

Exporting Records

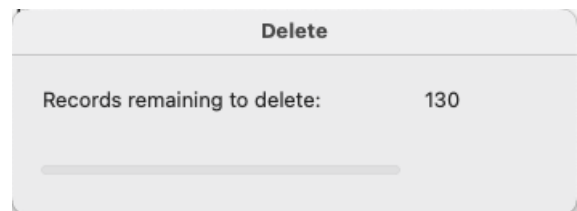
Last Modified on 12/23/2025 5:03 pm EST

This guide explains how to export data from aACE to a spreadsheet format. It is intended for general users.

Exporting records can help you review data in spreadsheet format, retrieve data in aACE for use elsewhere, or reconcile discrepancies in your numbers.

Understanding the FileMaker Cache Table

Similarly to the [import process](https://aace6.knowledgeowl.com/help/importing-records) (<https://aace6.knowledgeowl.com/help/importing-records>), exporting data uses temporary records in a FileMaker cache table. This approach helps validate the data. First, any existing cache records are deleted for the user running the export. During the process, you might notice a dialog message about deleting records:



This message refers to the cached files from the previous import. Actual business records are never deleted during an import.

After clearing the cache, the new records are cached. Then, the cached data is transferred to an external file which is saved at the destination and in the format you specify. We recommend that you save exported data using either Excel or FileMaker spreadsheet formats. Other file formats will not retain the aACE field names for your data.

Exporting a Spreadsheet of Data

The export process is available in all modules. This example demonstrates the process using the Companies module:

1. From the Main Menu, go to the module list view.
2. Use the [Quick Search bar](https://aace6.knowledgeowl.com/help/using-aaces-quick-search-features) (<https://aace6.knowledgeowl.com/help/using-aaces-quick-search-features>) and [sorting features](https://aace6.knowledgeowl.com/help/sorting-records-in-the-list-view) (<https://aace6.knowledgeowl.com/help/sorting-records-in-the-list-view>) to compile the records you want

to export.

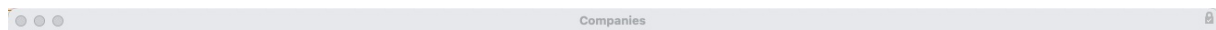
3. Select **Actions > Export**.

The screenshot shows the 'Companies' application window. At the top, it says 'Record: 1 of 78'. Below the header, there's a table with columns: Type, Company Name, Abbr, City, State / Prov, Postal Code, Phone, Sales Rep, and Acct. The table lists various schools and districts. On the right side, an 'Actions' dropdown menu is open, showing options like 'Send Notice Re: List', 'Activate List', 'Deactivate List', 'Add Activity to List', 'Create Leads for List', 'Add Found Set to List', 'Remove Found Set from List', 'Import Important Dates', 'Import', and 'Export'. The 'Export' option is circled in red.

4. Select **Export**.

5. Enter the Save As file name and select the download location. Then, choose the format of the export.

We recommend using Excel format for all exporting and importing.




In addition to business data, you can also [export record logs](https://aace6.knowledgeowl.com/help/searching-) (https://aace6.knowledgeowl.com/help/searching-).

[and-exporting-record-logs](#) that track system events.

Using the Admin Export

The Admin Export allows unrestricted access to data within aACE. This action exports data not visible to users without regard to access privileges. If you are importing data back into aACE, use the Export feature.

In the module list view, select Admin Actions icon () > Admin Export and follow the prompts.

Companies

Record: 1 of 78

New + Edit Delete Print Actions

Companies

Customer

Type	Company Name	Abbr	City	State / Prov	Postal Code	Phone	Sales Rep	Acct Mgr	Status
> Customer	Shea Township School District	50002	Shea	OH	43613	(555) 732-0201	JG	MH	ACTIVE
> Customer	New Start Academy Charter School	50005	North River	NJ	08882	(555) 417-9682	JG	MH	ACTIVE
> Customer	Full STEAM Charter School	50006	Kinnelon	CA	90110	(555) 968-5234	JG	MH	ACTIVE
> Customer	Montboro School District				8	(555) 946-5412	JG	MH	ACTIVE
> Customer	Regina County Area School District				6	(555) 945-6852	JG	MH	ACTIVE
> Customer	Covered Bridge High School				6	(555) 412-6987	JG	MH	ACTIVE
> Customer	King's Rock School District				4	(837) 563-756	JG	MH	ACTIVE
> Customer	Brightside Charter School				3	(916) 326-4125	JG	MH	ACTIVE
> Customer	Highbridge Academy				6	(330) 796-2121	JG	MH	ACTIVE
> Customer	Cognitio				5	555-123-6789	JG	MH	ACTIVE
> Customer	Centerville High School				3	(555) 867-2347	JG	MH	ACTIVE
> Customer	SU History Department				8	(203) 100-1500	JG	MH	ACTIVE
> Customer	SU Physics Department				8	(203) 100-1200	JG	MH	ACTIVE
> Customer	Southglen High School				8	(201) 974-2594	JG	MH	ACTIVE
> Customer / Vendor	Annamac Meadows Publishing				8	555-263-2563	JG		ACTIVE
> Customer	Shea Township School District	ST-SD	Shea	OH	43613	(555) 732-0201	JG	MH	ACTIVE
> Customer	Excelsior Charter School	ECS	Newark	NJ	07101	973-500-1080	JG	MH	ACTIVE
> Customer	New York Learning Co	NYLC	Brooklyn	NY	11238		JG	MH	ACTIVE
> Customer	Mishawaka School District	50085	South Bend	IN	46616	(555) 123-1234	JG	MH	ACTIVE
> Customer	Queens County School District	50088	Astoria	NY	11105	(212) 555-0874	JG	MH	ACTIVE
> Customer	Secaucus School District	50089	Secaucus	NJ	07096	(908) 555-7196	JG	MH	ACTIVE
> Customer	South Bend School Corporation	50090	South Bend	IN	46617		JG	MH	ACTIVE

Message

"Admin Export" exports the current found set, including data that is not visible to users, without formatting or access privilege considerations. It is intended to be used in its raw form outside of aACE.

To obtain formatted data, or data that will be imported back into aACE, please use the standard "Export" option in the Actions menu above.

Not Yet Export

Show All Find my Companies Find Companies with x Sales Volume Find Companies with x Disbursement Volume Related Records