Batch Processing Guide

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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	759886	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	dtsimpson	12345	7/27/07	BCBS of Illinois	Credit card	4111111111111111	1012					$ 1.00
Thomas	Simpson	dtsimpson	12345	7/27/07	BCBS of Illinois	Credit card	4111111111111111	1012					$ 1.00
Thomas	Simpson	dtsimpson	12345	7/27/07	BCBS of Illinois	Credit card	4111111111111111	1012					$ 1.00
Thomas	Simpson	dtsimpson	12345	7/27/07	BCBS of Illinois	Credit card	4111111111111111	1012					$ 1.00
Thomas	Simpson	dtsimpson	12345	7/27/07	BCBS of Illinois	Credit card	4111111111111111	1012					$ 1.00
Thomas	Simpson	dtsimpson	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

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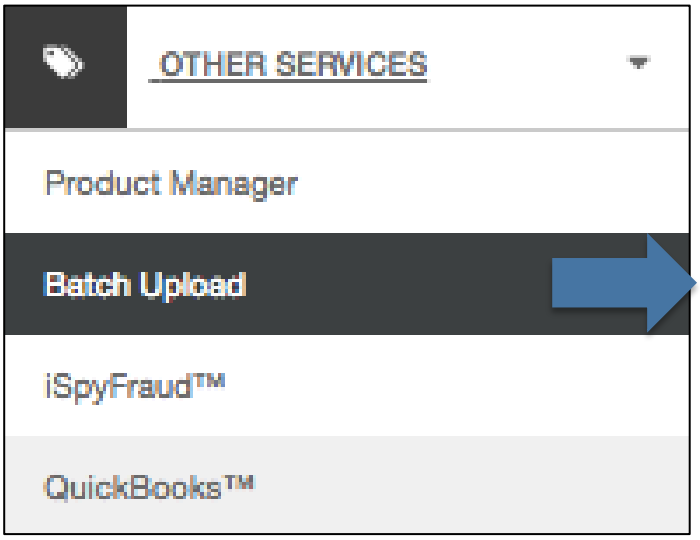
How do you upload batch files?

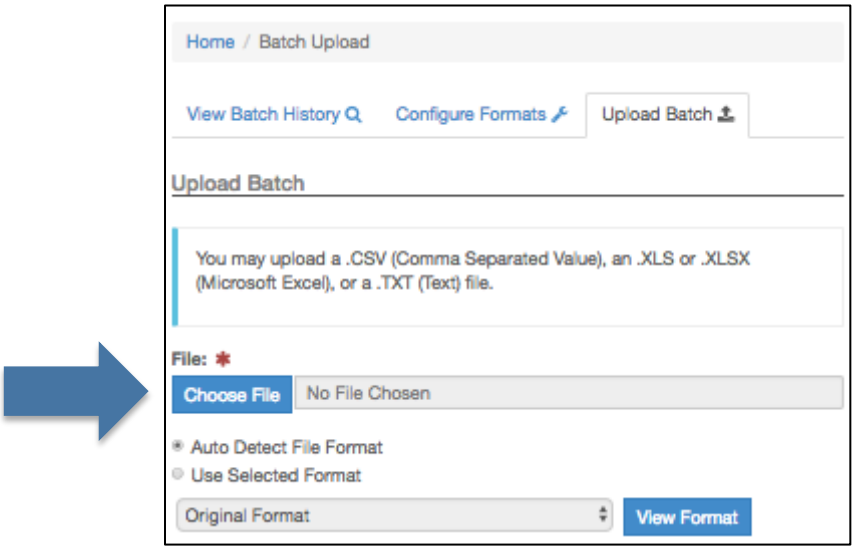
When uploading batch files, 50,000 transactions can be run within 90 minutes.

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.).



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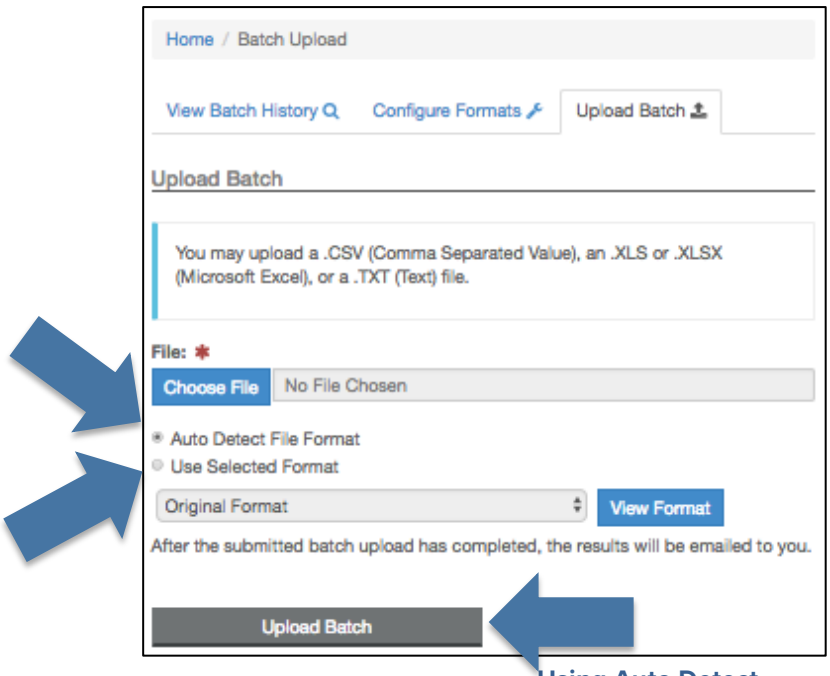
Step 3: Select **Format** from one of the two options available.

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.*



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

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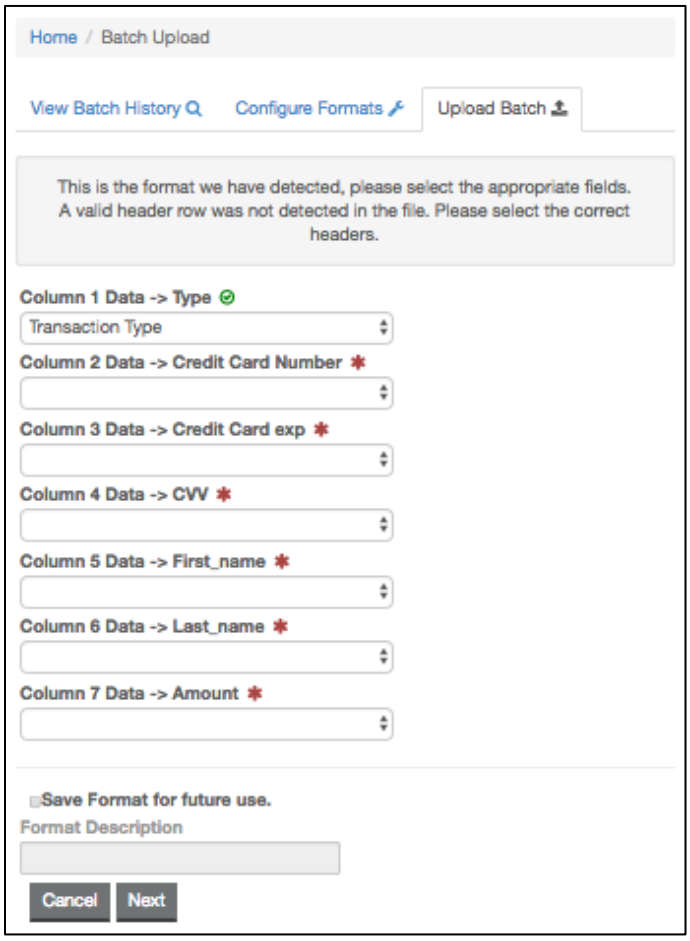
Step 4: Using **Auto Detect.**

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



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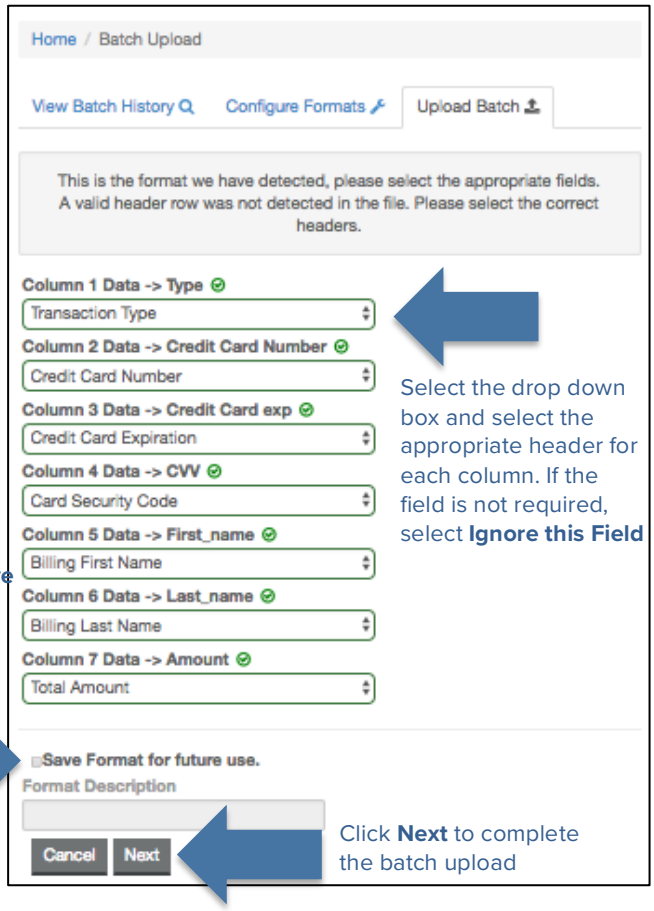
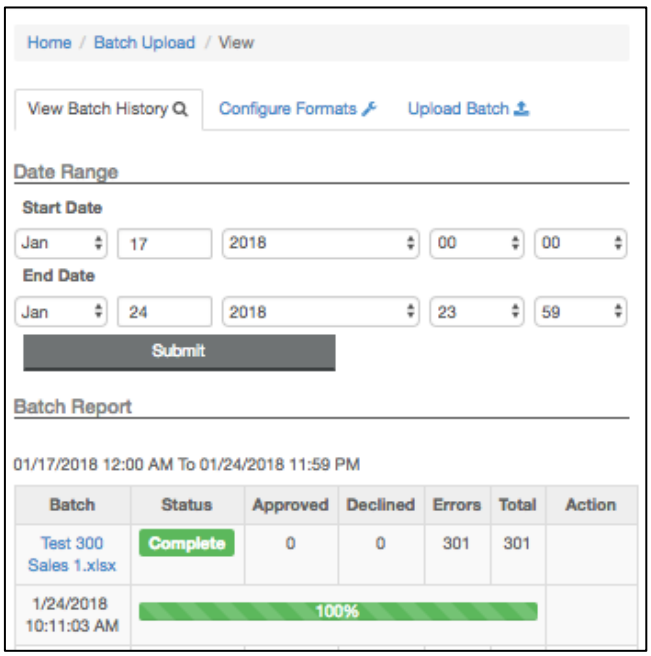


Note: you have the option to **Save** this format for subsequent processing

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

Click **Next** to complete the batch upload



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.*

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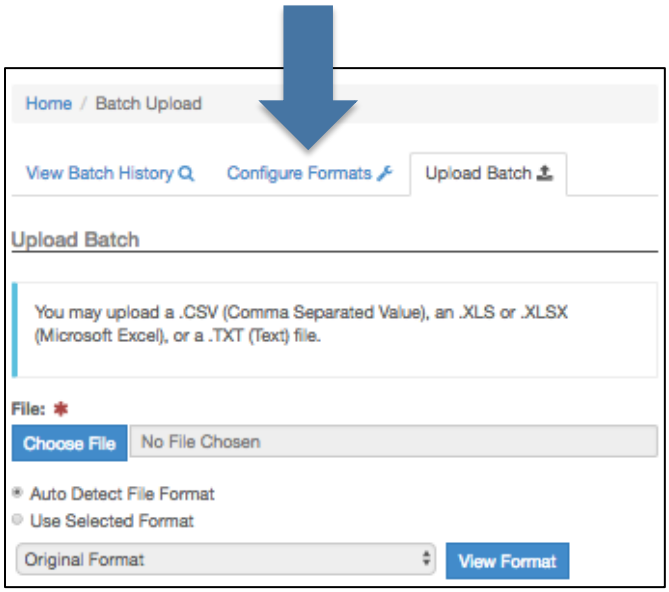
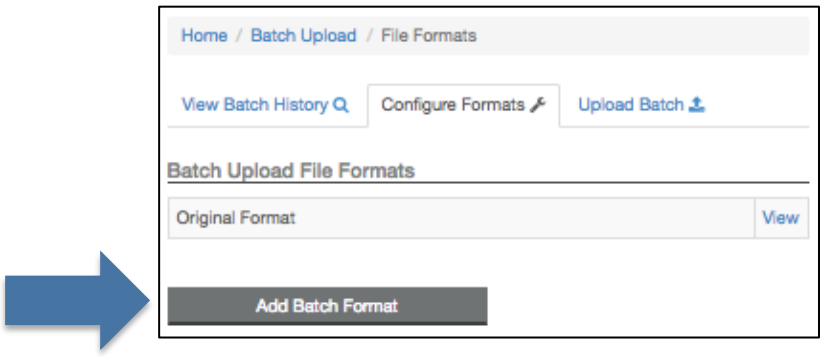
How do you Configure Formats?

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.



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



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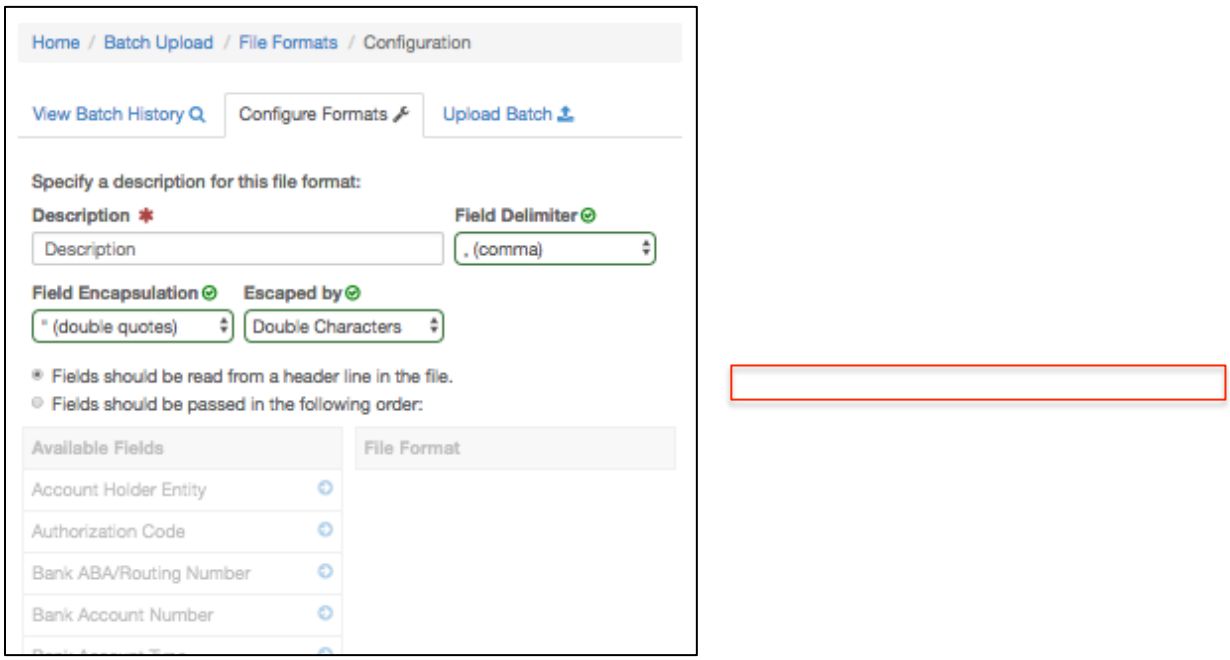
Step 3: Configure the settings for a new file format.

Note: *Fields with red asterisk are required.*



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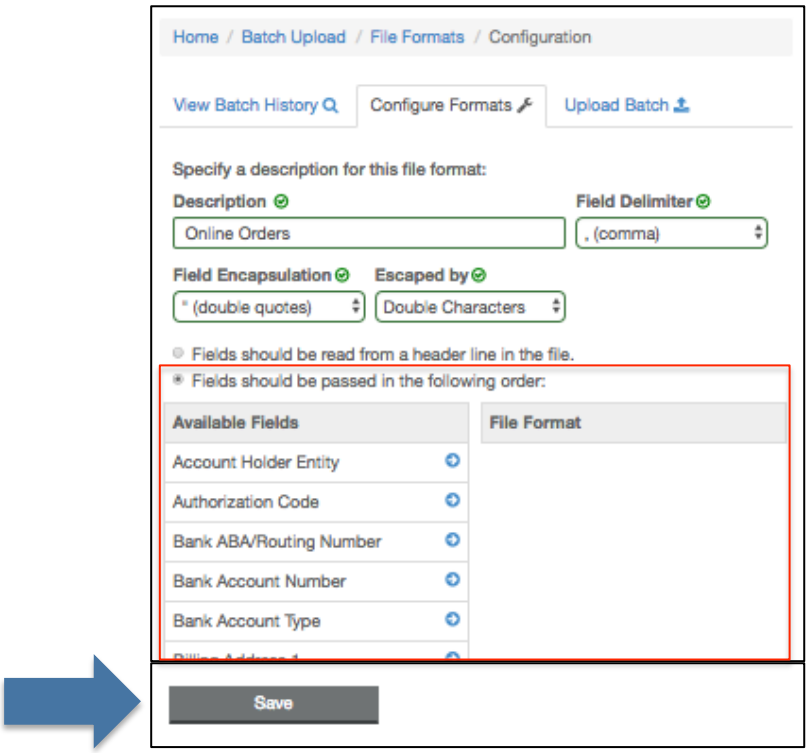
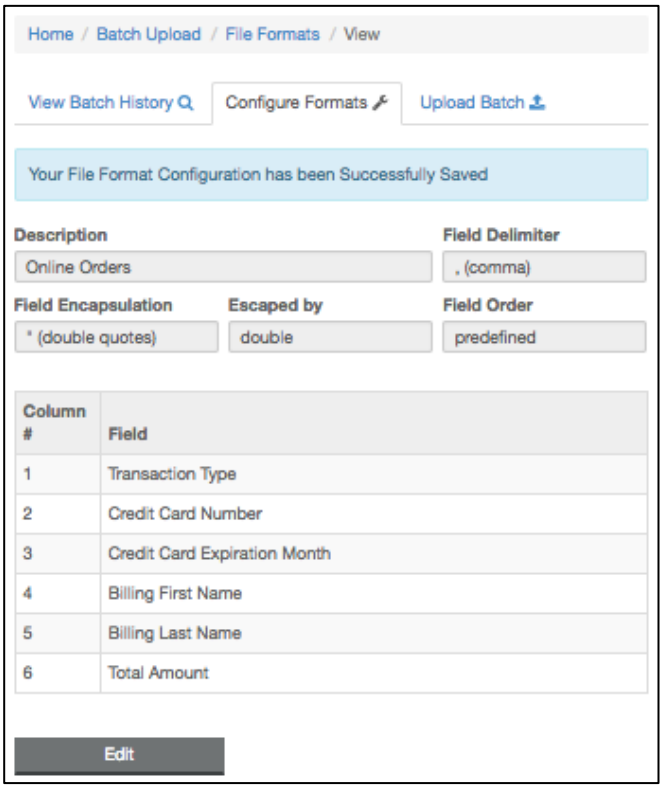
Step 4: Click **Save** to complete after filling out all the necessary fields.



Step 5: File format has been successfully added.



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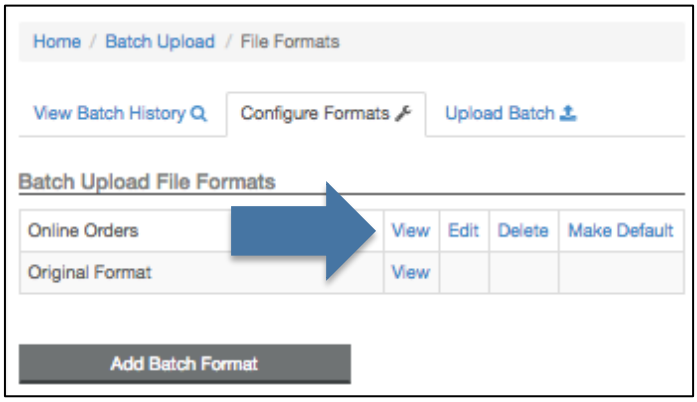
Step 6: New file format is listed under the Batch Upload File Formats menu. Options to **View**, **Edit, Delete** or **Make Default** are available. Click **View** to see the configuration.



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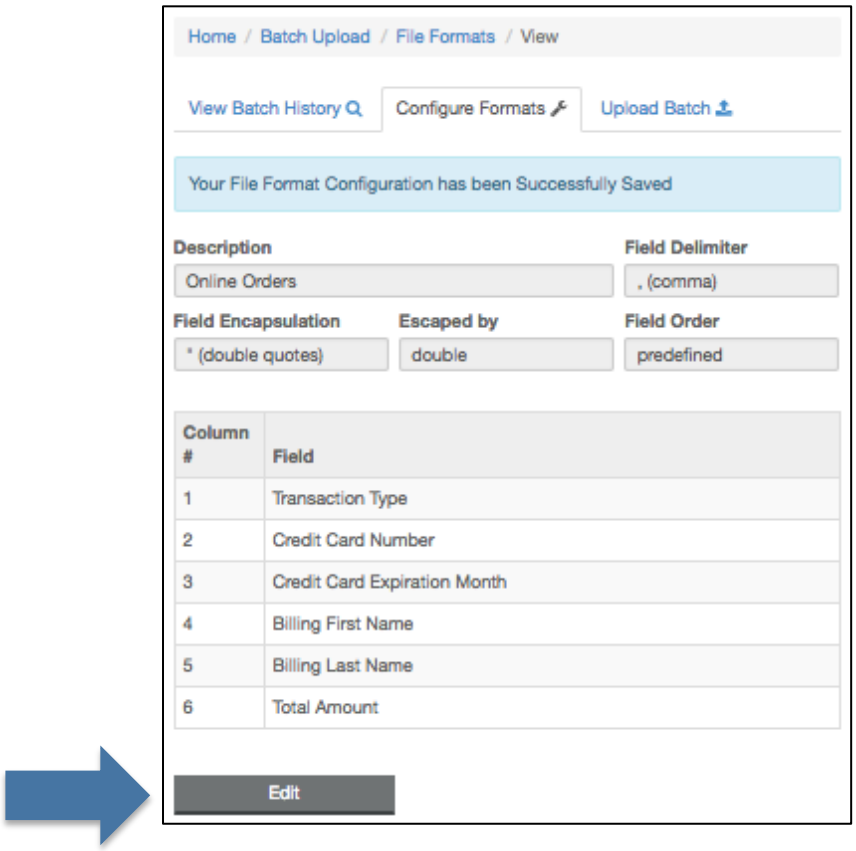
Step 7: From the view menu, the merchant also has the option to edit the file format. Click **Edit** to access the file format's configuration menu.



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