

## Data Standards Quick Reference

### "NON-PERSON" (Vendor)

<p><b>Before creating a "Non-Person" Vendor...</b> Search on <b>GUIALTI</b> or <b>GOAMTCH</b> using ID, TIN, Name, and with % before and after each search string.</p> <p><b>"Non-Person" Names - Corporations, Partnerships, LLC's, etc.</b></p> <ol style="list-style-type: none"> <li>1. Enter full name as provided using upper and lower case (<i>Association of Art Educators</i>).</li> <li>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>).</li> <li>3. Use USPS standard business word abbreviations if name is longer than space allows.</li> <li>4. Include articles such as <i>a, an, or the</i>, if space allows (<i>The Greeley Tribune</i>).</li> <li>5. Except for .com names, <b>do not</b> enter punctuation (periods, commas, apostrophes) or special characters (&amp;, %, #, @) (<i>Ricks Furniture, A and M Glass</i>).</li> <li>6. Enter a space in place of hyphens, dashes, and slashes (<i>Econo Rate Rent A Car</i>).</li> <li>7. Omit punctuations and spaces between initials (<i>ABC Corp, WW Grainger Inc</i>).</li> <li>8. Enter acronyms without spaces or periods as <b>Alternate Name</b> on <b>FOAIDEN</b> (<i>UPS, NCMC, PERA</i>).</li> </ol>	<p style="text-align: center;"><b>Address Abbreviations</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>Street Suffixes</b></td> <td style="width: 50%; border: none;"><b>Unit Designators</b></td> </tr> <tr> <td style="border: none;">Avenue <b>Ave</b></td> <td style="border: none;">Apartment <b>Apt</b></td> </tr> <tr> <td style="border: none;">Boulevard <b>Blvd</b></td> <td style="border: none;">Building <b>Bldg</b></td> </tr> <tr> <td style="border: none;">Center <b>Ctr</b></td> <td style="border: none;">Department <b>Dept</b></td> </tr> <tr> <td style="border: none;">Circle <b>Cir</b></td> <td style="border: none;">Floor <b>Fl</b></td> </tr> <tr> <td style="border: none;">County Rd <b>CR</b></td> <td style="border: none;">Number <b>Unit</b></td> </tr> <tr> <td style="border: none;">Court <b>Ct</b></td> <td style="border: none;">Room <b>Rm</b></td> </tr> <tr> <td style="border: none;">Drive <b>Dr</b></td> <td style="border: none;">Suite <b>Ste</b></td> </tr> <tr> <td style="border: none;">Expressway <b>Epxy</b></td> <td style="border: none;">Unit <b>Unit</b></td> </tr> <tr> <td style="border: none;">Freeway <b>Fwy</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Highway <b>Hwy</b></td> <td style="border: none;"><b>Compass Directionals</b></td> </tr> <tr> <td style="border: none;">Lane <b>Ln</b></td> <td style="border: none;">North <b>N</b></td> </tr> <tr> <td style="border: none;">Parkway <b>Pkwy</b></td> <td style="border: none;">South <b>S</b></td> </tr> <tr> <td style="border: none;">Place <b>Pl</b></td> <td style="border: none;">East <b>E</b></td> </tr> <tr> <td style="border: none;">Point <b>Pt</b></td> <td style="border: none;">West <b>W</b></td> </tr> <tr> <td style="border: none;">Road <b>Rd</b></td> <td style="border: none;">Northeast <b>NE</b></td> </tr> <tr> <td style="border: none;">Route <b>Rt</b></td> <td style="border: none;">Northwest <b>NW</b></td> </tr> <tr> <td style="border: none;">Rural Route <b>RR</b></td> <td style="border: none;">Southeast <b>SE</b></td> </tr> <tr> <td style="border: none;">Square <b>Sq</b></td> <td style="border: none;">Southwest <b>SW</b></td> </tr> <tr> <td style="border: none;">Street <b>St</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Trail <b>Trl</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Turnpike <b>Tpke</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Way <b>Way</b></td> <td style="border: none;"></td> </tr> </table>	<b>Street Suffixes</b>	<b>Unit Designators</b>	Avenue <b>Ave</b>	Apartment <b>Apt</b>	Boulevard <b>Blvd</b>	Building <b>Bldg</b>	Center <b>Ctr</b>	Department <b>Dept</b>	Circle <b>Cir</b>	Floor <b>Fl</b>	County Rd <b>CR</b>	Number <b>Unit</b>	Court <b>Ct</b>	Room <b>Rm</b>	Drive <b>Dr</b>	Suite <b>Ste</b>	Expressway <b>Epxy</b>	Unit <b>Unit</b>	Freeway <b>Fwy</b>		Highway <b>Hwy</b>	<b>Compass Directionals</b>	Lane <b>Ln</b>	North <b>N</b>	Parkway <b>Pkwy</b>	South <b>S</b>	Place <b>Pl</b>	East <b>E</b>	Point <b>Pt</b>	West <b>W</b>	Road <b>Rd</b>	Northeast <b>NE</b>	Route <b>Rt</b>	Northwest <b>NW</b>	Rural Route <b>RR</b>	Southeast <b>SE</b>	Square <b>Sq</b>	Southwest <b>SW</b>	Street <b>St</b>		Trail <b>Trl</b>		Turnpike <b>Tpke</b>		Way <b>Way</b>	
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## Data Standards Quick Reference

### "PERSON" (Student, Employee and/or Vendor)

#### 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 enter an asterisk ( \*) in the **First Name** field.
7. Enter prefixes (*Dr, Rev*) 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.

#### Address Abbreviations

Street Suffixes		Unit Designators	
Avenue	Ave	Apartment	Apt
Boulevard	Blvd	Building	Bldg
Center	Ctr	Department	Dept
Circle	Cir	Floor	Fl
County Rd	CR	Number	Unit
Court	Ct	Room	Rm
Drive	Dr	Suite	Ste
Expressway	Expy	Unit	Unit
Freeway	Fwy		
Highway	Hwy	Compass Directionals	
Lane	Ln	North	N
Parkway	Pkwy	South	S
Place	Pl	East	E
Point	Pt	West	W
Road	Rd	Northeast	NE
Route	Rt	Northwest	NW
Rural Route	RR	Southeast	SE
Square	Sq	Southwest	SW
Street	St		
Trail	Trl		
Turnpike	Tpke		
Way	Way		

#### 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 as **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 &.
6. Use the word Unit, Ste, Apt, etc in place of #, No, or Number.
7. Enter *c/o* in place of *in care of* in **Street Line 1**.
8. Enter attention line in **Street Line 1** (*Attn Bob Snow*).
9. Enter periods, slashes, and hyphens only in street number and zip code (*39.2 Rd, 101 1/2 Main St, 97203-4798*).
10. Use numbers for numbered streets and include *st, nd, rd, th* (*201 4th St, 1919 23rd Ave, 4801 NW 101st St*).
11. Abbreviate street suffixes, unit designators, and directionals, if not part of primary name (*N South Oak*).
12. If there are two street suffixes, abbreviate second; first becomes part of street name (*1300 W 43rd Avenue Ct*).
13. Enter unit designators after street address or on line Above.
14. Spell out street and city names, if space allows (*County Road 14, Fort Collins, Idaho Springs*).
15. Allow Banner to enter City and State from Zip Code.

#### Telephone Numbers

1. Enter Telephone numbers if provided. Do not use any punctuation (such as hyphens).
2. 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.
3. *Only Numeric values should be entered in any of the three fields, NO ALPHA CHARACTERS.*
4. All regional and local telephone numbers, including On-Campus telephones types, are entered using the ten-digit format.
5. Set the *Primary* indicator if the telephone number is the primary contact for the entity.
6. Set the *Unlisted* indicator if the telephone number should be designated as 'unlisted.'
7. 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	PGR
Third Party	TP
Toll Free	TFL
Directory	DIR

#### 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. For Canadian addresses, enter Province in **State or Province Code**.
5. The **County Code** Field should be left blank.
6. Enter postal code (with spaces) in **Postal Code**.
7. Enter country name from validation table in **Nation Code**.

#### Address Types

BI	Billing - Account Payable	Vendor
BU	Business Address	Vendor
CA	Campus Address	Employee, Student
LC	Local Physical Address	Employee, Student
MA	Mailing Address (Primary)	Employee, Student, 'Person' Vendors
PA	Parent Address	Student
PO	Purchase Order Address	Vendor
PR	Permanent Address	Employee, Student