

# Creating a BACS Payment file.



This guide provides a straightforward approach to creating a BACS payment file, ensuring users can navigate through the process efficiently.

With clear, step-by-step instructions, it eliminates confusion and saves time for those unfamiliar with BACS payments. By following this guide, users can streamline their payment processes and enhance their accounting practices. It is a valuable resource for anyone looking to simplify their financial transactions.



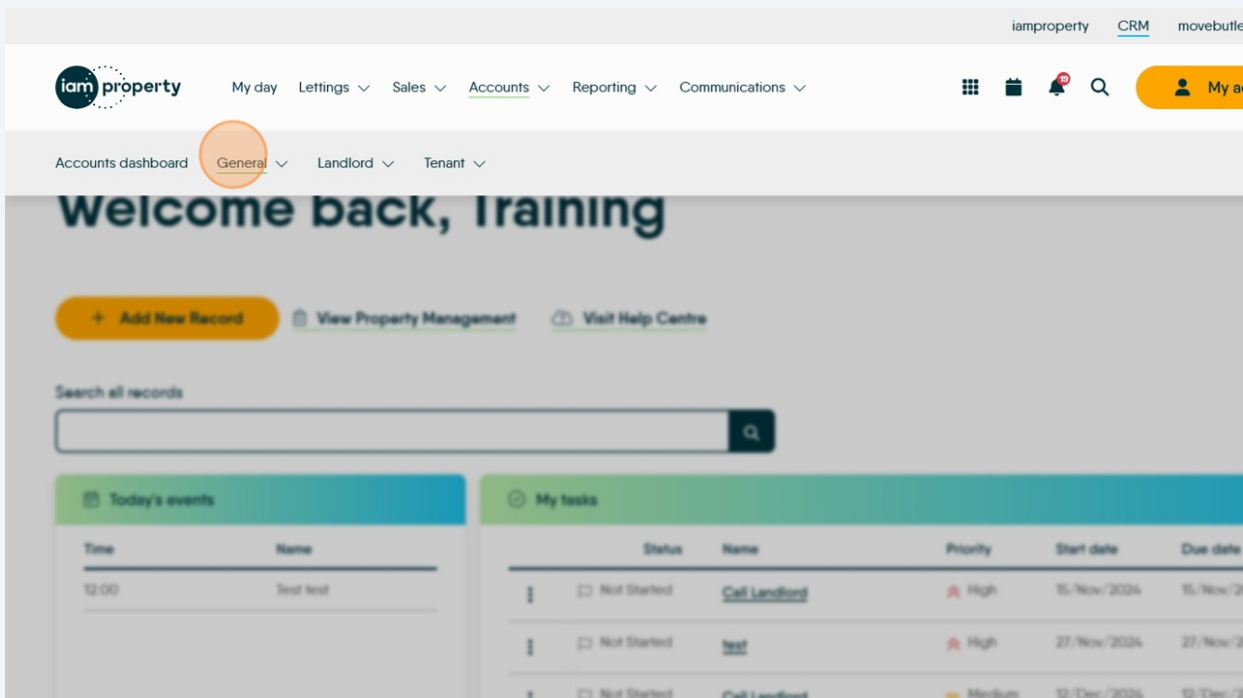
Alert! To use BACS you need to know the BACS file format that your bank uses. This ensures that the payment file is created in the correct format for the upload. This can be added on the CRM BACS screen or set as a default in the Accounts Module configuration.

1

From the Accounts menu.

2

Click "General"



3

Click "BACS List"

The screenshot shows the 'iam property' Accounts dashboard. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The 'Accounts' menu is expanded, showing 'Accounts dashboard', 'General', 'Landlord', and 'Tenant'. The 'General' tab is selected, displaying a grid of links: Adjustment, Credit Note, Regular Charges, Contractor Statement Me, BACS List (highlighted with an orange circle), Jobs Outstanding, Regular Expenses, Bank Receipt, Ledger Transfer, Unallocated, and Cash Account, Opening Balances, and View Ledgers. Below the grid, a table of transactions is visible, with columns for status, description, priority, and dates.

Status	Description	Priority	Start Date	End Date
Not Started	test	High	27/Nov/2024	27/Nov/2
Not Started	Call Landlord	Medium	12/Dec/2024	12/Dec/2
Not Started	Call Landlord	High	03/Jan/2025	03/Jan/2

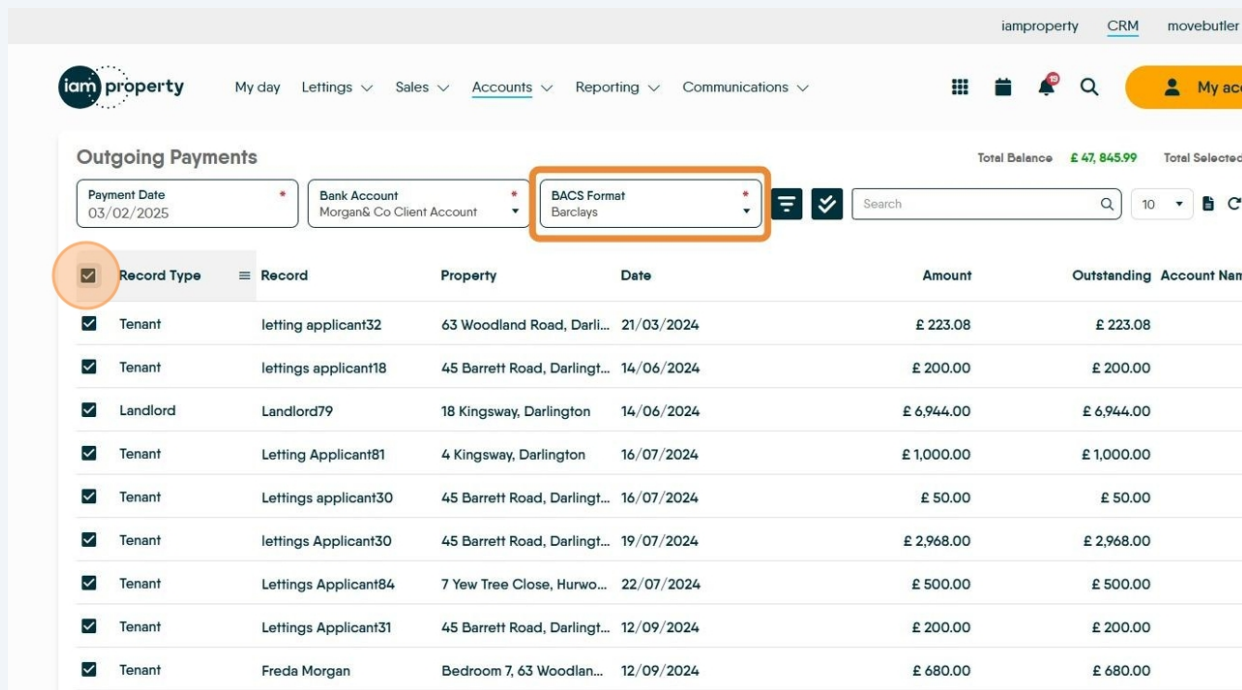


Alert! You can only pay via BACS if you have the full payment details for the payee e.g. Account Name, Bank Account number and Sort Code.

4

At this point make sure that the BACS file format is set correctly in the BACS file field.

The BACS format is pre determined by YOUR bank, speak with your bank if you are unsure what it is. If necessary, click this highlighted checkbox to update the BACS format.



Outgoing Payments

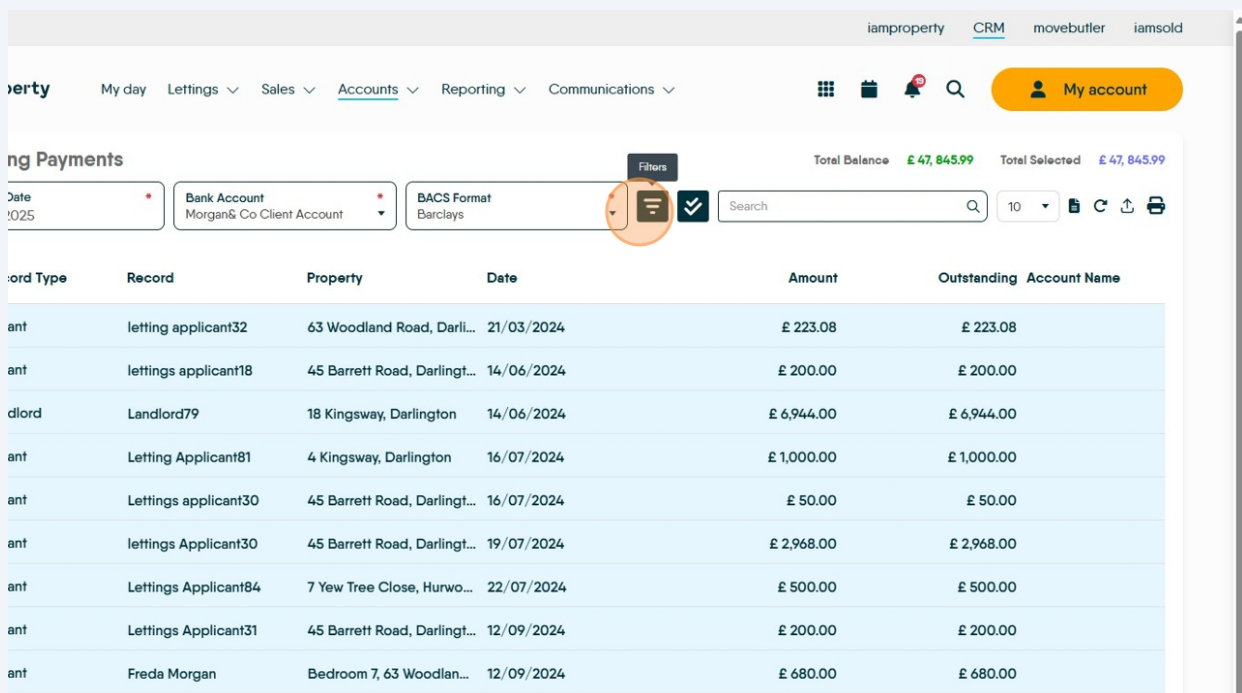
Payment Date: 03/02/2025 | Bank Account: Morgan & Co Client Account | BACS Format: Barclays

Total Balance: £ 47,845.99 | Total Selected: £ 47,845.99

<input checked="" type="checkbox"/>	Record Type	Record	Property	Date	Amount	Outstanding	Account Name
<input checked="" type="checkbox"/>	Tenant	letting applicant32	63 Woodland Road, Darli...	21/03/2024	£ 223.08	£ 223.08	
<input checked="" type="checkbox"/>	Tenant	lettings applicant18	45 Barrett Road, Darlingt...	14/06/2024	£ 200.00	£ 200.00	
<input checked="" type="checkbox"/>	Landlord	Landlord79	18 Kingsway, Darlington	14/06/2024	£ 6,944.00	£ 6,944.00	
<input checked="" type="checkbox"/>	Tenant	Letting Applicant81	4 Kingsway, Darlington	16/07/2024	£ 1,000.00	£ 1,000.00	
<input checked="" type="checkbox"/>	Tenant	Lettings applicant30	45 Barrett Road, Darlingt...	16/07/2024	£ 50.00	£ 50.00	
<input checked="" type="checkbox"/>	Tenant	lettings Applicant30	45 Barrett Road, Darlingt...	19/07/2024	£ 2,968.00	£ 2,968.00	
<input checked="" type="checkbox"/>	Tenant	Lettings Applicant84	7 Yew Tree Close, Hurwo...	22/07/2024	£ 500.00	£ 500.00	
<input checked="" type="checkbox"/>	Tenant	Lettings Applicant31	45 Barrett Road, Darlingt...	12/09/2024	£ 200.00	£ 200.00	
<input checked="" type="checkbox"/>	Tenant	Freda Morgan	Bedroom 7, 63 Woodlan...	12/09/2024	£ 680.00	£ 680.00	

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To filter the payment you wish to make click here.



Outgoing Payments

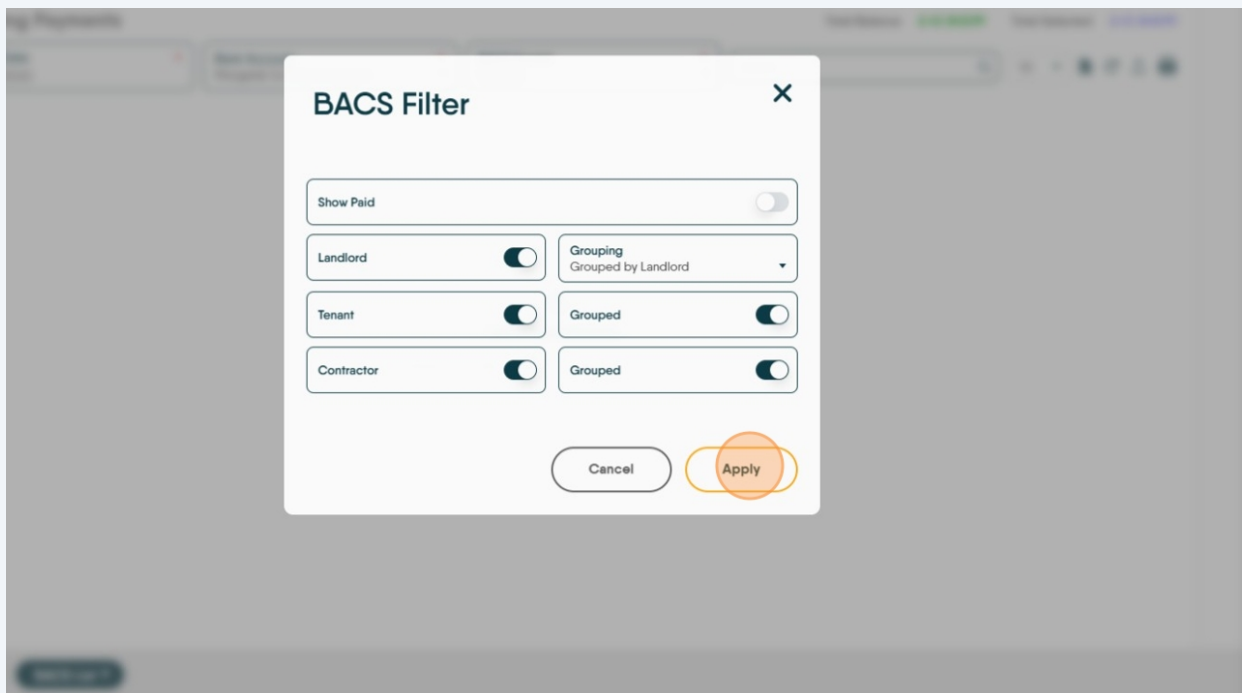
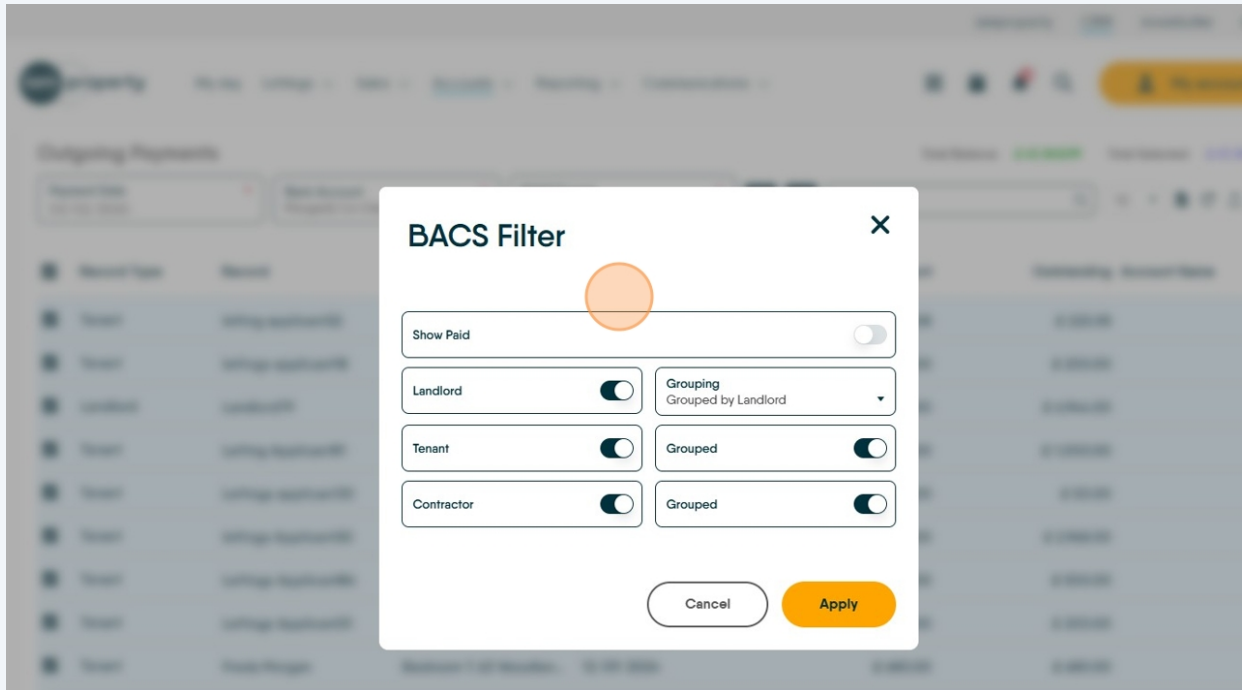
Date: 02/25 | Bank Account: Morgan & Co Client Account | BACS Format: Barclays

Total Balance: £ 47,845.99 | Total Selected: £ 47,845.99

Record Type	Record	Property	Date	Amount	Outstanding	Account Name
ant	letting applicant32	63 Woodland Road, Darli...	21/03/2024	£ 223.08	£ 223.08	
ant	lettings applicant18	45 Barrett Road, Darlingt...	14/06/2024	£ 200.00	£ 200.00	
dlord	Landlord79	18 Kingsway, Darlington	14/06/2024	£ 6,944.00	£ 6,944.00	
ant	Letting Applicant81	4 Kingsway, Darlington	16/07/2024	£ 1,000.00	£ 1,000.00	
ant	Lettings applicant30	45 Barrett Road, Darlingt...	16/07/2024	£ 50.00	£ 50.00	
ant	lettings Applicant30	45 Barrett Road, Darlingt...	19/07/2024	£ 2,968.00	£ 2,968.00	
ant	Lettings Applicant84	7 Yew Tree Close, Hurwo...	22/07/2024	£ 500.00	£ 500.00	
ant	Lettings Applicant31	45 Barrett Road, Darlingt...	12/09/2024	£ 200.00	£ 200.00	
ant	Freda Morgan	Bedroom 7, 63 Woodlan...	12/09/2024	£ 680.00	£ 680.00	

6

A filter can be set to pay some or all of your payees.  
Click "Apply"



## 7 Click here to create the BACS file.

Outstanding Payments

Date: 10/25 Bank Account: Morgan & Co Client Account BACS Format: Barclays

Total Balance: £47,845.99 Total Selected: £47,845.99

Record Type	Record	Property	Date	Amount	Outstanding	Account Name
ant	letting applicant32	63 Woodland Road, Darli...	21/03/2024	£ 223.08	£ 223.08	
ant	lettings applicant18	45 Barrett Road, Darlingt...	14/06/2024	£ 200.00	£ 200.00	
dlord	Landlord79	18 Kingsway, Darlington	14/06/2024	£ 6,944.00	£ 6,944.00	
ant	Letting Applicant81	4 Kingsway, Darlington	16/07/2024	£ 1,000.00	£ 1,000.00	
ant	Lettings applicant30	45 Barrett Road, Darlingt...	16/07/2024	£ 50.00	£ 50.00	
ant	lettings Applicant30	45 Barrett Road, Darlingt...	19/07/2024	£ 2,968.00	£ 2,968.00	
ant	Lettings Applicant84	7 Yew Tree Close, Hurwo...	22/07/2024	£ 500.00	£ 500.00	
ant	Lettings Applicant31	45 Barrett Road, Darlingt...	12/09/2024	£ 200.00	£ 200.00	
ant	Freda Morgan	Bedroom 7, 63 Woodlan...	12/09/2024	£ 680.00	£ 680.00	

## 8 You can see the account details to the right of the outstanding column. Click the pay selected button to create the BACS file.

This will be saved in the 'Downloads' folder of your computer.

Outstanding Payments

Date: 10/25 Bank Account: Morgan & Co Client Account BACS Format: Barclays

Total Balance: £47,845.99 Total Selected: £6,944.00

Record Type	Record	Property	Date	Amount	Outstanding	Account Name
ant	letting applicant32	63 Woodland Road, Darli...	21/03/2024	£ 223.08	£ 223.08	
ant	lettings applicant18	45 Barrett Road, Darlingt...	14/06/2024	£ 200.00	£ 200.00	
dlord	Landlord79	18 Kingsway, Darlington	14/06/2024	£ 6,944.00	£ 6,944.00	Landlord79
ant	Letting Applicant81	4 Kingsway, Darlington	16/07/2024	£ 1,000.00	£ 1,000.00	
ant	Lettings applicant30	45 Barrett Road, Darlingt...	16/07/2024	£ 50.00	£ 50.00	
ant	lettings Applicant30	45 Barrett Road, Darlingt...	19/07/2024	£ 2,968.00	£ 2,968.00	
ant	Lettings Applicant84	7 Yew Tree Close, Hurwo...	22/07/2024	£ 500.00	£ 500.00	
ant	Lettings Applicant31	45 Barrett Road, Darlingt...	12/09/2024	£ 200.00	£ 200.00	
ant	Freda Morgan	Bedroom 7, 63 Woodlan...	12/09/2024	£ 680.00	£ 680.00	



Once the BACS file is created, navigate to your bank's upload screen and upload the file, completing any tasks your bank requests.

9

To view a log of all of the BACS files created, there is a log. Click here.

The screenshot shows the 'My account' page with the 'Accounts' tab selected. The 'BACS Payments' section is visible, showing a table of payments. A red circle highlights the 'View Log' button in the top right corner of the table.

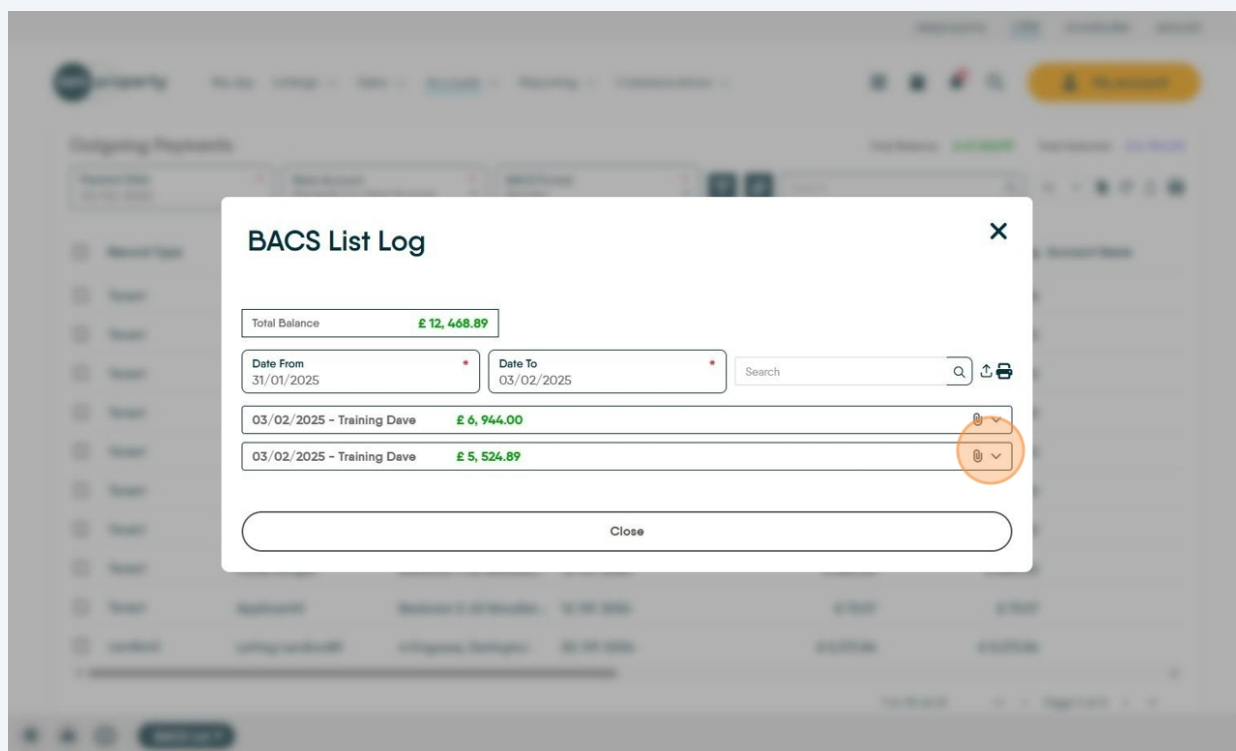
**Accounts** | My day | Lettings | Sales | **Accounts** | Reporting | Communications

**BACS Payments** | Total Balance: £47,845.99 | Total Selected: £6,944.00

Date: 10/25 | Bank Account: Morgan & Co Client Account | BACS Format: Barclays

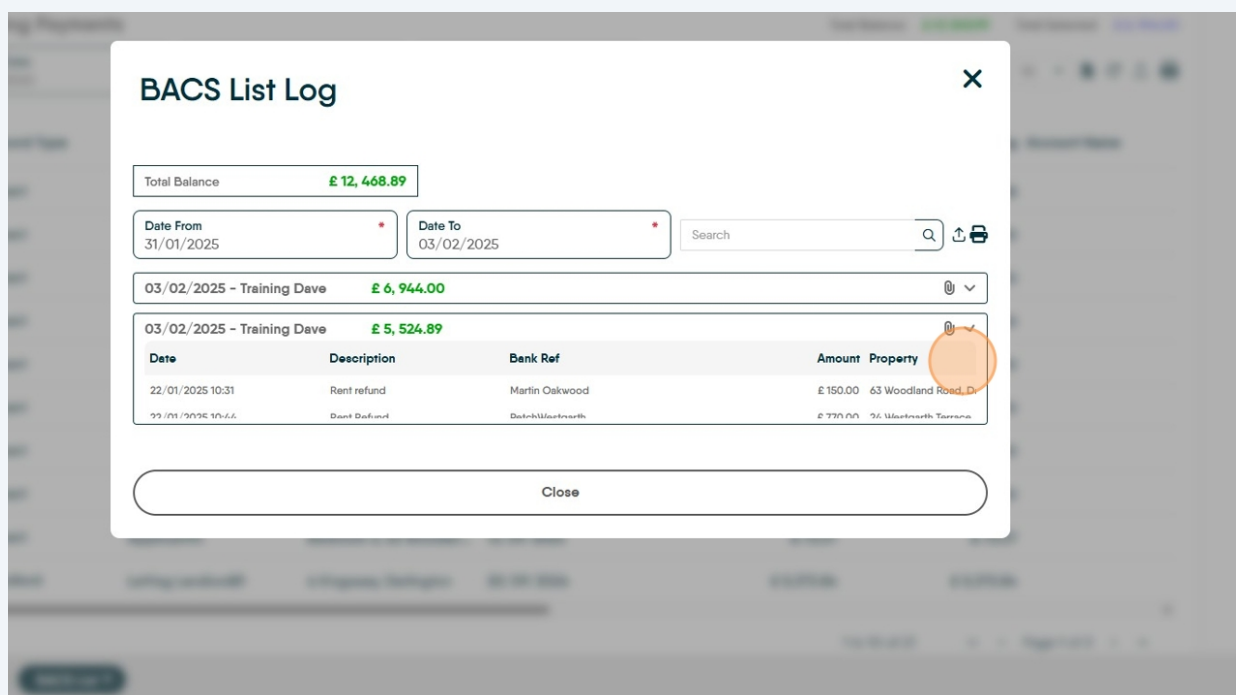
Record Type	Record	Property	Date	Amount	Outstanding	Account Name
ant	letting applicant32	63 Woodland Road, Darli...	21/03/2024	£ 223.08	£ 223.08	
ant	lettings applicant18	45 Barrett Road, Darlingt...	14/06/2024	£ 200.00	£ 200.00	
ant	Letting Applicant181	4 Kingsway, Darlington	16/07/2024	£ 1,000.00	£ 1,000.00	
ant	Lettings applicant30	45 Barrett Road, Darlingt...	16/07/2024	£ 50.00	£ 50.00	
ant	lettings Applicant30	45 Barrett Road, Darlingt...	19/07/2024	£ 2,968.00	£ 2,968.00	
ant	Lettings Applicant84	7 Yew Tree Close, Hurwo...	22/07/2024	£ 500.00	£ 500.00	
ant	Lettings Applicant31	45 Barrett Road, Darlingt...	12/09/2024	£ 200.00	£ 200.00	
ant	Freda Morgan	Bedroom 7, 63 Woodlan...	12/09/2024	£ 680.00	£ 680.00	
ant	Applicant41	Bedroom 3, 63 Woodlan...	12/09/2024	£ 73.07	£ 73.07	

- 10 You can set the date to see more results. Then click the drop down arrow next to the file you want to look into.



- 11 You will be able to see all of the payments in the file, also there is the option to download a previous BACS file if required. Click here.

Click here.





## BACS List Log

Total Balance **£ 12, 468.89**

Date From  
31/01/2025

Date To  
03/02/2025

Search

03/02/2025 - Training Dave **£ 6, 944.00**

03/02/2025 - Training Dave **£ 5, 524.89**

Date	Description	Bank Ref	Amount	Property	Transaction ...	Payee	Record Type
22/01/2025 10:31	Rent refund	Martin Oakwood	£ 150.00	63 Woodland Roa...	Tenant Payment	Lona Martin	Tenant
22/01/2025 10:44	Rent Refund	PetchWestgarth	£ 770.00	24 Westgarth Terr...	Tenant Payment	Ella Petch	Tenant
03/02/2025 11:47	Landlord Paymen...	evehouse	£ 490.72	Flat 2 Chesterfiel...	Landlord Payment	Eve Harmon	Landlord
03/02/2025 11:47	Landlord Paymen...	evehouse	£ 297.20	Flat 2 Chesterfiel...	Landlord Payment	Eve Harmon	Landlord
03/02/2025 11:47	Landlord Paymen...	evehouse	£ 195.00	Flat 2 Chesterfiel...	Landlord Payment	Eve Harmon	Landlord
03/02/2025 11:47	Landlord Paymen...	evehouse	£ 10.00	Flat 2 Chesterfiel...	Landlord Payment	Eve Harmon	Landlord
03/02/2025 11:47	Landlord Paymen...	AlfieYew	£ 1,056.00	162 Yew Tree Clos...	Landlord Payment	Alfie Martin	Landlord

Close

My day Lettings Sales Accounts Reporting Communications Search

My account

## BACS List Log

Total Balance **£ 12, 468.89**

Date From  
31/01/2025

Date To  
03/02/2025

Search

03/02/2025- Training Dave **£ 6, 944.00**

03/02/2025- Training Dave **£ 5, 524.89**

Date	Description	Bank Ref	Amount	Property	Transaction	Payee	Record Typ
22/01/2025 10:31	Rent refund	MartinOakwood	£ 150.00	63 Woodland Roa	Tenant Payment	Lona Martin	Tenant
22/01/2025 10:44	Rent Refund	PetchWestgarth	£ 770.00	24 Westgarth Terr	Tenant Payment	Ella Petch	Tenant
03/02/2025 11:47	Landlord Paymen	evehouse	£ 490.72	Flat 2 Chesterfielc	Landlord Paymen	Eve Harmon	Landlord
03/02/2025 11:47	Landlord Paymen	evehouse	£ 297.20	Flat 2 Chesterfielc	Landlord Paymen	Eve Harmon	Landlord
03/02/2025 11:47	Landlord Paymen	evehouse	£ 195.00	Flat 2 Chesterfielc	Landlord Paymen	Eve Harmon	Landlord

Close



## 12 Once created the BACS payments will look like this in the Client Account.

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iam property My day Lettings Sales Accounts Reporting Communications

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

Balance £ 294,695.55 Reconciled £ 288,054.68

Unallocated £ 29,641.65 Unreconciled £ 6,640.87

Group By Batch

Date	Description	Bank Reference	Credit	Debit	Balance
03/02/2025 15:02	Landlord Payment - 18 Kingsway, Darlin...		£ 0.00	£ 6,944.00	£ 294,695.5
03/02/2025 13:12	Landlord Payment - 71 Pelaw Crescent,...		£ 0.00	£ 100.00	£ 301,639.5
03/02/2025 13:12	Add your job notes here		£ 0.00	£ 15.00	£ 301,739.5
03/02/2025 13:12	Landlord Payment - 345 5 Yew Tree Cl...		£ 0.00	£ 300.00	£ 301,754.5
03/02/2025 13:12	Electrics are tripping when new light pl...		£ 0.00	£ 10.00	£ 302,054.5
03/02/2025 13:12	Landlord Payment - 162 Yew Tree Clos...		£ 0.00	£ 144.00	£ 302,064.5
03/02/2025 13:12	1 mth Cleaning at Tenants request		£ 0.00	£ 230.00	£ 302,208.5
03/02/2025 13:12	Letting Fee		£ 0.00	£ 30.00	£ 302,438.5
03/02/2025 13:12	Letting Fee		£ 0.00	£ 60.00	£ 302,468.5
03/02/2025 13:12	Letting Fee		£ 0.00	£ 80.00	£ 302,528.5

BACS List x Bank Accounts: Morgan & Co Client Account x

## 13 Click "Group By Batch" to show all BACS payments made in the recent file in one payment line

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iam property My day Lettings Sales Accounts Reporting Communications

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

Balance £ 294,695.55 Reconciled £ 288,054.68

Unallocated £ 29,641.65 Unreconciled £ 6,640.87

Group By Batch

Date	Description	Bank Reference	Credit	Debit
03/02/2025 15:02	Landlord Payment - 18 Kingsway, Darlin...		£ 0.00	£ 6,944.00
03/02/2025 13:12	Landlord Payment - 71 Pelaw Crescent,...		£ 0.00	£ 100.00
03/02/2025 13:12	Add your job notes here		£ 0.00	£ 15.00
03/02/2025 13:12	Landlord Payment - 345 5 Yew Tree Cl...		£ 0.00	£ 300.00
03/02/2025 13:12	Electrics are tripping when new light pl...		£ 0.00	£ 10.00
03/02/2025 13:12	Landlord Payment - 162 Yew Tree Clos...		£ 0.00	£ 144.00
03/02/2025 13:12	1 mth Cleaning at Tenants request		£ 0.00	£ 230.00
03/02/2025 13:12	Letting Fee		£ 0.00	£ 30.00

14

The previous BACS payments will look like this, all payments in one transaction line.

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

Balance £ 294,695.55 Reconciled £ 288,054.68  
Unallocated £ 29,641.65 Unreconciled £ 6,640.87

Group By Batch

<input type="checkbox"/>	Date	Description	Bank Reference	Credit	Debit	
<input type="checkbox"/>	03/02/2025 15:02	Landlord Payment - 18 Kingsway, Darlin...		£ 0.00	£ 6,944.00	£ 2
<input type="checkbox"/>	03/02/2025 13:12	Agent Payment (21)		£ 0.00	£ 1,680.33	£ 3
<input type="checkbox"/>	03/02/2025 13:06	Bank Payment (10)	evehouse	£ 0.00	£ 5,524.89	£ 3
<input type="checkbox"/>	03/02/2025 12:01	Mrs Audrey Morgan (03/03/2025 - 02...		£ 1,500.00	£ 0.00	£ 3
<input type="checkbox"/>	03/02/2025 11:59	Miss Ella Petch (13/01/2025 - 02/03/2...		£ 3,100.00	£ 0.00	£ 3
<input type="checkbox"/>	03/02/2025 11:47	Landlord Payment - 71 Pelaw Crescent,...		£ 0.00	£ 504.00	£ 3
<input type="checkbox"/>	03/02/2025 11:46	Dick Blyton DM (17/01/2025 - 16/02/2...	Blyton16Yew	£ 750.00	£ 0.00	£ 3
<input type="checkbox"/>	03/02/2025 11:46	Applicant41 (17/01/2025 - 23/01/2025)		£ 150.00	£ 0.00	£ 3
<input type="checkbox"/>	03/02/2025 11:46	Mr applicant102 (13/01/2025 - 12/02/...		£ 1,300.00	£ 0.00	£ 3
<input type="checkbox"/>	03/02/2025 11:46	Mr Lettings Applicant103 (13/01/2025 ...		£ 1,400.00	£ 0.00	£ 3

## Adding Payment Details to a Landlord Record.

15

Navigate to the Property Record.

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My day Lettings Sales Accounts Reporting Communications

Accounts Compliance Information maintenance Payment Marketing Key Control Media Rooms Portals

18 Kingsway, Darlington, DL1 3EY | 3 1 | £ 1100.00 pcm  
Available 1 Tenant

Lead landlord: Landlord79 View Landlords Lead tenant: applicant 79 View Tenants

Reference: Negotiator: Training Dave Branch: Morgan & Co status: Prospect

The landlord(s) next payment is due on 03/05/2024  
☐ Same payment day each month

Payment Information Statement

Maintain Float 0.00 Statement Number 5 Name Postcode

## 16 Click "Payment"

The screenshot shows the 'iam property' dashboard. The left sidebar contains a list of navigation items: Accounts, Compliance, Information, maintenance, **Payment** (highlighted with an orange circle), Marketing, Key Control, Media, Rooms, Portals, and Viewings. The main content area displays property details for '18 Kingsway, Darlington, DL1 3EY' with a rent of '1100.00 pcm'. It includes buttons for 'View Landlords' and 'View Tenants'. Below this, there are input fields for 'Reference:', 'Negotiator: Training Dave', 'Branch: Morgan & Co', and 'status: Prospect'. A light blue banner indicates 'The landlord(s) next payment is due on 03/05/2024' with a checkbox for 'Same payment day each month'. The 'Payment Information' section contains fields for 'Maintain Float' (0.00), 'Statement Number' (5), 'Fixed Payment', and 'Amount'. The 'Statement' section has fields for 'Name', 'Postcode', and 'Address'.

## 17 Click here.

This screenshot shows the 'Payment' form. The left sidebar is the same as in the previous image. The main form area includes a 'Fixed Payment' toggle switch and an 'Amount' field (0.00). Below these is a 'Payment Notes' section with a rich text editor (bold, italic, underline, link icons) and a 'Payment Memo' field. To the right is an 'Address' section with a dashed box for attachments and the text 'Drag and drop files here or click to upload Statement Attachments'. At the bottom, there is a card for 'Landlord79' with the email 'zagg.dave@gmail.com'. An orange circle highlights the 'Options' menu (three horizontal lines) next to the landlord's profile. At the bottom of the card, there are two buttons: '100.00 %' and '£ 954.80'.

## 18 Click "Edit"

Accounts >

Compliance

Information

Maintenance >

**Payment**

Marketing

Key Control

Media

Rooms

Portals

Viewings

Offers

Enquiries

Fixed Payment ☐ 0.00

Payment Notes

**B** *I* U

Payment Memo

Statement Attachments

Drag and drop files here or click to upload Statement Attachments

Landlord79  
zag.dave@gmail.com

100.00 % £ 954.80

## 19 Complete all of the fields. IBAN and SWIFTBIC are not required for UK payments

Edit Landlord Payment

Details Percentages

Payment Percentage 100.00

Account Name

Sort Code

IBAN

SWIFTBIC

Bank name

Account No

Bank Reference

Payment Method BACS

Cancel Save

20 Click "Save"

**Edit Landlord Payment** ×

Details Percentages

Payment Percentage 100.00	Bank name BAckhouse
Account Name Landlord79	Account No 07856822
Sort Code 01-02-03	Bank Reference 1179 house
IBAN	Payment Method BACS
SWIFTBIC	

Cancel Save