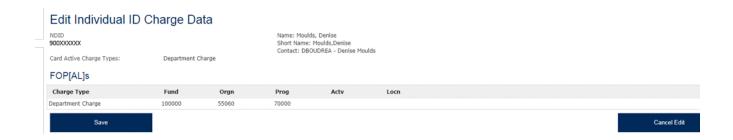# Department Charge

Change Default FOP[AL]

As the Business Manager or the Department Business Manager you can change a cardholder's default FOP[AL] if it needs to change to another FOP[AL] you manage.

To change the default FOP[AL] for a cardholder, **click on their name**. This will open their individual record.

Within the **Edit Individual ID Charge Data** screen change the FOP by typing in the appropriate number in the box for the **Fund**, **Orgn**, **Prog, Actv**, or **Locn** that needs to be changed.

***WARNING**: If you accidentally change the cardholder's default FOP[AL] to one you do not manage, you will lose access to that person in the Financial Toolkit. (To correct this error, you will need to revoke their default charging privileges through ServiceNow. If this cardholder should have access to a FOP[AL] you mange, request new access to the correct FOP[AL]).

Edit Individual ID Charge Data

NDID
900XXXXXX

Name: Moulds, Denise
Short Name: Moulds,Denise
Contact: DBOUDREA - Denise Moulds

Card Active Charge Types: Department Charge

FOP[AL]s

Charge Type	Fund	Orgn	Prog	Actv	Locn
Department Charge	100000	55060	70000		

Save		Cancel Edit

For a **Department Charge Card,** a Business Manager or Department Business Manager can update the contact for the card. The contact is responsible for submitting the compliance data for any transactions made using that card.

Edit Department ID Charge Data

NDID
900XXXXXX

Name: Irish1Card
Short Name: Irish1Card

Contact - Search by typing in NDID, Net ID or Name
CESSMAN

Contact Name
Christina Sedore

Card Active Charge Types: Department Charge Active until 2019-06-05

FOP[AL]s

Charge Type	Fund	Orgn	Prog	Actv	Locn
Department Charge	100000	55010	70000		

Save		Cancel Edit