

SUMMARY of REQUIREMENTS for CREATING and MAINTAINING ACCURATE RECORDS

- **NEVER SHARE YOUR PASSWORD:** Data integrity begins with control over access to the database. Your user ID and password creates your identify within the Banner system. Protecting your password safeguards the validity of the data held in the system and the personal information of students and staff. It also protects your identity from being misused within the system by someone else.
- **SEARCH FIRST:** Before you create a new record for a person or organization, please make sure that person or organization has not already been entered in the BANNER database. **Each user must conduct a thorough search to prevent entering a duplicate record.** Duplicate records create problems in multiple parts of the system and may take many hours of staff time to locate and remove.
- **NEVER USE:** In **creating** a record, **never use** the pound sign (#) or the percent sign (%). The pound sign can cause ORACLE database errors and the percent sign has a special use within the search functions of the system.
- **ABBREVIATIONS:** There are specific ways to abbreviate words that are shown in this document and in Appendix C. When entering data using abbreviations please use only these approved forms.
- **PUNCTUATION: Do not add punctuation where there is none.** For Person names, use hyphens, apostrophes or dashes exactly as the person indicates in writing. Do not use commas or periods in any name field. Do not use punctuation in abbreviations or Prefixes or Suffixes such as Mr, Ms or Jr. Punctuation for address fields should only be used if specifically required for the address number and should be limited to periods, slashes and hyphens.
- **DATA CHANGES:** Please do not make any data changes **UNLESS** you have the appropriate responsibility and authority. When you do make changes, please follow the procedures established by the Data Steward of the data you want to change.
- **REMEMBER:** Many data fields have specific data entry rules. These specific rules are outlined in this manual and should be carefully followed.

PERSON (Student, Employee and/or Vendor) - Data Standards Quick Reference

Before creating a Person...

Search on GUIALTI or GOAMTCH using ID, SSN, Last Name, and First Name with % before and after each search string.

Person Names

1. Enter last, first, and middle names exactly as provided, using upper and lower case and maintaining spaces. (*duBois, Van Buren, Van der Lage, Vander Vaart*)
2. Enter hyphens, apostrophes or dashes as indicated, but do not use periods or commas. (*Ann/M/St John-O'Neil*)
3. Do not enter special characters (&, %, #, "").
4. If first name is indicated as initial and full middle name, enter both in **First Name** field. (*D Gary/blank/Smith*)
5. If a person has more than two given names and does not specify first vs. middle, enter first two in **First Name**, remainder in **Middle Name**. (*Anne Marie/Susan/Smith*)
6. If a person has only one name, enter it in **Last Name** field and leave **First Name** field blank.
7. Enter prefixes (*Dr, Rev, Mr*) and suffixes (*PhD, Esq, Jr, III*) without punctuation, if required.
8. If a name is longer than the field allows, enter as much as possible.

Street Addresses

1. Enter data in first address line, then second, then third.
2. Enter delivery address in last used line before **City**.
3. Abbreviate Post Office *PO* with no space and enter by itself on last used line before **City**. (*PO Box 1234*)
4. Do not use special characters (#, %, &).
5. Enter *and* in place of &, and *No* in place of # and Number.
6. Enter *c/o* in place of *in care of* in **Street Line 1**.
7. Enter attention line in **Street Line 1**. (*Attn Bob Snow*)
8. Enter periods, slashes, and hyphens only in street number and zip code. (*39.2 rd, 101 1/2 Main St, 289-01 North Ave, 97203-4798*)
9. Use numbers for numbered streets and include *st, nd, rd, th*. (*201 4th St, 1919 23rd Ave, 4801 NW 101st St*)
10. Abbreviate street suffixes, unit designators, and directionals, if not part of primary name (*N South Oak*)
11. If there are two street suffixes, abbreviate second; first becomes part of street name. (*1300 W 43rd Avenue Ct*)
12. Enter unit designators after street address or on line above.
13. Spell out street and city names, if space allows. (*County Road 14, Fort Collins, Idaho Springs*)
14. Allow Banner to enter **City** and **State** from **Zip Code**.
15. **Campus address** is to be used for **Employees ONLY**. Enter "Home" Department in **Street Line 1**, Building Building and Room Number in **Street Line 2**, Campus Box in **Street Line 3**, and Greeley in **City**.

Address Abbreviations

Street Suffixes		Unit Designators	
Avenue	Ave	Apartment	Apt
Boulevard	Blvd	Basement	Base
Center	Ctr	Building	Bldg
Circle	Cir	Department	Dept
Corner	Cor	Floor	Fl
Court	Ct	Lower	Lowr
Drive	Dr	Number	No
Expressway	Expy	Office	Ofc
Freeway	Fwy	Room	Rm
Highway	Hwy	Suite	Ste
Lane	Ln	Trailer	Trlr
Parkway	Pkwy	Unit	Unit
Place	Pl	Upper	Uppr
Plaza	Plz		
Point	Pt	Compass Directionals	
Road	Rd	North	N
Route	Rt	South	S
Square	Sq	East	E
Terrace	Ter	West	W
Trail	Trl	Northeast	NE
Turnpike	Tpke	Northwest	NW
Way	Way	Southeast	SE
		Southwest	SW

Telephone Numbers

Enter telephone numbers if provided, do not use any punctuation (such as hyphens). The telephone number entry is divided into three fields. The first field is for area code entry, the second field should include all seven digits of the phone number (without a hyphen), the third field is reserved for the extension number. *Only numeric values should be entered in any of the three fields, NO ALPHA CHARACTERS.*

All regional and local telephone numbers, including on –campus, are entered using the ten-digit format.

Set the *Primary* indicator if the telephone number is the primary contact for the entity

Set the *Unlisted* indicator if the telephone number should be designated as 'unlisted.'

Set the *Inactive* indicator if the telephone number is no longer valid.

Telephone Types

Business	BU
Campus	CAMP
Cell Phone	CELL
Emergency	EMER
Fax	FAX
Home	HOME
Permanent	PR
Pager	PAGE
Third Party	TP
Toll Free	TOLL
Directory	CD

Foreign Addresses

1. Enter as provided including punctuation, except commas.
2. Do not abbreviate spelled-out words, if space allows.
3. Enter non-Canadian state/province in **Street Line 3**.
4. Enter Canadian province in **State or Province**.
5. The **County Code** should be left Blank.
6. Enter postal code (with spaces) in **Postal Code**.
7. Enter country name from validation table in **Nation**.

NONPERSON (Vendor) - Data Standards Quick Reference

<p>Before creating a NonPerson Vendor... Search on GUIALTI or GOAMTCH using ID, TIN, Name, and with % before and after each search string</p> <hr/> <p>Non-Person Names – Corporations, Partnerships, LLC’s, etc.</p> <ol style="list-style-type: none"> 1. Enter full name as provided using upper and lower case. (<i>Association of Art Educators</i>) 2. Spell out all words except suffix (<i>Corp, Inc, Co, Ltd</i>), if space allows, (<i>Smith Designs Inc</i>) unless suffix is part of the primary name. (<i>The Hair Company</i>) Use USPS standard business word abbreviations if name is longer than space allows. 3. Include articles such as <i>a, an, or the</i>, if space allows. (<i>The Greeley Tribune</i>) 4. Except for .com names, do not enter punctuation (periods, commas, apostrophes) or special characters (&, %, #, @). (<i>Ricks Furniture, A and M Glass</i>) 5. Enter a space in place of hyphens, dashes, and slashes. (<i>Econo Rate Rent A Car</i>) 6. Omit punctuation and spaces between initials. (<i>ABC Corp, WW Grainger Inc</i>) 7. Enter acronyms without spaces or periods as Alternate Name on FOAIDEN. (<i>UPS, NCMC, PERA</i>) <hr/> <p>Street Addresses</p> <ol style="list-style-type: none"> 1. Enter data in first address line, then second, then third. 2. Enter delivery address in last used line before City. 3. Abbreviate Post Office <i>PO</i> with no space and enter by itself on last used line before City. (<i>PO Box 1234</i>) 4. Do not use special characters (#, %, &). 5. Enter <i>and</i> in place of & and <i>No</i> in place of # and <i>Number</i>. 6. Enter <i>c/o</i> in place of <i>in care of</i> in Street Line 1 field. 7. Enter attention line in Street Line 1 field. (<i>Attn Bob Snow</i>) 8. Enter periods, slashes and hyphens only in street number and zip code. (<i>39.2 Rd, 101 ½ Main St, 289-01 North Ave, 97203-4798</i>) 9. Use numbers for numbered streets and include <i>st, nd, rd, th</i>. (<i>201 4th St, 1919 23rd Ave, 4801 NW 101st St</i>) 10. Abbreviate street suffixes, unit designators, and compass directionals, if not part of primary name. (<i>N South Oak St</i>) 11. If there are two street suffixes, abbreviate second; first becomes part of street name. (<i>1300 W 43rd Avenue Ct N</i>) 12. Enter unit designator after street address or on line above. 13. Spell out street and city names, if space allows. (<i>County Road 14, Interstate 5, Fort Collins, Idaho Springs</i>) 14. Allow Banner to enter City and State from ZIP Code. 15. Campus address is to be used for Employees ONLY. Enter “Home” Department Name in Street Line 1, Building and Room Number in Street Line 2, Campus Box XXX in Street Line 3, and Greeley in City. 	<p>Address Abbreviations</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Street Suffixes</th> <th style="text-align: left;">Unit Designators</th> </tr> </thead> <tbody> <tr><td>Avenue</td><td>Ave</td><td>Apartment</td><td>Apt</td></tr> <tr><td>Boulevard</td><td>Blvd</td><td>Basement</td><td>Base</td></tr> <tr><td>Center</td><td>Ctr</td><td>Building</td><td>Bldg</td></tr> <tr><td>Circle</td><td>Cir</td><td>Department</td><td>Dept</td></tr> <tr><td>Corner</td><td>Cor</td><td>Floor</td><td>Fl</td></tr> <tr><td>Court</td><td>Ct</td><td>Lower</td><td>Lowr</td></tr> <tr><td>Drive</td><td>Dr</td><td>Number</td><td>No</td></tr> <tr><td>Expressway</td><td>Expy</td><td>Office</td><td>Ofc</td></tr> <tr><td>Freeway</td><td>Fwy</td><td>Room</td><td>Rm</td></tr> <tr><td>Highway</td><td>Hwy</td><td>Suite</td><td>Ste</td></tr> <tr><td>Lane</td><td>Ln</td><td>Trailer</td><td>Trlr</td></tr> <tr><td>Parkway</td><td>Pkwy</td><td>Unit</td><td>Unit</td></tr> <tr><td>Place</td><td>Pl</td><td>Upper</td><td>Uppr</td></tr> <tr><td>Plaza</td><td>Plz</td><td></td><td></td></tr> <tr><td>Point</td><td>Pt</td><td>Compass Directionals</td><td></td></tr> <tr><td>Road</td><td>Rd</td><td>North</td><td>N</td></tr> <tr><td>Route</td><td>Rt</td><td>South</td><td>S</td></tr> <tr><td>Square</td><td>Sq</td><td>East</td><td>E</td></tr> <tr><td>Terrace</td><td>Ter</td><td>West</td><td>W</td></tr> <tr><td>Trail</td><td>Trl</td><td>Northeast</td><td>NE</td></tr> <tr><td>Turnpike</td><td>Tpke</td><td>Northwest</td><td>NW</td></tr> <tr><td>Way</td><td>Way</td><td>Southeast</td><td>SE</td></tr> <tr><td></td><td></td><td>Southwest</td><td>SW</td></tr> </tbody> </table> <hr/> <p style="text-align: center;">Word Abbreviations</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>Academic</td><td>Acdmc</td></tr> <tr><td>Associates</td><td>Assoc</td></tr> <tr><td>Association</td><td>Assn</td></tr> <tr><td>Council</td><td>Cncl</td></tr> <tr><td>Division</td><td>Div</td></tr> <tr><td>Education</td><td>Educ</td></tr> <tr><td>Foundation</td><td>Fndtn</td></tr> <tr><td>International</td><td>Intrntl</td></tr> <tr><td>Management</td><td>Mgmt</td></tr> <tr><td>Manufacturing</td><td>Mfg</td></tr> <tr><td>National</td><td>Prgm</td></tr> <tr><td>United States</td><td>US</td></tr> <tr><td>University</td><td>Univ</td></tr> </tbody> </table> <hr/> <p>Foreign Addresses</p> <ol style="list-style-type: none"> 1. 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