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

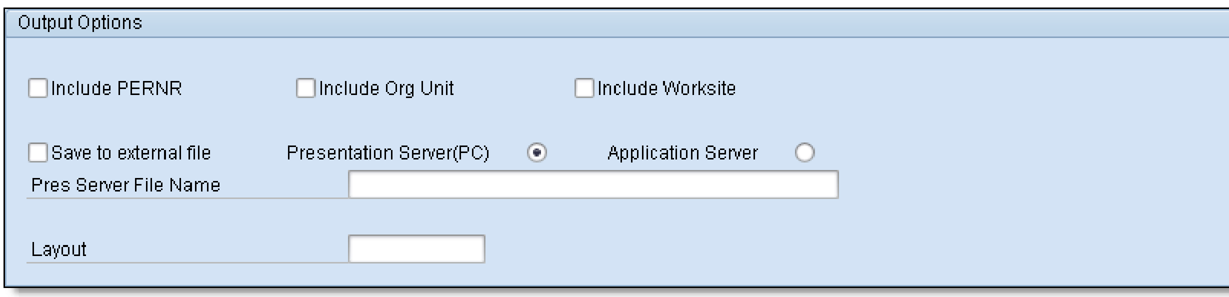
Hints / Tips:

None

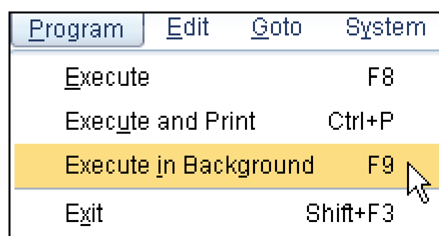
Procedure:

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

Step 1: Enter your report parameters.

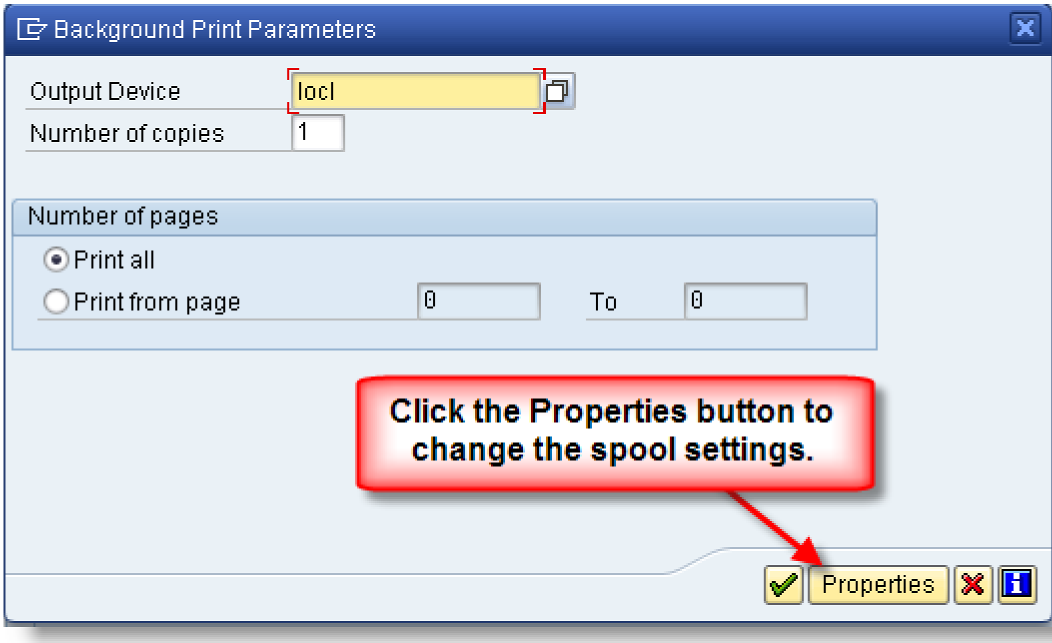


Step 2: From the main SAP menu, select **Program → Execute in Background**. The ***Background Print Parameters*** window opens.



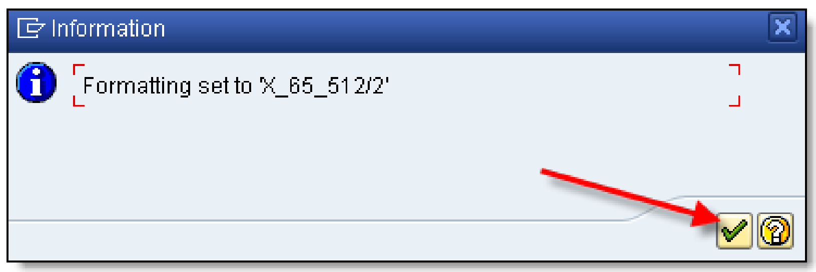
Step 3: Type **locl** in the "Output Device" field.

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

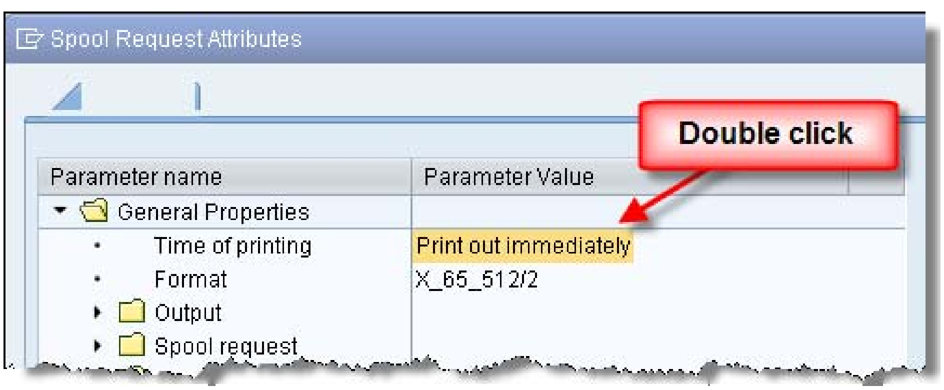


Place a green check in the Information box that pops up.

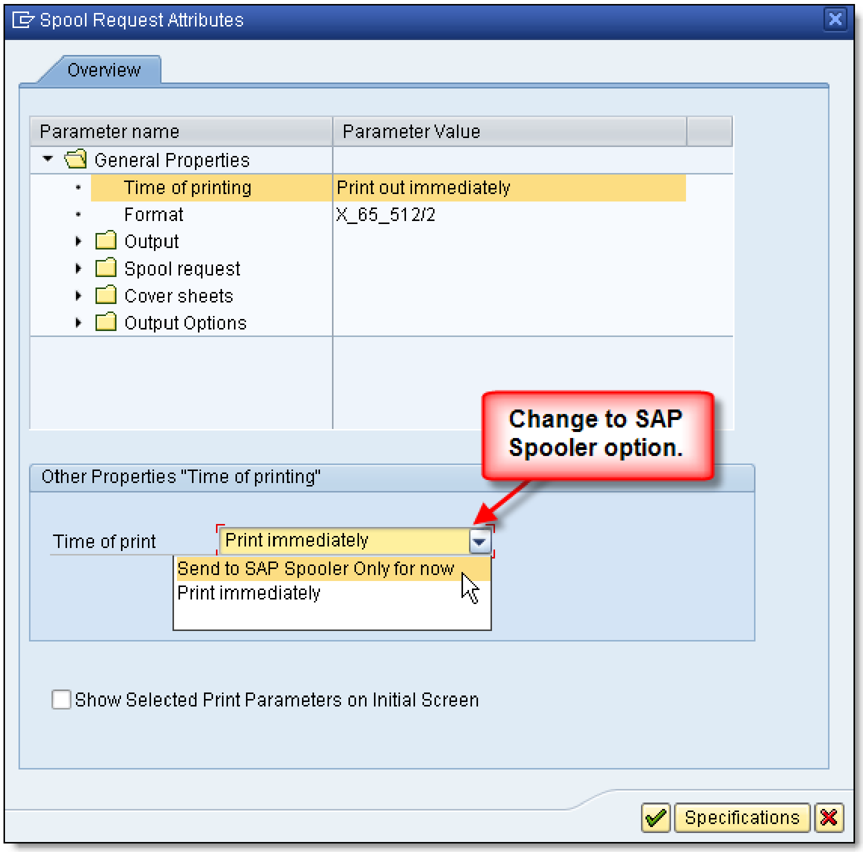
The ***Spool Request Attributes*** window opens.



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



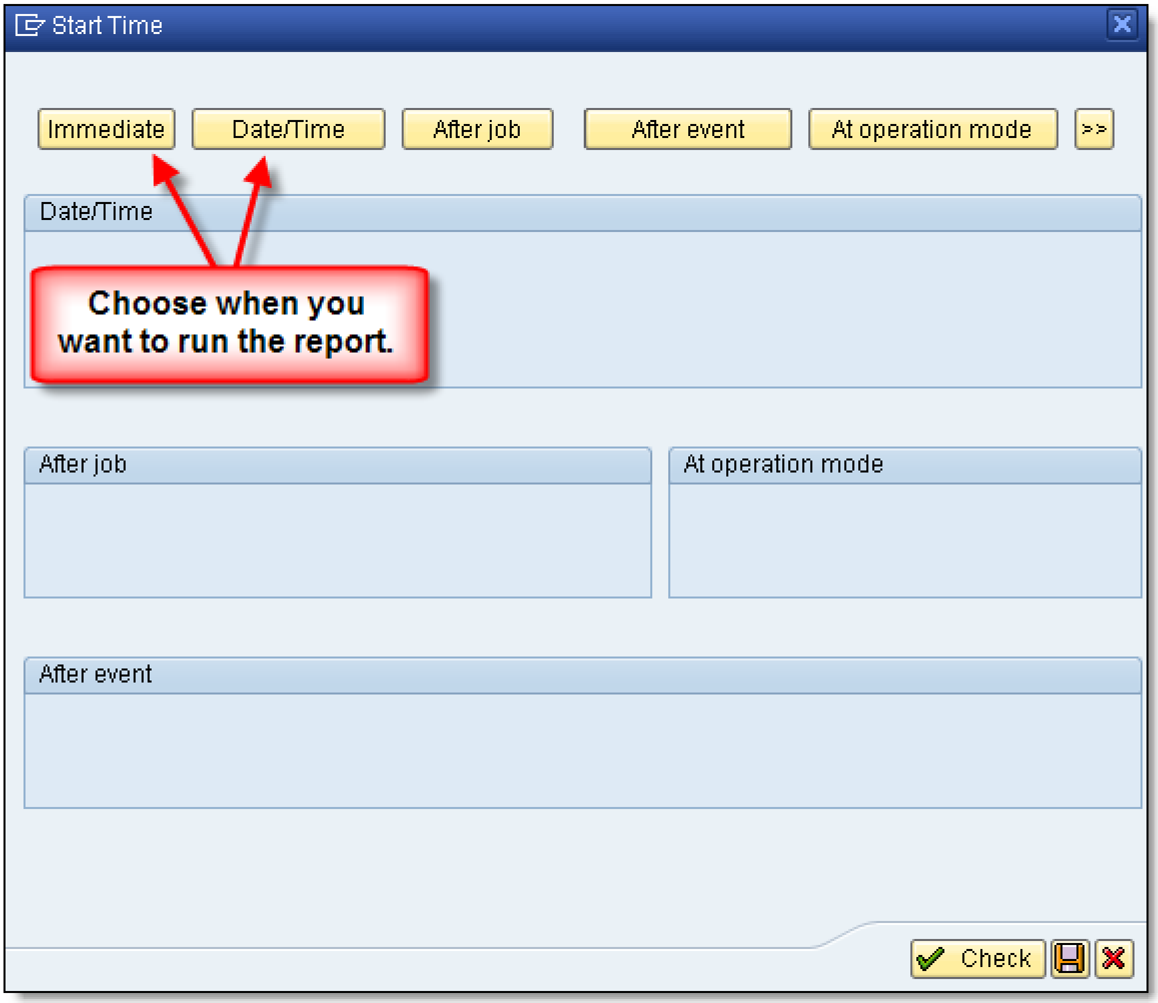
Step 6: In the ***Other Properties*** section, change the Time of print to **Send to SAP Spooler Only for now**.



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.



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

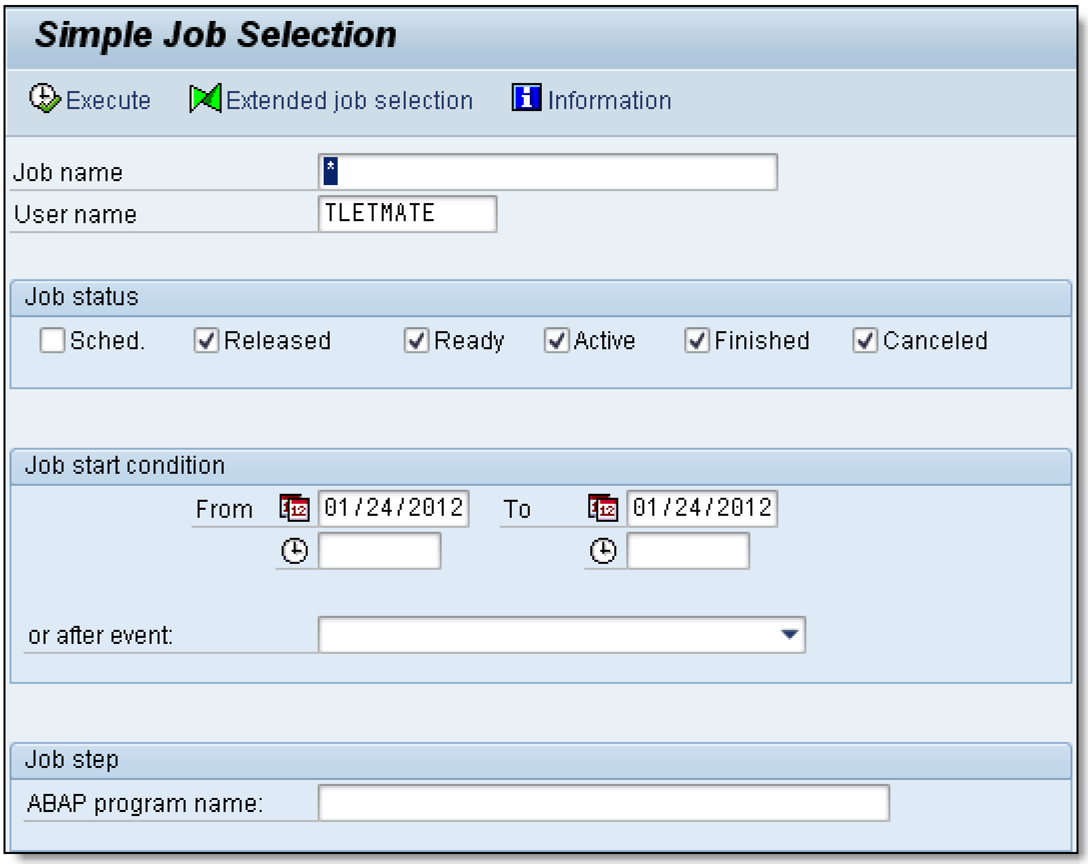
Retrieve a background report

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

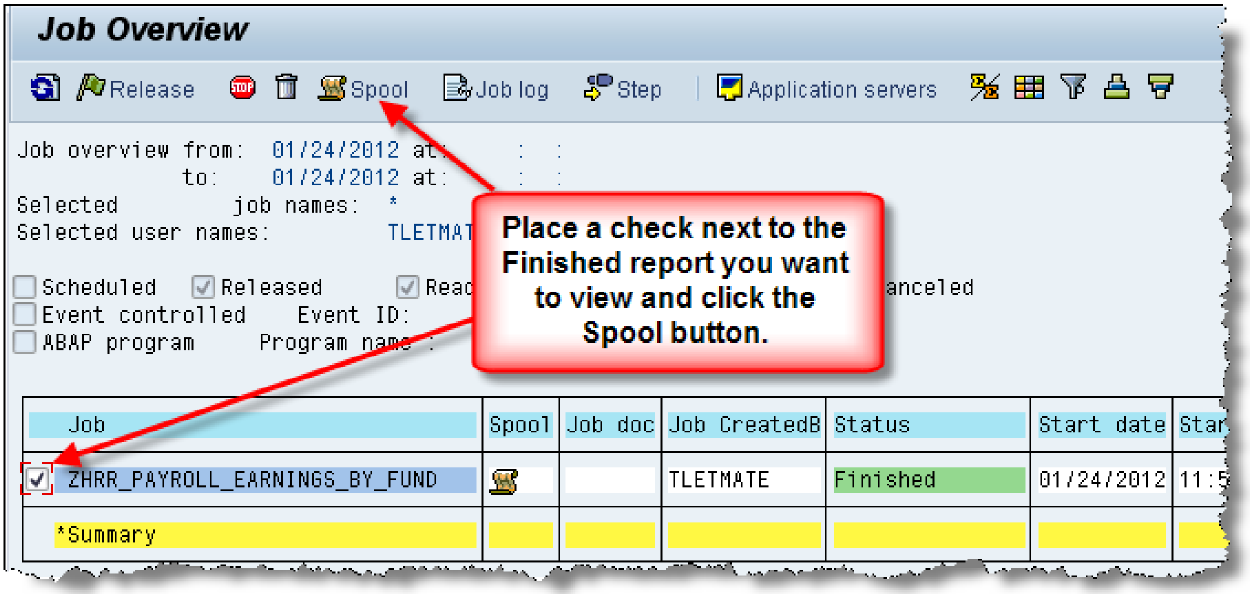
The “Simple Job Selection Screen will appear with the asterisk in the Job name and your USERID in the User name box.

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.

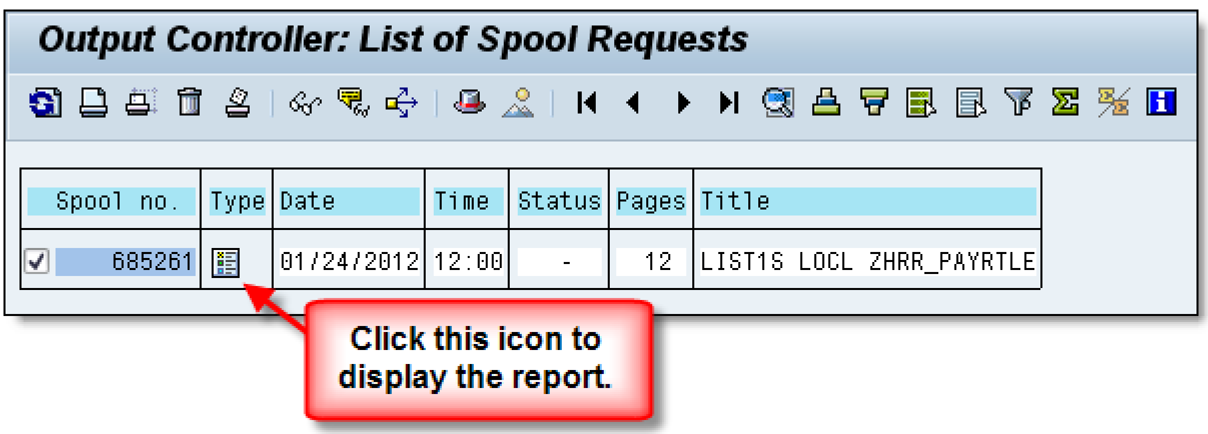


Step 4: The **Job Overview** screen will appear. The jobs are identified by report name, and the status will indicate if the report is Active, Cancelled or Finished. Once the report is finished you may retrieve it by placing a check to the left of the report name and selecting the SPOOL button at the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

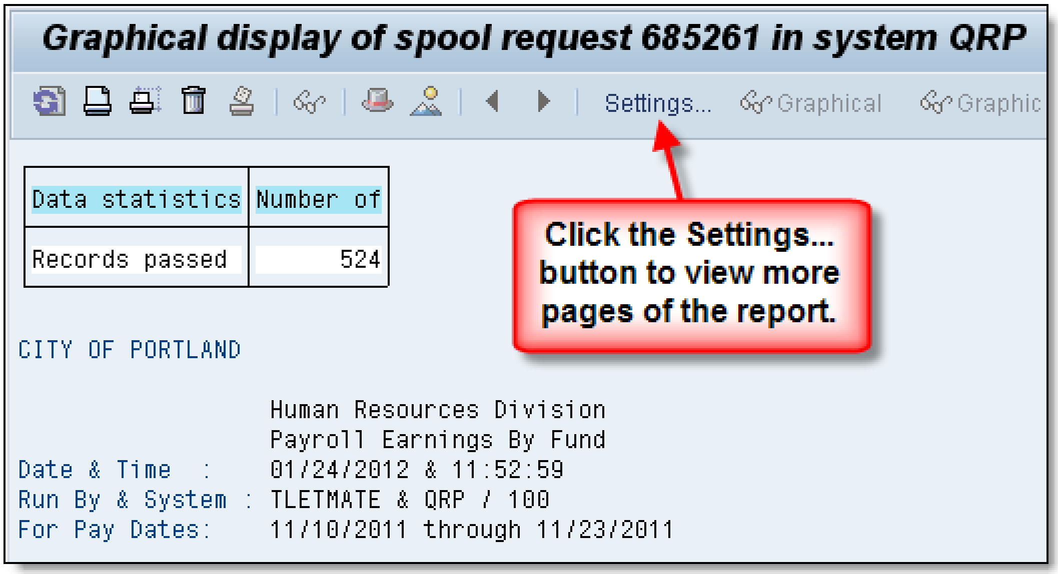


Step 5: The **Output Controller** screen will appear. **Check the box** to the left of the spool number and click on the **report** button to the right of the spool number to display the report.

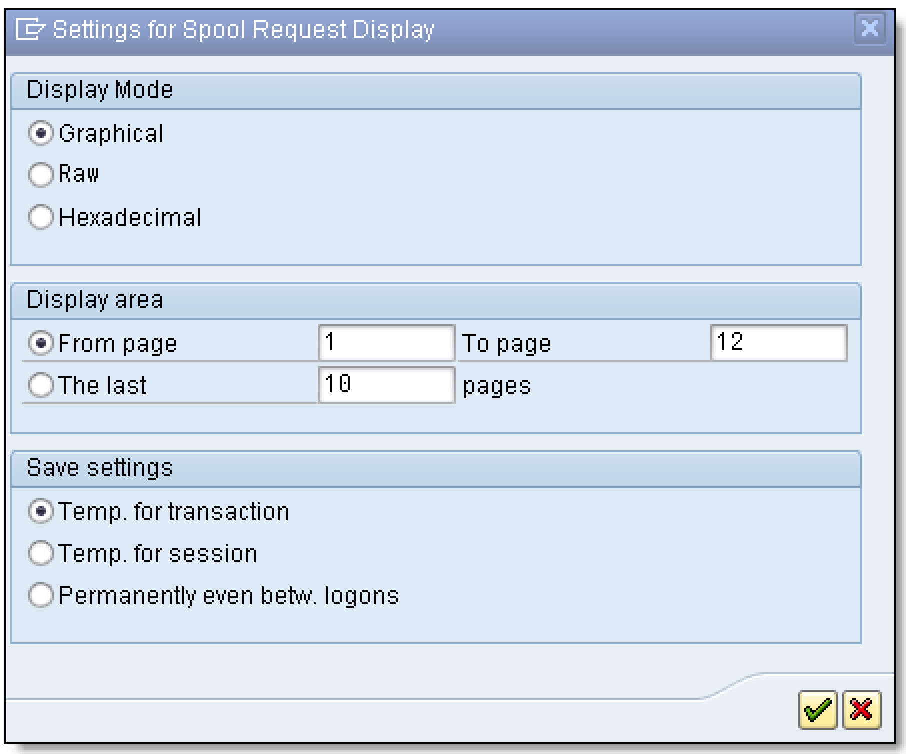
NOTE: This display will tell you how many pages there are in the report. The report will only display the first 10 pages (66 lines each). To display more than 10 pages, select the SETTINGS button at the top of the screen.



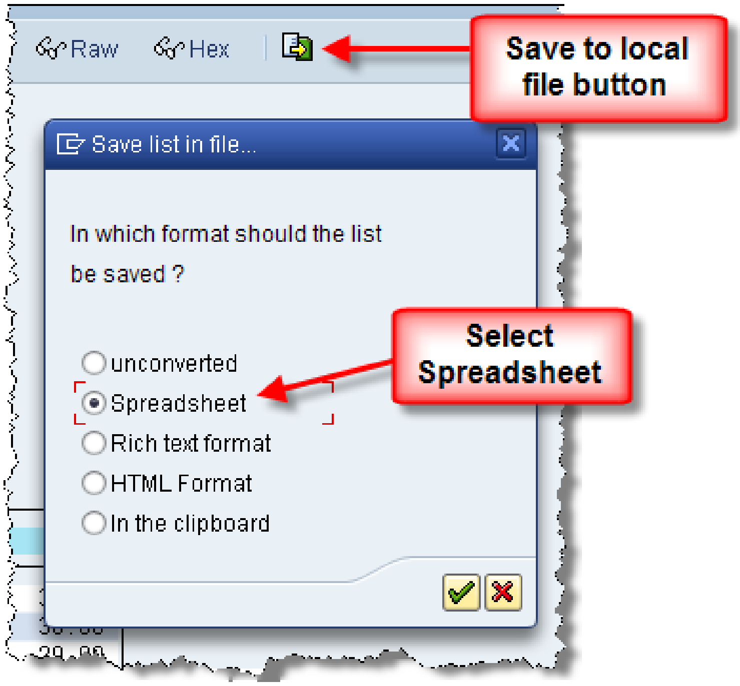
Step 6: The **Graphical display** will open with the report information. If you need to view more pages, click the **Settings** button.



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…

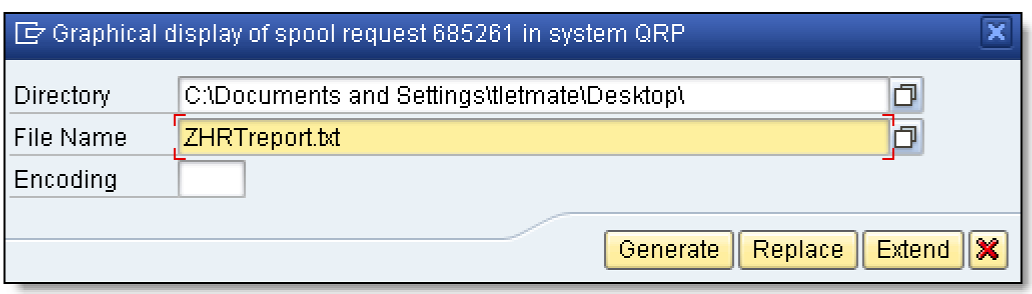


Step 8: Once you have changed the number of pages to display and the report reappears on screen you will need to export the report to a local or network file. Select the **Save to local file** button, select **Spreadsheet** and click the Green checkmark.



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: