FOCUS
A SHIFT4 COMPANY

Focus POS Systems > Knowledge Base > Credit Cards and EMV

🔍 Search

Articles in this section ⌄

Splitting a Batch

Jeff Evans
1 year ago · Updated

Follow

**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.
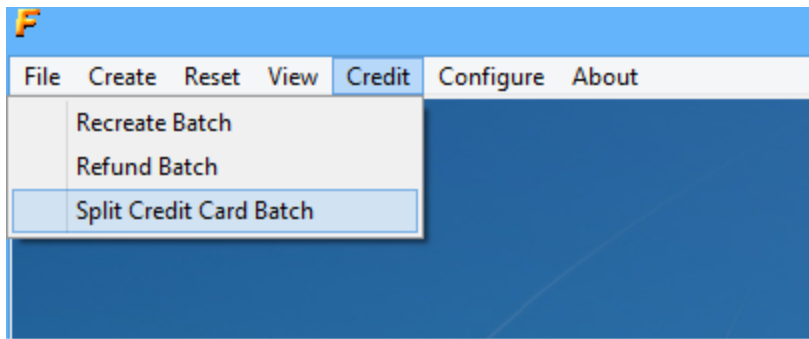
Video link

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**
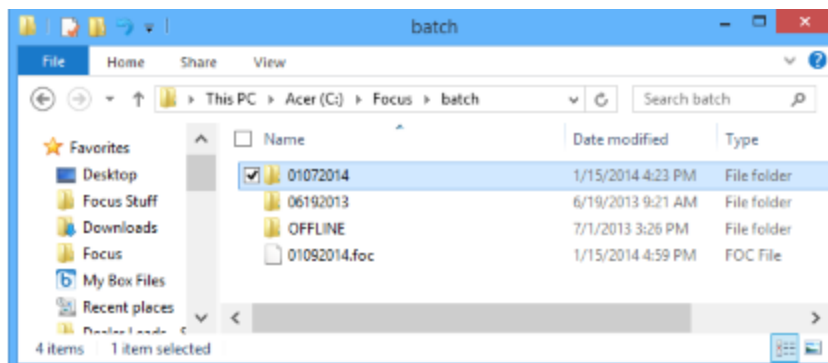
Step 3: Launch Create

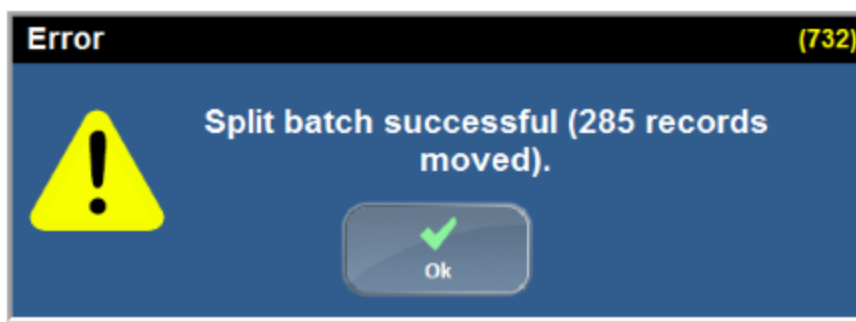**Step 4: Navigate to Credit> Split Credit Card Batch**

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.
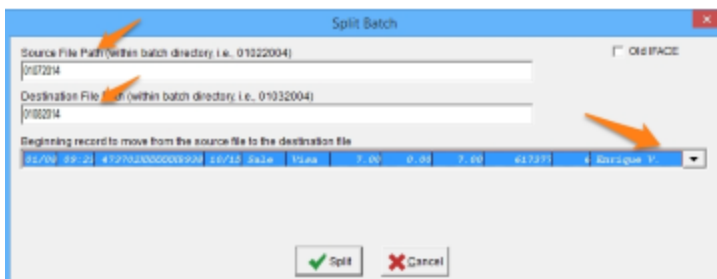
Step 6: Split the Batch

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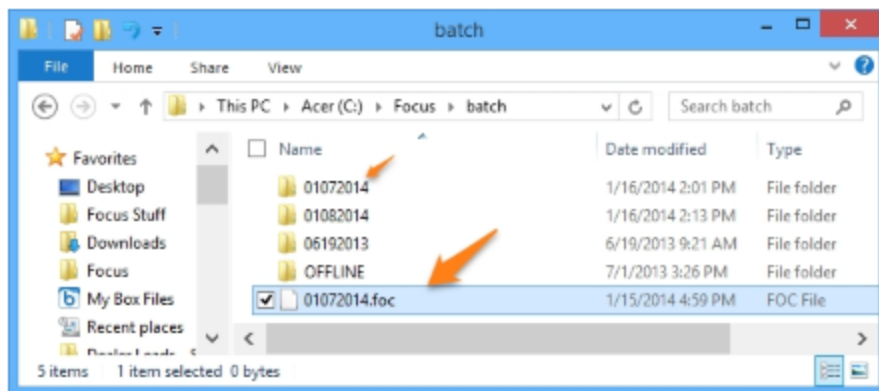
-
- If there is no .FOC file create one (See Step11 for details on how to create a .FOC file)
- Launch Focus and enter BackOffice
- Navigate to Close Day>Credit Cards>IFace>Batch Detail
- Confirm that the Batch was properly split by ensuring only transactions for the desired date are included in the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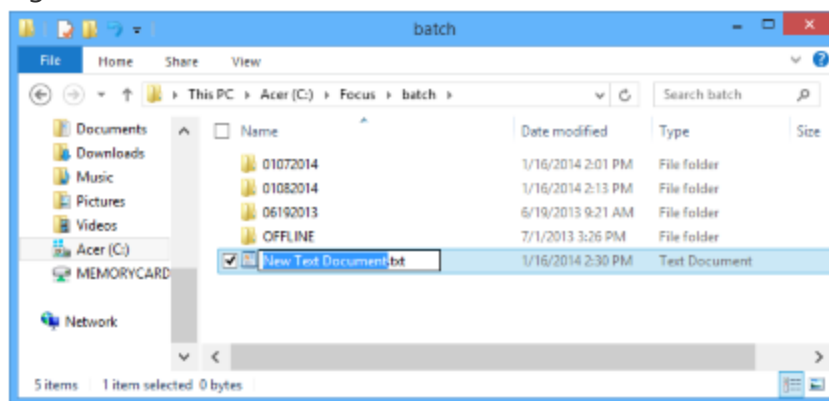- Wait patiently while the Batch is settled

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 extention
- Delete the .txt extention

- In this example: 01082014.FOC

  - Note: MAKE SURE THE FILE TYPE IS 'FOC File' and not Text Document
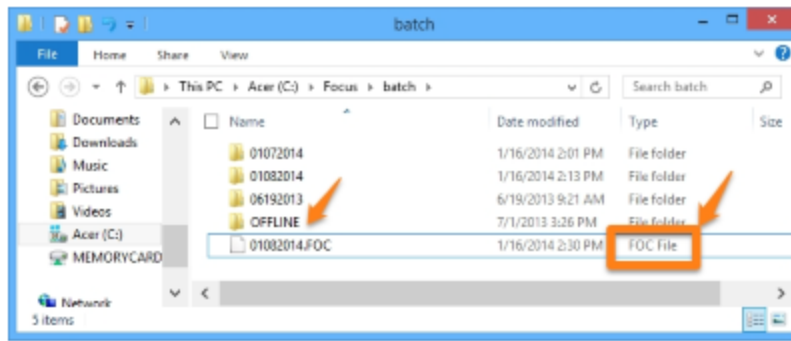
- CALL THE PROCESSOR TO VERIFY THE BATCH HAS NOT BEEN SETTLED
- Launch Focus and enter BackOffice
- Navigate to Close Day>Credit Cards>IFace>Batch Detail
- Confirm that the Batch was properly split by ensuring only transactions for the desired date are included in the Batch Detai
- Select Settle
- Wait 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

(f) (t) (in)

Was this article helpful?

| ✓ Yes | ✕ No |

0 out of 0 found this helpful

Have more questions? Submit a request

Return to top ⊕

Recently viewed articles

Agilisys PMS

EMV OFFLINE Mode Best Practices

Mozart Setup, SkyTab Mobile Setup

NFC Setup and Supported Devices

Order Confirmation Display

Comments

0 comments

Be the first to write a comment.

Focus POS Systems

 Powered by Zendesk