

Employee Reimbursement Mini Project

Total Amount

608K

Total Amount for Project B

142K

Declined Requests

2

All Employee

^ ☐ Project_A

☐ 201

☐ 202

☐ 203

☐ 204

☐ 205

☐ 206

^ ☐ Project_B

☐ 201

☐ 202

☐ 203

☐ 204

☐ 205

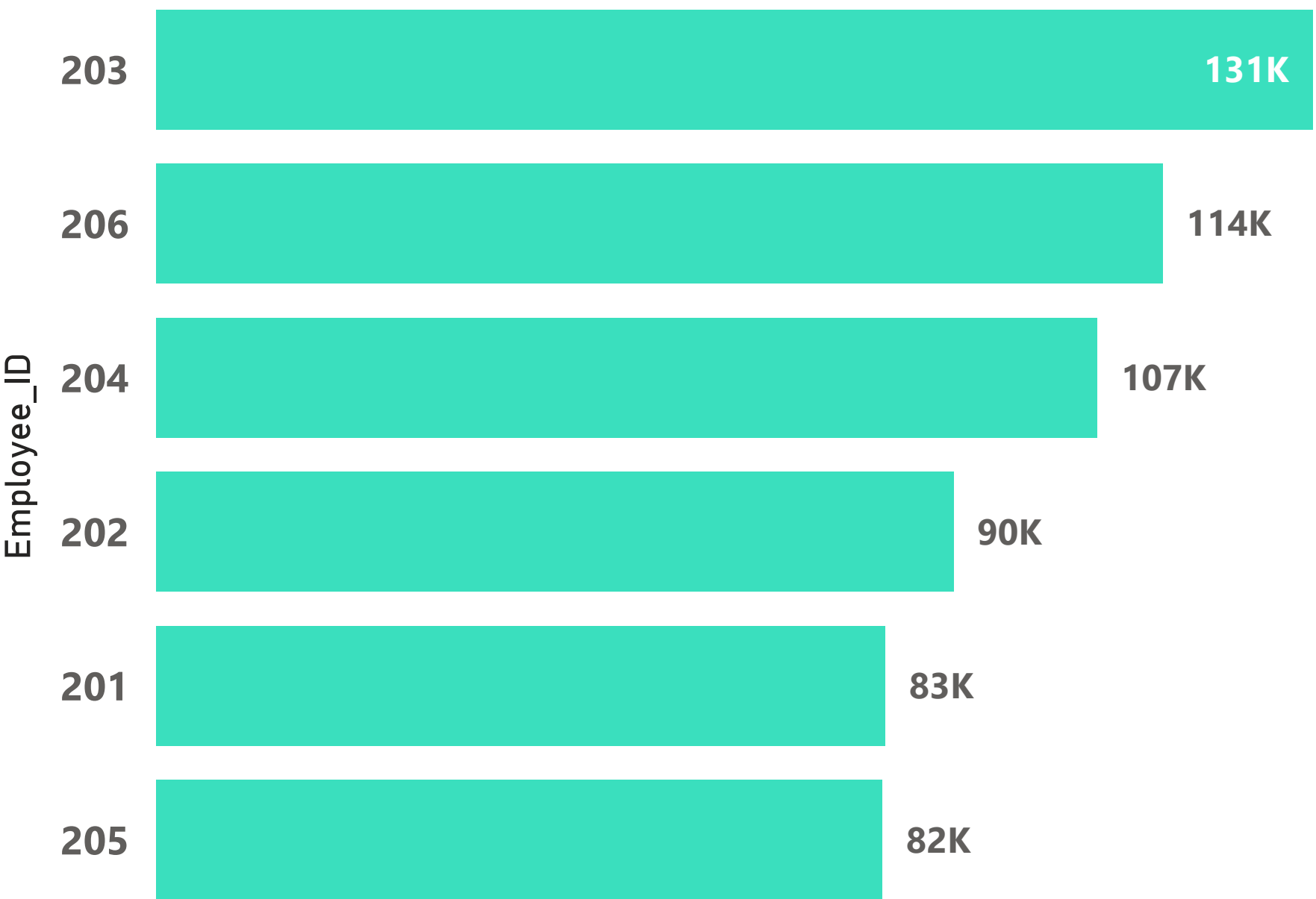
☐ 206

^ ☐ Project_C

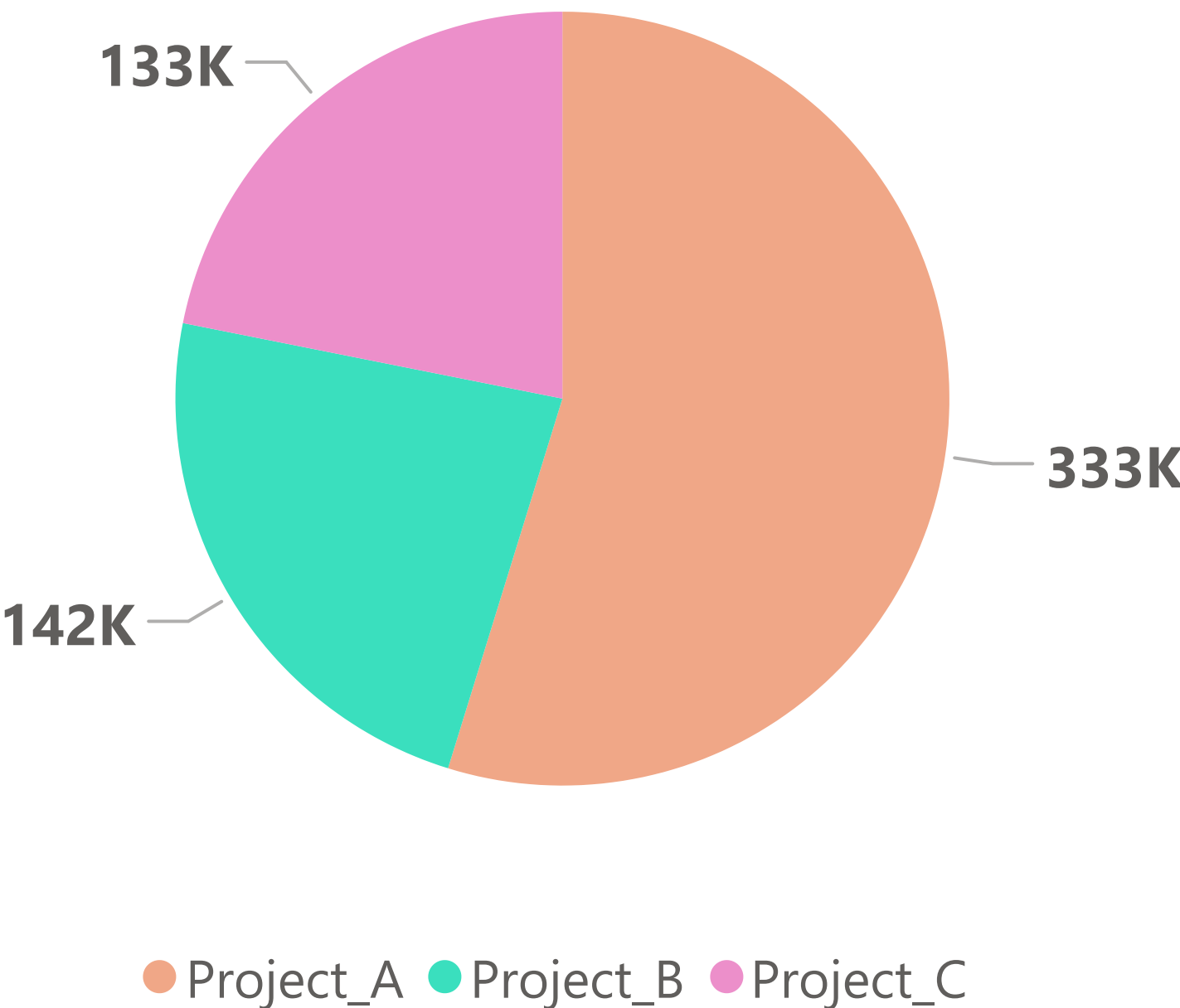
☐ 201

☐ 202

Amount Per Employee



Amount Per Project



Steps you need to follow

- Import the data and open the Power Query.
- The expense type column has some spelling and punctuation errors, correct them.
- Project names are not uniform, make it uniform.
- The Currency column has some missing values, based on the amount, create a new custom column.
Formula: (if [Currency] = null and [Amount] >= 1000 then "INR" else if [Currency] = null and [Amount] < 1000 then "USD" else [Currency])
- Normalize the amount column into INR based on the currency column.
- Create a measure to calculate the sum of reimbursed amount in INR.
- Use the calculate function and check the total reimbursed amount for Project B.
- Create a measure to check the count of declined requests.
- Create a slicer visual for the Project and employee.
- Create a bar chart for employees and reimbursement amount.
- Create a pie chart for Project vs reimbursement amount.

Insights

By visualizing these metrics, we can better manage expenses, ensure compliance with policies, and make informed financial decisions.

Calculating the total reimbursed amount and we see trends in reimbursement across different employees and projects.

Specifically analyzing the total reimbursed amount for Project B helps us monitor its financial health.

Tracking the number of declined reimbursement requests, which could indicate issues in the expense approval process or non-compliance with policies.

Thanks for watching