

- My Banner**
 - Empty; Select to build. [GUAPMNU]
- Banner**
 - Student [*STUDENT]
 - Advancement [*ALUMNI]
 - Finance System Menu [*FINANCE]
 - Human Resources [*HRS]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]
 - Banner Security [*SECURITY]

Open GUAPMNU



My Links

- [Change Banner Password](#)
- [Check Banner Messages](#) ✓
- [Self Serve Banner](#)
- [Banner Documentation](#)
- [Summit 2007 CD](#)
- [Personal Link 4](#)
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My Institution



Banner Broadcast Messages

WHY DO I NOT HAVE ANY HEADERS WHEN I EXTRACT DATA?

The screenshot shows the Oracle General User Preferences Maintenance window. The 'Display Options' section has four checked items: 'Display Form Name on Title Bar', 'Display Form Name on Menu', 'Display Release Number on Title Bar', and 'Display Database Instance on Title Bar'. The 'Alert Options' section has four checked items: 'Prompt Before Exiting Banner', 'Display Additional Confidential Warning', 'Display Additional Deceased Warning', and 'Display Duplicate SSN/SIN/TIN Warning'. The 'Data Extract' section has one checked item: 'Include Header Row in Data Extract', which is circled in red. The 'User Interface Color Settings' section has four rows of settings for non-iconic buttons, canvas, code/description prompts, menu links canvas, and menu broadcast message canvas, each with a description, default value, and user value.

File Edit Options Block Item Record Query Tools Help

ORACLE

General User Preferences Maintenance GUAUPRF 8.6.4 (PPRD)

Display Options Directory Options My Links Menu Settings LDAP

Display Options

- Display Form Name on Title Bar
- Display Form Name on Menu
- Display Release Number on Title Bar
- Display Database Instance on Title Bar

Alert Options

- Prompt Before Exiting Banner
- Display Additional Confidential Warning
- Display Additional Deceased Warning
- Display Duplicate SSN/SIN/TIN Warning

Data Extract

- Include Header Row in Data Extract

User Interface Color Settings

Description:	Enter the RGB color code for non iconic buttons.
Default Value:	r204g204b153
User Value:	r204g204b153
Description:	Enter the RGB color code for the canvas.
Default Value:	r255g255b255
User Value:	r255g255b255
Description:	Enter the RGB color code for code/description prompts.
Default Value:	r0g0b0
User Value:	
Description:	Enter the RGB color code for the menu links canvas.
Default Value:	r255g255b255
User Value:	r255g255b255
Description:	Enter the RGB color code for the menu broadcast message canvas.
Default Value:	r255g255b255
User Value:	r255g255b255

Check to have form name display on window title.

Record: 1/1 | ... | <OSC>

- Go to File>Preferences and check the radio button in the bottom left hand corner

HOW MUCH MONEY DO I HAVE AVAILABLE TO BUDGET IN A NON-APPROPRIATED FUND?

File Edit Options Block Item Record Query Tools Help ORACLE

Trial Balance Summary **FGITBSR** 8.6.0.3 (PPRD)

COA: T Southern Utah University Fiscal Year: 15
 Fund: 011010 Business Office Fees OR Fund Type:
 Account: OR Acct Type:

Acct Type	Account	Description	Beginning Balance	Debit/Credit *	Current Balance	Debit/Credit *
11	1020	Claim on Cash	14,437.63	Debit	15,102.63	Debit
11	1365	A/R Other	0.00	Debit	0.00	Debit
21	2100	Accounts Payable	0.00	Credit	0.00	Credit
21	2398	Employee Garnishments	0.00	Credit	0.00	Credit
31	3100	Current Unrestricted	14,437.63	Credit	14,437.63	Credit
31	3130	Auxiliary	0.00	Credit	0.00	Credit
41	4100	Revenue Control	0.00	Credit	690.00	Credit
41	4120	Expenditure Control	0.00	Debit	25.00	Debit
41	4200	Budgeted Revenue Control	0.00	Debit	500.00	Debit
41	4220	Budgeted Expenditure Control	0.00	Credit	20,400.00	Credit
41	4260	Budgeted Change to NA	0.00	Debit	19,900.00	Debit
Total:			0.00		0.00	
			Current Fund Balance:		15,102.63	Credit

* - denotes amount is opposite of Normal Balance

Record: 1/11 <OSC>

- Bottom right hand corner, current fund balance. That is how much money you have to spend.
- This screen is not going to give you useful information for the appropriated fund (000100)
- If you have an asterisk next to the fund balance, that means you have overspent.

YOU SUBMITTED A CHECK REQ OR P.O., HAS IT BEEN PAID?

File Edit Options Block Item Record Query Tools Help ORACLE

Vendor Detail History FAIVNDH 3.9.0.13 (PPRD)

Vendor: T00390326 Les Olson Company Vendor Hold Selection: All

Fiscal Year: 15 Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
EA533729	I0254182	Y	N	N	P	N	79.99	11-AUG-2014	11-AUG-2014	!0044830
EA533726	I0254215	Y	N	N	P	N	564.20	11-AUG-2014	11-AUG-2014	!0044830
EA533745	I0254717	Y	N	N	P	N	75.31	11-AUG-2014	14-AUG-2014	!0044917
EA533743	I0255305	Y	N	N	P	N	313.45	21-AUG-2014	29-AUG-2014	!0047617
EA537472	I0255623	Y	N	N	P	N	1,109.69	04-SEP-2014	04-SEP-2014	!0047878
EA543118	I0256531	Y	N	N	P	N	30.64	02-OCT-2014	02-OCT-2014	!0049197
EA545840	I0257199	Y	N	N	P	N	24.54	16-OCT-2014	16-OCT-2014	!0049718
EA545899	I0257200	Y	N	N	O	Y	103.79	16-OCT-2014		
EA545899R	I0257589	Y	N	N	P	N	103.79	16-OCT-2014	16-OCT-2014	!0049718
SU037853	I0257908	Y	N	N	P	N	190.00	22-OCT-2014	22-OCT-2014	!0049803
EA548855	I0258501	Y	N	N	P	N	116.40	07-NOV-2014	07-NOV-2014	!0050333
EA548894	I0258506	Y	N	N	P	N	154.95	07-NOV-2014	07-NOV-2014	!0050333
EA548760	I0258717	Y	N	N	P	N	399.36	06-NOV-2014	06-NOV-2014	!0050292
EA533742	I0259091	Y	N	N	P	N	187.90	05-NOV-2014	05-NOV-2014	!0050253
Total:							3,454.01			

Record: 1/? <OSC>

- FAIVNDH will show you what has been paid to an individual vendor.
- This screen does not look at who is paying the bill, only who the bill was paid to.
- This is a searchable screen, you can search any field (amount field is a little quirky).

Useful Stuff

- Most everything in banner is searchable
- You can use:
 - Less than <
 - Greater than >
 - Not equal to <>
 - Start of description, amount or code Dan%
 - End of description, amount or code %iel
 - Middle of description, amount or code %an%

Shortcuts

- F3 – Drill down (Grant screens use F4)
- F4 – Copy previous record
- F5 – Pulls up “Go To...” bar
- F6 – Insert new record
- F7 – Enter Query (F7 twice will reenter previous query)
- F8 – Execute Query (search)
- F9 – Activate dropdown
- F10 - Save