

Banner Tips & Tricks For Business Personnel

November 13, 2025

Admin Banner



MAKE IT
PERSONAL



NAVIGATION
TIPS



TIPS AND
TRICKS

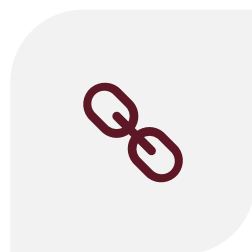


GETTING HELP

Make It Personal



MY BANNER

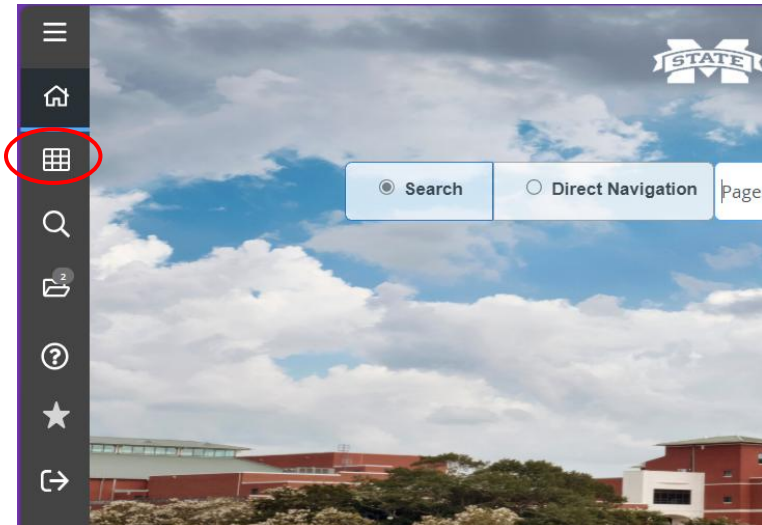


MY LINKS

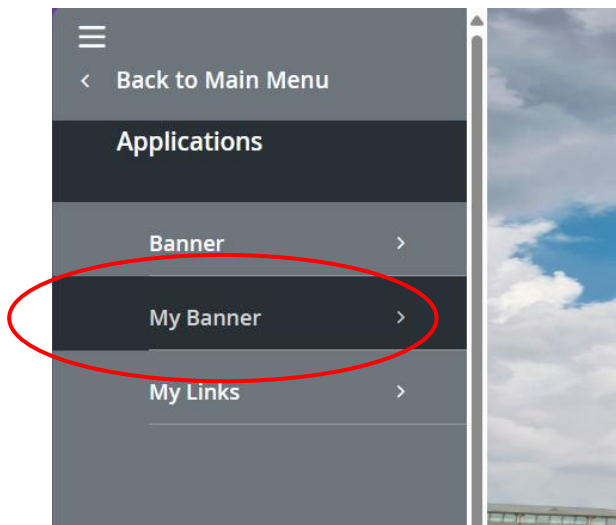


FAVORITES

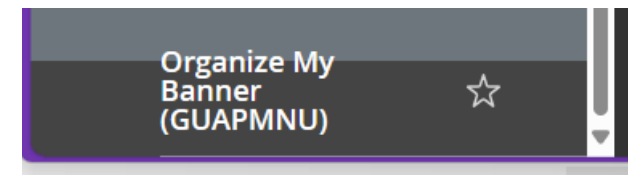
My Banner



Applications
Menu



My Banner
Menu

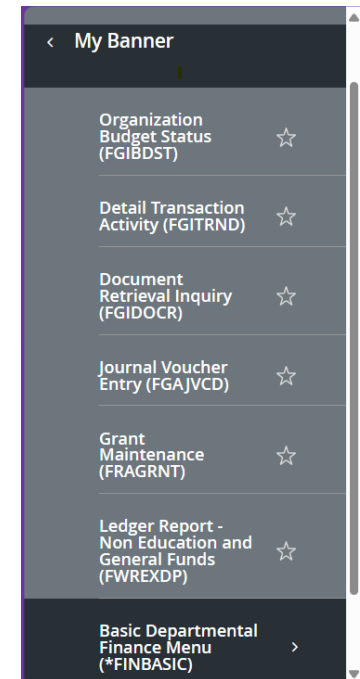


GUAPMNU

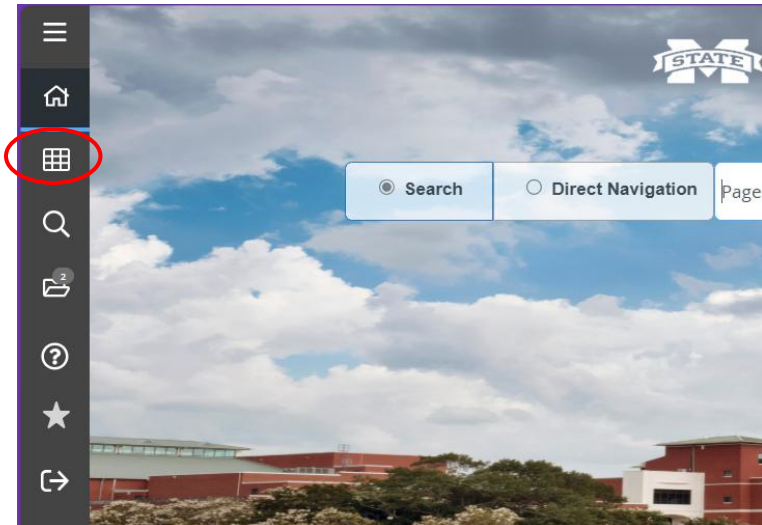
GUAPMNU: My Banner Maintenance

Object Selection	
Object	Description
FGIBDST	Organization Budget Status
FGITRND	Detail Transaction Activity
FGIDOCR	Document Retrieval Inquiry
FGAJVCD	Journal Voucher Entry
FRAGRNT	Grant Maintenance
FWREXDP	Ledger Report - Non Education and General Funds
*FINBASIC	Basic Departmental Finance Menu

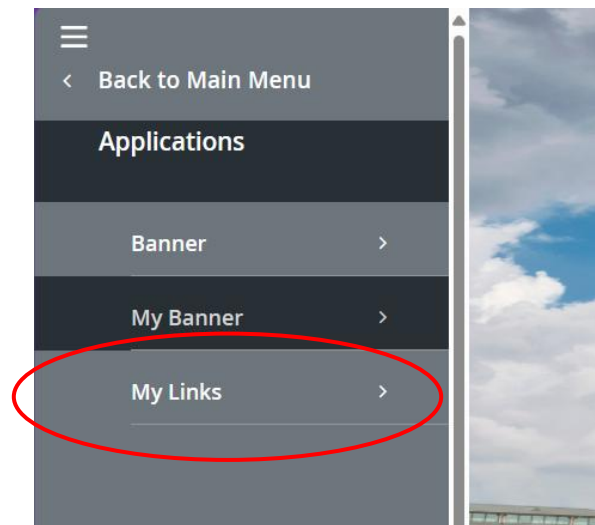
- Insert records on the right side of the page.
- Click Save.
- Exit and log back in to see your changes.



My Links



Applications
Menu



My Banner
Menu

Manage My Links
(GUAUPRF)

GUAUPRF

GUAUPRF: General User Preferences Maintenance

MISSISSIPPI STATE UNIVERSITY General User Preferences Maintenance GUAUPRF 9.3.31 (DEVL)

ADD RETRIEVE RELATED TOOLS

Display Options Directory Options **My Links** Menu Settings

GENERAL USER PREFERENCES MAINTENANCE FORM

Settings Insert Delete Copy Filter

Description	Default Value	User Value
Enter the URL for the "My Institution" link.	http://www.msstate.edu/	http://www.msstate.edu/
Enter the description for the "My Personal Link 1" link.	MSU Admin Banner User Manual	MSU Admin Banner User Manual
Enter the URL or Banner object for the "My Personal Link 1" link.	https://mybanner.msstate.edu/Banner0.pdf	https://mybanner.msstate.edu/Banner0.pdf
Enter the description for the "My Personal Link 2" link.	Your second personal link description	PERS
Enter the URL or Banner object for the "My Personal Link 2" link.	Your second personal link URL	https://www.pers.ms.gov/
Enter the description for the "My Personal Link 3" link.	Your third personal link description	IHL Reporting Schedule
Enter the URL or Banner object for the "My Personal Link 3" link.	Your third personal link URL	https://www.mississippi.edu/data-reports
Enter the description for the "My Personal Link 4" link.	Your fourth personal link description	Your fourth personal link description
Enter the URL or Banner object for the "My Personal Link 4" link.	Your fourth personal link URL	Your fourth personal link URL
Enter the description for the "My Personal Link 5" link.	Your fifth personal link description	Your fifth personal link description

1 of 2 10 Per Page Record 1 of 13

- Go to the My Links tab.
- Do NOT change the first three records.
- Modify remaining descriptions and URLs as desired.
- Click Save.
- Exit and log back in to see your changes.

≡

< Back to Applications

< My Links

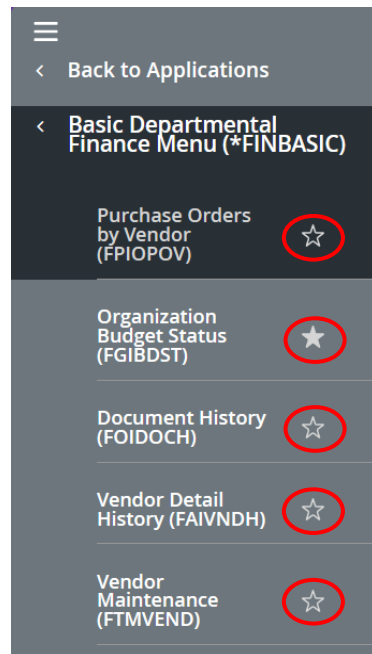
Manage My Links (GUAUPRF)

MSU Admin Banner User Manual

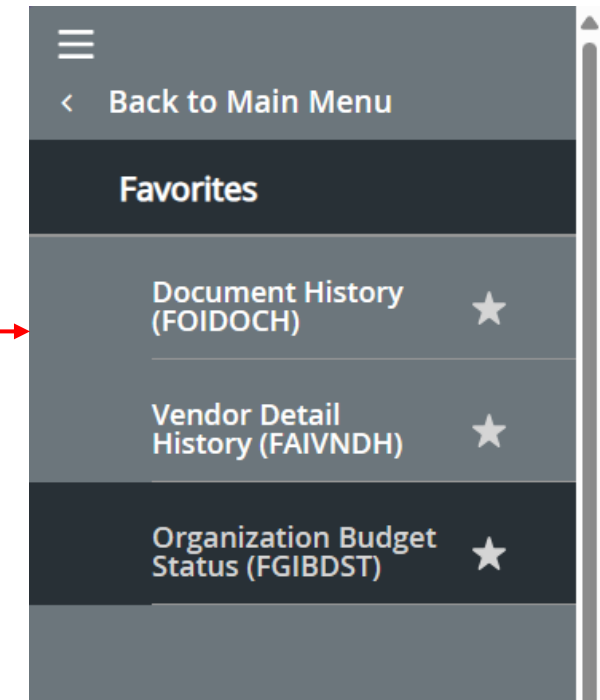
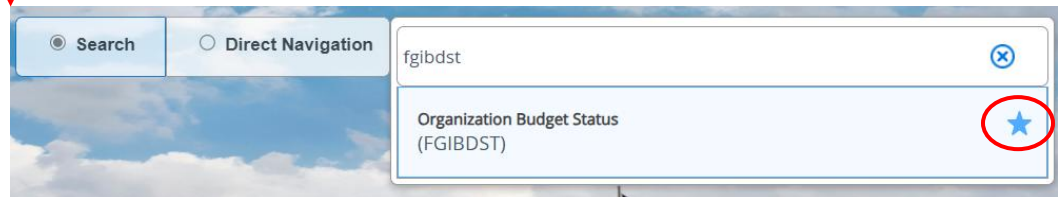
PERS

IHL Reporting Schedule

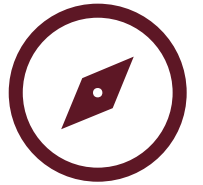
Favorites



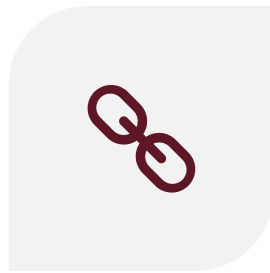
- Make a page a favorite by selecting the star by the name of the page.
- From the Application Menu
- From the Search bar
- Favorites are displayed immediately in the Application Menu



Navigation Tips



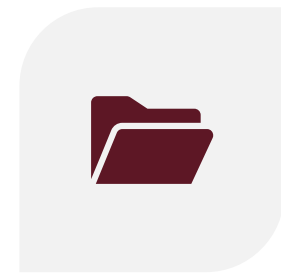
MY BANNER



MY LINKS

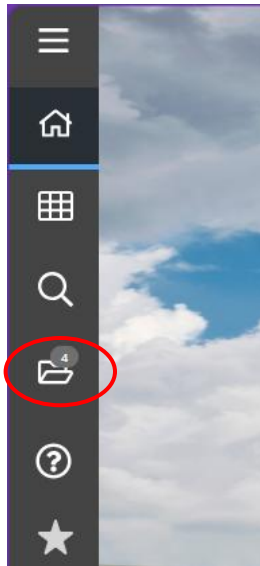


FAVORITES



RECENTLY
OPENED PAGES

Recently Opened Pages



Click this to see recently opened pages
and quickly navigate back to one of these
pages

Tips and Tricks



DATA EXTRACT HEADER



DATA EXTRACT FORMAT



GJIREVO

Data Extract Header



1	24	362142	440900	405795	021000
405795	440900	C	6/18/24, 10:45:02 a	INNI	KJ018701 University of Missis
405795	440900	C	6/5/24, 13:10:02 a	INNI	KJ018601 University of Southe
405795	440900	C	6/5/24, 13:10:02 a	INNI	KJ018602 University of Southe
405795	440900	C	5/22/24, 16:11:15 a	INNI	KJ019401 University of Missis
405795	440900	C	5/1/24, 16:05:02 a	INNI	KJ019301 University of Missis
405795	440900	C	4/22/24, 16:25:02 a	INNI	KJ019201 University of Southe
405795	440900	C	3/4/24, 13:55:02 a	INNI	KI389501 University of Missis
405795	440900	C	3/4/24, 13:55:02 a	INNI	KI389601 University of Southe
405795	440900	C	3/4/24, 13:55:02 a	INNI	KI389602 University of Southe

'COA'	'Fiscal Year'	'Index'	'Fund'	'Organization'	'Acc
1	24		362142	440900	405
'Account'	'Organization'	'Program'	'Activity Date'	'Type'	'Do
405795	440900	021000	6/18/24, 10:45:02 a	INNI	KJ0:
405795	440900	021000	6/5/24, 13:10:02 a	INNI	KJ0:
405795	440900	021000	6/5/24, 13:10:02 a	INNI	KJ0:
405795	440900	021000	5/22/24, 16:11:15 a	INNI	KJ0:
405795	440900	021000	5/1/24, 16:05:02 a	INNI	KJ0:
405795	440900	021000	4/22/24, 16:25:02 a	INNI	KJ0:
405795	440900	021000	3/4/24, 13:55:02 a	INNI	KJ0:
405795	440900	021000	3/4/24, 13:55:02 a	INNI	KJ0:

- GUAUPRF: Display Options tab
- Data Extract section
- Include Header Row in Data Extract

Data Extract Format



Trouble with date format on data extracts?

- GUAUPRF: Directory Options tab
- Data extract format
- User Value: WEBUTIL

 MISSISSIPPI STATE UNIVERSITY General User Preferences Maintenance GUAUPRF 9.3.31 (DEVL)  ADD  RESET			
Display Options	Directory Options	My Links	Menu Settings
▼ GENERAL USER PREFERENCES MAINTENANCE FORM  Setting			
Description	Default Value	User Value	
Local directory for saving output.	c:\temp	c:\temp	
Data extract format: FILE(.csv), TEXT or WEBUTIL.	FILE	WEBUTIL	

Quickly Review Output



*Available
for any
report*

- Submit a report with DATABASE in the Printer field
- Click Related and choose Output Review [GJIREVO]
- Choose the appropriate Process, Number, and Filename
- Click Go if necessary

*Available
for some
reports*

- Submit a report with DATABASE or NOPRINT in the Printer field
- Click Related and choose Review PDF/plain text output [GJAJLIS]
- Enter the appropriate Job if necessary
- Click Go
- Choose the appropriate file and click Download File

Getting Help



DEPARTMENTAL
DOCUMENTATION



MSU ADMIN BANNER
USER MANUAL



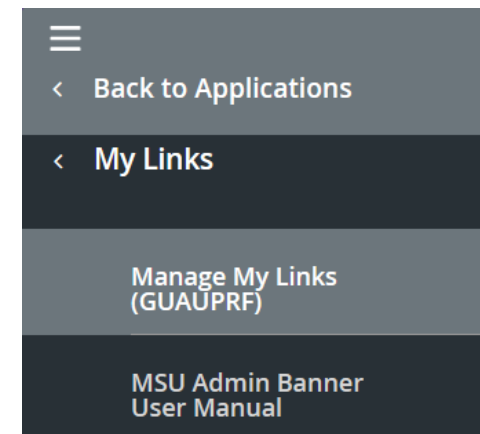
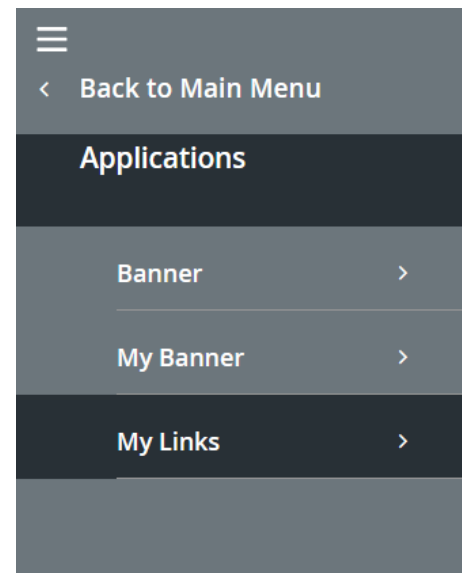
ITS SERVICE DESK



MSU Admin Banner User Manual



- Access My Links in Admin Banner
- Choose MSU Admin Banner User Manual
- This document contains information about most-used functionality



ITS Service Desk



- If you still need assistance after reviewing available documentation and asking your fellow staff members 😊
- You can get assistance from ITS by emailing servicedesk@msstate.edu

BONUS



BANNERLINK



COMING XTENDER
CHANGES



Bannerlink

- Bannerlink is used to send important notifications to campus Banner users
- If you're not subscribed
 - Find the ITS Service Desk KB Article about Bannerlink for more information and instructions for subscribing
[Article - Bannerlink Listserv](#)
 - Email the ITS Service Desk

To	ⓧ ITS-ServiceDesk ×
Cc	
Subscribe to Bannerlink	

Subscribe the email, (netid@msstate.edu), to Bannerlink

Xtender Changes



- Navigation from Admin Banner is changing
- The Xtender button is going away
- Use the Retrieve button instead
- You can also access Xtender from myState
- Instructions available on an ITS Service Desk KB Article
[Article - Accessing Xtender for Finan...](#)

Xtender

 ADD  RETRIEVE  RELATED  TOOLS