

# 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.iamp.../Dashboards/Accounts>

The screenshot shows the CRM interface with the following sections:

- Invoices:** Shows a summary of invoices with a total of £251,297.20. It includes sections for Rent Invoice, Tenant Fee Invoice, and Deposit Invoice.
- Balance Sheet:** Shows Assets (£316,549.11) and Liabilities.
- Deposits:** Shows a summary of deposits with a total of £11,597.15.
- Rent:** Shows a summary of rent with a total of £3,288.30.
- Deposit:** Shows a summary of deposits with a total of £290.01.

2 Click here. "Add Bank Receipt"

Accounts

**Morgan & Co Client Account**  
01-02-03 01234567

Balance £ 280,379.82 Reconciled £ 251,297.20  
Unallocated Funds £ 29,340.87 Unreconciled £ 29,082.62

7 Oct 9 Oct 11 Oct 13 Oct 15 Oct 17 Oct 19 Oct 21 Oct

**Morgan & Co Held Deposits**  
01-02-03 45685263

Balance £ 13,154.84 Reconciled £ 11,597.15  
Unallocated Funds £ 0.00 Unreconciled £ 1,557.69

Invoices

Rent Invoice  
£ 42,540.00 £ 8,975.00 £ 0.00 £ 33,565.00  
Total Due Paid Due Overdue

Tenant Fee Invoice  
£ 161.00 £ 0.00 £ 0.00 £ 161.00  
Total Due Paid Due Overdue

Deposit Invoice  
£ 2,249.99 £ 2,249.99 £ 0.00 £ 0.00  
Total Due Paid Due Overdue

Service Charge Invoice  
£ 0.00 £ 0.00 £ 0.00 £ 0.00  
Total Due Paid Due Overdue

Balance

Assets

Wilton Branc  
Morgan & Co  
Turvey & Co  
Morgan & Co  
Sub Lease A  
Morgan & Co

Total

Rent

Inv  
Re

3 Click "Select property"

Bank Receipt

Record Type Tenant

Property Select property

Tenant Select record

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

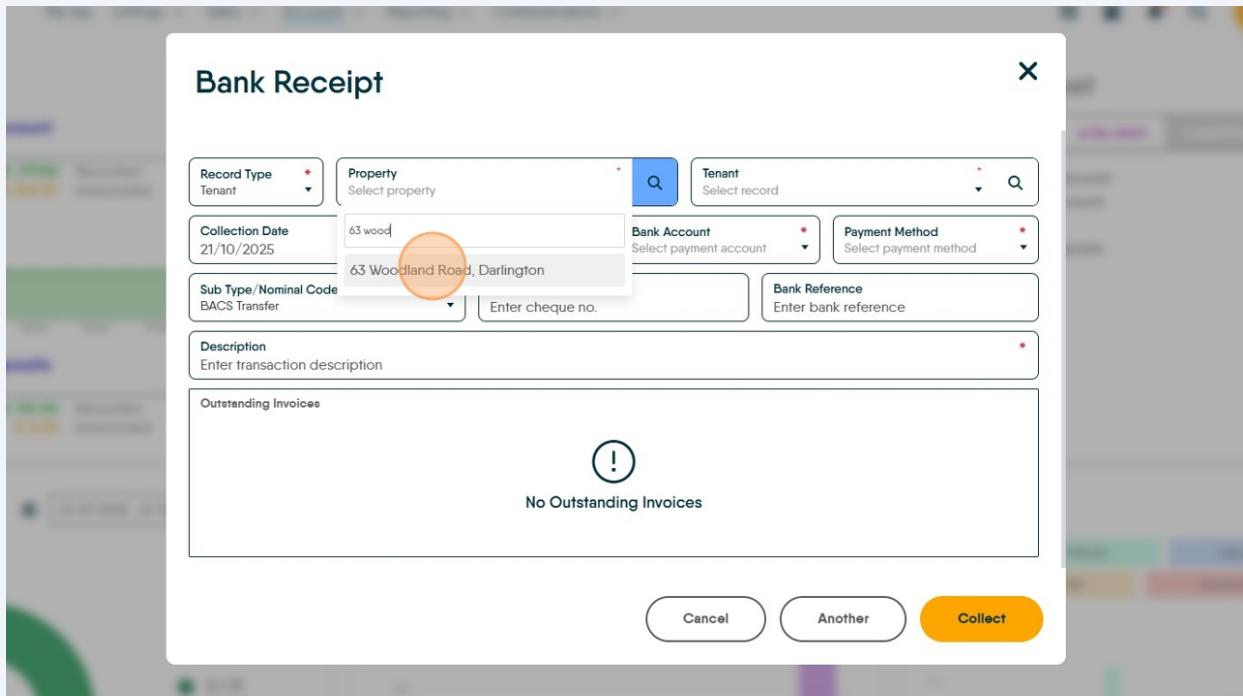
Description Enter transaction description

Outstanding Invoices

No Outstanding Invoices

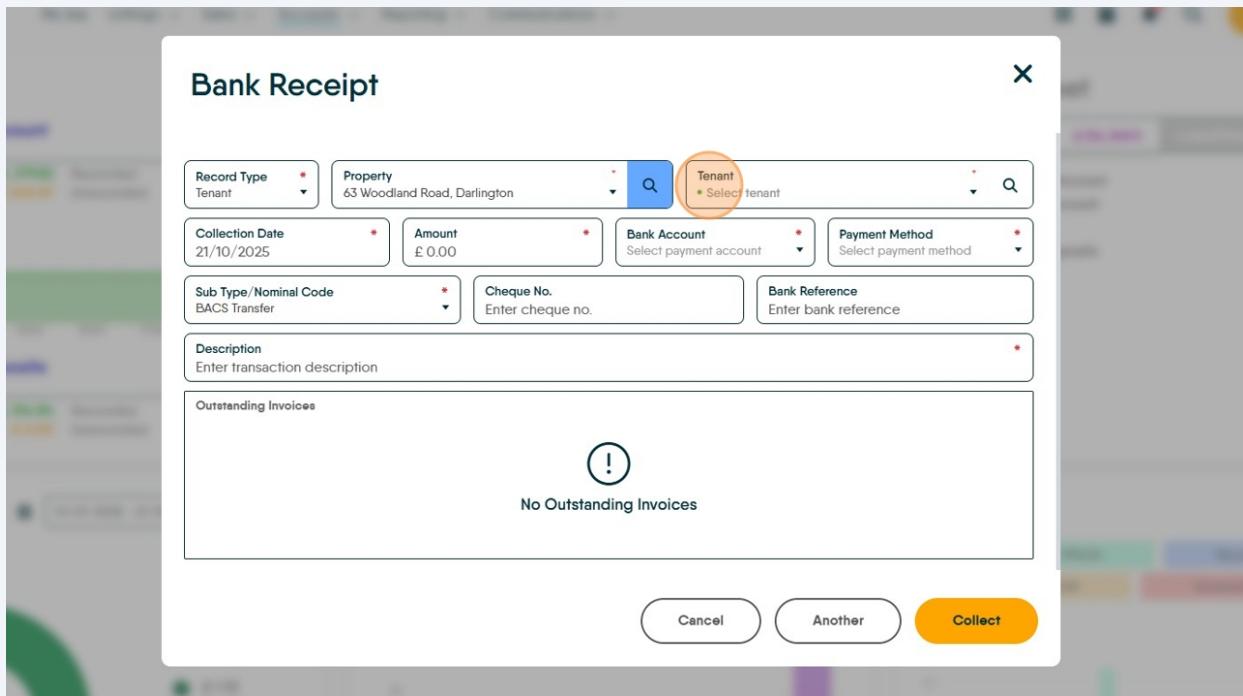
Cancel Another Collect

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



The screenshot shows the 'Bank Receipt' dialog box. At the top, there are four input fields: 'Record Type' (set to 'Tenant'), 'Property' (set to '63 Woodland Road, Darlington'), 'Tenant' (button with a magnifying glass icon), and 'Bank Account' (button with a magnifying glass icon). Below these are 'Collection Date' (set to '21/10/2025'), 'Sub Type / Nominal Code' (set to 'BACS Transfer'), 'Bank Reference' (input field), 'Description' (input field), and an 'Outstanding Invoices' section which displays 'No Outstanding Invoices'. At the bottom are three buttons: 'Cancel', 'Another', and a yellow 'Collect' button.

5 Click "Select tenant"



The screenshot shows the 'Bank Receipt' dialog box. The 'Property' field is now populated with '63 Woodland Road, Darlington'. The 'Tenant' field is highlighted with a red circle, showing the text 'Select tenant' with a green checkmark icon. The other fields and sections are identical to the previous screenshot.

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

**Bank Receipt**

Record Type \* Tenant Property 63 Woodland Road, Darlington Tenant \* Select tenant

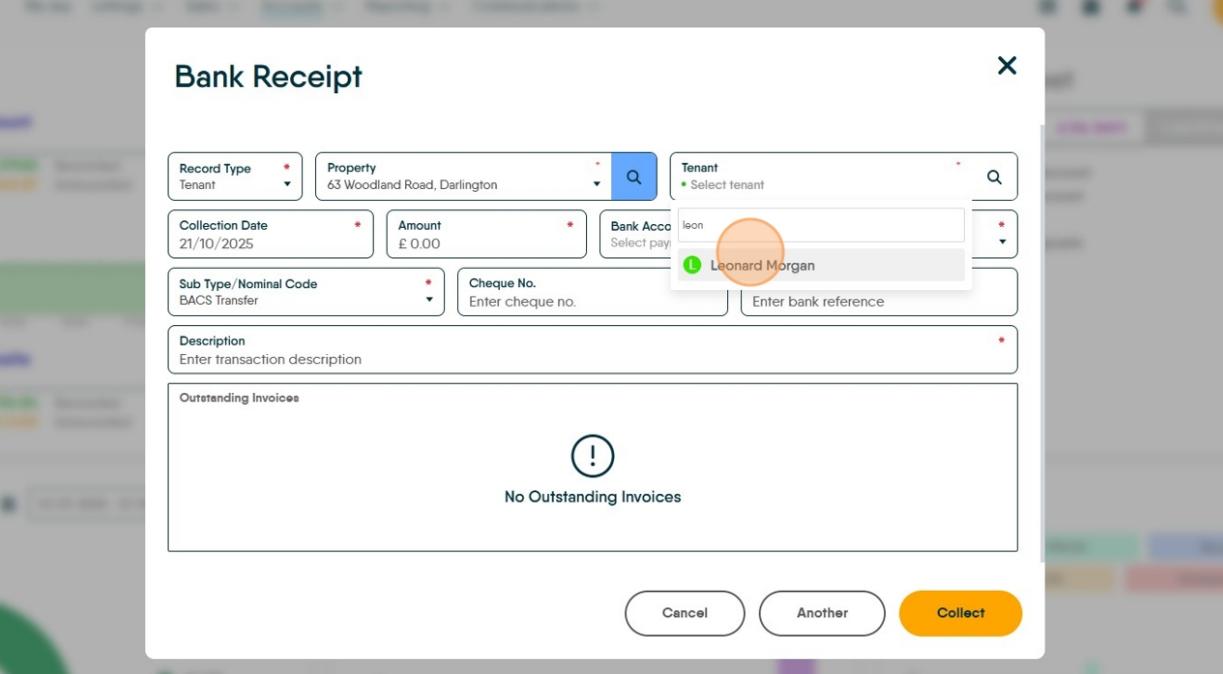
Collection Date \* 21/10/2025 Amount \* £ 0.00 Bank Acco Select pay

Sub Type/Nominal Code \* BACS Transfer Cheque No. Enter cheque no. Enter bank reference

Description Enter transaction description

Outstanding Invoices ! No Outstanding Invoices

**Cancel** **Another** **Collect**





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



Record Type \*  
Tenant

Property \*  
Select property

Tenant \*  
Select record



Collection Date \*  
22/10/2025

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

Cancel

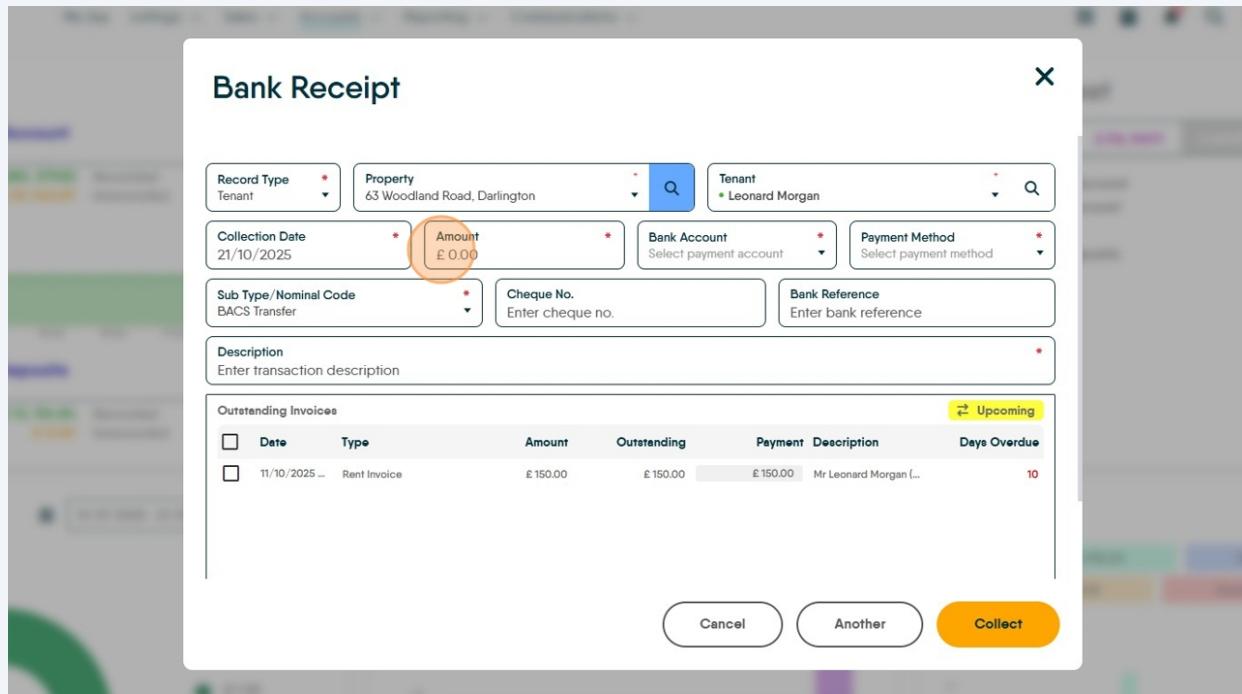
Another

Collect

7

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

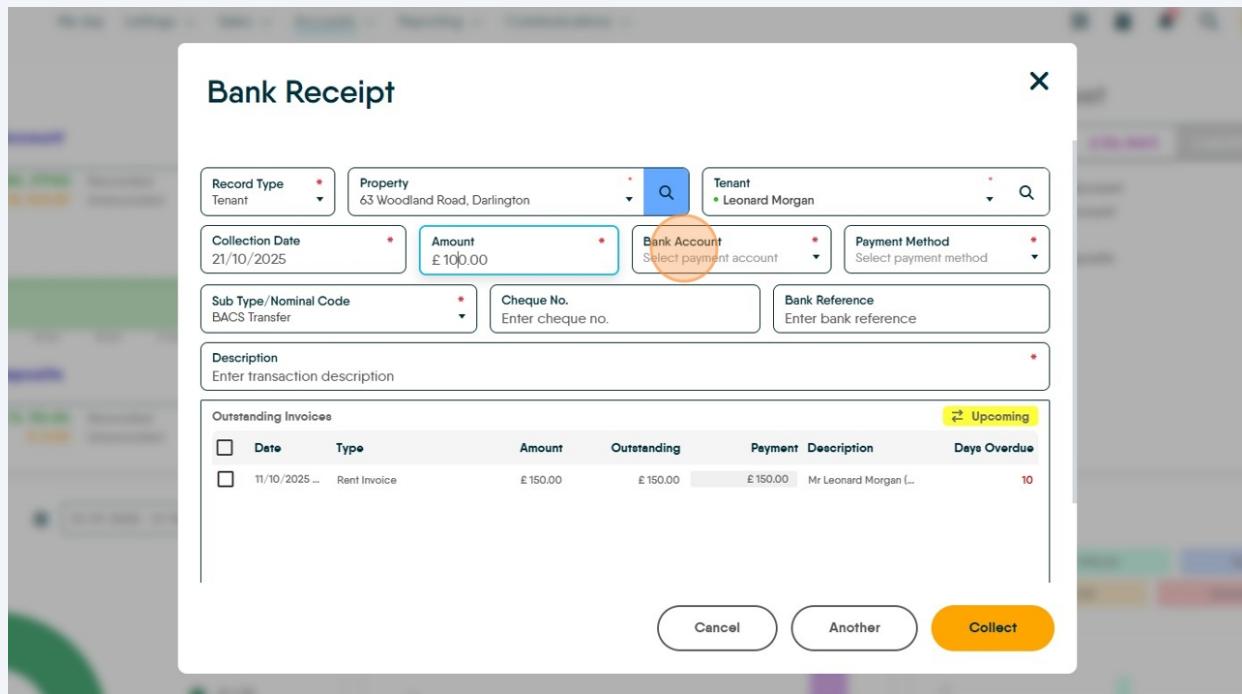
If you select the invoice in the 'Outstanding Invoices' field the full invoice amount will be added to here.



The screenshot shows the 'Bank Receipt' window. At the top, there are dropdowns for 'Record Type' (Tenant), 'Property' (63 Woodland Road, Darlington), 'Tenant' (Leonard Morgan), and search buttons. Below these are fields for 'Collection Date' (21/10/2025), 'Amount' (£0.00), 'Bank Account' (Select payment account), and 'Payment Method' (Select payment method). There are also fields for 'Sub Type/Nominal Code' (BACS Transfer), 'Cheque No.' (Enter cheque no.), and 'Bank Reference' (Enter bank reference). A 'Description' field is present with the placeholder 'Enter transaction description'. A table titled 'Outstanding Invoices' shows a single row: 11/10/2025 - Rent Invoice, £150.00, £150.00, Mr Leonard Morgan, 10. A yellow 'Upcoming' button is next to the table. At the bottom are 'Cancel', 'Another', and a large 'Collect' button.

8

Click "**Select payment account**"



The screenshot shows the 'Bank Receipt' window, identical to the previous one but with a red circle highlighting the 'Bank Account' field. The rest of the interface is the same, including the 'Amount' field containing £100.00, the 'Outstanding Invoices' table, and the 'Collect' button at the bottom.

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 \* Select payment account Payment Method \* Select payment method

Sub Type/Nominal Code \* BACS Transfer Cheque No. Enter cheque no.

Description Enter transaction description

Outstanding Invoices

<input type="checkbox"/>	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

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

<input type="checkbox"/>	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

Cancel Another Collect

11

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

**Bank Receipt**

Record Type Tenant	Property 63 Woodland Road, Darlington	Bank Account Morgan& Co Client Account	Tenant Leonard Morgan														
Collection Date 21/10/2025	Amount £ 100.00	Payment Method Select payment method															
Sub Type/Nominal Code BACS Transfer	Cheque No. Enter cheque no.	Bank Refer Enter ban															
Description Enter transaction description																	
<b>Outstanding Invoices</b> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Outstanding</th> <th>Payment</th> <th>Descri</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>11/10/2025 ...</td> <td>Rent Invoice</td> <td>£ 150.00</td> <td>£ 150.00</td> <td>£ 150.00</td> <td>Mr Leon</td> </tr> </tbody> </table>				<input type="checkbox"/>	Date	Type	Amount	Outstanding	Payment	Descri	<input type="checkbox"/>	11/10/2025 ...	Rent Invoice	£ 150.00	£ 150.00	£ 150.00	Mr Leon
<input type="checkbox"/>	Date	Type	Amount	Outstanding	Payment	Descri											
<input type="checkbox"/>	11/10/2025 ...	Rent Invoice	£ 150.00	£ 150.00	£ 150.00	Mr Leon											
<input type="button" value="Cancel"/> <input type="button" value="Another"/> <input style="background-color: orange; color: white; border-radius: 10px; padding: 5px; margin-left: 10px;" type="button" value="Collect"/>																	

**Bank Receipt**

Record Type Tenant	Property 63 Woodland Road, Darlington	Bank Account Morgan& Co Client Account	Tenant Leonard Morgan														
Collection Date 21/10/2025	Amount £ 100.00	Payment Method Standing Order															
Sub Type/Nominal Code BACS Transfer	Cheque No. Enter cheque no.	Bank Refer Enter ban															
Description Enter transaction description																	
<b>Outstanding Invoices</b> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Outstanding</th> <th>Payment</th> <th>Descri</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>11/10/2025 ...</td> <td>Rent Invoice</td> <td>£ 150.00</td> <td>£ 150.00</td> <td>£ 150.00</td> <td>Mr Leon</td> </tr> </tbody> </table>				<input type="checkbox"/>	Date	Type	Amount	Outstanding	Payment	Descri	<input type="checkbox"/>	11/10/2025 ...	Rent Invoice	£ 150.00	£ 150.00	£ 150.00	Mr Leon
<input type="checkbox"/>	Date	Type	Amount	Outstanding	Payment	Descri											
<input type="checkbox"/>	11/10/2025 ...	Rent Invoice	£ 150.00	£ 150.00	£ 150.00	Mr Leon											
<input type="button" value="Cancel"/> <input type="button" value="Another"/> <input style="background-color: orange; color: white; border-radius: 10px; padding: 5px; margin-left: 10px;" type="button" value="Collect"/>																	

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

**Bank Receipt**

Record Type Tenant	Property 63 Woodland Road, Darlington	Search	Tenant Leonard Morgan	Search																
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																				
<b>Outstanding Invoices</b> <table border="1"><thead><tr><th><input type="checkbox"/></th><th>Date</th><th>Type</th><th>Amount</th><th>Outstanding</th><th>Payment</th><th>Description</th><th>Days Overdue</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>11/10/2025 ...</td><td>Rent Invoice</td><td>£150.00</td><td>£150.00</td><td>£150.00</td><td>Mr Leonard Morgan ...</td><td>10</td></tr></tbody></table>					<input type="checkbox"/>	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
<input type="checkbox"/>	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													
<input type="button" value="Cancel"/> <input type="button" value="Another"/> <input type="button" value="Collect"/>																				

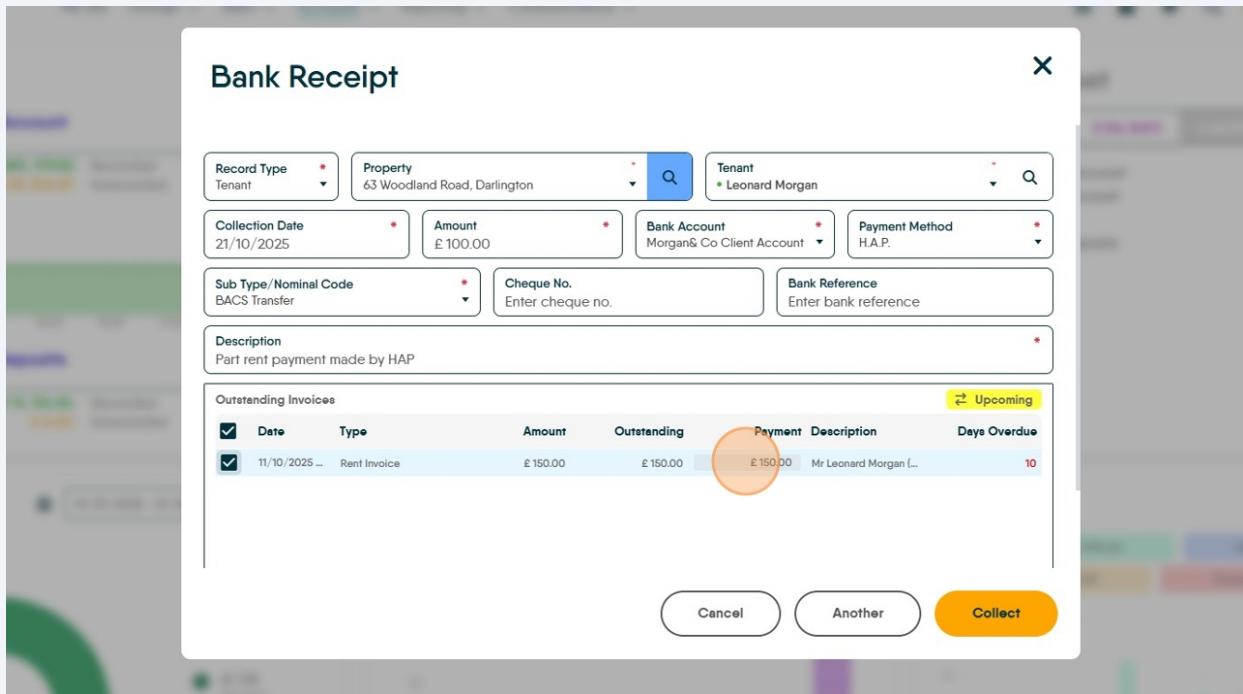
13 Click the checkbox next to the Invoice you are paying.

**Bank Receipt**

Record Type Tenant	Property 63 Woodland Road, Darlington	Search	Tenant Leonard Morgan	Search																
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																				
<b>Outstanding Invoices</b> <table border="1"><thead><tr><th><input type="checkbox"/></th><th>Date</th><th>Type</th><th>Amount</th><th>Outstanding</th><th>Payment</th><th>Description</th><th>Days Overdue</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>11/10/2025 ...</td><td>Rent Invoice</td><td>£150.00</td><td>£150.00</td><td>£150.00</td><td>Mr Leonard Morgan ...</td><td>10</td></tr></tbody></table>					<input 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
<input 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													
<input type="button" value="Cancel"/> <input type="button" value="Another"/> <input type="button" value="Collect"/>																				

14

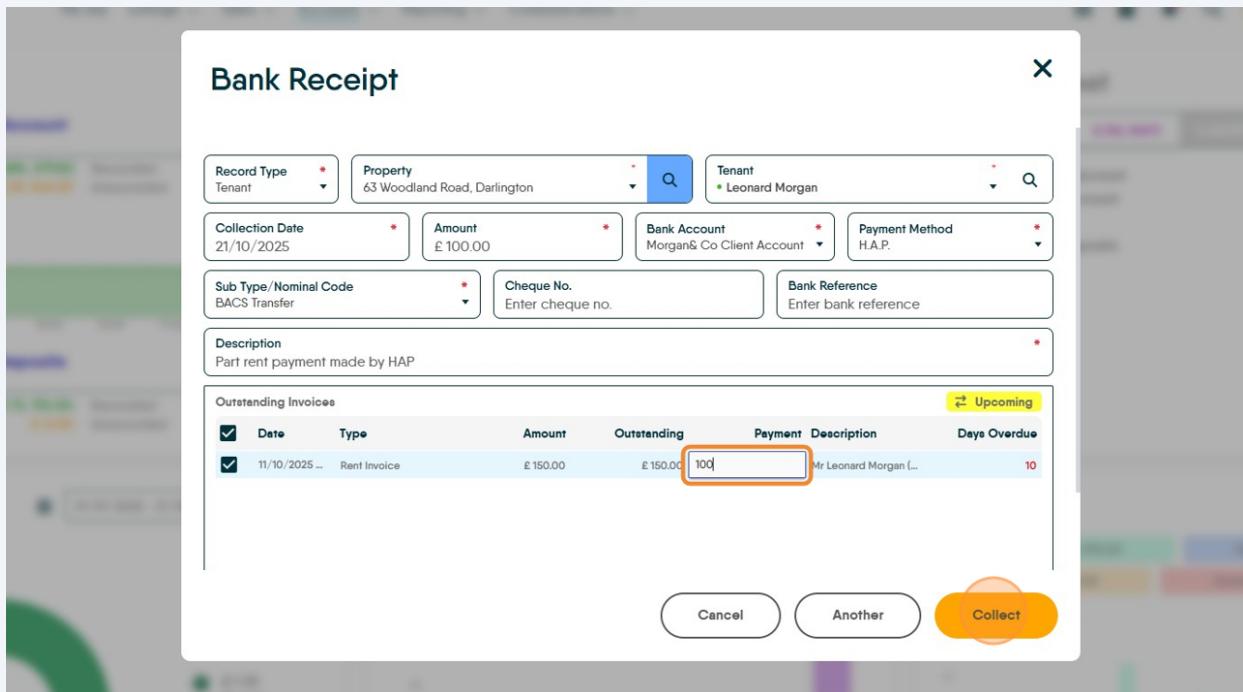
If you need to edit the amount paid click here and enter the amount being paid.



The screenshot shows the 'Bank Receipt' dialog box. At the top, it displays 'Record Type: Tenant', 'Property: 63 Woodland Road, Darlington', and 'Tenant: Leonard Morgan'. Below these are fields for 'Collection Date: 21/10/2025', 'Amount: £100.00', 'Bank Account: Morgan& Co Client Account', and 'Payment Method: H.A.P.'. There are also dropdowns for 'Sub Type/Nominal Code: BACS Transfer' and 'Cheque No.: Enter cheque no.' and 'Bank Reference: Enter bank reference'. The 'Description' field contains the text 'Part rent payment made by HAP'. The 'Outstanding Invoices' table shows a single row for a 'Rent Invoice' dated 11/10/2025 with an amount of £150.00. The 'Payment' column for this row shows £100.00 and the description 'Mr Leonard Morgan ...'. The 'Days Overdue' column shows a value of 10. The 'Collect' button is highlighted with an orange circle.

15

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



The screenshot shows the 'Bank Receipt' dialog box, identical to the previous one but with a key difference: the 'Payment' field for the rent invoice is now highlighted with an orange box, containing the value '100'. The rest of the interface is the same, showing the outstanding invoice and the 'Collect' button.

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

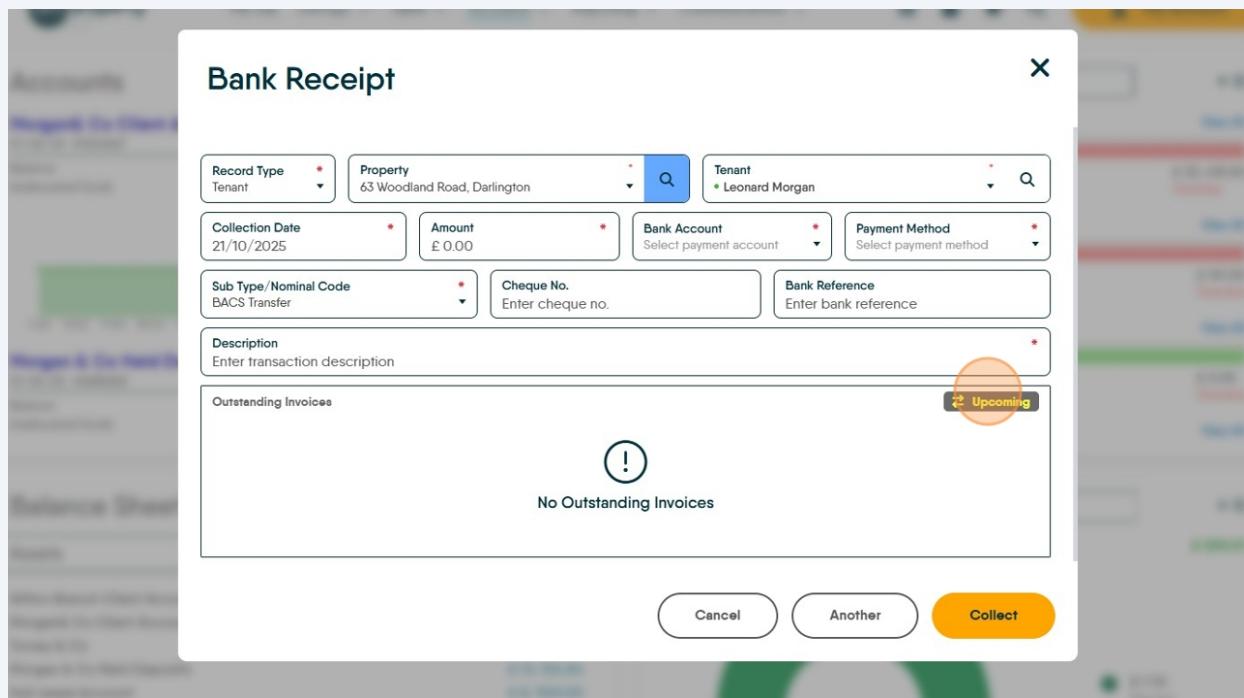


This option can be disabled in the CRM 'Accounts Configuration'. If the 'Upcoming' option is not visible then check the accounts configuration.

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"



18 Click this checkbox to select the invoice to pay.

**Bank Receipt**

Record Type Tenant	Property 63 Woodland Road, Darlington	Search	Tenant Leonard Morgan	Search
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				
<b>UPCOMING INVOICES</b>				
<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)	

**OUTSTANDING**

**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**

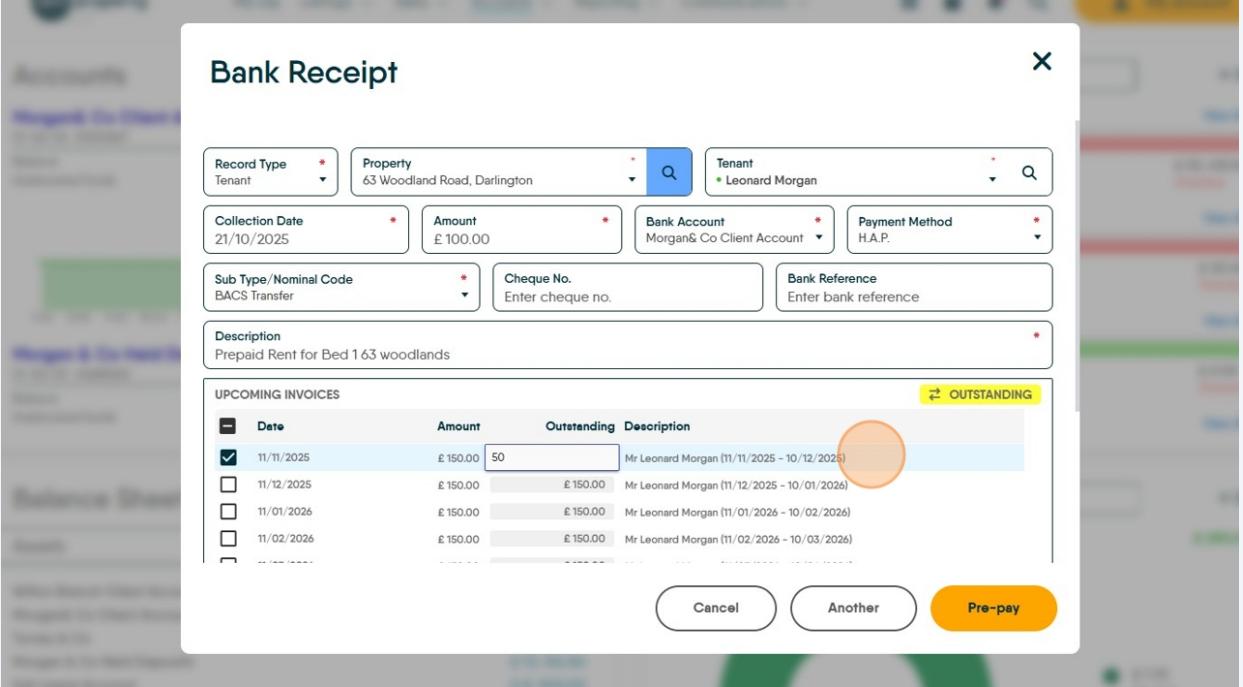
Record Type Tenant	Property 63 Woodland Road, Darlington	Search	Tenant Leonard Morgan	Search
Collection Date 21/10/2025	Amount £ 150.00	Bank Account Select payment account	Payment Method Select payment method	
Sub Type/Nominal Code BACS Transfer	Cheque No. Enter cheque no.	Bank Reference Enter bank reference		
Description Enter transaction description				
<b>UPCOMING INVOICES</b>				
<input checked="" 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)	

**OUTSTANDING**

**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.



**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: 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

**UPCOMING INVOICES**

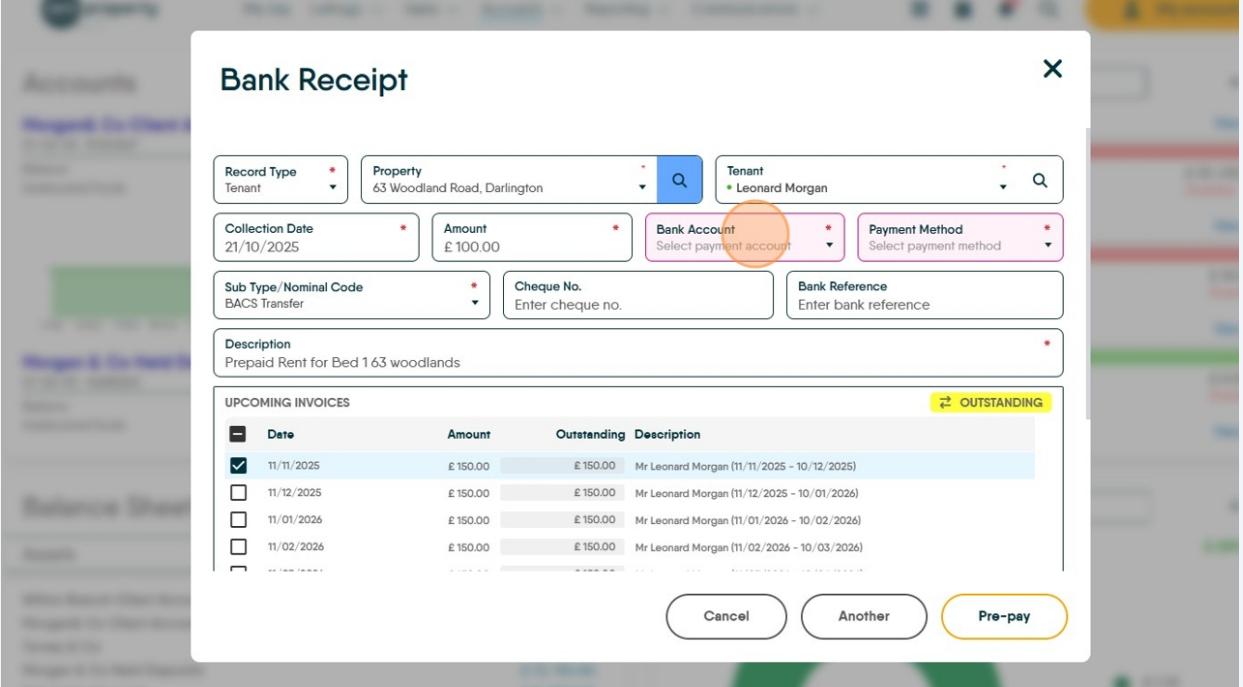
Date	Amount	Outstanding	Description
11/11/2025	£150.00	50	Mr Leonard Morgan (11/11/2025 - 10/12/2025)
11/12/2025	£150.00	£150.00	Mr Leonard Morgan (11/12/2025 - 10/01/2026)
11/01/2026	£150.00	£150.00	Mr Leonard Morgan (11/01/2026 - 10/02/2026)
11/02/2026	£150.00	£150.00	Mr Leonard Morgan (11/02/2026 - 10/03/2026)

**OUTSTANDING**

Cancel | Another | Pre-pay

21

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



**Bank Receipt**

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

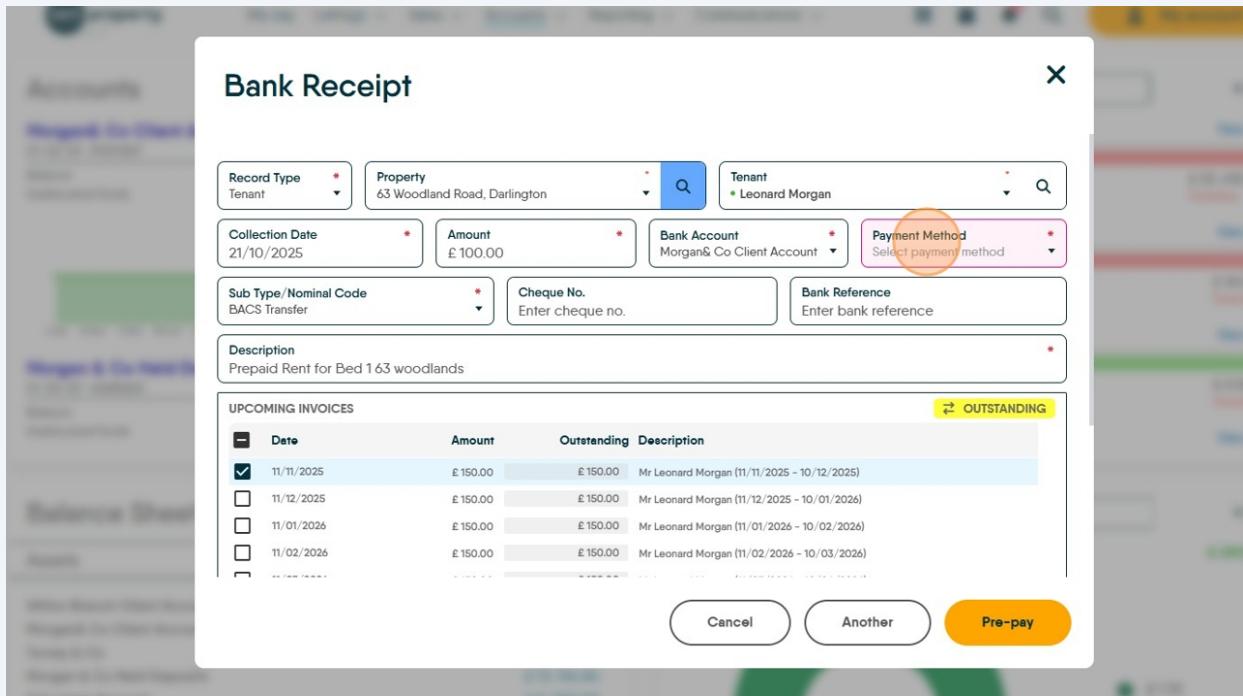
**UPCOMING INVOICES**

Date	Amount	Outstanding	Description
11/11/2025	£150.00	£150.00	Mr Leonard Morgan (11/11/2025 - 10/12/2025)
11/12/2025	£150.00	£150.00	Mr Leonard Morgan (11/12/2025 - 10/01/2026)
11/01/2026	£150.00	£150.00	Mr Leonard Morgan (11/01/2026 - 10/02/2026)
11/02/2026	£150.00	£150.00	Mr Leonard Morgan (11/02/2026 - 10/03/2026)

**OUTSTANDING**

Cancel | Another | Pre-pay

22 Click "Select payment method"



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

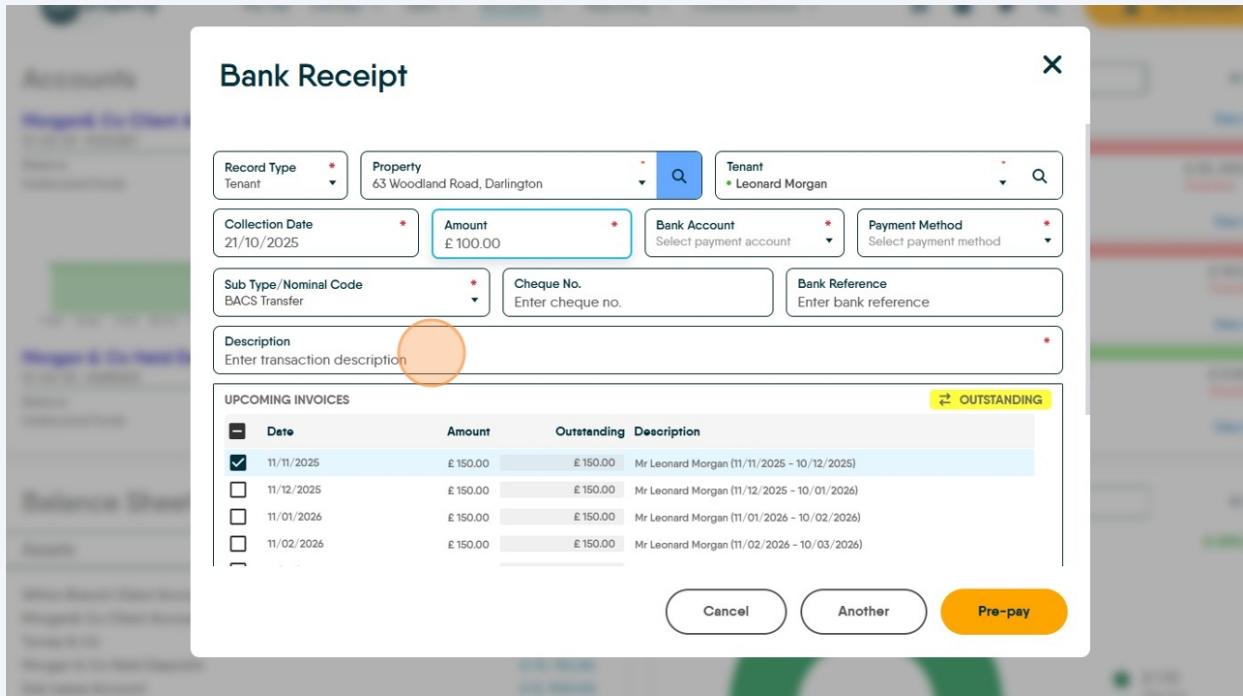
Description: Prepaid Rent for Bed 163 woodlands

UPCOMING INVOICES

Date	Amount	Outstanding	Description
11/11/2025	£150.00	£150.00	Mr Leonard Morgan (11/11/2025 - 10/12/2025)
11/12/2025	£150.00	£150.00	Mr Leonard Morgan (11/12/2025 - 10/01/2026)
11/01/2026	£150.00	£150.00	Mr Leonard Morgan (11/01/2026 - 10/02/2026)
11/02/2026	£150.00	£150.00	Mr Leonard Morgan (11/02/2026 - 10/03/2026)

Cancel   Another   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.



Bank Receipt

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

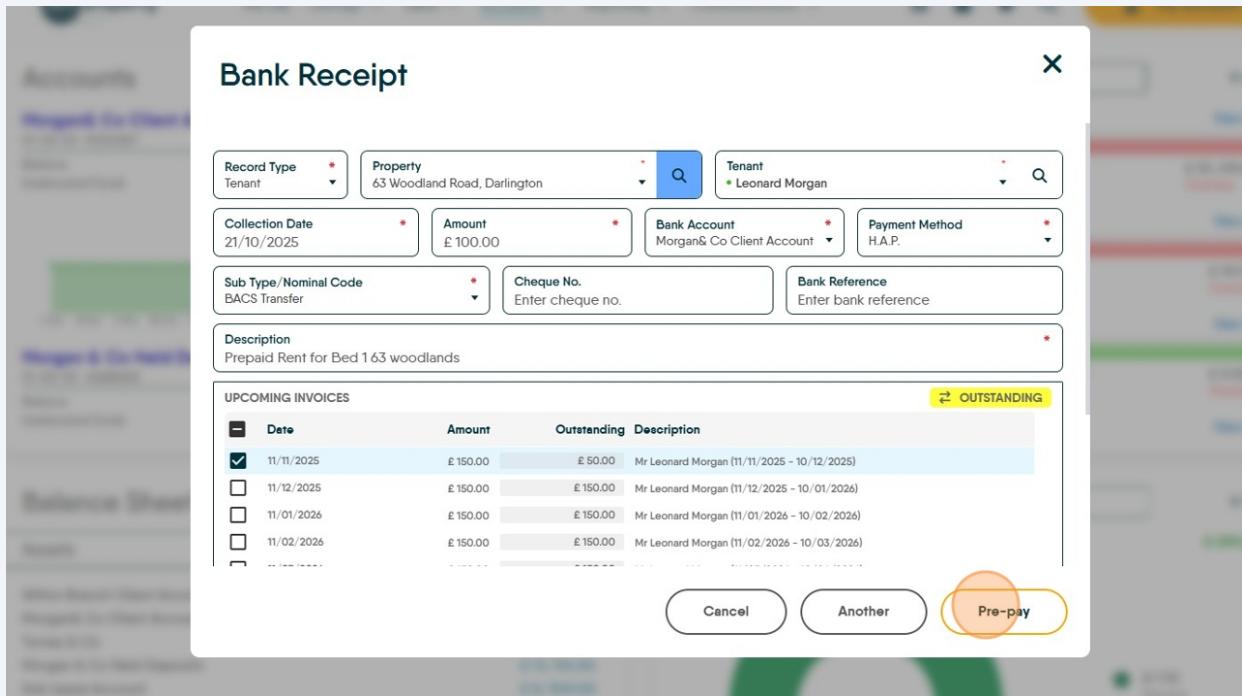
Description: Enter transaction description

UPCOMING INVOICES

Date	Amount	Outstanding	Description
11/11/2025	£150.00	£150.00	Mr Leonard Morgan (11/11/2025 - 10/12/2025)
11/12/2025	£150.00	£150.00	Mr Leonard Morgan (11/12/2025 - 10/01/2026)
11/01/2026	£150.00	£150.00	Mr Leonard Morgan (11/01/2026 - 10/02/2026)
11/02/2026	£150.00	£150.00	Mr Leonard Morgan (11/02/2026 - 10/03/2026)

Cancel   Another   Pre-pay

24 Click "Pre-pay"



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

