



University  
of Idaho

# BANNER



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Office of the Registrar

# BANNER Student Reporting Reference Manual

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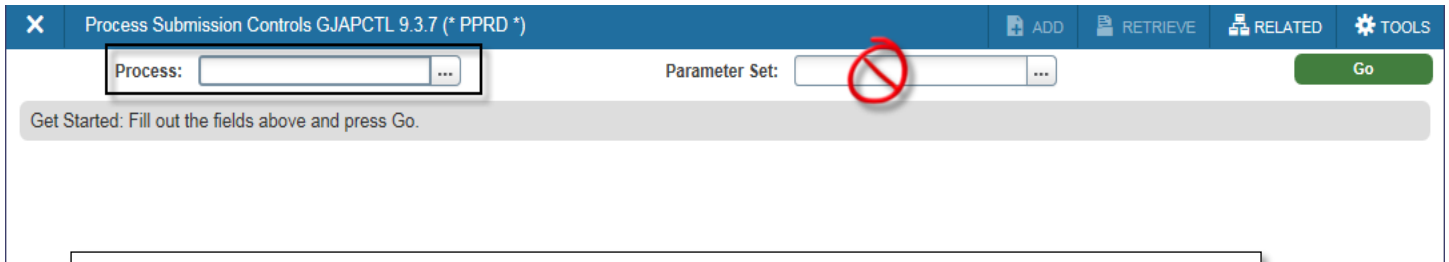
<b>DESCRIPTION</b>	<b>REPORT / FORM</b>	<b>PAGE</b>
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# GJAPCTL

## General Report Processing

All Banner reports are generated through the standard page, GJAPCTL. The report distinction is made by the **Process** name by entering the Banner report code or searching. The **Parameter Set** field should always be left blank.

After entering the **Process** name, click the  button.

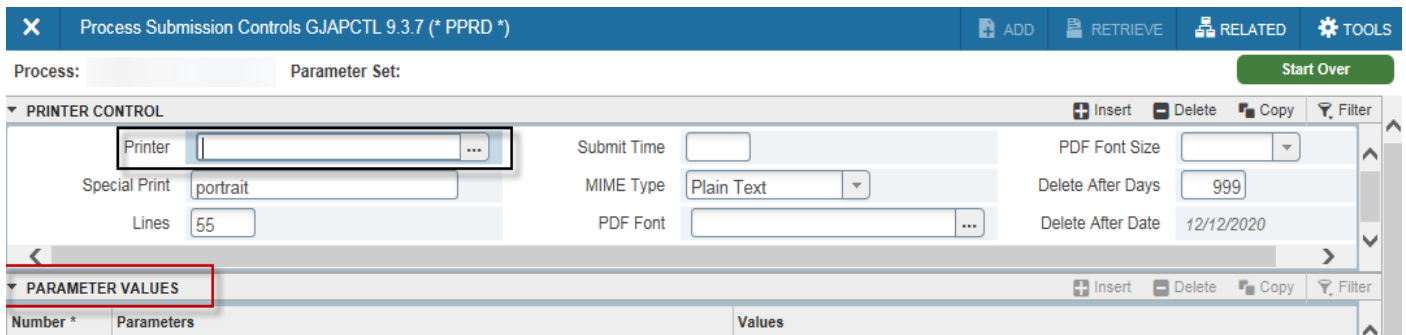


Process Submission Controls GJAPCTL 9.3.7 (\* PPRD \*)

Process:  ... Parameter Set:  ...

Get Started: Fill out the fields above and press Go.

The next block is where the **Printer** for the output is designated. Banner requires use of a network printer; this field is also searchable if the print name is unknown. If the report is being generated as a file for Excel, use *DATABASE* as printer name. The remaining fields will automatically default to the correct values, do not adjust.



Process Submission Controls GJAPCTL 9.3.7 (\* PPRD \*)

Process:  Parameter Set:

**PRINTER CONTROL**

Printer:  ...

Special Print:  portrait

Lines:  55

Submit Time:

MIME Type:  Plain Text

PDF Font:  ...

PDF Font Size:

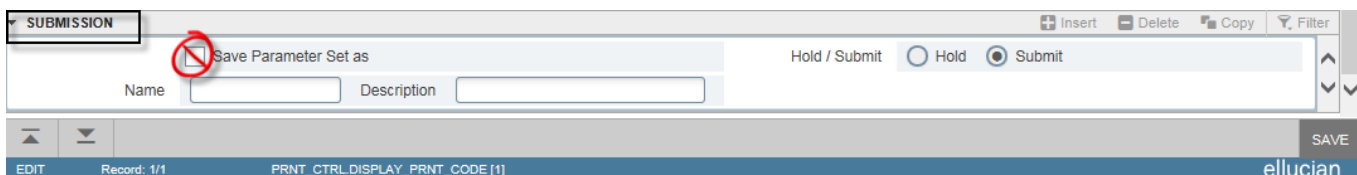
Delete After Days:  999

Delete After Date:  12/12/2020

**PARAMETER VALUES**

Number *	Parameters	Values

The next block is the **Parameter Values** which are unique for each report. **Parameters** are basically questions and **Values** are the answer provided by the user to make the report specific to their needs. The Parameter Values are detailed for each report in the following pages.



**SUBMISSION**

Save Parameter Set as

Name:  Description:

Hold / Submit:  Hold  Submit

Record: 1/1 PRNT\_CTRL.DISPLAY\_PRNT\_CODE [1]  ellucian

The final block is **Submission** block where the report is **Saved** for generation and completion. Never check the **Save Parameter Set as** box as values will change for each report.

# GUAUPRF

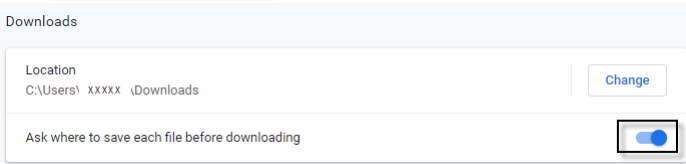
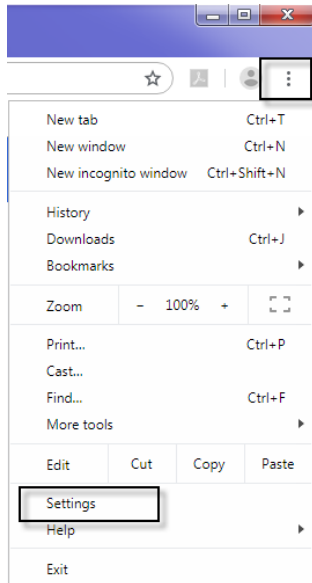
## Banner & Browser Settings for Saving Files

There are settings to check in both Banner and your browser to ensure that you can save your files correctly for Excel import. Banner data files should only be saved to your S drive or U drive; never save to your computer (C drive) for security.

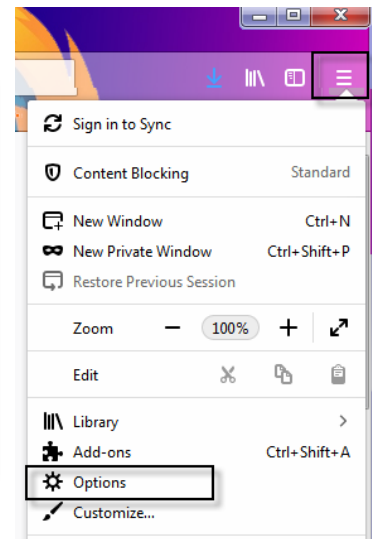
Description	Default Value	User Value
Local directory for saving output.	c:\temp	\\S:\My Folder\Banner Jobs
Data extract format: FILE(.csv), TEXT or WEBUTIL.	FILE	WEBUTIL
Enter the location for your online help for user access.	https://entforms.uidaho.edu:7781/bannerOH/bannerOH	https://entforms.uidaho.edu:7781/bannerOH/bannerOH
Integrated Oracle Forms Server.	c:\YourImageDirectory	c:\YourImageDirectory
Integrated Self-Service Server.	http://your.oracle-forms.server/forms/frmservlet?config=y...	http://your.oracle-forms.server/forms/frmservlet?config=y...
	http://your-ssb-url-goes-here	http://your-ssb-url-goes-here
	https://entforms.uidaho.edu:7781/reports/rwservlet?	https://entforms.uidaho.edu:7781/reports/rwservlet?
Page Name.	rep_prod_bnr	rep_prod_bnr
Folder.	DEFAULT_BEHAVIOR	DEFAULT_BEHAVIOR
	https://vandalweb.uidaho.edu/PROD/	https://vandalweb.uidaho.edu/PROD/

In Banner, access **GUAUPRF**, and select the **Directory Options** tab. The **User Value** for the first item, *Local directory for saving output* should reflect your preferred location (S or U) to save files. And the second item, *Data extract format*, **User Value** should be **WEBUTIL**.

Using Chrome, select **Settings** → **Advanced** (bottom of page) → **Downloads**, turn on the option **Ask where to save each file before downloading** which will prompt for each file save.



Using Firefox, select **Options** → **Files and Applications**, turn on the option **Always ask you where to save files** which will prompt for each file save.



# GJIREVO

## Review Output to Print to Database or Export

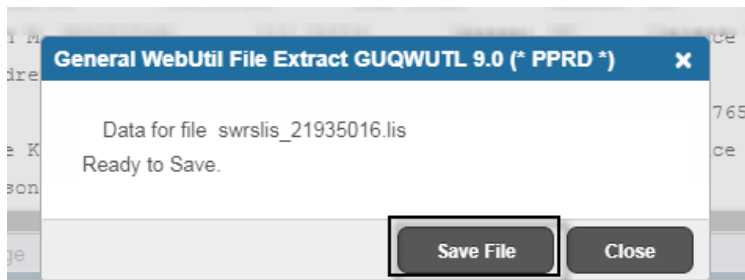
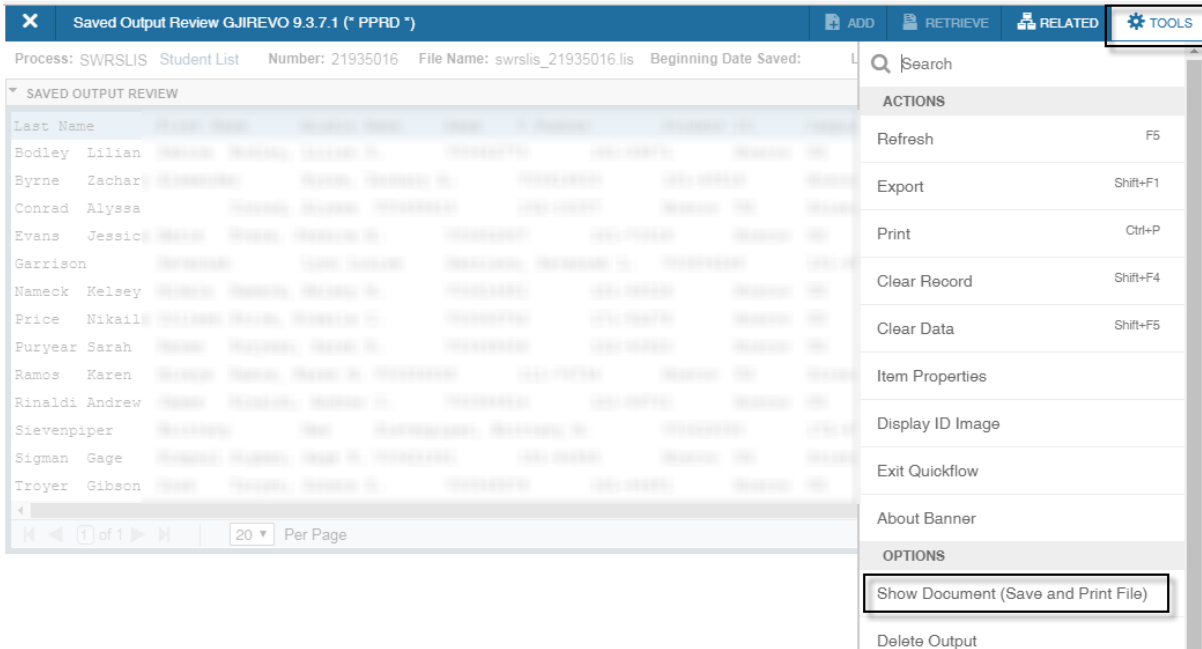
Enter **Process** and click **Go** button, then enter **DATABASE** as **Printer**.

After the job is completed, select the **Review Output [GJIREVO]** under the *Related* menu.

Search for the file name and make sure to select the **.lis** file, then click **OK** button.

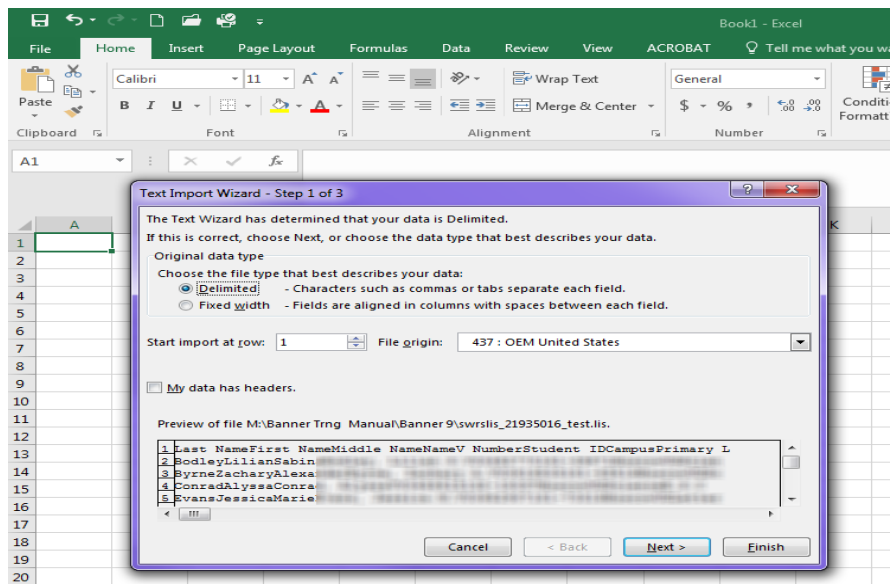
Output File Name	Record Count	Date Saved
gjrlis_21935016.log	17	07/23/2018 09:31:31 A
swrslis_21935016.lis	14	07/23/2018 09:31:31 A
swrslis_21935016.lis	14	07/23/2018 09:31:32 A
swrslis_21935016.log	56	07/23/2018 09:31:32 A

Once the data file displays, use the *Tools* menu to select the **Show Document (Save and Print File)** option.



Click the Save File button to save your data to your browser designated download location.

Once the file is saved, open Excel and then open the saved file to start the Text Import Wizard. Once data has been formatted the import, the columns may also be adjusted to user needs.



# SFRSLST Class Roster

This report is used to print class rosters for any current, future, or prior term. Midterm and final grades will be included automatically, if reported.

Enter **SFRSLST** in **Process** field and click **Go** button and enter **Printer** code.

Process: SFRSLST Class Roster Parameter Set: Start Over

**PRINTER CONTROL**

Printer: MY PRINTER  
 Special Print: portrait  
 Lines: 55  
 Submit Time:   
 MIME Type: Plain Text  
 PDF Font:   
 PDF Font Size:   
 Delete After Days: 999  
 Delete After Date: 12/12/2020

**PARAMETER VALUES**

Number *	Parameters	Values
01	Report Title Override	
02	Term	
03	Part-of-term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	
07	No Grade Report Option	N
08	Sort option	I
09	Campus (% = ALL)	%
10	Schedule Type (% = ALL)	%

LENGTH: 30 TYPE: Character O/R: Optional M/S: Single  
 Enter a title; otherwise will default to "Class Roster"

SUBMISSION

In the **Parameter Values** enter the unique value for each parameter; watch the **Help Line** for each parameter.

- **01**...User can enter alternate title from default print value of **Class Roster**; optional, can leave blank
- **02**...Enter six-digit term code for semester class(es) offered.
- **03**...Leave as default value **%**.
- **04**...Leave blank.
- **05**...Leave blank.
- **06**...Enter five-digit CRN for class; multiple rosters may be generated by clicking **+**Insert and entering **06** as the **Parameter Number** and another CRN (only one CRN value per line).
- **07**...Leave as default value **N**.
- **08**...Default value **I**, default value, sorts by instructor last name or **C** by course number.
- **09**...Leave as default value **%**.
- **10**...Leave as default value **%**.

- CONTINUED ON NEXT PAGE -

# SFRSLST

## Class Roster – Parameters Continued

PARAMETER VALUES			Insert Delete Copy Filter
Number *	Parameters	Values	
11	Instructional Method (%=all)	%	
12	Registration Codes (% for all)	%	
13	Degree Status (% = ALL)	%	
14	Combine crosslisted sections	N	
15	Print student addresses	N	
16	Address selection date	03/19/2018	
17	Address priority and type(s)	1MA	
18	Primary instructors only	Y	
19	Print Long Section Title	N	
20	Run Mode	R	

◀ 2 of 2 ▶ 10 Per Page Record 11 of 20  
 LENGTH: 5 TYPE: Character O/R: Optional M/S: Multiple  
 Leave as default

SUBMISSION Insert Delete Copy Filter

Additional parameter values access by active Next record icons ►.

- **11**...Leave as default value %.
- **12** ...Leave as default value %.
- **13** ...Leave as default value %.
- **14** ...N default value to produce separate rosters for cross or joint listed classes; optional Y value to create single roster for cross or joint listed classes.
- **15** ...N default value to not print student addresses or optional A value to include address or P value to include address and phone information. Email address not included.
- **16** ...Leave as default value **current date**.
- **17**...If parameter 15 value is A or P, set the priority number and address type. Default **1MA** defines first priority as mailing address; this can be changed to different address type and additional priorities can be entered by clicking **+**Insert and entering additional values (e.g. 2PR, 3OR, etc.).
- **18**...Y default prints only one copy of roster or optional N value printer multiple copies if multiple instructors exist.
- **19**...Leave as default value N.
- **20**...Leave as default value R.



# SFRSLST

## Class Roster – Sample Report

20-APR-2018 09:20:26 AM	PPRD - cloned on 05-DEC-17	PAGE 1					
201720	Class Roster Spring 2018 Full Term	SFRSLST					
SAMPLE							
CRN	TERM	SUBJ CRSE SEC	CREDITS	CL LEVEL(S)			
71708	201720	FS 201 01	3.000	19 CO GR LA ND UG WA			
Science on Your Plate							
INSTRUCTOR(S)	TYPE	DAYS	TIME	BUILD ROOM			
Smith, Brennan	Lecture	TR	0200-0315pm	678 040			
COLLEGE:	Agricultural & Life Sciences DIVISION:						
DEPARTMENT:	UI/WSU Bistate School Food Sci						
-----							
Student Name	ID	Levl Majr Cl	Hrs	MGrd FGrd	Stat	Date	Last Attend
B [redacted], Josephine	V0049 [redacted]	UG 0173 01	3.00	___ ___	RW	09-NOV-2017	
C [redacted], Sophia	V0061 [redacted]	UG 0707 01	3.00	___ ___	RW	30-NOV-2017	
R [redacted], Riley	V0056 [redacted]	UG 0503 01	3.00	___ ___	RW	09-NOV-2017	
W [redacted], John	V0047 [redacted]	UG 0148 04	3.00	___ ___	RW	06-NOV-2017	
Z [redacted], Jessica	V0055 [redacted]	UG 0503 02	3.00	___ ___	RW	09-NOV-2017	

# GLBDATAJ

## Population Selection for Prereq/Registration Errors

This report is used by departments to create a population selection of students to process the prerequisite/registration error report, SFRRGAM, against.

Enter *GLBDATAJ* in **Process** field and click Go button and enter DATABASE in **Printer**

Process Submission Controls GJAPCTL 9.3.7 (\* PPRD \*)

Process: GLBDATA Population Selection Extract Parameter Set: Start Over

**PRINTER CONTROL**

Printer: DATABASE

Submit Time:

PDF Font Size:

Special Print:

MIME Type: Plain Text

Delete After Days: 999

Lines: 65

PDF Font:

Delete After Date: 12/13/2020

**PARAMETER VALUES**

Number *	Parameters	Values
01	Selection Identifier 1	COURSE
02	Selection Identifier 2	
03	New Selection Identifier	
04	Description for new selection	
05	Union/Intersection/Minus	
06	Application Code	REGISTRATION
07	Creator ID of Selection ID	SJEMES
08	Detail Execution Report	

Record 1 of 8

LENGTH: 30 TYPE: Character O/R: Required M/S: Single

Code that identifies the sub-population to work with.

**SUBMISSION**

Save Parameter Set as

Hold / Submit:  Hold  Submit

Name:  Description:

The parameters for this population selection report are very specific and must be entered exactly as indicated.

- 01... Enter **COURSE** as Selection Identifier 1.
- 02... Leave blank.
- 03... Leave blank.
- 04... Leave blank.
- 05... Leave blank.
- 06... Enter **REGISTRATION** as Application Code.
- 07... Enter **SJEMES** as Creator ID.
- 08... Leave blank.

Submitting this request will activate three additional parameters to specify term, subject, and number.

# GLBDATAJ

## Population Selection -- continued

Process Submission Controls GJAPCTL 9.3.7 (\* PPRD \*)

Process: GLBDATA Population Selection Extract Parameter Set: Start Over

**PRINTER CONTROL**

Printer: DATABASE Submit Time: PDF Font Size: [dropdown]  
 Special Print: [dropdown] MIME Type: Plain Text Delete After Days: 999  
 Lines: 65 PDF Font: [dropdown] Delete After Date: 12/13/2020

**PARAMETER VALUES**

Number *	Parameters	Values
01	Selection Identifier 1	COURSE
02	Selection Identifier 2	
03	New Selection Identifier	
04	Description for new selection	
05	Union/Intersection/Minus	
06	Application Code	REGISTRATION
07	Creator ID of Selection ID	SJEMES
08	Detail Execution Report	
88	... term	
88	subject	
88	course_number	

After submitting the initial parameters, additional parameters are generated to select the term, subject, and course number.

- **88... term:** enter the six-digit term code for the semester of registration to check.
- **88... subject:** enter the subject abbreviation (in capitals) to check; wildcard % can be used to select multiple subjects (i.e. MUS% will select all music subjects).
- **88... course\_number:** enter the three-digit course number to check a specific course or use the wildcard % in conjunction with a partial number or enter the wildcard % alone to select all numbers.

This report/selection must complete before proceeding to the Prerequisite/Registration Check report, SFRRGAM. Verify completion by reviewing the output before continuing.

# SFRRGAM

## Prereq/Registration Errors

This report is used by departments to identify students who are ineligible for registration due to a failed or missing prerequisite.

Requests can be submitted to the Registrar to drop ineligible students.

Enter *SFRRGAM* in **Process** field and click **Go** button and enter **Printer**

Process Submission Controls GJAPCTL 9.3.7 (\* PPRD \*)

Process: SFRRGAM Registration Admin Messages Parameter Set: Start Over

**PRINTER CONTROL**

Printer: DATABASE Submit Time: [ ] PDF Font Size: [ ]

Special Print: [ ] MIME Type: Plain Text Delete After Days: 999

Lines: 55 PDF Font: [ ] Delete After Date: 12/13/2020

**PARAMETER VALUES**

Number *	Parameters	Values
01	Term Code	
02	Start Range From Date	
03	Start Range To Date	
04	Application Code	REGISTRATION
05	Selection ID	COURSE
06	Creator ID	SJEMES
07	User ID	
08	Student ID	
09	CRN	
10	Report Option	A

LENGTH: 30 TYPE: Character O/R: Optional M/S: Single  
Enter your Banner USERNAME / login

**SUBMISSION**

In the **Parameter Values** enter the unique value for each parameter; watch the **Help Line** for each parameter.

- **01...** Enter six-digit term code for semester of registration.
- **02...** Leave blank.
- **03...** Leave blank.
- **04...** Leave as default value **REGISTRATION**.
- **05...** Leave as default value **COURSE**.
- **06...** Leave as default value **SJEMES**.
- **07...** Enter OWN Banner user name/login.
- **08-32...** Leave all default values.

# SFRRGAM

## Prereq/Registration Errors – Sample Report

PAGE 1										
SFRRGAM 8.4		PPRD - cloned on 05-DEC-17					RUN DATE 20-APR-2018			
SAMPLE		Registration Admin Messages					RUN TIME 09:39 AM			
		ID	Name	LV Term	Date Added	Crse Start	Crse End	CRN	Subj Crse	Message
V0055	A [REDACTED], John Mitchell	UG 201720	09-NOV-2017	10-JAN-2018	11-MAY-2018	65284	ME 123	MAJORS ONLY-CONTACT DEPT		
V0049	A [REDACTED], Ricardo	UG 201720	08-NOV-2017	10-JAN-2018	11-MAY-2018	56362	ENVS 225	Department Permission Rqd		
V0049	B [REDACTED] Casandra Shea	UG 201720	08-NOV-2017	10-JAN-2018	11-MAY-2018	56362	ENVS 225	Department Permission Rqd		
V0059	C [REDACTED], Nisha	UG 201720	16-NOV-2017	10-JAN-2018	11-MAY-2018	42470	MATH 176	Duplicate Course with Section 6845		
V0048	D [REDACTED], Alyssa	UG 201720	07-NOV-2017	10-JAN-2018	11-MAY-2018	56362	ENVS 225	Department Permission Rqd		
V0055	H [REDACTED], Hana Jain	UG 201720	07-NOV-2017	10-JAN-2018	11-MAY-2018	56362	ENVS 225	Department Permission Rqd		
V0059	H [REDACTED] Devon Lewis	UG 201720	07-NOV-2017	10-JAN-2018	11-MAY-2018	67375	BIOL 121	Instructor Permission Rqd		
V0056	L [REDACTED], Nikole Ann	UG 201720	07-NOV-2017	10-JAN-2018	11-MAY-2018	56362	ENVS 225	Department Permission Rqd		