**Commercial CD Setup**

**Deliverable For Each Setup**

1. CD Master List
2. CD Shipping Instruction
3. CD Return Address
4. CD Label, Images, and User Guide

Note: See “Commercial CD Implementation” document for detail

**File Required from Paper Program**

1. PDF with Index File
   1. PDF Index Requirement
      * + File Name: $prefix\_MMDDYYYY\_PDF\_INX.lis

* Location: /d/pdf\_afp/$cid/$prefix/cd\_pdf/
* Index file much contains the following (PDF Name, Account Number, Statement Date, and Account Name) pipe delimited

**Note:** All fields are pipe delimited.

2.2 PDF File

* Location: /d/pdf\_afp/$cid/$prefix/cd\_pdf/

1. Check Images & Check Index
   1. Check Index Requirement

* File Name: $cid\_MMDDYYYY\_IMG.lis
* Location: /d/pdf\_afp/$cid/$prefix/tiff\_index/
* Fields in file (ordered): Primary Account Number, Secondary Account Number, Check Date, Check Number, Check Amount, Tiff File Name, Transcode, Sequence Number)
* One entry per check images and side.

**Note:** All fields are comma delimited.

* 1. Check Images
* Location: /d/pdf\_afp/$cid/$prefix/tiff/
* We require both Front and Back Images for each check

**Program & Configuration File**

1. COMMERCIAL\_CD.pl – Commercial Processing script
2. $prefix.conf – Configuration file for processing script, define CD processing directory and shipping info (fnbsms1.conf, raboms1.conf)
3. $cid\_setting.xml – Configuration for java UI program, define output path and UI logic (fnbs\_setting.xml, rabo\_setting.xml)
4. AUTORUN – Define Autorun program and ico file
5. guide.pdf – User guide that will be include in UI program (Must be named as guide.pdf)
6. star.ico – Icon file.
7. CD Label – CD Images.

**Setup**

**Step 1: Processing Script Configuration File**

This configuration file will be used for Commercial CD Processing script. You can define processing directory such as PDF path, tiff path, etc.

By default all the path are defined in processing script. You can overwrite it if necessary (not recommended).

Here is where you also configure email notification list for internal staff, duplication cd list, and Shipping instruction.

* Name: $prefix.conf
* Location: /home/isd/config/

|  |  |  |
| --- | --- | --- |
| Shipment Information | | |
| Field Name | Code | Description |
| SERVICE\_TYPE | 1DA | Next Day Air |
| 2DA | 2nd Day Air |
| 3DS | 3 Day Select |
| GND | Ground |
| REF1 | Use “$CID” (e.g. – RABO, FNBS) | |
| REF2 | Use “CCD” (Program will append sequence; e.q CCD-001, CCD-002, …) | |
| QVN | Email Notification? Y or N. If Y, email field is required in Master list | |
| QVN\_MEMO | Memo inside email notification | |
| Return Address Information | | |
| RTN\_NAME |  | |
| RTN\_ATTN |  | |
| RTN\_ADDR1 |  | |
| RTN\_ADDR2 |  | |
| RTN\_ADDR3 |  | |
| RTN\_CITY |  | |
| RTN\_STATE |  | |
| RTN\_ZIP |  | |
| RTN\_PHONE |  | |
| RTN\_EMAIL |  | |
| Customization | | |
| cdEmailList | Use for email notification to internal team (default is IS and DP) | |
| cdDupCDList | Use if client want to create duplicate CD for certain group (List group name here comma delimited) | |

**Step2: Java Program Configuration File**

This configuration is used by the java processing program to create the CD. Here is where you configure the output path, icon file, user guide, etc.

* Name: $cid\_setting.xml
* Location: /home/isd/stmtArchive/conf

|  |  |
| --- | --- |
| Field Name | Description |
| <entry key=”password”> | Not used currently as password is password to the program per CD |
| <entry key=”copy.file.1”> | Do not need to update |
| <entry key=”copy.file.2”> | Do not need to update |
| <entry key=”copy.file.3”> | Do not need to update |
| <entry key=”copy.file.4”> | Do not need to update |
| <entry key=”copy.file.5”> | Do not need to update |
| <entry key=”copy.file.6”> | Do not need to update |
| <entry key=”copy.file.7”> | “$cid/AUTO\_RUN.INF” (make sure to put it to the CID folder) |
| <entry key=”copy.file.8”> | Do not need to update |
| <entry key=”copy.file.9”> | “$cid/CD Star.ico” (icon name can be different. Make sure to change it in the AUTO\_RUN file) |
| <entry key=”copy.file.10”> | “$cid/guide.pdf” (Make sure to have a new file for each client with the same name) |
| <entry key=”outputRootDir”> | “/d/pdf\_afp/$cid/$prefix/output” as default |
| <entry key=”title”> | “$CID – Statement Archival” |
| <entry key=”check.field.optional.1”> | “tran\_code” optional field. Used only if client want to restrict certain transcode |
| <entry key=” check.field.optional.1.name”> | Same as above |
| <entry key=” check.field.deposit\_code”> | Same as above |

**Step 3: CD Files**

This step is to copy all CD related file (icon, guide.pdf, etc.) to the configuration folder.

1. Create $cid folder under /home/isd/stmtArchive/
2. Copy AUTORUN.INF from template and copy to new folder. Update AUTORUN file to point to correct icon file.
3. Copy new icon file to new folder
4. Copy guide.pdf to new folder

**Step 4: Setup CD Label**

This step is to setup the label so that the CD will have the correct image printed each time.

1. Copy label file (from Angel or IM) to the following folder /d/cdDirector2/tif/$cid/ or [\\10.8.9.37\cdDirector\tif\$cid\](file:///\\10.8.9.37\cdDirector\tif\$cid\)
2. Copy “Commercial CD\_TEMPLATE.cfg” from /d/Iswk/cd\_automation/ or [\\10.8.9.65\d\cd\_automation](file:///\\10.8.9.65\d\cd_automation) and rename it to $prefix.cfg
3. Edit “Logo” section with the CD Label for this job.

**Running Program**

Script Name: COMMERCIAL\_CD.pl

Script Location: /home/master/

To run script: perl /home/master/COMMERCIAL\_CD.pl $pdf\_index $tiff\_index $test\_flag

Parameter:

$pdf\_index: PDF index filename

$tiff\_index: Tiff index filename

$test\_flag: Optional flag (“p” or “t”) this will change the directory to /home/test or /d/test…

Log File:

Location: /d/pdf\_afp/$cid/$prefix/logs/

File:

* $CID\_UPS\_MMDDYYYY\_HHMI.csv – This is the UPS report that operation use to print shipping label.
* $CID\_CD\_REPORT\_MMDDYYYY\_HHMI.txt – Contains the group and accounts that were created for this job.
* $prefix\_MMDDYYYY\_HHMI.log – Contains accounts CD that were created and the CD automation command incase DP need to reproduce a CD.
* $cid\_MMDDYYYY\_HHMI\_DPVS.txt – This is the DPVS for Accounting, DP, and Production to validate.