

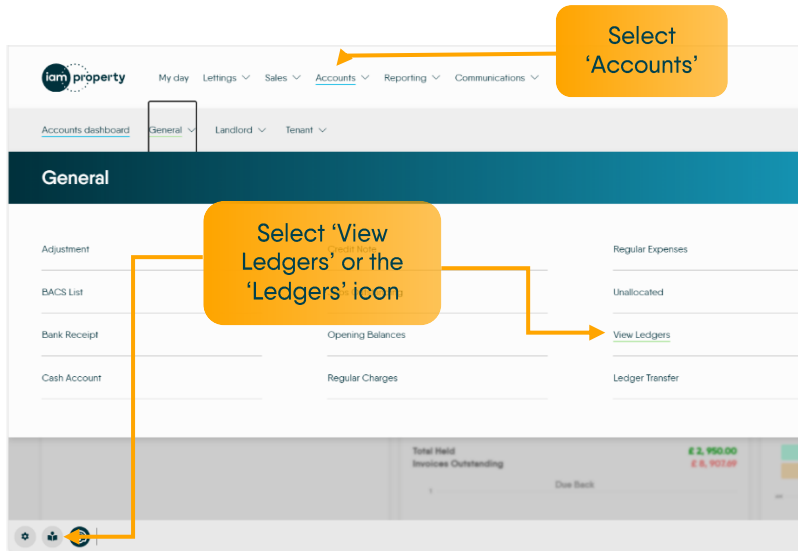


# CRM HOW TO GUIDES

**CREATE AN INVOICE-RECEIPT**

# HOW TO CREATE AN INVOICE or RECEIPT FROM ACCOUNTS MODULE

Creating a copy receipt or Invoice after a transaction has been created.

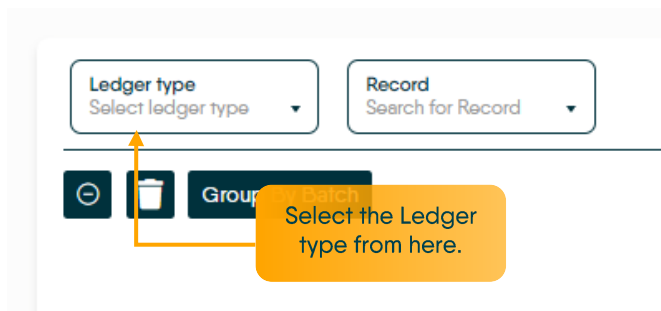


## Getting started

A duplicate or, new, Receipt or Invoice can be created from the Ledger screens.

To access the Ledgers. From the Accounts menu option, click on the Accounts option then 'Dashboard' then click the 'Ledgers' icon at the bottom left of the screen.

Alternatively, from the 'Accounts' menu, select 'General' and select 'View Ledgers'.



## Select the Ledger type.

An Invoice or Receipt can be created from a range of Ledgers;

- Tenant
- Contractor
- Landlord
- Tenancy
- Float/Portfolio Float
- Property
- Deposit

If the transaction title includes 'invoice' or 'receipt' e.g. Tenant Bank Receipt or Rent Invoice, a receipt or invoice can be created. A receipt can also be created for a 'Ledger Transfer'

<input type="checkbox"/>	ID	Transaction Date	Transaction Type	Transaction Sub-Type
<input type="checkbox"/>	18424613	04/02/2024 08:03	Rent Invoice	Residential Rent
<input type="checkbox"/>	18334525	30/01/2024 00:01	Service Charge Invoice	Gardening
<input type="checkbox"/>	18334518	30/01/2024 00:01	Tenant Fee Invoice	Administration Fee
<input type="checkbox"/>	18331801	29/01/2024 13:11	Rent Invoice	Residential Rent
<input type="checkbox"/>	18331801	29/01/2024 11:50	Rent Payment	Residential Rent
<input type="checkbox"/>	18331801	29/01/2024 11:56	Rent Payment	Residential Rent
<input type="checkbox"/>	18329998	29/01/2024 11:56	Tenant Bank Receipt	BACS Transfer
<input type="checkbox"/>	18329418	29/01/2024 11:31	Deposit Payment	Deposit
<input type="checkbox"/>	18329417	29/01/2024 11:31	Tenant Bank Receipt	Deposit
<input type="checkbox"/>	18329290	29/01/2024 11:28	Deposit Invoice	Deposit

## Creating an Invoice or Receipt.

Ledger type: Tenant Ledger    Record: Ella Petch - 24 Westgarth    Outstanding Invoices    Funds to Allocate

Group By Batch

ID	Transaction Date	Transaction Type	Transaction Sub-Type
18424613	04/02/2024 08:03	Rent Invoice	Residential Rent
30/01/2024 00:01	Service Charge Invoice	Gardening	
30/01/2024 00:01	Tenant Fee Invoice	Administration Fee	
29/01/2024 13:11	Rent Invoice	Residential Rent	
29/01/2024 11:56	Rent Payment	Residential Rent	
18329999	29/01/2024 11:56	Rent Payment	Residential Rent
18329998	29/01/2024 11:56	Tenant Bank Receipt	BACS Transfer
18329418	29/01/2024 11:31	Deposit Payment	Deposit
18329417	29/01/2024 11:31	Tenant Bank Receipt	Deposit
18329290	29/01/2024 11:28	Deposit Invoice	Deposit
18329999	29/01/2024 11:56	Rent Payment	Residential Rent
18329998	29/01/2024 11:56	Tenant Bank Receipt	BACS Transfer
29/01/2024 11:31	Deposit Payment	Deposit	
29/01/2024 11:31	Tenant Bank Receipt	Deposit	
29/01/2024 11:28	Deposit Invoice	Deposit	

Menu options: Edit, Exclude, Delete, Invoice, Transaction Chain, View, Edit Description, Exclude, Delete, Receipt, Transaction Chain

The process is the same whether you are creating an invoice or a receipt.

Find the Ledger you need and then find the specific record e.g. Tenancy Record.

Click into the box to the left of the entry you are creating the invoice or receipt for, to add the tick mark, then click on the 3 dot menu and select the 'Receipt' or 'Invoice' option from the menu.

**Produce Report** X

Select report

Cancel Run Report

From the next screen, click into the 'Select Report' field to see the Invoices or Receipts available select the one you require and click 'Run Report'. This will create your invoice or receipt to save, email or print out.

Click here to export    Click here to print

**Tenant Receipt** 21/02/2024

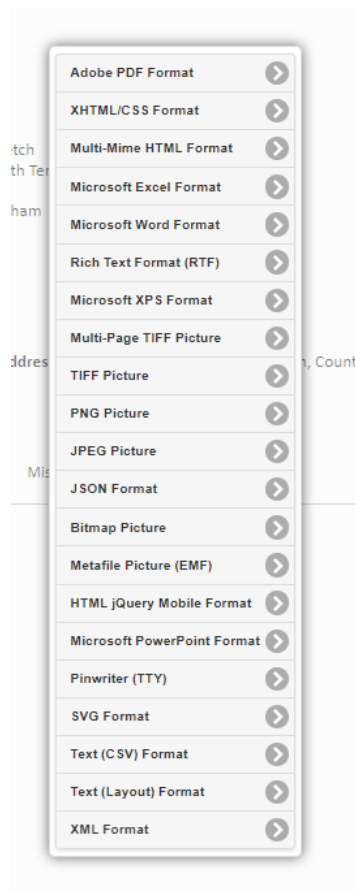
Miss Ella Petch  
24 Westgarth Terrace  
Darlington  
County Durham  
DL1 2LA, UK

Property Address: 24 Westgarth Terrace, Darlington, County Durham, DL1 2LA, UK

Date	Description	Net (£)	VAT (£)	Gross (£)
29/01/2024	Miss Ella Petch (30/11/2023 - 27/01/2024)	668.00	0.00	668.00
<b>Total</b>		<b>668.00</b>	<b>0.00</b>	<b>668.00</b>

The document created will look similar to this.

To print the invoice/receipt click on the print icon. To export as another type of document e.g. PDF, click the Export icon and select the type of file you want to export the file as from the list.



List of file  
types

**For further support contact the  
iampropertyCRM Support Team on  
01865 860 871  
Email: [crm.support@iamproperty.com](mailto:crm.support@iamproperty.com)**