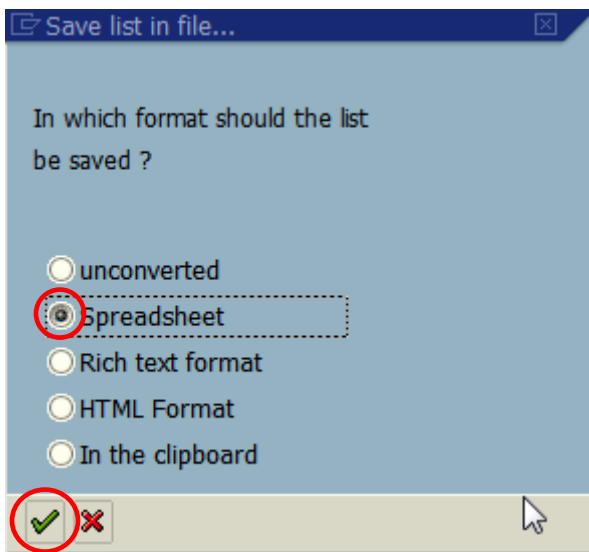# Export Data to Microsoft Excel

Location(s):

> **SAP GUI**

Purpose: Perform this procedure when you need to export data to Microsoft Excel to print or distribute.
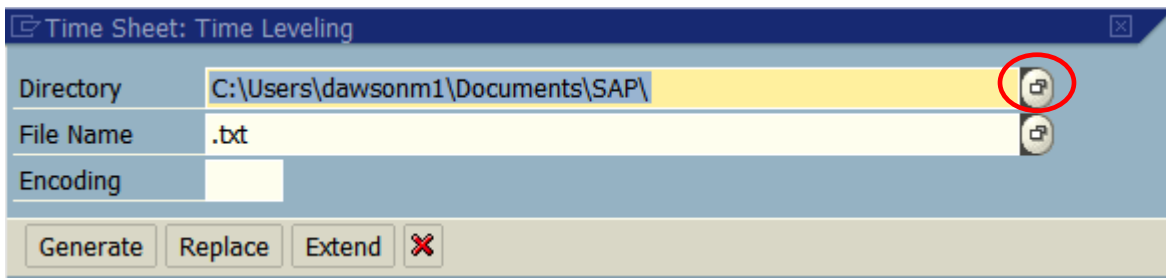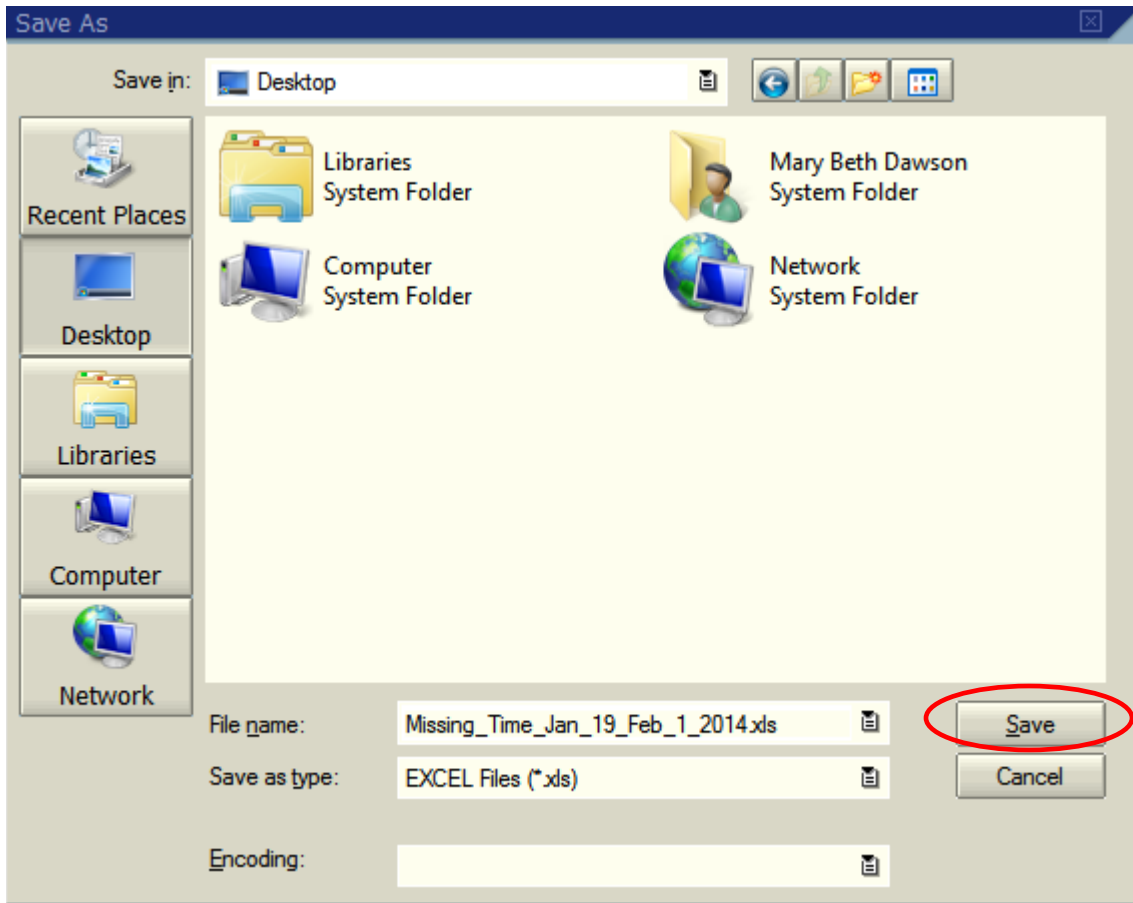
1. Click Local File.

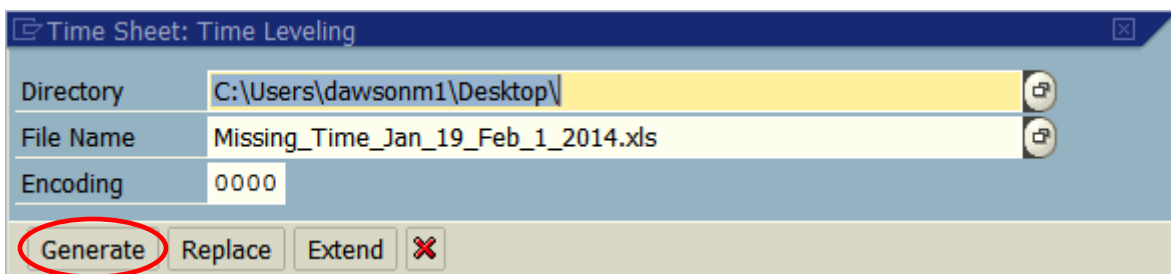2. Select Spreadsheet.
3. Click Enter.

4. Select the Directory match code button.

5. Select the Directory.
6. Enter a File name.
7. Select the file type .xls
8. Click Save.

9. Click Generate.

10. A confirmation message will appear at the bottom of the screen.

✅ 4,550 bytes transmitted, code page 4103