

## Banner 9 Finance Webinar Questions and Answers - 09/25/18

**Question: Will current “My Banner” codes move over with Banner 9?**

**Answer:** Yes, they will carry over from Banner 8 to 9.

**Question: In FOIDOC, are we able to see the check history as well?**

**Answer:** Yes, the check history will return when searching a document if it is related or just searching the check document.

**Question: Will down arrow work in all browsers?**

**Answer:** Yes, the Up and Down arrows in the lower left corner are used to navigate between sections and the keyboard arrows can be used to navigate between fields and records in the detail section.

**Question: When referring to the down arrow are you using the keyboard down arrow or the one on the screen?**

**Answer:** Yes, the Up and Down arrows in the lower left corner are used to navigate between sections and the keyboard arrows can be used to navigate between fields and records in the detail section.

**Question: Will the TEXT WRAP or do you have to add the next line number?**

**Answer:** No, there is still the 50 characters per line so you will need to add the next line number.

**Question: Will keyboard shortcuts work in Banner 9?**

**Answer:** Some of these will change from Banner 8 to 9. You can refer to the [Banner 9 Keyboard Shortcuts](#).

**Question: Is there a way to print any of the new Banner screens? I'm not seeing an obvious print button like in Banner 8?**

**Answer:** Yes, you should find a print option under "Tools"

**Question: Is % still the wild card?**

**Answer:** Yes, % should work the same as in Banner 8 along with other wildcards.

**Question: Printing from Banner 9 cuts off the last column. Is it going to be formatted to fit all columns to a page when Banner 9 goes live? Related Question: You got sidetracked and didn't finish - talking about printing - if you reduce the zoom it will fit on a page? Do you have to reduce the zoom for each page of the form?**

**Answer:** Depending on which Banner 9 page you are on, this could be an issue. Once you go to “Tools” and press “Print” you will be presented with a print preview screen that will allow you to zoom in or out. Ellucian is working on some fixes to this functionality but these may not be available until the end of November.

**Question: Is there going to be a job aid for this?**

**Answer:** OBFS has been working on this but we don't know when they will be available.

**Question: Are you still going to be able to check SL balances on this application? Related question: Will you still be able to find SL balances in FZIGITD?**

**Answer:** Yes, Smith Lever balances will be available just like they are today.

**Question: Are we going to be able to set up "My Banner" to save forms we use frequently in Banner 9?**

**Answer –** Yes you can accomplish this by creating your "My Banner" menu. Steps on how to create and maintain this can be located in this [Knowledge Base article](#).

**Question: Where do you find the comprehensive list of forms for BANNER 9?**

**Answer:** There is an application icon on the left with 9 boxes. Clicking that will open up menus by functional area (Student, Finance, Human Resources, etc).

**Question: Can you have multiple sessions open still?**

**Answer:** Yes, you can have multiple sessions open at one time.

**Question: Can you export Banner to Excel?**

**Answer:** The export function will be available on a limited number of Banner Finance and A/R pages:

TGIACCD, FAIVNDH, FGIBDST, FGITBAL, FGAJVCM, FGAJVCD, FGAJVCQ, FOAUAPP, FGIDOCR, FTVFUND, FTVORGN, FTVPROG, FTVACCI, FTVACTV, FOIDOCH, FGITRND, FGIGLAC, FZIGITD, FZIGTRD, FZAAREV, FRIASTG, FRIPSTG, FRIORGH, FGIBDSR, FRIBUDG, & FGIOENC.

**Question: Are some of the forms/pages still case sensitive when doing a search?**

**Answer:** Yes, alphanumeric fields are case sensitive when searching for some pages.

**Question: Will you get timed out if you don't use it for a while?**

**Answer:** Yes, but this will initially be set to 12 hours of inactivity. But this time limit may be shortened sometime in the future.

**Question: When items such as invoices rollback/disapprove, where would you find the prompt notifying you?**

**Answer:** You will need to check the GUAMESG page to see your messages.

**Question: Can you show the Export tool for downloading finance transactions to Excel?**

**Answer:** You can view a demonstration of this late in the webinar recording, but the basic steps are:

Enter a query and press Go, when the results are returned click Tools then Export. A .csv file should appear on the lower left of the Banner page.

**Question: Will that be available to non-grant forms?**

**Answer:** If this is referring to the export function, this will only be available on a limited number of Finance and A/R pages:

TGIACCD, FAIVNDH, FGIBDST, FGITBAL, FGAJVCM, FGAJVCD, FGAJVCQ, FOAUAPP, FGIDOCR, FTVFUND, FTVORGN, FTVPROG, FTVACCI, FTVACTV, FOIDoch, FGITRND, FGIGLAC, FZIGITD, FZIGTRD, FZAAREV, FRIASTG, FRIPSTG, FRIORGH, FGIBDSR, FRIBUDG, & FGIOENC.

**Question: Does it only export what you see or all transactions for that grant?**

**Answer:** All transactions. For example, if the query returns multiple pages of results all of these will be exported to Excel.

**Question: Can you show how to view/download an invoice in FOIDoch when searching by PO?**

**Answer:** Once the details relating to the PO being searched are returned, place the cursor on the PO document number within the detail and then click on Retrieve in the upper right hand corner. This will open BDM with the image of the PO if available.

**Question: Is the BDMS connection in test currently?**

**Answer:** Yes, but there are only a limited number of images loaded in the test system.

**Question: When will Aug and Sept be added or is that something we'll have to do ourselves?**

**Answer:** The BAN9TRN database has been refreshed as of 09/24.

**Question: What are the advantages of Banner 9 compared to Banner 8?**

**Answer:** Java is no longer required, this will bring a new look and feel to Banner, along with some navigational changes that should be more consistent with users use today, and certain pages can be exported to Excel.

**Question: Will FGIENCD change?**

**Answer:** It will have a new look but the same page layout and functionally.