

TECHNICAL COLLEGES BANNER PROCEDURES MANUAL

This procedure applies to Technical Colleges

PERFORMING THE NEBRASKA INTERFACE PROCESS

General

This interface was implemented in order to transfer award balances after deducting tuition and appropriate fees from BANNER to the Nebraska Point-of-Sale (POS) system. The interface passes Pell, Loan, SEOG, GED and Third party credit limits from Banner into the (A/R) Nebraska POS credit servers for use in the bookstore POS system. In order for colleges to benefit from this system, the college must have implemented either the PRISM or Win PRISM POS and AR systems.

A cron job (a script written to systematically perform a sequence of events) was written by TCSG's Director of System Development and Support to transfer the remaining funds available, after tuition and fees have been applied, to the bookstore, if the College allows all or a portion of the funds to be utilized to charge books and/or supplies. There are two software packages available from Nebraska Book Company that allows this process. The software packages are Win Prism or Prism.

Creating a new term in Win Prism and Prism

Win Prism and Prism require a new term to be created before the cron job or the process of loading the remaining award amount from the Banner to Bookstore process. Win Prism and Prism users should go into Secure Shell, or whatever toll they use to get to the DTAE/TCSG menu, and select the profile tab. The drop down menu will have the name that was established by the Information Technology (IT) team. Some examples are Campus AR and AR Interface. Once the appropriate tab is selected a screen will come up and require a password

provided by IT. Key in your password and press enter and a screen will come up that states Welcome to AIX. At the prompt type in menu and press enter. Once the menu appears enter the number on the menu that states Create New Qtr-Nebraska. The following message will appear: Do you wish to start a new quarter for Nebraska Book? At the prompt key type Y (for yes) and press enter. Next a message will appear: Please enter your Campus AR (or profile name) password. Enter your password at the prompt and press enter. A message will then appear to enter the Bookstore Term Code. For example, enter 201314 and press enter. The next step depends upon whether you utilize Win Prism or Prism.

The software for the interface is loaded on your Banner Box. When implementing this software for the first time, security scripts need to execute which provides the proper permissions for the three Nebraska interface menu options. The Banner Project Lead should contact Enterprise Services or the Director of System Development and Support for further information on a new installation set up.

Win Prism

The Banner Project Lead (usually IT) should contact the Technical College System of Georgia's Director of System Development & Support for access to the script to implement Banner processes.

The Win PRISM system has functionality to handle cron jobs and automatically load data or transfer data to Banner. It is recommended to run "Banner to Bookstore" and "Bookstore to Banner" in the cron. This allows the college to schedule these processes automatically and eliminate "operator intervention". The Banner Project Lead can add multiple times for the remaining amounts to come from Banner to the bookstore. However, it is recommended that there are set times that are shared with the Financial Aid Department. Financial Aid should be instructed not to perform individual disbursements to the student's accounts. If Financial Aid performs disbursements while the cron jobs are running one or more of the students' balances might not forward to the bookstore. The Bookstore Manager requests the Banner Project Lead activate the initial cron jobs before the bookstore allows books and supplies to be purchased. The Bookstore Manager should verify a sampling of the list that prints after the cron jobs with amounts actually in Win Prism to verify that the cron jobs was successful. The cron jobs stays active through the charging period. The Bookstore Manager

should request the Banner Project Lead to deactivate the cron jobs once the period of charging Financial Aid in the bookstore is over. It is critical that sampling be done to ensure the interface is transferring information correctly.

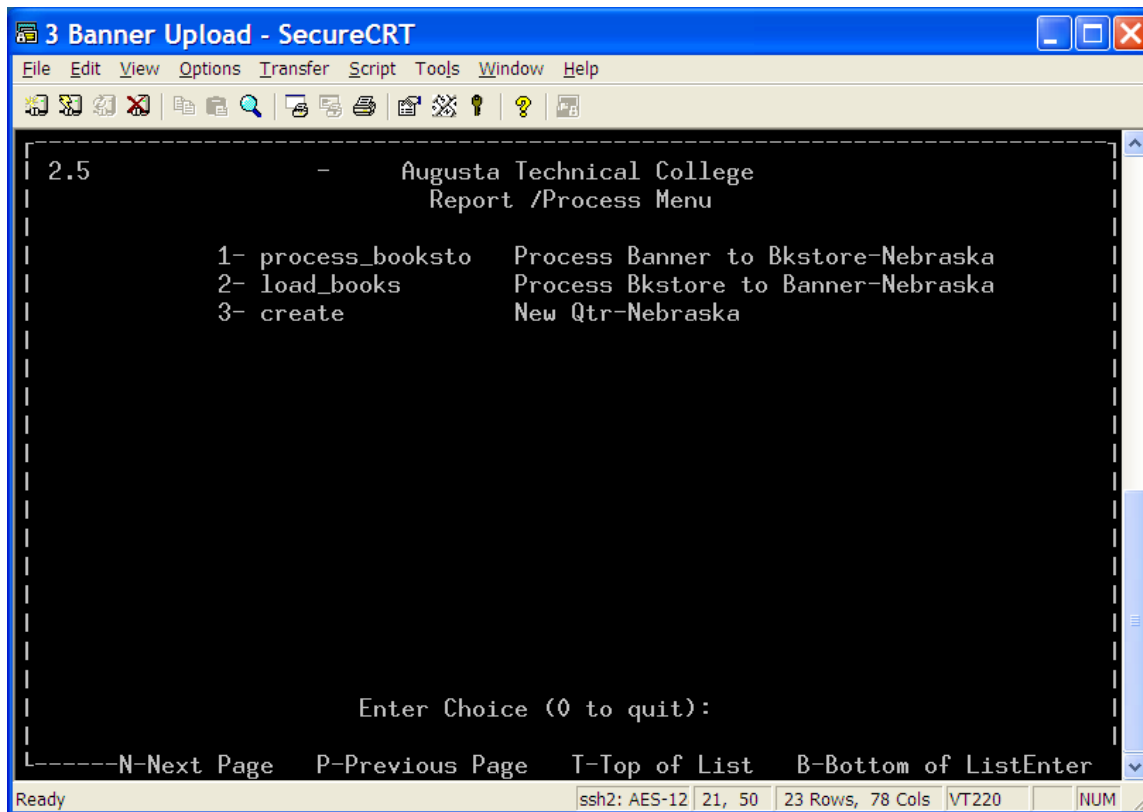
Prism

The PRISM system does not have functionality to handle cron jobs and automatically load data easily. It is recommended to run “Banner to Bookstore” from the DTAE/TCSG menu. Because the “Bookstore to Banner” process can be done once a day, this process can be set up in the cron.

In Prism the following step should be completed every morning to process the remaining award balances, after tuition and fees, from Banner to Bookstore. Financial Aid should not complete any individual disbursements during this time or a student’s remaining balance may not transfer from Banner to Prism. It is recommended that there is a minimum of 1 hour between processes during busy time the first of the term. Prism users should go into Secure Shell and select the appropriate Profile tab. The drop down menu should have the name that was established by the Information Technology (IT) team. Once the appropriate tab is selected a screen will come up and require a password provided by IT. If a menu does not appear, type menu at the prompt;

Select appropriate number to Process remaining awards from Banner to Bookstore Nebraska

In example, Select 1



Press "Enter " to return to the main screen.

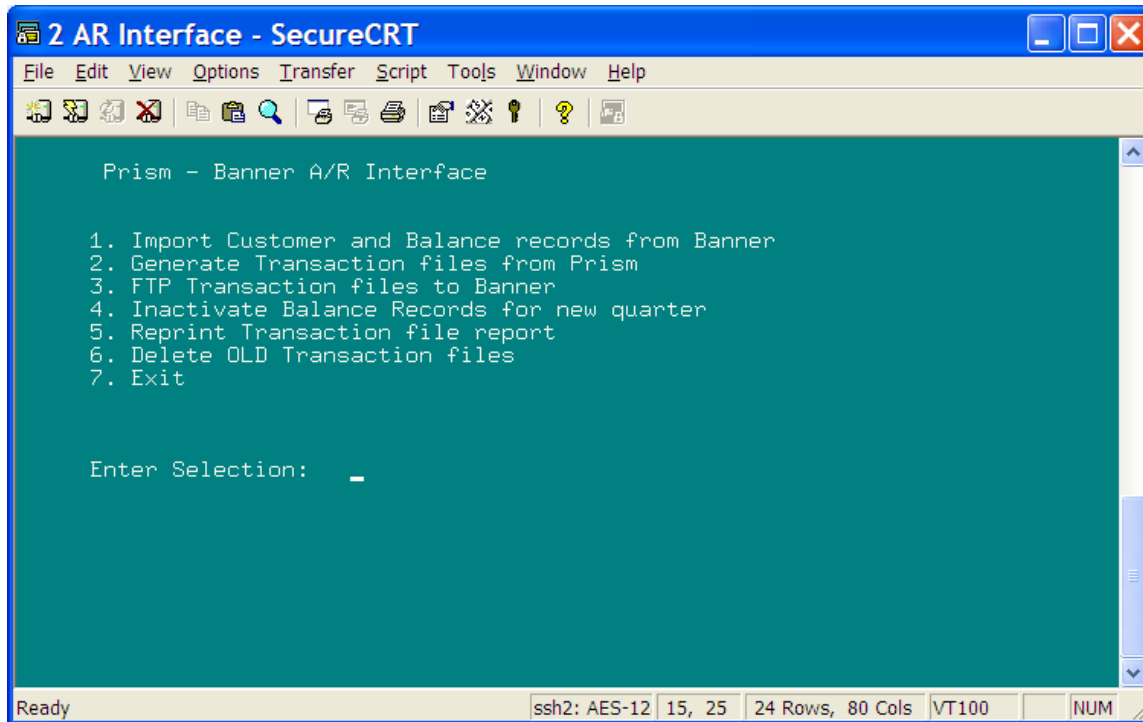
"0" to quit

Exit

Go into Secure Shell and Select the profile tab. Use the drop down menu and select the appropriate name established for AR Interfaces by your IT Department. If a menu does not appear you might have to type menu at the prompt.

In example, Select 1

Import Customer and Balance Records from Banner.



Select Exit

Note: To prevent potential problems at the being of the term it is recommended that there is 1 hour allotted between processing Banner to Bookstore-Nebraska.