WILDCARD INSTRUCTIONS:
The wildcard function in Banner allows you to enter part of the code criteria—even if you do not know the entire code or title. Below is a list of examples of how to use the wildcard search function for both codes and titles.

CODES

Example: Find a fund number that contains the digits 813 somewhere in the fund; I do not know the rest of the number. How do I use the wildcard function?

- 813%  (Displays all codes with 813 as the first numbers in the series)
- %813  (Displays all codes with 813 as the last numbers in the series)
- %813% (Displays all codes with 813 anywhere in the series)

TITLES

Example: Find a vendor that contains the word General somewhere in the Vendor Name; I do not know the full name. How do I use the wildcard function?

- General%  (Displays all codes with General as the first word)
- %General  (Displays all codes with General as the last word)
- %General% (Displays all codes with General anywhere in the series)