

### Computer Settings

#### Pop-up Blocker Settings

The Pop-up Blocker on your computer may interfere with the data extract function of Banner. To eliminate this problem, follow the steps below.

- Select the **Start** key at the bottom of your screen.
- Go to **Settings** and the **Control Panel**.
- From the Control Panel window, select the **Internet Options** icon.
- In the pop-up box, select the **Security** tab.
- On the Security Tab, select the **Trusted Sites** icon and then the **Sites** button.
- In the “**Add this Web site to the zone:**” field enter the address <http://banner.sulross.edu>
- Uncheck the box “Require server verification (https:) for all sites in this zone.”
- Click the **OK** button and return to the Security tab.
- One the **Security** tab, select the **Custom Level** button.
- Scroll down and find the “**Use Pop-up Blocker**” setting.
- Click on **Enable**.
- Select “**Low**” in the **Reset Custom Settings** field and click the **Reset** button and then the **OK** button.
- Click the final **OK** button.

#### Screen Size Adjustment

The screen size setting of your computer may not allow you to see an entire Banner form without scrolling from left to right. To eliminate this problem, follow the steps below.

- Go to the **Desktop** on your computer.
- Do a **right mouse click** and select **Properties** on the pop-up box.
- Select the **Settings** tab.
- Set the **Screen Resolution** slider to **1024 by 768 pixels**.
- Click **OK**

#### Banner Form Names

It can be helpful to have Banner Form Name Letters displayed on your Banner menus. To select this option, follow the steps below.

- In **Internet Native Banner**, navigate to the **General User Preferences Maintenance Form (GUAUPRF)**.
- Select the option “**Display Form Name on Menu.**”
- **Exit** Banner. When you sign on again, the form name letters will be displayed on your menus.

## Standard Account Codes

Account codes can be searched for from many forms in Banner using the LOV key. Listed below are some of the most commonly used account codes. If you are uncertain about which code to use, contact the Purchasing Department for assistance.

- 7201 Membership Dues
- 7211 Awards
- 7249 Veterinary Services
- 7252 Lecturers Higher Education
- 7273 Reproduction and Printing Services
- 7281 Advertising Services
- 7291 Postal Services
- 7299 Purchased Contracted Services
- 7300 Consumables
- 7303 Subscriptions
- 7304 Fuels and Lubricants
- 7310 Chemicals and Gases
- 7312 Medical Supplies
- 7315 Food (cannot be used with State funds)
- 7334 Furnishings and Equipment
- 7367 Maintenance and Repair
- 7380 Computer Software
- 7382 Books and Reference Materials
- 7384 Animals
- 7393 Merchandise Purchased for Resale
- 7406 Rental of Furniture and Equipment

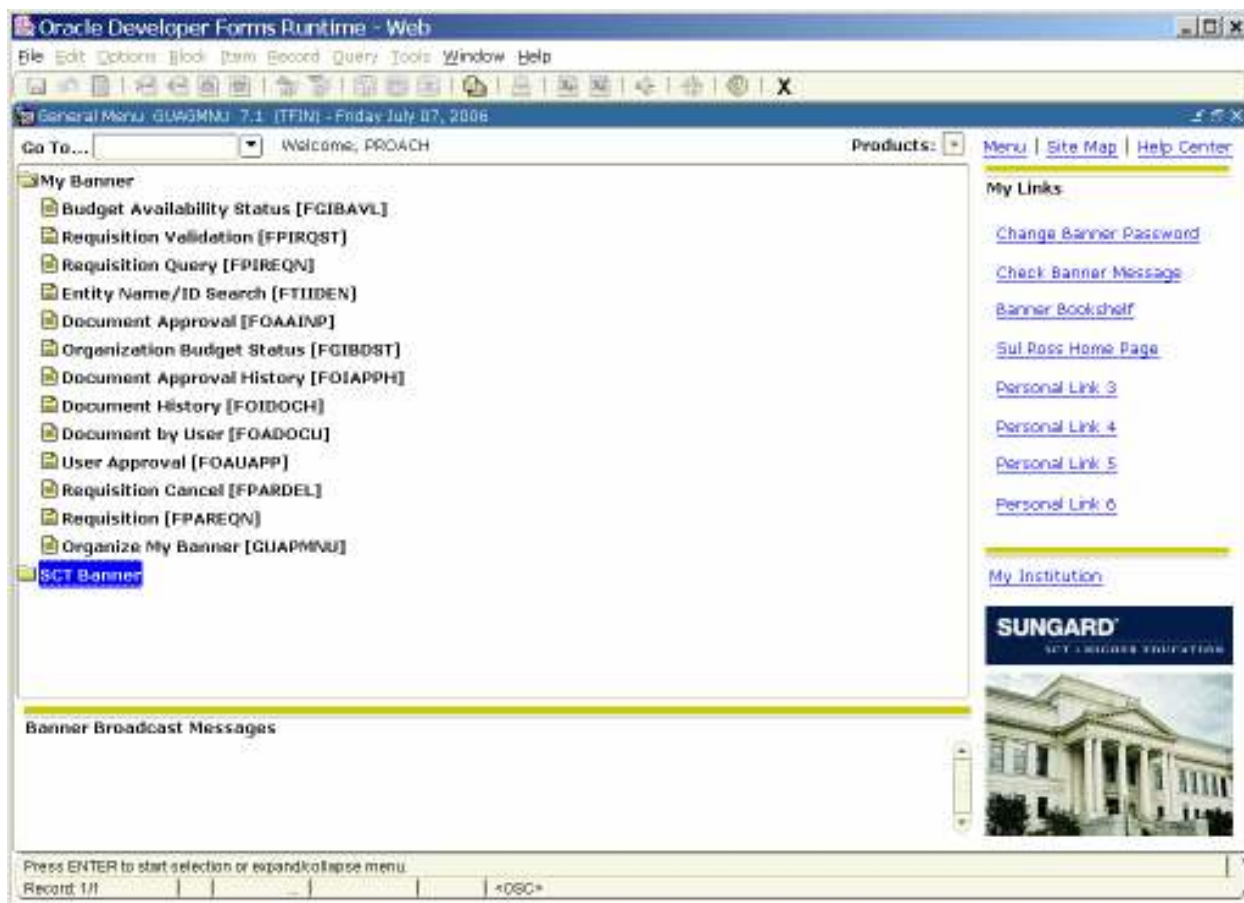
### Standard Clauses for Requisitions

Clauses can be added to a requisition through the Document Text feature of FPAREQN.

<b>Clause No.</b>	<b>Clause Name</b>	<b>Clause Text</b>
001	Attachments to Requisition	Attachments to requisition sent via email, fax or campus mail.
002	Attachments for Vendor	Attachments for vendor sent via email, fax or campus mail.
003	Order Received	Order already received. Do not duplicate.

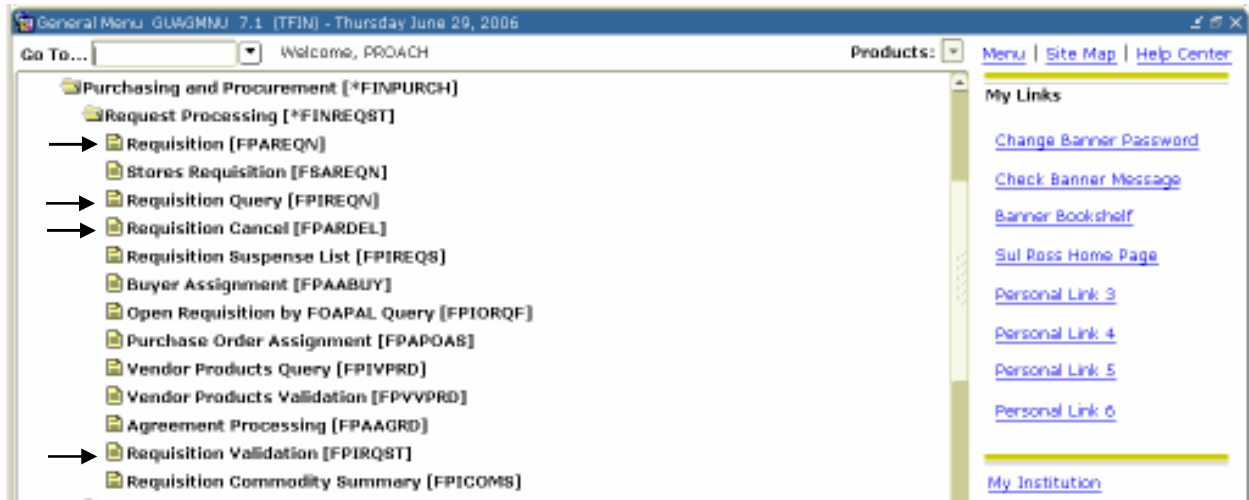
## My Banner

For easier access, all users attending the online requisition training will have the forms copied into My Banner. You can add or delete forms by clicking on the **Organize My Banner Form (GUAPMNU)**.

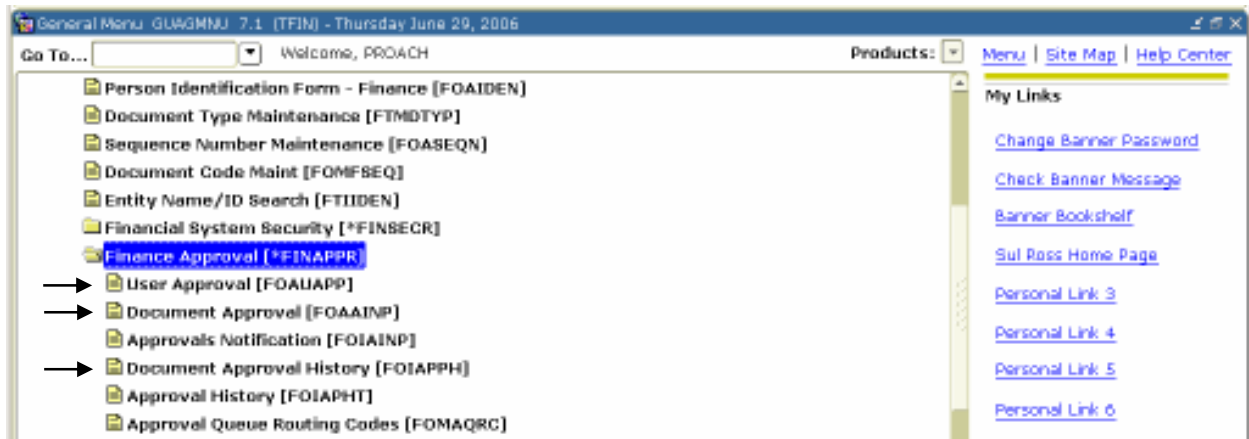


The following screen shots will show the standard location of the forms covered in this training.

## Requisition Forms



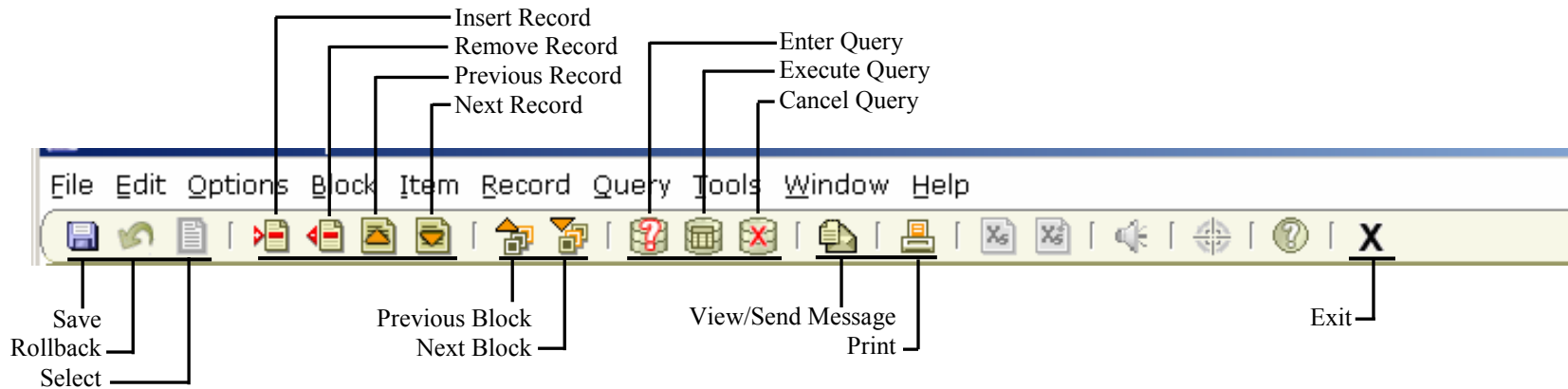
## Approval Forms



## Document History Form



## BANNER TOOLBAR ICONS



## EQUIVALENT SHORT-CUT KEYS

**Save = F10**  
**Rollback = Shift F7**  
**Select = Shift F3**  
**Insert Record = F6**  
**Remove Record = F4**  
**Previous Record = ↑**  
**Next Record = ↓**

**Previous Block = Ctrl Page Up**  
**Next Block = Ctrl Page Dn**  
**Enter Query = F7**  
**Execute Query = F8**  
**Cancel Query = Ctrl Q**  
**List of Values (LOV) = F9**