



VCCS TECHNICAL STANDARDS

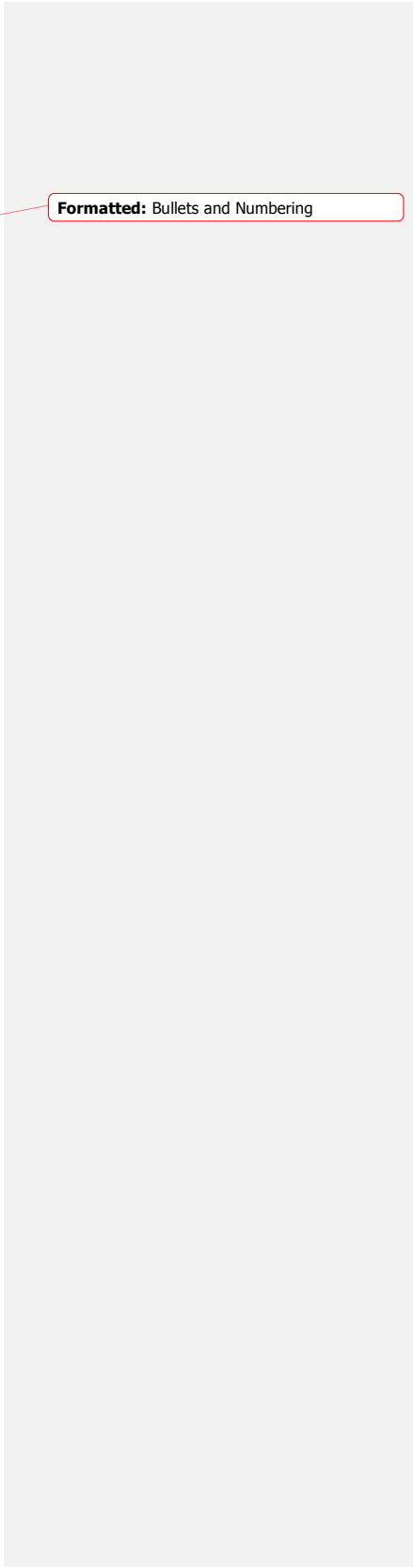

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1. CUSTOMIZATION GUIDELINES:

1.1. Overview

Customization/modification requests arise when there is a gap between software functionality and the business requirements. Gaps can be addressed in several ways:

- Change process to fit software
- Modify software to fit process
- Change process and modify software to come up with best solution

Types of PeopleSoft modifications include:

- Field
- Record (Record, Search Record, View)
- Page
- Application Engine
- PeopleCode
- Reports (nVision, Crystal, SQR)
- Batch Processes (COBOL, SQR)
- Interfaces
- Workflow

1.2. Documentation Location (This applies to AIS).

A copy of all the technical documentation will be stored on the newpssoft (V) project implementation shared drive.

1. All customizations to delivered PeopleSoft definitions and development of custom VCCS definitions using PeopleSoft tools require appropriate approval. Please see the Technical Leads or a PMO member to obtain approval.
2. Check with functional team leads for additional information/ examples/ clarification on functional specifications when needed. Functional specifications must be completed and approved by the PMO (Project Management Office) before technical work can begin, if applicable to the project.
3. To initiate a new project, open an IssueTrak ticket. Creating a ticket generates an IssueTrak number. New projects should be named with a prefix of 'VX', followed by the IssueTrak number.
4. Clearly identify the modifications, date and business reasons in the definition properties or source code. Ensure provided templates are used for comments. Examples are provided in the ensuing sections. Also reference the IssueTrak tracking number in the comments.
5. In addition to documentation within the definition itself, details of each customization must be reflected in an appropriate Technical specification. This document must be attached to the IssueTrak ticket tracking the modification.
6. Do not use a PeopleSoft default ID to make changes. Use your own.
7. Please remember to add your name and date to the footer of documents EVERY TIME you make a change to the document
8. Do not delete PeopleSoft delivered definitions.
9. For development of VCCS definitions, PS definitions should be cloned where possible and the original source/ definition should be referenced in the comments.
10. Delete redundant/ unused customizations in the Development environment where possible.

11. Ensure that customizations do not result in performance issues. Work with the technical leads and infrastructure group to tune performance as part of unit testing the enhancement.

1.3. Modifying a PeopleSoft Delivered Definitions

The architecture of all customizations should be bolt-on. A delivered definition can only be modified through specific approval from the VCCS management.

SQRs and SQL which update (**insert, delete, or update**) delivered PeopleSoft tables must be reviewed by Application Support Center personnel for data integrity and performance considerations. This applies to developers at the colleges, consultants and Systems Office personnel.

2. PROJECT STANDARDS:

To initiate a new project, open an IssueTrak ticket.

All customizations should be contained in projects. As best as possible, limit the contents of a project to a single logical business process or unit of work. New projects should be named with a prefix of 'VX', followed by the IssueTrak number (no space). Example: VX61797. This schema will identify the definition as a VCCS modification. Projects must be exported and saved to a shared folder.

It is important that a description and comments are added to the Project Properties of any new or modified projects. The description will appear in the dialog box (next to the Project ID). Do not include the description in the Project ID. The description and comments should follow the guideline provided the Comments Standards section.

The menu, permission list or the portal registry structure key should never be included in the PeopleTools project.

3. FIELD STANDARDS:

New fields should be named with a prefix of 'VX_'. The description and comments should follow the guideline provided the Comments Standards section.

3.1. Field Suffixes

Where it applies, field names comprise two parts: a name describing the contents of the field, and a suffix specifying the field's data type. We use suffixes to differentiate similar fields of different types so the fields will display together when listed alphabetically, for example:

RETIREMENT_AMT
RETIREMENT_PCT

Use suffixes where appropriate. Not all field names may require suffixes. For example, the name BK_COST implies an amount. It does not need the AMT suffix to it. Some common suffixes are as follows:

| Suffix | Type | Definition |
|------------|----------------|--|
| AMT | Amount | Numeric value of currency type. For example, ITEM_AMT. |
| CD | Code | User-defined value determined by a Translate Table or other code table: e.g, EXPENSE_CD. |
| CNT | Count | Numeric value containing a count. For example, FORM_ALIGNMENT_CNT. |
| DT | Date | Date value of format YYYY-MM-DD. For example, BEGIN_DT. |
| DTTM | Date Time | Date/time value of format YYYY-MM-DD & HH:MM:SS.ttt. Eg, LAST_UPDATE_DTTM. |
| FLG | Flag | User can select one of the possible values defined for field. Usually has more than 2 values. Also see SW. For example, CREDIT_MEMO_FLG. |
| ID | Identification | Value used to make references unique. For example, PROJECT_ID. |
| SW | Switch | Field typically has 2 values. It usually is a Yes or No switch. Eg, TAX_CREDIT_SW. |
| PCT | Percent | A % value stored internally as a decimal (as in, 50% is stored as .5). Eg, CHANGE_PCT. |
| RT | Rate | Numeric field expressing an amount per some unit of coverage. Eg, CUR_EXCHNG_RT. |
| TM or TIME | Time | Time field measured in hours, minutes, and seconds. |

3.2. Guideline to Naming Fields

Certain words are reserved by programming languages and database management systems as keywords (command verbs) and cannot be used as names of database definitions such as databases, tables, rules, defaults, columns, and so forth. For example, the words READ and WRITE are reserved as keywords in COBOL, so these names should not be used in record definitions. To avoid this problem, it is recommended that you do not use English words as names of definitions. For example, instead of naming a field INDICATOR, you should name it INDICATOR_FLG. You can, however, use reserved words for the names of local variables and for stored procedure parameter names. Refer to Appendix A.

4. RECORD STANDARDS:

New records should be named with a prefix of 'VX_'. It is important that a description and comments are added to the Definition Properties on any new definitions created or any definitions that are modified. The description and comments should follow the guideline provided the Comments Standards section.

New custom records should be set to a Tablespace of 'VCDATA2' in SIS/HR, before the record is built. In AIS, the Tablespace value is VCDATA. To set TableSpace, the custom record must be open in Application Designer. Go to Tools, Data Administration, Set TableSpace. Select 'VCDATA2' or 'VCDATA' from the dropdown box for the Space Name.

New custom records should be assigned an Index of 'VCINDEX2', before the record is built. In AIS, the Tablespace value is VXINDEX. To set the Index, the custom record must be open in Application Designer. Go to Tools, Data Administration, Indexes. Click Edit DDL button at bottom of screen. Highlight the line under the Oracle platform, with the parameter name of 'INDEXSPC', and then click the Edit Parm button. Enter 'VCINDEX2' or 'VCINDEX' for the override value and click OK. Confirm that 'VCINDEX2' or 'VCINDEX' appears in the override value column. Click OK button twice to close the dialog boxes.

4.1. Record Prefixes

Custom record definitions should be saved using the VX_ prefix. However, PeopleSoft also uses predefined prefixes to identify certain special types of record definitions. In the event that a custom function library record has to be created, for example, use the following naming convention:

VX_FUNCLIB_

Customizations to delivered records with the prefixes below should be avoided. PeopleSoft prefixes for special record definitions are as follows:

| Abbreviation | Description |
|--------------|--|
| R_ | Identifies record definitions created as temporary record definitions for SQR reports. The remainder of the record name consists of the program or report ID. |
| AUDIT_ | Identifies record definitions used to store audit information for other record definitions in the database |
| WEBLIB_ | Identifies record definitions used to store internet scripts. Internet scripts are generally located in FieldFormula PeopleCode events. A WEBLIB record with an internet script needs to be granted access with Maintain Security before it can be used in a PeopleCode program |
| FUNCLIB_ | Identifies record definitions that contain written PeopleCode functions, as opposed to built-in functions. You can include these records in your component and call them as functions as needed. These self-developed functions are generally located in FieldFormula events, and the records calling the formulas are usually derived |

| | |
|----------|---|
| DERIVED_ | Identifies shared record definitions (across an application module or group) that have fields for PeopleCode events |
|----------|---|

4.2. Record Suffixes

To help identify the purpose of different types of record definitions, PeopleSoft recommends that you adopt their naming conventions for record definition names. These are as follows:

| Abbreviation | Description |
|--------------|---|
| _AET | Identifies an Application State Record |
| _DVW | Identifies a dynamic view. |
| _FUNCLIB_XXX | Identifies a function library. Record containing PeopleCode functions that are shared across an application; normally, one per product. They can be included in a component and can be called as functions. These self-developed functions are generally located in FieldFormula events, and the records are usually derived. If a custom PeopleCode functional function is needed, create a new Funclib instead of adding to a delivered library. |
| _LNG | Related language record. |
| _QVW | Query view. |
| _SBR | Identifies record definitions created as subrecords. |
| _SBP | Identifies a subpage record. |
| _SRCH | Search record; usually associated with a view This is not always required since a lot of views are also used as search records. Views will usually have the _VW suffix. |
| _TAO | A Temporary Application Engine Table. |
| _TBL | Used to Identify an edit or prompt table that contains data used for validation, as opposed to data maintained by the application. Suffix is not always required. We recommend it in cases where the suffix will help distinguish it from the application table. For example, you may want to track all the skills an employee has in the SKILL skills table. You can then use SKILL_TBL to store all the codes defining the various skills such as typing and programming. |
| _TMP | Temporary records used by batch processing. |
| _VW | Identifies a record definition that is physically implemented by defining a SQL view. |
| _WL | Identifies a record as a worklist record definition. |
| _WRK | Identifies Derived Work records. Hidden Pages – work pages that are associated with derived/work records and are often used in work groups. You can store all your work field controls there. Create these pages when you want calculations to be performed in the background by PeopleCode that the user does not need to see. As a convention, PeopleSoft assigns work pages delivered with your application names that end with the suffix, “_WRK”. We suggest you follow the same naming convention. For example, MC_TYPE_WRK You can hide a page by selecting the Hidden checkbox in the component grid as you set up the component definition |

Product suffixes are used when a functional area applies to many products. For example, business unit tables are named BUS_UNIT_TBL_AM, BUS_UNIT_TBL_AP. See Appendix B for a list of Product Suffixes.

4.3. Derived Records

PeopleSoft recommends that the delivered Derived Records remain as 'delivered' and are NOT changed. If a PeopleSoft customization requires Derived fields, a separate Derived Table should be created. The record name must begin with the prefix VX_.

4.4. Miscellaneous

Please make note of the following VCCS record customization guidelines:

- All customized records should be unique from other customized and PeopleSoft delivered records.
- All new non-keyed fields should be added to the end of a delivered record.
- Record descriptions in Application Designer are mandatory.
- Record names should be reflective of the data stored within the record (see naming conventions).
- Initial tuning and Index creation is the developer's responsibility.
- Records should be used to prevent hard coding practices; however, alternate data structures (arrays, trees) may be more efficient and less demanding on resources.
- It is recommended that all customized records be put into the PeopleSoft Query Tree to be utilized in PS QUERY if necessary.

Key Order for effective dated records should generally follow this format:

Keys (K)
Effective Date (K) (Descending)
Effective Sequence (K) (Ascending)

Default values for the following fields are recommended:

Effective Date
Effective Status
Fields that appear in Check Boxes and Radio Buttons

The following fields should be made required:

Any Key field
Search Keys
Alternate Search Keys
Fields that appear in Check Boxes and Radio Buttons

5. PAGE

Any new page that needs to be created that are not alterations of PeopleSoft delivered pages will follow the same standards set forth for field and record naming standards. For example, new pages should be named with a prefix of “VX_” (uppercase). The description and comments should follow the guideline provided the comments standards are followed.

6. COMPONENT

As with other customized definitions the name must begin with VX_ followed by a meaningful name / pneumonic or project number. In simple applications it may be desirable to name the component, page and run control record with the same name. Where multiple occurrences of a definition are required, use a name where the base part remains the same and the multiple occurrences are defined with suffixes.

Example

| | |
|-------------|---------------------|
| Component | VX_GL_Interface |
| Page | VX_GL_Interface_Upd |
| | VX_GL_Interface_Add |
| Run Control | VX_GL_Interface |

It is important that a description and comments are added to the Definition Properties on any new definitions created or any definitions that are modified. The description and comments should follow the guideline provided the Comments Standards section.

7. COMPONENT/REGISTRATION WIZARD

The Component/Registration Wizard is run as a single threaded process. When a developer needs this process run, contact the change management analyst or designee who will run the process. When making the request for this process, specify the name for the component, the search record, the Actions, the navigation, the menu item number and the menu label.

8. MENU

Place customizations/enhancements on the menu path identified by the functional owner. Have the functional owner signoff on the menu path by noting acceptance with an IssueTrak note submitted by the owner. The default ordering of Menus is alphabetical; however, sequencing may be used with the approval of project management.

Never include a Menu definition in a project; hence, never place PeopleCode on a Menu.

For application clarity, always use menu names that are descriptive of the menu item, its associated pages and/or the intended functionality. Menu item names can be up to 30 characters in length.

Menu and menu item definition names must conform to a specific set of naming conventions for the system to recognize them. The following rules always apply:

- All upper case letters ('ADMINISTER_BASE_BENEFITS', not 'Administer_Base_Benefits')
- No embedded spaces ('ADMINISTER_PERSONNEL', not 'ADMINISTER PERSONNEL'). Embedded spaces cannot be used because these names are used internally by PeopleCode.
- No special characters (such as % ^ &* \$ #, etc.)

9. PEOPLECODE

PeopleCode is not automatically inserted in the project; it must be explicitly inserted.

Comments should be added at the top of any new PeopleCode or modifications to PeopleCode, using this format:

```
/*Project ID Date Developer's Name Institution Description of new definition or modification –MODN #0001*/
```

Each new modification should be given the new sequential MODN #. This makes it easier to search within the PeopleCode and find a specific MODN #.

Retain the original PeopleCode and make a note that it is the original code in your comments. Use comment lines (/*) before and (*/) after the customization to signify the beginning and end of the modification.

Example:

```
/*Begin MODN #0001 - VX12345 */  
|  
|  
CODE MODIFICATION  
|  
|  
/*End of MODN #0001 - VX12345*/
```

10. APPLICATION ENGINE

All custom Application Engine definitions should be named with a prefix of 'VX_'. Refer to VCCS Naming Conventions, Appendix D.

As with all custom definitions, add comments to the code, particularly when action = SQL.

General guidelines:

- Avoid inline / dynamic SQL in favor of SQL objects for reasons of performance and readability.
- Re-use existing state records if possible. Use a physical table; not a derived work record.
- Use meta-SQL to keep the code platform independent and easier to maintain.
- Log progress of the program during execution. If is going to be detailed then control the logging so that it does not go into "verbose" mode in Production.
- Keep the number of temporary table instances down to a minimum. Consider the amount of data that should be in memory; there are limits.
- Ensure that temporary tables list is comprehensive.
- Use COMMIT and restart features keeping in mind data integrity and performance. To assure the best performance consider whether to use rerunnable rather than restartable programs for any AE interface working SIS/HR. Manage "COMMIT"s carefully.

Use the suffix '_AET' to identify an Application Engine State Record. This must have PROCESS_INSTANCE defined as the first field and the only key field.

11. nVision

Refer to Appendix D for naming standards.

Design Considerations

The report number is in the upper left corner of the report on the first line followed by the title (centered) and the effective date of the report (upper right corner). Subtotals have a single underline and totals have a double underline. The font is 10 point Arial.

Each column header must be defined as to its contents. This may be as simple as the PeopleTools field name or more complex including such criteria algorithms, algebraic calculations, summing of multiple PeopleTools fields, accounts and so forth.

12. PS/CRYSTAL REPORTS

New Crystal reports should be named with a prefix of 'VX'. Crystal Reports must be run within PeopleSoft (from a menu). Do not execute Crystal reports from the client. Crystal reports run within PeopleSoft have an 8-character name limit.

Use Crystal Reports only when it is necessary to:

- Use special formatting for the report (including color, images, and fonts).

- Suppress repeated values in the result set.
- Create multiple report lines per row of the result set.
- Create mailing labels.
- Control what columns appear, and in what sequence, without changing the query.
- Control breaks and totals.

Crystal reports should not contain hard coded parameters (for example, business units, dates, logos, et cetera).

Be certain that prior to saving a Crystal report that you are not overwriting an existing report. Create a new process definition for any new custom Crystal Reports that will be run from a PeopleSoft menu. The Process Type should be 'Crystal'. On the Process Definitions Options Page, the Run Location should be 'Server' and the Server Name should be 'PSNT'. The process definition should be given the same name as the Crystal Report. This allows for the Process Scheduler to execute the intended Crystal Report.

13. QUERIES

PS Query can be used in Crystal reports, workflow, batch processes, and for displaying ad hoc query results; however, it should not be used as a reporting solution for campus at VCCS.

PeopleSoft recommends that we use a naming convention to distinguish workflow queries from other queries. The Role Query option refers to the fact that PeopleSoft names its role queries with names that begin with [ROLE]. The DB Agent Query option refers to the fact that PeopleSoft names its database agent queries with names that begin with [DBAG].

Do NOT change the name of delivered PS/Query definitions. If a delivered PS/Query definition is used as a shell, open the definition and do a "SAVE AS" under a new name, using the naming convention outlined below. The new PS/Query definition can then be modified as needed.

A new query that will be used to create a report should be given a name based on the report name. Note: Query names are case-sensitive. Be certain before you save a query that you are not overwriting someone else's query. The names of queries that are considered college specific should begin with a college identifier; e.g., 'NVCC', 'TCC', and so forth. The names of queries that are for system wide usage should be prefixed with 'VX'.

Maximum Length: 30 characters (case sensitive - use upper case).

Review Queries to insure there are no hard coded variables that should be substitution variables, excessive numbers of table joins (greater than 5), and poor query construction, for example, sub selects that cause table scans for large tables. Client Services will test each query or report to ensure that it executes in an acceptable time, usually two minutes.

13.1 Who Can Create Queries

The ability to create public is controlled through the Query Security Profile. The VCCS does not use private queries and they will not be migrated to higher instances of the database. Only users who have been fully trained on creating queries will be allowed to create private queries. All other users will run pre-defined public queries. Public queries may be written only by a small number of expert query/report writers for two reasons:

- 1) The efficiency of public queries can strongly impact the performance of a system. For this reason, any queries that are written must be tuned and are subject to DBA review before they are moved into production.
- 2) New or deleted fields on PeopleSoft and/or VCCS created records at upgrade time will mean that a number of queries may need to be changed.

Furthermore, workflow queries, or role queries, are queries that PeopleSoft Workflow uses as part of automated business processes to determine which users should receive work items. Because these queries are run by the system rather than by users, the PeopleSoft application doesn't run the same pre-query security checks. In particular, the application doesn't check which access groups the user running a workflow query has access to-because the user is a workflow agent. (For this reason, not all users should be allowed to create workflow queries.)

14. CHARACTERISTICS OF A QUERY

14.1 Characteristics of a Private Query

For the following reasons, Private Queries are never used. Change Management will not migrate a private query.

- Private queries are only accessible by the USERID who created them. Only the creator can run or modify a private query.
- At upgrade time, each developer is responsible for updating his or her private queries and ensuring that they still function.
- All production queries will be saved as public queries and are subject to review by the DBAs.

14.2 Characteristics of a Public Query

- Any user who has query security access to the records used by the query can run a public query.
- Every developer who can create a public query can modify any other public query.

- Only the developers in charge of report writing will write public queries for each module.
- At upgrade time, the upgrade team is responsible for updating public queries and ensuring that they still function.

15. TREES

New Trees should be named with a prefix of 'VX'. Tree Manager allows for 18 character tree names. Modules can be specified in the Tree Category field when creating the tree.

16. QUERY SECURITY TREE

VCCS developers should add new records to the Query Security Tree based on functional specifications.

17. PORTAL SYNCH

The portal synch is run as a single threaded process. While in the upgrade mode, the Portal Sync will be scheduled on an ad hoc basis. The 'Planned Outage Notice' will tell you when it will be scheduled. If a developer needs the process to be run, contact VCCS Change Management.

18. TABLESPACE

Developers should assign custom tables to the following tablespaces: VCDATA2 (SIS/HR) and VCDATA (AIS) for the data and VCINDEX2 (SIS/HR) and VCINDEX (AIS) for the index. Contact DBAs if needed.

19. DATABASE ACCESS TO TABLES

Contact the DBAs.

20. PROCESS GROUP SECURITY

VCCS Project developers should ensure that the appropriate process group security is configured.

21. PERMISSION LIST SECURITY

VCCS Project developers should work with functional owners to ensure that the appropriate permission list security is configured.

22. COMMENTS STANDARDS

It is important that a description and comments are added to the Definition Properties of any new definitions created or any definitions that are modified.

The description and comments should include:

- Project ID
- Date
- Developer's Name
- Institution
- Description of new definition or modification

23. MOVE INSTRUCTIONS

Create a separate Word Document for the Move Instructions of your project. Move instructions are needed for all projects except Query Migration. If there are special instructions, include them after the screen shot.

The document should be named with the name of the project (see above), followed by a suffix of 'M' to indicate 'Move Instructions', followed by the revision date in YYYY/MM/DD format; e.g., VX12345M_20070314. Place the document in the following network directory 'Move Instructions' on the shared drive.

Fully describe all the definitions that need to be moved in the project from one instance of the database to another. Include a count of all definitions within the project. The following is a sample vanilla Move Instructions that will apply to most customizations; however, some may require special actions such as a COBOL compile, BUILDS, etc. Include these in the correct sequence.

In the IssueTrak Next Action note, specify the 'from' and 'to' instances of the database and reassign the Issue to the Change Control staff.

Be sure that you include the Output Window in the screen shot(s) and the results tab, not just the Project Workspace. The Project Workspace does not include all definition types; e.g., Business Processes, Process Definitions, Queries, etc. To get the correct values, open the project and click on the *Upgrade* tab. immediately make a screen shot; it may take more than one screen shot to include the complete Project Workspace and Output Window.

Example

```
Modification History
*****
```

IssueTrak 71243
Date 08/24/2006
Name Joe Doe

Description

New component to run General Ledger record UPDATES and ADDS.

Specify the following values:

Actions (Add, Update / Display, etc)
Bar Item name (MENUITEM12)
Navigation
Permission Lists (SUPER, SUPER8)
Item Label
Folder Tab Label
Search Record

APPENDIX

APPENDIX A: PEOPLESOFT NAMING CONVENTION

The field and record definition naming standards described in this Appendix apply to names for fields and records used within PeopleSoft software.

Abbreviations

PeopleSoft uses abbreviations in definition names as needed. We use a list of standard abbreviations for words that are only abbreviated when required by definition length limitations. When an definition name must be abbreviated because of length limitations, the procedure for determining the correct name is the following:

1. Use standard abbreviations until the length of the name is less than 19 characters.

2. Minimize the number of words abbreviated in a single definition name. Rather than abbreviate every word in some way, abbreviate as few words as possible. So, queries made against definition names can anticipate that words are spelled out.

This section provides lists of standard abbreviations for words. In some cases, several words may share the same abbreviation. Usually, other parts of the definition name will help place the abbreviation in context. You can make additions to this list by submitting requests to the development team librarian.

| Word | Abbreviation |
|----------------------|--------------|
| Account | ACCT |
| Accounting | ACCTG |
| Accumulated | ACCUM |
| Acquisition | ACQ |
| Action | ACTN |
| Additional | ADDL |
| Address | ADDR |
| Adjustment | ADJ |
| Allocation | ALLOC |
| Amount | AMT |
| Annual | ANNL |
| Applicant | APP |
| Application | APPL |
| Balance | BAL |
| Business Unit | BU |
| Calculation | CALC |
| Calendar | CAL |
| Catalog | CAT |
| Category | CATG |
| Cause | CSE |
| COBRA | CBR |
| Code | CD |
| Column | COL |
| Command | CMD |
| Company | CO |
| Comparative | COMPA |
| Confirmation | CONF |
| Control | CNTL |
| Conversation | CONVR |
| Conversion / Convert | CNV |

| | |
|-------------------------|--------|
| Course | CRSE |
| Coverage | COVRG |
| Create | CRE |
| Credit | CR |
| Currency | CURR |
| Current | CUR |
| Customer | CUST |
| Date | DT |
| Day | DY, DD |
| Debit | DR |
| Deduction | DED |
| Default | DFLT |
| Defect | DEF |
| Definition | DEFN |
| Department | DEPT |
| Dependent | DEP |
| Depreciation | DEPR |
| Description | DESCR |
| Destination | DEST |
| Detach | DTCH |
| Detail | DETL |
| Discount | DISC |
| Display | DISP |
| Distribution | DIST |
| Duplicate | DUP |
| Earnings | EARN |
| Effective | EFF |
| Effective Date | EFFDT |
| Effective Date Sequence | EFFSEQ |
| Eligibility | ELIG |
| Employee | EE |
| Employee ID | EMPLID |
| Employer | ER |
| Equation | EQ |
| Error | ERR |
| Evaluation | EVAL |
| Feature | FEAT |
| Financial | FIN |
| Flowstep | FLOW |

| | |
|---|--------|
| Frequency | FREQ |
| Garnishment | GARN |
| Group | GRP |
| Header | HDR |
| Hours | HRS |
| Identifier | ID |
| Incomplete | INC |
| Injury | INJ |
| Inspection | INSP |
| Inter-Unit | IU |
| Interface | INTFC |
| Investment | INVEST |
| Journal | JRNL |
| Layout | LAY |
| Ledger | LED |
| Length | LEN |
| Limit | LIM |
| Line | LN |
| Location | LOC |
| Lower Acceptance Limits | LAL |
| Lower Specification Limits | LSL |
| Maintenance | MAINT |
| Maker | MKR |
| Maximum | MAX |
| Measurements,Features,Dimensions,Specifications | MFDS |
| Messages | MSG |
| Minimum | MIN |
| Modify | MOD |
| Monitor | MNTR |
| Month | MN, MM |
| Month-to-Date | MTD |
| Number | NBR |
| Observation | OBSERV |
| Operator | OPR |
| Order | ORD |
| Parameter | PARM |
| Percent | PCT |
| Period | PD |
| Period-to-Date | PTD |

| | |
|----------------------------------|--------|
| Points | PTS |
| Position | POSN |
| Preference | PREF |
| Preliminary | PRELIM |
| Priority | PRIO |
| Procedure | PRCD |
| Process ID | PROC |
| Product | PROD |
| Profile | PROF |
| Quantity | QTY |
| Quarter-to-Date | QTD |
| Queue | QUE |
| Rate | RT |
| Reason | RSN |
| Recalculate | RECALC |
| Received | RECV |
| Reconciliation | RECON |
| Record | REC |
| Reduction | RED |
| Reference | REF |
| Report | RPT |
| Request / Required / Requisition | REQ |
| Requirements | RQMT |
| Resource | RES |
| Result | RSLT |
| Retire / Retirement | RET |
| Salary | SAL |
| Schedule | SCHED |
| Security | SEC |
| Select | SEL |
| Sequence | SEQ |
| Session | SESSN |
| Specification | SPEC |
| Statistics | STAT |
| SubGroup | SGRP |
| Summary | SUM |
| Supervisor | SUP |
| Supplemental | SUPL |
| Synchronize | SYNC |

| | |
|----------------------------|--------|
| Template | TMPL |
| Total | TOT |
| Training | TRN |
| Transaction | TRANS |
| Transfer | XFER |
| Tuition | TUIT |
| Unit of Measure | UOM |
| Upper Acceptance Limits | UAL |
| Upper Specification Limits | USL |
| Vacation | VACN |
| Variable | VAR |
| Vehicle | VEH |
| Violation | VIO |
| Year | YR, YY |
| Year-to-Date | YTD |

APPENDIX B : PRODUCT SUFFIXES

Product suffixes are used when a functional area applies to many products. For example, business unit tables are named BUS_UNIT_TBL_AM, BUS_UNIT_TBL_AP. The following are the product suffixes:

| Abbreviation | Description |
|--------------|---|
| _AD | Admissions (Higher Education) |
| _AM | Asset Management |
| _AP | Accounts Payable |
| _AR | Accounts Receivable |
| _BA | Benefits Administration |
| _BD | Budget |
| _BI | Billing |
| _BN | Benefits (_BEN is ok). |
| CE_ | Cost Enhanced (if used by Manufacturing) |
| _CM | Common Modules (Higher Education) |
| CM_ | Cost Management (if used by Inventory only) |
| _CS | Campus Systems (Higher Education) |

| | |
|------|--|
| _DA | Degree Audit |
| EG_ | Engineering |
| EN_ | Bills and Routings |
| EP_ | Enterprise Planning |
| _FA | Flexible Spending Accounts (FSA is ok) |
| _FS | Financials |
| GF_ | Government Financials |
| _GL | General Ledger |
| _HR | Human Resources |
| _INV | Inventory |
| _MG | Manufacturing |
| _OM | Order Management |
| _PA | Pension Admin. |
| _PI | Payroll Interface (_DED is ok) |
| PL_ | Production Planning |
| _PY | Payroll (_PAY is ok) |
| _SA | Student Aid (Higher Education) |
| _SF | Student Financials (Higher Education) |
| SF_ | Production Management (Shop Floor) |
| _SR | Student Records (Higher Education) |
| _TL | Time and Labor |

APPENDIX C : COLLEGE ABBREVIATION CODES

| College | Prefix | # | Letter |
|--|--------|-----|--------|
| Blue Ridge Community College | BR | 291 | A |
| Central Virginia Community College | CV | 292 | B |
| Dabney S. Lancaster Community College | DL | 287 | C |
| Danville Community College | DC | 279 | D |
| Eastern Shore Community College | ES | 284 | E |
| Germanna Community College | GC | 297 | F |
| J. Sargeant Reynolds Community College | SR | 283 | G |
| John Tyler Community College | JT | 290 | H |
| Lord Fairfax Community College | LF | 298 | I |
| Mountain Empire Community College | ME | 299 | J |
| New River Community College | NR | 275 | K |
| Northern Virginia Community College | NV | 280 | L |

| | | | |
|--------------------------------------|----|-----|--------|
| Patrick Henry Community College | PH | 285 | M |
| Paul D. Camp Community College | PC | 277 | N |
| Piedmont Virginia Community College | PV | 282 | O |
| Rappahannock Community College | RC | 278 | P |
| Southside Virginia Community College | SV | 276 | Q |
| Southwest Virginia Community College | SW | 294 | R |
| Thomas Nelson Community College | TN | 293 | S |
| Tidewater Community College | TC | 295 | U |
| Virginia Highlands Community College | VH | 296 | V |
| Virginia Western Community College | VW | 286 | W |
| Wytheville Community College | WC | 288 | Y |
| System Office | SO | 261 | X or 0 |
| | | | |

APPENDIX D : VCCS NAMING CONVENTIONS

The following naming conventions are used for new custom SQR, Crystal, Application Engine and nVision definitions:

- Positions 1 and 2 = VX (Constant)
- Position 3 = FRS college letter designation (See Appendix C)
- Position 4 = Module name

SIS/HR

- R for Admissions and Records
- F for Student Financials
- A for Financial Aid
- V for Advising
- M for Admissions

AIS

- G for General Ledger (GL)
- B for Budget (BD)
- P for Accounts Payable (AP)
- O for Purchasing (PO)
- S for Asset Management (AM)
- E for Travel & Expense (TE)

HRMS

- H for Human Resources
- B for Benefits

P for Payroll
L for Absence Management (Leave)
T for Time and Labor
W for Workflow
X for Utility

Positions 5 – 8 Sequential numbering or pneumonics

Positions 5 – 8 Sequential numbering or pneumonias