What are Banner Pages?

Financial information for Banner funds, orgs and transactions are returned
on Banner pages. Each page 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 9 Finance pages.

What’s in a Name?

 Banner uses a 7 character name for all pages, tables and processes. This naming convention
 helps organize hundreds of pages 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 page acronyms will become second nature.

 Each position (character) of the Banner page page represents a system, module or identifies the
 purpose of the page. Let’s look at an example.

Banner Finance page FGIDOCR = Finance, General Ledger, Inquiry, Document Retrieval.

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 page 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 page, report, job or table. Other types of pages 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 page’s description name. Other examples of page 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