

# Part Paying Rent in CRM Via Bank Receipt



This guide provides a step-by-step process for managing part payments of rent through CRM, ensuring accurate tracking and efficient handling of transactions.

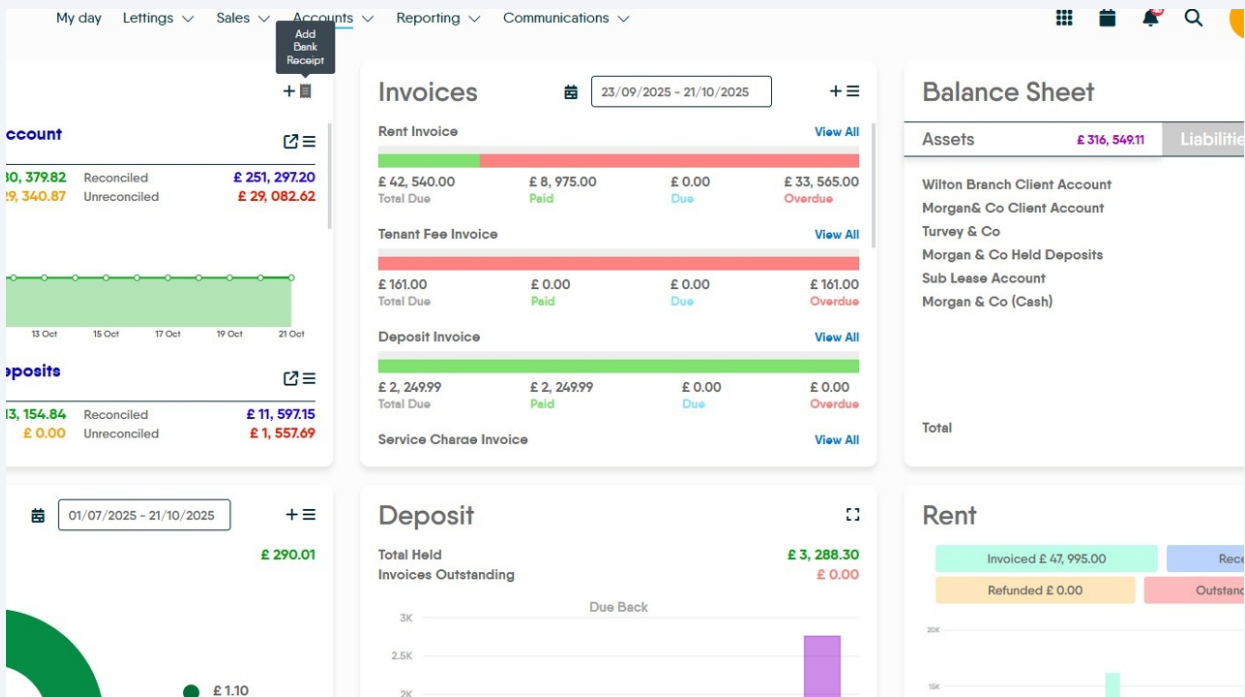
It highlights essential features like selecting properties and tenants, entering payment details, and managing invoices, making it a valuable resource for property managers. By following this guide, users can streamline their payment processes and maintain clear financial records, ultimately enhancing their operational efficiency.



Tip! This process can also be used to

1

Navigate to <https://crm.iamproperty.com/Dashboards/Accounts>



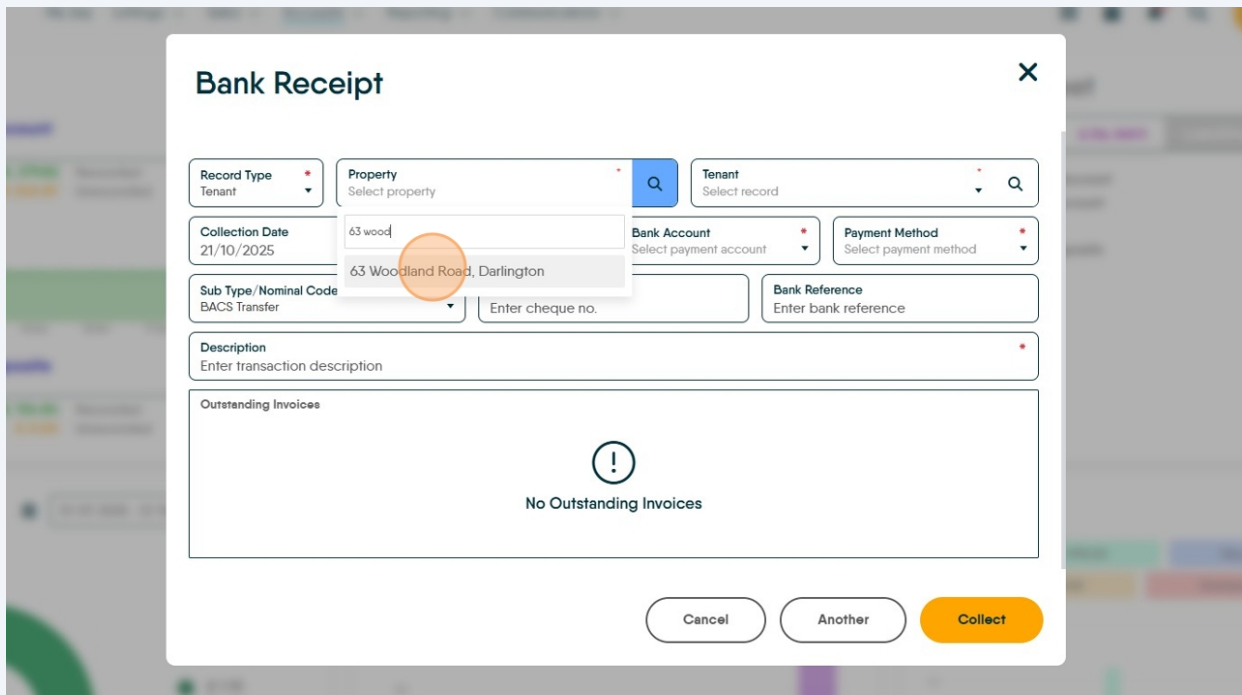
## 2 Click here. "Add Bank Receipt"

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 open, and an orange circle highlights the 'Add Bank Receipt' button. The dashboard displays two main account sections: 'Morgan & Co Client Account' and 'Morgan & Co Held Deposits'. The 'Morgan & Co Client Account' section shows a balance of £280,379.82, reconciled to £251,297.20, and unallocated funds of £29,340.87. The 'Morgan & Co Held Deposits' section shows a balance of £13,154.84, reconciled to £11,597.15, and unallocated funds of £0.00. The 'Invoices' section shows three invoices: Rent Invoice, Tenant Fee Invoice, and Deposit Invoice. The 'Expenses' section shows a total of £290.01. The 'Deposit' section shows a total held of £3,288.30 and invoices outstanding of £0.00. The 'Balance' section shows assets including Wilton Branch, Morgan & Co, Turvey & Co, Morgan & Co, Sub Lease Agreement, and Morgan & Co. The 'Rent' section shows a total of £0.00.

## 3 Click "Select property"

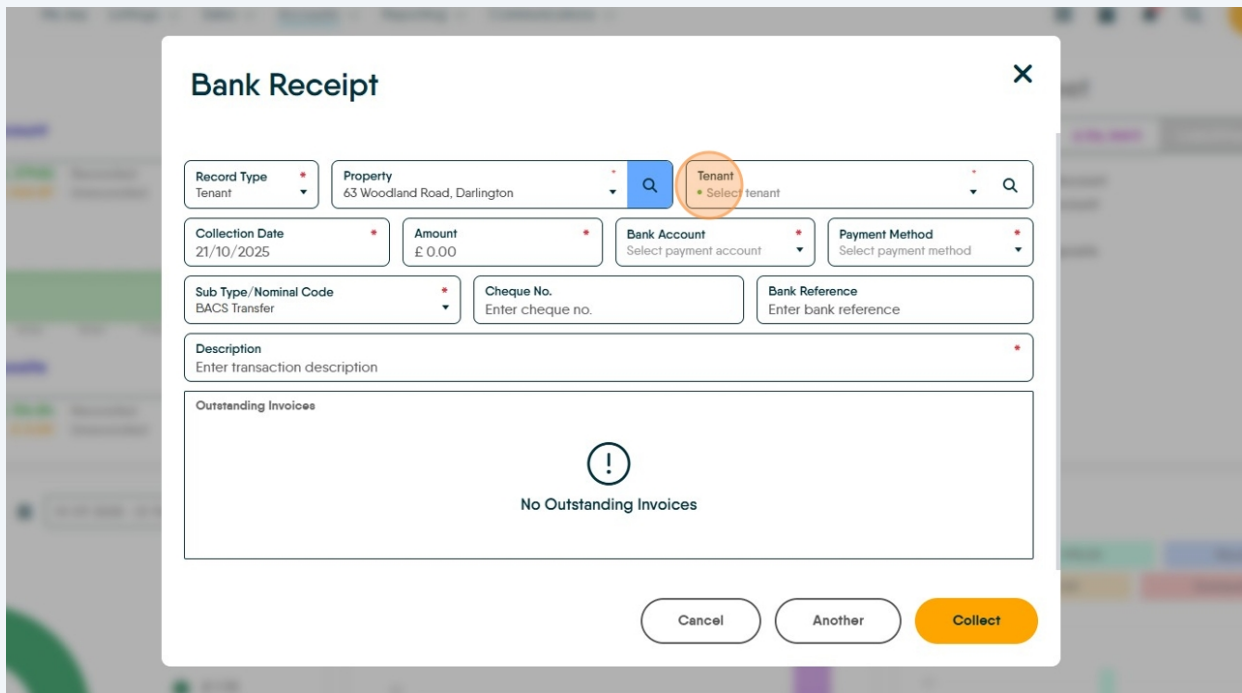
The screenshot shows the 'Bank Receipt' form. The form has a title 'Bank Receipt' and a close button 'X'. It contains several input fields and dropdown menus. The 'Record Type' dropdown is set to 'Tenant'. The 'Property' dropdown is highlighted with an orange circle and has a search icon. The 'Tenant' dropdown is set to 'Select record'. The 'Collection Date' is set to '21/10/2025'. The 'Amount' is set to '£ 0.00'. The 'Bank Account' dropdown is set to 'Select payment account'. The 'Payment Method' dropdown is set to 'Select payment method'. The 'Sub Type / Nominal Code' dropdown is set to 'BACS Transfer'. The 'Cheque No.' field is empty. The 'Bank Reference' field is empty. The 'Description' field is empty. The 'Outstanding Invoices' section shows a message 'No Outstanding Invoices' with an exclamation mark icon. At the bottom, there are three buttons: 'Cancel', 'Another', and 'Collect'.

- 4 Type the details of the property you are searching for and click on it.



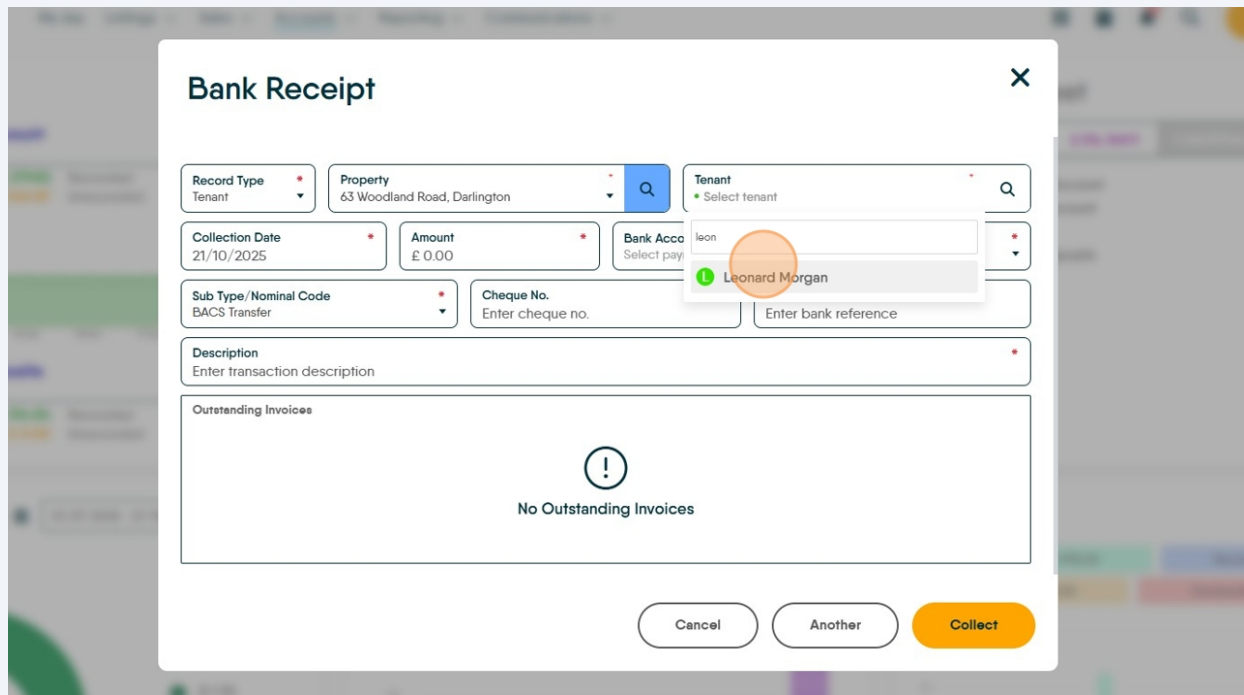
The screenshot shows the 'Bank Receipt' form. The 'Property' dropdown menu is open, displaying a search bar with '63 wood' and a list of results, with '63 Woodland Road, Darlington' highlighted. An orange circle highlights the dropdown menu. Other fields include 'Record Type' (Tenant), 'Collection Date' (21/10/2025), 'Bank Account' (Select payment account), 'Payment Method' (Select payment method), 'Sub Type/Nominal Code' (BACS Transfer), 'Cheque No.' (Enter cheque no.), 'Bank Reference' (Enter bank reference), 'Description' (Enter transaction description), and 'Outstanding Invoices' (No Outstanding Invoices). Buttons at the bottom are 'Cancel', 'Another', and 'Collect'.

- 5 Click "Select tenant"



The screenshot shows the 'Bank Receipt' form. The 'Tenant' dropdown menu is open, displaying a search bar with 'Select tenant' and a list of results. An orange circle highlights the dropdown menu. Other fields include 'Record Type' (Tenant), 'Property' (63 Woodland Road, Darlington), 'Collection Date' (21/10/2025), 'Amount' (£ 0.00), 'Bank Account' (Select payment account), 'Payment Method' (Select payment method), 'Sub Type/Nominal Code' (BACS Transfer), 'Cheque No.' (Enter cheque no.), 'Bank Reference' (Enter bank reference), 'Description' (Enter transaction description), and 'Outstanding Invoices' (No Outstanding Invoices). Buttons at the bottom are 'Cancel', 'Another', and 'Collect'.

- 6 From the drop down menu select the tenant you are looking for.



The image shows a 'Bank Receipt' form with a search bar for tenants. The search bar is open, showing a list of tenants. The first tenant in the list is 'Leonard Morgan', which is highlighted by an orange circle. The form includes fields for Record Type, Property, Collection Date, Amount, Bank Account, Sub Type/Nominal Code, Cheque No., and Description. The 'Outstanding Invoices' section shows 'No Outstanding Invoices' with a warning icon. The form has three buttons at the bottom: 'Cancel', 'Another', and 'Collect'.

**Bank Receipt** [X]

Record Type: Tenant

Property: 63 Woodland Road, Darlington

Collection Date: 21/10/2025

Amount: £ 0.00

Bank Account: Select pay

Sub Type/Nominal Code: BACS Transfer

Cheque No.: Enter cheque no.

Description: Enter transaction description

Outstanding Invoices: No Outstanding Invoices

Buttons: Cancel, Another, Collect

Tenant dropdown menu options:


- Select tenant
- Leon
- Leonard Morgan



Tip! You can also search by Tenant rather than Property. To do this click the magnifying glass icon to the right of the Tenant field so it turns blue.

## Bank Receipt



|   |                                       |  |
|---|---------------------------------------|--|
| <b>Record Type</b><br>Tenant  | <b>Property</b><br>Select property    | <b>Tenant</b><br>Select record                 |
| <b>Collection Date</b><br>22/10/2025  | <b>Amount</b><br>£ 0.00               | <b>Bank Account</b><br>Select payment account  |
| <b>Sub Type/Nominal Code</b><br>BACS Transfer   | <b>Cheque No.</b><br>Enter cheque no. | <b>Payment Method</b><br>Select payment method |
| <b>Bank Reference</b><br>Enter bank reference   |                                       |  |
| <b>Description</b><br>Enter transaction description   |                                       |  |
| <b>Outstanding Invoices</b><br><div><br/>No Outstanding Invoices</div> |                                       |  |

Cancel

Another

Collect

7

Click the **"Amount"** field and enter the amount that is being paid towards the rent.

If you select the invoice in the 'Outstanding Invoices' field the full invoice amount will be added to here.

The screenshot shows the 'Bank Receipt' form with the following fields and values:

- Record Type:** Tenant
- Property:** 63 Woodland Road, Darlington
- Tenant:** Leonard Morgan
- Collection Date:** 21/10/2025
- Amount:** £ 0.00 (highlighted with an orange circle)
- Bank Account:** Select payment account
- Payment Method:** Select payment method
- Sub Type/Nominal Code:** BACS Transfer
- Cheque No.:** Enter cheque no.
- Bank Reference:** Enter bank reference
- Description:** Enter transaction description

Below the form is a table titled 'Outstanding Invoices' with a yellow 'Upcoming' button. The table has columns: Date, Type, Amount, Outstanding, Payment, Description, and Days Overdue.

| Date           | Type         | Amount   | Outstanding | Payment  | Description             | Days Overdue |
|----------------|--------------|----------|-------------|----------|-------------------------|--------------|
| 11/10/2025 ... | Rent Invoice | £ 150.00 | £ 150.00    | £ 150.00 | Mr Leonard Morgan (...) | 10           |

At the bottom of the form are three buttons: 'Cancel', 'Another', and 'Collect'.

8

Click **"Select payment account"**

The screenshot shows the 'Bank Receipt' form with the following fields and values:

- Record Type:** Tenant
- Property:** 63 Woodland Road, Darlington
- Tenant:** Leonard Morgan
- Collection Date:** 21/10/2025
- Amount:** £ 100.00
- Bank Account:** Select payment account (highlighted with an orange circle)
- Payment Method:** Select payment method
- Sub Type/Nominal Code:** BACS Transfer
- Cheque No.:** Enter cheque no.
- Bank Reference:** Enter bank reference
- Description:** Enter transaction description

Below the form is a table titled 'Outstanding Invoices' with a yellow 'Upcoming' button. The table has columns: Date, Type, Amount, Outstanding, Payment, Description, and Days Overdue.

| Date           | Type         | Amount   | Outstanding | Payment  | Description             | Days Overdue |
|----------------|--------------|----------|-------------|----------|-------------------------|--------------|
| 11/10/2025 ... | Rent Invoice | £ 150.00 | £ 150.00    | £ 150.00 | Mr Leonard Morgan (...) | 10           |

At the bottom of the form are three buttons: 'Cancel', 'Another', and 'Collect'.

9

Click the name of the account that the money was paid into, usually your main client account. In this example it is shown as "Morgan& Co Client Account"

**Bank Receipt**

Record Type: Tenant  
 Property: 63 Woodland Road, Darlington  
 Tenant: Leonard Morgan

Collection Date: 21/10/2025  
 Amount: £100.00  
 Bank Account: Morgan& Co Client Account  
 Payment Method: Select payment method

Sub Type/Nominal Code: BACS Transfer  
 Cheque No.: Enter cheque no.  
 Bank Reference: Enter bank reference

Description: Enter transaction description

Outstanding Invoices

| Date       | Type         | Amount  | Outstanding | Payment | Description             | Days Overdue |
|------------|--------------|---------|-------------|---------|-------------------------|--------------|
| 11/10/2025 | Rent Invoice | £150.00 | £150.00     | £150.00 | Mr Leonard Morgan (...) | 10           |

Buttons: Cancel, Another, Collect

10

Click **"Select payment method"** this is an information field and can have new options added in 'configuration' as a 'lookup'

**Bank Receipt**

Record Type: Tenant  
 Property: 63 Woodland Road, Darlington  
 Tenant: Leonard Morgan

Collection Date: 21/10/2025  
 Amount: £100.00  
 Bank Account: Morgan& Co Client Account  
 Payment Method: Select payment method

Sub Type/Nominal Code: BACS Transfer  
 Cheque No.: Enter cheque no.  
 Bank Reference: Enter bank reference

Description: Enter transaction description

Outstanding Invoices

| Date       | Type         | Amount  | Outstanding | Payment | Description             | Days Overdue |
|------------|--------------|---------|-------------|---------|-------------------------|--------------|
| 11/10/2025 | Rent Invoice | £150.00 | £150.00     | £150.00 | Mr Leonard Morgan (...) | 10           |

Buttons: Cancel, Another, Collect



11

Click "Standing Order"  
Click "H.A.P."

### Bank Receipt

Record Type  
Tenant

Property  
63 Woodland Road, Darlington

Tenant  
Leonard Morgan

Collection Date  
21/10/2025

Amount  
£ 100.00

Bank Account  
Morgan & Co Client Account

Payment Method  
Select payment method

Sub Type/Nominal Code  
BACS Transfer

Cheque No.  
Enter cheque no.

Bank Refer  
Enter bank

Description  
Enter transaction description

Outstanding Invoices

| <input type="checkbox"/> | Date           | Type         | Amount   | Outstanding | Payment  | Description       |
|--------------------------|----------------|--------------|----------|-------------|----------|-------------------|
| <input type="checkbox"/> | 11/10/2025 ... | Rent Invoice | £ 150.00 | £ 150.00    | £ 150.00 | Mr Leonard Morgan |

Cancel

Another

Collect

### Bank Receipt

Record Type  
Tenant

Property  
63 Woodland Road, Darlington

Tenant  
Leonard Morgan

Collection Date  
21/10/2025

Amount  
£ 100.00

Bank Account  
Morgan & Co Client Account

Payment Method  
Standing Order

Sub Type/Nominal Code  
BACS Transfer

Cheque No.  
Enter cheque no.

Bank Refer  
Enter bank

Description  
Enter transaction description

Outstanding Invoices

| <input type="checkbox"/> | Date           | Type         | Amount   | Outstanding | Payment  | Description       |
|--------------------------|----------------|--------------|----------|-------------|----------|-------------------|
| <input type="checkbox"/> | 11/10/2025 ... | Rent Invoice | £ 150.00 | £ 150.00    | £ 150.00 | Mr Leonard Morgan |

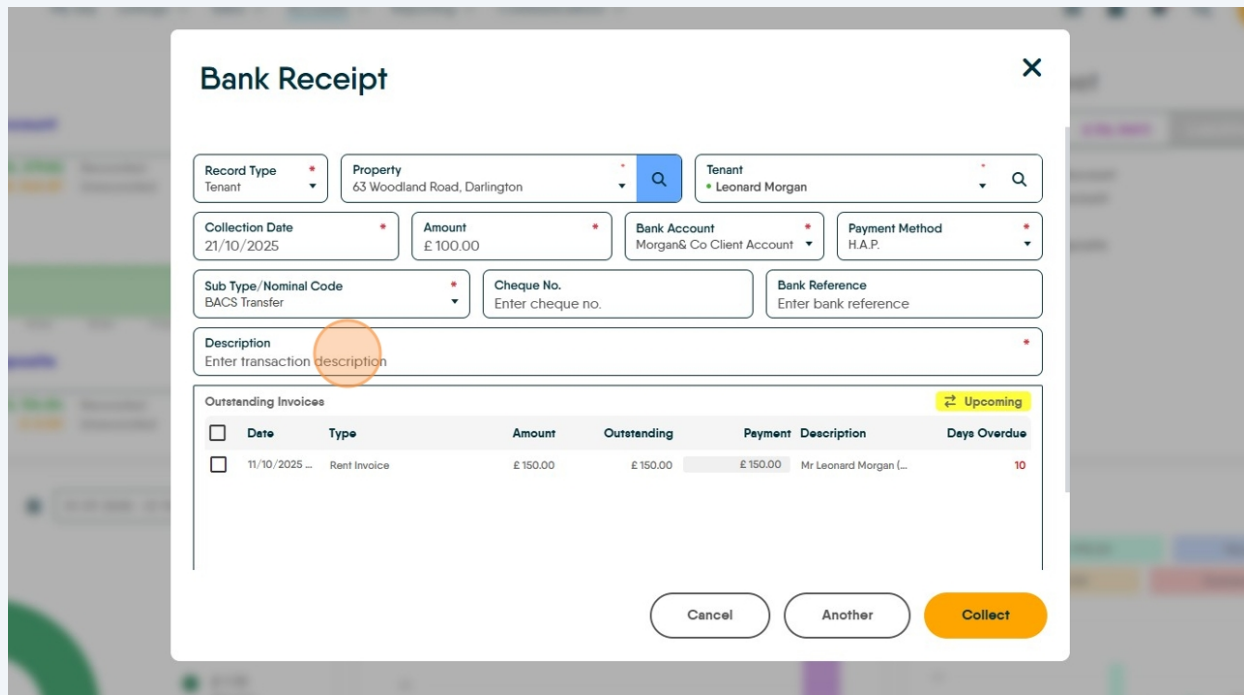
Cancel

Another

Collect



- 12 Click the **"Description"** field. Add a description of the transaction



The screenshot shows a 'Bank Receipt' form. The 'Description' field is highlighted with an orange circle. The form contains the following fields:

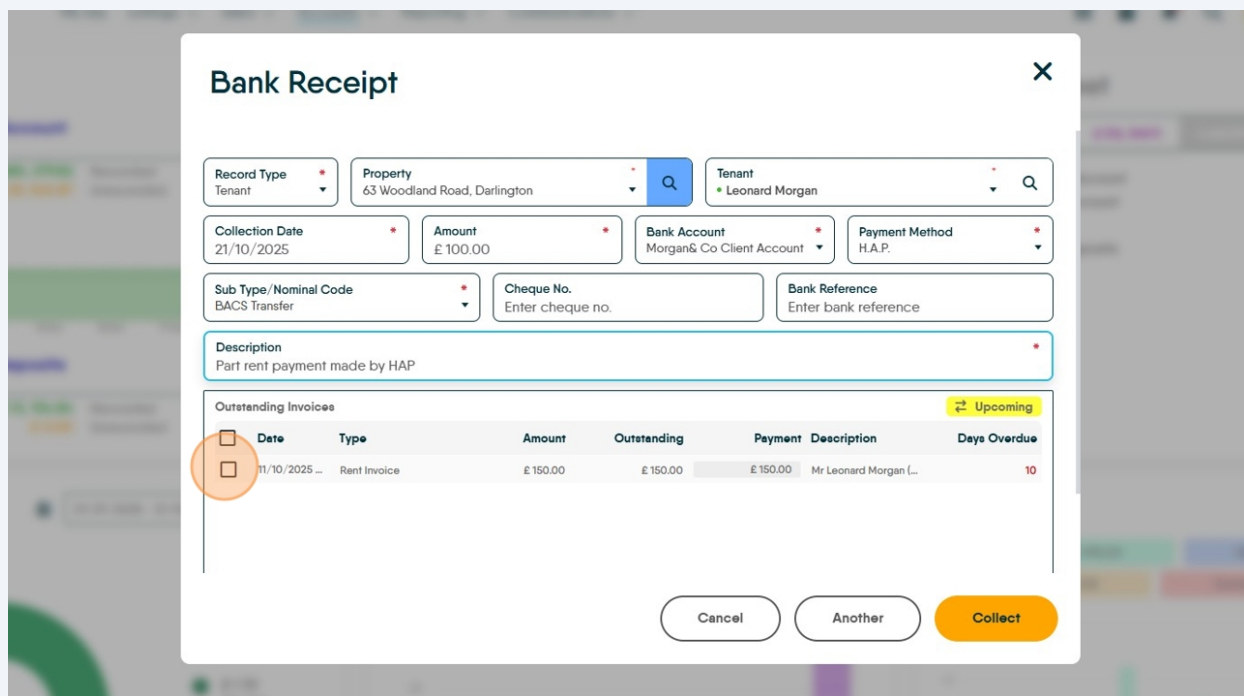
- Record Type: Tenant
- Property: 63 Woodland Road, Darlington
- Tenant: Leonard Morgan
- Collection Date: 21/10/2025
- Amount: £100.00
- Bank Account: Morgan& Co Client Account
- Payment Method: H.A.P.
- Sub Type/Nominal Code: BACS Transfer
- Cheque No.: Enter cheque no.
- Bank Reference: Enter bank reference
- Description: Enter transaction description

Below the form is a table of Outstanding Invoices:

|                          | Date           | Type         | Amount  | Outstanding | Payment | Description             | Days Overdue |
|--------------------------|----------------|--------------|---------|-------------|---------|-------------------------|--------------|
| <input type="checkbox"/> | 11/10/2025 ... | Rent Invoice | £150.00 | £150.00     | £150.00 | Mr Leonard Morgan (...) | 10           |

Buttons at the bottom: Cancel, Another, Collect.

- 13 Click the checkbox next to the Invoice you are paying.



The screenshot shows the same 'Bank Receipt' form as in step 12, but with the checkbox next to the first invoice in the 'Outstanding Invoices' table highlighted with an orange circle. The 'Description' field now contains the text 'Part rent payment made by HAP'.

Buttons at the bottom: Cancel, Another, Collect.

- 14 If you need to edit the amount paid click here and enter the amount being paid.

**Bank Receipt** [X]

Record Type: Tenant  
Property: 63 Woodland Road, Darlington  
Tenant: Leonard Morgan

Collection Date: 21/10/2025  
Amount: £100.00  
Bank Account: Morgan& Co Client Account  
Payment Method: H.A.P.

Sub Type/Nominal Code: BACS Transfer  
Cheque No.: Enter cheque no.  
Bank Reference: Enter bank reference

Description: Part rent payment made by HAP

Outstanding Invoices [Upcoming]

| <input checked="" type="checkbox"/> | Date       | Type         | Amount  | Outstanding | Payment | Description             | Days Overdue |
|-------------------------------------|------------|--------------|---------|-------------|---------|-------------------------|--------------|
| <input checked="" type="checkbox"/> | 11/10/2025 | Rent Invoice | £150.00 | £150.00     | £150.00 | Mr Leonard Morgan [...] | 10           |

Buttons: Cancel, Another, Collect

- 15 As an example, if you are paying £100 against this £150 invoice. Type £100 in the 'Payment' field. Then click "Collect"

**Bank Receipt** [X]

Record Type: Tenant  
Property: 63 Woodland Road, Darlington  
Tenant: Leonard Morgan

Collection Date: 21/10/2025  
Amount: £100.00  
Bank Account: Morgan& Co Client Account  
Payment Method: H.A.P.

Sub Type/Nominal Code: BACS Transfer  
Cheque No.: Enter cheque no.  
Bank Reference: Enter bank reference

Description: Part rent payment made by HAP

Outstanding Invoices [Upcoming]

| <input checked="" type="checkbox"/> | Date       | Type         | Amount  | Outstanding | Payment | Description             | Days Overdue |
|-------------------------------------|------------|--------------|---------|-------------|---------|-------------------------|--------------|
| <input checked="" type="checkbox"/> | 11/10/2025 | Rent Invoice | £150.00 | £150.00     | 100     | Mr Leonard Morgan [...] | 10           |

Buttons: Cancel, Another, Collect

# To Collect Rent Early - Before the Rent Invoice has been created by the CRM.



This option can be disabled in the CRM 'Accounts Configuration'. If the 'Upcoming' option is not visible then check the accounts configuration.

This option will not be available if there are currently due invoices to pay.

16 Follow the previous instructions to find your Tenant.

17 Click "Upcoming"

Bank Receipt

Record Type

Tenant

Property

63 Woodland Road, Darlington

Tenant

Leonard Morgan

Collection Date

21/10/2025

Amount

£ 0.00

Bank Account

Select payment account

Payment Method

Select payment method

Sub Type/Nominal Code

BACS Transfer

Cheque No.

Enter cheque no.

Bank Reference

Enter bank reference

Description

Enter transaction description

Outstanding Invoices

No Outstanding Invoices

Upcoming

Cancel

Another

Collect

- 18 Click this checkbox to select the invoice to pay.

**Bank Receipt**

Record Type: Tenant | Property: 63 Woodland Road, Darlington | Tenant: Leonard Morgan

Collection Date: 21/10/2025 | Amount: £ 0.00 | Bank Account: Select payment account | Payment Method: Select payment method

Sub Type/Nominal Code: BACS Transfer | Cheque No.: Enter cheque no. | Bank Reference: Enter bank reference

Description: Enter transaction description

**UPCOMING INVOICES** OUTSTANDING

| <input type="checkbox"/> | Date       | Amount   | Outstanding | Description                                 |
|--------------------------|------------|----------|-------------|---|
| <input type="checkbox"/> | 11/11/2025 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/11/2025 - 10/12/2025) |
| <input type="checkbox"/> | 11/12/2025 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/12/2025 - 10/01/2026) |
| <input type="checkbox"/> | 11/01/2026 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/01/2026 - 10/02/2026) |
| <input type="checkbox"/> | 11/02/2026 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/02/2026 - 10/03/2026) |

Buttons: Cancel, Another, Pre-pay

- 19 Click the "**Amount**" field and edit to the amount you want to pay against that invoice. You can select multiple invoices.

**Bank Receipt**

Record Type: Tenant | Property: 63 Woodland Road, Darlington | Tenant: Leonard Morgan

Collection Date: 21/10/2025 | Amount: £ 150.00 | Bank Account: Select payment account | Payment Method: Select payment method

Sub Type/Nominal Code: BACS Transfer | Cheque No.: Enter cheque no. | Bank Reference: Enter bank reference

Description: Enter transaction description

**UPCOMING INVOICES** OUTSTANDING

| <input type="checkbox"/>            | Date       | Amount   | Outstanding | Description                                 |
|-------------------------------------|------------|----------|-------------|---|
| <input checked="" type="checkbox"/> | 11/11/2025 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/11/2025 - 10/12/2025) |
| <input type="checkbox"/>            | 11/12/2025 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/12/2025 - 10/01/2026) |
| <input type="checkbox"/>            | 11/01/2026 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/01/2026 - 10/02/2026) |
| <input type="checkbox"/>            | 11/02/2026 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/02/2026 - 10/03/2026) |

Buttons: Cancel, Another, Pre-pay

20

Click the **"Outstanding"** field and enter the amount that is outstanding to pay. In this example you are paying £100 off a £150 invoice, £50 needs to be entered in the outstanding field.

The screenshot shows the 'Bank Receipt' form with the following details:

- Record Type:** Tenant
- Property:** 63 Woodland Road, Darlington
- Tenant:** Leonard Morgan
- Collection Date:** 21/10/2025
- Amount:** £ 100.00
- Bank Account:** Morgan& Co Client Account
- Payment Method:** H.A.P.
- Sub Type/Nominal Code:** BACS Transfer
- Cheque No.:** Enter cheque no.
- Bank Reference:** Enter bank reference
- Description:** Prepaid Rent for Bed 1 63 woodlands

The 'UPCOMING INVOICES' table is shown below:

|                                     | Date       | Amount   | Outstanding | Description                                 |
|-------------------------------------|------------|----------|-------------|---|
| <input checked="" type="checkbox"/> | 11/11/2025 | £ 150.00 | 50          | Mr Leonard Morgan (11/11/2025 - 10/12/2025) |
| <input type="checkbox"/>            | 11/12/2025 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/12/2025 - 10/01/2026) |
| <input type="checkbox"/>            | 11/01/2026 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/01/2026 - 10/02/2026) |
| <input type="checkbox"/>            | 11/02/2026 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/02/2026 - 10/03/2026) |

An orange circle highlights the 'Outstanding' field in the first row of the table, which contains the value '50'. The 'Pre-pay' button is highlighted in orange.

21

Click **"Select payment account"** this will be the account the money was paid to.

The screenshot shows the 'Bank Receipt' form with the following details:

- Record Type:** Tenant
- Property:** 63 Woodland Road, Darlington
- Tenant:** Leonard Morgan
- Collection Date:** 21/10/2025
- Amount:** £ 100.00
- Bank Account:** Select payment account
- Payment Method:** Select payment method
- Sub Type/Nominal Code:** BACS Transfer
- Cheque No.:** Enter cheque no.
- Bank Reference:** Enter bank reference
- Description:** Prepaid Rent for Bed 1 63 woodlands

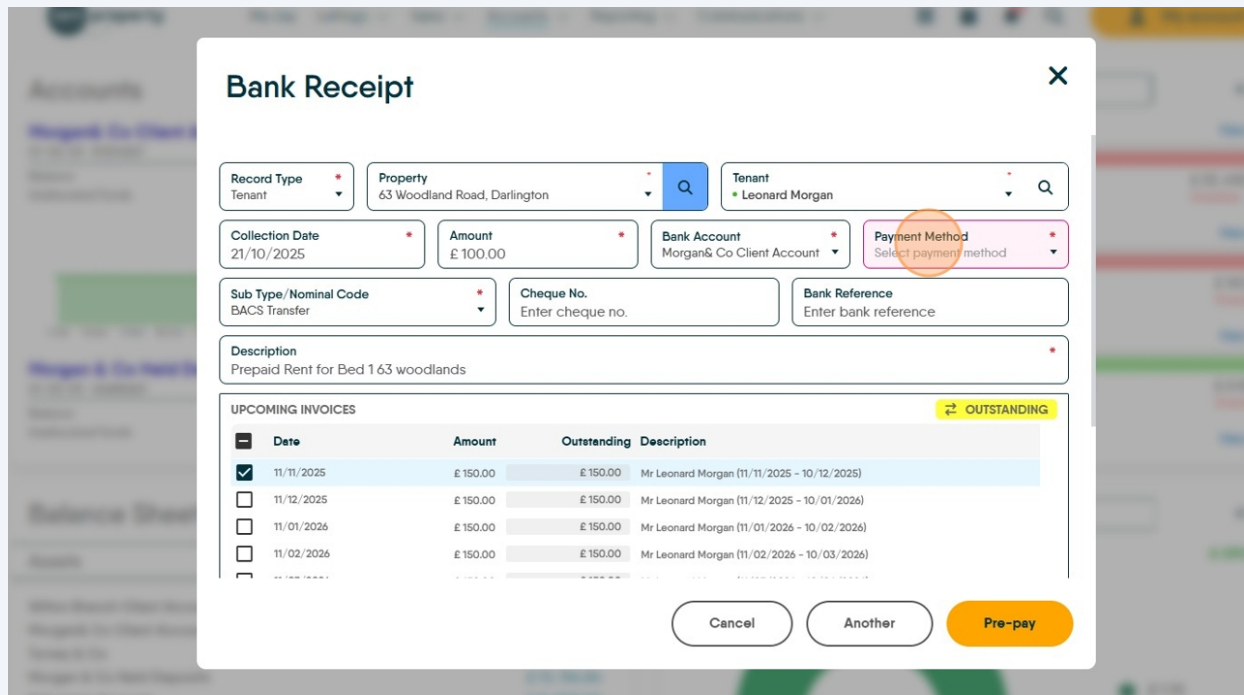
The 'UPCOMING INVOICES' table is shown below:

|                                     | Date       | Amount   | Outstanding | Description                                 |
|-------------------------------------|------------|----------|-------------|---|
| <input checked="" type="checkbox"/> | 11/11/2025 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/11/2025 - 10/12/2025) |
| <input type="checkbox"/>            | 11/12/2025 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/12/2025 - 10/01/2026) |
| <input type="checkbox"/>            | 11/01/2026 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/01/2026 - 10/02/2026) |
| <input type="checkbox"/>            | 11/02/2026 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/02/2026 - 10/03/2026) |

An orange circle highlights the 'Bank Account' dropdown menu, which is currently set to 'Select payment account'. The 'Pre-pay' button is highlighted in orange.



## 22 Click "Select payment method"



The screenshot shows a 'Bank Receipt' form. The 'Payment Method' dropdown menu is highlighted with an orange circle. The form contains the following fields:

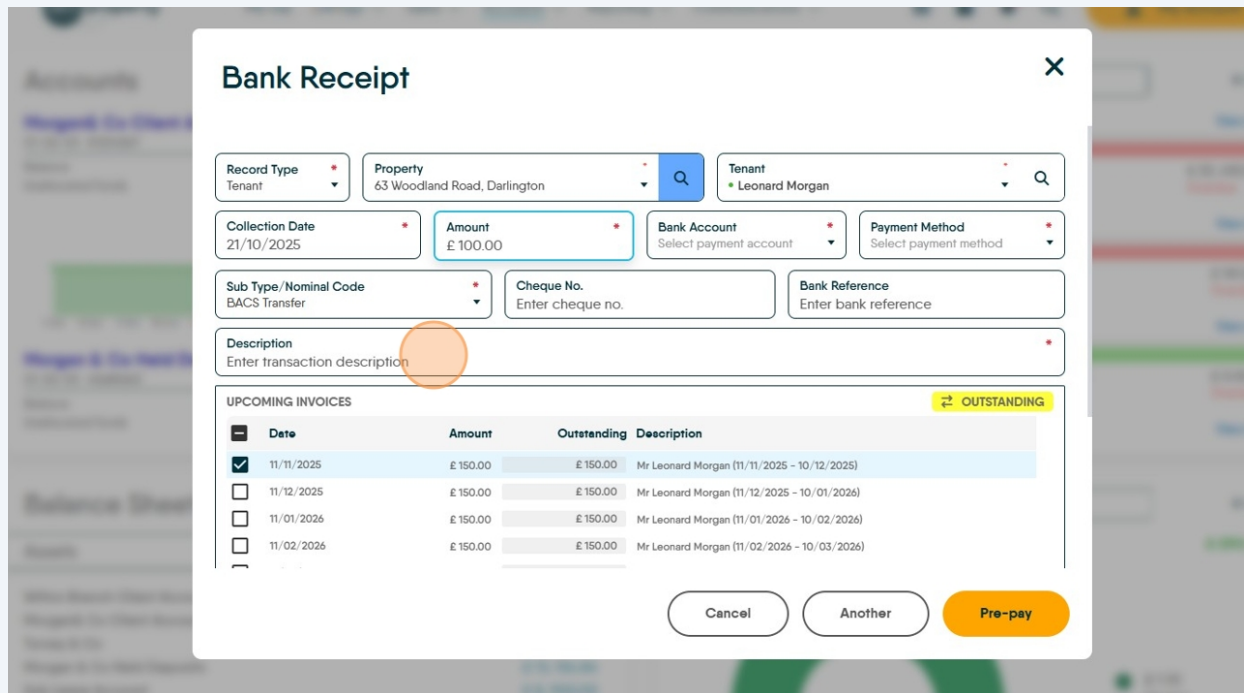
- Record Type: Tenant
- Property: 63 Woodland Road, Darlington
- Tenant: Leonard Morgan
- Collection Date: 21/10/2025
- Amount: £100.00
- Bank Account: Morgan & Co Client Account
- Payment Method: Select payment method
- Sub Type/Nominal Code: BACS Transfer
- Cheque No.: Enter cheque no.
- Bank Reference: Enter bank reference
- Description: Prepaid Rent for Bed 1 63 woodlands

Below the form is a table titled 'UPCOMING INVOICES' with a toggle switch set to 'OUTSTANDING'.

|                                     | Date       | Amount  | Outstanding | Description                                 |
|-------------------------------------|------------|---------|-------------|---|
| <input checked="" type="checkbox"/> | 11/11/2025 | £150.00 | £150.00     | Mr Leonard Morgan (11/11/2025 - 10/12/2025) |
| <input type="checkbox"/>            | 11/12/2025 | £150.00 | £150.00     | Mr Leonard Morgan (11/12/2025 - 10/01/2026) |
| <input type="checkbox"/>            | 11/01/2026 | £150.00 | £150.00     | Mr Leonard Morgan (11/01/2026 - 10/02/2026) |
| <input type="checkbox"/>            | 11/02/2026 | £150.00 | £150.00     | Mr Leonard Morgan (11/02/2026 - 10/03/2026) |

At the bottom are three buttons: 'Cancel', 'Another', and 'Pre-pay'.

## 23 Click the "Description" field. Add a detailed description for this transaction, the more detailed the description, the easier it is to track payments.



The screenshot shows the same 'Bank Receipt' form, but the 'Description' field is now highlighted with an orange circle. The form contains the following fields:

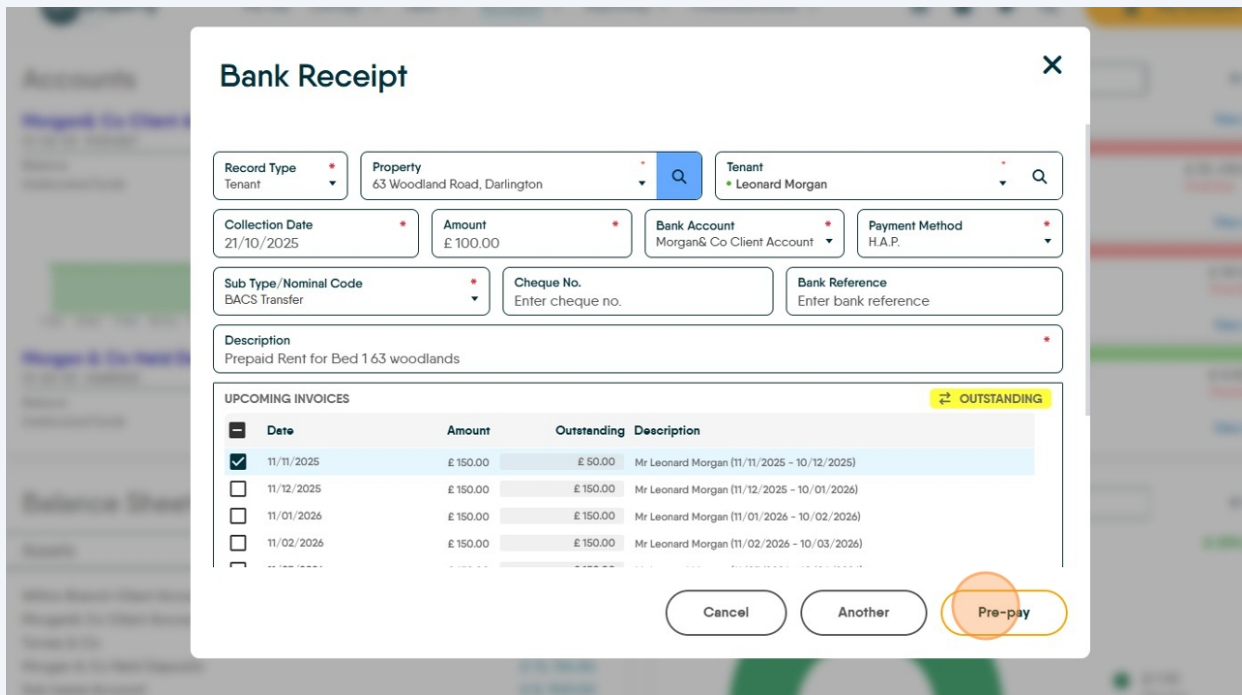
- Record Type: Tenant
- Property: 63 Woodland Road, Darlington
- Tenant: Leonard Morgan
- Collection Date: 21/10/2025
- Amount: £100.00
- Bank Account: Select payment account
- Payment Method: Select payment method
- Sub Type/Nominal Code: BACS Transfer
- Cheque No.: Enter cheque no.
- Bank Reference: Enter bank reference
- Description: Enter transaction description

Below the form is a table titled 'UPCOMING INVOICES' with a toggle switch set to 'OUTSTANDING'.

|                                     | Date       | Amount  | Outstanding | Description                                 |
|-------------------------------------|------------|---------|-------------|---|
| <input checked="" type="checkbox"/> | 11/11/2025 | £150.00 | £150.00     | Mr Leonard Morgan (11/11/2025 - 10/12/2025) |
| <input type="checkbox"/>            | 11/12/2025 | £150.00 | £150.00     | Mr Leonard Morgan (11/12/2025 - 10/01/2026) |
| <input type="checkbox"/>            | 11/01/2026 | £150.00 | £150.00     | Mr Leonard Morgan (11/01/2026 - 10/02/2026) |
| <input type="checkbox"/>            | 11/02/2026 | £150.00 | £150.00     | Mr Leonard Morgan (11/02/2026 - 10/03/2026) |

At the bottom are three buttons: 'Cancel', 'Another', and 'Pre-pay'.

24 Click "Pre-pay"



The screenshot shows a 'Bank Receipt' form with the following fields:

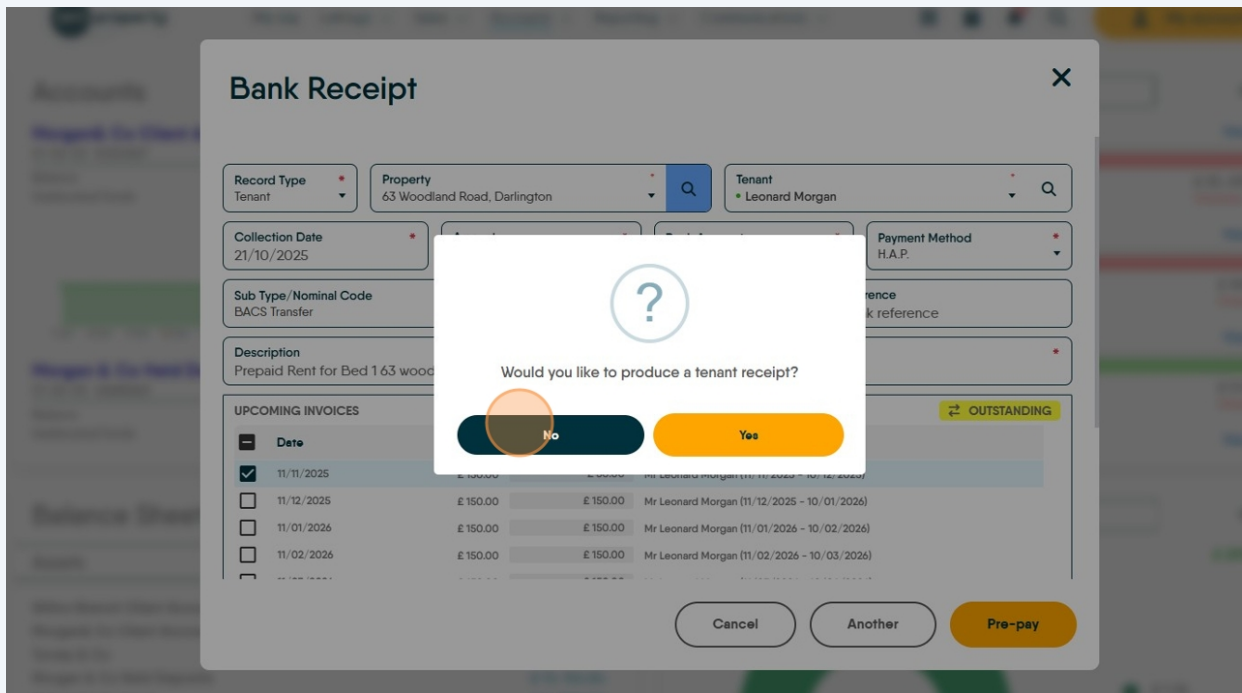
- Record Type: Tenant
- Property: 63 Woodland Road, Darlington
- Tenant: Leonard Morgan
- Collection Date: 21/10/2025
- Amount: £ 100.00
- Bank Account: Morgan& Co Client Account
- Payment Method: H.A.P.
- Sub Type/Nominal Code: BACS Transfer
- Cheque No.: Enter cheque no.
- Bank Reference: Enter bank reference
- Description: Prepaid Rent for Bed 163 woodlands

Below the form is a table titled 'UPCOMING INVOICES' with a yellow 'OUTSTANDING' label. The table has columns: Date, Amount, Outstanding, and Description.

|                                     | Date       | Amount   | Outstanding | Description                                 |
|-------------------------------------|------------|----------|-------------|---|
| <input checked="" type="checkbox"/> | 11/11/2025 | £ 150.00 | £ 50.00     | Mr Leonard Morgan (11/11/2025 - 10/12/2025) |
| <input type="checkbox"/>            | 11/12/2025 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/12/2025 - 10/01/2026) |
| <input type="checkbox"/>            | 11/01/2026 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/01/2026 - 10/02/2026) |
| <input type="checkbox"/>            | 11/02/2026 | £ 150.00 | £ 150.00    | Mr Leonard Morgan (11/02/2026 - 10/03/2026) |

At the bottom right, there are three buttons: 'Cancel', 'Another', and 'Pre-pay'. The 'Pre-pay' button is highlighted with an orange circle.

25 There is an option to create a receipt. Click "Yes" or "No" as required.



The screenshot shows the same 'Bank Receipt' form as in step 24, but with a confirmation dialog box overlaid in the center. The dialog box has a question mark icon and the text: 'Would you like to produce a tenant receipt?'. It has two buttons: 'No' (highlighted with an orange circle) and 'Yes'.