

Dealer Credit Cards

To access **Dealer Credit Cards** screen, go to **Credit Card Reconciliation > Dealer Credit Cards** and click **New** or open existing record.

The screenshot displays the 'Dealer Credit Cards' application window. The main form is divided into several sections: 'Details' (Vendor, Bank, AP Type, Location, Date, Reference), 'Distribution Information' (Site No., Site Name, Site Type, Customer, Gross), and 'Site Batch Details' (Batch No., Gross, Fees, Net). The 'Details' section has dropdown menus for Vendor, Bank, and AP Type, and text fields for Location, Date, and Reference. The 'Distribution Information' section has a dropdown for Site No. and text fields for Site Name, Site Type, Customer, and Gross. The 'Site Batch Details' section has a dropdown for Batch No. and text fields for Gross, Fees, and Net. The 'Gross' field in 'Distribution Information' and the 'Gross' field in 'Site Batch Details' both show '0.00'. The 'Fees' field in 'Site Batch Details' also shows '0.00'. The 'Net' field in 'Site Batch Details' shows '0.00'. The 'Batch Totals' section at the bottom right shows 'Batch Totals: 0.00 0.00 0.00' and 'Balance To Distribute: 0.00 0.00 0.00'. The 'Distributed Totals' section at the bottom left shows 'Distributed Totals: 0.00' and 'Balance To Distribute: 0.00'. On the right side of the window, there is a list of existing records with columns 'CCD Ref' and 'Posted'. The list includes records DDC-1 through DDC-12, with checkboxes for 'Posted'.

CCD Ref	Posted
DDC-1	<input checked="" type="checkbox"/>
DDC-2	<input type="checkbox"/>
DDC-3	<input checked="" type="checkbox"/>
DDC-4	<input type="checkbox"/>
DDC-5	<input type="checkbox"/>
DDC-6	<input type="checkbox"/>
DDC-7	<input type="checkbox"/>
DDC-8	<input checked="" type="checkbox"/>
DDC-11	<input type="checkbox"/>
DDC-12	<input checked="" type="checkbox"/>

Vendor : Select Vendor with Credit Card Reconciliation setup from combo box

Bank : Will be populated once vendor is selected based on Credit Card Reconciliation setup > Defaults tab

AP Type : Will be populated once vendor is selected based on Credit Card Reconciliation setup > Defaults tab

Location : Will be populated once vendor is selected based on Credit Card Reconciliation setup > Defaults tab

Date : Enter valid date or select from date picker

Reference : Enter reference on the text field

Gross : Show 0 by default

Fees : Show 0 by default

Net : Show 0 by default

CCD Ref No. : Will be generated once the transaction is saved

Distribution Information Grid Details:

Site No. : Select Site No from combo box

Site Name : Will be populated once Site No is selected based on Credit Card Reconciliation setup > Site tab

Site Type : Will be populated once Site No is selected based on Credit Card Reconciliation setup > Site tab

Customer : Will be populated once Site No is selected based on Credit Card Reconciliation setup > Site tab

Gross : Enter numerical value on the text field

Fees : Enter numerical value on the text field

Net : Will be computed based on the entered Gross and Net amount

Site Batch Grid Details:

Batch No. : Enter Batch No on the text field

Gross : Enter numerical value on the text field

Fees : Enter numerical value on the text field

Net : Will be computed based on the entered Gross and Net amount

Pages

- [How to Setup Vendor that will be used on Dealer Credit Card transaction](#)
- [How to Add a Dealer Site](#)
- [How to Add a Company Owned Site](#)
- [How to Create Dealer Credit Card with no Site Batch Details](#)
- [How to Post Dealer Credit Card with No Site Batch Detail](#)
- [How to Create Dealer Credit Card with Site Batch Details](#)
- [How to Post Dealer Credit Card with Site Batch Detail](#)