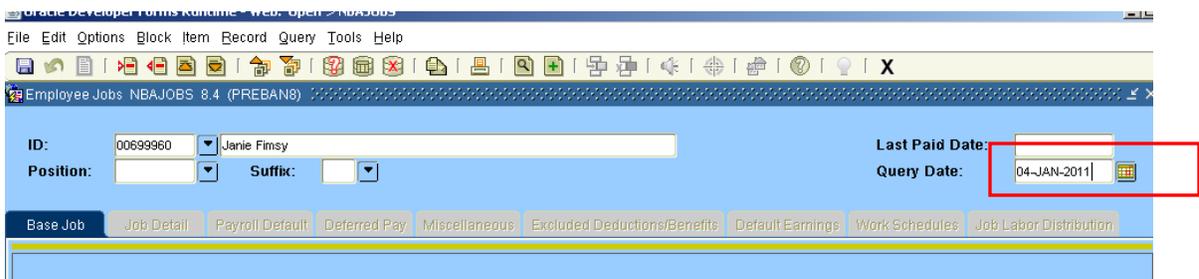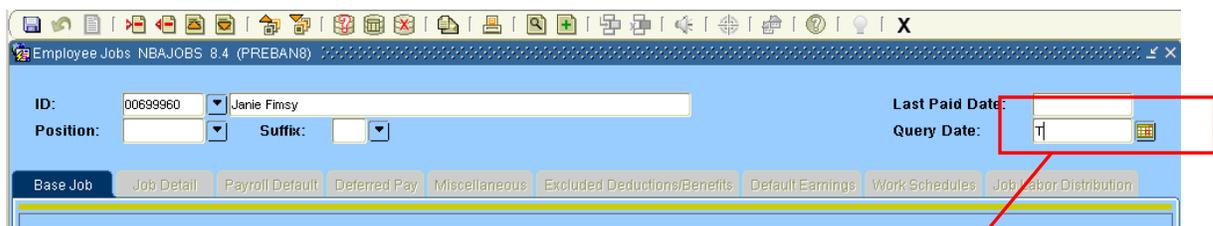# Banner Shortcut

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.

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

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

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.