

# 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". The interface includes a menu bar with options like "New", "Save", "Search", "Refresh", "Delete", "Undo", and "Additional". Below the menu bar, there are several 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, followed by the "Defaults" sub-tab. The "Defaults" sub-tab is further divided into "Defaults" and "Site". The "Defaults" section contains 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"). Below this is the "Import Information" section, which includes four text input fields: "File Type", "File Name", "Auxiliary File Name", and "File Path". The bottom of the window shows a status bar with a "Saved" indicator and a "Page 1 of 1" display.

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