

Searching in Banner (Query)

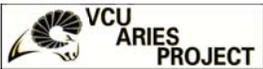
Wildcards

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.



Last modified 7/19/06

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.

Note: Banner is case sensitive when searching for text or names. When searching for text, capitalize the first letter, then lower case.

Chart of Accounts	Account Code	Title	Type	Data Entry
V	110001	Claim On Cash	11	Y
V	110020	Cash Federal Restricted Account	11	Y
V	110050	Cash Treasurer Of Virginia	11	Y
V	11005A	Cash Treasurer Of Virginia DG	11	Y

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.

HINT: Data Entry = Y

Chart of Accounts	Account Code	Title	Type	Data Entry
V	42060	Hospital Services	4Q	B
V	420601	Hospital Services VCUHS	4Q	Y
V	420631	Hospital Services Other Agencies	4Q	Y
V	420651	Hospital Service Fees	4Q	Y
V	420681	Hospital Rentals	4Q	Y
V	600037	Hospital Services	61	Y

Chart of Accounts	Account Code	Title	Type	Data Entry
V	60000	Transportation Services	61	B
V	600002	Express Services	61	Y
V	600007	Messenger Services	61	Y
V	600012	Printing Services	61	Y
V	600015	Transportation Services	61	Y

SEARCHING IN BANNER—QUERY

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.

Account Index Code List (FTVACCI)

COA	Acct Index Code	Acct Index Title
V	101000	Reg Sess Tuition
V	101001	Fall Sem Tuition
V	101002	Spr Sem Tuition
V	101003	Summer Tuition
V	101005	Deposits Forfeited
V	101009	Excess Tuition Pc'S
V	101010	Sas Dr Bal Py
V	101013	Finan Aid From EandG

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.

Case Sensitive Query: No Yes

Enter a query; press F8 to execute, Ctrl+Q to cancel.
Record: 1/1 Enter-Qu... <OSC>