

Credit Card Codes

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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.

Field	Description
Credit Card Code	Type a unique user-defined credit card code. The field can be a maximum of six alphanumeric characters.
Description	Type a user-defined credit card description. The field can be a maximum of 30 alphanumeric characters.
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).

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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