**Data Collect** is a term used to describe a population of designated employees authorized to make entries to Banner Finance other than the Controller’s Office. These entries represent reoccurring charges to various departments for services such as office equipment usage, copy charges, fax charges, etc. The type of entries that will be entered into Banner Finance should be provided to the Controller’s Office when the initial data collect process begins.

Data Collect originators and the departments they work in have a profound impact on our financial system and therefore must adhere to the following procedures:

* Data Collect originators are held responsible for posting accuracy.
* All entries must be supported by a properly authorized and signed source documents for audit trail purposes. (Example: no phone calls for copy charges.)
* Financial Managers and Authorized Signers must be verified using Banner form FTIFATA. See instructions on page 4.
* The transaction descriptions entered by a Data Collect originator should be fairly specific and easy to understand for the general campus community.
* Data Collect originators are responsible for retaining and safeguarding all transaction detail support documentation for a period of seven years for further inquires concerning the origin of any charges.
* Data Collect originators are required to send email notification to Controller’s Office (inctr) at the time of batch completion. Included in the email should be the batch number generated by Banner at the time of data input, the total dollar amount for the batch and the transaction date for the batch.
* Data Collect originators are required to fill in the batch header completely with the appropriate information and “Approved By” signature. The Approved By signature should be the Supervisor of the Data Collect originator. Send the batch header form to the Controller’s Office at 306 S. New Street, Suite 451 for filing/audit trail purposes.
* On a daily basis, the General Accounting Office will send the Data Collect originator copies of their posted batch diagnostics (i.e., a detail print out of each batch, transaction by transaction) via email attachment. The Data Collect originating department is responsible for checking these entries. Please compare the daily diagnostic output to the original source detail documents for each batch and identify errors. For a typical Data Collect batch, each sequence should be verified for an accurate date, index, account code, dollar amount, and D/C indicator. A copy of the diagnostic report should be attached to the backup documentation for future reference.
* All Data Collect corrections can be made by the Data Collect originator by entering them in a new batch.

**Please remember – we would like you to complete your batches the same day you started them.**

If you’re having a problem with a batch and need to leave it open, please email or call Controller’s Office (inctr) (83143) with your batch information and let them know when you will complete it.

**MONTH END CLOSE Procedures**

* + You are required to have all current month transactions posted to Banner Finance by 5:00 PM on the last business day of the month.
	+ Please make sure to review your diagnostics when you receive them to ensure corrections can be processed before the end of the month.
	+ Please refer to the monthly closing calendars that can be found on the Lehigh web page under Controller, Controller’s Office Calendars, Month-End Close Calendars for the date when “All batch posting/processing needs to be completed”.

**The URL for Banner 9 Application Navigator is listed below. Note this is the live Banner Finance database and will be utilized for submitting Data Collect batches.**

[***https://appnav-prod.ec.lehigh.edu/applicationNavigator***](https://appnav-prod.ec.lehigh.edu/applicationNavigator)

**Before starting, gather all items needed to enter data including a blank batch header and all backup documentation for your entries. Check for proper authorization of financial managers or authorized signers. Run a tape of your entries, multiply the total by 2 and write this amount on your batch header sheet on the document total line. You should attach this tape to the back of the batch header form.**

1. From the main Banner menu type FGAJVCD (Journal Voucher Entry Form) or FGAJVCQ

Journal Voucher Quick) which is very similar but has a more concise format for the user. FGAJVCM (Journal Voucher Mass Entry) is a form where you can enter multiple entries on one screen.

1. Leave the **Document Number** field blank, the Banner system will assign a system generated document number. **Press Alt + PgDn (Next Section**) to get to the transaction date & amount fields. You can also click the gray down arrow in the bottom left corner of the screen.
2. The **Transaction Date** field always defaults to the current date - which is what we want here. This form will retain the date the batch was started. The transaction date should always be the date that you finished the batch. It is important to open and close your batch on the same day. If you are not able to complete your batch on the same day, please refer to the FAQ section at the bottom of these instructions.

**Please note: Back dating journal vouchers is not permitted.**

You are required to have all current month activity posted to Banner Finance by 5:00 PM on the last business day of the month.

Please refer to the monthly closing calendars that can be found on the Lehigh web page under Controller, Controller’s Office Calendars, Month-End Close Calendars for the date when “All batch posting/processing needs to be completed”.

1. **Tab to the Document Total field** and enter the total dollar amount for the journal voucher in the Document Total field. The total is the sum of all debits and offsetting credits

(Example: Debit $100 - Credit $100; Document Total = $200)

1. Press Alt + PgDn (Next Section) or click the gray down arrow in the bottom left corner of the screen to go to the Transaction Detail Block and begin entering data sequences.
2. Write down the system generated document number (in the top left corner) on the batch header.
3. The **Status** field will fill in automatically – P = Postable and E = Error.
4. The **Sequence** number is a system assigned number. No need to enter data in this field.
5. TAB to **the Journal Type** field and type your unique rule code that was assigned to you as a Data Collect User

10. The **Chart of Accounts defaults to “P” which stands for PROD – Lehigh University**.

 If this field does not default, it should always be “P”.

11. Enter the FOAPAL elements:

 Note : use the TAB key to navigate between fields in Banner, this will validate the data and allow you to double check the data as you go.

 **Tab and enter the Index Number (6 digits)**

* The index number will automatically fill in the Fund, Org, and Program fields.

 **Tab and enter the account code (5 digits)**

12. **Tab** and enter the **amount** of your first sequence.

13. **Tab** and enter the appropriate sign **Debit** or **Credit** in the D/C indicator field.

 (type at least 2 letters (De or Cr) so your choice fills into the field)

14. **Tab** and enter a **Description** for the entry (maximum 35 characters including spaces.)

 Please Note: No punctuation should be used in this field. The description entered will be viewed in Banner. So, you should make this reasonable for the campus community to understand.

15. **Bank Code** should always be FA. It fills in automatically.

16**. Doc Reference** is an optional field. This is an **8-character** field which will print on the Diagnostic

 reports that you receive on a daily basis.

17. To enter the next sequence, press F4 to copy the previous record (or click the Copy button at the top right of the Journal Voucher Detail section of the screen). Pressing F6 is no longer needed.

 This feature will allow the user to make changes to the required fields, thus reducing key strokes.

18. When you have entered all entries in Banner, the SAVE button is NOT required, however you need to **arrow** **down** on the last sequence for accurate batch completion.

19. Click on the RELATED button in the blue bar located at the top right side of the screen.

* Click Access Transaction Summary Info to review the data entry sequences entered.
* Make sure the Document Total and the Total under the Transaction Amount column match.
* Click the X at the top left of the blue bar to go back.

 Click on the **TOOLS** button in the blue bar located at the top right side of the screen.

* Within the OPTIONS section, click **Header** **Information** to verify the transaction date or document total. If your totals did not match in the summary info, you can change the total here.
* Within the OPTIONS section, **click Access Completion** – another section will appear on the Journal Voucher screen with two boxes.
1. Click Complete to finish & post the document
2. Click In Process to keep the batch open & finish it at a later time

20. After clicking **Complete**, a message in a green box appears at the top right of the screen that says “Document Jxxxxxxx completed and forwarded to the posting process**”. If you receive any other messages, look under the FAQ section for help & tips.**

21. Fill in the information required on the batch header sheet and obtain your Supervisor’s approval. Submit the original completed batch header form to the Controller’s Office at 306 S. New Street, Suite 451 or inctr. Retain all backup documentation in your office for future inquiry. File the backup documentation along with a copy of the batch header in sequential order for auditing purposes.

22. Upon batch completion, send an email to the Controller’s Office (inctr) including the following information:

* **Document Number**
* **Batch Total**
* **Date of completion**

**Notes**: A daily summary will be sent to you via email attachment containing the batches you’ve submitted from the previous day. As a Data Collect User, you are held responsible for accuracy and diligence. Therefore, it is imperative that you verify your data entry including the Date, Index, Account Code, D/C Indicator, and the amount for each sequence in each Data Collect batch submitted.

As always, retain all backup documentation in your office and attach the Diagnostic summary upon verifying the contents. The backup documentation should always be readily available for future inquiry regarding transactions processed. As a Data Collect user, you should be able to provide an explanation for the origin of a charge (example: photocopy, fax, phone charges). Occasionally you may receive an inquiry from a member of the campus community questioning a charge on a department index. Every year, the Auditors ask the Controller’s Office for copies of certain transactions. When this happens, you may receive an inquiry from the Controller’s Office asking for this information right away. We will always give you the document number, so please remember to file your batches in numerical order to find the information quickly.

**Some helpful hints:**

Get in the habit of writing down your document number (on the batch header) immediately upon Banner assigning a number. This will prevent you from closing out your batch without having a document reference number.

Retain your backup documentation in an organized fashion and make sure the documents are readily available for further inquiry for a period of seven years.

Authorized Signers and Financial Managers need to be verified using Banner screen FTIFATA (documentation listed below.)

**Instructions for verifying Financial Manager and Authorized Signers using form FTIFATA**

* From the main Banner screen type FTIFATA in the “Search” box. Once the screen appears, choose Fund or Orgn in the Select FOAPAL box.
1. For Banner indexes starting with a number 1 or 2, choose ‘Orgn’.
2. For all other Banner indexes, leave the default choice as ‘Fund’.
3. Then press Alt-Page Down (Next Section).
* To search for a Financial Manager, type the 6 digit index number in the first field ‘Fund Code’ (or Orgn code). Tab four times to the field marked ‘Attribute Type’ and type “FMGR”. Press F8 to run the query. It will show the User ID and name of the Financial Manager.
* To search for an Authorized signer, follow the steps above, but after entering the index number, tab to ‘Attribute Type’ and type “AUTH%”. (The % sign is used as a wildcard, because there could be more than one signer listed for each index number). Press F8 to run the query and view the list of authorized signers.

**Some helpful hints for the FTIFATA screen:**

* If you entered an invalid index, need to change the fund/orgn criteria, you will have to cancel the query using the X located at the beginning of the blue bar at the top right side of the screen.
* If you wish to run a new query, press F7 and enter a new Fund or Orgn Code and Attribute Type.

**FAQ - Frequently Asked Questions:**

**How do I go about changing the document total on an existing batch?**

Click on Header Information under the OPTIONS section in the TOOLS menu located on the blue bar.

**How do I get to the batch summary?**

Click on Access Transaction Summary Info in the RELATED menu located on the blue bar.

**What if I get an error message “Total amount of all transactions must equal document total”?**

This means that the individual entries do not add up to the total you entered on the header screen.

You could have missed entering an entry, entered a wrong dollar amount on an entry or your document total could be wrong. Go to the batch summary, review your entries and make adjustments.

**Who can I contact regarding any Data Collect question that I may have?**

Call the Controller’s Office at 83143, or Janice P. at 84549

**What do I do if Banner locks up while entering data?**

Sometimes you need to completely close Banner. The only data that might be lost is the current record that you were working on. Click on the X in the upper left-hand corner on the blue bar. Then, click on the Lock Icon on the left side gray menu. You might receive the message: Are you sure you want to exit this Banner session? Answer Yes. It is possible that you might be sent back to the web page without getting any message.

If that doesn’t work, click the X on the web page tab to close it. Then, you can re-open Banner and log in again to start over.

**What if I need to delete an entry/record?**

Arrow Down through your records until you see the record you need to remove. Click the Delete button at the top right of the Journal Voucher Detail section of the screen. You can now complete your batch.

**What if I need to delete a batch or I forgot to write down my Document Number?**

Call the Controller’s Office at 83143, or Janice P. at 84549

**What if I can’t finish a batch and need to come back to it later?**

To leave a batch in process, click on TOOLS, then Access Completion within the Options section, then click In Process under the Completion section of the screen. Click on the X at the beginning of the blue bar which will take you back to the General Menu.

To return to the batch, type FGAJVCD or FGAJVCQ and on the next screen, enter your document number, you must include the “J”. Press Alt + PgDn. The Transaction date and Document Total will be filled in already with your information. If you need to change the document total, you can do it at this time. Pressing Alt + PgDn will bring you to your first detail record. You can now step through each record by using the down arrow key. You can make corrections and continue entering additional records. Complete the batch as normal.

**Please remember – we would like you to complete your batches the same day you started them.**

If you are having a problem with a batch and need to leave it open, please email or call the Controller’s Office (inctry or 83143) with your batch information and let her know when you will complete it.

**If you have questions about these Banner 9 instructions** – please email or call the Controller’s Office or Janice Paukovits.