

**Spool\_File**

**SP01**

**Change History**

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

<b>Date</b>	<b>Name</b>	<b>Change Description</b>
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

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

**Procedure**

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

**Output controller**

The screenshot shows the SAP 'Output controller: Spool request selection screen'. The window title is 'Output controller: Spool request selection screen'. The menu bar includes 'Selection', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. Below the toolbar, there is a section for 'Further selection criteria...' with a dropdown arrow. The main area has two tabs: 'Spool requests' and 'Output requests'. The 'Spool requests' tab is active. The form contains several input fields with dropdown arrows:

- Spool Request Number: [ ]
- Created By: [ ]
- Date created: 10/01/2008 to 10/01/2008
- Client: 700
- Authorization: [ ]
- Output Device: [ ]
- Title: [ ]
- Recipient: [ ]
- Department: [ ]
- System Name: RP0

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

Field Name	R/O/C	Description
Date created	R	Remove the contents of this field.  This field will default to the key date <b>Example: 10/1/2008</b>
To	R	Leave this field blank
Authorization	R	Enter the agency business area: <b>Example 155</b>  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> <b>Example:</b> <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.

3. Click  (Enter) to validate

## Output controller

**Output controller: Spool request selection screen**

Further selection criteria...

Spool requests | Output requests

Spool Request Number [ ] [v]

Created By [ ] [v]

Date created [ ] to [ ] [v]

Client 700 [v]

Authorization 155\* [v]

Output Device [ ] [v]

Title [ ] [v]

Recipient [ ] [v]

Department [ ] [v]

System Name RPO [v]

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

## Output Controller: List of Spool Requests

**Output Controller: List of Spool Requests**

Spool no.	Type	User	Date	Time	Status	Pages	Title or name of spool request
25069	SE	TIDALSAP	04/17/2006	21:03	-	2	1550_ZCATA_RETSPR
25308	SE	TIDALSAP	04/17/2006	20:13	-	5	1550_Payroll Results
25200	SE	TIDALSAP	04/17/2006	18:41	-	3	155 - Gap 1 Time and Attendance

3 Spool requests displayed

3 Spool requests without output request

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

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.

## Graphical display of spool request 25069 in system RP0

**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
X00		383202	04/06/2006	9003	8.00			0.00				1
E 00383202 Not enough quota 31 for attendance/absence 9003 on 04/06/2006 for personnel no [redacted]												
E 00383202 Record from 04/06/2006 with subtype 9003 could not be posted												
X00		458369	04/02/2006	9069	8.00			0.00				2
E 00458369 Not enough quota 35 for attendance/absence 9069 on 04/02/2006 for personnel no [redacted]												
E 00458369 Record from 04/02/2006 with subtype 9069 could not be posted												

Number of unsuccessful postings: 2



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/AType	Hours	Crcy	WT	Number	TMU	Amount	Type	Number
X00		383202	04/06/2006	9003	8.00			0.00				1
E 00383202 Not enough quota 31 for attendance/absence 9003 on 04/06/2006 for personnel no [redacted]												
E 00383202 Record from 04/06/2006 with subtype 9003 could not be posted												
X00		458369	04/02/2006	9069	8.00			0.00				2
E 00458369 Not enough quota 35 for attendance/absence 9069 on 04/02/2006 for personnel no [redacted]												
E 00458369 Record from 04/02/2006 with subtype 9069 could not be posted												

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

## Output Controller: List of Spool Requests

Spool no.	Type	User	Date	Time	Status	Pages	Title or name of spool request
25009		TIDALSAP	04/17/2006	21:03	-	2	1550_ZCATA_RETSPR
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 displayed  
-----  
3 Spool requests without output request

8. Click  **25308** (1150\_Payroll Results).



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



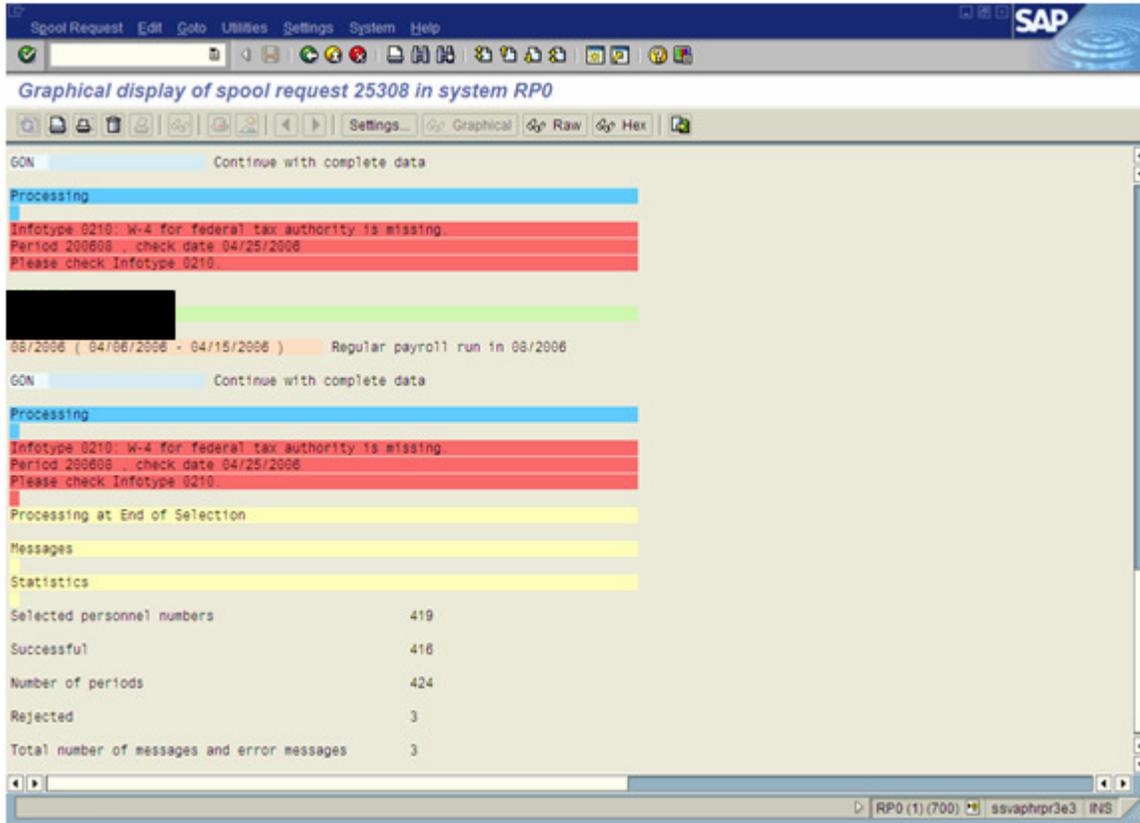
The Payroll Results Report displays the payroll results from the Payroll run.



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  (Display) to display the results of the report.

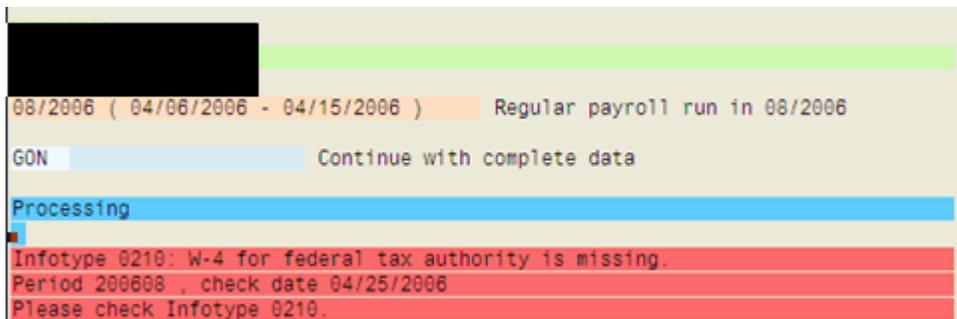
## Graphical display of spool request 252308 in system RP0



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.



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

## Output Controller: List of Spool Requests

Spool no.	Type	User	Date	Time	Status	Pages	Title or name of spool request
25009		TIDALSAP	04/17/2006	21:03	-	2	1550_ZCATA_RETSPR
25308		TIDALSAP	04/17/2006	20:13	-	5	1550_Payroll Results
25200		TIDALSAP	04/17/2006	18:41	-	3	155 - Gap 1 Time and Attendance

3 Spool requests displayed  
3 Spool requests without output request

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.



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.

## Graphical display of spool request 25200 in system RP0

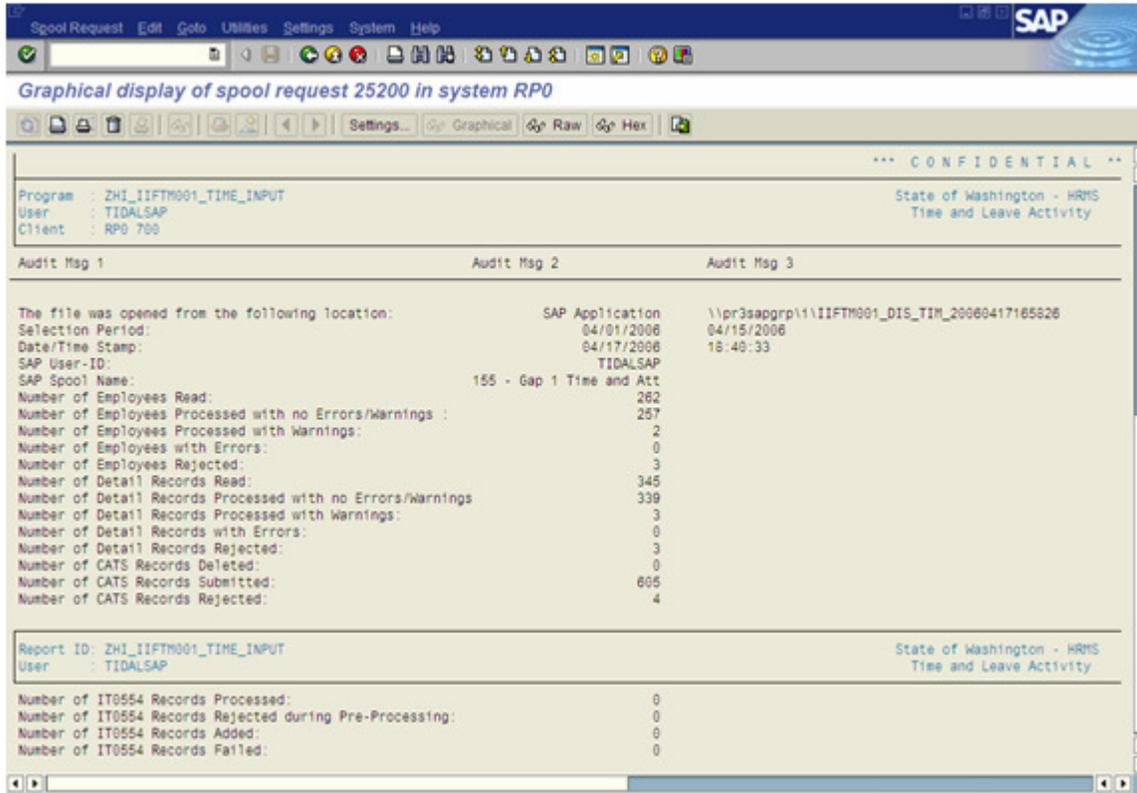
Pers Area	Pers Sub	Org. Unit	Pers. Number	SSN	Last Name	First Name	Begin Date	End Date	Msg. ID	Message Text
1550	00GX	30000895					04/06/2006	04/15/2006	W1126	Start Date adj
1550	0002	30011805					04/01/2006	04/03/2006	W1127	End Date adjus
1550	00GX	30000816					04/03/2006	04/15/2006	W1126	Start Date adj
1550	00GX	30000816					04/03/2006	04/15/2006	W1126	Start Date adj
1550	0002	30000824					00/00/0000	00/00/0000	E0195	Personnel numb
1550	0002	30000824					04/03/2006	00/00/0000	E1137	Record was rej
1550	00GX	30000850					00/00/0000	00/00/0000	W0014	Not enough quo
1550	00GX	30000879					00/00/0000	00/00/0000	W0014	Not enough quo
1550	0002	30000839					00/00/0000	00/00/0000	E0195	Personnel numb
1550	0002	30000839					00/00/0000	00/00/0000	E0195	Personnel numb
1550	0002	30000839					04/04/2006	00/00/0000	E1137	Record was rej
1550	0002	30000839					04/03/2006	00/00/0000	E1137	Record was rej
1550	00GX	30000895					00/00/0000	00/00/0000	E0025	No quota avail
1550	00GX	30000895					04/06/2006	00/00/0000	E1137	Record was rej



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.

## Graphical display of spool request 25200 in system RP0



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

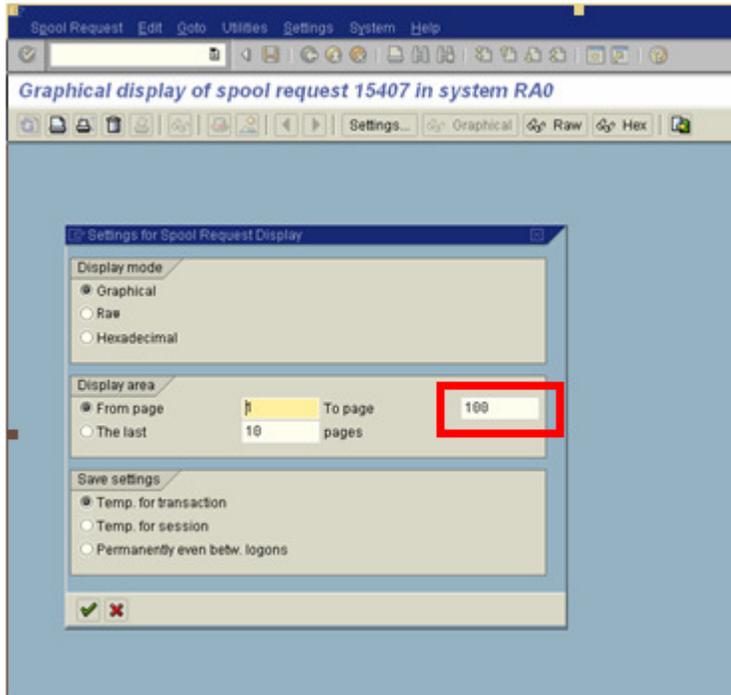
You will need to correct the error before payroll exits.

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

### Displaying more than 10 pages and Printing Spool

15. Click on 

## Graphical display of spool request 15407 in system RA0



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.

## Exporting Spool to Excel

### Graphical display of spool request 16921 in system RP0

The screenshot shows the SAP Spool Request graphical display for request 16921 in system RP0. The window title is "Graphical display of spool request 16921 in system RP0". The interface includes a menu bar (Spool Request, Edit, Goto, Utilities, Settings, System, Help) and a toolbar with icons for various actions. Below the toolbar, there are two summary tables.

Data statistics	Number of
Records passed Header	31
Records passed Position	0

Number of unsuccessful postings:	0
Number of data records read:	31
Number of successful postings:	31

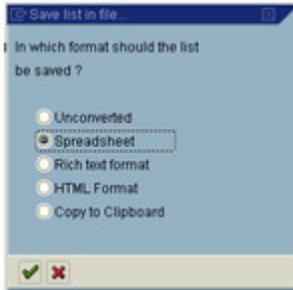
Exc.	Cxd	Pers.No.	Valid From	A/Type	Hours	Crcy	WT	Number	THU	Amount	Type	Number
Message												
	00X	216885	03/09/2006	9048	8.00			0.00				1
	00X	280654	03/13/2006	9048	8.00			0.00				2
	00X	280654	03/15/2006	9048	4.00			0.00				3
	00X	306750	03/15/2006	9054	8.00			0.00				4
	00X	306750	03/14/2006	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	03/10/2006	9048	8.00			0.00				9
	00X	391956	03/06/2006		0.00		1232	1.00	001			10
	00X	391956	03/06/2006		0.00		1232	1.00	001			11

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



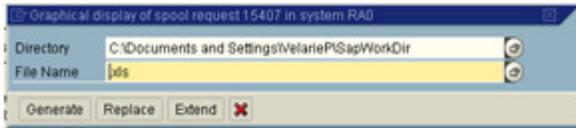
The Spool file is only available for seven (7) days on the Output Controller. It is recommended that you export your file to Excel.

### 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



24. Click the Generate button to save your file.

