



Banner Naming Conventions

The naming convention for form names follows a set of guidelines unique to each position number and module in which it resides in Banner. The following table contains the codes for various Banner products and will help in decoding form names. There are 7 seven position numbers in a name.

Example: Form Name T S I C S R V
Position # 1 2 3 4 5 6 7

Position 1

1. Identifies the *primary system* owning the form, report, job, or table.

P# 1	Identifies the primary system
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	Payroll
Q	Electronic Work Queue
R	Financial Aid
S	Student
T	Accounts Receivable/Bursar
U	Utilities
V	Voice Response
X	Records Indexing
W, Y, Z	Reserved for Client Applications

Position 2

- Identifies the *application module* owning the form, report, process, or table.
- Unique to the product identified in position 1.

P# 2	General (G)	P# 2	Financial Aid (R)
E	Event Management	B	Budgeting
J	Job Submissions	C	Record Creation
L	Letter Generation	E	Electronic Data Exchange
O	Overall	F	Funds Management
P	Purge	H	History and Transcripts
S	Security	J	Student Employment
T	Validation Form/Table	L	Logging
U	Utility	N	Need Analysis
X	Cross Product	O	Common Functions
P# 2	Accounts Receivable (T)	P	Packaging and Disbursing
F	Financial Accounts Receivable	R	Requirements Tracking
G	General Accounts Receivable	S	Student System Shared Data
O	Overall	T	Validation Form/Table
S	Student Accounts Receivable	U	Utility
T	Validation Form/Table	V	Reserved
U	Utility	W,Y,Z	Reserved for Client Applications

P# 2	Student (S)	P# 2	Finance
A	Admissions	B	Budgeting
C	Catalog	C	Record Creation
E	Support Services	E	Electronic Data Exchange
F	Registration/Fee Assessment	F	Funds Management
G	General Student	H	History and Transcripts
H	Grades/Academic History	J	Student Employment
I	Faculty Load	L	Logging
K	Reserved	N	Need Analysis
L	Location Management	O	Common Functions
M	CAPP	P	Packaging and Disbursing
O	Overall	R	Requirements Tracking
P	Person	S	Student System Shared Data
R	Recruiting	T	Validation Form/Table
S	Schedule	U	Utility
T	Validation Form/Table	V	Reserved
U	Utility	W,Y,Z	Reserved for Client Applications

Position 3

- Identifies the *type* of form, report, job, or table.

P# 3 General (G)		P# 3 Financial Aid (R)	
A	Application	A	Application
B	Base Table Batch COBOL Process	B	Base Table
I	Inquiry Form	I	Inquiry Form
O	Online COBOL Process	P	Process/Report
Q	Query Form	R	Rule Table, Repeating Table, Report
T	General Maintenance/Temp Table	T	Temporary Table
V	Validation Form/Table	V	Validation Form/Table
P# 3 Accounts Receivable (T)		P# 3 Student (S)	
A	Application Form	A	Application Form
I	Inquiry Form	B	Base Table
P	Process Form	I	Inquiry Form
Q	Query Form	P	Process Form
R	Report	Q	Query Form
V	Validation Form/Table View	R	Rule Table, Repeating Table, Report
P# 3 Information Access		P# 3	
R	Report		

Position 4, 5, 6, and 7 TSICSRV

- Uniquely* identifies the form, report, job, or table.

SPAIDEN	TSICSRV
S Student	T Accounts Receivable
P Person	S Student Acct Receivable
A Application Form	I Inquiry
IDEN Identification Form	CSRV Customer Service Review

Example of TSICSRV



Campus AR Forms

You can view account information on several forms. Your security allows inquiry access or update access to the forms.

AR Forms used by Campus	
Form Description	Form Name
Post transactions to multiple accounts by detail code, amount, term; Need access to this form for ability to use the transaction AIRS ARload process.	TSAMASS
Review TSAMASS session; need to input session user, session number 0; hit save, next block. Review for accuracy of entry; totals	TGACREV
Look up account activity, holds, lists last term registered, query by any field needed (term, detail code, effective etc.)	TSICSRV
Account Detail Review form: Reviews transactions posted; NSF, authorized aid, shows the feed document # for each transactions	TSAAREV
Shows current account status by charges, credits, memos by term	TSIQACT
Shows address on account and last update	TUIADDR

- b. In the **Session Detail Selection** information, enter the **Category** code of your department **XXX** and **Next Block** to access the Cashier Session Summary information.
- c. Balance transactions totals by detail code. Totals are available by selecting **Display Totals** from the **Options** menu.
- d. If there is a discrepancy, select **Next Block** to access the Cashier Session Details window and view the details. If an error is found, the user can go to the Account Detail Form (**TSADETL**) for the account ID number, the source code is a T and make the adjusting entry on **TSAMASS** or contact bursar office for credit correction.
- e. The session needs to be in balance, the totals on the Cashier Session Review form **TGACREV** match the transactions entered on **TSAMASS** with departmental documentation.



TSIQACT – Account Inquiry by Term (charges, credits, and FA memos)

TSIQACT

TSIQACT form is used to review the transactions on a student’s account by **term**. Transactions are displayed as current term, this will NOT provide an account balance total; this is only term based information.

This form is dependent upon existing student account transactions on the following form:

- TSADETL** Student Account Detail Form
- TSAAREV** Account Detail Review Form

Key Block Term Information

File Edit Options Block Item Record Query Tools Help

Student Payment Detail Query TSIQACT 8.2 (TEST) (OSU)

ID: A115 Maria

Term: 201620

Current Term Charges							
Detail Code	Description	Term	Amount	Balance	Transaction Number	Source	Effective Date
XUDS	Conversion Dining	201620	34.66	34.66	4	X	01-MAY-2016
XMGU	Conversion Misc General Univ	201620	22.45	22.45	2	X	01-MAY-2016
XALX	Conversion Misc Charges	201620	129.77	129.77	1	X	01-MAY-2016

Current Term Credits								
Detail Code	Description	Term	Aid Year	Amount	Balance	Transaction Number	Source	Effective Date
XPMT	Conversion Payments	201620		95.22	-95.22	3	X	01-MAY-2016

Memo Items							
Detail Code	Description	Term	Aid Year	Amount	Transaction Number	Source	Effective Date

Current Charges	Current Credits	Memo Items	Current Term Authorized Aid
186.88	95.22	.00	.00

Scrollbar is activated. More Data Available



TUIADDR – Address List

TUIADDR

TUIADDR stores address information. Any active and current address always sorts to the top of the list. An address is considered active based on two criteria: the **Inactive Address** box is unchecked or the **To Date** field is blank or has a date which has not yet arrived. Person ID's (accounts) are only allowed one active address record for a given **Address Type**. A Non-person record can have multiple address records of the same address type.

When an address change occurs, the current record is NOT over-written but date ended and a new record with the new address is started. This allows tracking address history. Students and Employees are able to change their address via Student Self-Service. The telephone number is associated with the address if applicable.

The screenshot shows the TUIADDR software interface for editing an address record. The window title is "Address List TUIADDR 8.4.3 (TEST) (OSU)". The main form is titled "Address" and contains the following fields:

- ID:** A115 (dropdown), Maria (text)
- From Date:** 18-NOV-2014 (calendar icon)
- To Date:** (calendar icon)
- Address Type:** MA (dropdown), Mailing (text)
- Sequence Number:** 2 (text)
- Street Line 1:** 1318 County Road (text)
- Street Line 2:** (text)
- Street Line 3:** (text)
- City:** Eureka Springs (text)
- State or Province:** AR (dropdown), Arkansas (text)
- ZIP or Postal Code:** 72632 (text)
- County:** (dropdown)
- Nation:** (dropdown)
- Telephone Type:** MA (dropdown), Mailing/Home (text)
- Country Code:** (text)
- Area Code:** (text)
- Phone Number:** (text)
- Extension:** (text)
- Inactivate Address:** (checkbox)
- Source:** (dropdown)
- Delivery Point:** (text)
- Correction Digit:** (text)
- Carrier Route:** (text)
- Last Update:**
 - User:** CONVERSION (text)
 - Activity Date:** 07-OCT-2015 (text)