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.

Type GUAPMNU in the
 Go To box to set up

preferences
In My Banner

To move a form from the left to the
right, double-click on the Descrip-
tion of the item to move. When the
print turns blue, click the insert but-
ton 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.

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.

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.

INB Forms, Tables & Processes

HR Forms Description Finance 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

POIIDEN Employee Search

PHILIST Pay Event List

PEISALH Employee Salary History

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

FGIENCD Detail Encumbrance Activity

FTIFNDH Fund Hierarchy Query

FTIORGH Organization Hierarchy Query

Research Forms Description FTIACTH Account Hierarchy Query

FRIGITD Grant Inception To Date

FRIGTRD Grant Transaction Detail

FGIDOCR Document Retrieval Inquiry

FRAGRNT Grant Maintenance