

University of South Alabama Division of Financial Affairs

Banner Financial Information Systems Reference Manual

How to create a link (shortcut) in "My Banner"

Purpose: How to create a link in "My Banner"

Function: Useful for creating links to the forms you use most often in Banner

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🙀 General Menu GUAGMNU 7.4.1.1 (PROD) - Friday January 30, 20	909
Go To 💌 Welcome, MGODWIN	Products: 🔽
My Banner	
Student [*STUDENT]	
 Alumni/Development [*ALUMNI] Financial [*FINANCE] Human Resources [*HRS] Financial Aid [*RESOURCE] General [*GENERAL] 	My Banner is a folder where you can create shortcuts to all of the forms you use most often in Banner.

Double click **My Banner** and you will see one of the following:

1. If you have **<u>never</u>** created a link in my Banner:

My Banner Empty; Select to build. [GUAPMND]

Double click -

2. If you have **<u>have</u>** created a link in my Banner:



Once you double click Empty; Select to build. [GUAPMNU] OR.

Organize My Banner [GUAPMNU] the screen shown in Exhibit 1 will be displayed:

Exhibit 1 (My Banner Maintenance GUAPMNU)

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Object	Description							
FTMITYP	1099 Income Type Code Maintenance							
FAA1099	1099 Reporting							
FOA1099	1099-MISC Magnetic Tape Transmitter D							
STVSOFF	A/F/I Fund Source Validation							
STVGSTA	A/F/I Status Validation							
STVTASK	A/F/I Task Validation	1						
STVGTYP	A/F/I Type Validation	2	\triangleright					
GUAABOT	About Banner							
STVACCL	Academic Calendar Type Validation							
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STVTYPE	Academic Dress Type Validation							
STVEVEN	Academic History Event Code Validation		_					
STVASTD	Academic Standing Code Validation							
STVACYR	Academic Year Validation							
STVTAAU	Acceptance Authority Code Validation							
STVACPR	Acceptance Practice Code Validation							
STVTRAC	Acceptance Reason Validation							
FTMACCT	Account Code Maintenance							
FTVACCT	Account Code Validation							
FGQACTH	Account Hierarchy							
FTIACTH	Account Hierarchy Query	-						

The left-hand side of the screen provides a listing of available objects in Banner based on what is selected in the "Type:" field. In this example we are seeing a partial listing of Forms within Banner. The right-hand side of the screen is where you will indicate which objects (forms in this example) you wish to have in your "My Banner" or commonly referred to as favorites in other applications.

If you know the name of a form you wish to add to "My Banner", such as FPAREQN, type it in the Object field on the right-hand side of the screen and press either the Enter or Tab key on your keyboard. The Banner description of the form will be displayed. As shown in Exhibit 2.

Exhibit 2 (Banner Description)

MGODV	VIN's Personal Menu			
	Pracle Forms module		Object	Description
_			FPAREQN	Requisition
Object	Description			
FTMITYP	1099 Income Type Code Maintenance] 🔺		
FAA1099	1099 Reporting]		

You can either keep this description or type in a description which makes sense to you, maximum 80 characters. As shown in Exhibit 3.

Exhibit 3 (Personal Description)

MGODWIN's Personal Menu		
Type: Oracle Forms module	Object	Description
	FPAREQN	Form for Creating Requisitions - POs
Object Description		

You can also search for a particular form using the query function in Banner as follows.

Once you have pulled up the screen shown in Exhibit 1 click in either the "Object" or "Description" field and select enter query 😰 or F7 on your keyboard and you will see a cleared screen as in Exhibit 4.

Exhibit 4

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Now key in your search term in the "Description" field

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MGODW	/IN's Personal Menu						
Type: 0	racle Forms module 🔽 😰	Object	Description				
Object	Description						
	%Requisition%						
	//////////////////////////////////////						

Select Execute Query is or F8 on your keyboard and you will receive a listing of forms based on your search criteria. In this example we searched on Requisition and was given the following list of forms with the word "Requisition" somewhere in the description.

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MGODV	VIN's Personal Menu					
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Object	Description					
FPIORQF	Open Requisition by FOAPAL Query					
FPAREQN	Requisition					
FOQRACT	Requisition Approval					
FPARDEL	Requisition Cancel					
FPICOMS	Requisition Commodity Summary					
FPIREQN	Requisition Query					
FPIREQS	Requisition Suspense List					
FPIRQST	Requisition Validation					

Double click the form you wish to add to your "My Banner" and select the right pointing triangle b.

Note: the Object and Description will change to blue in color when you double click. This tells Banner that this is the form you wish to select. If you simply select the form without double clicking you will not be able to move it over. Just make sure the form you wish to add is in blue. After you have entered all of the forms you wish to have in your "My Banner" click the save icon then the X. You will not see your changes until you log out and back into Banner.

Example of the results:

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MGODV	VIN's Personal Menu			
Type:	Dracle Forms module		Object Description	n
Object	Description		FPAREQN Requisition	
FTMITYP	1099 Income Type Code Maintenance		FOAAINP Document Approval	
FAA1099	1099 Reporting		FOIDOCH Document History FOIAPPH Document Approval History	
FOA1099	1099-MISC Magnetic Tape Transmitter D.			
STVSOFF	A/F/I Fund Source Validation			
STVGSTA	A/F/I Status Validation		FGIBDST Organization Budget Status FOAUAPP User Approval	
STVTASK	A/F/I Task Validation			
STVGTYP	A/F/I Type Validation			
GUAABOT	About Banner			
STVACCL	Academic Calendar Type Validation	2		
STVSIZE	Academic Dress Size Validation	⊳		
STVTYPE	Academic Dress Type Validation	<		
STVEVEN	Academic History Event Code Validation			
STVASTD	Academic Standing Code Validation			
STVACYR	Academic Year Validation			
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