
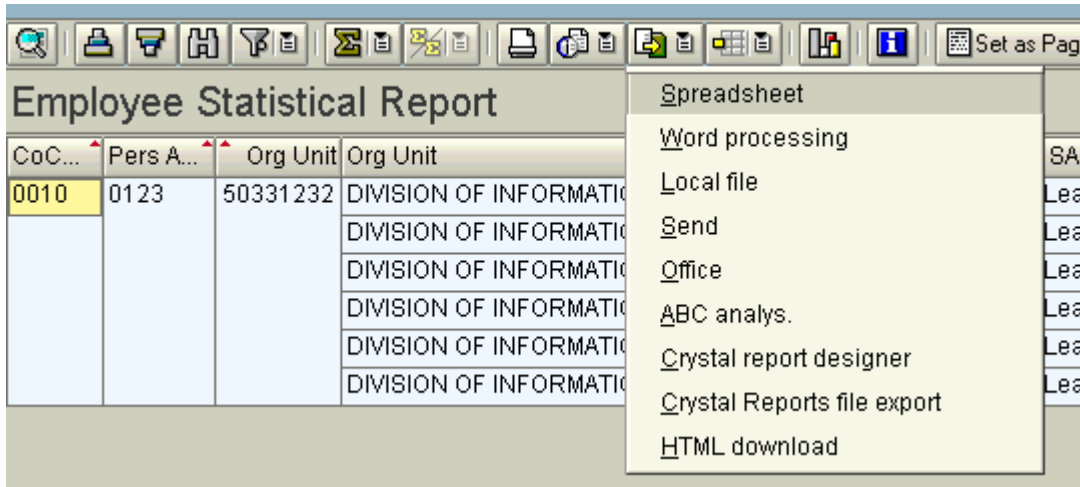


How to export data from SAP to Excel

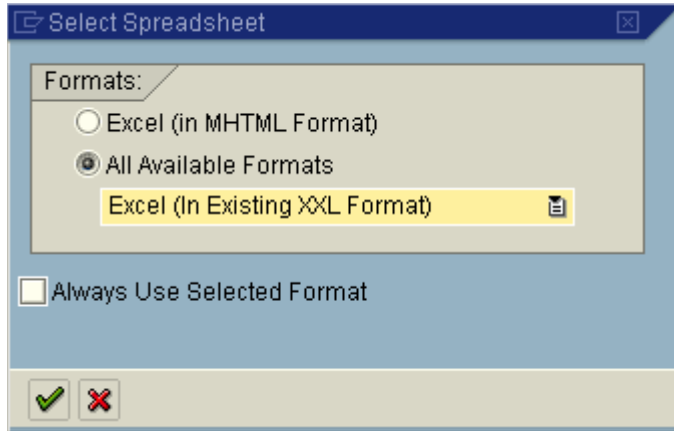
Issued 8/31/07

To follow are new steps that you must use when exporting data from SAP into an Excel Spreadsheet.

After generating the report, click . The drop-down list will display several options.



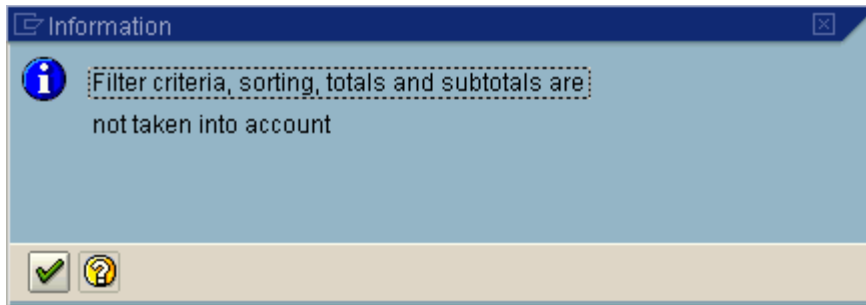
After selecting the option for **Spreadsheet**, the **Select Spreadsheet** pop-up box appears.



Click All Available Formats and from the drop down, select Excel (In Existing XXL Format).

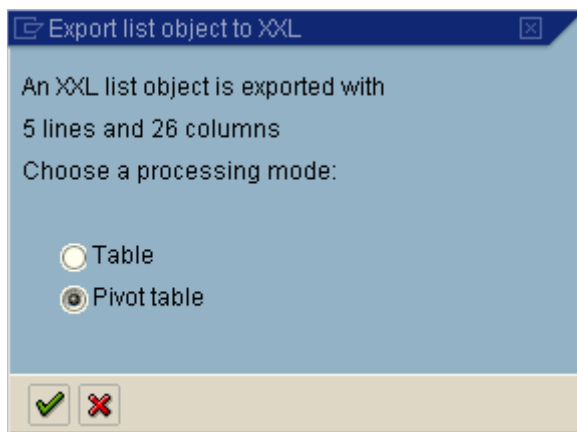
Click Always Use Selected Format check box **IF** you would like this to be your default.

Click displays the following message to indicate that any data manipulation; sorts, filters, totals, etc., will **not** be exported to the spreadsheet.

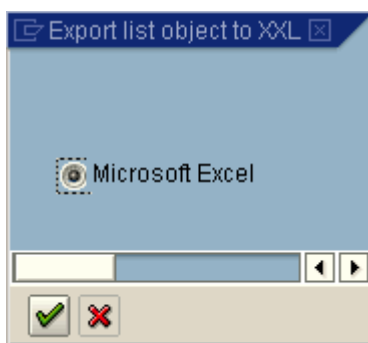



Click . The **Export list object to XXL** pop-up box appears.


Select **Table** from the **Export list object to XXL** pop-up box to display Excel spreadsheet or **Pivot table** to display Excel Spreadsheet Pivot table.

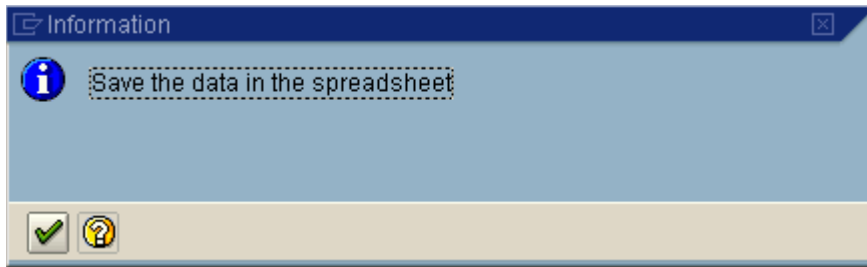



Click . **Export list objects to XXL** pop-up box appears, confirming Excel.



Click . Excel will open and display the data from the report in the spreadsheet format you selected. The **Information** pop-up box appears with the message “**Save the data in the spreadsheet.**” Select **Microsoft Excel** from your task bar and save your spreadsheet.

If you **do not** save your report in Excel prior to clicking the  in the **Information** pop-up box, the exported data will **not** be saved.



Click  to return to the report screen.