

## Quick Start Guide

The Book Store Processes are very different than they have been before, so we created this guide to help you minimize the learning curve.

### Step One

#### Create the New Term

##### Everything you need in one place

Login to Banner, just as you normally would. No need to go to the DTAE Menu any longer!

##### Navigate to the New ZXPCRET form

This is the new form that creates the new term for your Book Store Process.

##### Run the process

Enter your parameters and run the process to create the new term.

##### Process Name

Enter the process name in the Process: box and CTRL+PGDN

##### Parameter Values

Enter the preferred value for the 01 Term parameter and CTRL+PGDN

The screenshot shows the 'Process Submission Controls' window for 'ZXPCRET' with the following fields and sections:


- Process:** ZXPCRET (dropdown), New Qtr-Nebraska-Follett (text box)
- Parameter Set:** (empty dropdown)
- Printer Control:** Printer: DATABASE (dropdown), Special Print: (text box), Lines: 55, Submit Time: (text box)
- Parameter Values Table:**

Number	Parameters	Values
01	Term	201512
- Submission:** Save Parameter Set as (checkbox), Name: (text box), Description: (text box), Hold (radio), Submit (radio)

##### Printer Control

Enter DATABASE in the Printer: box and CTRL+PGDN This allows you to view output

##### Submission

Hit F10 to Save and run the ZXPCRET process. You can also hit  to save

Don't Forget to Review the log file to make sure the process ran successfully.  
**Options > Review Output**

## Quick Start Guide

### Step Two\*\*

#### Create data file to send to Follett

##### Everything you need in one place

Login to Banner, just as you normally would. No need to go to the DTAE Menu any longer!!

##### Navigate to the New ZSPFCBL form

This is the new form that creates the balance.dat file that is sent to the Follett server for you Book Store Process.

##### Run the process

Enter your parameters and run the process to create the data file.

##### Process Name

Enter the process name in the Process: box and CTRL+PGDN

##### Parameter Values

There are no parameters for the ZSFCBL program. To continue press CTRL+PGDN

Don't forget to review the listing and log files for errors and data accuracy.

Options > Review Output

Process: ZSPFCBL Banner to Follett Bookstore Parameter Set:

Printer Control  
 Printer: DATABASE Special Print: Lines: 55 Submit Time:

Number	Parameters	Values
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Submission  
 Save Parameter Set as Name: Description:  Hold  Submit

##### Printer Control

Enter DATABASE in the Printer: box and CTRL+PGDN This allows you to view output

##### Submission

Hit F10 to Save and run the ZSPFCBL process. You can also hit to Save

## Quick Start Guide

### Step Three\*\*

SFTP data files to the Book Store

#### Everything you need in one place

Login to Banner, just as you normally would. No need to go to the DTAE Menu any longer!!

#### Navigate to the New ZXPFSND form

This is the new form that sends (SFTPs) the balance.dat file to the Follett server for your Book Store Process.

#### Run the process

Enter your parameters and run the process to create the data file.

#### Process Name

Enter the process name in the Process: box and CTRL+PGDN

#### Parameter Values

There are no parameters for the ZXPFSND program. To continue press CTRL+PGDN

Don't forget to review the log file for errors and data accuracy.

Options > Review Output

The screenshot shows the 'Process Submission Controls' window for 'ZXPFSND'. The 'Process' dropdown is set to 'ZXPFSND' and the 'Parameter Set' is empty. The 'Printer Control' section has 'Printer' set to 'DATABASE' and 'Special Print' checked. The 'Parameter Values' section is empty. The 'Submission' section has 'Save Parameter Set as' checked and 'Submit' selected.

#### Printer Control

Enter DATABASE in the Printer: box and CTRL+PGDN This allows you to view output

#### Submission

Hit F10 to Save and run the ZXPFSND process. You can also hit to Save

**\*\*Step Two and Three will need to be repeated each time you wish to update customers/balances to the Book Store**

## Quick Start Guide

### Step One\*\*

Retrieving the **AR Sales** file from Follett

SFTP data file from the Book Store

**Everything you need in one place**

Login to Banner, just as you normally would. No need to go to the DTAE Menu any longer!!

**Navigate to the New ZXPFGGET form**

This is the new form that receives (SFTPs) the cushist.dat file from the Follett server for your Book Store Process.

**Run the process**

Enter your parameters and run the process to create the data file.

**Process Name**

Enter the process name in the Process: box and CTRL+PGDN

**Parameter Values**

There are no parameters for the ZXPFGGET program. To continue press CTRL+PGDN


Don't forget to review the log file for errors and data accuracy.

**Options > Review Output**

**Printer Control**

Enter DATABASE in the Printer: box and CTRL+PGDN This allows you to view output

**Submission**

Hit F10 to Save and run the ZXPFGGET process. You can also hit  to Save

The screenshot shows the 'Process Submission Controls' window for 'ZXPFGGET'. The 'Process:' dropdown is set to 'ZXPFGGET' and the 'Printer:' dropdown is set to 'DATABASE'. The 'Special Print' field is empty. The 'Parameter Values' section is empty. The 'Submission' section has 'Save Parameter Set as' checked and 'Submit' selected.

**\*\*Step Two and Three will need to be repeated each time you wish to update customers/balances to the Book Store**

## Quick Start Guide

### Step Two\*\*

Process the data file from the Book Store

#### Everything you need in one place

Login to Banner, just as you normally would. No need to go to the DTAE Menu any longer!!

#### Navigate to the New ZSPFLBK form

This is the new form that processes the cushist.dat file from the Follett server for our Book Store Process.

#### Run the process

Enter your parameters and run the process to create the data file.

#### Process Name

Enter the process name in the Process: box and CTRL+PGDN

#### Parameter Values

There are no parameters for the ZSPFLBK program. To continue press CTRL+PGDN

Don't forget to review the log file for errors and data accuracy.

Options > Review Output


The screenshot shows a web-based form titled "Process Submission Controls: GIAPCTL 8.8 (PRDB\_CRE)". The form is divided into several sections:

- Process:** A dropdown menu showing "ZSPFLBK" and a text box containing "Follett Bookstore to Banner".
- Printer Control:** A dropdown menu for "Printer" set to "DATABASE", a "Special-Print" checkbox, a "Lines" field set to "55", and a "Submit Time" field.
- Parameter Values:** A table with columns for "Number", "Parameters", and "Values". The "Number" column has checkboxes, and the "Parameters" and "Values" columns have text input fields.
- Submission:** A section with a "Save Parameter Set as" checkbox, "Name" and "Description" text boxes, "Hold" and "Submit" radio buttons, and a "Submit" button.

#### Printer Control

Enter DATABASE in the Printer: box and CTRL+PGDN This allows you to view output

#### Submission

Hit F10 to Save and run the ZSPFLBK process. You can also hit  to Save

**\*\*Step Two and Three will need to be repeated each time you wish to update customers/balances to the Book Store**