

# How to Add a Company Owned 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 **Company Owned** grid and supply the following fields: **Site**, **Description**, **Credit Card Receivable** and **Fee Expense GL**.
- 4. Check/uncheck **Pass Through AR**
- 5. Select a **Customer**. This will be required if Pass Through AR is checked.
- 6. Select **Pay Type**

Entity - CCR-COA Vendor1

New Save Search Refresh Delete Undo Additional Close

Entity Vendor General Locations Contacts Split Farm History Messages Activities (0) Attachments (0) Audit Log (1) Custom

Detail Credit Card Reconciliation Taxing Pricing Lien Holder Store

Defaults Site

Dealer Site

+ Insert Open Remove Filter

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

+ Insert Open Remove Filter

Site*	Description*	Credit Card Receivable	Fee Expense GL*	Pass Through AR	Customer	Pay Type	
<input checked="" type="checkbox"/>	CO 123	CO 123 Desc	10003-0000-000	39000-0000-000	<input checked="" type="checkbox"/>	RCP Customer	Credit
<input type="checkbox"/>				<input type="checkbox"/>			

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- 7. Click **Save** button.