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).

1. **Optional**: Complete other fields as desired.

10-11  **Optional**: Complete other fields as desired.

12  **Optional**: Use Properties button for more options and to set defaults for fields (via Settings button).