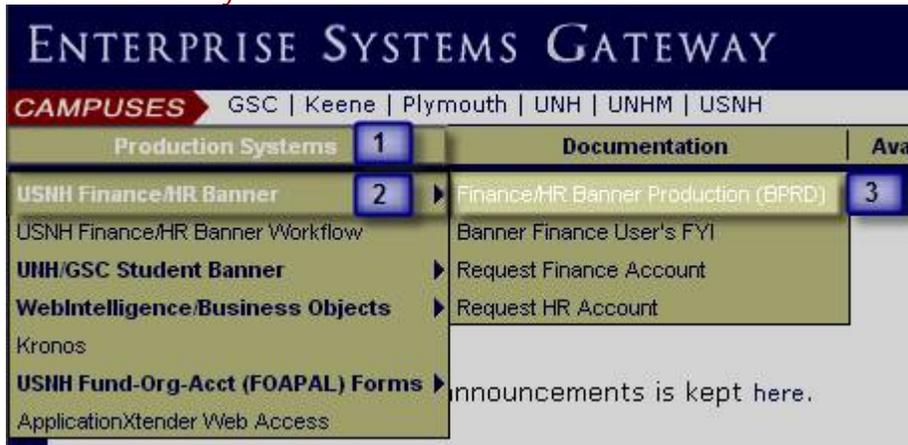


## Upgrade to Banner 7x

### WELCOME to BANNER 7

Thanks to everyone who helped with testing. Many of you generously offered your time to assist with making this transition as smooth as possible for everyone. So thank you! Remember, when you log in this morning, **Pop-ups need to be enabled** in Internet Explorer 6 before you get into Banner 7. Since you are accessing the production environment today instead of the training environment you may want to confirm your Pop-ups settings. See **Configuring Internet Explorer 6** in the Upgrade to Banner 7.x section below for additional pop-up options.

If you have not already done so, please remember the required version of the JRE software must be installed before accessing Banner 7. Instructions are available when logging in from the [USNH Gateway](#).



The intercept page displays automatically when you select **Finance/HR Banner Production (BPRD)**. Be sure to read the Banner Finance/HR Events entry on the intercept page before transferring to BPRD. There is important information about installing the required JRE software.

PSU users **DO NOT NEED** to install the JRE software – it has been taken care of for them. Some other locations may also have IT support staff who manage the installation of software, so consult with your local IT support or your campus help desk if you are uncertain.

### Banner 7.x Reminder - Disable Java Update

This week some Java updates were distributed which has prompted us to remind you that **Java Update should be disabled**.

Java Update is a feature that keeps your computer up-to-date automatically with the latest Java releases. Installing the Java Runtime Environment [JRE] automatically installs the Java Update feature. Banner 7.x requires version 1.4.2\_12 of the JRE and therefore **it is not appropriate to upgrade your Java software**.

If you recently encountered a pop-up asking you if you wanted to install Java updates, you probably do not have Java Update disabled.

You can easily confirm that the Automatic Update feature has been disabled.

1. Log into Banner.

2. Right Click on the Java icon in your system tray.



3. Select **Open Control Panel**.
4. Select the **Update** tab.
  - \* The **Update** tab may not be available if your network administrator has disabled the Java Update feature during installation.
5. Confirm **Check for Updates Automatically** is UNCHECKED.
  - \* If it is currently checked... UNCHECK it and Select **Apply**.
  - \* This will prevent Java Update from automatically checking for updates.
6. Select **OK** to close the window.

It only takes a moment to check so if you haven't done so already we suggest that you do.

### **Processing EPAFs with Warnings Only**

\*\*\*UPDATE\*\*\*

SunGard has identified this as a Defect and is working on a solution. MR has modified the HR00800 EPAF report to include Errors and Warnings. The document below has been updated with more specific information.

Through extensive testing of Banner 7.x the testing committee has identified a functional issue which affects the display of Warnings upon submission of an EPAF. This issue will not prevent us from going live with Banner 7.x however it will require users to take a more proactive role in reviewing processed EPAFs for Warnings. Please review the following document for detailed information:

[Processing EPAFs with Warnings Only](#)

### **EPAF Comments and MR Reports**

\*\*\*UPDATE\*\*\*

The reports below have now been updated to display Comments.

In Banner 7.x SunGard moved the 'comments' section of the EPAF transaction to a separate table. This move will have no affect on a user's ability to review comments entered into an EPAF; however, it will have an impact on reporting on comments. MR needs the 7.x version to be up and running in production before they can make the required changes in the MR universe. The work on modifying and republishing the affected reports is scheduled for early on May 21, 2007. Below are the reports that will temporarily lose EPAF comments:

HR00800 - EPAF Listing by Originator ID

HR00810 - EPAF Listing - Selected Originator and ACAT

HR00820 - EPAF Listing - Selected ACAT Status

HR00830 - EPAF Listing - Selected Person

HR00850 - EPAFs by Routing Queue Recipient ID

### **7.x Upgrade Helpful Hints**

Through our extensive 7.x testing we have identified some slight differences in how Banner functions. Follow this [link](#) to review our dynamic list of helpful processing hint.

### **Banner 7 Toolbar Icons**

Go Here for an explanation of the [Banner 7 Toolbar Icons](#).

## **Configuring Internet Explorer 6**

Review the following document for some additional useful information:

[Configuring Internet Explorer 6 for Banner Finance and HR](#)

### **7.x Upgrade Print Screens**

Print screens in Banner 7.x are harder to read due to the font size. This can make reading screen prints hard if not impossible depending on the printer. Here are a few hints to help with this issue: When you use the print icon, a Print box comes up on your screen. Go to the Page Setup tab and select Landscape. Next, go to the Appearance tab and select Quality High.