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| **Memorandum** | E:\Users\bergg\Documents\My Templates\Word\Accountancy\Accountancy\Accountancy_color_h.png |

To: 4320 Students

From: Gary G. Berg

Date: February 11, 2025

Re: Assignment 3 – Tableau A/R

* This assignment is Lab 2-1
* Required:
  + Download the Excel file for this assignment
  + Complete Lab 2-1 Tableau A/R
    - Sort in descending order on dollar totals
  + Additional requirements (**Master the Data**)
    1. Duplicate sheet 1
       - Expand show me in the upper right corner of the sheet
       - Convert the data to a horizontal bar graph
         * Your graph should allow the user to easily determine the customer with the highest balance. (**Sort and show mark labels**)
    2. Create a third sheet showing customer, A/R balance and number of invoices past due sorting on A/R balances in descending order and show A/R balance grand column total (It will be similar to sheet one)
    3. Duplicate the third sheet
       - Convert the data to a horizontal bar graph
       - Your graph should allow the user to easily determine the customer with the largest balance past due. (**Sort and show mark labels**)
* **Ignore the assessment section**
* **Note: You are submitting the Tableau packaged work book file. You are not submitting screen captures**

1. To save your work, go to file > save as to save the file as a **twbx** (tableau packaged workbook) file.
   1. Failure to save file as twbx will result in **grade of zero**
2. **Additional Note: Make sure you submit the twbx file and not the temp file that is created when you are in Tableau** 
   1. The temp file is erased when you exit Tableau, but there may be a delay before that happens
      1. Temp files have an extension of **twbr**
3. Submit the completed **Tableau .twbx** file via the D2L dropbox.: (You are not submitting screenshots)
   1. **Failure to submit as a twbx file will result in a grade of ZERO**
   2. Files submitted to the wrong dropbox will receive a **grade of 0**
   3. **Failure to follow directions will result in a grade of ZERO**
4. This is **not a** group assignment. Students should work independently.
   1. **Copying/plagiarism** will result in a **grade of 0** for all parties involved.
5. **Due on 02-17-2025, 11:30 p.m.**
6. **Remember, file must be virus free**. (**Any assignment received containing a Virus receives a grade of 0)**