

# Implementing US Bank's eCheck

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## Introduction

US Bank's eCheck allows students to pay for tuition and fees by using electronic checking on the World Wide Web. Students do not need a US Bank checking account in order to use eCheck; they can use their checking accounts from their banks.

This document provides instructions for installing and implementing eCheck. Note that your college can run eCheck and Web Credit Card at the same time. If both Web Credit Card 3.1 and eCheck 1.2 are installed on your college's Web server, BM1871 (Agent Program) and job group FG007D (Web Credit Card Processing) will run both types of Web payments.

Colleges have the option to post transactions to the Customer Accounts and Cashiering databases before the transactions have been accepted or denied by US Bank. This functionality, which is different from that of Web Credit Card, means colleges will need to reverse payments that are subsequently denied. A pending accounting batch will be generated from the payment batch posted to the Customer Accounts database. For more information about this process, see [Reversing Payments](#).

The information provided in this document assumes that Web Credit Card is already installed at your college.

## Required Components, Contracts and Accounts

The following components, contracts and accounts are required for implementing eCheck:

Components	Notes
ccnnn.exe (ccserver) and ccnnn.cfg (ccserver.cfg) residing in the Web server scripts directory	Installed as part of Web Credit Card.
Web Credit Card configurations settings in the HP files ZX0710S.DATA and ZX0800S.DATA	Installed as part of Web Credit Card.
Version 3 of the Agent Program BM1871	SBCTC-ITD will move this into the production library before the InstallShield for eCheck is made available.
Version 5 of the BM1737 Web Credit Card Log File Report program	SBCTC-ITD will move this into the production library before the InstallShield for eCheck is made available.
Version 4 of the BM1737J Web Credit Card Log File Report	<p>SBCTC-ITD will move this into the production library before the InstallShield for eCheck is made available.</p> <p>You must delete FG007D (Web Credit Card Processing), which is scheduled to run on a daily and weekly basis, and reschedule it with the same settings. This will cause the new version of BM1737J (Web Credit Card Log File Report) to be brought in to the FG007D schedule.</p>
eCheck 1.2 InstallShield	<p>When you are ready to install eCheck, download and run this InstallShield.</p> <p>Colleges that do not want to use eCheck do not need to install it.</p>
US Bank eCheck Contract	<p>For more information about the state contract for eCheck, contact Ryan Pitroff, Outreach Coordinator for the Office of State Treasurer, at (360) 902-8917 or <a href="mailto:ryan@tre.wa.gov">ryan@tre.wa.gov</a>.</p> <p>Colleges can use the state contract or negotiate their own rates with US Bank.</p>
US Bank eCheck Account	<p>For assistance setting up a US Bank eCheck account, contact Stephen Jamieson, Vice President of Treasury Management Services at US Bank, at (206) 344-2368 or <a href="mailto:steve.jamieson@usbank.com">steve.jamieson@usbank.com</a>.</p>
US Bank Implementation Support Coordinator	<p>When you setup an eCheck account, a US Bank Implementation Support Coordinator will be assigned to your college. For assistance with eCheck, contact this person.</p>
<b>US Bank E-Payment Service Implementation Questionnaire</b>	<p>Before you can install eCheck at your college, you must first complete and submit an implementation questionnaire, which provides US Bank with the information needed in the questionnaire to implement eCheck. In the fields containing ###, enter your college's information. Some fields already contain data common to all colleges and do not need to be changed.</p> <p>For assistance completing the questionnaire, contact your US Bank Implementation Support Coordinator.</p>

## Activating and Configuring the Optional Posting Settings on the HP3000

The following are optional settings for running eCheck on the HP3000.

### Activating the Posting Function

Your college has the option to post transactions to the Customer Accounts and Cashiering databases before the transactions have been accepted or denied by US Bank.

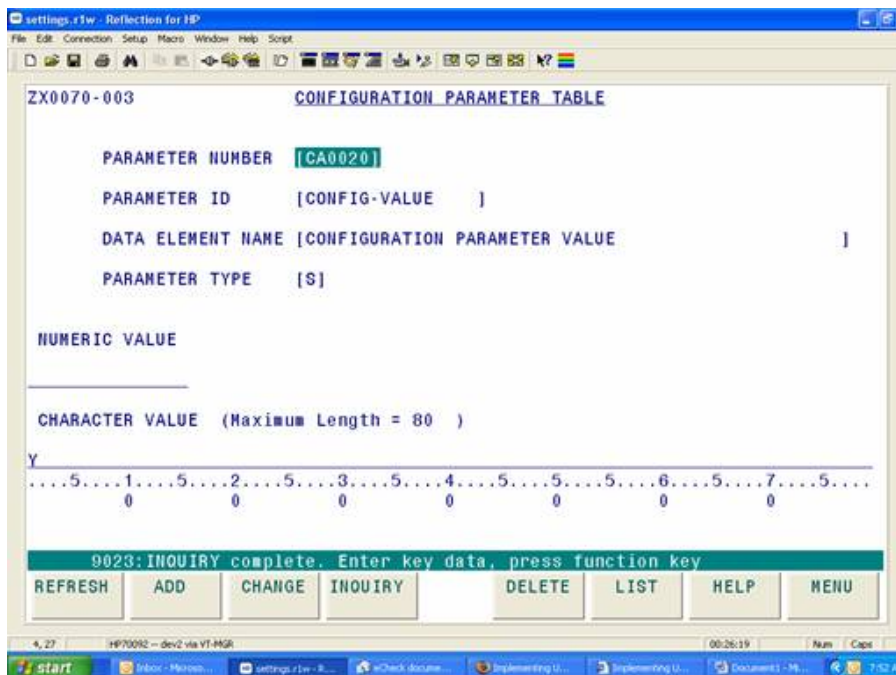
**Note:** The default is **to not post transactions**. It is recommended that you initially run eCheck without posting transactions to determine what your success rate is. Once you are satisfied with your college's success rate, you can post transactions. Remember, you will need to reverse payments that have been denied.

Valid values are:

N (default)	No, do not post payments to Customer Accounts.
Y	Yes, post payments to Customer Accounts.

To activate the posting function, follow the steps below:

1. Open HP screen ZX0070 (Configuration Parameter Table).



2. In the Parameter Number field, type **CA0020**.

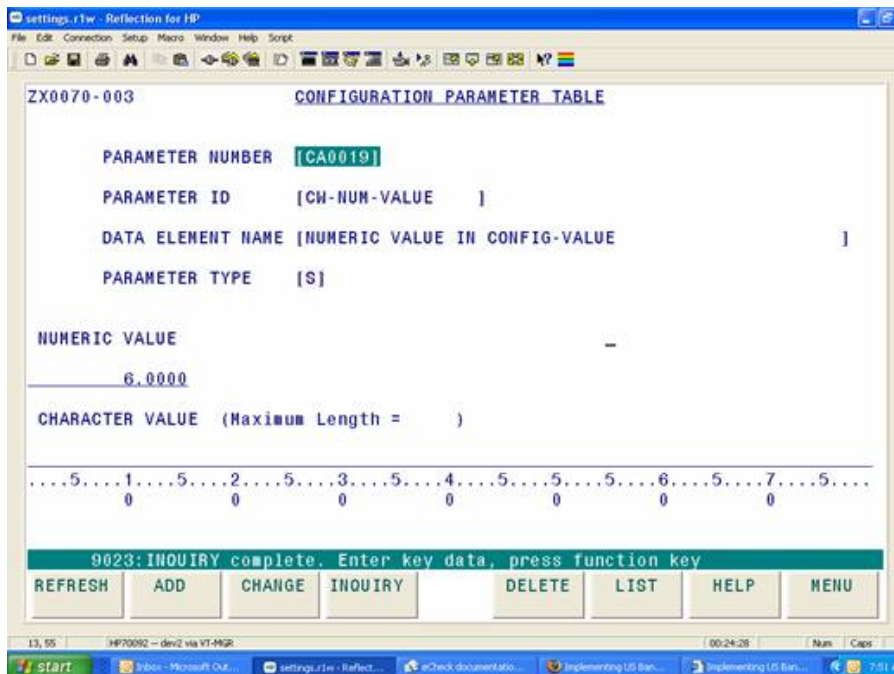
3. Press Change (F3).
4. In the the Character Value field, change the default value N (No) to Y (Yes) to activate the posting option. Press Enter.

### Changing the LDEV Number

If the posting function is activated, most users will want to use the default LDEV (logical device) number of 004. If necessary, you can change the LDEV number from the default to the number that is appropriate for your college.

To change the LDEV number, follow the steps below:

1. Open HP screen ZX0070 (Configuration Parameter Table).



2. In the Parameter Number field, type **CA0019**.
3. Press Add (F2).
4. In the Parameter ID field, type **CW-NUM-VALUE**.
5. In the Parameter Type field, type **S** (Site selective).
6. In the Numeric Value field, type a 3-character LDEV code. Press Enter. Note that, for example, LDEV 006 becomes a numeric value of 6.0000.

### Creating a Unique eCheck GL Batch ID

If the posting function is activated, create a unique eCheck GL Batch ID and set the batch to post manually. To do so, follow the steps below:

1. Open screen GA1068 (Batch Identifier Table).
2. In the Batch ID field, type the new eCheck batch ID (you decide what Batch ID to use) and press Add (F2).
3. In the Batch ID Title field, type the batch ID title.
4. In the Batch Post Ind field, type **1** (Manual batch balance). Press Enter.

### Attaching the New eCheck Batch ID to the eCheck LDEV

If the posting function is activated, attach the new eCheck batch ID to the eCheck LDEV. To do so, follow the steps below:

1. Open screen BM1605 (User Batch Control Table).
2. In the LDEV field, type **004** (or the appropriate LDEV for your college).
3. Leave the User ID field blank.
4. Press Add (F2).
5. In the Batch ID field, type the eCheck batch ID. Press Enter.

### Downloading and Testing eCheck 1.2 InstallShield

The eCheck 1.2 InstallShield (InstallShield) will install eCheck on your Web server. This section provides information about the files included in the InstallShield and how to perform the installation process.

#### eCheck Files Included in this Release

The InstallShield will install the following files:

File Name	Description
waci640.html	eCheck Login
waci641.html	eCheck Submit Payment
waci642.html	eCheck Hidden Submit Payment
waci643.html	No Amount Due
waci644.html	Error Retrieving Charges
waci645.html	ID Not Found
waci646.html	Error Sending eCheck to Bank
waci649.html	Payment Inquiry
waci223.html	Web Registration, Process Selection List

## Downloading the InstallShield and Expand Files

Remember, before you can install the eCheck files, you must have:

- Set up a US Bank account
- Completed and submitted the US Bank E-Payment Service Implementation Questionnaire

To install eCheck files, on your PC, double-click the link for the **eCheck executable file**.

The InstallShield Setup program is launched and prompts you for information unique to your college. The prompts include the following:

Setup Prompt	Description
College Code	Enter your three-digit college code, for example, <b>160</b> for Yakima Valley Community College.
Server Installation Type	Select the type of Web server on which you are installing eCheck. The options are: <ul style="list-style-type: none"><li>• HP-Unix Web server located on your campus</li><li>• Linux Web server located on your campus</li><li>• Linux Web server located at SBCTC-ITD (aurora.ctc.edu)</li><li>• NT Web server located on your campus</li></ul>
Domain Name Server (DNS)	Enter the domain name of your Web server, for example: <b>www.yourcollege.ctc.edu</b>
eCheck URL	Enter the URL to the directory on your Web server where the Web pages (HTML files) for eCheck are located. This is the same directory where the Web Credit Card HTML files are stored, for example: <b>www.yourcollege.ctc.edu/wts/wccba.</b>
Student Services Menu URL	Enter the URL to the Web page (HTML file) that is your Student Services Main Menu, for example: <b>www.yourcollege.ctc.edu/wts/student/index.html</b>  The effect of this is that, when students access eCheck through the Student Services Main Menu and click the Back to Main Menu button, they will be taken back to the Student Services Main Menu.
Ccserver URL Path	Enter the URL path for the directory where the eCheck Server CGI program resides. This program resides in the CGI directory on your Web server at, for example: <b>www.yourcollege.ctc.edu/scripts/</b> (for most NT systems)  -or- <b>www.yourcollege.ctc.edu/cgi-bin/</b> (for most Unix or Linux systems)

Setup Prompt	Description
Rqserver URL	Enter the URL and name of the Web Transaction Server CGI program. This program resides in the CGI directory on your Web server at, for example:  <b>www.yourcollege.ctc.edu/cgi-bin/rqserver</b>
Billing Group Identification	Enter your three-character eCheck Billing Group Identification code, for example, <b>YVC</b> . This entry matches the value you entered for item 1 in Section 3 of your US Bank questionnaire.
Billing Identification	Enter your three-character eCheck Billing Identification code, for example, <b>YVC</b> . This entry matches the value you entered for item 1 in Section 4 of your US Bank questionnaire.
Product Code	Enter your eCheck Product code (up to 20 characters), for example, <b>YVCC</b> , or TuitionFees. This code identifies transactions with your college.  <b>Note:</b> Do not use spaces or special characters.
Choose Destination Location	Select the folder where you want eCheck installed.
InstallShield Wizard Complete	To complete the Setup program for eCheck, click the Finish button.

When you have finished responding to the prompts, the InstallShield Setup program automatically loads the eCheck files onto your PC. The InstallShield Setup program **may take several minutes** to complete.

**Note:** InstallShield will add the US Bank Submit Payment button to waci642.html (eCheck Hidden Submit Payment).

### Moving eCheck Pages to Your Web Server

Once InstallShield has downloaded the eCheck files to your PC, you need to move them to your Web server. To do so:

1. On your PC, locate the eCheck installation directory where the InstallShield Setup program loaded the installation files. The default installation directory is **C:/Program Files/CIS/eCheck/**

- Copy the eCheck files from the eCheck installation directory on your PC to the Web Credit Card directory your Web server. As mentioned earlier, the eCheck files are:

File Name	Description
waci640.html	eCheck Login
waci641.html	eCheck Submit Payment
waci642.html	eCheck Hidden Submit Payment
waci643.html	No Amount Due
waci644.html	Error Retrieving Charges
waci645.html	ID Not Found
waci646.html	Error Sending eCheck to Bank
waci649.html	Payment Inquiry
waci223.html	Web Registration, Process Selection List

Use any software that allows you to copy files (for example, Windows Explorer or FTP). Unlike Web Credit Card, all files included in this eCheck release are copied in ASCII mode. Make sure you do not copy files in Binary mode.

- To overwrite the current waci223.html (Web Registration, Process Selection List) on your server, move the new waci223.html to the directory where the current waci223.html resides.
- Move waci649.html to the directory specified for item 86 in Section 4 of your US Bank questionnaire.
- Verify that the permissions on the files are correct. At a minimum, they should allow Read and Execute access for all viewers of the eCheck pages.

### Running Web Credit Card without eCheck

If you do not want to run Web Credit Card with eCheck:

- Create a new subdirectory called "wcchold" under the Web Credit Card directory on your Web server.
- Move pages waci600.html through waci616.html to wcchold.
- "Comment out" all links on the student pages (like waci223.html) to waci600.html.

### Testing the Installation

To test eCheck, work with the US Bank Implementation Support Coordinator who is assigned to your college. Note that Web Credit Card can run while you test eCheck. Also, when testing eCheck, do not allow students to have access to it.



## Adding eCheck to the Production Schedule

To add eCheck to your college's production schedule, follow the steps below:

1. From Job Scheduling, bring Web Credit Card down by scheduling ZX0830J (Credit Card Trans Server Halt) to run immediately.
2. Anywhere you have links to waci600.html (Web Credit Card Login), create links to waci640.html (eCheck Login).
3. Delete your current FG007D (Web Credit Card Processing), which is scheduled to run on a daily and weekly basis, and reschedule it with the same settings. This will cause the new version of BM1737J (Web Credit Card Log File Report) to be brought in to the FG007D schedule. This also restarts Web Credit Card and launches eCheck.

## Administering eCheck

The US Bank Administrator Account provides a range of reporting tools as well as a "redemption file" of settled transactions. Contact your US Bank Implementation Support Coordinator for more information.

### Reporting Components

eCheck payment attempts are written to BM1870S1 (Web Credit Card Log File) and are reported on BM1737R (Web Credit Card Log File Report). If the posting function is activated, the payment attempts are posted to the Customer Accounts database and will then appear on BM1700 (Journal Tape Report).

Run eCheck in the FG007D job group which includes ZX0830J (Credit Card Transaction Server Halt), BM1737J (Web Credit Card Log File Report), and ZX0800J (Credit Card Transaction Manager).

In Job Scheduling, BM1737J defaults to BM1870S1, the current log file for Web Credit Card and eCheck. Once BM1737 creates a report for the log file, it is archived to BM1870S2. BM1870S2 is archived to BM1870S3 and so on through BM1870S9. BM1870S0 is a cumulative archive file containing up to 10,000 archived reports. You can report on any of these archive files by specifying a different file name in the BM1870S1-Fname parameter when you schedule the job.

### Setting Optional Parameters

(only necessary if the posting function is activated)

If the posting function is activated, the eCheck process always transmits the Student ID and Amount Due parameters to US Bank. In addition, the following optional parameters can be transmitted:

- Student Name
- Order Number

- YRQ

1. To set these parameters:

Remove the code that "comments" them out in two sections of code in waci642.html:

- Function LoadInit ()
- Form Method Post

2. Enter the values for these parameters in Section 6 "Product Parameters" of your **US Bank E-Payment Service Implementation Questionnaire**. If you've already completed and submitted your US Bank E-Payment Service Implementation Questionnaire, you must contact US Bank to change your parameters.

### Reversing Payments

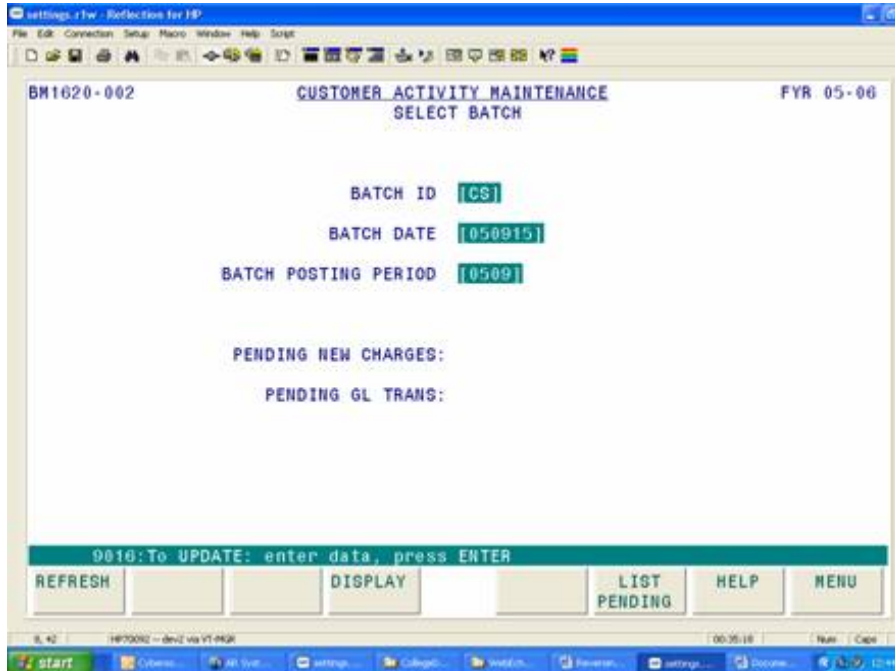
(only necessary if the posting function is activated)

If the posting function is activated, then eCheck payments will post to the Cashiering and Customer Accounts databases before the transactions are accepted or denied by US bank. This means rejected payments must be reversed from the Cashiering and Customer Accounts databases. To determine which payments should be reversed (canceled), colleges must reconcile the US Bank reports with the following HP3000-generated reports:

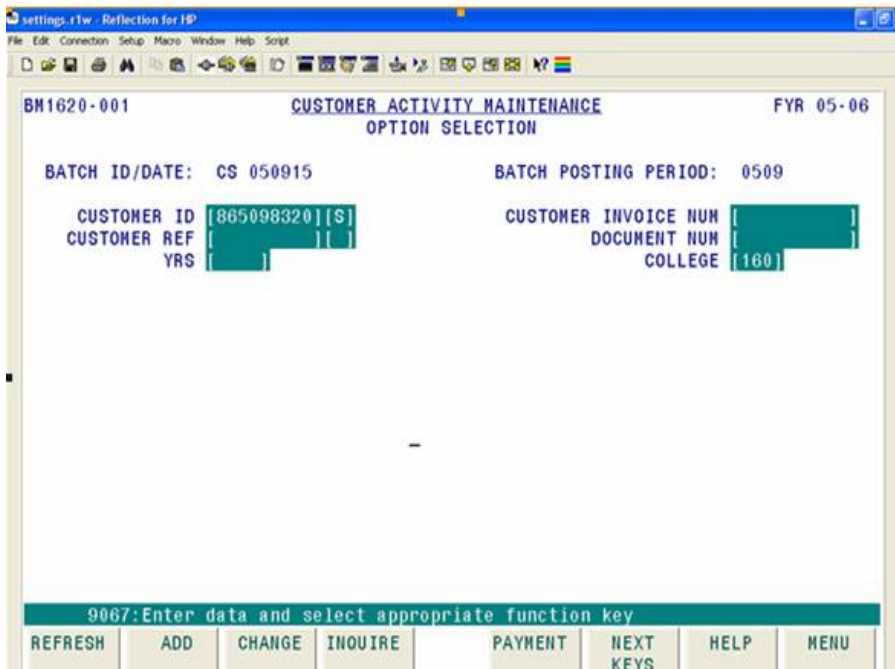
- BM1737 (Log File Report)
- BM1700 (Cashiering Journal Tape Report)
- GA1201 (Pending Daily Batch Summary Report)
- GA1202 (Daily Batch List)

To reverse a payment in the Customer Accounts, Cashiering, and General Ledger databases, follow the steps below:

1. Open BM1620 (Customer Activity Maintenance - Select Batch Screen).



2. In the Batch ID field, type the batch to which you want the reversed payment to post. Press Enter. The Option Selection screen is displayed.



3. In the Customer ID field, type the student's identification number. (To limit the list of charges to certain years, in the YRS field, type year information.) Press Change (F3). The Change Charge screen is displayed.

**Note:** If no charges are displayed, press Change (F3) again to move to the next screen.

BM1620-003 CUSTOMER ACTIVITY MAINTENANCE FYR 05-06  
CHANGE CHARGE

CUSTOMER ID: 865098320-S NAME: TEST STUDENT COUNT: 1

CHARGE DATE [102904] COLLEGE [160]  
CUSTOMER REF [ ] YRS [A452]  
DOCUMENT NUM [68612] REF DOCUMENT [ ]  
CHARGE STATUS [UO]

FEE CODE	APPR	PRG	ORG	SOBJ/	SRC REV/	DUE	REIM	CHARGE
INDX	INDX	INDX	SSOBJ	SSRC	TO/FR	CD	QTY	AMOUNT
[TB]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[1.0]	25.00

DESC [ADULT BASIC EDUCATION] MORE [N]

PYMT SCHO [ ] FEE CLASS [20] DEBT TYPE [01]

PYMT DATE [000000] PYMT METH [ ] PYMT AMT [ ]

Fee calculation charge REC NUM [1]

9016: To UPDATE: enter data, press ENTER

REFRESH CANCEL SELECT PREVIOUS NEXT HELP MENU  
CHARGE CHARGES CHARGE CHARGE

4. The Count field displays 1 or greater. To view a list of charges, press Select Charges (F4).

BM1620-003 CUSTOMER ACTIVITY MAINTENANCE FYR 05-06  
CHANGE CHARGE

CUSTOMER ID: 865098320-S NAME: TEST STUDENT

INDIVIDUAL SELECTION: 1 CHARGES SELECTED

CHARGE DATE	DOC NUM/	FEE	ACCOUNT STRUCTURE	DUE	REIM	CHARGE
CD	CUST REF	CD		TO/FR	CD	YRS
						AMOUNT
Y 041029	68612	TB	840-282-1Y01-	-0424-TB		A452 25.00

DESC: ADULT BASIC EDUCATION

9004: To CHANGE: enter data, press ENTER

REFRESH SELECT CLEAR SELECT PREVIOUS NEXT HELP MENU  
COMPLETE ALL CRITERIA SCREEN SCREEN

5. Press Select Criteria (F4). The Selection Criteria fields are displayed.



- Select the charge you want to reverse, then press Clear Payment (F3) twice. The selected payment is reversed in the Customer Accounts, Cashiering, and General Ledger databases. A message, like the one shown on the status bar in the following screen shot, confirms that the update is complete.

