

Self-Service Banner Finance Lookup Function Quick Reference

Code Lookup

Chart of Accounts Code Y Chart of Accounts code is always Y.

Type account Enter the type of search you are conducting.

Code Criteria Enter the code criteria you would like to use, if any. Use wildcard (%) parameter on this search. See wildcard instructions below.

Title Criteria Enter the title criteria you would like to use, if any. Use wildcard (%) parameter on this search. See wildcard instructions below.

Maximum rows to return 10 Enter the number of rows of information that you would like to see returned.

Click button to execute the query.

Note: Scroll to the top of the page to see the displayed query.

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)