

# 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 Type  
t Ledger

Record  
Adam West - 8 Gladstone Road, Ware

Outstanding Invoices

£ 763.22

Deposit

£ 0.

Funds to Allocate

£ 0.00

Rent

£ 236

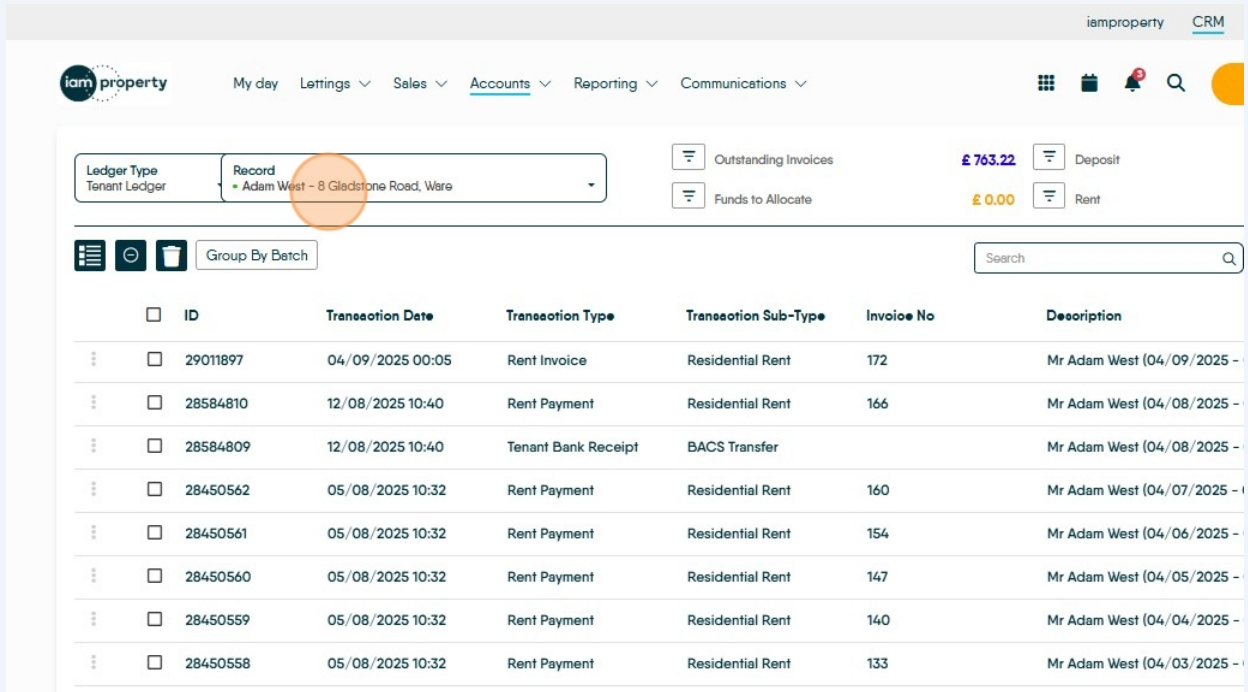
Group By Batch

Search

10

<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 - 03/10/...
<input type="checkbox"/>	28584810	12/08/2025 10:40	Rent Payment	Residential Rent	166	Mr Adam West (04/08/2025 - 03/09/...
<input type="checkbox"/>	28584809	12/08/2025 10:40	Tenant Bank Receipt	BACS Transfer		Mr Adam West (04/08/2025 - 03/09/...
<input type="checkbox"/>	28450562	05/08/2025 10:32	Rent Payment	Residential Rent	160	Mr Adam West (04/07/2025 - 03/08/...
<input type="checkbox"/>	28450561	05/08/2025 10:32	Rent Payment	Residential Rent	154	Mr Adam West (04/06/2025 - 03/07/...
<input type="checkbox"/>	28450560	05/08/2025 10:32	Rent Payment	Residential Rent	147	Mr Adam West (04/05/2025 - 03/06/...
<input type="checkbox"/>	28450559	05/08/2025 10:32	Rent Payment	Residential Rent	140	Mr Adam West (04/04/2025 - 03/05/...
<input type="checkbox"/>	28450558	05/08/2025 10:32	Rent Payment	Residential Rent	133	Mr Adam West (04/03/2025 - 03/04/...
<input type="checkbox"/>	28450557	05/08/2025 10:32	Rent Payment	Residential Rent	3	Adam West (17/02/2025 - 19/03/2025)
<input type="checkbox"/>	28450556	05/08/2025 10:32	Rent Payment	Residential Rent	124	Mr Adam West (04/02/2025 - 03/03/...

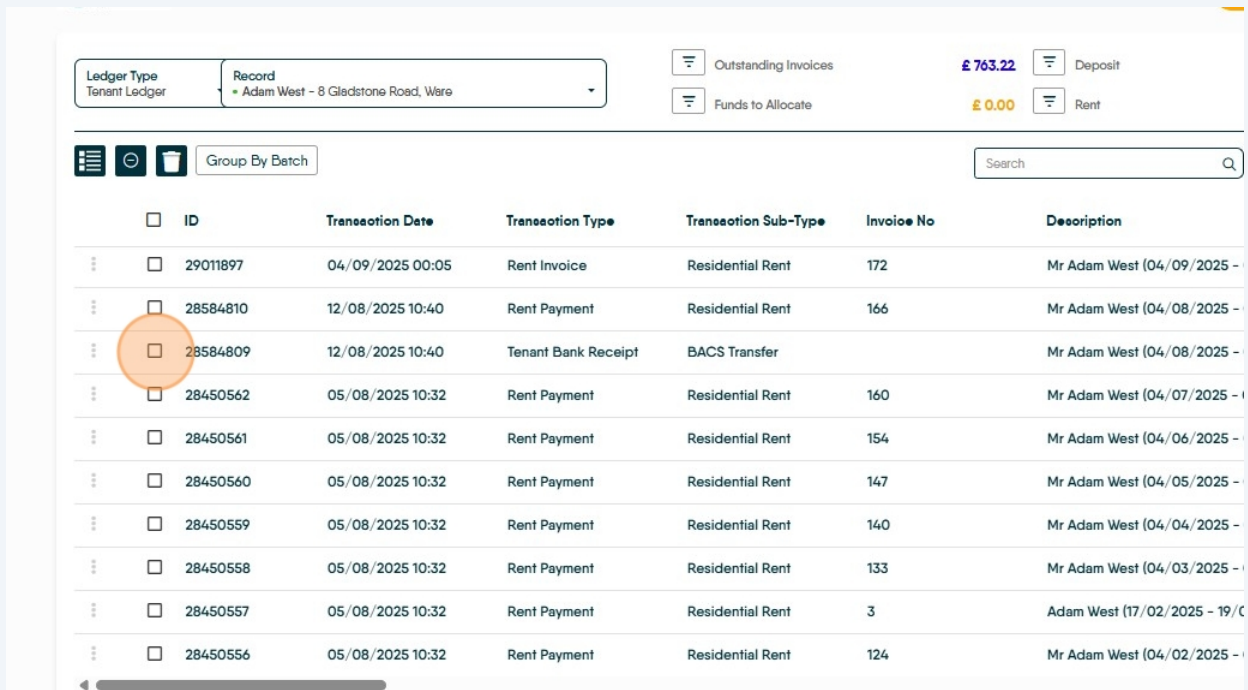
## 2 Enter either the Tenant name or Property address and select the Tenant.



The screenshot shows the 'Accounts' section of the iamproperty CRM. The 'Record' dropdown menu is highlighted with an orange circle, showing the selected tenant: 'Adam West - 8 Gladstone Road, Wre'. The table below lists transactions for this tenant.

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 -
28584810	12/08/2025 10:40	Rent Payment	Residential Rent	166	Mr Adam West (04/08/2025 -
28584809	12/08/2025 10:40	Tenant Bank Receipt	BACS Transfer		Mr Adam West (04/08/2025 -
28450562	05/08/2025 10:32	Rent Payment	Residential Rent	160	Mr Adam West (04/07/2025 -
28450561	05/08/2025 10:32	Rent Payment	Residential Rent	154	Mr Adam West (04/06/2025 -
28450560	05/08/2025 10:32	Rent Payment	Residential Rent	147	Mr Adam West (04/05/2025 -
28450559	05/08/2025 10:32	Rent Payment	Residential Rent	140	Mr Adam West (04/04/2025 -
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



The screenshot shows the same 'Accounts' section as before, but with an additional transaction at the bottom. The checkbox next to the 'Tenant Bank Receipt' transaction (ID 28584809) is highlighted with an orange circle.

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 -
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 -
28450562	05/08/2025 10:32	Rent Payment	Residential Rent	160	Mr Adam West (04/07/2025 -
28450561	05/08/2025 10:32	Rent Payment	Residential Rent	154	Mr Adam West (04/06/2025 -
28450560	05/08/2025 10:32	Rent Payment	Residential Rent	147	Mr Adam West (04/05/2025 -
28450559	05/08/2025 10:32	Rent Payment	Residential Rent	140	Mr Adam West (04/04/2025 -
28450558	05/08/2025 10:32	Rent Payment	Residential Rent	133	Mr Adam West (04/03/2025 -
28450557	05/08/2025 10:32	Rent Payment	Residential Rent	3	Adam West (17/02/2025 - 19/C
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'

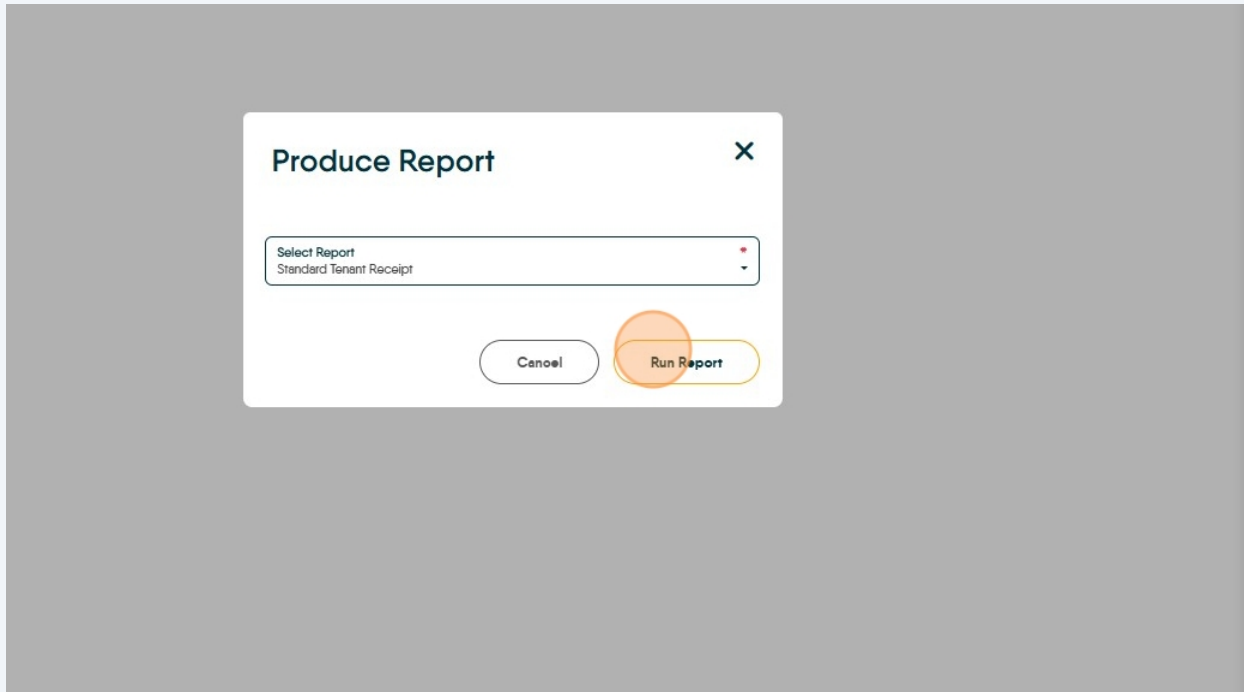
The screenshot shows a financial ledger application. At the top, there's a header with 'Funds to Allocate', '£ 0.00', and a 'Rent' filter. Below this is a toolbar with icons for list, undo, redo, and a 'Group By Batch' button. A search bar is on the right. The main area is a table with columns: ID, Transaction Date, Transaction Type, Transaction Sub-Type, Invoice No, and Description. The table contains several rows of transactions. The row with ID 28584809 is selected, and a context menu is open over it. The menu options are: View, Edit Description, Exclude, Delete, receipt (highlighted with an orange circle), and Transaction Chain. The bottom of the screen shows a 'Ledger X' button.

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29011897	04/09/2025 00:05	Rent Invoice	Residential Rent	172	Mr Adam West (04/09/2025 -
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	05/08/2025 10:32	Rent Payment	Residential Rent	147	Mr Adam West (04/05/2025 -
	05/08/2025 10:32	Rent Payment	Residential Rent	140	Mr Adam West (04/04/2025 -
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28450557	05/08/2025 10:32	Rent Payment	Residential Rent	3	Adam West (17/02/2025 - 19/C
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#### 5 Select the receipt you wish to run. You are likely to only have one.

The screenshot shows a 'Produce Report' dialog box. It has a title bar with a close button (X). Below the title is a 'Select Report' dropdown menu. The dropdown is open, showing a list of reports. The first report is 'NI Tenant Receipt test'. The second report, 'Standard Tenant Receipt', is highlighted with an orange circle. There are four more 'Standard Tenant Receipt' entries below it. A scrollbar is visible on the right side of the list.

## 6 Click "Run Report"



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

