

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

NewSaveSearchRefreshDeleteUndoAdditionalClose

EntityVendorGeneralLocationsContactsSplitFarmHistoryMessagesActivitiesAttachmentsAudit LogCustom

DetailCredit Card ReconciliationTaxingPricingLien HolderStore

DefaultsSite

Dealer Site

+ InsertOpenRemoveFilter

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

+ InsertOpenRemoveFilter

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.