

Banner 9: Tips and Tricks

for Finance Users

Browser and Banner Session Information

- Google Chrome for Banner 9
Internet Explorer for Banner 8
- Two Banner 9 Sessions – Open Chrome again for an additional session rather than hitting the new tab button.
- Logout of Banner 9 – don't just hit the 'X'. It may leave orphan process that may prevent you from starting another session of Banner 9 later.
- Screen Size - On most Windows machines, you can expand and shrink the content in the browser by holding down the Ctrl key and scrolling your mouse up and down. Another way to do the same thing is hold the Ctrl key and use the + and – keys. (note that + usually requires the shift key as well on most keyboards) For additional information, here is a Google support article-
<https://support.google.com/chrome/answer/96810?hl=en>
- PROD/LRGP – You cannot set different colors for the LRGP screen and the PROD screen. Hopefully Ellucian will make this available soon. Consider using Firefox or another browser for LRGP.

Session Timing

- The Banner session will time-out (log you out) at 4 hours of inactivity.

Using Banner 9

The biggest change is from CTRL-Page Down to ALT-Page Down and pressing Go rather than a ALT-page down.

- When you hit Ctrl-Page Down, the session is still there. Click on your browser or your browser tab to find it.

Use Ctrl-C/Ctrl-V to copy and paste an ID in the key block.

- Other options do not 'stick' the ID to the session and when you change pages the ID may not stay in the keyblock.

If the Banner 9 page is blank, it is one of two reasons:

1. The form is not available in Banner 9 yet, please open Banner 8 to complete this action. There are very few pages that are not available.
2. You do not have access to this form. There should be a message on the right corner of the screen.

There is no 'X' available to leave the form because the form is not active. Hit the Home button on your right side menu to move to another form.

Type Ahead Keystrokes Not Available.

- Banner 9 does not let you type ahead and then enter the data in the right fields as it catches up. The cursor must move to the next field before you can type.

If you are entering a form with Debit/Credit/+ Plus/- Minus

- For Debit, you must type out the word or after hitting the D use the down arrow to select from the list provided. The field does not pre-fill because the word Credit has a 'd' in it so when you enter 'D' it is pulling up two choices on the list.

Getting more information about the page you are on

- Is as easy as hitting the ? in the left hand navigation bar.

Remove the error message in the right corner – if you are not allowed to continue keying.

- You may need to close that error message (acknowledging it) before you can do anything more in the form.

Remove the success message in the right corner - because it is covering up many crucial buttons.

- Click on the far right box in the main top menu that has a number. You can continue work on the form with the Green information box showing.

If you are trying to insert a new record, determine if you should use Insert or Copy.

- To make changes in some Banner 8 forms, you would 'insert' a new record F6, 'copy' from the previous record F4, update the record and save. In Banner 9, the Copy button on the main top menu does both the F6 and F4 function with a single click.

Was the Options choice on the top menu your favorite way of finding out more information about a transaction? It's still available - in two locations.

- Different related pages are under RELATED on the main top menu.
- Data within the form is under TOOLS on the main top menu.

The Filter feature is powerful - and worth learning.

- The Filter button - far right on the main menu - will allow you to add more fields to your search criteria. You do not need to fill in all fields - you can fill in one or multiple fields.

The name of the field holding your cursor is at the bottom of the screen - replacing the Dynamic Help link.

Do you have a tip or trick?

Email ua-finsys@alaska.edu and we'll add it to the list.