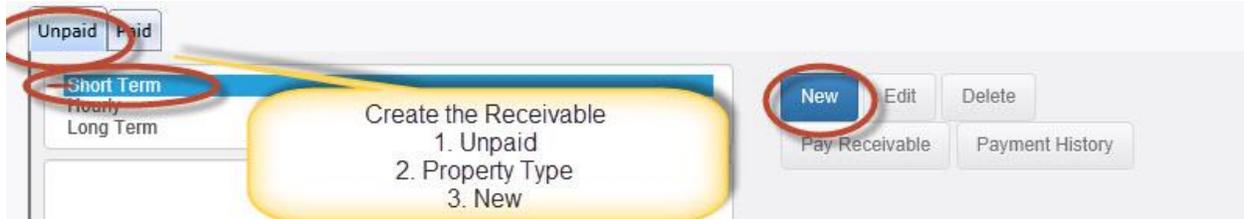


How to post an owner payment directly to their owner account

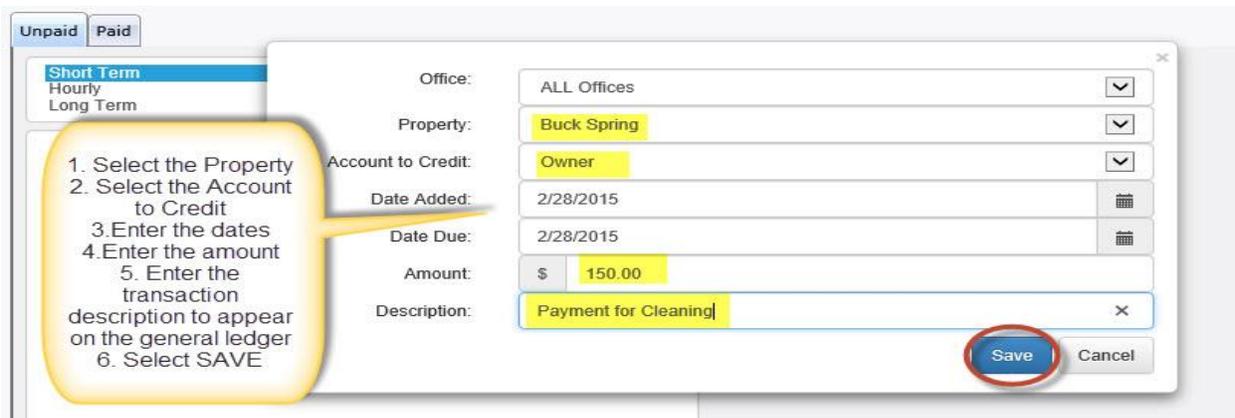
Owner payments are posted to the owner's account in Accounting through Accounts Receivable. This is a two-step process that requires you to first create and then pay receivable. These steps are described below.

1. Create the Receivable

Go to Accounting> Accounts Receivable> UnPaid tab> create the receivable> highlight the property type> click New>



select the property> select the Account to Credit: Owner> the Date Added & Date Due will be the date the receivable is being entered> enter the amount the owner is paying> enter a description> finally click Save.



2. Pay the Receivable

Next post the payment from the owner to the receivable that you created. Highlight the receivable & click Pay Receivable>



Unpaid Paid

Payment Type: Check

Prepay Amount: 150.00

Sale Date: 2/28/2015

Payor Name: John Smith

Check Num: 45678

Prepay

Total Amount: \$150.00

Amount Paid: \$0.00

Balance: \$150.00

Make Payment Cancel

select the Payment type> enter the amount> Sale Date will be the date the owner is making the payment> enter the Payor Name> enter the Check Number (if applicable)> finally click Make Payment.

3. Once the payment is posted to the receivable the money should show in the owner account. This can be verified by pulling the General Ledger Journal report for the property's owner account during the time frame the payment was posted. Also this payment will appear under Deposits to be added to the daily deposit.

General Ledger Journal for Saturday, February 28, 2015
through Sunday, March 1, 2015

(Office: Lake Gaston Celebrations Realty Homes NC)

Buck Spring		242 N. Macon Drive, Littleton, NC 27850		Beginning Balance: \$0.00	
2/28/2015 11:17:00AM	Payment for Cleaning	Payment	Owner	\$150.00	\$150.00
<u>Account</u>		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Owner		\$0.00	\$0.00	\$150.00	\$150.00
	Totals:	\$0.00	\$0.00	\$150.00	\$150.00