Naming Conventions

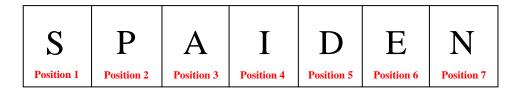|	
Introduction	Each form has a specific 7-position code. Look for the code on the title bar in each form.

Example	SPAIDEN is the code used to identify the General Person Identification Form in the SCT Banner Student product.

S	P	A	I	D	E	N
Position 1	**Position 2**	**Position 3**	**Position 4**	**Position 5**	**Position 6**	**Position 7**

Position 1	• Position 1 of the code identifies the Banner product owning the form, report, process or table. • The most common products are Advancement, Finance, Financial Aid, General and Student.

Position 1 codes The table contains the codes for various SCT Banner products.

Letter	Product
A	Advancement
B	Property Tax
C	Courts
D	Cash Drawer
F	Finance
G	General
K	Work Management
L	Occupational Tax and License
N	Position Control
O	Customer Contact
P	Human Resources/Payroll
Q	Electronic Work Queue
R	Financial Aid
S	Student (shared)
T	Accounts Receivable
U	Utilities
V	Voice Response
X	Records Indexing
W, Y, Z	Reserved for Client Applications

Naming Conventions, Continued

Position 2
- Position 2 identifies the product owning the form, report, process or table.
- Codes are unique to the product identified in position 1.

Position 2: General

Use the table as a guide to the second position for SCT Banner General.

Letter	Owner
E	Event Management
J	Job Submission
L	Letter Generation
O	Overall
P	Purge
S	Security
T	Validation Form/Table
U	Utility
X	Cross Product

Position 2: Advancement

Use the table as a guide to the second position for SCT Banner Advancement.

Letter	Owner
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 Organization
T	Validation Form/Table
U	Utility
X	Expected Matching Gift

Naming Conventions, Continued

Position 2:	Use the table as a guide to the second position for SCT Banner Finance.
Finance	

Letter	Owner
A	Accounts Payable
B	Budget Development
C	Cost Accounting
E	Electronic Data Interchange
F	Fixed Assets
G	General Ledger
I	Investment Management
O	Operations
P	Purchasing/Procurement
R	Research Accounting
S	Stores Inventory
T	Validation Form/Table
U	Utility
X	Archive/Purge

Position 2: Use the table as a guide to the second position for SCT Banner Financial Aid.
Financial Aid

Letter	Owner
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

Naming Conventions, Continued

Position 2: Human Resources	Use the table as a guide to the second position for SCT Banner Human Resources.

Letter	Owner
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
X	Tax Administration

Position 2: Student	Use the table as a guide to the second position for SCT Banner Student.

Letter	Owner
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
L	Location Management
M	CAPP
O	Overall
P	Person
R	Recruiting
S	Schedule
T	Validation Form/Table
U	Utility

Naming Conventions, Continued

Position 3
- Position 3 identifies the type of form, report, process or table.
- Codes are the same for all Banner products.

Letter	Form/Process Type
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, and 7
- These positions are unique four-character codes for the form, report, process or table.
- These are some examples of four-character names.

Four-Character Code	Name
***IDEN	Identification
***PINC	Position Incumbent
***STDN	Student Relation
***PERS	Person