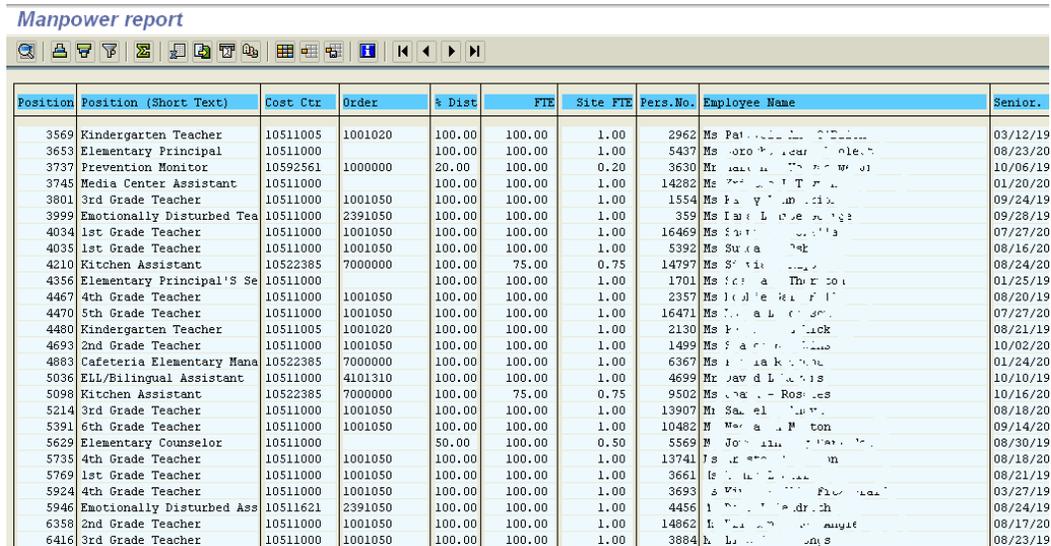


Downloading a report into Excel

1. Run the report that needs to be downloaded.

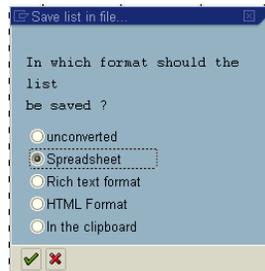
The following example is the Manpower Report (transaction ZQHR_MANPOWER).

Manpower report



Position	Position (Short Text)	Cost Ctr	Order	% Dist	FTE	Site FTE	Pers.No.	Employee Name	Senior.
3569	Kindergarten Teacher	10511005	1001020	100.00	100.00	1.00	2962	Ms Patricia M. O'Donnell	03/12/19
3653	Elementary Principal	10511000		100.00	100.00	1.00	5437	Ms Loree Mearns Cole	08/23/20
3737	Prevention Monitor	10592561	1000000	20.00	100.00	0.20	3630	Mr Alan M. McLaughlin	10/06/19
3745	Media Center Assistant	10511000		100.00	100.00	1.00	14282	Ms Jennifer T. ...	01/20/20
3801	3rd Grade Teacher	10511000	1001050	100.00	100.00	1.00	1554	Ms Paulette ...	09/24/19
3999	Emotionally Disturbed Tea	10511000	2391050	100.00	100.00	1.00	359	Ms Irene ...	09/28/19
4034	1st Grade Teacher	10511000	1001050	100.00	100.00	1.00	16469	Ms Sarah ...	07/27/20
4035	1st Grade Teacher	10511000	1001050	100.00	100.00	1.00	5392	Ms Susan ...	08/16/20
4210	Kitchen Assistant	10522385	7000000	100.00	75.00	0.75	14797	Ms ...	08/24/20
4356	Elementary Principal's Se	10511000		100.00	100.00	1.00	1701	Ms ...	01/25/19
4467	4th Grade Teacher	10511000	1001050	100.00	100.00	1.00	2357	Ms ...	08/20/19
4470	5th Grade Teacher	10511000	1001050	100.00	100.00	1.00	16471	Ms ...	07/27/20
4480	Kindergarten Teacher	10511005	1001020	100.00	100.00	1.00	2130	Ms ...	08/21/19
4693	2nd Grade Teacher	10511000	1001050	100.00	100.00	1.00	1499	Ms ...	10/02/20
4883	Cafeteria Elementary Mana	10522385	7000000	100.00	100.00	1.00	6367	Ms ...	01/24/20
5036	ELL/Bilingual Assistant	10511000	4101310	100.00	100.00	1.00	4699	Mr ...	10/10/19
5098	Kitchen Assistant	10522385	7000000	100.00	75.00	0.75	9502	Ms ...	10/16/20
5214	3rd Grade Teacher	10511000	1001050	100.00	100.00	1.00	13907	Ms ...	08/18/20
5391	5th Grade Teacher	10511000	1001050	100.00	100.00	1.00	10482	Ms ...	09/14/20
5629	Elementary Counselor	10511000		50.00	100.00	0.50	5569	Ms ...	08/30/19
5735	4th Grade Teacher	10511000	1001050	100.00	100.00	1.00	13741	Ms ...	08/18/20
5769	1st Grade Teacher	10511000	1001050	100.00	100.00	1.00	3661	Ms ...	08/21/19
5924	4th Grade Teacher	10511000	1001050	100.00	100.00	1.00	3693	Ms ...	03/27/19
5946	Emotionally Disturbed Ass	10511621	2391050	100.00	100.00	1.00	4456	Ms ...	08/24/19
6358	2nd Grade Teacher	10511000	1001050	100.00	100.00	1.00	14862	Ms ...	08/17/20
6416	3rd Grade Teacher	10511000	1001050	100.00	100.00	1.00	3884	Ms ...	08/23/19

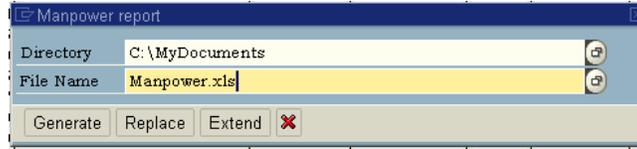
2. The report can be printed as is from SAP by clicking on the print icon.  However, often the user prefers to download the report into EXCEL so the results may be sorted or otherwise manipulated.
3. When the report has run, click on the LOCAL FILE icon  to download into a spreadsheet. The following dialogue box appears. Click on "Spreadsheet".



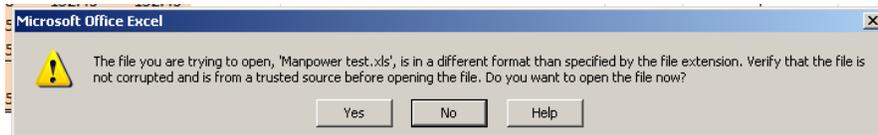
4. Click on the green check icon  to execute the "Spreadsheet" selection from the dialogue box.

Downloading a report into Excel

5. Another dialogue box will open, prompting the user to name the new spreadsheet. The path is placed on the first line; the file name is on the second line. Be sure to take note of where the file is saved.



6. Find the file where you saved the report. Click on it to open it.
 - a. You may get this message. Click “YES”.



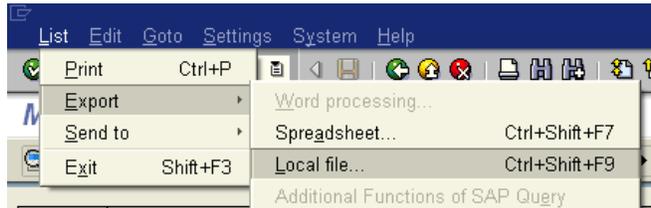
- b. After opening the EXCEL file, you will see that Col. A is blank. It can be deleted as well as any other unnecessary columns.

	A	B	C	D	E	F	G	H	I	J	K	L
2		Position	Position	Cost Ctr	Order	% Dist	FTE	Site FTE	Pers.No.	Employee Nam	Senior. Dt	
4		3569	Kindergar	10511005	1001020	100	100	1	2962		3/12/1990	
5		3653	Elemental	10511000		100	100	1	5437		8/23/2004	
6		3737	Preventio	10592561	1000000	20	100	0.2	3630		10/6/1997	
7		3745	Media Cer	10511000		100	100	1	14282		1/20/2009	
8		3801	3rd Grade	10511000	1001050	100	100	1	1554		9/24/1992	
9		3999	Emotional	10511000	2391050	100	100	1	359		9/28/1992	
10		4034	1st Grade	10511000	1001050	100	100	1	16469		7/27/2011	
11		4035	1st Grade	10511000	1001050	100	100	1	5392		8/16/2005	
12		4210	Kitchen A:	10522385	7000000	100	75	0.75	14797		8/24/2009	
13		4356	Elemental	10511000		100	100	1	1701		1/25/1991	
14		4467	4th Grade	10511000	1001050	100	100	1	2357		8/20/1981	
15		4470	5th Grade	10511000	1001050	100	100	1	16471		7/27/2011	
16		4480	Kindergar	10511005	1001020	100	100	1	2130		8/21/1990	
17		4693	2nd Grade	10511000	1001050	100	100	1	1499		10/2/2000	
18		4883	Cafeteria	10522385	7000000	100	100	1	6367		1/24/2000	
19		5036	ELL/Biling	10511000	4101310	100	100	1	4699		10/10/1979	
20		5098	Kitchen A:	10522385	7000000	100	75	0.75	9502		10/16/2003	

Downloading a report into Excel

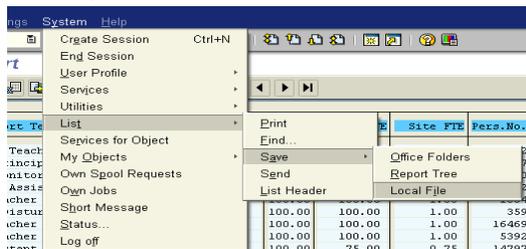
- If you do not see the Local File icon, the spreadsheet may also be accessed in the following ways. These methods are available in most SAP reports...not just MANPOWER.

- From the blue menu bar, select “LIST” → “EXPORT” → “Local File”.

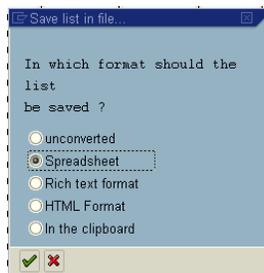


OR

- From the blue menu bar, select “SYSTEM” → “LIST” → “SAVE” → “LOCAL FILE”.



- For all options, then select “Spreadsheet”. Follow instructions as #4, #5 and #6 above.



- You may also choose to drop into the Excel-HTML format by using the “Spreadsheet”



icon. , or by selecting “LIST” → “EXPORT” → “SPREADSHEET”. These methods create a spreadsheet in HTML format which is web-based and cannot be manipulated as one can in EXCEL. It may be then exported into an EXCEL spreadsheet.