

# Commercial Card Bulk Application Spreadsheet

## U.S. Quick Reference Card

The Commercial Card Bulk Application was designed to be intuitive, detailing which fields are required based on the font color, exactly what to enter into each field, and if there's a character limit or specifications for the field. To submit the bulk application, review and complete all tabs. This document provides additional tips to help simplify the application process.

### 1. Overview

- To validate that the appropriate fields are completed, the spreadsheet has specific functionality, or macros, built into it. For this reason, you will likely receive a pop-up box when you open the file. The pop-up request language may vary based on your computer settings, but please ensure you enable the macros by selecting turn on macros, enable editing or confirming that the file is trusted.
- **Company tab:**
  - All fields are required
  - The **bank**, **company** and **agent numbers** are essential and ensure the new card accounts are created in the correct hierarchy
  - The **agent number** and **hierarchy** provided on this tab will serve as defaults for the application and will prepopulate for each row entered on the **Cardholder Request** tab
- **Cardholder Request tab:**
  - Rows **1-6** are locked to provide instructions and examples to aid in the completion of the application
  - Required and optional fields are color coded and will change based on **Account Type** selected
  - To improve usability and collection of accurate data, each field is programed with formatting requirements
  - The **Validate Entries** button in cell **1A** can be used at any time and will identify fields with possible errors that should be corrected prior to finalizing the application
- **Administrator Certification tab:**
  - **Program Administrator Name** and **Date** are both required. Application date must be signed within 60 business days.

### 2. Starting Out – Application Flow

- Start with the **Company Info** tab by completing all fields. This will allow default values to prepopulate on the **Cardholder Request** tab.

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### Starting Out – Application Flow (continued)

- Next, on the **Cardholder Request** tab, begin entering data in cell **7B**. It is important that you select the **Account Holder Type** for each applicant.
  1. Selecting **Individual** or **Department** will determine which fields are required for that row. Ex: When **Department** is selected, certain sections, such as **Applicant Information** and **Home Address**, will be disabled.
  2. Data can be typed manually one row at a time or pasted into the spreadsheet (see Copying/Pasting section below).
- Finally, on the **Administrator Certification** tab, enter the program administrator name and hit the **Tab** key to populate the current date to sign the application.

### 3. Optional Fields

- Row **1** across the top of the **Cardholder Request** spreadsheet includes buttons that allow you to hide or show columns for optional fields based on your organization's needs.
- Most optional fields are hidden, but you can show these fields with a click of a button.
  - **Amounts** - Hide or show optional **Card Controls** allow you to establish limits for **Single** and **Daily Amounts**, **Cycle** and **Daily Transactions**, and **Cash Advances**.
  - **Hierarchies** - Most applicants use only one level of hierarchy, but you can define up to six. Select the **Show Hierarchies** button to show **Levels 2-6**.
  - **MCCG 1 Amounts** - If you choose to set spend and transaction limits for **MCCG 1**, you can click the button to show these fields.
  - **MCC Group 2 (through 9)** - If you choose to include or exclude more than one **MCCG**, you can click the button to show additional **MCCGs**, up to nine. For each group you Show, you will see a new button to show the next **MCCG**.
  - **Additional Fields** - Use this button to show the **Card Delivery Site ID Number** and **Accounting Code** fields.
  - **Note:** If you select the hide button for a column(s) that you entered data in, you will receive a pop-up message informing you will lose that data. If you want to keep the data, cancel the request; if you select okay, any data entered in the column(s) will be deleted.

### 4. Copying/Pasting Data

- When pasting data, select the first cell where you want to paste, and right-click to use the **Paste Special** option. Select **Values** or **Values and Destination** formats to paste the data in the correct format.

### 5. Deleting Data

- When there is a need to delete a record added to the Cardholder Spreadsheet, select that row's cell in column **B**, use the **delete** key, and confirm the deletion. The record will be deleted and the subsequent rows of applicants will move up one. This will decrement the available applicants from 5,000 to 4,999.

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## 6. Providing the Data

- Each column includes instructions to clarify what should be entered into each field and if there are specific formatting requirements. If any data entered doesn't meet the field formatting requirements, you will receive an error message. It is best to address these errors as they pop up, as cardholder data with formatting issues cannot be processed.
- The **Hierarchy** and **Agent Number** are provided by your implementation contact, this can be found on the **Company Info** tab. The matching fields on the **Cardholder Request** tab should automatically prepopulate for each new card entered.

## 7. Finalizing the Application

- When you have entered all cardholder data, please select the **Validate Entries** button that appears in cell **1A** in the upper left of the **Cardholder Request** tab. This validation checks the fields to ensure all errors have been resolved, and notifies you of any fields that still require updates.
- If there are multiple errors in the document, they will be identified individually. Fix each error and continue to select the **Validate Entries** button until you receive a message that **'All entered data is valid'**.
- After you receive the 'All entered data is valid' message, you will be directed to enter your **full name (First/MI/Last)** in the **Administer Certification** tab. This step certifies that all information provided in the application is accurate and ready for submission.
- Please do not complete **Administrator Certification** tab until all cardholder data has been validated and you are ready to submit the bulk application.
- When the application is complete, return via email to your Commercial Card contact.

## 8. Bulk Application Evolution – Changes from the Previous Version (Prior to November 2017)

- Name as it **appears on Card (Column A)** is not an editable field. This field will automatically populate with the information entered in columns **J-L**.
- **Account Holder Type**, previously known as **(PKA) Account Type**, now appears in column **B**, and is the first field that you should update. Selecting **Individual** or **Department** defines different required fields in the form. This is the same for the **First Name** on Card, **MI** on Card, and the **Last Name** on Card (**Columns J-L**).
- Applicant Information includes three separate fields (**Columns C-E**) for the **full first name**, **middle initial** and **last name**. You no longer need to include an asterisk in applicants' names.
- **Date of Birth** requires a forward slash or hyphen separator between month, date and year. Ex: 04/07/1991 or 4-7-91
- **Account Security** requires four numeric digits [**Access Code 1 (Column H)**] and four alpha-numeric characters [**Access Code 2 (Column I)**]. They cannot be the same code, but leading zeros are allowed. These fields were **PKA Password 1** and **2**.
- **Account Contact Information** now requires a **Mobile Phone Number (PKA Home Phone Number)** and a **Business Email Address**.
- **Account Mailing Address** and **Home Address** provide separate fields for **city** and **state**. The state fields provide an alphabetized drop down list.

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*Bulk Application Evolution – Changes from the Previous Version (Prior to November 2017) (continued)*

- **Card Controls:**
  - **Spend Limit (Column AA)** was **PKA Cycle Spend Limit**
  - **Cycle Transaction Limit (Column AB)** was **PKA Cardholder Cycle Transaction Limit**
  - **Single Amount Limit (Column AC)** was **PKA Cardholder Single Purchase Limit**
  - **Daily Amount Limit (Column AD)** is a new field
  - **Daily Transaction Limit (Column AE)** was **PKA Cardholder Transactions per Day**
  - **Cash Advance Limit (Column AF)** was **PKA Cash Access**, and is now a card-level option
- The column names of the **MCC Group Limits** (starting in **AO**) were updated to align with naming for the **Card Controls limits** (detailed above).
- **Country of Citizenship** and **Home Address Country** were removed from the application.
- Row **1** includes buttons that allow you to hide fields/columns you may not need (see the **Optional Fields** section below).