

Payments and Expenses

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

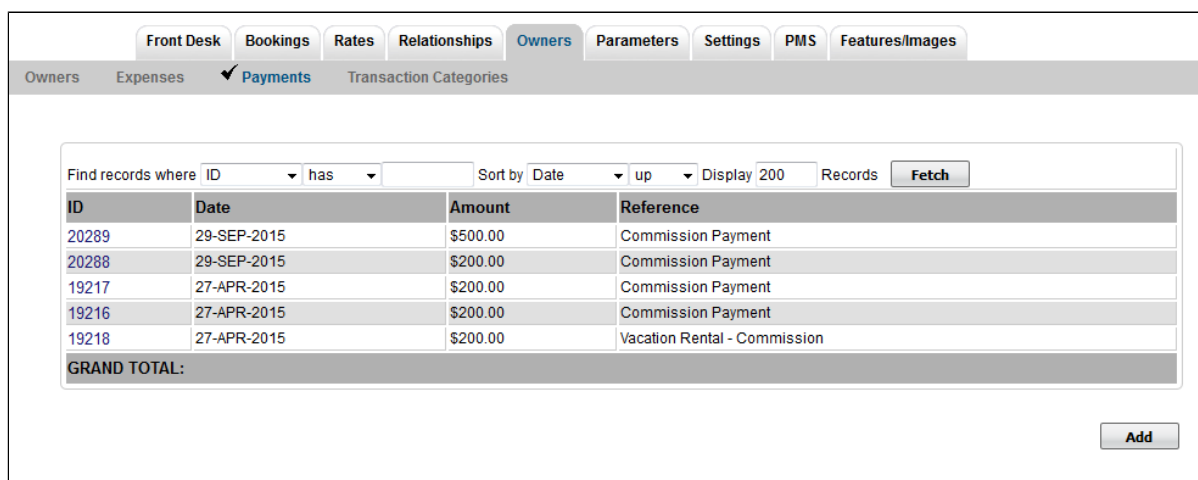
Transactions for each owner can be viewed in the Owner Statement. To create a statement go to [Owners Statement](#)

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.



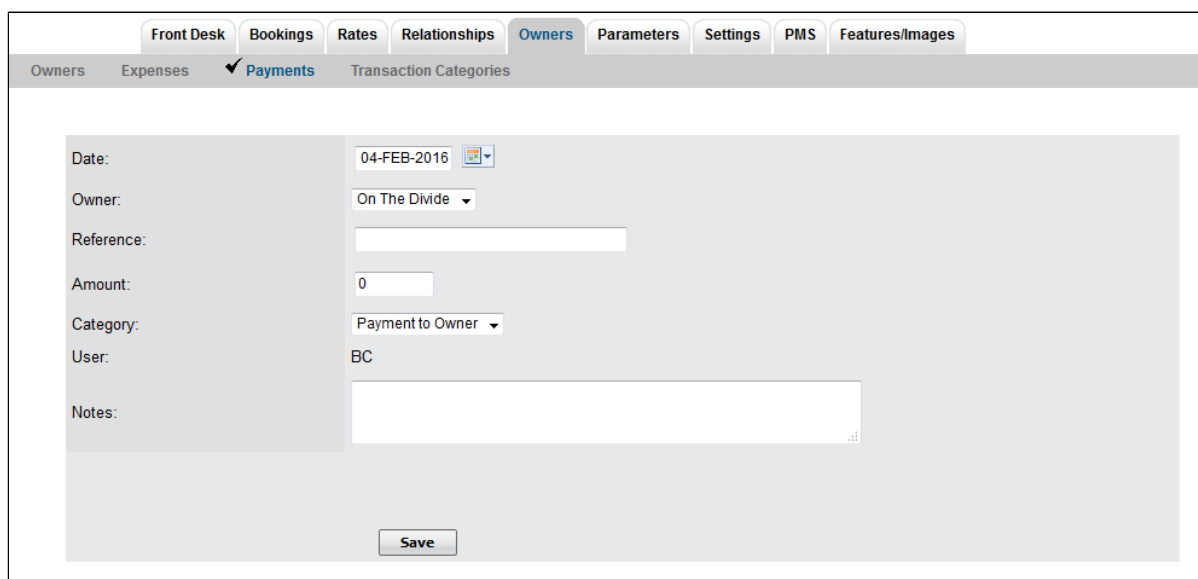
The screenshot shows the 'Owners' section of a software interface. The 'Payments' tab is selected, displaying a table of transactions. The table has columns for ID, Date, Amount, and Reference. The data includes several commission payments and a vacation rental commission. A 'GRAND TOTAL:' row is at the bottom of the table. A search bar at the top allows filtering by ID, Date, and Amount, with a 'Fetch' button. An 'Add' button is located at the bottom right.

ID	Date	Amount	Reference
20289	29-SEP-2015	\$500.00	Commission Payment
20288	29-SEP-2015	\$200.00	Commission Payment
19217	27-APR-2015	\$200.00	Commission Payment
19216	27-APR-2015	\$200.00	Commission Payment
19218	27-APR-2015	\$200.00	Vacation Rental - Commission
GRAND TOTAL:			

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



The screenshot shows the 'Add Payment' form. It includes fields for Date (04-FEB-2016), Owner (On The Divide), Reference, Amount (0), Category (Payment to Owner), User (BC), and Notes. A 'Save' button is at the bottom.

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.

Find records where ID ▾ has ▾ Sort by Vendor ▾ down ▾ Display 200 Records Fetch					
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:					
Add					

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

Date:	04-FEB-2016 Calendar
Room:	101 - Two Queen Beds with balcony ▾
Vendor:	
Reference:	
Amount:	0
Category:	Cleaning ▾
User:	BC
Notes:	
Save	

Click on image to enlarge