



SOLUTION GUIDE

Book Balance Dashboard

Book Balance Dashboard

INSTRUCTION MANUAL

MANGO ANALYTICS SOLUTIONS

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Introduction

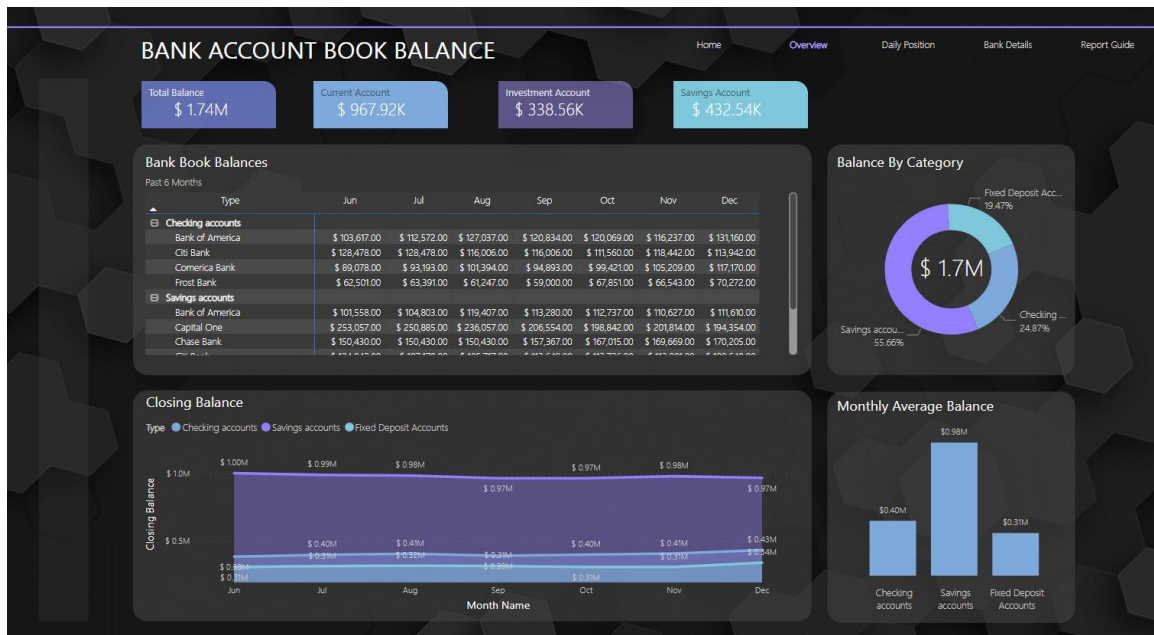
Book Balance Dashboard

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, empowering 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

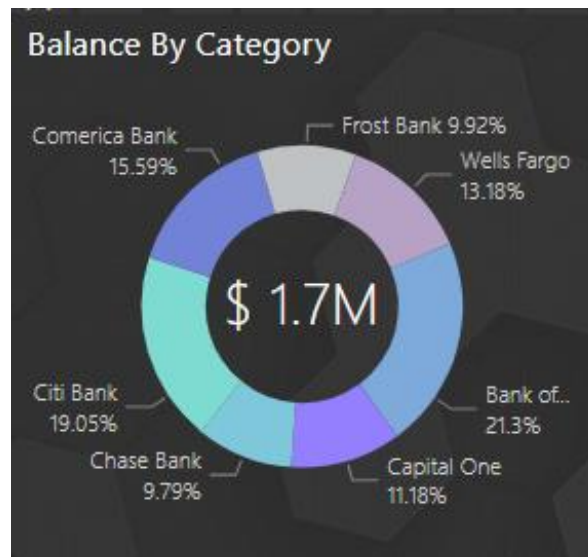
Navigation Bar

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.



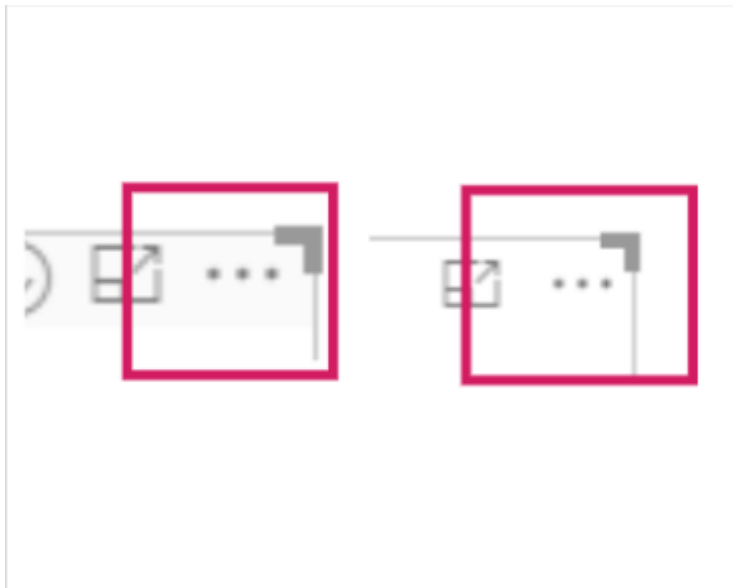
Focus Mode

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.



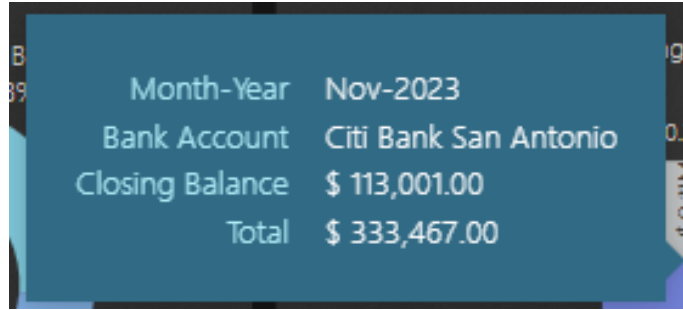
Ellipsis

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.



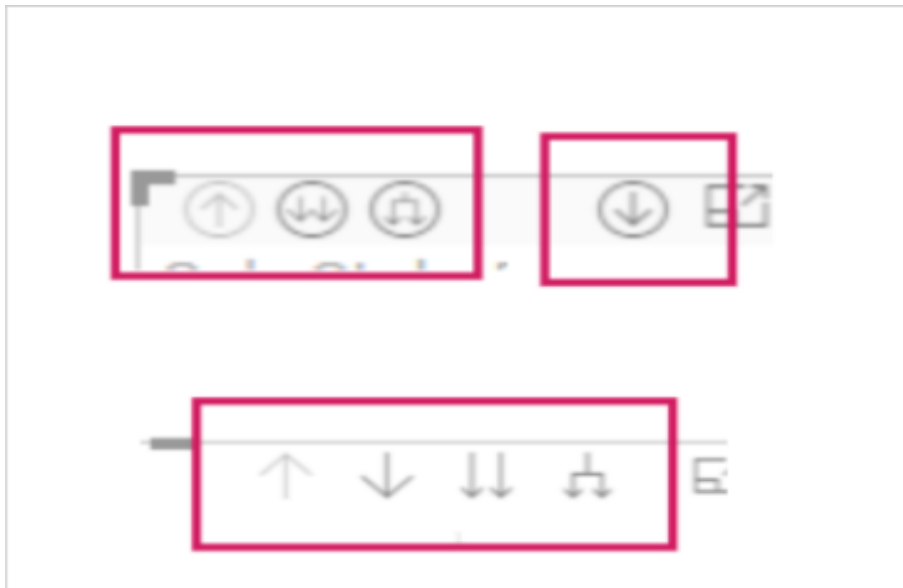
Tooltips

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.



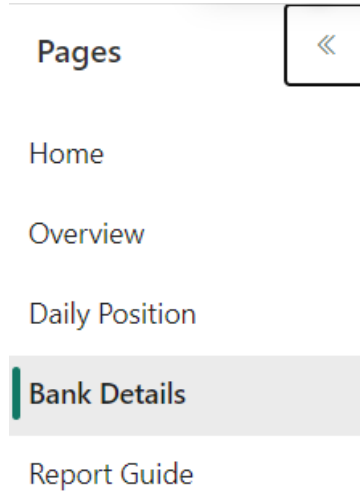
Using Hierarchies and Drill Down

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.



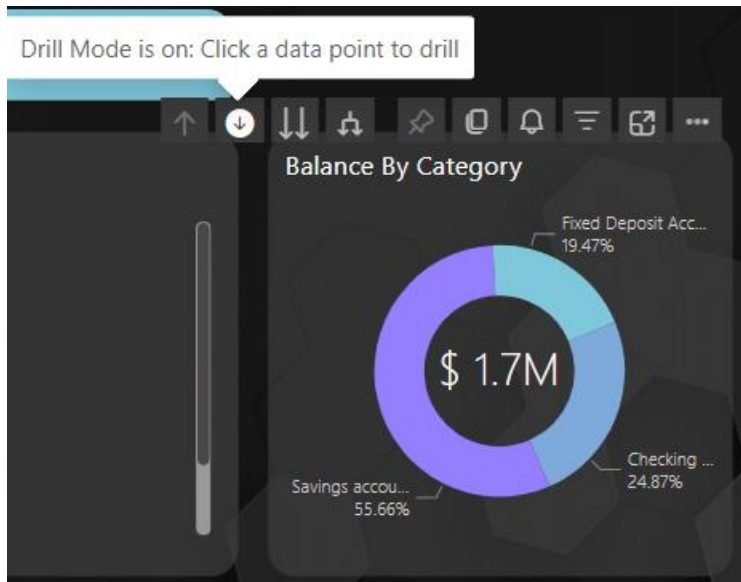
Using Page Navigation

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.

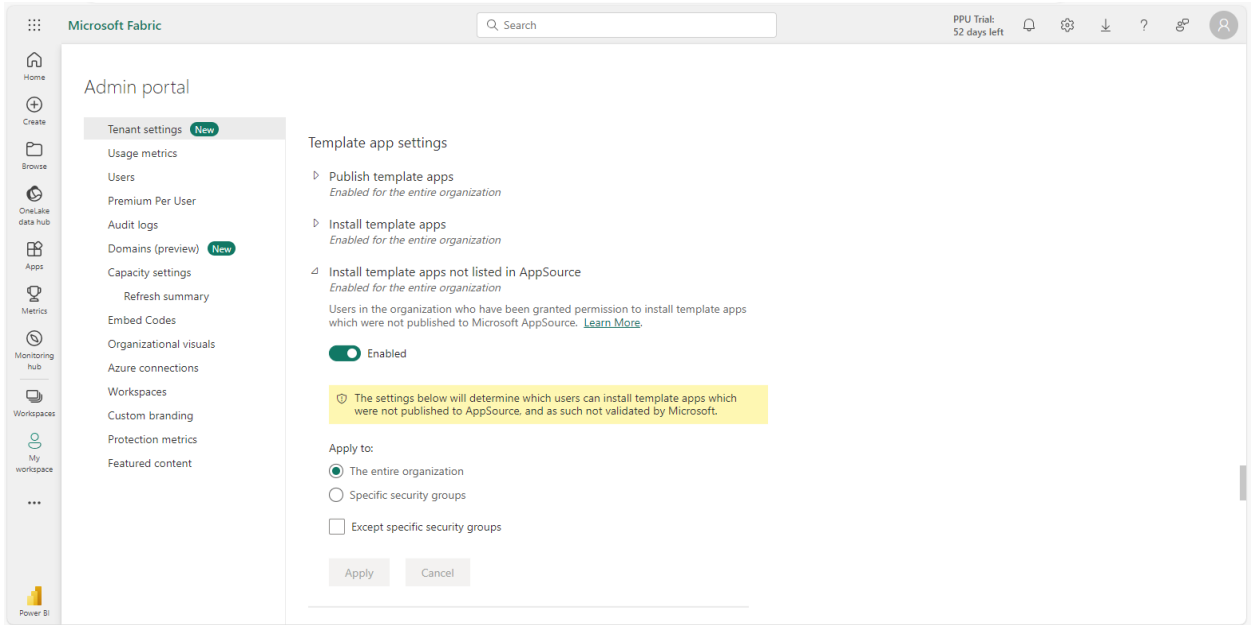


Chapter 2

Installation Guide

Prerequisite

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



- ⌵ Use ArcGIS Maps for Power BI
Enabled for the entire organization
 Users in the organization can use the ArcGIS Maps for Power BI visualization provided by Esri.

Enabled

ⓘ By selecting "Enabled", you agree that ArcGIS Maps for Power BI may use Esri services located outside of your Power BI tenant's geographic region, compliance boundary, or national cloud instance. Esri may store and process your data in the United States or any other country in which Esri maintains facilities. Use of ArcGIS Maps for Power BI is subject to the Esri [terms](#) and [privacy policy](#). [Learn More](#).

ⓘ This setting applies to the entire organization

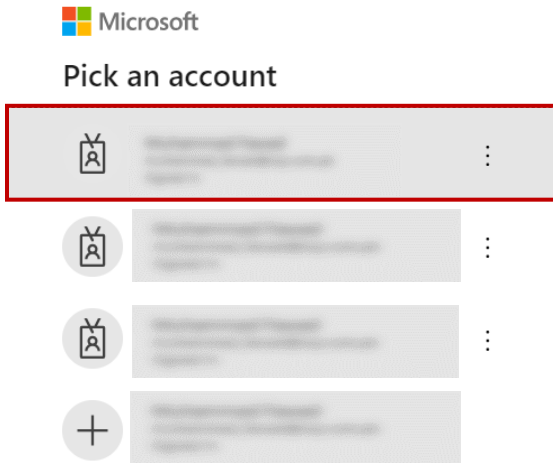
Click on the [Book Balance Report](#)

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

Installation Steps

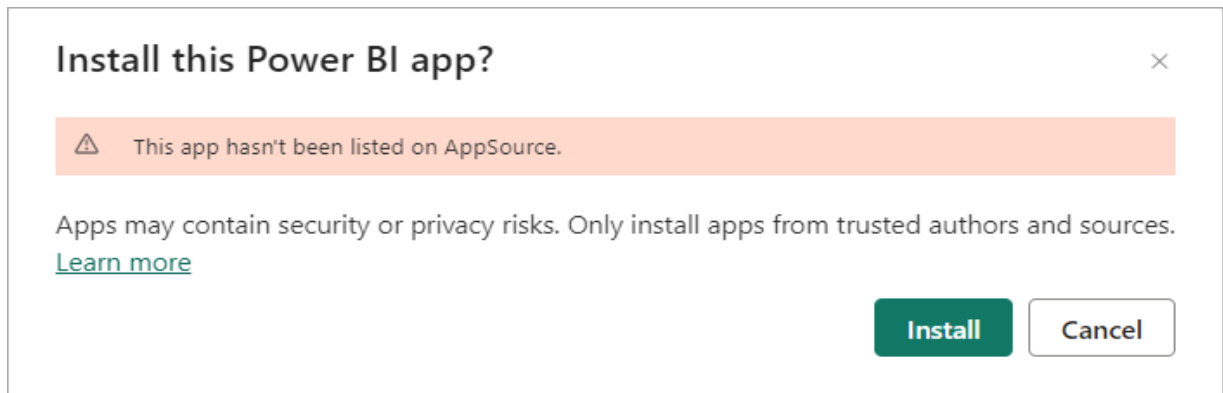
Select Your Organizational Account

Choose an account to login.



Workspace Installation Process

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

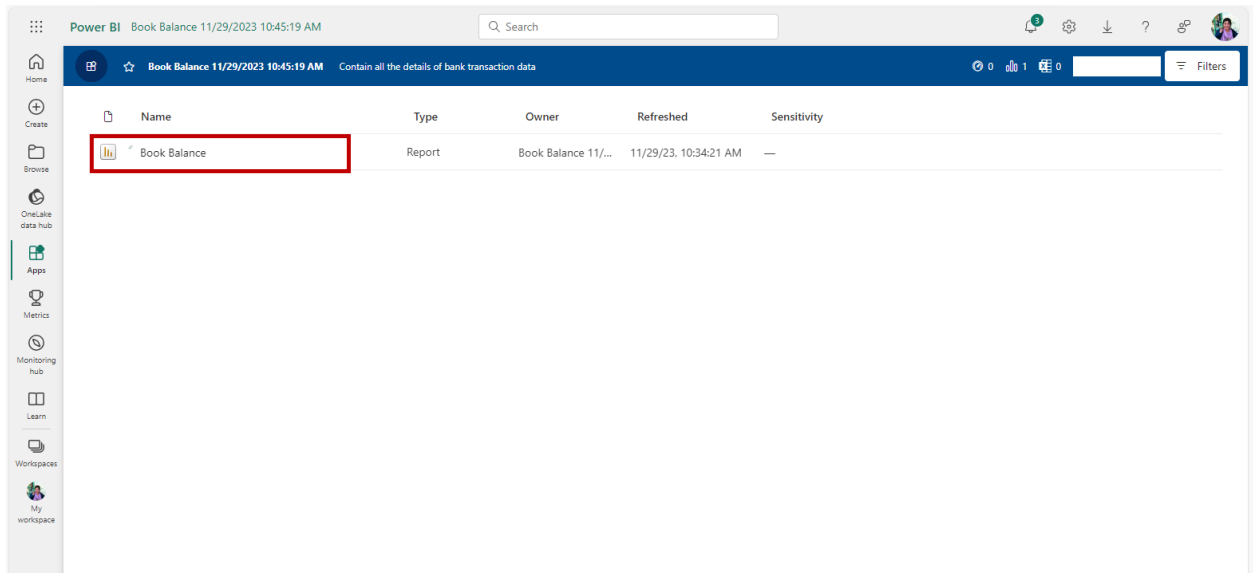


Go to App

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.



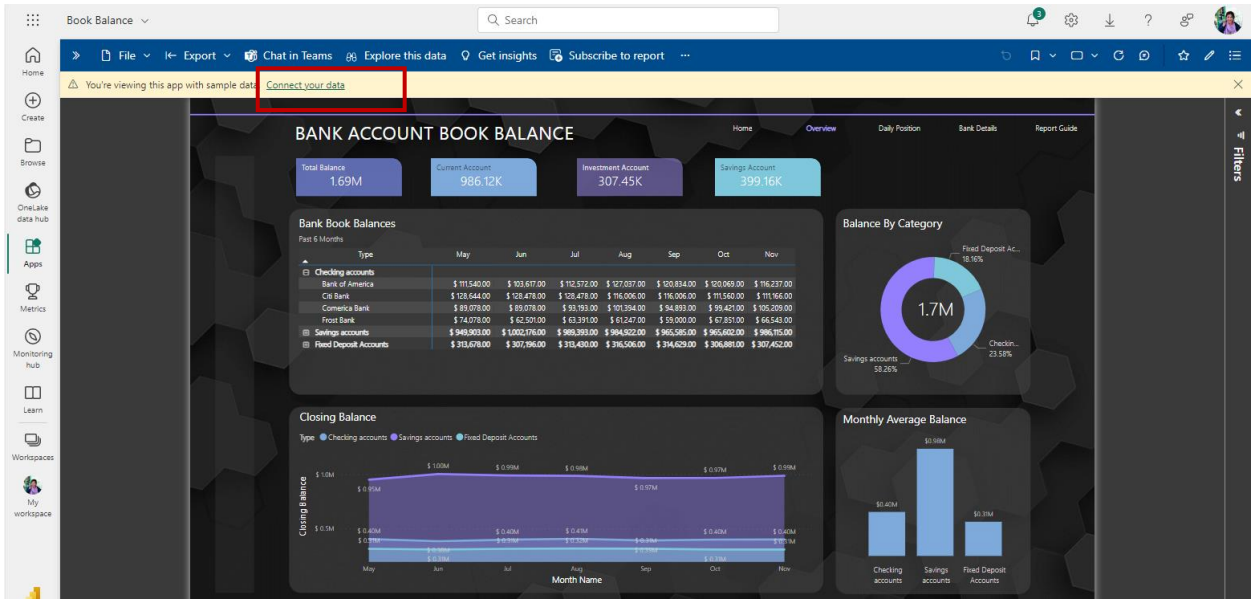
In case you don't see the Notification. In the left pane click on **Apps** there you will see your installed app. Click on the app and it will direct you to the interface as shown below:



Chapter 3

Connect Your Data

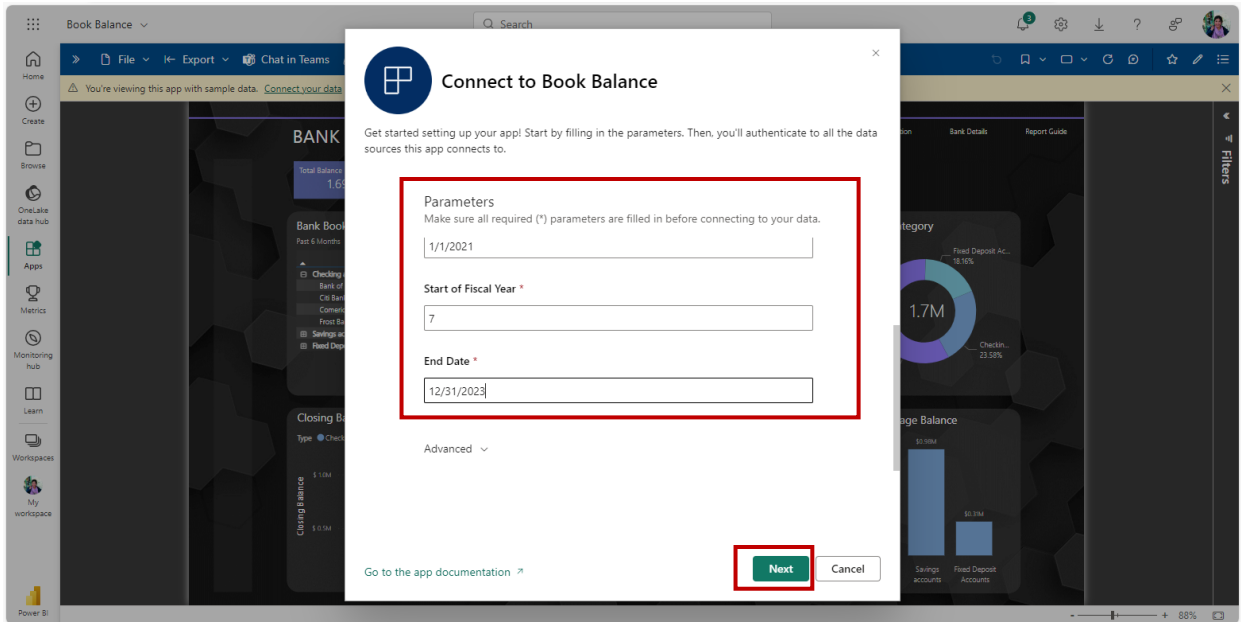
The app opens, showing sample data. Select the Connect your data link on the banner at the top of the page.



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

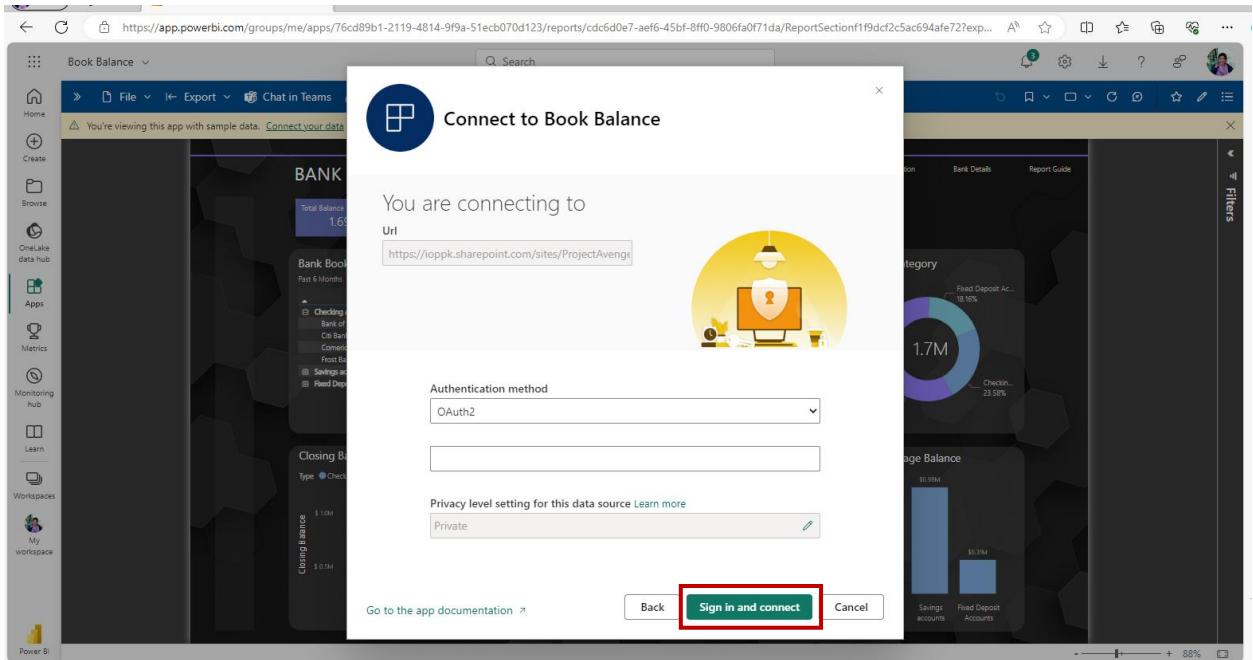
Fill out the parameters and the path to your data source then click on Next.



- Input Parameters i.e. StartDate, End Date, Start of Fiscal Year
- Input Data Source.xlsx

Authentication

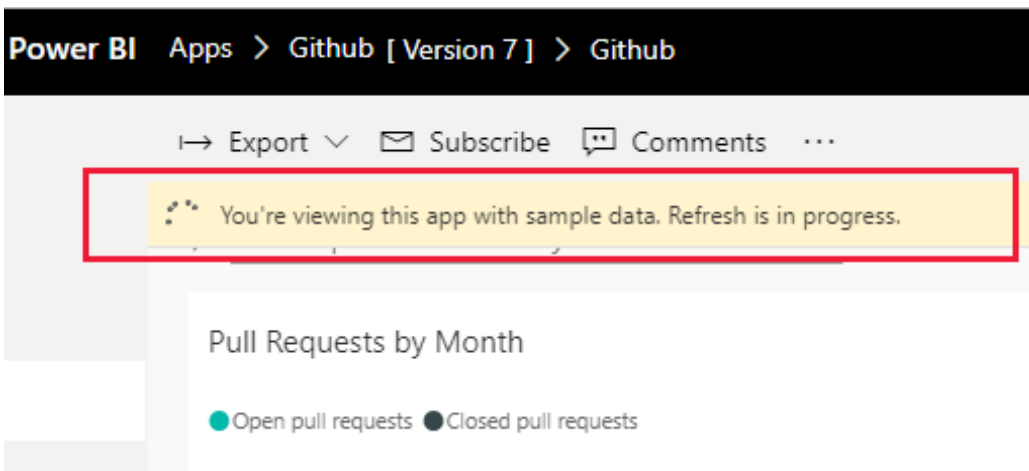
After the credentials are verified, you must select OAuth2 as your authentication method. Write the password of the account which you are using as Power BI service account.



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.



REPORT USER GUIDE

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		

Navigation: < > ☰ Transactions BankUS BankPK +

REPORT USER GUIDE

Bank Sheet: -

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Bank Account	Branch	Account No	IBAN	Type	Type Sort No	Currency	Location	Bank	Bank	GL Cod	Status	Currency Symb	Logo Url			
2	Citi Bank Fort Worth	Fort Worth Branch	1066 0054 2334 9812	G829 NWBK 6016 1331 9268 1945	Fixed Deposit Accounts	3	USD	Fort Worth	Citi Bank	1	GL34567	Open	\$	https://l.bp.bio.gspot.com/-Qkt sqcRviku/UNIO BAeVWj/AAAAA AAAEYj/OPf/mQmU/11600/ Logo=Citi+Bank; 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	\$	https://th.bing.com/th/id/OIP/a QeYm5jPwWa Mv6hPiHhC?pid=imgDet&rs=1			
4	BOA Houston	Houston 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.com/th/id/OIP/a QeYm5jPwWa Mv6hPiHhC?pid=imgDet&rs=1			
5	Capital One Houston	Houston Branch	3456 7890 1234 5678	FR14 PBLL 1010 0505 0001 0676	Savings accounts	2	USD	Houston	Capital One	4	GL67890	Open	\$	https://th.bing.com/th/id/OIP/JFfLsNA5v6j Dlv-aQHhEK?pid=imgDet&rs=1			

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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