



BANNER Naming Convention

Every form in Banner has an abbreviated 7-character form name. Most of the time, forms are referred to by this 7-character form name.

Position 1 - Identifies the Banner product owning the form, report, process or table

Code	Product/Purpose
A	Advancement
F	Finance
G	General
N	Position Control
P	Payroll
R	Financial Aid
S	Student (Shared)
T	Accounts receivable

Banner – Naming Convention

Position 2 - Identifies the application module owning the form, report, process or table. It is also unique to the product identified in Position 1.

Advancement (A)

Code	Product/Purpose
A	Membership
D	Designation
E	Event Management
F	Campaign
G	Pledge and Gift/Pledge Payment
L	Label
M	Prospect Management
O	Organization
P	Constituent/Person
S	Solicitor Organization
T	Validation Form/Table
U	Utility
V	Reserved-Canadian Solution Center
X	Expected Matching Gift

Financial Aid (R)

Code	Product/Purpose
B	Budgeting
C	Record Creation
E	Electronic Data Exchange
F	Funds Management
H	History and Transcripts
J	Student Employment
L	Logging
N	Need Analysis
O	Common Functions
P	Packaging and Disbursements
R	Requirements Tracking
S	Student System Shared Data
T	Validation Form/Table
U	Utility
V	Reserved-Canadian Solution Center

Banner – Naming Convention

Position 2, continued

HR/Payroll (P) and Position Control (N)

Code	Product/Purpose
A	Application
B	Budget
C	COBRA
D	Benefit/Deductions
E	Employee
H	Time Reporting/History
O	Overall
P	General Person
R	Electronic Approvals
S	Security
T	Validation/Rule Table
U	Utility
V	Reserved-Canadian Solution Center
X	Tax Administration

Finance (F)

Code	Product/Purpose
A	Accounts Payable
B	Budget Development
C	Cost Accounting
E	Electronic Data Interchange
F	Fixed Assets
G	General Ledger
I	Investment Management
N	Endowment Management
O	Operations
P	Purchasing/Procurement
R	Research Accounting
S	Stores Inventory
T	Validation Form/Table
U	Utility
V	Reserved-Canadian Solution Center
X	Archive/Purge

Banner – Naming Convention

Position 2, continued

General (G)

Code	Product/Purpose
E	Event Management
J	Job Submission
L	Letter Generation
O	Overall
P	Purge
S	Security
T	Validation Form/Table
U	Utility
V	Reserved-Canadian Solution Center
X	Cross Product

Student (S)

Code	Product/Purpose
A	Admissions
C	Catalog
E	Support Services
F	Registration/Fee Assessment
G	General Student
H	Grades/Academic History
I	Faculty Load
K	Reserved for SunGard International
L	Location Management
M	CAPP
O	Overall
P	Person
R	Recruiting
S	Schedule
T	Validation Form/Table
U	Utility

Banner – Naming Convention

Position 2, continued

Accounts Receivable (T)

Code	Product/Purpose
F	Finance Accounts Receivable
G	General Accounts Receivable
O	Overall
R	Research Accounting
S	Student Accounts Receivable
T	Validation Form/Table
U	Utility
V	Reserved-Canadian Solution Center

Banner – Naming Convention

Position 3 - Identifies the type of report, process or table and codes are the same for all Products.

Code	Type of Form/Process
A	Application Form
B	Base Table
I	Inquiry
P	Process
R	Rule Table, Repeating Table, Report or Process
V	Validation
M	Maintenance

Positions 4, 5, 6 and 7 - Identifies a unique four-character code for the form, report, process or table. There may be several forms beginning with the same three (3) characters, such as SPA, the last four (4) characters help identify the form.

Examples

Code	Purpose
SPAIDEN	Identification
SPATELE	Telephone