Downloading SAP Reports to Excel

How do I download an SAP report to Excel?

Answer

- After executing the report, click the **Download** button. The Download button will be in the gray area directly under the report name, such as Detail Transaction Report, or Summary Statement. *Result*: A Save As window will open, allowing you to select the location on your machine where you wish to download the file, and the file name.
- 2. Browse to the desired location, and enter a name for the report, ending in .xls.
- 3. By default, Excel may view the data as text. In order to be able to do calculations within Excel, follow these steps:
 - a. Open the file in Excel.
 - b. Select the Amount column (or any other column that you want to use as numbers in formulas).
 - c. From Excel's Menu bar, click Data > Text to Columns....
 - d. On the window that appears, make sure that the Original data type indicator is Delimited. If not, click the button beside Delimited

| | Convert Text to Columns Wizard - Step 1 of 3 |
|---|--|
| The Text Wizard H | nas determined that your data is Delimited. |
| If this is correct, o Original data ty | choose Next, or choose the Data Type that best describes your data. pe |
| Choose the file Delimited Fixed width | e type that best describes your data: - Characters such as commas or tabs separate each field. 1 - Fields are aligned in columns with spaces between each field. |
| Data preview Preview of sele 1 Amount 2 100 3 150 4 5 6 | cted data: |
| | Cancel < Back Next > Finish |

e. Click Finish.

Result: The contents of the cells are now numbers instead of text.

Two additional issues:

- The numbers are formatted as left-justified. You may want to click on the Right-justified format button in the Excel toolbar.
- Credit amounts (negative numbers) don't come out right. The DTR report formats these as "4000.00-" and not "-4000.00". Since the DTR negative numbers don't look like numbers to Excel, it leaves them as text. The only thing you can do is retype the cell contents as a negative number. This is an extra manual step. To avoid this, you can run the report from the Data Warehouse, in BrioQuery, and export the results to Excel from there.