Payments and Expenses

The Owners Area can be used to manage your payments to each owner and expenses by owner unit.

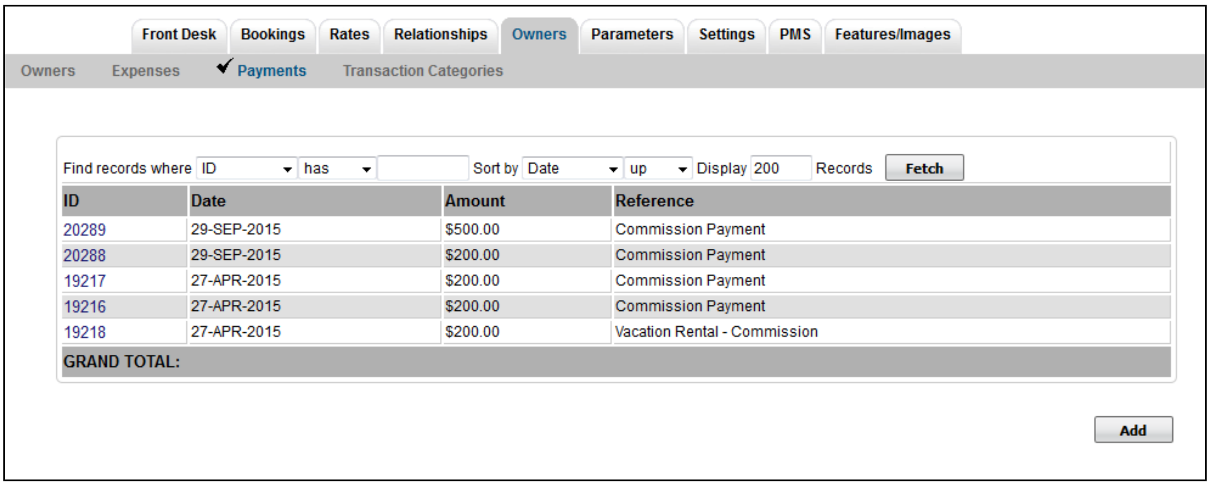
Transactions for each owner can be viewed in the Owner Statement. To create a statement go to Owners Statement

Before you enter any payments or expenses you must have a Transaction Category for the transaction. If you already have a category created such as, "Cleaning" or "Commissions", then enter your payment or expense. If you need to create a new category, go to Transaction Categories.

In this section

Owner Payments

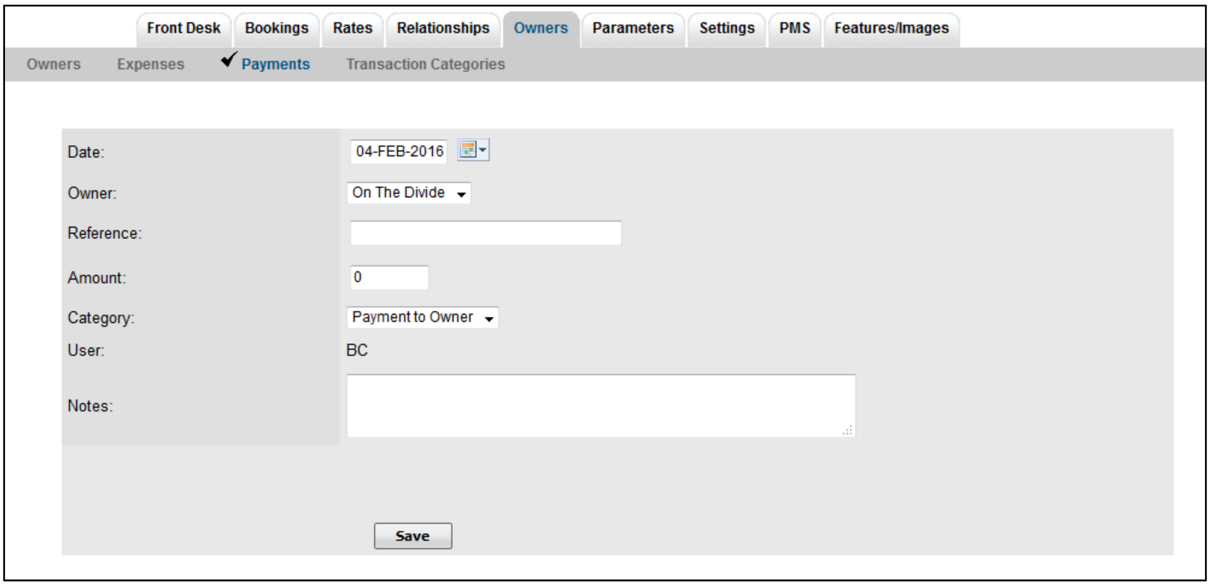
Click on Payments in the Owners Area to see a list of all Owner payments Use the sort function to sort this list as needed.



Click on image to enlarge

To add a payment to an Owner Unit:

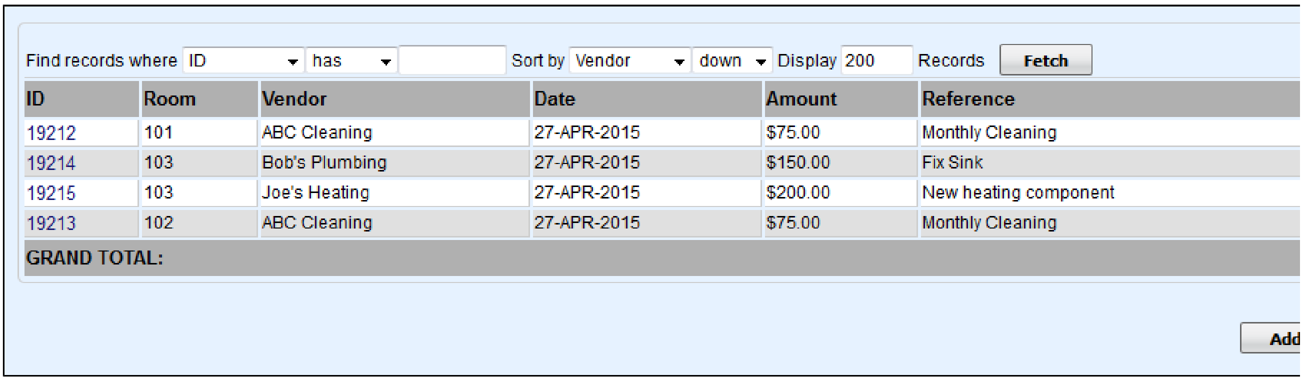
- Click Add
- Choose the Owner from the drop down list
- Enter a Reference note if needed.
- Enter amount
- Choose the Transaction Category from the drop down list
- Enter any notes if necessary
- Click Save



Click on image to enlarge

Owner Expenses

Click on Expenses in the Owners Area to see a list of all Owner expenses. Use the sort function to sort this list as needed.

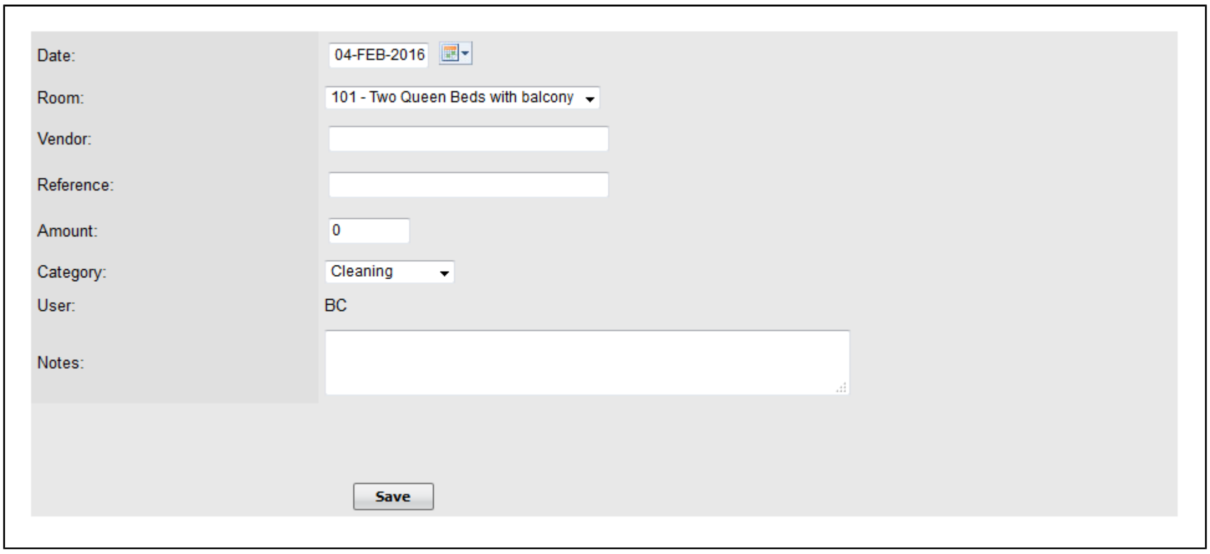


ID	Room	Vendor	Date	Amount	Reference
19212	101	ABC Cleaning	27-APR-2015	$75.00	Monthly Cleaning
19214	103	Bob's Plumbing	27-APR-2015	$150.00	Fix Sink
19215	103	Joe's Heating	27-APR-2015	$200.00	New heating component
19213	102	ABC Cleaning	27-APR-2015	$75.00	Monthly Cleaning
GRAND TOTAL:					

Click on image to enlarge

To add an expense to an Owner Unit:

- Click Add
- Choose the Room to assign the expense from the drop down list
- Enter a Vendor name and/or Reference if needed.
- Enter amount
- Choose the Transaction Category from the drop down list
- Enter any notes if necessary
- Click Save



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