

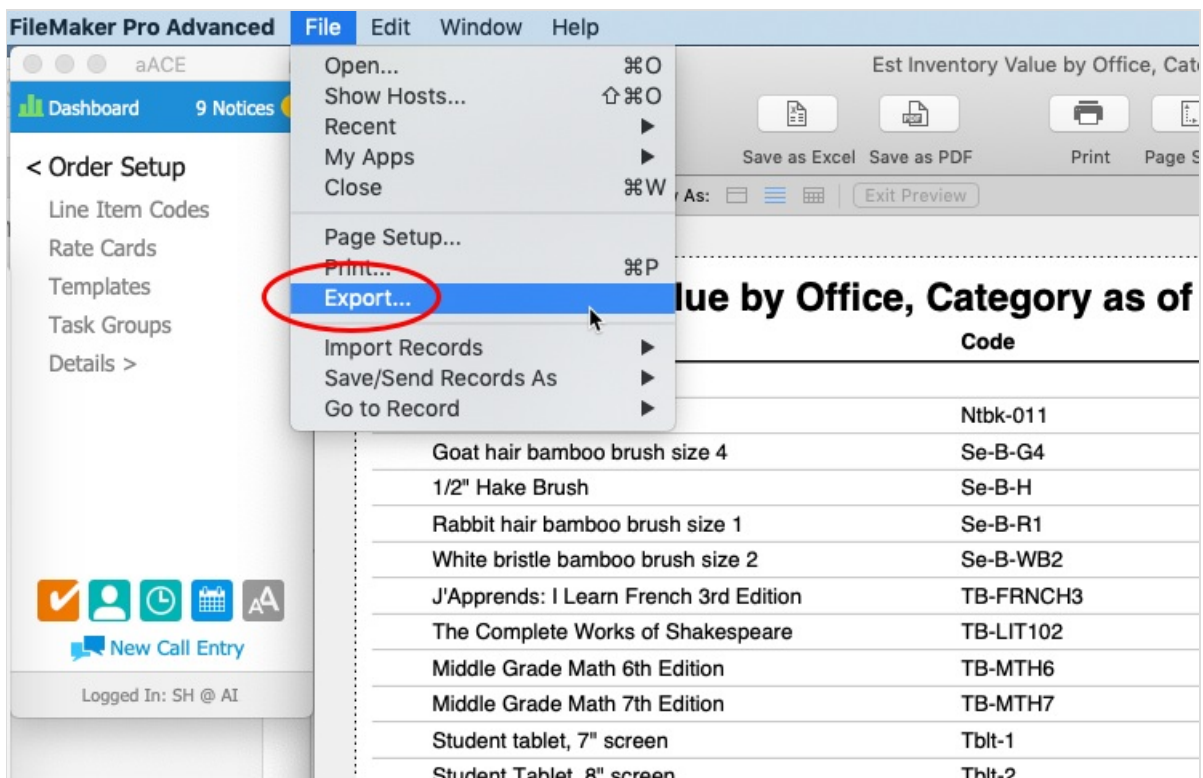
Manually Exporting Grouped Report Data into Excel

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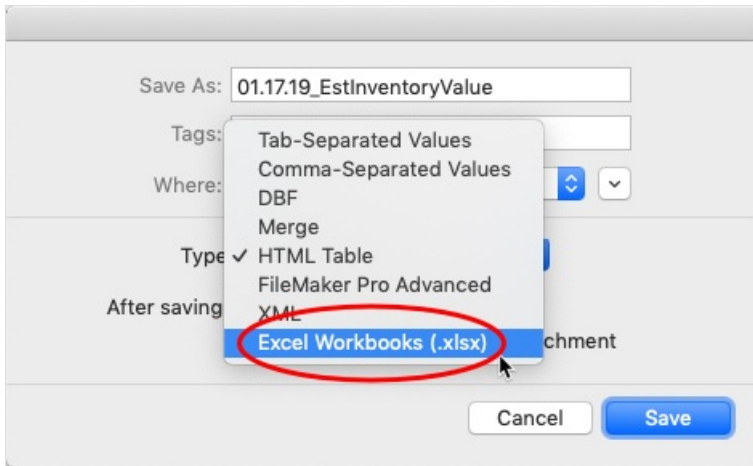
This guide explains how to properly export data from a report to a spreadsheet. It is intended for advanced users.

You can use a more hands-on method to export data from [aACE reports](http://aace5.knowledgeowl.com/help/overview-of-reporting) to an Excel spreadsheet. This method groups the exported data, creating sub-summaries to parallel the data layout from the report.

1. Navigate from the Main Menu to the desired module.
2. Click **Print > Open Report Selector > select report**.
Note: Some reports prompt you for additional input (e.g. As-Of dates).
3. With the generated report displayed, in the FileMaker menu, click **File > Export**.



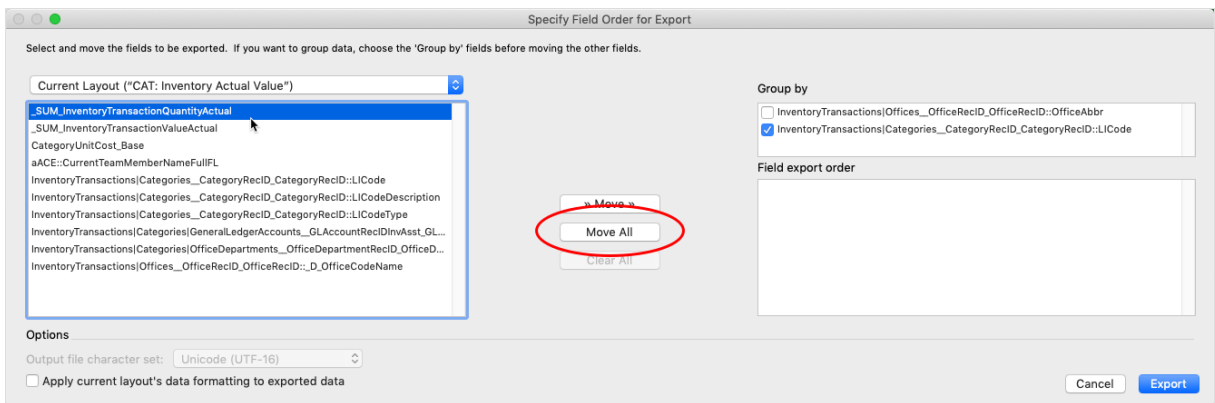
4. At the export options dialog, name the file, note where it will be saved, set the file type to **Excel Workbooks (.xlsx)**, then click **Save**.



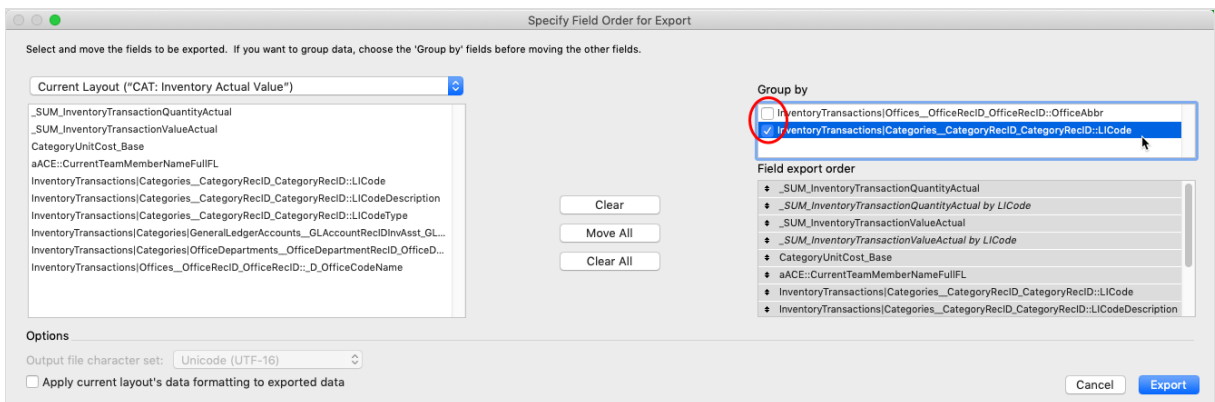
5. If the dialog appears for setting Excel Options, you can enter the requested info or simply click **Continue...** to proceed.

6. At the dialog to Specify Field Order for Export, select which fields should be included in the exported data.

Note: Because these are all fields that appeared on the report, we recommend that you select **Move All**.



7. In the Group By field, select the desired option.



8. Click **Export**.

Results from Exporting

When you open the Excel spreadsheet, it includes summary information for various groupings:

In contrast, an export of the same data directly from the module (in this example, the line item codes) shows only record-specific, non-summarized information:
