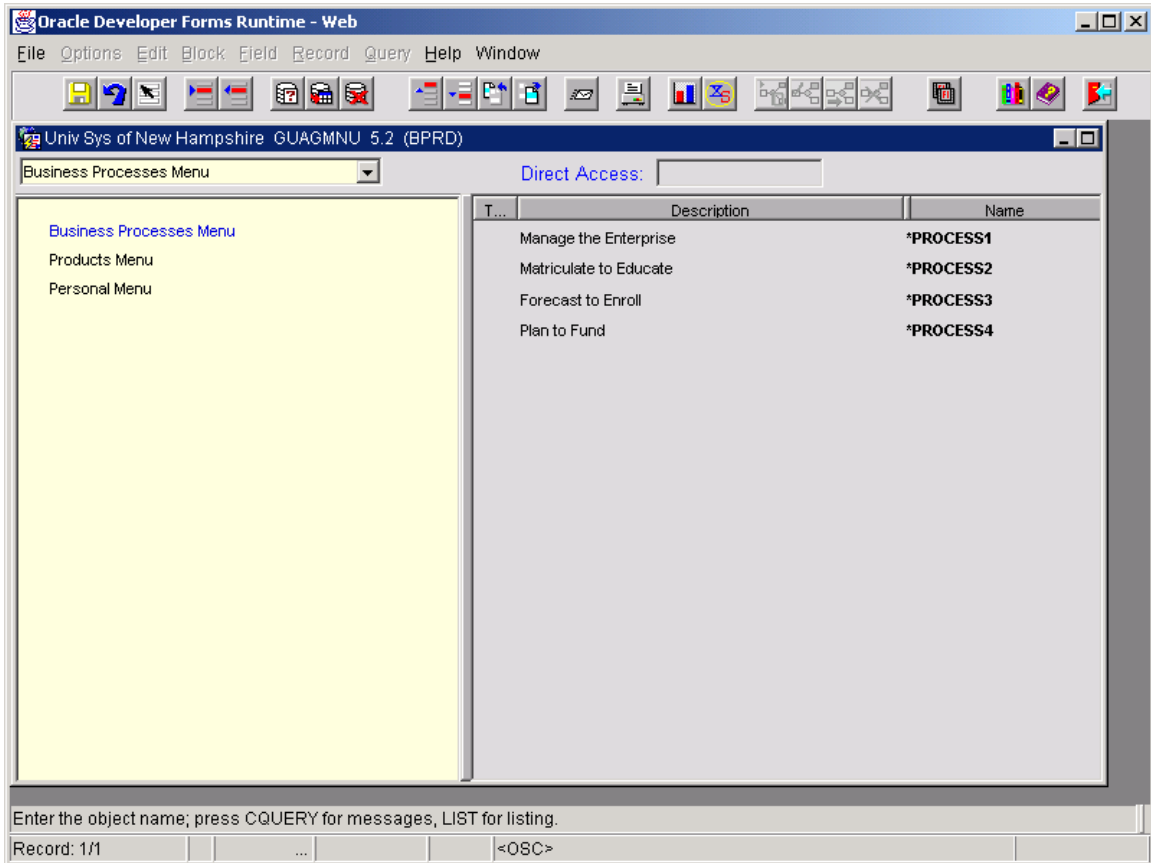


Personalizing Your Banner Menu

For easy access to your favorite forms and queries, create a personal menu by following these simple instructions:

Login to Banner Finance.



In the Direct Access box, type GUAPMNU.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Options", "Edit", "Block", "Field", "Record", "Query", "Help", and "Window". The toolbar contains various icons for navigation and editing. The main window title is "Univ Sys of New Hampshire GUAGMNU 5.2 (BPRD)". Below the title bar, there is a dropdown menu labeled "Business Processes Menu" and a "Direct Access:" text box containing the value "GUAPMNU".

The main content area is divided into two panes. The left pane, titled "Business Processes Menu", contains a list of menu items: "Business Processes Menu", "Products Menu", and "Personal Menu". The right pane displays a table with the following data:

T...	Description	Name
	Manage the Enterprise	*PROCESS1
	Matriculate to Educate	*PROCESS2
	Forecast to Enroll	*PROCESS3
	Plan to Fund	*PROCESS4

At the bottom of the window, there is a status bar with the message "FRM-40212: Invalid value for field LEVEL_LIST." and a record indicator "Record: 1/1" followed by navigation buttons including "<OSC>".

The Personal Menu Maintenance Form will open as a blank form.

Oracle Developer Forms Runtime - Web

File Options Edit Block Field Record Query Help Window

Personal Menu Maintenance Form GUAPMNU 5.0 (BPRD)

FORM PMADSEN's menu

	Description	Name
--	-------------	------

Enter Form, Process, QuickFlow or SubMenu Name; LIST for description search

Record: 1/1 ... <OSC>

Tab to the Name column and type in the form name that you want in your personal menu or locate a specific form using the detail listing in the left side of the form. The detail listing has hundreds of records so it will be easier to directly type the form name in the Name column. Once you type the form name in the Name column, press enter and the appropriate form title will be displayed in the Description column. If no description displays, please check the form name you typed in the Name column.

A recommendation is that the first form you enter is the GUAPMNU form. Entering this form first will allow easy access back to this form whenever you want to customize your Personal Menu.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Options", "Edit", "Block", "Field", "Record", "Query", "Help", and "Window". The toolbar contains various icons for navigation and editing. The main window title is "Personal Menu Maintenance Form GUAPMNU 5.0 (BPRD)".

Below the title bar, there is a dropdown menu labeled "FORM" and a button labeled "PMADSEN's menu". The main area is divided into two columns: "Description" and "Name". The "Description" column contains the text "Personal Menu Maintenance Form" and the "Name" column contains "GUAPMNU".

On the left side, there is a list of forms with a scroll bar and navigation arrows. The list includes:

- 1099 Income Type Code Maintenance Form
- 1099 Reporting Form
- About SCT Banner Form
- Access Group Code Validation Form
- Account Code Maintenance Form
- Account Code Validation Form
- Account Hierarchy Form
- Account Hierarchy Query Form
- Account Index Code Maintenance Form
- Account Index Code Validation Form
- Account Printer Selection Form
- Account Type Code Maintenance Form
- Account Type Validation Form
- Accounts Receivable Globals Form
- Activity Code Maintenance Form
- Activity Code Validation Form
- Add-In Application Form
- Add-In Validation Form
- Address Information Query Form
- Address Review and Verification

At the bottom of the window, there is a text input field with the prompt "Enter Form, Process, QuickFlow or SubMenu Name; LIST for description search". Below this field, the status bar shows "Record: 1/1" and "<OSC>".

Arrow down and tab to the Name column to add additional forms or queries. Once you have added all your favorite forms or queries, save and exit this form.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The window title is "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Options", "Edit", "Block", "Field", "Record", "Query", "Help", and "Window". The toolbar contains various icons for navigation and editing. The main window displays the "Personal Menu Maintenance Form GUAPMNU 5.0 (BPRD)". Below the title bar, there is a dropdown menu for "FORM" and a label "PMADSEN's menu". The main content area is a table with three columns: "Description", "Name", and "Name". The "Personal Menu Maintenance Form" is highlighted in the "Name" column. The "Name" column also contains a list of other forms, including "Document by User Form", "Document Retrieval Inquiry Form", "Requisition Form", "Budget Availability Status Form", "Journal Voucher Entry Form", "General Ledger Trial Balance Form", "General Ledger Activity Form", "Detail Transaction Activity Form", "Trial Balance Summary Form", "USNH Purchase Card Inquiry Form", "Organization Hierarchy Query Form", "User Approval Form", "Document History Form", "User Approval Form", "Purchase/Blanket/Change Order Query Form", and "Organization Budget Status Form". The status bar at the bottom displays "FRM-41082: Cannot resize item: position of item places it off of canvas." and "Record: 1/?".

Description	Name	Name
Personal Menu Maintenance Form	GUAPMNU	
Document by User Form	FOADOCU	
Document Retrieval Inquiry Form	FGIDOCR	
Requisition Form	FPAREQN	
Budget Availability Status Form	FGIBAVL	
Journal Voucher Entry Form	FGAJVCD	
General Ledger Trial Balance Form	FGITBAL	
General Ledger Activity Form	FGIGLAC	
Detail Transaction Activity Form	FGITRND	
Trial Balance Summary Form	FGITBSR	
USNH Purchase Card Inquiry Form	FZICARD	
Organization Hierarchy Query Form	FTIORGH	
User Approval Form	FOAUAPP	
Document History Form	FOIDOCH	
User Approval Form	FOAUAPP	
Purchase/Blanket/Change Order Query Form	FPIPURR	
Organization Budget Status Form	FGIBDST	

After exiting the GUAPMNU form, you will be back to the Products Menu screen.

Oracle Developer Forms Runtime - Web

File Options Edit Block Field Record Query Help Window

Univ Sys of New Hampshire GUAGMNU 5.2 (BPRD)

Products Menu

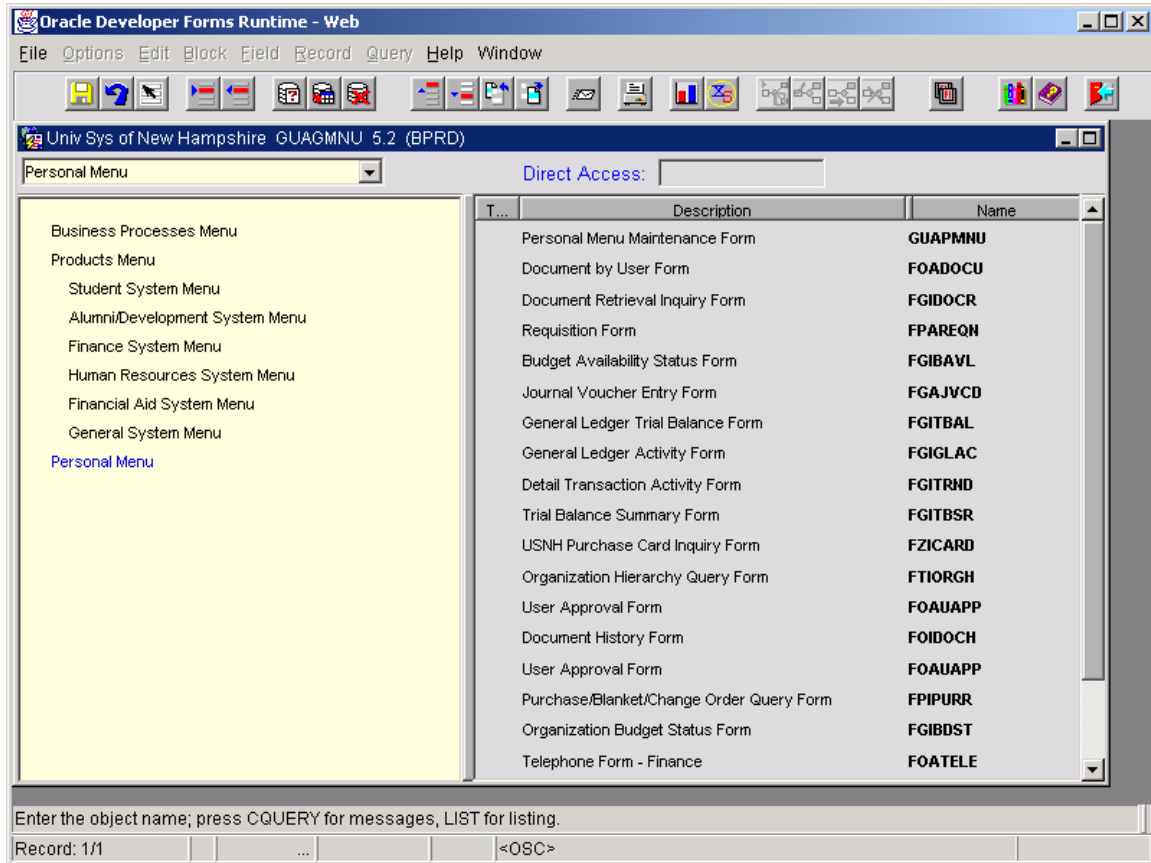
Direct Access:

T...	Description	Name
	Student System Menu	*STUDENT
	Alumni/Development System Menu	*ALUMNI
	Finance System Menu	*FINANCE
	Human Resources System Menu	*HRS
	Financial Aid System Menu	*RESOURCE
	General System Menu	*GENERAL

Enter the object name; press CQUERY for messages, LIST for listing.

Record: 1/1 ... <OSC>

Because Banner is in a web environment, the Banner screen will need to be refreshed to see your updated Personal Menu. Click on the title 'Personal Menu' on the left side of this form and your Personal Menu will be displayed on the right side of this form.



To edit or add to your Personal Menu click on the first form name GUAPMNU and the form will open for changes or additions. Once you save and exit the form, you are back to the main screen where you will need to click on the Personal Menu title on the left side to display the changes you made to your personal menu.

Each time you open a new session of Banner just click on the Personal Menu title to display your personal menu.

ADDING PERSONALIZED SUB-MENUS

It is possible to create user-defined sub-menus that provide the ability to organize your personal menu. For example, a user would like to create a sub-menu for Buy/Pay application forms.

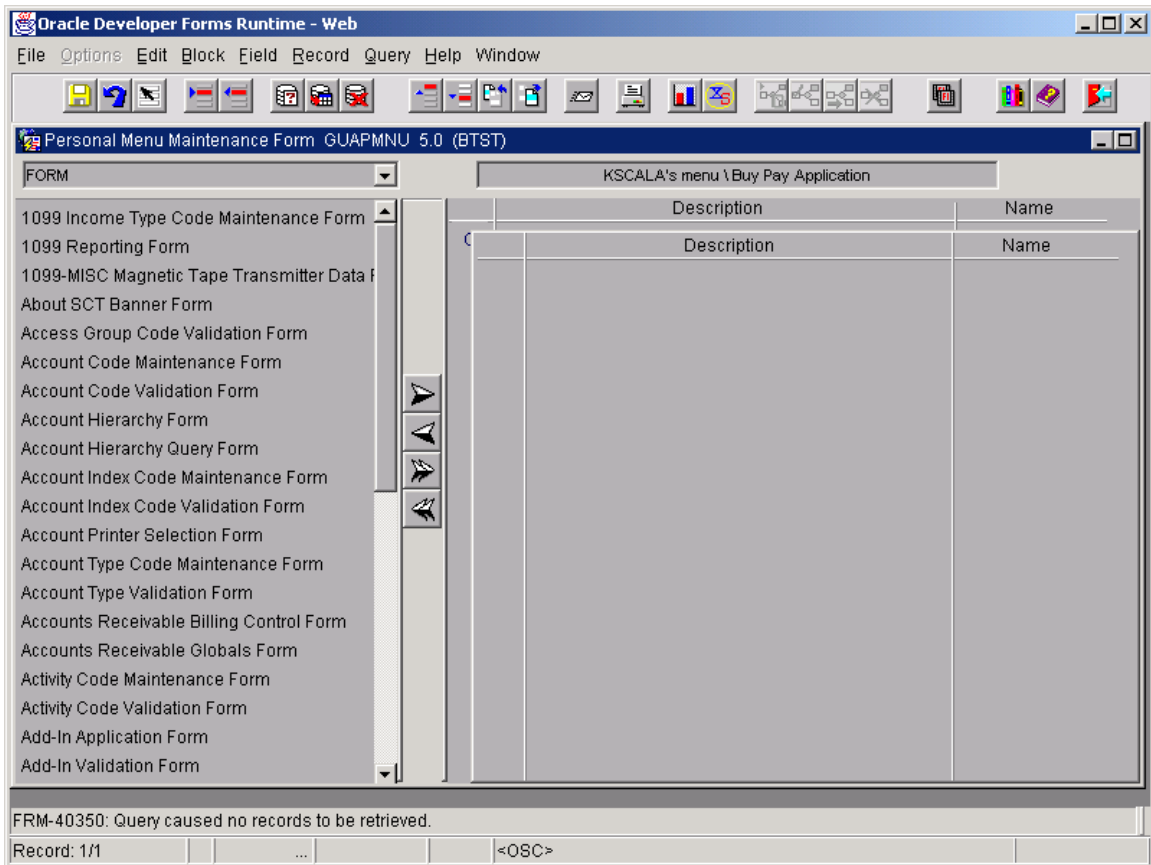
Within GUAPMNU, go to the Description column and type the name you want to call your sub-menu (“Buy Pay Application”). Go to the Name column and give it a name with an “*” before the code (BUYPAYAPP). Save the record.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar indicates the application is running in a web browser. The menu bar includes File, Options, Edit, Block, Field, Record, Query, Help, and Window. The toolbar contains various icons for navigation and editing. The main window displays the 'Personal Menu Maintenance Form GUAPMNU 5.0 (BTST)'. The form is divided into two main sections: a list of menu items on the left and a table on the right. The table has columns for 'Description' and 'Name'. A record is visible in the table with the following data:

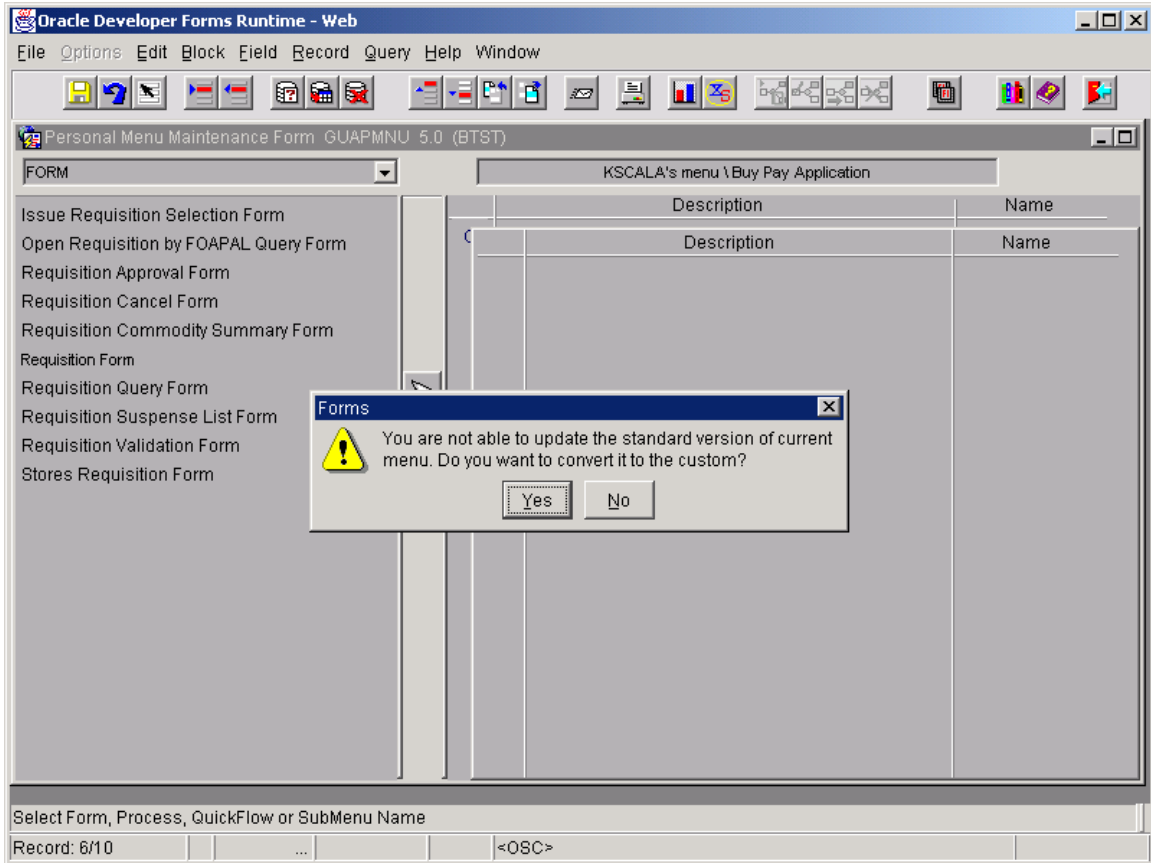
Description	Name
Buy Pay Application	*BUYPAYAPP

At the bottom of the form, there is a status bar with the text 'Enter Object name; List to Search, Next Block to select Type of Object.' and a record indicator 'Record: 1/2'.

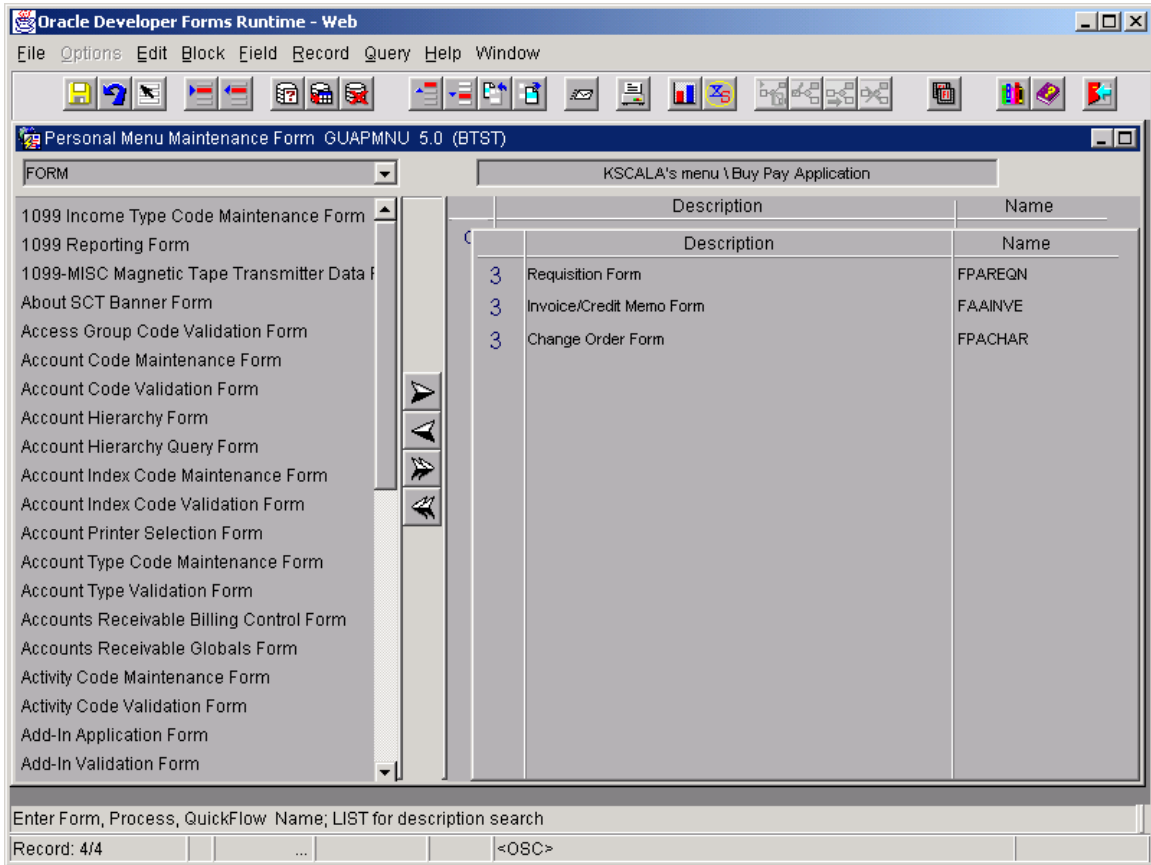
Remain in the Name column and do Ctrl-Page Down. This will bring up another form with its own descriptions and names. This is where you would add the Buy Pay applications forms that you use most.



Usually when you are copying the forms from the left block to the right block, a message will appear “You are not able to update the standard version of current menu. Do you want to convert it to the custom?” Click on Yes.



Sometimes, once you have added the first form to your personal menu, Banner will not let you get back to the Form block on the left to select again from the list. Try saving your changes and get out of the form and get back in to GUAPMNU. This usually works. Once you have added all the forms you need, save your changes and exit the form.



Click on "Personal Menu" to see the forms that have been added. Repeat the same steps to add additional user-defined sub-menus.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Options", "Edit", "Block", "Field", "Record", "Query", "Help", and "Window". The toolbar contains various icons for navigation and editing. The main window title is "Univ Sys of New Hampshire GUAGMNU 5.2 (BTST)". Below the title bar, there is a dropdown menu currently set to "Buy Pay Application" and a "Direct Access:" field. The main area is divided into two panes. The left pane, highlighted in yellow, shows a tree view of the menu structure:

- Business Processes Menu
 - Manage the Enterprise
 - Matriculate to Educate
 - Forecast to Enroll
 - Plan to Fund
- Products Menu
- Personal Menu
 - Buy Pay Application

The right pane displays a table with the following data:

T...	Description	Name
	Requisition Form	FPAREQN
	Invoice/Credit Memo Form	FAAINVE
	Change Order Form	FPACHAR

At the bottom of the window, there is a status bar with the text "Enter the object name; press CQUERY for messages, LIST for listing." and a record indicator "Record: 1/1" followed by navigation buttons including "<OSC>".