

Running a Report in the Background

Overview:

Sometimes data pulled out of SAP is so extensive that we must run a report in the background to free up the server's computing abilities. These directions explain how to do this.

Transactions:

Reporting transaction you want to run

SM37 – Simple Job Selection

Hints / Tips:

None

Procedure:

Perform the following steps in order to run a report in the background and retrieve it.

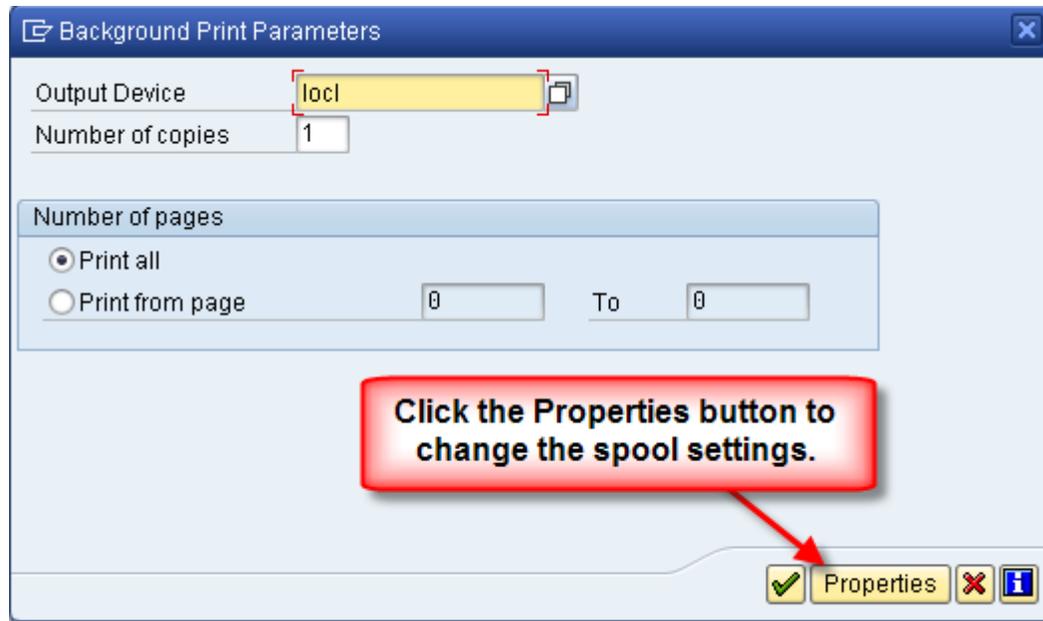
Step 1: Enter your report parameters.

Step 2: From the main SAP menu, select **Program** → **Execute in Background**. The **Background Print Parameters** window opens.

Program	Edit	Goto	System
Execute			F8
Execute and Print			Ctrl+P
Execute in Background			F9
Exit			Shift+F3

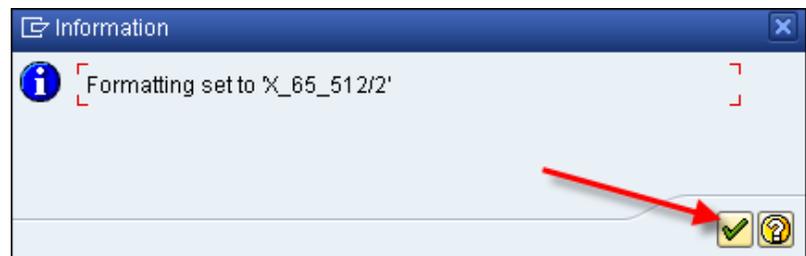
Step 3: Type **locl** in the "Output Device" field.

Step 4: Click the **Properties** button.

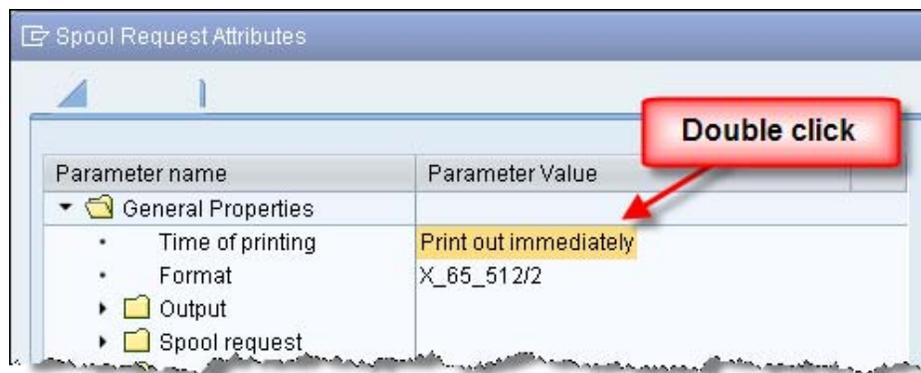


Place a green check in the Information box that pops up.

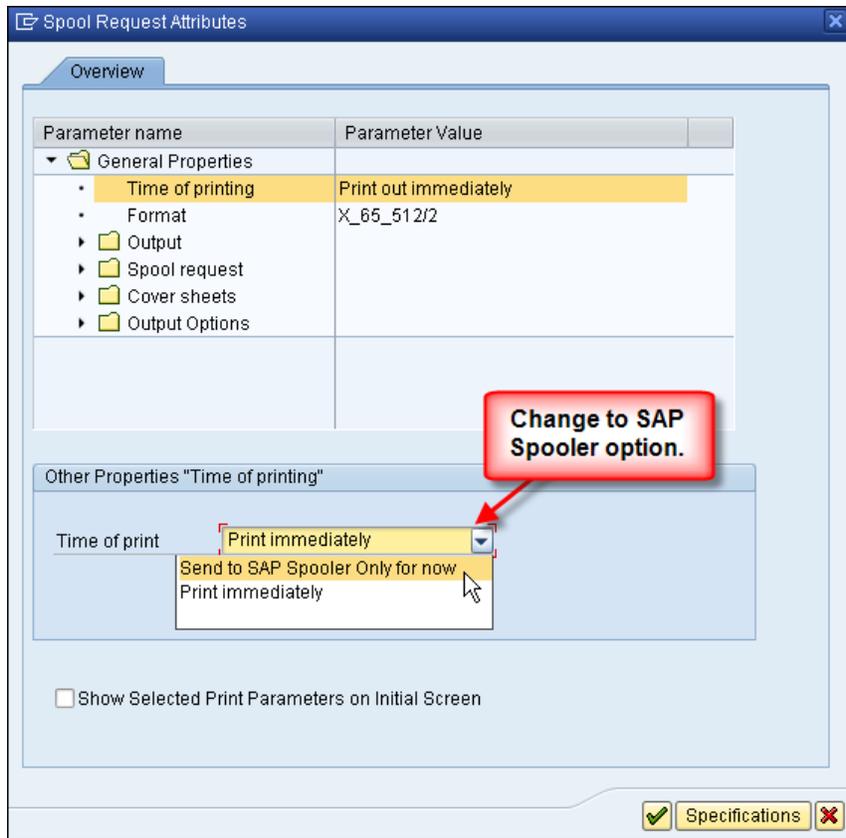
The **Spool Request Attributes** window opens.



Step 5: Double click the **Time of Printing** parameter value line.



Step 6: In the **Other Properties** section, change the Time of print to **Send to SAP Spooler Only for now**.



Step 7: Click the **Green check** button to go back to the Background Print Parameters screen. Click the **Green check** button again. The **Start Time** window opens.

Step 8: Select when you want the report to run. You can use immediate to run it now or Date/Time to schedule it in the future.

Step 9: Select the Save button at the bottom.

Start Time

Immediate Date/Time After job After event At operation mode >>

Date/Time

Choose when you want to run the report.

After job

After event

At operation mode

Check

At the bottom of your screen you will receive a confirming message:

Background job was scheduled for program ZHRR_PAYROLL_EARNINGS_BY_FUND

Retrieve a background report

Step 1: To retrieve the report, use transaction code **SM37**

The "Simple Job Selection Screen will appear with the asterisk in the Job name and your USERID in the User name box.

Step 2: Job start condition will default to today's date. Change the date(s) if you want to change or expand the date search criteria (e.g., you ran the report on a date different than today and want to retrieve it).

Step 3: Select the **Execute** button.

The screenshot shows the 'Simple Job Selection' screen in SAP. At the top, there are three buttons: 'Execute' (with a play icon), 'Extended job selection' (with a green arrow icon), and 'Information' (with an 'i' icon). Below these are two input fields: 'Job name' containing an asterisk (*) and 'User name' containing 'TLETMATE'. A 'Job status' section contains several checkboxes: 'Sched.' (unchecked), 'Released' (checked), 'Ready' (checked), 'Active' (checked), 'Finished' (checked), and 'Canceled' (checked). The 'Job start condition' section has 'From' and 'To' date pickers, both set to '01/24/2012', with time pickers below them. There is also a dropdown menu for 'or after event:'. At the bottom, the 'Job step' section has an 'ABAP program name:' label and an empty input field.

Step 4: The **Job Overview** screen will appear. The jobs are identified by report name, and the status will indicate if the report is Active, Cancelled or Finished. Once the report is finished you may retrieve it by placing a check to the left of the report name and selecting the SPOOL button at the top of the screen.

Job Overview

Job overview from: 01/24/2012 at: : :
 to: 01/24/2012 at: : :
 Selected job names: *
 Selected user names: TLETMAT

Scheduled Released Read canceled
 Event controlled Event ID:
 ABAP program Program name:

Job	Spool	Job doc	Job CreatedB	Status	Start date	Star
<input checked="" type="checkbox"/> ZHRR_PAYROLL_EARNINGS_BY_FUND			TLETMATE	Finished	01/24/2012	11:5
*Summary						

Place a check next to the Finished report you want to view and click the Spool button.

Step 5: The **Output Controller** screen will appear. **Check the box** to the left of the spool number and click on the **report** button to the right of the spool number to display the report.

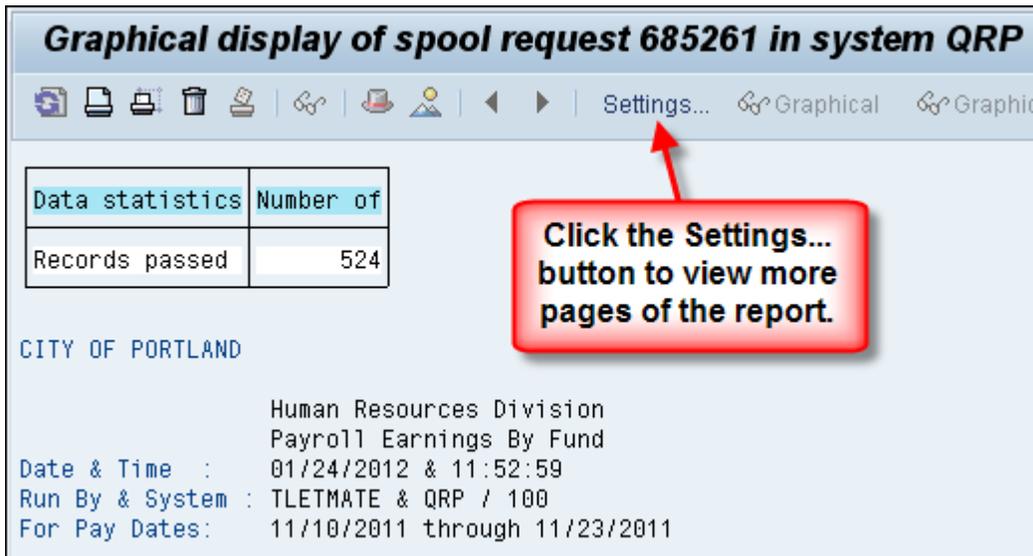
NOTE: This display will tell you how many pages there are in the report. The report will only display the first 10 pages (66 lines each). To display more than 10 pages, select the **SETTINGS** button at the top of the screen.

Output Controller: List of Spool Requests

Spool no.	Type	Date	Time	Status	Pages	Title
<input checked="" type="checkbox"/> 685261		01/24/2012	12:00	-	12	LIST1S LOCL ZHRR_PAYRTL

Click this icon to display the report.

Step 6: The **Graphical display** will open with the report information. If you need to view more pages, click the **Settings** button.



Graphical display of spool request 685261 in system QRP

Data statistics	Number of
Records passed	524

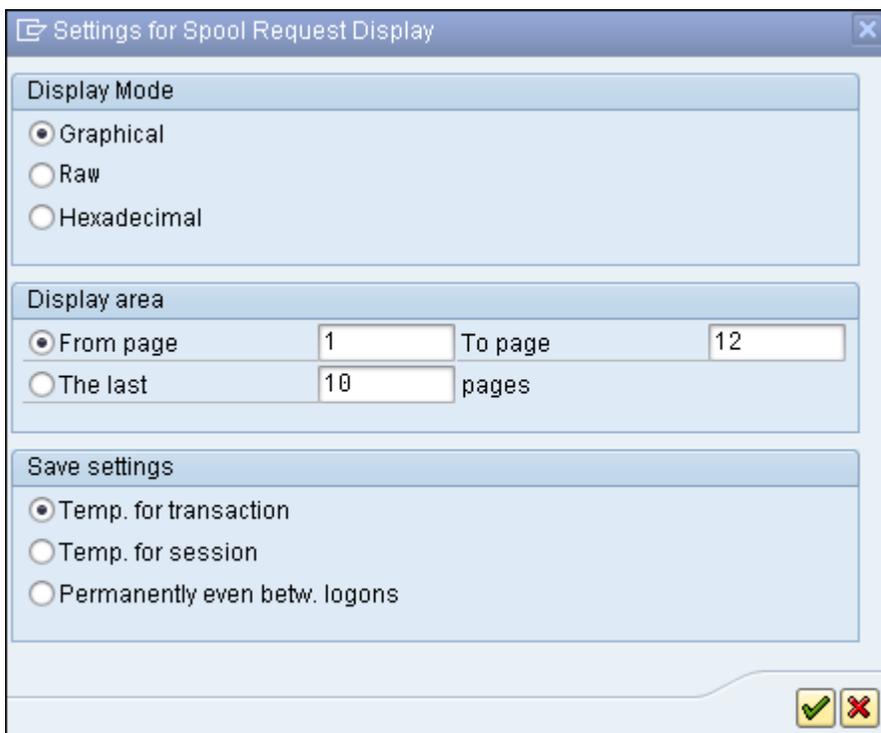
CITY OF PORTLAND

Human Resources Division
Payroll Earnings By Fund

Date & Time : 01/24/2012 & 11:52:59
Run By & System : TLETMATE & QRP / 100
For Pay Dates: 11/10/2011 through 11/23/2011

Click the Settings... button to view more pages of the report.

Step 7: The Settings for Spool Request Display window will open. Change the Display area “**From Page – To Page**” to meet your display needs. If your report has several hundred to several thousand pages you will need to split up the report. For example, the first report will be from page 1 to page 500, the next report from page 501 to 1000, etc...



Settings for Spool Request Display

Display Mode

Graphical
 Raw
 Hexadecimal

Display area

From page To page
 The last pages

Save settings

Temp. for transaction
 Temp. for session
 Permanently even betw. logons

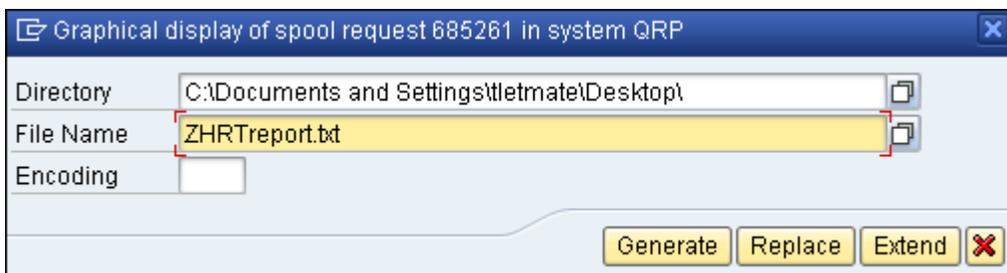
OK Cancel

Step 8: Once you have changed the number of pages to display and the report reappears on screen you will need to export the report to a local or network file. Select the **Save to local file** button, select **Spreadsheet** and click the Green checkmark.



Step 9: **Save the file** to a directory of your choice with a file name of your choice. Choose one of the following:

- **Generate** button to generate a new report
- **Replace** to overwrite a previously saved report
- **Extend** to add data to an existing file.



Once you generate the report you will receive a success message similar to the following:

