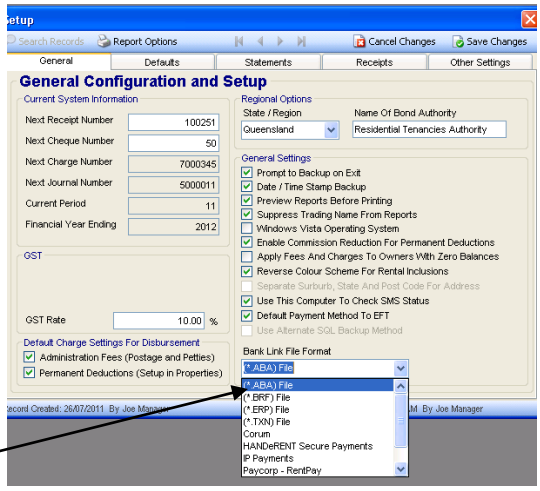
Section 20 – Processing Options

Import Bank Link File

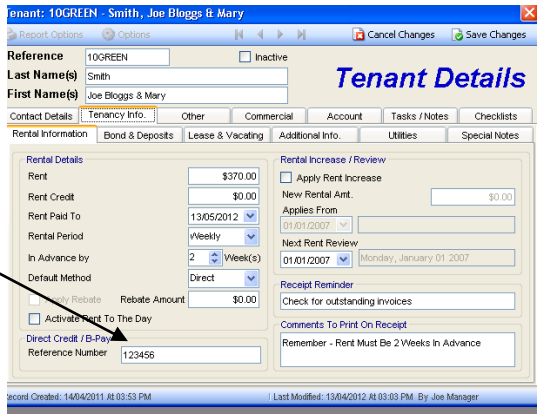
Importing a bank link file is a further extension of directly debiting your tenants. Once you have directly debited your tenants your bank may email you back the file of those tenants debited or, if you know that the direct debit file processed successfully you may use the Direct Debit file you created 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:

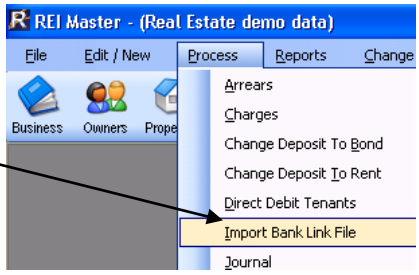
1. The bank link file format in the General Configuration area – go to 'Setup' and 'General Configuration' and the 'General' tab (refer to the Setup & General Configuration section of this Manual).

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.



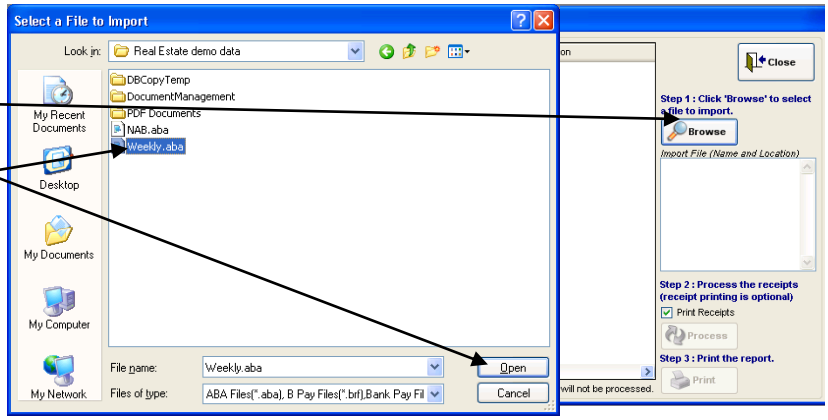
To Import A Bank Link File:

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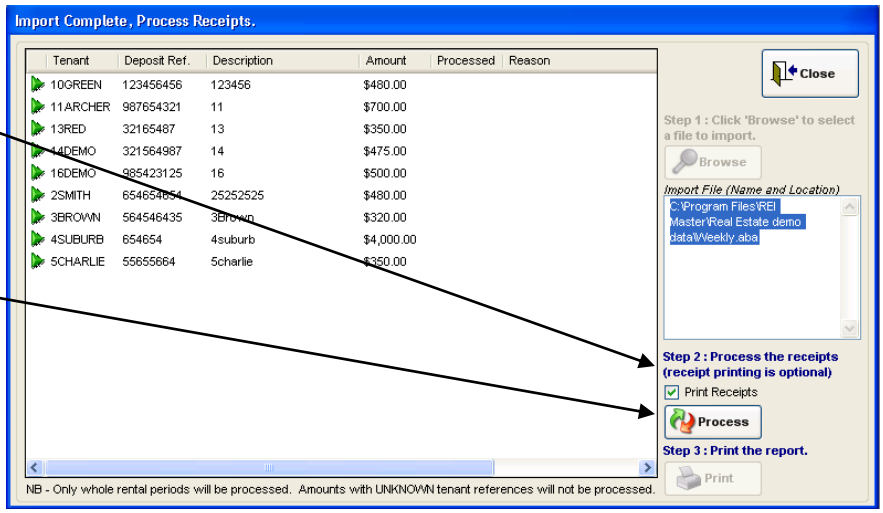
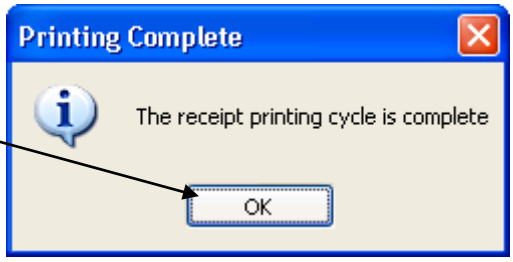
All transactions that are on that file will now appear on screen.

- 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.



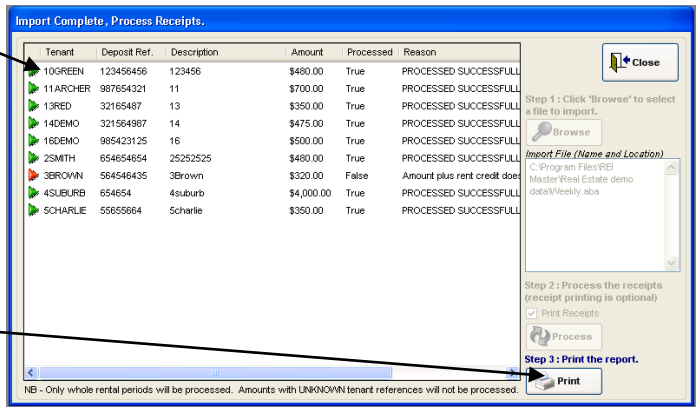
- If you receive the 'Sole Access Required' message, make sure everyone else is closed out of REI Master and then click 'OK' to the message.
- Wait while the bank import processes. (You will see the word 'True' or 'False' appearing under the 'Processed' column for each transaction line and see a 'description' 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.

Demo Version — Demo Real Estate

Bank File Receipt Summary

File: C:\Program Files\REI Master\Real Estate demo data\Weekly.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