PALACE

Paying a single Owner Payment

Click on Financial, then on Transactions

Click on the drop down under Generate Single Transactions, select Payment Owner – Click on generate

Find owner by typing in a property address, A screen will appear with all the details in it

Please note: The amount that comes up is the amount the owner currently has to pay out, this is minus any invoices or fees, however there may still be keep backs on. So check first

Check the date, Ener any comments you want to make.

Change selection to yes on remittance if you want to email to let the owner know they have been paid

Then click on Confirm, top right of screen. This will take you back to the transaction screen. If you are finished you can click on Process

If you are going to pay through the bank, click on Online File (Top right) Click on Generate. Name the file

You are finished in Palace. Remember to log into the bank and upload the file (It is in Downloads)

These process sheets are a quick guide, for more detailed information please still use the Help Files