



T&CS POWER BI REPORTING ACCELERATOR

DATA MODEL AND QUICK START GUIDE

VERSION

1

DATE

12/04/2023

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1 INTRODUCTION

The intention behind this facility is to make data from NavOne system more accessible within an organisation facilitating reporting and analytics. The Power BI Data Model has been produced as part of the new Data Mart project pulling data from NavOne.

This document is intended to be a “Quick Start” Guide to using the Data Model. It details how to access the Data Model and what it contains.

DATA TYPES

Data held within the cube is split into three different types, these are:

- Measures - Numeric values that can be aggregated or have some other form of calculation performed on them (e.g. Job Ledger Units, WIP).
- Dimensions - A logical grouping of data items which describes the breakdown of a measure (e.g. Job Ledger Units may be described or broken down by Date, Client, Administrator, Legal Entity, etc).
- Attributes - A specific data item within a dimension which can also be used for pivoting or filtering. Example, “Client Status” is an attribute of the dimension “Client”.
- Hierarchies - A term used to describe how a Measure can be aggregated within a dimension. Example, Timesheet Units will roll-up from Date → Month → Quarter → Year.
- Models - logical groupings of Measures (Facts) and Dimensions.

The remainder of this document describes the fields that have been made available for users to select, manipulate and pivot on. From Excel they are displayed in the Pivot Table Fields window. As this is an initial version of the Data Model an inclusive approach has been taken in selecting the fields that have been made available. Consequently, fields may exist in this solution that are not needed and will not be in the finished solution. The exact definition of some fields may also need to be referred to the NavOne team.

AGGREGATION

All Measures are designed to be aggregated by the data model. Selecting a single measure on its own (e.g. GL Amount) will give you a cumulative total position across all dimensions and hierarchies. You should use the Dimensions and Hierarchies in the model to “slice and dice” the Measures drilling down to different levels of detail. In this way it is possible to use the data model to produce queries without having to write any code.

You can query and pivot on any combination of dimensions linked to a Fact. In this way it is very easy to be able to run queries such as:

“Show me all WIP Invoice Amounts, in 2022, for all Clients based in Guernsey.”

- Measure: Invoice WIP Value
- Filter: Date Dimension - Y-Q-M-D hierarchy: 2022
- Rows: Client Dimension - Jurisdiction Attribute: GSY

2 END TO END

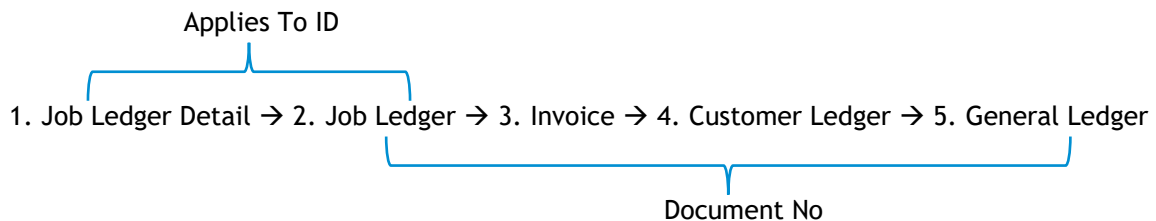
To make sense of the data model it is important to understand the flow of data within the system and the points when various ledgers are updated. The reporting tool is based around the following ledgers:

- Job Ledger
- Customer Ledger
- General Ledger

Feeding from and into these are:

- Timecards
- Invoicing

The flow of data is as follows:



DOCUMENTS

A “Document No” is used to link these entries together. The same “Document No” will link records in steps 2 - 5 above. This feature enables a general ledger entry to be drilled down through to its component parts and provide the ability to trace it back to the Job Ledger entries. In most cases the Document No is also the Invoice Number.

JOB LEDGER DETAIL / APPLIES TO ID

There are two sets of records within the Job Ledger. There is a high-level aggregation that feeds the Invoices and Customer Ledger, and a further level of detail accessible through an “Applies To ID”. This is the most granular level of data available in the Job Ledger.

TIMECARDS

The stages above (1-5) aren’t 100% complete and the first stage is actually Timecards. There isn’t, however, a direct link between timecard entries and the Job Ledger Detail, but this is where users in NavOne / BC enter their time. Chargeable items are moved from here into the Job Ledger.

1. Timecards (chargeable) → 2. Job Ledger Detail

The data is typically duplicated with commentary and descriptions passed between the two tables. Through queries on users, clients and dates it is possible to see the relevant records, but there isn’t a direct link.

Further Notes:

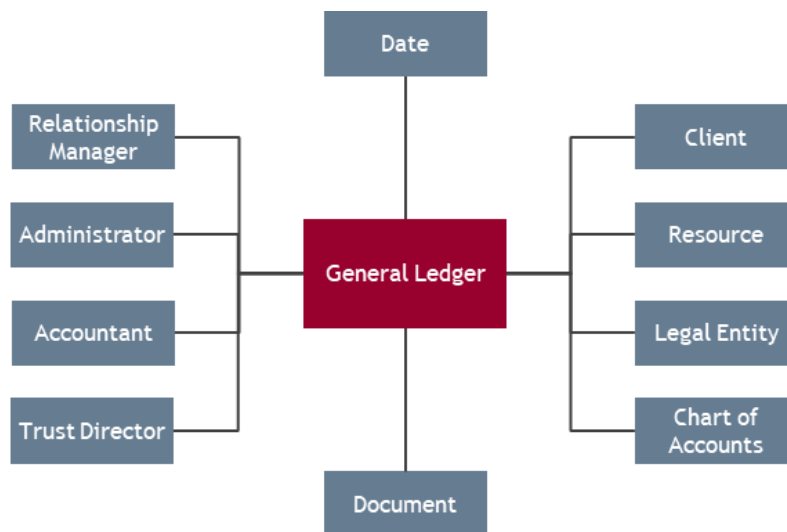
- Not all Invoice lines have Job Ledger or Job Ledger Detail entries. Some items (e.g. disbursements may only have Invoice Lines and no Job Ledger or Job Ledger Detail entries.

3 DATA MODEL

The data model is a classic reporting Star Schema of Facts and Shared Dimensions. These are shown at a high level below.

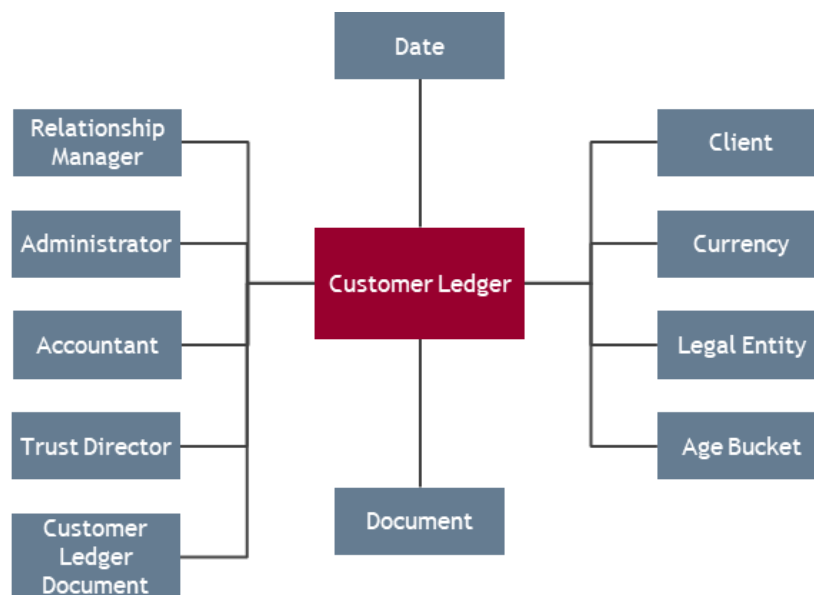
3.1 GENERAL LEDGER

The data model for the General Ledger fact is shown below. General Ledger amounts can be aggregated and then “sliced and diced” by the dimensions shown.



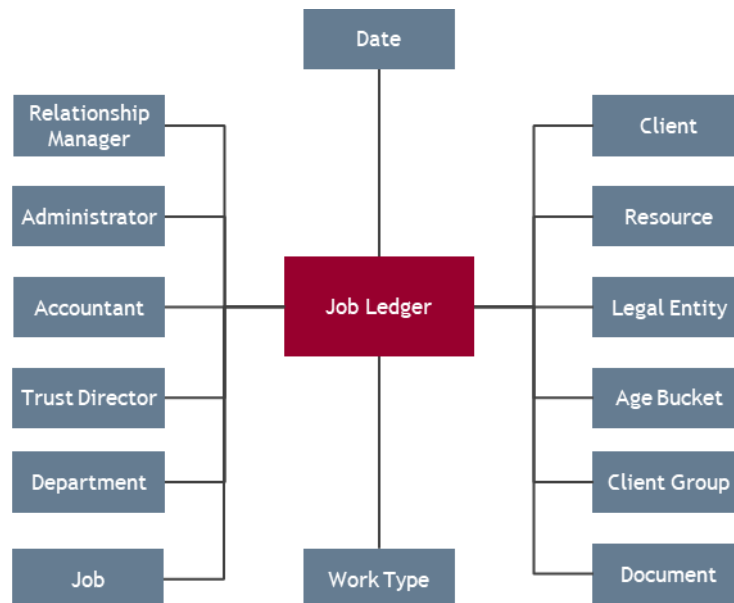
3.2 CUSTOMER LEDGER ENTRY

The Customer Ledger Entry model is similar to the General Ledger but it lacks links to Resources and Chart of Accounts. Instead, it introduces new dimensions for Customer Ledger Document, Currency and Age Bucket.



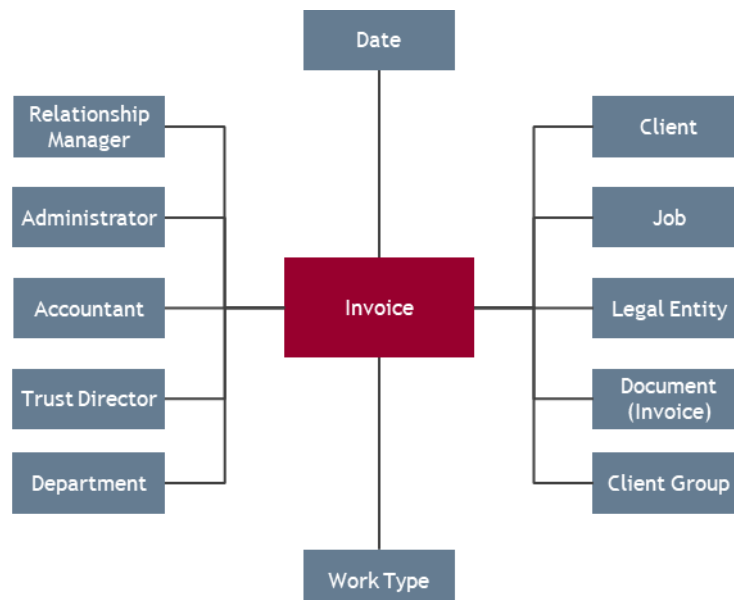
3.3 JOB LEDGER ENTRY

The Job Ledger Model also extends the General Ledger records. New items here are Client Group, Job, Work Type and Department.



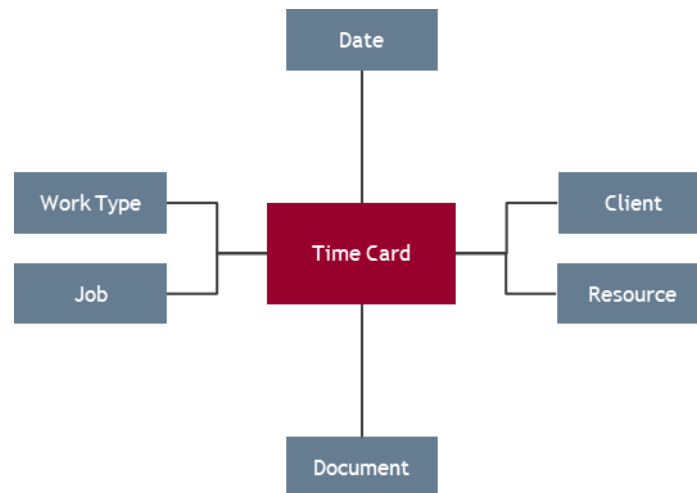
3.4 INVOICE

The Invoice Model is further related to the Job Ledger but contains different measure groups include WIP Values. It is based around a Header / Line-Item model. There is no link to Age Buckets or Resources.



3.5 TIMECARDS

The Timecards Model is a straightforward model based around Clients, Resources, Work Types and Jobs. In the model there are also flags for Chargeable / Non-Chargeable entries along with Units, Costs and Price values. This model is used to calculate utilisation measures.



4 MEASURES

The following items are numeric values that can be aggregated or have some other form of calculation performed on them. They are identified by the Σ symbol.

4.1 GENERAL NOTES

4.1.1 COUNTS

Some measures are simple counts of records, these are assumed to be self-explanatory.

4.1.2 CURRENCIES

In some cases, measures will exist in both Local and Reporting Currencies. As a default all non-LCY measures are in the default system currency. Local Currency versions are identified with a LCY postfix. E.g. Detailed Amount, Detailed Amount LCY. LCY measures are not referenced in the tables below but may exist in the reporting model.

4.2 GENERAL LEDGER

Measure	Description
GLAmount	Sums the 'Amount' across all GL entries, providing the total financial value (with specific formatting)

4.3 CUSTOMER LEDGER

Measure	Description
Average Days To Payment	The average number of days it takes customers to pay their invoices. Use this to spot slow-paying clients or improve cash flow.
Detailed Amount Measure	The sum of all the detailed (line) amounts in the customer ledger—useful for seeing total outstanding or paid balances.
Detailed Amount LCY Measure	The same as above, but shown in your company's local currency for consistent reporting.

4.4 UTILISATION TARGETS

Measure	Description
Expected Units Per Day	The total expected productive hours per day for all (or selected) resources, based on their individual targets. Use to compare actual timesheet entries against planned workload.*

4.5 INVOICE

Measure	Description
Invoice Bill	Total bill amount for invoices, including fixed fee items
Invoice Bill Amount Inc VAT	Sum of bill amounts, including VAT
Invoice Carried Forward	Sum of carried forward balances for invoices
Invoice Cost Amount	Total cost amount across invoices
Invoice Fixed Fee Value	Sum of the fixed fee values for invoices
Invoice Future	Total value for future-dated invoices
Invoice FX Rate	Average foreign exchange rate for invoices
Invoice Last Adjusted Bill Amount	Total of last adjusted bill amounts for invoices
Invoice Line Discount %	Sum of invoice line discount percentages
Invoice Line Discount Amount	Sum of invoice line discount amounts
Invoice Net Bill Amount	Net bill amount after discounts and adjustments
Invoice Profit %	Total profit percentage (sum across invoices)
Invoice Profit Loss	Total profit or loss on invoices
Invoice Recovery Profit Loss	Total recovery profit/loss for invoices
Invoice Total	Sum total of all invoice totals
Invoice Value	Sum of all invoice values
Invoice VAT Amount	Sum of VAT amounts for invoices

Invoice Volume Fee Amount	Total volume fee amounts
Invoice WIP Recovery %	Recovery percentage of WIP (write-in-progress) versus billed amount
Invoice WIP Value	Sum of WIP values for invoices
Recovery % R12M	Recovery percentage over the rolling 12 months
WIP Write Off	Calculated difference between the WIP value and the invoiced bill
Invoice Value LCY	Sum of values in local currency (LCY)
Invoice Bill LCY	Sum of bill amounts in local currency (LCY)
Invoice Original Value LCY	Sum of original values in local currency (LCY)
Invoice VAT Amount LCY	Sum of VAT amounts in local currency (LCY)

4.6 JOB LEDGER

Measure	Description
Direct Unit Cost LCY Measure	Total direct cost for work entries, in local currency. Use for job costing or to track expense per job type.
Line Discount Amount LCY Measure	The sum of all invoice line discounts applied (in LCY), showing overall discounting trends by job or period.
Original Total Cost LCY Measure	The original total cost (local currency) recorded on job ledger entries—useful for margin/profit analysis.
Original Total Price LCY Measure	The original total price (LCY) for work before any adjustments/discounts.
Original Unit Cost LCY Measure	The original unit cost (per hour or unit) in LCY, for benchmarking and controlling costs.
Original Unit Price LCY Measure	The original unit price (LCY) for work units—use to check billing rates versus actual.
Remaining Amount LCY Measure	The sum of amounts not yet billed or recognised as revenue.
Total Cost LCY Measure	The sum of all job-related costs (LCY) for the selected jobs/period.
Total Price LCY Measure	The sum of all job-related billings (LCY), used for revenue analysis.
Unit Cost LCY Measure	The unit cost (LCY) averaged or summed as configured, for resource cost analysis.
Qty	The sum of all work quantities (usually hours) posted to jobs. Use to compare workload or productivity.
Original Total Price Measure	The sum of original total prices for all job ledger entries, regardless of currency.
Original Quantity Measure	The sum of original quantities entered (i.e., hours or units).
Max Job Ledger Entry Date	The most recent date of any job ledger, timesheet, or GL entry—use to check data freshness.
Line Discount Amount Measure	The total of all line discounts given (not just in LCY).

Line Discount %	The average discount percentage given across all job ledger entries.
Chargeable Time	The total quantity of time or units marked as "chargeable" (billable).
Chargeable %	The percent of time/units that is chargeable versus total—helps spot non-billable work.
Available Time	The total available (non-absence/non-excluded) time/units for selected resources/jobs.
Utilisation %	The percent of available time that is chargeable—key for staff performance tracking.
Total Price Measure	The sum of ([Qty] × [Unit Price]) across entries—main billing calculation.
Unit Price Measure	The average unit price across all relevant entries.
Unavailable Time	The sum of all time/units marked as unavailable (e.g., absence, non-billable work).
Recharge Disb Initial CCY Amount	The sum of initial currency amounts for disbursements recharged on jobs.

4.7 RESOURCE

Measure	Description
Utilisation Hours %	The percentage of expected productive hours achieved, comparing timesheets to targets. Use for performance tracking per resource or department.
Utilisation Target %	How much of the available resource time meets the set utilisation target (e.g., 80% billable). Great for department or individual benchmarking.*

5 DIMENSIONS

The following dimensions exist in the Cube. These are defined below. The dimensions contain attributes and hierarchies which can be used to manipulate the Measures and run queries enabling drill down and “slice and dice” operations.

5.1 ACCOUNTANT

List of Resources designated as Accountants for a client

Field	Type	Description
Accountant ID	Attribute	Accountant ID (Resource ID)
Accountant Name	Attribute	Person's Name

Employee ID	Attribute	Employee ID
Legal Entity	Attribute	Legal Entity
Location	Attribute	Employee Location
Revenue Sub Department	Attribute	Employee Department

5.2 ADMINISTRATOR

List of Resources designated as Administrators for a client.

Field	Type	Description
Administrator	Attribute	Administrator ID
Administrator Name	Attribute	Person's Name
Employee ID	Attribute	Employee ID
Legal Entity	Attribute	Legal Entity
Location	Attribute	Employee Location
Revenue Sub Department	Attribute	Employee Department
Sub Department Code	Attribute	Department Code

5.3 AGE BUCKET

Age Buckets used to group debt, WIP and other metrics.

Field	Type	Description
Age Bucket	Attribute	E.g. 0-30 days, etc.
Age Type	Attribute	Used if different sets of buckets are needed (e.g. WIP).
Max Days	Attribute	Max days in a bucket
Min Days	Attribute	Min days in a bucket

5.4 ASSISTANT RELATIONSHIP MANAGER

List of Resources designated as Assistant Relationship Managers for a client.

Field	Type	Description
Assistant Relationship Manager	Attribute	Assistant Relationship Manager ID
Assistant Relationship Manager Name	Attribute	Person's Name
Employee ID	Attribute	Employee ID
Legal Entity	Attribute	Legal Entity
Location	Attribute	Employee Location
Revenue Sub Department	Attribute	Employee Department
Sub Department Code	Attribute	Department Code

5.5 CHART OF ACCOUNTS

Chart of Accounts for use against the GL.

Field	Type	Description
Accounts	Hierarchy	Income / Balance Account Category GL Name GL Account
Account Category	Attribute	E.g. Assets, Liabilities, etc.
Account Type	Attribute	Begin-Total, End-Total or Posting
Direct Posting	Attribute	Boolean value - does the account allow direct posting
GL Account	Attribute	GL Account Code
GL Name	Attribute	GL Account Name
Income Balance	Attribute	Balance Sheet / Income Statement

5.6 CLIENT

List of Clients.

Field	Type	Description
Accountant	Attribute	Accountant as assigned to Client
Administrator	Attribute	Administrator as assigned to Client
Assistant Relationship Manager	Attribute	Assistant Relationship Manager (if present).
Client	Attribute	Concatenation of Client No and Client Name
Client Group	Attribute	Client Grouping Name
Client Legal Entity	Attribute	Client Legal Entity
Client Name	Attribute	Client Name
Client No	Attribute	Client Number (CL#)
Client Status	Attribute	Live, Closed, Prospect, etc.
Client Type	Attribute	Values as defined in NavOne.
Date of Closure	Attribute	Date if closed
Department	Attribute	Owning department
External Reference No	Attribute	Any external reference number
Relationship Manager	Attribute	Client RM
Risk Rating	Attribute	Current Risk Rating
Trust Director	Attribute	Client Director
Financial Year End	Attribute	Financial Year End (e.g. 30/3)
Currency Code	Attribute	Currency
Next Year End	Attribute	Next Year End Date
Last Risk Assessment Date	Attribute	Last date of risk assessment
Last Review Completed	Attribute	Boolean - Last review completed
Next Review Due	Attribute	Next Review Date

Intermediary Name	Attribute	Any Intermediary Name
Country of Incorporation	Attribute	Country of Incorporation
Date of Incorporation	Attribute	Date of Incorporation
Administrative Office	Attribute	Administrative Office
Legal Type	Attribute	Internal Legal Type of company
Jurisdiction	Attribute	Jurisdiction
FATCA Classification	Attribute	FATCA Classification
FATCA Non-Reportable	Attribute	FATCA Non-Reportable
CRS Classification	Attribute	CRS Classification
CRS Non-Reportable	Attribute	CRS Non-Reportable

5.7 CLIENT ACTIVITY GROUP

Logical groupings of clients together.

Field	Type	Description
Client Activity Group ID	Attribute	Group ID
Client Activity Group Name	Attribute	Group Name

5.8 CURRENCY

Currencies present in the system.

Field	Type	Description
Currency Code	Attribute	E.g. GBP, USD, etc.
Description	Attribute	e.g. US Dollar

5.9 CUSTOMER LEDGER ENTRY

Fact based attributes also able to be used for reporting purposes.

Field	Type	Description
Closed At Date	Attribute	Entry Closed At Date
Days To Payment	Attribute	Difference between Posting Date and Paid Date
Document No	Attribute	Link to GL and other ledgers
Document Type	Attribute	e.g. Credit Memo, Payment, Invoice, etc.
Due Date	Attribute	Payment Due Date
Entry No	Attribute	Ledger Entry Number
Is Open	Attribute	Open / Closed flag
Paid on Date	Attribute	Paid on Date
Posting Date	Attribute	Posting Date
Reversed	Attribute	Reversed
Source Code	Attribute	Entry Source (e.g. Cash, Sales, etc.)
Transaction No	Attribute	Transaction Number
Detailed Currency Code	Attribute / Detail	Invoice Line Currency
Detailed Document No	Attribute / Detail	Invoice Line Document Number
Detailed Document Type	Attribute / Detail	Invoice Line Document Type
Detailed Entry No	Attribute / Detail	Invoice Line Entry Number
Detailed Entry Type	Attribute / Detail	Invoice Line Entry Type
Detailed Source Code	Attribute / Detail	Invoice Line Source
Detailed Transaction No	Attribute / Detail	Invoice Line Transaction Number
Detailed Unapplied	Attribute / Detail	Invoice Line Unapplied
Detailed User ID	Attribute / Detail	Invoice Line User ID

5.10 DATE

Calendar.

Field	Type	Description
Y-Q-M-D	Hierarchy	Year-Quarter-Month-Date
Y-W-D	Hierarchy	Year-Week-Date

5.11 DEPARTMENT

Organisation structure / grouping.

Field	Type	Description
Department	Attribute	Department ID
Department Name	Attribute	Department Name

5.12 DOCUMENT

Link between all Ledgers and Invoices. See section 2 for more details.

Field	Type	Description
Document	Attribute	Document No.

5.13 GL

Fact based attributes also able to be used for reporting purposes.

Field	Type	Description
Description	Attribute	Narrative against an entry in the GL

5.14 INVOICE

Fact based attributes also able to be used for reporting purposes.

Field	Type	Description
Description	Attribute	Narrative against an entry in the Invoice table
Fee Type	Attribute	Normal / Fixed Fee
Fees Fee Type	Attribute	Normal / Fixed Fee

Invoice ID	Attribute	Internal Invoice ID
Invoice No	Attribute	External Invoice Number. Also Document Number.
Line No	Attribute	Invoice Line-Item Number
Reversed	Attribute	Has the invoice line been reversed
Status	Attribute	Posted / Non-Posted (Draft)
Type Code	Attribute	Work Type Code
VAT Bus Posting Code	Attribute	VAT Posting Code if applicable
VAT Prod Posting Group	Attribute	VAT Posting Code if applicable

5.15 JOB

Job Attributes.

Field	Type	Description
Accountant	Attribute	Accountant assigned to the Job Entry
Administrator	Attribute	Administrator assigned to the Job
Assistant Relationship Manager	Attribute	ARM assigned to the Job
Bill To Customer Code	Attribute	Used if different billing client code
Client Activity Group	Attribute	Client Group
Is Blocked	Attribute	Is the Job Blocked or not?
Job Client No	Attribute	Client No
Job Currency Code	Attribute	Currency
Job Legal Entity	Attribute	Legal Entity
Job Manager	Attribute	Person - Job Manager
Job Name	Attribute	Person - Job carried out by
Job Number	Attribute	Job Number
Job Status	Attribute	Job Status (e.g. Order, Closed)
Job Sub Department Code	Attribute	Job Department

Job Unique Name	Attribute	Job Name
Relationship Manager	Attribute	Job RM
Security Partition Code	Attribute	Job Partition Code
Trust Director	Attribute	Job Director

5.16 JOB LEDGER ENTRY

Fact based attributes also able to be used for reporting purposes.

Field	Type	Description
Amended By	Attribute	Entry Amended By Person
Applies To ID	Attribute	Internal Link to Timecard entries from aggregate entries
Client Matter No	Attribute	Client No
Description	Attribute	Narrative from Timecards
Document No	Attribute	Internal Link to Invoice, Customer Ledger and GL
Entry No	Attribute	Entry Number
Entry Type	Attribute	Entry Type (e.g. Usage)
External Document No	Attribute	External Document Number
Is Chargeable	Attribute	Boolean - Is Chargeable
Is Comment	Attribute	Boolean - Is Comment
Is Fee Adjustment	Attribute	Boolean - Is Fee Adjustment
Is Fixed Fee Entry	Attribute	Boolean - Is Fixed Fee Entry
Is Future Entry	Attribute	Boolean - Is Future Entry
Is Open	Attribute	Boolean - Is Open
Job Department	Attribute	Department
No	Attribute	Job Ledger Entry Number
Reason Code	Attribute	Reason Code
Recharge Disb. GL Acc No	Attribute	GL Account Code

Recharge Disb. GL Entry No	Attribute	GL Entry No
Recharge Disb. Initial Ccy	Attribute	Currency
Related To Budget	Attribute	Boolean
Source Code	Attribute	Job Ledger Source
Suspect WIP	Attribute	Boolean
Type	Attribute	Job Ledger Entry Type
Unit of Measure Code	Attribute	Unit of Measure
User	Attribute	Creating User
User ID	Attribute	Creating User ID
WIP Document No	Attribute	WIP Fields - Document No
WIP Moved	Attribute	WIP Fields - Moved
WIP Moved From Entry No	Attribute	WIP Fields - Moved From Entry Number
WIP Moved From Job No	Attribute	WIP Fields - Moved From Job Number
WIP Moved To Entry No	Attribute	WIP Fields - Moved From Entry Number
WIP Moved To Job No	Attribute	WIP Fields - Moved To Document No

5.17 JOB MANAGER

List of Resources designated as Job Managers for a client.

Field	Type	Description
Employee ID	Attribute	Employee ID
Job Manager ID	Attribute	Employee ID
Job Manager Name	Attribute	Person's Name
Legal Entity	Attribute	Legal Entity
Location	Attribute	Employee Location
Revenue Sub Department	Attribute	Employee Department
Sub Department Code	Attribute	Department Code

5.18 LEGAL ENTITY

List of Resources within the organisation.

Field	Type	Description
Legal Entity	Attribute	Legal Entity Code
Legal Entity Name	Attribute	Legal Entity Name

5.19 RELATIONSHIP MANAGER

List of Resources designated as Job Managers for a client.

Field	Type	Description
Employee ID	Attribute	Employee ID
Relationship Manager ID	Attribute	RM ID
Relationship Manager Name	Attribute	Person's Name
Legal Entity	Attribute	Legal Entity
Location	Attribute	Employee Location
Revenue Sub Department	Attribute	Employee Department
Sub Department Code	Attribute	Department Code

5.20 RESOURCE

List of Resources within the organisation.

Field	Type	Description
Email Address	Attribute	Person Email
Employee End Date	Attribute	Person Leaving Date
Employee ID	Attribute	Person Employee ID
Full Name	Attribute	Person Name
Legal Entity	Attribute	Person Legal Entity
Location	Attribute	Person Location
Minimum Weekly Units	Attribute	Expected Minimum Weekly Units (e.g. 70)

Requires Security	Attribute	tbc
Resource Start Date	Attribute	Person Start Date
Revenue Sub Department	Attribute	Person Department
Sub Department Code	Attribute	Person Department Code

5.21 TRUST DIRECTOR

List of Resources designated as Job Managers for a client.

Field	Type	Description
Employee ID	Attribute	Employee ID
Trust Director ID	Attribute	RM ID
Trust Director Name	Attribute	Person's Name
Legal Entity	Attribute	Legal Entity
Location	Attribute	Employee Location
Revenue Sub Department	Attribute	Employee Department
Sub Department Code	Attribute	Department Code

5.22 WORK TYPE

List of Work Types within the organisation.

Field	Type	Description
Deferred Income Account No	Attribute	GL Account Line
Exclude From Utilisation	Attribute	Boolean - include work type in utilisation calcs (e.g. Absence).
GL Account No	Attribute	GL Account posting to
Is Chargeable	Attribute	Is the work type chargeable
Is Disbursement	Attribute	Is the work type a disbursement
Is Prebilled	Attribute	Is the work type pre-billed
WIP Account No	Attribute	WIP Account in GL

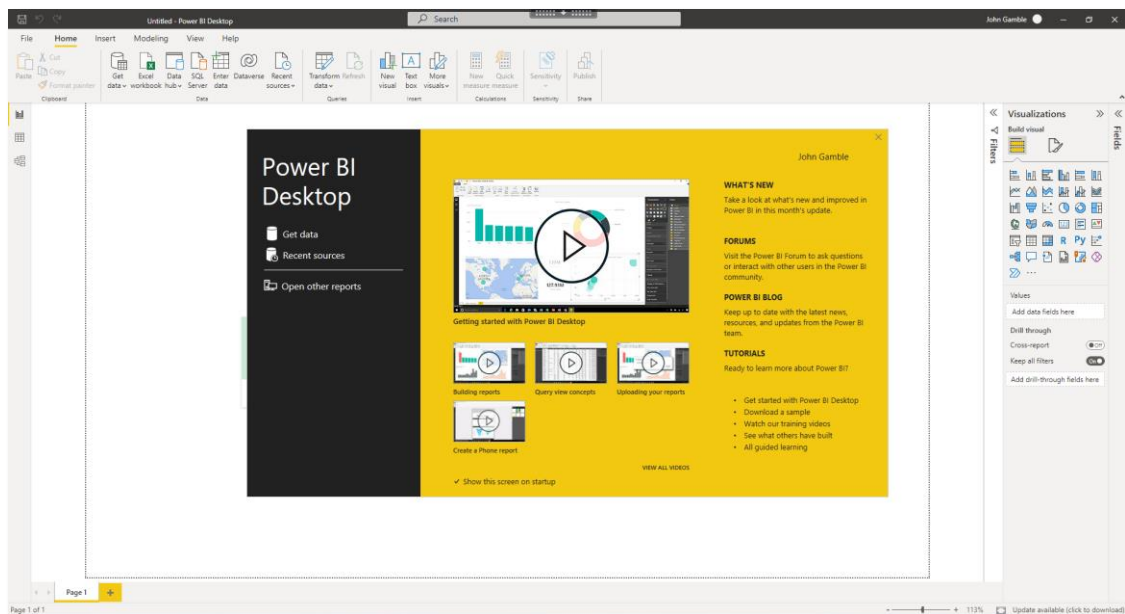
WIP Balance Sheet Nominal Account No	Attribute	WIP Account in GL
Work Type Code	Attribute	Work Type Code
Work Type Description	Attribute	Work Type Description

6 QUICK START GUIDE

This guide is intended to instruct a user in how to make a connection to the Power BI Data Model and perform some initial data retrievals. It is not intended to be an extensive training document. It should be read in conjunction with the data dictionary.

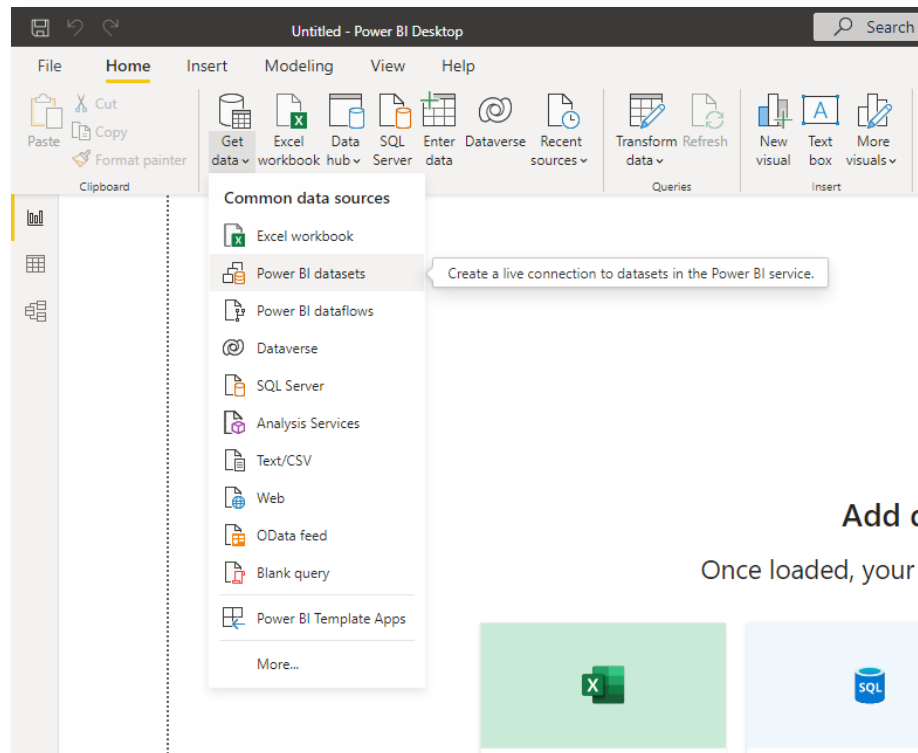
6.1 POWER BI DESKTOP

1. Launch Power BI Desktop

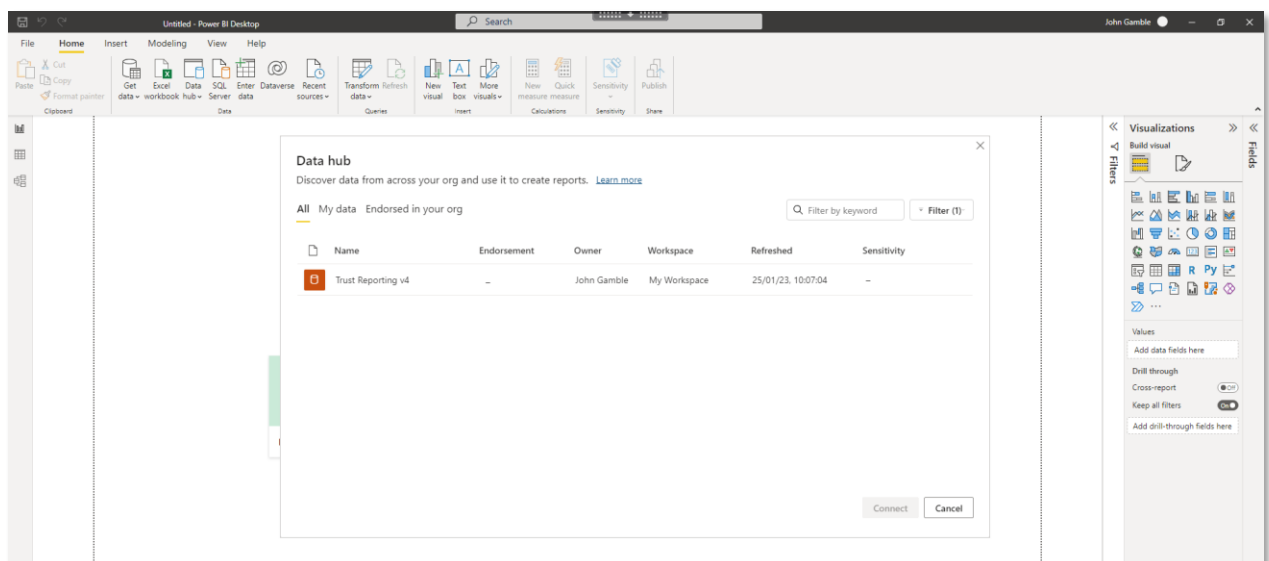


2. Connect to Data Model. You may need to sign in.

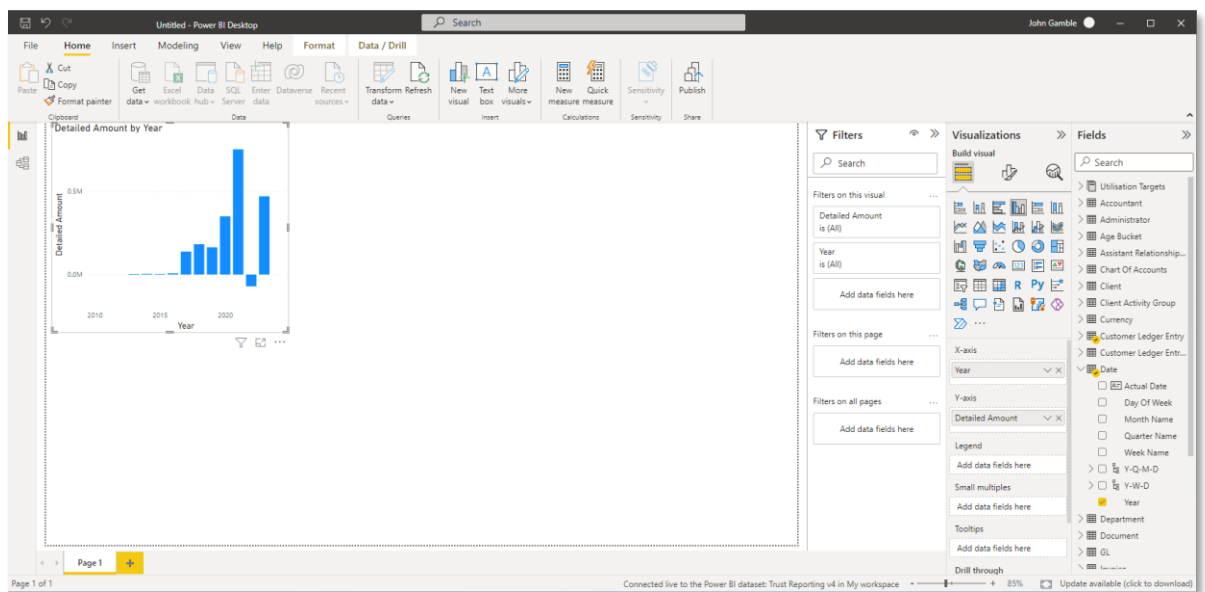
Step 1 - Select the “Get Data” button, then “Power BI Datasets”



Step 2 - A list of data sets available to you will be presented. If you see nothing or the one you want is missing please contact the dataset owner. Click the name of the dataset then click “Connect”.



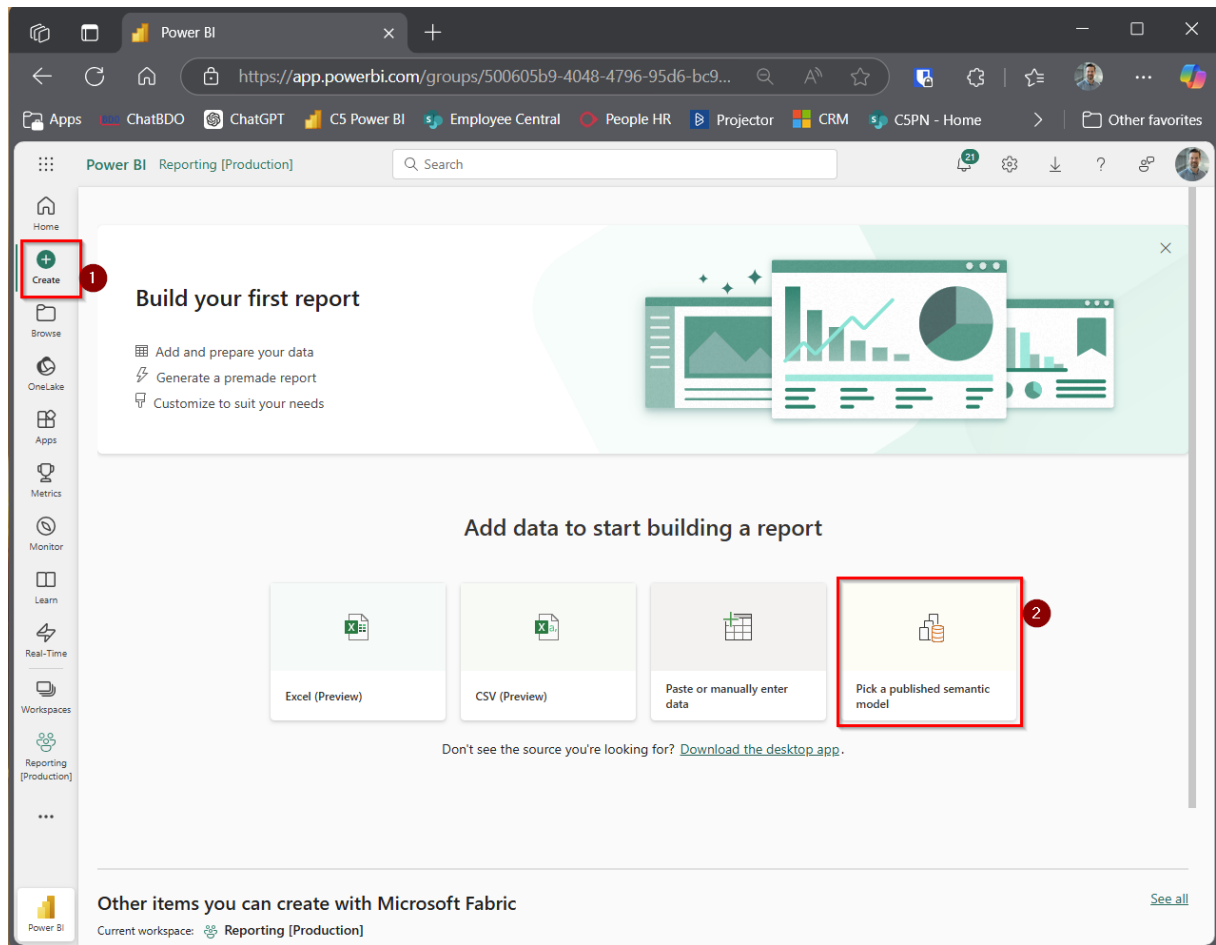
3. Build reports by dragging items onto the canvas.



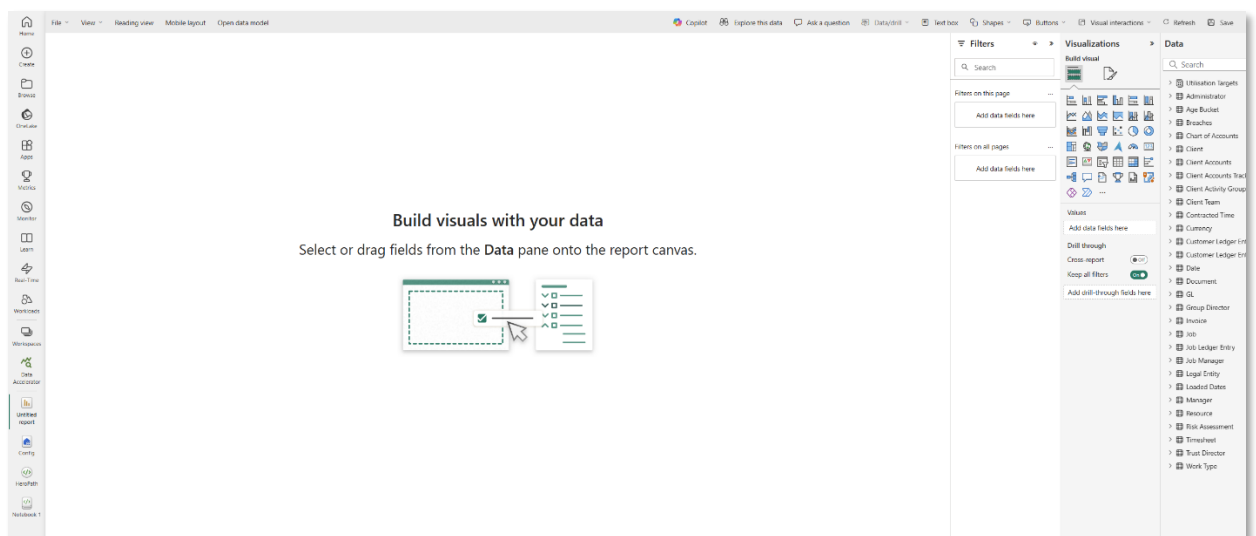
These reports can then be either saved, or published to the Power BI service for automated refresh and sharing.

6.2 POWER BI SERVICE

This is similar to using Power BI Desktop. Start from the T&CS Reporting workspace and use the data model options to build a new report.



You will then be shown a list of available “Semantic” Models, select the “Alex Picot Model”. Power BI will then try to be helpful by giving you the option to auto-generate a report. This may be interesting but of perhaps limited value. We would suggest starting by creating a blank report which provides a similar interface to Power BI desktop as shown. You can save your reports to your own workspace.

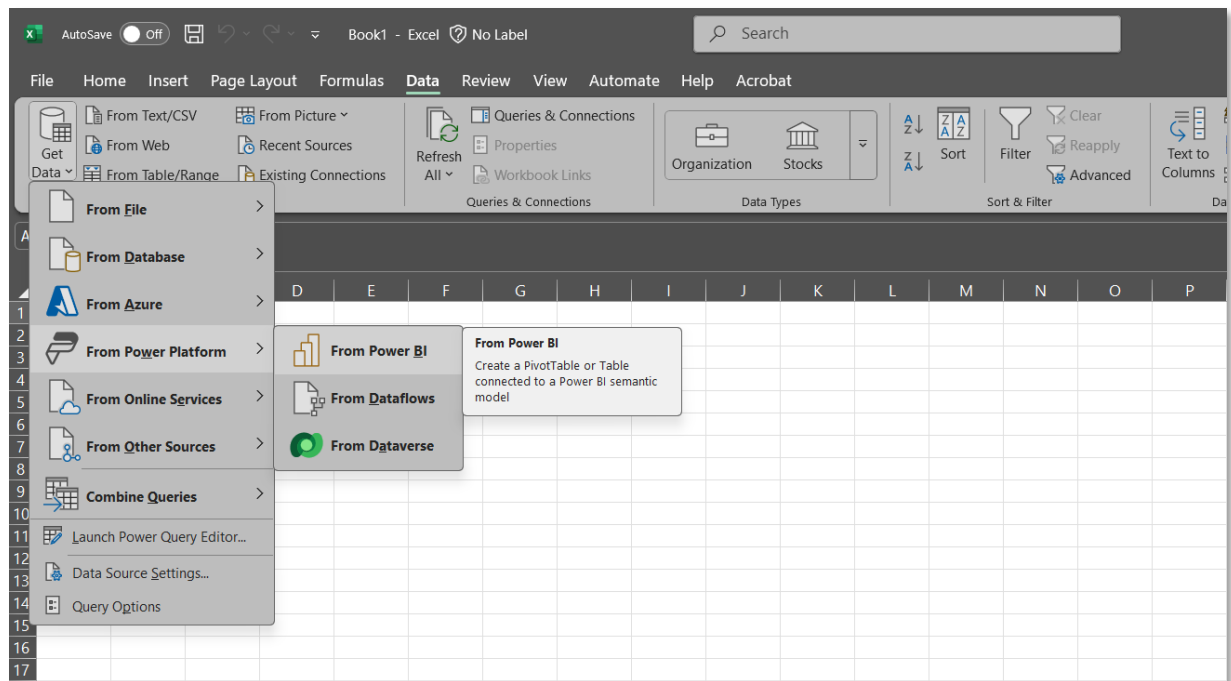


6.3 EXCEL

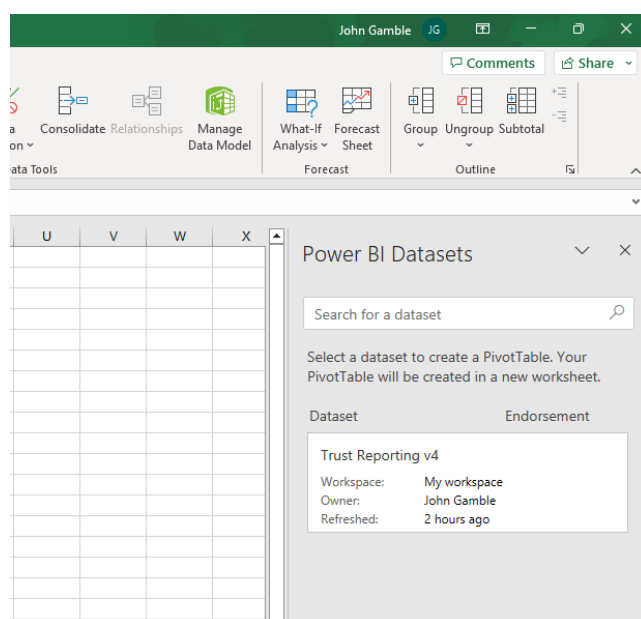
Basic knowledge of Excel 365 and Pivot Table functionality is assumed.

6.3.1 CREATE A CONNECTION TO THE CUBE

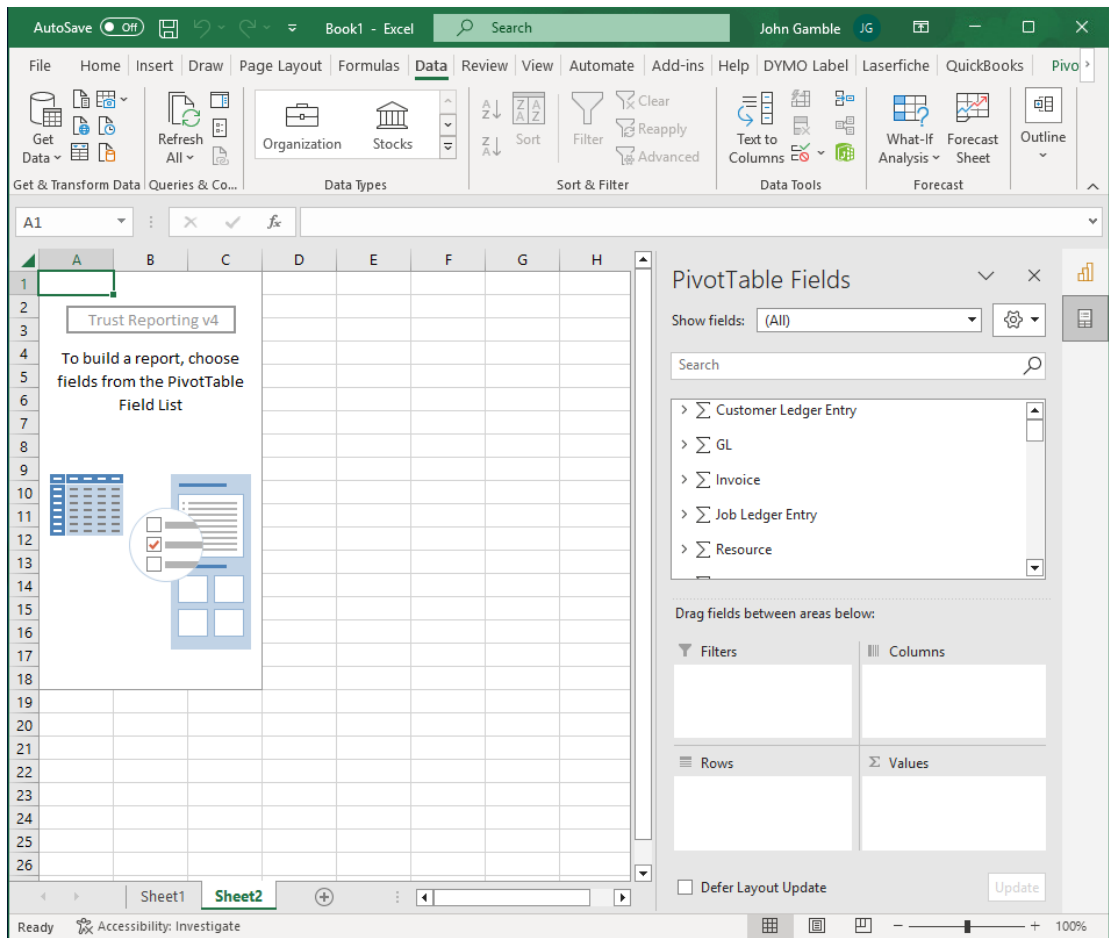
1. Launch Excel 365
2. Go to “Data” tab on the ribbon, then “Get Data”, then “From Power Platform”, then From Power BI - your tenant may be listed.



3. Assuming you are signed in to 365, then a list of Power BI Datasets will be presented to you. Select the one that has been shared with you.



4. A pivot table interface will now be created which is a direct connection to the Dataset.



You can now select the measures and dimensions as needed using the standard Pivot table functionality. You can also save, close and re-open the workbook and your pivot table connection will be retained.

6.3.2 PERFORMING QUERIES

Queries are performed by dragging measures, hierarchies and attributes into the four different parts of the report quadrant in the “PivotTable Fields” part of the screen.

Measures, as identified by the Σ symbol, can only go in the VALUES part of the quadrant.

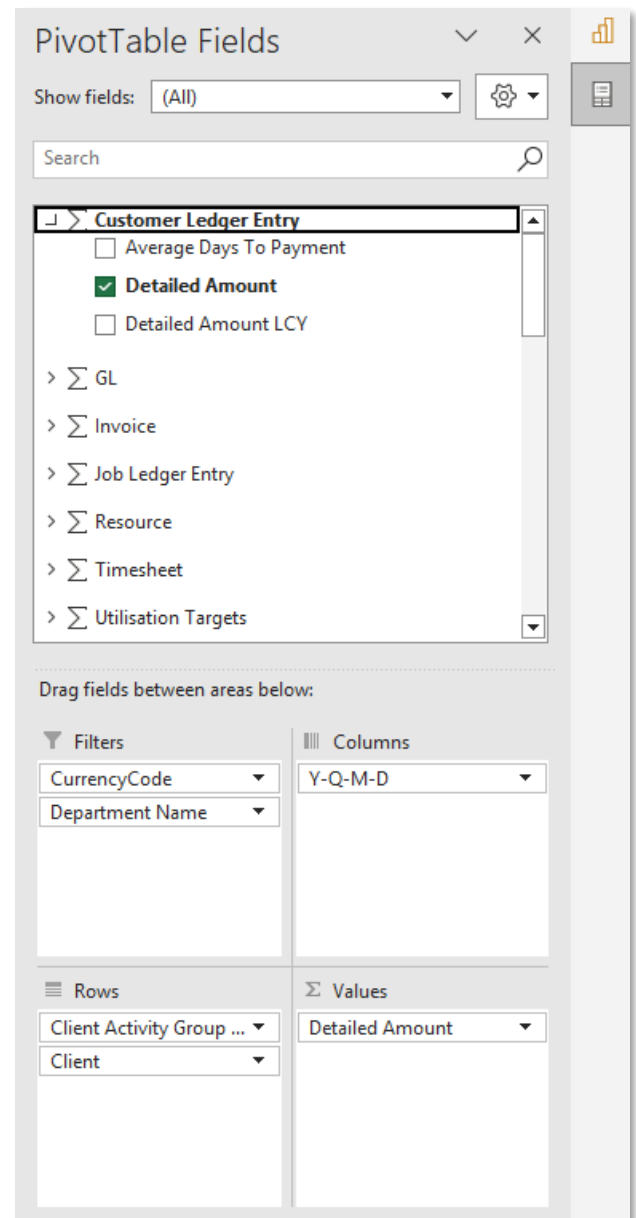
Hierarchies and Attributes can go in any of the other three parts of the Quadrant (Rows, Columns, or Filters).

Filters are used to limit the queries down to specific part of a hierarchy.

You can “nest” different combinations of hierarchies or attributes to perform different queries.

Cube data returned will always be at a highly aggregated level. You will need to drill down, or add in hierarchies and attributes to see the detail.

Please note, the “PivotTable Fields” window is hidden by default and only appears when you click in the Pivot table grid on the worksheet.



7 APPENDIX A - DOCUMENT DETAILS

7.1 DOCUMENT SUMMARY

Title	T&CS Power BI Reporting Accelerator - Quick Start
Description	T&CS Data Model
Version	1.0
Date	12/04/2023

7.2 CHANGE HISTORY

Version	Description	Date
1.0	12/04/2023	Initial version

7.3 REVIEW

Name	Organisation	Role
David Scott	BDO\C5	Team Lead - Data & AI Practice
Marcus Hawgood	BDO\C5	Director, GRM

7.4 RELATED DOCUMENTS

None.

FOR MORE INFORMATION:

John Gamble

+44 1534 633733
John.Gamble@c5alliance.com

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C5 Alliance Limited,
25-26 Esplanade,
St Helier,
Jersey Channel Islands,
JE2 3QA,

C5 Alliance Group Limited,
Turing House,
Gibauderie,
St Peter Port,
Guernsey Channel Islands,
GY1 1XN,

www.c5alliance.com