MONTCLAIR STATE
UNIVERSITY

Banner 9 Overview

Banner is an assemblage of applications that when combined provide administrative and academic functions to manage data and student enrollment business processes. It provides an integrated foundation for managing student data. Functionality includes:

- General person records
- Admissions
- Athletic compliance
- Class schedule
- Course catalog in concert with CourseLeaf catalog
- Curricula
- Faculty and advisor self-service
- Registration
- Academic record
- Accounts receivable
- Student self-service via the NEST Portal

Accessing Banner:

The Banner system provides two methods for accessing, entering and querying information.

- **Internet-Native Banner (INB)** which will be utilized by administrative and support staff of the University.

- **Self-Service Banner (SSB)** which provides access to information generally used by employees, students, and faculty.

The type of access you will receive will be dependent on your role.

How is Banner Organized:

Banner is organized into online forms. The forms are organized by process into a nested folder on the main menu. Through forms all information is entered, maintained, edited and queried.

Banner Forms:

Forms are critical components of Banner. When you are in the Banner environment, you will use different types of forms which are comprised of menus, toolbars, blocks, buttons, check boxes, fields, records and drop-down lists. They are displayed in a

similar design to paper forms and allows for readability and easy data entry. Each form has a unique name that distinguishes it from other Banner forms. Information entered into one form, may also be used by other forms, reports and jobs.

Types of Banner Forms:

1. **Application forms** – These are used to enter, update and query information in the Banner system.
2. **Inquiry and Query forms** – These forms are used to look up existing information
3. **Maintenance forms** – These forms are used to reflect changes/updates that will affect information in the Banner system.
4. **Rule forms** – These forms are used to define calculations and parameters that impact processing on the other forms, reports and jobs.
5. **Validation forms** – These forms are used to define the values that can be entered in specific fields on application validation or rule forms. These values make up a field's List of Values (LOV).
6. **Control forms** – These forms are used to define the processing rules for application and validation forms at the system level.
7. **Wizard forms** – These forms give step by step instructions for completing an application.

Form Names:

Every form in Banner has a unique 7-character code or name. Forms in Banner are referred to by name such as SPAIDEN or SAAADMS. The 7-character name follows a specific naming convention with 7 positions.

Position 1: Identifies the Banner product owning the form, report, process or table.
Position 2: Identifies the application module owning the form, report, process or table.
Position 3: Identifies the type of form, report, process or table.
Position 4, 5, 6, 7: Identifies a unique four-character code for the form, report, process or table.