

Assign Vendor Surplus

Navigate to Transfer Indicators >

Vendor surplus to be directed by -

- > Click [Assign to me](#).

Enable Auto Calculation

Navigate to [Auto calculate vendor surplus for this workspace](#)

- > Click [Enable](#).

Note: If you answered yes to the question 'Default auto calculation of vendor surplus to enabled when you are handling surplus?', you will not need to click enable as this has been selected automatically.

Add Account

Navigate to [Vendor surplus account\(s\) for auto calculation \(Pending\)](#)

- > Click [Add Account](#).
- > Select
 - Allow any amount



OR

- Minimum expected vendor surplus amount > **Enter amount**

- > Click [Save](#).

- > Click [Add Account](#).

Note: If your client has provided account details via PEXA Key, a pop-up box will appear which will allow you to populate these account details into your workspace for the Vendor Funds to be paid to.

- > Enter account details of where funds will be disbursed to at settlement
- > Click [Save](#).
- > Click [Edit](#)  to edit details if required
- > Click [Edit](#)  > **Remove** to delete details if required
- > Click [Back](#).

Completing these steps will create a **Vendor's Funds** line item that will be pre-populated in the **Destinations** tab and automatically adjusted as line items are added or updated.

The auto calculation status and line item will be **Pending** until a **Balance due to Vendor** and **Loan Payout** amount are entered into the Workspace. Once the above two items have been entered, the auto calculation status changes from **Pending** to **Active** status.

For more information visit:

<https://community.pexa.com.au/t5/Help-Centre/Auto-calculation-of-vendor-surplus-Help-Centre/ba-p/22251>

For more information on enabling this feature visit:

<https://community.pexa.com.au/t5/Help-Centre/Setting-up-auto-calculation-of-Vendor-Surplus-for-the-Proprietor/ba-p/22575>