

How-To Export Reports

The screenshot displays a web-based financial reporting application. At the top, the title is 'FIN001 - Budget Overview'. Below the title bar, there is a search bar and several utility icons. The main navigation bar includes 'File', 'Export', 'Share', 'Chat in Teams', 'Get insights', and 'Edit'. The 'Export' button is highlighted with a red box. Below the navigation bar, there are several filter and view controls, including 'Back to Prompts', 'Actuals View', 'Zero Values', and 'Closing Adjustments'. A secondary navigation bar shows 'Back', 'Export', and 'Open report'. The main content area is titled 'Transaction Details' and displays a table with columns: 'Business Unit', 'Department Descr', 'Fund Category', 'Fund Category Descr', 'Fund', 'Fund Descr', 'Function', and 'Function Descr'. The table contains several rows of data, with the first row starting with 'NT752' and 'Conferences'. A red box highlights the 'Export' dropdown menu, which lists the following options: Microsoft Excel (.xlsx), PDF (.pdf), Accessible PDF (.pdf), Comma Separated Values (.csv), Microsoft PowerPoint (.pptx), Microsoft Word (.docx), Web Archive (.mhtml), and XML (.xml). On the right side of the screen, a settings menu is open, showing options like 'Full screen', 'Fit to page', 'Fit to width', 'Actual size', and 'High-contrast colors'.

- If you want to export or share the report, utilize the “Export” or “Share” buttons as seen above.
- Not only can you export in various formats, but you can also even share it to coworkers using “Share” or “Chat in Teams.”

Send link
FIN003 - Transaction Det...

People in your organization with the link can view and share

Enter a name or email address

Add a message (optional)

Include my changes

Send

Copy link Mail Teams PowerPoint

Microsoft Teams - Google Chrome

teams.microsoft.com/share?href=https%3A%2F%2Fapp.powerbi.com%2Fgroups%2Fme%2F...

Share to Microsoft Teams

I want to

- Share to person, group, or channel
- Create an assignment

Share to

Type the name of a person, group, or channel

Say something about this

https://app.powerbi.com/groups/me/reports/26538815-f31b-4b02-9184-3114de492c8f/ReportSectionc8d1bdf8d2c558dff94?action=OpenReport&pbi_source=ChatInTeams&bookmarkGuid=385ba20d-805a-47d8-8c03-90067f1df75a

Power BI

FIN003 - Transaction Details
Workspace > UNTS_FIN_Budget_Basic_Reports

Share