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## Using Tableau Prep Builder

Tableau Prep is used by several Big Four accounting firms to automate the ETL process. 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 subsequently **Load** the transformed data into Excel.

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

Begin with the General Journal

	A	B	C	D	E	F	G	H	I
1	<b>A Byte of Accounting, Inc.</b>								
2	<b>General Journal</b>								
3	Note: You can only enter data into the yellow filled cells.								
4	Transaction	Date	Account	Name	Description	Debit	Credit		
6	01	Jun 01	1110	Cash	Investment from Mark Friedman	28,000.00			
7	01	Jun 01	3100	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	2101	Accounts Payable	Hudson equipment Invoice BC3887		4,000.00		
13									
41	08	Jun 14	1110	Cash	Services performed by Lucas Pictures	11,000.00			
42	08	Jun 14	4100	Computer & Consulting Revenue	Services performed by Lucas Pictures		11,000.00		
43									
	Introduction   FAQ   Welcome   Chart of Accounts   Transaction   <b>General Journal</b>   Worksheet								

End with the General Ledger and the Unadjusted Trial Balance

	A	B	C	D	E	F	G	H
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	\$ 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 Lucas Pictures	\$11,000.00	\$ -	\$ 31,235.00	
7	1211 Office Equip.	2	6/1/2018	Hudson equipment Invoice BC3887	\$ 4,000.00	\$ -	\$ 4,000.00	
8	1211 Office Equip.	5	6/4/2018	Scanner, Jake Supplies, 54-541 ck6002	\$ 125.00	\$ -	\$ 4,125.00	
9	1311 Computer Equip.	3	6/1/2018	Hailey Computers 87245, ck6001	\$ 7,000.00	\$ -	\$ 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	\$ -	\$ 28,000.00	\$ (28,000.00)	
15	4100 Computer & Consulting Revenue	8	6/14/2018	Services performed by Lucas Pictures	\$ -	\$ 11,000.00	\$ (11,000.00)	
16	5030 Advertising Expense	6	6/8/2018	Zac Advertising, 23547	\$ 3,380.00	\$ -	\$ 3,380.00	
17	5040 Repairs & Maint. Expense	4	6/2/2018	Avery Repairs, Invoice 25478	\$ 725.00	\$ -	\$ 725.00	

	A	B
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

## Start Tableau Prep

The Tableau Prep Builder workspace consists of the Connections pane and three coordinated areas that help you interact with and explore your data:

- Flow pane: A visual representation of your operation steps as you prepare your data.
- Profile pane: A summary of each field in your data sample. See the shape of your data and quickly find outliers and nulls.
- Data grid pane: The row level detail for your data.

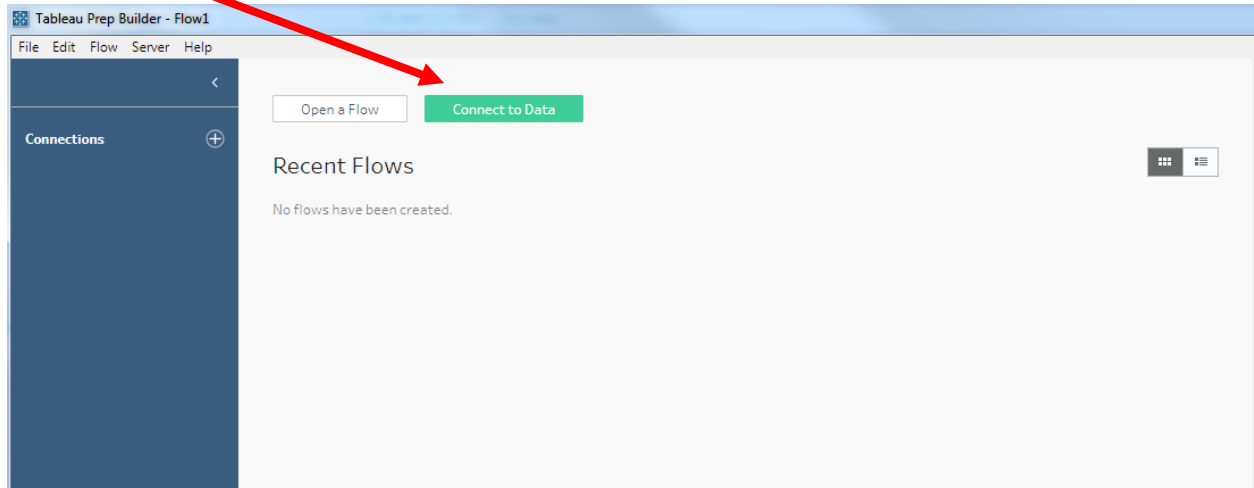
The screenshot displays the Tableau Prep Builder workspace. On the left is the **Connections** pane, which lists data sources like 'MF8916.xlsx' and various tables such as 'Balance Sheet', 'General Journal', and 'Income Statement'. The main area is divided into three panes: **Flow** (top right), **Profile** (middle right), and **Data** (bottom right). The **Flow** pane shows a simple flow from 'General Journal' to 'Clean 1'. The **Profile** pane provides a summary of the data, showing statistics for fields like Transaction, Date, Account, Name, Description, Debit, and Credit. The **Data** pane shows a detailed view of the data rows, including Transaction ID, Date, Account, Name, Description, Debit, Credit, and Total Balance.

Transaction	Date	Account	Name	Description	Debit	Credit	Total Balance
1	06/01/2018	1110	Cash		28,000	null	28,000
1	06/01/2018	3100	Capital Stock		null	28,000	-28,000
null	null	null	null		null	null	0
2	06/01/2018	1211	Office Equip.	Hudson equipment Invoice BC3887	4,000	null	4,000

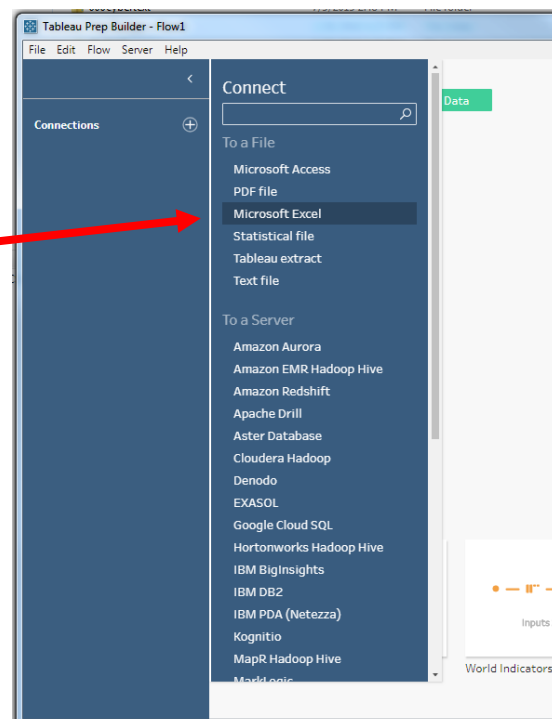
After you connect to your data and begin building your flow, you add steps in the Flow pane. These steps function as a lens into the structure of your data, as well as a summary of operations that is applied to your data. Each step represents a different category of operations that you define.

**Step 1: Input Excel file**

To open Excel file via Tableau Prep, press green button “Connect to Data” on the Flow pane.

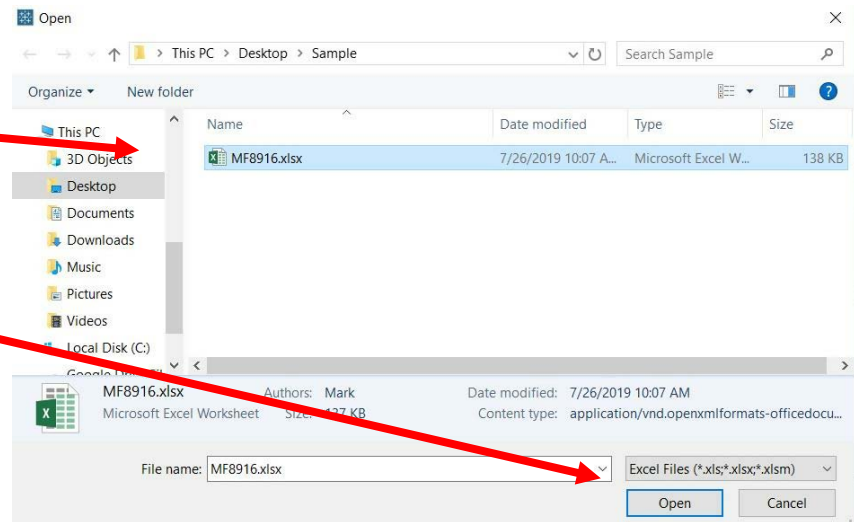


On the connections pane select Microsoft Excel.

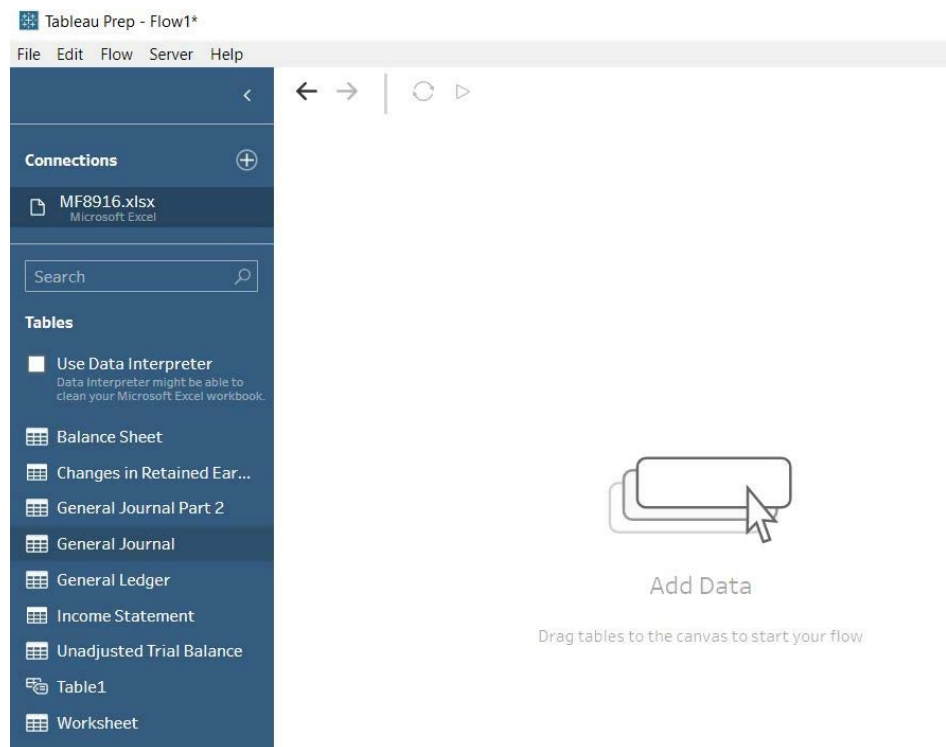


Select the file.

Select "Open".



After you open the file, select the "General Journal" sheet on the Connections pane. Either double click on the sheet name or drag the sheet name to the canvas.



After selecting the sheet, “General Journal” will appear on the Flow pane.

The screenshot shows the Tableau Prep interface. On the left, the 'Connections' pane lists 'MF6916.xlsx' and 'General Journal'. The 'General Journal' sheet is selected. The 'Flow' pane on the right shows the 'General Journal' table with 9 fields selected. The fields are listed in a table with columns: Type, Field Name, Original Field Name, Changes, and Sample Values.

Type	Field Name	Original Field Name	Changes	Sample Values
Abc	A Byte of Accoun...	A Byte of Accounting, Inc.		General Journal, Tra
Abc	F2	F2		null, Date: Jun 01
Abc	F3	F3		null, Account, 1110
Abc	F4	F4		null, Name, Cash
Abc	F5	F5		null, Description, inv
Abc	F6	F6		null, Debit, 28,000.00
Abc	F7	F7		null, Credit
Abc	F8	F8		null, Total Balance, 2
#	F9	F9		null, 0

Sample data will be visible on the Profile pane.

**Step 2: Cleaning the data**

Remember that the field names are in the fourth row.

Sometimes Tableau can find the headers by checking the box to the left of “Cleaned with Data Interpreter”.

The screenshot shows the Tableau Prep interface with the 'General Journal' data source selected. The 'Cleaned with Data Interpreter' checkbox is checked. A red box highlights the 'Field Name' column in the field selection table, and a red arrow points to it from the text above.

Field Name	Original Field Name	Changes	Sample Values
Transaction	Transaction		1, null
Date	Date		06/01/2018, null
Account	Account		1,110, 3,100, null
Name	Name		Cash, Capital Stock
Description	Description		Investment from M
Debit	Debit		28,000, null
Credit	Credit		null, 28,000
Total Balance	Total Balance		28,000, -28,000, 0
F9	F9		0

If it works, the field names will be displayed correctly.

If not, double click on the “Field Name” and change the names as shown below.

Field Name	Original Field Name
Accounting, Inc.	A Byte of Accounting, Inc.

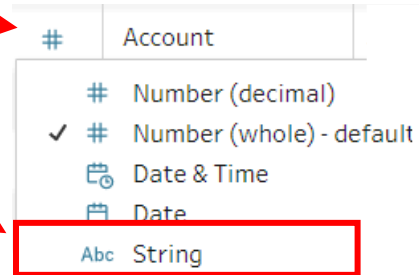
Field Name	Original Field Name
Transaction	A Byte of Accounting, Inc.
Date	F2
Account	F3
Name	F4
Description	F5
Debit	F6
Credit	F7
Total Balance	F8
F9	F9

In a report the field “Account” will be combined with the field “Name”. Strings can be easily combined with other strings and we will not be doing any math calculations on the field “Account”.

All number fields that will be added, subtracted, multiplied, divided must be coded as “Number (decimal)”.

Change the field “Type” by selecting the “Type” to be changed and selecting the desired “Type”.

- “Account”: “String:
- “Debit”: “Number (decimal)”
- “Credit”: “Number (decimal)”
- “Total Balance”: “Number (decimal)”



**General Journal** Fields selected: 9 of 9 [Filter Values...](#)

Select the fields to include in your flow, apply a filter, or change data types. To see and clear filters, click on the field name in the flow pane.

<input checked="" type="checkbox"/>	Type	Field Name	Original Field Name	Changes
<input checked="" type="checkbox"/>	#	Transaction	Transaction	
<input checked="" type="checkbox"/>	📅	Date	Date	
<input checked="" type="checkbox"/>	Abc	Account	Account	⌵
<input checked="" type="checkbox"/>	Abc	Name	Name	
<input checked="" type="checkbox"/>	Abc	Description	Description	
<input checked="" type="checkbox"/>	#	Debit	Debit	⌵
<input checked="" type="checkbox"/>	#	Credit	Credit	⌵
<input checked="" type="checkbox"/>	#	Total Balance	Total Balance	⌵
<input checked="" type="checkbox"/>	#	F9	F9	




Deleting the check from the box on the left of the field “F9” deletes the column.



<input checked="" type="checkbox"/>	#	Debit	F6	
<input checked="" type="checkbox"/>	#	Credit	F7	
<input checked="" type="checkbox"/>	#	Total Balance	F8	
<input type="checkbox"/>	#	F9	F9	

In the “Flow Pane” select the “+” on the right of the “General Journal” input.



General Journal

Add:

- + Clean Step
- Σ Aggregate
- Pivot
- Join
- Union
- Script
- Output

Insert Flow

Select “+ Clean Step”

The screenshot shows the Tableau Prep interface. At the top, the **Flow Pane** displays a workflow with 'General Journal' and 'Clean 1'. Below this, the **Profile Pane** shows a summary of the data, including a bar chart for 'Transaction' and a table for 'Date', 'Account', 'Name', 'Description', 'Debit', and 'Credit'. The **Data Pane** at the bottom shows a detailed view of the data, including a table with columns for 'Transaction', 'Date', 'Account', 'Name', 'Description', 'Debit', and 'Credit'.

**Step 3:****Exclude all rows that do not contain data**

There are several rows that do not contain an account number. We can modify the working dataset so it includes only those rows that contain account numbers that are not “null”.

Right click on the “null” value in the “Account” field and select “Exclude”.

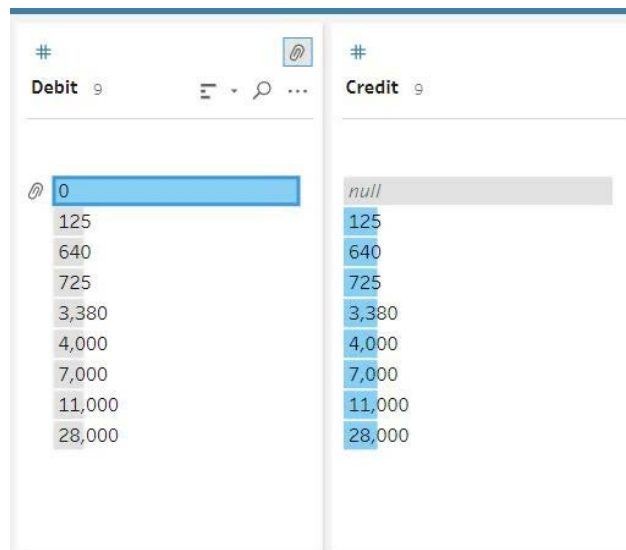
The screenshot shows a close-up of the 'Account' field in the 'Data Pane'. A right-click context menu is open, showing options: 'Keep Only', 'Exclude', 'Edit Value', 'Replace with Null', 'Group', and 'Ungroup'. A red arrow points from the text 'select “Exclude”' to the 'Exclude' option in the menu.

**Step 4: Change all occurrences of “null” to “0”.**

There are cells in the “Debit” and “Credit” columns that are coded as “null” in the “Data Pane”.

Transaction	Date	Account	Name	Description	Debit	Credit	Total Balance
1	06/01/2018	1110	Cash	Investment from M	28,000	null	28,000
1	06/01/2018	3100	Capital S	Investment from M	null	28,000	-28,000
2	06/01/2018	1211	Office E	Hudson equipment	4,000	null	4,000
2	06/01/2018	2101	Account	Hudson equipment	null	4,000	-4,000
3	06/01/2018	1311	Comput	Hailey Computers &	7,000	null	7,000

Double click the null value in “Debit” and change the “null” to a “0” and press “Enter”. Do the same to the “Credit” field.



Transaction	Date	Account	Name	Description	Debit	Credit	Total Balance
1	06/01/2018	1110	Cash	Investment from Mark Friedman	28,000	0	28,000
1	06/01/2018	3100	Capital Stock	Investment from Mark Friedman	0	28,000	-28,000
2	06/01/2018	1211	Office Equip.	Hudson equipment Invoice BC3887	4,000	0	4,000
2	06/01/2018	2101	Accounts Payable	Hudson equipment Invoice BC3887	0	4,000	-4,000
3	06/01/2018	1311	Computer Equip.	Hailey Computers 87245, ck6001	7,000	0	7,000

**Step 5 – Reorder the fields**

In the “Data Pane” select the field “Account” and drag it to the first field position.

Transaction	Account	Date	Account	Name	Description	Debit	Credit	Total Balance
1		06/01/2018	1110	Cash	Investment from Mark Friedman	28,000	0	28,000
1		06/01/2018	3100	Capital Stock	Investment from Mark Friedman	0	28,000	-28,000
2		06/01/2018	1211	Office Equip.	Hudson equipment Invoice BC3887	4,000	0	4,000
2		06/01/2018	2101	Accounts Payable	Hudson equipment Invoice BC3887	0	4,000	-4,000
3		06/01/2018	1311	Computer Equip.	Hailey Computers 87245, ck6001	7,000	0	7,000

In the Data Pane” select the field “Name” and drag it between the field “Account” and the field “Transaction”

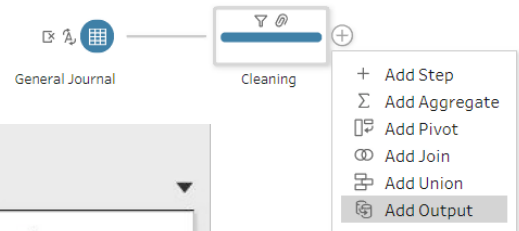
Account	Transaction	Date	Name	Description	Debit	Credit	Total Balance
1110	1	06/01/2018	Cash	Investment from Mark Friedman	28,000	0	28,000
3100	1	06/01/2018	Capital Stock	Investment from Mark Friedman	0	28,000	-28,000
1211	2	06/01/2018	Office Equip.	Hudson equipment Invoice BC3887	4,000	0	4,000
2101	2	06/01/2018	Accounts Payable	Hudson equipment Invoice BC3887	0	4,000	-4,000
1311	3	06/01/2018	Computer Equip.	Hailey Computers 87245, ck6001	7,000	0	7,000

Now the fields are in the order that we need for the General Ledger.

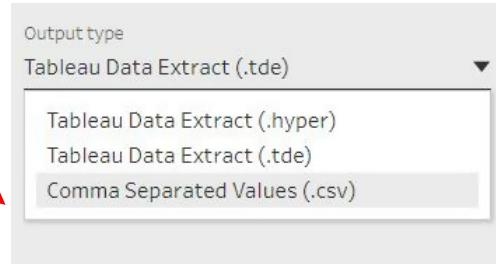
Account	Name	Transaction	Date	Description	Debit	Credit	Total Balance
1110	Cash	1	06/01/2018	Investment from Mark Friedman	28,000	0	28,000
3100	Capital Stock	1	06/01/2018	Investment from Mark Friedman	0	28,000	-28,000
1211	Office Equip.	2	06/01/2018	Hudson equipment Invoice BC3887	4,000	0	4,000
2101	Accounts Payable	2	06/01/2018	Hudson equipment Invoice BC3887	0	4,000	-4,000
1311	Computer Equip.	3	06/01/2018	Hailey Computers 87245, ck6001	7,000	0	7,000

**Step 6: Output the cleaned data that will be used to make the General ledger**

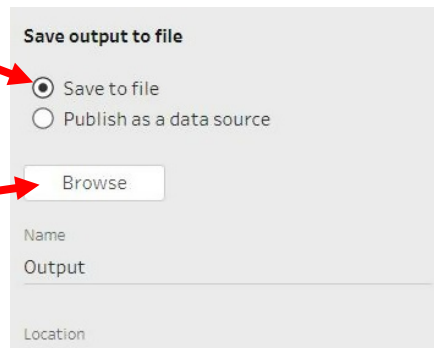
Click on the plus sign of our cleaning operation tile and select "Add Output"



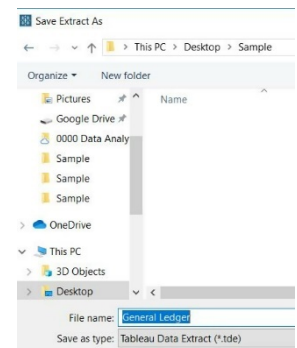
Select the .csv file type.



Select "Save to file" option button.

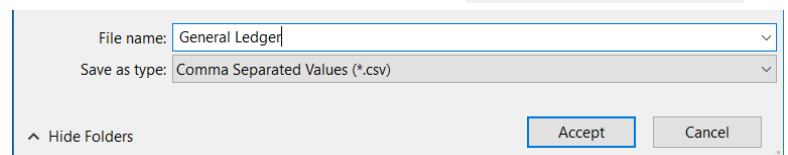


Select "Browse" button

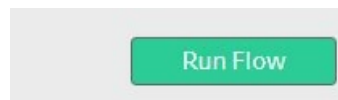


Select the location for the file and specify the file name, General Ledger".

Select "Accept"



Select "Run Flow"



Select "Done".

**Finished Running Flow**

## Step 7: Create General Ledger from the exported file and add a Running Balance field

Open the “General Ledger.csv” file that was exported on the previous step.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 65001 : Unicode (UTF-8)

☒ My data has headers.

Preview of file C:\Users\mfriedma\Desktop\Sample\General Ledger.csv.

Account	Name	Transaction	Date	Description	Debit	Credit	Total Balance
1110	Cash	1	6/1/2018	Investment from Mark Friedman	28000	0	28000
3100	Capital Stock	1	6/1/2018	Investment from Mark Friedman	0	28000	-28000
1211	Office Equip.	2	6/1/2018	Hudson equipment Invoice BC3887	4000	0	4000
2101	Accounts Payable	2	6/1/2018	Hudson equipment Invoice BC3887	0	4000	-4000
1311	Computer Equip.	3	6/1/2018	Hailey Computers 87245, ck6001	7000	0	7000

Cancel < Back Next > Finish

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab

☐ Semicolon

☒ Comma

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

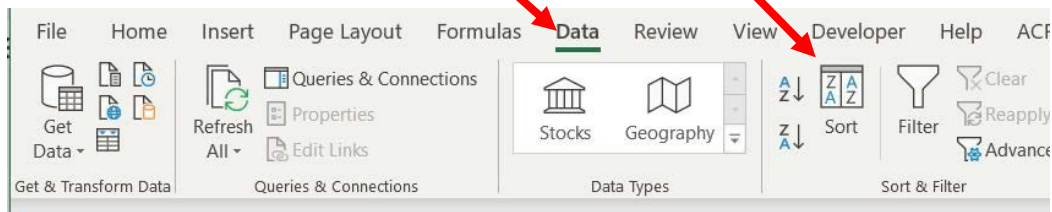
Account	Name	Transaction	Date	Description	Debit	Credit
1110	Cash	1	6/1/2018	Investment from Mark Friedman	28000	0
3100	Capital Stock	1	6/1/2018	Investment from Mark Friedman	0	28000
1211	Office Equip.	2	6/1/2018	Hudson equipment Invoice BC3887	4000	0
2101	Accounts Payable	2	6/1/2018	Hudson equipment Invoice BC3887	0	4000
1311	Computer Equip.	3	6/1/2018	Hailey Computers 87245, ck6001	7000	0

Cancel < Back Next > Finish

	A	B	C	D	E	F	G	H	I
1	Account	Name	Transactio	Date	Description	Debit	Credit	Total Balance	
2	1110	Cash	1	01-Jun-18	Investmen	28000	0	28000	
3	3100	Capital Sto	1	01-Jun-18	Investmen	0	28000	-28000	
4	1211	Office Equ	2	01-Jun-18	Hudson eq	4000	0	4000	
5	2101	Accounts F	2	01-Jun-18	Hudson eq	0	4000	-4000	
6	1311	Computer	3	01-Jun-18	Hailey Con	7000	0	7000	
7	1110	Cash	3	01-Jun-18	Hailey Con	0	7000	-7000	
8	5040	Repairs & I	4	02-Jun-18	Avery Repa	725	0	725	
9	2101	Accounts F	4	02-Jun-18	Avery Repa	0	725	-725	
0	1211	Office Equ	5	04-Jun-18	Scanner, Ja	125	0	125	
1	1110	Cash	5	04-Jun-18	Scanner, Ja	0	125	-125	
2	5030	Advertising	6	08-Jun-18	Zac Advert	3380	0	3380	
3	2101	Accounts F	6	08-Jun-18	Zac Advert	0	3380	-3380	
4	2101	Accounts F	7	08-Jun-18	Pd A/p ck6	640	0	640	
5	1110	Cash	7	08-Jun-18	Pd A/p ck6	0	640	-640	
6	1110	Cash	8	14-Jun-18	Services pe	11000	0	11000	
7	4100	Computer	8	14-Jun-18	Services pe	0	11000	-11000	
8									

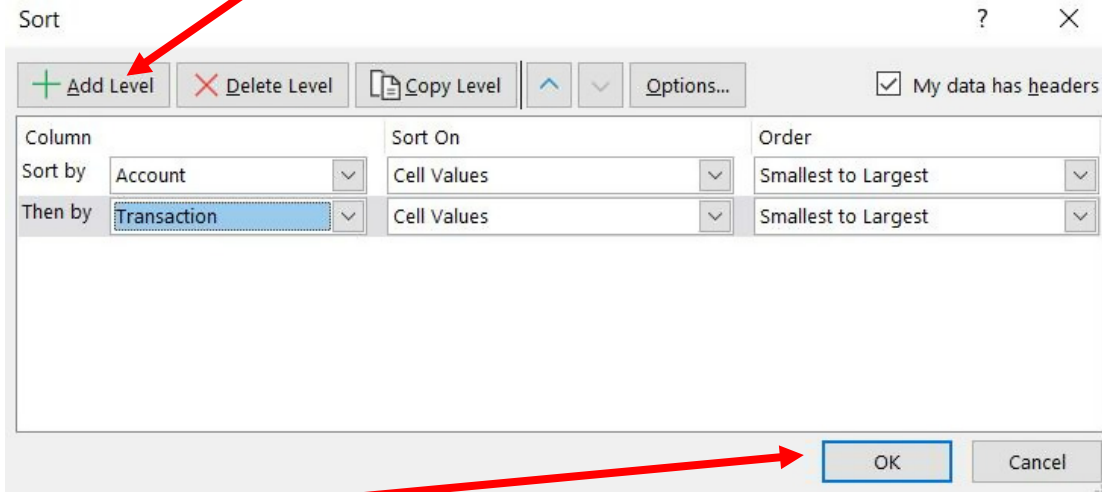
Data looks good now, but we need to sort by **“Account”** and **“Transaction”** in **“Ascending”** order.

With the cursor in cell A1, select **“Data”** and then **“Sort”**



In the sorting dialog, first select the “Account” field and select the order “Smallest to Largest”. Then click “Add Level” button on top and do the same for “Transaction”.

Press OK.



Press OK.

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,I1+F2-G2,F2-G2)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Account	Name	Transaction	Date	Description	Debit	Credit	Total Balance	Running Balance				
2	1110	Cash	1	6/1/2018	Investment	28000	0	28000	=IF(A2=A1,I1+F2-G2,F2-G2)				
3	1110	Cash	3	6/1/2018	Hailey Con	0	7000	-7000					
4	1110	Cash	5	6/4/2018	Scanner, J	0	125	-125					
5	1110	Cash	7	6/8/2018	Pd A/p ck6	0	640	-640					
6	1110	Cash	8	#####	Services pe	11000	0	11000					
7	1211	Office Equ	2	6/1/2018	Hudson eq	4000	0	4000					
8	1211	Office Equ	5	6/4/2018	Scanner, J	125	0	125					
9	1311	Computer	3	6/1/2018	Hailey Con	7000	0	7000					
10	2101	Accounts F	2	6/1/2018	Hudson eq	0	4000	-4000					

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

Copy the data on the sheet and “Paste Values” into a new sheet in the initial Excel file. Rename the sheet “General Ledger”.

Delete the “Total Balance” column – it is not needed anymore.

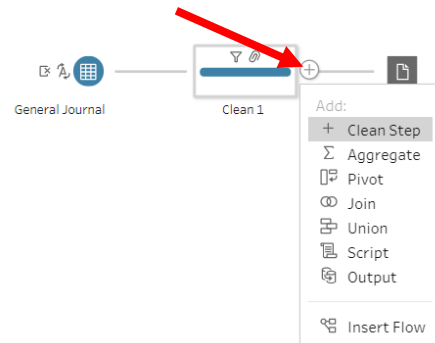


**Step 8: Create a new field that combine the fields “Account” and “Name”**

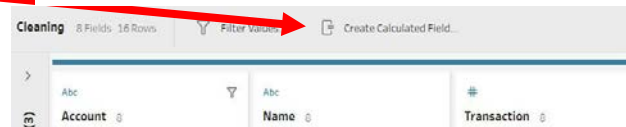
The “Unadjusted Trial Balance” will summarize the “Total Balance” by account number with the account name attached for clarity.

We now want to combine the fields “Account” and “Name” and we would like to have two spaces between the fields.

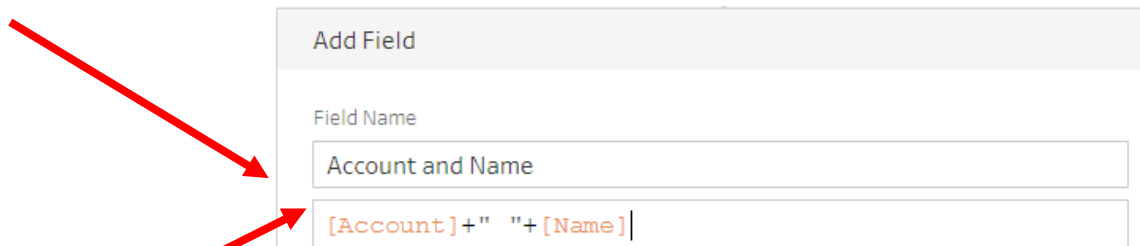
Click on the plus sign on the right of the “Clean 1” step and select “Clean Step”.



Select “Create Calculated Field”.

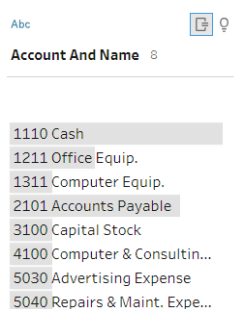
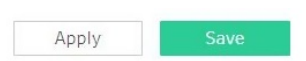


Enter “Account and Name” as the “Field Name”.



Enter the formula: [Account]+ " " +[Name]

Select “Save”.

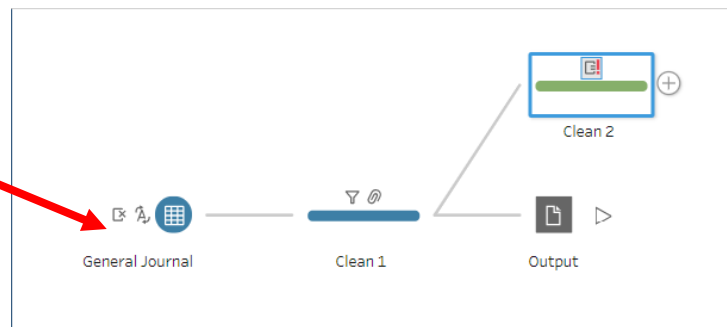


If you receive an error message the field “Account” is still coded as a numeric.

Function '+' can't accept parameters: (number, string).

Follow these steps if you must change the field “Account” from a numeric to a string.

Select the first step, “General Journal”.



Select the “Type” field for “Account”

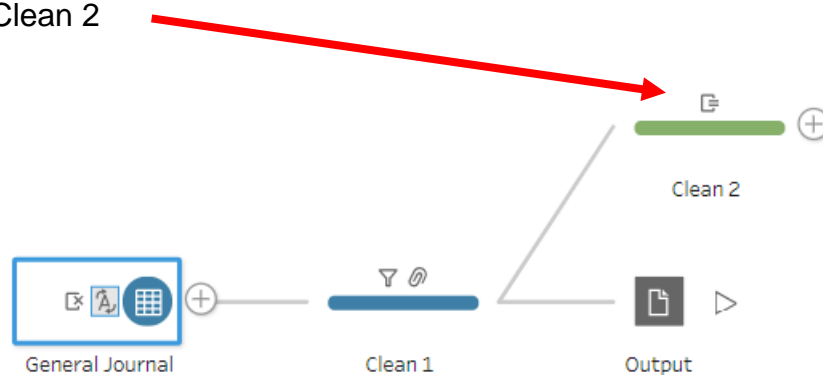
The screenshot shows the 'General Journal' field selection dialog. It has a title bar 'General Journal' with 'Fields selected: 8 of 9' and a 'Filter Values...' button. Below the title bar is a table with columns: 'Type', 'Field Name', and 'Original Field Name'. The table lists three fields: 'Transaction', 'Date', and 'Account'. The 'Account' field is selected, and its 'Type' is '#'. A red arrow points from the text 'Select the “Type” field for “Account”' to the 'Type' column header.

<input type="checkbox"/>	Type	Field Name	Original Field Name
<input checked="" type="checkbox"/>	#	Transaction	Transaction
<input checked="" type="checkbox"/>	#	Date	Date
<input checked="" type="checkbox"/>	#	Account	Account

Select “String”

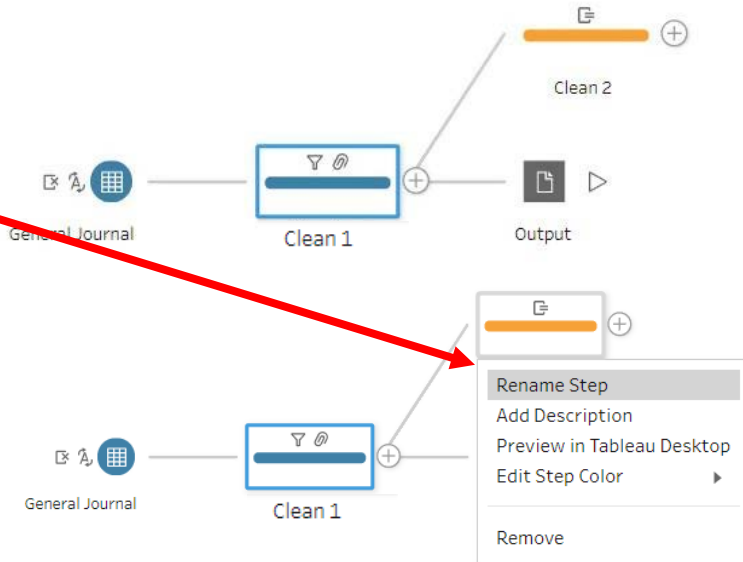
- 
- The screenshot shows the 'Type' dropdown menu for the 'Account' field. The options are: '# Number (decimal)', '# Number (whole) - default' (which is selected), 'Date & Time', 'Date', and 'String'. A red arrow points from the text 'Select “String”' to the 'String' option.
- # Number (decimal)
  - ✓ # Number (whole) - default
  - Date & Time
  - Date
  - String

Return to the step Clean 2

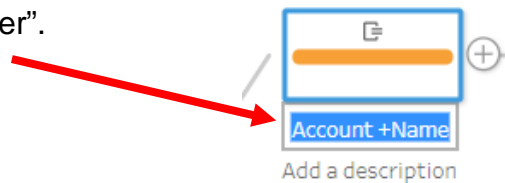


**Step 9: Aggregate balances and export “Unadjusted Trial Balance”**

Right Click on the “Clean 2” in the “Flow Pane” and select “Rename Step”.

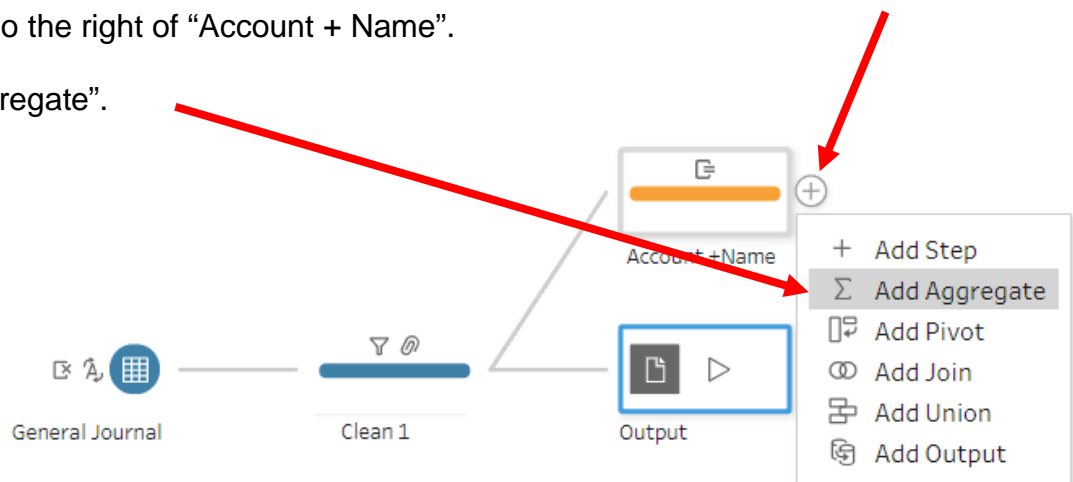


Type “Account + Name” and press “Enter”.



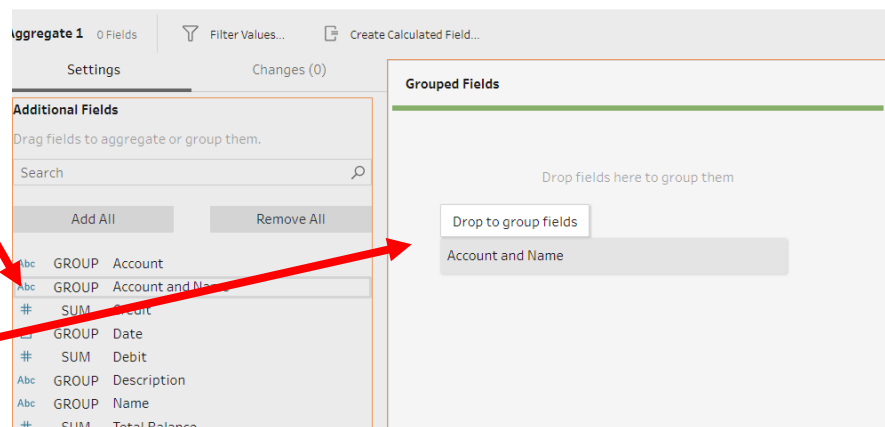
Click on the “+” to the right of “Account + Name”.

Select “Add Aggregate”.



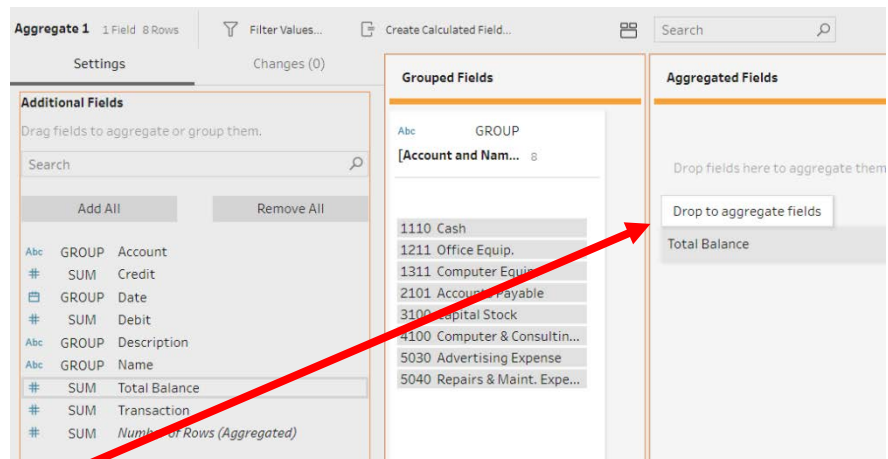
Drag “Account and Name” field

to “Grouped Fields”

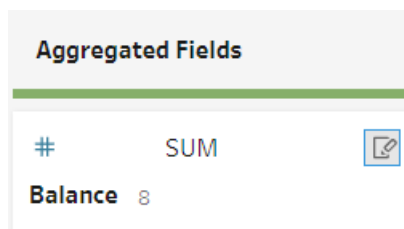
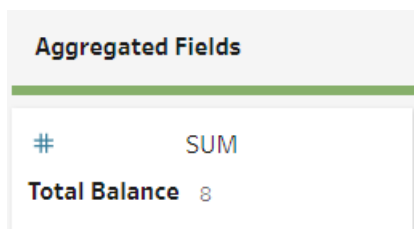


Drag “Total Balance” field

to “Aggregated Fields”.

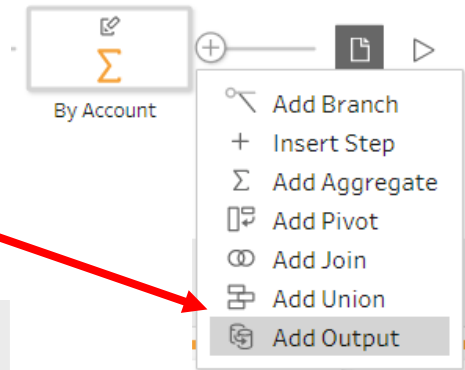


Double click on “Total Balance” and rename the field “Balance”

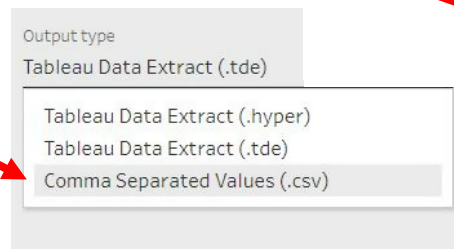


**Step 10: Output the aggregated balances to the Unadjusted Trial Balance**

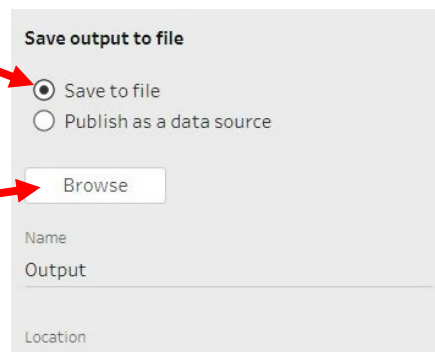
Click on the plus sign of our Aggregate tile and select “Add Output”.



Select the .csv file type.



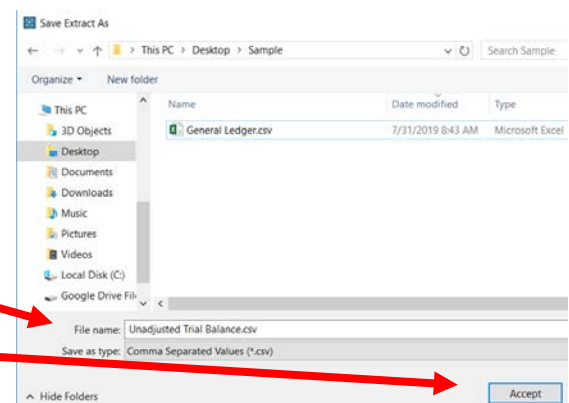
Select “Save to file” option button.



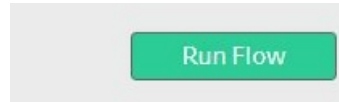
Select “Browse” button

Select the location for the file and specify the “File name”.

Select “Accept”.



Select “Run Flow”



Select “Done”.

#### Finished Running Flow

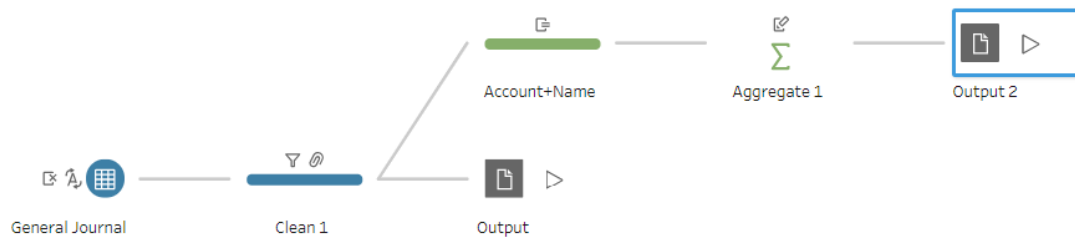


General Ledger.csv

Total time 00:00

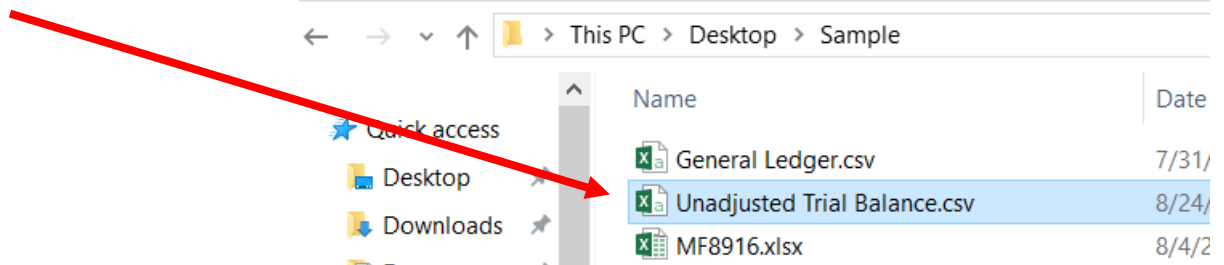
Done

Final flow in Tableau Prep should look like this.



**Step 11: Open the file in Excel**

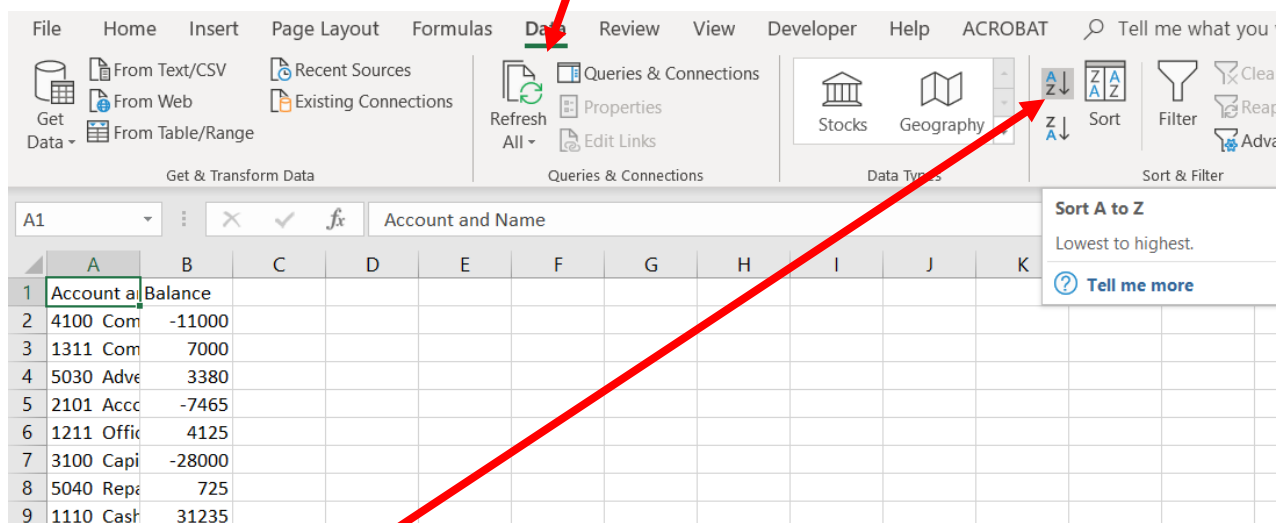
Double click on the file “Unadjusted Trial Balance.csv” file in “File Explorer”.



And the file opens in Excel.

	A	B	C
1	Account a	Balance	
2	4100 Com	-11000	
3	1311 Com	7000	
4	5030 Adve	3380	
5	2101 Acco	-7465	
6	1211 Offic	4125	
7	3100 Capi	-28000	
8	5040 Repa	725	
9	1110 Cash	31235	
10			

With the cursor in cell “A1” select “Data”.



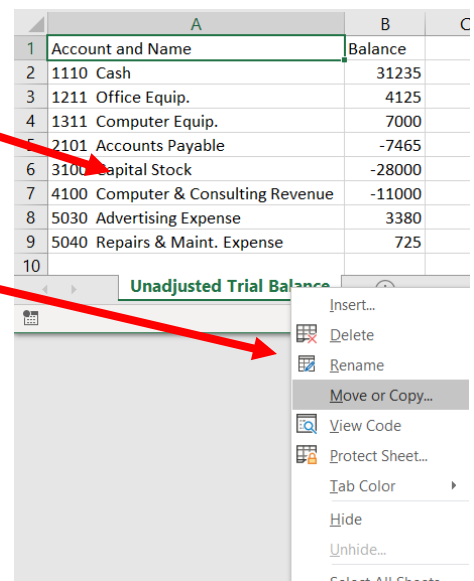
Select “A to Z”.  
Change the column widths.

**Step 12: Transfer the data to the original MF8916.xlsx file**

- 1) Copy and Paste
  - a) Open the initial excel file “MF8916.xls”.
  - b) If a sheet “Unadjusted Trial Balance does not exist, name a new sheet “Unadjusted Trial Balance”.
  - c) Return to the “Unadjusted Trial Balance” file.
  - d) Highlight all the data in the “Unadjusted Trial Balance”.
  - e) Select “Copy”.
  - f) Return to the file “MF8916.xls”.
  - g) On the “Unadjusted Trial Balance Sheet” select “Paste Values”.
  - h) **Save the files.**

- 2) Move the sheet into the “MF8916.xls” file.
  - a) Right click on the “Unadjusted Trial Balance” tab.

- b) Select “Move or Copy...”.





c) Select the name of the original file.

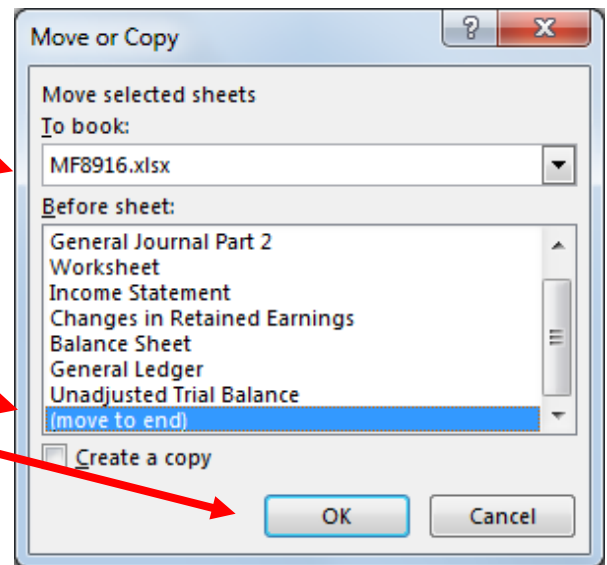
d) Scroll till the end and click on “(move to end)”.

e) Then click “OK”.

f) The Unadjusted Trial Balance has been created successfully.

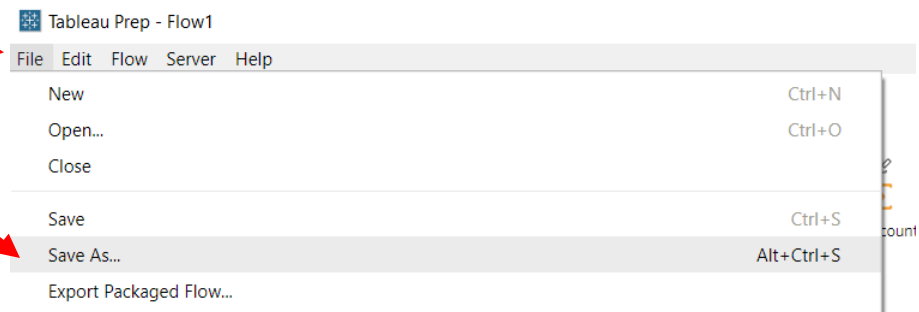
g) Save” and “Close” the Excel file.

**Step 13: Share the workflow and the related input files.**

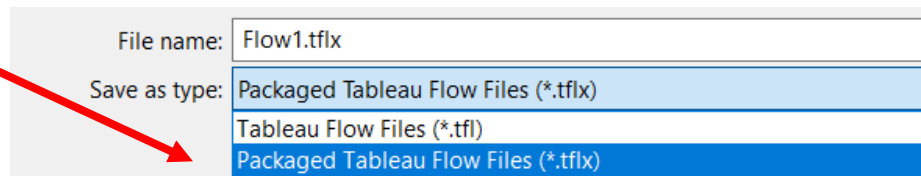


Select “File”.

Select “Save As”.



Change the type to “Packaged Tableau Flow Files (\*.tflx)”.



Select “Save”.



Save the file as a normal Tableau Prep file,” \*.tfl”.

## Part 2 - Using Tableau Prep Builder

### Appending a Second Stream

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.

A Byte of Accounting, Inc.							
General Journal							
Note: You can only enter data into the yellow filled cells.							
Transaction	Date	Account	Name	Description	Debit	Credit	
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	
08	Jun 14	1110	Cash	Services performed by Lucas Pictures	11,000.00		
08	Jun 14	4100	Computer & Consulting Revenue	Services performed by Lucas Pictures		11,000.00	

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 Byte of Accounting, Inc.							
General Journal							
M/DD	Trans	Account	Detail	Account Name	Debit	Right Side	
6/16	09	1120000.0000	G. Washington Invoice 1492	Accounts Receivable	633.00		
6/16	09	4130000.0000	G. Washington Invoice 1492	Repair Service		348.00	
6/16	09	4110000.0000	G. Washington Invoice 1492	Equipment Sales		285.00	
6/16	10	5090000.0000	Invoice 1732	Cost of Goods Sold	161.03		
6/16	10	1120000.0000	Invoice 1732	Inventory		161.03	
6/26	19	5080000.0000	Supplies Chk 5056	Supplies	124.00		
6/26	19	1110000.0000	Supplies Chk 5056	Cash		124.00	

## End with the General Ledger

	A	B	C	D	E	F	G	H	I
1	Account	Name	Transactio	Date	Description	Debit	Credit	Running Balance	
2	1110	Cash	1	2018-06-0	Investmer	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 ckE	0	640	20235	
6	1110	Cash	8	2018-06-1	Services pr	11000	0	31235	
7	1110	Cash	12	2018-06-1	To Payroll	0	1430.01	29805	
8	1110	Cash	13	2018-06-2	Receipt Ce	633	0	30438	
9	1110	Cash	14	2018-06-2	Monthly Ir	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 f	09	2018-06-1	G. Washin	633	0	633	
13	1120	Accounts f	13	2018-06-2	Receipt Ce	0	633	0	
14	1120	Accounts f	16	2018-06-2	J. Adans Ir	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 f	2	2018-06-0	Hudson ec	0	4000	-4000	
22	2101	Accounts f	4	2018-06-0	Avery Rep	0	725	-4725	
23	2101	Accounts f	6	2018-06-0	Zac Adver	0	3380	-8105	
24	2101	Accounts f	7	2018-06-0	Pd A/p ckE	640	0	-7465	
25	2101	Accounts f	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	3100	Capital Stc	1	2018-06-0	Investmer	0	28000	-28000	
29	4100	Computer	8	2018-06-1	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 Ir	0	264	-549	
32	4130	Repair Ser	09	2018-06-1	G. Washin	0	348	-348	
33	4130	Repair Ser	16	2018-06-2	J. Adans Ir	0	86	-434	
34	5030	Advertisin	6	2018-06-0	Zac Adver	3380	0	3380	
35	5030	Insurance	14	2018-06-2	Monthly Ir	326	0	3706	
36	5040	Repairs &	4	2018-06-0	Avery Rep	725	0	725	

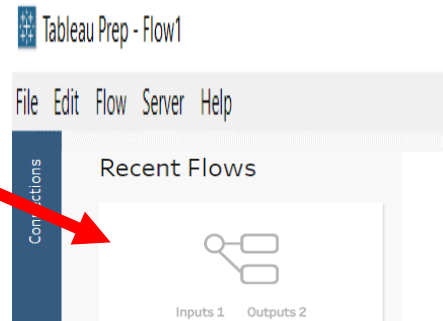
## And the Unadjusted Trial Balance

	A	B
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 flow that we completed in Part 1.

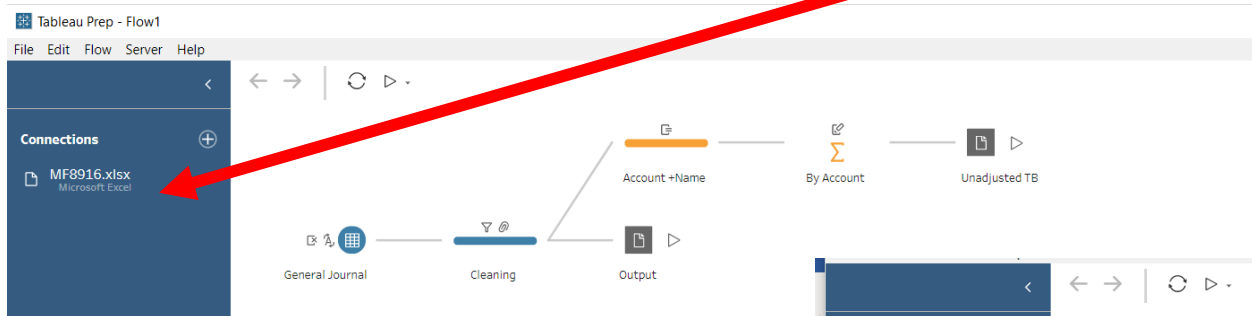
Select “File”, “Open”

Or Select from “Recent Flows”

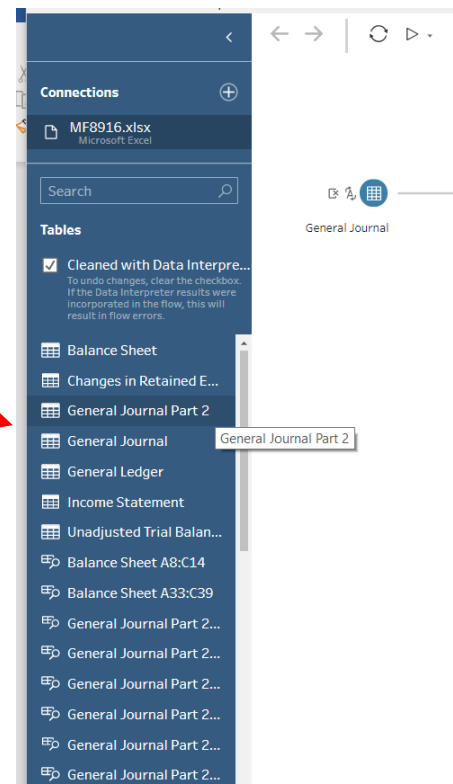


### Step 1: Input Excel file

If the list of sheets in the file is not visible, click on the name of the file.



Double click on “General Journal Part 2”.



After selecting the sheet “General Journal Part 2” will appear on the “Flow” pane.

The screenshot shows the Tableau Prep interface. On the left, the 'Tables' pane lists various sheets, with 'General Journal Part 2' selected. A red arrow points from the text above to this selection. On the right, the 'Flow' pane shows a workflow with steps: 'General Journal', 'Cleaning', and 'Output'. Below the flow, the 'General Journal Part 2' fields are listed. A table shows the selected fields and their sample values.

Type	Field Name	Original Field Name	Changes	Sample Values
<input checked="" type="checkbox"/>	M/DD	M/DD		06/16/2018
<input checked="" type="checkbox"/>	Trans Account	Trans Account		09 1120000.0000, 09 4130000.0000, 09 4110000.0000
<input checked="" type="checkbox"/>	Detail	Detail		G. Washington Invoice 1492
<input checked="" type="checkbox"/>	Account Name	Account Name		Accounts Receivable, Repair Service, Equipment Sales
<input checked="" type="checkbox"/>	Debit	Debit		633, null
<input checked="" type="checkbox"/>	Right Side	Right Side		null, 348, 285

Sample data for “General Journal Part 2” will be visible on the “Profile” pane.

Note: The field “Trans Account” contains two fields, “Transaction” (09) and “Account” (1120) 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 several fields.

Click on the plus sign to the right of the “General Journal Part 2”.

The screenshot shows the Tableau Prep interface. On the left, the 'Tables' pane lists various sheets, with 'General Journal Part 2' selected. A red arrow points from the text above to the plus sign next to the sheet name. On the right, a dropdown menu is open, showing options: '+ Add Step', 'Add Aggregate', 'Add Pivot', 'Add Join', 'Add Union', and 'Add Output'. A red arrow points from the text 'Select '+ Add Step'.' to the '+ Add Step' option.

**Step 2: Split a field.**

The screenshot shows the Tableau Prep interface. At the top, a workflow is visible: General Journal → Cleaning → Output. A 'Clean 2' step is highlighted with a blue box. Below the workflow, the 'Clean 2' step is expanded, showing a table with 6 fields and 24 rows. The table has the following columns and data:

M/DD	Trans	Account	Detail	Account Name	Debit	Right Side
06/16/2018	09	1120000.0000	G. Washington Invoice 1492	Accounts Payable	null	null
06/21/2018	09	4110000.0000	Invoice 1732	Accounts Receivable	124	
06/22/2018	09	4130000.0000	Invoice 1733	Cash	147.84	4,000
06/23/2018	10	1130000.0000	J. Adams Invoice 1493	Equipment Sales	161.03	
06/24/2018	10	5090000.0000	Maint Chk 6005	Inventory	190	
06/25/2018	11	2120000.0000	Monthly Insurance Chk 6004	Payroll Liabilities	326	
06/26/2018	11	5380000.0000	Purchased Inventory PO # 2...	Repair Service	350	
	12	1110000.0000	Receipt Cash Inv # 1732	Accounts Receivable	633	
	12	2120000.0000	Salary Expense	Cash	1,430.01	
	13	1110000.0000	Supplies Chk 5056	Cost of Goods Sold	3,350	
	13	1120000.0000	To Payroll company Chk 6003	Insurance Expense		
	14	1110000.0000		Inventory		

Select the “Trans Account” column by clicking anywhere in the column and a blue border will appear around the column.

Select “Custom Split”.

The screenshot shows the Tableau Prep interface with the 'Trans Account' column selected, indicated by a blue border. A red arrow points to the 'Custom Split' button in the top toolbar.

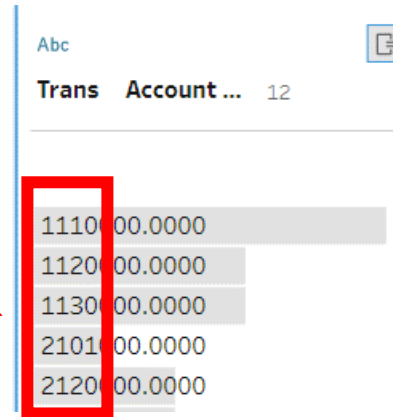
Select the “Use the separator” box and press the spacebar one time.

Click on the drop-down to the right of “First” and select “All”.

Select “Split”.

There are now six new fields, “Trans Account - Split 1” to “Trans Account - Split 6”.  
The field “Trans Account - Split 1” contains the transaction number.

The first four characters of the field “Trans Account - Split 6” contains the account number.

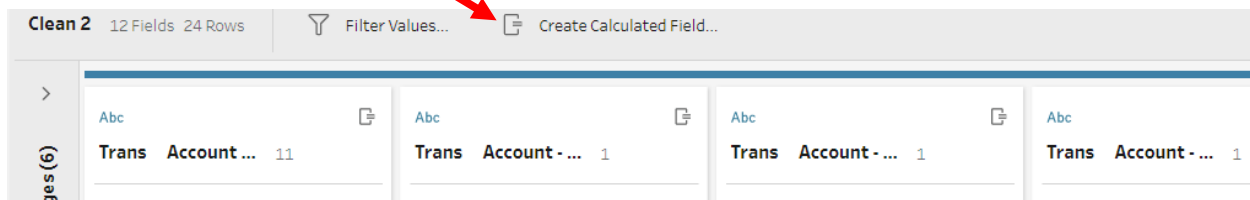


Trans	Account ...
1110	00.0000
1120	00.0000
1130	00.0000
2101	00.0000
2120	00.0000

### Step 3: Create a field

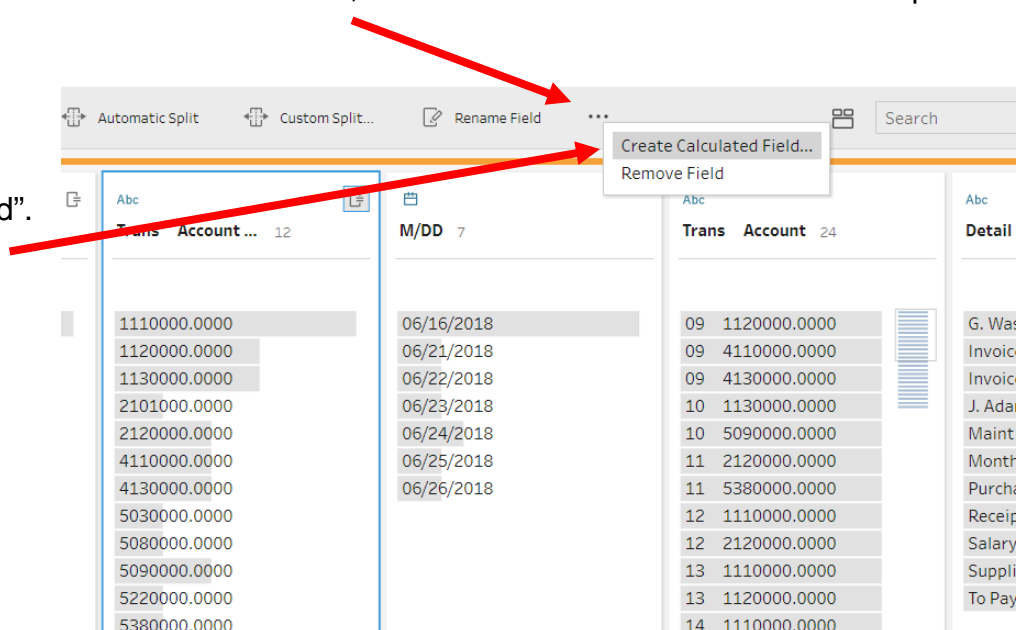
We are going to create a field consisting of the first four characters of the “Trans Account - Split 6” field.

If “Create Calculated Field” is visible select it.



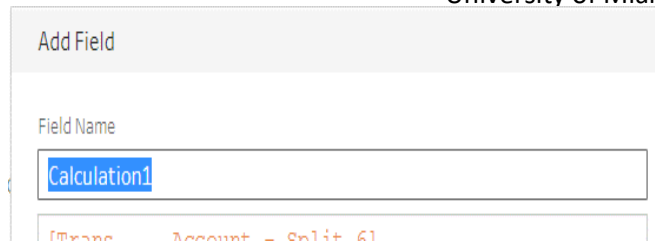
If “Create Calculated Field” is not visible, select the three dots above the “Data” pane.

Select “Create Calculated Field”.





In the “Field Name” type “Account”.



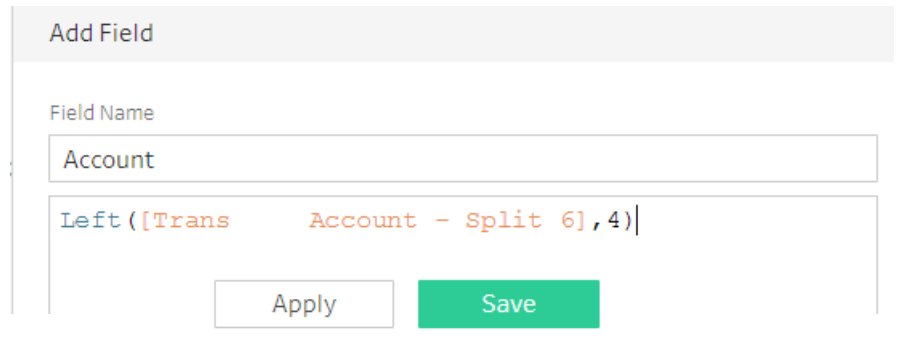
Add Field

Field Name

Calculation1

[Trans Account - Split 6]

Type in the formula: Left ([Trans Account – Split 6],4)



Add Field

Field Name

Account

Left([Trans Account - Split 6],4)

Apply Save

Select “Save”.

**Step 4: Deleting and modifying field characteristics**

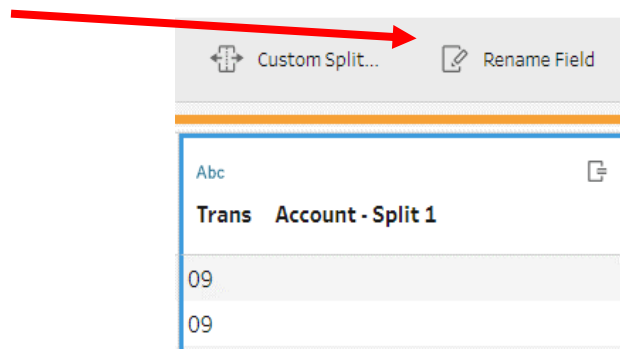
In order to append the sets of data the “Field Names” and “Types” of “General Journal Part 2” must be the same as those in the data set “General Journal”.

Account	Name	Transaction	Date	Description	Debit	Credit	Total Balance
---------	------	-------------	------	-------------	-------	--------	---------------

Make whatever modifications are needed.

- 1) “Account” is a string so there are no changes.
- 2) “Trans Account – Split 1” has to be renamed “Transaction” and it must be changed to a numeric field.
  - a) Select the field “Trans Account – Split 1”.

- b) Select “Rename Field”.

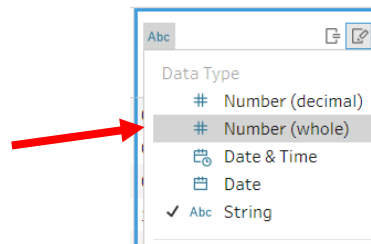


- c) Type “Transaction” and hit “Enter”.

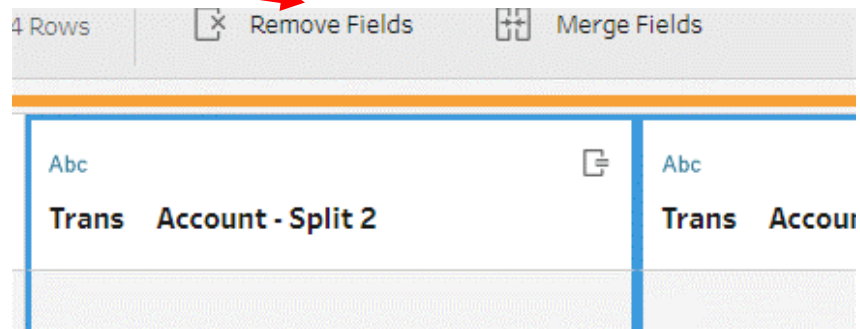


- d) Select “ABC”.

- e) Select “Number (whole)”.

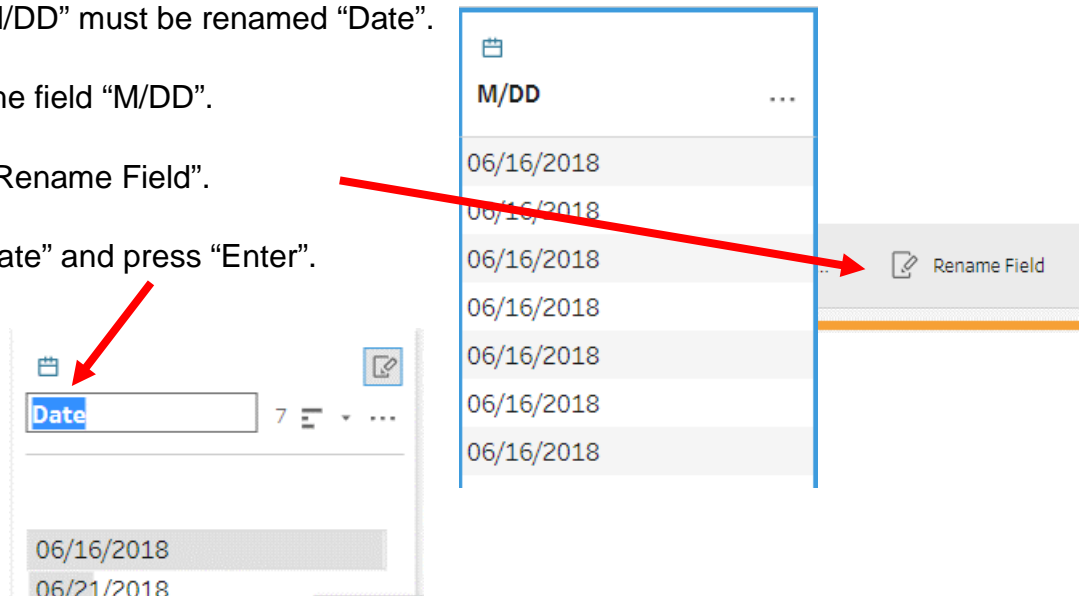


- 3) "Trans Account – Split 2" through "Trans Account – Split 6" must be removed.
- Select "Trans Account – Split 2, hold down the "shift" key and select "Trans Account – Split 6".
  - Select "Remove Fields".



- 4) The field "M/DD" must be renamed "Date".

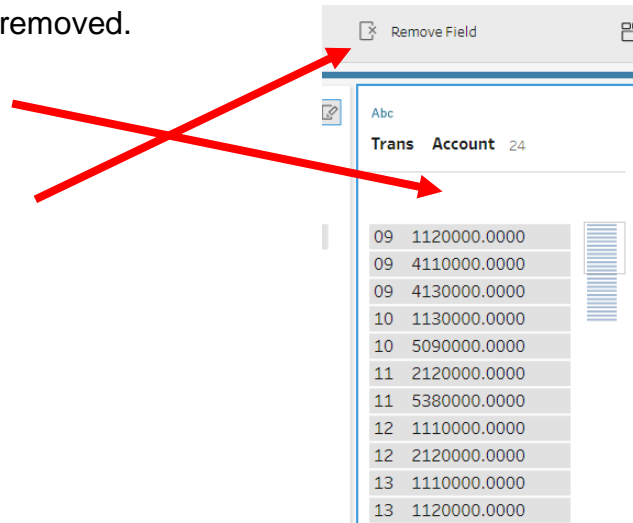
- Select the field "M/DD".
- Select "Rename Field".
- Type "Date" and press "Enter".



5) The field “Trans Account” must be removed.

a) Select “Trans Account”.

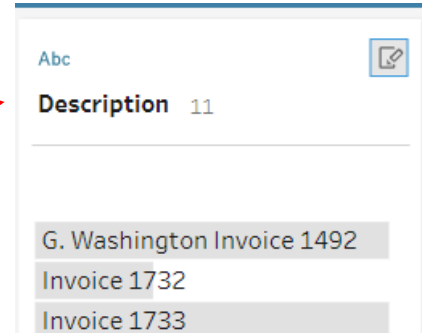
b) Select “Remove Field”.



6) The field “Detail” must be renamed “Description”.

a) Double click on “Detail”.

b) Type “Description” and press “Enter”.



7) The field “Account Name” must be renamed “Name” and the extra spaces must be removed.

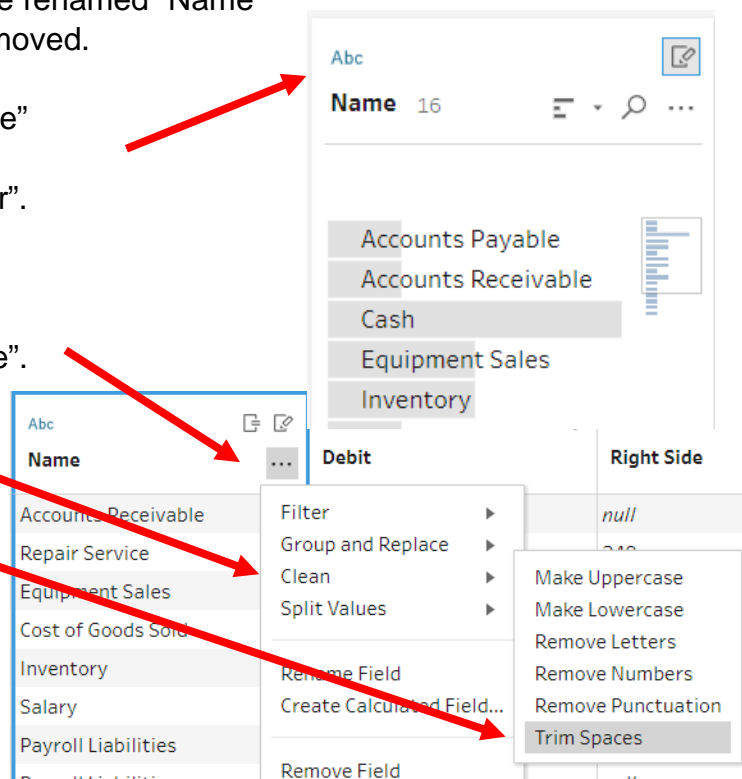
a) Double click on “Account name”

b) Type “Name” and press “Enter”.

c) Select the three dots in “Name”.

d) Select “Clean”.

e) Select “Trim Spaces”.



8) The field “Debit” is correct, and the type is “Number (whole)”. The null must be changed to a “0”.

a) Double click on “null”.

b) Type “0” and press “Enter”.

Debit 10

0

124

147.84

161.03

190

326

350

633

1,430.01

2,250

9) The field “Right Side” must be changed to “Credit”, the type is “Number (whole)”. The null must be changed to a “0”.

a) Double click on “Right Side”.

b) Type “Credit” and press “Enter”.

c) Double click on “null”

d) Type “0” and press “Enter”.

#

Credit 13

0

86

124

147.84

161.03

190

264

285

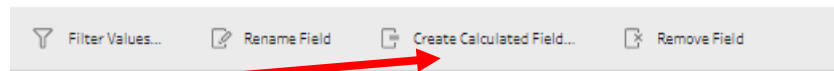
326

348

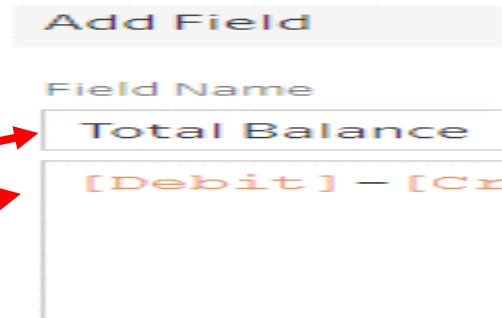
633

3,350

10) The field "Total Balance" does not exist.



a) Select "Create Calculated Field"



b) Type in the "Field Name", "Total Balance".

c) Type in the formula [Debit]-[Credit]

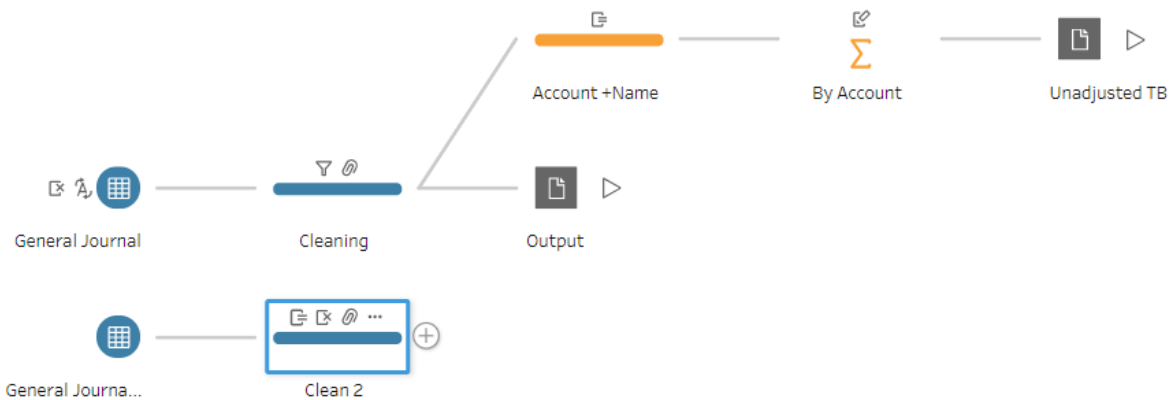
d) Select "Save".



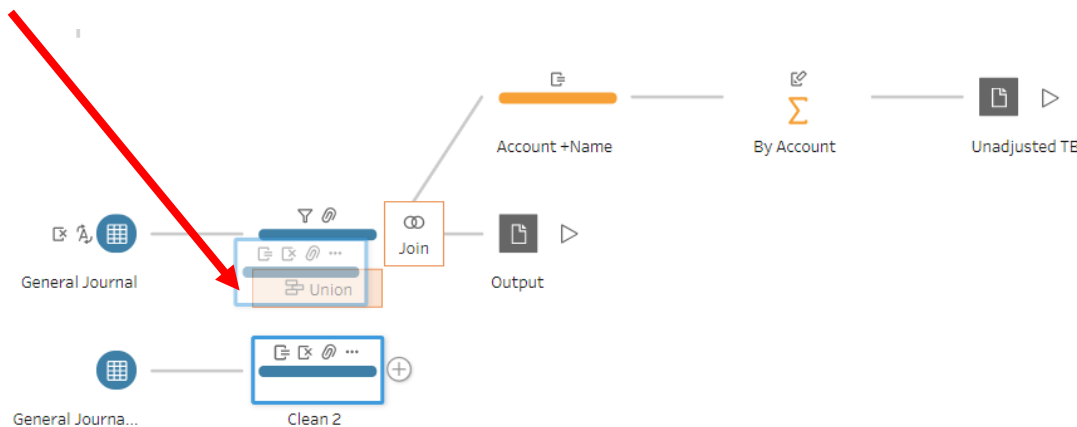
The sets of data the “Field Names” and “Types” of “General Journal Part 2” are the same as those in the data set “General Journal” and we can combine, union, the two parts.

### Step 5: Combine the two streams of data

As you drag the “Cleaning” step from that we just created to the “Cleaning” step in the first stream of data, “General Journal”, an option will be presented to “Join” or “Union”.



Drop the “Cleaning” step from the current stream of data into the “Union” area to combine the two data streams.



The two should match one to one. You will see merged columns with two color indicators from both parts of the flow. If there is a mismatch, verify that the column names and datatypes for the two streams are identical.



The result will be a new tile “Union1”.

The top part of the image shows a Tableau Prep workflow. It starts with two input tiles: 'General Journal' and 'General Journal...'. The 'General Journal' tile is connected to a 'Cleaning' tile, which then connects to a 'Union 1' tile. The 'General Journal...' tile is connected to a 'Clean 2' tile, which also connects to the 'Union 1' tile. The 'Union 1' tile is connected to an 'Output' tile, which then connects to a 'By Account' tile, and finally to an 'Unadjusted TB' tile.

The bottom part of the image shows the 'Union Results' view. It displays a table with the following columns: 'Table Names', 'Transaction', 'Date', 'Account', and 'Name'. The 'Table Names' column lists two sources: 'MF8916.xlsx/General Journal' and 'MF8916.xlsx/General Journal...'. The 'Transaction' column shows a list of transactions from 1 to 17. The 'Date' column shows dates from 06/01/2018 to 06/26/2018. The 'Account' column shows account numbers from 1110 to 5030. The 'Name' column shows account names like 'Accounts', 'Capital', 'Cash', 'Comput', 'Cost of', 'Equipm', 'Insuranc', 'Inventc', and 'Mainte'.

Remove the column “Table Names” created by Union operation.

Select the field “Table Names”.

Select the three dots.

From the pull down select “Remove Fields”.

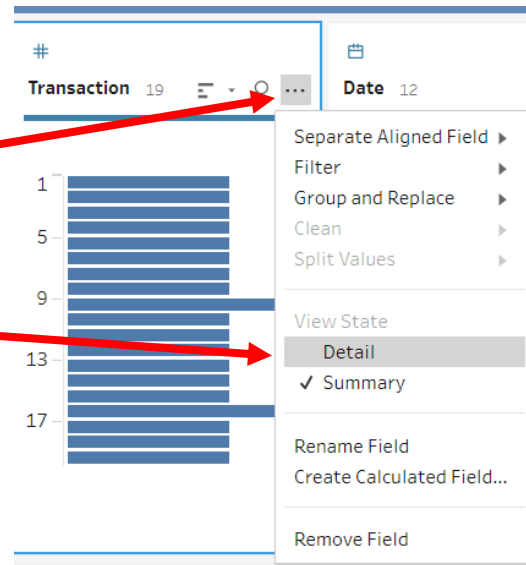
The image shows a context menu for the 'Table Names' field. The menu is open, and the 'Remove Field' option is highlighted. The menu items are: Filter, Group and Replace, Clean, Split Values, View State, Detail (checked), Summary, Rename Field, Create Calculated Field..., and Remove Field.

The field “Transaction” may display in a bar graph format.

Select the field “Transaction”.

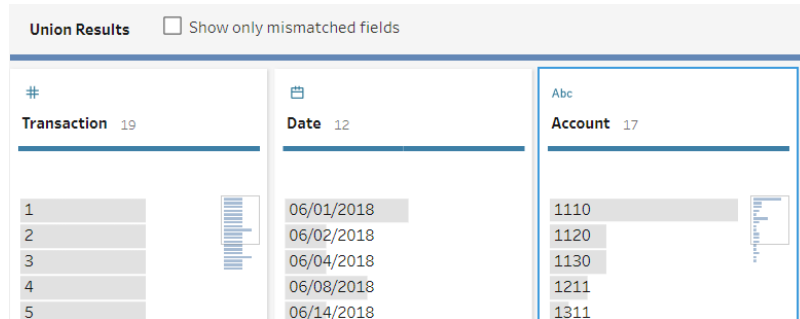
Select the three dots.

From the pull down select “Detail”.

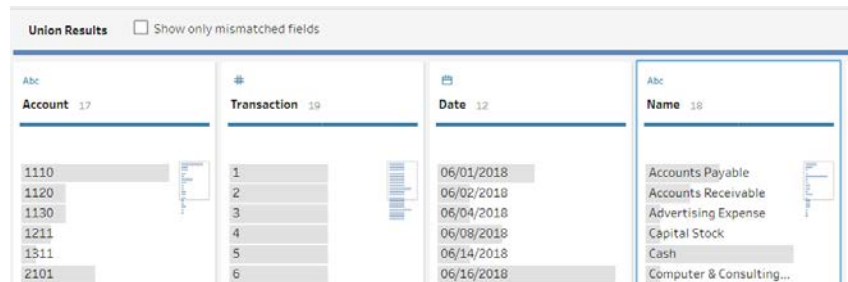


**Step 6: Reorder the fields**

In the “Data Pane” select the field “Account” and drag it to the first field position.

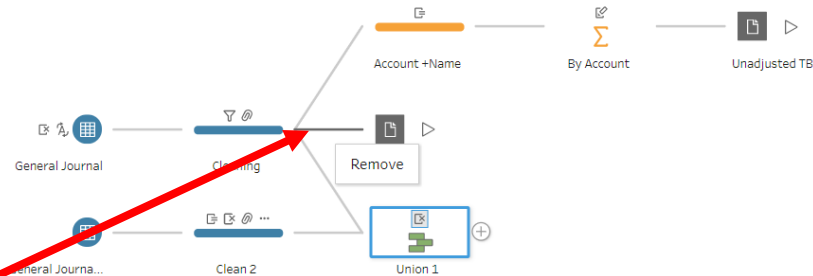


In the Data Pane” select the field “Name” and drag it between the field “Account” and the field “Transaction”

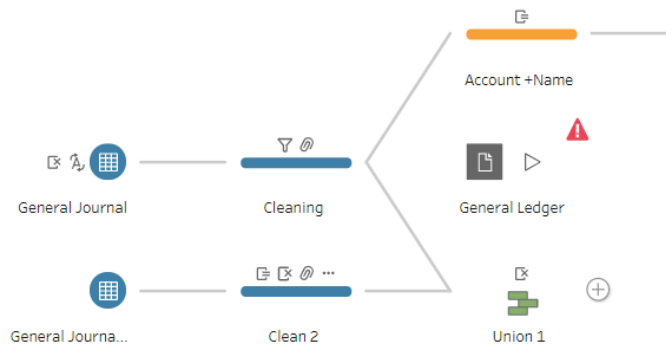


Now the fields are in the order that we need for the General Ledger.

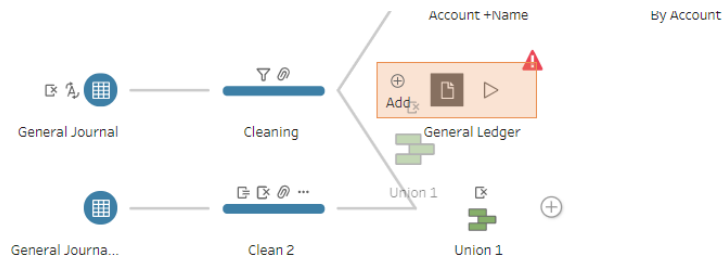
Account	Transaction	Date	Name	Description	Debit	Credit	Total Balance
1211	2	06/01/2018	Office Equip.	Hudson equipment Invoice BC3887	4,000	0	4,000
1211	5	06/04/2018	Office Equip.	Scanner, Jake Supplies, 54-541 ck6002	125	0	125

**Step 7: Disconnect the output “General Ledger” branch and connect it to the “Union”.**

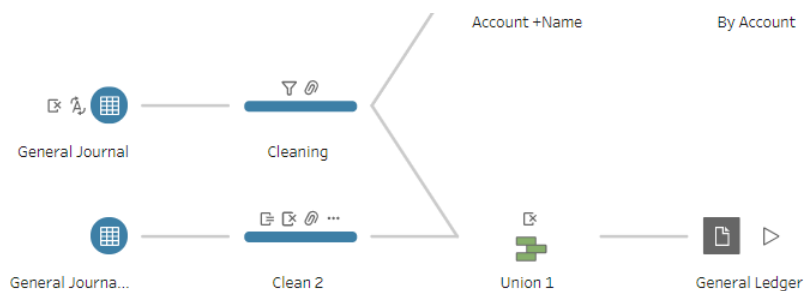
Right click on the branch leading to the “General Ledger” output tile and select “Remove”



Drag the “Union” tile to the left of the “General Ledger” output tile and drop it in the “Add” area.

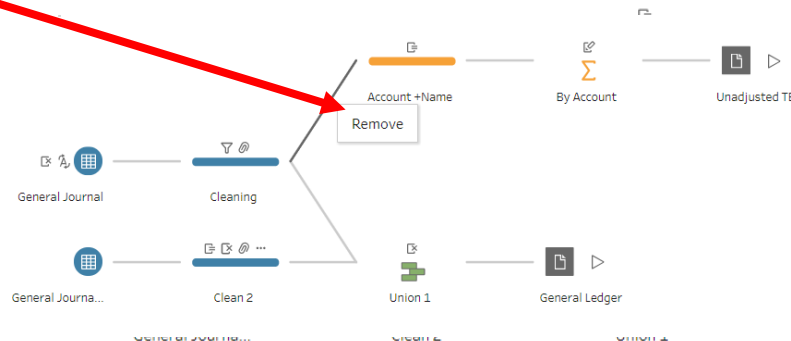


The “General Ledger” output tile will now be attached to the “Union” tile.

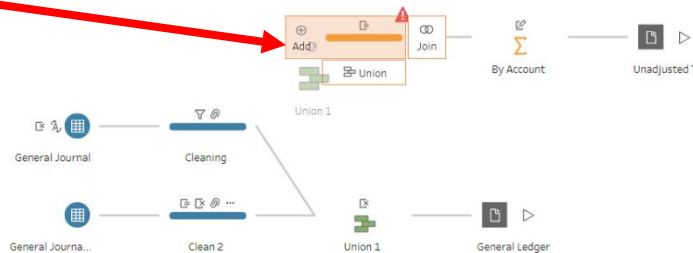


**Step 8: Disconnect the output “Unadjusted TB” branch and connect it to the “Union”.**

**Right click on the branch leading to the “Unadjusted TB” output tile and select “Remove”**

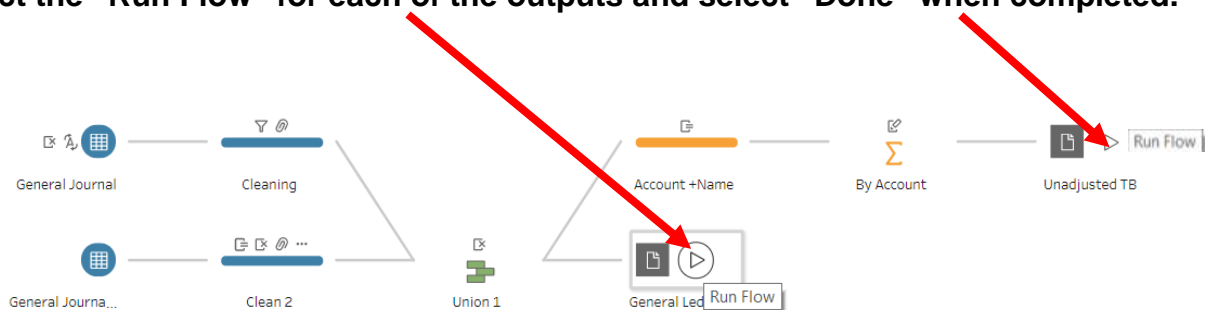


**Drag the “Union” tile to the left of the “Account +Name” tile and drop it in the “Add” area.**



**The “Account +Name” output tile will now be attached to the “Union” tile.**

**Select the “Run Flow” for each of the outputs and select “Done” when completed.**



## Step 9: Create the General Ledger from the exported file and add a Running Balance field

Open the “General Ledger.csv” file that was exported on the previous step.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.  
☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 65001 : Unicode (UTF-8)

☒ My data has headers.

Preview of file C:\Users\mfriedma\Desktop\Sample\General Ledger.csv.

Account	Name	Transaction	Date	Description	Debit	Credit	Total Balance
1110	Cash	1	6/1/2018	Investment from Mark Friedman	28000	0	28000
3100	Capital Stock	1	6/1/2018	Investment from Mark Friedman	0	28000	-28000
1211	Office Equip.	2	6/1/2018	Hudson equipment Invoice BC3887	4000	0	4000
2101	Accounts Payable	2	6/1/2018	Hudson equipment Invoice BC3887	0	4000	-4000
1311	Computer Equip.	3	6/1/2018	Hailey Computers 87245, ck6001	7000	0	7000

Cancel < Back Next > Finish

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab  
☐ Semicolon  
☒ Comma  
☐ Space  
☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

Account	Name	Transaction	Date	Description	Debit	Credit
1110	Cash	1	6/1/2018	Investment from Mark Friedman	28000	0
3100	Capital Stock	1	6/1/2018	Investment from Mark Friedman	0	28000
1211	Office Equip.	2	6/1/2018	Hudson equipment Invoice BC3887	4000	0
2101	Accounts Payable	2	6/1/2018	Hudson equipment Invoice BC3887	0	4000
1311	Computer Equip.	3	6/1/2018	Hailey Computers 87245, ck6001	7000	0

Cancel < Back Next > Finish

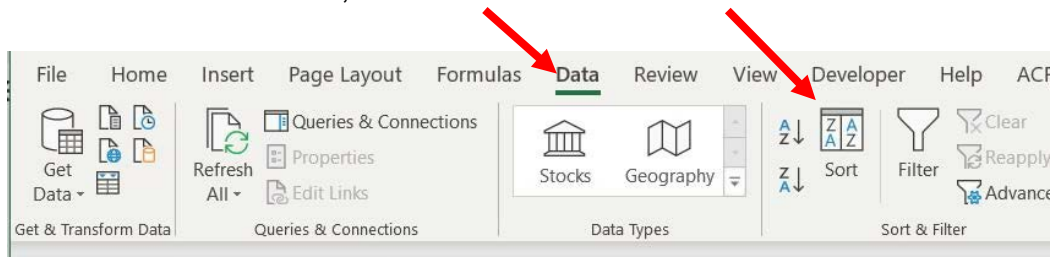
Change the column widths as needed.

	A	B	C	D	E	F	G	H	
1	Account	Transaction	Date	Name	Description	Debit	Credit	Total Balance	
2	1120	9	6/16/2018	Accounts Receivable	G. Washington Invoice 1492	633	0	633	
3	4130	9	6/16/2018	Repair Service	G. Washington Invoice 1492	0	348	-348	
4	4110	9	6/16/2018	Equipment Sales	G. Washington Invoice 1492	0	285	-285	
5	5090	10	6/16/2018	Cost of Goods Sold	Invoice 1732	161.03	0	161.03	
6	1130	10	6/16/2018	Inventory	Invoice 1733	0	161.03	-161.03	
7	5380	11	6/16/2018	Salary	Salary Expense	1430.01	0	1430.01	
8	2120	11	6/16/2018	Payroll Liabilities	Salary Expense	0	1430.01	-1430.01	
9	2120	12	6/16/2018	Payroll Liabilities	To Payroll company Chk 6003	1430.01	0	1430.01	
10	1110	12	6/16/2018	Cash	To Payroll company Chk 6003	0	1430.01	-1430.01	
11	1110	13	6/21/2018	Cash	Receipt Cash Inv # 1732	633	0	633	
12	1120	13	6/21/2018	Accounts Receivable	Receipt Cash Inv # 1732	0	633	-633	
13	5030	14	6/22/2018	Insurance Expense	Monthly Insurance Chk 6004	326	0	326	
14	1110	14	6/22/2018	Cash	Monthly Insurance Chk 6004	0	326	-326	
15	5220	15	6/23/2018	Maintenance/Janitorial	Maint Chk 6005	190	0	190	
16	1110	15	6/23/2018	Cash	Maint Chk 6005	0	190	-190	
17	1120	16	6/24/2018	Accounts Receivable	L. Adams Invoice 1493	350	0	350	

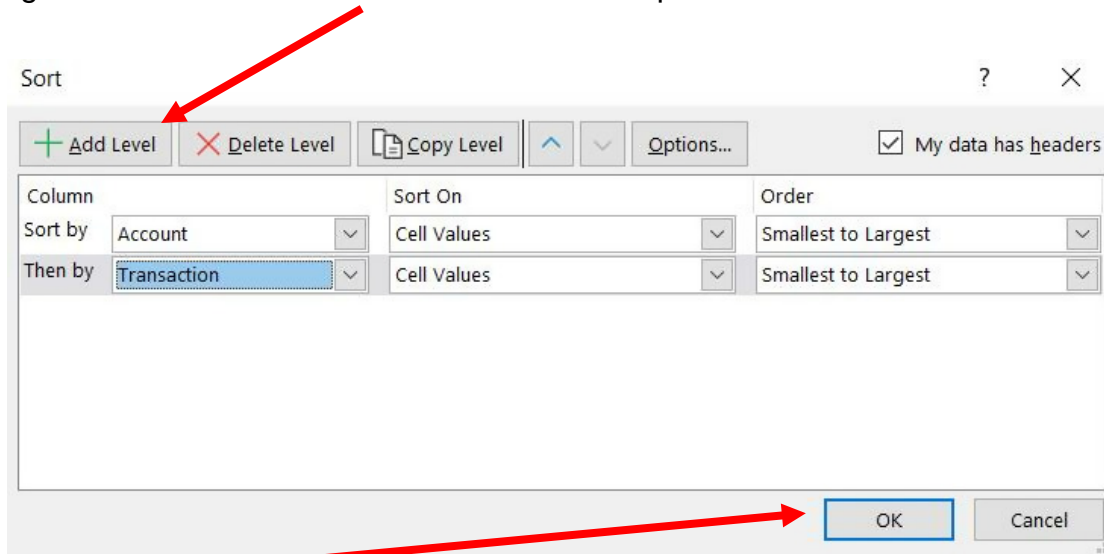
General Ledger

Sort by “**Account**” and “**Transaction**” in “**Ascending**” order.

With the cursor in cell A1, select “Data” and then “Sort”



In the sorting dialog, first select the “Account” field and select the order “Smallest to Largest”. Then click the “Add Level” button on top and do the same for “Transaction”.



Press OK.

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, I1+F2-G2, F2-G2)

=IF(A2=A1, I1+F2-G2, F2-G2)										
	A	B	C	D	E	F	G	H	I	J
1	Account	Transaction	Date	Name	Description	Debit	Credit	Total Bal	Running Balance	
2	1110	1	6/1/2018	Cash	Investment from Mark Friedman	28000	0	28000	=IF(A2=A1, I1+F2-G2, F2-G2)	
3	1110	3	6/1/2018	Cash	Hailey Computers 87245, ck6001	0	7000	-7000		
4	1110	5	6/4/2018	Cash	Scanner, Jake Supplies, 54-541 ck6002	0	125	-125		
5	1110	7	6/8/2018	Cash	Pd A/p ck6003	0	640	-640		
6	1110	8	6/14/2018	Cash	Services performed by Lucas Pictures	11000	0	11000		
7	1110	12	6/16/2018	Cash	To Payroll company Chk 6003	0	1430.01	-1430.01		
8	1110	13	6/21/2018	Cash	Receipt Cash Inv # 1732	633	0	633		
9	1110	14	6/22/2018	Cash	Monthly Insurance Chk 6004	0	326	-326		
10	1110	15	6/23/2018	Cash	Maint Chk 6005	0	190	-190		
11	1110	19	6/26/2018	Cash	Supplies Chk 5056	0	124	-124		
12	1120	9	6/16/2018	Accounts Receivable	G. Washington Invoice 1492	633	0	633		

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

Delete the “Total Balance” column – it is not needed anymore.



**Step 10: Transfer the data to the original MF8916.xlsx file**

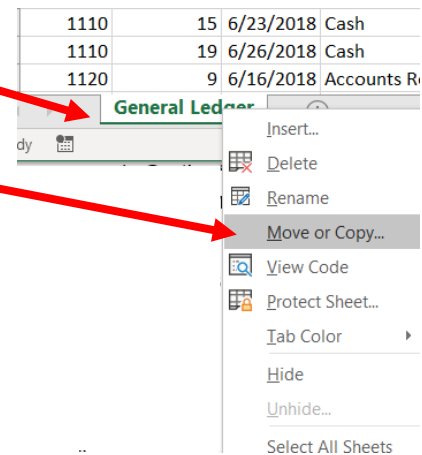
## 3) Copy and Paste

- a) Open the initial excel file “MF8916.xls”.
- b) If a sheet “General Ledger” does not exist, name a new sheet “General Ledger”
- c) Return to the “Unadjusted Trial Balance” file.
- d) Highlight all the data in the “General Ledger”.
- e) Select “Copy”.
- f) Return to the file “MF8916.xls”.
- g) On the “General Ledger” select “Paste Values”.
- h) **Save the files.**

## 4) Move the sheet into the “MF8916.xls” file.

- a) Right click on the “General Ledger” tab.

- b) Select “Move or Copy...”.



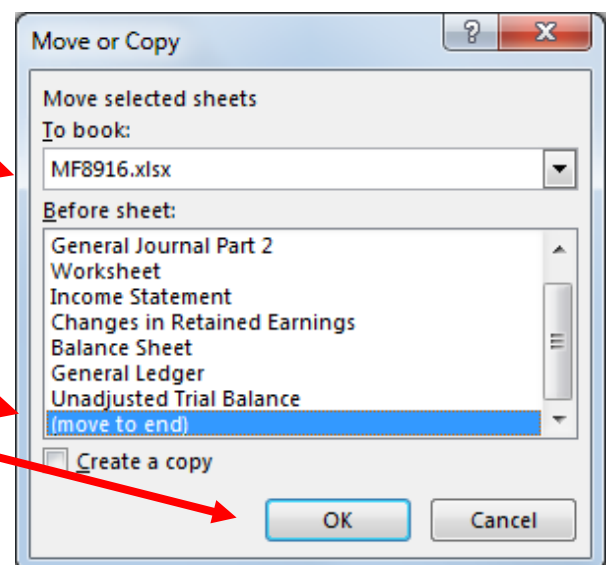
- c) Select the name of the original file.

- d) Scroll till the end and click on “(move to end)”.

- e) Then click “OK”.

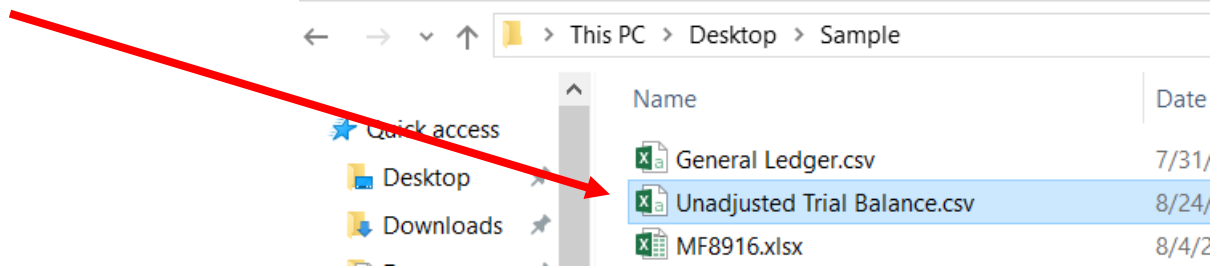
- f) The “General Journal” has been created successfully.

- g) Save” and “Close” the Excel file.



**Step 11: Create the Unadjusted Trial Balance from the exported file in Excel**

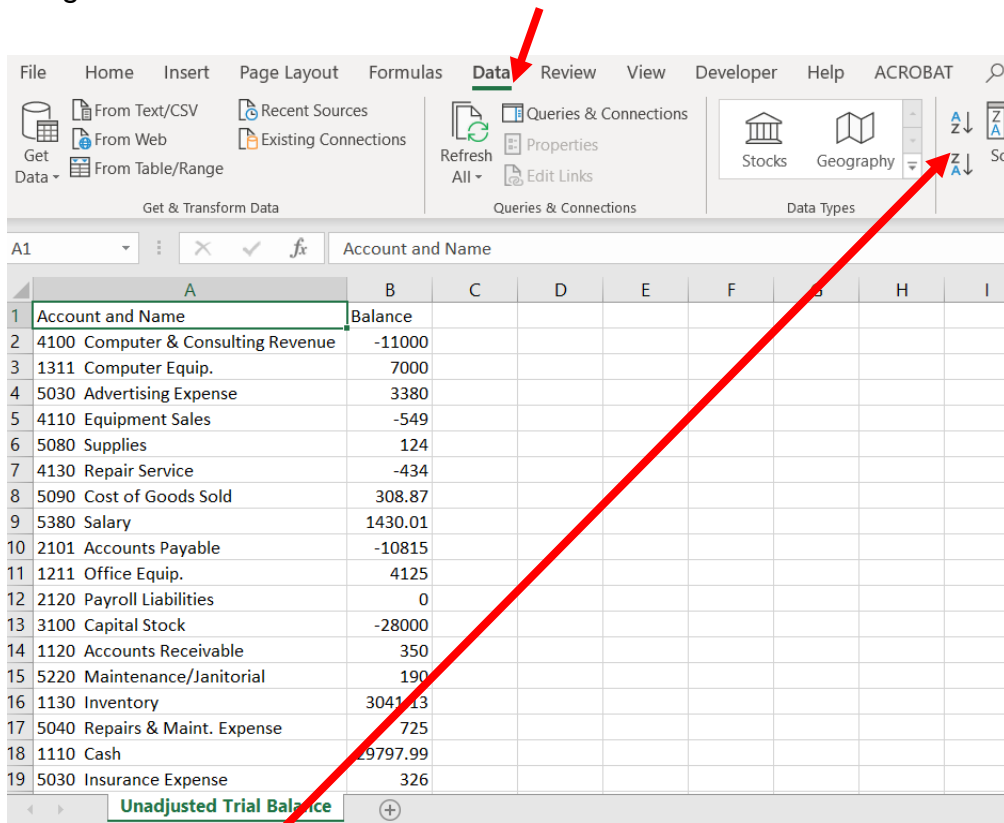
Double click on the file “Unadjusted Trial Balance.csv” file in “File Explorer”.



And the file opens in Excel.

	A	B	C	D
1	Account as Balance			
2	4100 Com	-11000		
3	1311 Com	7000		
4	5030 Adve	3380		
5	4110 Equi	-549		
6	5080 Supp	124		
7	4130 Repa	-434		
8	5090 Cost	308.87		
9	5380 Salari	1430.01		
10	2101 Acco	-10815		
11	1211 Offic	4125		
12	2120 Payr	0		
13	3100 Capi	-28000		
14	1120 Acco	350		
15	5220 Main	190		
16	1130 Inve	3041.13		
17	5040 Repa	725		
18	1110 Cash	29797.99		
19	5030 Insu	326		
Unadjusted Trial Balance				

Change the column widths and with the cursor in cell “A1” select “Data”.

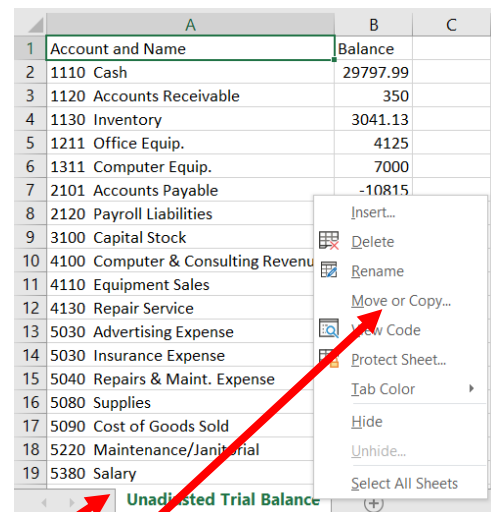


Select “A to Z”.

**Step 12: Transfer the data to the original MF8916.xlsx file**

- 5) Copy and Paste
  - a) Open the initial excel file “MF8916.xls”.
  - b) If a sheet “Unadjusted Trial Balance does not exist, name a new sheet “Unadjusted Trial Balance”.
  - c) Return to the “Unadjusted Trial Balance” file.
  - d) Highlight all the data in the “Unadjusted Trial Balance”.
  - e) Select “Copy”.
  - f) Return to the file “MF8916.xls”.
  - g) On the “Unadjusted Trial Balance Sheet” select “Paste Values”.
  - h) **Save the files.**

- 6) Move the sheet into the “MF8916.xls” file.



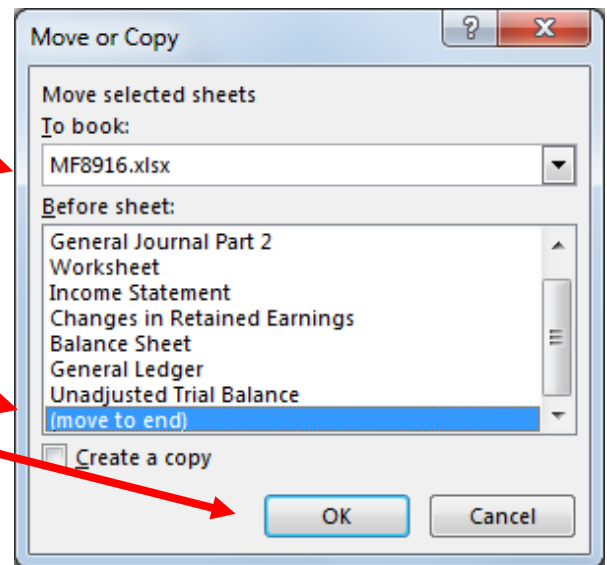
- a) Right click on the “Unadjusted Trial Balance” tab.

- b) Select “Move or Copy...”.

c) Select the name of the original file.

d) Scroll till the end and click on “(move to end)”.

e) Then click “OK”.



The Unadjusted Trial Balance has been created successfully.

Save” and “Close” the Excel file.