Part 1: The First Stream	1	
Part 2: Append the Secon	nd Stream28	

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.

	A	B	С		D	E	F	G	H	1
1					A Byte o	f Accounting, Inc.				
2										
3	Note: You	u can only en	ter data into	the yellow filled	l cells.					
4	Transad	Date	Account		lame	Description	Debt	Credit		
. –	0.4	1 04	4440	0.1			00,000,00			_
5	01	Jun 01		Cash		Investment from Mark Friedman	28,000.00			
_	01	Jun 01	3100	Capital Stock		Investment from Mark Friedman		28,000.00		
3										
0		1 04		05 5 1			1 000 00			
1	02	Jun 01		Office Equip.		Hudson equipment Invoice BC3887	4,000.00			
2	02	Jun 01	2101	Accounts Pay	able	Hudson equipment Invoice BC3887		4,000.00		
3	I			I		1				
1	08	Jun 14	1110	Cash		Services performed by Lucus Pictures	11,000.00			
2	08	Jun 14	4100	Computer & C	onsulting Revenu	e Services performed by Lucus Pictures		11,000.00		
3					Ť					_
		Intro	duction	FAQ	Welcome	Chart of Accounts Transaction	General	Journal 🗋	Norkshe	Þ¢

Begin with the General Journal

End with the General Ledger

and

1	A	В	C	D	E		F		G		Н
1	Account	Name	Transaction	Date	Description	De	bit	Cr	edit	Run	ning Balance
2	1110	Cash	1	6/1/2018	Investment from Mark Friedman	S	28,000.00	\$	-	\$	28,000.00
3	1110	Cash	3	6/1/2018	Hailey Computers 87245, ck6001	\$	-	\$	7,000.00	\$	21,000.00
4	1110	Cash	5	6/4/2018	Scanner, Jake Supplies, 54-541 ck6002	\$		\$	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	\$	-	\$	31,235.00
7	1211	Office Equip.	2	6/1/2018	Hudson equipment Invoice BC3887	S	4,000.00	\$	-	S	4,000.00
8	1211	Office Equip.	5	6/4/2018	Scanner, Jake Supplies, 54-541 ck6002	S	125.00	\$	-	S	4,125.00
9	1311	Computer Equip.	3	6/1/2018	Hailey Computers 87245, ck6001	S	7,000.00	\$	~	S	7,000.00
10	2101	Accounts Payable	2	6/1/2018	Hudson equipment Invoice BC3887	\$	-	\$	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	Ś	191	\$:	28,000.00	\$	(28,000.00)
15	4100	Computer & Consulting Revenue	8	6/14/2018	Services performed by Lucus Pictures	S		S	11,000.00	s	(11,000.00)
16	5030	Advertising Expense	6	6/8/2018	Zac Advertising,23547	\$	3,380.00	\$	-	\$	3,380.00
17		Repairs & Maint. Expense	4	6/2/2018	Avery Repairs, Invoice 25478	\$	725.00	\$	-	\$	725.00
10											

the Unadjusted Trial Balance

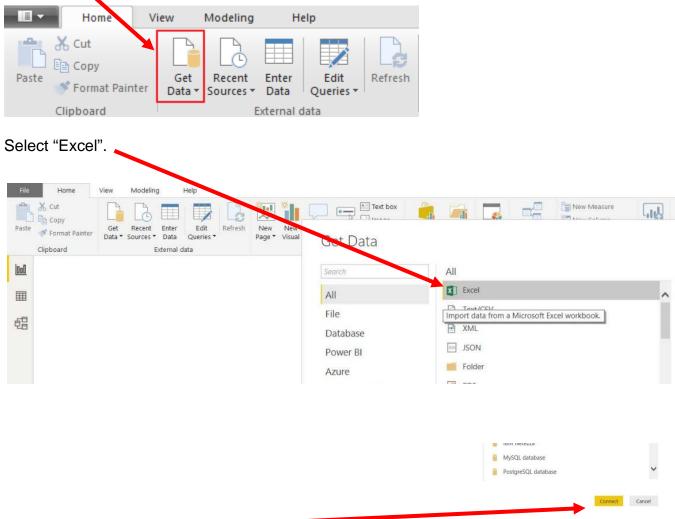
A	А	В	
1	Account And Name	Balance	
2	1110 Cash	31235	
3	1211 Office Equip.	4125	
4	1311 Computer Equip.	7000	
5	2101 Accounts Payable	-7465	
6	3100 Capital Stock	-28000	
7	4100 Computer & Consulting Revenue	-11000	
8	5030 Advertising Expense	3380	
9	5040 Repairs & Maint. Expense	725	
10			

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

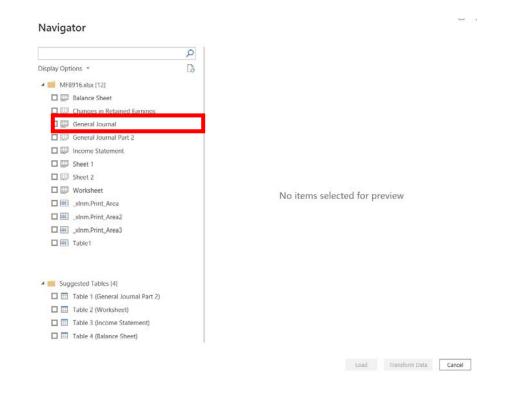
Select "Get Data" from the External Data Group Under Home tab.



Select "Connect".

	> This P	C > Desktop > Sample	~ (Search Sample	م
	I V THIS P	C / Desktop / Sample	~ (search sample	p
	N.w folder					
	<u>^</u>	Name	Date modified		Туре	Size
	:ts	MF8916.xlsx	7/26/2019 10:07	7 A	Microsoft Excel W	138 KB
	nts					
	115					
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elect "Open".						
elect "Open".						
elect "Open".						
elect "Open". 🔹	ds					>
elect "Open". 🔹	ds k (C:) Veive Ell. V K i8916.xlsx	Authors: Main	Date modified: 7/26			
elect "Open".	ds k (C:) bring Eil, V <				9 10:07 AM n/vnd.openxmlformat	
elect "Open".	ds k (C:) Veive Ell. V K i8916.xlsx					
elect "Open".	ds k (C:) Yeine Eil, < :8916.xlsx :rosoft Excel W		Content type: appl	licatio		s-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".

NI	21/1	00	tor
IN	avi	ua	tor
		5	

Options 🔻	A Byte of Accounting,	Inc.	Column2	Column3	Column4
MF8916.xlsx [12]	General Journal		null	null	
Balance Sheet		null		null	
Changes in Retained Earnings	Transaction		Date	Account	Name
E General Journal		4	null	null	Cash
General Journal Part 2		1			Cash Capital Stock
Income Statement		-	0, 1, 2020	null	
Sheet 1				null	
Sheet 2			null	null	
		2	6/1/2018	1211	Office Equip.
Worksheet		2	6/1/2018		Accounts Payable
				null	
			null	null	
		3			Computer Equip.
I Table1		3			Cash
				null	
				null	
Suggested Tables [4]			null	null	
Table 1 (General Journal Part 2)		4	6/2/2018		Repairs & Maint. Expense
Table 2 (Worksheet)		4	6/2/2018		Accounts Payable
Table 3 (Income Statement)				null	
Table 4 (Balance Sheet)	The dat in the			Load	Transform Data Car

The data preview will be displayed.

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

avigator				
	General Journal			
splay Options 🔹	A Byte of Accounting, Inc.	Column2	Column3	Column4
MF8916.xlsx [12]	General Journal	null	null	
Balance Sheet	null	Date	null Account	Name
Changes in Retained Earnings	Transaction	null	null	
🗹 📖 General Journal	1	6/1/2018		Cash
🔲 💭 General Journal Part 2	1	6/1/2018	3100	Capital Stock
🔲 🔛 Income Statement			null	
🔲 💭 Sheet 1			null	
🔲 💭 Sheet 2		null	null	
Worksheet	2	6/1/2018 6/1/2018		Office Equip. Accounts Payable
	2	0/1/2018	null	Accounts Payable
			null	
xlnm.Print_Area3		null	null	
		6/1/2018	1311	Computer Equip.
	3	6/1/2018	1110	Cash
			null	
			null	
Suggested Tables [4]	4	6/2/2018	null 5040	Repairs & Maint. Expense
1 🔠 Table 1 (General Journal Part 2)	4			Accounts Payable
Table 2 (Worksheet)			null	
🔟 🔠 Table 3 (Income Statement)	The data in the preview ha			limits.

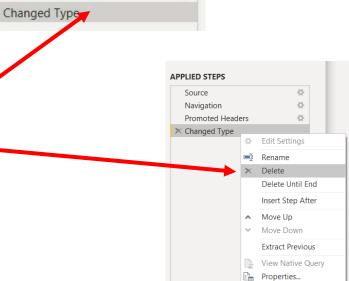
In the Power Query window, Power BI Desktop records each data modifications in the "Applied Steps".

Untitled - Power Query E	litor	Help				
se & New Recent Enter	Data source Manag	Properties	Choose Remove Kee	Remove	Use First Row as Headers *	a Merge Queries ▼ Append Queries ▼
ply * Source * Sources * Data	settings Paramete	rs * Preview * 🛄 Manage *	Columns * Columns * Rows	🔻 Rows 👻 🛛 Colt. 🗣 👻 By 🕏		Combine Files
ose New Query	Data Sources Paramet	ers Query	Manage Columns Red	uce Rows Sort	Transform	Combine
jueries [1]	< × <	f_X = Table.TransformColumn	Types(#"Promoted Headers	",{{"A Byte of Accounting, Inc.	type any}, ∽	Query Settings
General Journal	HARC A Byt	e of Accounting, Inc. REC 123 Colu	mn2 ABC Colu	nn3 💌 A ^B _C Column4	✓ A ^B _C Column5	▲ PROPERTIES
	1 General Jo	ournal	null	null	nun	Name
	2	null		null	null	General Journal
	3 Transactio	on Date	Account	Name	Description	All Properties
	4		null	null	null	▲ APPLIED STEPS
	5	1	01-Jun-18	1110 Cash	Investment from	Source
	6	1	01-Jun-18	3100 Capital Stock	Investment from	Navigation 3
	7 8			null		Promoted Headers 3
	9		null	null	null	× Changed Type
	10	2	01-Jun-18	1211 Office Equip.	Hudson equipme	
	11	2	01-Jun-18	2101 Accounts Payable	Hudson equipme	Changed
	12			null		
	13			null		
	14		null	null	null	
	15	3	01-Jun-18	1311 Computer Equip.	Hailey Computer	
	16	3	01-Jun-18	1110 Cash	Hailey Computer	
	17			null		
	18			null		
	19		null	null	nuli	
	20	4	02-Jun-18	5040 Repairs & Maint. E		
	21	4	02-Jun-18	2101 Accounts Payable	Avery Repairs, In	
	22 23			null		
	23			null		T
DLUMNS, 206 ROWS Column profil		s				PREVIEW DOWNLOADED AT 11
ne program	added th	e steps	APPLIED ST	EPS		
at it perform			Source		ö	
putted the d	ata Not	e that it	Source		1. PM 1. 1.	
d not correc			Navigati	on	4	
at contains	•		Promote	ed Headers	4	
		s must be	× Change	d Type		

Select the step, "Changed Type".

deleted.

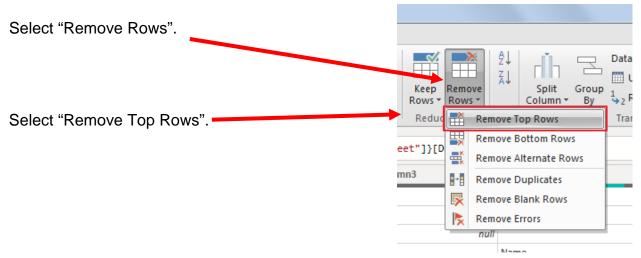
Right click and select "Delete".



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

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 Cancel

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

3

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

∎-	Home	Transfor	m /	Add Column	View He	lp									
Close 8 Apply	k New R		Enter Data	Data source settings	Manage Parameters +	Refresh Preview •		Choose Columns	Remove • Columns •	Keep Remove Rows * Rows *	2↓ ⊼↓	Split Column ▼	Group	Data Type: Any ▼ Use First Row → 2 Replace Values	
Close	New	v Query		Data Sources	Parameters		Query	Manag	e Columns	Reduce Rows	Sort			Transform	
-	1 ² 3 Transactic	on		Date		× 1 ²	23 Account	¥)	A ^B C Name		-	A ^B C Descrip	tion		• 1 ²
1	1 ² 3 Transactic	on	пи			v 12 null	23 Account	v null	A ^B C Name		v l	A ^B C Descrip	tion		• 1 ²

3100 Capital Stock

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.

6/1/2018

1

▲ APPLIED STEPS

Source	÷.
Navigation	÷
Removed Top Rows	
Promoted Headers	- ×
🗙 Changed Type	

Investment from Mark Friedman

Operation 3: Filter Rows – Exclude rows that do not contain Account Number

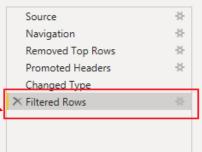
You can observe that there are several rows that do not contain an account number. We can add a filter step which will remove such rows. Note that we are not deleting anything from the source data file. This will just filter such data out and exclude these records from the final table.

Click on the "drop-down" next to Account, Uncheck "null" and Click "OK"

	ansaction 💌	🛄 Date 🔽 123 Account	A ^B _C Nam
1	₹↓	Sort Ascending	
2	Z↓	Sort Descending	Cash
3		Clear Sort	Capital S
4		Clear Filter	
5	-**		
6		Remove Empty	
7		Number Filter	Office Ec
8			Accounts
9		Search	
10		🧵 (Select All)	
11		(null)	
12		✓ 1110	Compute
13		✓ 1211	Cash
14		✓ 1311	
15		✓ 2101	
16		✓ 3100	
17		✓ 4100	Repairs &
18		 ✓ 5030 ✓ 5040 	Accounts
19		✓ 5040	
20		OK Cancel	
21			

Notice that "Filtered Rows" step is automatically added on the right side in the "Applied Steps" section.

▲ APPLIED STEPS



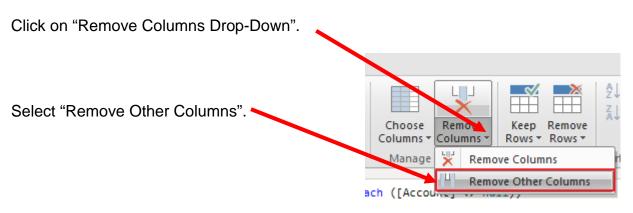
Operation 4: Remove Columns – Remove unnecessary columns from the table

	1 ² 3 Transaction	📍 Date 💌	1 ² 3 Account	A ^B _C Name	A ^B _C Description 12
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

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

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.

□ , -	A ^B _C Description	1 ² 3 Debit	1 ² 3 Credit 👻	1 ² 3 Total Balance 🔹	1 ² 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".

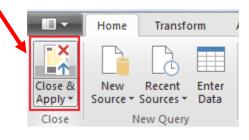
14 4100 Computer & Consulting Revenue Services performed by Lucus Pictures null 11000 -1							
Close New Recent Enter bats Data source Advanced Editor Advanced Editor Choose Remove Choose Remove Revers Split Use First Row as Headers Close New Query Data Sources Data Sources Data Sources Data Sources Data Sources Split Use First Row as Headers Queries [1] Image Image Parameters Query Image Refresh Manage Refresh Refresh <th>Home Transf</th> <th>orm /</th> <th>Add Column View Help</th> <th></th> <th></th> <th></th> <th></th>	Home Transf	orm /	Add Column View Help				
Image: Sector of the labele housing and the labele house findex (f, f, f, f) Image: Sector of the labele house findex (f, f, f, f, f) Image: Sector of the labele house findex (f, f, f, f, f) Image: Sector of the labele house findex (f, f, f, f) Image: Sector of the labele house findex (f, f, f) Image: Sector of the labele house findex (f, f, f) Image: Sector of the labele house findex (f, f, f) Image: Sector of the labele house findex (f, f, f) Image: Sector of the labele house findex (f, f) Image: Sector of the labele house findex (f, f) Image: Sector of the labele house findex (f, f) Image: Sector of the labele house findex (f, f) Image: Sector of the labele house findex (f, f) Image: Sector of the labele house findex (f, f) Image: Sector of the labele house findex (f, f) Image: Sector of the labele house findex (f, f) Image: Sector of the labele house (f,	Close & New Recent Apply Source - Source -	Data	Data source Manage Re settings Parameters - Pre	Advanced Editor efresh eview + Manage + Columns + Col	Remove Keep Remove Columns • Rows • Rows •	A [↓] Split Column → By 1→2 Re	e First Row as Headers 👻 place Values
1 110 Cash Investment from Mark Friedman 28000 null 2 2 110 Cash Halley Computers 87245, ck6001 null 7000 - 3 1110 Cash Scanner, Jake Supplies, 54-541 ck6002 null 125 4 1100 Cash Scanner, Jake Supplies, 54-541 ck6002 null 125 4 1100 Cash Services performed by Lucus Pictures 11000 null 1 6 1211 Office Equip. Hudson equipment Invoice BC3887 4000 null 1 7 1211 Office Equip. Scanner, Jake Supplies, 54-541 ck6002 125 null 1 8 1311 Computer Equip. Scanner, Jake Supplies, 54-541 ck6002 125 null 1 9 2101 Accounts Payable Hudson equipment Invoice BC3887 null 4000 - 10 10210 Accounts Payable Avery Repairs, Invoice 25478 null 725 11 2101 Accounts Payable	Queries [1] <	\times	$\sqrt{f_X}$ = Table.AddInde	xColumn(#"Sorted Rows", "Index", 1	, 1)		
IndexIndexHalley Computers 87245, ck6001Indiii70003110CashScanner, Jake Supplies, 54-541 ck6002Indiii1254110CashPd A/p ck6003Indiii6405110CashServices performed by Lucus Pictures11000Indiii61211Office Equip.Hudson equipment Invoice BC38874000Indiii71212Office Equip.Scanner, Jake Supplies, 54-541 ck60021215Indii81311Computer Equip.Halley Computers 87245, ck60017000Indii91210Accounts PayableHudson equipment Invoice BC3887Indii400092101Accounts PayableHudson equipment Invoice BC3887Indii4000101010Accounts PayableAver Papirs, Invoice 25478Indii400011101Accounts PayableAver Papirs, Invoice 25478Indii3380-12101Accounts PayablePd A/p ck6003Indii1000-2133100Capital StockInvestment from Mark FriedmanIndii28000-214100Computer & Consulting RevenueServices performed by Lucus PicturesIndii11000	🛄 General Journal		A ^B _C Name	A ^B _C Description	1 ² 3 Debit	1 ² 3 Credit	1 ² 3 Total Balance
31110CashScanner, Jake Supplies, 54-541 ck6002null1254110CashPd A/p ck6003null64051110CashServices performed by Lucus Pictures11000null61211Office Equip.Hudson equipment Invoice BC38874000null71211Office Equip.Scanner, Jake Supplies, 54-541 ck6002125null81312Computer Equip.Halley Computers 87245, ck60017000null92101Accounts PayableAvery Repairs, Invoice 25478null725112101Accounts PayableAvery Repairs, Invoice 25478null3380-122102Accounts PayablePd A/p ck6003640null3380-133100Capital StockInvestment from Mark Friedmannull28000-2141100Computer & Consulting RevenueServices performed by Lucus Picturesnull11000		1 1110	7 Cash	Investment from Mark Friedman	28000	null	2
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5110CashServices performed by Lucus Pictures11000null61211Office Equip.Hudson equipment Invoice BC38874000null71211Office Equip.Scanner, Jake Supplies, 54-541 ck60021.215null81312Computer Equip.Halley Computers 87245, ck60017000null92101Accounts PayableHudson equipment Invoice BC3887null4000102101Accounts PayableAvery Repairs, Invoice 25478null4000112101Accounts PayableZac Advertising,23547null3380122101Accounts PayablePd A/p ck6003640null133100Capital StockInvestment from Mark Friedmannull28000-2144100Computer & Consulting RevenueServices performed by Lucus Picturesnull11000		3 1110	7 Cash	Scanner, Jake Supplies, 54-541 ck6002	null	125	
61211Office Equip.Hudson equipment Invoice BC38874000null71211Office Equip.Scanner, Jake Supplies, 54-541 ck60021.25null81312Computer Equip.Halley Computers 87245, ck60017000null92102Accounts PayableHudson equipment Invoice BC3887null4000102101Accounts PayableAvery Repairs, Invoice 25478null3380112101Accounts PayableZac Advertising,23547null3380122101Accounts PayablePd A/p ck6003640null133100Capital StockInvestment from Mark Friedmannull28000-2144100Computer & Consulting RevenueServices performed by Lucus Picturesnull11000-1		4 1110	7 Cash	Pd A/p ck6003	null	640	
71211Office Equip.Scanner, Jake Supplies, 54-541 ck6002125null81311Computer Equip.Halley Computers 87245, ck60017000null92102Accounts PayableHudson equipment Invoice BC3887null4000102101Accounts PayableAvery Repairs, Invoice 25478null725112101Accounts PayableZac Advertising,23547null3380-122101Accounts PayablePd A/p ck6003640null28000-2133100Capital StockInvestment from Mark Friedmannull28000-2144100Computer & Consulting RevenueServices performed by Lucus Picturesnull11000-1		5 1110	7 Cash	Services performed by Lucus Pictures	11000	null	1
81311Computer Equip.Hailey Computers 87245, ck60017000null92101Accounts PayableHudson equipment Invoice BC3887null4000-102101Accounts PayableAvery Repairs, Invoice 25478null725112101Accounts PayableZac Advertising,23547null3380-122101Accounts PayablePd A/p ck6003640null28000-2133100Capital StockInvestment from Mark Friedmannull28000-2144100Computer & Consulting RevenueServices performed by Lucus Picturesnull11000-1		6 1211	1 Office Equip.	Hudson equipment Invoice BC3887	4000	null	
92101Accounts PayableHudson equipment Invoice BC3887null4000102101Accounts PayableAvery Repairs, Invoice 25478null725112101Accounts PayableZac Advertising,23547null3380-122101Accounts PayablePd A/p ck6003640null28000-2133100Capital StockInvestment from Mark Friedmannull28000-2144100Computer & Consulting RevenueServices performed by Lucus Picturesnull11000-1		7 1211	1 Office Equip.	Scanner, Jake Supplies, 54-541 ck6002	125	null	
102101Accounts PayableAvery Repairs, Invoice 25478null725112101Accounts PayableZac Advertising, 23547null3380-122101Accounts PayablePd A/p ck6003640null-133100Capital StockInvestment from Mark Friedmannull28000-2144100Computer & Consulting RevenueServices performed by Lucus Picturesnull11000-1		8 1311	Computer Equip.	Hailey Computers 87245, ck6001	7000	null	
112101Accounts PayableZac Advertising,23547null3380-122101Accounts PayablePd A/p ck6003640null133100Capital StockInvestment from Mark Friedmannull28000-2144100Computer & Consulting RevenueServices performed by Lucus Picturesnull11000-1		9 2101	Accounts Payable	Hudson equipment Invoice BC3887	null	4000	-
12 2101 Accounts Payable Pd A/p ck6003 640 null 13 3100 Capital Stock Investment from Mark Friedman null 28000 -2 14 4100 Computer & Consulting Revenue Services performed by Lucus Pictures null 11000 -1		10 2101	Accounts Payable	Avery Repairs, Invoice 25478	null	725	
13 3100 Capital Stock Investment from Mark Friedman null 28000 14 4100 Computer & Consulting Revenue Services performed by Lucus Pictures null 11000		11 2101	Accounts Payable	Zac Advertising,23547	null	3380	-
14 4100 Computer & Consulting Revenue Services performed by Lucus Pictures null 11000 -1							
							-2
15 5030 Advertising Expense Zac Advertising 23547 3380 null							-1
				Zac Advertising,23547	3380	null	
16 5040 Repairs & Maint. Expense Avery Repairs, Invoice 25478 725 null		16 5040	7 Repairs & Maint. Expense	Avery Repairs, Invoice 25478	725	null	

In the Pop-up, type "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 Ø	
Click OK.	OK Cancel	

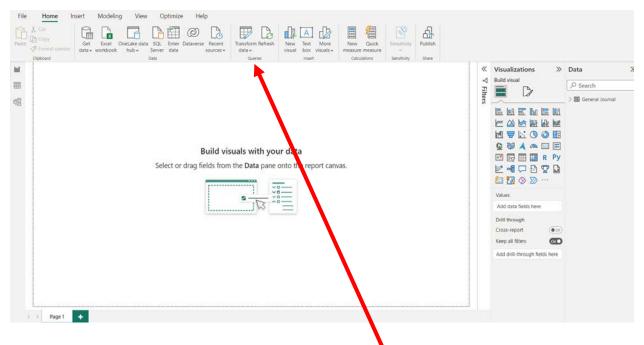
This replaces all null values with "0".

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

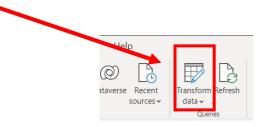
This loads the data onto Power BI from Power Query Editor.



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".



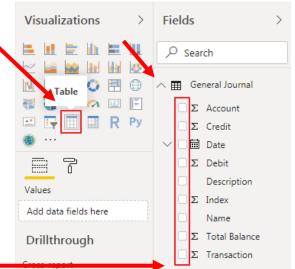
Operation 7: Create a "Table".

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.

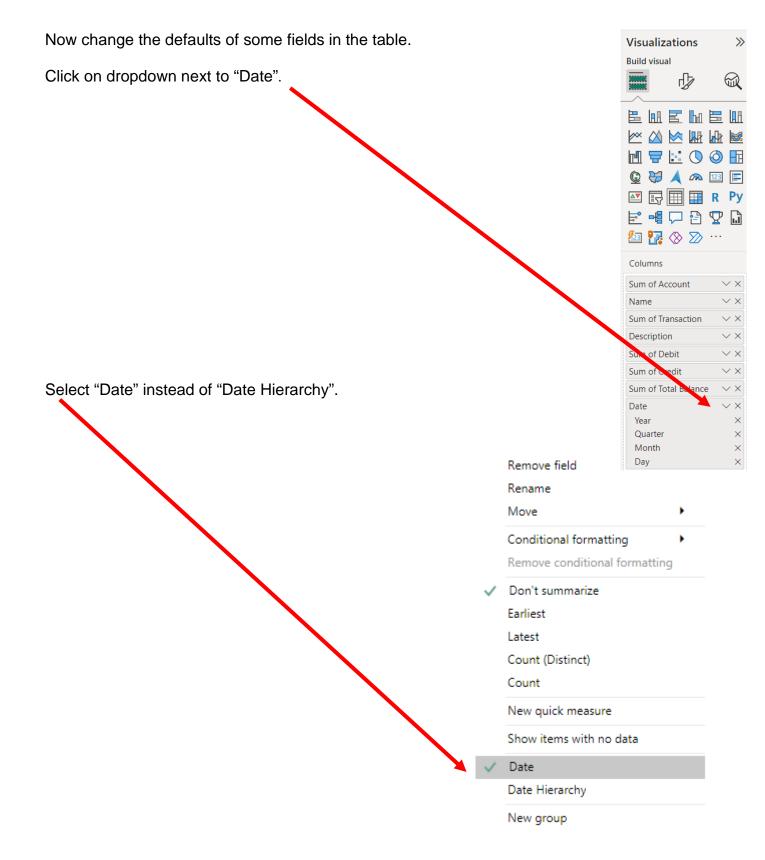
- 1. Account
- 2. Name
- 3. Transaction
- 4. Date
- 5. Description
- 6. Debit
- 7. Credit
- 8. Total Balance



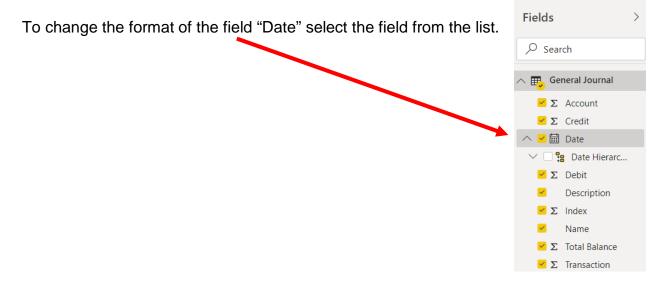
Sum of Account	Name
2101	Accounts Payabl
2101	Accounts Payabl
2101	Accounts Payabl
2101	Accounts Pavabl

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

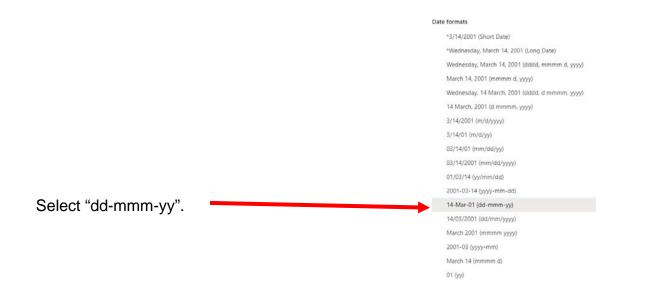


Operation 8: Changing the Date format.



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

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Iculations	;	What	t If So	rt			Formatting	



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: 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	Date	 Description	Sum of Debit	Sum of Cred	it Sum of Total Balan	ce
2101	Accounts Payable	4	02-Jun-18	Avery Repairs, Invoice 25478	0	72	5 -7	25
	Accounts Payable			Hudson equipment Invoice BC3887	0	400	0 -40	00
2101	Accounts Payable	7	08-Jun-18	Pd A/p ck6003	640		0 6	40
2101	Accounts Payable	6	08-Jun-18	Zac Advertising,23547	0	338	0 -33	80
	Advertising Expense			Zac Advertising,23547	3380		0 33	
	Capital Stock			Investment from Mark Friedman	0	2800		
1110				Hailey Computers 87245, ck6001	0	700		
1110				Investment from Mark Friedman	28000		0 280	
1110				Pd A/p ck6003	0	64		
1110				Scanner, Jake Supplies, 54-541 ck6002		12		
1110				Services performed by Lucus Pictures	11000		0 110	
	Computer & Consulting Revenue			Services performed by Lucus Pictures	0	1100		
	Computer Equip.			Hailey Computers 87245, ck6001	7000		0 70 0 40	
	Office Equip.			Hudson equipment Invoice BC3887	4000			25
	Office Equip.			Scanner, Jake Supplies, 54-541 ck6002				25
34957	Repairs & Maint. Expense	72		Avery Repairs, Invoice 25478	725 54870	5487		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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2	2101	Accounts	4	########	Avery Repa	0	725	-725					
3	2101	Accounts	2	########	Hudson eq	0	4000	-4000					
4	2101	Accounts	7	########	Pd A/p ck6	640	0	640					
5	2101	Accounts	6	########	Zac Advert	0	3380	-3380					
6	5030	Advertisin	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			Pd A/p ck6		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					
15	1211	Office Equ	2	########	Hudson eq	4000	0	4000					
16	1211	Office Equ	5	########	Scanner, Ja	125	0	125					
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Before you perform the next step, make sure the original file MF8916.xlsx is Open.

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

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The General Ledger is now in the original file.

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4	2101	Accounts F	7	#########	Pd A/p ck6	640	0	640									
5	2101	Accounts F	6	#########	Zac Advert	0	3380	-3380									
6	5030	Advertising	6	#########	Zac Advert	3380	0	3380									
7	3100	Capital Sto	1	########	Investmen	0	28000	-28000									
в	1110	Cash	3	########	Hailey Con	0	7000	-7000									
9	1110	Cash	1	########	Investmen	28000	0	28000									
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1	1110	Cash	5	########	Scanner, Ja	0	125	-125									
2	1110	Cash	8	########	Services pe	11000	0	11000									
3	4100	Computer	8	########	Services pe	0	11000	-11000									
4	1311	Computer	3	########	Hailey Con	7000	0	7000									
5	1211	Office Equ	2	########	Hudson eq	4000	0	4000									
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7	5040	Repairs &	4	########	Avery Repa	725	0	725									
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4	» l	Sheet 1	Sheet 2	General	Ledger	(+)					4						•

Fix and format as desired, changing the columns' headings, widths and formats .

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

Sort the Range A1:H17 by Account and Transaction.

Sort						?	×
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	Α	В	С	D	E	F	G	Н
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

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).

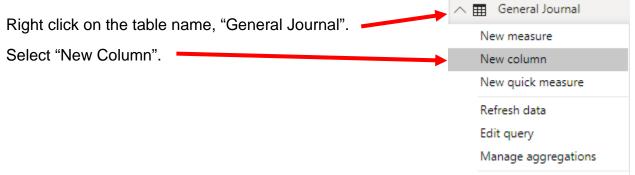
Copy the formula from cell I2 to the bottom of the data.

Fi	e Ho	ome Insert Page Layout	Formulas	Data Review	View Developer Help ACR	OBAT			
SU	MIF	\cdot : \times \checkmark f_x =IF(A2<>A1,H2,H	12+11)					
	А	В	С	D	E	F	G	Н	1
1	Account	Name	Transaction	Date	Description	Debit	Credit	Total Balance	Running Balance
2	1110	Cash	1	6/1/2018	Investment from Mark Friedman	28000	0	28000	=IF(A2<>A1,H2,H2+I1
3	1110	Cash	3	6/1/2018	Hailey Computers 87245, ck6001	0	7000	-7000	IF(logical_test, [value
4	1110	Cash	5	6/4/2018	Scanner, Jake Supplies, 54-541 ck6002	0	125	-125	20875
5	1110	Cash	7	6/8/2018	Pd A/p ck6003	0	640	-640	20235
6	1110	Cash	8	6/14/2018	Services performed by Lucus Pictures	11000	0	11000	31235
7	1211	Office Equip.	2	6/1/2018	Hudson equipment Invoice BC3887	4000	0	4000	4000
8	1211	Office Equip.	5	6/4/2018	Scanner, Jake Supplies, 54-541 ck6002	125	0	125	4125
9	1311	Computer Equip.	3	6/1/2018	Hailey Computers 87245, ck6001	7000	0	7000	7000
10	2101	Accounts Payable	2	6/1/2018	Hudson equipment Invoice BC3887	0	4000	-4000	-4000
11	2101	Accounts Payable	4	6/2/2018	Avery Repairs, Invoice 25478	0	725	-725	-4725
12	2101	Accounts Payable	6	6/8/2018	Zac Advertising,23547	0	3380	-3380	-8105
13	2101	Accounts Payable	7	6/8/2018	Pd A/p ck6003	640	0	640	-7465
14	3100	Capital Stock	1	6/1/2018	Investment from Mark Friedman	0	28000	-28000	-28000
15	4100	Computer & Consulting Revenue	8	6/14/2018	Services performed by Lucus Pictures	0	11000	-11000	-11000
16	5030	Advertising Expense	6	6/8/2018	Zac Advertising,23547	3380	0	3380	3380
17	5040	Repairs & Maint. Expense	4	6/2/2018	Avery Repairs, Invoice 25478	725	0	725	725

"Save" and "Close" the Excel file and you are returned to the Power BI screen.

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 =

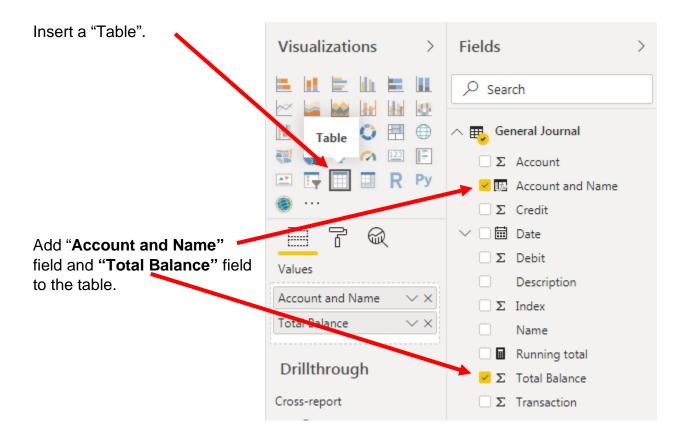
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Home View Modeling Help			
Paste	New New Ask A Buttons Page + Visual Question + Called Shapes +	From From Sv	witch eme v Relationships
Clipboard External data	Insert	Custom visuals Th	nemes Relationships
00] × / 1 Column =			

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]

• EI •	Home V	iew	Modeling	н	elp											
Paste	Cut E∎ Copy ✓ Format Painter	Get Data ▼	Recent Sources *	Enter Data	Edit Queries *	Refresh	New Page *	New Visual	Ask A Question	Buttons	Text box Image	From Marketplace	From File	Switch Theme •	Manage Relationships	New N
	Clipboard		E	xternal	data				Inse	t		Custom vi	suals	Themes	Relationships	Calc
<u>000</u>	X 🗸 1 Ad	count a	and Name	= 'Gen	eral Jourr	nal'[Acco	unt]&"	"&'Gen	eral Jour	nal'[Na	ame]					

Add a new Page by clicking on the + icon seen			 		
next to Page 1 at the bottom		()	Page 1	+	
	PAGE 1	OF 1			-



Add basic formatting changes.

Account and Name	Total Balance	
Account and Marie	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	

A	AutoSave 💽 🖪 🤌 < 🖓 < 🖿	→ MF891	6.xlsx 🝷	<u>م</u>	Se
Fi	le Home Insert Page Layout	Formulas	Data	Review	Vi
E1	7 • : $\times \checkmark f_x$				
	А	В	С	D	
1	Account and Name	Total Balance			
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	ance	+
Rea	dy 📧				

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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File	Home	View	Modeling	Help	

File	Home	View	Modeling	1	Help							
	, Cut Copy Format Painte	Get Data ▼	Recent Sources •	Enter Data	Edit Queries -	Refresh	New Page •	New	Ask A Question	Buttons	Text box Image R Shapes T	From Marketpla
Cli	pboard		E	xternal o	data				Insei	t		Custor

Save and close Excel and Power BI Desktop.

Using Power BI Part 2

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 **first eight journal entries** for A Byte of Accounting are stored on an Excel sheet named General Journal and were extracted, transformed and loaded in Part 1

1000000 C	Critical Science and Da	B	С		E	-	G	and a subsection of the
1					e of Accounting, Inc.			
2					General Journal			
3	Note: You	ı can only en	ter data into	the yellow filled cells.				
4	Transad	L ^{of}	Account	Name	Description	Detti	Credit	
5 6	01	Jun 01	1110	Cash	Investment from Mark Friedman	28.000.00		
7	01	Jun 01		Capital Stock	Investment from Mark Friedman		28,000.00	
8								
9 10								
11	02	Jun 01	1211	Office Equip.	Hudson equipment Invoice BC3887	4,000.00		
12	02	Jun 01		Accounts Payable	Hudson equipment Invoice BC3887		4,000.00	

The next **eleven journal entries** for A Byte of Accounting were created by another employee and are stored on an Excel sheet named General Journal Part 2. As you review the new file note the differences:

- 1. The column headings are in row 6
- 2. The column headings are different
- 3. The columns are in a different order
- 4. Column B contains both the transaction number and the account number
- 5. The account number layout is different
- 6. The account name sometimes contains leading spaces

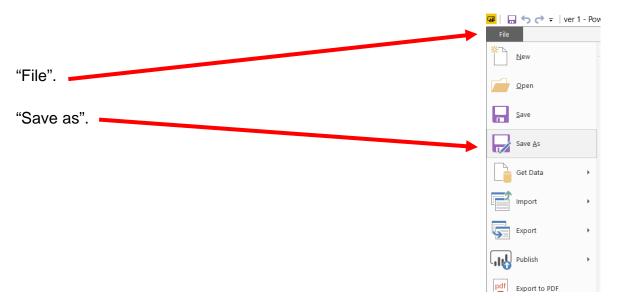
-	A		В	С	D	E	F
1				A Byte of Acc	counting, Inc.		
2				General	Journal		
3							
4							
5							
6	M/DD	Trans	Account	Detail	Account Name	Debit	Right Side
7	6/16	09 1	120000.0000	G. Washington Invoice 1492	Accounts Receivable	633.00	
8	6/16	09 4	4130000.0000	G. Washington Invoice 1492	Repair Service		348.00
9	6/16	09 4	4110000.0000	G. Washington Invoice 1492	Equipment Sales		285.00
10						_	
11	6/16	10 5	5090000.0000	Invoice 1732	Cost of Goods Sold	161.03	
10	CIAC	10 1	1 20000 0000	Tuvias 1722	Turroutour		161 02
38							
39	6/26	19 5	5080000.0000	Supplies Chk 5056	Supplies	124.00	
40	6/26	19 1	110000.0000	Supplies Chk 5056	Cash		124.00
11	Gener	al k yrnal	General Journal Part	2 Worksheet Income Statement Cha	nges in Retained Earnings Balance S (+)		

End with the General Ledger

1	A	В	С	D	E	F	G	н	T
1	Account	Name	Transactic	Date	Descriptio	Debit	Credit	Running B	alance
2	1110	Cash	1	2018-06-0	Investmen	28000	0	28000	
3	1110	Cash	3	2018-06-0	Hailey Cor	0	7000	21000	
4	1110	Cash	5	2018-06-0	Scanner, J	0	125	20875	
5	1110	Cash	7	2018-06-0	Pd A/p ck6	0	640	20235	
6	1110	Cash	8	2018-06-1	Services p	11000	0	31235	
7	1110	Cash	12	2018-06-1	To Payroll	0	1430.01	29805	
8	1110	Cash	13	2018-06-2	Receipt Ca	633	0	30438	
9	1110	Cash	14	2018-06-2	Monthly In	0	326	30112	
10	1110	Cash	15	2018-06-2	Maint Chk	0	190	29922	
11	1110	Cash	19	2018-06-2	Supplies Cl	0	124	29798	
12	1120	Accounts	09	2018-06-1	G. Washin	633	0	633	
13	1120	Accounts I	13	2018-06-2	Receipt Ca	0	633	0	
14	1120	Accounts I	16	2018-06-2	J. Adans In	350	0	350	
15	1130	Inventory	10	2018-06-1	Invoice 17	0	161.025	-161.02	
16	1130	Inventory	17	2018-06-1	Invoice 17	0	147.84	-308.86	
17	1130	Inventory	18	2018-06-2	Purchased	3350	0	3041.14	
18	1211	Office Equ	2	2018-06-0	Hudson ec	4000	0	4000	
19	1211	Office Equ	5	2018-06-0	Scanner, J	125	0	4125	
20	1311	Computer	3	2018-06-0	Hailey Cor	7000	0	7000	
21	2101	Accounts I	2	2018-06-0	Hudson ec	0	4000	-4000	
22	2101	Accounts I	4	2018-06-0	Avery Rep	0	725	-4725	
23	2101	Accounts	6		Zac Adver	0	3380	-8105	
24	2101	Accounts	7	2018-06-0	Pd A/p ck6	640	0	-7465	
25	2101	Accounts	18	2018-06-2	Purchased	0	3350	-10815	
26	2120	Payroll Lia	11	2018-06-1	Salary Exp	0	1430.01	-1430.01	
27	2120	Payroll Lia	12	2018-06-1	To Payroll	1430.01	0	0	
28		Capital Sto			Investmer	0	28000	-28000	
29		Computer			Services pr	0	11000	-11000	
30	4110	Equipmen	09	2018-06-1	G. Washin	0	285	-285	
31	4110	Equipmen	16	2018-06-2	J. Adans In	0	264	-549	
32		Repair Ser		2018-06-1	G. Washin	0	348	-348	
33		Repair Ser		2018-06-2	J. Adans In	0	86	-434	
34		Advertisin		2018-06-0	Zac Adver	3380	0	3380	
35		Insurance			Monthly In	326	0	3706	
36		Repairs &			Avery Rep	725	0	725	
37		Supplies	19		Supplies Cl		0	124	
38		Cost of Go			Invoice 17	161.025	0	161.02	
39		Cost of Go			Invoice 17	147.84	0	308.86	
40	5220	Maintena	15		Maint Chk	190	0	190	
41		Salary	11		Salary Exp	1430.01	0	1430.01	

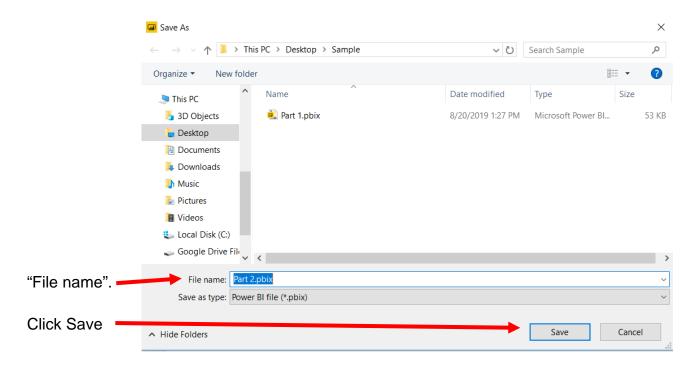
And the Unadjusted Trial Balance

1	А	В
1	Account And Name	Balance
2	1110 Cash	29797.99
3	1120 Accounts Receivable	350
4	1130 Inventory	3041.14
5	1211 Office Equip.	4125
6	1311 Computer Equip.	7000
7	2101 Accounts Payable	-10815
8	2120 Payroll Liabilities	0
9	3100 Capital Stock	-28000
10	4100 Computer & Consulting	-11000
11	4110 Equipment Sales	-549
12	4130 Repair Service	-434
13	5030 Advertising Expense	3380
14	5030 Insurance Expense	326
15	5040 Repairs & Maint. Expens	725
16	5080 Supplies	124
17	5090 Cost of Goods Sold	308.86
18	5220 Maintenance/Janitorial	190
19	5380 Salary	1430.01

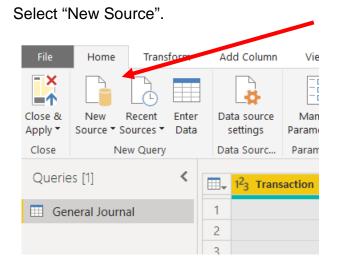


Open the Power BI file file used in Part 1 and rename the Power BI file as Part 2.

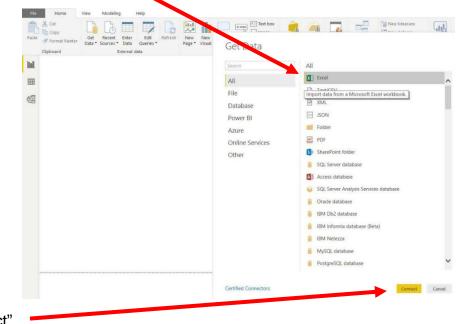
A new pop-up screen appears, select the location you want to save the file.



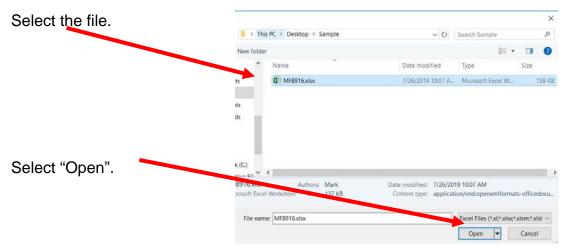
Operation 1: New Source– Input second Excel data set



Select "Excel" from the Drop-down.



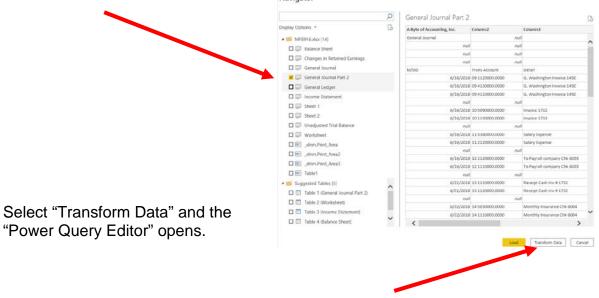
Select "Connect".



Select "General Journal Part 2". Highlighting the desired sheet does not activate the "Transform" button.

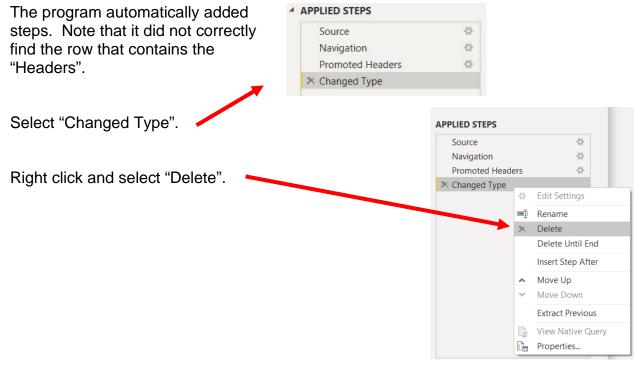


Double click on "General Journal Part 2" or select the check box to the left of the sheet's name.



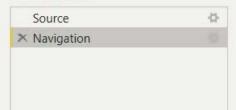
Now there are two queries. After you perform a transformation, the changes are recoded in the "Applied Steps" section.

nut	null				* ABC -		
muth		nu	ត ការពី	คมส	null	* PROPERTIES	
	nut	nu	r nul	nuil	null	Name	
nuff	null	nu	Run 1	กมส	null	General Journal Part 2	
null	nuð	nu	nuil nuil	null	null	All Properties	
Tra	ans Account	Detail	Account Name	Debit Right Side			
/2018 09	1120000.0000	G. Washington Invoice 1492	Accounts Receivable	633	null	APPLIED STEPS	
/2018 09	4130000.0000	G. Washington Involce 1492	Repair Service	null	348	Source	4
/2018 09	4110000,0000	G. Washington Invoice 1492	Equipment Sales	nuil	285	Navigation	9
null	noll	nu	ή	nuit	null	Promoted Headers	0
/2018 10	5090000.0000	Invoice 1732	Cost of Goods Sold	262.03	754/1	➤ Changed Type	
5/	null Tr 5/2018 05 5/2018 05 5/2018 05 null	null null Trans Account 5/2018 09 1120000.0000 5/2018 09 4130000.0000 5/2018 09 4130000.0000 null null	mult mult mult Trans Account Detail V2028 09 1320000.0000 G. Washington Invoice 1492 V2028 04 4310000.0000 G. Washington Invoice 1492 V2028 04 4310000.0000 G. Washington Invoice 1492 mult mult mult mult	null null null null null null null null null Account Name V2028 09 1130000.0000 GL Vashington Invoice 1492 Account Stechnable Account Stechnable V2028 09 4130000.0000 GL Vashington Invoice 1492 Repair Service V2028 04 4120000.0000 GL Vashington Invoice 1492 Equipment Sales null null null null null null null	null null <th< td=""><td>null null null null null null null 1 Account Account Name Debt Right Side V/028 0F1130000.0000 G. Washington Invoice 1492 Accounts Receivable Gebt Right Side V/028 0F1130000.0000 G. Washington Invoice 1492 Repair Service Right Side Accounts Receivable V/028 0F1130000.0000 G. Washington Invoice 1492 Repair Service Right Side 348 V2018 0F110000.0000 G. Washington Invoice 1492 Equipment Sales null 285 null null null null null null null null</td><td>null null All Properties V0282 09 1100000000 G. Washington Invoice 1492 Account Name Debit Right Side Appleb STEPS V0282 09 41000000000 G. Washington Invoice 1492 Repart Service 6.01 Appleb STEPS V0282 09 4100000000 G. Washington Invoice 1492 Repart Service </td></th<>	null null null null null null null 1 Account Account Name Debt Right Side V/028 0F1130000.0000 G. Washington Invoice 1492 Accounts Receivable Gebt Right Side V/028 0F1130000.0000 G. Washington Invoice 1492 Repair Service Right Side Accounts Receivable V/028 0F1130000.0000 G. Washington Invoice 1492 Repair Service Right Side 348 V2018 0F110000.0000 G. Washington Invoice 1492 Equipment Sales null 285 null null null null null null null null	null All Properties V0282 09 1100000000 G. Washington Invoice 1492 Account Name Debit Right Side Appleb STEPS V0282 09 41000000000 G. Washington Invoice 1492 Repart Service 6.01 Appleb STEPS V0282 09 4100000000 G. Washington Invoice 1492 Repart Service



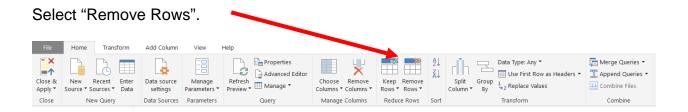
Delete the step "Promoted Headers", leaving us with two steps.

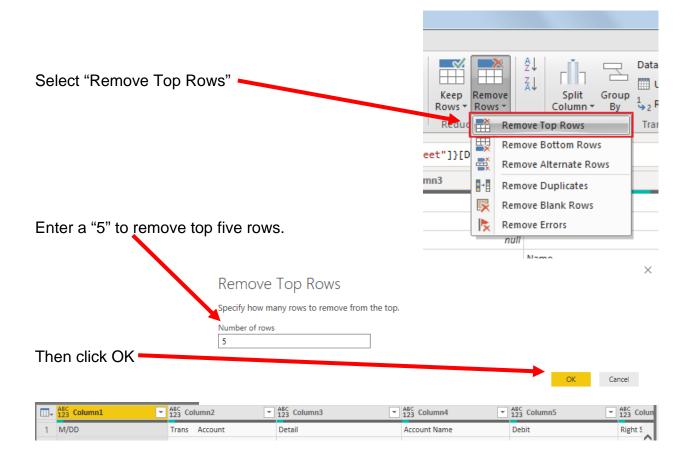
APPLIED STEPS



Operation 2: Fix the Headers – The field headers are in the sixth row of the source document. Remove the top five rows to move the headers to the first row and then promote them to the Query Editors' headers.

	123 Column1	ABC 123 Column2	ABC 123 Column3	ABC Column4	ABC Column5	ABC 123 Colun
1	A Byte of Accounting, Inc.	null	null	null	null	
2	General Journal	null	null	null	null	
3	null	null	null	null	null	
4	null	null	null	null	null	
5	null	null	null	null	null	
6	M/DD	Trans Account	Detail	Account Name	Debit	Right S
7	16-01-2018	09 1120000.0000	G. Washington Invoice 1492	Accounts Receivable	633	
8	16-01-2018	09 4130000.0000	G. Washington Invoice 1492	Repair Service	null	





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

	Home Transform Ad	ld Column View He	lp	
Close Apply	& New Recent Enter Source + Sources + Data	Data source settings Parameters *	Refresh Preview + Manage + Manage + Manage + Columns + Column + By	w as Headers 🔻
Clos	e New Query D	Data Sources Parameters	Query Manage Columns Reduce Rows Sort Transform	
_				
	M/DD 👻	A ^B C Trans Account	▼ A ^B _C Detail ▼ A ^B _C Account Name ▼ 1.2 Debit	1.2 Right S
1	16-01-2018	09 1120000.0000	G. Washington Invoice 1492 Accounts Receivable 65	
2	16-01-2018	09 4130000.0000	G. Washington Invoice 1492 Repair Service n	
3	16-01-2018	09 4110000.0000	G. Washington Invoice 1492 Equipment Sales n	III
4	null		null null n	III
5	16-01-2018	10 5090000.0000	Invoice 1732 Cost of Goods Sold 161.0	25

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

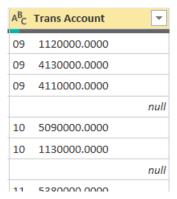
Source	÷
Navigation	÷
Removed Top Rows	÷.
Promoted Headers	*
× Changed Type	

Operation 3: Split Column – Separate one column into many columns

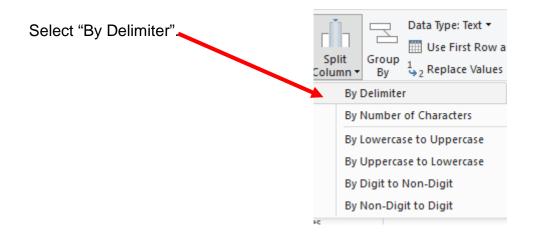
"Trans Account" is a merged field of the transaction number and the account number separated by spaces. The spaces are referred to as delimiters. Common delimiters are commas, dashes, and semicolons.

Each space is treated as a separate delimiter.

Therefore, we will convert one field into six fields.



Select the column	"Trans Acco	unt"					
		unt .	🛛 🗸 🔟 M/DD	~	А ^В С	Trans Account	Ψ.
			1	<mark>6/16/201</mark> 8	09	1120000.0000	
			2	6/16/2018	09	4130000.0000	
			3	6/16/2018	09	4110000.0000	
			4	null			null
			5	6/16/2018	10	509000.0000	
			6	6/16/2018	10	1130000.0000	
			7	null			null
			8	6/16/2018	11	5380000.0000	
			9	6/16/2018	11	2120000.0000	
Select "Split Colui		ielp					
Close & New Recent Enter Source * Source * Data	Data source settings Parameters *	Refresh Preview • Manage •	Choose Remo Columns • Colum		A Z↓ Z↓		Data Type: Date ▼ Use First Row as 1 2 Replace Values
Close New Query	Data Sources Parameters	Query	Manage Colum	ns Reduce Rows	Sort		Transform



Verify that "Each occurrence of the Delimiter" is selected.	Split Column by Delimiter Specify the delimiter used to split the text column. Select or enter delimiter Space • Split at Left-most delimiter Right-most delimiter • Each occurrence of the delimiter	×
	Advanced options	
Click "OK".	OK Cancel	

The "Trans Account" column is now split into six columns with 1 to 6 as the suffix to the column names.

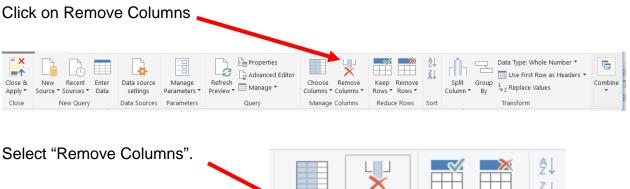
23 Trans Account.6	A ^B _C Trans Account.5	A ^B _C Trans Account.4	A ^B _C Trans Account.3	A ^B _C Trans Account.2	1 ² 3 Trans Account.1
1120000					9
4130000					9
4110000					9
nul	null	null	null	null	null
509000					10
1130000					10
nul	null	null	null	null	null
5380000					11
2120000					11
nul	null	null	null	null	null
2120000					12
1110000					12
nul	null	null	null	null	null
1110000					13
1120000					13
nul	null	null	null	null	null
5030000					14
1110000					14
nul	null	null	null	null	null
5220000					15
1110000					15
nul	null	null	null	null	null

Six new fields are created from parsing the "Trans Account" field, four of which will be empty and should be removed.

Operation 4: Clean Up. Remove extra columns, rename columns and change the type of the columns

Select columns "Trans Account.2" to "Trans Account.5" by clicking on the heading

"Trans Account.2"	123 Trans Account.1	A ^B _C Trans Account.2	▼ A ^B _C Trans Account.3	 A^B_C Trans Account.4 	 A^B_C Trans Account.5 	✓ 1 ² ₃ Trans Account.6	T
		9	10		Providence and the second		1120000
holding down the		9					4130000
•		9					4110000
pressings "Shift"	nu	u –	null	null	null	null	null
	1	2					5090000
and at the same	1	2					1130000
	nu	1	null	null	null	null	null
time clicking on the	1	1					5380000
•	1	1					2120000
column heading	nu	4	null	null	null	null	null
0	1	2					2120000
"Trans Account.5"	1	2					1110000



	Choose Columns -	Remove Columns •	Keep Remove Rows • Rows •	¥↓
	Manage	💥 Remo	ve Columns	rt
To rename the column heading double click on "Trans Account.1".	Ļ	Damo	ve Other Columns	
	Account.1	▼ 1 ² 3 Trans	Account.6	A ^B _C Detail
Type "Transaction" and press enter.		1 ² 3 Trans	action	

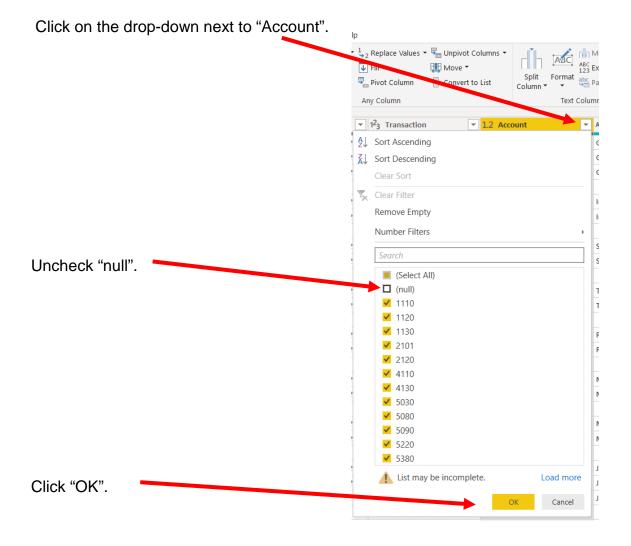
In the same way rename "Trans Account.6" to "Account".

The account number is a seven-digit number, whereas the old data set (General Journal) used a four-digit account number. The two data sets are going to be merged and, therefore, the same account numbering system must be used for both data sets. Each item in "Account Number" column has an extra "000" at the end of the account number and must be divided by 1000.

Select Column "Accour	t".	 ▼ 1²₃ Accord 9 9 9 9 9 9 	1120000 G.V 4130000 G.V 4110000 G.V		
Select the Tab "Transfo	orm".	null 10 10	null 5090000 Invo 1130000 Invo		
File Home Transform Add Column	View Help				
Group Use First Row By as Headers + 10 Count Rows	le Number ▼ 🖕 2 Replace Values ▼ 🖓 Unpivot Columns ↑ Type 🚽 Fill ▼ 📳 Move ▼ ♥ Pivot Column 🔋 Convert to List	ABC	Herge Columns XO ABC 123 Extract ← Statt Size Parse ← Statt Size	tion and the second se	Date Time D
Select "Standard".			t t t t t t t t t t		
			Integer-Divide Modulo		
			Percentage		
			Percent Of		
Enter "1000".	Divide			×	
	Enter a number by which to divide each v	alue in the column.			
	Value 1000				
Select "OK".				OK Cancel	

Operation 5: – Exclude rows that do not contain Account Number

You can observe that there are several rows that do not contain account numbers. 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 exclude records from the final table.



Operation 6: Clean Up – Rename fields and remove un-necessary columns from the query.

Rename "M/DD" to "Date", "Detail" to "Description", "Account Name" to "Name" and "Right Side" to "Credit".

□, M/DD	✓ 1 ² 3 Transaction	 1.2 Account Number 	J A ^B C Detail	A ^B _C Account Name	▼ 1.2 Debit	1.2 Right Side	ABC 123 Column7	
Date	✓ 1 ² 3 Transaction	I.2 Account	▼ A ^B _C Description	→ A ^B _C Name	I.2 Debit		•	~
1	16-01-2018	9	1120 G. Washington Invoice 1492	Accounts Receivable		633	null	
2	16-01-2018	9	4130 G. Washington Invoice 1492	Repair Service		null	348	
3	16-01-2018	9	4110 G. Washington Invoice 1492	Equipment Sales		null	285	
4	16-01-2018	10	5090 Invoice 1732	Cost of Goods Sold	16	51.025	null	
5	16-01-2018	10	1130 Invoice 1733	Inventory		null	161.025	
6	16-01-2018	11	5380 Salary Expense	Salary	14	30.01	null	

Select "Column7".

Close & New Acent	rm Add Colu Enter Data Sour Data Sour Data Sour	e Manage Parameters •	Help Properties Refresh Preview - Manage - Query	Choose Remove	Keep Remove Rows • Rows • Reduce Rows	A↓ Split Column ▼ By		Merge Queries Append Queries Combine Files Combine
Queries [2]	/	1.2 Account	■ A ^B _C Description			▼ 1.2 Debit	■ 1.2 Credit	
🛄 General Journal	1	1120 G. Was	hington Invoice 1492	counts Receivable		633	null	null
General Journal Part 2	2	4130 G. Was	hington Invoice 1492	Repair Service		null	348	null
		1110 G Was	hington Invoice 1/192	Fauinment Sales		null	285	null
Select "Hom	e".							

Select "Remove Column".

In the column "Name" there are spaces before some words. Select column "Name"

Select Transform.

		Text ▼	🕶 🏪 Unpivot Columns 🝷		🐴 🔝 Merge Columns	Xσ
Group Use First Row By as Headers ▼ 1 Co				AB AB	C 10001 -	Σσ
			🐺 Move 🕶	Split Form	at at abc Parse ▼	Statistics Standard S
lable		Any Column		Colum	lowercase	• • Num
		Any column			UPPERCASE	Num
Queries [2] 🛛 <	$\times \sqrt{f_x}$	<pre>Table.RemoveColumns(#"</pre>	Renamed Column ı ",{"C	olumn7"})	Capitalize Each Word	
🛄 General Journal	🛄 🗸 🛄 Date	▼ 1 ² ₃ Transaction	1.2 Account		Trim	AB _C Name
📰 General Journal Pa	1	16-01-2018	9		Clean	Accounts Re
	2	16-01-2018	9	4	Add Prefix	Repair Ser
	3	16-01-2018	9	4	Add Suffix	Equipmen
	4	16-01-201		5090	Invoice 1/32	Cost of Good
	5	15 . 1010	10	1120	Invoico 1722	Inventory
L						
lect "Format".						
lect "Trim". 🛛 🥖						

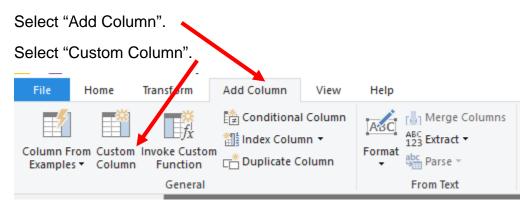
Operation 7: Replace Values. Replace "Null" with "0"

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

Select "Ho	me	Э".													
File Home Transf Image: Apply Image: Apply Image: Apply Image: Apply Close New Recent Apply Source - Sources - New Query	form Enter Data		Manage	Refresh Preview	Np Properties Advanced Editor Manage * Query	Choose Columns • Manage		Keep Rémo Rows * Rows Reduce Rows		split G lumn =	Data Type: Decima Data Type: Decima iroup 8y L ₂ Replace Value: Transform	as Headers 🔹	Merge Queries • Append Queries • Combine Files	Text Analytics	ne Learning
Queries [2] K	×	√ fx	= Table.Tra	ansformCo	lumns(#"Remove	d Columns	s1",{{"N	ame", Text.Tr	im, type	text}					~
🛄 General Journal			123 Transactio	on	- 1.2 Account	t	- A ^I	Description		- A ^B C	Name	- 1.2 De	-bit -	1.2 Credit	
General Journal Pa	1	6/16/2018			9		1120 G	. Washington In	voice 149	Ac	counts Receivable		633		null
	2	6/16/2018			9		4130 G	. Washington Im	roice 492	Re	apair Service		null		348
	3	6/16/2018			9		4110 G	. Washington In	ce 1492	Eq	uipment Sales		null		285
	4	6/16/2018			10		5090 Ir	tvoice 1732		Co	ost of Goods Sold		161.03		null
	5	6/16/2018			10		1130 Ir	voice 17 3		Inv	ventory		null		161.03
	б	6/16/2018			11		5380 S	alar expense		Sa	ilary		1430.01		null
	7	6/16/2018			11		2120 5	ary Expense		Pa	yroll Liabilities		null		1430.01
	8	6/16/2018			12		23 T	o Payroll compa	ny Chk 6003	Pa	ayroll Liabilities		1430.01		null
	9	6/16/2018			12		.110 T	o Payroll company	ny Chk 6003	Ca	ssh		null		1430.01
	10	6/21/2018			13		1110 R	eceipt Cash Inv I	1732	Ca	ish		633		null
	11	6/21/2018			13		1120 R	eceipt Cash inv #	1732	Ac	counts Receivable		null		633
	12	6/22/2018			14			fonthly Insuranc		Ins	surance Expense		326		null 326
Select "Re	epla	ace Va	alues"												
In the Pop "null" in "V Find" and	alu "0"	ie to in			place V ace one valu			in the selec	ted colu	mns.					×
"Replace \	Wit	h".		null	e To Find ace With										
Click "OK"													ОК	Cancel	

This replaces all null values with 0.

Operation 8: Add Custom Column. Add a new column that existed in the first data stream, "Total Balance".



In the Pop-up, Enter Name as "Total Balance" and Formula as [Debit]-[Credit]

ew column name		
Total Balance		
ustom column formula ①	Available columns	
= [Debit]-[Credit]	Transaction	
	Account	
	Description	
	Name	
	Debit	
	Credit	
	Index	•
	<< Insert	
earn about Power BI Desktop formulas		

Click OK

	▼ A ^B _C Name ▼	1.2 Debit 💌	1.2 Credit 💌	1.2 Index 💌	ABC Total Balance
1	Accounts Receivable	633	0	1	633
2	Repair Service	0	348	2	-348
3	Equipment Sales	0	285	3	-285
4	Cost of Goods Sold	161.03	0	4	161.03
5	Inventory	0	161.03	5	-161.03

Operation 9: Union. Appending General Journal and General Journal Part 2

Select "Home"	
File Home Transform Add Column View Help Image Image Image Image Image Image Image Close New Recent Enter Image Image Image Image Close New Query Data Sources Data Sources Parameters Image Image	Choose Remove Columns* Columns* Remove Manage Columns Reduce Rows Manage Columns Reduce Rows Columns* Columns* Reduce Rows Reduce Rows Reduce Rows
Select "Append Queries".	
Select "Append Queries as New".	Merge Queries • Append Queries • Append Queries as New </td
In the pop-up select "General Journal" as the "First table".	Concatenate rows from two tables into a single table. Two tables O Three or more tables First table General Journal Second table
Select "General Journal Part 2" as the "Second"	General Journal Part 2 Cancel OK Cancel
Click "OK".	OK Cancel

44

This creates a query named Append1.

Queries [3] 🛛 ≮	\times $Jx =$	Table.TransformColum	<pre>inTypes(#"Added Index",{{"Telling", and a second seco</pre>	otal Balan	<pre>nce", type number}})</pre>		✓ Query Settings		
General Journal	·····································	👻 🛄 Date	1.2 Account	Ŧ	A ^B C Name	 A^B_C Description 	✓ 1.2 D ▲ PROPERTIES		
Gener Gurnal Pa	1	1	01-06-2018	1110	Cash	Investment from Mark Friedman	Name		
Append1	2	3	01-06-2018	1110	Cash	Hailey Computers 87245, ck6001	Append1		
	3	5	04-06-2018	1110	Cash	Scanner, Jake Supplies, 54-541 ck6002	2 All Properties		
	4	7	08-06-2018	1110	Cash	Pd A/p ck6003	A APPLIED STEPS	÷	
	5	8	14-06-2018	1110	Cash	Services performed by Lucus Pictures	5		
	6	12	16-01-2018	1110	Cash	To Payroll company Chk 6003	Source	1	
	7	13	21-01-2019	1110	Cash	Receipt Cash Inv # 1732	Sorted Rows		
	8	14	22-01-2019	1110	Cash	Monthly Insurance Chk 6004	Removed Columns	-	
	9	15	23-01-2019	1110	Cash	Maint Chk 6005	Added Index		
	10	19	26-01-2019	1110	Cash	Supplies Chk 5056	× Changed Type		
	11	9	16-01-2018	1120	Accounts Receivable	G. Washington Invoice 1492			
	12	13	21-01-2019	1120	Accounts Receivable	Receipt Cash Inv # 1732			
	13	16	24-01-2019	1120	Accounts Receivable	J. Adans Invoice 1493			
	14	10	16-01-2018	1130	Inventory	Invoice 1733			
	15	17	24-01-2019	1130	Inventory	Invoice 1733			
	16	18	25-01-2019	1130	Inventory	Purchased Inventory PO # 21021			
	17	2	01-06-2018	1211	Office Equip.	Hudson equipment Invoice BC3887			
	18	5	04-06-2018	1211	Office Equip.	Scanner, Jake Supplies, 54-541 ck6002)2		
	19	3	01-06-2018	1311	Computer Equip.	Hailey Computers 87245, ck6001			
	20	2	01-06-2018	2101	Accounts Payable	Hudson equipment Invoice BC3887			
	21	4	02-06-2018	2101	Accounts Payable	Avery Repairs, Invoice 25478			
	22	6	08-06-2018	2101	Accounts Payable	Zac Advertising,23547			
	23	7	08-06-2018	2101	Accounts Payable	Pd A/p ck6003	·		

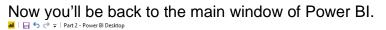
Operation 10: Load data.

Select the tab "Home"

Click on "Close and Apply"

This loads the data onto Power BI from Power Query Editor





aste	Cut Copy Format Pain Clipboard	Get Rei Get Sou	cent Enter rces - Data Quer External data	New New Page + Visual	Ask A Button Question + Insert	Text box	From Fro Marketplace Fi Custom visual	ile Theme •	Manage Relationships Relationships		olumn Juick Measure	Publish	
										✓ ♥ Filters	Visualizati Visualizati Visualizati Visualizati Values Add data field Drillthroug Cross-report Of O— Keep all filters On — Add ddillthroug	ih E ili	Fields Fields Search Searc
	Page 1 OF 3		Page 3 📲									UPDA	TE AVAILABLE (CLICK TO DOWN

Make sure you add a new page as shown in above.

Operation 11: Create a "Table Visual"

Make sure you are using the query Append1.

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

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

Visualizations >	Fields >
	✓ Search
Table 🏓 🗘 🖽 🕀	∧ ⊞ Append1
	□ Σ Account □ Σ Credit ∨ □ 聞 Date
Values	Σ Debit Description
Add data fields here	Index Name
Drillthrough Cross-report	 Σ Total Balance Σ Transaction

Index	Account	Name	Transaction	Date	Description	Debit	Credit
20	2,101.00	Accounts Payable	2	Friday, June 01, 2018	Hudson equipment Invoice BC3887	0.00	4,000.00
21	2,101.00	Accounts Payable	4	Saturday, June 02, 2018	Avery Repairs, Invoice 25478	0.00	725.00
22	2,101.00	Accounts Payable	6	Friday, June 08, 2018	Zac Advertising,23547	0.00	3,380.00
23	2,101.00	Accounts Payable	7	Friday, June 08, 2018	Pd A/p ck6003	640.00	0.00
24	2,101.00	Accounts Payable	18	Monday, June 25, 2018	Purchased Inventory PO # 21021	0.00	3,350.00
11	1,120.00	Accounts Receivable	9	Saturday, June 16, 2018	G. Washington Invoice 1492	633.00	0.00
12	1,120.00	Accounts Receivable	13	Thursday, June 21, 2018	Receipt Cash Inv # 1732	0.00	633.00
13	1,120.00	Accounts Receivable	16	Sunday, June 24, 2018	J. Adans Invoice 1493	350.00	0.00
33	5,030.00	Advertising Expense	6	Friday, June 08, 2018	Zac Advertising,23547	3,380.00	0.00
27	3,100.00	Capital Stock	1	Friday, June 01, 2018	Investment from Mark Friedman	0.00	28,000.00
1	1,110.00	Cash	1	Friday, June 01, 2018	Investment from Mark Friedman	28,000.00	0.00
2	1,110.00	Cash	3	Friday, June 01, 2018	Hailey Computers 87245, ck6001	0.00	7,000.00
3	1,110.00	Cash	5	Monday, June 04, 2018	Scanner, Jake Supplies, 54-541 ck6002	0.00	125.00
4	1,110.00	Cash	7	Friday, June 08, 2018	Pd A/p ck6003	0.00	640.00
5	1,110.00	Cash	8	Thursday, June 14, 2018	Services performed by Lucus Pictures	11,000.00	0.00
6	1,110.00	Cash	12	Saturday, June 16, 2018	To Payroll company Chk 6003	0.00	1,430.01
7	1,110.00	Cash	13	Thursday, June 21, 2018	Receipt Cash Inv # 1732	633.00	0.00
8	1,110.00	Cash	14	Friday, June 22, 2018	Monthly Insurance Chk 6004	0.00	326.00
9	1,110.00	Cash	15	Saturday, June 23, 2018	Maint Chk 6005	0.00	190.00
10	1,110.00	Cash	19	Tuesday, June 26, 2018	Supplies Chk 5056	0.00	124.00
28	4,100.00	Computer & Consulting Revenue	8	Thursday, June 14, 2018	Services performed by Lucus Pictures	0.00	11,000.00
19	1,311.00	Computer Equip.	3	Friday, June 01, 2018	Hailey Computers 87245, ck6001	7,000.00	0.00
37	5,090.00	Cost of Goods Sold	10	Saturday, June 16, 2018	Invoice 1732	161.03	0.00
38	5,090.00	Cost of Goods Sold	17	Saturday, June 16, 2018	Invoice 1733	147.84	0.00
29	4.110.00	Equipment Sales	9	Saturday, June 16, 2018	G. Washington Invoice 1492	0.00	285.00

Similarly click on drop-down next to Date and select Date instead of Date Hierarchy

Remove field Rename Move ۲ Conditional formatting ۲ Remove conditional formatting Don't summarize Earliest Latest Count (Distinct) Count New quick measure Show items with no data Date Date Hierarchy New group

Operation 12: Exporting data to Excel

Nai	me Date	Format *Wednesday, Mar \$ ~ % ? - ₩ Auto		Summarization Don't summariz	:e ~	Sort by	Data	⊟ <mark>⊟</mark> Manage	Nev
3 Dat	ta type Date 🗸	\$ ~ % 🤊 🐝 Auto	~ 😐	Data category Uncategorized	~	column ~		elationships	colun
	Structure	Formatting		Properties		Sort	2 .	Relationships	Calculat
0	Sum of Account Name	Sum of Transaction Date		Description	Sum of Debit	Sum of Credit	Sum of Total Balan	ce	
	2,101.00 Accounts Payable	4 Saturd	lav. June 02. 2018	Avery Repairs, Invoice 25478	0.00	725.00	-725.	00	
	2,101.00 Accounts Payable		June 01, 2018	Hudson equipment Invoice BC3887	0.00		-4,000.		
	2,101.00 Accounts Payable		June 08, 2018	Pd A/p ck6003	640.00		640.		
	2,101.00 Accounts Payable		ay, June 25, 2018	Purchased Inventory PO # 21021	0.00		-3,350.		
1	2,101.00 Accounts Payable		June 08, 2018	Zac Advertising 23547	0.00		-3,380.		
	1.120.00 Accounts Receivable			G. Washington Invoice 1492	633.00		633.		
	1.120.00 Accounts Receivable		y, June 24, 2018	J. Adans Invoice 1493	350.00		350.		
	1,120.00 Accounts Receivable			Receipt Cash Inv # 1732	0.00		-633.		
	5,030.00 Advertising Expense		June 08, 2018	Zac Advertising,23547	3,380.00		3,380.		
	3,100.00 Capital Stock		June 01, 2018	Investment from Mark Friedman	0.00	28,000.00	-28,000.	00	
	1,110.00 Cash		June 01, 2018	Hailey Computers 87245, ck6001	0.00		-7,000.		
	1,110.00 Cash	1 Friday	June 01, 2018	Investment from Mark Friedman	28,000.00	0.00	28,000.	00	
	1,110.00 Cash	15 Saturd	ay, June 23, 2018	Maint Chk 6005	0.00	190.00	-190.	00	
	1,110.00 Cash	14 Friday	June 22, 2018	Monthly Insurance Chk 6004	0.00	326.00	-326.	00	- 11 -
	1,110.00 Cash	7 Friday	June 08, 2018	Pd A/p ck6003	0.00	640.00	-640.	00	
	1,110.00 Cash	13 Thurso	lay, June 21, 2018	Receipt Cash Inv # 1732	633.00	0.00	633.	00	
	1,110.00 Cash	5 Monda	ay, June 04, 2018	Scanner, Jake Supplies, 54-541 ck6002	0.00	125.00	-125/	00	
	1,110.00 Cash	8 Thurso	lay, June 14, 2018	Services performed by Lucus Pictures	11,000.00	0.00	11,000.	00	
	1,110.00 Cash	19 Tuesda	ay, June 26, 2018	Supplies Chk 5056	0.00	124.00	-124.	00	
	1,110.00 Cash	12 Saturd	lay, June 16, 2018	To Payroll company Chk 6003	0.00	1,430.01	-1,430.	01	
	4,100.00 Computer & Consult	ing Revenue 8 Thurso	lay, June 14, 2018	Services performed by Lucus Pictures	0.00	11,000.00	-11,000.	00	
	1,311.00 Computer Equip.	3 Friday	June 01, 2018	Hailey Computers 87245, ck6001	7,000.00	0.00	7,000.	00	
	5,090.00 Cost of Goods Sold	10 Saturd	ay, June 16, 2018	Invoice 1732	161.03	0.00	161.	03	
	5,090.00 Cost of Goods Sold	17 Saturd	lay, June 16, 2018	Invoice 1733	147.84	0.00	147.	84	
	4,110.00 Equipment Sales	9 Saturd	lay, June 16, 2018	G. Washington Invoice 1492	0.00	285.00	-285.	00	
	4,110.00 Equipment Sales	16 Sunda	y, June 24, 2018	J. Adans Invoice 1493	0.00	264.00	-264.	00	
	5,030.00 Insurance Expense	14 Friday,	June 22, 2018	Monthly Insurance Chk 6004	326.00	0.00	326.	00 More	e option
	100,968.00	405			63,644.89	63,644.89	0.0		
11								57 63	
								6	

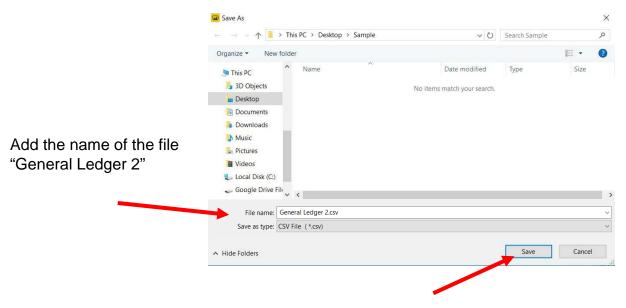
Select the table and notice that you get More Options indicated by 3 dots (...) on the top right or the bottom right of the table visual.

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

X Remove

og Automatically find clusters

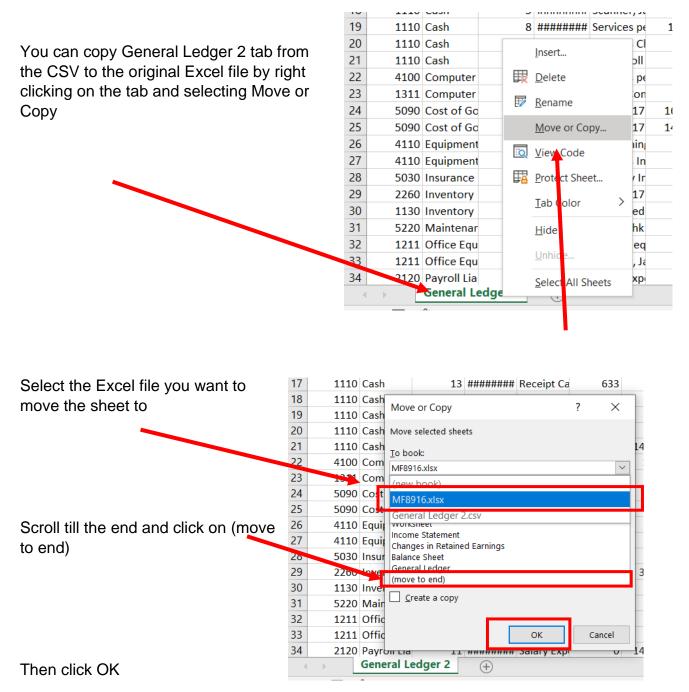
- 💷 Spotlight
- LZ Sort descending



Select Save

In the file manager double click to open the original file MF8916 and then double click to open the CSV file you just saved. You'll notice that the data from the visual is exported into CSV

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



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 11). In the cell under header (12) put in this formula: =IF(A2<>A1,H2,H2+I1).

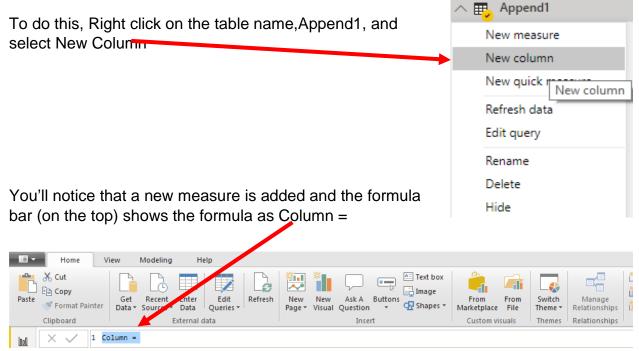
Copy the formula from cell I2 to the bottom of the data.

4	Α	В	С	D	E	F	G	н	1	J	K	
	Account	Name	Fransactior	Date	Description	Debit	Credit	Total Balance	Running Balance			
	1110	Cash	1	6/1/2018 0:00	Investment from Mark Friedman	28,000.00	- 1	28,000.00	=IF(A2<>A1,H2,H	2+11)		
1	1110	Cash	3	6/1/2018 0:00	Hailey Computers 87245, ck6001	-	7,000.00	(7,000.00)	IF(logical_test, [value_if_true	, [value_if_fa	alse])
L.	1110	Cash	5	6/4/2018 0:00	Scanner, Jake Supplies, 54-541 ck6002	-	125.00	(125.00)	20,875.00			
	1110	Cash	7	6/8/2018 0:00	Pd A/p ck6003	-	640.00	(640.00)	20,235.00			
5	1110	Cash	8	6/14/2018 0:00	Services performed by Lucus Pictures	11,000.00	-	11,000.00	31,235.00			
	1110	Cash	12	6/16/2018 0:00	To Payroll company Chk 6003		1,430.01	(1,430.01)	29,804.99			
	1110	Cash	13	6/21/2018 0:00	Receipt Cash Inv # 1732	633.00	-	633.00	30,437.99			
•	1110	Cash	14	6/22/2018 0:00	Monthly Insurance Chk 6004		326.00	(326.00)	30,111.99			
0	1110	Cash	15	6/23/2018 0:00	Maint Chk 6005		190.00	(190.00)	29,921.99			
1	1110	Cash	19	6/26/2018 0:00	Supplies Chk 5056		124.00	(124.00)	29,797.99			
2	1120	Accounts Receivable	9	6/16/2018 0:00	G. Washington Invoice 1492	633.00	-	633.00	633.00			
3	1120	Accounts Receivable	13	6/21/2018 0:00	Receipt Cash Inv # 1732		633.00	(633.00)				
4	1120	Accounts Receivable	16	6/24/2018 0:00	J. Adans Invoice 1493	350.00	-	350.00	350.00			
5	1130	Inventory	18	6/25/2018 0:00	Purchased Inventory PO # 21021	3,350.00	-	3,350.00	3,350.00			
6	1211	Office Equip.	2	6/1/2018 0:00	Hudson equipment Invoice BC3887	4,000.00	-	4,000.00	4,000.00			
7	1211	Office Equip.	5	6/4/2018 0:00	Scanner, Jake Supplies, 54-541 ck6002	125.00	-	125.00	4,125.00			
8	1311	Computer Equip.	3	6/1/2018 0:00	Hailey Computers 87245, ck6001	7,000.00	-	7,000.00	7,000.00			
9	2101	Accounts Payable	2	6/1/2018 0:00	Hudson equipment Invoice BC3887		4,000.00	(4,000.00)	(4,000.00)			
0	2101	Accounts Payable	4	6/2/2018 0:00	Avery Repairs, Invoice 25478		725.00	(725.00)	(4,725.00)			
1	2101	Accounts Payable	6	6/8/2018 0:00	Zac Advertising,23547		3,380.00	(3,380.00)	(8,105.00)			
2	2101	Accounts Payable	7	6/8/2018 0:00	Pd A/p ck6003	640.00	-	640.00	(7,465.00)			
3	2101	Accounts Payable	18	6/25/2018 0:00	Purchased Inventory PO # 21021	-	3,350.00	(3,350.00)	(10,815.00)			

"Save" and "Close" the Excel file and you are returned to the Power BI screen.

Operation 13: 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



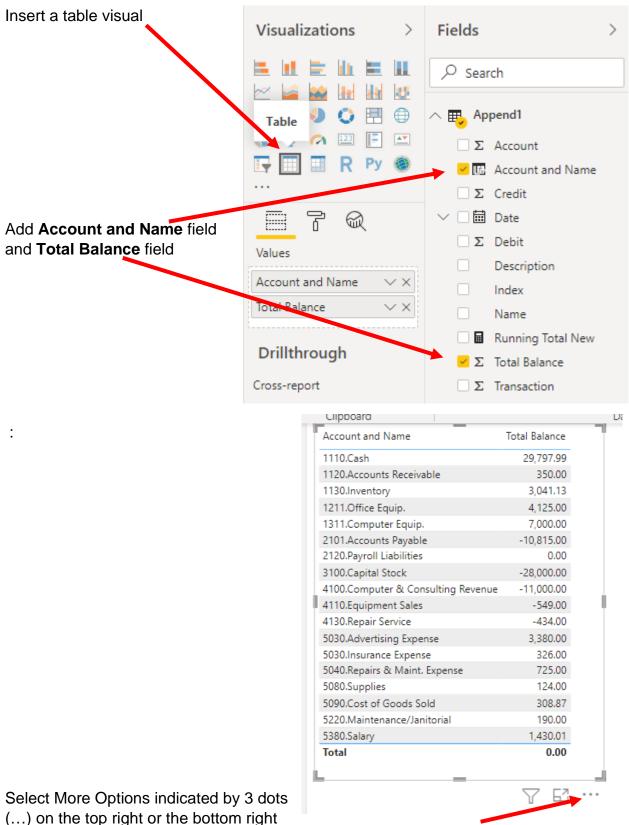
Enter the following formula in the formula bar and press Enter to add the new column

Account and Name = 'Append1'[Account]&" "&'Append1'[Name]

File	Home View	Mode	ling H	elp F	ormat	Data / Drill					
Manage Relationships	New New Measure Colum	New n Table	New Parameter	Sort by Column -	Data Form \$ 3	t: ← % , .;% Auto ¢	Home Table: • Data Category: Uncategorized • Default Summarization: Sum •	Manage View as Roles Roles	New Edit Group Groups	Mark as Date Table •	∰ <mark>,</mark> Lir
Relationships	Calculati	ons	What If	Sort		Formatting	Properties	Security	Groups	Calendars	
	V 1 Accou	nt and N	ame = 'Appe	endl'[Acco	unt]&"	"&'Append1'[Name]				r 61 •••	~

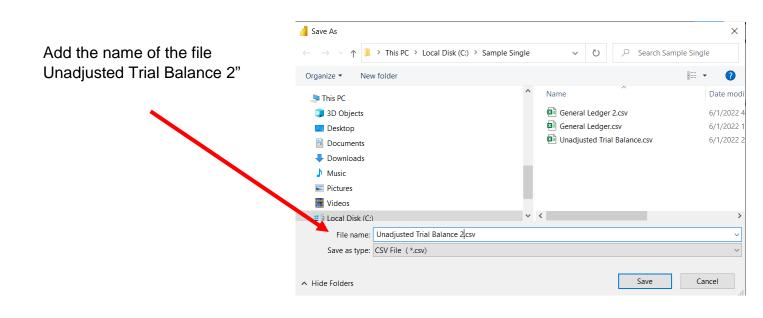
Add a new Page by clicking on the + icon seen next to Page 3 at the bottom

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of the table visual.





Select Save

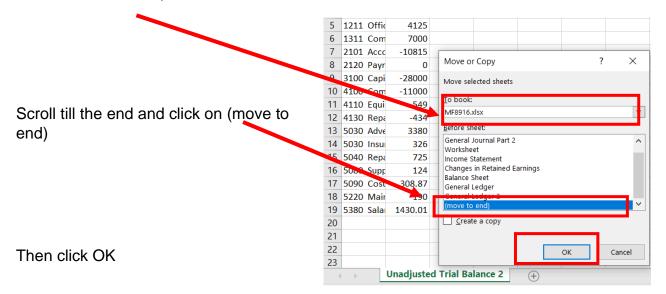
In the file manager double click to open the original file MF8916 and then double click to open the CSV file you just saved.

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

You can copy the Unadjusted Trial Balance 2 from the CSV to the original Excel file by right clicking on the tab and selecting Move or Copy

З	TTZO	ALLL	550				
4	1130	Inve	3041.13				
5	1211	Offic	4125				
6	1311	Com	7000				
7	2101	Acco	-10815				
8	2120	Payr	0				
9	3100	Capi	-28000				
10	4100	Com	-11000			Insert	
11	4110	Equi	-549		B	Delete	
12	4130	Repa	-434				
13	5030	Adve	3380	_	ŧ	<u>R</u> ename	-
14	5030	Insu	326			Move or Copy	
15	5040	Repa	725				-
16	5080	Supp	124		<u>iq</u>	<u>V</u> iew Code	
17	5090	Cost	308.87			Protect Sheet	
18	5220	Mair	190				
19	5380	Sala	1430.01			<u>T</u> ab Color	>
20						Hide	
21						<u></u>	
22						<u>U</u> nhide	
23						Select All Sheets	
	- F		Unadjuste	d Trial Ba			

Select the Excel file you want to move the sheet to



Save and close Excel and Power BI Desktop