

# How to Add a Dealer Site

Below are the steps to follow in adding Dealer Site:

- 1. From **Purchasing (Accounts Payable) > Vendors**, open an existing or create New vendor.
- 2. Go to **Vendor tab > Credit Card Reconciliation tab > Site tab**.
- 3. Click **Insert** button on Dealer Site grid and supply the following fields: **Site**, **Description**, **Clearing Account**, **Fee Expense GL**, **AR Pay Type**, and **Customer**.
- 4. Check/uncheck **Post Net Total to AR Customer**
- 5. Enter a **Merchant Category Code**
- 6. Enter a **Transaction Type**
- 7. Check/uncheck **Shared Fees**
- 8. Enter a **Shared Fee %**

Entity - CCR-COA Vendor1

NewSaveSearchRefreshDeleteUndoAdditional +Close

EntityVendorGeneralLocationsContactsSplitFarmHistoryMessagesActivities (0)Attachments (0)Audit Log (1)Custom

DetailCredit Card ReconciliationTaxingPricingLien HolderStore

DefaultsSite

Dealer Site

+ InsertOpenX RemoveFilter

<input type="checkbox"/> Site *	Description *	Clearing Account *	Fee Expense GL	AR Pay Type *	Customer *	Post Net Total to AR Customer	Merchant Category Code	Transaction Type	Shared Fees	Shared Fee %
<input checked="" type="checkbox"/> Site 123	Site 123 Desc	12500-0000-000	39000-0000-000	Credit	RCP Customer	<input checked="" type="checkbox"/>	Test Category...	Trans Type	<input checked="" type="checkbox"/>	10
<input type="checkbox"/>						<input type="checkbox"/>			<input type="checkbox"/>	0.00

Company Owned

+ InsertOpenX RemoveFilter

<input type="checkbox"/> Site *	Description *	Credit Card Receivable	Fee Expense GL *	Pass Through AR	Customer	Pay Type
<input type="checkbox"/>				<input type="checkbox"/>		

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- 9. Click **Save** button.