

Form Naming Conventions – Yes there is logic to the form names!

Position 1 – Identifies the primary system owning the form, report, job, or table.

Letter	System
F	Finance
G	General
P	HR/Payroll/Personnel
R	Financial Aid
S	Student
T	Accounts Receivable

Position 2 – Identifies the module owning the form, report, job or table.

Financial Aid (R)	HR/Payroll/Personnel (P)	Accounts Receivable (T)
B Budgeting	A Application	F Finance AR
C Record Creation	B Budget	G General AR
E Electronic Data Exch.	C COBRA	O Overall
F Funds Management	D Benefit/Deductions	R Research Accounting
H History and Transcripts	E Employee	S Student AR
J Student Employment	H Time Reporting/History	T Validation form/table
L Logging	O Overall	U Utility
N Needs Analysis Person	P General	V Authorizations
O Common Functions	R Electronic Approvals	
P Packaging & Disburse.	S Security	
R Requirements Tracking	T Validation/rule table	
S Student System Shared Data	U Utility	
T Validation form/table	X Tax Administration	
U Utility		
Finance (F)	General (G)	Student (S)
A Accounts Payable	E Event Management	A Admissions
B Budget Development	J Job Submission	C Catalog
C Cost Accounting	L Letter Generation	E Support Services
E EDI Overall	O Overall	F Registration/Fee Assess.
F Fixed Assets	P Purge	G General Student
G General Ledger	S Security	H Grades/Academic History
I Investment Mgmt.	T Validation form/table	I Faculty Load
N Endowments Mgmt.	U Utility	L Location Management
O Operations	X Cross Product	O Overall
P Purchasing/Procurement		P Person
R Research Accounting		R Recruiting
S Stores Inventory		S Schedule
T Validation form/table		T Validation form/table
U Utility		
X Archive/Purge		

Banner Tips

Position 3 – identifies the type of form, report, job, or table.

Financial Aid (R)	HR/Payroll/Personnel (P)	Accounts Receivable (T)
A Application form B Base table I Inquiry form P Process/report R Rule table; Repeating table; Report/process T Temporary table V Validation form/table; View	A Application form B Base table; Batch COBOL process I Inquiry form P Process R Rule table; Repeating table; Report/process V Validation form/table; View	A Application form I Inquiry form P Process Q Query form R Report V Validation form/table
Finance (F)	General (G)	Student (S)
A Application form B Base table I Inquiry form M Maintenance form Q Query form R Rule table; Repeating table; Report/process V Validation form/table; View	A Application form B Base table; Batch COBOL process I Inquiry form O Online COBOL process Q Query form R Rule table; Repeating table; Report/process T General maintenance; Temporary table V Validation form/table; View	A Application form B Base table I Inquiry form P Process Q Query form R Rule table; Repeating table; Report/process V Validation form/table; View

Position 4 – description of the type of form, report, job, or table.

Example: Form Name: ROAIDEN

Positions:

- 1 - Financial Aid
- 2 - Common Functions
- 3 - Application
- 4-7 - Identification