

BANNER 9 BASIC NAVIGATION



TRAINING FORMAT



INFORMAL TRAINING



MINIMAL NOTES



PLEASE ASK
QUESTIONS

Salt Lake Community College

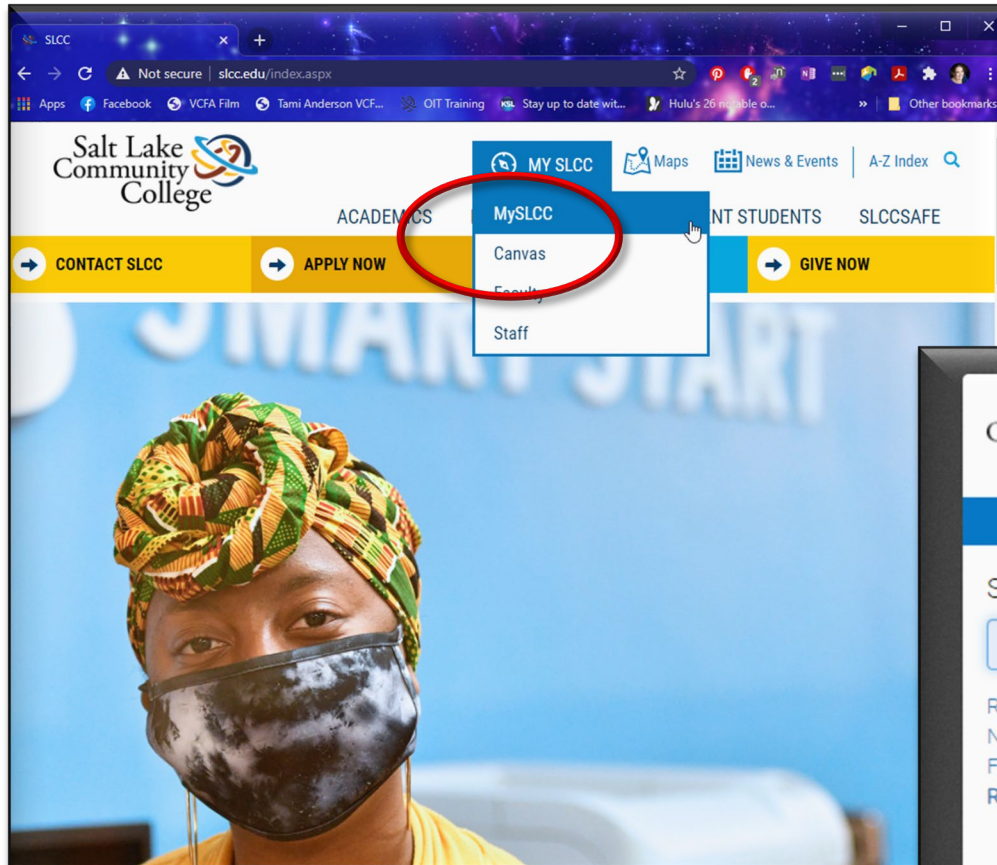


I CAN'T IMAGINE
MASTERING THE SKILLS
INVOLVED HERE
WITHOUT A CLEARER
UNDERSTANDING OF
WHO'S GOING TO BE
IMPRESSED.



WILSON

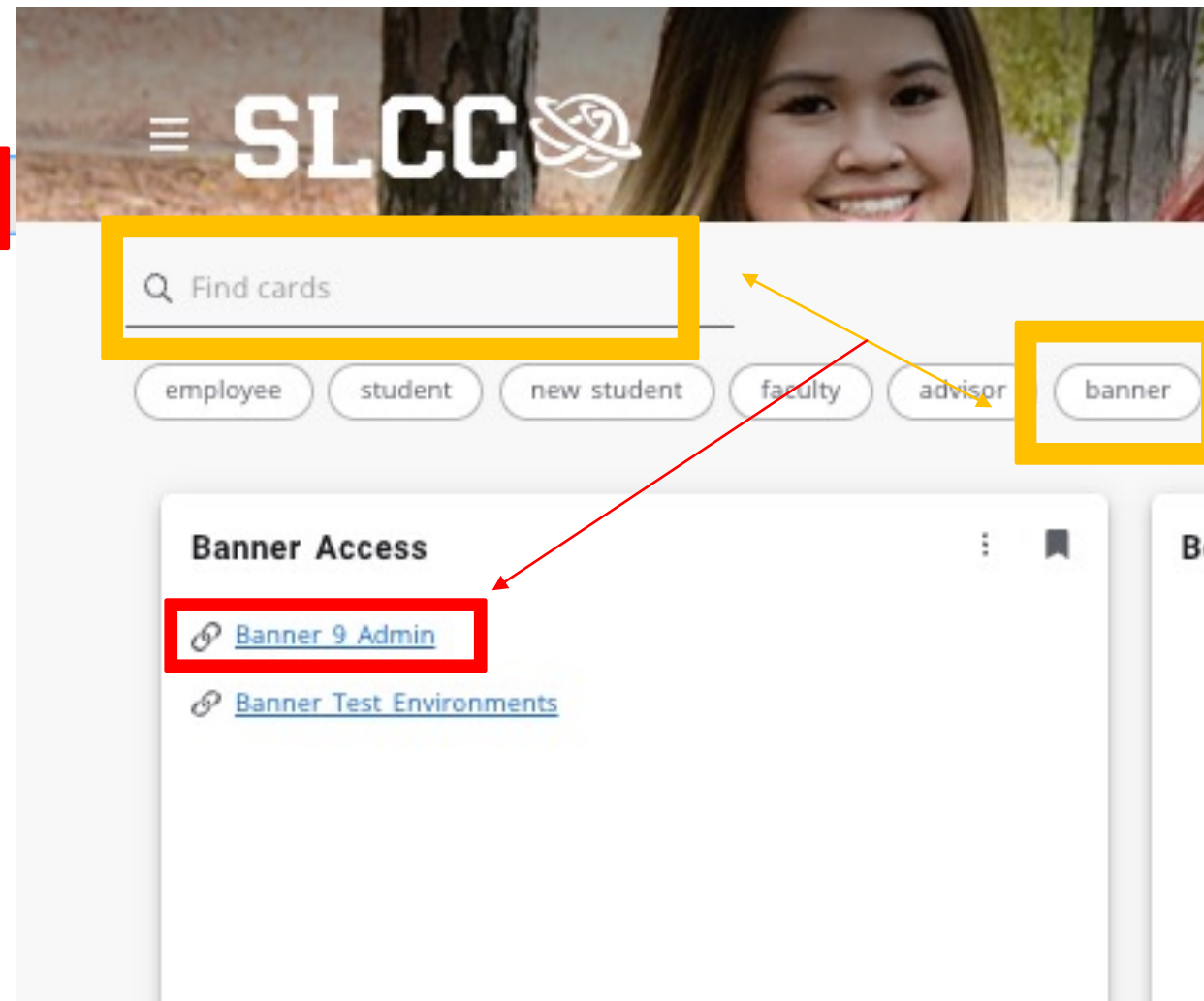
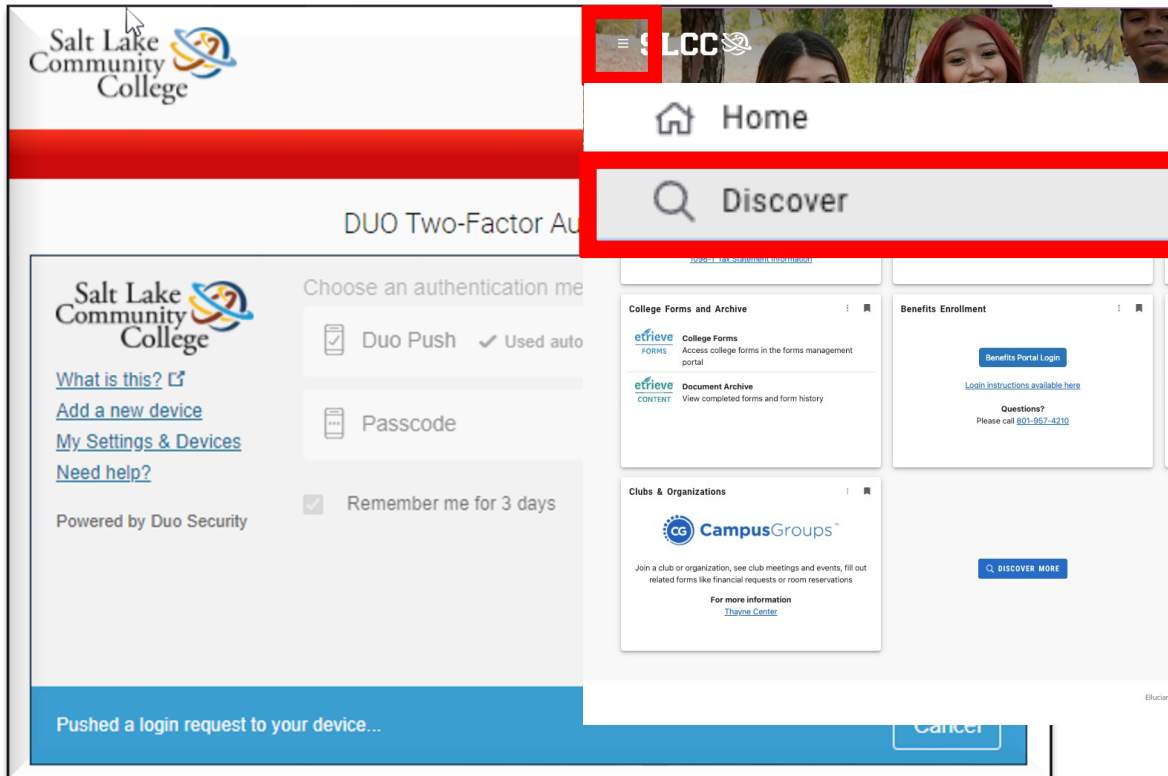
LOGGING INTO BANNER 9



Go to <https://slcc.edu/>

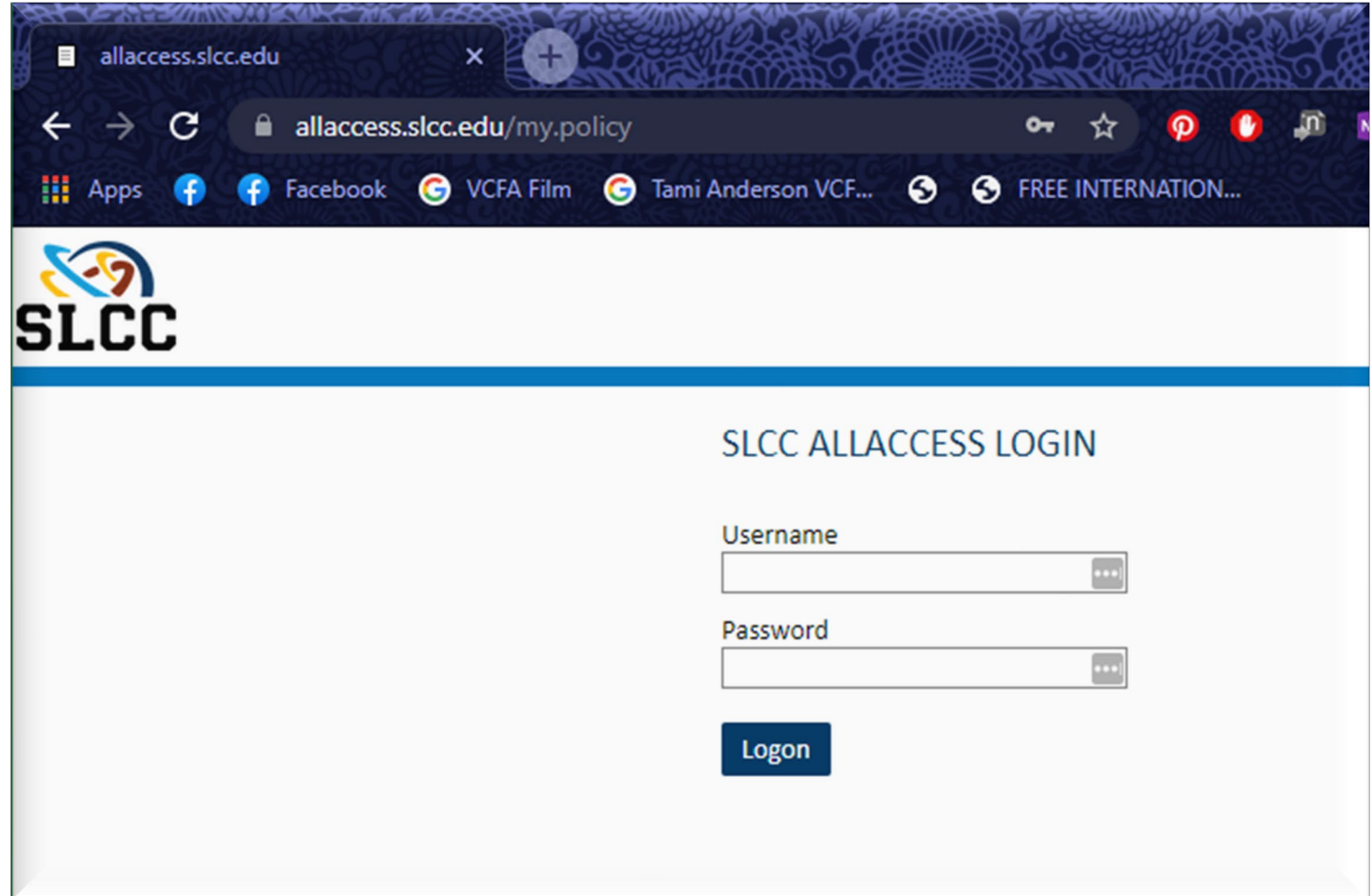
A screenshot of the Salt Lake Community College login page. The page features the college's logo at the top. Below the logo, there is a section titled 'Sign in to your account' with two input fields for username and password, and a 'Sign In' button. Below the input fields, there are links for 'Retrieve Your Student Number And Username', 'Need Help Logging In?', 'First Time Logging In? Use the Reset Password link below to set your password for the first time.', and 'Reset Password'. The page number '2' is visible in the bottom right corner.

LOGGING INTO BANNER 9



ALL-ACCESS

Please be aware, if you are working from home, you **MUST** login to allaccess.slcc.edu before you can login to MySLCC and Banner.



The screenshot shows a web browser window with the address bar displaying `allaccess.slcc.edu/my.policy`. The browser's address bar also shows the domain `allaccess.slcc.edu`. Below the address bar, there are several icons for social media and other services, including Facebook, VCFA Film, Tami Anderson VCF..., and FREE INTERNATIONAL... The main content area of the page features the SLCC logo on the left, which consists of a stylized 'S' and 'L' in blue and orange, followed by the text 'SLCC' in bold black letters. To the right of the logo, the text 'SLCC ALLACCESS LOGIN' is displayed. Below this text, there are two input fields: 'Username' and 'Password'. Each field has a small '...' icon on the right side. Below the password field, there is a blue button labeled 'Logon'.

allaccess.slcc.edu

allaccess.slcc.edu/my.policy

Apps Facebook VCFA Film Tami Anderson VCF... FREE INTERNATIONAL...

SLCC

SLCC ALLACCESS LOGIN

Username

Password

Logon

TRAINING OBJECTIVES

Banner – what is it?

Banner – getting started

Banner Forms – what are they?

Banner Forms – components and elements

Banner Printing – basic printing functionality

WHAT IS A BANNER FORM?

-
- Online Document used to manage data and information
 - Search
 - Add
 - Edit
 - Use more than once
 - Added data can be used by other forms (stored in a database)
 - Visually organizes Data into Information
 - Used at colleges and universities across the country
 - 8 Types of Banner Forms

BANNER FORM NAMING CONVENTION

1st Letter

Identifies the Primary System owning the form.

A Advancement

F Finance

G General

P HR/Payroll/Personnel

R Financial Aid

S Student



NAME DERIVED FROM
"FORM NAMING
MATRIX"



FIRST GLANCE –
COMPLEX AND
CONFUSING



UNDERSTANDING
DERIVATION -
SIMPLE AND LOGICAL



EACH FORM HAS A
UNIQUE NAME



7 LETTERS COMPRISE
A NAME

LETTER 1

PRIMARY SYSTEM
OWNING THE FORM

LETTER 2

MODULE OWNING THE
FORM

LETTER 3

TYPE OF FORM

LETTERS 4-7

ABBREVIATION OF
FORM'S PURPOSE

Banner Form Naming Convention

Form Name = *GUAMESG*

- **G** = General
 - **U** = Utility
 - **A** = Application Form
 - **M**
 - **E**
 - **S**
 - **G**
- } Message

GUAMESG := *General Message*

LETTER 1

PRIMARY SYSTEM
OWNING THE FORM

LETTER 2

MODULE OWNING THE
FORM

LETTER 3

TYPE OF FORM

LETTERS 4-7

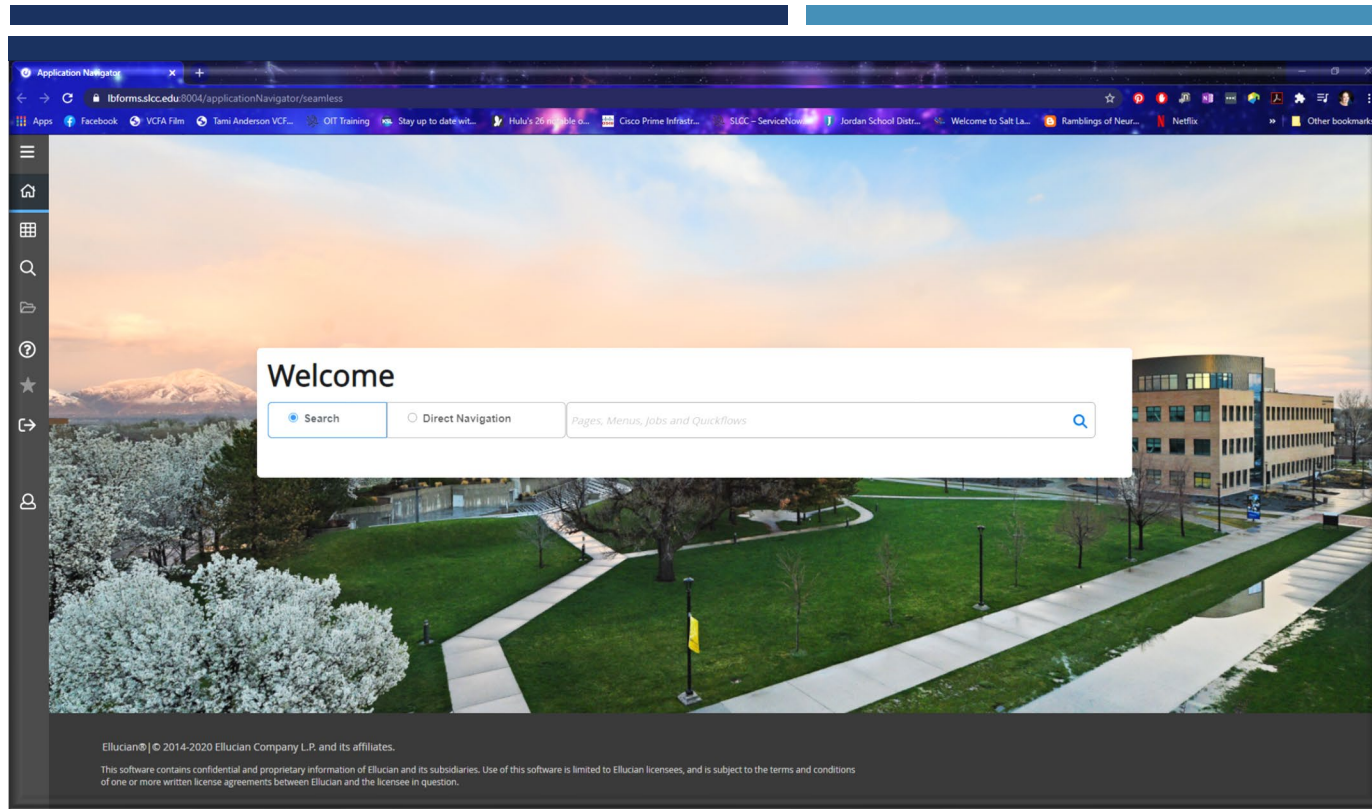
ABBREVIATION OF
FORM'S PURPOSE

Banner Form Naming Convention

Form Name = *SFASLST*

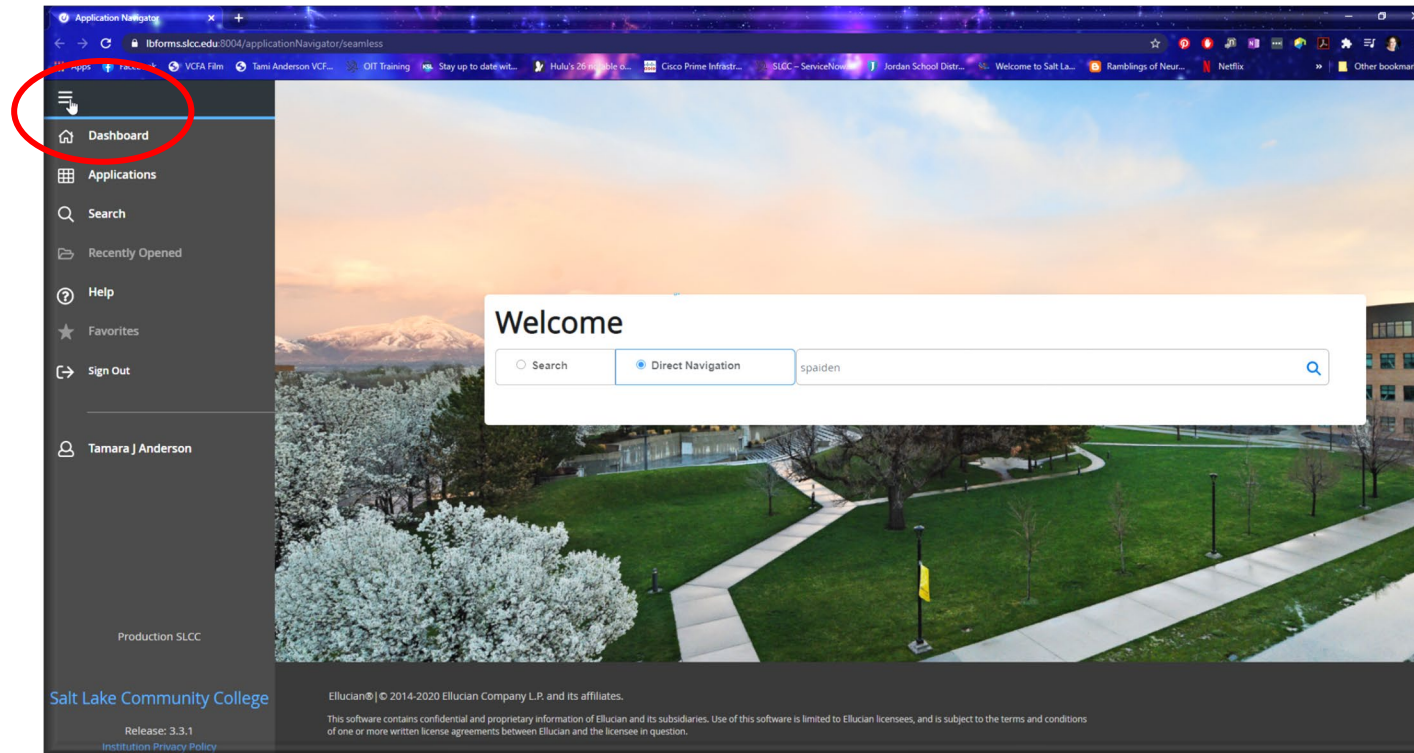
- **S** = Student
 - **F** = Fee Assessment / Registration
 - **A** = Application Form
 - **S**
 - **L**
 - **S**
 - **T**
- } Student List

SFASLST: = *Class Roster*



Search forms, pages,
menus, jobs, reports
and quick flows.

WELCOME SCREEN



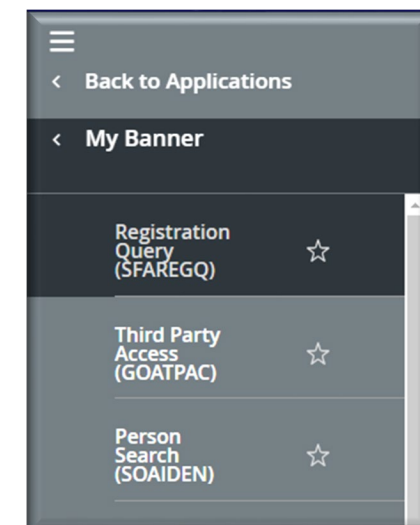
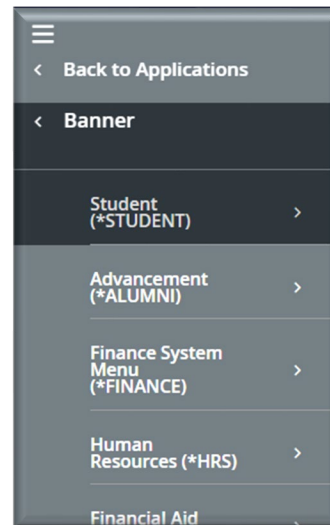
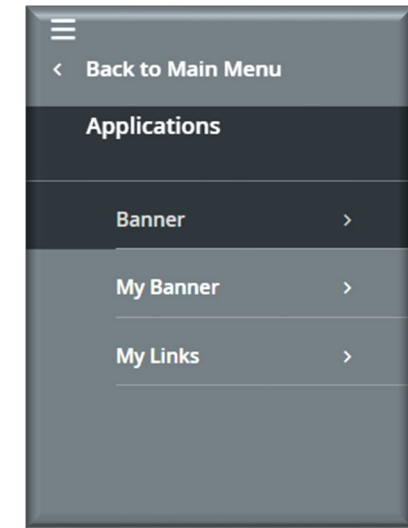
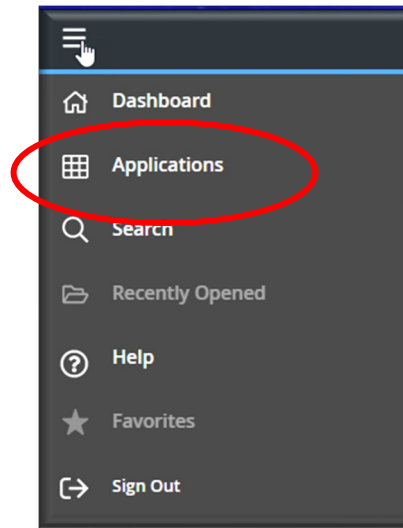
Click on the
“hamburger” button
to access the menu
options.

OPENING MENU

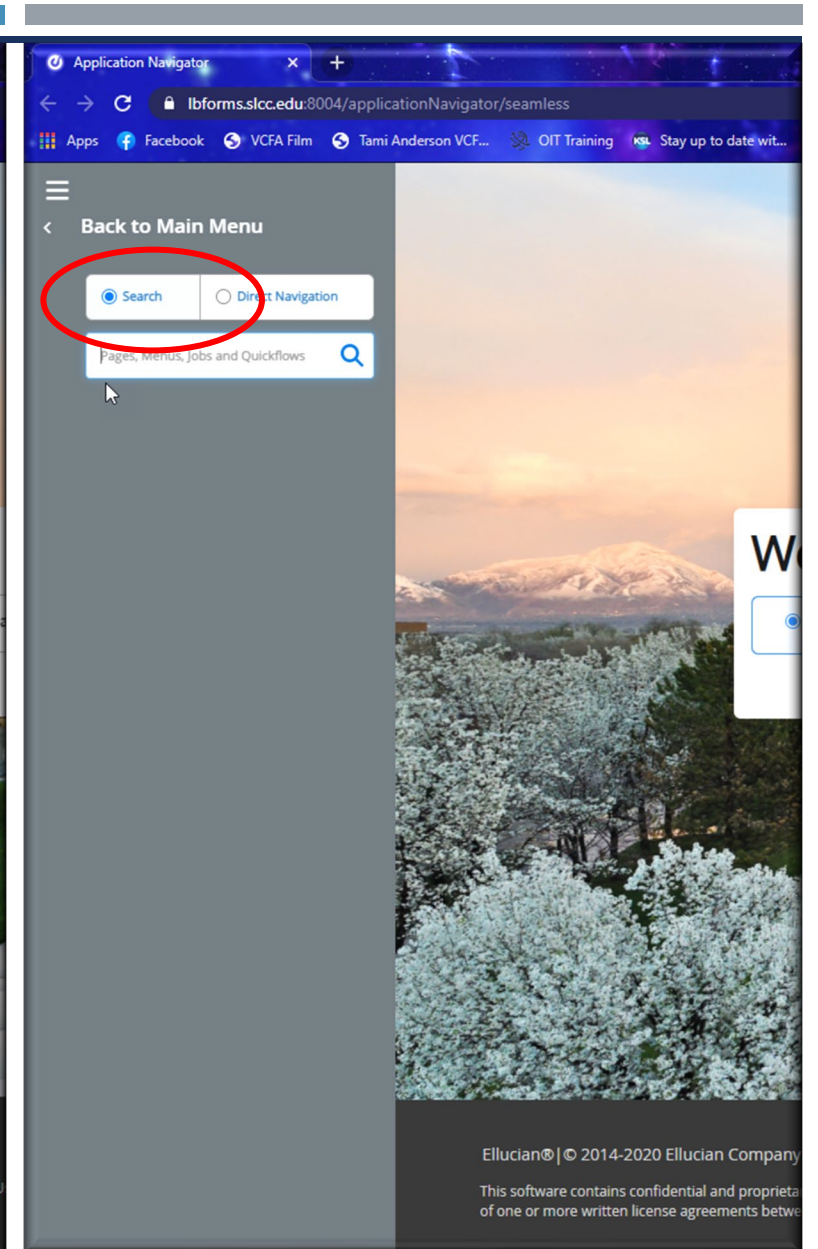
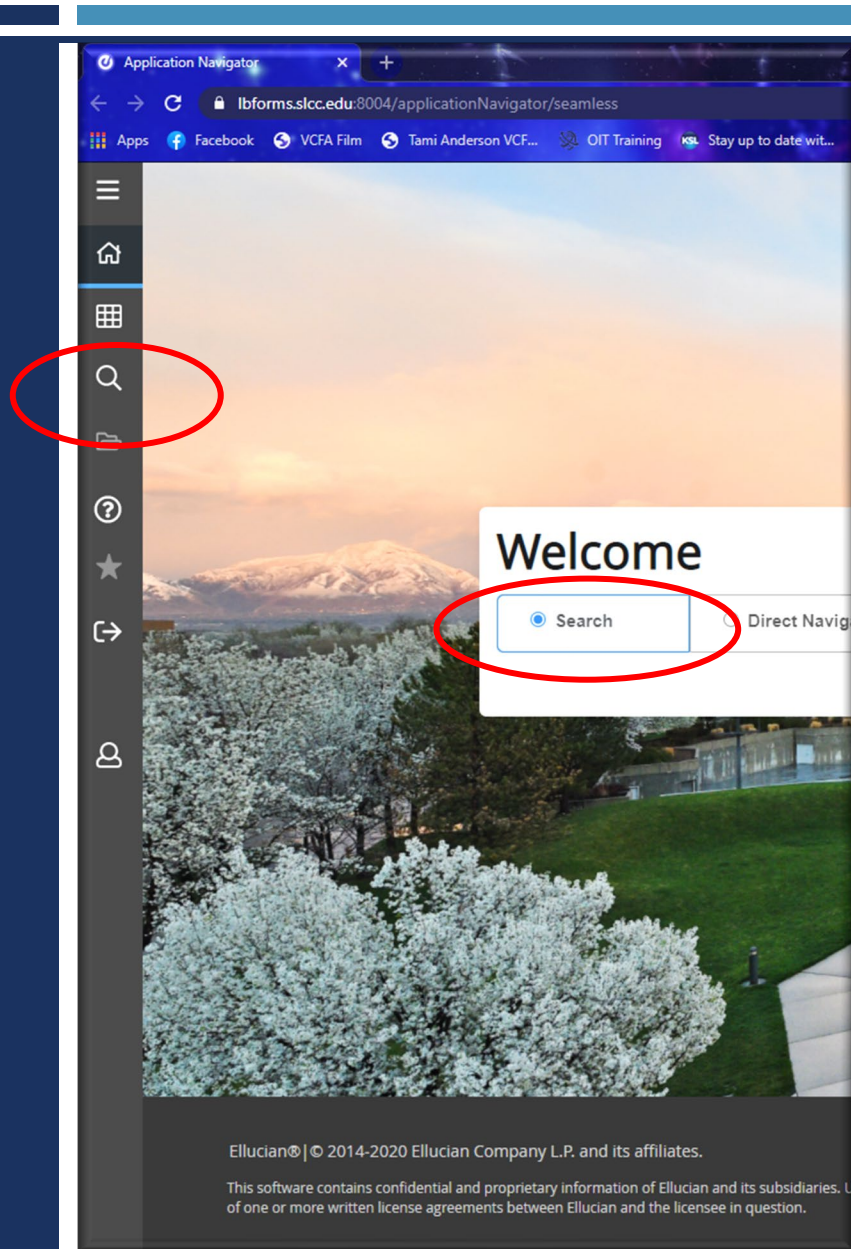
APPLICATION MENU



BANNER MY BANNER



SEARCH OPTIONS ◆◆◆ SEARCH

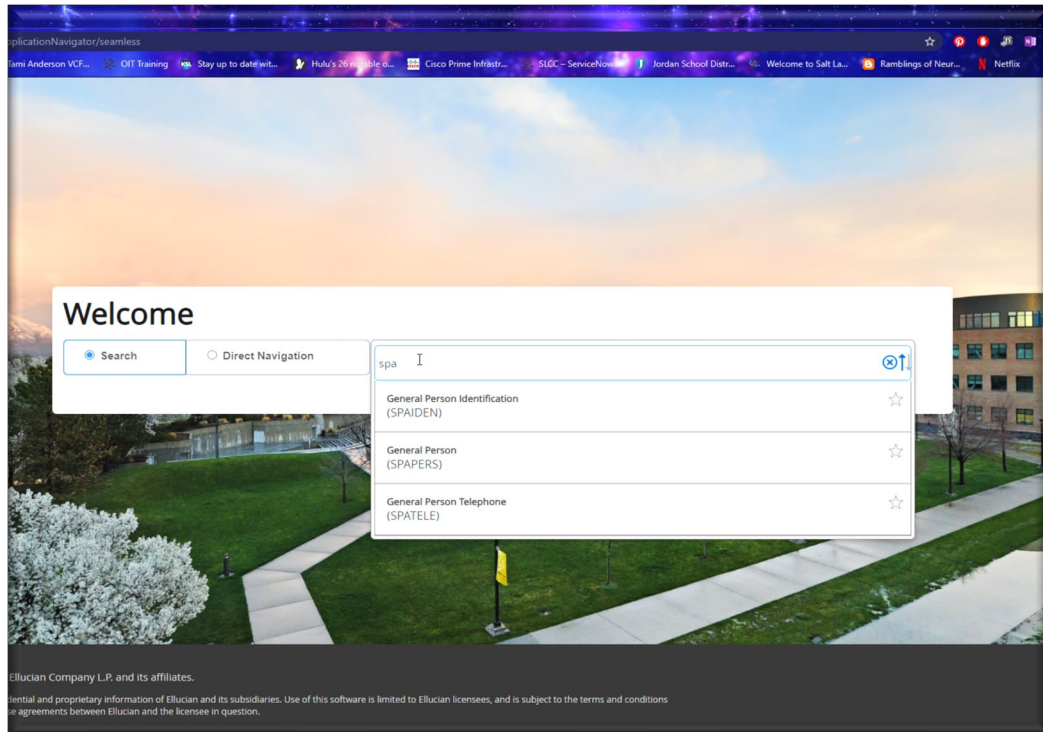


SEARCH OPTIONS



SEARCH

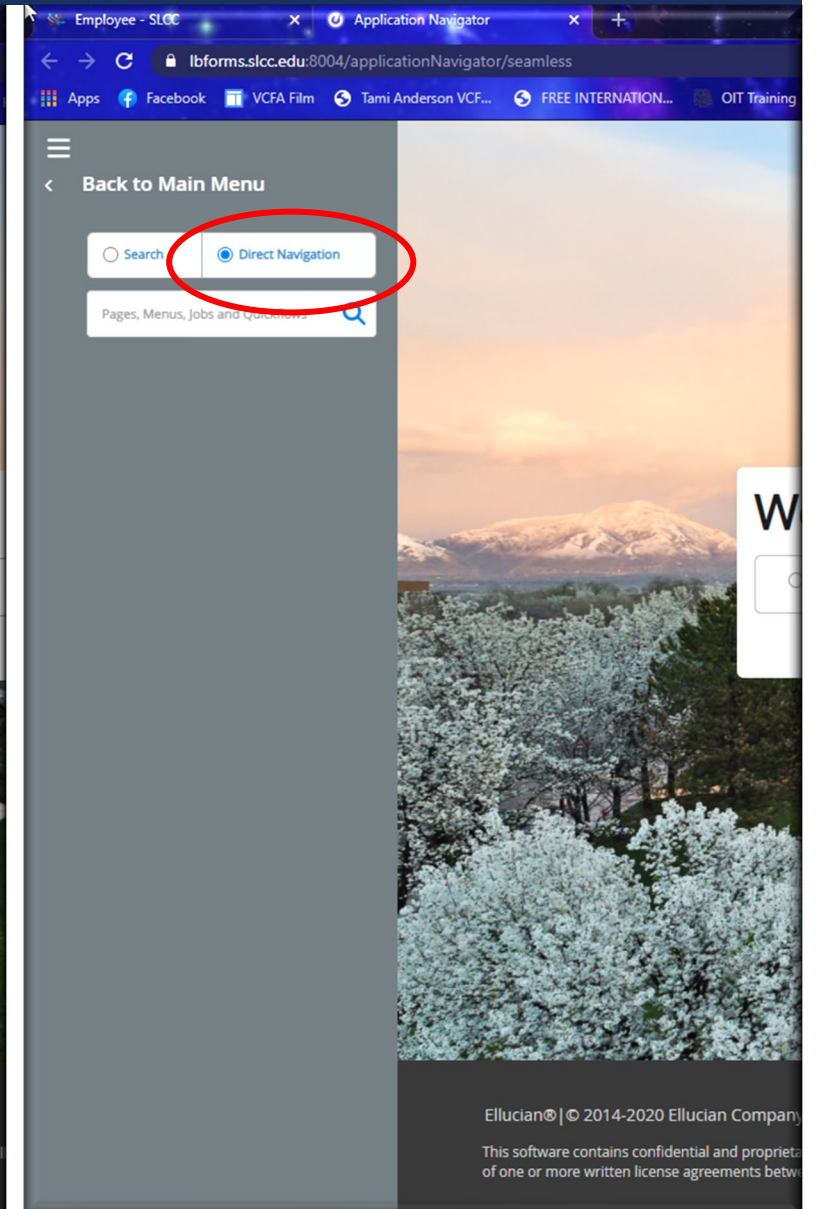
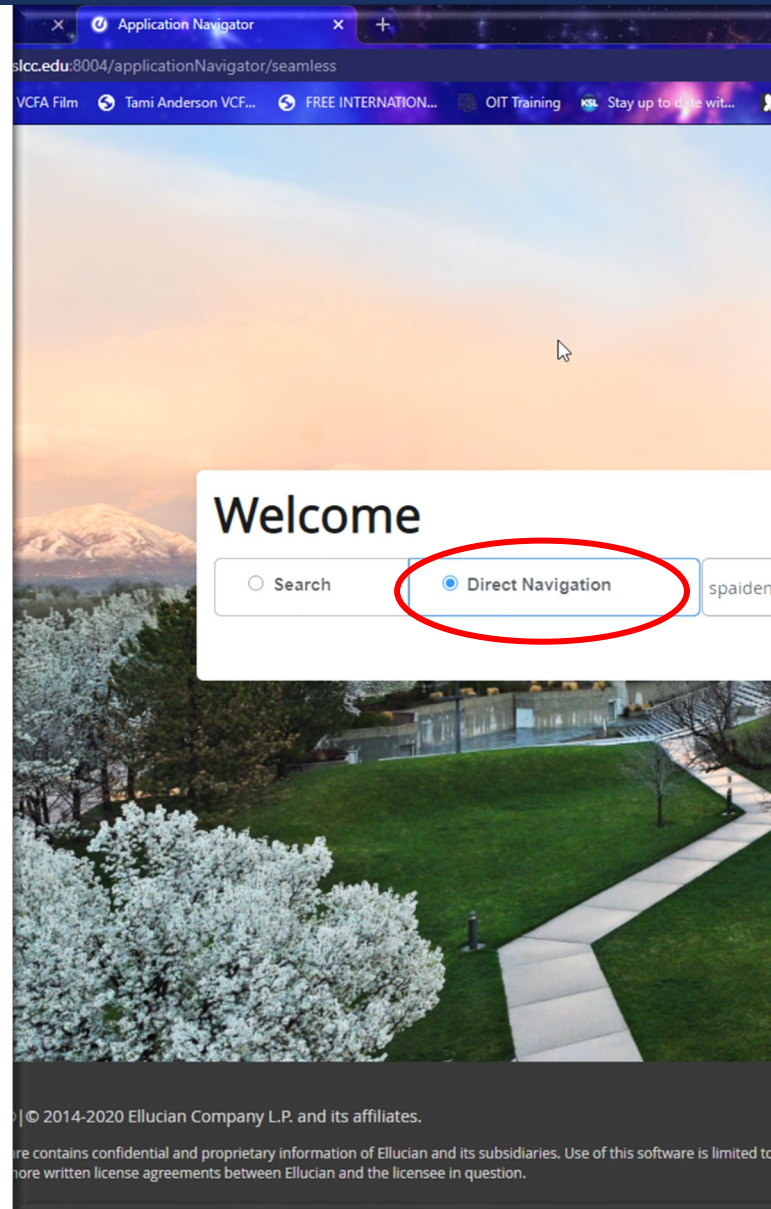
Search allows you to search part of a name and it brings up all options that start with the same letters.



SEARCH OPTIONS



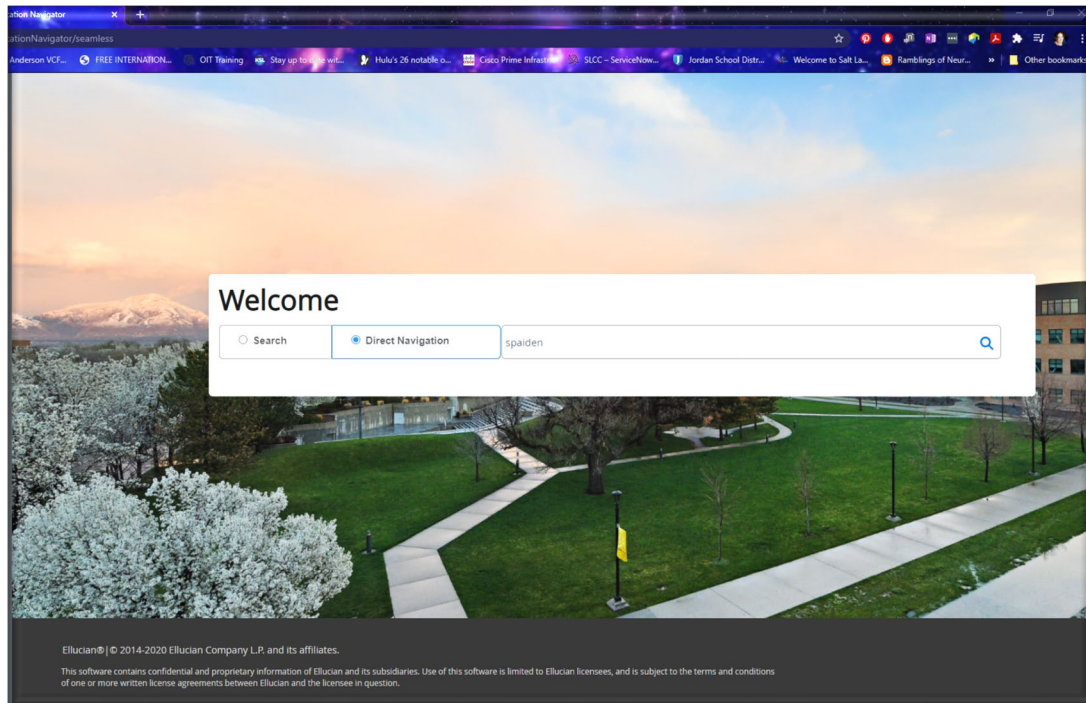
DIRECT NAVIGATION



SEARCH OPTIONS



DIRECT NAVIGATION



Direct Navigation requires you type the name of the form exactly.

SEARCH OPTIONS



QUERY WILDCARDS

Used to represent a value
or string of unknown values

Two symbols are used:

% (percent) – represents a string of
unknown values

_ (underscore) – represents a single
unknown value

Examples:

✓ **sal%** - Starts with “sal” or is “sal”

✓ **Hans_n** - Hansen where spelling could be
“sen”, “son”, etc.

☰

< Back to Main Menu

☒ Search ☐ Direct Navigation

fgl

No Results Found

☰

< Back to Main Menu

☒ Search ☐ Direct Navigation

fg%

8 results sorted ascending

SEARCH OPTIONS
◆◆◆
QUERY
WILDCARDS

☰

ellucian Person Search SOAIDEN 9.3.12 (SLCC)

PERSON SEARCH

Basic Filter Advanced Filter

ID Last Name First Name

Hans_n Nath%

ID	Last Name	First Name

1 of 1 10 Per Page

Click on the "..."

an General Person Identification SPAIDEN 9

ID: ... +

Option List

[Person Search](#)

[Non-Person Search](#)

[Alternate ID Search](#)

Cancel

ALTERNATE SEARCH

Allow you to search if you don't know specific information, different pages have different search option

ellucian Person Search SOAIDEN 9.3.12 (SLCC)

PERSON SEARCH

Basic Filter Advanced Filter

ID Last Name First Name Middle Name Change Indicator Add Another Field ...

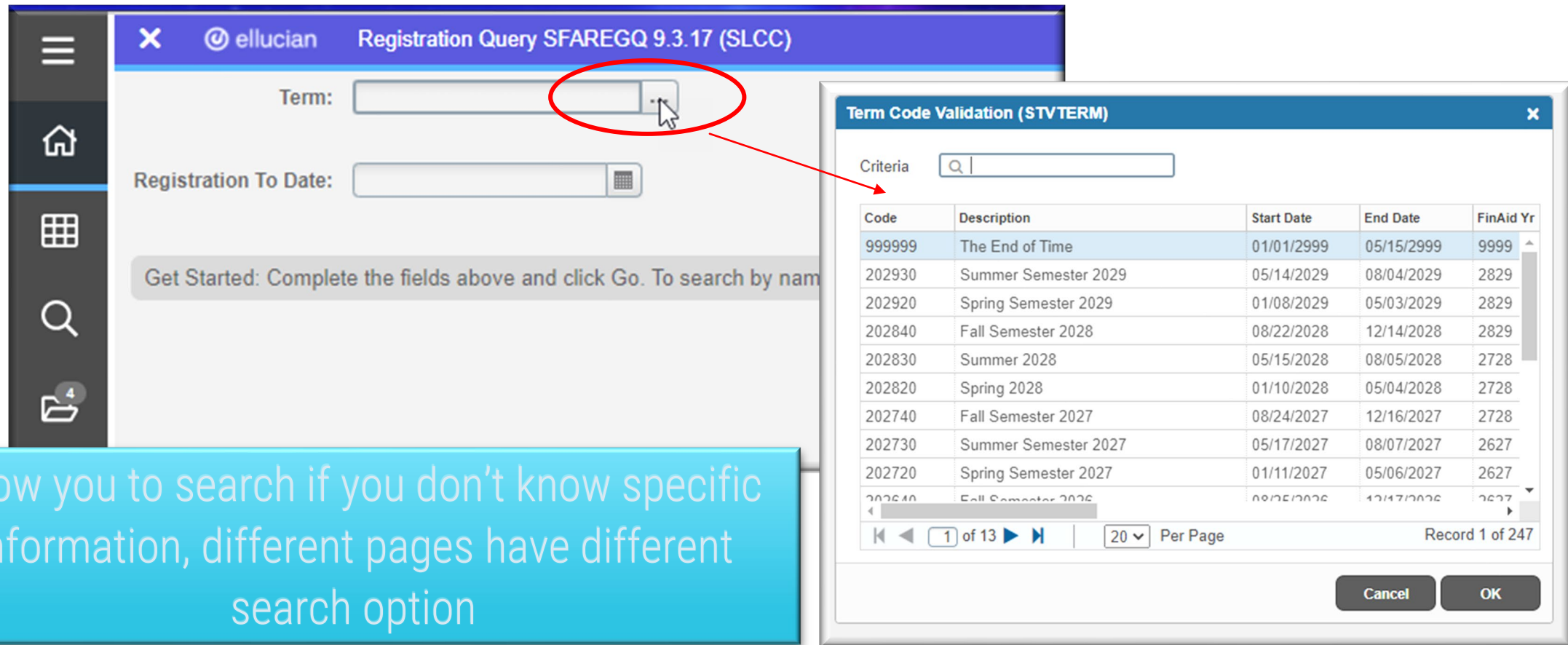
1 of 1

10 Per Page

☒ Case Insensitive Query ☐ Case Sensitive Query

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix
----	-----------	------------	-------------	------------	------------------	--------	--------

ALTERNATE SEARCH



Term:

Registration To Date:

Get Started: Complete the fields above and click Go. To search by name

Term Code Validation (STVTERM)

Criteria

Code	Description	Start Date	End Date	FinAid Yr
999999	The End of Time	01/01/2999	05/15/2999	9999
202930	Summer Semester 2029	05/14/2029	08/04/2029	2829
202920	Spring Semester 2029	01/08/2029	05/03/2029	2829
202840	Fall Semester 2028	08/22/2028	12/14/2028	2829
202830	Summer 2028	05/15/2028	08/05/2028	2728
202820	Spring 2028	01/10/2028	05/04/2028	2728
202740	Fall Semester 2027	08/24/2027	12/16/2027	2728
202730	Summer Semester 2027	05/17/2027	08/07/2027	2627
202720	Spring Semester 2027	01/11/2027	05/06/2027	2627
202640	Fall Semester 2026	08/25/2026	12/17/2026	2627

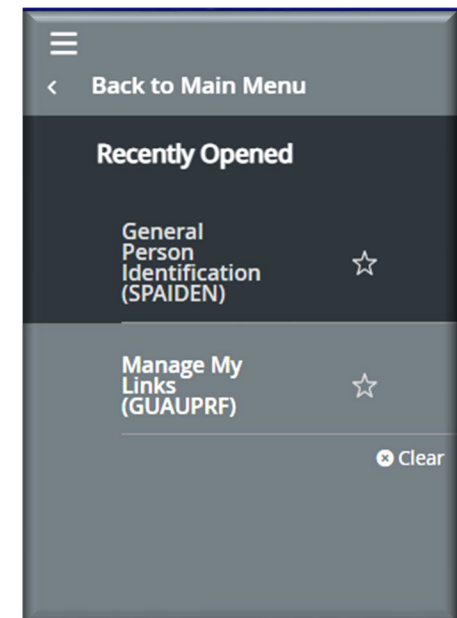
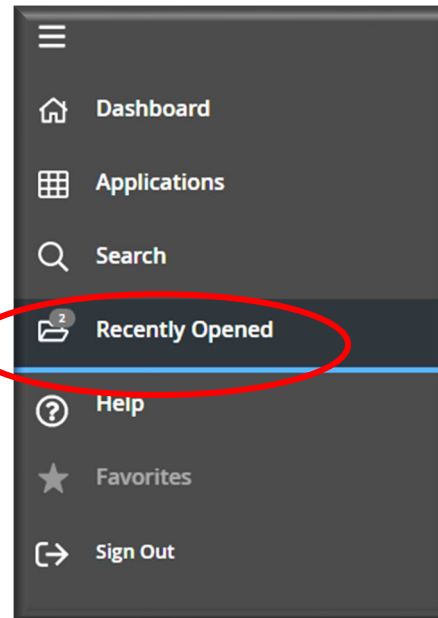
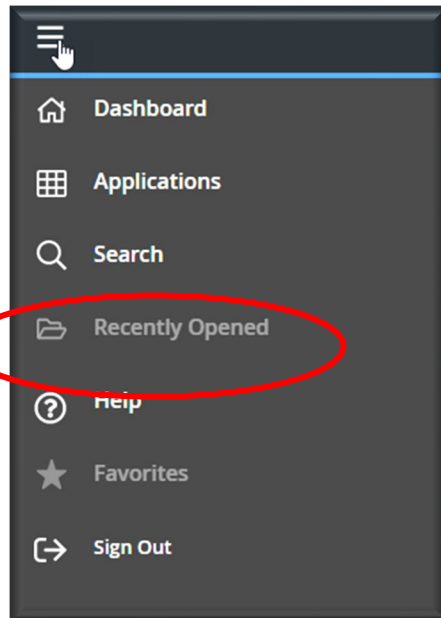
1 of 13 | 20 Per Page | Record 1 of 247

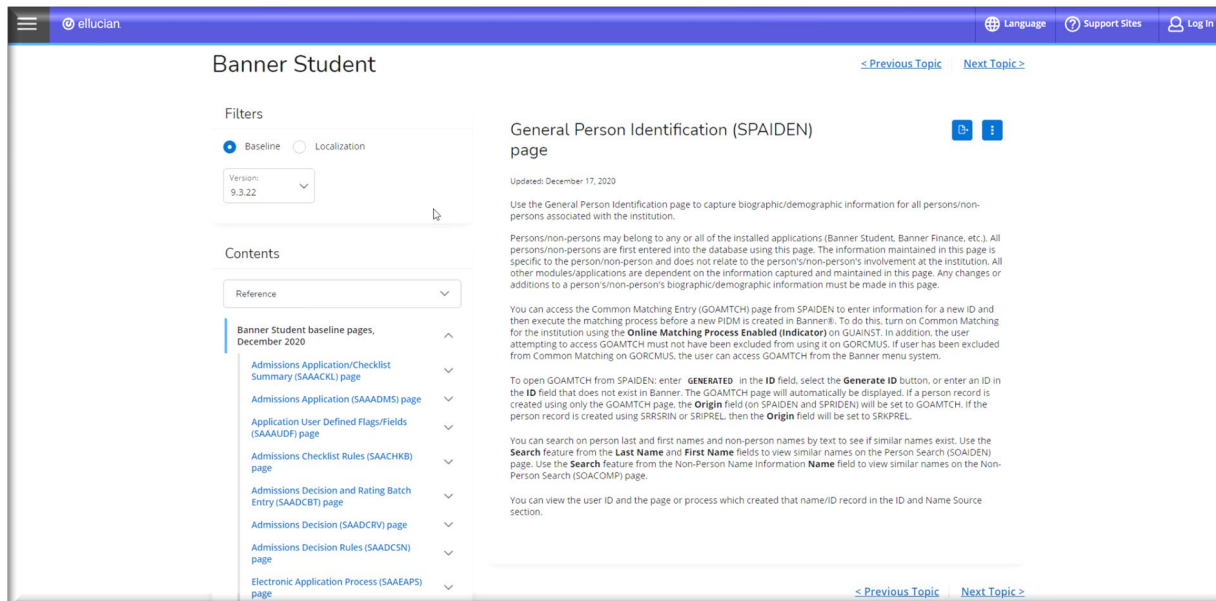
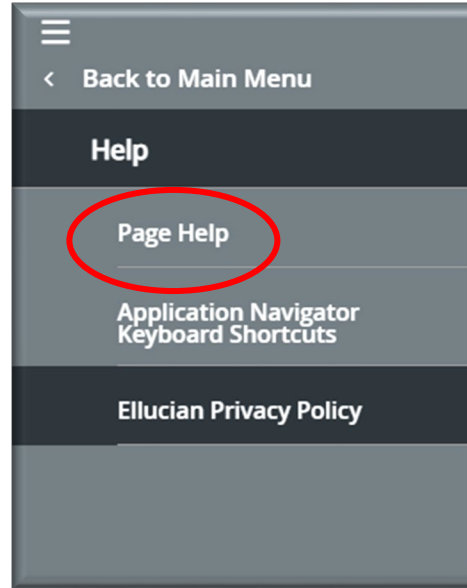
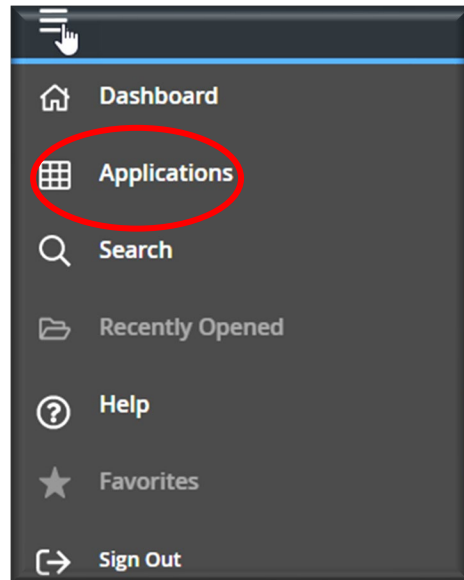
Cancel OK

Allow you to search if you don't know specific information, different pages have different search option

RECENTLY OPENED

Recently opened tracks all forms for a session and clears after logging out.

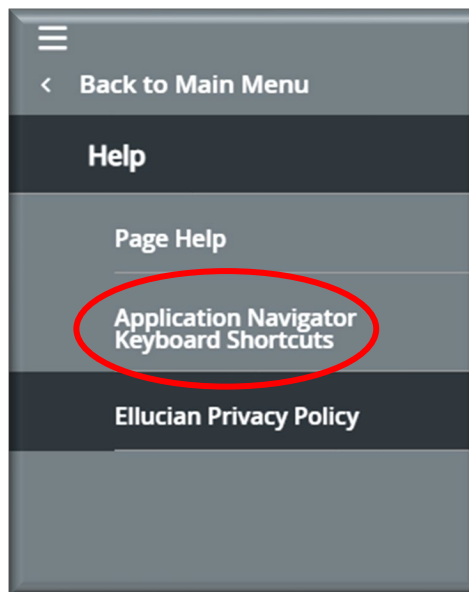
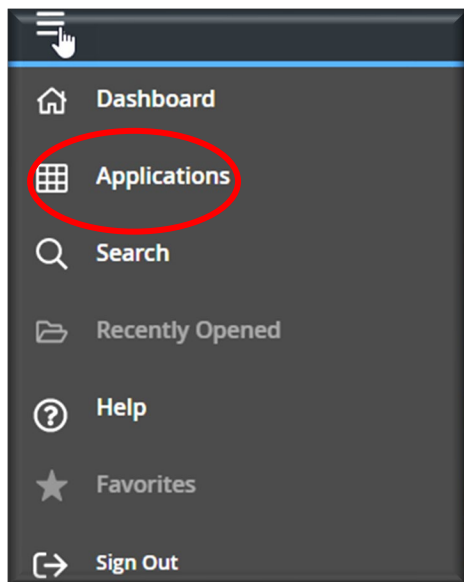




HELP ◆◆◆ FORM SPECIFIC HELP

Form specific help will give you specific information about whatever form you are on.

YOU MUST BE ON THE PAGE
FOR IT TO WORK!



HELP

KEYBOARD SHORTCUTS

Application Navigator Keyboard Shortcuts	
Display Applications	CTRL+M
Display Recently Opened	CTRL+Y
Display Dashboard	CTRL+SHIFT+X
Display Favorites	CTRL+D
Edit Favorites	CTRL+SHIFT+O
Help	CTRL+SHIFT+L
Search	CTRL+SHIFT+Y
Sign Out	CTRL+SHIFT+F

Function	Key stroke
Next field/Item	Tab
Previous field/Item	Shift - Tab
Up	Up arrow
Down	Down arrow
Previous page up	Page up
Next page down	Page down
First page	CTRL + Home
Last page	Ctrl + End
Page tab 1, page tab 2	Ctrl + Shift +1, Ctrl + Shift +2, ...
Edit	Ctrl + E
Choose/Submit/ Action	Return/Enter
List of values	F9
Cancel page, Exit, Close current page, Cancel search or query	Ctrl + Q

PAGE NAVIGATION

FORM NAME

The screenshot shows the ellucian General Person Identification SPAIDEN 9.3.18 (SLCC) interface. The top navigation bar includes a close button (X), the ellucian logo, the title 'General Person Identification SPAIDEN 9.3.18 (SLCC)', and action buttons: ADD, RETRIEVE, RELATED, and TOOLS. A 'Go' button is located on the right side of the top bar. Below the top bar, a message states: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.' The main content area features an 'ID:' field with a dropdown arrow and a plus sign. A blue callout box labeled 'Alternate Search Options' points to this field. An 'Option List' dialog box is open, showing three search options: 'Person Search' (highlighted), 'Non-Person Search', and 'Alternate ID Search'. A 'Cancel' button is at the bottom right of the dialog. A blue callout box labeled 'Click "go" to search' points to the 'Go' button in the top bar. On the left side, a vertical menu bar contains icons for home, list, search, print, help, star, and a person icon. A blue callout box labeled 'MENU' points to this menu bar. The bottom status bar shows 'EDIT', 'Record: 1/1', 'KEY_BLOCK_ID [1]', and copyright information: '©2000 - 2021 Ellucian. All rights reserved.' The ellucian logo is in the bottom right corner.

Alternate
Search
Options

Click "go"
to search

MENU

PAGE NAVIGATION

Different forms have
different layouts

This screenshot shows the 'General Person Identification SPAIDEN 9.3.18 (SLCC)' form. The interface includes a sidebar with navigation icons (hamburger menu, home, grid, search, and help) and a top header bar with the ellucian logo and title. The main content area features an 'ID:' input field with a dropdown arrow and a '+' icon. To the right of the input field are buttons for 'RETRIEVE', 'RELATED', 'TOOLS', and a tab indicator '1'. A 'Go' button is located at the bottom right. A grey instruction bar at the bottom states: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

This screenshot shows the 'Registration Query SFAREGQ 9.3.17 (SLCC)' form. The sidebar and header are consistent with the previous form. The main content area contains several input fields: 'Term:' with a dropdown arrow, 'Registration From:' with a date picker icon, 'Registration To Date:' with a date picker icon, 'Date' (text label), and 'ID:' with a dropdown arrow. Buttons for 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a tab indicator '1' are in the top right. A 'Go' button is at the bottom right. The grey instruction bar at the bottom is identical to the first form.

This screenshot shows the 'Organization Budget Status FGIBDST 9.3.6 (SLCC)' form. The sidebar and header are consistent. The main content area is more complex, with fields on both sides. On the left: 'Chart: *' with a dropdown arrow, 'Index:' with a dropdown arrow, 'Include Revenue:' with a checked checkbox, 'Accounts' section, 'Organization:' with a dropdown arrow, 'Program:' with a dropdown arrow, 'Account Type:' with a dropdown arrow, and 'Location:' with a dropdown arrow. On the right: 'Fiscal Year: *' with a dropdown arrow, 'Query Specific: *' with an unchecked checkbox, 'Account' section, 'Commit Type:' with a dropdown menu showing 'Both', 'Fund:' with a dropdown arrow, 'Account:' with a dropdown arrow, and 'Activity:' with a dropdown arrow. Buttons for 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a tab indicator '1' are in the top right. A 'Go' button is at the bottom right. The grey instruction bar at the bottom is identical to the previous forms.

FORM NAVIGATION

Menu options:
Tools and Related

Tab
options

Start Over sends
you back to the
search page

Tab navigation

The screenshot displays the 'General Person Identification SPAIDEN 9.3.18 (SLCC)' web form. The interface includes a top navigation bar with tabs: 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical', 'E-mail', 'Emergency Contact', and 'Additional Identification'. The 'Current Identification' tab is active. Below the tabs, the form is divided into sections: 'IDENTIFICATION' (with an ID field), 'PERSON' (with fields for Last Name, First Name, Middle Name, Prefix, Suffix, Preferred First Name, and Full Legal Name), 'NON-PERSON' (with a Name field), and 'ID AND NAME SOURCE' (with fields for Last Update, Origin, Original Creation, User, and Create Date). A 'Start Over' button is located in the top right corner. A 'SAVE' button is in the bottom right corner. The bottom status bar shows 'Activity Date 05/06/2019 08:49:29 AM' and 'Activity User CBLAKE10'. Red arrows point from the 'Menu options: Tools and Related' box to the 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' icons in the top right. Another red arrow points from the 'Start Over' button to the 'Start Over sends you back to the search page' box. A third red arrow points from the 'Tab options' box to the 'Current Identification' tab. A fourth red arrow points from the 'Tab navigation' box to the bottom status bar.

TAB NAVIGATION

Application Navigator | Sign In | Sign In

lbforms.slcc.edu:8004/applicationNavigator/seamless

Apps | Facebook | VCFA Film | Tami Anderson VCF... | OIT Training | Stay up to date wit... | Hulu's 26 notable o... | Cisco Prime Infrastr... | SLCC - ServiceNow... | Jordan School Distr... | Welcome to Salt La... | Ramblings of Neur... | Netflix | Other bookmarks

ellucian | General Person Identification SPAIDEN 9.3.18 (SLCC)

ID: Anderson, Tamara J. [Start Over]

Current Identification | Alternate Identification | **Address** | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

ADDRESS INFORMATION

From Date: 02/04/2014 | To Date: | County: 49035 Salt Lake | Telephone Type: CA Campus

Address Type: CA Campus | Sequence Number: 2 | Nation: | Area Code: | Phone Number: | Extension: | Inactivate Address: | Source: EAPP | Delivery Point: | Correction Digit: |

Street Line 1: Hlpdsk | Street Line 2: | Street Line 3: | City: Salt Lake City | State or Province: UT Utah | ZIP or Postal Code: 84123

1 of 17 | 1 Per Page | Record 1 of 17

click here to navigate
on specific tab

TOOLS AND RELATED TOOLS

ADD RETRIEVE RELATED TOOLS

Search

ACTIONS

- Refresh F5
- Export Shift+F1
- Print Screenshot Ctrl+Alt+P
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties
- Display ID Image
- Exit Quickflow
- About Banner

OPTIONS

- Current Identification
- Alternate Identification
- Address
- Telephone
- Biographical
- E-mail
- Emergency Contact
- Additional Identification

BANNER DOCUMENT MANAGEMENT

- Retrieve Documents Alt+R

SAVE

RETRIEVE RELATED TOOLS 1

Search

ACTIONS

- Refresh F5
- Export Shift+F1
- Print Screenshot Ctrl+Alt+P
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties
- Display ID Image
- Exit Quickflow
- About Banner

OPTIONS

- Cooperative Education Form (SGACOP)

BANNER DOCUMENT MANAGEMENT

- Retrieve Documents Alt+R
- Count Matched Documents
- Add Documents >

PAGE LAYOUT

- Expanded
- ✓ Compact

PAGE SETTINGS

- Restore Default Settings Ctrl+Shift+Z

Under Tools, **ACTIONS** are the same on any form.

OPTIONS are FORM or TAB specific

TOOLS AND RELATED



RELATED

Tools and related options are
FORM specific and TAB specific

ADD RETRIEVE RELATED TOOLS

Q Search

System Data Summary [GUASYST]

This screenshot shows the 'RELATED' tab selected in a software interface. The tab bar at the top includes 'ADD', 'RETRIEVE', 'RELATED' (which is highlighted with a mouse cursor), and 'TOOLS'. Below the tab bar is a search bar with a magnifying glass icon and the text 'Search'. The main content area displays a single item: 'System Data Summary [GUASYST]'.

RETRIEVE RELATED TOOLS

Q Search

Appointments and Contacts [SOAAPPT]

System Data Summary [GUASYST]

Common Matchings [GOAMTCH]

This screenshot shows the 'RELATED' tab selected in a software interface. The tab bar at the top includes 'RETRIEVE', 'RELATED' (which is highlighted with a mouse cursor), and 'TOOLS'. Below the tab bar is a search bar with a magnifying glass icon and the text 'Search'. The main content area displays three items: 'Appointments and Contacts [SOAAPPT]', 'System Data Summary [GUASYST]', and 'Common Matchings [GOAMTCH]'.

RETRIEVE RELATED TOOLS 1

Q Search

IDs, Names and Addresses [SPAIDEN]

Email Addresses [GOAEMAL]

Application Questions and Answers [SAAQUAN]

Student Mail [SUAMAIL]

Bio/Demo Information [SPAPERS]

Person Comment [SPACMNT]

Student Holds [SOAHOLD]

Test Information [SOATEST]

High School Information [SOAHSCH]

Prior College Information [SOAPCOL]

Guardian Information [SOAFOLK]

Citizenship and Visa Information [GOAINTL]

Summary Student Information [SGASTDQ]

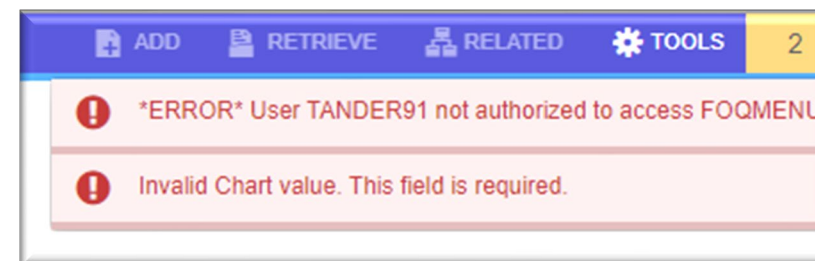
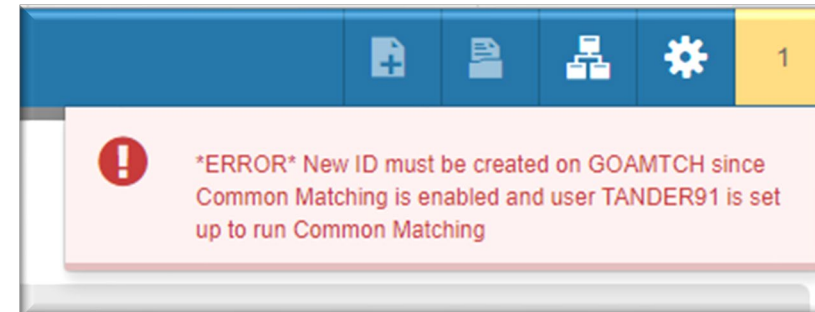
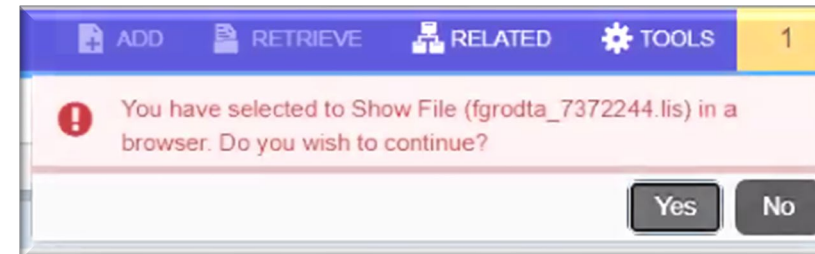
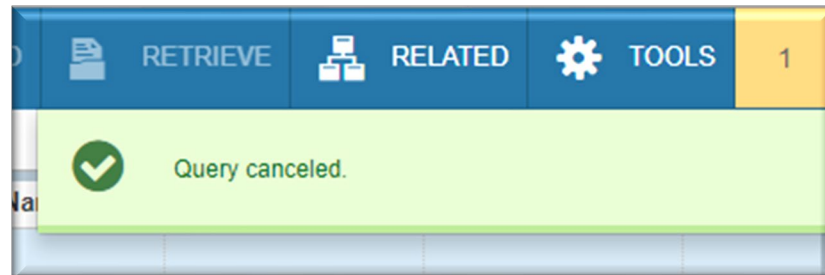
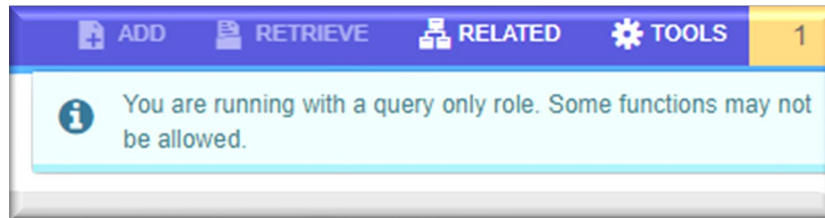
Appointments and Contacts [SOAAPPT]

System Data Summary [GUASYST]

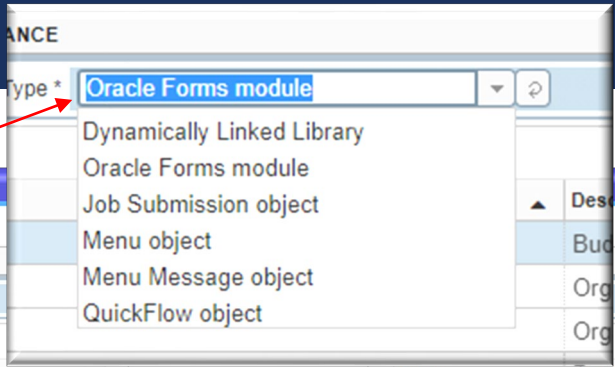
Telephones [SPATELE]

This screenshot shows the 'RELATED' tab selected in a software interface. The tab bar at the top includes 'RETRIEVE', 'RELATED' (which is highlighted with a mouse cursor), 'TOOLS', and a yellow tab labeled '1'. Below the tab bar is a search bar with a magnifying glass icon and the text 'Search'. The main content area displays a list of twelve items: 'IDs, Names and Addresses [SPAIDEN]', 'Email Addresses [GOAEMAL]', 'Application Questions and Answers [SAAQUAN]', 'Student Mail [SUAMAIL]', 'Bio/Demo Information [SPAPERS]', 'Person Comment [SPACMNT]', 'Student Holds [SOAHOLD]', 'Test Information [SOATEST]', 'High School Information [SOAHSCH]', 'Prior College Information [SOAPCOL]', 'Guardian Information [SOAFOLK]', 'Citizenship and Visa Information [GOAINTL]', 'Summary Student Information [SGASTDQ]', 'Appointments and Contacts [SOAAPPT]', 'System Data Summary [GUASYST]', and 'Telephones [SPATELE]'.

AUTO HINT MESSAGES



CUSTOMIZE MY BANNER



ellucian My Banner Maintenance GUAPMNU 9.3.14 (SLCC)

Personal Menu: TANDER91

MENU MAINTENANCE

Type * Oracle Forms module

Object *	Description *
FGIBAVL	Budget Availability Status
FGIBDST	Organization Budget Status
FGIBSUM	Organization Budget Summary
FGIENCD	Detail Encumbrance Activity
FGIGLAC	General Ledger Activity
FGITBAL	General Ledger Trial Balance
FGITRND	Detail Transaction Activity
GJAJOB	Process Maintenance
GJAJPRF	Job Submission Profile Maintenance
GJAPCTL	Process Submission Controls
GJARSLT	Process Results
GJIREVD	Delete Saved Output
GJIREVO	Saved Output Review
GJRJPRM	Job Parameter Set Rules
GLAEXTR	Population Selection Extract Data
GLISLCT	Population Selection Inquiry
GLRAPPL	Application Definition Rules
GLRSLCT	Population Selection Definition Rules
GLRVRBL	Variable Rules Definitions

Insert Selection
Remove Selection
Insert All
Remove All

Object	Description
SFAREGQ	Registration Query
GOATPAC	Third Party Access
SOAIDEN	Person Search
SAAADMS	Admissions Application
SFASTCA	Student Course Registration Audit
GUASYST	System Identification
SIINST	Faculty/Advisor Information
SIAASGQ	Faculty Schedule Query
FGIBAVL	Budget Availability Status
SPAIDEN	General Person Identification
GOATPAD	Third Party Access Audit
SOAHOLD	Hold Information

Record 1 of 62

Record 9 of 12

Go to
GUAPMNU

SAVING

ellucian Person Search SOAIDEN 9.3.12 (SLCC)

PERSON SEARCH

Basic Filter Advanced Filter

ID Last Name First Name Middle Name Change Indicator Add Another Field ...

Clear All Go

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	Name Type
	Hans_n							

Record 1 of 1

Case Insensitive Query Case Sensitive Query

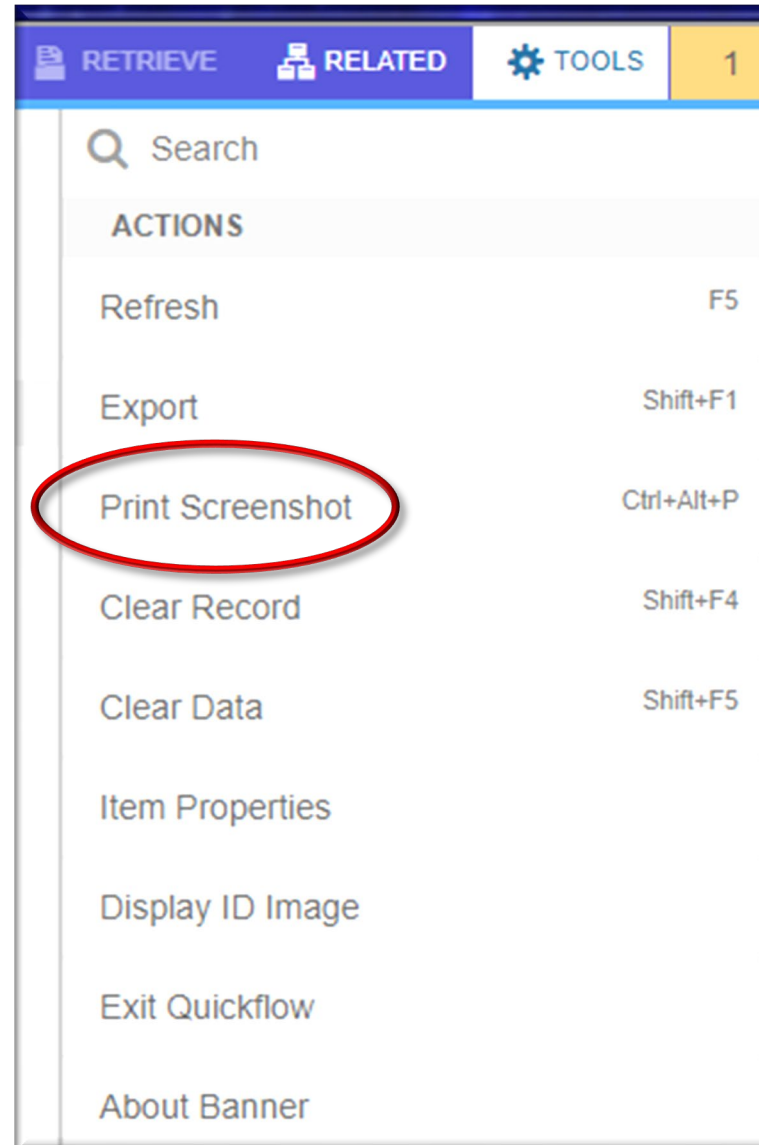
CANCEL SELECT

SAVE

Saves all changes to a form, block, or field to the database since the last save.

Depending on the form, there is also Cancel / Select on the bottom.

PRINTING





QUESTIONS?



Banner General

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Function	Key stroke
Next field/Item	Tab
Previous field/Item	Shift - Tab
Up	Up arrow
Down	Down arrow
Previous page up	Page up
Next page down	Page down
First page	CTRL + Home
Last page	Ctrl + End
Page tab 1, page tab 2	Ctrl + Shift +1, Ctrl + Shift +2, ...
Edit	Ctrl + E
Choose/Submit/ Action	Return/Enter
List of values	F9
Cancel page, Exit, Close current page, Cancel search or query	Ctrl + Q

Function	Key stroke
Save	F10
Clear One Record	Shift + F4
Delete Record	Shift + F6
Duplicate Selected Record	F4
Insert/Create Record	F6
Clear All in Section	Shift + F5
Open Menu Directly	Ctrl + M
Next Section	Alt + Page down
Previous	Section Alt + Page up
Duplicate Item	F3
Clear Page/Start over	F5
Search/Open Filter Query	F7
Execute Filter Query	F8

Function	Key stroke
Export	Shift + F1
Print	Ctrl + P
Refresh/Rollback	F5
Change MEP Context	Alt + Shift + C
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
More Information	Ctrl + Shift + U
Application Navigator Display Open items	Ctrl + Y
Application Navigator Search	Ctrl + Shift + Y
Application Navigator Help	Ctrl + Shift + L
Application Navigator Sign Out	Ctrl + Shift + F
Copy	Ctrl + C
Cut	Ctrl + X

Banner General

Navigating Banner Quick Reference Guide



Function	Key stroke
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z
Cancel action	Esc
Select on a Called page	Alt + S
Retrieve BDM Documents	Alt + R
Add BDM Documents	Alt + A
Submit Workflow	Alt + W
Release Workflow	Alt + Q

APPENDIX D – BANNER FORM NAMING MATRIX

Each Banner Form has a unique **Name** and **Description**. The **Form Name** contains 7 letters. The following matrix is used to determine the form name and aid the user in identifying the purpose and/or description of a form.

1st Letter Identifies the Primary System owning the form.	A Advancement	K Work Management	T Accounts Receivable
	B Property Tax	L Occupational Tax/License	U Utilities
	C Courts	N Position Control	V Voice Response
	D Cash Drawer	O Customer Contact	X Records Indexing
	E XtenderSolutions	P HR/Payroll/Personnel	W Reserved for client applications that co-exist with Banner. Y Z
	F Finance	Q Electronic Work Queue	
	G General	R Financial Aid	
	I Information Access	S Student	

2nd Letter Identifies the Module owning the form.	Advancement (A)	Financial Aid (R)	HR/Payroll/Personnel (P) Position Control (N)
	A Advancement	B Budgeting	A Application
	D Designation	C Record Creation	B Budget
	E Event Management	E Electronic Data Exchange	C COBRA
	F Campaign	F Funds Management	D Benefit/Deduction
	G Pledge and Gift/Pledge Payment	H History and Transcripts	E Employee
		J Student Employment	H Time Reporting/History
	L Label	L Logging	O Overall
	M Prospect Management	N Need Analysis	P General Person
	O Organization	O Common Functions	R Electronic Approvals
	P Constituent/Person	P Packaging & Disbursements	S Security
	S Solicitor Organization	R Requirements Tracking	T Validation/Rule Table
	T Validation Form/Table	S Student System Shared Data	U Utility
	U Utility	T Validation Form/Table	V Reserved
	V Reserved	U Utility	X Tax Administration
	X Expected Matching Gift	V Reserved	
	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 Electronic Data Interchange	O Overall	F Registration/Fee Assessment
	F Fixed Assets	P Purge	G General Student
	G General Ledger	S Security	H Grades/Academic History
	I Investment Management	T Validation Form/Table	I Faculty Load
	N Endowment Management	U Utility	K Reserved – SCT International, UK
	O Operations	V Reserved	L location Management
	P Purchasing/Procurement	X Cross Product	M CAPP
	R Research Accounting	Accounts Receivable	O Overall
	S Stores Inventory	F Finance Accounts Receivable	P person
	T Validation Form/Table	G General Accounts Receivable	R Recruiting

	U Utility	O Overall	S Schedule
	V Reserved	R Research Accounting	T Validation Form/Table
	X Archive Purge	S Student Accounts Receivable	U Utility
	Info. Access/Kiosk (I)	T Validation Form/Table	V Reserved – Can. Solution Ctr.
	R	U Utility	XtenderSolutions (E)
	S Student	V Reserved – Can. Solutions Ctr.	T Validation Form/Table
			X XtenderSolutions
	All Products		
	W Reserved for client forms or modules used within a Banner application X (character in Letter 1 position does not equal W, Y, or Z) Z		

3rd Letter Identifies the Type of form.	Advancement (A)	Financial Aid (R)	HR/Payroll/Personnel (P)
	A Application Form	A Application Form	A Application Form
	B Base Table	B Base Table	B Base Table
	C Called/List Form	I Inquiry Form	Batch COBOL process
	I Inquiry Form	P Process/Report	I Inquiry Form
	P Process/Report	R Rule Table Repeating Rules Table Report	P Process/Report
	R Repeating Rules Table		R Rule Table Repeating Rules Table Report/Process
	T Temporary Table		
	V Validation Form View	T Temporary Table	V Validation Form/Table View
		V Validation Form/Table View	
	Finance (F)	General (G)	Student (S)
	A Application Form	A Application Form	A Application Form
	B Base Table	B Base Table Batch COBOL process	B Base Table
	I Inquiry Form		I Inquiry Form
	M Maintenance Form	I Inquiry Form	P Process
	Q Query Form	O Online COBOL Process	Q Query Form
	R Rule Table Repeating Rules Table Report/Process	Q Query Form	R Rule Table Repeating Rules Table Report/Process
		R Rule Table Repeating Rules Table Report/Process	
	V Validation Form/Table View	T General Maintenance Temporary Table	V Validation Form/Table View
	Accounts Receivable (T)		Information Access/Kiosk (I)
	A Application Form	V Validation Form/Table View	R Report
	I Inquiry Form		
	P Process		XtenderSolutions (E)
	Q Query Form		A Application Form
	R Report		V Validation Form/Table
	V Validation Form/Table		

4th, 5th, 6th, and 7th letters: Abbreviation of the form's purpose or function.

Example: Below are 3 Forms and their structure:

SPAIDEN		GJRRPTS		FPIREQN	
S	Student	G	General	F	Finance
P	Person	J	Job Submission	P	Procurement
A	Application Form	R	Report/Process	I	Inquiry Form
IDEN	Identification	RPTS	Reports	REQN	Requisition Query

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