

Managing and Collecting Unallocated Funds in CRM Accounts



This guide offers a straightforward approach to managing and allocating unallocated funds within the CRM, ensuring that users can efficiently track and apply funds to outstanding invoices. By following the outlined steps, users can easily navigate to the unallocated funds section, select the appropriate invoices, and allocate funds either individually or in bulk. This process not only aids in maintaining accurate financial records but also enhances cash flow management by ensuring that all received funds are appropriately assigned.



What Are Unallocated Funds?

Unallocated funds are payments brought into the CRM against either a Property or a person e.g. Tenant and NOT allocated to an invoice e.g. Rent.

If funds are brought into CRM via a Bank Receipt but not allocated to an invoice, they will be stored on the CRM as unallocated funds against the person or property they were paid in by (Tenant) or To (Landlord/Property).



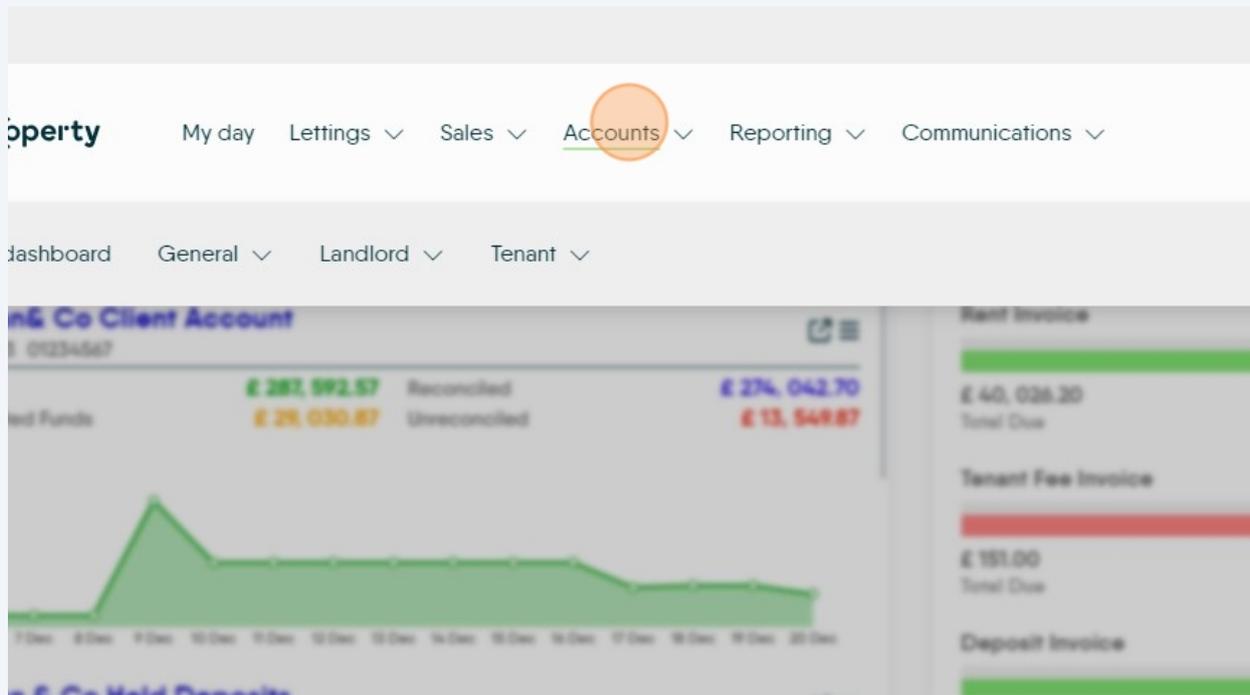
Alert! Any Unallocated funds paid in by a Landlord are stored against the property record they were paid in for. If Perform Payments is run before the unallocated balance is set against an invoice (or transferred e.g. to a float) the money will be paid straight back to the Landlord

Unallocated Funds

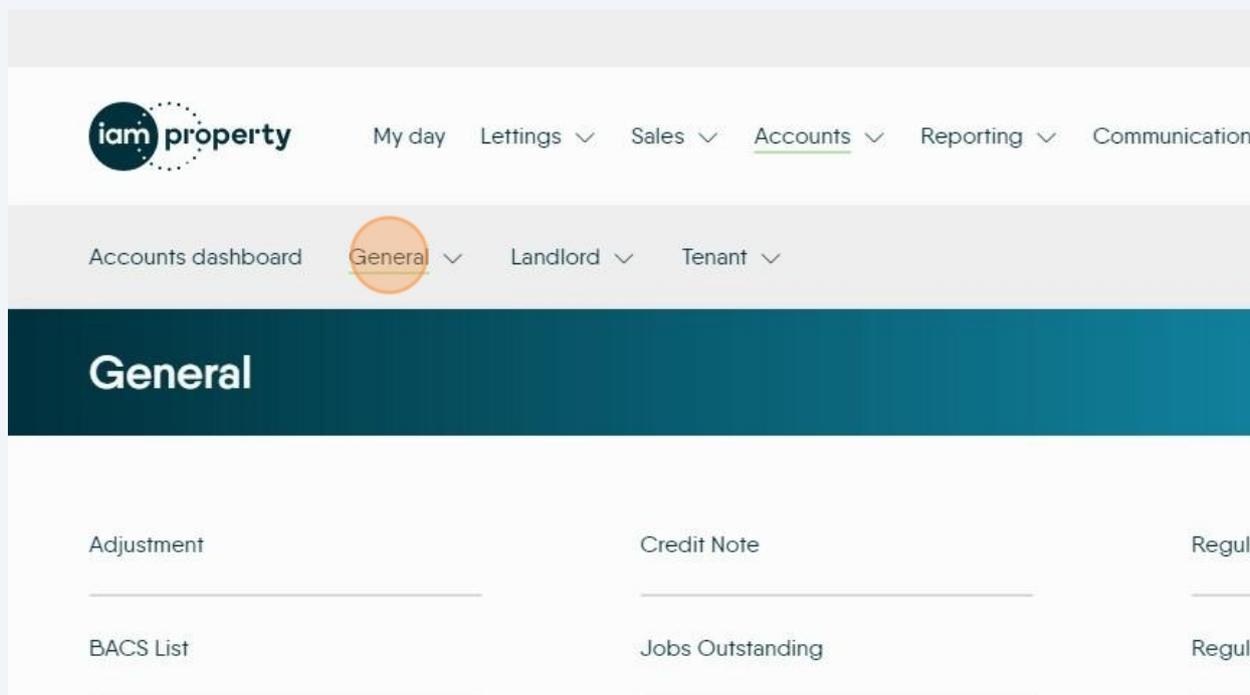
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Navigate to <https://crm.iamproperty.com/MyDay>

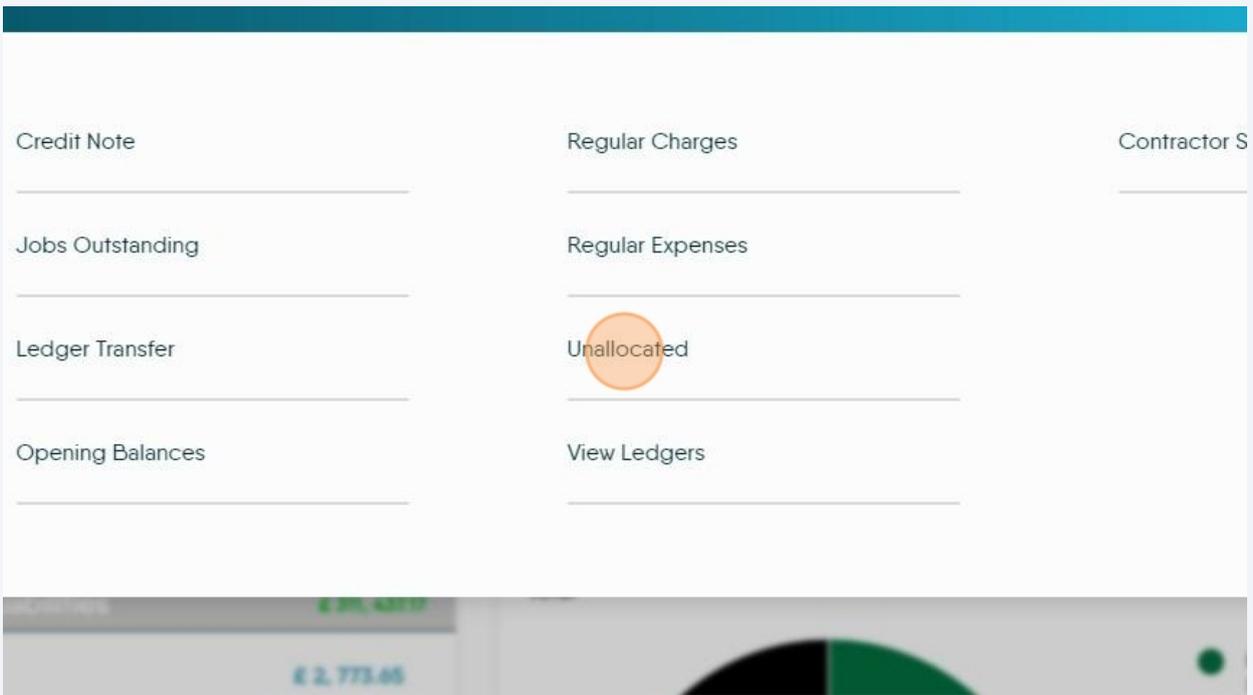
2 Click "Accounts"



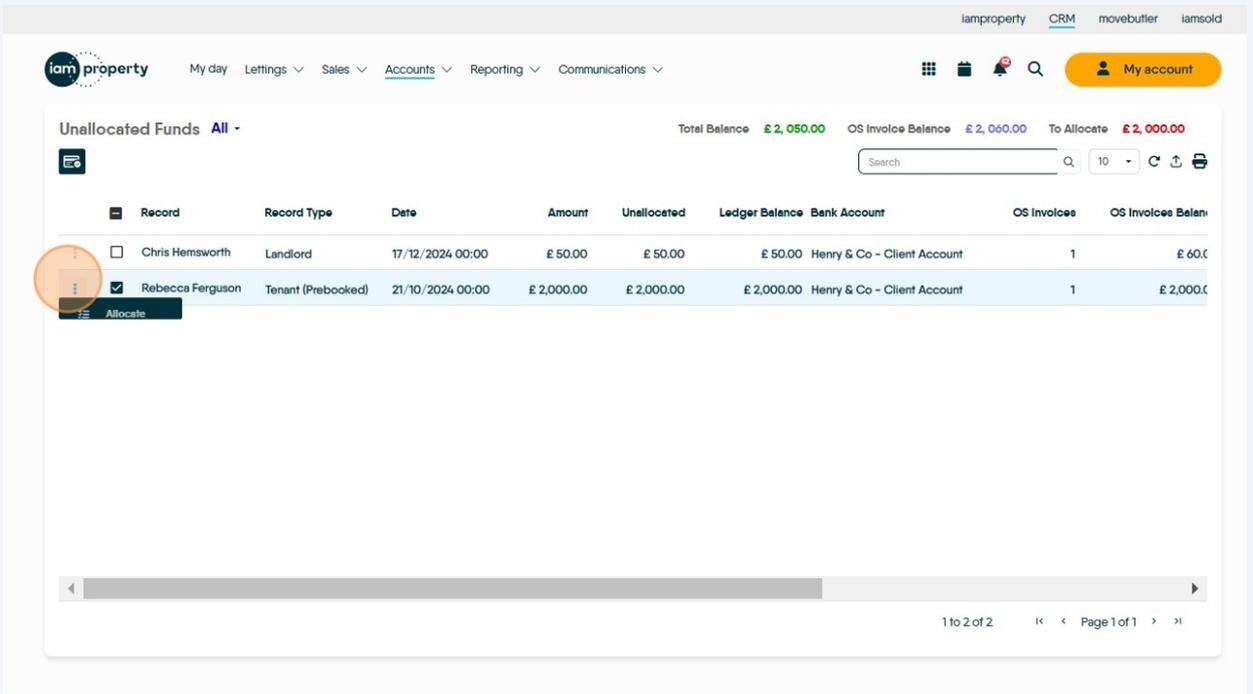
3 Click "General"



4 Click "UnAllocated"



5 The screen shows the record and record type of unallocated funds in **all accounts**.

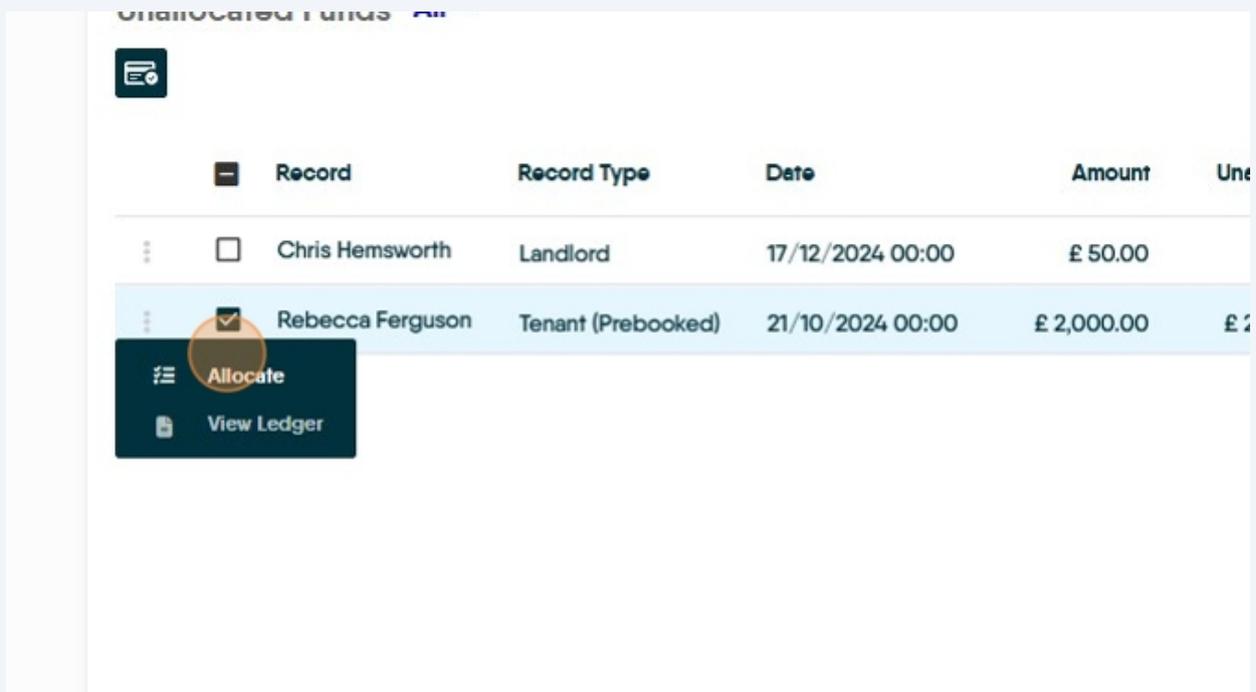


6 It also shows the number and balance of outstanding (OS) invoices.

OS Invoices	OS Invoices Bala...	Bank Ref.
1	£ 60.00	

7 Click on the menu next to the funds you want to allocate and click "Allocate"

Unallocated Funds



Record	Record Type	Date	Amount	Unallocated
Chris Hemsworth	Landlord	17/12/2024 00:00	£ 50.00	
Rebecca Ferguson	Tenant (Prebooked)	21/10/2024 00:00	£ 2,000.00	£ 2,000.00

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Click the checkbox next to the invoice/s to which you wish to allocate the funds, or use the checkbox in the column headings to select all. If you bulk allocate transactions, this will allocate against the oldest invoice first.

In the 'Allocate' column enter the amount you are allocating, from the total unallocated funds, to that invoice. Continue until all of the funds are used or invoices paid.

You don't need to pay the full invoice amount

Allocate ✕

Date 21/10/2024
Record Type Tenant (Prebooked)
Record Rebecca Ferguson
Original Amount £ 2,000.00
Outstanding £ 2,000.00
Bank Reference
Description

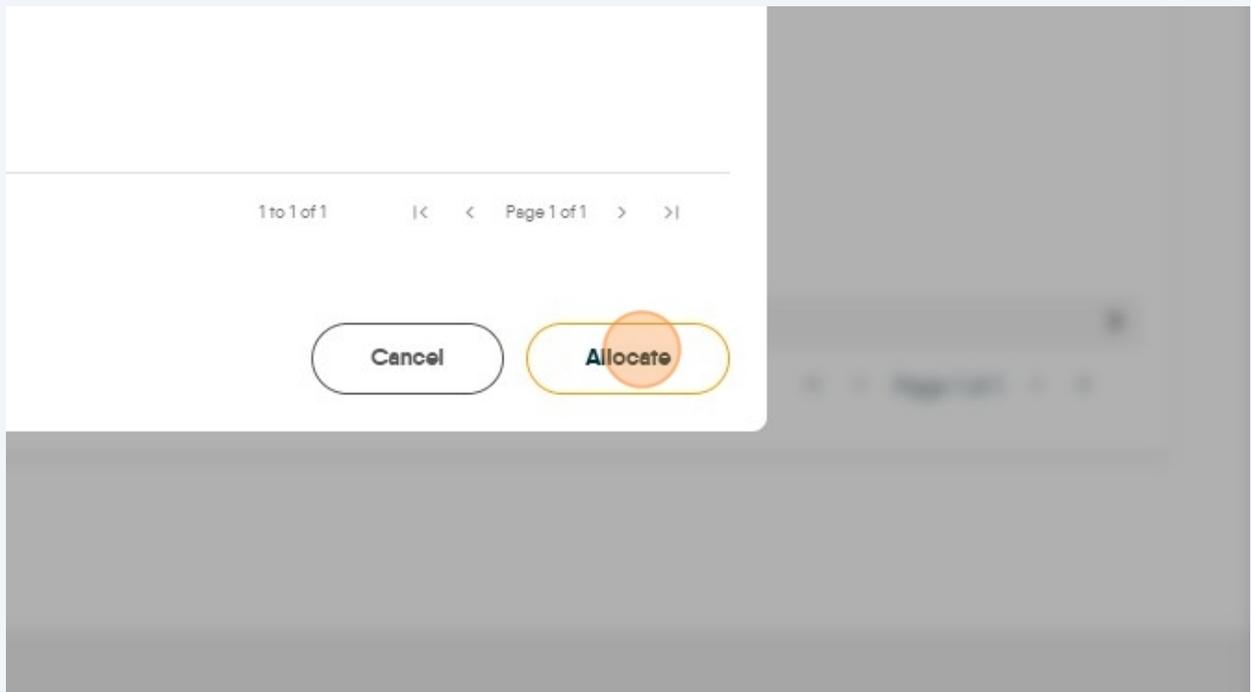
Date	Type	Description	Amount	Amount OS	Allocate
<input checked="" type="checkbox"/> 28/11/2024		Rebecca Ferguson (01/0...	£ 2,000.00	£ 2,000.00	£ 0.00

1 to 1 of 1 |< < Page 1 of 1 > >|

Cancel Allocate

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Click "Allocate" This will then allocate the available funds against the invoices selected.



Auto Allocate



Tip! Auto Allocate allows multiple records to be selected and then the CRM will allocate the funds to an invoice to pay the oldest invoice first.

10

Select all the records you want to allocate funds to. Either individually, as here, or by selecting the box at the top of the column to select all the entries. Click this checkbox.

Unallocated Funds All

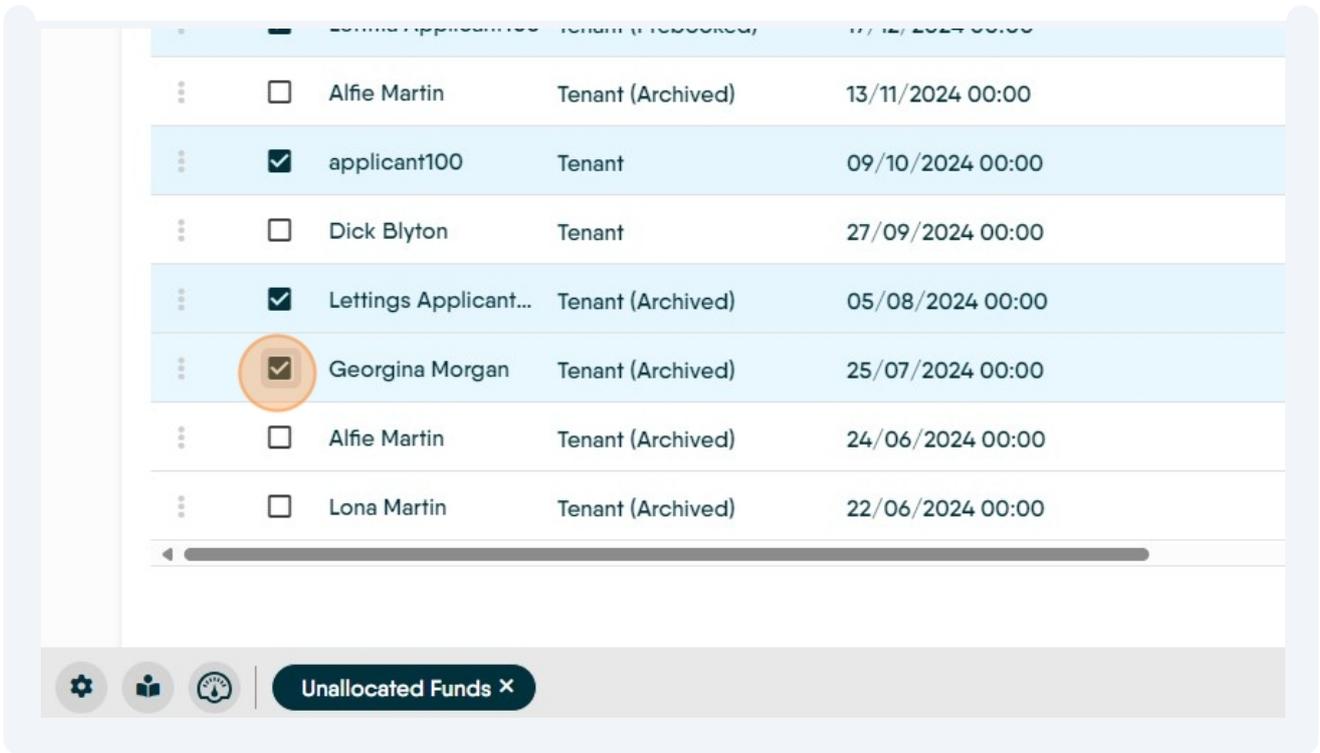


	<input type="checkbox"/> Record	Record Type	Date
...	<input type="checkbox"/> Arthur Morgan	Landlord	18/12/2024 00:00
...	<input type="checkbox"/> applicant102	Tenant	17/12/2024 00:00
...	<input type="checkbox"/> Lettitia Applicant106	Tenant (Prebooked)	17/12/2024 00:00
...	<input type="checkbox"/> Alfie Martin	Tenant (Archived)	13/11/2024 00:00
...	<input type="checkbox"/> applicant100	Tenant	09/10/2024 00:00



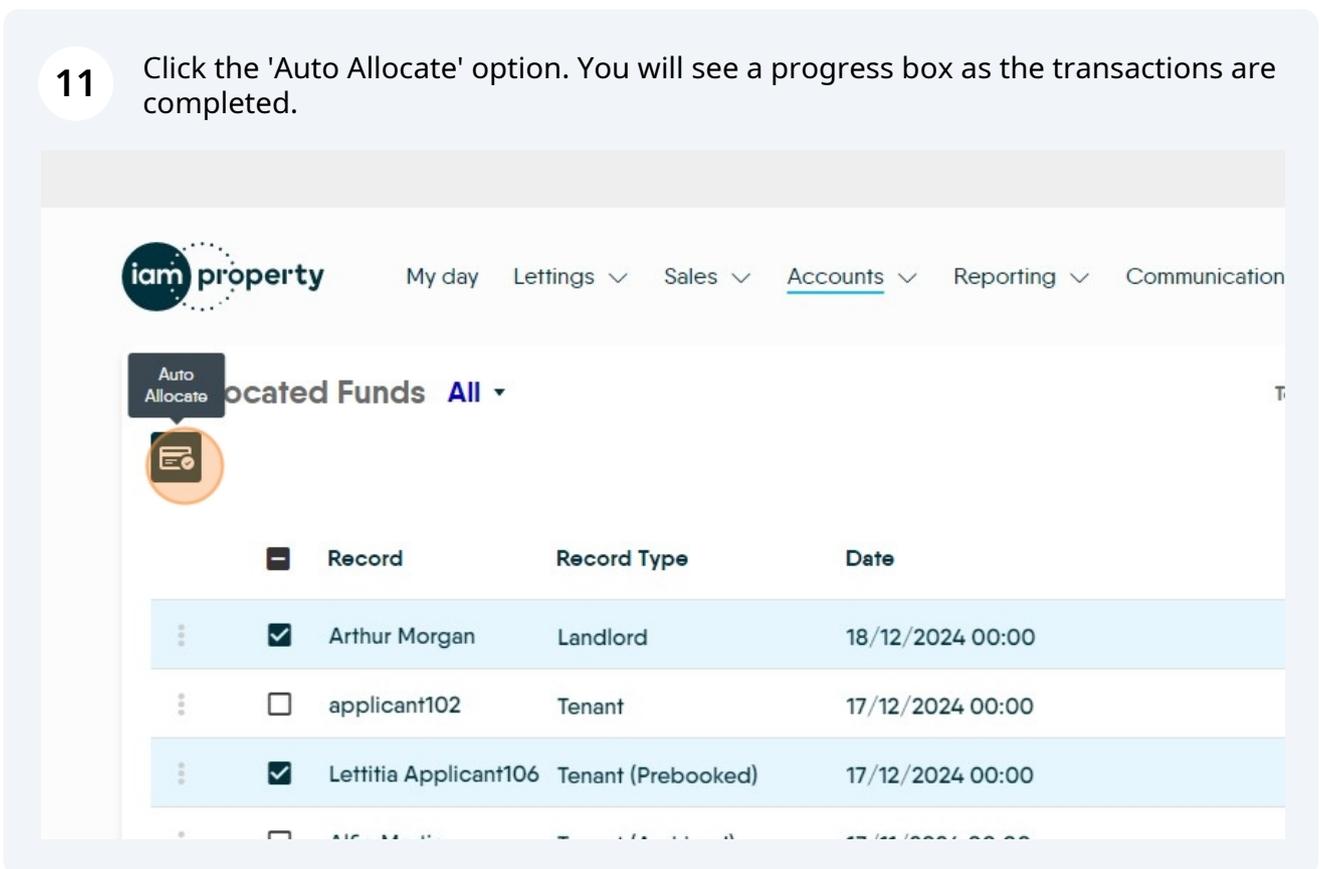
	<input checked="" type="checkbox"/> Record	Record Type	Date
...	<input checked="" type="checkbox"/> Arthur Morgan	Landlord	18/12/2024 00:00
...	<input type="checkbox"/> applicant102	Tenant	17/12/2024 00:00
...	<input checked="" type="checkbox"/> Lettitia Applicant106	Tenant (Prebooked)	17/12/2024 00:00
...	<input type="checkbox"/> Alfie Martin	Tenant (Archived)	13/11/2024 00:00
...	<input type="checkbox"/> applicant100	Tenant	09/10/2024 00:00
...	<input type="checkbox"/> Dick Blyton	Tenant	27/09/2024 00:00
...	<input type="checkbox"/> Lettings Applicant...	Tenant (Archived)	05/08/2024 00:00

...	<input checked="" type="checkbox"/>	Arthur Morgan	Landlord	18/12/2024 00:00
...	<input type="checkbox"/>	applicant102	Tenant	17/12/2024 00:00
...	<input checked="" type="checkbox"/>	Letitia Applicant106	Tenant (Prebooked)	17/12/2024 00:00
...	<input type="checkbox"/>	Alfie Martin	Tenant (Archived)	13/11/2024 00:00
...	<input checked="" type="checkbox"/>	applicant100	Tenant	09/10/2024 00:00
...	<input type="checkbox"/>	Dick Blyton	Tenant	27/09/2024 00:00
...	<input type="checkbox"/>	Lettings Applicant...	Tenant (Archived)	05/08/2024 00:00
...	<input type="checkbox"/>	Georgina Morgan	Tenant (Archived)	25/07/2024 00:00
...	<input type="checkbox"/>	Alfie Martin	Tenant (Archived)	24/06/2024 00:00
...	<input type="checkbox"/>	Lona Martin	Tenant (Archived)	22/06/2024 00:00
...	<input type="checkbox"/>	applicant102	Tenant	17/12/2024 00:00
...	<input checked="" type="checkbox"/>	Letitia Applicant106	Tenant (Prebooked)	17/12/2024 00:00
...	<input type="checkbox"/>	Alfie Martin	Tenant (Archived)	13/11/2024 00:00
...	<input checked="" type="checkbox"/>	applicant100	Tenant	09/10/2024 00:00
...	<input type="checkbox"/>	Dick Blyton	Tenant	27/09/2024 00:00
...	<input checked="" type="checkbox"/>	Lettings Applicant...	Tenant (Archived)	05/08/2024 00:00
...	<input type="checkbox"/>	Georgina Morgan	Tenant (Archived)	25/07/2024 00:00
...	<input type="checkbox"/>	Alfie Martin	Tenant (Archived)	24/06/2024 00:00
...	<input type="checkbox"/>	Lona Martin	Tenant (Archived)	22/06/2024 00:00



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Click the 'Auto Allocate' option. You will see a progress box as the transactions are completed.



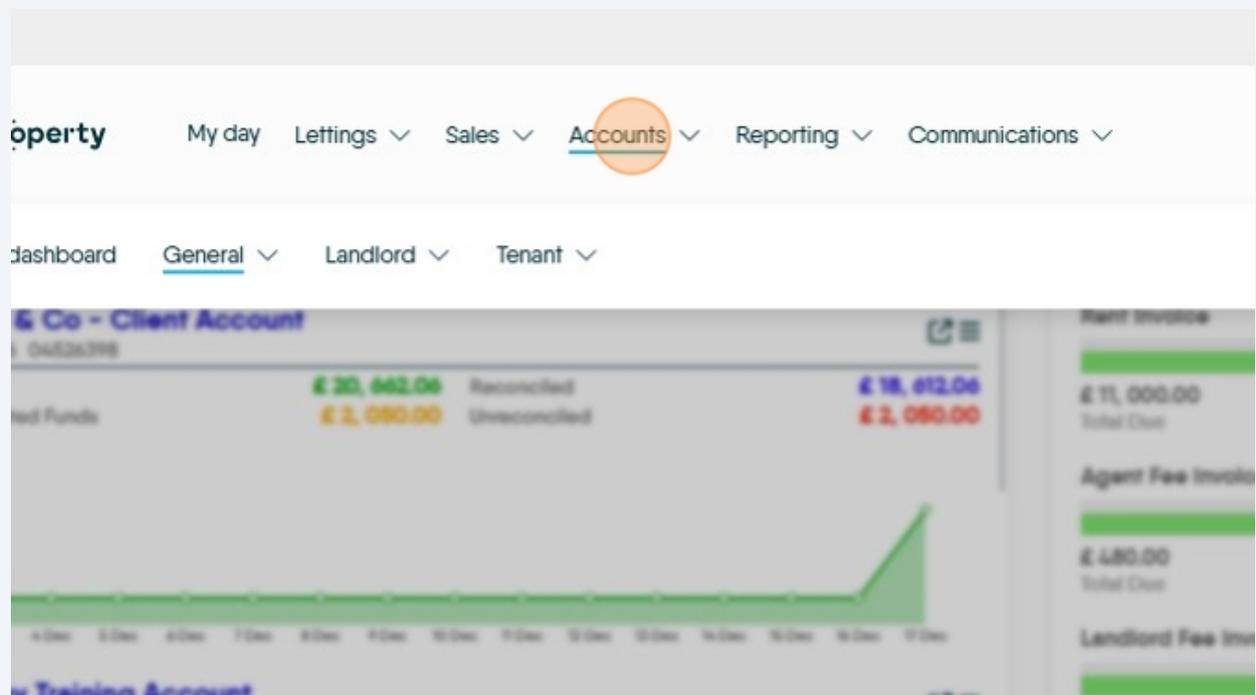
Bank Allocation Screen



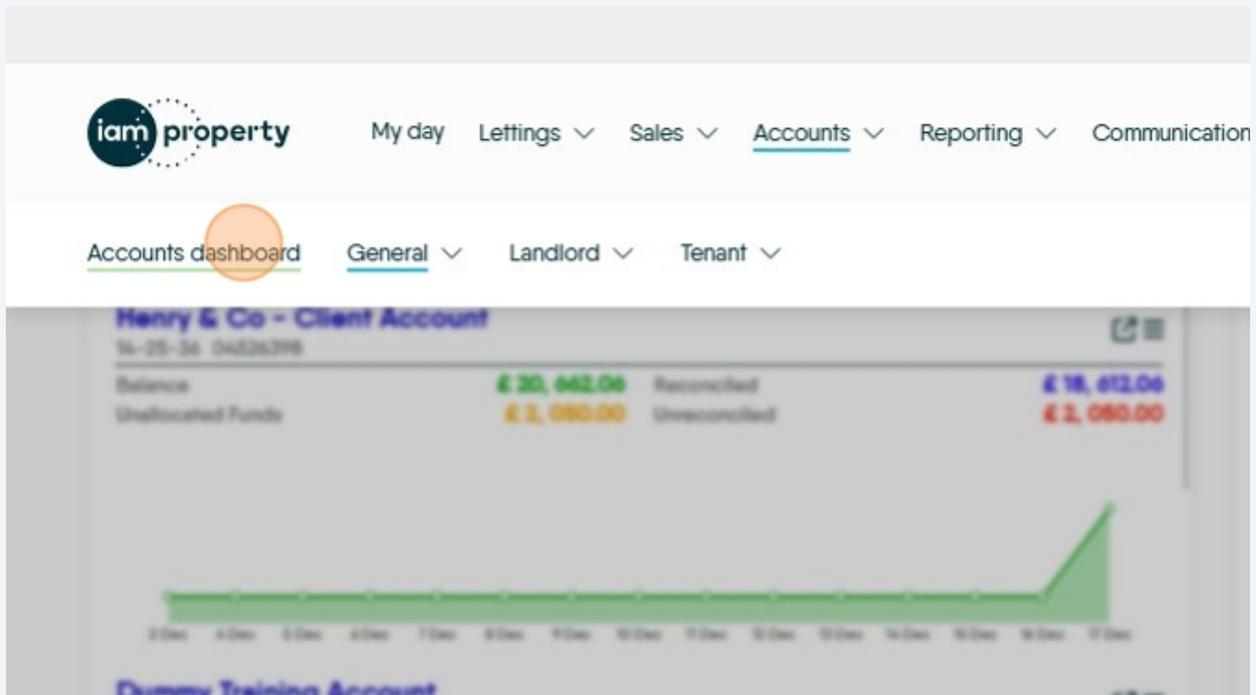
Tip!

You can also allocate funds on an individual basis from the bank account.

12 Click "Accounts"



13 Click "Accounts dashboard"



14 Click the 3-line menu next to the appropriate account.



15 Click "Allocate"

My day Lettings Sales Accounts Reporting Communications

Account

£ 20,662.06	Reconciled
£ 2,050.00	Unreconciled

Reconcile

Import

Allocate

Bank Transfer

Edit Account Details

Account

£ 0.00	Reconciled	£ 0.00
£ 0.00	Unreconciled	£ 0.00

Invoices

Rent Invoice

£ 11,000.00	£ 7,000.00
Total Due	Paid

Agent Fee Invoice

£ 480.00	£ 480.00
Total Due	Pa

Landlord Fee Invoice

£ 120.00	£ 120.00
Total Due	Pai

16 On the left-hand side, you will see each unallocated transaction. On the right-hand-side, you will see any outstanding invoices for that record. Click the checkbox next to the invoice/s to which you wish to allocate the funds.

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iam property My day Lettings Sales Accounts Reporting Communications

Bank Allocation Start Date: 03/12/2024 End Date: 17/12/2024 Cancel

Total	£ 2,050.00	Fully Allocated	£ 0.00	Total Outstanding	£ 2,060.00	Fully Allocated	£ 0.00
Partially Allocated	£ 0.00	Total Allocated	£ 0.00	Partially Allocated	£ 0.00	Total Amount Allocated	

Date	Date	Amount	Outstanding	Allocated	Description	Days Over
17/12/2024 15:43	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	£ 2,000.00	£ 2,000.00	£ 2,000.00	Rebecca Ferguson (17/12/2024 - 16/O...	0

Date

17/12/2024 15:43

Reference

Amount

£ 2,000.00

Unallocated

£ 2,000.00

Record Type

Tenant

Record

Rebecca Ferguson

Property

1 Park View Road, Witney

Date	Date	Amount	Outstanding	Allocated	Description	Days Over
17/12/2024 15:43	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>	£ 2,000.00	£ 2,000.00	£ 2,000.00	Rebecca Ferguson (17/12/2024 - 16/O...	0

17

To part-allocate to an invoice, simply overtype the amount and the balance will remain on the CRM as an outstanding invoice.

End Date
17/12/2024 Cancel

ited	£ 2,000.00	Total Outstanding	£ 2,060.00	Fully Allocated
sted	£ 2,000.00	Partially Allocated	£ 0.00	Total Amount Allocated

Date	Amount	Outstanding	Allocated	Description	Days Ov
17/12/2024	£ 2,000.00	£ 2,000.00	2000	Rebecca Ferguson (17/12/2024 - 16/0...	0



Tip! once the first record is completed move on to the second and subsequent records by scrolling down the screen.

18 Once happy, click "Allocate"

iamproperty CRM movebutler iamsold

ons ▾

Cancel Allocate

Total Outstanding	£ 2,060.00	Fully Allocated	£ 2,000.00
Partially Allocated	£ 0.00	Total Amount Allocated	£ 2,000.00

nding	Allocated	Description	Days Overdue	Record Type
00.00	<input type="text" value="2000"/>	Rebecca Ferguson (17/12/2024 - 16/0...	0	Tenant