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 FGITRND (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

![Image of Banner Form FGITRND]

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

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