



U.S. Bank Access[®] Online

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USBC3 interface specifications

Overview and file generation

Data processing analysts and other client staff members who send or receive commercial transaction information within U.S. Bank Access® Online can use this document to prepare data files in the commercial file USBC3 format. The USBC3 format supports level I, level II, and level III transaction data. You can use this file format for point-of-sale transaction data and data enriched by matching to other sources.

The system generates a file and deliver transactions only for transactions that a user or the system has matched to an order, payment instruction, or payment request. The system does not extract unmatched transactions in this format.

File content

The data file contains individual commercial card transactions (called *records*), gathered into a tab-delimited, variable-length file called a transaction file. As you work with the file, keep in mind that:

- Field formats are not fixed and may be null
- Field format details in the record type specifications should be considered guidelines
- Maximum bytes-per-record is 2,200

File generation

You can generate files daily and/or by cycle. You can also set the files to generate on a delay basis to capture the transaction and enhanced data, when available. We suggest that you delay a file by two days if you use this function. A two-day delay allows the process to include level III line item detail, enhanced airline data, hotel folio data, and the Merchant Profile ID (merchant details) in the file.

Record types

You can use one of two types of record:

- **Card transaction data record** — This record is the most common type of record. This record type can convey transaction data in Card Transaction (Type 5) records as well as in addendum record types such as Line Item Detail, Allocation Detail, Lodging Details, and Supplier Details.
- **Monthly billing cycle data record** — This record type conveys information using the Account Balance record. The monthly billing information populates on cycle-based files only. With this record type, you see limited information on daily files if the account had a transaction post the night before.

Naming conventions

An example of the USBC3 naming convention is *USBC3572908960A5.313*. This naming convention applies to extracts delivered to your Data Exchange mailbox.

For extracts delivered via transmission, no standard naming convention exists; however, we recommend the following convention as a best practice: H000.USBC3xxx.X350. You can use the x's as an abbreviation that makes sense for your organization.

Naming convention breakdown

USBC3	5	7290	8960	A	5	313
File name	The TSYS Bank (e.g., 1425)	The TSYS agent number of 4 digits (e.g., 7290)	The last 4 digits of the TSYS company number of 5 digits (e.g., 8960 for 38960)	Month (e.g., first file generated in October converts to an A, second file in November converts to B, etc.)	Year	Julian date

If you have specified the same USBC3 extract to run both daily and by cycle, then, on the cycle run date, the system produces both two extracts. Those extracts would use the following naming convention:

- The first file run will have the filename and the timestamp appended
- The second file run will have only the filename appended

Data type examples

X(#) –Or– X(##)	Alphanumeric, length of # –Or– Alphanumeric, length of ##	X(9): 123ABC789 X(12): 123ABC123412
9(#) –Or– 9(0#)	Numeric, length of # –Or– Numeric, length of ##, leading zeros	9(5): 54321 9(02): 02, 12, 10
Q9 (16) V99	Numeric, length of 16, starting with a +/indicator and ending in two decimal points assumed	+12345678123456722 = \$123,456,781,234,567.22 -12345678123456722 = \$123,456,781,234,567.22 CR

Header/trailer (log)

Number	Field name	Field format	Description	Edit Criteria
1	Transaction Code	9(01)	Code indicating whether the log is used as a header or a trailer, and whether it identifies a block or a transaction set	Values: 6 : File header 7 : File trailer 8 : Record type header for a block of transactions/accounts 9 : Record type trailer for a block of transactions/accounts Required and must be a valid value
2	Company Identification	9(10)	Client ID identifying the company whose data is in this transaction set or block	Required Must be numeric
3	Sequence Number	9(05)	Indicates how many times the file has been (re)created for the Client ID Populated for Transaction Code Values 6 and 7 Null for Transaction Code Values 8 and 9	Not validated for block header/trailers
4	Processing Date	9(08)	Date the file is generated	

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Number	Field name	Field format	Description	Edit Criteria
5	Record Type Code	9(02)	Code indicating the type of transaction records contained in the transaction set or block	<p>Values:</p> <p>1: Account balance</p> <p>3: Card account</p> <p>4: Cardholder</p> <p>5: Card transaction</p> <p>7: Line item detail</p> <p>8: Line item summary</p> <p>9: Lodging summary</p> <p>10: Organization</p> <p>11: Period</p> <p>12: Transaction line item</p> <p>13: Input information</p> <p>14: Passenger itinerary</p> <p>15: Leg-specific information</p> <p>16: Supplier</p> <p>26: Lodging detail</p> <p>28: Allocation</p> <p>29: Allocation description</p> <p>Required and must be a valid code for block (record type) header/trailer</p> <p>Not validated for transaction set (file level) header/trailer</p>
6	Record Count	9(10)	<p>Total record count within the file</p> <p>Count includes all 8 header records and all 9 trailer records</p> <p>Total record count within transaction account records, excludes header and trailer record</p>	<p>Not validated for header</p> <p>If no value is specified on the trailer, the system will assume zero</p> <p>Must match the number of records in the block or transaction set trailer</p> <p>This applies only to trailers</p>

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Number	Field name	Field format	Description	Edit Criteria
7	Total Amount	9(16)	Sum of the billing Amounts in the card transaction – Record type 5	Two decimal places are implied: (1234: 12.34) Must match the sum of the billing amount in the card transaction record This is required only for transaction set trailers and for block trailers relating to card transaction (record type 5) Absolute – Does not take into consideration debits and credits
9	Issuer Identification Number	X(10)	Processor-assigned ID identifying an issuer whose data is in this transaction set or block	0200 hard coded
10	Processor Identification Number	9(10)	Association-assigned ID identifying a processor whose data is in this transaction set or block	200 hard coded
11	Region Identification	9(1)	Identifies which region the company belongs to	Values: 1: United States 2: Canada Required and must be a valid code
12	Processor Platform Reference	X(10)	Identifies the platform on which the file was generated	USBANK hard coded
13	Optional Field 1	X(26)	Field used between processor and receiver for specific data	Reserved for future use
14	Optional Field 2	X(26)	Field used between processor and receiver for specific data	Reserved for future use

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Number	Field name	Field format	Description	Edit Criteria
15	Optional Field 3	X(26)	Field used between processor and receiver for specific data	Reserved for future use
16	Optional Field 4	X(26)	Field used between processor and receiver for specific data	Reserved for future use

Account Balance – Type 1

The Account Balance – Type 1 record type provides account balances per billing period for each account number or account ID. An account number or account ID can represent one of many account numbers or account IDs of an individual cardholder, a consolidated billing account, or an individual memo account. All fields are populated on cycle-based files, not on daily files. The account populates only if there is a transaction or the account has a credit and/or credit balance.

Number	Field name	Field format	Description (Type 1)
1	Load Transaction Code	9(01)	Values: 4
2	Account Number	X(19)	Account number is 16 digits Account ID is 12 digits If field 34 in record type 3: 1 , then: Field is a managing account –Or– Managing account ID If field 34 in record type 3: 2 , then: Field is an individual cardholder account –Or– Individual cardholder account ID If field 34 in record type 3: 3 , then: Field is a diversion account –Or– Diversion account ID
3	Closing Date	9(08)	The date the last statement closed/cycled
4	Period	9(05)	NA
5	Previous Statement Balance	9(16)	Account balance at the end of the previous billing statement on cycle-based files only For corporate bill and purchasing card programs, the statement balance for the individual memo accounts will be zero If credit balance, the amount will be signed with a negative symbol (-)
6	Current Statement Balance	Q9(16)	Current amount owed on the account at the end of the billing statement on cycle based files only For corporate bill and purchasing card programs, the statement balance for the individual memo accounts will be zero If credit balance the amount will be signed with a negative symbol (-)

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Number	Field name	Field format	Description (Type 1)
7	Credit Limit	9(16)	Maximum balance permitted on an account per billing cycle
8	Current Amount Due	9(16)	NA
9	Past Due Count	9(05)	NA
10	Past Due Amount	9(16)	Amount on the billing account that is past due because payment has not been received in full
11	Disputed Amount	9(16)	Amount in dispute on the account
12	Billing Currency Code	9(05)	840 : United States 124 : Canada
13	Amount Past Due One Billing Cycle	9(16)	Amount the account is past due 30 days
14	Amount Past Due Two Billing Cycles	9(16)	Amount the account is past due 60 days
15	Amount Past Due Three Billing Cycles	9(16)	Amount the account is past due 90 days
16	Amount Past Due Four Billing Cycles	9(16)	Amount the account is past due 120 days
17	Amount Past Due Five Billing Cycles	9(16)	Amount the account is past due 150 days
18	Amount Past Due Six Billing Cycles	9(16)	Amount the account is past due 180 days
19	Amount Past Due Plus Billing Cycles	9(16)	Amount the account is past due 181+ days
20	Past Due One Billing Cycle Count	9(05)	Number of times the account has been past due 30 days
21	Past Due Two Billing Cycles Count	9(05)	Number of times the account has been past due 60 days
22	Past Due Three Billing Cycles Count	9(05)	Number of times the account has been past due 90 days
23	Past Due Four Billing Cycles Count	9(05)	Number of times the account has been past due 120 days
24	Past Due Five Billing Cycles Count	9(05)	Number of times the account has been past due 150 days
25	Past Due Six Billing Cycles Count	9(05)	Number of times the account has been past due 180 days
26	Past Due Plus Billing Cycles Count	9(05)	Number of times the account has been past due 180+ days

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Number	Field name	Field format	Description (Type 1)
27	Past Due Cycles Count	9(05)	NA
28	Last Payment Amount	9(16)	Amount of last payment on the account
29	Last Payment Date	9(08)	Date last payment transaction was made
30	Payment Due Date	9(08)	Date payment is due
31	High Balance	9(16)	NA
32	Optional Field 1	X(26)	NA
33	Optional Field 2	X(26)	NA
34	Optional Field 3	X(26)	NA
35	Optional Field 4	X(26)	NA

Card Account – Type 3

The Card Account – Type 3 record type identifies a card account. The card account is identified by the cardholder account number or account ID and linked to a cardholder account number or account ID on the Cardholder – Type 4. The account is only populated if there is a transaction or the account has a debit and/or credit balance.

Number	Field name	Field format	Description (Type 3)
1	Load Transaction Code	9(01)	Values: 4
2	Account Number	X(20)	Account number is 16 digits Account ID is 12 digits If field 34 in record type 3: 1 , then: Field is a managing account –Or– Managing account ID If field 34 in record type 3: 2 , then: Field is an individual cardholder account –Or– Individual cardholder account ID If field 34 in record type 3: 3 , then: Field is a diversion account –Or– Diversion account ID
3	Account Number	X(19)	Account number is 16 digits Account ID is 12 digits If field 34 in record type 3: 1 , then: Field is a managing account –Or– Managing account ID If field 34 in record type 3: 2 , then: Field is an individual cardholder account –Or– Individual cardholder account ID If field 34 in record type 3: 3 , then: Field is a diversion account –Or– Diversion account ID

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Number	Field name	Field format	Description (Type 3)
4	Hierarchy Node	X(40)	Bank/Agent/Company Bank: 4 digits Agent: 4 digits Company: 5 digits <i>Example: 111222233333</i>
5	Effective Date	9(08)	File run date
6	Account Open Date	9(08)	Date the cardholder account was opened
7	Account Close Date	9(08)	Date the cardholder account was closed
8	Card Expire Date	9(08)	Expiration date of the card account
9	Card Type	9(01)	4: Commercial card
10	Spending Limit	9(16)	NA <i>See Field 7: Credit Limit in Account Balance – Type 1</i>
11	Statement Type	9(01)	Code of the billing frequency Values: 1: Weekly 2: Biweekly 3: Monthly
12	Last Revision Date	9(08)	NA
13	Transaction Spending Limit	9(17)	Maximum amount allowed per transaction (single purchase limit)
14	Corporation Account Indicator	9(01)	Indicates the managing, individual or diversion account 1: Managing account 0: Individual or diversion account <i>Field 34: Account Billing Type Flag in Card Account – Type 3 record type indicates if it is the managing, individual or diversion account</i>
15	Billing Account Number	X(19)	Billing account number (i.e., managing account number or billing account ID)
16	Default Account Code	X(50)	First 50 characters of the default account code
17	Default Account Code Extension	X(100)	For default account codes longer than 50 characters, this field contains character 51 – 150
18	Transaction Daily Limit	9(17)	Maximum number of transactions that can be charged to a card account on a daily basis

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Number	Field name	Field format	Description (Type 3)
19	Transaction Cycle Limit	9(17)	Maximum number of transactions that can be charged to a card account on a billing cycle basis
20	Cash Limit Amount	9(17)	Maximum amount of cash advance transactions that can be charged to the account on a billing cycle basis
21	Status Code	X(02)	<p>Status of a card account</p> <p>Values:</p> <p>Blank: Account is open with “Blank” credit rating</p> <p>1: Open with status code</p> <p>2: Open with status code</p> <p>3: Closed</p> <p>4: Suspended</p> <p>1: Open with status code with credit rating of Z1-Pre-suspension past due</p> <p>2: Open with status code with credit ratings of:</p> <p>AV-VIP</p> <p>B1-Override suspension</p> <p>B3-Override suspension</p> <p>DR-Override account limit</p> <p>OK-Account is OK (used after FR [fraud watch] code)</p> <p>3: Closed with credit ratings of:</p> <p>CC-Charge off</p> <p>F1-Lost/stolen</p> <p>FA-Fraud</p> <p>P9-Closed</p> <p>R9-Closed 150 days past due</p> <p>PC-Potential charge off</p> <p>Q9-Closed</p> <p>V9-Voluntary surrender</p> <p>S1-Cancellation of charge privileges</p> <p>Z5-Closed</p> <p>T9-Terminated</p> <p>4: Suspended with credit ratings of:</p> <p>M9-Account past due and suspended</p> <p>FR-Fraud watch</p> <p>NR-Fraud watch</p> <p>Z2-Suspended</p> <p>Z3-Suspended</p> <p>T2-Temporary block</p>
22	Reason Status Code	9(02)	NA
23	Status Date	9(08)	Date of the account’s change in status
24	Pre-funded Indicator	9(01)	NA

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Number	Field name	Field format	Description (Type 3)
25	City Pair Program Indicator	9(01)	NA
26	Task Order Number	X(26)	NA
27	Fleet Service Indicator	9(01)	NA
28	Credit Rating	X(02)	NA
29	Credit Rating Date	9(08)	NA
30	Annual Fee Flag	9(01)	Annual fee associated with account NA for commercial and government accounts
31	Annual Fee Month	9(02)	Month annual fee assessed to account NA for commercial and government accounts
32	Card Receipt Verification Flag	9(01)	Reserved for future use
33	Check Indicator	9(01)	Reserved for future use
34	Account Billing Type Flag	9(01)	Values: 1 : Billing/managing account 2 : Individual cardholder account 3 : Diversion account
35	Lost/Stolen Date	9(08)	Date when the card was lost or stolen
36	Charge-Off Date	9(08)	Date account has been sent to collections/charged-off
37	Charge-Off Amount	9(16)	Amount of the charge-off
38	Lost/Stolen Transfer Account Number	X(23)	For the lost or stolen account, the account number or account ID
39	Calling Card/Phone Type	X(02)	This field is not mapped. Future use: type of calling card associated with transaction
40	Emboss Line 1	X(50)	Embossed text, plastic line 1
41	Emboss Line 2	X(50)	Embossed text, plastic line 2
42	Last Credit Limit Change Date	9(08)	Date of the last credit limit change
43	Last Maintenance Date Name Address	9(08)	Last name or address maintenance date
44	Optional Field 1	X(26)	NA
45	Optional Field 2	X(26)	NA
46	Optional Field 3	X(26)	NA

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Number	Field name	Field format	Description (Type 3)
47	Optional Field 4	X(26)	NA

Cardholder – Type 4

The Cardholder – Type 4 record type contains information about the person using the commercial card. The account only populates if there is a transaction or the account has a debit and/or credit balance.

Number	Field name	Field format	Description (Type 4)
1	Load Transaction Code	9(01)	Values: 4
2	Company Identification	9(10)	Access Online Client ID
3	Account Number	X(20)	Account number is 16 digits Account ID is 12 digits If field 34 in record type 3: 1 , then: Field is a managing account –Or– Managing account ID If field 34 in record type 3: 2 , then: Field is an individual cardholder account –Or– Individual cardholder account ID If field 34 in record type 3: 3 , then: Field is a diversion account –Or– Diversion account ID
4	Hierarchy Node	X(40)	Bank/Agent/Company/Division/Department Bank: 4 digits Agent: 4 digits Company: 5 digits Division: 5 digits Department: 4 digits <i>Example: 11112222233333444445555</i>
5	First Name	X(25)	Cardholder first name
6	Last Name	X(20)	Cardholder last name
7	Address Line 1	X(40)	First line of cardholder address
8	Address Line 2	X(40)	Second line of cardholder address
9	City	X(25)	City on the cardholder account
10	State Code	X(04)	State on the cardholder account

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Number	Field name	Field format	Description (Type 4)
11	ISO Country Code	9(05)	International Organization for Standardization (ISO)-assigned code to the account. 00840
12	ZIP Code	X(14)	U.S.: ZIP code on the cardholder account Canada: 00002
13	Address Line 3	X(40)	NA
14	Optional 1/Place of Employment	X(15)	Cardholder location number at cardholder place of employment Same as <i>Optional 1</i> field in Access Online
15	Phone Number	X(14)	Cardholder work telephone number
16	Fax Number	X(14)	Cardholder work fax number
17	Other ID	X(20)	Other cardholder ID
18	Training Date	9(08)	NA
19	E-mail Address	X(128)	Reserved for future use
20	Authorized User 1	X(26)	Internal field that client can store additional details on the account
21	Authorized User 2	X(26)	Internal field that client can store additional details on the account
22	Authorized User 3	X(26)	Internal field that client can store additional details on the account
23	Optional 2/ Employee ID/ Spouse	X(15)	Cardholder employee ID/spouse Same as <i>Optional 2</i> field in Access Online
24	Home Phone Number	X(14)	Cardholder home phone number
25	Middle Name	X(30)	Cardholder middle name
26	Commerce Buyer ID	X(19)	Cardholder commerce buyer ID This system derives this value from Cardholder Name 2. The value consists of the first 19 characters.
27	Vehicle ID	X(20)	Vehicle ID for fleet program assigned to the card account
28	Miscellaneous Field 1	X(16)	NA
29	Miscellaneous Field 1 Description	X(26)	NA

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Number	Field name	Field format	Description (Type 4)
30	Miscellaneous Field 2	X(16)	NA
31	Miscellaneous Field 2 Description	X(26)	NA
32	Optional Field 1	X(26)	NA
33	Optional Field 2	X(26)	NA
34	Optional Field 3	X(26)	NA
35	Optional Field 4	X(26)	NA

Card Transaction – Type 5

The Card Transaction – Type 5 record type contains information on a transaction. Corporate bill programs include both the cardholder and managing account transactions. The cardholder's transactions appear as a *Memo* post and the managing account's transactions appear as *Financially Responsible*.

Type 5 Record is included in the extract only if the Type 5 Record is matched to a Record Type 13.

Number	Field name	Field format	Description (Type 5)
1	Load Transaction Code	9(01)	Value: 4
2	Account Number	X(19)	Account number is 16 digits Account ID is 12 digits If field 34 in record type 3: 1 , then: Field is a managing account –Or– Managing account ID If field 34 in record type 3: 2 , then: Field is an individual cardholder account –Or– Individual cardholder account ID If field 34 in record type 3: 3 , then: Field is a diversion account –Or– Diversion account ID
3	Posting Date	9(08)	Posting date of a transaction
4	Transaction Reference Number	X(24)	Reference number of a transaction NULL is an acceptable value.
5	Sequence Number	9(10)	Transaction sequence number assigned by the processor during the posting process to uniquely identify a transaction within a posting run
6	Period	9(05)	Internal code
7	Acquiring BIN	9(06)	Acquiring Bank Identification Number (BIN) of a supplier related to the transaction NULL is an acceptable value.
8	Card Acceptor ID	X(26)	Internal for merchant processing NA
9	Supplier Name	X(30)	Supplier/merchant name included on a transaction

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Number	Field name	Field format	Description (Type 5)
10	Supplier City	X(20)	City of the supplier/merchant included on a transaction
11	Supplier State Code	X(03)	State code of the supplier/merchant included on a transaction
12	Supplier ISO Country Code	9(05)	International Organization for Standardization (ISO)-assigned code of a country where the supplier/merchant is located. 840 : United States 124 : Canada For others, see the <i>ISO 4217 Country-Currency Codes</i> list. NULL is an acceptable value.
13	Supplier ZIP/Postal Code	X(14)	ZIP/postal code of a supplier/merchant included on a transaction
14	Source Amount	9(16)	Source amount of a transaction Will be different than billed amount for foreign transactions
15	Billing Amount	9(16)	Amount to be billed or credited to the cardholder
16	Source Currency Code	9(05)	Currency code of the source amount in which the transaction was made 840 : United States 124 : Canada For others, see the <i>ISO 4217 Country-Currency Codes</i> list.
17	Merchant Category Code	9(04)	Four-digit numeric classification identifier for the supplier/merchant that is designed to group suppliers in similar lines of business
18	Transaction Type Code	X(02)	Code identifying the type of transaction posting to an account 10 : Charges 11 : Credits 31 : Payments 40 : Finance charges 50 – 59 : Fees 61,63,65 : Credit adjustments 62,64,66 : Debit adjustments
19	Transaction Date	9(08)	Date on which transaction took place

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Number	Field name	Field format	Description (Type 5)
20	Billing Currency Code	9(05)	Currency in which transaction amount is billed 840 : United States 124 : Canada
21	Tax Amount	9(16)	For the United States: Sales tax amount included by point-of-sale (POS)-capable suppliers For Canada: Regional tax amount included from the tax management function of Access Online, or sourced from merchant tax, calculated tax, or user entry
22	Dispute Amount	9(16)	Amount in dispute on an account Future use
23	Dispute Reason Code	9(01)	Code indicating the reason for the dispute Future use
24	Dispute Date	9(08)	Date the dispute was entered into the system Future use
25	Transaction Code	X(04)	Four-digit transaction code
26	Supplier VAT Number	X(20)	NA
27	Supplier Order Number	X(25)	NA
28	Customer VAT Number	X(14)	NA
29	VAT Amount	9(16)	NA
30	Tax2 Amount	9(16)	For Canada: National tax amount included from tax management function of Access Online, or sourced from merchant tax, calculated tax, or user entry
31	Purchase Identification	X(02)	Format of a purchase identification in a transaction. Values: 0 : Purchase identification contains a free text item description. 1 : Purchase identification contains other numbers. 2 : Purchase identification contains customer-defined data (CRI). 3 : Purchase identification contains a rental agreement number. 4 : Purchase identification contains a hotel folio number.

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Number	Field name	Field format	Description (Type 5)
32	Customer Code/CRI	X(50)	<p>Field containing the data from Record Type 13 – Custom Order Field 20 as a default mapping to pass the employee ID for a single-use account, if provided.</p> <p>If you do not want to use the default mapping from Record Type 13 – Custom Order Field 20, then you can submit a request to exclude this data from the default mapping.</p> <p>Customer Code/CRI: A code the cardholder provides at the point of sale (POS). The commercial client uses the number for accounting and reconciliation. The maximum value at the POS is 25 characters.</p>
33	Purchase Identification Description	X(76)	<p>Purchase identification of a transaction used for POS purchase identification</p> <p>The maximum value at the POS is 17 characters.</p>
34	Transaction Time	9(04)	NA
35	Tax Amount Included Code	9(01)	<p>Code indicating if the sales tax is in the source amount of the transaction</p> <p>Values:</p> <p>0: Tax not included</p> <p>1: State tax included</p>
36	Tax 2 Amount Included Code	9(01)	<p>For Canada: Code indicating if national tax is included in the source amount of the transaction</p> <p>Values:</p> <p>0: Tax not included</p> <p>1: National tax included</p>
37	Order Type Code	9(02)	NA
38	Message Identifier	X(16)	Link between the enhanced data records and the transaction data
39	Processor Addendum Key	X(52)	NA
40	Merchant Profile Service Identifier (MPS-ID)	9(12) (MPS-ID)	A value assigned to each unique merchant location
41	Usage Code	9(01)	Value: 1
42	Enriched Transaction Flag	X(02)	NA

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Number	Field name	Field format	Description (Type 5)
43	Managing/Diversio n Account	X(23)	Managing account, unless diversion account enabled –Or– Managing account ID, unless diversion account ID enabled
44	DDA Number	9(15)	Account number to be debited for AutoPay ACH
45	DDA Savings Number	9(15)	Savings account number from which payment is made If using the reconciliation functionality, populated with the amount of the unmatched portion of the transaction
46	Dispute Status Code	X(02)	Status describing the dispute stage
47	Matched Indicator	X(01)	Indicator of whether or not a transaction has been matched to an order Values: Y : Matched to order N : Not matched to order
48	Routing Number	9(10)	Bank routing number of payment account
49	Authorization Number	X(06)	Six-alpha/numeric authorization code that comes with the transaction
50	Cardholder Transaction Approval	X(02)	NA
51	Extract ID	9(15)	Internal ID created upon extract
52	Memo Post Flag	9(01)	Indicator of whether or not the transaction is memo- posted to cardholder Values: 0 : Memo post 1 : Not memo post For corporate liability or corporate bill, the individual accounts will have memo-posted transactions.
53	Statement Date	9(08)	Date the statement is generated
54	User Data 1	X(20)	User-defined transaction data
55	User Data 1 Description	X(20)	Issuer-specific value
56	User Data 2	X(20)	User-defined transaction data

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Number	Field name	Field format	Description (Type 5)
57	User Data 2 Description	X(20)	Issuer-specific value
58	User Data 3	X(20)	User-defined transaction data
59	User Data 3 Description	X(20)	Issuer-specific value
60	User Data 4	X(20)	User-defined transaction data
61	User Data 4 Description	X(20)	Issuer-specific value
62	User Data 5	X(20)	User-defined transaction data
63	User Data 5 Description	X(20)	Issuer-specific value
64	Exchange Rate	X(20)	Exchange rate
65	Commerce Payment Instruction Date	9(08)	Transaction date
66	Line Item Matched Indicator	9(01)	NA
67	Issuer-Defined Usage Code	X(02)	NA
68	Source	X(10)	NA
69	Optional Field 1	X(256)	The Single Use Account used for the payment instruction or payment request
70	Optional Field 2	X(256)	NA
71	Optional Field 3	X(256)	NA
72	Optional Field 4	X(256)	NA
73	Reserved Field	X(30)	This field will display Levels 1 – 6 of the TSYS TBR (Total Business Reporting) hierarchy in the following format: 111112222233333444445555566666 Where: 11111 : TBR Level 1 22222 : TBR Level 2 33333 : TBR Level 3 44444 : TBR Level 4 55555 : TBR Level 5 66666 : TBR Level 6

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Number	Field name	Field format	Description (Type 5)
74	Reserved Field	X(30)	This field displays Level 7 of the TSYS TBR hierarchy in the following format: 77777 77777 : TBR Level 7
75	MCC Group	X(50)	Merchant category code group name
76	MCC Description	X(50)	Description of the merchant category

Company – Type 6

The Company – Type 6 record type contains information describing a single company.

Number	Field name	Field format	Description (Type 6)
1	Load Transaction Code	9(01)	Values: 4 hard coded
2	Company Identification	9(10)	Access Online Client ID
3	Company Name	X(80)	Access Online Client ID
4	Address Line 1	X(80)	NA
5	Address Line 2	X(80)	NA
6	City	X(20)	NA
7	State/Province Code	X(04)	NA
8	ISO Country Code	9(05)	840 : United States 124 : Canada
9	ZIP/Postal Code	X(14)	NA
10	Fiscal Year Date	9(08)	Fiscal year-end date of the client company
11	Spending Limit	9(16)	NA
12	Card Type	9(01)	Value: 4
13	Issuer Name	X(40)	USBANK
14	Organization Hierarchy Management Indicator	9(01)	NA
15	Effective Date	9(08)	NA
16	Address Line 3	X(80)	NA
17	Federal Organization Indicator	9(01)	NA
18	Optional Field 1	X(26)	NA
19	Optional Field 2	X(26)	NA
20	Optional Field 3	X(26)	NA
21	Optional Field 4	X(26)	NA

Line Item Detail – Type 7

The Line Item Detail – Type 7 record type contains supplier-provided, level III, line-by-line invoice information for the transaction. The cardholder account number or account ID, posting date, and sequence number are the links to the transaction in the Card Transaction – Type 5 record type and summary detail in the Line Item Summary – Type 8 record type.

Number	Field name	Field format	Description (Type 7)
1	Load Transaction Code	9(01)	Value: 4
2	Account Number	X(20)	Account number is 16 digits Account ID is 12 digits If field 34 in record type 3: 1 , then: Field is a managing account –Or– Managing account ID If field 34 in record type 3: 2 , then: Field is an individual cardholder account –Or– Individual cardholder account ID If field 34 in record type 3: 3 , then: Field is a diversion account –Or– Diversion account ID
3	Posting Date	9(08)	Posting date on the transaction
4	Transaction Reference Number	X(24)	Reference number on the transaction
5	Sequence Number	9(10)	Transaction sequence number assigned by the processor during the posting process to uniquely identify a transaction within a posting run
6	Item Sequence Number	9(05)	Sequence number of an item in a line item detail transaction
7	Message Identifier	X(16)	Link between the enhanced data records and the transaction data NULL is an acceptable value.
8	Item Commodity Code	X(16)	Item commodity code if passed by the merchant
9	Item Descriptor	X(26)	Textual description of an item purchased for each line item with the transaction

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Number	Field name	Field format	Description (Type 7)
10	Quantity	9(16)	Number of units purchased for each line item with the transaction
11	Unit Cost	9(16)	Unit cost for each line item with the transaction
12	Unit Measure	X(12)	Unit of measure code for each line item with the transaction
13	VAT/Tax Amount	9(16)	Value-added tax (VAT) amount of a line item with the transaction
14	Type Supply	9(06)	NA
15	Last Item Indicator	9(01)	Indicates whether or not the line item is the last one for a transaction 0 : Not the last line 1 : Last line
16	VAT/Tax Rate	9(09)	Value-added tax (VAT) rate of a line item in a card transaction
17	Item Discount Amount	9(16)	Discount amount applied by the merchant to the line item
18	Item Total Amount	9(16)	Total amount for each line item with the transaction
19	Item Product Code	X(12)	Product code for each line item with the transaction
20	Service Identifier	X(06)	Value assigned to identify the type of information Value: PRUCL for line item
21	Purchase ID Description	X(50)	Number assigned by the merchant to the transaction
22	Source Amount	9(16)	Source amount of a transaction Will be different than billing amount on foreign transactions
23	Transaction Date	9(08)	Date of the purchase, as indicated in the financial transaction record
24	Merchant Category Code	9(04)	Merchant category code for the transaction, as indicated in the financial transaction
25	Supplier Name	X(30)	Name of the supplier/merchant, as indicated in the financial transaction
26	Supplier ZIP/Postal Code	X(14)	ZIP/postal code of a supplier/merchant, as indicated in the financial transaction
27	Processor Addendum Key	X(52)	NA
28	Line Item Sales Tax Charged Flag	9(01)	NA

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Number	Field name	Field format	Description (Type 7)
29	Item Level Usage Code	X(02)	NA
30	Line Item Source	X(10)	NA
31	Optional Field 1	X(26)	NA
32	Optional Field 2	X(26)	NA
33	Optional Field 3	X(26)	NA
34	Optional Field 4	X(26)	NA

Line Item Summary – Type 8

The Line Item Summary – Type 8 record type contains supplier-provided, level III summary information for the transaction. The cardholder account number or account ID, posting date, and sequence number are the links back to the transaction in the Card Transaction – Type 5 record type and the line items in the Line Item Detail – Type 7 record type.

Number	Field name	Field format	Description (Type 8)
1	Load Transaction Code	9(01)	Value: 4
2	Account Number	X(20)	Account number is 16 digits Account ID is 12 digits If field 34 in record type 3: 1 , then: Field is a managing account –Or– Managing account ID If field 34 in record type 3: 2 , then: Field is an individual cardholder account –Or– Individual cardholder account ID If field 34 in record type 3: 3 , then: Field is a diversion account –Or– Diversion account ID
3	Posting Date	9(08)	Posting date of a transaction
4	Transaction Reference Number	X(24)	Reference number of a transaction
5	Sequence Number	9(10)	Transaction sequence number assigned by the processor during the posting process to uniquely identify a transaction within a posting run
6	Message Identifier	X(16)	Link between the enhanced data records and the transaction data
7	Discount Amount	9(16)	Discount amount applied by the merchant to the transaction
8	Freight Amount	9(16)	Total amount of freight or shipping and handling charges on the transaction
9	Duty Amount	9(16)	Total charges for any import/export duty included in the transaction
10	Destination ZIP/Postal Code	X(14)	ZIP/postal code of the ship-to location

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Number	Field name	Field format	Description (Type 8)
11	Source ZIP/Postal Code	X(14)	ZIP/postal code of the location from where goods were shipped
12	Destination Country Code	9(05)	NA
13	VAT Reference Number	X(16)	NA
14	Order Date	9(08)	NA
15	Freight/Shipping VAT/Tax Amount	9(16)	NA
16	Freight/Shipping VAT/Tax Rate	9(09)	NA
17	Service Identifier	X(06)	NA
18	Purchase ID	X(50)	Number assigned by the merchant to the transaction Number can be a supplier order number, a folio number, or a car rental agreement number
19	Source Amount	9(16)	Total amount, in source currency, charged to the card account for the transaction Total amount will be different than the billing amount if foreign transaction
20	Transaction Date	9(08)	Date of purchase, as indicated in the financial record
21	Merchant Category Code	9(04)	Merchant category code for the transaction, as indicated in the financial transaction
22	Supplier Name	X(30)	Name of the supplier/merchant, as indicated in the financial transaction
23	Supplier ZIP/Postal Code	X(14)	ZIP/postal code of a supplier, as indicated in the financial transaction
24	Processor Addendum Key	X(52)	NA
25	Source Country Code	9(05)	NA
26	Destination State/Province	X(04)	State/province where the package will be delivered
27	Source State/Province	X(04)	State/province where the package originated
28	Source	X(10)	NA
29	Optional Field 1	X(26)	NA

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Number	Field name	Field format	Description (Type 8)
30	Optional Field 2	X(26)	NA
31	Optional Field 3	X(26)	NA
32	Optional Field 4	X(26)	NA

Lodging Summary – Type 9

The Lodging Summary – Type 9 record type contains hotel-provided summary information on the transaction. The cardholder account number or account ID, posting date, and sequence number are the links back to the transaction in the Card Transaction – Type 5 record type and lodging detail in the Lodging Detail – Type 26 record type.

Number	Field name	Field format	Description (Type 9)
1	Load Transaction Code	9(01)	Value: 4
2	Account Number	X(20)	Account number is 16 digits Account ID is 12 digits If field 34 in record type 3: 1 , then: Field is a managing account –Or– Managing account ID If field 34 in record type 3: 2 , then: Field is an individual cardholder account –Or– Individual cardholder account ID If field 34 in record type 3: 3 , then: Field is a diversion account –Or– Diversion account ID
3	Posting Date	9(08)	Posting date of a transaction
4	Transaction Reference Number	X(24)	Reference number of a transaction
5	Sequence Number	9(10)	Transaction sequence number assigned by the processor during the posting process to uniquely identify a transaction within a posting run
6	No Show Indicator	9(01)	Indicates transaction due to no-show charges 0 : No 1 : Yes Blank space
7	Check In Date	9(08)	Date customer checked into hotel Scheduled arrival date in case of a no-show or an advance lodging
8	Daily Room Rate	9(16)	Daily room rate for hotel in card transaction

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Number	Field name	Field format	Description (Type 9)
9	Total Other Charges	9(16)	Other charges identified by the Lodging Extra Charges Code in a transaction If <i>Lodging No Show Indicator</i> is set to Yes , No Show charges were assessed in the transaction
10	Total Tax Amount	9(16)	Total tax amount of a card transaction for hotel lodging
11	Total Food/Beverage Charges	9(16)	Food and beverage charges in a card transaction for hotel lodging This value does not include mini-bar charges
12	Total Prepaid Expenses	9(16)	Total of any prepaid amount or deposit applied against the folio
13	Total Folio Cash Advances	9(16)	Total of any cash advances charged against the folio
14	Total Valet Parking Charges	9(16)	Total valet parking charges of a card transaction for hotel lodging
15	Total Mini-bar Charges	9(16)	Total charges of in-room mini-bar food and beverage expenses
16	Total Laundry Charges	9(16)	Total laundry charges in a card transaction for hotel lodging
17	Total Telephone Charges	9(16)	Total charges of telephone expenses, including in-room fax machine usage
18	Total Gift Shop Purchases	9(16)	Total charges of gift shop and merchandise purchases
19	Total Movie Charges	9(16)	Total charges for movies and other in-room entertainment expenses
20	Total Business Center Charges	9(16)	Total charges of copies, faxes, and other business center expenses
21	Total Health Club Charges	9(16)	Total charges of health club or pool expenses, including court and equipment rental and golf green fees
22	Extra Charge Code	X(06)	Type of additional charges to a customer bill after checkout Each position may indicate a type of charges
23	Total Room Tax Amount	9(16)	Total amount of all room taxes applied against this transaction
24	Lodging Nights	9(03)	Length of stay, measured in number of nights
25	Total Non-Room Charges	9(16)	Total of all non-room-related charges

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Number	Field name	Field format	Description (Type 9)
26	Message Identifier	X(16)	Link between the enhanced data records and the transaction data
27	Purchase ID	X(50)	Number assigned by the merchant to the transaction
28	Source Amount	9(16)	Total amount, in source currency, charged to the card account for the transaction
29	Transaction Date	9(08)	Date of the purchase, as indicated in the financial record
30	Merchant Category Code	9(04)	Merchant category code for the transaction, as indicated in the financial transaction
31	Supplier Name	X(26)	Name of the supplier Blank space: No extra charge 0 : No extra charge 2 : Restaurant 3 : Gift shop 4 : Mini bar 5 : Telephone 6 : Other 7 : Laundry NULL is an acceptable value.
32	Supplier ZIP/Postal Code	X(14)	ZIP/postal code of a supplier NULL is an acceptable value.
33	Processor Addendum Key	X(52)	NA
34	Optional Field 1	X(26)	NA
35	Optional Field 2	X(26)	NA
36	Optional Field 3	X(26)	NA
37	Optional Field 4	X(26)	NA

Organization – Type 10

The Organization – Type 10 record type contains information describing a node in the organizational hierarchy of a company.

Number	Field name	Field format	Description (Type 10)
1	Load Transaction Code	9(01)	Value: 4
2	Company Identification	9(10)	Access Online Client ID
3	Hierarchy Node	X(40)	Bank/Agent/Company/Division/Department Bank: 4 digits Agent: 4 digits Company: 5 digits Division: 5 digits Department: 4 digits <i>Example: 11112222233333444445555</i>
4	Parent Hierarchy Node	X(40)	Parent of each hierarchy node
5	Effective Date	9(08)	Date the file was extracted
6	Description	X(40)	Same as <i>Field 3: Hierarchy Node</i> above
7	Manager Last Name	X(20)	NA
8	Manager First Name	X(20)	NA
9	Manager Title	X(40)	NA
10	Manager Training Date	9(08)	NA
11	Manager Phone Number	X(14)	NA
12	Task Order Number	X(26)	NA
13	Contact First Name	X(20)	NA
14	Contact Last Name	X(20)	NA
15	Contact Address Line 1	X(40)	NA

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Number	Field name	Field format	Description (Type 10)
16	Contact Address Line 2	X(40)	NA
17	Contact Address Line 3	X(40)	NA
18	Contact City	X(20)	NA
19	Contact State/Province Code	X(04)	NA
20	Contact Country Code	9(05)	NA
21	Contact ZIP/Postal Code	X(14)	NA
22	Contact Phone Number	X(16)	NA
23	Contact Fax Number	X(16)	NA
24	Contact Email Address	X(140)	NA
25	Second Hierarchy Node Representation	X(56)	NA
26	Third Hierarchy Node Representation	X(56)	NA
27	Tree ID	X(02)	NA
28	Cost Center	X(50)	NA
29	G/L Sub-account	X(76)	NA
30	Optional Field 1	X(26)	NA
31	Optional Field 2	X(26)	NA
32	Optional Field 3	X(26)	NA
33	Optional Field 4	X(26)	NA

Period – Type 11

The Period – Type 11 record type contains the billing period, as assigned by the processor. These periods are used to tie individual transactions to the proper account balances.

Number	Field name	Field format	Description (Type 11)
1	Load Transaction Code	9(01)	Value: 4
2	Company Identification	9(10)	Access Online Client ID
3	Period	9(05)	Billing period number assigned by the issuer
4	Card Type	9(01)	Value: 4
5	Start Date	9(08)	Start date of the billing period
6	End Date	9(08)	End date of the billing period
7	Period Complete Indicator	9(01)	NA
8	Optional Field 1	X(26)	NA
9	Optional Field 2	X(26)	NA
10	Optional Field 3	X(26)	NA
11	Optional Field 4	X(26)	NA

Transaction Line Item – Type 12

The Transaction Line Item – Type 12 record type contains detail information provided by the user for the transaction.

Number	Field name	Field format	Description (Type 12)
1	Load Transaction Code	9(01)	Value: 4
2	Post Date	9(01)	Date the transaction posted
3	Item Sequence Number	X(19)	Sequence of the items
4	Detail Item Sequence Number	9(05)	Detail item sequence number indicates the sequence of the line items if line items exist for the transaction
5	Product Code	X(12)	Product code contains a client-defined code of the product purchased. In most cases, this code is the UPC/barcode.
6	Item Commodity Code	X(12)	Commodity code associated with the item identified
7	Item Description	X(26)	Description of the item
8	Item Quantity	9(12)	Quantity of item purchased
9	Unit of Measure Type Description	X(12)	Description of how the item is measured (e.g., each, carton, ream)
10	Unit Price Amount	9(12)v99	Amount of each unit of the product purchased
11	Item Total Amount	9(12)v99	Amount of the total item (unit price x item quantity)
12	Usage Code	X(25)	Client-specified definition of how the item is used
13	Line Item Type Code	X(01)	Indicator of whether the item is a freight item or tax item
14	Item Tax Amount	9(17)V99	Amount of tax for the item purchased
15	Tax Prorate Indicator	X(01)	Indicator of whether the tax is prorated or not N: No Y: Yes

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Number	Field name	Field format	Description (Type 12)
16	Tax Indicator Source	X(01)	Where the tax was identified – client or merchant O: Order P: Payment U: User V: Visa Blank Space
17	Destination Code	X(25)	Where the transaction or user line item will be used
18	Destination Code Source	X(01)	Destination code source O: Order P: Payment U: User V: Visa Blank Space
19	Item Tax Amount Source	X(01)	Where the tax amount was identified – client or merchant O: Order P: Payment U: User V: Visa Blank Space
20	Usage Code Source	X(01)	Usage code source O: Order P: Payment U: User V: Visa Blank Space
21	Item Total Amount Source	X(01)	Where the total amount of an item was identified, client or merchant O: Order P: Payment U: User V: Visa Blank Space
22	Freight Prorate Indicator	X(01)	Indicator of whether freight is prorated or not N: No Y: Yes

Input Information – Type 13

The Input Information – Type 13 record type contains detail provided by input load and matching to the transaction. The Input Information – Type 13 record type contains detail provided by input load and matching to the transaction. The Type 13 record is included in the extract only if the record is matched to a transaction (Type 5) record. Multiple transactions (Type 5) can be matched to a Type 13 record, which will cause the Type 13 to repeat for each additional Type 5 that is matched to it. Reference field numbers 2, 3 and 4 tie the Type 13 back to the Type 5.

Number	Field name	Field format	Description (Type 13)
1	Load Transaction Code	9(01)	Value: 4
2	Account Number	X(19)	Account number is 16 digits Account ID is 12 digits
3	Post Date	9(08)	Posting date of a transaction
4	Sequence Number	9(10)	Transaction sequence number assigned by the processor during the posting process to uniquely identify a transaction within a posting run
5	Match Tolerance Percent	9(03)	Maximum percentage difference allowed between the posted amount of the transaction and the control amount in the record
6	Match Tolerance Amount	9(06)	Maximum dollar amount difference allowed between the posted amount of the transaction and the control amount in the record
7	Number	X(16)	Number of the input record
8	Date	9(08)	Date of the input record
9	Amount	9(16)	Amount of the input record
10	Amount Currency Code	X(03)	Type of currency the amount is listed in
11	User ID	X(12)	User's identification that created the input
12	Business Unit	X(26)	Business unit identified for the input
13	Customer Tax Number	X(09)	Customer's tax identification number
14	Merchant Name	X(26)	Name of the merchant for the transaction
15	Merchant Address	X(30)	Address of the merchant for the transaction
16	Merchant City	X(20)	City of the merchant for the transaction

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Number	Field name	Field format	Description (Type 13)
17	Merchant State/Province	X(03)	State or province of the merchant for the transaction
18	Merchant Postal/ZIP Code	X(09)	ZIP/postal code of the merchant for the transaction
19	Merchant Country Code	X(03)	Merchant's country code
20	Association Merchant ID	9(12)	Merchant's association identification
21	Merchant DUNS	9(09)	Merchant's Dun and Bradstreet number
22	Merchant Tax ID Number	9(09)	Tax identification number (TIN) of the merchant for the transaction
23	Ship Date	9(08)	Date on which goods were sent
24	Ship From Address	X(30)	Address from which goods were sent
25	Ship From City	X(20)	City from which goods were sent
26	Ship From State/Province	X(03)	State or province abbreviation from which goods were sent
27	Ship From Postal/ZIP Code	X(09)	Postal code from which goods were sent
28	Ship From Country Code	X(03)	Country code from which goods were sent
29	Ship To Address	X(30)	Address to which goods were sent
30	Ship To City	X(20)	City to which goods were sent
31	Ship To State/Province	X(03)	State or province abbreviation to which goods were sent
32	Ship To ZIP/Postal Code	X(09)	ZIP/postal code to which goods were sent
33	Ship to Country Code	X(03)	Country code to which goods were sent
34	Freight/Shipping Amount	Q9(9)v99	Amount of freight/shipping charges
35	Discount Amount	Q9(9)v99	Client-defined discount amount
36	Duty Amount	Q9(9)v99	Charges for any import/export duties applied
37	Total Tax Amount	Q9(9)v99	Total amount of tax on the input
38	Tax Rate	9(09)	Tax rate for the input
39	Usage Code	X(25)	Client-defined code for how the items will be used

Number	Field name	Field format	Description (Type 13)
40	Unique VAT Invoice Reference Number	X(15)	Reference number of the value-added tax (VAT) invoice
41	Merchant VAT Registration/Single Business Reference Number	X(20)	Indicator of who identified the VAT
42	Customer VAT Registration Number	X(13)	Customer VAT registration number
43	GST Amount	Q9(9)v99	Good and service tax amount
44	HST Amount	Q9(9)v99	Harmonized sales tax amount
45	QST Amount	Q9(9)v99	Quebec sales tax amount
46	RST Amount	Q9(9)v99	Retail sales tax amount
47	Document Number	X(15)	Client-defined input (order) number
48	Invoice Number	X(22)	Invoice number of the transaction
49	Number of Allocations	9(04)	Total number of allocation records
50	Destination Code	X(25)	Where the item will be used
51	Taxability Field	X(01)	Indicator to identify whether or not item is taxable N: No Y: Yes Blank Space
52	Customize Order Field 1	X(50)	Client-defined data regarding the order
53	Customize Order Field 2	X(50)	Client-defined data regarding the order
54	Customize Order Field 3	X(50)	Client-defined data regarding the order
55	Customize Order Field 4	X(50)	Client-defined data regarding the order
56	Customize Order Field 5	X(50)	Client-defined data regarding the order
57	Customize Order Field 6	X(50)	Client-defined data regarding the order

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Number	Field name	Field format	Description (Type 13)
58	Customize Order Field 7	X(50)	Client-defined data regarding the order
59	Customize Order Field 8	X(50)	Client-defined data regarding the order
60	Customize Order Field 9	X(50)	Client-defined data regarding the order
61	Customize Order Field 10	X(50)	Client-defined data regarding the order
62	Customize Order Field 11	X(50)	Client-defined data regarding the order
63	Customize Order Field 12	X(50)	Client-defined data regarding the order
64	Customize Order Field 13	X(50)	Client-defined data regarding the order
65	Customize Order Field 14	X(50)	Client-defined data regarding the order
66	Customize Order Field 15	X(50)	Client-defined data regarding the order
67	Customize Order Field 16	X(50)	Client-defined data regarding the order
68	Customize Order Field 17	X(50)	Client-defined data regarding the order
69	Customize Order Field 18	X(50)	Client-defined data regarding the order
70	Customize Order Field 19	X(50)	Client-defined data regarding the order
71	Customize Order Field 20	X(50)	<p>Record Type 13 – Customize Order Field 20 maps to Record Type 5 – Field 32 (Default) to pass the employee ID for single-use accounts, when provided.</p> <p>If you do not want to use the default mapping where Record Type 13 – Customize Order Field 20 is mapped to Record Type 5 – Field 32, then you can submit a request to exclude them from the default mapping.</p>
72	Order Type	X(02)	Identifier of the type of order sent
73	Expiration Date	9(08)	Last day of the period that the payment instruction was valid and honored by merchants
74	Client Supplied ID	X(23)	ID provided by the client to identify the merchant

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Number	Field name	Field format	Description (Type 13)
75	Alternate Client Supplied ID	X(23)	ID provided by the client to identify the merchant At times, this ID may be used to note regions or specific locations of the merchant
76	Item Commodity Code	X(12)	UNSPSC or commodity code used to classify the line item purchased
77	Item Commodity Code Description	X(26)	Text description of item commodity code for the line item purchased
78	Product Code	X(12)	Primary merchant-assigned code or number for the item purchased (e.g., part number, stock number)
79	Product Code Description	X(26)	Text description of product code for item purchased
80	Product Code 2	X(12)	Secondary merchant assigned code or number for the item purchased (e.g. part number, stock number)
81	Product Code 2 Description	X(26)	Text description of <i>Product Code 2</i> for item purchased
82	Quantity	9(8)v99	Number of units of the item purchased
83	Unit of Measure/Code	X(12)	Unit of measure or unit of measure code of the item purchased
84	Unit Cost	9(8)v99	Unit cost of the item purchased
85	Other Tax/Line Item Tax Amount	Q9(9)v99	Amount of other taxes (exclusive of local or national tax) applied against this line item amount
86	Other Tax/Line Item Tax Rate	9(9)v99	Rate of other taxes (in percentage) applied against this line item amount
87	Line Item Discount	Q9(9)v99	Amount of line item discount
88	Line Item Total Amount	Q9(9)v99	Total dollar amount of line items
89	Line Item Accounting Code	X(150)	Accounting code associated with specific line item purchased
90	Line Item Usage Code	X(25)	Client-defined usage or taxability code associated with line item purchased
91	Destination Code	X(25)	Where the item will be used
92	Taxability Field	X(01)	Tax indicator N: No Y: Yes Blank Space

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Number	Field name	Field format	Description (Type 13)
93	Customize Order Line Item Field 1	X(50)	Client-defined data for the order line item
94	Customize Order Line Item Field 2	X(50)	Client-defined data for the order line item
95	Customize Order Line Item Field 3	X(50)	Client-defined data for the order line item
96	Customize Order Line Item Field 4	X(50)	Client-defined data for the order line item
97	Customize Order Line Item Field 5	X(50)	Client-defined data for the order line item
98	Customize Order Line Item Field 6	X(50)	Client-defined data for the order line item
99	Customize Order Line Item Field 7	X(50)	Client-defined data for the order line item
100	Customize Order Line Item Field 8	X(50)	Client-defined data for the order line item
101	Customize Order Line Item Field 9	X(50)	Client-defined data for the order line item
102	Customize Order Line Item Field 10	X(50)	Client-defined data for the order line item

Passenger Itinerary – Type 14

The Passenger Itinerary – Type 14 record type contains summary travel information on an air trip or a rail trip.

Number	Field name	Field format	Description (Type 14)
1	Load Transaction Code	9(01)	Value: 4
2	Account Number	X(19)	Account number is 16 digits Account ID is 12 digits If field 34 in record type 3: 1 , then: Field is a managing account –Or– Managing account ID If field 34 in record type 3: 2 , then: Field is an individual cardholder account –Or– Individual cardholder account ID If field 34 in record type 3: 3 , then: Field is a diversion account –Or– Diversion account ID
3	Posting Date	9(08)	Posting date of a transaction
4	Transaction Reference Number	X(24)	Reference number of a transaction
5	Sequence Number	9(10)	Transaction sequence number assigned by the processor during the posting process to uniquely identify a transaction within a posting run
6	Departure Date	9(08)	Starting date of travel
7	Travel Agency Code	X(08)	Code identifying the travel agency that supplied the ticket NULL is an acceptable value.
8	Travel Agency Name	X(26)	Name of the travel agency that supplied the ticket NULL is an acceptable value.
9	Ticket Indicator	9(01)	Indicator of whether or not a ticket is restricted in some way NULL is an acceptable value.
10	Ticket Number	X(14)	Ticket number of an airline purchase
11	Passenger Name	X(20)	Customer name as indicated on the ticket purchased

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Number	Field name	Field format	Description (Type 14)
12	Exchange Ticket Number	X(14)	Ticket number for which this ticket was exchanged
13	Exchange Ticket Amount	9(16)	Credit from ticket or coupon(s) being used as payment in an exchange ticket transaction
14	Internet Indicator	9(01)	NA
15	Total Fare Amount	9(16)	Total fare charged for all legs of travel
16	Total Fee Amount	9(16)	NA
17	Total Tax Amount	9(16)	NA
18	Message Identifier	X(16)	Link between the enhanced data records and the transaction data
19	Endorsement/ Restrictions	X(20)	NA
20	Purchase ID	X(50)	Number assigned by the merchant to the transaction
21	Source Amount	9(16)	Total amount, in source currency, charged to the card account for the transaction
22	Transaction Date	9(08)	Date of the purchase, as indicated in the financial record
23	Merchant Category Code	9(04)	Merchant category code for the transaction, as indicated in the financial transaction
24	Supplier Name	X(30)	Name of the supplier, as indicated in the financial transaction
25	Supplier ZIP/Postal Code	X(14)	ZIP/postal code of a supplier, as indicated in the financial transaction, useful in matching enhanced data with the card transaction
26	Processor Addendum Key	X(52)	NA
27	Passenger Specific Data	X(50)	Value provided by the cardholder at time of reservation and captured by the central reservation system
28	Ticket Issue Date	9(08)	Actual date of ticket and itinerary issuance
29	Number of Legs	9(02)	Total number of trip legs associated with a passenger itinerary
30	E-Ticket Indicator	9(01)	Indicator of an electronic ticket Future use
31	Optional Field 1	X(26)	NA
32	Optional Field 2	X(26)	NA

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Number	Field name	Field format	Description (Type 14)
33	Optional Field 3	X(26)	NA
34	Optional Field 4	X(26)	NA
35	Travel Obligation Number	X(13)	Value provided by the cardholder at time of reservation and captured by the central reservation system <i>Also called control ID, travel authorization number, and customer code</i>
36	TCN Passenger Name	X(50)	Passenger name field received on the TCN (Transportation Control Number)

Itinerary Leg-Specific Information – Type 15

The Itinerary Leg-Specific Information – Type 15 record type contains summary travel information on an air trip or a rail trip. Up to 99 legs can be associated to one passenger itinerary transaction.

Number	Field name	Field format	Description (Type 15)
1	Load Transaction Code	9(01)	Value: 4
2	Account Number	X(19)	Account number is 16 digits Account ID is 12 digits If field 34 in record type 3: 1 , then: Field is a managing account –Or– Managing account ID If field 34 in record type 3: 2 , then: Field is an individual cardholder account –Or– Individual cardholder account ID If field 34 in record type 3: 3 , then: Field is a diversion account –Or– Diversion account ID
3	Posting Date	9(08)	Posting date of a transaction
4	Transaction Reference Number	X(24)	Reference number of a transaction
5	Sequence Number	9(10)	Transaction sequence number assigned by the processor during the posting process to uniquely identify a transaction within a posting run
6	Leg Number	9(02)	Sequence number for the leg-specific information associated with a passenger itinerary transaction
7	Destination Airport Code	X(04)	Destination (for railroad) or airport (for airline) for this travel segment NULL is an acceptable value.
8	Carrier Code	X(04)	Alphabetic code for a carrier NULL is an acceptable value.
9	Service Class	X(02)	Passenger class for one segment of air travel or one segment of railroad travel

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Number	Field name	Field format	Description (Type 15)
10	Fare Basis	X(08)	Extended code describing the fare class for one segment of air travel or for one segment of railroad travel NULL is an acceptable value.
11	Date of Travel	9(08)	Date of departure for one segment of air travel or for one segment of rail travel
12	Stopover Code	9(01)	Code indicating whether the destination is a connection point or a final destination for one segment of air travel or for one segment of rail travel
13	Coupon Number	9(01)	Coupon number within the ticket
14	Carrier Reference Number	X(06)	Reference number assigned by a carrier For airline travel, the number is an airline-designated flight number for a given leg of an air travel trip
15	Departure Time	9(04)	Time the flight of a given leg is scheduled to depart
16	Arrival Time	9(04)	Time the flight of a given leg is scheduled to arrive
17	Origination Airport/Railroad Code	X(04)	Airport or city code for the point of origination of the segment
18	Conjunction Ticket Number	X(14)	Ties additional tickets to the primary ticket There can be a conjunction ticket for each set of four coupons (legs)
19	Message Identifier	X(16)	Link between the enhanced data records and the transaction data
20	Purchase ID	X(50)	Number assigned by the merchant to the transaction D : Domestic I : International NULL is an acceptable value.
21	Source Amount	9(16)	Total amount, in source currency, charged to the card account for the transaction
22	Transaction Date	9(08)	Date of the purchase, as indicated in the financial record
23	Merchant Category Code	9(04)	Merchant category code for the transaction, as indicated in the financial transaction, useful in matching enhanced data with the card transaction
24	Supplier Name	X(30)	Name of the supplier, as indicated in the financial transaction

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Number	Field name	Field format	Description (Type 15)
25	Supplier ZIP/Postal Code	X(14)	ZIP/postal code of a supplier, as indicated in the financial transaction
26	Processor Addendum Key	X(52)	NA
27	Domestic/ International Indicator	9(01)	Identifies if the leg is between two countries
28	Arrival Date	9(08)	Arrival date of specific leg
29	Departure Tax	9(16)	Departure tax for specific leg
30	Optional Field 1	X(26)	NA
31	Optional Field 2	X(26)	NA
32	Optional Field 3	X(26)	NA
33	Optional Field 4	X(26)	NA

Supplier – Type 16

The Supplier – Type 16 record type contains descriptive information related to the supplier. You can link this information to the Card Transaction – Type 5 using the Field 40: Merchant Profile Service ID (MPS ID) and the Supplier – Type 16 Field 10: Merchant Profile Service ID (MPS ID).

Number	Field name	Field format	Description (Type 16)
1	Load Transaction Code	9(01)	Value: 4
2	Acquirer BIN	9(06)	Acquiring bank identification number (BIN) of the supplier
3	Supplier Name	X(30)	Supplier name included in a transaction, expressed as the name under which the merchant location is doing business
4	Supplier City	X(14)	City of a supplier included in a transaction
5	Supplier State/Province Code	X(04)	Code of a supplier state or province included in a transaction
6	Supplier ISO Country Code	9(05)	International Organization for Standardization (ISO)-assigned code of a country where the supplier is located If the alphabetic ISO Country Code is provided, the code will be converted to its corresponding numeric code.
7	Supplier ZIP/Postal Code	X(14)	ZIP/postal code of the supplier location included in a transaction
8	Merchant Category Code	9(04)	Four-digit numeric classification identifier, modeled after the Standard Industrial Classification (SIC) code, and designed to group suppliers in similar lines of business
9	Supplier Address	X(30)	Street address of the merchant location
10	Merchant Profile Service Identifier (MPS-ID)	9(12)	Number assigned to each unique merchant location
11	Business Legal Name	X(30)	Name used by a company for 1099 reporting
12	Alternate Supplier DBA Name	X(30)	Alternate name under which the merchant location is doing business

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Number	Field name	Field format	Description (Type 16)
13	Mailing Address	X(30)	Street address, including city, state, and ZIP code, of the merchant location that accepted the commercial card
14	Dun & Bradstreet Number	9(09)	Dun & Bradstreet code number of a supplier
15	Incorporation Status Code	9(02)	Code identifying the supplier organization structure 1: Individual/sole proprietorship 2: Partnership 3: Corporation-Chapter S, C 4: Medical or legal corporation 5: Associations/estates/trusts 6: Tax-exempt organizations (501C) 7: Government (federal, state, local) 8: International organization 9: Limited liability corporation
16	Minority-Owned Status Code	X(02)	Code indicating the minority-owned status of a business N: Not minority-owned AI: Asian Indian AP: Asian Pacific BL: Black HI: Hispanic NA: Native American OT: Other (not a default – indicates another minority)
17	Tax Identification Number (TIN)	9(09)	IRS-assigned number used by this supplier
18	Primary Standard Industrial Classification (SIC) Code	X(04)	Standard Industry Category (SIC) code primarily used by the business
19	Secondary Standard Industrial Classification (SIC) Code	X(04)	SIC code secondarily used by the business
20	Supplier Phone Number	X(15)	Voice phone for the participant or business, which will normally contain at least an area code and number and which may contain punctuation, country code, and/or extension

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Number	Field name	Field format	Description (Type 16)
21	Sole Proprietor Owner First Name	X(25)	First name of the sole proprietor
22	Sole Proprietor Owner Middle Initial	X(02)	Middle initial of the sole proprietor
23	Sole Proprietor Owner Last Name	X(25)	Last name of the sole proprietor
24	Women Owned Indicator	X(02)	Yes/no indicator of whether or not the business is woman-owned
25	Sales Volume	9(10)	Annual sales amount for the supplier
26	Employee Count	9(06)	Number of employees at the supplier
27	Issuer BIN	9(06)	Bank identification number (BIN) that identifies the issuing institution
28	TIN Type Code	X(01)	Indicates whether the TIN is the SSN (Social Security Number) or the EIN (federal Employer Identification Number) E: EIN S: SSN Blank Space
29	Supplier Email Address	X(40)	Email address of the business
30	Supplier Fax Number	X(15)	Fax number at the business location
31	Supplier Reservation Phone Number	X(15)	Telephone number used to make a reservation to the business
32	Level III Capture Indicator Code	X(01)	Indicator whether or not the merchant has sent addendum data in the TC50 sales draft The TC50 is an addendum of the BASE II TC05 sales draft. Y: Supplier capable N: Supplier not capable Blank Space

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Number	Field name	Field format	Description (Type 16)
33	Level II Capture Indicator Code	X(01)	<p>Indicates that the merchant has sent Customer Code/ Customer Reference Identifier (CRI) fields on the TCR06</p> <p>The TCR06 is an extension of the BASE II TC05 sales draft.</p> <p>Y: Code/CRI was sent</p> <p>N: Code/CRI was not sent (default)</p> <p>Blank Space</p>
34	Parent Supplier Identification Number	9(12)	MPS ID of a parent record contained in each duplicate record that is subordinate to that parent
35	Alternate Supplier City	X(20)	Alternate supplier city
36	Alternate Supplier State/Province Code	X(03)	Alternate supplier state/province code
37	Alternate Supplier ZIP/Postal Code	X(14)	Alternate supplier ZIP/postal code
38	Supplier Out of Business Date	9(08)	Effective date the supplier went out of business
39	Supplier Ownership Change Date	9(08)	Effective date the supplier changed ownership
40	8A Classification Indicator	X(01)	<p>Indicator of whether or not the merchant is classified by the Small Business Administration (SBA) for 8A government contracts</p> <p>Y: Yes</p> <p>N: No</p> <p>Blank Space</p>
41	8A Expiration Date	9(08)	Expiration date for merchant's 8A classification
42	SBA Participant Indicator	X(01)	<p>Indicator of whether or not the merchant is classified by the SBA for participant status</p> <p>Y: Yes</p> <p>N: No</p> <p>Blank Space</p>

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Number	Field name	Field format	Description (Type 16)
43	Disabled Veteran Indicator	X(01)	Indicator of whether or not the merchant is classified as a disabled veteran Y: Yes N: No Blank Space
44	Veteran Indicator	X(01)	Indicator of whether or not the merchant is classified as a veteran Y: Yes N: No Blank Space
45	Vietnam Era Veteran Indicator	X(01)	Indicator of whether or not the merchant is classified as a Vietnam-era veteran Y: Yes N: No Blank Space
46	Supplier Information Refusal Indicator	X(01)	Indicator of whether or not the merchant refused to provide required data Y: Yes N: No Blank Space
47	Incorporation Status Change Date	9(08)	Valid date indicates the effective date of a supplier change in incorporation status
48	Small Disadvantaged Business Indicator	X(01)	Indicator of whether or not the merchant is registered with the SBA as a small, disadvantaged business Y: Yes N: No Blank Space
49	Mailing City	X(20)	Mailing supplier city
50	Mailing State/Province	X(04)	Mailing supplier state/province code
51	Mailing Country	9(05)	Mailing supplier country code
52	Alternate Supplier Country	9(05)	Alternate supplier country code

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Number	Field name	Field format	Description (Type 16)
53	HUB Zone Indicator	X(01)	Indicator that the SBA has designated this business as being located in a Historically Underutilized Business (HUB) zone Y: Yes N: No Blank Space
54	Franchise Code	X(01)	Identifies the franchise merchant location as being operated by either a corporation or a franchisee Y: Yes N: No Blank Space
55	Primary NAICS Code	X(06)	Primary North American Industry Classification System (NAICS) code
56	Secondary NAICS Code	X(06)	Secondary NAICS code
57	Commerce Seller ID	X(19)	Seller ID on the commerce platform
58	Reserved for Future Use	X(12)	Reserved for future use
59	Optional Field 1	X(26)	Field used between processor and receiver for specific data
60	Optional Field 2	X(26)	Field used between processor and receiver for specific data
61	Optional Field 3	X(26)	Field used between processor and receiver for specific data
62	Optional Field 4	X(26)	Field used between processor and receiver for specific data
63	Austin-Tetra Number	9(12)	NA
64	Non-Profit Entity	X(1)	NA
65	Woman Owned Small Business	X(1)	NA
66	Veteran Owned Small Business	X(1)	NA
67	Service Disabled Veteran Owned Small Business	X(1)	NA

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Number	Field name	Field format	Description (Type 16)
68	DOT Disadvantaged Business Enterprise	X(1)	NA
69	Disabled	X(1)	NA
70	Historically Black College/University - Minority Institution	X(1)	NA
71	Merchant Type	X(1)	NA
72	Patriot Act Excluded Party List Indicator	X(1)	NA
73	Taxpayer Name	X(40)	NA
74	TIN Match Indicator	X(1)	NA
75	Reserved Field	X(30)	Reserved for future use
76	Reserved Field	X(30)	Reserved for future use
77	Reserved Field	X(30)	Reserved for future use
78	Reserved Field	X(30)	Reserved for future use
79	Reserved Field	X(30)	Reserved for future use
80	Level 3 Tier 1 Indicator	X(1)	NA
81	Level 3 Tier 2 Indicator	X(1)	NA
82	Level 3 Tier 3 Indicator	X(1)	NA
83	Level 3 Tier 4 Indicator	X(1)	NA

Lodging Detail – Type 26

The Lodging Detail – Type 26 record type contains detailed information provided by the hotel on a transaction. The cardholder account number or account ID, posting date and sequence number are the links back to the transaction in the Card Transaction – Type 5 record type and the lodging summary in the Lodging Summary – Type 9 record type.

Number	Field name	Field format	Description (Type 26)
1	Load Transaction Code	9(01)	Value: 4
2	Account Number	X(20)	Account number is 16 digits Account ID is 12 digits If field 34 in record type 3: 1 , then: Field is a managing account –Or– Managing account ID If field 34 in record type 3: 2 , then: Field is an individual cardholder account –Or– Individual cardholder account ID If field 34 in record type 3: 3 , then: Field is a diversion account –Or– Diversion account ID
3	Posting Date	9(08)	Posting date of a transaction
4	Transaction Reference Number	X(24)	Reference number of a transaction
5	Sequence Number	9(10)	Transaction sequence number assigned by the processor during the posting process to uniquely identify a transaction within a posting run
6	Date of Charge	9(08)	Date account was charged for service provided
7	Item Sequence Number	9(05)	Sequence number of an item in a line item detail transaction
8	Room Rate	9(16)	Daily room rate for a hotel transaction
9	Discount Rate	9(16)	Daily discount room rate for a hotel transaction
10	Food/Beverage Charges	9(16)	Food and beverages charges in a card transaction for hotel lodging, excluding mini-bar charges
11	Folio Cash Advances	9(16)	Cash advances charged against the folio

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Number	Field name	Field format	Description (Type 26)
12	Valet Parking Charges	9(16)	Valet parking charges of a card transaction for hotel lodging
13	Mini-Bar Charges	9(16)	Charges of in-room mini-bar food and beverage expenses
14	Laundry Charges	9(16)	Laundry charges in a card transaction for hotel lodging
15	Telephone Charges	9(16)	Charges of telephone expenses, including in-room fax machine usage
16	Gift Shop Purchases	9(16)	Charges of gift shop and merchandise purchases
17	Movie Charges	9(16)	Charges for movies and other in-room entertainment expenses
18	Business Center Charges	9(16)	Charges for copies, faxes, and other business center expenses
19	Health Club Charges	9(16)	Charges for health club or pool expenses, including court and equipment rental and golf green fees
20	Room Tax Amount	9(16)	Amount of room tax applied against this transaction
21	Room Tax 2 Amount	9(16)	Amount of room tax 2 applied against this transaction
22	Room Tax 3 Amount	9(16)	Amount of room tax 3 applied against this transaction
23	Room Tax 4 Amount	9(16)	Amount of room tax 4 applied against this transaction
24	Other Charge	9(16)	Amount of another charge defined by the supplier
25	Description of Other Charge	X(20)	Description of the other charge defined by the supplier
26	Other Charge Code	X(05)	Code used by the supplier for the other charge
27	Message Identifier	X(16)	Link between the enhanced data records and the transaction data
28	Purchase ID	X(50)	Number assigned by the merchant to the transaction NULL is an acceptable value.
29	Processor Addendum Key	X(52)	Value used by the processor to identify/link the financial record to this addendum record, useful in matching
30	Optional Field 1	X(26)	NA

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Number	Field name	Field format	Description (Type 26)
31	Optional Field 2	X(26)	NA
32	Optional Field 3	X(26)	NA
33	Optional Field 4	X(26)	NA

Allocation – Type 28

The Allocation – Type 28 record type contains allocation information on the transaction. The cardholder account number or account ID, posting date and sequence number are the links back to the transaction in the Card Transaction – Type 5 record type and the Allocation Description – Type 29 record type.

Number	Field name	Field format	Description (Type 28)
1	Load Transaction Code	9(01)	Value: 4
2	Account Number	X(20)	Account number is 16 digits Account ID is 12 digits If field 34 in record type 3: 1 , then: Field is a managing account –Or– Managing account ID If field 34 in record type 3: 2 , then: Field is an individual cardholder account –Or– Individual cardholder account ID If field 34 in record type 3: 3 , then: Field is a diversion account –Or– Diversion account ID
3	Posting Date	9(08)	Posting date of a transaction
4	Transaction Reference Number	X(24)	Reference number of a transaction
5	Sequence Number	9(10)	Transaction sequence number assigned by the processor during the posting process to uniquely identify a transaction within a posting run
6	Allocation Sequence Number	9(05)	Sequence number of the allocation
7	Allocation Account Code 76 – 150	X(76)	Reallocated account code characters 76 – 150
8	G/L account Description	X(50)	NA
9	Allocation Account Code 1 – 75	X(76)	Reallocated account code characters 1 – 75
10	Cost Center Description	X(50)	NA

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Number	Field name	Field format	Description (Type 28)
11	Allocated Amount	9(16)	Allocated amount
12	Allocated Percentage	9(03)	Percentage of transaction to be reallocated
13	Tax 1 Amount	9(16)	NA
14	Tax 2 Amount	9(16)	NA
15	Final Allocation Flag	9(01)	NA
16	Description	X(100)	NA
17	Allocated Date	9(08)	Date that reallocation was performed
18	Allocation Accounting Code Full String of 150	X(150)	Accounting code after reallocation
19	Original Accounting Code	X(150)	Default account code on the account
20	Optional Field 1	X(26)	NA
21	Optional Field 2	X(26)	NA
22	Optional Field 3	X(26)	NA
23	Optional Field 4	X(26)	NA

Allocation Description – Type 29

The Allocation Description – Type 29 record type contains allocation line item detail on the transaction. The cardholder account number or account ID, posting date and sequence number are the links back to the transaction in the Card Transaction – Type 5 record type and the Allocation – Type 28 record type.

Number	Field name	Field format	Description (Type 29)
1	Load Transaction Code	9(01)	Value: 4
2	Account Number	X(20)	Account number is 16 digits Account ID is 12 digits If field 34 in record type 3: 1 , then: Field is a managing account –Or– Managing account ID If field 34 in record type 3: 2 , then: Field is an individual cardholder account –Or– Individual cardholder account ID If field 34 in record type 3: 3 , then: Field is a diversion account –Or– Diversion account ID
3	Posting Date	9(08)	Posting date of a transaction
4	Transaction Reference Number	X(24)	Reference number of a transaction
5	Sequence Number	9(10)	Transaction sequence number assigned by the processor during the posting process to uniquely identify a transaction within a posting run
6	Allocation Sequence Number	9(05)	Sequence number of allocation
7	Item Sequence Number	9(05)	Sequence number of the item
8	Description	X(100)	First 100 characters of reallocated account code
9	Optional Field 1	X(26)	Field used between processor and receiver for specific data
10	Optional Field 2	X(26)	Field used between processor and receiver for specific data

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Number	Field name	Field format	Description (Type 29)
11	Optional Field 3	X(26)	Field used between processor and receiver for specific data
12	Optional Field 4	X(26)	Field used between processor and receiver for specific data

Appendix A: Instant Card reporting and reconciliation

You can use the Instant Card mobile app to create, send and manage a virtual card that someone (e.g., staff member, job applicant, intern) can use immediately. Instant Card uses the USBC3 custom order fields listed below for reporting and reconciliation of the Instant Card virtual cards.

Learn more: For information on downloading and using the Instant Card, refer to the *Instant Card (Cardholder)* quick reference and the *Instant Card (Program Administrator)* quick reference. Both documents are available on the Access Online web-based training site.

Input information – Type 13 required fields

Number	Field name	Field format	Description (Type 13)
52	Customize Order Field 1	X(50)	Last name of the virtual card recipient
53	Customize Order Field 2	X(50)	First name of the virtual card recipient
54	Customize Order Field 3	X(50)	Phone number for the virtual card recipient
55	Customize Order Field 4	X(50)	Email address of the virtual card recipient

Input information – Type 13 optional fields

The Instant Card app captures the optional fields when you create the card. Optional fields typically include customer-specific details about the virtual cards.

Number	Field name	Field format	Description (Type 13)
56	Customize Order Field 5	X(50)	FIELD1
57	Customize Order Field 6	X(50)	FIELD2
58	Customize Order Field 7	X(50)	NOTES

Input information – Type 13 required/optional fields

If you want to integrate the Instant Card data with an expense reporting system, then you need to include the employee ID.

Number	Field name	Field format	Description (Type 13)
71	Customize Order Field 20	X(50)	Employee ID for the virtual card recipient. Required for integration with expense reporting providers.

Appendix B: Card as a Service reporting and reconciliation

Card as a Service (CaaS) is a collection of application programming interfaces (APIs) that allows you to create a digital card, cancel a card, or edit a requested digital card. You can find the available APIs for CaaS in the Developer Portal at:

[Card as a Service | Developer Portal](#)

CaaS uses the USBC3 custom order fields listed in the tables in this section for reporting on and reconciling the digital cards that you create using the *create a digital card* API.

Input Information – Type 13 required fields

Field	Field name	Field format	Description (Type 13)	Key
52	Customize Order Field 1	X(50)	Last name of the digital card recipient	"lastName"
53	Customize Order Field 2	X(50)	First name of the digital card recipient	"firstName"
54	Customize Order Field 3	X(50)	Phone number of the digital card recipient	"phone"
55	Customize Order Field 4	X(50)	Email of the digital card recipient	"email"
56	Customize Order Field 5	X(50)	Available field labeled customer ID	"customerID"

Input Information – Type 13 optional fields

The CaaS API captures optional fields in the *create a digital card* API. Optional fields typically include customer-specific details about the digital cards.

Field	Field name	Field format	Description (Type 13)	Key
57	Customize Order Field 6	X(50)	Field labeled with project ID as the key	"projectID"
58	Customize Order Field 7	X(50)	Field labeled with notes as the key	"notes"
59	Customize Order Field 8	X(50)	Field labeled with event ID as the key	"eventID"
61	Customize Order Field 10	X(50)	Customer specific user defined field	Client-defined
62	Customize Order Field 11	X(50)	Customer specific user defined field	Client-defined

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Field	Field name	Field format	Description (Type 13)	Key
63	Customize Order Field 12	X(50)	Customer specific user defined field	Client-defined
64	Customize Order Field 13	X(50)	Customer specific user defined field	Client-defined
65	Customize Order Field 14	X(50)	Customer specific user defined field	Client-defined
66	Customize Order Field 15	X(50)	Customer specific user defined field	Client-defined
67	Customize Order Field 16	X(50)	Customer specific user defined field	Client-defined
68	Customize Order Field 17	X(50)	Customer specific user defined field	Client-defined
69	Customize Order Field 18	X(50)	Customer specific user defined field	Client-defined
70	Customize Order Field 19	X(50)	Customer specific user defined field	Client-defined

Input Information – Type 13 required/optional fields

If you want to integrate the CaaS data with an expense reporting system, then you must include the employee ID.

Field	Field name	Field format	Description (Type 13)	Key
71	Customize Order Field 20	X(50)	Employee ID for the digital card recipient. Required for integration with expense reporting providers	“employeeID”

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