

## Running the NZRPOSN Report

The NZRPOSN generates a list of positions for a single organization or a range of organizations.

The NZRPOSN report may be printed or downloaded as a text file.

### To print the NZRPOSN:

Banner reports can be printed only on a designated printer. This printer is a network printer, but it will have a designated Banner name. Enter the name of the Banner printer in the “Printer” field in Printer Control section of the form. If you don’t have a Banner designated printer or don’t know the Banner name for the printer, see the instructions for downloading the report.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process: NZRPOSN Position Report By Org Code

**Printer Control**

Printer: BUDHP1N Special Print: Lines: 55 Submit Time:

**Parameter Values**

Number	Parameters	Values
01	Enter the report start date	01-JUL-1993
02	Enter the report end date	30-JUN-2008
03	Enter the Start Org Code	622715
04	Enter the End Org Code	622715
05	Enter the Position Status	
06	Sort Option 1 [Y/N]	N
07	Sort Option 2 [Y/N]	N
08	Sort Option 3 [Y/N]	Y

LENGTH: 11 TYPE: Date O/R: Required M/S: Single  
Enter the position start date.

**Submission**

Save Parameter Set as Name: Description:  Hold  Submit

Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.  
Record: 1/1 | ... | List of Valu... | <OSC>

Enter the values for each parameter listed. (At the bottom of the Parameter Values section of the form, parameter definitions and value options are displayed.)

Number	Parameters	Values
01	Enter the report start date	01-JUL-1993 <sup>(1)</sup>
02	Enter the report end date	30-JUN-2xxx <sup>(2)</sup>
03	Enter the Start Org Code	XXXXXX <sup>(3)</sup>
04	Enter the End Org Code	YYYYYY <sup>(3)</sup>
05	Enter the Position Status	Leave blank
06	Sort Option 1 [Y/N]	N
07	Sort Option 2 [Y/N]	N
08	Sort Option 3 [Y/N]	Y
09	Position Code	%
10	Fund Code	110100 <sup>(4)</sup>
11	Beginning Account	51xxx <sup>(5)</sup>
12	Ending Account	51xxx <sup>(5)</sup>
13	Fiscal Year	2xxx <sup>(6)</sup>
14	NBBFISC Active Ind [Y/N]	Y
15	NBRPTOT Status	A
16	Include Program Codes	Leave blank
17	Exclude Program Codes	Leave blank
18	Include Predecessor Codes	Leave blank
19	Include Terminated Employees?	Enter "Y" or "N" <sup>(7)</sup>
20	Effective Date for Terms	See footnote 7 <sup>(8)</sup>
21	Create Download File	U
22	Include Vacant Positions	Enter "Y" or "N" <sup>(9)</sup>
23	Comment Options	Enter "Y" or "N" <sup>(10)</sup>

Footnotes:

<sup>(1)</sup> The report start date should always be 01-JUL-1993.

<sup>(2)</sup> The report end date should always be the last day of the fiscal year (e.g., 30-JUN-2xxx).

<sup>(3)</sup> Enter the Banner alias (which may be different from the EAS org) for the org(s) for which data should be returned.

<sup>(4)</sup> The fund code for University operating funds (c-funds) is 110100. The corresponding fund code for the Medical Center is 210100.

<sup>(5)</sup> Enter the five-digit payroll account for which data should be returned (e.g., 51111, 51211, 51221, etc.).

<sup>(6)</sup> Enter the current fiscal year (e.g., 2012).

<sup>(7)</sup> Enter "Y" or "N" if terminated employees should be listed on the report. The report will bring back a list of current and terminated employees for each position as of the effective date entered in parameter 20.

<sup>(8)</sup> Enter the effective date for the terminations listed in parameter 19. If parameter 19 is "N", leave parameter 20 blank.

<sup>(9)</sup> Enter "Y" or "N" if vacant positions should be included in the report. Vacant positions are usually included in the report.

<sup>(10)</sup> The position record may have comments attached to it pertaining to funding, temporary adjustments, leaves of absence, etc. Enter "Y" or "N" if the report should include comments.

After entering the last parameter value, click the “Save Parameter Set as” box (a check mark will appear in the box) and click the “Save” icon in the toolbar at the top of the page. A dialog box stating “Saving current parameter values as user level details” will appear; click “OK”. (When the NZRPOSN form is reopened, the parameters entered the last time the report was run will automatically populate.)

### NZRPOSN form

The screenshot shows the Oracle Developer interface for the NZRPOSN form. The title bar indicates the application is running on GJAPCTL. The main window contains several sections:

- Printer Control:** Includes fields for Printer (BUDHP1N), Special Print, Lines (55), and Submit Time.
- Parameter Values:** A table with columns for Parameter Number, Parameters, and Values. The table lists parameters 16 through 23, such as 'Include Program Codes' and 'Exclude Program Codes'. The 'Values' column shows 'N', 'U', 'Y', and 'Y' for parameters 19, 21, 22, and 23 respectively.
- Submission:** Contains a 'Save Parameter Set as' checkbox (circled in red), 'Name' and 'Description' input fields (circled in red), and radio buttons for 'Hold' and 'Submit'.

Red annotations include:

- A box labeled "Click save icon." pointing to the save icon in the toolbar.
- A box labeled "Check box." pointing to the "Save Parameter Set as" checkbox.
- A box labeled "Enter Name and Description." pointing to the "Name" and "Description" input fields.

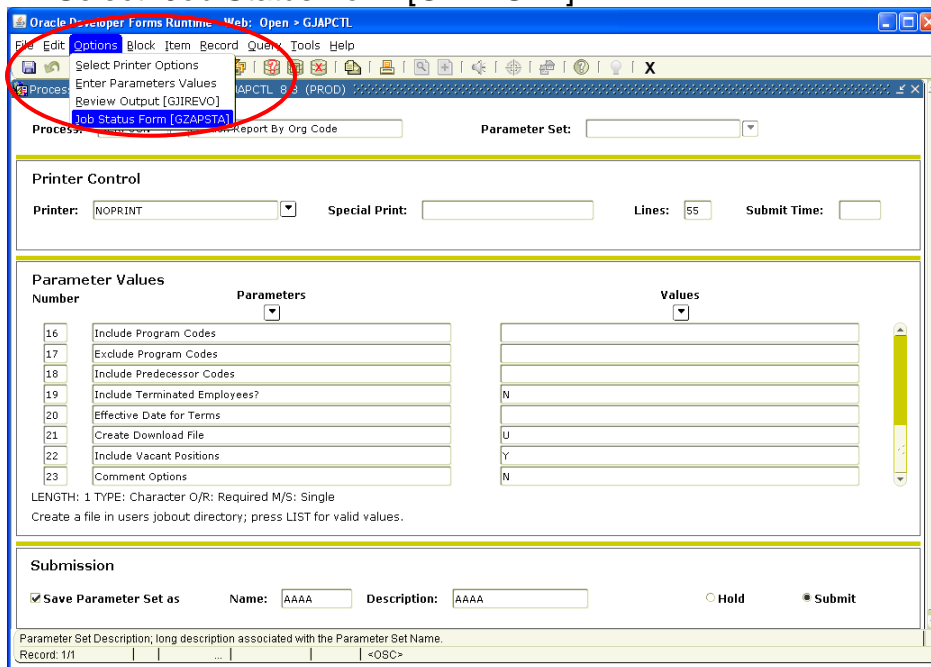
Once completed, the report will automatically print to the designated Banner printer. **(NOTE: Due to the confidentiality of the information in the report, be sure to retrieve the report from the printer quickly, especially if the printer is not in the immediate vicinity of your office or workstation.)**

To download the NZRPOSN:

Enter “NOPRINT” in the “Printer” field.

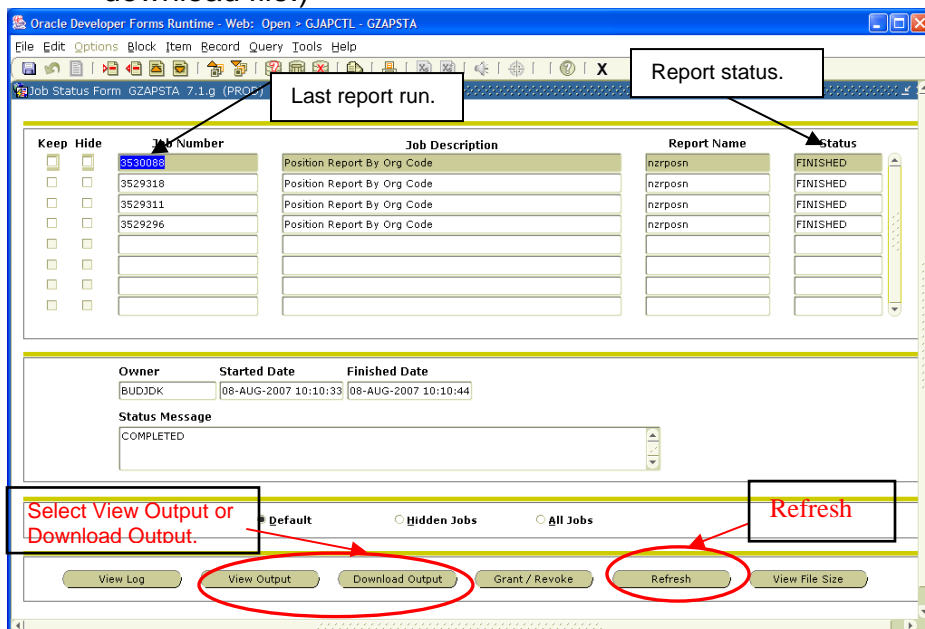
Follow the steps and save the parameters as outlined above.

- Click “Options” from the menu.  
Select “Job Status Form [GZAPSTA]”:

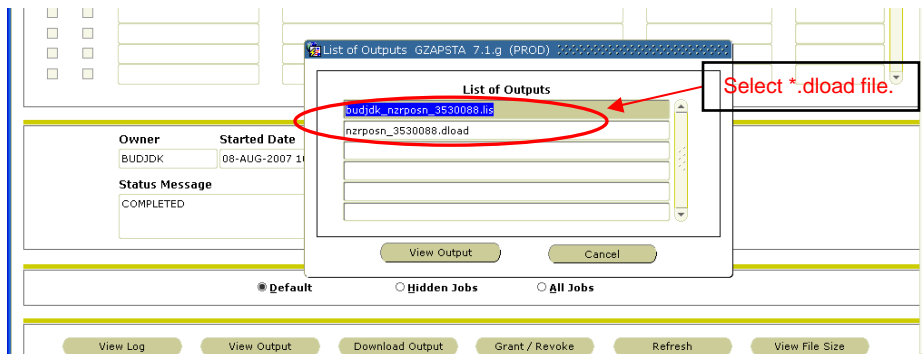


The most current job will appear first on the screen. If the Status is “Running”, click the refresh button at the bottom of the screen until the Status is “Finished”.

- Click “View Output” button at the bottom of the screen to access the download file. (Clicking the “Download Output” button is another way to access the download file.)



- Two files will be in the dialog box as a List of Outputs—one with a \*.lis extension, another with a \*.dload extension. Select the \*.dload file, and click “View Output”. The data will appear in another dialog box.



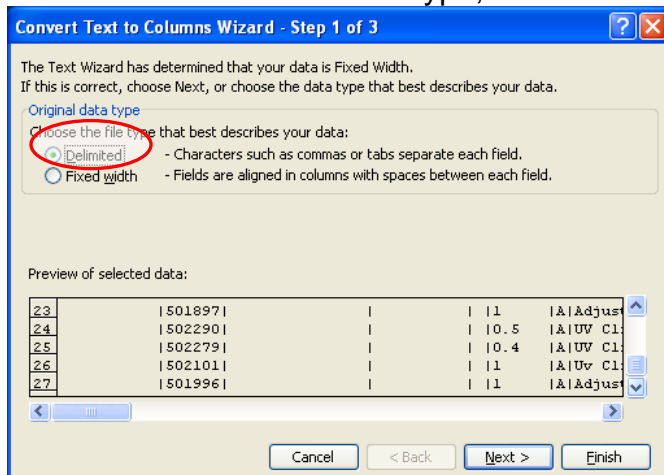
- Save the file. The file will save as a \*.txt file that can be opened and viewed in Excel.

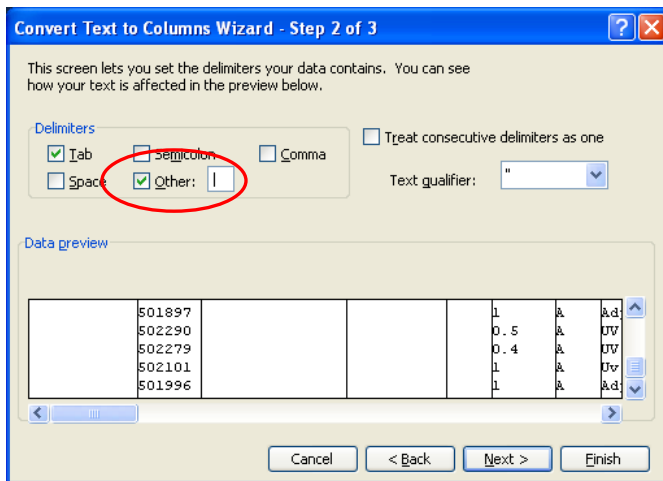
To open the download file in Excel:

Open the \*.txt file in Excel (making sure that All Files (\*.\*) is selected as the “Files of Type”).

The Text Import Wizard will automatically launch.

Select “Delimited” as the file type, and click “Next”:





Select "Other" and enter the pipe symbol (|) (Shift key + the key under the Backspace button). Click "Next", then "Finish".

Your data is now parsed and can be more easily viewed. Save the file as an \*.xls document.

Notes about downloading the NZRPOSN:

- Be sure that the pop-up blocker is either disabled or will allow pop-ups from the Banner website. Otherwise, you will not be able to download the file.
- The download does not include the headers that appear on the printed report. Your budget analyst can provide you with the headers upon request.
- The download file does not include all of the data fields included on the printed report.