

# Customizing the My Banner Menu

All your favorite forms in one place!

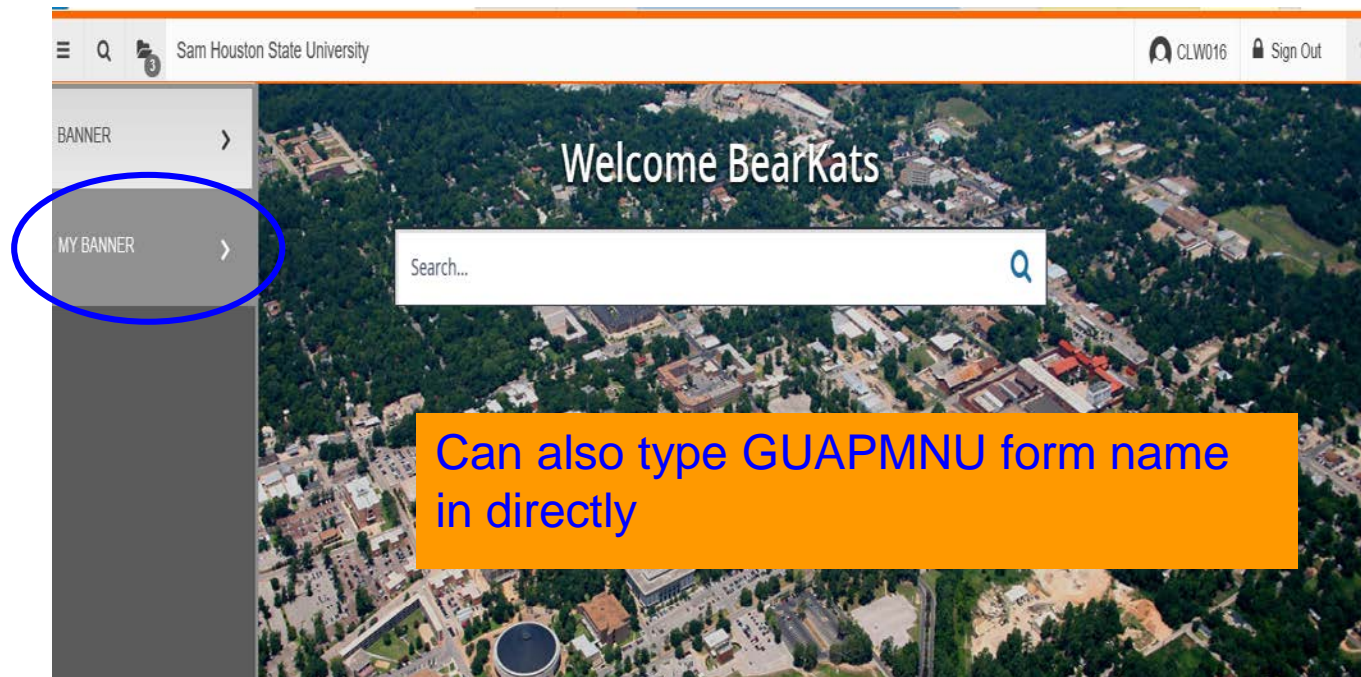


Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

# Customizing My Banner

- Double-click 'My Banner'
  - 'Empty: Select to Build' should display
    - Double-click 'Empty-Select to Build'
- Opens to My Banner Maintenance form (GUAPMNU)



# Customizing My Banner

- My Banner Maintenance form (GUAPMNU)
  - Select forms on left, & 'Insert Selection' to add
    - Will appear on right side once added. Click 'Save' when finished.

Sam Houston State University

CLW016 Sign Out

My Banner Maintenance GUAPMNU 9.0 (BANPROD)

MENU MAINTENANCE

Type \* Oracle Forms module

Object *	Description *
GUAABOT	About Banner
FTMACCT	Account Code Maintenance
FTVACCT	Account Code Validation
FGQACTH	Account Hierarchy
FTIACHT	Account Hierarchy Query
FTMACCI	Account Index Code Maintenance
FTVACCI	Account Index Code Validation
FTMATYP	Account Type Code Maintenance
FTVATYP	Account Type Validation
TOQMENU	Accounts Receivable Globals
FTMACTV	Activity Code Maintenance
FTVACTV	Activity Code Validation
FOQADDR	Address Information Query
FTMAGCY	Agency Code Maintenance
FGQAGYH	Agency Hierarchy
FTIAGYH	Agency Hierarchy Query
GLRAPPL	Application Definition Rules
GLIAPPL	Application Inquiry
FRIAPPL	Application of Payment History Inquiry
FOIAPHT	Approval History

Object Selection

Object	Description
FGIBDST	Organization Budget Status
FGAVCD	Journal Voucher Entry
FGIOENC	Organizational Encumbrance List
FGITBAL	General Ledger Trial Balance
FGITBSR	Trial Balance Summary
FGIBAVL	Budget Availability Status
FOAUAPP	User Approval
FOIDOCH	Document History
FGAVJCQ	Journal Voucher Quick
FGIENC	Detail Encumbrance Activity
FGIENCB	Encumbrance List
FAACHKS	Check Cancellation
FGRBDS	Budget Status (Current Period)
FGRODTA	Organization Detail Activity
FYPUSAS	FTP USAS file to State
FGAENCB	General Encumbrance Maintenance
FGRIDOC	Incomplete Document Listing
FGAVJCQ	Journal Voucher Quick
FGIENC	Detail Encumbrance Activity
FGIENCB	Encumbrance List

Insert Selection  
Remove Selection  
Insert All  
Remove All

Record 1 of 260

Record 1 of 30

SAVE

# Customizing My Banner

- Tips: You can add the My Banner Maintenance form and other maintenance forms to My Banner for quick maintenance access

Sam Houston State University

CLW016 Sign Out

My Banner Maintenance GUAPMNU 9.0 (BANPROD)

MENU MAINTENANCE

Type \* Job Submission object

If can't find a specific form, it may be under a different 'Type'

Object *	Description *
FTMLOCN	Location Code Maintenance
FTVLOCN	Location Code Validation
FGQLOCH	Location Hierarchy
FTHLOCH	Location Hierarchy Query
GUAPMNU	My Banner Maintenance
FTVORGN	Organization Code Validation
GORNPNM	Non-Person Name Translation Rules
GTVOBJT	Object Code Validation
GLROBJT	Object Definition Rules
GLIOBJT	Object Inquiry
GUAOBS	Object Maintenance
GUIOBS	Object Search
FAIOINF	Open Invoices by FOAPAL
FPIOPOF	Open Purchase Orders by FOAPAL
FPIORQF	Open Requisition by FOAPAL Query
GUAPSWD	Oracle Password Change
FGIBDST	Organization Budget Status
FGIBSUM	Organization Budget Summary
FTMORGN	Organization Code Maintenance
FTVORGN	Organization Code Validation Form - Finance

Object	Description
FGIBDST	Organization Budget Status
FGAJVCD	Journal Voucher Entry
FGIOENC	Organizational Encumbrance List
FGITBAL	General Ledger Trial Balance
FGITBSR	Trial Balance Summary
FGIBAVL	Budget Availability Status
FOAUAPP	User Approval
FOIDOCH	Document History
FGAJVCQ	Journal Voucher Quick
FGIENC	Detail Encumbrance Activity
FGIENCB	Encumbrance List
FAACHKS	Check Cancellation
FGRBDS	Budget Status (Current Period)
FGRODTA	Organization Detail Activity
FYPUSAS	FTP USAS file to State
FGAENCB	General Encumbrance Maintenance
FGRIDOC	Incomplete Document Listing
FGAJVCQ	Journal Voucher Quick
FGIENC	Detail Encumbrance Activity
FGIENCB	Encumbrance List

Object Selection

Insert Selection

Remove Selection

Insert All

Remove All

Record 151 of 260

Record 1 of 30



# Customizing My Banner

- Forms will appear in the order they are added
- To change a form's location in your My Banner list after it has been added, click on the form you would like it to come after, then click the 'Insert' button and a new blank row is added underneath the form you clicked on
- Copy and paste the form into the new row, and delete it from the old one.

My Banner Maintenance GUAPMNU 9.0 (BANPROD)

ADD RETRIEVE RELATED TOOLS

Insert Delete Copy Filter

Type \* Oracle Forms module

Object *	Description *
GUAABOT	About Banner
FTMACCT	Account Code Maintenance
FTVACCT	Account Code Validation
FGQACTH	Account Hierarchy
FTIACTH	Account Hierarchy Query
FTMACCI	Account Index Code Maintenance
FTVACCI	Account Index Code Validation
FTMATYP	Account Type Code Maintenance
FTVATYP	Account Type Validation
TOQMENU	Accounts Receivable Globals
FTMACTV	Activity Code Maintenance
FTVACTV	Activity Code Validation
FOQADDR	Address Information Query
FTMAGCY	Agency Code Maintenance
FGQAGYH	Agency Hierarchy
FTIAGYH	Agency Hierarchy Query
GLRAPPL	Application Definition Rules
GLIAPPL	Application Inquiry
FRIAPPL	Application of Payment History Inquiry
FOIAPHT	Approval History

Object Selection

Object	Description
FGIBDST	Organization Budget Status
FGAJVCD	Journal Voucher Entry
FGAJVCM	Journal Voucher Mass Entry
FGIDOCR	Document Retrieval Inquiry
FZIIDEN	TINS Entity Name/ID Search form
FYPFFIX	Fix FUPLOAD File EOL char
FAINIVE	Invoice/Credit Memo Query
FGIBAVL	Budget Availability Status
FGIBSR	Final Balance Summary
FGIBSN	General Ledger F11B Issues
GUAMESG	General Message
FGIOENC	Organizational Encumbrance List
FOAUAPP	User Approval
FOIDOCH	Document History
FGAJVCQ	Journal Voucher Quick
FGIENC	Detail Encumbrance Activity
FGIENCB	Encumbrance List
FAACHKS	Check Cancellation
FGRBDSC	Budget Status (Current Period)

Insert Selection  
Remove Selection  
Insert All  
Remove All

Record 1 of 260

Record 10 of 33

Click 'Save' when finished

SAVE



# Customizing My Banner

- Click 'X' to close window, then sign out & back in to refresh. You should now be able to access the forms you added under My Banner.

The screenshot shows the Banner system interface for Sam Houston State University. The top navigation bar includes the university name, user ID (CLW016), and a sign-out button. A blue box highlights the 'X' icon in the top left corner of the 'My Banner Maintenance' window. A yellow callout box with the text 'Message will show successful save' points to a green message box that says 'Saved successfully (31 rows saved)'. Below the message box, there are two tables: 'Object Type' and 'Object Selection'. The 'Object Type' table lists various object types and their descriptions, with 'GUAABOT' (About Banner) highlighted. The 'Object Selection' table lists the selected objects, including 'FGIBDST' (Organization Budget Status) and 'GUAABOT' (About Banner). The interface also includes navigation controls like 'Insert Selection', 'Remove Selection', 'Insert All', and 'Remove All' buttons, and a 'SAVE' button at the bottom right.

Sam Houston State University

CLW016 Sign Out ?

My Banner Maintenance GUAPMNU 9.0 (BANPROD)

ADD RETRIEVE RELATED TOOLS

Message will show successful save

Saved successfully (31 rows saved)

Object *	Description *
GUAABOT	About Banner
FTMACCT	Account Code Maintenance
FTVACCT	Account Code Validation
FGQACTH	Account Hierarchy
FTIACCTH	Account Hierarchy Query
FTMACCI	Account Index Code Maintenance
FTVACCI	Account Index Code Validation
FTMATYP	Account Type Code Maintenance
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FTMACTV	Activity Code Maintenance
FTVACTV	Activity Code Validation
FOQADDR	Address Information Query
FTMAGCY	Agency Code Maintenance
FGQAGYH	Agency Hierarchy
FTIAGYH	Agency Hierarchy Query
GLRAPPL	Application Definition Rules
GLIAPPL	Application Inquiry
FRIAPPL	Application of Payment History Inquiry
FOIAPHT	Approval History

Object	Description
FGIBDST	Organization Budget Status
GUAABOT	About Banner
FGAJVCD	Journal Voucher Entry
FGIOENC	Organizational Encumbrance List
FGITBAL	General Ledger Trial Balance
FGITBSR	Trial Balance Summary
FGIBAVL	Budget Availability Status
FOAUAPP	User Approval
FOIDOC	Document History
FGAJVCQ	Journal Voucher Quick
FGIENC	Detail Encumbrance Activity
FGIENCB	Encumbrance List
FAACHKS	Check Cancellation
FGRBDSC	Budget Status (Current Period)
FGRODTA	Organization Detail Activity
FYPUSAS	FTP USAS file to State
FGAENCB	General Encumbrance Maintenance
FGRIDOC	Incomplete Document Listing
FGAJVCQ	Journal Voucher Quick
FGIENC	Detail Encumbrance Activity

Object Type

Object Selection

Insert Selection

Remove Selection

Insert All

Remove All

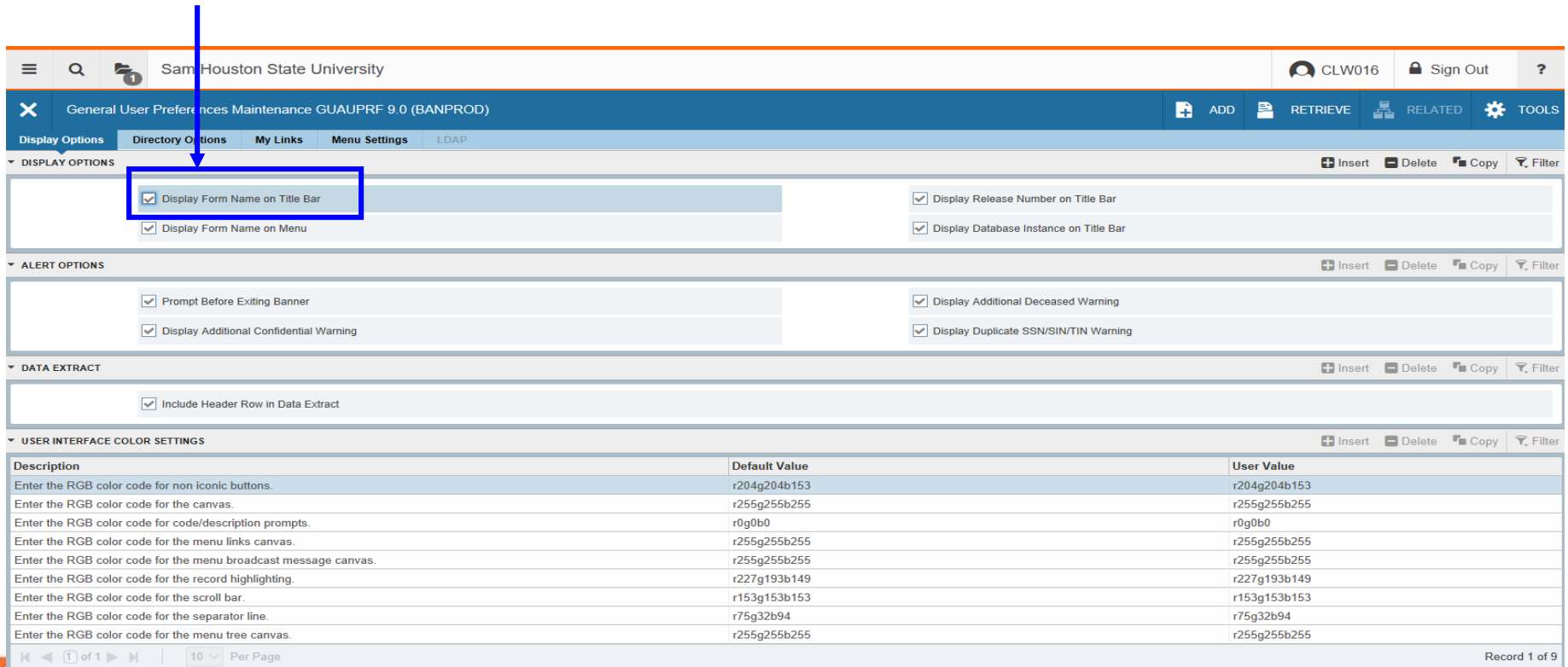
Record 1 of 260

Record 1 of 31

SAVE

# Customizing My Banner

- Use the GUAUPRF form to set your general preferences
  - The 'Display Form Name on Title Bar' option is very helpful when you are starting out because it shows both the 7 character form name and the full form name together



The screenshot shows the 'General User Preferences Maintenance GUAUPRF 9.0 (BANPROD)' form. The 'DISPLAY OPTIONS' section is expanded, and the 'Display Form Name on Title Bar' checkbox is highlighted with a blue box and a blue arrow pointing to it. Other options in this section include 'Display Form Name on Menu', 'Display Release Number on Title Bar', and 'Display Database Instance on Title Bar'. The 'ALERT OPTIONS' section includes 'Prompt Before Exiting Banner', 'Display Additional Confidential Warning', 'Display Additional Deceased Warning', and 'Display Duplicate SSN/SIN/TIN Warning'. The 'DATA EXTRACT' section has 'Include Header Row in Data Extract'. The 'USER INTERFACE COLOR SETTINGS' section is a table with columns for Description, Default Value, and User Value.

Description	Default Value	User Value
Enter the RGB color code for non iconic buttons.	r204g204b153	r204g204b153
Enter the RGB color code for the canvas.	r255g255b255	r255g255b255
Enter the RGB color code for code/description prompts.	r0g0b0	r0g0b0
Enter the RGB color code for the menu links canvas.	r255g255b255	r255g255b255
Enter the RGB color code for the menu broadcast message canvas.	r255g255b255	r255g255b255
Enter the RGB color code for the record highlighting.	r227g193b149	r227g193b149
Enter the RGB color code for the scroll bar.	r153g153b153	r153g153b153
Enter the RGB color code for the separator line.	r75g32b94	r75g32b94
Enter the RGB color code for the menu tree canvas.	r255g255b255	r255g255b255

# Customizing My Banner

- Once you have finished, you may need to exit out of MySam and reopen it to see the new 'My Banner' block appear.
- You can change your My Banner forms and preferences as needed once it is set up.

