

# 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.



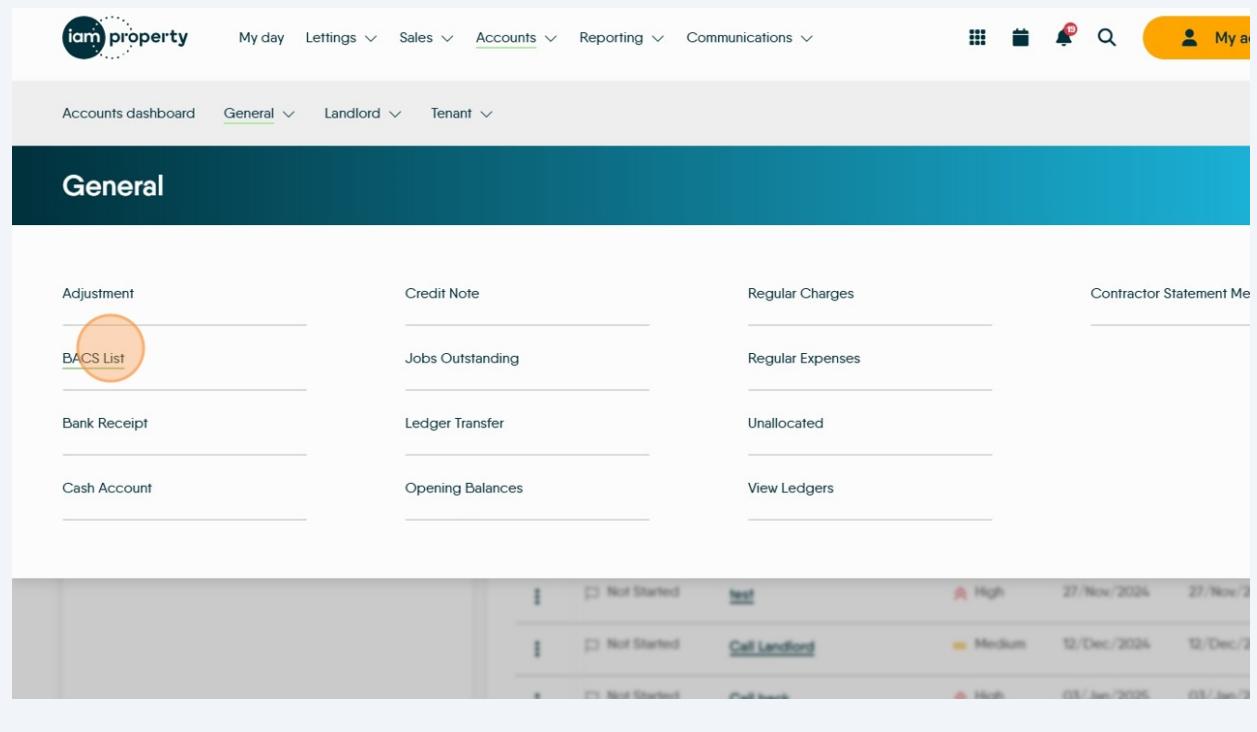
**Alert!** To use BACS you need to know the BACS file format that your bank uses. This ensures that the payment file is created in the correct format for the upload. This can be added on the CRM BACS screen or set as a default in the Accounts Module configuration.

- 1 From the Accounts menu.

- 2 Click "General"

The screenshot shows the iam property CRM interface. At the top, there is a navigation bar with links for 'My day', 'Lettings', 'Sales', 'Accounts' (which is underlined, indicating it is the active module), 'Reporting', 'Communications', and 'movebutton'. Below the navigation bar, the main header says 'Welcome back, Training'. There are three main sections: 'Today's events' (listing '12:00 Test test'), 'My tasks' (listing three tasks: 'Call Landlord' (High priority, due 15/Nov/2024), 'test' (High priority, due 27/Nov/2024), and 'Call Landlord' (Medium priority, due 12/Dec/2024)), and a search bar. A yellow 'Add New Record' button is located at the top left of the main content area.

3 Click "BACS List"



The screenshot shows the 'General' section of the 'Accounts' dashboard. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts' (which is underlined, indicating it's the active section), 'Reporting', and 'Communications'. Below the navigation is a secondary navigation bar with 'Accounts dashboard', 'General' (which is underlined), 'Landlord', and 'Tenant'. The main content area is titled 'General' and contains several links: 'Adjustment', 'Credit Note', 'Regular Charges', 'Contractor Statement Me' (partially visible), 'BACS List' (which is circled in orange), 'Jobs Outstanding', 'Regular Expenses', 'Bank Receipt', 'Ledger Transfer', 'Unallocated', 'Cash Account', 'Opening Balances', and 'View Ledgers'. At the bottom, there is a table with three rows of data, each with columns for status, name, priority, and dates.

<input type="checkbox"/> Not Started	test	High	27/Nov/2024	27/Nov/2024
<input type="checkbox"/> Not Started	Call Landlord	Medium	12/Dec/2024	12/Dec/2024
<input checked="" type="checkbox"/> Not Started	Call Bank	High	05/Jan/2025	05/Jan/2025



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.

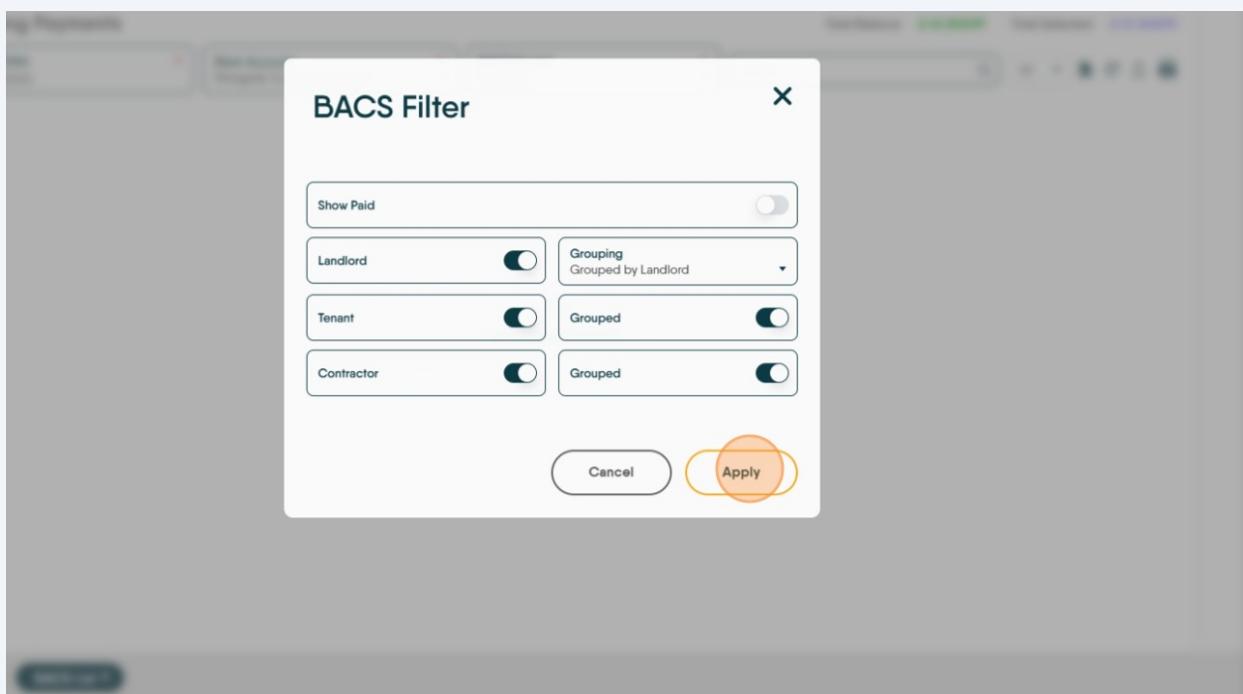
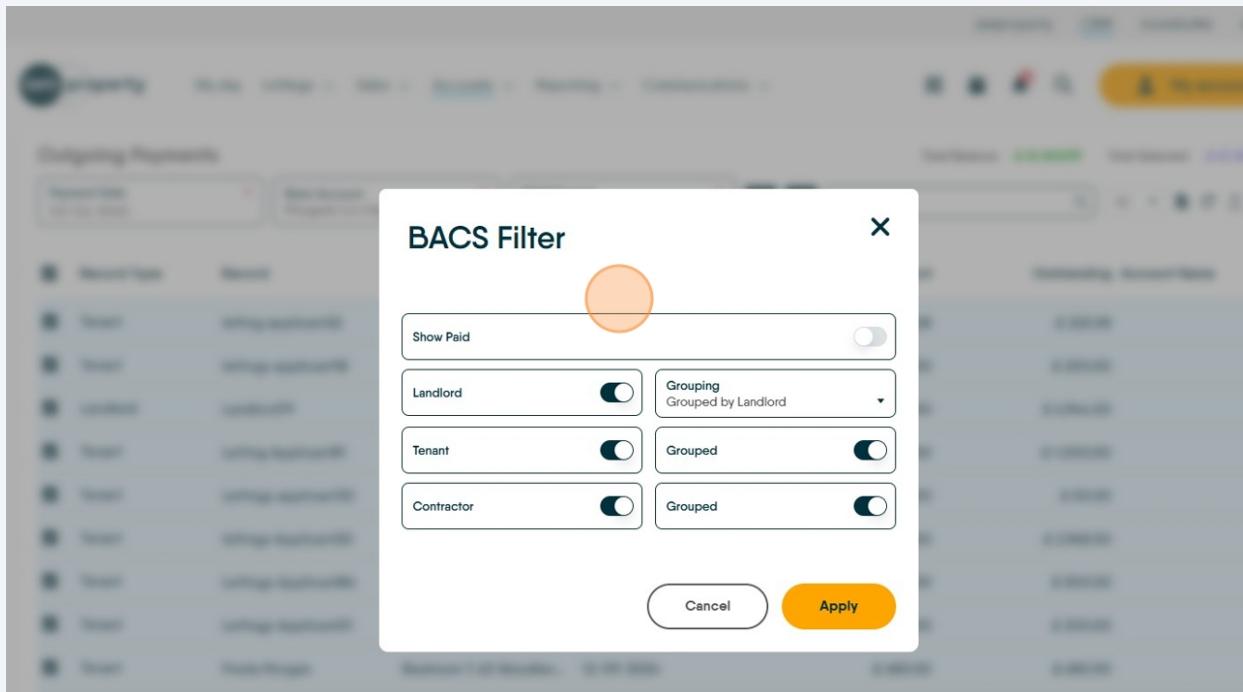
Record Type	Record	Property	Date	Amount	Outstanding	Account Name
Tenant	letting applicant32	63 Woodland Road, Darli...	21/03/2024	£ 223.08	£ 223.08	
Tenant	lettings applicant18	45 Barrett Road, Darlingt...	14/06/2024	£ 200.00	£ 200.00	
Landlord	Landlord79	18 Kingsway, Darlington	14/06/2024	£ 6,944.00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

5 To filter the payment you wish to make click here.

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

ng Payments

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	
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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	Freida 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.

ng Payments

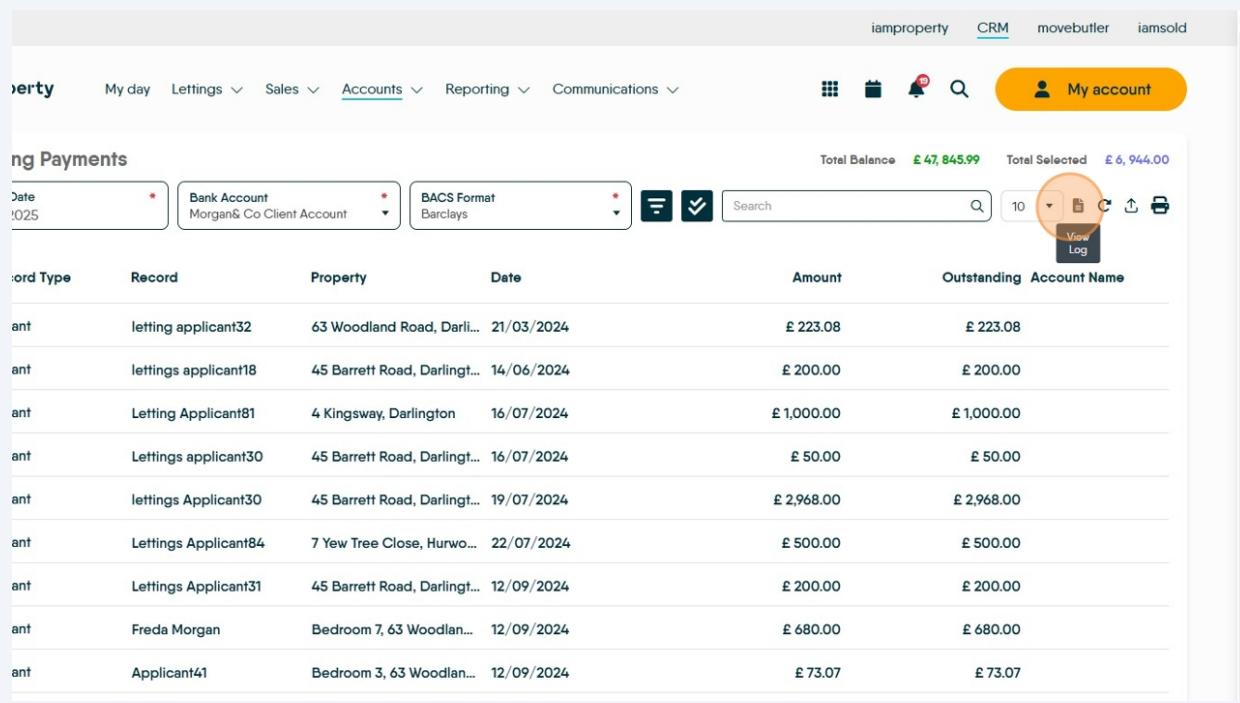
Record Type	Record	Property	Date	Amount	Outstanding	Account Name
ant	letting applicant32	63 Woodland Road, Darli...	21/03/2024	£ 223.08	£ 223.08	
ant	lettings applicant18	45 Barrett Road, Darlingt...	14/06/2024	£ 200.00	£ 200.00	
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ant	Letting Applicant81	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	
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ant	Lettings Applicant31	45 Barrett Road, Darlingt...	12/09/2024	£ 200.00	£ 200.00	
ant	Freida 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.

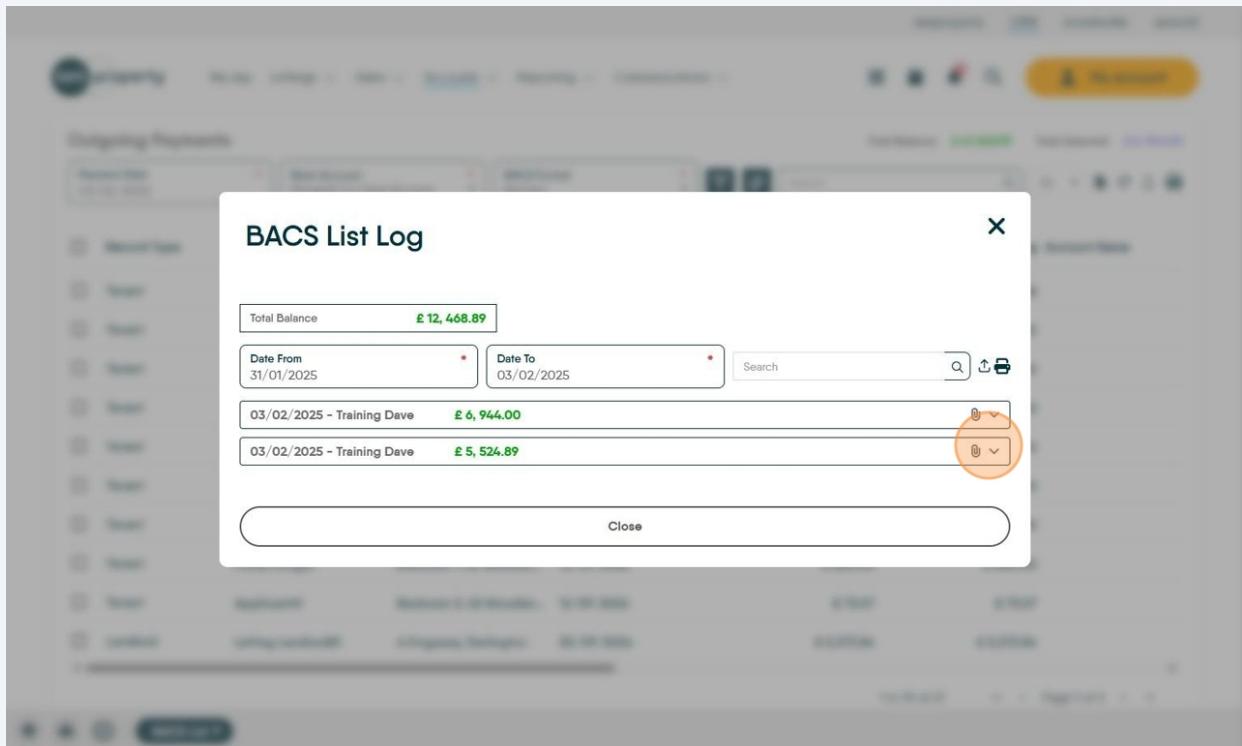


The screenshot shows a software interface for managing payments. At the top, there are navigation links: 'My day', 'Lettings', 'Sales', 'Accounts' (which is underlined, indicating it's the active tab), 'Reporting', and 'Communications'. On the right side of the header, there are links for 'iamproperty', 'CRM', 'movebutler', and 'iamsold'. Below the header, there's a search bar and a 'View Log' button, which is highlighted with a red circle. The main area is titled 'Pending Payments' and displays a table of payment records. The table has columns for 'Record Type', 'Record', 'Property', 'Date', 'Amount', 'Outstanding', and 'Account Name'. The data in the table is as follows:

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 Applicant81	4 Kingsway, Darlington	16/07/2024	£ 1,000.00	£ 1,000.00	
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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

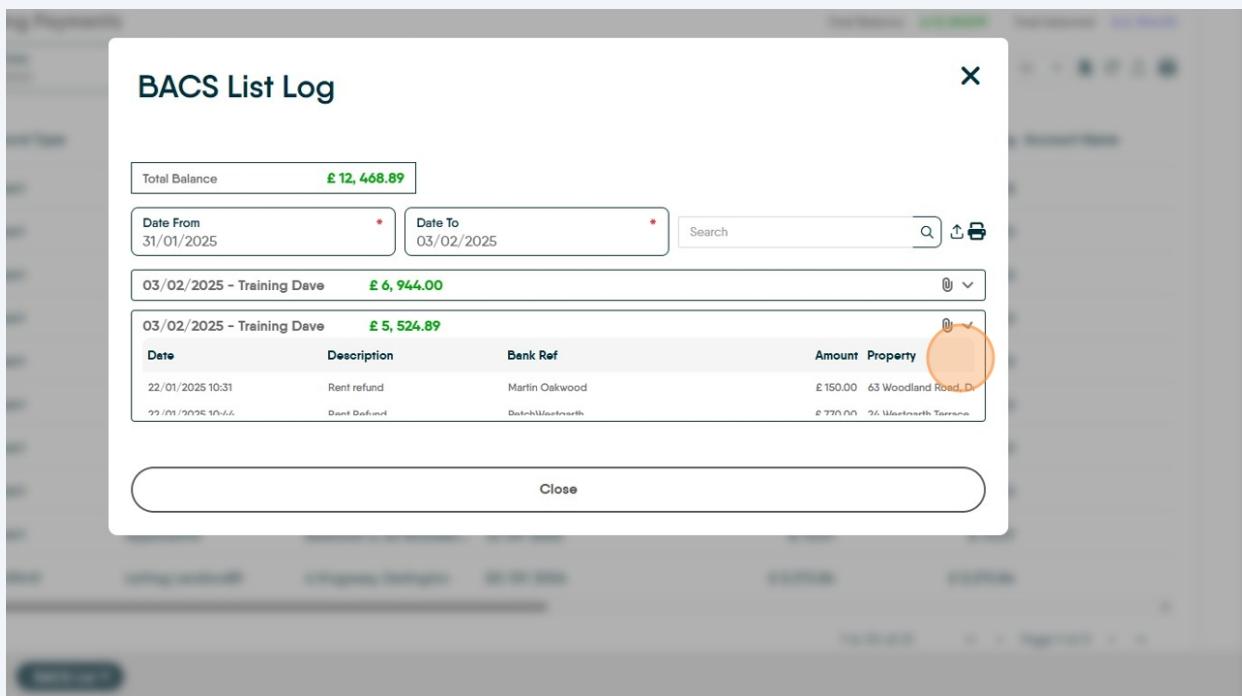
You can set the date to see more results. Then click the drop down arrow next to the file you want to look into.



11

You will be able to see all of the payments in the file, also there is the option to re 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		<b>£ 6,944.00</b>					
03/02/2025 - Training Dave		<b>£ 5,524.89</b>					
Date	Description	Bank Ref	Amount	Property	Transaction ...	Payee	Record Type
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 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



My day Lettings Sales Accounts Reporting Communications     

## BACS List Log

Total Balance **£ 12,468.89**

Date From **31/01/2025** \* Date To **03/02/2025** \* Search  

03/02/2025 - Training Dave		<b>£ 6,944.00</b>					
03/02/2025 - Training Dave		<b>£ 5,524.89</b>					
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 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

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

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

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	£ 294,695.55
03/02/2025 13:12	Landlord Payment - 71 Pelaw Crescent,...		£ 0.00	£ 100.00	£ 301,639.55
03/02/2025 13:12	Add your job notes here		£ 0.00	£ 15.00	£ 301,739.55
03/02/2025 13:12	Landlord Payment - 345 5 Yew Tree Cl...		£ 0.00	£ 300.00	£ 301,754.55
03/02/2025 13:12	Electrics are tripping when new light pl...		£ 0.00	£ 10.00	£ 302,054.55
03/02/2025 13:12	Landlord Payment - 162 Yew Tree Clos...		£ 0.00	£ 144.00	£ 302,064.55
03/02/2025 13:12	1mth Cleaning at Tenants request		£ 0.00	£ 230.00	£ 302,208.55
03/02/2025 13:12	Letting Fee		£ 0.00	£ 30.00	£ 302,438.55
03/02/2025 13:12	Letting Fee		£ 0.00	£ 60.00	£ 302,468.55
03/02/2025 13:12	Letting Fee		£ 0.00	£ 80.00	£ 302,528.55

BACS List Bank Accounts: Morgan & Co Client Account

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

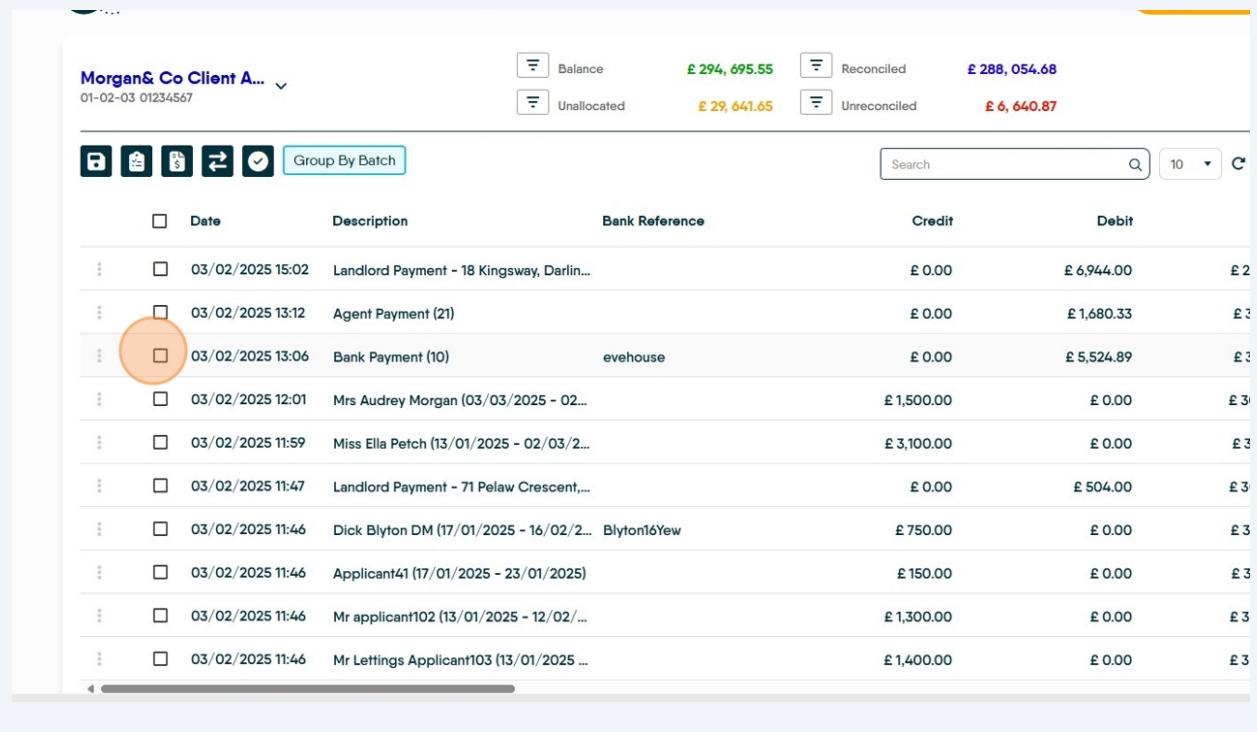
Morgan & Co Client A... 01-02-03 01234567

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	£ 2
03/02/2025 13:12	Landlord Payment - 71 Pelaw Crescent,...		£ 0.00	£ 100.00	£ 3
03/02/2025 13:12	Add your job notes here		£ 0.00	£ 15.00	£ 3
03/02/2025 13:12	Landlord Payment - 345 5 Yew Tree Cl...		£ 0.00	£ 300.00	£ 3
03/02/2025 13:12	Electrics are tripping when new light pl...		£ 0.00	£ 10.00	£ 3
03/02/2025 13:12	Landlord Payment - 162 Yew Tree Clos...		£ 0.00	£ 144.00	£ 3
03/02/2025 13:12	1mth Cleaning at Tenants request		£ 0.00	£ 230.00	£ 3
03/02/2025 13:12	Letting Fee		£ 0.00	£ 30.00	£ 3

14

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

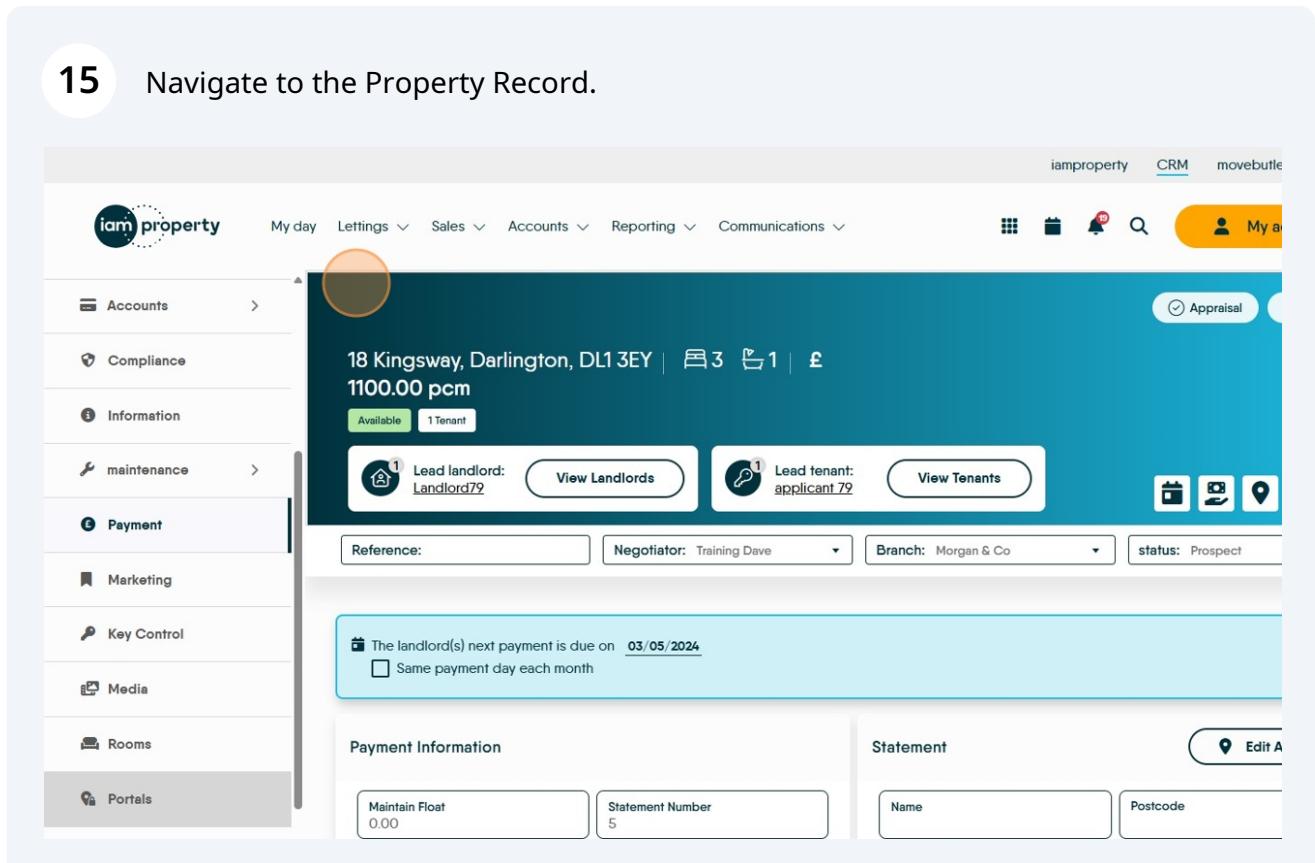


Morgan & Co Client A...		Balance	£ 294, 695.55	Reconciled	£ 288, 054.68
		Unallocated	£ 29, 641.65	Unreconciled	£ 6, 640.87
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> Group By Batch <input type="text"/> Search <input type="button"/> 10 <input type="button"/>					
	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	Agent Payment (21)		£ 0.00	£ 1,680.33
	03/02/2025 13:06	Bank Payment (10)	evehouse	£ 0.00	£ 5,524.89
	03/02/2025 12:01	Mrs Audrey Morgan (03/03/2025 - 02...		£ 1,500.00	£ 0.00
	03/02/2025 11:59	Miss Ella Petch (13/01/2025 - 02/03/2...		£ 3,100.00	£ 0.00
	03/02/2025 11:47	Landlord Payment - 71 Pelaw Crescent,...		£ 0.00	£ 504.00
	03/02/2025 11:46	Dick Blyton DM (17/01/2025 - 16/02/2... Blyton16Yew		£ 750.00	£ 0.00
	03/02/2025 11:46	Applicant41 (17/01/2025 - 23/01/2025)		£ 150.00	£ 0.00
	03/02/2025 11:46	Mr applicant102 (13/01/2025 - 12/02/...		£ 1,300.00	£ 0.00
	03/02/2025 11:46	Mr Lettings Applicant103 (13/01/2025 ...		£ 1,400.00	£ 0.00

## Adding Payment Details to a Landlord Record.

15

Navigate to the Property Record.



18 Kingsway, Darlington, DL1 3EY | 3 Bed | 1 Bath | £ 1100.00 pcm

Available | 1 Tenant

Lead landlord: Landlord79 | View Landlords

Lead tenant: applicant79 | View Tenants

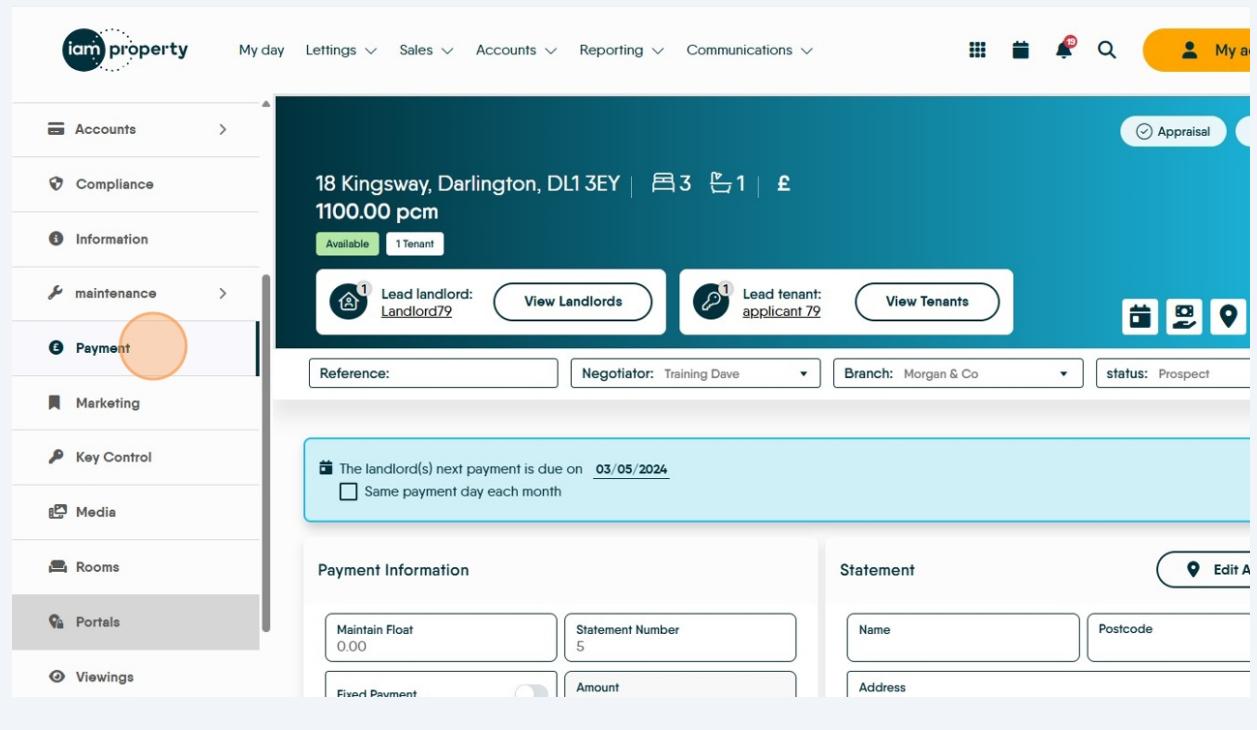
Reference:  Negotiator: Training Dave | Branch: Morgan & Co | status: Prospect

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

Payment Information | Statement

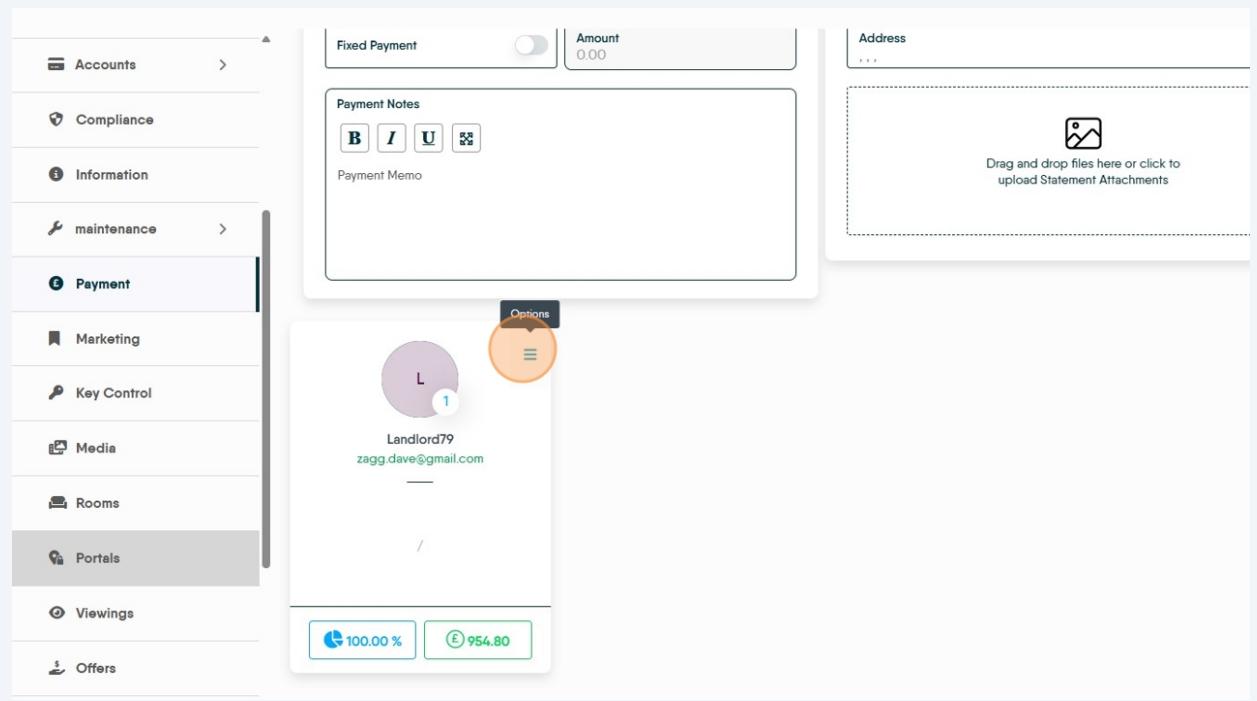
Maintain Float: 0.00 | Statement Number: 5 | Name:  Postcode:

## 16 Click "Payment"



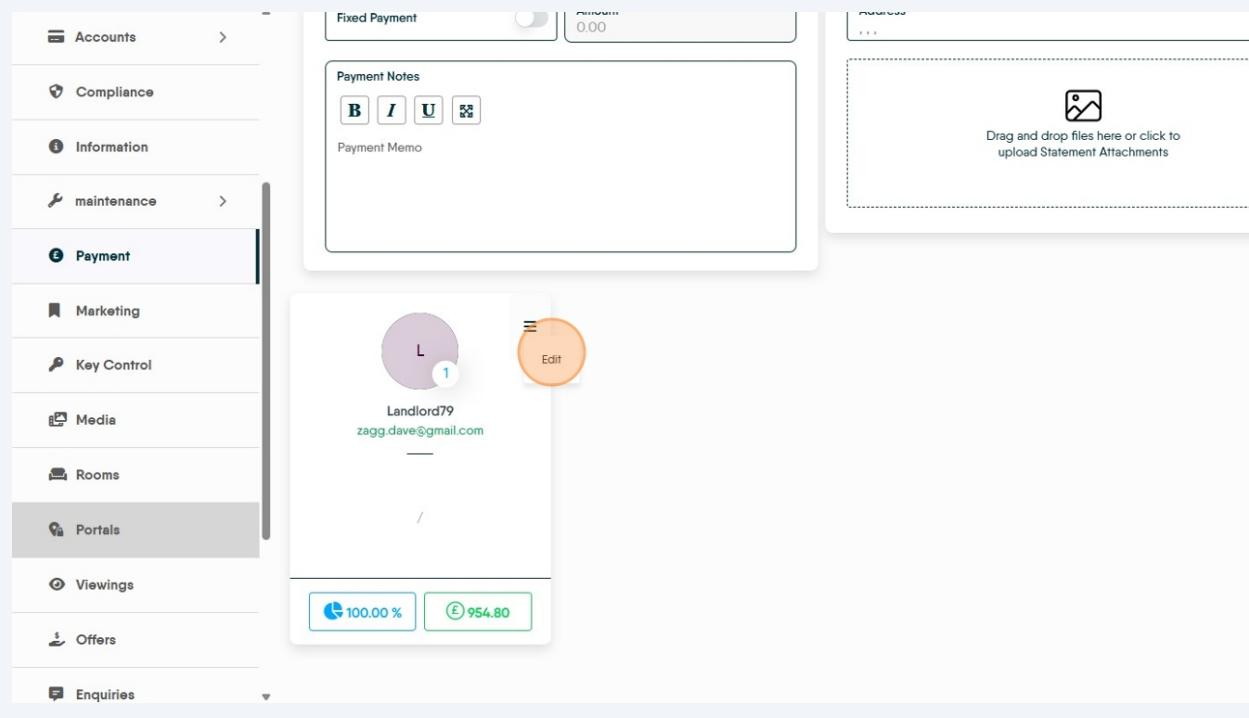
The screenshot shows the iam property software interface. The left sidebar has a navigation menu with the following items: Accounts, Compliance, Information, maintenance, **Payment** (which is highlighted with an orange circle), Marketing, Key Control, Media, Rooms, Portals, and Viewings. The main content area displays a property listing for "18 Kingsway, Darlington, DL1 3EY" with details: 3 bedrooms, 1 bathroom, £1100.00 pcm. It shows the status as "Available" with "1 Tenant". Below the listing are buttons for "View Landlords" and "View Tenants". Further down, there are fields for "Reference:", "Negotiator:", "Branch:", and "status:". A note indicates the next payment is due on "03/05/2024". The "Payment Information" section includes fields for "Maintain Float" (0.00), "Statement Number" (5), "Fixed Payment" (0.00), and "Amount" (0.00). The "Statement" section includes fields for "Name" and "Postcode", and a "Drag and drop files here or click to upload Statement Attachments" area.

## 17 Click here.

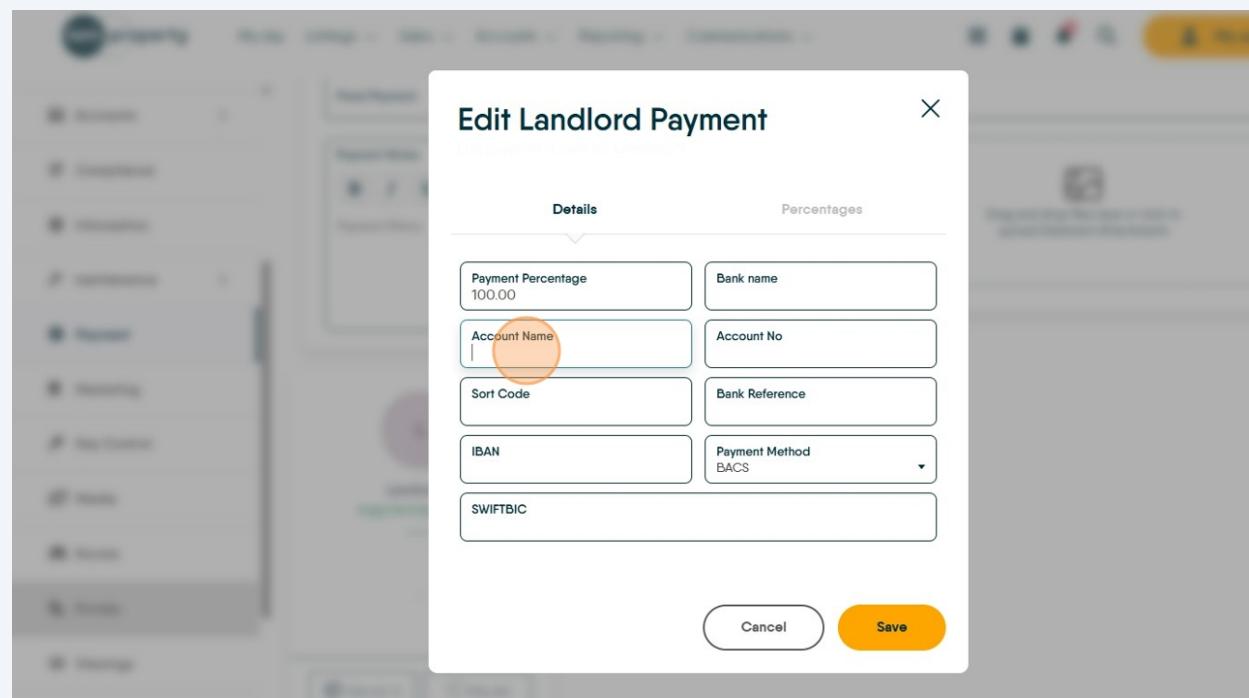


The screenshot shows the iam property software interface, similar to the previous one but with a different view. The left sidebar has the same navigation menu. The main content area shows a "Fixed Payment" section with a toggle switch and an "Amount" field set to 0.00. Below it is a "Payment Notes" section with buttons for B, I, U, and a file icon, and a "Payment Memo" field. To the right is an "Address" field and a "Drag and drop files here or click to upload Statement Attachments" area. At the bottom, there is a "Landlord79" profile card with an "Options" button (highlighted with an orange circle) and a "More" button. Below the profile are two buttons: "100.00 %" and "£ 954.80".

**18** Click "Edit"



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



20 Click "Save"

