

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

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

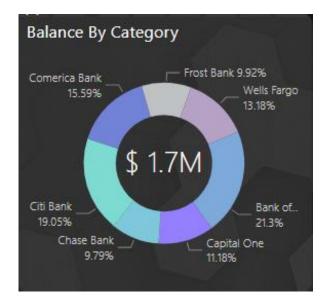
Navigation Bar

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

| Home | → Daily Position | > Bank Details | → Report Guide | |
|------|----------------------|----------------|----------------|--|
| | 100 | | | |

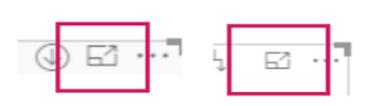
Slice & Dice (Report Filters)

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.



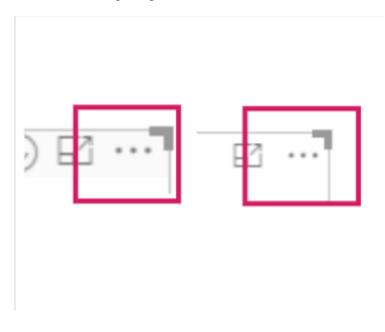
Focus Mode

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.



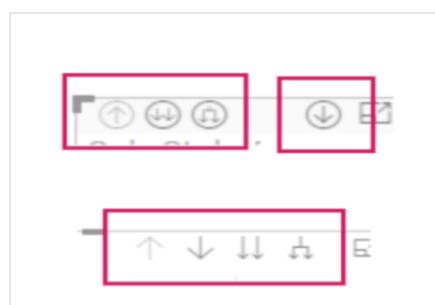
Tooltips

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.



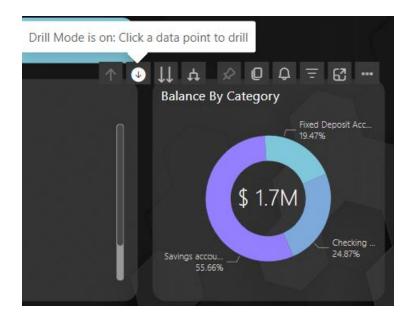
Using Page Navigation

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.

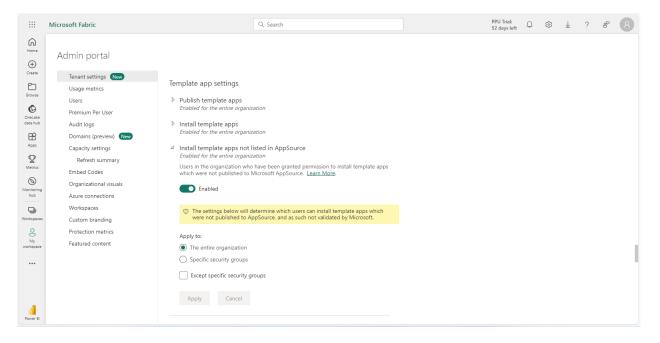


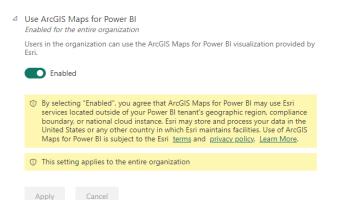
Chapter 2

Installation Guide

Prerequisite

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



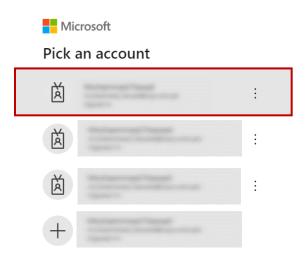


Click on the Book Balance Report

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.



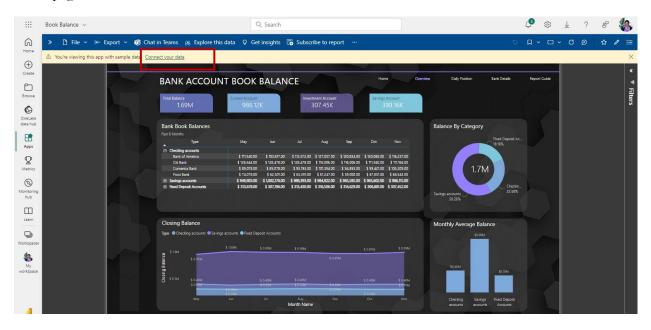
In case you don't see the Notification. In the left pane click on **Apps** there you will see your installed app. Click on the app and it will direct you to the interface as shown below:

| | 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

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