

# Generating a BACS List in the CRM Accounts Module



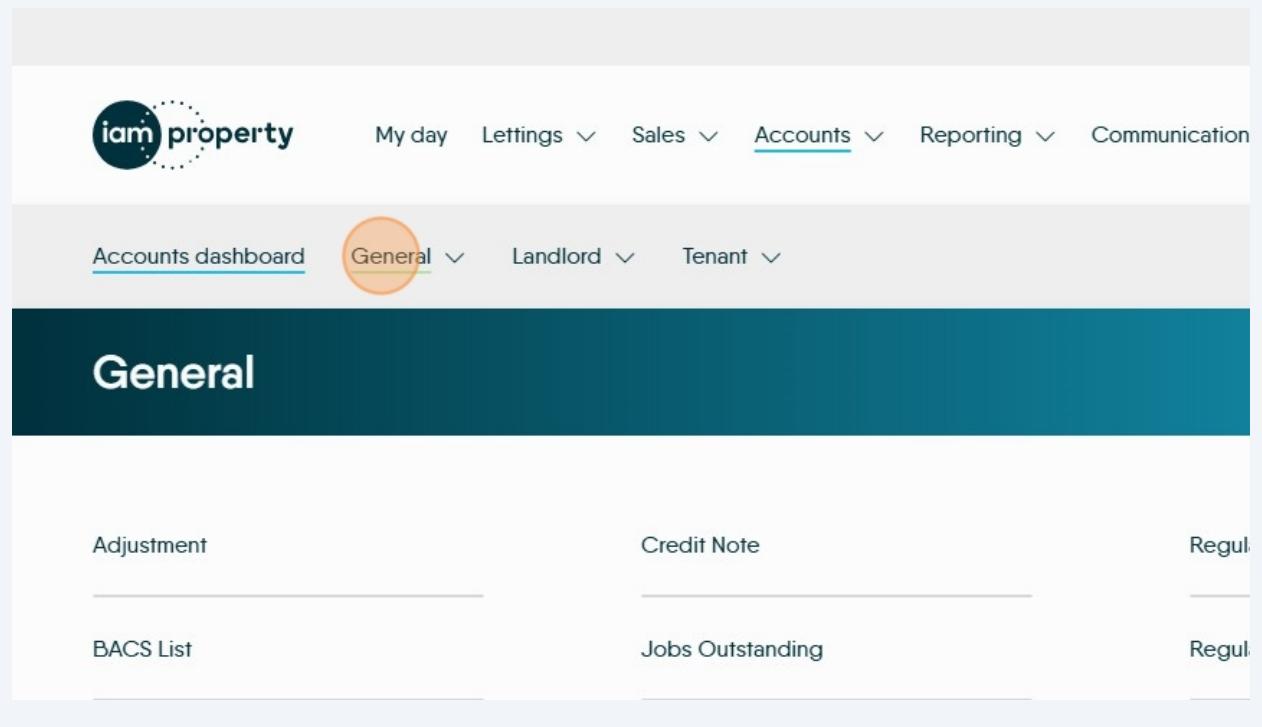
This guide offers a step-by-step process for generating a BACS list in the CRM Accounts Module, making it essential for users who need to efficiently manage payments to landlords, tenants, and contractors. By following the instructions, users can easily create and filter payment lists, ensuring that 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"

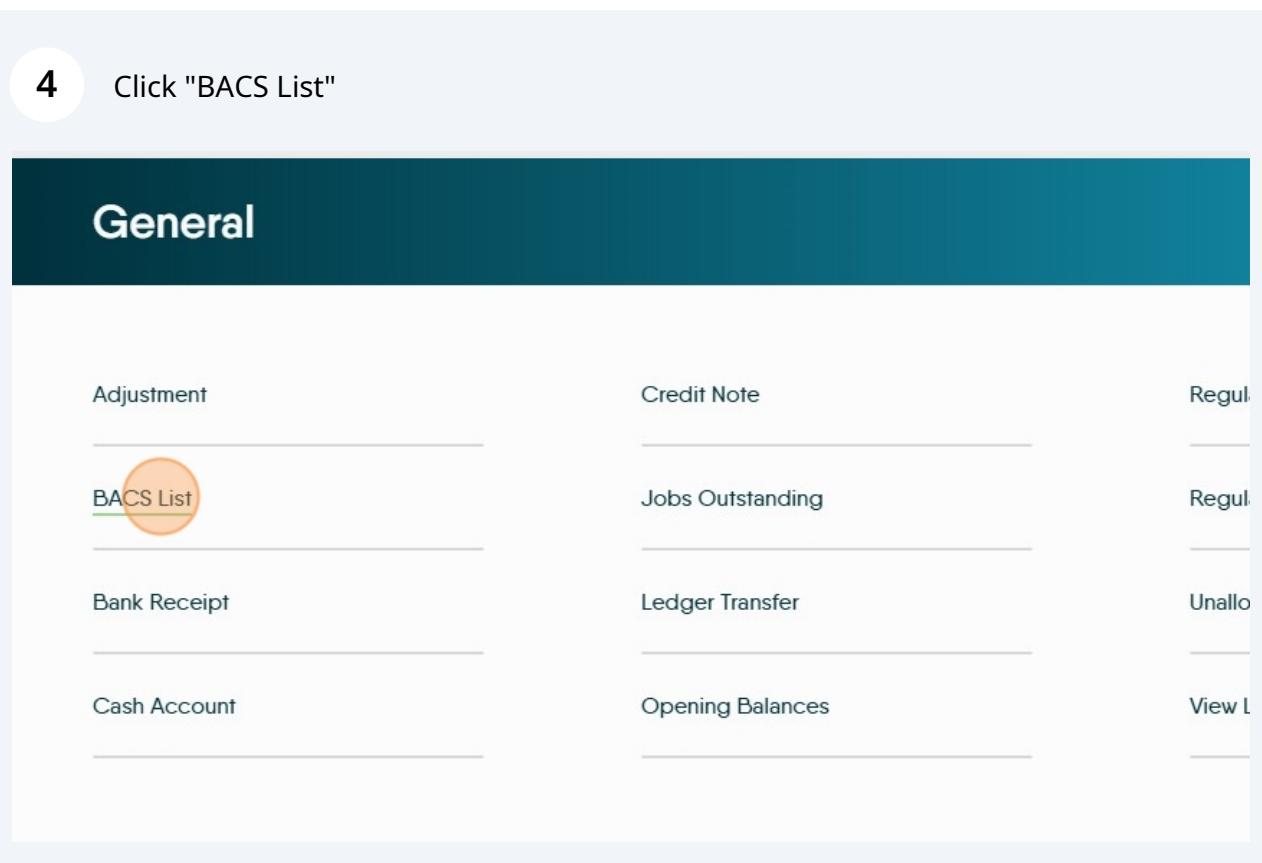
The screenshot shows the iam property CRM interface. At the top, there is a navigation bar with links: My day, Lettings ▾, Sales ▾, **Accounts ▾** (which is highlighted with an orange circle), Reporting ▾, and Communications ▾. Below the navigation bar, there is a sub-navigation bar with links: dashboard, General ▾, Landlord ▾, and Tenant ▾. The main content area is titled "janE Co Client Account" and shows a "Reconciled" balance of £ 294, 079.57 and an "Unreconciled" balance of £ 30, 480.67. It also shows a "Total Due" of £ 300.00. To the right of this, there are three boxes: "Rent Invoice" (£ 47, 925.00 Total Due), "Tenant Fee Invoice" (£ 610.00 Total Due), and "Deposit Invoice" (partially visible). At the bottom left, there is a link "View All Past Payments".

3 Click "General"



The screenshot shows the iam property software interface. At the top, there is a navigation bar with the following items: My day, Lettings ▾, Sales ▾, **Accounts** ▾ (the 'Accounts' item is underlined and highlighted with an orange circle), Reporting ▾, and Communication. Below this, a secondary navigation bar includes Accounts dashboard, General ▾ (also highlighted with an orange circle), Landlord ▾, and Tenant ▾. The main content area has a dark teal header with the word 'General' in white. Below the header, there are several menu items: Adjustment, Credit Note, BACS List, and Jobs Outstanding. The 'BACS List' item is also highlighted with an orange circle.

4 Click "BACS List"



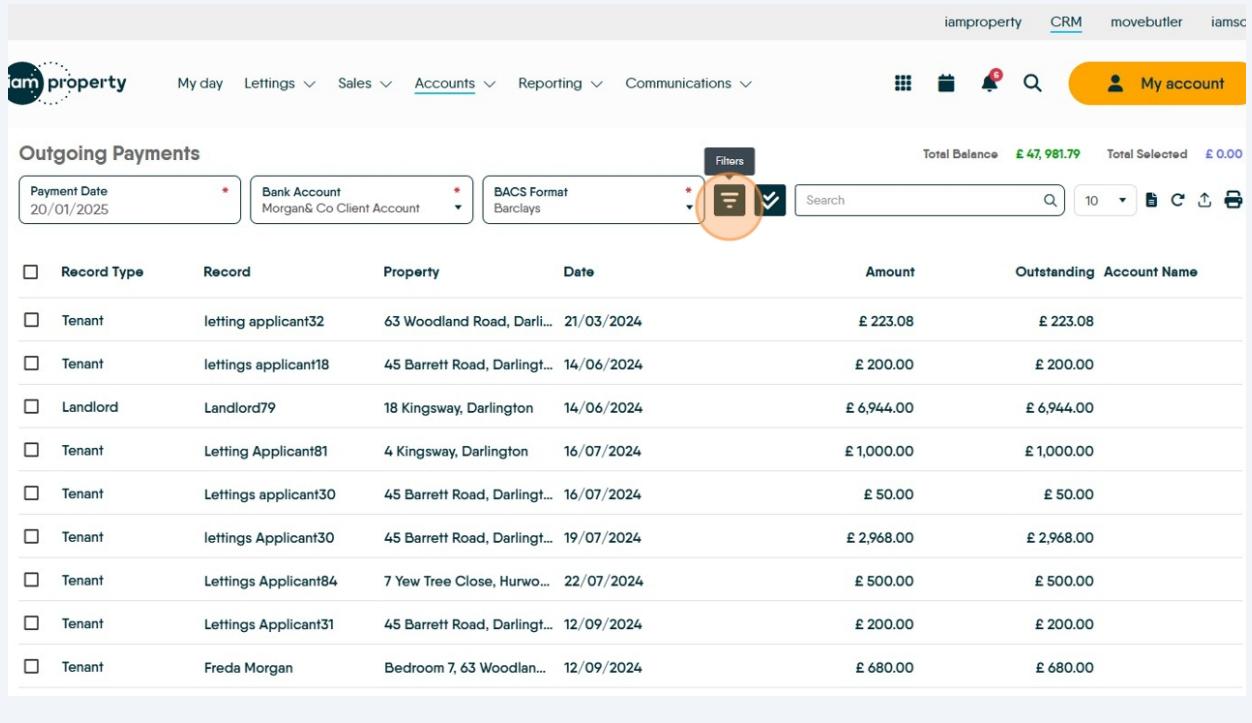
The screenshot shows the iam property software interface. The main content area has a dark teal header with the word 'General' in white. Below the header, there are several menu items: Adjustment, Credit Note, BACS List, and Jobs Outstanding. The 'BACS List' item is highlighted with an orange circle. The other items (Adjustment, Credit Note, and Jobs Outstanding) are shown with a light gray background.

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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.

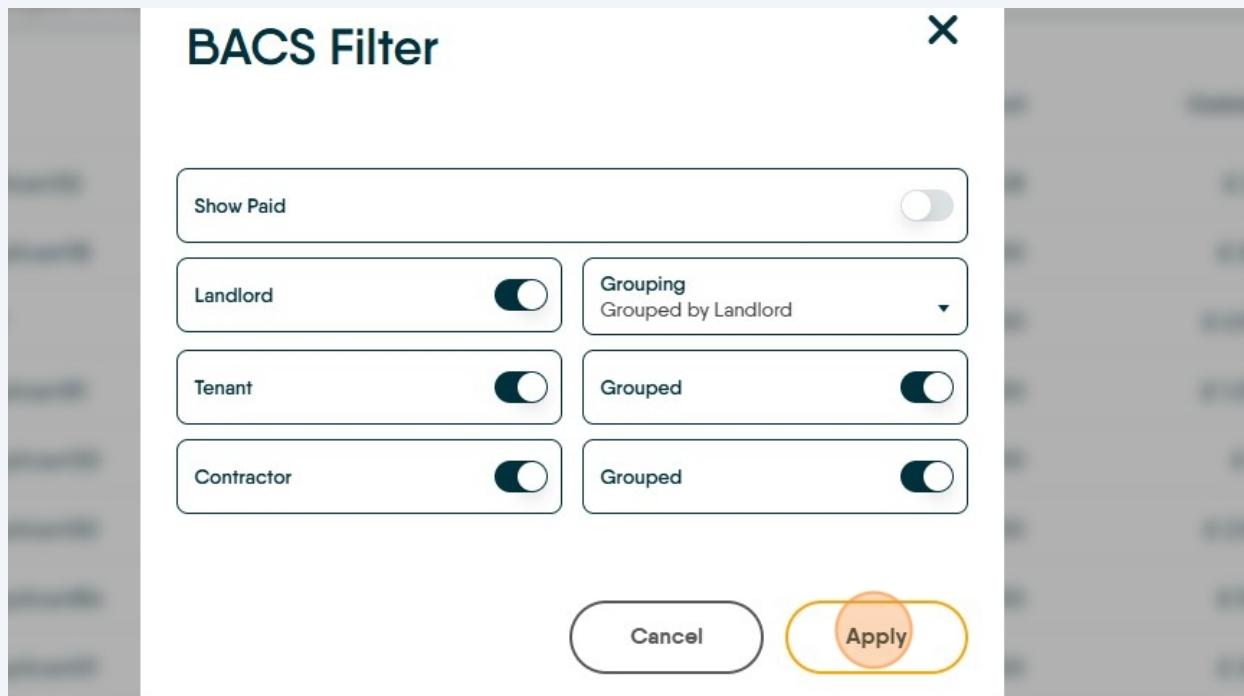
You can create a filter so only a specific category of payment is made e.g. Landlord. To create the filter click here.



The screenshot shows the 'Outgoing Payments' page in the iam property software. At the top, there are several filters: 'Payment Date' (20/01/2025), 'Bank Account' (Morgan & Co Client Account), and 'BACS Format' (Barclays). A 'Filters' button is highlighted with a red circle. The table below shows a list of payments with columns for Record Type, Record, Property, Date, Amount, Outstanding, and Account Name. The data is as follows:

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



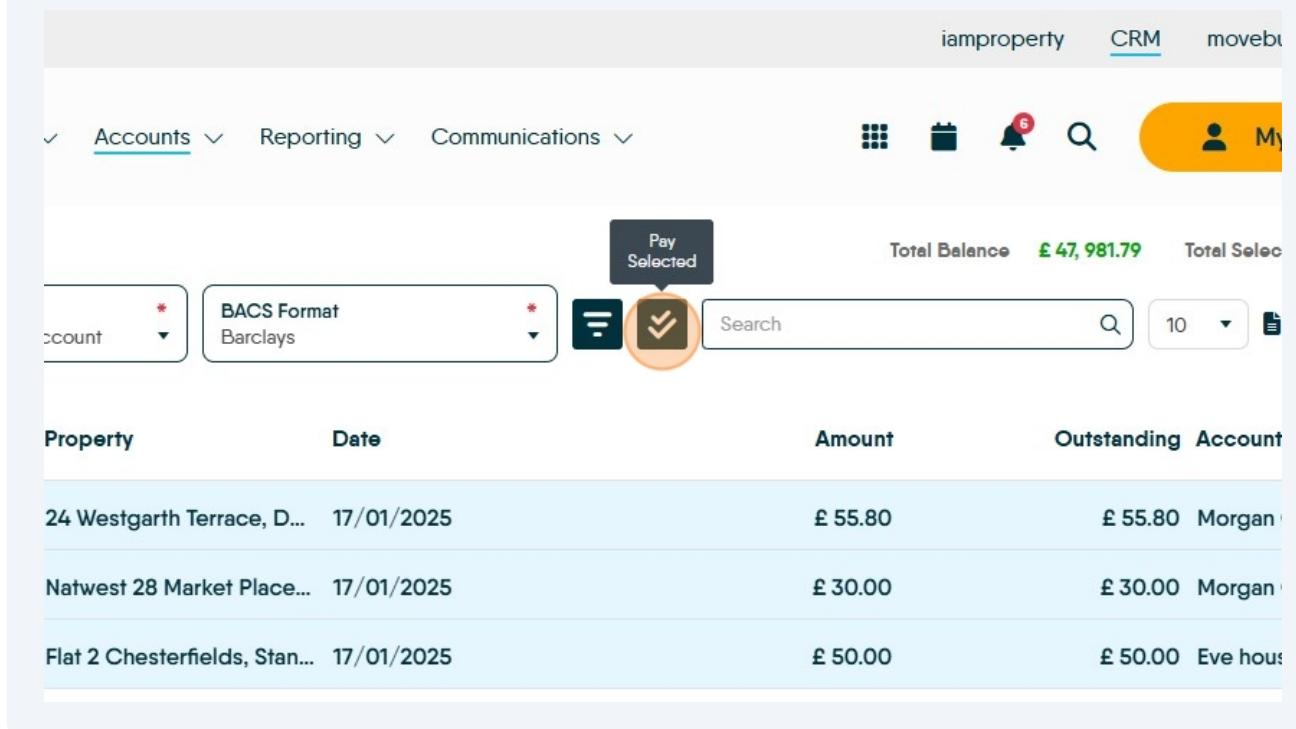
7 Click this checkbox to select the payments you want to make in this BACS run. You do not need to pay all payments. To select all records, click the checkbox above (next to Record Type)

### Outgoing Payments

Payment Date	Bank Account	BACS Format	
20/01/2025	Morgan& Co Client Account	Barclays	
<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	letting applicant70	15 Kingsway, Darlington	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.



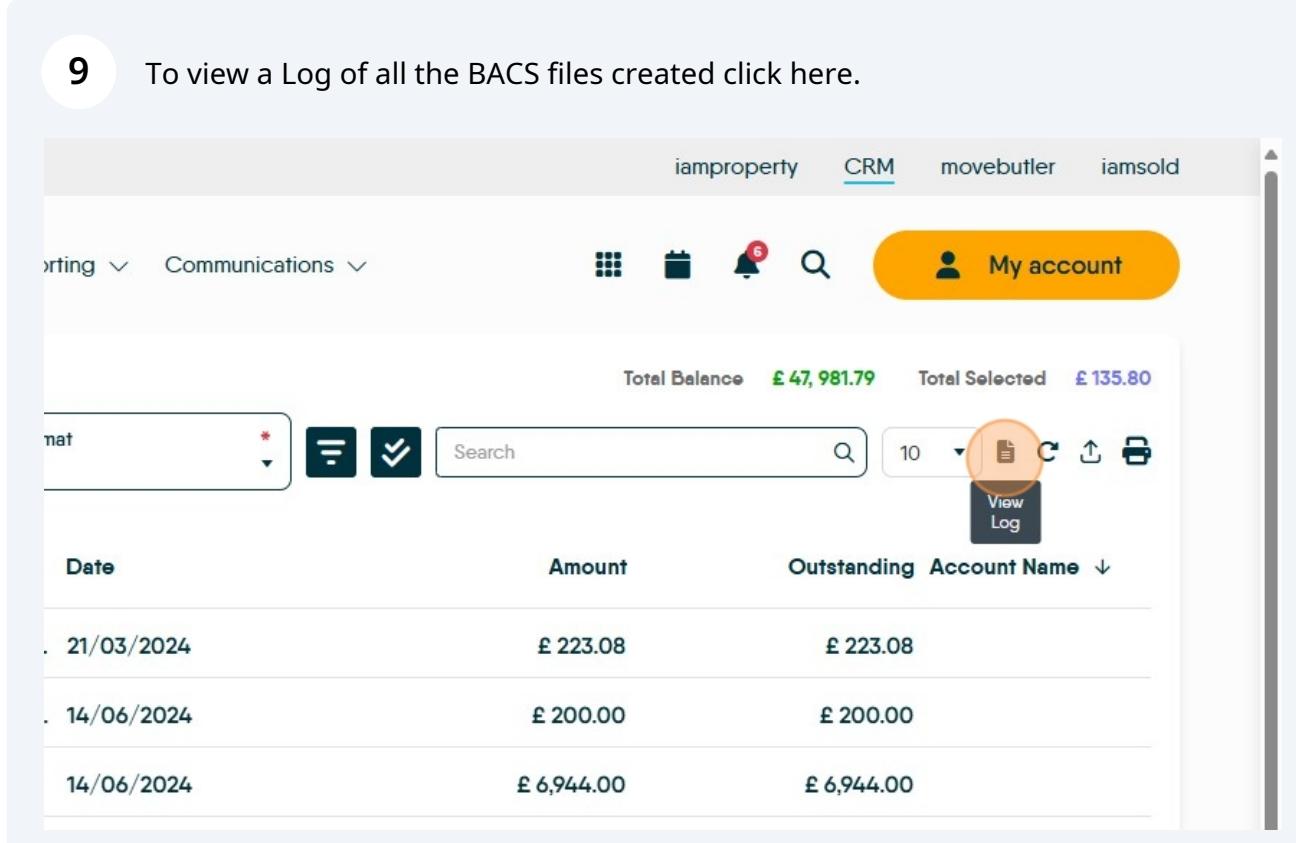
The screenshot shows the Move Butler software interface. At the top, there are navigation tabs: 'Accounts' (underlined in blue), 'Reporting', 'Communications', and 'CRM'. To the right of these are icons for 'grid', 'calendar', 'bell' (with a red notification dot), 'search', and 'user'. A yellow 'My account' button is on the far right. Below the tabs, the 'Total Balance' is shown as £47,981.79. A dropdown menu for 'BACS Format' is open, showing 'Barclays' as the selected option. A large orange circle highlights the 'Pay Selected' button, which has a checkmark icon. To the right of the button are 'Search' and '10' dropdown menus. The main table below lists three transactions:

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 house

## To View Historical BACS files

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

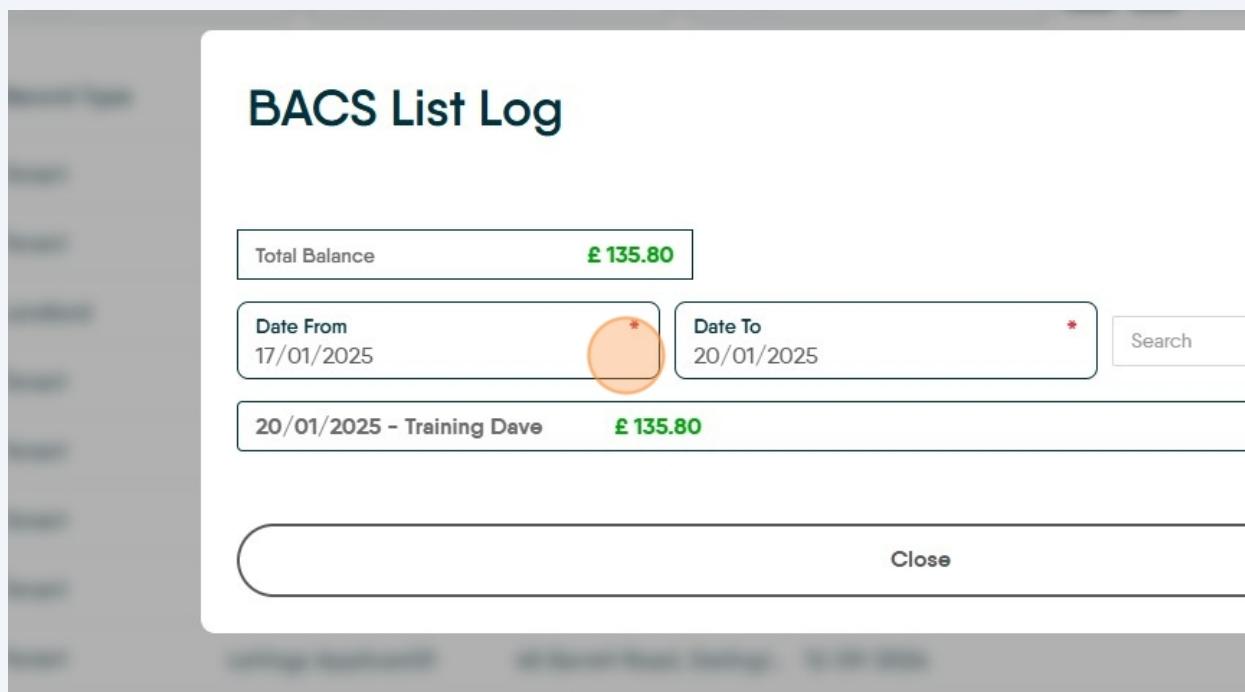


The screenshot shows the Move Butler software interface. At the top, there are navigation tabs: 'Reporting' (underlined in blue), 'Communications', and 'CRM'. To the right of these are icons for 'grid', 'calendar', 'bell' (with a red notification dot), 'search', and 'user'. A yellow 'My account' button is on the far right. Below the tabs, the 'Total Balance' is shown as £47,981.79 and 'Total Selected' as £135.80. A dropdown menu for 'BACS Format' is open, showing 'Barclays' as the selected option. A large orange circle highlights the 'View Log' button, which has a document icon. To the right of the button are 'Search' and '10' dropdown menus. The main table below lists three historical BACS files:

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	

10

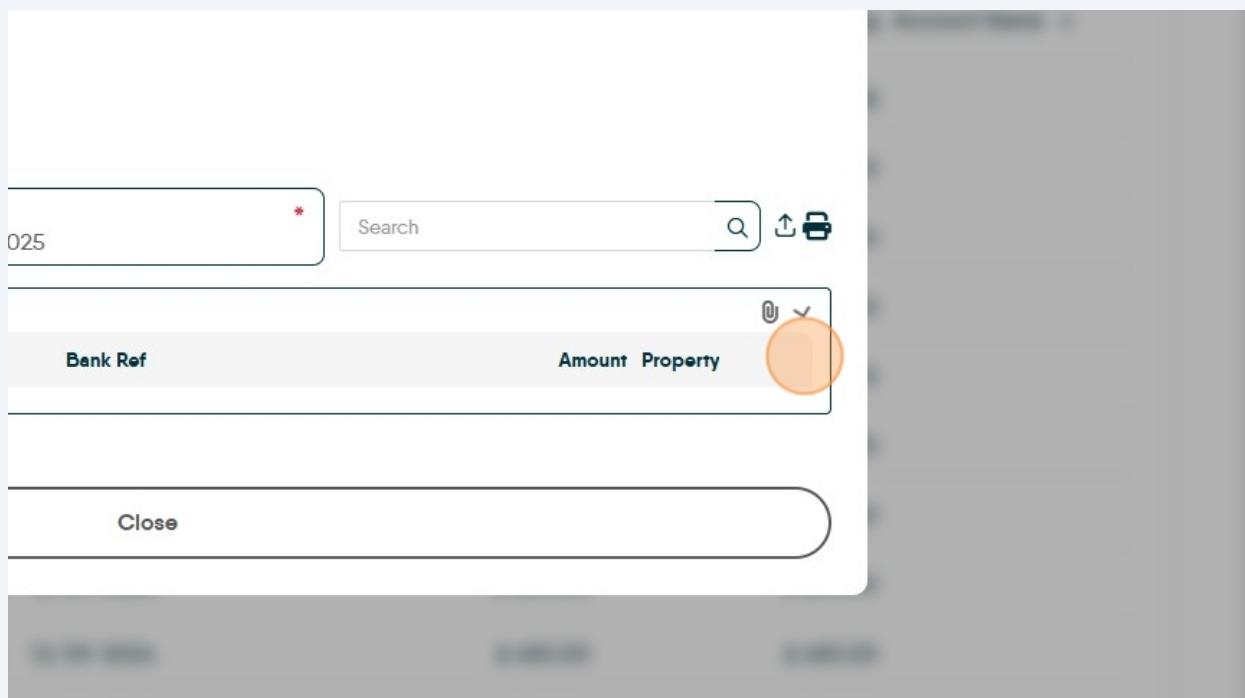
Click the "Date From" field and change the date if you want to view more historical data.



The screenshot shows a modal window titled "BACS List Log". At the top, it displays "Total Balance £ 135.80". Below this are two input fields: "Date From" (17/01/2025) and "Date To" (20/01/2025), both marked with a red asterisk. To the right of these fields is a "Search" button. Below the date range, a single transaction is listed: "20/01/2025 - Training Dave £ 135.80". At the bottom of the modal is a "Close" button.

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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.



The screenshot shows a modal window with a search bar containing "025" and a "Search" button. Below the search bar is a download icon (a document with an upward arrow). A dropdown menu is open, showing columns for "Bank Ref", "Amount", and "Property". The "Property" column has a downward arrow icon, which is highlighted with a red circle. At the bottom of the modal is a "Close" button.

2020 - Manning Dave £ 100.00

Ref	Description	Bank Ref	Amount	Property	Transaction ...	Payee	Record Type
125 10:22	Landlord Payment...	evehouse	£ 50.00	Flat 2 Chesterfiel...	Landlord Payment	Eve Harmon	Landlord
125 13:19	new description i...	29	£ 55.80	24 Westgarth Terr...	Contractor Payme...	Morgan Contracti...	Contractor
125 13:19	test	256	£ 6.00	Natwest 28 Marke...	Contractor Payme...	Morgan Contracti...	Contractor
125 13:21	Electrics are tripp...	CRM - 478	£ 24.00	3 Yew Tree Close,...	Contractor Payme...	Morgan Contracti...	Contractor

1 to 4 of 4 | < < Page 1 of 1 > > |

**Close**

**12** Click "Close"

Ref	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 | < < Page 1 of 1 > > |

**Close**