

Prepayments

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Summary

Prepayments correspond to the anticipated amount that will be paid to the owner or the amount that the owner will pay in order to sustain repair costs.

In both cases, these expenses must be taken into account before a settlement is made.

Benefits

The prepayments serve to account for the expenses sustained or those received from the property owner.

Configuration

To create a new 'prepayment', enter 'prepayments' from the 'control of expenses and payments' section and click 'new'. Enter the requested information i.e. the corresponding owner, the amount, the property, date of payment and whether the payment will be made by or to the selected owner.

In this section

Related content

Content by label

There is no content with the specified labels

Payments made to account

Prepayments ⓘ

SAVE CANCEL

* Indicate a required field

General information

Owner name:*

Select owner

Concept:

Associated property:*

Select accommodation

Data of charge / amount

Amount:*

0.00

€

Date of charge:*

21/05/2020

Realized by:

Company to owner

Payment method:

-

Paid:

Ensure the settlement date is correct so the system can include the amount in the corresponding settlement.

Both prepayments and expenses will be reflected in the settlement preview, taking into account the charge date entered. From the settlement screen, you can remove an amount and it will then be applied to the following settlement.