

Generating a Receipt From a Ledger



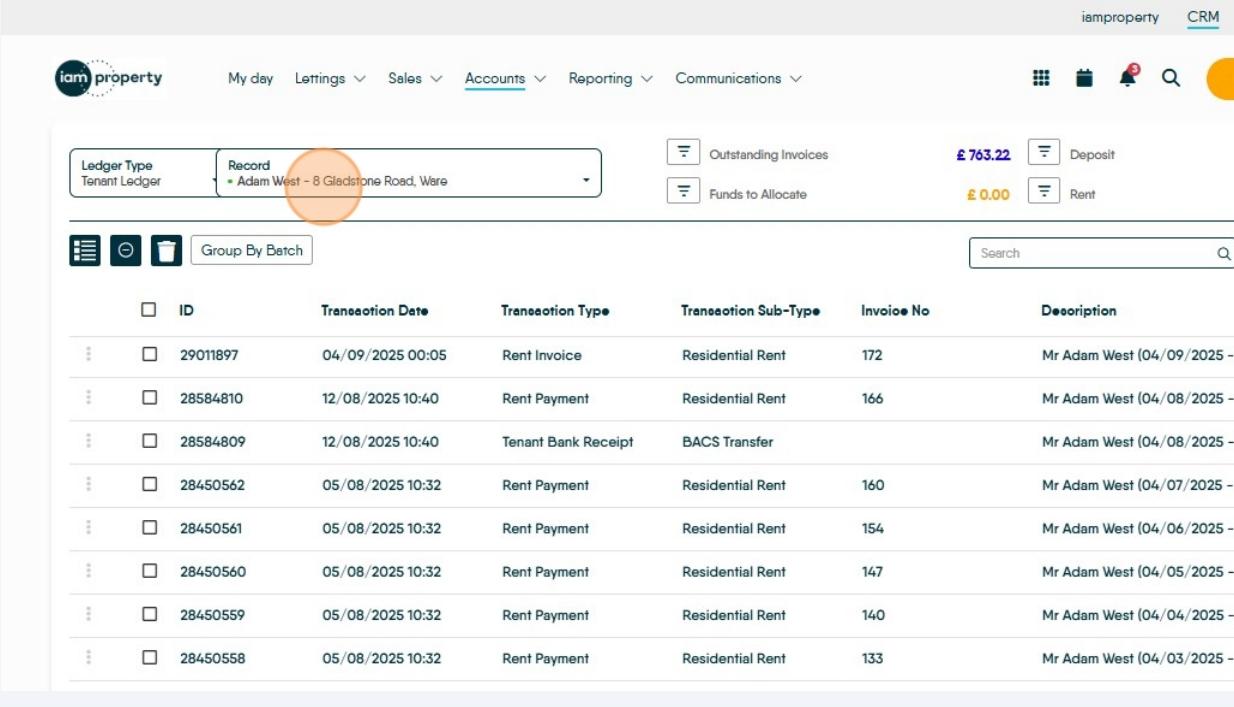
This guide provides the process for generate a Receipt from within a Ledger.

1

Go to Accounts > General > View Ledgers and under Record Type, select Tenant Ledger

Record	Outstanding Invoices	Deposit			
	£ 763.22	£ 0.00			
	Funds to Allocate	Rent			
Adam West - 8 Gladstone Road, Ware	£ 0.00	£ 236			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Group By Batch	Search	10 <input type="button" value="C 1"/>			
ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No.	Description
29011897	04/09/2025 00:05	Rent Invoice	Residential Rent	172	Mr Adam West (04/09/2025 - 03/10/...
28584810	12/08/2025 10:40	Rent Payment	Residential Rent	166	Mr Adam West (04/08/2025 - 03/09/...
28584809	12/08/2025 10:40	Tenant Bank Receipt	BACS Transfer		Mr Adam West (04/08/2025 - 03/09/...
28450562	05/08/2025 10:32	Rent Payment	Residential Rent	160	Mr Adam West (04/07/2025 - 03/08/...
28450561	05/08/2025 10:32	Rent Payment	Residential Rent	154	Mr Adam West (04/06/2025 - 03/07/...
28450560	05/08/2025 10:32	Rent Payment	Residential Rent	147	Mr Adam West (04/05/2025 - 03/06/...
28450559	05/08/2025 10:32	Rent Payment	Residential Rent	140	Mr Adam West (04/04/2025 - 03/05/...
28450558	05/08/2025 10:32	Rent Payment	Residential Rent	133	Mr Adam West (04/03/2025 - 03/04/...
28450557	05/08/2025 10:32	Rent Payment	Residential Rent	3	Adam West (17/02/2025 - 19/03/2025)
28450556	05/08/2025 10:32	Rent Payment	Residential Rent	124	Mr Adam West (04/02/2025 - 03/03/...

2 Enter either the Tenant name or Property address and select the Tenant.



Ledger Type: Tenant Ledger

Record: Adam West - 8 Gladstone Road, Ware

Outstanding Invoices: £ 763.22

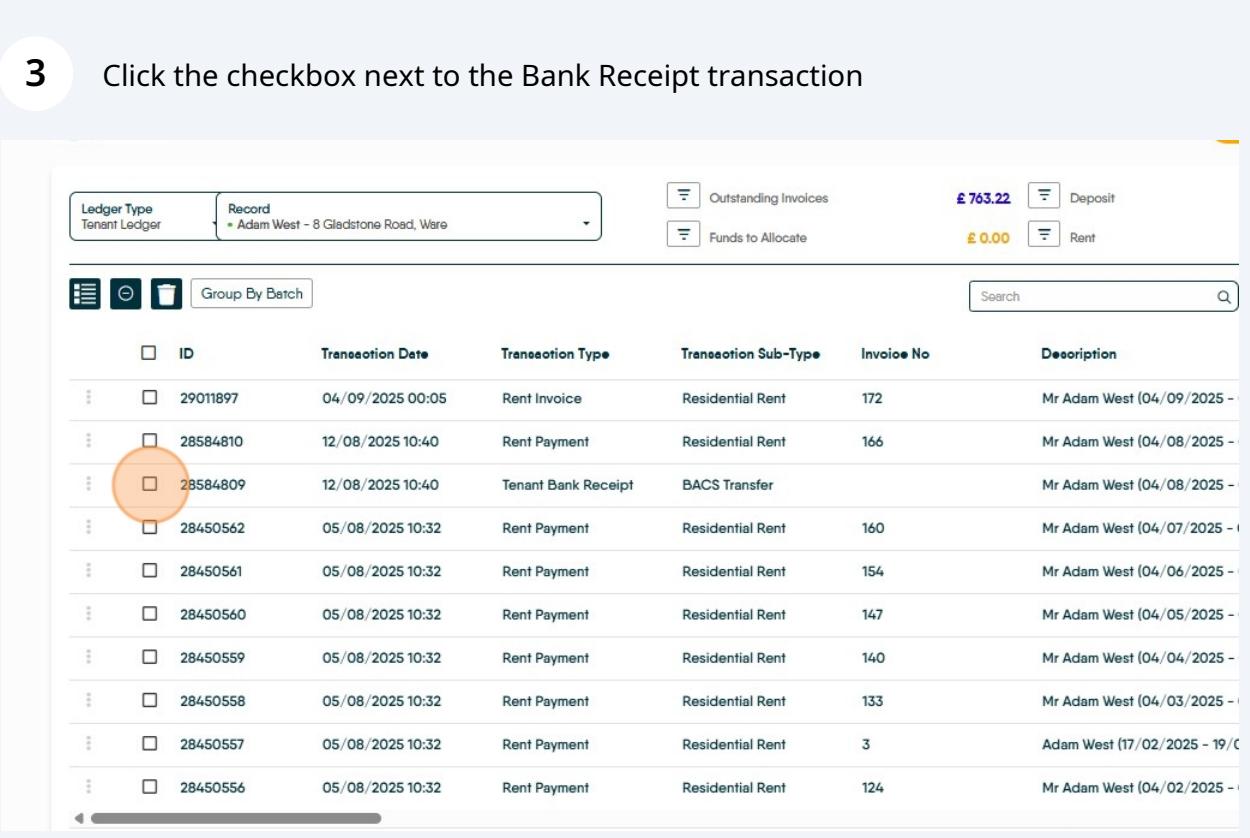
Funds to Allocate: £ 0.00

Deposit: £ 0.00

Rent: £ 0.00

<input type="checkbox"/>	ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description
<input type="checkbox"/>	29011897	04/09/2025 00:05	Rent Invoice	Residential Rent	172	Mr Adam West (04/09/2025 -)
<input type="checkbox"/>	28584810	12/08/2025 10:40	Rent Payment	Residential Rent	166	Mr Adam West (04/08/2025 -)
<input type="checkbox"/>	28584809	12/08/2025 10:40	Tenant Bank Receipt	BACS Transfer		Mr Adam West (04/08/2025 -)
<input type="checkbox"/>	28450562	05/08/2025 10:32	Rent Payment	Residential Rent	160	Mr Adam West (04/07/2025 -)
<input type="checkbox"/>	28450561	05/08/2025 10:32	Rent Payment	Residential Rent	154	Mr Adam West (04/06/2025 -)
<input type="checkbox"/>	28450560	05/08/2025 10:32	Rent Payment	Residential Rent	147	Mr Adam West (04/05/2025 -)
<input type="checkbox"/>	28450559	05/08/2025 10:32	Rent Payment	Residential Rent	140	Mr Adam West (04/04/2025 -)
<input type="checkbox"/>	28450558	05/08/2025 10:32	Rent Payment	Residential Rent	133	Mr Adam West (04/03/2025 -)

3 Click the checkbox next to the Bank Receipt transaction



Ledger Type: Tenant Ledger

Record: Adam West - 8 Gladstone Road, Ware

Outstanding Invoices: £ 763.22

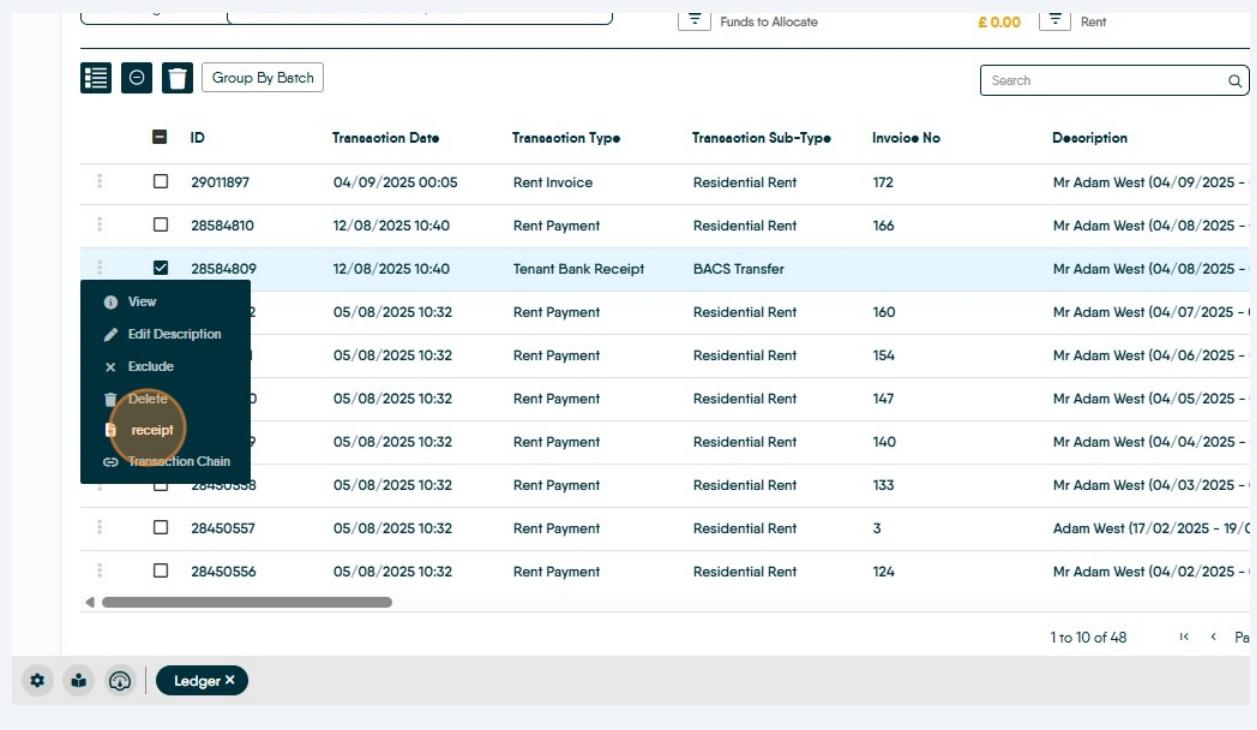
Funds to Allocate: £ 0.00

Deposit: £ 0.00

Rent: £ 0.00

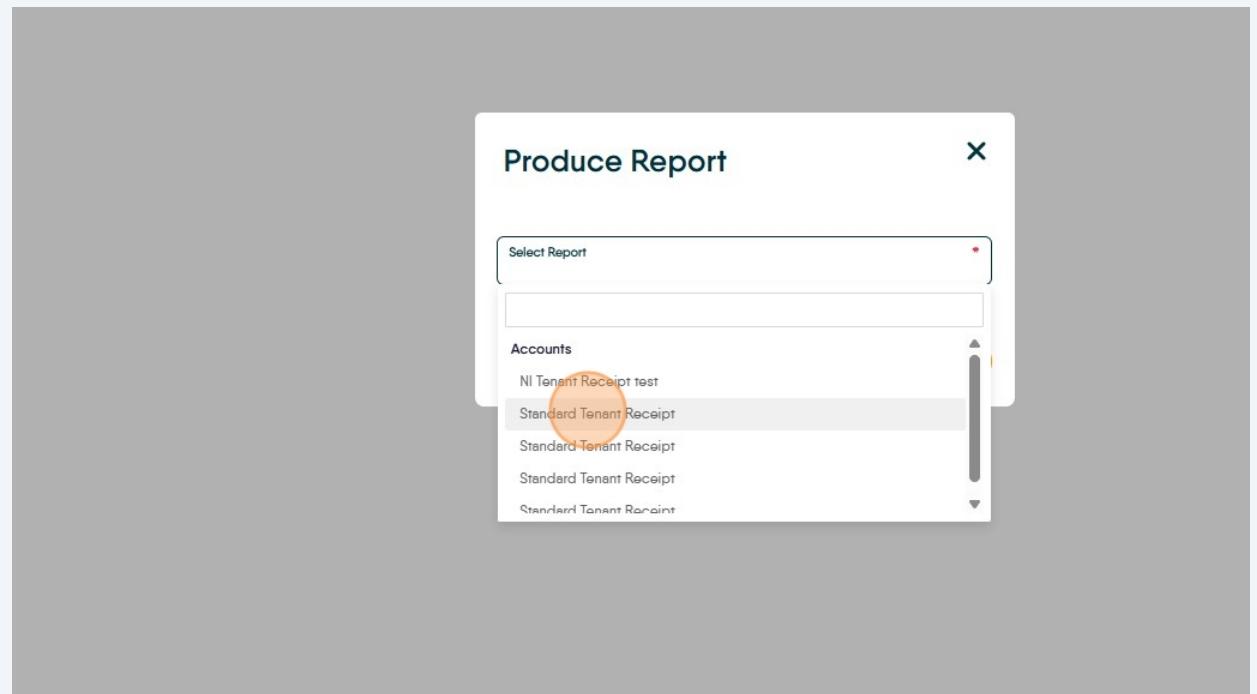
<input type="checkbox"/>	ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description
<input type="checkbox"/>	29011897	04/09/2025 00:05	Rent Invoice	Residential Rent	172	Mr Adam West (04/09/2025 -)
<input type="checkbox"/>	28584810	12/08/2025 10:40	Rent Payment	Residential Rent	166	Mr Adam West (04/08/2025 -)
<input checked="" type="checkbox"/>	28584809	12/08/2025 10:40	Tenant Bank Receipt	BACS Transfer		Mr Adam West (04/08/2025 -)
<input type="checkbox"/>	28450562	05/08/2025 10:32	Rent Payment	Residential Rent	160	Mr Adam West (04/07/2025 -)
<input type="checkbox"/>	28450561	05/08/2025 10:32	Rent Payment	Residential Rent	154	Mr Adam West (04/06/2025 -)
<input type="checkbox"/>	28450560	05/08/2025 10:32	Rent Payment	Residential Rent	147	Mr Adam West (04/05/2025 -)
<input type="checkbox"/>	28450559	05/08/2025 10:32	Rent Payment	Residential Rent	140	Mr Adam West (04/04/2025 -)
<input type="checkbox"/>	28450558	05/08/2025 10:32	Rent Payment	Residential Rent	133	Mr Adam West (04/03/2025 -)
<input type="checkbox"/>	28450557	05/08/2025 10:32	Rent Payment	Residential Rent	3	Adam West (17/02/2025 - 19/C)
<input type="checkbox"/>	28450556	05/08/2025 10:32	Rent Payment	Residential Rent	124	Mr Adam West (04/02/2025 -)

4 Click the three-dot menu and then click 'Receipt'



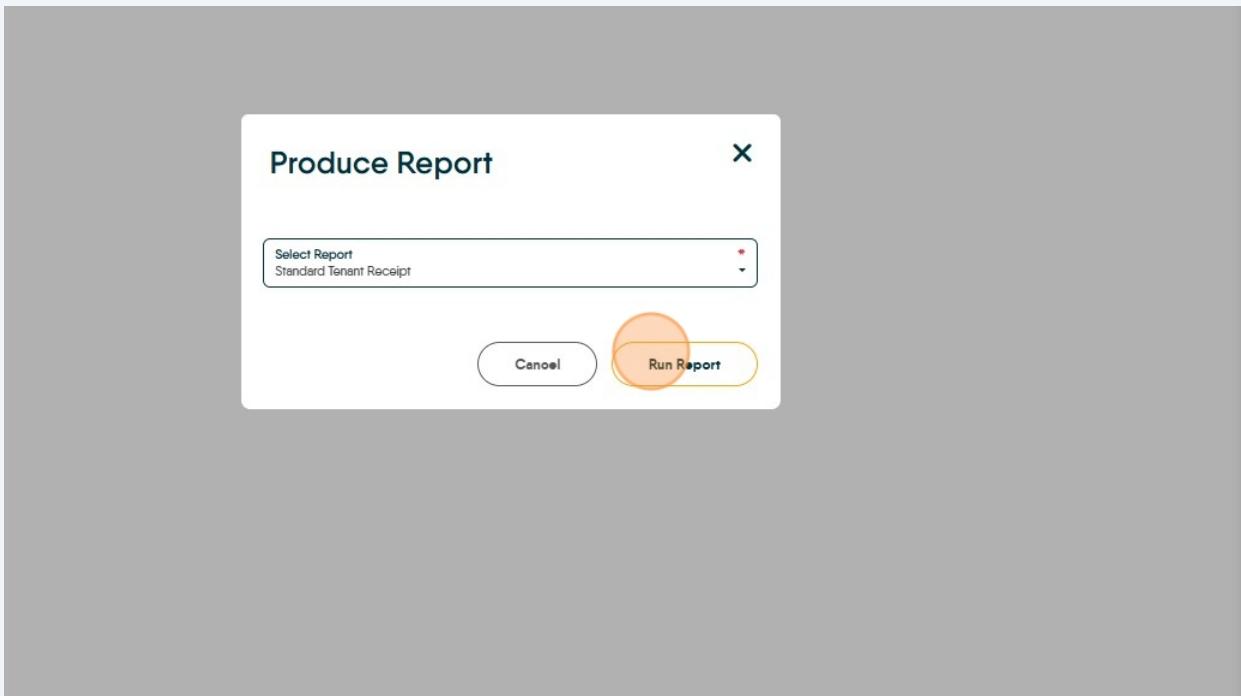
The screenshot shows a software interface for managing transactions. At the top, there are buttons for 'Funds to Allocate' (with £0.00), 'Rent' (with a balance of £0.00), and a 'Search' bar. Below this is a table with columns: ID, Transaction Date, Transaction Type, Transaction Sub-Type, Invoice No, and Description. The table lists several transactions, including a 'Tenant Bank Receipt' for ID 28584809 on 12/08/2025 at 10:40. A context menu is open over this specific transaction, showing options: View, Edit Description, Exclude, Delete, receipt (which is highlighted and circled in orange), and Transaction Chain.

5 Select the receipt you wish to run. You are likely to only have one.



The screenshot shows a 'Produce Report' dialog box. At the top, it says 'Produce Report' with a close button. Below that is a dropdown menu labeled 'Select Report'. Underneath the dropdown, there is a section titled 'Accounts' with a list of items. The item 'Standard Tenant Receipt' is highlighted and circled in orange. Other items in the list include 'NI Tenant Receipt test', 'Standard Tenant Receipt', 'Standard Tenant Receipt', 'Standard Tenant Receipt', and 'Standard Tenant Receipt'.

6 Click "Run Report"



7 Once generated, click the Export button to download in the format required

