



Uploading Rental Rewards .PAY Files Into Macpro Office Manager

- 1. Go into your Bank Software and download your file.
- 2. Go into Macpro Office Manager, click on File, Account Maintenance, Upload/Download from Bank.
- 3. Select the Bank Account you require.
- 4. Select Rental Rewards as the Bank Download programs:

👷 Upload from Bank		IX
Bank Account Bank Download Program	Rental Trust Upload Todays Banking Rental Rewards Image: Constraint of the second sec	
Method of Receipting	Upload File from Bank	
Change after Receipt # 0 🚖	System Download Programs	
Receipt # after change 0	E Show Rejections	
		_
Receipt Number Set 1 🚖	Type Amount Agent/Bus Id/Cheque No OK Cheque Amount Property Ref Clier	
Next Number 83 🚖		
Clearance Days 3 🜩		
Print Receipt Setup		
Process		
Unprocessed		
Agent Deposits = 0		
Agent Total = 0		
Cheques = 0		
Crieques = 0 Deposits = 0		
Deposits Total = 0		
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- 5. Check Receipt number is correct.
- 6. Select Upload Today's Banking.
- 7. Select the drive and directory where the file is located



- 8. The screen will come back and then display the contents of the file.
- 9. Click on Process

Should you have any further queries, contact RPData support on: (07) 3114 9999