

APPENDIX 2-BANNER FORM NAMING CONVENTIONS

Forms Naming Conventions A seven-character name is associated with all Banner reports and processes. Each letter of this report name corresponds to its numbered position depicted in the example below:

Example: F B R F E E D

Position: 1 2 3 4 5 6 7

For example, FBRFEED (Finance Budget Feed Process) is named as follows:

F = Finance B = Budget Development R = Report FEED = Feed Process

Position 1: Ids the primary system owning the form, report, job or table	Position 2: Ids the application module owning the form, report, job or table	Position 3: Ids the type of the form, report, job or table	Positions 4, 5, 6, 7: uniquely identify the form, report, job or table
A = Alumni/Development	A = Membership D = Designation E = Event Management F = Campaign G = Pledge and Gift/Pledge Payment M= Prospect Management O = Organization P= Constituent /Person S = Solicitor T= Validation Form/Table U= Utility W= Reserved for client forms or modules Expected Matching Gift X = Reserved for client forms or modules Y= Reserved for client forms or modules	A = Application Form B = Base Table C = Called/List Form I = Inquiry Form P = Process/Report R = Repeating Rules Table T = Temporary Table V = Validation Form/Table/View	
B = Property Tax	None	None	
C = Courts	None	None	
D = Cash Drawer	None	None	
F = Finance	A = Accounts Payable B = Budget Development C = Cost Accounting F = Fixed Assets G = General Ledger I = Investment Management N = Endowment Management O = Operations P = Purchasing and Procurement R = Research Accounting S = Stores Inventory T = Table U = Utilities X = Archive/Purge	A = Application, Input, or Update Form B = Base Table I = Inquiry Form M = Maintenance Form Q = Query Form accessed from another form P = Process R = Rule Table Repeating Table Report or Process V = Validation Table View	

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G = General	E = Event Management J = Job Submission L = Letter Generation O = Overall P = Purge S = Security T = Validation Form/Table U = Utility W = Reserved for client forms or modules X = Cross Product Y = Reserved for client forms or modules Z = Reserved for client forms or modules	A=Application Form B=Base Table/Batch COBOL Process I=Inquiry Form O=Online COBAL Process Q=Query Form R=Rule Table/Repeating Table/Report/Process T=General Maintenance/Temporary Table V=Validation Form/Table/View	
I = Information Access	R = Financial Aid S =Student	R = Report	
K = Work Management	None	None	
L = Occupational Tax and License	None	None	
N = Position Control	A=Application B=Budget C=COBRA D=Benefits/Deductions E=Employee H=Time Reporting/History O=Overall P=General Person R=Electronic Approvals S=Security T=Validation/Rule Table U=Utility W=Reserved for client forms or modules X=Tax Administration Y=Reserved for client forms or modules Z=Reserved for client forms or modules	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	
O = Customer Contact	None	None	

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P = Human Resources/Payroll/Personnel	A=Application B=Budget C=COBRA D=Benefits/Deductions E=Employee H=Time Reporting/History O=Overall P=General Person R=Electronic Approvals S=Security T=Validation/Rule Table U=Utility W=Reserved for client forms or modules X=Tax Administration Y=Reserved for client forms or modules Z=Reserved for client forms or modules None	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	
Q = Electronic Work Queue R = 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 W=Reserved for client forms or modules Y=Reserved for client forms or modules Z=Reserved for client forms or modules	None A=Application Form B=Base Table I=Inquiry Form P=Process/Report R=Rule table/Repeating Rules Table/Report T=Temporary table V=Validation Form/Table/View	

Forms Naming Conventions

R:\Finance\Shared\UNM Training Documentation\EUtrainingdoc\TrainJobAids\UNMjobaids\UNM EndUser\UNM-005 Namingcons.doc

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S = 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 SCT International (UK) L=Location Management M=CAPP O=Overall P=Person R=Recruiting S=Schedule T=Validation Form/Table U=Utility W=Reserved for client forms or modules Y=Reserved for client forms or modules Z=Reserved for client forms or modules	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	
T = Accounts Receivable	F=Finance Accounts Receivable G=General Accounts Receivable O=Overall S=Student Accounts Receivable T=Validation Form/Table U=Utility W=Reserved for client forms or modules Y=Reserved for client forms or modules Z=Reserved for client forms or modules	A=Application Form I=Inquiry Form P=Process Q=Query Form R=Report V=Validation Form/Table	
U = Utilities	None	None	
V = Voice Response	None	None	
X = Records Indexing	None	None	
W,Y,Z = Reserved for client-developed applications built to co-exist with Banner applications	None	None	