

RUN A REPORT IN THE BACKGROUND

BUSINESS PROCESS PROCEDURE – GN-4



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

Trigger: There is a need to run 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

Program Edit Goto System	Help
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Execute in Background F9	
Exit Shift+F3	J
Selection	[borsto]
Organizational unit	
Personnel Number	
✓ Include Subordinate Org Units	

1. Enter the filter criteria for the report in the foreground (to be displayed on the screen), but instead of clicking the Execute button, select **Program**, then **Execute in Background** from the menu bar.

Output Device	LOCL		70				_
Number of copies	1						
Number of pages							
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NOTE: If you need to adjust the properties of report, select **Properties**.

2. Click **Continue**

C Start Time	Date/Time	After job	After event	At operation mode
Date/Time		-		
After job			At operati	on mode
After event				
				✓ Check

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**.

After event	
Periodic job	
	Check Period values Restrictions 🗱

4. Click **Save** lo run the report.



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.



5. To view the completed report, select **System**, then **Own Jobs** from the menu bar in SAP.

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Job Overview	_							
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NOTE: You can see if the report has finished running by checking the Status column on the screen.

6. The Job Overview screen will be displayed. Once the Job is finished, click the check next to the report and select Spool.

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Output Controlle	er: List of Spool R	equests
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Spool no. Type Dat	te Time Status	Pages Title or name of spool request
30486 🖺 10/	/12/2015 11:02 -	3 Time Statement for Org Unit 20013607

7. The selected Report(s) will be displayed. Click the check Again and select **Display** for view the completed report.

Graphical display of spool request 31122 in system E1T								
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Empl./appl.name	Pers.No.	Date	Status	F/S	MU	A/AType	Created on	
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Kumar Reinaldo01	80000326	01/01/2015	Ð	æ	H		12/31/2014	
Kumar Deinaldo02	90000327	01/02/2015	<i>S</i>	æ	н	9300	12/31/2014	
Kumar Reinaldo02	80000327	01/01/2015	2		H	9300	12/31/2014	

8. The first 10 pages of the report will be displayed. To change the number of pages, click **Settings.**

🕞 Settings for Spool Re	quest Display		×			
Display Mode						
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Display area						
From page	1	To page	25			
○ The last	10	pages				
Save settings						
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9. Change the maximum number of pages that will be displayed and click the Green Check \checkmark .



10. You may receive message warning of a memory overflow. Click the Green Check 🛩



Additional Resources

Training HELP website: <u>https://www.osc.nc.gov/state-agency-resources/training/training_help_documents</u>

Change Record

Change Date: 8/17/2020 – Changed by C. Ennis Changes: Updated format, assigned reference number, and made accessible