





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

Place the cursor in the

Use the built-in .



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Use the  
Use the

Banner form to verify a Deposit document or find an error.

Find an  
Process"

, left "In



	<p>TAB to the Code field and enter the</p> <p>Click . The document text for that document will be displayed (if any).</p> <p>Click in the next available text line.</p> <p>Type the text; continue to type the text in the next available lines as needed.</p> <p>Click on the to save the added information.</p>
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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)).