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Splitting a Batch



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1 year ago · Updated

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Focus POS Knowledge Based Article: Splitting a Batch

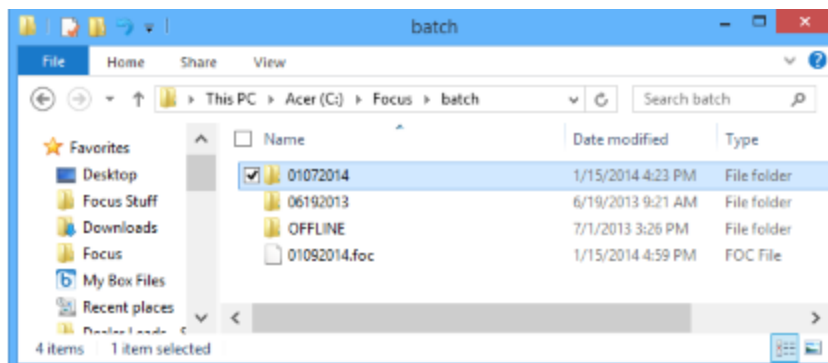
It may be necessary to split a Batch if multiple days of credit card processing are combined into one Batch.

Video [link](#)

Process

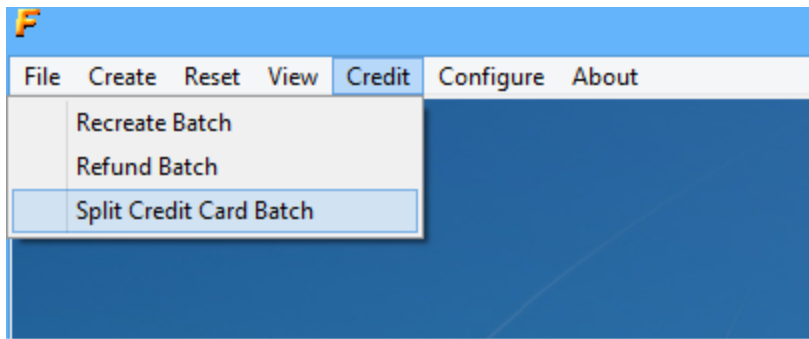
Step 1: If you need to settle the Batch after the splitting process is complete, CALL THE PROCESSOR to verify the Batch was not settled.

Step 2: Bring the Batch folder in question and the current Config folder to your local PC



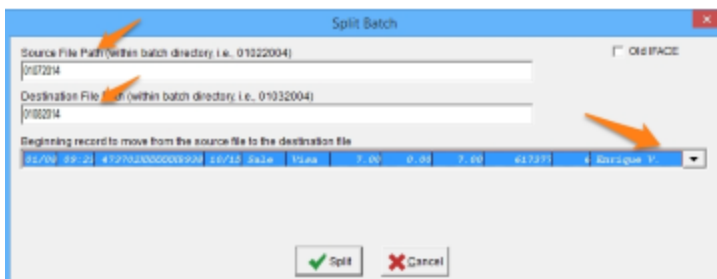
Step 3: Launch Create

Step 4: Navigate to Credit> Split Credit Card Batch



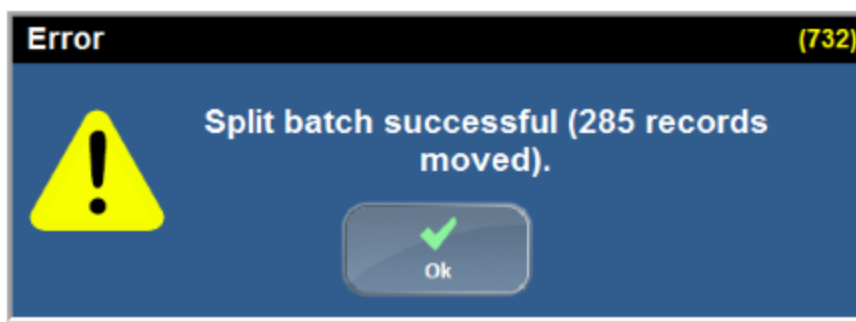
Step 5: Enter the necessary information

- Source File Path = the name/date of the folder that contains all the transactions
 - In this example '01072014'
- Destination File Path = the name/date of the Batch that needs to be created
 - In this example '01082014'
 - Note: If you have more than one day in the Batch, you will move all transactions to the Destination File Path (new Batch) and repeat the process for subsequent days.
- Beginning record to move from the source file to the destination = the first record from the Batch that should not be in the Batch.



Step 6: Split the Batch

- Select SPLIT
- Confirm that you have made a backup of the Batch
- Wait patiently while the Batch is split



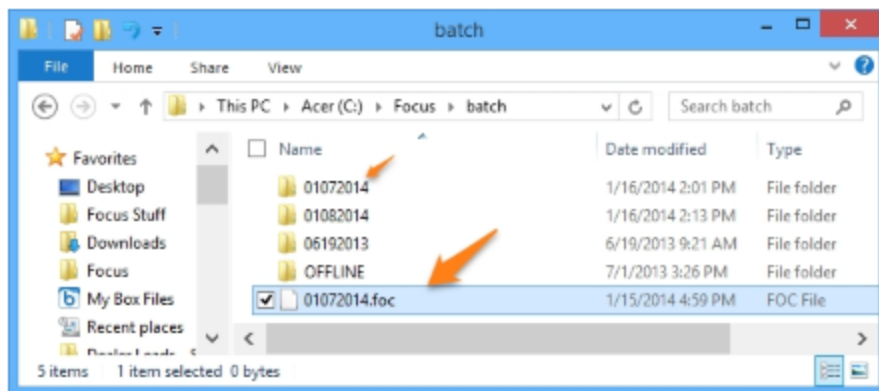
Step 7: If additional days need to be split go to Step 8, if you need to 'Settle' the Batch go to Step 9

Step 8: Repeat the Steps 4-7

- While in Create, navigate to Credit>Split Credit Card Batch
- Enter the necessary information
- Select the first record of the batch that does not belong
- Select Split
- Confirm that you have made a backup of the Batch
- Wait patiently while the Batch is split

Step 9: Settle the Batch

- CALL THE PROCESSOR TO VERIFY THE BATCH HAS NOT BEEN SETTLED
- Verify that you are using the customers Config files and proper Merchant ID
- Navigate to C:\focus\batch
- Rename the .FOC file to the date that needs to be settled



- If there is no .FOC file create one (See Step11 for details on how to create a .FOC file)
- Launch Focus and enter BackOffice
- Navigate to Close Day>Credit Cards>IFace>Batch Detail
- Confirm that the Batch was properly split by ensuring only transactions for the desired date are included in the Batch Detail tab
- Select Settle
- Wait patiently while the Batch is settled

IFACE OFFLINE

Status

Log

Batch Detail

Reconcile

Date	Time	Account Number	Exp.	Type	Card	Amount	Tip	Total	Approval	Check	
01/07	8:30am	483012300000000000	11/16	Sale	Visa	15.56	0.00	15.56	004008		
01/07	9:21am	402944300000000000	01/17	Sale	Visa	12.71	0.00	12.71	002048		
01/07	9:48am	526227300000000000	07/16	Sale	M/C	4.81	0.00	4.81	548033		
01/07	10:13am	474476300000000000	02/16	Sale	Visa	8.60	0.00	8.60	101448		
01/07	10:14am	401100300000000000	11/12	04/16	Sale	Visa	9.70	0.00	9.70	00742R	
01/07	10:52am	482085300000000000	11/16	Sale	Visa	21.05	0.00	21.05	439905		
01/07	10:54am	472774300000000000	01/16	Sale	Visa	5.39	0.00	5.39	627467		
01/07	11:02am	557621300000000000	03/15	Sale	M/C	8.42	0.00	8.42	002913		
01/07	11:04am	557621300000000000	03/15	Sale	M/C	8.08	0.00	8.08	002964		
01/07	11:13am	528427300000000000	04/15	Sale	M/C	9.05	0.00	9.05	696555		
01/07	11:23am	483212300000000000	01/17	Sale	Visa	17.12	0.00	17.12	042411		
01/07	11:20am	526219000000000000	11/17	Sale	M/C	9.70	0.00	9.70	444400		
01/07	11:21am	515590300000000000	12/14	Sale	M/C	9.70	0.00	9.70	298285		
01/07	11:23am	482085300000000000	06/15	Sale	Visa	9.70	0.00	9.70	343696		
01/07	11:23am	414711300000000000	02/15	Sale	Visa	8.08	0.00	8.08	35420C		
01/07	11:24am	474476300000000000	08/17	Sale	Visa	7.55	0.00	7.55	163360		
01/07	11:29am	371567300000000000	04/15	Sale	Amex	7.55	0.00	7.55	505416		
01/07	11:42am	400344300000000000	04/16	Sale	Visa	16.07	0.00	16.07	02670D		
01/07	11:43am	425543300000000000	06/16	Sale	Visa	7.06	0.00	7.06	051010		
01/07	11:43am	475550300000000000	06/15	Sale	Visa	8.08	0.00	8.08	300325		
01/07	11:50am	473702300000000000	06/16	Sale	Visa	18.63	0.00	18.63	768331		
01/07	11:50am	473702300000000000	07/16	Sale	Visa	8.08	0.00	8.08	738922		
01/07	11:56am	474476300000000000	11/17	Sale	Visa	2.70	0.00	2.70	175089		
Total						\$2,074.42					

V

Void

Save

Refund

Force

Edit Tips

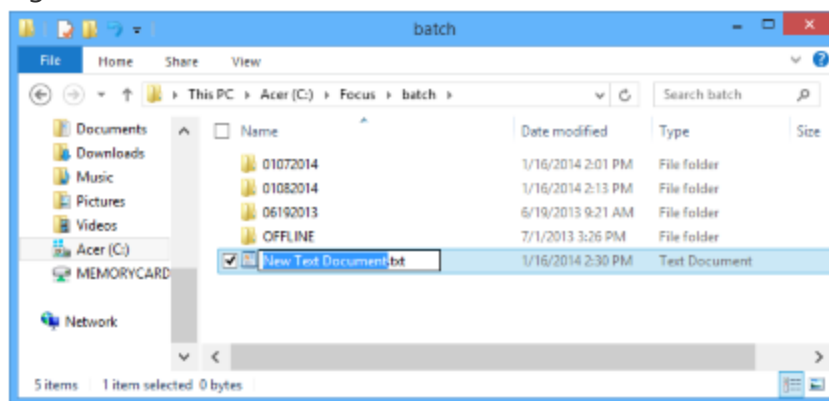
Summary

Settle

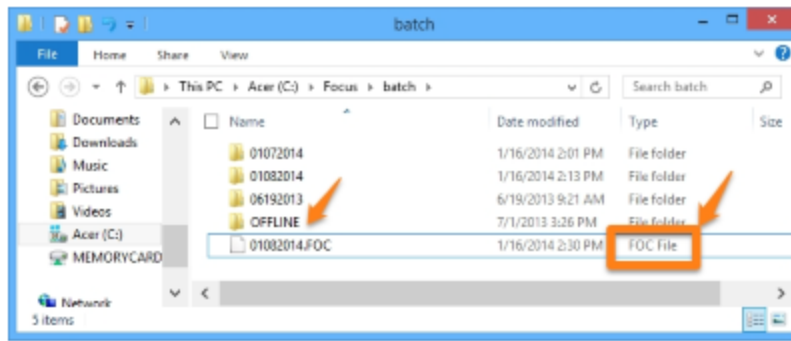
Step 10: If complete go to Step 12, if another Batch needs to be settled go to Step 11

Step 11: Settle the next Batch

- Navigate to C:\Focus\batch
- Create a new .FOC file
- Right Click in the batch folder and select New>Text Document



- Rename the file to the date of the next batch folder with .FOC as the extension
- Delete the .txt extension
- In this example: 01082014.FOC
- Note: MAKE SURE THE FILE TYPE IS 'FOC File' and not Text Document



- CALL THE PROCESSOR TO VERIFY THE BATCH HAS NOT BEEN SETTLED
- Launch Focus and enter BackOffice
- Navigate to Close Day>Credit Cards>IFace>Batch Detail
- Confirm that the Batch was properly split by ensuring only transactions for the desired date are included in the Batch Detail
- Select Settle
- Wait patiently while the Batch is settled

Step 12: Place new Batch files on the customers Focus System

- Create a backup of their old Batch files and save them somewhere on the Focus PC
- Copy the new Batch files and Save them on the Focus PC on the customers system



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