

## 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:  
*[actually any letter will work the same]*

Transaction Date:  

Banner will enter the current date:

Transaction Date:  

**OR**

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

Transaction Date:  

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

Transaction Date:  

**OR**

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

Transaction Date:  

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

Transaction Date:  