

# Generating a Balance Report



This guide provides a straightforward process for generating a Balance Report in the CRM system, ensuring users can efficiently access and analyse their financial data.

This report will allow you to review Assets and Liabilities, Ledgers and BACS records.

It's an invaluable resource for anyone looking to streamline their reporting tasks and improve financial oversight.

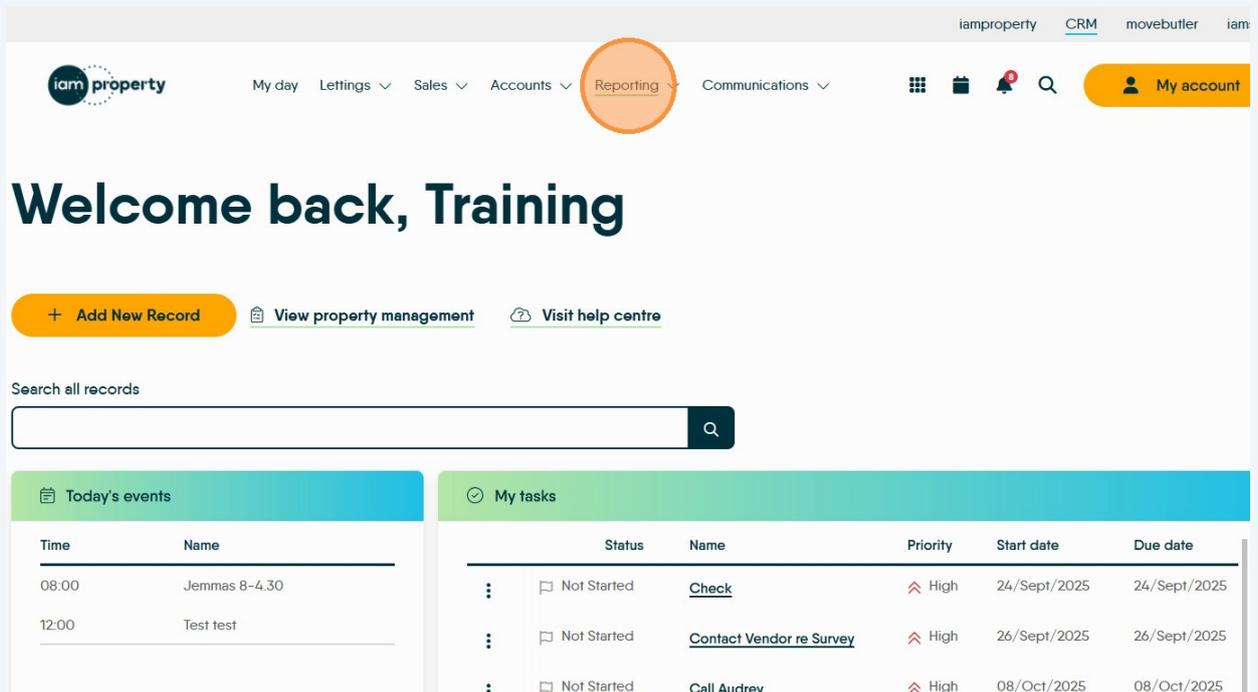
1 Navigate to <https://crm.iamproperty.com/MyDay>

The screenshot shows the 'MyDay' dashboard in the iam property CRM. The navigation menu includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The main heading is 'Welcome back, Training'. Below this are buttons for '+ Add New Record', 'View property management', and 'Visit help centre'. A search bar is present with the text 'Search all records'. The dashboard is divided into two main sections: 'Today's events' and 'My tasks'.

Time	Name
08:00	Jemmas 8-4,30
12:00	Test test

Status	Name	Priority	Start date	Due date
☐ Not Started	<u>Check</u>	🔴 High	24/Sept/2025	24/Sept/2025
☐ Not Started	<u>Contact Vendor re Survey</u>	🔴 High	26/Sept/2025	26/Sept/2025
☐ Not Started	<u>Call Audrey</u>	🔴 High	08/Oct/2025	08/Oct/2025
☐ Not Started	<u>test</u>	🔴 High	24/Oct/2025	24/Oct/2025

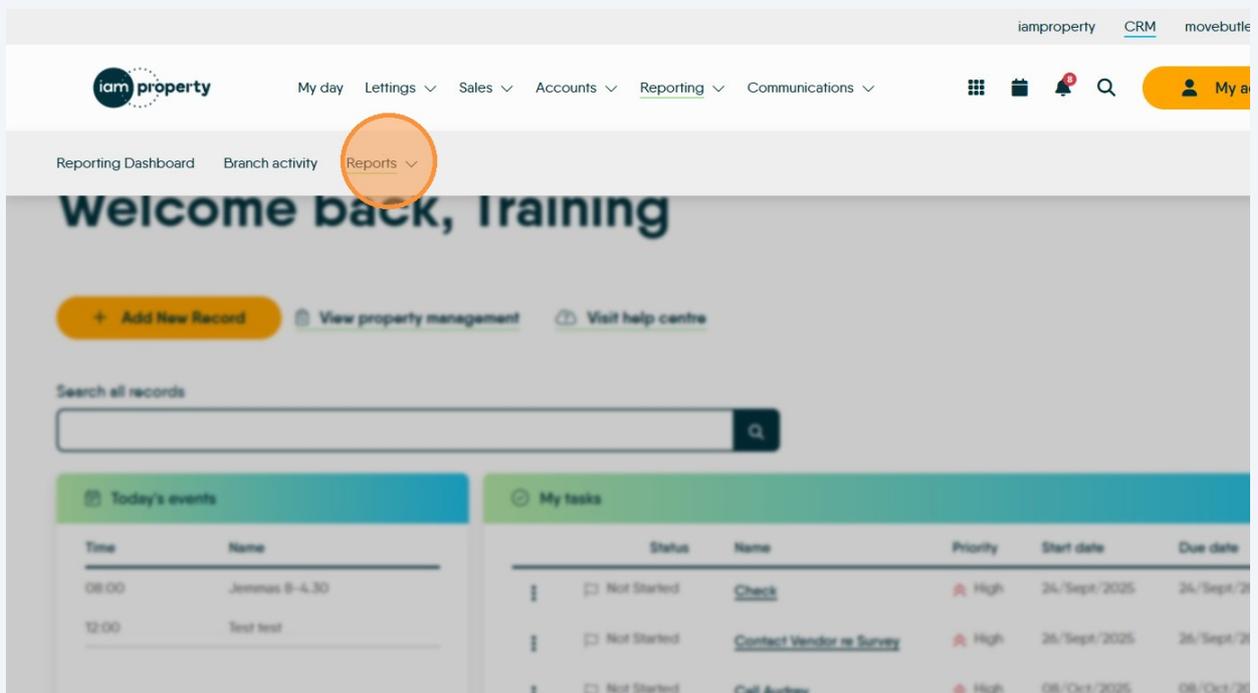
## 2 Click "Reporting"



The screenshot shows the iamproperty CRM dashboard. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The 'Reporting' menu item is circled in orange. Below the navigation bar, the user is greeted with 'Welcome back, Training'. There are three main action buttons: '+ Add New Record', 'View property management', and 'Visit help centre'. A search bar is present with the text 'Search all records'. Below the search bar, there are two panels: 'Today's events' and 'My tasks'. The 'Today's events' panel shows two events: 'Jemmas 8-4.30' at 08:00 and 'Test test' at 12:00. The 'My tasks' panel shows a table of tasks.

Status	Name	Priority	Start date	Due date
Not Started	Check	High	24/Sept/2025	24/Sept/2025
Not Started	Contact Vendor re Survey	High	26/Sept/2025	26/Sept/2025
Not Started	Call Audrey	High	08/Oct/2025	08/Oct/2025

## 3 Click "Reports"



The screenshot shows the iamproperty CRM dashboard with the 'Reporting' menu item expanded. The 'Reports' sub-menu item is circled in orange. The dashboard content is the same as in the previous screenshot, but the 'Reporting' menu is open, showing 'Reporting Dashboard', 'Branch activity', and 'Reports'.

## 4 Click "Accounts"

The screenshot shows the 'iam property' Reporting Dashboard. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The 'Reports' section is active, displaying three categories: 'General', 'Lettings', and 'Sales'. Under 'General', the 'Accounts' option is highlighted with an orange circle. Below the categories, there are two tables. The left table, titled 'Today's schedule', has columns for 'Time' and 'Name', with rows for '08:00 James 8-4:30' and '12:00 Test test'. The right table, titled 'My tasks', has columns for 'Status', 'Name', 'Priority', 'Start date', and 'Due date', with rows for 'Not Started Check', 'Not Started Contact Vendor re Survey', 'Not Started Call Aubrey', and 'Not Started test'.

## 5 Click here. Click this search field and search for Balance Report

The screenshot shows a 'Produce Report' dialog box with a close button (X) in the top right corner. Inside the dialog, there is a dropdown menu labeled 'Select Report' with a red asterisk on the right side. Below the dropdown are two buttons: 'Cancel' and 'Run Report'.

## Produce Report



Select Report

|

### Accounts

- Landlord Summary Report (i)
- Consolidated Landlord Statement DW
- Standard Landlord Statement - Client Portals
- Standard Reconciliation Report (New)
- Balance Report - Henry

## 6 Click "Balance Report"

## Produce Report



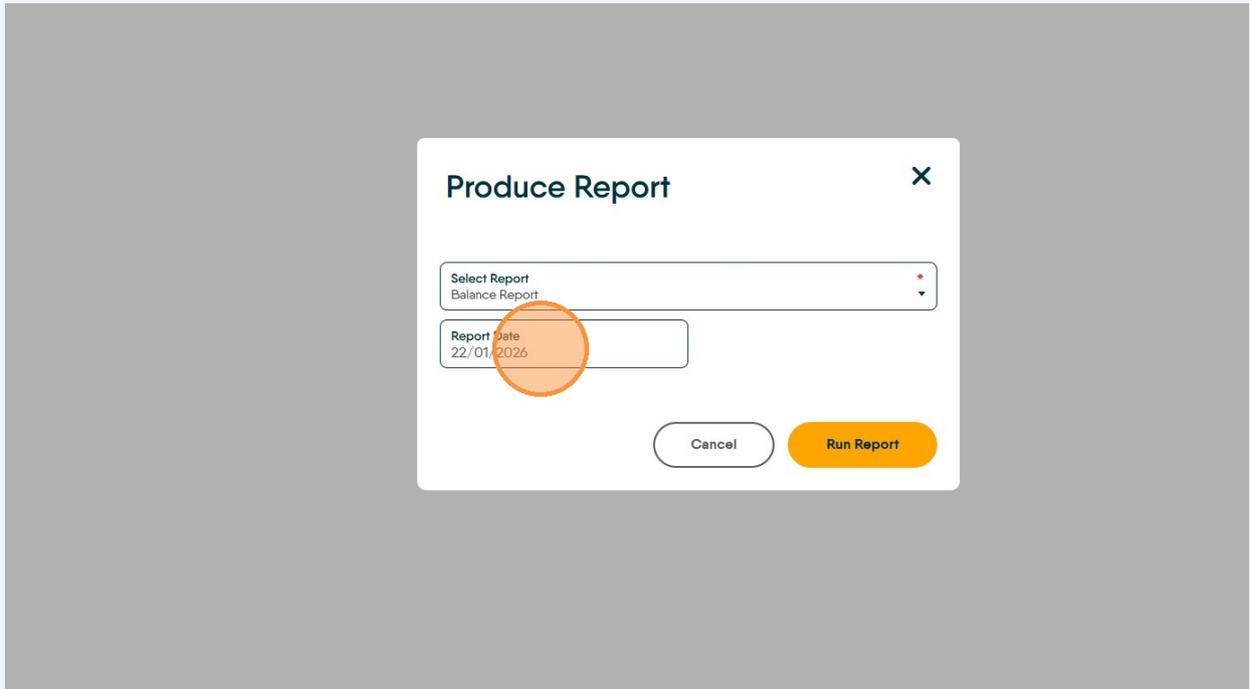
Select Report

bal

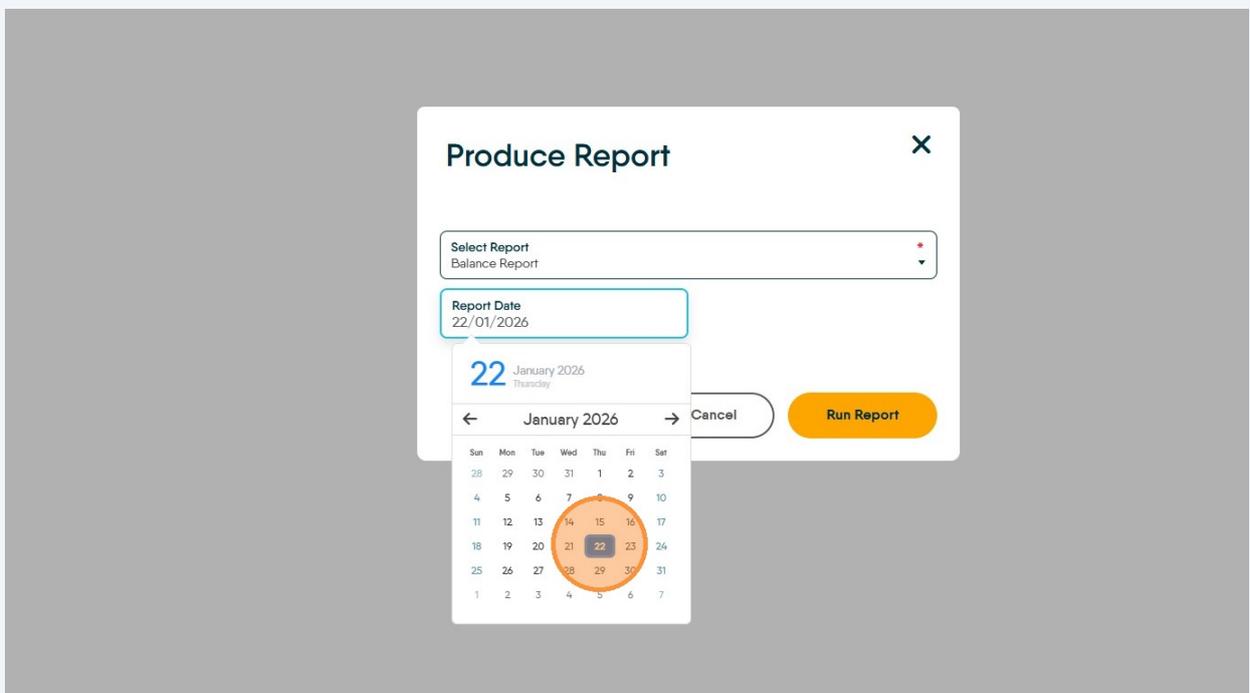
### Accounts

- Balance Report - Henry
- Balance Report

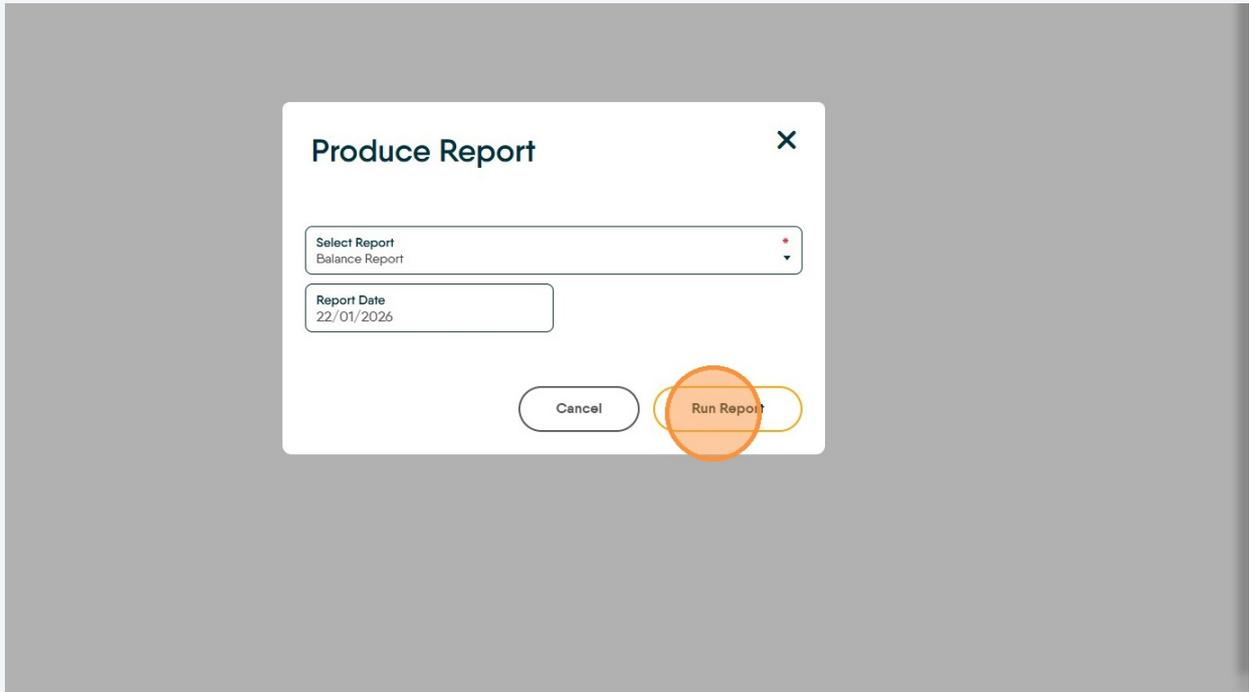
7 Click the "Report Date" field.



8 Set the report date.



9 Click "Run Report"



10 The report will show on the screen. The report can then be exported to Excel, PDF etc using the 'export' icon (highlighted) or printed directly from the screen via the print icon.

**Balances Report**

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**Summary**

Assets		Liabilities	
Name	Balance	Name	Balance
Dummy Training Account	£ 0.00	Tenant	£ 30278.83
Wilton Branch Client Account	£ 214248.19	Tenant (Prebooked)	£ 31478.64
Turvey & Co	£ 20858.90	Deposit	£ 13528.30
Morgan & Co Held Deposits	£ 14354.84	Property	£ 338874.60
Atherton Branch	£ 58888.22	Float	£ 141538.27
Henry & Co - Deposit Account	£ 55401.00	Tax	£ 38146.88
Sub Lease Account	£ 8900.00	Agent	£ 67828.94
Deposit Account	£ 8000.00	BACS (Landlord)	£ 181984.64
Henry & Co - Client Account	£ 10633.06	BACS (Tenant)	£ 8594.15
CashBox	£ 24943.03	BACS (Contractor)	£ 420.00
Turvey & Co - Deposit Account	£ 17796.14	Contractor	£ 0.00
Morgan & Co Client Account	£ 468485.93	Total	£ 852673.25