

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 **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 Lucus Pictures	11,000.00	
08	Jun 14	4100	Computer & Consulting Revenue	Services performed by Lucus 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	Investment	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 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 Ca	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 r	09	2018-06-1	G. Washin	633	0	633	
13	1120	Accounts r	13	2018-06-2	Receipt Ca	0	633	0	
14	1120	Accounts r	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 p	2	2018-06-0	Hudson ec	0	4000	-4000	
22	2101	Accounts p	4	2018-06-0	Avery Rep	0	725	-4725	
23	2101	Accounts p	6	2018-06-0	Zac Adver	0	3380	-8105	
24	2101	Accounts p	7	2018-06-0	Pd A/p ck	640	0	-7465	
25	2101	Accounts p	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	Investment	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 &	8	2018-06-0	Avery Rep	725	0	725	

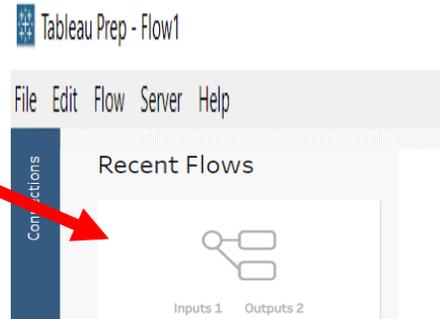
And the Unadjusted Trial Balance

	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.

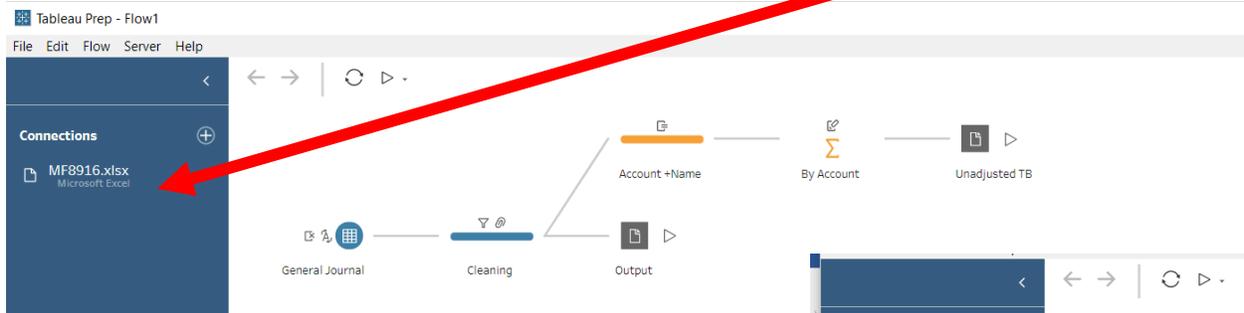
Select “File”, “Open”

Or Select from “Recent Flows”

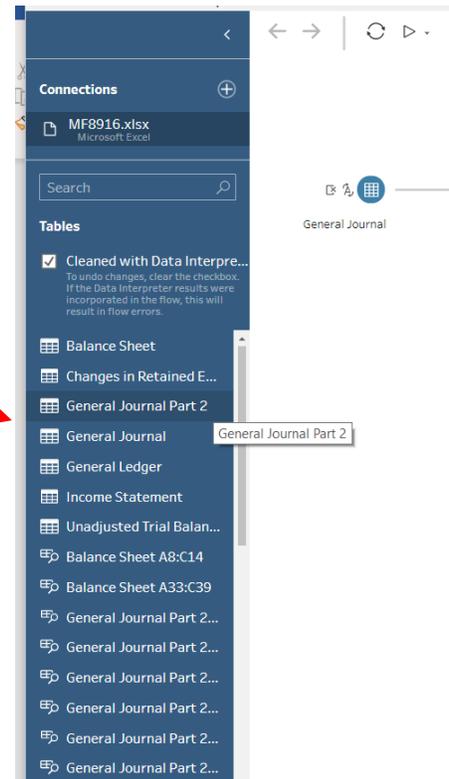


Step 1: Input Excel file

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 'Connections' pane shows 'MF8916.xlsx' and a list of tables. 'General Journal Part 2' is selected in the 'Tables' pane. The 'Flow' pane shows a sequence of steps: 'General Journal', 'Cleaning', and 'Output'. 'General Journal Part 2' is highlighted in the flow. Below the flow, the 'General Journal Part 2' pane shows a table of fields with sample values. A red box highlights the sample value '09 1120000.0000, 09 4130000.0000, 09 4110000.0000' for the 'Trans Account' field.

<input checked="" type="checkbox"/>	Type	Field Name	Original Field Name	Changes	Sample Values
<input checked="" type="checkbox"/>	M/DD	M/DD	M/DD		06/16/2018
<input checked="" type="checkbox"/>	Abc	Trans Account	Trans Account		09 1120000.0000, 09 4130000.0000, 09 4110000.0000
<input checked="" type="checkbox"/>	Abc	Detail	Detail		G. Washington Invoice 1492
<input checked="" type="checkbox"/>	Abc	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”.

Select “+ Add Step”.

The screenshot shows the context menu for 'General Journal Part 2'. The menu options are: '+ Add Step', 'Add Aggregate', 'Add Pivot', 'Add Join', 'Add Union', and 'Add Output'. A red arrow points to the plus sign next to 'General Journal Part 2' in the flow, and another red arrow points to the '+ Add Step' option in the menu.

Step 2: Split a field.

The screenshot shows a Tableau Prep workflow. It starts with 'General Journal' and 'General Journa...' as input tables. A 'Cleaning' step is applied to 'General Journal'. The workflow then splits into two paths: one leading to 'Account +Name' and another to 'Output'. The 'Account +Name' path goes through 'By Account' and 'Unadjusted TB' steps. Below the workflow, the 'Clean 2' table is displayed with 6 fields and 24 rows. The table has columns: M/DD, Trans, Account, Detail, Account Name, Debit, and Right S.

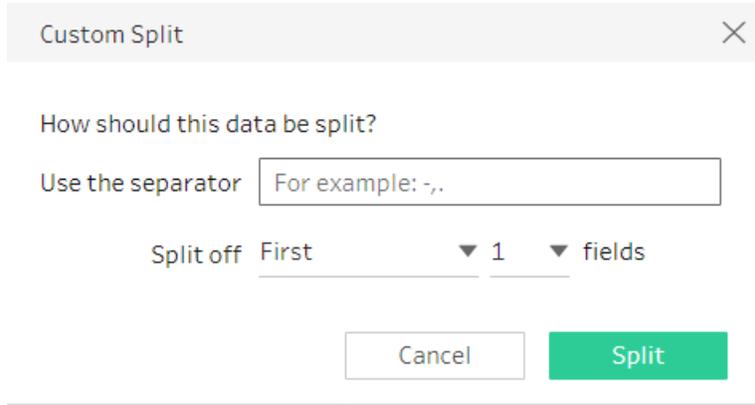
M/DD	Trans	Account	Detail	Account Name	Debit	Right S
06/16/2018	09	1120000.0000	G. Washington Invoice 1492	Accounts Payable	null	null
06/21/2018	09	4110000.0000	Invoice 1732	Accounts Receivable	124	
06/22/2018	09	4130000.0000	Invoice 1733	Cash	147.84	4,000
06/23/2018	10	1130000.0000	J. Adans Invoice 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.

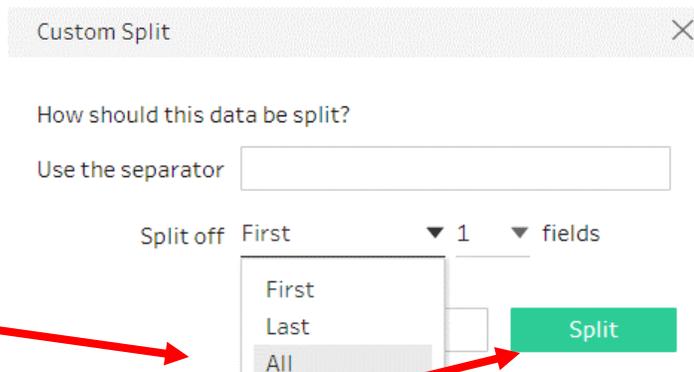
Select "Custom Split".

This image shows a close-up of the Tableau Prep interface. At the top, there are buttons for 'Automatic Split' and 'Custom Split...'. A red arrow points from the text 'Select "Custom Split"' to the 'Custom Split...' button. Below this, another red arrow points from the text 'Select the "Trans Account" column...' to the 'Trans Account' column in the table view. The table view shows columns for 'Trans' and 'Account' with data rows below them.

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.

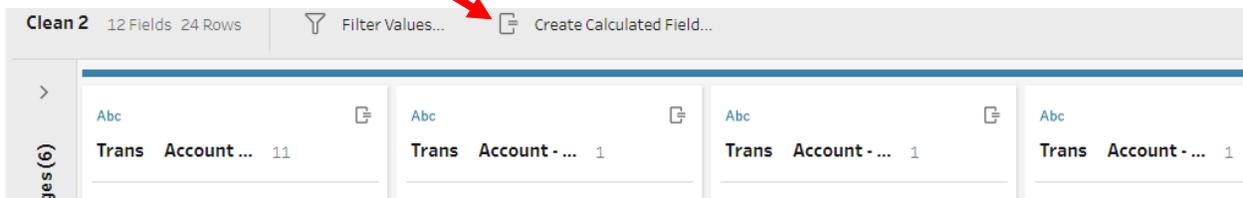
The first four characters of the field “Trans Account - Split 6” contains the account number.

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

Step 3: Create a field

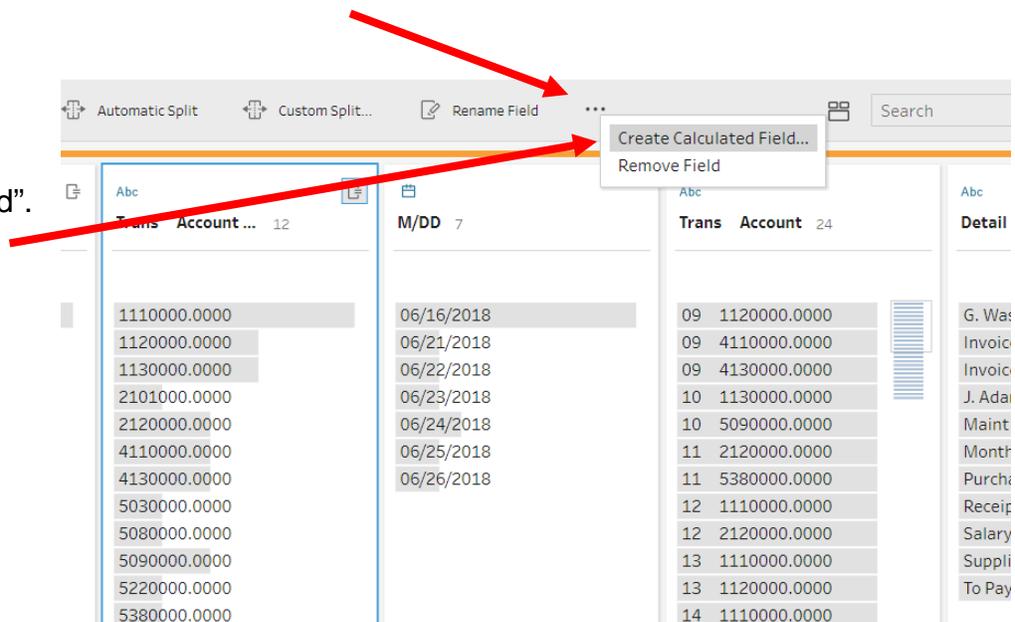
We are going to create a field consisting of the first four characters of the “Trans Account - Split 6” field.

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”.



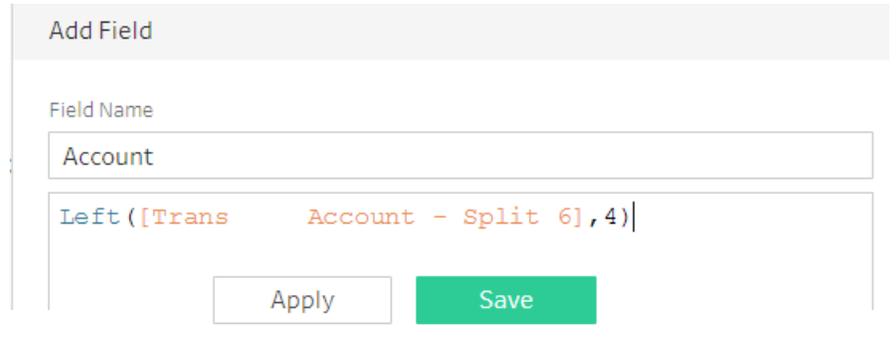
Add Field

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

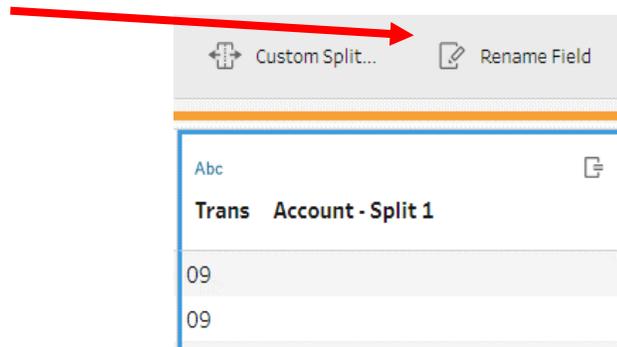
In order to append the sets of data the “Field Names” and “Types” of “General Journal Part 2” must be the same as those in the data set “General Journal”.

Account	Name	Transaction	Date	Description	Debit	Credit	Total Balance
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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”.

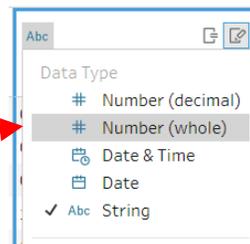


c) Type “Transaction” and hit “Enter”.

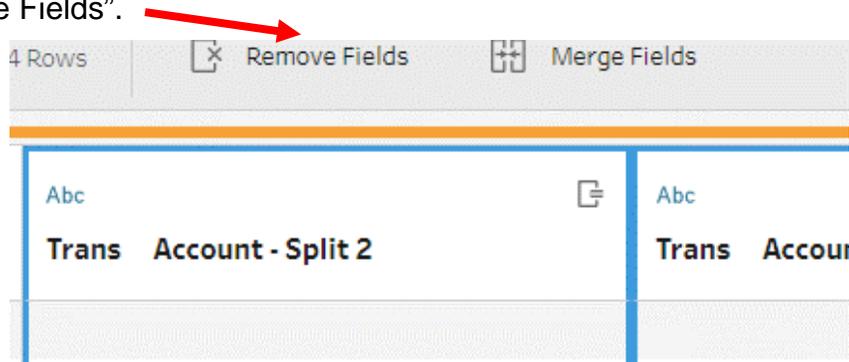


d) Select “ABC”.

e) Select “Number (whole)”.

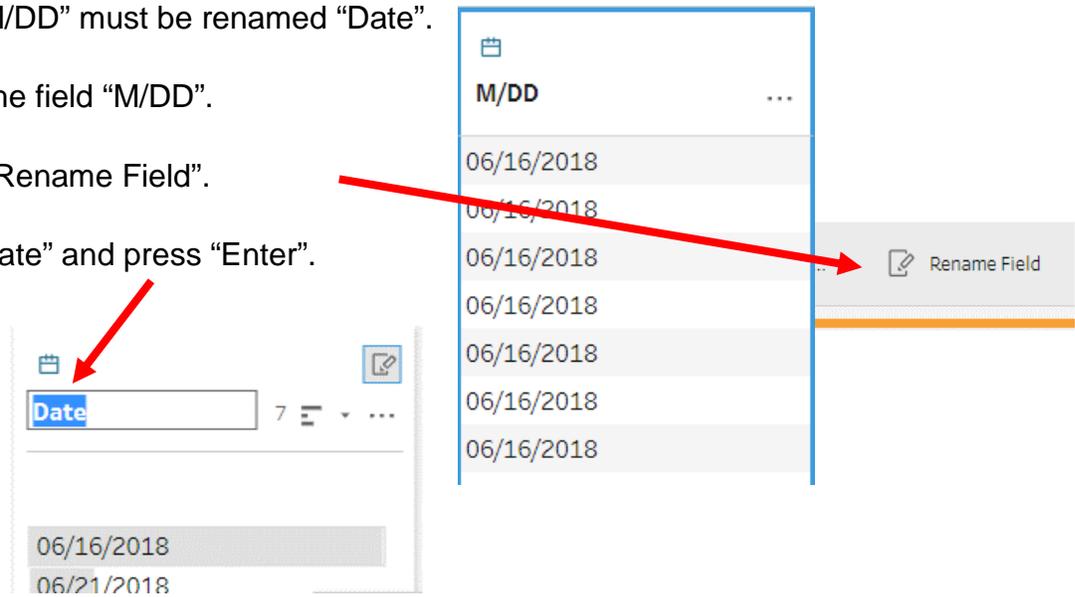


- 3) "Trans Account – Split 2" through "Trans Account – Split 6" must be removed.
 - a) Select "Trans Account – Split 2, hold down the "shift" key and select "Trans Account – Split 6".
 - b) Select "Remove Fields".



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

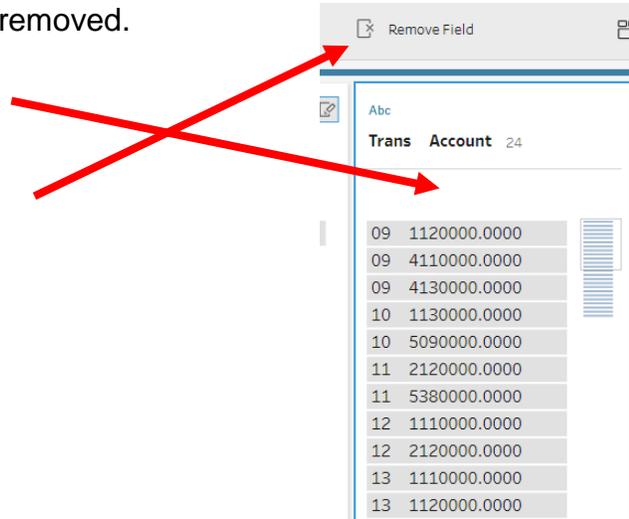
- a) Select the field "M/DD".
- b) Select "Rename Field".
- c) Type "Date" and press "Enter".



5) The field "Trans Account" must be removed.

a) Select "Trans Account".

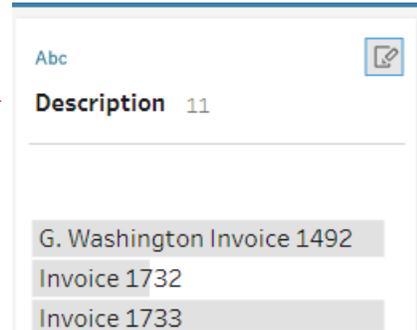
b) Select "Remove Field".



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.

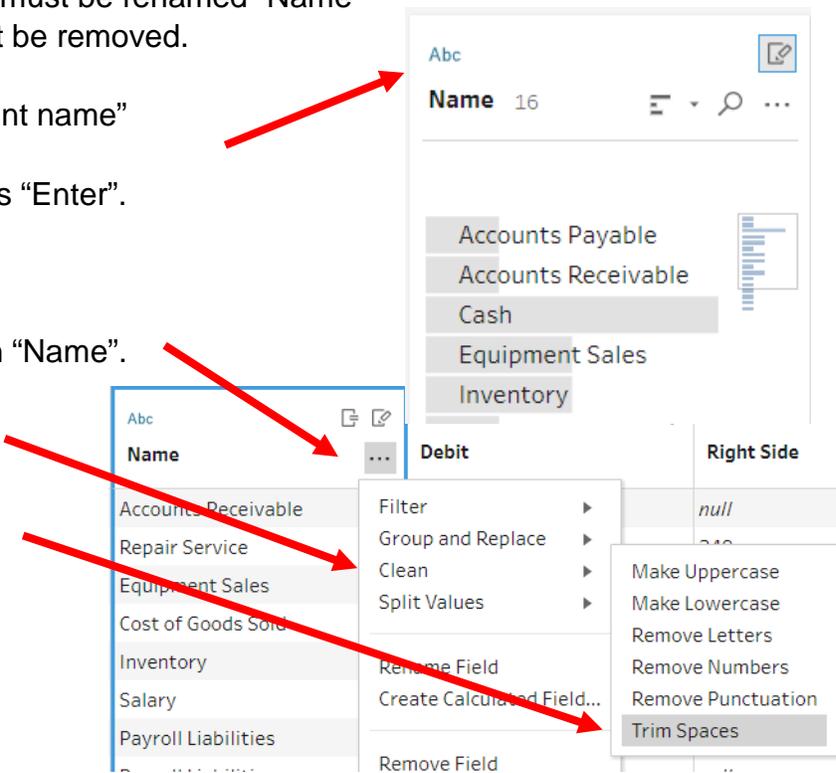
a) Double click on "Account name"

b) Type "Name" and press "Enter".

c) Select the three dots in "Name".

d) Select "Clean".

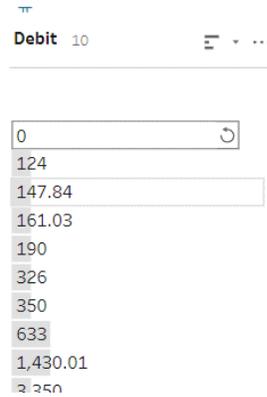
e) Select "Trim Spaces".



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”.



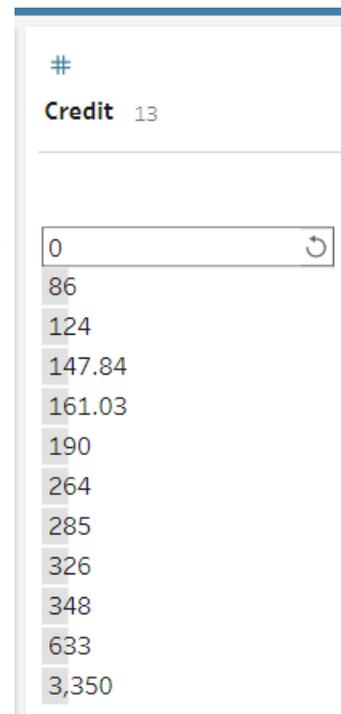
9) The field “Right Side” must be changed to “Credit”, the type is “Number (whole)”. The null must be changed to a “0”.

a) Double click on “Right Side”.

b) Type “Credit” and press “Enter”.

c) Double click on “null”

d) Type “0” and press “Enter”.



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]

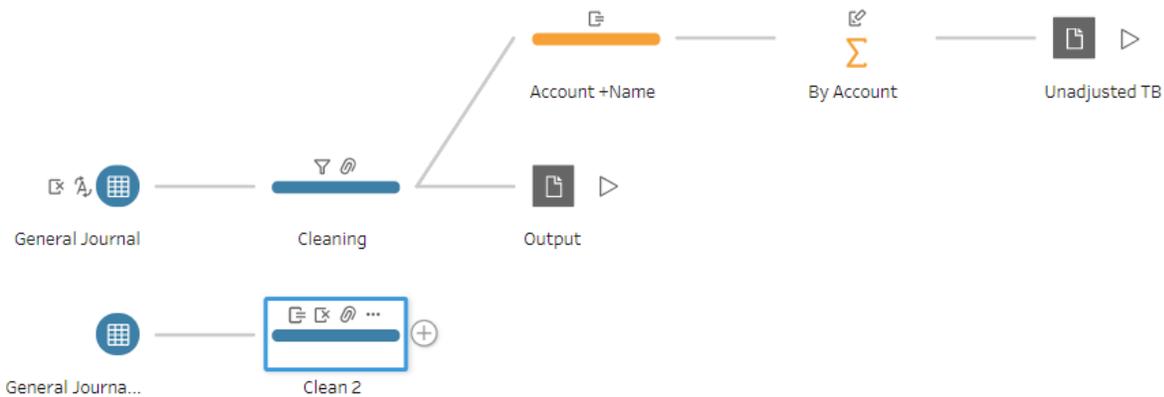
d) Select "Save".



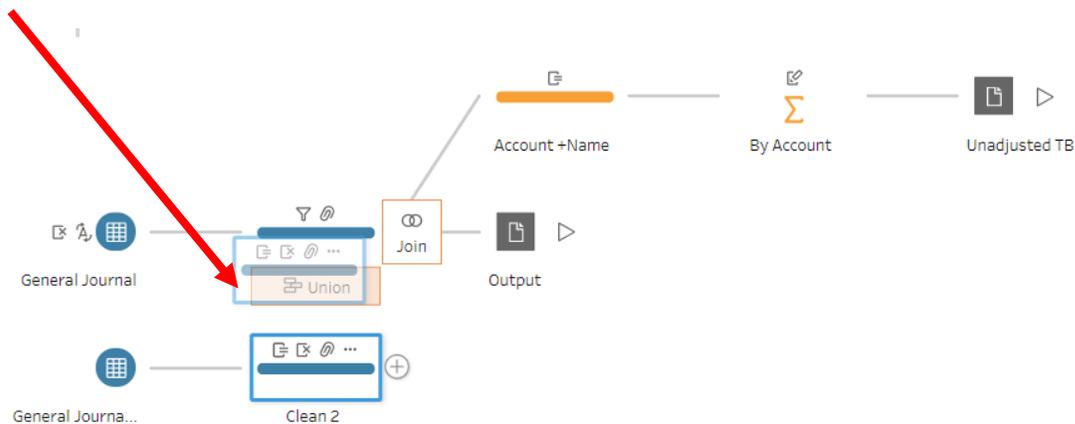
The sets of data the “Field Names” and “Types” of “General Journal Part 2” are the same as those in the data set “General Journal” and we can combine, union, the two parts.

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”.

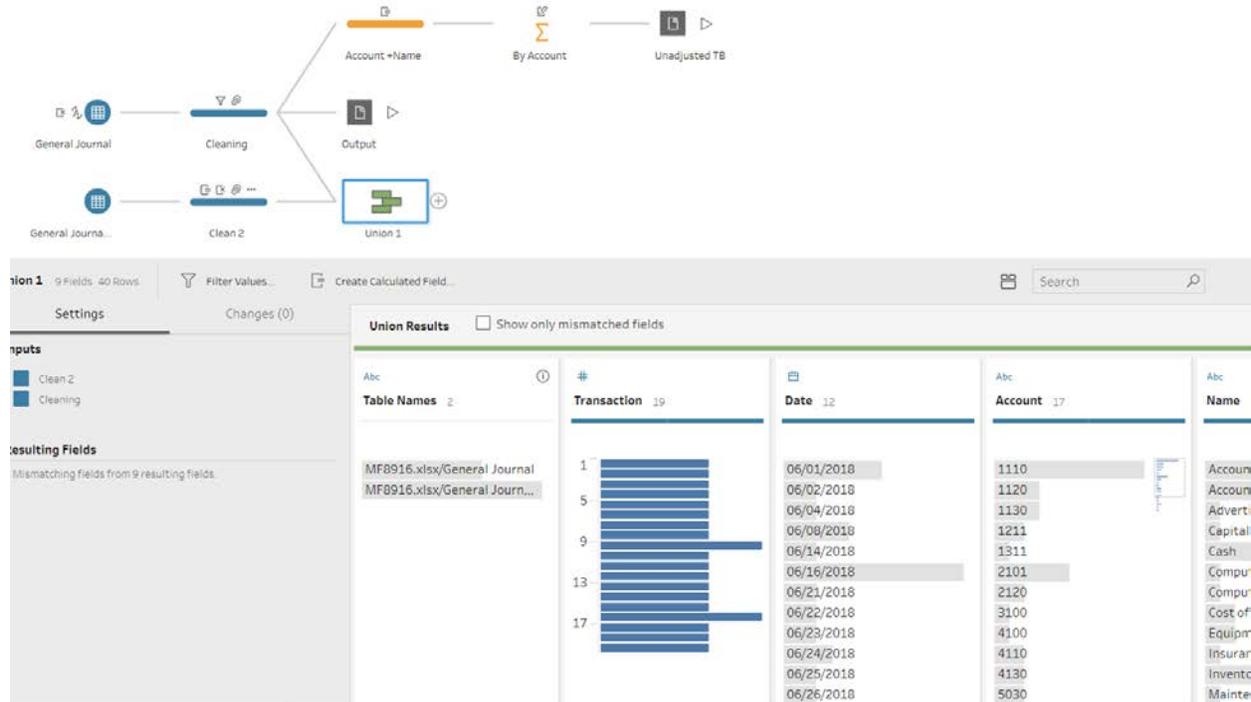


Drop the “Cleaning” step from the current stream of data into the “Union” area to combine the two data streams.



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”.

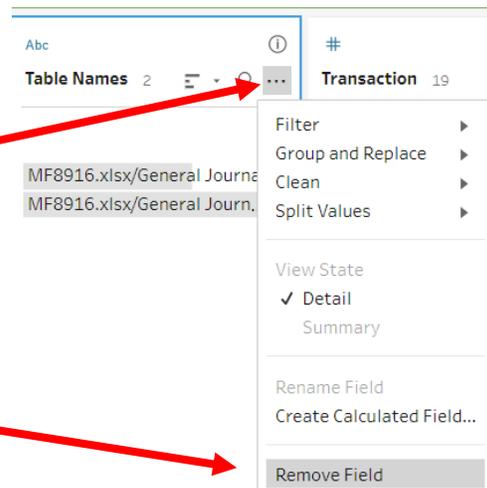


Remove the column “Table Names” created by Union operation.

Select the field “Table Names”.

Select the three dots.

From the pull down select “Remove Fields”.

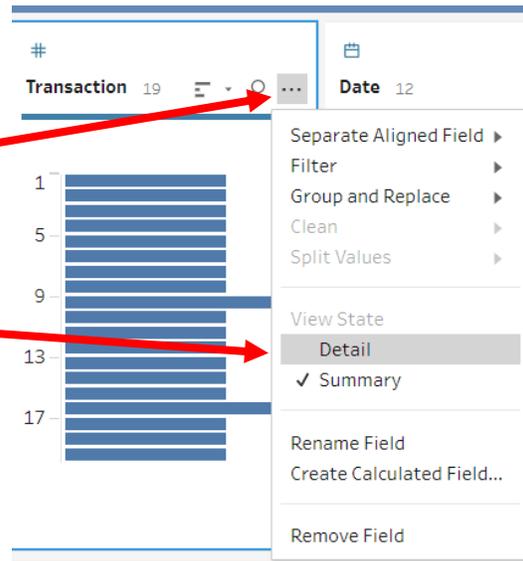


The field "Transaction" may display in a bar graph format.

Select the field "Transaction".

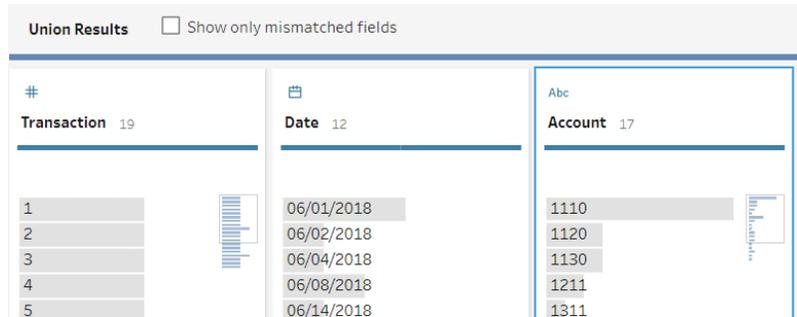
Select the three dots.

From the pull down select "Detail".

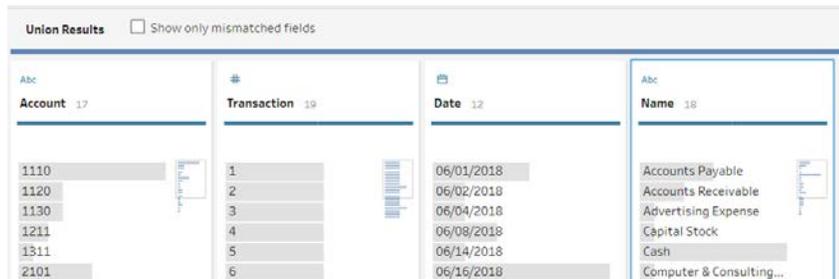


Step 6: Reorder the fields

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



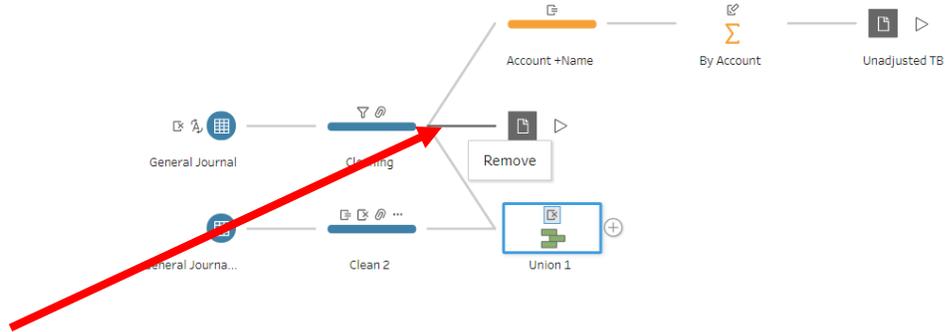
In the Data Pane” select the field “Name” and drag it between the field “Account” and the field “Transaction”



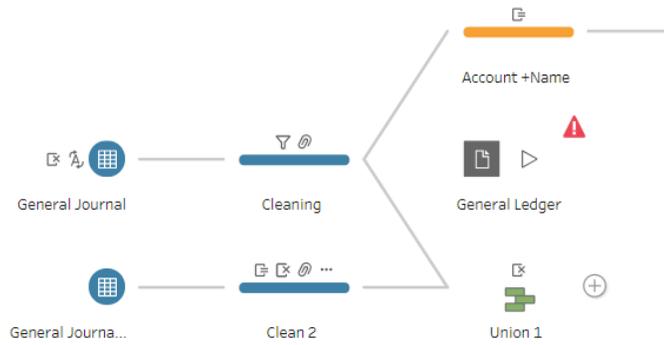
Now the fields are in the order that we need for the General Ledger.

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

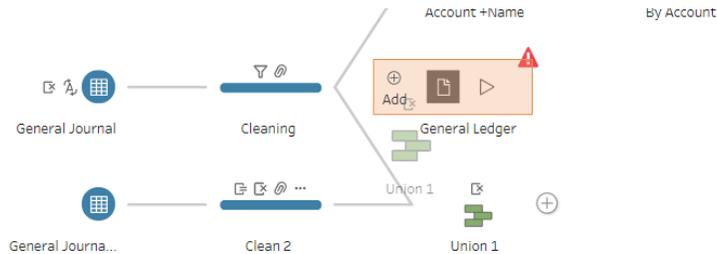
Step 7: Disconnect the output “General Ledger” branch and connect it to the “Union”.



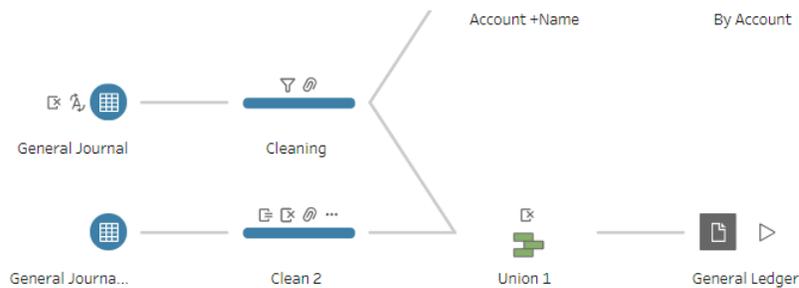
Right click on the branch leading to the “General Ledger” output tile and select “Remove”



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

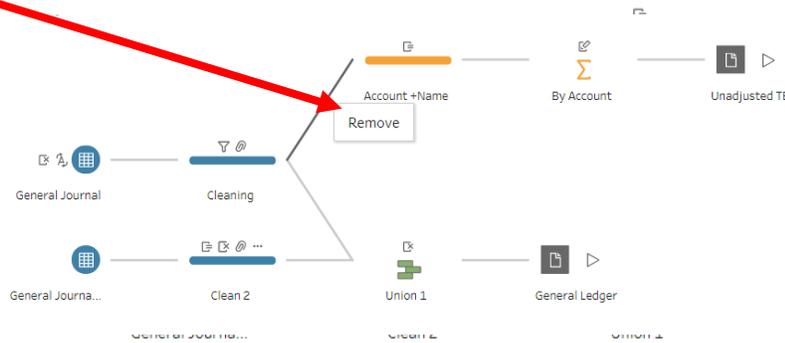


The “General Ledger” output tile will now be attached to the “Union” tile.

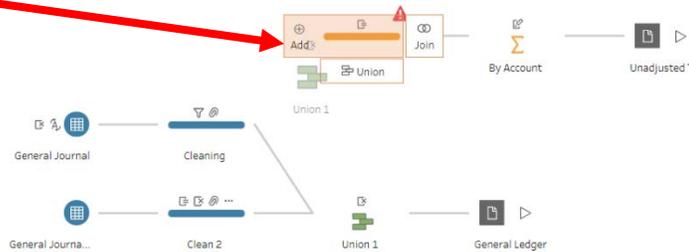


Step 8: Disconnect the output “Unadjusted TB” branch and connect it to the “Union”.

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.

```

1 Account,Name,Transaction,Date,Description,Debit,Credit,Total Balance
2 1110,Cash,1,6/1/2018,Investment from Mark Friedman,28000,0,28000
3 3100,Capital Stock,1,6/1/2018,Investment from Mark Friedman,0,28000,-28000
4 1211,Office Equip.,2,6/1/2018,Hudson equipment Invoice BC3887,4000,0,4000
5 2101,Accounts Payable,2,6/1/2018,Hudson equipment Invoice BC3887,0,4000,-4000
6 1311,Computer Equip.,3,6/1/2018,Hailey Computers 87245, ck6001",7000,0,7000
    
```

Buttons: Cancel, < Back, Next >, Finish

Annotations:

- Select “Delimited.”
- Select “My data has headers”.
- Select “Next”.

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

Buttons: Cancel, < Back, Next >, Finish

Annotations:

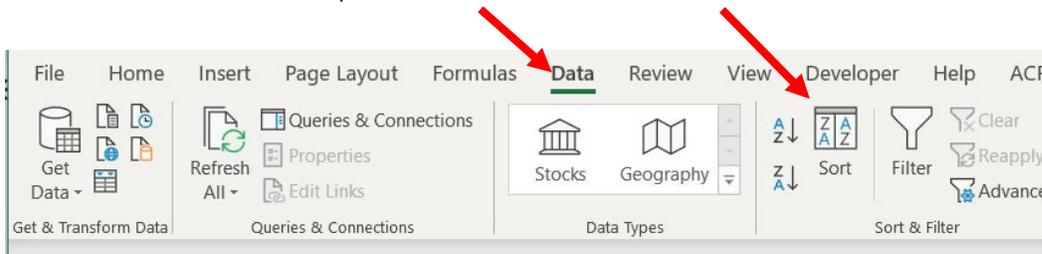
- Select “,”.
- Select “Finish”.

Change the column widths as needed.

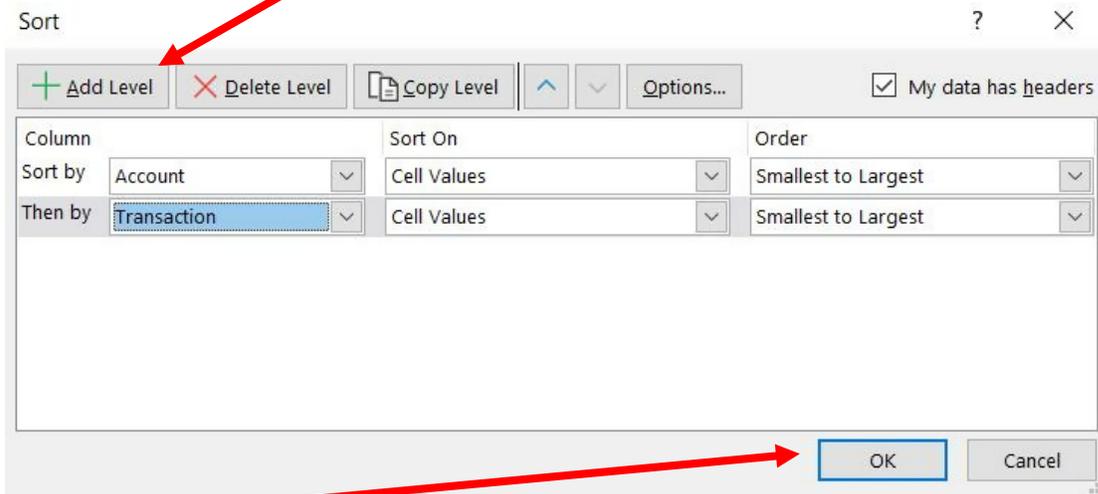
	A	B	C	D	E	F	G	H
1	Account	Transaction	Date	Name	Description	Debit	Credit	Total Balance
2	1120	9	6/16/2018	Accounts Receivable	G. Washington Invoice 1492	633	0	633
3	4130	9	6/16/2018	Repair Service	G. Washington Invoice 1492	0	348	-348
4	4110	9	6/16/2018	Equipment Sales	G. Washington Invoice 1492	0	285	-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

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)

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

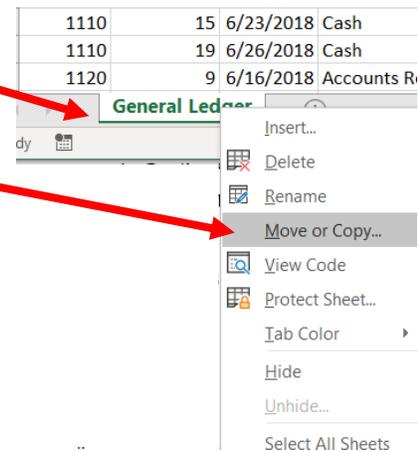
Delete the “Total Balance” column – it is not needed anymore.

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

- 1) 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.**

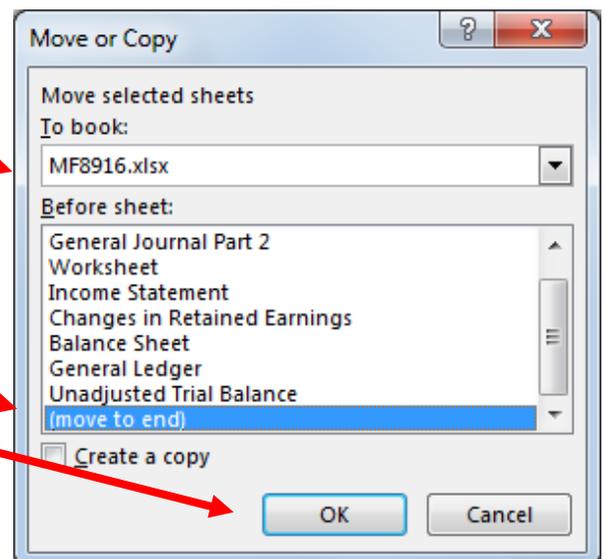
- 2) Move the sheet into the “MF8916.xls” file.

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



- b) Select “Move or Copy...”.

- c) Select the name of the original file.

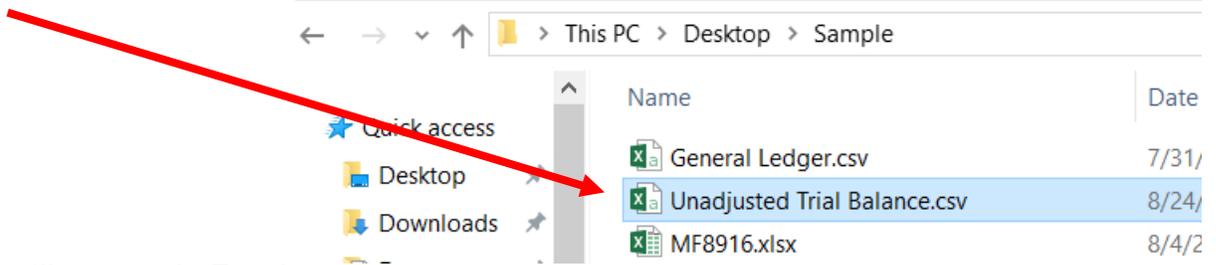


- d) Scroll till the end and click on “(move to end)”.

- 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”.

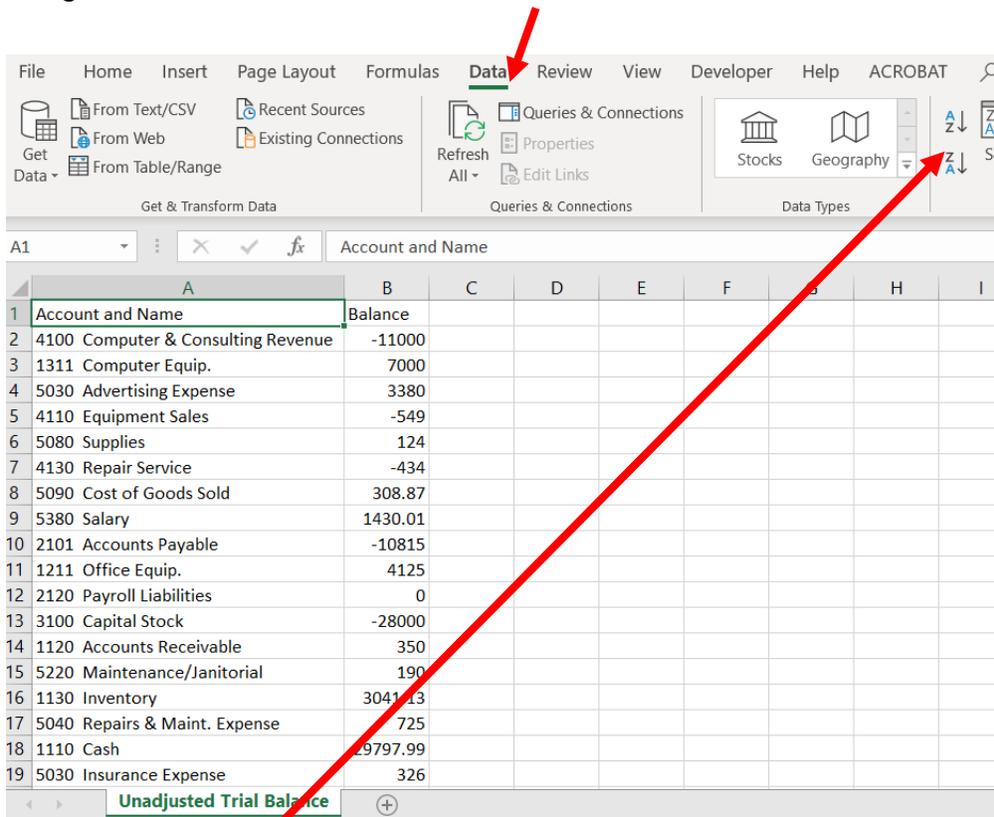


And the file opens in Excel.

	A	B	C	D
1	Account	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 Mair	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".



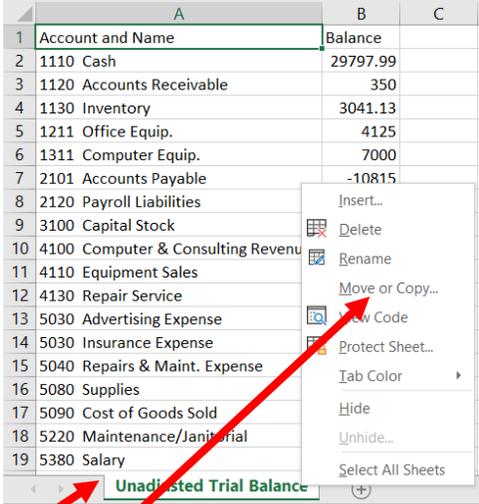
Select "A to Z".

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

3) 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.**

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



	A	B	C
1	Account and Name	Balance	
2	1110 Cash	29797.99	
3	1120 Accounts Receivable	350	
4	1130 Inventory	3041.13	
5	1211 Office Equip.	4125	
6	1311 Computer Equip.	7000	
7	2101 Accounts Payable	-10815	
8	2120 Payroll Liabilities		
9	3100 Capital Stock		
10	4100 Computer & Consulting Revenue		
11	4110 Equipment Sales		
12	4130 Repair Service		
13	5030 Advertising Expense		
14	5030 Insurance Expense		
15	5040 Repairs & Maint. Expense		
16	5080 Supplies		
17	5090 Cost of Goods Sold		
18	5220 Maintenance/Janitorial		
19	5380 Salary		

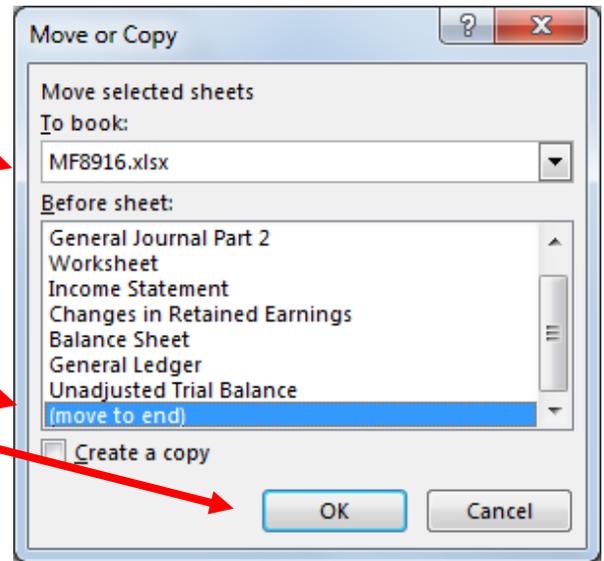
- a) Right click on the “Unadjusted Trial Balance” tab.

- 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.