Process Report in Background to Automatically Print at a Later Date

**Background:** A report can be scheduled to execute in the background and to print on a certain date and time, such as over the weekend after a fiscal month closing. The steps are similar to processing the job in the background, and the status of the job can be checked.

1. Follow the appropriate 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:

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

   **Note:** The Output device field must be complete to print the report once processed in the Background.

4. Enter **Delete after 8 days** if NOT defaulted.

5. Enter **Print out immediately**.

6. Choose to print or not print cover sheet.

7. Click on the **Continue** button.
Process in Background to Print (cont.)

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.
8. To schedule the execution and print for a selected date and time, click on the **Date/Time** button.

9. Enter values in the **Date** and **Time** fields for the **Scheduled Start** (*time must be entered in military format, e.g., 8:30 PM is entered as 20:30*).

10. Click on the **Save** button (Ctrl+S) to complete the process and generate a message that the background job is scheduled.

   **Note:** Be sure to **leave the printer on** during 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.