SAP S/4HANA 1809 FPS01 & FPS02 Fully-Activated Appliance
July 2019 (V1.0)
English

SAP S/4HANA 1809 FPS01 & FPS02 Fully-Activated Appliance:
Print Form Customization
Demo Guide
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Document History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>&lt;2019-04-15&gt;</td>
<td>Release for customer</td>
</tr>
</tbody>
</table>
1 Where Can This Script Be Used?

This demo script has been written for usage with the SAP S/4HANA 1809 FPS01 & FPS02 Fully-Activated Appliance (in short “appliance” in this script), hence you will need such an appliance to make use of this guide.

The appliance can be brought up in two ways, and the demo scenario in this script is largely the same for both:

1. Via SAP Cloud Appliance Library (hosted on cloud providers)
   You need a cloud provider account at AWS, MS Azure, or GCP. With this, you can deploy the appliance within 1-2 hours from https://cal.sap.com > Solutions > SAP S/4HANA 1809 FPS01 & FPS02 Fully-Activated Appliance.

2. Via installing it on your own on-premise hardware.
   You need to provide your own hardware, and order & install the appliance as explained in SAP Note 2041140.

If you are new to the SAP S/4HANA Fully-Activated Appliance, introductory information can be found here: https://blogs.sap.com/2018/12/12/sap-s4hana-fully-activated-appliance-create-your-sap-s4hana-1809-system-in-a-fraction-of-the-usual-setup-time/

Important:
Before you start your demo, please read SAP S/4HANA Fully-Activated Appliance: Demo Scripts for information about necessary preparations, especially any post-deployment steps to ensure the full functionality of your appliance.

Besides this, you will also find links to all demo scripts on this page.
2 Demo Story: Print Form Customization

2.1 Background Information

SAP S/4HANA introduces a new style of output management. Output control serves as an interface between the business applications and the SAP NetWeaver technologies.

SAP ships new default form templates for each business application implemented as PDF-based print forms with fragments. A fragment is part of a master form template.

A master form template is a separate form template (XDP file). It includes different layout definitions (fragments) for one or more master pages. Only one of them at a time can be referenced by the application form.

Every SAP default master form template contains the following fragments:

- Landscape_Factsheet
- Landscape_ItemList
- Portrait_Factsheet
- Portrait_ItemList
- Portrait_OutboundLetter

Each fragment is designed for a specific page orientation (landscape or portrait) and layout variant (fact sheet, item list or outbound letter).

The names of the fragments are constants. They should not be changed by customers. However, you can create your own master form template using these constants. The layout of the single fragments can then be freely defined.

Any fragment, which is not named like the ones listed above, will be ignored by the system. This means that currently no additional fragments can be added by customers. You simply keep the existing fragments and adapt their layout.

Each fragment (layout definition) includes:

A master page for the first page (mst1) which defines the following:

- Paper size and orientation
- Content area
- Layout and positioning of the
  - Form title
  - Logo
  - Page number
  - Sender address (where applicable)
  - Receiver address (where applicable)
  - Footer blocks

A master page for subsequent pages (mst2) which defines the following:

- Paper size and orientation
- Content area
- Layout and positioning of the
  - Form title
  - Logo
  - Page number
  - Footer blocks

The content of a master form template is part of the configuration of the new output control. The master form template itself only includes placeholders for the content. At runtime, the corresponding gateway service will read the data from the configuration.

SAP ships the following master form templates which all include different layout definitions (fragments) for portrait and landscape orientations:

- SOMU_FORM_MASTER_A4  Master Form Template for paper size ‘A4’
- SOMU_FORM_MASTER_LETTER  Master Form Template for paper size ‘Letter’.
Business scenarios:
In this scenario, you will:

- Change Print Form Content by adding custom logo and static texts.
- Change Print Form Layout by resizing and moving the position of the logo and static texts.
- For more information on the Output Management.

This page can also be reached via navigating to https://help.sap.com/viewer/p/SAP_S4HANA_ON-PREMISE → SAP NetWeaver for S/4HANA → General Functions for Key Users → SAP Fiori Applications → Output Management.

# 2.2 Change Print Form logo and Addresses

## 2.2.1 Upload Custom Logo

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
</table>
| Access the SAPGUI.  
User: BPINST  
Password: Welcome1  
Make the following entry:  
Command Field: SE78 |  ![Image](attachment:image.png) |
| In the navigation tree, choose Bitmap Images.  
Choose between Color or Black and White. |  ![Image](attachment:image.png) |
| Press F5 for the import dialog.  
Browse for your logo 3.  
Make the following entry:  
Name: YY1_CUSTOM_LOGO |  ![Image](attachment:image.png) |
| Choose Print Preview. |  ![Image](attachment:image.png) |
## 2.2.2 Create Custom Sender Address.

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
</table>
| **Access the SAPGUI.**<br>**User:** BPINST<br>**Password:** Welcome1 | ![SAPGUI screenshot](image1)
| Make the following entry:<br>**Command Field:** S010 | ![SAPGUI screenshot](image2)
| **Make the following entries and choose Create:**<br>**Text Name:** YY1_SENDER_ADDRESS<br>**Text ID:** ST<br>**Language:** EN | ![SAPGUI screenshot](image3)
| **Maintain your text for the Sender Address.**<br>(Do not use any formatting, just plain text.) | ![SAPGUI screenshot](image4)
| **Choose the Preview button.** | ![SAPGUI screenshot](image5)
What to Do | What You Will See
--- | ---
Repeat the steps to create a footer static text.
| |
Give the footer a name, **YY1_FOOTER_1** and maintain the footer text.

2.2.3 Define Rules for Determination of Master Form Template

What to Do | What You Will See
--- | ---
Access the SAPGUI. **User**: BPINST  
**Password**: Welcome1
| |
Make the following entry:
**Command Field**: SPRO
| |
Choose **SAP Reference IMG**.
| |
Navigate to IMG path **Cross-Application Components → Output Control → Define Rules for Determination of Master Form Template**.
| |
Create a new entry as shown in the screen to assign this configuration to company code **1710**.
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose <strong>Save</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

Test this Master form setting by creating a new PO. Preview the Print form and you will see the custom logo, sender address and footer.

Create a New Sales Order and Preview the Print form.
## 2.3 Change the Form Layout

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
</table>
| Access the SAPGUI.  
**User**: BPINST  
**Password**: Welcome1  
Make the following entry:  
**Command Field**: SFP | ![Form Builder: Entry Point](image1) |
| Choose **Form** and make the entry **SOMU_FORM_MASTER_LETTER** into its field.  
Choose the **Copy** button.  
Make the following entry in the **Copy Form** dialog box and choose the (✓) **Check** button:  
**Copy To**: YYSOMU_FORM_MASTER_LETTER | ![Form Builder: Entry Point](image2) |
| Choose **Local Object** and choose **Save**.  
You should get a success message. | ![Form Builder: Entry Point](image3) |
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose <strong>Change</strong>.</td>
<td><img src="image" alt="Form Builder: Entry Point" /></td>
</tr>
<tr>
<td>Choose the <strong>Layout</strong> tab. This should bring up the Adobe Lifecycle Designer embedded in the SAPGUI.</td>
<td><img src="image" alt="Form Builder: Change Form YYSOMU_FORM_MASTER_LETTER" /></td>
</tr>
<tr>
<td>You may get a warning. Choose <strong>OK</strong>.</td>
<td><img src="image" alt="Adobe LiveCycle Designer" /></td>
</tr>
<tr>
<td>What to Do</td>
<td>What You Will See</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Select Design View.</td>
<td>![Design View Image] (147x186 to 547x536)</td>
</tr>
<tr>
<td>Go to the master pages defined under the fragment &quot;Portrait_OutboundLetter&quot; and select mst1.</td>
<td>![Master Pages Image] (559x16)</td>
</tr>
<tr>
<td>Move the Logo to the left and reduce the size by 50%.</td>
<td>![Logo Image] (147x544 to 547x788)</td>
</tr>
<tr>
<td>Move the Form Title to the right.</td>
<td>![Form Title Image] (559x16)</td>
</tr>
<tr>
<td>What to Do</td>
<td>What You Will See</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Adjust the layout of master page “mst2”.</td>
<td></td>
</tr>
</tbody>
</table>

Save and Activate the form.
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start tcode SPRO. Navigate to IMG path Cross-Application Components → Output Control → Define Rules for Determination of Master Form Template.</td>
<td><img src="ChangeView.png" alt="Change View" /></td>
</tr>
<tr>
<td>Select the entry Z_CUSTOM and choose detail icon.</td>
<td><img src="ChangeView_2.png" alt="Change View" /></td>
</tr>
<tr>
<td>Change the Master Form Template from SOMU_FORM_MASTER_LETTER to YYSOMU_FORM_MASTER_LETTER. Save and exit.</td>
<td><img src="ChangeView_3.png" alt="Change View" /></td>
</tr>
</tbody>
</table>
Test this Master form setting by creating a new Sales Order. Preview the Print form and you will see the new Layout.

Order: 179

Company
Domestic US Customer 1
200 Augusta Ave SE
Atlanta GA 30315-1402

Order Date: Nov 29, 2017
Customer Reference: XYZ
Purchase Order Date: Nov 28, 2017
Customer Number: 17100021

<table>
<thead>
<tr>
<th>Item</th>
<th>Product</th>
<th>Description</th>
<th>Quantity</th>
<th>Net Price</th>
<th>Net Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>TG10</td>
<td>Trad.Good 10.PD,Third Party</td>
<td>10 PC</td>
<td>16.00 USD / 1 PC</td>
<td>160.00 USD</td>
</tr>
</tbody>
</table>

Price Note: 10 USD
Delivery Date: Dec 12, 2017

Payment Terms: As of end of Month
Tax Jur Code Level 1: 4%
Total Net Amount: 175.76 USD

Thank you for your order.