# TENNESSEE STATE UNIVERSITY

## BANNER TIPS AND TRICKS

*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*.