

FileZilla – FTP Process for Student Financials

Purpose: Departments will use the FTP Process to post charges and credits to the customer accounts in Campus Solutions/PeopleSoft.

Site Manager Set Up – Complete this procedure once so that you can access the File Server.

Step	Action
1.	Access FileZilla.
2.	Select File, Site Manager from the menu Or Click the Open Site Manager button Result: The Site Manager dialog box displays. Site Manager
	Select Entry: My Sites My Sites Host: Port: Server Type: SFTP - SSH File Transfer Protocol Logon Type: Anonymous User: Password: Account: Comments: Delete Copy Connect OK Cancel
3.	Click the New Site button. Result: In the Select Entry field, a new site displays under My Sites. Select Entry: My Sites New site



Step	Action	
4.	Type a name for the new site.	
5.	 On the General tab, complete the following: Host – Enter ftp.sis.uni.edu Server Type – Select SFTP – SSH File Trans Logon Type – Select Normal Username – Enter appropriate username (For Password – Enter appropriate password Note: Your production username and password wi 	sfer Protocol training enter: sistest) ll be provided.
6.	Click the Connect button. Result: The site has been set up and the Local/Rem occurs, it will display in the Command/Status section with the section of the section o	note sites display. If a connection error ion at the top.
	Filename Filesame Filesame Bac Locd Dick Bac Locd Dick Bac Locd Dick Bac Return Dire Bac Return Dire Bac Return Dire Bac Return Dire	Filescore Filescore Filescore Filescore Statt modified Permissions Owner/Gto Sec01 Filescore 1/26/2010 dmmmm SSTEST SS Sec02 Filescore 1/26/2010 dmmmm SSTEST SS Sec03 Filescore 5/2/2010 dmmmm SSTEST SS Sec04 Filescore 5/2/2010 dmmmm SSTEST SS Sec05 Filescore 6/2/2020 dmmmm SSTEST SS Sec06 Filescore 7/2/2020 2/2/2021 SSTEST SS Sec07 Filescore 7/2/2020 2/2/2021 SSTEST SS Sec08 Filescore 7/2/2020 2/2/2021 SSTEST SS Sec09 Filescore 7/2/2020 2/2/2021 SSTEST SS Sec11 Filescore 7
	Qersed files Faled transfers Successful transfers	



Setting a Local Site Default – Complete this procedure once if you are sending files from the same location so that FileZilla displays the same local directory each time. This is the location where you save your templates. For example: *G:\Student Financials\Templatefiles*

Step	Action
1.	Select File, Site Manager from the menu
	Or
	Click the Open Site Manager button
2.	In the Site Manager dialog box, select the <i>Advanced</i> tab.
	General Advanced Transfer Settings Charset
	Server Type: Default (Autodetect)
	Bypass proxy
	Default local directory:
	Browse
	Default remote directory:
	Use synchronized browsing
	Adjust server timezone offset:
	U Hours, U Minutes
2	Click the D ecome button word to D. C. 1(1, -1, 1)
3.	Click the Browse button next to <i>Default local directory</i> .
4.	in the Site Manager window
	<i>Result:</i> Once connected to the site, FileZilla displays your default local directory.
	Example:
	Local site: G:\Student Financials\Template files\
	SIS Project Web Site
	⊕
	🗄 📲 🚹 Student Center
	E Student Financials
	I emplate files
	Filesize Filetype Last modified
	shccharges01.dat 173 DAT File 6/15/2011 12:21:11



Saving/Sending Files to the FTP Server – Complete this process every time you wish to send a file to the FTP Server so that files can be received into Campus Solutions/ PeopleSoft.

Step	Action
1.	Access FileZilla. Select File, Site Manager from the menu or click the Open Site
	Manager button
2.	Select your site entry, click the Connect button. Enter your password.
	Result: The Local/Remote sites display.
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	Prediction Prediction Prediction Prediction Administrice Field fried 7/20209 302/35. Administrice Field fried 7/20209 302/35. Convers Guides Field fried 7/20209 302/35. Convers Guides Field fried 5/20209 302/36. Convers Guides Field fried 5/20209 302/36. Field fried fried 5/20209 302/36. Field fried fried fried 5/20209 302/36. Field fried
3.	Drag and drop or double-click the file you wish to move from local to remote (sis04 folder for training – Penny will provide dept sites in Production) site. <i>Result:</i> Your file has been transferred.
	Note: If the file already exists, you will be prompted to overwrite. Select OK .
	The target file already exists. Please choose an action. Source file: G: \racheltest.txt.docx Image: file: 9,949 bytes 6/30/2010 7:38:27 AM Target file: /big/sis/sis01/racheltest.txt.docx 9,949 bytes 7/6/2010 10:27:00 AM Action: OK
	OK Cancel