Payment Data Export via SFTP

> The Payment Data Export via SFTP feature automatically exports payment and violation data into a CSV file specifically formatted for integration with the other financial systems like, Workday and Banner. Its primary purpose is to ensure seamless financial data synchronization by appending the necessary detail codes and term codes to user transactions. This article is intended for OPS-COM administrators responsible for system configuration and financial integrations.

Setup and Configuration

There are several items that must be carefully configured across different system modules in order for the right information to display in the exported CSV file.

Admin Side:

User Profile Configuration

1. Configure a unique user ID in the **User Profile**. This information will likely be populated automatically via a user data import.

Lot Administration Configuration

Each lot requires a unique banner detail code established during the preliminary planning phase of your project.

1. Head to **Parking Management**, hover over **Lot Administration** and click **Pricing & Lot Admin**.
2. Click the specific lot name to access the configuration screens.
3. Click the **Additional** tab.
4. Enter the required code into the **Banner Detail Code** field.
5. Save your lot configuration changes.

Ticket Categories Configuration

1. Hover over **Violations** and select **Ticket Categories** (or **Manage Ticket Categories**).
2. Click **Edit** on the category you wish to configure.
3. Enter the detail code for the ticket category (e.g., entering PRKB for the Boot Fee category).
4. Save your category changes.

Sales Window Configuration

You must enter a Term Code specifically used for permits on the sales window configuration page so it appears on the permit purchases export.

1. Hover over **Permits** and select **Sales Window**.
2. Click **Edit** to access the configuration screen for the desired window.
3. Enter the appropriate code in the **Banner Term Code** field.
4. Click the **Save Changes** button.

Activate Script to Run on a Schedule

1. Click **View System Task Logs** from the main options menu.
2. Ensure the associated system task is set to active and has an active schedule set (e.g., verifying the task is set to run at 2:00 am nightly).

User Side: End-users do not interact with the setup or configuration of the Banner export. They simply select the appropriate payment method during checkout.

Using this Feature

Once configured, the system automatically handles the data export based on your scheduled tasks. Administrators can verify the workflow by performing a test transaction on the user portal.

Performing a Test Transaction

1. Navigate to the user portal and click the **Permits** menu item.
2. Select the lot you wish to purchase a permit in.
3. Click the **Reserve Permit** button.
4. Click **Continue to Checkout** to view your cart.
5. Select **Banner Payment** as your payment type. This can be configured so that Banner Payment is the only selection available to the user.
6. Click the **Submit Payment** button.
7. Click **Confirm Payment** on the refreshed screen to finalize the transaction and generate the online receipt.

Best Practices and Considerations

- **Understand the export trigger: The Export to Banner process will run automatically whenever the system task is scheduled to execute.** It actively gathers any violations or payments that can be sent to Banner that haven't been exported yet. Once an item has been exported by the system task, it is internally flagged to prevent duplicate exports.

- **Anticipate unique file generation: The system does not create a cumulative file that gets more data added to it each day.** Rather, it creates a completely new CSV file every single time it runs. This interval isn't necessarily daily; it runs at whatever frequency your organization has decided.
- **Handle missed schedules carefully: If the system task misses a scheduled day, there will be more than one new file in the output folder for your team to process.** Administrators must be prepared to process all pending files in Banner to ensure financial records are fully reconciled.

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