

## How to Filter by Date in Banner 9

**Banner 9 Date Screen Display Format– MM/DD/YYYY**

**Banner 9 Date Filter Format – DD/MM/YYYY**

The date March 04, 1974 displays as 03/04/1974 in Banner 9. To filter by a partial date in Banner 9 you must reverse the month and day of the display format to return the expected results.

Filter By Criteria	Date Filter Format	Filter Format for Example March 04, 1974
By Year	%/%/YYYY	%/%/1974
By Month	%/MM/%	%/03/%
By Day	DD/%/%	04/%/%
By Day and Month	DD/MM/%	04/03/%
By Day and Year	DD/%/YYYY	04/%/1974
By Month and Year	%/MM/YYYY	%/03/1974

*Please note to return results for a date when the month, day, and year are known, the filter format works as the display format. For our example of March 04, 1974, you would enter the date as 03/04/1974 in your date filter field to return all March 04, 1974 dated records.*