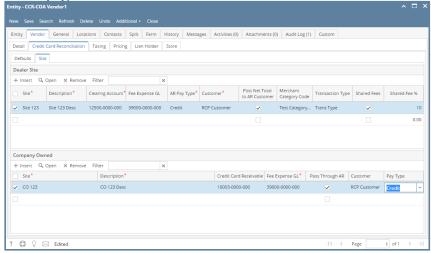
How to Add a Company Owned Site

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



7. Click Save button.