



## FINANCIAL SERVICES

Date: 02/28/2011

### Viewing Messages in GUAMESG FSJA-049

Messages in GUAMESG (General Message Form) include explanations of denied documents and PCard reallocation reminders.

1. To check current messages;
  - A. Log into Banner
  - B. On the right hand side of the main screen, there is a link; 'Check Banner Messages'
  - C. If there are messages, you will see a check mark next to 'Check Banner Messages'
  - C. Click on 'Check Banner Message' and Banner Form GUAMESG will open, you can also access this form by entering GUAMESG in the 'Go To...' field.
  - D. Review your message and click on the complete button
    - Checking the complete button means that an action has been processed for this message, such as reallocating the PCard transaction
  - E. If there is additional information on the message you can select the pencil icon
  - F. Once you mark the message complete and save it, the message will be archived.

2. To check **all** messages (archived):
  - A. Go to Banner form GUAMESG and enter a query.

You can query this form by:

- Recipient (NetID)
- Date DD-MM-YYYY
- Item (Document #)
- Sender (dis-approver)

Messages that have **NOT** been marked completed will continue to be in the General Message Form (GUAMESG).

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