

Business Center Batch Submission

Simple Order API User Guide

July 2018



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Recent Revisions to this Document

The following table lists changes made in recent releases of this document.

Month of Release	Changes
July 2018	■ This revision contains only editorial changes and no technical updates.
September 2017	■ Updated information about header requirements in batch files.
August 2016	■ Updated information on creating custom batch templates.
December 2015	■ This revision contains only editorial changes and no technical updates.
October 2014	■ Corrected batch upload validate XML file name. See " Viewing the Status of Your Batch File Submissions ," page 12.
September 2014	■ Added note about requesting batch reports. See " Batch File Reports ," page 23.

Offline Transaction File Submission

- You can send a single file, called a batch file or batch transaction file, to CyberSource that contains a set (batch) of order requests instead of sending individual requests. The information you provide for each request in the batch file is the same information you provide for an individual service request.

To use batch files in the Business Center, you must:

- Download the appropriate template.
- Create the batch file.
- Upload the batch file.



Important

CyberSource does not recommend this feature for TID-based processors or APACS-based processors because batch files for these kinds of processors can cause time outs and errors. For more information, contact your CyberSource Technical Account Manager.

Downloading a Template

There is a template for each type of transaction that you can submit in a batch file. The following table lists these templates.

Table 1 Batch File Templates

Card Transactions	Check Transactions	Subscriptions
<ul style="list-style-type: none"> ■ Authorizations ■ Sales ■ Captures ■ Credits ■ Sales with Level III ■ Captures with Level III ■ Credits with Level III 	<ul style="list-style-type: none"> ■ Electronic Check Debits ■ Electronic Check Credits 	<ul style="list-style-type: none"> ■ Create Subscriptions ■ Update Subscriptions ■ Cancel Subscriptions

Step 1 To download a template, go to **Tools & Settings > Batch Transactions > Templates**.

Transaction Batch Templates

[I need help with this page.](#)

Use this page to download the templates for the types of transaction batches that you want to send with CyberSource. Each template is a spreadsheet that lists the fields that you can include in your batch files.

Transaction Batch Templates

Template

Step 2 Select a template from the list of templates.

Step 3 Click **Download**.

Step 4 Enter the destination for the template.

Creating a Custom Template

Custom templates enable you to send batch files that contain information for other transaction services not included with the standard template, such as direct debit and direct debit refunds. When you create a custom template from a standard template, request fields do not have to be in a specific order.

Step 1 Follow the file formatting rules in "Creating a Batch File," page 8 to generate a batch file for upload.

Step 2 At the end of the file header, add another comma and type "Template=custom".

Step 3 Save the file.

Example File Header

```
merchantID=infodev,batchID=12345,creationDate=2007-06-12,recordCount=3,purchaseTotals_
currency=EUR,statusEmail=nobody@example.com,targetAPIVersion=1.90,
Template=custom
```

Creating a Batch File

- Step 1** Make a copy of the template you downloaded.
- Step 2** Open the copy, which is in CSV format. CyberSource recommends that you use Excel or a similar program. If you use Excel, you must *import* the file. If you *open* the file, Excel will not process the CSV formatting correctly.
- Step 3** Enter a batch ID in the file header. This value is a file (batch) identifier that you assign. The batch ID must be unique. Format: alphanumeric with a maximum of 8 characters.



You can enter up to 10 elements in the header of the batch file.

- Step 4** Load your transaction data into the file starting in row 4.
- The information that you provide for each request in the batch file is the same information that you would provide for an individual service request. The template specifies the required and optional fields for the batch file's transaction type. For a description of each field, see the template descriptions:

http://apps.cybersource.com/library/documentation/sbc/SB_Batch_Submission_UG/Batched_Template_Guides.pdf

Page through the template descriptions to find the pertinent information for your transaction type.

- Step 5** You can enter the data in one of three ways:
- Enter it manually.
 - Copy and paste it.
 - Write a program to load it into the template.



Files that include non-ISO-8859-1 characters (letters with diacritical markings) will be processed, but the characters will appear as question marks when the transaction details are viewed in the Business Center and in the reports.

- Step 6** Count the number of records in the file and enter this value for the record count in the file header.



The system will set the trailer record as well as additional fields in the file header.

Step 7 Save the file.

Uploading a Batch File

Step 1 Choose **Tools & Settings > Batch Transactions > Upload**.

Transaction Batch Upload [Page help](#) [Page feedback](#)

Use this page to send to CyberSource transaction batch files instead of individual transactions. Before uploading your files, make sure that they follow the format described in the transaction batch templates.

Transaction Batch Upload

Reference Notes for Batch

Email Address for Status

File Name No file chosen

Step 2 Optional: Enter reference notes for the batch and an email address for receiving status messages.

Step 3 Click **Browse** and navigate to the batch file.

Step 4 Click **Submit**.



Note

You can submit multiple batch files by repeating Steps **b** through **d** for each batch file.

CyberSource reads the file, verifies that it conforms to the template, and sends you an email indicating whether the file passed the verification test.

Step 5 Optional: View the batch file's status on the **Batch Upload Search** page. Specify a search date range and click **Search**. Your results appear in the status grid.



Note

Batch status is available on batches uploaded within 31 calendar days. After processing is completed, the information will be available in the Batch Files Detail Report and Batch Files Daily Summary Report as described in [Chapter 2, "Batch File Reports," on page 23](#).

Table 2 Status Values

Status	Description
Validating	<p>After the file is uploaded, the system displays Validating in the status grid. CyberSource will usually update the status in the grid and send a batch status alert within 30 minutes of receiving the file. However, actual timing depends on the system load and the number of files ahead of yours.</p> <p>CyberSource will not process any of the requests in the file if there is any type of syntax error. If multiple records in the file have errors, CyberSource will send only one email with the line number of the first failed record. Typical errors are:</p> <ul style="list-style-type: none"> ■ The recordCount you specified in the file header does not match the number of data records in the file. ■ A data record in the file does not have the correct number of fields as specified in the data header. The batch status alert will indicate the line number of the problem data record.
Rejected	<p>If the validation fails, the system displays Rejected in the status grid. To handle a failed validation, follow the suggested remedy in the batch status alert. If you need to resend the file, use the same batchID that you used for the original file unless otherwise instructed in the batch status alert.</p>
Processing	<p>If the validation succeeds, the system displays Processing in the status grid and CyberSource begins processing the transactions. The transaction processing time depends on the time of day and the size of your file. You need to submit the batch file early enough in the day to allow plenty of time for validation and processing before your batch cutoff time.</p>
Completed	<p>When the processing has been completed, the system displays Completed in the status grid and the date in the Uploaded column becomes a link to a Batch Files Daily Summary report, which is described in Chapter 2, "Batch File Reports," on page 23.</p>

Step 6 Receive the batch status alerts.

The system sends you an email when batch file validation succeeds or fails and when batch file processing is complete.

**Note**

You can also view validation files as described in ["Viewing the Status of Your Batch File Submissions,"](#) page 12.

Step 7 View the reports and response files for your transaction requests:

- After all the requests in a batch file are processed, CyberSource creates two batch reports:

Batch Files Daily Summary Report—Shows a summary of the batched transactions.

Batch Files Detail Report—Shows details of the batched transactions.

See [Chapter 2, "Batch File Reports,"](#) on page 23.

- **Capture Detail Report**—Shows all the transactions that were submitted to your processor for settlement. You can download the report daily. If the batch file has an error, the file is not processed and so the file's requests are not included in the report. See the [Business Center Reporting User's Guide](#).
- **Response files**—After CyberSource processes all of the requests in the batch file, CyberSource creates two types of CSV response files that you can use to determine the results of the requests. See "[Response Files,](#)" page 21.

Security Keys

When creating and uploading a batch file manually, you must use a transaction security key:

- If you are using the SCMP API to process transactions, you cannot use the key that you already have. You need to create a separate transaction security key that works with the Simple Order API.
- If you are already using the Simple Order API to process transactions, you do not need to create another key.



Important

You must generate two transaction security keys—one for the CyberSource production environment and one for the test environment. For information about generating and using security keys, see [Creating and Using Security Keys \(PDF | HTML\)](#).

Viewing the Status of Your Batch File Submissions

Before processing the requests in your batch file, Offline Transaction File Submission validates the batch file. After attempting to validate your batch file, CyberSource creates the following types of XML-formatted response files that indicate whether the validation succeeded or failed:

- **Successful validation file**—This file indicates that your batch file is valid.
Filename format:
`<merchantID>.<batchID>.validate.Success.xml`
Example filename:
`CyberVacations.39762.validate.Success.xml`
- **Failed validation file**—This file indicates that your batch file is invalid and provides information about why the file failed validation.
Filename format:
`<merchantID>.<batchID>.validate.xml`
Example filename:
`CyberVacations.39768.validate.xml`

The response files are available in the **Reports** area on the [Business Center](#). You can download them the same way you download CyberSource reports, which is explained in the [Business Center Reporting User's Guide](#).

**Note**

These validation files are an optional feature. Contact Customer Support to have your account configured for these files.

Elements

<Batch>

The <Batch> element is the root of the response file.

```

<Batch BatchID=CDATA
    MerchantID=CDATA
    Name=CDATA
    Version=NMTOKEN>
    (ValidationStatus)
    (ValidatedRecords)
    (ValidationTime)
    (ValidationErrors)

</Batch>

```

Table 3 Attributes of <Batch>

Attribute Name	Description	Data Type & Length
BatchID	Batch file identifier that you assigned.	Alphanumeric (8)
MerchantID	Your CyberSource merchant ID.	Alphanumeric (30)
Name	Name of the report. This value will always be OLP Validation Report.	Alphanumeric (25)
Version	Version number of the report. The current version number is 1.0.	Numeric (10)

Table 4 Child Elements of <Batch>

Element Name	Description	Data Type & Length
ValidationStatus	Status of the attempted validation. Possible values: <ul style="list-style-type: none"> ■ Failed ■ Success ■ OnHold ■ ToBeResolved 	Alphanumeric (10)
ValidatedRecords	Number of records validated. This value is present only if the validation was successful.	Numeric (10)
ValidationTime	Timestamp for the validation process. Format: yyyy-MM-ddTHH:mm:ss	DateTime (25)
ValidationErrors	List of the errors in the batch file. This element is present only if the validation failed. See "<ValidationErrors>," page 14.	Element

<ValidationErrors>

The <ValidationErrors> element contains the errors associated with the batch file.

```
<ValidationErrors>
  (Error)*
</ValidationErrors>
```

Table 5 Child Element of <ValidationErrors>

Element Name	Description	Data Type & Length
Error	Information about an error. See "<Error>," page 15.	Element

<Error>

The <Error> element contains information about an error.

```
<Error>

    (RecordNumber)

    (ErrorCode)

    (ErrorMessage)

    (ErrorRemedy)

</Error>
```

Table 6 Child Elements of <Error>

Element Name	Description	Data Type & Length
RecordNumber	Number of the record that has an error.	Numeric (10)
ErrorCode	Code that identifies the error. See " Error Codes ," page 15.	Numeric (10)
ErrorMessage	Message that describes the error.	Alphanumeric (250)
ErrorRemedy	Message that describes the remedy for the error.	Alphanumeric (250)

Error Codes

These error codes, messages, and remedies are included in the "<Error>" element. In the following table, the %s in the error messages will be replaced with dynamic values, such as batch IDs and record numbers, in the actual error messages.

Table 7 Error Codes, Messages, and Remedies

Error Code	Error Message	Remedy
101	Missing required field in File Header record: %s.	Include the required field in the file and try again.
102	MerchantID (%s) is not in our database.	Check to make sure merchantID is valid.
103	MerchantID (%s) does not match with the ID used to log in for uploading the file.	Check merchantID and try again.
104	batchID exceeds max length of %s.	Generate a shorter batchID and try again.

Table 7 Error Codes, Messages, and Remedies (Continued)

Error Code	Error Message	Remedy
105	%s had already passed validation stage.	batchID has previously been submitted. If this is a new batch, generate a new batchID and send the file again.
106	Invalid recordCount value: %s.	Check recordCount to make sure it is numeric and try again.
107	The file does not contain any data records.	The file must contain at least one data record. Correct and try again.
108	The recordCount exceeds the maximum number of records allowed per batch (%s).	Generate a smaller batch file and try again.
109	Invalid creationDate format: %s.	Correct the date format and try again (use yyyy-mm-dd).
110	Unsupported service: %s.	The service is not supported through batching. You may only request that service directly online.
111	Missing required field in Data Header record: %s.	Include the missing required field in the file and try again.
112	Missing required field in Data Record: %s.	Include the required field in the file and try again.
113	merchantID '%s' is not valid or has not been configured correctly.	Contact CyberSource to confirm that the MerchantID you are using is valid or is configured to be submitted by another merchantID.
114	SUM in Trailer record (%s) does not match with actual total (%s).	Make sure the SUM in the Trailer record matches with the actual sum of all data records.
115	SUM in Trailer record is invalid (%s).	Check to make sure the SUM value is numeric.
116	Missing required field in File Trailer record: %s.	Pass in required field and try again.
117	Duplicate file (batchID: %s).	Make sure that the batchID is unique.
118	Duplicate file. The data content in this file seems to have been submitted in batchID=%s.	Make sure the content of the file has not been previously submitted.
119	File Trailer record is missing.	Correct file format and try again.
120	There was a problem reading the input file.	Contact CyberSource to verify that file %s was received and is readable.
121	Found Data Header record but missing File Header record.	Correct file format and try again.
122	Found Data record but missing Data Header record.	Correct file format and try again.

Table 7 Error Codes, Messages, and Remedies (Continued)

Error Code	Error Message	Remedy
123	Number of fields (%s) does not match with number of field names (%s).	Correct file format and try again.
124	Found trailer record but missing File/Data Header record.	Correct file format and try again.
201	There was a problem inserting the batch status in the database.	Contact CyberSource.
202	Problem updating: batchID: %s, status: %s"	Contact CyberSource.
203	There was a problem retrieving the merchant configuration from the database.	Contact CyberSource.
204	There was a problem validating the batchID against the database.	Contact CyberSource.
205	There was a database problem while doing the checksum.	Contact CyberSource.
301	There was an internal error while validating the file.	Contact CyberSource.

DTD

```

<!ELEMENT Batch (ValidationStatus, ValidatedRecords, ValidationTime,
                ValidationErrors)>

<!ATTLIST Batch BatchID CDATA #REQUIRED
                MerchantID CDATA #REQUIRED
                Name CDATA #REQUIRED
                Version NMTOKEN #REQUIRED>

<!ELEMENT ValidationStatus (#PCDATA)>
<!ELEMENT ValidatedRecords (#PCDATA)>
<!ELEMENT ValidationTime (#PCDATA)>
<!ELEMENT ValidationErrors (Error)*>
<!ELEMENT Error (RecordNumber, ErrorCode, ErrorMessage, ErrorRemedy)>
<!ELEMENT RecordNumber (#PCDATA)>
<!ELEMENT ErrorCode (#PCDATA)>
<!ELEMENT ErrorMessage (#PCDATA)>
<!ELEMENT ErrorRemedy (#PCDATA)>

```

Examples

Example Success

```

<?xml version="1.0" encoding="UTF-8"?>

<!DOCTYPE Batch SYSTEM "olp_validation_report_1_0.dtd">

<Batch BatchID="11111" MerchantID="gpntest" Name="OLP Validation
Report" Version="1.0">

    <ValidationStatus>Success</ValidationStatus>

    <ValidatedRecords>15</ValidatedRecords>

    <ValidationTime>2009-07-31T14:41:12</ValidationTime>

</Batch>

```

Example Failure Scenario 1

```
<?xml version="1.0" encoding="UTF-8"?>

<!DOCTYPE Batch SYSTEM "olp_validation_report_1_0.dtd">

<Batch BatchID="22222" MerchantID="gpntest" Name="OLP Validation
Report" Version="1.0">

    <ValidationStatus>Failed</ValidationStatus>

    <ValidationTime>2009-07-31T14:40:14</ValidationTime>

    <ValidationErrors>

        <Error>

            <RecordNumber>3</RecordNumber>

            <ErrorCode>123</ErrorCode>

            <ErrorMessage>Number of fields (17) does not match with
                number of field names (18).</ErrorMessage>

            <ErrorRemedy>Correct file format and try again.
                </ErrorRemedy>

        </Error>

    </ValidationErrors>

</Batch>
```

Example Failure Scenario 2

```

<?xml version="1.0" encoding="UTF-8"?>

<!DOCTYPE Batch SYSTEM "olp_validation_report_1_0.dtd">

<Batch BatchID="33333" MerchantID="gpntest" Name="OLP Validation Report"
Version="1.0">

    <ValidationStatus>Failed</ValidationStatus>

    <ValidationTime>2009-07-31T14:40:36</ValidationTime>

    <ValidationErrors>

        <Error>

            <RecordNumber>0</RecordNumber>

            <ErrorCode>114</ErrorCode>

            <ErrorMessage>SUM in Trailer record (14.00) does not match
                with actual total (15.00).</ErrorMessage>

            <ErrorRemedy>Make sure the SUM in the Trailer record matches
                with the actual sum of all data records.</ErrorRemedy>

        </Error>

    </ValidationErrors>

</Batch>

```

Viewing the Results of Your Batch File Requests

Reports and response files provide information about the requests in your batch files.

Reports

The following reports provide information about your batch file requests:

- **Batch Files Detail Report**—Provides details about the transactions that were batched using the upload process. See "[Batch Files Detail Report](#)," page 23.
- **Batch Files Daily Summary Report**—Provides a summary of the batch transactions. See "[Batch Files Daily Summary Report](#)," page 37.
- **Capture Detail Report**—Shows all the transactions that were submitted to your processor for settlement. You can download the report daily. If the batch file has an

error, the file is not processed and so the file's requests are not included in the report. See the [Business Center Reporting User's Guide](#).

Response Files

After CyberSource processes all the requests in the batch file, CyberSource creates the following types of CSV-formatted response files that you can use to determine the results of the requests in the file:

- **Full file**—This file includes the results for all the requests in the batch file.
Filename format:
`<merchantID>.<batchID>.reply.all`
Filename example: `CyberVacations.12345.reply.all`
- **Exception file**—This file includes the results for the failed requests.
Filename format:
`<merchantID>.<batchID>.reply.rejected`
Filename example: `CyberVacations.12345.reply.rejected`

The response files are available in the **Reports** area on the [Business Center](#). You can download them the same way you download CyberSource reports, which is explained in the [Business Center Reporting User's Guide](#).

The format for these files is:

- A "File Header" followed by a blank line
- One or more "Data Records", each on a separate line

File Header

The file header consists of a list of comma-separated name-value pairs, including:

- merchantID
- batchID

Example Response File Header

```
merchantID=infodev,batchID=12345
```

Data Records

The data records provide the API reply information for the requests in the batch file. Each data record consists of a comma-separated list of name-value pairs containing the API reply information for a single request. The name-value pairs can be in any order.



Note

The order of the data records in the response file might not correspond to the order of the requests in your file. Use the value of the **merchantReferenceCode** field to link the result in the response file to the corresponding request from the batch file.

Example Response File

This example shows a full file, including two successful requests and one failed request. The failed request is the second data record in the example.

```
merchantID=infodev,batchID=12345

merchantReferenceCode=ABC12320398,ccCaptureReply_reasonCode=100,
reasonCode=100,decision=ACCEPT,ccCaptureReply_reconciliationID=
1018546244150167904178,requestID=1018546244150167904178,ccCaptureReply_
amount=327.49,ccCaptureReply_requestDateTime=2007-06-13T22:43:53Z,
purchaseTotals_currency=EUR

merchantReferenceCode=ABC141854,ccCaptureReply_reasonCode=241,
reasonCode=241,decision=REJECT,requestID=1018546227570167904150

merchantReferenceCode=ABC39882097,ccCreditReply_reasonCode=100,
reasonCode=100,decision=ACCEPT,ccCreditReply_reconciliationID=
1018546230720167904150,requestID=1018546230720167904150,ccCreditReply_
amount=14.99,ccCreditReply_requestDateTime=2005-09-23T22:44:33Z,
purchaseTotals_currency=CAD
```

Batch File Reports

There are two reports for batch files: the Batch Files Detail Report shows details of the transactions that were batched using the upload process, Batch Files Daily Summary Report displays a summary of the batch transactions.

**Note**

If you request a report too soon after submitting a batch, you may receive an error because the batch has not finished processing. Try the report request again later.

Batch Files Detail Report

The Batch Files Detail Report provides detailed information about the transactions that were batched. See the [Business Center Reporting User's Guide](#) for information about:

- Viewing and exporting CyberSource reports
- XML conventions
- CSV conventions

XML Format

Elements

<Report>

The <Report> element is the root element of the report.

```

<Report Name=CDATA
    Version=NMTOKEN
    xmlns=CDATA
    MerchantID=CDATA
    ReportStartDate=CDATA
    ReportEndDate=CDATA>
    (BatchFiles)
</Report>

```

Table 8 Attributes of <Report>

Attribute Name	Description	Data Type & Length
Name	Name of the report. This element always contains the text <code>Batch Files Detail Report</code> .	Alphanumeric (100)
Version	Version number of the report. The current version number is 1.0.	Numeric (10)
xmlns	XML namespace for the report. The namespace for the current version is <code>http://reports.cybersource.com/reports/bfdr/1.0</code> .	Alphanumeric (100)
MerchantID	CyberSource merchant ID used for the transactions in the report.	Alphanumeric (30)
ReportStartDate	First date included in the report.	DateTime (25)
ReportEndDate	Last date included in the report.	DateTime (25)

Table 9 Child Elements of <Report>

Element Name	Description
<BatchFiles>	Batch files that are included in the report. See " <BatchFiles> ," page 25 for a list of child elements.

Example <Report> Element

```

<Report Name="Batch Files Detail Report"

    Version="1.0"

    xmlns="http://reports.cybersource.com/reports/bfdr/1.0"

    MerchantID="pcpawncshop"

    ReportStartDate="2006-09-29T05:00:00-05:00"

    ReportEndDate="2006-09-30T05:00:00-05:00">

    <BatchFiles>

        ...

    </BatchFiles>

</Report>

```

<BatchFiles>

The <BatchFiles> element contains all of the batch files that are included in the report.

```

<BatchFiles>

    (BatchFile)*

</BatchFiles>

```

Table 10 Child Elements of <BatchFiles>

Element Name	Description
<BatchFile>	Payment processors for the transactions in the batch file. See " <BatchFile> ," page 26 for a list of attributes and child elements.

Example <BatchFiles> Element

```

<BatchFiles>

    <BatchFile BatchFileID="123">

        ...

    </BatchFile>

</BatchFiles>

```

<BatchFile>

The <BatchFile> element contains the payment processors for the transactions in the batch file.

```

<BatchFile BatchFileID=CDATA>

    (PaymentProcessor)*

</BatchFile>

```

Table 11 Attributes of <BatchFile>

Attribute Name	Description	Data Type & Length
BatchFileID	CyberSource batch file in which the transactions were sent.	Numeric (39)

Table 12 Child Elements of <BatchFile>

Element Name	Description
<PaymentProcessor>	Requests associated with the payment processor. See " <PaymentProcessor> ," page 27 for a list of attributes and child elements.

Example <BatchFile> Element

```

<BatchFile BatchFileID="10101">

    <PaymentProcessor PaymentProcessorName="vital">

        ...

    </PaymentProcessor>

</BatchFile>

```

<PaymentProcessor>

The <PaymentProcessor> element contains the requests associated with a payment processor.

```

<PaymentProcessor PaymentProcessorName=CDATA>

    (Request)*

</PaymentProcessor>

```

Table 13 Attributes of <PaymentProcessor>

Attribute Name	Description	Data Type & Length
PaymentProcessorName	Name of a payment processor.	Alphanumeric (30)

Table 14 Child Elements of <PaymentProcessor>

Element Name	Description
<Request>	Information about a payment transaction. See " <Request> ," page 28 for a list of attributes.

Example <PaymentProcessor> Element

```

<PaymentProcessor PaymentProcessorName="vital">

    <Request>

        ...

    </Request>

</PaymentProcessor>

```

<Request>

The <Request> element contains information about a payment transaction.

```

<Request RequestID=CDATA>

    (TransactionReferenceNumber)

    (MerchantReferenceNumber)

    (TransactionStatus)

    (Amount)

    (CurrencyCode)

    (PaymentStatus)

</Request>

```

Table 15 Attributes of <Request>

Attribute Name	Description	Data Type & Length
RequestID	Unique identifier generated by CyberSource for the transaction.	Numeric (26)

Table 16 Child Elements of <Request>

Element Name	Description	Data Type & Length
Transaction Reference Number	Reference number that you use to reconcile your CyberSource reports with your processor reports. This field corresponds to the <service>_reconciliationID (Simple Order API) and to the <service>_trans_ref_no (SCMP API) reply fields.	Alphanumeric (60)

Table 16 Child Elements of <Request> (Continued)

Element Name	Description	Data Type & Length
Merchant Reference Number	Merchant-generated order reference or tracking number.	Alphanumeric (50)
Transaction Status	One-word description of the result of the transaction request.	Alphanumeric (50)
Amount	Amount of the transaction.	Amount (19)
CurrencyCode	ISO currency code used for the transaction.	Alphanumeric (5)
PaymentStatus	One-word description of the current status of the transaction. Possible values: <ul style="list-style-type: none"> ■ BATCH_ERROR ■ BATCH_RESET ■ BATCHED ■ CANCELED_REVERS ■ CANCELLED ■ DENIED ■ FAILED ■ PENDING ■ REFUNDED ■ REVERSED ■ TRXN_ERROR ■ VOIDED 	Alphanumeric (50)

Example <Request> Element

```
<Request RequestID="1580782287420174065733">  
  
    <TransactionReferenceNumber>5533830406</  
TransactionReferenceNumber>  
  
    <MerchantReferenceNumber>1158078228539</MerchantReferenceNumber>  
  
    <TransactionStatus>SOK</TransactionStatus>  
  
    <Amount>25.00</Amount>  
  
    <CurrencyCode>USD</CurrencyCode>  
  
    <PaymentStatus>PENDING</PaymentStatus>  
  
</Request>
```

DTD

```

<!ELEMENT Report (BatchFiles)>

<!ATTLIST Report Name CDATA #REQUIRED

                Version NMTOKEN #REQUIRED

                xmlns CDATA #REQUIRED

                MerchantID CDATA #REQUIRED

                ReportStartDate CDATA #REQUIRED

                ReportEndDate CDATA #REQUIRED>

<!ELEMENT BatchFiles (BatchFile)*>

<!ELEMENT BatchFile (PaymentProcessor)*>

<!ATTLIST BatchFile BatchFileID CDATA #REQUIRED>

<!ELEMENT PaymentProcessor (Request)*>

<!ATTLIST PaymentProcessor PaymentProcessorName CDATA #REQUIRED>

<!ELEMENT Request (TransactionReferenceNumber, MerchantReferenceNumber,
                TransactionStatus, Amount, CurrencyCode, PaymentStatus)>

<!ATTLIST Request RequestID CDATA #REQUIRED>

<!ELEMENT TransactionReferenceNumber (#PCDATA)>

<!ELEMENT MerchantReferenceNumber (#PCDATA)>

<!ELEMENT TransactionStatus (#PCDATA)>

<!ELEMENT Amount (#PCDATA)>

<!ELEMENT CurrencyCode (#PCDATA)>

<!ELEMENT PaymentStatus (#PCDATA)>

```

Example

The following example shows a report that contains two batch files. The first batch file contains three requests and the second batch file contains one request.

```

<?xml version="1.0" encoding="utf-8"?>

<!DOCTYPE Report SYSTEM "https://ebctest.cybersource.com/ebctest/
reports/dtd/bfdr.dtd">

<Report Name="Batch Files Detail Report"

    Version="1.0"

    xmlns="https://ebctest.cybersource.com/ebctest/reports/dtd/
bfdr.dtd"

    MerchantID="pcpawshop"

    ReportStartDate="2006-09-29T05:00:00-05:00"

    ReportEndDate="2006-09-30T05:00:00-05:00">

  <BatchFiles>

    <BatchFile BatchFileID="127788">

      <PaymentProcessor PaymentProcessorName="vital">

        <Request RequestID="1595558344253232243215">

          <TransactionReferenceNumber>7242635150</
TransactionReferenceNumber>

          <MerchantReferenceNumber>1158078228539</
MerchantReferenceNumber>

          <TransactionStatus>SOK</TransactionStatus>

          <Amount>25.00</Amount>

          <CurrencyCode>USD</CurrencyCode>

          <PaymentStatus>PENDING</PaymentStatus>

        </Request>

        <Request RequestID="1595558354743232243215">

          <TransactionReferenceNumber>7242636613</
TransactionReferenceNumber>

          <MerchantReferenceNumber>1158078892610</
MerchantReferenceNumber>

          <TransactionStatus>SOK</TransactionStatus>

          <Amount>100.00</Amount>

```

```
<CurrencyCode>USD</CurrencyCode>

  <PaymentStatus>PENDING</PaymentStatus>

</Request>

<Request RequestID="1595558364563232243215">

  <TransactionReferenceNumber>7242637653</
TransactionReferenceNumber>

  <MerchantReferenceNumber>1158079157035</
MerchantReferenceNumber>

  <TransactionStatus>SOK</TransactionStatus>

  <Amount>99.00</Amount>

  <CurrencyCode>USD</CurrencyCode>

  <PaymentStatus>VOIDED</PaymentStatus>

</Request>

</PaymentProcessor>

</BatchFile>

<BatchFile BatchFileID="123987">

  <PaymentProcessor PaymentProcessorName="smartfdc">

    <Request RequestID="1595564779663232243215">

      <TransactionReferenceNumber>7243278653
      </TransactionReferenceNumber>

      <MerchantReferenceNumber>1159429157035
      </MerchantReferenceNumber>

      <TransactionStatus>SOK</TransactionStatus>

      <Amount>4.00</Amount>

      <CurrencyCode>USD</CurrencyCode>

      <PaymentStatus>PENDING</PaymentStatus>

    </Request>

    </PaymentProcessor>

  </BatchFile>

</BatchFiles>

</Report>
```

CSV Format

Records

First Header Record

The first header record describes the name and version of the report and indicates which dates are included in the report.

Example First Header Record

```
Batch Files Detail Report,1,2006-09-29 to 2006-09-30,,,,,,,,
```

Table 17 Fields in the First Header Record

Position	Field Name	Description	Data Type & Length
1 (A)	report_name	Name of the report. This field always contains the text <i>Batch Files Detail Report</i> .	Alphanumeric (100)
2 (B)	version_number	Version number of the report. The current version number is 1.	Numeric (10)
3 (C)	date_range	Dates included in the report in the format <i>YYYY-MM-DD to YYYY-MM-DD</i> . The first date is the start date; the second date is the end date.	Alphanumeric (100)

Second Header Record

The second header record indicates the name of each field in the report. The fields in the second header record follow these rules:

- The content of each field is the same as the field name.
- The data type and length of each field is alphanumeric (100).

Example Second Header Record

```
merchant_id,txn_batch_id,payment_processor,request_id,trans_ref_  
no,merchant_ref_number,ics_rflag,amount,currency,action
```

Transaction Record

Each transaction record contains information about a CyberSource payment transaction.

Example Transaction Record

```
pcpawshop,127788,vital,9979040000003515181891,7242635150,1158078228539
,SOK,25.00,USD,PENDING
```

Table 18 Fields in the Transaction Record

Position	Field Name	Description	Data Type & Length
1	merchant_id	CyberSource merchant ID used for the transaction.	Alphanumeric (30)
2	txn_batch_id	CyberSource batch file in which the transactions were sent.	Numeric (39)
3	payment_processor	Name of a payment processor.	Alphanumeric (30)
4	request_id	Identifier for the transaction.	Numeric (26)
5	trans_ref_no	Reference number that you use to reconcile your CyberSource reports with your processor reports. This field corresponds to the <service>_reconciliationID (Simple Order API) and to the <service>_trans_ref_no (SCMP API) reply fields.	Alphanumeric (60)
6	merchant_ref_number	Merchant-generated order reference or tracking number.	Alphanumeric (50)
7	ics_rflag	One-word description of the result of the transaction request.	Alphanumeric (50)
8	amount	Amount of the transaction.	Amount (19)
9	currency	ISO currency code used for the transaction.	Alphanumeric (5)

Table 18 Fields in the Transaction Record (Continued)

Position	Field Name	Description	Data Type & Length
10	action	One-word description of the current status of the transaction. Possible values: <ul style="list-style-type: none"> ■ BATCH_ERROR ■ BATCH_RESET ■ BATCHED ■ CANCELED_REVERS ■ CANCELLED ■ DENIED ■ FAILED ■ PENDING ■ REFUNDED ■ REVERSED ■ TRXN_ERROR ■ VOIDED 	Alphanumeric (50)

Example

The following example shows a report that contains two batch files. The first batch file contains three requests and the second batch file contains one request.

```

Batch Files Detail Report,1,2006-09-29 to 2006-09-30,,,,,,
merchant_id,txn_batch_id,payment_processor,request_id,trans_ref_no,
merchant_ref_number,ics_rflag,amount,currency,action
pcpawncshop,127788,vital,1598344253232243215,7242635150,1158078228539,SO
K,25.00,USD,PENDING
pcpawncshop,127788,vital,1598354743232243226,7242636613,1158078892610,SO
K,100.00,USD,PENDING
pcpawncshop,127788,vital,1598364563232243237,7242637653,1158079157035,SO
K,99.00,USD,VOIDED
pcpawncshop,123987,smartfdc,1594779663232243248,7243278653,1159429157035
,SOK,4.00,USD,PENDING

```

Batch Files Daily Summary Report

The Batch Files Daily Summary Report is a daily report that summarizes batch transactions as shown in the following figure:

Figure 1 Batch Files Daily Summary Report

Batch Files Daily Summary Report				
struong_acct September 21, 2006				
Batch ID	123123			104
Processor	paymenttech		Total Count	70
Debits			Total Count	70
Transaction Count	Payment Status	Amount	Currency	
1	ERROR	50.00	USD	
67	PENDING	8,976.37	USD	
2	TRANSMITTED	100.00	USD	
Processor	vital		Total Count	34
Debits			Total Count	31
Transaction Count	Payment Status	Amount	Currency	
4	ERROR	250.00	USD	
18	PENDING	1,500.00	USD	
9	TRANSMITTED	1,874.95	USD	
Credits			Total Count	3
Transaction Count	Payment Status	Amount	Currency	
3	TRANSMITTED	100.00	USD	
Batch ID	123678			13
Processor	paymenttech		Total Count	13
Debits			Total Count	13
Transaction Count	Payment Status	Amount	Currency	
2	ERROR	50.00	USD	
9	PENDING	1,432.93	USD	
2	TRANSMITTED	100.00	USD	

- The report consists of a main section (1) for each batch file. The heading for each batch file displays the batch file ID and the total number of transactions in the batch file.
- For each batch file, the report is divided into sections for each processor (2) included in the batch file. The heading for each processor displays the name of the processor and the total number of transactions that were performed for the processor.
- For each processor, the report shows the types of transactions (3) that were performed, such as credits and debits. The heading for each type of transaction displays the total number of transactions for that type of transaction.
- For each type of transaction, the report shows the totals for each different payment status (4), such as ERROR, PENDING, or TRANSMITTED. The line for each payment status displays the total number of transactions with that payment status, the total

amount for all the transactions with that payment status, and the currency used for the transactions with that payment status.

To obtain the Batch Files Daily Summary Report:

- Step 1** Log in to the Business Center.
- Step 2** In the navigation pane, choose **Reports > Report Search**.
- Step 3** In the Report pull-down menu, choose **Batch Files Daily Summary Report**.
- Step 4** Choose a start date and click **Submit**.
- Step 5** On the Report Search Results page, click the link to view the report.
You can download the report in PDF and CSV formats. Links for these downloads are in the upper right corner of the Report View area.

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