




Processing R/3 Reports in the Background

Overview:

Once the selection criteria are entered on a report initial screen, then most reports can either be **executed on-line via the  Execute button** or **processed in the background via a menu path**. In addition, a report can be set up to **both process in the background and print at a set date and time** (e.g., over the weekend after the fiscal month end close). This feature of printing at a set date and time may be helpful when a department needs to print several Project reports to distribute to Principal Investigators after a monthly close.

Reports that are executed on-line (i.e., real time) and extract a large amount of data can impair the performance of the R/3 system (this usually applies to larger management center reports). The impaired performance will slow the response time for other R/3 users who are doing other functions, such as ordering critical health care supplies.


In order for R/3 to process information more efficiently without hindering performance, reports with large amounts of data should be processed in the background as a job that is scheduled versus a real time report. The processing in the background feature can also be scheduled to execute a report and/or print on a certain date and time, such as over the weekend after a fiscal month closing.

*Note: The output for reports executed in the background can be **displayed (looks like the on-line R/3 report), printed, or exported into Excel**. However, the background output **DOES NOT ALLOW** full on-line functionality, such as **drilling down or formatting** the report.*

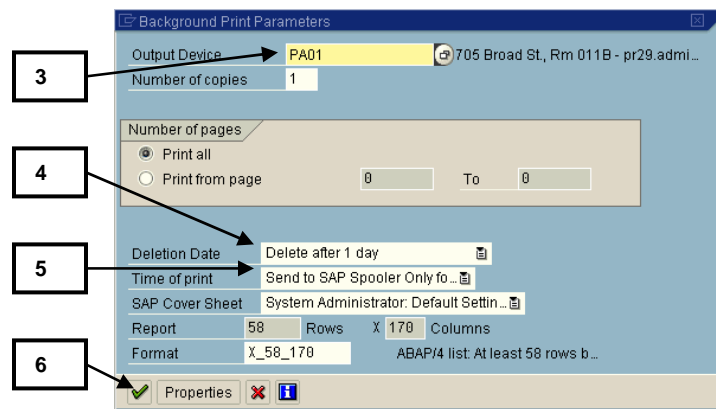
This supplement covers how to do the following:

Process a Report in the Background (Without Printing).....	2
Check the Status of the Background Job and View the Report Output.....	4
To Process & Print a Report in the Background (at Later Date):.....	8

Process a Report in the Background (Without Printing)

1. Follow the appropriate menu path to the selection screen for the desired report and enter selection criteria. (**DO NOT click on the  Execute button.**)
2. Follow the menu path: **Program → Execute in background.**

On the **Background Print Parameters** screen:




The screenshot shows the 'Background Print Parameters' dialog box. Numbered callouts point to the following fields:


- 3: Output Device (PA01)
- 4: Number of pages (Print all selected)
- 5: Deletion Date (Delete after 1 day)
- 6: Time of print (Send to SAP Spooler Only for now)

Other visible fields include: Number of copies (1), SAP Cover Sheet (System Administrator: Default Settin...), Report (58 Rows, X 170 Columns), and Format (X_58_170 ABAP/4 list: At least 58 rows b...).

3. Enter a **printer name** (if not defaulted from user settings) in the **Output device** field.

Note: The **Output device field must be complete**, even if the job is to be executed in the background for on-line viewing only.

4. Complete the **Deletion Date** field as follows:
 - Click on the  **Drop-down** button in the **Deletion Date** field.
 - Double click on a date to delete the spool request (recommended option is **Delete after 1 day**).

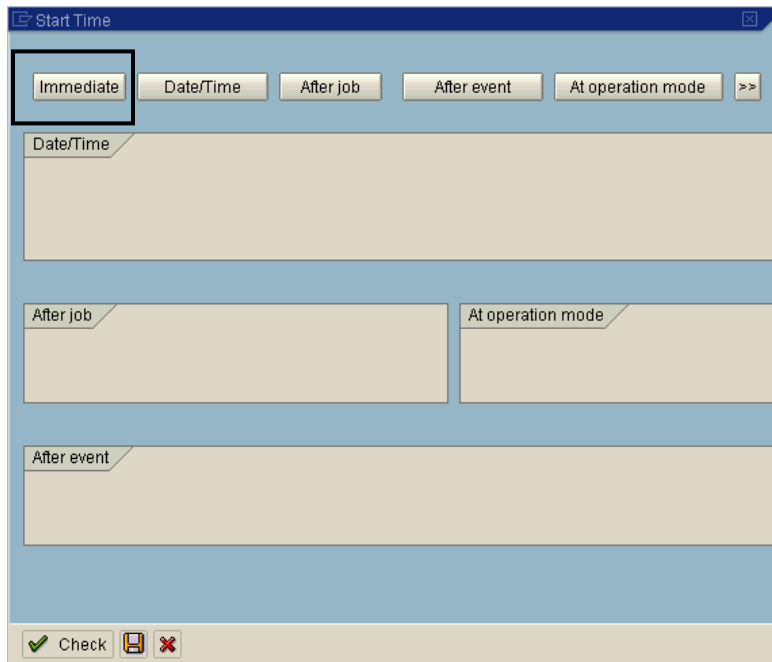
5. Complete the **Time of print** field as follows:
 - Click on the  **Drop-down** button in the **Time of print** field.
 - Double click on the **Send to SAP Spooler Only for now** option.

Note: If you do not change the **Time of print** field per above, then the report will print as soon as the job is complete and you will not be able to view the on-line spool request job and the on-line report.

6. Click on the  **Continue** button to proceed to the *Start Time* screen.



Processing Reports in Background (cont.)

On the *Start time* screen:



7. Click on the **Immediate** button to indicate that the report should execute in the background immediately (not execute and print at a later date).

Note: If desired, the job may be scheduled to execute on a certain date and time. The steps to execute the job at a certain date and time are slightly different, so refer to that section of this quick reference if needed. If the **Immediate** button or **Date/Time** buttons are not used, the report may be placed on a spool with other reports and be executed in the order placed on the spool.

8. Click on the  **Save** button (**Ctrl+S**) to complete the process and generate a message that the background job is scheduled.
9. Click on the  **OK** button or press **ENTER** to clear the *Information* dialog box.

Note: **The steps on the next page only display the output of the background job, NOT the on-line R/3 report. This output does not allow any reporting functions, such as formatting or drill down to line item detail available. However, the output can still be printed or exported.**

Check the Status of the Background Job and View the Report Output

Background: Once a background job is set up to process, one or more spool requests can be generated. The **status of the job can be checked**. Once the job is complete, then the **spool requests and report output can also be viewed, exported, and/or printed if desired**. The steps in this section only refer to displaying the output of the spool requests, **NOT the actual on-line R/3 report**. This spool request output does not allow any reporting functions, such as formatting or drill down to line item detail available.


To check the status of the background job:

1. From the SAP Easy Access initial screen or report initial screen, follow the menu path: **System → Own Jobs (or use Transaction Code SMX)**.

On the *Own Jobs* screen:

The screenshot shows the SAP 'Own Jobs' screen. At the top, there is a menu bar with 'Own jobs', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Own Jobs' and contains a 'Job selection' button. Below this is a section titled 'Number of jobs' which displays counts for different job statuses: Scheduled (1), Ready (0), Finished (6), Released (0), Active (1), and Canceled (0). A bracket labeled '2' points to this section. Below the job counts is a section titled '5 most recent active jobs' which displays a table with columns for Name, Runtime, and Host. The first row shows a job with Name 'GP36KQACZ210LAX78PJ9B50U3J0100', Runtime '00:00:05', and Host 'mashie'. To the right of the table are 'Cancel' buttons for each job. Below this is a section titled 'Last 3 jobs canceled' which displays a table with columns for Name, Time, and Host. To the right of the table are 'Log' buttons for each job. At the bottom of the screen, there is a status bar showing 'PPT (2) (100)' and 'mashie INS'.

2. Review the Number of jobs section to see the status of your job(s), i.e., **Scheduled, Active, Finished, or Canceled**.

Note: If the status is **Active**, it means the job is still running in the background. You can click on the  **Refresh** button until your job has the status of Finished.

Check the Status of Background Job (cont.)

To view the output of spool requests (with no drill-down capability):



- From either the *SAP Easy Access – User menu* screen or the report initial screen, follow the menu path:
System > Own Spool Requests (or use Transaction code SP02 in the Command field).


On the *Output Controller: List of Spool Requests* screen:

5. To view, click on **Display contents** button.

4. Click in the **check boxes** or on the **Select All** button.

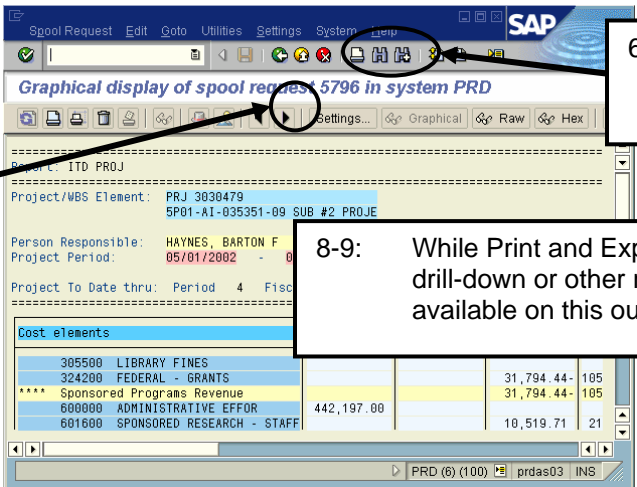
Note: If the background report contains multiple cost objects (by Org. Unit or BFR Code), then **each cost object report is listed in a separate spool request**. If prompted that the number of spool requests has **exceeded 500 hits**, be sure to change the number of hits in the restriction field to a number greater than the number of spool requests generated (use **9999999** as number to avoid this message in the future).

- To select, either click once in the **check box to the left of each Spool no.** (number) OR click on the  **Select All** button.
- To view the output for the spool requests (reports) selected, click on the  **Display contents** button (**F6**).

Note: If report contains **more than a certain number of pages**, a message will indicate that **only that number of pages have been displayed**. To view all pages, follow the menu path: **Goto->Display Requests->Settings**. Increase the number in the **ending range of pages** and click on the  **Continue** button. Repeat steps to view.

Check the Status of Background Job (cont.)

On the *Graphical display of spool request...* screen:





The screenshot shows the SAP 'Graphical display of spool request' screen. The title bar indicates 'Spool Request Edit Goto Utilities Settings System SAP'. The main title is 'Graphical display of spool request 5796 in system PRD'. The screen displays project information: 'Project: ITD PROJ', 'Project/WBS Element: PRJ 3030478', '5P01-A1-035351-09 SUB #2 PROJE', 'Person Responsible: HAYNES, BARTON F', 'Project Period: 05/01/2002 - 0', and 'Project To Date thru: Period 4 Fisc'. Below this is a table of cost elements:


Cost elements				
305500 LIBRARY FINES			31,794.44	105
324200 FEDERAL - GRANTS			31,794.44	105
**** Sponsored Programs Revenue				
600000 ADMINISTRATIVE EFFOR	442,197.00			
601600 SPONSORED RESEARCH - STAFF			10,519.71	21



Callouts from the image:


- 7. If other spool requests were selected, use the **Next Request** button to view the next output.
- 6. Use the **Page Up** and **Page Down** buttons if needed.
- 8-9: While Print and Export are available, no drill-down or other report functions are available on this output.

6. Review the spool request output (to view the entire report, use scroll bars or  **Page up** button and  **Page down** button).



*Note: The **display from a spool request job output does not allow you to drill down to line item details or use report functions, like sort and filter. The job output does allow you to Print or Export (see below). For drill-down and report functions, execute the report in R/3 versus processing in the background.***

7. To view the next spool request, click on the  **Next request** button.
8. *OPTIONAL once on the display of report*
To **print** the individual report displayed, follow these steps:


- Click on the  **Print** button (**Shift+F1**).
- Enter the **Output Device** (if it hasn't already defaulted).
- Click on the  **Continue** button (**Shift+F1**).

*Note: To **print all selected spool requests at once**, return to the Output Controller: List of Outputs screen and click on the  **Print** button on this Application toolbar (middle toolbar). Once spool requests are printed using either method, the request output can no longer be viewed from the spool request via steps on previous page.*

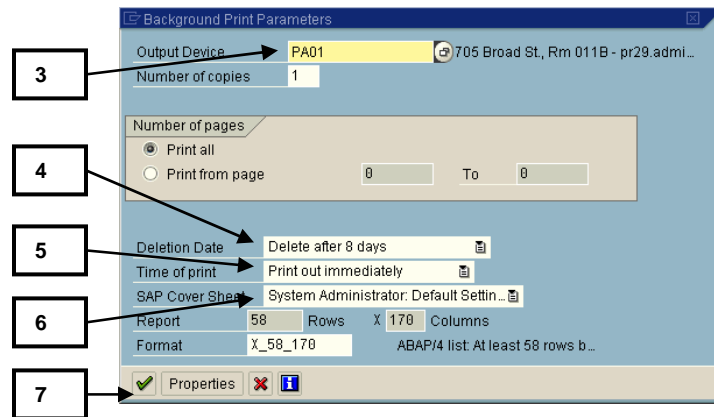
Check the Status of Background Job (cont.)

9. *OPTIONAL once on the display of report*
To **download or export** the report, follow these steps:
 - Follow the menu path: **System** → **List** → **Save** → **Local File**
 - Click in the **Spreadsheet** radio button.
 - Click on  **Continue** button.
 - Enter a **file path and name** and then click on the **Save** button.
10. To exit the spool request, click on the  **Back** button (**F3**) as many times as need to return to the *SAP Easy Access – User menu* screen.

To Process & Print a Report in the Background (at Later Date):

1. Follow the appropriate menu path to the selection screen for the desired report and enter selection criteria. (**DO NOT click on the  Execute button.**)
2. Follow the menu path: **Program → Execute in background.**

On the **Background Print Parameters** screen:




The screenshot shows the 'Background Print Parameters' dialog box. Numbered callouts point to the following fields:

- 3: Output Device (PA01)
- 4: Number of pages (Print all selected)
- 5: Deletion Date (Delete after 8 days)
- 6: Time of print (Print out immediately)
- 7: SAP Cover Sheet (System Administrator: Default Settin...)


Other visible fields include: Number of copies (1), Report (58), Rows (170), Columns, Format (X_58_170), and a status bar at the bottom with buttons for Properties, Cancel, and Help.

3. Enter a **printer name** (if not defaulted from user settings) in the **Output device** field.

*Note: The **Output device field must be complete**, even if the job is to be executed in the background for on-line viewing only.*


4. Complete the **Deletion Date** field as follows:
 - Click on the  **Drop-down** button in the **Deletion Date** field.
 - Double click on a date to delete the spool request (recommended option is **Delete after 8 days** if printing at a future date like over a weekend).

5. Complete the **Time of print** field as follows (if not defaulted):

- Click on the  **Drop-down** button in the **Time of print** field.
- Double click on the **Print out immediately** option.

Note: This setting will ensure that the report is printed immediately after the spool request job is run at some point in the future.

6. **OPTIONAL:** To choose **NOT to print an SAP Cover sheet** for the report(s):

- Click on the  **Drop-down** button in the **SAP Cover Sheet** field.
- Double click on the **Do not print** option.

7. Click on the  **Continue** button to proceed to the *Start Time* screen.




To Process and Print a Background Job (cont.)

On the *Start time* screen:

The screenshot shows a 'Start Time' dialog box with the following elements:

- 8** points to the **Date/Time** button in the top row of options (Immediate, Date/Time, After job, After event, At operation mode, >>).
- 9** points to the **Scheduled start** section, specifically the **Date** and **Time** input fields. A callout points to the **Time** field, which has a drop-down arrow icon.
- 10** points to the **Save** button (floppy disk icon) in the bottom row of buttons (Check, Save, Period values, Restrictions, X).

Other visible elements include the 'No Start After' section, 'After job', 'At operation mode', and 'After event' sections, and a 'Periodic job' checkbox.

8. Click on the **Date/Time** button to specify that the report should execute in the background at a selected date and time (report will also print immediately after the background job is complete).
9. Enter values in the **Date** and **Time** fields for the **Scheduled Start** (*TIP: Use the  Drop-down button for Time field - time must be entered in military format, e.g., 8:30 PM is entered as 20:30*).
10. Click on the  **Save** button to complete the process and generate a message that the background job is scheduled.
11. Click on the  **OK** button or press **ENTER** to clear the *Information* dialog box.

Note: Be sure to **leave the printer on for the timeframe that is entered**. Refer to steps to check on status of the background job. You will not be able to view the report output via a spool request once the report is printed.