# How to Save Time with Excel Live Reports

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# Me…

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# Why does this resonate?

# Excel Refreshable Reports
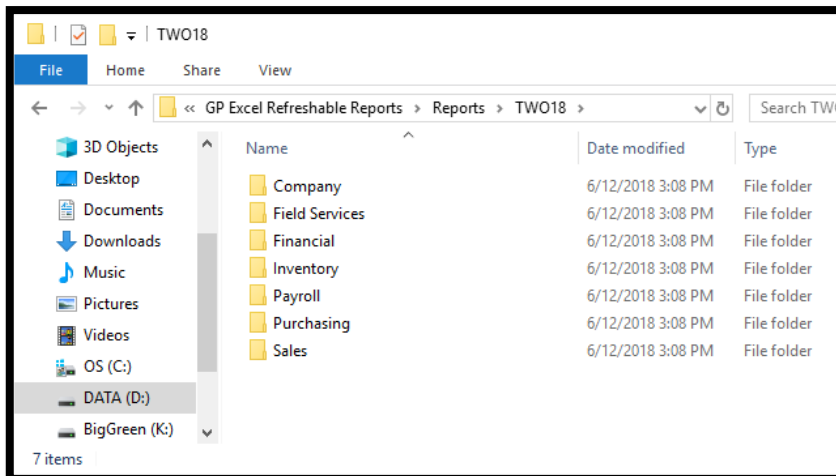
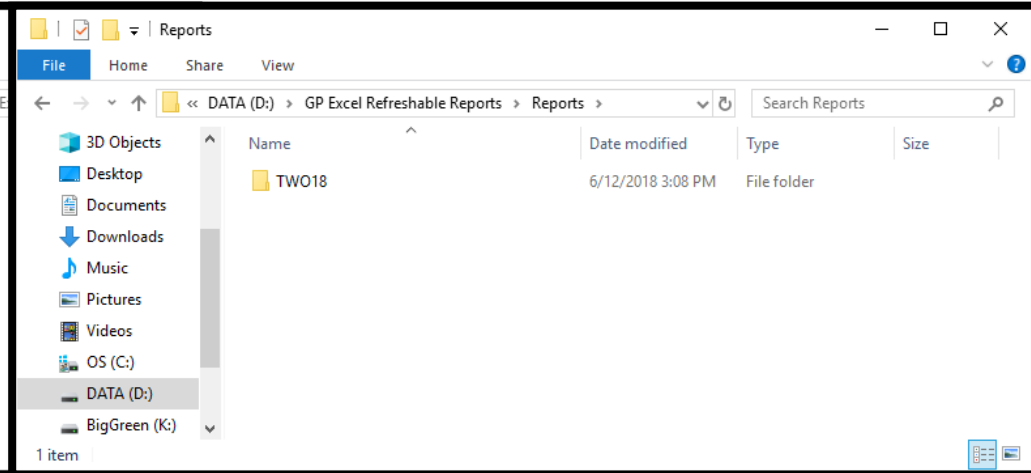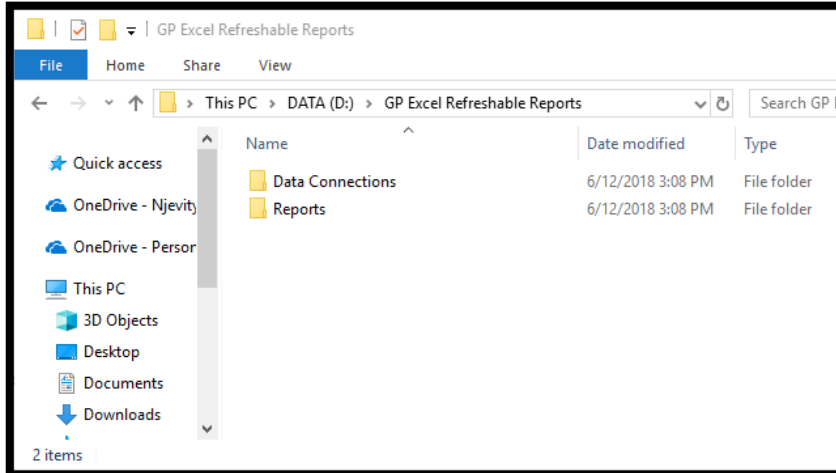Deploying

# Let's Start with SmartList

# Excel Reports Deployment
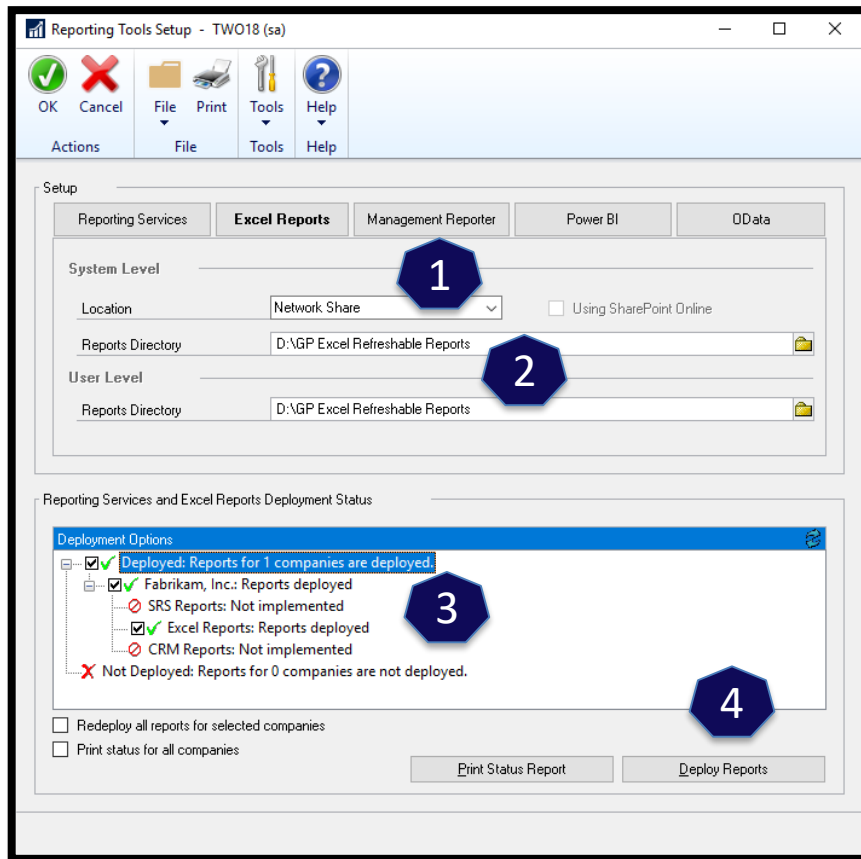


*Administration >> Setup >> System >> Reporting Tools Setup*
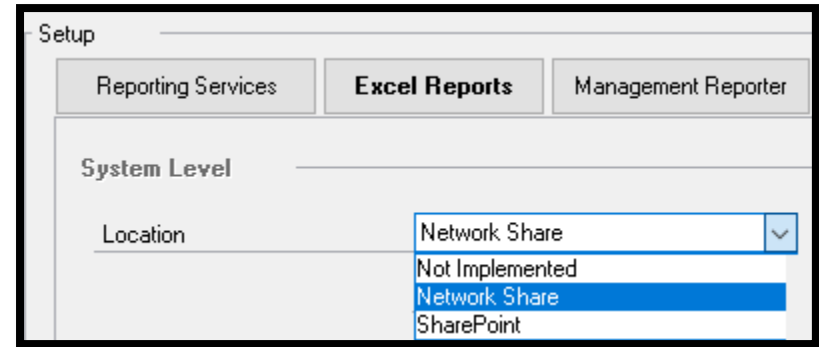
# Excel Reports
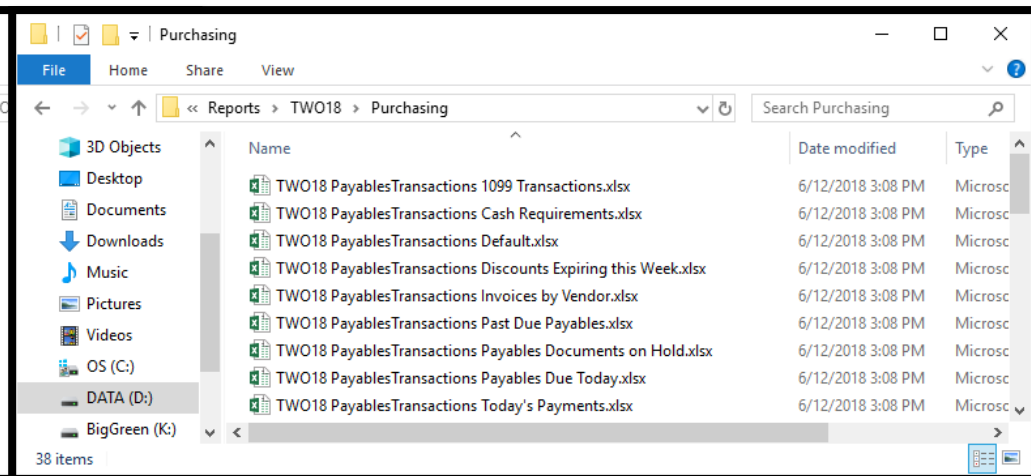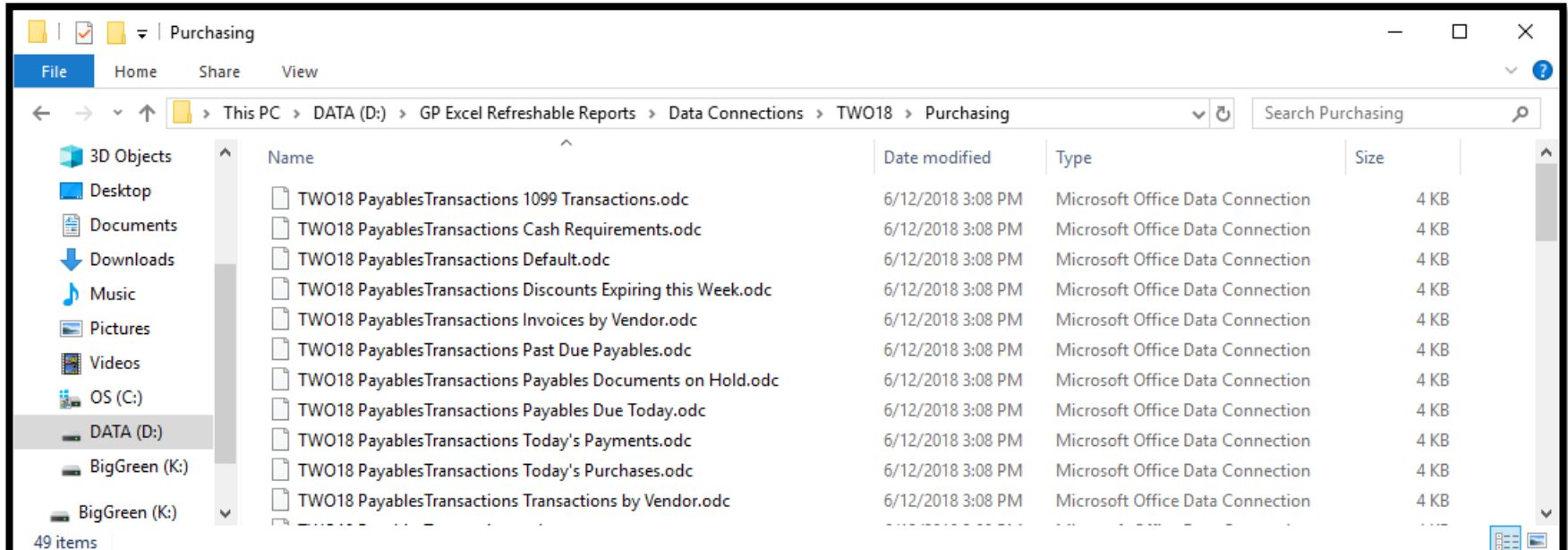
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# Excel Data Connections
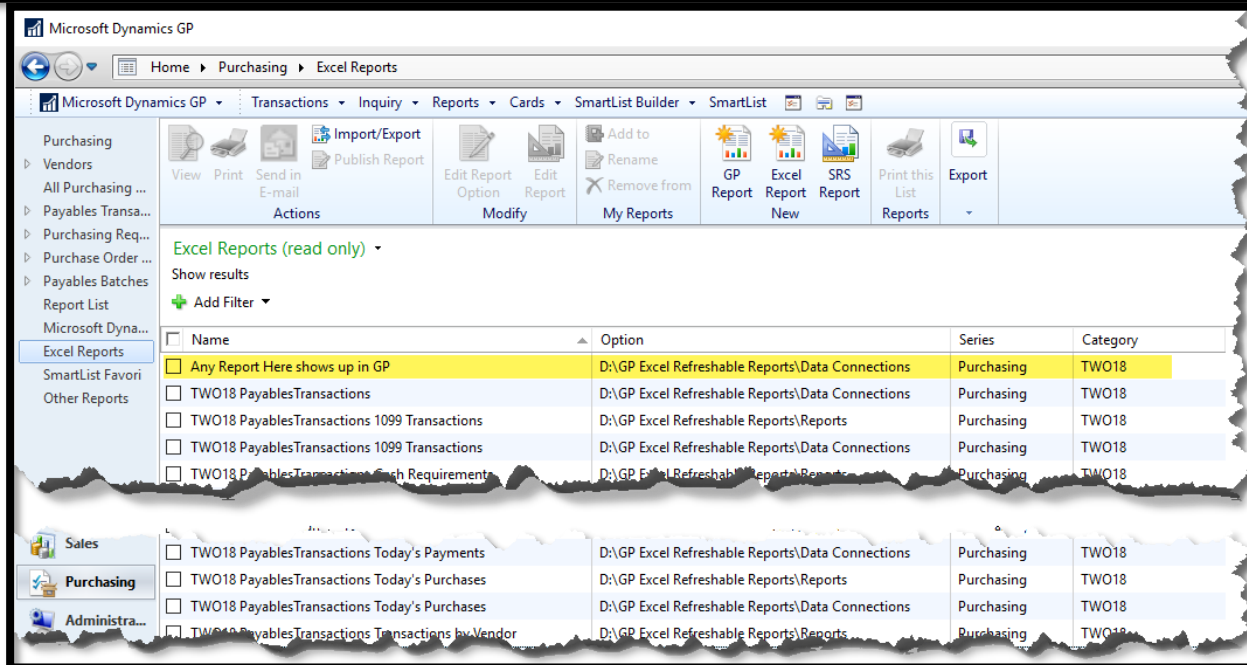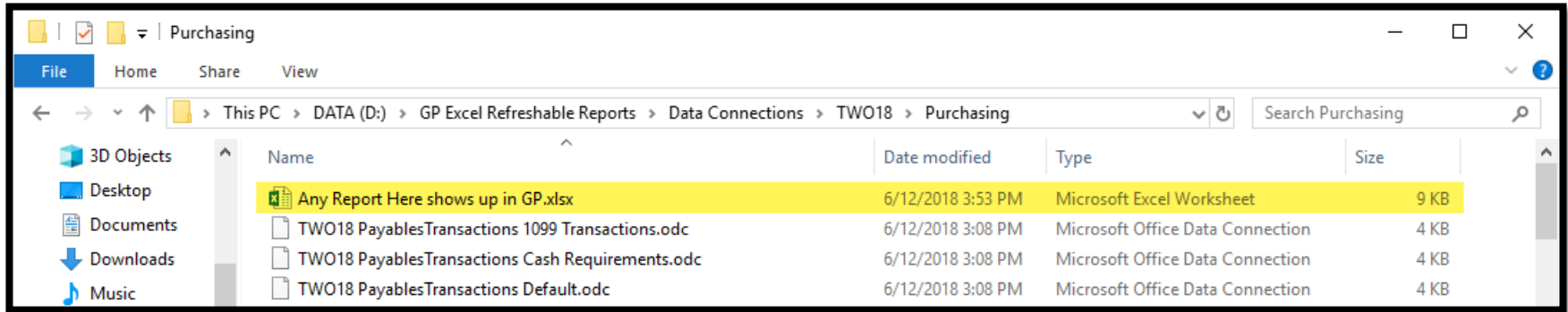
# Excel Reports

# Demo – Excel Report
# (Payables Transaction Invoices by Vendor)

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# Excel Reports

# Demo – ODC Report
# (Payables Transaction)

# Excel Refreshable Reports

Pre-built Dashboards

# Pre-Built Dashboards
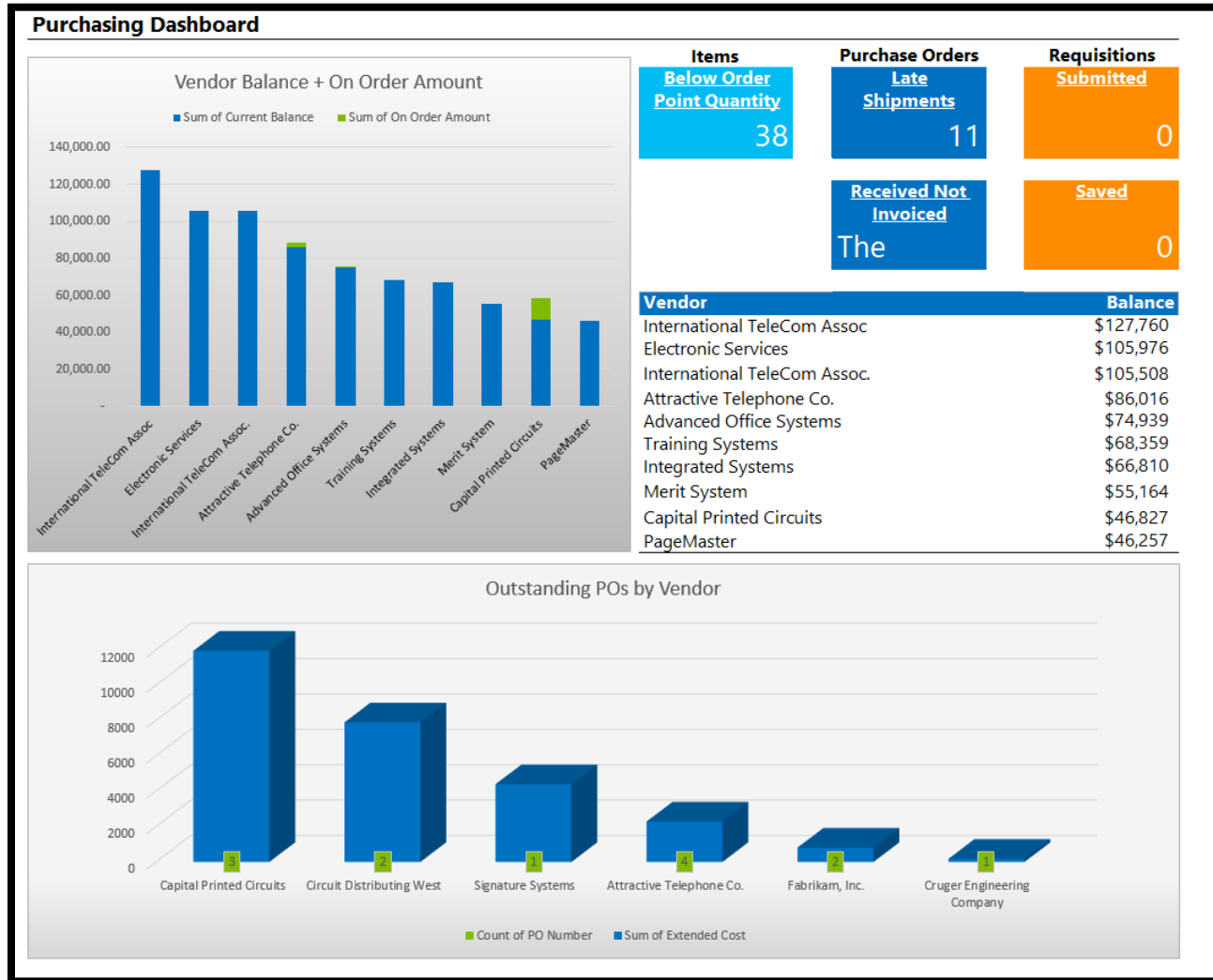


- Financial
- Purchasing
- Sales
- Inventory

# Pre-Built Dashboards

# Demo – Excel Report (Purchasing Dashboard)



Excel is like Toilet Paper
The More Sheets, the Better

# Excel Refreshable Reports

Excel Extras & Tips

# Let's Build...
# Accounts Payable Aged Trial Balance

## Payables Transactions.odc

- Voucher Number
- Vendor ID
- Document Type
- Document Date
- Document Number
- Current Trx Amount
- Document Status
- Due Date
- Vendor Name
- Voided
- Document Number For Drillback

Returns and Payments should be Negative

Want to see only those with an unapplied balance

May want to see if a document is posted or unposted

Need to exclude Voided Transactions

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# Let's Build…
# Accounts Payable Aged Trial Balance



# Download the deck for hidden slides that contain directions.

# Excel Refreshable Reports

Excel Get & Transform / Power Query / Query Editor

**Excel 2013**

## Power Query

**Excel 2016**

## Get & Transform

Same as Query Editor in Microsoft Power BI

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# Demo – Excel Report (Receivables Transactions)
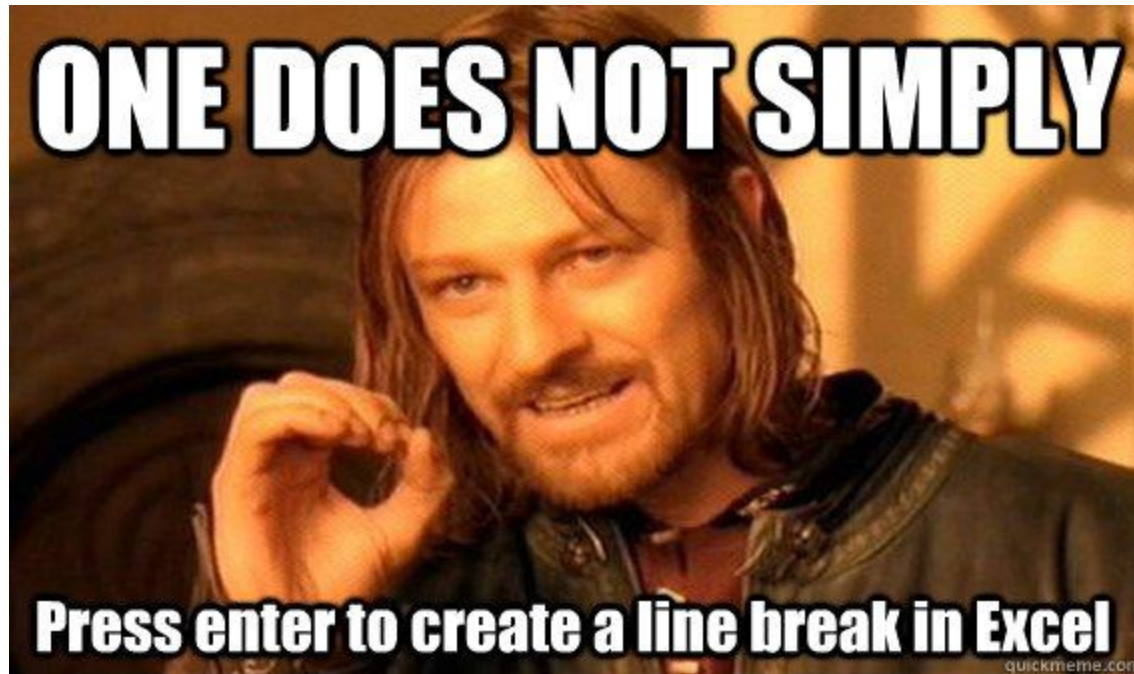
# Demo – Excel Report Time Permitting (Receivables Transactions)

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# Demo – Excel Report Time Permitting (Jet Express Tables)

# Q&A



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- https://bibelinda.com/
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- https://www.youtube.com/user/HowToDynamicsGP

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