The Ledger
A Newsletter of the University Controller's Organization
Website: http://www.controller.vt.edu

Banner Upgrade Notice

Over the weekend, the university implemented a new version of Banner 9. In the Banner 9 environment, it is essential to clear the cache after each Banner 9 upgrade. See page two for instructions on how to clear your browser cache. A noticeable visual change with this upgrade occurred on Banner screen FTMFUND (Fund Code Maintenance), and details about this change are available below. Changes occurred on other Banner Finance pages, but those changes should not be significant to department users. For additional assistance with this upgrade, please call the Banner Finance Helpline at 540-231-3005.

FTMFUND (Fund Code Maintenance)

Banner screen FTMFUND (Fund Code Maintenance) has significant visual changes. Previous versions of Banner provided a single view displaying the most current fund record. The multi-view option displays a table and includes a historical record of all changes made to the fund. Banner defaults to a multi-view and users may toggle to a single-view using the instructions below.
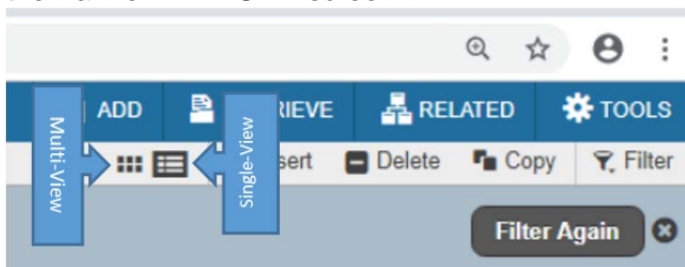
Example of Multi-View

Example of Single-View
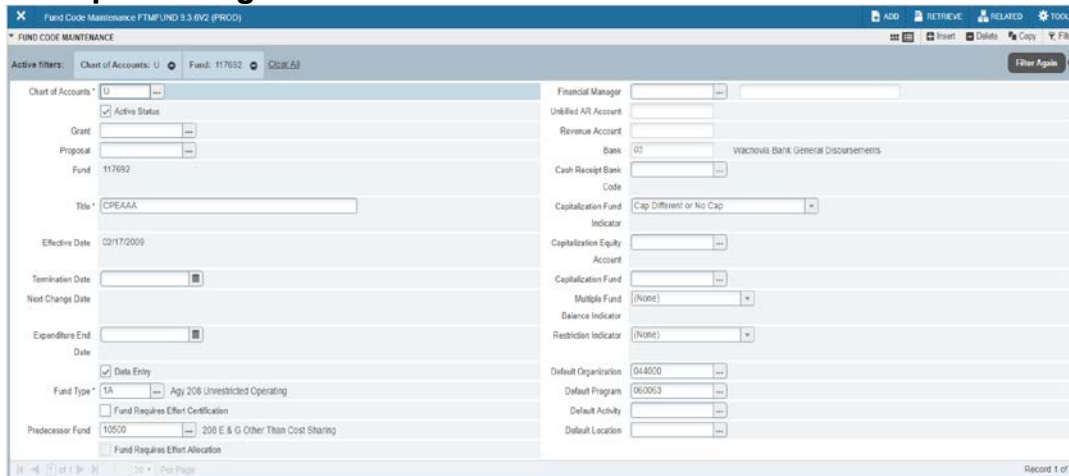
To toggle from multi-view to single-view, simply click on the icon shown below, located at the top right side of the Banner FTMFUND screen.
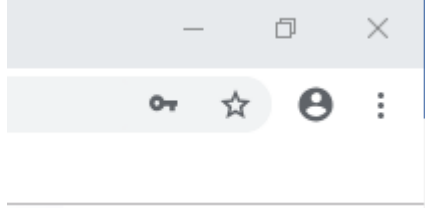
Clearing Browser Cache
To ensure these updates are working correctly, users should clear their browser cache. Below are instructions for completing this action using Google Chrome and Firefox.

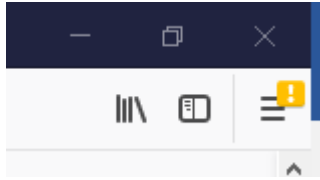## *To Clear Cache using Google Chrome*

1. Click the 3 dots on the top right side of your page (Customize and Control Google Chrome)

2. Select "More Tools" from the menu, then Select "Clear Browsing Data"
3. Change the Time Frame to "All Time", then Click "Clear Data" and continue until complete

To Clear Cache using Firefox

1. Click the "Open menu"

2. Click "Options", then Select "Privacy & Security"
3. Under the "Cookies and Site Data" click "Clear Data" and continue until complete