
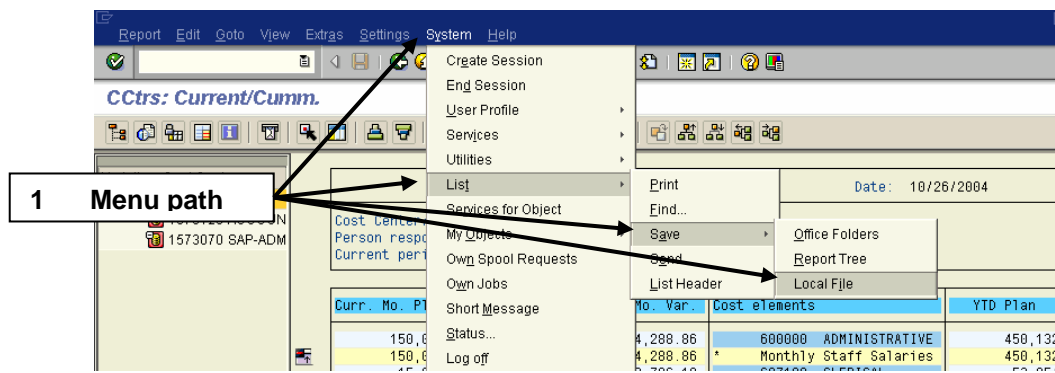


Exporting a Report to Excel

Note: Once in a report, there are **several ways** to export a report to Excel depending on the report. **Two basic ways** are outlined in this section and depend on whether an  **Export** button is available or not.

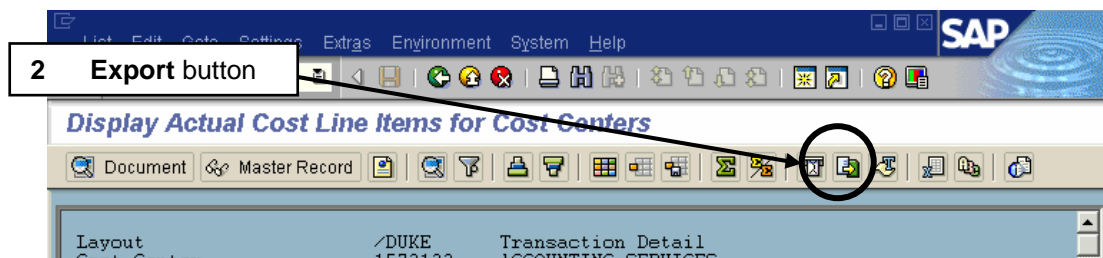
To export a report to Excel where the Export button is not available:




1. Follow the menu path: **System** → **List** → **Save** → **Local File**.

OR

To export a report to Excel for reports which have the Export button (example: any line item report):

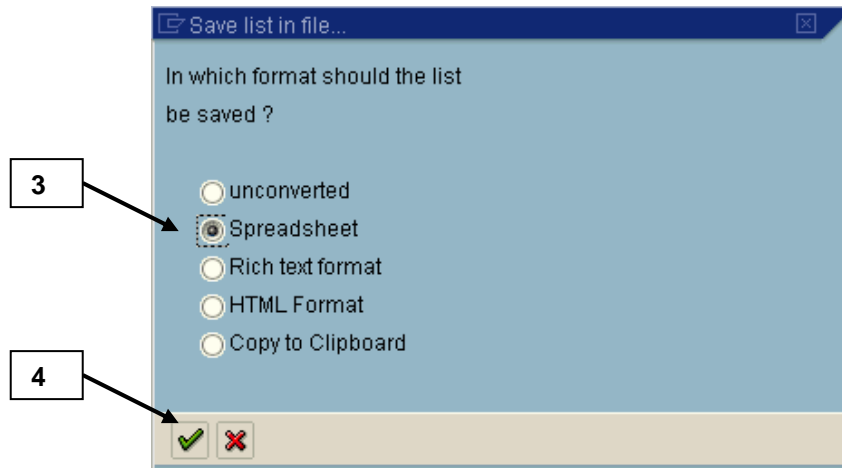


2. Click the  **Export** button (menu path: **List** → **Export** → **Local File...**)

Exporting a Report to Excel (cont.)

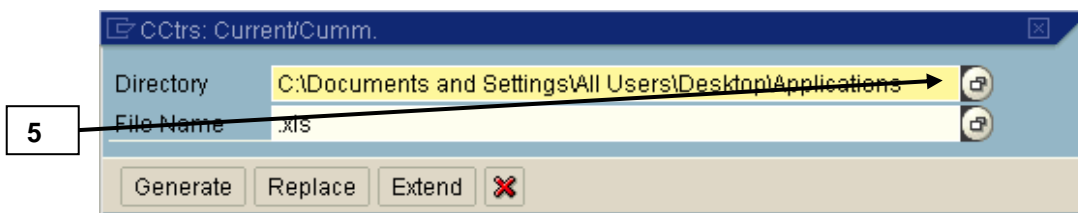
Once one of the two methods on the previous page is used, the rest of the steps are the same, as follows:

In the *Save list in file...* dialog box:



3. Click on **Spreadsheet** button.
4. Click on the  **Continue (Enter)** button.

In the dialog box (*name varies by report*):

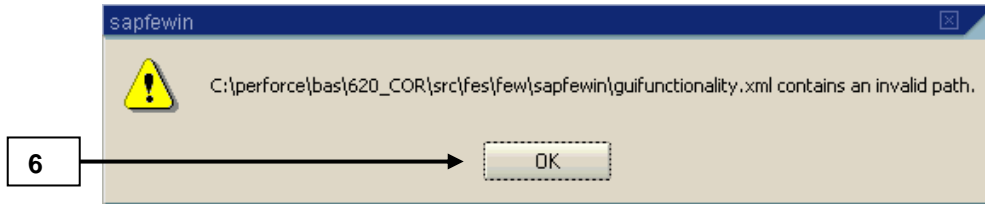


5. Click on the **Drop-down** button in the **Directory** field.

*Note: If the directory path is known, enter the **path** in the **Directory** field, enter the **file name with an extension of .xls** in the **File Name** field, and click on **Generate** button (**skip next steps**). If message prompts that **file already exists**, then click on the **Replace** button.*

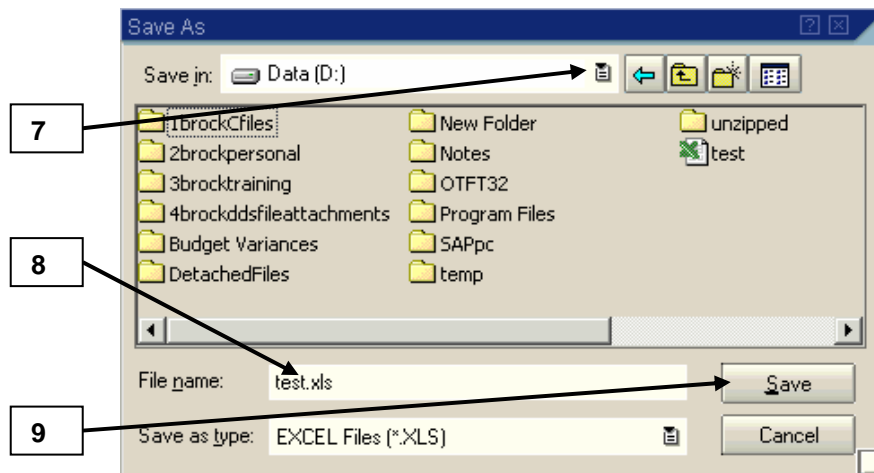
Exporting a Report to Excel (cont.)


In the resulting *sapfewin* (*warning message*) dialog box:



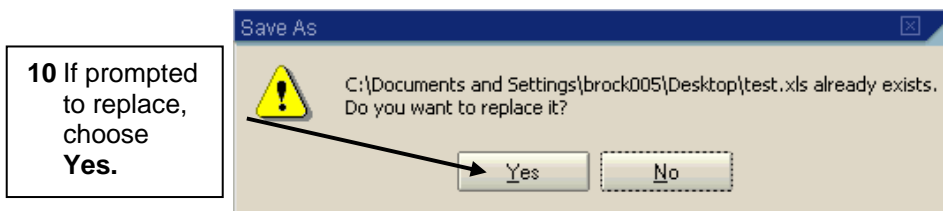
6. Click **OK** to continue to the screen shown below.

In the **Save As** dialog box:



7. Use the  **Drop Down** button in the **Save in** field to locate a **directory path** (where to save the file on your computer).
8. Enter the **file name with extension of .xls** for Excel.
9. Click on the **Save** button.

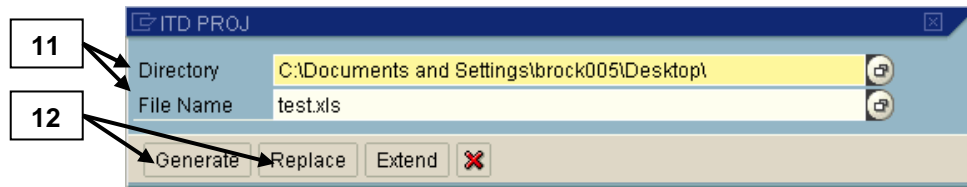
IF PROMPTED, in the *Save As* (*warning message*) dialog box:



10. **If prompted** to replace the file, click on the **Yes** button.

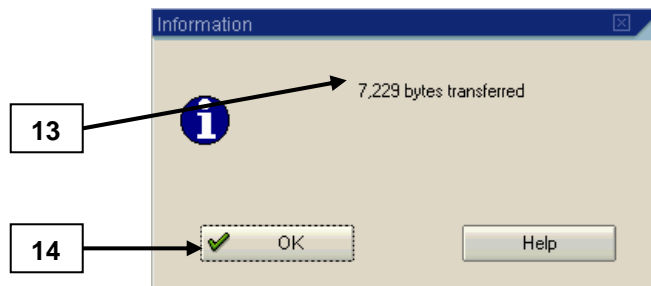
Exporting a Report to Excel (cont.)

In the dialog box (*name varies by report*):



11. Ensure the **Directory** and **File Name** fields are correct.
12. Click on either the **Generate** or **Replace** button as appropriate.

In the *Information* dialog box:



13. Review the message stating that bytes were transferred (indicating that the export was successful).
14. Click the **OK** button to close the message.

Once the file is exported to Excel:

15. Manually open Excel and retrieve the exported file (or open from desktop if applicable).
16. ***IMPORTANT:*** Once changes or formatting have been done, **save the Excel file** per specific instructions below:
 - Use the menu path: **File->Save as**
 - **Remove the quotation marks (“xxx”)** from the **File name**.
 - Choose **Microsoft Excel Workbook** as the **File type**.

Note: If the above steps are not done, the **changes will not be saved**.

17. Exit Excel when ready (the SAP R/3 window is still active and you will return to that window when Excel is closed).