## Exporting Reports

All of the *Export* reports included in the Financial Data Mart were designed for exporting to Excel so users are able to use the Excel tools as needed for their individual responsibilities.

- To export, click on the *Export* link, which is available on *Export* reports both at the top of the report and at the bottom of the page.

- Clicking on *Export* will open the *Export Menu*.
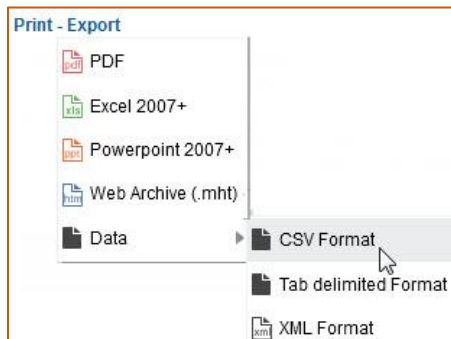
There are several *Export* choices available, but in all honesty *PDF*, *Powerpoint*, and *Web Archive* are not good options unless otherwise noted in a specific report's *Report Guide*.

- *Excel 2007+*
  - ✓ *Export Limit:* 2,000,000 cells.
    - – For example, if the report has 10 columns, then you can export up to 200,000 rows.
  - ✓ *Pro:* Keeps all the formatting included in the report, which is very helpful when the data returned in one column is alphanumeric, e.g., *Task #* and *Invoice #*.
    - – **NOTE:** Action links are not included in the export.
  - ✓ *Con:* Can take a while when exporting a large number of rows.
  - ✓ *Con:* Export includes the report header, e.g., the title and the applied filters.

NOTE: When exporting to Excel the font size will reduce by 75%. This is because what you see on your monitor is formatted in pixels while the export is in font point. Because of this, characters formatted at 11 pixel on the monitor become size 8 font in Excel, PDF, PowerPoint, etc. When exporting to CSV the font size is the default setting of your personal Excel settings.

- *Data*: *CSV Format* or *Tab delimited Format*
  - ✓ *Export Limit:* 500,000 rows (regardless of number of cells).
  - ✓ *Pro:* For large data sets it is **MUCH** faster than exporting to *Excel*.
  - ✓ *Pro:* Only includes the column headers and does not include the report's header information.
  - ✓ *Con:* Formatting will be lost.
    - – May be problematic for fields that are alphanumeric, e.g., *Task #* and *Invoice #.*
    - – If you save the export rather than automatically opening it, you can then open the file from within Excel and determine how the data should be treated column by column.
  - ✓ *Con:* Any customizations will be lost.
    - – All excluded columns will be included in the export.
    - – *Hidden* columns included in report designs for formatting purposes, e.g., special sorts on *FY Period* and *Expenditure Categories* as well as *Row Count*, will also be included.
    - – Subtotals and section headers included in some of the *versions* available in certain reports, e.g., *Cost Detail (Export), ITD Summaries (Export),* and *FY Summaries (Export)*, will also be lost during the export.

NOTE: There's an *Export to Excel* link under the *Page Options* gear icon at the top right of the page. ⚙
However, using either of the options available (*Export Current Page* and *Export Entire Dashboard)* will only export the rows that you are currently viewing. For example, if you are viewing rows 501-1000, only rows 501-1000 will be exported, regardless of the choice selected.

Reaching the Data Limits for Exporting

Excel

If your report results exceed the 2 million cell limitation and you export to Excel, you will see in the last row of your spreadsheet the error: *View Display Error Maximum total number of cells exceeded (Configured Limit: 2000000). Error Codes: EY692ZW9.*

35093	M Smith	06-Jul-2018	11-Jul-2018	0.43	0.00	42568954	Y		N	N
35094	View Display Error Maximum total number of cells exceeded (Configured Limit: 2000000). Error Codes: EY692ZW9									

Because of this, it is always a good practice to, after opening the file, go to the bottom and make sure that this error message is not there. If you do get this error message, adjust your prompt values so you have fewer rows in the results.

CSV or *Tab-delimited*

If your report results exceed the 500,000 row limit for export to data, only the first 500,000 rows will export. As in Excel, it is always a good practice to, after opening the file, go to the bottom and check the number of rows. If the number of rows is exactly 500000, then it is highly likely that your results exceeded the limit and that you need to adjust your prompt values so you have fewer rows in the results.

NOTE: You will get the following error upon running a report returning more than 500,000 rows. If you get this error, modify your parameters to reduce the number of rows returned.
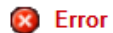
❌ Error
View Display Error
Exceeded configured maximum number of allowed output prompts, sections, rows, or columns.
⊞ Error Details