

ITS Administrative
Computing

BANNER FOUNDATIONS OVERVIEW

Accessing Banner-Banner Menus-Banner Navigation-Banner Modules-Banner Forms-Job Submission-Reports-
Searches & Queries-Banner Help-Tips & Tricks-Naming Conventions

Banner Training
Class 1: Banner Foundations Overview

1. Overview –page 3
 - A. Accessing Banner – page 3
 - on campus vs off campus
 - B. About Banner– page 4
 - System of Record
 - Relational database
 - Self-service vs Banner forms
 - C. Navigating Banner– page 6
 - Menu Bar
 - Tool Bar
 - Function keys
 - D. Banner Modules and naming conventions– page 8
 - E. Banner instances: Prod, ProdCopy, PreProd– page 8
 - F. Accessing information via Banner forms– page 9
 - Hierarchical menu
 - Go To field
 - Go To via F5 key
 - Options menu key (from within a form)
 - Site map
 - G. Navigating Banner forms– pages 11-19
 - Parts of a form
 - Key Block vs Information Block
 - Blocks, fields and records
 - Moving between blocks and records
 - Tables and how to access them
 - Closing Banner windows
 - Taskbar icons and how to return to Banner window
 - Job Submission: Parts of a Report form
 - Parameter set
 - Printer Control
 - Parameter values
 - Submission
 - Review output
 - Import .lis/.txt file into Excel
 - Extract Data with Key or No Key
 - H. Performing Searches and Queries– pages 20-21
 - Searching (including wildcards/%)
 - Query-Enter vs Query-Execute
 - Fetch Next set
 - Count Hits

2. Banner Help– pages 21-24
 - Online Help
 - Dynamic Help
 - Bookshelf
 - Site Map
 - Custom documentation in my.Fairfield portal
 - The Commons <http://www.edu1world.org/Commons/>
3. Tips & Tricks– pages 25-28
 - Shortcuts to recently accessed forms/reports -- up/down arrows on keyboard or File menu pull-down.
 - My Banner menu
 - My Links
 - Preferences (to change screen color)
 - Quickflows
4. Appendix A: Form Naming Conventions– pages 29-37

Banner Foundations Overview

Overview

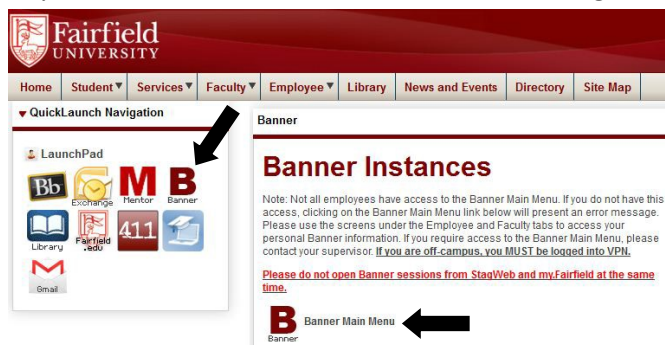
A. Accessing Banner:

Accessing Banner from on-campus

- Open a new browser and go to <http://my.fairfield.edu>. Login using your NetID and password.



- From the Employee Tab, select Banner Tools to see the following screen. Choose the “Banner Main Menu” link. Or, you may click on the “B” icon in the QuickLaunch Navigation.



- You will ONLY see the following screen the first time you access Banner from my.Fairfield.edu, or if you change your Banner password. (Please note that your Banner username may be different than your NetID).



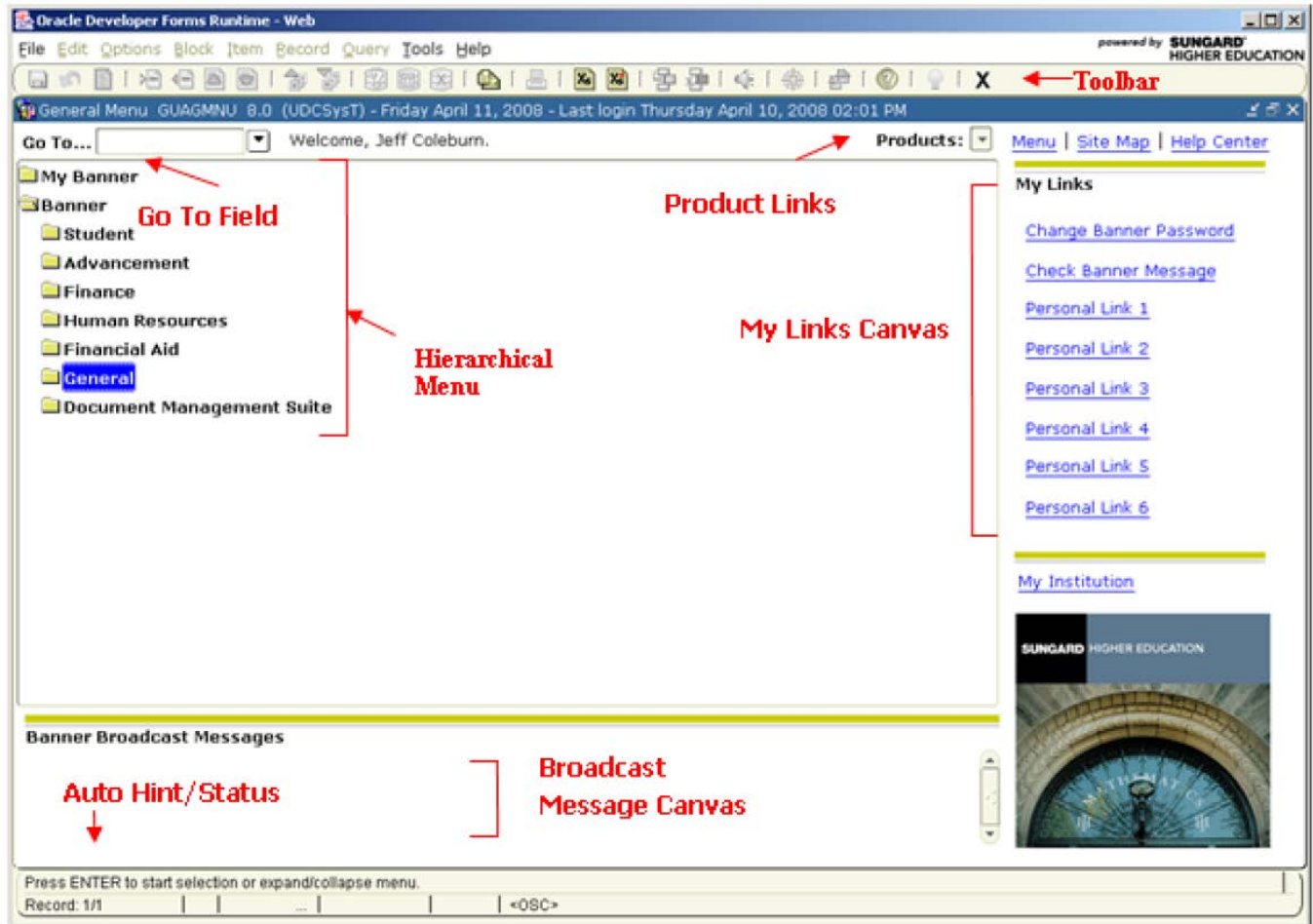
Accessing Banner from off-campus

In order to access Banner from off-campus, you will need to use VPN to connect to our network first. If you are interested in this option, please contact Help Desk for the latest instructions on using VPN. Once you are connected to the Fairfield University network via VPN, you may login to Banner via the my.Fairfield portal per the above steps.

- **Banner forms:** The Banner system is built on a series of 'forms' that display data for inquiry, modification or reporting. Banner forms are also available via the my.Fairfield.edu portal, as shown below:

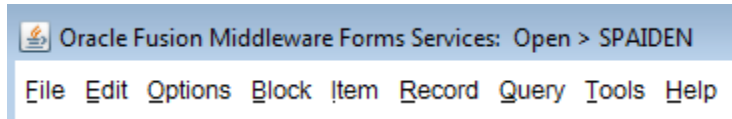


Explore the Banner Main Menu as seen when Banner is accessed via Banner Forms:



C. Navigating Banner: The Banner system utilizes a Menu Bar, a Tool Bar with icons, and keyboard function keys for navigation. All three of these navigational options provide the same functionality, but offer choice to users based on preference. **Explore the three methods of navigating Banner below:**

- **Menu Bar** (File-Edit-Options-Block-Item-Record-Query-Tools-Help)



File-Contains standard Banner functions *includes Preferences

Edit-Contains standard Edit functions (cut, copy, paste)

Options-varies from form to form. Same as right-clicking on a blank section of a form.

Block-moves from one block to another

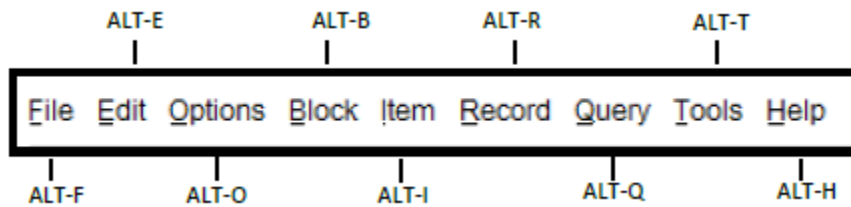
Record-moves from one record to another

Query-used to search the database based on specific criteria

Tools-used to access BDMS (scanning, etc) and Workflow

Help-accesses help, as explained below

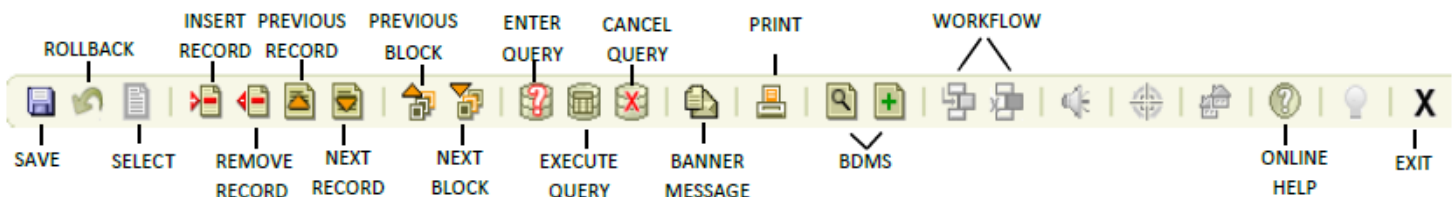
When using the Menu Bar, you may also combine the ALT key with the first letter of the menu item to launch the command:



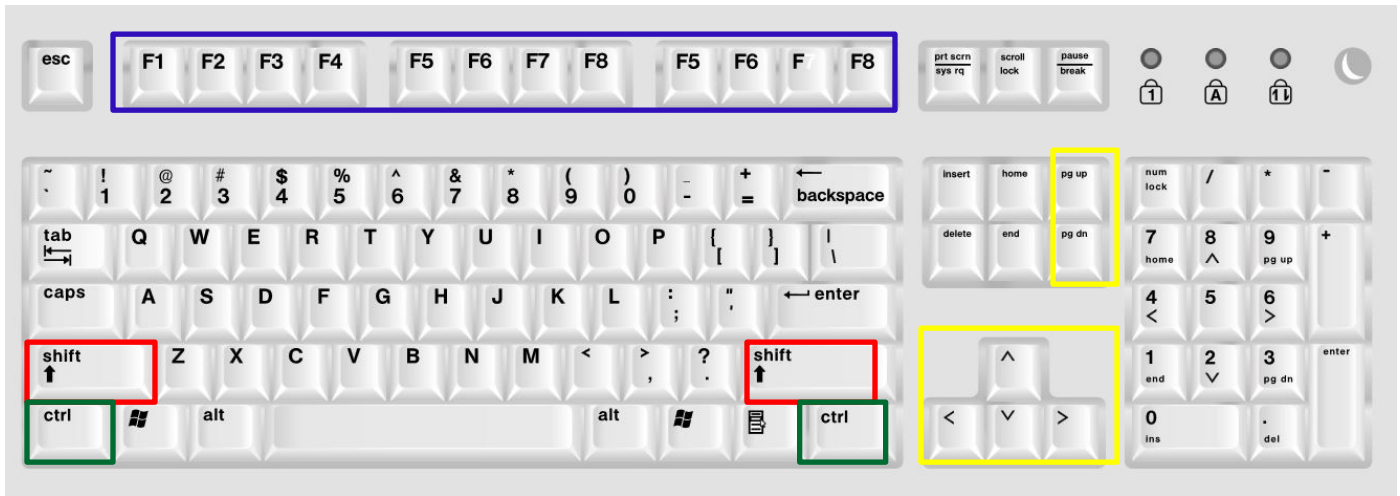
- **Tool Bar**- The Tool Bar offers iconic versions of the same commands provided by the Menu Bar.



Hovering the cursor over an icon will display Bubble help, which is a description of the icon



- **Function keys** (keyboard combinations that provide commands to Banner)



KEY	Esc	Tab	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
	Cancel	Next Field	Help		Duplicate Field/Item	Duplicate Record	Go To	Insert New Record	Enter Query	Execute Query	Search (LOV)	Save
Shift		Previous Field	Display Error	Count Query Hits	Exit with Value	Clear Record	Clear Block	Remove Record	Clear Form & Rollback	Print		
Ctrl		Next Field	Show Keys									

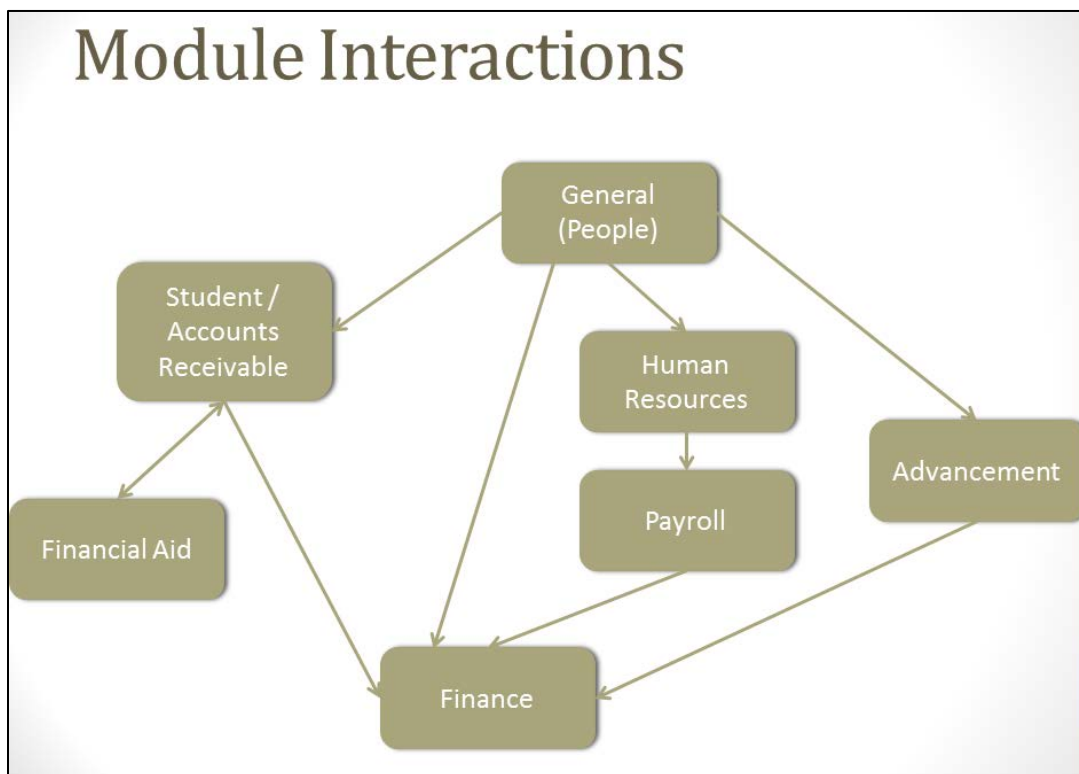
KEY	Page up	Page Down	Up Arrow	Down Arrow	Left Arrow	Right Arrow	Q	Space Bar in Check Box Fld	Left Mouse Double Click
			Previous Record	Next Record	Prev. Radio Button	Next Radio Button		Toggle On/Off	On date field=Calendar On amount field=calculator
Shift									Dynamic Help
Ctrl	Previous Block	Next Block					Exit or Cancel		

D. Banner Modules:

There are literally hundreds of different Banner forms, each uniquely named according to a naming structure, and each permissioned specifically based on job function or role within the University. See the table below which outlines how the first letter of the form name applies to different University areas:

Name begins with	Module	Information contained in Module
A	Advancement	Gifts, promised commitments, activities
E	BDMS Scanning	Used for online document storage/retrieval
F	Finance	Budgets, chart of accounts, purchasing
T	Accounts Receivable	Student billing, tuition, fees, charges payments
G	General to all	People, demographic data, vendors, menus
P or N	Payroll / Human Resources / Budget	Salaries, checks/benefits, positions, job history
R	Financial Aid	Calculates awards, places credits on student accounts
S	Student	Courses, enrollments, terms, grades, applications, student profile

NOTE: See Appendix A for further details on naming conventions

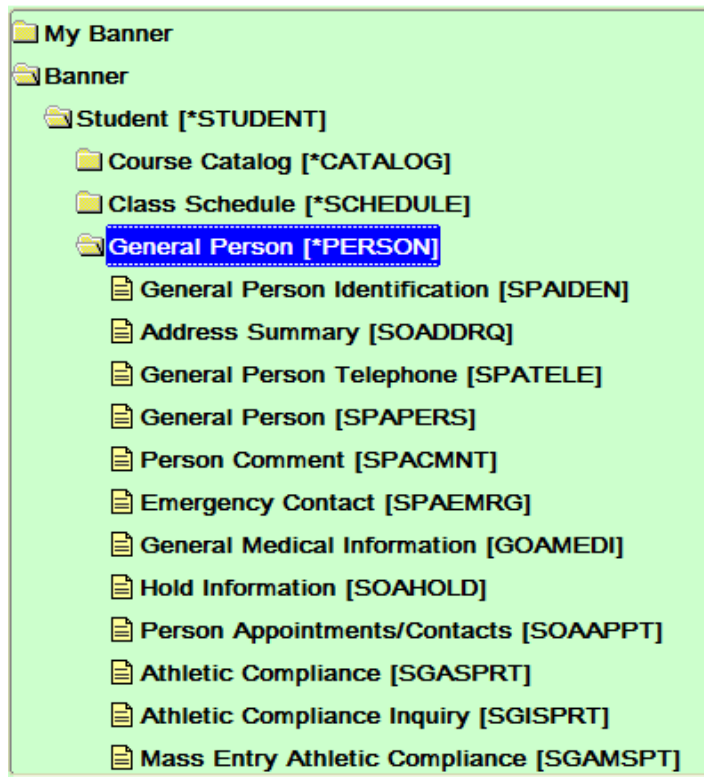


E. Banner Instances: At Fairfield University, we have three different instances of Banner as follows:

- Banner Production – used for “live” real-time data and for most daily work
- Banner ProdCopy – used for testing and some reporting. This is a copy of yesterday’s data
- Banner PreProd-used for testing and development of new applications.

F. **Accessing information via Banner forms:** There are six ways to access Banner forms as follows:

- **Hierarchical menu from Banner Main Menu** (expand or close folders of forms). The Banner Main Menu displays a folder structure, where each folder contains the forms available to the user who is logged in. Each folder can be expanded or closed by clicking the folder to toggle.



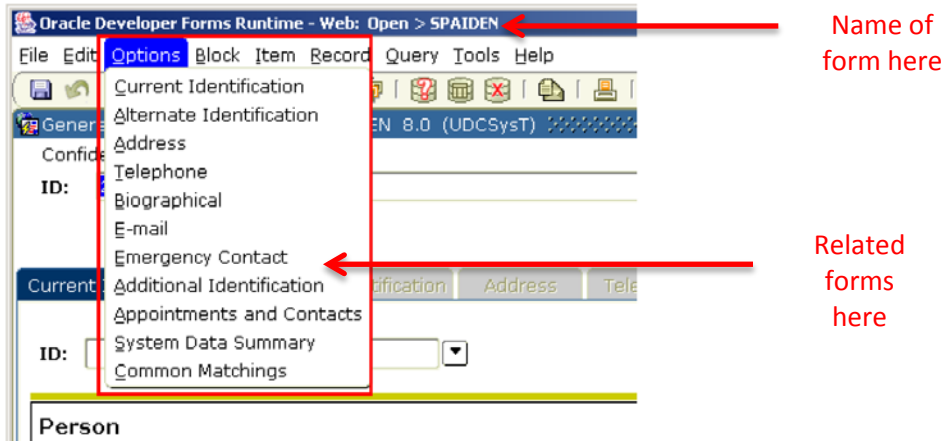
TIP: Notice that FOLDERS of forms are annotated with a star *. Forms do not have a star notation

- **“Go To” field from Main Menu** use arrow keys to display previously opened forms, or enter the name of the form directly into the Go To box and press **enter**

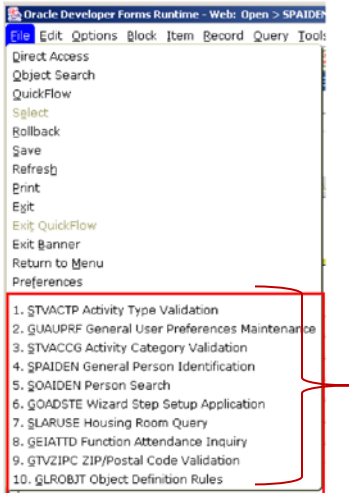
Go To... ▼

- **“Go To” by using the F5 keyboard hotkey** to display the “Go To” field from another form

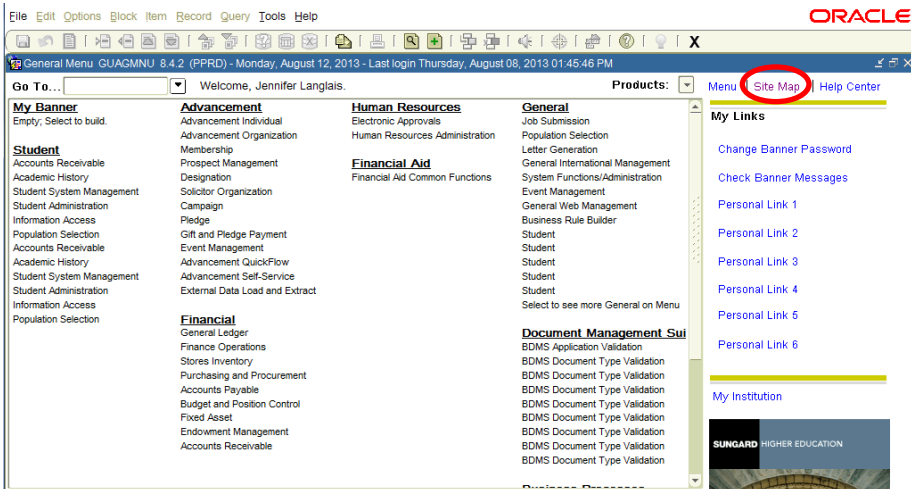
- **“Options” Menu key** to show forms that are available from within a form. This will show forms that are related to the current Banner form.



- **File Menu** (shows list of most recently accessed forms)



- **Site Map** (provides a listing of Banner Menu groupings)



G. Navigating Banner Forms:

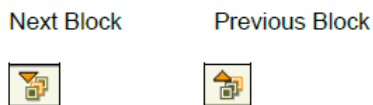
- Blocks, Fields, Records and Tables:** A Banner form contains a logical layout of related information as shown below. The layout contains records, fields and blocks. A **block** contains sections of related information. A block may be enclosed in a beveled box with a colored border (usually gold or dark blue). A **Key Block** is where you start on a form. An **Information Block** contains the detail related to the Key Block. **Fields** are labeled spaces within a block, usually where information is entered into. A **record** is a group of fields that make up a logical unit (for example, a person record is made up of several fields: Last Name, First Name, Middle Name, Birth Date, Change indicator, Type)

Separate blocks are shaded in blue, notice how they are outlined with a gold border

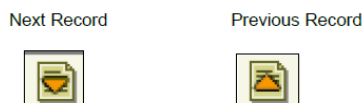
★ Is an example of a field

This shows Record number

To navigate between blocks, use the **Next Block** or **Previous Block** toolbar icons:



To navigate between records, use the **Next Record** or **Previous Record** toolbar icons:



- **Tables:** A Table is a collection of data for a particular field. In this example below, table STVSUBJ shows a list of potential course codes:

Code	Description	VRMsg	Activity Date
AC	Accounting		03-MAR-1994
ACF	Film - Australia		06-JUL-2004
AE	Applied Ethics		03-MAR-1994
AEN	Ethics - UC Nicaragua		29-MAR-2010
AGR	Agriculture - UC API		05-JUN-2006
AH	Art History		15-FEB-1995
AHF	Art History (Florence)		18-AUG-1999
AHFL	Art History - Florence -OIP		18-NOV-2013
AHMF	Art History (Florence)		23-JAN-2003
AHME	Art History (Melbourne)		04-MAR-2008
AHN	Art History - Nicaragua		12-MAR-2013
AHP	Art History -UC Perugia		29-JUL-2002
AHPA	Art Hist/Performing Arts Flor		28-APR-2003
AHR	Art History (Russia)		18-AUG-1999
AHW	Art History (Wroxton)		16-FEB-2000
AN	Asian Studies		03-MAR-1994
ANGA	Anatomy-Galway		25-SEP-2013
ANT	Anthropology (Northland Falls)		18-AUG-1999

To see the values in a table, click on the arrow beside a field. If there is a table associated with that field, it will appear:

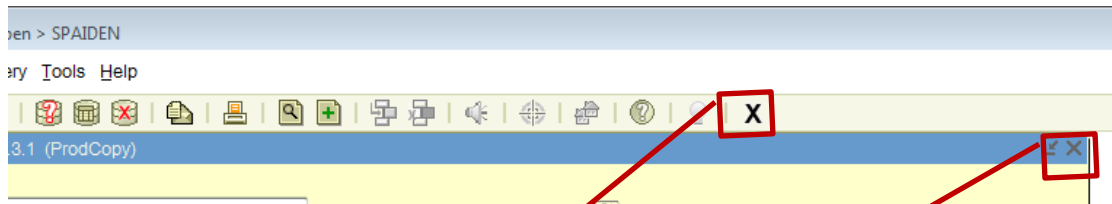
Basic Course Information SCACRSE 8.5.3.1

Subject: ▼

Course Title:

Search

- **Closing Banner Windows - Which “x” do I use?**

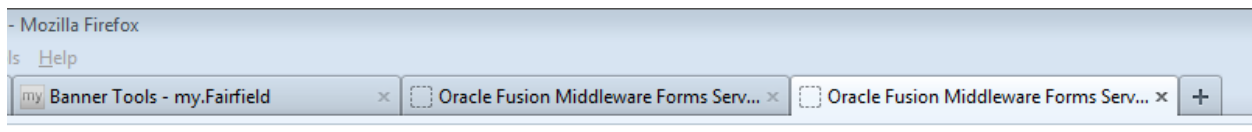


Use this “X” to Exit out of a Banner window. If from the home screen it will close your Banner session.

Use this “X” to close out of the current Banner form/window and return to the Main Menu. Can also be used to minimize a window.

- **Taskbar icons - How do I return to the last Banner window I was using?**

Banner sessions will typically open several tabs in your internet browser name “Oracle Fusion Middleware Service” that may appear like this:



Please disregard these tabs. To return to the last active Banner window that was being used, look at the bottom on your computer screen in the taskbar, and click on the java icon, as shown below:





This java icon will display the last active Banner window.

- **Job Submission-Parts of a Report form:** Reports in Banner can be accessed on-demand via Banner forms. The report form is similar to an inquiry or modify form in that it contains blocks, fields and tables. Additionally, report forms contain **parameter sets**, and blocks called **Printer Control**, **Parameter Values**, and **Submission**.

The screenshot shows a web browser window titled "Process Submission Controls GJAPCTL 8.3.0.2 (ProdCopy)". The form is divided into four main sections:

- Process:** Includes a dropdown menu with "SZRDISK" selected and a text field containing "Student list". To the right is a "Parameter Set:" dropdown menu.
- Printer Control:** Contains a "Printer:" dropdown menu, a "Special Print:" text field, a "Lines:" text field, and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Values". Each column has a dropdown menu above it. The "Number" column has a vertical list of checkboxes next to it. The "Values" column has a vertical scrollbar on its right side.
- Submission:** Contains a checkbox for "Save Parameter Set as", a "Name:" text field, a "Description:" text field, a radio button for "Hold", and a radio button for "Submit".

- **Parameter Set:** When parameters are used in a report, they can be saved in a named set. For example, if a report is run weekly using the same parameters, the parameters can be entered once, and by checking "Save Parameter set as" and naming it in the Submission block, the named set will be available by clicking on the  in the Parameter Set field.
- **Printer Control:** The Printer Control block is where a printer can be selected for output by clicking on the . Or, if the report is to be saved to a file, the word "database" can be typed in the Printer field instead. The word "DATABASE" must be entered in all caps or all lowercase. Do not mix cases (e.g. "Database" will not work)
- **Parameter Values:** Parameters are specific selection criteria for your report. Each parameter has a number and a description. The parameter values are a powerful part of the report. See more detail on this section, below:


Parameter Values

Number	Parameters	Values
!A	All Active or Registered Only	R
01	Term code	
02	Level code	
03	College code	
04	Academic year	
05	Major code	
06	Minor code	
07	Campus Code	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Please enter the term code in the format YYYYMM.

This section provides help text for the parameter and will indicate if the parameter is required

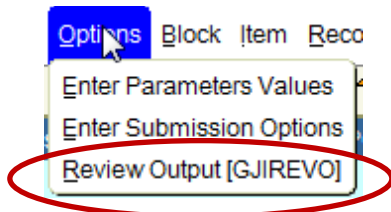
The drop down arrow provides a table of values associated with the parameter to choose from.

- Submission:** The Submission area is where you can save/name a parameter set. To submit a report, click on "Submit" and then on the "Save" icon  in the Toolbar.

Submission

Save Parameter Set as Name: Description: Hold **Submit**

- Review Output:** If 'database' was selected for your report, the data for your report was saved in your Banner home directory. To access this saved data, click on Options-Review Output after submitting and saving your report.



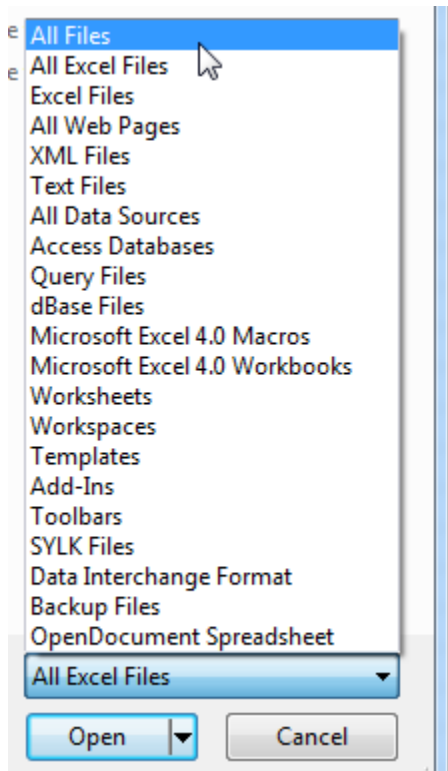
Next, press F9 to LIST your output, OR click on the drop-down arrow to the right of the File Name box to display your output. Note, the report may not immediately appear due to the time lag it takes to process. Please press F9 after 30 seconds to 1 minute.

File Name:  **Search**

Multiple files may be displayed. The file that will be needed is a .lis file. The most recently generated file will be at the bottom of the list shown and will most likely be the output that you are looking for. Double click on the file and then select **File > Save** and the file will be saved in your internet browser.

From your internet browser, you can then click **File>Save As** to save the file as a .txt file. Be sure to note where you are saving the file, and to **select .txt as the File Type**.

Next, open your Excel program first. Then, click **File > Open**, and browse to where you saved the .txt file. Be sure to search for “ALL” file types.



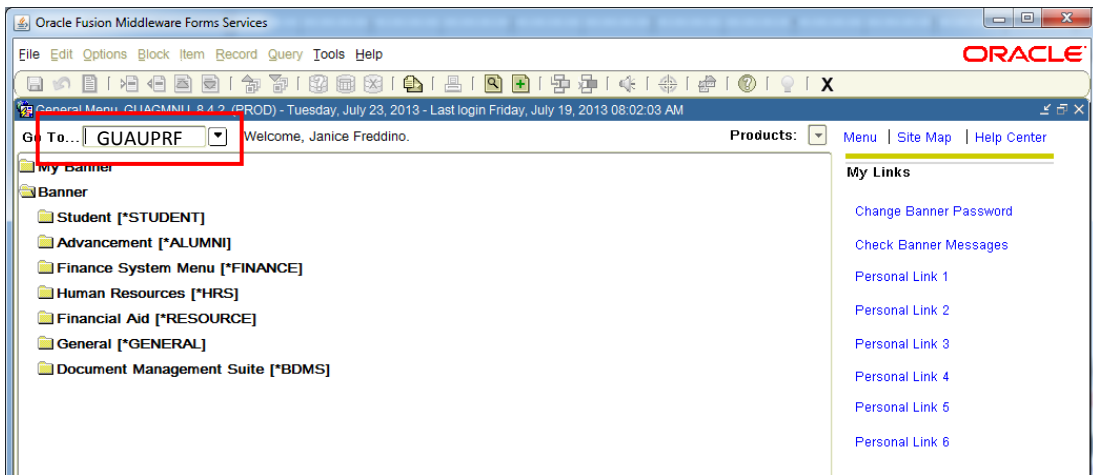
You will be prompted by Excel to ‘delimit’ your data. Most Banner reports will need to be delimited by “TAB”. If you are opening data from a custom report like SZRDISK, you may also need to select ‘COMMA’ as an additional delimiter.

Complete the Excel Import Wizard and format the report as desired using Excel. When the report is formatted, be sure to click **File > Save As** and save the report as **File Type= Excel Workbook**.

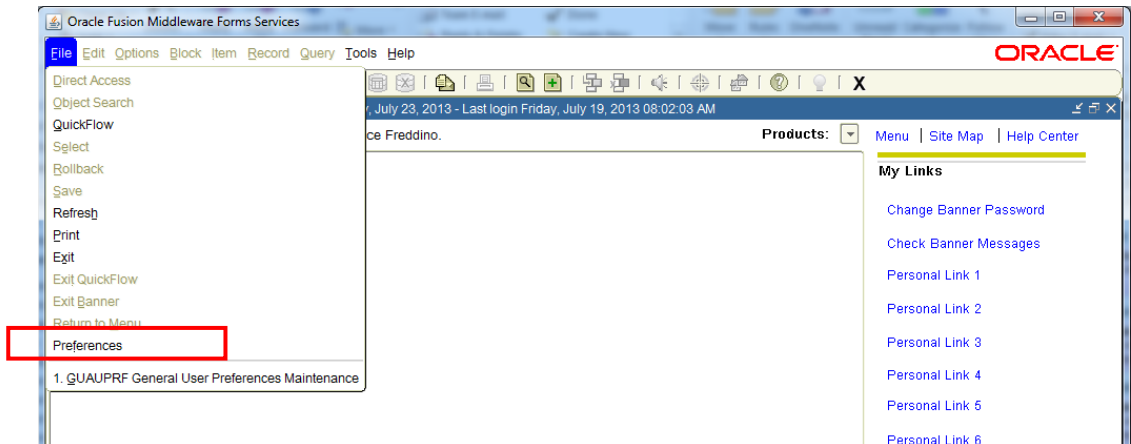
- Extract Data Key/No Key:** Some (not all) Banner forms are able to be extracted to Excel. Typically, Banner forms that have multiple block areas cannot be extracted to Excel because of their complexity. To find out if you can extract data from a form, hit “Help” while you are in the form and look to see if either “Extract Data with Key” or “Extract Data No Key” are enabled. You then pick the one that is enabled and you will be able to extract your data to Excel. Usually, “Extract Data No Key” is enabled, meaning that the data will be extracted without the Key block (top block area in a form). The data on the form will be extracted to columns. To include the column headings, you will need to edit your preferences first as shown below:

To include column headings in your extract:

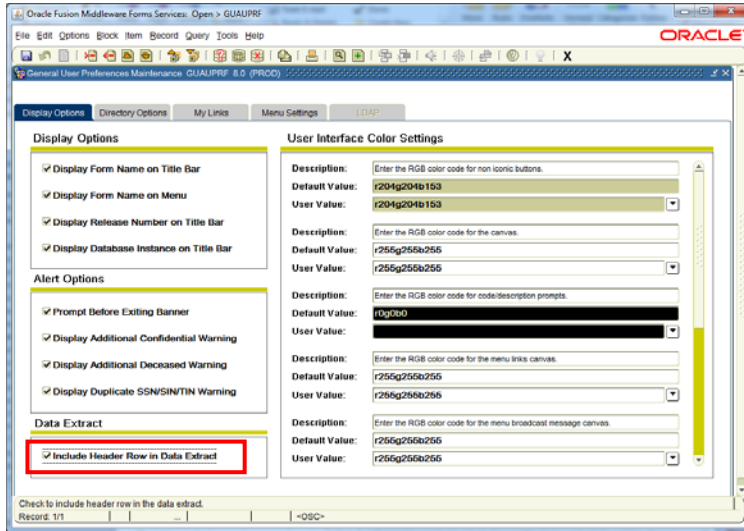
From Banner Main Menu: Select “File”, “Preferences”, or type in GUAUPRF in the direct access box



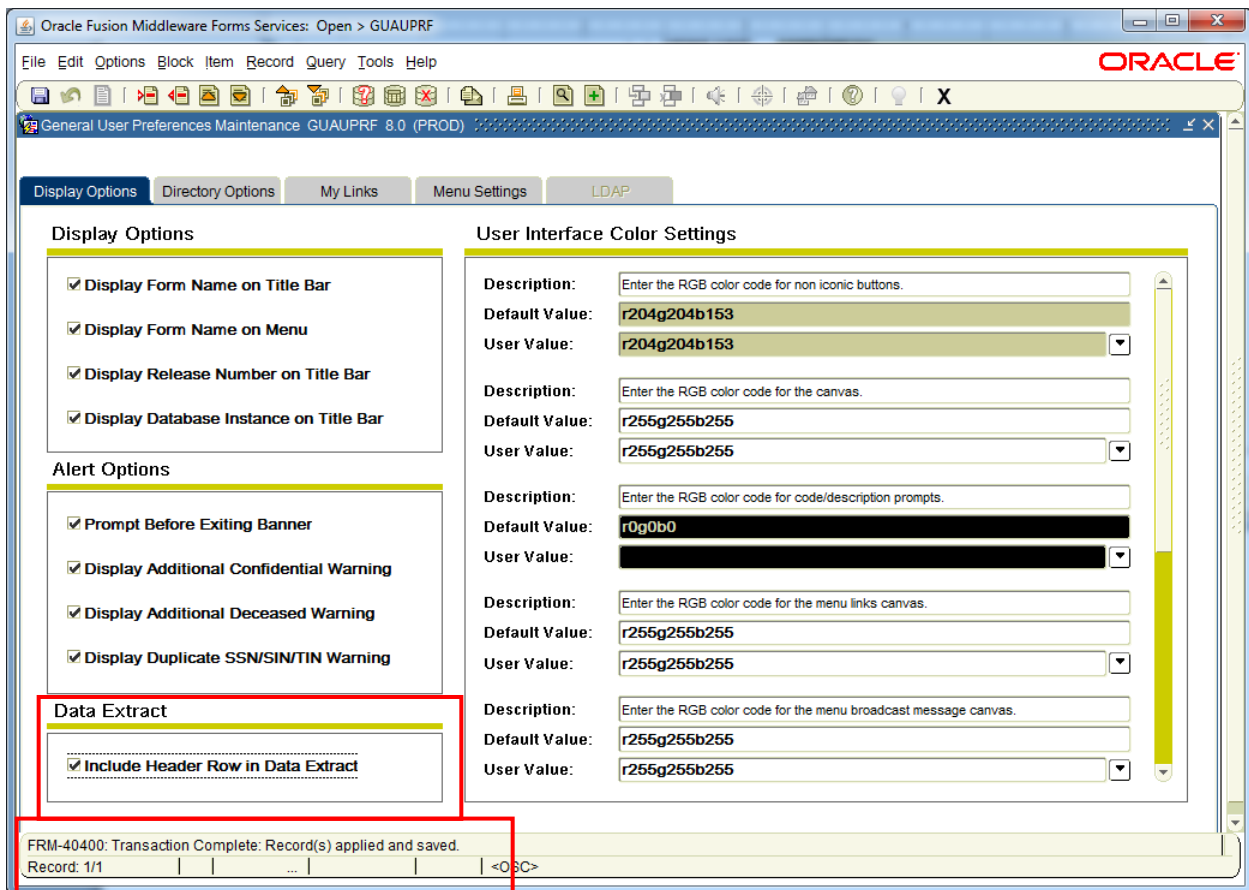
OR:



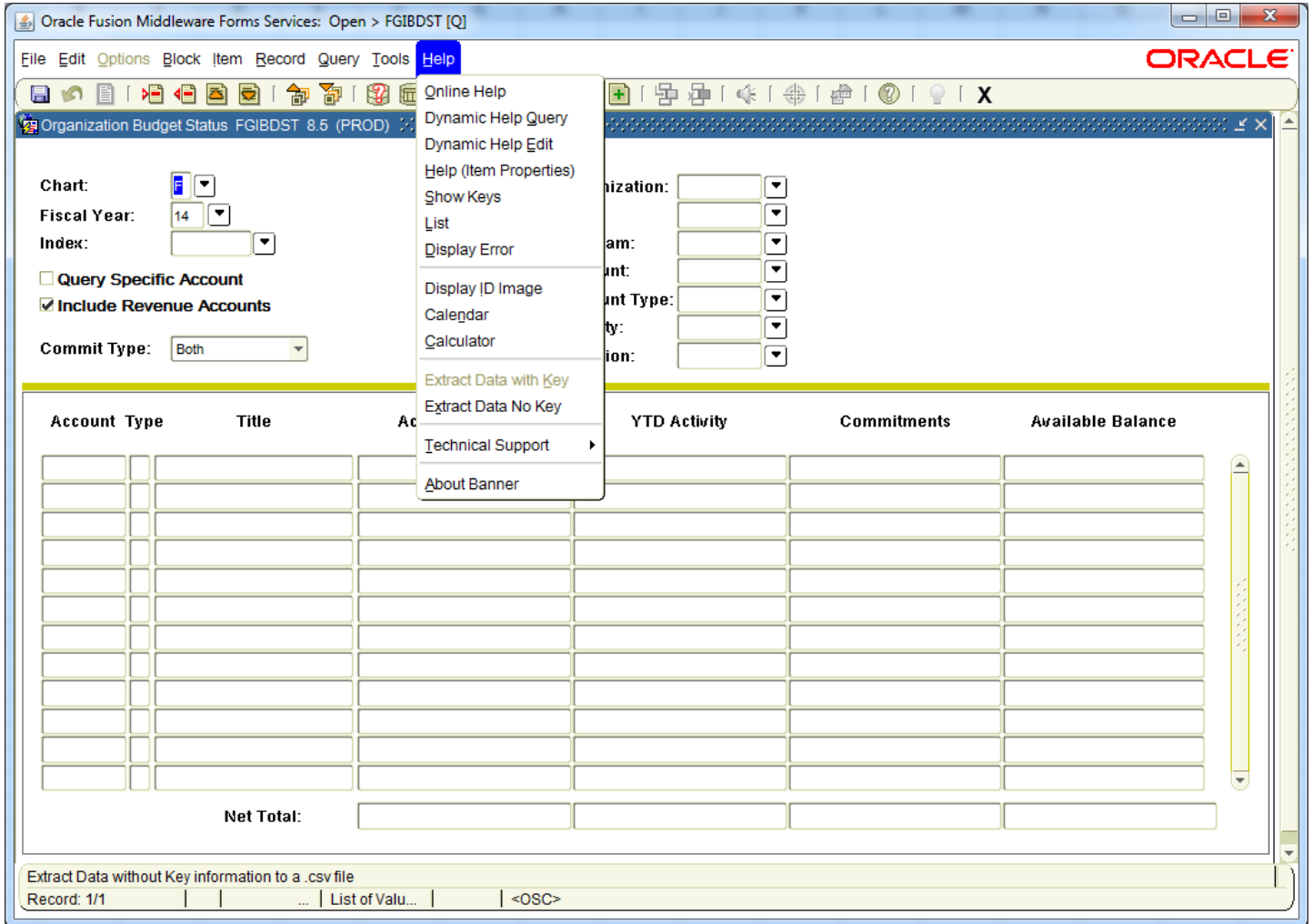
In the “Data Extract” block at bottom, click on the checkbox “Include Header Row in Data Extract” and hit F10 to Save.



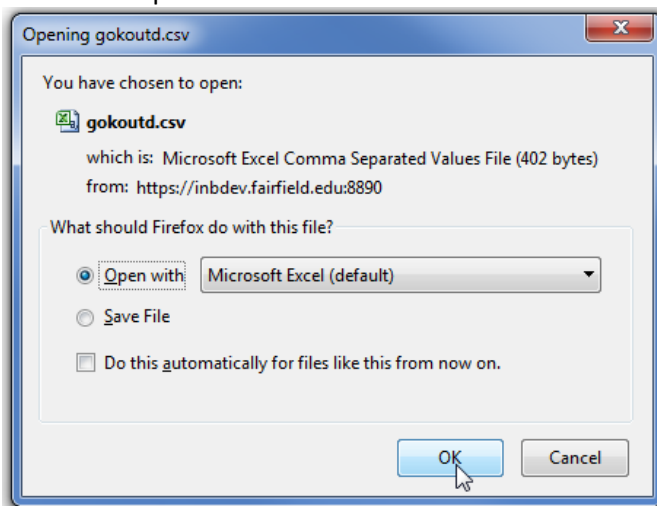
After the save, the hint line at the bottom of the screen will indicate your preference has been saved:



Now that your preferences have been saved, when you are on the Banner form that you wish to export, click on **Help > Extract Data with Key or Extract Data No Key** (sometimes no key is the only option available)



Click OK to open the file with Excel:



After the file is opened in Excel, it can be manipulated as desired. Be sure to save your file with **File>Save As** so that you can specify the file TYPE as 'excel workbook' instead of a .csv file.

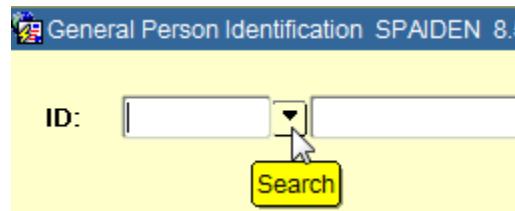
H. Performing Searches and Queries

- **Searching:** When searching in Banner, use the following wildcards:
 - % (percent sign) represents any number of characters
 - _ (underscore) represents one occurrence of a character

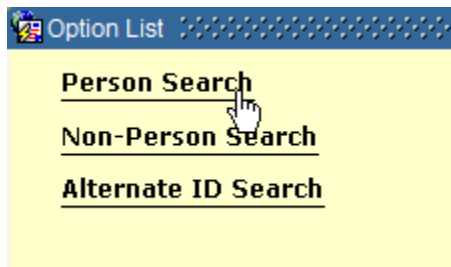
For example:

%st% will return all entries that contain st (fast, student, street)
st% will return entries that begin with st (student)
%st will return entries that end in st (fast)
_s will return entries that have s as a second character (ask)

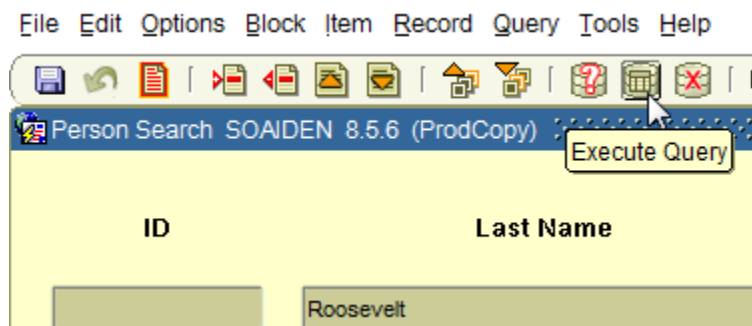
- **Queries:** In Banner, a query can be used on a field to search for information. An example is to search for an ID based on a last name. In this example, using the SPAIDEN form, click on the arrow in the ID box to 'search'



Next, choose 'Person Search'



Next, enter the last name and then on the 'Execute Query' icon (or F8):



The ID and name of the person is shown as a result of the query:

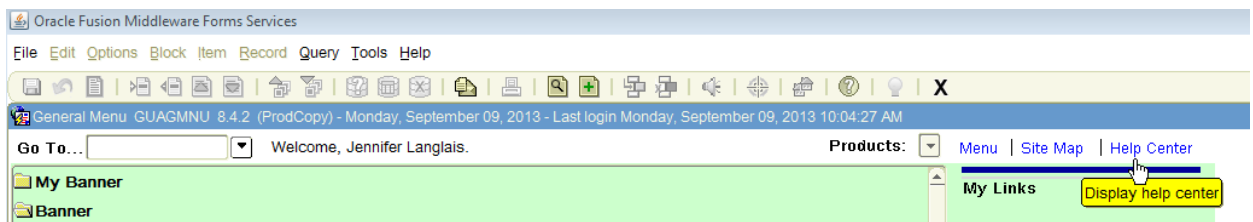
ID	Last Name	First Name	Middle Name	Birth Date	Indicator	Type
00092808	Roosevelt	Teddy		09-SEP-1929		

- **Fetch Next Set:** if the search/query returned a list of matching records that did not fit on a single page, then **Fetch Next Set** will advance to the next page so that the records can be viewed.
- **Count Hits:** **Count Hits** will return the number of records that match the criteria that's been entered. In some cases, if the number of hits is too high, you may choose to enter additional criteria (in this example, a first initial in addition to last name). This will narrow down the returned results, or 'hits'.

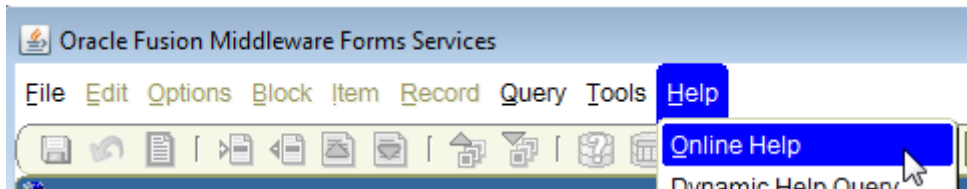
Getting Help while using Banner:

- **Online help:** Online help provides help by form name, topic, or searchable keywords

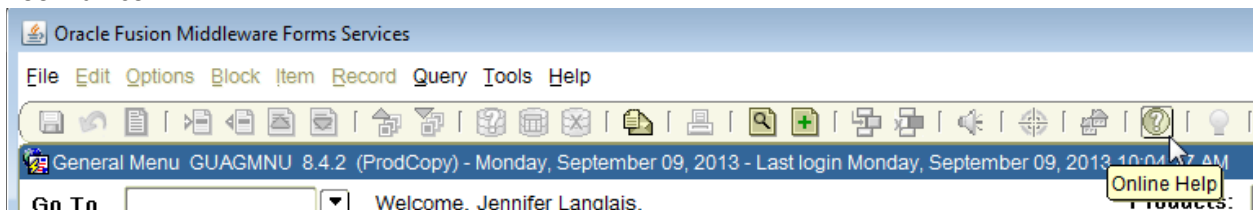
Main Menu-Help Center



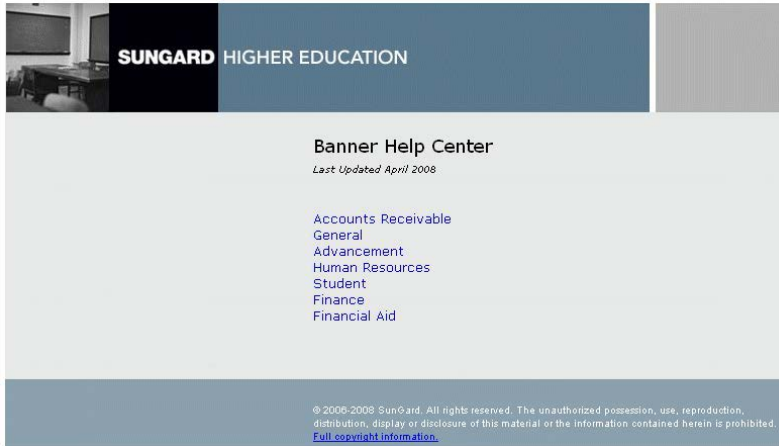
Menu Bar>Help>Online Help



Tool Bar icon



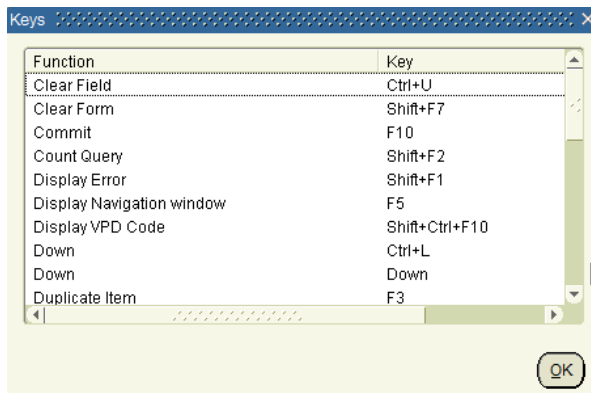
All three methods, above, display the Banner Help Center. The Help Center Main Screen shows the Banner modules, as follows:



After selecting a module to view, the help menu will display three tabs, Contents, Index and Search.

When viewing the detail, a handy tool to use in an internet browser is CTRL-F, which will search or 'find' whatever information is needed.

- **Dynamic Help:** Dynamic help provides on-the-spot specific help for the particular field or form that is currently being accessed.
- **On a field:** Menu Bar click Help>Show keys, or via Keyboard hot key: Ctrl+F1, will display a list of appropriate entries for the current field



On a field: Auto Hint/Status Line – Hover or select field, see message line at bottom of screen

On a form: Menu Bar click Help>Online help to display help about the form as listed in Help Center



Student Forms : General Person Identification Form (SPAIDEN)

General Person Identification Form (SPAIDEN)

You use the General Person Identification Form to capture biographic/demographic information

Persons/non-persons may belong to any or all of the installed applications (Student, Finance, e the institution. All other modules/applications are dependent on the information captured and n

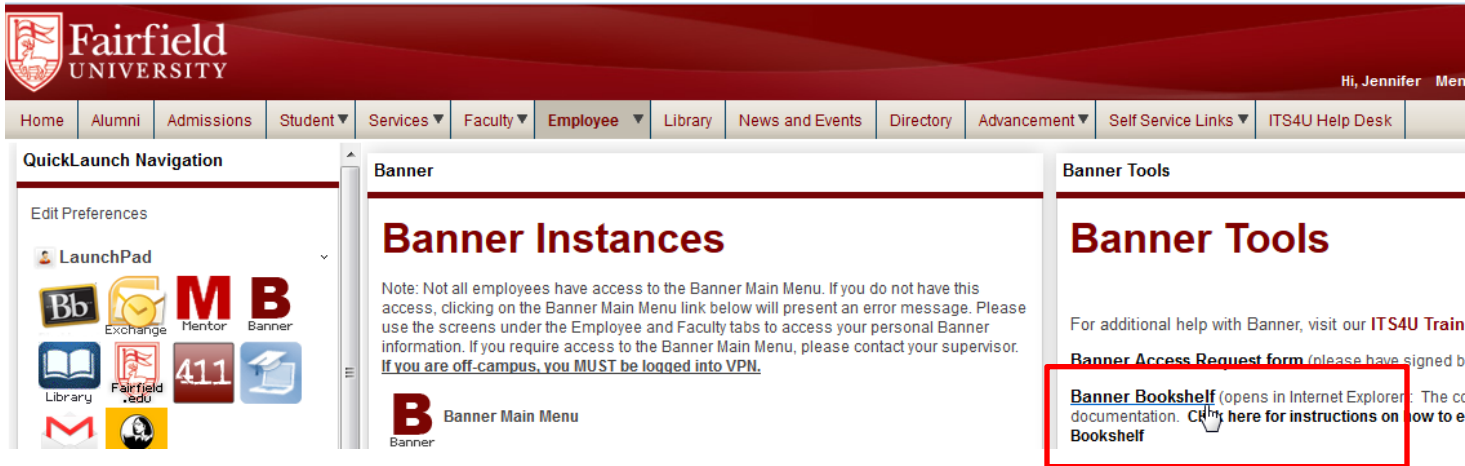
You can access the Common Matching Entry Form (GOAMTCH) from SPAIDEN to enter informati addition, the user attempting to access GOAMTCH must not have been excluded from using it c in the Options Menu for SPAIDEN.

To open GOAMTCH from SPAIDEN: type **GENERATED** in the **ID** field, select the **Generate ID** but to **GOAMTCH**. If the person record is created using SRRSRIN or SRIPREL, then the **Origin** field w

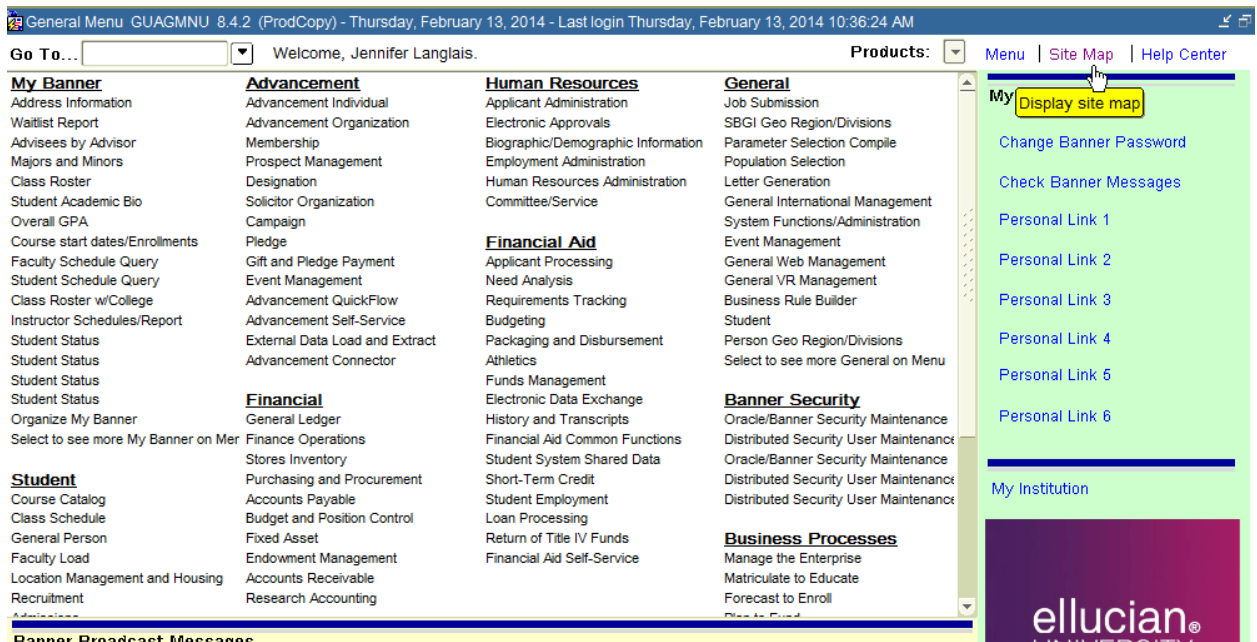
You can search on person last and first names and non-person names by text to see if similar similar names on the Non-Person Search Form (SOACOMP).

- **Banner Bookshelf:** The Banner Bookshelf is a searchable PDF document that provides form-based help. Banner Bookshelf works in Internet Explorer and can be finicky when other browsers (Firefox or Chrome) are used.

To access the Banner Bookshelf, go to the my.Fairfield.edu, portal, login and click on the “B” icon for Banner. Next, click on “Banner Bookshelf” in the right column



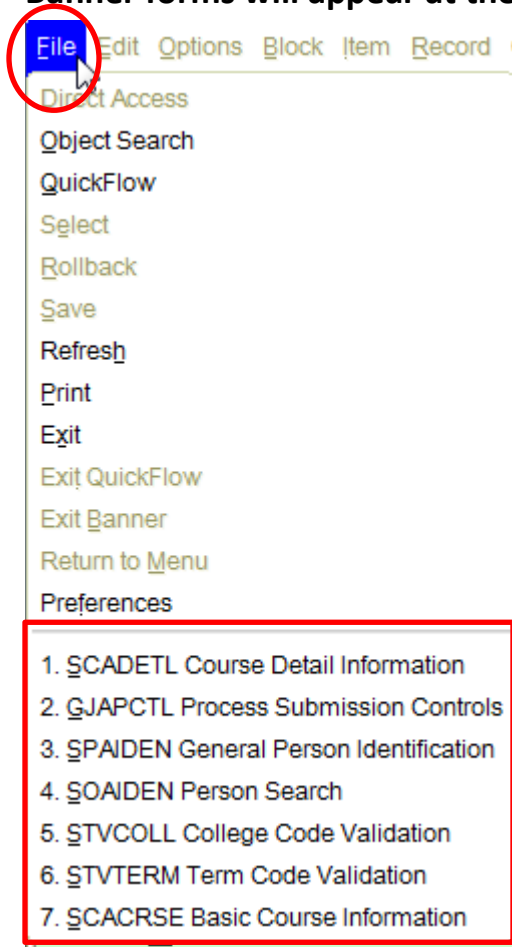
- **Site Map:** The Banner Site map offers help for topic by module. The site map can be accessed via the Banner home page by clicking on **Site Map** near the Help Center in the right column.



- **my.Fairfield.edu portal:** ITS4U Helpdesk>ITS Training>Banner Resources
- **Banner Commons:** <http://www.eduworld.org/Commons> (requires account sign up)

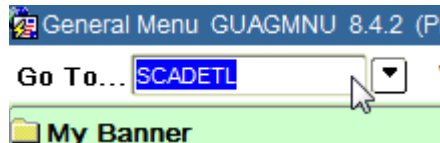
Tips & Tricks

- **Did you know that you can click on the File menu and the most recently used Banner forms will appear at the bottom of the menu list?**



- **Did you know that you can use your up/down arrow keys to scroll through recently used Banner forms?**

Press Up arrow, and last form that was used appears:



- **Did you know that you can customize your “My Banner” menu to display commonly used forms?**
 - Open Banner form GUAPMNU, or click on “My Banner” from the Banner home page hierarchical folders.
 - select the desired Banner form on the left and then click the arrow key to INSERT it to your personal menu on the right OR, enter the name of the form in the column on the right side if you know the form name.

My Banner Maintenance GUAPMNU 8.3.0.5 (ProdCopy)

JLANGLAI's Personal Menu

Type: Oracle Forms module

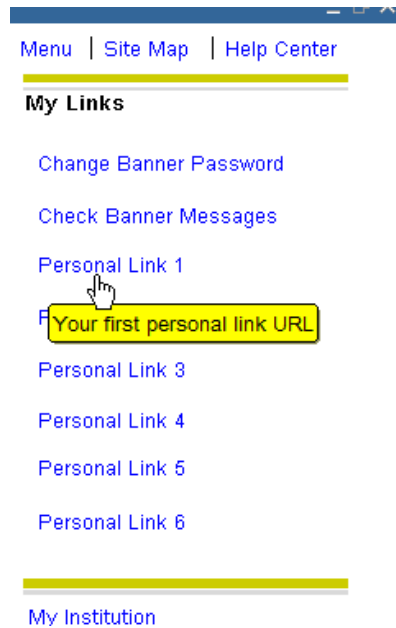
Object	Description
RNARS15	2014-2015 Need Analysis Result
RNASL15	2014-2015 Student Loan Data
RNASU15	2014-2015 Supplemental Need Analysis
STVSOFF	A/F/I Fund Source Validation
STVGSTA	A/F/I Status Validation
STVTASK	A/F/I Task Validation
STVGTYP	A/F/I Type Validation
RORTADM	Ability-to-Benefit Test Administrator Rules
ROIATBT	Ability-to-Benefit Test COD Rules Inquiry
RORTESE	Ability-to-Benefit Test Score Rules
GUAABOT	About Banner
SSAQCR	Academic Calendar Rule Query
STVACCL	Academic Calendar Type Validation
APAADeg	Academic Degree and Honors
STVSIZE	Academic Dress Size Validation
STVTYPE	Academic Dress Type Validation
SHQSUBJ	Academic History Catalog Query
SHACTRI	Academic History Control

Object	Description
SPAIDEN	Address Information
SZRWLST	Waitlist Report
SZRADAD	Advisees by Advisor
SZRDISK	Majors and Minors
FPAREQN	Purchase Req
FGIOENC	Check PO
SFRSLST	Class Roster
SZRDEGA	Student Academic Bio
SZRSLST	Overall GPA
FZRBDS	** Invalid object **
FGRODTA	** Invalid object **
FAIVNDH	** Invalid object **
FGIBDST	** Invalid object **
FGIBAVL	** Invalid object **
FGIENCD	Check PO Paid
SZRSTRT	Course start dates/Enrollments
SIAASGQ	Faculty Schedule Query
SFAREGQ	Student Schedule Query
SYRSLST	Class Roster w/College

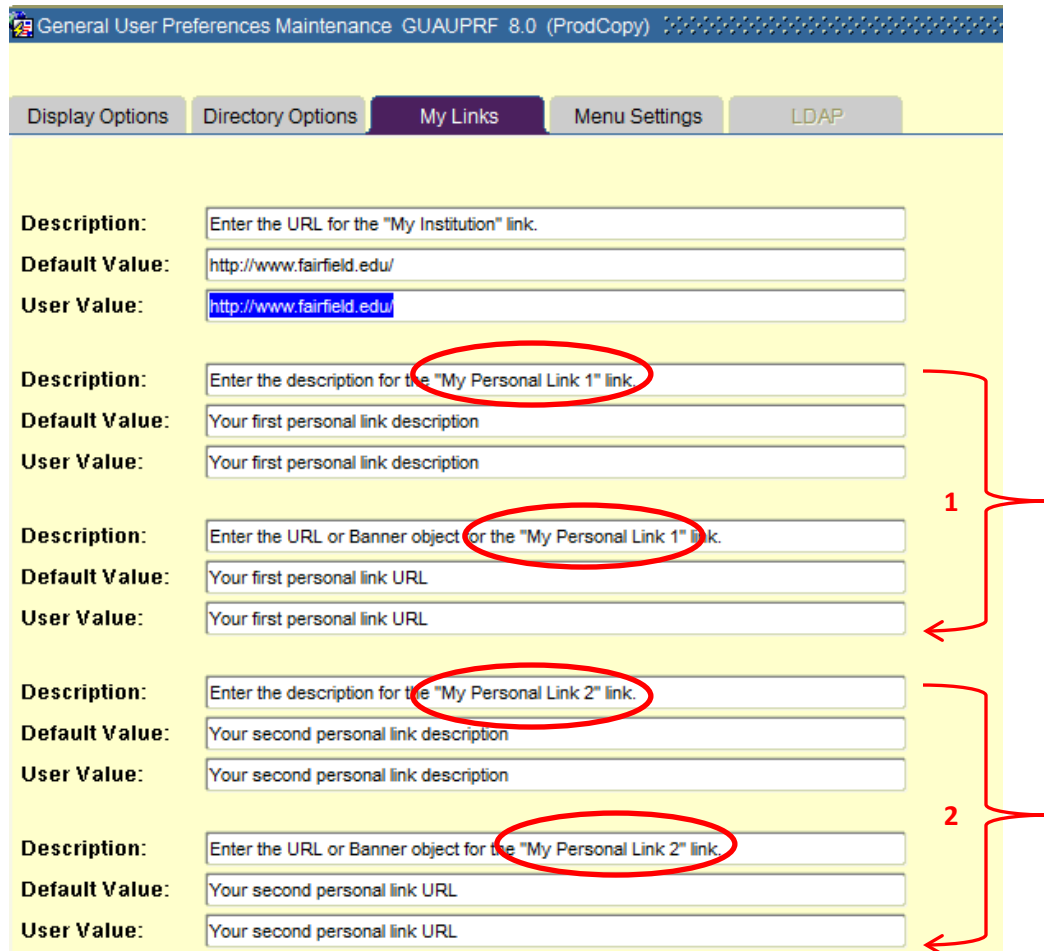
-click SAVE icon

- **Did you know that you can add links in “My Links”?**

-Access the Banner form GUAUPRF, OR simply click on a “Personal Link” on the home screen:



-Click on the My Links tab and enter your desired URL's. Notice that the setup for these links comes in pairs:



- **Did you know that you can Edit Banner Preferences to change screen color?**

- Access the Banner form GUAUPRF

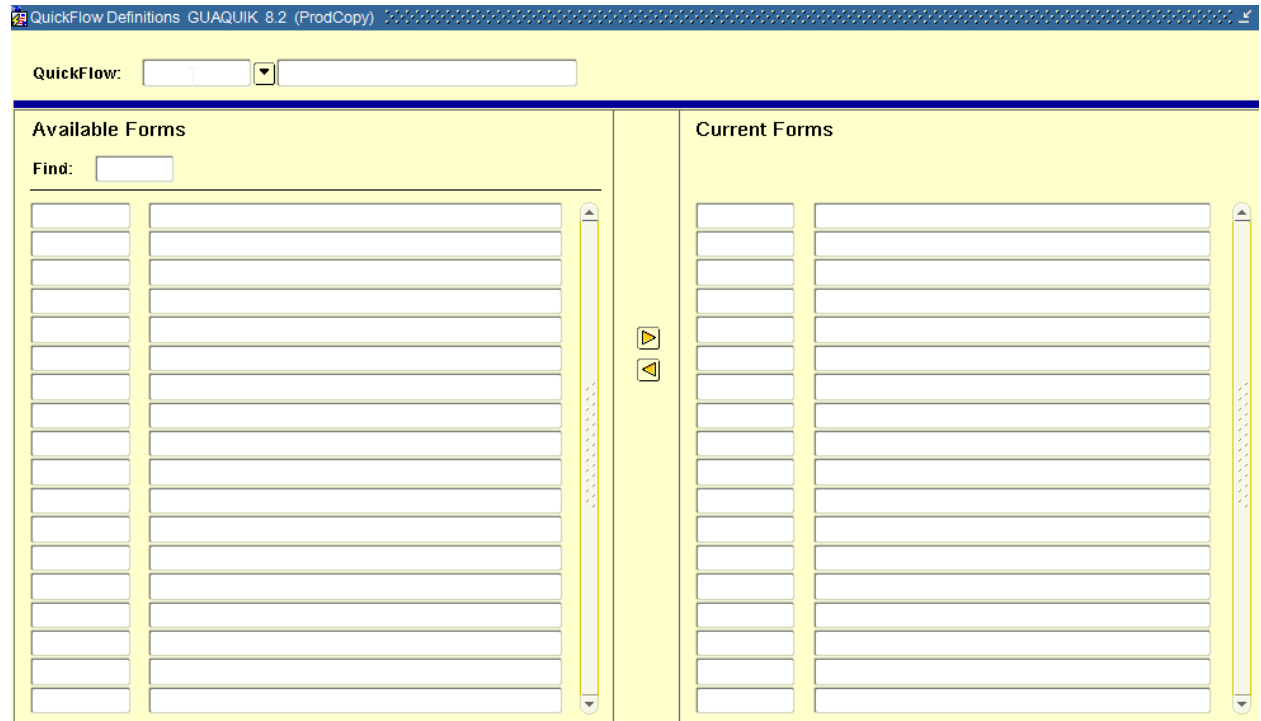
- Click on the Display Preferences tab and choose the desired color code. You can easily find color codes by searching in your internet browser. Simply search using “RGB color codes”.

- **Did you know that you can create Quickflows to automatically bring you through a set of related forms?**

- Access the Banner form GUAQUIK

- Name your QuickFlow

- Select the names of the Banner forms in sequential order for your process, and add them to the “current forms” using the arrows in the center column as shown below:



- Save your QuickFlow

Appendix A: Naming Conventions

The seven-character form name

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

Position 1

Identifies the Banner product owning the form, report, process or table.

Products are Accounts Receivable, Advancement, Finance, Financial Aid, General, Human Resources, Student and Technical.

The following table contains the codes for various Banner products.

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

Position 2

Identifies the application module owning the form, report, process or table.

Unique to the product identified in position 1.

For each Banner product, the second position would be one of the following codes.

Code	Product/Purpose
Position 2 for Banner Advancement	
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
Z	Indicates a custom form or report built by Fairfield University

Code	Product/Purpose
Position 2 for Banner Financial Aid	
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

Code	Product/Purpose
Position 2 for Banner HR/Payroll (P) Position Control (N)	
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

Code	Product/Purpose
Position 2 for Banner Finance	
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

Code	Product/Purpose
Position 2 for Banner General	
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

Code	Product/Purpose
Position 2 for Banner Student	
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 Higher Education International
L	Location Management
M	CAPP
O	Overall
P	Person
R	Recruiting
S	Schedule
T	Validation form/table
U	Utility

Code	Product/Purpose
Position 2 for Banner Accounts Receivable (R)	
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
Position 2 for Banner Information Access/Kiosk (I)	
R	Financial Aid
S	Student
Position 2 for Banner Document Management Suite (BDMS) (E)	
T	Validation form/table
X	Banner Document Management Suite
Position 2 for Banner All Products	
W	Reserved for client forms or modules used within a Banner application
Y	(character in position 1 does not equal W, Y, or Z)

Position 3

Identifies the type of form, report, process or table.

Codes are the same for all Banner products.

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

Positions 4, 5, 6, 7

Identifies a unique four-character code for the form, report, process or table.

The following are some examples of four-character names.

Code	Purpose
***IDEN	Identification
***PINC	Position Incumbent
***STDN	Student Relation
***PERS	Person