



## **Purchasing Credit Cards - DA3000**



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# Purchasing Credit Cards - DA3000

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

This tab is used to assign specific credit card codes to individual users. After 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.

**Note:** All data fields are display only, but can be edited on the [Finance > Tables > Credit Card Codes](#) tab in Finance.

### **Add a credit card code:**


☐ Click **+Add** to add a credit card code. 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>	<a href="#">Retrieve data.</a> 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>
	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>OK</b> .  Click <b>Cancel</b> to not delete the row.