User setting for printing – Part 1

On the tool bar @ the top of the SAP Easy Access screen, click on "System," "User Profile," and "Own Data."

On "Defaults" tab, set output device as LOCL and check print immediately, and then click save.

Type /n in command field box, or use back or exit icon to return to SAP Easy Access Menu.
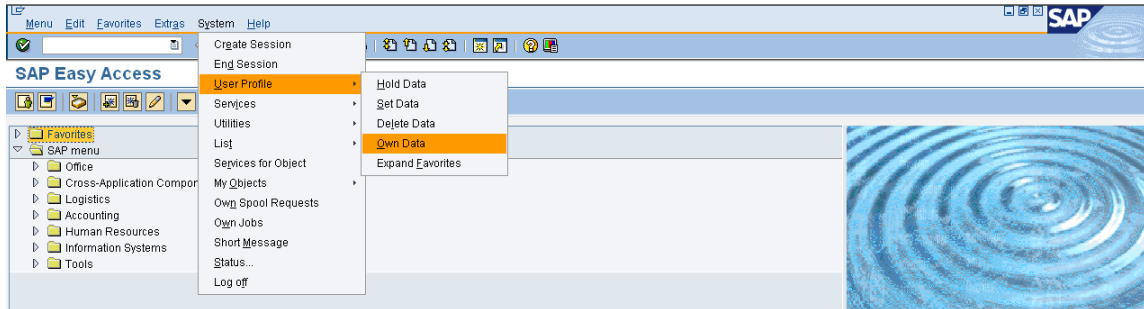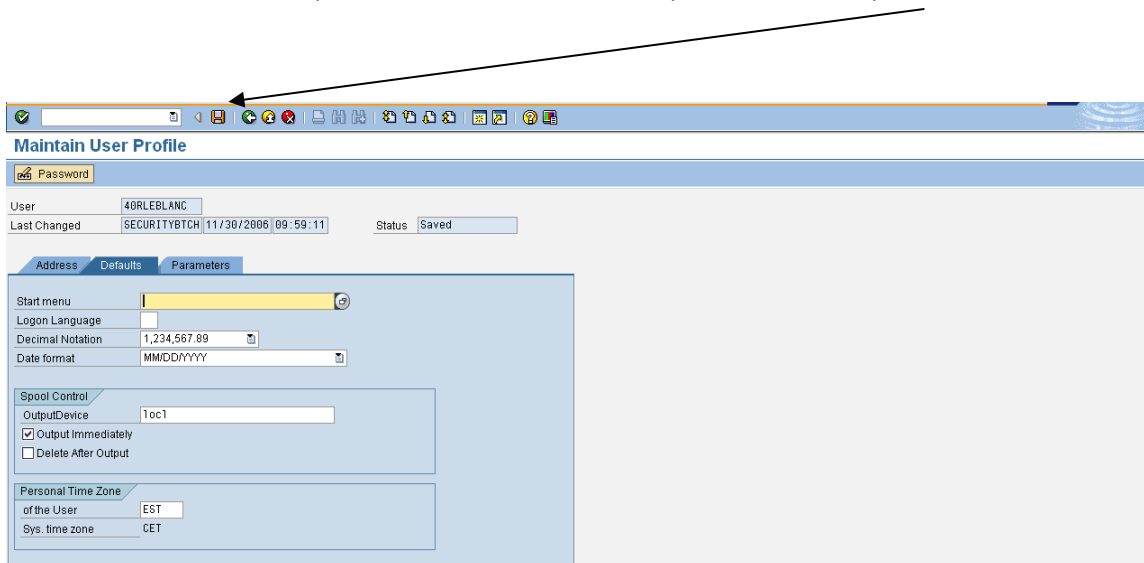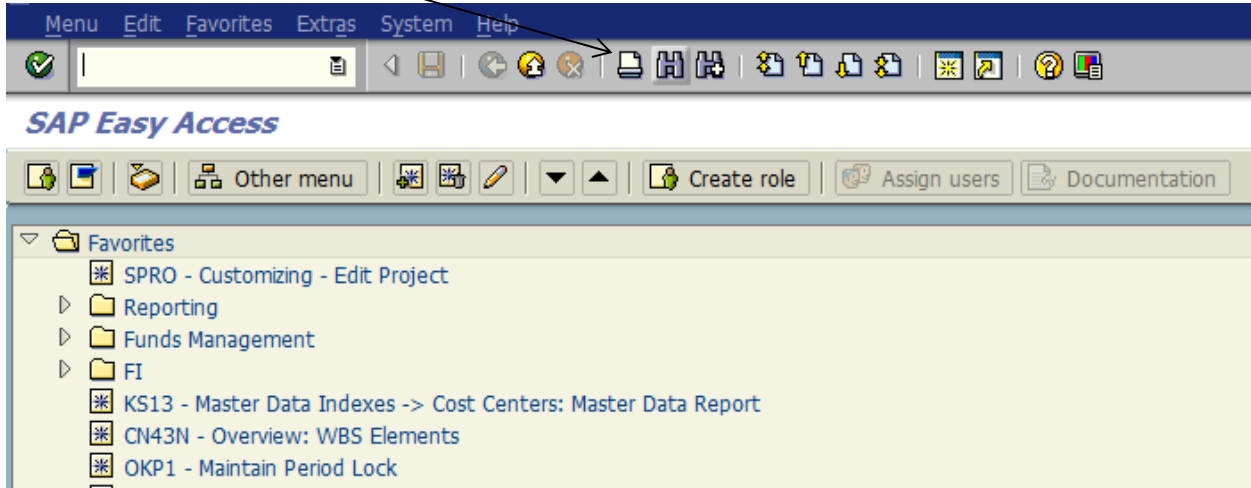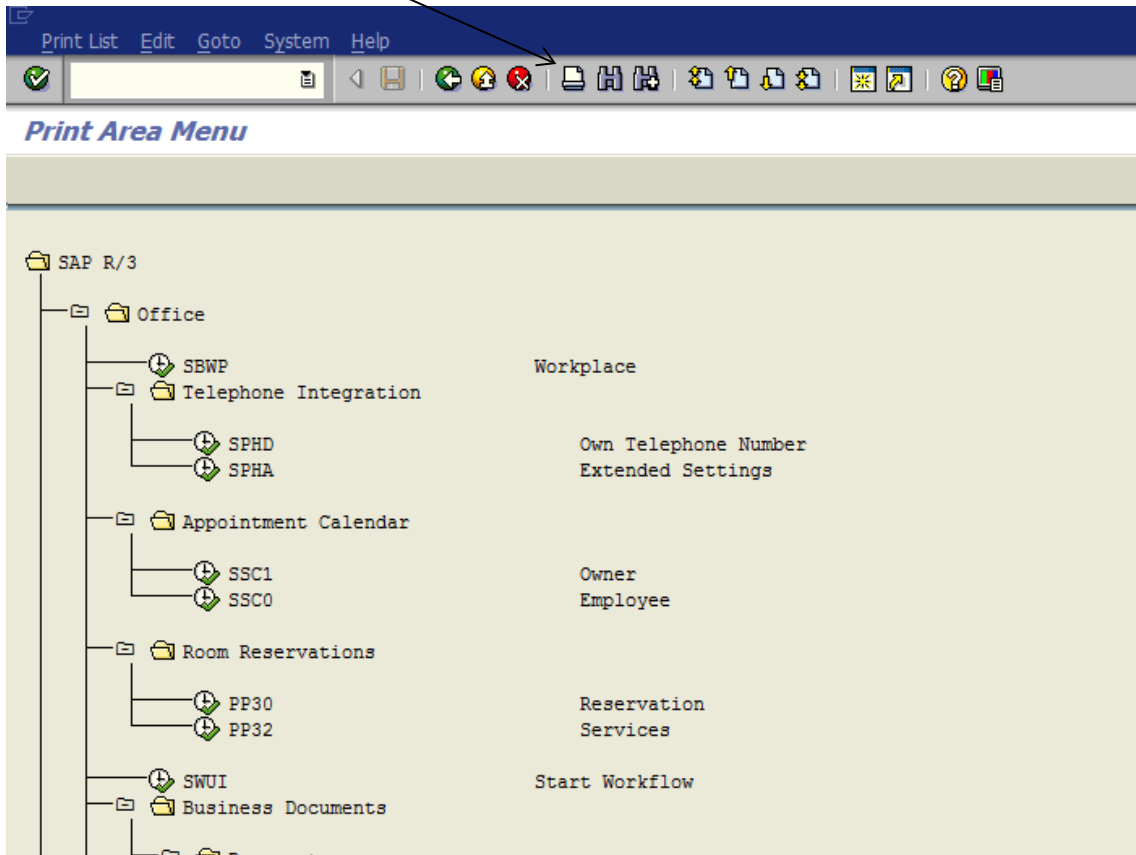
Printing a Budget Status Report in BCS - Updated Feb. 2014
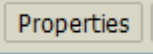
User setting for printing – Part 2

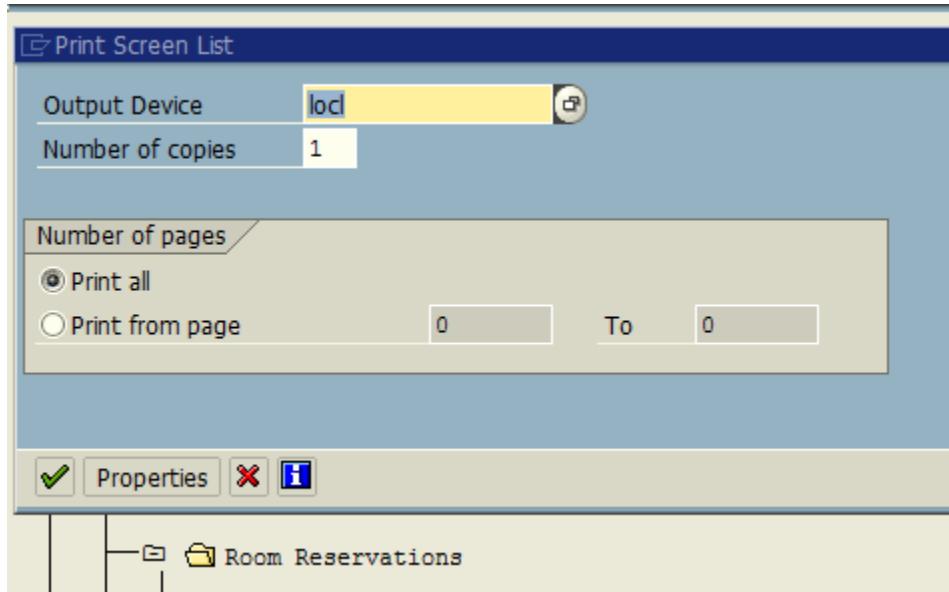Choose the print icon 🖨 on the SAP menu (Easy Access screen):
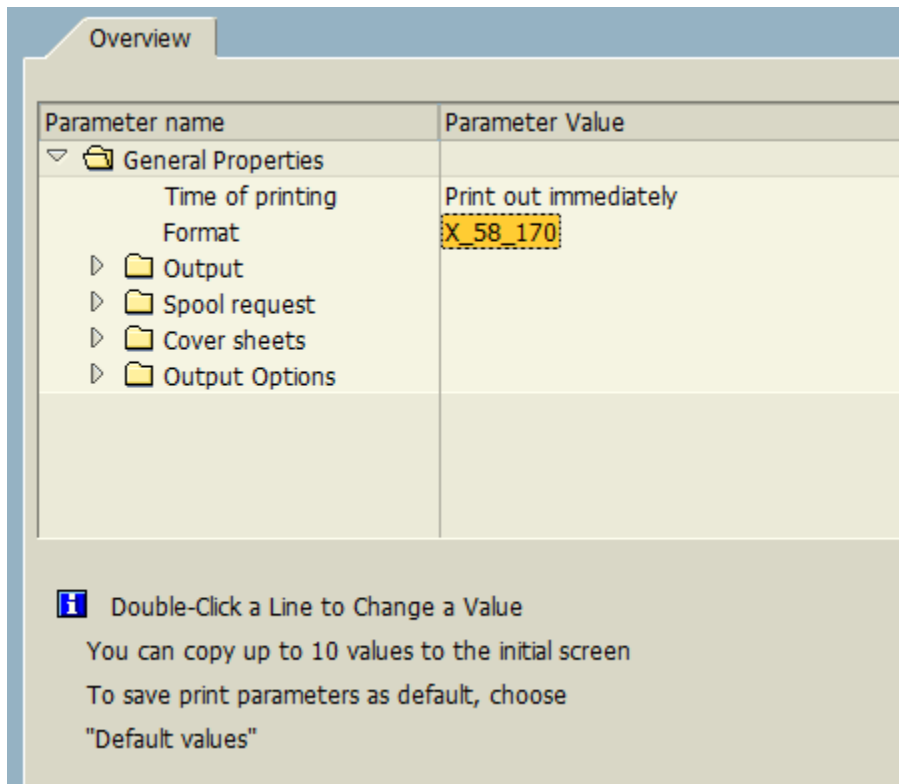

From here select print 🖨 again:

From here select properties [Properties]:

Print Screen List

Output Device   locl

Number of copies   1

Number of pages

◉ Print all

◯ Print from page   0   To   0

✔ | Properties | ✖ | ℹ️

— ⊟ 📁 Room Reservations

Then, double-click on the parameter value (highlighted below):

Overview

Parameter name	Parameter Value
▽ 📁 General Properties	
Time of printing	Print out immediately
Format	X_58_170
▷ 📁 Output	
▷ 📁 Spool request	
▷ 📁 Cover sheets	
▷ 📁 Output Options	

ℹ️ Double-Click a Line to Change a Value

You can copy up to 10 values to the initial screen

To save print parameters as default, choose

"Default values"

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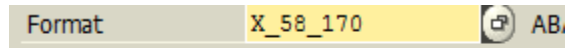
Format	X_58_170		AB/

Then select the format size from the dropdown options :

Parameter name	Parameter Value	
▽ 📁 General Properties		
Time of printing	Print out immediately	
Format	X_58_170	
▷ 📁 Output		
▷ 📁 Spool request		
▷ 📁 Cover sheets		
▷ 📁 Output Options		

Other Properties "Format"

Report	58	Rows	X 95	Columns
Format	X_58_170		ABAP/4 list: At least 58 rows by…	
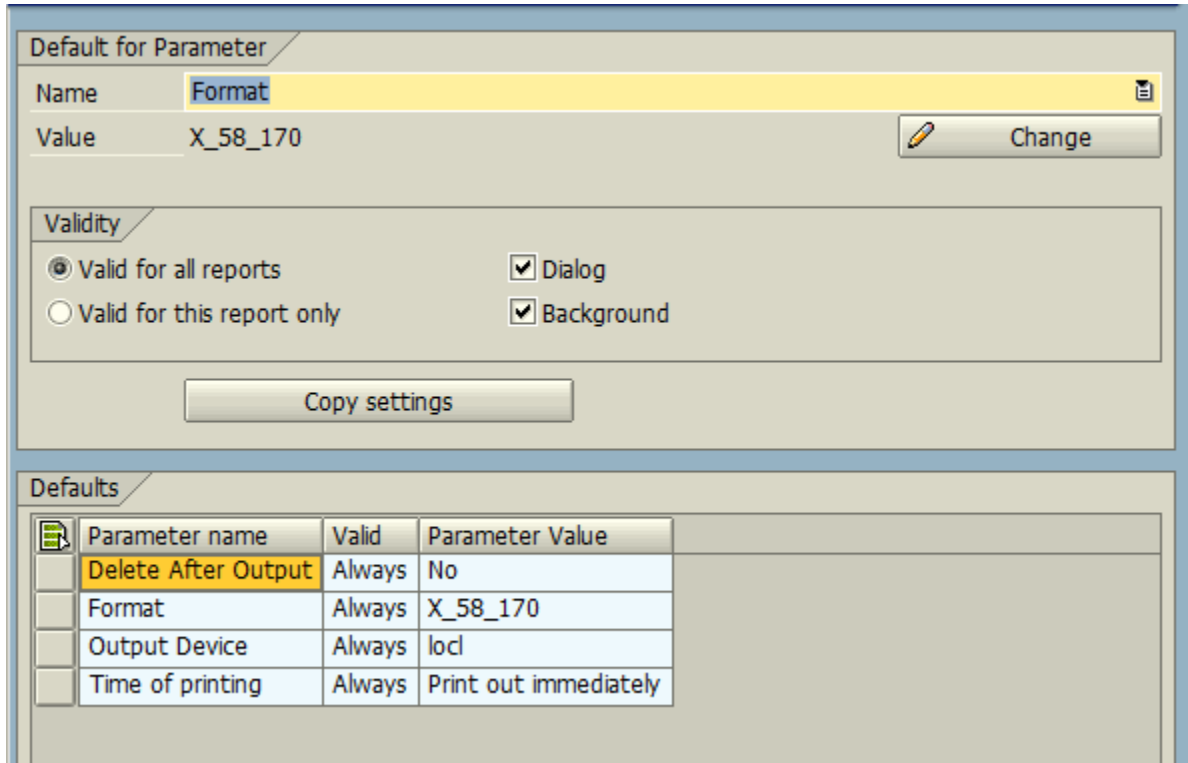
Then set this as the default:

✔ Defaults ✖

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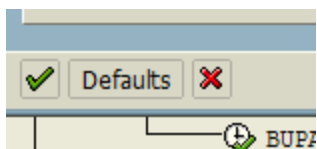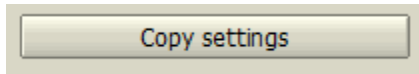
Then be sure to copy the settings [Copy settings] :

Then click on the green check in the bottom right corner:

Close out of the next two dialog boxes by clicking on the red X button (exit/cancel). Then you can type /n in the command field box or click on the green back arrow to get you back to the easy access screen.

Note: You only need to perform these steps one time.   From this point onward, you'll simply click on the print icon button within the budget status report, ZFM02. Select Current Report, Print unformatted report, and click the green check at the "Print Screen List" box to print the report. You may receive a warning saying "System cannot print the last 83 columns of the report." Simply click on the green check again and the report will print.