



# Set the Default to Do Not Print for SAP Cover Sheets on Printed Reports

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## Overview:

When printing any report in SAP, there is a cover sheet option that eliminates the printing of the SAP cover sheet for that report. This option is listed as **“Do Not Print”**.

In addition, the “Do Not Print” option may be set by the user as the **standard default for the report being printed OR may be applied across ALL printed reports**. Once the default is set, the “Do Not Print” option will always display as the default on the print dialog box for the one report or for all reports, depending on the user’s preference. The steps to eliminate the cover sheet never need to be done again, unless the default setting is changed by the user at a later date.

## Steps:

*Note: The following steps pertain to any report in SAP and only need to be done one time. The elimination of the cover sheet may be applied to all reports or just to the report that is displayed per the user’s preference.*

1. Follow the appropriate menu path to the selection screen for the desired report and enter selection criteria.
2. Click on the  **Execute** button to generate the report.
3. Once in the report, click on the  **Print** button, and click through any options until the *Print ALV List* screen is displayed (see next page).


## Set Do Not Print for SAP Cover Sheets (cont.)

On the *Print ALV List* screen:

The screenshot shows the 'Print ALV List' dialog box. Annotation 4 points to the 'Output Device' field, which contains 'PA01'. Annotation 5 points to the 'SAP Cover Sheet' dropdown menu, which is set to 'Do not Print'. Annotation 6 points to the 'Properties' button at the bottom left. Other fields include 'Number of copies' (1), 'Number of pages' (Print all selected), 'Spool Retent.Per.' (Delete after 8 days), 'Time of print' (Print out immediately), 'Report' (65), 'Rows' (X 225), 'Columns', and 'Format' (X\_65\_255). A status bar at the bottom indicates 'ABAP/4 list: At least 65 rows wit...'.

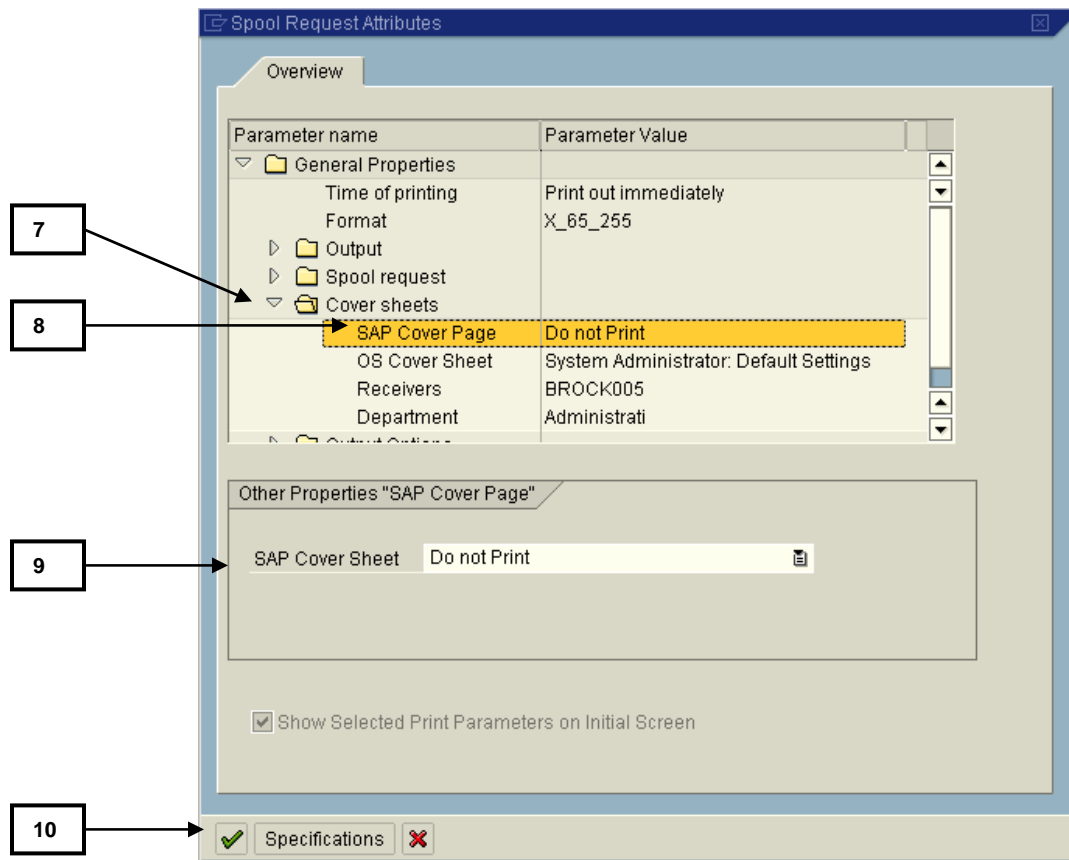
4. Enter a **printer name** (if not defaulted from user settings) in the **Output device** field.


*Note:*        **The *Output device* field must be complete before other steps can be done.**

5. Click in the field and use the  **Drop-down** button to select **Do Not Print** in the **SAP Cover Sheet** field (this sets the value for this printing only).
6. Click on the **Properties** button to display the *Spool Request Attributes* window (see next page).

## Set Do Not Print for SAP Cover Sheets (cont.)

On the *Spool Request Attributes* screen:



7. Open the **Cover sheets** folder (click once on the  “**Twisty**” button to open).
8. **Double click** on the **SAP Cover Page** option to display the *Other Properties “SAP Cover Page”* section in the gray area at the bottom of the screen.
9. At the bottom of the screen, ensure that the **Do not Print** is displayed in the **SAP Cover Sheet** field (use Drop-down button to change here if needed).
10. Click on the **Specifications** button to display the *Maintain Settings* screen (see next page).

## Set Do Not Print for SAP Cover Sheets (cont.)

On the *Maintain Settings* screen:

The screenshot shows the 'Maintain Settings' dialog box. Callout 11 points to the 'Default for field' section where 'Field name' is 'SAP Cover Page' and 'Field default value' is 'Do not Print'. Callout 12 points to the 'Validity' section where 'Valid for all reports' is selected, and 'Dialog' and 'Background' checkboxes are checked. Callout 13 points to the 'Copy settings' button. Callout 14 points to the 'SAP Cover Page' row in the table below. Callout 15 points to the 'Copy settings' button again. Callout 16 points to the 'Continue' button (green checkmark icon) at the bottom left.

Field Name	Valid	Field value
Delete After Output	Always	Yes
Output Device	Always	PA01
<b>SAP Cover Page</b>	Always	<b>Do not Print</b>

11. Ensure the field name of **SAP Cover Page** and the default value of **Do not Print** are displayed in the **Default for field** section.
12. Click in the radio button for **Valid for all reports** to select that option in the Validity section (or click in the radio button for **Valid for this report only**).
13. Click on the **Copy settings** button to copy the values from the top into the bottom portion of the screen.
14. Click once on the **gray box** beside the **SAP Cover Page row** to highlight (or use the **Select all** button to select all default values if desired).
15. Click on the **Copy Settings** button one last time to ensure the highlighted default settings are saved.
16. Click on the **Continue** button to close the *Maintain Settings* screen.
17. Click on the **Continue** button to close the *Spool Requests Attribute* screen.
18. Back on the *Print ALV List* screen, click on the **Continue** button to print the report or use the **Cancel** button to exit the screen without printing.