

How can I hold money on an owner account, showing in their statement?

The purpose of "Held on Account" is to enable you to keep money from the owner to use should unforeseen expenses need to be paid. For example, you can "hold" £500 on an owner's statement (money paid to you by the owner), then if any cleaning/maintenance or other unexpected fees arise, you can use these funds to pay them.

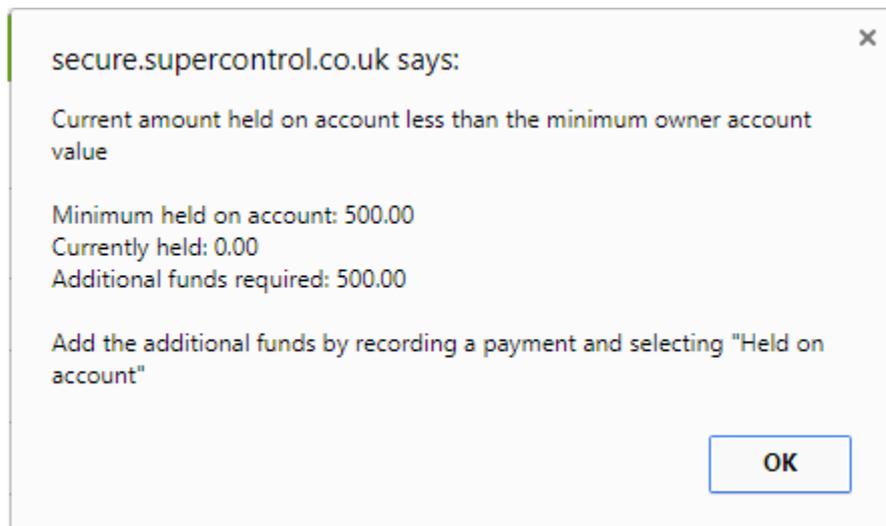
To "hold" the money within the statement:

1. Go to *Agency > Edit owners > click Edit* against your chosen owner.
2. Scroll down to "Commission settings" and enter the amount you will be holding in the "Minimum owner account value" field and click Save.

Minimum owner account value:

500

3. Once this setting is activated you will be shown this pop-up whenever you access the statement for this owner:



4. Click OK.
5. To mark the £500 as being held, select "Held on account" and enter in the amount you're holding e.g. "500".

6. Enter a caption e.g. "Money held" and the date, then click Save. It will now display on your statement underneath.

Record payment / expense

[View and Edit Scheduled Payments »](#)

Payment amount GBP: Held on account [Tick / Un-tick bookings](#) Use funds held on account

VAT on expense: % [Calculate gross](#)

Supplier: Expense code:

Gross commission amount GBP:

VAT on commission: % [Calculate gross](#)

Overseas tax: %

Caption:

Payment ref:

Date: [← Today](#) Adjust payments for previous months to payment date

7. To finalise the holding, tick only the *Money held* payment entry, ensure "Payment to owner" is selected, enter a caption e.g. "Held", enter a date and click Save.

Mark paid	Date	Booking / item ref	Booking details	Payment ref	Supplier	Income	Commission	VAT	Total commission	Expense	VAT	Total expense	Overseas tax	Due to owner	Paid by customer	Paid	Balance	Held on account
<input type="checkbox"/>		Brought fwd																
<input type="checkbox"/>	30 Apr 2023	Money held	Held on account			0.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00	-500.00				500.00

Record payment / expense

[View and Edit Scheduled Payments »](#)

Payment amount GBP: [Tick / Un-tick bookings](#) Use funds held on account

VAT on expense: % [Calculate gross](#)

Supplier: Expense code:

Gross commission amount GBP:

VAT on commission: % [Calculate gross](#)

Overseas tax: %

Caption:

Payment ref:

Date: [← Today](#) Adjust payments for previous months to payment date

Lock payments

The figure being held will show at the bottom of the statement:

Mark paid	Date	Booking / item ref	Booking details	Payment ref	Supplier	Income	Commission	VAT	Total commission	Expense	VAT	Total expense	Overseas tax	Due to owner	Paid by customer	Paid	Balance	Held on account
<input type="checkbox"/>		Brought fwd																
<input type="checkbox"/>	30 Apr 2023	Money held	Held on account			0.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00	-500.00				500.00
	30 Apr 2023	held on account														-500.00		500.00

To allocate expenses against the “held” money:

1. In the owner statement tick the expenses you want to pay.

Mark paid	Date	Booking / item ref	Booking details	Payment ref	Supplier	Income	Commission	VAT	Total commission	Expense	VAT	Total expense	Overseas tax	Due to owner	Paid by customer	Paid	Balance	Held on account
<input type="checkbox"/>		Brought fwd																
<input type="checkbox"/>	30 Apr 2023	Money held	Held on account			0.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00	-500.00				500.00
	30 Apr 2023	held on account														-500.00		500.00
<input type="checkbox"/>	02 May 2023	Cleaning Fee (b ooking 681)	for testing / View Point 4 / 25 Apr 2023 - 02 May 2023			0.00	0.00	0.00	0.00	70.00	0.00	70.00	0.00	-70.00	Unpaid			500.00
<input type="checkbox"/>	03 May 2023	Damage to cou ch - front edge	for testing / View Point 4 / 25 Apr 2023 - 02 May 2023			0.00	0.00	0.00	0.00	150.00	0.00	150.00	0.00	-150.00	Unpaid			500.00

2. Ensure “Payment to owner” is selected and tick “Use funds held on account”.

3. Enter a caption, select an appropriate date and click Save.

Record payment / expense

[View and Edit Scheduled Payments >](#)

Payment amount GBP:	-220.00	Payment to owner	▼	Tick / Un-tick bookings	<input checked="" type="checkbox"/> Use funds held on account
VAT on expense:	0	% Calculate gross			
Supplier:	▼				
Gross commission amount GBP:	0				
VAT on commission:	0	% Calculate gross			
Overseas tax:	0	%			
Caption:	Enter a caption for the payment				
Payment ref:					
Date:	2023-05-07	📅 ← Today		<input type="checkbox"/> Adjust payments for previous months to payment date	
<input type="button" value="Save"/>		<input type="checkbox"/> Lock payments			

4. You will now see your held amount has decreased.

Mark paid	Date	Booking / Item ref	Booking details	Payment ref	Supplier	Income	Commission	VAT	Total commission	Expense	VAT	Total expense	Overseas tax	Due to owner	Paid by customer	Paid	Balance	Held on account
<input type="checkbox"/>		Brought fwd																
<input type="checkbox"/>	30 Apr 2023	Money held	Held on account			0.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00	-500.00				500.00
	30 Apr 2023	held on account														-500.00		500.00
<input type="checkbox"/>	02 May 2023	Cleaning Fee (booking 681)	for testing / View Point 4 / 25 Apr 2023 - 02 May 2023			0.00	0.00	0.00	0.00	70.00	0.00	70.00	0.00	-70.00	Unpaid			500.00
<input type="checkbox"/>	03 May 2023	Damage to couch - front edge	for testing / View Point 4 / 25 Apr 2023 - 02 May 2023			0.00	0.00	0.00	0.00	150.00	0.00	150.00	0.00	-150.00	Unpaid			500.00
	05 May 2023	money held used for cleaning & damage														-220.00		280.00