

PowerBI
Implementation
Checklist for Financial
Reporting & Data
Analytics



Table of Contents

PowerBI Implementation Checklist for Financial Reporting & Data Analytics	Page 8
Preliminary Preparation for PowerBI Implementation	Page 12
Needs Analysis	Page 12
Business Case	Page 13
Stakeholder Engagement	Page 13
Data Infrastructure & Quality	
Data Source Inventory	Page 14
• Data Integrity	Page 15
• Data Security	Page 16
Data Governance	Page 17
Technical Prerequisites	Page 18
• Licensing	Page 18
System Compatibility	Page 18
• Training	Page 18

Table of Contents

Design & Development	Page 19
• Report Design	Page 19
• Data Modelling	Page 20
• KPI Definition	Page 20
• Custom Visuals	Page 20
Testing & Validation	Page 21
• Functional Testing	Page 22
• Performance Testing	Page 22
• User Acceptance Testing (UAT)	Page 22
• Roll-out Strategy	Page 23
• Documentation	Page 24
• Feedback Loop	Page 24
Maintenance & Support	Page 25
Regular Review	Page 25

Table of Contents

• Updates	Page 25
• Support	Page 26
Security & Compliance	Page 27
Role-based Access	Page 27
Data Compliance	Page 28
Audit Trails	Page 28
Continuous Improvement	Page 29
New Features	Page 29
Feedback Analysis	Page 29
• Training	Page 30
Review & Assessment	Page 31
ROI Analysis	Page 31
• Usability Surveys	Page 31
How have Akshar Business Created an impact through Power BI & helped other businesses achieve maximum productivity?	Page 31



Why is this checklist important for you and your business?

Implementing PowerBI for Financial Reporting & Data Analytics is a significant undertaking with far-reaching implications for your business.

Here's why this checklist is crucial:

STRATEGIC DECISION-MAKING

PowerBI enables data-driven decision-making. This checklist ensures that your implementation aligns with your strategic goals, allowing you to make informed choices that impact your business's success.

EFFICIENCY AND ACCURACY

Following this checklist will streamline the implementation process, reducing errors and inefficiencies in financial reporting. This translates into time and cost savings and improved data accuracy.

MAXIMISED ROI

A well-executed PowerBI implementation can deliver a substantial return on investment. This checklist helps you prioritise key steps to extract maximum value from your investment.

COMPLIANCE AND RISK MITIGATION

Compliance with financial reporting standards is paramount for businesses in regulated industries. This checklist includes compliance considerations, reducing non-compliance risk, and associated penalties.

DATA SECURITY

Data security is a top concern.
This checklist addresses security
measures to safeguard sensitive
financial data, protecting your
business from potential breaches
and reputational damage.

CUSTOMIZATION AND ADAPTABILITY

PowerBI offers customization options. Following this checklist will create a solution tailored to your unique business needs, enhancing your ability to adapt to changing market conditions.

ENHANCED REPORTING

Comprehensive reporting capabilities are essential. This checklist ensures that your implementation results in clear, actionable reports and dashboards that drive business insights.

SCALABILITY

Businesses evolve, and your data analytics solution should scale with you. Following this checklist prepares your implementation for future growth and increased data volumes.

EMPLOYEE PRODUCTIVITY

A well-implemented PowerBI solution boosts employee productivity by automating routine tasks and providing quick access to critical financial insights.

COMPETITIVE EDGE

Staying competitive in today's business landscape requires data-driven decision-making. This checklist helps you harness the power of data analytics to gain a competitive edge.

COLLABORATION

Effective collaboration across teams is essential. By adhering to this checklist, you'll ensure that all relevant stakeholders can access the data and insights they need to work together seamlessly

STRATEGIC INSIGHTS

The insights gained from PowerBI can inform your strategic planning. This checklist helps you lay the foundation for long-term success by fostering a culture of data-driven strategy.

So, this checklist is your roadmap to a successful PowerBI implementation for Financial Reporting & Data Analytics. It encompasses critical considerations to help you leverage data for better decision-making, improved efficiency, compliance, and competitive advantage, ultimately contributing to your business's growth and success.

Let's Get Started.

PowerBI Implementation Checklist for Financial Reporting & Data Analytics



Crucial Role of FP&A in Organisational Decision-Making

Since FP&A serves as the financial backbone of an organisation, offering critical insights that guide strategic decisions, here's why it's indispensable too:

PRELIMINARY PREPARATION
 Needs Analysis: Identify specific reporting requirements and the kind of analytics needed. Business Case: Develop a solid business case, including ROI projections and benefits. Stakeholder Engagement: Engage key stakeholders to ensure their needs and concerns are addressed.
DATA INFRASTRUCTURE & QUALITY
 Data Source Inventory: List all potential data sources (e.g., ERP, CRM, Excel files). Data Integrity: Ensure that data sources provide accurate, consistent, and reliable information. Data Security: Confirm that sensitive financial data is stored securely and access is controlled. Data Governance: Establish a framework to maintain and improve data quality over time.
TECHNICAL PREREQUISITES
 Licensing: Determine which PowerBI licence (e.g., Pro, Premium) are needed. System Compatibility: Ensure your IT environment supports PowerBI. Training: Identify staff who'll need training and select appropriate courses.

DESIGN & DEVELOPMENT	
 Report Design: Draft a blueprint of the desired reports, dashboards, and visuals. Data Modelling: Create a data model to connect various sources and transform data into meaningful insights. KPI Definition: Clearly define and document Key Performance Indicators (KPIs). Custom Visuals: Determine if default visuals are sufficient or if custom visuals are needed. 	
TESTING & VALIDATION	
 Functional Testing: Ensure reports meet business requirements and user needs. Performance Testing: Confirm that reports and dashboards load efficiently, especially with large data sets. User Acceptance Testing (UAT): Ensure end-users validate and approve the report's look and functionality. 	
DEPLOYMENT & ADOPTION	
 Roll-out Strategy: Decide whether to deploy in phases or all at once. Documentation: Provide users with guides and FAQs on using the reports. Feedback Loop: Set up a mechanism for users to provide feedback for continuous improvement. 	
MAINTENANCE & SUPPORT	
 Regular Review: Schedule periodic reviews to ensure reports stay relevant to business needs. Updates: Keep PowerBI and any extensions up to date. Support: Set up a helpdesk or support system for users facing issues or queries.]

SECORITY & COMPLIANCE
 Role-based Access: Ensure that only authorised users can access sensitive financial data. Data Compliance: Ensure adherence to relevant data protection and privacy regulations (e.g., GDPR, CCPA). Audit Trails: Maintain a log of all changes and access to the reports.
CONTINUOUS IMPROVEMENT
 New Features: Stay updated with PowerBI's evolving capabilities to incorporate beneficial features. Feedback Analysis: Regularly analyse user feedback to refine reports and dashboards. Training: Offer refreshers and advanced training as the platform evolves.
REVIEW & ASSESSMENT
 ROI Analysis: Evaluate the return on investment of the PowerBI implementation periodically. Usability Surveys: Engage users to gauge the platform's effectiveness and ease of use.

CECLIDITY & COMPLIANCE

Implementing PowerBI for Financial Reporting and Data Analytics is a strategic move, and this checklist will provide a solid foundation to ensure success. It's essential to revisit this list occasionally, adapting to the organisation's evolving needs and the ever-changing data analytics landscape.

Preliminary Preparation for PowerBl Implementation



NEEDS ANALYSIS

Needs analysis is a fundamental step in the preliminary preparation for implementing PowerBI or any other software solution. It focuses on understanding an organisation's specific requirements, goals, and challenges to ensure that the PowerBI deployment is tailored to its unique needs. A meticulous needs analysis can significantly contribute to the success of the PowerBI implementation.

Here's a detailed breakdown of what a needs analysis for PowerBI implementation might involve:

- ☐ Business Objectives & Goals
- Current Reporting & Analytical Processes
- Data Landscape Assessment
- User Profiles & Skill Levels
- Technical Environment Assessment
- ☐ Security & Compliance
- Scalability & Future Growth
- ☐ Budget & Resources
- Stakeholder Input

Preliminary Preparation for PowerBI Implementation

BUSINESS CASE

Developing robust business cases is vital in the preliminary preparation phase for PowerBI implementation. Business cases justify the investment in PowerBI based on the anticipated business benefits, costs, and risks. It serves as a foundational document that stakeholders can reference to understand the implementation's value and gain alignment and buy-in.

Here's a breakdown of the considerations and elements you should include when developing business cases in the preliminary preparation for PowerBI implementation:

Ш	Executive Summary
	Problem Statement
	Proposed Solution
	Anticipated Benefits
	Cost Analysis
	Risk Assessment
	Return on Investment (ROI)
	Key Stakeholders & Their Roles
	Timeline & Milestones
	Recommendations & Conclusion

STAKEHOLDER ENGAGEMENT

Stakeholder engagement is a pivotal aspect of the preliminary preparation phase for implementing PowerBI. Stakeholders can influence the success or failure of the project, making their early and active involvement crucial. Properly engaging stakeholders can ensure alignment with organisational objectives, facilitate smoother implementation, and promote adopting the new system.

Here's a detailed framework to guide stakeholder engagement during the preliminary preparation for PowerBI implementation:

Stakeholder Identification & Mapping
Understand Stakeholder Needs & Concerns
Develop a Communication Strategy
Educate & inform.
Involve Stakeholders in Decision Making
Address Concerns & Mitigate Risks
Training & Support
Monitor & Adjust Engagement



DATA SOURCE INVENTORY

Creating a Data Source Inventory is a fundamental step in the Data Infrastructure and quality phase for PowerBI implementation. Understanding where your data resides, structure, quality, and relevance is pivotal for a successful PowerBI deployment. A well-organised data source inventory helps ensure data accuracy, reliability, and efficiency in report generation.

Here's a comprehensive framework to guide the creation and management of a Data Source Inventory:

Data Source Identification
Data Structure & Schema
Data Quality Assessment
Data Source Ownership & Stewardship
Data Source Integration
Data Source Relevance & Usage
Data Source Security & Compliance
Versioning & Change Management
Metadata & Documentation

DATA INTEGRITY

Data Integrity is a cornerstone of Data Infrastructure and quality, especially when implementing a tool like PowerBI for analytics and reporting. Ensuring data integrity means maintaining data accuracy, consistency, and reliability throughout its entire lifecycle. If data integrity is compromised, it can lead to inaccurate insights and misinformed decision-making.

Here's a structured approach to ensuring data integrity during a PowerBI implementation:

Ш	Define Standards & Protocols
	Data Validation & Accuracy
	Data Consistency
	Referential Integrity
	Data Source Verification
	Error Handling & Resolution
	Data Security
	Backup & Recovery
П	Continuous Monitorina





DATA SECURITY

Data security is critical to the Data Infrastructure and quality for PowerBI implementation. As organisations integrate PowerBI into their reporting and analytic workflows, ensuring data remains secure is paramount.

Here's a structured approach to fortifying data security during a PowerBI implementation:

Access Control
Data Encryption
Data Masking & Anonymization
Monitoring & Auditing
Data Source Security
Secure Development Practices
Regular Backups
Incident Response Plan
Compliance with Regulations

DATA GOVERNANCE

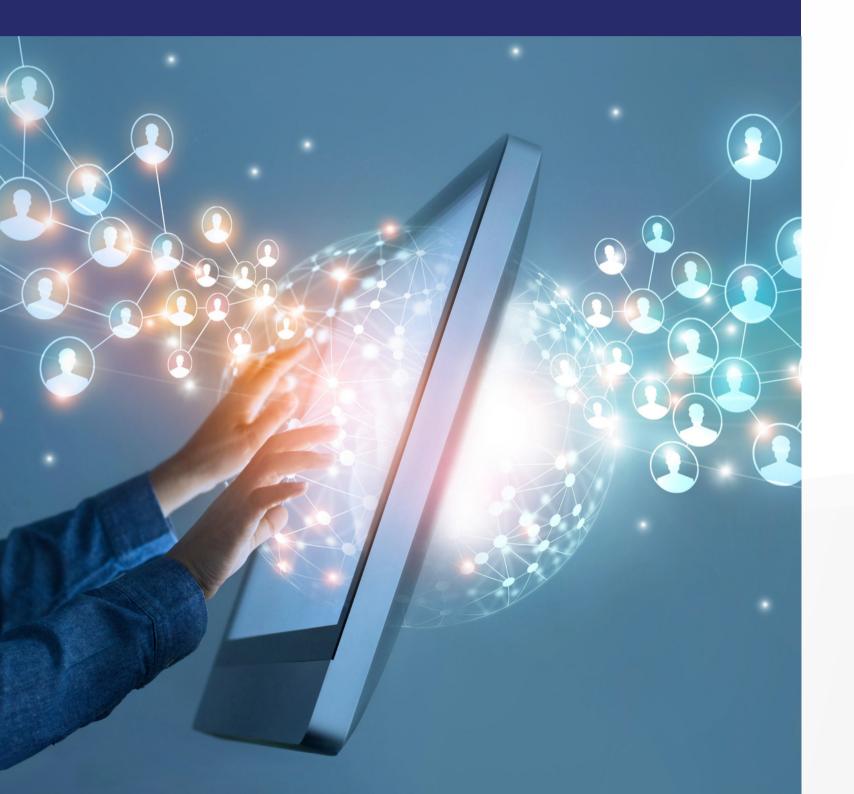
Data Governance is a central aspect of Data Infrastructure and quality, particularly in a PowerBI implementation. Effective data governance ensures that data is handled consistently, securely, and accurately across the organisation.

Let's explore a structured approach to data governance as it pertains to a PowerBI implementation:

☐ Governance Framework
☐ Data Stewardship
☐ Data Standards & Definitions
☐ Data Quality
☐ Metadata Management
☐ Data Security & Privacy
☐ Data Lifecycle Management
☐ Change Management
☐ Data Integration & Lineage
☐ Training & Awareness.



Technical Prerequisites



LICENSING

Licensing is a fundamental aspect of the technical prerequisites when considering a PowerBI implementation. Proper understanding and managing licence ensures that users have the right access levels while optimising costs.

Here's a breakdown of what you need to consider concerning PowerBl licensing:

PowerBI Desktop
PowerBI Pro
PowerBI Premium
PowerRI Premium Per User (PPII

SYSTEM COMPATIBILITYNG

Ensuring system compatibility is pivotal before rolling out a PowerBI implementation. PowerBI, like all advanced software platforms, has specific system requirements and compatibility considerations. Addressing these prerequisites ensures smooth installation, integration, performance, and user experience.

TRAINING

Training is a critical component of the technical prerequisites for a PowerBI implementation. Effective training ensures that end users and the technical team can make the most out of the PowerBI platform, harness its capabilities, and drive informed decision-making processes.

Design & Development



REPORT DESIGN

Designing reports in PowerBI involves understanding the needs of the users, structuring data in an understandable manner, and creating visuals that effectively communicate insights. A well-designed report aids decision-making and ensures stakeholders can quickly grasp key metrics and trends.

Here's a guide to report design within the Design & Development phase for PowerBI implementation:

Understand the Audience
Define Report Objectives
Data Structuring & Modelling
Visualisation Selection
Layout & Formatting
Report Narratives & Annotations
User Interactivity & Personalization
Mobile & Responsiveness
Accessibility
Feedback Loop

Design & Development

DATA MODELLING

Data modelling in PowerBI is a crucial design and development phase aspect. Proper data modelling ensures that the relationships and structures of your data are set up optimally, allowing for efficient querying, visualisation, and insights generation. Let's discuss data modelling within the Design & Development phase for PowerBI implementation:

Understand Source Data
Define the Data Model
Establish Relationships
Data Transformations & Calculations
Star Schema Design
Hierarchies & Groupings
Data Optimization
Data Validation
Incorporating User Feedback

KPI DEFINITION

Defining Key Performance Indicators (KPIs) is essential for any PowerBI implementation. KPIs are the cornerstone metrics that drive decision-making, track performance, and align strategic objectives within an organisation. In the context of the Design and development phase for PowerBI, the definition, representation, and configuration of KPIs are pivotal.

CUSTOM VISUALS

Custom visuals in PowerBI provide the flexibility to represent data in unique and often more insightful ways than standard visuals. They can be developed using the PowerBI developer tools or sourced from the PowerBI Marketplace. Integrating custom visuals effectively is a critical component of the Design and development phase for PowerBI implementation



FUNCTIONAL TESTING

Functional testing is a crucial aspect of the Testing and validation phase for a PowerBI implementation. Its primary focus is ensuring the PowerBI solution functions as intended, adhering to all specified requirements.

Here's an in-depth look into the functional testing aspect:

Test Planning
Dashboard & Report Testing
Data Model Testing
KPIs & Metrics Validation
Security & Access Testing
Performance Testing
Usability Testing
Documentation & Issue Loggin
Regression Testing

PERFORMANCE TESTING

Performance testing for a PowerBI implementation is vital to ensure that the solution operates efficiently, especially when handling significant amounts of data or numerous concurrent users.

Such testing aims to identify bottlenecks, slow queries, or other issues hindering the user experience.

Test Planning
Load Testing
Stress Testing
Query Performance
Data Model Optimization
Data Refresh Performance
Visuals Performance
Report Interactivity
Connectivity & Server Performance
Documentation & Feedback

USER ACCEPTANCE TESTING (UAT)

User Acceptance Testing (UAT) is a critical phase in the Testing and validation process for any software implementation, including PowerBI. UAT involves end-users validating the solution to ensure it aligns with their requirements and can support their day-to-day operations.

Here's a deep dive into the UAT aspect of PowerBI:

- UAT Planning
- ☐ UAT Scenarios & Test Cases
- ☐ UAT Execution
- ☐ Issue Resolution
 - ☐ UAT Closure





ROLL-OUT STRATEGY

Roll-out Strategy plays a pivotal role in the Deployment and adoption phase of a PowerBI implementation. A carefully planned and executed roll-out can differentiate between a smooth adoption and a chaotic transition.

Here's an expert guide to the roll-out strategy:

Def	ine	the	Roll-	out	Pha	ses.

- ☐ Communication & Awareness
- ☐ Training & Documentation
- ☐ Support & Feedback Mechanism
- ☐ Monitoring & Analytics
- ☐ Change Management
- Integration with Daily Operations
- Review & Feedback Loop

DOCUMENTATION

Documentation is a foundational component of Deployment and adoption for a PowerBI implementation. Comprehensive and accessible documentation ensures that all stakeholders, from end-users to IT support, understand the system, can troubleshoot issues, and can leverage the solution's full capabilities.

Here's a detailed breakdown of the documentation considerations:

User Guides & Manuals
Training Materials
System Documentation
Best Practices & Standards
Change Log & Release Notes
Feedback & Enhancement Requests
Backup & Disaster Recovery

FEEDBACK LOOP

The feedback loop is crucial in the Deployment and adoption phase of PowerBI implementation. Establishing a continuous feedback loop ensures that users have a channel to communicate their experiences, report issues, and suggest improvements. Moreover, it empowers the implementing team to make data-driven decisions, continuously improve the PowerBI solutions, and ensure user satisfaction.

Here's an expert guide to creating an effective feedback loop during Deployment & Adoption:

Establish Feedback Channels
Categorize Feedback
Prioritise Feedback
Address & Act on Feedback
Analyze & Learn

Close the Loop

Maintenance & Support



REGULAR REVIEWS

Regular reviews in the context of Maintenance and support for PowerBI implementation are critical. These reviews ensure that the PowerBI environment operates optimally, meets organisational objectives, and evolves in response to changing business needs. Regular review can help identify gaps, inefficiencies, or areas that need refinement or enhancement.

UPDATES

Updates play a fundamental role in maintaining the health, security, and functionality of PowerBI solutions. Keeping the PowerBI environment updated ensures access to the latest features, optimal performance, and the necessary security patches to safeguard against vulnerabilities.

Here's a structured approach to managing updates during the Maintenance & Support phase:

Monitoring for Updates	
Compatibility Testing	
Backup & Version Control	

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Maintenance & Support

SUPPORT

A critical component of the Maintenance and support phase for PowerBI implementation is ensuring that users receive timely and effective support. By having a robust support structure, you can address technical issues, user queries, and other challenges, thus ensuring that the PowerBI environment remains functional and valuable to the organisation.

Establish a Support Team
Create Support Channels
Set Response & Resolution SLAs
Regular Feedback Collection
Monitor Support Metrics
Periodic Review



Security & Compliance



ROLE-BASED ACCESS

Role-based access control is a pivotal aspect of security and compliance in any PowerBI implementation. It involves defining access permissions based on organisational roles, ensuring that individuals can only access and modify data and reports relevant to their designated roles. Implementing RBAC effectively helps mitigate unauthorised data exposure and aligns PowerBI usage with organisational hierarchies and responsibilities.

Framework for Role-based Access in PowerBI:

Identify Organisational Roles
 Define Access Levels
 Map Roles to Access Levels
 Implement Workspace-Based Access
 Data Row-level Security (RLS)

Audit & Monitor Access

Maintenance & Support

DATA COMPLIANCE

In the age of data-driven decision-making, ensuring compliance with various data protection and privacy regulations is paramount. PowerBI, as a data visualisation and reporting tool, interacts with potentially sensitive and regulated data. Hence, a structured approach to data compliance is critical to mitigate risks and align with legal and industry standards.

Framework for Data Compliance in PowerBI:

Understand Regulatory Landscape
Data Classification
Implement Data Masking &
Anonymization
Encryption
Data Subject Rights
Vendor Compliance
Regular Compliance Audits & Reviews

AUDIT TRAILS

An audit trail in the context of PowerBI (or any software application) refers to a secure, chronologically ordered set of records that provide documentary evidence of the sequence of activities that have affected specific operations, procedures, or events. In PowerBI, these activities can be related to data access, modifications, sharing, or any other relevant interaction. A robust audit trail is critical for security, compliance, and investigative purposes.



Continuous Improvement



NEW FEATURES

Continuous improvement is the idea of making ongoing, incremental enhancements. When it comes to a PowerBI implementation, continuous improvement could mean refining existing reports, leveraging the tool's new capabilities, or expanding the tool's use cases within the organisation. A key aspect of this is incorporating new features, whether native to PowerBI or custom-developed.

Framework for Incorporating New Features in PowerBI:

Stay Updated
Assess & Prioritise
Prototype & Test
User Training
Full-Scale Implementation
Feedback Loop

FEEDBACK ANALYSIS

Feedback analysis is a structured approach to gather, review, and act upon feedback from users and stakeholders. In the context of PowerBI, this feedback can pertain to the usability of reports and dashboards, data accuracy, visual aesthetics, and overall tool performance. A proactive feedback analysis can drive meaningful improvements and enhance user satisfaction.

Continuous Improvement

TRAINING

Continuous training is essential to ensure that all users, from novices to experts, can leverage PowerBI capabilities to their fullest potential. The training strategy should also adapt as PowerBI evolves and organisations' needs change. Ensuring that users are updated and skilled can lead to better insights, improved decision-making, and a more engaged user base.

Framework for Training in Continuous Improvement for PowerBI Implementation

Assess Training Needs
Modular Training Approach
Diverse Training Formats
Real-World Scenarios
Continuous Feedback on Training
Monitor Adoption & Usage



Review & Assessment

ROI ANALYSIS

Return on Investment (ROI) is a key performance indicator that assesses the profitability and effectiveness of an investment. In the context of PowerBI implementation, ROI analysis helps determine the tangible and intangible benefits of the tool compared to the costs incurred in its implementation, training, and Maintenance.

Framework for ROI Analysis in PowerBI Implementation.

Define Clear Objectives
 Quantify Costs
 Measure Tangible Benefits
 Acknowledge Intangible Benefits
 Continuous Monitoring
 Comparative Analysis
 Stakeholder Communication

USABILITY SURVEYS

Usability surveys are powerful tools to gather user feedback about their experiences with PowerBI reports and dashboards. They help organisations understand how intuitive, efficient, and effective the implemented PowerBI solutions are. Using usability surveys, organisations can identify areas for improvement, validate design decisions, and ensure that users can effectively leverage the PowerBI tool.

Framework for Usability Surveys in PowerBI Implementation Review & Assessment

Define Objectives
Determine Survey Audience
Design the Survey
Deployment Strategy
Analyse Responses
Identify Trends & Patterns
Report Findings
Maintain Documentation

How have Akshar Business Created an impact through Power BI & helped other businesses achieve maximum productivity?



Here are some ways in which they have created a positive impact:

STREAMLINED REPORTING

We have helped businesses streamline their reporting processes using Power BI. By automating data collection and visualisation, we have enabled companies to generate reports faster, reducing manual workloads and errors.

DATA ACCESSIBILITY

We have improved data accessibility for businesses. We have created user-friendly dashboards and reports that allow decision-makers and employees to access real-time data insights easily. This has facilitated quicker and more informed decision-making.

ENHANCED DATA VISUALISATION

Through Power BI, we have transformed complex financial data into visually engaging and easy-to-understand graphics. This has enabled businesses to gain deeper insights into their financial performance and make data-driven decisions.

COST SAVINGS

We have helped clients save time and resources by automating and optimising reporting processes. This has translated into cost savings, as businesses can allocate resources more efficiently.

CUSTOMISED SOLUTIONS

We understand that each business has unique needs. We have tailored Power BI solutions to match the specific requirements of clients, ensuring that the implemented solution aligns with the company's goals and objectives.

IMPROVED FORECASTING

With the predictive analytics capabilities of Power BI, we have helped businesses improve their forecasting accuracy. This has allowed companies to more effectively anticipate market trends, demand fluctuations, and financial outcomes.

DATA SECURITY

We prioritise data security in their Power BI implementations. We have ensured that sensitive financial information is protected, adhering to best practices and compliance standards, which are essential for maintaining trust and reputation.

TRAINING AND SUPPORT

We don't just implement Power BI; we provide training and ongoing support to our clients. This ensures that businesses can maximise the value of Power BI and continue to adapt and grow with evolving data analytics needs.

COMPETITIVE EDGE

We have helped clients gain a competitive edge through data analytics. By making data-driven decisions, businesses can respond quickly to market changes, identify growth opportunities, and stay ahead of the competition.

CLIENT SUCCESS STORIES

We have a track record of success stories where our clients have significantly improved productivity, efficiency, and profitability through Power BI implementations. These success stories serve as proof of the impact we have created.

Our customised solutions, focus on data security and commitment to ongoing support have helped clients achieve maximum productivity and drive success in an increasingly data-centric business landscape.

In a rapidly evolving business landscape, harnessing the power of data is no longer a luxury; it's a necessity for success. Akshar Business Consulting has repeatedly demonstrated that businesses can achieve remarkable transformations with the right Power BI implementation. We've helped our clients thrive in the age of datadriven decision-making.

But our journey doesn't end there. We're committed to your ongoing success. Our tailored solutions, vigilant data security measures, and dedicated support ensure that your organisation adapts to today's challenges and is poised for tomorrow's opportunities.

Imagine forecasting market trends with precision, optimising resources for maximum efficiency, and gaining a competitive edge that propels your business forward. With Akshar Business Consulting by your side, this is more than a dream; it's your reality.

So, why wait? Take the first step towards data-driven excellence today. Contact us to explore how our Power BI solutions can revolutionise your business, drive productivity to new heights, and position you as a leader in your industry.

Your success is our mission; together, we'll turn your data into your greatest asset.





Akshar Business Consulting is under the leadership of Tejas Parikh, a highly experienced and qualified FP&A (Financial Planning and analysis) leader who profoundly understands the contemporary challenges encountered within the industry.

Tejas is a results-oriented, goal-driven, and efficiency-focused leader. His extensive background in strategic financial analysis, reporting, budgeting, and forecasting equips him with the expertise to readily identify and address the unique challenges that your FP&A function may encounter. His approach is centred on delivering tailored solutions that align with your needs.

Tejas climbed the ladder of success and financial wisdom working for recognized brands including GE Healthcare, Vodafone, Unilever, Dixons, and

Whitbread. His passion for streamlining Finance functions continues to help

his clients connect to broader business operations and

realise company's strategic vision.

Tejas is deeply passionate about optimising FP&A functions. His dedication to this pursuit consistently assists his clients in establishing strong connections with broader business operations and achieving the strategic objectives of their organisations. His guidance and expertise enable companies to move closer to realising their strategic visions.

WRITTEN BY - TEJAS PARIKH

Microsoft Partner









MCSA-BI Reporting







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