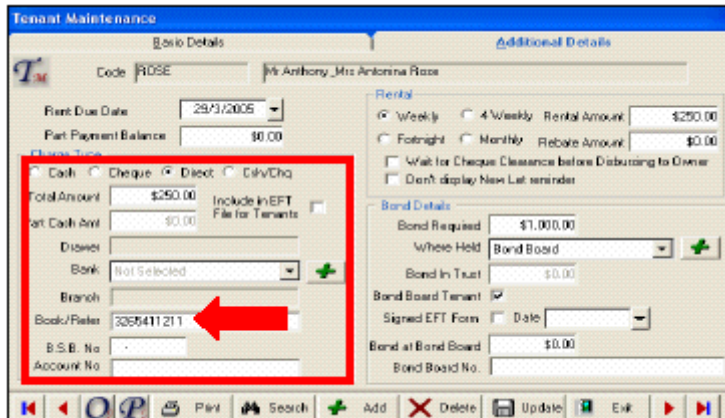


Uploading Rental Rewards .PAY File into Realtor Trust Manager

Input your new tenant reference number under the 'Additional Details' tab in the tenant maintenance file. Choose 'Direct' in the receipt profile and this will allow you access to the Book/Reference number field where you can enter the tenant reference number.



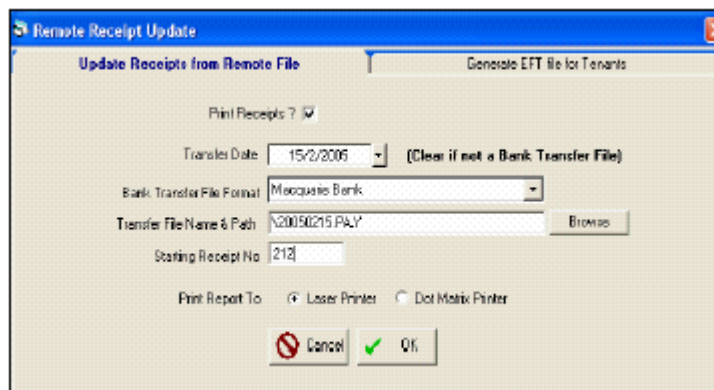
The screenshot shows the 'Tenant Maintenance' window with the 'Additional Details' tab selected. The 'Receipt Type' section is highlighted with a red box, and a red arrow points to the 'Book/Refer' field containing the value '3055411211'. Other fields include 'Rent Due Date' (29/3/2005), 'Part Payment Balance' (\$0.00), 'Total Amount' (\$250.00), and 'Bond Required' (\$1,000.00).

Picture 1

Uploading .PAY files

When you have received your .PAY file proceed with the following steps:

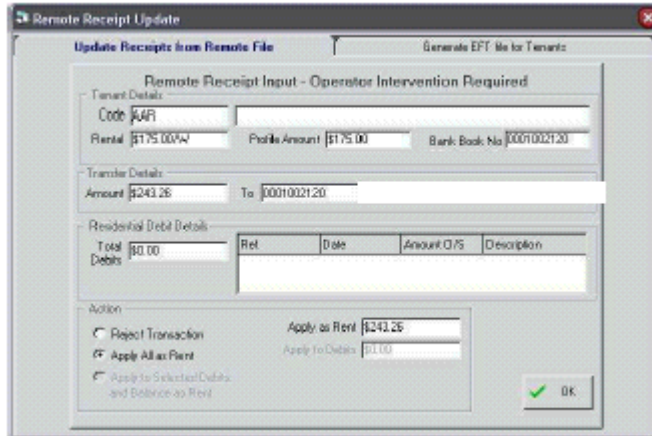
1. Select the 'Remote Receipt Updates' option from the daily functions menu
2. The 'Update Receipts from Remote File' tab should be displayed
3. If you print Trust Account Receipts put a cross in the 'Print Receipts' box and enter a Starting Receipt Number
4. Select the Transfer Date and drop down the list next to 'Bank Transfer File Format' and select Macquarie Bank (*the specifications are the same as Rental Rewards*)
5. Click on the 'Browse' button and find the location of the saved .PAY file
6. Next put the bullet against either Dot Matrix or Laser Printer. This is the printer that your report will be sent to
7. Click OK



The screenshot shows the 'Remote Receipt Update' dialog box. The 'Update Receipts from Remote File' tab is active. The 'Print Receipts?' checkbox is checked. The 'Transfer Date' is 15/2/2005. The 'Bank Transfer File Format' is set to Macquarie Bank. The 'Transfer File Name & Path' is \\20050215.PAY. The 'Starting Receipt No' is 212. The 'Print Report To' section has 'Laser Printer' selected. The 'OK' button is highlighted.

Picture 2

8. If any amounts that were transferred do not equal the total amount setup under charge type under tenant maintenance (see Picture 1) an exception screen will come up at this point you may choose how you wish to apply the extra funds. (see Picture 3)
9. When all the deposits in the .PAY file have been processed an exception report will be printed. This should be checked for any exceptions



Picture 3

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