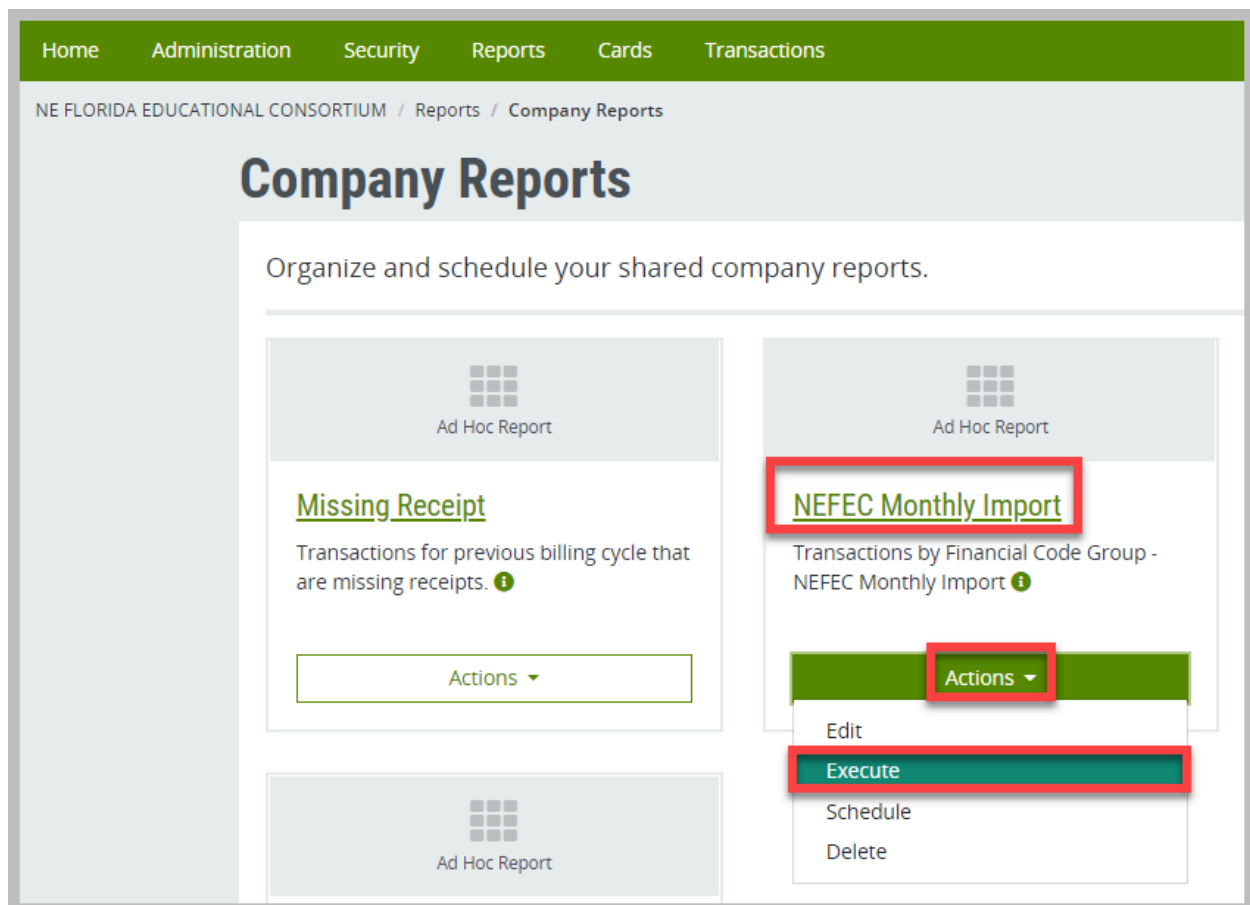
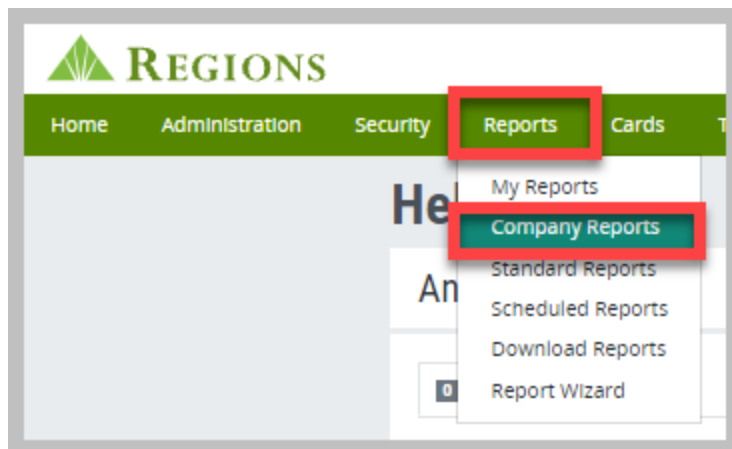


Get report from Regions



Report Wizard

- Step 1: Select Your Focus
- Step 2: Select Your Fields
- Step 3: Group Your Fields
- Step 4: Apply Filters
- Step 5: Format Your Report
- Step 6: Run Your Report

Report Wizard

All fields must be completed unless marked (optional).

Set-Up

Step 6: Run Your Report

Report Context

Hierarchy

Find or enter a hierarchy level **Select**

at level NE FLORIDA EDUCATIONAL CONSORT

Apply Filters

| Filters | Range |
|------------------------|-----------------------|
| Transaction Posting Dt | Period Previous Cycle |

Settings

Report name

NEFEC Monthly Import

Save to

Company Reports Folder

Report description

Transactions by Financial Code Group - NEFEC Monthly Import

Records per page

102

Submit Options

☒ Run ☐ Save ☐ Schedule

Previous

Submit

Report Wizard

NEFEC Monthly Import Record

Select a row to perform an action.

Format ? Adobe PDF (.PDF) ▼ Export

< 1 >

PCard

| | | |
|----------|----------------------------------|---------------------------|
| XXXX-XXX | Adobe PDF (.PDF) | Merchant |
| | Comma-delimited, Logical Headers | EMBASSY SUITES ORLANDO NO |
| | Comma-delimited, No Headers | |
| XXXX-XXX | Excel 2007 - Text Format (.XLSX) | GATE 1207 Q80 |
| | Excel 2007 (.XLSX) | GATE 1207 Q80 |
| XXXX-XXX | Pipe-delimited, Logical Headers | GATE 1207 Q80 |
| XXXX-XXX | Pipe-delimited, No Headers | GATE 1207 Q80 |
| XXXX-XXX | Tab-delimited, Logical Headers | LD MYP FOIL |
| XXXX-XXX | Tab-delimited, No Headers | SSL ECOMM |

NE FLORIDA EDUCATIONAL CONSORTIUM / Reports / Report Wizard

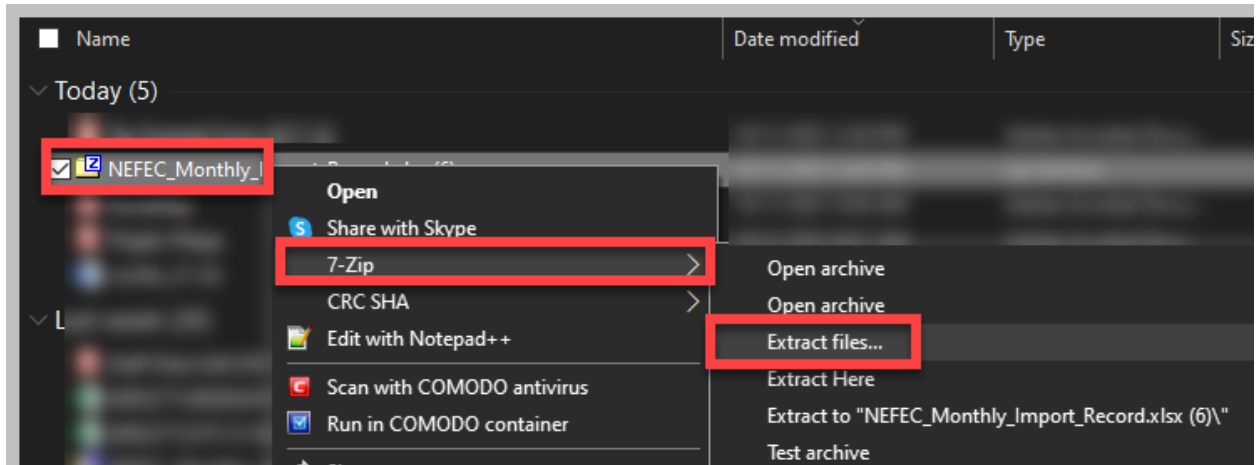
Report Wizard

NEFEC Monthly Import Record

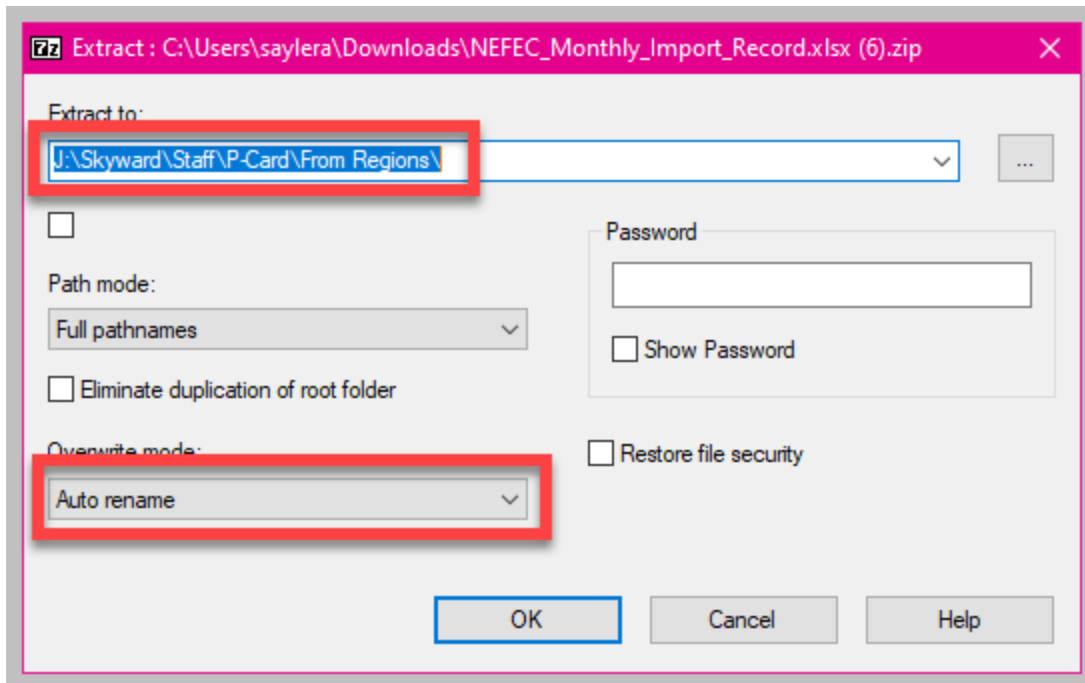
Select a row to perform an action.

Format ? Excel 2007 (.XLSX) ▼ Export

< 1 >



J:\Skyward\Staff\P-Card\From Regions\



This gets all the regions transactions loaded into the Power BI model and allows the data to be converted. What I have been doing for the past year or so, is in my desktop PBIX file, which exists on the drive above, I have a hidden page where I can filter and export the data I need. We can put the steps for that into the document. Also, there is a way to update an Excel spreadsheet from the data uploaded into Power BI, but I don't know if that will put it into the format needed. I just saw it today and haven't had a chance to figure it out yet.

