_____

# Terminology

_____

| | |
|---|---|
| **Action Menu** | A drop down menu listing navigation and command functions. |
| **Auto Hint** | The automatic display of a message when the cursor enters a field on a form. |
| **Bid Process** | This occurs when potential vendors compete for a contract to produce a good or provide a service. |
| **Block** | A section of a form containing related pieces of information – usually a single database table.  Blocks are usually separated by a solid line. |
| **Commit** | A command executed in Banner that saves changes made to information. |
| **Commodity** | The good or service that is being purchased. In Banner, commodities can be either user-defined, or the NIGP (National Institute of Governmental Purchasing) code may be used. |
| **Commodity Level Accounting** | A way of processing requisitions or purchase orders in which each "line" (commodity) of the requisition will have its own accounting distribution. Supplies and equipment can still be ordered on one requisition. |
| **Database** | A collection of tables used to store data. |
| **Document Level Accounting** | A way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole requisition. |
| **Encumbrance** | This is the encumbering of funds against budget for a specific purchase order. The encumbrance is established when a purchase order is approved. The encumbrance is reduced or eliminated when invoice is approved, or when the encumbrance is cancelled. |

| | |
|---|---|
| **Fixed Asset** | Property or item of a lasting nature owned by the institution for its day-to-day operations. Fixed assets are assets that cannot be instantly liquidated. Examples of fixed assets include real estate and equipment. |
| **FOAPAL** | The FOAPAL (pronounced "FOE-pul") is "Banner-ese" for the accounting code that replaces the FRS account number in Banner Finance. It stands for Fund, Organization, Account, Program, Activity and Location. Each of these FOAPAL elements tells us a specific piece of information about the transaction (typically, an income or expenditure item). |
| **Form** | A screen used to query, enter, and/or update information. |
| **Form Header** | The header of each Banner form is the title bar of the form. The header contains the descriptive form, name, the 7-character form name, the release number, and the database name from the Installation Control Form (GUAINST). |
| **Function Keys** | Function keys are specific keystrokes or keystroke combinations that are equivalent to a selection on a menu. For example, at your institution, pressing F7 is equivalent to selecting Enter Query. To find the keyboard equivalents, click the Show Keys button on the toolbar or select Show Keys from the Help pull-down menu. |
| **Job Submission** | The way Banner runs reports or processes. For example, let's say you want to find all of the purchase orders assigned to a certain vendor. You would "submit the job" by entering your criteria for the report and then telling Banner to go into the database and find the matching data. |
| **Key Block** | Appears at the top of each Banner form and used as the query criteria required to access data. |
| **Menu Bar** | Located at the top of the screen, below the form name and Title Bar, the Menu Bar has a list of a series of options (e.g. File, Edit, etc.) available on a specific form. |
| **More…** | Appears at the bottom right of a Banner form and indicates more windows for this form. |
| **Null** | Unknown or missing. |

| | |
|---|---|
| **Object Search** | Use Object Search to access a form, job, menu, or Quickflow if you know only part of the name, its description or type. When you use Object Search from a form, the current form remains open. When you exit the requested object, you return to the original form. |
| **Oracle** | The database management software used by the Banner system to store, manage, and retrieve information. |
| **Oracle Errors** | Errors that occur in your system due to a function of the Oracle database. You'll see the error message either in a pop-up window on your screen or on the dialog line near the bottom of your Banner window. |
| **PIDM (Person Identification Master)** | The PIDM is an internal key field stored in the Person Identification table (SPRIDEN). The PIDM may represent a student, vendor, employee, beneficiary, alumnus, or other entity. A PIDM is created when a new entity is added to Banner and cannot be changed. It is used to link tables together. PIDM's do not show up on end-user reports. |
| **Purchase Order** | A commercial document used to request someone to supply a good or service in return for payment.<br><br>Purchase orders can be of these three types.<br>Regular Purchase Order—Will encumber funds in Banner. All commodities have quantity and a unit price.<br>Standing Purchase Order—Will encumber funds in Banner. Commodities have dollar values assigned to them. This type of PO is useful when you are paying for contracts, services or travel.<br>Blanket Purchase Order—Does not encumber funds in Banner. Commodities will be assigned quantity and unit prices to them. |
| **Query** | A question in banner that looks at the data in the Banner database for an answer. Banner queries use SQL (Structured Query Language), which is an English-like set of commands for defining database objects. |
| **Record** | A collection of information stored in a database table as a single unit. One or more records may be included in a single block. |
| **Requestor** | A person asking for certain goods or services. |
| **Requisition** | A written request to purchase something. |

| | |
|---|---|
| **Reservation** | A reservation is created when a requisition is complete. It represents an internal request for expenditures against budget. A reservation is liquidated when a PO is created. An encumbrance is established by the PO. |
| **Rollback** | Allows changes and updates that have not been committed to return to the previous state. |
| **Scroll Bar** | A horizontal or vertical bar that appears at the side or button of a Banner form window. Clicking the arrows at the ends of the Scroll Bar will move the window and display additional information. |
| **SPRIDEN ID** | Faculty, staff and student user ID's also referred to as SPRIDEN ID's. Consists of a letter and eight digits and is a personal identification. ID's are no longer connected to any personal information such as first name, last name or social security number (SSN). The SPRIDEN ID resides in the SPRIDEN table. |
| **Status Line** | Located at the bottom of a form, the status line provides information about the current records being displayed. It also shows if all records available are being displayed. The "*" denotes that all records are shown. |
| **Title Bar** | Located at the extreme top of a Banner form, the Title Bar displays the full name of the form and its seven character identifier. |
| **Tool Bar** | Located under the Menu Bar at the top of a form, the Tool Bar contains icons that are used to navigate through the form. |
| **Vendor** | A person or company selling goods or providing services to your institution. Typically, Banner Finance requires a vendor record for anyone to whom a check is sent. |
| **Wildcard** | A character that is substituted for unknown character(s) in a Banner query. A percent sign (%) stands for any number of unknown characters; whereas an underscore (_) stands for only one unknown character. |