

# Transferring the Agent (Fees) Ledger Data in CRM



This guide provides a straightforward, step-by-step process for transferring Agent Ledger data within your CRM system. The Agent Ledger contains all the fees your agency has earned from Management fee, landlord fees etc.

1

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

The screenshot shows the iam property CRM dashboard with the following sections:

- Accounts:** Displays two client accounts: "Morgan& Co Client Account" (01-02-03 01234567) and "Morgan & Co Held Deposits" (01-02-03 45685263). Each account shows a balance, unallocated funds, reconciled, and unreconciled amounts. Below the accounts is a green bar chart representing a timeline from 15 Jul to 29 Jul.
- Invoices:** Shows a list of invoices with columns for amount, status (Paid or Due), and due date. Categories include Rent Invoice, Tenant Fee Invoice, Deposit Invoice, and Service Charge Invoice.
- Balance Sheet:** Compares Assets (£ 320,635.26) and Liabilities (£ 320,635.26) across various client accounts and held deposits.
- Expenses:** A donut chart showing the breakdown of expenses for July 2025. The largest category is Electric at £ 12.00.

2 Click here to access the ledgers.

**Accounts**

**Morgan & Co Client Account**  
01-02-03 01234567

Balance	£ 288, 030.66	Reconciled	£ 266, 783.51
Unallocated Funds	£ 29, 810.10	Unreconciled	£ 21, 247.15



15 Jul 16 Jul 17 Jul 18 Jul 19 Jul 20 Jul 21 Jul 22 Jul 23 Jul 24 Jul 25 Jul 26 Jul 27 Jul 28 Jul 29 Jul

**Morgan & Co Held Deposits**  
01-02-03 45685263

Balance	£ 9, 590.15	Reconciled	£ 12, 874.76
Unallocated Funds	£ 0.00	Unreconciled	-£ 3, 284.61

**Invoices** 01/07/2025 - 29/07/2025

**Rent Invoice**

£ 40, 340.00	£ 9, 935.00	£ 2, 100.00	£ 28, 285.00
Total Due	Paid	Due	Owed

**Tenant Fee Invoice**

£ 161.00	£ 0.00	£ 0.00
Total Due	Paid	Due

**Deposit Invoice**

£ 1, 000.00	£ 1, 000.00	£ 0.00
Total Due	Paid	Due

**Service Charge Invoice**

**Balance Sheet**

Assets	£ 320, 635.26	Liabilities	£ 320, 635.26
Wilton Branch Client Account	£ 12, 683.65		
Morgan & Co Client Account	£ 289, 581.46		
Turvey & Co	-£ 120.00		
Morgan & Co Held Deposits	£ 9, 590.15		
Sub Lease Account	£ 8, 900.00		

**Expenses** 01/04/2025 - 29/07/2025

**Total**



- £ 12.00 Electric
- £ 69.91

3 Click "Select ledger type"

iamproperty CRM movebutler

**iam property** My day Lettings Sales Accounts Reporting Communications

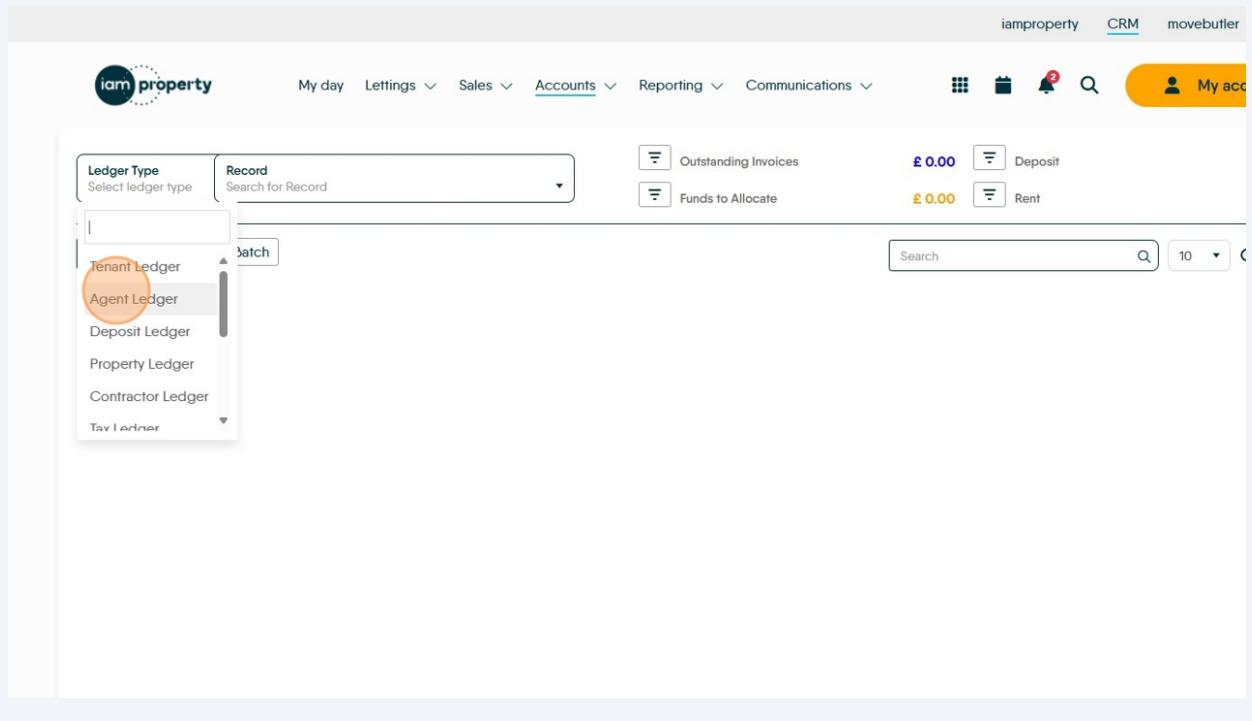
**Ledger Type** Select ledger type **Record** Search for Record

**Outstanding Invoices** £ 0.00 **Deposit** £ 0.00

**Funds to Allocate** £ 0.00 **Rent** £ 0.00

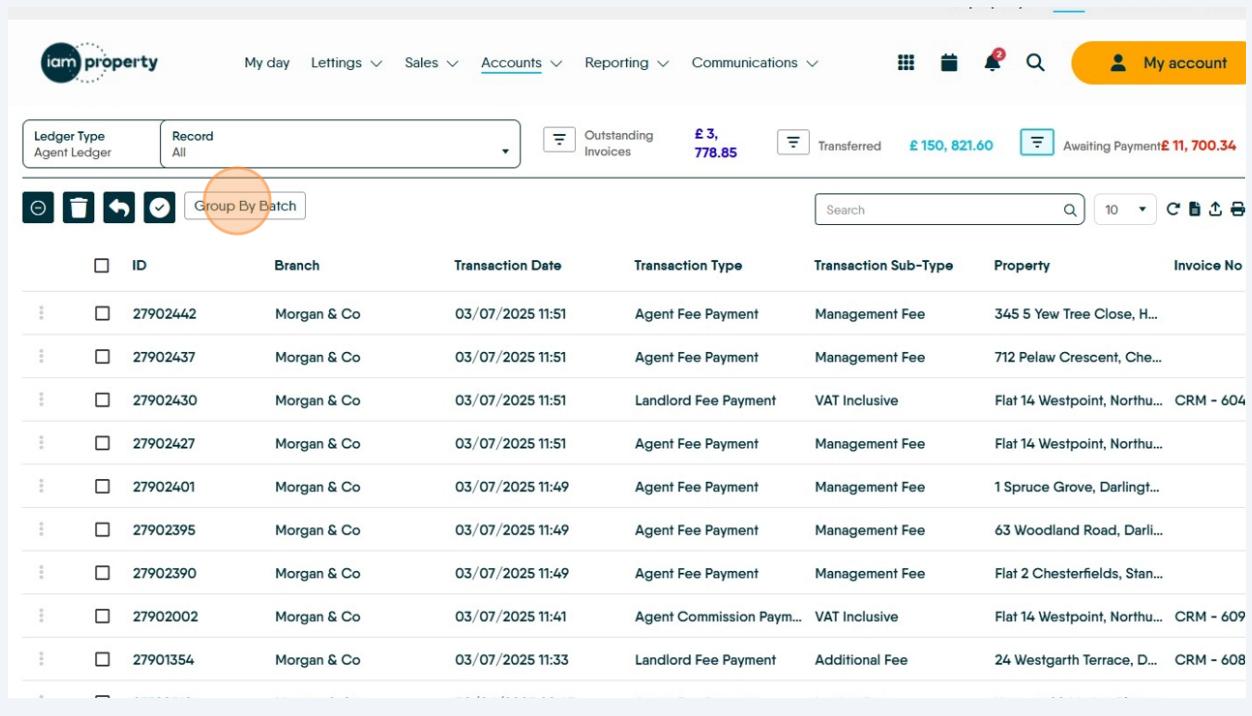
**Group By Batch** **Search** 10

4 Click "Agent Ledger"



The screenshot shows the iamproperty software interface. At the top, there are navigation links: My day, Lettings, Sales, Accounts (underlined), Reporting, Communications. On the right, there are icons for CRM, movebutler, and a user account. Below the navigation, there are sections for Outstanding Invoices (£ 0.00), Deposit (£ 0.00), and Funds to Allocate (£ 0.00). A search bar and a dropdown menu for 'Record' are also present. The main area has a 'Ledger Type' dropdown menu with options: Tenant Ledger, Agent Ledger (circled in orange), Deposit Ledger, Property Ledger, Contractor Ledger, and Tax Ledger. A 'Batch' button is also visible.

5 Click "Group By Batch" if you want to group all similar payments together.

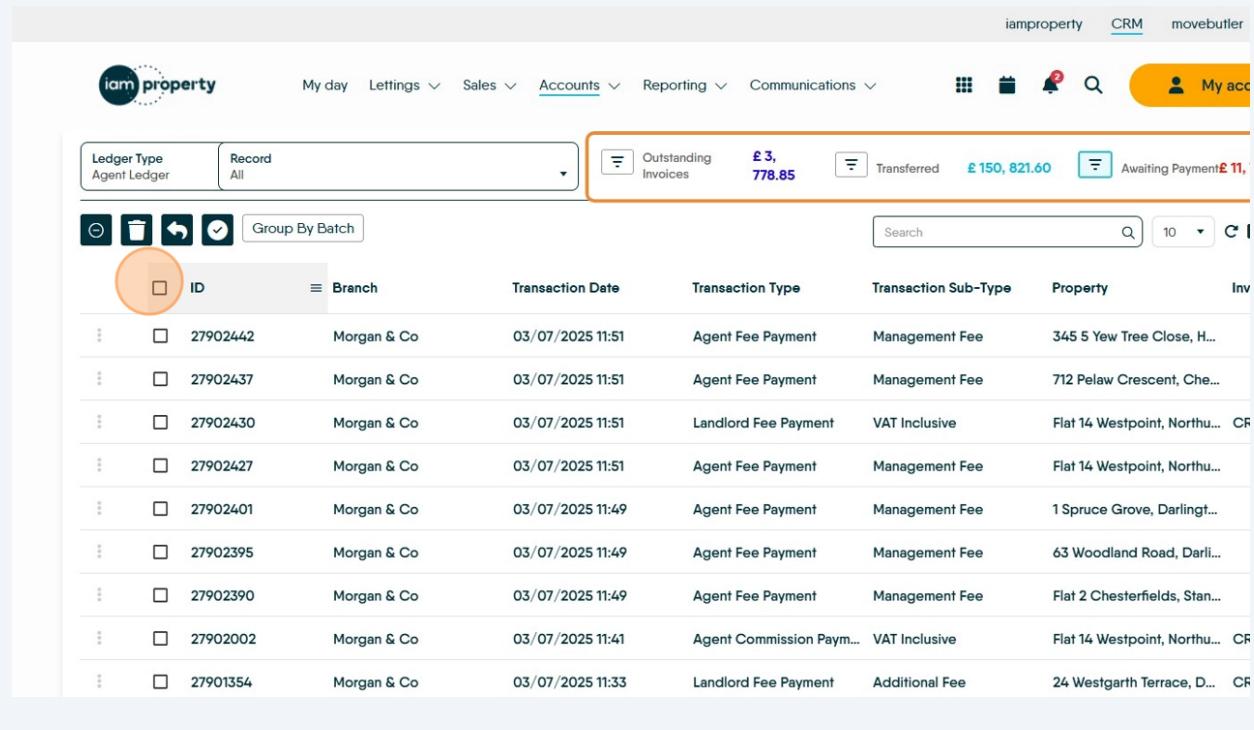


The screenshot shows the iamproperty software interface with the 'Agent Ledger' selected. The top navigation and sections for Outstanding Invoices (£ 3,778.85), Transferred (£ 150,821.60), and Awaiting Payment (£ 11,700.34) are visible. Below the navigation, there is a 'Group By Batch' button highlighted with an orange circle. The main area displays a table of transaction details, including columns for ID, Branch, Transaction Date, Transaction Type, Transaction Sub-Type, Property, and Invoice No. The table lists several transactions from 'Morgan & Co' on 03/07/2025, categorized by transaction type like Agent Fee Payment, Management Fee, and Landlord Fee Payment.

6

This screen shows all the fees that are available to transfer into your Client Account. The highlighted area top right shows the total amount transferred and the amount that is available to transfer over.

Click the "Checkbox" to select all the fees to be transferred.



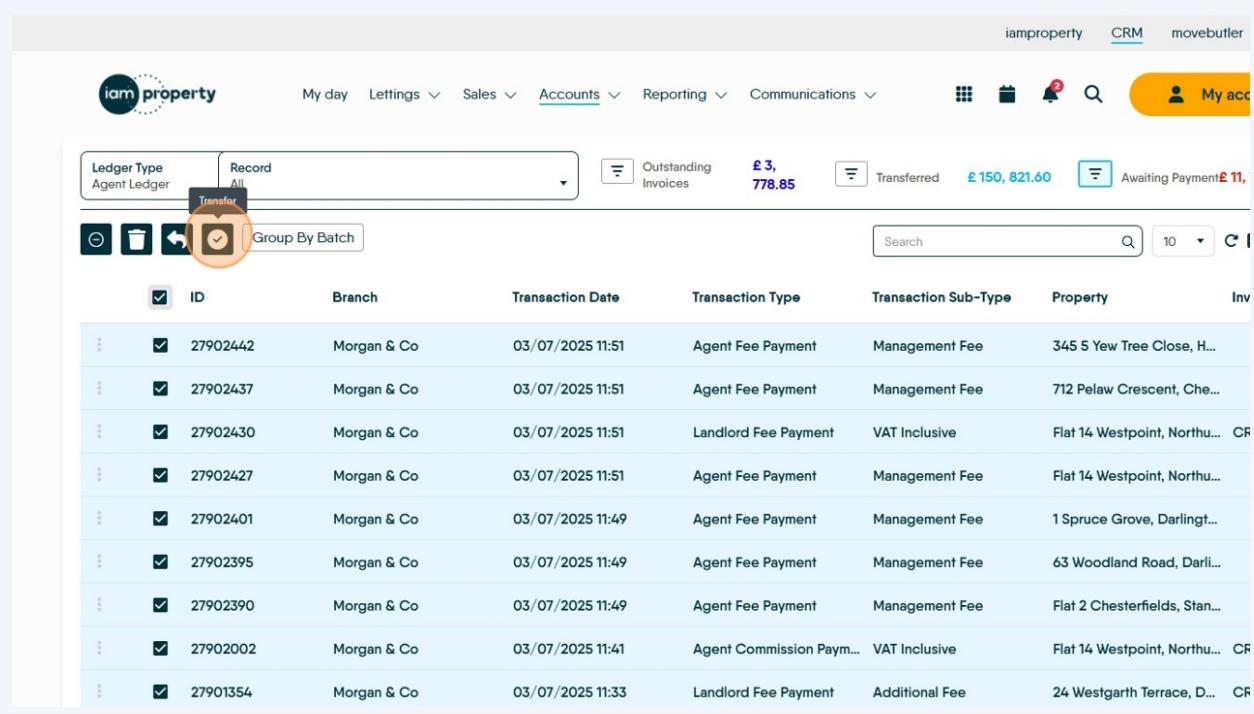
Ledger Type: Agent Ledger Record: All

Outstanding Invoices: £3,778.85 Transferred: £150,821.60 Awaiting Payment: £11.

ID	Branch	Transaction Date	Transaction Type	Transaction Sub-Type	Property	Inv
27902442	Morgan & Co	03/07/2025 11:51	Agent Fee Payment	Management Fee	345 5 Yew Tree Close, H...	CF
27902437	Morgan & Co	03/07/2025 11:51	Agent Fee Payment	Management Fee	712 Pelaw Crescent, Che...	CF
27902430	Morgan & Co	03/07/2025 11:51	Landlord Fee Payment	VAT Inclusive	Flat 14 Westpoint, Northu...	CF
27902427	Morgan & Co	03/07/2025 11:51	Agent Fee Payment	Management Fee	Flat 14 Westpoint, Northu...	CF
27902401	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	1 Spruce Grove, Darling...	CF
27902395	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	63 Woodland Road, Darli...	CF
27902390	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	Flat 2 Chesterfields, Stan...	CF
27902002	Morgan & Co	03/07/2025 11:41	Agent Commission Pay...	VAT Inclusive	Flat 14 Westpoint, Northu...	CF
27901354	Morgan & Co	03/07/2025 11:33	Landlord Fee Payment	Additional Fee	24 Westgarth Terrace, D...	CF

7

Click here to transfer the payment to your Client Account, for transfer to your business account.



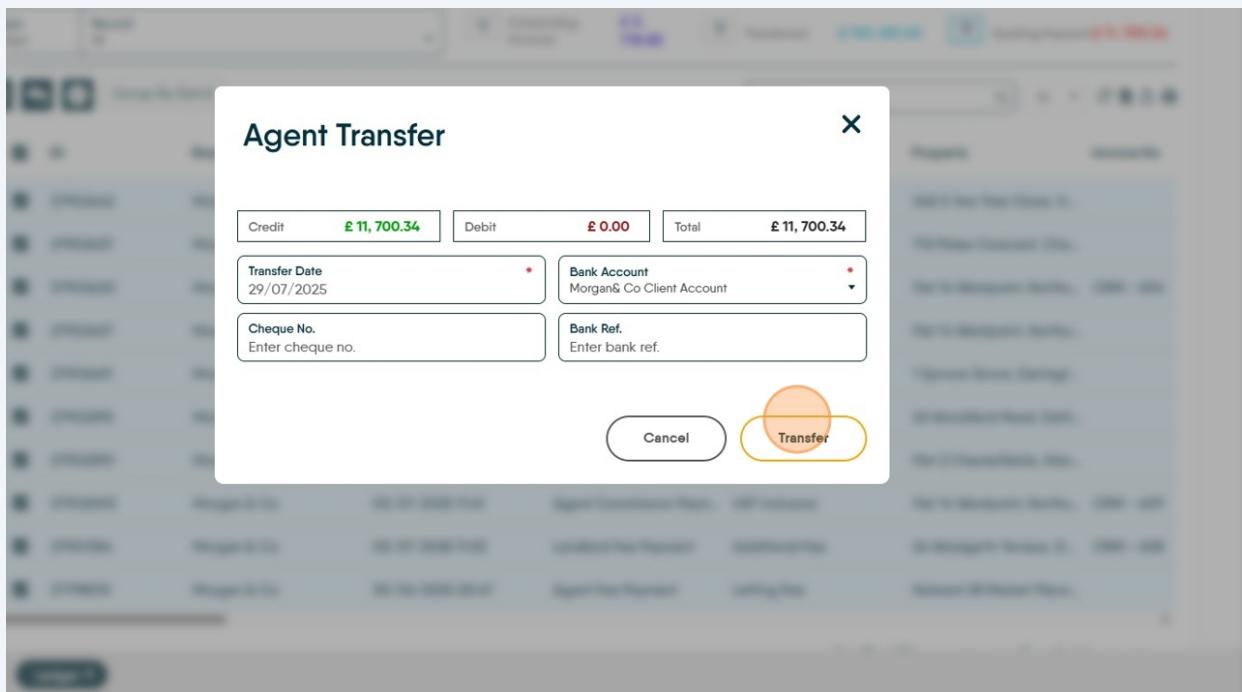
Ledger Type: Agent Ledger Record: All

Outstanding Invoices: £3,778.85 Transferred: £150,821.60 Awaiting Payment: £11.

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27902430	Morgan & Co	03/07/2025 11:51	Landlord Fee Payment	VAT Inclusive	Flat 14 Westpoint, Northu...	CF
27902427	Morgan & Co	03/07/2025 11:51	Agent Fee Payment	Management Fee	Flat 14 Westpoint, Northu...	CF
27902401	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	1 Spruce Grove, Darling...	CF
27902395	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	63 Woodland Road, Darli...	CF
27902390	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	Flat 2 Chesterfields, Stan...	CF
27902002	Morgan & Co	03/07/2025 11:41	Agent Commission Pay...	VAT Inclusive	Flat 14 Westpoint, Northu...	CF
27901354	Morgan & Co	03/07/2025 11:33	Landlord Fee Payment	Additional Fee	24 Westgarth Terrace, D...	CF

8

This screen shows the amounts that will be transferred. Click "Transfer"



9

To check the fees have transferred to your client account. Click here to open your Client Account..

**Accounts**

**Morgan & Co Client Account**  
01-02-03 45685263

Balance	£ 288,030.66	Reconciled	£ 266,783.51
Unallocated Funds	£ 29,810.10	Unreconciled	£ 21,247.15

**Morgan & Co Held Deposits**  
01-02-03 45685263

Balance	£ 9,590.15	Reconciled	£ 12,874.76
Unallocated Funds	£ 0.00	Unreconciled	-£ 3,284.61

**Invoices**

**Rent Invoice**  
01/07/2025 – 29/07/2025

£ 40,340.00	£ 9,935.00	£ 2,100.00	£ 28,000.00
Total Due	Paid	Due	Overspent

**Tenant Fee Invoice**

£ 161.00	£ 0.00	£ 0.00
Total Due	Paid	Due

**Deposit Invoice**

£ 1,000.00	£ 1,000.00	£ 0.00
Total Due	Paid	Due

**Service Charge Invoice**

**Balance Sheet**

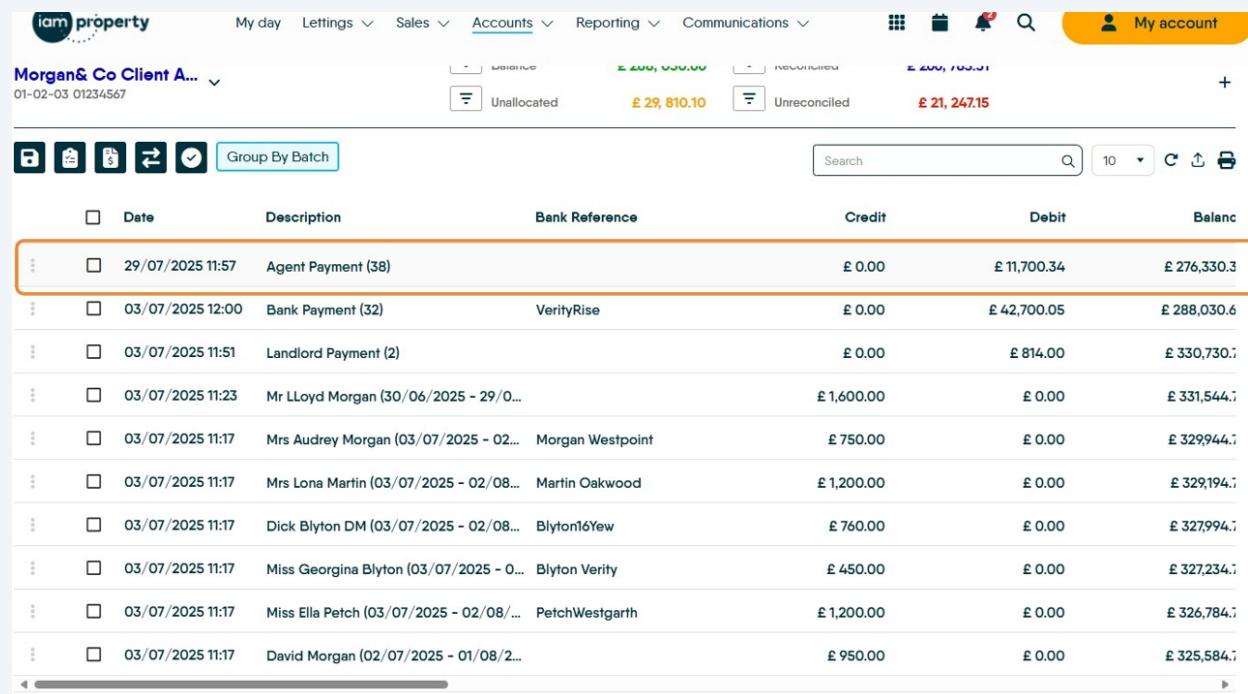
Assets	£ 320,635.26	Liabilities	£ 320,635.26
Wilton Branch Client Account	£ 12,683.65	£ 320,635.26	£ 320,635.26

**Expenses**

01/04/2025 – 29/07/2025

Total

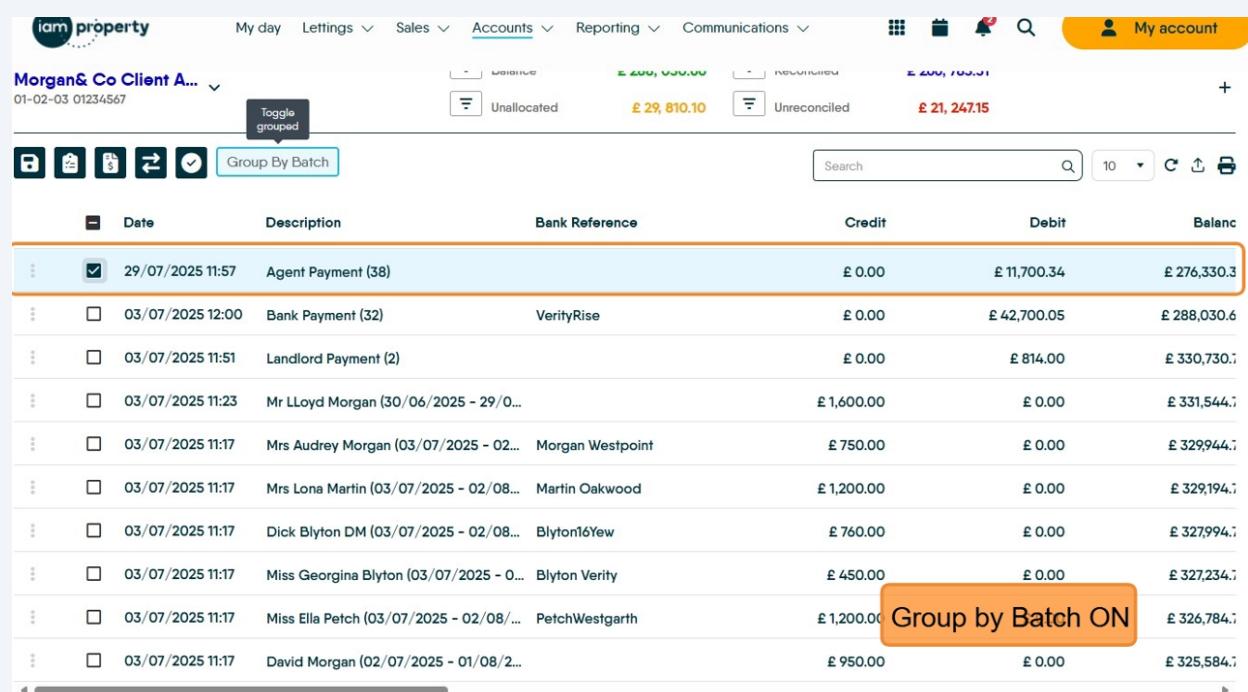
## 10 (If Group By Batch is selected) The Agent Payments will show like this



The screenshot shows the 'Accounts' section of the ian property software. At the top, there are navigation tabs: My day, Lettings, Sales, Accounts (which is the active tab), Reporting, and Communications. Below the tabs, there are two summary boxes: 'Unallocated' with a value of £ 29,810.10 and 'Unreconciled' with a value of £ 21,247.15. The main area displays a table of agent payments. The table has columns: Date, Description, Bank Reference, Credit, Debit, and Balance. The 'Group By Batch' button is visible at the top of the table. The first row, '29/07/2025 11:57 Agent Payment (38)', is highlighted with an orange border.

<input type="checkbox"/>	Date	Description	Bank Reference	Credit	Debit	Balance
<input type="checkbox"/>	29/07/2025 11:57	Agent Payment (38)		£ 0.00	£ 11,700.34	£ 276,330.3
<input type="checkbox"/>	03/07/2025 12:00	Bank Payment (32)	VerityRise	£ 0.00	£ 42,700.05	£ 288,030.6
<input type="checkbox"/>	03/07/2025 11:51	Landlord Payment (2)		£ 0.00	£ 814.00	£ 330,730.1
<input type="checkbox"/>	03/07/2025 11:23	Mr Lloyd Morgan (30/06/2025 - 29/0...		£ 1,600.00	£ 0.00	£ 331,544.1
<input type="checkbox"/>	03/07/2025 11:17	Mrs Audrey Morgan (03/07/2025 - 02/08...	Morgan Westpoint	£ 750.00	£ 0.00	£ 329,944.1
<input type="checkbox"/>	03/07/2025 11:17	Mrs Lona Martin (03/07/2025 - 02/08...	Martin Oakwood	£ 1,200.00	£ 0.00	£ 329,194.1
<input type="checkbox"/>	03/07/2025 11:17	Dick Blyton DM (03/07/2025 - 02/08...	Blyton16Yew	£ 760.00	£ 0.00	£ 327,994.1
<input type="checkbox"/>	03/07/2025 11:17	Miss Georgina Blyton (03/07/2025 - 0...	Blyton Verity	£ 450.00	£ 0.00	£ 327,234.1
<input type="checkbox"/>	03/07/2025 11:17	Miss Ella Petch (03/07/2025 - 02/08/...	PetchWestgarth	£ 1,200.00	£ 0.00	£ 326,784.1
<input type="checkbox"/>	03/07/2025 11:17	David Morgan (02/07/2025 - 01/08/2...		£ 950.00	£ 0.00	£ 325,584.1

## 11 Examples of "Group By Batch"



The screenshot shows the 'Accounts' section of the ian property software. The 'Group By Batch' button is highlighted in blue. An orange box with the text 'Group by Batch ON' is overlaid on the bottom right of the table. The table structure is identical to the one in screenshot 10, showing agent payments grouped by batch.

<input type="checkbox"/>	Date	Description	Bank Reference	Credit	Debit	Balance
<input checked="" type="checkbox"/>	29/07/2025 11:57	Agent Payment (38)		£ 0.00	£ 11,700.34	£ 276,330.3
<input type="checkbox"/>	03/07/2025 12:00	Bank Payment (32)	VerityRise	£ 0.00	£ 42,700.05	£ 288,030.6
<input type="checkbox"/>	03/07/2025 11:51	Landlord Payment (2)		£ 0.00	£ 814.00	£ 330,730.1
<input type="checkbox"/>	03/07/2025 11:23	Mr Lloyd Morgan (30/06/2025 - 29/0...		£ 1,600.00	£ 0.00	£ 331,544.1
<input type="checkbox"/>	03/07/2025 11:17	Mrs Audrey Morgan (03/07/2025 - 02/08...	Morgan Westpoint	£ 750.00	£ 0.00	£ 329,944.1
<input type="checkbox"/>	03/07/2025 11:17	Mrs Lona Martin (03/07/2025 - 02/08...	Martin Oakwood	£ 1,200.00	£ 0.00	£ 329,194.1
<input type="checkbox"/>	03/07/2025 11:17	Dick Blyton DM (03/07/2025 - 02/08...	Blyton16Yew	£ 760.00	£ 0.00	£ 327,994.1
<input type="checkbox"/>	03/07/2025 11:17	Miss Georgina Blyton (03/07/2025 - 0...	Blyton Verity	£ 450.00	£ 0.00	£ 327,234.1
<input type="checkbox"/>	03/07/2025 11:17	Miss Ella Petch (03/07/2025 - 02/08/...	PetchWestgarth	£ 1,200.00	£ 0.00	£ 326,784.1
<input type="checkbox"/>	03/07/2025 11:17	David Morgan (02/07/2025 - 01/08/2...		£ 950.00	£ 0.00	£ 325,584.1

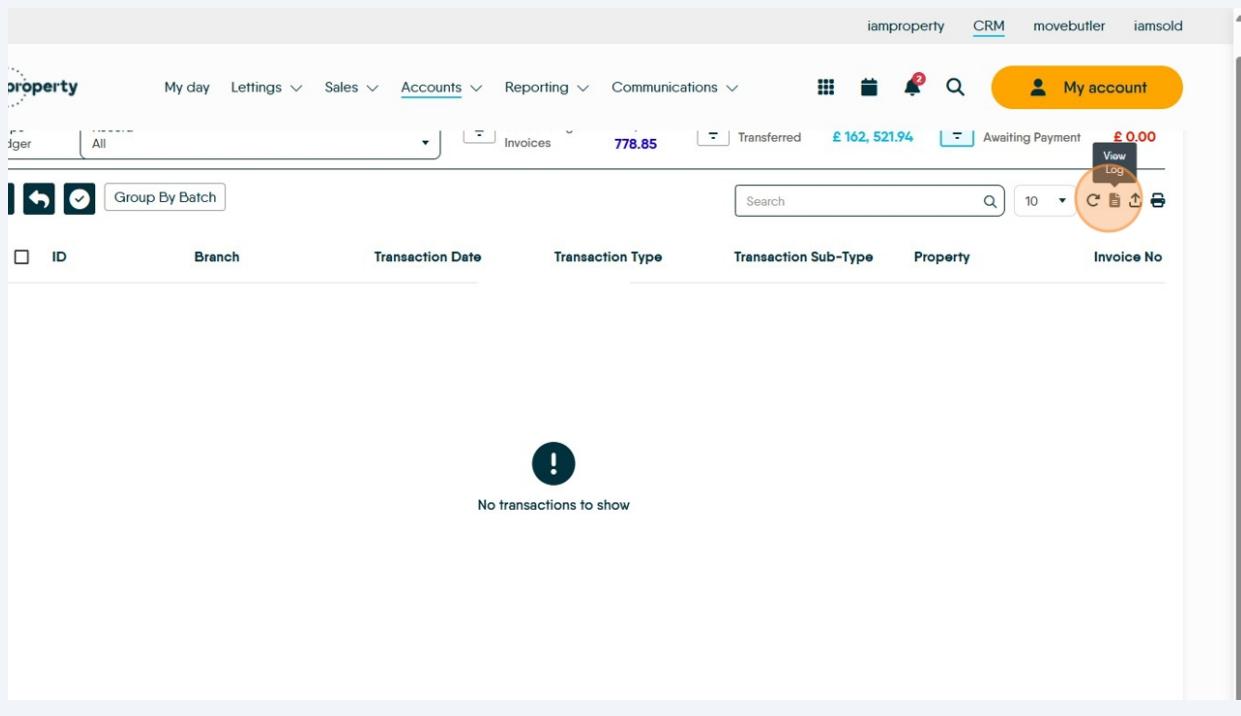
<input type="checkbox"/>	Date	Description	Bank Reference	Credit	Debit	Balance
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 715 Pelaw Crescen...		£ 0.00	£ 348.00	£ 276,330.3
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 1091 Pelaw Cresce...		£ 0.00	£ 288.00	£ 276,678.3
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 771 Pelaw Crescen...		£ 0.00	£ 192.00	£ 276,966.3
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 822 Pelaw Cresce...		£ 0.00	£ 744.00	£ 277,158.3
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 319 Yew Tree Clos...		£ 0.00	£ 468.00	£ 277,902.3
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 729 Pelaw Crescen...		£ 0.00	£ 2.40	£ 278,370.3
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 729 Pelaw Crescen...		£ 0.00	£ 840.00	£ 278,372.7
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 749 Pelaw Crescen...		£ 0.00	£ 540.00	£ 279,212.7
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 711 Pelaw Crescent...		£ 0.00	£ 144.00	£ 279,068.7
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 711 Pelaw Crescent...		£ 0.00	£ 420.00	£ 279,896.7

## 12 Click "Ledger"

<input type="checkbox"/>	Date	Description	Bank Reference	Credit	Debit	Balance
<input checked="" type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 715 Pelaw Crescen...		£ 0.00	£ 348.00	£ 276,330.3
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 1091 Pelaw Cresce...		£ 0.00	£ 288.00	£ 276,678.3
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 771 Pelaw Crescen...		£ 0.00	£ 192.00	£ 276,966.3
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 822 Pelaw Cresce...		£ 0.00	£ 744.00	£ 277,158.3
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 319 Yew Tree Clos...		£ 0.00	£ 468.00	£ 277,902.3
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 729 Pelaw Crescen...		£ 0.00	£ 2.40	£ 278,370.3
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 729 Pelaw Crescen...		£ 0.00	£ 840.00	£ 278,372.7
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 749 Pelaw Crescen...		£ 0.00	£ 540.00	£ 279,212.7
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 711 Pelaw Crescent...		£ 0.00	£ 144.00	£ 279,068.7
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 711 Pelaw Crescent...		£ 0.00	£ 420.00	£ 279,896.7

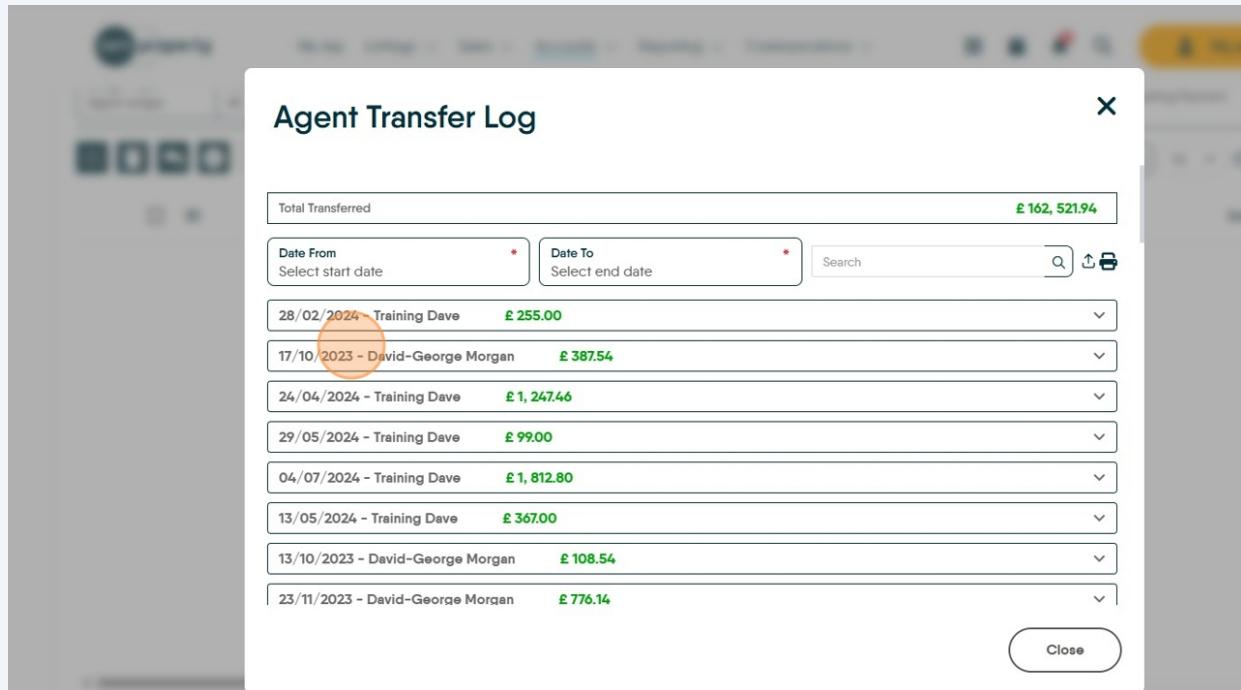
## Agent Fees Log

13 Click here to load the log screen.



The screenshot shows the iamsold software interface. At the top, there are navigation links: 'My day', 'Lettings', 'Sales', 'Accounts' (which is underlined, indicating it's the active section), 'Reporting', and 'Communications'. On the right side of the header, there are buttons for 'iamproperty', 'CRM', 'movebutler', and 'iamsold'. Below the header, there's a search bar and a dropdown menu set to 'Invoices'. The main area displays transaction details: '778.85' (Total Transferred), '£ 162, 521.94' (Total Awaiting Payment), and '£ 0.00' (Total). A 'View Log' button is highlighted with a red circle. The table below lists transactions with columns for 'ID', 'Branch', 'Transaction Date', 'Transaction Type', 'Transaction Sub-Type', 'Property', and 'Invoice No'. A message 'No transactions to show' is centered in the table area.

14 This will show a list of all the Agent Fees exported, an individual log can be selected and viewed on screen.

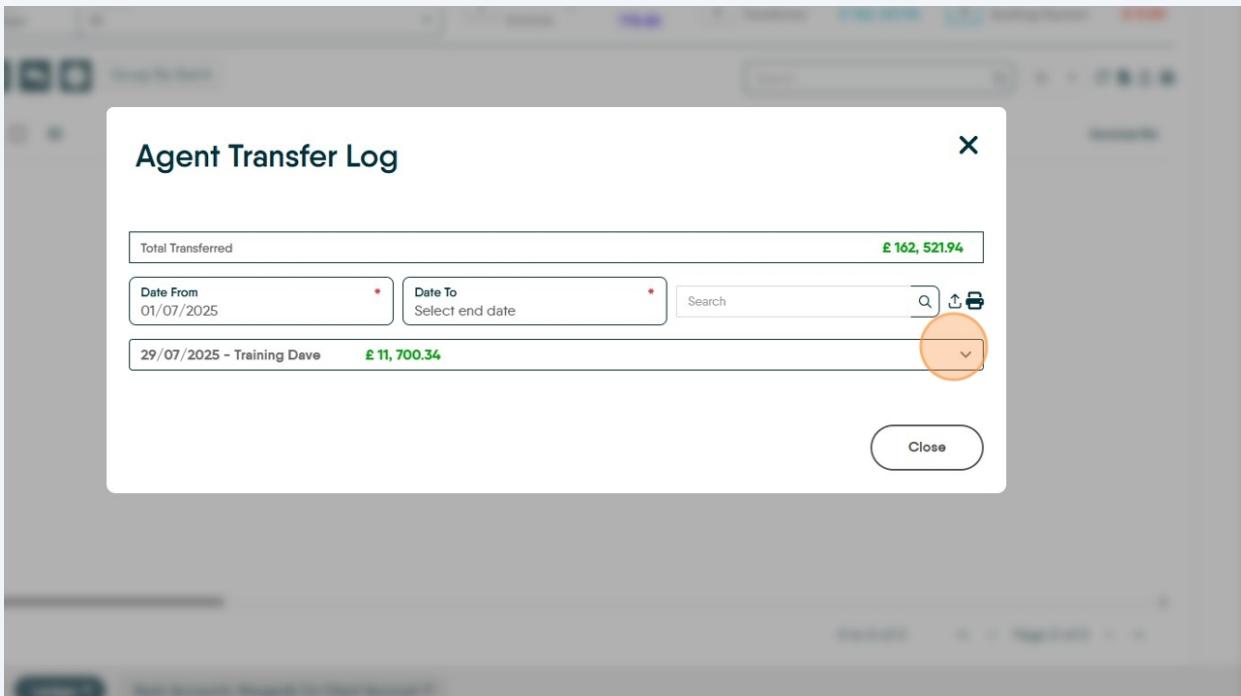


The screenshot shows a modal window titled 'Agent Transfer Log'. The window contains a table of transaction logs. The first column shows the date and recipient, and the second column shows the amount transferred. The 'Date From' field in the search bar is highlighted with a red circle. The table data is as follows:

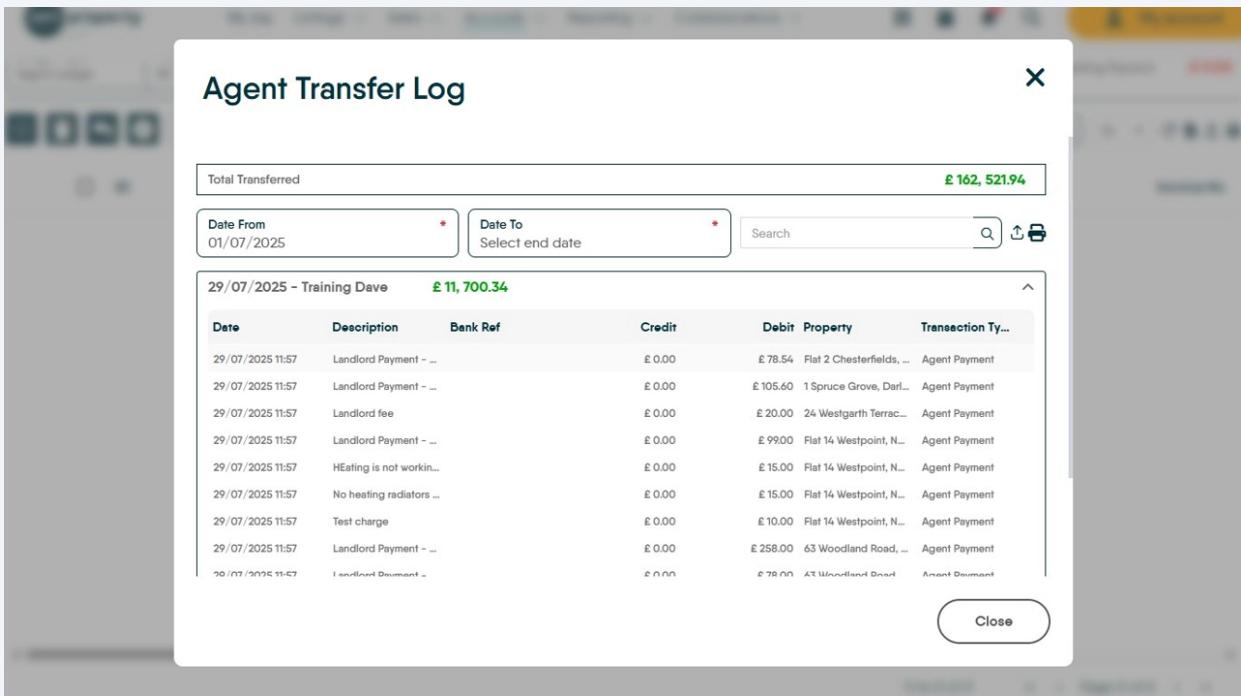
Date	Recipient	Amount
28/02/2024	Training Dave	£ 255.00
17/10/2023	David-George Morgan	£ 387.54
24/04/2024	Training Dave	£ 1, 247.46
29/05/2024	Training Dave	£ 99.00
04/07/2024	Training Dave	£ 1, 812.80
13/05/2024	Training Dave	£ 367.00
13/10/2023	David-George Morgan	£ 108.54
23/11/2023	David-George Morgan	£ 776.14

At the bottom right of the modal is a 'Close' button.

15 Click here.



16 The transfer log.  
Click "Close"



## Agent Transfer Log

Total Transferred		£ 162, 521.94			
Date From	*	Date To	*	Search	Print
29/07/2025 - Training Dave      £ 11, 700.34				^	
Date	Description	Bank Ref	Credit	Debit	Property
29/07/2025 11:57	Landlord Payment - ...		£ 0.00	£ 78.54	Flat 2 Chesterfields, ...
29/07/2025 11:57	Landlord Payment - ...		£ 0.00	£ 105.60	1 Spruce Grove, Darl...
29/07/2025 11:57	Landlord fee		£ 0.00	£ 20.00	24 Westgarth Terrac...
29/07/2025 11:57	Landlord Payment - ...		£ 0.00	£ 99.00	Flat 14 Westpoint, N...
29/07/2025 11:57	HEating is not workin...		£ 0.00	£ 15.00	Flat 14 Westpoint, N...
29/07/2025 11:57	No heating radiators ...		£ 0.00	£ 15.00	Flat 14 Westpoint, N...
29/07/2025 11:57	Test charge		£ 0.00	£ 10.00	Flat 14 Westpoint, N...
29/07/2025 11:57	Landlord Payment - ...		£ 0.00	£ 258.00	63 Woodland Road, ...
29/07/2025 11:57	Landlord Document -		£ 0.00	£ 78.00	At Woodland Road

Close