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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

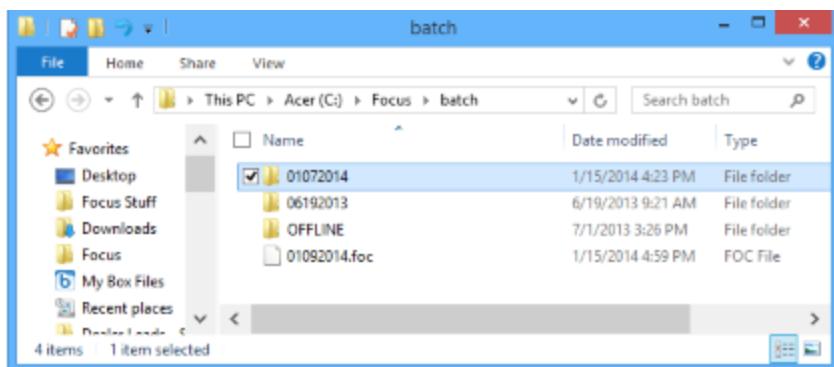
It may be necessary to split a Batch if multiple days of credit card processing are combined into one Batch.

[Video link](#)

Process

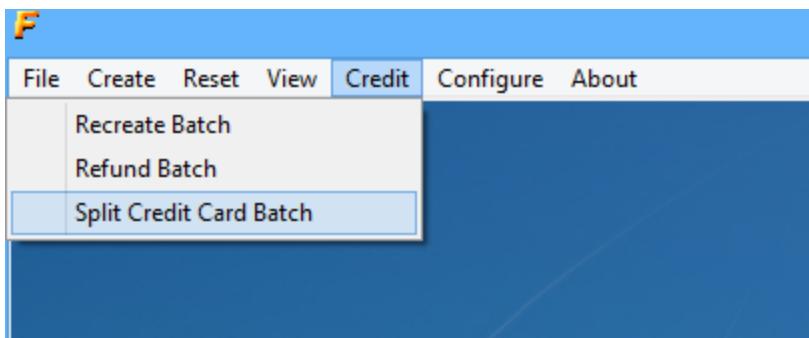
Step 1: If you need to settle the Batch after the splitting process is complete, CALL THE PROCESSOR to verify the Batch was not settled.

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



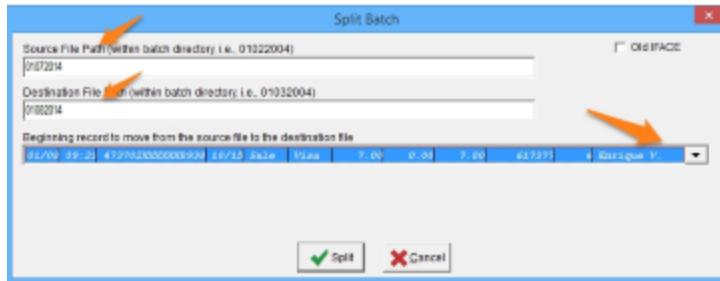
Step 3: Launch Create

Step 4: Navigate to Credit > Split Credit Card Batch



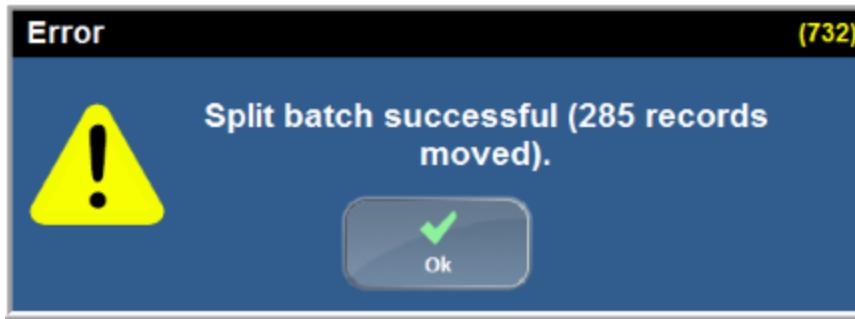
Step 5: Enter the necessary information

- 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



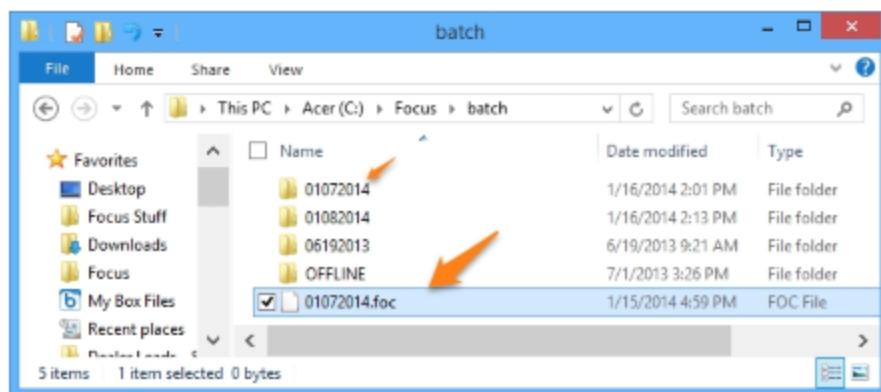
- **Step 7: If additional days need to be split go to Step 8, if you need to 'Settle' the Batch go to Step 9**

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

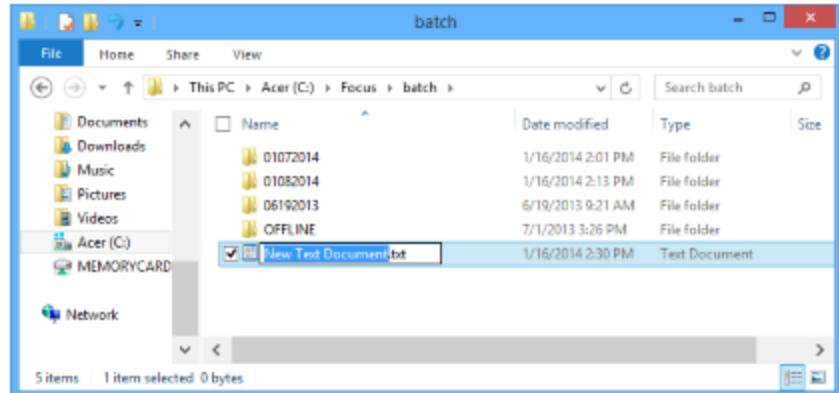
Date	Time	Transaction Number	Exp	Type	Card	Amount	Tip	Total	Approval	Check
01/07	8:39am	4823312323232323235886	11/16	Sale	Visa	18.68	0.00	18.68	084028	1
01/07	9:21am	4029448333333333335851	01/17	Sale	Visa	12.71	0.00	12.71	082348	1
01/07	9:48am	5242273232323231692	01/16	Sale	MC/C	4.81	0.00	4.81	548033	1
01/07	10:13am	4744763232323232184	02/16	Sale	Visa	8.60	0.00	8.60	151543	1
01/07	10:14am	4011803323232323132	04/18	Sale	Dieco	9.70	0.00	9.70	007428	1
01/07	10:52am	4823312323232323234027	11/16	Sale	Visa	21.05	0.00	21.05	639915	1
01/07	10:54am	47277632323232324821	01/16	Sale	Visa	5.28	0.00	5.28	627467	1
01/07	11:02am	56762132323232320423	03/15	Sale	MC/C	8.42	0.00	8.42	005913	21
01/07	11:04am	56762132323232320423	03/15	Sale	MC/C	8.08	0.00	8.08	002964	2
01/07	11:19am	52422732323232320442	04/15	Sale	MC/C	9.05	0.00	9.05	694555	2
01/07	11:23am	48233123232323234950	01/17	Sale	Visa	17.12	0.00	17.12	042411	2
01/07	11:29am	52422190000000001757	11/16	Sale	MC/C	9.70	0.00	9.70	444400	3
01/07	11:29am	51859900000000002250	12/14	Sale	MC/C	9.70	0.00	9.70	098292	3
01/07	11:29am	46265320000000001024	06/15	Sale	Visa	9.70	0.00	9.70	343656	3
01/07	11:30am	41471120000000004208	02/15	Sale	Visa	0.08	0.00	0.08	954200	3
01/07	11:34am	47447632323232320424	08/17	Sale	Visa	7.55	0.00	7.55	163360	3
01/07	11:39am	371547000000000017	04/15	Sale	Amex	7.55	0.00	7.55	505416	4
01/07	11:42am	40034480000000004657	04/16	Sale	Visa	16.07	0.00	16.07	027670	4
01/07	11:43am	435545000000000007706	06/16	Sale	Visa	7.06	0.00	7.06	051013	4
01/07	11:43am	47655900000000000446	06/15	Sale	Visa	6.08	0.00	6.08	500255	4
01/07	11:50am	4737022000000000365	06/16	Sale	Visa	16.63	0.00	16.63	768331	5
01/07	11:50am	47370220000000007711	07/16	Sale	Visa	6.08	0.00	6.08	738932	4
01/07	11:56am	47447632323232320138	11/17	Sale	Visa	2.70	0.00	2.70	178089	5

Total: \$2,074.42

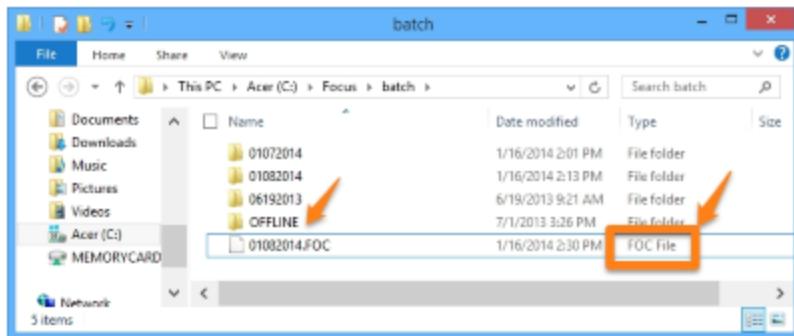
Step 10: If complete go to Step 12, if another Batch needs to be settled go to Step 11

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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