

BANNER TIPS

- 1) Save screens to “My Banner”
 - GUAPMNU – to select your personal screens
 - List is searchable
 - Description can be personalized
 - Save list
 - Log out of Banner for list to be created

- 2) FRIGRNT date searches
 - Use <, > signs to search for current awards
 - >30-SEP-2010

- 3) FRIGITD hierarchy
 - Select “Level 2 Acct Types” from Account Summary list

- 4) FGIOENC
 - Lists all encumbrances by fund

- 5) FOADOCU
 - Status list of documents based on user
 - Can search by time period

Incomplete documents need to be removed if not needed

- 6) FRIPSTG
 - Find list of grants by PI
 - Similar to FRIGRNT