

How do I set up scheduled payments/expenses to owners and suppliers?

1. Go to *Agency > Commission statement*. Click the small cog on the right and select **Statement**.
2. Click on View and Edit Scheduled Payments » and then click **Add scheduled payment**.

Record payment / expense

[View and Edit Scheduled Payments »](#)

Payment amount GBP:

Payment to owner ▼ [Tick / Un-tick bookings](#)


VAT on expense: %

[Calculate gross](#)

Scheduled payments | [Add scheduled payment](#)


Task ID	Supplier	Start Date	End Date	Last Run
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3. Select the payment type e.g. Should the payment/expense be scheduled on a date each month, or on every booking?

 **Tip:** If Scheduled is selected, the amount will not generate onto the statement until the date entered underneath has been reached.

Payment schedule

Payment type:

Start Date: 

4. Select how often the payment/expense should run e.g. Every week, month etc.

Run Every: ▼ Day(s) ▼

Day(s)
Week(s)
Month(s)
Year(s)

5. Select whether the payment/expense should be added to owner bookings. If set to **No**, the payment/expense will be added to non-owner bookings only.

Add to owner bookings: No ▼

No
All owner bookings
Only owner bookings with housekeeper required

i **No**, the payment expense will not be allocated to owner bookings.

All Owner Bookings, the payment/expense will be added to owner bookings only.

Only owner bookings with housekeeper required, the payment/expense will be added to owner bookings with a housekeeper required only.

! Please note:

It is not possible to allocate **one** scheduled payment to owner bookings **and** non-owner bookings at the same time.

Two separate scheduled payments have to be set up.

6. Enter the amount of the payment/expense, and select Payment to owner, Expense to the owner or Owed to owner/refund.

Payment details	
Amount:	<div> <input type="text"/> <div> Payment to owner ▼ </div> </div>
	<div> <div> Beckwith, Sar Bloggs, Jo Brown, Katie </div> <div> Payment to owner Expense on behalf of owner Owed to owner / refund </div> </div>

7. Select either the owner/s the payment is to be scheduled for or the properties.
(Hold the Ctrl key or Cmd key to select multiple owners or properties.)

**! Note: If selecting an owner the property selector will become greyed out and vice versa.
It is only possible to set a scheduled payment up by owner OR property, but not both at the same time.**

8. Select if the payment/expense should be allocated to a supplier, and enter any commission you may be taking from this amount. If you select a supplier then this payment/expense will display on the supplier statement automatically.

Supplier:	No supplier ▼
	<div> No supplier Suppliers ABC Cleans </div>

Please refer to the help centre article [How do I add and pay my suppliers](#) for information as to how to pay create and pay a supplier.

9. Enter a **Caption**.

This will be showing in the booking when the payment has been applied.

Caption:	<input type="text" value="Clean - Scrubbers Inc"/>
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10. Tick the box in front of **Enable this Scheduled Payment** and then **Save**.

☒ Enable this Scheduled Payment

Save

[Cancel](#)

- i** Any scheduled payment that is set to be added to **every booking** will show in the owner payment tab and also the statement of the owner.
- Any payment that has been scheduled for **a specific date / interval**, e.g. every month will be showing in the statement only.