How do I perform a keyboard search or build a query in Banner Finance?

Tell Me

1. Open your web browser and go to banner.uncc.edu
2. Select BANPROD located under the Banner 9 Admin Pages area and log in
3. Enter the Banner form you would like to perform a keyboard search or build a query in in the search bar
4. From the Banner form query screen, tab to a particular field on which you want to base your query, and type in all or part of the information (e.g., account #)

Example

Use Banner Form FGTRND (Detail Transaction Activity) to search for an account number that starts with 925:

1. Enter the index number on the main screen
2. Alt + Page Down
3. Enter query information in the Detail Transaction Activity query fields
4. Press F8 to execute the query
5. Position the cursor on the line item you're looking for and press F3 to view the detail
6. Alt + Page Down to view the next section

Related FAQs

Content by label

There is no content with the specified labels