



Business Finance Dashboard

Thank you for purchasing the **Business Finance Dashboard!**

We hope you enjoy using it as is, but you're welcome to customize it to suit your needs.

This report, its data source, and the accompanying documentation were created by the Latvian company **SIA "Powerbuzzing"** (company registration number **40203612160**, VAT registration number **LV40203612160**).

As the purchaser, you are free to modify and enhance the report as needed.

However, please note that reselling or distributing this report, its data source, or documentation for commercial purposes is strictly prohibited.

This documentation provides key information to help you understand, adjust, and further develop the report.

Happy analyzing!

Business Finance Dashboard Purpose

This Power BI report provides a comprehensive view of business income, expenses, and overall financial performance across multiple currencies, counterparties, categories, and payment methods. It is designed to support data-driven financial monitoring, trend analysis, and decision-making by offering clear visual insights and the flexibility to explore transactions from multiple perspectives.

The report allows users to:

- Track income and expenses over time
- Analyze cash flow and net profit trends
- Compare financial activity by category, counterparty, and payment method
- Monitor financial performance in both original and converted currencies (with live currency selection)
- Drill into transaction-level details and identify key profit or cost drivers

With built-in filters, currency conversion logic, and dynamic calculations, the report adapts to different timeframes, regions, and business needs making it a valuable tool for business owners, financial analysts, and accountants alike.

User Guide

This guide will help you get started using the report in Power BI Desktop, ensuring you can easily load the data.

Step 1: Install Power BI Desktop (if not already installed)

Power BI Desktop is a free tool from Microsoft that allows you to create and interact with reports. To begin using this report, follow these steps:

1. **Download Power BI Desktop:**
 - Go to the official Power BI website: [Power BI Desktop Download](#)
 - Click on the **Download** button to get the free desktop version.
2. **Install Power BI Desktop:**
 - After downloading, run the installer and follow the installation instructions.
3. **Launch Power BI Desktop:**
 - Once installed, open **Power BI Desktop**. You'll use this tool to interact with the report.

Step 2: Extract the Files from the ZIP Folder

1. Locate the ZIP file:

- In your **Downloads** folder (or wherever you saved the ZIP), locate the file named **Business Finance Dashboard Pack.zip**.

2. Extract the contents:

- Right-click on the ZIP file and choose **Extract All** (or use your preferred extraction method).
- This will create a folder with the following files:
 - **Business Finance Dashboard.pdf** (the user guide you're reading right now)
 - **BusinessFinanceData.xlsx** (Excel file containing the raw data)
 - **Business Finance Dashboard.pbix** (Power BI report file)

Step 3: Open the Power BI Report

1. Launch Power BI Desktop (if not already open).

2. Open the Power BI report:

- In Power BI Desktop, click **File > Open**.
- Navigate to the folder where you extracted the files and select **Business Finance Dashboard.pbix**.
- Click **Open**. The report will now load into Power BI Desktop.

Step 4: Update Data Source Path (if prompted)

If Power BI shows an error or asks to locate the data file because it was originally saved on another computer (e.g. the report creator's PC), follow these steps to update the data source location:

Change the Excel file path:

1. Go to the **Home** tab in Power BI.
2. Click **Transform Data** → **Data Source Settings**.
3. In the window that opens, you'll see the current file path under "File Path".
4. Select the listed path and click **Change Source**.
5. In the pop-up window, browse to the folder where you extracted the ZIP file and select **BusinessFinanceData.xlsx**.
6. Click **Open**, then **Close** the data source settings window.
7. If prompted, click **Apply Changes** to reload the data with the new path.

Power BI will now pull the data from your own file location and the report will function normally.

Step 5: Replace Sample Data with Your Own

The report currently includes **sample data** for demonstration purposes. To start using the report with your own financial records, follow these steps:

1. Open the Excel file:

- Locate and open **BusinessFinanceData.xlsx** (included in the ZIP package).

2. Replace sample data:

- Go to the **Transactions** sheet.
- **Delete all sample rows** (starting from row 2 — keep the column headers in row 1).
- **Enter your own transactions** directly below the headers, using the **same format and structure** as the sample data:
 - Date, Counterparty, Country, Type, Category, Description, Amount, Currency, Payment Method, Invoice #

Important: Do not rename columns or move them around. Keep the headers and column order exactly as they are to ensure Power BI reads the data correctly.

3. Refresh the report:

- In Power BI, click **Home** > **Refresh** to update the visuals with your new data.

Your personal financial data will now be reflected across all charts, tables, and calculations.