

Credit Card Codes

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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.

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).

Field	Description
Account Code	Type the 20-digit account code. The object code must be a class 2XXX account. All account code components must exist on the Tables > Account Code page. 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 the Purchasing application. 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	Print data. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
	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. Click **Save**.


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