

BRITE HOT TOPIC Background Printing July 10, 2008

When you run a report in **background mode** (which is the preferred mode), you are asking the SAP (ECC) 6.0 system to take control of the job and **'let me get back to work'**. That's the great thing about background jobs; not only can you continue to perform other duties in SAP (ECC) 6.0, but the background job can run for as long as it needs in order to fulfill your reporting request.

Since the background job is no longer tied to your interactive session, you must name a printer or print destination to which the system will send your report's output.

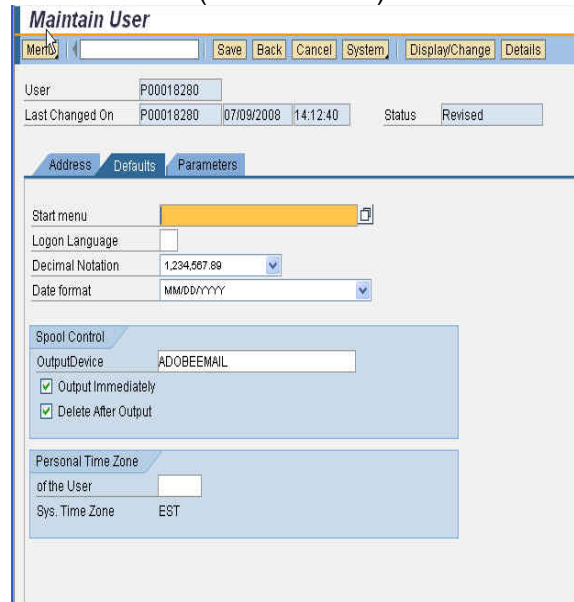
When setting up the report to run in background mode, you have a choice between two print methods.

1. One is to have the report sent to your CAB Mailbox.
2. The other is to have the SAP (ECC) 6.0 system send the printed report to the printer at your location.
 - a. The latter assumes you have a pre-defined printer in the SAP system.

To find out if you have a pre-defined printer in the SAP (ECC) 6.0 system, visit http://sapgui:34521/Printer_List.htm

To learn how to set your default printing method, please visit: http://sapgui:34521/Custom_SAP_PrinterUsage.htm and follow the instructions **under 'If you are an HTMLGUI user.. (WEB or WIN GUI)'** and remember, you must choose between **AEMA** and your **pre-defined** printer when running jobs in the background. You cannot use APDF or LOCL as a **pre-defined** printer.

AEMA (CAB Mailbox)



The screenshot shows the 'Maintain User' dialog box in SAP. The 'Parameters' tab is selected. The 'Spool Control' section is expanded, showing the 'OutputDevice' set to 'ADOBEEMAIL'. The 'Output Immediately' and 'Delete After Output' checkboxes are checked. The 'Personal Time Zone' section shows the 'Sys. Time Zone' set to 'EST'.

Field	Value
User	P00018280
Last Changed On	P00018280 07/09/2008 14:12:40
Status	Revised
Start menu	[Empty]
Logon Language	[Empty]
Decimal Notation	1,234,567.89
Date format	MMDD/YYYY
OutputDevice	ADOBEEMAIL
Output Immediately	<input checked="" type="checkbox"/>
Delete After Output	<input checked="" type="checkbox"/>
of the User	[Empty]
Sys. Time Zone	EST

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Pre-defined printer (i.e.: AAMSAP1)

Maintain User

Menu | | Save | Back | Cancel | System | Display/Change | Details

User: P00018280
 Last Changed On: P00018280 | 07/09/2008 | 18:25:52 | Status: Saved

Address | Defaults | Parameters

Start menu:

Logon Language:

Decimal Notation: 1,234,567.89

Date format: MMDDYYYY

Spool Control

OutputDevice: **AAMSAP1**

Output Immediately
 Delete After Output

Personal Time Zone

of the User:

Sys. Time Zone: EST

Partial List of Printers available

SAP Printer Name	Printer Description
AAMSAP1	Arthur Ash-4702-201B-P1
AAMSAP2	Arthur Ash-4702-201C-P1
AAMSAP3	Arthur Ash-4702-237-P1
AAMSAP4	Arthur Ash-4702-209H-P1
AAPSAP1	Advanced Academic Programs -Lexmark T640
ACDSAP3	Accounting - Deductions
ACESAP1	Voc/Adult/Comm. 9781 - Howard's Printer
ACESAP2	Voc/Adult/Comm. 9781 - Accounting LaserWriter - KCW 4th Fl
ACESAP3	Voc/Adult/Comm. 9781 - Director Clerical - KCW 11th Fl
ACESAP4	Voc/Adult/Comm. 9781 - Meryl - P1 - Lexmark M410 KCW 4th Flr
ACESAP5	Voc/Adult/Comm. 9781 - Vase-4
ACESAP6	Voc/Adult/Comm. 9781 - CTACE - ADULT-P1
ACESAP7	Voc/Adult/Comm. 9781 - CTACE - ESOL-4-P1
ADMSAP1	Administrative Site Operations - KCW
ADMSAP2	Administrative Site Operations - KCW
ADMSAP3	KCW - Mezzanine

When you've completed your printer setup, log off the SAP (ECC) 6.0 system entirely and log back in.

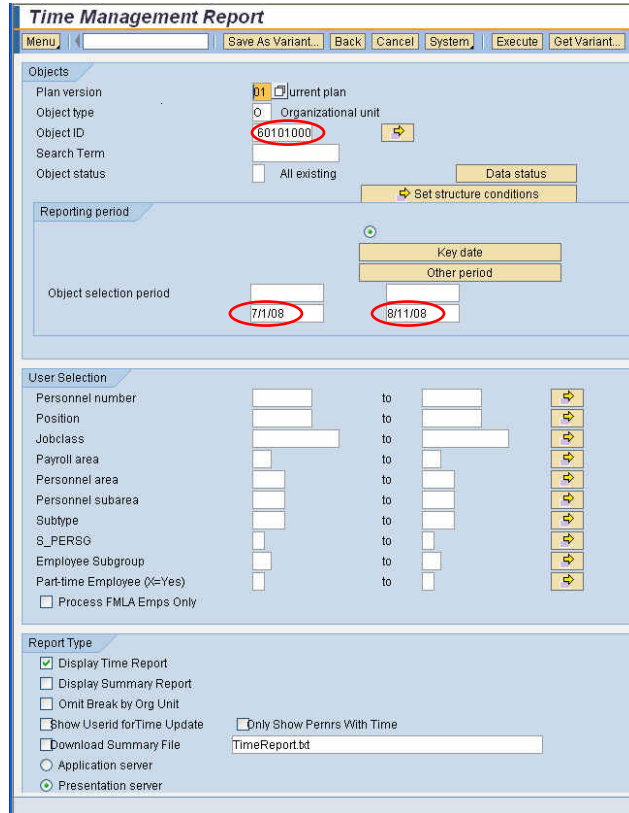
Follow these steps:

1. **Execute** the transaction code to start your report

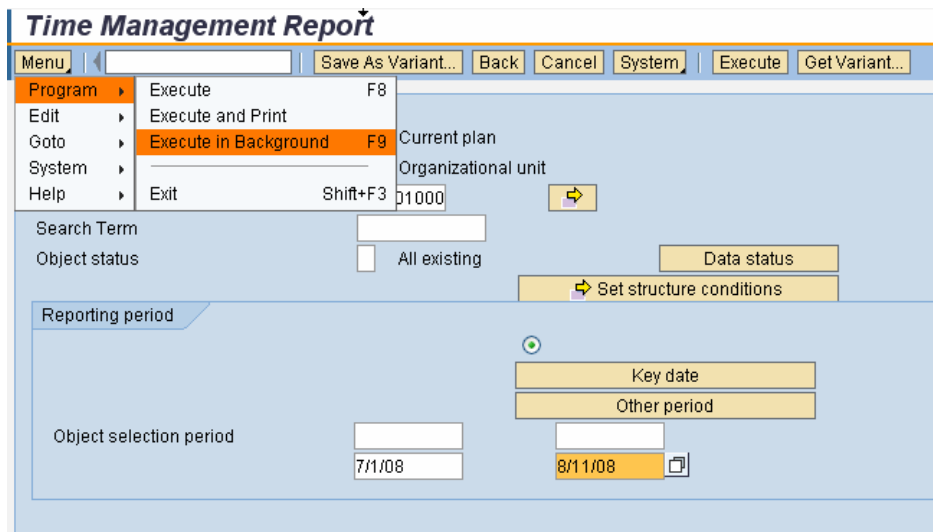


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2. Enter your criteria then choose to run the report in the Background

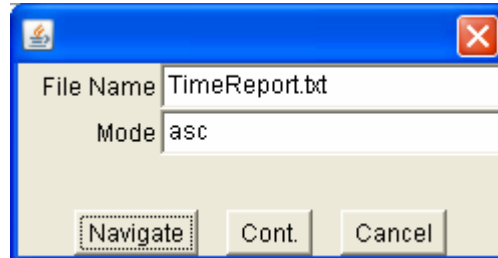


3. Menu >Program >Execute In Background



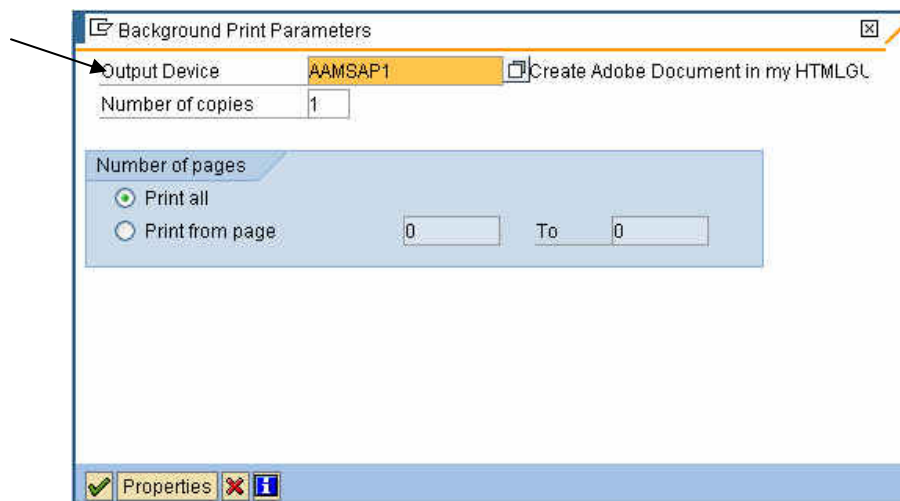
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Note: If you've already clicked Execute to run the report, you will see the following:



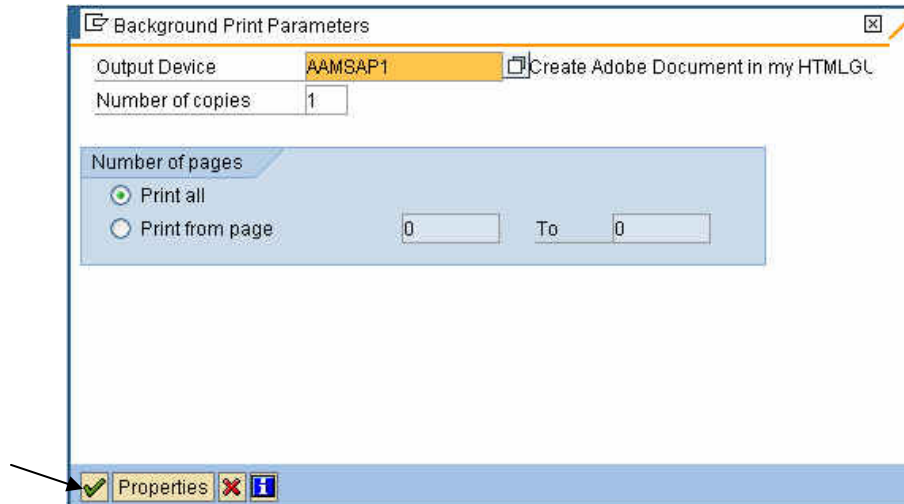
Click the Cont. button and the report text will save to your hard drive. For Windows users, this will be on your desktop. For Macintosh users, open Macintosh HD and you'll see the file TimeReport.txt. If you've previously saved a TimeReport.txt, you'll be asked whether to append or replace. This is your choice. Most users do not require the downloaded file. If you do not need the downloaded file, simply click Cancel and your report will appear.

4. When prompted for Background Print Parameters, verify your printer selection appears in the **Output Device Field**. If you change your mind and wish to have the report sent to your CAB mailbox instead of your printer, simply overwrite the default device with AEMA and press <Enter>.

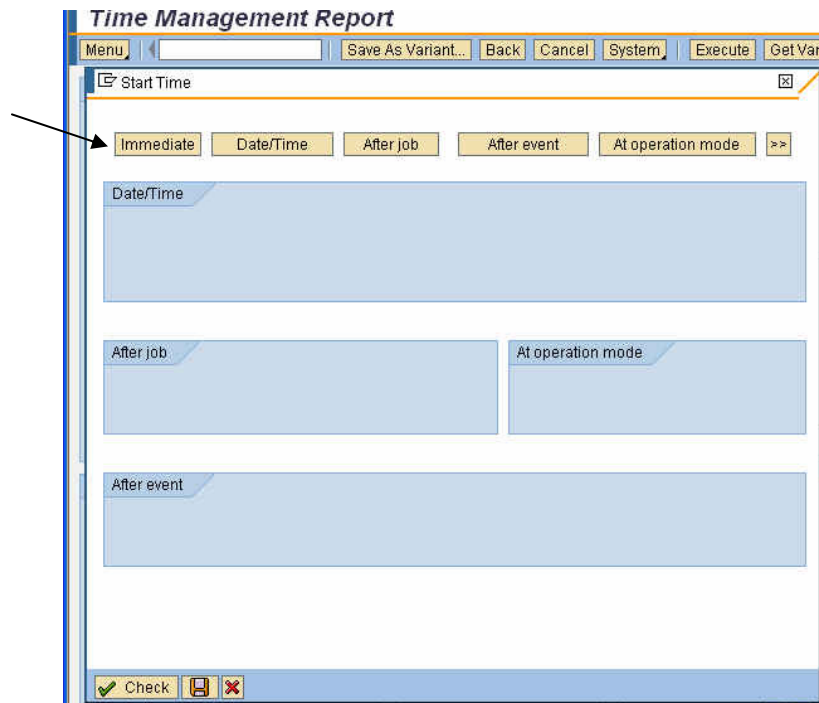


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5. Click the **Green Check**

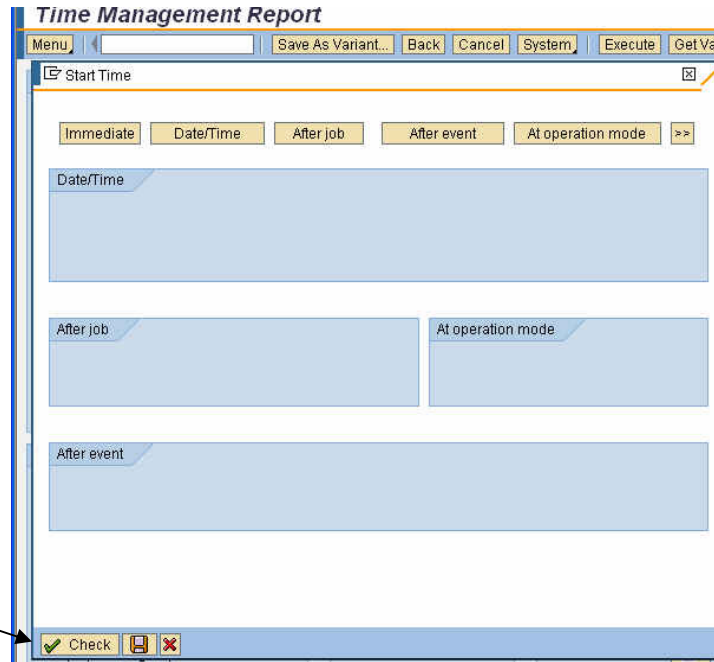


6. When prompted for the Start Time, click the **Immediate** button

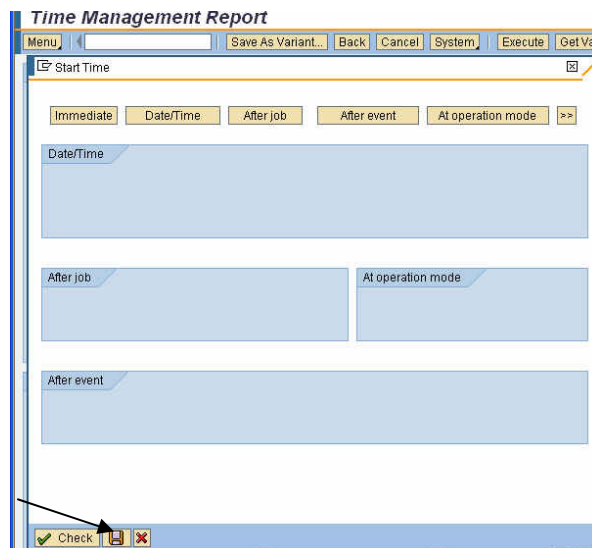


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7. Click **Check** button

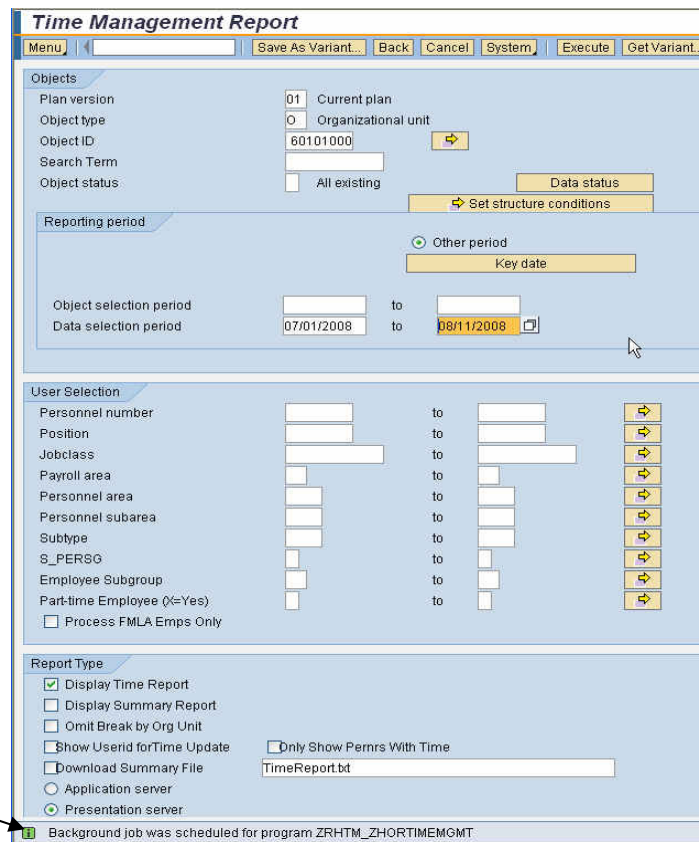


8. Click the **Save Icon**



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The SAP (ECC) 6.0 system will return you to the **WEBGUI** or **WINGUI** screen while displaying a message indicating the **'Background job was scheduled for program...'**



Time Management Report

Menu | Save As Variant... | Back | Cancel | System | Execute | Get Variant...

Objects

Plan version: 01 Current plan
 Object type: 0 Organizational unit
 Object ID: 60101000
 Search Term:
 Object status: All existing

Reporting period

Other period

Object selection period: to
 Data selection period: 07/01/2008 to 08/11/2008

User Selection

Personnel number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Position	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Jobclass	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Payroll area	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Personnel area	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Personnel subarea	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Subtype	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
S_PERSG	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Employee Subgroup	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Part-time Employee (X=Yes)	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

Process FMLA Emps. Only

Report Type

Display Time Report
 Display Summary Report
 Omit Break by Org Unit
 Show Userid for Time Update Only Show Perms With Time
 Download Summary File
 Application server
 Presentation server

Background job was scheduled for program ZRHTM_ZHORTIMEMGMT

Your report is now running and you can continue on with other work in the GUI.

After the system has completed your report, it will format the report and send it to your printer or your CAB mailbox as you chose. After the job finishes, there might be up to a **ten-minute** delay before you receive your report.