Eliminate Duplicate Copies for Printed Project Inception to Date Reports (Revised Steps for R/3 Upgrade, April 2004)

Overview:

The steps for eliminating the duplicate copy for each project selected on the Project Inception to Date (ITD) reports will change after the upgrade of the R/3 system in April, 2004. This change applies to you if you:

- Use the Project Inception to Date report (with or without Plan) or other ad hoc Project / WBS Element reports at the cost element level.

- Have NOT already saved the steps via the **Variation** button to print only one report as part of your selection screen variants prior to the upgrade

After the upgrade, if you are saving a selection screen variant and wish to print only one copy per project selected, you will need to use a selection screen variant named Print that has been provided in R/3. The Print variant is a template that has been set up to print only one copy of a report per Project. The steps in this quick reference will guide you on how to use the Print variant to set up and name your own variant, so that only one copy of report prints for each Project.
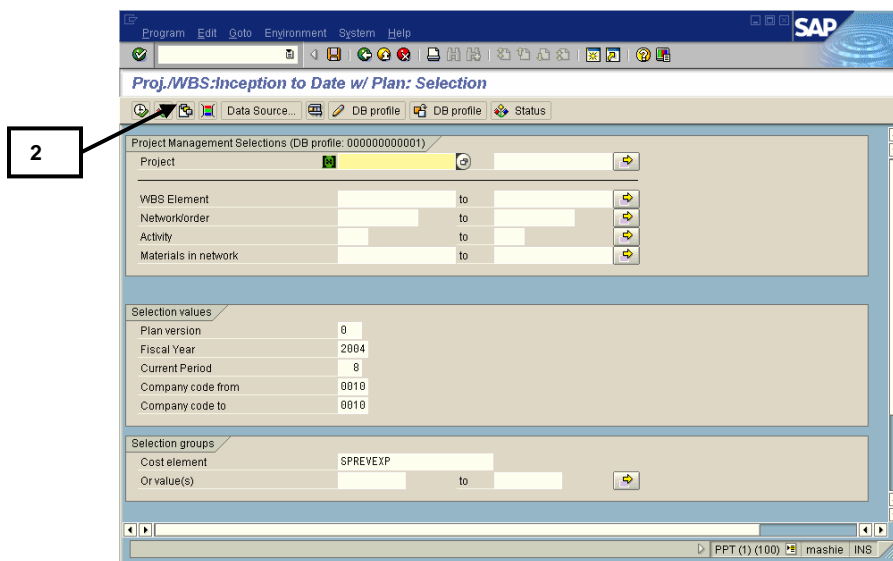
Prior to the upgrade of the R/3 system, two copies of each printed report for each Project would print, UNLESS the **Variation** button was used to change settings on a Project report's selection screen before executing the report. **The Variation button on the report's selection screen is no longer available after the upgrade**. Therefore, the Print variant template is the only way to eliminate the duplicate copies after the upgrade.

University Reporting Supplement

Eliminate Duplicate Copies for Printed Project Inception to Date Reports

1. Navigate to the desired report – either the **Project/WBS: Inception to Date w/ Plan or Project/WBS: Inception to Date w/o Plan** (via the User Menu outlined in Note below or via the ZFR1 Duke Favorites tree or via your Favorites folder.)
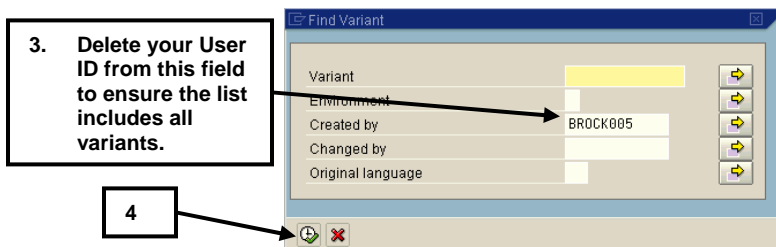
   Note: *Both project reports listed above are located in **User Menu** via menu path: **Financials → University Reporting → Cost Object Reporting → Project/WBS: Inception to Date w/ Plan (ZFR1E) OR Project/WBS: Inception to Date w/o Plan(ZFR1D).***

On the *Proj./WBS: Inception to Date (w/ or w/o Plan)* initial screen, to view a list of selection screen variants and choose the *Print* template:

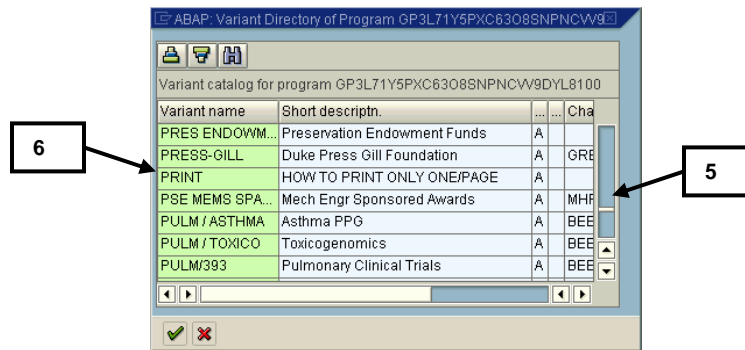2. Click on the 🔲 **Get Variant** button (**Shift+F5**).

In the *Find Variant* dialog box:

3. **Delete your User ID** in the **Created by** field (ensures you will get all variants for this report vs. just variants that you created).

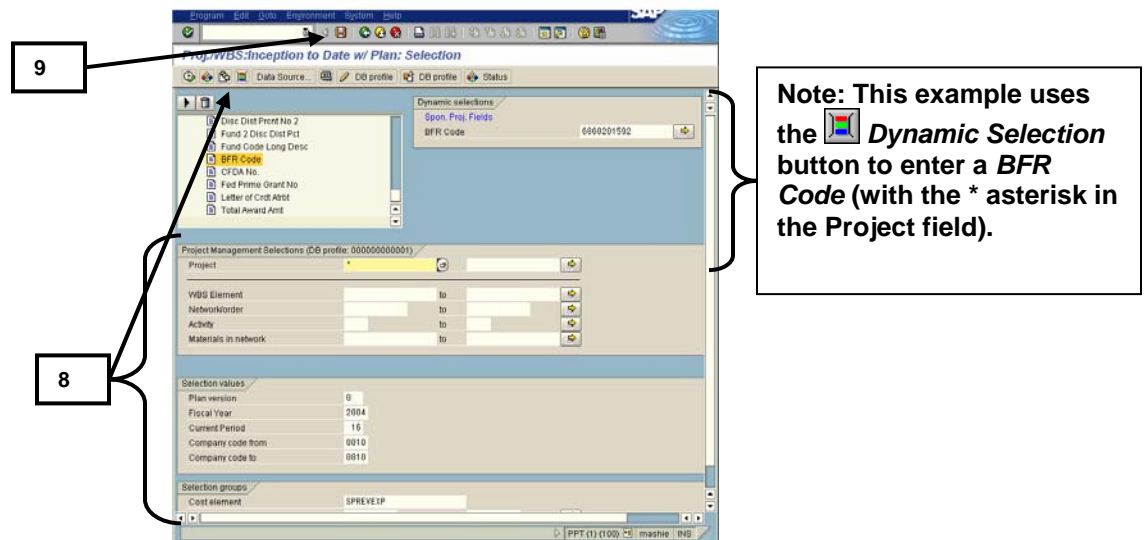4. Click on the 🕒 **Execute** button.

Eliminate Duplicate Copies-Project Report (cont.)

On the resulting variant catalog screen (with a list of variants):

5.   **Scroll down** to locate the Variant name of **Print**.

6.   **Double click** on the Variant name of **Print.**

Note: *The Print selection screen variant has now been applied to the report's initial screen and contains the settings to eliminate the extra copy of a report per project selected.*

7.   At this point, you can **execute the report** and print *OR* or you can continue with the steps below to **save the steps you've done above as a selection screen variant** for use each time you execute this report.

Once all criteria is selected on the *Proj./WBS: Inception to Date (w/ or w/o Plan)* initial screen, to save your own selection screen variant:

Note: This example uses the 🔲 *Dynamic Selection* button to enter a *BFR Code* (with the * asterisk in the Project field).

8.   Enter selection values in fields on the initial screen as usual (using the 🔲 **Dynamic Selection** button to select by BFR Code if needed).

9.   Click on the 💾 **Save as Variant** button (**Ctrl+S**).

Eliminate Duplicate Copies-Project Report (cont.)

On the *ABAP Save as Variant* screen:

12

10. Do not leave *Print* in the Variant name field. Change the variant name before saving the variant.

11. Change the text in the Meaning field to text that better describes the purpose of your variant.

10.   Enter a **relevant name** for your variant in the **Variant name** field
      (**DO NOT LEAVE PRINT IN THIS FIELD OR YOU WILL SAVE OVER THE
      PRINT VARIANT**).

11.   Change the **text** in the **Meaning field** to relevant text that better describes the
      purpose of your variant.

12.   Click on the ⊞ **Save as Variant** button (**Ctrl+S**) to complete the steps for saving
      your selection criteria as a selection screen variant.

      Note: *Once your variant is saved, you can use this variant via the*
                     Get Variant button each time you need to execute a
                     report. By using the Print variant as a template for creating
                     your own variant, your variant will eliminate the duplicate
                     copy for each Project report.