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.

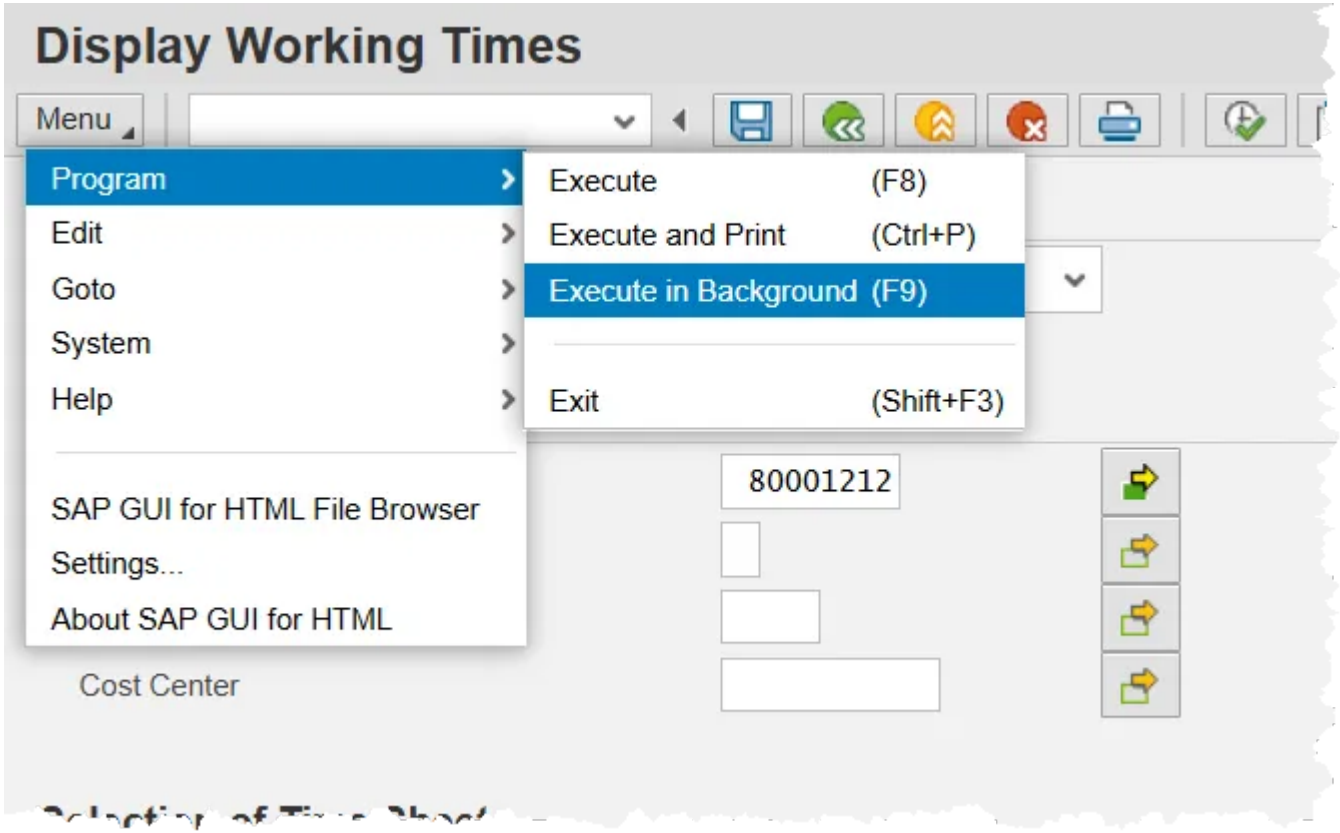
Process

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**

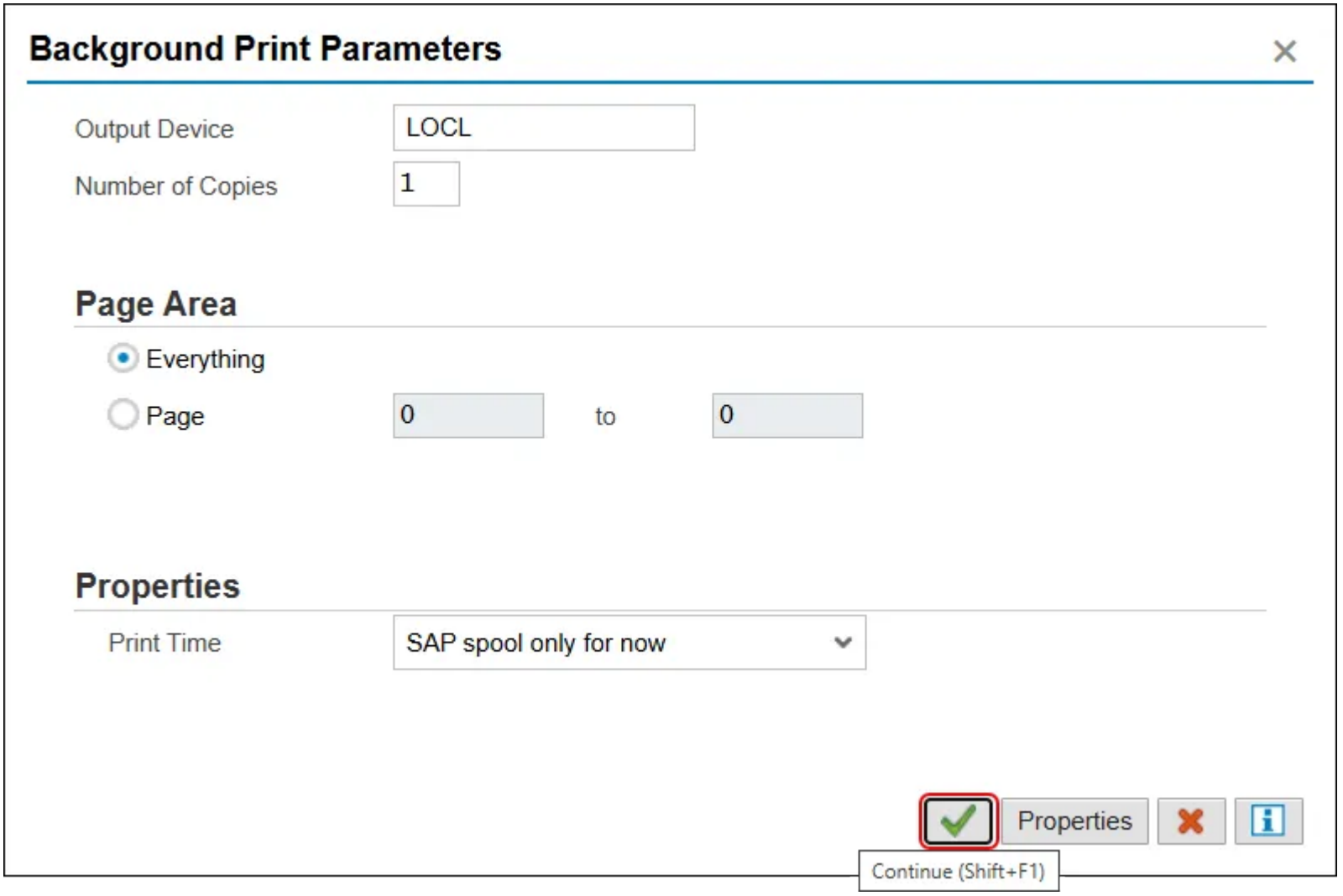
Background from the menu.

Image



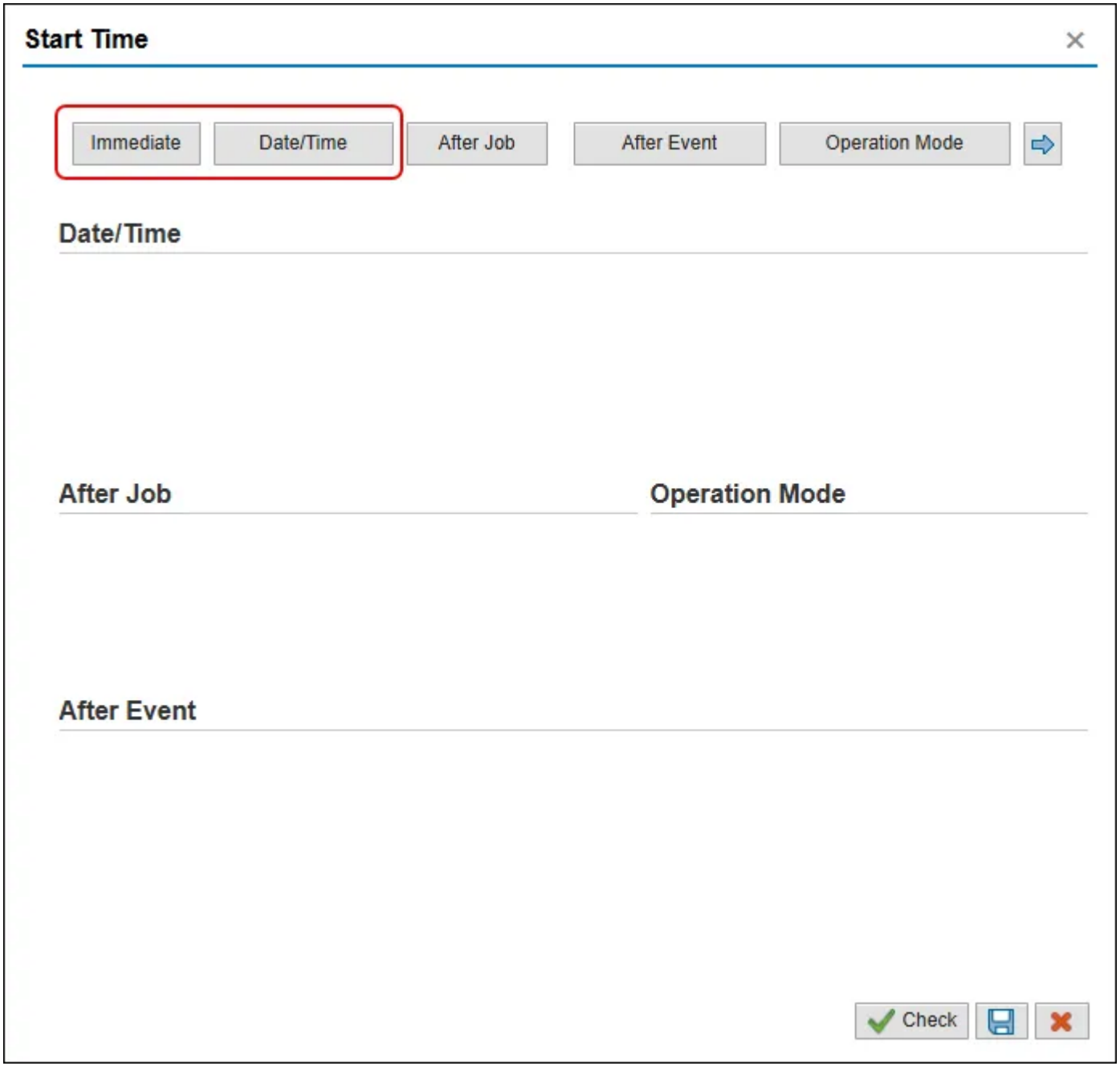
Step 2. Click **Continue**.

Image



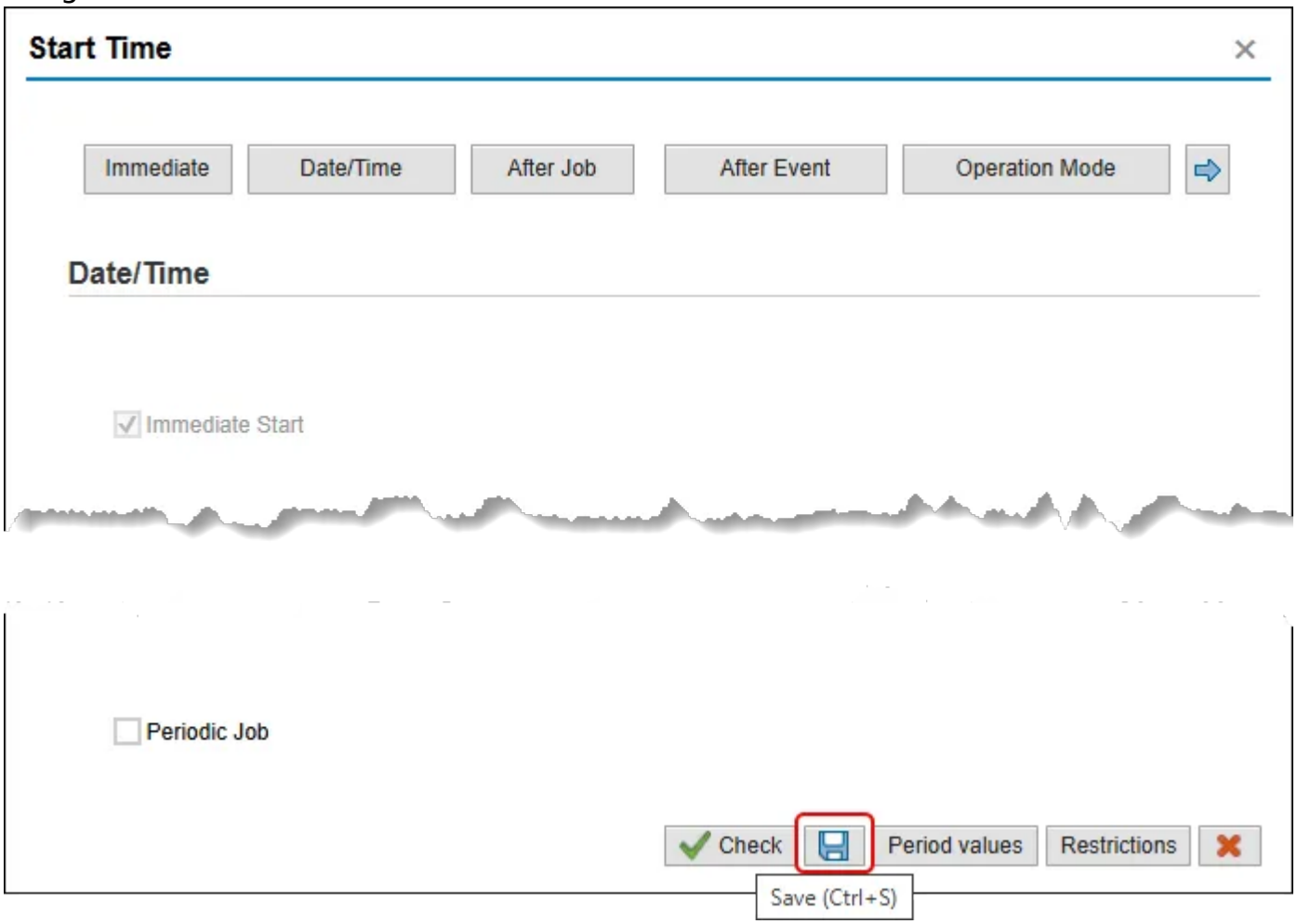
Step 3. Select the time that the report will run. To run the report immediately, click **Immediate**. To schedule the job to run at a time in the future (such as every Monday morning 5 am), click **Date/Time**.

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.

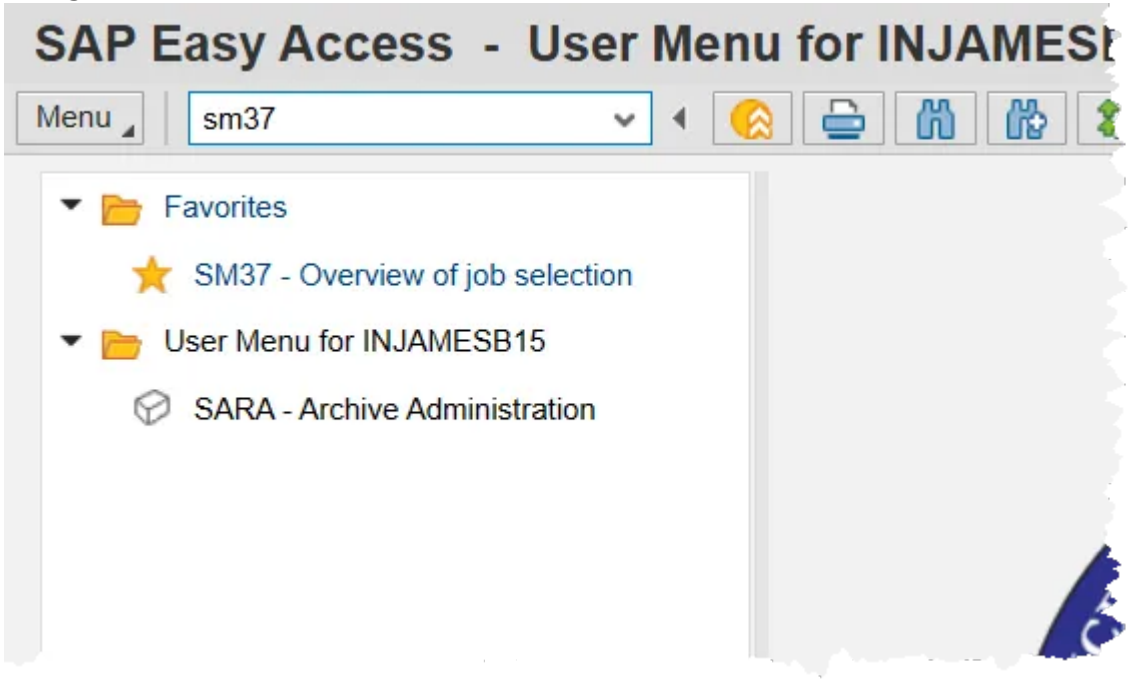
Image



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.

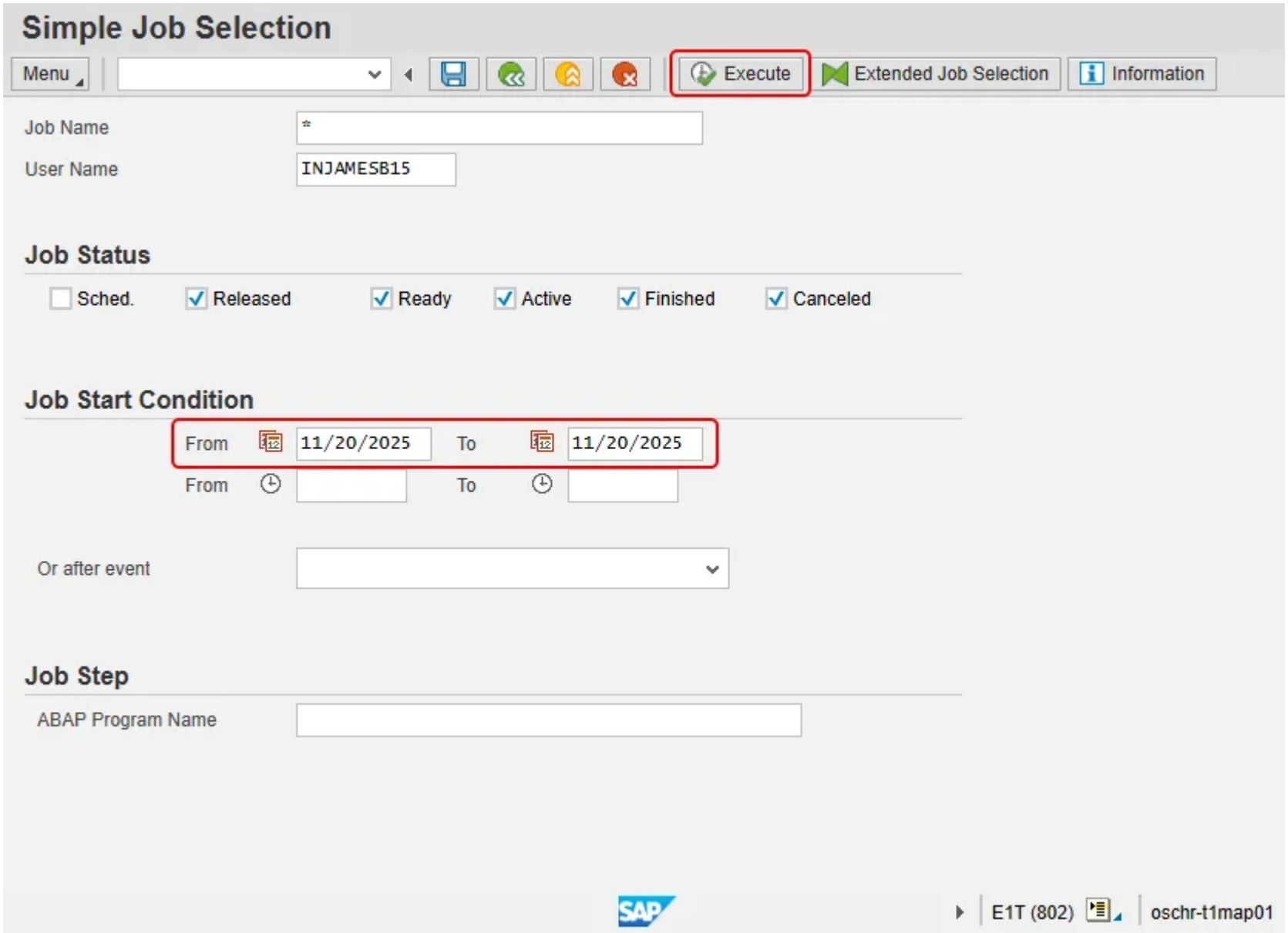
Step 5. To view the completed report, enter **SM37** in the command field of the SAP Easy Access Screen and press enter. (Or double click it from your Favorites List if you've previously saved it there.)

Image



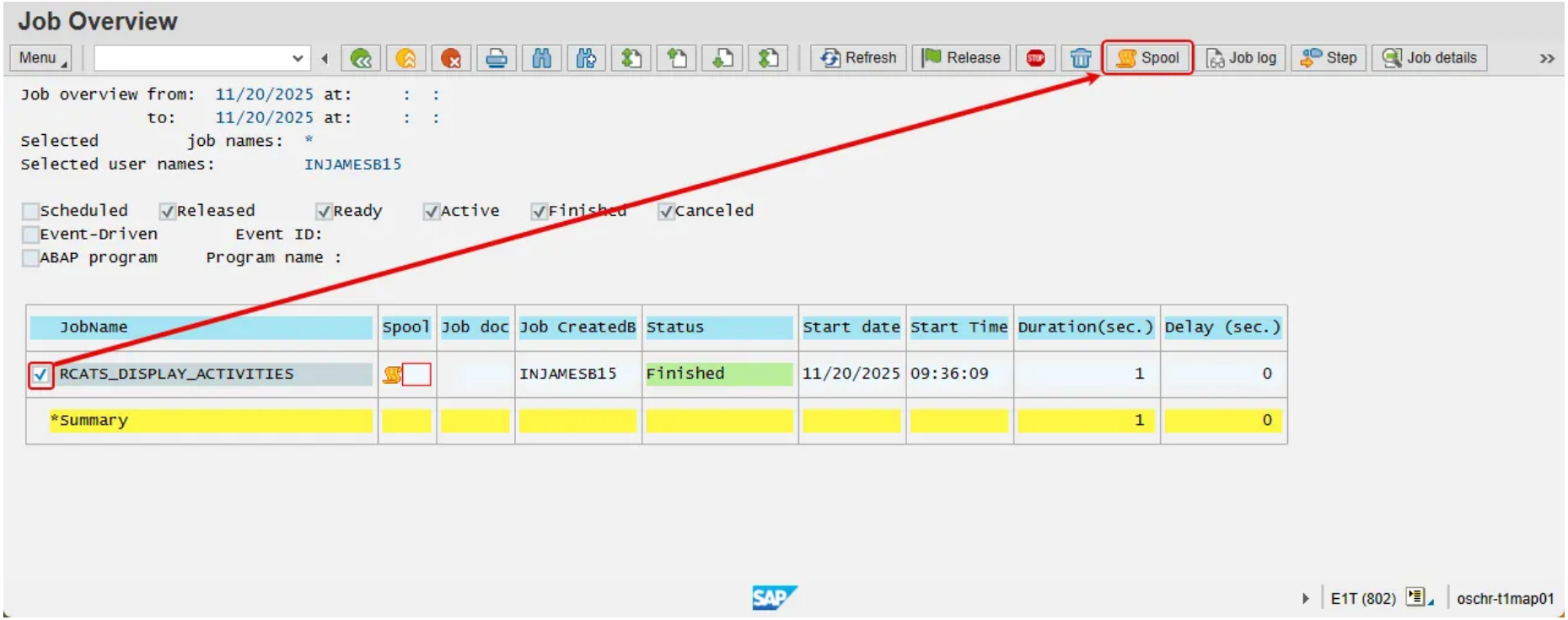
Step 6. On the **Simple Job Selection** screen and in the **Job Start Condition** section, input a date range which contains the date the background report was executed. Then, click the **Execute** button.

Image



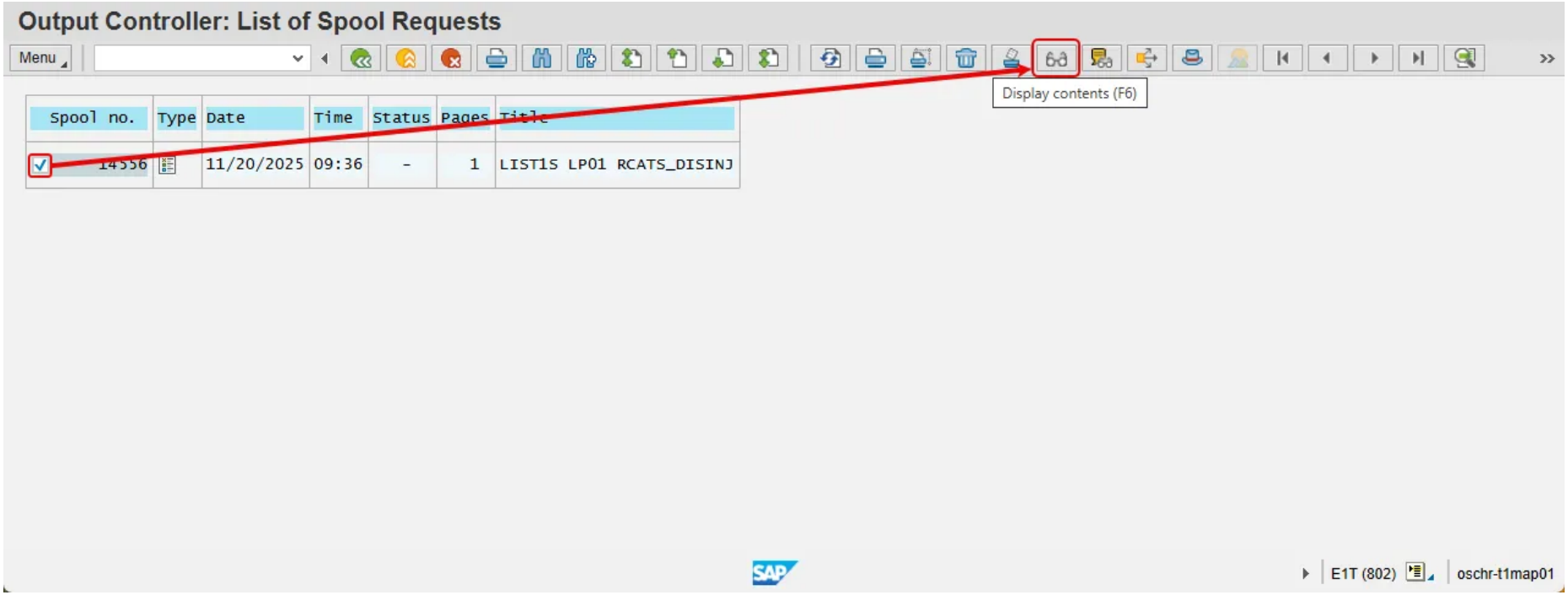
Step 7. The Job Overview screen will be displayed. Once the Job is finished, put a check in the box next to the report and press the **Spool** button.

Image



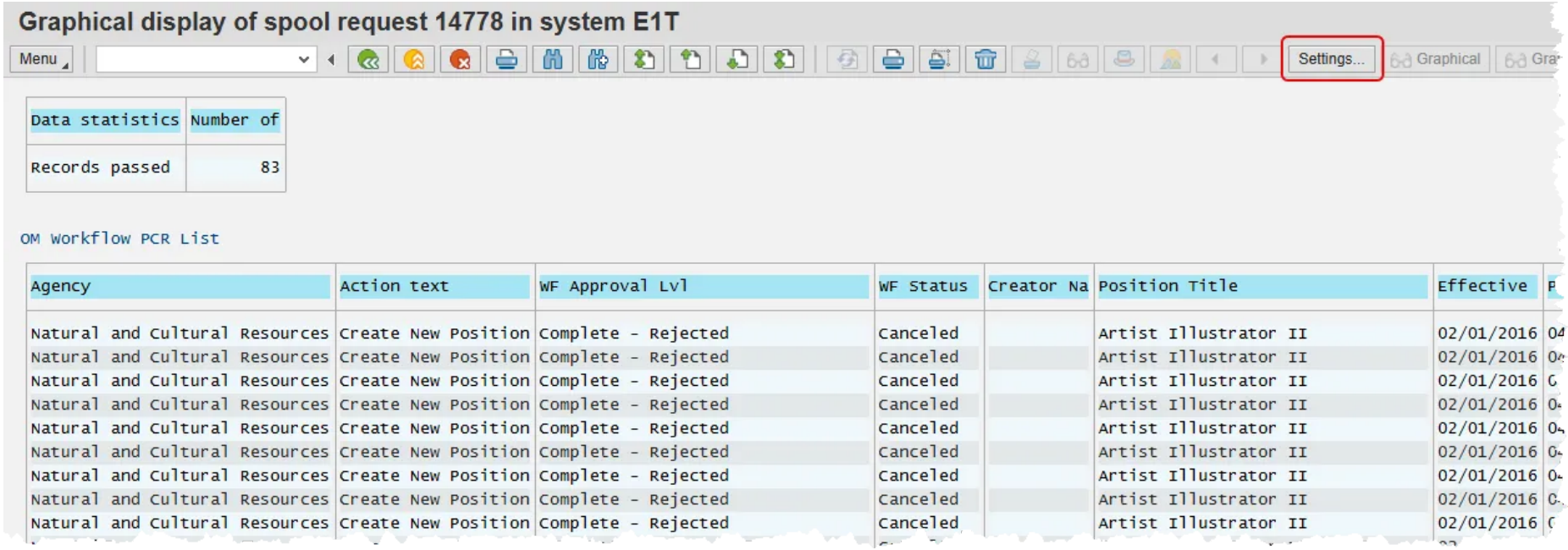
Step 8. The selected Report(s) will be displayed. Click the check box again and then press the **Display contents** button to view the completed report.

Image



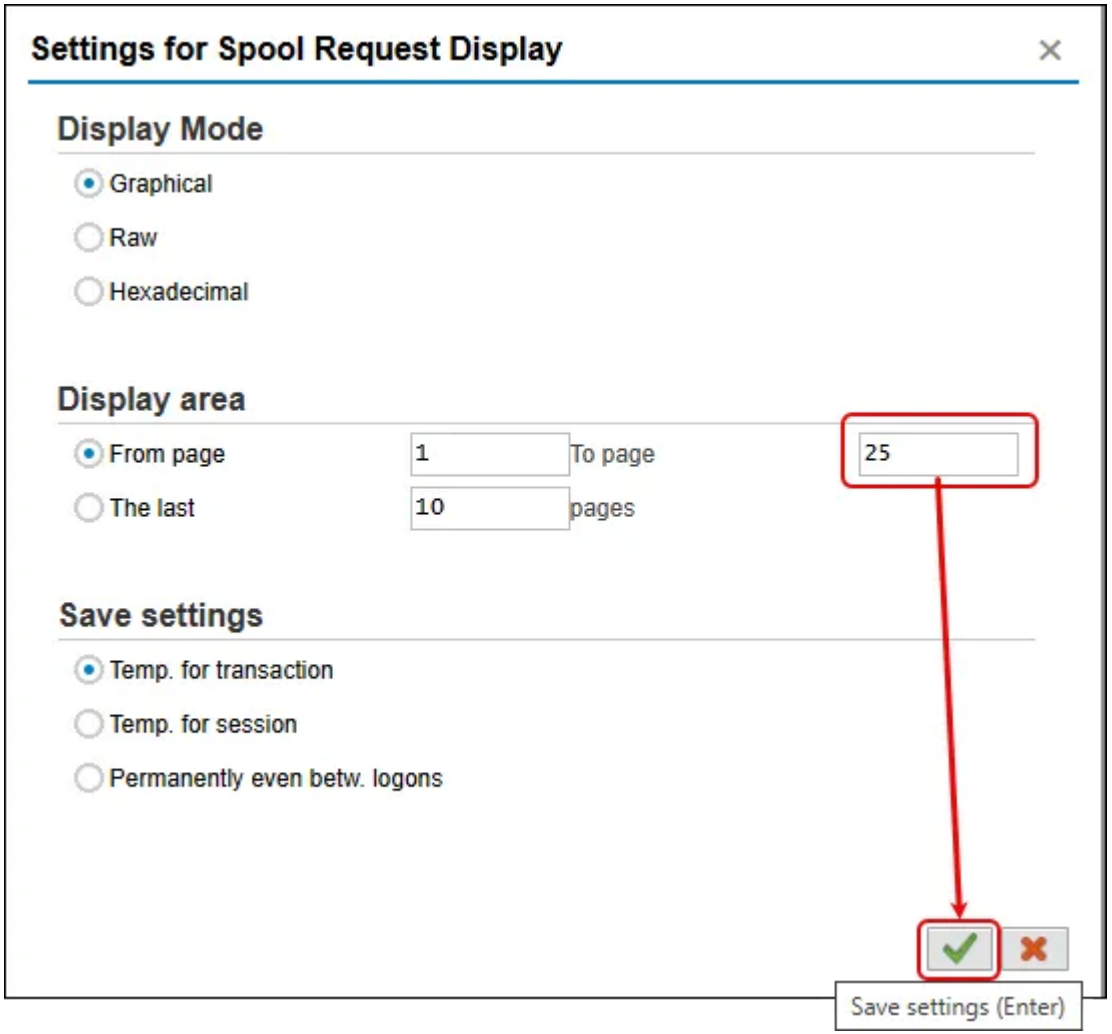
Step 9. The first 10 pages of the report will be displayed. To change the number of pages, click **Settings**.

Image



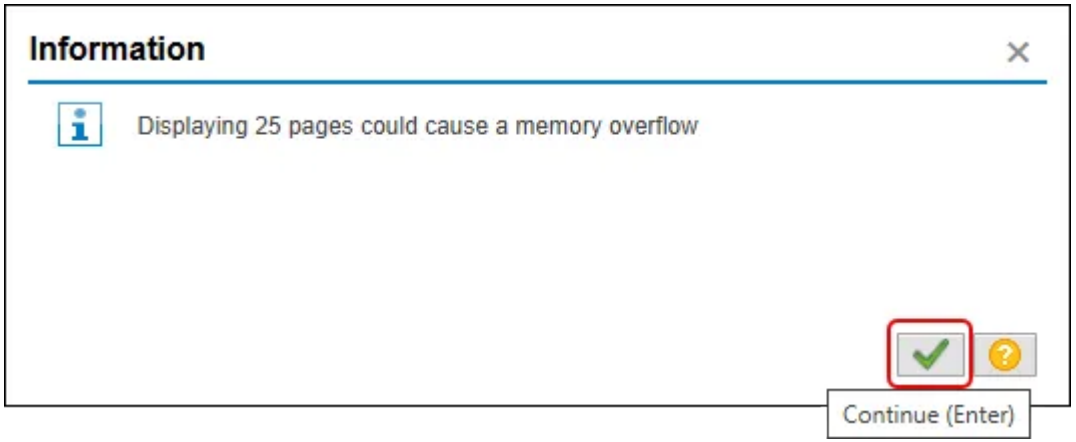
Step 10. Change the maximum number of pages that will be displayed and click the **Save settings** button (green check).

Image



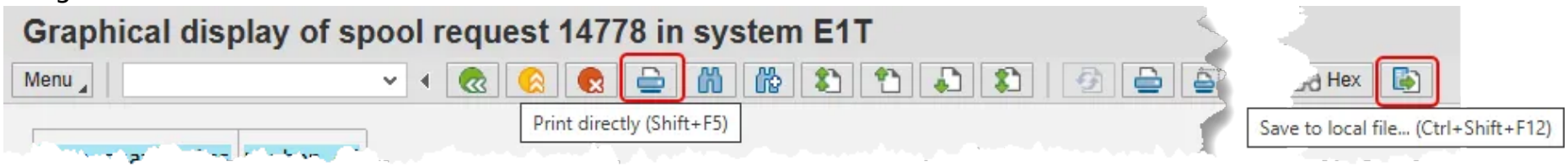
Step 11. You may receive message warning of a memory overflow. Click the **Continue** button.

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.).

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