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	в	С	D	E	1	F	G	н	1
1										
2										
3	Note: Yo	u can only e	nter data into	o the yellow filled cells.	·					
4	Transa	dior Date	Account	Name	Descrinti	ion	Debt	credit		٦
5	-	•		nuno	boompa		•	-		
6	01	Jun 01	1110	Cash	Investment from Mark Frie	edman	28,000.00			
7	01	Jun 01	3100	Capital Stock	Investment from Mark Frie	edman		28,000.00		
8										
9										
10										
11	02	Jun 01	1211	Office Equip.	Hudson equipment Invoice	e BC3887	4,000.00			
12	02	Jun 01	2101	Accounts Payable	Hudson equipment Invoice	e BC3887		4,000.00		
13	I	I								
41	08	Jun 14	1110	Cash	Services performed by Luc	cus Pictures	11,000.00			
42	08	Jun 14	4100	Computer & Consulting Revenue	Services performed by Lu	cus Pictures		11,000.00		
43										
	• •	Intro	oduction	n FAQ Welcome	Chart of Accounts	Transaction.	General	Journal	Norksh	leet

Begin with the General Journal

End with the General Ledger

and

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

the Unadjusted Trial Balance

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

Start Power BI Desktop

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

Operation 1: Get Data – Input Excel file

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



	> This P	C > Desktop > Sample	~ Ü	Search Sample	Q
	New folder				
	<u>^</u>	Name	Date modified	Туре	Size
	ts	MF8916.xlsx	7/26/2019 10:07 A	Microsoft Excel W	138 KB
	nts				
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Select "Open".	k (C:) Yeive Eit. ✓ 8916.xlsx crosoft Excel W File name:	Authors: Mäne Vorksheet Size: 137 KB MF8916.xlsx	Date modified: 7/26/20 Content type: applicat	19 10:07 AM tion/vnd.openxmlformat Excel Files (*xl;*xlsx;*	> ts-officedocu xlsm;*xlst ~

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

General Journal General Journal General Ledger Income Statement Unadjusted Trial Balance Worksheet XInm.Print_Area XInm.Print_Area2 Image: Antimetric Area3	Changes in Retained Earnings	
General Journal General Journal Income Statement Unadjusted Trial Balance Worksheet Anm.Print_Area Anm.Print_Area2 Image: Minm.Print_Area3	General Journal	
 General Ledger Income Statement Unadjusted Trial Balance Worksheet ∴ xhm.Print_Area ∴ xhm.Print_Area2 ∴ xhm.Print_Area3 	General Journal	
Income Statement Unadjusted Trial Balance Worksheet No items selected for preview Image: scheme Print_Area Image: scheme Print_Area <t< td=""><td>General Ledger</td><td></td></t<>	General Ledger	
Image:	Income Statement	
Image: Worksheet No items selected for preview Image: Worksheet No items selected for preview Image: Worksheet Image: Worksheet Image: Worksheet No items selected for preview Image: Worksheet Image: Worksheet Image: Worksheet No items selected for preview Image: Worksheet Image: Worksheet	🗆 🌐 Unadjusted Trial Balance	
Image: Selected for preview Image: Selected for preview <td>Worksheet</td> <td>No items selected for proview</td>	Worksheet	No items selected for proview
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For our example, double click on "General Journal" or you can select the check box on the left of "General Journal".

	~	General Journal			L
Display Options 🔻	Lo.	A Byte of Accounting, Inc.	Column2	Column3	Column4
🔺 📕 MF8916.xlsx [12]		General Journal	null	null	nı
Balance Sheet		null		null	n
🔲 📖 Changes in Retained Earnings		Transaction	Date	Account	Name
🖌 🔛 General Journal		1	null 6/1/2018	1110	Cash
General Journal Part 2		1	6/1/2018	3100	Capital Stock
General Ledger			.,.,.	null	
				null	
Income Statement			null	null	nı
		2	6/1/2018	1211	Office Equip.
		2	6/1/2018	2101	Accounts Payable
				null	
			null	null	
		3	6/1/2018	1311	Computer Equip.
Table1		3	6/1/2018	1110	Cash
				null	
				null	
			null	null	nı
		4	6/2/2018	5040	Repairs & Maint. Expense
		4	6/2/2018	2101	Accounts Payable
				nun	
		The data in the preview hat	s been fruncate	ed due to size	imits.



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

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

ul 🔲 — 🗍 Untitled - Dower Owers Editor		_			_			
Home Transform Add Colu	mn	View Help					l	
Close New Recent Enter Source > Source > Data So Source > Source > Data So	s urce gs urces	Manage Parameters Preview - Manage	ed Editor e v Columns v Columns	e Keep Remove Rows * Rows Sort	Color or v By	as Headers -	Merge Queries - Append Queries - Combine Files Combine	
Queries [1]	X	\checkmark f_X = Table.Transfo	ormColumnTypes(#"Promoted	Headers",{{"A Byte of Ac	ccounting, Inc. type any},	~	Query Settings	×
🖽 General Journal	1 2 3	ABC A Byte of Accounting, Inc. Ceneral Journal nul Transaction	ASC Column2 null N Date	ABC 123 Column3 null null Account	A ^B _C Column4 null Name	A ^B _C Column5	PROPERTIES Name General Journal All Properties	
	4 5 6 7	1	nuli 1 01-Jun-18 1 01-Jun-18	null 1110 3100 null	null Cash Capital Stock	Investment from	APPLIED STEPS Source Navigation	* * *
	8 9 10 11		nuli 2 01-Jun-18 2 01-Jun-18	null null 1211 2101	null Office Equip. Accounts Payable	Hudson equipme Hudson equipme	Changed Type	Changed Type
	12 13 14 15		nuli 3 01-Jun-18	null null 1311	null Computer Equip.	Hailey Computer		
	16 17 18	3	3 01-Jun-18	1110 null null	Cash	Hailey Computer		
	19 20 21 22	4	4 02-Jun-18	null 5040 2101 null	null Repairs & Maint. Expense Accounts Payable	Avery Repairs, In Avery Repairs, In		
22 COLUMNIS 205 DOME Column profiles been	23 24	<		null		+		DADED AT 11/20 PM

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

Select the step, "Changed Type".

Right click and select "Delete".



Navigation Promoted Headers Changed Type Edit Settings Rename X Delete Delete Until End Insert Step After Move Up Move Down Extract Previous View Native Query Properties...

 Φ

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

	54
× Navigation	

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

ABC 123 Column1	ABC 123 Column2	ABC 123 Column3	ABC 123 Column4	ABC 123 Column5
A Byte of Accounting, Inc.	null	null	null	nui
General Journal	null	null	null	nul
null		null	null	nui
Transaction	Date	Account	Name	Description
	null	null	null	
	ABC column1 A Byte of Accounting, Inc. General Journal Transaction	ABC Column1 ABC Column2 ABC C	ABC 123 Column1 ABC 123 Column2 ABC 123 Column3 A Byte of Accounting, Inc. null null General Journal null null null null null ransaction Date Account null null null	ABC 123 Column1 ABC 123 Column4 ABC 123 Column4 A Byte of Accounting, Inc. null null null General Journal Image: Second



Enter a "3" to remove top three rows.

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

	ABC Column1	ABC 123 Column2	ABC 123 Column3	ABC 123 Column4	ABC 23 Column5
1	Transaction	Date	Account	Name	Description
2		null	null	null	

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

	Home	Transfo	rm .	Add Column	View He	elp							
Close & Apply • Close	New Source + S	Recent ources * w Query	Enter Data	Data source settings Data Sources	Manage Parameters • Parameters	Refresh Preview + Query	Choose Columns - Manage	Remove Columns -	Keep Remove Rows • Rows • Reduce Rows	Ź↓ Z↓ Sort	Split Column •	Group By	Data Type: Any * Use First Row as Headers * $\frac{1}{2}$ Replace Values Transform

.	1 ² 3 Transaction	🔲 Date 💌	1 ² 3 Account	A ^B _C Name	A ^B _C Description	123
1	null	null	null	null		
2	1	6/1/2018	1110	Cash	Investment from Mark Friedman	
3	1	6/1/2018	3100	Capital Stock	Investment from Mark Friedman	

Note: After you perform a transformation, the changes are recoded in the "Applied Steps" section. If you incorrectly did a step you can easily delete the step and do it again.

▲ APPLIED STEPS

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

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

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

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

	123 Transaction	-	Date 7123 Account	A ^B _C Nam
1		₽↓	Sort Ascending	
2		Z↓	Sort Descending	Cash
3			Clear Sort	Capital S
4		.	Clear Filter	
5		~	Deserve Errote	
6			Remove Empty	
7			Number Filter	Office Ec
8			Search	Accounts
9				
10			Se tt All)	
11			(null)	
12			✓ 1110	Compute
13			▼ 1211 ▼ 1211	Cash
14		-	✓ 1511 ✓ 2101	
15		-	✓ 3100	<u> </u>
16		-	✓ 4100	Densing (
1/		-	✓ 5030	Repairs a
18		-	✓ 5040	Accounts
19		-	OK Const	<u> </u>
20		-	OK Cancel	<u> </u>
21		man	100	1

Notice that "Filtered Rows" step is automatically added on the right side in the "Applied Steps" section. APPLIED STEPS Source Navigation Removed Top Rows Promoted Headers Changed Type Filtered Rows

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

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

	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: Sort Columns. Sort "Account" and "Transaction" Columns in ascending order

Select drop-down next to "Account".

	1 ² 3 Transaction	-	Datt. I ² 3 Account	A ^B _C Name
1		₽↓	Sort Ascending	Cash
2		Z↓	Sort Descending	Capital Stock
3			Clear Sort	Office Equip.
4			Class Elter	Accounts Payable
5		5		Computer Equip.
6			Remove Empty	Cash
7			Number Filters	Repairs & Maint. Expen
8				Accounts Payable
9			Search	Office Equip.
10			✓ (Select All)	Cash
11			✓ 1110	Advertising Expense
12			✓ 1211	Accounts Payable

Select drop-down next to "Transaction".

Seid			
	General Journal	🛄 Date 💌	123 Account
₽↓	Sort Ascending	08-Jun-18	
∠,	Sort Descending	04-Jun-18	
	Clear Sort	01-Jun-18	
ι.,	Class Files	14-Jun-18	
5	Clear Filter	01-Jun-18	
	Remove Empty	01-Jun-18	
	Number Filters	04-Jun-18	
		01-Jun-18	
	Search	08-Jun-18	
	✓ (Select All)	08-Jun-18	
	✓ 1	01-Jun-18	
	✓ 2	02-Jun-18	
	✓ 3	01-Jun-18	
	✓ 4	14-Jun-18	
	✓ 5	08-Jun-18	
	1 6		

This will sort the table based on these two columns.

Operation 6: Indexing. Adding Index column

While we are in the Power Query Editor, the sort which we just performed prevails here. For it to reflect and be retained throughout Power BI, we'll add an Index Column.



This will add a new column named "Index".

		A ^B _C Description	× 1 ²	2 ₃ Debit	1 ² 3 Credit	1 ² 3 Total Balance	1.2 Index 💌
1		Investment from Mark Friedman		28000	null	28000	1
2		Hailey Computers 87245, ck6001		null	7000	-7000	2
3		Scanner, Jake Supplies, 54-541 ck6002		null	125	-125	3
4		Pd A/p ck6003		null	640	-640	4
5		Services performed by Lucus Pictures		11000	null	11000	5
6		Hudson equipment Invoice BC3887		4000	null	4000	6
7		Scanner, Jake Supplies, 54-541 ck6002		125	null	125	7
8		Hailey Computers 87245, ck6001		7000	7000	8	
9		Hudson equipment Invoice BC3887		null	4000	-4000	9
10		Avery Repairs, Invoice 25478		null	725	-725	10
11		Zac Advertising,23547		null	3380	-3380	11
12		Pd A/p ck6003		640	null	640	12
13		Investment from Mark Friedman		null	28000	-28000	13
14	venue	Services performed by Lucus Pictures		null	11000	-11000	14
15		Zac Advertising,23547		3380	null	3380	15
16		Avery Repairs, Invoice 25478		725	null	725	16

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

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

Select "Replace Values".

	Home	Transfo	orm	Add Column	View He	elp							
Close & Apply * Close	New F Source + So Net	Recent purces *	Enter Data	Data source settings Data Sources	Manage Parameters * Parameters	Refr	Advanced Editor	Choose Columns • Manage (Remove Columns *	Keep Remove Rows * Rows * Reduce Rows	2↓ A↓ Split Column	Data Ty Data Ty Use By	pe: Whole Number + First Row as Headers + lace Values
Querie	s [1]	<	\times	√ fx	= Table.AddI	indexC	olumn(#"Sorted Rows",	"Index",	1, 1)				
🛄 Gen	eral Journal			A ^B _C Name		- A	^B C Description	*	1 ² 3 Debit	*	1 ² 3 Credit	- 1	23 Total Balance
			1 11	0 Cash		h	nvestment from Mark Friedr	man		28000		null	2
			2 11	Ø Cash			Hailey Computers 87245, ck6001			null		7000	-
				0 Cash			Scanner, Jake Supplies, 54-541 ck6002			null	1	125	
			4 11	0 Cash		P	Pd A/p ck6003			null	1	640	
			5 11	l0 Cash	Cash		Services performed by Lucus Pictures			11000		null	1
			6 12	1 Office Equip.		H	ludson equipment Invoice B	C3887		4000		null	
			7 12	1 Office Equip.		S	canner, Jake Supplies, 54-54		125		null		
			8 13	1 Computer Eq	uip.	H	lailey Computers 87245, ck6	001		7000	1	null	
			9 210	01 Accounts Pay	able	H	ludson equipment Invoice B	C3887		null		4000	-
			10 210	01 Accounts Pay	able	A	very Repairs, Invoice 25478			null		725	
			11 210	01 Accounts Pay	able	Z	ac Advertising,23547			null	1	3380	-
			12 210	01 Accounts Pay	able	P	d A/p ck6003			640		null	
			13 310	00 Capital Stock		h	nvestment from Mark Friedr	man		null	1	28000	-2
			14 410	00 Computer & 0	Consulting Reven	ue S	ervices performed by Lucus	Pictures		null		11000	-1
			15 503	Advertising E	xpense	Z	ac Advertising,23547			3380		null	
			16 504	10 Repairs & Ma	int. Expense	A	very 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	
Click OK.	null Replace With q Carrel	

This replaces all null values with "0".

Operation 8: 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.

ad i E	う <i>き</i> = Pa	art 1 - Powe	er BI Deskto	р																x
III •	Home	View	Modeling	н	elp															0
Paste	Cut Copy Format Paint Clipboard	Get Data	Recent Sources	Enter Data External o	Edit Queries +	Refresh	New Page *	New Visual	Ask A Buttor Question * Insert	Text box Image Mapes *	From Marketplace Custom vis	From File	Switch Theme *	Manage Relationships Relationships	Ca	Measure Column Quick Measure Iculations	Publish Share			
<u>[0a0]</u>															<	Visualiza	tions	>	Fields	>
															⊻ Filters	Add dailthr	elds here ugh	Py	Search Σ General Journal Σ Account Σ Credit Ξ Date Σ Description Σ Index Name Σ Σ Total Balance Σ Transaction	
PAGE 1	Page 1	+																		

Operation 9: Create a "Table".

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
- 9. Total Balance

Visualizations >	Fields	>
	✓ Search	
✓ ≤ ≤ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	∧	
🐳 🌄 🕐 🕮 📳	Σ Account	
🗠 📑 📰 🖪 R Ру	Σ Credit	
	🗸 🗆 🛗 Date	
	Σ Debit	
Values	Description	
values	Σ Index	
Add data fields here	Name	
Drillthrough	Σ Total Balance	
Cross-report	$\Box \Sigma$ Transaction	

Index	Account	Name	Transaction	Year	Quarter	Month	Day	Description	Debit	Credit	Total Balance
9,00	2101	Accounts Payable	2	2018	Qtr 2	June	1	Hudson equipment Invoice BC3887	-	4000	-4000
10.00	2101	Accounts Payable	4	2018	Qtr 2	June	2	Avery Repairs, Invoice 25478		725	-725
12.00	2101	Accounts Payable	7	2018	Qtr 2	June	8	Pd A/p ck6003	640		640
11.00	2101	Accounts Payable	6	2018	Qtr 2	June	8	Zac Advertising 23547		3380	-3380
15.00	5030	Advertising Expense	6	2018	Qtr 2	June	8	Zac Advertising,23547	3380		3380
13.00	3100	Capital Stock	1	2018	Qtr 2	June	1	Investment from Mark Friedman		28000	-28000
2.00	1110	Cash	3	2018	Qtr 2	June	1	Hailey Computers 87245, ck6001		7000	-7000
1.00	1110	Cash	1	2018	Qtr 2	June	1	Investment from Mark Friedman	28000		28000
3.00	1110	Cash	5	2018	Qtr 2	June	- 4	Scanner, Jake Supplies, 54-541 ck6002		125	-125
4.00	1110	Cash	7	2018	Qtr 2	June	8	Pd A/p ck6003		640	-640
5.00	1110	Cash	В	2018	Qtr 2	June	14	Services performed by Lucus Pictures	11000		11000
14.00	4100	Computer & Consulting Revenue	В	2018	Qtr 2	June	14	Services performed by Lucus Pictures		11000	-11000
8.00	1311	Computer Equip.	3	2018	Qtr 2	June	1	Hailey Computers 87245, ck6001	7000		7000
6.00	1211	Office Equip.	2	2018	Qtr 2	June	1	Hudson equipment Invoice BC3887	4000		4000
7,00	1211	Office Equip.	5	2018	Qtr 2	June	4	Scanner, Jake Supplies, 54-541 ck6002	125		125
16.00	5040	Repairs & Maint: Expense	4	2018	Qtr 2	June	2	Avery Repairs, Invoice 25478	725		725
136.00	34957		72						54870	54870	0

To change the format of the table, select the table and click on the "Format" tool.





Note that these formatting options only

impact/change the visual appearance in Power Bi and will not have any impact on the data exported from Power BI.





Click on dropdown next to "Date".		Ł
	Values	
	Index	$\sim \times$
	Account	$\sim \times$
	Name	$\sim \times$
	Transaction	$\sim \times$
	Date	$\sim \times$
	Description	$\sim \times$
	Debit	$\sim \times$
	Credit	$\sim \times$
	Total Balance	$\sim \times$
Select "Date" instead of "Date Hierarchy".		
	Remove f	ield
	Rename	
	Move	

 Kename

 Move

 Conditional formatting

 Remove conditional formatting

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 Earliest

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 Count

 New quick measure

 Show items with no data

 V

 Date

 Date Hierarchy

New group

Operation 10: Changing the Date format.



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

	View Mo	deling	He	elp Fo	rmat	Data / Dril		
	New New Column Tabl	e Par	New rameter /hat If	Sort by Column + Sort	Data typ Format: \$ - %	e: Date • *Wednesd	ay, March 14, 2001 (dddd, MMM) Auto 🗘 Formatting	vi dd, yyyy) 🔻
Select "Date Time".		Data Form	type: Date nat: Wednesc General Currency	day, March 14, 200	1 (ddd, MM	MM d, yyyy) ♥	Home Table: Data Category: Uncategorized Default Summarization: Don't summarize Properties	Manage View as Roles Roles
		3 by Los 547 547	Date Time Decimal nu Whole num Percentage Scientific Text Binary True/False	umber hber e 4.00 Computer & Con 1.00 Account Payable 5.00 Adventising Expen	ulting Revenue	-11000 -3380 3380 0	*3/14/2001 (M/d/yyyy) Wednesday, March 14, 2001 (dddd, M March 14, 2001 (MMMM d, yyyy) Wednesday, 14 March, 2001 (dddd, d 14 March, 2001 (d MMMM, yyyy) 3/14/2001 (M/d/yyy) 03/14/01 (M/d/yy) 03/14/01 (MM/dd/yy) 03/14/2001 (MM/dd/yyy) 01/03/14 (yy/MM/dd) 2001-03-14 (yyy-MM-dd)	ммм d, уууу)
Select "ddMMM-yy".							14-Mar-01 (dd-MMM-yy) March 2001 (MMMM yyyy) March 14 (MMMM d)	

Format and remove decimal places in Index.

The Updated table

	Index	Account	Name	Transaction	Date	Description	Debit	Credit	Total Balance
	1	1110	Cash	1	01-Jun-18	Investment from Mark Friedman	28000		28000
	2	1110	Cash	3	01-Jun-18	Hailey Computers 87245, ck6001		7000	-7000
	3	1110	Cash	5	04-Jun-18	Scanner, Jake Supplies, 54-541 ck6002		125	-125
	4	1110	Cash	7	08-Jun-18	Pd A/p ck6003		640	-640
	5	1110	Cash	8	14-Jun-18	Services performed by Lucus Pictures	11000		11000
	6	1211	Office Equip.	2	01-Jun-18	Hudson equipment Invoice BC3887	4000		4000
	7	1211	Office Equip.	5	04-Jun-18	Scanner, Jake Supplies, 54-541 ck6002	125		125
i.	8	1311	Computer Equip.	3	01-Jun-18	Hailey Computers 87245, ck6001	7000		7000
	9	2101	Accounts Payable	2	01-Jun-18	Hudson equipment Invoice BC3887		4000	-4000
	10	2101	Accounts Payable	4	02-Jun-18	Avery Repairs, Invoice 25478		725	-725
	11	2101	Accounts Payable	6	08-Jun-18	Zac Advertising,23547		3380	-3380
	12	2101	Accounts Payable	7	08-Jun-18	Pd A/p ck6003	640		640
	13	3100	Capital Stock	1	01-Jun-18	Investment from Mark Friedman		28000	-28000
	14	4100	Computer & Consulting Revenue	8	14-Jun-18	Services performed by Lucus Pictures		11000	-11000
	15	5030	Advertising Expense	6	08-Jun-18	Zac Advertising,23547	3380		3380
	16	5040	Repairs & Maint, Expense	4	02-Jun-18	Avery Repairs, Invoice 25478	725		725

If it is not sorted by "Index", select "Index" in the header.

The table will be sorted by "Index".



Index	Acco
1	
13	
6	
9	
2	
8	
10	
16	
3	
7	
11	
15	
4	
12	
5	
14	

Operation 11: Calculating "Running Total"

The "Running Balance" can be calculated in Excel using an If statement; =If(Account Number=Previous Account Number, Previous Balance+Debit-Credit,Debit-Credit).

Alternatively, Right click on the table name, "General Journal", and select "New Measure".

Clip	Cut Cop Form boar	/ hat Pa	inter	Get Data * S	Recent	Enter Data External d	Edit Querie lata	Refres	h New Page *	New Ar	ik A Ba estion	ttons	From From Switch Marketplace File Theme Custom visuals Theme	Re Re	Manage lationships lationships	e leasure s	Publish
5	<	\checkmark	1 1	leasure	-							_		\sim	Visualizations	>	Fields :
Inc	ex A	count	Name			Transaction	Date	Description		Debit	Credit	Total Balance	Filters on this visual		Visualizations	~	
	1	1110	Ceih			1	01-Jun-18	- Investment fro	en Mark Friedman	28,000.00	0.00	28000			the last two life too		♀ Search
	2	1110	Cesh				01-hrs-11	1 Halley Compu	ters 07245, ck6001	0.00	7,000.00	-7000	Account		I CE UL IC UL E		
	3	1110	Cesh			5	04-3/1-11	Scanner, Jake	Supplies, 54-541 ck	46002 0.00	125.00	+125	Account		W 1= 100 11 11	J. Let.	
	4	1110	Cesh				08-Juni-10	1 Pd A/p ck6001		0.00	640.00	-640	is (All)			I ISC	General Journal
	5	1110	Cesh				14-3/11-11	 Services perfo 	rmed by Lucus Pict	lures 11,000.00	0.00	11000			IN LA COLE		and the second se
	6	1211	Office Eq	up.		2	01-Jun-18	1 Hudson equip	ment Invoice EC38	4,000.00	0.00	4000				1.00	New measure
	7	1211	Office Eq	up.			04-Jun-1	3 Scanner, Jake	Supplies, 54-541 ck	e6002 125.00	0.00	125	Credit			4.7	New column at
	0	1311	Compute	Equip.			01-109-11	1 Halley Compu	10/2.07245.285001	HI SA-SIN 769989	0.00	7000	is (All)		and the second s	-	New column New measure
	. 9	2101	Accounts	Payable			01-365-11	1 Hudson equip	ment invoice EC30	15.7 0.0K	4,000,00	-4000	15 (All)			1 100	New guick measure
	10	2101	Accounts	Payatra			02-309-11	 Avery Repairs, 	Involce 25470	0.00	725.00	-725				11 S.S.	
	11	2101	Accounts	Payable		-	08-369-10	3 Zac Advertisin	9.23547	0.00	3.550.00	-3380	Date		***		Refresh data
	12	2101	Accounts Capital 5	P SYNCIP			00-303-10	i va A/p coolu	m Mark Triadman	640.00	74 000 00	540	crute				
1	1		Course in	a farmer	-		14 1	S Dresservert de	and her lands for		11 000.00	11000	is (All)				Edit query
	10	1000	Advertisio	and the second second	A second	-	00. Aug. 11	A first Ashendisian	a 315.47	1 100	0.00	1000					Manage appresations
	16	5040	Repairs 8	Maint, Exper	ise.		02-3119-11	Avery Repairs.	trivoice 25478	725.00	0.00	725	Dabit				Manage aggregations

Replace "Measure =" with the following formula in the formula bar and click enter. Running total =

CALCULATE(

```
SUM('General Journal'[Total Balance]),
FILTER(
ALL('General Journal'),AND('General Journal'[Index]<=MAX('General Journal'[Index]),
'General Journal'[Account]=MAX('General Journal'[Account]))
)
)
```



the expression that is to be computed. Second is the set of filters that is applied while doing the calculation. For calculating the Running Balance, the expression to be calcualed is the sum of the items in the "Total Balance" field. For each row in table the filter includes a row if the value in "Index" is less than the the largest value in "Index" for that particular "Account". The second line repeats the calculation for the remaining "Accounts".

Operation 12: 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.

ndex	Account	Name	Transaction	Date	Description	Debit	Credit	Total Balance	Running total	
1	1110	Cash	1	01-Jun-18	Investment from Mark Friedman	28000		28000	28000	More options
2	1110	Cash	3	01-Jun-18	Hailey Computers 87245, ck6001		7000	-7000	21000	
3	1110	Cash	5	04-Jun-18	Scanner, Jake Supplies, 54-541 ck6002		125	-125	20875	
4	1110	Cash	7	08-Jun-18	Pd A/p ck6003		640	-640	20235	
5	1110	Cash	8	14-Jun-18	Services performed by Lucus Pictures	11000		11000	31235	
6	1211	Office Equip.	2	01-Jun-18	Hudson equipment Invoice BC3887	4000		4000	4000	
7	1211	Office Equip.	5	04-Jun-18	Scanner, Jake Supplies, 54-541 ck6002	125		125	4125	
8	1311	Computer Equip.	3	01-Jun-18	Hailey Computers 87245, ck6001	7000		7000	7000	
9	2101	Accounts Payable	2	01-Jun-18	Hudson equipment Invoice BC3887		4000	-4000	-4000	
10	2101	Accounts Payable	4	02-Jun-18	Avery Repairs, Invoice 25478		725	-725	-4725	
11	2101	Accounts Payable	6	08-Jun-18	Zac Advertising,23547		3380	-3380	-8105	
12	2101	Accounts Payable	7	08-Jun-18	Pd A/p ck6003	640		640	-7465	
13	3100	Capital Stock	1	01-Jun-18	Investment from Mark Friedman		28000	-28000	-28000	
14	4100	Computer & Consulting Revenue	8	14-Jun-18	Services performed by Lucus Pictures		11000	-11000	-11000	
15	5030	Advertising Expense	6	08-Jun-18	Zac Advertising,23547	3380		3380	3380	
16	5040	Repairs & Maint. Expense	4	02-Jun-18	Avery Repairs, Invoice 25478	725		725	725	

Click on the More Option	ns and select "Export Data".	C,	Export data			
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	Terror Pictures					
	🖁 Videos					
	💺 Local Disk (C:)					
	Google Drive File <					>
	File name: General Ledger.csv					~
	Save as type: CSV File (*.csv)					~
Select Save	∧ Hide Folders			Save	Cancel	

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.

	Α	В	С	D	E	F	G	Н	I	J	K
1	Index	Account	Name	Transactio	Date	Descriptio	Debit	Credit	Total Bala	Running tota	I
2	1	1110	Cash	1	*****	Investmer	28000		28000	28000	
3	2	1110	Cash	3	*****	Hailey Cor	mputers 87	7000	-7000	21000	
4	3	1110	Cash	5	*****	Scanner, J	ake Suppli	125	-125	20875	
5	4	1110	Cash	7	*****	Pd A/p ck6	5003	640	-640	20235	
6	5	1110	Cash	8	*****	Services p	11000		11000	31235	
7	6	1211	Office Equ	2	*****	Hudson ea	4000		4000	4000	
8	7	1211	Office Equ	. 5	*****	Scanner, J	125		125	4125	
9	8	1311	Computer	3	#########	Hailey Cor	7000		7000	7000	
10	9	2101	Accounts	2	#########	Hudson ea	quipment l	4000	-4000	-4000	
11	10	2101	Accounts	4	*****	Avery Rep	airs, Invoi	725	-725	-4725	
12	11	2101	Accounts	6	*****	Zac Adver	tising,2354	3380	-3380	-8105	
13	12	2101	Accounts	7	#########	Pd A/p ckt	640		640	-7465	
14	13	3100	Capital Sto	1	#########	Investmer	nt from Ma	28000	-28000	-28000	
15	14	4100	Computer	8	*****	Services p	erformed	11000	-11000	-11000	
16	15	5030	Advertisir	6	*****	Zac Adver	3380		3380	3380	
17	16	5040	Repairs &	4	****	Avery Rep	725		725	725	

	Α	В	с	D	E	F	G	н	I	J
1	Index	Account	Name	Transaction	Date	Description	Debit	Credit	Total Balance	Running total
2	1	1110	Cash	1	01-06-18	Investment from Mark Friedman	28000		28000	28000
3	2	1110	Cash	3	01-06-18	Hailey Computers 87245, ck6001		7000	-7000	21000
4	3	1110	Cash	5	04-06-18	Scanner, Jake Supplies, 54-541 ck6002		125	-125	20875
5	4	1110	Cash	7	08-06-18	Pd A/p ck6003		640	-640	20235
6	5	1110	Cash	8	14-06-18	Services performed by Lucus Pictures	11000		11000	31235
7	6	1211	Office Equip.	2	01-06-18	Hudson equipment Invoice BC3887	4000		4000	4000
8	7	1211	Office Equip.	5	04-06-18	Scanner, Jake Supplies, 54-541 ck6002	125		125	4125
9	8	1311	Computer Equip.	3	01-06-18	Hailey Computers 87245, ck6001	7000		7000	7000
10	9	2101	Accounts Payable	2	01-06-18	Hudson equipment Invoice BC3887		4000	-4000	-4000
11	10	2101	Accounts Payable	4	02-06-18	Avery Repairs, Invoice 25478		725	-725	-4725
12	11	2101	Accounts Payable	6	08-06-18	Zac Advertising,23547		3380	-3380	-8105
13	12	2101	Accounts Payable	7	08-06-18	Pd A/p ck6003	640		640	-7465
14	13	3100	Capital Stock	1	01-06-18	Investment from Mark Friedman		28000	-28000	-28000
15	14	4100	Computer & Consulting Revenue	8	14-06-18	Services performed by Lucus Pictures		11000	-11000	-11000
16	15	5030	Advertising Expense	6	08-06-18	Zac Advertising,23547	3380		3380	3380
17	16	5040	Repairs & Maint. Expense	4	02-06-18	Avery Repairs, Invoice 25478	725		725	725
10										

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

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

				Select All Sheets		
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11	2101	Accounts		Insert		

Select the name of the original file.

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

Then click "OK".

Rename the tab as "General Ledger".

The General Ledger has been created successfully.

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General Journal Part 2									
Worksheet									
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Balance Sheet	=								
Unadjusted Trial Balance									
(move to end)	-								
Create a copy									
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"Save" and "Close" the Excel file.

Operation 11: 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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Enter the following formula in the formula bar and press Enter to add the new column

Account and Name = 'General Journal'[Account]&" "&'General Journal'[Name]

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<u>000</u>	In Account and Name = 'General Journal'[Account]&" "&'General Journal'[Name]															

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



Add basic formatting changes.

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

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

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

Select "File".

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Save and close Excel and Power BI Desktop.