



U.S. Bank Access[®] Online

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Bulk Account Setup

Overview

If you are a client in the United States and Canada, you can use the bulk account setup file to create a group of new Access Online cardholder accounts at the same time.

We assume that all information in the bulk account setup file is approved and ready to use in Access Online and that the person submitting the file has the authority to set up the new accounts.

File Parameters

All fields in the file should be formatted as text, although some may contain only numeric characters, as specified in this document.

You must submit the file in comma-separated value (CSV) format, using the specifications in this document.

The default accounting code must be a complete string. If you do not want to include a default accounting code, enter spaces in the field.

For product IDs, refer to the *Product IDs* table on page 39.

Before you send the file, ensure that you have correctly spelled all values, such as names, email addresses, and mailing addresses. The system does not check or correct spelling during file validation.

If you include values in fields that your program does not allow and/or use, the system does not populate the fields and does not return an error on your file.

You cannot use the bulk account upload process for rush card requests or the addition of training certificates.

Processing Timing

Target processing time is 24 hours.

File Validation

The system validates the data in the file and sends you a notification of errors and successes. For example, the system sends error emails when:

- The file you sent has the same name as a file you already sent
- The file you sent was in an invalid format
- The file you sent had invalid data in one or more cells
- The file you sent had successful processing and will continue in the setup process

Tip! Before you begin the process, log in to Access Online and check that your email address is correct.

The system creates and stores an audit log of new card account requests that you can review in Access Online, using the *Accounts History – Request Status Queue* report. You can also confirm successful processing by running the *Account List* report or searching and selecting a specific new cardholder account. When you run the *Account List* report, select the *Account Open Date Range* radio button and specify a date range.

Disallowed Account Types

You cannot include the following account types in your file:

- Payment Plus
- eCommerce and eProcurement
- Central travel system
- Expanded limits
- Diversion
- HR integration/ACSI

Required, Optional, and Conditional Specifications

Indicator	Description
R	Required data element
O	Optional data element
C	Conditional data element

File Header Record

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Record Type	Text	1	R	H	H	File Header Identifier	
File ID	Numeric	10	R		Refer to definition/ comments	Identification of the file as unique	You create the file ID number (numeric). File ID number must be unique. First sequence number must be greater than zero and incremented by one with each file you send. Caution: If you do not include a file ID, then the system may process a duplicate file for you.
Organization Short Name	Alphanumeric	6	R		Refer to definition/ comments	Organization Short Name from Access Online	Used for login to Access Online
Request Type Code	Alphanumeric	4	R		CHS	Code that identifies the type of request	Must be CHS
Upload User ID	Alphanumeric	37	R		Refer to definition/ comments	User ID to use for the upload	User ID or email address

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Email Address	Alphanumeric with special characters	60	O		Refer to definition/ comments	Recipient for any email communications related to the upload process	This value must be a valid email address. If you do not provide a valid email address, then we send emails to the email address associated with your user ID in Access Online. If you do not have an email address in the file or in Access Online, then we do not send success/error emails and you need to look in the file upload location to search for the error response file. Email address or User ID required Allowed special characters: !, #, \$, %, &, ', *, +, -, /, =, ?, ^, _ , ` , {, , }, ~, ;, @, .

Account Setup Record

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Record Type	Text	1	R	A	A	Payment Record Type Identifier	
Request ID	Numeric	10	R		Refer to definition/ comments	Request ID used to group records within the file	Must not be zero You create the record sequence number (numeric)
Product Id	Numeric	14	R		Refer to definition/ comments	Type of card being created (e.g., Purchasing)	Product ID (not product name) Refer to the <i>Product IDs</i> table on page 39.
Bank Number	Numeric	4	R		Refer to definition	Managing Account's Processing Hierarchy Bank Number	
Agent Number	Numeric	4	R		Refer to definition	Managing Account's Processing Hierarchy Agent Number	
Company Number	Numeric	5	R		Refer to definition	Managing Account's Processing Hierarchy Company Number	

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Division Number	Numeric	5	O		Refer to definition	Managing Account's Processing Hierarchy Division Number	
Department Number	Numeric	4	O		Refer to definition	Managing Account's Processing Hierarchy Department Number	

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Plastic Indicator	Alphanumeric	3	R	Y	Yes/No	Issue Plastic	Send a Physical Card With This Account? Yes or No. Self-select personal identification number (PIN) will be available Cannot be left blank Note: Social Security Number (SSN) is required if Plastic is requested for all bank products except: Bank 3058 Gov Purchasing Bank 3059 Gov Purchasing Bank 8203 Gov Purchasing Bank 8201 Gov Travel Bank 8202 Gov Travel Bank 1425 Purchasing Bank 7129 Purchasing Bank 2135 Corporate Card Bank 2136 Purchasing Bank 2141 Corporate Card Bank 8201 Fleet Bank 8201 Fleet Declining Balance Bank 8202 Fleet Bank 8202 Fleet Declining Balance Bank 3757 Fleet Vehicle Bank 4596 Fleet Vehicle
Fleet Type Code	Alphanumeric	7	C	Y	Driver/ Vehicle/ Pool	Differentiates between Driver, Vehicle, or Pool	Required if Fleet Product

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Assign this account to	Alphanumeric	9	R	Individual	INDV/ GROUP	Differentiates between an account assigned to a specific person, or an account assigned to a business group.	INDV or GROUP are valid. Select INDV for an individual card. Select GROUP if <i>Product ID</i> and <i>Fleet Type Code</i> are Vehicle .
First Name	Alphanumeric with special characters	12	C		Refer to definition/ comments	Cardholder Account's First Name	<i>First Name, Middle Initial, and Last Name</i> cannot exceed 23 characters total. 1 – 12-character string allowing letters, digits, spaces, and/or the following special characters: ' , - , , , & May not contain any of the following titles: Attorney, Bishop, Capt, Dr, Father, Gen, Hon, Judge, Lt, Maj, Prof, Rabbi, Senator, Brig Gen, Captain, General, Lt Col, Master, Professor, Rev, Sfc, Brigadier General, Cmdr., Ltc, Miss, Pvt, Reverend, Sgt, Brother, Mr, Right Rev, Sister, Colonel, Mrs, Right Reverend, Sr, CWO, Ms, Ssg, Msgt This field is not required if Fleet Type Code is Vehicle .
Middle Initial	Alphanumeric	1	O		Refer to definition/ comments	Cardholder Account's Middle Initial	<i>First Name, Middle Initial, and Last Name</i> cannot exceed 23 characters.

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Last Name	Alphanumeric with special characters	17	C		Refer to definition/ comments	Cardholder Account's Last Name	<i>First Name, Middle Initial, and Last Name</i> cannot exceed 23 characters total. 1 – 17-character string allowing letters, digits, spaces and/or the following special characters: ' , - , , , & Not required if Fleet Type Code is Vehicle
Vehicle Name	Alphanumeric with special characters	23	C		Refer to definition/ comments	Name given to the Vehicle ID	Required if Fleet Type Code is Vehicle Allowable special characters: ' , - ,] , . , , , & , / , spaces
Optional 1	Alphanumeric	15	O		Refer to definition/ comments	Client-defined	1 – 15-character string allowing letters, digits, or spaces. For Banks 2135, 2136 and 2141, the field is <i>Employee ID</i> .
Optional 2	Alphanumeric	15	O		Refer to definition/ comments	Client-defined	1 – 15-character string allowing letters, digits, or spaces For Banks 3058, 3059 and 8203, field is <i>Third Line Embossing</i> . For Banks 2135, 2136 and 2141, the field is <i>Password</i> .

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Mailing Address Address Line 1	Alphanumeric with special characters	36	R		Refer to definition/ comments	Cardholder Account's Address 1	String allowing letters, digits, spaces, or the following special characters: <i>/</i> , -, ., ,, #, spaces May contain the following special characters: #: If the # is preceded by a space -: if the - is not preceded or followed by a space /: If the / is surrounded by numeric characters The field may not begin with or end with any of the following characters: #, -, /
Mailing Address Address Line 2	Alphanumeric with special characters	36	O		Refer to definition/ comments	Cardholder Account's Address 2	String allowing letters, digits, spaces, or the following special characters: <i>/</i> , -, ., ,, #, spaces May contain the following special characters: #: If the # is preceded by a space -: if the - is not preceded or followed by a space /: If the / is surrounded by numeric characters May not begin with or end with any of the following characters: #, -, / Note: If Address Line 2 is used for Default Accounting Code, input the default accounting code value in this field.

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Mailing Address City	Alphanumeric with special characters	20	R		Refer to definition/ comments	Cardholder Account's City	Allowed special characters: -, spaces If the country is Canada, then the value cannot exceed 14 characters. If the country is the United States, then the value cannot exceed 20 characters.
Mailing Address State/Province	Alphanumeric	2	R		Refer to definition/ comments	Cardholder Account's State or Province	Two-letter field allowing all United States or Canada state/province codes and nothing else (e.g., MI : Michigan, ON : Ontario)
Mailing Address Postal Code	Alphanumeric	Min :5 Max: 9	R		Refer to definition/ comments	Cardholder Account's Postal Code	The ZIP or postal code cannot contain all 9s . 5 – 9-character string allowing letters, digits, or spaces. The system appends the postal code extension.
Mailing Address Country Code	Alphanumeric	3	R		USA or CAN	Cardholder Account's Country	Note: USA (United States) or CAN (Canada) only
Work Phone Number	Numeric	10	R		Refer to definition	Cardholder Account's Work Phone Number	
Personal Phone Number	Numeric	10	C		Refer to definition	Cardholder Account's Home Phone Number	Required for corporate card products in Banks 1423, 3046, 3047, 8923 and for Canadian Bank 2136
Alternate Phone Number	Numeric	18	O		Refer to definition	Cardholder Account's Alternate Phone Number	Mobile Phone Number

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Fax Number	Numeric	18	O		Refer to definition	Cardholder Account's Fax Number	
Email Address	Alphanumeric	60	R		Refer to definition/ comments	Cardholder Account's Email Address	This field can be a 6 – 60-character string. Enforces standard email address format (e.g., firstname.lastname@company.com)
Social Security Number	Numeric	9	C		Refer to definition/ comments	Cardholder Account's Social Security Number	Nine-digit number Not available for the following banks: 3058, 2135, 2136, 2141 or 8203 Not available for Fleet or Fleet Declining Balance products Not required for Banks 1425 or 7129 SSN is required if Plastic is requested for all bank products except the following: Bank 3058 Gov Purchasing Bank 3059 Gov Purchasing Bank 8203 Gov Purchasing Bank 8201 Gov Travel Bank 8202 Gov Travel Bank 1425 Purchasing Bank 7129 Purchasing Bank 2135 Corporate Card Bank 2136 Purchasing Bank 2141 Corporate Card Bank 8201 Fleet Bank 8201 Fleet Declining Balance Bank 8202 Fleet Bank 8202 Fleet Declining Balance Bank 3757 Fleet Vehicle Bank 4596 Fleet Vehicle

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Id Number	Alphanumeric	12	O		Refer to definition/ comments	Cardholder Account's Identification Number	0 – 12-character string allowing letters or numbers For Cardholder Accounts, the <i>Identification Number</i> field is available for the following products: Corporate Card Government Purchase Card Government Declining Balance Declining Balance Card Fleet Card Fleet Declining Balance Card products in government banks 8201 and 8202 eProcurement product under Canadian Banks 2135, 2136 and 2141 (view only) Government Travel Cards
Tax Exempt Number	Alphanumeric with special characters	20	O		Refer to definition/ comments	Cardholder Account's Tax Exempt Number	0 – 20-character string allowing letters, digits, spaces, or the following special characters: ., - Available for the following products: Government Purchase Card Government Travel Card Fleet Card (Banks 8201 and 8202 only) Fleet Declining Balance (Banks 8201 and 8202 only) Government Declining Balance Card
Mail To Plan Administrator	Alphanumeric	3	C		Yes/No	Plastic - Mail to Plan Administrator See Comments	If Yes , all rows 45 – 50 are required Only available for Canadian Banks 2135, 2136, and 2141

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Mail To Plan Administrator or Alternate Address Line 1	Alphanumeric with special characters	36	C		Refer to definition/ comments	Plan Administrator's Address Line 1	Available only for Canadian Banks 2135, 2136, and 2141 Allowed special characters: #, -, /, spaces, ,, .
Mail To Plan Administrator or Alternate Address Line 2	Alphanumeric with special characters	36	C		Refer to definition/ comments	Plan Administrator's Address Line 2	Available only for Canadian Banks 2135, 2136, and 2141 Allowed special characters: #, -, /, spaces, ,, .
Mail To Plan Administrator or Alternate City	Alphanumeric with special characters	20	C		Refer to definition/ comments	Plan Administrator's City	Available only for Canadian Banks 2135, 2136, and 2141 Allowed special characters: spaces, - If the country is Canada , cannot exceed 14 characters. If the country is USA , cannot exceed 20 characters.
Mail To Plan Administrator or Alternate State/Province	Alphanumeric	2	C		Refer to definition/ comments	Plan Administrator's State/Province	Available only for Canadian Banks 2135, 2136, and 2141 Two-letter field allowing all United States or Canada state/province codes and nothing else (e.g., MI : Michigan, ON : Ontario)

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Mail To Plan Administrator or Alternate Postal Code	Alphanumeric	Min :5 Max: 9	C		Refer to definition/ comments	Plan Administrator's Postal Code	Available only for Canadian Banks 2135, 2136, and 2141 The ZIP or postal code cannot contain all 9s 5 – 9-character string allowing letters, digits, or spaces The system appends the postal code extension.
Mail To Plan Administrator or Alternate Country Code	Alphanumeric	3	C		USA or CAN	Plan Administrator's Country	Available only for Canadian Banks 2135, 2136, and 2141 Note: USA (United States) or CAN (Canada) only
Custom Field 1	Alphanumeric with special characters	35	C		Refer to definition/ comments	Client-defined	Application control-based Required if application control is true Allowed special characters: ` , - , = , ,] , [, ' , ; , / , . , , , ! , @ , # , \$, % , & , * , (,) , _ , + , { , } , , : , " , ? , < , >
Custom Field 2	Alphanumeric with special characters	35	C		Refer to definition/ comments	Client-defined	Application control-based Required if application control is true Allowed special characters: ` , - , = , ,] , [, ' , ; , / , . , , , ! , @ , # , \$, % , & , * , (,) , _ , + , { , } , , : , " , ? , < , >
Custom Field 3	Alphanumeric with special characters	35	C		Refer to definition/ comments	Client-defined	Application control-based Required if application control is true Allowed special characters: ` , - , = , ,] , [, ' , ; , / , . , , , ! , @ , # , \$, % , & , * , (,) , _ , + , { , } , , : , " , ? , < , >

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Custom Field 4	Alphanumeric with special characters	35	C		Refer to definition/ comments	Client-defined	Application control-based Required if application control is true Allowed special characters: ` , - , = , ,] , [, ' , ; , / , . , , , ! , @ , # , \$, % , & , * , (,) , _ , + , { , } , , : , " , ? , < , >
Custom Field 5	Alphanumeric with special characters	35	C		Refer to definition/ comments	Client-defined	Application control-based Required if application control is true Allowed special characters: ` , - , = , ,] , [, ' , ; , / , . , , , ! , @ , # , \$, % , & , * , (,) , _ , + , { , } , , : , " , ? , < , >
Account Owner Comments	Alphanumeric with special characters	254	O		Refer to definition/ comments	Account Owner Comments	Allowed special characters: ALL
Organization Name	Alphanumeric with special characters	24	O		Refer to definition/ comments	Name of the Managing Account's immediate organization, department, or agency	Allowed special characters: - , . , & , / , , , ' , spaces
Send Convenience Checks	Alphanumeric	3	C		Yes or No	Issue Checks	Application control-based Required if application control is true Checks may not be ordered if <i>Percent Cash</i> is equal to 0 .

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Maximum Dollar Per Check	Numeric	5	C		Refer to definition/ comments	Allows checks to only be up to a certain amount	Five-digit number Only available for banks 3058, 3059, and 8203 Value will be defaulted to 3500 for banks 3059, 8203 and 3058 Conditional: If <i>Days Check Remains Valid</i> is selected, then this field will not be an option.
Days Check Remains Valid	Numeric	3	C		Refer to definition/ comments	Allows checks to be valid only for a specified number of days	Three-digit number (between 1 – 365) Available only for banks 3059 and 8203 Default value would be set to blank if field value is not entered Conditional: If <i>Maximum Dollar Per Check</i> is selected, then this field will not be an option.
Start Date	Numeric with special characters	10	O		Refer to definition/ comments	Allow purchases for a specific time period. The system declined purchases attempted prior to the start date and after the end date.	Allowed special characters: -, / Must be populated if the <i>TempAuthEndDate</i> is populated YYYY-MM-DD date format (dashes required) Note: <i>TempAuthStartDate</i> and <i>TempAuthEndDate</i> are not available if an ACR Key exists at the selected processing hierarchy level.

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
End Date	Numeric with special characters	10	O		Refer to definition/ comments	Allow purchases for a specific time period. The system declined purchases attempted prior to the start date and after the end date.	Allowed special characters: -, / Must be populated if the <i>TempAuthEndDate</i> is populated YYYY-MM-DD date format (dashes required) Note: <i>TempAuthStartDate</i> and <i>TempAuthEndDate</i> are not available if an ACR Key exists at the selected processing hierarchy level.
Plastic Language	Alphanumeric	25	C		English or French	Language is restricted to be either English or French . Default is English .	Only available for Canadian Banks 2135, 2136, and 2141
Region Code	Numeric	3	O		Refer to definition/ comments	Region Code	Only available for Canadian Banks 2135, 2136, and 2141
Reporting Hierarchy Level 1	Numeric	5	O		Refer to definition/ comments	Number that identifies the reporting units for the cardholder account	Required if hierarchy is being set at or below the level. Correct hierarchy string must exist and be entered. String can be blank or a five-digit number. If blank, managing account default will be applied.
Reporting Hierarchy Level 2	Numeric	5	O		Refer to definition/ comments	Number that identifies the reporting units for the cardholder account	Required if hierarchy is being set at or below the level. Correct hierarchy string must exist and be entered. String can be blank or a five-digit number. If blank, managing account default will be applied.

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Reporting Hierarchy Level 3	Numeric	5	O		Refer to definition/ comments	Number that identifies the reporting units for the cardholder account	Required if hierarchy is being set at or below the level. Correct hierarchy string must exist and be entered. String can be blank or a five-digit number. If blank, managing account default will be applied.
Reporting Hierarchy Level 4	Numeric	5	O		Refer to definition/ comments	Number that identifies the reporting units for the cardholder account	Required if hierarchy is being set at or below the level. Correct hierarchy string must exist and be entered. String can be blank or a five-digit number. If blank, managing account default will be applied.
Reporting Hierarchy Level 5	Numeric	5	O		Refer to definition/ comments	Number that identifies the reporting units for the cardholder account	Required if hierarchy is being set at or below the level. Correct hierarchy string must exist and be entered. String can be blank or a five-digit number. If blank, managing account default will be applied.
Reporting Hierarchy Level 6	Numeric	5	O		Refer to definition/ comments	Number that identifies the reporting units for the cardholder account	Required if hierarchy is being set at or below the level. Correct hierarchy string must exist and be entered. String can be blank or a five-digit number. If blank, managing account default will be applied.
Reporting Hierarchy Level 7	Numeric	5	O		Refer to definition/ comments	Number that identifies the reporting units for the cardholder account	Required if hierarchy is being set at or below the level. Correct hierarchy string must exist and be entered. String can be blank or a five-digit number. If blank, managing account default will be applied.
Account Detail Comments	Alphanumeric with special characters	254	O		Refer to definition/ comments	Account Detail Comments	Allowed special characters: ALL

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Default Accounting Code	Alphanumeric with special characters	150	C		Refer to definition/ comments	Default Accounting Code	Default Accounting Code should be listed as single, continuous string. Allowed special characters: ALL Note: If first and third segments are required, but the second segment is optional and five characters long, enter the five characters in the second segment as spaces. For accounts using <i>Address Line 2</i> for <i>Default Accounting Code</i>, do not complete this section. Instead, input value in row 31 (<i>Mailing Address Address Line 2</i>). If value not input, defaulted to managing account default.
DAC Comments	Alphanumeric with special characters	254	O		Refer to definition/ comments	Default Accounting Code Comments	Allowed special characters: ALL
Credit Limit	Numeric	7	R		Refer to definition/ comments	Maximum credit limit of card usage	Cannot be greater than the credit limit of the managing account If default Credit Limit exists, credit limit will be defaulted by the system Must be a number greater than zero
Single Purchase Limit	Numeric	14	C		Refer to definition/ comments	Refer to <i>Managing Account Single Purchase Limit</i>	Application control-based Required if application control is true If value not input, defaulted to managing account default Cannot exceed credit limit of the account

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Cash % Limit	Numeric	3	C		Refer to definition/ comments	Percentage of the total credit limit available for cash advance	Application control-based Required if application control is true and cash is available on the account If value not input, defaulted to managing account default Cannot be greater than the <i>Percent Cash</i> of the managing account Checks may not be ordered if <i>Percent Cash</i> is equal to 0
Refer to Managing Account Credit Limits	Alphanumeric	3	C		Yes or No	Refer to <i>Managing Account Single Purchase Limit</i>	Application control-based Required if application control is true If no value entered, defaulted to Yes
Refer to Managing Account Velocity Limits	Alphanumeric	3	C		Yes or No	Refer to <i>Managing Account Velocity Limit</i>	Application control-based Required if application control is true If no value entered, defaulted to Yes
Refer to Managing Account Merchant Authorization Controls	Alphanumeric	3	C		Yes or No	Refer to <i>Managing Account Velocity Limit</i>	Application control-based Required if application control is true If no value entered, defaulted to Yes If app control is not enabled, default is Yes
Daily Dollar Limit	Numeric	14	C		Refer to definition/ comments	Maximum amount of daily spend	Application control-based Required if application control is true Number greater than or equal to zero Cannot exceed the credit limit of the managing account

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Daily Transaction Limit	Numeric	8	C		Refer to definition/ comments	Maximum number of transactions per day	Application control-based Required if application control is true Number greater than or equal to zero Cannot exceed the credit limit of the managing account
Cycle Dollar Limit	Numeric	14	C		Refer to definition/ comments	Maximum amount of cycle spend	Application control-based Required if application control is true Number greater than or equal to zero Cannot exceed the credit limit of the managing account
Cycle Transaction Limit	Numeric	8	C		Refer to definition/ comments	Maximum number of transactions per cycle	Application control-based Required if application control is true Number greater than or equal to zero Cannot exceed the credit limit of the managing account
Monthly Dollar Limit	Numeric	14	C		Refer to definition/ comments	Maximum amount of monthly spend	Application control-based Required if application control is true Number greater than or equal to zero Cannot exceed the credit limit of the managing account
Monthly Transaction Limit	Numeric	8	C		Refer to definition/ comments	Maximum number of transactions per month	Application control-based Required if application control is true Number greater than or equal to zero Cannot exceed the credit limit of the managing account

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Quarterly Dollar Limit	Numeric	14	C		Refer to definition/ comments	Maximum amount of quarterly spend	Application control-based Required if application control is true Number greater than or equal to zero Cannot exceed the credit limit of the managing account
Quarterly Transaction Limit	Numeric	8	C		Refer to definition/ comments	Maximum number of transactions per quarter	Application control-based Required if application control is true Number greater than or equal to zero Cannot exceed the credit limit of the managing account
Yearly Dollar Limit	Numeric	14	C		Refer to definition/ comments	Maximum amount of yearly spend	Application control-based Required if application control is true Number greater than or equal to zero Cannot exceed the credit limit of the managing account
Yearly Transaction Limit	Numeric	8	C		Refer to definition/ comments	Maximum number of transactions per year	Application control-based Required if application control is true Number greater than or equal to zero Cannot exceed the credit limit of the managing account
Other Dollar Limit	Numeric	14	C		Refer to definition/ comments	Custom Velocity Limits Other Dollar Amount	Application control-based Required if application control is true Number greater than or equal to zero When the <i>Other Dollar Limit</i> contains a value, the <i>Refresh From Date</i> and either the <i>Refresh to Date</i> or the <i>Days in Refresh Cycle</i> are required.

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Other Transaction Limit	Numeric	8	C		Refer to definition/ comments	Custom Velocity Limits Other Transaction Limit	Application control-based Required if application control is true Number greater than or equal to zero When the <i>Other Transaction Limit</i> contains a value, the <i>Refresh From Date</i> and either the <i>Refresh to Date</i> or the <i>Days in Refresh Cycle</i> are required.
Other Limit Refresh From Date	Numeric with special characters	10	O		Refer to definition/ comments	Refresh From Date	YYYY-MM-DD date format (dashes required) Allowed special characters: -, / When the <i>Other Transaction Limit</i> contains a value, the <i>Refresh From Date</i> and either the <i>Refresh to Date</i> or the <i>Days in Refresh Cycle</i> are required. When the <i>Other Dollar Limit</i> contains a value, the <i>Refresh From Date</i> and either the <i>Refresh to Date</i> or the <i>Days in Refresh Cycle</i> are required. When the <i>Account Refresh From Date</i> has a value, the <i>Account Refresh To Date</i> or the <i>Account Days in Refresh Cycle</i> are required. The <i>Account Refresh From Date</i> must be less than or equal to the <i>Account Refresh To Date</i> , if <i>Account Refresh To Date</i> has a value. When the <i>Account Days in Refresh Cycle</i> has a value, the <i>Account Refresh From Date</i> is required.

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Other Limit Refresh To Date	Numeric with special characters	10	O		Refer to definition/ comments	Refresh To Date	YYYY-MM-DD date format (dashes required) Allowed special character: / When the <i>Other Transaction Limit</i> contains a value, the <i>Refresh From Date</i> and either the <i>Refresh to Date</i> or the <i>Days in Refresh Cycle</i> are required. When the <i>Other Dollar Limit</i> contains a value, the <i>Refresh From Date</i> and either the <i>Refresh to Date</i> or the <i>Days in Refresh Cycle</i> are required. When the <i>Account Refresh From Date</i> contains a value, the <i>Account Refresh To Date</i> or <i>Account Days in Refresh Cycle</i> are required. Cannot enter both the <i>Account Days in Refresh Cycle</i> and the <i>Account Refresh To Date</i>. The <i>Account Refresh From Date</i> must be less than or equal to the <i>Account Refresh To Date</i>, if the <i>Account Refresh To Date</i> contains a value. When the <i>Account Refresh To Date</i> contains a value, the <i>Account Refresh From Date</i> is required. Conditional: If <i>Other Limit Days in Refresh Cycle</i> is selected, then this will not be an option.

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Other Limit Days In Refresh Cycle	Numeric	3	O		Refer to definition/ comments	Days in Refresh Cycle	Possible values are blank or 1 – 365. When the <i>Other Transaction Limit</i> contains a value, the <i>Refresh From Date</i> and either the <i>Refresh to Date</i> or the <i>Days in Refresh Cycle</i> are required. When the <i>Other Dollar Limit</i> contains a value, the <i>Refresh From Date</i> and either the <i>Refresh to Date</i> or the <i>Days in Refresh Cycle</i> are required. When the <i>Account Refresh From Date</i> contains a value, the <i>Account Refresh To Date</i> or the <i>Account Days in Refresh Cycle</i> are required. Cannot enter both the <i>Account Days in Refresh Cycle</i> and the <i>Account Refresh To Date</i>. Conditional: If <i>Other Limit Refresh to Date</i> is selected, then this will not be an option.
Authorization Limit Comments	Alphanumeric with special characters	254	O		Refer to definition/ comments	Authorization Limit Comments	Allowable special characters: ALL 0 – 254-character string of any character type
Driver Identifier	Numeric	6	C		Refer to definition/ comments	Driver ID	Required if <i>Fleet Type Code</i> is Driver Input Driver ID Number This cannot be changed and must be greater than zero.
Vehicle Identifier	Numeric	6	C		Refer to definition/ comments	Vehicle ID	Required if <i>Fleet Type Code</i> is Vehicle Input Vehicle ID Number This cannot be changed and must be greater than zero.

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Pool Identifier	Numeric	6	C		Refer to definition/ comments	Pool ID	Required if <i>Fleet Type Code</i> is Pool Input Pool ID Number
Assigned Driver Identifier	Numeric	6	C		Refer to definition/ comments	Driver ID assigned to a vehicle or pool ID	Optional if <i>Fleet Type Code</i> is Vehicle or Pool Input Driver ID Number (client-identified, must be existing) If <i>Assigned List of Drivers</i> is completed (Line 102), then do not enter.
Assigned Vehicle Identifier	Numeric	6	C		Refer to definition/ comments	Vehicle ID assigned to a Driver ID	Optional if <i>Fleet Type Code</i> is Driver Input Vehicle ID Number (client-identified, must be existing) If <i>Assigned List of Vehicles</i> is completed (Line 103), then do not enter.
Assigned List Of Drivers	Alphanumeric	10	C		Refer to definition/ comments	Group of Driver IDs assigned to a Vehicle or Pool ID	Optional if <i>Fleet Type Code</i> is Vehicle or Pool Input Driver List Name (client-identified, must be existing) If <i>Assigned Driver Identifier</i> is completed (Line 100), then do not enter.
Assigned List of Vehicles	Alphanumeric	10	C		Refer to definition/ comments	Group of Vehicle IDs assigned to a Driver ID	Optional if <i>Fleet Type Code</i> is Driver Input Vehicle List Name (client-identified, must be existing) If <i>Assigned Vehicle Identifier</i> is completed (Line 101), then do not enter.

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Fleet Prompt Code	Numeric	1	C		1: Generic and Odometer 2: Vehicle and Odometer 3: Driver and Odometer 4: Odometer 5: No Prompt 6: Generic	Prompt Selection that the merchant will request	No Prompt (Vehicle or Driver) Generic ID & Odometer (Driver) Vehicle & Odometer (Driver) Driver & Odometer (Vehicle) Odometer (Vehicle or Driver) Generic (Driver only) Default is No Prompt
Fleet Exception Indicator	Alphanumeric	1	C		Y or N	Exceptions Reported	Y: Yes N: No Default is N
Fleet Information Comments	Alphanumeric with special characters	254	C		Refer to definition/ comments	Fleet Information comments	Allowable special characters: ALL

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Legal Information First Name	Alphanumeric with special characters	50	C		Refer to definition/ comments	Cardholder Account's Legal First Name	Allowed special characters: -, ', spaces Note: This field is required for accounts assigned to an individual. May not contain any of the following titles: Attorney, Bishop, Capt, Dr, Father, Gen, Hon, Judge, Lt, Maj, Prof, Rabbi, Senator, Brig Gen, Captain, General, Lt Col, Master, Professor, Rev, Sfc, Brigadier General, Cmdr, Ltc, Miss, Pvt, Reverend, Sgt, Brother, Mr, Right Rev, Sister, Colonel, Mrs, Right Reverend, Sr, CWO, Ms, Ssg, Msgt
Legal Information Last Name	Alphanumeric with special characters	50	C		Refer to definition/ comments	Cardholder Account's Legal Last Name	Allowed special characters: -, ', spaces Note: This field is required for accounts assigned to an individual.
Legal Information Middle Name	Alphanumeric with special characters	50	C		Refer to definition/ comments	Cardholder Account's Legal Middle Name	Allowable special characters: -, ', spaces The legal name must be the account owner's full name (e.g., Joseph Thomas Doe). If the account owner does not have a middle name, leave the middle name field blank. This field is for an account assigned to an individual.

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Legal Information Business Name	Alphanumeric with special characters	150	C		Refer to definition/ comments	Account's Group Name	Required if assigned to A Group (see line 23) Note: This field is for accounts that are not assigned to an individual. For accounts assigned to an individual, <i>Legal First Name</i> and <i>Legal Last Name</i> are required. Allowed special characters: -, ., &, /, ,, ', spaces
Legal Information Address Line 1	Alphanumeric with special characters	36	R		Refer to definition/ comments	Cardholder Account's Legal Information Address 1	String allowing letters, digits, spaces, or the following special characters: /, -, ., ,, #, spaces May contain the following special characters: #: if the # is preceded by a space -: if the - is not preceded or followed by a space /: if the / is surrounded by numeric characters May not begin with or end with any of the following characters: #, -, /

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Legal Information Address Line 2	Alphanumeric with special characters	36	O		Refer to definition/ comments	Cardholder Account's Legal Information Address 2	String allowing letters, digits, spaces, or the following special characters: <i>/</i> , -, ., ,, #, spaces May contain the following special characters: #: if the # is preceded by a space -: if the - is not preceded or followed by a space /: if the / is surrounded by numeric characters May not begin with or end with any of the following characters: #, -, /
Legal Information City	Alphanumeric with special characters	14 if country is Canada 20 if country is US	R		Refer to definition/ comments	Cardholder Account's Legal Information City	Allowed special characters: spaces, - If the country is Canada , then the city cannot exceed 14 characters.
Legal Information State/Province	Alphanumeric	2	R		Refer to definition/ comments	Cardholder Account's Legal Information State/Province	Two-letter field allowing all US or Canada state/province codes and nothing else (e.g., MI : Michigan, ON : Ontario)
Legal Information Postal Code	Alphanumeric	Min: 5 Max: 9	R		Refer to definition/ comments	Cardholder Account's Legal Information Postal Code	The ZIP or postal code cannot contain all 9s . 5 – 9-character string allowing letters, digits, or spaces The system appends the postal code.

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Legal Information Country Code	Alphanumeric	3	R		Refer to definition/ comments	Cardholder Account's Legal Information Country Code	USA (United States) or CAN (Canada) only
Date of Birth	Numeric with special characters	10	C		YYYY-MM-DD	Cardholder Account's Date of Birth	YYYY-MM-DD (dashes required)
Legal Information Comments	Alphanumeric with special characters	254	O		Refer to definition/ comments	Legal Information Comments	Allowed special characters: ALL

Merchant Authorization Control Record (Optional)

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Record Type	Alphanumeric	1	R	M	M	Invoice Detail Record Type Identifier	
Request ID	Numeric	10	R		Refer to definition/comments	Number that correlates to the line item in the file (e.g., the third account in the file)	You create the record sequence number (numeric)

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Merchant Authorization Control Index	Numeric	1	R		Must be between 1 and 9	Controls order 1 – 9	Lines 124 – 128 repeat in the file for each Merchant Authorization Control (MAC). If you do not populate values, then the system leaves the values blank and the refers to the managing account. The range will be collapsed overnight (e.g., if you specify indices 1,4, and 9 in the file, then the next day the system moves them to indices 1,2, and 3). For all accounts (managing and cardholder) in government banks, the template must be in your list of available Merchant Authorization Control Templates at your selected bank level. The system adds the MCCCORP1 template to accounts in banks 1423, 3046, 3047, 3757, and 8923. This template is required to be in Index 1. The system does not add the MCCCORP1 template if the account is in bank 3757 and is a corporate-billed account. If MCCCORP1 should be listed, but is not, the system omits the indices greater than 9 from the account setup. The system cannot upload the following MCCGS: MCCG41 and MCCG341. For Fleet and Fleet Declining Balance (banks 8201) the only available MCCG templates are: USDAFLT 1, USDAFLT 2, USDAFLT 3, USDAFLT 4, USDAFLT 5, VAFLT 1, VAFLT , VAFLT 3, VAFLT 4, VAFLT 5, Auto-F-US, Auto-F-SR, Auto-FM-US, Auto-FM-SR, Trks-F-US, Trks-F-SR, Trks-FM-US, Trks-FM-SR, Air-F, Air-FM, Marine-F, and Marine-FM.
Merchant Authorization Control Name	Alphanumeric	10	R		Refer to definition/comments	Name of Merchant Authorization Control	Must be an existing template. For example: ABCTEMP1 ABCTEMP2 MCCG3

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Merchant Authorization Control Refer to Managing Account	Alphanumeric	3	R		Yes or No	Refer to Managing Account Merchant Authorization Controls	For all accounts (managing and cardholder) of government banks (Banks 3058 and 3059), the <i>Merchant Authorization Control Use Managing Account Values Merchant Authorization Controls</i> must be Yes .
Merchant Authorization Control Action	Alphanumeric	1	R		O/A/D	Authorization Action: open, approve, or decline	O: Open A: Approve D: Decline The <i>Authorization Action</i> will be Approve and read-only for accounts in Banks 3058 and 3059. The <i>Authorization Action</i> will be Approve and read-only for Fleet and Fleet Declining Balance accounts in Bank 8201.
Merchant Authorization Control Single Purchase Limit	Numeric	14	O		Refer to definition/comments	Merchant Authorization Control Single Purchase Limit. Maximum amount of a single transaction that can be posted to the account.	If the <i>Account Single Purchase Limit</i> exists, the value must be greater than or equal to each <i>Merchant Authorization Control Single Purchase Limit</i> . Number must be greater than or equal to zero. Default is \$0 (no Single Purchase Limit)

Trailer Record

Field Name	Format	Length	Required?	Default	User Input	Definition	Comments
Record Type	Text	1	R	T	T	Trailer Record Identifier	
Record Count	Numeric	10	R		Refer to definition	Number of records in this file, including header and trailer	

Merchant Category Code Group Example

Record Type	Record Sequence Number	Merchant Control Index Number	Merchant Authorization Control Name	Refer to Managing Account	MAC Action (O, I, or E)	Single Purchase Limit
M	based on specific Acct Request ID #	1	MCCG1	yes	O	0
M	based on specific Acct Request ID #	2	MCCG2	yes	O	0
M	based on specific Acct Request ID #	3	MCCG3	yes	I	0
M	based on specific Acct Request ID #	1	MCCG1	yes	E	1
M	based on specific Acct Request ID #	1	MCCG1	yes	O	1

Product IDs

Product ID	Bank Number	Product Name
2010200	1423	Corporate Card
2010200	3046	Corporate Card
2010200	3047	Corporate Card
2010800	4596	Corporate Card
2010800	8923	Corporate Card
2010899	4596	Corporate Card
2020200	1423	Corporate Card
2020200	3046	Corporate Card
2020200	3047	Corporate Card
2020250	4420	Corporate Card
2040200	2135	Corporate Card
2040205	2141	Corporate Card
2040250	2135	Corporate Card
2040260	2135	Corporate Card
2040265	2141	Corporate Card
2010204	1423	Declining Balance
2010204	1425	Declining Balance
2010204	3046	Declining Balance
2010204	3047	Declining Balance
2010204	3757	Declining Balance
2010204	7129	Declining Balance
2010804	4596	Declining Balance
2010804	8923	Declining Balance
2020254	4419	Declining Balance
2020254	4420	Declining Balance
2030204	3058	Declining Balance
2030204	3059	Declining Balance
2030204	8201	Declining Balance
2030204	8202	Declining Balance
2030204	8203	Declining Balance
2040204	2135	Declining Balance
2040204	2136	Declining Balance

Product ID	Bank Number	Product Name
2040254	2135	Declining Balance
2040254	2136	Declining Balance
2040264	2135	Declining Balance
2040264	2136	Declining Balance
2010211	1423	Event Planner
2010211	1425	Event Planner
2010211	3046	Event Planner
2010211	3047	Event Planner
2010211	3757	Event Planner
2010211	4596	Event Planner
2010211	7129	Event Planner
2010211	8923	Event Planner
2010896	4596	Event Planner
2010201	1423	Executive Card
2010201	3046	Executive Card
2010201	3047	Executive Card
2010201	3757	Executive Card
2010801	4596	Executive Card
2010801	8923	Executive Card
2010897	4596	Executive Card
2030213	8201	Fleet
2030214	8201	Fleet Declining Balance
2030613	8202	Fleet
2010153	3757	Fleet Driver
2010153	4596	Fleet Driver
2010154	3757	Fleet Vehicle
2010154	4596	Fleet Vehicle
2010102	3757	One Card
2010152	4419	One Card
2010203	1423	One Card
2010203	1425	One Card
2010203	7129	One Card
2010203	3046	One Card
2010203	3757	One Card

Product ID	Bank Number	Product Name
2010803	4596	One Card
2010803	8923	One Card
2020203	1425	One Card
2020203	3757	One Card
2020253	4419	One Card
2020803	4596	One Card
2040203	2135	One Card
2040253	2135	One Card
2040263	2135	One Card
1030100	3058	Purchasing
1030120	3059	Purchasing
1030700	8203	Purchasing
1010100	1425	Purchasing
1010100	7129	Purchasing
1010700	4596	Purchasing
1020100	1425	Purchasing
1020100	7129	Purchasing
1020150	4419	Purchasing
1040100	2136	Purchasing
1040102	2136	Purchasing
1040150	2136	Purchasing
1040152	2136	Purchasing
1040160	2136	Purchasing
1040162	2136	Purchasing
1040300	2136	Purchasing
1010704	1425	Purchasing-VLPA
1010704	7129	Purchasing-VLPA
1030100	3058	Purchasing
2030200	8201	Travel Mandatory
2030600	8202	Travel Mandatory
2030208	8201	Travel Non-Authorized
2030608	8202	Travel Non-Authorized
2030206	8201	Travel Non-Mandatory
2030210	8201	Travel Non-Mandatory

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