

In This Guide

✓ Accessing the Corporate Card Changes eDoc ✓ Making changes

This guide demonstrates how to access, complete and submit the Corporate Card Changes eDoc in KFS. Any USC staff member can use this process to request changes to the following types of cards:

- Procurement Cards (P-Card);
- Travel Cards; and
- Controlled Value Cards (CV Card).

Accessing the Corporate Card Changes eDoc

1. Click on the **Corporate Card Changes Document** (CCC) link in the **Workflow Main Menu**.

Financial Main Menu Workflow Main Menu	Financial Maintenance	Workflow Maintenance	Administration	
action list	Logged in	User: etheridg		
Message Of The Day				
Kuali users, Please report issues to 213-740	-5857. Thank you.			
User Access Request Document	Co	urse Scheduling		
User Access Request Document	•	Course Scheduling <table-cell></table-cell>		
Chart of Accounts	Fin	ancial Aid Account Docume	at	
<u>Create New Account</u> <u>Change an Account</u>	•	Financial Aid Account Docume	<u>nt</u> ?	
Concert Deserver, Worldson Deserver	SIS	S Annual Access Review		
General Purpose Workflow Documents	•	SIS Access Request Document		
Corporate Card Changes				
Corporate Card Changes Document				

- 2. In the **Document Overview** tab, enter a **Description**.
- 3. In the **Card Holder's Information** tab, select **Same as Initiator** if the cardholder is submitting the eDoc to prepopulate the fields with the cardholder's information.
- 4. Select Name on Card Same as Card Holder's Name, if applicable.

- 5. Complete the required fields:
 - Card Holder's 10 Digit USC ID #
 - Name on Card
 - Last 6 Digits of Card Number
 - School/Department

Use the **lookup icon** to populate the cardholder's 10-digit ID number and school or department.

Card Holder's Information		
Card Holder's Information		
Same as Initiator:		
* Card Holder's 10 Digit USC ID #:	Card Holder's Name:	
Name on Card Same as Card 🔲 Holder's Name:		
* Name on Card:	* Last 6 Digits of Card Number:	
Instructions for selecting School/Department: 1. Click on the magnifying glass to the right. 2. On the next screen, click the 'search' button without selecting any other criteria. 3. Click the 'return value' button to return your school/department choice to this form.	* School/Department:	۹
Se	enior Business Officer:	

6. In the **Type of Card** tab, select the appropriate **Type of Card**.

Note: Travel cards do not require the remaining fields.

Type of Card				
* Type of Card:	Select 🔻			
Current GL Account Number:	Select	Account Name:	A	ccount EXP Date:
Object Code:	Travel	Object Code Name:		
	CVC			

Making changes

The following changes can be made to corporate cards by accessing the appropriate tab.

In the Account Closure or Reopen tab:

- 1. Select the appropriate action from the **Account Closure or Reopen** drop-down.
- 2. Click on the **calendar icon** to select the **Effective Date**.
- 3. Provide a brief **Explanation of Request**.

Account Closure or Reopen	► hide		
Account Closure or Reopen			
Account Closure or Reopen:	Select 🔻	Effective Date:	8
Explanation of Request:			

Note: Account closure requests cannot be combined with any other changes.

In the Credit Limit Changes tab:

- 1. Select the appropriate action from the **Credit Limit Change** drop-down:
 - Credit Limit (all corporate cards)
 - Single Purchase Limit (P-Cards and CV Cards)
 - Retail Cycle Limit (travel cards)
 - ATM Cash Withdrawal Limit (travel cards)
- 2. Indicate whether the request is for an **Increase or Decrease**, the **Requested Limit (\$)**, and whether the **Type of Request** is permanent or temporary.
- 3. Click on the **calendar icons** to select the **Effective Start Date** (required for all requests) and **Effective End Date** (required for temporary requests).
- 4. Enter the current card limit in the **Current Card Limit and Explanation of Request** field, along with a brief explanation of the change request.
- 5. Click the **add** button in the **Actions** column.
- 6. Repeat steps 1-4 to add additional credit limit changes.

	Credit Limit Change:	Increas Decrea	e or ise:	Requested Limit(\$):	Type of Request:	Effective Start Date:	Effective End Date:	Current Card Limit and Explanation of Request:	Actions
add:	Select	Select	•		Select •				add
	Select								///
	Credit Limit								
	Single Purchase Limit								
	Retail Cycle Limit								
	ATM Cash Withdrawal Limit								

In the Account Number Change tab:

- 1. Click the **lookup icons** to search for the **New GL Account Number** and **Object Code** fields.
- 2. Provide a brief **Explanation of Request**.

mber Change			
GL Account Number:	9	Account Name:	Account EXP Date:
bject Code:	<u> </u>	Object Code Name:	

In the Merchant Category Code(s) tab:

- 1. Indicate whether the request is to **Add/Delete** and whether the **Type of Request** is permanent or temporary.
- 2. Click on the **calendar icons** to select the **Effective Start Date** (required for all requests) and **Effective End Date** (required for temporary requests).
- 3. Click the **lookup icon** to search for the desired **MCC Group**.
- 4. Provide a brief **Explanation of Request**.

Merchant Category Code(s)								
Instructions for selecting for Merchant Category Codes: 1. Complete the Request Details. 2. Click on the magnifying glass for MCC Group. 3. On the next screen, click the 'search' button without selecting any other criteria. 4. Click on check boxes for all of the choices you would like to make. 5. Click on the 'return selected' button to return your selection(s) to this form.								
Request Details								
Add/Delete:	Type of Request:	Effective Start Date:	Effective End Date:					
Select V	Select V							
MCC Group								
MCC Group: 🕤								
Explanation of Request								
Explanation of Request:	li li							

If additional information related to the change(s) is required, include it in the **Notes and Attachments** tab.

After completing all the necessary tabs, click the **submit** button to submit the eDoc into the workflow.