

GN-04 Run a Report in the Background

Purpose

The purpose of this business process procedure is to explain how to execute a report in the background in the Integrated HR-Payroll System.

Trigger

There is a need to generate a report in the background.

Business Process Procedure Overview

SAP has a time-out limit of 10 minutes for any report and will stop running to preserve front-end capacity once that limit is reached.

This procedure runs the report in the background, bypassing the time-out and allowing you to continue using SAP, and even log off, while the report is running.

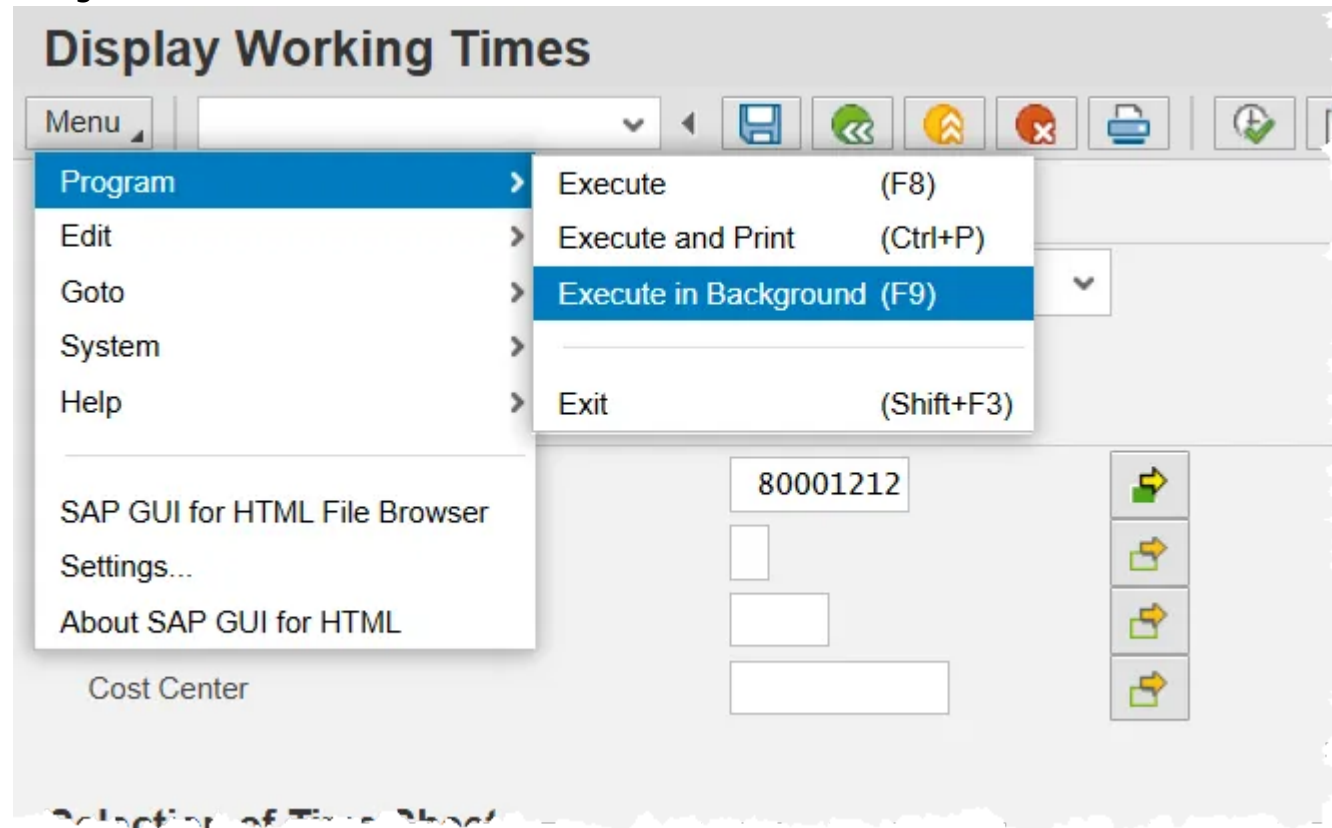
Process

There are 11 steps to complete this process.

Step 1. Enter the filter criteria for the report in the foreground (to be displayed on the screen), but instead of clicking the Execute button, click the **Menu** button, then hover over **Program**. Finally, click **Execute in**

Background from the menu.

Image



Step 2. Click **Continue**.

Image

Background Print Parameters

Output Device

LOCL

Number of Copies

1

Page Area

☒ Everything

☐ Page

0

 to

0

Properties

Print Time

SAP spool only for now



Properties





Continue (Shift+F1)

Step 3. Select the time that the report will run. To run the report immediately, click **Immediate**. To schedule the job to run at a time in the future (such as every Monday morning 5 am), click **Date/Time**.

Image

Start Time



Immediate

Date/Time

After Job

After Event

Operation Mode



Date/Time

After Job

Operation Mode

After Event

✓ Check



Step 4. Click the **Save** button to run the report.

Image

Start Time [X]

Immediate Date/Time After Job After Event Operation Mode [Next]

Date/Time

☒ Immediate Start

☐ Periodic Job

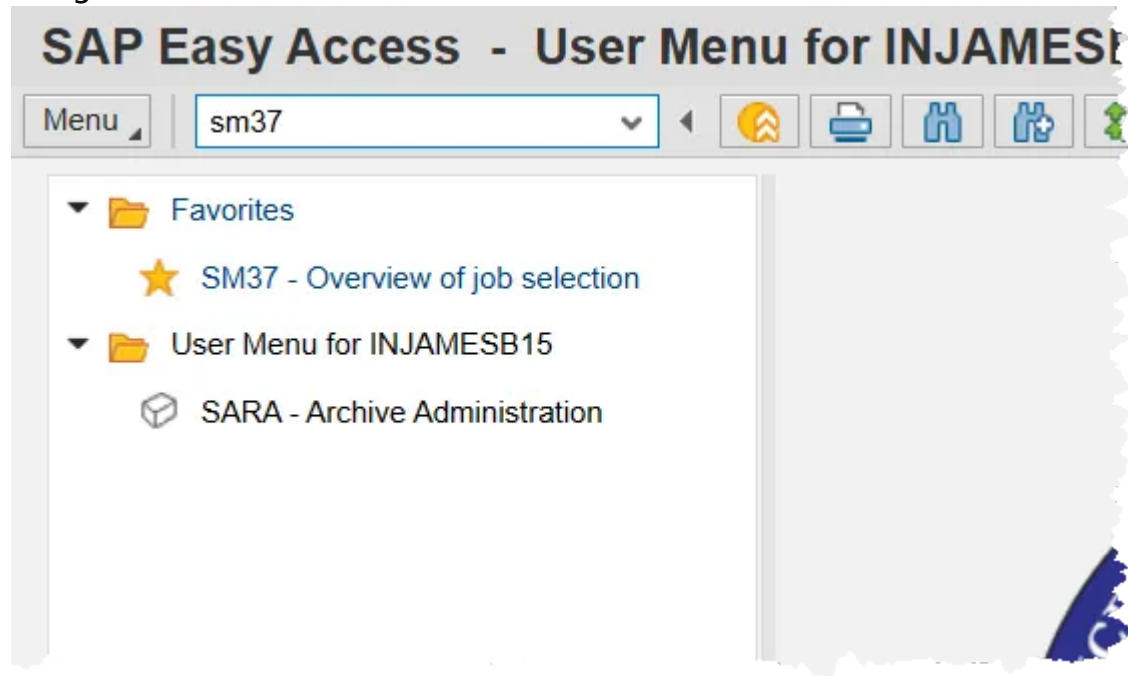
[Check] **Save** [Period values] [Restrictions]

Save (Ctrl+S)

Information: A report can be scheduled to run anytime, and your computer does not need to be on for the report to run. You can schedule a long report to begin at 6 am, and it will be ready when you arrive at work.

Step 5. To view the completed report, enter **SM37** in the command field of the SAP Easy Access Screen and press enter. (Or double click it from your Favorites List if you've previously saved it there.)

Image



Step 6. On the **Simple Job Selection** screen and in the **Job Start Condition** section, input a date range which contains the date the background report was executed. Then, click the **Execute** button.

Image

Simple Job Selection

Menu ▾

▾

⏏

⏮

⏭

⏹

⏵ Execute

⏵ Extended Job Selection

ℹ Information

Job Name

User Name

Job Status

☐ Sched. ☒ Released ☒ Ready ☒ Active ☒ Finished ☒ Canceled

Job Start Condition

From To

From To

Or after event

Job Step

ABAP Program Name

 ▶ E1T (802)  | oschr-t1map01

Step 7. The Job Overview screen will be displayed. Once the Job is finished, put a check in the box next to the report and press the **Spool** button.

Image

Job Overview

Menu | [Dropdown] | [Icons] | Refresh | Release | [Stop] | **Spool** | Job log | Step | Job details | >>

Job overview from: 11/20/2025 at: : :
to: 11/20/2025 at: : :
Selected job names: *
Selected user names: INJAMESB15

☐ Scheduled ☒ Released ☒ Ready ☒ Active ☒ Finished ☒ Canceled
☐ Event-Driven Event ID: : :
☐ ABAP program Program name : : :

JobName	Spool	Job doc	Job CreatedBy	Status	Start date	Start Time	Duration(sec.)	Delay (sec.)
☒ RCATS_DISPLAY_ACTIVITIES			INJAMESB15	Finished	11/20/2025	09:36:09	1	0
*Summary							1	0

SAP | E1T (802) | oschr-t1map01

Step 8. The selected Report(s) will be displayed. Click the check box again and then press the **Display contents** button to view the completed report.

Image

Graphical display of spool request 14778 in system E1T

Menu **Settings...** Graphical Gra

Data statistics	Number of
Records passed	83

OM Workflow PCR List

Agency	Action text	WF Approval Lv1	WF Status	Creator Na	Position Title	Effective	P
Natural and Cultural Resources	Create New Position	Complete - Rejected	Canceled		Artist Illustrator II	02/01/2016	04
Natural and Cultural Resources	Create New Position	Complete - Rejected	Canceled		Artist Illustrator II	02/01/2016	04
Natural and Cultural Resources	Create New Position	Complete - Rejected	Canceled		Artist Illustrator II	02/01/2016	04
Natural and Cultural Resources	Create New Position	Complete - Rejected	Canceled		Artist Illustrator II	02/01/2016	04
Natural and Cultural Resources	Create New Position	Complete - Rejected	Canceled		Artist Illustrator II	02/01/2016	04
Natural and Cultural Resources	Create New Position	Complete - Rejected	Canceled		Artist Illustrator II	02/01/2016	04
Natural and Cultural Resources	Create New Position	Complete - Rejected	Canceled		Artist Illustrator II	02/01/2016	04
Natural and Cultural Resources	Create New Position	Complete - Rejected	Canceled		Artist Illustrator II	02/01/2016	04
Natural and Cultural Resources	Create New Position	Complete - Rejected	Canceled		Artist Illustrator II	02/01/2016	04

Step 10. Change the maximum number of pages that will be displayed and click the **Save settings** button (green check).

Image

Settings for Spool Request Display

Display Mode

☒ Graphical

☐ Raw

☐ Hexadecimal

Display area

☒ From page

1

To page

25

☐ The last

10

pages

Save settings

☒ Temp. for transaction

☐ Temp. for session

☐ Permanently even betw. logons

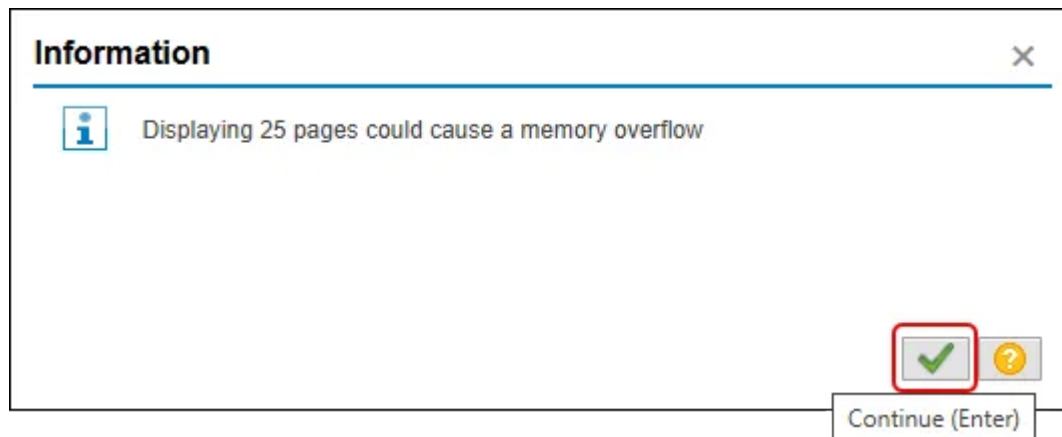
✓

✗

Save settings (Enter)

Step 11. You may receive message warning of a memory overflow. Click the **Continue** button.

Image



Information: Click the **Print directly** button to print the entire report, or use **Save to local file** button to download the report as a file (i.e. MS Excel, an HTML document, text file, etc.).

Image



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