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

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Banner 9 – Beginning Friday, 3/16
**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!!!!**

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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

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## 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>Action</th>
<th>BANNER 8</th>
<th>BANNER 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rollback/Start Over/Refresh</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

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Banner 9 Application Navigator

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Banner 9 Application Navigator

< Banner

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) >

Welcome

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Banner 9 Application Navigator
Banner 9 Application Navigator

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TFADETL - Banner 8

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## TFADETL - Banner 9

The University of New Mexico

### Account Detail Form TFADETL 9.3.5 (BANI)

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Detail Code Description</th>
<th>Address Type</th>
<th>Units</th>
<th>Rate</th>
<th>Amount</th>
<th>Balance</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>N009</td>
<td>Racquet Stringing</td>
<td>BI</td>
<td>1</td>
<td>25.00</td>
<td>25.00</td>
<td>T</td>
<td>TEST</td>
</tr>
<tr>
<td>N007</td>
<td>Merchandise Sales</td>
<td>BI</td>
<td>1</td>
<td>25.00</td>
<td>25.00</td>
<td>T</td>
<td>TEST</td>
</tr>
<tr>
<td>N008</td>
<td>Tournaments/Miscellaneous</td>
<td>BI</td>
<td>1</td>
<td>3.00000</td>
<td>13.35000</td>
<td>40.05</td>
<td>40.05</td>
</tr>
<tr>
<td>N009</td>
<td>Tournaments/Miscellaneous</td>
<td>BI</td>
<td>1</td>
<td>25.00</td>
<td>25.00</td>
<td>T</td>
<td>TEST</td>
</tr>
<tr>
<td>N015</td>
<td>BANI Test 012618 Tennis Club</td>
<td>BI</td>
<td>1</td>
<td>20.00</td>
<td>20.00</td>
<td>T</td>
<td>TEST</td>
</tr>
<tr>
<td>N012</td>
<td>Tennis Club Late Fees</td>
<td>BI</td>
<td>1</td>
<td>25.00</td>
<td>25.00</td>
<td>T</td>
<td>TEST</td>
</tr>
<tr>
<td>N013</td>
<td>BANI Test</td>
<td>BI</td>
<td>1</td>
<td>2.00000</td>
<td>14.50000</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>N011</td>
<td>Tennis Club Lessons</td>
<td>BI</td>
<td>1</td>
<td>50.00</td>
<td>50.00</td>
<td>T</td>
<td>TEST</td>
</tr>
</tbody>
</table>

### Dates/Invoice

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

### Related

- Save

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

(Search by Banner Form Acronym, or...)

Financial Services Division
Entering an Invoice in TFADETL

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

Get Started: Fill out the fields above and press Go.

Option List

- Person Search (FOIDEN)
- Non-Person Search (FOICOMP)
- Alternate ID Search (GUIALTID)

Cancel

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Entering an Invoice – Customer Search

Banner 8

Banner 9

Financial Services Division
Entering an Invoice – Customer Search
### Entering an Invoice – Customer Search

![Image of customer search interface]

1. Search for the customer by entering their name or ID.
2. Select the customer from the search results.

---

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

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

The image shows a screenshot of the TFADETL system interface. It highlights specific fields and entries related to entering an invoice. The system is used to manage financial transactions and provides a detailed view of charges, payments, and other financial data. The screenshot includes a table with columns for Detail Code, Description, Address Type, Sequence, Units, Rate, Amount, Balance, Source, Pay Num, Doc Num, Trans Paid, Trans Num, Receipt, and Text. The interface is designed to help users manage financial transactions efficiently.
Entering an Invoice in TFADETL
Entering an Invoice in TFADETL
Entering an Invoice in TFADETL

The University of New Mexico

Account Detail Form TFADETL 9.3.5 (BANI)

ID: N01836021  Bergeron, Patrice  Credit Limit:  User: LPUTZ  Holds:

ADDITIONAL TEXT CONTROL

Detail Code  N011  Tennis Club Lessons  Transaction Number  12

ADDITIONAL TEXT

Additional Text

- Backhand workshop for seven students
- Schedule for May 1, 2017

Save
Entering an Invoice in TFADETTL

Questions???
Closing Your Session - TGACREV

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Closing Your Session - TGACREVS

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EXTRACTING DATA

Financial Services Division
# Xtender Data

![Xtender Data Screen](image)

## Financial Services Division
## Xtender Data

<table>
<thead>
<tr>
<th>ID</th>
<th>PIDM</th>
<th>DOCUMENT_TYPE</th>
<th>LAST_NAME</th>
<th>DOCUMENT_TYPE</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>Y0000193</td>
<td>228</td>
<td>INVOICES</td>
<td></td>
<td></td>
<td>TEST</td>
<td>TEST</td>
<td>JAN</td>
<td>2018</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 NSAR forms expected to sunset April 16, 2018 – can no longer be used

• 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

Financial Services Division
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
HSC Business & Communication Center, 2nd Floor
Banner 9 NSAR

Questions???

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