

### Work Instruction

## SAP Office Integration Excel Settings

#### When to Use

Use this procedure to prepare Microsoft Excel 2010 for use with SAP Office Integration. The steps outlined below will resolve the following issues:

- Blank screen in Excel after clicking the Microsoft Excel View button
- Inability to save from the *Microsoft Excel View*

#### **Helpful Hints**

• Ensure that the SAP GUI version installed on the client machine is the same or newer than 720 Final Release, Patch Level 4

🖙 SAP Version In	formation 🛛 🖾 🖊
SAD N	otWeaver
SAP GULF	OR WINDOWS
Component:	SAP Frontend for Windows
Release:	720 Final Release
File Name:	sapfront.dll
File Version	7200.2.4.3204
Build:	1207236
Patch Level:	4
Copyright © SAF	2 1993-2010
<u>Q</u> lient Environm	ent Loaded Dlls Save Version Information QK

To check the version, click then choose <u>About...</u> from the drop down list. Contact your departmental technical support group if an upgrade is necessary. The SAP GUI installation files and further instruction can be found on the AMS web site: <u>http://www.ams.utoronto.ca/</u>



### **Detailed Procedure**

- **1.** Close all open SAP sessions.
- **2.** Open a blank Excel worksheet.
- **3.** Click File from the menu.

### **Microsoft Excel - Book1**

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- Click Options from the list of options on the left.
- **5.** Select from the following:

4.

If You Want To	Go To
Enable macro setting in Excel (to resolve the blank screen in Excel after clicking the Microsoft Excel View button)	Step 6
Add the Save As button to the Quick Access Toolbar (to enable saving from the <i>Microsoft Excel View</i> view)	Step <b>12</b>



- 6. Enable macro setting in Excel:
  - Click Trust Center

(on the left side) of the *Excel Options* window.

# Excel Options



7. Click <u>Trust Center Settings...</u> in the *Microsoft Excel Trust Center* section.



### **Trust Center**

Trusted Publishers         Trusted Locations         Trusted Documents         Add-ins         ActiveX Settings         Macro Settings         Protected View         Message Bar         External Content         File Block Settings         Privacy Options	rust Center		2 X
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Trusted Documents Add-ins AdtiveX Settings Protected View Message Bar External Content File Block Settings Privacy Options File Block Settings Fi	Trusted Locations	Disable all marror without notification	
Add-ins <ul> <li>Disable all macros except digitally signed macros</li> <li>Enable all macros (not recommended; potentially dangerous code can run)</li> </ul> Macro Settings <ul> <li>Protected View</li> <li>Message Bar</li> <li>External Content</li> <li>File Block Settings</li> </ul> Privacy Options <ul> <li>Image: Setting Setting</li></ul>	Trusted Documents	<ul> <li>Disable all macros with out induition</li> <li>Disable all macros with notification</li> </ul>	
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Macro Settings       Protected View       Message Bar       External Content       File Block Settings       Privacy Options	ActiveX Settings	Enable all macros (not recommended; potentially dangerous code can run)	
Protected View     Image: Trust access to the YBA project object model       Message Bar     External Content       File Block Settings     Privacy Options	Macro Settings	Developer Macro Settings	
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External Content File Block Settings Privacy Options	Message Bar		
File Block Settings Privacy Options	External Content		
Privacy Options	File Block Settings		
	Privacy Options		
OK Cancel		OK	Cancel

- 8. Click Macro Settings in the *Trust Center* window.
- 9. Select <a>Enable all macros (not recommended; potentially dangerous code can run)</a> if not enabled.
- **10.** Select **I** Trust access to the <u>VBA project object model</u> if not enabled.
- **11.** Click **OK** to apply the security settings.



# 12. To add the Save As option to the Quick Access Toolbar:

Quick Access Toolbar (on the left side) of the Excel Options window.

# **Excel Options**

Click

Excel Options		S 23
General Formulas	General options for working with Excel.	
Proofing	User Interface options	
Save Language Advanced Customize Ribbon Quick Access Toolbar Add-Ins Trust Center	Show Mini Toolbar on selection ①         Imable Live Preview ①         Color scheme:       Silver ●         ScreenTip style:       Show feature descriptions in ScreenTips ●         When creating new workbooks       Image: 100 Point ●         Use this fond:       Body Font ●         Font sige:       11 ●         Default yiew for new sheets:       Normal View ●	
	Include this many sheets: 3	
	<u>U</u> ser name: Darshan H.	
	ОК	Cancel



## **Excel Options**

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General	Customize the Quick Access Toolbar.
Formulas	
	Choose commands from: () Customize Quick Access Toolbar: ()
Proofing	Popular Commands   For all documents (default)
Save	
Language	🖾 Name Manager
Language	New 🤊 Undo
Advanced	🚰 Open 🎦 Redo 🕨
Customize Ribbon	👔 Open Recent File 🔣 Save As
	🔒 Page Setup
Quick Access Toolbar	🔁 Paste
Add-Ins	🔁 Paste
	Paste Special
Trust Center	Print Preview and Print
	🖓 Quick Print
	C Redo
	Refresh All
	0 Repeat
	Save
	Save As
	Set Print Area
	Shapes
	Z Sort Ascending
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	View Macros
	Customizations: Reset T
	Show Quick Access Toolbar below the
	Kibbon
	OK Cancel

- 13. Use the scroll bar to locate and select 🔜 Save As
- **14.** Click <u>Add >></u> to add the button to the Quick Access Toolbar.
- **15.** Click or apply the change.

### **Resource Information:**



Contact your FAST team representative for additional instructions on how to use this function. <u>http://www.finance.utoronto.ca/fast/contacts.htm</u>