

# Reconciling Accounts and Confirming the Balance



This guide provides a straightforward process for reconciling accounts and confirming balances, ensuring accuracy in financial records. By following the steps outlined, users can efficiently verify their account status and maintain financial integrity. It's an essential resource for anyone looking to streamline their accounting practices and avoid discrepancies.



Alert! Only Reconcile payments you are confident are correct and accurate. Reconcile shows that you are confident a payment/transaction is correct. If you have ANY doubts about a payment DO NOT reconcile it. If there is an error it can take up to 2 weeks for our support team to reverse the reconciliation to allow any edits to be made.

1

Navigate to <https://crm.iamproperty.com/Dashboards/Accounts?clickLink=accounts-perform-payments-link>

The screenshot displays the 'Accounts' dashboard in the iam property CRM. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The main content area is divided into several sections:

- Accounts:** Shows two client accounts:
  - Morgan & Co Client Account:** Balance £411,213.29, Reconciled £254,616.31, Unallocated Funds £30,889.49, Unreconciled £150,596.98.
  - Turvey & Co:** Balance £22,158.90, Reconciled £10,653.90, Unallocated Funds £150.00, Unreconciled £11,505.00.
- Invoices:** Lists three invoice types for the period 22/10/2025 - 19/11/2025:
  - Rent Invoice:** Total Due £44,647.95, Paid £15,042.95, Due £0.00, Overdue £29,005.00.
  - Tenant Fee Invoice:** Total Due £161.00, Paid £0.00, Due £141.00, Overdue £20.00.
  - Deposit Invoice:** Total Due £2,800.00, Paid £2,800.00, Due £0.00, Overdue £0.00.
- Balance Sheet:** Shows Assets (£460,642.79) and Liabilities.
- Expenses:** Total £720.43, broken down by category:
  - Electric: £261.00
  - Gas: £228.00
  - Water: £195.43
- Deposit:** Total Held £3,688.30, Invoices Outstanding £0.00.
- Rent:** Invoiced £53,752.95, Refunded £0.00, Received, and Outstanding.

2 Click the 3-line menu.

The screenshot shows the 'Accounts' section for 'Morgan & Co Client Account' (ID: 01-02-03 01234567). It displays a balance of £411,213.29 and unallocated funds of £30,869.49. A reconciled amount of £254,616.31 and unreconciled amount of £156,596.98 are also shown. A line graph shows the account balance over time from 5 Nov to 19 Nov. A 3-line menu icon is circled in orange. To the right, 'Invoices' are listed: Rent Invoice (£44,647.95 Total Due), Tenant Fee Invoice (£161.00 Total Due), and Deposit Invoice (£2,800.00).

3 Click "Reconcile"

This screenshot shows the same 'Accounts' page but with the 3-line menu icon expanded. The 'Reconcile' option is highlighted with an orange circle. Other options include Import, Allocate, Bank Transfer, and Edit Account Details. The 'Invoices' section is updated to show a date range of 22/10/2025 - 19/11/2025. The 'Rent Invoice' now shows £15,642.95 Paid and £29,005.00 Overdue. The 'Tenant Fee Invoice' shows £141.00 Due and £20.00 Overdue. The 'Deposit Invoice' shows £2,800.00 Paid and £0.00 Overdue. The 'Expenses' section shows a total of £720.43 for the period 01/08/2025 - 19/11/2025. The 'Deposit' section shows a total held of £3,688.30 and invoices outstanding of £0.00. The 'Balance' and 'Rent' sections are also visible on the right side of the dashboard.

4 Click the checkbox beside all transactions you wish to reconcile.

**BANK RECONCILIATION** Total Balance **£ 156,596.98** Selected **£ 0.00** Reconciled balance as of **28/10/2025** **£ 254,016**

Group By Batch

<input type="checkbox"/>	Date	Description	Reference	Property	Payee
<input type="checkbox"/>	12/11/2025	Landlord Payment - 319 Yew Tre...	MMEltonParade	319 Yew Tree Close, Hurworth, D...	ALM Property
<input type="checkbox"/>	12/11/2025	Landlord Payment - 319 Yew Tre...	MMEltonParade	319 Yew Tree Close, Hurworth, D...	M Morgan Property
<input type="checkbox"/>	12/11/2025	Landlord Payment - 771 Pelaw C...	StJohns	771 Pelaw Crescent, Chester le ...	MMP
<input type="checkbox"/>	12/11/2025	Landlord Payment - 92 Pelaw Cr...	PTGThrostlenest	442 Yew Tree Close, Hurworth, ...	PTG Property
<input type="checkbox"/>	12/11/2025	Landlord Payment - 771 Pelaw C...	StJohns	771 Pelaw Crescent, Chester le ...	Rental Houses
<input type="checkbox"/>	12/11/2025	Landlord Payment - 712 Pelaw C...	PTGThrostlenest	712 Pelaw Crescent, Chester le ...	ARTGProperty
<input type="checkbox"/>	12/11/2025	Landlord Payment - 712 Pelaw C...	PTGThrostlenest	712 Pelaw Crescent, Chester le ...	ARTGProperty
<input type="checkbox"/>	12/11/2025	Landlord Payment - 712 Pelaw C...	PTGThrostlenest	712 Pelaw Crescent, Chester le ...	PTG Property
<input type="checkbox"/>	12/11/2025	Mr Lettings Applicant16 (18/09/...	FASTER PAYMENTS RECEIPT REF...	89 Pelaw Crescent, Chester le S...	Lettings Applicant16

5 The fields at the top of the screen will show the reconciled balances.

Search

Description	Reference	Property	Payee	Credit
Landlord Payment - 319 Yew Tre...	MMEltonParade	319 Yew Tree Close, Hurworth, D...	ALM Property	£ 0.00
Landlord Payment - 319 Yew Tre...	MMEltonParade	319 Yew Tree Close, Hurworth, D...	M Morgan Property	£ 0.00
Landlord Payment - 771 Pelaw C...	StJohns	771 Pelaw Crescent, Chester le ...	MMP	£ 0.00
Landlord Payment - 92 Pelaw Cr...	PTGThrostlenest	442 Yew Tree Close, Hurworth, ...	PTG Property	£ 0.00
Landlord Payment - 771 Pelaw C...	StJohns	771 Pelaw Crescent, Chester le ...	Rental Houses	£ 0.00
Landlord Payment - 712 Pelaw C...	PTGThrostlenest	712 Pelaw Crescent, Chester le ...	ARTGProperty	£ 0.00
Landlord Payment - 712 Pelaw C...	PTGThrostlenest	712 Pelaw Crescent, Chester le ...	ARTGProperty	£ 0.00
Landlord Payment - 712 Pelaw C...	PTGThrostlenest	712 Pelaw Crescent, Chester le ...	PTG Property	£ 0.00
Mr Lettings Applicant16 (18/09/...	FASTER PAYMENTS RECEIPT REF...	89 Pelaw Crescent, Chester le S...	Lettings Applicant16	£ 160.00
Mr lettings Applicant101 (24/09/...	729Pelawla101	729 Pelaw Crescent, Chester le ...	lettings Applicant101	£ 200.00

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6 Click here to perform the reconciliation.

**BANK RECONCILIATION** Total Balance **£156,596.98** Selected **-£20,572.00** Reconciled balance as of 28/10/2025 **£254,616.30**

Group By Batch

Date	Description	Reference	Property	Payee
<input checked="" type="checkbox"/> 12/11/2025	Landlord Payment - 319 Yew Tre...	MMEltonParade	319 Yew Tree Close, Hurworth, D...	ALM Property
<input checked="" type="checkbox"/> 12/11/2025	Landlord Payment - 319 Yew Tre...	MMEltonParade	319 Yew Tree Close, Hurworth, D...	M Morgan Property
<input checked="" type="checkbox"/> 12/11/2025	Landlord Payment - 771 Pelaw C...	StJohns	771 Pelaw Crescent, Chester le ...	MMP
<input checked="" type="checkbox"/> 12/11/2025	Landlord Payment - 92 Pelaw Cr...	PTGThrostlenest	442 Yew Tree Close, Hurworth, ...	PTG Property
<input type="checkbox"/> 12/11/2025	Landlord Payment - 771 Pelaw C...	StJohns	771 Pelaw Crescent, Chester le ...	Rental Houses
<input type="checkbox"/> 12/11/2025	Landlord Payment - 712 Pelaw C...	PTGThrostlenest	712 Pelaw Crescent, Chester le ...	ARTGProperty
<input type="checkbox"/> 12/11/2025	Landlord Payment - 712 Pelaw C...	PTGThrostlenest	712 Pelaw Crescent, Chester le ...	ARTGProperty
<input type="checkbox"/> 12/11/2025	Landlord Payment - 712 Pelaw C...	PTGThrostlenest	712 Pelaw Crescent, Chester le ...	PTG Property
<input type="checkbox"/> 12/11/2025	Mr Lettings Applicant16 (18/09/...	FASTER PAYMENTS RECEIPT REF...	89 Pelaw Crescent, Chester le S...	Lettings Applicant16

7 Click "Yes" only if you are totally happy with the transactions you are reconciling.

Are you sure you want to reconcile these transactions?  
Please confirm.

Reference	Property	Payee	Amount
Payment - 319 Yew Tre... MMEltonParade	319 Yew Tree Close, Hurworth, D...	ALM Property	£ 0.00
Payment - 319 Yew Tre... MMEltonParade	319 Yew Tree Close, Hurworth, D...	M Morgan Property	£ 0.00
Payment - 771 Pelaw C... StJohns	771 Pelaw Crescent, Chester le ...	MMP	£ 0.00
Payment - 92 Pelaw Cr... PTGThrostlenest	442 Yew Tree Close, Hurworth, ...	PTG Property	£ 0.00
Payment - 771 Pelaw C... StJohns	771 Pelaw Crescent, Chester le ...	Rental Houses	£ 0.00
Payment - 712 Pelaw C... PTGThrostlenest	712 Pelaw Crescent, Chester le ...	ARTGProperty	£ 0.00
Payment - 712 Pelaw C... PTGThrostlenest	712 Pelaw Crescent, Chester le ...	ARTGProperty	£ 0.00
Payment - 712 Pelaw C... PTGThrostlenest	712 Pelaw Crescent, Chester le ...	PTG Property	£ 0.00
gs Applicant16 (18/09/... FASTER PAYMENTS RECEIPT REF...	89 Pelaw Crescent, Chester le S...	Lettings Applicant16	£ 160.00
gs Applicant101 (24/09/... 729Pelawla101	729 Pelaw Crescent, Chester le ...	lettings Applicant101	£ 200.00

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## 8 Reconciliation Log

### 9 Click "View Log"

iamproperty CRM movebutler iamsold

s Accounts Reporting Communications

Total Balance £177,168.98 Selected £0.00 Reconciled balance as of 19/11/2025 £234,044.31 Proposed balance as of 19/11/2025 £234,044.31

Search 10 

Reference	Property	Payee	Credit	Debit
w C... StJohns	771 Pelaw Crescent, Chester le ...	Rental Houses	£ 0.00	£ 4,224.00
w C... PTGThrostlenest	712 Pelaw Crescent, Chester le ...	ARTGProperty	£ 0.00	£ 111.00
w C... PTGThrostlenest	712 Pelaw Crescent, Chester le ...	ARTGProperty	£ 0.00	£ 703.00
w C... PTGThrostlenest	712 Pelaw Crescent, Chester le ...	PTG Property	£ 0.00	£ 814.00
09/... FASTER PAYMENTS RECEIPT REF...	89 Pelaw Crescent, Chester le S...	Lettings Applicant16	£ 160.00	£ 0.00
/09... 729Pelawla101	729 Pelaw Crescent, Chester le ...	lettings Applicant101	£ 200.00	£ 0.00
25 ...	8974 Kingsway, Darlington	Lloyd Morgan	£ 1,300.00	£ 0.00
5 - ... Blyton16Yew	17 Yew Tree Close, Hurworth, Da...	Dick Blyton DM	£ 760.00	£ 0.00
5 - ... Martin Oakwood	9 Oakwood Drive, Darlington	S L Martin	£ 1,200.00	£ 0.00

10

This will show a list of all the reconciliations logs produced in the period shown in the 'Date From...Date To' fields this is usually 3 months and can be edited to any time line you require.

Clicking the down arrow will show a list of all transaction reconciled in that log, there is also the option to download the log to .csv

The screenshot displays the 'BANK RECONCILIATION LOG' page. At the top, there are navigation tabs for 'iamproperty', 'CRM', 'movebutler', and 'iamsold'. Below this, there are menu items for 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. A search bar and a 'My account' button are also present. The main content area shows a table with the following data:

Date	Amount	Reconciled Balance
19/11/2025 12:17 - Training Deve	-£ 20, 572.00	Reconciled Balance: £ 234, 044.31
28/10/2025 11:28 - Training Deve	£ 3, 319.11	Reconciled Balance: £ 254, 016.31
01/10/2025 11:20 - Training Deve	-£ 3, 007.00	Reconciled Balance: £ 251, 297.20
26/09/2025 16:32 - Training Deve	-£ 12, 479.31	Reconciled Balance: £ 254, 304.20

The table also includes a 'Total Balance' of £ 234, 044.31. A search bar and a 'Group By Batch' button are located above the table. A red circle highlights the dropdown arrow on the right side of the table rows.

11

Click this link to view transaction details  
Click "Property Transaction Type Sub Type Date Amount Invoice No Cheque No Bank Reference Excluded Description"  
Click "Cancel"

BANK RECONCILIATION LOG

Date From: 19/08/2025 Date To: 19/11/2025 Group By Batch

19/11/2025 12:17 - Training Dave		-£ 20,572.00	Reconciled Balance: £ 234,044.31		
Date	Description	Reference	Property	Payee	Cri
12/11/2025 12:27	Landlord Payment - 92 Pe...		442 Yew Tree Close, Hurw...		£ 0
12/11/2025 12:27	Landlord Payment - 771 P...		771 Pelaw Crescent, Ches...		£ 0
12/11/2025 12:27	Landlord Payment - 319 Y...		319 Yew Tree Close, Hurw...		£ 0
12/11/2025 12:27	Landlord Payment - 319 Y...		319 Yew Tree Close, Hurw...		£ 0
28/10/2025 11:28 - Training Dave		£ 3,319.11	Reconciled Balance: £ 254,616.31		
01/10/2025 11:20 - Training Dave		-£ 3,007.00	Reconciled Balance: £ 251,297.20		
26/09/2025 16:32 - Training Dave		-£ 12,479.31	Reconciled Balance: £ 254,304.20		

Edit Transaction #30145721



Property: 442 Yew Tree Close, Hurworth, Darlington, Durham, DL2 2HX, UK

Transaction Type: Bank Payment Sub Type: Landlord Payment

Date: 12/11/2025 12:27 Amount: £ 1,100.00

Invoice No: Enter invoice no Cheque No: Enter cheque no

Bank Reference: PTGThrostlenest Excluded:

Description: Landlord Payment - 92 Pelaw Crescent, Chester le Street

Cancel

## Edit Transaction #30145721



<b>Property</b> 442 Yew Tree Close, Hurworth, Darlington, Durham, DL2 2HX, UK	
<b>Transaction Type</b> Bank Payment	<b>Sub Type</b> Landlord Payment
<b>Date</b> 12/11/2025 12:27	<b>Amount</b> £ 1,100.00
<b>Invoice No</b> Enter invoice no	<b>Cheque No</b> Enter cheque no
<b>Bank Reference</b> PTGThrostienest	<b>Excluded</b> <input type="checkbox"/>
<b>Description</b> Landlord Payment - 92 Pelaw Crescent, Chester le Street	

Cancel