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Always use the key to navigate from field to field. This way, Banner validates the entered information.

<p><input type="text"/> sequence in a document, left "In Process".</p>	<ol style="list-style-type: none"> 1. Open the Banner form, which you used to create the document. 2. Enter the <input type="text"/> in the Document Number field. 3. Click <input type="text"/> to go to the sequence screen. 4. Find the Sequence record you want to delete by clicking on the <input type="text"/> icon. 5. In the menu bar, click on <input type="text"/> 6. If there is information entered in the sequence, select <input type="text"/> 7. If the sequence is blank and you want to delete it, select <input type="text"/>
	<ol style="list-style-type: none"> 1. Open the Banner form, which you used to create the document. 2. Enter the <input type="text"/> in the Document Number field. 3. Click <input type="text"/> 4. In the menu bar, click on <input type="text"/> and select <input type="text"/> 5. Perform the step above

Place the cursor in the

Use the built-in .

<p>Find an Process"</p> <p>, left "In</p>	<p>Use the Banner form to verify a Deposit document or find an error. Use the Banner form to verify a Journal entry/US Deposit or find an error.</p> <p>You can either type in the form in the Go To field and hit Enter to access the form or while in the Banner form which you used to create the document, go to Options > Access Transaction Summary Info.</p> <p>The respective form will open and you will see the sequences for that document and if there is an error (Status - Postable or Error).</p> <p>To fix the error:</p> <ul style="list-style-type: none"> • close the FGIJSUM/FGICSUM form by clicking on the Black X. Go to the sequence with the Error status: • Delete the Fund number • TAB through the fields • Return to the Fund field and re-enter the Fund code • TAB through the fields again • Click on Save. <p>Once saved, the status of the sequence should change from ERROR to Postable. Be sure to use the TAB key to move from field to field.</p>
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	<ul style="list-style-type: none"> • TAB to the Code field and enter the • Click . The document text for that document will be displayed (if any). • Click in the next available text line. • Type the text; continue to type the text in the next available lines as needed. • Click on the to save the added information.
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- Type in the field and hit , OR, in the section on the opening screen of Banner, click on the

Look up for documents I submitted (requisitions, journals, US currency deposits, and inter-departmental charges (IDCs)).