

Setting Contractor Financial Details and Commission Rates in CRM



This guide provides essential steps for effectively managing contractor financial details and commission rates within your CRM system.

By following the outlined process, users can ensure accurate financial/payment records are kept for Contractors, allowing for payment via BACS and setting of any commission payments that are received from the Contractor. This is crucial for enhancing operational efficiency and maintaining strong relationships with contractors.

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

My day

Lettings

Sales

Accounts

Reporting

Communications

My acc

Welcome back, Training

+ Add New Record

View Property Management

Visit Help Centre

Search all records

Today's events

Time	Name
12:00	Test test

My tasks

Status	Name	Priority	Start date	Due date
<div><div></div><div>Not Started</div></div>	Call Landlord	<div><div></div>High</div>	15/Nov/2024	15/Nov/2024
<div><div></div><div>Not Started</div></div>	test	<div><div></div>High</div>	27/Nov/2024	27/Nov/2024
<div><div></div><div>Not Started</div></div>	Call Landlord	<div><div></div>Medium</div>	12/Dec/2024	12/Dec/2024
<div><div></div><div>Not Started</div></div>	Call back	<div><div></div>High</div>	03/Jan/2025	03/Jan/2025

1

2 Click "Lettings"

The screenshot shows the ian property CRM dashboard. The top navigation bar includes the ian property logo, a 'My day' dropdown, a 'Lettings' dropdown (highlighted with an orange circle), and other menu items: Sales, Accounts, Reporting, and Communications. On the right, there are icons for a grid, calendar, notifications, search, and a 'My account' button. Below the navigation bar, the main heading reads 'Welcome back, Training'. Underneath this are three buttons: '+ Add New Record' (orange), 'View Property Management' (green), and 'Visit Help Centre' (blue). A search bar labeled 'Search all records' is positioned below the buttons. At the bottom, there are two panels: 'Today's events' and 'My tasks'. The 'Today's events' panel shows a table with columns 'Time' and 'Name', containing one entry: '12:00' and 'Test test'. The 'My tasks' panel shows a table with columns 'Status', 'Name', 'Priority', 'Start date', and 'Due date', containing three entries: 'Not Started', 'Call Landlord', 'High', '15/Nov/2024', '15/Nov/2024'; 'Not Started', 'test', 'High', '27/Nov/2024', '27/Nov/2024'; and 'Not Started', 'Call Landlord', 'Medium', '12/Dec/2024', '12/Dec/2024'.

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My day Lettings Sales Accounts Reporting Communications

Today's events

Time	Name
12:00	Test test

My tasks

Status	Name	Priority	Start date	Due date
Not Started	Call Landlord	High	15/Nov/2024	15/Nov/2024
Not Started	test	High	27/Nov/2024	27/Nov/2024
Not Started	Call Landlord	Medium	12/Dec/2024	12/Dec/2024

3 Click "General"

The screenshot shows the ian property CRM dashboard with the 'General' menu item highlighted in the 'Lettings' dropdown. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, the main heading reads 'Welcome back, Training'. Underneath this are three buttons: '+ Add New Record' (orange), 'View Property Management' (green), and 'Visit Help Centre' (blue). A search bar labeled 'Search all records' is positioned below the buttons. At the bottom, there are two panels: 'Today's events' and 'My tasks'. The 'Today's events' panel shows a table with columns 'Time' and 'Name', containing one entry: '12:00' and 'Test test'. The 'My tasks' panel shows a table with columns 'Status', 'Name', 'Priority', 'Start date', and 'Due date', containing three entries: 'Not Started', 'Call Landlord', 'High', '15/Nov/2024', '15/Nov/2024'; 'Not Started', 'test', 'High', '27/Nov/2024', '27/Nov/2024'; and 'Not Started', 'Call Landlord', 'Medium', '12/Dec/2024', '12/Dec/2024'.

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My day Lettings Sales Accounts Reporting Communications

Lettings dashboard General Property management

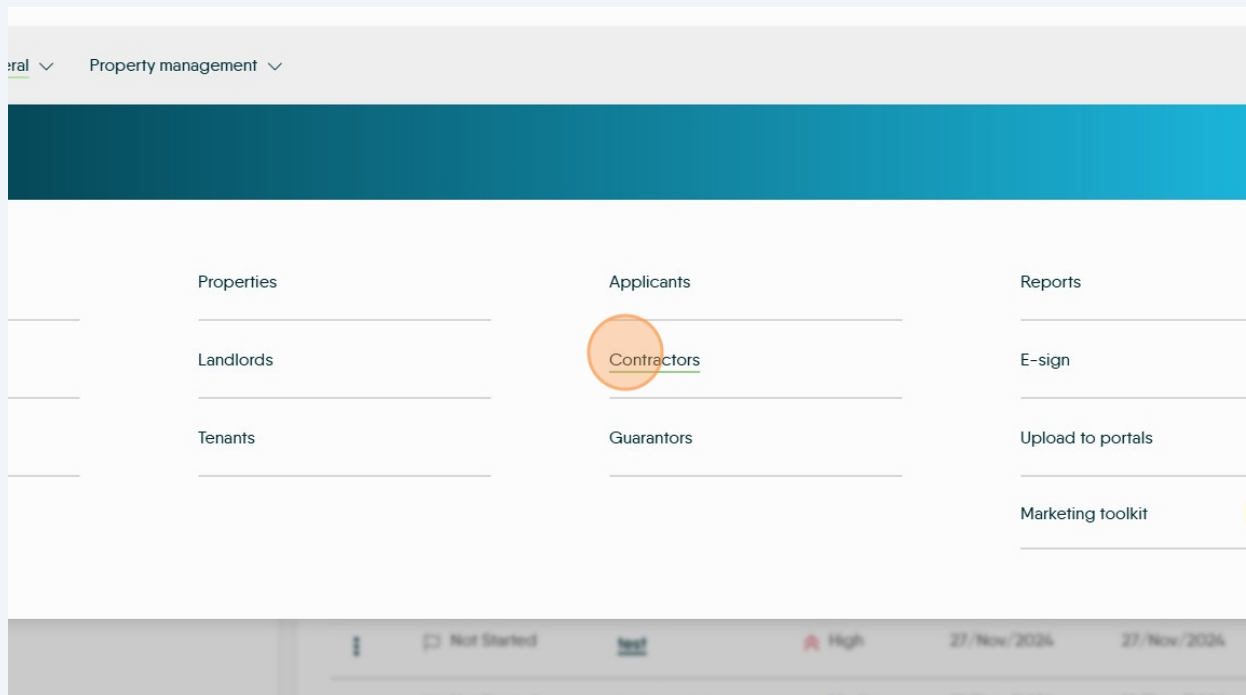
Today's events

Time	Name
12:00	Test test

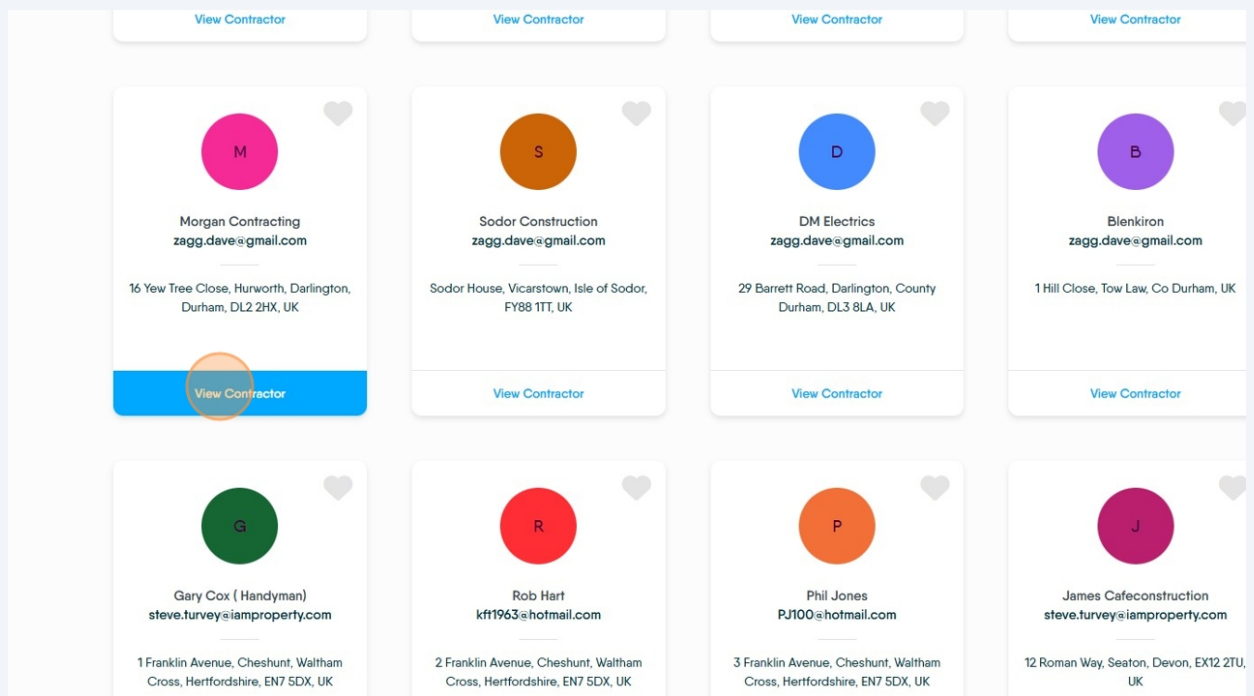
My tasks

Status	Name	Priority	Start date	Due date
Not Started	Call Landlord	High	15/Nov/2024	15/Nov/2024
Not Started	test	High	27/Nov/2024	27/Nov/2024
Not Started	Call Landlord	Medium	12/Dec/2024	12/Dec/2024

4 Click "Contractors"



5 Click "View Contractor" to open the contractor record.



6 Click "Financial"

Last Contacted

Details

Checklist

My Jobs

Financial

Contractor Users

Documents

Journal

AUDIT

16 Yew Tree Close, Hurworth, Darlington

Reference:

Status: Active

Company Information

Company Name
Morgan Contracting

Website

Phone Number
07854693995

Work phone

Mobile phone
07854693995

Email Address
zagg.dave@gmail.com

Public Liability Required? ☐

Expiry Date
12/02/2025

Service

Select
Hanc

Select
Henr

7 Set all the key payment details in the Bank Information section of the financial screen.

Setting the bank reference as <INV> will show the invoice number in the BACS payment description.

16 Yew Tree Close, Hurworth, Darlington

Reference:

Status: Active

Negotiator: Training Dave

Bank Information

Account Name
Morgan Contracting

Bank
Backhouse Bank

Account Number
12345678

Sort Code
01-02-03

Payment Method
BACS

Bank Reference
<INV>

Do you receive commission carried out by this contractor? ☐

Financial Notes

8

If you receive commission, i.e. a payment from the contractor for you giving them the work, then click this toggle.

The screenshot shows a software interface with a light blue header bar. Below the header, there are three input fields. The first field is labeled 'Do you receive commission carried out by this contractor?' and contains a toggle switch that is currently turned on (orange). An orange circle highlights the toggle switch. Below this field, there are two more fields: 'Rate of Vat' with a 'Primary' toggle, and 'Commission' with a value of '£ 15.00'. To the right of the 'Commission' field are two buttons labeled '%' and '£'. Below these fields is a 'Default Expense Sub-Type' dropdown menu. Under the dropdown, there are three options: 'Exempt' (Expenses should be exempt from VAT), 'Inclusive' (Expenses should be inclusive of VAT, with a checkmark), and 'Exclusive' (Expenses should be exclusive of VAT). To the right of the 'Default Expense Sub-Type' section is a 'Financial Notes' section. It has a title 'Financial Notes' and a text area with the placeholder 'Enter your financial notes here...'. Above the text area are four icons: a bold 'B', an italic 'I', an underline 'U', and a link icon.



Alert! A commission payment is different to a landlord uplift. Commission is charged to the Contractor and is deducted from the amount they receive for performing the task.

Uplift is an additional charge to the Landlord on top of the Contractor Invoice. This is charged in Expenses in the Accounts module.

9

Click "Primary/Secondary" to set the VAT rate for the contractor
(Primary/Secondary rates of VAT are set in the Accounts Configuration settings)

Sort Code: 01-02-03

Payment Method: BACS

Do you receive commission carried out by this contractor? ☐

Rate of Vat: **Primary** ☒ Commission: £ 15.00 % £

Default Expense Sub-Type

Exempt: Expenses should be exempt from VAT

Inclusive ☒: Expenses should be inclusive of VAT

Exclusive: Expenses should be exclusive of VAT

Financial Notes

Financial Notes: **B** **I** **U**

Enter your financial notes here...

10

Click here to set the commission rate paid. This can be a percentage of the invoice value **or** a fixed £ value e.g. 20% of the invoice or £10.

Sort Code: 01-02-03

Payment Method: BACS

Do you receive commission carried out by this contractor? ☐

Rate of Vat: **Primary** ☒ Commission: £ 15.00 % £

Default Expense Sub-Type

Exempt: Expenses should be exempt from VAT

Inclusive ☒: Expenses should be inclusive of VAT

Exclusive: Expenses should be exclusive of VAT

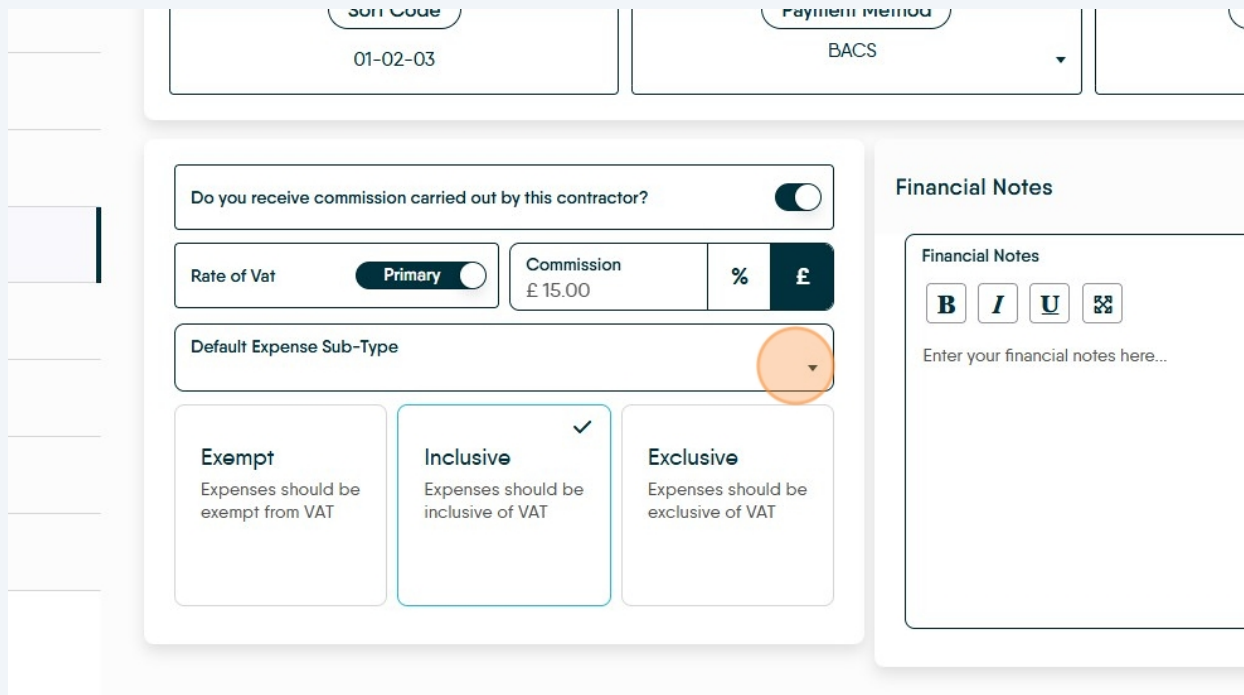
Financial Notes

Financial Notes: **B** **I** **U**

Enter your financial notes here...

11

Click here to set the default expense type, if any. This could be to set a particular VAT type for that contractor.




Sort Code: 01-02-03

Payment Method: BACS

Do you receive commission carried out by this contractor? ☐

Rate of Vat: Primary ☐ Commission: £ 15.00 % £

Default Expense Sub-Type 


Exempt
Expenses should be exempt from VAT

Inclusive ✓
Expenses should be inclusive of VAT

Exclusive
Expenses should be exclusive of VAT

Financial Notes


Financial Notes

B I U 

Enter your financial notes here...

12

Click here to Save.



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My day Lettings Sales Accounts Reporting Communications

Jobs Paid: 40
Live Jobs: 1
Last Contacted

Details
Checklist
My Jobs
Financial
Contractor Users
Documents
Journal
AUDIT

Account Name: Morgan Contracting Bank: Backhouse Bank Account Number: 12345678

Sort Code: 01-02-03 Payment Method: BACS Bank Reference: <INV>

Do you receive commission carried out by this contractor? ☐

Rate of Vat: Primary ☐ Commission: £ 15.00 % £

Default Expense Sub-Type


Exempt
Expenses should be exempt from VAT

Inclusive ✓
Expenses should be inclusive of VAT

Exclusive
Expenses should be exclusive of VAT

Financial Notes

Financial Notes

B I U 

Enter your financial notes here...

