SAP Guide to Successful Printing

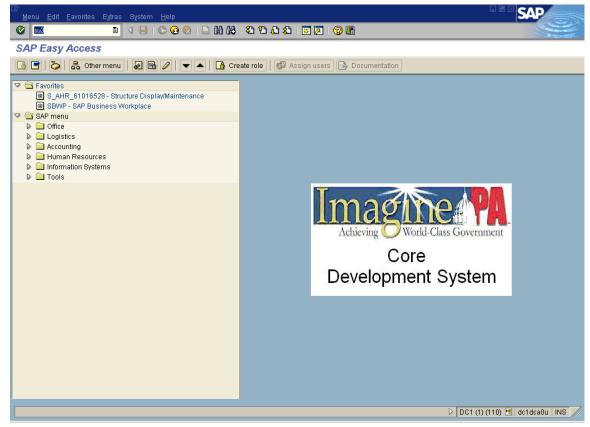
- A. SAP Printing for Customers / Help Desk / Information Technology
 - i. How do I get my network printer to be a choice in SAP?
 - ii. How do I setup my network printer to be my default printer in SAP?
 - iii. How do I setup my local printer to be my default printer in SAP? Local-defined as my printer is directly connected to my workstation.
 - iv. How do I setup my check printer in SAP?
 - v. Frontend Printing(YPCC) via myworkplace.state.pa.us / WEB Access.
 - vi. I've setup my printer and tried to print, but nothing printed.
 Troubleshooting the SAP Spooler.
- B. SAP Printing for Helpdesk / Information Technology / Basis Admins.
 - i. SAP SERVER NETWORK ADDRESSES and PORTS
 - ii. Print server configuration / Workstation acting as a print server.
 - iii. Printer configuration.
 - iv. Preferred SAP printing configurations.
 - v. Setting up Check Printers

Ai. How do I get my network printer to be a choice in SAP?

- Customer/s should submit their request through their local IT agency / HelpDesk.
- Agency's local IT / Helpdesk should then fill out the Printer Change Request.xls (located at http://www.imaginepa.state.pa.us/infosys/lib/infosys/Printer_Change_Request.xls
- Request should be submitted to the ImaingePA, SAP-Basis Team (attach spread sheet and email to ra-imaginepasap-basis@state.pa.us)
- A member of the ImaginePA, SAP-Basis Team will configure the printer in SAP-Development.
- Upon successful test page/s being sent, SAP/R3 Production systems will be configured with the new printers and an email will be sent back to the requesting Agency's local IT / Helpdesk with the SAP long name and short name.
- Agency's local IT / HelpDesk will notify the Customer/s of their printer/s availability and the SAP long name / short name.

Aii. How do I setup my network printer to be my default printer in SAP?

Step Aii1. From the SAP Easy Access Menu, Type SU3 in the transaction box and hit the Enter key on your keyboard.



Step Aii2. This brings up the Maintain User Profile screen, select the Defaults Tab. Screen shown on next page.

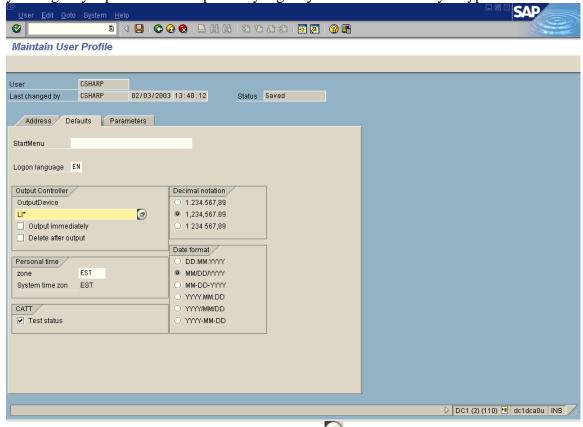
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zone EST	◎ MM/DD/YYYY	
System time zon EST	O MM-DD-YYYY	
	☐ ○ YYYY.MM.DD	
CATT	○ YYYY/MM/DD	
✓ Test status	○ YYYY-MM-DD	
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Note: Hit this Link if "My Agency has many networked printers and I need to narrow my search. Agencies such as Labor & Industry, PennDOT, or Public Welfare."

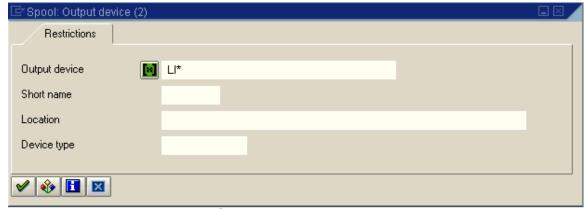
Note: Hit this Link if "I have a local printer, defined as a printer that is directly connected to my workstation."

Note: Hit this link if "I don't know what my Agency's 2 character code is."

Step Aii3. In the Output Device, type your Agency's 2 character code(in CAPS) and an (asterisk) to bring up your Agency's printers. Example. My Agency is Labor & Industry. Type **LI*** in the Output Device.

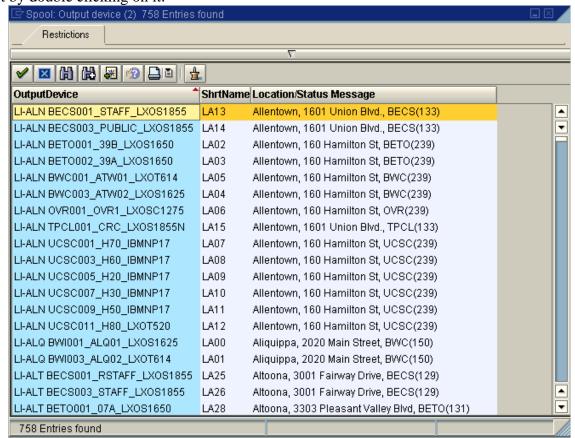


Step Aii4. Select the Search box icon . Screen shown on next page.



Step Aii5. Select

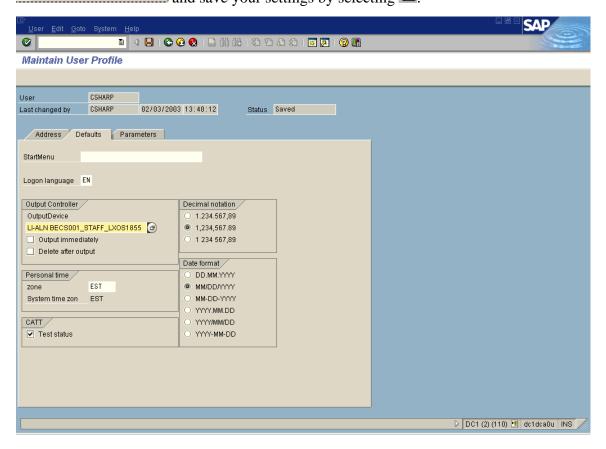
Step Aii6. A listing of your Agency's printers is displayed. Scroll down the list and find your printer. Select it by double clicking on it.



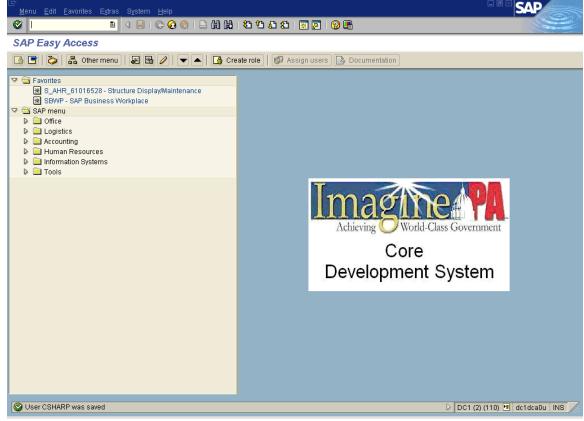
Note: Hit this Link if "My Agency has many networked printers and I need to narrow my search. Agencies such as Labor & Industry, PennDOT, or Public Welfare."

Note: Hit this link if "I've searched and searched and searched, but my printer isn't listed."

Step Aii7. The SAP Long Name for the Printer is now displayed in the Output Device field. Check the Output immediately and save your settings by selecting ...



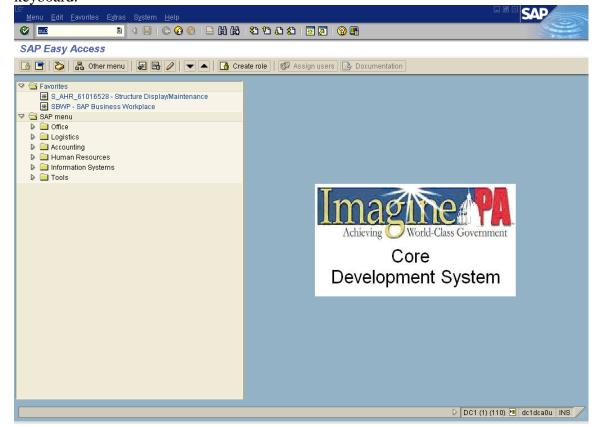
Step Aii8. You're sent back to the SAP Easy Access Menu and can verify that you've saved your SAP Default Printer by the checking the lower left hand corner.



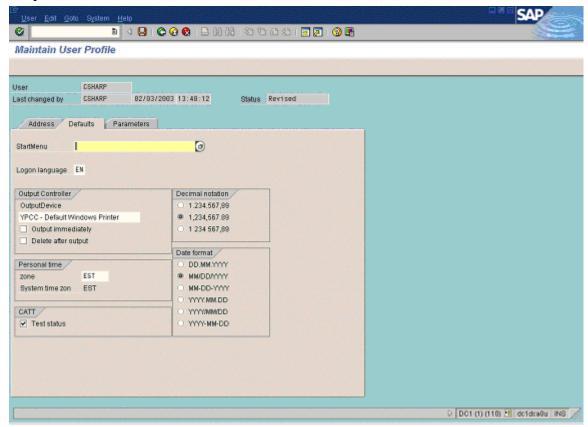
End of Aii. How do I setup my network printer to be my default printer in SAP?

Aiii. How do I setup my local printer to be my default printer in SAP? Local-defined as my printer is directly connected to my workstation.

Step Aiii1. From the SAP Easy Access Menu, Type SU3 in the transaction box and hit the Enter key on your keyboard.



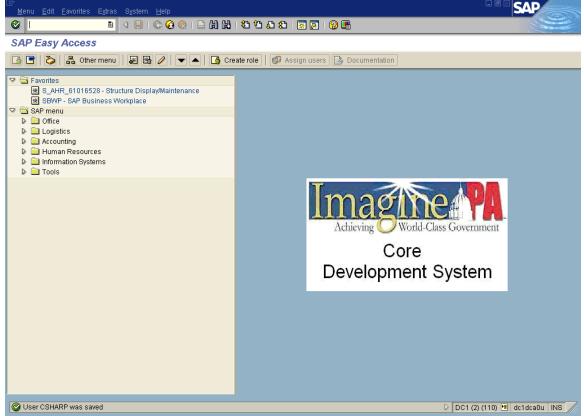
Step Aiii2. This brings up the Maintain User Profile screen, select the Defaults Tab. Type YPCC in the OutputDevice and hit enter.



Step Aiii3. The SAP Printer Long Name "YPCC – Default Windows Printer" will be shown. Check the Output immediately and save your settings by selecting ...

Step Aiii4. You're sent back to the SAP Easy Access Menu and can verify that you've saved your SAP

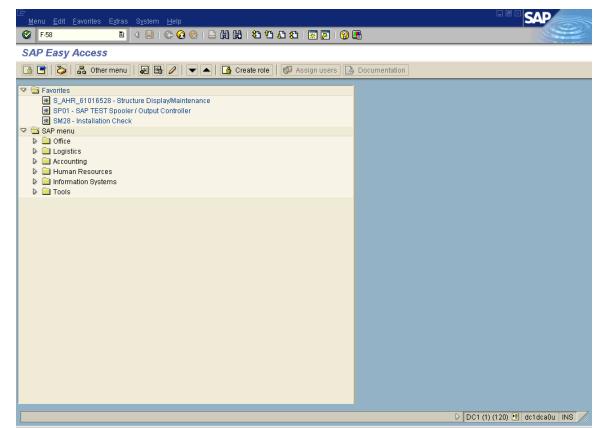
Default Printer by the checking the lower left hand corner.



End of Aiii. How do I setup my local printer to be my default printer in SAP? Local-defined as my printer is directly connected to my workstation.

Aiv. How do I setup my check printer in SAP?

Step Aiv1. From the SAP Easy Access Menu, Type F-58 in the transaction box and hit the Enter key on your

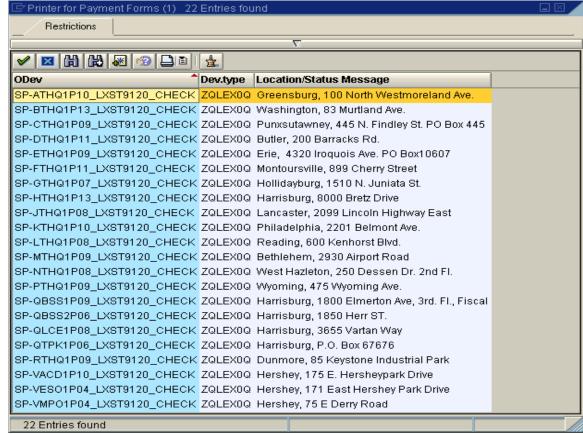


keyboard. If your screen looks like the below example select SAP Payment with Printout: Header Data Process open items 03/13/2003 Type Document date ΚZ Company code 9 03/13/2003 Posting date Period Currency/rate USD Document number Translation dte Reference Cross-CC no. Doc.header text Trading part.BA Clearing text Bank posting details Amount Business area 03/13/2003 Value date Assignment Text Payee Vendor Company Code COPA Payment on acct Pmnt on acct Additional selections Standard Ols None Special G/L ind Amount DC1 (1) (120) 🖪 dc1dca0u INS This Screen is where you identify your check printer. SAP Payment with Printout: Header Data î 🖪 Enter payments Payment method and form specifications ⊻ Calculate pmnt amnt Company code ₽ Payment method ≅ Check lot number Alternative form Printer Output control Printer for forms Pmnt advice printer Recipient's lang Currency in ISO code Do not Void any Checks

Note: Hit this link if "I don't know what my Agency's check character code is."

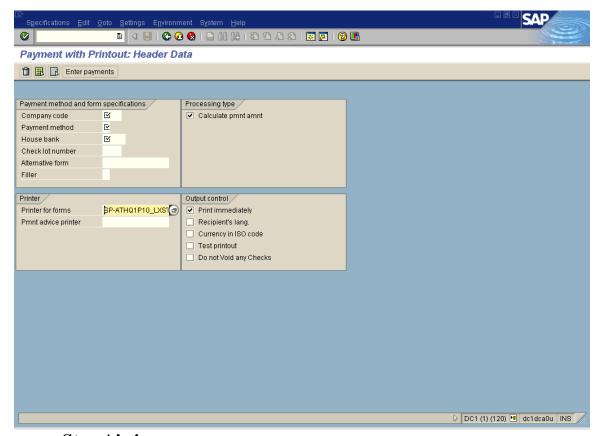
Step Aiv2. In the Printer for Forms box enter your Agency's check character code(in CAPS) and an (asterisk) to bring up your Agency's printers. Example. My Agency is State Police. Type SPQ* in the Printer for Forms and select.

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Note: Hit this link if "I've searched and searched and searched, but my check printer isn't listed."

Step Aiv3. A listing of your Agency's check printers is displayed. Scroll down the list and find your check printer. Select it by double clicking on it.



Step Aiv4. The SAP Long Name for the check printer is now displayed in the Printer for Forms box. Check Output control

Print immediately and Save by Selecting Enter payments

Av. Frontend Printing(YPCC users) via myworkplace.state.pa.us / Web Access

Note: These instructions are only for YPCC-Default Windows Printer users, if you have an SAP network printer specified you will be able to print.

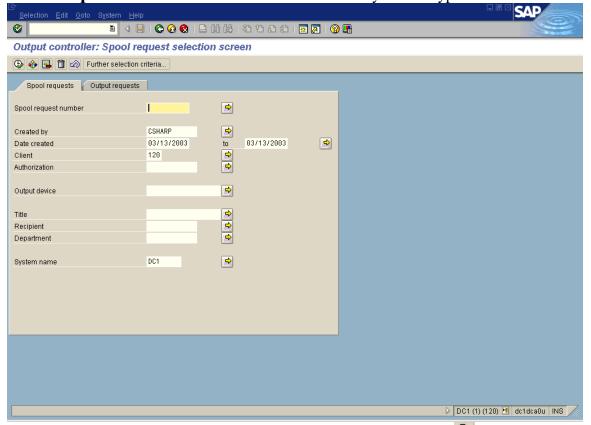
- Log into SAP
- Select under Roles, Commonwealth Services which Functional Application you'd like to go into (ex. Finance). The SAP Easy Access Screen is displayed.
- Type SU3 in the transaction input box and hit enter. This will bring you to the Maintain User Profile Screen.
- Select the Defaults tab and in the OutputDevice input box type YPDF and hit enter. YPDF is displayed in the OutputDevice input box.
- Check the Output immediately box and save. (The save button is the floppy disk icon right next to the transaction input box. You are now setup for your default local printer and returned to the SAP Easy Access Screen.

Note: Printing with YPDF brings up two splash screens. DO NOT CLOSE EITHER ONE. The second screen is allowing you to view your data that you want to print. Select the Print Icon located in the upper left. This will bring up your local/network printers through Windows. Select which printer you would like to print to by using the Name: drop down box and select OK. Acrobat reader runs and prints.

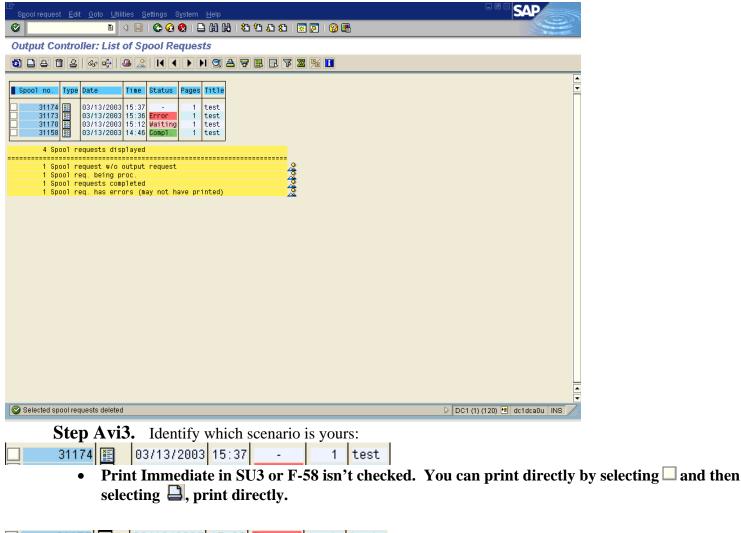
Note: Adobe Acrobat Reader must be installed to use YPDF.

Avi. I've setup my printer and tried to print, but nothing printed. Troubleshooting the SAP Spooler.

Step Avi1. From whatever screen/transaction you're at type /NSP01 and hit the Enter key on your keyboard.



Step Avi2. Input the desired Date created range and select . Screen shown on next page.



31173 📳 | 03/13/2003 | 15:36 | Error |

Double clicking the Error will reveal more info:

Incorrect (Local printing error)

SAP/LPD didn't execute due to Print services for Unix, ICS, Remote Printer Manager and/or any other LPD service that might be running. Contact your Agency's Local IT / Helpdesk and have them disable the service that is hindering SAP/LPD from running up.

Note: On a workstation acting as a print server, SAP/LPD will not be able to run up for the Printer YPCC – Default Windows Printer. If this service is running, printing will fail. Purchase Orders will not be able print. If this condition exists, suggest opening up a ticket with your Agency's Local IT / Helpdesk and have them open a Remedy ticket and assign it to ImaginePa, Procurement Team.

Incorrect (Failed to connect to LPD)

- Contact your Agency's Local IT / Helpdesk and have them open a Remedy ticket.
- Permissions set for user/everyone need to be set to modify for SAP's working dir.
- Printer Name set in SAP is incorrect.
- Printer IP set in SAP is incorrect.
- Firewall setting port 515 not open. (This would affect all your network printers not just one).

Incorrect (Reason unknown)

- Contact your Agency's Local IT / Helpdesk and have them open a Remedy ticket.
- Character Converter Problem:
 - With YPCC Windows Default Printer. YPCC uses the Character code 1134, all HPs use the character code 1116. Depending upon the report / print job and which set of print controls are used there won't be a direct translation. Assign to the appropriate Team. Example. Purchase Orders that aren't printing properly should be assigned to the ImaginePA, Procurement Team.
 - With an SAP Network Printer. This occurs when Agencies upgrade their network printers. Example. Agency upgrades their network printer from an HPLJ5SI to an HPLJ8150. These network printers use the same character set, but different print controls. The ImaginePA, Basis Team should delete the old printer and setup the new printer. Refer to How do I get my network printer to be a choice in SAP?
- Formatting Problem: This occurs when the Printer's defaults are set to LETTER and the SAP print job is spooled with another format such as A4. Normally the printer will prompt the user to Load Tray? with A4 paper or hit the go/resume to use whatever's available. Have your Agency's Local IT / Helpdesk configure the printer to Autocontinue and set the Delay time equal to 0.



- Printer is busy, waiting for user to load paper, or waiting for user to hit the Go/resume button on the printer.
- Agency's Print Server is busy.
- SAP Spooler is busy.
- Contact your Agency's Local IT / Helpdesk and have them open a Remedy ticket.

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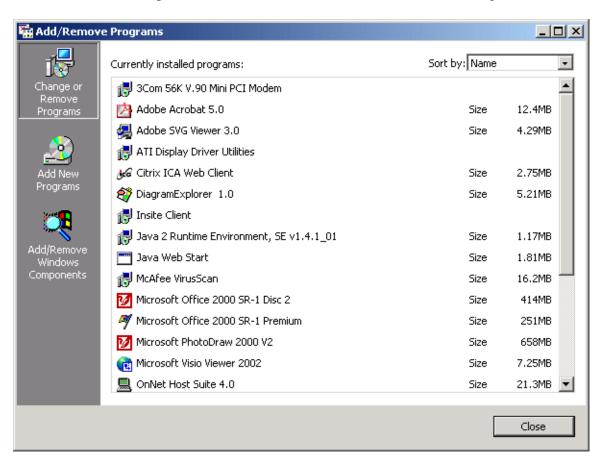
- If your status is completed and you still didn't receive your print:
 - Check to make sure you have the right printer selected in SU3.
 - Check to make sure you have the right printer selected in F-58(Advancement Account Printing only).
 - o Contact your Agency's Local IT / Helpdesk and have them open a Remedy ticket.

End of Avi. I've setup my printer and tried to print, but nothing printed. Troubleshooting the SAP Spooler.

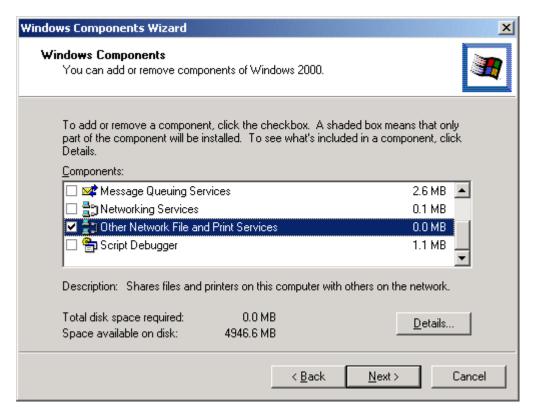
Bi. SAP SERVER NETWORK ADDRESSES and PORTS

Bii. Print server configuration / Workstation acting as a print server.

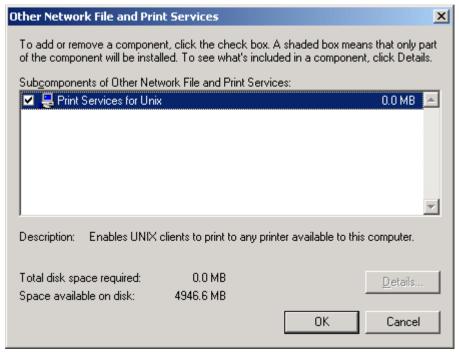
Step Bii1. TCP/IP Print Server must be installed and running. To add the service you must have administrative permissions of the workstation. Select Start / Settings / Control Panel / Add/Remove Programs.



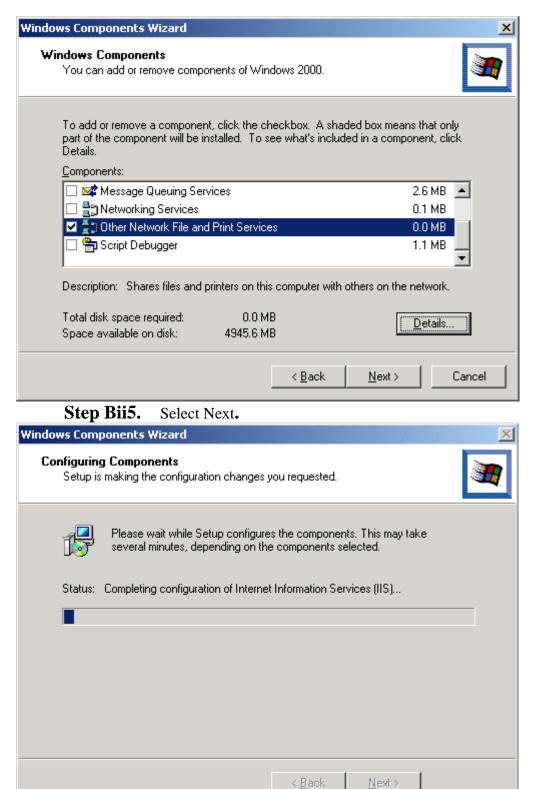
Step Bii2. Select Add/Remove Windows Components.



Step Bii3. Scroll down and select Other Network File and Print Services and then select Details.



Step Bii4. Select Print Services for Unix and OK.



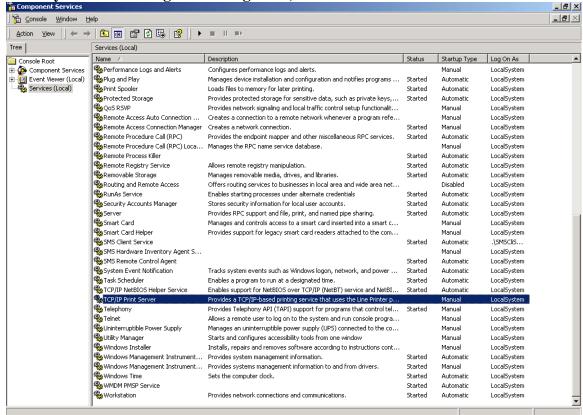
Step Bii6. Installation Proceeds and Finishes. Select Finish.



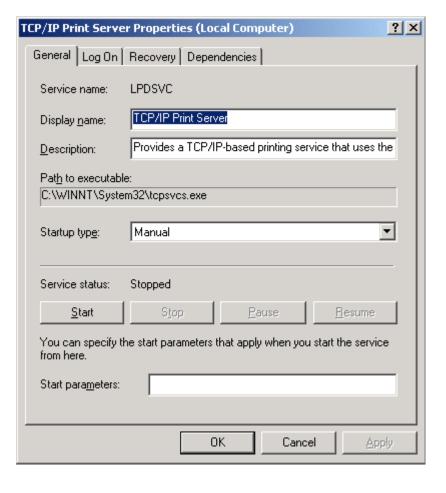
Step Bii7. To start the service select Start / Settings / Control Panel / Administrative Tools / Component Services and Scroll Down TCP/IP Print Server.

Note: On a workstation acting as a print server, SAP/LPD will not be able to run up for the Printer YPCC – Default Windows Printer. If this service is running, printing will fail. Purchase Orders will not be able print. If this condition exists, suggest opening up a ticket with your Agency's Local IT / Helpdesk and have them open a

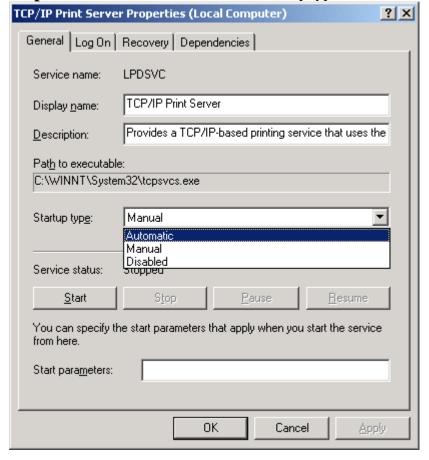
Remedy ticket and assign it to ImaginePa, Procurement Team.



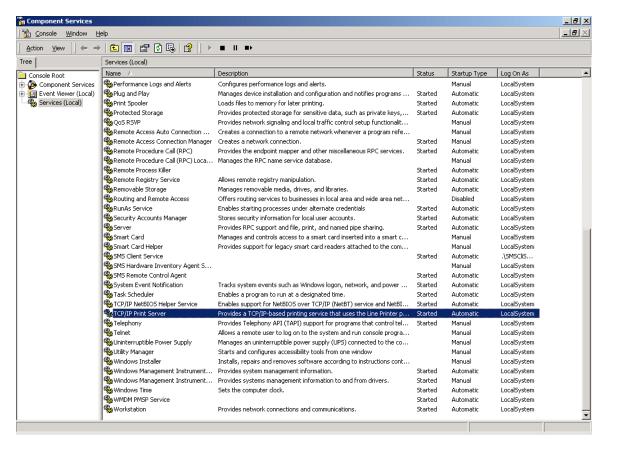
Step Bii8. Select the service by double clicking on it.



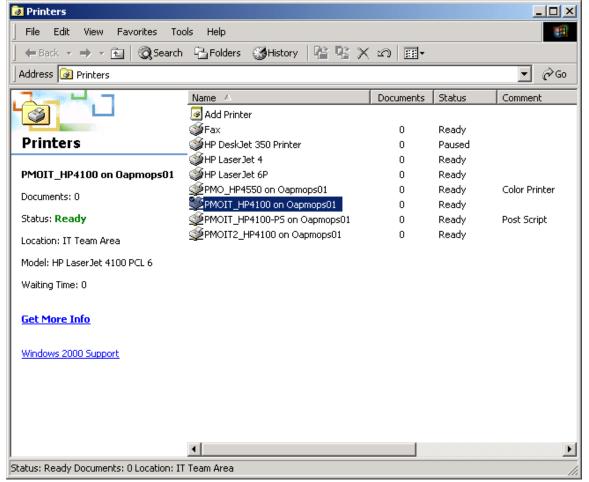
Step Bii9. Select Automatic as the Startup type, Select Start and Apply.



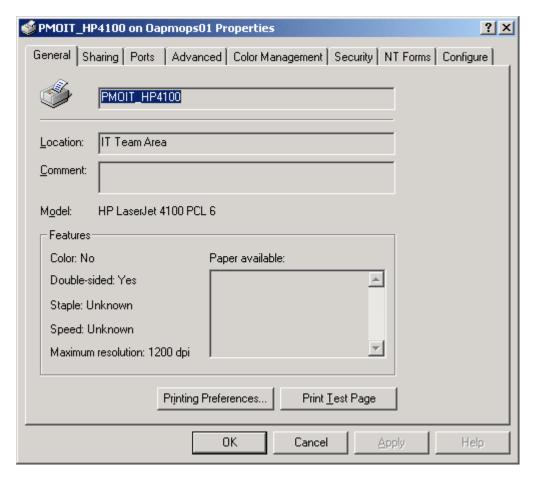
Step Bii10. Service will be Started.



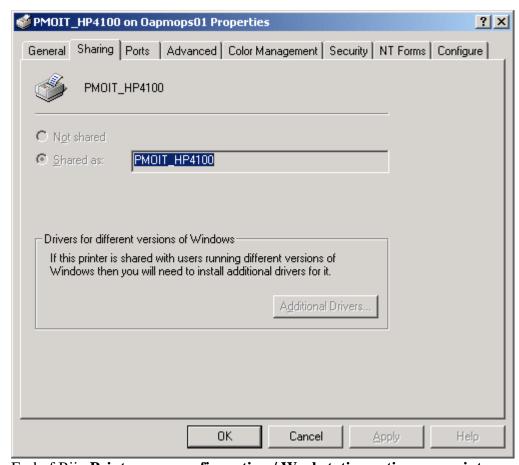
Step Bii11. To configure the printer select Start / Settings / Printers.



Step Bii12. Right Click on your Default Printer and select Properties.



Step Bii13. The General Name and the Shared as Name located on the Sharing Tab should match and should not contain any spaces.



End of Bii. Print server configuration / Workstation acting as a print server.

Biii. Printer configuration.

- All printers should have the following set at the printer level:
 - o COPIES=1
 - PJL DEFAULT ORIENTATION=PORTRAIT
 - o PJL DEFAULT PAPER=LETTER
 - o PJL DEFAULT MPTRAY=CASSETTE
 - o PJL DEFAULT MANUALFEED=OFF
 - o PJL DEFAULT FORMLINES=66
 - PJL DEFAULT LPARM:PCL SYMSET=ROMAN8
 - PJL DEFAULT LPARM:PCL PITCH= 10.0
 - o PJL DEFAULT LPARM:PCL FONTSOURCE=I
 - PJL DEFAULT LPARM:PCL FONTNUMBER=0
 - PJL DEFAULT ECONOMODE=OFF
 - o PJL DEFAULT RET=MEDIUM
 - o PJL DEFAULT RESOLUTION=600
 - o PJL DEFAULT PAGEPROTECT=AUTO
 - o PJL DEFAULT AUTOCONT=ON
 - o PJL DEFAULT TIMEOUT=15
 - o PJL DEFAULT COURIER=REGULAR
 - o PJL DEFAULT BANNER=0

Biv. Preferred SAP printing configurations.

- O Configuration 1. (Preferred method) Going through a print server. Agency IT needs to provide a printer with a configured HP Jetdirect or other Network Interface Card. Printer services for Unix must be installed and running on Print Server. Please provide Imagine PA with the IP address of the Print Server and the Sharename of the Printer using the following instructions, Ai. How do I get my network printer to be a choice in SAP?
- O Configuration 2. Going directly to the printer. Local IT needs to provide a printer with a configured HP Jetdirect or other Network Interface Card. Please provide Imagine PA with the IP address of the printer using the following instructions, Ai. How do I get my network printer to be a choice in SAP?
- O Configuration 3. Going to a local printer or default windows printer. Default driver YPCC will be used. YPCC when selected as the default printer in SAP will switch to frontend printing and print to your default windows printer, whether it is local or networked. When using YPCC to print to your windows default printer that is a networked printer, this will double the amount of network traffic. The preferred method is config 1 for networked printers. YPCC should really only be used if you have a local printer as defined a printer physically connected to LPT1 port. Instructions on how to setup YPCC are located at step Aiii. How do I setup my local printer to be my default printer in SAP? Local-defined as my printer is directly connected to my workstation.

Going to a local printer for Advancement Account / Check printing

Check printers should be configured as shown in Configuration 1. If for some reason a local printer is going to be shared and used for printing checks: Print services for Unix must be installed and running on the workstation. Please provide Imagine PA with the IP address of the workstation and the Sharename of the Printer using the following instructions, Ai. How do I get my network printer to be a choice in SAP?

Bv. Setting up Advancement Account Printers

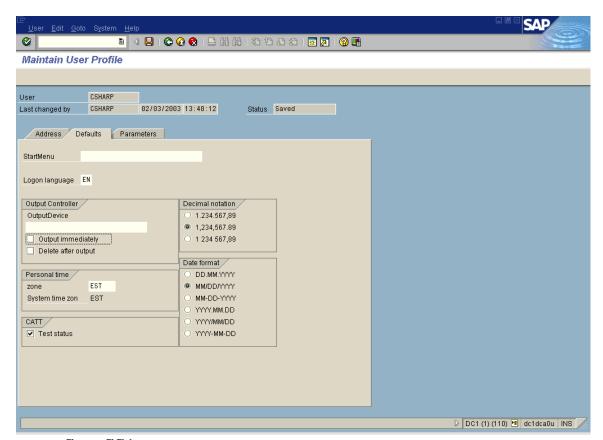
O Since printers do not have installed MICR fonts and magnetic toner ex works, additional hardware or firmware (MICR-SIMM module and magnetic toner and toner sensor) must always be installed into the printer. This must be carried out under the guidance of the manufacturer or distributor of the MICR product. At present, SAPscript only supports MICR font on the below printers:

HP	HP	HP	HP	HP	IBM	LEXMARK
HPLJ1200	HPLJ4	HPLJ4000T	HPLJ4550	HPLJ6P	IBMIP20	LXOT520
HPLJ1200N	HPLJ4+	HPLJ4050	HPLJ5	HPLJ8000	IBMIP32	LXOT616
HPLJ2100	HPLJ4P	HPLJ4050T	HPLJ5000	HPLJ8100	IBMIP40	LXST9120
HPLJ2100M	HPLJ4V	HPLJ4100	HPLJ5M	HPLJ8150	IBMNP12	
HPLJ2200	HPLJ4SI	HPLJ4100DTN	HPLJ5P	HPLJ9000	IBMNP17	
HPLJ2200D	HPLJ4000	HPLJ4100N	HPLJ5SI		IBMNP24	

Information on Imagine PA supported MicrDIMM / MicrToner kits can be found in the Internet under http://www.barsimm.com or http://www.barsimm.com

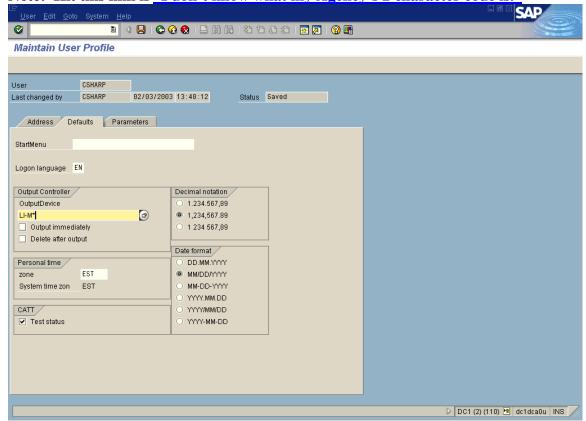
Install the MicrDimm in slot 1. It is not necessary to install the toner or check stock during the testing phase. Print out a PCL Font typeface List. This will let SAP know what the escape sequence is to enable the MICR font. Refer to Ai. How do I get my network printer to be a choice in SAP? to complete the SAP installation.

Special Search: "My Agency has many networked printers and I need to narrow my search."

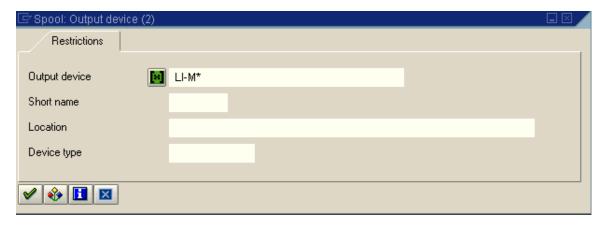


Step SS1. In the Output Device, type your Agency's 2 character code(in CAPS), a –(hyphen), the first letter of your city, and an (asterisk) to bring up a listing of your Agency's printers. Example. My agency is Labor & Industry and I'm from Meadville. Type **LI-M*** in the Output Device.

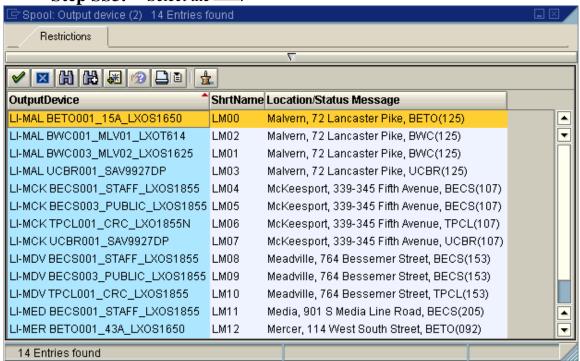
Note: Hit this link if "I don't know what my Agency's 2 character code is."



Step SS2. Select the Search box .



Step SS3. Select the ...



A listing of printers for Labor and Industry in cities starting with the letter M is generated. Note: Hit this link "I've searched and searched, but my printer isn't listed."

Hit this Link if "I know what my code is now, back to Step Aii3."

Hit this Link if "I know what my code is now, but I still need to narrow my search."

Hit this Link if "I know what my check code is now, back to Step Aiv2."

Listing of Agency's Character Codes:

Listing of Agency's Ch		
	Report	Check Printing
Agency	Printing Code	Code
Aging	Al	AIQ
Agriculture	AG	AGQ
Banking	BN	BNQ
Board of Pardons	BP	BPQ
Civil Service Commission	CS	CSQ
Comptroller Operations	ОВ	OBQ
Corrections	CR	CRQ
DCED	CE	CEQ
DCNR	NR	NRQ
DEP	DP	DQ
Education	ED	EDQ
Ethics	ET	ETQ
Fish and Boat Commission	SH	SHQ
Game Commission	GM	GMQ
General Counsel	GC	GCQ
General Services	GS	GSQ
Governors Office	GV	GVQ
Health	DH	DHQ
Hearing Board	НВ	HBQ
HR Commission	HR	HRQ
Inspector General	OA	OAQ
Insurance	IN	INQ
Labor and Industry	LI	LQ
Liquor Control Board	LB	LBQ
Med Cat	MC	MCQ
Mil Vet Affairs	MV	MVQ
Milk Marketing Board	MB	MBQ
Muni Retirement System	RS	RSQ
Office of Administration	OA	OAQ
Office of the Budget	ОВ	OBQ
PA Emergency Mngt.	EM	EMQ
PCCD	CD	CDQ
PE Retirement Commission	RC	RCQ
PENNDOT	PD	TQ
PENNVEST	PV	PVQ
PHMC	PH	PHQ
Probation and Parole	PM	PMQ
PSERS	PS	PSQ
Public TV Network	TV	TVQ
Public Welfare	PW	WQ
PUC	PC	PCQ
Revenue	RV	RVQ
S T Equalization Board	EB	EBQ
Securities	SE	SEQ
SERS	ER	ERQ
State	ST	STQ
State Police	SP	SPQ