

SOLUTION GUIDE

Book Balance Dashboard

Book Balance Dashboard

INSTRUCTION MANUAL

MANGO ANALYTICS SOLUTIONS

© 2024 International Office Products (Pvt) Ltd. 3rd Floor Uni-center, I. I. Chundrigar Road, Karachi 7400, Pakistan Phone 111223223 • Fax +92 (21) 2411333

Table of Contents

Book Balance Dashboard	3
REPORT GUIDE Navigation Bar Slice & Dice (Report Filters) Focus Mode Ellipsis Tooltips Using Hierarchies and Drill Down Using Page Navigation Drill Through	4 4 5 5 6 6 7 7
INSTALLATION GUIDE	8
Prerequisite	8
Installation Steps Select Your Organizational Account Workspace Installation Process Go to App	9 9 9 10
CONNECT YOUR DATA Input Parameters Authentication Data Being Refreshed	11 12 13 13
TEMPLATE FORMAT & DATA	14
BOOK A MEETING	15

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

4. Running Balance

- 2. Closing Balance
- 3. Ending 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.

BANK ACCOU	NT BOOK	BALA	NCE				Home	Overview	Daily Position	Bank Details
Total Balance \$ 1.74M	Current Accoun \$ 967.9		I	westment Acco \$ 338.56			ngs Account 432.54K			
Bank Book Balances Past 6 Months									Balance By Category	Fixed Deposit
Type			Aug							19.47%
Checking accounts										
Bank of America	\$ 103,617.00			\$ 120,834.00	\$ 120,069.00	\$ 116,237.00	\$ 131,160.00			
Citi Bank	\$ 128,478.00	\$ 128,478.00		\$ 116,006.00	\$ 111,560.00	\$ 118,442.00	\$ 113,942.00		A	
Comerica Bank	\$ 89,078.00	\$ 93,193.00		\$ 94,893.00	\$ 99,421.00		\$ 117,170.00		\$ 1.7	
Frost Bank	\$ 62,501.00	\$ 63,391.00	\$ 61,247.00	\$ 59,000.00	\$ 67,851.00	\$ 66,543.00	\$ 70,272.00			
Savings accounts								U		
Bank of America	\$ 101,558.00		\$ 119,407.00	\$ 113,280.00	\$ 112,737.00		\$ 111,610.00			Chec
Capital One Chase Bank	\$ 253,057.00 \$ 150.430.00		\$ 236,057.00 \$ 150,430.00	\$ 206,554.00 \$ 157,367.00	\$ 198,842.00 \$ 167.015.00		\$ 194,354.00 \$ 170 205 00		Savings accou 55.66%	24.8
Criste Ballik	\$ 100,400,000	* 107 170 00	¢ +07 747 00	\$ 137,307.00 \$ 112 C 10 00	C 442 72 C 00	6 412 004 00	1 100 6 10 00			
Closing Balance Type Checking accounts Savin	ngs accounts								Monthly Average Bal	
\$ 1.00M	\$ 0.99M									
O S 1000 Balance S 1000 S 100 S S 1			\$ 0.97M	1			\$ 0.97N		\$0.40M	
ging										\$0.31M
8 0.5M							\$ 0.43N			
	\$ 0.31M	\$ 0.32M	\$ 0.31M			\$ 0.31M	\$ 0.34N			
C 0 3000										
\$ 0.98M \$ 0.91M										

Experience the magic of our template app with your own data by installing the app directly into your Power BI service.



Report Guide

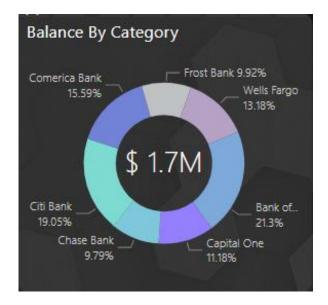
Navigation Bar

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

Home	 → Daily Position	> Bank Details	→ Report Guide	
	100			

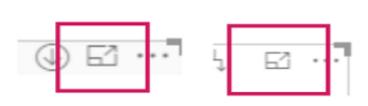
Slice & Dice (Report Filters)

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.



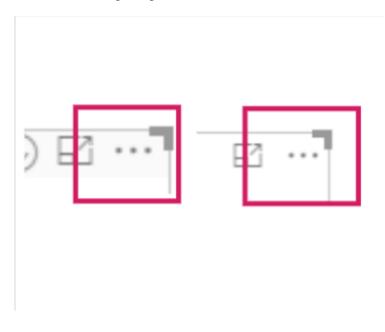
Focus Mode

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.



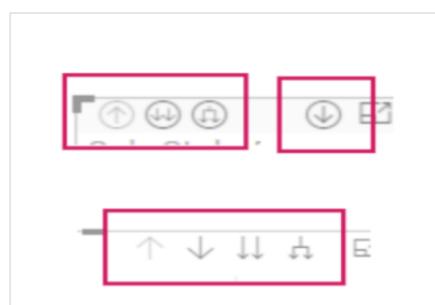
Tooltips

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.



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.



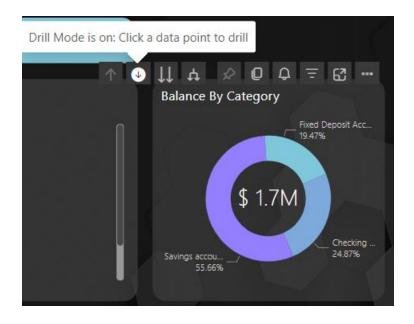
Using Page Navigation

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

Pages	«
Home	
Overview	
Daily Position	
Bank Details	
Report Guide	

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.

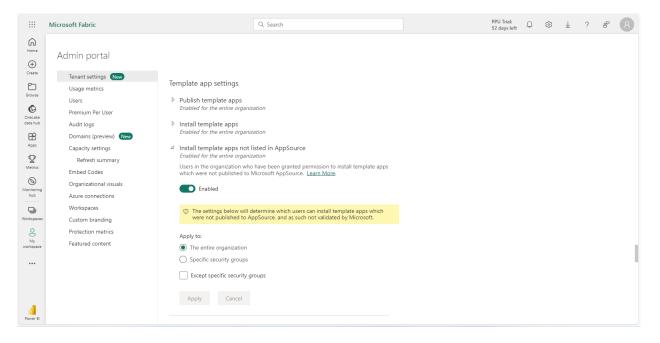


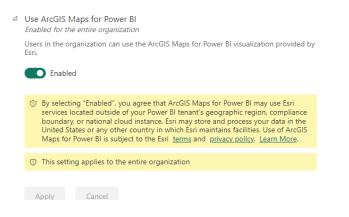
Chapter 2

Installation Guide

Prerequisite

Before you begin, ensure that your tenant settings allow the "Installation of template applications not available on AppSource".



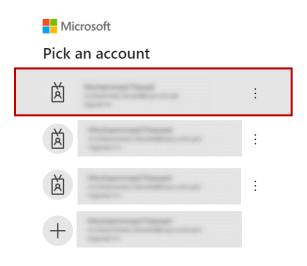


Click on the Book Balance Report

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.

Install this Power BI app?	×
△ This app hasn't been listed on AppSource.	
Apps may contain security or privacy risks. Only install apps from trusted authors Learn more	and sources.
Install	Cancel

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.



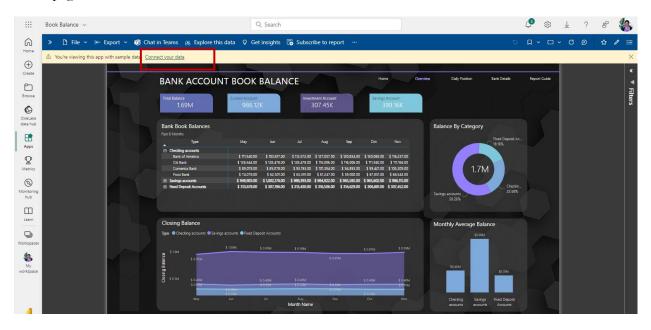
In case you don't see the Notification. In the left pane click on **Apps** there you will see your installed app. Click on the app and it will direct you to the interface as shown below:

	Power BI Book Balance 11/29/2023 10:45:19 AM		Q, Search			⊈ © ≰ ?	e 🚯
Home	田 ☆ Book Balance 11/29/2023 10:45:19 AM Co	ontain all the details of bank tra	nsaction data			Ø0 001 0000	⇒ Filters
(+) Create	🗅 Name	Туре	Owner	Refreshed	Sensitivity		
Browse	🛄 🎽 Book Balance	Report	Book Balance 11/	11/29/23, 10:34:21 AM	_		
OneLake data hub							
Apps							
P Metrics							
() Monitoring hub							
Learn							
Workspaces							
My workspace							



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 <u>known limitations</u>), followed by the authentication method dialog.

Input Parameters

Fill out the parameters and the path to your data source then click on Next.

	Book Balance 🗸	Q. Search	🔎 🕸 🖌 ? 📽 🚯
Home (+)	> Chain Teams △ You're viewing this app with sample data.	Connect to Book Balance	
Create Browse	BANK Tetel Bateries	Get started setting up your app! Start by filling in the parameters. Then, you'll authenticate to all the data sources this app connects to.	aon Bank Desalt Report Guide of The Performance of
OneLake data hub	Bank Book Fast 6 Months	Parameters Make sure all required (*) parameters are filled in before connecting to your data.	tegory
Apps Metrics	Orecking Bant of Control Control Control Control Fortal	Start of Fiscal Year *	Trais Depit Ac-
Monitoring hub	Serings ac Red Dep	End Date *	- Overla- 23 3%
Learn U Workspaces	Closing B: Type ● Check	Advanced ~	age Balance
My workspace	C to sub a sign of the sub a s		639
Power Bi		Go to the app documentation A Cancel	Sanga Red Dapost

- 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.

~	C https://app.powerbi.com/groups/me/apps/76	cd89b1-2119-4814-9f9a-51ecb070d123/reports/cdc6d0e7-aef6-45bf-8ff0-9806fa0f71da/ReportSectionf1f	9dcf2c5ac694afe72?exp A ☆ 다 た 庙 😪 …
	Book Balance 🗸	Q. Search	C 🕸 ± ? 8 🚯
Home	> Pile ~ I← Export ~ III Chat in Teams △ You're viewing this app with sample data. Connect your data.	Connect to Book Balance	× 0、0、0、0、0 0 × 1 (1) (1) (1) (1) (1) (1) (1) (1) (1) (
(+) Create	BANK		don Bank Details Report Guide 48
Browse	Total Belance	You are connecting to	Filters
OneLake data hub	1.69 Bank Boo	Url	tegory v
Apps	Past 6 Months		Fixed Deposit Ac 18.35%
P Metrics	Bank or Cite Ban Comete Front Ba		1.7M
() Monitoring	Savings ac B Rend Dep	Authentication method	Checkn _23.5%
		OAuth2	
Learn	Closing Ba Type Check		age Balance
Workspace		Privacy level setting for this data source Learn more Private Ø	
My workspace	basi Basi Basi Basi Basi Basi Basi Basi B		\$0.3M
		Go to the app documentation a Back Sign in and connect Cancel	Saving: Rived Deposit accounts Accounts
Power BI			

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.

Power Bl	Apps > Github [Version 7] > Github							
	↦ Export ∨ 🖾 Subscribe 💭 Comments							
You're viewing this app with sample data. Refresh is in progress.								
	Pull Requests by Month							
	Open pull requests Closed pull requests							

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 <u>Template Data Format Book Balance.xlsx</u> but in case if data is not available you can copy <u>Book Balance Data Template</u> to your OneDrive and use the path as book balance data.

	А	В	С	D	Е	F	G	Н	1	
1	Date 🖵	BankID 🔽	Dr-Ci 💌	Currenc 🗸	Amount 💌	Description	 Status 			
2	1/1/2021	1 0	Cr	US	50000	Opening Balance	Reconciled			
3	1/1/2021	2 0	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 0	Cr	US	89000	Opening Balance	Reconciled			
7	1/1/2021	6 (Cr	US	49000	Opening Balance	Reconciled			
8	1/1/2021	4 0	Cr	US	30000	Opening Balance	Reconciled			
9	1/1/2021	5 0	Cr	US	65000	Opening Balance	Reconciled			
10	1/1/2021	15 0	Cr	US	23000	Opening Balance	Reconciled			
11	1/1/2021	7 0	Cr	US	45000	Opening Balance	Reconciled			
12	1/1/2021	11 0	Cr	US	59000	Opening Balance	Reconciled			
13	1/1/2021	8 (Cr	US	37000	Opening Balance	Reconciled			
14	1/1/2021	10 0	Cr	US	36000	Opening Balance	Reconciled			
15	1/1/2021	13 (Cr	US	32000	Opening Balance	Reconciled			
16	1/1/2021	14 0	Cr	US	65000	Opening Balance	Reconciled			
17	1/1/2021	3 0	R	US	1362	Client Payment	Reconciled			
18	1/2/2021	2 0	R	US	5542	Sales Payment	Reconciled			
19	1/3/2021	13 0	CR	US	8374	Office Supplies Expense	Reconciled			
20	1/4/2021	1 0	CR	US	6792	Office Rent Expense	Reconciled			
21	1/5/2021	6 C	CR	US	8541	Office Rent Expense	Reconciled			
22	1/6/2021	5 0	R	US	9649	Advertising Expense	Reconciled			
23	1/7/2021	4 (:R	US	9780	Interest Income	Reconciled			
<	> ≣ Tr	ansactions	BankUS	BankPK	+					

Transaction Sheet:-

Bank Sheet: -

	A	В	С	D	E	F	G	Н	1	J	К	L	M	N	0	Р
L	Bank Account	Branch	Account No Y	IBAN	Type 🗠	Type Sort No ~	Currence ~	Locatior ~	Bank ~	Bank ~	GL Cod ~	Statu ~	Currency Symb	Logo Url 🗠		
2	Citl Bank Fort Worth	Fort Worth Branch	1066 0054 2334 9812	GB29 NWBK 6016 1331 9268 1945	Fixed Deposit Accounts	3	USD	Fort Worth	Citi Bank	1	GL34567	Open	s	https://1.bp.blo gspot.com/-Qkt aqcRvIkU/UNIO 8AEvWJI/AAAAA AAAEXY/KDPdTg mQmnU/s1600/ Logo+Citi+Bank.j pg		
3	BOA Austin	Austin Branch	1234 5678 9012 3456	DE89 FKLB 0044 0532 0130 0032	Savings accounts	2	USD	Austin	Bank of America	2	GL45678	Open	s	https://th.bing.c om/th/id/OIP.la QeYrhSljrPtWa Mw6hPigHaHC? pid=ImgDet&rs= 1		
1	BOA Houstan	Houstan Branch	2345 6789 0123 4567	AE98 DUBL 2345 6789 0123 4546	Checking accounts	1	USD	Houston	Bank of America	3	GL56789	Open		https://th.bing.c om/th/id/OIP.la QeYrhSljrPtWa Mw6hPigHaHC? pid=ImgDet&rs= 1		
5	Capital One Houstan	Houstan Branch	3456 7890 1234 5678	FR14 PBBL 1010 0505 0001 0676	Savings accounts	2	USD	Houston	Capital One	4	GL67890	Open	s	https://th.bing.c om/th/id/OIP.jU JFd-Ls8xNASv6J DLv-aQHaEK?pid =ImgDet&rs=1		
	4															
	>	ns BankUS B	ankPK +													

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. Karachi (HQ) – Lahore - Islamabad

Tel: +92-21 32412023, 32427955 Email: info@mangoanalytics.co

https://www.linkedin.com/company/mangolytics/ |LinkedIn