

## **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.

🗁 Save list in file	
Ta	
In which format should the list	
De saveu :	
Spreadsheet	
○Rich text format	
O HTML Format	
◯ In the clipboard	
×	ß

4. Select the Directory match code button.

🗁 Time Sheet: 1					
Directory	C:\Users\dawsonm1\Documents\SAP\				
File Name	.bt	9			
Encoding					
Generate Replace Extend 🗙					



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

Save As					
Save <u>i</u> n:	📃 Desktop			3 🖄 📂 [	
Recent Places Desktop Libraries Computer	Librarie System	es i Folder uter i Folder		Mary Beth Da System Folder Network System Folder	wson r
Network					
	File <u>n</u> ame:	Missing_Time_Jan_19_Feb	_1_2014:	xls 🖺	Save
	Save as type:	EXCEL Files (*xls)		Ē	Cancel
	Encoding:			Ē	

9. Click Generate.

🗁 Time Sheet: Time Leveling						
Directory	C:\Users\dawsonm1\Desktop\					
File Name	Missing_Time_Jan_19_Feb_1_2014.xls					
Encoding	0000					
Generate Replace Extend X						

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

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