

What are Banner Forms?

Financial information for Banner funds, orgs and transactions are returned in Internet Native Banner (INB) on Banner Forms. Each form allows the user to view specific information and perform specific tasks.

Let's begin with some information you'll need to know in order to navigate and understand the information presented on Banner Finance Forms.

What's in a Name?

- Banner uses a 7 character name for all forms, tables and processes. This naming convention helps organize hundreds of forms and processes in logical order determined by character position. At first, the names can seem odd or hard to remember, but once you understand the naming conventions, the Banner form acronyms will become second nature.
- Each position (character) of the Banner Form name represents a system, module or identifies the purpose of the form. Let's look at an example.

Banner Finance form **FGIDOCR** = **F**inance, **G**eneral Ledger, **I**nquiry, **D**ocument **R**etrieval form.

Position 1, **F for Finance**, identifies the primary Banner system. Other system identifiers include:

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

What's in a Name?

Banner form **FGIDOCR**:

Position 2, **G for General Ledger**, identifies the module within the system. Other Finance modules include:

A=Accounts Payable	O=Operations
B=Budget Development	P=Purchasing
C=Cost Accounting	R=Research Accounting

Position 3, **I for Inquiry**, identifies the type of form, report, job or table. Other types of forms include:

A=Application	Q=Query
B=Base Table	R=Rule Table
M=Maintenance	V=Validation

Positions 4-7, **DOCR for Document Retrieval**, are an abbreviation of the form's description name. Other examples of form names include:

IDEN=Identification	ENCB=Encumbrance	DOCH=Document History
BDSR=Budget Summary	GITD=Grant Inception to date	BDST=Budget Status
DOCR=Document Retrieval	CHKH=Check History	GLAC=General Ledger Activity