Secure Payment Systems File Upload Specification

Application Summary

This application will allow the client to enter transactions into the system by uploading a properly formatted file containing all information pertaining to these transactions. Transactions may occur one time or may be set to run on a specified schedule, and if they are on a schedule, may or may not expire.

File Format

The client will provide Secure Payment Systems with a file of type CSV (Comma Separated Values), which requires each field to be separated by a comma.

Example:

filename.csv

Secure Payment Systems will process the file assuming one transaction per line. Each of the fields (see Required Fields section below) must occupy the same space on each line, whether the field is mandatory or optional. For optional fields that the client does not wish to include, the field may be left empty, but the comma must still be present.

Example:

```
DR,c,123456789,12345,,20,15-feb-07,012,Company Name,,,123 A Street,Los
Angeles,CA,US,90036,5555554432,,1,1
```

In this example, whenever an optional field is excluded, the information is left out but the comma still occurs in the line.

The end of the file is assumed whenever an empty line is encountered. In order not to miss any transactions uploaded through a CSV file, the client must ensure that all transactions are entered at the top of the file and that no blank lines occur between transactions.

Restrictions

- Clients who are not permitted to perform either debits or credits will not be permitted to upload those respective transactions either.
- Commas and apostrophes are strictly prohibited from occurring in any of the fields provided.
- Commas and apostrophes are strictly prohibited from occurring in any file names.

Required Fields

1. **Type**: "DR" or "CR" – *char of exactly length 2, **mandatory***

2. **Account Type**: "s" for savings account or "c" for checking account – *char of exactly length 1, **mandatory***

3. **Routing:** 9-digit – *varchar of exactly length 9, all digits, **mandatory***

4. **Account:** Maximum 20 digits – *varchar, max length of 20, all digits, **mandatory***

5. **Invoice:** characters – *varchar, max length of 50, **optional***

6. **Amount:** numeric dollar amount, maximum 2 decimal places – *money, **mandatory***

7. **Process Date:** mm/dd/yy or dd-mmm-yy and strictly later than current date – *date, **mandatory***

8. **Expiration Date:** Same format as Process Date and occurring later than or on the Process Date– *date, **optional***

9. **Customer ID:** characters, unique per client – *varchar, max length of 50, **mandatory***

10. **DBA Name:** Company name – *varchar, max length of 100, **mandatory** if no first and last name*

11. **First Name:** characters – *nvarchar, max length of 64, **mandatory** if no DBA Name*

12. **Last Name:** characters – *nvarchar, max length of 64, **mandatory** if no DBA Name*

13. **Address:** characters – *nvarchar, max length of 128, **mandatory***

14. **City:** Characters – *nvarchar, max length of 64, **mandatory***

15. **State:** 2 character state code (e.g., CA, NY, etc) – *char of exactly length 2, **mandatory***

16. **Country:** Country abbreviation, US by default – *char of exactly length 2, **mandatory***

17. **ZIP:** 5-digit zip code – *nvarchar, max length of 50, **mandatory***

18. **Phone:** 10-digit telephone number – *nvarchar, max length of 50, **mandatory***

19. **Reference:** characters – *varchar, max length of 100, **optional***

20. **Schedule:** number indicating transaction schedule (1 = one time, 2 = weekly, etc.) – *integer, **mandatory***

    Valid Schedules:

1	Monthly (30 Days)
2	Annually (365 Days)
3	Weekly
4	Bi-Weekly
5	Semi-Monthly (15th and last day)
6	Semi-Annually
7	Monthly (last day of month)
8	One Time
9	Semi-Monthly (15th and 30th)
10	Bi-Monthly (Every 2 months)
11	Quarterly (Every 3 months)

    *** IMPORTANT NOTE: Please be advised that recurring transactions only need to be entered ONCE into the system and will automatically regenerate subsequent transactions according to the specified schedule. To create a transaction that will be run only ONE (1) time, please use schedule eight (8). If you will be regularly uploading transactions from the same source files, please make sure u do NOT upload the same recurring transaction multiple times, as this will create a new recurring series each time you upload. ***

21. **Auto Authorize**: number indicating whether or not this transaction will automatically be authorized (1 = yes, 0 = no) – *integer, **mandatory***