

# How to Create Dealer Credit Card with 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 sections:

- Vendor:** Empty dropdown.
- Bank:** Empty dropdown.
- AP Type:** Empty dropdown.
- Location:** Empty text field.
- Date:** Empty date picker.
- Reference:** Empty text field.
- Gross:** 0.00
- Fees:** 0.00
- Net:** 0.00
- CCD Ref No:** Created On Save
- Distribution Information:** Table with columns: Site No., Site Name, Site Type, Customer, Gross. One row is selected with Site No. 123 and Gross 0.00.
- Site Batch Details:** Table with columns: Batch No., Gross, Fees, Net. One row is selected with Batch No. 1 and Gross 0.00.
- Totals:** Distributed Totals: 0.00, Balance To Distribute: 0.00. Batch Totals: 0.00, Balance To Distribute: 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 sections:

- Vendor:** 1005234
- Bank:** 125-526-5245
- AP Type:** Credit On Account
- Location:** 0001 - Fort Wayne
- Date:** 6/14/2017
- Reference:** Empty text field.
- Gross:** 0.00
- Fees:** 0.00
- Net:** 0.00
- CCD Ref No:** Created On Save
- Distribution Information:** Table with columns: Site No., Site Name, Site Type, Customer, Gross. One row is selected with Site No. 123 and Gross 0.00.
- Site Batch Details:** Table with columns: Batch No., Gross, Fees, Net. One row is selected with Batch No. 1 and Gross 0.00.
- Totals:** Distributed Totals: 0.00, Balance To Distribute: 0.00. Batch Totals: 0.00, Balance To Distribute: 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 sections:

- 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
- Distribution Information:** Table with columns: Site No., Site Name, Site Type, Customer, Gross. One row is selected with Site No. 123, Site 123 Desc, Dealer Site, RCP Customer, and Gross 0.00.
- Site Batch Details:** Table with columns: Batch No., Gross, Fees, Net. One row is selected with Batch No. 1 and Gross 0.00.
- Totals:** Distributed Totals: 0.00, Balance To Distribute: 0.00. Batch Totals: 0.00, Balance To Distribute: 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 data:

Field	Value
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:**

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

**Site Batch Details:**

Batch No.	Gross	Fees	Net
	0.00	0.00	0.00

**Totals:**

Category	Gross	Fees	Net
Distributed Totals	100.00	0.00	100.00
Balance To Distribute	-100.00	0.00	-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 data:

Field	Value
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:**

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

**Site Batch Details:**

Batch No.	Gross	Fees	Net
	0.00	0.00	0.00

**Totals:**

Category	Gross	Fees	Net
Distributed Totals	100.00	10.00	90.00
Balance To Distribute	-100.00	-10.00	-90.00

**9. On Site Batch Details grid, supply Batch No..**

10. Enter **Gross** and **Fees** equal to the Distribution Information.

Dealer Credit Cards

NewSaveSearchDeleteUndoPostImportClose

DetailsSummaryAudit Log (1)

Vendor1005234Location0001 - Fort WayneGross0.00CCD Ref NoDDC-16

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

AP TypeCredits 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 checked="" type="checkbox"/>	Batch 01	100.00	10.00	90.00
<input type="checkbox"/>		0.00	0.00	0.00

Batch Totals:

100.0010.0090.00

Balance To Distribute:

0.000.000.00

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11. Click **Save** button.