# **Understanding Reporting**

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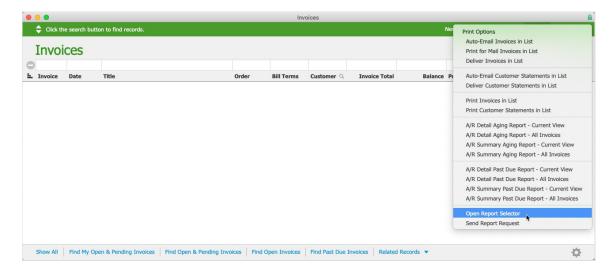
This guide explains how to access and navigate reports, as well as providing details about custom reports. It is intended for basic users.

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

The Invoices module is used as an example here.

#### **Viewing and Generating Reports**

Click the Print header link to access some of the most commonly used reports:



You can access additional reports by clicking Print > Open Report Selector.

Invoice Reports	^
Invoice List by Status	
Invoice List by Status	
Invoices Overview	00
Client Payments Overview	0
Sales Summary by Sales Rep	?
Sales Summary by Sales Rep, Department	0
Sales Summary by Sales Rep, Category Department	0
Sales Summary by Department of Sales Rep	0
Sales Summary by LI Code Department	0
Sales Summary by LI Code Department, Code	0
Sales Summary by LI Code Department, Code Type	0
Sales Summary by LI Code Department, Code Type, Code	0
Sales Summary by Company	0
Sales Summary by Order Rate Card, Code	0
Sales Summary by Tax Profile, Country	0
Invoicing by Month	2

The Report Selector allows you to:

- 1. Generate the report Click the report name. aACE prompts you for any needed info, then displays the data.
- 2. Review details about the 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 report header to navigate, save, or print the report:

Subtotal 1 Adjustment Total 1 Ship Tax Grand Total 1	
Invoice       Date       Title       Customer       Billing Terms       Due Date       Order         11/06/2019       Title       Customer       Mishawaka School District       Mishawaka School District       Billing Terms       Due Date       Order         Line Item Code       Description       Qty       Unit Price       Unit Adj         HP-PPS-IAI       HP Printer Pack Special       8       2,499.00       0.00       1         Subtotal       Adjustment       Total       1       1       Adjustment       1         Total       1       Ship       Tax       1       1       1         Invoice       Date       Title       Customer       Billing Terms       Due Date       Order	
Invoice Soverview         Invoice South 11/06/2019       Title Mishawaka School District       Customer Mishawaka School District       Billing Terms Net 30       Due Date Order 12/6/2019       Order 50001         Line Item Code       Description       Qty       Unit Price       Unit Adj         HP-PPS-IAI       HP Printer Pack Special       8       2,499.00       0.00       1         Subtotal Adjustment Total       1       Adjustment Total       1       1         Invoice       Date       Title       Customer       Billing Terms       Due Date Order       1         Invoice       Date       Title       Customer       Billing Terms       Due Date Order       1	
Invoice       Date       Title       Customer       Billing Terms       Due Date       Order         50001       11/06/2019       Mishawaka School District       Mishawaka School District       Net 30       12/6/2019       50001         Line Item Code       Description       Qty       Unit Price       Unit Adj         HP-PPS-IAI       HP Printer Pack Special       8       2,499.00       0.00       1         Subtotal       Adjustment       Total       1       1       1         Filip       Fax       1       1       1       1         Invoice       Date       Title       Customer       Billing Terms       Due Date       Order         Invoice       Date       Title       Customer       Billing Terms       Due Date       Order	
Invoice       Date       Title       Customer       Billing Terms       Due Date       Order         50001       11/06/2019       Mishawaka School District       Mishawaka School District       Net 30       12/6/2019       50001         Line Item Code       Description       Qty       Unit Price       Unit Adj         HP-PPS-IAI       HP Printer Pack Special       8       2,499.00       0.00       1         Subtotal       Adjustment       Total       1       1       1         Filip       Fax       1       1       1       1         Invoice       Date       Title       Customer       Billing Terms       Due Date       Order         Invoice       Date       Title       Customer       Billing Terms       Due Date       Order	
Soud1     11/06/2019     Mishawaka School District     Mishawaka School District     Net 30     12/6/2019     50001       Line Item Code     Description     Qty     Unit Price     Unit Adj       HP-PPS-IAI     HP Printer Pack Special     8     2,499.00     0.00     1       Adjustment     Total     1     1       Total     1     1     1       Ship     Tax     1       Grand Total     Balance     1       Involce     Date     Title     Customer     Billing Terms     Due Date     Order	
HP-PPS-IAI HP Printer Pack Special 8 2,499.00 0.00 1          HP-PPS-IAI       HP Printer Pack Special       8 2,499.00       0.00       1         Adjustment       Adjustment       1       1       1         Adjustment       Total       1       1         Ship       Tax       1       1         Grand Total       1       1       1         Balance       1       1       1         Involce       Date       Title       Customer       Billing Terms       Due Date       Order	Status OPEN
nvoice Date Title Customer Billing Terms Due Date Order	Total
nvoice Date Title Customer Billing Terms Due Date Order	9,992.00
nvoice Date Title Customer Billing Terms Due Date Order	9,992.00
nvoice Date Title Customer Billing Terms Due Date Order	0.00
Tax Grand Total Balance 1 nvoice Date Title Customer Billing Terms Due Date Order	9,992.00
nvoice Date Title Customer Billing Terms Due Date Order	0.00
nvoice Date Title Customer Billing Terms Due Date Order	0.00
nvoice Date Title Customer Billing Terms Due Date Order	9,992.00
	9,992.00
50005 11/14/2019 Education Elite Education Elite Net 30 12/14/2019 50014	Status
	OPEN
Line Item Code Description Qty Unit Price Unit Adj	Total
HP200T         HP 200 Series Toner Cartridge         1         24.00         0.00	24.00

- 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
  - Scrubbing through the pages with the slider
- 2. Save the report data as an editable Excel spreadsheet.

Note: This export is handled by FileMaker. 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.

00	Save Records As Excel		Print
	Save As: InvoicesAging Tags:		Printer: Brother HL-L2380DW series 2 Presets: Default Settings
	🗈 💼 Desktop	Q Search	Copies: 1 Two-Sided
Favorites	Name	Date Modified V Size	Pages: O All
Desktop	Help Guide Screenshots	Jan 30, 2020 at 9:38 AM	From: 1 to: 1
Documents	DC.pdf	Jan 23, 2020 at 8:49 AM 6	FileMaker Pro Advanced ᅌ
	To Do.txt	Jan 15, 2020 at 1:00 PM 136	
Applications	Misc Editing	Dec 5, 2019 at 1:25 PM	Number pages from: 1
Downloads	DEMO aACE 5.fmp12	Nov 11, 2019 at 2:00 PM 5:	Print: O Records being browsed
•	2019_10_15_aACEv5	Nov 5, 2019 at 10:43 AM	Ourrent records
iCloud	DEV aACE 5.fmp12	Nov 4, 2019 at 8:58 AM 5:	
Cloud Drive			Blank record, showing fields as formatted
After saving:	acords being browsed Automatically open file Create email with file as attachment	Options	? PDF V Hide Details Cancel Print
New Folder		Cancel Save	

## **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 in Report Packs to all Maintenance subscribers. Each Report Pack includes new reports, updated reports, and all other previously-released 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 currently installed Report Pack. Unfortunately, the FileMaker development environment does not currently provide the ability to create custom reports on the fly that can be saved. Instead, each report in the 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 cannot be added to the Report Pack. Usually this is either 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 an existing report in the Report Pack or via a custom report. If your business processes require ad hoc reporting, we recommend either exporting the data from the system 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). Management-level aACE users can <u>edit these print layouts</u> (http://aace5.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.