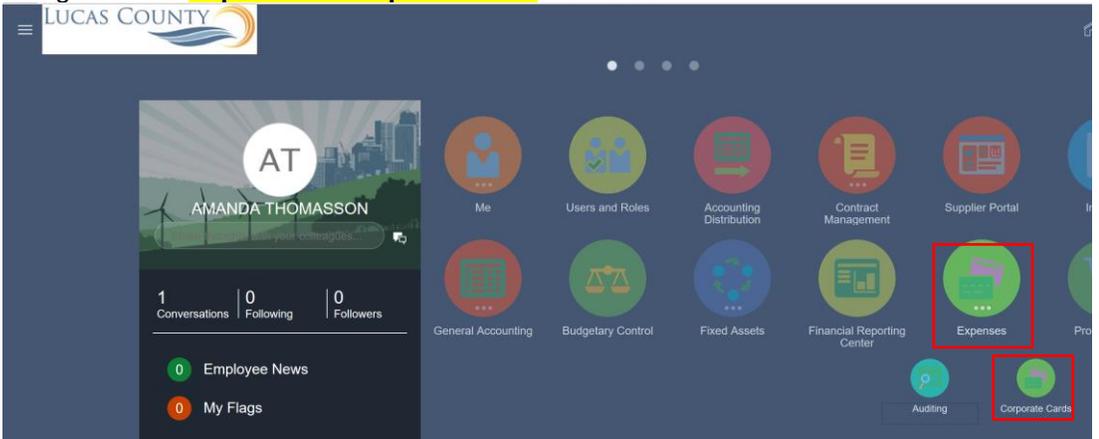
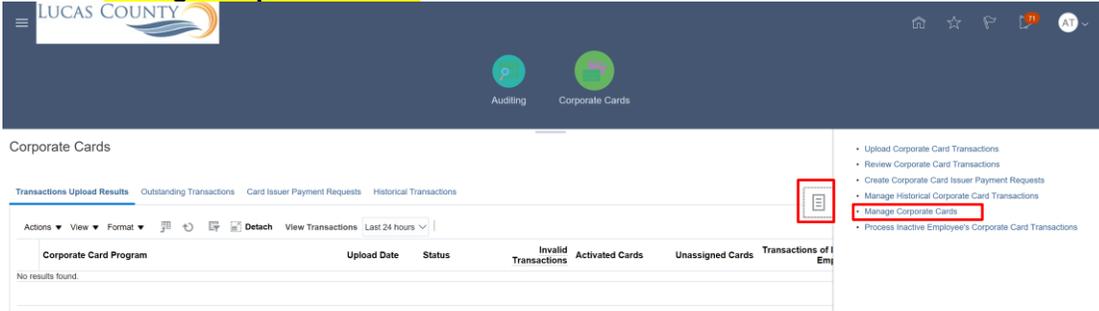


Manage Corporate Card

Audience: Procurement Card Administrator

Purpose: This job aid will assist you with associating employees with proper procurement card to avoid transaction upload errors.

Step	Action
1	<p>Navigate to the Expenses > Corporate Card work area.</p> 
2	<p>In the Corporate Cards page, click on the Tasks icon (to the right). Click on Manage Corporate Cards Menu Item.</p> 
3	<p>Search Parameters Corporate Card Program = Visa NOTE: Set Creation Date to <blank> Click the Search button.</p>

4 Click **Add “+”** Icon to begin creating a corporate card for an individual.

5 Enter the following fields. Example values are listed here for each.

- **Corporate Card Program** = MasterCard Program
- **Corporate Account Name** = Citizens
- **Corporate Card Number** = <enter a valid MasterCard number>
- **Employee Name** = search for a valid employee
- **Name of Card** = <enter employee name>
- **Expiration Date** = select a valid date in the future.

Create Corporate Card

6 Select **Save and Close** to add the procurement card/employee combination to the list.

7 Select **Search** to refresh the list to include the newly added employee.

8 Click **Done** and **OK** to return to the Overview screen.