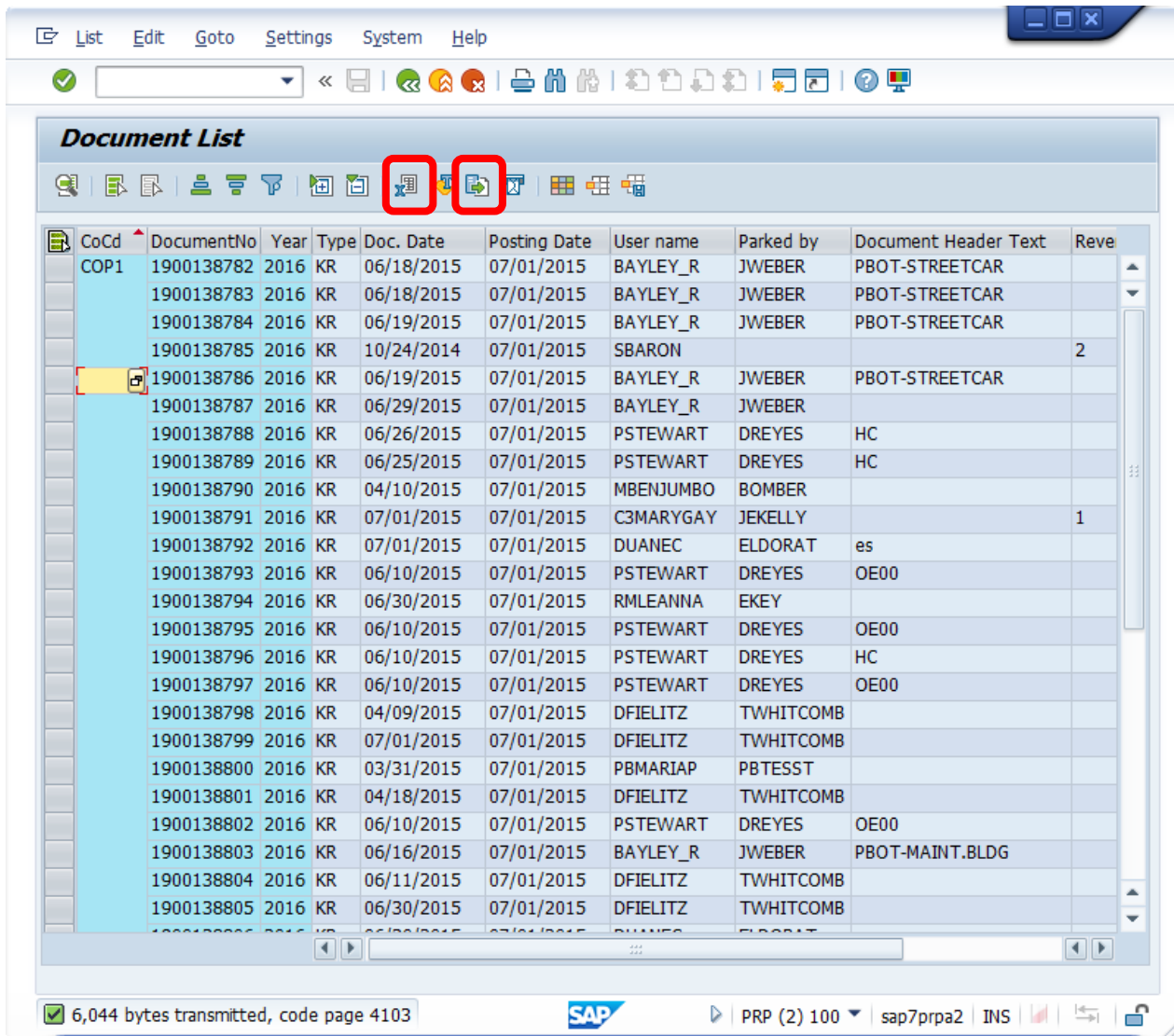


TIP: Ways to Export Data to Excel

Module: All Modules

Process: This tip sheet describes the “standard” way to export data into Excel and then a quicker method using a right-click.



The screenshot shows the SAP Document List interface. The table contains the following data:

CoCd	DocumentNo	Year	Type	Doc. Date	Posting Date	User name	Parked by	Document Header Text	Reve
COP1	1900138782	2016	KR	06/18/2015	07/01/2015	BAYLEY_R	JWEBER	PBOT-STREETCAR	
	1900138783	2016	KR	06/18/2015	07/01/2015	BAYLEY_R	JWEBER	PBOT-STREETCAR	
	1900138784	2016	KR	06/19/2015	07/01/2015	BAYLEY_R	JWEBER	PBOT-STREETCAR	
	1900138785	2016	KR	10/24/2014	07/01/2015	SBARON			2
	1900138786	2016	KR	06/19/2015	07/01/2015	BAYLEY_R	JWEBER	PBOT-STREETCAR	
	1900138787	2016	KR	06/29/2015	07/01/2015	BAYLEY_R	JWEBER		
	1900138788	2016	KR	06/26/2015	07/01/2015	PSTEWART	DREYES	HC	
	1900138789	2016	KR	06/25/2015	07/01/2015	PSTEWART	DREYES	HC	
	1900138790	2016	KR	04/10/2015	07/01/2015	MBENJUMBO	BOMBER		
	1900138791	2016	KR	07/01/2015	07/01/2015	C3MARYGAY	JEKELLY		1
	1900138792	2016	KR	07/01/2015	07/01/2015	DUANEC	ELDORAT	es	
	1900138793	2016	KR	06/10/2015	07/01/2015	PSTEWART	DREYES	OE00	
	1900138794	2016	KR	06/30/2015	07/01/2015	RMLEANNA	EKEY		
	1900138795	2016	KR	06/10/2015	07/01/2015	PSTEWART	DREYES	OE00	
	1900138796	2016	KR	06/10/2015	07/01/2015	PSTEWART	DREYES	HC	
	1900138797	2016	KR	06/10/2015	07/01/2015	PSTEWART	DREYES	OE00	
	1900138798	2016	KR	04/09/2015	07/01/2015	DFIELITZ	TWHITCOMB		
	1900138799	2016	KR	07/01/2015	07/01/2015	DFIELITZ	TWHITCOMB		
	1900138800	2016	KR	03/31/2015	07/01/2015	PBMARIAP	PBTEST		
	1900138801	2016	KR	04/18/2015	07/01/2015	DFIELITZ	TWHITCOMB		
	1900138802	2016	KR	06/10/2015	07/01/2015	PSTEWART	DREYES	OE00	
	1900138803	2016	KR	06/16/2015	07/01/2015	BAYLEY_R	JWEBER	PBOT-MAINT.BLDG	
	1900138804	2016	KR	06/11/2015	07/01/2015	DFIELITZ	TWHITCOMB		
	1900138805	2016	KR	06/30/2015	07/01/2015	DFIELITZ	TWHITCOMB		

Note: These instructions use the transaction FB03 to demonstrate the process for exporting data from SAP to Microsoft Excel. It is the same in any other transaction which displays data sets.

The “**Standard**” export process produces a usable spreadsheet, but the “**Right-Click**” method takes fewer steps and actually produces a more usable and better-formatted spreadsheet.

To skip the Standard methods and learn the quick, easy Right-Click method, skip to page 6.

Standard Processes for Exporting

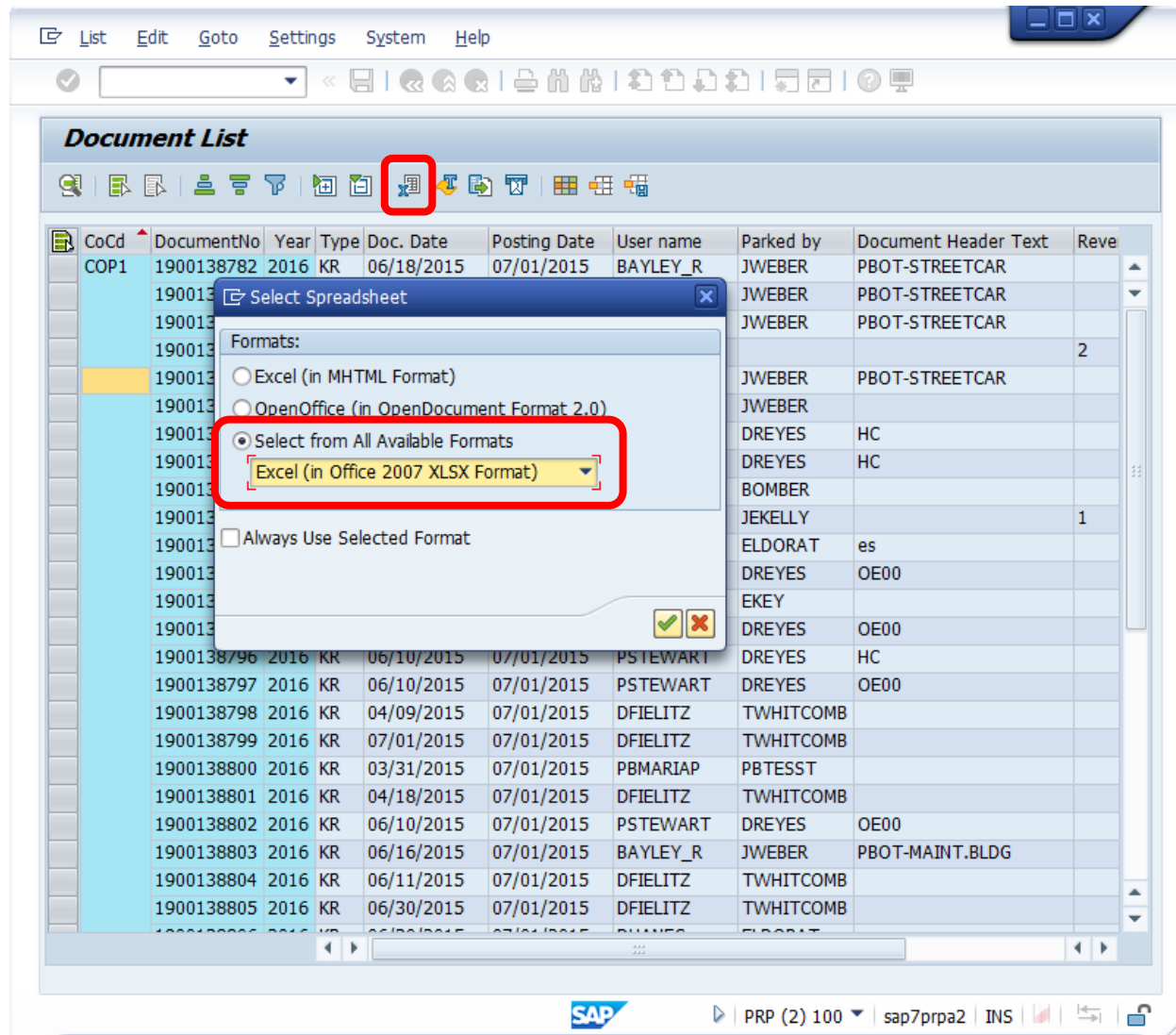
01

Once you execute FB03 and have pulled up the data you wish to export you can use one of two buttons: the “Spreadsheet” button or the “Local File” button.

TIP: Ways to Export Data to Excel

Module: All Modules

Process: This tip sheet describes the “standard” way to export data into Excel and then a quicker method using a right-click.



02: Spreadsheet Button

If you press the “Spreadsheet” button you are prompted to select your preferred format.

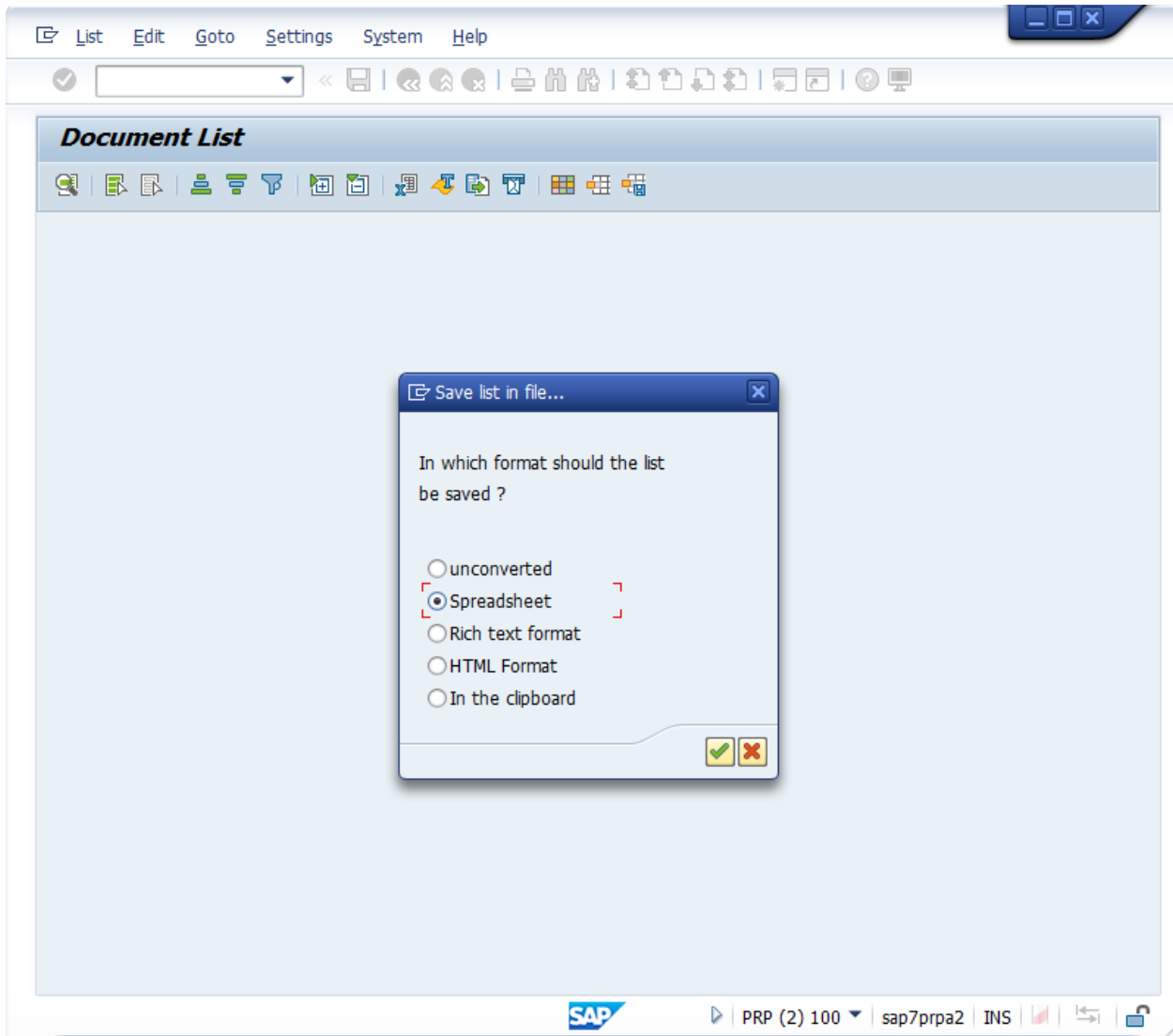
The choices that appear in the drop-down are noted below:

- Excel (In Existing XXL Format)
- Excel (in Office 2007 XLSX Format)
- Excel (in MHTML Format)
- Excel (in MHTML Format for 2000/97)
- OpenOffice (in OpenDocument Format 2.0)
- Excel (in Office 2003 XML Format)
- SAP-Internal XML Format

TIP: Ways to Export Data to Excel

Module: All Modules

Process: This tip sheet describes the “standard” way to export data into Excel and then a quicker method using a right-click.



03: Local File Button

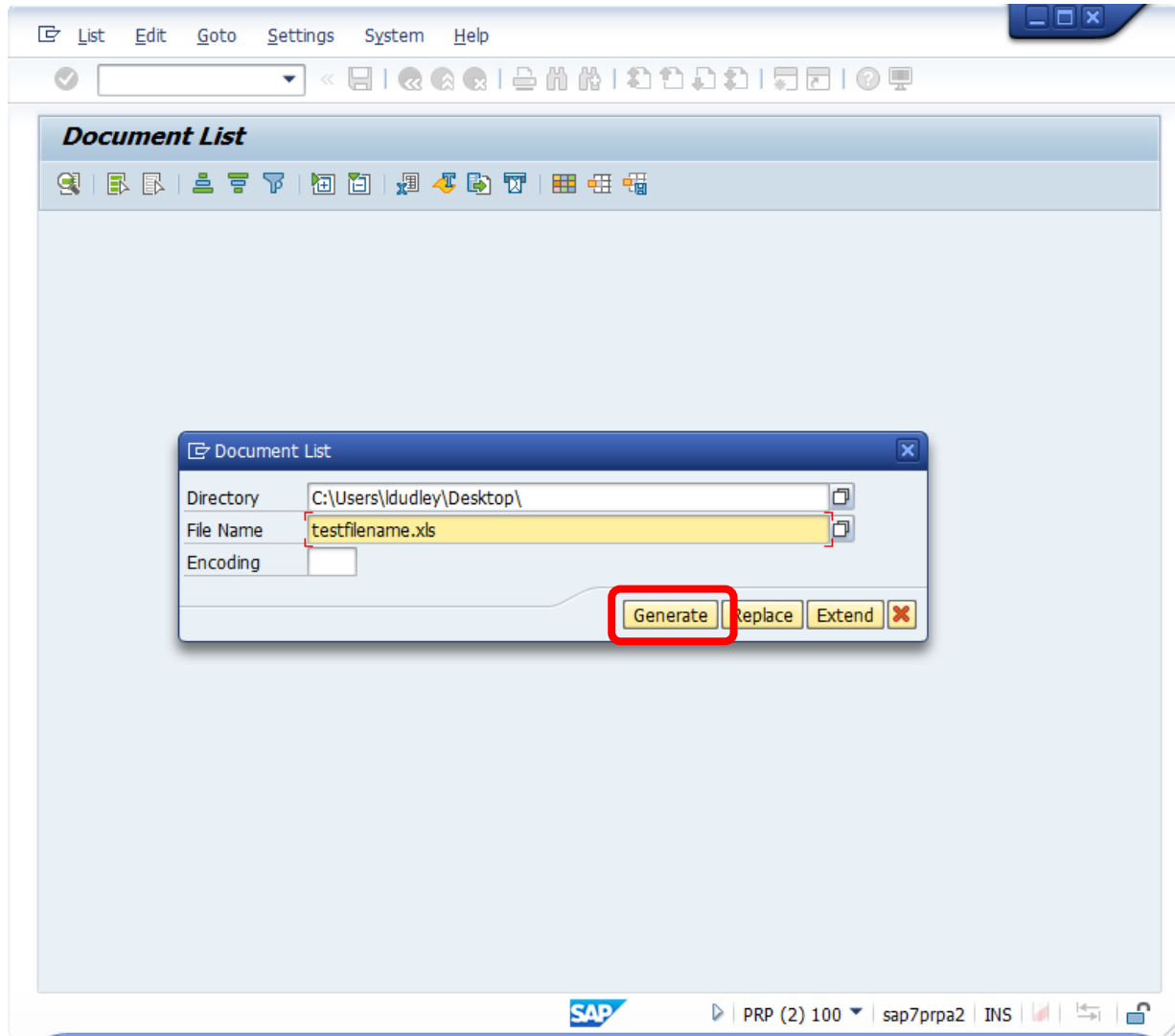
The other way to export a spreadsheet that produces a spreadsheet formatted in the same way is the “Local File Button.”

Just as in the previous step, if you press the “Local File” button you are prompted to select your preferred format. Select “Spreadsheet.”

TIP: Ways to Export Data to Excel

Module: All Modules

Process: This tip sheet describes the “standard” way to export data into Excel and then a quicker method using a right-click.



04: Local File Button

Another pop-up appears. Name your File and then click “Generate.”

TIP: Ways to Export Data to Excel

Module: All Modules

Process: This tip sheet describes the "standard" way to export data into Excel and then a quicker method using a right-click.

Standard Method Output

CoCd	Document	Year	Type	Doc. Date	Pstng Date	User name	Parked by	Document	Reversal	Reason	Us
COP1	1.9E+09	2016	KR	#####	7/1/2015	BAYLEY_R	JWEBER	PBOT-STREETCAR			
COP1	1.9E+09	2016	KR	#####	7/1/2015	BAYLEY_R	JWEBER	PBOT-STREETCAR			
COP1	1.9E+09	2016	KR	#####	7/1/2015	BAYLEY_R	JWEBER	PBOT-STREETCAR			
COP1	1.9E+09	2016	KR	#####	7/1/2015	SBARON				2	
COP1	1.9E+09	2016	KR	#####	7/1/2015	BAYLEY_R	JWEBER	PBOT-STREETCAR			
COP1	1.9E+09	2016	KR	#####	7/1/2015	PSTEWAR	DREYES	HC			
COP1	1.9E+09	2016	KR	#####	7/1/2015	PSTEWAR	DREYES	HC			
COP1	1.9E+09	2016	KR	#####	7/1/2015	MBENJUM	BOMBER				
COP1	1.9E+09	2016	KR	7/1/2015	7/1/2015	C3MARYG	JEKELLY			1	1

Right-Click Method Output

Company Code	Document Number	Fiscal Year	Document Type	Document Date	Posting Date	User name	Parked by	Document Header
COP1	1900138782	2016	KR	6/18/2015	7/1/2015	BAYLEY_R	JWEBER	PBOT-STREETCAR
COP1	1900138783	2016	KR	6/18/2015	7/1/2015	BAYLEY_R	JWEBER	PBOT-STREETCAR
COP1	1900138784	2016	KR	6/19/2015	7/1/2015	BAYLEY_R	JWEBER	PBOT-STREETCAR
COP1	1900138785	2016	KR	10/24/2014	7/1/2015	SBARON		
COP1	1900138786	2016	KR	6/19/2015	7/1/2015	BAYLEY_R	JWEBER	PBOT-STREETCAR
COP1	1900138787	2016	KR	6/29/2015	7/1/2015	BAYLEY_R	JWEBER	
COP1	1900138788	2016	KR	6/26/2015	7/1/2015	PSTEWART	DREYES	HC
COP1	1900138789	2016	KR	6/25/2015	7/1/2015	PSTEWART	DREYES	HC
COP1	1900138790	2016	KR	4/10/2015	7/1/2015	MBENJUM	BOMBER	
COP1	1900138791	2016	KR	7/1/2015	7/1/2015	C3MARYGAY	JEKELLY	
COP1	1900138792	2016	KR	7/1/2015	7/1/2015	DUANEC	ELDORAT	es
COP1	1900138793	2016	KR	6/10/2015	7/1/2015	PSTEWART	DREYES	OE00
COP1	1900138794	2016	KR	6/30/2015	7/1/2015	RMLEANNA	EKEY	
COP1	1900138795	2016	KR	6/10/2015	7/1/2015	PSTEWART	DREYES	OE00
COP1	1900138796	2016	KR	6/10/2015	7/1/2015	PSTEWART	DREYES	HC
COP1	1900138797	2016	KR	6/10/2015	7/1/2015	PSTEWART	DREYES	OE00
COP1	1900138798	2016	KR	4/9/2015	7/1/2015	DFIELITZ	TWHITCOME	
COP1	1900138799	2016	KR	7/1/2015	7/1/2015	DFIELITZ	TWHITCOME	
COP1	1900138800	2016	KR	3/31/2015	7/1/2015	PBMARIAP	PBTESST	
COP1	1900138801	2016	KR	4/18/2015	7/1/2015	DFIELITZ	TWHITCOME	
COP1	1900138802	2016	KR	6/10/2015	7/1/2015	PSTEWART	DREYES	OE00

05: Standard Method Output versus Right-Click

The spreadsheet generated using the standard methods just shown will produce a document that looks like the top version.

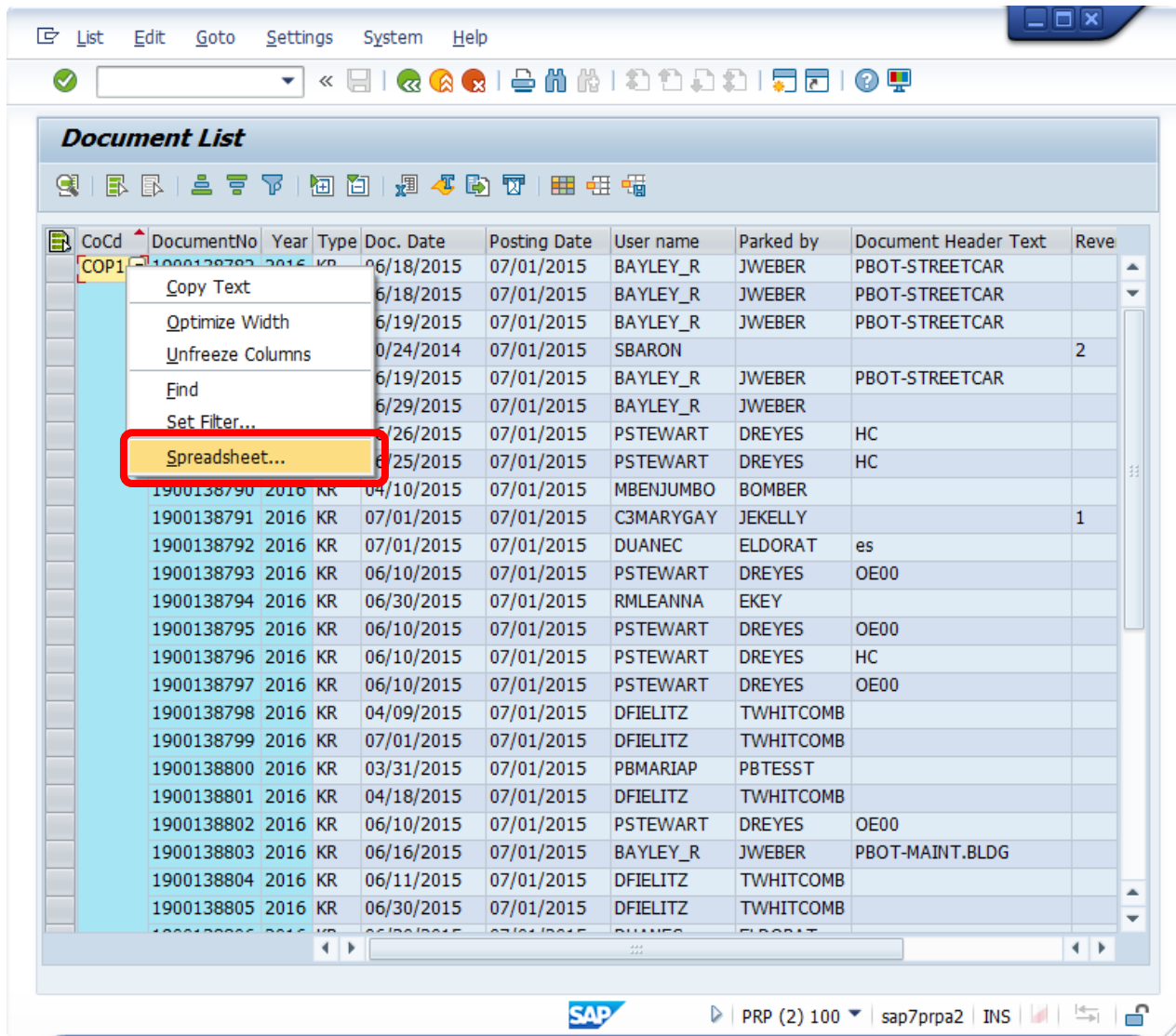
The lower version was generated by the Right-Click method. You'll note that it's much cleaner, better formatted, and generally more usable.

To learn how to get this cleaner spreadsheet using the Right-Click method, follow the steps on the following pages.

TIP: Ways to Export Data to Excel

Module: All Modules

Process: This tip sheet describes the “standard” way to export data into Excel and then a quicker method using a right-click.



01: Right-Click Method

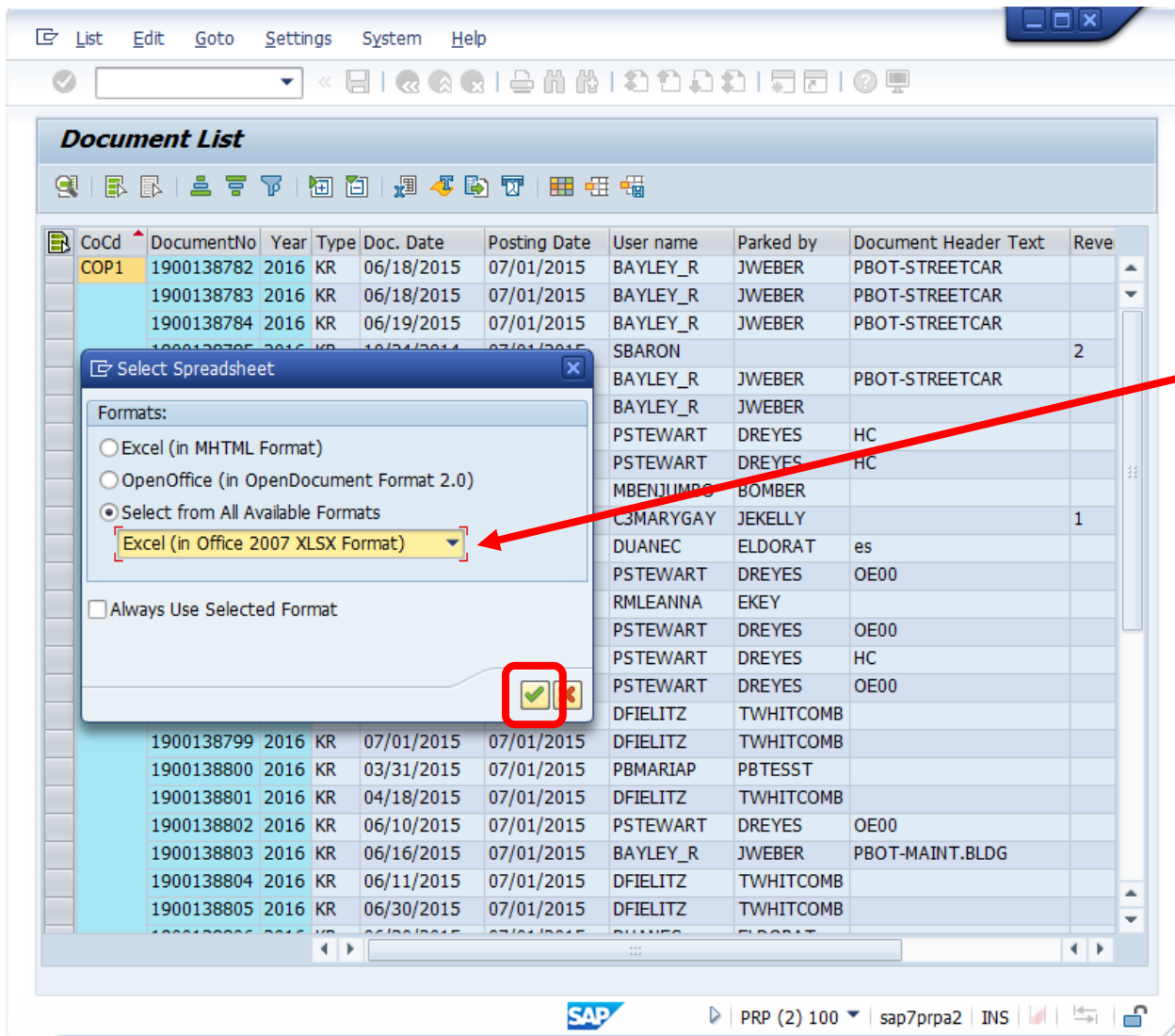
Once you execute FB03 and have pulled up the data you wish to export you can skip using any of the standard SAP buttons to export and instead just highlight any cell and right-click to bring up a context menu.

Select “Spreadsheet.”

TIP: Ways to Export Data to Excel

Module: All Modules

Process: This tip sheet describes the “standard” way to export data into Excel and then a quicker method using a right-click.



02: Right-Click Method

Click the radio button to “Select from All Available formats.” Then choose your format from the drop-down list that appears (noted below):

- Excel (In Existing XXL Format)
- Excel (in Office 2007 XLSX Format)
- Excel (in MHTML Format)
- Excel (in MHTML Format for 2000/97)
- OpenOffice (in OpenDocument Format 2.0)
- Excel (in Office 2003 XML Format)
- SAP-Internal XML Format

Note: You can then check, if you wish, the “Always Use Selected Format” to avoid having to choose this when you Right-Click in the future.

Click the green check and save to your desktop.

TIP: Ways to Export Data to Excel

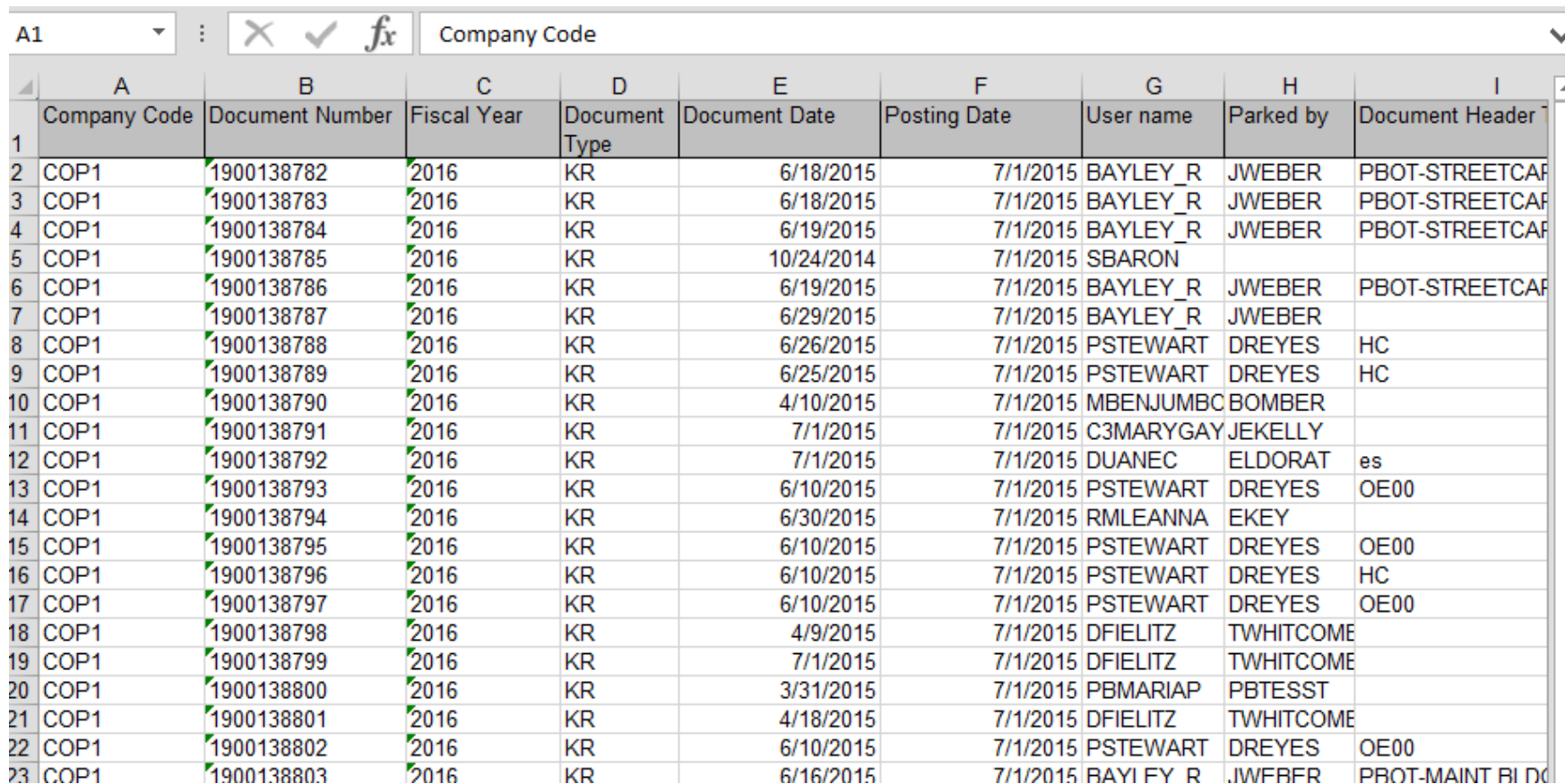
Module: All Modules

Process: This tip sheet describes the "standard" way to export data into Excel and then a quicker method using a right-click.

03: Right-Click Method

The output you get from this method is much cleaner, better formatted, and generally more usable.

END



	A	B	C	D	E	F	G	H	I
1	Company Code	Document Number	Fiscal Year	Document Type	Document Date	Posting Date	User name	Parked by	Document Header
2	COP1	1900138782	2016	KR	6/18/2015	7/1/2015	BAYLEY_R	JWEBER	PBOT-STREETCAP
3	COP1	1900138783	2016	KR	6/18/2015	7/1/2015	BAYLEY_R	JWEBER	PBOT-STREETCAP
4	COP1	1900138784	2016	KR	6/19/2015	7/1/2015	BAYLEY_R	JWEBER	PBOT-STREETCAP
5	COP1	1900138785	2016	KR	10/24/2014	7/1/2015	SBARON		
6	COP1	1900138786	2016	KR	6/19/2015	7/1/2015	BAYLEY_R	JWEBER	PBOT-STREETCAP
7	COP1	1900138787	2016	KR	6/29/2015	7/1/2015	BAYLEY_R	JWEBER	
8	COP1	1900138788	2016	KR	6/26/2015	7/1/2015	PSTEWART	DREYES	HC
9	COP1	1900138789	2016	KR	6/25/2015	7/1/2015	PSTEWART	DREYES	HC
10	COP1	1900138790	2016	KR	4/10/2015	7/1/2015	MBENJUMBO	BOMBER	
11	COP1	1900138791	2016	KR	7/1/2015	7/1/2015	C3MARYGAY	JEKELLY	
12	COP1	1900138792	2016	KR	7/1/2015	7/1/2015	DUANEC	ELDORAT	es
13	COP1	1900138793	2016	KR	6/10/2015	7/1/2015	PSTEWART	DREYES	OE00
14	COP1	1900138794	2016	KR	6/30/2015	7/1/2015	RMLEANNA	EKEY	
15	COP1	1900138795	2016	KR	6/10/2015	7/1/2015	PSTEWART	DREYES	OE00
16	COP1	1900138796	2016	KR	6/10/2015	7/1/2015	PSTEWART	DREYES	HC
17	COP1	1900138797	2016	KR	6/10/2015	7/1/2015	PSTEWART	DREYES	OE00
18	COP1	1900138798	2016	KR	4/9/2015	7/1/2015	DFIELITZ	TWHITCOME	
19	COP1	1900138799	2016	KR	7/1/2015	7/1/2015	DFIELITZ	TWHITCOME	
20	COP1	1900138800	2016	KR	3/31/2015	7/1/2015	PBMARIAP	PBTESST	
21	COP1	1900138801	2016	KR	4/18/2015	7/1/2015	DFIELITZ	TWHITCOME	
22	COP1	1900138802	2016	KR	6/10/2015	7/1/2015	PSTEWART	DREYES	OE00
23	COP1	1900138803	2016	KR	6/16/2015	7/1/2015	RAYI FY R	.JWFRFR	PROT-MAINT RI DO