Productivity Tip

Have you ever wanted easier ways to enter dates in Banner?

Shortcuts for Entering Dates in Banner

System date: In most date fields, entering a single, non-numeric character followed by Enter or Tab will display the current date. It’s easy to remember T for Today, or S for System Date. Even special characters work for this shortcut. Forget what today’s date is? Enter a question mark and Banner will tell you.

Dates within the current month: If you enter a two-digit number in a date field, Banner assumes the current month and year. For example, if the month is May and the year 2005, 10-MAY-2005 has the shortcut 10.

Dates within the current year: If you enter a four-digit number in a date field, Banner assumes the current year. For example, if the year is 2005, 15-JUN-2005 has the shortcut 0615.