Banner 8 and Banner 9 - Screen Comparisons

Banner 8 – Main Menu

Menu
Icons
Go To field
My Banner

Exit / Log Out

Banner 9 – Main Menu

Click to expand menu
Go To field
Welcome

Sign out

Welcome
Banner 9 – My Banner location

1. Click icon.
2. Click Applications.
3. Click My Banner.
Banner 9 - Recently Opened Forms

Click the **Main Menu** icon.

The number of recently opened forms will appear.

Click **Recently Opened**.

The amount of forms will increase as you go to other forms. This will reset when you log out.
Banner 9 Menu

The Banner 9 Menu will always stay on your screen, whether it is collapsed or not:
Banner 8 - FGIBDST

Next Block – to view information

Search button

Banner 9 – FGIBDST

Search button

Click Go to view information – the new “Next Block” button.

Exit screen
Banner 8 – FGIBDST – with information

Options Menu

Help Menu – contains Extract Data

Roll Back – to clear screen of current information.

Banner 9 – FGIBDST – with information

Related – contains forms you can go to from this screen. Previously the Options menu in Banner 8.

Tools – Export to spreadsheet (extract data) and print screen.

X - Exit – to previous screen.

Start Over – clears information and takes you back to enter another fund/org. In Banner 8 – Roll Back.
Banner 8 – Options Menu – Transaction Detail Information

Banner 9 – Related (Options) Menu – Transaction Detail Information
Banner 8 – Transaction Detail Activity Screen

Exit to return to FGIBDST

Banner 9 – Transaction Detail Activity

Exit to return to FGIBDST

Start Over - Clears current information from the Transaction Detail Activity screen so you can look at another fund/org/account.
Banner 8 – Extract Data

Banner 9 – Export Data (Extract Data) and Print Screen Features
Enter netID

Banner 8 – SPAIDEN

Next Block

Banner 9 - SPAIDEN

Enter netID

Click Go to see information.

In Banner 8, this was Next Block.
**Banner 9 – SPAIDEN – Information filled in**

**Exit Screen**

Click tabs to see information.

**Start Over** – clears information so you can look at another student.

In Banner 8, this was the “Roll Back” icon.
1. To search by name, click the ellipsis button.

2. Select Person Search.
3. Click the dropdown arrow.

4. Select the field to search on.
5. You can select as many fields as necessary.

6. After filling in the fields, click Go.
7. Results of the name search. Click on the line you need and then click Select.