

Creating a Deposit Invoice for Tenants



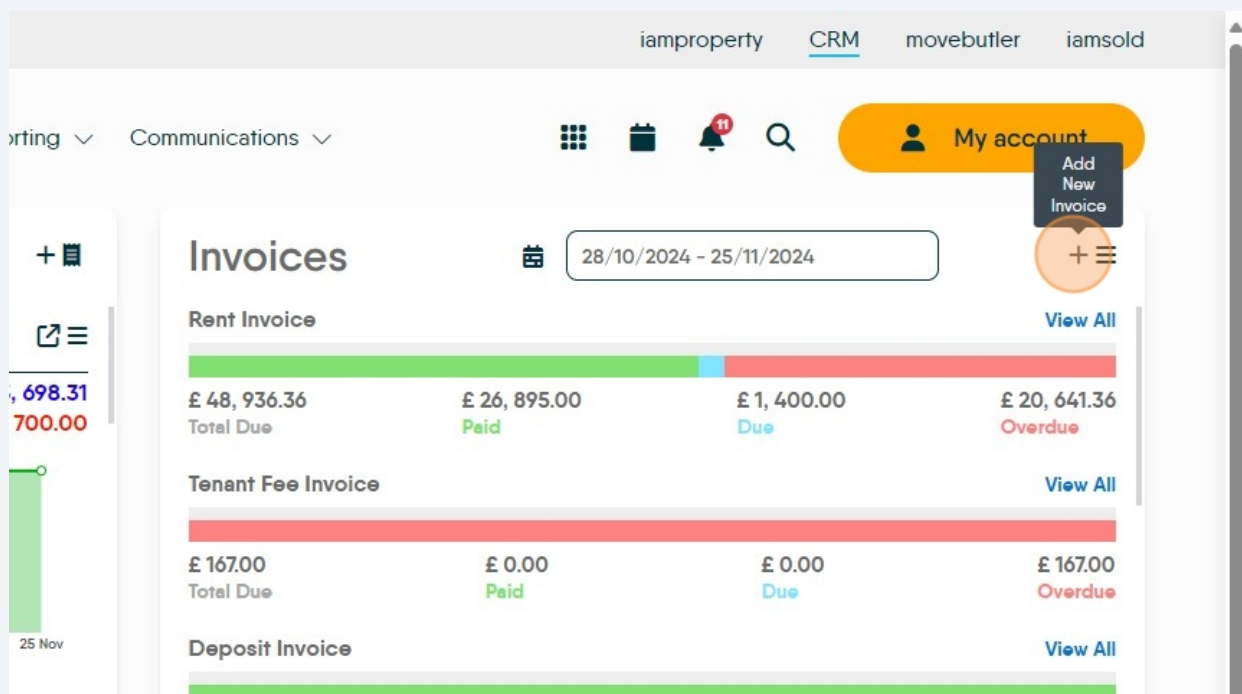
This guide offers a straightforward approach to creating a deposit invoice for tenants, ensuring accuracy and efficiency. By following the outlined steps, users can easily navigate the system, customise transaction descriptions, opt to create a physical deposit invoice.

A deposit invoice can be created at anytime before the payment is receipted into CRM.

Utilising this guide will help streamline financial processes.

- 1 Navigate to <https://crm.iamproperty.com/Dashboards/Accounts>

- 2 Click here.



- 3 Click "Select tenant" type the Tenant name and select them from the drop down menu. There is also the option to pay this invoice with UnAllocated funds or Deposit Funds, if there are funds available they will show in the box highlighted on

screen.

Add Invoice

Deposit Balance £ 0.00
Unallocated Funds £ 0.00

Pay with deposit ☒
Pay with unallocated ☐

Tenant *
Transaction type *
Sub type *

applicant no. 423
Please enter 3 or more characters

Vat type
Exclude man. fee ☐

£ 0.00
Vat £ 0.00
Total £ 0.00

Description *
Invoices
Total £ 0.00

No Invoices

Cancel Another Ok

Add Invoice

Deposit Balance £ 0.00
Unallocated Funds £ 0.00

Pay with deposit ☒
Pay with unallocated ☐

Tenant *
Transaction type *
Sub type *

applicant no. 423
Please enter 3 or more characters

Vat type
Exclude man. fee ☐

£ 0.00
Vat £ 0.00
Total £ 0.00

Description *
Invoices
Total £ 0.00

No Invoices

Cancel Another Ok


4 Click "Select transaction type" then click "Deposit Invoice"

This will bring over all of the data relating to the Deposit payment as set up in the Tenancy document.

Add Invoice

Deposit Balance £ 0.00		Pay with deposit	
Unallocated Funds £ 0.00		Pay with unallocated	
Tenant Lettings Applicant99 - 359 Yew Tree C▼		Transaction type Select transaction type	
Invoice date 25/11/2024		Sub type Select sub-type	
Amount £		Exclude man. fee	
Net £ 0.00		Total £ 0.00	
Description Enter description		✕	
		Landlord Service Charge Invoice	


Unallocated Funds £ 0.00		Pay with unallocated	
Tenant Lettings Applicant99 - 359 Yew Tree C▼		Transaction type Select transaction type	
Invoice date 25/11/2024		Sub type Select sub-type	
Amount £		Exclude man. fee	
Net £ 0.00		Total £ 0.00	
Description Enter description		✕	
Invoices		Total	



No Invoices


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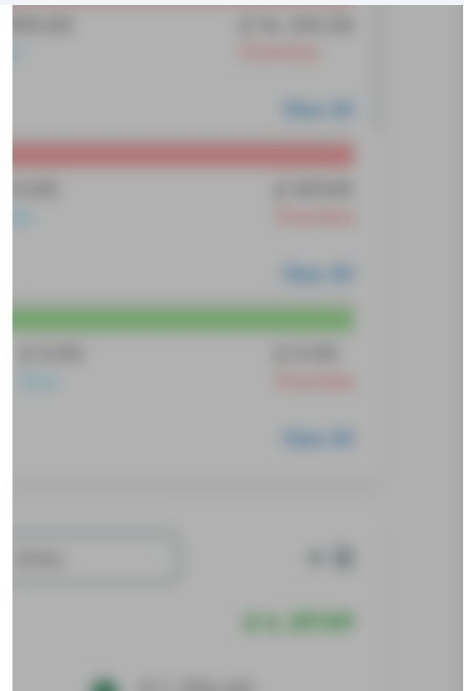
Click the "Description" field and add a description for the transaction. Make this as clear as possible so it is easy to find.

Tenant Lettings Applicant99 - 359 Yew Tree C▼	Transaction type Deposit Invoice ▼	Sub type Deposit
Invoice date 25/11/2024 *	Invoice no. CRM - 423	Vat type Exempt
Amount £ 1,500.00 *	Net £ 1,500.00	Vat £ 0.00
Description Enter description		Exclud
Invoices		Total
 No Invoices		

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Click here to create the Deposit Invoice

Transaction type Deposit Invoice ▼	Sub type Deposit ▼
Vat type Exempt	Exclude man. fee <input type="checkbox"/>
Vat £ 0.00	Total £ 1,500.00
<div style="display: flex; justify-content: flex-end; align-items: center;"> Add </div>	
<div style="display: flex; justify-content: flex-end; align-items: center;"> × + </div>	
Total £ 0.00	
 No Invoices	



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Click "OK" to complete creating the invoice. The Invoice is then created and will sit in the Deposit tile till paid.

Total **£1,500.00**

VAT Type	Net	VAT	Total	Description	Exclude
Exempt	£1,500.00	£0.00	£1,500.00	Deposit for ...	X

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Cancel Another **Ok**

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Click either "Yes" or "No" to producing a tenant invoice to be sent to the tenant.

Invoice date 25/11/2024

Amount £0.00

Description Enter description

Invoices

Inv	Date	Invoice No.	Type	VAT Type	Net	VAT	Total	Description
	<input checked="" type="checkbox"/>	25/11/2024	CRM - 423	Deposit Inv...	Exempt	£1,500.00	£0.00	£1,500.00 Deposit for ...

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?

Would you like to produce a tenant invoice?

No Yes