

How to Create Dealer Credit Card with no Site Batch Details

1. Make sure that a Vendor to use has Credit Card Reconciliation Setup. To setup a vendor, refer to [How to Setup Vendor that will be used on Dealer Credit Card transaction](#).
2. Go to **Credit Card Reconciliation > Dealer Credit Cards** and click **New** button.

The screenshot shows the 'Dealer Credit Cards' form with the following fields and values:

- Vendor:** (Empty)
- Bank:** (Empty)
- AP Type:** (Empty)
- Location:** (Empty)
- Date:** (Empty)
- Reference:** (Empty)
- Gross:** 0.00
- Fees:** 0.00
- Net:** 0.00
- CCD Ref No:** Created On Save

The **Distribution Information** panel shows a table with one row:

Site No.	Site Name	Site Type	Customer	Gross
✓				0.00

The **Site Batch Details** panel shows a table with one row:

Batch No.	Gross	Fees	Net
□	0.00	0.00	0.00

At the bottom, the **Distributed Totals** and **Batch Totals** are both 0.00.

3. Select Vendor on the vendor combo box field. Bank, AP Type and Location will get populated with the setup defaults on the vendor.

The screenshot shows the 'Dealer Credit Cards' form with the following fields and values:

- Vendor:** 1005234
- Bank:** 125-526-5245
- AP Type:** Credit On Account
- Location:** 0001 - Fort Wayne
- Date:** (Empty)
- Reference:** (Empty)
- Gross:** 0.00
- Fees:** 0.00
- Net:** 0.00
- CCD Ref No:** Created On Save

The **Distribution Information** panel shows a table with one row:

Site No.	Site Name	Site Type	Customer	Gross
✓				0.00

The **Site Batch Details** panel shows a table with one row:

Batch No.	Gross	Fees	Net
□	0.00	0.00	0.00

At the bottom, the **Distributed Totals** and **Batch Totals** are both 0.00.

4. Enter date or select from date picker.
5. Enter Reference.
6. In the Distribution Information Panel, click the Site No. combo box and select the added Dealer Site or Company Owned Site. Let us use Dealer Site on this scenario:

The screenshot shows the 'Dealer Credit Cards' form with the following fields and values:

- Vendor:** 1005234
- Bank:** 125-526-5245
- AP Type:** Credit On Account
- Location:** 0001 - Fort Wayne
- Date:** 6/14/2017
- Reference:** Ref 01
- Gross:** 0.00
- Fees:** 0.00
- Net:** 0.00
- CCD Ref No:** DDC-15

The **Distribution Information** panel shows a table with one row:

Site No.	Site Name	Site Type	Customer	Gross
✓ Site 12	Site 123 Desc	Dealer Site	RCP Customer	0.00

The **Site Batch Details** panel shows a table with one row:

Batch No.	Gross	Fees	Net
□	0.00	0.00	0.00

At the bottom, the **Distributed Totals** and **Batch Totals** are both 0.00.

**Note:**

If **Dealer Site > Shared Fees** is unchecked, **Site Type** will display 'Dealer Site'.

If **Dealer Site > Shared Fees** is checked, **Site Type** will display 'Dealer Site Shared Fees'.

If **Company Owned > Pass Through AR** is unchecked, **Site Type** will display 'Company Owned'.

If **Company Owned > Pass Through AR** is checked, **Site Type** should displayed 'Company Owned Passed Thru'.

7. Enter Gross

The screenshot shows the 'Dealer Credit Cards' form with the following details:

- Vendor:** 1005234
- Location:** 0001 - Fort Wayne
- Gross:** 0.00
- Bank:** 125-526-5245
- Date:** 6/14/2017
- Fees:** 0.00
- AP Type:** Credit On Account
- Reference:** Ref-01
- Net:** 0.00

Distribution Information Table:

Site No.	Site Name	Site Type	Customer	Gross	Fees	Net
Site 123	Site 123 Desc	Dealer Site Shared Fees	RCP Customer	100.00	0.00	100.00
				0.00	0.00	0.00

Site Batch Details Table:

Batch No.	Gross	Fees	Net
	0.00	0.00	0.00

Totals:

Distributed Totals:			Batch Totals:		
	100.00	0.00	0.00	0.00	0.00
Balance To Distribute: -100.00			Balance To Distribute: 100.00		

**Note:**

If **Enter Total As** field from **Entity > Vendor > Credit Card Reconciliation > Defaults** tab is set to 'Net', **Gross** field should be disabled.

8. Enter Fees

The screenshot shows the 'Dealer Credit Cards' form with the following details:

- Vendor:** 1005234
- Location:** 0001 - Fort Wayne
- Gross:** 0.00
- Bank:** 125-526-5245
- Date:** 6/14/2017
- Fees:** 10.00
- AP Type:** Credit On Account
- Reference:** Ref-01
- Net:** 0.00

Distribution Information Table:

Site No.	Site Name	Site Type	Customer	Gross	Fees	Net
Site 123	Site 123 Desc	Dealer Site Shared Fees	RCP Customer	100.00	10.00	90.00
				0.00	0.00	0.00

Site Batch Details Table:

Batch No.	Gross	Fees	Net
	0.00	0.00	0.00

Totals:

Distributed Totals:			Batch Totals:		
	100.00	10.00	0.00	0.00	0.00
Balance To Distribute: -100.00			Balance To Distribute: 100.00		

9. Click Save button.