



Financial Management System

Bookstore Charge Interface (Setup Checklist)

Center for Information Services
Supporting Washington State's community and Technical Colleges

August 2002

Purpose of the program

The Bookstore Charge Interface program (UF1002) facilitates the transfer of information regarding student charge activities from a college's bookstore processor to the college's HP3000 processor. This program also allows you to download the information from the HP3000 to a Notepad file for review and editing, and then allows you to upload the file back to the HP3000.

Preparing to use the Bookstore Charge Interface

Before your college can start using the Bookstore Charge Interface, the following activities must be performed. Note that this will require close collaboration between the bookstore staff and the college business office.

Task	Complete?
Ensure your bookstore software can create the UF1001S Application Programmer Interface (API) data file to be sent to the HP3000. For the file format specifications, go to http://www.sbctc.edu/resources/documents/colleges-staff/it-support/fms/FixedFileFormatForUF1001S.pdf .	
Ensure you have Internet access to your bookstore processor. Currently you must have FTP (ASCII File Transfer Protocol) installed on the processor. In the future, you will need SSH (encrypted Secure Shell) or some other encrypted protocol to retrieve the file from the bookstore processor.	
Implement the appropriate staffing. Staffing responsibilities will include: <ul style="list-style-type: none"> <input type="checkbox"/> Setting up the process on the bookstore processor to create the UF1001S data file. <input type="checkbox"/> Getting the data file from the bookstore processor to the HP3000. This task will require access to UF1002 from the FMS menu. If no edit or review of the data file is needed (see next item below), the person responsible for this task will notify the person who schedules the jobs or job group when it is time to run the procedures. <input type="checkbox"/> Download UF1001S to the PC, editing it, and uploading it back to the HP3000, if appropriate for your college. This task will require access to UF1001D and UF1001U. The person responsible for this task will notify the person who schedules the jobs or job group when it is time to run the procedures. <input type="checkbox"/> Scheduling the job group (FG1S0R) or jobs (UF1001J and BM1740J). If the UF1002 process is not run regularly, it can be scheduled on request. If the process is run every day at a certain time, it can be scheduled as a daily copy-over process which occurs after that time. <input type="checkbox"/> Obtaining the process reports and making needed corrections. 	
Application Security needs to give the staff member or members identified above access to UF1002, UF1001D and UF1001U, as indicated..	

Task	Complete?												
Using parameter UF1000 from ZX0070 (Configuration Parameter Table), the business office will need to set up the default desktop computer drive and directory for the download and upload of the bookstore data files,. An example of a valid drive and folder would be M:\BKSTORE.													
<p>If a batch identifier for the bookstore is not set up, the business office will need to use GA1068 (Batch Identifier Table) to set one up. Following is an example:</p> <table border="0" data-bbox="280 520 1036 793"> <tr> <td>Batch ID</td> <td>BS (example code)</td> </tr> <tr> <td>Batch ID Title</td> <td>Bookstore Deposits (example title)</td> </tr> <tr> <td>Batch Post IND</td> <td>1, 2 or 3</td> </tr> <tr> <td>Batch ID Status</td> <td>A (required code)</td> </tr> <tr> <td>Bank ACCT Code</td> <td>(leave blank)</td> </tr> <tr> <td>RVSN Date</td> <td>(current date)</td> </tr> </table>	Batch ID	BS (example code)	Batch ID Title	Bookstore Deposits (example title)	Batch Post IND	1, 2 or 3	Batch ID Status	A (required code)	Bank ACCT Code	(leave blank)	RVSN Date	(current date)	
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Application Security will need to create a User ID of !CASHIER using ZX0201 (User ID Maintenance Screen). The suggested access level for this ID is 3.													
Application Security will need to create a unique User ID for batch editing using ZX0201 (User ID Maintenance Screen). This ID can be anything. The suggested access level for this ID is 3.													
<p>The business office will have to link the User ID of '!CASHIER' to the Batch ID, using BM160S (User Batch Control Table). Following is an example:</p> <table border="0" data-bbox="280 1125 1198 1388"> <tr> <td>User ID</td> <td>!CASHIER (required)</td> </tr> <tr> <td>LDEV</td> <td>003 (If available. If not available, check with CIS for next available LDEV number.)</td> </tr> <tr> <td>Batch ID</td> <td>BS (example Batch ID)</td> </tr> <tr> <td>Status</td> <td>A (required)</td> </tr> <tr> <td>RVSN Date</td> <td>(current date)</td> </tr> </table>	User ID	!CASHIER (required)	LDEV	003 (If available. If not available, check with CIS for next available LDEV number.)	Batch ID	BS (example Batch ID)	Status	A (required)	RVSN Date	(current date)			
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Task	Complete?
<p>If you do not have a Fee Code set up for bookstore charges, have one set up.</p> <p>Have the bookstore application vendor set up a User ID of CTC on the bookstore processor. This ID will be used to log on to the directory that contains the UF1001S bookstore charge file. You will need to give the vendor your bookstore Batch ID from GA1068 (Batch Identifier Table).</p> <p>When the CTC User ID is set up, the vendor will need to give you the user, password, IP address and name of the file. Once you have this information, do the following:</p> <ol style="list-style-type: none"> 1 Logon to the FMS system. 2 From the FMS System Menu, type UF1002 and press Enter. 3 From the Bookstore Menu Download Menu, type 9 (Modify FTP Parameters) and press Enter. 4 If the next screen, the FTP Sales File Information screen, does not exist, a prompt asks "Add it?" Type N (No) and press Enter. If the FTP Daily Sales File Information screen does exist, type K (Keep) and press Enter. 5 If the next screen, the FTP Change File Information screen, does not exist, a prompt asks "Add it?" Type Y (Yes), and press Enter. The parameter fields are displayed one at a time. Note: If the FTP File Change Information screen already exists, the information it contains will appear. Type C (Change) and press Enter to add the necessary data as outlined in Step 6 below. 6 Fill in the parameter fields as noted below. If your system is case-sensitive, remember to type the information in the correct upper- or lower-case format. <ul style="list-style-type: none"> □ FTPIIP Address: Type the FTP address of your bookstore processor and press Enter. An example of a properly formatted FTP/IP address would be 202.12.1.113 (note the periods between the numbers). □ User: Type CTC and press Enter □ Password: Type the password associated with the CTC ID and press Enter. Type the password again and press Enter. □ Filename: Type UF1001S and press Enter. 7 At the Save This Data prompt, type Y (Yes). 8 At the Add It? prompt for the FTP Payment File Information screen, type N (No) and press Enter. 9 Press any key to return to the FMS System Menu. 	

Task	Complete?
The job scheduler will need to modify the UF1001A, UF1001B, and BM1740 reports to print on the network printer near the person responsible for correcting errors in BM1740.	
Before going live, arrange for CIS to test the file transfer process.	
<p data-bbox="183 462 1219 533">On the day before going live, an application support analyst will need to log on to the college processor and run the UF1002 online program to:</p> <ul style="list-style-type: none"> <li data-bbox="293 552 776 583">□ get the bookstore UF1001S data file <li data-bbox="293 604 1166 661">□ purge the UF1001S0.data file for all prior data manually entered into FMS using BM1600 or BM1620. 	