

Financial Services Department

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Run and Retrieve a Report in the Background

Why would I run a report in the background?

When you run a report in the background, the report execution has no influence on your session and you can continue to work. When you run a report interactively, the session you are in is blocked from further processing. It also ties up system resources and processors. You have to wait until the report has finished executing before you can continue on with your work, or open another session of SAP. If you run the report in the background, it saves time and is a more efficient use of system resources. This process should also be used to run reports that 'time out' if run in the foreground.

When would I run a report in the background?

If you do not need to use the drill down function on a report, you can run it in the background. If you do need to drill down, but want to run the report quicker, use RPT. To find out more about RPT, please click [here](#).

How do I run a report in the background?

Step 1. Go to the selection screen of the report that you wish to run and complete the selection screen.

Step 2. Click on 'Program >>Execute in Background' from the title bar.

Step 3. The system will propose a 'Background Print Parameters' box.

Background Print Parameters

Output device: FDF 215 Huron - FAST (FA-LJ58I)

Number of copies: 1

Number of pages

Print all

Print from page 0 To 0

Spool request

Name: ZFTR001__JEF

Title: Funding:FC - 100409

Authorization:

Spool options

Print immediately

Delete after output

New spool request

Print priority: 5 Medium

Spool retention per.: 8 Day(s)

Archiving mode: 1 Print only

Cover sheets

SAP cover page

OperSys cover page

Selection cover page

Recipient: JEFFREYC

Department: Business Ana

Print settings

Report page: 56 Rows Only text

Report width: 126 Columns

Format: X_65_132

User-specific print parameters

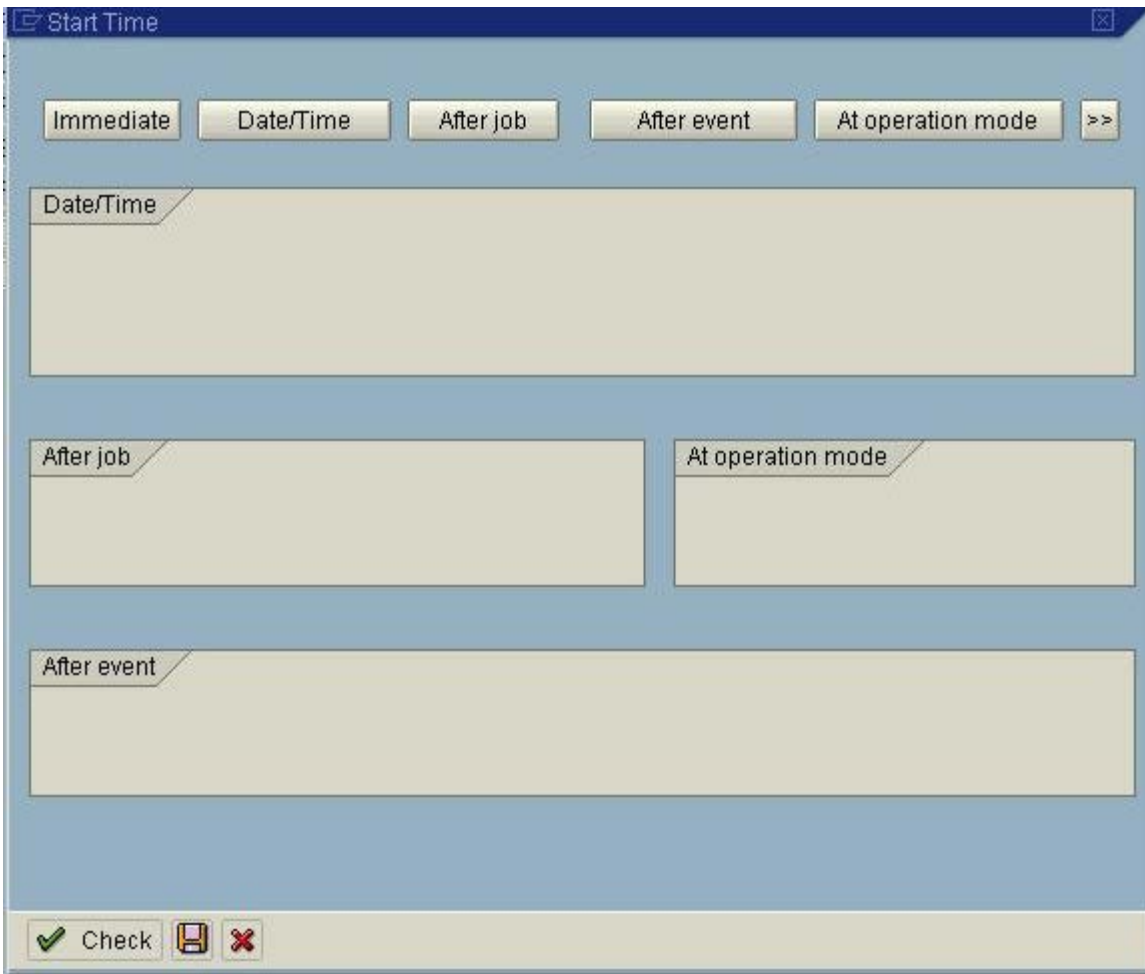
Step 4. In the 'Spool Request' section, there is a field called 'Title'. You can enter any text here that will help you to determine which report you ran when you are retrieving the spool. This is especially useful if you are submitting several reports in the background on the same day.

Sept 5. Under 'Spool Options' click in the following boxes to remove the check marks: 'Print Immediately' and 'Delete after Output'.

Click .

Step 6. A 'Start Time' box will appear. Here is where you can tell the system when you want to schedule the report to run. You can choose 'Immediate' and it will start right away. You can also click on 'Date/Time' and schedule the report for a specific date and time. One you have made your selection,

click on .



Congratulations!! You have now successfully scheduled a report to run in the background.

How do I retrieve a report from the background?

When a report is run in the background, a spool is created. To retrieve the report, you need to access these spools. To do this, you would click on 'System >> Own Spool Requests' from the title bar.

The system will open up another session of SAP for you, with the following display.


Spool no.	Type	Date	Time	Status	Pages	Title or name of spool request
<input type="checkbox"/> 6354		08.07.2003	16:51	-	1	Funding:FC or Fund - CFC 100409
<input type="checkbox"/> 5960		08.07.2003	15:35	-	1	Carol

2 Spool requests displayed

2 Spool requests without output request

This screen will provide you with a list of all your spool requests for jobs submitted in the background. To view the details of one of these reports, simply click in the check box on the left hand side of the

report you wish to view, and click on the .

The system will now provide you with the results from the report that you ran. To print the report on the screen. Click on the  icon.

Congratulations!! You have now successfully retrieved a report run in the background.