

RebateByCheck Check Processing

RebateByCheck Batch File Check Processing uses two files to accept, process, and report the status of RebateByCheck transactions. The first file format is for files containing new check transactions or records to be processed. The second file format contains records which have been rejected by ITI's check verification processes.

If you already have a Professional account, then there are no setup fees or additional monthly fees to use the Batch service. Just let us know when you want to start by sending an email to support@itinternet.net. You will then be asked to send at least one test file prior to going live.

File Formatting

For RebateByCheck Batch Processing, formatted files are uploaded to our secure FTP server <https://ftp.secure.itinternet.net/rebatebyach/> using your MerchantID as the username. This requires an FTP client capable of FTP over SSL (FTPS) using either standard:

- Explicit SSL on port 21
- Implicit SSL on port 990

Compatible File Formats

- .csv (comma delimited)
- .crt (caret delimited)

Each of your input batch files will include:

- One header record
The header record contains information that will be constant for the entire batch such as account id, type of process, number of records, totals, etc.
- One or more detail records
The detail records contain information specific to each check, transaction, or verification query to be processed.
- One trailer record
The trailer record contains information to indicate the end of a file.

Note: Header and Trailer Records are required in each file. Only one record per line is allowed, and records must be on a single line (one line per record, one record per line).

File 1. Input Files for Processing

Header Record Format

.csv Format

"id","batchNumber","process","count","total",
"topRow","bottomRow","message","reference"

.crt Format

id^batchNumber^process^count^total^ topRow^bottomRow^message^reference

Column	Field	Description	Type/Size/Notes
1	id	ITI account id	alphanumeric, 1-20 characters
2	batch number	Unique batch identifier assigned by client for input files. ITI uses the same identifier in response files. ITI assigns the batch numbers for files of returns	alphanumeric, 3-20 characters
3	process	ITI batch service type: <ul style="list-style-type: none"> • rebatebycheck • paybycheck • rebatebyach • rcklockbox • clickpaiddone • phonetrace • checktrace • banktrace • adresstrace • newaccounts 	alphanumeric, 1-20 characters
4	count	Total number of detail records in file. Do not include header or trailer records in detail record count.	numeric, 1-10 characters
5	total	Total dollar amount sum of all records in file. Use decimal format. Data is required for files processed for the PayByCheck, RebateByCheck, RebateByACH, RCKLockBox, ClickPaidDone, and CheckTrace services. The field is required to	numeric, decimal format e.g. 0.00, no commas, 1-10 characters

		be empty in files processed for the PhoneTrace, BankTrace, and, AddressTrace services.	
6	topRow	The row (Unique Client Identifier/Tag) of the first record in the file	alphanumeric, 1-20 characters
7	bottomRow	The row (Unique Client Identifier/Tag) of the last record in the file	alphanumeric, 1-20 characters
8	message	Reserved	Data is optional, but the field must be present in each record even if the field is empty! Field Use Reserved.
9	reference	Reference field for optional client use e.g. notes regarding the file, archive information, etc.	Data is optional, but the field must be present in each record even if the field is empty! Alphanumeric, 1 - 150 characters

Table 1: Header Record Format for File 1. Input File for Processing

Detail Record Format

.csv Format

"row","payee_print_date","payee_ck_number","payee_name","payee_address_1",
"payee_address_2","payee_city","payee_state","payee_zip","payee_country",
"payee_reference_1", "payee_reference_2", "payee_memo","payee_amount",
"payee_Stub"

.crt Format

row^payee_print_date^payee_ck_number^payee_name^
payee_address_1^payee_address_2^payee_city^payee_state^payee_zip^payee_cou
ntry^payee_reference_1^payee_reference_2^payee_memo^payee_amount
^payee_Stub

Column	Field	Description	Type/Size/Notes
1	row	Unique Client Identifier/Tag	alphanumeric, 1-20 characters
2	payee_print_date	Date check will be printed and mailed/couriered	alphanumeric, yyyy/mm/dd
3	payee_ck_number	Unique check number to be printed on check; Clients using our Trust Account service MUST leave this field blank i.e. empty!	numeric, 3 - 9 characters; checks will be denied if check number and amount already exists
4	payee_name	Name to appear on the pay-to-the-order line and mailing address recipient	alphanumeric, 2 - 50 characters
5	payee_address_1	Mailing address line 1	alphanumeric, 1 - 50 characters
6	payee_address_2	Mailing address line 2	alphanumeric, 0 - 50 characters
7	payee_city	Mailing address city	alphanumeric, 2 - 30 characters
8	payee_state	Mailing address state	alpha, 2 characters only
9	payee_zip	Mailing address zip or postal code	alphanumeric, 5 - 11 characters
10	payee_country	Two-letter ISO country code	alpha, 2 characters, defaults to US
11	payee_reference_1	Optional reference field; prints in upper right corner of stub	Data is optional, but the field must be present in each record even if the field is empty!; alphanumeric, 0 - 50 characters
12	payee_reference_2	Optional reference field; prints in upper right corner of stub under payee_reference_1	Data is optional, but the field must be present in each record even if the field is empty!; alphanumeric, 0 - 50 characters
13	payee_memo	Memo reference printed on memo line of check	Data is optional, but the field must be present in each record even if the field is empty! Alphanumeric, 0 - 50 characters

14	payee_amount	Amount of check in U.S. dollars	numeric, 9 characters, decimal format (0.00 - 999999.99) (do not include dollar signs (\$) or commas (,)
15	payee_stub	Stub/promotional/statement information to be printed on stub included with check	alphanumeric, 0 - 2,222 characters, 101 characters per line x 22 lines, pipes () will force a carriage return (i.e. new line) to be printed

Table 2: Detail Record Format File 1. Input File for Processing

Trailer Record Format

.csv Format

"End of File"

.crt Format

End of File

Column	Field	Description	Type/Size/Notes
1	End of File	End of File	alpha, 11 characters

Table 3: Trailer Record Format File 1. Input File for Processing

File 2. Processed Response File

Response files are available 24 hours after uploading new files and will be located at <ftp.secure.itinternet.net/rebatebycheck/processed/> and will be named e.g. yourfilename.response.csv or yourfilename.response.crt.

Header Record Format

Same as **File 1 Header Record Format**

Detail Record Format

.csv Format

"row","ref","approval status","reason declined"

.crt Format

row^ref^approval status^reason declined

Column	Field	Description	Type/Size/Notes
1	row	Unique Client Identifier/Tag	alphanumeric , 1-20 characters
2	ref	Unique ITI assigned transaction reference number	numeric, 1-20 characters
3	approval status	Approval Status of Transaction: <ul style="list-style-type: none">• TEST - test transaction status• NORMAL - Approved except AVS not used• APPROVED - approved through verification• NOT APPROVED - not approved through verification• DENIED - denied by verification or blocking• INVALID - invalid data	alpha, 1 - 50 characters
4	reason declined	Reason that transaction has been declined for processing: <ul style="list-style-type: none">• Invalid routing number• Invalid amount• AVS• NCIS• SCAN• PPS INVALID• PPS CLOSED• PPS NSF• PPS PAYMENT STOPPED• PPS UNSPECIFIED	alpha, 1 - 50 characters

Table 4: Detail Record Format File 2. Processed Response File

Trailer Record Format

Same as **File 1 Trailer Record Format**

FTP Details

FTP Application

For secure FTP connections ITI Recommends [WS FTP Pro](#)

Settings

- Batch Processing Address: ftp.secure.itinternet.net
- Set FTP client to Active Mode
- Don't forget to setup your firewall for the FTP client
- FTP User ID is the same as the ITI Account ID
- FTP Password is the same as the ITI Account Password

Directory

The FTP directory is divided into folders specific to each ITI service as follows:

- /paybycheck
- /rebatebycheck
- /rebatebyach
- /rcklockbox
- /clickpaiddone
- /phonetrace
- /checktrace
- /banktrace
- /adresstrace
- /newaccounts

Each folder then contains the following folders:

- /processed
Files that have been processed by a service will be placed into this folder.
- /returns
The RebateByCheck ACH service is an ACH Network product and thus subject to return or rejection by the customer's (receiver's) bank. Therefore the RebateByCheck ACH FTP service folder will also contain this folder for return files.

Note: New files uploaded for processing should be placed into the folder named with the service being used. Once the file has been processed, the response file will be found in the service's processed folder.

FTP Processing Example:

3. Upload your file named **examplefile.csv** for RebateByCheck ACH processing to:**ftp.secure.itinternet.net/rebatebyach/**

4. Pick up the response file in: **ftp.secure.itinternet.net/rebatebyach/processed/**
5. The response file will be in the same format as the original uploaded file and will be named **examplefile.response.csv**
6. Returns are reported each banking day that the ACH Network returns any transactions for the client's account. Pick up the return file in: **ftp.secure.itinternet.net/rebatebyach/returns/** The file will be named with the date the returns were received: **20090131.returns.csv**

.CSV File Format

Data elements or fields in the csv file format are delimited by commas (,) and each data field should begin and end with quotation marks ("). Empty fields are represented by a comma, two quotation marks carets, and a comma. Following is an example csv record with one empty field:

"ref" , "" , "name" , "and so on"

RebateByCheck .csv format for Option 1 Processing:

"row" , "settlement date" , "customer id" , "amount" , "currency" , "reference"

RebateByCheck .csv format for Option 2 Processing:

"row" , "settlement date" , "name" , "aba" , "acc" , "amount" , "currency" , "reference"

.CRT File Format

Data elements or fields in the crt file format are delimited by carets (^). Empty fields are represented by two carets next to each other. Following is an example crt record with one empty field:

ref^^name^and so on

RebateByCheck .crt format for Option 1 Processing:

row^settlement date^customer id^amount^currency^reference

RebateByCheck .crt format for Option 2 Processing:

row^settlement date^name^aba^acc^amount^currency^reference