# VAULTRE

Overview

Auto Tenant Receipting is where you upload a bank file and if the tenant has been setup with the correct payment reference number in Vault, it will auto receipt and reconcile money received.
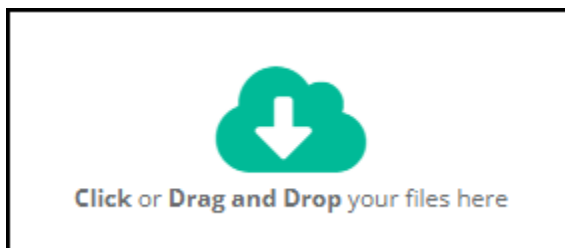
This article explains the process of uploading the bank file and what can be actioned with the screen.

1. **Property Management > Auto Tenant Receipting**

2. On the right select the banking file you wish to upload. *This example is a Deft .pay format.*
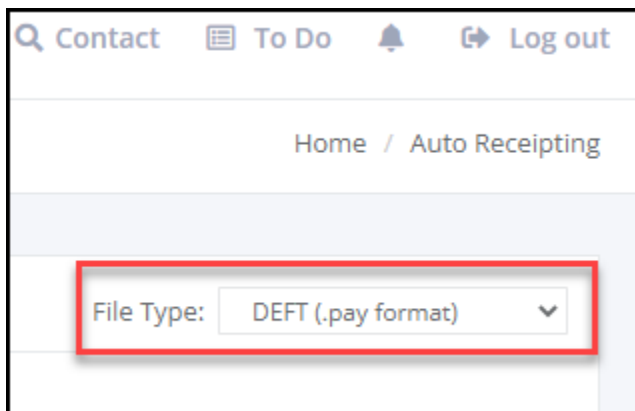
3. **Click** to search for the file saved to your computer or **Drag and Drop** the bank file

4. You will now be able to see the following

- **Statement Date**
- **Ignore** - If ticked, there is no match of tenant reference number & you will manually receipt outside of this screen

- **Tenancy** - If the reference was linked or matched, you can see the property address. Otherwise it will highlight the reference is not linked to a Tenancy
- **Expected Rent** - The rent amount added to the management/tenancy
- **Paid To** - Shows the tenants paid to date
- **Expected Bond** - Will show any bond outstanding
- **Tenancy Invoices** - If there are outstanding invoices it will be highlighted by a number. Click on the number to choose which invoice to allocate money to
- **Amount** - The amount received into the bank
- **Allocation (Rent, Bond, Unallocated)** - You can edit where you want the money to go

By default all monies will automatically be allocated to rent with any excess being allocated to Rent Credit (which can be manually allocated to unallocated funds if required).

Statement Date:				📅 31/10/2021
Ignore	**ClientRef**	**Extra**	**Tenancy**	
☐	40443707		24 Ballina Crescent PORT MACQUARIE	
☑	40443808		Not Linked to a tenancy	
☑	27087311		Not Linked to a tenancy	

Expected Rent	Paid To	Expected Bond	Tenancy Invoices		Amount
1520.83	25/12/2021		(1)	[____]	346.67
				[____]	1520.83
				[____]	1520.83
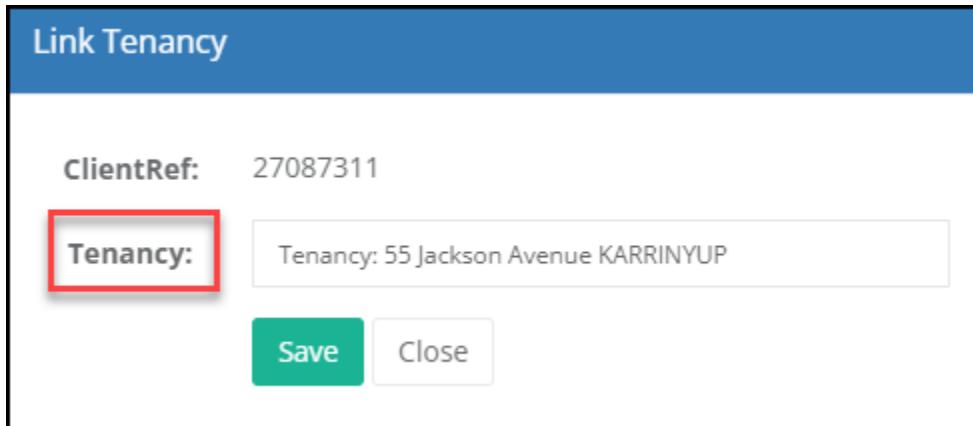
Allocation (Rent)	Allocation (Bond)	Allocation (Unallocated)	
346.67		0	Matched
			Ignored
			Ignored

5. To update a transaction (link a property/tenant) that is shown **Not linked to a Tenancy**, untick **Ignore** and click **Link/Fix**

Ignore	ClientRef	Extra	Tenancy
☐	40443707		24 Ballina Crescent PORT MA
☐	40443808		Not Linked to a tenancy

Allocation (Bond)	Allocation (Unallocated)	
	0	Matched
		Link/Fix

6. Add the **property address** or the **tenant name** and **Save**. This will link that reference number to the tenant so it will be matched next time you do the auto tenant receipting.
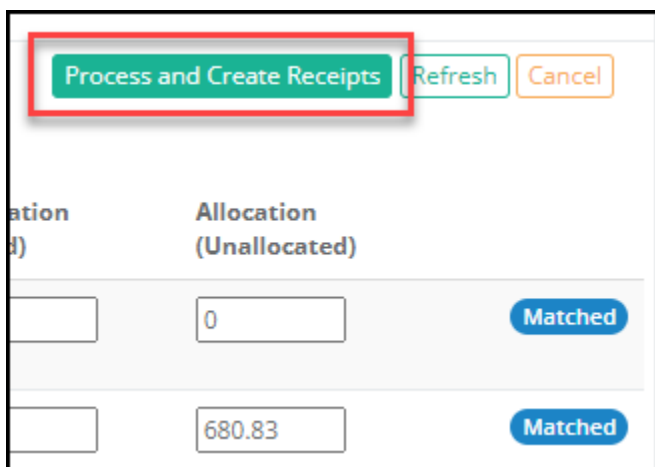

These tenant reference details are saved in the Management/Property > Tenancy/Management > Tenancy > Dates/Payment Schedule

If you leave any transactions ticked as **Ignore** when you process receipts, those transactions have not been receipted so would need to be receipted manually.

7. Once you are ready to complete the process go to the right of the screen and click on **Process and Create Receipts**
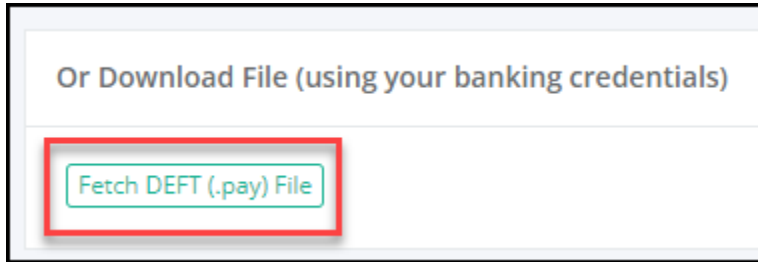

8. A pop up screen will appear confirming receipts made, **Close.** If you have selected to have receipts automatically emailed to the tenants, this will happen at this point

10. If you are banking with Macquarie you can access and download your bank file by clicking on Fetch DEFT (.pay) File on the left

Or Download File (using your banking credentials)

Fetch DEFT (.pay) File

Fetch DEFT File

Username (MAC):	ididitmywaytoo@gmail.com
Customer#:	Enter Customer Number
Password:	••••••••••••
Date:	📅 31/10/2021

⚠ Only your Macquarie Username (MAC) and Customer# are stored within VaultRE. For security reasons, your password will need to be entered each time (it is not recorded by VaultRE)

Fetch/Download DEFT File   Cancel