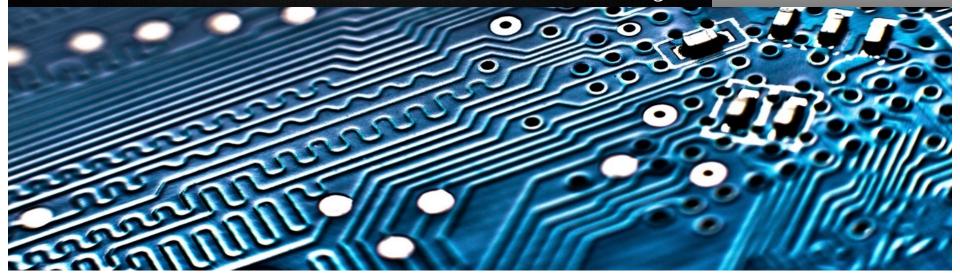




Train the Trainer: Implementing Student Self-Service Banner for Accounts Receivable 9x March 2023





Agenda

- When should you implement 9.x SSB?
- How to get help?
- Where is the documentation?
- What's new or different?
- Live Demos (Functional Users Updates and Review of Student Self Service)
- Ask your peers
- More training sessions coming soon



When should you implement 9.x SSB?

- Do it now!
- All 8.x SSB entered Maintenance Support until March 2024
 - Continue to receive regulatory and severity
 1 change request updates, including security
 fixes
- Ellucian to announce Sustaining Support



When should you implement 9.x SSB?

Summary of Support Statuses

Type of Support	Active	Maintenance	Sustaining	End of Support
Ability to submit software enhancement requests or 'ideas' for the next version	•			
Ability to add a low severity change request	•			
Additional enhancements to the product are released	•			
New releases and related documentation	•			
New hot fixes or updates for severity 1 issues	•	•		
Regulatory updates	•	•		
Support from Cloud technical resources and Action Line analysts via the Ellucian Support Center, email or phone	•	•	•	
Access to previously supplied hot fixes and regulatory updates	•	•	•	
Full access to online content such as knowledge base articles, product documentation, eCommunities forums, and product downloads	•	•	•	

- Ellucian Article 000041256 What is the support status of Self Service Banner 8.x (SSB 8.x)?
- Ellucian Article 000038478 Ellucian Support Assurance
 - Support status table
- Ellucian Article 000050967 What is the support status and future of Self Service Banner 8.x Admissions?



Single Sign-On Health Check

- Perform Single Sign-On (SSO) health check with all 3rd party vendors
- Test with vendors to ensure no impact on student's ability to seamlessly move from Banner to vendor websites
 - Take payments
 - Sign up for payment plans
 - Sign up for housing
- Including but not limited to:
 - Touchnet
 - Cashnet
 - Nelnet
 - Star Rez
- Confirm successful SSO prior to Production

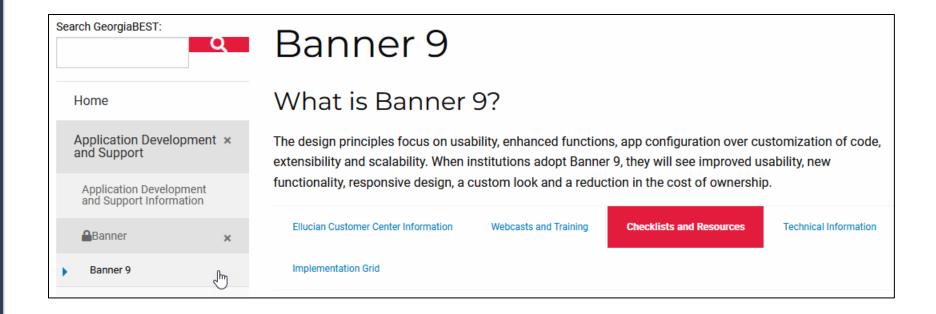


How to get help?

- ITS Helpdesk ticket for GeorgiaBEST team
 - Self-Service questions
 - Subscribe to a listserv
- If Ellucian expertise required, we will open an Ellucian Customer Center case



GeorgiaBEST website





- Need an Ellucian Customer Center account?
 - https://login.ellucian.com/
 - Click "Sign up for an account"
- Ellucian Customer Center > Resources >
 Documentation > All Products to access
 Ellucian Documentation, then use
 Product A-Z to filter for Banner

Banner Self Service

Find information about common functionality across multiple Banner 9 Self-Service applications.

Student Self-Service

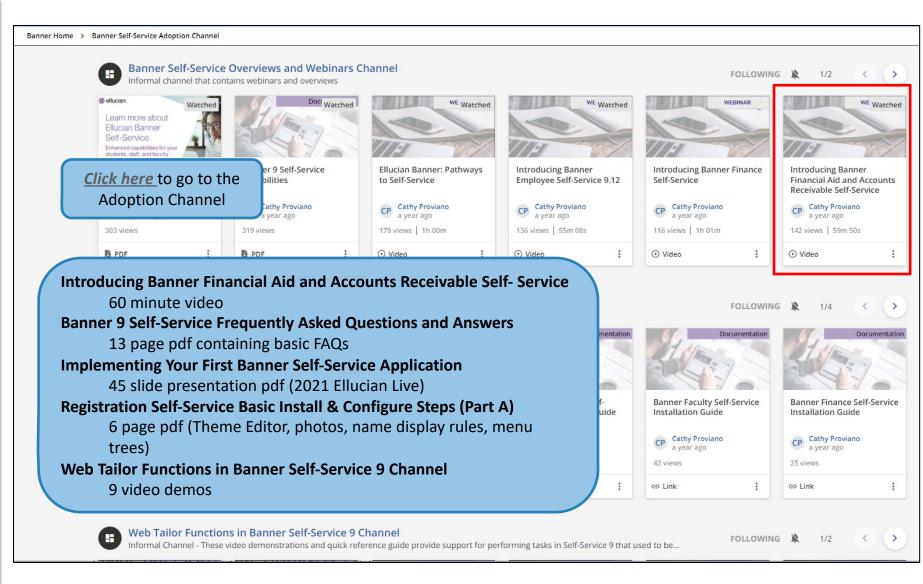
View consolidated student information and academic progress.

Accounts Receivable (Banner)

Manage charge and payment information for individual accounts.

Download these!







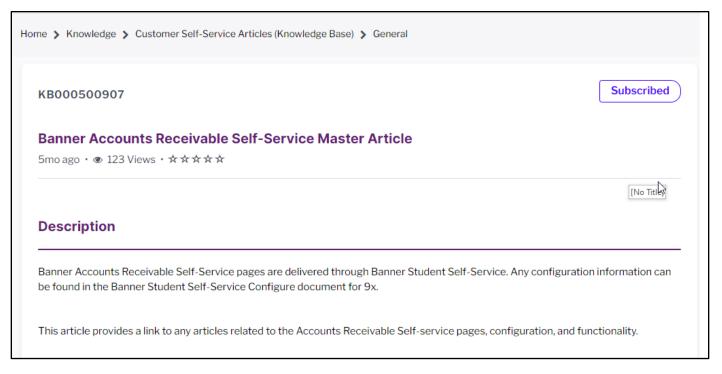
Web Tailor Functions in Banner Self-Service 9 Channel

Banner 8 Web Tailor Functions in Self-Service Banner 9

What? Function formerly performed in Web Tailor	Where? Where to find this function in Self-Service Banner 9	Resources
Display Audit for Banner Self-Service Logins	GUACONF	 Video <u>Display Audit Records</u> ☐ Documentation <u>Banner Self-Service Auditing Feature</u> ☐ Article <u>Banner 9 Self-Service Auditing</u>
Graphic Customizations	Theme Editor	 Video Ellucian Theme Editor Use ☐ Documentation Ellucian Theme Editor Theme Editor Handbook ☐ Article Steps to Use Theme Editor with Self-Service
Information Text	GUAINFO	 Video Edit Information Text ☐ Documentation Banner Self-Service Information Text
LDAP Administration and Login Return Location	Single Sign On (SSO) Configuration	Handbook Banner Single Sign-On Handbook Documentation Configure Banner General Self-Service SSO Documentation Banner Configuration for CAS SSO
User Roles	GUAUSRL	 Video Add and Delete User Roles Documentation Maintain Self-Service User Roles Article How to Create a New Role for Banner Self-Service
Web Menus and Procedures	GUASMNU	Videos Menu Tree Proxy Menu Global Proxy Delete Proxy Pgs. Documentation Manage Self Service Menus Article How to Configure the Banner 9 Menu for Self-Service Article General Self-Service Global Proxy Access Setup
Web Rules and Parameters	GUACONF	Video Create and Modify Web Rules and Parameters Documentation Self-Service Rules Self-Service Parameters Article Web Tailor 9x Administrative Pages for Self-Service
Web Tailor Overrides	Configure Page Components Tool	Documentation Configure Page Components Tool Article What Extensibility Tools Are Available for Banner 9x?



<u>KB000500907</u> - Banner Accounts Receivable Self-Service Master Article





Ellucian Articles related to Banner 9x Self-Service

- 000043866 Banner 9 Steps to Modify the Banner 9 Self Service Landing Page Dashboard to include URLS
- <u>000045859</u> How can we access the Accounts Receivable Self Service pages
- 000045994 How to configure the Banner Menu to have Banner 9 Self Service applications and not Banner 8 SSB menus
- 000051530 Steps to amend the "Note" label 'This is an unofficial copy of the form 1098-T and is provided for information only' from the Tax Notification presented in Student Self Service'

- <u>000046034</u> Banner 9 Self Service Product Links (fully qualified url)
- <u>KB000500383</u> Banner Self-Service 8
 (SSB8x) to 9 (SSB9x) FAQ
- 000041225 Student Self-Service 9.x links
- KB000500749 SSB9x Platform 9.39
 June 2022 changes to config values for configJob and applicationPageRoleJob impacting GUACONF
- <u>000034220</u> Set up Deposit and Fee Payments in Self-Service
- <u>000039922</u> Steps to modify SSB links after installing Banner 9 Student Self Service

- <u>KB000500608</u> Banner 9 Web Tailor tables

 What happens to the Web Tailor Tables with functionality moving to Banner 9 forms?
- 000051317 Banner 9 Self-Service Guided Adoption



What's new or different?

Banner 8x	Banner 9x
Select term prior to viewing 1098-T	Terms are pre-populated for 1098-T
No printer icon	Printer icon
No column sorting	Column sorting
No show/hide option for columns	Show/hide options for columns
No search option	Search option
No display of student holds	Student holds displayed on SSB pages
Columns could not be moved	Columns can be moved



- Detail Code Control Form (TSADETC)
 - Update Payment History check box on detail codes for payments
- Accounts Receivable and Billing Control (TGACTRL)
 - Update the Statement and Payment History Months
- Accounts Receivable Term Control (TSATERM)
 - Enable terms to work with Pay Now buttons and other functions
- Object Maintenance (GUAOBJS)
 - Enable exporting data to Excel for Banner pages
 - Search for GUAINFO
 - Go Tools Menu on the page and Export



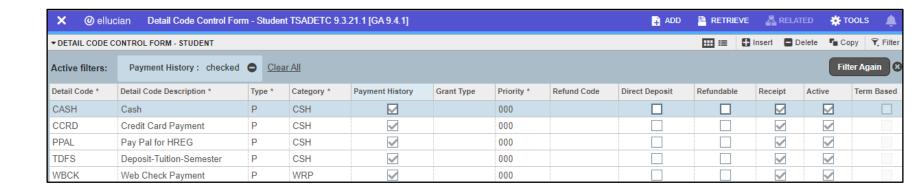
Live Demo





Detail Code Control Form (TSADETC)

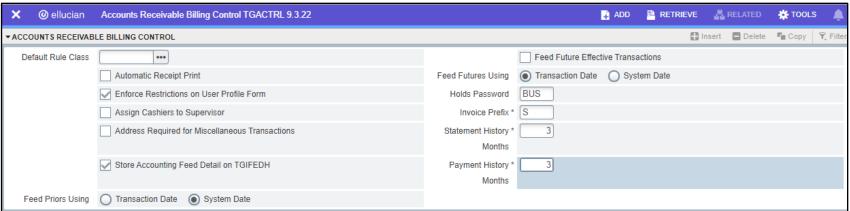
Update Payment History check box for payments





Accounts Receivable and Billing Control (TGACTRL)

- Update Statement History Months
 - Default value set to 3 months
- Update Payment History Months
 - Default value set to 3 months



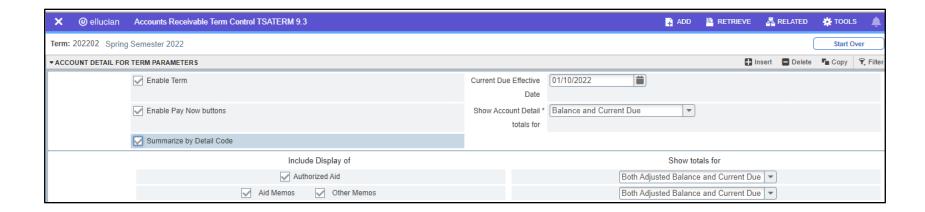


Accounts Receivable Term Control (TSATERM)

- Choose the term and click Go
- Enable Term
- Enable Pay Now buttons
- Summarize by Detail Code
- Show Account Detail totals for
 - Account Balance only
 - Balance and Current Due
- Include Display of
 - Authorized Aid
 - Aid Memos
 - Other Memos
- Show Totals for
 - No calculated amounts
 - Adjust Balance only
 - Both Adjusted Balance and Current Due



Accounts Receivable Term Control (TSATERM)





Information Text Editor (GUAINFO)

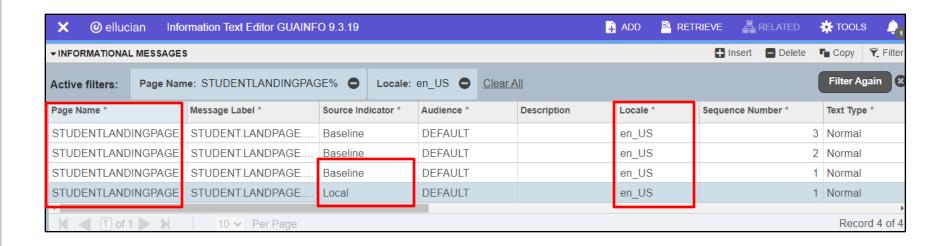
- No refresh timing delay for updated information messages
- Use the Tools Menu to export messages to Excel for review once enabled on GUAOBJS
- Exporting data--filter by the Source Indicator
 - B = Banner Baseline (Delivered messages)
 - L = Local (Local School Message Changes)
 - Update blue information text
- STUDENTLANDINGPAGE
- Create headers and naming for each item below the header
- AR%
- Create information text and 'Note' Label text on 1098-T's

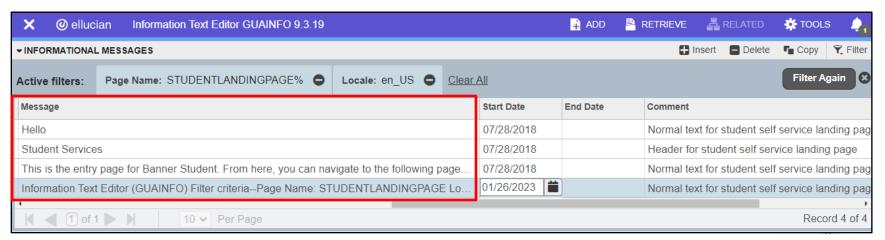
Banner Applications Configuration (GUACONF)

- Refresh timing delay = 30 minutes past the hour
- Application ID = SSS



Information Text Editor (GUAINFO)





Information Text Editor (GUAINFO)

Page Name: AR_TAXNOTIFICATIONPAGE

- Message Label
 - 'STATUSREADY' Message starts with 'Green'
 - 'UNOFFICIALINFOMESSAGE' starts with 'Unofficial Copy'

X @ elluc	ian Information Te	ext Editor GUAINFO 9.3.19			→ ADD	RETRIEVE	晶 RELATED	🗱 TOOLS 💄
▼ INFORMATIONAL	L MESSAGES					0	Insert 🗖 Delete	Copy Filte
Active filters:	Page Name: AR_TA	AXNOTIFICATIONPAGE •	Source In	ndicator: Local	Locale: en_US	Clear All		Filter Again
Page Name *		Message Label *		Message				
AR_TAXNOTIFIC	CATIONPAGE	STATUSEXCLUDED		Red: Unofficial repr	esentation of the 1098-	T form displayed. \	visit heartland.ecs	i.net for retrie
AR TAXNOTIFIC	CATIONPAGE	STATUSNOTREADY		Blue: Unofficial repr	resentation of the 1098-	T form displayed.	Visit heartland.ecs	i.net for retrie
AR_TAXNOTIFIC	CATIONPAGE	STATUSREADY		Green: Unofficial Co	opy. Visit heartland.ecsi	net for retrieval an	d to print the offici	al copy. This i
AR_TAXNOTIFIC	CATIONPAGE	STATUSSENTFILE		Yellow: Unofficial re	presentation of the 109	8-T form displayed	. Visit heartland.e	csi.net for retr
AR_TAXNOTIFIC	CATIONPAGE	STATUSSENTIRS		Orange: Unofficial r	epresentation of the 10	98-T form displayed	d. Visit heartland.	ecsi.net for re
AR_TAXNOTIFIC	CATIONPAGE	STATUSSENTSTUDENT		Pink: Unofficial repr	esentation of the 1098-	T form displayed	Visit heartland.ecs	i.net for retrie
AR_TAXNOTIFIC	CATIONPAGE	UNOFFICIALINFOMESSAGE		Unofficial Copy: DO	NOT USE this copy to	file your taxes		İ



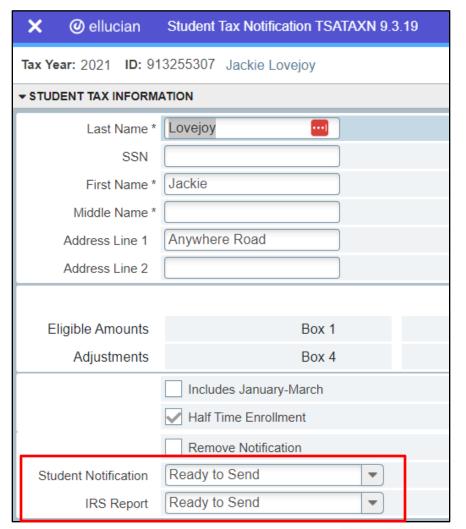
Student Tax Notification (TSATAXN)

TSATAXN

Status Ready to Send

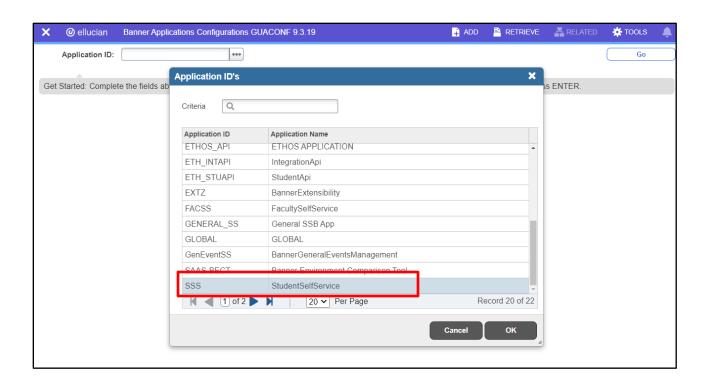
GUAINFO

- AR_TAXNOTIFICATIONPAGE
- Message Label
 - STATUSREADY



Banner Applications Configuration (GUACONF) for 1098-T's

Application ID = SSS Application Name = StudentSelfService





Banner Applications Configuration (GUACONF) for 1098-T's

- Click on the Configurations tab
- Choose the Configuration Name
- Update the Configuration Value
 - Watermark can be toggled between True or False
 - If the watermark is disabled with False as the 'Configuration Value' in GUACONF, it is not printed in the PDF in Self-Service
 - Changes may take from 30 minutes to one hour or more to appear in Self-Service

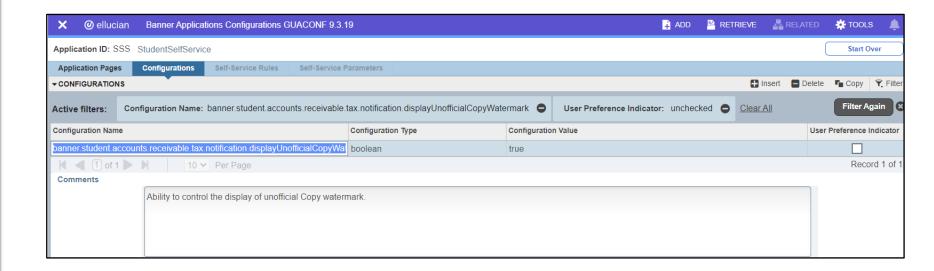
Configuration Name	Configuration Type	Configuration Value
banner.student.accounts.receivable.tax.notification. displayUnofficialCopyWatermark	Boolean	True/False

Note: "The 1098-T form in Banner Self-Service is not an official copy approved by the IRS and is not a valid substitute for the printed 1098-T form. It is a representation of the IRS form."



Banner Applications Configuration (GUACONF) for 1098-T's

What is the difference for the Unofficial Copy Watermark between true and false?





Banner Applications Configuration (GUACONF) for the Pay Now button in SSB

Application ID = GENERAL_SS Application Name = General SSB App

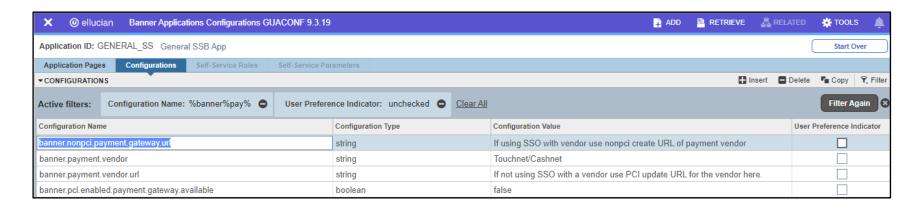
- Filter for %banner%pay% on the Configurations Tab
 - Using SSO (CAS or SAML2) with vendors (Touchnet/Cashnet)
 - Update the Configuration Values
 - banner.nonpci.payment.gateway.url = vendor URL
 - banner.payment.vendor = Touchnet/Cashnet
 - NOT using SSO (CAS or SAML2) with vendors (Touchnet/Cashnet)
 - Update the Configuration Values
 - banner. pci.payment.gateway.url = vendor URL
 - banner.payment.vendor = Touchnet/Cashnet



Banner Applications Configuration (GUACONF) for the Pay Now button in SSB

Application ID = GENERAL_SS Application Name = General SSB App

Filter for %banner%pay% on the Configurations Tab





Banner Applications Configuration (GUACONF) for the Pay Now button in SSB page level

Application ID = SSS Application Name = StudentSelfService

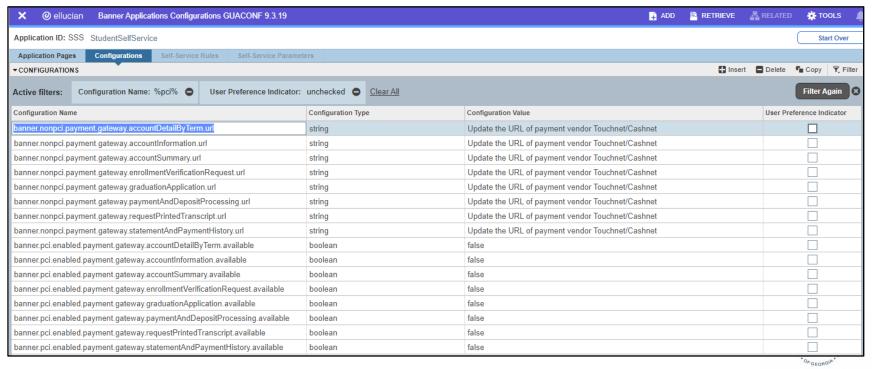
- Filter for %pci% on the Configurations Tab
 - If using SSO (CAS or SAML2) with vendors (Touchnet/Cashnet)
 - Update the Configuration Values
 - -Set all: nonpci values to the vendor URL
 - -Set all: pci values to false



Banner Applications Configuration (GUACONF) for the Pay Now button in SSB page level

Application ID = SSS Application Name = StudentSelfService

Filter for %pci% on the Configurations Tab



Live Demo





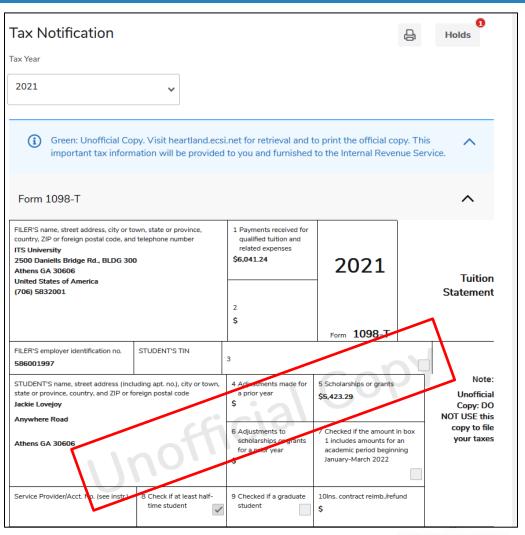
Student Accounts in Self Service

- Example list for display in Accounts Receivable Self-Service
 - Account Summary
 - Account Detail For Term
 - Tax Notification (1098-T)
 - Account Information
 - Statement and Payment History
 - Payment and Deposit Processing



Banner Applications Configuration (GUACONF)

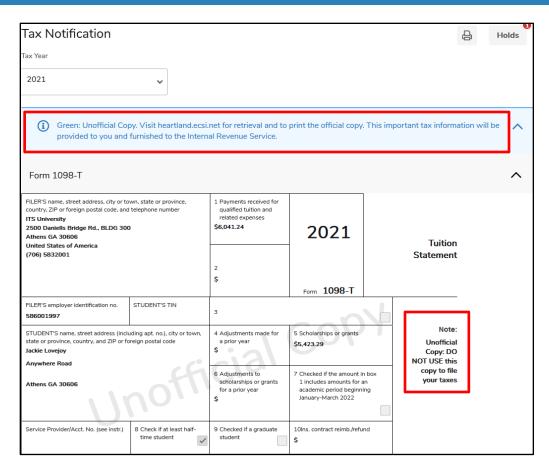
Unofficial Copy Watermark



Information Text Editor (GUAINFO)

AR_TAXNOTIFICATIONPAGE

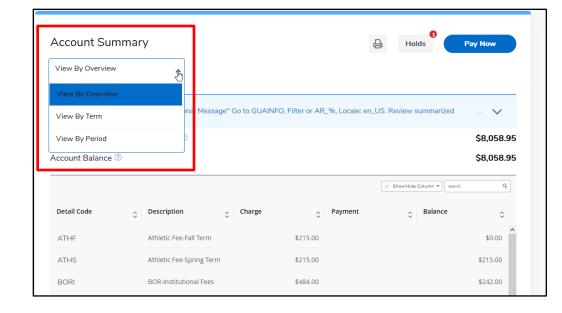
- Create blue information text messages
- Create a 'Note' label unofficialInfoMessage





Account Summary

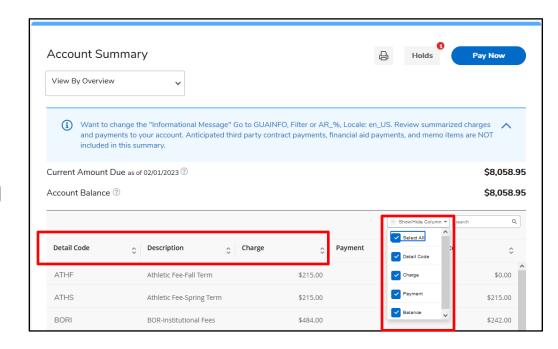
- Overview
- Term
- Period





Account Summary Overview

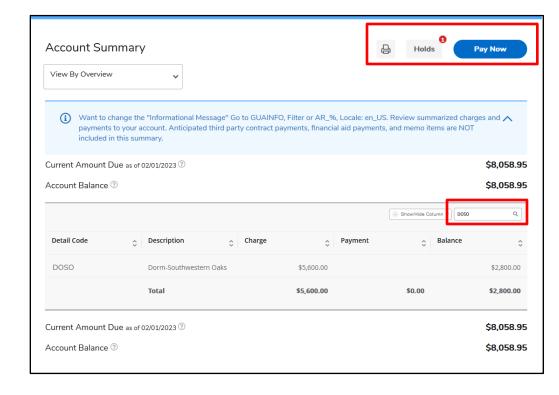
- Sort by any heading
- Show or hide columns





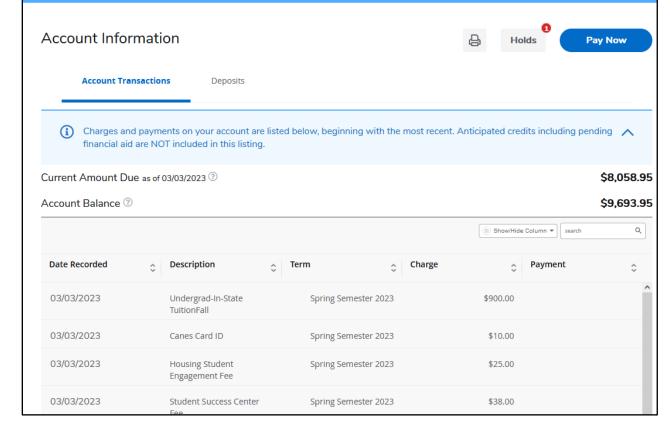
Account Summary Overview

- Print
- Holds
- Pay Now
- Search





Account Information





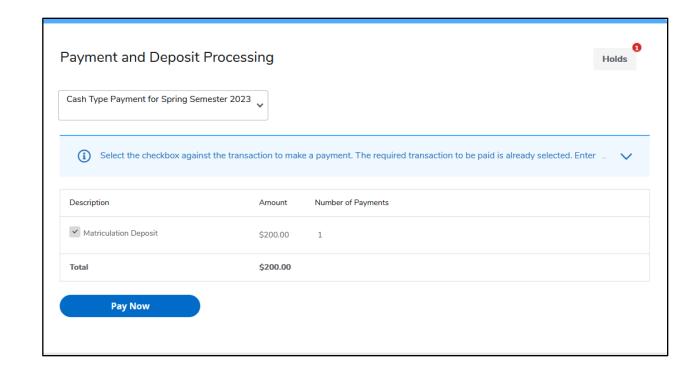
 See <u>000046353</u> – Banner Accounts Receivable Advance Deposit Processing Master Article



- See Article <u>000034220</u> Setup for Deposit and Fee Payments in Self Service
 - Deposit Type Code Validation (TTVDTYP)
 - Payment Code Validation (TTVPTYP)
 - Deposit Detail Control (TGADEPC)
 - Deposit Crosswalk Form (TGADEPX)
 - Web Payment Rules Form (TSAWPAY)



Payment and Deposit Processing





Ask your peers

- Ask your peers
 - Helpful hints
 - Lessons learned
- Self-reported implementation status
 - Banner 9ImplementationGrid

Banner 9 Implementation The Banner Releases Summaries page specifies the most current release information.						
Fall 2022 Survey Results	Student	Financial Aid	Accounts Receivable	General	Student Registration	Faculty
Abraham Baldwin Agricultural College	Prod 9.20.1.1	Prod 9.3.31	Prod 9.3.22	Prod 9.11	Prod 9.25	Prod 9.18
Albany State University *	Not Implemented	Not Implemented	Not Implemented	Not Implemented	Test 9.21	Not Implemente
Atlanta Metropolitan State College	Prod 9.20.1.1	Prod 9.3.32.0.4	Not Implemented	Prod 9.11 (01/01 /2021)	Prod 9.25.1 (04/01 /2021)	Prod 9.18.



Ask your peers

- If you <u>have</u> implemented...
 - Level and speed/ease of user acceptance (students & staff)
 - Share helpful hints or gotchas
 - Willing to share your plan
- If you <u>have not</u> implemented yet...
 - Plan or timeframe for testing, implementing, training
 - Concerns or hurdles



More training sessions coming soon

Topic	Date
Student Registration	Wednesday, January 25, 2023
Page Builder	Wednesday, February 8, 2023
Faculty Self-Service	Wednesday, February 22, 2023
Accounts Receivable	Wednesday, March 8, 2023
Communication Management	Wednesday, March 22, 2023
Proxy Management	Wednesday, April 5, 2023
Student Self-Service	Wednesday, April 19, 2023
Action Item Processing	Wednesday, May 3, 2023



