WINGUI Export SAP Time Reports to Excel

Payroll Administration

February 10, 2017

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

Print Preview

2. Select Export

1. Select List

List

Print

EXIT

Export

Users may customize report and save document

How to	Export	to Spreadsheet	
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- 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.

🖻 Save list in file 🛛 🗙					
In which format should the list					
be saved ?					
1. Select format Text with Tabs					
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Text with Tabs					
ORich text format					
OHTML Format					
○In the clipboard					
2. Select Continue					

Click on the match box.

🖙 Employee	list by Cost center			X
Directory	\\client\c\$\SAP\	Select the Match box	٥	
File Name	.txt		Ø	
Encoding				
		Generate Replace	Extend	×

Settings

Ctrl+P

Shift+F3

Ctrl+Shift+F10

System

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3. Select Local File

Local File...

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- 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.

Save As					>
Save in:	E Desktop		•	3 🌶 📂 🛄	
Desktop	1. Select D	esktop	2. Enter	r File	•
	File <u>n</u> ame:	Employee List by	Cost Center	•	<u>S</u> ave
	Save as type:	EXCEL Files (* x	s)	•	Cancel
3	. Save as t	ype EXCE	L files, the	n click Sav	e.



Ctrl+Shift+F8

Ctrl+Shift+F9

Export SAP Time Reports to Excel

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

 Image: Constraint of the state of the
- In the Save list in file pop up box, Select format Text with Tabs.

- 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.
- File name:
 Employee List by Cost Center

 Save as type:
 EXCEL Files (*xis)

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 Save as type EXCEL files, then click Save

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Save in:	E Desktop		-	J 👔 🔁	
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