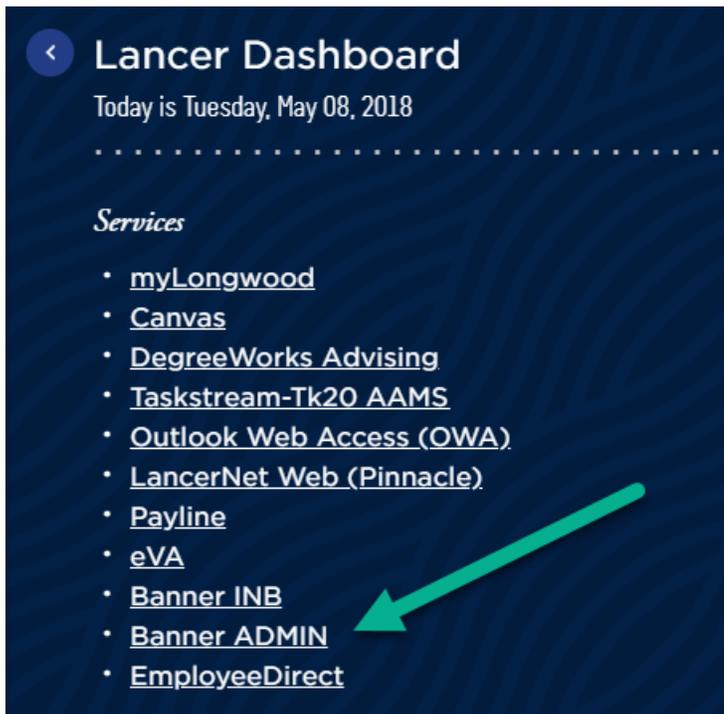
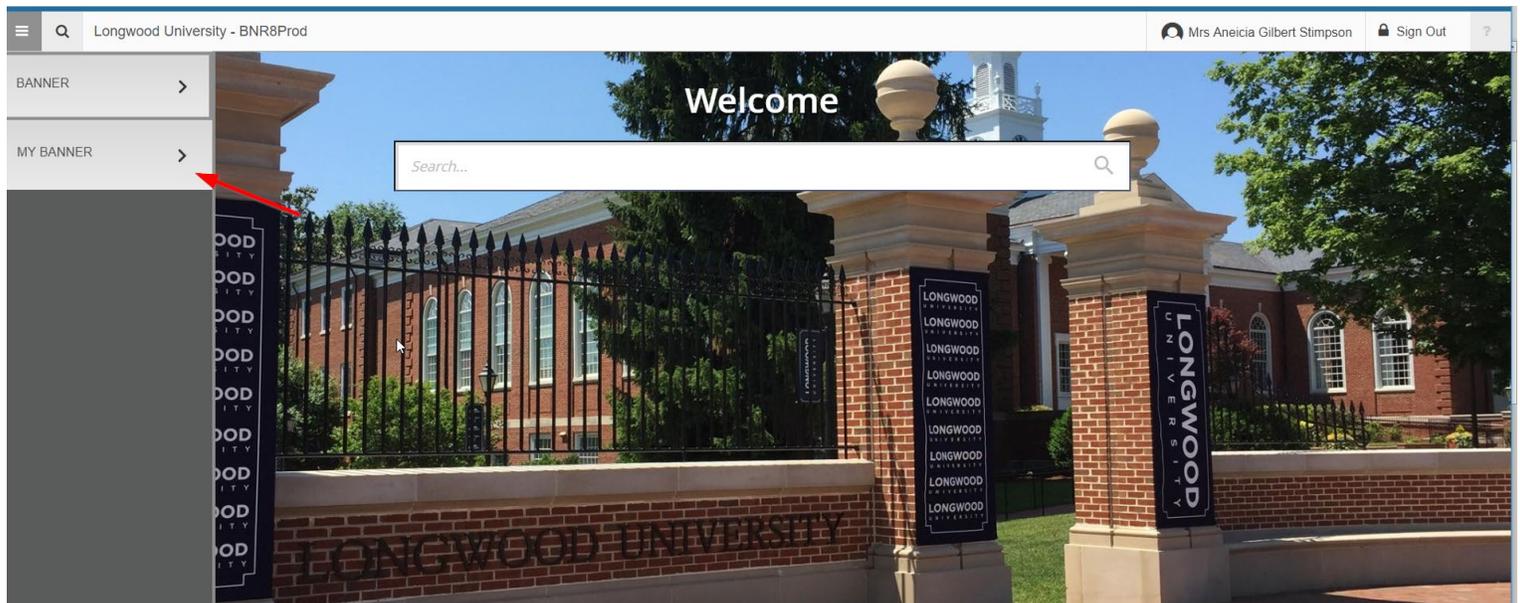


Banner ADMIN – My Banner Menu Maintenance (GUAPMNU)

The My Banner Menu is a personal shortcut menu in Banner. This allows you to create a custom menu with only the pages you need to work with in Banner ADMIN.

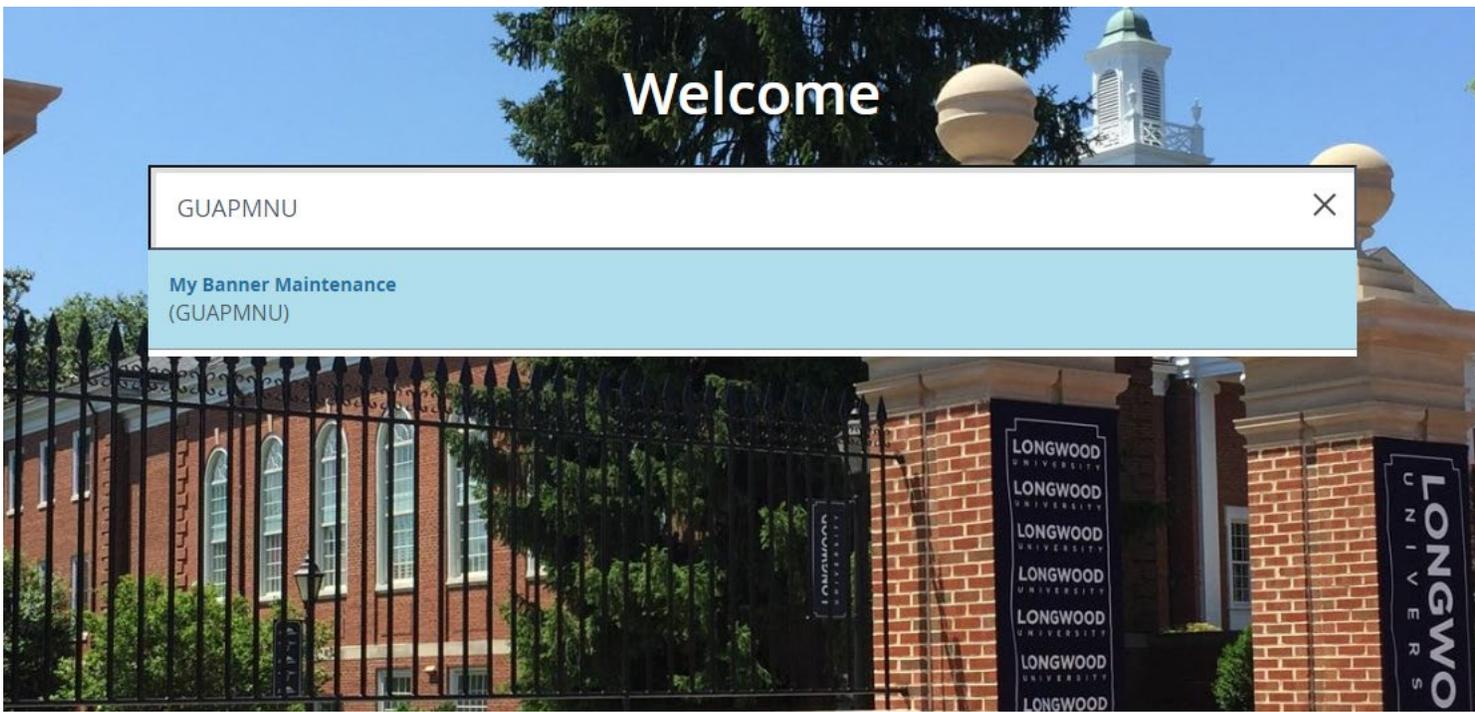


The My Banner menu can be found on the left side of the Banner Admin Welcome page - Application Navigator.

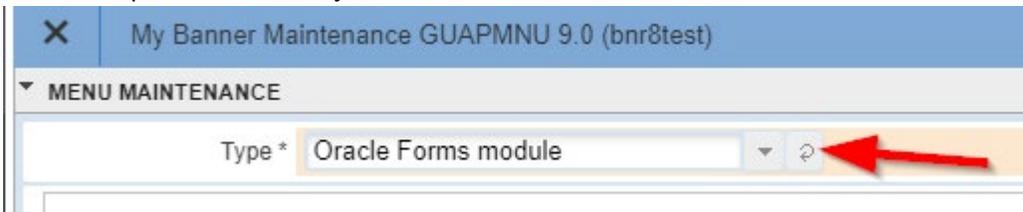


To add items to your My Banner Menu follow the steps below.

1. Enter GUAPMNU into the search box on the home screen. Press Enter to open the page.
Once you add items, you will need to log out of Banner Admin and log back in to see the updated My Banner Menu.



- Once GUAPMNU opens, make sure that Type has 'Oracle Forms module' displayed. If not select from the drop down menu and press the Sort Object button.



- You can scroll through the list of objects to find the page or object you want to add to your My Banner Menu. Once you find it, double click the row and press 'Insert Selection'. You may select multiple objects by double clicking each one and then pressing 'Insert Selection'. Once all pages have been added press SAVE at the bottom of the screen.

Longwood University - BNR8Prod Mrs Aneicia Gilbert Stimpson Sign Out ?

My Banner Maintenance GUAPMNU 9.0 (bnr8prod) ADD RETRIEVE RELATED TOOLS

MENU MAINTENANCE Insert Delete Copy Filter

Type * Oracle Forms module

Object Type	Description *
PXA1099	1099-R
PTV1099	1099-R Distribution Code Validation
GUAABOT	About Banner
PTVRQST	Accommodation Request Status Validation
PTVACST	Accommodation Status Validation
FTVACCT	Account Code Validation
FTVACCI	Account Index Code Validation
TOADEST	Account Printer Selection
FTVATYP	Account Type Validation
TOQMENU	Accounts Receivable Globals
FTVACTV	Activity Code Validation
GOADADD	Add-In Applications
PPIADDR	Address List Inquiry
GOAADDR	Address Review and Verification
GOAADRL	Address Role Privileges
PHAADJT	Adjustment Processing
PEIATOT	Aggregated Benefit/Deduction Totals
PXAASCD	Annual Statistics Canada Data Survey
PAAAPOS	Applicant Entry by Requisition/Position
PAAAPPL	Applicant Information

Record 6 of 440

Object Selection	Description
GUAABOT	About Banner
FGIBDST	Organization Budget Status
FGIBSUM	Organization Budget Summary
GOAEMAL	E-mail Address
FGITRND	Detail Transaction Activity
FGITBAL	General Ledger Trial Balance
FRIGITD	Grant Inception to Date

Record 1 of 7

SAVE

READ Record: 0/440 GUIDORUS.GUIDORUS_NAME (0) ellucian

4. To search for a particular page or object, ex. SFAREGS, select any row in the Objects list. Then press Filter.

The screenshot shows the 'MENU MAINTENANCE' application interface. The 'Object Type' table on the left has the following data:

Object *	Description *
API_REGISTRATION	Registration API
API_REGSTATUS	Registration List API
FAA1099	1099 Reporting
FAABATC	Batch Check Print
FAABREC	Bank Tape Reconciliation
FAACHKS	Check Cancellation
FAAINVD	Invoice/Credit Memo Cancel
FAAINVE	Invoice/Credit Memo
FAAINVT	Purchase Card Transaction Maintenance
FAAONLC	On-line Check Print
FAAPAYC	Payment Control
FAARUIV	Recurring Payables

The 'Object Selection' table on the right has the following data:

Object	Description
GUAABOT	About Banner
SPAIDEN	General Person Identification
FGIBDST	Organization Budget Status
FGIBSUM	Organization Budget Summary
GOAEMAL	E-mail Address
FGITRND	Detail Transaction Activity
FGITBAL	General Ledger Trial Balance
FRIGITD	Grant Inception to Date

Buttons for 'Insert Selection', 'Remove Selection', 'Insert All', and 'Remove All' are located between the two tables. The 'Filter' button in the top right corner is highlighted with a red arrow.

5. Enter an Object name, ex. SFAREGS or a Description to search for and press Go. Be sure to use the % wildcard when searching partial descriptions, ex. %Registration%.

The screenshot shows the 'MENU MAINTENANCE' application interface with search filters. The 'Object' field is empty, and the 'Description' field contains '%Registration%'. The 'Go' button is highlighted with a red arrow.

6. Once you find the page you want, double click and press Insert Selected.

7. Once all pages have been added press SAVE at the bottom of the screen.