



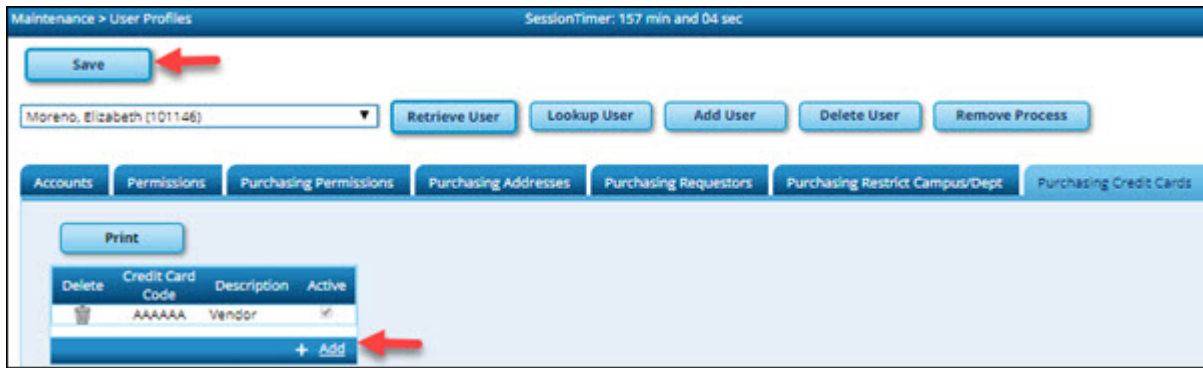
Set up purchasing credit card data

Table of Contents

District Administration > Maintenance > User Profiles > Purchasing Credit Cards

If your LEA uses the credit card functionality and has existing credit card codes on the Finance > Tables > Credit Card Codes tab, you can assign those credit card codes to individual users. This allows users to select from a list of active and assigned credit card codes when entering requisitions on the [[purchasing:maintenance:createmodifyrequisition|Purchasing > Maintenance > Create/Modify Requisition.

Image



Click **+Add** to add a credit card code to the grid.

| | |
|-------------------------|---|
| 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