

SAP Excel Settings

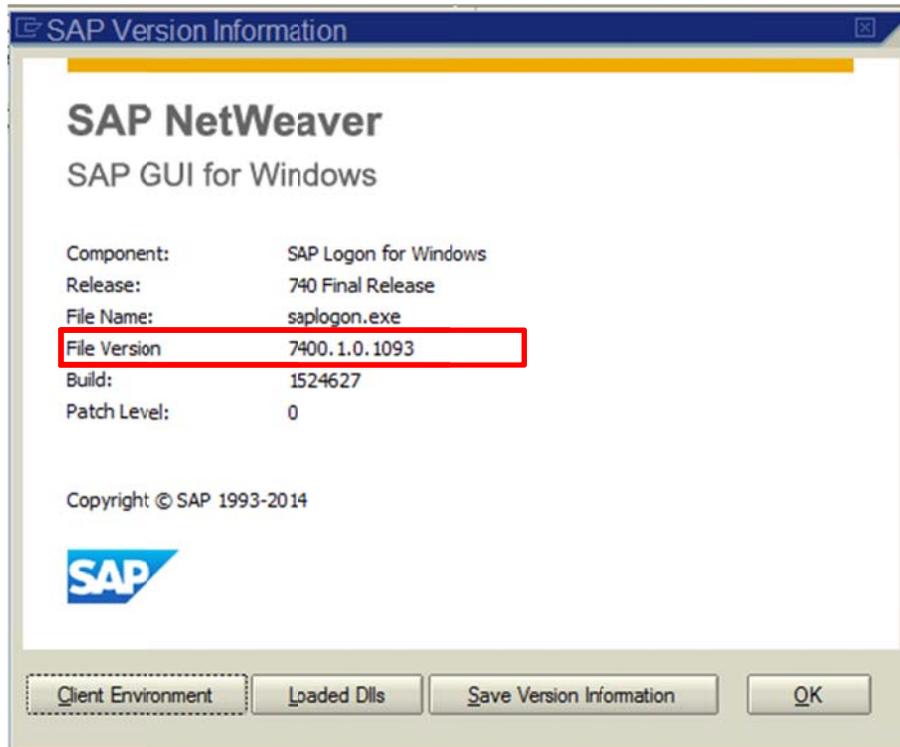
When to Use

Use this procedure to prepare Microsoft Excel 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. (This issue may occur either because of inappropriate Macro Settings or Upgrade of Excel to Microsoft Excel 2013)
- Inability to save from the *Microsoft Excel View*

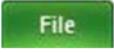
Helpful Hints

- Ensure that the SAP GUI version installed on your computer is 7.40 or higher as shown below

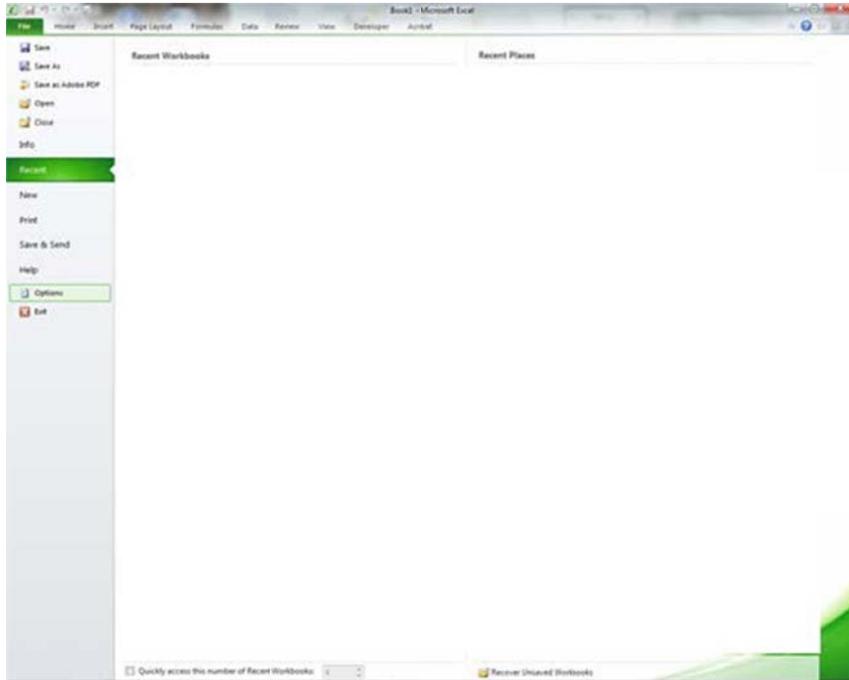


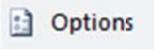
To check the version, click  then choose *About...* from the drop down list. Contact your departmental technical support group if an upgrade is necessary. The SAP GUI installation files and further instruction can be found on the AMS web site: <https://easi.its.utoronto.ca/help/software-hardware/>

Detailed Procedure

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

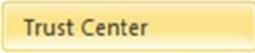
Microsoft Excel - Book1



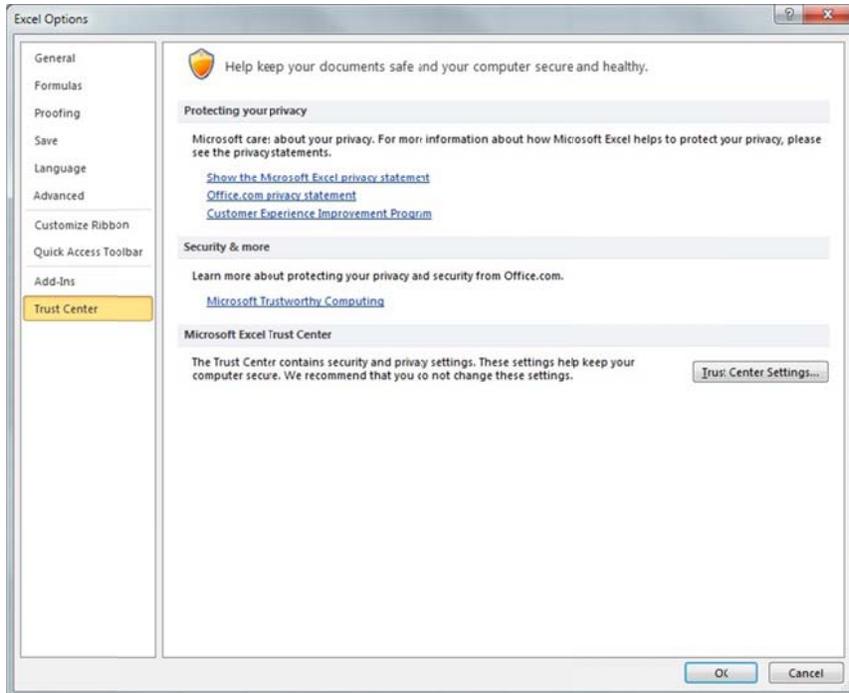
4. Click  from the list of options on the left.
5. Select from the following:

If You Want To	Go To
Enable macro setting in Excel (to resolve the blank screen in Excel after clicking the  <i>Microsoft Excel View</i> 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 12

6. Enable macro setting in Excel:

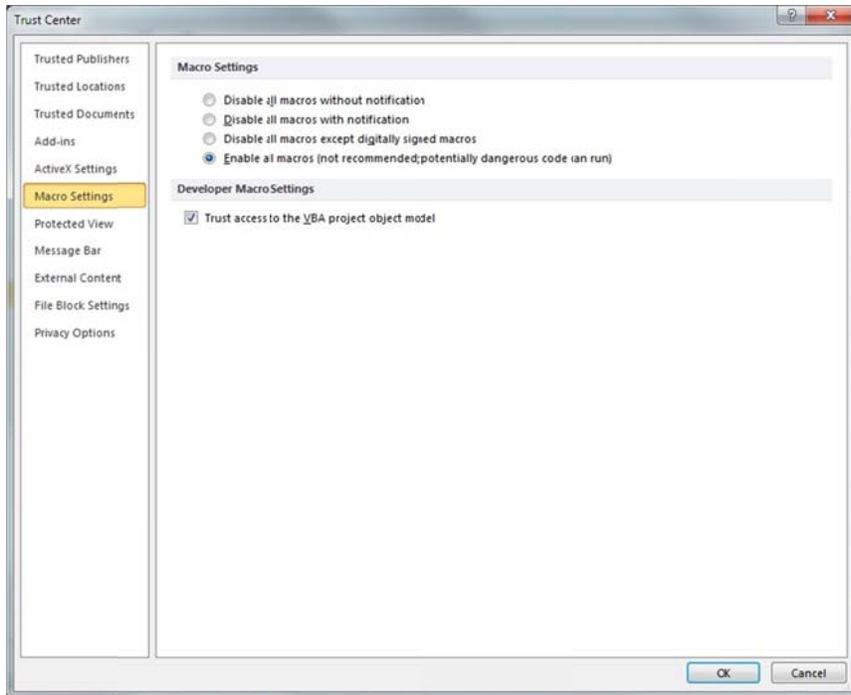
Click  (on the left side) of the *Excel Options* window.

Excel Options



7. Click  in the *Microsoft Excel Trust Center* section.

Trust Center

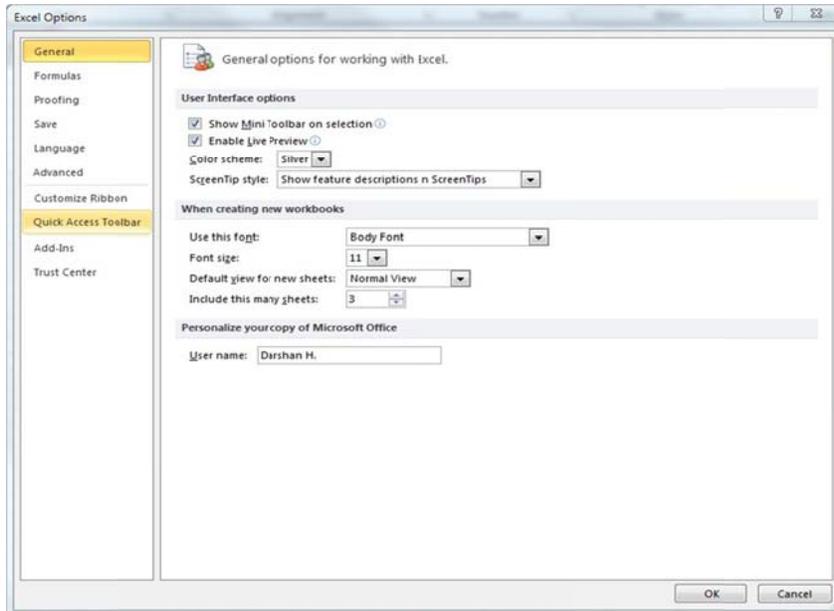


8. Click **Macro Settings** in the *Trust Center* window.
9. Select **Enable all macros (not recommended; potentially dangerous code can run)** if not enabled.
10. Select **Trust access to the VBA project object model** if not enabled.
11. Click **OK** to apply the security settings.

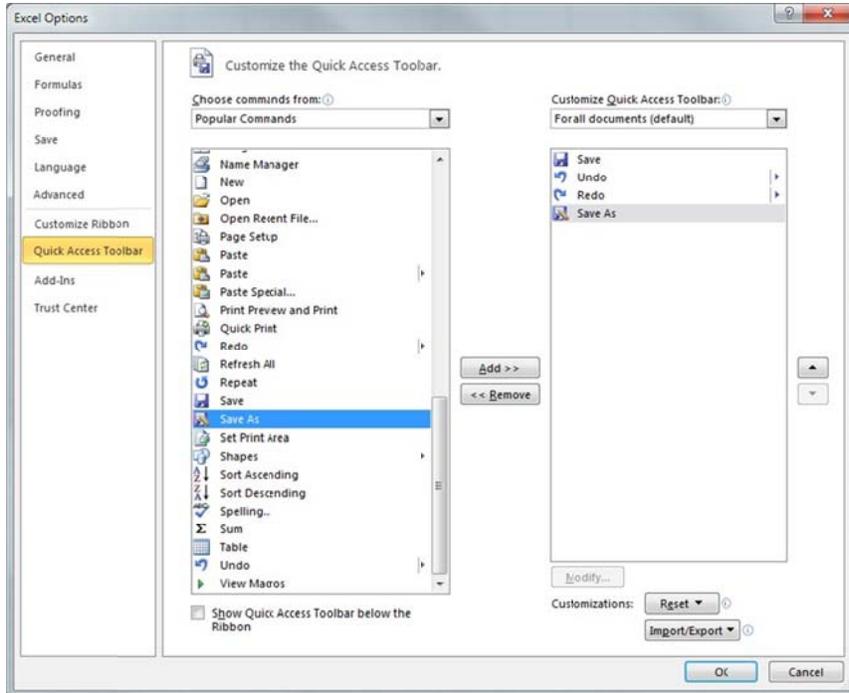
12. To add the Save As option to the Quick Access Toolbar:

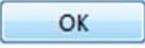
Click **Quick Access Toolbar** (on the left side) of the *Excel Options* window..

Excel Options



Excel Options



13. Use the scroll bar to locate and select  **Save As**
14. Click  to add the button to the *Quick Access Toolbar*.
15. Click  apply the change.

Resource Information:



Contact your FAST team representative for additional instructions on how to use this function.

<http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>