

Running Reports in the Background

- Purpose** Use this procedure to run a report in the background to enable you to continue to work without waiting for the report results to finish. This will also help when trying to run large reports which keep timing out.
- Trigger** Use this procedure to run a report in the background which will allow you to access and view the results at a later time.
- Prerequisites** None
- End User Roles** In order to perform this transaction you must have access to the transaction code **SP01-Spool Request**

Change History	
Date	Change Description
01/07/2013	User Procedure created

Transaction Code This is dependent upon the report you want to run in the background












This procedure can be used for **all** reports within HRMS.



For purposes of screen shots this user procedure will use the transaction code: [ZRPTARQLIST](#) using the *Statewide Variant* **SWV LR CHECK- Leave Request Check List**.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

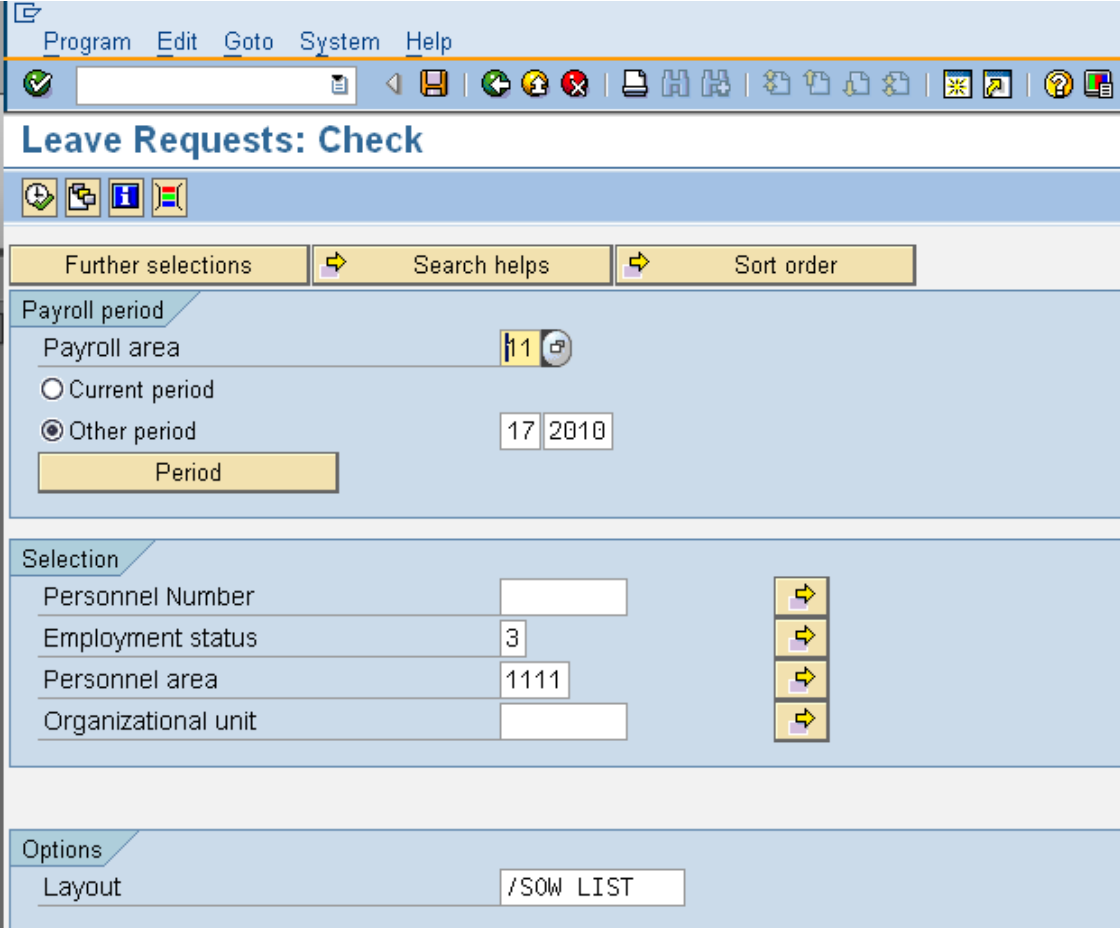
Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Scenario:

You are trying to run a report – for this example the ESS Leave Request Check report to view leave request- and the report keeps timing out when you execute the report. Follow this procedure to run the report in the Background.



Procedure

1. Start the report by using the transaction code ZRPTARQLIST.



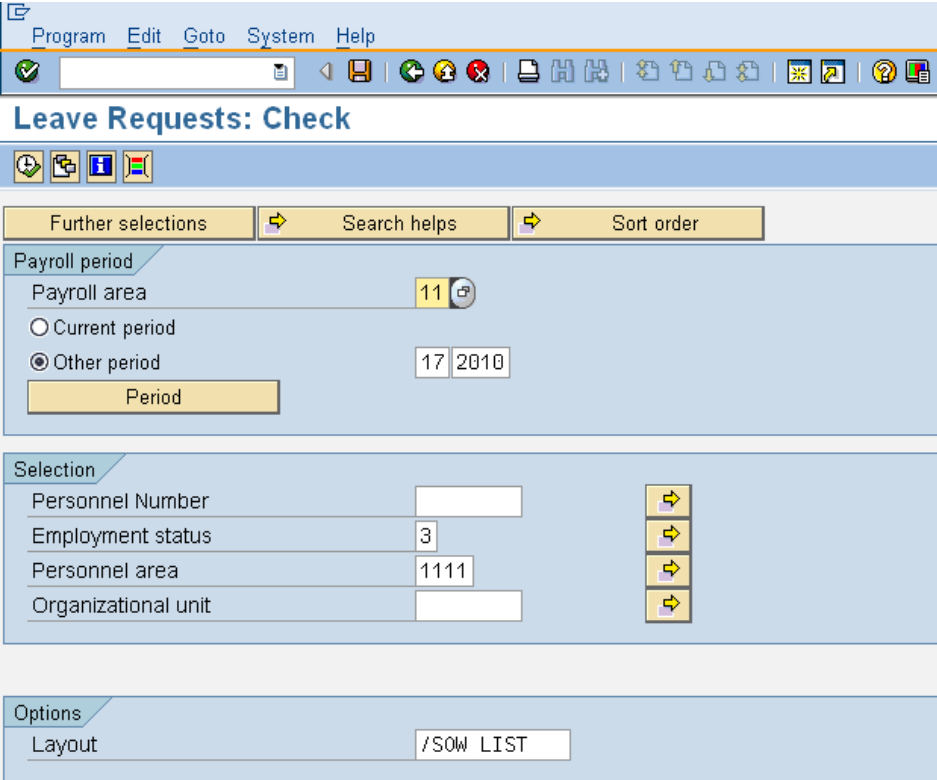
2. In the **Payroll period** section, complete following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description

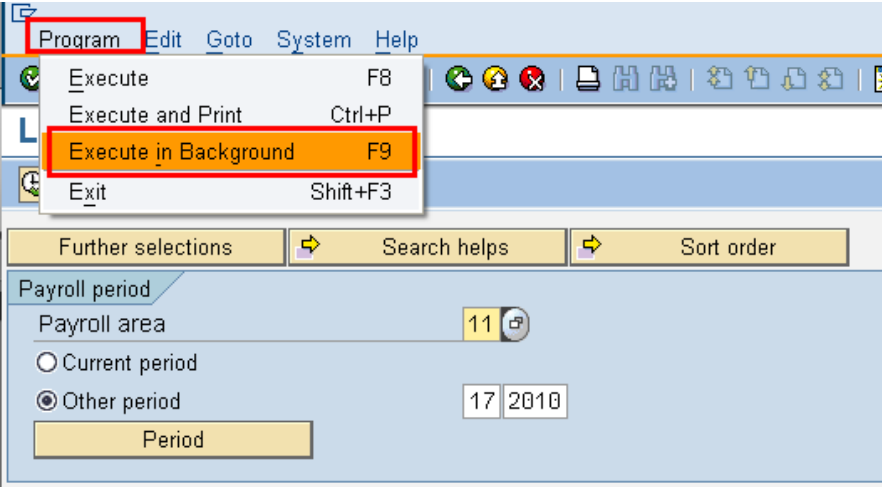
Current Period	C	To display the most recent pay period that has not yet been paid.  This radio button will be selected by default.
Other Period	C	Specify a past payroll period to run the report for.  For a list of current year pay periods, see Job Aids HRMS Payroll and Reports

3. In the **Selection** section, complete the following fields:

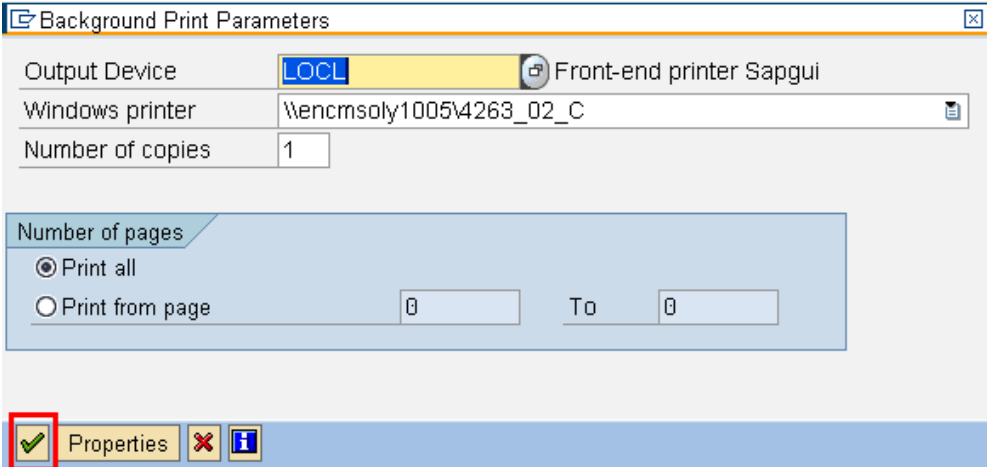
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	C	The employee's unique identifying number. Example: 40000000
Employment Status	C	Describes the employee's status within the agency. Example: 3 (Active)
Personnel Area	C	A specific agency/sub agency in the State of Washington. Example: 1111



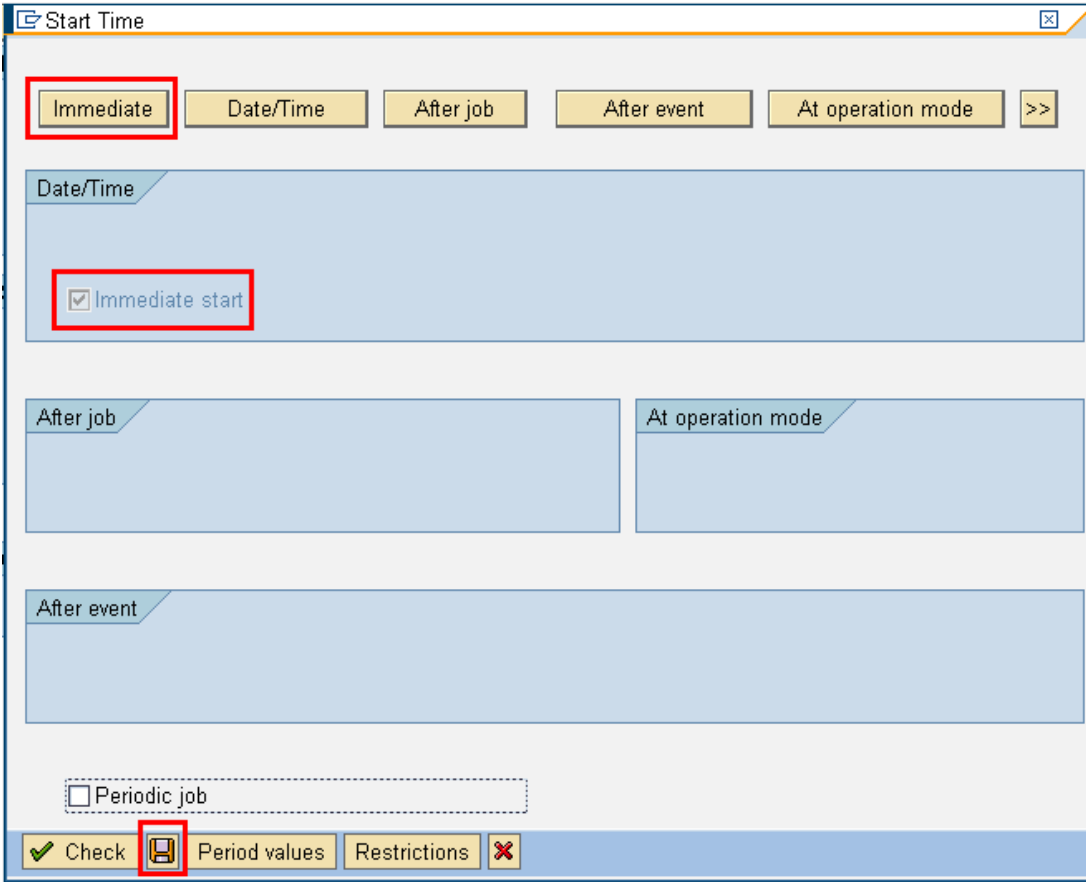
- 4. Select **Program** from the Menu Bar and click **Execute in Background** (or you can use F9).






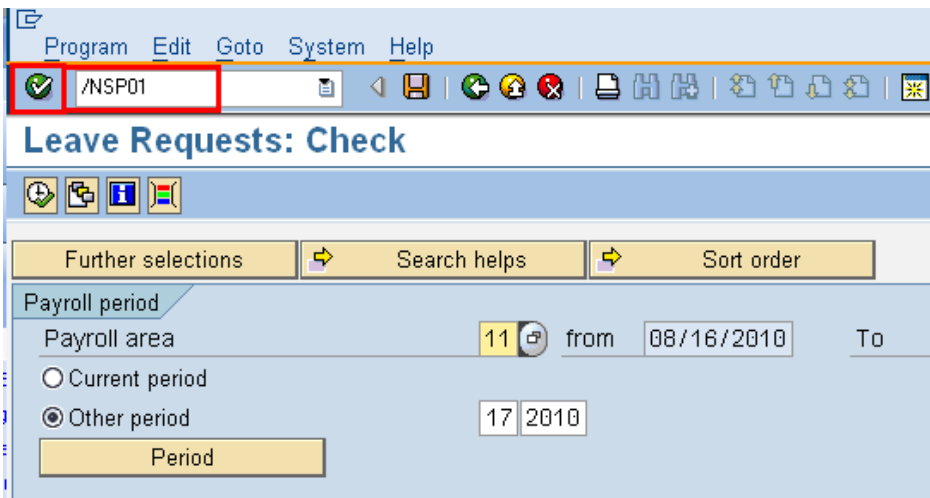
- 5. Set your print options and click the **green check** mark to set the start time.



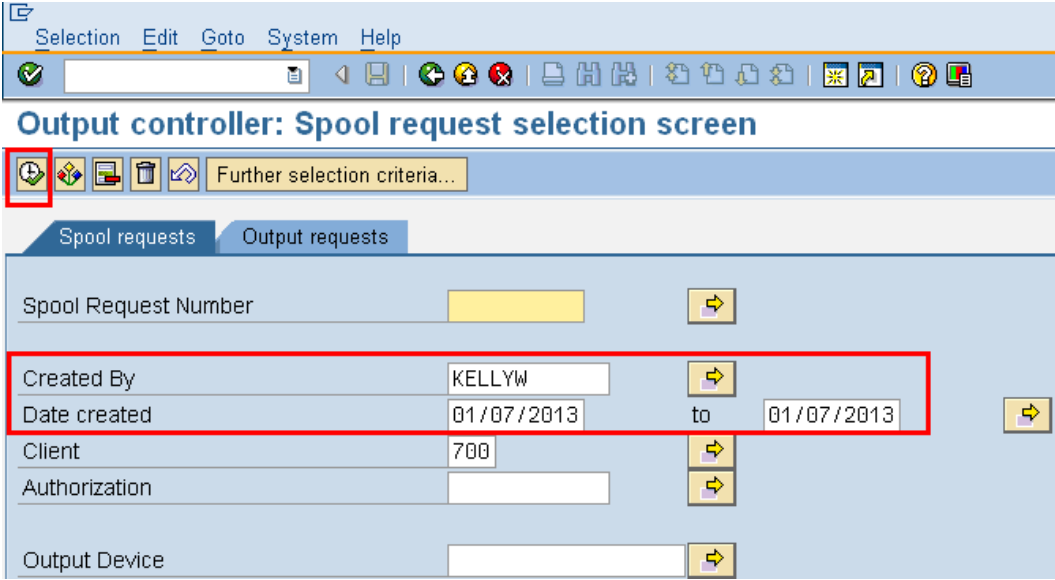
6. Set the start time. (For this procedure we have selected **IMMEDIATE**)





7. Click  (Save) to start the job in the background.
8. Once the job is complete you will be taken back to the report selection screen and receive a message in your **status** bar indicating the job has been created.  Background job was scheduled for program RPTARQLIST
9. To access the job that was created enter **/NSP01** into the command field and click  (Enter) to continue.

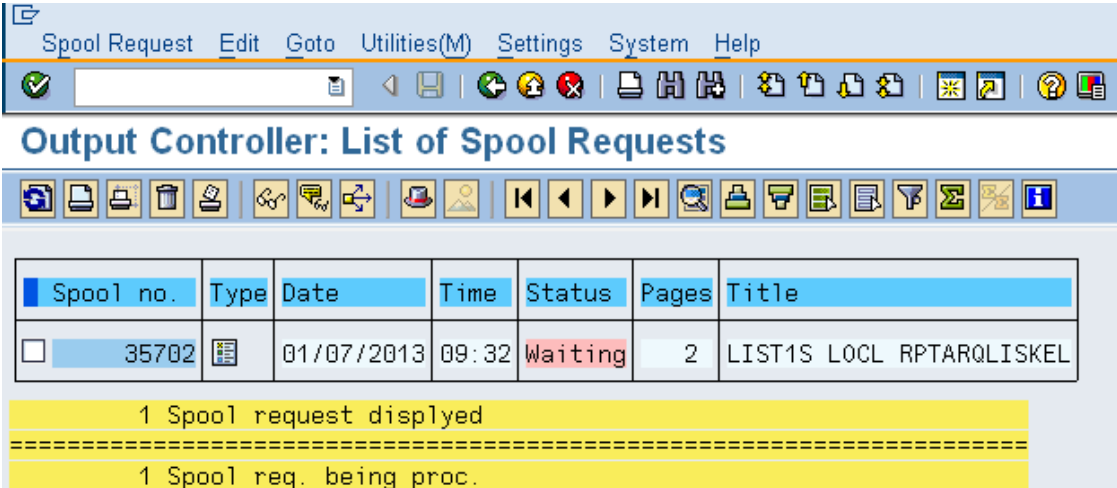



10. On the **Output controller** screen complete/verify the following:

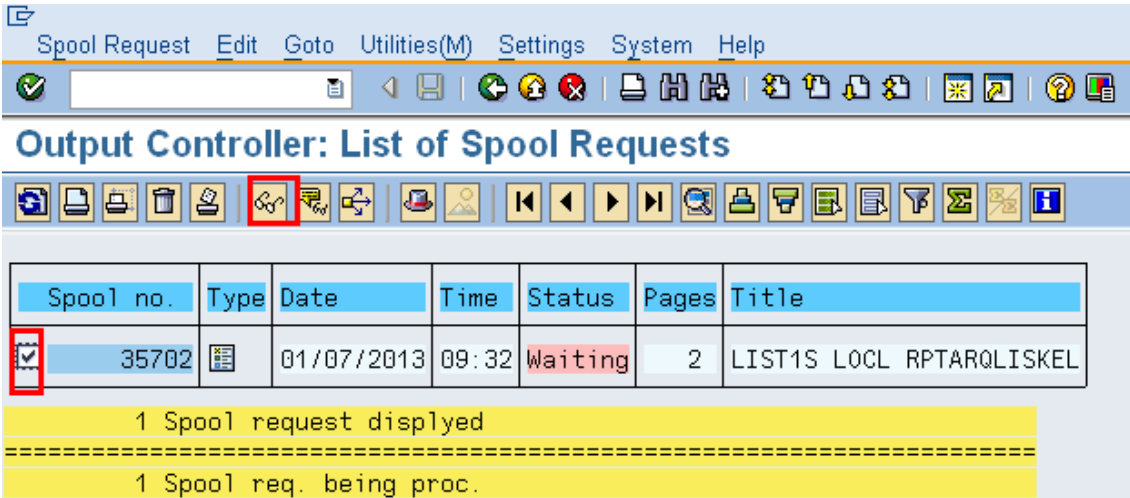


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Created by	C	This field defaults to the users ID.
Date Created	R	This field defaults to the key date.  Spools are accessible for up to 7 days after they have been generated. To view other dates, enter the date it was created. Example: 01/07/2013

11. Click  (Execute) to view the spool.



12. To view the spool file select the box to the left of the spool number and click on the  (display)



Spool Request Edit Goto Utilities(M) Settings System Help

Graphical display of spool request 35702 in system HRD

Settings... Graphical Graphic Without Structure Information Raw Hex

Sort criteria	Asc	Desc	Subtotal
Personnel number	X		

Filter criteria	from	Option
Item ID		

Data statistics	Number of
Records passed	226
Filtered out	176

Personnel number	Start Date	End Date	Subtype	Name	Absence hours	Status	Operation	Infotype	Att./abs. days
306987	08/24/2010	08/24/2010	9048	Sick Leave	4.00	POSTED	INS	2001	0.50
306987	08/30/2010	08/30/2010	9048	Sick Leave	8.00	POSTED	INS	2001	1.00
26000002	08/18/2010	08/18/2010	9048	Sick Leave	2.00	POSTED	INS	2001	0.22
26000002	08/24/2010	08/24/2010	9048	Sick Leave	3.00	SENT	INS	2001	0.33
26000005	08/16/2010	08/16/2010	9003	Vacation Leave	4.00	POSTED	INS	2001	0.50
26000005	08/18/2010	08/18/2010	9003	Vacation Leave	8.00	POSTED	INS	2001	1.00

13. The spool file displays.

Results
 You have successfully ran a report job in the background and accessed the spool file to view.

