# Internet Native Banner

Internet Native Banner

- Common Questions
- Common Forms
- Tips and Tricks
- Q&A

Common Questions

- How do I use Internet Native Banner.

- How much money do I have left.

- Revenues / Expenses
  - Why can't I see the expense/where did it go?
  - How can I find the expense/transaction?

How do I use Internet Native Banner

- Once you have a username and password log into INB.

- Double click on Empty; select to build GUAPMNU
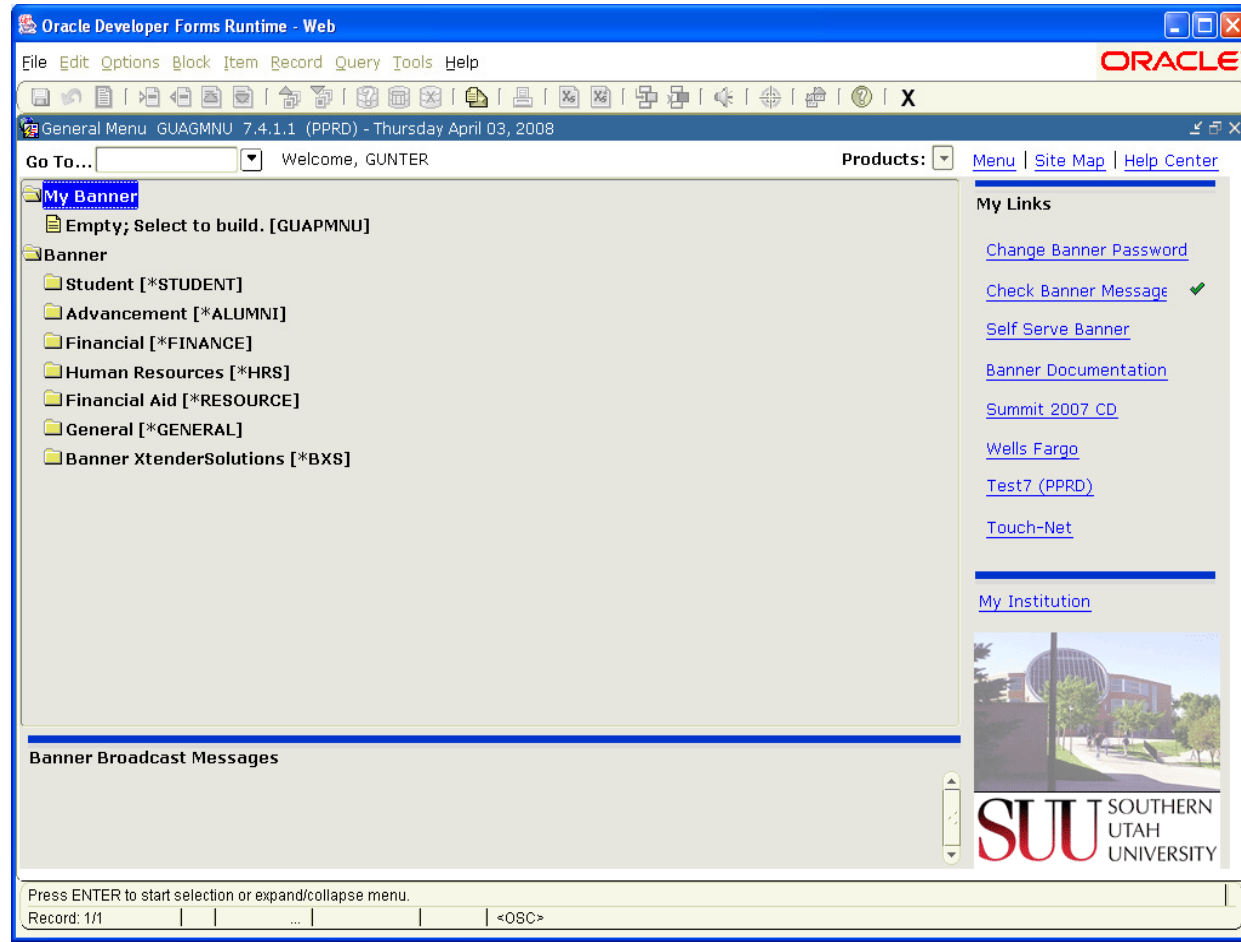
Setting up My Banner

- F7 to Enter Query
- Type in form name
- F8 to Execute Query
- Double click on form name
- Click the arrow button to move to the right hand side of page.

Setting up My Banner

•Then click save or hit F10

Setting up My Banner

•Then next time you log into Banner you will have the forms that you placed into my banner easily accessible.

•Then all you have to do is double click on the form you want.
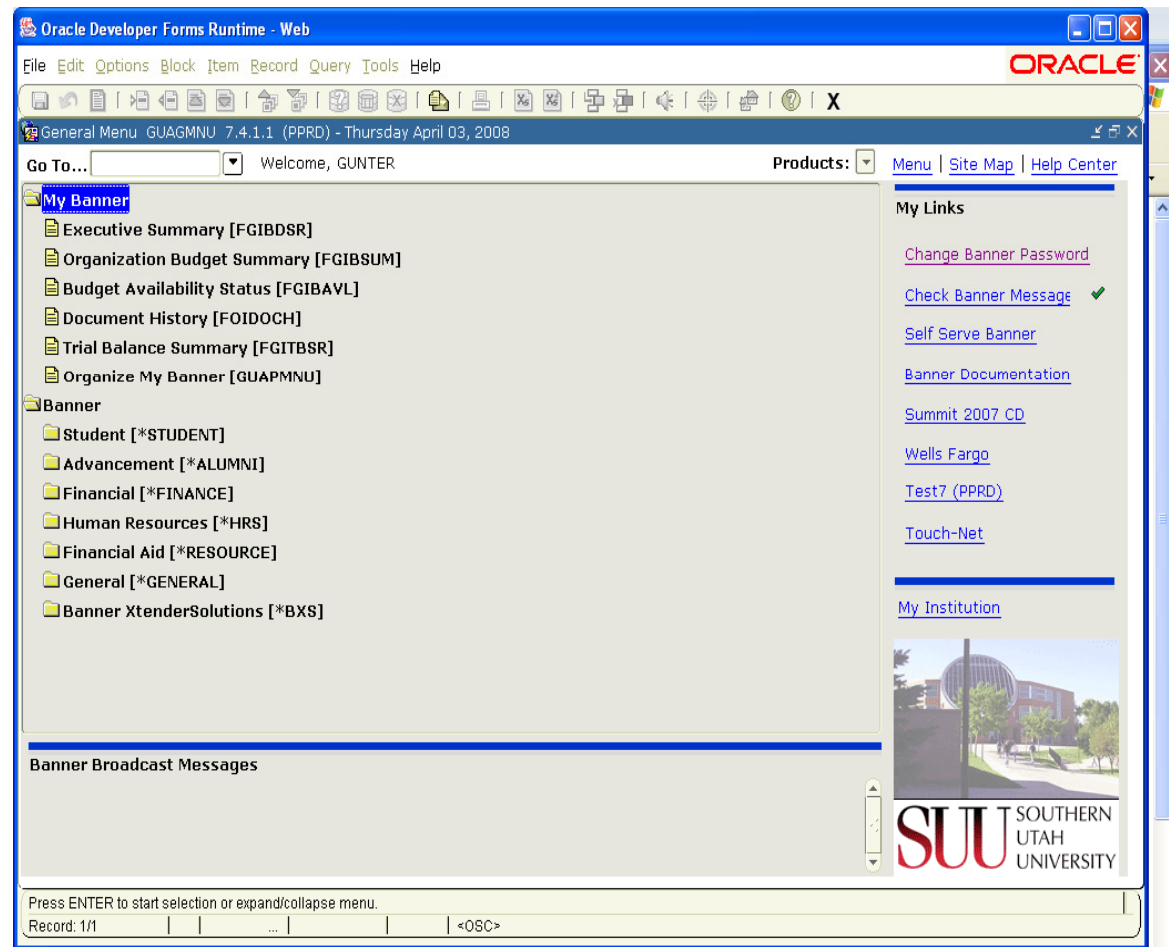
How much money do I have left

• Quick overview of remaining funds/money

How much money do I have left

•Quick overview of remaining funds/money
•This is the form we use in Accounts Payable to see if there is available balance left.

Revenues / Expenses

- Go to FGIBDSR
- Enter the fund and organization number or Index

Revenues / Expenses

•In FGIBDSR you can look up account types
•Enter the fund and organization number or Index then enter the respective account type.
•You can also include or not include revenue accounts.

Revenue / Expense Detail

•In FGIBDSR go options transaction detail information FGITRND

Revenues / Expenses Detail

- In FGIBDSR you can look up account types
- Enter the fund and organization number or Index then enter the respective account type.

Fund Balance

• In FGITBSR you can look at the general ledger accounts

FOIDOCH

•With FOIDOCH you can see a the requisition, Purchase order, Invoice numbers, and other important information.

Tips and Tricks

- F3
- F4
- F5
- F6
- F7
- F8
- F9
- F10
- Ctrl Q
- Shift F7
- Shift F8

Q&A

The End

Thank you!