



A member of Onthehouse Holdings Ltd



## 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.

😹 Banklink Wizard	8 ×
Method What would you like to do?	
Import bank transaction file	
© Export new transaction file	
© Re-process failed transactions	
Halp	< Back Next > Cancel

- 3. Select Import bank transaction file.
- 4. Click Next to select the import file.

3	🝇 Banklink Wizar	i Desclarit	-		? X
	Select Import Select the l	File aark transaction file to import.			
	File name:	C:\Users \Desktop\Banklink.qif		Browse	
	Help			< Back Next >	Cancel

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.

						Ć
Rent Arrears	Invoice Due	Invoice Arrears	Amount	Rent Receipt	Invoice Receipt	*
\$2,008.57	\$0.00	\$0.00	\$380.00	\$380.00	\$0.00	
\$819.29	\$0.00	\$0.00	\$155.00	\$155.00	\$0.00	=
\$792.86	\$0.00	\$0.00	\$150.00	\$150.00	\$0.00	
\$766.43	\$0.00	\$0.00	\$145.00	\$145.00	\$0.00	
\$657.14	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	
\$4,228.57	\$75.80	\$0.00	\$800.00	\$800.00	\$0.00	
\$2,950.00	\$0.00	\$0.00	\$560.00	\$560.00	\$0.00	
\$1,258.57	\$0.00	\$0.00	\$240.00	\$240.00	\$0.00	
\$872.14	\$0.00	\$0.00	\$165.00	\$165.00	\$0.00	
\$1,744.29	\$0.00	\$0.00	\$330.00	\$330.00	\$0.00	
\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	-
				Select All	Select Non	2
			<	Back N	lext >	Cancel
	Rent Arrears \$2,008.57 \$819.29 \$792.86 \$756.43 \$657.14 \$4,228.57 \$2,950.00 \$1,268.57 \$872.14 \$1,744.29 \$0.00	Rent Arrears Invoice Due   \$2,008.57 \$0.00   \$819.29 \$0.00   \$756.43 \$0.00   \$657.14 \$0.00   \$4,228.57 \$75.80   \$2,960.00 \$0.00   \$1,288.57 \$0.00   \$1,288.57 \$0.00   \$672.14 \$0.00   \$672.14 \$0.00   \$0.00 \$0.00   \$0.00 \$0.00	Rent Arrears Invoice Due Invoice Arrears   \$2,008.57 \$0.00 \$0.00   \$819.29 \$0.00 \$0.00   \$752.86 \$0.00 \$0.00   \$756.43 \$0.00 \$0.00   \$657.14 \$0.00 \$0.00   \$4.228.57 \$75.80 \$0.00   \$1,288.57 \$0.00 \$0.00   \$1,288.57 \$0.00 \$0.00   \$1,744.29 \$0.00 \$0.00   \$0.00 \$0.00 \$0.00	Rent Arrears Invoice Due Invoice Arrears Amount   \$2,008.57 \$0.00 \$0.00 \$380.00   \$819.29 \$0.00 \$0.00 \$155.00   \$756.43 \$0.00 \$0.00 \$150.00   \$657.14 \$0.00 \$0.00 \$200.00   \$4,228.57 \$76.80 \$0.00 \$200.00   \$4,228.57 \$0.00 \$0.00 \$200.00   \$1,288.57 \$0.00 \$0.00 \$240.00   \$1,744.29 \$0.00 \$0.00 \$250.00   \$0.00 \$0.00 \$20.00 \$240.00	Rent Arrears Invoice Due Invoice Arrears Amount Rent Receipt   \$2,008.57 \$0.00 \$0.00 \$380.00 \$380.00   \$819.29 \$0.00 \$0.00 \$155.00 \$155.00   \$792.86 \$0.00 \$0.00 \$150.00 \$150.00   \$756.43 \$0.00 \$0.00 \$145.00 \$200.00   \$4,228.57 \$75.80 \$0.00 \$800.00 \$300.00   \$4,228.57 \$75.80 \$0.00 \$800.00 \$200.00   \$4,228.57 \$75.80 \$0.00 \$800.00 \$200.00   \$1,288.57 \$0.00 \$0.00 \$240.00 \$240.00   \$1,744.29 \$0.00 \$0.00 \$330.00 \$330.00   \$0.00 \$0.00 \$0.00 \$250.00 \$225.00	Rent Arrears Invoice Due Invoice Arrears Amount Rent Receipt Invoice Receipt   \$2,008.57 \$0.00 \$0.00 \$380.00 \$380.00 \$0.00   \$819.29 \$0.00 \$0.00 \$155.00 \$155.00 \$0.00   \$752.86 \$0.00 \$0.00 \$150.00 \$150.00 \$0.00   \$756.43 \$0.00 \$0.00 \$145.00 \$145.00 \$0.00   \$657.14 \$0.00 \$0.00 \$200.00 \$200.00 \$0.00   \$4,228.57 \$76.80 \$0.00 \$800.00 \$30.00 \$0.00   \$2,950.00 \$0.00 \$0.00 \$260.00 \$0.00 \$0.00   \$1,288.57 \$0.00 \$0.00 \$240.00 \$240.00 \$0.00 \$0.00   \$1,744.29 \$0.00 \$0.00 \$330.00 \$330.00 \$0.00 \$0.00 \$250.00 \$0.00 \$250.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 <

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.

Details				×
0	Details: Reference: Amount: Status:	D/C FRON 101 Scott : \$250.00 A matchir	И D and J Scott 32 Figtree ng tenant record	was not found.
				ОК

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.

19 Adams Unit 2 David St	\$657.14	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00
233 Boardman 65 Thomas	\$4,228.57	\$76.80	\$0.00	\$800.00	\$723.20	\$76.80
234 Flanton 46 Gatehead	\$2,960.00	\$0.00	\$0.00	\$560.00	\$560.00	\$0.00

- 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.

🍣 Banklink Wizard	8 ×
Options Select options.	
Print report	
Print receipts	
Prompt between receipts	
Process part payments	
Receipt range	
From: 540 to 999999	
Preview	
Help	< Back Next > Cancel

- 14. Click Next to view the summary.
- 15. A summary of the Banklink Wizard instructions will display prior to completing the wizard.

💑 Banklink Wizard	manager - Hannes - Lang	8 ×
Summary The Banklink Wizard is now ready to process according to your selections.		
Import file: C:\Users\BTG Treasurer\Desktop\BankInk.qif Process rent for: \$380.00 - D/C FROM Bruce Miller \$155.00 - D/C FROM Barry Woods \$145.00 - D/C FROM Barry Woods \$445.00 - D/C FROM Judith Sutton \$200.00 - D/C FROM Derrick Adams \$800.00 - D/C FROM Derrick Adams \$800.00 - D/C FROM Sonya Boardman \$560.00 - D/C FROM Sonya Boardman \$560.00 - D/C FROM Shart Holbason \$165.00 - D/C FROM Shart Molamara \$330.00 - D/C FROM Shart Molamara \$350.00 - D/C FROM Shart Molamara \$350.00 - D/C FROM D and J Scott \$350.00 - D/C FROM Henry Stewart		E
Help	< Back Fnish	Cancel

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.

Wednesday28 Mar 201	2 8:01 PM	Ban	k <b>link Report</b> Banklink.qif		Page 1 of 1
Reference	Tenant	Property			Amount
Credit					
235 Miller Unit 1 94	MILLERB - Miller, Bruce	Post Str	eet, 94, 1		\$380.00
		540	Rent		
214 Sarah Grey Unit	GREY - Grey, Sarah	David St	reet, 12, Unit 3		\$155.00
		541	Rent		
146 WoodsB 36 Figtr	WOOD \$ - Woods, Barry New rent: \$180.00	Figtree F	Road, 36		\$150.00
		542	Rent		
232 Unit 5 David St	SUTTON - Sutton, Judith	David St	reet, 12, Unit 5		\$145.00
		543	Rent		
19 Adams Unit 2 Davi	ADAMS - Adams, Derrick	David St	reet, 12, Unit 2		\$200.00
		544	Rent		
233 Boardman 65 Tho	m BOARDMAN - Boardman,	! Thomas	Street, 65		\$800.00
		545 548	Rent Invoice	\$723.20 \$76.80	
234 Flanton 46 Gateh	FLANTON - Flanton, Jess	i Gatehea	d Lane, 46		\$560.00
		547	Rent		
54 Hobson Unit 7 Dav	HOBSON - Hobson, Shau	n David St	reet, 12, Unit 7		\$240.00

- 18. Print the report and select Close.
- 19. Click Close to exit the Banklink Wizard.

Banklink Wizard	
	Finished the Banklink Wizard
	The Bankink wizard has completed successfully.
	For the latest product information, support and updates, visit the Console web site at <u>www.console.com.au</u>
	Entries: 13
	Successful: 12
	Skipped: D
	Errors: 1
Console*	
GatewayLive	
	Close

20. Any unsuccessful transactions will need to be identified and processed manually or using the Re-processing failed transactions option in the Banklink wizard.

Me	thod What would you like to do?
	Import bank transaction file
	C Export new transaction file
	Re-process failed transactions

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