

# FORM NAMING CONVENTIONS

Banner forms contain 7 letters which identify the form. Understanding the naming convention of the forms is key to familiarizing yourself with and identifying forms that you will be accessing.

F G I TRND = Finance, General Ledger, Inquiry, Transaction Detail  
| | |  
1 2 3 4-7

Position 1 identifies the primary system owning the screen, report, job or table.

A = Advancement	F = Finance
G = General	N = Position Control
P = HR/Payroll/Personnel	R = Financial Aid
S = Student	T = Accounts Receivable

Position 2 identifies the module (within the system) owning the screen, report, job or table.

A = Accounts Payable	B = Budget Development
F = Fixed Assets	G = General Ledger
O = Operation	P = Purchasing
R = Research (Grants)	T = Validation form/table

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

A = Application form	B = Base table
I = Inquiry form	M = Maintenance form
Q = Query form	V = Validation form/table view
R = Rule table or repeating table or report	

Position 4 – 7 uniquely identifies the screen, report, job or table. Below are a few examples of how the last four positions are used:

DOCH – Document history	BDSR – Budget summary
DOCR – Document retrieval	CHKH – Check history
DBST – Budget status	GLAC – General ledger activity
TRND – Transaction detail	ACCI – Account index