OneBatch Guide

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Integrate OneBatch to set up mapped payments to new or existing payee accounts by uploading a request file. You can use a single request file for all of the following operations:

- Register or update a payee's account.
- Register or update an external account, such as a bank or wire transfer account, for the payee to transfer their money.
- Register or update a physical or virtual prepaid card for the payee to transfer their money.
- Make a payment towards the payee account.

A merchant most often uses the following operations:

1. Make an initial registration request and payment.
2. Make subsequent payment requests.
3. Update existing information.

After Hyperwallet processes the initial registration request, the payee receives an email that they can use to access the Pay Portal and complete additional fields as required.

Supported file types

OneBatch supports XLS, XLSX, and XML file formats.

SUPPORTED UPLOAD METHODS

Upload a OneBatch request file using SFTP or the Client Portal.

PREREQUISITES

- You need to be authenticated to upload OneBatch requests.
- You need to be authenticated to upload OneBatch requests.
- You need to have the system privileges needed to use the Merchant Servicing Portal for relevant actions such as reviewing, approving, and processing requests.

Contact Hyperwallet Production Support at hwproductionsupport@paypal.com if you require assistance.

Creating Request Files

Upload the payee's initial registration information in an XLS, XLSX, or XML request file. You can also pass payment instructions in the request file. After processing the request, the system prompts payees for additional information during account activation, as specified in the program configuration.

FOR XLS AND XLSX

A OneBatch XLS or XLSX request file includes columns for the following types of information:

- Identifiers
- Profile
- Preferences
- External accounts
- Prepaid cards
- Payments

These types of information are described in the following section.

> **Note:** A typical OneBatch request file uses a small subset of possible column values. These columns correspond to real-world operations, such as creating a payee, adding an external account, or making a payment. This document's sample input formats and requirements follow a default program configuration. Your program configuration determines the information your request files need to include.

IDENTIFIER COLUMNS

These columns identify the payee and their parent program. Be sure to specify the program and the payee.

Column Heading	Description
progId.clientProgramId string	The unique, client-assigned program identifier. You need to provide a `progId.clientProgramId` or `progId.programId` value. Max 75 characters.

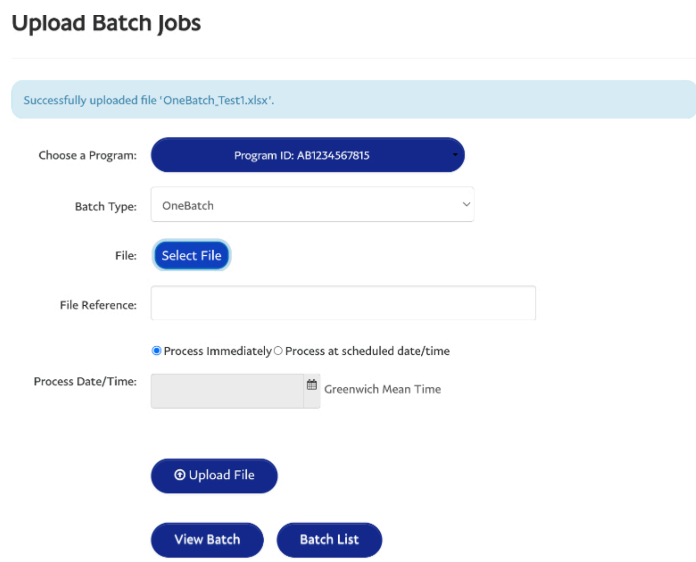
progId.programId number	The unique, Hyperwallet-assigned program number. You need to provide a `progId.clientProgramId` or `progId.programId value`. Maximum 20 digits.
custId.clientCustomerId string	The unique, client-assigned identifier for the payee account. This ID can be any unique string. You need to provide a `custId.clientCustomerId`, `custId.walletNumber`, or `custId.inventoryControlNumber` value. Supports letters, numbers, and `+ , - . / _ ~`. Max 75 characters.
custId.walletNumber number	The unique, Hyperwallet-assigned payee account number. You need to provide a `custId.clientCustomerId`, `custId.walletNumber`, or `custId.inventoryControlNumbervalue`. Maximum 28 digits.
custId.inventoryControlNumber string	The unique, Hyperwallet-assigned inventory control number. You only need this information for instant issue card programs. You need to provide a `custId.clientCustomerId`, `custId.walletNumber`, or `custId.inventoryControlNumber` value. Max 45 characters.

PROFILE COLUMNS

These columns describe a payee's profile, including identification and address information. The column headings start with the prefix `profile.`.

> **Note:** You only need profile column values to create a user account for a payee or update a payee's profile.

Column Heading	Description
profile.entityType string	Identifies whether the payee is an individual or a business entity. Required if you want to create a user account. This parameter supports the following values: • `INDIVIDUAL` : an individual external accountholder; default value. • `COMPANY` : a business.
profile.accountType string	Identifies the type of business entity. Required if `profile.entityType = COMPANY`. This parameter supports the following values: • `Individual` : an individual. • `Corporation` : a corporation. • `Partnership` : a partnership. • `CanadianRegisteredCharity` : a charity registered in Canada.
profile.firstName string	The first name of the payee or business contact. Required if you want to create a user account and `profile.entityType = INDIVIDUAL`. This field supports letters, spaces, and `' , -`. Max 50 characters.
profile.middleName string	The middle name of the payee or business contact. Use when `profile.firstName` and `profile.lastName` are provided. This field supports letters, spaces, and `' , -`. Max 50 characters.
profile.lastName string	The last name of the payee or business contact. Required if you want to create a user account and `profile.entityType = INDIVIDUAL`. This field supports letters, spaces, and `' , -`. Max 100 characters.
profile.businessName string	The business name. Required if you want to create a user account and `profile.entityType = COMPANY`. This field supports letters, numbers, spaces, and `! & ' ( ) + , - . / : ;`. Max 100 characters.
profile.businessRegistrationNumber string	The business registration number. Use when `profile.entityType = COMPANY`. This field supports numbers, letters, spaces, and `( ) + - . /`. Max 100 characters.
profile.phoneNumber string	The phone number of the payee or business contact. This field supports numbers, spaces, and `( ) . - +`. This field saves digits and strips out all other characters. Max 17 characters.
profile.mobileNumber string	The cell phone number of the payee or business contact. This field supports numbers, spaces, and `( ) . - +`. This field saves digits and strips out all other characters. Max 17 characters.
profile.dateOfBirth string	The date of birth of the payee or business contact. Format: `YYYY-MM-DD`.
profile.gender string	The gender of the payee or business contact. This parameter supports the following values: • `M` : male • `F` : female
profile.employerIdentificationNumber string	The employer identifier that the payee uses for tax purposes. Applicable when `profile.entityType = COMPANY`. Max 10 characters.
profile.occupation string	The field of work or job title of the payee or business contact. Max 50 characters.
profile.passportNumber string	The passport number of the payee or business contact. Max 70 characters.
profile.passportPlaceOfBirth string	The place of birth of the payee or business contact, as noted on their passport. Max 100 characters.
profile.passportIssuingCountry string	The 2-letter ISO code of the country that has issued the passport to the payee or business contact.
profile.passportDateOfIssuance string	The date the passport was issued to the payee or business contact. Format: `YYYY-MM-DD`.
profile.passportExpiryDate string	The date the payee or business contact's passport expires. Format: `YYYY-MM-DD`.
profile.passportDepartmentalCode string	The passport departmental code for the payee or business contact. Max 45 characters.
profile.governmentId string	The government ID number of the payee or business contact. Examples include an SSN or SIN number). This field supports numbers, letters, spaces, and `( ) + - . / _`. Max 21 characters.
profile.governmentIdType string	The government ID type that was used for the payee or business contact. Use when a `profile.governmentId` value was provided. Max 50 characters.



UPLOADING USING SFTP

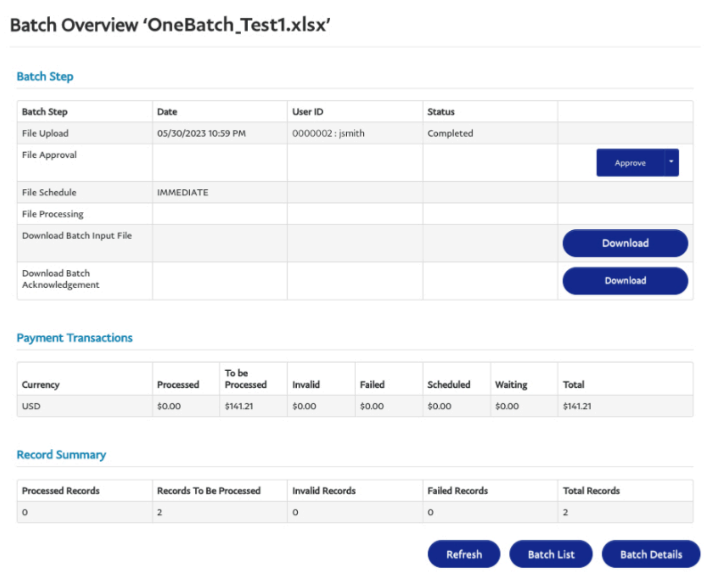
To learn more about submitting OneBatch files, see Uploading Requests.

MANAGING BATCH JOBS

After you upload a request file, manage the batch job from the following pages in the Client Portal:

USING THE BATCH OVERVIEW PAGE

The **Batch Overview** page shows the current overview of a job. Use this page to complete actions on the batch job, such as approve or process.



Batch Overview 'OneBatch_Test1.xlsx'

Batch Step

Batch Step	Date	User ID	Status	
File Upload	05/30/2023 10:59 PM	0000002 : jsmith	Completed	
File Approval				Approve
File Schedule	IMMEDIATE			
File Processing				
Download Batch Input File				Download
Download Batch Acknowledgement				Download

Payment Transactions

Currency	Processed	To be Processed	Invalid	Failed	Scheduled	Waiting	Total
USD	$0.00	$141.21	$0.00	$0.00	$0.00	$0.00	$141.21

Record Summary

Processed Records	Records To Be Processed	Invalid Records	Failed Records	Total Records
0	2	0	0	2

Refresh Batch List Batch Details

Accessing the Batch Overview page

Open the **Batch Overview** page from:

- The **View Batch** button on the **Upload Batch Jobs** page, after selecting **Select File** to upload the request file.
- The **Batch Overview** option from the job-specific action button on the **Batch Job Reports** page.

Understanding the page

The **Batch Overview** page includes the following sections:

- **Batch Step:** Shows the different stages of the job from ingestion through completion, with buttons for relevant actions.
- **Payment Transactions:** Shows currency-specific total payment amounts in terms of processing outcomes.
- **Record Summary:** Summarizes records included in the job in terms of processing outcomes.
- **Process Summary:** Summarizes processed operations that were included in the job.

The job and its status determine which sections show up:

- The **Payment Transactions** section shows up when the job includes payments.
- The **Process Summary** section shows up after the job is processed.

See the following definitions for more details about each section of the **Batch Overview** page.

The Batch Step section

THE PAYMENT TRANSACTIONS SECTION

The **Payment Transactions** section only shows up if the request file includes any payment records. The table shows processing outcomes by currency and job status.

Each row in the **Payment Transactions** section shows data about the payments, organized by the type of currency. The data shows up in the following columns:

- **Currency:** The 3-letter currency code
- **Processed:** The amount that was successfully processed
- **To be Processed:** The amount that is yet to be processed
- **Invalid:** The amount that couldn't be processed due to being in an incorrect request format, such as a negative amount
- **Failed:** The amount that couldn't be processed due to processing errors
- **Scheduled:** The amount cleared for processing and queued to be processed by a scheduled job
- **Waiting:** The amount cleared for processing. This money is dispensed after a registered payment method is added to the payee's account, such as a bank account or card.
- **Total:** The total payment amount for that currency, independent of the processing outcome

> **Note:** Only currencies supported by your program show up.

Payment Transactions

Currency	Processed	To be Processed	Invalid	Failed	Scheduled	Waiting	Total
USD	$20.00	$0.00	$0.00	$121.21	$0.00	$0.00	$141.21

Payments with an incorrect amount show up in the **Invalid** column.

When the records in the **Invalid** column are resolved, the total amount that can't be processed shows up in the **Failed** column.

The amount that shows up under **Waiting** shows that:

- The corresponding payments are cleared for processing.
- The payee's account can't receive money because it doesn't have a registered payment method, such as a bank account or card.

The total payment amount scheduled to be processed in the future shows up under **Scheduled**. After processing, the **Total** amount for the job will be identical to the **Processed** amount when:

- The current date and time is equal to or later than the scheduled date and time, or the job is scheduled to be processed immediately.
- All errors are resolved.
- The payee accounts have registered payment methods.

THE RECORD SUMMARY SECTION

The **Record Summary** section provides a summary of records included in your batch job, organized by processing status. The data shows up in the following columns:

- **Processed Records:** Number of records in the job that were processed successfully
- **To be Processed Records:** Number of records in the job that aren't processed yet
- **Failed Records:** Number of records in the job that didn't complete successfully
- **Invalid Records:** Number of records in the job that aren't valid because of incorrect request formats
- **Pending Records:** Number of records in the job that are pending approval
- **Total Records:** Total number of records in the batch job

Record Summary

Processed Records	Records To Be Processed	Invalid Records	Failed Records	Total Records
2	0	0	0	2

When there are no processing errors, the number of **Processed Records** equals the number of **Total Records**.

THE PROCESS SUMMARY SECTION

The **Process Summary** section shows up after the job has been processed. The data shows up in the following columns:

- **Processed Operations:** Number of operations that were successfully processed
- **Failed Operations:** Number of failed operations
- **Scheduled/Waiting Operations:** Number of operations that are scheduled to be processed later or awaiting payment method registration. See **Payment Transactions**.
- **Total Operations:** Total number of operations included in the job for the operation type

Process Summary

	Processed Operations	Failed Operations	Scheduled Operations	Waiting Operations	Total Operations
Profile	0	1	N/A	N/A	1
Bank Account	0	0	N/A	N/A	0
Prepaid Card	0	0	N/A	N/A	0
Payment	1	1	0	0	2

Assuming all errors were resolved and no operations are scheduled or waiting, the number of **Processed Operations** for a given operation type would be equal to the number of **Total Operations** for the same kind of operation.