

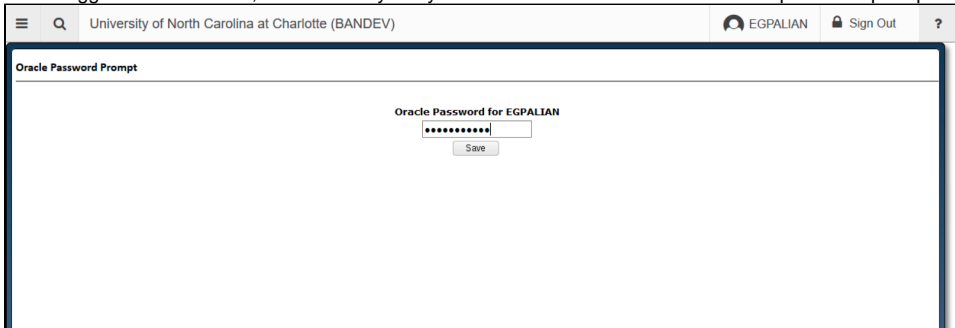
# How can I access Banner 8 forms when using Banner 9 pages?

Tell Me

## Note

Firefox is the preferred browser to use when navigating between Banner 9 pages and Banner 8 forms using the Application Navigator.

1. When logged in to Banner 9, the first time you try to access a Banner 8 form the Oracle password prompt will ask for your **NinerNET password**

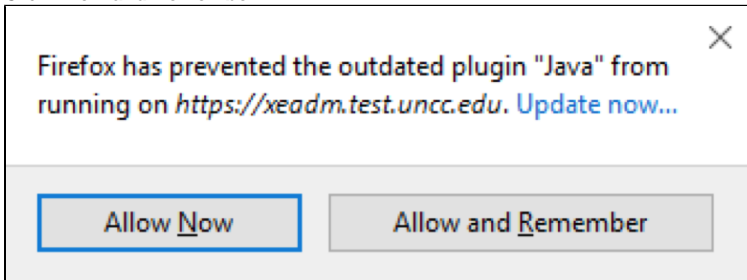


The screenshot shows a web browser window with the URL "University of North Carolina at Charlotte (BANDEV)". A modal dialog box titled "Oracle Password Prompt" is displayed. Inside the dialog, it says "Oracle Password for EGPALIAN" followed by a password input field with masked characters (\*\*\*\*\*). Below the input field is a "Save" button.

2. If the Java screen appears, click on the **red circle icon**

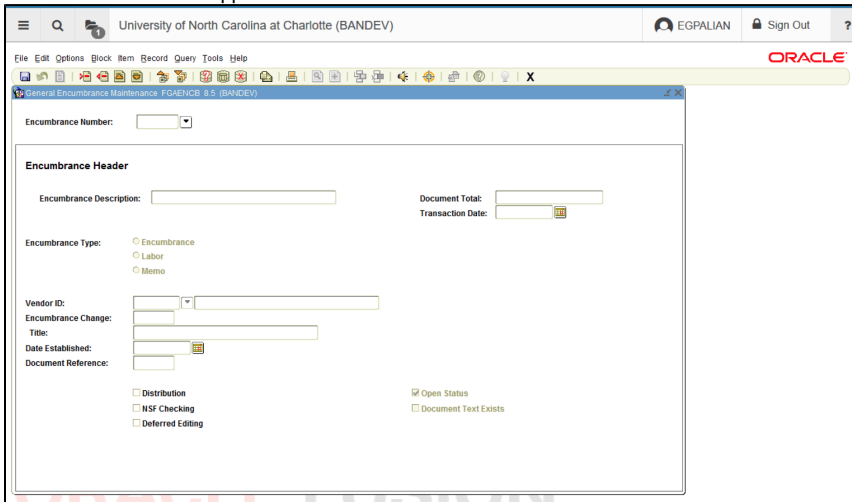


3. Click **Allow and Remember**



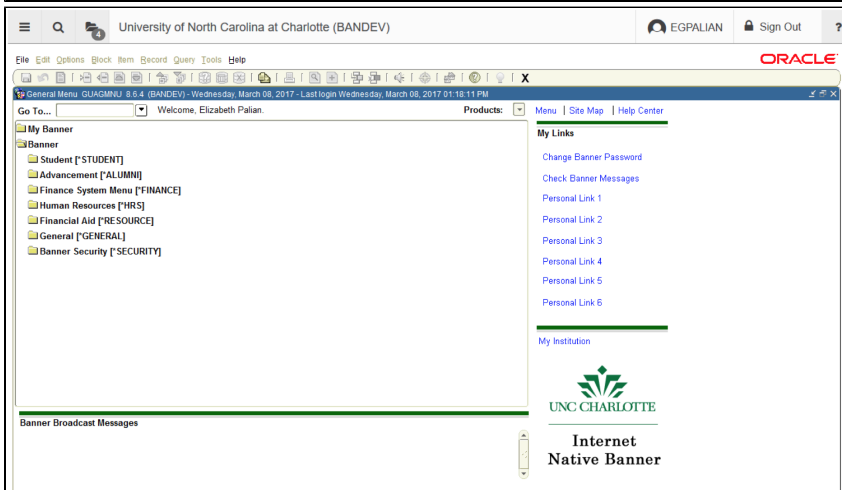
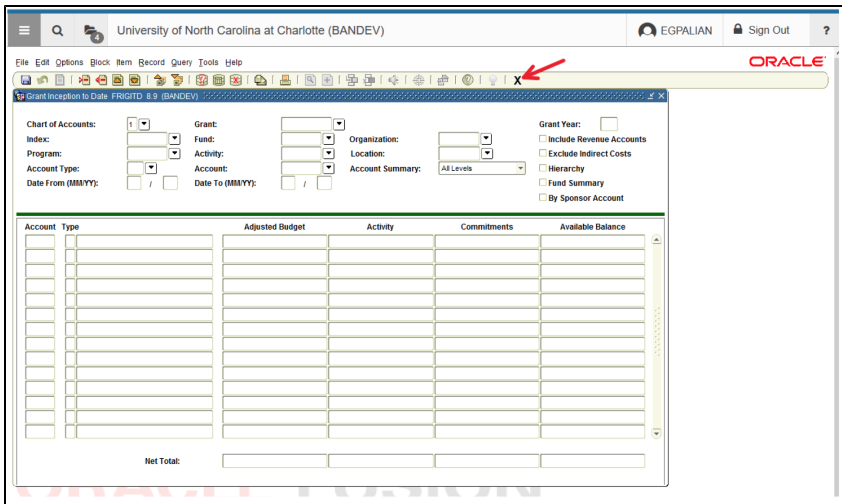
The screenshot shows a Firefox security warning dialog box. The text reads: "Firefox has prevented the outdated plugin 'Java' from running on <https://xeadm.test.uncc.edu>. Update now...". At the bottom of the dialog, there are two buttons: "Allow Now" and "Allow and Remember".

4. The Banner 8 form will appear



The screenshot shows the Banner 8 "General Encumbrance Maintenance" form. The form includes fields for "Encumbrance Number", "Encumbrance Description", "Document Total", and "Transaction Date". There are radio buttons for "Encumbrance Type" (Encumbrance, Labor, Memo). Below these are fields for "Vendor ID", "Encumbrance Change", "Title", "Date Established", and "Document Reference". At the bottom, there are checkboxes for "Distribution", "NSF Checking", "Deferred Editing", "Open Status", and "Document Text Exists".

5. When work on the form is complete (including saving, if applicable), close the form to return to the Banner 8 Main Menu and access other Banner 8 forms



6. To access Banner 9 pages, click on the **Search** icon



7. In the Search box, begin to type the form or page name/description and select from the list
- If the system is not responsive, minimize the browser window and maximize it again
  - If the form name entered in the Application Navigator Search is only available in Banner 8, the Banner 8/INB menu will appear so the form name can be entered and accessed

### Support

If you need assistance, please contact the IT Service Desk.

## Related FAQs

- [What training resources are available for Banner 9?](#)
- [Are there keyboard shortcuts I can use in Banner 9?](#)
- [How can I access Banner 8 forms when using Banner 9 pages?](#)
- [What are the Banner 9 forms for Finance information?](#)
- [What are the Banner 9 document prefixes?](#)