

360Control Card Management User Guide

PROGRAM ADMIN GUIDE

360Control Card Management User Guide

Contents

360CONTROL INTRODUCTION	2
REGISTRATION.....	2
LOGIN.....	3
DASHBOARD.....	4
NAVIGATION – CUSTOMIZATION	5
TRANSACTIONS	6
FILTER AND VIEW	6
COMMENTS	6
INQUIRY.....	7
ADMINISTRATION	8
USERS & CARDS.....	8
FULL DETAILS - CARD SUMMARY.....	9
ENROLLING IN ESTATEMENTS.....	16
MERCHANT CATEGORY CODE	18
INTRODUCTION	18
GETTING STARTED.....	18
MCC GROUP	21
MCC RANGE.....	22
MCC CODE	26
SPENDING LIMIT AND DAY AND HOUR LIMIT.....	30

360Control Card Management User Guide

360CONTROL INTRODUCTION

The 360Control commercial card management system enables you to manage commercial card transactions through a Web-based user interface. There are two roles within 360Control: Program Administrators and Cardholders.

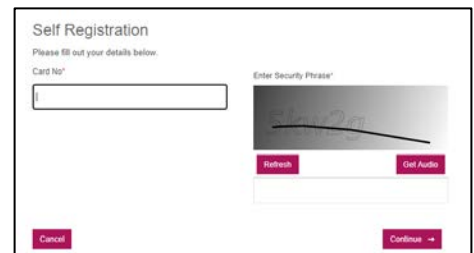
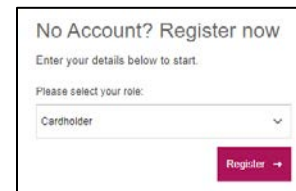
Program administrators are responsible for maintaining the 360Control system at your corporate site. The program administrator's responsibilities include creating and maintaining user and card accounts, setting spending limits and strategies, and running reports and inquiries. In addition, Web Services functionality enables program administrators to make real-time updates to card accounts.

Cardholders can view transactions, authorizations/declines on their card accounts, update their own personal information, and upload expense receipts.

CARDHOLDER REGISTRATION

Follow these steps to register your card:

1. Navigate to the **Register Now** section in 360Control.
 2. Select your **role** from the drop-down menu. Click **Register**.
 3. Enter the **Card Number** found on your credit card. Click **Continue**.
 4. Enter your responses to the security information in the required fields.
 - Work Phone (phone number we have listed for your card)
 - Card Expiration Date
 - CAPTCHA (to prove you aren't a robot)
 5. Click **Continue**.
 6. If your registration was successful, you will see an Activation Confirmation screen appear. This screen also provides your assigned user ID. Make note of the ID for all future logins. An email will be sent to you with your temporary password.
- NOTE: If you do forget your user ID, Company Cardholders can contact their Program Admin or our Card Services team at 724.459.7027. Business Card Line of Credit cardholders can contact our Card Services team at 724.459.7027.
7. If you see a **Registration Failed** screen displayed, you will be prompted to check your details. If you are still unable to login, Company Cardholders should contact their Program Admin or our Card Services team at 724.459.7027. Business Card Line of Credit cardholders should contact our Card Services team at 724.459.7027.

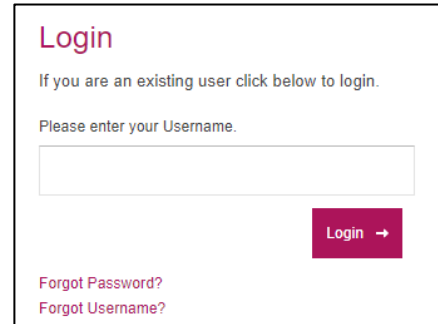


360Control Card Management User Guide

CARDHOLDER LOGIN

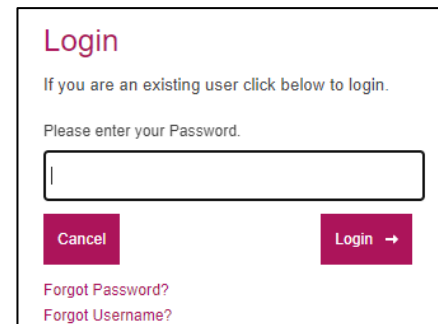
After you register, you can login to the 360Control system as follows:

1. Type in your **Username** and click **Login**.



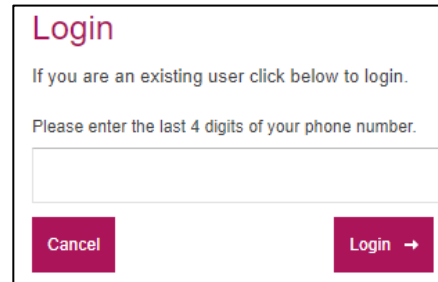
The screenshot shows a login form titled "Login". Below the title is the instruction "If you are an existing user click below to login." followed by "Please enter your Username." There is a text input field for the username. To the right of the input field is a red button labeled "Login →". At the bottom of the form, there are two links: "Forgot Password?" and "Forgot Username?".

2. Type in your **Password** and click **Login**



The screenshot shows a login form titled "Login". Below the title is the instruction "If you are an existing user click below to login." followed by "Please enter your Password." There is a text input field for the password. Below the input field are two red buttons: "Cancel" on the left and "Login →" on the right. At the bottom of the form, there are two links: "Forgot Password?" and "Forgot Username?".

3. Type the answer to your **security question**, which will be either the last 4 digits of the work number on file for your card or the last 4 digits of your credit card and click **Login**

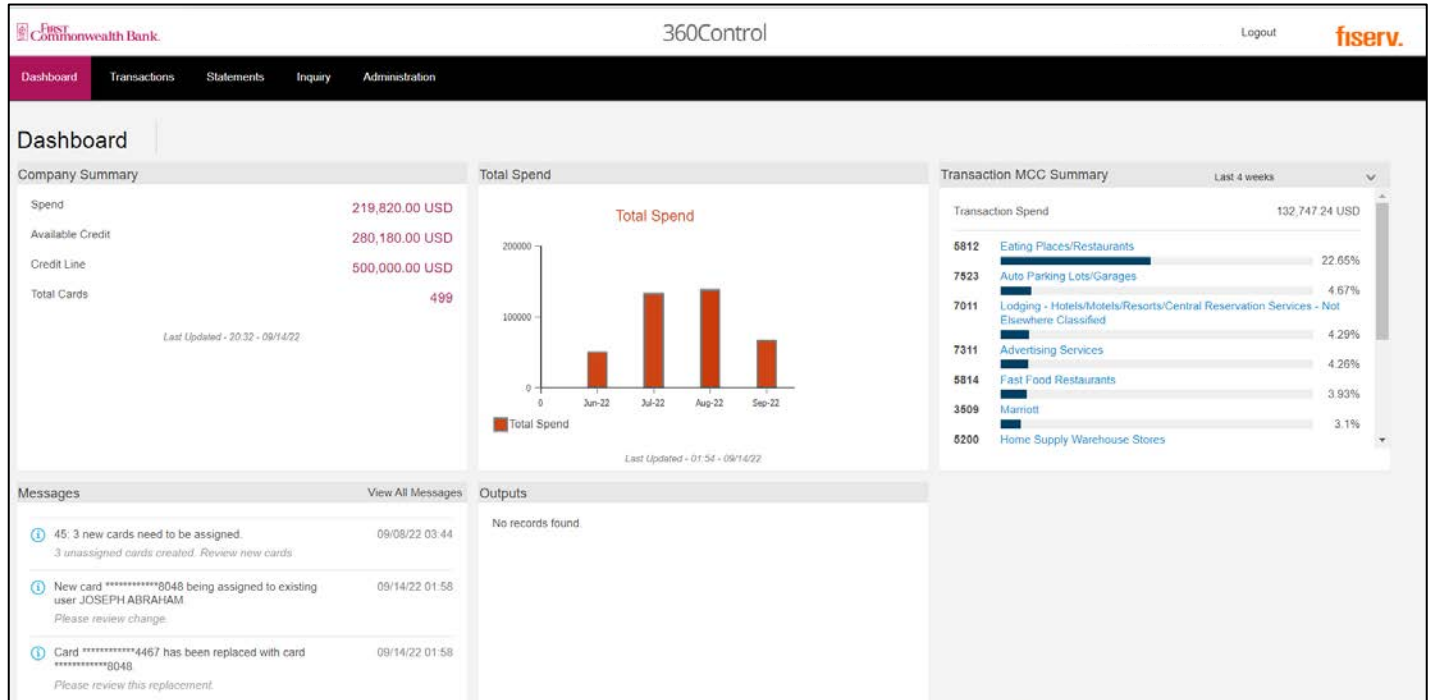


The screenshot shows a login form titled "Login". Below the title is the instruction "If you are an existing user click below to login." followed by "Please enter the last 4 digits of your phone number." There is a text input field for the security question. Below the input field are two red buttons: "Cancel" on the left and "Login →" on the right.

360Control Card Management User Guide

DASHBOARD

For cardholders with high transaction volumes and program administrators, the Dashboard screen provides cardholders information on their spending, and program administrators, information on the company's most recent spending.



The *Dashboard* is the program administrator's homepage, and the information displayed provides a personalized overview of the company.

The Dashboard screen is designed to provide information relevant to each type of user, providing quick links to items that may require action. The segments of information on the dashboard include:

- **Company Summary:** Displays spend, available credit, credit limit, and total cards windows.
- **Total Spend:** Displays spending totals by month, in bar-graph format.
- **The Transaction MCC Summary:** Displays a bar graph showing transaction volume as a percentage of total spend by Merchant Category Code (MCC). Use the list at the top right corner of the pane to select date ranges for transaction MCC summary information.
- **Messages:** Lists the most recent messages for this cardholder, along with graphic icons indicating whether a message is informational or an alert requiring cardholder action.
 - Click **View All Messages** to access the entire Messages queue to view and/or take action.
- **Outputs:** Lists the most recently run reports and export files, along with the run date, file size, and a message indicating whether the file was viewed or downloaded. To view the contents of a file, click the arrow icon next to any item listed.

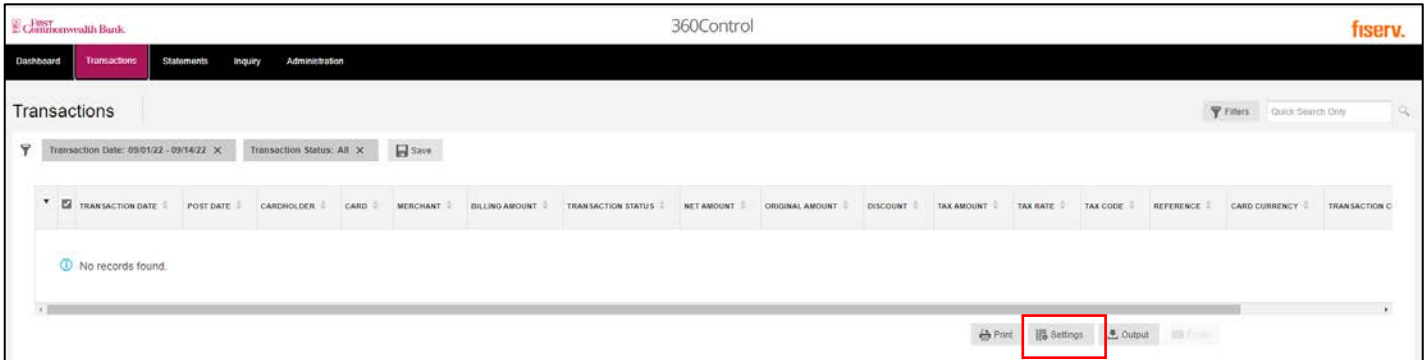
360Control Card Management User Guide

NAVIGATION – CUSTOMIZATION

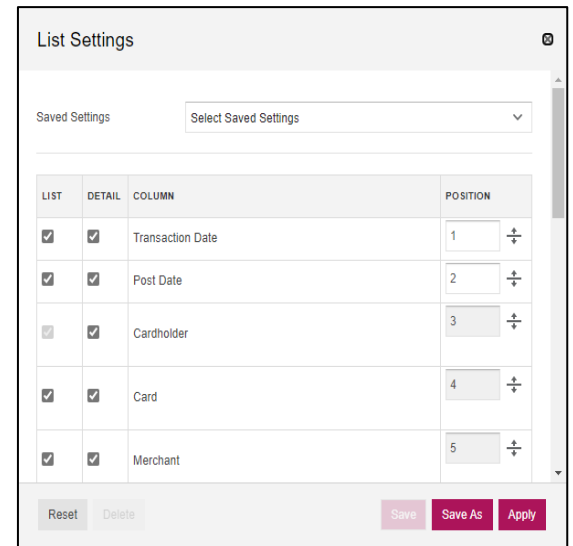
The menu bar appears across the top left of the screen. Navigate to other screens by clicking a menu item.



- You have the option to customize screens to display only the columns and details you need to see. From the screen you want to customize, click **Settings** to open the Settings dialog box.

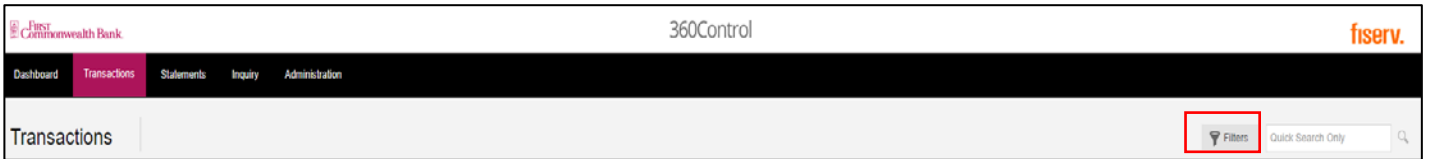


- Customize the column view, including which columns you want to appear on the screen and in what order.
 - Use the check boxes to select which columns and details should appear.
 - Use the up and down arrows to determine the position of the column.
- Click **Apply** to view the changes before saving.
 - If this is the display you prefer, or it's a common view that you would like to use again, click **Settings** and **Save As**.
- Click **Reset** and **Confirm** to return to the default view.



360Control Card Management User Guide

TRANSACTIONS



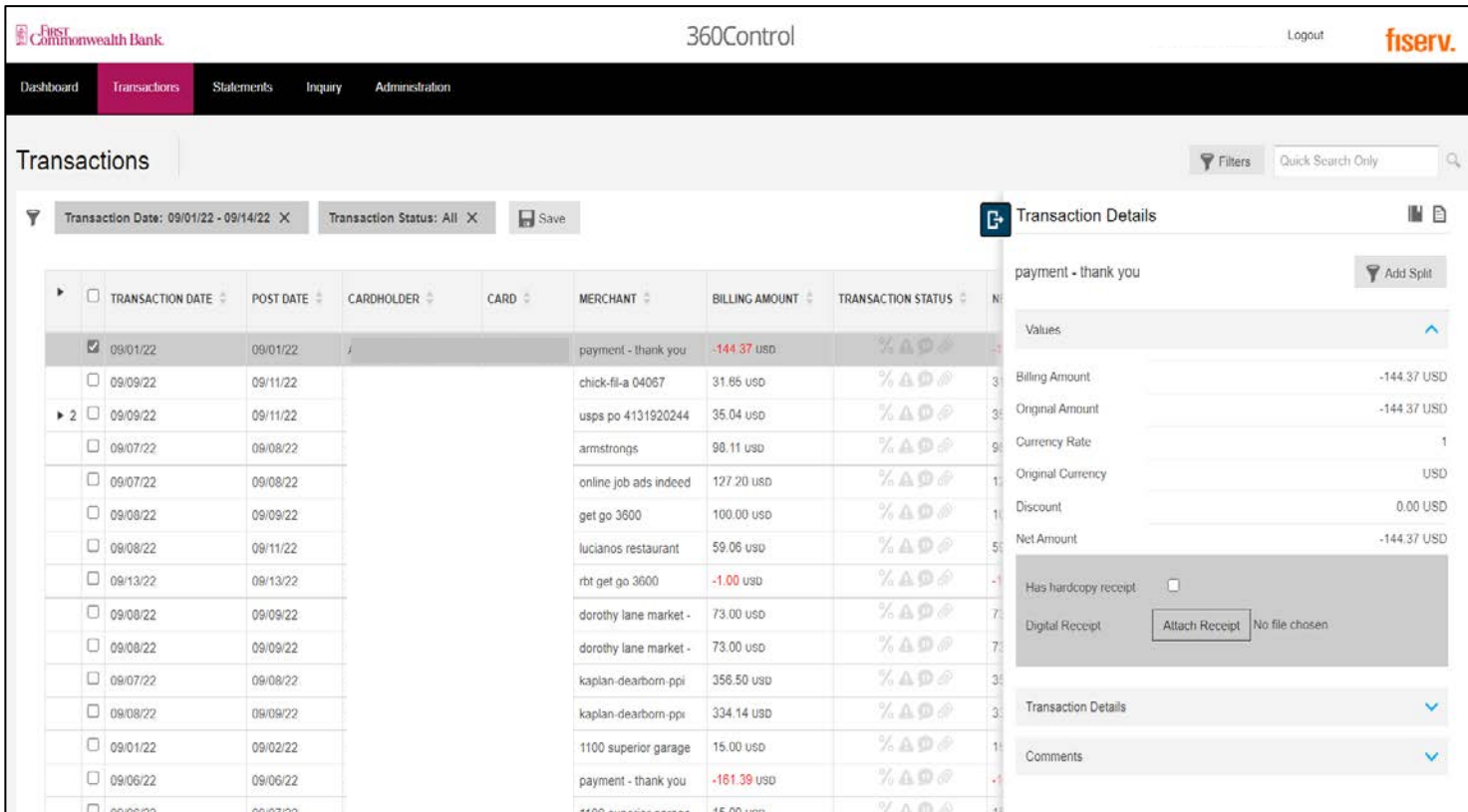
FILTER AND VIEW

Transaction information is imported into the 360Control system daily. If there is no account activity in the most recent billing, the table may be blank. The filter function enables you to **display only transactions meeting the criteria that you select.**

- Click **Save As** to name often used filter criteria.
- **Apply** the filter to search all transactions on file within the range of dates you specify.
- Click the arrows at the bottom of the list to **browse for additional transactions** if applicable.
- **Select a transaction** by clicking the box.

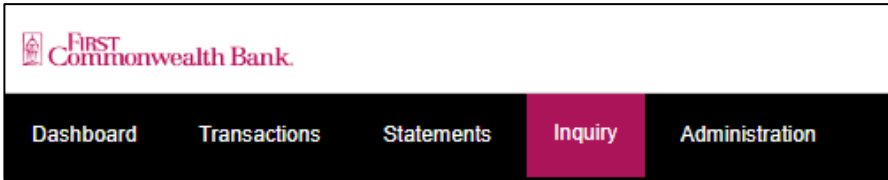
COMMENTS

The **Transaction Details box** appears on the right when a transaction is selected. Scroll down to see more. Click the arrow to expand the Comment 'drawer'. Type your comment and Click Add comment. The comment icon is now bold in the transaction status column.



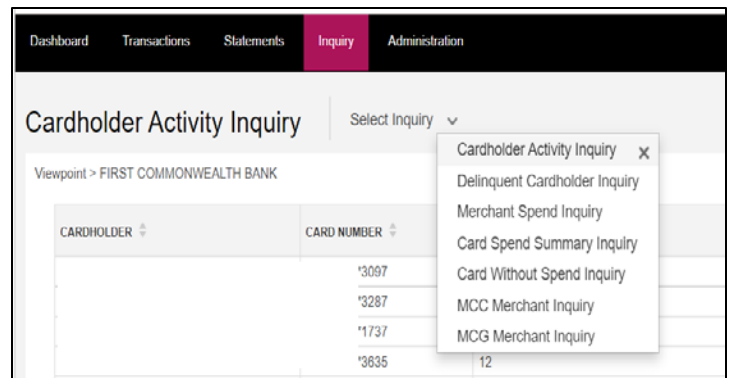
360Control Card Management User Guide

INQUIRY



The Online Reports feature gives the program administrator access to information about cardholder spend. Information such as average transaction value and the total amount and number of transactions, by Merchant Category Group (MCG), Merchant Category Code (MCC), merchant, and cardholder is available.

- Select Inquiry to produce your own online reports
- Select **Inquiry** from the dropdown menu
 - Cardholder Activity Inquiry
 - Delinquent Cardholder
 - Merchant Spend Inquiry
 - Card Spend Summary Inquiry
 - Card without Spend Inquiry
 - MCC Merchant Inquiry
 - MCG Merchant Inquiry
- Each option provides further **filters to narrow results.**
- Click **Output** to view your inquiry as a report in excel.



360Control Card Management User Guide

ADMINISTRATION

USERS & CARDS

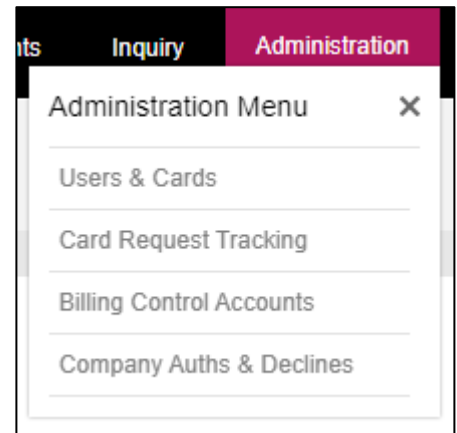


To manage users and cards, on the menu bar, click **Administration**

Users & Cards: This option allows the program administrator to view cardholders and admin users.

Card Request Tracking: Program Administrators can use the Card Request Tracking screen to view a list of the company's card management requests. If the company is using a level of approval, Program Administrators can also approve or reject requests.

Billing Control Accounts: This options enables the program administrator to view the corporate billing account.



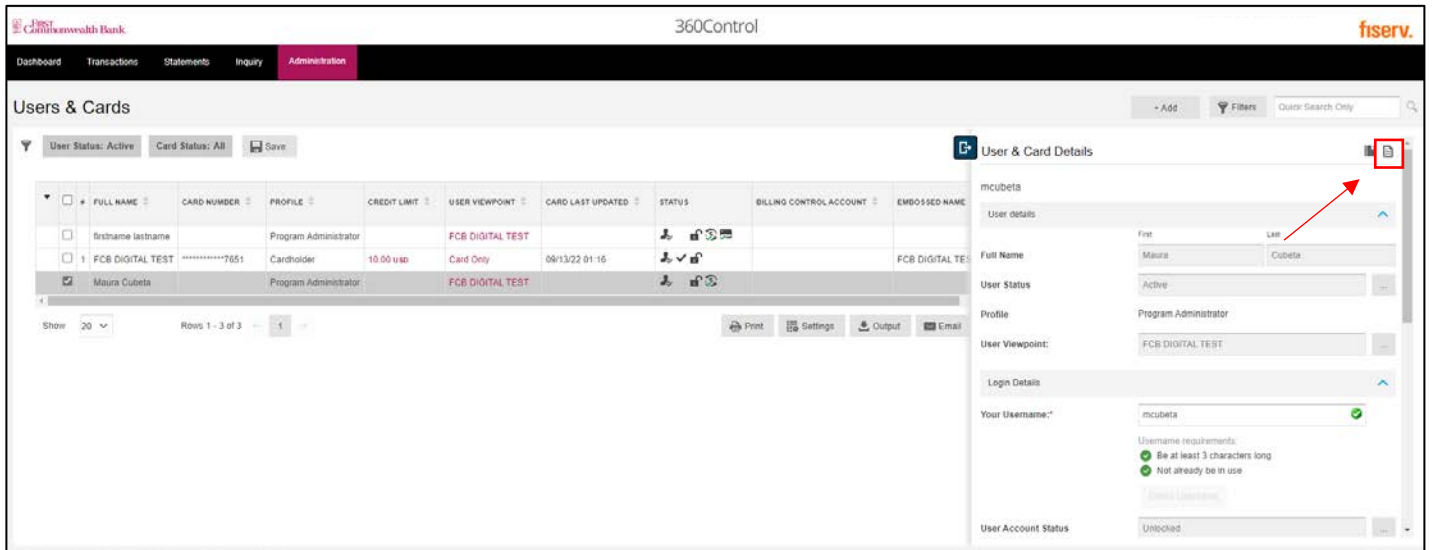
	#	FULL NAME	CARD NUMBER	PROFILE	CREDIT LIMIT	USER VIEWPOINT	CARD LAST UPDATED	STATUS	BILLING CONTROL ACCOUNT	EMBOSSED NAME
<input type="checkbox"/>		frstname lastname		Program Administrator		FCB DIGITAL TEST				
<input type="checkbox"/>	1	FCB DIGITAL TEST	*****7851	Cardholder	10.00 usd	Card Only	06/19/22 01:15			FCB DIGITAL TEST
<input type="checkbox"/>		Maura Cubata		Program Administrator		FCB DIGITAL TEST				

- Click the **Filter button** to allow you to display only users and cards meeting user-selected criteria. For example, you may want to view all active users. Or, you may want to view all inactive cards.
 - Descriptions appear in the order they are listed in the Add New Filter dropdown list in the Filters dialog box.
 - **Apply** to filter now, or **Save As** if these are filters you'll use often.
- Click the checkbox in the first column to select a user or card to view details and perform actions.
- The second column '#' indicates the number of cards for the user. To view or hide all card items for a user, click the number in the column.
- Use the horizontal scroll bar at the bottom right of the window to view all available fields on the Users & Cards screen.

360Control Card Management User Guide

FULL DETAILS - CARD SUMMARY

Program administrators can edit details for the user and card on the User & Cards Full Details screen. They can also update card limits, change user contact details and move the user/card on the corporate hierarchy. Use the following instructions to open details for the desired user.



- Select the check box next to the user to open User & Card details (opens to the right of the screen).
- Click the **paper** icon shown on the upper right side of the **User & Card Details** to view the **Card Summary Screen**. *HINT: This is the fastest way to the items you need most!*

Card Summary

MANAGE PAYMENTS

- Make One-time Payment
- Set-up Automatic Payments
- View Payment History
- View Scheduled Payments

CARD DETAILS

- Contact Details
- Order A Replacement Card
- Limit and strategy
- Account status
- Advanced Spending Controls

ACCOUNT MAINTENANCE

- View My statements
- View Auths and Declines
- Add/Edit Travel Notification

360Control Card Management User Guide

1. Update Card – Contact Details

360Control

Change Contact Details

Card - 7651 FCB DIGITAL TEST

Account Details

Card Number: 7651

Embossed Name: FCB DIGITAL TEST

Business Name: FCB DIGITAL TEST

Comment

Comment

Add Comment

Cancel

Contact Details

Business Name: FCB DIGITAL TEST

Street Address: PO BOX 790

City: GREENBURG

State: PA, Pennsylvania, USA

Zip Code: 15601-0760

Work Phone Number: 7243320100

Home Phone Number:

Mobile Phone Number:

E-Mail Address: MCBETA@CFBANKING.COM

Edit

Card Summary

MANAGE PAYMENTS

Make One-time Payment

Setup Automatic Payments

View Payment History

View Scheduled Payments

CARD DETAILS

Contact Details

Order & Replacement Card

Limit and strategy

Account status

Advanced Spending Controls

ACCOUNT MAINTENANCE

View My statements

View Auths and Declines

Add/Edit Travel Notification

- From the Card Summary **Click Contact Details**
- To open fields for editing, click **Edit** under Account Details, Contact Details, and **Add Comment**.
- Enter updates.
 - If the card update requires a new card to be issued (i.e. Embossed Name) **check the box**.
- Click **Submit**
- The system displays a **success** message to confirm changes.

2. Change Limit or Strategy

360Control

Change Limit and Strategy

Card - 7651 FCB DIGITAL TEST

Account Details

Card Number: 7651

Embossed Name: FCB DIGITAL TEST

Comment

Comment

Add Comment

Cancel

Limit Details

Strategy: 0001 - REG GG INTERNET GAMBLING MCC CODE 7905

Credit Limit: 10

Reset After

Do not reset

1 week

2 week

1 Month from Today

Choose a Date

09/15/2022

Edit

Card Summary

MANAGE PAYMENTS

Make One-time Payment

Setup Automatic Payments

View Payment History

View Scheduled Payments

CARD DETAILS

Contact Details

Order & Replacement Card

Limit and strategy

Account status

Advanced Spending Controls

ACCOUNT MAINTENANCE

View My statements

View Auths and Declines

Add/Edit Travel Notification

- From the **Card Summary Screen** click **Limit and Strategy**
- Click **Edit** to make changes.
- Enter the **new credit limit** in whole amounts
 - Use the drop-down menu to select/modify the account level digital strategy
- Enter a **comment**
- Click **Submit**
- The system will display a **success** message to confirm changes.

360Control Card Management User Guide

3. Close/Suspend Account

- From the **Card Summary** click **Account Status**

- Click **Edit** to open the **Account Change** fields.

Card Summary

MANAGE PAYMENTS

- Make One-time Payment
- Set-up Automatic Payments
- View Payment History
- View Scheduled Payments

CARD DETAILS

- Contact Details
- Order A Replacement Card
- Limit and strategy
- Account status
- Advanced Spending Controls

ACCOUNT MAINTENANCE

- View My statements
- View Auths and Declines
- Add/Edit Travel Notification

⇒ SUSPEND ACCOUNT

- Change to:** Select **Suspended** from the drop-down menu.
- Reason:** Select Suspended reason.
- Reset After:** Select one of the following **reset options:**
 - 1 Week**
 - 2 Week**
 - 1 Month from Today**
 - Choose a Date**
 - If this option is selected, select a date from the calendar field.
- Comment:** Enter any special comments that may pertain to this request, if applicable, then click **Add Comment**.
- Click **Submit**

360Control Card Management User Guide

- The system will display a confirmation message to confirm changes.

Comment

Comment

Add Comment

IMPORTANT: A lost/stolen status will change to \$0 credit line.

Contact the Bank immediately to continue the lost/stolen card processing.

⇒ CLOSE ACCOUNT

Account Change

Change to: Closed

Reason: Suspended-10 Days

Reset After:

- Do not reset
- 1 week
- 2 week
- 1 Month from Today
- Choose a Date

09/15/2022

Edit

Closed

Suspended

Suspended-10 Days

Suspended-30 Days

Suspended-90 Days

Suspended-Personal Purchase

Suspended-Statement Reconciliation

Suspended-Other

Closed Cards No Longer Needed

Closed-Cardholder Termined

Closed-Policy Violation

Closed-Statement Reconciliation

Closed-Other

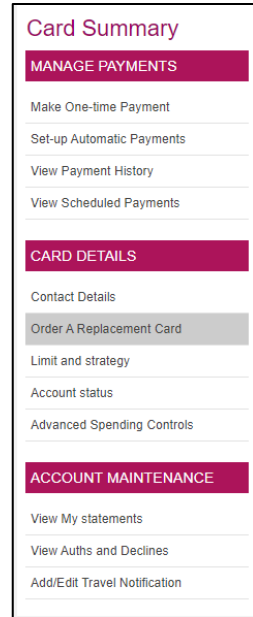
- **Change to:** Select **Closed** from the drop-down menu.
- **Reason:** Select closed reason.
- **Reset After:** Select **Do not reset**
- Click **Submit**

IMPORTANT: A Closed status will place an external status on the account immediately and it can only be re-opened by contacting *Card Services at 724.459.7027.*

360Control Card Management User Guide

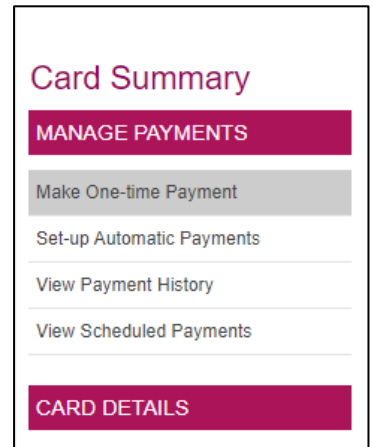
4. Request Replacement Card

- From the **Card Summary** click **Order a Replacement Card**.
- Review the address for accuracy which is used for statement delivery.
(*Contact Details is the place to make changes to this address*)
- Click **Add Comment** and enter information as it pertains to this card replacement request.
- Click **Submit**.
- The system displays a **success** message to confirm changes.



5. Make Payment

- From the **Administration** menu click **Users & Cards**, using the filters if needed, locate the user and card.
- Select the **check box** of a card to open the User & Card Details dialog box on the right side of the screen.
- Click the **paper icon** to display full details.
- From the **Card Summary** Click **Make One-Time Payment**.
 - Click **Add account** if needed.
- Click **edit** and **Add Comment** to update fields as applicable.
 - Mandatory fields are indicated by a red asterisk
 - Click **Submit**
- Review confirmation screen before payment is scheduled*.
- **Confirm** or edit as needed.
- The system displays a **confirmation** message to confirm changes.



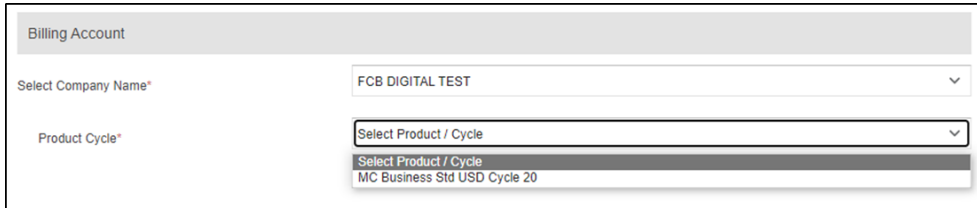
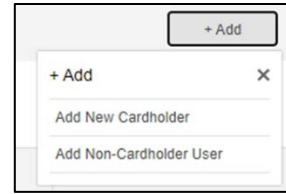
*Scheduled Payments

- Payments must be submitted prior to 3pm EST to be credited overnight.

360Control Card Management User Guide

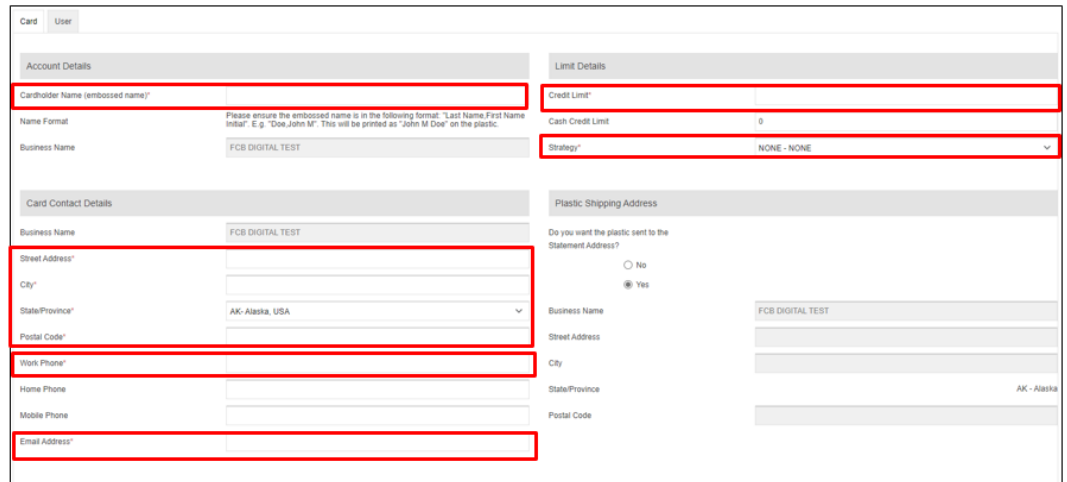
6. Request New Card Account

- From the **Administration** menu click **Users & Cards**
- **Click Add** near the upper right.
 - **Cardholder:** Click **Add New Cardholder**
 - **Select Product / Cycle** and click **Next**

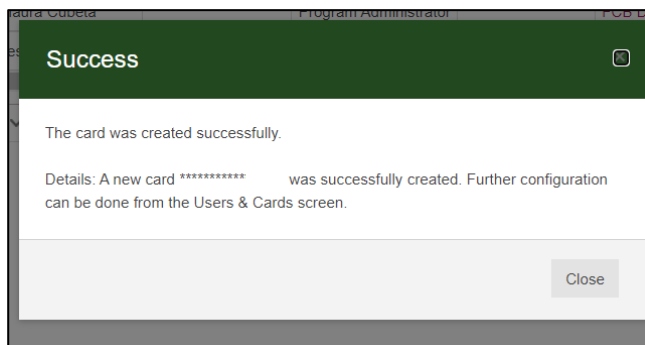


Complete remaining fields:

1. Enter Cardholder Name
2. Enter Address
3. Enter Work Phone
4. Enter Email Address
5. Enter Credit Limit
6. Choose a Strategy
7. Click Next



8. A Confirmation screen will appear



360Control Card Management User Guide

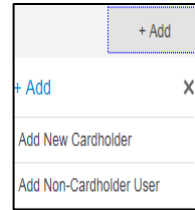
7. Request New Admin Card Account

1. From the **Administration** menu click **Users & Cards**
2. **Click Add** near the upper right.

- **Cardholder:** Click **Add Non-Cardholder User**

- Complete remaining fields as instructed below:

1. Enter First Name
2. Enter Last Name
3. Profile: Select Program Administrator (PA) or Program Manager (PM)
4. User Viewpoint: Select company(s) user should have access to
5. Create a User Name and select "Check User Name" below to confirm the User Name hasn't already been used
6. Create Password
7. Confirm Password



360Control

Dashboard Transactions Statements Inquiry Administration

Users & Cards > Add Non-Cardholder User

New User

User

Show Mandatory fields only

User Details

First Name*

Last Name*

Employee ID

Job Title

Login Details

Username*

Check Username

Password*

Confirm Password*

Your Mother's Maiden Name

Verification Information

Reset Password at Login

Associated User Details

Profile*

User Viewpoint*

Path

Show System and Import Alerts

No

Yes

Approver Workflow

Username requirements:

- ▲ Be at least 3 characters long
- ✔ Not already be in use

Password requirements:

- ▲ Be at least 9 characters long
- ▲ Have at least one number
- ▲ Have at least one uppercase and one lowercase letter
- ▲ Have at least one special character(Characters allowed !@#%&*)
- ✔ Not contain spaces
- ✔ Not be the same as Username

Confirm password requirements:

- ✔ Password must be a valid password
- ▲ Be the same as password

8. Select check box for Reset Password at Login
9. Enter Email Address
10. Enter Work Phone Number
11. Select Submit
12. A confirmation is displayed.

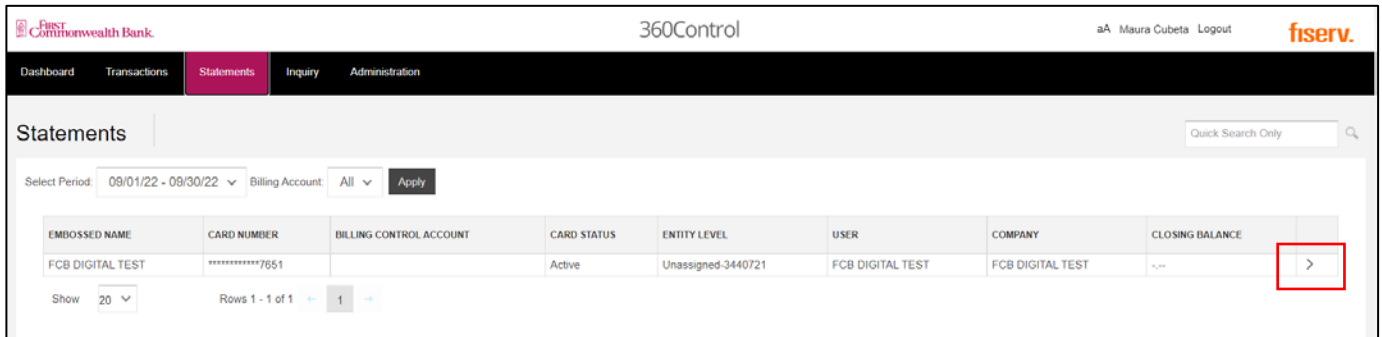
360Control Card Management User Guide

ENROLLING IN ESTATEMENTS

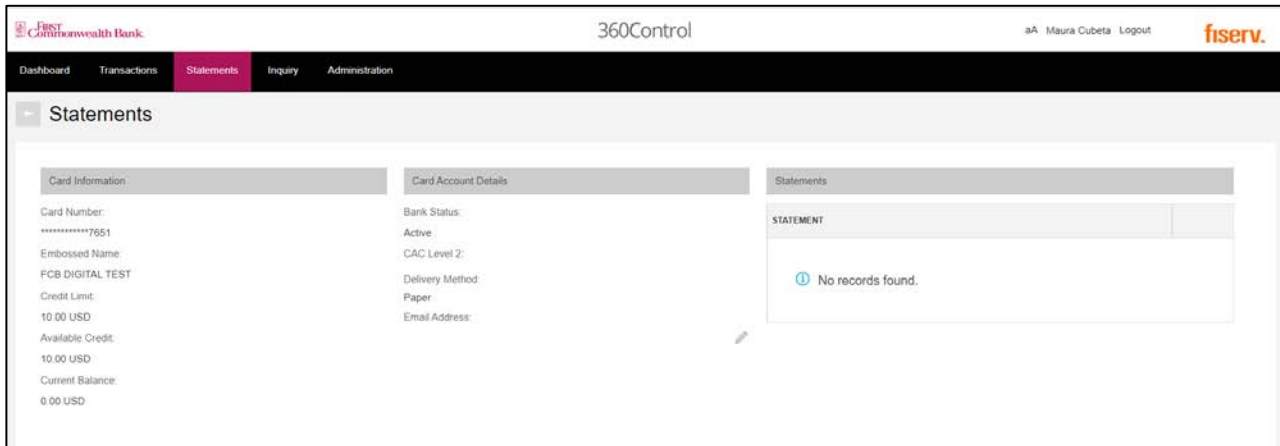
If you are enrolled in 360 eStatements, they will load here. Statements for sub accounts are informational only.



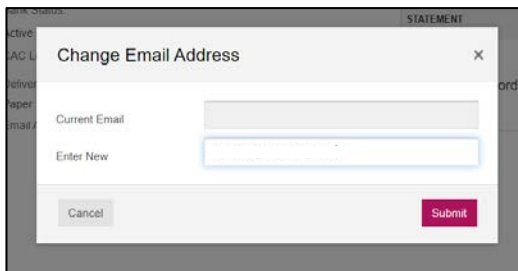
1. From the menu select **Statements**
2. Click the arrow to the right of the closing balance



3. Click pencil icon next to **Email Address**.

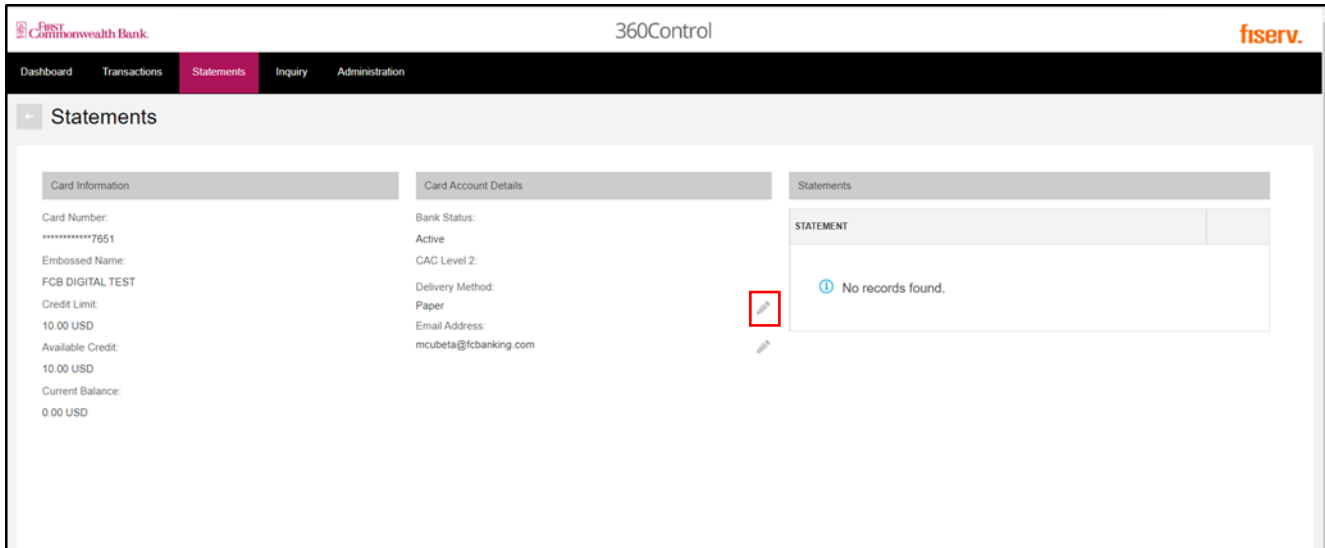


4. Enter the email address of where eStatements are to be sent and click Submit.

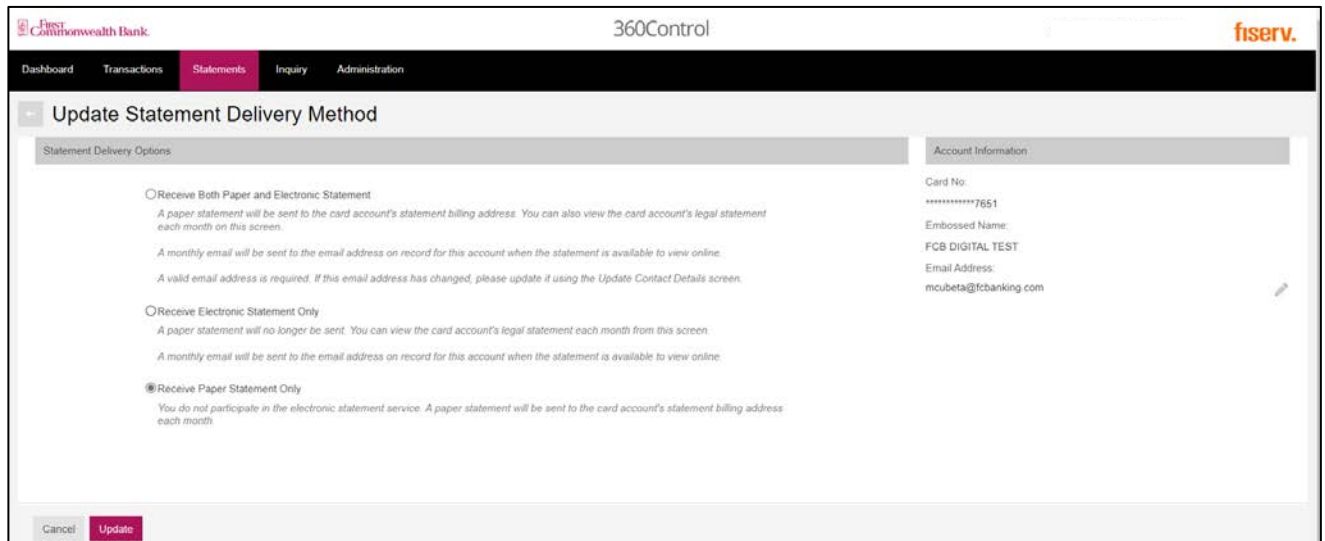


360Control Card Management User Guide

- A new pencil icon should have appear next to **Delivery Method**. Click that pencil icon.



- Select your statement delivery method and click **Update**.



360Control Card Management User Guide

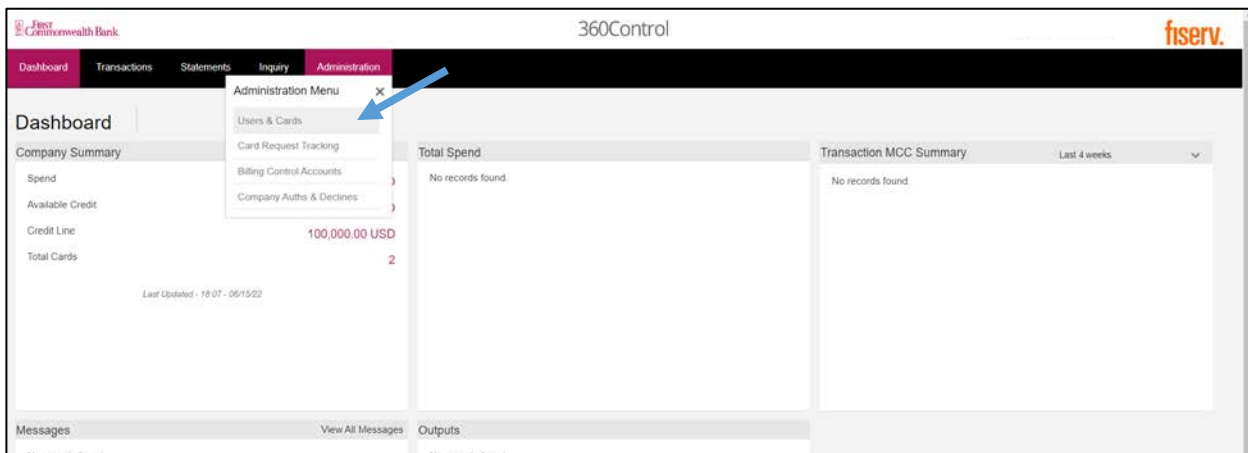
MERCHANT CATEGORY CODE

INTRODUCTION

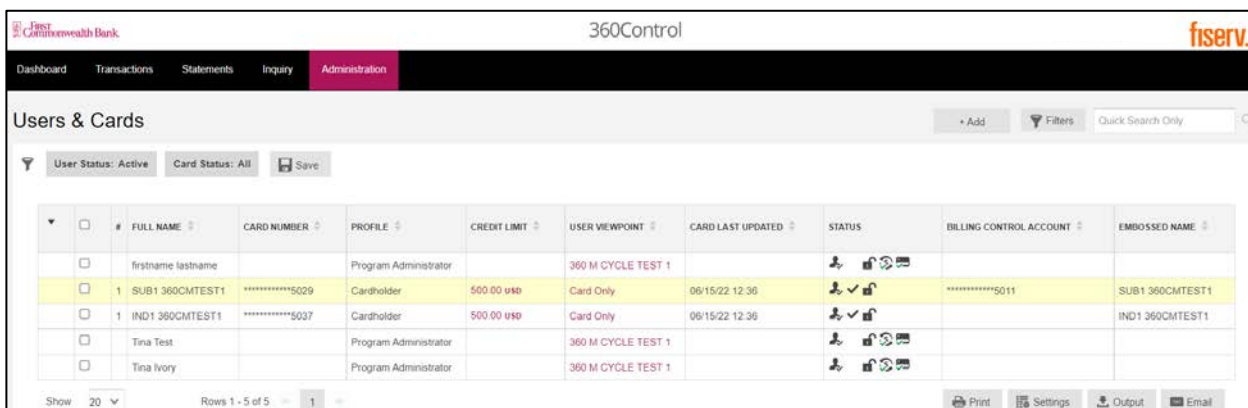
Merchant Category Code (MCC) controls allow you to control where cards can be used (e.g. fuel, restaurants, hotels). Controls can be created to prevent transactions based on Merchant Category Groups, Merchant Category Code ranges and/or specific Merchant Category Codes. You can also create controls that will only allow the card to be used at specific Merchant Category Groups, Merchant Category Code ranges and/or specific Merchant Category Codes.

GETTING STARTED

From your Dashboard, select Administration, then Users & Cards.



This will take you to your list of Users & Cards.



360Control Card Management User Guide

Check off the Card you will be adding controls to and a slide out menu will appear to the right. Scroll down to Credit Limit, click the down carrot to expand the menu and select Advanced Spending Controls.

The screenshot shows the 360Control interface for card management. A table lists several cards, with the second card (IND1 360CMTEST1) selected. The right-hand panel shows configuration options for the selected card, including a 'Credit Limit' dropdown menu that is expanded to show 'Advanced Spending Controls' as an option.

#	FULL NAME	CARD NUMBER	PROFILE	CREDIT LIMIT	USER VIEWPOINT	CARD LAST UPDATED	STATUS
1	firstname lastname		Program Administrator		360 M CYCLE TEST 1		
2	SUB1 360CMTEST1	*****5029	Cardholder	500.00 USD	Card Only	06/15/22 12:36	
3	IND1 360CMTEST1	*****5037	Cardholder	500.00 USD	Card Only	06/15/22 13:09	
4	Tina Test		Program Administrator		360 M CYCLE TEST 1		
5	Tina Ivory		Program Administrator		360 M CYCLE TEST 1		

A confirmation box will display. Select Yes.

The confirmation dialog box contains the following text: "You are currently using a regular authorization strategy. If you continue this will be changed to advanced spending controls that will replace the regular authorization strategy. Select Yes to change to advanced spending controls." There are two buttons at the bottom: "No" and "Yes".

360Control Card Management User Guide

On the next screen, a list of already established rules will display as well as an option to Create New Rule.

Card - 5037
Credit Limit: 500.00 USD
Cash Credit Limit: 500.00 USD
Authorization Hierarchy: Account only
Company Authorization Strategy:

Create New Rule

MCC RULE	PURCHASES ALLOWED	SPENDING LIMIT	DAY AND HOUR LIMIT
<input type="checkbox"/> 5813-5813	Yes		>
<input type="checkbox"/> 3351-3355	Yes		>
<input type="checkbox"/> Clothing Stores	No		>
<input type="checkbox"/> Hotels and Motels	Yes		>
<input type="checkbox"/> Transportation	Yes		>

Show 20 Rows 1 - 5 of 5+ 1

To create a new rule, select a rule type from the drop down box. There are 3 options available: MCC Group, MCC Range, MCC Code. Make your selection and click Add.

Create New Rule

MCC Group

Select an MCC Rule Type

- MCC Group
- MCC Range
- MCC Code

360Control Card Management User Guide

MCC GROUP

Purchases Allowed Yes will be selected by default. If you do not want purchases within that MCC Group to be allowed, uncheck the box. If Yes is selected, that will restrict the card so that purchases can only be made at the selected group. You can create multiple rules to allow for multiple MCC Groups, and each rule will be set up separately. Select the MCC Group from the drop down box and click Save.

Company Authorization Strategy

Create MCC Group Rule

Purchases Allowed Yes

MCC Group Select Group

Cancel

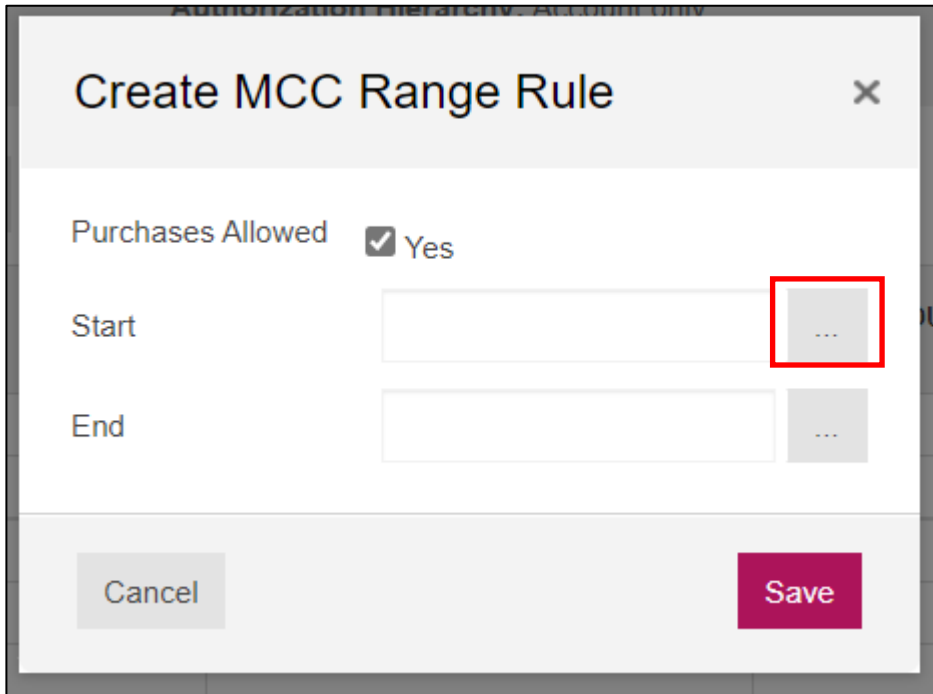
- Select Group
- Contracted Services
- Airlines
- Auto Rental
- Hotels and Motels
- Transportation
- Utilities
- Retail Stores
- Automobile and Vehicles
- Clothing Stores
- Miscellaneous Stores
- Service Providers
- Personal Service Providers

The new rule will now show in the list.

360Control Card Management User Guide

MCC RANGE

You can create rules based on a range of MCC Codes. Purchases Allowed Yes will be selected by default. If you do not want purchases within that MCC Range to be allowed, uncheck the box. If Yes is selected, that will restrict the card so that purchases can only be made within the selected MCC Range. Click the ... box to pull up the MCC Codes.



The screenshot shows a dialog box titled "Create MCC Range Rule". It contains a "Purchases Allowed" section with a checked checkbox and the text "Yes". Below this are two input fields, "Start" and "End", each with a small grey box containing three dots (...) to its right. The "Start" dropdown is highlighted with a red rectangle. At the bottom of the dialog are two buttons: "Cancel" on the left and "Save" on the right.

You can filter by typing in the MCC code if known or filter by MCG Group to pull up codes specific to that group. Once a value is selected for Start and End, click Save. A Success message will display.

360Control Card Management User Guide

MCC Code

MCG

Search

CODE	DESCRIPTION
	Unknown MCC
1	Default Expense
3	Unknown MCC
4	Unknown MCC
6	Unknown MCC
7	Unknown MCC
8	Unknown MCC
9	Unknown MCC
10	Unknown MCC
11	Unknown MCC
12	Unknown MCC
15	Unknown MCC


Select MCG Group

- Select MCG Group
- Hotels And Accommodation
- Busn. Clothing And Footwear
- Travel
- Auto Rental
- Restaurants And Bars
- Building Materials
- Estate And Garden Services
- Utilities And Non Auto Fuel
- Telecommunication Services
- Catering And Catering Supplies
- Cleaning Services And Supplies
- Training And Educational
- Medical Supplies And Services
- Staff - Temporary Recruitment
- Mail Order/Direct Selling
- Personal Services
- Freight And Storage
- Professional Services
- Financial Services

360Control Card Management User Guide

MCC Code ✕

MCG

Search 

CODE	DESCRIPTION
3351	Affiliated Auto Rental
3352	American International Rent-A-Car
3353	Brooks Rent-A-Car
3354	Action Auto Rental
3355	Sixt Car Rental
3357	Hertz
3359	Payless Car Rental
3360	Snappy Car Rental
3361	Airways Rent-A-Car
3362	Altra Auto Rental
3364	Agency Rent-A-Car
3366	Budget Rent-A-Car

360Control Card Management User Guide

Create MCC Range Rule ×

Purchases Allowed Yes

Start ...

End ...

Cancel Save

Success ×

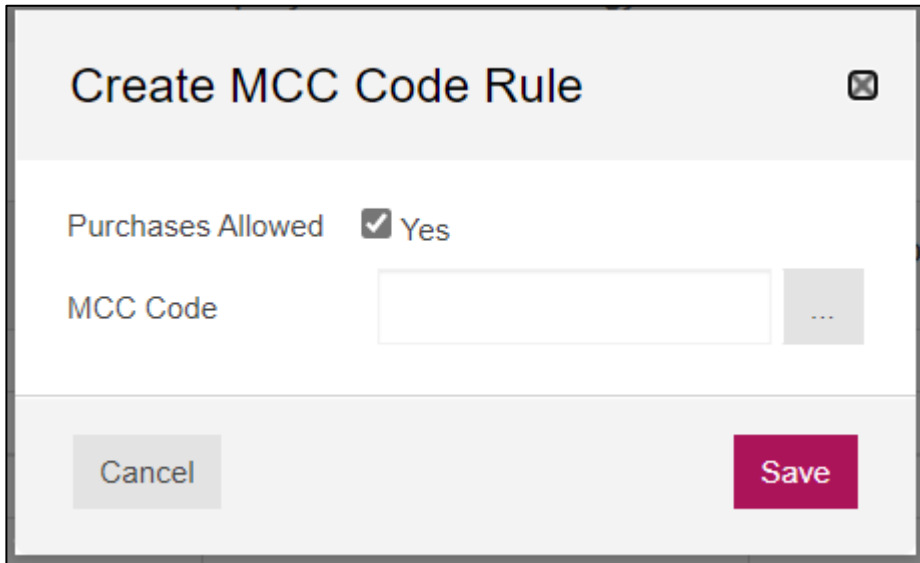
MCC Range Rule has been added successfully

Close

360Control Card Management User Guide

MCC CODE

You can restrict by specific MCC Code. Click on the ... box to pull up a list of MCC Codes. You can search by specific code, if already known, or filter the results to show MCC Codes for specific MCG Groups. Select the code to be restricted, click Apply, then click Save. A Success message box will display, click Close.



The screenshot shows a dialog box titled "Create MCC Code Rule" with a close button in the top right corner. Below the title bar, there is a section for "Purchases Allowed" with a checked checkbox and the text "Yes". Underneath, there is a label "MCC Code" followed by an empty text input field and a grey button with three dots "...". At the bottom of the dialog, there are two buttons: a grey "Cancel" button on the left and a red "Save" button on the right.

360Control Card Management User Guide

For example, if you click on the Hotels and Accommodations in the drop down box, it will show the MCCs that are part of that group, and you can select a specific code.

MCC Code

MCG

Search

CODE	DESCRIPTION
	Unknown MCC
1	Default Expense
3	Unknown MCC
4	Unknown MCC
6	Unknown MCC
7	Unknown MCC
8	Unknown MCC
9	Unknown MCC
10	Unknown MCC
11	Unknown MCC
12	Unknown MCC
15	Unknown MCC

Select MCG Group

- Select MCG Group
- Hotels And Accommodation
- Busn. Clothing And Footwear
- Travel
- Auto Rental
- Restaurants And Bars
- Building Materials
- Estate And Garden Services
- Utilities And Non Auto Fuel
- Telecommunication Services
- Catering And Catering Supplies
- Cleaning Services And Supplies
- Training And Educational
- Medical Supplies And Services
- Staff - Temporary Recruitment
- Mail Order/Direct Selling
- Personal Services
- Freight And Storage
- Professional Services
- Financial Services

360Control Card Management User Guide

MCC Code ✕

MCG Hotels And Accommodation ▼

Search Quick Search Only 🔍

CODE	DESCRIPTION
3501	Holiday Inn Express/Holiday Inn
3502	Best Western Hotels
3503	Sheraton Hotels
3504	Hilton Hotels
3505	Forte Hotels
3506	Golden Tulip
3507	Friendship Inns
3508	Quality Inns/Quality Suites
3509	Marriott
3510	Days Inn/Daystop
3511	Arabella Hotels
3512	Inter-Continental Hotels

Cancel Apply

360Control Card Management User Guide

Create MCC Code Rule ×

Purchases Allowed Yes

MCC Code ...

Cancel Save

Success □

MCC Code Rule has been added successfully

Close

360Control Card Management User Guide

SPENDING LIMIT AND DAY AND HOUR LIMIT

Once you've created an MCC Rule, you can edit further for spending and time of day limitations. Check off the Rule you'd like to edit and click the carrot arrow in the right hand column

<input type="checkbox"/>	MCC RULE	PURCHASES ALLOWED	SPENDING LIMIT	DAY AND HOUR LIMIT	
<input type="checkbox"/>	5813-5813	Yes			>
<input type="checkbox"/>	3351-3355	Yes			>
<input type="checkbox"/>	3384-3386	Yes			>
<input type="checkbox"/>	Airlines	Yes			>
<input type="checkbox"/>	Clothing Stores	No			>
<input checked="" type="checkbox"/>	Hotels and Motels	Yes			>
<input type="checkbox"/>	Transportation	Yes			>

Spending limit allows you to set Authorization Limits for Single Transaction Max amount; and/or Max number of Transactions per Day, Month or Cycle; and/or Max Amount per Day, Month or Cycle. Enter a name for the rule and fill in the corresponding box. Click Save. A Success box will appear.

Spending Limit Rule: Update Select existing rule Or enter New \$100 trx

Authorization Limits

The Authorization limits do not have a specific end date and you can define limites per single transaction, per day, per month, per cycle.

Single Transaction Max Amount: 100

Please define either max no of transaction or max amount for each period

Max No of Transactions per Day: Max Amount per Day:

Max No of Transactions per Month: Max Amount per Month:

Max No of Transactions per Cycle: Max Amount per Cycle:

Client Defined Limit

Please define either a Max No of Transactions or a Max Amount, plus a date range for your spending limit rule.

Max No of Transactions: Max Amount:

Cancel Delete Save

Success

Spending Limit Rule Added Successfully

Close

360Control Card Management User Guide

Day and Hour Rule allows you to restrict the day of week and time of day the card can be used. Please note when selecting hour restrictions these times are Central Standard Time. Checking the hour box will restrict the card from being used during that time. Enter a name for the Day/Hour rule and select the days/hours the card should be restricted from use. Click Save.

MCC Rule | Spending Limit Rule | Day and Hour Rule

Day and Hour Rule Update Select existing rule Or enter New M-F

Select the appropriate box below to restrict authorizations for a specific day and hour. Placing a value in a designated hour will result in an account receiving a DECLINE.

All times are **CENTRAL STANDARD TIME**

DAY		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
MONDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SATURDAY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SUNDAY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Delete Reset **Save**

A success confirmation box will display.

Success

Day Hour Rule Added Successfully

Close