NON-STUDENT ACCOUNTS RECEIVABLE CHANGES FOR BANNER 9

-Laura Putz - HSC
-Marty Desautels – Main
What is Banner 9?

- Completely New Banner Interface
- New Standard Look and Feel
- More Robust Search Features
- Navigation is Completely Different
- Web-Based (No more JAVA!!)

Live Friday, March 16th, 2018
Banner 8 – What you are using now
### Banner 9 – Beginning Friday, 3/16

#### Account Detail Form TFADETL 9.3.5 (BANI)

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>Type</th>
<th>Sequence</th>
<th>Pmt Date</th>
<th>Amount</th>
<th>Balance</th>
<th>Source</th>
<th>Flag Name</th>
<th>Cross Ref</th>
<th>Receipt Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N006</td>
<td>Racquet Stringing</td>
<td>BI</td>
<td>1</td>
<td>02/27/16</td>
<td>25.00</td>
<td>25.00 T</td>
<td>TEST</td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>N007</td>
<td>Merchandise Sales</td>
<td>BI</td>
<td>1</td>
<td>02/27/16</td>
<td>3.00000</td>
<td>13.35000</td>
<td>40.05</td>
<td>40.05 T</td>
<td>TEST</td>
<td>8</td>
</tr>
<tr>
<td>N008</td>
<td>Racquet Stringing</td>
<td>BI</td>
<td>1</td>
<td>02/27/16</td>
<td>25.00</td>
<td>25.00 T</td>
<td>TEST</td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>N009</td>
<td>Tournaments/Miscellaneous</td>
<td>BI</td>
<td>1</td>
<td>02/27/16</td>
<td>25.00</td>
<td>25.00 T</td>
<td>TEST</td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>N010</td>
<td>BANI Test 012345</td>
<td>BI</td>
<td>1</td>
<td>02/27/16</td>
<td>20.00</td>
<td>20.00 T</td>
<td>TEST</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>N011</td>
<td>Tennis Club Lessons</td>
<td>BI</td>
<td>1</td>
<td>02/27/16</td>
<td>25.00</td>
<td>25.00 T</td>
<td>TEST</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>N012</td>
<td>Tennis Club Late Fees</td>
<td>BI</td>
<td>1</td>
<td>02/27/16</td>
<td>29.00</td>
<td>29.00 T</td>
<td>TEST</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

#### Effective Date: 02/27/16

**Statement**

**Entry:** 02/27/16

---

Financial Services Division
**WHY are we switching to Banner 9??**

- Oracle will stop supporting the forms that Banner was built on at the end of 2018.
- As a result, Ellucian, the Banner system developer, is phasing out Banner 8.
- All support for Banner 8 is expected to sunset in December 2018.
- All Banner modules are being updated this year. This one is first.
What are the Big Changes???

- **New Recommended Web Browsers**
  - Use **CHROME** or **FIREFOX**

- **Look and Feel of the Forms** ("Pages")

- **New Login, separate from Banner 8**

- **Navigation within Banner 9**

- **System Responsiveness**
  - Can be **Sloooooooow!!!!**

Financial Services Division
What is Staying the Same?

YOU WILL CONTINUE TO USE...

• Same Banner Forms – TFADETL, etc
• Same Field Names
• Same Detail Codes
• Same Customers & Customer #s
• Same Data Entry Information
# Banner 9 Terminology Changes

<table>
<thead>
<tr>
<th>BANNER 8</th>
<th>BANNER 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms</td>
<td>Pages</td>
</tr>
<tr>
<td>Blocks</td>
<td>Sections</td>
</tr>
<tr>
<td>Next Block</td>
<td>GO Button</td>
</tr>
<tr>
<td>Rollback</td>
<td>Start Over</td>
</tr>
<tr>
<td>Query</td>
<td>Filter</td>
</tr>
</tbody>
</table>

Financial Services Division
## Banner 9 Shortcut Key Changes

<table>
<thead>
<tr>
<th>Rollback/Start Over/Refresh</th>
<th><strong>BANNER 8</strong></th>
<th><strong>BANNER 9</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shift + F7</td>
<td>F5</td>
</tr>
<tr>
<td>Next Block/Section</td>
<td>Ctrl + PgDn</td>
<td>Alt + PgDN</td>
</tr>
<tr>
<td>Previous Block/Section</td>
<td>Ctrl + PgUp</td>
<td>Alt + PgUP</td>
</tr>
</tbody>
</table>
Banner 9 Login

https://lobowebapp.unm.edu/applicationNavigator

UNM Business Application...

Transaction and Real-time Query Systems
- Banner 8 Forms (INB)
- Banner 9 Forms

Financial Services Division
Banner 9 Application Navigator
Banner 9 Application Navigator

- Student System Menu (*STUDENT)
- Alumni/Development System Menu (*ALUMNI)
- Finance System Menu (*FINANCE)
- Human Resources System Menu (*HRS)
- Financial Aid (*RESOURCE)
- General System Menu (*GENERAL)
Banner 9 Application Navigator
Banner 9 Application Navigator

- Account Detail Form (TFADETL)
- Account Detail Query Form (TGIACCD)
- Cashier Session Review Form (TGACREV)
- Account Printer Selection Form (TOADEST)

Financial Services Division
<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Address Type</th>
<th>Sequence</th>
<th>Units</th>
<th>Rate</th>
<th>Amount</th>
<th>Balance</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>N013</td>
<td>Bl</td>
<td>1</td>
<td>2.000000</td>
<td>14.500000</td>
<td>29.00</td>
<td>29.00</td>
<td>T</td>
</tr>
<tr>
<td>N011</td>
<td>Tennis Club Lessons</td>
<td>1</td>
<td>50.00</td>
<td>50.00</td>
<td>50.00</td>
<td>50.00</td>
<td>T</td>
</tr>
</tbody>
</table>

**Pay Num:**
- **Doc Num:**
- **Trans Paid:**
- **Trans Num:**
- **Receipt:**
- **Text:**

**Dates/Invoice:**
- **Effective:** 20-FEB-2018
- **Transaction:** 20-FEB-2018
- **Invoice Number:**
  - **Bill:** 20-FEB-2018
  - **Due:** 22-MAR-2018
  - **Statement:** 20-FEB-2018
  - **Entry:** 20-FEB-2018
- **Invoice Paid:**

**Financial Services Division**
### Account Detail Form TFADETL 9.3.5 (BANI)

#### Charges/Payments

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Detail Code Description</th>
<th>Address Type</th>
<th>Sequence</th>
<th>Units</th>
<th>Rate</th>
<th>Amount</th>
<th>Balance</th>
<th>Source</th>
<th>Pay Num</th>
<th>Doc Num</th>
<th>Trans Paid</th>
<th>Trans Num</th>
<th>Receipt</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>N006</td>
<td>Racquet Stringing</td>
<td>BI</td>
<td>1</td>
<td>1</td>
<td>25.00</td>
<td>25.00</td>
<td>T</td>
<td></td>
<td>TEST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N009</td>
<td>Tournaments/Miscellaneous</td>
<td>BI</td>
<td>1</td>
<td>1</td>
<td>250.00</td>
<td>250.00</td>
<td>T</td>
<td></td>
<td>TEST</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
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<td>BANI Test 012616 Tennis Club</td>
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<td>1</td>
<td>1</td>
<td>25.00</td>
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<td>T</td>
<td></td>
<td>TEST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Dates/Invoice

- Effective: 02/27/2018
- Transaction: 02/27/2018

**Statement:**

**Entry:** 02/27/2018
Entering an Invoice in TFADETL
Entering an Invoice in TFADETL

(Search by Banner Form Acronym, or...)
Entering an Invoice in TFADETL

(Account Detail Form (TFADETL)

(Student Account Detail Form (TSADETL)

(...Search by Name of Form)
Annoying Pop-up Screen!!!(Yes, you still have to exit out here)
Entering an Invoice in TFADETL

Option List:

- Person Search (FOILDEN)
- Non-Person Search (FOICOMP)
- Alternate ID Search (GUIALTI)

Financial Services Division
Entering an Invoice – Customer Search

Banner 8

Banner 9

Financial Services Division
Entering an Invoice – Customer Search

ID
Contains

Name
Contains
Bergeron

Add Another Field...
Contains
Like
Starts With
Ends With
Equals
Not Equal
Not Equal or IS NULL
IS NULL
IS NOT NULL
## Entering an Invoice – Customer Search

### Finance Non-Person Search Form FOICOMP 9.0 (BANI)

**Non-Person Search**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Change Type</th>
<th>Name Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>N01039021</td>
<td>Bergeron, Patrice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Activity Date

01/26/2018 01:17:51 PM

**Query**

SPRiden SPRiden ID [1]

**Cancel**  **Select**
Entering an Invoice in TFADETL

Get Started: Fill out the fields above and press Go.
Entering an Invoice in TFADETL
Entering an Invoice in TFADETL

Financial Services Division
Entering an Invoice in TFADETL
Entering an Invoice in TFADETL
Entering an Invoice in TFADETL
Entering an Invoice in TFADETL

Questions???
Closing Your Session - TGACREVF

The University of New Mexico

Cashier Session Review Form TGACREVF 9.3.5.1 (BANI)

<table>
<thead>
<tr>
<th>Cashier Session Summary</th>
<th>Detail Code</th>
<th>Payment/Charge</th>
<th>Source</th>
<th>Description</th>
<th>Base Amount</th>
<th>Currency Code</th>
<th>Foreign Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record 1 of 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Session User: MDESAUTE
Session Number: 0

Saved successfully (1 rows saved)
Closing Your Session - TGACREVC

Financial Services Division
# Extracting Data

## Account Detail Query Form TGIACCD 9.3 (BANI)

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Detail Code</th>
<th>Description</th>
<th>Amount</th>
<th>Balance</th>
<th>Term</th>
<th>Aid Year</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y00000193</td>
<td>UH General Receivables</td>
<td>YP00</td>
<td>Payment - HSC UH ACH</td>
<td>5,238,677.67</td>
<td>0.00</td>
<td>ARTEM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y00000193</td>
<td>UH General Receivables</td>
<td>YP00</td>
<td>Payment - HSC UH ACH</td>
<td>6,429,880.55</td>
<td>0.00</td>
<td>ARTEM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y00000193</td>
<td>UH General Receivables</td>
<td>YP00</td>
<td>Payment - HSC UH ACH</td>
<td>6,111,216.57</td>
<td>0.00</td>
<td>ARTEM</td>
<td></td>
<td></td>
</tr>
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<td>YP00</td>
<td>Payment - HSC UH ACH</td>
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<td>ARTEM</td>
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<tr>
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<td>YP00</td>
<td>Payment - HSC UH ACH</td>
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<td>0.00</td>
<td>ARTEM</td>
<td></td>
<td></td>
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<tr>
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<td>Payment - HSC UH ACH</td>
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<td>YP00</td>
<td>Payment - HSC UH ACH</td>
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<td></td>
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<td>YP00</td>
<td>Payment - HSC UH ACH</td>
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<td>ARTEM</td>
<td></td>
<td></td>
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<tr>
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<td>UH General Receivables</td>
<td>YP00</td>
<td>Payment - HSC UH ACH</td>
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<td>Payment - HSC UH ACH</td>
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</tbody>
</table>

## Financial Services Division
### Xtender Data

The University of New Mexico

- **Account Detail Form TFADETL 9.3.5 (BANI)**

**ID:** Y00000195  **User:** LPUTZ  **Credit Limit:**

<table>
<thead>
<tr>
<th>ID</th>
<th>Detail Code</th>
<th>Description</th>
<th>Address Type</th>
<th>Sequence</th>
<th>Units</th>
<th>Rate</th>
<th>Amount</th>
<th>Balance</th>
<th>Source</th>
<th>Pay Num</th>
<th>Doc Num</th>
<th>Trans Paid</th>
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</thead>
<tbody>
<tr>
<td>YA30</td>
<td>UH-PPD-BP Energy Gas</td>
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<td></td>
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<td></td>
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<td></td>
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<tr>
<td>YP08</td>
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<td>1</td>
<td>250.00</td>
<td>0.00</td>
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<td>250.000000</td>
<td>250.00</td>
<td>T</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>YP08</td>
<td>Payment - HSC-Unidentified</td>
<td>BI</td>
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<td>-250.00</td>
<td>0.00</td>
<td>T</td>
<td>TEST</td>
<td>6720</td>
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<td></td>
<td></td>
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<td>-15.00</td>
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<td>T</td>
<td>TEST</td>
<td>6727</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Financial Services Division
## Xtender Data

### Query Results

<table>
<thead>
<tr>
<th>ID</th>
<th>PIDM</th>
<th>DOCUMENT TYPE</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>SSN</th>
<th>REFERENCE ID</th>
<th>BILLING CYCLE</th>
<th>BILLING MONTH</th>
<th>BILLING YEAR</th>
<th>MISC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y00000193</td>
<td></td>
<td>INVOICES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TEST</td>
<td>TEST</td>
<td>JAN</td>
<td>2018</td>
</tr>
</tbody>
</table>

- **ID**: Y00000193
- **PIDM**: 228
- **DOCUMENT TYPE**: INVOICES
- **LAST NAME**: 
- **FIRST NAME**: 
- **SSN**: 
- **REFERENCE ID**: 
- **BILLING CYCLE**: TEST
- **BILLING MONTH**: TEST
- **BILLING YEAR**: JAN
- **MISC**: 2018

- **Options Menu**:
  - OPEN
  - PRINT
  - EMAIL
  - DELETE
  - EXPORT COLD
  - SUBMIT OCR JOB

---

**Financial Services Division**
A Few Reminders

• Remember to Close your Sessions!

• Enter “NEXT” for invoice before saving

• Credit entries must reference the original Transaction Number
A Few Reminders

• Unrestricted Accounting offices can serve as temporary back up for crisis situations

• Banner 8 forms expected to sunset April 16, 2018

• Xtender will continue to be used to store copies of invoices, etc. for NSAR
UNM IT Banner 9 Website

- [https://banner9.unm.edu/index.html](https://banner9.unm.edu/index.html)
UNM Information Technologies

Report Banner 9 System Issues to Information Technologies

277-5757
Post Go-Live Support

Walk in labs

• Main Campus – Business Center EOD 1007
  – March 27, 2018 from 9:00 – 11:00
  – March 29, 2018 from 2:00 – 4:00

• HSC Campus – Med II Computer Lab
  – March 26, 2018 from 10:00 to 12:00
  – March 28, 2018 from 1:00 to 3:00
Unrestricted Accounting Contacts

MAIN CAMPUS:
Karen Diaz  kdiaz01@unm.edu  277-2055
John & Judy Petrovich Business Center, 3rd Floor

HEALTH SCIENCES CENTER:
Brock Nunn  BANunn@salud.unm.edu  272-5460
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