Section 20 – Processing Options

Import Bank Link File

Importing a bank link file is a further extension of directly debiting your tenants. Once you have directly debited your tenants your bank may email you back the file of those tenants debited or, if you know that the direct debit file processed successfully you may use the Direct Debit file you created to import. By importing a bank link file, REI Master can automatically process your receipts for you for any tenants that have paid by direct credit. You must have this function setup with your bank first. Your bank will email you a Bank Link File of those tenants that have paid by direct credit.

Before you can import a bank link file you must first have two other areas setup:

- The bank link file format in the General Configuration area go to 'Setup' and 'General Configuration' and the 'General' tab (refer to the Setup & General Configuration section of this Manual).
- 2. The Tenant's bank link reference number. Your bank will advise you of this number for each individual tenant. This is then setup in the 'Tenancy Info' tab of each Tenant.



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eference	10GREEN		📃 Ina	tive			
ast Name(s)	Smith				Ter	nant D	etails
irst Name(s)	Joe Bloggs & Mary						
Contact Details	Tenancy Info.	Other	Cornr	ercial	Account	Tasks / Notes	Checklists
Rental Information	Bond & Deposits	Lease &	Vacating	Additio	nal Info.	Utilities	Special Notes
Rent Paid To Rental Period In Advance b Default Metho	y kd bate Rebate Amoun Rent To The Day	13/05/20 vVeekly 2 1 Direct	12 V Veek(s) \$0.00	Applie 01/01 Next I 01/01 Receip Check	s From /2007 V kent Review /2007 Mor t Reminder if or outstanding ants To Print On	nday, January 01 2 Invoices	1007
Direct Credit / Reference No	B-Pay Inber 123456			Reme	mber - Rent Mus	receipt t Be 2 Weeks In Ac	ivance

To Import A Bank Link File:

- Make sure no-one else has REI Master open.
- From the main screen of REI Master click on 'Process'.
- Then click 'Import Bank Link File'.



Follow the steps down the right hand side of the 'Import Bank Link File' screen.

- Step 1 Click on 'Browse'.
- Browse to and find the file that you wish to import.
- Click on that file and then click 'Open'.



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All transactions that are on that file will now appear on screen.

- Step 2 Make sure the box next to 'Print Receipts' is ticked. This will automatically print your receipts. If you do not have this box ticked you will need to manually print your receipts one by one.
- Step 2 Click the 'Process' button.
- If you receive the 'Sole Access Required' message, make sure everyone else is closed out of REI Master and then click 'OK' to the message.

Tenant	Deposit Ref.	Description	Amount	Processed	Reason	
> 10GREEN	123456456	123456	\$480.00			
> 11 ARCHEF	987654321	11	\$700.00			
> 13RED	32165487	13	\$350.00			Step 1 : Click 'Browse' to a file to import.
	321564987	14	\$475.00			
> 16DEMO	985423125	16	\$500.00			Drowse
2SMITH	654654654	25252525	\$480.00			Import File (Name and Locat
3BROWN	564546435	3Brown	\$320.00			Master/Real Estate demo
> 4SUBURB	654654	4suburb	\$4,000.00			dataW/eekly.aba
> SCHARLIE	55655664	5charlie	\$350.00			
						Step 2 : Process the recei (receipt printing is option Print Receipts Process
						Step 3 : Print the report.

Printing Complete

The receipt printing cycle is complete

OK.

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- Wait while the bank import processes. (You will see the word 'True' or 'False' appearing under the 'Processed' column for each transaction line and see a 'description' appear under the 'Reason' column).
- When you receive the message that the receipt printing cycle is complete – click 'OK'.

Your receipts for each successful transaction will now have printed.

Tip: If you forgot to tick 'Print Receipts' or there was a problem with your printer and receipts were not printed you can re-print a receipt after you have finished the 'Bank Link Import' process. To re-print a receipt go to the main screen of REI Master, click on the drop down list 'Reports' above the Suppliers icon (not the 'Reports' icon) and then down the bottom click on re-print a receipt. Highlight the receipt you wish to re-print and then click 'Print'.

You will be able to see on screen which transactions processed successfully and which did not.

N.B. Any transactions that are not a full rental period amount will not process successfully.

N.B. Any transactions that did not process will need to be processed manually (i.e. you will need to go to 'Receipts' and process the receipt there).

- Click the 'Print' button to print the summary report.
- Click 'Close' on the Bank Link Import screen.

Tenant	Deposit Ref.	Description	Amount	Processed	Reason	N.A.
10GREEN	123456456	123456	\$480.00	True	PROCESSED SUCCESSFULL	TT. CIG
11ARCHER	987654321	11	\$700.00	True	PROCESSED SUCCESSFULL	
13RED	32165487	13	\$350.00	True	PROCESSED SUCCESSFULL	Step 1 : Click 'Browse' to a file to import
14DEMO	321564987	14	\$475.00	True	PROCESSED SUCCESSFULL	
16DEMO	985423125	16	\$500.00	True	PROCESSED SUCCESSFULL	Browse
2SMITH	654654654	25252525	\$480.00	True	PROCESSED SUCCESSFULL	Import File (Name and Local
BROWN	564546435	3Brown	\$320.00	False	Amount plus rent credit does	Master/Real Estate demo
# 4SUBURB	654654	4suburb	\$4,000.00	True	PROCESSED SUCCESSFULL	dataWeekly.aba
SCHARLIE	55655664	Scharlie	\$350.00	True	PROCESSED SUCCESSFULL	
						Step 2 : Process the receiver t
1				1		Step 3 : Print the report.
		Ш				Print

File: C:\Pro	ile: C:\Program Files\REI Master\Real Estate demo data\\Weeky.aba							
Tenant Ref	Deposit Ref	Amount	Processed	Reason				
10GREEN	123456456	\$480.00	True	PROCESSED SUCCESSFULLY				
11ARCHER	987654321	\$700.00	True	PROCESSED SUCCESSFULLY				
13RED	32165487	\$350.00	True	PROCESSED SUCCESSFULLY				
14DEMO	321564987	\$475.00	True	PROCESSED SUCCESSFULLY				
16DEMO	985423125	\$500.00	True	PROCESSED SUCCESSFULLY				
2SMITH	654654654	\$480.00	True	PROCESSED SUCCESSFULLY				
3BROWN	564546435	\$320.00	False	Amount plus rent credit does not equal an exact rental pe				
4SUBURB	654654	\$4,000.00	True	PROCESSED SUCCESSFULLY				
5CHARLIE	55655664	\$350.00	True	PROCESSED SUCCESSFULLY				