

Credit Card Codes

Table of Contents

Credit Card Codes - FIN2700 1

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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.

Note: Credit card codes must be assigned to individual users on the Maintenance > User Profiles > Purchasing Credit Cards tab in the District Administration application.

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.

Add a credit card code:

Click **+Add** to add a new row.

Click **Save**.

**NOTE:

Other functions and features:

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


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Back Cover