

## Data Standards

Version Number 1

Updated 3/10/11



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# Introduction

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## Overview

This manual identifies Data Standards held within the HR/Finance System.

## Intended Audience

Everyone

# Glossary

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## Abbreviations

- A - AES and/or Alumni
- B - BHSU
- C - Central paragraphs, repositories, rules, etc
- D - DSU
- E - Reserved for future use
- F - USDSU and/or Finance
- G - General
- H - SDSD
- I - Do not use
- J - unused
- K - unused
- L - unused
- M - SDSMT
- N - NSU and/or Position Control
- O - Do not use
- P - CUC and/or HR/Payroll/Personnel
- Q - SSM
- R - BOR and/or Fin Aid
- S - SDSU and/or Student
- T - Accounts Receivable
- U - USD
- V - SDSBVI and/or Voice Response
- W - WRHEC
- X - CES
- Y - unused
- Z - SD defined forms, fields, RIS Technical Support, etc

## Rule, Validation, Maintenance Forms

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### Name and Address Data Standards

NAME AND ADDRESS DATA STANDARDS (Adapted from *Name and Address Data Entry Standards* written by Nancy Koehler, Wittenberg University.)

USPS Postal Abbreviation Standards can be viewed at [http://www.usps.com/ncsc/lookups/usps\\_abbreviations.htm](http://www.usps.com/ncsc/lookups/usps_abbreviations.htm). These are the standard abbreviations. Their use is defined in the SCT/Banner System documentation.

The purpose of name and address data standards is to create some continuity between each institution and the different modules in SCT/Banner.

#### *Data Standard Rules for United States Addresses*

- A. Do not use punctuation in any address. The postal sorting computers cannot read punctuation.
- B. SD will use the 911 addresses when available. The 911 address is the proper mailing address provided by your local postal carrier. It contains a physical street address rather than a RR or HC. The use of this mailing address will ensure proper delivery of parcels to the recipient. If not available, always abbreviate the following Rural/Post Office Box Addressing:
  - Rural Route                      RR 3 Box 10
  - Highway Contract Route      HC 2 Box 10
  - Post Office Box                PO Box 184
- C. The following standard abbreviations of certain Directionals, Secondary Address Unit Indicators and Street Designators can be used when entering addresses:

#### **Directionals:**

|                |                |
|----------------|----------------|
| East – E       | South – S      |
| North – N      | Southeast – SE |
| Northeast – NE | Southwest – SW |
| Northwest – NW | West – W       |

#### **Secondary Address Unit Indicators:**

|                   |             |
|-------------------|-------------|
| Apartment – Apt   | Floor – Fl  |
| Building – Bldg   | Room – Rm   |
| Department – Dept | Suite – Ste |

#### **Street Designators (Suffixes):**

|              |             |                  |
|--------------|-------------|------------------|
| Alley – Aly  | Bayou – Byu | Bottom – Btm     |
| Annex – Anx  | Beach – Bch | Boulevard – Blvd |
| Arcade – Arc | Bend – Bnd  | Branch – Br      |
| Avenue – Ave | Bluff – Blf | Bridge – Brg     |

|                 |                |                  |
|-----------------|----------------|------------------|
| Brook – Brk     | Heights – Hts  | Rest – Rst       |
| Burg – Bg       | Highway – Hwy  | Ridge – Rdg      |
| Bypass – Byp    | Hill – Hl      | River – Riv      |
| Camp – Cp       | Hills – Hls    | Road – Rd        |
| Canyon – Cyn    | Hollow – Holw  | Row – Row        |
| Cape – Cpe      | Inlet – Inlt   | Run – Run        |
| Causeway –      | Island – Is    | Shoal – Shl      |
| Cswy            | Islands – Iss  | Shoals – Shls    |
| Center – Ctr    | Isle – Isle    | Shore – Shr      |
| Circle – Cir    | Junction – Jct | Shores – Shrs    |
| Cliffs – Clfs   | Key – Ky       | Spring – Spg     |
| Club – Clb      | Knolls – Knls  | Springs – Spgs   |
| Corner – Cor    | Lake – Lk      | Spur – Spur      |
| Corners – Cors  | Lakes – Lks    | Square – Sq      |
| Course – Crse   | Landing – Lndg | Station – Sta    |
| Court – Ct      | Lane – Ln      | Stravenue – Stra |
| Courts – Cts    | Light – Lgt    | Stream – Strm    |
| Cove – Cv       | Loaf – Lf      | Street – St      |
| Creek – Crk     | Locks – Lcks   | Summit – Smt     |
| Crescent – Cres | Lodge – Ldg    | Terrace – Ter    |
| Crossing – Xing | Loop – Loop    | Trace – Trce     |
| Dale – Dl       | Mall – Mall    | Track – Trak     |
| Dam – Dm        | Manor – Mnr    | Trail – Trl      |
| Divide – Dv     | Meadows –      | Trailer – Trlr   |
| Drive – Dr      | Mdws           | Tunnel – Tunl    |
| Estates – Est   | Mill – Ml      | Turnpike – Tpkc  |
| Expressway –    | Mills – Mls    | Union – Un       |
| Expy            | Mission – Msn  | Valley – Vly     |
| Extension – Ext | Mount – Mt     | Viaduct – Via    |
| Fall – Fall     | Mountain – Mtn | View – Vw        |
| Falls – Fls     | Neck – Nck     | Village – Vlg    |
| Ferry – Fry     | Orchard – Orch | Ville – Vl       |
| Field – Fld     | Oval – Oval    | Vista – Vis      |
| Fields – FlDs   | Park – Park    | Walk – Walk      |
| Flats – Flt     | Parkway – Pky  | Way – Way        |
| Ford – Frd      | Pass – Pass    | Wells – Wls      |
| Forest – Frst   | Path – Path    |                  |
| Forge – Frg     | Pike – Pike    |                  |
| Fork – Frk      | Pines – Pnes   |                  |
| Forks – Frks    | Place – Pl     |                  |
| Fort – Ft       | Plain – Pln    |                  |
| Freeway – Fwy   | Plains – Plns  |                  |
| Gardens – Gdns  | Plaza – Plz    |                  |
| Gateway – Gtwy  | Point – Pt     |                  |
| Glen – Gln      | Port – Prt     |                  |
| Green – Grn     | Prairie – Pr   |                  |
| Grove – Grv     | Radial – Radl  |                  |
| Harbor – Hbr    | Ranch – Rnch   |                  |
| Haven – Hvn     | Rapids – Rpds  |                  |

- D. When the address will not fit into the maximum characters, abbreviate from right to left until it will fit. EX: 32 Kensington Expressway North Apartment 135 → 32 Kensington Expressway North Apt 135 → 32 Kensington Expressway N Apt 135 → 32 Kensington Expy N Apt 135.

**\*\*NOTE:** Use your best judgment when abbreviating an address. Try to avoid excessive abbreviating. Keep an address if it still looks formal and not too choppy.

- E. Always use the nine-digit zip code if available.
- F. Enter the Apt or Lot # on the same line as the street address.  
For example,

414 East Clark Apt 4

NOT

414 East Clark  
Apt 4

***Data Standard Rules for Foreign Addresses***

**Note:** Per Postal Regulations, the full address should be typed or legibly written in English and should be placed lengthwise on one side of the item whether it is an address label or envelope. An address in a foreign language is permitted if the names of the city, province and country are also indicated in English. The last line of the address block area must include only the complete country name (no abbreviations) written in uppercase letters. Following is the order of information for the destination address:

The following are examples of properly formatted delivery addresses:

|                   |                    |
|-------------------|--------------------|
| MS JOYCE BROWNING | MR JACQUES MOLIERE |
| 2045 ROYAL ROAD   | RUE DE CHAMPAIGN   |
| LONDON W1P 6HQ    | 076570 ST PAUL     |
| ENGLAND           | FRANCE             |

Regarding mail to Canada, the location of the country name and postal code are interchangeable with US Postal formatting; either one may be placed on the last line, with the other placed after the city and provincial name. Following are examples of destination addresses to Canada:

|                   |                   |
|-------------------|-------------------|
| MS HELEN SAUNDERS | MS HELEN SAUNDERS |
| 1010 CLEAR STREET | 1010 CLEAR STREET |
| OTTAWA ON K1A OB1 | OTTAWA ON CANADA  |
| CANADA            | K1A OB1           |

Following is the order of entering information for the destination address

**LINE 1: NAME OF ADDRESSEE**

- Name of student entered on NAE

**LINE 2: STREET ADDRESS**

- Enter on the Address field line 1 on ADR
- Do not enter the street address and box number on the same line.
  - SEVIS requires a physical address, not a box number

**LINE 3: CITY OR TOWN NAME, OTHER PRINCIPAL SUBDIVISION**

(i.e., PROVIDENCE, STATE, COUNTY, etc).

- Enter the city name in City and the state code in State on ADR.
- For countries besides Canada and Mexico, enter the province/state (if any) with the City and leave State blank.

**LINE 4: COUNTRY NAME (UPPERCASE LETTERS IN ENGLISH)**

- Enter the country code in the Country field on ADR.

***Data Standard Rules for Person Names***

**Prefix**

1. Prefixes will not be entered unless the individual has made a specific request, this field should be left blank in the merged environment
  - a. Examples include

**Last, First, Middle Name (Legal Name)**

1. Enter the name with upper/lower case mix
2. Names are to be entered into SCT/Banner with the punctuation and capitalization that the person provides. There will be no artificial name standards for the sake of the computer system.
3. If only an initial is used for a legal first or middle name, do not follow the initial with a “.”.



4. Apostrophes may be used in such names as O'Leary, O'Connor, etc.
5. The period is not used, not even in an abbreviation in a person's name.
6. Commas, the pound sign (#), and the percent sign (%) are never used.
7. Spaces are permitted if the legal spelling and format of the name includes spaces, but use only if requested.
8. Enter the middle initial if the FULL middle name will not fit in the middle name field. Then, if the full legal name (first, middle, last) will fit in the legal name field, enter the full name there.

#### Suffix

1. Use Suffix if it is documented (Application, Name Change Request).

When the name will not fit into the maximum characters, use the following:

1. The “,” between LAST and SUFFIX may be eliminated. EX: Jonathon W. Montgomery Jr.
2. The MIDDLE.INIT can be omitted. EX: Richard Peterson, Sr.
3. The SUFFIX (and MIDDLE.INIT) can be eliminated. EX: Christopher Stevenson
4. You may need to use FIRST.INIT and MIDDLE.INIT. EX: T. D. Reimenshneider

#### ***Data Standard Rules for Non-Person Names***

All information is to be entered using mixed case (standard combination of upper and lower case letters). Acronyms are an exception. See the acronym section below. Enter the vendor's name as supplied to you by the vendor.

Hyphens may be used to separate double names.

Spaces are permitted if the legal spelling and format of the name includes spaces.

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

The ampersand (&) can be used only when part of a formal name (e.g., Baltimore & Ohio Railroad). Use 'and' in all other cases.

Abbreviations for suffixes such as Inc, Corp, Co are allowed. Abbreviations should not be used in the legal name (except for suffixes) unless there is a space limitation. When the legal name will not fit into the maximum characters, abbreviate from right to left until it will fit Below is a list of standard abbreviations to use if there is a space limitation:

| <u>Abbreviation</u> | <u>Full Name</u>              |       |                              |
|---------------------|-------------------------------|-------|------------------------------|
| Acct                | Accounting/Accounts           | BH    | Black Hills                  |
| Admin               | Administration/Administrative | BHSU  | Black Hills State University |
| Agric               | Agriculture                   | BOR   | Board of Regents             |
| Amer                | America/Americas/American     | Bur   | Bureau                       |
| Assn                | Association                   | Chptr | Chapter                      |
| Assoc               | Associate/Associated          | Cncl  | Council                      |
|                     |                               | Cnty  | County                       |

|       |  |
|-------|--|
| Co    | Company                                      |
| Col   | College                                      |
| Coop  | Cooperative                                  |
| Corp  | Corporation                                  |
| Ctr   | Center                                       |
| Dev   | Development                                  |
| DSU   | Dakota State University                      |
| Dept  | Department                                   |
| Dist  | District                                     |
| Div   | Division                                     |
| Educ  | Education                                    |
| Env   | Environment                                  |
| Equip | Equipment                                    |
| Fed   | Federal                                      |
| Foun  | Foundation                                   |
| Govt  | Government                                   |
| Hosp  | Hospital                                     |
| Inc   | Incorporated                                 |
| Inst  | Institute                                    |
| Intl  | International                                |
| Lab   | Laboratory                                   |
| Ltd   | Limited                                      |
| Mfg   | Manufacturing                                |
| NSU   | Northern State University                    |
| Natl  | National                                     |
| Orgn  | Organization                                 |
| Pro   | Professional                                 |
| Publ  | Publishing                                   |
| RC    | Rapid City                                   |
| Rec   | Recreational                                 |
| Regl  | Regional                                     |
| SD    | South Dakota                                 |
| SDSMT | South Dakota School of Mines &<br>Technology |
| SDSU  | South Dakota State University                |
| SF    | Sioux Falls                                  |
| Serv  | Service                                      |
| Soc   | Society                                      |
| St    | State  |
| Syst  | System                                       |
| Univ  | University                                   |
| US    | United States                                |
| USD   | University of South Dakota                   |
| USDSU | USD/SDSU/DSU                                 |

Acronyms – Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SCT, and ITT).

### *Address Types*

1. BI – Billing
  - a. Used when creating a record that will be billed via SCT Banner
  - b. For Grant addresses, enter BI for Billing for agencies and agency contacts.
2. BU - Business
  - a. Used when creating a record with a business address
  - b. For Grant addresses, enter BU for Business for agencies and agency contacts.
3. IN – Institutional On Campus
  - a. For Finance related addresses, enter IN - institutional
  - b. For HR addresses, enter IN - Institutional
  - c. The Institutional address is utilized for the dual purpose of routing items on campus as well as to campus. This address should reflect the employee's actual working location. For example, if the employee is an extension agent located in Buffalo, the address would be Buffalo, SD. If the employee works in the Biology Department on a campus, the address will be the particular room and building he is working in.

The Employee Institutional address (address type of IN), will be structured in the following format:

Line 1: Building and Room Number  
Line 2: Department/Physical Location  
Line 3: Central Mailing where the Post office would mail if mailing to your campus.

Examples:

Line 1: Administration Building 301  
Line 2: Payroll - Box 2201  
Line 3: University Station

Line 1: Lowry Hall 106  
Line 2: Computing Services  
Line 3: 820 N Washington

The Student Institutional address (address type of IN), will be structured in the following format:

Eff Oct 2, 2006, the Student institutional address (address type of IN), would be structured in the following format:

Line 1: Department/Physical Location  
City, County & State populated (required)

No E-mail address populated

4. MA - Mailing
  - a. Used for postal mailing addresses such as PO Box
  - b. For HR addresses, enter MA Mailing
5. OF – Order From
6. PA – Parents
7. PR – Permanent
  - a. All users will have a permanent address unless the user refuses to provide any address information.
  - b. For HR addresses, enter PR Permanent
  - c. For Finance related addresses, enter PR – permanent
8. RT – Remit to
  - a. Used for Invoice/Credit Memos
9. SR – Student Refunds
  - a. Used for the Student Refunds Interface from Colleague to Banner
10. TE – Temporary
11. XX – Reserved for TGRFEED Use Only
  - a. Not used at this time

## Institution/Agency Identifier values

### Institution

The proposed alpha/numeric code that will be used to associate information with a specific university, special school, or Board office where appropriate. Institutions are defined by South Dakota Codified Law.

| Proposed Abbreviation | Proposed Description                                  | Proposed Inst # | Proposed Inst Code |
|-----------------------|---|-----------------|--------------------|
| SDSD                  | South Dakota School for the Deaf                      | 0               | H                  |
| BOR                   | South Dakota Board of Regents                         | 1               | R                  |
| USD                   | The University of South Dakota                        | 2               | U                  |
| SDSU                  | South Dakota State University                         | 3               | S                  |
| SDSMT                 | South Dakota School of Mines and Technology           | 4               | M                  |
| NSU                   | Northern State University                             | 5               | N                  |
| BHSU                  | Black Hills State University                          | 6               | B                  |
| DSU                   | Dakota State University                               | 8               | D                  |
| SDSBVI                | South Dakota School for the Blind & Visually Impaired | 9               | V                  |

## Agency

The proposed alpha code used to associate information with a specific agency of a Regental institution where appropriate. Usage will be approved by the HR/FIS steering committee. Agency is defined as those institutions that require additional reporting structure needs due to the state, Legislature, or BOR requirements necessitating reporting of FTE or Funding for a portion of an institution, or if there is a need to separate out due to multi-institutional reporting for delivery centers that occurs within a Regental institution. In example of the first prong of this definition would be SDSU, AES, and CES and in example of the second prong of this definition would be USD and USDSU. Agencies are defined by the BOR and must be approved prior to adding additional codes and descriptions.

| <b>Proposed Abbreviation</b> | <b>Proposed Description</b>          | <b>Proposed Agency #</b> | <b>Proposed Agency Code</b> |
|------------------------------|--------------------------------------|--------------------------|-----------------------------|
| AES                          | SDSU Agricultural Experiment Station | n/a                      | A                           |
| CES                          | SDSU Cooperative Extension Service   | n/a                      | X                           |
| CUC                          | Capital University Center            | n/a                      | P                           |
| SSM                          | USD Sanford School of Medicine       | n/a                      | Q                           |
| USDSU                        | USDSU                                | n/a                      | F                           |
| WRHEC                        | West River Higher Education Center   | n/a                      | W                           |

## **Naming Conventions in Banner/SCT forms**

SD will adopt the SCT naming convention in relation to Modules

- 1<sup>st</sup> character - Module
  - G – General – owned by General or Saturn
  - F – Finance – owned by FIMSMGR
  - T – Accounts Receivable – owned by TAISMGR
  - N – Position Control – owned by POSNCTL
  - P – HR/Payroll/Personnel (Payroll is owned by Payroll)
  - S – Student – owned by Saturn
  - R – Financial Aid – owned by FAISMGR
  - A – Alumni – owned by ALUMNI
  - Security – owned by BANSECR
  - V – Voice Response
  - W, Y, Z – Client developed
- 2<sup>nd</sup> character – Component owning the form, report, process or table
  - A – Applicant (SD will not be using)
  - B - Budget
  - C – COBRA (SD will not be using)
  - D – Benefits/Deductions
  - E – Employee
  - H – Time Reporting/History
  - O – Overall
  - P – General Person
  - T – Table (validation or rule)

- R – Electronic Approvals
- U – Utility
- X – Tax administration
- W, Y, Z – Client developed forms
- 3<sup>rd</sup> character – Identifies the type or function of the object
  - For SD developed forms, use this character so the SD form is not overwritten with an upgrade
  - A – Application
  - B – Base table, Batch COBOL Process
  - I – Inquiry form
  - P – Process
  - R – Rule or Repeating table, Report/process
  - V – Validation table or form, view
  - Q – Query form
  - X, Y, Z or SD developed form
- 4<sup>th</sup> – 7<sup>th</sup> character – Descriptive four-character name for the object

## FOAPAL

Fund - smart coded

Allows SD to "group" grant funds by "master" grant:

xR Restricted Non-Appropriated  
xFREST Federal Restricted Funds  
xFRSTU Federal Grants (Main Campus)  
XXXXXX (Master Federal Grant Fund)  
xxxxxx (Individual Grant Fund 1)  
xxxxxx (Individual Grant Fund 2)  
xxxxxx (Individual Grant Fund 3)  
etc...

Org - smart coded

Acct - common

Prog - common

Activity - univ specific

Position 1 – Univ identifier

Position 2 – Pre-defined usage/application code or the letter Z for institution-specific

A – Ag Experience Station

C – Cooperative Extension Service Projects

H – HEFF M&R Project

I – Institutionally Funded M&R Project

R – M&R Fee Funded M&R Project

Z – Undefined/Reserved for Individual Institution Use

Position 3 & 4 – Fiscal year for year specific codes; free-format or predefined coding for other types of codes

Position 5 & 6 – Free-format; may be project number

Location Code:

6 characters in length

Alpha Numeric – use the fund code. Code must start with the institution’s identifying number so the code will not conflict with the location code used with Fixed Assets accounting.

Name: - The name of the location code will begin with the letters “CS” followed by either the fund code name or grant name.

Example: 440007 “CS SKC NSF Bridges 05”

Predecessor Location Code: Institution code and “CS”

BHSUCS – BHSU Cost Share

DSUCS – DSU Cost Share

NSUCS – NSU Cost Share

*MSDMCS – SDSM&T Cost Share*

SDSUCS – SDSU Cost Share

USDACS – USD Cost Share

Other Required Fields *(will automatically populate because tied to predecessor location code)*

Address Line 1

City, State Zip, County

## Ship To Codes

1. Use smart codes for each institution beginning with campus identifier, i.e. 2=USD Propose using existing code as established in FIS, i.e. 021112 = USD Purchasing Office.
2. Use the following structure for the address information:
  - a. **Address line 1:** Institution name (limit 50 characters)
  - b. **Address line 2:** Department name (limit 50 characters)
  - c. **Address line 3:** Street address (limit 50 characters)
  - d. **Building:** Building name
  - e. **Floor:** Room and number
  - f. **City:** City
  - g. **State:** State
  - h. **Zip/Postal Code:** Zip code
3. Use a contact person from the department in the **Contact** field.
4. Use phone number of contact person in the **Phone Number** field.

## Grant and Proposal Codes

FRAGRNT & FRAPROP

Grant Codes and Proposal Codes are 9 characters in length.

Use the first character as an alpha campus identifier

- Use the second character as A for Awarded or P for Proposal F for Financial Aid, I for Program Income
- Use the third/fourth characters for the fiscal year

- Use the remaining five characters as numeric one up - campus specific
- Ex: SA0500001 = SDSU grant or proposal; DP0600001 = DSU grant or proposal.

## Position Numbers

- 1<sup>st</sup> – alpha for university or agency
- 2<sup>nd</sup> – E-employee, S-student or F-workstudy designation
- 3-6<sup>th</sup> – university specific starting with 9999 for sorting purposes

## Budget ID and Phase Codes

- Budget ID  
First digit will be the alpha campus indicator and the second and third digit will be used to indicate the fiscal year. The last three digits will not be used at this time.
- Phases  
First digit will be the alpha campus indicator, the second and third digits will house fiscal year and the last three digits will be alpha values representing the name of the phase. These values are up to the discretion of the campus with the exception of the final phase. In that case, the last three digits will be FIN.

## Commodity Codes

Smart code all non-assigned commodity codes using the Institution alpha-character as the leading character in the code. By using a predecessor code (non-smart coded), we would be able to generate a report for all orders based on the commodity code without running separate reports for each institution.

As requisitioners set up their user profile in Higher Markets, they will only add their own campus codes to their list. This will alleviate having to search through all codes when creating a requisition.

For example:

|        |                      |
|--------|----------------------|
| 10000  | Advertising          |
| B10000 | Advertising - BHSU   |
| D10000 | Advertising - DSU    |
| M10000 | Advertising - SDSM&T |



|        |                     |
|--------|---------------------|
| N10000 | Advertising - NSU   |
| H10000 | Advertising - SDSD  |
| S10000 | Advertising - SDSU  |
| U10000 | Advertising - USD   |
| V10000 | Advertising - SDSVI |
| R10000 | Advertising - BOR   |

## Banner ID

- The leading character for all Banner IDs is A.

## Fake SSNs

Revised 1/5/07

The Home University can assign a fake SSN for students/employees using the range below:

BOR – 999-1x-xxxx  
BHSU – 999-6x-xxxx  
DSU – 999-8x-xxxx  
NSU – 999-5x-xxxx  
SDSBVI – 999-9x-xxxx  
SDSD – 999-0x-xxxx  
SDSMT – 999-4x-xxxx  
SDSU – 999-3x-xxxx  
USD – 999-2x-xxxx

**Note:** The assigning of fake SSNs will need to be a coordinated effort among all the offices at each university. There should be a common range of numbers so that duplicate fake SSNs are not entered for employees and students.

## User id configuration

- The limitations are as follows:
  - minimum of 6 characters
  - maximum of 20 characters
  - allow only numbers letters, and underscores (no punctuation)
  - last name always starts at 3<sup>rd</sup> character
- Naming convention
  - Last name (up to 18 if available) (no suffixes) All users must have a last name.
  - First Initial (minimum of 1 char - more characters of first name if last name is too short Replace with a "zero" if no first name is present.
  - Middle Initial for at least 1 char if available or 2nd character of first name if no middle name
  - Duplicates would be resolved by a 1-up number in the 18th position using 0-99. After 99, continue with 3 digit numbers (100-999), 4 digit numbers (1001-9999), etc

## Password configuration

- Minimum Length of password: 8
- Maximum Length of Password: 20
- Password must contain:
  - 1 Alphabetic character (a-z, or A-Z)
  - 1 Number (0-9)
  - 1 of the following list of characters: !%^-\_+.?~.
    - All other special characters may not be used.

## Security Classes

The format of the security class is

university identifier. *module.userdept.sourcedept.description* where  
university identifier is B, D, N, M, S, U, H, V, or R  
*module* is the module where the security class is created,  
The module name is repeated because the module name before  
the hyphen does not show up on the resolution lookup screen.  
*userdept* identifies the group of users that will be assigned the class, ex. FIN  
for the Finance group, or HR for Human Resources,  
*sourcedept* identifies the group of users that maintain the data. This  
optional part of the security class name is used when the security  
class crosses offices, ex, the Finance office queries screens maintained  
by HR.  
*description* identifies the security class purpose, function or type of user.  
This portion of the security class name is free-form

## Custom SD System entries

### Directories

*ZZ.&university or Z&university.??*, where &university is B, D, M, N, S, U, V, H, R or Z (RIS).

### Custom Sentences, Paragraphs & Reports

All Sentence, Paragraph & Report entry items have the same naming convention of:

*ModuleZitemtypeuniversity\_description*

*Module* –

F – Finance

H – Human Resources

G – General

Z

where all entries 2<sup>nd</sup> character is a Z to denote they are SD created,

*itemtype* identifies what the item is:

P for paragraph

R for report

T for sentence

*University* identifies the originator or owner of the item:

B for BHSU

D for DSU

N for NSU

M for SDSMT  
S for SDSU  
U for USD  
V for SDSBVI  
H for SDSD  
Z for RIS  
R for BOR  
C for Common or Shared

*description* use the file name if the *item is a file*, else free-form  
description used to further clarify the purpose of the item

### ***Custom programs***

All custom program entry items have the same naming convention of:

*Zuniversity.itemtype.description* where all entries must begin with a Z to denote they are SD created,  
*university* identifies the originator or owner of the item:

B for BHSU  
D for DSU  
N for NSU  
M for SDSMT  
S for SDSU  
U for USD  
V for SDSBVI  
H for SDSD  
Z for RIS  
R for BOR  
C for Common or Shared

*itemtype* identifies what the item is:

*description* use the file name if the *item is a file*, else a free-form  
description used to further clarify the purpose of the item.

### ***Custom fields***

All custom fields have the same naming convention of:

*Z+universityidentifier.file prefix.description* where all entries must begin with a Z to denote they are  
SD created,

*University identifier* identifies the originator or owner of the item:

B for BHSU  
D for DSU  
N for NSU  
M for SDSMT  
S for SDSU  
U for USD  
V for SDSBVI  
H for SDSD  
Z for RIS  
R for BOR

*File prefix* is the file prefix of the file in which the virtual field is  
placed in.

*Description* is free-form description used to further clarify the purpose of  
the item.

### ***Custom Files***

All files have the naming convention of:

*Z+universityidentifier.userinitials(or application area).description* where all entries must begin with a Z to denote they are SD created,

*University identifier* identifies the originator or owner of the item:

- B for BHSU
- D for DSU
- N for NSU
- M for SDSMT
- S for SDSU
- U for USD
- V for SDSBVI
- H for SDSD
- Z for RIS
- R for BOR

*User Initials or Application* are the initials of the creator of the file or the abbreviation of the application that uses the file

*Description* is free-form description used to further clarify the purpose of the item.

### ***Custom Menus***

All custom menus have the naming convention of:

ZCXX where

Z all entries must begin with a Z to denote they are SD created,

C *University identifier* identifies the originator or owner of the item:

- B for BHSU
- D for DSU
- N for NSU
- M for SDSMT
- S for SDSU
- U for USD
- V for SDSBVI
- H for SDSD
- Z for RIS
- R for BOR
- F for USDSU

XX free-form numbers and/or letters.

## **Parameter Sets for Job Submission**

X.FML.FORMdesc where x is the university, FML are your initials, FORM is the last four characters of the form & desc is a short description of the parameters

## Queries and Reports

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Standard queries used in Banner or SQL Developer.

## Other Information

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n/a