



Banner: Naming Conventions

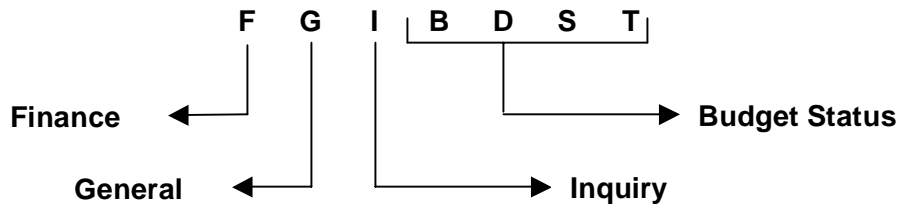
**Internet Native
Banner 7.2**



Banner Form Naming Conventions

A Banner form is an online document where you can enter and look up information in your database. Forms visually organize information so it is easier to enter and read. Every form in the Banner system has an abbreviated 7-character form name (e.g. FGIBDST). Each position in the form name tells you something about the form. The naming convention is consistent across all Banner systems: Finance, Human Resources, Student, and Financial Aid.

The naming conventions relevant to the Finance system are included here. The bold letters within the tables identify the FGIBDST (Budget Status Form).



1. Position 1 (FGIBDST)

Position 1 identifies the primary system owning the form, report, process, or table.

Letter	Description
F	Finance
G	General
N	Position Control
P	Payroll
R	Financial Aid
S	Student (shared)

2. Position 2 (FGIBDST)

Position 2 identifies the application module within the primary system (Finance) owning the form, report, process, or table and is unique to the Finance module.

Letter	Description
A	Accounts Payable
B	Budget Development
F	Fixed Assets
G	General Ledger
I	Investment Management
O	Operations
P	Purchasing/Procurement
R	Research Accounting

3. Position 3 (FGIBDST)

Position 3 identifies the type of form, report, process or table. The codes are the same for all SCT Banner products.

Letter	Description
A	Application (enter, update, query information)
I	Inquiry
M	Maintenance (enter, update, query, information)
Q	Query (look up existing information)
R	Rule Table, Repeating Table, Report or Process
V	Validation (view a defined list of values)

4. Position 4, 5, 6, 7 (FGIBDST)

The last four positions identify a unique 4-character code for the form, report, process or table. The following are some examples of 4-character form names.

- *****BDST** --- **Budget Status**
- *****RCVD** --- Receiving Goods Document
- *****REQN** --- Requisition
- *****DOCH** --- Document History
- *****BSUM** --- Budget Summary