

SecureNet Batch Upload Transaction Guide

Version 1.4

Table of Contents

Section	Page
Introduction	3
Regular Transactions	4
Recurring Accounts	8
SecureHost Accounts	11
SecureHost Transactions	14
Invoices	15
Gateway Response File	16
Customizing the Batch Upload File	20
Uploading the File	20
Exporting/Response File	20

Introduction

The Batch Upload File feature can be especially useful if you collect transaction information over the course of the day, and want to upload all transactions for processing at one time. Transactions uploaded through our Virtual Terminal will be sent for settlement every few hours throughout the day.

There is a 500K file size limit restriction on uploading transaction files via the Virtual Terminal. If you need to upload files larger than this size, then the best option is to upload the transaction files via SFTP (file transfer). You will need to contact SecureNet if you need to use this option.

The Payment Gateway only accepts batch upload files that are formatted correctly. Before you upload a file, it is important that you understand how to format and customize transaction information. Preparing batch upload files correctly decreases transaction validation and processing errors, which saves you time.

File Types and Settings

What is CSV?

A CSV (comma-separated values) file is a delimited data format that has fields separated by the comma character.

What is TSV?

A TSV (tab-separated values) file is a delimited data format that has fields separated by a TAB.

What is Encapsulation?

Encapsulating a file means putting special characters around each field value, such as a double-quote. Ex: "Field Value"

Default File Formats

The default transaction file format is a CSV (comma-delimited) file that uses a double-quote (") encapsulation around the file fields.

Regular Transactions Batch Upload

POSITION IN DEFAULT FILE FORMAT	Field Name	VALUE	MAX LENGTH	DESCRIPTION
1	Invoice Number	Any string	50	Invoice number associated with the transaction
2	Description	Any string	500	Description of the transaction.
3	Amount	Any amount	15	Total value to be charged or credited.
4	Payment Method	CC or ECHECK		Indicates the method of payment for the specified transaction.
5	Transaction Type	AUTH_CAPTURE, AUTH_ONLY, CAPTURE_ONLY, CREDIT, VOID, PRIOR_AUTH_CAPTURE		Indicates the type of transaction. If the value in this field does not match any given values in value column, transaction will be rejected.
6	Credit Card Number	Numeric credit card number	22	Contains the credit card number.
7	Credit Card Expiration Date	MMYY		Contains the expiration date of the specified credit card.
8	Bank Account Number	Valid account number	20	The checking of savings account number for ECHECK method transactions.
9	Bank Account Type	CHECKING, SAVINGS, or BUSINESS CHECKING.		If no value is provided, default is set to CHECKING.
10	Bank ABA Routing Code	Valid routing number	9	The ABA Routing number for ECHECK transactions.
11	Bank Name	Valid bank name	50	Contains the name of the customer's financial institution. For ECHECK method transactions.
12	Name on Bank Account	Name on the customer's bank account	255	Customers name as it appears on their bank account.
13	Customer ID	Any string	30	Merchant-defined unique identifier to represent the customer associated with the transaction.

14	Customer First Name	Any string	50	Contains the first name of the customer associated with the billing address for the transaction.
15	Customer Last Name	Any string	50	Contains the last name of the customer associated with the billing address for the transaction.
16	Customer Company	Any string	50	Contains the company name associated with the billing address for the transaction.
17	Customer Address	Any string	60	Contains the address of the customer associated with the billing address for the transaction.
18	Customer City	Any string	50	Contains the city of the customer associated with the billing address for the transaction.
19	Customer State	Any valid two-character state code of full state name.	40	Contains the state of the customer associated with the billing address for the transaction.
20	Customer ZIP	Can be 5 or 9 digits in length.	20	Contains the ZIP code of the customer associated with the billing address for the transaction. Suggested for Address Verification System (AVS).
21	Customer Phone	Any valid phone number.	25	Contains the phone number of the customer associated with the billing address for the transaction.
22	Customer Fax	Any valid fax number.	25	Contains the fax number of the customer associated with the billing address for the transaction.
23	Customer Email	Any valid email address.	255	Contains the email address of the customer associated with the transaction.

Sample Regular Transaction File

The following is an example of default file settings with a CSV (comma delimited) file with double-quote (") encapsulated fields.

```
"12345", "Parking Pass", "59.99", "CC", "AUTH_CAPTURE", "4111111111111111", "1208", "", "", "",  
"", "", "CUSTID0001", "John", "Doe", "Some Company", "123 Any Street", "Falls Church", "VA",  
"22042", "703-123-4567", "703-123-4567", "johndoe@someemail.com"  
"12346", "Parking Pass", "59.99", "ECHECK", "AUTH_CAPTURE", "", "", "3000456789",  
"CHECKING", "111000111", "Bank One", "Alfred Stevens", "CUSTID0002", "Alfred", "Stevens",  
"Another Company", "823 Rose Drive", "Falls Church", "VA", "22042", "703-233-3839", "703-233-  
3983", "alfredstevens@someemail.com"
```

Additional Fields for Regular Transactions

The table below lists additional fields that can be included within the transaction file.

Field Name	VALUE	MAX LENGTH	DESCRIPTION
Customer Country	Any valid two-digit country code of full country name.	60	Contains the country of the customer associated with the billing address for the transaction.
Industry Specific Indicator	Ecommerce: P,D Moto: 1, 2, 3, 4		For Ecom transactions: P – Physical Goods D – Digital Goods For moto transactions: 1 – single purchase transaction (avs is required) 2 – recurring billing transaction (do not submit avs) 3 – Installment transaction 4 – unclassified transaction
Level 2 Duty	Any valid duty amount	10	Contains the amount charged for duty.
Level 2 Freight	Any valid freight amount	10	Contains the freight amount charged.
Level 2 PO Number	Any string	25	Contains the purchase order number.
Level 2 Tax	Any valid tax amount	15	Contains the tax amount.
Level 2 Tax Exempt	TRUE or FALSE	5	Indicates whether the transaction is tax

			exempt.
Shipping First Name	Any string	50	Contains the first name of the customer on the shipping information.
Shipping Last Name	Any string	50	Contains the last name of the customer on the shipping information.
Shipping Company	Any string	50	Contains the company name on the shipping information.
Shipping Address	Any string	60	Contains the address of the customer on the customer on the shipping information.
Shipping City	Any string	40	Contains the city of the customer on the shipping information.
Shipping State	Any string	40	Contains the state of the digit state code or full state name customer on the shipping information.
Shipping Zip	Any string	20	Contains the zip code of the customer on the shipping information.
Shipping Country	Any string	50	Contains the country of the customer on the shipping information.
User Defined1- User Defined50	Any string	60	Optional 50 fields to store any data with the transaction for reporting purposes.

Recurring Billing Accounts Batch Upload

POSITION IN DEFAULT FILE FORMAT	Field Name	VALUE	MAX LENGTH	DESCRIPTION
1	Payment Method	CC or ECHECK		Indicates the method of payment for the specified transaction.
2	Customer First Name	Any string	50	Contains the first name of the customer associated with the billing address for the transaction.
3	Customer Last Name	Any string	50	Contains the last name of the customer associated with the billing address for the transaction.
4	Recurring Amount	Any amount	15	Indicates the recurring amount of the record.
5	RB Start Date	Valid Date in MM/DD/YYYY or MM-DD-YYYY format	10	The date that recurring billing will begin.
6	No RB End Date	YES, NO		YES, if the recurring billing has no end date. Else NO if the record has an end date.
7	RB End Date	Valid Date in MM/DD/YYYY or MM-DD-YYYY format	10	The date which recurring billing will end.
8	RB Period	Y, M, W	1	Y – Yearly M – Monthly W - Weekly
9	RB Day	If RBPeriod = M or Y 1-28 or 0 for the last day of the month 1-7 if RBPeriod = W	2	The day set for recurring billing.
10	RB Month	If RBPeriod = Y 1-12	2	The month set for recurring billing.
11	RB Periodicity	If RBPeriod = M 1-11 If RBPeriod = W 1-51 If RBPeriod = Y 1-3	2	1 – every week/month/year
12	RB Active	YES, NO	3	Indicates whether the record should be ACTIVE or INACTIVE.
13	Credit Card Number	Numeric credit card number	22	Contains the credit card number.

14	Credit Card Expiration Date	MMYY		Contains the expiration date of the specified credit card.
15	Bank Account Number	Valid account number	20	The checking of savings account number for ECHECK method transactions.
16	Bank Account Type	CHECKING, SAVINGS, or BUSINESS CHECKING.		If no value is provided, default is set to CHECKING.
17	Bank ABA Routing Code	Valid routing number	9	The ABA Routing number for ECHECK transactions.
18	Bank Name	Valid bank name	50	Contains the name of the customer's financial institution. For ECHECK method transactions.
19	Name on Bank Account	Name on the customer's bank account	50	Customers name as it appears on their bank account.

Sample Recurring Billing Accounts File

The following is an example of default file settings with a CSV (comma delimited) file with double-quote (") encapsulated fields.

```
"CC", "John", "Doe", "25.00", "01-31-2007", "YES", "", "W", "1", "1", "1", "YES",
"4111111111111111", "0109", "", "", "", "", "",
"ECHECK", "Jack", "Robbins", "25.00", "01-31-2007", "NO", "09-30-2007", "M", "0", "1", "1",
"YES", "", "", "600293902", "CHECKING", "111000614", "Bank One", "Jack Robbins"
```

Additional Fields for Recurring Billing Accounts

Field Name	VALUE	MAX LENGTH	DESCRIPTION
Customer Country	Any valid two-digit country code of full country name.	60	Contains the country of the customer associated with the billing address for the transaction.
Customer ID	Any string or 'AUTO' for auto-generated ID.	30	Contains the customer id associated with the transaction or record, if AUTO is specified, a unique Customer ID is generated.

Customer Company	Any string	50	Contains the company of the customer associated with the billing address for the transaction.
Customer Address	Any string	60	Contains the address of the customer associated with the billing address for the transaction.
Customer City	Any string	40	Contains the city of the customer associated with the billing address for the transaction.
Customer State	Any string	40	Contains the state of the customer associated with the billing address for the transaction.
Customer Zip	Any string	20	Contains the zip code of the customer associated with the billing address for the transaction.
Customer Country	Any string	60	Contains the country of the customer associated with the billing address for the transaction defaulted to US.
Customer Phone	Any string	25	Contains the phone number of the customer.
Customer Email	Any valid email address.	255	Contains the email address of the customer.
Customer Email Receipt	TRUE, FALSE	5	Indicates whether the Securenets generated email should be sent to the Customer's Email. If this field is set, it will override the file settings.
Notes	Any string	200	Notes to be associated with the record or transaction.
User Defined1- User Defined50	Any string	50	Optional 50 fields to store any data with the transaction for reporting purposes.

SecureHost Accounts Batch Upload

POSITION IN DEFAULT FILE FORMAT	Field Name	VALUE	MAX LENGTH	DESCRIPTION
1	Payment Method	CC or ECHECK		Indicates the method of payment for the specified transaction.
2	Customer First Name	Varies by Transaction	50	Contains the first name of the customer associated with the billing address for the transaction.
3	Customer Last Name	Varies by Transaction	50	Contains the last name of the customer associated with the billing address for the transaction.
4	Credit Card Number	Numeric credit card number	22	Contains the credit card number.
5	Credit Card Expiration Date	MMYY		Contains the expiration date of the specified credit card.
6	Bank Account Number	Valid bank account number		The checking of savings account number for ECHECK method transactions.
7	Bank Account Type	CHECKING, SAVINGS, or BUSINESS CHECKING.		If no value is provided, default is set to CHECKING.
8	Bank ABA Routing Code	Valid routing number	9	The ABA Routing number for ECHECK transactions.
9	Bank Name	Valid bank name	50	Contains the name of the customer's financial institution. For ECHECK method transactions.
10	Name on Bank Account	Name on the customer's bank account	50	Customers name as it appears on their bank account.

Sample SecureHost Accounts File

The following is an example of default file settings with a CSV (comma delimited) file with double-quote (") encapsulated fields.

```
"CC", "John", "Doe", "4111111111111111", "0109", "", "", "", "", ""  
"ECHECK", "Jack", "Robbins", "", "", "600293902", "CHECKING", "111000614", "Bank One",  
"Jack Robbins"
```

Additional Fields for SecureHost Accounts

Field Name	VALUE	MAX LENGTH	DESCRIPTION
Customer Country	Any valid two-digit country code of full country name.	60	Contains the country of the customer associated with the billing address for the transaction.
Customer ID	Any string or 'AUTO' for auto-generated ID.	30	Contains the customer id associated with the transaction or record, if AUTO is specified, a unique Customer ID is generated.
Customer Company	Any string	50	Contains the company of the customer associated with the billing address for the transaction.
Customer Address	Any string	60	Contains the address of the customer associated with the billing address for the transaction.
Customer City	Any string	40	Contains the city of the customer associated with the billing address for the transaction.
Customer State	Any string	40	Contains the state of the customer associated with the billing address for the transaction.
Customer Zip	Any string	20	Contains the zip code of the customer associated with the billing address for the transaction.
Customer Country	Any string	60	Contains the country

			of the customer associated with the billing address for the transaction defaulted to US.
Customer Phone	Any string	25	Contains the phone number of the customer.
Customer Email	Any valid email address.	255	Contains the email address of the customer.
Customer Email Receipt	TRUE, FALSE	5	Indicates whether the Securenet generated email should be sent to the Customer's Email. If this field is set, it will override the file settings.
Notes	Any string	200	Notes to be associated with the record or transaction.
User Defined1- User Defined50	Any string	50	Optional 50 fields to store any data with the transaction for reporting purposes.

SecureHost Transactions Batch Upload

POSITION IN DEFAULT FILE FORMAT	Field Name	VALUE	MAX LENGTH	DESCRIPTION
1	Transaction Type	AUTH_CAPTURE, AUTH_ONLY		Indicates the type of transaction. If the value in this field does not match any given values in value column, transaction will be rejected. By default, the transaction type will be set to AUTH_CAPTURE.
2	Amount	Any amount	15	Total value to be charged or credited to customer.
3	Customer ID	Any string	30	Contains the Customer ID of the customer to be billed

Sample SecureHost Transactions File

The following is an example of default file settings with a CSV (comma delimited) file with double-quote (") encapsulated fields.

```
"AUTH_CAPTURE", "552.00", "1"
"AUTH_CAPTURE", "39.00", "5922"
"AUTH_ONLY", "0.00", "1"
```

Additional Fields for SecureHost Transactions

Field Name	VALUE	MAX LENGTH	DESCRIPTION
Email	Any valid email address.	255	Contains the email address of the customer.
Email Receipt	TRUE, FALSE		Indicates whether the Securenet generated email should be sent to the Customer's Email. If this field is set, it will override the file settings.
Transaction Notes	Any string	255	Notes to be associated with the record or transaction.

Invoice Batch Upload

POSITION IN DEFAULT FILE FORMAT	Field Name	VALUE	MAX LENGTH	DESCRIPTION
1	Amount	Any amount	15	Total value to be invoiced to the customer.
2	From Name	Any string	100	The name you would like to appear on the invoice.
3	To Email	Any valid email address.	255	Contains the email address in which the invoice will be sent.
4	Email Subject	Any string	255	Contains the email subject of the email.
5	Invoice Description	Any string	255	The description of the invoice.
6	Invoice Type	SALES or SERVICE		The type of the invoice.

Sample Invoice File

The following is an example of default file settings with a CSV (comma delimited) file with double-quote (") encapsulated fields.

"5.00", "John Doe", "ywilliams@someemail.com", "Subject", "Fees", "SALES"
"292.39", "Jack Boyer", "jboyer@someemail.com", "Subject", "Tires", "SALES"

Gateway Export Response File

This section describes the response returned by the gateway when a merchant exports transaction information from a specific file. The response is a set of fields that give merchants information about the status of a transaction. The default format for the file is a CSV with “ double quote encapsulation. The merchant can parse this data and determine the message to display.

Fields in the Gateway Export Response

The following table indicates the order of the fields returned in the export response from the Gateway.

POSITION IN RESPONSE	PROPERTY NAME WITH VALUE OF RESPONSE	DESCRIPTION
1	Reference ID	Internal Reference ID
2	File ID	File Identification
3	Securenet ID	Securenet ID
4	Transaction ID	This number identifies the transaction in the system and can be used to submit a modification of this transaction at a later time, such as voiding, crediting or capturing the transaction.
5	Test	Indicates whether the transaction was processed as a test transaction.
6	Amount	Total value charged or credited.
7	Method	Indicates the method of payment for the transaction.
8	Type	Indicates the type of Transaction.
9	Card Type	Credit Card Type, identified when processed.
10	Ref Transaction ID	Reference Transaction ID if Method was sent as CREDIT.
11	Auth Code	Authorization code for an approved transaction.
12	Customer ID	Contains the customer id associated with the transaction
13	Customer Name	Contains the full name of the customer associated with the billing address for the transaction.
14	Company	Contains the company name associated with the billing address for the transaction.
15	Address	Contains the address of the customer associated with the billing address for the transaction.
16	City	Contains the city of the customer associated with the billing address for the transaction.
17	State	Contains the state of the digit state code or full state name customer associated with the billing address for the transaction.
18	Zip	Contains the zip code of the customer associated with the billing address for the transaction
19	Country	Contains the country of the

		customer associated with the billing address for the transaction defaulted to US
20	Phone	Contains the phone no of the customer associated with the billing address for the transaction
21	Email	Email address to which a confirmation email is sent.
22	Email Receipt	Indicates whether the gateway generated email should be sent to the Customer's Email.
23	Invoice Number	Invoice number associated with the transaction
24	Invoice Description	Invoice Description
25	Shipping First Name	Contains the first name of the customer on the shipping information
26	Shipping Last Name	Contains the last name of the customer on the shipping information
27	Shipping Company	Contains the company name on the shipping information
28	Shipping Address	Contains the address of the customer on the shipping information
29	Shipping City	Contains the city of the customer on the shipping information
30	Shipping State	Contains the state of the digit state code or full state name customer on the shipping information
31	Shipping Zip	Contains the zip code of the customer on the shipping information
32	Shipping Country	Contains the country of the customer on the shipping information
33	Tax	Contains the sales tax Amount.
34	Freight	Contains the freight amount charged.
35	Duty	Contains the amount charged for duty.
36	Tax Exempt	Indicates whether the transaction is tax exempt.
37	PO Number	Contains the purchase order number.
38	Response Code	Indicates the result of the transaction: 1 = Approved 2 = Declined 3 = Error
39	Response Subcode	A code used by the system for internal transaction tracking.
40	Response Reason Code	A code representing more details about the result of the transaction.
41	Response Reason Text	Brief description of the result, which corresponds with the Response Reason Code.
42	Approval Code	The six-digit alphanumeric authorization or approval code.
43	AVS Result Code	Indicates the result of Address Verification System (AVS) checks: A = Address (Street) matches, ZIP does not B = Address information not provided for AVS check E = AVS error G = Non-U.S. Card Issuing Bank K = Customer Name matches

		<p>L = Customer Name and Billing Zip Matches</p> <p>M = Customer Name, Billing Address and Zip match</p> <p>N = No Match on Address (Street) or ZIP</p> <p>O = Customer Name and Billing Address Match</p> <p>P = AVS not applicable for this transaction</p> <p>R = Retry – System unavailable or timed out</p> <p>S = Service not supported by issuer</p> <p>U = Address information is unavailable</p> <p>W = 9 digit ZIP matches, Address (Street) does not</p> <p>X = Address (Street) and 9 digit ZIP match</p> <p>Y = Address (Street) and 5 digit ZIP match</p> <p>Z = 5 digit ZIP matches, Address (Street) does not</p>
44	Card Code Response Code (CVV2/CVC2/CID) Response Code	<p>Indicates the results of Card Code verification:</p> <p>M = Match</p> <p>N = No Match</p> <p>P = Not Processed</p> <p>S = Should have been present</p> <p>U = Issuer unable to process request</p>
45	CAVV Response Code Cardholder Authentication Verification Value (CAVV) Response Code	<p>Indicates the results of cardholder authentication verification:</p> <p>Blank or not present = CAVV not validated</p> <p>0 = CAVV not validated because erroneous data was submitted</p> <p>1 = CAVV failed validation</p> <p>2 = CAVV passed validation</p> <p>3 = CAVV validation could not be performed; issuer attempt incomplete</p> <p>4 = CAVV validation could not be performed; issuer system error</p> <p>5 = Reserved for future use</p> <p>6 = Reserved for future use</p> <p>7 = CAVV attempt – failed validation – issuer available (U.S.-issued card/non-U.S acquirer)</p> <p>8 = CAVV attempt – passed validation – issuer available (U.S.-issued card/non-U.S. acquirer)</p> <p>9 = CAVV attempt – failed validation – issuer unavailable (U.S.-issued card/non-U.S. acquirer)</p> <p>A = CAVV attempt – passed validation – issuer unavailable (U.S.-issued card/non-U.S. acquirer)</p>

		B = CAVV passed validation , information only, no liability shift
46	Processed Status	Indicates the results of the processing status. 1 – Pending Processing 2 – Processed
47	Uploaded Date Time	Uploaded Date and Time as recorded in the gateway according to merchant time zone.
48	Processed Date Time	Processed Date and Time as recorded in the gateway according to merchant time zone.
49-99	UDF1-UDF50	User Defined Fields.

Customizing the Batch Upload Transaction File

The Batch Upload Transaction File feature allows you to customize the format and field order of the transaction files. It may be advantageous to customize the transaction file field order to match the format used by your business to collect or manage transaction information.

Using the Batch Upload File settings in the Virtual Terminal, you can designate which fields the Payment Gateway requires, the order of those fields, the delimiting character that separates the fields, the encapsulation character that encloses data within a field, and whether or not you would like customers to receive an email once the transaction has been processed.

To customize your batch upload file:

1. Log into the Virtual Terminal.
2. Click Tools.
3. Click Batch Upload Settings under Batch Upload.
4. Select the File Type and Encapsulation that your file will include.
5. Customize the field order by clicking on the dropdown list and selecting the field you would like in the corresponding field number.

Uploading a Batch Upload Transaction File

Once you have customized your transaction file the way you want it and have a set of transactions to upload, you easily upload the transaction file with the following steps:

1. Log into the Virtual Terminal.
2. Click Tools.
3. Click Upload Files under Batch Upload.
4. Click browse and locate the file on your local hard drive.
5. Click Upload and wait until the file has been processed.

Exporting a Batch Upload Response File

Once a file has been processed, you can export the results of all the transactions in the transaction file. You can do this with the following steps:

1. Log into the Virtual Terminal.
2. Click Tools.
3. Click Batch Upload File Status/History under Batch Upload.
4. Click on the file id of the file you want to export.
5. Click on the Export button and choose the options you want for exporting.
6. Click Save and find the location would like to save the file.