

Data Collect Rules

Instructional Course



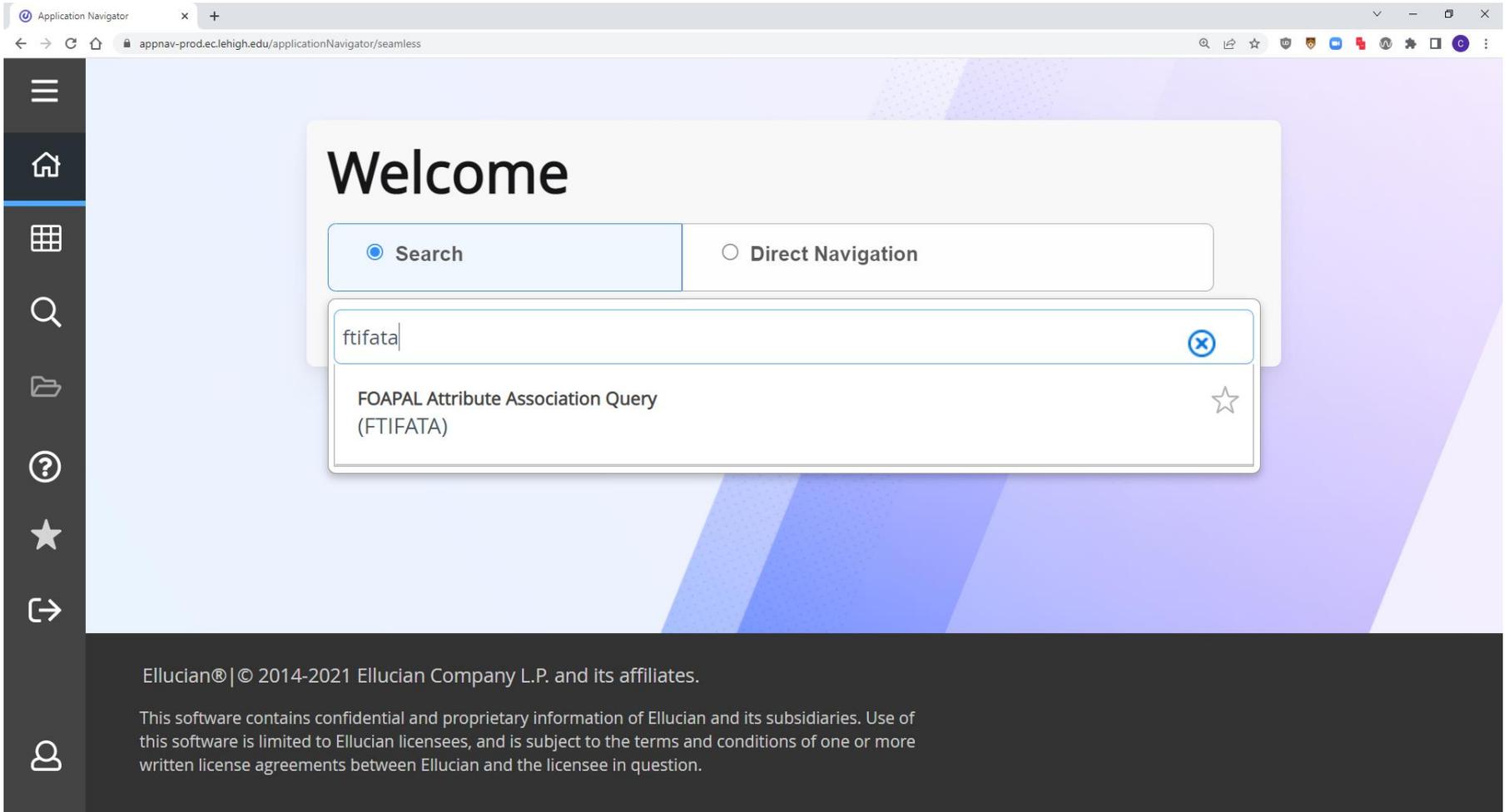
If you are part of the Data Collect Group, you have been given permissions to process entries in Banner Finance, which can include campus services, such as equipment usage, copy & printing charges or parking fees.

Group members must adhere to specific rules and are responsible for following this list of procedures.

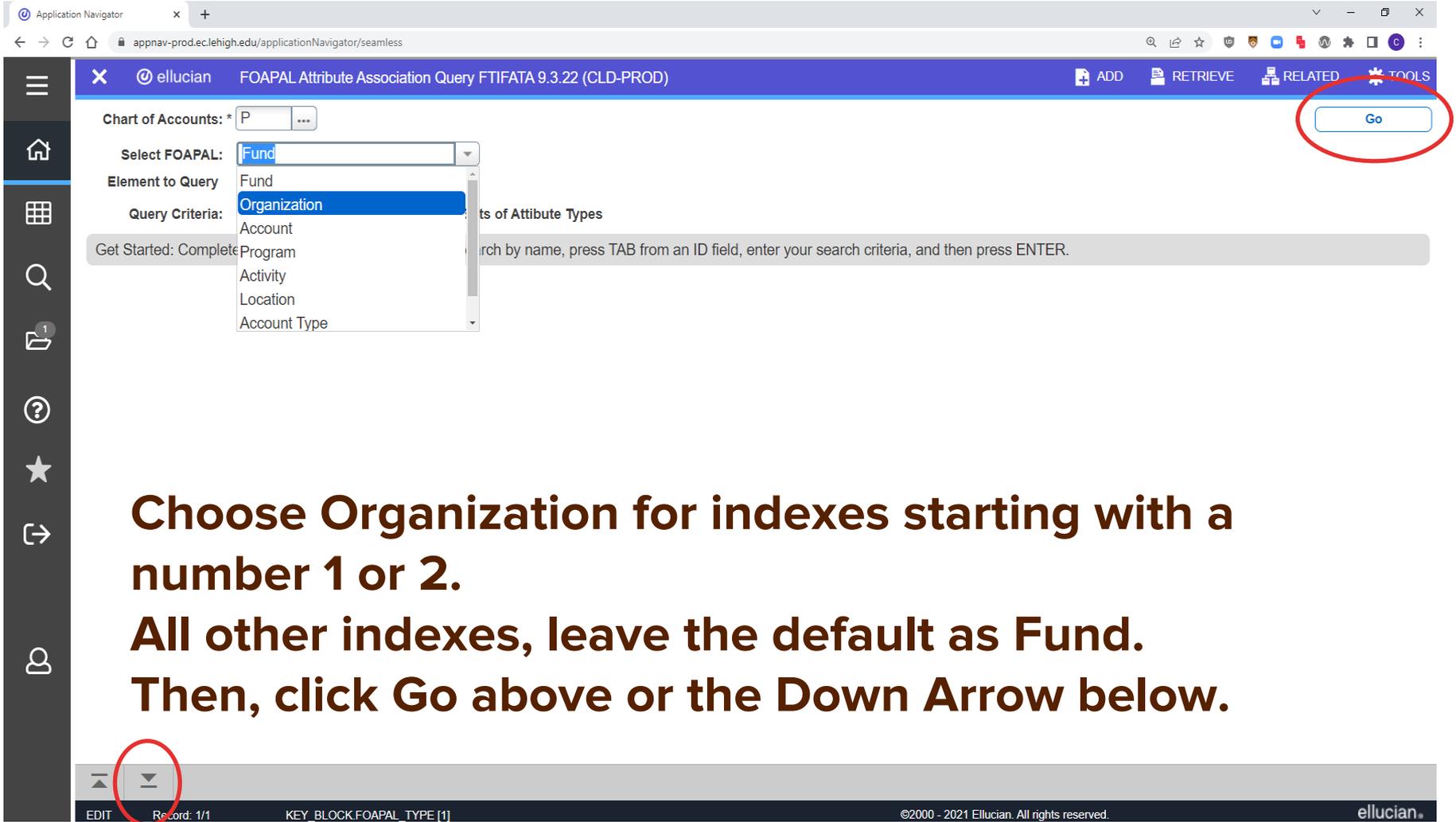
Having valid authorization is the main rule!

You must have approval from either the Financial Manager or an Authorized Signer for each index being charged.

Verify the approval is valid using Banner form FTIFATA.



The screenshot shows a web browser window with the URL `appnav-prod.ec.lehigh.edu/applicationNavigator/seamless`. The application interface features a dark sidebar on the left with icons for home, grid, search, folder, help, star, share, and user profile. The main content area has a light blue background with a white card containing the text "Welcome". Below this, there are two radio buttons: "Search" (selected) and "Direct Navigation". A search input field contains the text "ftifata" and has a blue 'X' icon to its right. Below the input field, a dropdown menu is open, showing a search result: "FOAPAL Attribute Association Query (FTIFATA)" with a star icon to its right. At the bottom of the page, there is a dark footer with the text: "Ellucian® | © 2014-2021 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian and its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question."



Application Navigator x +

appnav-prod.ec.lehigh.edu/applicationNavigator/seamless

ellucian FOAPAL Attribute Association Query FTIFATA 9.3.22 (CLD-PROD)

ADD RETRIEVE RELATED TOOLS

Chart of Accounts: * P ...

Select FOAPAL: Fund

Element to Query Fund

Query Criteria: Organization

Account

Program

Activity

Location

Account Type

Get Started: Complete Search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Go

EDIT Record: 1/1 KEY_BLOCK.FOAPAL TYPE [1]

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Choose Organization for indexes starting with a number 1 or 2.

All other indexes, leave the default as Fund.

Then, click Go above or the Down Arrow below.

Application Navigator x +

appnav-prod.ec.lehigh.edu/applicationNavigator/seamless

ellucian FOAPAL Attribute Association Query FTIFATA 9.3.22 (CLD-PROD) ADD RETRIEVE RELATED TOOLS

Chart of Accounts: P Select FOAPAL Element to Query: Fund Query Criteria: By Attribute Types By Sets of Attribute Types [Start Over](#)

FOAPAL ATTRIBUTE ASSOCIATION QUERY Settings Insert Delete Copy Filter

Basic Filter Advanced Filter

Fund Code	Description	Attribute Type	Description	Attribute Value	
300001		FMGR			Add Another Field ...

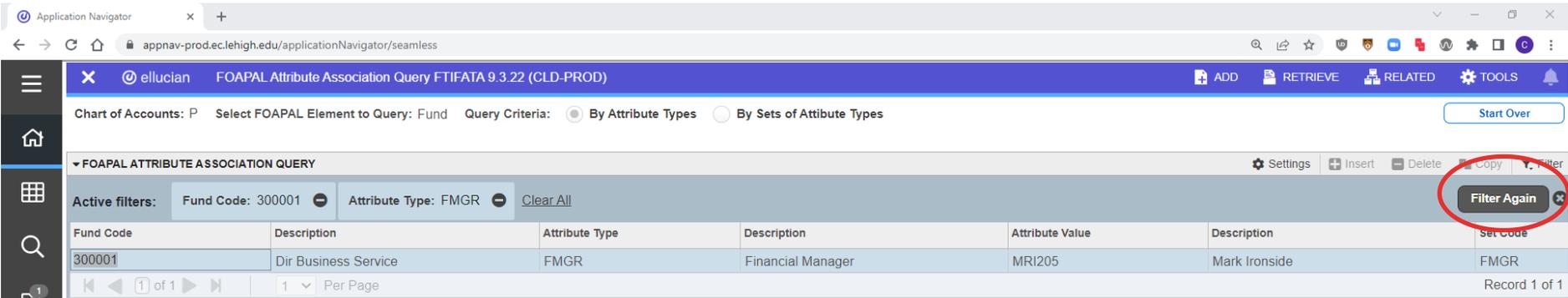
Clear All **Go**

Fund Code	Description	Attribute Type	Description	Attribute Value	Description	Set Code
1 of 1	1	Per Page				Record 1 of 1

Record 1 of 1 KEY_BLOCK_COAS_CODE (1) ©2010 - 2022 Ellucian. All rights reserved. ellucian

Enter index # in the Fund Code or Organization Code field & enter “FMGR” in the Attribute Type field – then, click the Go box to run the query.

The Financial Manager's email ID & name will appear.



Application Navigator

appnav-prod.ec.lehigh.edu/applicationNavigator/seamless

ellucian FOAPAL Attribute Association Query FTIFATA 9.3.22 (CLD-PROD)

ADD RETRIEVE RELATED TOOLS

Chart of Accounts: P Select FOAPAL Element to Query: Fund Query Criteria: By Attribute Types By Sets of Attribute Types [Start Over](#)

FOAPAL ATTRIBUTE ASSOCIATION QUERY

Settings Insert Delete Copy Filter

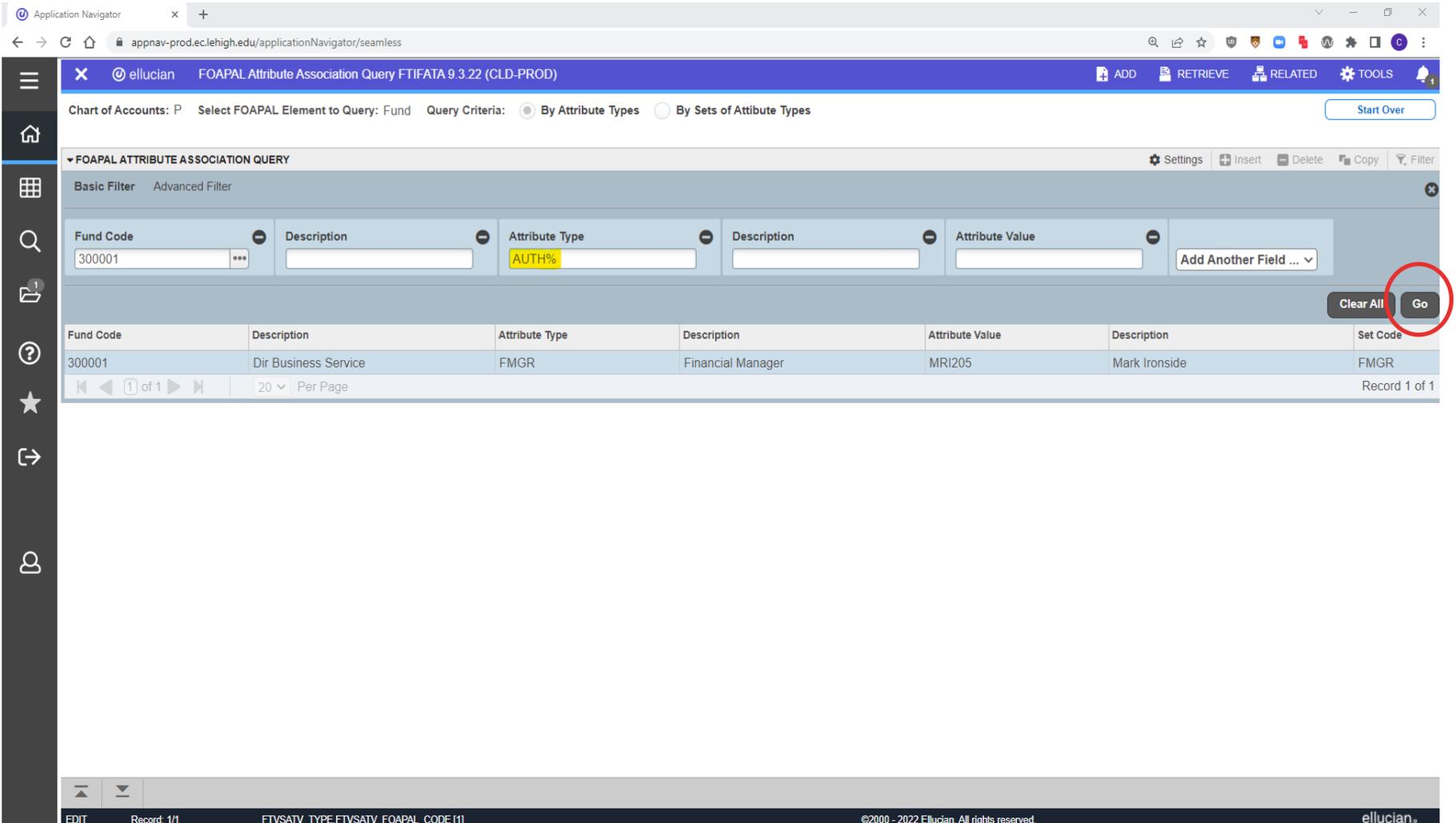
Active filters: Fund Code: 300001 Attribute Type: FMGR [Clear All](#) **Filter Again**

Fund Code	Description	Attribute Type	Description	Attribute Value	Description	Set Code
300001	Dir Business Service	FMGR	Financial Manager	MRI205	Mark Ironside	FMGR

1 of 1 Per Page Record 1 of 1

If the name in the Description field doesn't match the person who authorized the charge, click the **Filter Again** button to search for Authorized Signers - enter "AUTH%" instead of "FMGR" in the Attribute Type field - the % sign is a wild card since there may be more than one authorized signer on an index.

After typing “AUTH%”, click the Go button to view the Authorized Signer email IDs and names.



Application Navigator x +

appnav-prod.ec.lehigh.edu/applicationNavigator/seamless

ellucian FOAPAL Attribute Association Query FTIFATA 9.3.22 (CLD-PROD) ADD RETRIEVE RELATED TOOLS

Chart of Accounts: P Select FOAPAL Element to Query: Fund Query Criteria: By Attribute Types By Sets of Attribute Types Start Over

FOAPAL ATTRIBUTE ASSOCIATION QUERY Settings Insert Delete Copy Filter

Basic Filter Advanced Filter

Fund Code 300001 Description Attribute Type AUTH% Description Attribute Value Add Another Field ...

Clear All Go

Fund Code	Description	Attribute Type	Description	Attribute Value	Description	Set Code
300001	Dir Business Service	FMGR	Financial Manager	MRI205	Mark Ironside	FMGR

1 of 1 Per Page Record 1 of 1

EDIT Record: 1/1 FTVSATV_TYPE:FTVSATV_FOAPAL_CODE [1] ©2000 - 2022 Ellucian. All rights reserved. ellucian.

Application Navigator x +

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ellucian FOAPAL Attribute Association Query FTIFATA 9.3.22 (CLD-PROD)

ADD RETRIEVE RELATED TOOLS

Chart of Accounts: P Select FOAPAL Element to Query: Fund Query Criteria: By Attribute Types By Sets of Attribute Types [Start Over](#)

FOAPAL ATTRIBUTE ASSOCIATION QUERY Settings Insert Delete Copy Filter

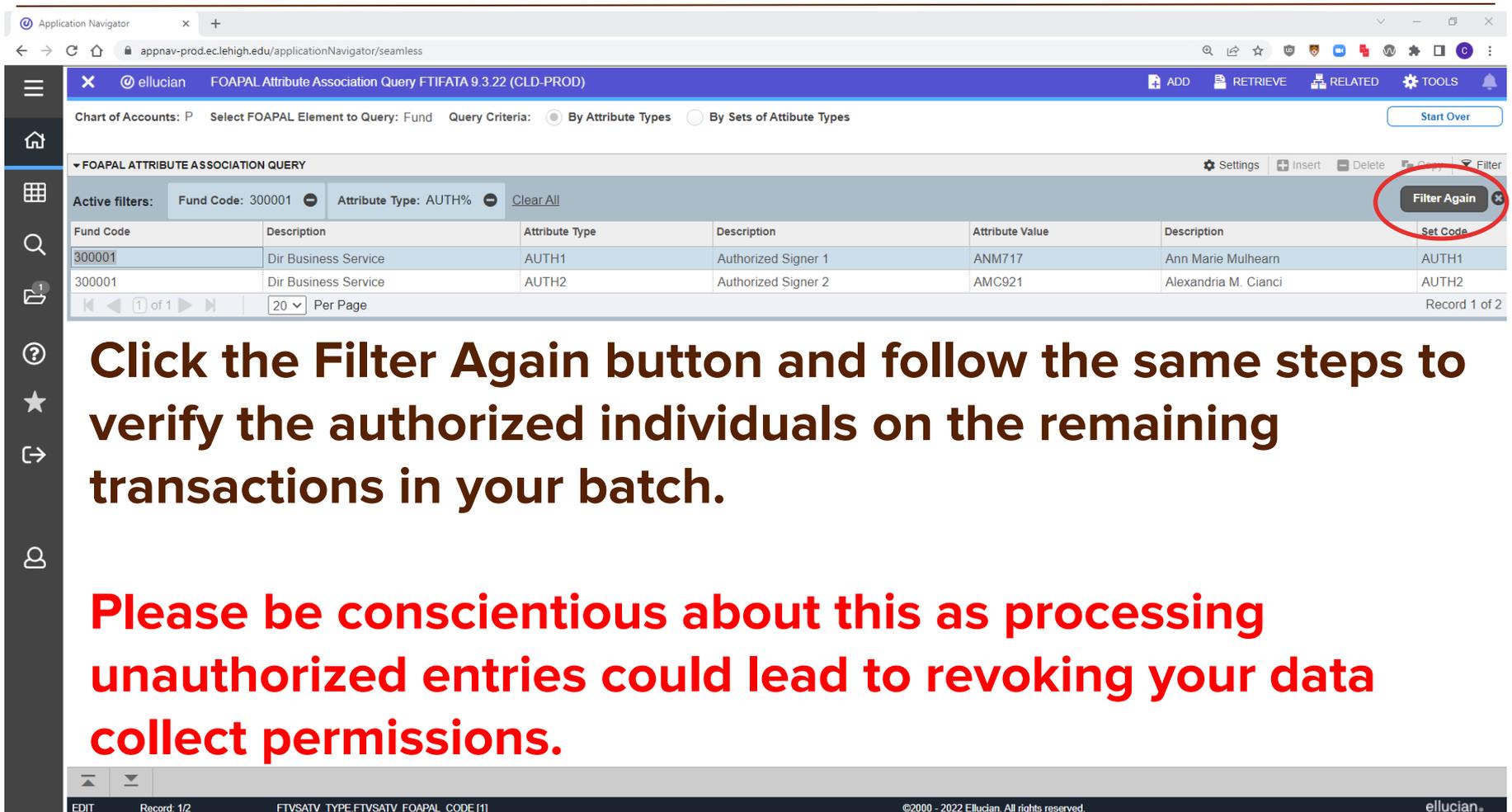
Active filters: Fund Code: 300001 Attribute Type: AUTH% Clear All Filter Again

Fund Code	Description	Attribute Type	Description	Attribute Value	Description	Set Code
300001	Dir Business Service	AUTH1	Authorized Signer 1	ANM717	Ann Marie Mulhearn	AUTH1
300001	Dir Business Service	AUTH2	Authorized Signer 2	AMC921	Alexandria M. Cianci	AUTH2

1 of 1 20 Per Page Record 1 of 2

If the Financial Manager or one of the Authorized Signers didn't approve the charge, you must contact the person or the department who gave you the index number to get a valid authorization before processing the entry in Banner.

EDIT Record: 1/2 FTVSATV_TYPE.FTVSATV FOAPAL_CODE [1] ©2000 - 2022 Ellucian. All rights reserved. ellucian.



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ellucian FOAPAL Attribute Association Query FTIFATA 9.3.22 (CLD-PROD)

ADD RETRIEVE RELATED TOOLS

Chart of Accounts: P Select FOAPAL Element to Query: Fund Query Criteria: By Attribute Types By Sets of Attribute Types [Start Over](#)

FOAPAL ATTRIBUTE ASSOCIATION QUERY Settings Insert Delete Copy Filter

Active filters: Fund Code: 300001 Attribute Type: AUTH% [Clear All](#) **Filter Again**

Fund Code	Description	Attribute Type	Description	Attribute Value	Description	Set Code
300001	Dir Business Service	AUTH1	Authorized Signer 1	ANM717	Ann Marie Mulhearn	AUTH1
300001	Dir Business Service	AUTH2	Authorized Signer 2	AMC921	Alexandria M. Cianci	AUTH2

1 of 1 20 Per Page Record 1 of 2

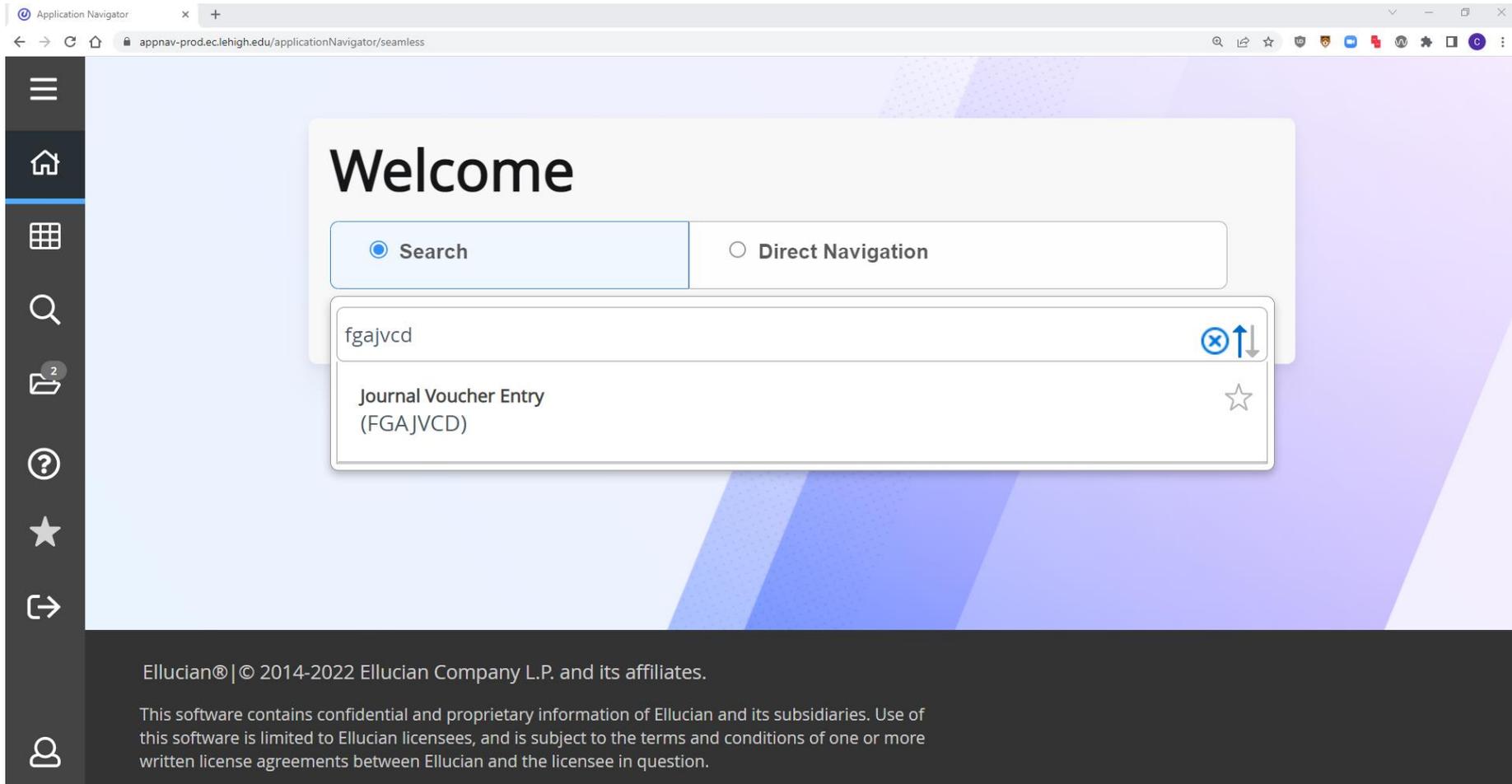
EDIT Record: 1/2 FTVSATV_TYPE.FTVSATV FOAPAL_CODE [1] ©2000 - 2022 Ellucian. All rights reserved. ellucian

Click the Filter Again button and follow the same steps to verify the authorized individuals on the remaining transactions in your batch.

Please be conscientious about this as processing unauthorized entries could lead to revoking your data collect permissions.

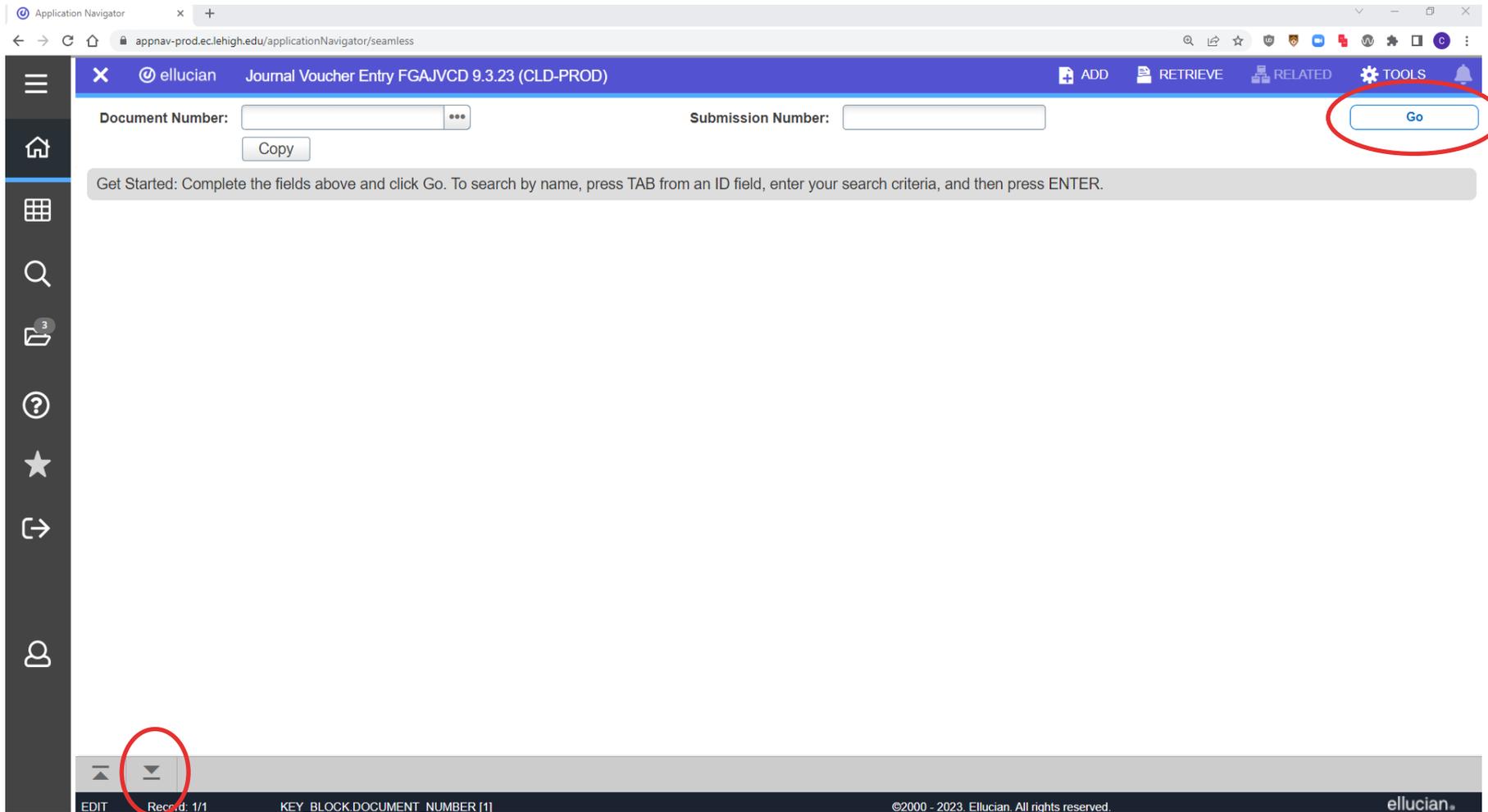
Once all authorizations are verified accurately, you can proceed with entering the transactions into Banner – see the following instructions.

On the main Banner menu (Welcome screen), type **FGAJVCD** or **FGAJVCQ** to access the **Journal Voucher Entry** or **Journal Voucher Quick** form.



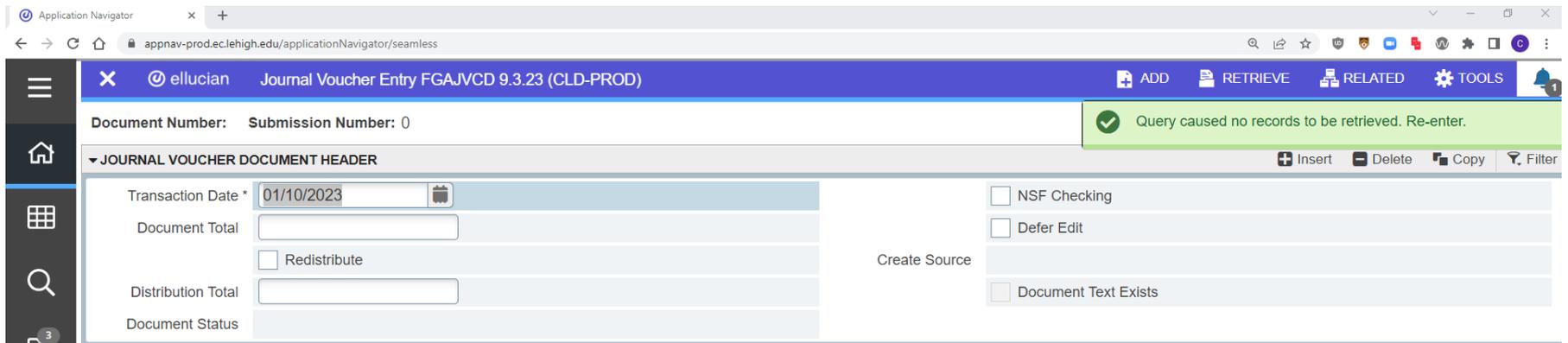
The screenshot shows a web browser window with the URL `appnav-prod.ec.lehigh.edu/applicationNavigator/seamless`. The application interface features a dark sidebar on the left with icons for home, grid, search, notifications, help, star, and share. The main content area is titled "Welcome" and contains two radio buttons: "Search" (selected) and "Direct Navigation". Below the "Search" button is a search input field containing the text "fgajvcd". A dropdown menu is open below the input field, displaying the search result "Journal Voucher Entry (FGAJVCD)" with a star icon to its right. The footer of the application contains the text: "Ellucian® | © 2014-2022 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian and its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question."

**On the next screen, click the Go or Arrow down button –
Banner will assign a system generated document number.**



The screenshot shows a web browser window with the URL `appnav-prod.ec.lehigh.edu/applicationNavigator/seamless`. The page title is "Journal Voucher Entry FGAJVCD 9.3.23 (CLD-PROD)". The interface includes a top navigation bar with "ADD", "RETRIEVE", "RELATED", and "TOOLS" buttons. Below this, there are input fields for "Document Number:" and "Submission Number:", with a "Copy" button under the Document Number field. A "Go" button is circled in red. A grey instruction box reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." A vertical sidebar on the left contains icons for home, grid, search, folder, help, star, share, and user. At the bottom, a footer bar shows "EDIT", "Rec'd: 1/1", "KEY_BLOCK.DOCUMENT_NUMBER [1]", "©2000 - 2023. Ellucian. All rights reserved.", and the "ellucian" logo. A red circle highlights a downward arrow icon in the bottom left corner of the footer bar.

**Transaction Date defaults to today's date – keep this as is.
Please open & complete a batch on the same day – if that is
not possible, please email Faye Kraft (fek218) to let her know why.**



The screenshot shows a web browser window with the URL `appnav-prod.ec.lehigh.edu/applicationNavigator/seamless`. The application title is "Journal Voucher Entry FGAJVCD 9.3.23 (CLD-PROD)". A green message bar at the top right states "Query caused no records to be retrieved. Re-enter." The main form area is titled "JOURNAL VOUCHER DOCUMENT HEADER" and contains the following fields and options:

- Transaction Date * (01/10/2023)
- Document Total (empty text box)
- Redistribute
- Distribution Total (empty text box)
- Document Status (empty text box)
- NSF Checking
- Defer Edit
- Create Source (empty text box)
- Document Text Exists

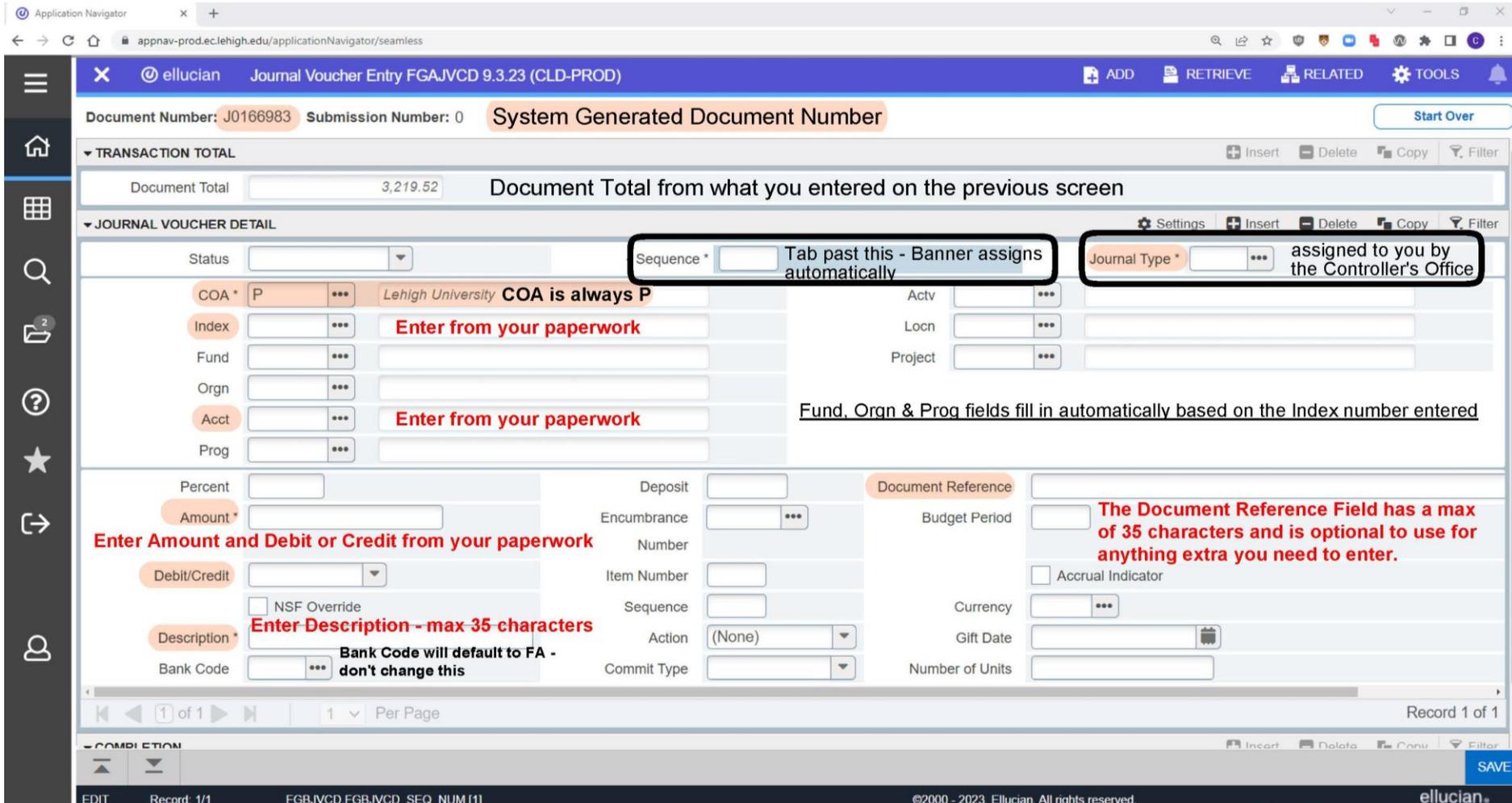
**In the Document Total field, enter the total dollar amount of your transactions which equals the sum of all debits and all credits.
(Example – Debit \$100 & Credit \$100 – Document Total = \$200**

Then, click the Down Arrow below to go to the next screen for entering your transactions.



The bottom navigation bar shows a "SAVE" button on the right. On the left, there is a "Record: 1 / 1" indicator and a "Down Arrow" button, which is circled in red in the original image. The footer text includes "EDIT", "FGBJVCH.FGBJVCH_TRANS_DATE [1]", "©2000 - 2023. Ellucian. All rights reserved.", and the "ellucian" logo.

Add the Document Number to your PDF batch header and TAB through the fields entering the transactions based on the information below.



The screenshot shows the Ellucian Journal Voucher Entry interface for FGAJVC D 9.3.23 (CLD-PROD). The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below the navigation bar, the 'Document Number' is set to J0166983, and the 'Submission Number' is 0. A 'System Generated Document Number' field is also present. The 'TRANSACTION TOTAL' section shows a 'Document Total' of 3,219.52. The 'JOURNAL VOUCHER DETAIL' section contains various fields for entering transaction information, including COA, Index, Fund, Orgn, Acct, Prog, Status, Sequence, Journal Type, Actv, Locn, Project, Percent, Amount, Debit/Credit, Description, Bank Code, Deposit, Encumbrance, Item Number, Sequence, Action, Commit Type, Document Reference, Budget Period, Accrual Indicator, Currency, Gift Date, and Number of Units. Annotations in red and blue text provide instructions on how to enter data and use the fields. A blue box highlights the 'Sequence' field with the instruction 'Tab past this - Banner assigns automatically'. Another blue box highlights the 'Journal Type' field with the instruction 'assigned to you by the Controller's Office'. Red text annotations include: 'Enter from your paperwork' for the Index and Acct fields; 'Fund, Orgn & Prog fields fill in automatically based on the Index number entered' for the Fund, Orgn, and Prog fields; 'Enter Amount and Debit or Credit from your paperwork' for the Amount field; 'Enter Description - max 35 characters' for the Description field; 'Bank Code will default to FA - don't change this' for the Bank Code field; and 'The Document Reference Field has a max of 35 characters and is optional to use for anything extra you need to enter.' for the Document Reference field. The interface also includes a sidebar with navigation icons, a bottom status bar with 'Record 1 of 1', and a 'SAVE' button.

Document Number: J0166983 Submission Number: 0 System Generated Document Number

Document Total: 3,219.52 Document Total from what you entered on the previous screen

Sequence * [] Tab past this - Banner assigns automatically

Journal Type * [] assigned to you by the Controller's Office

COA * P Lehigh University COA is always P

Index [] Enter from your paperwork

Fund []

Orgn []

Acct [] Enter from your paperwork

Prog []

Fund, Orgn & Prog fields fill in automatically based on the Index number entered

Percent []

Amount * [] Enter Amount and Debit or Credit from your paperwork

Debit/Credit []

Description * [] Enter Description - max 35 characters

Bank Code [] Bank Code will default to FA - don't change this

Deposit []

Encumbrance []

Item Number []

Sequence []

Action [(None)]

Commit Type []

Document Reference [] The Document Reference Field has a max of 35 characters and is optional to use for anything extra you need to enter.

Budget Period []

Accrual Indicator []

Currency []

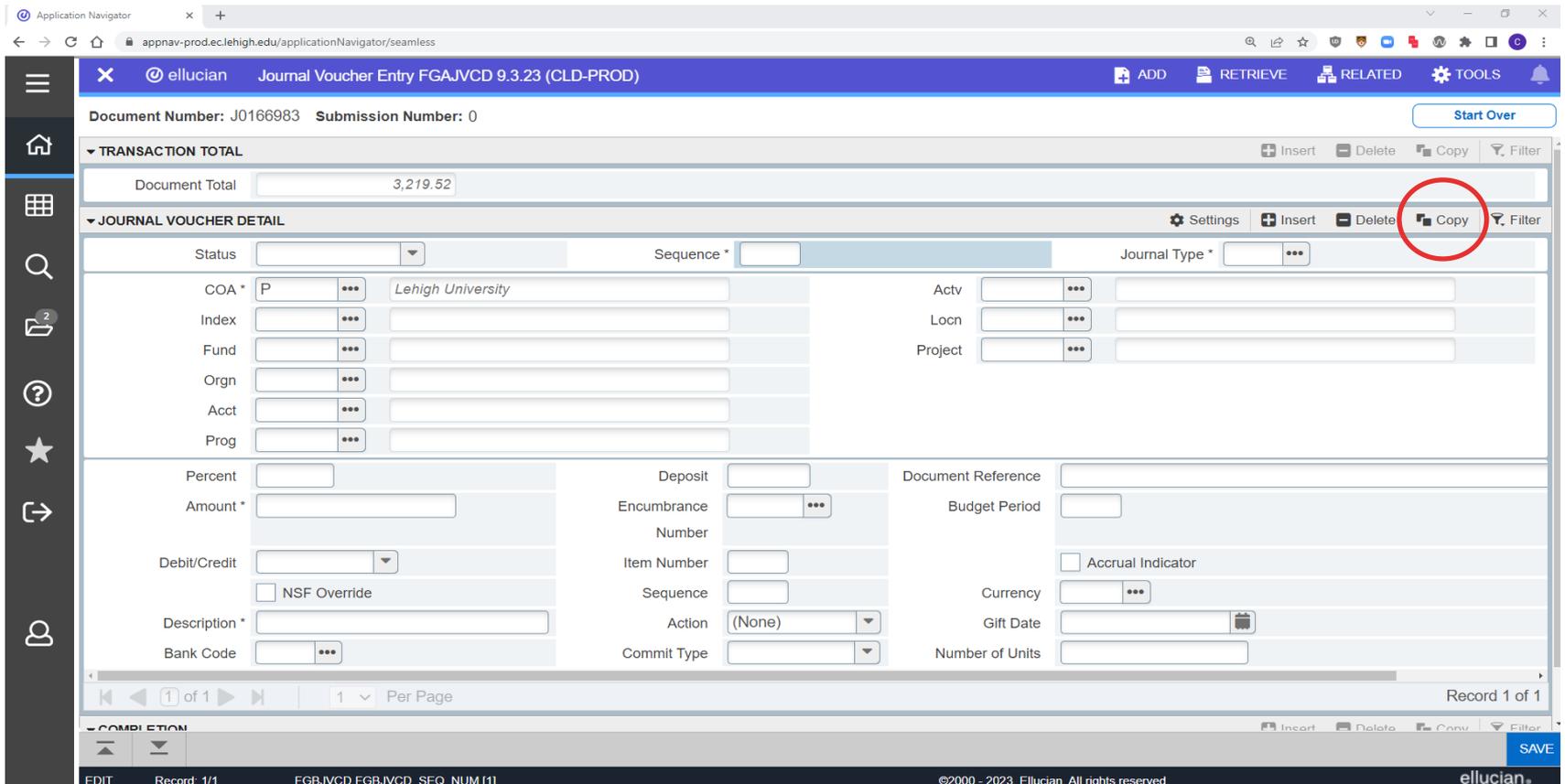
Gift Date []

Number of Units []

Record 1 of 1

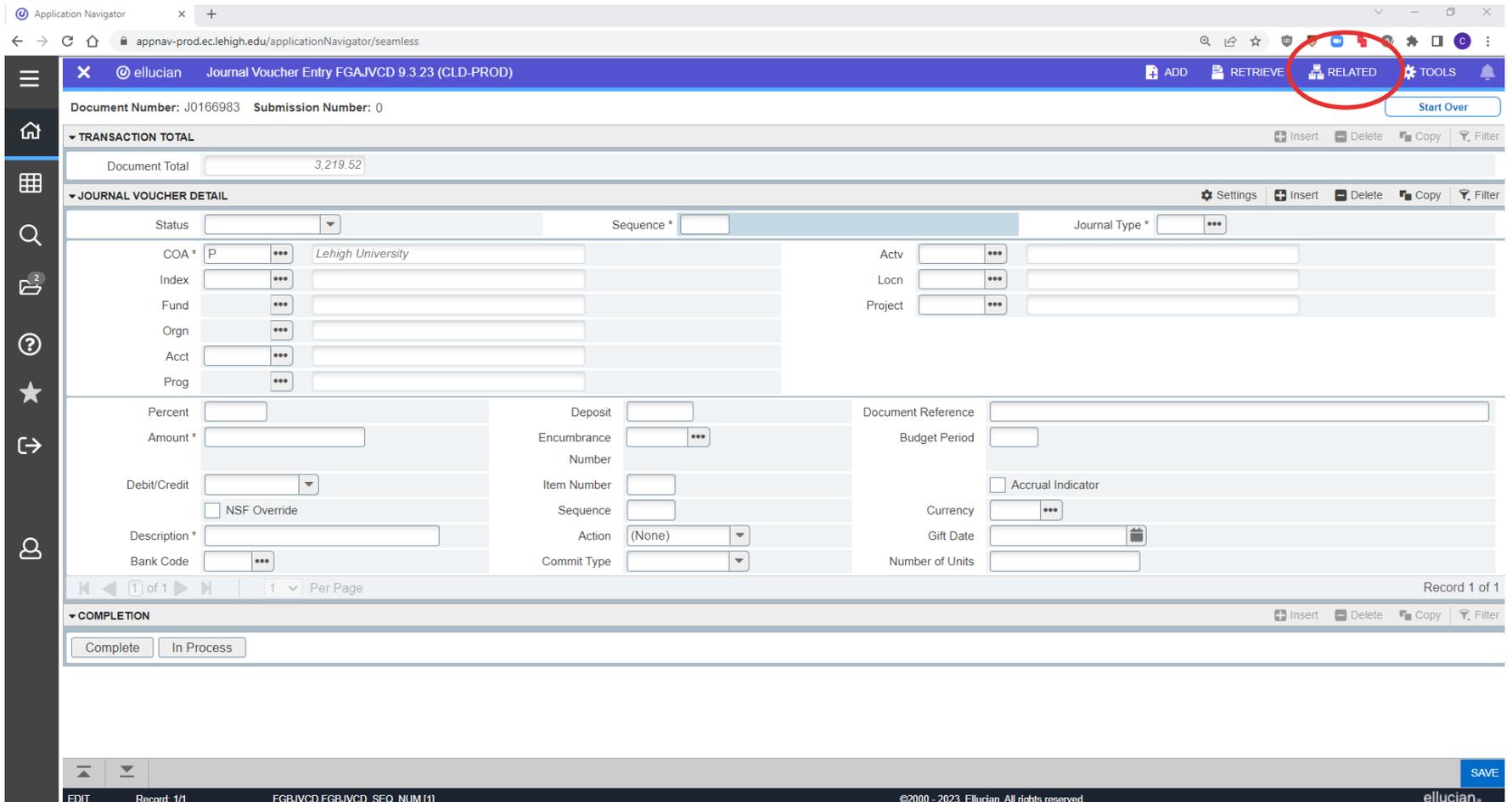
SAVE

Once you have the 1st transaction keyed into the screen, click the Copy button at the top right (this copies what you entered into the 2nd transaction). Make any necessary adjustments to the Index, Acct (account code), Amount, Debit/Credit, Description and Document Reference fields. Then, click Copy to add more transactions or press the Down Arrow key on your keyboard so Banner recognizes your last transaction.



The screenshot shows the ellucian Journal Voucher Entry interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main content area is divided into sections: 'TRANSACTION TOTAL' and 'JOURNAL VOUCHER DETAIL'. The 'TRANSACTION TOTAL' section shows a 'Document Total' of 3,219.52. The 'JOURNAL VOUCHER DETAIL' section contains various input fields for transaction details, including Status, Sequence, Journal Type, COA, Index, Fund, Orgn, Acct, Prog, Amount, Debit/Credit, Description, Bank Code, Deposit, Encumbrance, Item Number, Sequence, Action, Commit Type, Document Reference, Budget Period, Accrual Indicator, Currency, Gift Date, and Number of Units. The 'Copy' button in the 'JOURNAL VOUCHER DETAIL' section is circled in red. The bottom of the screen shows a 'COMPLETION' section with a 'SAVE' button and a footer with 'ellucian' and '©2000 - 2023. Ellucian. All rights reserved.'

When you've finished entering all transactions, click the **RELATED** button on the blue bar at the top right of the screen. Click Access Transaction Summary Info to review what you entered.



Application Navigator x +

appnav-prod.ec.lehigh.edu/applicationNavigator/seamless

ellucian Journal Voucher Entry FGJIVCD 9 3 23 (CLD-PROD) ADD RETRIEVE **RELATED** TOOLS

Document Number: J0166983 Submission Number: 0 Start Over

TRANSACTION TOTAL Document Total 3,219.52

JOURNAL VOUCHER DETAIL

Status Sequence * Journal Type *

COA * P Lehigh University Actv

Index Locn

Fund Project

Orgn

Acct

Prog

Percent Deposit Document Reference

Amount * Encumbrance Number Budget Period

Debit/Credit Item Number

NSF Override Sequence

Description * Action (None)

Bank Code Commit Type Number of Units

Record 1 of 1

COMPLETION Complete In Process

SAVE

EDIT Record: 1/1 FGJIVCD.FGJIVCD_SEQ_NUM [1] ©2000 - 2023. Ellucian. All rights reserved. ellucian.

Review the information for each transaction to make sure everything you entered is correct.

Verify the Document Total at the top of the screen and Total at the bottom of the screen match.

Click the X at the top left of the blue bar to go back.

✕
@ ellucian Journal Voucher Summary FGIJSUM 9.0 (CLD-PROD)

ADD RETRIEVE RELATED TOOLS 1

Document: J0167373 Submission: 0 Start Over

Transaction Date: Document Total:

▼ JOURNAL VOUCHER SUMMARY Settings Insert Delete Copy Filter												
Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	JE16	P	077220	077220	7235FB	89970	6400			2,500,000.00	Debit
Postable	2	JE16	P	720227	720227	7235FB	50970	6400			2,500,000.00	Credit
Total:											5,000,000.00	

⏪ ⏩ 1 of 1 10 Per Page Record 1 of 2

After verifying the Summary and Total of all transactions, click the Complete box at the bottom left – a green message at the top right of the screen will appear saying “Document Jxxxxxxx completed and forwarded to the posting process”. If that message doesn’t appear, please check the FAQ section at the end of this document.

Application Navigator x +

appnav-prod.ec.lehigh.edu/applicationNavigator/seamless

ellucian Journal Voucher Entry FGJ.VCD 9.3.23 (CLD-PROD) ADD RETRIEVE RELATED TOOLS

Document Number: J0166983 Submission Number: 0 Start Over

TRANSACTION TOTAL Document Total 3,219.52

JOURNAL VOUCHER DETAIL Settings Insert Delete Copy Filter

Status Sequence * Journal Type *

COA * P Lehigh University Actv

Index Locn

Fund Project

Orgn

Acct

Prog

Percent Deposit Document Reference

Amount * Encumbrance Budget Period

Debit/Credit NSF Override Item Number

Description * Sequence

Bank Code Commit Type Action (None)

Currency

Gift Date

Number of Units

1 of 1 1 Per Page Record 1 of 1

COMPLETION Insert Delete Copy Filter

Complete In Process

EDIT Record 1/1 FGJ.VCD.FGJ.VCD_SEQ_NUM [1] ©2000 - 2023 Ellucian. All rights reserved. ellucian. SAVE

Fill in the PDF batch header when the batch is complete and email it to inctr@lehigh.edu with the subject “Batch Header”

For auditing purposes, you are responsible for retaining & safeguarding all transaction detail support documentation in your office for a period of 7 years.

Please file your entries by batch number for ease in finding the information.

You should complete your batch the same day it's started. If you need to leave a batch open for any reason, please email Faye Kraft (fek218) with your batch # so she is aware.

All current month transactions must be posted by 5:00pm on the last business day of the month – you'll receive an email reminder each month about this deadline.

FAQs – Frequently Asked Questions

How do I change the document total on an existing batch?

In the TOOLS menu located on the blue bar, click on Header Information under the OPTIONS section.

How do I get to the batch summary?

In the RELATED menu located on the blue bar, click on Access Transaction Summary Info.

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 a transaction, entered a wrong dollar amount or your document total could be wrong. Go to the batch summary, review your entries and go back to the transaction to make any necessary adjustments.

FAQs – Frequently Asked Questions (continued)

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

Call or email Faye Kraft at 8-4633 or fek218, or Janice P. at 8-4549 or jap409

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?

Press the Down or Up Arrow on your keyboard 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.

FAQs – Frequently Asked Questions (continued)

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

Call or email Faye Kraft at 8-4633 or fek218, or Janice P. at 8-4549 or jap409

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

To leave a batch in process, click the In Process box 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 Welcome Menu.

To return to the batch, type FGAJVCD and on the next screen, **you must enter your document number, you must include the “J”**. Click the Down Arrow & 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. Click Go to get to your first record. You can now go through each record by using the down arrow key on your keyboard. Make any corrections and continue entering additional records. Complete the batch as normal.

What if I need to adjust an entry/record?

Press the Down or Up Arrow on your keyboard until you see the record you need to adjust.

If you need to fix the Index number, it's best to click on that number and press the Delete key on your keyboard for the Index, Fund, Orgn, Acct & Prog fields. Then click back in the Index field and enter the correct number – Banner will fill in the rest of the necessary information in the column.

If you need to fix the Acct number, Amount, Debit/Credit or Description, click on the corresponding field and enter the correct information.

Then, click the SAVE button in the bottom right corner and click the Complete button to finish your batch.

If you have any other questions, please email the Controller's Office at inctr@lehigh.edu.



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