Accessing Banner 9 for Pennant Accounts
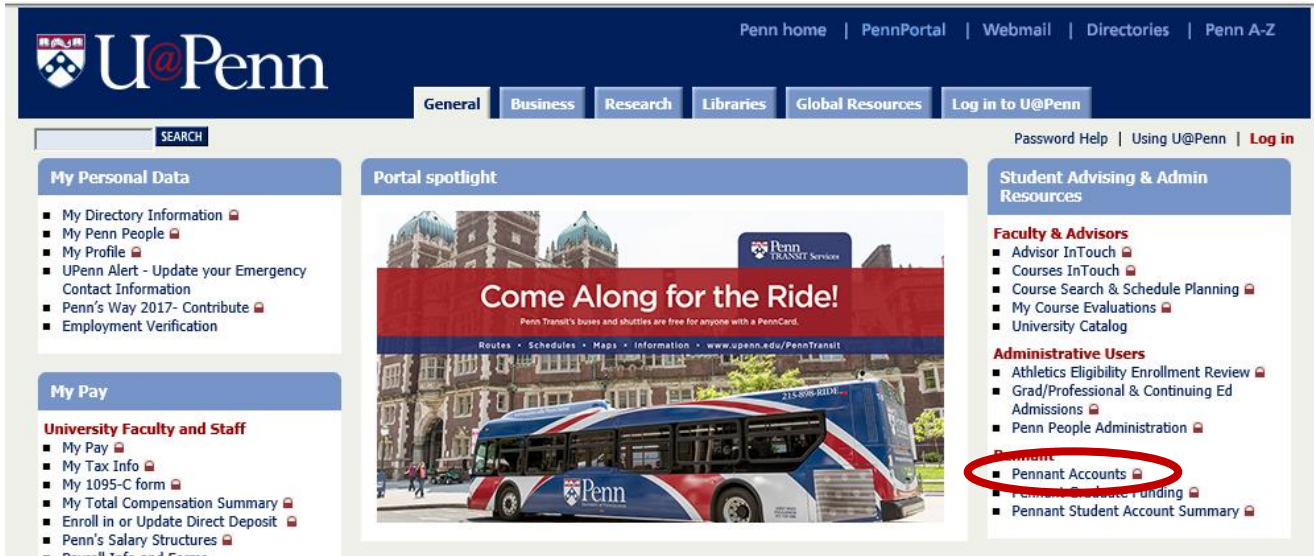
You can access Banner from the following:

1. U@Penn

2. Pennant Student Account Summery (PSAS)

3. **Log onto Pennant Accounts directly via URL:**

   https://banner-appnav-prod.isc-seo.upenn.edu:7011/applicationNavigator/seamless

Getting Around In Banner

Once logged in, you will land at the Welcome Page. From here, you can enter the page name in the search field or navigate to other pages through the *Toggle Menu*.
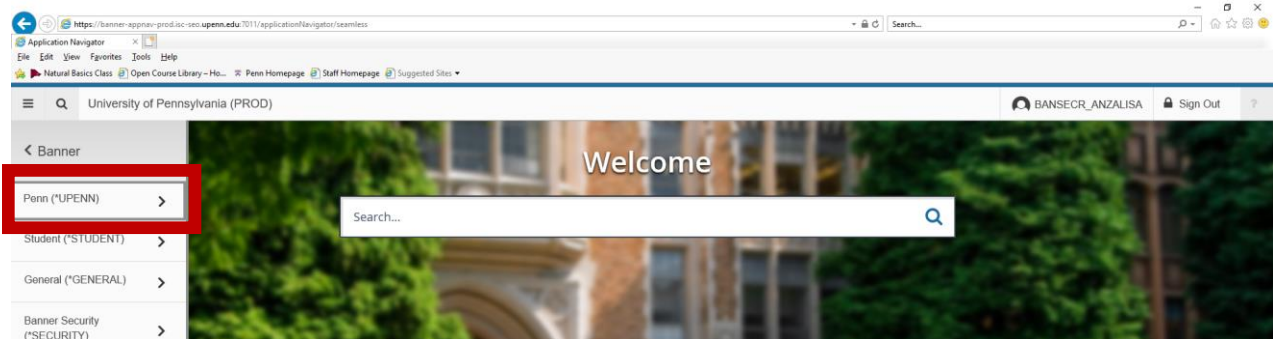
Using Toggle Menu to Access Pages

1. Click on the Toggle Menu to view the next Banner link.
2. Click on the right direction arrow next to Banner. This opens new menu paths similar to the Hierarchical Menu in Pennant Accounts (A/R).

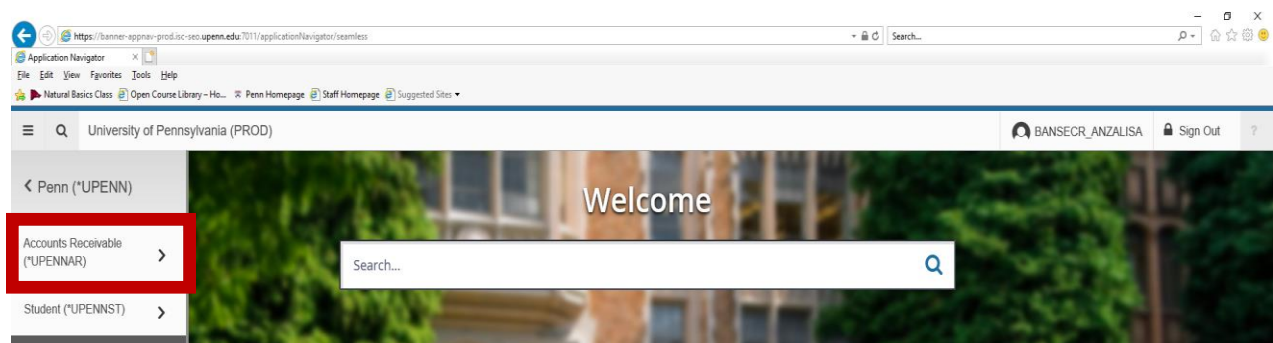**Toggle Menu**

3. Select Penn (*UPENN)

4. Select Accounts Receivable (*UPENNAR) to display the list of various pages.

5. Select Account Detail Review (TSAAREV)
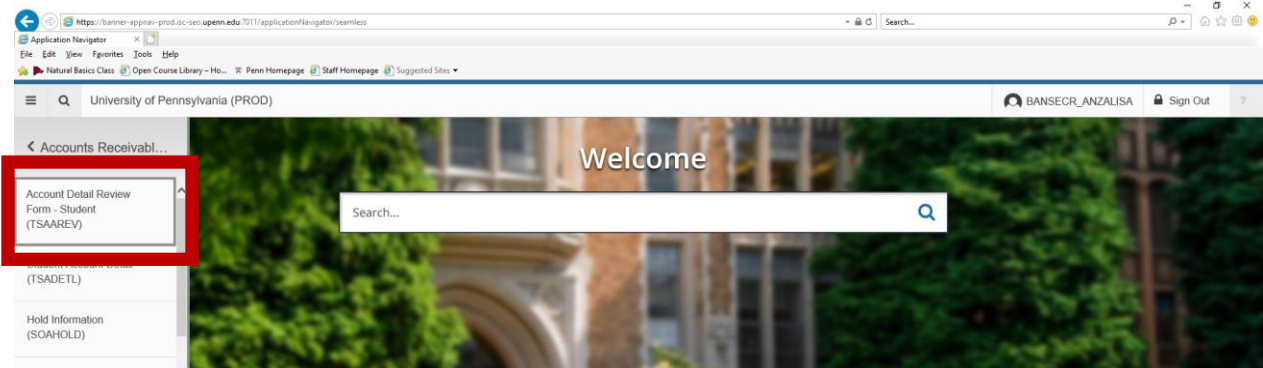
6. The Account Printer Selection (TOADEST) page will appear. Select the **X** to exit out of this page.
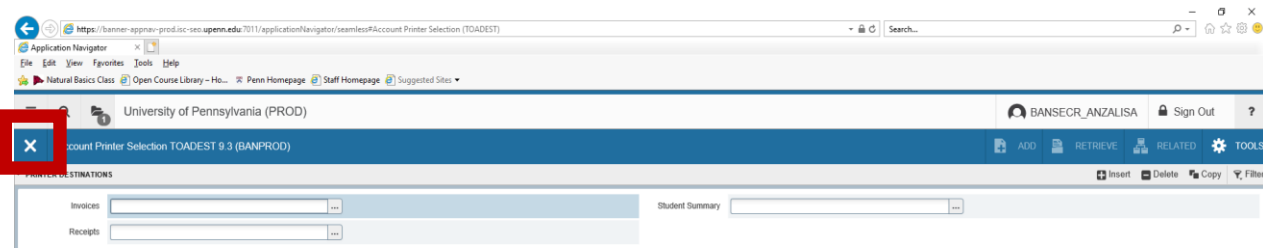
7. Enter the student Penn ID in the ID field and select GO.

TSAAREV Sections

The components of each page consist of the Page Header, Key Block, Notification Center, Sections, and Buttons.
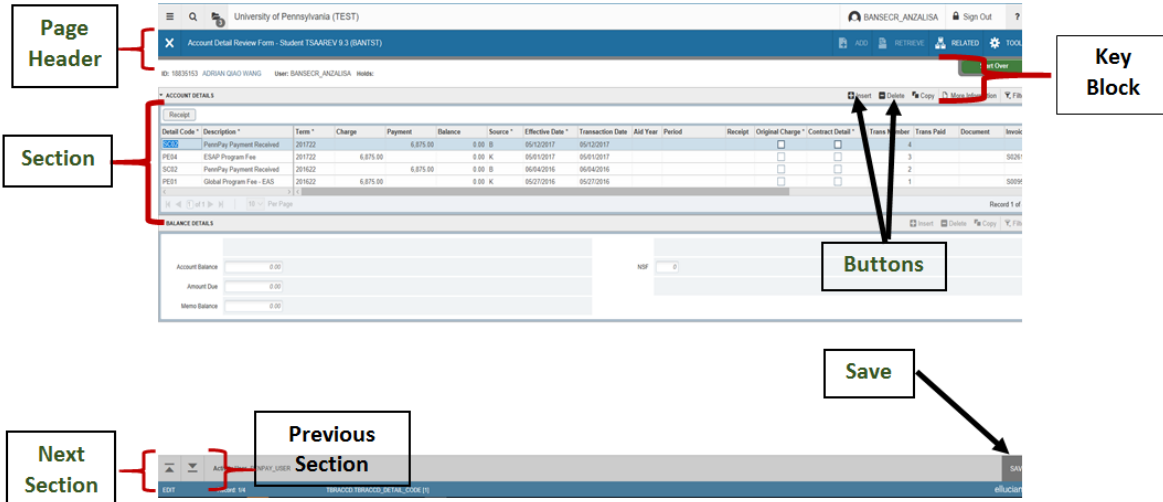
To insert a record (blank line), press the *Insert* button. Post your transaction and select the **SAVE** button.

To delete a record before you select **SAVE**, press the *Delete* button.

Note: Once a record is saved, it cannot be deleted. You will need to create another record to 'zero out' the record you would like to remove.

To navigate to another student in TSAAREV select the **Start Over** button.

How to search for a student when the Penn ID is unknown

Select the Ellipsis [**...**] and then select Person Search (SOAIDEN) in the Pop-Up window.
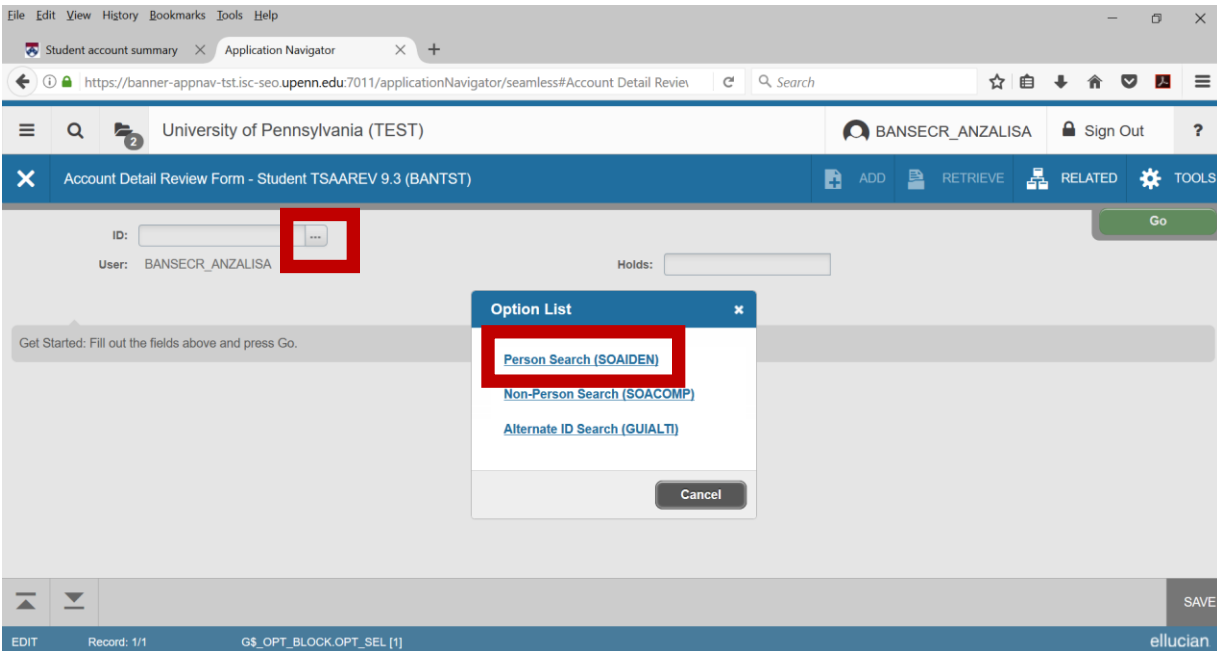
Select *Add Another Field* drop down button, which provides you with search criteria options.

For example, Last Name, First Name, etc.

After you find the student, select **GO**

Questions about Banner 9 and Pennant Navigation?

Email: pennant-help@lists.upenn.edu

Call: 6-HELP (4357)

From off-campus: 215-746-4357

Appendix A: Glossary

Close – Quit or Exit

Field – area on a Page where data is entered, queried, changed, and/or displayed

GO Button – moves from one area (section) to another in Banner

Key Block – first block or Section on most pages; enter data that determines what information will appear on the rest of the page, i.e. student ID

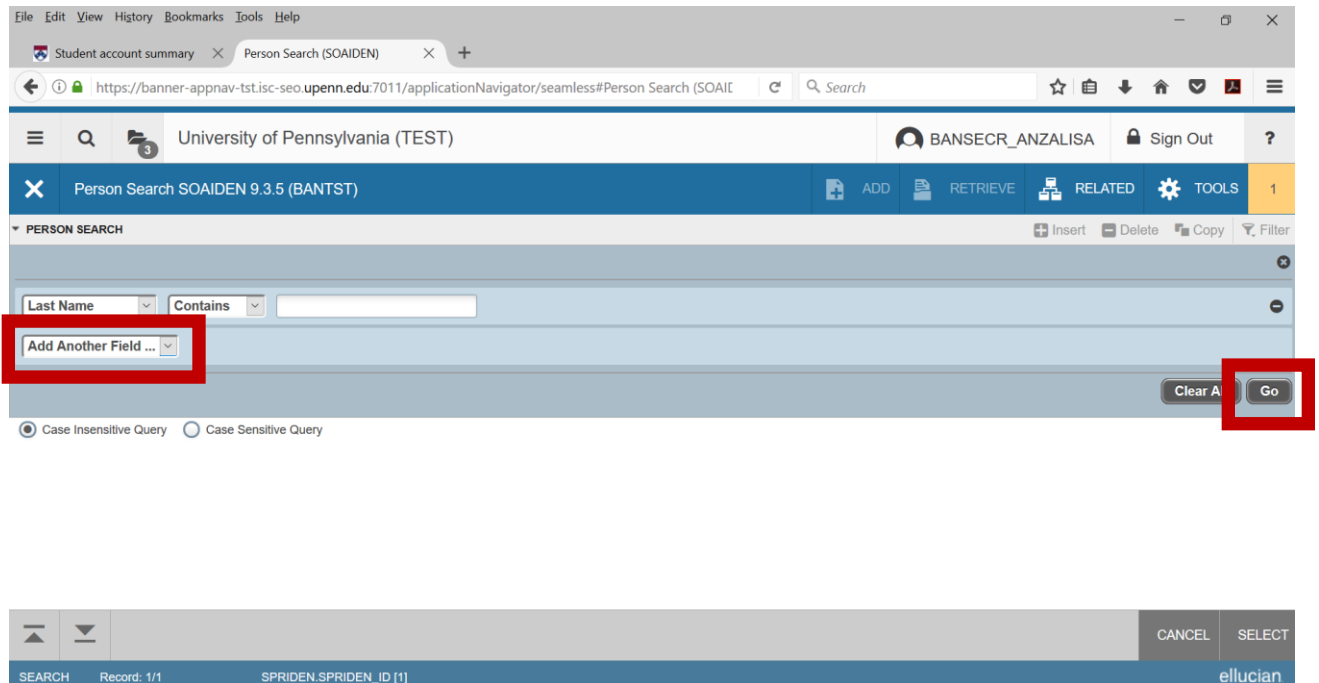**Notification Center –** displays successful save of data, warning, error and informational messages, and the number of messages to be corrected to continue in the Page

Page – Banner form or screen

Page Header – Title Bar for Banner which contains the descriptive page name and 7-character code, software version number, and database name/instance, i.e. PROD = Production.

Pull-down list - a menu of commands or options that appears when you select an item with a mouse

Related Button – contains the Options Menu and shows a list of pages that you can jump to

Section –Information Block

Start Over – you can enter another student ID or perform a student search

Toggle Menu – menu path

Appendix B: Banner Navigation Quick Reference Guide

Function	Shortcut Key
Display Menu	CTRL + M
Display Open Items	CTRL + Y
Search	CTRL + SHIFT + Y
Help	CTRL + SHIFT + L
Sign Out	CTRL + SHIFT + F
Next Block (Section)	Alt + Page Down
Retrieve	Link to ImageNow
Add	Link to ImageNow
Next Section (formerly Next Block)	Alt + Page + Down or Ctrl + Page + Down
Refresh (Start Over)	F5
Previous Section (formerly Previous Block)	Alt + Page + Up or Ctrl + Page + Up
Export	Shift + F1
Print	Ctrl + P
Clear Record	Shift + F4
Clear Data	Shift + F5
Retrieve Documents	Alt + R
Tools	Alt + Shift + T
Related	Alt + Shift + R
Next Field	Tab
List of Values	… (Ellipses)