



University of South Alabama

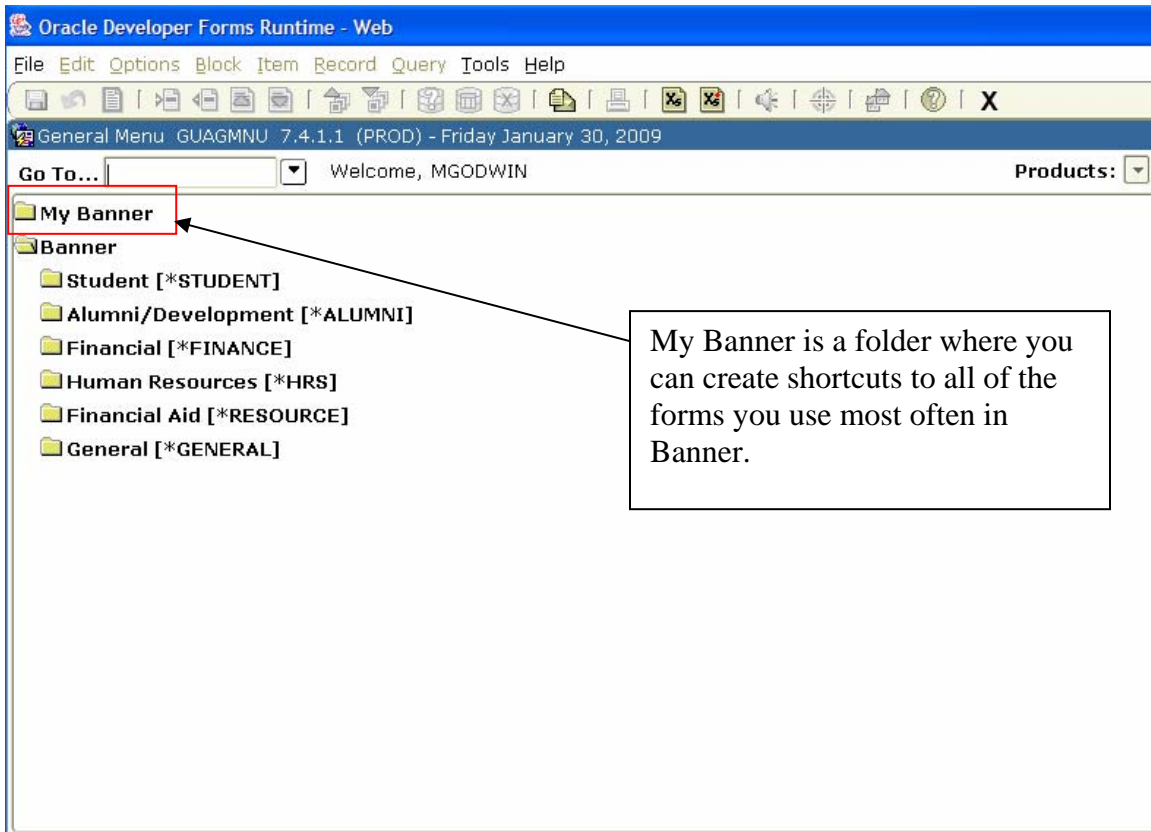
Division of Financial Affairs

Banner Financial Information Systems Reference Manual

**How to create a link (shortcut)
in “My Banner”**

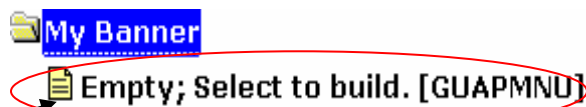
Purpose: How to create a link in “My Banner”

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



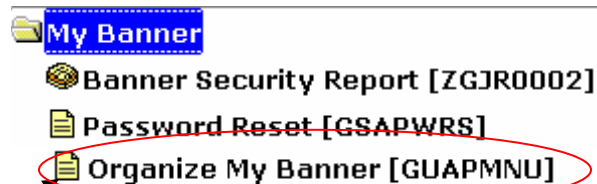
Double click **My Banner** and you will see one of the following:

1. If you have **never** created a link in my Banner:




Double click

2. If you have **have** created a link in my Banner:



Double click

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


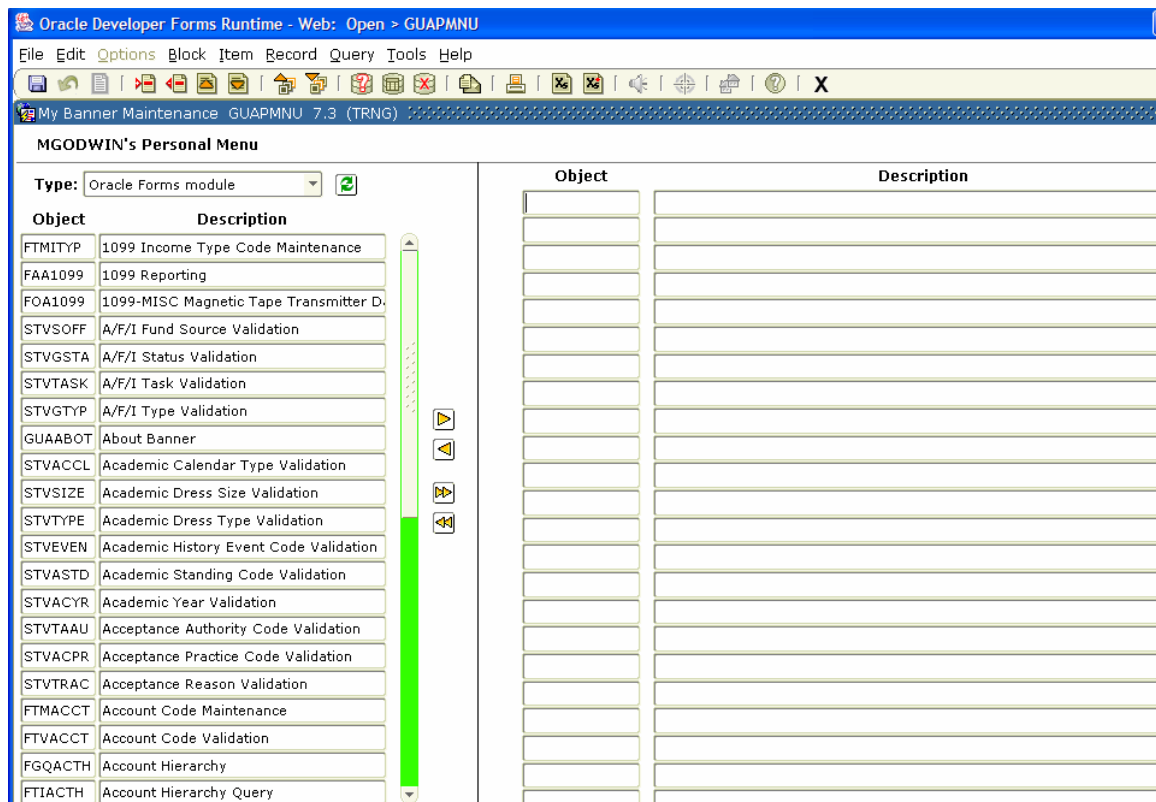
 **Organize My Banner [GUAPMNU]** the screen shown in Exhibit 1 will be displayed:

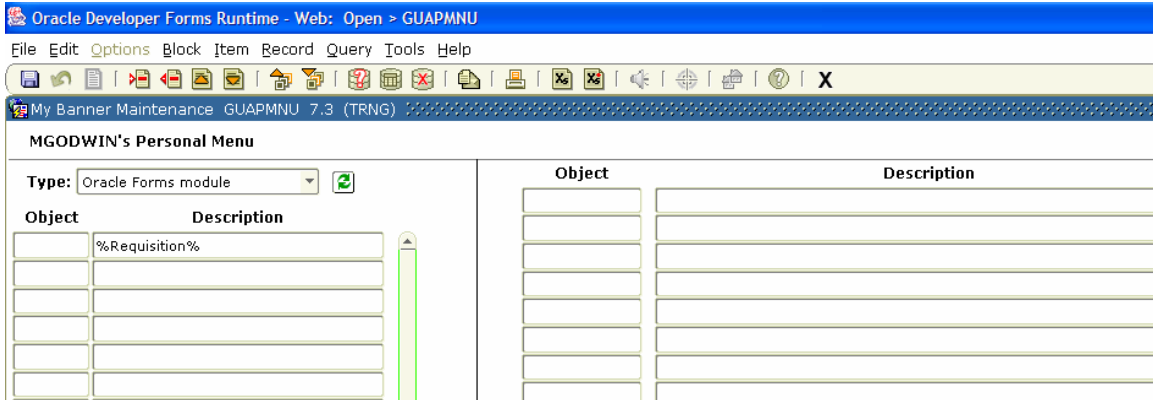
Exhibit 1 (My Banner Maintenance GUAPMNU)




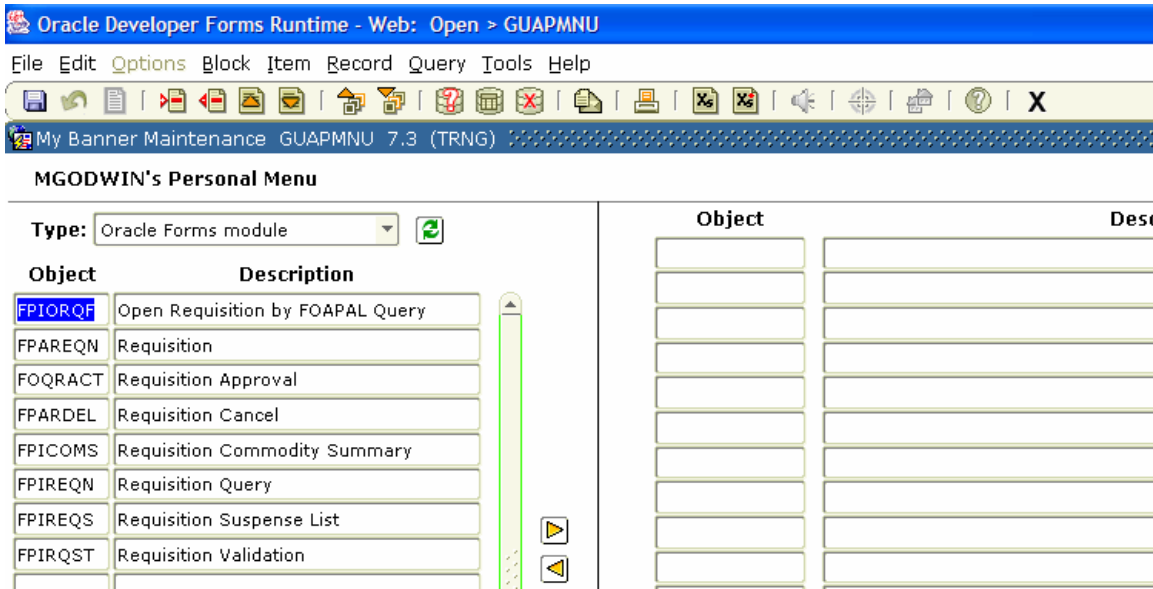
The left-hand side of the screen provides a listing of available objects in Banner based on what is selected in the “Type:” field. In this example we are seeing a partial listing of Forms within Banner. The right-hand side of the screen is where you will indicate which objects (forms in this example) 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.

Now key in your search term in the “Description” field



Select Execute Query  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.



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

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:

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
STVGTYT	A/F/I Type Validation
GUAABOT	About Banner
STVACCL	Academic Calendar Type Validation
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
STVTAAU	Acceptance Authority Code Validation
STVACPR	Acceptance Practice Code Validation

Object	Description
FPAREQN	Requisition
FOAAINP	Document Approval
FOIDOCH	Document History
FOIAPPH	Document Approval History
FRIGITD	Grant Inception to Date
FGIBDST	Organization Budget Status
FOAUAPP	User Approval

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 - Document Approval History [FOIAPPH]
 - Grant Inception to Date [FRIGITD]
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