Inquiry and Query forms are used to look up existing information and return that information to the form from which it is called. Query forms are only accessible from within another form. Inquiry forms can be accessed independently of other forms.

Application (data Entry) forms are the most common type of form. These are used to enter, update, and view information.

Validation forms are Banner forms that define values, which can be entered in specific fields on application forms. When you look up a code or select the List function, these values appear in the List of Values window.

List of Values (LOV) is a Window that lists the values you can select to populate (fill) a field. These are values that have been defined in a Validation Form as acceptable for this field. List of Values windows appear when you double-click in a ‘blue field’ or when you select ‘List’ from the Help menu.

Maintenance forms are Banner forms that allow changes to Validation forms. The Finance Systems Management Office uses these forms to maintain data in the Banner Tables. Maintenance forms allow changing, adding, or deleting the List of Values (LOV).

***NOTE: Always press TAB through the fields on all of these forms. Attempting to use a mouse to skip around causes processing errors that could result in lost work and re-entering that information.