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

To: 4320 Students

From: Gary G. Berg

Date: March 28, 2025

Re: Assignment 13 –Tableau Separation of Duties

* This assignment is a modification of lab 7-1. There are **52** journal entries The purpose of this lab is to demonstrate the use of Tableau crosstabs to check for separation of duties
* Note: JE# should be a dimension.
* Required:
  + Download the Excel file for this assignment.
    - Complete the lab (Your crosstab will be similar to example in the book)
  + **Additional requirement** 
    - **Master the data** 
      * **Using as filter**, If the individual that entered is also the individual that approved, **create an additional crosstab** that will show the individual(s) involved, JE# of the entry in question, and dollar amount of the entry in question. Show the filter.

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**
   1. Do not submit the temp file or a twb file(if you do, grade will be ZERO)
3. **Submit the completed Tableau .twbx** file via the D2L dropbox.: (**You are not submitting screenshots**)
   1. Files submitted to the wrong dropbox will receive a **grade of 0**
   2. Failure to follow directions will result in a grade of ZERO
4. This is **not a** group assignment. Students should work independently.
5. **Copying/plagiarism** will result in a **grade of 0** for all parties involved
6. **Due on 04-04-2025, 11:30 p.m. Remember, file must be virus free**. (**Any assignment received containing a Virus receives a grade of 0)**