

# Batch Job

There are 2 steps to define a batch job:

1. Create an entry in the batch job register.
2. Create a confluence page for each job using the Batch Job Design template.



- [Batch Job Register](#)
- [Batch Job Confluence Page](#)

## Batch Register

Please note the following:

- Refer to "Governance ReadMe" sheet for details on how to fill up the register.
- Job owners will need to define a 5-6 character long Job ID: <2-3 Character Identifier><3 digit sequence number>
  - First 2-3 character is used to identify which process or functionality the job belongs to. E.g., POD (A2D, S2S etc.) or functionality (GTS, FIN, AFC, PI etc.).
  - Next 3 digits will be in running order (001, 002, etc.).
  - Duplicate job IDs will be highlighted in red using conditional formatting.
- Please update the next empty row and do not leave empty rows.

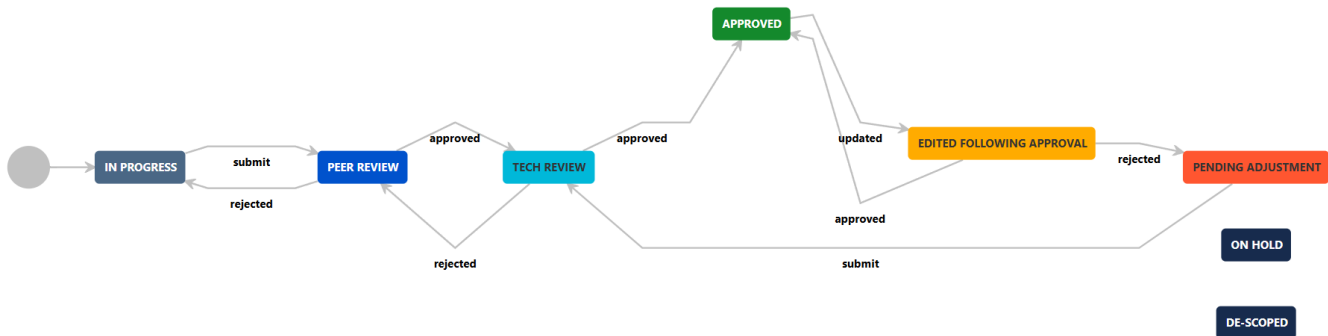
## Batch Job Confluence page

- The purpose of the batch job confluence page is to provide more execution details of the batch job which will be handed over to the support team to aid them in the administration and support.
- The Batch Job Design template provides a guideline for the contents and writers can adapt the page and add more details.
- Job owners must create a batch job confluence page per job.

## Approval Process

The following diagram describes the approval process and document is approved after the tech review which will be carried out by Technology team.

1. Peer review is carried out by team members (same as functional specs)
2. Tech review is performed by the technology team and the document is approved after this step.
3. During Tech review, the reviewer will also validate the entry in the batch job register.



## FAQ

### S/4HANA Job Status

S/4HANA jobs will be tracked across the different system using the following status in columns X to AD.

- Planned - Job not ready to be scheduled (e.g., program or variant not ready)
- Ready to be scheduled - Team mentioned under "PIC for Scheduling" to schedule the job
- Scheduled - Job has been scheduled and is running.
- On-Hold - Job is paused.
- Not required - Job not required for that particular system
- Descope - Job has been descope

## Requesting to schedule jobs in S/4HANA

- Development & Sandbox - System owners can request the respective system administrators to schedule the jobs after:
  - Batch jobs register is updated with the required information.
  - Program and variants have been created.
- Other systems
  - Batch job confluence page is approved and batch jobs register is updated with the required information.
  - Before the start of the different test cycle (integration test, UAT etc.), an email will be sent by the basis team to ask job owners to review which jobs are to be schedule for the start of the test cycle.
  - Respective PIC will need to set the status as "Ready to be Scheduled" for the respective systems (Column T to Z) and basis team will schedule the jobs.
  - Please raise a tasks to basis team if the job is to update, stop or start the batch schedule during the test cycle.

## Teams responsible to setup batch jobs

This is dependent on the system.

- Teams managing the respective SaaS applications will be responsible to schedule batch jobs in their respective systems. For example Ariba team will configure Ariba job.
- Batch Jobs in S/4HANA will be managed by different teams depending on the type of batch jobs.
  - Basis team - SM36 Jobs, SAP Application Jobs
  - Development Team - Process Chain

## Configuring Dependent Jobs

Dependencies are classified into 2 categories:

- Within same system
- Cross systems

Please list down the dependencies under the columns "Prerequisite Job(s)" and "Successor Job(s)" in the batch job register and also document details in the confluence page.

### Within same system

Dependent batch jobs will be configured to run one after the other by the application's respective scheduler.

For S/4HANA, Basis team will SAP events to trigger the dependent jobs.

- Prerequisite jobs will be configure to execute SAP standard job that triggers an SAP event as the last step.
- Dependent job will be configured to start execution upon the SAP event.

### Cross System

This will be managed on a case by case basis and might require further evaluation.

## Monitoring

The actual monitoring method has not been determine but the following can be assumed:

- System administrator will be notified or monitor for failed jobs.
- An incident will be created and assign to the respective support team.

## Notification to end users (S/4HANA)

- For SAP jobs, email notifications can be configured to send the job status or spool via emails.
- For application jobs, SAP standard tile can be used to monitor the jobs.
- If required, a custom view can be built to list application job logs for critical jobs.