HOW TO

Install EPM Add-in

MINISTRY OF FINANCE AND TREASURY
It@finance.gov.mv

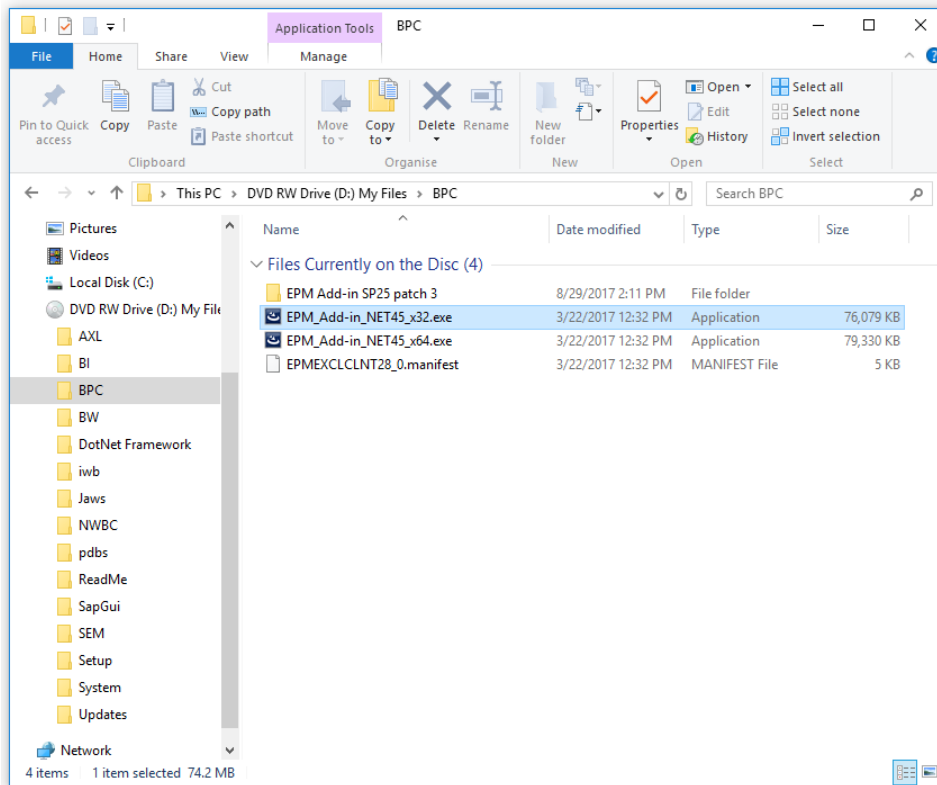**Installing EPM Add-in for Microsoft Office**

Install EPM Add-in using full administrative privilege administrator account / Local Administrator Account.

1. Open "**SAP GUI for Windows 740**" cd given by ministry of finance and treasury and open **BPC** folder
   a. For 32-bit version of the Microsoft Office, execute the "**EPM_Add-in_NET45_x32.exe**" file.
   b. For 64-bit version of Microsoft Office, execute the "**EPM_Add-in_NET45_x64.exe**" file.
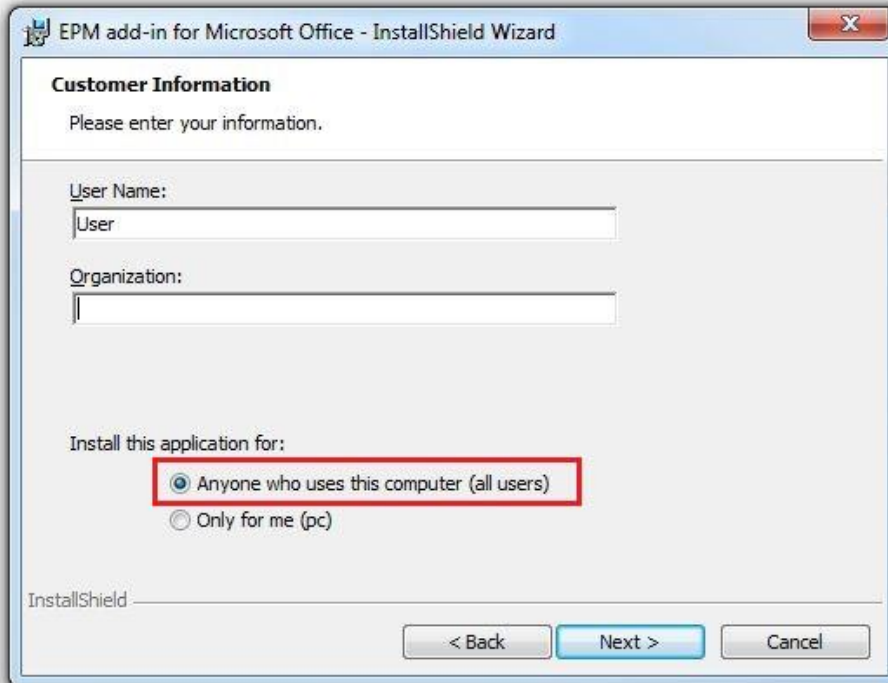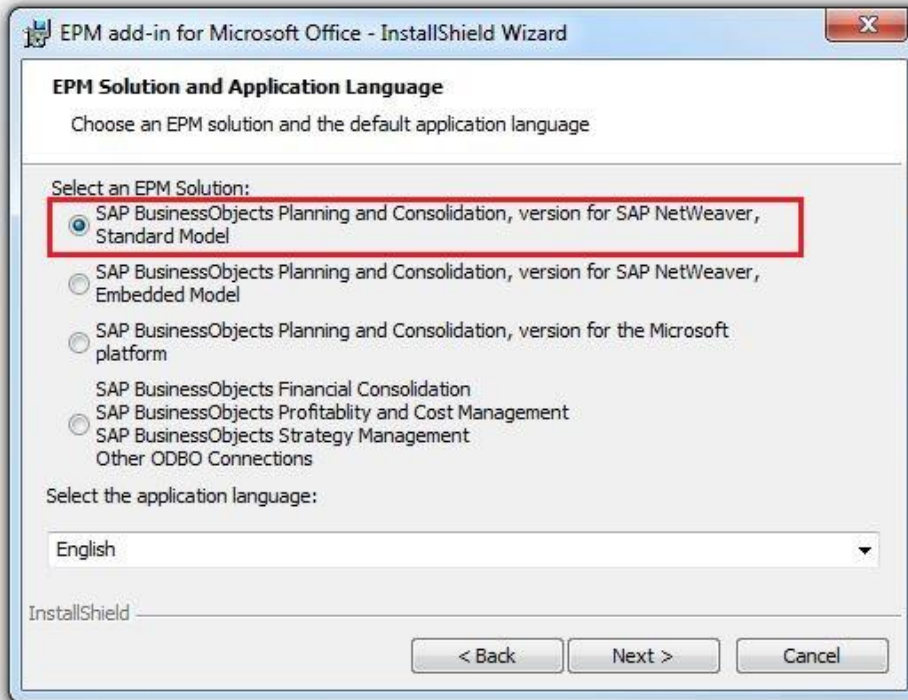

2. Click **Next**

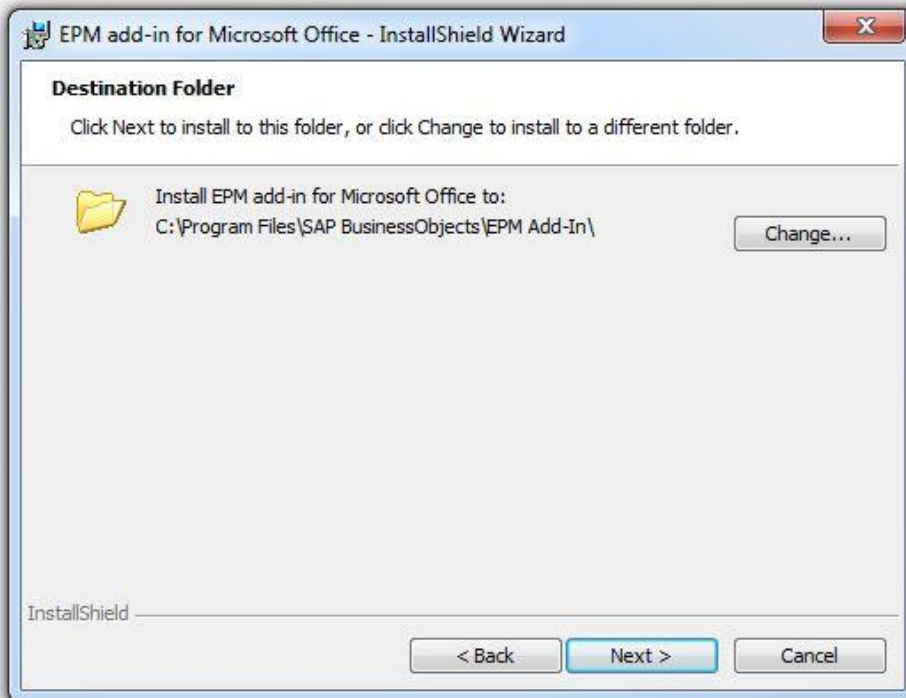3. Select *"I accept the terms in the license agreement"* and click **Next**

4. Specify a **User Name** and select *"Anyone who uses this computer (all users)"*. Click **Next**
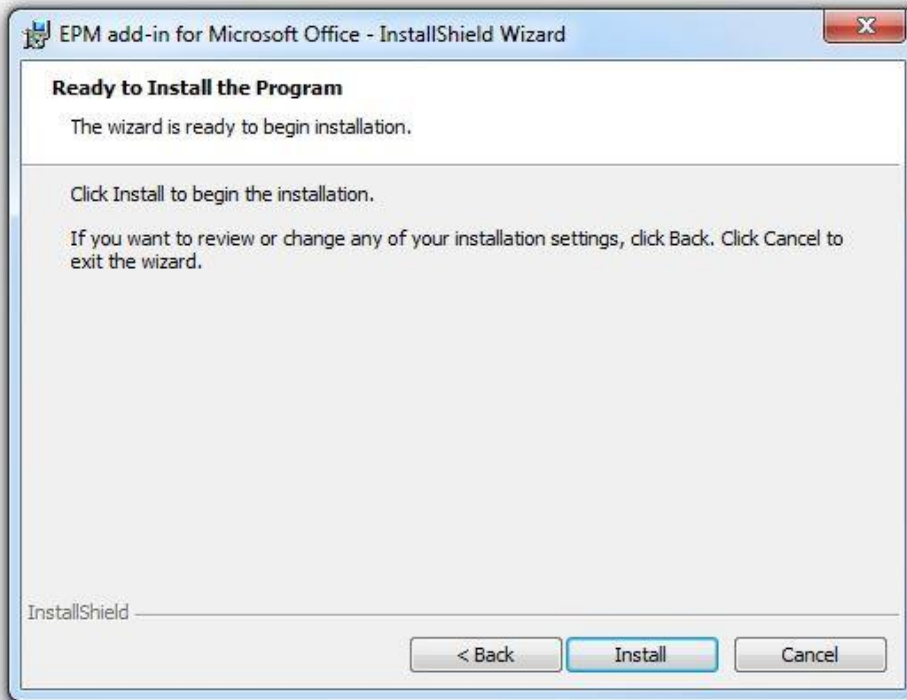
5. Select *"SAP BusinessObjects Planning and Consolidation, version for NetWeaver, Standard Model"* and Click **Next**

6. Click **Next**

7. Click **Install** to begin installation

8. Once the installation is complete, click **Finish**

9. To verify that the Add-in has been installed, open Microsoft Office Excel, Microsoft Office Word or Microsoft Office PowerPoint. The EPM tab should appear in the ribbon.