

OPTION 4 DEALER FILE MAINTENANCE

The Dealer File identifies the dealers by number, such as their facility number. It links the Dealer number to the AR Customer. It also contains information about the method of giving credit (Credit Type). If the dealer is given a check, the dealer's vendor number will be entered. If the transaction belongs to the company and no AR or AP transaction will be generated, the dealer is identified as inter-company and the GL account number for fuel or truck expense will be entered. A Dealer Number must be set up for each dealer. A Lookup screen is provided in Credit Card and EFT entry for easier access to Dealer Numbers.

ADD, CHANGE, DELETE DEALERS

Enter new Dealers, change methods of giving credit to dealers for credit cards submitted, or change GL account numbers through this option.

MENU SELECT

From the Credit Cards menu, select *4 Dealer File Maintenance*.

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1.  Add, Change, Delete Dealers
2.  Dealer Report
3.  Change Dealer Numbers
Q.  Quit to Main Menu

      Select an Option Q
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From the submenu, select *1 Add, Change, Delete Dealers*.

BEGIN INPUT

Dealer Code. Enter the Code Number assigned to the dealer. Credit Cards are entered and EFT's paid using this code number. 'Record is not found, Do you want to add it? (Y/N)' displays. Enter **Y** to add the code as entered or **N** to reenter the number or quit. This control number is the key to the record. Once it has been entered and accepted, the code number may not be changed without deleting the record and reentering it with another code number. If the dealer is already in the file, 'Record Already Exists. Do you want to Inquire? (Y/N)' displays. Enter **Y** to display the dealer record to the screen or **N**

to reenter the number or quit. *Note: Use a short number, the last 4 digits, data entry can be tedious if you have to enter 8-10 digits with each transaction.*

Dealer ID. This is the complete dealer code used by the vendor in credit card notices. This number is needed if you download credit cards from a vendor's website and import them into Petro-Data.

Customer Number. Enter the Accounts Receivable Customer Number for this Dealer (F2 lookup is available). Customers must be set up in AR. Customer numbers in AR do not have to be the same as the dealer code in this module. The Dealer File links the two together. When a valid customer number is entered, the customer name displays.

Dealer Code	0028322931	
Dealer ID	0028322931	
Customer No	BLUE	BLUE FARM
Vendor No	TEXACO	TEXACO
GL CC Account	11100-100	Credit Cards - Jobber
Credit Type	1	
Input Dealer	<input checked="" type="checkbox"/>	
CC Fee Credit	0.00	
GL Fee Account	-	
CC Fee Override		
Import Code		
Ap Vendor	PHIL66	

Does this Vendor show the Dealer number on EFTs? (Y/N)

Vendor Number. Enter the Vendor Code for the Fuel Vendor who will be receiving and paying for the credit cards submitted by this dealer (F2 lookup is available). When a valid Vendor Code is entered, the Vendor name displays.

GL Account. Enter the GL account number for Credit Cards (F2 lookup is available). If a valid account number is entered, the account name displays. A debit transaction will

be sent to this account when credit cards received from the dealer are updated.

Credit Type. Enter the code number for the method of giving credit to this dealer from the following:

Enter **1** to Credit Accounts Receivable. A credit transaction is sent the AR GL account number and to the AR customer open-item file (the dealer's receivable account).

Enter **2** to pay the dealer with a check in Accounts Payable. Enter the Vendor Code for this customer. (This is not the fuel vendor, but a number set up in Accounts Payable that is unique to this dealer). A credit transaction is sent to the AP GL account number and to the dealer's AP Vendor open-item file for future payment. If a valid Vendor code is entered, the vendor name displays.

Enter **3** if this is an Inter-company transaction. Enter the GL account number for Fuel expense, truck expense or where ever you want the credit transaction to post in the GL. A credit transaction is posted to this account. No other transactions are generated.

Enter **4** if you purchased the special consignment update module.

Input Dealer. Does This Vendor Show the Dealer Number on EFTs? Enter **Y** if the Vendor's draft reconciliation shows the Dealer's number, and **N** if it prints ONLY the store name.

CC Fee Credit. Enter the percent of the credit card fees that you are going to credit the dealer (usually blank or zero). Zero means the dealer absorbs 100 percent of the fees.

GLFee Account. If you are crediting the dealer with fees, enter the GL account for this credit.

CC Fee Override. Enter a credit card fee percent which will override the one which is imported.

Import Code. Enter **O** to omit this deal when importing Credit Cards.

AP Vendor. Enter the vendor who sending the EFT if it is different than the vendor above. You may be taking Shell Credit Cards but ABC Oil Company may be the one who actually bills you and credits you.