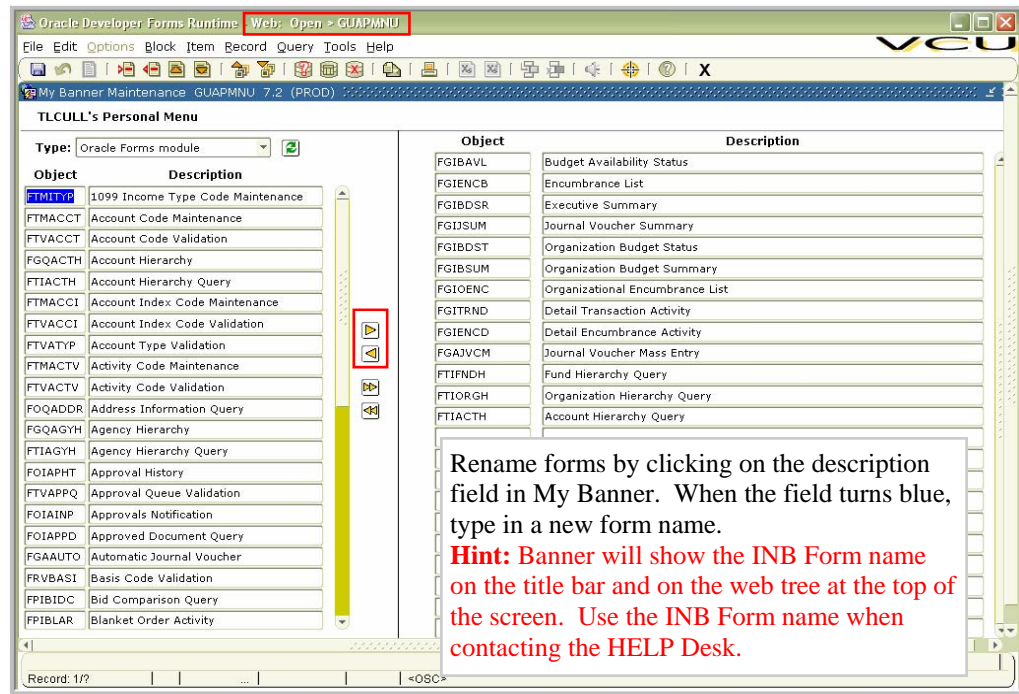
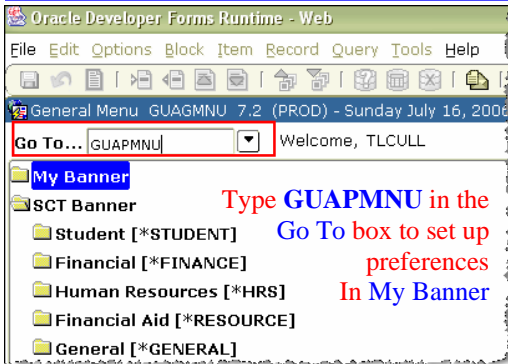


## Customizing My Banner

Users can set up the forms, tables or processes used most often, then return to them using **My Banner**. The preferences are saved under the user's login ID.

All available forms, tables, processes in Banner appear on the left, grouped by Type. Personal preferences appear on the right. Users can Query the list on the left to isolate groups of forms. For example, **Enter a Query (F7)** to search for Finance Forms. Type **F%** in the Object column. **Execute the Query (F8)** to see a list of Finance Forms.



To move a form from the left to the right, double-click on the Description of the item to move. When the print turns blue, click the insert button to shift the item to the right, **My Banner**.



To remove the item from the right, reverse the process. On the right side, double-click the description field of the item to be removed. When the print turns blue, click the Delete button.



Rename forms by clicking on the description field in My Banner. When the field turns blue, type in a new form name.  
**Hint:** Banner will show the INB Form name on the title bar and on the web tree at the top of the screen. Use the INB Form name when contacting the HELP Desk.

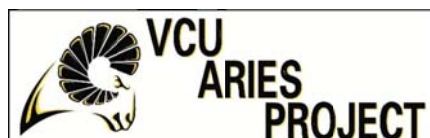
Last modified 7/16/06

## INB Forms, Tables & Processes

HR Forms	Description
NBAPOSN	Position Definition
NBAJOBS	Employee Job (HRS 101, 102, 981 Screens)
NBIJLHS	Labor distribution change history
NBIPINC	Position Incumbent Inquiry
PEAEMPL	Employee Information (HRS 101 Screen)
PEALEAV	Employee Leave Balances (HRS 965 Screen)
PEIJHIS	Employee Job History
PEIEHIS	Employee History
PHIETIM	Web Dept Employee Time Inquiry Form
POIDEN	Employee Search
PHILIST	Pay Event List
PEISALH	Employee Salary History

Research Forms	Description
FRIGITD	Grant Inception To Date
FRIGTRD	Grant Transaction Detail
FGIDOCR	Document Retrieval Inquiry
FRAGRNT	Grant Maintenance

Finance Forms	Description
FGAJVCM	Journal Voucher Mass Entry used for budget reallocations, journal vouchers, cash receipts
FGIJVCD	List of suspended Journal Vouchers
FGIBAVL	Budget Availability Status (requires Account)
FGIBDSR	Executive Summary
FGIBSUM	Organization Budget Summary
FGIBDST	Organization Budget Status
FGITRND	Detail Transaction Activity
FTIIDEN	Entity Name/ID Search
FGIOENC	Organizational Encumbrance List
FGIENC	Detail Encumbrance Activity
FTIFNDH	Fund Hierarchy Query
FTIORGH	Organization Hierarchy Query
FTIACTH	Account Hierarchy Query



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