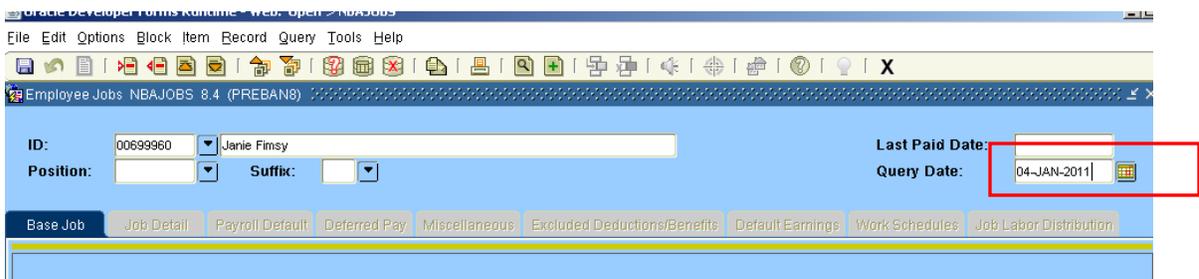


Banner Shortcut

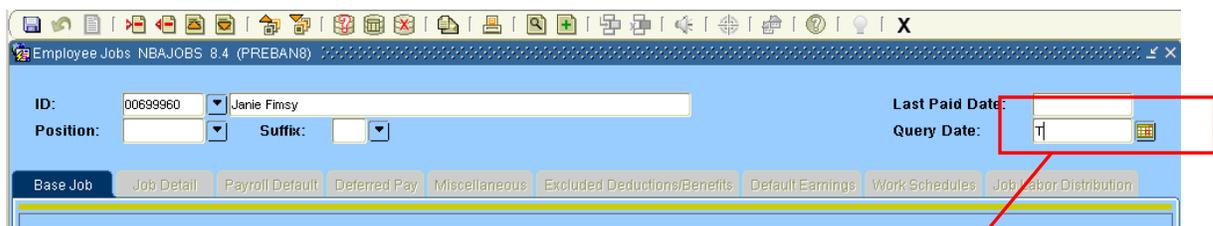
Did you know on many of the Banner date fields you can simply enter a one character letter to automatically populate the current date? For example, the query date on NBAJOBS had been changed to a date in the past. To change the date back to today, simply enter a one character letter and hit tab. The query date now reflects today's date.

The query date on NBAJOBS has been changed to a date in the past.



The screenshot shows the Banner NBAJOBS 8.4 (PREBAN8) interface. The 'Query Date' field is highlighted with a red box and contains the date '04-JAN-2011'. The 'Last Paid Date' field is empty. The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar with various icons. Below the form, there are tabs for 'Base Job', 'Job Detail', 'Payroll Default', 'Deferred Pay', 'Miscellaneous', 'Excluded Deductions/Benefits', 'Default Earnings', 'Work Schedules', and 'Job Labor Distribution'.

To change the date back to today's date, enter a character in the query date field and hit tab.



The screenshot shows the Banner NBAJOBS 8.4 (PREBAN8) interface. The 'Query Date' field is highlighted with a red box and contains a cursor. The 'Last Paid Date' field is empty. The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar with various icons. Below the form, there are tabs for 'Base Job', 'Job Detail', 'Payroll Default', 'Deferred Pay', 'Miscellaneous', 'Excluded Deductions/Benefits', 'Default Earnings', 'Work Schedules', and 'Job Labor Distribution'.

After the tab key is hit, the current date is populated.



The close-up screenshot shows the Banner NBAJOBS 8.4 (PREBAN8) interface. The 'Query Date' field is highlighted with a red box and contains the date '12-APR-2011'. The 'Last Paid Date' field is empty. A red arrow points from the 'Query Date' field in the previous screenshot to this one.

This functionality also works on Sungard delivered job submission process date fields.

For additional tips and tricks, please reference the General Training Workbooks available on the Sungard Customer Support Center.