

Generating a Financial Statement in CRM



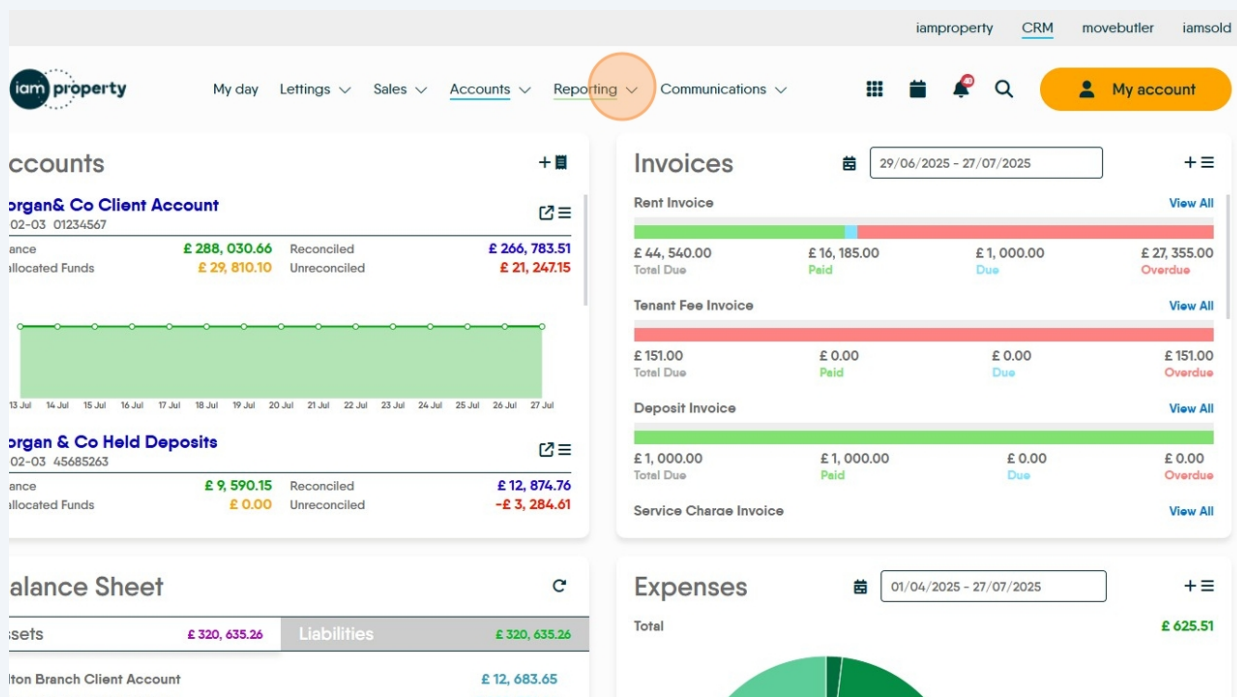
This guide provides a straightforward approach to generating a Financial Statement using the Reports feature of the CRM.

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"



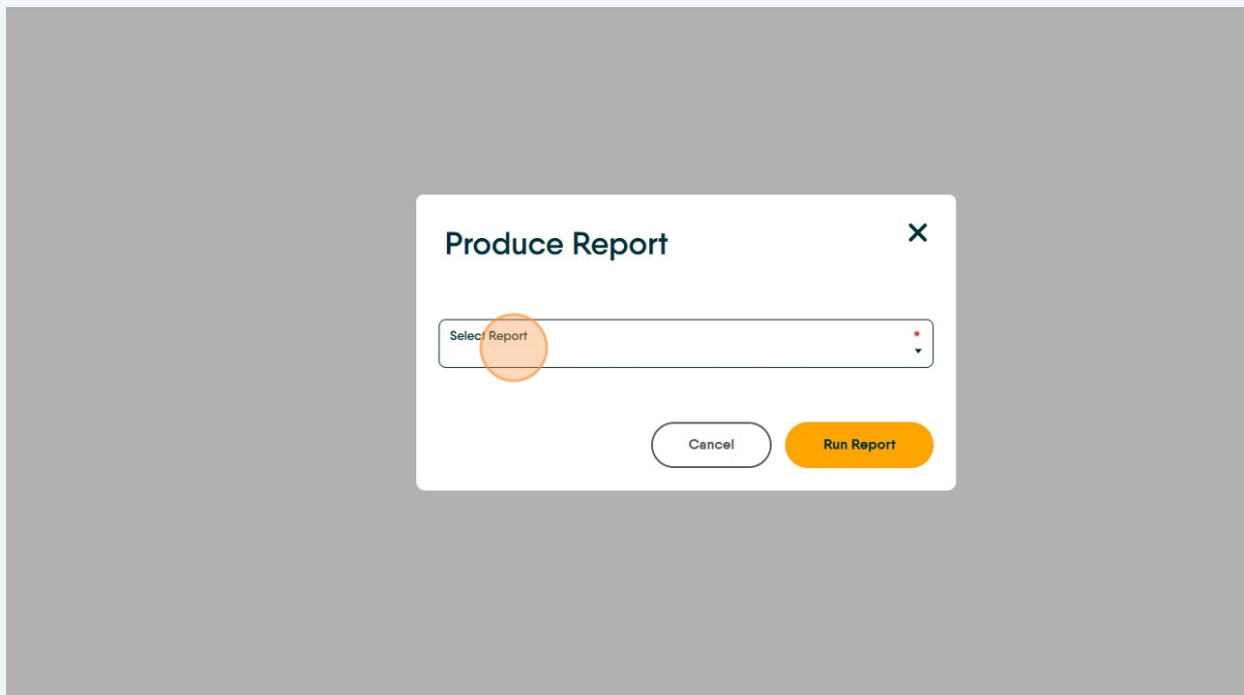
2 Click "Reports"

The screenshot shows the iamproperty CRM dashboard. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The 'Reporting' menu is highlighted with an orange circle. Below the navigation bar, the 'Reporting Dashboard' is visible, showing various financial reports and charts. The 'Reports' menu is highlighted with an orange circle.

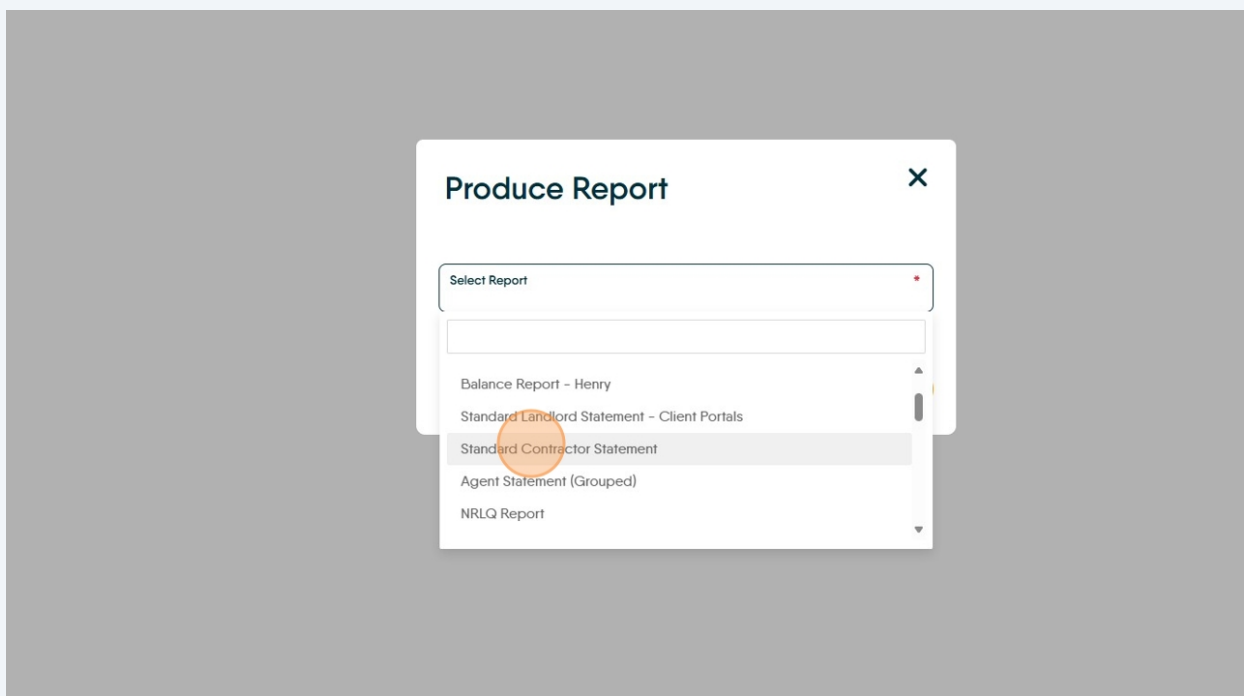
3 Click "Accounts"

The screenshot shows the iamproperty CRM dashboard. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The 'Accounts' menu is highlighted with an orange circle. Below the navigation bar, the 'Reports' section is visible, showing various financial reports and charts. The 'Accounts' menu is highlighted with an orange circle.

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



- 5 In this case, click "Standard Contractor Statement"

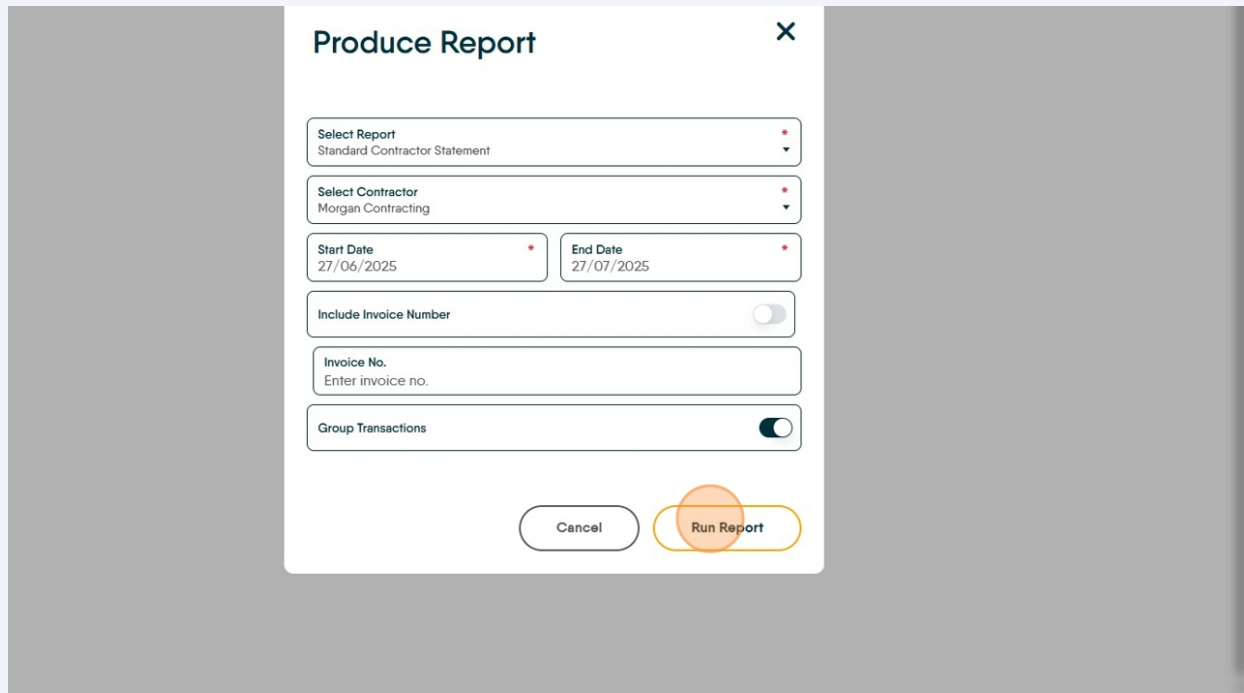


6

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"



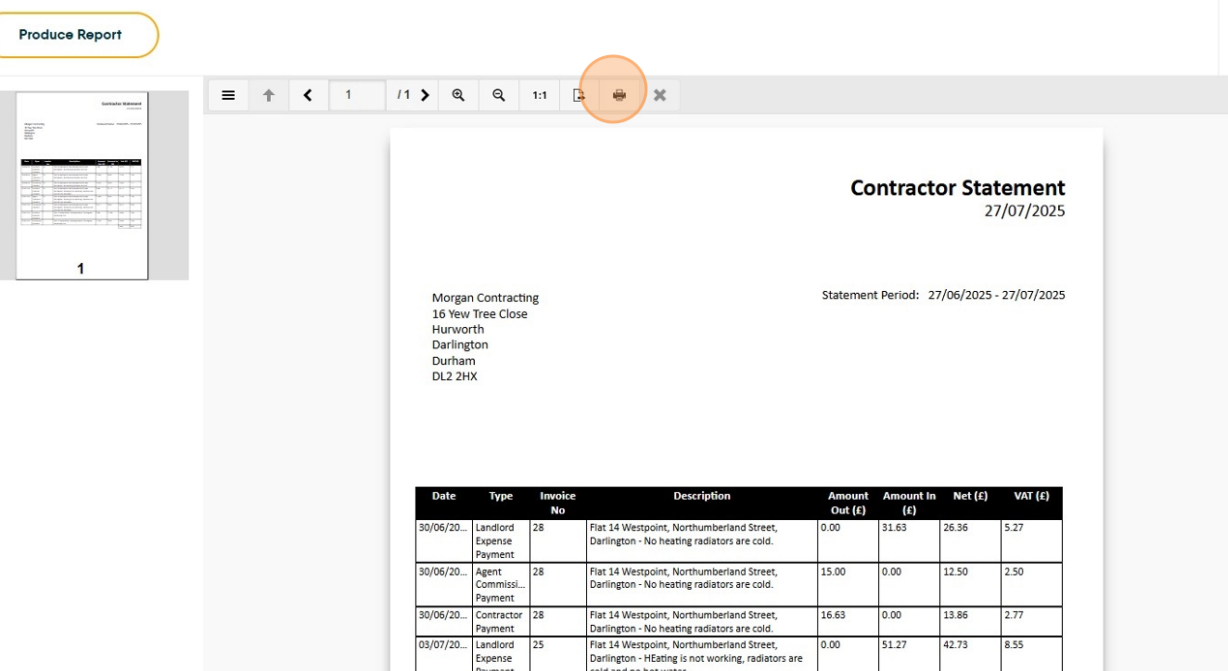
The screenshot shows a 'Produce Report' dialog box with the following fields and controls:

- Select Report:** A dropdown menu with 'Standard Contractor Statement' selected.
- Select Contractor:** A dropdown menu with 'Morgan Contracting' selected.
- Start Date:** A date input field with '27/06/2025' entered.
- End Date:** A date input field with '27/07/2025' entered.
- Include Invoice Number:** A toggle switch that is currently turned off.
- Invoice No.:** A text input field with the placeholder 'Enter invoice no.'
- Group Transactions:** A toggle switch that is currently turned on.
- Buttons:** 'Cancel' and 'Run Report' buttons at the bottom. The 'Run Report' button is highlighted with an orange circle.

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

To print click here.

Produce Report



Contractor Statement
27/07/2025

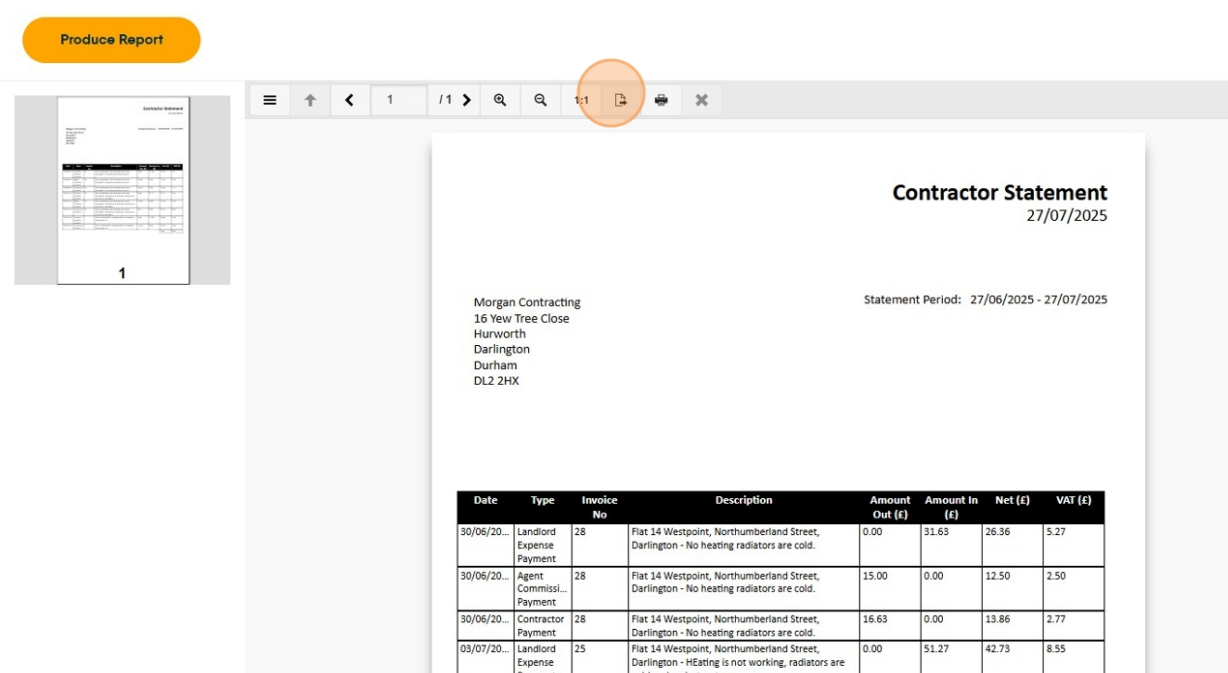
Morgan Contracting
16 Yew Tree Close
Hurworth
Darlington
Durham
DL2 2HX

Statement Period: 27/06/2025 - 27/07/2025

Date	Type	Invoice No	Description	Amount Out (£)	Amount In (£)	Net (£)	VAT (£)
30/06/20...	Landlord Expense Payment	28	Flat 14 Westpoint, Northumberland Street, Darlington - No heating radiators are cold.	0.00	31.63	26.36	5.27
30/06/20...	Agent Commissi... Payment	28	Flat 14 Westpoint, Northumberland Street, Darlington - No heating radiators are cold.	15.00	0.00	12.50	2.50
30/06/20...	Contractor Payment	28	Flat 14 Westpoint, Northumberland Street, Darlington - No heating radiators are cold.	16.63	0.00	13.86	2.77
03/07/20...	Landlord Expense Payment	25	Flat 14 Westpoint, Northumberland Street, Darlington - Heating is not working, radiators are cold and no hot water.	0.00	51.27	42.73	8.55

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

Produce Report



Contractor Statement
27/07/2025

Morgan Contracting
16 Yew Tree Close
Hurworth
Darlington
Durham
DL2 2HX

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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.

Produce Report

Contractor Statement
27/07/2025

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11

Click here to complete creating your report.

Report

Contractor Statement
27/07/2025

Statement Period: 27/06/2025 - 27/07/2025

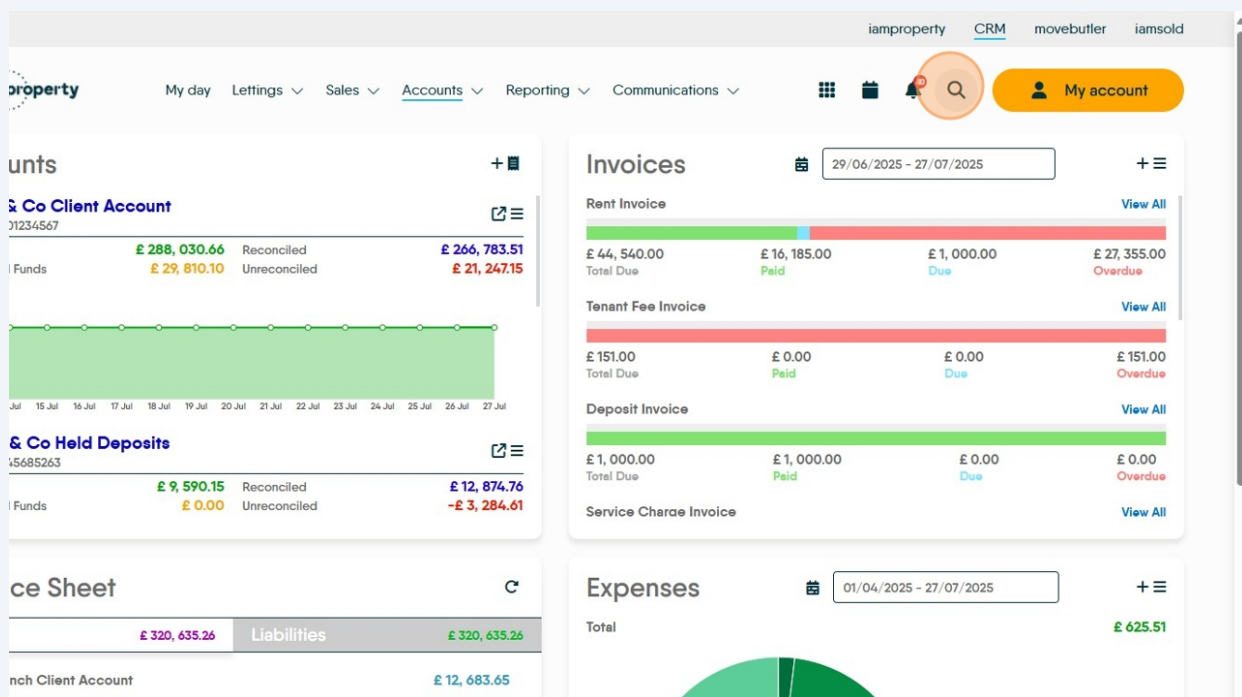
Morgan Contracting
16 Yew Tree Close
Hurworth
Darlington
Durham
DL2 2HX

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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.



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"

morgan

Accounts





+M

Invoices

10/10/2024 - 20/10/2024

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

SHOW ARCHIVED IN RESULTS ☐

<p></p> <p>Mr David Morgan david.morgan8@iamproperty.com 07711123456</p> <p>View Landlord</p>	<p></p> <p>Leonard Morgan free@morgan.tc 0752658554</p> <p>1 Pelaw Crescent, DH2 2HX Chester le Street, County Durham</p> <p>View Vendor</p>	<p></p> <p>Mr David Morgan david.morgan9@iamproperty.com 07711123456</p> <p>View Vendor</p>	<p></p> <p>Mr david Morgan david.morgan7@iamproperty.com 07711123456</p> <p>719 Pelaw Crescent, DH22HX Chester le Street, County Durham</p> <p>View Landlord</p>
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Accounts

+M

Invoices

10/10/2024 - 20/10/2024

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

SHOW ARCHIVED IN RESULTS ☐

<p></p> <p>Morgan Contracting zaggg.dave@gmail.com 07854693995</p> <p>16 Yew Tree Close, Hurworth, DL2 2HX Darlington, Durham</p> <p>View Contractor</p>
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<p>William Morgan Office Account</p> <p>Morgan Contracting Account</p> <p>Morgan & Co</p> <p>Morgan & Co North Region</p> <p>William Morgan</p>	<p>£ 12, 855.25</p> <p>£ 12, 855.25</p> <p>£ 12, 855.25</p> <p>£ 12, 855.25</p> <p>£ 12, 855.25</p>
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Expenses

10/10/2024 - 20/10/2024



15 To email the statement, click here.

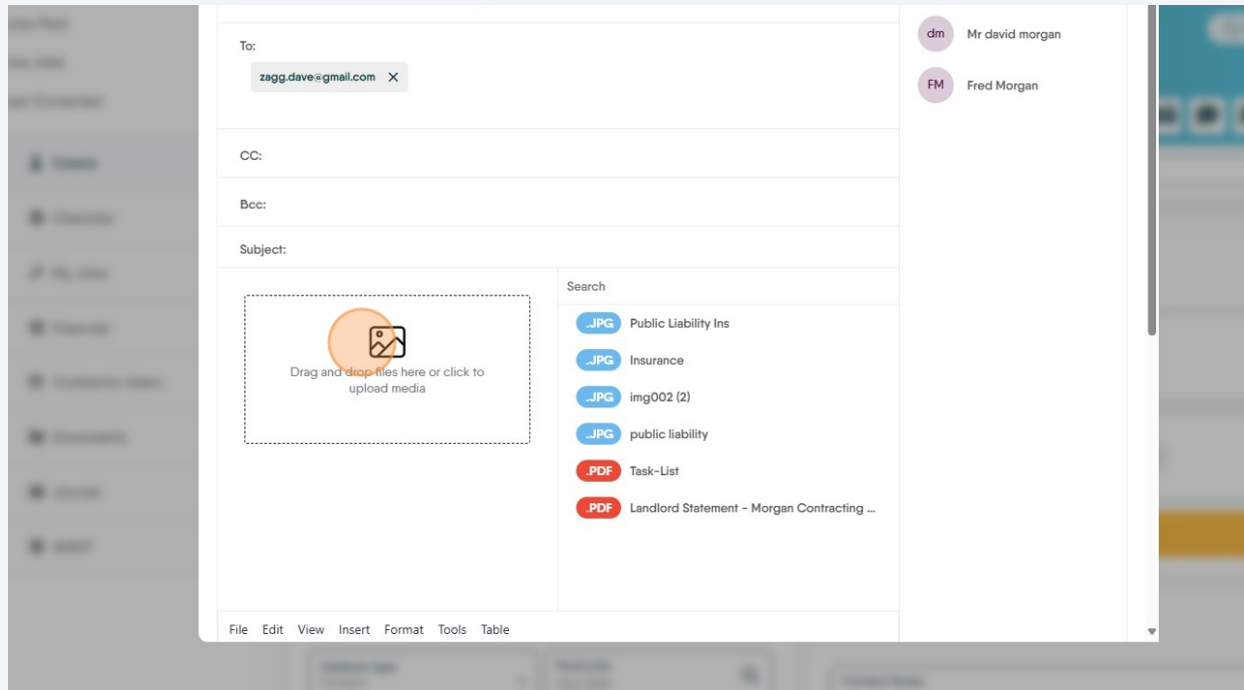
The screenshot shows the CRM interface for Morgan Contracting. The top navigation bar includes 'iamproperty', 'CRM', 'movebutler', and 'iamsold'. The left sidebar has 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The main header displays the company name 'Morgan Contracting', email 'zagg.dave@gmail.com', phone '07854693995', and address '16 Yew Tree Close, Hurworth, Darlington'. A 'SUSPEND' button is in the top right. Below the header, there are fields for 'Reference:', 'Status: Active', and 'Negotiator: Training Dave'. The 'Company Information' section includes fields for 'Company Name', 'Website', 'Phone Number', 'Work phone', 'Mobile phone', 'Email Address', 'Public Liability Required?', and 'Expiry Date'. The 'Services Provided' section includes 'Select Services' (Handy Man, Gardening, Electricity) and 'Select Branches Serviced' (Henry & Co, Morgan & Co, Turvey & Co). A 'Send Email' button is highlighted with a red circle.

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 the email composition screen. The 'Template' dropdown is highlighted with a red circle. The 'Attach File' button is highlighted with a red circle. The 'Select Contacts' panel is highlighted with a red circle. The email fields include 'To: zagg.dave@gmail.com', 'CC:', 'Bcc:', and 'Subject:'. The bottom toolbar includes icons for 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table', along with text formatting options like bold, italic, underline, and strikethrough.

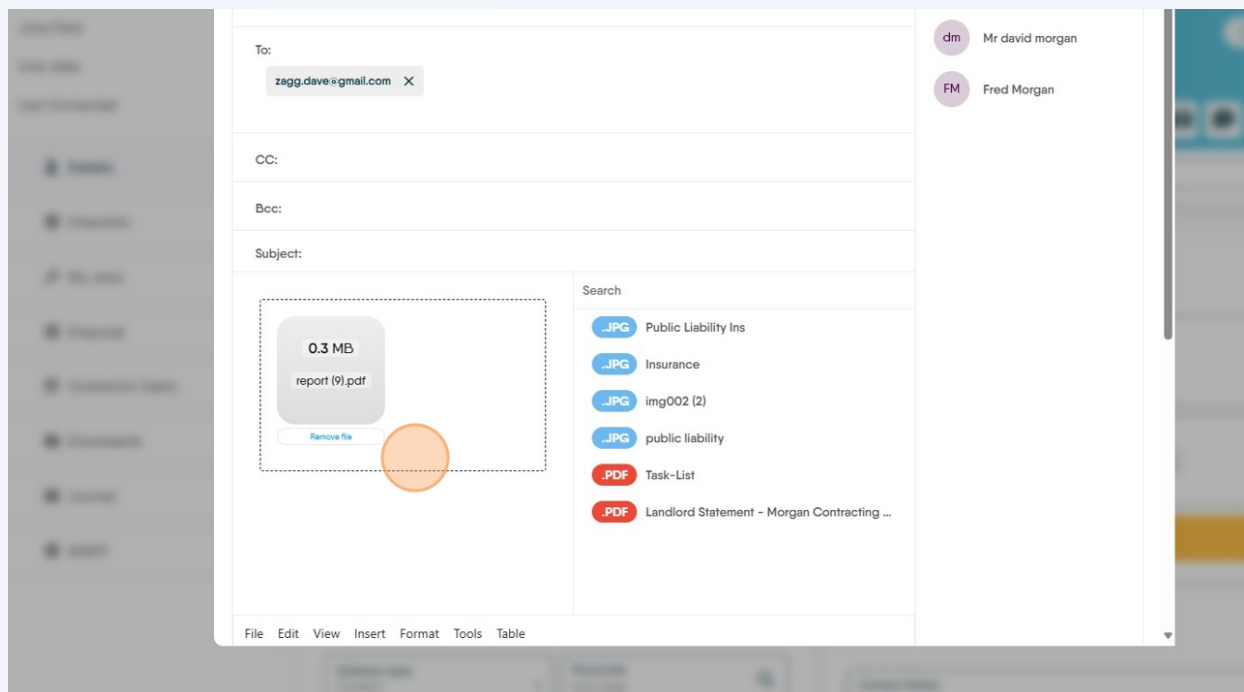
17

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.

Template: Select a Template

To: zaggy.dave@gmail.com X

CC:

Bcc:

Subject:

0.3 MB
report (9).pdf
Remove file

Select Contacts

dm Mr david morgan

FM Fred Morgan

Search

- .JPG Public Liability Ins
- .JPG Insurance
- .JPG img002 (2)
- .JPG public liability
- .PDF Task-List
- .PDF Landlord Statement - Morgan Contracting ...

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

File Edit View Insert Format Tools Table

System Font 12pt

Dear {Company Name}

Please find attached your Contractor Statement for this month.

Kind Regards

{User Forename} {User Surname}

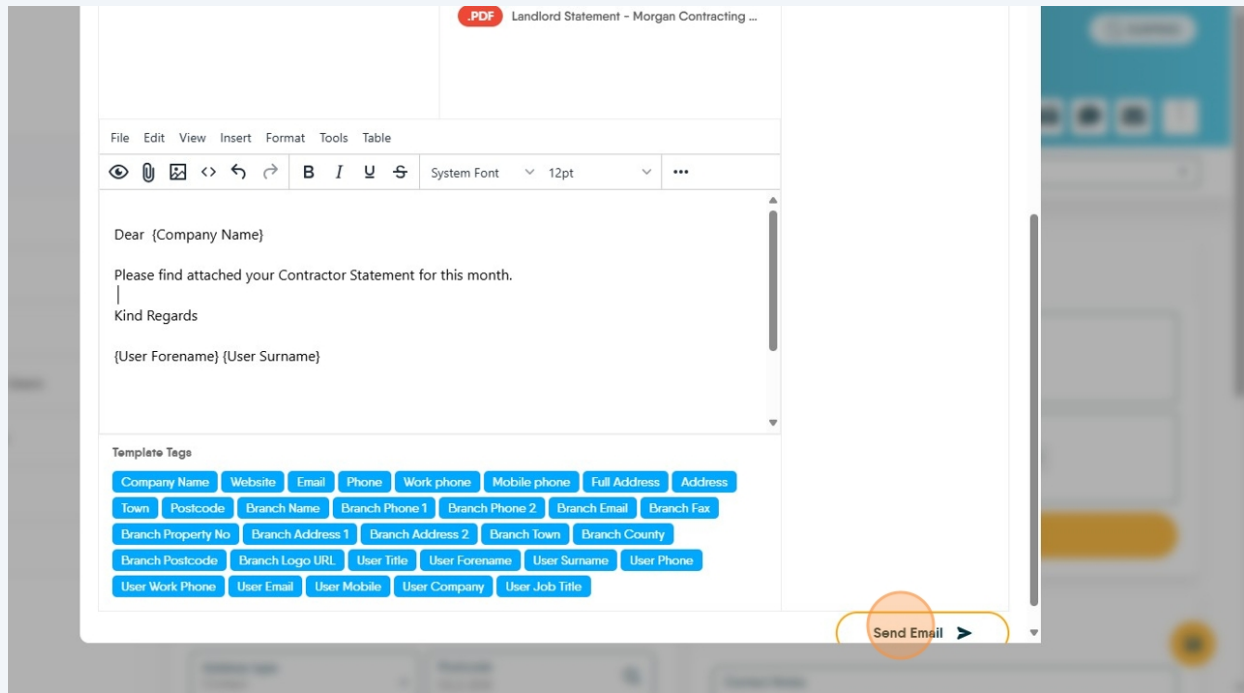
Template Tags

- Company Name Website Email Phone Work phone Mobile phone Full Address Address
- Town Postcode Branch Name Branch Phone 1 Branch Phone 2 Branch Email Branch Fax
- Branch Property No Branch Address 1 Branch Address 2 Branch Town Branch County
- Branch Postcode Branch Logo URL User Title User Forename User Surname User Phone
- User Work Phone User Email User Mobile User Company User Job Title



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

MC Morgan Contracting
zagg.dave@gmail.com
07854693995

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

report (9).pdf

Contractor -

Contractor Statement -
Dear Morgan Contracting

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

Contractor -

Job Assigned - Flat 14 Westpoint, Northumberland Street, Darlington

23 Click the report detail, in the middle field.

46

0

MC Morgan Contracting
zagg.dave@gmail.com
07854693995

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

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report (9).pdf

Contractor - Morgan Conti

Contractor Statement -
Dear Morgan Contracting

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

Contractor - Morgan Conti

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

