Export SAP Time Reports to Excel

All SAP time reports can be exported to an Excel spreadsheet. The purpose of exporting the SAP time reports is to retain, sort AND use critical data **WITHOUT** having to re-run the SAP Time Reports repeatedly or print the report.

Benefits of Exporting SAP Time Reports to Excel:
- Excel is flexible and versatile
- Excel contains many features, such as filtering, sorting in ascending and descending, and totaling columns
- Users may customize report and save document

How to Export to Spreadsheet

- From the top Menu bar of the Transaction Code, CLICK on the List.

- From the List drop down box click on Export then Local file.

- In the pop-up box, Select format Text with Tabs.
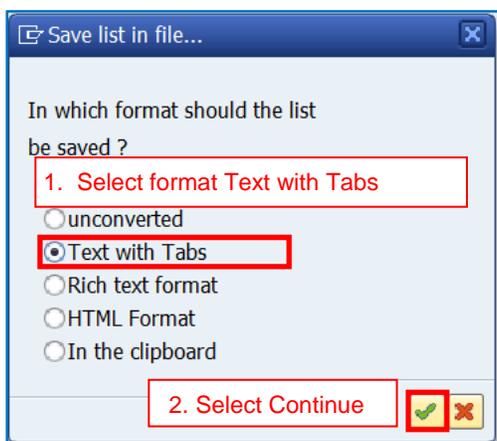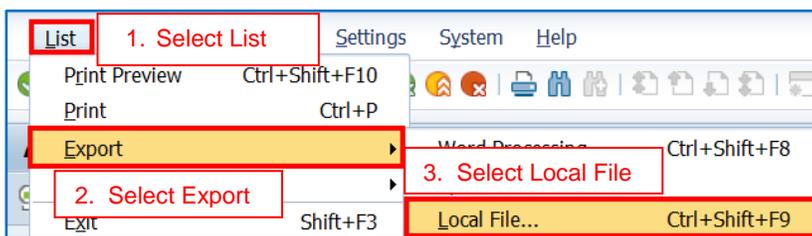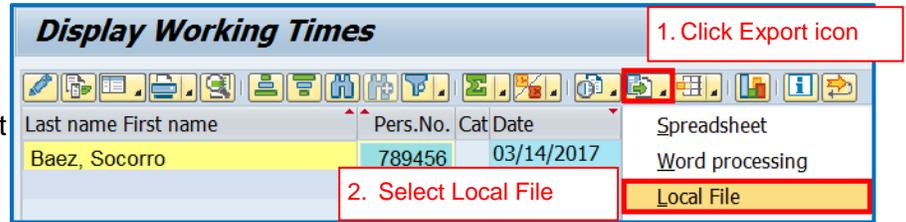

- Click on the match box.

- When the 'Save As' pop-up appears, save your document to your Desktop.

- TYPE the desired name of your report in the '*File Name*'.

- Save as type EXCEL files (*xls), and Click on Save. button.
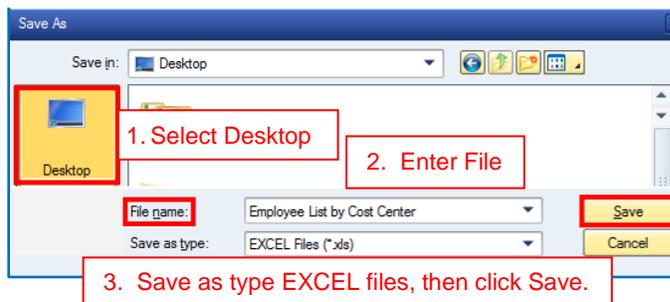
How to Export from the Export Icon

- From the top Menu bar of the Transaction Code, CLICK on the Export icon and Select Local File.

Display Working Times

1. Click Export icon

Last name First name	Pers.No.	Cat	Date
Baez, Socorro	789456		03/14/2017

Spreadsheet
Word processing
Local File

2. Select Local File

- In the Save list in file pop up box, Select format Text with Tabs.

Save list in file...

In which format should the list be saved ?

1. Select format Text with Tabs

○ unconverted
◉ Text with Tabs
○ Rich text format
○ HTML Format
○ In the clipboard

2. Select Continue

- When the 'Save As' pop-up box appears, You can save your document to your Desktop.

- TYPE the desired name of your report in the 'File Name'.

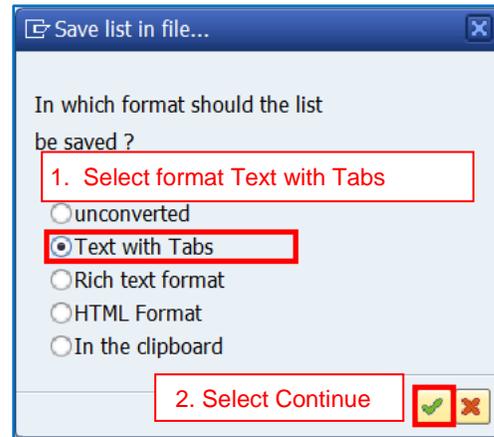- Save as type EXCEL Files (*.xls), and Click on Save button.

Save As

Save in: Desktop

Desktop

2. Select Desktop

2. Enter File

File name: Employee List by Cost Center   Save
Save as type: EXCEL Files (*.xls)   Cancel

3. Save as type EXCEL files, then click Save.