

Payments and Expenses

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

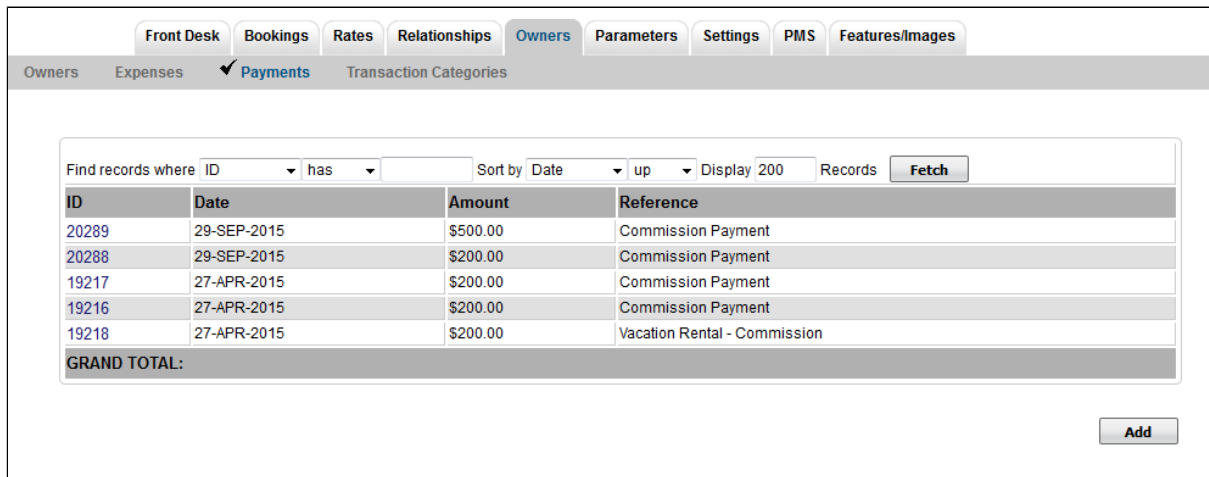
Transactions for each owner can be viewed in the Owner Statement. To create a statement go to [Owners Statement](#)

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.



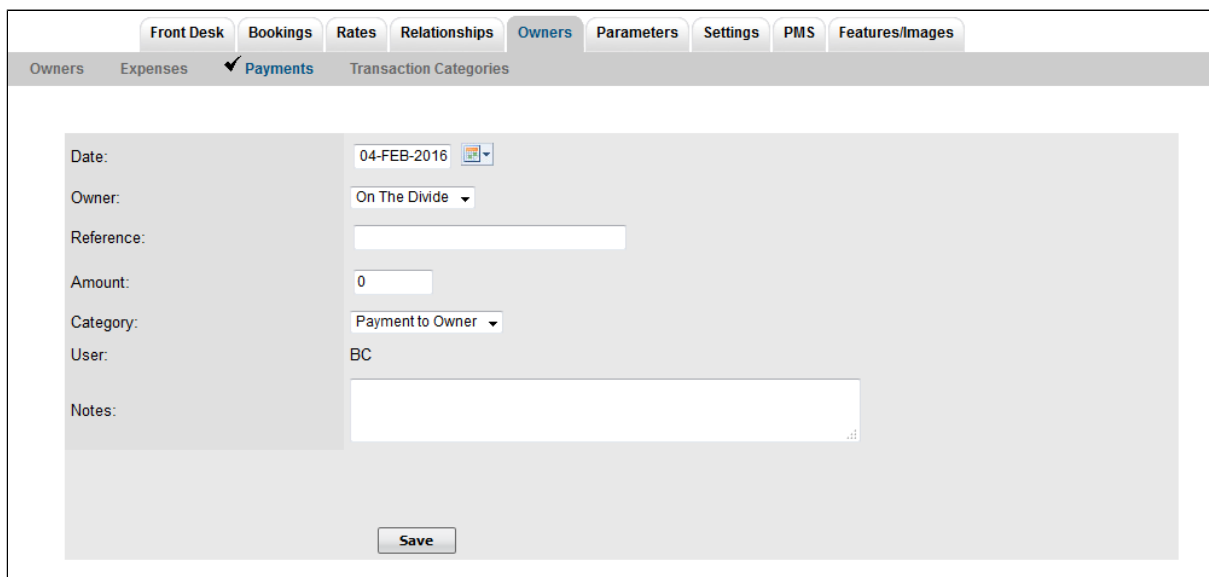
The screenshot shows a web application interface for managing payments. At the top, there are tabs: Front Desk, Bookings, Rates, Relationships, Owners (selected), Parameters, Settings, PMS, and Features/Images. Below the tabs, there are sub-tabs: Owners, Expenses, Payments (selected), and Transaction Categories. The main area displays a table of payments with columns: ID, Date, Amount, and Reference. The table contains five rows of data and a GRAND TOTAL row. A search bar at the top of the table allows filtering by ID, Date, and Amount, with options to sort by Date and up/down. A 'Fetch' button is next to the search bar. An 'Add' button is located at the bottom right of the table.

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 in the same software interface. The tabs and sub-tabs are the same as in the previous screenshot. The form has fields for: Date (04-FEB-2016), Owner (On The Divide), Reference (empty), Amount (0), Category (Payment to Owner), User (BC), and Notes (empty). 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 <input type="button" value="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:					
<input type="button" value="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 <input type="button" value="Calendar"/>
Room:	101 - Two Queen Beds with balcony ▾
Vendor:	<input type="text"/>
Reference:	<input type="text"/>
Amount:	0 <input type="text"/>
Category:	Cleaning ▾
User:	BC
Notes:	<input type="text"/>
<input type="button" value="Save"/>	

Click on image to enlarge