

Understanding the FileMaker 'Save as Excel' Button

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This guide discusses the FileMaker feature for saving reports as Excel files, and suggests a better method for creating a spreadsheet of aACE data. It is intended for all users.

Reasons for Not Using the 'Save as Excel' Button

When you generate an on-screen report, it appears in the FileMaker report window. This window includes a button to Save as Excel. When you click this button, aACE does *not* control how FileMaker translates an on-screen report from what you see on screen to what you get in Excel. aACE cannot control this output. This can create issues that range from reducing data to incoherent numbers to presenting a spreadsheet that looks fine, but includes inaccurate results.

For this reason, the FileMaker button to Save as Excel is typically *disabled* by default. If this button is enabled in your system, it was done with your system administrator's acknowledgement that the quality of the results may be erratic.

Examples of Results from the Save as Excel Button

Note: This method to export data should generally **not** be used.

With reports based off the aACE list views, FileMaker can save data to Excel with reasonably effective results. For example, the Order List by Order Status report gathers your open and pending order records.

Order List by Status

Pages: 1 Total

Save as Excel Save as PDF Print Page Setup

Layout: ORD: Order List View As: Exit Preview

Order List by Order Status

Order #	Date	Title	Customer	End (Delivery)	Grand Total	Status
OPEN					25,461.87	
50346	08/20/21	Douglas Fairbanks Elementary School	Douglas Fairbanks Elementary School (50106)	08/20/21	11,924.64	OPEN
50357	08/30/21	Kokomo School District	Kokomo School District (50101)	08/30/21	6,573.83	OPEN
50365	09/16/21	aACME Education Solutions, Inc.	aACME Education Solutions, Inc. (AI)	09/16/21	0.00	OPEN
50369	09/21/21	Regina County Area School District	Regina County Area School District (50008)	09/21/21	225.00	OPEN
50378	10/21/21	Regina County Area School District	Regina County Area School District (50008)	10/21/21	225.00	OPEN
50384	11/04/21	LearnWright Inc.	LearnWright Inc. (50003)	11/04/21	5,580.71	OPEN
50385	11/21/21	Regina County Area School District	Regina County Area School District (50008)	11/21/21	225.00	OPEN
50386	12/21/21	Regina County Area School District	Regina County Area School District (50008)	12/21/21	225.00	OPEN
50395	01/12/22	Brightside Charter School	Brightside Charter School (50015)	01/12/22	257.69	OPEN
50396	01/21/22	Regina County Area School District	Regina County Area School District (50008)	01/21/22	225.00	OPEN
PENDING					28,162.72	
50352	08/20/21	Berkshire Magnet High School	Berkshire Magnet High School (50133)	08/20/21	5,700.00	PENDING
50353	08/20/21	Lewiston High School	Lewiston High School (50137)	08/20/21	1,900.00	PENDING
50355	08/27/21	Queens County School District	Queens County School District (50088)	08/27/21	3,060.72	PENDING
50368	09/16/21	aACME Education Solutions, Inc.	aACME Education Solutions, Inc. (AI)	09/16/21	0.00	PENDING
50381	11/03/21	Westbury Catholic High School - discounts	The Haughton School (50102)	11/03/21	426.50	PENDING
50382	11/04/21	Westbury Catholic High School - discounts	Westbury Catholic High School (50136)	11/04/21	431.90	PENDING
50397	01/25/22	Brightside Charter School	Brightside Charter School (50015)	01/25/22	5,359.90	PENDING
50398	01/25/22	Centerville High School	Centerville High School (50020)	01/25/22	5,641.85	PENDING
50399	01/25/22	Chisholm High School	Chisholm High School (50130)	01/25/22	5,641.85	PENDING
19 records					53,624.59	

When you then click the Save as Excel button, the generated spreadsheet is accurate.

OrderID	OrderDate	OrderTitle	ies__BillToCompanyRecID_ CompanyRecID:	OrderGrandTotal	OrderRecStatus
50346	08/20/2021	Douglas Fairbanks Eleme	Douglas Fairbanks Elementary School (50106)	11924.64	OPEN
50357	08/30/2021	Kokomo School District	Kokomo School District (50101)	6573.83	OPEN
50365	09/16/2021	aACME Education Solution	aACME Education Solutions, Inc. (AI)	0	OPEN
50369	09/21/2021	Regina County Area Scho	Regina County Area School District (50008)	225	OPEN
50378	10/21/2021	Regina County Area Scho	Regina County Area School District (50008)	225	OPEN
50384	11/04/2021	LearnWright Inc.	LearnWright Inc. (50003)	5580.71	OPEN
50385	11/21/2021	Regina County Area Scho	Regina County Area School District (50008)	225	OPEN
50386	12/21/2021	Regina County Area Scho	Regina County Area School District (50008)	225	OPEN
50395	01/12/2022	Brightside Charter School	Brightside Charter School (50015)	257.69	OPEN
50396	01/21/2022	Regina County Area Scho	Regina County Area School District (50008)	225	OPEN
				25461.87	
50352	08/20/2021	Berkshire Magnet High Sc	Berkshire Magnet High School (50133)	5700	PENDING
50353	08/20/2021	Lewiston High School	Lewiston High School (50137)	1900	PENDING
50355	08/27/2021	Queens County School Di	Queens County School District (50088)	3060.72	PENDING
50368	09/16/2021	aACME Education Solution	aACME Education Solutions, Inc. (AI)	0	PENDING
50381	11/03/2021	Westbury Catholic High S	The Haughton School (50102)	426.5	PENDING
50382	11/04/2021	Westbury Catholic High S	Westbury Catholic High School (50136)	431.9	PENDING
50397	01/25/2022	Brightside Charter School	Brightside Charter School (50015)	5359.9	PENDING
50398	01/25/2022	Centerville High School	Centerville High School (50020)	5641.85	PENDING
50399	01/25/2022	Chisholm High School	Chisholm High School (50130)	5641.85	PENDING
				28162.72	
				53624.59	

In contrast, when you generate a report on screen and save it as an Excel spreadsheet, there can be distortions in the data. One cause for this is that FileMaker reporting on-screen may summarize multiple records in order to present a single line.

On an A/R Aging Report, for instance, the balance for amounts currently owed is calculated from the invoice record and one or more receipt records.

A/R Detail Past Due Report - All Invoices

Pages: 1 Total

Layout: INV: A/R Detail Aging View As: [Icons] Exit Preview

Save as Excel Save as PDF Print Page Setup

aACME Education Solutions, Inc.
1238 Broadway
New York, NY 11221

A/R AGING REPORT
Type: Detail
View: All Invoices
As Of: 01/17/2022
Age: Days Past Due

Date	Due Date	Invoice	Balance	Current	1-30	31-60	61-90	91+
Excelsior Charter School								
08/06/21	09/05/21	50287: Excelsior Charter	410.00					410.00
<i>Excelsior Charter School</i>			410.00					410.00
K. S. Corbett Middle School								
08/27/21	09/26/21	50294: K. S. Corbett Middle	5,436.65					5,436.65
<i>K. S. Corbett Middle School</i>			5,436.65					5,436.65
Kokomo School District								
08/30/21	09/29/21	50296: Kokomo School District	6,573.83					6,573.83
<i>Kokomo School District</i>			6,573.83					6,573.83
Lewiston High School								
08/27/21	09/26/21	50295: Lewiston High School	2,000.00					2,000.00
<i>Lewiston High School</i>			2,000.00					2,000.00
Regina County Area School District								
08/21/21	09/20/21	50293: Regina County Area	225.00					225.00
<i>Regina County Area School District</i>			225.00					225.00
Regina Regional High School								
08/06/21	09/05/21	50285: Regina Regional High	14,571.10					14,571.10
<i>Regina Regional High School</i>			14,571.10					14,571.10
Secaucus School District								
08/20/21	09/19/21	50291: Secaucus School	26,755.36					26,755.36
<i>Secaucus School District</i>			26,755.36					26,755.36
SU Physics Department								
08/06/21	09/05/21	50286: SU Physics	298,116.00					298,116.00
<i>SU Physics Department</i>			298,116.00					298,116.00
Grand Totals			354,087.94	0.00	0.00	0.00	0.00	354,087.94
				0%	0%	0%	0%	100%

When you click the Save as Excel button, FileMaker translates the data. This translation occurs apart from aACE and provides only minimal control over the output. For the A/R Aging Report, this translation process can distort the results on the spreadsheet.

AR Detail Past Due Report All Invoices — Edited

100% Zoom

View Add Category Pivot Table Insert Table Chart Text Shape Media Comment Collaborate

Sheet1

	A	B	C	D	E	F	G	H	
1	CurrentOfficeAddrFull	CompanyRecID	Company	InvoiceDate	InvoiceDateDue	voices: _D_InvoiceID	REPORT_TransAmount	SUREPORT_TransAmount	OSREPORT_TransA
2	aACME Education Solution 1238 Broadway New York, NY 11221	Excelsior Charter School		08/06/2021	09/05/2021	50287: Excelsior Charter	410.00		
3	aACME Education Solution 1238 Broadway New York, NY 11221	K. S. Corbett Middle Scho		08/27/2021	09/26/2021	50294: K. S. Corbett Mid	5,436.65		
4	aACME Education Solution 1238 Broadway New York, NY 11221	Kokomo School District		08/30/2021	09/29/2021	50296: Kokomo School D	6,573.83		
5	aACME Education Solution 1238 Broadway New York, NY 11221	Lewiston High School		08/27/2021	09/26/2021	50295: Lewiston High Sc	2,000.00		
6	aACME Education Solution 1238 Broadway New York, NY 11221	Regina County Area Scho		08/21/2021	09/20/2021	50293: Regina County Ar	225.00		
7	aACME Education Solution 1238 Broadway New York, NY 11221	Regina Regional High Sch		08/06/2021	09/05/2021	50285: Regina Regional H	14,571.10		
8	aACME Education Solution 1238 Broadway New York, NY 11221	Regina Regional High Sch		08/06/2021	09/05/2021	50285: Regina Regional H	14,571.10		
9	aACME Education Solution 1238 Broadway New York, NY 11221	Secaucus School District		08/20/2021	09/19/2021	50291: Secaucus School	26,755.30		
10	aACME Education Solution 1238 Broadway New York, NY 11221	SU Physics Department		08/06/2021	09/05/2021	50286: SU Physics Depar	298,116.00		
11							368,659.04		

To correct a spreadsheet generated this way, you would need to identify and correctly account for each line that is distorting your data.

Recommended Method for Sending Data to Excel

For most purposes, the [standard aACE export functionality](https://aace5.knowledgeworld.com/help/exporting-records) is the most effective way to transfer your data to a spreadsheet.