

Instructions for Running SAP Reports in the Background

Issued 05.22.17

Because some reports take a considerable amount of time to process, you have the option to run your reports in the background. Running long reports after hours reduces the load on the SAP servers and improves response time for routine transactions that are executed during normal business hours.

- 1 Enter the selection values for the report period.
- 2 Click on "Program" from the menu bar.
- 3 Click on "Execute in background" from the submenu.

The screenshot shows the SAP report selection interface for 'Payroll Results: Time Balances/Wage Types'. The menu bar at the top includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. A dropdown menu is open under 'Program', showing options: 'Execute' (F8), 'Execute and Print' (Ctrl+P), 'Execute in Background' (F9), and 'Exit' (Shift+F3). A circled '2' is placed above the 'Program' menu item, and a circled '3' is placed over the 'Execute in Background' option. In the 'Period' section, the 'Other period' radio button is selected, and the date range is set from '04/08/2017' to '04/21/2017'. A circled '1' is placed over the 'Other period' radio button. The 'Personnel Number' is entered as '30004269'. Under 'Selection Conditions', the 'Time wage types' radio button is selected. The 'Data format' section shows 'Layout' selected.

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- 4 Make sure the Print Time is set to "SAP pool only for now".
- 5 Click on the "Continue" icon (green check).

Background Print Parameters

Output Device: YPCC - Default Windows ... Default Printer on User Desktop connected vi...

Windows Device: \\oactcftp100\OAKYB9SS_Xerox5845

Number of Copies: 1

Page Area

Everything

Page 0 to 0

Properties

Print Time: SAP pool only for now

Properties

- 6 Click on the "Immediate" box.

Start Time

Date/Time

After Job

Operation Mode

After Event

Check

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- 7 Click on the save (disk) icon.

The screenshot shows the 'Start Time' dialog box in SAP. It features a title bar with a close button. Below the title bar are five tabs: 'Immediate', 'Date/Time', 'After Job', 'After Event', and 'Operation Mode'. The 'Date/Time' tab is selected, displaying a checked checkbox for 'Immediate Start'. Below this are three sections: 'After Job', 'Operation Mode', and 'After Event', each with a text input area. At the bottom left, there is an unchecked checkbox for 'Periodic Job'. At the bottom right, there is a '7' in a circle pointing to a save icon (disk). Other buttons at the bottom include 'Check', 'Period values', 'Restrictions', and a close button (X).

- 8 A message will generate indicating that a background job was scheduled to run, i.e. "Background job was scheduled for program RPTBAL00".

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- 1 To view the executed report, click on "System" from the menu bar.
- 2 Click on "Own Spool Requests" from the submenu.

The screenshot displays the SAP GUI interface for the 'Cumulated Time Earnings' report. The 'System' menu is open, and the 'Own Spool Requests' option is highlighted. The background shows the report selection screen with various options like 'Period', 'Payroll period', 'Selection', and 'Selection Conditions'. A circled '1' is placed above the 'System' menu bar, and a circled '2' is placed next to the 'Own Spool Requests' menu item.

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- 3 Click on the ABAP list.

Output Controller: List of Spool Requests

Spool no.	Type	Date	Time	Status	Pages	Title
19576	ABAP List	04/18/2017	11:19	-	2	LIST1S YPCC RPTBAL00_P00

1 Spool request displayed

1 Spool request w/o output request

- 4 To print the document, click on the "Print directly" icon.
- 5 To export the data into an Excel spreadsheet, click on the save to local file icon and continue to follow steps 6, 7, 8 and 9.

Graphical display of spool request 19576 in system QC6

Data statistics	Number of
Records passed	20
Calculated total records	1

Time wage types

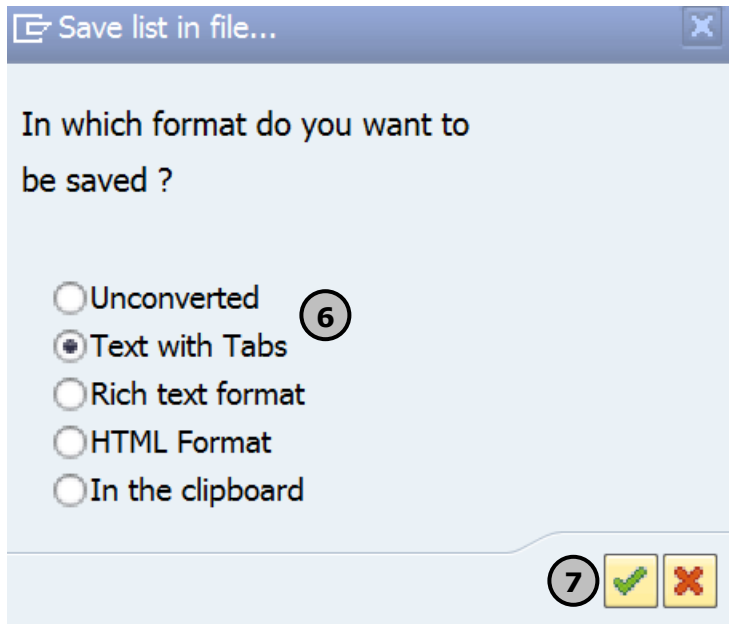
Data select. period 04/08/2017 - 04/21/2017

Pers.No.	Name	Period	Date	WT	Wage Type Long Text	Number
30004269	John John Doe	201704	04/10/2017	2100	Normal working hours	7.50
30004269	John John Doe	201704	04/11/2017	2100	Normal working hours	7.50
30004269	John John Doe	201704	04/11/2017	2400	Overtime Pay-Straight	0.50
30004269	John John Doe	201704	04/11/2017	2410	Overtime Pay-Time & 1/2	1.50
30004269	John John Doe	201704	04/12/2017	2100	Normal working hours	7.50
30004269	John John Doe	201704	04/13/2017	2100	Normal working hours	7.50
30004269	John John Doe	201704	04/14/2017	2800	Annual Leave Pay	7.50
30004269	John John Doe	201704	04/17/2017	2800	Annual Leave Pay	7.50
30004269	John John Doe	201704	04/18/2017	2100	Normal working hours	7.50
30004269	John John Doe	201704	04/18/2017	2400	Overtime Pay-Straight	0.50
30004269	John John Doe	201704	04/18/2017	2410	Overtime Pay-Time & 1/2	1.00
30004269	John John Doe	201704	04/19/2017	2100	Normal working hours	7.50
30004269	John John Doe	201704	04/19/2017	2400	Overtime Pay-Straight	0.50
30004269	John John Doe	201704	04/19/2017	2410	Overtime Pay-Time & 1/2	1.00
30004269	John John Doe	201704	04/20/2017	2100	Normal working hours	7.50
30004269	John John Doe	201704	04/20/2017	2400	Overtime Pay-Straight	0.50

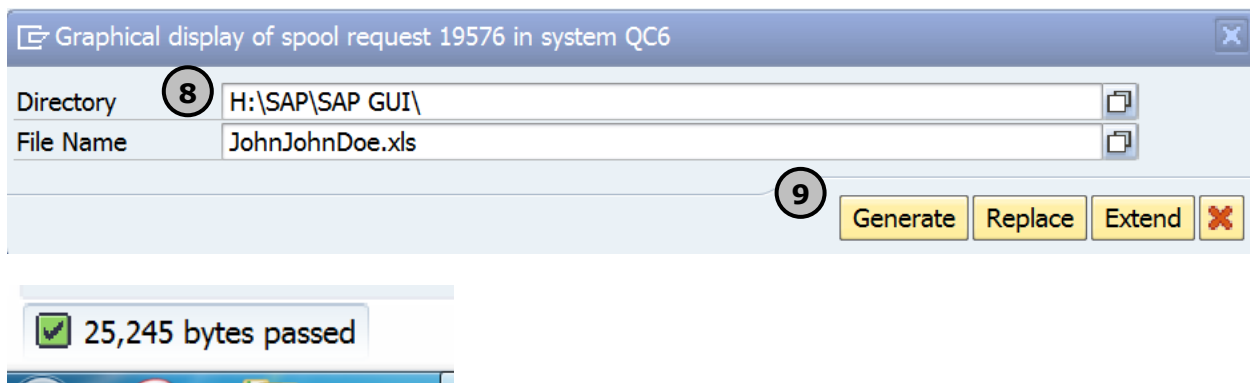
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- 6 Click on the "Text with Tabs" radio button.
- 7 Click on the "Continue" icon (green check).



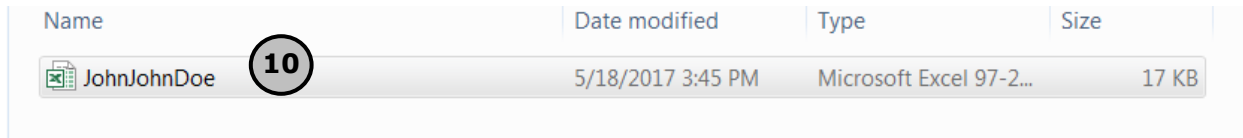
- 8 Add the file name extension that appropriately describes your file.
- 9 Click on the "Generate" box.



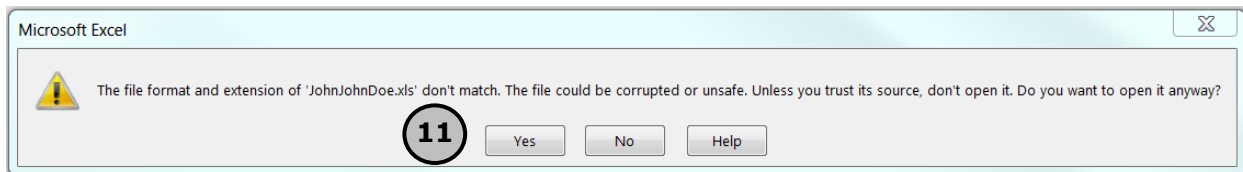
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- 10 Locate the excel spreadsheet.



- 11 Acknowledge that you want to open your document by click on "Yes".



- 12 Format your document as necessary.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2		Data statistics				Number of						
3												
4		Records passed				20						
5		Calculated total records				1						
6												
7		Time wage types										
8												
9		Data select. period		04/08/2017 - 04/21/2017								
10												
11												
12		Pers.No.	Name	Period		Date	WT		Wage Type	Number		
13												
14		30004269	John John Doe	201704		#####	2100		Normal wo	7.5		
15		30004269	John John Doe	201704		#####	2100		Normal wo	7.5		
16		30004269	John John Doe	201704		#####	2400		Overtime f	0.5		
17		30004269	John John Doe	201704		#####	2410		Overtime f	1.5		
18		30004269	John John Doe	201704		#####	2100		Normal wo	7.5		
19		30004269	John John Doe	201704		#####	2100		Normal wo	7.5		
20		30004269	John John Doe	201704		#####	2800		Annual Lea	7.5		
21		30004269	John John Doe	201704		#####	2800		Annual Lea	7.5		
22		30004269	John John Doe	201704		#####	2100		Normal wo	7.5		
23		30004269	John John Doe	201704		#####	2400		Overtime f	0.5		
24												

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Questions?

If you have any questions about running SAP reports in the background, please submit an [HR help desk ticket](#) in the time category. You can also call the HR Service Center, Agency Services & Operations Division at 877.242.6007, Option 2.