

How to Change an Owner Statement Group

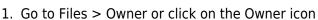
Overview

This field is used to place your owners into groups. Most reports and statements may be printed for all owners or for a selected group.

You may have a group of owners that require mid month statements. Enter group 'M' for these owners and then run statements, cheques and auto deposits for group 'M' only. You have A – Z available to utilise for what groups you allocate.

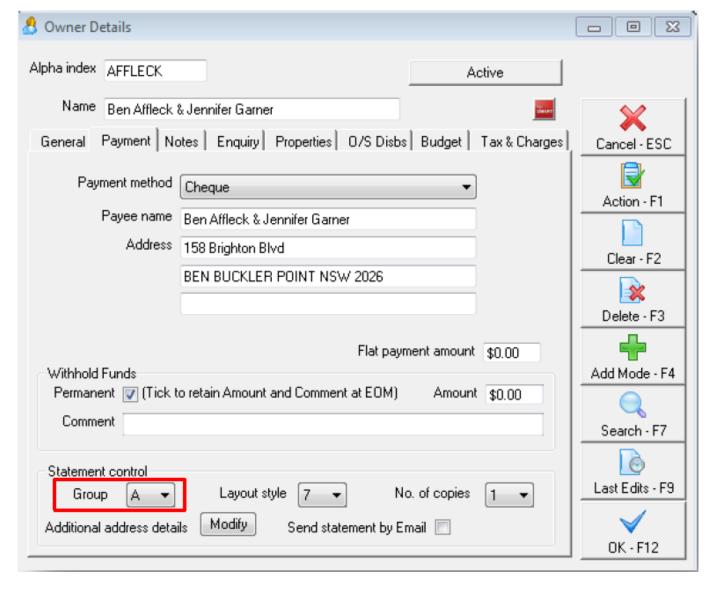
Alternatively, you may want to organise your owners into groups for reporting purposes.

Steps





- 2. Put in the alpha index of the Owner and press ENTER
- 3. Click on the Payment Tab
- 4. Under Statement control, select Group (from A-Z) from the drop down menu
- 5. Click OK-F12



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