

P-Card New Card Set-Up

Purchase Card with Real Time Functionality

Card Management Required Fields – Only fields shown on this sheet are required by PathwayNet and/or JP Morgan Chase.

Column Definitions

Field Name: Label of field name within PathwayNet

Field Type: Alpha or Numeric or Both

Length: Maximum length of field

New Card Setup: Required fields to setup a new card

PMR: When modified, these fields will create update TSYS or create an IRM request for JP Morgan Chase.

Real-Time Maint: When update fields are modified, the changes are made real-time at the processor.

Update fields are noted in PathwayNet by a lightning bolt icon. Fields marked View, are viewable real-time but can not be updated real-time.

Comments: Additional information about the Field names.

Helpful Hints:

If you need to send a note with your request (non-Real Time) use the notes section in the Pending Log.

CARD

Field Name	Field Type	Length	New Card Setup - Required	PMR	Real-Time Maint. (View or Update)	Comments
Embossed Line 1	A/N	24	Yes	Yes	View	First Name * Last Name. Separate first and last name with an asterisk (*)
Embossed Line 2	A/N	24	Yes	Yes	View	Agency Name (or initials) if ordering a standard card– If ordering a Travel or Statewide Card add “-Travel” or “-Statewide”. For Example: DCS-Travel
Address 1	A/N	35	Yes	Yes	Update	Agency Address – (Billing Address) Do not use any special characters (& , . :)
Address 2	A/N	35	Optional	Yes	Update	Agency Address – Use if needed
City	A/N	23	Yes	Yes	Update	The Billing Address City Name
State	Select	2	Yes	Yes	Update	Select the billing address state
Zip Code	N	10	Yes	Yes	Update	Billing address zip code – must be a minimum of five and a maximum of nine digits
Country	Select	4	Yes	No		If a country other than the US is chosen, new card requests will go via IRM.
Hierarchy						System always selects “Processor” and is non-editable.
Product Type	Select	4	Yes	No		Choose “Purchase” type or “none” if you are not concerned with Product Type which is used for certain reports
Billing Type	Select	4	Yes	Yes	View	Indicates the type of program, either Central Bill or Individual Bill. Choose “Corporate Bill”
Account Type	Select	4	Yes	Yes	View	Choose “Individual” type
Corp ID	N	4	Yes	No		Use Commercial Card Agent Numbers for this Field. e.g. 4 digit number for DCS will be 3269.

P-Card New Card Set-Up
CARDHOLDER INFORMATION

Field Name	Field Type	Length	New Card Setup - Required	PMR	Real-Time Maint. (View or Update)	Comments
First Name	A/N	50	Yes	No		Cardholder's first name
Last Name	A/N	50	Yes	No		Cardholder's last name
Add'l Name Info	A/N	50	Optional	No		Name suffix, such as Jr. or Sr.
Discretionary	A/N		Optional			This field can be used to send user-defined information to the bank
Email Address	A/N	60	Yes	Yes	Update	Cardholder's email address.
CC Email Address	A/N	100	Optional	No		An email address that receives all messages sent to the primary email address.
BCC Email Address	A/N	100	Optional	No		An email address that receives all messages sent to the primary email address, but whose name is not visible to the primary or CC message recipients.
Work Phone Number	N	10	Yes	Yes	Update	Work Telephone number only. Enter without separators. Exp.: 0302164000
Company Number	N	4	Yes	Yes		Company identification number. Use Commercial Card Agent Numbers for This Field. e.g. 4 digit # will be 3269 for DCS
Place of Employment	A/N	15	Optional	Yes	View	Agency Name
Employee ID	N	25	Optional	Yes	View	Cardholder's employee identification number (payroll number)
Activation Password	A/N	40	Yes	Yes	View	Password supplied by card user to activate a card before its first use. USE Agency Number plus 2 zeroes. e.g. 58000
Date of Birth	N	10	Yes	Yes	View	MM/DD/YYYY – This field is used as a security identifier
Social Security Number	N	30	Yes	Yes	Update	Enter the agency number followed by 2 zeroes and then the last 4 digits of the cardholders actual SSN. e.g. 580003377 – This field must be unique and is a security identifier.
Transit Routing Number			No			This is a transit routing number specific to your bank and attached to the card.
DDA			No			The Demand Deposit Account number for the cardholder.

STATUS INFORMATION

Field Name	Field Type	Length	New Card Setup-Req.	P M R	Real-Time Maint. (View or Update)	Comments
Active Date			No			Date card was activated
Expiration Date			No			Date the card expires
Deactivation date			No			Date the card was deactivated.
Convenience Check			No			Allows users to order conv. checks
Traveler Check			No			Allow user to order traveler checks

P-Card New Card Set-Up

AUTHORIZATION INFORMATION

Field Name	Field Type	Length	New Card Setup - Required	PMR	Real-Time Maint. (View or Update)	Comments
Cycle Volume	N	4	Yes	Yes	Update	Maximum number of transactions allowed per cycle. If unlimited enter 999
Cycle Amount			No			Maximum dollar amount allowed per cycle
Daily volume	N	4	Yes	Yes	Update	Maximum number of transactions per day – If unlimited enter 999
Daily Amount			No			Maximum dollar amount allowed per day.
Monthly Volume			No			Maximum number of transactions allowed per month
Monthly Amount			No			Maximum dollar amount allowed per month
Other Volume			No			Maximum number of transactions allowed during the time specified in the Other Num Days Field
Other Amount			No			Maximum dollar amount allowed during the time specified in the Other Num Days Field
Other Number of Days			No			A user-defined period in which amount and volume limits apply. After the specified number of days elapse, the limits refresh. If you enter a value in this field, you must specify a starting date in the Other Refresh Date field.
Other Refresh Date			No			A user-defined date when amounts and allowable transaction counts refresh. If you enter a date in this field you must specify the number of days to which the limits apply in the Other Number of Days field
Card Limit	N	8	Yes	Yes	Update	Dollar limit per cycle. (do not use commas/decimals) – Set this amount to \$5 when ordering a new card – Reset amount when card is received.
Single Purchase Limit	N	8	Yes	Yes	Update	Maximum dollar amount of any single transaction (cannot exceed the Card Limit, do not use commas/decimals) – Set this amount to \$5 when ordering a new card – Reset amount when card is received.

P-Card New Card Set-Up

AUTHORIZATION INFORMATION (Continued)

Field Name	Field Type	Length	New Card Setup - Required	PMR	Real-Time Maint. (View or Update)	Comments
Cash Advance Limit	N	4	No	Yes	Update	Maximum cash advance as a percentage of the card limit. If this field shows 100 but the MCC group does not allow cash, then cash is not authorized.
Account Status	A/N	4	Yes	Yes	Update	The status of the card – Most common is “Open” – Use this field to close the card. Continue to call the contractor (JP Morgan Chase) immediately on lost/stolen or fraud related account closures. An entry in this field is bank specific. See Bank Card Status Codes.
PIN Request			No			If selected, the bank issues a PIN number so the credit card can be used at ATM and cash machines. – We do not allow cash advances
Use Parent MCCG						When selected, card uses parent unit's Merchant Category Code Group
Use Parent Velocity						When selected, card uses parent unit's velocity (volume) limits
Use Parent Limits						When selected, card uses parent unit's amount limits.

ALLOCATION

Field Name	Field Type	Length	New Card Setup - Required	PMR	Real-Time Maint. (View or Update)	Comments
Bank Allocation Field	A/N	82	Optional	Yes	Update	Continuous account code information specific to your agency – See Pathway Net Allocation Fields Information
Allocation Fields and Replacement Values	A – A/N – or N	Various	Optional	Yes	Update	Account Information specific to your agency – Downloads into Transactions each cycle - See Pathway Net Allocation Fields Information.

MCC GROUPS

Field Name	Field Type	Length	New Card Setup - Required	PMR	Real-Time Maint. (View or Update)	Comments
Group	Select		Yes	No	Update	Agency Specific MCC Group
Action	Select		Yes	No	Update	Agency Specific Include or Exclude