



# Banner2000 Basic Navigation Help Card

## Naming Conventions

Example:  
General Person  
Identification  
Form:

**SPAIDEN**

### POSITION 1

Identifies the system owning the form, report, process, or table.

- A Alumni Development
- B Property Tax
- C Courts
- D Cash Drawer
- F Finance
- G General
- I Information Access
- K Work Management
- L Occupational Tax & License
- N Position Control
- O Customer Contact
- P HR/Payroll/Personnel
- Q Electronic Work Queue
- R Financial Aid
- S Student
- T Accounts Receivable
- U Utilities
- V Voice Response
- X Records Indexing
- W Reserved for client**
- Y applications that co-exist with Banner2000**
- Z

### POSITION 2

Identifies the module owning the form, report, process, or table.

#### Financial Aid (R)

- B Budgeting
- C Record Creation
- E EDE
- F Funds Management
- H History and Transcripts
- J Student Employment
- L Logging
- N Need Analysis
- O Common Functions
- P Packaging & Disbursements
- R Requirements Tracking
- S Stud Sys Shared Data
- T Validation Form/Table
- U Utility

#### HR/Pay/Personnel (P)

#### Position Control (N)

- 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

#### Account & Receivable (T)

- F Finance Accounts Receivable
- G General Accounts Receivable
- O Overall
- S Student Accounts Receivable
- T Validation form /table
- U Utility

### Finance (F)

- 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

### Student (S)

- 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 Intl.-LK
- L Location Management
- M CAPP
- O Overall
- P Person
- R Recruiting
- S Schedule
- T Validation form/table
- U Utility

### General (G)

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

### Information Access (I)

- S Student
- R Financial Aid

### POSITION 3

Identifies the type of form, report, process, or table.

#### Financial Aid (R)

- A Application form
- B Base table
- I Inquiry form
- P Process/report
- R Rule table
- Repeating table
- Report
- T Temporary table
- V Validation form/table, View

#### HR/Payroll/Personnel (P)

#### Position Control (N)

- 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

#### Account Receivable (T)

- A Application form
- I Inquiry form
- P Process
- Q Query
- R Report
- V Validation form/table

### Finance (F)

- 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

### Student (S)

- 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

### General (G)

- 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
- V Validation form/table, View

### Information Access (I)

- R Report

### Positions 4, 5, 6, & 7

Identifies the unique, four-character name for the form, report, process, or table.