



CalSWEC

California Social Work Education Center

# Exporting Part-time Expenses in CSIS

# Data in the Tutorial

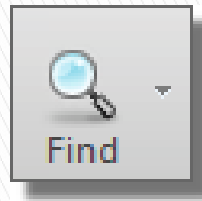
- ▶ All data are fictitious
  - Identifying information has been altered
- ▶ FileMaker is very Interactive
  - FileMaker saves continuously
  - Entries are saved automatically
- ▶ FileMaker often wants to upgrade.
  - **DO NOT DO IT!**
  - FileMaker 11 is not compatible with FileMaker 12.

# Selecting Part-Time Students

- ▶ Perform find for Part-Time Records to Export

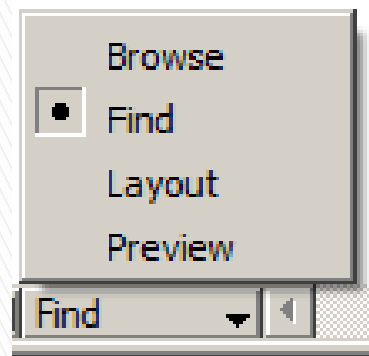
- [CTRL] F

or



at top of page

or



at bottom of page

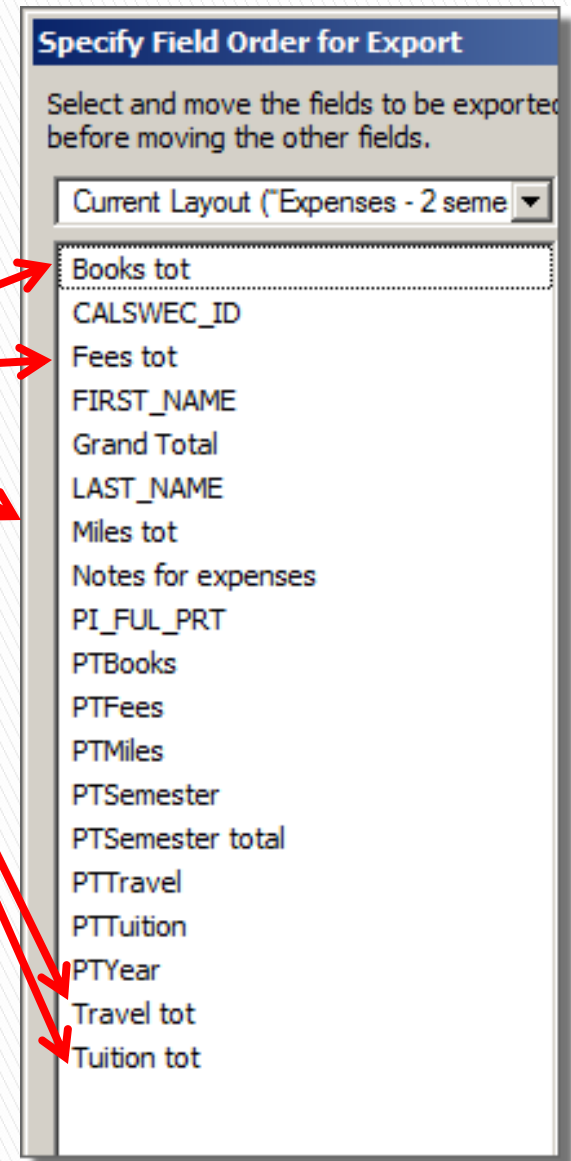
- ▶ Select individual students or part-time students by year or all part-timers.

# Select Expenses Layout

[illegible]

# Export process

- ▶ Export does not work with repeated values.
- ▶ Only totals will export



The screenshot shows a dialog box titled "Specify Field Order for Export". It contains a dropdown menu set to "Current Layout ('Expenses - 2 seme)". Below the dropdown is a list of fields. Red arrows point from the text "Only totals will export" to the following fields in the list: "Books tot", "Fees tot", "Grand Total", "Miles tot", "PTBooks", "PTFees", "PTMiles", "PTSemester total", "PTTravel", "PTTuition", "PTYear", "Travel tot", and "Tuition tot".

**Specify Field Order for Export**

Select and move the fields to be exported before moving the other fields.

Current Layout ("Expenses - 2 seme")

- Books tot
- CALSWEC\_ID
- Fees tot
- FIRST\_NAME
- Grand Total
- LAST\_NAME
- Miles tot
- Notes for expenses
- PI\_FUL\_PRT
- PTBooks
- PTFees
- PTMiles
- PTSemester
- PTSemester total
- PTTravel
- PTTuition
- PTYear
- Travel tot
- Tuition tot

# Export process

- ▶ Export does not work with repeated values.
- ▶ Only totals will export
- ▶ Export student info
  - ID
  - Name

**Specify Field Order for Export**

Select and move the fields to be exported before moving the other fields.

Current Layout ("Expenses - 2 seme" ▼)

Books tot

CALSWEC\_ID

Fees tot

FIRST\_NAME

Grand Total

LAST\_NAME

Miles tot

Notes for expenses

PI\_FUL\_PRT

PTBooks

PTFees

PTMiles

PTSemester

PTSemester total

PTTravel

PTTuition

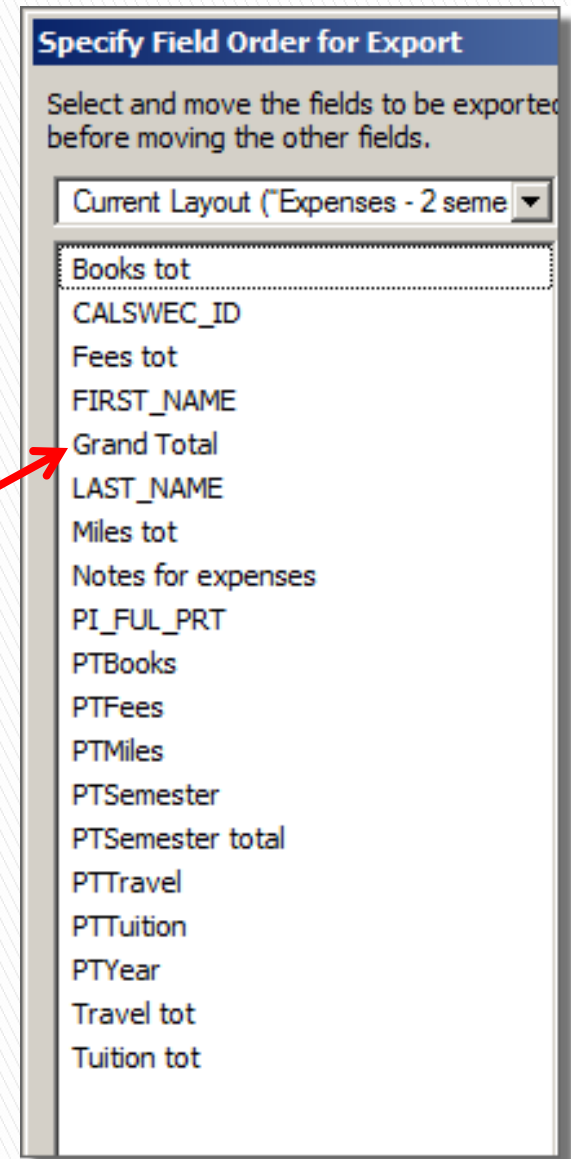
PTYear

Travel tot

Tuition tot

# Export process

- ▶ Export does not work with repeated values.
- ▶ Only totals will export
- ▶ Export student info
  - ID
  - Name
- ▶ And Grand total



**Specify Field Order for Export**

Select and move the fields to be exported before moving the other fields.

Current Layout ("Expenses - 2 seme" ▼)

- Books tot
- CALSWEC\_ID
- Fees tot
- FIRST\_NAME
- Grand Total
- LAST\_NAME
- Miles tot
- Notes for expenses
- PI\_FUL\_PRT
- PTBooks
- PTFees
- PTMiles
- PTSemester
- PTSemester total
- PTTravel
- PTTuition
- PTYear
- Travel tot
- Tuition tot

# Excel File

	A	B	C	D	E	F	G	H
1	CALSWEC_ID	FIRST_NAME	LAST_NAME	Tuition tot	Books tot	Travel tot	Miles tot	Grand Total
2	BE001255	Blanca	Alonso	2286	342	575	1014	3203
3								

In EXCEL format the amounts to \$\$

	Name Box	B	C	D	E	F	G	H
1	CALSWEC_ID	FIRST_NAME	LAST_NAME	Tuition tot	Books tot	Travel tot	Miles tot	Grand Total
2	BE001255	Blanca	Alonso	\$2,286.00	\$342.00	\$575.00	\$1,014.00	\$3,203.00



# Contact information

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