

Generating a Financial Statement in CRM



This guide provides a straightforward approach to generating a Financial Statement using the Reports feature of the CRM.

By following the concise steps outlined, users can efficiently create and customise their statements, ensuring accurate financial reporting. Accessing this guide will streamline your property management tasks, save time, and enhance your professionalism in dealing with landlords.



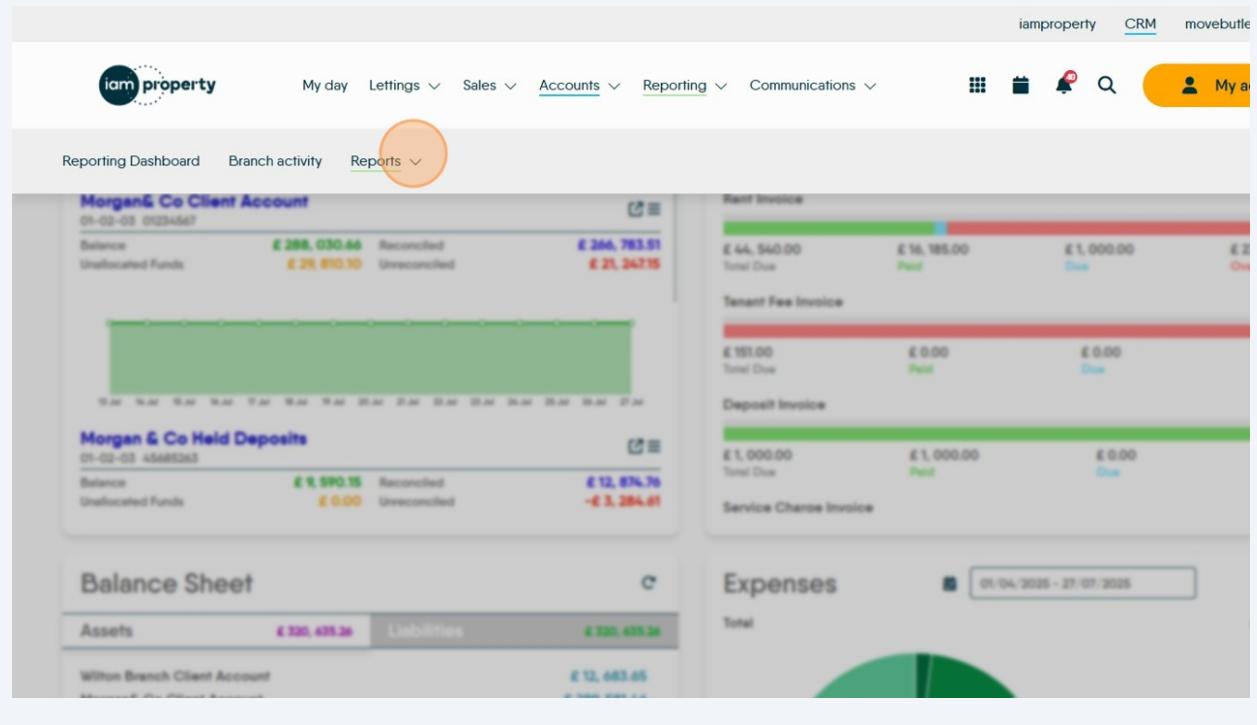
The Reports you see in the the menu shown in this menu (and this guide) are the reports you have requested be added to CRM when on-boarding. You may have the same or different reports to any visible in this guide. If you cannot find a report, or require a new or edited report please speak to Customer Support on crm.support@iamproperty.com Phone: 01865 860 871

1

Click "Reporting"

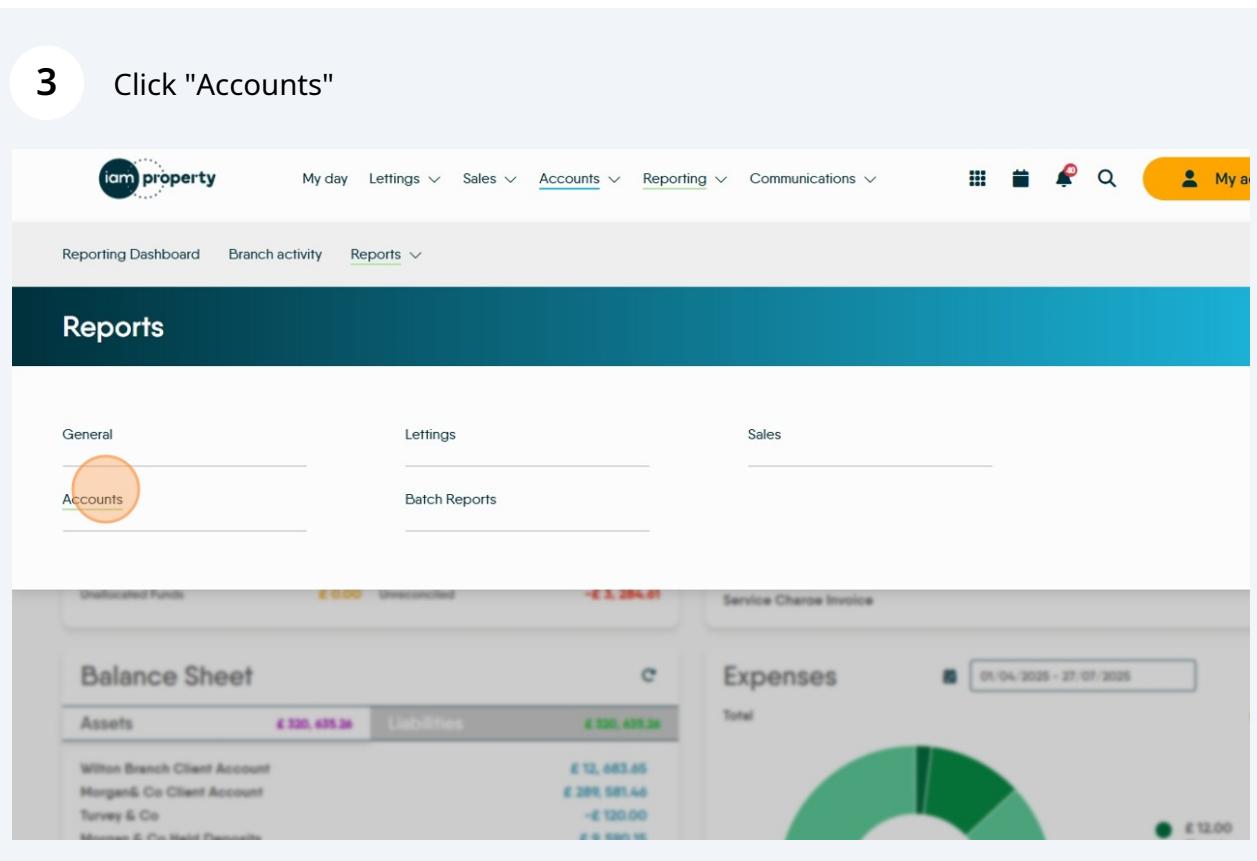
The screenshot shows the iam property CRM dashboard. The top navigation bar includes links for 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting' (which is highlighted with an orange circle), 'Communications', and 'My account'. Below the navigation, there are three main sections: 'Accounts', 'Invoices', and 'Expenses'. The 'Accounts' section displays two tables: 'Organ & Co Client Account' and 'Organ & Co Held Deposits'. The 'Invoices' section shows a list of invoices with columns for 'Total Due', 'Paid', 'Due', and 'Overdue'. The 'Expenses' section shows a list of expenses with a total amount of £625.51.

2 Click "Reports"



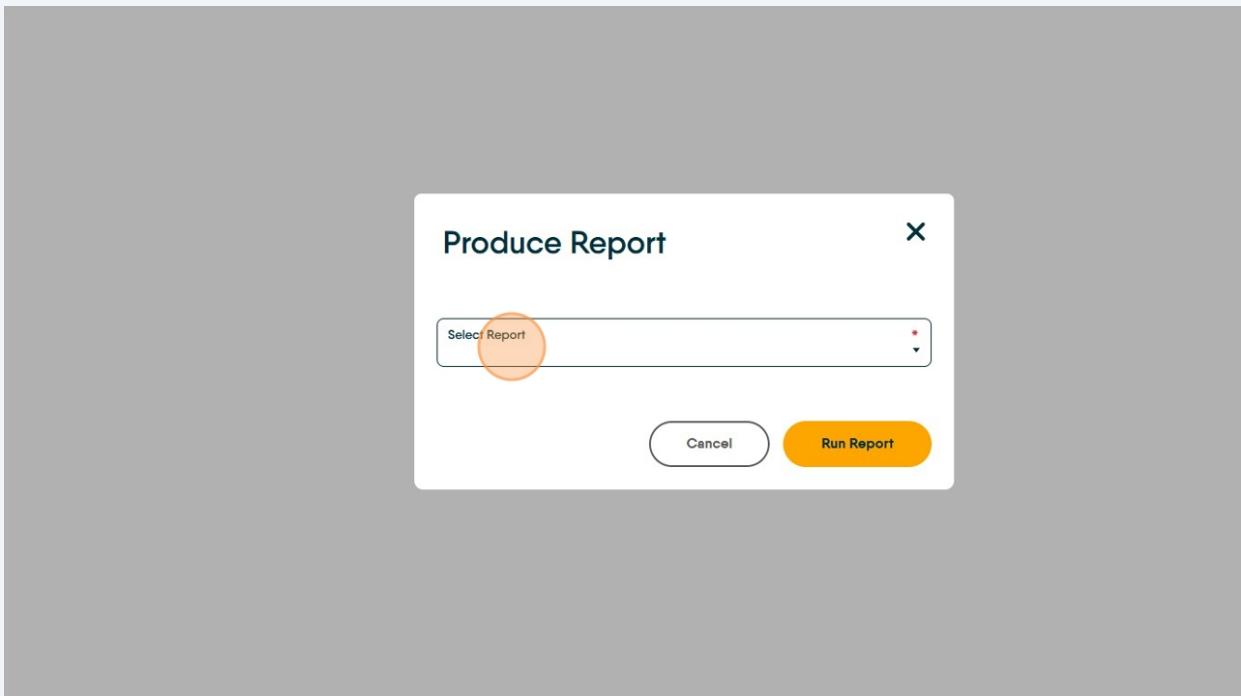
The screenshot shows the iam property software interface. At the top, there is a navigation bar with links for 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting' (which is underlined, indicating it is the active section), and 'Communications'. To the right of the navigation bar are icons for a grid, a file, a bell, a search, and a user profile. The main content area is titled 'Reporting Dashboard' and 'Branch activity'. A 'Reports' dropdown menu is open, with the 'Reports' option highlighted and circled in orange. Below this, there are several sections: 'Morgan& Co Client Account' (showing a balance of £286,030.66, with £29,810.10 unallocated funds), 'Morgan & Co Held Deposits' (showing a balance of £9,890.15, with £0.00 unallocated funds), 'Balance Sheet' (showing assets of £380,435.36 and liabilities of £380,435.36), and 'Expenses' (a chart showing total expenses from 01/04/2025 to 27/07/2025). Other sections like 'Rent Invoice', 'Tenant Fee Invoice', 'Deposit Invoice', and 'Service Charge Invoice' are also visible.

3 Click "Accounts"

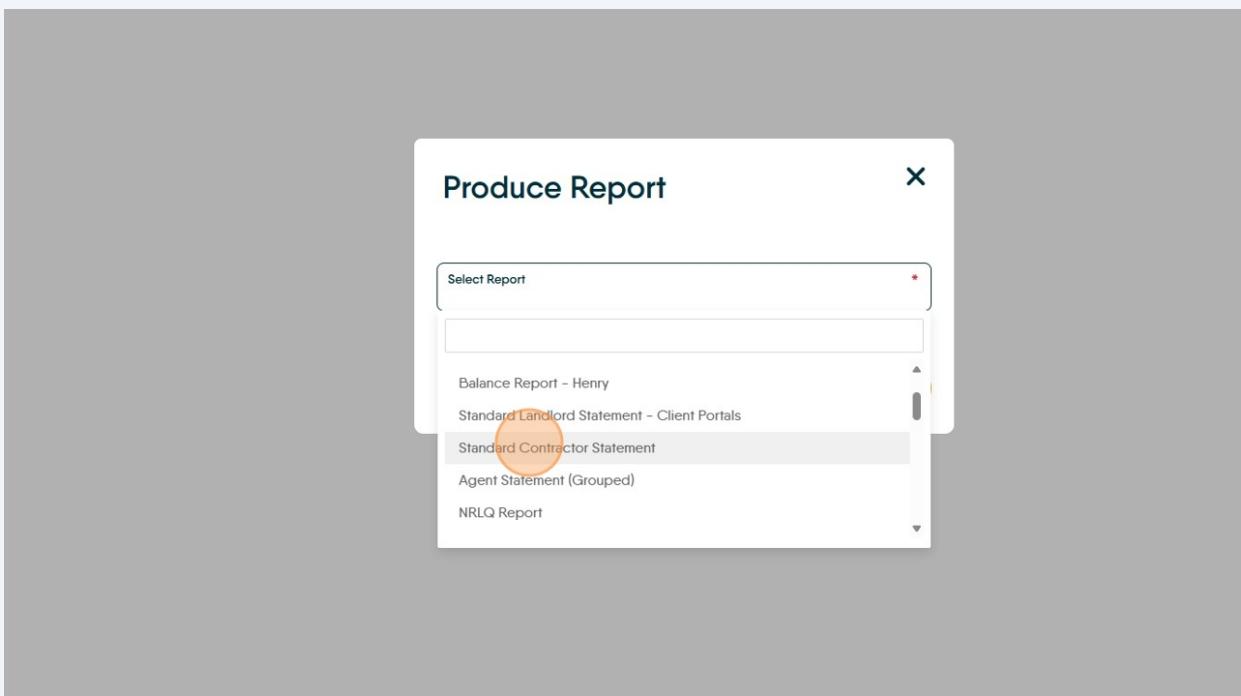


The screenshot shows the iam property software interface, similar to the previous one but with a different active section. The navigation bar now has 'Accounts' underlined. The main content area is titled 'Reports' and includes sections for 'General', 'Lettings', and 'Sales'. The 'Accounts' section is highlighted and circled in orange. Below this, there are sections for 'Unallocated Funds' (showing £0.00 unallocated funds), 'Service Charge Invoice' (a chart showing £12.00), 'Balance Sheet' (showing assets of £380,435.36 and liabilities of £380,435.36), and 'Expenses' (a chart showing total expenses from 01/04/2025 to 27/07/2025). Other sections like 'Morgan& Co Client Account', 'Morgan & Co Held Deposits', and 'Wilton Branch Client Account' are also visible.

4 Click here, search for and select the report to run.



5 In this case, click "Standard Contractor Statement"



6 Select the Report you want to create, then answer/complete any further steps required. This may be start/end dates, specific Landlords/Contractors/tenants etc.

7 Once all the additional information is added, click "Run Report"

Produce Report X

Select Report
Standard Contractor Statement

Select Contractor
Morgan Contracting

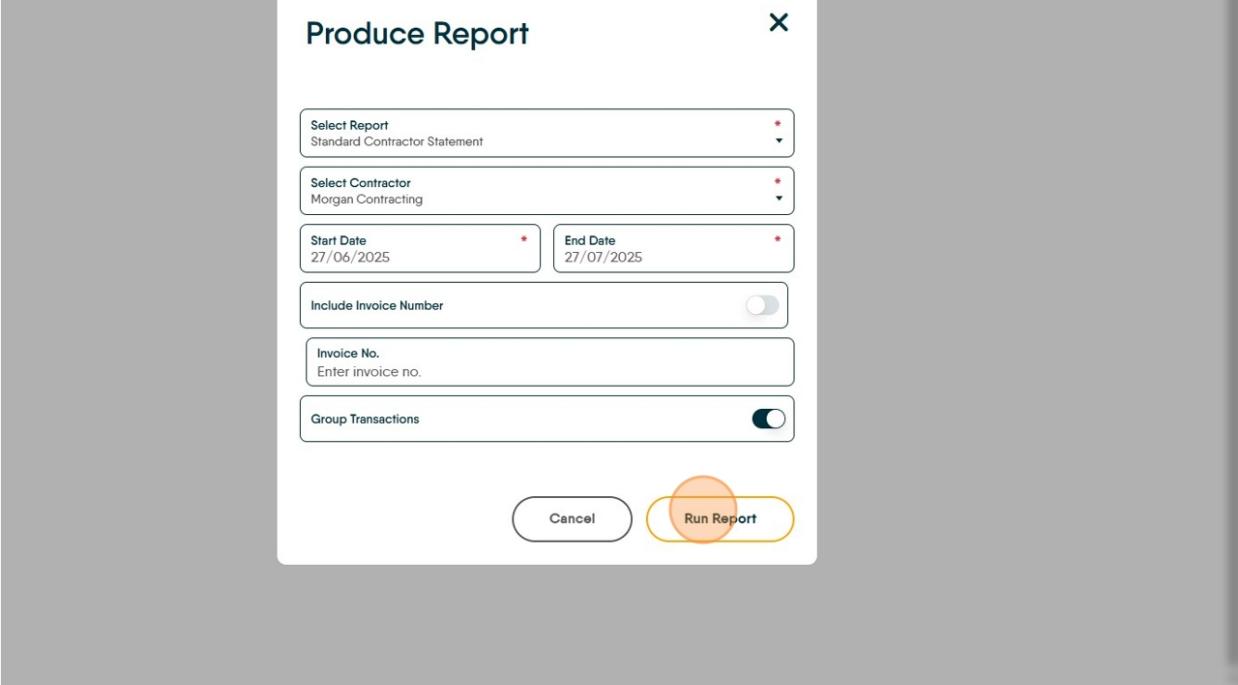
Start Date * 27/06/2025 End Date * 27/07/2025

Include Invoice Number

Invoice No.
Enter invoice no.

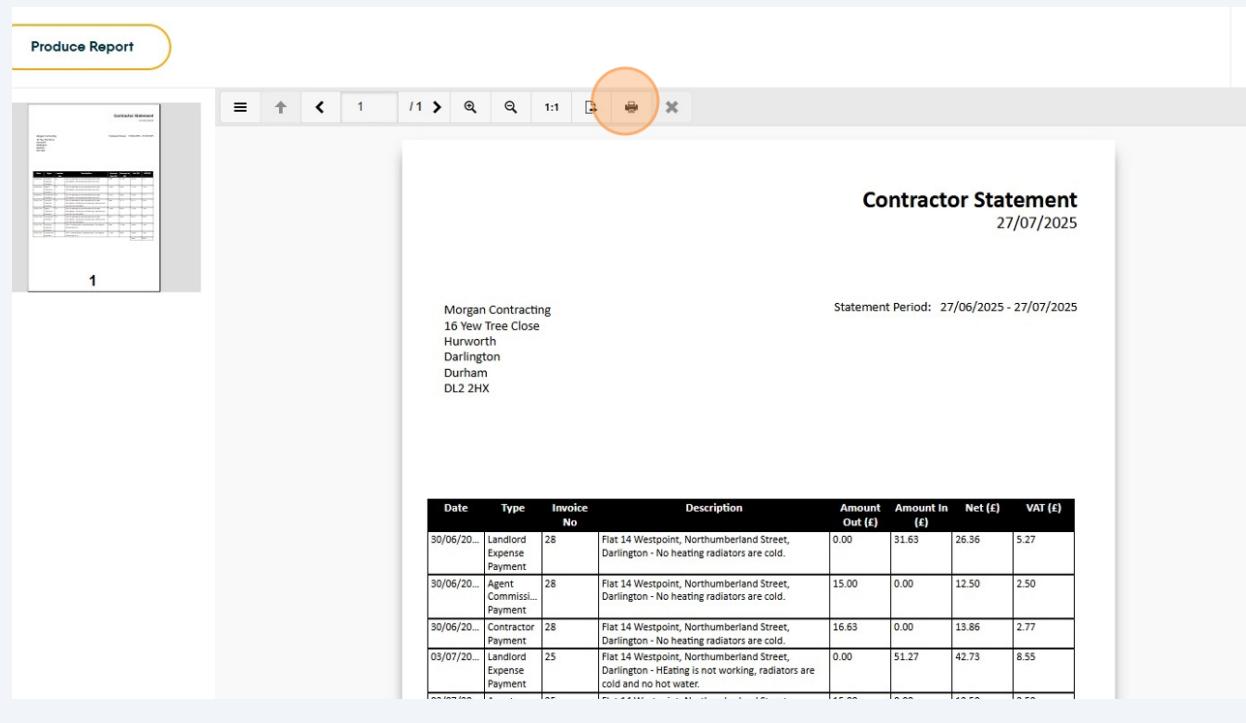
Group Transactions

Cancel Run Report



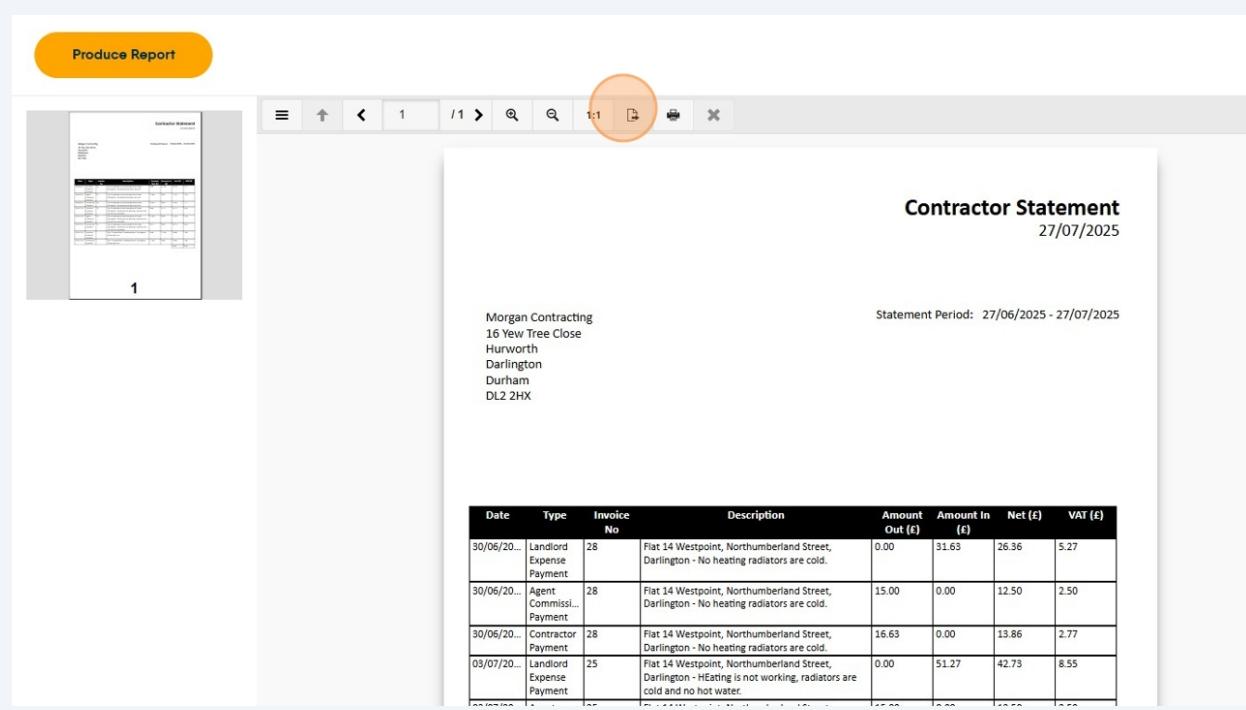
8 Your report will show on the screen, you can now print the report or export it.

To print click here.



The screenshot shows a software interface for generating a 'Contractor Statement'. At the top left is a yellow 'Produce Report' button. The main area displays a preview of the report, which includes a header 'Contractor Statement' and '27/07/2025', a list of addresses for 'Morgan Contracting', and a detailed table of transactions. The transaction table has columns for Date, Type, Invoice No, Description, Amount Out (£), Amount In (£), Net (£), and VAT (£). The transactions listed are: 30/06/20... Landlord Expense Payment (Invoice No 28, Description: Flat 14 Westpoint, Northumberland Street, Darlington - No heating radiators are cold, Amount Out 0.00, Amount In 31.63, Net 26.36, VAT 5.27); 30/06/20... Agent Commiss... Payment (Invoice No 28, Description: Flat 14 Westpoint, Northumberland Street, Darlington - No heating radiators are cold, Amount Out 15.00, Amount In 0.00, Net 12.50, VAT 2.50); 30/06/20... Contractor Payment (Invoice No 28, Description: Flat 14 Westpoint, Northumberland Street, Darlington - No heating radiators are cold, Amount Out 16.63, Amount In 0.00, Net 13.86, VAT 2.77); and 03/07/20... Landlord Expense Payment (Invoice No 25, Description: Flat 14 Westpoint, Northumberland Street, Darlington - Heating is not working, radiators are cold and no hot water, Amount Out 0.00, Amount In 51.27, Net 42.73, VAT 8.55). The print icon, a small printer icon with a red circle, is located in the toolbar above the preview area.

9 To export the report to a different file format e.g. PDF or Excel. Click "Export"

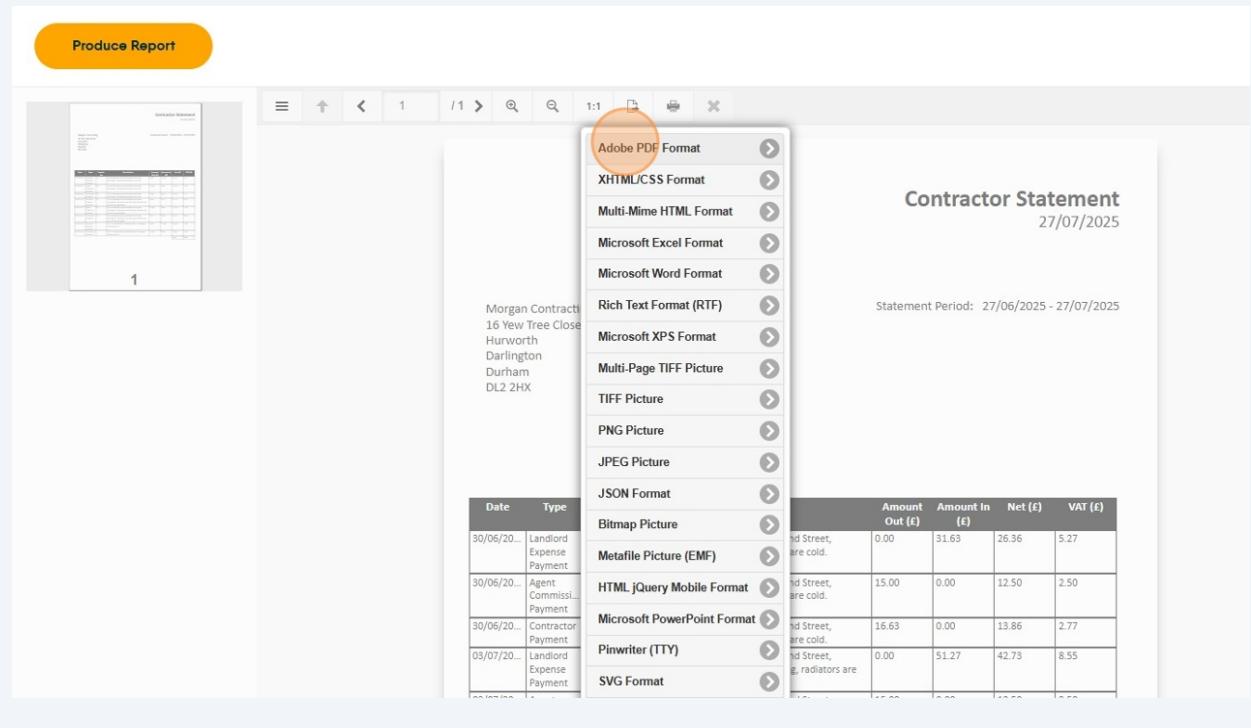


The screenshot shows the same software interface for generating a 'Contractor Statement'. The layout is identical to the previous screenshot, featuring a 'Produce Report' button, a preview area with a report table, and a toolbar with a print icon. In this version, the export icon, a small document icon with a red circle, is highlighted in the toolbar. The report content and transaction table are the same as in the previous screenshot.

10

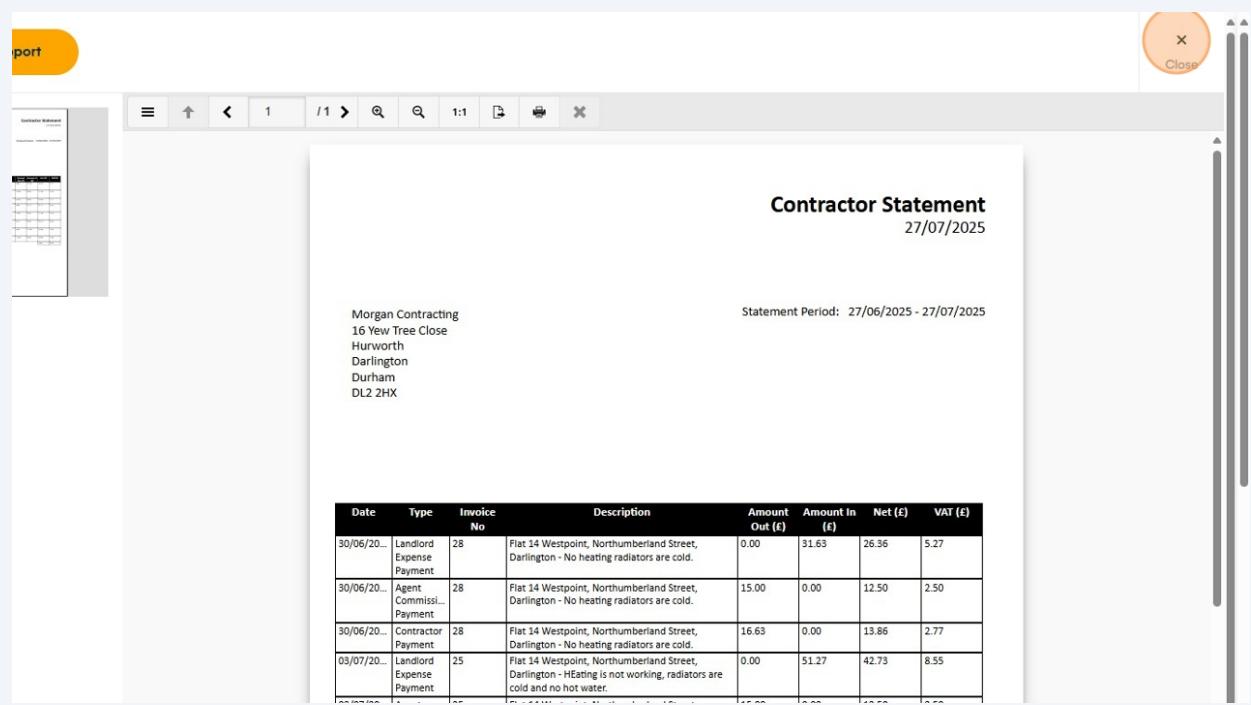
For example. Click "Adobe PDF Format" and the file will be exported to PDF and saved in your Downloads folder.

You could export the file to any of the file formats shown in the list, our example shows PDF as this would be the usual type used.



11

Click here to complete creating your report.



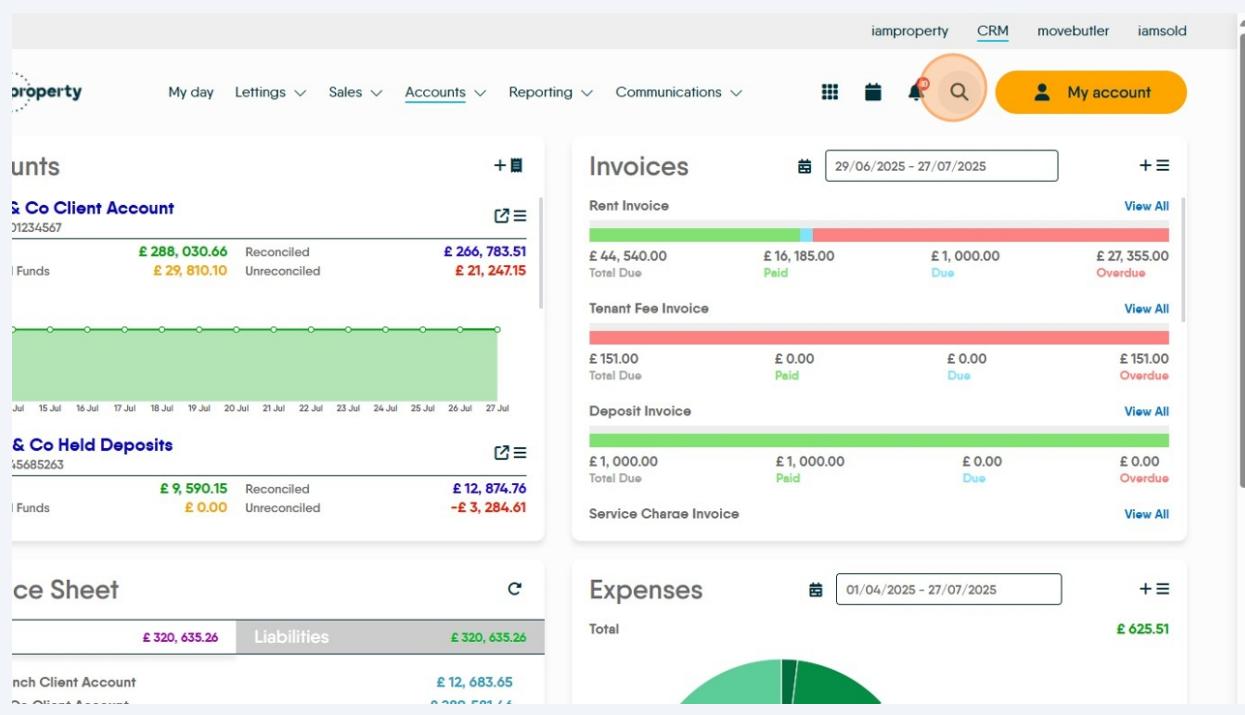
Sending the Statement via CRM email.

12

The report can be sent via the email function in CRM and a record made automatically in the Journal.

13

Click "Search" and search for the record you want to send the report to.



The screenshot shows the iamsold CRM interface. The top navigation bar includes links for 'My day', 'Lettings', 'Sales', 'Accounts' (which is underlined, indicating the current section), 'Reporting', 'Communications', and 'CRM'. The 'Accounts' section displays two main categories: 'Client Account' and 'Held Deposits'. The 'Client Account' section shows a balance of £288,030.66 (Reconciled) and £29,810.10 (Unreconciled). The 'Held Deposits' section shows a balance of £9,590.15 (Reconciled) and £0.00 (Unreconciled). To the right, the 'Invoices' section is visible, showing a list of invoices with details like amount, payment status (Paid, Due, Overdue), and a 'View All' link. Below the invoices, the 'Expenses' section is shown with a total amount of £625.51 and a pie chart.



Alert! You cannot send an email (or letter/SMS) to, or from, a property. The email has to be sent to, or from, the Vendor or Landlord. However this can be done from the Property Record by clicking on the Vendor or Landlord details in the top left of the screen.

14

In this example we are using a Contractor, the process is the same for any other record type.

Click "View Contractor"

iam property

morgan

Applicant 14 Contact 4 Contractor 1 Landlord 20 Tenancy 13 Tenant 9 Vendor 23

SHOW ARCHIVED IN RESULTS

Mr David Morgan
david.morgan8@iamproperty.com
07711123456

View Landlord

Leonard Morgan
free@morgan.tc
0752658554

1 Pelaw Crescent, DH2 2HX Chester le Street,
County Durham

View Vendor

Mr David Morgan
david.morgan9@iamproperty.com
07711123456

719 Pelaw Crescent, DH22HX Chester le Street,
County Durham

View Vendor

Mr david Morgan
david.morgan7@iamproperty.com
07711123456

719 Pelaw Crescent, DH22HX Chester le Street,
County Durham

View Landlord

Applicant 14 Contact 4 Contractor 1 Landlord 20 Tenancy 13 Tenant 9 Vendor 23

SHOW ARCHIVED IN RESULTS

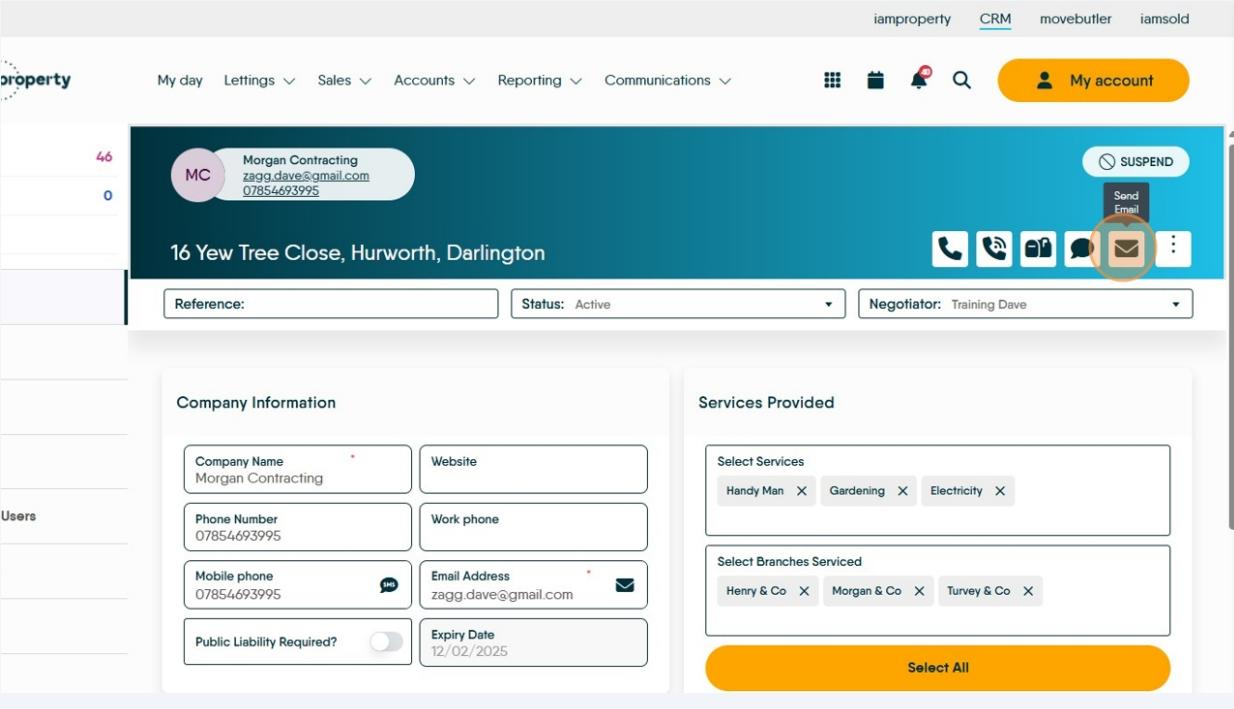
Morgan D. Morgan Contracting
zagg.dave@gmail.com
07854693995

16 Yew Tree Close, Hurworth, DL2 2HX Darlington,
Durham

View Contractor

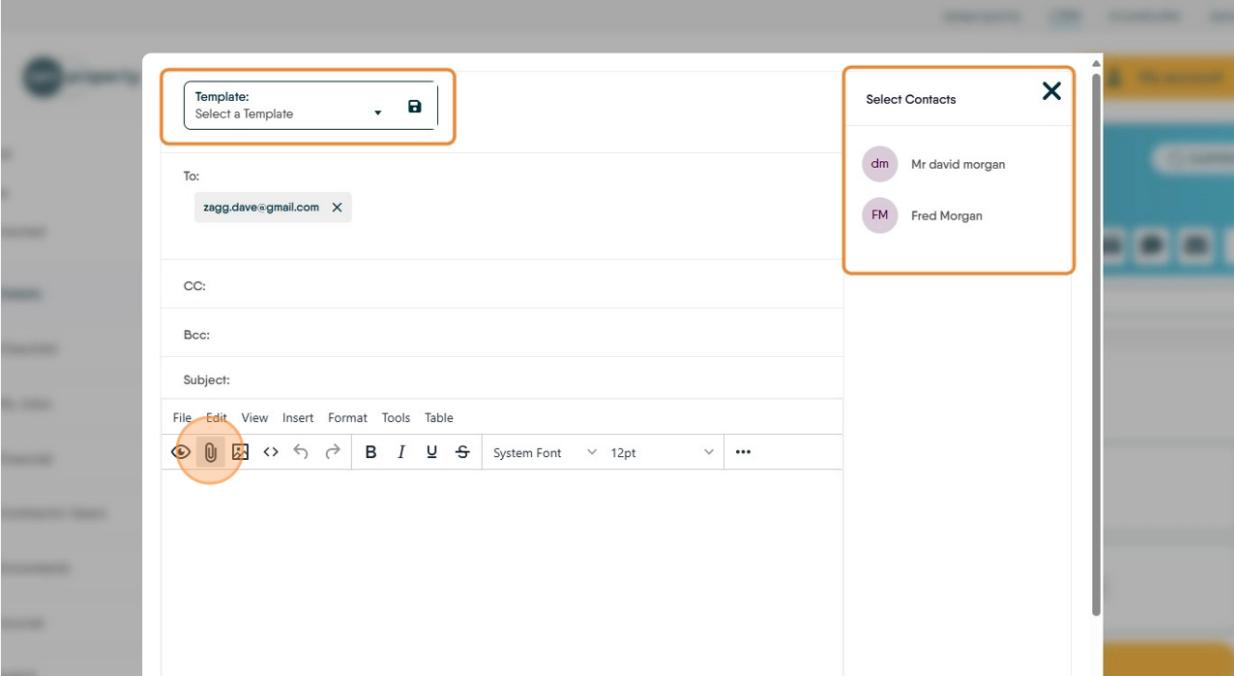
1 to 1 of 1 Page 1 of 1

15 To email the statement, click here.



The screenshot shows a contact record for 'Morgan Contracting'. At the top, there are navigation links: 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', 'Communications', and a 'My account' button. Below the header, there's a contact card with the name 'Morgan Contracting', email 'zagg.dave@gmail.com', and phone '07854693995'. To the right of the card are buttons for 'SUSPEND', 'Send Email' (which is circled in yellow), and other communication icons. The main area contains sections for 'Company Information' and 'Services Provided'. The 'Company Information' section includes fields for Company Name (Morgan Contracting), Website, Phone Number (07854693995), Work phone, Mobile phone (07854693995), Email Address (zagg.dave@gmail.com), and Expiry Date (12/02/2025). The 'Services Provided' section lists selected services: Handy Man, Gardening, and Electricity, and selected branches: Henry & Co, Morgan & Co, and Turvey & Co. A 'Select All' button is at the bottom of this section.

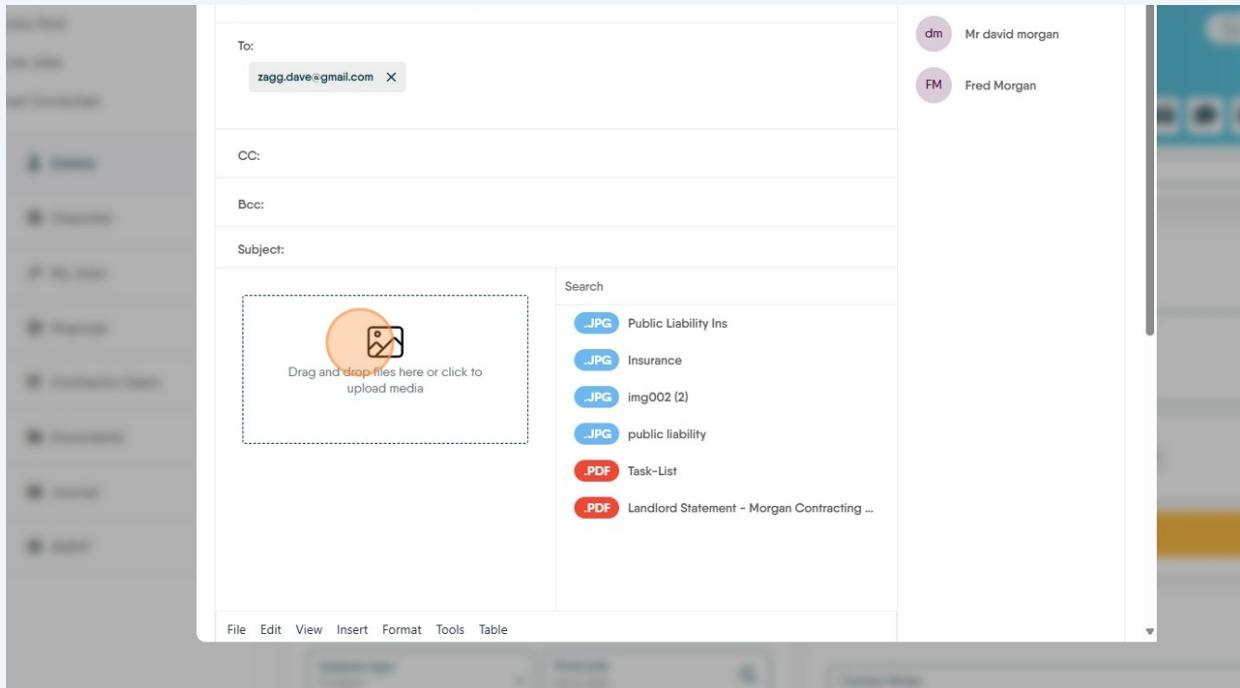
16 On this screen click here to attach a file. You can also select additional recipients from the right side of the screen and select a message template if you have one created.



The screenshot shows an email compose window. At the top left is a 'Template' dropdown with the placeholder 'Select a Template'. To the right is a 'Select Contacts' sidebar listing 'Mr david morgan' and 'Fred Morgan'. The main email body has fields for 'To' (zagg.dave@gmail.com), 'CC', 'Bcc', and 'Subject'. Below the subject is a toolbar with various icons, including a paperclip icon which is highlighted with a yellow circle. The bottom of the window shows a large text area for the message content.

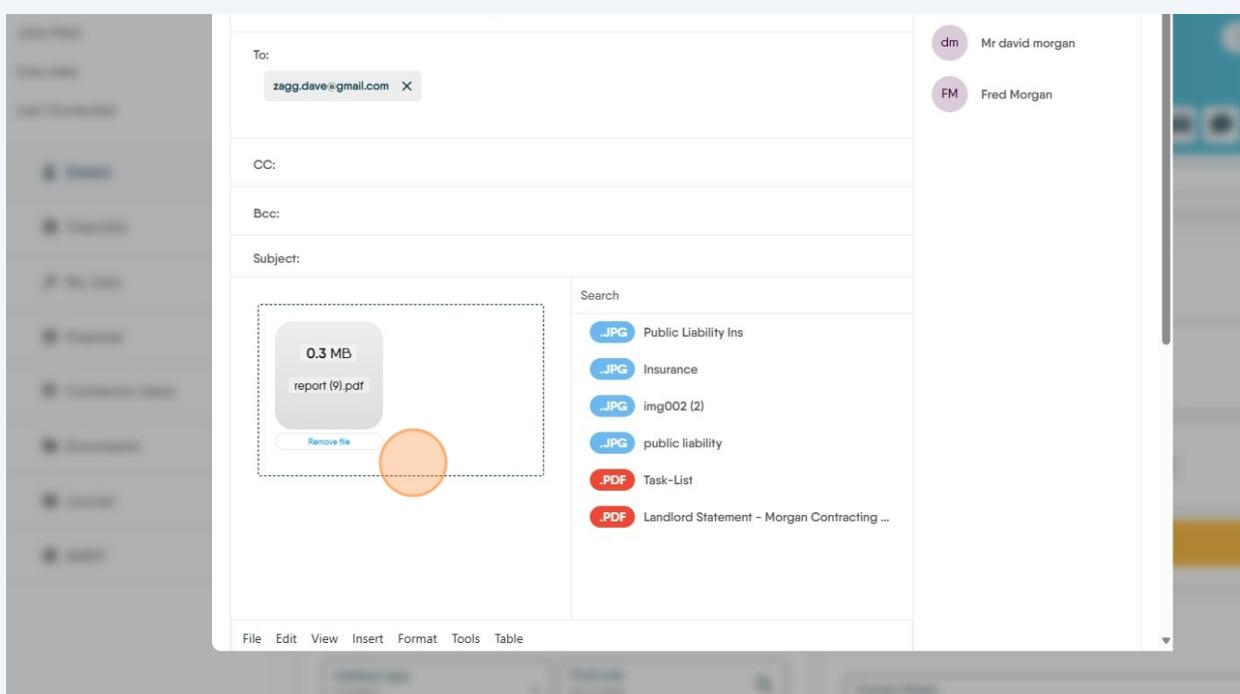
17

Click "Drag and drop files here or click to upload media" to search for the report, if not moved prior the file will show in the 'Downloads' folder of your PC. You will also see any files uploaded to the Contractor record.

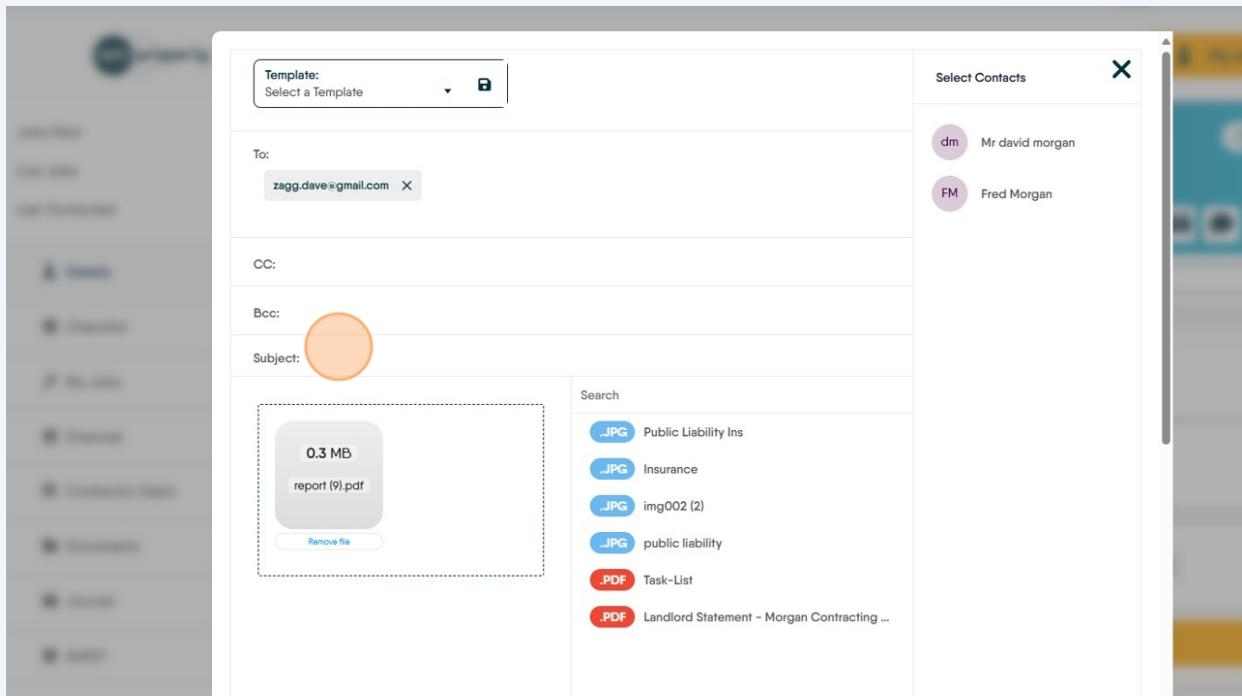


18

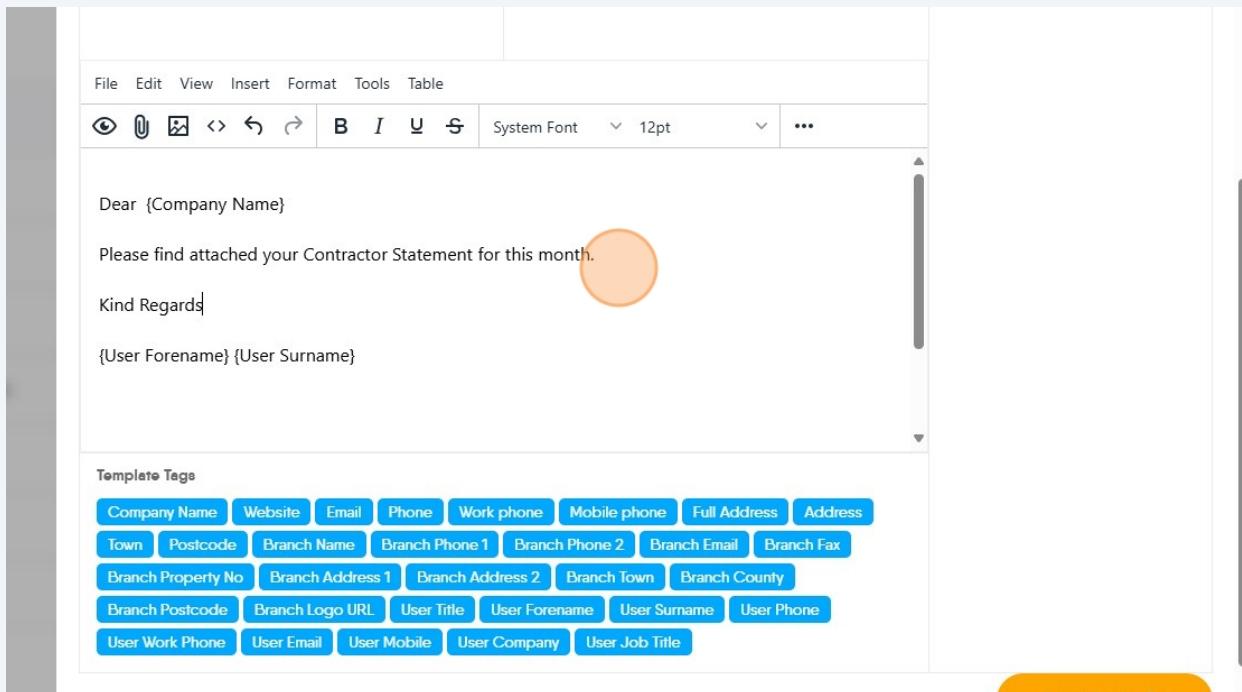
Once selected the file detail will show in the box, you can repeat this to add further files.



19 Click the "Subject:" field and add the email subject.



20 If you have selected a previously created message template it will show here, otherwise type your message.

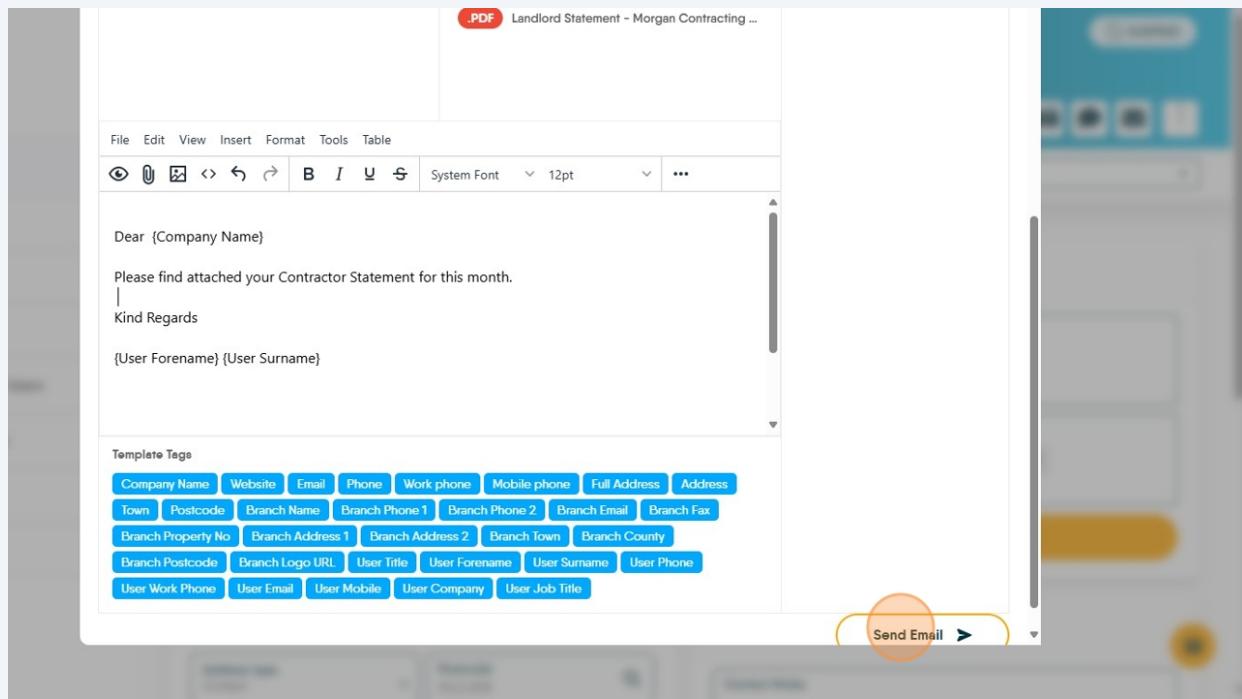




Tip! The Template Tags will automatically show the information shown on the tag e.g. Company Name will show the Contractor Company Name, User Forename will show the forename of the branch user sending the message.

21

Once complete click "Send Email"



22 The message sent will show in the Journal. Click "Journal" to view

Jobs 0

Contacted

Details

Checklist

My Jobs

Financial

Contractor Users

Documents

Journal

AUDIT

Reference:

Status: Active

Negotiator: Training Dave

+ New Journal

Sort Journal

Start 27/04/2025 End 27/07/2025

Search

Clear filters

Training Dave

Email

37 Journals Found

TD Training Dave 27/07/2025 13:48:41 Email

Contractor Statement - Dear Morgan Contracting

TD Training Dave 03/07/2025 14:50:39 Job Note

Job Assigned - Flat 14 Westpoint, Northumberland Street, Darlington

23 Click the report detail, in the middle field.

46 0

SUSPEND

16 Yew Tree Close, Hurworth, Darlington

Reference:

Status: Active

Negotiator: Training Dave

+ New Journal

Sort Journal

Start 27/04/2025 End 27/07/2025

Search

Clear filters

Training Dave

Email

37 Journals Found

TD Training Dave 27/07/2025 13:48:41 Email

Contractor Statement - Dear Morgan Contracting

TD Training Dave 03/07/2025 14:50:39 Job Note

Job Assigned - Flat 14 Westpoint, Northumberland Street, Darlington

24

You will then see the report file uploaded. Click ".PDF report (9)" to open the file

