

QUERIES

BANNER FINANCE IMPLEMENTATION – 2006



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To move from one block of information to the next, use the function **Next Block,** ( or Ctrl/PgDn).



**Searching in Finance Query screens**

**List of Values (LOV):**

1. **1.** Fields that have **blue labels** have a “List of Values” associated with that field. Double-click your mouse in the empty field, or if the cursor is in the empty field, press **F9** to view.

2. Certain fields will have the **Search Tool** beside them.

3. If you click the tool, you may get:

* 1. a. A pop-up window with the list of values to choose from



1. b. A new corresponding search screen may open



1. c. Or, the Options List will display choices for a new corresponding search screen.



**Please refer to the Banner Navigation Training Guide for detailed information about proper searching in Banner as searching is not covered in detail in this document.**