Banner Navigation

	Function	Key(s)	Menu Bar	Toolbar
Basic	Save Changes	F10	File/Save	🖫
	Print	Shift + F8	File/Print	🖨
	Rollback	Shift + F7	File/Rollback	↩
	Exit Form/Query	Ctrl + Q	File/Exit	X
	Online Help	N/A	Help	?
Block	Next Block	Ctrl + Page Down	Block/Next	🗗
	Previous Block	Ctrl + Page Up	Block/Previous	🗗
	Clear Block	Shift + F5	Block/Clear	**N/A**
Record	Next Record	Down Arrow	Record/Next	⬇
	Previous Record	Up Arrow	Record/Previous	⬆
	Clear Record	Shift + F4	Record/Clear	**N/A**
	Insert Record	F6	Record/Insert	▶
	Duplicate Record	F4	Record/Duplicate	**N/A**
	Remove Record	Shift + F6	Record/Remove	◀
Query	Enter Query	F7	Query/Enter	?
	Execute Query	F8	Query/Execute	▦
	Count Query Hits	Shift + F2	Query/Count Hits	**N/A**
	Cancel Query	Ctrl + Q	Query/Cancel	✖

Banner Forms & Uses

Form Title	Form ID	What will it give me?
Detail Transaction Activity	FGITRND	Is used to view the entire FOAP for a transaction, to see both sides of a transaction and to query a transaction based on details of the transaction such as amount, document type, account, etc.
Organization Budget Status	FGIBDST	Is used to view lower level of the account structure when viewing Adjusted Budgets, Year to date Activity, Budget Commitments and Available Balances. The entire Org number (ex. 56000) is needed to view data. To have available balance calculated, uncheck the 'Include Revenue Accounts' box in header.
Executive Summary	FGIBDSR	Is used to view the highest level of the account structure when viewing Adjusted Budgets, Year to date Activity, Budget Commitments and Available Balances. Can view information using first 2, 3 or 5 characters (ex. 56, 560, or 56000) of the org number. To have available balance calculated, uncheck the 'Include Revenue Accounts' box in header.
Trial Balance Summary	FGITBSR	Is used to view current Fund Balance, Expenditures, Revenue and Accts Receivable/Payable information for all non-General Funds.
General Ledger Activity	FGIGLAC	Is used to view detailed transaction activity for the General Ledger accounts and non-General Funds.
Labor Distribution Data Inquiry	NHIDIST	Is used to view Payroll charges by FOAP. Information displays the person, earnings, code, hours and amount. Can be used to view information as expenses, liabilities, and encumbrances.