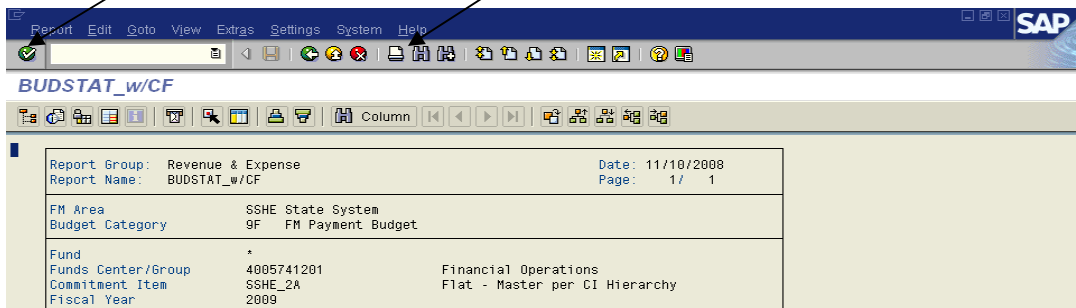


Printing a Budget Status Report in BCS

Scenario: you are in ZFM02 and wish to print out the budget status report for a particular funds center. If you simply hit the print icon like you're used to doing in ZBUDSTAT_NOCF, you'll find that the print is very small. To fix this and to set a new default so that your report is readable, please follow the following steps:

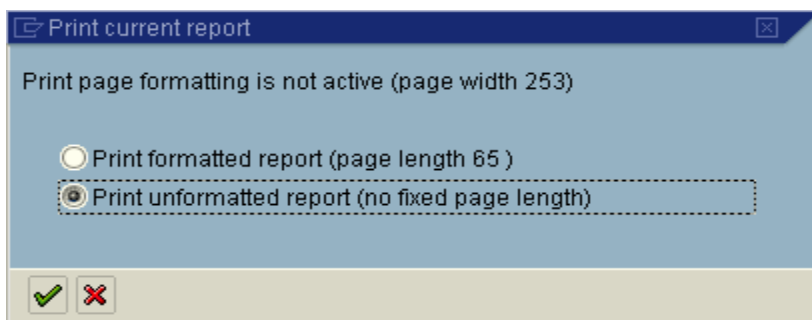
After running a report in ZFM02, click the print icon. If the print icon is grayed out, click the green check first.



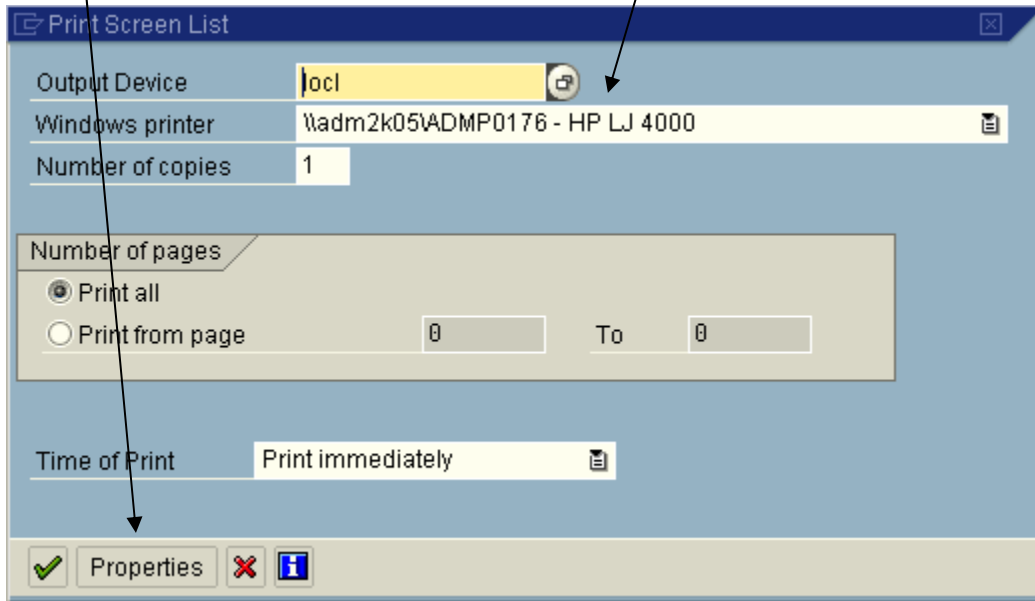
In the pop up box, click “Current Report” and click on the green check mark.



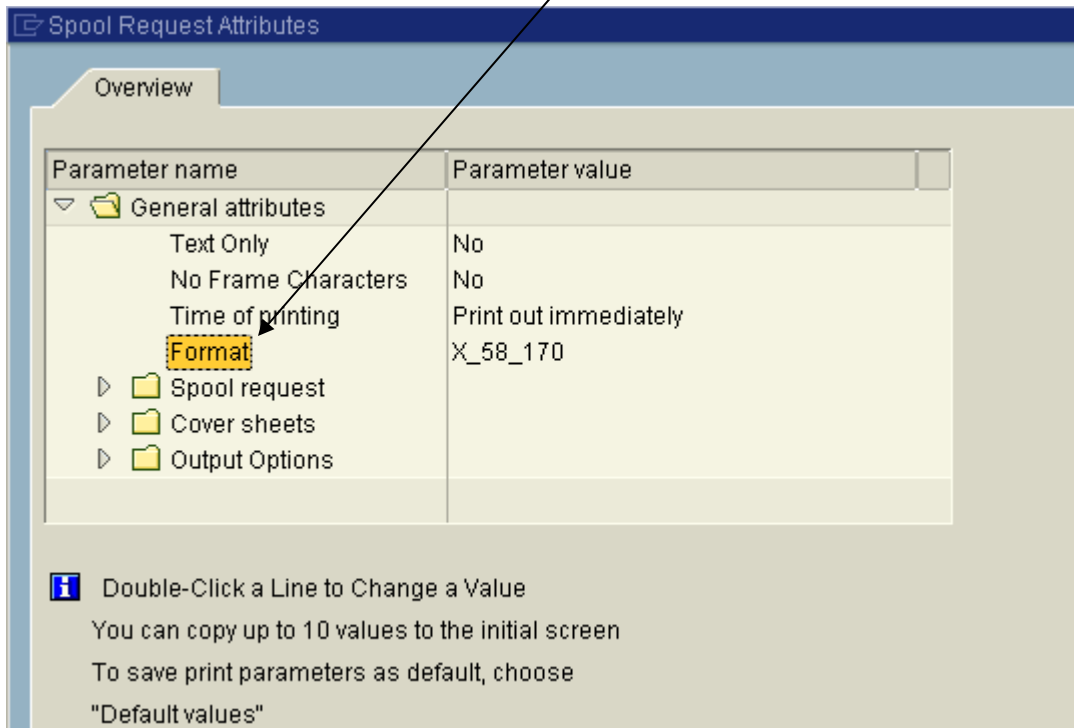
On the next pop up box, choose “Print unformatted report” and click on the green check mark.



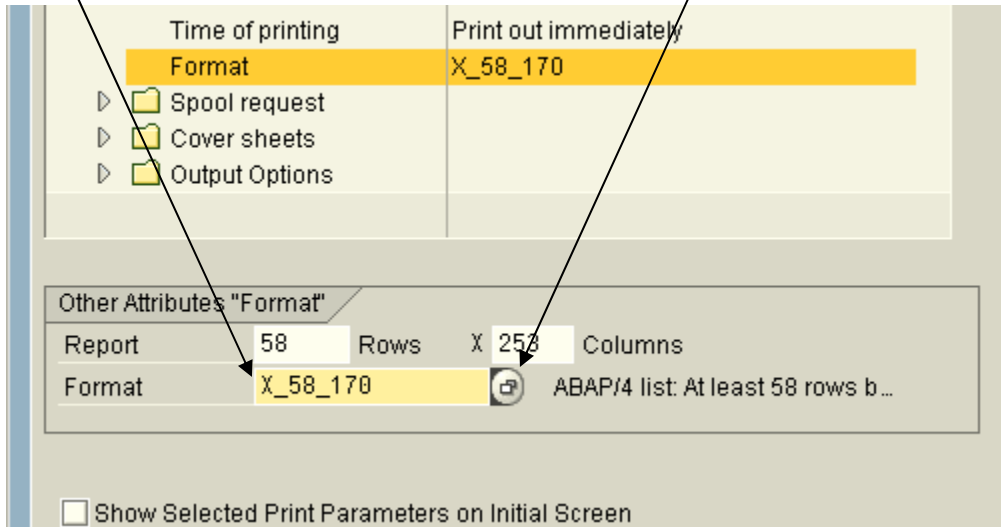
In the next pop up box, verify that the correct local printer is selected and click on the “Properties” box.



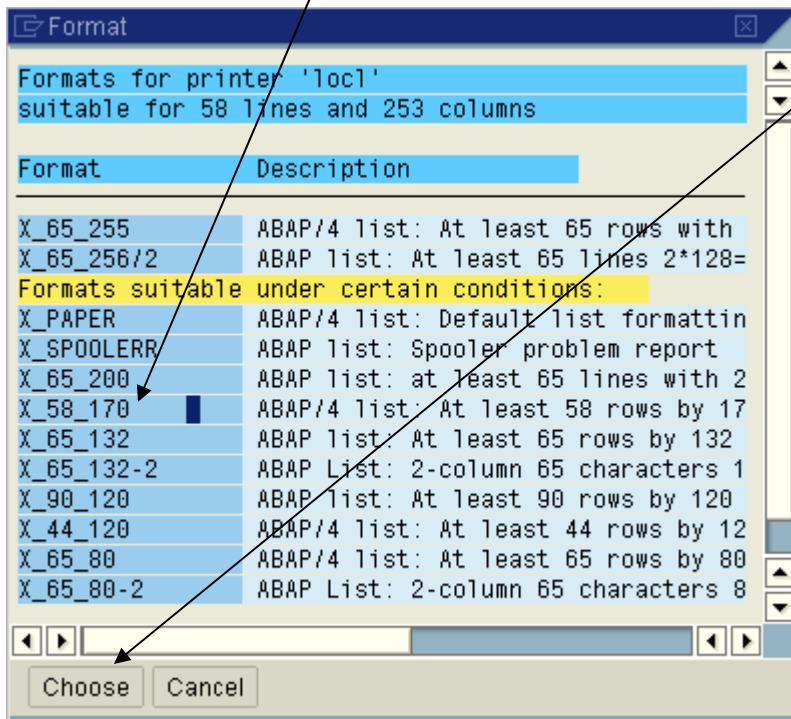
In the next pop up box, double click on “Format.”



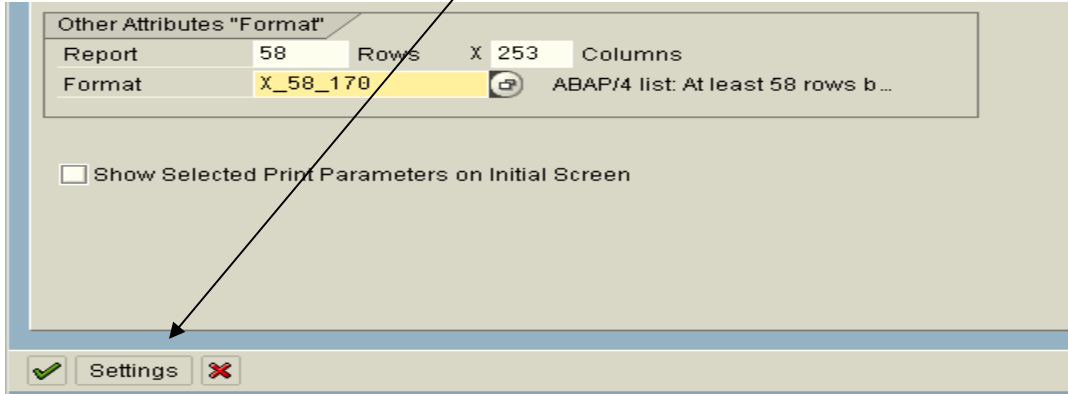
Click in the “format” box and then click on the drop-down icon on the right side of the box.



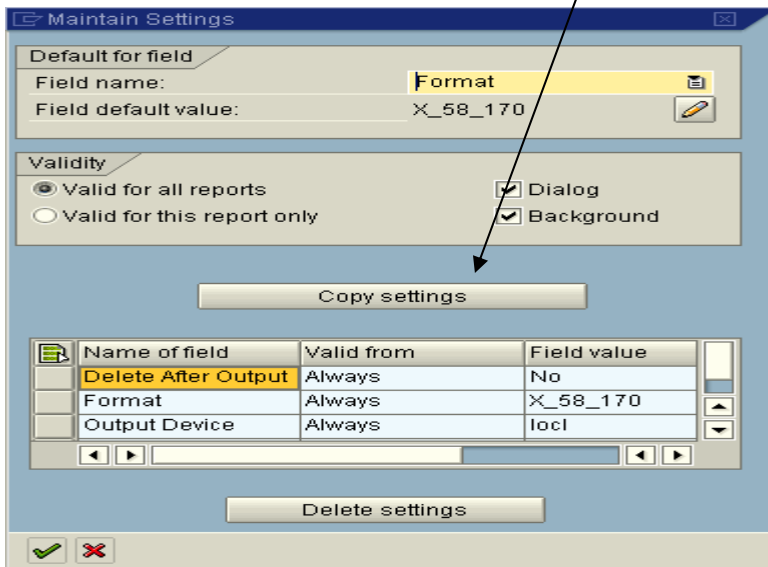
Put cursor in the X_58_170 option (mid way down list) and click on “Choose”



To add this as a default, click on “settings”




You'll get the below pop-up box. Notice in the “Default for field” area, the “Field Default Value” is X_58_170. Click on “Copy Settings.”



This will add your default for “Format” to the list of default values.



To finish, click on the green check  two times to close the pop up boxes. You will then 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.

After the report has printed you will get a log on your Windows task bar just like you did when printing out the budget status report in ZBUDSTAT_NOCF. Click on the log on the task bar and simply close it by clicking on the “X” in the upper right corner.

The next time you execute the report, your default format will already be set.