SUGGESTED FORMS for PERSONAL MENU
For ORGANIZATION MANAGERS and SUPPORT STAFF
How to Create a Personal Menu

In the GO TO field of the General Menu Screen of Banner type in GUAPMNU.
In the right-hand column under "Object" type in, one form name at a time, the 7-character Form Name listed below (the Form Description will fill in automatically). Hit your down arrow key after each entry. After entering all Form Names, click on the Save icon. Exit from the form and exit from Banner. Log back into Banner. Now when you click on Personal Menu, these Forms will appear on the right-hand side and you no longer need to navigate through the menu structure.

Suggested Forms

Form Description	Form Name	Purpose
Budget Availability Status Form	FGIBAVL	Query budget status by account code. See a quick snapshot of your budget. No drill-down capability from this Form. Enter in org code and account code (use 6001 since this is the first account code that exists.
Organization Budget Status Form	FGIBDST	Query budget, see transaction detail; View reqs, POs, invoices, etc. Drill down capability to the document level. Note that pool accounts are not displayed as they were in FRS.
Executive Summary Form	FGIBDSR	View combined budget information for a division or executive level.
User Approval Form	FOAUAPP	Requisitions for your approval.
Document Approval History Form	FOIAPPH	View approval history of requisitions. This form has query capability.
Approval History Form	FOIAPHT	Another form to view approval History.
Document by User Form	FOADOCU	View documents created by User ID. Particularly helpful if you want to see the requisitions that you created.

Document History Form	FOIDOCH	Track documents from Req to PO to invoice to Check. See status of each document (complete, approved, etc.).
Open Purchase Orders by FOAPAL	FPIOPOF	View outstanding Purchase Orders By FOAPAL distribution.
Detail Encumbrance Activity Form	FGIENCD	View the status of outstanding POs.
Detail Transaction Activity Form	FGITRND	View transaction activity to a particular FOAPAL distribution.
Requisition Form	FPAREQN	Enter on-line requisition.
Open Requisition by FOAPAL	FPIORQF	View requisitions not converted to completed Purchase Orders.
Oracle Password Change Form	GUAPSWD	Change your sign-on password.
Organization Codes	FTVORGN	View listing of all organization.
Account Codes	FTVACCT	View listing of all account codes; to view only payroll expense codes-enter a query of 6%, execute query; to view only non-payroll expense codes-enter a query of 7%, execute query.
Fund Codes	FTVFUND	View listing of all funds.
Program Codes	FTVPROG	View listing of all program codes.