

## Financial Services Department

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### SAP Office Integration/Microsoft Excel View


The *Office Integration/Microsoft Excel View* within SAP allows the user to work with data within the familiar Excel environment. When initiated, it creates an Excel view within the SAP environment. The excel file output may be saved to local computer for further processing or distribution. It allows the user to modify the report and present the data in a manner that meets specific reporting requirements. Excel allows the user to add notes, create graphs and distribute electronically copies if required.

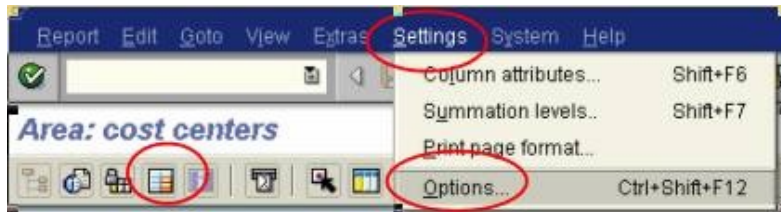
Other advantages of having the report in Excel format include being able to add/delete columns, add information such as notes or additional financial information, sort the data, etc.

**Note:** Not all reports in SAP have the *Office Integration/Microsoft Excel View* option available.

To use the function for **Funds Management (FM)** reports, click the *Microsoft Excel View*  button on the toolbar. For more information on using the line item report functions, see:

<http://www.finance.utoronto.ca/Assets/Finance+Digital+Assets/qrg/reporting/common/lifunc.pdf>

To use the function for **Controlling (CO)** reports, click the *Office Integration* button  from the toolbar or use the menu path *Settings >> Options*



**If the Office Integration/Microsoft Excel View option is not available on the report, the report may still be exported to Excel using the following process:**

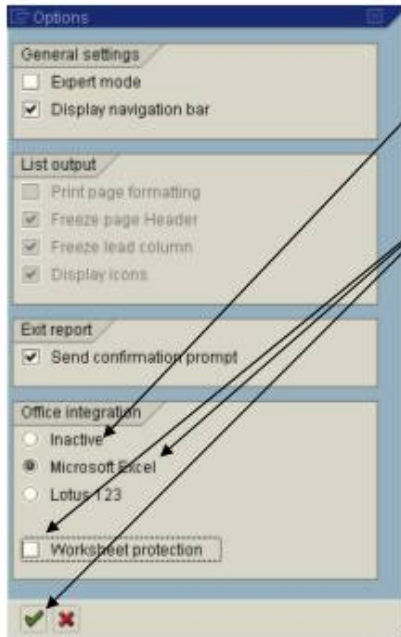
<http://www.finance.utoronto.ca/fast/qrg/nav/commonrptfncs/downloadrpt.htm>

#### How do I use the *Office Integration* from Controlling (CO) reports?

**Step 1:** Select the SAP report you wish to run, complete the report selection screen and run the report.

**Step 2:** Review the report output to ensure it is accurate and complete.

**Step 3:** Select the Office Integration option (click on the icon or 'Options', via the menu bar).



The following pop-up box will appear and the 'Inactive' button will be selected in the Office Integration section.

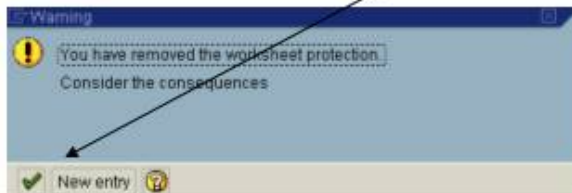
To get the Excel view, change the selection to 'Microsoft Excel', uncheck the 'Worksheet protection' box and click on the  icon.

**NOTE:** unless the 'Inactive' button is clicked back on, the report output will continue to be displayed in Excel format whenever the report is executed.

You will receive the following warning\*\*; click on the  icon to proceed.

**\*\*NOTE:** If you don't remove the 'Worksheet protection', once the report is saved as an Excel worksheet, you will not be able to manipulate the data.

At this point you may encounter additional warning messages. See the "Warning Messages" section at the end of this document for additional information.



The SAP report output view will now appear within an Excel worksheet, still within SAP.

**NOTE:** In order to return to the SAP report view, reset the Office Integration to 'Inactive'.

**DO NOT CLICK ON THE 'BACK' BUTTON AS IT WILL TAKE YOU BACK TO THE SELECTION SCREEN.**

Cost element/cost center	Plan costs	Act. costs	Var (abs)	Var (%)
Fin.F.A.S.T.	48,409	46,631	1,779	3.67
13424 Fin.F.A.S.T.	48,409	46,631	1,779	3.67
Total Compensation Summary	46,722	44,754	1,968	4.21
Administrative Salary Expenses		2,020	2,020	
800422 Comp. Admin General		2,020	2,020	
Fringe Benefits Expenses		529	529	
900960 Benefit Plans		529	529	
HRIS - Admin Appointed Comp	38,694	38,694	0	
801040 Pay Admin	38,694	38,694	0	
HRIS - Benefits	8,029	8,009	580	7.23
801910 Pay Benefits Appointed	8,029	8,009	580	7.23
Supplies & Services Summary	1,270	626	644	50.68
Services	1,085	626	459	42.27
845000 Taxi/Bus fare		128	128	
835795 Computer Equip Maint	480		480	100.00
836400 Hospitality expense		141	141	
837410 StaffDev.Seminar/Conf	333		333	100.00
837420 Prof.Mnshp/Assoc	55		55	100.00
836000 Services general	217	357	141	64.97

You can now manipulate the report output and save it as an Excel file.

(NOTE: changes made to the report output at this point will not be saved in SAP.)