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>

paid Pid			
Hoarly Long Term	Create the Receivable 1. Unpaid 2. Property Type 3. New	Pay Receivable	Delete Payment History

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.

ourly	Office:	ALL Offices	
ng rem	Property:	Buck Spring	
 Select the Property Select the Account to Credit Enter the dates Enter the amount 	Account to Credit:	Owner	
	Date Added:	2/28/2015	
	Date Due:	2/28/2015	
5. Enter the	Amount:	\$ 150.00	
description to appear	Description:	Payment for Cleaning	×
on the general ledger 6 Select SAVE			Save Cancel

2. Pay the Receivable

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

ourly	New Edit Delete
ong Term	Pay Receivable Payment History
ayment for Cleaning	Description: Payment for Cleaning
	Amount: \$150.00
	Amount Paid: \$0.00
1. Highlite the receivable to be	Account: Owner
2 Soloct Pay Pocojyablo	Account: Owner
2. Select Pay Receivable	Property: Buck Spring
	Date Added: Saturday, February 28, 2015
	Property: Buck Spring Date Added: Saturday, February 28, 2015

Payment Type:	Check	~	Prepay	
Prepay Amount:	150.00		Total Amount:	\$150.00
Sale Date:	2/28/2015	=	Amount Paid:	\$0.00
Payor Name:	John Smith		Balance:	\$150.00
Check Num:	45678 ×			

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	<u>§</u>
2/28/2015 11:17:00AM	Payment for Cleaning		Payment	Owner		\$150.00	\$150.00
2 82	Account		Beginning Balance	Debits	Credits	Ending Balance	
10	Owner		\$0.00	\$0.00	\$150.00	\$150.00	
		Totals:	\$0.00	\$0.00	\$150.00	\$150.00	