Printing A Report

1. Click on the Print button (menu path: Report → Print).

2. If prompted by the Print Variation reports dialog box, choose to print either the Current report OR All variation reports (in one spool request) as follows:
   - Choose Current report to print the report displayed (best option if only one Cost Object is on the report). This option only prints column headings on the first page of the report.
   - IMPORTANT: Do not choose the option for separate spool request, since this option will print excess pages.
   - Choose All variation reports (in one spool request) to print the consolidated report plus an individual report for each Cost Object. This option prints column headings on every page of every report.

3. Click on the Continue button.
4. If prompted by the Print Report dialog box, click on the Print all pages (default) radio button or option desired.

5. Click on the Continue button.

6. If prompted by the Print Current Report dialog box, click on the Print formatted report (page length 65) radio button (the default).

7. Click on the Continue button.
On the **Print Screen List** dialog box (shown above):

8. **Required:** Ensure the **Output device** field contains a value to tell SAP where to print the report.

9. **Required:** Enter **Print out immediately** in the **Time of Print** field (via drop-down), if not defaulted.

10. **Optional:** Enter the **number of copies**.

11. **Optional:** In the **SAP Cover Sheet** field, drop-down and choose **No Cover Sheet** if preferred (if left at System Administrator: Default Setting, then a cover sheet will print).

12. **Optional:** To change other options and set defaults for printing a document, click on the **Properties** button (on resulting **Spool Request Attributes** screen, use the **Settings** button to set defaults via the **Copy** button).

13. When all fields are chosen on the screen above, click on the ✔️ **Continue** button to complete the print request.

14. Click the **OK** button to if prompted with the printer information and clear the **Information** dialog box (the report should print).