

Maintain Form Templates

Use form templates to define the content and layout of documents that can be output from the system.

Form templates are in the form of print forms that are read-only portable document format (PDF) documents that are generated from data stored in the system. Print forms can be printed, sent as an email attachment, or faxed to business partners.

Variants

Variants of a form template are copies of the content displayed in other languages, or with information specific to that country/region. Language variants are used to provide translations of form templates into other languages.

When a document is output from the system, the system automatically determines which language version to use. Most form templates are intended for internal review. Therefore the system uses the form template matching the language selected by the user on the log on screen. Certain objects are intended for review by a business partner or customer, and the system selects a template based on the recipient language.

Language variants are determined by the user log-on language, or in certain cases, by the preferred language of the receiving business partner. For example, if a customer in a German company sends product information to a business partner in France, the system searches for a French language variant of the form template and uses this to generate the document. If a language variant is not available in the recipient's language, then the form template in the fallback language English is used.

You can use the appropriate buttons to delete form templates or variants.

Restriction

It is not possible to delete a form template that has already been used to output a document because that template is referenced in a document's output history.

Create Form Templates

You can create custom form templates, but we recommend editing templates provided by SAP, which saves you setup time.


Context

Recommendation

While it's possible to create new form templates using this procedure, we recommend that you edit form templates provided by SAP or partners instead. Editing provided templates means that you don't have to adapt any output settings. It is not possible to copy or edit print forms that contain legally-sensitive content.

Procedure

1. Go to your user profile and navigate to **Settings All Settings Output Management Maintain Form Template**.

2. Choose a predelivered template, click  and select **Copy Template**.
3. Enter a name and description and select a language.
4. If you are creating a form template specific to a language, select the language. If the template is not specific to language, leave this field blank.
5. Turn on the **Form Main Template** toggle button to use master templates to determine the layout of the template.
6. Save and publish your changes.

When a new version of a predelivered template is released, the new version of the predelivered template is automatically set to active. To avoid any changes to the existing version, create a copy of the predelivered template and use the custom template while selecting the form template. If you want to make changes in the newer predelivered templates, create a copy of the same and start using it. Else, continue using the existing custom template.