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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 5, 2024

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
	+ 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 the number of invoices past due in descending order. and show column totals (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 most invoices 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 02-11-2024, 11:30 p.m.**
6. **Remember, file must be virus free**. (**Any assignment received containing a Virus receives a grade of 0)**