Querying Data in Internet Native Banner (INB)
Training Goals

- Identify the Commands & Icons to query data
- Search using wildcard “%” or “_” function
- Understand Query process using the forms FGIBDST and FGITRND
# Query Commands & Functions

<table>
<thead>
<tr>
<th>Icon</th>
<th>Keyboard Command</th>
<th>Banner Menu Option</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Question Mark]</td>
<td>F7 Enter</td>
<td>Puts the form into Query mode so you can enter search criteria to see information already in the database.</td>
<td></td>
</tr>
<tr>
<td>![Folder]</td>
<td>F8 Execute</td>
<td>Executes the Query and searches the database and displays records that match your search criteria.</td>
<td></td>
</tr>
<tr>
<td>![Cross]</td>
<td>Ctrl + Q Cancel</td>
<td>Cancels the Query and takes the form out of Query mode.</td>
<td></td>
</tr>
<tr>
<td>![Search]</td>
<td>Last Criteria</td>
<td>Enters the criteria from your last search (Enabled only when you are in Query mode).</td>
<td></td>
</tr>
<tr>
<td>![Refresh]</td>
<td>Count Hits</td>
<td>Counts the number of records that match the search criteria and displays that number on the Auto Hint line.</td>
<td></td>
</tr>
<tr>
<td>![Download]</td>
<td>Fetch Next Set</td>
<td>If more records meet the search criteria that fit in the window, clicking this option replaces the current set of displayed records with the next set.</td>
<td></td>
</tr>
</tbody>
</table>
Query Using Wildcards

**Wildcards** - You can use these wildcards with queries:
- “%” (percent sign) represents any number of characters
- “_” (underscore) represents one occurrence of a character

**Procedure** - Follow these steps to perform a query.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Banner form from which you want to perform a query.</td>
</tr>
<tr>
<td>2</td>
<td>Perform an <strong>Enter Query</strong> function to put the form in query mode.</td>
</tr>
<tr>
<td>3</td>
<td>Enter the data you wish to find, using wildcards if appropriate.</td>
</tr>
<tr>
<td>4</td>
<td>Perform an <strong>Execute Query</strong> function to find search results.</td>
</tr>
</tbody>
</table>

**Where do you Query?**
- Query from a drop down menu; or
- Query from a Banner form
Query Using Organization Budget Status FGIBDST

Querying on the Index field illustrates the “drop down menu” method. Select the “down arrow” located to the right of the Index field and a pop-up box of selections will open.
Query Using Organization Budget Status FGIBDST

Try searching for the Index 140101- In the “Find” field, enter V14%
V – Indicates the Chart of Accounts
14 – First two digits of Index
% - Wild Card
Click on the “Find” button
Query Using Organization Budget Status FGIBDST

Returns all Index values beginning with “14”
Move cursor to 140101
Double click and 140101 will be placed in the Index field
Query Using Organization Budget Status FGIBDST

Querying from a form.
On FGIBDST Enter an Index value, for training purposes use 140101. Press the Tab key and move to the Account field
Query on the Account field by clicking on the “down arrow”. Form FTVCACCT is displayed
Perform an Enter Query function to put the form in query mode. Enter the data you wish to find, using wildcards as needed.
To query for Accounts beginning with “5” (labor)
   Enter V in the Chart of Accounts field and 5% in the Account Code field
   Perform an Execute Query function
Query Using Organization Budget Status FGIBDST

The values are returned based upon the selected criteria. Double click on the Title field, which is highlighted, to return the value to the previous form.
Query Using Organization Budget Status FGIBDST

Use the NEXT BLOCK function to display account information data in the Data Block section of the form using the selected account number.

Note: The information begins with the Account selected and continues to display the remaining Accounts. The lower account values are not included in the selection when the form is populated.
Query Using Detail Transaction Activity FGITRND

Enter an Index, for training purposes use 140101; Tab off the field
Select Next Block
Press F8 to populate the Data Block fields.
Query Using Detail Transaction Activity FGITRND

Perform an **Enter Query** function to put the form in query mode with all the values cleared.
Query Using Detail Transaction Activity FGITRND

Tab to the Type field
Enter an X% in the Type field to find all types that begin with an “X”.
Perform an Execute Query function to find search results
Query Using Detail Transaction Activity FGITRND

Displays all Account transactions with a Type value beginning with “X”
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- Call the Banner Finance Help Desk at 828-0388 or finsecurity@vcu.edu
- Grants & Contracts Help Desk at 828-8104 or gcavcu@vcu.edu
- Procurement & Payment Help Desk at 828-1077 extensions 164 or 138 or evapurch@vcu.edu