

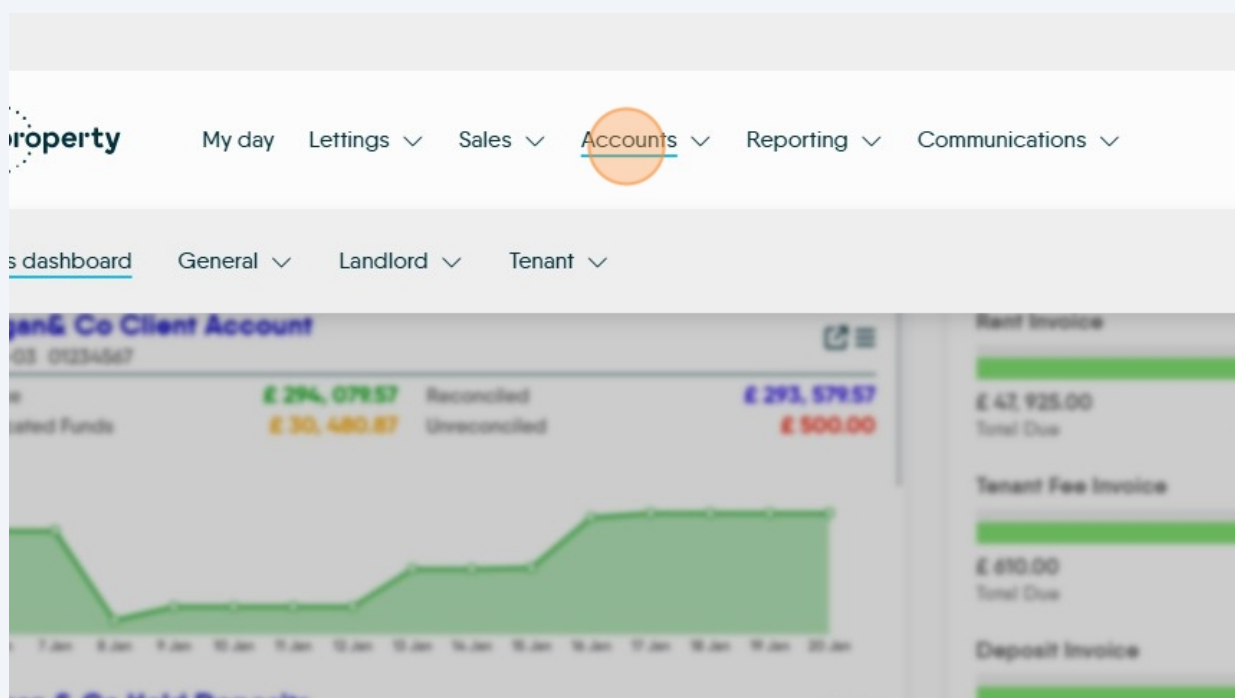
# Generating a BACS List in the CRM Accounts Module



This guide offers a step-by-step process for generating a BACS list in the CRM Accounts Module, making it essential for users who need to efficiently manage payments to landlords, tenants, and contractors. By following the instructions, users can easily create and filter payment lists, ensuring that only relevant transactions are processed. Additionally, the guide provides options for viewing historical BACS files and accessing replacement versions, making it a comprehensive resource for maintaining accurate financial records. Overall, this guide streamlines the payment process, saving time and enhancing productivity.

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

- 2 To create a BACS file to upload to your bank. Click "Accounts"



3 Click "General"

The screenshot shows the 'iam property' logo on the left. To its right are navigation links: 'My day', 'Lettings' with a dropdown arrow, 'Sales' with a dropdown arrow, 'Accounts' with a dropdown arrow, 'Reporting' with a dropdown arrow, and 'Communication'. Below these is a secondary navigation bar with 'Accounts dashboard' (underlined), 'General' (highlighted with an orange circle and a dropdown arrow), 'Landlord' with a dropdown arrow, and 'Tenant' with a dropdown arrow. A dark teal header bar below this contains the word 'General' in white. The main content area is a grid of links: 'Adjustment', 'Credit Note', 'Regul' (truncated), 'BACS List', 'Jobs Outstanding', and 'Regul' (truncated).

4 Click "BACS List"

This screenshot shows the 'General' menu from the previous step. The 'BACS List' link is highlighted with an orange circle. The grid of links is more complete: 'Adjustment', 'Credit Note', 'Regul' (truncated), 'BACS List' (highlighted), 'Jobs Outstanding', 'Regul' (truncated), 'Bank Receipt', 'Ledger Transfer', 'Unallo' (truncated), 'Cash Account', 'Opening Balances', and 'View L' (truncated).

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This will take you to the BACS list. This will show you all the payments you have created that have been created as BACS payments. Landlord, Tenant and Contractor payments can be made.

**N.B.** you can only pay out via BACS where the record has the Account Name, Account Sort Code and Number.

You can create a filter so only a specific category of payment is made e.g. Landlord. To create the filter click here.

iamproperty CRM movebutler iamsc

iamproperty My day Lettings Sales Accounts Reporting Communications

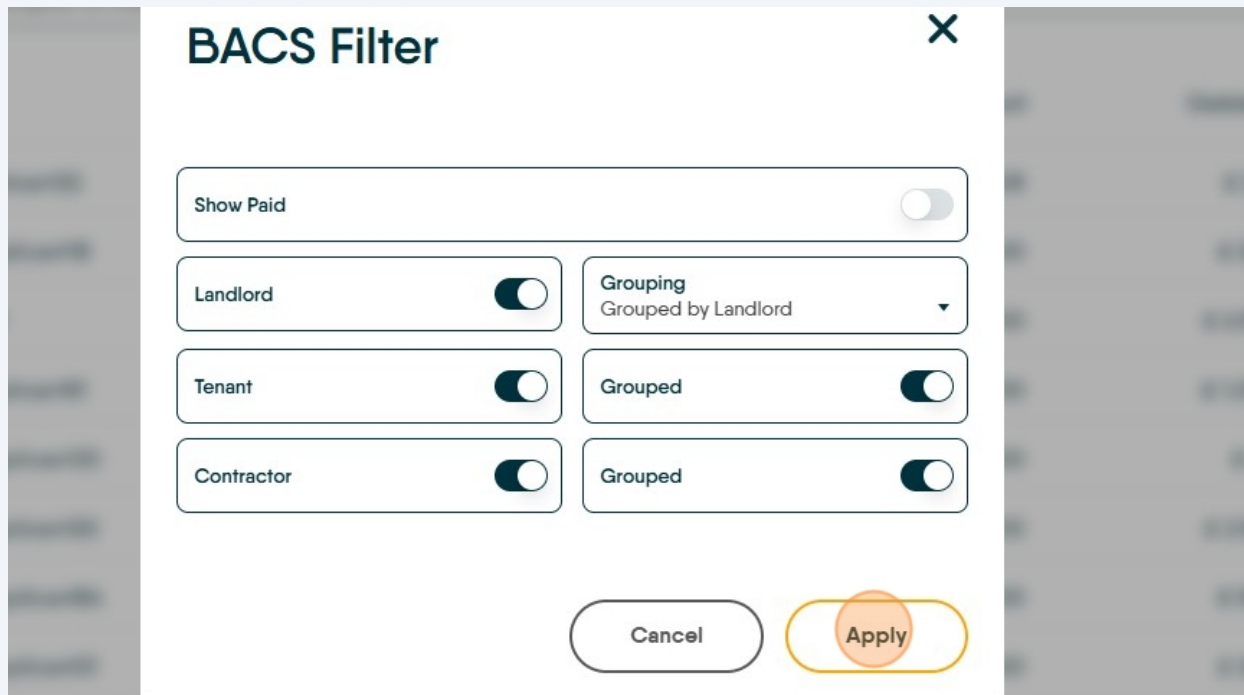
Outgoing Payments

Payment Date: 20/01/2025 Bank Account: Morgan& Co Client Account BACS Format: Barclays

Total Balance: £ 47,981.79 Total Selected: £ 0.00

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

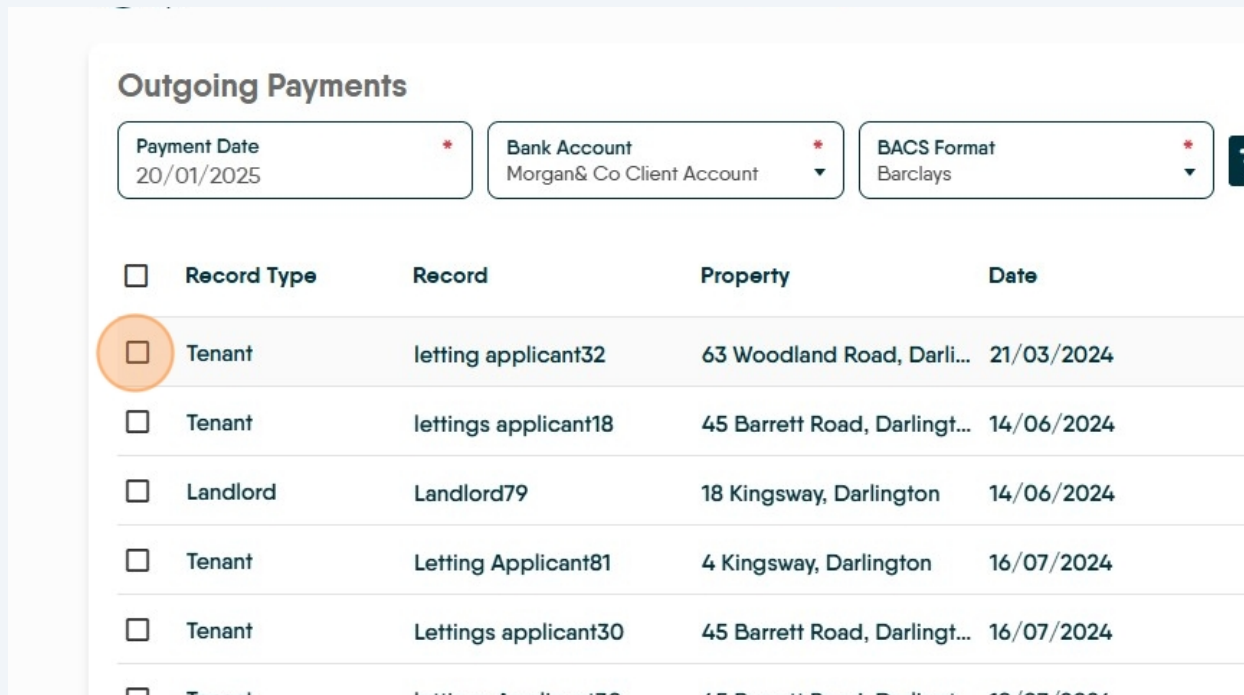
- 6 Once you have selected the filter options you want. Click "Apply"



The BACS Filter dialog box contains the following controls:

- Show Paid:** A toggle switch currently turned off.
- Landlord:** A toggle switch currently turned on.
- Tenant:** A toggle switch currently turned on.
- Contractor:** A toggle switch currently turned on.
- Grouping:** A dropdown menu set to "Grouped by Landlord".
- Grouped (Landlord):** A toggle switch currently turned on.
- Grouped (Tenant):** A toggle switch currently turned on.
- Grouped (Contractor):** A toggle switch currently turned on.
- Buttons:** "Cancel" and "Apply" (highlighted with an orange circle).

- 7 Click this checkbox to select the payments you want to make in this BACS run. You do not need to pay all payments. To select all records, click the checkbox above (next to Record Type)



The Outgoing Payments screen includes the following elements:

- Payment Date:** 20/01/2025
- Bank Account:** Morgan& Co Client Account
- BACS Format:** Barclays
- Table:** A table with columns: Record Type, Record, Property, and Date.

<input type="checkbox"/>	Record Type	Record	Property	Date
<input checked="" type="checkbox"/>	Tenant	letting applicant32	63 Woodland Road, Darli...	21/03/2024
<input type="checkbox"/>	Tenant	lettings applicant18	45 Barrett Road, Darlingt...	14/06/2024
<input type="checkbox"/>	Landlord	Landlord79	18 Kingsway, Darlington	14/06/2024
<input type="checkbox"/>	Tenant	Letting Applicant81	4 Kingsway, Darlington	16/07/2024
<input type="checkbox"/>	Tenant	Lettings applicant30	45 Barrett Road, Darlingt...	16/07/2024
<input type="checkbox"/>	Tenant	Lettings Applicant70	45 Barrett Road, Darlingt...	16/07/2024

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To create the BACS list click here. This will create the file you upload to the bank, this file is saved in the 'Downloads' folder of your computer.

The screenshot shows the iamproperty CRM interface. At the top, there are tabs for 'iamproperty', 'CRM', and 'movebutler'. Below the navigation bar, there are dropdown menus for 'Accounts', 'Reporting', and 'Communications'. A search bar and a 'My account' button are also visible. The main content area displays a table with columns: 'Property', 'Date', 'Amount', 'Outstanding', and 'Account'. The table contains three rows of data. A callout box labeled 'Pay Selected' points to a button in the table's toolbar.

Property	Date	Amount	Outstanding	Account
24 Westgarth Terrace, D...	17/01/2025	£ 55.80	£ 55.80	Morgan
Natwest 28 Market Place...	17/01/2025	£ 30.00	£ 30.00	Morgan
Flat 2 Chesterfields, Stan...	17/01/2025	£ 50.00	£ 50.00	Eve hous

## To View Historical BACS files

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To view a Log of all the BACS files created click here.

The screenshot shows the iamproperty CRM interface. At the top, there are tabs for 'iamproperty', 'CRM', 'movebutler', and 'iamsold'. Below the navigation bar, there are dropdown menus for 'Reporting' and 'Communications'. A search bar and a 'My account' button are also visible. The main content area displays a table with columns: 'Date', 'Amount', 'Outstanding', and 'Account Name'. The table contains three rows of data. A callout box labeled 'View Log' points to a button in the table's toolbar.

Date	Amount	Outstanding	Account Name
21/03/2024	£ 223.08	£ 223.08	
14/06/2024	£ 200.00	£ 200.00	
14/06/2024	£ 6,944.00	£ 6,944.00	

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Click the "Date From" field and change the date if you want to view more historical data.

**BACS List Log**

Total Balance **£ 135.80**

Date From 17/01/2025 Date To 20/01/2025 Search

20/01/2025 - Training Dave **£ 135.80**

Close

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If required a replacement version of the original BACS file can be downloaded from here. Click the down arrow to view the contents of that specific BACS file.

025 Search

Bank Ref Amount Property

Close

	Description	Bank Ref	Amount	Property	Transaction ...	Payee	Record Type
1/25 10:22	Landlord Payment...	evehouse	£ 50.00	Flat 2 Chesterfiel...	Landlord Payment	Eve Harmon	Landlord
1/25 13:19	new description i...	29	£ 55.80	24 Westgarth Terr...	Contractor Payme...	Morgan Contracti...	Contractor
1/25 13:19	test	256	£ 6.00	Natwest 28 Marke...	Contractor Payme...	Morgan Contracti...	Contractor
1/25 13:21	Electrics are tripp...	CRM - 478	£ 24.00	3 Yew Tree Close...	Contractor Payme...	Morgan Contracti...	Contractor

1 to 4 of 4

&lt; &lt; Page 1 of 1 &gt; &gt;|

Close

## 12 Click "Close"

	Description	Bank Ref	Amount	Property	Transaction ...	Payee	Record Type
01/2025 10:22	Landlord Payment...	evehouse	£ 50.00	Flat 2 Chesterfiel...	Landlord Payment	Eve Harmon	Landlord
01/2025 13:19	new description i...	29	£ 55.80	24 Westgarth Terr...	Contractor Payme...	Morgan Contracti...	Contractor
01/2025 13:19	test	256	£ 6.00	Natwest 28 Marke...	Contractor Payme...	Morgan Contracti...	Contractor
01/2025 13:21	Electrics are tripp...	CRM - 478	£ 24.00	3 Yew Tree Close...	Contractor Payme...	Morgan Contracti...	Contractor

1 to 4 of 4

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Close