INB BANNER

My Banner Maintenance – GUAPMNU

Save the most commonly used screens to "My Banner" for easy access

1. Log into Banner and go to GUAPMNU

2. Click on any line located in the Object Selection box and then click on Insert in the right-hand corner

3. Type the screen you would like to add in the Object field

4. Click on Insert again to add additional screens and click on Save when you are done

   If you are unsure of the name of the screen you would like to add, click on any line in the Object Type box and click on Filter to search all screens by the Description

Recommended Screens

FOIDOCH (Document History) – search/find associated documents PO, Requisition, Receiving, Invoice, Check/Direct Deposit

FGIENCD (Detail Encumbrance Activity) – an encumbrance is a PO; see the balance left on a PO (remember to search each fund)

FGIOENC (Organizational Encumbrance List) – input chart, fiscal year and org. See open encumbrances by org and balance left on PO

FGIBAVL (Budget Availability Status) – check available budget

FGIBDST (Organization Budget Status) – check spend on budget, breakdown by account code

FTMVEND (Vendor Maintenance) – search for vendor Z# and confirm remit to address

FAAINVE (Invoice/Credit Memo) – create a direct pay or edit an existing direct pay

FAIINVE (Invoice/Credit Memo Query) – view a direct pay document by document number

FPAREQN (Requisition) – create a requisition

FPARCVD (Receiving Goods) – receiving on a PO

FPIPURR (Purchase Order Query) – look at purchase order information

FOICACT (Commodities and Accounting for Review Query) – input PO info and view commodities and the accounting breakdown with percentages

Grant FRIGITD – shows grant budget per the grant fiscal year