



**CUSTOMER LEDGER
PERFORMANCE & RECEIVABLES DASHBOARD**

VERSION – 1.0.0.0

DEVELOPED BY

**INTEGRETED WITH
MICROSOFT DYNAMICS 365 BUSINESS CENTRAL**

Guideline Document
SHREEJI SOFTINFO CONSULTANCY LLP

Objective

This document provides step-by-step instructions for connecting and setting up the Power BI App with your organization's *Customer Ledger* data exported from Microsoft Dynamics 365 Business Central.

Step 1: Export Data from Business Central

1. Log in to **Microsoft Dynamics 365 Business Central**.
2. Navigate to the **Customer Ledger Entries** page.
3. Click on **Open in Excel** or **Export to Excel**.
4. Ensure the exported file includes the following columns:

Column Name	Description
Posting Date	Date the transaction was posted
Document Date	Date on the original document
Document Type	Type of document (Invoice, Payment, Credit Memo, etc.)
Document No.	Unique document identifier
Customer No.	Customer code or ID
Remaining Amt. (LCY)	Remaining outstanding amount in local currency
Sales (LCY)	Total sales value in local currency
Due Date	Payment due date
Customer Name	Customer's full name

Step 2: Upload File to SharePoint or OneDrive

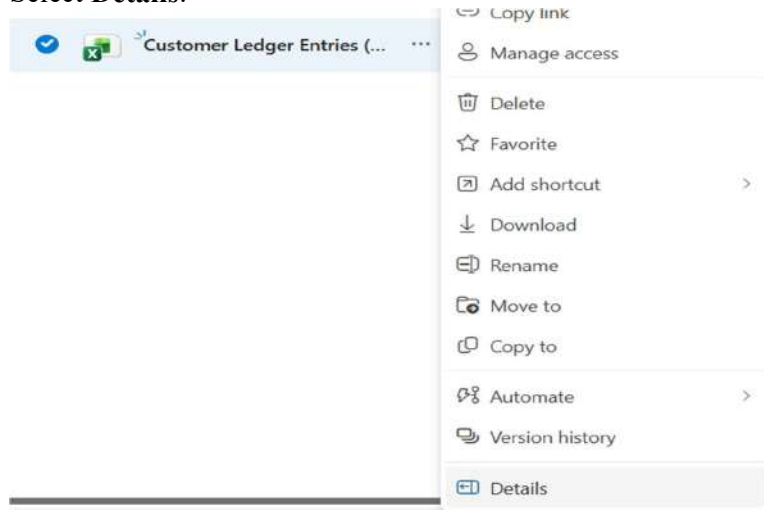
1. Save the exported Excel file.

***Note:** Keep your Excel Sheet Name as Customer Ledger Entry*

2. Upload the file to your organization's **SharePoint** or **OneDrive** location accessible to Power BI users.
 3. Maintain a clear folder structure (e.g., /Power BI/Customer Ledger/).
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Step 3: Copy File Path

1. In SharePoint or OneDrive, click on the **three dots (...)** next to your uploaded file.
2. Select **Details**.



3. Copy the **Path** (or “File Path”) shown under file properties.

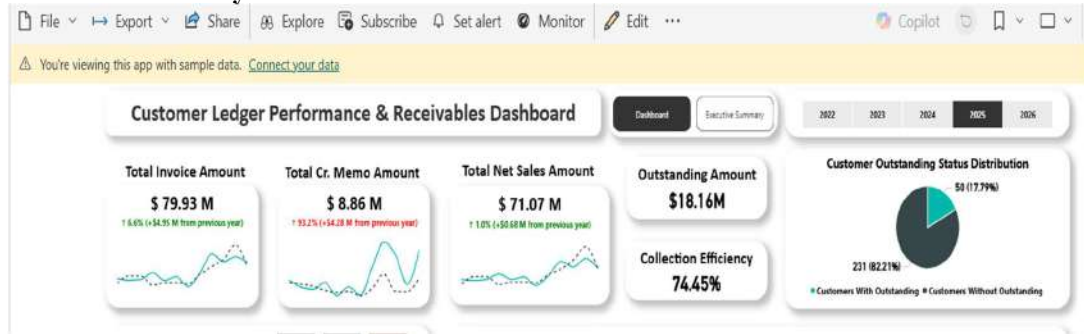


Note: Do not copy the sharing link; use the full file path (ending with `.xlsx`).

Step 4: Open the Power BI App

1. Launch the **Power BI App** – *Customer Ledger Performance & Receivables Dashboard*.
2. Navigate to the **Data Connection Setup** screen.

3. Click on **Connect your Data**.



Step 5: Paste the File Path

1. In the **File Path** field, paste the copied path from SharePoint/OneDrive.



Connect to Customer Ledger Performance & Receivables Dashboard

Get started setting up your app! Start by filling in the parameters. Then, you'll authenticate to all the data sources this app connects to.

Parameters

Make sure all required (*) parameters are filled in before connecting to your data.

OneDriveFilePath *

Path to OneDrive Excel file

31%20-%20App%20Source%20File/Customer%20Ledger%20Entries%20(5).xlsx

Advanced ▾

[Go to the app documentation](#)

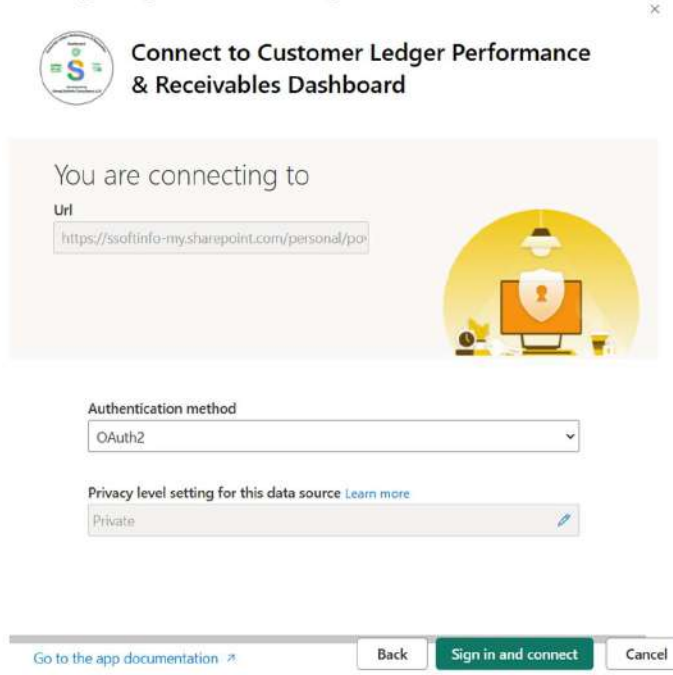
Next

Cancel

2. Confirm that the file extension ends with `.xlsx`.

Step 6: Authenticate with Organizational Credentials

1. When prompted, select **Organizational Account**.



Connect to Customer Ledger Performance & Receivables Dashboard

You are connecting to

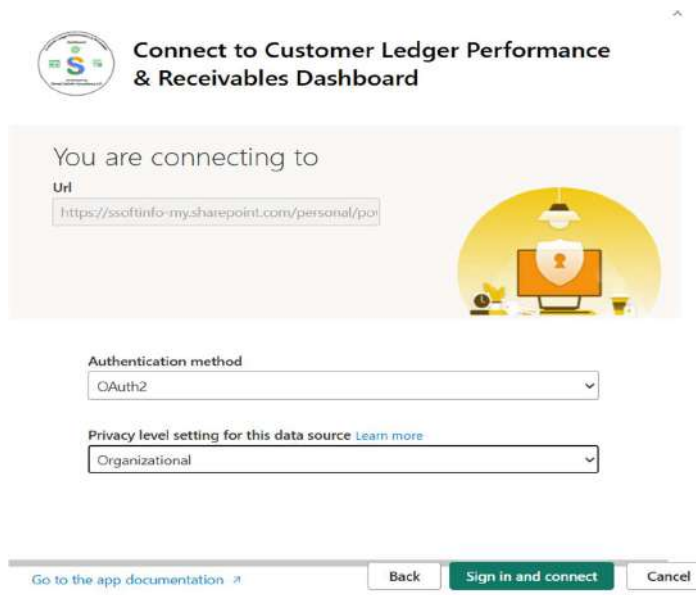
Url
<https://ssoftinfo-my.sharepoint.com/personal/po...>

Authentication method
OAuth2

Privacy level setting for this data source [Learn more](#)
Private

[Go to the app documentation](#) Back Sign in and connect Cancel

2. Sign in using your **Microsoft 365 credentials** (the same account used for Business Central).



Connect to Customer Ledger Performance & Receivables Dashboard

You are connecting to

Url
<https://ssoftinfo-my.sharepoint.com/personal/po...>

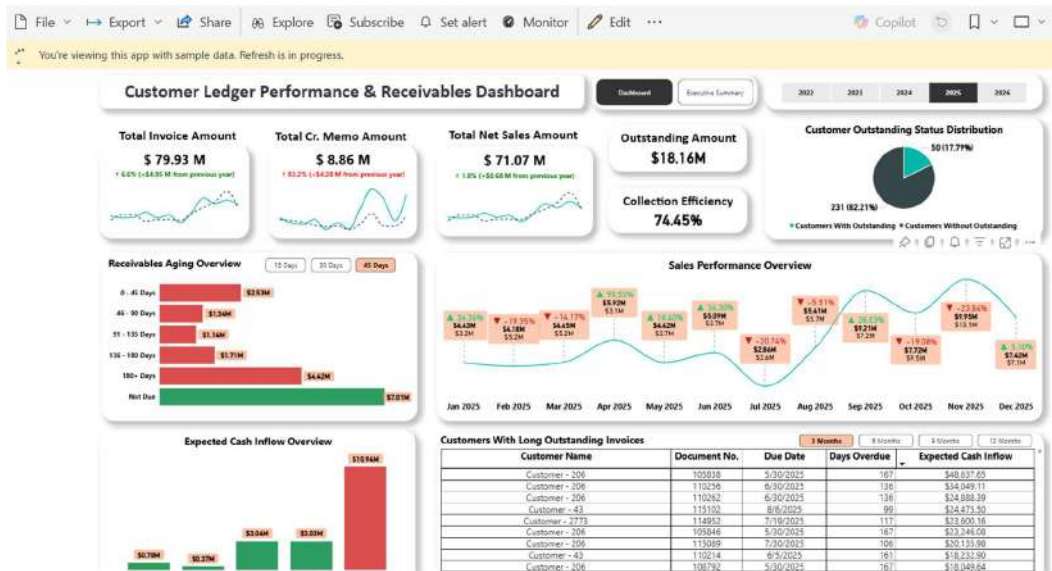
Authentication method
OAuth2

Privacy level setting for this data source [Learn more](#)
Organizational

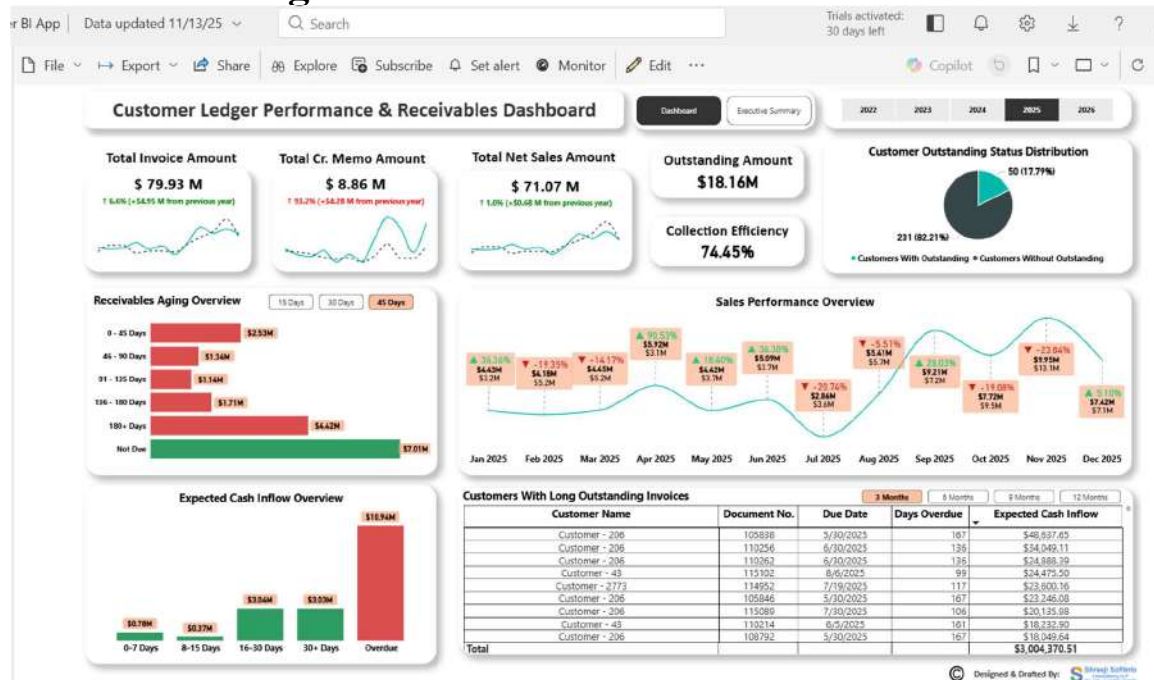
[Go to the app documentation](#) Back Sign in and connect Cancel

Note : Select Organisational in Privacy level setting for this data source

- Once authenticated, Power BI will automatically connect to the dataset and refresh the visuals.



Success Message



If the connection is successful, the dashboard will display your organization's latest **Customer Ledger** data, including all visuals like:

- Receivables Aging Overview
- Expected Cashflow overview
- Customers with long Outstanding Invoices etc.

Additional Notes

- Ensure the Excel file structure and column names remain consistent as per the table given above.
- If the file name or folder changes, you must update the connection path.