



## **Purchasing Credit Cards - DA3000**



# Table of Contents

<b>Purchasing Credit Cards - DA3000</b> .....	<b>i</b>
<b>Purchasing Credit Cards - DA3000</b> .....	<b>1</b>



# Purchasing Credit Cards - DA3000

## District Administration > Maintenance > User Profiles > Purchasing Credit Cards

This tab is used to assign specific credit card codes to individual requisition users. If requisition users will not be selecting a credit card when submitting a PO, then the credit card codes do not need to be assigned to specific users. The business office will be able to select a credit card code on the PO at the time the payable is entered in Finance.

If a credit card code is assigned to a user, the user can select from the list of active and assigned credit card codes in the **Credit Card Code** drop-down field when entering a requisition on the [Purchasing > Maintenance > Create/Modify Requisition](#) and [Create/Modify Contract Requisition](#) pages in the Purchasing application.

### Notes:

- All data fields are display only and can be edited on the [Finance > Tables > Credit Card Codes](#) tab in Finance.
- Refer to the [Accounts](#) tab for more information about the **Add User**, **Delete User**, and **Remove Process** buttons.

## Add a credit card code:

☐ Click **+Add** to add a row. The Credit Card Directory is displayed.

- Select one or more credit card codes to assign to the selected user. Only credit card codes that exist on the Tables > Credit Card Codes tab in the Finance application are displayed.
- Type data in the **Search** field to narrow the list of credit card codes displayed in the list.
- Click **OK** to continue and return to the Purchasing Credit Cards tab.
- Click **Cancel** to return to the Purchasing Credit Cards tab without making a selection.

Field	Description
<b>Credit Card Code</b>	The user-defined credit card code is displayed.
<b>Description</b>	The user-defined credit card code description is displayed.
<b>Active</b>	Indicates the credit card code status.

☐ Click **Save**.

## Other functions and features:

<b>Retrieve</b>	Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
<b>Print</b>	Click to print the Credit Card Codes report. <a href="#">Review the report.</a>



Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**. A message is displayed asking if you want to delete the row. Click **OK**.

Click **Cancel** to not delete the row.