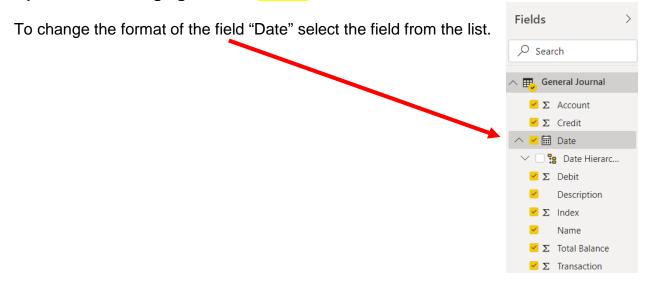


Select the lower right-hand corner to expand the Table.

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



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



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

View	Model	ing	Help	Fo	ormat D	ata / Drill	
**	*	*			Data type:	Date 👻	
				· · ·	Format: *\	Vednesday,	March 14, 2001 (dddd, MMMM dd, yyyy) 👻
New Column	New Table	New Parame			\$ - %	*0 Au	to 🗘
lculations	;	What	If Sor	t			Formatting

	Date formats
	*3/14/2001 (Short Date)
	*Wednesday, March 14, 2001 (Long Date)
	Wednesday, March 14, 2001 (dddd, mmmm d, yyyy)
	March 14, 2001 (mmmm d, yyyy)
	Wednesday, 14 March, 2001 (dddd, d mmmm, yyyy)
	14 March, 2001 (d mmmm, yyyy)
	3/14/2001 (m/d/yyyy)
	3/14/01 (m/d/yy)
	03/14/01 (mm/dd/yy)
	03/14/2001 (mm/dd/yyyy)
	01/03/14 (yy/mm/dd)
	2001-03-14 (yyyy-mm-dd)
Select "dd-mmm-yy".	14-Mar-01 (dd-mmm-yy)
, , , , , , , , , , , , , , , , , , ,	14/03/2001 (dd/mm/yyyy)
	March 2001 (mmmm yyyy)
	2001-03 (yyyy-mm)
	March 14 (mmmm d)
	01 (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	б	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: Exporting data to Excel**

Select the table and notice that you get More Options indicated by 3 dots (...) on the top or bottom right of the table.

of Account	Name	Sum of Transaction	Dute	Description	Sum of Debit	Sum of Credit	Sum of Total Balance	e	
2101	Accounts Payable	4	02-Jun-18	Avery Repairs, Invoice 25478	0	725	-72	5	
	Accounts Payable			Hudson equipment Invoice BC3887	0	4000	-400		
	Accounts Payable			Pd A/p ck6003	640	0	64		
	Accounts Payable			Zac Advertising,23547	0	3380	-338		
	Advertising Expense			Zac Advertising,23547	3380	0	338		
	Capital Stock Cash			Investment from Mark Friedman Hailey Computers 87245, ck6001	0	28000 7000	-2800		
	Cash			Investment from Mark Friedman	28000	000	2800		
	Cash			Pd A/p ck6003	0	640	-64		
	Cash			Scanner, Jake Supplies, 54-541 ck6002		125	-12		
1110	Cash			Services performed by Lucus Pictures	11000	0	1100	0	
4100	Computer & Consulting Revenue	8	14-Jun-18	Services performed by Lucus Pictures	0	11000	-1100	0	
1311	Computer Equip.	3	01-Jun-18	Hailey Computers 87245, ck6001	7000	0	700	0	
	Office Equip.			Hudson equipment Invoice BC3887	4000	0	400		
	Office Equip.			Scanner, Jake Supplies, 54-541 ck6002		0	12		
	Repairs & Maint. Expense			Avery Repairs, Invoice 25478	725	0	72		
34957		72			54870	54870		0	
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#### 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.

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4	2101	Accounts I	7	########	Pd A/p ck6	640	0	640					
5	2101	Accounts I	6	########	Zac Advert	0	3380	-3380					
6	5030	Advertising	6	########	Zac Advert	3380	0	3380					
7	3100	Capital Sto	: 1	########	Investmen	0	28000	-28000					
8	1110	Cash	3	########	Hailey Con	0	7000	-7000					
9	1110	Cash	1	########	Investmen	28000	0	28000					
10	1110	Cash	7	########	Pd A/p ck6	0	640	-640					
11	1110	Cash	5	########	Scanner, Ja	0	125	-125					
12	1110	Cash	8	########	Services pe	11000	0	11000					
13	4100	Computer	8	########	Services pe	0	11000	-11000					
14	1311	Computer	3	########	Hailey Con	7000	0	7000					
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Fix and format as desired.

Change the columns' headings, widths and formats .

	Α	В	С	D	E	F	G	Н	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	
3	1211	Office Equip.	5	6/4/2018	Scanner, Jake Supplies, 54-541 ck6002	125	0	125	
)	1311	Computer Equip.	3	6/1/2018	Hailey Computers 87245, ck6001	7000	0	7000	
0	2101	Accounts Payable	2	6/1/2018	Hudson equipment Invoice BC3887	0	4000	-4000	
1	2101	Accounts Payable	4	6/2/2018	Avery Repairs, Invoice 25478	0	725	-725	
2	2101	Accounts Payable	6	6/8/2018	Zac Advertising,23547	0	3380	-3380	
3	2101	Accounts Payable	7	6/8/2018	Pd A/p ck6003	640	0	640	
4	3100	Capital Stock	1	6/1/2018	Investment from Mark Friedman	0	28000	-28000	
5		Computer & Consulting Revenue	8		Services performed by Lucus Pictures	0	11000	-11000	
6	5030	Advertising Expense	6	6/8/2018	Zac Advertising,23547	3380	0	3380	
7	5040	Repairs & Maint. Expense	4	6/2/2018	Avery Repairs, Invoice 25478	725	0	725	
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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.

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	А	В	С	D	E	F	G	н	I	J
1	Account	Name	Transactio	Date	Descriptio	Debit	Credit	Total Balance	Running Bal	ance
2	1110	Cash	1	6/1/2018	Investmen	\$28,000.00	-	28,000.00	=IF(A2=A1,I1	+F2-G2,F2-G2
3	1110	Cash	3	6/1/2018	Hailey Con	\$-	7,000.00	(7,000.00)	21,000.00	
4	1110	Cash	5	6/4/2018	Scanner, Ja	\$-	125.00	(125.00)	20,875.00	
5	1110	Cash	7	6/8/2018	Pd A/p ck6	\$ -	640.00	(640.00)	20,235.00	
6	1110	Cash	8	6/14/2018	Services pe	\$11,000.00	-	11,000.00	31,235.00	
7	1211	Office Equ	2	6/1/2018	Hudson eq	\$ 4,000.00	-	4,000.00	4,000.00	
8	1211	Office Equ	5	6/4/2018	Scanner, Ja	\$ 125.00	-	125.00	4,125.00	
9	1311	Computer	3	6/1/2018	Hailey Con	\$ 7,000.00	-	7,000.00	7,000.00	
10	2101	Accounts F	2	6/1/2018	Hudson eq	\$-	4,000.00	(4,000.00)	(4,000.00)	
11	2101	Accounts F	4	6/2/2018	Avery Repa	\$-	725.00	(725.00)	(4,725.00)	
12	2101	Accounts F	6	6/8/2018	Zac Advert	\$-	3,380.00	(3,380.00)	(8,105.00)	
13	2101	Accounts F	7	6/8/2018	Pd A/p ck6	\$ 640.00	-	640.00	(7,465.00)	
14	3100	Capital Sto	1	6/1/2018	Investmen	\$-	28,000.00	(28,000.00)	(28,000.00)	
15	4100	Computer	8	6/14/2018	Services pe	\$-	11,000.00	(11,000.00)	(11,000.00)	
16	5030	Advertising	6	6/8/2018	Zac Advert	\$ 3,380.00	-	3,380.00	3,380.00	
17	5040	Repairs &	4	6/2/2018	Avery Repa	\$ 725.00	-	725.00	725.00	
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	А	В	С	D	Е	F	G	Н	1
1	Account	Name	Transaction	Date	Description	Debit	Credit	Running Balance	
2	1110	Cash	1		Investment from Mark Friedman	###########	-	28000	
3	1110	Cash	3	6/1/2018	Hailey Computers 87245, ck6001	-	7,000.00	-7000	
4	1110	Cash	5	6/4/2018	Scanner, Jake Supplies, 54-541 ck60	-	125.00	-125	
5	1110	Cash	7	6/8/2018	Pd A/p ck6003	-	640.00	-640	
6	1110	Cash	8	6/14/2018	Services performed by Lucus Picture	#######################################	-	11000	
7	1110	Cash	12	6/16/2018	To Payroll company Chk 6003	-	1,430.01	-1430.01	
8	1110	Cash	13	6/21/2018	Receipt Cash Inv # 1732	633.00	-	633	
9	1110	Cash	14	6/22/2018	Monthly Insurance Chk 6004	-	326.00	-326	
10	1110	Cash	15	6/23/2018	Maint Chk 6005	-	190.00	-190	
11	1110	Cash	19	6/26/2018	Supplies Chk 5056	-	124.00	-124	
12	1120	Accounts F	9	6/16/2018	G. Washington Invoice 1492	633.00	-	633	
13	1120	Accounts F	13	6/21/2018	Receipt Cash Inv # 1732	-	633.00	-633	
14	1120	Accounts F	16	6/24/2018	J. Adans Invoice 1493	350.00	-	350	
15	1130	Inventory	10	6/16/2018	Invoice 1733	-	161.03	-161.03	
16 1	1130 	General Le	edger   U	6/16/2018 Inadjusted Trial	Balance General Ledger 2	+	1/7 8/	-1/17 8/	

# The General Ledger is now in the original file.

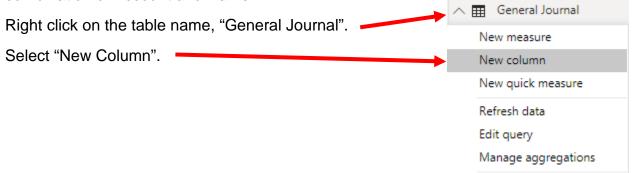
# Fix and format as desired.

	А	В	С	D	E	F	G	Н	1	J
1	Account	Name	Transaction	Date	Description	Debit	Credit	Running Balance		
2	1110	Cash	1	6/1/2018	Investment from Mark Friedman	28,000.00	-	28,000.00		
3	1110	Cash	3	6/1/2018	Hailey Computers 87245, ck6001	-	7,000.00	(7,000.00)		
4	1110	Cash	5	6/4/2018	Scanner, Jake Supplies, 54-541 ck60	-	125.00	(125.00)		
5	1110	Cash	7	6/8/2018	Pd A/p ck6003	-	640.00	(640.00)		
6	1110	Cash	8	6/14/2018	Services performed by Lucus Picture	11,000.00	-	11,000.00		
7	1110	Cash	12	6/16/2018	To Payroll company Chk 6003	-	1,430.01	(1,430.01)		
8	1110	Cash	13	6/21/2018	Receipt Cash Inv # 1732	633.00	-	633.00		
9	1110	Cash	14	6/22/2018	Monthly Insurance Chk 6004	-	326.00	(326.00)		
10	1110	Cash	15	6/23/2018	Maint Chk 6005	-	190.00	(190.00)		
11	1110	Cash	19	6/26/2018	Supplies Chk 5056	-	124.00	(124.00)		
12	1120	Accounts F	9	6/16/2018	G. Washington Invoice 1492	633.00	-	633.00		
13	1120	Accounts F	13	6/21/2018	Receipt Cash Inv # 1732	-	633.00	(633.00)		
14	1120	Accounts F	16	6/24/2018	J. Adans Invoice 1493	350.00	-	350.00		
15	1130	Inventory	10	6/16/2018	Invoice 1733	-	161.03	(161.03)		
16	1130	Inventory	17				1/17 8/	(1/17 8/1)		
•	▶	General Le	edger   L	Inadjusted Trial	Balance General Ledger 2	(+)	E			

"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.



You'll notice that a new measure is added and the formula bar (on the top) shows the formula as Column =

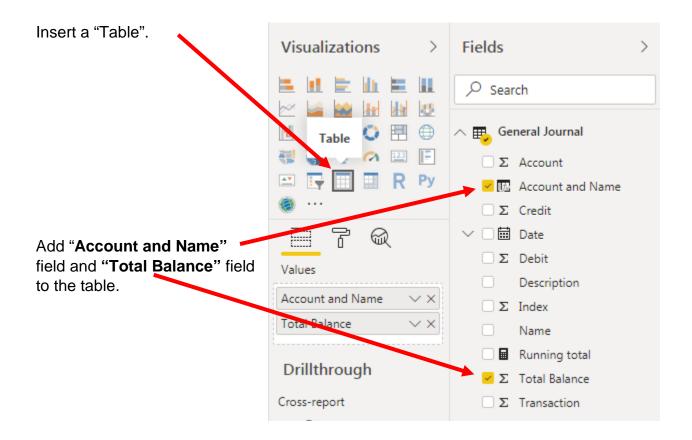
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Clipboard External data	Insert	Custom visuals T	hemes Relationships
[00] × / 1 Column =			

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]

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0.0	Image: Account and Name = 'General Journal'[Account]&" "&'General Journal'[Name]															

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	PAGE 1	OF 1				



## 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	

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	A	В	С	D	
1	Account and Name	<b>Total Balance</b>			
2	1110.Cash	31,235.00			
3	1211.Office Equip.	4,125.00			
4	1311.Computer Equip.	7,000.00			
5	2101.Accounts Payable	(7,465.00)			
6	3100.Capital Stock	(28,000.00)			
7	4100.Computer & Consulting Revenue	(11,000.00)			
8	5030.Advertising Expense	3,380.00			
9	5040.Repairs & Maint. Expense	725.00			
10	Total	-			
11					
12					
	Sheet 2   General Ledger	Unadjusted	Trial Ba	lance	+
Rea	dy Eo				

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

# **Operation 11: Send the "Flow and Data"** to your Instructor.

# Select "File".

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Save and close Excel and Power BI Desktop.