Campus Connections

How to Execute Interfaces and Reports

NOTE

- The images within this document are for reference only. They may not reflect the actual information that you would use as data to be entered, as you navigate through this step by step program guide.

- The screen windows and pages you explore will be identical to the windows and pages as set on the examples of the document.
How to Execute Programs and Interfaces

Programs and Interfaces will be stored on the User menu under the role Z_CM_department_Programs

<table>
<thead>
<tr>
<th>Technical Name for Single Role</th>
<th>Actual Name of Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z_CM_AR_PROGRAMS</td>
<td>RECEIVABLE ACCOUNTING - PROGRAMS AND INTERFACES</td>
</tr>
<tr>
<td>Z_CM_BOOKSTORE_PROGRAMS</td>
<td>BOOKSTORE - PROGRAMS &amp; INTERFACES</td>
</tr>
<tr>
<td>Z_CM_ID_PROGRAMS</td>
<td>CAMPUS ID - PROGRAMS &amp; INTERFACES</td>
</tr>
<tr>
<td>Z_CM_OIR_PROGRAMS</td>
<td>OFFICE OF INST RESEARCH - PROGRAMS &amp; INTERFACES</td>
</tr>
<tr>
<td>Z_CM_PROFED_PROGRAMS</td>
<td>PROFED - PROGRAMS &amp; INTERFACES</td>
</tr>
<tr>
<td>Z_CM_REG_PROGRAMS</td>
<td>REGISTRAR - PROGRAMS &amp; INTERFACES</td>
</tr>
<tr>
<td>Z_CM_SFA_PROGRAMS</td>
<td>SCHOLARSHIPS &amp; FIN AID - PROGRAMS &amp; INTERFACES</td>
</tr>
<tr>
<td>Z_CM_UAD_PROGRAMS</td>
<td>ADMISSIONS - PROGRAMS &amp; INTERFACES</td>
</tr>
</tbody>
</table>

Finding the interface or program to run depends on how the User Menu is set up.

Some examples follow:

User menu without **Display technical names** marked (only the actual name will appear).

OR

![SAP Easy Access - User menu for JOELLYN S MALMQUIST](image)
User menu with **Display technical names** marked.

OR

User menu with **Display technical names** and **Show first level** marked.

1. Double click on the Interface or Report to run.
2. Enter the information that the interface or report will use to gather the data.
   i.e. Fall of 2006 enter 2007 and 300 for Fall (Spring = 500, Summer = 700); if the field is
   left blank, all data will be returned for that field.

3. Run the program. The preferred method is in the background as documented on page 5.
   If running a few students, it is ok to run in the foreground by clicking on the **Execute** icon
   🔄. More than a few and the program must be run in the background.
Background jobs

Whenever possible, programs should be executed to run in the background.

1. Click Program on the top menu and select Execute in Background.

2. Choose an Output Device and click on the Continue icon.
3. Click on the **Immediate** button.

4. If you want it to run every week automatically, click on the **Period values** button and click on Weekly.

5. Click on the **Save icon** and a message will appear at the bottom of the screen showing that the program is running in the background.
Checking on the progress of an Interface or Report that has been run in the background

1. Click **System** on the top menu bar and select **Own Jobs**.

2. This will show the status of all personal jobs (ie. Finished 1).

3. Click on the **Refresh** icon to update the status information.
Viewing Output from Background Jobs

All output for a job will be established at the first step of running the job.

If there isn’t an Output file with location listed then the job will be a screen report found in the spool area.

If an Error Output file with location is listed then the job will still be a screen report found in the spool area, but the error file will be located at a physical location.

If there is an Input file location and an Output file location then the output file is where the data from the job will be stored.

Opening the Spooler

1. Click **System** at the top of the screen and select **Own Spool Requests**.
2. Mark the spool you want to display.

3. Click on the **Display** icon to display the report.
The Physical location is set up as follows:

Sample List

<table>
<thead>
<tr>
<th>Department</th>
<th>dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivable Accounting</td>
<td>AR</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Bookstore</td>
</tr>
<tr>
<td>Campus ID</td>
<td>ID</td>
</tr>
<tr>
<td>Office of Institutional Research</td>
<td>OIR</td>
</tr>
<tr>
<td>ProfEd</td>
<td>ProfEd</td>
</tr>
<tr>
<td>Registrars</td>
<td>REG</td>
</tr>
<tr>
<td>Scholarships &amp; Financial Aid</td>
<td>SFA</td>
</tr>
<tr>
<td>Admissions</td>
<td>UAD</td>
</tr>
</tbody>
</table>

A Network Drive must be mapped for the programs. Once mapped there will be four folders that show: PROD, REG, STG and DEV.

To map a network drive for your department right click on the Start menu and click on Explore. Click on Tools at the top of the screen and select Map Network Drive. Enter \SAPDATA\DEPT$ and click on Finish (DEPT is the abbreviation for your dept).

When a program is executed verify that the output file shows the following:
/SAPDATA/DEPT/ZXXXXX (all caps)

The system will know which environment the program is being executed in and send it to the appropriate folder as listed above.
**Miscellaneous Items**

**Variant**
A variant is data previously entered that has been saved.

1. To create a variant, just enter the data you want to save and click on the **Save** icon.

2. Type in a unique name for the **Variant name** (for example: Fall 2006).

3. Click on the **Save** icon.
4. To use the variant on a future date, just click the **Variant** icon.

5. Double click on the variant you wish to use.
Customizing of Local Layout
This is the last icon on any of the SAP screens.

1. Click on the **Customizing of Local Layout** icon and select **Options**.

2. Click on the **Options** tab.

3. In the Quick Info section mark **Quick**, this lets the text pop up when the mouse hovers over an icon.
4. Click on the **Expert** tab.

5. In the Controls section click on the **Show Keys in All Dropdown Lists** and it will show object id code or object in all dropdown list.

6. In the Controls section the **Sort Items by Key** lets you sort Items by the object id number. If you don’t mark it, it will sort alphabetically (recommended).

7. Click on the **OK** button.