



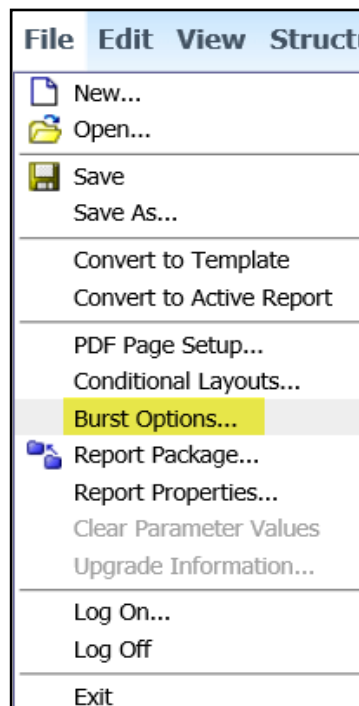
FAQ: How to set up your report for Bursting

Run a report once, and send specific subset of data to many

How to set your report up for bursting

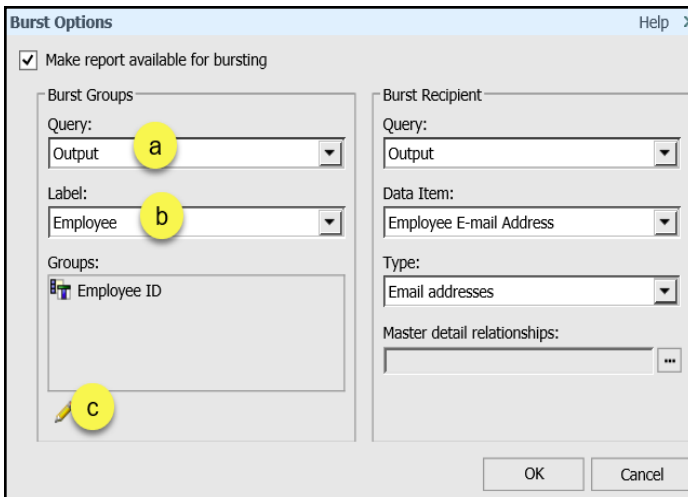
Once your report is ready for bursting, make sure you have the recipient name, ID, and email address fields within the final output query.

1. Enable for bursting. From the Report File menu, select *Burst Options*

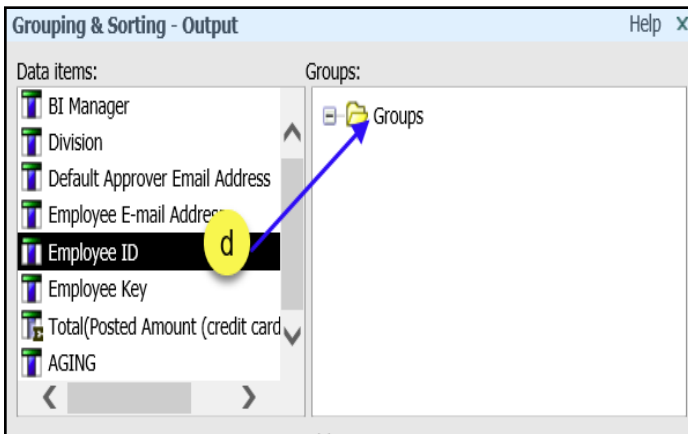


WHAT IS BURSTING?

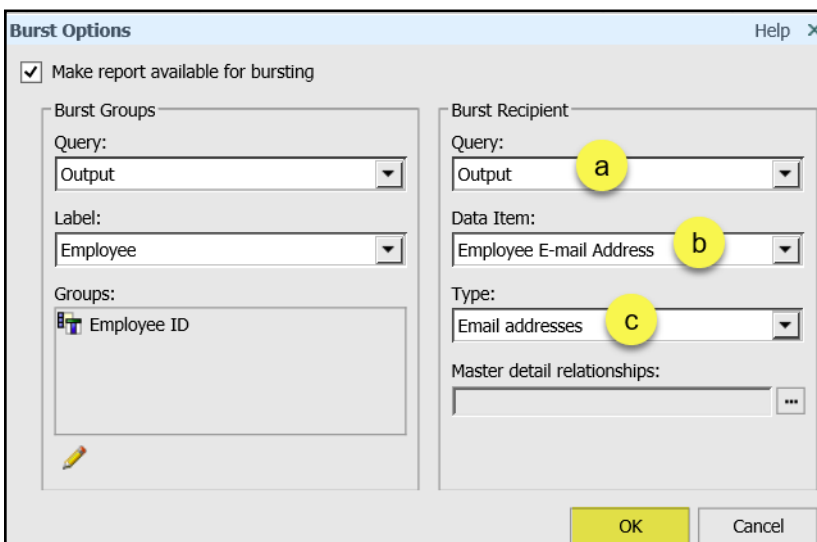
- » *Bursting is the process of **running a report once and then dividing the results** for recipients who each view a subset of the data.*
- » *For example, salespeople in different regions each need a report showing the sales target for their country or region. You use burst reports to send each salesperson only the information they need.*
- » *Burst reports can be distributed by email or saved to a folder for viewing.*



2. Click checkbox for *Make report available for bursting*
3. In the Burst Groups section, determine how the report will be split
 - a. Select the query containing the burst information
 - b. From the *Label* dropdown menu, select a field how you want your burst output to appear in Intelligence report history. *For example, if bursting to employee, you would want to select the employee name*
 - c. Under the Groups box, click *Edit* button
 - d. Drag the unique identifying data item from the left, drop it onto the Groups folder on the right. *For example, if bursting on employee, use the Employee ID*
 - e. Click *OK*



The burst recipient side determines how the report is sent



- a. Query dropdown menu - select your final query
- b. Data Item dropdown menu - select the recipient *Email Address*
- c. Type dropdown menu - select *Email Addresses*
- d. Click *OK*

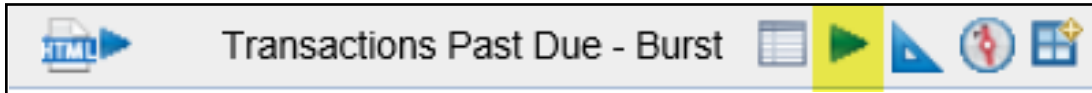


Save the report

How to test your bursted report

Once you have the report set up to burst, follow these instructions to test the report as it will be bursted.

In Intelligence, find the report you are bursting, and then click the *Run with Options* icon



Select *Advanced Options*

Select how you want to run and receive your report.

Format:
HTML

To specify a time to run the report, or for additional formats, languages, or delivery options, use **advanced options**.

Accessibility:

View and modify:
 View the report now
 Run in the background

Options:
 HTML
Number of rows per Web page: 100
 Enable selection-based interactivity
 PDF
No options saved
Send...
 Excel 2007
 Excel 2002
 Delimited text (CSV)
 XML

Accessibility:
 Enable accessibility support

Languages:
English
Select the languages...

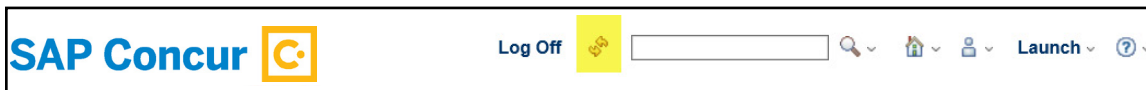
Burstings:
 Burst the report

Prompt values:
No values saved
 Prompt for values

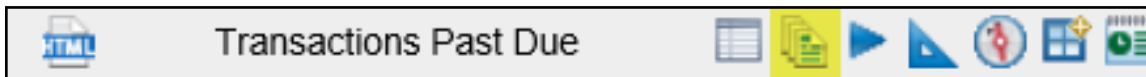
Run Cancel

- Select *Run* in the background
- Check *Burst the report*
- Click *Run*

Back on the Intelligence page, click *Refresh*



Click the *View output versions* icon



Click on the *HTML* link to view what will be sent to that recipient

View report output versions - Transactions Past Due

Current Archived versions

Double-click to select an output version and then select the format

Entries: 1 - 1

Versions	Formats
September 21, 2020 9:05:15 AM	HTML
	HTML
	HTML

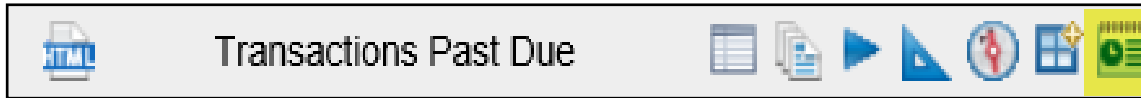
Delete

Label from step 3a

Burst the report to the recipients automatically

If your burst enabled report does not require you to change the prompt options each time you run it, you can follow the below steps to schedule the report.

Click on the *Schedule* icon



Set up when you want the report to run automatically

- Complete the highlighted areas.
- Check *Override the default values* box
- Add email recipients

Email the report to the recipients

- » To email the report to the recipients, check the appropriate box under the *Delivery* section and Update the Subject Line, Email Body and check '*Attach the report*' (green highlight)
- » Click *OK* when completed

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