

Credit Card Codes - FIN2700

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Finance > Tables > Credit Card Codes

This tab is used to establish a list of credit card codes to be used by the local education agency (LEA). The credit card code table is necessary to complete credit card functions in the Finance, Purchasing, and District Administration applications.

Multiple credit cards can be set up for a credit card company. The account code must be a liability account (2XXX). A different account code can be used for each card to make it easier to verify transactions if the credit card statement does not reconcile to the transactions in ASCENDER. This account should be different from previously used liability accounts.

Notes:

- Credit card codes must be assigned to individual users on the District Administration > Maintenance > User Profiles > Purchasing Credit Cards tab.
- All credit card account code components must exist on the **Finance > Tables > Account Codes** page.

Retrieve a credit card code:

Field	Description
Starting Credit Card Code	Type the starting credit card code from which you want to retrieve data. Click **Retrieve**. A list of credit card codes equal to and greater than the entered starting credit card code is displayed.

❑ Click **Retrieve**. A list of credit card codes equal to and greater than the entered starting credit card code is displayed.

Add a credit card code:

❑ Click **+Add** to add a row.

Credit Card Code	Type a unique user-defined credit card code. The field can be a maximum of six alphanumeric characters. It is helpful to use the last 4 digits of the credit card.
Description	Type a user-defined credit card description. The field can be a maximum of 30 alphanumeric characters. It is helpful to use the name of the credit card.
Vendor Nbr	Type an active vendor number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number. The vendor number must exist on the Maintenance > Vendor Information page. The **Vendor Name** field is automatically populated with the vendor name. If the vendor number is not known, click ⋮. The Vendors directory is displayed. **Note**: The vendor number represents the credit card company (e.g., Bank of America).

Vendor Name	Type the vendor name, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor name. Only existing active vendors are displayed in the drop-down list. The **Vendor Number** field is automatically populated with the vendor number. If the vendor name is not known, click . The Vendors directory is displayed. **Note**: The vendor name represents the credit card company (e.g., Bank of America).
Account Code	Type the 20-digit account code of the payable account. The object code must be a class 2XXX account. All account code components must exist on the Finance > Tables > Account Code page. **Note**: You can use one account for all credit cards or set up a separate account for each credit card. The account code is divided into the following components: **Fund** **Function** **Object** **Sub-Object** **Organization** **Fiscal Year** - This field is display only and defaults to X indicating that the current fiscal year for the account code offset is used when creating credit card transactions. You can verify the fiscal year on the Tables > District Finance Options page. **Program Intent** **Educational Span** **Project Detail**
Active	Select to allow the use of the credit card code in Purchasing. The field is selected by default; however, you can clear the field to restrict the use of the credit card code in Purchasing.

❑ Click **Save**.

Other functions and features:

Print	Click to print data. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You cannot delete or modify a credit card code that is in use by a credit card transaction. Click **Save**.


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