



Charge an Owner

Property Management Solutions for Over 30 Years

To charge a group of owners, see [How to document #750](#)

Situation A – use either 1 or 2 below

Owner has an ongoing reserve amount enough to cover the charge.

1. Setup a recurring journal entry to debit the owner ledger and credit the management group ledger (recommended) – see [How to document #770](#).

OR

2. Set up a recurring check to collect the fee.

Situation B

Owner at times does not have the funds available.

- Set up a recurring check payable to management group.
- When doing Scheduled Payables, do Recurring Checks as invoices. The invoices will be paid as owner funds are available. Owner statements which include unpaid payables will keep the owner apprised of his standing.

Situation C

Owner does not have readily available funds and credits are routinely given.

- Set up a tenant profile for the owner.
- In the tenant profile set up a recurring charge payable to the management group. Edit the charge amount as required. Payments from the owner are received as tenant receipts with excess payments going to open credits. The owner can be sent a tenant statement to see where he stands.

Situation D

The owner only pays a fee when he is not occupying the unit. Accounting is weekly.

- Set up a tenant profile for the owner.
- In the tenant profile set up a recurring charge payable to the management group with a schedule of Weekly. Whenever credits are due Reverse the charge so the owner has a clear picture of what is being charged.