

Banner Batch-Loading Policy

Purpose and Scope

- The purpose of this policy is to ensure the integrity of data in the Banner database.
 - Data entered through the Banner forms in some cases triggers the entry of that data in multiple tables.
 - Entering data directly into Banner tables always runs the risk of necessary tables being left out of the process.
 - Because of the unavoidable data integrity risk associated with directly batch-loading data into tables, we must limit batch-loading to situations in which data entry through the forms is impossible or impractical.
- This policy applies to all situations in which data is entered or changed in the Banner database.

Policy

- We will use the following criteria to identify situations in which batch-loading data directly into Banner tables is permissible:
 - Is there a large amount of data in a pre-existing file?
 - Is there a large amount of repetitive data?
 - Is the data available in the correct format (field names and data types)?
 - Will the data go into temporary or permanent tables?
 - Can the data entry or change be accomplished routinely using Banner forms or processes?
- We will batch-load a large amount of data that is available in a pre-existing file that has been obtained from another source, has been entered for another purpose, or can be created automatically. Three examples of this are:
 - The list of email addresses, which can be created automatically.
 - “Optimal” SAT/ACT scores produced by our local optimization routine.
 - Excel files of Financial Aid information from the Tuition Grants Commission.
- We will batch-load a large amount of data if entering this data using the forms will involve a prohibitive amount of extra work because repetitive data must be entered. In this case a file of the non-repetitive data could be entered in an Excel or Access file and then batch-loaded.
 - An example of this is entering campus post office box numbers. If CPO box numbers are entered into Banner using the forms, the Wofford address would need to be entered for each box number.
- We will batch-load data, such as population selections, that goes into temporary Banner tables for review.
 - This is a generic service that we offer to all offices, for example for letter generation.
- We will batch-load data changes in cases in which the data cannot be corrected using a Banner form or a Banner process.
- Batch-loading should not replace routine data entry, including correction of data entry errors.

Responsibility

- The responsibility for batch data loads lies with the Banner DBA

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