

Purchasing Credit Cards - DA3000

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District Administration > Maintenance > User Profiles > Purchasing Credit Cards

This tab is used to 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.

Notes:

- All data fields are display only and can be edited on the Finance > Tables > Credit Card Codes tab in Finance.
- Refer to the Accounts tab for more information about the **Add User**, **Delete User**, and **Remove Process** buttons.

Add a credit card code:

❑ 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**.

Other functions and features:

Retrieve	Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.
Print	Click to print the Credit Card Codes report. Review the report.

	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. A message is displayed asking if you want to delete the row. Click **OK**. Click **Cancel** to not delete the row.


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