

# Banner Naming Conventions for Reports, Processes, & Forms

Each object for a report or table in Banner has a unique seven character name. The first three letters in each name give you basic information about the object. The last four positions provide a unique identifier for the format or table. Below is description of what each position means.

## Position 1

The letter in Position 1 tells you which Banner system owns the format or table. For example, formats that start with the letter **F** is part of the Banner Finance system. A format that starts with the letter **S** is part of the Banner Student system.

## Position 2

The letter in Position 2 determines which mode in particular Banner system owns the format or table. For example, formats that start with the letters **FP** are part of the Purchasing mode in the F

## Position 3

## Positions 4, 5, 6, 7

The letters in Positions 4, 5, 6, and 7 identify the format report or table.

### Example:

#### G U A IDEN

G Generality  
A Application  
DEN Identification Format

#### F O I DOCH

F Finance  
O Operations  
DOC Document

Below is a table that shows the meaning of the **first three letters** in each Banner format report and table.

A Admittance

A Membership

A Application Format

D Designation

B Base Table

E Event Management

C Catalog List Format

F Campaign

INquiry Format

G Pledge Gift Pledge Party

P Process Report

L Lease

R Repeating Resources

M Prospect Management

Temporary Table

O Organization

Identification Format

P Constituent Person

Locator Organization

Identification Format

Entity

Reserved Configuration Control

X Expected Matching Gift

B Property	None	None
C Co. Its	None	None
D Cash Dr er	None	None
E Xtender o. tions	id tion For. e X Xtender o. tions	
F Finance	A Acco. Its P y e B Budget De e op. ent C Cost Acco. tting E Electronic D t nterch nge F Fi ed Assets G Gener Ledger n est. ent M n ge. ent N Endo. ent M n ge. ent O Oper tions P Purch sing Proc. e. ent R Rese rch Acco. tting tores n entory id tion For. e tity Reser ed. C n. o. tion Ctr X Archi e P. rge	A Applic tion For. e B B se. e nq. ty For. e M M nten nce For. e Q Q. ry For. e R Re. e. e Repe ting Re. es. e Report id tion For. e
G Gener	E E ent M n ge. ent o. ssion L Letter Gener tion O O er P P. rge ec. rity id tion for. t. e tity Reser ed. C n. o. tion Ctr X Cross prod. ct	A Applic tion For. e B B se. e B tch COBOL process nq. ty For. e O On ine COBOL Process Q Q. ry For. e R Re. e. e Repe ting Re. es. e Report e. pory e id tion For. e
Information Access	R Financi Aid t. dent	R
or M n ge. ent	None	None
L Occup tion License	None	None
O C. sto. er Cont ct	None	None
N Position Contro P RP yro Personne	A Applic tion B Budget C COBRA D Benefit Ded. ctions E E. poyee i. e Reporting istory O O er P Gener Ledger R Electronic Appro s ec. rity id tion For. e tity Reser ed. C n. o. tion Ctr X Ad. nistr tion	A Applic tion For. e B B se. e B tch COBOL process nq. ty For. e P Process R Re. e. e Repe ting Re. es. e Report id tion For. e
Q Electronic or Q. e. e	None	None



R Financial Aid

B Budgeting

C Record Creation

E Electronic Data Exchange

F Funds Management  
History Transcripts

A Application Form

B Base Fee

U Inquiry Form

P Process Report

R Refund Fee