



Batch Processing Guide

How does Batch Processing work?

With the Batch Upload function, .XLS, .TXT or .CSV files can be uploaded for processing. These files can contain a mixture of transaction types within the files themselves. Examples include sales, credits, commission payments, credit card charges and ACH charges.

The file template can be saved for subsequent processing.

The individual transaction details are displayed in the below examples to provide the invoice/commission recipient with reconcilable line details.

Invoice

Commission Payment File Sample

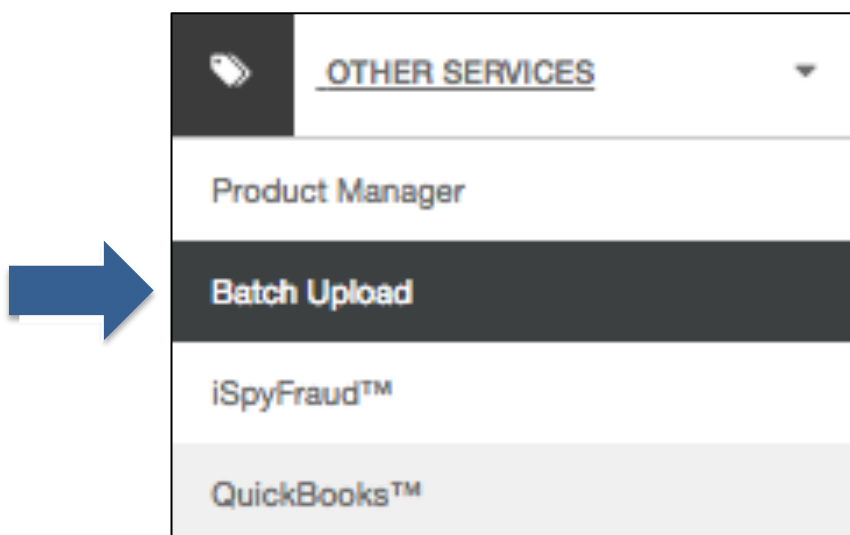
First Name	Last Name	User	Tx ID	Date	Payer	Payment Type	Credit Card	Expiration	Acct Type	Acct Entity	ACH Account	ABA routing	Amount
David	Potts	djpotts	759869	7/24/07	BCBS of Michigan	Check			Savings	Personal	32221122	322145655	\$ 1.00
David	Potts	djpotts	759866	7/24/07	BCBS of Michigan	Check			Savings	Personal	32221122	322145655	\$ 1.00
David	Potts	djpotts	759895	7/24/07	BCBS of Michigan	Check			Checking	Business	1238799	123456789	\$ 1.00
David	Potts	djpotts	759909	7/24/07	BCBS of Michigan	Check			Checking	Personal	32221122	123456789	\$ 1.00
David	Potts	djpotts	762019	7/26/07	BCBS of Michigan	Check			Checking	Business	1238799	123456789	\$ 1.00
David	Potts	djpotts	762040	7/26/07	BCBS of Michigan	Check			Checking	Business	1238799	123456789	\$ 1.00
David	Potts	djpotts	762069	7/26/07	BCBS of Michigan	Check			Savings	Personal	32221122	322145655	\$ 1.00
David	Potts	djpotts	762070	7/26/07	BCBS of Michigan	Check			Savings	Personal	32221122	322145655	\$ 1.00
Thomas	Simpson	dsimpson	12345	7/27/07	BCBS of Illinois	Credit card	4111111111111111	1012					\$ 1.00
Thomas	Simpson	dsimpson	12345	7/27/07	BCBS of Illinois	Credit card	4111111111111111	1012					\$ 1.00
Thomas	Simpson	dsimpson	12345	7/27/07	BCBS of Illinois	Credit card	4111111111111111	1012					\$ 1.00
Thomas	Simpson	dsimpson	12345	7/27/07	BCBS of Illinois	Credit card	4111111111111111	1012					\$ 1.00
Thomas	Simpson	dsimpson	12345	7/27/07	BCBS of Illinois	Credit card	4111111111111111	1012					\$ 1.00
Thomas	Simpson	dsimpson	12345	7/27/07	BCBS of Illinois	Credit card	4111111111111111	1012					\$ 1.00

First Name	Last Name	User	Tx ID	Date	Payment Type	Acct Type	Acct Entity	ACH Account	ABA routing	Amount	Type
Rich	Swid	rswid	759869	7/24/07	Check	Checking	Personal	7676776	345676546	\$ 7.50	Credit
Rich	Swid	rswid	759886	7/24/07	Check	Checking	Personal	7676776	345676546	\$ 7.50	Credit
Rich	Swid	rswid	759895	7/24/07	Check	Checking	Personal	7676776	345676546	\$ 7.50	Credit
Rich	Swid	rswid	759909	7/24/07	Check	Checking	Personal	7676776	345676546	\$ 7.50	Credit
Rich	Swid	rswid	762019	7/26/07	Check	Checking	Personal	7676776	345676546	\$ 7.50	Credit
Rich	Swid	rswid	762040	7/26/07	Check	Checking	Personal	7676776	345676546	\$ 7.50	Credit
Rich	Swid	rswid	762069	7/26/07	Check	Checking	Personal	7676776	345676546	\$ 7.50	Credit
Rich	Swid	rswid	762070	7/26/07	Check	Checking	Personal	7676776	345676546	\$ 7.50	Credit
Bob	Dubsky	bdubsky	12345	7/27/07	Check	Checking	Personal	345654212	123456443	\$ 62.00	Credit
Bob	Dubsky	bdubsky	12345	7/27/07	Check	Checking	Personal	345654212	123456443	\$ 62.00	Credit
Bob	Dubsky	bdubsky	12345	7/27/07	Check	Checking	Personal	345654212	123456443	\$ 62.00	Credit
Bob	Dubsky	bdubsky	12345	7/27/07	Check	Checking	Personal	345654212	123456443	\$ 62.00	Credit
Bob	Dubsky	bdubsky	12345	7/27/07	Check	Checking	Personal	345654212	123456443	\$ 62.00	Credit
Bob	Dubsky	bdubsky	12345	7/27/07	Check	Checking	Personal	345654212	123456443	\$ 62.00	Credit

How do you upload batch files?

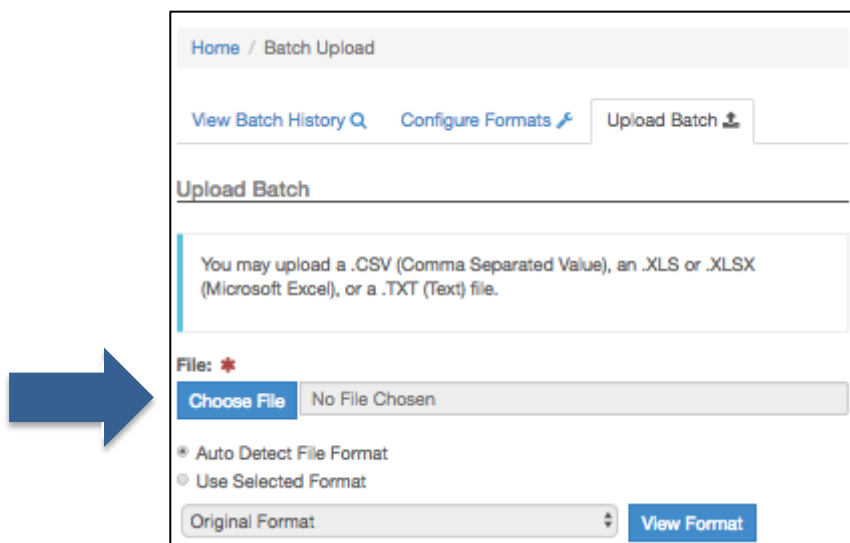
When uploading batch files, 50,000 transactions can be run within 90 minutes.

Step 1: Click on **Batch Upload** under **Other Services** from the **Main Menu**.



Step 2: Click **Choose File** to select the file that you wish to upload.

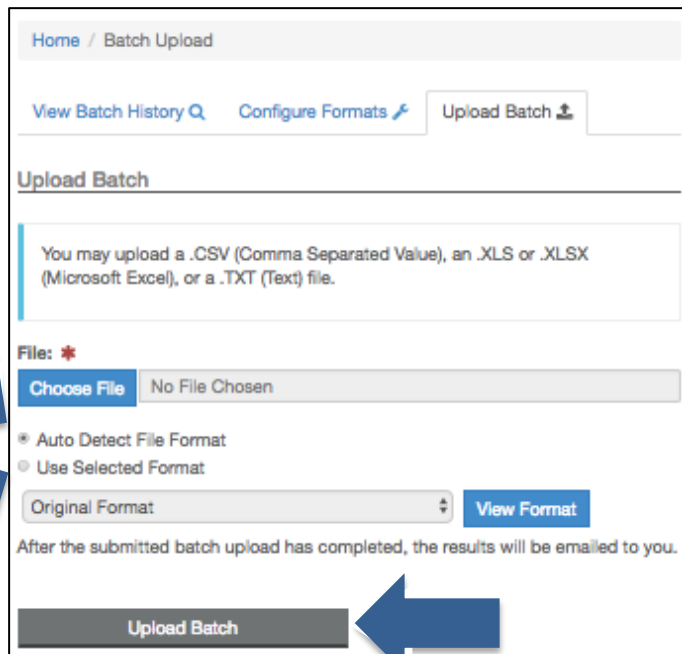
Merchants can create a .CSV, .XLS or .TXT transaction file to upload for processing. When creating this file, transactions can be mixed (i.e., auth, credit, sale, etc.).



Step 3: Select **Format** from one of the two options available.

Option 1: *Auto Detect File Format* will intelligently read the information within the file allowing the user to confirm the type of information in the respective field.

Option 2: *Use Selected Format*.



Home / Batch Upload

[View Batch History](#) [Configure Formats](#) [Upload Batch](#)

Upload Batch

You may upload a .CSV (Comma Separated Value), an .XLS or .XLSX (Microsoft Excel), or a .TXT (Text) file.

File: *

[Choose File](#) No File Chosen

Auto Detect File Format
 Use Selected Format

Original Format [View Format](#)

After the submitted batch upload has completed, the results will be emailed to you.

[Upload Batch](#)

Using Auto Detect

After browsing and selecting the file, click **Upload Batch** to start uploading


Step 4: Using Auto Detect.

Auto Detect determines the field names based on the uploaded file.

Home / Batch Upload

[View Batch History](#) [Configure Formats](#) [Upload Batch](#)

This is the format we have detected, please select the appropriate fields.
A valid header row was not detected in the file. Please select the correct headers.

Column 1 Data -> Type 

Transaction Type

Column 2 Data -> Credit Card Number *

Column 3 Data -> Credit Card exp *

Column 4 Data -> CVV *

Column 5 Data -> First_name *

Column 6 Data -> Last_name *

Column 7 Data -> Amount *

Save Format for future use.

Format Description

Home / Batch Upload

View Batch History [Q](#) Configure Formats [↗](#) Upload Batch [⬇](#)

This is the format we have detected, please select the appropriate fields.
A valid header row was not detected in the file. Please select the correct headers.

Column 1 Data -> Type [✔](#)
Transaction Type

Column 2 Data -> Credit Card Number [✔](#)
Credit Card Number

Column 3 Data -> Credit Card exp [✔](#)
Credit Card Expiration

Column 4 Data -> CVV [✔](#)
Card Security Code

Column 5 Data -> First_name [✔](#)
Billing First Name

Column 6 Data -> Last_name [✔](#)
Billing Last Name

Column 7 Data -> Amount [✔](#)
Total Amount

Save Format for future use.
Format Description

Cancel Next



Select the drop down box and select the appropriate header for each column. If the field is not required, select **Ignore this Field**

Note: you have the option to **Save** this format for subsequent processing



Click **Next** to complete the batch upload

Home / Batch Upload / View

View Batch History [Q](#) Configure Formats [↗](#) Upload Batch [⬇](#)

Date Range

Start Date
Jan 17 2018 00 00

End Date
Jan 24 2018 23 59

Submit

Batch Report

01/17/2018 12:00 AM To 01/24/2018 11:59 PM

Batch	Status	Approved	Declined	Errors	Total	Action
Test 300 Sales 1.xlsx	Complete	0	0	301	301	
1/24/2018 10:11:03 AM	100%					

Upon completion of the batch processing, the complete report of transactions can be viewed by clicking the **blue batch name**

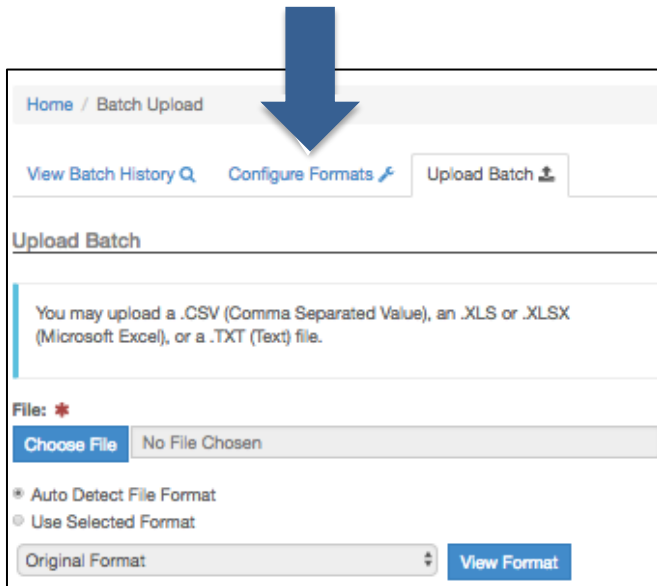


Note: refresh page to download response file under **Action** section.

How do you Configure Formats?

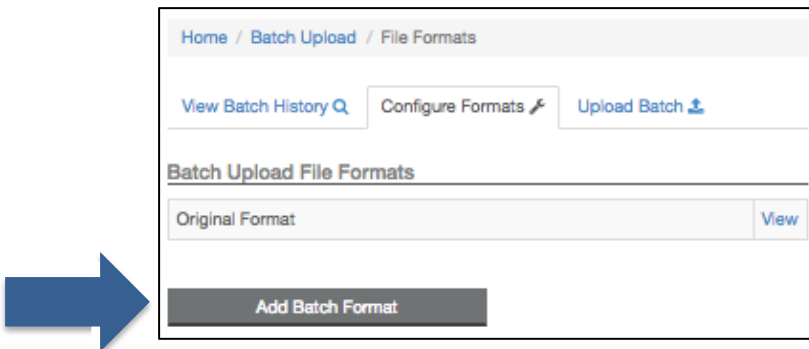
There is also an option to create a format for your batch files. Configuring batch formats will allow the system to identify order and field types you commit.

Step 1: Select the **Configure Formats** icon from the top menu in the **Batch Uploads** feature.



The screenshot shows the 'Batch Upload' page. At the top, there is a breadcrumb trail: 'Home / Batch Upload'. Below this, there are three buttons: 'View Batch History' with a magnifying glass icon, 'Configure Formats' with a wrench icon, and 'Upload Batch' with a download icon. A large blue arrow points down to the 'Configure Formats' button. Below the buttons is a section titled 'Upload Batch' with a text box containing instructions: 'You may upload a .CSV (Comma Separated Value), an .XLS or .XLSX (Microsoft Excel), or a .TXT (Text) file.' Below the text box is a 'File: *' section with a 'Choose File' button and 'No File Chosen' text. There are two radio buttons: 'Auto Detect File Format' (selected) and 'Use Selected Format'. Below the radio buttons is a dropdown menu showing 'Original Format' and a 'View Format' button.

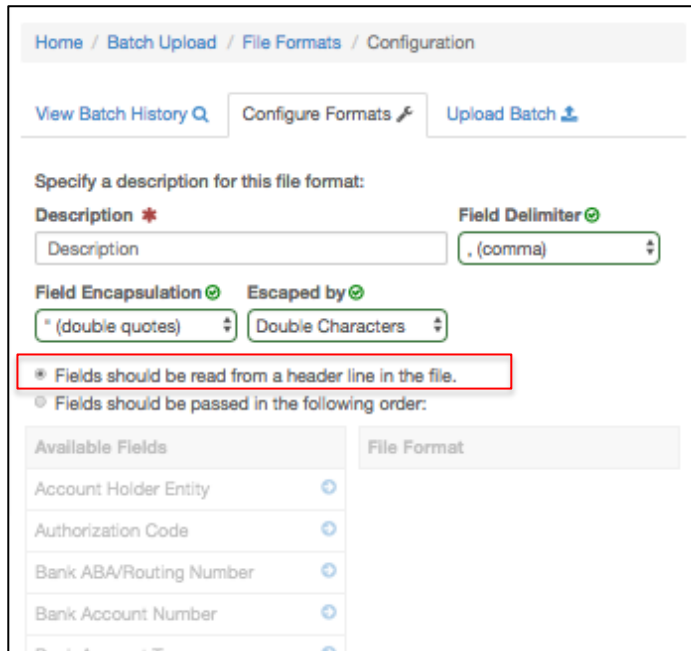
Step 2: Click **Add Batch Format**.



The screenshot shows the 'Batch Upload File Formats' page. At the top, there is a breadcrumb trail: 'Home / Batch Upload / File Formats'. Below this, there are three buttons: 'View Batch History' with a magnifying glass icon, 'Configure Formats' with a wrench icon, and 'Upload Batch' with a download icon. Below the buttons is a section titled 'Batch Upload File Formats' with a table containing one row: 'Original Format' and a 'View' button. A large blue arrow points to the 'Add Batch Format' button at the bottom of the page.

Step 3: Configure the settings for a new file format.

Note: Fields with red asterisk are required.



Home / Batch Upload / File Formats / Configuration

View Batch History Configure Formats Upload Batch

Specify a description for this file format:

Description * **Field Delimiter**

Field Encapsulation

Home / Batch Upload / File Formats / Configuration

View Batch History Configure Formats Upload Batch




Specify a description for this file format:

Description **Field Delimiter**

Field Encapsulation

Step 5: File format has been successfully added.

Home / Batch Upload / File Formats / View

View Batch History  Configure Formats  Upload Batch 

Your File Format Configuration has been Successfully Saved

Description **Field Delimiter**

Online Orders , (comma)

Field Encapsulation **Escaped by** **Field Order**




" (double quotes) double predefined

Column #	Field
1	Transaction Type
2	Credit Card Number
3	Credit Card Expiration Month
4	Billing First Name
5	Billing Last Name
6	Total Amount


[Edit](#)

Step 6: New file format is listed under the Batch Upload File Formats menu. Options to **View**, **Edit**, **Delete** or **Make Default** are available. Click **View** to see the configuration.

Home / Batch Upload / File Formats

View Batch History  Configure Formats  Upload Batch 




Batch Upload File Formats

Online Orders		View	Edit	Delete	Make Default
Original Format		View			

[Add Batch Format](#)

Step 7: From the view menu, the merchant also has the option to edit the file format. Click **Edit** to access the file format's configuration menu.

Home / Batch Upload / File Formats / View

View Batch History  Configure Formats  Upload Batch 

Your File Format Configuration has been Successfully Saved


Description **Field Delimiter**

Online Orders , (comma)

Field Encapsulation **Escaped by** **Field Order**

" (double quotes) double predefined

Column #	Field
1	Transaction Type
2	Credit Card Number
3	Credit Card Expiration Month
4	Billing First Name
5	Billing Last Name
6	Total Amount

 [Edit](#)