

# How to Post Dealer Credit Card with No Site Batch Detail

Steps below will guide you on posting Dealer Credit Card transaction:

- 1. Create Dealer Credit Card transaction through this: [How to Create Dealer Credit Card with no Site Batch Details.](#)
- 2. Click **Post** button.

Dealer Credit Cards

NewSaveSearchDeleteUndoPostImportClose

DetailsSummaryAudit Log (0)

Vendor1005234Location0001 - Fort WayneGross0.00CCD Ref NoDDC-16

Bank125-526-5245Date6/14/2017Fees0.00

AP TypeCredit On AccountReferenceRef-01Net0.00

Distribution Information

X Remove

| Site No.*                           | Site Name | Site Type     | Customer                | Gross        | Fees   | Net   |       |
|-------------------------------------|-----------|---------------|-------------------------|--------------|--------|-------|-------|
| <input checked="" type="checkbox"/> | Site 123  | Site 123 Desc | Dealer Site Shared Fees | RCP Customer | 100.00 | 10.00 | 90.00 |
| <input type="checkbox"/>            |           |               |                         | 0.00         | 0.00   | 0.00  |       |

Distributed Totals:

100.0010.0090.00

Balance To Distribute:

-100.00-10.00-90.00

Site Batch Details

X Remove

| Batch No.                | Gross | Fees | Net  |
|--------------------------|-------|------|------|
| <input type="checkbox"/> | 0.00  | 0.00 | 0.00 |

Batch Totals:

0.000.000.00

Balance To Distribute:

100.0010.0090.00

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- 3. Warning message like shown below will display. Click **Yes** button.

Dealer Credit Cards

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DetailsSummaryAudit Log (0)

Vendor1005234Location0001 - Fort WayneGross0.00CCD Ref NoDDC-16

Bank125-526-5245Date6/14/2017Fees0.00

AP TypeCredit On AccountReferenceRef-01Net0.00

Distribution Information

X Remove

| Site No.*                           | Site Name | Site Type     |
|-------------------------------------|-----------|---------------|
| <input checked="" type="checkbox"/> | Site 123  | Site 123 Desc |
| <input type="checkbox"/>            |           |               |

Distributed Totals:

100.0010.0090.00

Balance To Distribute:

-100.00-10.00-90.00

Site Batch Details

X Remove

| Batch No.                | Gross | Fees | Net  |
|--------------------------|-------|------|------|
| <input type="checkbox"/> | 0.00  | 0.00 | 0.00 |

Batch Totals:

0.000.000.00

Balance To Distribute:

100.0010.0090.00

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Site Batch Details not matched with Site Totals. Do you want to continue to post?

Yes

No