



**SecurePay Batch File Specification  
&  
Upload Procedure**

# Document Control

<b>Description</b>	SecurePay Batch File Specification & Upload Procedure		
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<b>Changes</b>	<p>1.8</p> <ul style="list-style-type: none"><li>- Business logos have been updated</li><li>- Added document classification</li><li>- Updated URL mentioned in the 1.4 Feedback section</li><li>- Correction to transaction types on page 6 - changed 'VISA recurring' to 'recurring'</li><li>- Correction to section 2.1.3 Sample File – updated header record to 'BATCHVERSION=4' from 'BATCHVERSION=2'</li><li>- Correctly linked the reference to Appendix B in the document</li><li>- Made minor updates to section 4 – updated the URL and the SecurePay Merchant Portal Batch upload screenshots to reflect the current layout.</li></ul>		

Classification: Public

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# 1. Introduction

SecurePay Batch is a method for uploading a set of transactions in a file for processing once daily.

Merchants wishing to use SecurePay Batch can simply collate their daily credit card or direct debit transaction details into text files, either manually or extract directly from their database or platform, formatted in the SecurePay-specified format. There must be separate files for credit card transactions and direct debit transactions.

## 1.1 Scope

This document will detail only procedures pertaining to formatting and uploading of files for batch processing using the SecurePay Batch product.

## 1.2 Intended Audience

This document is intended for a technical audience wanting to generate a SecurePay Batch file and upload for processing.

## 1.3 How to use SecurePay's Batch

This document explains the procedure for generating and submitting batch payments using the SecurePay Batch product.

There are four batch file formats included in this guide, each format is intended to fulfil different user requirements. Depending on your business needs, you may need to use multiple formats. Only one of each Transaction batch format may be uploaded for processing each day. Card storage batches are processed immediately upon upload, as such you can process multiple per day if required.

Credit Card Transaction Batch	Credit Card Storage Batch	Direct Entry Transaction Batch	Direct Entry Account Storage Batch
<p>This format is used for processing transactions against customer credit cards, it includes the following features:</p> <ul style="list-style-type: none"><li>• Payments</li><li>• Pre-authorisations</li><li>• Completes</li><li>• Triggered payments</li><li>• Refunds</li><li>• Recurring Flag</li></ul>	<p>This format is used for card storage and management. It allows you to store new cards in SecurePay's Payor table or delete existing Payors.</p>	<p>This format is used for processing Direct Entry transactions. A Direct Entry is a method of processing funds directly against a customer's bank account, this encompasses both Direct Debit and Direct Credit.</p>	<p>This format is used for bank account detail storage and management. It allows you to store new cards in SecurePay's Payor table or delete existing Payors.</p>

Once you have selected the batch format which meets your needs, you will need to generate a file in a CSV format as per the format detailed for the relevant file. You will find the full file specifications in Sections 2 and 3.

These files are then uploaded to SecurePay's server by logging in to the Secure Merchant Login. Upon submission the files are automatically encrypted using 128-bit encryption, and uploaded to SecurePay's server. You can find more information on this process in Section 4.

SecurePay's Batch Processor will begin processing credit card transaction files at **5:30pm** and Direct Debit Transaction files at **4:00pm**. Credit Card and Direct Entry Storage files are processed immediately.

As soon as the batch files are received they are validated and any invalid records are filtered out into a separate file and emailed to the specified address.

Transactions that have been processed can be found via a transaction search.

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Merchants can be configured to receive a daily transaction report will display the result of their batch payments. This is sent by 8:00am the following day.

## 1.4 Feedback

Continuous improvement is one of SecurePay's core values. We welcome any feedback you have on our integration guides as a way to help us improve any future changes to our products.

If you wish to leave feedback, please [click here](#).

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## 2. Card File Formats

### 2.1 Credit Card Transaction File Format

#### 2.1.1 File Name

The file must have an extension of “.txt”, “.csv” or “.dat”.

#### 2.1.2 File Contents

##### 2.1.2.1 Header

The first line of the batch file must read:

```
BATCHVERSION=4
```

Previous versions of the batch file format are not provided in this document.

##### 2.1.2.2 Records

The file should contain one transaction per line.

Each line must contain 5 to 6 fields, each field must be separated by a comma character. The comma character cannot be used elsewhere within any of the data fields.

Fields in each line are as follows:

Field	Description	Required	Format	Example
1	Transaction Type	Yes	P = payment, R = refund, A = pre-authorise, C = pre-auth complete V = recurring T = triggered payment	P
2	Card Number / Payor ID	Trans Type 'P', 'A', 'T' and 'V'  Optional for Trans Type 'R' and 'C'	Field must contain the full card number with no spaces.  If provided for a refund or pre-auth complete, the card number must match that of the original payment or pre-authorisation. If not provided, the card number of the original payment or pre-authorisation will be used.  For triggered payments the field must contain the Payor ID, previously stored in SecurePay's database.	4444333322221111

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3	Expiry Date	Trans Type 'P', 'A' and 'V'  Optional for Trans Type 'R' and 'C'	MM/YY  MM is a 2-digit month, e.g. January is "01".  YY is a 2-digit year, e.g. 2016 is "16".  If provided for a refund or pre-auth complete, the expiry date must match the current expiry date of the card used for the original payment or pre-authorisation. If not provided, the expiry date of the original payment or pre-authorisation will be used.  For triggered payments the expiry date field is not required as the value stored in the database will be used.	01/16
4	Amount	Trans Type 'P', 'R', 'A', 'C' and 'V'  Optional for Trans Type 'T'	Amount is in cents, with no currency formatting. E.g. \$125.17 is passed as 12517. \$21.00 is sent as 2100.  For a refund, an amount less than or equal to the original payment amount may be specified. Multiple refunds may be processed on one payment, up to a total of the original payment amount.  For a pre-auth complete, an amount less than or equal to the original pre-authorised amount may be specified, however only a single pre-auth complete transaction may be processed for each pre-authorisation.  If not specified for a Triggered payment the default amount configured for this Payor ID will be used.	12517 or 12517-AUD 14000-JPY 8700-USD 19012-EUR etc.

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	(Currency)	Optional for Trans Type 'P', 'A' and 'V'  Ignored for Trans Type 'R', 'C' and 'T'	<b><u>Currency Code optional sub-field</u></b>  This field may also contain an optional sub-field containing a currency code. To use this feature, you must meet SecurePay's and your bank's multicurrency trading requirements. Contact SecurePay Support and your bank for further details. If used, this sub-field is a 3-character ISO currency code, separated from the amount by a hyphen character. If this field exists, then the amount field is determined to be in the base unit of the specified currency. E.g. 12517-AUD is 12517 Australian cents, or \$125.17. 12517-JPY is 12,517 Japanese Yen, since yen does not have a smaller currency component.  See ( <a href="#">Appendix A</a> ) for a list of major supported currencies.  For refunds and pre-auth completes, the currency code is ignored, and SecurePay uses the currency relating to the original payment or pre-authorisation as stored in our database.	
5	Reference	Yes	A unique sequence of up to 30 characters, containing no white space, which you will use to reference this transaction with SecurePay.  For refunds and pre-auth completes, the reference field must match the reference field of the original payment or pre-authorisation.  For triggered payments this will override any stored Transaction Reference associated with a Payor record.	TransRef0001
6	Bank Auth	Trans Type 'R' and 'C' only	For a refund, this field should contain the Bank Transaction ID of the original payment.  For a pre-auth complete, this field should contain the Pre-auth Code of the original pre-authorisation.  For other transaction types, this field can be either omitted or blank.	000123

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## 2.1.3 Sample File

```
BATCHVERSION=4
P,4444333322221111,07/18,24350,TransRef00000101
V,5123456789012346,09/17,2300,TransRef00000102
R,371234567890120,06/08,1400,TransRef00000087,056128
R,,,1400,TransRef00000109,042190
A,4444333322221111,09/20,21000,TransRef00000103
C,5123456789012346,08/20,4400,TransRef00000091,218400
C,,,2000,TransRef00000066,148711
P,371234567890120,06/18,21560-USD,TransRef00000104
T,Payor123,,2999,TransRef00000107
T,Payor123,,, 
```

### Description of Sample File lines:

1. Header line: Must contain the value "BATCHVERSION=4".
2. Payment for AUD \$243.50.
3. Payment for AUD \$23.00 flagged as recurring.
4. Refund of AUD \$14.00 with original reference of "TransRef00000087" and Bank Transaction ID of "056128".
5. Cardless Refund of AUD \$22.00 with original reference of "TransRef00000109" and Bank Transaction ID of "042190".
6. Pre-authorisation for AUD \$210.00.
7. Pre-authorisation complete of AUD \$44.00 with original reference of "TransRef00000091" and Pre-Auth Code of "218400".
8. Cardless Pre-authorisation Complete of AUD \$20.00 with original reference of "TransRef00000066" and Pre-Auth Code of "148711".
9. Payment for USD \$215.60.
10. Payment for AUD \$29.99 with credit card details retrieved from SecurePay database from a stored Payor with a Payor ID of "Payor123" with a customer transaction reference of "TransRef00000107".
11. Payment with credit card details retrieved from SecurePay database from a stored Payor with a Payor ID of "Payor123". The amount and transaction reference will be the default amount configured for this Payor ID.

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## 2.2 Credit Card Storage File Format (Version 3)

### 2.2.1 File Name

The file must have an extension of “.txt”, “.csv” or “.dat”.

### 2.2.2 File Contents

#### 2.2.2.1 Header

The triggered payment file is not used for processing payments like version 2 file. It's used to add and delete triggered payments, the first line of the batch file must read:

BATCHVERSION=3
----------------

#### 2.2.2.2 Records

The file should contain one transaction per line.

Each line must contain 5 to 6 fields, each field must be separated by a comma character. The comma character cannot be used elsewhere within any of the data fields.

Fields in each line are as follows:

Field	Description	Required	Format	Example
1	Record Type	Yes	A = add D = delete	A
2	Payor ID	Yes	A unique sequence of up to 20 characters, containing no white space, which you will use to reference this transaction with SecurePay.  Payor ID is used when triggering payments and deleting Payors.	ID1
3	Card Number	Record Type 'A'	Field must contain the full card number with no spaces.	4444333322221111
4	Expiry Date	Record Type 'A'	MM/YY  MM is a 2-digit month, e.g. January is "01".  YY is a 2-digit year, e.g. 2016 is "16".	01/16
5	Amount	Record Type 'A'	Amount is in cents, with no currency formatting. E.g. \$125.17 is passed as 12517. \$21.00 is sent as 2100.	12517 or

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	(Currency)	Optional for Record Type 'A'	<b><u>Currency Code optional sub-field</u></b>  This field may also contain an optional sub-field containing a currency code. To use this feature, you must meet SecurePay's and your bank's multicurrency trading requirements. Contact SecurePay Support and your bank for further details. If used, this sub-field is a 3-character ISO currency code, separated from the amount by a hyphen character. If this field exists, then the amount field is determined to be in the base unit of the specified currency. E.g. 12517-AUD is 12517 Australian cents, or \$125.17. 12517-JPY is 12,517 Japanese Yen, since yen does not have a smaller currency component.  See ( <a href="#">Appendix A</a> ) for a list of major supported currencies.	12517-AUD 14000-JPY 8700-USD 19012-EUR
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## 2.2.3 Sample File

```
BATCHVERSION=3
A, ID1, 4444333322221111, 07/08, 24350
A, ID2, 5123456789012346, 09/07, 2300-USD
D, ID1
```

### **Description of Sample File lines:**

1. Header line: Must contain the value "BATCHVERSION=3".
2. New triggered payment with default amount of AUD \$243.50 and Payor ID "ID1".
3. New triggered payment with default amount of USD \$23.00 and Payor ID "ID2".
4. Deleting of triggered payment with Payor ID "ID1"

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## 3. Direct Entry (Bank Account) File Formats

### 3.1 Direct Entry Transaction File Format (Version 2)

#### 3.1.1 File Name

The file must have an extension of “.txt”, “.csv” or “.dat”.

#### 3.1.2 File Contents

##### 3.1.2.1 Header

The first line of the batch file must read:

BATCHVERSION=2
----------------

Previous versions of the batch file format are not provided in this document.

##### 3.1.2.2 Records

The file should contain one transaction per line.

Each line can be either a Payment (P) or a Triggered Payment (T), specified in the formats below.

##### 3.1.2.2.1 Payment Records

The file should contain one transaction per line.

Each line must contain 6 fields, each field must be separated by a comma character. The comma character cannot be used elsewhere within any of the data fields. Only the account name field may contain spaces between words.

Fields in each line are as follows:

Field	Description	Required	Format	Example
1	Transaction Type	Yes	P = payment	P
2	BSB Number	Yes	Either 6 digits, or 2 groups of 3 digits, separated by a hyphen character.	012345 or 012-345
3	Account Number	Yes	Between 1 and 9 digits. The account number should only contain leading zeroes if they are specified by the customer's bank as part of the account number.	9876543
4	Account Name	Yes	Between 1 and 32 characters.  All characters used in this field must belong to the EBCIDEC characters set (see <a href="#">Appendix B</a> ). If any other character is used in this field, the payment may not be processed.	M & J Smith Pty. Ltd.

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5	Amount	Yes	<p>Amount is in cents, with no currency formatting. E.g. \$125.17 is passed as 12517. \$21.00 is sent as 2100.</p> <p><b><u>Direct Credit</u></b></p> <p>A negative value (preceded with a hyphen) indicates that the transaction is to be processed as a Direct Credit. The BSB and account numbers specified in transaction details will be <u>credited</u> with the specified amount from your bank account. Your SecurePay Merchant ID must be enabled for Direct Credit before using this feature.</p>	<p>12517 (direct debit)</p> <p>or</p> <p>-12517 (direct credit)</p>
6	Reference	Yes	<p>A unique sequence of up to 18 characters, containing no white space, which you will use to reference this transaction with SecurePay.</p> <p><u>All</u> characters used in this field must belong to the EBCIDEC characters set (see <a href="#">Appendix B</a>). If any other character is used in this field, the payment may not be processed.</p> <p>This field will be used as the textual descriptor on the customer's bank statement.</p>	TransRef0001

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### 3.1.2.2.2 Triggered Payment Records

The file should contain one transaction per line.

Each line must contain 4 fields, each field must be separated by a comma character. The comma character cannot be used elsewhere within any of the data fields. Only the account name field may contain spaces between words.

Fields in each line are as follows:

Field	Description	Required	Format	Example
1	Transaction Type	Yes	T = Triggered	T
2	Payor ID	Yes	A unique sequence of up to 20 characters, containing no white space, which you will use to reference this transaction with SecurePay.  The Payor must be stored prior to triggering.	Payor1
3	Amount	Yes	Amount is in cents, with no currency formatting. E.g. \$125.17 is passed as 12517. \$21.00 is sent as 2100.  <b><u>Direct Credit</u></b>  A negative value (preceded with a hyphen) indicates that the transaction is to be processed as a Direct Credit. The BSB and account numbers specified in transaction details will be <u>credited</u> with the specified amount from your bank account.  Your SecurePay Merchant ID must be enabled for Direct Credit before using this feature.	12517 (direct debit) or -12517 (direct credit)
4	Reference	Yes	A unique sequence of up to 18 characters, containing no white space, which you will use to reference this transaction with SecurePay.  <u>All</u> characters used in this field must belong to the EBCIDEC characters set (see <a href="#">Appendix B</a> ). If any other character is used in this field, the payment may not be processed.  This field will be used as the textual descriptor on the customer's bank statement.	TransRef0001

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### 3.1.3 Sample File

```
BATCHVERSION=2  
P,123-123,1234567,John Smith,100,TransRef00000811  
P,123-123,1234567,John Smith,-100,TransRef00000812  
T,ID1,1000,TransRef00000813  
T,ID4,-100,TransRef00000814
```

#### **Description of Sample File lines:**

1. Header line: Must contain the value "BATCHVERSION=2".
2. Direct debit for \$1.00, debiting John Smith's account with BSB 123-123 and account number 1234567.
3. Direct credit for \$1.00, crediting John Smith's account with BSB 123-123 and account number 1234567.
4. Triggered direct debit for \$10.00, debiting the bank account stored for Payor ID1.
5. Triggered direct credit for \$1.00, crediting the bank account stored for Payee ID4.

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## 3.2 Direct Entry Account Storage File Format (Version 3)

### 3.2.1 File Name

The file must have an extension of “.txt”, “.csv” or “.dat”.

### 3.2.2 File Contents

#### 3.2.2.1 Header

The triggered payment file is not used for processing payments like version 2 file. It's used to add and delete triggered payments. The first line of the batch file must read:

BATCHVERSION=3
----------------

#### 3.2.2.2 Records

The file should contain one record per line.

Each line must contain 5 or 2 fields, fields must be separated by a comma character. The comma character cannot be used elsewhere within any of the data fields.

Fields in each line are as follows:

Field	Description	Required	Format	Example
1	Record Type	Yes	A = add D = delete	A
2	Payor ID	Yes	A unique sequence of up to 20 characters, containing no white space, which you will use to reference this transaction with SecurePay.  Payor ID is used when triggering and deleting triggered payments.	Payor1
3	BSB Number	Record Type 'A' only	Either 6 digits, or 2 groups of 3 digits, separated by a hyphen character.	012345 or 012-345
4	Account Number	Record Type 'A' only	Between 1 and 9 digits. The account number should only contain leading zeroes if they are specified by the customer's bank as part of the account number.	9876543
5	Account Name	Record Type 'A' only	Between 1 and 32 characters.  All characters used in this field must belong to the EBCIDEC characters set (see <a href="#">Appendix B</a> ). If any other character is used in this field, the payment may not be processed.	M & J Smith Pty. Ltd.

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6	Amount	Record Type 'A' only	<p>Amount is in cents, with no currency formatting. E.g. \$125.17 is passed as 12517. \$21.00 is sent as 2100.</p> <p><b><u>Direct Credit</u></b></p> <p>Your SecurePay Merchant ID must be enabled for Direct Credit before using this feature. A negative value (preceded with a hyphen) indicates that the transaction is to be processed as a Direct Credit. The BSB and account numbers specified in transaction details will be <u>credited</u> with the specified amount from your bank account.</p>	<p>12517 (direct debit)</p> <p>or</p> <p>-12517 (direct credit)</p>
---	--------	----------------------	---	---

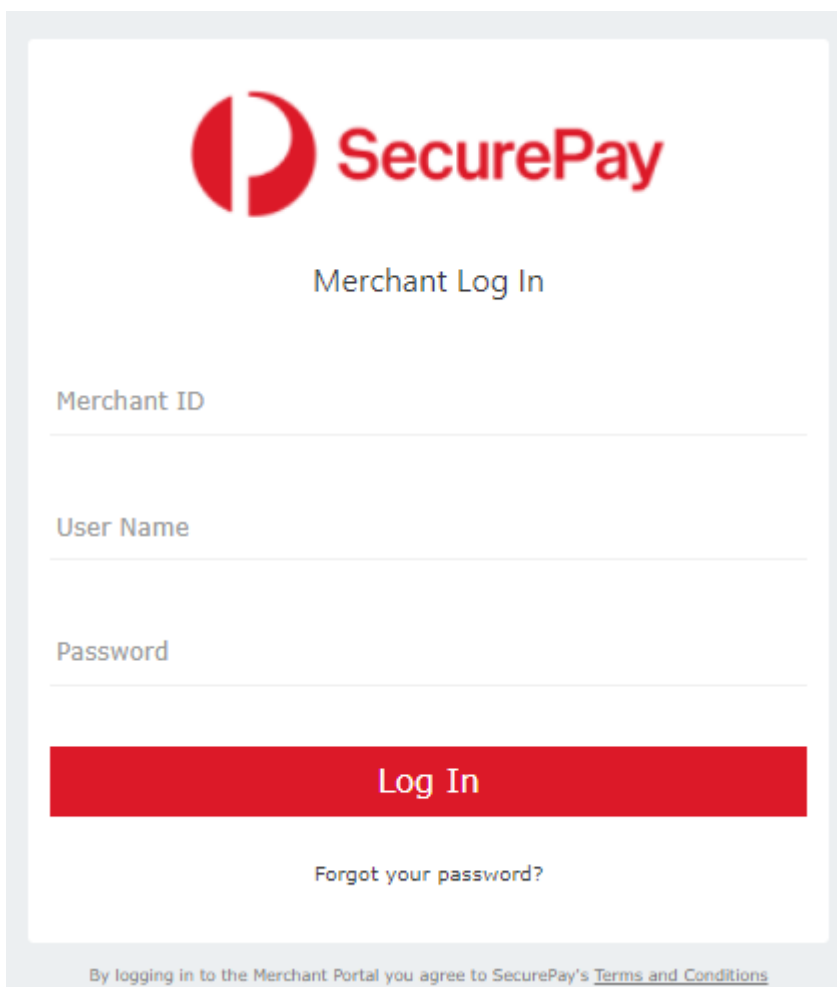
### 3.2.3 Sample File

```
BATCHVERSION=3
A,ID1,123-123,1234567,John Smith,100
A,ID2,123-123,1234567,John Smith,-100
A,ID3,123-456,12345678,John Smith,1
A,ID4,123-456,12345678,John Smith,-1
D,ID2
D,ID3
```

## 4 Uploading the File

The formatted file(s) should be uploaded using the [Merchant login](#) web site:

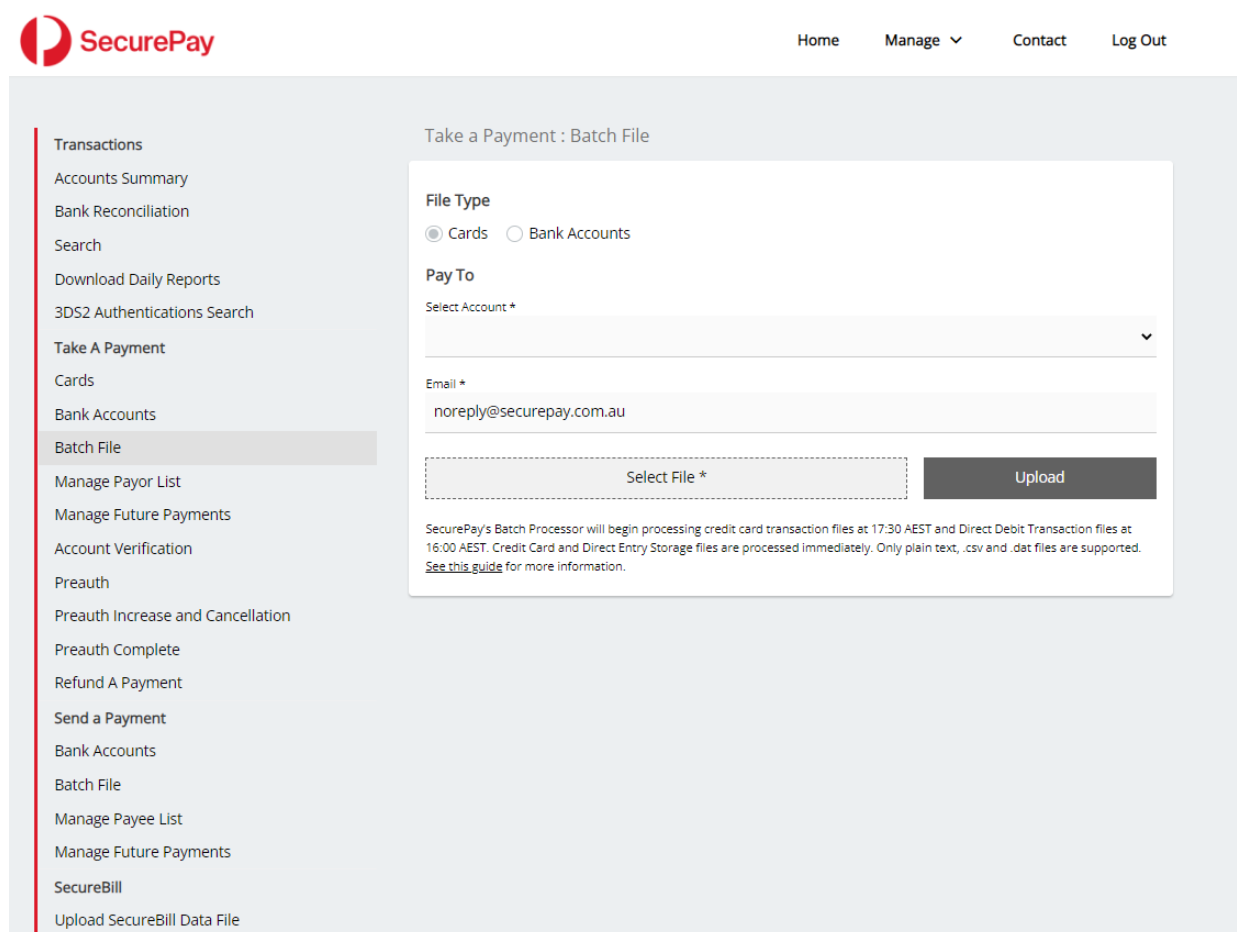
1. Login to the Merchant Login page using your Merchant ID, User Name and Password.



The image shows a screenshot of the SecurePay Merchant Log In page. At the top is the SecurePay logo. Below it is the text 'Merchant Log In'. There are three input fields: 'Merchant ID', 'User Name', and 'Password'. Below these fields is a red 'Log In' button. Under the button is a link for 'Forgot your password?'. At the bottom of the form, there is a small text line: 'By logging in to the Merchant Portal you agree to SecurePay's [Terms and Conditions](#)'.

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2. To upload the batch file of transactions to be processed, click on **Batch File** (as can be seen on the screen in Figure 1).



SecurePay

Home Manage Contact Log Out

Transactions

Accounts Summary

Bank Reconciliation

Search

Download Daily Reports

3DS2 Authentications Search

Take A Payment

Cards

Bank Accounts

**Batch File**

Manage Payor List

Manage Future Payments

Account Verification

Preauth

Preauth Increase and Cancellation

Preauth Complete

Refund A Payment

Send a Payment

Bank Accounts

Batch File

Manage Payee List

Manage Future Payments

SecureBill

Upload SecureBill Data File

Take a Payment : Batch File

**File Type**

☒ Cards ☐ Bank Accounts

**Pay To**

Select Account \*

Email \*

noreply@securepay.com.au

Select File \*

Upload

SecurePay's Batch Processor will begin processing credit card transaction files at 17:30 AEST and Direct Debit Transaction files at 16:00 AEST. Credit Card and Direct Entry Storage files are processed immediately. Only plain text, .csv and .dat files are supported. [See this guide](#) for more information.

**Figure 1**

3. To upload the file:
  - Select File Type of "Cards" for a Credit Card batch, or "Bank Accounts" for a Direct Debit batch.
  - Select an Account from the list provided. The Account you select will be used to process the transactions from the file.
  - Select the batch file on your hard drive. The full path to the file on your local disk must be specified.
  - **Note:** If you have already submitted a batch file for this Merchant ID and this payment type (Cards or Bank Accounts) today, the original file will be overwritten by the new file.
  - Type in an email address to receive the upload and validation notification.
  - Click on **Upload** to upload the batch file.

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4. When the file is uploaded successfully following screen will be displayed. The file will be validated in the background and a notification email will be sent out to email address specified. Any invalid records from the file will be filtered out and attached to the notification email.

Credit card files are checked for:

- Invalid credit card numbers;
- Invalid credit card expiry dates;
- Non-numeric amount values.

Direct debit files are checked for:

- Invalid BSB number format; (We do not check if the BSB exists.)
- Invalid account number format;
- Non-numeric amount values.

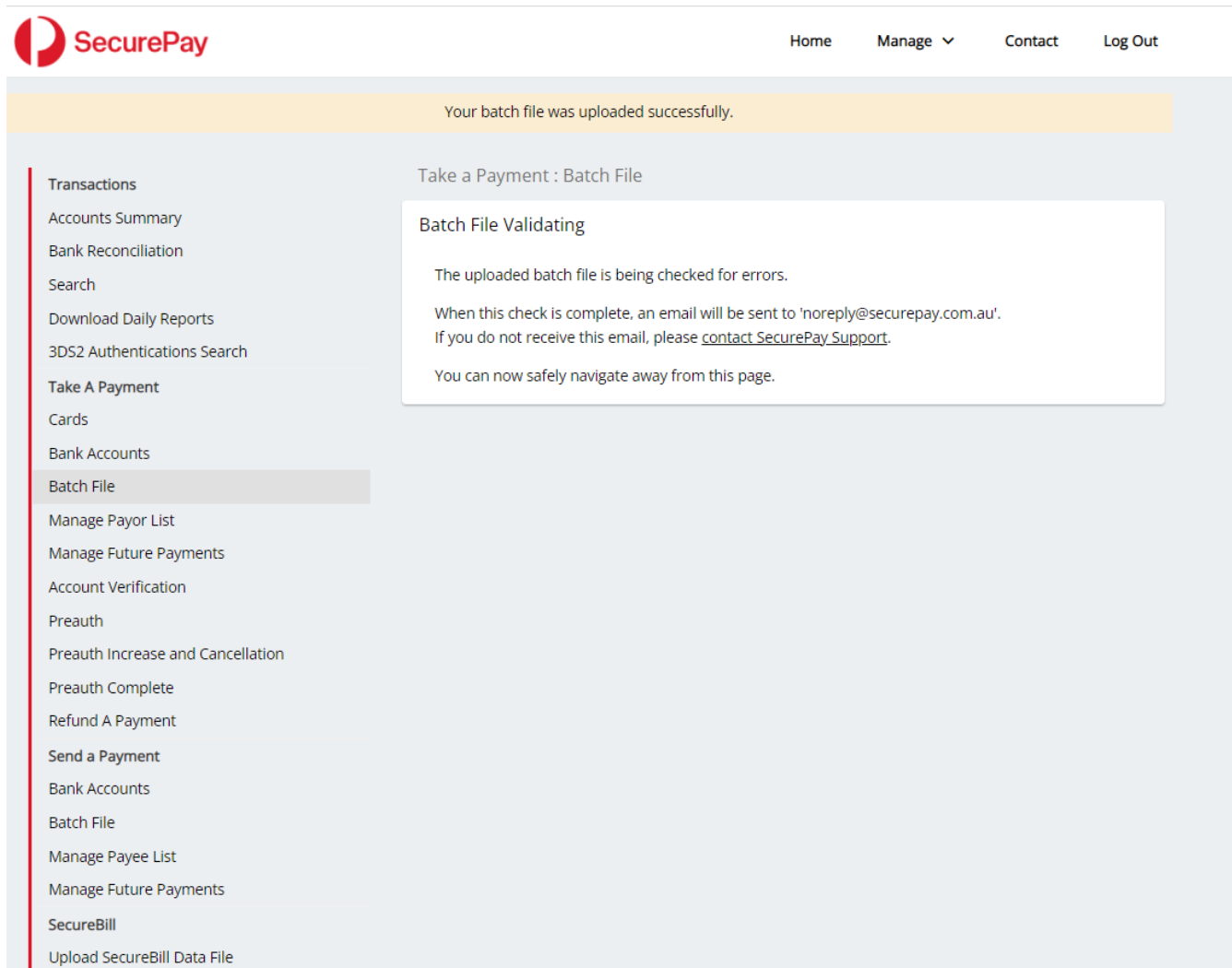


Figure 2

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## 5 Important Note

- ❑ The SecurePay Payment Network processes credit card batch files at 5:30pm, 7 days a week. Files must be uploaded and fully validated by the SecurePay system prior to 5:30pm to enable the system to process the payments by the next day. Large files may take some time to be validated. You will receive a validation email to let you know when the process is complete.
- ❑ If the credit card transaction batch file requires resubmission, the new file should be uploaded before 5:30pm on the same day. The old file will be overwritten with the new one. If the resubmission is not done before 5:30pm, the file currently in the system will be processed.
- ❑ The SecurePay Payment Network processes direct debit batch files at 4:00pm, 7 days a week. However, direct debit transactions are only sent to the financial institutions for settlement on Australian national business days (excludes public holidays). Therefore, transactions from a batch file processed on a Saturday will not be sent to the bank until Monday, or the following business day. Files must be uploaded and fully validated by the SecurePay system prior to 4:00pm to enable the system to process the payments by the next business day. Large files may take some time to be validated. You will receive a validation email to let you know when the process is complete.
- ❑ If the direct debit transaction batch file requires resubmission, the new file should be uploaded before 4:00pm on the same day. The old file will be overwritten with the new one. If the resubmission is not done before 4:00pm, the file currently in the system will be processed.
- ❑ Results of the batch transactions can be viewed via the Merchant Login Transactions Search menu. If you have requested a daily transaction report file containing batch transactions, the transactions will be emailed in this file the following morning, by 8:00am.

## Appendix A: Currency Codes List

### **IMPORTANT NOTICE:**

You must meet certain requirements with your merchant facility and SecurePay before using SecurePay's multi-currency features. Please ask SecurePay if we support multi-currency payments through your merchant facility, and if so, what currency types are available. You may also need to open a multi-currency merchant facility for each currency you propose to transact in. Contact SecurePay Support or your SecurePay Account Manager for full details.

Code	Description	Minor Units	Example*	
			Amount	Pass As
AUD	Australian Dollar	2	\$20	2000-AUD
CAD	Canadian Dollar	2	\$20	2000-CAD
CHF	Swiss Franc	2	20	2000-CHF
EUR	Euro	2	€20	2000-EUR
GBP	English Pound	2	£20	2000-GBP
HKD	Hong Kong Dollar	2	\$20	2000-HKD
JPY	Japanese Yen	0	¥20	20-JPY
NZD	New Zealand Dollar	2	\$20	2000-NZD
SGD	Singapore Dollar	2	\$20	2000-SGD
USD	US Dollar	2	\$20	2000-USD

## Appendix B: EBCIDEC Character Set

CHAR TYPE	SAMPLE
Numeric	0-9
Alphabetic	A-Z, a-z
Oblique Slash	/
Hyphen	-
Ampersand	&
Period	.
Asterisk	*
Apostrophe	'
Blank Space	

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