

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v9.10.1 Build 240429007

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Elavon Clearing File (ELAVONCF)

Help Desk Phone: (800) 377-3962

Supported Card Types: (C)redit, (D)ebit, (E)BT

Merchant Field	Field	Required	Monetra Name	Description
Bank ID	6 Numeric	C D E G	BANKID	Bank Identification Number (aka BIN)
Merchant ID	1 - 16 Numeric	C D E G	MERCHID	Merchant Number as provided by processor (not Discover or Amex merchant numbers) Do not include Terminal ID.
Destination ID	4 Alpha-Numeric	C D E G	DESTID	Destination ID assigned by Elavon
DBA Name	1 - 25 Free Form		MERNAME	Merchant Name (Doing Business As) without punctuation like commas or periods
Merchant City	1 - 13 Free Form		MERCHLOC	City of the merchant without punctuation like commas or periods
Merchant State	2 Capital Alpha		STATECODE	2 letter abbreviation for State in which merchant resides. Capital letters only
Merchant Postal Code	5 - 9 Alpha-Numeric	C	ZIPCODE	Merchant postal code (no spaces or dashes). Used for Level II qualifications.
Country Code	3 Alpha		COUNTRY	3 Character country code for this location
Service Phone	10 Numeric	C D E G	SERVICEPHONE	Customer Service Number formatted as NNNNNNNNNN
User Acceptance Testing	1 - 5 Free Form		UAT	Boolean flag to indicate User Acceptance Testing. Defaults to N. Do not fill unless explicitly told.

User Acceptance Testing

