# Rental Rewards & Gateway Automatic Reconciliation

You can automatically reconcile Rental Reward tenant payments within Gateway. You just need to ensure that the tenants' Banklink reference has been entered into their Rental Rewards profile.
You can check or do this by logging into the Rental Rewards website.

IMPORTING A .PAY RENTAL REWARDS FILE

Rental Rewards provides a .PAY transaction file that can be imported directly into Gateway. Save this file to a folder location.

1. Select Banklink Wizard from the Transactions menu.
2. Click Next to select a method.
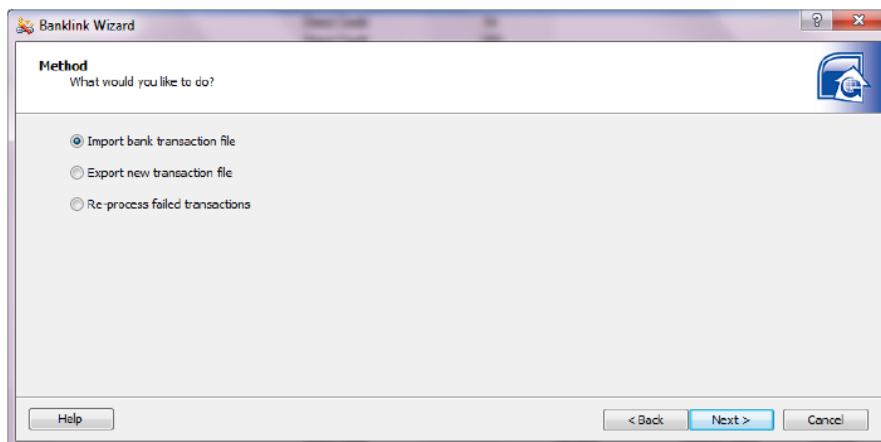
3. Select Import bank transaction file.
4. Click Next to select the import file.
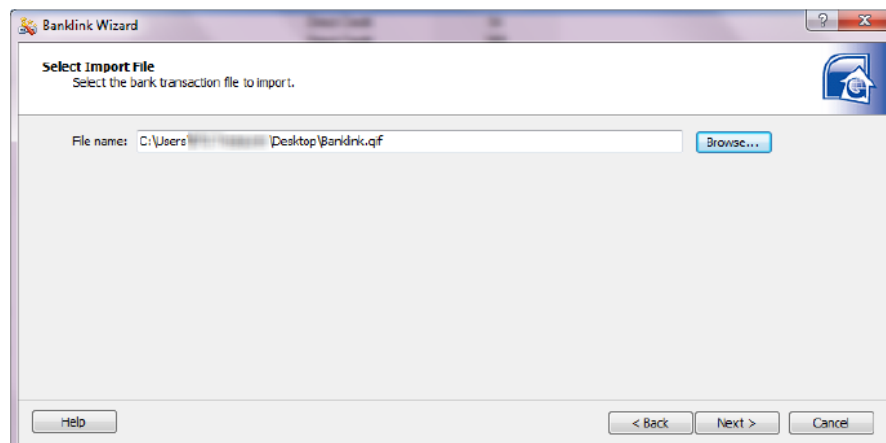
5. Click Browse to browse for the appropriate file and click Open - the file and path for the selected file will display in File name.

6. Click Next to select the records to process.

7. All the records stored in the selected file display in the wizard.
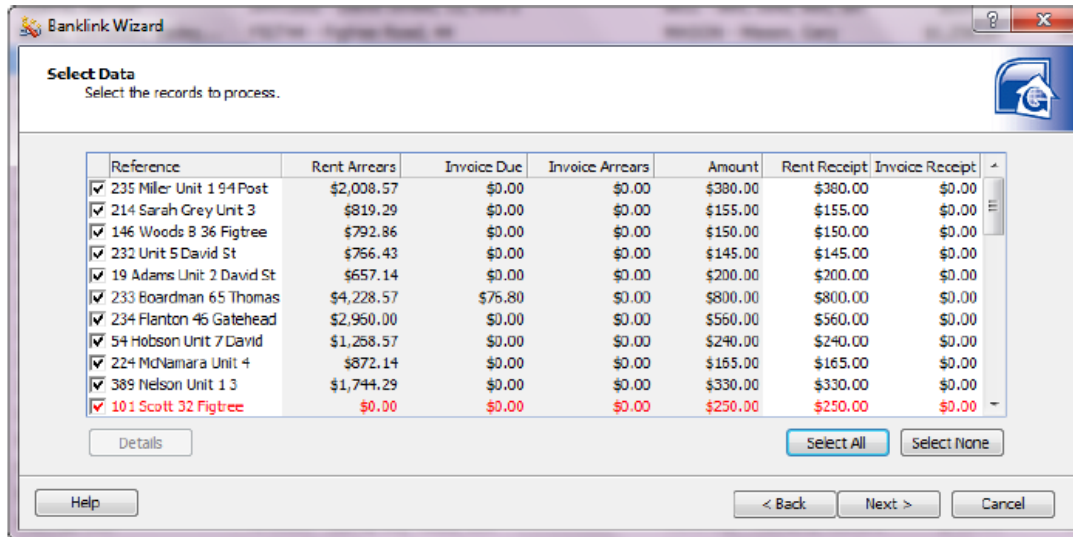
8. Select the records you require to import. Items in black have been successfully identified. Items in red have not been identified and will not process.

9. Double clicking on an item will provide details about the transaction.
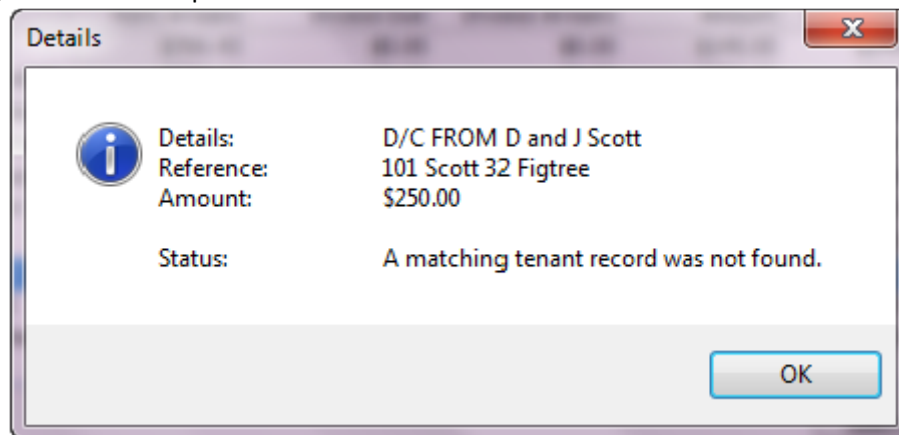
10. Gateway will automatically apply monies in the following order:

1. Rental arrears
2. Rent for current period
3. Oldest unpaid invoice
4. Next unpaid invoice

11. If an invoice is urgent you may manually adjust the rent and invoice figures for a tenant before processing the file.

12. Click Next to set print options, part payment options and the opportunity to Preview the banklink report.
13. Select the print options you require and check the Receipt range is correct.
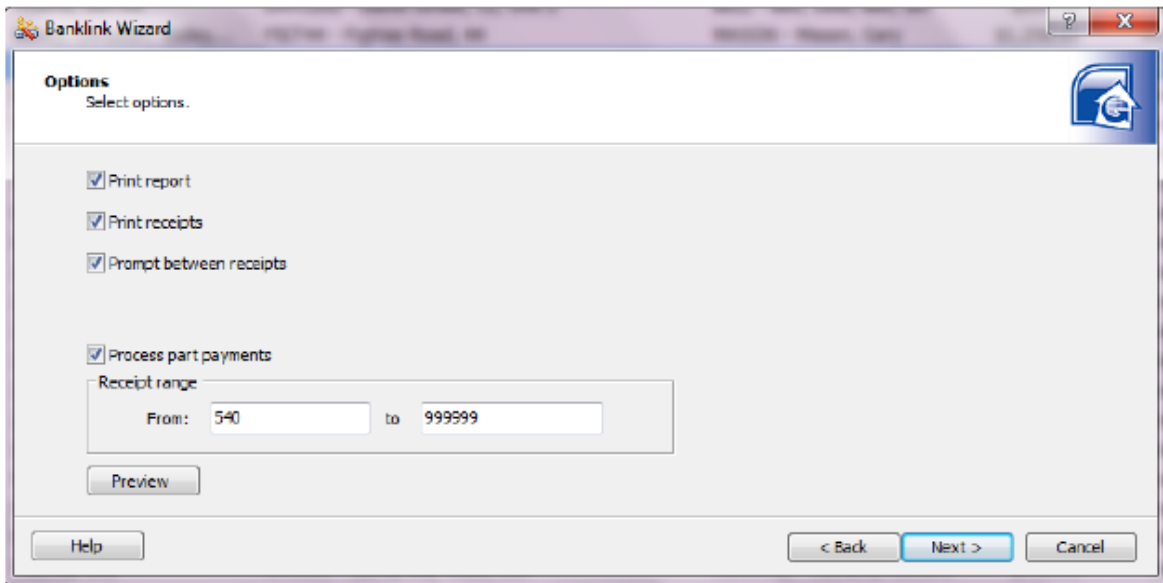
14. Click Next to view the summary.
15. A summary of the Banklink Wizard instructions will display prior to completing the wizard.
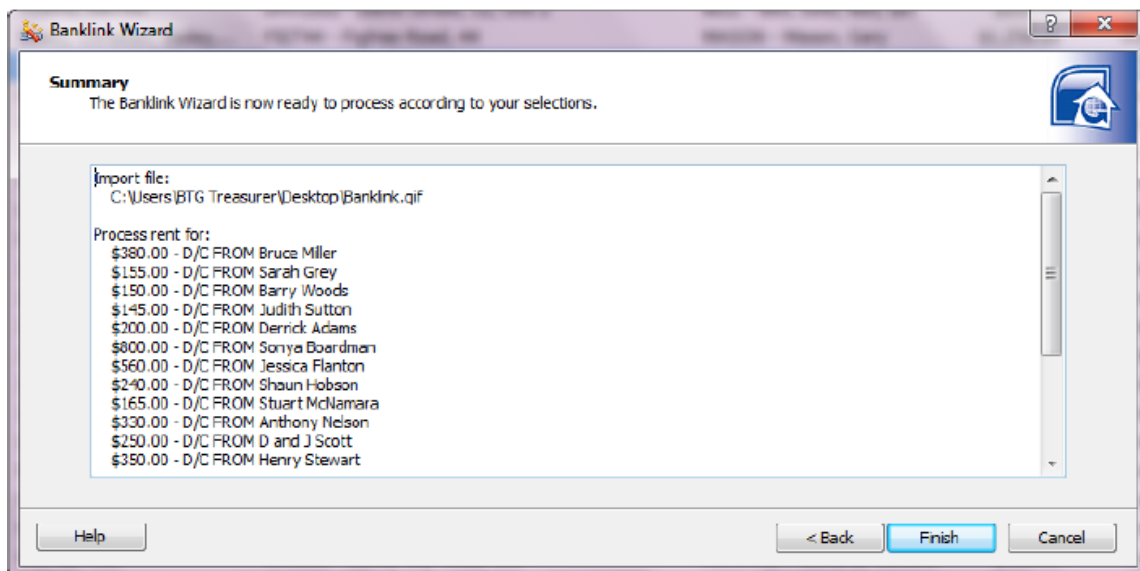

16. Click Finish to complete the wizard.
17. The wizard will indicate when the process has successfully completed. The Banklink report will preview to screen.

Reference	Tenant	Property		Amount
Credit				
235 Miller Unit 1 94	MILLERB - Miller, Bruce	Post Street, 94, 1		$380.00
		540 Rent		
214 Sarah Grey Unit	GREY - Grey, Sarah	David Street, 12, Unit 3		$155.00
		541 Rent		
146 Woods B 36 Figtr	WOODS - Woods, Barry New rent: $160.00	Figtree Road, 36		$150.00
		542 Rent		
232 Unit 5 David St	SUTTON - Sutton, Judith	David Street, 12, Unit 5		$145.00
		543 Rent		
19 Adams Unit 2 Davi	ADAMS - Adams, Derrick	David Street, 12, Unit 2		$200.00
		544 Rent		
233 Boardman 65 Thom	BOARDMAN - Boardman, :	Thomas Street, 65		$800.00
		545 Rent	$723.20	
		546 Invoice	$76.80	
234 Flanton 46 Gateh	FLANTON - Flanton, Jessi	Gatehead Lane, 46		$560.00
		547 Rent		
54 Hobson Unit 7 Dav	HOBSON - Hobson, Shaun	David Street, 12, Unit 7		$240.00

18. Print the report and select Close.
19. Click Close to exit the Banklink Wizard.
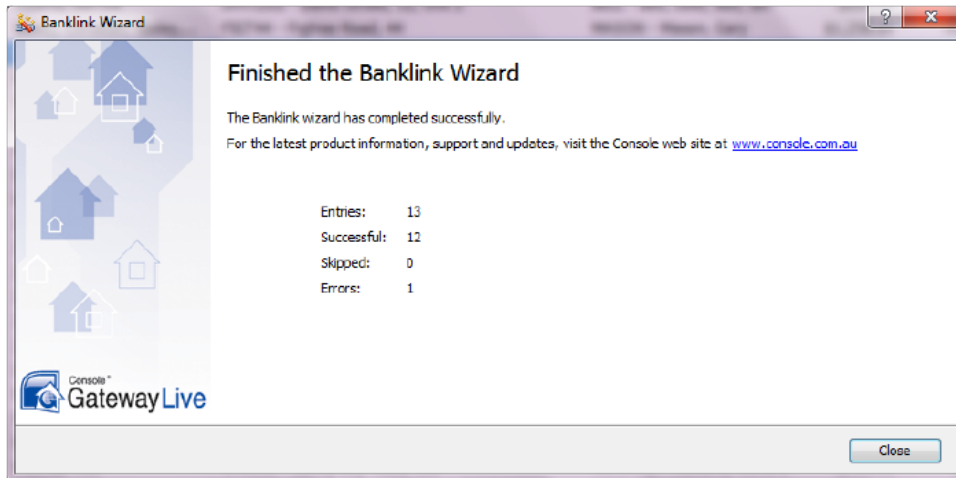
20. Any unsuccessful transactions will need to be identified and processed manually or using the Re-processing failed transactions option in the Banklink wizard.

Should you have any further queries, contact Console Software Support on: 1300 131 311