HRMS Training Documents

## Spool\_File

## SP01

## **Change History**

Update the following table as necessary when this document is changed:

Date	Name	Change Description
3/30/06	Chylynn Hansel	Create
3/31/06	Todd Jenkins	SME Review
4/21/06	Chylynn Hansel	Edits
4/26/06	Chylynn Hansel	Edits
1/18/2007	Kelly Welsh	Added note re: business area and personnel area
10/7/2008	Kelly Welsh	Updated field description of date created

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### Purpose

Use this procedure to access reports located on the Spool.

### Trigger

Perform this procedure to access GAP 1, Payroll and Time Reports.

### Prerequisites

Specific reports will be generated on sent to the Spool to be retrieved by the agency. Agencies will only have access to reports specific to their agency.

### Transaction Code

## SP01

Date	Procedure Update Log
1/26/2007	Note regarding business area and personnel area added.
10/7/2008	Updated field description of date created field.

### **Helpful Hints**

• Reports remain on the Spool for seven (7) days. It is recommended to export your file to Excel.

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 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 proceed.
Confirmation	Example: Save your entries.
🕚 or 🥝	Action: Perform the required action to proceed.

## Procedure

1. Start the transaction using the transaction code **SP01**.

## **Output controller**

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Output controller: Spool requ	uest selection so	creen	
🕒 🚸 📑 🛅 🖄 Further selection criteria			
Spool requests Output requests			
Spool Request Number		•	
Created By		\$	
Date created	10/01/2008	to 10/01/2008	<₽
Client	700	<b>₽</b>	
Authorization		<b>₽</b>	
Output Device		•	
Title		\$	
Recipient		<b>S</b>	
Department		\$	
System Name	RPO	•	

## **2.** Complete the following fields:

Field Name	R/O/C	Description
Created by	R	Remove the contents of this field. This field will normally display your user ID and needs to be blank <b>prior</b> to executing this transaction

## Processes :

Sub-Processes :

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Field Name	R/O/C	Description
Date created	R	Remove the contents of this field. This field will default to the key date Example: 10/1/2008
То		
10	п	
Authorization	R	Enter the agency business area:
		Example 155
		Note: Some agencies will be able to enter the first three (3) numbers of the <b>Business Area</b> , followed by an asterisk (*). Other agencies will need to enter their 4-digit <b>Personnel Area</b>
		Example:
		<b>405</b> * for DOT (4051 will not work) <b>300</b> * for DSHS (will bring up only DSHS agencies who's personnel area number are 3000 to 3009
		If you try the 4-digit <b>Personnel Area</b> first and get no results, then you will need to use the 3-digits of the <b>Business Area.</b>
		<b>3015</b> for DSHS will bring up 3015's files.

### Click 🥙 (Enter) to validate 3.

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### **Output controller**

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	2 😧 I 🗅 III III III III III III III III II
Output controller: Spool req	quest selection screen
🕑 � 📑 🖆 🕼 Further selection criteria	a
Spool requests Output requests	
Spool Request Number	
Created By	<b>\$</b>
Date created	to
Client	700
Authorization	155*
Output Device	
Title	<b>\$</b>
Recipient	⇒
Department	\$
System Name	RPO 🗢

4. Click (Execute) to execute the Spool Request.

## **Output Controller: List of Spool Requests**



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lf	Go To
To View ZCATA retransfer Report	Step 5
To <i>View</i> Payroll Results Report	Step 8
To <i>View</i> Gap 1 Time and Attendance Report	Step 11
To <b>Display more than 10 pages and Print</b> reports located on the Spool file	Step 15
To Export reports to Excel located on the Spool file	Step 20

5.

Click 25069 (1550\_ZCATA\_RETSFR) to select the report from the spool list.



**Example:** 1550\_ZCATA\_RETSFR -The 1550 represents the Personnel Area

The Spool number will change each time the report is generated. Look in the Title Column for report name.



The ZCATA\_RETSFR Report displays the data for employees that did not transfer on the initial CATS to HRMS transfer or that still have errors.



Make a note of the number of pages for the report. The system default is ten (10) pages. Go to Step 15 for instruction on displaying more than ten (10) pages.

6.

Click (Display) to view the spool.

### Processes :

Sub-Processes :

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## Graphical display of spool request 25069 in system RP0

Spool Request Edit Goto Utilities Settings System Help	SAP
Ø I B C C Ø L H H S S L Z Ø Ø	
Graphical display of spool request 25069 in system RP0	
🔯 🚨 🖨 🕼 🚳 🖉 🗶 🖌 🕨 Settings 🕼 Graphical 🖧 Raw 🖧 Hex 🛛 🏠	
Data statistics         Number of           Records passed Header         2           Records passed Position         4	•
Number of unsuccessful postings: 2 Number of data records read: 2 Number of successful postings: 0 Exc. Cxd Pers.No. Valid From A/AType Hours Crcy WT Number TMU Amount Type Number Message text	
X00         383202 04/06/2006 9003         8.00         0.00         1           00383202 Not enough quota 31 for attendance/absence 9003 on 04/06/2006 for personnel no         1           00383202 Record from 04/06/2006 with subtype 9003 could not be posted         1	
X00         458369         64/62/2006         9069         6.00         0.00         2           © 00458369         Not enough quota 35 for attendance/absence 9069 on 04/02/2006 for personnel no         0	

### Number of unsuccessful postings:

Look for messages highlighted in Red. These are the error messages.

The messages tell you what happened. You will need to correct the error before payroll exits.

The employee's personnel number has been blacked out to maintain employee confidentiality.

Exc.	Cxd Pers.No. Valid From A/ATy Message text	pe Hours Crcy WT	Number TMU Amou	nt Type Number	8	
<b>X00</b>	383202 04/06/2006 9003 E 00383202 Not enough quota 3 E 00383202 Record from 04/06/	8.00 1 for attendance 2006 with subtyp	0.00 /absence 9003 on e 9003 could not	1 04/06/2006 fo be posted	r personnel	no
<b>X00</b>	458369 04/02/2006 9069 00458369 Not enough quota 3 00458369 Record from 04/02/	8.00 5 for attendance 2006 with subtyp	0.00 /absence 9069 on e 9069 could not	2 04/02/2006 fo be posted	r personnel	no

7. Click (Back) to return to the List of Spool Requests.

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### Processes : Sub-Processes :

HRMS Training Documents

## **Output Controller: List of Spool Requests**

Output Controller: List of Spool Requests         Output Controller: List of Spool Requests         O C C C C C C C C C C C C C C C C C C C
Output Controller: List of Spool Requests         Output Controller: List of Spool Requests         Output Controller: List of Spool Requests         Diamatic Spool no.       Type User       Date       Time       Status       Pages       Title or name of spool request         25069       TIDALSAP       04/17/2006       21:03       -       2       1550_ZCATA_RETSFR         25206       TIDALSAP       04/17/2006       20:13       -       5       1550_Payroll Results         25208       TIDALSAP       04/17/2006       18:41       -       3       155 - Gep 1 Time and Attendance         3 Spool requests d1splayed       3       Spool requests d1splayed       3       155       1550_Status
Spool no.       Type       User       Date       Time       Status       Pages       Title or name of spool request         25066       TIDALSAP       04/17/2006       21:03       -       2       1550_ZCATA_RETSFR         25308       TIDALSAP       04/17/2006       20:13       -       5       1550_Payroll Results         25208       TIDALSAP       04/17/2006       18:41       -       3       155 - Gap 1 Time and Attendance         3 Spool requests       d1splayed         3       155 - Gap 1 Time and Attendance
Spool no.         Type         User         Date         Time         Status         Pages         Title or name of spool request           25069         TIDALSAP         04/17/2006         21:03         -         2         1550_ZCATA_RETSFR           25308         TIDALSAP         04/17/2006         20:13         -         5         1550_Payroll Results           25200         TIDALSAP         04/17/2006         16:41         -         3         155 - Gap 1 Time and Attendance           3 Spool requests d1splayed         .         .         .         .         .         .
Spool no.         Type         User         Date         Time         Status         Pages         Title or name of spool request           25069         TIDALSAP         04/17/2006         21:03         -         2         1550_ZCATA_RETSFR           25308         TIDALSAP         04/17/2006         20:13         -         5         1550_ZVATA_RETSFR           25200         En         TIDALSAP         04/17/2006         18:41         -         3         155 - Gap 1         Time and Attendance           3         Spool requests         displayed         -
25069         TIDALSAP         04/17/2006         21:03         -         2         1550_ZCATA_RETSFR           25306         TIDALSAP         04/17/2006         20:13         -         5         1550_Payroll Results           25200         TIDALSAP         04/17/2006         16:41         -         3         155 - Gap 1 Time and Attendance           3         Spool         requests         d1splayed         -         -         -
25306         TIDALSAP 04/17/2006 20:13         -         5         1559_Payroll Results           25200         TIDALSAP 04/17/2006 18:41         -         3         155 - Gap 1 Time and Attendance           3 Spool requests displayed
3 Spool requests displayed
3 Spool requests displayed
3 Spool requests without output request

- 8. Click 25308 (1150\_Payroll Results).
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The Spool number will change each time the report is generated. Look in the Title Column for report name.



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The Payroll Results Report displays the payroll results from the Payroll run.

Make a note of the number of pages for the report. The system default is ten (10) pages. Go to Step 15 for instruction on displaying more than ten (10) pages.

9. Click 6 (Display) to display the results of the report.

### Processes :

Sub-Processes :

HRMS Training Documents

## Graphical display of spool request 252308 in system RP0

Spool Request Edit Goto Utilities Settings Syst	em Help	SAP
	2018 22222 32 32 92	9
Graphical display of spool request 25	308 in system RP0	
	ngs 🕼 Graphical 🕼 Raw 🕼 Hex 🛙	
GON Continue with complet	e data	
Processing		
Infotype 0210: W-4 for federal tax authority is Period 200608 , check date 04/25/2006 Please check Infotype 0210.	missing.	
06/2006 ( 04/06/2006 - 04/15/2006 ) Regula	r pæyroll run in 06/2006	
GON Continue with complet	e data	
Processing		
Infotype 0210. W-4 for federal tax authority is Period 200808 _ check date 04/25/2008	missing.	
Please check Infotype 0210.		
Processing at End of Selection		
Messages		
Statistics		
Selected personnel numbers	419	
Successful	416	
Number of periods	424	
Rejected	3	
Total number of messages and error messages	3	
())		••
		D RP0 (1) (700)  ssvaphrpr3e3 INS

## ٩

Look for messages highlighted in Red. These are the error messages. The messages tell you what happened.

You will need to correct the error before payroll exits.

The employee's name and personnel number has been blacked out to maintain employee confidentiality.

08/2006 (	04/06/2006 - 04/15/2006 ) Regular payroll run in 08/2006						
GON	Continue with complete data						
Processing	9						
Infotype (	Infotype 0210: W-4 for federal tax authority is missing.						
Period 200 Please che	0608 , check date 04/25/2006 eck Infotype 0210.						
Please che	eck Infotype 0210.						

10. Click (Back) to return to the List of Spool Requests.

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### Processes : Sub-Processes :

HRMS Training Documents

## **Output Controller: List of Spool Requests**

agoor Request	Edit Goto	Utilities Setti	ngs Sj	ystem I	delp		
0	0	080	00		10 68	8988 32 02	Sec. 1
Output Con	troller: Lis	t of Spoo	l Req	uests			
0	8 4 4		4 4	> H		A 🖺 🗗 A 🕱 🔐 🖬	
	-						
Spool no. T	ype User	Date	Time	Status	Pages	Title or name of spool request	
25069	TIDALSAP	04/17/2006	21:03		2	1550_ZCATA_RETSFR	
25308	TIDALSAP	04/17/2006	20:13		5	1550_Payroll Results	
20200	1 TIDALSAP	04/1//2006	18:41	-	3	155 - Gap 1 Time and Attendance	
3 Spoo	1 requests d	isplayed					
3 5000	1 requests w	ithout outp	ut coou	10.57			
2 0000		terrest such					

**11.** Click 25200 (155 – Gap 1 Time and Attendance).



The Spool number will change each time the report is generated. Look in the Title Column for report name.



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The Gap 1 Time and Attendance displays the Gap1 transfer to HRMS.

Make a note of the number of pages for the report. The system default is ten (10) pages. Go to Step 15 for instruction on displaying more than ten (10) pages.

**12.** Click (Display) to display the results of the report.

## Processes :

Sub-Processes :

HRMS Training Documents

## Graphical display of spool request 25200 in system RP0

Spool Request Edit Golo Utilities Settings System Help				SAP
		1		All and the second
Graphical display of spool request 25200 in	system RP0			
🔯 🖨 🛱 🕹 🚱 🖓 🖓 🤽 🕐 🕨 Settings 🖉	o Graphical do Raw do Hex 🛛	<u> </u>		
Report ID: ZHI_IIFTM001_TIME_INPUT User : TIDALSAP			State of Washin Time and Leav	gton - HRMS • e Activity •
Pers Pers Org. Pers. SSN Last Name Area Sub Unit Number 1550 0002 30011805 1550 0002 30011805 1550 0002 30000816 1550 0002 30000824 1550 0002 30000824 1550 0002 30000829 1550 0002 30000839 1550 0002 30000839 1550 0002 30000839	First Name	Begin Date Er 04/06/2006 04 04/03/2006 04 04/03/2006 04 06/06/0000 00 04/03/2006 00 06/06/0000 00 06/06/0000 00 06/06/0000 00 06/06/0000 00 06/06/0000 00 06/06/0000 00	nd Date Hsp. ID 4/15/2006 w1126 4/03/2008 w1127 4/15/2006 w1126 0/06/0000 E0195 0/06/0000 w0014 0/06/0000 W014 0/06/0000 E1137 0/06/0000 E1137 0/06/0000 E1137	Message Text Start Date adj End Date adjus Start Date adj Start Date adj Personnel numb Record was rej Not encugh quo Not encugh quo Personnel numb Record was rej Decord was rej
1550 000X 30000885 1550 000X 30000895 Report ID: ZHI_IIFTM001_TIME_INPUT User : TIDALSAP		00/00/0000 00 04/06/2006 00	0/00/0000 E0025 0/00/0000 E1137 State of Washin Time and Leav	gton - HRMS e Activity
Program : ZHI_IIFTM001_TIME_INPUT User : TIDALSAP Client : RP0 700			State of Washin Time and Leav	gton - HRMS e Activity
Audit Hsg 1	Audit Msg 2	Audit Msg 3		
The file was opened from the following location: Selection Period:	SAP Application 04/01/2006	\\pr3sapgrp\1\IIFTM001_0 04/15/2006	DIS_TIM_20060417	165826
4.2				4 P
		D RF	P0 (1) (700) 🐮 🛛 ssv	aphrpr3e3 INS

The personnel number, social security number, and name have been blacked out to maintain employee confidentiality.

**13.** Scroll to bottom of report to get detail report information.

## Processes :

Sub-Processes : HRMS Training Documents

## Graphical display of spool request 25200 in system RP0

Spool Request Edit Goto Utilities Settings System Help		SAP
	88468 🛛 🖓 🛛 8	
Graphical display of spool request 25200 in s	system RP0	
🗿 📮 🛱 🕹 🚳 🚇 🧟 🔹 🕨 Settings 🗞	Graphical & Raw & Gr Hex	1
		··· CONFIDENTIAL ···
Program : ZHI_IIFTM001_TIME_INPUT User : TIDALSAP Client : RP0 700		State of Washington - HRMS Time and Leave Activity
Audit Msg 1	Audit Msg 2	Audit Msg 3
The file was opened from the following location: Selection Period: Date/Time Stamp: SAP User-ID:	SAP Application 04/01/2006 04/17/2008 TIDALSAP	\\pr3sapgrp\1\IIFTM001_DIS_TIM_20060417165826 04/15/2008 18:40:33
SAP Spool Name: Number of Employees Read: Number of Employees Processed with no Errors/Warnings Number of Employees Processed with Warnings: Number of Employees with Errors	155 - Gap 1 Time and Att 262 257 2 0	
Wumber of Employees Rejected: Number of Detail Records Read: Number of Detail Records Processed with no Errors/Warni Number of Detail Records Processed with Warnings:	3 345 339 3	
Number of Detail Records with Errors: Number of Detail Records Rejected: Number of CATS Records Deted: Number of CATS Records Submitted:	0 3 0 605	
Number of CATS Records Rejected:	4	
Report ID: ZHI_IIFTN001_TIME_INPUT User : TIDALSAP		State of Washington - HRMS Time and Leave Activity
Number of 170554 Records Processed: Number of 170554 Records Rejected during Pre-Processing Number of 170554 Records Added: Number of 170554 Records Failed:	0 0 0	

Look for messages on the report to find errors. The messages tell you what happened.

You will need to correct the error before payroll exits.

14. Click Gack) to return to the List of Spool Requests.

## Displaying more than 10 pages and Printing Spool

15. Click on Settings...

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### Processes :

Sub-Processes : HRMS Training Documents

## Graphical display of spool request 15407 in system RA0

mour aroping o	of spool re	quest 15407 i	in system RA0	
		Bettings	Sgr Oraphical Sgr Raw Sgr Hex	
FP: Settions for Secol	Remiest Displa	200 W		
Disclarge for option	ne que se proprie	". 		
Display mode				
O Ras				
OHexadecimal				
Display area				
From page	p .	To page	100	
O The last	18	pages		
Save settings				
Temp. for transac	tion.			
	n			
O Temp. for sessio	n betw. logons			
Temp. for sessio     Permanently even				
O Temp. for sessio O Permanently ever				

**16.** Insert the number of pages in the Display area.

Example: Enter the number of pages for your report

17. Click (Continue) to continue.

## Information



- **18.** Click (Continue) to continue. The report will show all of the pages.
- .19. Click 📮 (Print) to print your report if needed.

## Processes :

Sub-Processes : HRMS Training Documents

### **Exporting Spool to Excel**

araph	nical dis	splay o	of sp	ool re	ques	t 16	921 in :	system	RP0	
Spool F	Request Edit	Goto Utilit	es gett	ings Syste	m <u>H</u> elp					
2		<u>n</u> (	8	00	000	8 80	202	e 🛛 🔞 🛛	6	
Graph	ical displa	ay of spo	ol req	uest 169	21 in s	yster	n RP0			
	a 1 8	& I 🗠 🔏		▶   Settin	gs &	Graphic	al de Raw	de Hex	2	
Data st Records Records	atistics passed Head passed Posi	er tion	of 31 0							
unber o unber o	f unsuccessf f data recor f successful Cvd Pars No	ul postings ds read: postings:	A/ATur	e Hours Cr	Ter un	Number	This Amount	0 31 31		
EAC.	Message	Vario Pros	Alatyp	e nours cr	cy wi	NURGEI	The Allounc	Type wonder		
00X	216085	03/09/2006	9048	8.00		0.00	(	1		
00X	280654	03/13/2006	9048	8.00	_	0.00		2		
00X	280654	03/15/2006	9848	4.00		0.00		3		
00X	306750	03/15/2006	9054	8.00		0.00		4		
00X	306750	03/14/2006	9054	8.00		0.00		5		
00X	306750	03/13/2006	9054	8.00		0.00		6		
00X	337996	03/15/2006	9056	8.00		0.00		7		
00X	338082	03/09/2006	9048	4.00		0.00		8		
00X	338082	03/10/2008	9848	8.00		0.00		9		
00X	391956	03/06/2006		0.00	1232	1.00	001	10		
00X	391956	03/08/2006		0.00	1232	1.00	001	11		
•										

20. From the Menu Bar → Spool Request→ Forward→ Save to local file



The Spool file is only available for seven (7) days on the Output Controller. It is recommended that you export your file to Excel.

### Title: Spool\_File Processes : Sub-Processes : HRMS Training Documents

## Save list in file



- **21.** Select how you would like the Spool to be saved. Selection Spreadsheet allows the file to be saved in Excel.
- **22.** Click (Continue) to continue.
- **23.** Choose the Directory of where you want to save your file. Enter a File Name for your document.

## Graphical display of spool request 15407 in system RA0

Directory	Settings/WelarieP\SapWorkDir	0				
File Name	þds	bis				

**24.** Click the Generate button to save your file.

### Processes :

Sub-Processes :

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## Graphical display of spool request 15407 in system RA0

9 Spool Request Edit Qoto Utilities Settings Syster	n <u>H</u> elp	SAP
<u>ଟା ଅଧ୍ୟାର ହେ</u> ଛି ।	- 11 16 18 16 16 16 16 16 16 16 16 16 16 16 16 16	
Graphical display of spool request 154	07 in system RA0	
🗿 📮 🛱 🕹 🚳 🚇 🧝 🗼 Setting	gs   de Oraphical   de Raw   de Hex   🗋	i de la companya de l
Report ID: ZHI_IIFTM001_TIME_INPUT User : VELARIEP		State of Washington - HRMS Time and Leave Activity
		··· CONFIDENTIAL ···
Program : ZHI_IIFTM001_TIME_INPUT User : VELARIEP Client : RAD 744		State of Washington - HRMS Time and Leave Activity
Audit Msg 1	Audit Msg 2	Audit Msg 3
anges fire eggestes.		
A 1754 Index Insectored		
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# •

A message will display in the status bar stating the size of the file was transferred. You have completed the steps for saving your report and can continue to view the report on your screen or close the report and access the report using the Excel file that was just created.

**25.** You have completed this transaction.

### Result

You have accessed, printed, and exported your spool file.

### Comments

None.