



State of North Carolina Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

TO: Common Payment Service Customers
FROM: OSC Statewide E-Commerce Program Team
CPS Technical Support Team
SUBJECT: Changes to Common Payment Service (CPS)
DATE: February 13, 2007

This memo contains important information related to the CPS software and hardware upgrade. Please forward the following instructions to your technical team(s) as soon as possible.

As previously communicated, OSC and ITS had made a determination that it was a necessity to upgrade some of the key hardware and software components of the CPS. Users of the system were given instructions in memorandums dated November 6 and January 3 regarding actions required to accommodate the changes. We are pleased to advise that the project is now entering the final phase, and that the CPS Technical Support Team plans to upgrade the CPS software and hardware during the standard maintenance window (4:00 a.m. until 12:00 p.m.) on Sunday, March 18, 2007. In order to facilitate these changes, all users are asked to do the following:

1. If you have not already done so, please test the CPS Virtual Terminal. You will need to use the following url:

<https://cpsreportstest.its.state.nc.us/CPSWebModule/Login.jsp>

For this testing/verification exercise, we ask that you use the merchant userID, password and Store Name that was created to test the API.

2. If you use the CPS ACH functions, you need to test/verify the new ACH Reports, using the following url:

<https://cpsreportstest.its.state.nc.us/cps>

For this testing/verification exercise, we ask that you use the userID and password that was created to test the API. Customers who do not have User Ids please email cpstechsupport@lists.ncmail.net

3. Complete your testing efforts on or before 5:00 p. m. on Friday, March 9, 2007.
4. Once you have completed your acceptance testing (including a review of the CPS Virtual Terminal and the new ACH Reports) please send an email stating that fact to cpstechsupport@lists.ncmail.net.
5. Please provide the name and phone number for your designated contact person during the upgrade maintenance window. This information should be emailed to cpstechsupport@lists.ncmail.net.

MAILING ADDRESS
1410 Mail Service Center
Raleigh, NC 27699-1410

Telephone: (919) 981-5454
Fax Number: (919) 981-5567
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LOCATION
3512 Bush Street
Raleigh, NC

Changes to Common Payment Service (CPS)

February 13, 2007

Page 2 of 2

CPS Server Name Change

During the testing period for the new CPS API, you have been using cpstest.its.state.nc.us as the target server. In moving to production, you will need to point your application server to cps.its.state.nc.us.

Please note that in order to prepare for go-live Sunday, both cpstest.its.state.nc.us and cps.its.state.nc.us will not be available after 5:00 p. m. on Friday, March 9, 2007. Also the current test environment that mirrors the current production environment (i.e. VirtualPay API) will not be available from 5:00 p. m. on Friday, March 9, 2007 until after the new CPS API upgrade.

ACH Batch Files

If you send ACH files to Common Payment Service using FTP, the target server will be changing to cps.its.state.nc.us. If you are sending files via Connect:Direct, you will need to update your JCL to reflect the new Node Name of [CD.SNC.ITSCPS002](#). We will contact you directly to arrange a test transmission to the new server within the next couple of weeks.

Go-Live Day

Prior to the conversion, the CPS will perform a settlement of all outstanding credit card transactions, so please be aware and advise your financial staff that your merchants may have two settlements for March 18.

Changes are expected to be completed by mid-morning. The CPS Technical Support Team will contact your technical personnel via the contact name and phone number provided in item 5 above. At that time you will need to configure your application server to point to the new target CPS Server (i.e., cps.its.state.nc.us)

Finally, we will implement a moratorium on new merchant setup activity from Monday, March 5 through Sunday, March 18, 2007 to insure a smooth conversion to the new environment. This only applies to merchants that would be utilizing CPS.

We appreciate your assistance in this important upgrade and hope these items will be of minimal impact to your business. Should you have any questions, please contact the ITS Service Desk at 800-722-3946 or 919-754-6000 and open a ticket for CPS Technical Support (description: Software Implementation Project).