Understanding Reporting

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This guide explains how to access and navigate reports, and also provides details about custom reports. It is intended for general users.

Multiple reporting tools are available in most aACE modules. These reports usually focus on the found set currently displayed in the module *list* view.

This guide uses the Invoices module (Main Menu > Accts Receivable > Invoices) as an example.

Viewing and Generating Reports

Click the Print (🔚) header link to access some of the most commonly used reports. You can also access additional reports by clicking Print > Open Report Selector.



The Report Selector

This selector provides a longer list of reports related to the current module, and also provides additional functionality.

Reports	
Invoice List	^
Invoice List by Status	
Invoice List by Customer	
Invoices Overview	2 0
Client Payments Overview	• • •
Sales Summary by Sales Rep	0
Sales Summary by Sales Rep, Department	•
Sales Summary by Sales Rep, Category Department	0
Sales Summary by Department of Sales Rep	•
Sales Summary by LI Code Department	•
Sales Summary by LI Code Department, Code	0
Sales Summary by LI Code Department, Code Type	0
Sales Summary by Code Department, Code Type, Code	0
Sales Summary by Customer	0
Sales Summary by Order Rate Card, Code	0
Sales Summary by Tax Profile, Country	0
Invoices by Month	2

- 1. **Generate a report** Click the report name. aACE prompts you for any needed info, then displays the data.
- 2. **Review details about a report** Click the question mark icon across from a report name (if any) to display helpful information about it.
- 3. Verify your Report Pack version Important information to convey when inquiring about support on reports.

Navigating a Report

After you generate a report, use the controls in the FileMaker report header to navigate, save, or print the report:

	Pages	Save as Exce	el Save as PDF Print	E., Page Set	up			
t: (INV: Invo	iOverview ~	🕐 View As: 🖂 🗮 📖	Exit Preview					
Invoid	ces Ov	erview						
Involce 60015	Date 7/19/22	Title Kokomo School District	Customer Kokomo School District	Billing Net 30	Terms	Due Date 8/18/22	Order 60020	Status OPEN
Code		Description	Q	ty	Unit Price	ı	Unit Adj	Total
TB-LIT10 Extern	02 nal Note	The Complete Works of Sh	akespeare 2	0	99.99		0.00	1,999.80
						Subtotal		1,999.80
						Adjustmer Total	10	1,999.80
						Ship		0.00
						Tax		0.00
						Grand Tot	al	1,999.80
						Balance		1,999.80
Invoice 60028	Date 7/20/22	Title Berkshire Magnet High	Customer Berkshire Magnet High School	Billing Net 30	Terms	Balance Due Date 8/19/22	Order 60033	,
				Net 30	Terms Unit Price	Due Date 8/19/22		1,999.80 Status
60028	7/20/22	Berkshire Magnet High	Berkshire Magnet High School	Net 30		Due Date 8/19/22	60033	1,999.80 Status OPEN
60028 Code NTBK-01 - Smyt - Flush - 192 r - Issua - Black	7/20/22 11 th Section Sev th trimmed Cov numbered pag ance page, Ins k Cover 9 1/4"	Berkshire Magnet High Description Lab Notebooks / Journals wr pages ver with rounded corners. ses with 1/4 grid and signature struction page, and Table of Ci	Berkshire Magnet High School Q 6 blocks. Pages printed front and ba	Net 30 ty 0	Unit Price	Due Date 8/19/22	60033 Unit Adj	1,999.80 Status OPEN Total
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60028 Code NTBK-01 - Smyt - Flush - 192 r - Issua - Black	7/20/22 11 th Section Sev th trimmed Cov numbered pag ance page, Ins k Cover 9 1/4"	Berkshire Magnet High Description Lab Notebooks / Journals wn pages er with rounded corners. ses with 1/4 grid and signature struction page, and Table of Cr * 11 1/4*	Berkshire Magnet High School Q 6 blocks. Pages printed front and ba	Net 30 ty 0	Unit Price	Due Date 8/19/22	60033 Jnit Adj 0.00	1,999.80 Status OPEN Total 600.00 600.00 0.00
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- 1. Navigate through the report by:
 - Stepping one page at a time with the forward / back arrows
 - Jumping to a specific page by typing in a page number
 - Navigating through the pages with the slider
- 2. Save the report data as an editable Excel spreadsheet. Note: <u>This export is handled by FileMaker (https://aace6.knowledgeowl.com/help/understanding-the-filemaker-save-as-excel-button</u>). The results may range from poor quality to a perfect replication of the report. aACE does *not* control the appearance of the export results.
- 3. Save the report data as a static PDF file.
- 4. Print the report.

Saving or Printing the Records Being Browsed

When you save or print a report, verify that the data to be included is set to "Records being browsed". This ensures that all the information displayed on the report is included in the saved file or the printout.

Print	Save Records As Excel
Printer: A No Printer Selected	Save As: InvoicesOverview
Presets: Default Settings	Tags:
Copies: 1 0	Where: Desktop 🙂 💌
Pages: 🔾 All	Save: Records being browsed 🕤 Options
O From: 1 to: 1	
FileMaker Pro 3	After saving: Automatically open file Create email with file as attachment
Number pages from: 1	
Print: O Records being browsed	Cancel
Blank record showing fields as formatted	
Blank record, showing fields as formatted	

Out-of-the-Box Reports

aACE developers have used FileMaker to build a variety of reports that are included in every aACE system. Default reports are built by aACE programmers and distributed to all Maintenance subscribers in Report Packs. Each Report Pack includes all previouslyreleased reports.

Updates to Reports

Report Pack updates are distributed to all Maintenance subscribers during scheduled maintenance updates. These updates may include modifications to previously-released reports, plus newly developed reports.

Custom Reports

Occasionally users may find that they require a report that does not exist in the installed Report Pack. Unfortunately, the FileMaker development environment does *not* currently provide the ability to create custom reports instantly.

Instead, each report in the aACE Report Pack has been developed using the following process:

- 1. Submit a request to your system administrator including:
 - Clear specifications for the report
 - Your current Report Pack version number (see above)
- 2. Your system administrator provides this information to your aACE partner.
- 3. Your aACE partner works with aACE developers to determine whether the requested report could be added to the Report Pack. Oftentimes this can be done free of charge.

Some report requests will *not* be added to the Report Pack. Usually this is because they are not widely applicable or because they rely on fields custom to your solution. In such cases, your aACE Partner could develop and install the report.

Most companies only generate a handful of reports on a regular basis. These reports should be printed from your aACE solution, either via a report in the Report Pack or a custom report. If your business processes require ad hoc reporting, we recommend either exporting the data from aACE as an Excel spreadsheet or else integrating with a business analytics solution like Tableau.

Customizing Printouts Sent to Your Customers/Vendors

Certain printouts are related to a transaction you would send to a customer (e.g. sending an order, invoice, or receipt). System administrators can <u>edit these print layouts</u> (https://aace6.knowledgeowl.com/help/editing-print-layouts).

Note: aACE Complete customers may find that semi-annual maintenance updates overwrite some aspect of an edited print layout. We recommend keeping precise and thorough notes about your edits to make it easy to recreate them if necessary.