Book Balance Dashboard

INSTRUCTION MANUAL

MANGO ANALYTICS SOLUTIONS

Table of Contents

Introduction

Book Balance Dashboard

Revolutionize your financial management experience with Book Balance, a dynamic and comprehensive Power BI app meticulously crafted to cater to the intricate needs of businesses engaged in diverse transactions across multiple banks. At the heart of our commitment is a relentless dedication to providing you with not just data, but unparalleled insights and control over every facet of your financial landscape. This commitment is vividly reflected in the app's robust features, which are meticulously designed to empower you on your financial journey. Whether you're navigating through complex transactions or strategizing for the future, Book Balance is your indispensable companion, offering a wealth of tools and capabilities to enhance your financial decision-making like never before.

Featured Industry Standard KPIs:

1. Category-wise Balance
2. Closing Balance
3. Ending Balance
4. Running Balance

Take your financial management to new heights with Book Balance, an advanced tool designed to enhance your financial capabilities. Stay ahead of the curve in an ever-evolving market, making strategic decisions based on detailed insights and streamlined financial processes. With Book Balance, empower your business for sustained growth and profitability through informed and strategic financial decision- making.
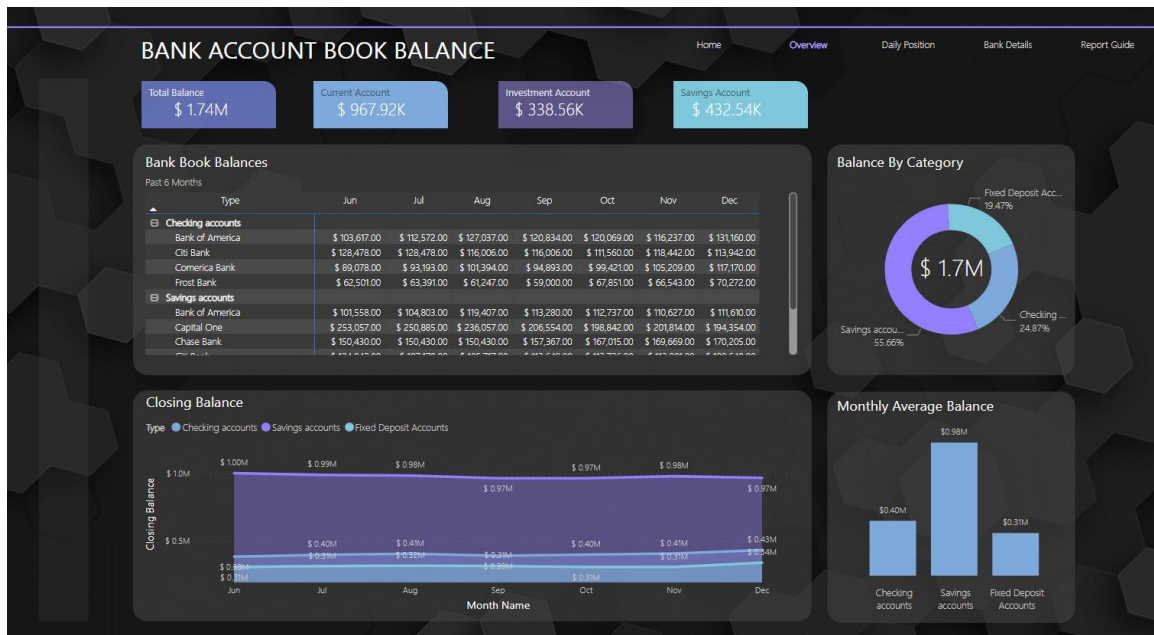
Experience the magic of our template app with your own data by installing the app directly into your Power BI service.
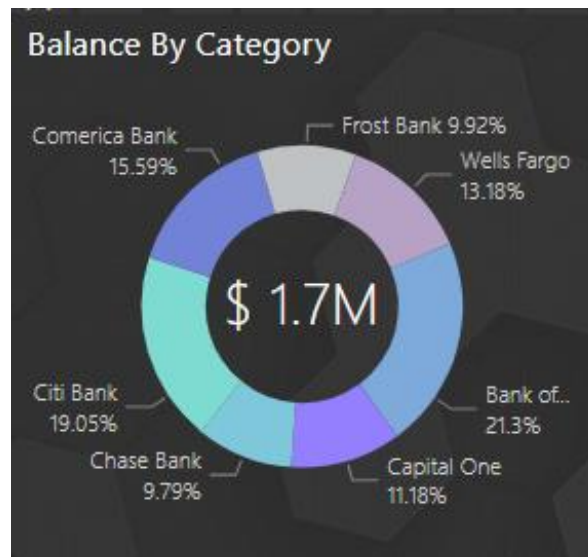
Report Guide

Navigation Bar

Navigation Bar is available on the top-right corner of each page.

Slice & Dice (Report Filters)

You may click Chart elements or Account Category in a chart to filter the report by Account Category as well as other chart elements such as Bank Name.

Focus Mode

Focus Mode allows a user to focus the attention of the report on only one visual. The full functionality of the visual is still preserved while allowing the user to see all the visual details on the full report canvas. Only one visual at a time can enter focus mode.
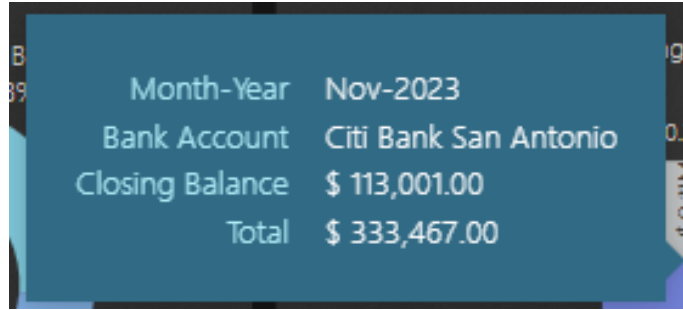
Ellipsis

The three little dots found on the upper left-hand corner of a visual. Clicking these dots (the Ellipsis) enables a dropdown menu of additional options relating to the visual. Note: not all visuals will be enabled with the Ellipsis option.
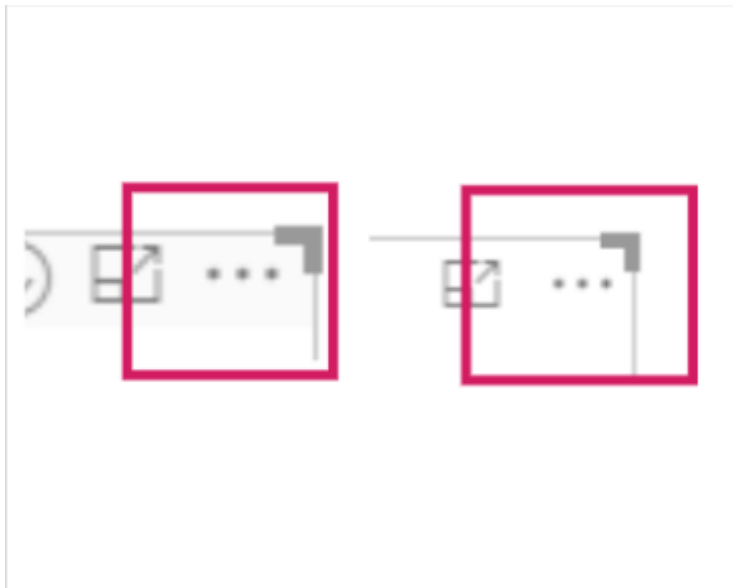
Tooltips

Some visuals are built with tooltips. A tooltip can be found by moving your cursor over top of a data element. Waiting a second or two a tooltip will appear over the data point.

Month-Year	Nov-2023
Bank Account	Citi Bank San Antonio
Closing Balance	$ 113,001.00
Total	$ 333,467.00

Using Hierarchies and Drill Down

A hierarchy is an ordered set of columns. For example, a Country, State, and City would be an example of a hierarchy. Hierarchies can come in various forms within a report. Using the hierarchy in a visual allows the user to see the data at various levels.
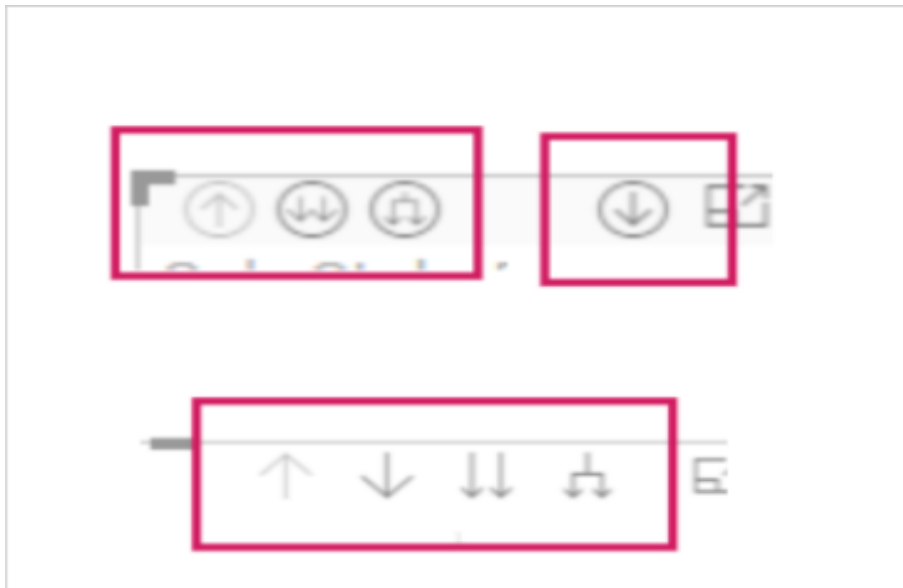
Using Page Navigation

On the top left corner, click Pages to see all the pages within a report. Click the report page to see any page.
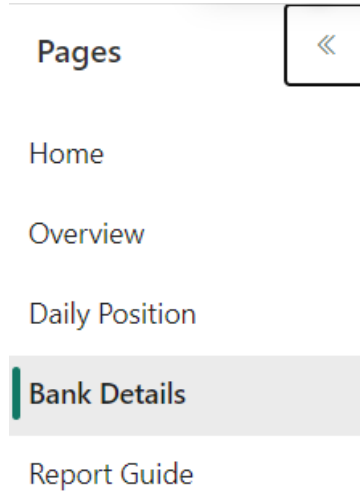
Drill Through

Allows users to navigate from summary data to detailed information by clicking on a specific data point, providing a deeper view into underlying data without leaving the main report. Right- click on the data point and if the drill through option is available then click it for the available down options.
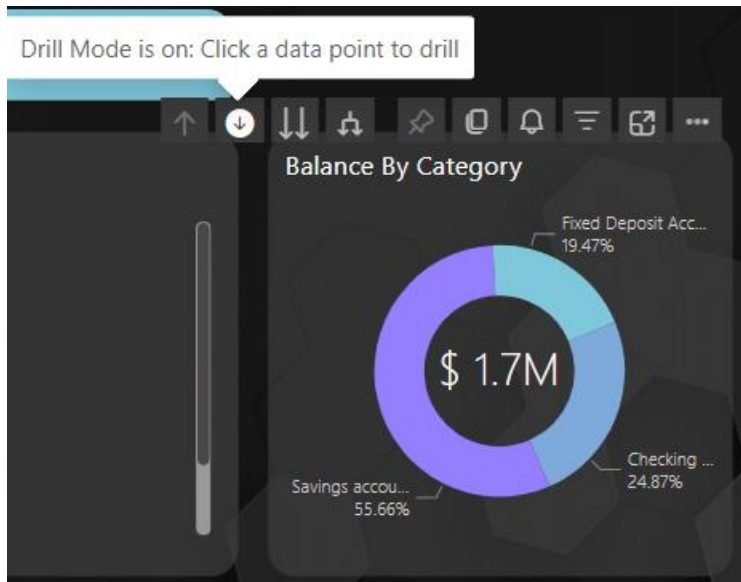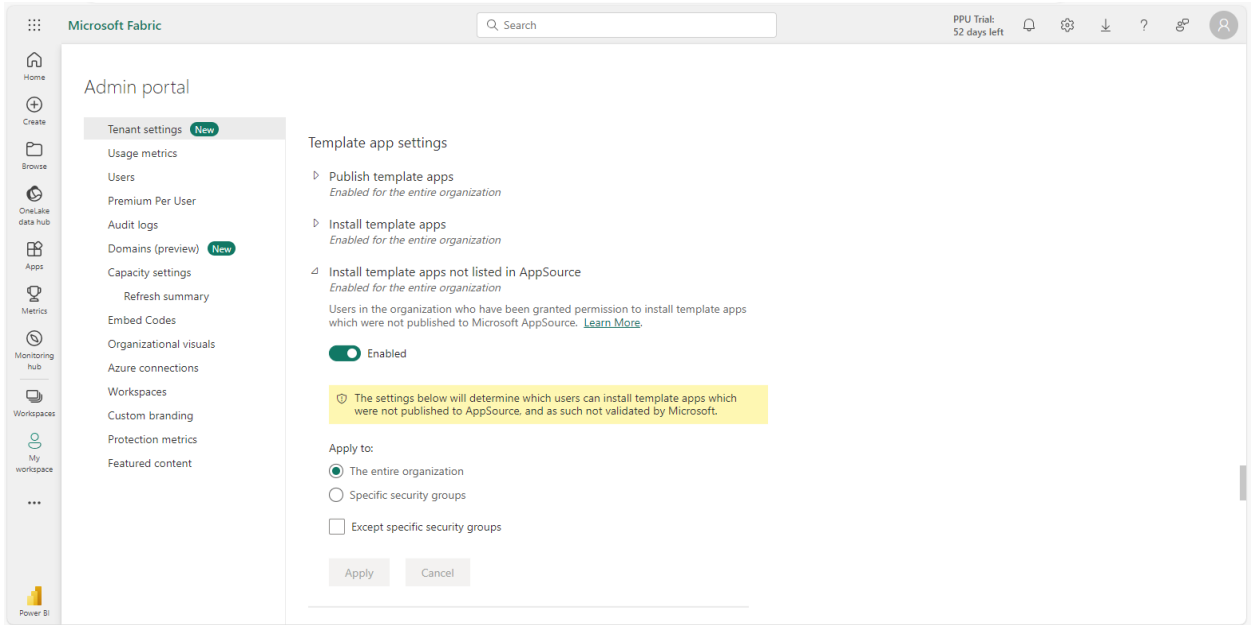
Installation Guide

Prerequisite

Before you begin, ensure that your tenant settings allow the "Installation of template applications not available on AppSource".
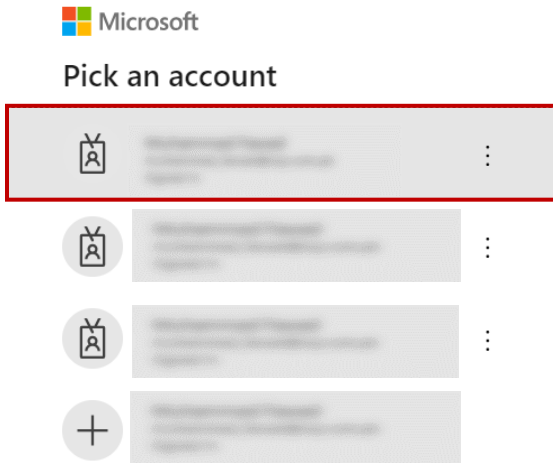
Click on the [Book Balance Report](#)

The link will direct you to the application installation page, then follow the following steps.
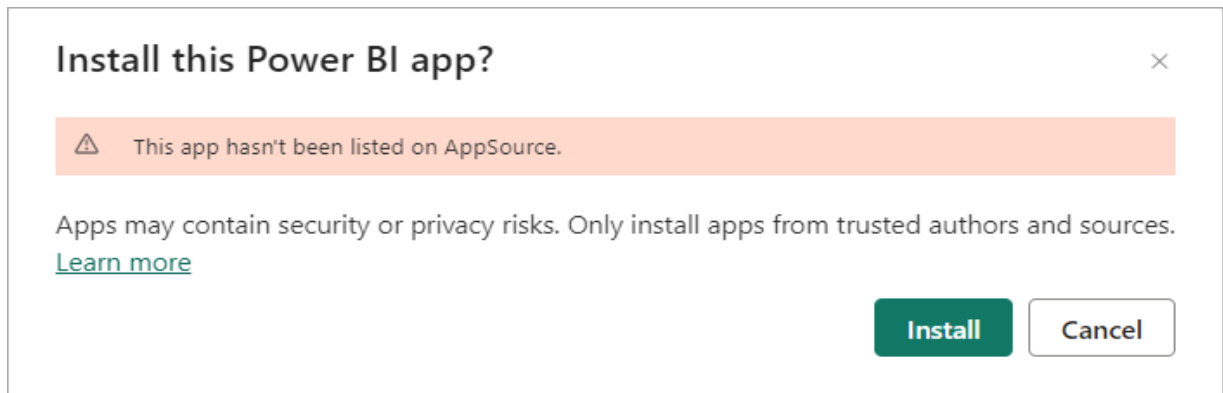
Installation Steps

Select Your Organizational Account
Choose an account to login.

Workspace Installation Process
Press Install to start the workspace installation process. This will create a workspace under your Workspaces.

Go to App

When the installation finishes successfully, a notification tells you that your new app is ready. You will see this notification on the right top corner of your screen. Click on **Go to app** directs you to the app page.

In case you don't see the Notification. In the left pane click on **Apps** there you will see your installed app. Click on the app and it will direct you to the interface as shown below:
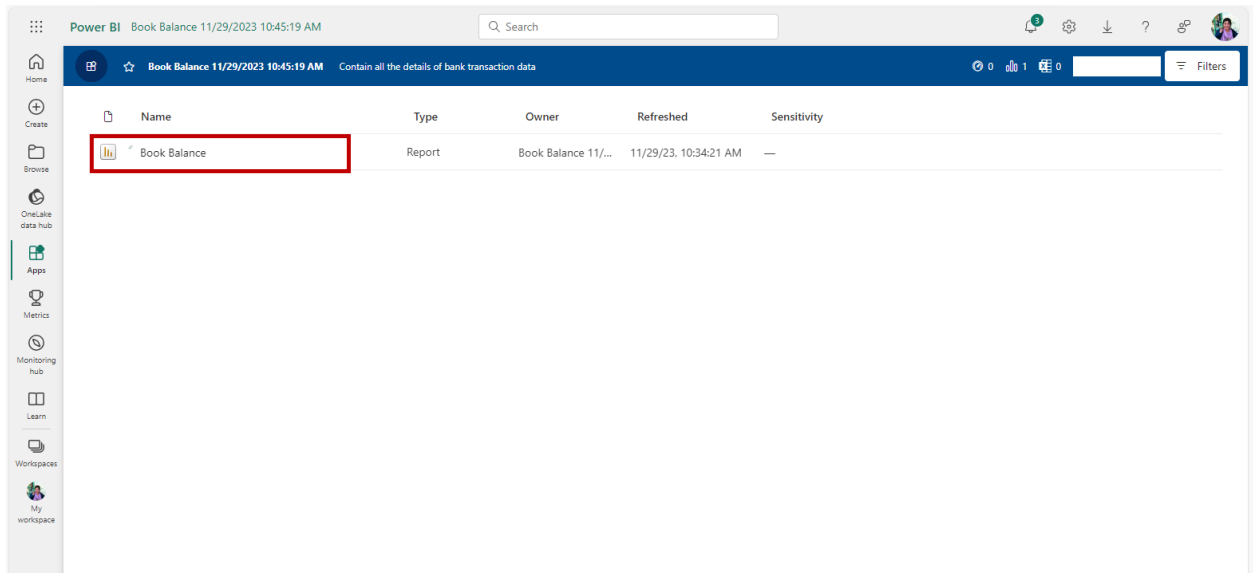
Connect Your Data

The app opens, showing sample data. Select the Connect your data link on the banner at the top of the page.
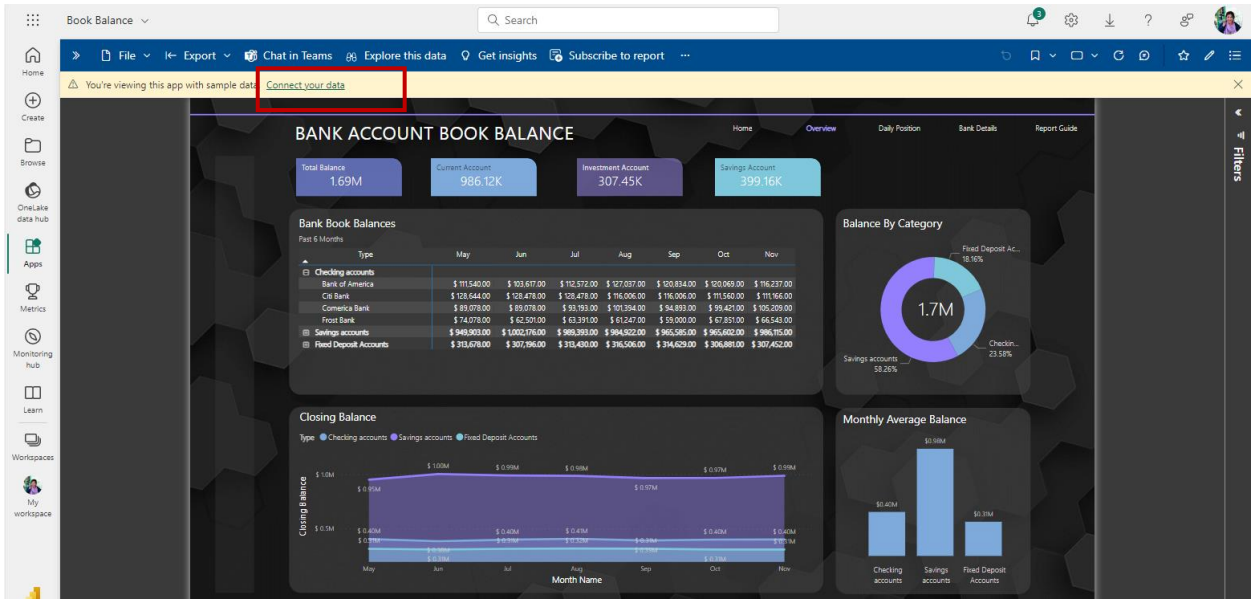
This link opens the parameters dialog, where you change the data source from the sample data to your own data source (see known limitations), followed by the authentication method dialog.

Input Parameters

Fill out the parameters and the path to your data source then click on Next.
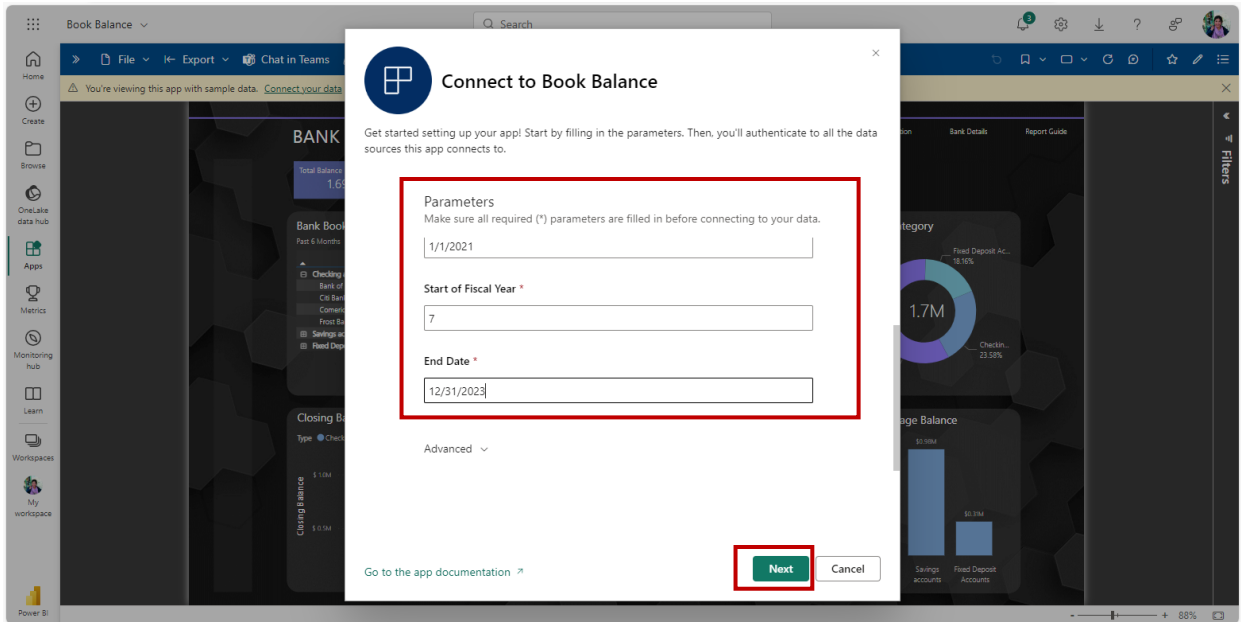
- Input Parameters i.e. StartDate, End Date, Start of Fiscal Year

- Input Data Source.xlsx

Authentication

After the credentials are verified, you must select OAuth2 as your authentication method. Write the password of the account which you are using as Power BI service account.
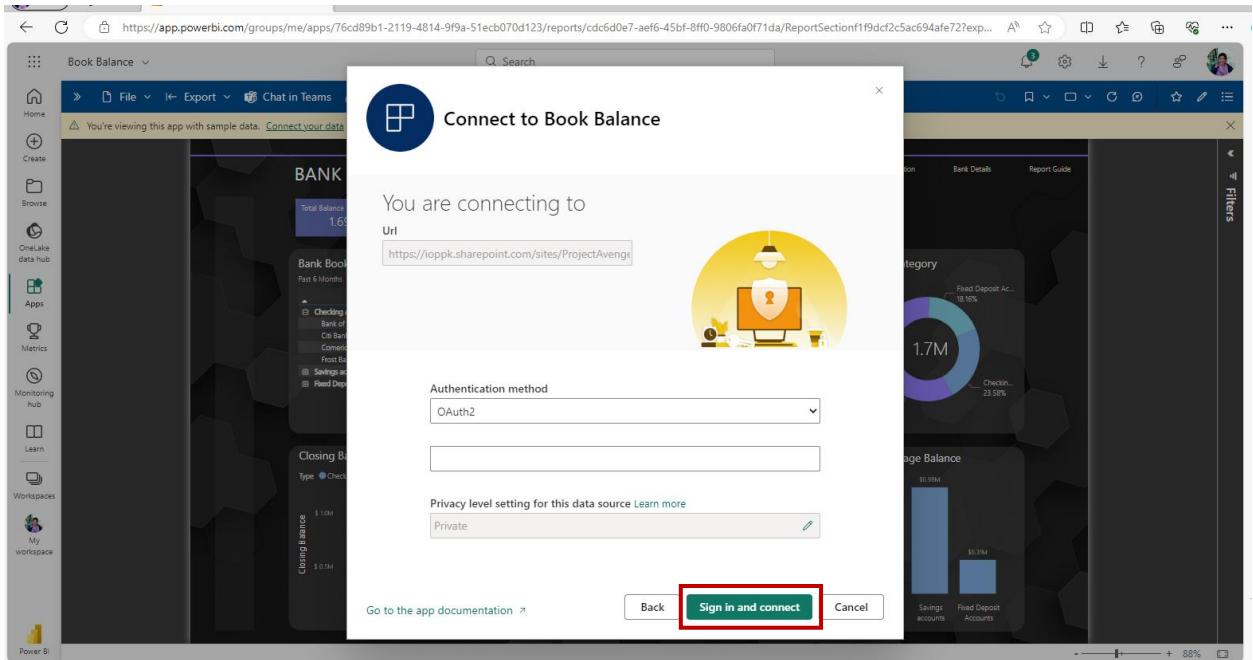

In Privacy level settings for this data source select the privacy level you want for your dataset. After that Click on Sign in and continue.

Data Being Refreshed

Once you've finished filling out the connection dialogs, the connection process starts. A banner informs you that the data is being refreshed, and that in the meantime you're viewing sample data.
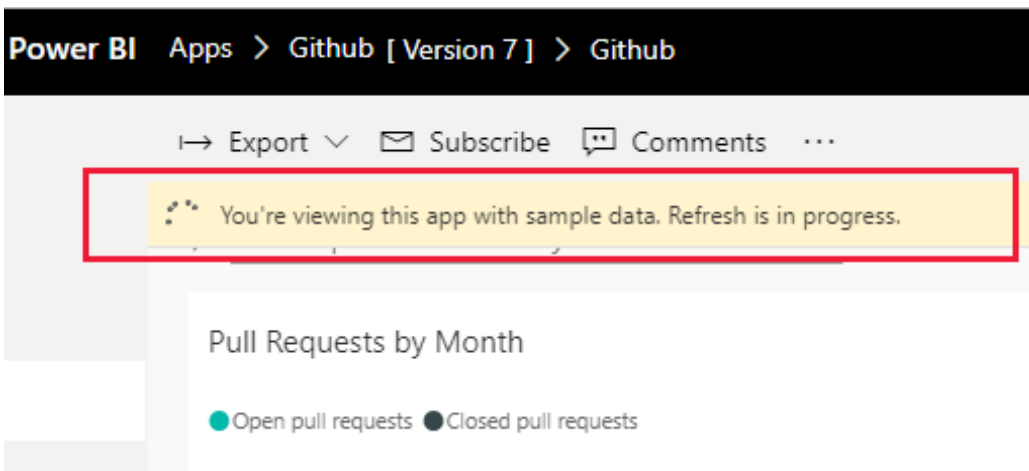
Your report data will automatically refresh once a day, unless you disabled this setting during the sign-in process. Once the data is refreshed, you can view the dashboard and reports of the template app with your own data. You can also customize the app and share it with others in your organization.

Template Format & Data

We recommend you use your book balance data, using Template Data Format Book Balance.xlsx but in case if data is not available you can copy Book_Balance_Data_Template to your OneDrive and use the path as book balance data.

Transaction Sheet:-

	A	B	C	D	E	F	G	H	I
1	Date	BankID	Dr-Cr	Currenc	Amount	Description	Status		
2	1/1/2021	1 Cr		US	50000	Opening Balance	Reconciled		
3	1/1/2021	2 Cr		US	26000	Opening Balance	Reconciled		
4	1/1/2021	9 Cr		US	52000	Opening Balance	Reconciled		
5	1/1/2021	3 Cr		US	42000	Opening Balance	Reconciled		
6	1/1/2021	12 Cr		US	89000	Opening Balance	Reconciled		
7	1/1/2021	6 Cr		US	49000	Opening Balance	Reconciled		
8	1/1/2021	4 Cr		US	30000	Opening Balance	Reconciled		
9	1/1/2021	5 Cr		US	65000	Opening Balance	Reconciled		
10	1/1/2021	15 Cr		US	23000	Opening Balance	Reconciled		
11	1/1/2021	7 Cr		US	45000	Opening Balance	Reconciled		
12	1/1/2021	11 Cr		US	59000	Opening Balance	Reconciled		
13	1/1/2021	8 Cr		US	37000	Opening Balance	Reconciled		
14	1/1/2021	10 Cr		US	36000	Opening Balance	Reconciled		
15	1/1/2021	13 Cr		US	32000	Opening Balance	Reconciled		
16	1/1/2021	14 Cr		US	65000	Opening Balance	Reconciled		
17	1/1/2021	3 CR		US	1362	Client Payment	Reconciled		
18	1/2/2021	2 CR		US	5542	Sales Payment	Reconciled		
19	1/3/2021	13 CR		US	8374	Office Supplies Expense	Reconciled		
20	1/4/2021	1 CR		US	6792	Office Rent Expense	Reconciled		
21	1/5/2021	6 CR		US	8541	Office Rent Expense	Reconciled		
22	1/6/2021	5 CR		US	9649	Advertising Expense	Reconciled		
23	1/7/2021	4 CR		US	9780	Interest Income	Reconciled		

Transactions   BankUS   BankPK   +

Bank Sheet: -

If you are using the provided template you will get all the validation which are applied on each column and you need to fill the data accordingly in the template in order to use it as a data source for the app.

Book a Meeting

Interested in learning more? Book a meeting with us today to discuss how we can help you unlock the full potential for your business needs.
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