Automated Journal Entry Project

The Banner Journal Entry Keying and Approval project successfully kicked off on Monday, October 18, 2021. Banner users that will be preparing or approving journal entries are required to attend training. Also, two security applications are needed, Banner Finance General Ledger and Xtender. Visit the journal entries website for more information.

Month End Schedule   Report Information   Upcoming Training   Contacts

Open a Private Window

Have you logged into Banner and received a message "User is not Authenticated"? This message can be avoided by opening a "Private Window." Follow these steps:

1. Open FireFox (always use FireFox browser for Banner)

2. Click CTRL + Shift + P

A message appears that reads "You're in a Private Window, Firefox clears your search and browsing history when you close all private windows, but this doesn't make you anonymous."