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, choose **Print all pages** or option desired.

5. If prompted by the **Print Report** dialog box, click on the **Print all pages** (default) radio button or option desired.

6. 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.

8. **Required:** Ensure the *Output device* field contains an SAP printer 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 print options and set defaults, click on the *Properties* button (on resulting *Spool Request Attributes* screen, use *Settings* button to set defaults).

13. To complete the print request, click on the **Continue** button.

14. Click the **OK** button to clear the *Information* dialog box if needed.