Ellucian®

Banner Navigation
Quick Reference Card

NORTH CAROLINA CENTRAL UNIVERSITY FOUNDED 1910

What is Banner and the Banner Main Menu

What is Banner? Banner is an all encompassing administrative software application that is used to support the day to day activities of the college. Through its suite of products, functions such as payroll processing, student course registration, financial aid need analysis, and alumni tracking and can all be performed through the centralized Banner system. At its foundation, the Banner system is utilized as set of common elements, known as **Shared Data** that is used across all modules to provide a common set of information, and eliminating the need to reenter the information in each separate module.

The **Banner Main Menu** provides individuals with an overview of the menus, forms, jobs, and QuickFlows available in Banner.

The **Main Menu** includes the following components that provide you with a variety of ways to access Banner Forms*:

1. Title Bar – Displays the application name.
2. Menu Bar – Offers a variety of options for navigating within Banner through its drop down menus.
3. Tool Bar – Provides a set of icons that represent shortcuts for performing common functions.
4. Form Title Bar – Displays the form name and its respective seven-character name and version number.
5. Direct Access (Go To...) - Provides quick access to a form by its seven-character name.
6. Products – Provides access to the Banner modules through a simplified drop down menu.
7. Menu, Site Map, and Help Center – Provides access to the Main Menu, module (overview) site map, and access to the Banner Help Center.
8. My Banner – User customized/shortcuts to areas of the Banner hierarchical tree.
9. Banner Menu/Folders – Access to Banner forms through a hierarchical tree structure.
10. My Links – Displays pre-defined or user customized quick links.
11. My Institution – Opens the NCCU website.
12. Banner Broadcast Messages – Displays notifications or messages to the user.
13. Auto-Hint Status Line – Describes the field where the cursor is located, displays errors and processing messages.
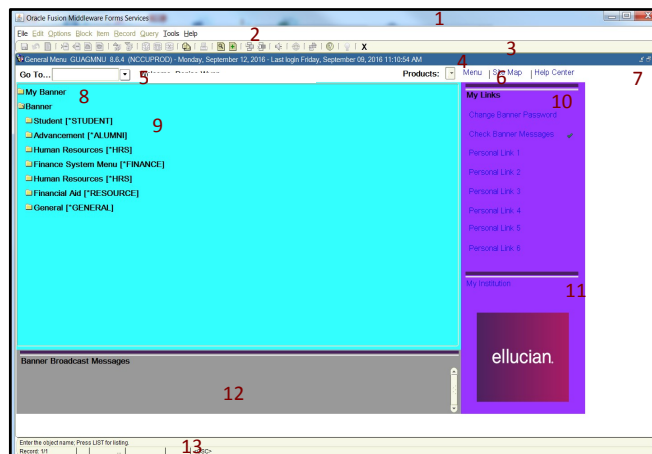
*Banner Forms are online documents/templates where you can enter and look up information from the Banner System. A form visually organizes information so it is easier to enter and read.

Banner Admin Forms Structure

Banner Admin screens are named using seven alpha characters. Finance forms being with 'F'. The 2nd character relates to the module; the 3rd character is the form type; and the 4th-7th characters provide the forms function.

1st Character
F- Finance

MODULE: (2nd Character)
G- General Ledger
A - Accounts Payable
P - Purchasing
O - Finance Operations
B - Budget & Position Control
F - Fixed Assets
R - Research Accounting

FORM: (3rd Character)
I - Inquiry
Q - Query
A - Application
M - Maintenance
V - Validation

My Banner

As part of the Banner Menu/Folders hierarchical navigational tree is the **My Banner** folder. The My Banner section of the hierarchical tree can be customized to include shortcuts or bookmarks/favorites to forms you may access daily or to forms you may access so infrequently you forget their location or form name.

To customize the My Banner folder, type the form name "GUAPMNU" in the **Go To...** field. From the My Banner Maintenance form, double click the forms you want to add to your My Banner personalized folder. Then click on the move arrow ▶ to add the form to your My Banner Personal Menu.
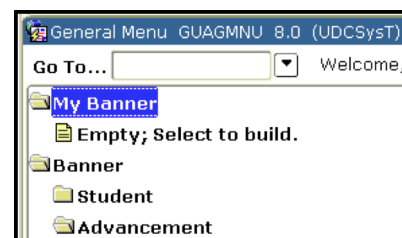
Banner Toolbar

The *Banner Toolbar* is a set of icons that represent shortcuts for performing common functions, such as saving form information, navigating form blocks, executing a query, and inserting or removing records.

Icon	Name	Purpose
	Save	Save All Changes
	Rollback	Returns to Previous Form
	Select	Enters the Selected Values into the Form
	Insert Record	Inserts a New Blank Record
	Delete Record	Removes All Information for the Current Record
	Previous Record	Moves Cursor to the Previous Record
	Next Record	Moves Cursor to the Next Record
	Previous Block	Moves Cursor to Previous Block
	Next Block	Moves Cursor to Next Block
	Enter Query	Places the Form into Query Mode
	Execute Query	Searches the Database
	Cancel Query	Cancels the Query
	Print	Prints the Current Window
	Help	Displays Online Banner Help

Keyboard Shortcuts

Banner Toolbar Icons	
Function	**Keyboard Shortcut**
Save	F10
Rollback	Shift+F7
Select	Shift+F3
Insert Record	F6
Remove (Delete) Record	Shift+F6
Previous Record	Arrow Up or PgUp
Next Record	Arrow Down or PgDn
Previous Block	Ctrl+PgUp
Next Block	Ctrl+PgDn
Enter Query	F7
Execute Query	F8
Cancel Query	Ctrl+Q
Print	Shift+F8
Exit	Ctrl+Q
Commonly Used Shortcut Keys	
Count Query Hits	Shift+F2
Clear Field	Ctrl+U
Duplicate Field	F3
Next Field	Tab
Previous Field	Shift+Tab
Go To…. Another Form	F5
Clear Record	Shift+F4
Duplicate Record	F4
Show Keys	Ctrl+F1

Searching (Using Wildcards)

Using Banner *Wildcards* "_" (underscore) and "%" (percent) can broaden or simplify the searching of data when parts of a search may not be known or missing.

Percent ("%"):
Using this wildcard when searching in Banner allows you to enter part of a name or ID number. By using this wildcard, you can replace unknown characters with the "%".

In Banner the "%" represents any letter, number, symbol, or any group of letters, numbers, or symbols.

Underscore ("_"):
The "_" is used to replace one character when searching.

- "%" Represents any number of characters.
- "_" Represents one occurrence of the character.

Use and Examples: We'll use the last name "Smith" in this example.

Enter this	To get these results…
%mit**%**	All entries that **contain** "mit"
Smi**%**	All entries that **begin** with "Smi"
%ith	All entries that **end** with "ith"
_m**%**	All entries that have "m" as the second character.