Quick Ways to Enter Dates on Banner Forms

Banner Forms accept shortcuts in place of typing-in the date or selecting from the pop-up calendar.

*(Examples assume that May 2, 2012 is the current day.)*

If you type “T” (for today) in a date field:

Banner will enter the current date:

**Transaction Date:** T

OR

If you type a **two-digit** number in the date field:

Banner will assume it’s the date of current month:

**Transaction Date:** 05

OR

If you type a **four-digit** number in the date field:

Banner will assume it’s the month/date of current year:

**Transaction Date:** 1109

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