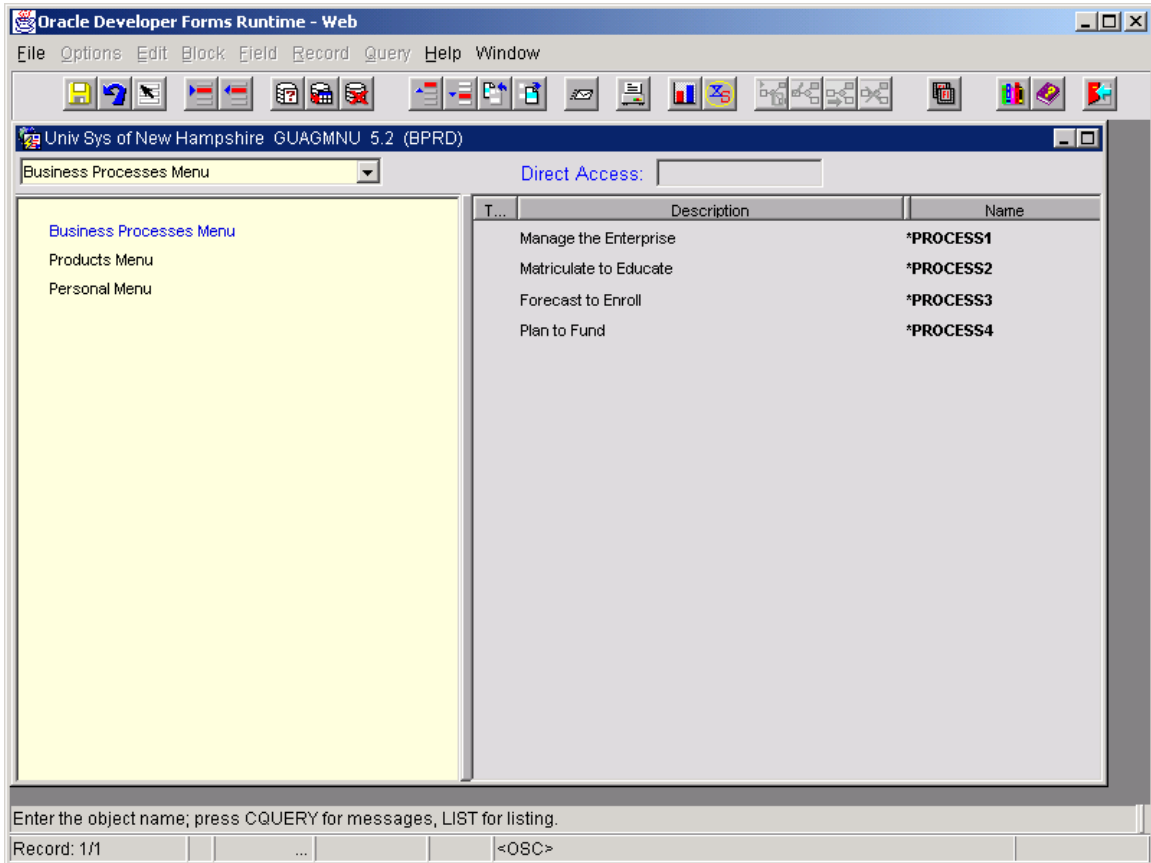


Personalizing Your Banner Menu

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:" field containing the text "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.

Oracle Developer Forms Runtime - Web

File Options Edit Block Field Record Query Help Window

Personal Menu Maintenance Form GUAPMNU 5.0 (BPRD)

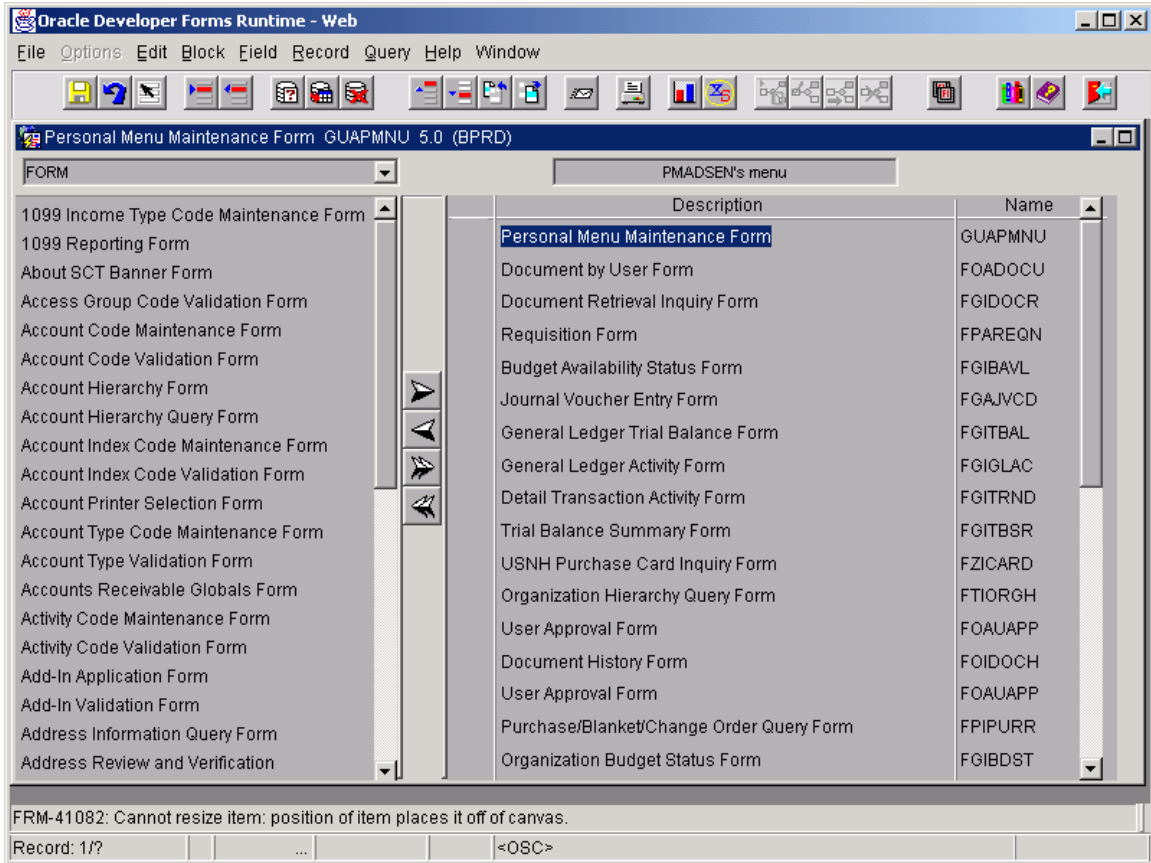
FORM PMADSEN's menu

	Description	Name
1099 Income Type Code Maintenance Form	Personal Menu Maintenance Form	GUAPMNU
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		

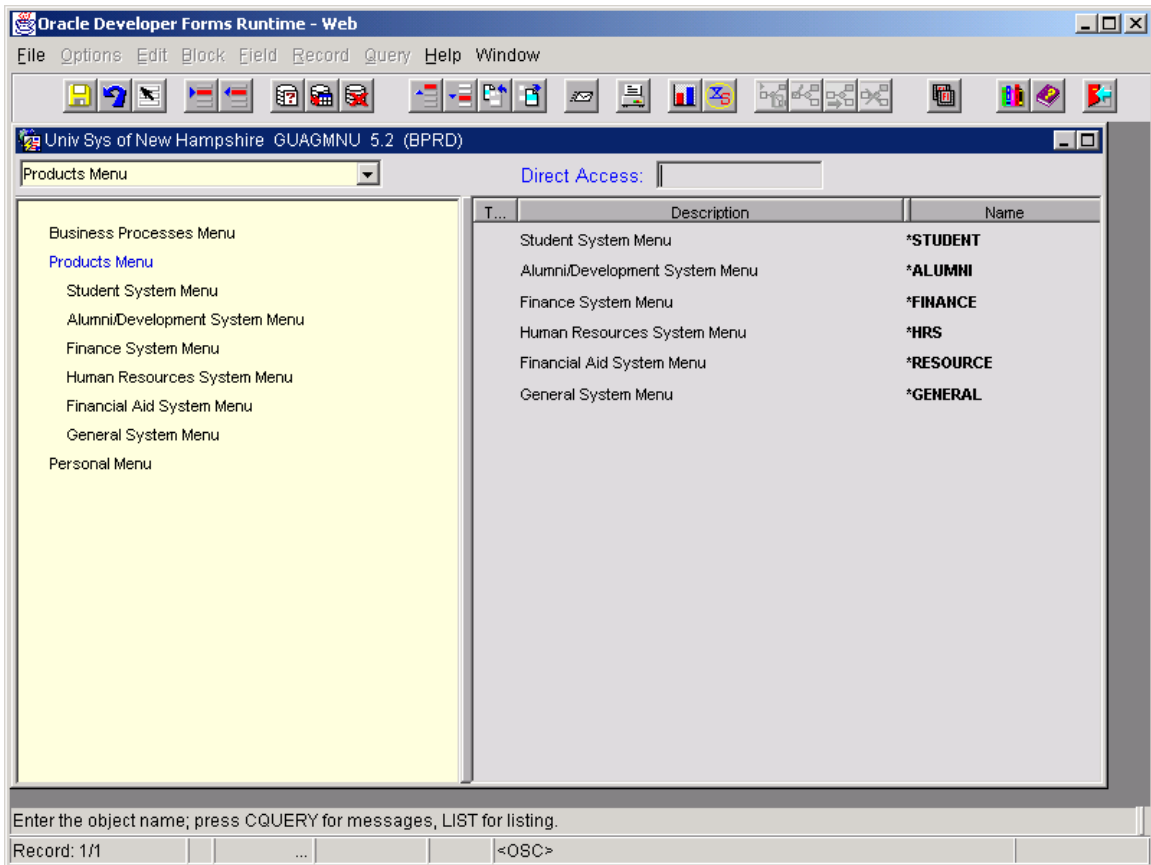
Enter Form, Process, QuickFlow or SubMenu Name; LIST for description search

Record: 1/1 ... <OSC>

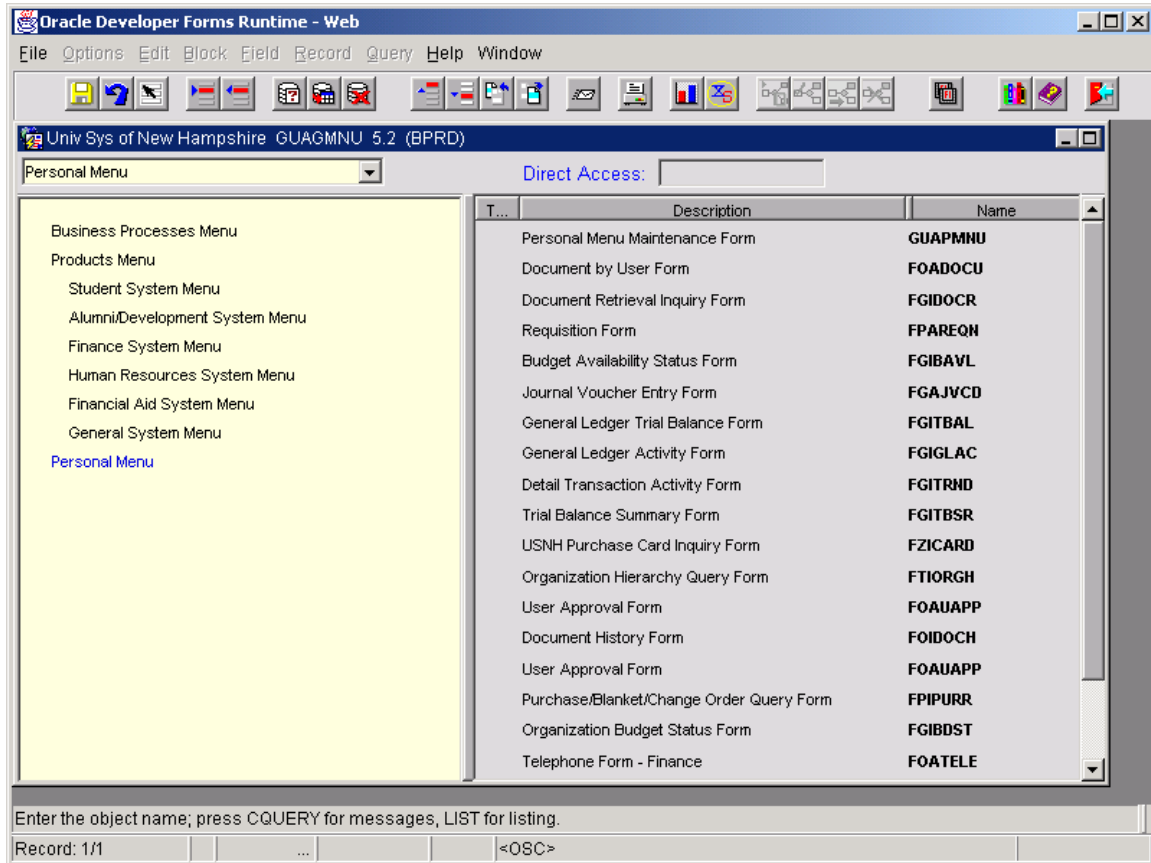
Arrow down and tab to the Name column to add additional forms or queries. Once you have added all your favorite forms or queries, save and exit this form.



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



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

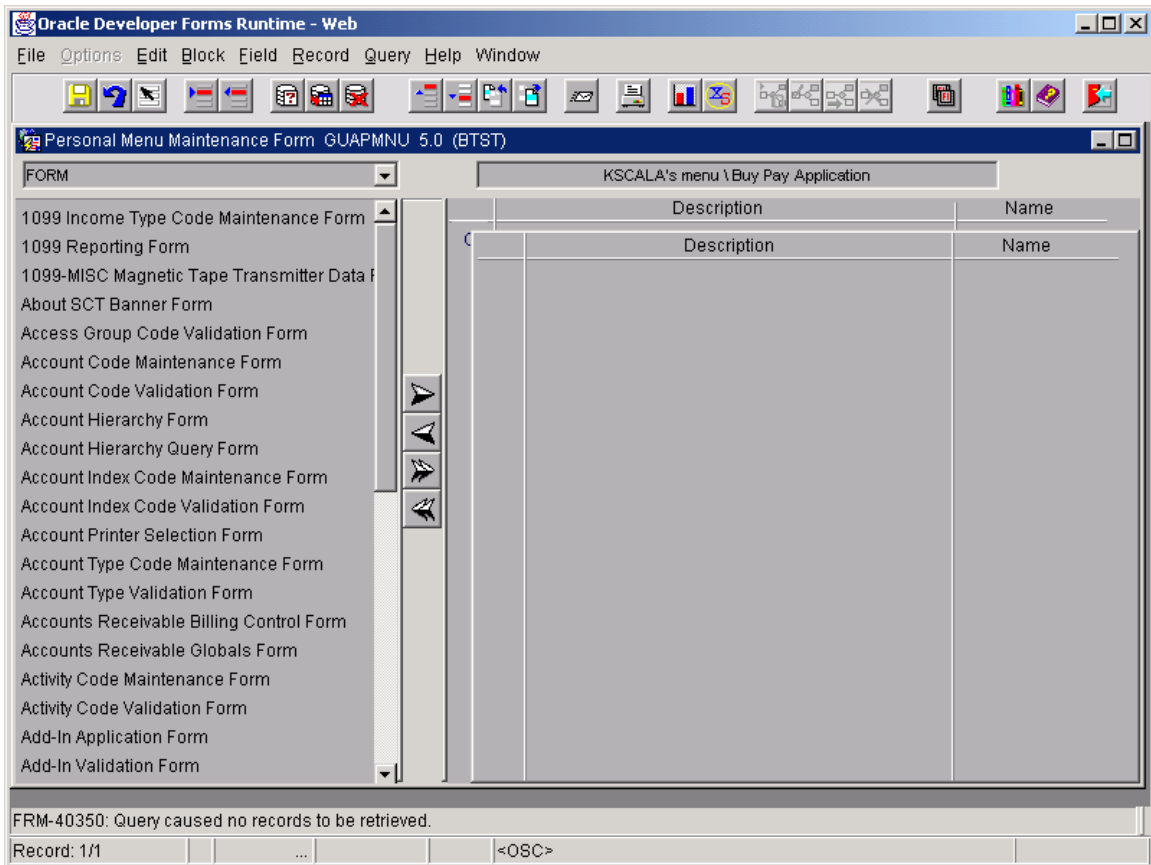
It is possible to create user-defined sub-menus that provide the ability to organize your personal menu. For example, a user would like to create a sub-menu for Buy/Pay application forms.

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.

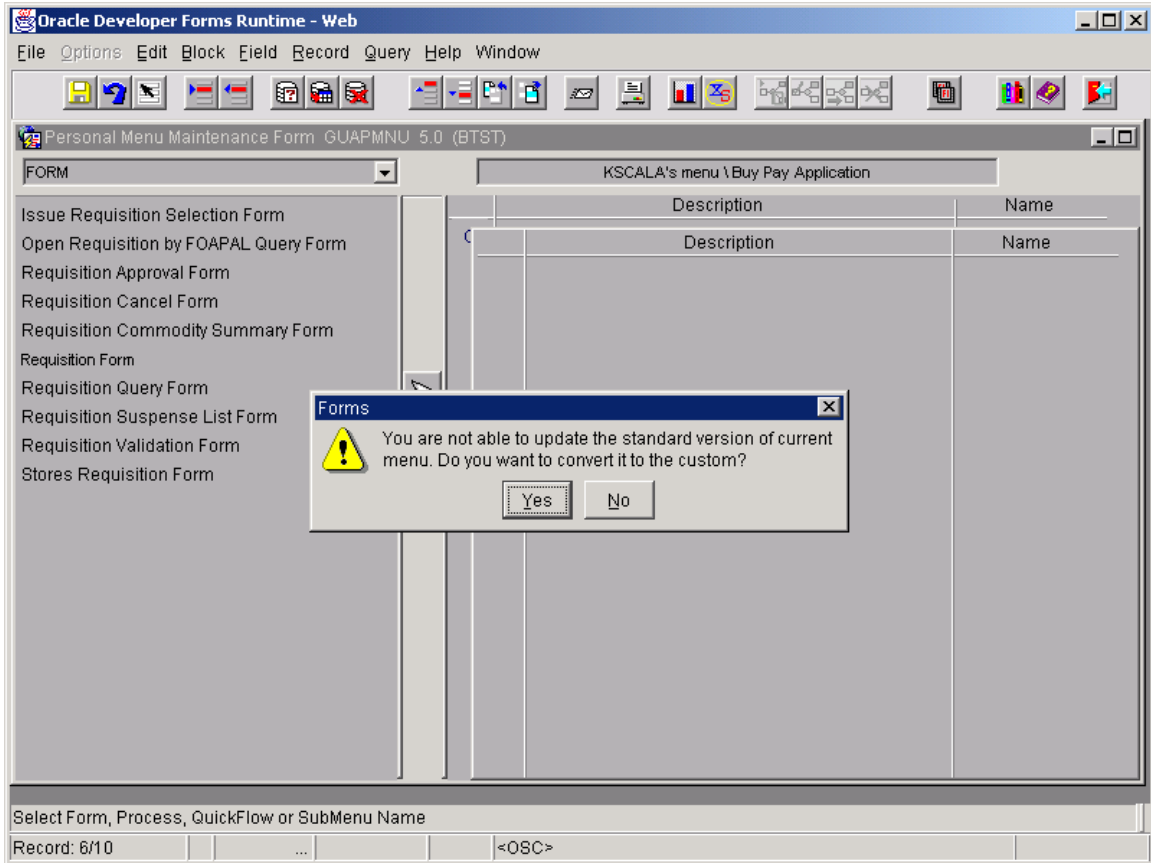
The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar indicates the application is running in a web browser. The menu bar includes File, Options, Edit, Block, Field, Record, Query, Help, and Window. The toolbar contains various icons for navigation and editing. The main window displays the 'Personal Menu Maintenance Form' for 'GUAPMNU 5.0 (BTST)'. The form is titled 'KSCALA's menu' and has a 'FORM' dropdown menu. A list of menu items is shown on the left, including '1099 Income Type Code Maintenance Form', '1099 Reporting Form', '1099-MISC Magnetic Tape Transmitter Data f', '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 Billing Control Form', 'Accounts Receivable Globals Form', 'Activity Code Maintenance Form', 'Activity Code Validation Form', 'Add-In Application Form', and 'Add-In Validation Form'. The main table has two columns: 'Description' and 'Name'. A record is visible with Description 'Buy Pay Application' and Name '*BUYPAYAPP'. The status bar at the bottom shows 'Record: 1/2' and '<OSC>'.

Description	Name
Buy Pay Application	*BUYPAYAPP

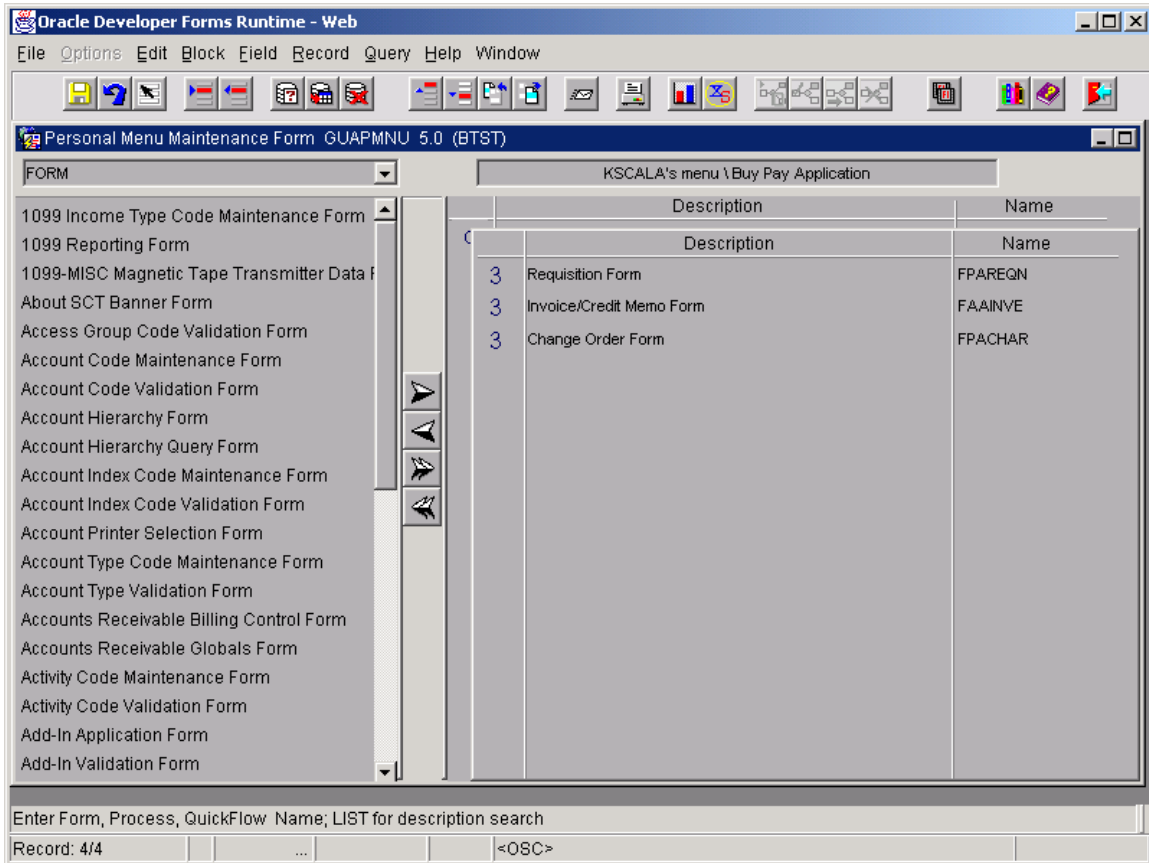
Remain in the Name column and do Ctrl-Page Down. This will bring up another form with its own descriptions and names. This is where you would add the Buy Pay applications forms that you use most.



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 content area is split 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 of forms:

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>".