



RUN A REPORT IN THE BACKGROUND

BUSINESS PROCESS PROCEDURE – GN-4

GN

The purpose of this business process procedure is to explain how to run a report in the background in the Integrated HR-Payroll System.

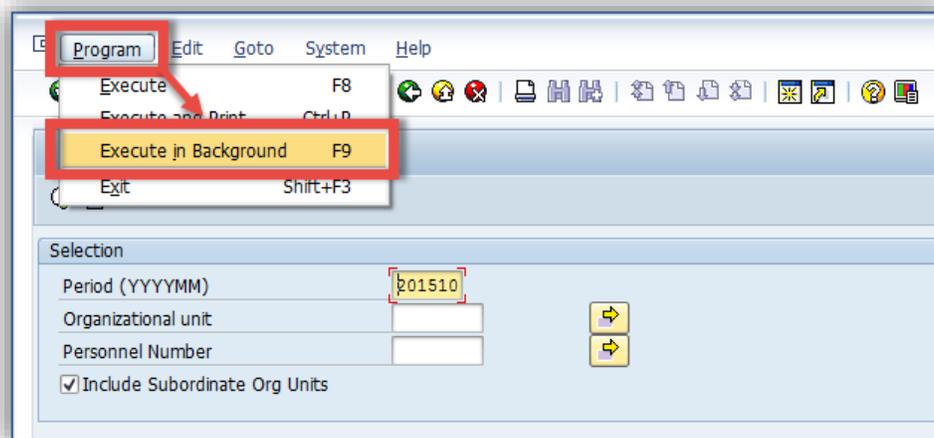
Trigger: There is a need to run a report in the background.

Business Process Procedure Overview:

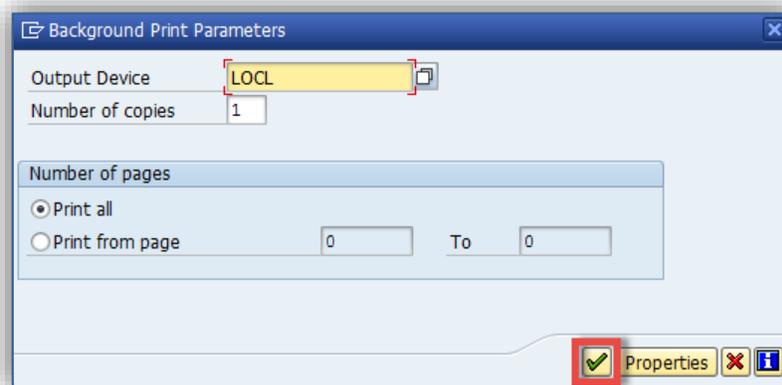
SAP has a time-out limit of 10 minutes for any report and will stop running to preserve front-end capacity once that limit is reached.

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

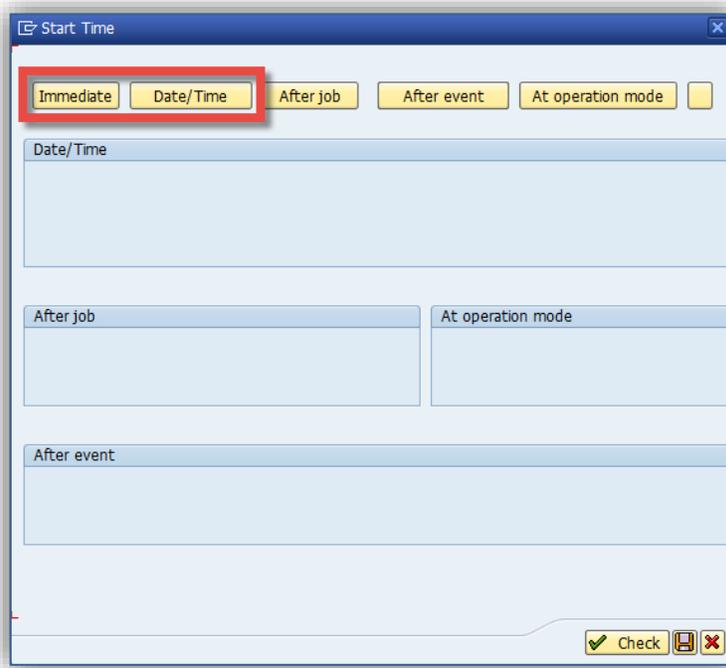


1. Enter the filter criteria for the report in the foreground (to be displayed on the screen), but instead of clicking the Execute button, select **Program**, then **Execute in Background** from the menu bar.

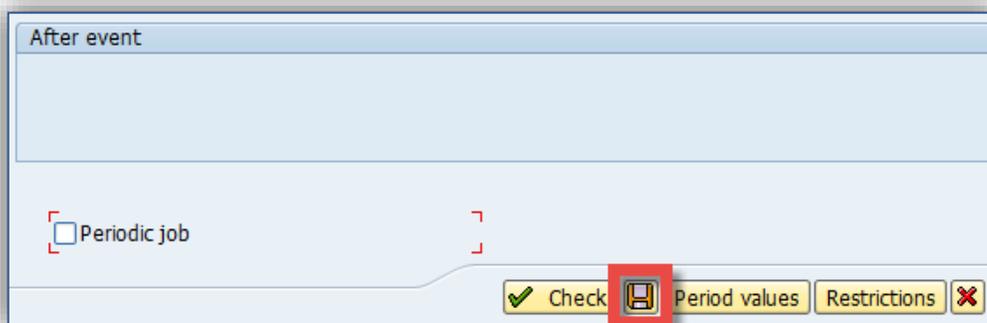


NOTE: If you need to adjust the properties of report, select **Properties**.

2. Click **Continue** .

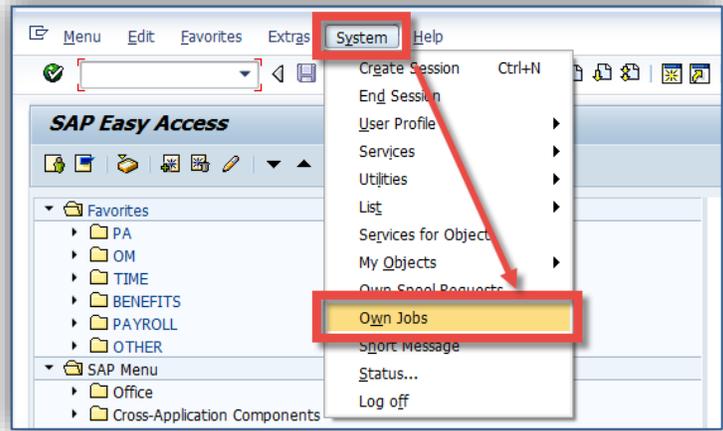


3. Select the time that the report will run. To run the report immediately, click **Immediate**. To schedule the job to run at a time in the future (such as every Monday morning 5 am), click **Date/Time**.

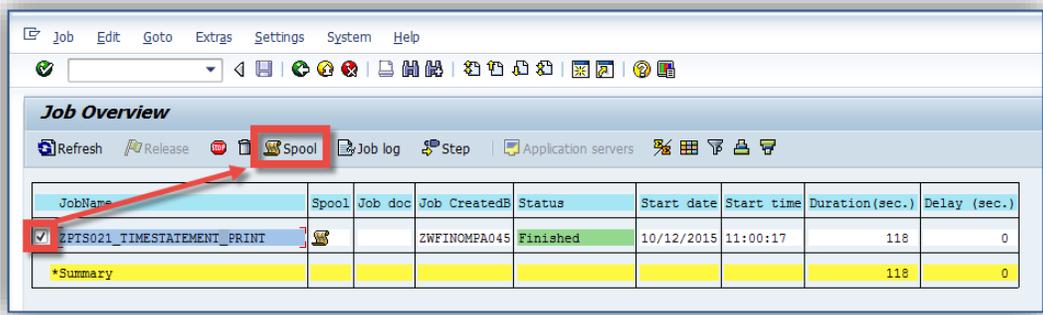


4. Click **Save**  to run the report.

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.

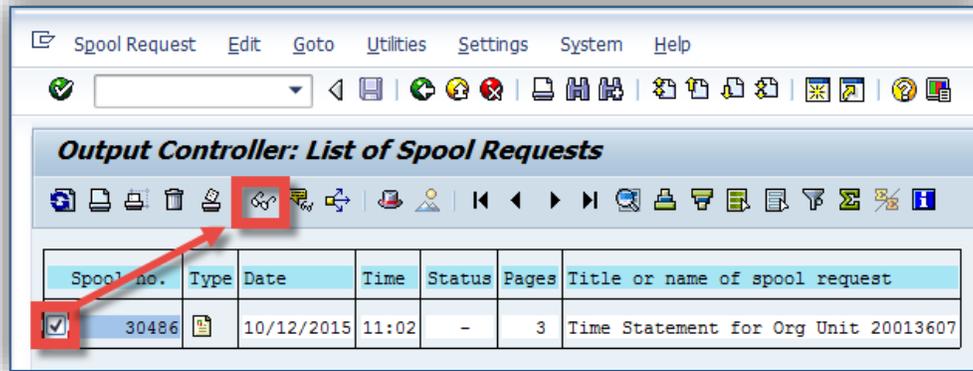


5. To view the completed report, select **System**, then **Own Jobs** from the menu bar in SAP.

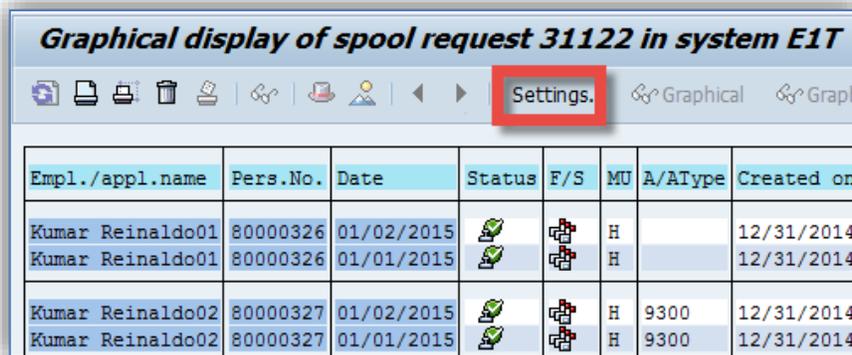


NOTE: You can see if the report has finished running by checking the Status column on the screen.

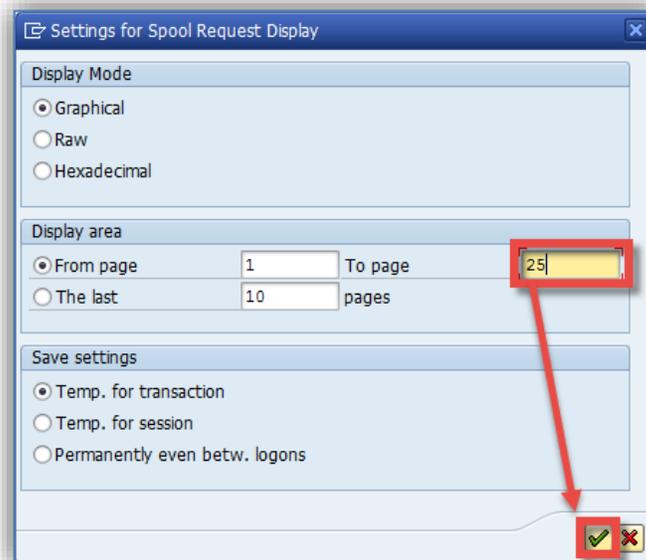
6. The Job Overview screen will be displayed. Once the Job is finished, click the check next to the report and select  Spool.



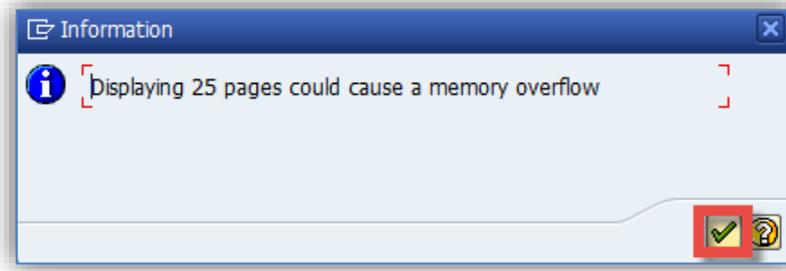
7. The selected Report(s) will be displayed. Click the check Again and select **Display**  to view the completed report.



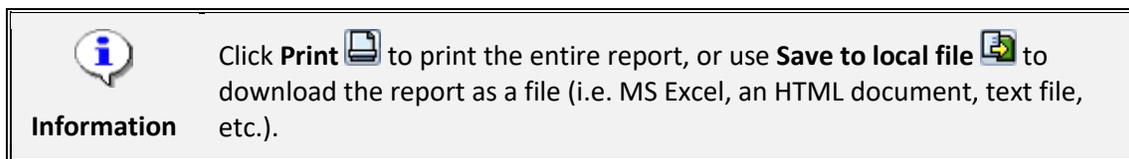
8. The first 10 pages of the report will be displayed. To change the number of pages, click **Settings**.



9. Change the maximum number of pages that will be displayed and click the Green Check .



10. You may receive message warning of a memory overflow. Click the Green Check .



Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 8/17/2020 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible