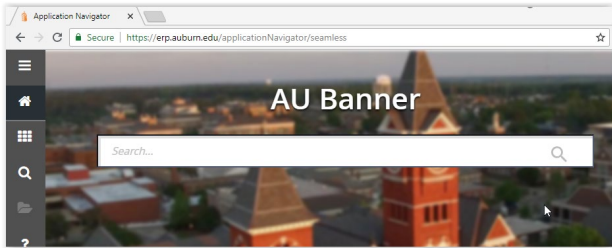


PZRPOSN – Positions Created

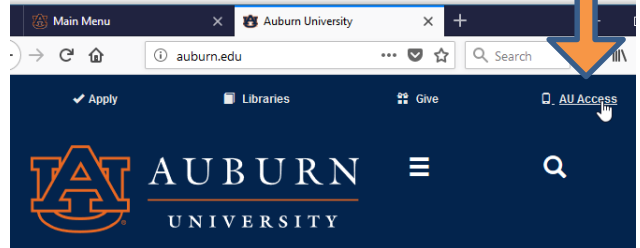
Listing of positions created on or after a specific date

1 Banner Admin
erp.auburn.edu

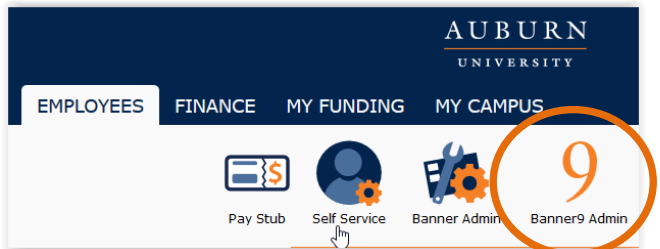
2 AU Authenticate and 2-factor DUO



1 AU Access

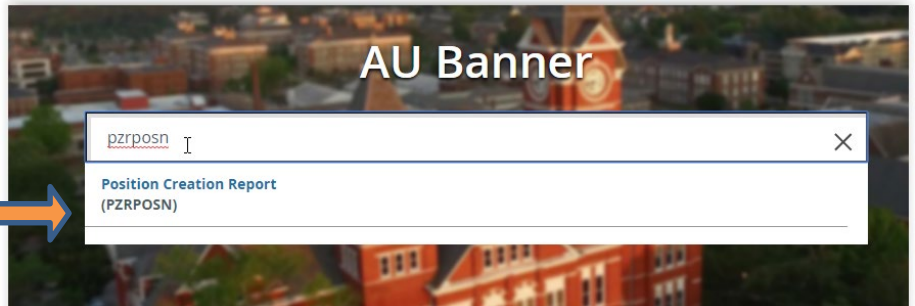


2 Employee Tab -> Banner9 Admin

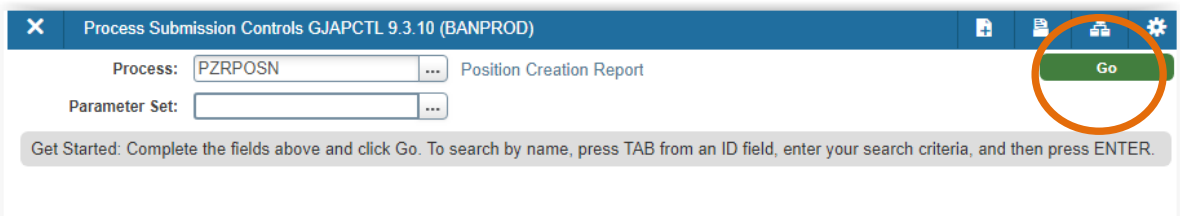


3 Search Field Type PZRPOSN

4 Select the result



5 Submission Control -> Go



Process Submission Controls GJAPCTL 9.3.10 (BANPROD)

Process: PZ [Process Submission Controls GJAPCTL 9.3.10 (BANPROD)] Start Over

PRINTER CONTROL

Printer [] Submit Time [] PDF Font Size []
 Special Print [] MIME Type [None] Delete After Days []
 Lines [] PDF Font [] Delete After Date []

PARAMETER VALUES

Number *	Parameters	Values
01	Position Begin Date	
02	College Code (Optional)	

LENGTH: 3 TYPE: Character O/R: Optional M/S: Single
 3 digit college code

SUBMISSION

Save Parameter Set as Hold / Submit Hold Submit

Name [] Description []

SAVE

1. Position Begin Date – i.e. date
 2. College Code (optional) – i.e. 113, 102, etc.

Value Hints

Process Submission Controls GJAPCTL 9.3.10 (BANPROD)

Process: PZRPOSN Position Creation Report Parameter Set: Start Over

PRINTER CONTROL

Printer [] Submit Time [] PDF Font Size []
 Special Print [] MIME Type [None] Delete After Days []
 Lines [] PDF Font [] Delete After Date []

PARAMETER VALUES

Number *	Parameters	Values
01	Position Begin Date	09/30/2018
02	College Code (Optional)	128

LENGTH: 3 TYPE: Character O/R: Optional M/S: Single
 3 digit college code

SUBMISSION

Save Parameter Set as Hold / Submit Hold Submit

Name [] Description []

SAVE

7

Submission Block

Cursor MUST click within the Submission Block.
 Either check the Save Parameter Set* OR click your cursor on the Name Field

*Save Parameter Set as will keep the values entered for future runs.

8

Save

Saving the form runs the script/report.

Process Submission Controls GJAPCTL 9.3.10 (BANPROD)

Process: PZRPOSN Start Over

Parameter Set: []

Get Started: Complete the fields above and click Go. To search by name, press TAB from the search criteria, enter your search criteria, and then press ENTER.

Saving current parameter values as user level defaults.
 Sequence number is: 7854058

If the report was submitted with no errors, the runner will receive a sequence number. If you save the parameter set, then you will also see message regarding default values.

Check your email

Downloadable csv file

PositionReport.csv
 570 bytes

See Attachment