

Elucian

Banner Solutions

Get Started

October 7, 2025

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Table Of Contents

Navigation 4

 Accessibility 4

 Page header 6

 Page footer 7

 Key block 8

 Sections 9

 Buttons 10

 Required fields 12

 Sort order 12

 Dates 12

 Lookup 13

 Filtering data 14

 Advanced filter 14

 Basic filter 17

 Help 18

 Data record views 19

 Page Layout 20

 Print Screenshot 21

Navigation

Updated: August 27, 2020

The basic navigation of each page includes the page header, notification center, key block, sections, and buttons.

The screenshot displays the Ellucian Banner system interface for the 'Identification PPAIDEN 9.0 (GVUDB)' page. The page header shows the Ellucian University logo and user information (PLEICHLI, Sign Out). The main content area is divided into sections: 'CURRENT IDENTIFICATION', 'PERSON', 'NON-PERSON', and 'ID AND NAME SOURCE'. Each section contains various input fields for personal and identification data. The 'CURRENT IDENTIFICATION' section includes fields for ID, SSN/SIN/TIN, Name Type, and Amcas Name. The 'PERSON' section includes fields for Last Name Prefix, Last Name, First Name, Middle Name, Prefix, Suffix, Preferred First Name, Full Legal Name, and Marital Status. The 'NON-PERSON' section includes a Name field. The 'ID AND NAME SOURCE' section includes fields for Last Update, Origin, and Original Creation. The page also features a 'Start Over' button and a 'SAVE' button at the bottom right.

Accessibility

Updated: June 20, 2025

Accessibility features enable the user to use their keyboard to navigate Banner administrative pages.

Accessibility Mode

Accessibility Mode enables the user to use their keyboard to navigate and set focus to more interactive elements on the Banner page.

Tip: If you use a screen reader to interact with the Banner application, Ellucian recommends enabling Accessibility Mode for optimal page navigation using the keyboard.

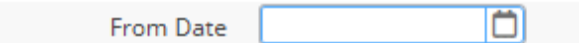
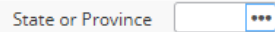
You can enable and disable Accessibility Mode using one of the following methods:

- Use the CTRL+B shortcut key on a Banner page to enable or disable Accessibility Mode for the current browser session.
The application displays a message when you enable and disable Accessibility Mode.
- Select the **Enable Button Accessibility Mode** check box on the **General User Preferences Maintenance (GUAUPRF)** page to allow Accessibility Mode to persist across browser sessions.

When you turn on (enable) Accessibility Mode, you can use your keyboard to navigate and set the focus on more interactive page elements as shown in the examples below.

- Calendar 
- Lookup ...
- Drop-down 

The following table shows the navigation differences with Accessibility Mode off and on.

Accessibility Mode Off	Accessibility Mode On
Focus not on the calendar 	Focus on the calendar 
Focus not on Lookup 	Focus on Lookup 
Focus not on drop-down 	Focus on drop-down 

Keyboard navigation

Navigate an entire Banner administrative page using only your keyboard when you enter the Alt + Shift + U keyboard shortcut. When you enter the shortcut on a Banner administrative page, the **Navigation Options** window opens, allowing you to select an area of the page to navigate.

The available navigation options listed below depend on the page you are navigating. For example, when you enter Alt + Shift + U on the **ZIP/Postal Code Validation (GTVZIPC)** page, the **Navigation Options** window does not present the **Tab Navigation** option because the page does not contain page tabs.

You can navigate only to active menu options.

- **Page Header** - Select to navigate the page header menu options. For example, **Close**, **Add**, **Retrieve**, **Tools**, and so on.

Note: This navigation option is not available if you are accessing the page using Ellucian Experience.

- **Page Footer** - Select to navigate the page footer options. For example, **Previous Section**, **Next Section**, or **Save**.
- **Current Section Actions** - Select to navigate the section menu options. For example, **Settings**, **Insert**, **Delete**, **Copy**, **Filter**, **More Information** and so on.
- **Pagination Actions** - Select to navigate the pagination options. For example, page number, next page, last page, and number of records to display per page.
- **Tab Navigation** - Select to navigate the available tabs on a page.

To navigate another area on the page, enter the Alt + Shift + U shortcut again and select another navigation option.

Note: Some menu options have existing shortcut keys. You can continue to use these shortcut keys for quicker access. For example, instead of entering Alt + Shift + U, selecting the **Current Section Actions** option, and then navigating to the **Filter** option, you can simply press F7 to open the **Filter** panel directly.

Page header

Updated: August 27, 2020

The page header is part of the basic navigation.



The page header contains the following items:

- Page close icon 
- Page title, which is formatted according to the preferences established on the User Preference (GUAUPRF) page.
- **Release** and **Submit** buttons, which are used only with a workflow.
- **Add** and **Retrieve** icons, which are used with Banner Document Management.
- **Related** menu, which displays a list of pages that can be accessed from this page. These are defined on the Options Maintenance Menu (GUAOPTM) page.
- **Tools** menu, which includes refresh, export, print, clear record, clear data, item properties, display ID image, page layout, and other options controlled by the page.
- Notification Center.

The Notification Center is located to the right of the **Tools** menu and displays the following types of information as needed:

- Successful save of data
- Warning messages
- Error messages
- Informational messages
- Number of messages to be corrected to continue in the page

You can click in the box with the number in the page header to open or close the Notification Center.

Page footer

Updated: August 27, 2020

The page footer displays information at the bottom of the page about each component in the key block and section as you navigate the page.

The screen shots below show examples of some of the information that displays as you navigate through each component on the page. See the highlighted text in each screen shot and the description that follows.

-  Values include, but are not limited to, EDIT, READ and QUERY.
 - EDIT: Indicates that you can edit the field.
 - READ: Indicates that you can not edit the field. This value displays on query pages.
 - QUERY: This value displays when you search for key block values using the LOV and execute a filter.
-  Displays the record that you are on and the total number of records available. The example above indicates that you are on record 2 of 4.
-  Displays the name of the data block.
-  Indicates the physical name of the field that you are on.

Key block

Updated: March 18, 2021

The first block on most pages contains key information.

When working with pages using a left-to-right orientation, key block navigation starts in the top-left field and continues horizontally through the fields before navigation shifts to the next row for a key block that contains multiple rows. This same functionality also

applies when working with pages using a right-to-left orientation with navigation starting in the top-right field.

All information displayed on the page relates to the key block values entered. The key block value remains visible on the page for subsequent sections displayed.

After you enter a value in the key block, click **Go** to access the body of the page. After you click **Go**, you cannot enter or modify the key block fields.

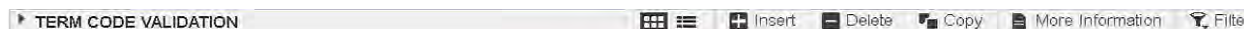
You can return to the key block from the body of a page by clicking **Start Over**.

Sections

Updated: September 19, 2024

Pages are divided into sections that contain additional details for the key information. A section can represent one record or multiple records depending on the type of information that you are working on.

A section header might look similar to the following example, but could include more icons as described below.



When working with pages using a left-to-right orientation, navigation starts in the top-left field and continues vertically through the fields within a page block before navigation shifts to the next column in the block. This same functionality also applies when working with pages using a right-to-left orientation with navigation starting in the top-right field.

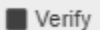
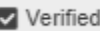
Each section contains related information.

Scroll up and down the page to access sections of data. You can expand or collapse a section by clicking on the arrow on the far left side of the section header. Some sections

are accessed by using tabs that group information in a meaningful way.

If available, the sections can have a header that includes icons for the following actions:

-  **Multiple Records** /  **Single Record**. Use these to switch between multiple record and single record view.
-  **Insert**. Use this to insert records in the section. The insert functionality usually creates uppercase records.
-  **Delete**. Use this to delete records in the section.
- **Copy**. Use this to copy records in the section. When using copy functionality, the application copies the previous record including its case (upper or lower) format. For example, copying a previous record formatted using upper case results in the copied record also formatted using upper case.
-  **Filter**. Use this to filter records in the section.
- **Settings**. Use this to save Grid, Filter, and Pagination preferences.
- **Master**. When selected, a Master user can save Grid, Filter, and Pagination preferences and apply them to all users across the institution. This option is visible only to a user granted Master user access.
- **More Information**. Displays whether supplemental data is available and if data already exists for a record.
 - Indicator displays as a page with lines  if supplemental data already exists for the record.
 - Indicator displays as a blank page  if supplemental data is available to enter for the record.

No indicator displays for sections that do not have supplemental data available. See [Supplemental Data Engine](#) for details.
- The following indicators display if the Person Manager address verification service is enabled on pages that support address verification:
 -  **Verify** — indicates the address is not yet verified
 -  **Verified** — indicates the Person Manager address verification service has verified the address

Buttons

Updated: August 27, 2020

Banner includes several buttons to navigate and interact with the Banner pages.

Button	Description
Add and Retrieve	Use the Add and Retrieve buttons to interact with Banner Document Management to properly store and review documents. Additional document management functions can be found by opening the Tools menu and scrolling down the menu to the Banner Document Management section.
Go	Use the Go button to advance to the body of the page after populating the key block.
Release and Submit	Use the Release and Submit buttons to interact with Banner Workflow to submit a page or to release a page from the work flow. These buttons only appear when you have accessed the workflow application, and selected a work flow to begin.
Save	Use the Save button to save changes on the page. The Save button is located on the bottom right side of the page.
Section Navigation	Use the Next Section button to navigate to the next section of data. Use the Previous Section button to navigate to the previous section of data. The Next Section and Previous Section buttons are located at the bottom left of each page.
Select and Cancel	Use the Select button to select and retrieve data from a called page to the current page. Use the Cancel button to return to the called page without retrieving any data. When you need to go to a secondary or called page to retrieve data, Select and Cancel are presented at the bottom of the page.

Button	Description
Start Over	Use the Start Over button to return to the key block of the page.

Required fields

Updated: August 27, 2020

An asterisk (*) displayed next to a field name indicates that the field requires a value before you continue on the page.

The system uses the definition of the field as it is used in the application to determine if it is required. For fields that have conditional logic that determines whether they are required, the asterisk (*) is not displayed.

If you to leave a section or a page without entering information in a required field, the page notifies the individual in the Notification Center, requiring the user to perform some additional action.

Sort order

Updated: August 27, 2020

In a grid layout, you can sort field values, and if you have chosen to sort the data, an up or down arrow next to the field name indicates the current sort order for the field. You can click the field label to reverse the sort order.

Dates

Updated: August 27, 2020

The Banner application has settings to determine how dates are entered and displayed.

You can enter the date directly or use the calendar icon for date selection. You can also enter any single, non-numeric character in the **Date** field and Banner auto-populates the field with the current day's date by default. For example, enter **a** or **g**. When you leave the field, Banner automatically enters the current date.

When you enter a date in a date field, for example, **Birth Date** on SPAIDEN, see use the specified formats shown below for examples of valid values:

- Enter a date using digits only and no separator ("/" or "-"). You must enter at least 6 digits, and no more than 8 digits. Entering more than 8 digits results in a date validation error.
 - 010203 converts to 01/02/2003
 - 01021999 converts to 01/02/1999
 - 0101201 converts to 01/01/201 (Although this numerical sequence converts without errors, this is not a practical date to use).
- Enter a date including a separator ("/" or "-"). You must have at least one digit per group (before the next separator).
 - 1/1/1 or 1-1-1 converts to 01/01/2001
 - 1/1/1 or 1-1-1 converts to 01/01/2001
 - 04/03/001 converts to 04/03/2001 (Banner trims the leading zeros before calculating the year)
 - 1/2/100 validates successfully although not a practical entry.

When a user enters a date and does not specify the year in a 4-digit format, Banner must convert the year entered into a 4-digit format. To do this, Banner uses the defined century pivot value defined in the `format.js` file to calculate and convert the year. The delivered default century pivot value is 50, but the institution's system administrator can change this value, as described in the [Display of locale-specific objects](#) in the *Banner Administrative Pages Install* content. If the year value entered by the user is equal to or less than the defined century pivot value, Banner converts the year to a 4-digit year in the current century. If the year value entered by the user is greater than the defined century pivot value, Banner converts the year to a 4-digit year in the previous century.

Date conversion examples assuming the century pivot value of 50.

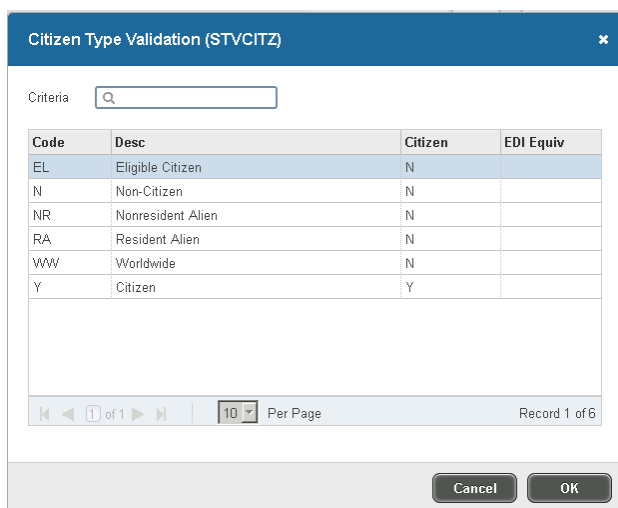
- 010249 converts to 01/02/2049
- 010250 converts to 01/02/2050
- 010251 converts to 01/02/1950
- 010263 converts to 01/02/1963

Lookup

Updated: August 27, 2020

The Lookup feature allows you to quickly look up a value for a field.

The **Lookup** button  next to a field indicates that the field has the Lookup feature. Click the **Lookup** button, enter a filter value, and press **Enter** to display results that match the filter criteria. Select a value and click **OK**, or double-click a value to return the value to the calling page.



Citizen Type Validation (STVCITZ)

Criteria

Code	Desc	Citizen	EDI Equiv
EL	Eligible Citizen	N	
N	Non-Citizen	N	
NR	Nonresident Alien	N	
RA	Resident Alien	N	
WW	Worldwide	N	
Y	Citizen	Y	

1 of 1 | 10 Per Page | Record 1 of 6

Cancel **OK**

Filtering data

Updated: August 27, 2020

You can filter data in a section if there is an active **Filter** icon in the section header.

You can filter data using the **Basic** and **Advanced** filter options. You can switch between the two filter options at anytime and the search fields will maintain the field values and filter criteria that you specify.

Advanced filter

Updated: August 27, 2020

Use **Advanced Filter** to specify filter data using SQL type operators.

Procedure

1. Click the active **Filter** icon for the section.

Result: The Basic Filter panel displays. This is the default filter panel that opens.

2. Select **Advanced Filter** to switch to advanced filter mode.

The screenshot shows the 'PAYROLL CALENDAR RULES: PTRCALN' window. The 'Advanced Filter' tab is selected. The filter panel contains the following criteria:

Field	Operator	Value	Action
Year	Equals		Remove
Payroll ID	Equals		Remove
Number	Equals		Remove
Pay of Month	Equals		Remove
Start Date	Equals		Remove
Add Another Field ...			

By default, the filter panel displays the first five fields in the key block.

3. **Optional:** Add and remove fields from the filter criteria.
 - a. To add a field, select the field from the **Add Another Field** drop-down list.
 - b. To remove a field, select  on the right side of the filter panel or select **Clear All** to remove all fields.
4. Choose an operator from the **Equals** drop-down list.

The available operators depend on the type of field (numeric, alphanumeric, date, check box, or other).

The Equals and Contains operators are available for alphanumeric and other fields only. The Between operator includes the values entered. For example, for codes "between" 1 and 5, the values 1, 2, 3, 4, and 5 are considered. Required fields do not use the Is Null and Is Not Null operators.

5. Enter a value for each field of the filter criteria that you select.

Where applicable, you can click the LOV button to select a value from the list that appears.

6. **Optional:** Switch to Basic Filter by clicking **Basic Filter**.

Result: This switches the filter panel to Basic mode and retains the filter criteria that you previously specified.

The operator that you select in Advanced Filter mode converts to the appropriate Basic operator as shown in the table below.

Advanced Operator	Basic Operator
Contains	%A%
Starts With	A%
Ends With	%A
Not Equal	<> A
Not Equal or IS NULL	#IS NULL #OR <>
IS NULL	#IS NULL
IS NOT NULL	#IS NOT NULL
Identical to Contains, Start With and Ends With	#Like

7. After you enter all filter criteria, click **Go** to display the filter results.

The number of records retrieved displays at the bottom of the section. You can sort the results for a field in ascending or descending order by clicking on the field label in the column header. You can reverse the sort order by clicking the field label.

8. **Optional:** If you want to perform another filter, click **Filter Again**.

9. **Optional:** If you want to close the filter and display all unfiltered records, click the lowercase **x** in the upper right corner of the filter window to close the filter.

Basic filter

Updated: August 27, 2020

Use **Basic Filter** to specify filter data using a customized list of search fields that provides a quick and simple way to enter a value into a field.

Procedure

1. Click the active **Filter** icon for the section.

Result: The Basic Filter panel is the default filter and it displays the first five fields in the key block.

2. **Optional:** Add and remove fields from the filter criteria.
 - a. To add a field, select the field from the **Add Another Field** drop-down list.
 - b. To remove a field, select  on the top right side of the filter panel or select **Clear All** to remove all fields.
3. Enter a value for each field of the filter criteria that you select.

Where applicable, you can click the LOV button to select a value from the list that appears.

You can use the following Basic operators when entering values into text fields.

Basic Operator	Advanced Operator
%A%	Contains
A%	Starts With
%A	Ends With
<> A	Not Equal
#IS NULL #OR <>	Not Equal or IS NULL
#IS NULL	IS NULL
#IS NOT NULL	IS NOT NULL
#Like	Identical to Contains, Start With and Ends With

4. **Optional:** Switch to Advanced Filter by clicking **Advanced Filter**.

Result: This switches the filter panel to Advanced mode and retains the filter criteria that you previously specified.

The operator that you select in Basic Filter mode converts to the appropriate Advanced operator as shown in the table above.

5. After you enter all filter criteria, click **Go** to display the filter results.

The number of records retrieved displays at the bottom of the section. You can sort the results for a field in ascending or descending order by clicking on the field label in the column header. You can reverse the sort order by clicking the field label.

6. **Optional:** If you want to perform another filter, click **Filter Again**.
7. **Optional:** If you want to close the filter and display all unfiltered records, click the lowercase  in the upper right corner of the filter window to close the filter.

Help

Updated: August 27, 2020

Application Navigator provides field-based reference (online help), for pages.

Click on the question mark in the Application Navigator side-bar to open the page **Help** icon to access the field-based reference in context. You can perform various actions in the help suite. For example, you can search for topics or print the information.

Help is translated into Spanish. If you set your browser locale language to be Spanish and open the help file, it will be presented to you in Spanish.

Data record views

Updated: March 17, 2022

Data can exist in multiple records of the same type in the database, for example addresses, are displayed in multiple ways.

Banner presents data in either a single record or grid view.

Single record view

In a single record view, the data details display one record at a time in an easy to read format rather than in a table grid. You can navigate between records using the pagination controls.

The screenshot displays the 'Single record view' for an address record in the 'ellucian' application. The interface is titled 'Identification Form PPAIDEN 9.3.16 (BUILD)' and shows the record for 'Dr. Gerald James LNPrefix Goodhart' with ID '710000023'. The 'Address' tab is selected, showing fields for 'From Date' (12/16/2019), 'To Date', 'Address Type' (BI), 'Sequence Number' (1), 'House Number', 'Street Line 1' (11 1st Street), 'Street Line 2' (22 2nd Street), 'Street Line 3' (33 3rd Street), 'Street Line 4', 'City' (Malvern), 'State or Province' (PA), and 'ZIP or Postal Code' (19355). On the right, there are fields for 'County', 'Nation', 'Telephone Type' (BI), 'Country Code', 'Area Code', 'Phone Number', 'Extension', 'Inactivate Address' (checkbox), 'Source', 'Delivery Point', 'Correction Digit', and 'Carrier Route'. The bottom of the form shows pagination controls indicating '1 of 10' records and 'Record 1 of 10'.

Grid view

In a grid view, multiple data records display in column and row format. You might need to scroll to view all the data. You can use the pagination controls to page through the records (first, last, next, previous, or specific page number), set the number of records to display in the grid, and sort the data in ascending or descending order.

Electronic Approval Category Code Validation Form NTVACAT 9.3.15 (BUILD)			
ELECTRONIC APPROVAL CATEGORY CODE VALIDATION			
Approval Category Code *	Description *	Self-Service Description	Self Service Display Sequence
2ADDR	1234567890	2345678901111	
ADDR	123	Address Information	3
ADDTel	Address	Address and Telephone Changes	4
ALL	All field	xc	
AMYNc	Amy Test for Name Change	Name Change	34
APIDEN	Amy Test ID/Name Change		190
APJCHG	Job Changes		436
APJFD	Job Filled		435
APLEAV	Put Employee on Leave		187
BBADJ	BBates Adjunct Contract	hhhd	21

Within a grid, the **Open Edit Dialog**  button is visible on text fields that contain multiple lines of text with carriage return/line feed characters. Click the **Open Edit Dialog** button or place your cursor in the field and use the **Ctrl+E** shortcut to open a dialog box to view and edit the text. The button is not visible on text fields containing only a single line of text, but you can still use the **Ctrl+E** shortcut to open the dialog box.

Page Layout

Updated: March 18, 2021

You can toggle between page layouts by selecting the page layout option on the Tools menu

There are three page layout options to choose from:

- Compact (default)
This layout reduces the amount of excessive white space on pages and increases the amount of information visible on a page, limiting the need to scroll vertically.
- Expanded
This layout displays pages with increased white space and reduces the amount of information visible on a page. This may result in the need to scroll to see all of the information.
- Comfortable
This layout displays pages with increased overall spacing for the following page components:
 - Line spacing
 - Paragraph spacing

- Letter spacing
- Word spacing

You can switch between these layouts by clicking **Tools > Page Layout** and selecting either **Expanded**, **Compact**, or **Comfortable**. The page layout that you select remains active for your browser session. When you close your browser, the page layout reverts to the default **Compact** layout the next time you open a new browser session and log in to Application Navigator.

Print Screenshot

Updated: August 27, 2020

Print Screen shot is a printing feature available on the **Tools** menu or by using the Ctrl+Alt+P shortcut.

Use the **Print Screenshot** option to render a screen shot preview and print the visible screen area within the browser.

Compact Page layout provides for the best fixed width printing ratio. You can reorder columns to move the most important data to appear first and ensure that these columns are visible on the printed page.