Searching in Banner (Query)

Wildcards
A wildcard is a special character that represents one or more other characters. Use wildcard symbols % and _ in the search criteria.
- % (percent sign) represents any number of characters
- _ (underscore) represents one occurrence of a character
- > greater than; < less than

To get these results | Enter these criteria ....
--- | ---
All entries that contain ma | %ma%
All entries that begin ma | ma%
All entries that end with ma | %ma
All entries that have m as a second character | m%

Some Fields in Banner have Search Keys which provide a list of possible information for that field.

Searching for an Account Number

1. To search for an account number when completing a form, click on the Search Key next to the Acct Field.

2. Clear the form by clicking F7 (Enter Query) or click the Enter Query Icon.

3. To search for an account in a series, type V for the chart of accounts, Tab, type the first number in the series. Click F8 to Execute the Query or press the Execute Query Icon.

4. Double click the title to bring the account number back into the form.

Note: Banner is case sensitive when searching for text or names. When searching for text, capitalize the first letter, then lower case.
Search Key
The black triangle beside a field indicates the ability to search for possible data for the field. Double click on the correct item in the list to bring it back into the form.

Hint: Banner “remembers” the last query; clear out the field by using TAB to move from field to field. Hit the space bar to clear the field. TAB to the next field, clear it. Type in a new index or organization.

Employee Search in Banner
Use POIIDEN to search for an employee. Type first 2 letters of the last name, followed by a “%” sign.
Execute the Query by pressing F8. [HINT—See the Banner feedback at the bottom on the screen.]
Write down the employee ID to use in HR forms.

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