





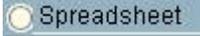


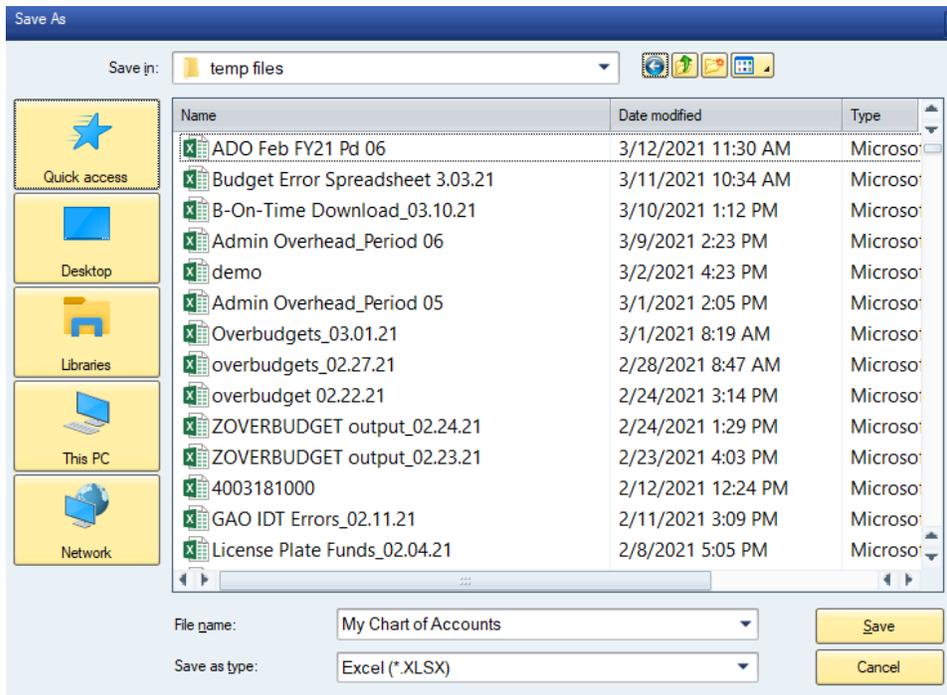




## Exporting to Excel:

Use this procedure to export SAP data to a local file such as a Microsoft Excel spreadsheet.

1. In a drill-down view *within* a report, the “Local File” button  on the toolbar should be used.
2. Click on the little black arrow on the bottom right corner.
3. Click on the spreadsheet option. 
4. A box will appear allowing you to choose where to save your file:



5. Enter a name in the File Name box for your file
6. Save as Type: Chose Excel (\*.XLSX) so that you will be saving the file in excel.



You must add the proper file extension to the name of your file (.xls for Excel, .rtf for Rich Text, .html for HTML). The file extension tells your computer what program to open the file with. If you do not include an appropriate file extension, you are unlikely to be able to access whatever you have saved.

7. Click  to continue.
8. After you hit save, if you get security questions (two boxes) answer “Allow” to both.
9. Once you have done that the system will start opening your file in excel for you.