



Banner: Parts of the Form

**Internet Native
Banner 7.2**



Banner Form Design

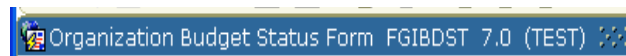
Banner is composed of forms. Think of Banner forms as paper forms. Each form represents a specific body of information, such as a name and address form or purchase order form.

A form is an online document where you can enter and look up information in your database. It visually organizes information so it is easier to enter and read. Banner forms are similar to a paper form, except information is entered once and then used by other forms, reports and jobs.

Every form has the following parts:

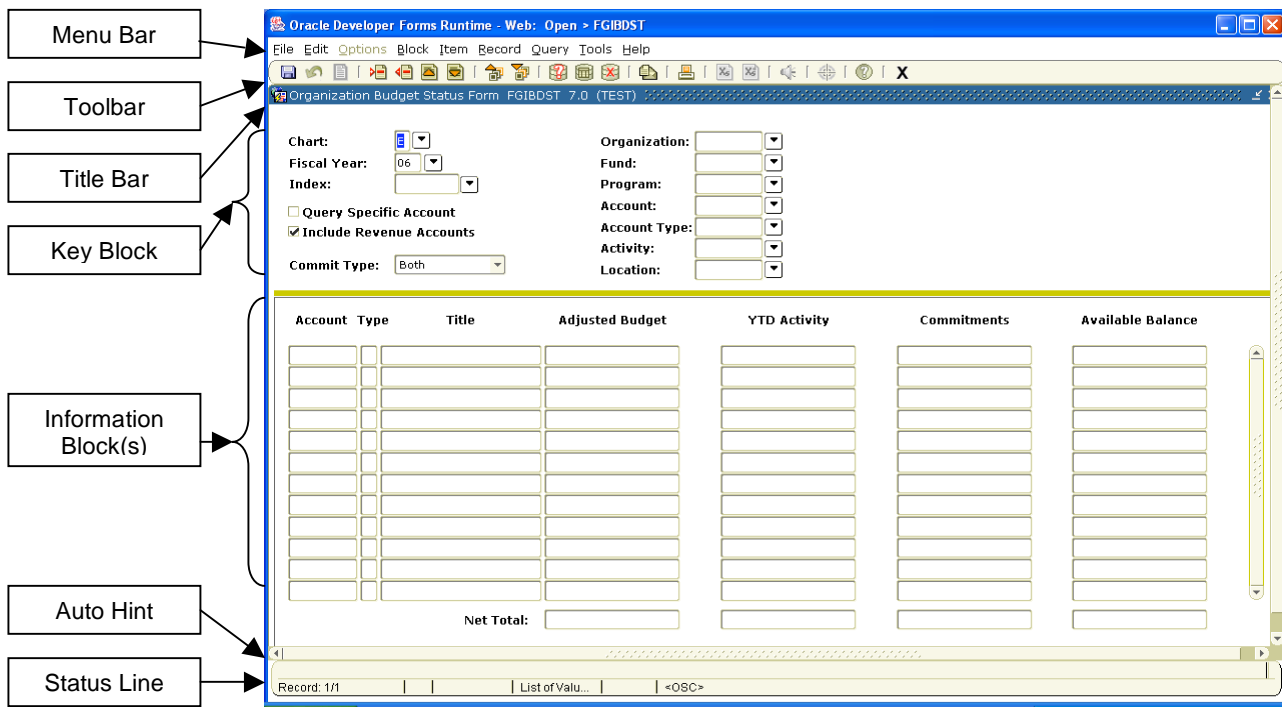
- Menu Bar
- Toolbar
- Title Bar
- Blocks – Key and Information
- Auto Hint
- Status Line

Every form has a unique 7-character name (e.g., FGIBDST) and a description of the form (e.g., Organization Budget Status form). For information about how Banner forms are named, see page 3 & 4. The title bar of all Banner forms shows the form name, description, version number and database.



Screen 6: Banner Form Title Bar (FGIBDST Form)

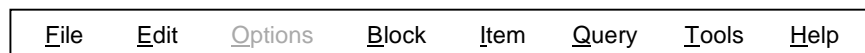
Information in Banner forms, like paper forms, is arranged in blocks. Understanding Banner navigation and the many functions a form has will better help you in retrieving data.



Screen 7: Banner Form Components

1. Menu Bar

Every form in Banner contains a menu bar. The menu bar provides an alternate method of navigating through Banner. If a menu or a selection on a menu is dimmed, then it is disabled. If a menu or menu selection is disabled, you cannot select it at that time.



Screen 8: The Banner Menu Bar

To close a form in Banner, you must click **X** (exit). (Banner does not use the close button in the upper right corners of forms or browser windows). Refer to Appendix A: Button & Key Guide on page 18 for additional information.

2. Options Menu

The **Options** menu of each form contains quick links to blocks on that form as well as to related forms. When the choice in the **Options** menu links to another form, that form's name will be in brackets after its description. As an example, here is the **Options** menu for FGIBDST, the Organization Budget Status form:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
61000	L Salary and Wages	15,039.99	0.00	0.00	15,039.99
61210	L C.S. Regular Salary	0.00	30,724.30	0.00	-30,724.30
71213	E Golf Outings Expense	1,800.00	200.00	0.00	1,600.00
71215	E Cable T.V.	0.00	0.00	5,777,784,219.95	-5,777,784,219.95
71221	E Repair and Maint Furn/Offic	0.00	0.00	191.11	-191.11
71223	E Repair and Maint Real Propri	0.00	2,717.20	18,043.00	-20,760.20
71224	E Repair and Maint Mach/Mec	0.00	0.00	286.67	-286.67
71226	E Laundry Services	0.00	-7,110.00	4,667.20	2,442.80
71227	E Installment Interest	0.00	0.00	0.00	0.00
71229	E Repair and Maint Other	0.00	0.00	7,239.95	-7,239.95
71230	E Repair and Maint In House	0.00	100.00	4,210.00	-4,310.00
71233	E Rental Real Property	0.00	0.00	456.00	-456.00
Net Total:		-25,889.99	-45,393.04	6,890,445,178.65	

Screen 9: Organization Budget Status (FGIBDST) option menu

3. Blocks

a. Key Blocks

The Key Block contains information that makes each record unique. For instance, on the Organization Budget Status form (FGIBDST), the Key Block contains the search parameters for the query. These parameters include Fiscal Year, Organization code, Fund, Program, etc.

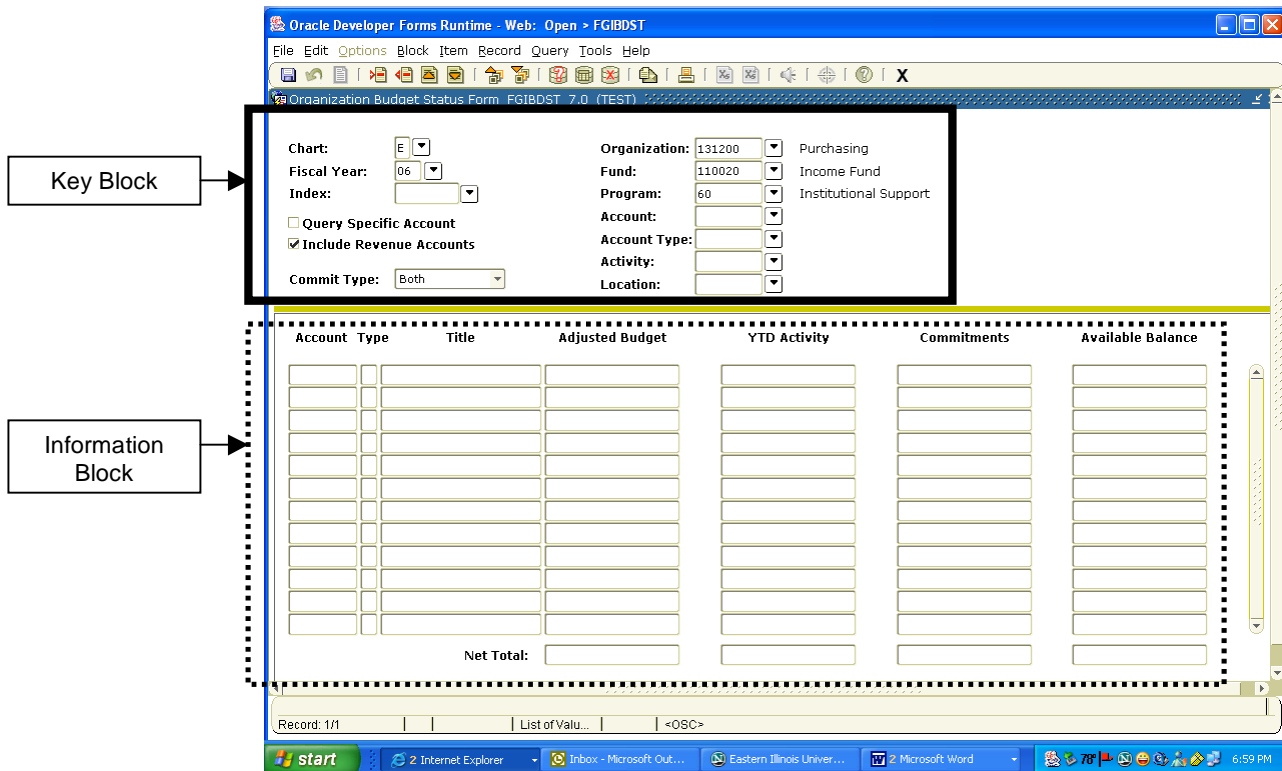
The Key Block determines what is entered or displayed on the rest of the form. All information on the form refers to the Key Block data. The Key Block stays on the form as subsequent blocks appear, though occasionally, another window may appear on top of the Key Block if the window is unusually large or if the Key Block is not pertinent to the window.

To change information in the Key Block (i.e., to access another record), you must click the **Rollback** button. It is good practice to click the **Rollback** button before exiting every form.

b. Information Blocks

Each record will have one or more Information Blocks. Most information blocks have a title. There are two exceptions:

- If a form has only one block, the block does not have a title.
- If a form has a key block and only one information block, the information block does not have a title.



Screen 10: Key and Information Blocks

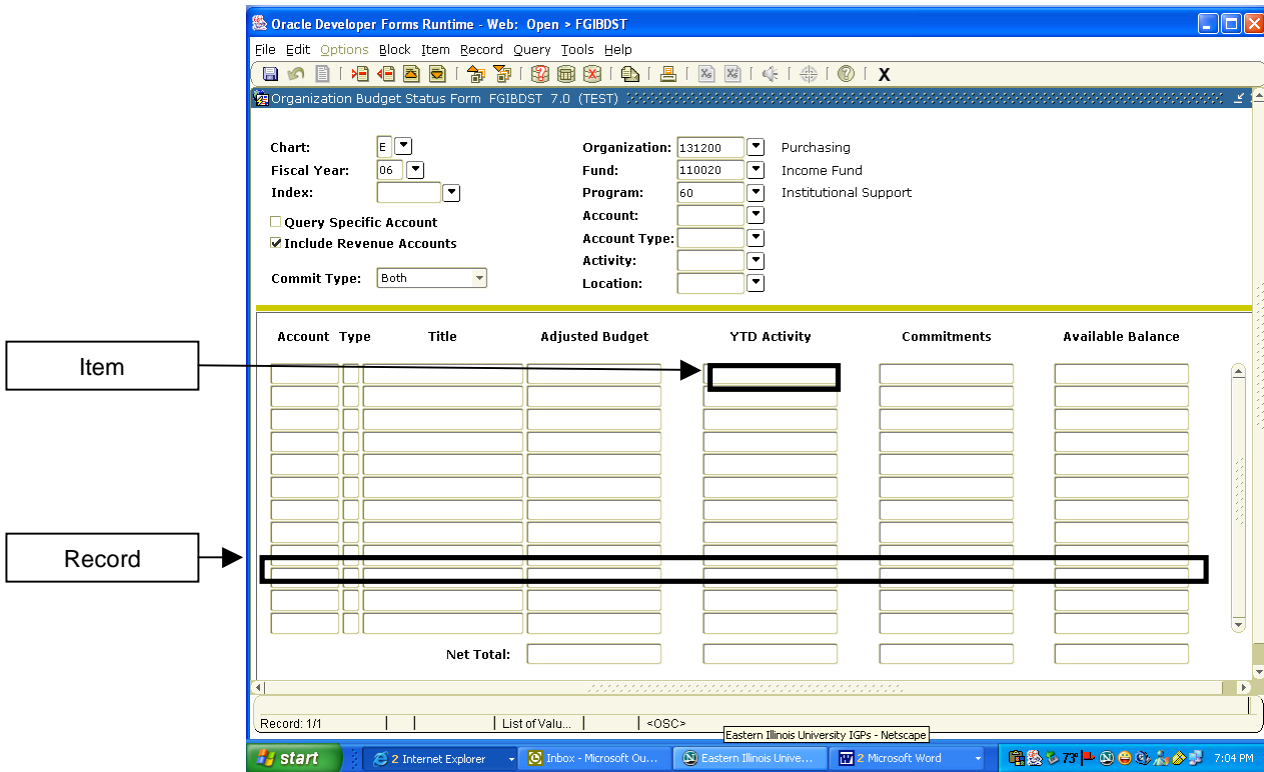
c. Fields and Items

Within the Key Block, the labeled spaces are called *fields*. Examples of fields are Fiscal Year, Org, Fund, Account, etc. These are also fields you can enter information.

Within the Information Blocks, the fields are called *items*, as in an item of information. Several items make up a record.

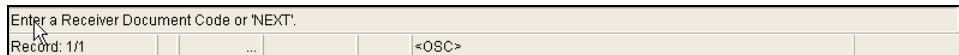
d. Records

A record is a group of items that make up a logical unit. An address record, for example, is made up of several fields: Street Address, City, State, and Zip Code. A vendor, for example, may have multiple address records. In the screen capture on the following page, the record is composed of several items.



Screen 11: Item and Record Example

4. Auto hint and Status Line



Screen 12: Auto Hint and Status Line

The *Auto Hint* at the bottom of the form may contain the following information for the field where the cursor is located:

- Brief field description
- Error and processing messages
- Keyboard shortcuts
- Instructions for accessing other blocks, windows or forms from the field



HINT: If you have typed something that is not allowed in the field, read the message on the Auto Hint line. To clear the message, click the Help button once; this will re-display the original information about that field.

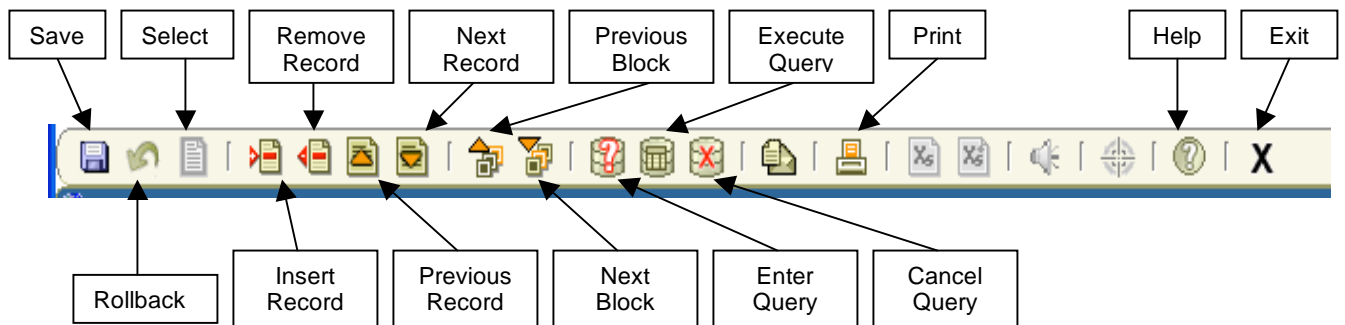
The *Status Line*, directly under the Auto Hint, can contain one or more of the following messages:

- **Record n/n:** Shows the number of the current record followed by the total number of records in the current block. If there are more records than fit in the window, the total appears as a question mark (for example, 3/?) until you scroll to the last record in the block. Once the last record is displayed, the total appears as a number (for example, 3/15).
- **List of Values:** Indicates the field has a List of Values.
- **Enter-Query:** Indicates the form is in query mode.

5. Toolbar Buttons

Banner toolbars contain sets of iconic buttons that perform common functions. ToolTips appear as you move the mouse pointer over the buttons.

A block is a section of a form or window that contains related information. If a form or window contains more than one block, each block (except the Key Block) may be enclosed in a beveled box.



Screen 13: Toolbar Buttons