

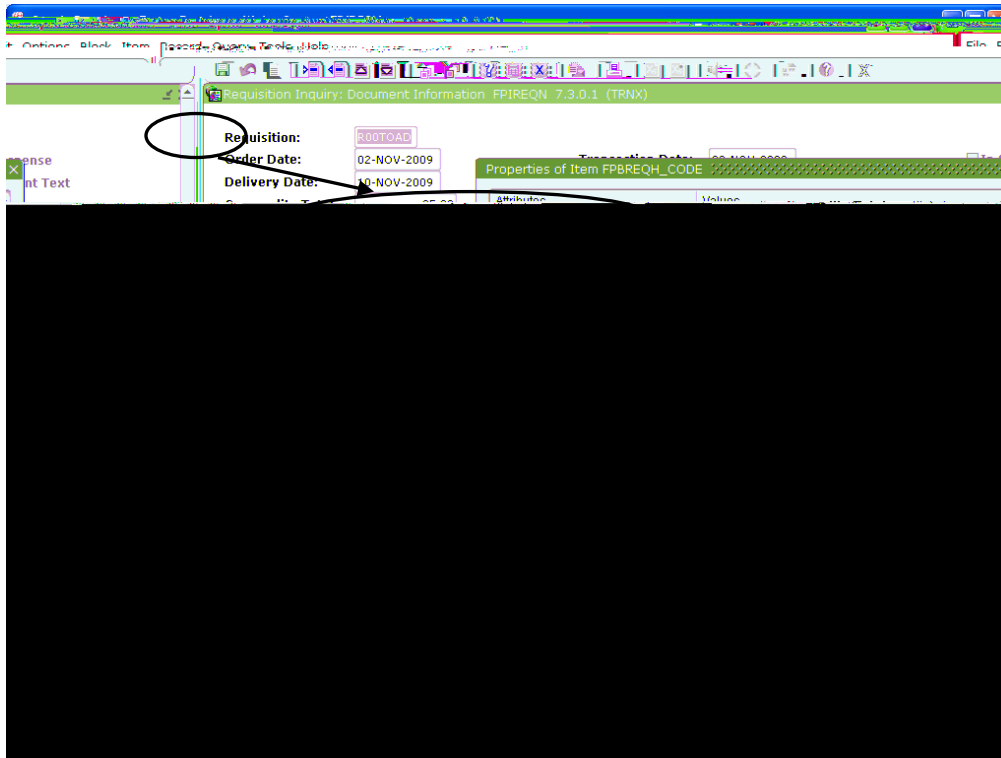
How to Locate Field Names

Data entered in Banner are stored in tables. Each table consists of fields; a field for each piece of data (i.e. requisition number, user id, transaction date....). The field name is comprised of two parts, the TABLE NAME and the FIELD NAME. These parts are separated by an _ (underscore) character. For example in FPBREQH_CODE, the table name is FPBREQH and the field name is CODE.

Using Toad for Data Analysts to build a query requires knowing the names of table fields. The quickest way to find a table field

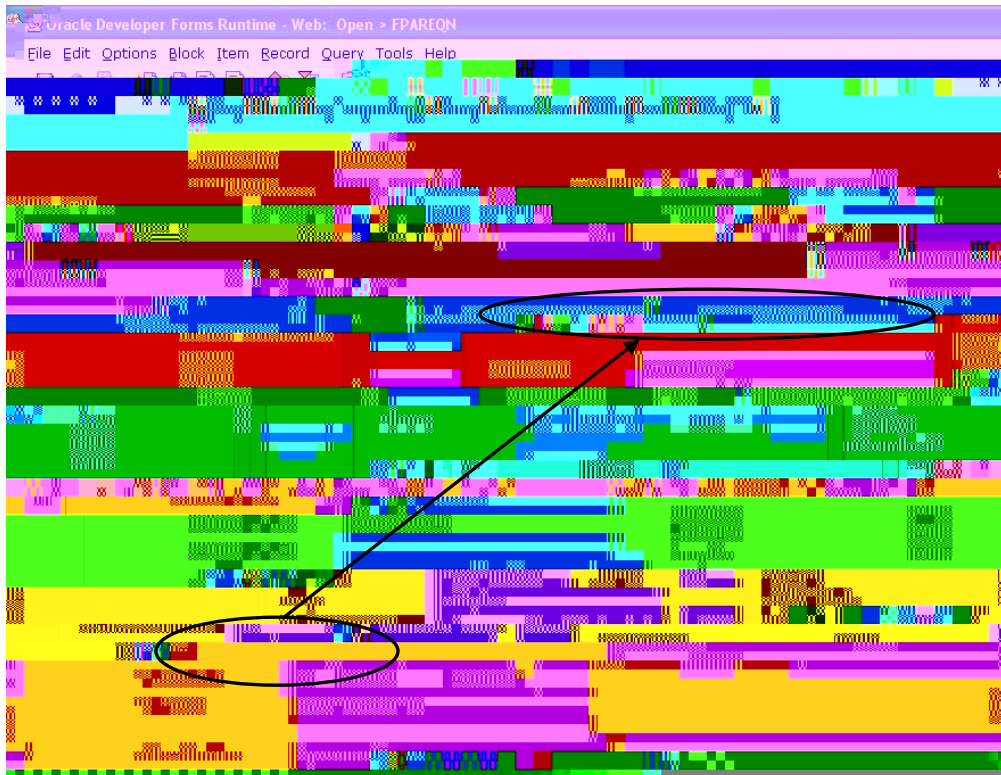
When Help (Item Property) is selected, a screen appears that provides the field name along with some field attributes. In this example, a help function was performed from the *Requisition* document number field on FPIREQN. The actual field name is FPBREQH_CODE.(Figure 2)

Figure 2



It is important to note not ALL fields appearing on a Banner form will be found on a table. For example Figure 3 shows the table field name for *Nation* is DISPLAY_SHIP_NATION. It is easily recognized this does not fit the typical table field name configuration, but care should be exercised to confirm the correct name before executing a query.

Figure 3



Since many tables may contain the information required to complete a form, this method is a quick way to determine how to craft your query in Toad for Data Analysts.

In Toad for Data Analysts, the Viewer Table (Figure 4), accessed through Database Explorer, holds the table Field Name values as well. Comparing the Banner location to the table Name in Toad will ensure the query you build will return the expected data.

Figure 4

