National-Louis University  
Data Entry Standards and Guidelines  

General Guidelines

Never store the percent symbol (%) in a data field.  
Never store the pound symbol (#) in a data field.  
Never store the ampersand (&) symbol except in an address or business name.  
Enter all data using mixed case (uppercase and lowercase) and standard capitalization rules.  
Enter punctuation in a name only when it is a part of the official name, or for a single character name.  
Enter punctuation in the address when abbreviations are used.

Avoiding Duplicate Records

Before creating a new record for a person or organization, one must conduct an identification and name search to ensure the person or organization has not already been entered into the Banner system. Search for a person using social security number and all current and previous names. Also, do a Soundex search. Then verify that the correct record has been found by checking birth date and address. A new record should be added only when no record is found.

Example: To find Mac Donald, one must account for McDonald, Mc Donald, MacDonald, and Mac Donald. A search on M%D% will retrieve all of these records.

Identification Number Standards

For persons and non-persons, all identification numbers consist of a unique nine-digit number. This identification number is not the same as the PIDM (personal identification master), which is a system generated number used to link all tables related to one person/non-person.

Person Identification Number

Social Security Number will be used as identification numbers for persons when they are available. A Banner generated identification number will be used when SSN is not available.

Social Security Number

Where possible, the social security number field should be entered. There are numerous cases such as tape loads from other institutions where use of social security numbers helps significantly in the reduction of duplicate person records.

Employees are required to supply their social security number. Students, admission, and financial aid applicants will be asked to supply their social security numbers for identification purposes. Donors' social security numbers will be captured from their checks, if possible.

Non-person Identifier

Non-persons are companies or organizations, as opposed to individuals (persons). They include vendors, granting agencies, banks, accounts receivable firms, and donors. For the purpose of this document, the term "companies" shall include corporations, companies, firms, organizations, institutions, government entities, and other non-person entities.

Federal ID Number will be used for Vendors when it is available. The non-person ID code will be generated by Banner using an '@99999999' format (an 8-digit number beginning with '@' to indicate that the number is a
generated one) for those Vendors for which a Federal ID Number is not known. Before adding a new company to Banner, it is important that a thorough name search is conducted (as detailed earlier in this document) to ensure that the company does not already exist in the vendor or other non-person files. If a company already exists, use the appropriate maintenance form to activate in the applicable module. If required, add an additional address type and address particular to the module.

Only one company record and company ID code, with multiple addresses and types as required, should exist for each business unit. Where large corporations operate under different business units, only then should the business units be established as separate entities with separate ID codes.

For example, all area Wal-Mart stores, K-Mart stores, etc. would be a single company with one ID code and multiple business addresses. Mutual Manufacturing and Supply, with separate offices in Chicago and McLean would be a single company with one ID code and multiple business addresses. Nationally affiliated moving companies, such as North American Van Lines, would be a single company with one ID code and multiple addresses containing the name of the individual agent, because these are all centrally billed under the parent company. However, General Electric Aerospace, General Electric Medical Systems, and General Electric Credit Corporation would all be separate companies with separate ID codes as they operate as separate business units even though they have the same parent corporation.

**Vendors who are Persons**

As stated above in the section on Person Identification Number, where persons are added to the database through the Student, Human Resources, or the Alumni module, their identification number will be their social security number. Finance (including Purchasing and Accounts Receivable applications) will use this identification number to identify these persons when they are added to the Vendor file for purposes of refunds, reimbursements, etc.

Where persons, such as sole proprietors, individual service providers, or other individuals not otherwise affiliated with the University are initially added through the Finance module as a vendor, their social security number or federal tax id number will be used. If the social security number or tax id number is not known, they will be issued an auto-generated identification number as previously described under the Person Identification and Non-Person Identifier sections.

Before adding a new person to Banner through FTMVEND, it is important that a thorough name search is conducted to ensure that the individual does not already exist. If a person already exists, bring them into the Vendor File through FTMVEND. If the correct address exists set that address up as the purchasing and payable default. If the address does not exist, add a business or business remittance address as applicable.

**Name Standards**

Enter all name information in **mixed case** (uppercase and lowercase letters) using standard capitalization rules.

Use **Apostrophes (’)** when the symbol is part of the proper, legal name or address, e.g. O'Leary, O'Connor, Sam's Wholesale Club.

Use **hyphens** to separate double names (sometimes used in ethnic names or by persons who wish to use their maiden and married names), when it is indicated by the person that it is part of the legal spelling of their name.

Do **not** enter **periods** in a name unless the person indicates that they are required or following a single character name.

Never use **commas** or the **pound sign (#)** in a name.
Spaces are permitted if the legal spelling and format of the name includes spaces. For example, L. Christine Johnson, Mc Donald, Van Husen, De La Rosa, Mac Pherson, or St John Van der Linden. However, avoid using spaces around a special character, such as a hyphen. Example, Amy Cooper-Smith or Stephen O'Malley.

Punctuation in the name of a company should be entered only when it is part of the official name. Determine spacing by using the vendor's invoice or other company documents as a guide.

Generally, acronyms do not have spaces between the letters, e.g., FOCUS, IBM, AES of Roanoke Inc. Include spaces between initials and the company name, e.g., A B Dick Products Inc or E C Geiger Inc.

If the official name includes a numeral such as 47th Street Photo, enter the numeral rather than spelling the number out.

Abbreviations in a company name. In general, company names should not be abbreviated unless the company has done so, such as IBM. If space limitations require that a name be abbreviated, abbreviate the latter part of the name rather than the former.

ADDRESS STANDARDS

The United States Postal Service (USPS) has published standards for the presentation of address data that are relevant to, but not the same as, standards for data entry or standards for data storage. Standards for data entry in Banner should be consistent with and promote the presentation of data as stated in the USPS standards document wherever possible. However, in some cases USPS standards are contrary to other needs of the college. For example, the USPS prefers that name and address appear in upper case, but various college offices require name and address in mixed case. The solution is to enter the data in mixed case, but convert it to upper case when that is a requirement. The USPS standards have been considered in the development of these data entry standards.

The thrust of the USPS standards is to speed the sort (and hence the delivery time) of the mail. Addresses that have been bar-coded are not examined further by USPS machinery and thus the existence of punctuation or abbreviations in bar-coded addresses are not relevant. Addresses that are not bar-coded are passed through bar-coding equipment at the local post office; OCR software attempts to read the address and supply a 9-digit zip code and a bar code. Since the OCR software can reliably read mixed case and punctuation in Courier fonts, the existence of punctuation and mixed case is not relevant. Addresses that cannot be read by USPS OCR software require operator intervention and may delay that piece of mail.

The USPS standard tables shall be adopted for zip code, state, county, city and elements of the street address. The standard federal list of county codes shall be adopted.

Address Types (Validated by Banner table STVATYP)

BI - Billing Address
To be used for student tuition billing

BU - Vendor's Mailing Address
To be used by the purchasing dept. for vendor mailing address.

CA - Campus Address
To be used for employees according to their officially assigned campuses.

MA - Primary Mailing Address (Required in Banner)
Equates to permanent, primary, mailing address for faculty, staff, students, and alumnus. This address should always be present for every General Person record since it is a required mailing address type. It is the default address type for Admission and Financial Aid tape loads, and any conflicts will be noted in an "error report".
PA - Parents (Required in Banner)
This address will be used when the parent's address differs from the student's MA address.

Emergency Contact Information
Emergency contact information about students or employees may be entered on the emergency contact form. The emergency contact information is not a true address type because the data is not stored in the regular address file, but in a file of its own. In an emergency, if no emergency contact information is found, attempts will be made to contact persons at the MA address or other addresses.

E-Mail Address
Enter entire email address in the appropriate type

Address Source Codes (Validated by Banner table STVASRC)
A valid address source code should be entered.

Street Address Standards
Minimum Address - USPS standards require that an address block contain at a minimum a recipient, a delivery address, and a last line. The attention line is optional.

Example:  
ABC Movers  
1500 East Main Ave.  
Springfield VA 22152-41010  

Recipient  
Delivery Line  
Last Line

The delivery address should always contain a street number and street name. Addresses simply listing a building name, or building name and room number, are usually improper. The third of the three street address lines may be used; however, it may result in a total address of 7 lines and the need for larger labels and window envelopes.

Campus Addresses - For campus addresses, enter building/room in the first street address line.

Examples:  
Sarah Faculty  
Department of English, 600 Le Mans Hall  
Notre Dame, IN 46556-5027  

Donna Student  
32 Madeleva Hall  
Notre Dame, IN 46556-5012  

Recipient  
Delivery Line  
Last Line

In Campus Addresses, do not use the words "Room" or "Box"; simply use the number.

- Format - Although USPS standards prefer uppercase letters for the presentation of all lines of the address block, official NLU Data Entry Standards call for address data to be entered in mixed case using standard capitalization rules.

- Abbreviations should be used in address lines. Abbreviations should be punctuated, and they should conform to the USPS list of standard abbreviations.

Use hyphens and slashes in addresses when needed for clarity or designated fractions. Examples: Mid-Island Plaza or 101 ½ Main Street.

In addresses, use the ampersand (&) instead of the word "and" only if that is the proper spelling. Using the word "and" is preferred.

Example: 1500 King & Queen Way

- Secondary Designators - Secondary designators, such as suite or apartment numbers, should be on the same line as the delivery address, at the end of the delivery address.
Examples:  
102 Main St., Apt. 101  
102 Main St., Ste. 101  
102 Main St., Rm. 101

Use the approved designator abbreviation rather than the complete word. The most common designators and their approved abbreviations are:

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

If there is not enough space on the delivery line for the secondary designator, place it on the line above the delivery line, not below it.

Example:  
Mr. Michael Murray  
Apt. C  
5800 Springfield Gardens Cir.  
South Bend, IN 46614

The above rule illustrates well the principle that the post office reads an address from the bottom up. The two examples that follow are also illustrations of that principle.

- Attention Line - The attention line (person's name) should be placed above the Recipient Line (name of the firm or business to which the mail piece is addressed). The phrases, "In care of" and "Attn." and the abbreviation "c/o" are optional, but may improve local delivery. The abbreviation "%" should be avoided.

Example:  
John Doe  
Attention Line  
XYZ Company  
Recipient  
1401 Main St.  
Delivery Line  
South Bend, IN 46601  
Last Line

- Dual Addresses - If a mailing file contains both a physical address (street number and name) and delivery address (PO Box), make sure that the PO Box is placed immediately above the last line.

Example:  
Mr. John Doe  
1202 Broad St. E  
PO Box 1001  
South Bend, IN 46601-1001

Delivery Line Standards - The standard layout for the Delivery Line is:

- primary address number numerical, not word  
- predirectional abbreviation North, East, South, etc.  
- street name normally not abbreviated  
- suffix abbreviation St., Dr., Cr., Blvd., etc. (punctuation used)  
- postdirectional abbreviation N, E, S, W, NE, NW, SE, SW, etc. (no punctuation used)  
- secondary address identifier Apt., Rm., Ste., etc. (punctuation used)  
- secondary number numerical, not word

The USPS prefers use of postdirectional abbreviations. These describe geographic direction after the street name. Directionals should be spelled out only when they are part of the street name.
Example:  1501 Southwest Freeway
            101 West Drive
            202 County Rd. NE
            303 Bay West Drive

• The preferred delivery line for USPS box service is PO Box.
  Example: PO Box 20525

• The preferred delivery line for Rural Route designations is Box.
  Example: RR2 Box 18

**Secondary Street Address Designators**
If the address is for a multiple-unit apartment or building, place the room, suite, or apartment number to the right of the street address.

**Street Address and PO Boxes**
Always abbreviate Post Office Box as PO Box.

**Abbreviations for Street Designators** are defined by the USPS. If used, enter in mixed case (uppercase and lowercase). If you cannot locate a street designator on the USPS chart, spell it out rather than using an abbreviation.

• Last Line Standards - It is strongly recommended that mailers use the official USPS City or Place name as contained in the USPS postal database. Whenever possible, spell City or Place names in their entirety. Where abbreviation is required due to label or field size, follow the same standards for suffixes or directional words.

Example: West Stockbridge to W. Stockbridge
         Newberry Springs to Newberry Spgs

**State Codes**
The USPS two-digit state code will be used. Banner will force capitalization in this field. Valid state codes exist on the STVSTAT shared validation table.

**Zip Code Standards** (Stored in Banner table GTVZIPC).
Enter zip codes for all US addresses. If the zip code is in the GTVZIPC table, after you enter the zip code, the city, county, state and country (if applicable) will be displayed in the appropriate fields eliminating the need to key this information.

**US Zip Codes**
Enter the first five digits. If you have the last four digits, enter the first five, a hyphen, and then the last four digits. The complete 9-digit code is preferred.

Example: 24060 or 24060-6363

**International Addresses and PIN Numbers**
For all international (non-US) addresses, excluding Canadian addresses, put CITY, PROVINCE, PIN on the next available street line. Enter the six-digit international PIN number (without hyphens) to the right of the city and province. **Do NOT enter the PIN number in the zip code field.**

Thus, for international addresses, no data should be entered in the state or zip code fields. Enter a dot (.) in the city field to satisfy the requirements of Banner.
The description of the nation code for USA should be left blank; therefore, no US address will print a nation description. All other nations including Canada will print the nation code as an extra line on the mail piece.

Canadian zip codes will not be populated in GTVZIPC.

Example: Petko Metodiev Kitanov
POB 140
Balgovegrad, Hyderabad 2700
BULGARIA

City Standards
Enter all city information using mixed case (uppercase and lowercase) and standard capitalization rules. Canadian addresses must include the city in the city field, province in the state field and the postal code in the first six positions of the zip code field.

Punctuation should be avoided when using city names unless it is part of the legal name of the city.

County Table (Validated by Banner table STVCNTY).

Country Code Standards (Validated by Banner table STVNATN).
If entered, country name will print with the address; therefore, do not enter "United States" in the country name field.

Military Address Standards
Military addresses for destinations within the United States should be addressed no differently than any other mail. Following are instructions for military addresses outside of the United States:

Enter the APO or AFO code into the city field.
In the state field enter:
AE - Europe, Middle East, Africa or Canada (ZIP=09nnn)
AP - Pacific (ZIP=96nnn)
AA - The Americas (excluding Canada) (ZIP=34nnn)

Example: Alice VanFrogulemen
HHB 6th Battalion 43rd Box 72
Air Defense Artillery CMR 417
APO, AE 09602-8802
TELEPHONE NUMBER STANDARDS

Telephone numbers are presented in a three-field format.

Area Code - Enter the three-digit area code for all phone numbers.

Phone Number - Enter the seven-digit number without hyphens.

Extension - If an extension number is provided, enter only the digits of the extension. DO NOT enter EXT or X into the extension field.

Example: 703-231-7865, Extension 2214 would be entered as 703 2317865 2214

Telephone Types (Validated by Banner table STVTELE)

DATE STANDARDS

Except for special cases defined below, enter dates into Banner in mmdyy (or mmddyyyy) format. All dates are stored in Oracle data format, which involves an eight character date. To simplify data entry, the century pivot has been set for the year 1928. If only the last two digits of the year are entered, all those years greater than or equal to YY of the pivot will be assigned a "19". Those less than YY of the pivot will have "20", e.g., 70 will be 1970 and 08 will be 2008.

Dates may also be entered as dd-mon-yyyy or dd-mn-yy where mon is the abbreviation for the month, e.g., 12-Dec-1994, 12-Dec-94. Hyphens must be used between the day, month and year.

If the correct date is not known at the time of data entry, leave the field blank. This implies that no date field may be required.

Revised 12/5/01