

Understanding the FileMaker 'Save as Excel' Button

Last Modified on 07/18/2022 1:42 pm EDT

This guide discusses the FileMaker feature for saving reports as Excel files. It is intended for general 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 the on-screen report 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 using it might result in exports of erratic quality.

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, at the Orders module, the Order List by Order Status report gathers your open and pending order records.

Order List by Order Status

Order #	Date	Title	Customer	End (Delivery)	Grand Total	Status
CLOSED					4,355,914.43	
50001-1	09/14/20	Fall 2020 Tablet Campaign	aACME Education Solutions, Inc. (AI)	03/30/21	40,830.00	CLOSED
50011-2	07/02/21	Tablet Bundle - 8" Tablets	Secaucus School District (50089)	07/20/22	38,485.20	CLOSED
50084	08/18/20	Highbridge Academy	Highbridge Academy (50017)	08/28/20	34,248.85	CLOSED
50115	10/15/20	Stuart High School	Stuart High School (50129)	10/19/20	20,159.30	CLOSED
50117	10/16/20	20% Off Tablet Accessories	Chisholm High School (50130)	11/16/20	23,798.80	CLOSED
50118	10/16/20	20% Off Tablet Accessories	Chadwick High School (50139)	03/19/21	37,558.20	CLOSED
50126	11/05/20	Indianapolis School District	Indianapolis School District (50100)	10/20/20	31,298.50	CLOSED
50127	11/06/20	Covered Bridge High School	Covered Bridge High School (50010)	03/05/21	26,180.70	CLOSED
50129	11/05/20	Excelsior Charter School	Excelsior Charter School (ECS)	03/30/21	37,558.20	CLOSED
50130	11/09/20	Lewiston High School	Lewiston High School (50137)	02/24/21	41,647.90	CLOSED
50131	11/10/20	Shea Township School District	Shea Township School District (50002)	03/30/21	53,207.45	CLOSED
50132	11/12/20	Westbury Catholic High School	Westbury Catholic High School (50136)	03/05/21	30,027.60	CLOSED
50134	11/16/20	Highbridge Academy	Highbridge Academy (50017)	03/30/21	42,937.80	CLOSED
50136	08/03/20	Chadwick High School	Chadwick High School (50139)	08/03/20	28,168.65	CLOSED
50137	09/08/20	Brightside Charter School	Brightside Charter School (50015)	09/08/20	59,470.00	CLOSED
50138	08/17/20	Brightside Charter School	Brightside Charter School (50015)	03/29/21	29,735.00	CLOSED
50157	12/14/20	Montboro School District	Montboro School District (MSD)	03/31/21	36,931.44	CLOSED
50158	12/16/20	Montboro School District	Montboro School District (MSD)	12/18/20	26,737.20	CLOSED

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

OrderID	OrderDate	OrderTitle	CompanyRecID	Company	OrderEndDate	OrderGrandTotal	OrderRecStatus
50001-1	09/14/2020	Fall 2020 Tablet Campaign	aACME Education Solutions		03/30/2021	40830.00	CLOSED
50011-2	07/02/2021	Tablet Bundle - 8" Tablets	Secaucus School District		07/20/2022	38485.20	CLOSED
50084	08/18/2020	Highbridge Academy	Highbridge Academy (50017)		08/28/2020	34248.85	CLOSED
50115	10/15/2020	Stuart High School	Stuart High School (50129)		10/19/2020	20159.30	CLOSED
50117	10/16/2020	20% Off Tablet Accessories	Chisholm High School (50130)		11/16/2020	23798.80	CLOSED
50118	10/16/2020	20% Off Tablet Accessories	Chadwick High School (50139)		03/19/2021	37558.20	CLOSED
50126	11/05/2020	Indianapolis School District	Indianapolis School District (50100)		10/20/2020	31298.50	CLOSED
50127	11/06/2020	Covered Bridge High School	Covered Bridge High School (50010)		03/05/2021	26180.70	CLOSED
50129	11/05/2020	Excelsior Charter School	Excelsior Charter School (ECS)		03/30/2021	37558.20	CLOSED
50130	11/09/2020	Lewiston High School	Lewiston High School (50137)		02/24/2021	41647.90	CLOSED
50131	11/10/2020	Shea Township School District	Shea Township School District (50002)		03/30/2021	53207.45	CLOSED
50132	11/12/2020	Westbury Catholic High School	Westbury Catholic High School (50136)		03/05/2021	30027.60	CLOSED
50134	11/16/2020	Highbridge Academy	Highbridge Academy (50017)		03/30/2021	42937.80	CLOSED
50136	08/03/2020	Chadwick High School	Chadwick High School (50139)		08/03/2020	28168.65	CLOSED
50137	09/08/2020	Brightside Charter School	Brightside Charter School (50015)		09/08/2020	59470.00	CLOSED
50138	08/17/2020	Brightside Charter School	Brightside Charter School (50015)		03/29/2021	29735.00	CLOSED
50157	12/14/2020	Montboro School District	Montboro School District (MSD)		03/31/2021	36931.44	CLOSED
50158	12/16/2020	Montboro School District	Montboro School District (MSD)		12/18/2020	26737.20	CLOSED

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.

For example, at the Invoices module, an A/R Detail Aging Report, the balance for amounts currently owed is calculated from the invoice record and one or more receipt records:

A/R Detail Aging Report - Current View

Pages: 2 / 5 Total

Layout: INV: A/R Detail Aging | View As: | Exit Preview

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

A/R AGING REPORT
Type: Detail
View: Current View
As Of: 07/14/2022
Age: Days Old

Date	Due Date	Invoice	Balance	Current	1-30	31-60	61-90	91+
Brian Voll								
06/09/22	06/09/22	60016 Brian Voll	1,402.66			1,402.66		
<i>Brian Voll</i>			1,402.66			1,402.66		
Brightside Charter School								
04/22/21	04/22/21	50214 Brightside Charter School 04/22/2021	1,988.19 CR					1,988.19 CR
04/08/22	05/08/22	50403 Brightside Charter School 04/08/2022	357,518.20					357,518.20
06/22/22	07/22/22	60045 Credit Memo for Brightside Charter School	11.81 CR		11.81 CR			
06/24/22	07/24/22	60048 Brightside Charter School — Test 02	3,657.50		3,657.50			
07/05/22	08/04/22	60096 Brightside Charter School	190.00		190.00			
<i>Brightside Charter School</i>			359,365.70	3,835.69				355,530.01
Centerville High School								
07/13/22	08/12/22	60104 Centerville High School	1,200.00		1,200.00			
07/13/22	08/12/22	60106 Order Editor Save Optimizations	3,576.00		3,576.00			
<i>Centerville High School</i>			4,776.00	4,776.00				
Cognitio								
06/24/22	07/24/22	60052 Cognitio — Test 01	250.00 CR		250.00 CR			
07/06/22	08/05/22	60087 Cognitio	20,000.00		20,000.00			
<i>Cognitio</i>			19,750.00	19,750.00				
Douglas Fairbanks Elementary School								
05/12/22	06/11/22	50432 Douglas Fairbanks Elementary School 05/12/2022	12,969.96				12,969.96	
<i>Douglas Fairbanks Elementary School</i>			12,969.96				12,969.96	
Fort Wayne Board of Education								
05/05/22	06/04/22	50427 Technology Promotional 05/05/2022	36,740.90				36,740.90	
05/12/22	06/11/22	50429 Fort Wayne Board of Education 05/12/2022	209,221.40				209,221.40	
<i>Fort Wayne Board of Education</i>			245,962.30				245,962.30	
Fort Wayne School District								
06/28/22	07/28/22	60055 Fort Wayne School District	217.76		217.76			
<i>Fort Wayne School District</i>			217.76	217.76				
Highbridge Academy								
04/28/22	05/28/22	50425 Highbridge Academy 04/28/2022	8,728.80				8,728.80	

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 Detail Aging Report, this translation process can distort the results on the spreadsheet:

AR_AgingReport - Edited

View: 100% | Add Category | Pivot Table | Insert | Table | Chart | Text | Shape | Media | Comment | Collaborate | Format | Organize

Sheet1

	A	B	C	D	E	F	G	H	I
22	aACME Education Solutions	Berkshire Magnet High School	06/29/2022	07/29/2022	60066 Berkshire Magnet High School	26,147.00		26,147.00	
23	aACME Education Solutions	Berkshire Magnet High School	06/30/2022	07/30/2022	60068 Berkshire Magnet High School	210.00		210.00	
24	aACME Education Solutions	Brian Voll	06/09/2022	06/09/2022	60016 Brian Voll	1,402.66			1,402.66
25	aACME Education Solutions	Brightside Charter School	04/22/2021	04/22/2021	50214 Brightside Charter School	1,988.19 CR			
26	aACME Education Solutions	Brightside Charter School	04/22/2021	04/22/2021	50214 Brightside Charter School	1,988.19 CR			
27	aACME Education Solutions	Brightside Charter School	04/22/2021	04/22/2021	50214 Brightside Charter School	1,988.19 CR			
28	aACME Education Solutions	Brightside Charter School	04/08/2022	05/08/2022	50403 Brightside Charter School	357,518.20			
29	aACME Education Solutions	Brightside Charter School	04/08/2022	05/08/2022	50403 Brightside Charter School	357,518.20			
30	aACME Education Solutions	Brightside Charter School	06/22/2022	07/22/2022	60045 Credit Memo for Brightside Charter School	11.81 CR		11.81 CR	
31	aACME Education Solutions	Brightside Charter School	06/22/2022	07/22/2022	60045 Credit Memo for Brightside Charter School	11.81 CR		11.81 CR	
32	aACME Education Solutions	Brightside Charter School	06/24/2022	07/24/2022	60048 Brightside Charter School — Test 02	3,657.50		3,657.50	
33	aACME Education Solutions	Brightside Charter School	07/05/2022	08/04/2022	60096 Brightside Charter School	190.00		190.00	
34	aACME Education Solutions	Centerville High School	07/13/2022	08/12/2022	60104 Centerville High School	1,200.00		1,200.00	
	aACME Education Solutions	Centerville High School	07/13/2022	08/12/2022	60106 Order Editor Save Optimizations	3,576.00		3,576.00	

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://aace6.knowledgeowl.com/help/exporting-records) (<https://aace6.knowledgeowl.com/help/exporting-records>) is the most effective way to transfer your data to a spreadsheet.
