

# Data Standards

A Data Entry Survival Guide

Never use # or % sign! Use GUAPSWD to change passwords!

Field	ACCEPTABLE	FORBIDDEN
<b>PERSON NAME - STAFF or STUDENT</b>		
<b>LAST NAME</b>	Upper/Lower case McDonald	ALL CAPS, all lower
	Hyphens. Apostrophes Smith-Jones or O'Leary	, # %
	Spaces between names St John St James	Period (.) (even after abbreviations, i.e., St. John)
		Prefixes and Suffixes
Last names are to be entered as presented. In other words, if the person puts a space, you put the space.		
<b>LEGAL FIRST NAME</b>	Upper/Lower case	ALL CAPS, all lower
	Hyphens, Apostrophes	, # %
	Period (.) Use Exception: Period is allowed only after single character initial when all that is available is initial. A.	PERIOD (.) except as noted. Using period after initial when first name available
	Spaces between names Mary Lou	Prefixes and Suffixes
<b>PREFERRED First Name</b>	Same as for Legal First Name	
<b>MIDDLE NAME</b>	Upper/Lower case	ALL CAPS, all lower
	Hyphens, Apostrophes	, # %
	Period Use Exception: 2 middle initials. A.H or P.R	PERIOD (.) except as noted System generates period after middle initial.
	Spaces between multiple middle names	
<b>PREFIX</b>	Mr. Mrs. Ms. Dr. Hon. Rev.	All other prefixes
<b>SUFFIX</b>	Sr. Jr. II III IV	
<b>NON-PERSON NAME - VENDOR</b>		
<b>VENDOR NAME</b>	Upper/Lower Case ALL CAPS: Recognized acronyms, i.e., IBM, AT&T	ALL CAPS, all lower
	Hyphens May be used to separate double name	, Apostrophes
	Spaces If legal spelling and format of the name includes spaces	, # %

	Period Name may include a period, i.e., Amazon.com	
<b>Vendor Name Field con't</b>	& only when part of a formal name: Baltimore & Ohio Railroad	& Use and in all other cases
	Co Corp Ltd Inc when used after name of a corporate entity	All other abbreviations
<b>GOVERNMENT OFFICES: State and County departments and agencies—State or County as Vendor</b>		
<b>Vendor</b>	State of California	
<b>Address Sequence</b>	Address 1: Department of Revenue Address 2: Department of Transportation Address 3: Department of Taxation	
<b>ADDRESS STANDARDS</b>		
<b>TYPE</b>	Validation Tables exist: CN, MA and PR for Persons CO used by HR only: limit 24 BU, RE and MA for Non-Persons	
<b>STREET Standards</b>	Upper/Lower case	ALL CAPS, all lower
	hyphen allowed: 39-2 Rd & allowed: 1500 R & S St In Care of allowed	(in number part of address, i.e., 39.2) % (for in care of)
<b>Secondary Address</b>	Multi-unit dwellings: Place Room, Suite, or Apt to right of street address 102 Main St Apt 101 454 N Jones Rd No. 5 Period allowed only after No.	NEVER USE #  Use No.  NEVER USE #
<b>Unit Abbrev.</b>	Apt Bldg Dept Fl Rm Sp Ste	No period .
<b>Direction Abbrev.</b>	E W N S NE NW SE SW	No period .
<b>Street and PO</b>	Mail is delivered to the address immediately above the City, State line Line 1: Street Address Line 2: PO Address	
<b>CITY STANDARDS</b>		
<b>CITY</b>	Upper Case/Lower Case	ALL CAPS, all lower punctuation, # * % Canadian provinces
<b>STATE</b>	<b>REQUIRED</b> - Canadian Provinces go in State Field	
<b>ZIP</b>	<b>REQUIRED</b> for US and Canada US: 5 digits, hyphen, 4 digits. Use the 5 digit zip if 9 isn't available Canada: 6 digits only	

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**Always SEARCH first**