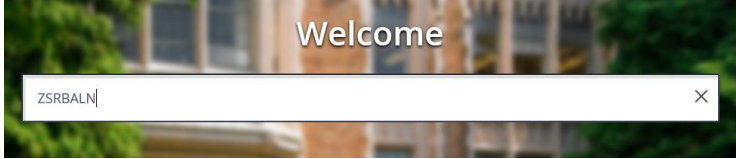


# Banner 9

## ZSRBALN – Self-Paid Students with Balances

ZSRBALN is a job-submission process that creates a list of students that have a balance for a certain term. These student have not received any funding.

On the landing page enter ZSRBALN, then press enter.



In Process Submission select **Go**

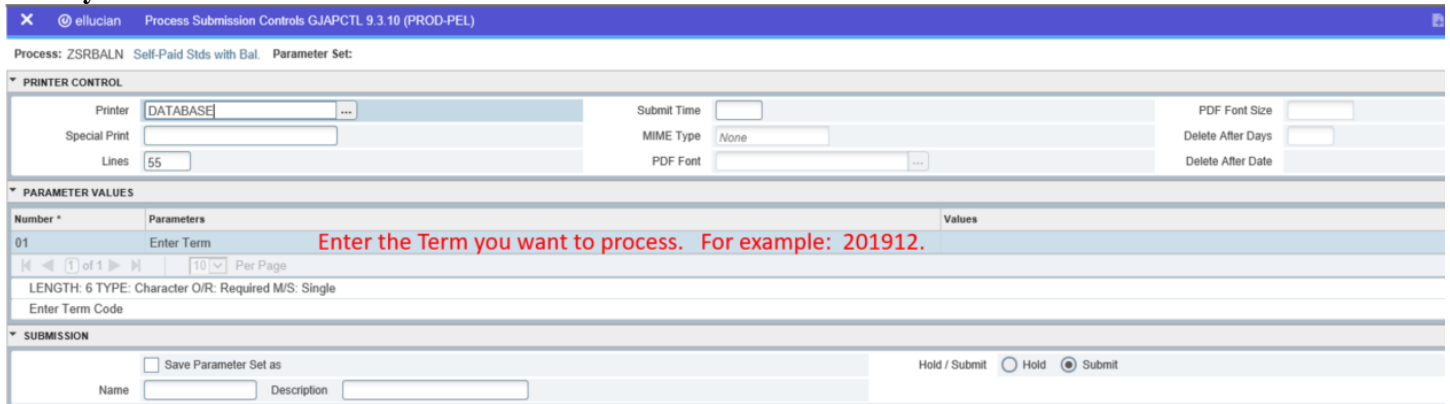


In the Printer Control Section – Enter **Database**

**Alt Page Down** to go to next section or click on the down arrow at the bottom of the page.



**Enter your Parameter Values.** The Parameter is defined in red.



Number *	Parameters	Values
01	Enter Term	Enter the Term you want to process. For example: 201912.

**Note:**

ZSRBALN generates a .lis And a .log file.

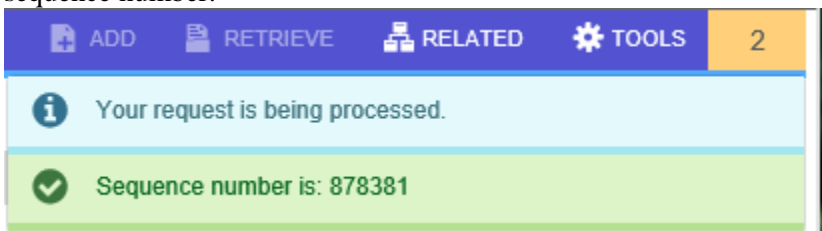
After you have entered your parameters **Alt Page Down** to go to next section or click on the down arrow at the bottom of the page.



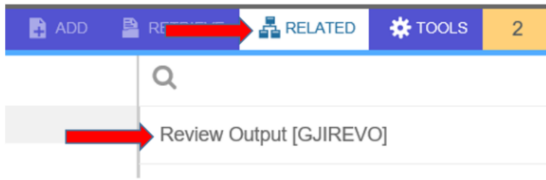
Press F10 to save or select the SAVE button at the bottom right corner to run the process.



Once the process is run you will see informational message in the top right corner of your page. It will also identify the sequence number.

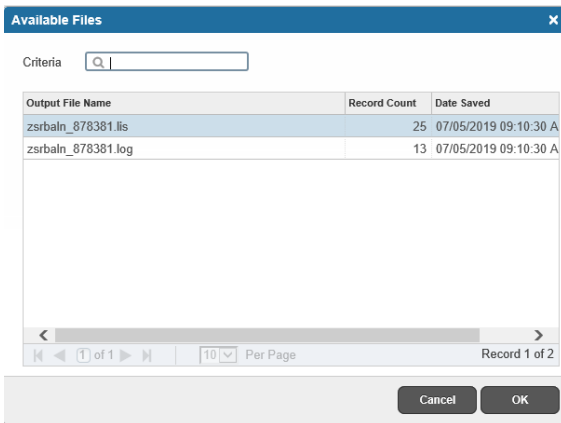
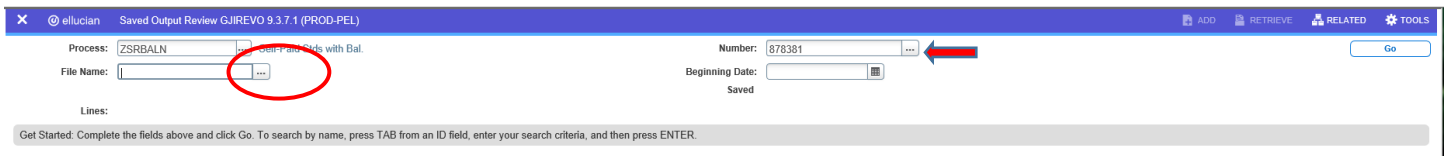


To view your .log and .lis file, click the RELATED tab at the top right of the page and then select Review Output [GJIREVO]



Click on the ... to view your .log or .lis file.

Your sequence number will be showing. (If the process is complete)



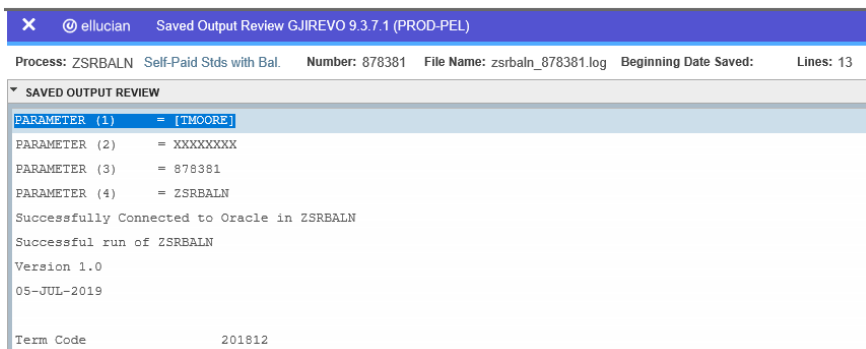
You will see your available files.

Select either your .lis file or .log to view.

Then click OK

Below is sample output information of your .log, .lis and .txt file.

Example of ZSRBALN.log




To go back and look at the .log file, click the Start Over button on the top right hand corner of the page.



You can select your lis file to review.

# Example of ZSRBALN.lis file.

 ellucian Saved Output Review GJIREVO 9.3.7.1 (PROD-PEL)

Process: ZSRBALN Self-Paid Stds with Bal. Number: 878381 File Name: zsrbaln\_878381.lis Beginning Date Saved: Lines: 25

SAVED OUTPUT REVIEW

DATE: 05-JUL-2019 TCSG Pelican Group - PROD PAGE: 1

Students with balances that have not received funding.


For Term: 201812

ID	LName	FName	Std. Bal.
910121581	O'BRIEN	TONYA	50.00
910120118	910095045	JAMES	50.00
910116663	ADAMS	CHUCK	100.00
910116889	ADAMS	ELA	823.00
910080011	ADAMS	RUBY	100.00
910112535	ADKINS	RHONDA	1399.00
910084515	AGUILAR	ANGELA	727.00
910117787	ALLBRIGHT	TRACY	472.00
910120503	AMELL	ROGER	524.16
910073087	ARMSTEAD	GAIL	50.00
910124547	Betjas	Rebecca	603.00
910124600	Direction	One	514.00
910046113	Hale	Nancy	100.00
910124549	Lone	Kristy	1403.00
910124502	Mitcham	Faye	359.60
910124552	Nottus	Sha'Koria	472.00
910124599	Parks	Lincoln	514.00
910124557	Russell	Kimberly	514.00
910124581	Smith	John	1495.00

« 1 of 1 » 30 Per Page

To go back and look at the .log file, click the Start Over button on the top right hand corner of the page.

[Start Over](#)

If you click the X at the top left,  ellucian you will go back to Process Submission Control GJAPCTL – Process ZSRBALN.