



(Optional) Assign credit card codes to users

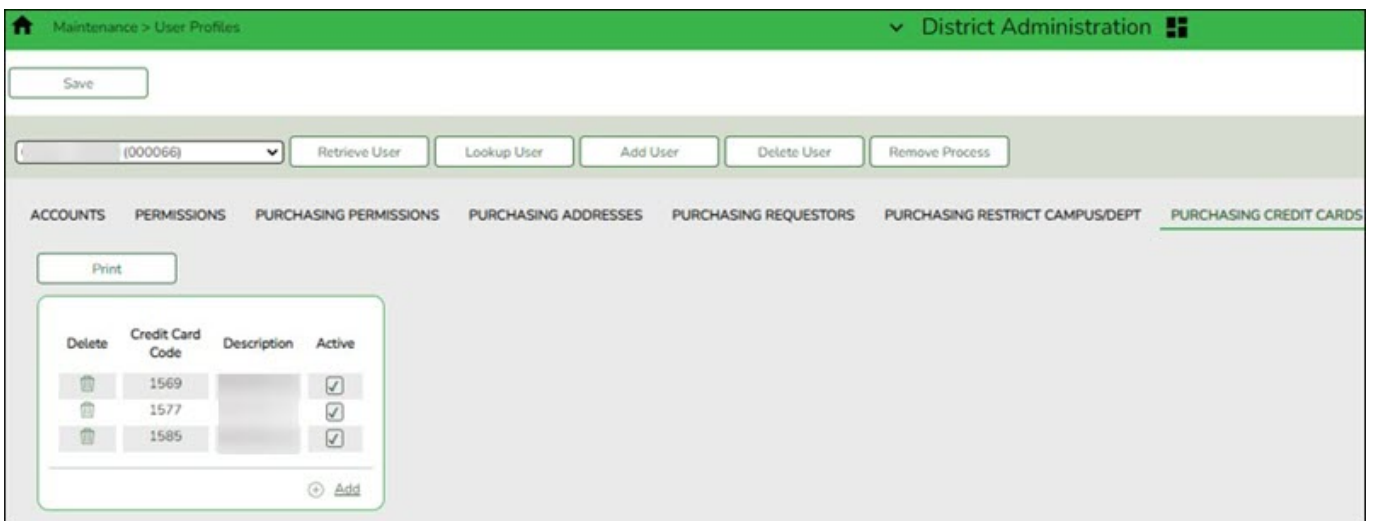
Table of Contents

(Optional) Assign credit cards to users

[District Administration](#) > [Maintenance](#) > [User Profiles](#) > [Purchasing Credit](#)

Assign specific credit card codes to individual requisition users. If requisition users will not be selecting a credit card when submitting a PO, then the credit card codes do not need to be assigned to specific users. The business office will be able to select a credit card code on the PO at the time the payable is entered in Finance.

If 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.



Click **+Add** to add a row. 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
Credit Card Code	The user-defined credit card code is displayed.
Description	The user-defined credit card code description is displayed.
Active	Indicates the credit card code status.

Click **Save**.



Back Cover