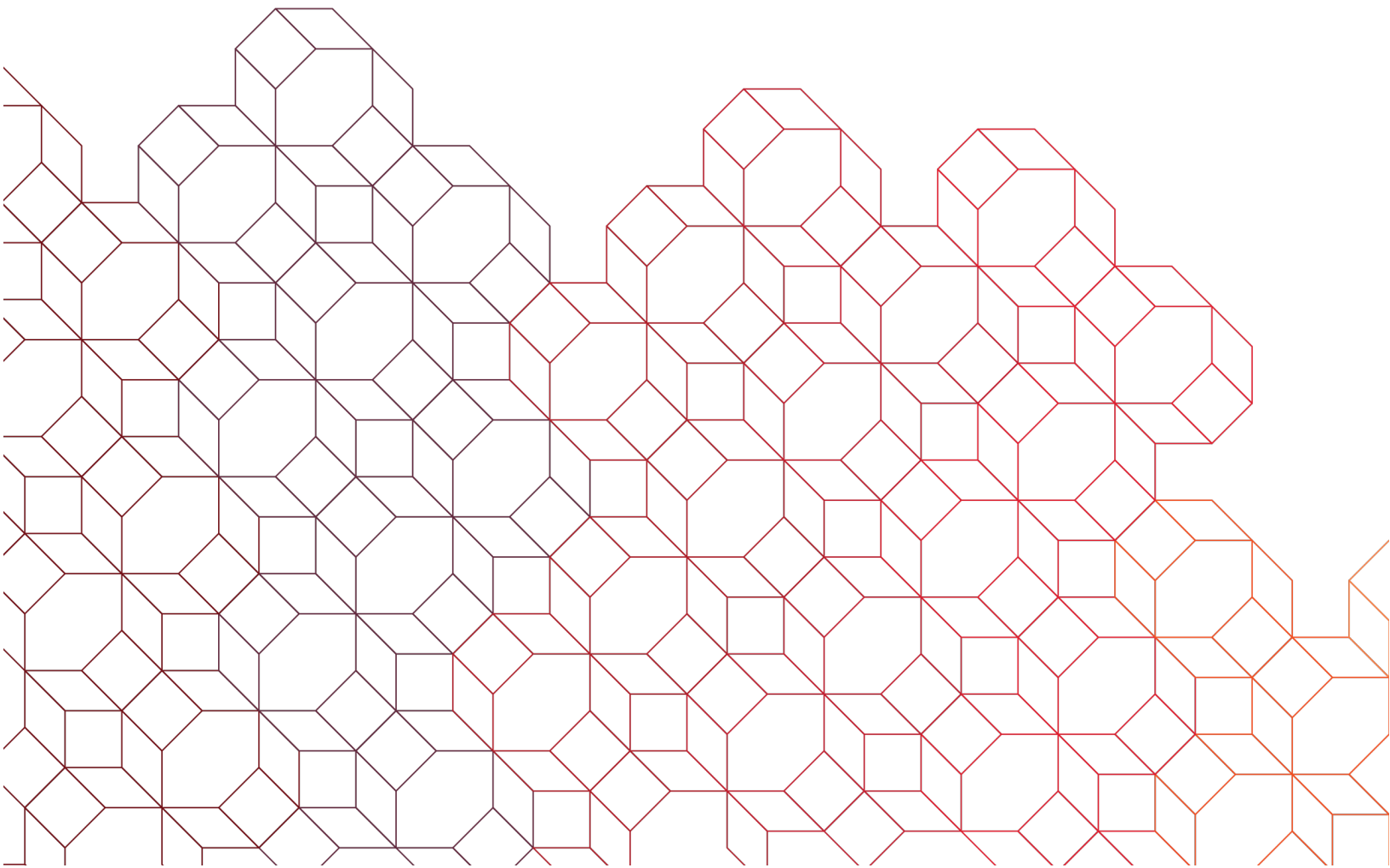




Spend Control

Maintain MCC Group on Accounts



Merchant Category Code (MCC) Groups are used to restrict the merchants where an individual cardholder can utilize their card account. For example, the fuel only cardholders would be restricted to utilize their card at gas stations only.

Program Administrators are the only individuals that are able to modify the application of any MCC Group on a card account. If you have a cardholder that is being declined due to an unauthorized merchant category code, you can temporarily or permanently remove the restriction to allow that transaction to approve. Once approved, the restriction may be reinstated.

Individual cardholder MCC Group Maintenance

In Spend Control navigate: Account Manager > Account Maintenance > Search by: "All (Account)" to locate and click upon the cardholder name.

If cardholder has an existing MCC Group applied, click the "Edit" button in the MCC Group Limits section of the Account Maintenance screen.

Do NOT click the REMOVE button.

The screenshot shows the 'MCC GROUP LIMITS' interface. At the top right, there are three buttons: 'Add', 'Edit' (highlighted in red), and 'Remove'. Below the buttons, the 'Group Identifier' is set to 'BOKFFUELON'. The 'Status' is 'Active' and the 'Action' is 'Include'. A list of limits follows: Single Transaction Limit (0.00), Cycle Number of Transactions (0), Cycle Amount (0.00), Daily Number of Transactions (0), Daily Amount (0.00), Monthly Number of Transactions (0), and Monthly Amount (0.00). A link for 'MCC Group Report' is at the bottom right.

To temporarily disable the MCC Group applied, change the "Action" from Include/Exclude to None, and click "Save".

This screenshot shows the 'MCC GROUP LIMITS' interface after editing. The 'Group Identifier' remains 'BOKFFUELON' and the 'Status' is 'Active'. The 'Action' dropdown menu is now set to 'None' and is highlighted with a red box. 'Save' and 'Cancel' buttons are visible at the top right.

To turn the restriction group back on, simply update the Action back to "Include*" and click "Save".

*If you would like to check how this setting should be applied (include or exclude), you may review any other cardholder with the same settings.

Below are the commonly utilized MCC Groups, based on your individual client program. Your program will likely have one or more options that were previously added to your company configuration during implementation – this includes custom MCC Groups as well. If you have a custom MCC Group, your group will not be listed below:

- **BOKFFLEET** - BOKF Fleet Vehicle template
 - Action = Include
- **BOKFFUELON** - BOKF Fuel Only template
 - Action = Include
- **BOKFSTANDA** - BOKF Standard template
 - Action = Include
- **BOKFALLTRA** - BOKF All Transactions (no restrictions)
 - Action = Include

If you have any questions about MCC Groups, please contact us at CorporateCardSupport@bokf.com.

