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Introduction

Welcome to the CyberSource Business Center — your complete resource for payment management. In this CyberSource Business Center manual, you will be able to:

- Access CyberSource
- Search Transactions
- Export Search Results
- Capture Failed Reply Messages
- Credit a Transaction
- View Report Subscriptions
- Download Reports
- Use Report Consolidator
- Search for Subscriptions
- Modify and Cancel Subscriptions

CyberSource provides fast, reliable, and secure electronic credit card processing.
Access CyberSource Business Center

1. Go to CyberSource Business Center: https://ebc.cybersource.com/
The login page will display. See figure 1.

2. Enter your Merchant ID, User Name, and Password.

   Note: Your Merchant ID may be pre-populated. Click the change link to enter a new Merchant ID. See figure 2.

3. Click the Login button.

   Note: For most users, your Merchant ID and User Name are the same.
**Transaction Search**

Transaction Search allows administrators to search through large numbers of transactions so they can review the details and perform many follow-on tasks. Data in the orders is stored for 6 months from the date of authorization. The results also show the current status of each order.

1. Login to the **CyberSource Business Center**.

2. Click **Transaction Search** in the left navigation. The Transaction Search menu will display in the left navigation.

3. Select **General Search**. **See figure 3**. The General Search form will display. **See figure 4**.

4. To select an option, click one of the radio buttons.

   When you select an option, the appropriate field(s) becomes active; the others remain gray.

   Note: Not all the search options listed below may apply to you or be located in the same menu options.

   If you choose a field and value, the date range will be automatically set to the last six months. If you choose an application or a type of reply, the date range will be automatically set to today.

5. Select the **date and time** interval for your search, from transactions processed during the last hour to those from the previous 1-6 months or a custom range that you define.

   The search results include transactions requested between midnight on the start date and 11:59 P.M. on the end date. If you select a custom range, a special date and time menu appears with a calendar for easier selection.

   **To open the calendar**, click the calendar icon and select the dates that you want by dragging your mouse over the days and the controls at the top.

   **To close the calendar**, click the page outside of the calendar or the X at the top right of the calendar.

6. Select from 50 to 100 transactions to display under **View Options**.

7. Select the **sort order** (most recent or oldest results displayed first).

8. Click **Search**. The Transaction Search Results will display. **See figure 5**.
Transaction Search Results

This page shows your search results in table format, with the headings appropriate to your search criteria listed alphabetically.

If you search results contain more than the number of entries that you selected in the search page, you see links to the other results pages. Use the pagination arrows to navigate faster between pages:

> The single arrow takes you to the next page.

>> The double arrow takes you to the 10th next page.

>| The arrow with a bar takes you to the last page.

Figure 5

Data available for export is stored for 6 months from the date of authorization, and you can export up to 2,000 entries from any transaction search results. An entry can be an authorization or a capture. A sale is entered twice: first as an authorization, second as a capture. Therefore, 2000 entries may include 2000 authorizations, 2000 captures, 1000 sales, or any combination of these events that totals 2000 entries.

<table>
<thead>
<tr>
<th>Amount &amp; Account Suffix</th>
<th>Amount of the transaction with the currency. Account Suffix refers to the customer’s payment account number with all but the last four digits hidden.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications</td>
<td>Categories that fit your search criteria: green indicates Success, red indicates Failure, and black indicates Did not run. The list can also include applications that you did not request.</td>
</tr>
<tr>
<td>Date &amp; Time</td>
<td>Date and time of the transaction.</td>
</tr>
<tr>
<td>Name &amp; Email Address</td>
<td>Name and the email address of the customer</td>
</tr>
<tr>
<td>Merchant ID</td>
<td>Name of the merchant who performed the transaction.</td>
</tr>
<tr>
<td>Merchant Reference Number</td>
<td>Identifier that you assigned to the order.</td>
</tr>
<tr>
<td>Payment Information</td>
<td>Combined amount, currency, and payment type for the order.</td>
</tr>
<tr>
<td>Processor</td>
<td>Payment processor used for the transaction.</td>
</tr>
<tr>
<td>Request ID</td>
<td>Identifier generated by CyberSource that is a link to the transaction details for this failed request.</td>
</tr>
</tbody>
</table>

If you searched for errors or exceptions, this page reports errors found during the processing of your follow-on requests by CyberSource or by the processor. For some of the searches, you can click the column headings to arrange the rows in ascending or descending order.

When you search for related information in the details page, such as name, email address, account number, or payer authentication history, this page shows events that are related to the same transaction or to the same customer.
Exporting Search Results
The Exportable Search Results feature allows you to save the results of a transaction search as a report that you download and save in CSV format. The following fields are always exported:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merchant ID</td>
<td>Name of the merchant who processed the transaction</td>
</tr>
<tr>
<td>Date and Time</td>
<td>Complete date and time of the transaction, for example: Aug 30 2006 11:15:17 AM</td>
</tr>
<tr>
<td>Request ID</td>
<td>CyberSource identifier for the transaction</td>
</tr>
<tr>
<td>Merchant Reference Number</td>
<td>Your order or reference number for the transaction</td>
</tr>
<tr>
<td>Events</td>
<td>The first 3-4 characters will be your organization code (ORG Code) followed by a series of X’s with the Event ID number next. For example: ORGXXXXXX234567</td>
</tr>
<tr>
<td>Donation/Membership Forms</td>
<td>The first 3-4 characters will be your organization code (ORG Code) – Form ID – Order ID For example: ORG-215-94831</td>
</tr>
<tr>
<td>Last Name</td>
<td>Customer’s last name</td>
</tr>
<tr>
<td>First Name</td>
<td>Customer’s first name</td>
</tr>
<tr>
<td>Email Address</td>
<td>Customer’s email address</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount of the transaction</td>
</tr>
<tr>
<td>Currency</td>
<td>Currency used for the transaction</td>
</tr>
<tr>
<td>Account Suffix</td>
<td>Last four digits of the customer’s account number</td>
</tr>
<tr>
<td>Applications</td>
<td>Comma-separated list of the services that you requested with the result for each service, for example: • Credit Card Authorization (Accept), Credit Card Settlement (Accept) • Tax Calculation (Accept), Credit Card Authorization (Accept), Credit Card Settlement (Accept), Advanced Fraud Screen (Accept)</td>
</tr>
</tbody>
</table>

**How to export Transaction Search Results:**
1. Click **Export Results**. A browser download window appears. You can view the report online, or you can download it as a text file.
2. Name and save the file to your computer.
3. To import the text file into a spreadsheet, see **Importing Reports into a Spreadsheet**.
Transaction Search Details

This page shows all the information that pertains to the transaction that you selected.

- Request Information
- Customer Information
- Payment Information
- Offer-Line Details

How to access the Transaction Search Details:

1. Login to the CyberSource Business Center.
2. Click Transaction Search in the left navigation.
3. Click General Search.
4. Search for the transaction.
5. Click the Request ID link.

The Transaction Search Details page will display. See figure 6.

Request Information

This section details the reasons for including this transaction in the search results:

- The Applications line shows the categories that fit your search criteria: green indicates Success, red indicates Failure, and black indicates Did not run. The search criteria represent the applications that you requested either through the Business Center. This line can also include applications that you did not request.

- The Reply Message explains the reply codes. The lines Reply and Reply Code also explain the result of the transaction.

Sample Reply Messages and Administration Actions

<table>
<thead>
<tr>
<th>Reason</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVS Mismatch</td>
<td>AVS check failed</td>
<td>Have the registrant review the billing address used.</td>
</tr>
<tr>
<td>Invalid Credit Card</td>
<td>We encountered a Vital problem: VITAL reason: Invalid card number.</td>
<td>Have the registrant review the CC type and CC number being used.</td>
</tr>
<tr>
<td>Refused Credit Card</td>
<td>We encountered a Vital problem: Insufficient funds</td>
<td>Have the registrant try a new credit card.</td>
</tr>
<tr>
<td>Refused Credit Card</td>
<td>We encountered a Vital problem: Transaction not permitted-Card</td>
<td>Have the registrant attempt to register later or use another credit card.</td>
</tr>
<tr>
<td>Refused Credit Card</td>
<td>We encountered a Vital problem: Pick up card - Stolen</td>
<td>Have the registrant try a new credit card.</td>
</tr>
<tr>
<td>Processor Error</td>
<td>The payment processor returned an unexpected result: Connection refused: Vital</td>
<td>Have the registrant attempt to register later.</td>
</tr>
</tbody>
</table>

Important!

Administrators do NOT have the authority to settle failed transactions.
**Customer Information**
This section contains the customer's billing information, the shipping information, and email address.

**Payment Information**
This section shows the customer's complete payment information consistent with the payment type, including inconsistencies, such as a partially matched postal code associated with the customer's credit card.

<table>
<thead>
<tr>
<th>Processor</th>
<th>Payment Method</th>
<th>Account Suffix</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>smartdc</td>
<td>Visa</td>
<td>1111</td>
<td>01/2008</td>
</tr>
</tbody>
</table>

**Credit Card Authorization**

<table>
<thead>
<tr>
<th>Authorization Code</th>
<th>Amount</th>
<th>Action</th>
<th>Trans Ref No</th>
<th>Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>1.00 USD</td>
<td>4316668905</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>CVN</td>
<td>AVS</td>
<td>1 - Not supported by processor or card type</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Click the Request ID link.**

The Transaction Search Details page will display.

**Off-Line Details**
This section shows you the detailed contents of the transaction, such as item, quantity, SKU, price, tax, currency, and any other element that applies to the item ordered or the services requested. Each line represents one item.

**Note:** For events, the order ID is located in the SKU field behind “orderid_”. The event item ID is located in the Type field after “pid_”.

---

**How to capture the Reply Message for a Failed Transaction**

1. Login to the CyberSource Business Center.
2. Click Transaction Search in the left navigation.
3. Click General Search.
4. Search for the failed transaction.
5. Click the Request ID link.
6. View the Reply Message under Request Information and Payment Information.
Crediting a Transaction
Under certain conditions, you may wish to credit a transaction. The basic information about the transaction and the maximum amount that you may credit is displayed. 60 days after a transaction, a credit becomes a stand-alone credit. This credit does not require the Request ID.

IMPORTANT!
You can issue an unlimited number of follow-on credits for an unlimited amount, regardless of the amount of the original settlement. Before you submit the credit request, you will see a warning message to give you a chance to confirm that the amount entered for the credit is correct. To ensure the safety of your business, make sure to assign the permission to issue credits only to users that you trust and to review your assignments periodically.

1. Login to the CyberSource Business Center.
2. Click Transaction Search in the left navigation.
3. Search for the transaction.
4. Click the Request ID link. The Transaction Search Details page will display.
5. Click the Credit link. See figure 7. The Credit Card Credit page will display. See figure 8.
6. Enter the amount that you wish to credit in the Credit Amount box.
7. Click the Credit button. A warning message appears asking you to confirm the amount you would like to credit.
8. Click OK to credit for the amount that you entered; otherwise, click Cancel. The Transaction Search Details page reappears with a success message.
Reports
You can use the Business Center to download the following detail reports:

- Payment Batch Detail Report (see example in Appendix A)
- Payment Submission Detail Report
- Payment Events Report
- Transaction Exception Detail Report

How to view your report subscriptions:
1. Login to the CyberSource Business Center.
2. Click Account Management in the left navigation.
4. Click the Edit link to modify the format for each report.

Note: Forward the reports to which you want to subscribe to your Client Relations Manager.

Basic Reports and Advanced Reports
Basic summary reports are available to all. Advanced summary reports are available for an additional fee. Contact your Client Relations Manager for more information. Summary reports provide high-level information about your transactions, such as the number of payments you have processed successfully and the distribution of the risk scores. You can use these reports to manage your business. The Invoice Summary Report is generated by default.

Detail Reports
These reports contain specific information about each transaction. You can use these reports to reconcile processor and bank statements.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Batch Detail Report (see Appendix A)</td>
<td>Shows information about credit card and electronic check transactions. Used to reconcile with a bank statement.</td>
</tr>
<tr>
<td>Payment Submission Detail Report</td>
<td>Provides information about payment transactions that have been submitted to the processor. Identical to Payment Batch Detail Report except this report includes the payment processor as an additional column.</td>
</tr>
<tr>
<td>Payment Events Report</td>
<td>Shows payment notifications received from the processor for these types of transactions that you submitted to CyberSource: credit card transactions (CyberSource Global Payment Services).</td>
</tr>
<tr>
<td>Transaction Exception Detail Report</td>
<td>Shows detailed information about transactions that were flagged by CyberSource or by the processor because of errors sent in the request data of follow-on requests. For the Global Payment Services, this report applies to all primary and follow-on service requests.</td>
</tr>
</tbody>
</table>

These reports are available for download in XML or CSV formats. You cannot combine more than one daily report into a single report or create a report for a date range that you specify. However, you can download detail reports and use them to create your own custom reports. To choose the format for these reports, click Edit.
How to download a report:

1. Choose how you want to use the report.

   You may click or right-click (or Ctrl-click on a Mac OS) a file. In either case, your options are to open the file immediately or to save it to your computer.

   - If you click Open, the report opens in Excel (CSV) or in the browser (XML). However, some values may not be displayed correctly.
   - If you click Save or Save Target As (the recommended option), the Save As box opens.

2. Choose a location for your file:

   Important!
   When you download a CSV report, you must change the file extension .csv to .txt. If you do not, the file may become corrupted when you import the report into a spreadsheet.

   A box shows the progress of the download.

3. Click Close when the download is complete.
4. For text files, import the report into a spreadsheet.

   See Importing Reports into a Spreadsheet for more information. Screen captures show you the detailed process.

   For XML files, click the link of the appropriate DTD and copy the DTD to a text file on your computer.
Report Search

Many different types of reports are available daily, weekly, monthly, and/or on demand. The dropdown list shows all the reports for which you are subscribed.

1. Login to the CyberSource Business Center.
2. Click Reports in the left navigation.
3. Click Report Search under Reports. The Report Search page will display. See figure 10.
4. Select the report and the type that you want to see if appropriate.
   a. Standard reports: The type of reports that you choose (daily, weekly, or monthly) determines the date or time range that appears below.
   b. On-demand reports: If the services to which you are subscribed include on-demand reports, the report is a month-to-date statement that does not require a date or time range.
5. Select the appropriate date or time range
   a. Standard reports: If reports are available, a list of reports appears. If no reports are available, you receive an appropriate message
   b. On-demand reports: Because generating the report takes time, while the report is being generated, the name of the report initially appears in the Scheduled Reports section. When the report is ready, a link appears under Available Reports.
6. Click Submit.
Importing Reports into a Spreadsheet
To import a report into Microsoft Excel for Windows, follow these steps.

1. Open Microsoft Excel.

2. Click File > Open.
The Open dialog box appears.

3. In the Files of type list, select All Files (*.*)

4. Select the report file to import.

5. Click Open.
The Text Import Wizard dialog box appears:

6. Select Delimited if not already selected.

7. Click Next.
Excel displays step 2 of the Text Import Wizard:
8. In the Delimiters section, un-check Tab and check Comma.
In the Data preview section, Excel shows how it will import your data.

9. Click Next.
Excel displays step 3 of the Text Import Wizard:

10. In the Data preview section, click the column of the report that shows the request ID, and select Text in the Column data format section (top right):

   IMPORTANT!
   If you do not click Text, Excel deletes part of the request ID from the report.
For the Payment Batch Detail Report or the Payment Submission Detail Report, it is the fourth column of the report as in the screen capture above.

11. If you are importing the Payment Batch Detail Report or the Payment Submission Detail Report, click the column of the report that shows the transaction reference number for each transaction, which is the sixth column of the report, and select Text in the Column data format section:

![Text Import Wizard - Step 3 of 3]

12. Repeat Step 10 for any other column that includes a number longer than eight digits, such as the merchant reference number.

13. Click Finish.
Excel imports the report.

**Note:** The request IDs in the report should not contain any decimal places. If they appear as numbers with decimal places and exponents, such as 4.22353E+18, import the report again, and make sure to complete Step 10.
How to download Report Consolidator:
1. Go to the Harris Connect Client Community Training Center:
   http://www.alumniconnections.com/olc/pub/COLC/
2. Click the Resource Center link in the left navigation.
3. Click the Training Center link.
4. Scroll down to the CyberSource Report Consolidator.
5. Click the link to download.

Create A Report
1. Open CyberSource Report Consolidator
   The Report Consolidator will display. See figure 11.
2. Enter the Login Information, the Merchant ID and Password.
3. Enter the Report Range, the Start Date and End Date.
   Click the dropdown arrow (         ) next to the appropriate date to view the calendar graphic. See figure 12.
4. Enter the Output File. Click the browse button (         ) to locate the appropriate folder/directory.
5. Enter the Output File name.
6. Click Go! to download the report, click Clear to clear the form, click Quit to abort and close CyberSource Report Consolidator. Done! Will display once the report is complete.
How to open a report:
1. Go to the folder where you saved the report.
2. Double click on the report name.
   The report will display as a .csv in Microsoft Excel. See figure 13.

See Importing Reports into a Spreadsheet for more information on how to format the report.

IMPORTANT!
Under the Options tab be sure to select Use Payment Batch Reports. They Transaction Reports are no longer available. An administrator will need to pull specific Transaction Reports using the CyberSource Business Center Tool.
Subscriptions

Institutions/associations using the Recurring Payment feature with the Donation/Membership Forms or the new Event Registration application will use the Subscription feature to search for subscriptions and subscription payments.

Searching for Subscriptions and Subscription Payments

With the subscription search feature, you can conduct a narrow search (a subscription associated with a specific credit card) or a broad search (all subscriptions that end before a certain date, for example). In many cases, the subscription ID or the credit card number is more likely to identify the subscription than any of the other options. After you find a list of results, you can view the details of the subscriptions and perform many actions on the subscriptions. The results also show the current status of each subscription.

When searching for subscriptions, you can narrow your search to active, on hold, or canceled subscriptions, date of creation or of expiration, card expiration date, or a specific field or value. When searching for future payment events, you can narrow your search to payments that are scheduled, require approval, or have been skipped. After you select one of the options, the appropriate sub-menu appears below.

How to search for a subscription or subscription payments:

1. Login to the CyberSource Business Center.
2. Click Tools & Settings in the left navigation. The Subscription menu will display in the left navigation.
3. Click Search. The Subscription Search page will display. See figure 14.
4. Select the type of search: subscriptions or payments.
   - **Subscriptions**: subscriptions or credit cards that expire before a certain date or subscriptions that have been canceled or put on hold. After the approval or due date for a payment has passed, you can search for the subscription only in this section as described in the note above. From the list of subscriptions that you receive, you can click the subscription ID to see the details and perform a one-time payment or credit, approve or skip a payment, and modify or cancel a subscription.
   - **Subscription Payments**: future payments scheduled before a certain date, future payments that require prior approval, or past and future payments skipped or scheduled to be skipped before a certain date. From the list of subscriptions that you receive, you can skip or un-skip, approve, and modify the amount of a payment. In addition, you can click the subscription ID to see the details and perform the same actions as described above.
5. Choose the scope for your search: broad or narrow (field and value):

<table>
<thead>
<tr>
<th>Subscriptions</th>
<th>Subscription Payments (date range)</th>
<th>Field and Value (both)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Subscriptions</td>
<td>Payments Scheduled</td>
<td>Credit card number</td>
</tr>
<tr>
<td>Active Subscriptions</td>
<td>Payments Requiring Approval</td>
<td>Last name</td>
</tr>
<tr>
<td>On-Hold Subscriptions</td>
<td>Payments Skipped</td>
<td>Last name and first name</td>
</tr>
<tr>
<td>Canceled Subscriptions</td>
<td></td>
<td>Order number</td>
</tr>
<tr>
<td>Creation Date of Subscriptions</td>
<td></td>
<td>Subscription ID</td>
</tr>
<tr>
<td>Expiration Date of Subscriptions</td>
<td></td>
<td>Subscription title</td>
</tr>
<tr>
<td>Expiration Date of Payment Cards</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. The search results will include transactions requested between midnight on the start date and 11:59 P.M. on the end date.
7. Choose the number of transactions that you want to display on each page of results (20–100).
8. Click Submit. The Subscription Search Results will display. See figure 15.
9. Click the Subscription ID link to view the details page for the subscription where you will always have these options (except for canceled subscriptions): One-time Payment, Modify Subscription, and Cancel Subscription.

Subscription Search Results

<table>
<thead>
<tr>
<th>Search Parameters:</th>
</tr>
</thead>
</table>
| Last Name, First Name = Tyler, Ulma  
<table>
<thead>
<tr>
<th>Currency</th>
<th>Number of Subscriptions</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD</td>
<td>1</td>
<td>100.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subscription ID Title</th>
<th>Name</th>
<th>Type (Frequency)</th>
<th>Amount</th>
<th>Creation Date</th>
<th>Start Date</th>
<th>End Date</th>
<th>Date of Next Scheduled Payment</th>
<th>Number of payments in retry mode</th>
<th>Credit Card Expiration Date</th>
<th>Number &amp; Amount of Successful Payments to Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2055234531000321239724</td>
<td>VILMA TYLER</td>
<td>Installment (quartely)</td>
<td>100.00 USD</td>
<td>May 10 2009</td>
<td>May 30 2009</td>
<td>Nov 30 2009</td>
<td>Nov 30 2009</td>
<td>0</td>
<td>1/1/2011</td>
<td>2</td>
<td>Current</td>
</tr>
</tbody>
</table>

Export CSV | Export XML
Modifying a Subscription

Administrators can modify most of the information for a subscription, except for the order or reference number, the type of subscription, the start date, the billing frequency, and the number of payments. If you change the amount of one or more payments, all future payments that have already been approved are automatically un-approved. To modify a subscription, click the Modify Subscription button at the bottom of the page and edit the form.

How to modify a subscription:

1. Login to the CyberSource Business Center.

2. Click Tools & Settings in the left navigation. The Subscription menu will display in the left navigation.

3. Click Search. The Subscription Search page will display.

4. Search for the appropriate subscription.

5. Click Submit. The Subscription Search Results will display.

6. Click the Subscription ID link to view the Subscription Transaction Details page. See figure 16.

7. Click the Modify Subscription button at the bottom of the page. The Edit Subscription page will display. See figure 17.
8. Make all the necessary changes to the subscription. All fields shown in color are required.

9. Click Submit.
Cancel Subscription

You can cancel a subscription at any time. After you do so, you can still find the subscription if you search for canceled subscription.

How to cancel a subscription:

1. Login to the CyberSource Business Center.

2. Click Tools & Settings in the left navigation. The Subscription menu will display in the left navigation.

3. Click Search. The Subscription Search page will display.

4. Search for the appropriate subscription.

5. Click Submit. The Subscription Search Results will display.

6. Click the Subscription ID link to view the Subscription Transaction Details page. See figure 18.

7. Click the Cancel Subscription button at the bottom of the page. A verification message will appear. See figure below.

8. Click OK. The Subscription Transaction Details page refreshes with a with a success message. See figure 19.

IMPORTANT!
You cannot reinstate a canceled subscription. Instead, you must create a new one.
### Appendix A: Payment Batch Detail Report

This report contains summary information about credit card transactions. The report includes only transactions that CyberSource has sent to the payment processor. The following fields are exported:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch ID</td>
<td>CyberSource batch in which the transaction was sent.</td>
</tr>
<tr>
<td>Merchant ID</td>
<td>CyberSource merchant ID used for the transactions in the report.</td>
</tr>
<tr>
<td>Batch Date</td>
<td>Date when the batch was sent to the processor.</td>
</tr>
<tr>
<td>Request ID</td>
<td>CyberSource identifier for the transaction.</td>
</tr>
<tr>
<td>Merchant Reference Number</td>
<td>Merchant-generated order reference or tracking number.</td>
</tr>
<tr>
<td>Transaction Reference Number</td>
<td>Reference number that you use to reconcile your CyberSource reports with your processor reports</td>
</tr>
<tr>
<td>Payment Method</td>
<td>Type of card or bank account.</td>
</tr>
<tr>
<td>Currency</td>
<td>ISO currency code used for the transaction.</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount of the transaction.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>CyberSource payment application processed for the transaction.</td>
</tr>
</tbody>
</table>