# Exported Excel File Structure

The Audit Workpaper Export to Excel option exports record information and the data associated with the record (1-level down) in sub-forms, levels, and application cross-records to an Excel workbook. The workbook is divided into different worksheets, which correspond to the different sections associated to a record. The export process is dynamic; Archer analyzes the record, locates the available data, and displays the data in Microsoft Excel.

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## Naming and labels

* Each file has a unique file name, using the following naming convention: ***<Application Name>*\_*<Tracking ID>*\_*<Timestamp>***.
* For example: Audit\_Workpaper\_AO-21\_8\_2\_2023\_4\_34\_04\_AM.xlsx
* Worksheets display the alias names of applications. If alias names include more than 31 characters, Excel truncates the name.  
  For example, if fields include cross-referenced applications with multiple levels, whose names include more than 31 characters, and the parent application name is **LeveledApplicationIsTooLongForExcel**, Excel renames the cross-references, as follows:
  + LeveledApplicationIsTooLongF...
  + LeveledApplicationIsTooLongF(1)
  + LeveledApplicationIsTooLongF(2)

## Worksheets

* Excel adds each exported section to a separate worksheet.
* The first worksheet in the Excel file contains the parent application data.
* After the parent worksheet, Excel sorts all other worksheets alphabetically.

## Columns and values

* Worksheets display column names as alias names.
* You can track any field names that correspond to alias names using the Field Glossary worksheet.
* Excel arranges the columns inside the worksheet in the order they were selected in the Select Export Data window in Archer.
* Calculated fields that are in an error state display as *blank*.
* Tracking IDs are added to each section to allow for easier tracking between Archer and the Excel data.

## Glossary

The glossary includes all associated metadata from the field selections, which allows users to know exact field values, without the need to review the data in Archer.

The glossary contains the following content.

* Metadata and system settings that track the following information about the exported fields:
  + Field names.
  + Field types.
  + Aliases.
  + Record values.
    - Multiple values for a field are separated by a semicolon that correspond to values list fields.
  + Required and optional field details.
* Fields selected to export in Archer.

#### Example

A user opens an Audit Workpaper record and decides to export the data to Excel. They select fields from the following sections:

* Audit Workpaper.
* Audit Procedures.
* Findings.
* Observations.

Archer exports the data and Excel generates a workbook that include a worksheet for each section listed above. Even though the user did not select any data for Field Glossary, any Field Glossary data is automatically exported into the workbook.

The following diagram displays an example Excel workbook with exported Audit Workpaper data.

