

## iPayRent - How to Process a Tenant Download File

## Overview

iPayRent is a third party product that provides download files with tenants rents that have been paid and transferred into your trust account. These files can be processed in REST so that REST automatically receipts all of your tenant rental payments you have received in your account from iPayRent.

## Steps

- 1. You will receive the Pay file automatically each morning via email if not you can download the file from the Agent portal.
- 2. You must save the Pay File either from your email or your Agent portal into the location setup in your tenant download configuration. Once saved, it is ready for REST to process it.
- Go to Transactions > Process Tenant Download File. REST will prompt you to do a backup beforehand, click OK and proceed to do the backup, you must always complete this backup before processing the download file.

	REST Professional Backup ×
i	It is highly recommended that you backup your data before proceeding.
🗌 Skip	Backup OK

4. Once the backup is complete the Process Tenant Download File box will appear and it will have recognised the download file you have saved to be processed. Click Start Processing-F12.

🤌 Pro	cess Tenant Down	load File -	[Printing	g: OFF] ×
Received date 1 file(s) selected	08/07/15 for processing	[Last Receipt: 00009338]		
Name	Downloaded	Туре	Bank	
🗹 bpay.bai	29 Jul 2014	Statement	CBA	
	Banked date 08/07/1	5		Manage files Meprint report Cancel - ESC
Ľ	Start Processing - F12			

5. The below screen will now appear. Click on Start Report to print your Tenant download report that can show either All Items and/or Rejected items. Rejected items will need to be receipted manually into REST.

۲	Process Tenant Downlo	ad File ×
Finis	Finished Processing	
Select a Report Either the "Al must be printe dialog. Check report and en	All Items" or "Rejected Items" report ed to a printer prior to closing this a each rejected transaction on the ter it manually if necessary.	Cancel - ESC Start Processing - F12

6. When the report is printed you can now click on Cancel and the download is all complete.

## Example of a Processed Download File

REST Professional Software System (12.5.07) © Copyright 2015 - Rockend Technology Pty Ltd Rockend Training Centres ROCKEND REAL ESTATE TRUST ACCT						Date: 08/07/15	Page: 001
			BANK DOWNLOAD	REPORT	- ALL IT	EMS	
Date	Code	Chq No Description		Debit	Credit	Process Detail (* = Rejected)	
CBA State	ement fil	e: C:\REST\Database\Data\bpay.	bai downloaded: 29/07/14		_		
05/02/14 05/02/14 05/02/14 05/02/14 05/02/14	399 399 399 399 399	DEPOSIT 10001022 DEPOSIT 10001326 DEPOSIT 10001017 DEPOSIT 10001010 DEPOSIT 10001029			2120.00 2170.80 * 680.00 420.00 1200.00	Rct # 00009339 Johnny Depp Amount not full period: Eva Longoria Rct # 00009340 Jake Gyllenhaal & Kirsten D Rct # 00009341 George Clooney Rct # 00009342 Penelope Cruz	un
Total of C	BA State	ement file = 6,590.80.					
			TOTAL	0.00	6590.80		

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