
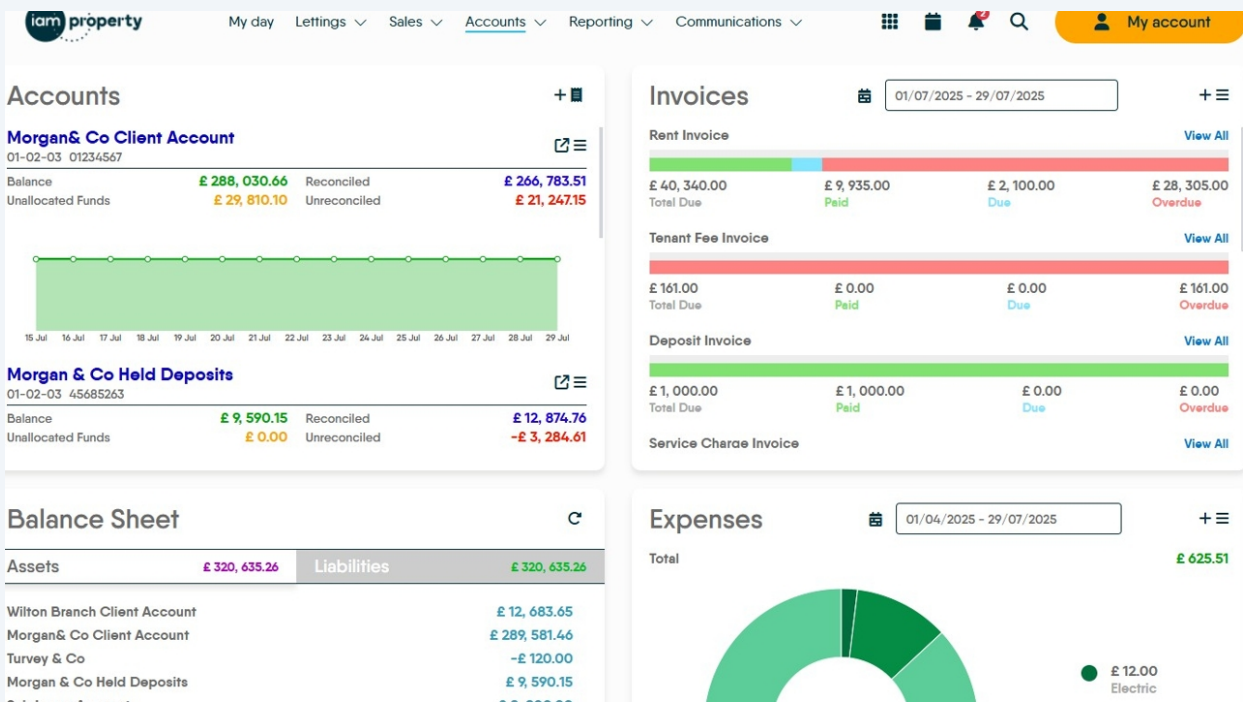


Transferring the Agent (Fees) Ledger Data in CRM

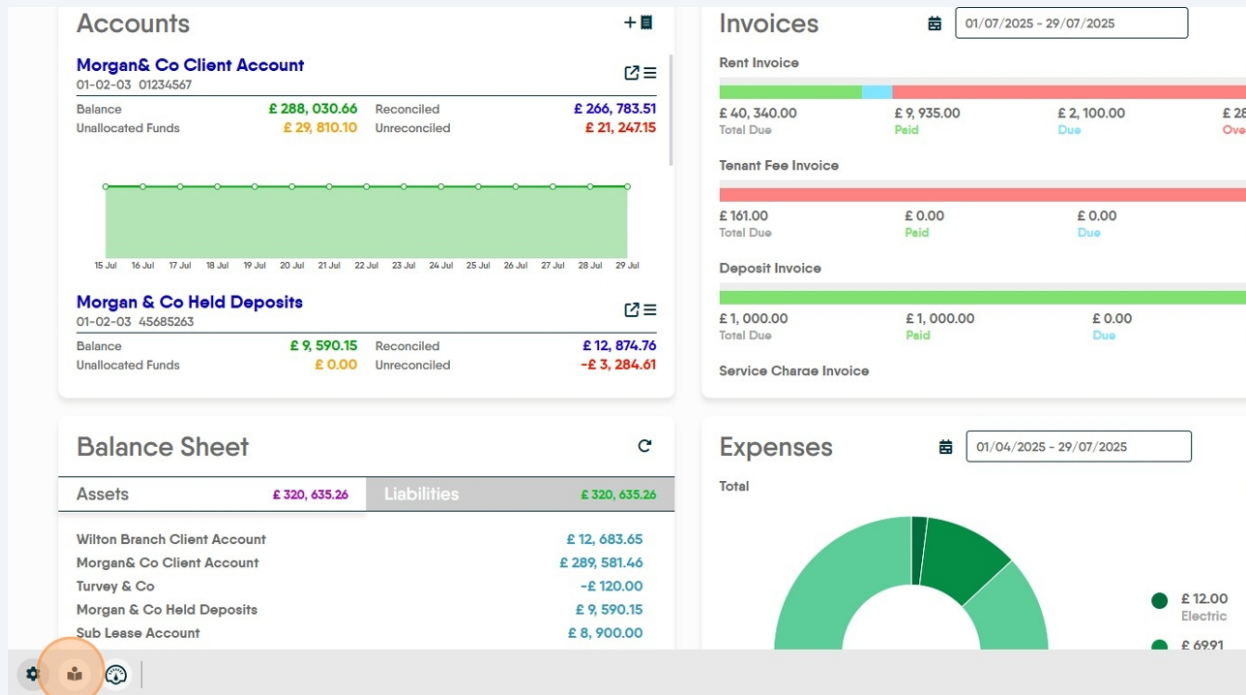


This guide provides a straightforward, step-by-step process for transferring Agent Ledger data within your CRM system. The Agent Ledger contains all the fees your agency has earned from Management fee, landlord fees etc.

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



2 Click here to access the ledgers.



3 Click "Select ledger type"

iAmProperty My day Lettings Sales Accounts Reporting Communications

Ledger Type
Select ledger type

Record
Search for Record

Outstanding Invoices
£ 0.00

Funds to Allocate
£ 0.00

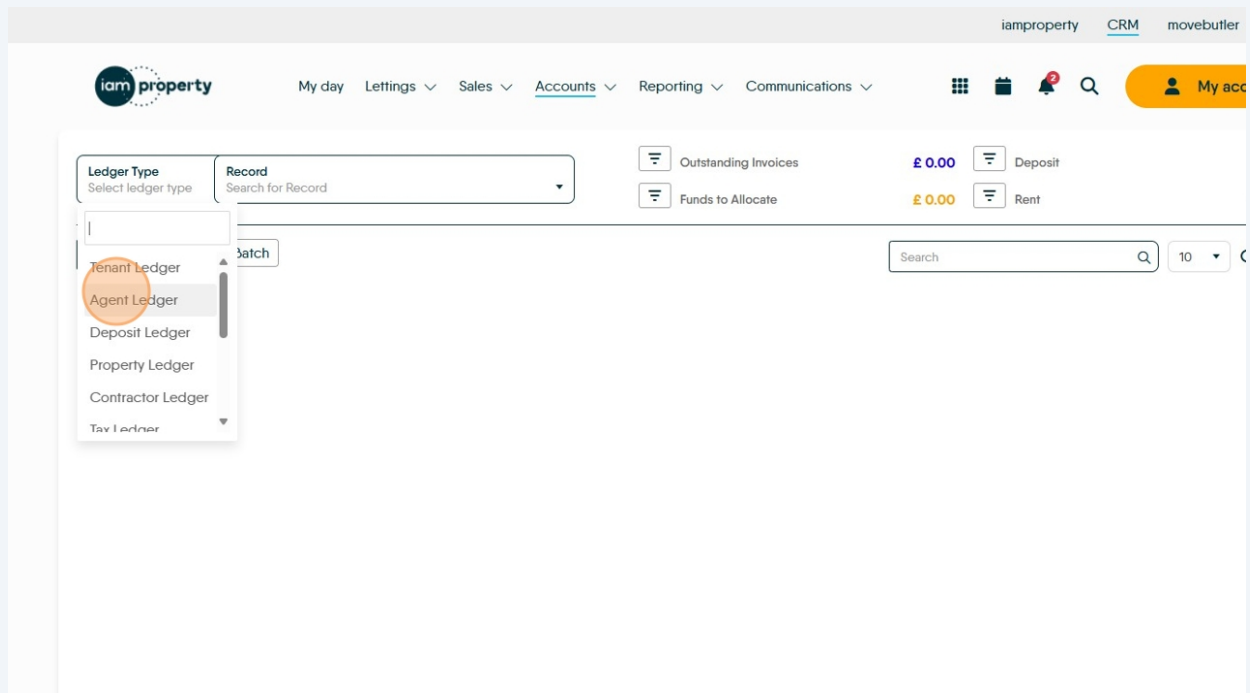
Deposit
£ 0.00

Rent
£ 0.00

Group By Batch

Search

4 Click "Agent Ledger"



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

The screenshot shows the 'iamproperty' CRM interface with the 'Agent Ledger' selected. The 'Record' field is set to 'All'. The 'Outstanding Invoices' are £3,778.85. The 'Transferred' amount is £150,821.60. The 'Awaiting Payment' amount is £11,700.34. The 'Group By Batch' button is highlighted with an orange circle. Below the button is a table of transactions.

ID	Branch	Transaction Date	Transaction Type	Transaction Sub-Type	Property	Invoice No
27902442	Morgan & Co	03/07/2025 11:51	Agent Fee Payment	Management Fee	345 5 Yew Tree Close, H...	
27902437	Morgan & Co	03/07/2025 11:51	Agent Fee Payment	Management Fee	712 Pelaw Crescent, Che...	
27902430	Morgan & Co	03/07/2025 11:51	Landlord Fee Payment	VAT Inclusive	Flat 14 Westpoint, Northu...	CRM - 604
27902427	Morgan & Co	03/07/2025 11:51	Agent Fee Payment	Management Fee	Flat 14 Westpoint, Northu...	
27902401	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	1 Spruce Grove, Darlingt...	
27902395	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	63 Woodland Road, Darli...	
27902390	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	Flat 2 Chesterfields, Stan...	
27902002	Morgan & Co	03/07/2025 11:41	Agent Commission Paym...	VAT Inclusive	Flat 14 Westpoint, Northu...	CRM - 609
27901354	Morgan & Co	03/07/2025 11:33	Landlord Fee Payment	Additional Fee	24 Westgarth Terrace, D...	CRM - 608

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.

iamproperty CRM movebutler

My day Lettings Sales Accounts Reporting Communications

Ledger Type Agent Ledger Record All

Outstanding Invoices £3,778.85 Transferred £150,821.60 Awaiting Payment £11,000.00

Group By Batch Search 10

ID	Branch	Transaction Date	Transaction Type	Transaction Sub-Type	Property	Inv
<input type="checkbox"/> 27902442	Morgan & Co	03/07/2025 11:51	Agent Fee Payment	Management Fee	345 5 Yew Tree Close, H...	
<input type="checkbox"/> 27902437	Morgan & Co	03/07/2025 11:51	Agent Fee Payment	Management Fee	712 Pelaw Crescent, Che...	
<input type="checkbox"/> 27902430	Morgan & Co	03/07/2025 11:51	Landlord Fee Payment	VAT Inclusive	Flat 14 Westpoint, Northu...	CF
<input type="checkbox"/> 27902427	Morgan & Co	03/07/2025 11:51	Agent Fee Payment	Management Fee	Flat 14 Westpoint, Northu...	
<input type="checkbox"/> 27902401	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	1 Spruce Grove, Darlingt...	
<input type="checkbox"/> 27902395	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	63 Woodland Road, Darli...	
<input type="checkbox"/> 27902390	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	Flat 2 Chesterfields, Stan...	
<input type="checkbox"/> 27902002	Morgan & Co	03/07/2025 11:41	Agent Commission Paym...	VAT Inclusive	Flat 14 Westpoint, Northu...	CF
<input type="checkbox"/> 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.

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My day Lettings Sales Accounts Reporting Communications

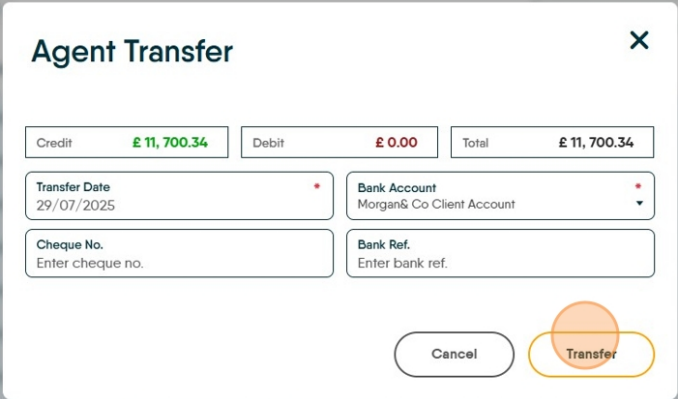
Ledger Type Agent Ledger Record All

Outstanding Invoices £3,778.85 Transferred £150,821.60 Awaiting Payment £11,000.00

Group By Batch Search 10

ID	Branch	Transaction Date	Transaction Type	Transaction Sub-Type	Property	Inv
<input checked="" type="checkbox"/> 27902442	Morgan & Co	03/07/2025 11:51	Agent Fee Payment	Management Fee	345 5 Yew Tree Close, H...	
<input checked="" type="checkbox"/> 27902437	Morgan & Co	03/07/2025 11:51	Agent Fee Payment	Management Fee	712 Pelaw Crescent, Che...	
<input checked="" type="checkbox"/> 27902430	Morgan & Co	03/07/2025 11:51	Landlord Fee Payment	VAT Inclusive	Flat 14 Westpoint, Northu...	CF
<input checked="" type="checkbox"/> 27902427	Morgan & Co	03/07/2025 11:51	Agent Fee Payment	Management Fee	Flat 14 Westpoint, Northu...	
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<input checked="" type="checkbox"/> 27902395	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	63 Woodland Road, Darli...	
<input checked="" type="checkbox"/> 27902390	Morgan & Co	03/07/2025 11:49	Agent Fee Payment	Management Fee	Flat 2 Chesterfields, Stan...	
<input checked="" type="checkbox"/> 27902002	Morgan & Co	03/07/2025 11:41	Agent Commission Paym...	VAT Inclusive	Flat 14 Westpoint, Northu...	CF
<input checked="" type="checkbox"/> 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"



The image shows a modal window titled "Agent Transfer" with a close button (X) in the top right corner. The form contains the following fields and values:

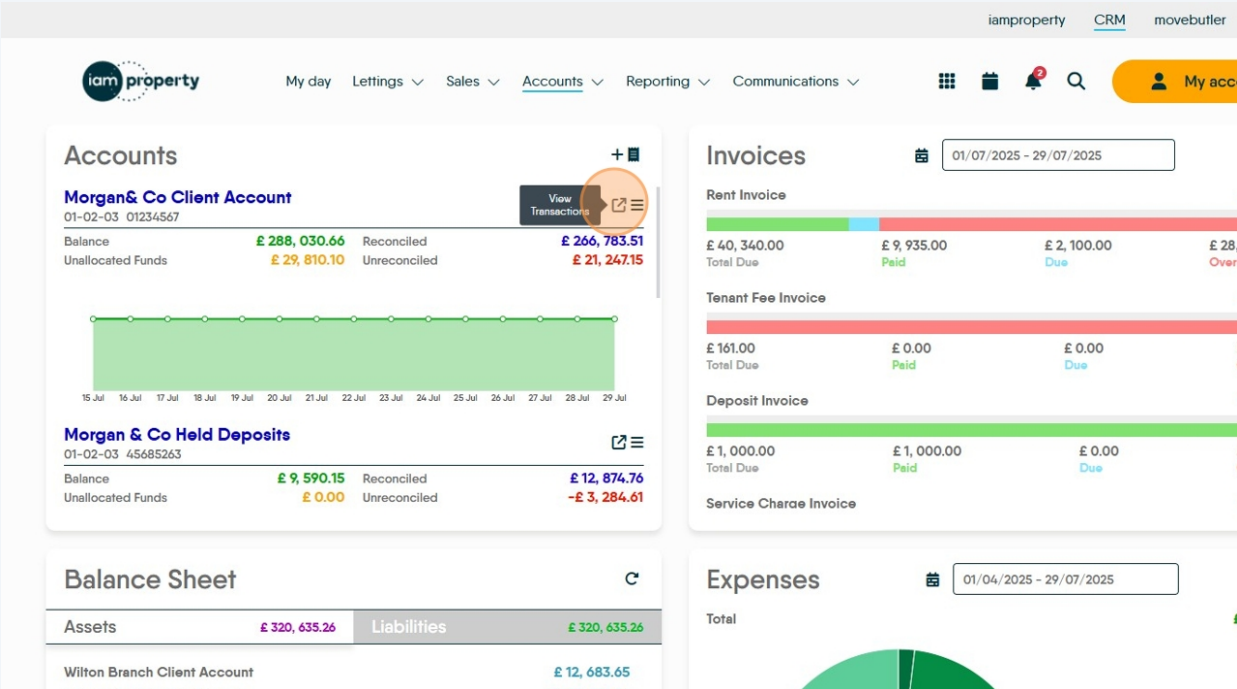
Credit	Debit	Total
£ 11,700.34	£ 0.00	£ 11,700.34

Below the table, there are four input fields:

- Transfer Date: 29/07/2025
- Bank Account: Morgan & Co Client Account
- Cheque No.: Enter cheque no.
- Bank Ref.: Enter bank ref.

At the bottom of the modal, there are two buttons: "Cancel" and "Transfer". The "Transfer" button is highlighted with an orange circle.

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



The image shows the "iamproperty CRM" dashboard. The top navigation bar includes "iamproperty", "CRM", and "movebutler". The main navigation menu includes "My day", "Lettings", "Sales", "Accounts", "Reporting", and "Communications". The dashboard is divided into several sections:

- Accounts**: Shows "Morgan & Co Client Account" and "Morgan & Co Held Deposits". Each account has a balance, unallocated funds, and a reconciled/unreconciled status. A "View Transactions" button is highlighted with an orange circle.
- Invoices**: Shows a list of invoices for the period 01/07/2025 - 29/07/2025. The invoices include "Rent Invoice", "Tenant Fee Invoice", "Deposit Invoice", and "Service Charge Invoice". Each invoice shows the total due, paid, and due amounts.
- Balance Sheet**: Shows the balance sheet for the period 01/04/2025 - 29/07/2025. It includes a table with "Assets" and "Liabilities" and their respective balances.
- Expenses**: Shows a pie chart representing the distribution of expenses for the period 01/04/2025 - 29/07/2025.

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

iam property

My day Lettings Sales Accounts Reporting Communications

Morgan& Co Client A... 01-02-03 01234567

Unallocated £ 29,810.10 Unreconciled £ 21,247.15

Group By Batch

Search 10

<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...	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"

iam property

My day Lettings Sales Accounts Reporting Communications

Morgan& Co Client A... 01-02-03 01234567

Unallocated £ 29,810.10 Unreconciled £ 21,247.15

Group By Batch

Search 10

<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
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<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

Group by Batch ON

iam property My day Lettings Sales Accounts Reporting Communications My account

Morgan& Co Client A... 01-02-03 01234567

Unallocated £ 29,810.10 Unreconciled £ 21,247.15

Group By Batch Search 10

<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		£ 279,752.7
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 711 Pelaw Crescent...		£ 0.00	£ 420.00	£ 279,896.7

Group by Batch OFF

12 Click "Ledger"

01-02-03 01234567

Unallocated £ 29,810.10 Unreconciled £ 21,247.15

Group By Batch Search 10

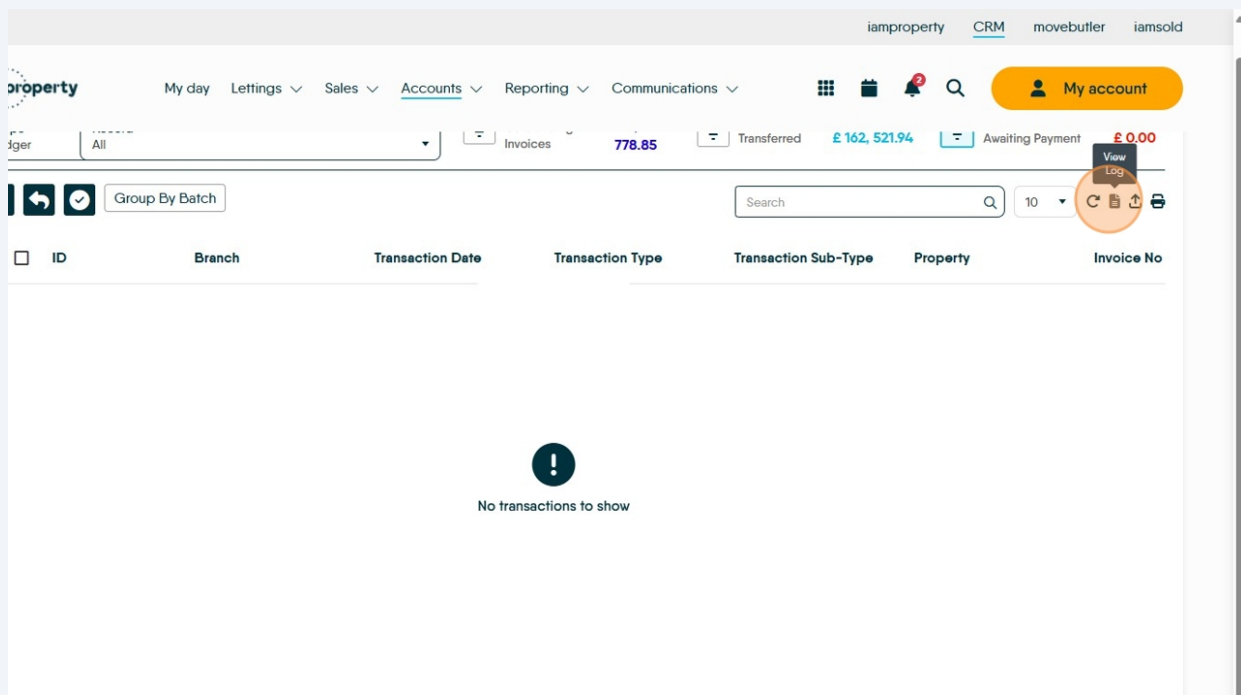
<input type="checkbox"/>	Date	Description	Bank Reference	Credit	Debit	Balance
<input checked="" type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 715 Pelaw Crescen...		£ 0.00	£ 348.00	£ 276,330.3
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 1091 Pelaw Cresce...		£ 0.00	£ 288.00	£ 276,678.3
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<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 729 Pelaw Crescen...		£ 0.00	£ 840.00	£ 278,372.7
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<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 711 Pelaw Crescent...		£ 0.00	£ 144.00	£ 279,752.7
<input type="checkbox"/>	29/07/2025 11:57	Landlord Payment - 711 Pelaw Crescent...		£ 0.00	£ 420.00	£ 279,896.7

1 to 10 of 2901 Page 1 of 291

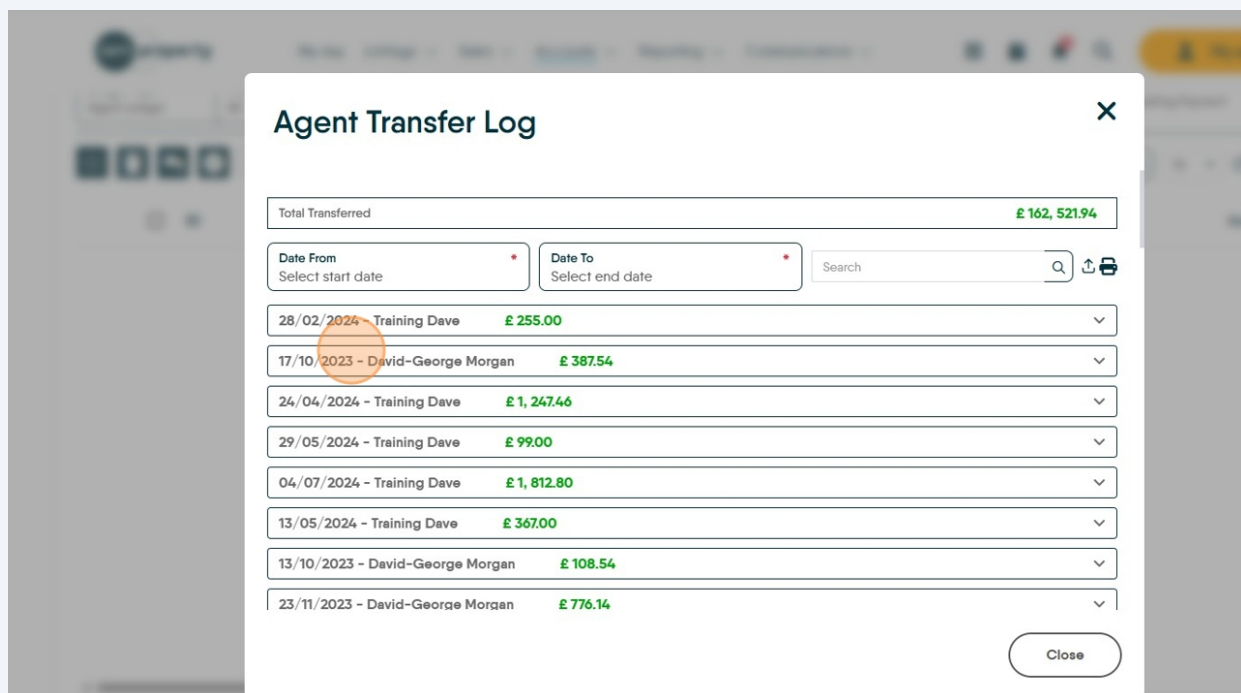
Ledger Bank Accounts: Morgan& Co Client Account

Agent Fees Log

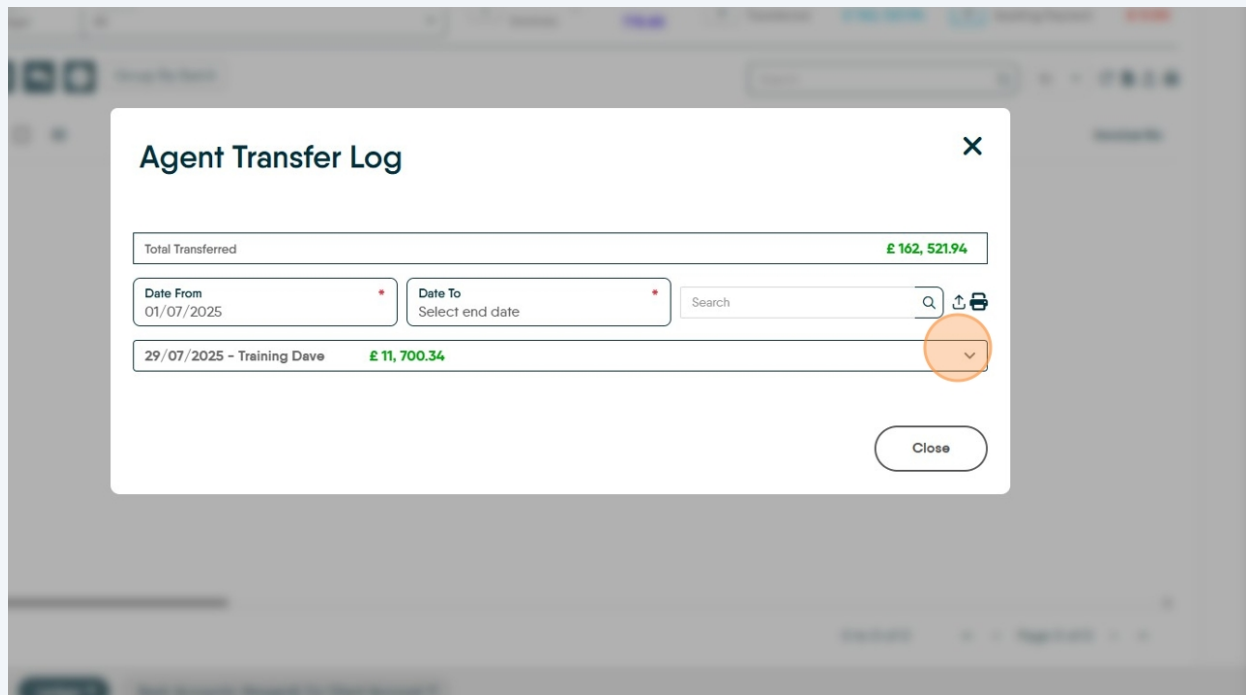
13 Click here to load the log screen.



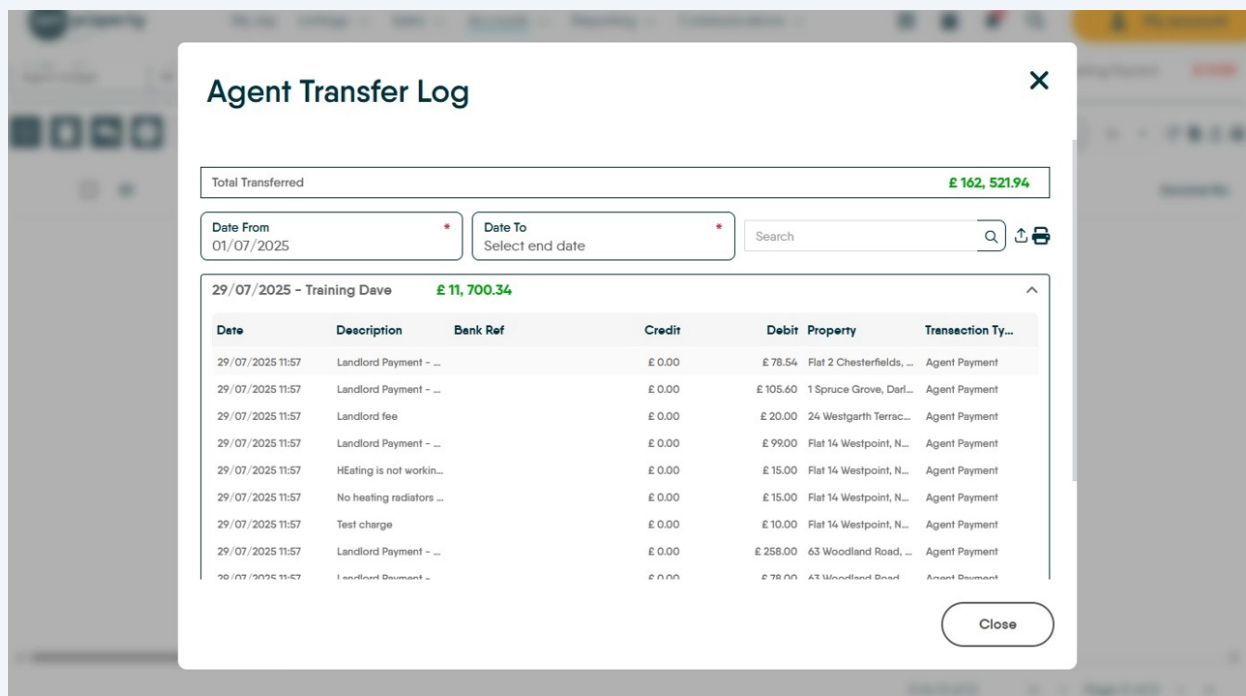
14 This will show a list of all the Agent Fees exported, an individual log can be selected and viewed on screen.



15 Click here.



16 The transfer log.
Click "Close"



Agent Transfer Log

Total Transferred

£ 162,521.94

Date From
01/07/2025

Date To
Select end date

Search



29/07/2025 - Training Dave

£ 11,700.34

Date	Description	Bank Ref	Credit	Debit	Property	Transaction Ty...
29/07/2025 11:57	Landlord Payment - ...		£ 0.00	£ 78.54	Flat 2 Chesterfields, ...	Agent Payment
29/07/2025 11:57	Landlord Payment - ...		£ 0.00	£ 105.60	1 Spruce Grove, Darl...	Agent Payment
29/07/2025 11:57	Landlord fee		£ 0.00	£ 20.00	24 Westgarth Terrac...	Agent Payment
29/07/2025 11:57	Landlord Payment - ...		£ 0.00	£ 99.00	Flat 14 Westpoint, N...	Agent Payment
29/07/2025 11:57	HEating is not workin...		£ 0.00	£ 15.00	Flat 14 Westpoint, N...	Agent Payment
29/07/2025 11:57	No heating radiators ...		£ 0.00	£ 15.00	Flat 14 Westpoint, N...	Agent Payment
29/07/2025 11:57	Test charge		£ 0.00	£ 10.00	Flat 14 Westpoint, N...	Agent Payment
29/07/2025 11:57	Landlord Payment - ...		£ 0.00	£ 258.00	63 Woodland Road, ...	Agent Payment
29/07/2025 11:57	Landlord Payment - ...		£ 0.00	£ 78.00	63 Woodland Road	Agent Payment

Close