

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 **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	
02	Jun 01	1211	Office Equip.	Hudson equipment Invoice BC3887	4,000.00		
02	Jun 01	2101	Accounts Payable	Hudson equipment Invoice BC3887		4,000.00	

The next **eleven journal entries** for A Byte of Accounting were created by another employee and are stored on an Excel sheet named General Journal Part 2.

As you review the new file note the differences:

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

A 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				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	Descriptio	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 ck	0	640	20235	
6	1110	Cash	8	2018-06-1	Services p	11000	0	31235	
7	1110	Cash	12	2018-06-1	To Payroll	0	1430.01	29805	
8	1110	Cash	13	2018-06-2	Receipt Ca	633	0	30438	
9	1110	Cash	14	2018-06-2	Monthly It	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 Ca	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 ck	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 p	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 It	326	0	3706	
36	5040	Repairs &	4	2018-06-0	Avery Rep	725	0	725	
37	5080	Supplies	19	2018-06-2	Supplies Cl	124	0	124	
38	5090	Cost of Go	10	2018-06-1	Invoice 17	161.025	0	161.02	
39	5090	Cost of Go	17	2018-06-1	Invoice 17	147.84	0	308.86	
40	5220	Maintenai	15	2018-06-2	Maint Chk	190	0	190	
41	5380	Salary	11	2018-06-1	Salary Exp	1430.01	0	1430.01	

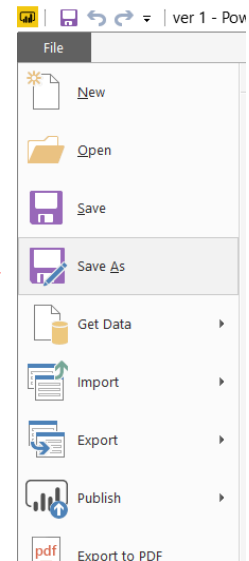
And the Unadjusted Trial Balance

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

“File”.

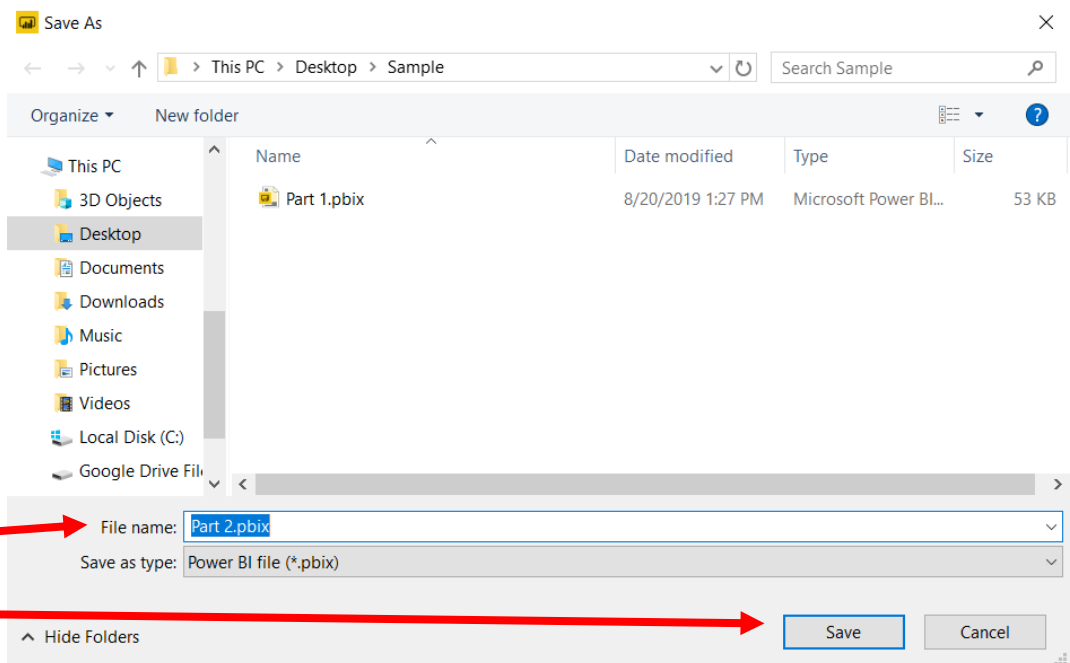
“Save as”.



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

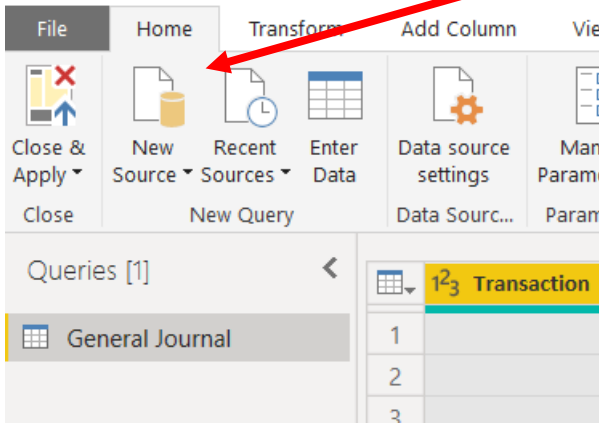
“File name”.

Click Save

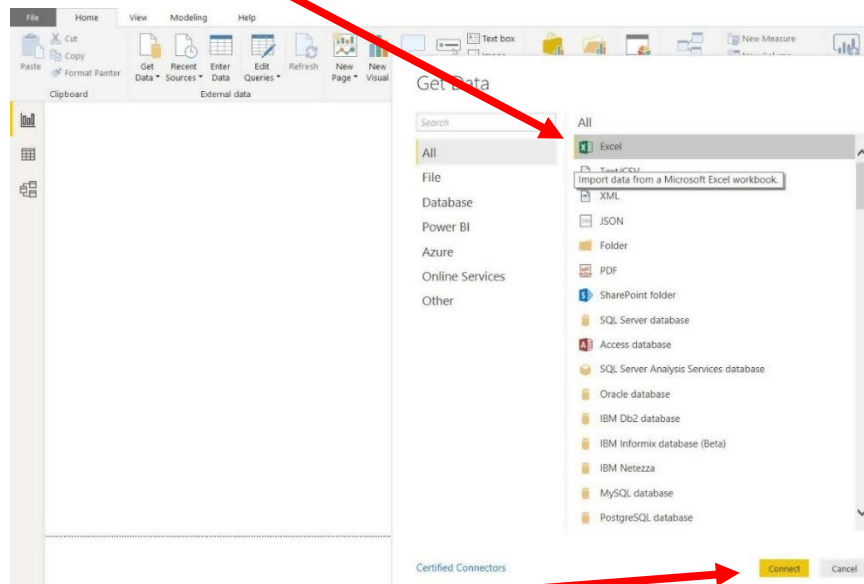


Operation 1: New Source— Input second Excel data set

Select “New Source”.

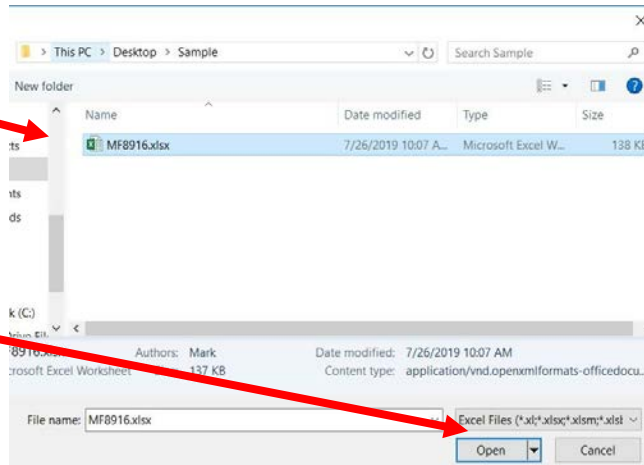


Select “Excel” from the Drop-down.



Select “Connect”.

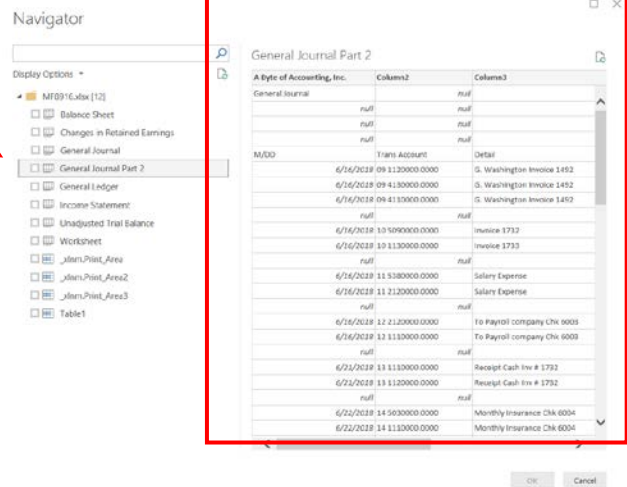
Select the file.



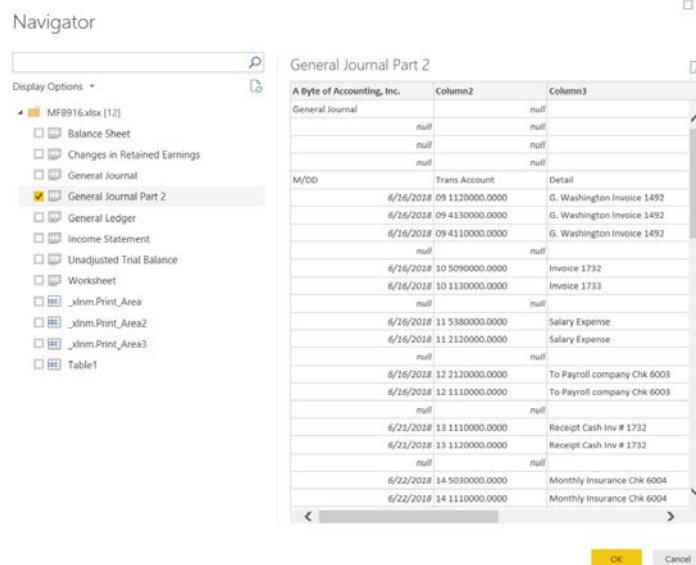
Select "Open".

Highlighting the desired sheet does not activate the "OK" button.

However, the data preview is displayed.



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

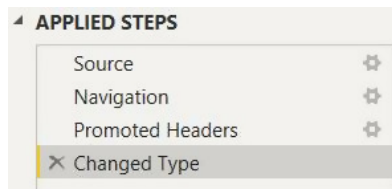


Select "OK" and the "Power Query Editor" opens.

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

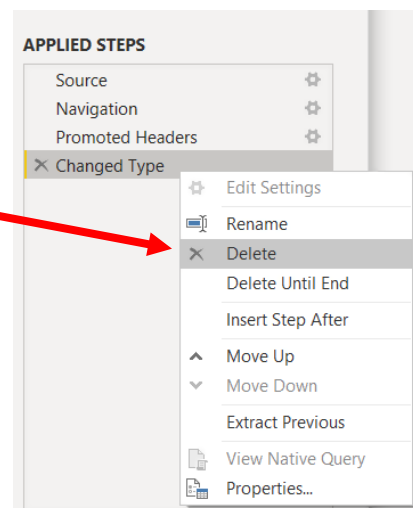
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
1	General Journal						
2							
3							
4							
5	M/00	Trans	Account	Detail	Account Name	Debit	Right Side
6	6/16/2018 09	1120000.0000	G. Washington Invoice 1492	Accounts Receivable		633	
7	6/16/2018 09	4130000.0000	G. Washington Invoice 1492	Repair Service			348
8	6/16/2018 09	4110000.0000	G. Washington Invoice 1492	Equipment Sales			285
9							
10	6/16/2018 10	5090000.0000	Invoice 1732	Cost of Goods Sold		261.03	

The program automatically added steps. Note that it did not correctly find the row that contains the “Headers”.

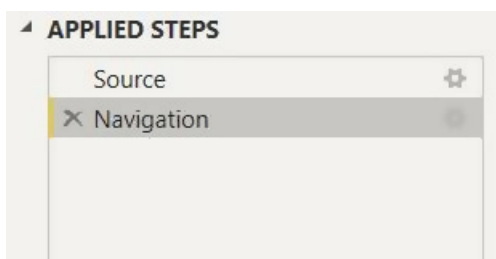


Select “Changed Type”.

Right click and select “Delete”.



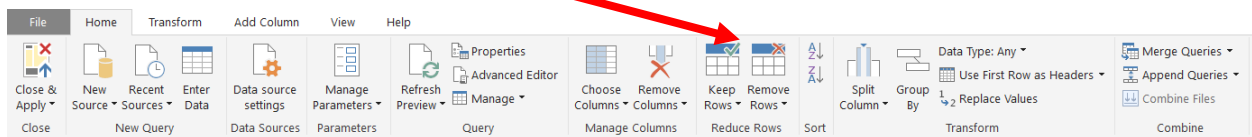
Delete the step “Promoted Headers”, leaving us with two steps.



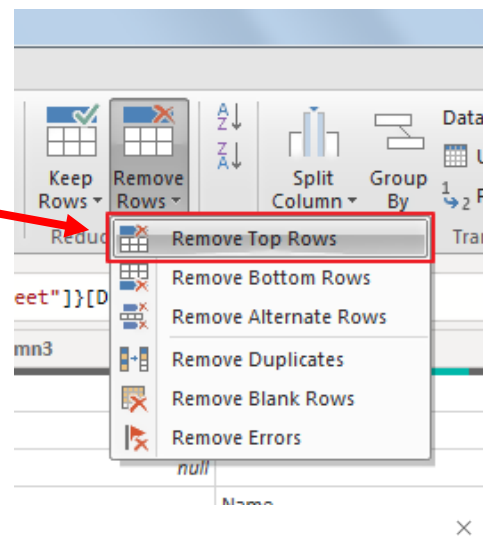
Operation 2: Fix the Headers – The field headers are in the sixth row of the source document. Remove the top five rows to move the headers to the first row and then promote them to the Query Editor's headers.

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

Select "Remove Rows".



Select "Remove Top Rows"



Enter a "5" to remove top five rows.

Remove Top Rows

Specify how many rows to remove from the top.

Number of rows

5

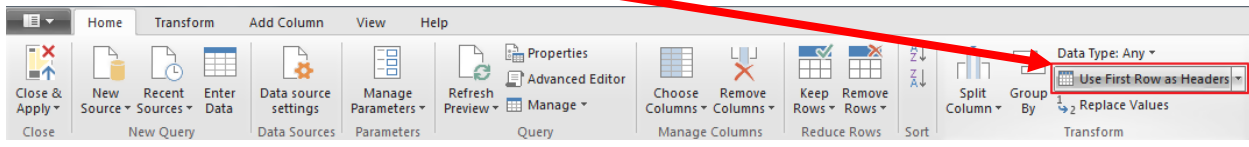
Then click OK

OK

Cancel

	Column1	Column2	Column3	Column4	Column5	Column
1	M/DD	Trans Account	Detail	Account Name	Debit	Right S

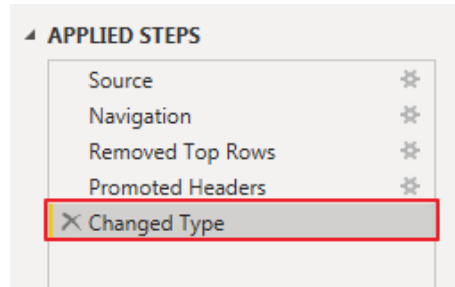
To promote the first row in the current data to Query Editors' headers, select "Use First Row as Headers".



The screenshot shows the Power BI Query Editor interface. The 'Transform' tab is selected on the ribbon. In the 'Transform' group, the 'Use First Row as Headers' button is highlighted with a red box. A red arrow points from the text above to this button.

	M/DD	Trans Account	Detail	Account Name	1.2 Debit	1.2 Right S
1	16-01-2018	09 1120000.0000	G. Washington Invoice 1492	Accounts Receivable	633	
2	16-01-2018	09 4130000.0000	G. Washington Invoice 1492	Repair Service	null	
3	16-01-2018	09 4110000.0000	G. Washington Invoice 1492	Equipment Sales	null	
4	null	null	null		null	
5	16-01-2018	10 5090000.0000	Invoice 1732	Cost of Goods Sold	161.025	

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.



The screenshot shows the 'APPLIED STEPS' section in the Power BI Query Editor. The steps listed are: Source, Navigation, Removed Top Rows, Promoted Headers, and Changed Type. The 'Changed Type' step is highlighted with a red box. A red arrow points from the text above to this step.

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

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

Each space is treated as a separate delimiter.

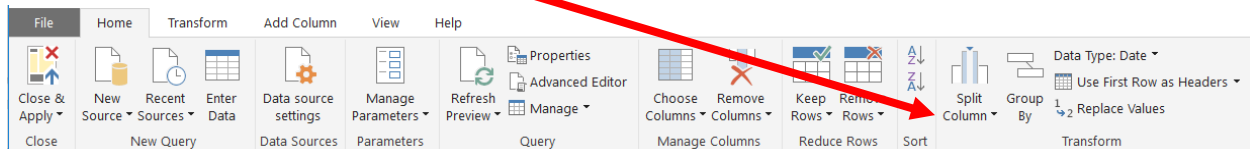
Therefore, we will convert one field into six fields.

Trans Account	
09	1120000.0000
09	4130000.0000
09	4110000.0000
	null
10	5090000.0000
10	1130000.0000
	null
11	5380000.0000

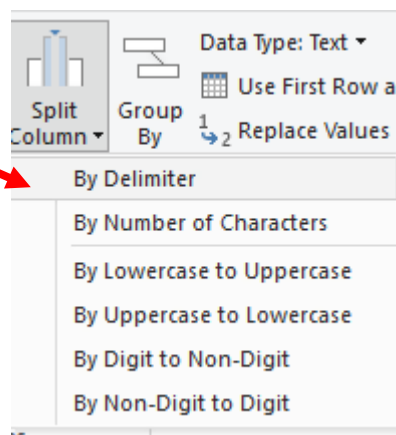
Select the column “Trans Account”.

M/DD		Trans Account	
1	6/16/2018	09	1120000.0000
2	6/16/2018	09	4130000.0000
3	6/16/2018	09	4110000.0000
4	null		null
5	6/16/2018	10	5090000.0000
6	6/16/2018	10	1130000.0000
7	null		null
8	6/16/2018	11	5380000.0000
9	6/16/2018	11	2120000.0000

Select “Split Column”.



Select “By Delimiter”.



Verify that “Each occurrence of the Delimiter” is selected.

Split Column by Delimiter

Specify the delimiter used to split the text column.

Select or enter delimiter

Space

Split at

- ☐ Left-most delimiter
☐ Right-most delimiter
☒ Each occurrence of the delimiter

> Advanced options

Click “OK”.

OK

Cancel

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

1 ² ₃ Trans Account.1	A ^B _C Trans Account.2	A ^B _C Trans Account.3	A ^B _C Trans Account.4	A ^B _C Trans Account.5	1 ² ₃ Trans Account.6
9					1120000
9					4130000
9					4110000
null	null	null	null	null	null
10					5090000
10					1130000
null	null	null	null	null	null
11					5380000
11					2120000
null	null	null	null	null	null
12					2120000
12					1110000
null	null	null	null	null	null
13					1110000
13					1120000
null	null	null	null	null	null
14					5030000
14					1110000
null	null	null	null	null	null
15					5220000
15					1110000
null	null	null	null	null	null

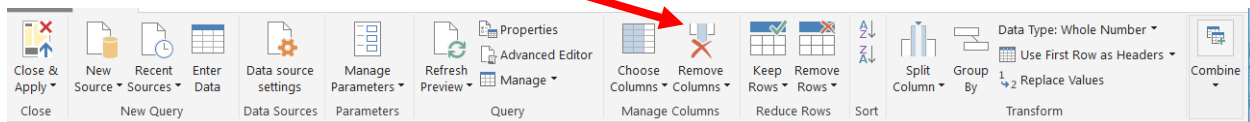
Six new fields are created from parsing the “Trans Account” field, four of which will be empty and should be removed.

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

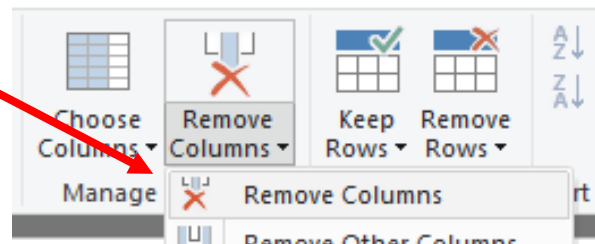
Select columns “Trans Account.2” to “Trans Account.5” by clicking on the heading “Trans Account.2” holding down the pressings “Shift” and at the same time clicking on the column heading “Trans Account.5”

1 ² 3 Trans Account.1	A ^B C Trans Account.2	A ^B C Trans Account.3	A ^B C Trans Account.4	A ^B C Trans Account.5	1 ² 3 Trans Account.6
9					1120000
9					4130000
9					4110000
null					null
10					5090000
10					1130000
null					null
11					5380000
11					2120000
null					null
12					2120000
12					1110000

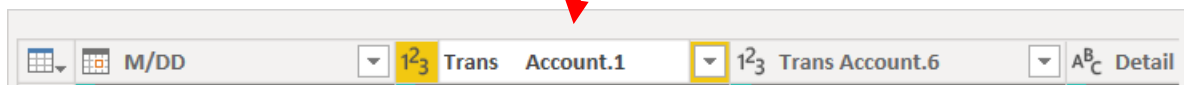
Click on Remove Columns



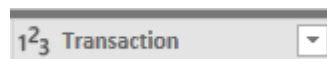
Select “Remove Columns”.



To rename the column heading double click on “Trans Account.1”.



Type “Transaction” and press enter.



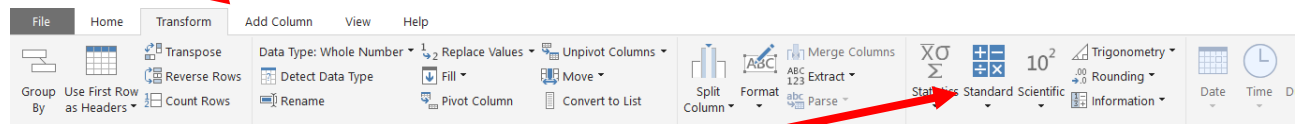
In the same way rename “Trans Account.6” to “Account”.

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

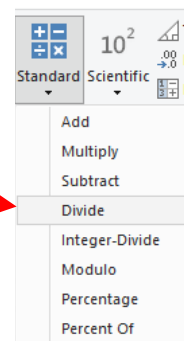
Select Column "Account".

Account		
9	1120000	G. W
9	4130000	G. W
9	4110000	G. W
null	null	
10	5090000	Invoi
10	1130000	Invoi
null	null	

Select the Tab "Transform".



Select "Standard".



Select "Divide".

Enter "1000".

Divide

Enter a number by which to divide each value in the column.

Value

1000

×

Select "OK".

OK

Cancel

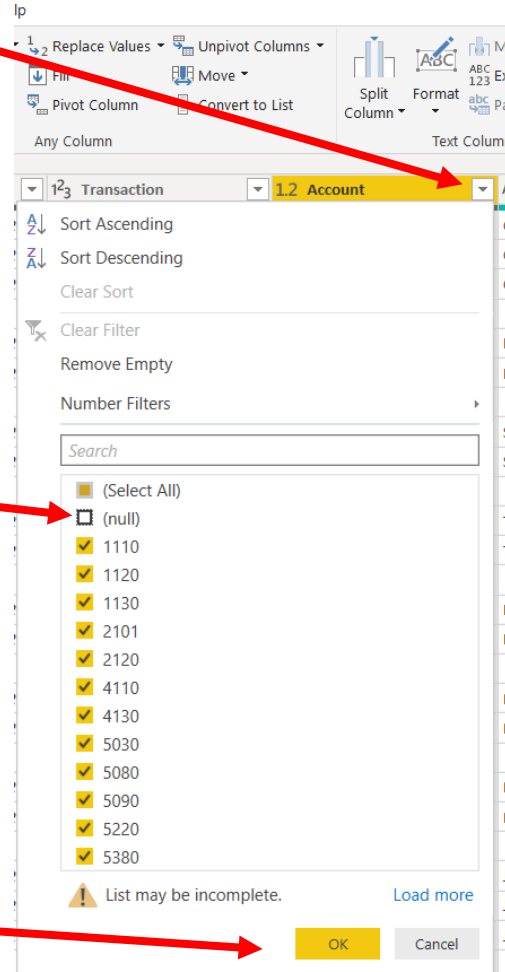
Operation 5: – Exclude rows that do not contain Account Number

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

Click on the drop-down next to “Account”.

Uncheck “null”.

Click “OK”.

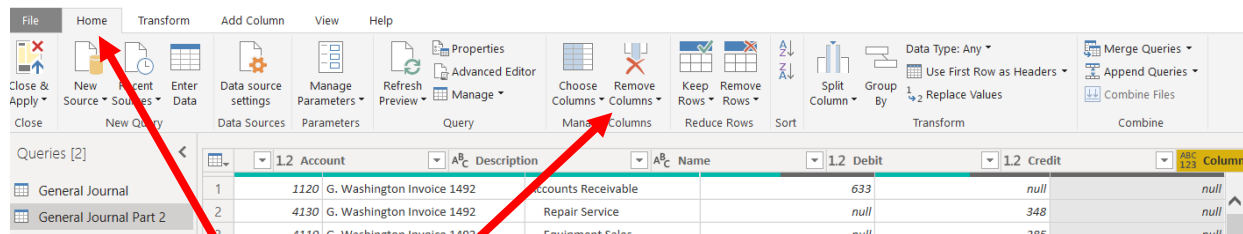


Operation 6: Clean Up – Rename fields and remove un-necessary columns from the query.

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

	M/DD	Transaction	Account Number	Detail	Account Name	Debit	Right Side	Column7
Date	Transaction	Account	Description	Name	Debit	Credit		
1	16-01-2018	9	1120 G. Washington Invoice 1492	Accounts Receivable	633	null		
2	16-01-2018	9	4130 G. Washington Invoice 1492	Repair Service	null	348		
3	16-01-2018	9	4110 G. Washington Invoice 1492	Equipment Sales	null	285		
4	16-01-2018	10	5090 Invoice 1732	Cost of Goods Sold	161.025	null		
5	16-01-2018	10	1130 Invoice 1733	Inventory	null	161.025		
6	16-01-2018	11	5380 Salary Expense	Salary	1430.01	null		

Select “Column7”.

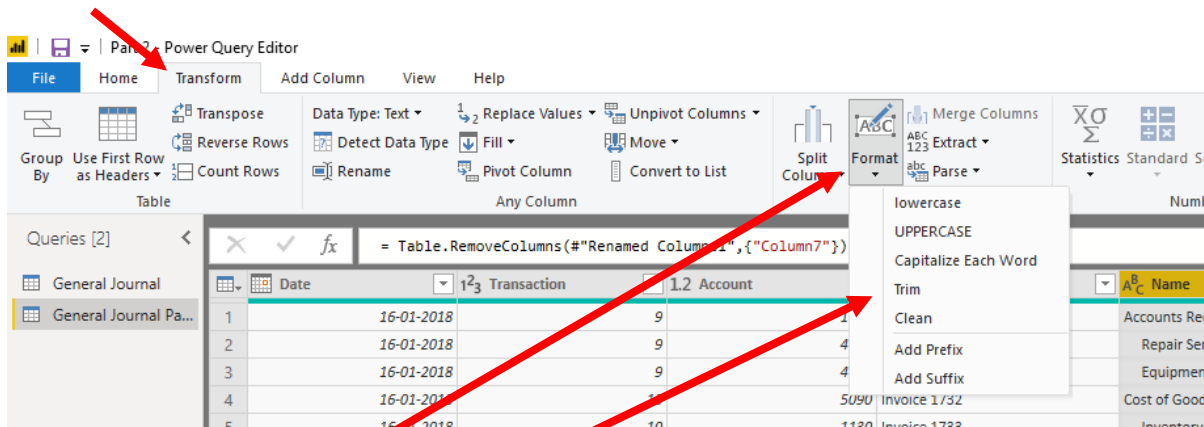


Select “Home”.

Select “Remove Column”.

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

Select Transform.

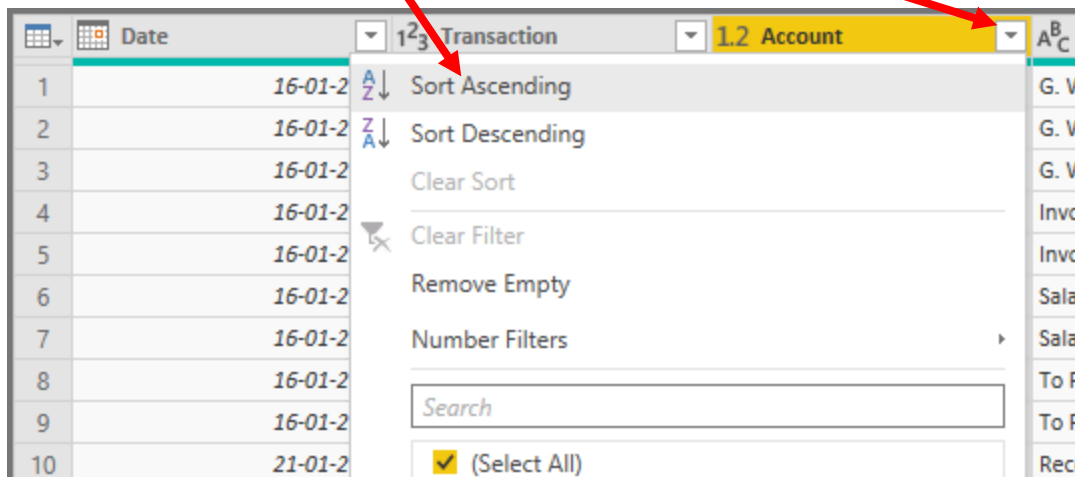


Select “Format”.

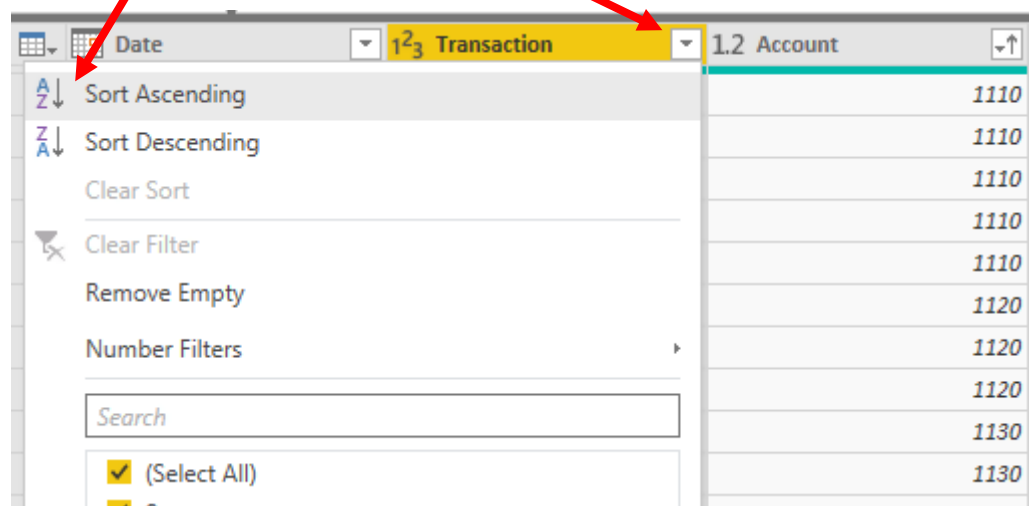
Select “Trim”.

Operation 7: Sort Columns. Sort “Account” and “Transaction” Columns in ascending order

Select drop-down next to “Account”
Select “Sort Ascending”.



Select drop-down next to “Transaction”.
Select “Sort Ascending”.



This will sort the table based on these two columns.

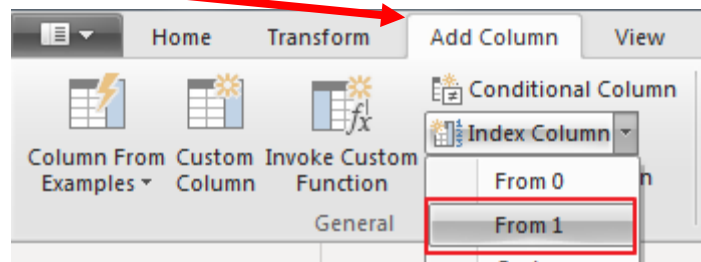
Operation 8: Indexing. Adding Index column

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 have to add an Index Column.

Select "Add Column".

Select "Index Column".

Select "From 1".



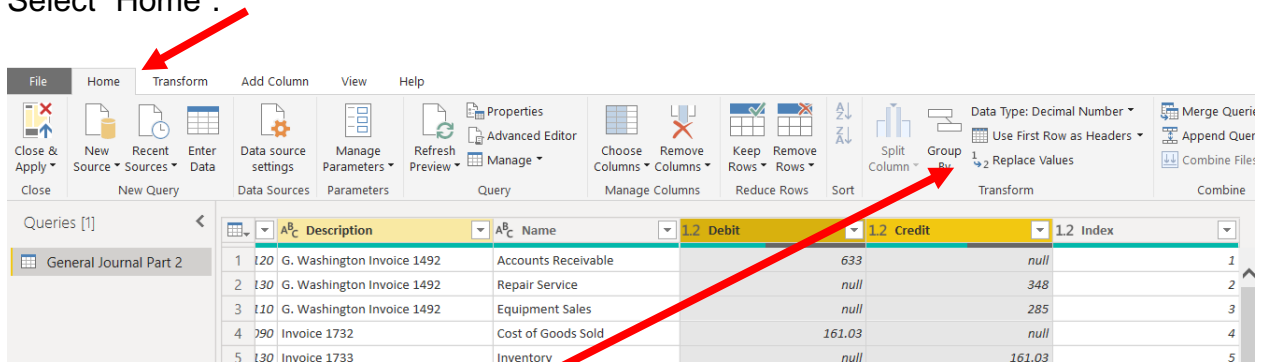
This will add a new column named "Index".

t	A _C Description	A _C Name	1.2 Debit	1.2 Credit	1.2 Index
1	1110 To Payroll company Chk 6003	Cash		1430.01	1
2	1110 Receipt Cash Inv # 1732	Cash	633	null	2
3	1110 Monthly Insurance Chk 6004	Cash		326	3
4	1110 Maint Chk 6005	Cash		190	4
5	1110 Supplies Chk 5056	Cash		124	5
6	1120 G. Washington Invoice 1492	Accounts Receivable	633	null	6
7	1120 Receipt Cash Inv # 1732	Accounts Receivable		633	7
8	1120 J. Adams Invoice 1493	Accounts Receivable	350	null	8
9	1130 Invoice 1733	Inventory		161.025	9
10	1130 Invoice 1733	Inventory		147.84	10
11	1130 Purchased Inventory PO # 21021	Inventory	3350	null	11
12	2101 Purchased Inventory PO # 21021	Accounts Payable		3350	12
13	2120 Salary Expense	Payroll Liabilities		1430.01	13
14	2120 To Payroll company Chk 6003	Payroll Liabilities	1430.01	null	14
15	4110 G. Washington Invoice 1492	Equipment Sales		285	15
16	4110 J. Adams Invoice 1493	Equipment Sales		264	16
17	4130 G. Washington Invoice 1492	Repair Service		348	17
18	4130 J. Adams Invoice 1493	Repair Service		86	18
19	5030 Monthly Insurance Chk 6004	Insurance Expense	326	null	19

Operation 9: Replace Values. Replace “Null” with “0”

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

Select “Home”.



Select “Replace Values”

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

Replace Values

Replace one value with another in the selected columns.

Value To Find
null

Replace With
0

OK Cancel

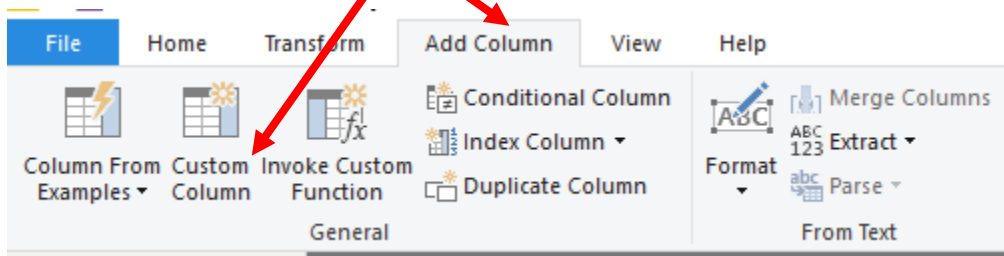
Click “OK”.

This replaces all null values with 0.

Operation 10: Add Custom Column. Add a new column that existed in the first data stream, “Total Balance”.

Select “Add Column”.

Select “Custom Column”.



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

Custom Column

Add a column that is computed from the other columns.

New column name

Total Balance

Custom column formula

= [Debit]-[Credit]

Available columns

- Date
- Transaction
- Account
- Description
- Name
- Debit
- Credit
- Index

<< Insert

[Learn about Power BI Desktop formulas](#)

✓ No syntax errors have been detected.

OK

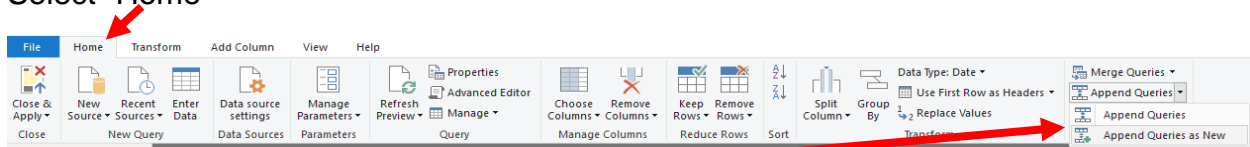
Cancel

Click OK

	ABC	Name	1.2 Debit	1.2 Credit	1.2 Index	ABC 123 Total Balance
1		Accounts Receivable	633	0	1	633
2		Repair Service	0	348	2	-348
3		Equipment Sales	0	285	3	-285
4		Cost of Goods Sold	161.03	0	4	161.03
5		Inventory	0	161.03	5	-161.03

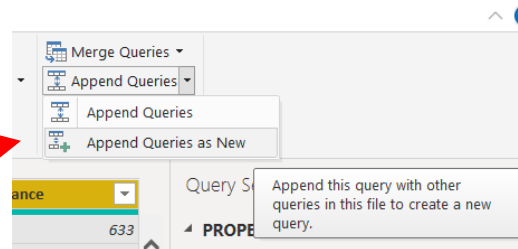
Operation 11: Union. Appending General Journal and General Journal Part 2

Select “Home”



Select “Append Queries”.

Select “Append Queries as New”.



In the pop-up select “General Journal” as the “Primary table”.

Select “General Journal Part 2” as the “Table to append to the primary table”.

Append

Concatenate rows from two tables into a single table.

☒ Two tables ☐ Three or more tables

Primary table

General Journal

Table to append to the primary table

General Journal Part 2

Click “OK”.

OK

Cancel

Operation 5: Sort Columns. Sort “Account” and “Transaction” Columns in ascending order

Select drop-down next to “Account”.
Select “Sort Ascending”.

Transaction	Date	Account	Name
1			Cash
2			Capital Stock
3			Office Equip.
4			Accounts Payable
5			Computer Equip.
6			Cash
7			Repairs & Maint. Expen
8			Accounts Payable
9			Office Equip.
10			Cash
11			Advertising Expense
12			Accounts Payable

Select drop-down next to “Transaction”.
Select “Sort Ascending”.

Transaction	Date	Account
08-Jun-18		
04-Jun-18		
01-Jun-18		
14-Jun-18		
01-Jun-18		
01-Jun-18		
04-Jun-18		
01-Jun-18		
08-Jun-18		
08-Jun-18		
01-Jun-18		
02-Jun-18		
01-Jun-18		
14-Jun-18		
08-Jun-18		

This will sort the table based on these two columns.

Remove the “Index” column.

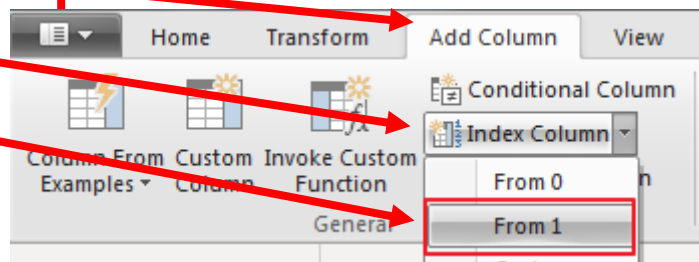
Add a new “Index” column.

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.

Select “Add Column”.

Select “Index Column”.

Select “From 1”.



This will add a new column named “Index”.

	Description	Debit	Credit	Total Balance	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 Lucas 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	null	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 Lucas Pictures	null	11000	-11000	14
15	Zac Advertising,23547	3380	null	3380	15
16	Avery Repairs, Invoice 25478	725	null	725	16

Remove the Index column and add a new one again to this table as we did before.

This creates a query named Append1.

Queries [3]

General Journal
General Journal Pa...
Append1

Table.TransformColumnTypes(#"Added Index",{{"Total Balance", type number}})

Transaction	Date	Account	Name	Description
1	01-06-2018	1110	Cash	Investment from Mark Friedman
2	01-06-2018	1110	Cash	Hailey Computers 87245, ck6001
3	04-06-2018	1110	Cash	Scanner, Jake Supplies, 54-541 ck6002
4	08-06-2018	1110	Cash	Pd A/p ck6003
5	14-06-2018	1110	Cash	Services performed by Lucas Pictures
6	16-01-2018	1110	Cash	To Payroll company Chk 6003
7	21-01-2019	1110	Cash	Receipt Cash Inv # 1732
8	22-01-2019	1110	Cash	Monthly Insurance Chk 6004
9	23-01-2019	1110	Cash	Maint Chk 6005
10	26-01-2019	1110	Cash	Supplies Chk 5056
11	16-01-2018	1120	Accounts Receivable	G. Washington Invoice 1492
12	21-01-2019	1120	Accounts Receivable	Receipt Cash Inv # 1732
13	24-01-2019	1120	Accounts Receivable	J. Adams Invoice 1493
14	16-01-2018	1130	Inventory	Invoice 1733
15	24-01-2019	1130	Inventory	Invoice 1733
16	25-01-2019	1130	Inventory	Purchased Inventory PO # 21021
17	01-06-2018	1211	Office Equip.	Hudson equipment Invoice BC3887
18	04-06-2018	1211	Office Equip.	Scanner, Jake Supplies, 54-541 ck6002
19	01-06-2018	1311	Computer Equip.	Hailey Computers 87245, ck6001
20	01-06-2018	2101	Accounts Payable	Hudson equipment Invoice BC3887
21	02-06-2018	2101	Accounts Payable	Avery Repairs, Invoice 25478
22	08-06-2018	2101	Accounts Payable	Zac Advertising, 23547
23	08-06-2018	2101	Accounts Payable	Pd A/p ck6003

Query Settings

PROPERTIES

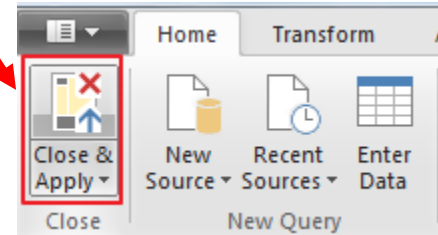
Name
Append1

APPLIED STEPS

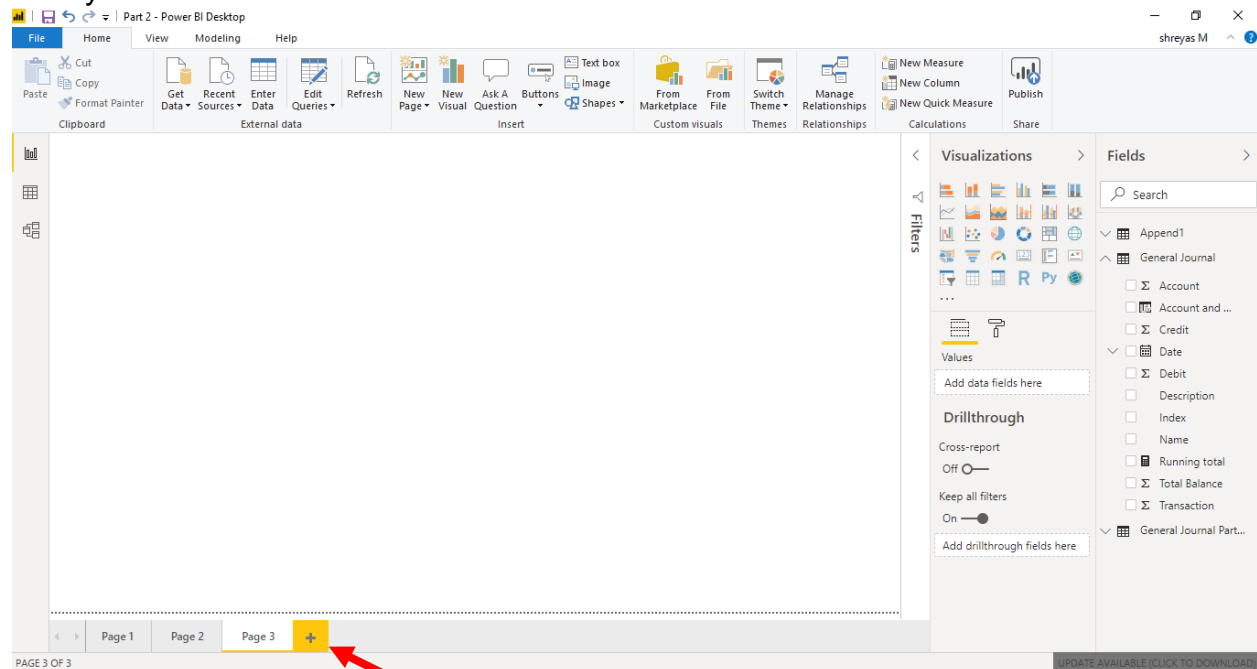
- Source
- Sorted Rows
- Removed Columns
- Added Index
- Changed Type

Operation 11: 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.



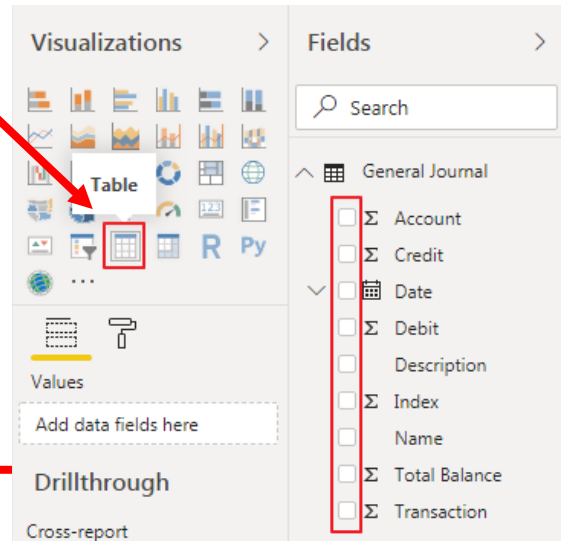
Make sure you add a new page as shown in above.

Operation 9: Create a “Table Visual”

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

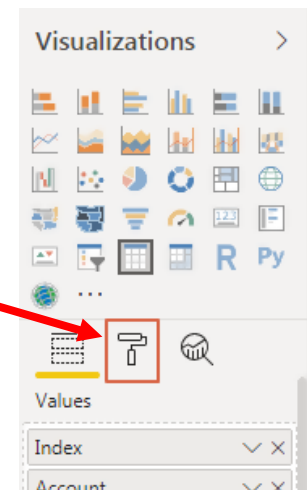
The order that you select the fields is used to determine the order in which the fields are displayed in the table. Click on the box next to each field in the order that you want the fields to be displayed.

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



Index	Account	Name	Transaction	Year	Quarter	Month	Day	Description	Debit	Credit	Total Balance
1.00	1,110.00	Cash	1	2018	Qtr 2	June	1	Investment from Mark Friedman	28,000.00	0.00	28,000.00
2.00	1,110.00	Cash	3	2018	Qtr 2	June	1	Hailey Computers 87245, ck6001	0.00	7,000.00	-7,000.00
3.00	1,110.00	Cash	5	2018	Qtr 2	June	4	Scanner, Jake Supplies, 54-541 ck6002	0.00	125.00	-125.00
4.00	1,110.00	Cash	7	2018	Qtr 2	June	8	Pd A/p ck6003	0.00	640.00	-640.00
5.00	1,110.00	Cash	8	2018	Qtr 2	June	14	Services performed by Lucas Pictures	11,000.00	0.00	11,000.00
6.00	1,110.00	Cash	12	2018	Qtr 1	January	16	To Payroll company Chk 6003	0.00	1,430.01	-1,430.01
7.00	1,110.00	Cash	13	2019	Qtr 1	January	21	Receipt Cash Inv # 1732	633.00	0.00	633.00
8.00	1,110.00	Cash	14	2019	Qtr 1	January	22	Monthly Insurance Chk 6004	0.00	326.00	-326.00
9.00	1,110.00	Cash	15	2019	Qtr 1	January	23	Maint Chk 6005	0.00	190.00	-190.00
10.00	1,110.00	Cash	19	2019	Qtr 1	January	26	Supplies Chk 5056	0.00	124.00	-124.00
11.00	1,120.00	Accounts Receivable	9	2018	Qtr 1	January	16	G. Washington Invoice 1492	633.00	0.00	633.00
12.00	1,120.00	Accounts Receivable	13	2019	Qtr 1	January	21	Receipt Cash Inv # 1732	0.00	633.00	-633.00
13.00	1,120.00	Accounts Receivable	16	2019	Qtr 1	January	24	J. Adams Invoice 1493	350.00	0.00	350.00
14.00	1,130.00	Inventory	10	2018	Qtr 1	January	16	Invoice 1733	0.00	161.03	-161.03
15.00	1,130.00	Inventory	17	2019	Qtr 1	January	24	Invoice 1733	0.00	147.84	-147.84
16.00	1,130.00	Inventory	18	2019	Qtr 1	January	25	Purchased Inventory PO # 21021	3,350.00	0.00	3,350.00
17.00	1,211.00	Office Equip.	2	2018	Qtr 2	June	1	Hudson equipment Invoice BC3887	4,000.00	0.00	4,000.00

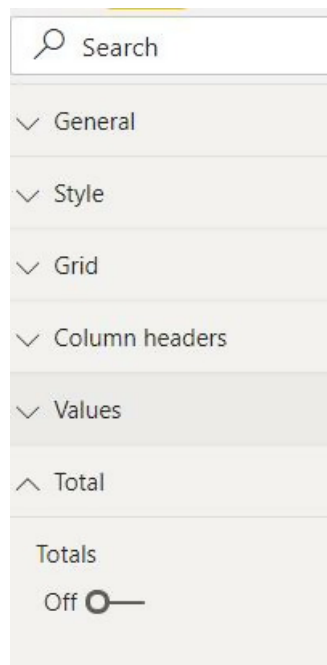
Now that you have it in a tabular format, you can do some formatting changes. Click on the Format tool when the visual is selected.



With this, you will be able to edit the various properties of the table:

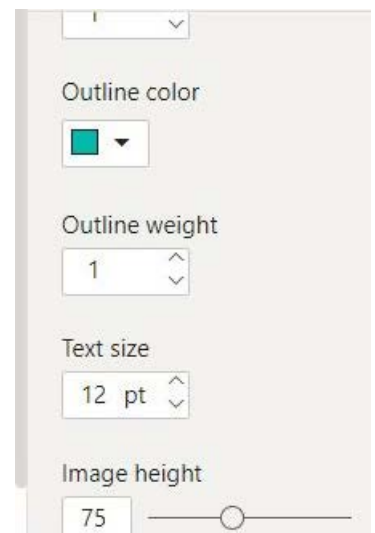
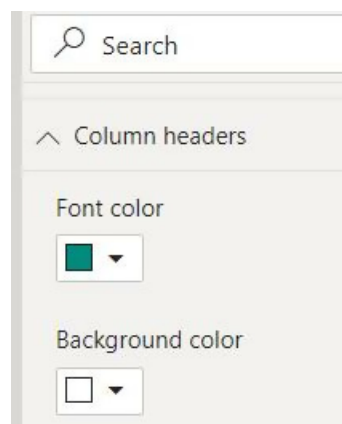
Select “Total”.

Select “Off”.



Select “Grid”.

Select “Text Size” and change to 12 or a preferred size (You might have to readjust the table size as necessary).

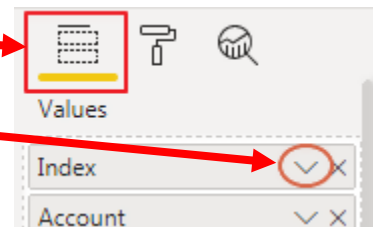
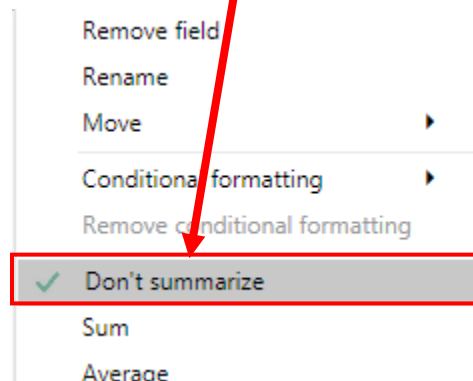


These formatting options only impact/change the visual appearance in Power BI and will not have any impact on the data exported from Power BI.

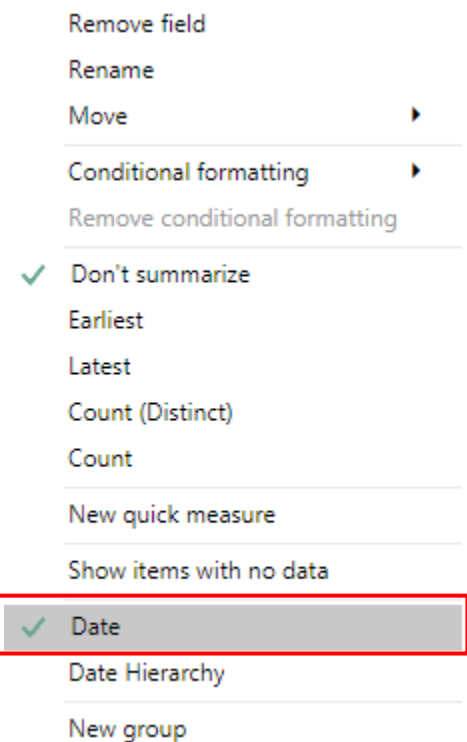
Now we'll make some changes to the formatting of the fields which are added on the table.

Switch back to the Fields section

Click on drop-down next to "Index" and select "Don't Summarize".

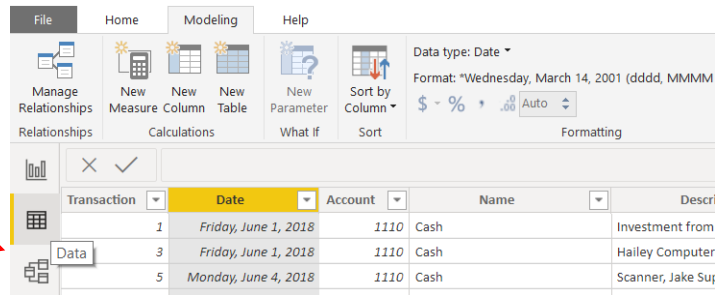


Similarly click on drop-down next to Date and select Date instead of Date Hierarchy

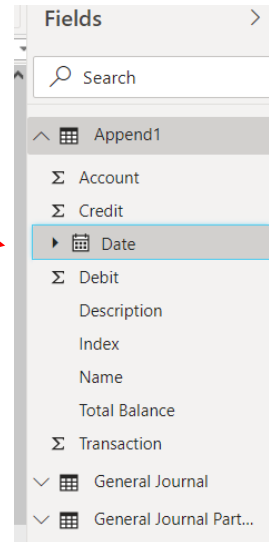


Operation 10: Changing fields display format

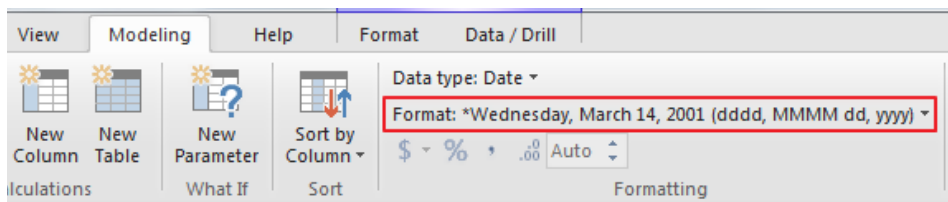
Verify that “Data” mode is selected.



You can select any field from the fields list by clicking on it. Select “Date”.

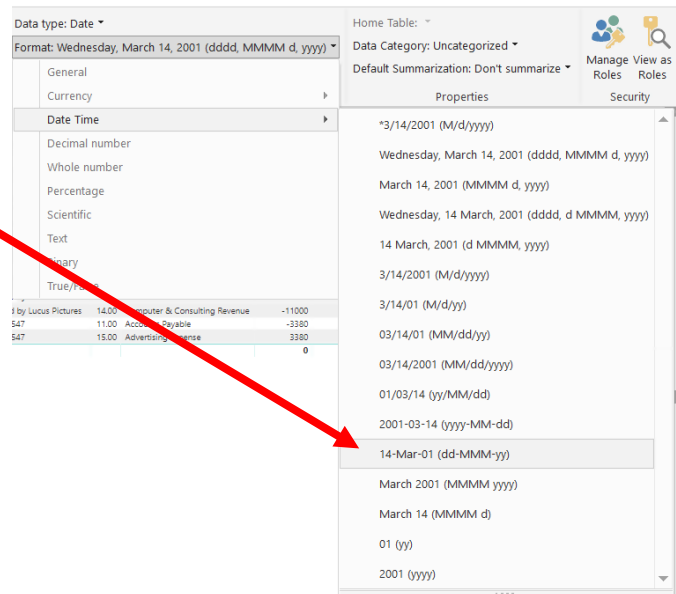


Click, or double click if necessary on the default date format.



Select “Date Time”

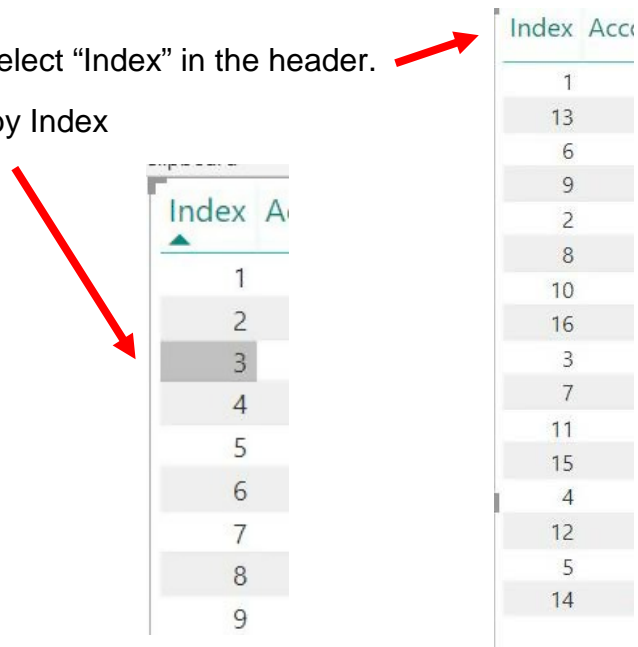
Select “dd--MMM-yy”.



The Updated table

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

And the table will be sorted by Index



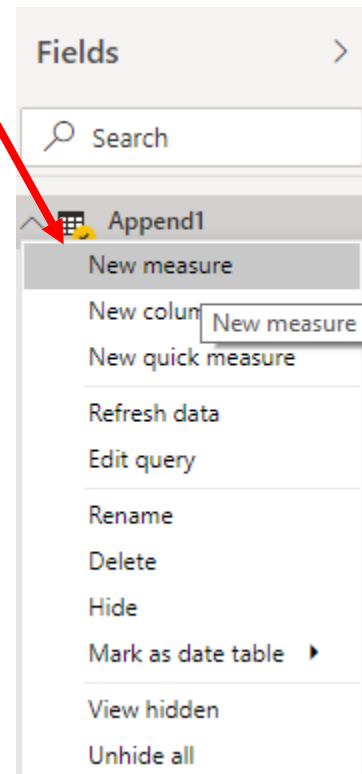
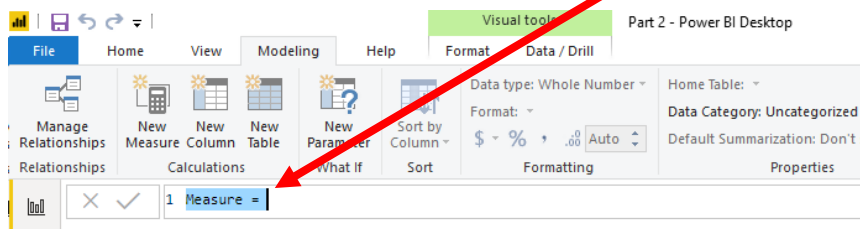
The image shows two screenshots of a Power BI table. The left screenshot shows the table with 'Index' selected in the header, and a red arrow points to the 'Index' column. The right screenshot shows the table sorted by 'Index'.

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

Operation 11: Calculating “Running Total”

Right click on the table name and select New Measure

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



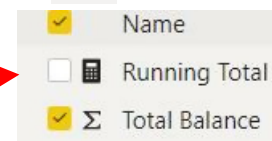
Replace “Measure =” with the following formula in the formula bar and click enter.

```
Running Total New =
CALCULATE(
    SUM('Append1'[Total Balance]),
    FILTER(
        ALL('Append1'), AND('Append1'[Index] <= MAX('Append1'[Index]),
        'Append1'[Account] = MAX('Append1'[Account]))
    )
)
```

Switch to report.



Add a check to the Running Total and it will be visible in the table.



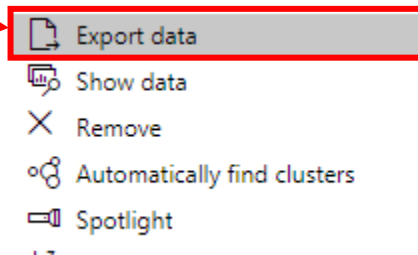
Operation 12: Exporting data to Excel

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

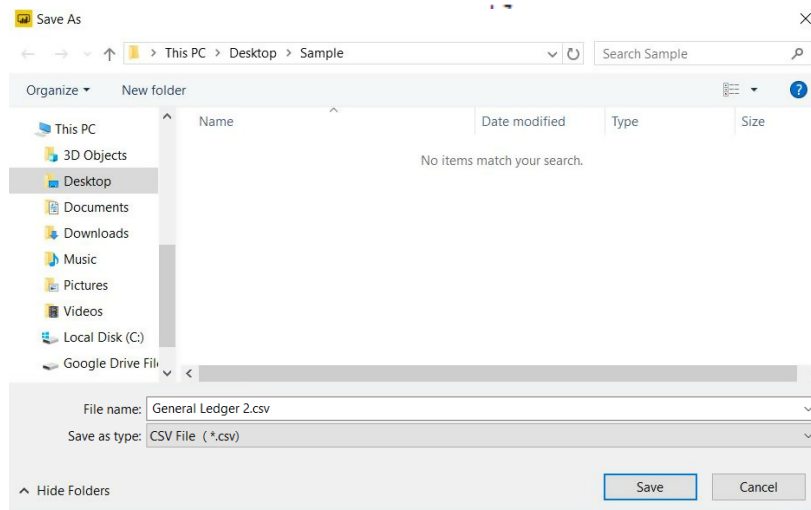


Index	Account	Name	Transaction	Date	Description	Debit	Credit	Total Balance	Running Total New
1	1110	Cash	1	01 June 2018	Investment from Mark Friedman	28,000.00	0.00	28,000.00	28000
2	1110	Cash	3	01 June 2018	Hailey Computers 87245, ck6001	0.00	7,000.00	-7,000.00	21000
3	1110	Cash	5	04 June 2018	Scanner, Jake Supplies, 54-541 ck6002	0.00	125.00	-125.00	20875
4	1110	Cash	7	08 June 2018	Pd A/p ck6003	0.00	640.00	-640.00	20235
5	1110	Cash	8	14 June 2018	Services performed by Lucas Pictures	11,000.00	0.00	11,000.00	31235
6	1110	Cash	12	16 January 2018	To Payroll company Chk 6003	0.00	1,430.01	-1,430.01	29805
7	1110	Cash	13	21 January 2019	Receipt Cash Inv # 1732	633.00	0.00	633.00	30438
8	1110	Cash	14	22 January 2019	Monthly Insurance Chk 6004	0.00	326.00	-326.00	30112
9	1110	Cash	15	23 January 2019	Maint Chk 6005	0.00	190.00	-190.00	29922
10	1110	Cash	19	26 January 2019	Supplies Chk 5056	0.00	124.00	-124.00	29798
11	1120	Accounts Receivable	9	16 January 2018	G. Washington Invoice 1492	633.00	0.00	633.00	633
12	1120	Accounts Receivable	13	21 January 2019	Receipt Cash Inv # 1732	0.00	633.00	-633.00	0
13	1120	Accounts Receivable	16	24 January 2019	J. Adans Invoice 1493	350.00	0.00	350.00	350
14	1130	Inventory	10	16 January 2018	Invoice 1733	0.00	161.03	-161.03	-161
15	1130	Inventory	17	24 January 2019	Invoice 1733	0.00	147.84	-147.84	-309
16	1130	Inventory	18	25 January 2019	Purchased Inventory PO # 21021	3,350.00	0.00	3,350.00	3041
17	1211	Office Equip.	2	01 June 2018	Hudson equipment Invoice BC3887	4,000.00	0.00	4,000.00	4000

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



Add the name of the file



Select Save

Navigate to the location and double click to open the CSV file you just saved.

You'll notice that the data from the visual is exported into CSV

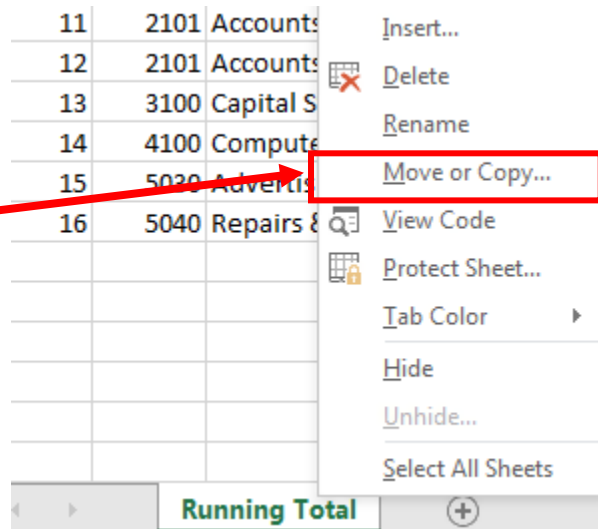
	A	B	C	D	E	F	G	H	I	J	K
1	Index	Account	Name	Transactio	Date	Descriptio	Debit	Credit	Total Bala	Running total	
2	1	1110	Cash	1	#####	Investmen	28000		28000	28000	
3	2	1110	Cash	3	#####	Hailey Computers 87		7000	-7000	21000	
4	3	1110	Cash	5	#####	Scanner, Jake Suppli		125	-125	20875	
5	4	1110	Cash	7	#####	Pd A/p ck6003		640	-640	20235	
6	5	1110	Cash	8	#####	Services p	11000		11000	31235	
7	6	1211	Office Equ	2	#####	Hudson ec	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 i	2	#####	Hudson equipment I		4000	-4000	-4000	
11	10	2101	Accounts i	4	#####	Avery Repairs, Invoic		725	-725	-4725	
12	11	2101	Accounts i	6	#####	Zac Advertising,2354		3380	-3380	-8105	
13	12	2101	Accounts i	7	#####	Pd A/p ck6	640		640	-7465	
14	13	3100	Capital St	1	#####	Investment from Ma		28000	-28000	-28000	
15	14	4100	Computer	8	#####	Services performed		11000	-11000	-11000	
16	15	5030	Advertisir	6	#####	Zac Adver	3380		3380	3380	
17	16	5040	Repairs &	4	#####	Avery Rep	725		725	725	

Change the columns' widths and formats.

	A	B	C	D	E	F	G	H	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 Lucas 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 Lucas 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

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

You can copy this tab from the CSV to the original Excel by right clicking on the tab and selecting Move or Copy



Select the Excel file you want to move the sheet to

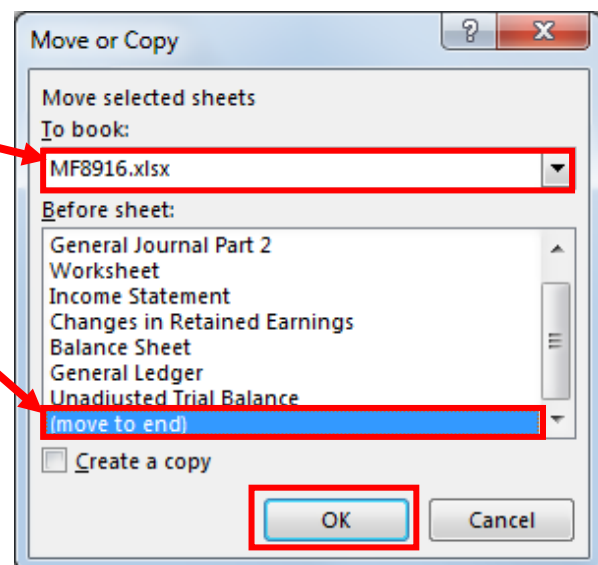
Scroll till the end and click on (move to end)

Then click OK

Rename the tab as General Ledger

The General Ledger has been created successfully

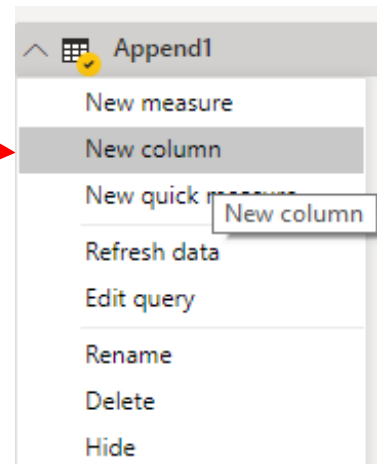
"Save" and "Close" the Excel file.



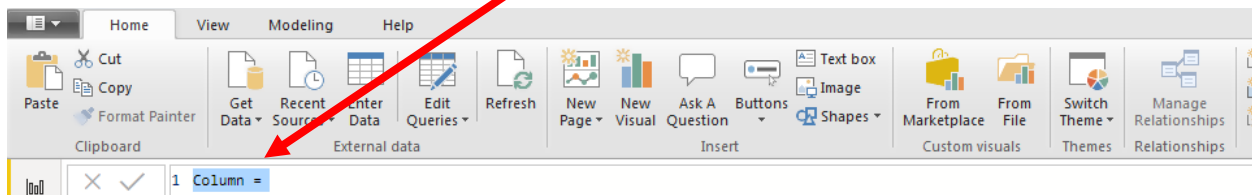
Operation 13: Calculating “Unadjusted Trial Balance”

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

To do this, Right click on the table name and select New Column

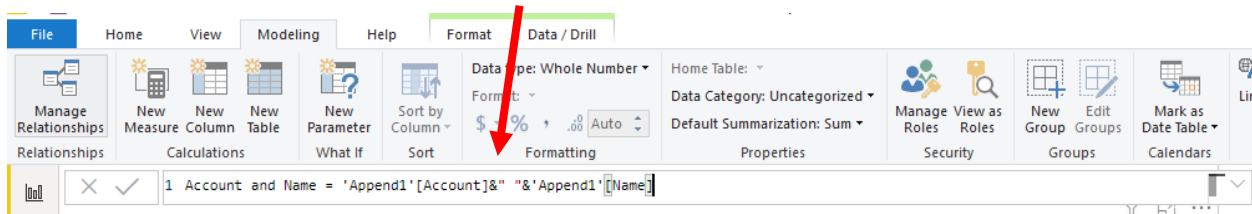


You'll notice that a new measure is added and the formula bar (on the top) shows the formula as Column =

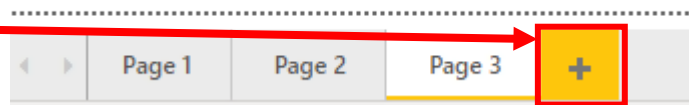


Enter the following formula in the formula bar and press Enter to add the new column

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

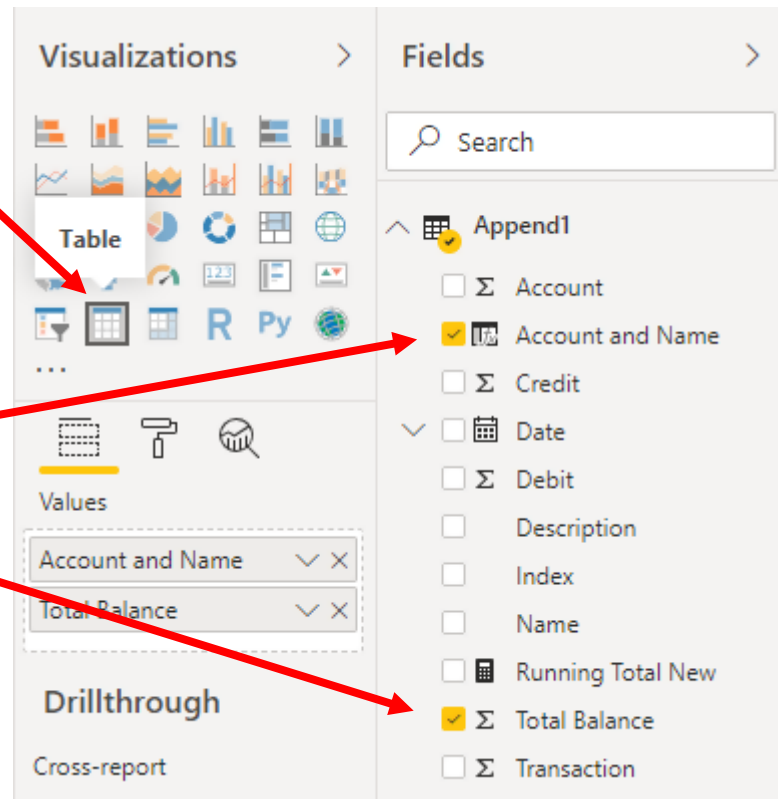


Add a new Page by clicking on the + icon seen next to Page 3 at the bottom



Insert a table visual

Add **Account and Name** field
and **Total Balance** field



After basic formatting changes as mentioned in [Operation 10](#), you'll see a table like this:

Account and Name	Total Balance
1110 Cash	29,797.99
1120 Accounts Receivable	350.00
1130 Inventory	3,041.14
1211 Office Equip.	4,125.00
1311 Computer Equip.	7,000.00
2101 Accounts Payable	-10,815.00
2120 Payroll Liabilities	0.00
3100 Capital Stock	-28,000.00
4100 Computer & Consulting Revenue	-11,000.00
4110 Equipment Sales	-549.00
4130 Repair Service	-434.00
5030 Advertising Expense	3,380.00
5030 Insurance Expense	326.00
5040 Repairs & Maint. Expense	725.00
5080 Supplies	124.00
5090 Cost of Goods Sold	308.87
5220 Maintenance/Janitorial	190.00
5380 Salary	1,430.01

Follow the steps mentioned in [Operation 12](#) to Export this table as **Unadjusted Trial Balance**

Save and close Excel and Power BI Desktop