

Financial Advisory Services & Training Financial Services Department

www.finance.utoronto.ca/fast



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

Component:	SAP Logon for Windows
Release:	740 Final Release
File Name:	saplogon.exe
File Version	7400.1.0.1093
Build:	1524627
SAP	
lient Environment	Loaded Dlls Save Version Information OK



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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- 4. Click Options 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 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 12



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

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

Excel Options



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



Trust Center

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]		OK	Cancel

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

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Excel Options

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