

How to Setup Vendor that will be used on Dealer Credit Card transaction

1. From **Purchasing (Accounts Payable) > Vendors**, open an existing or create New vendor.
2. Go to **Vendor tab > Credit Card Reconciliation tab > Defaults tab**.
3. Supply **Bank Accounts, AP Type, Enter Total As** and **Company Location**. Sample below:

The screenshot shows a software window titled "Entity - CCR-COA Vendor1". It has a menu bar with options: New, Save, Search, Refresh, Delete, Undo, Additional, and Close. Below the menu bar is a tabbed interface with tabs: Entity, Vendor, General, Locations, Contacts, Split, Farm, History, Messages, Activities (0), Attachments (0), Audit Log (1), and Custom. The "Vendor" tab is active, and within it, the "Credit Card Reconciliation" sub-tab is selected. Under this sub-tab, there are further options: Detail, Credit Card Reconciliation, Taxing, Pricing, Lien Holder, and Store. The "Credit Card Reconciliation" option is highlighted. Below this, there are two sub-tabs: "Defaults" and "Site". The "Defaults" sub-tab is active. It contains two main sections: "Details" and "Import Information". The "Details" section has four dropdown menus: "Bank Account" (set to "Fifth Third"), "AP Type" (set to "Credit On Account"), "Enter Totals As" (set to "Gross"), and "Company Location" (set to "0001 - Fort Wayne"). The "Import Information" section has four text input fields: "File Type", "File Name", "Auxiliary File Name", and "File Path". At the bottom of the window, there is a status bar with a question mark icon, a globe icon, a lightbulb icon, a mail icon, the word "Saved" in red, and a page indicator showing "Page 1 of 1".

4. Go to **Site** tab and add **Dealers Site** and **Company Owned Site**.
5. Click **Save** button.