

## Overview

This document explains how to integrate with RentTrack to receive tenant payments.

## Quick Links to Topics

### Set Up – One Time Only

- [A. Get a token from RentTrack.com and add it to the Landlord 12 Dashboard.](#)
- [B. How to automatically send balances to from Landlord 12 to RentTrack.](#)
- [C. Verify that the bank account is properly identified in the Landlord 12 Account Code profile.](#)

### Integration Related Tasks

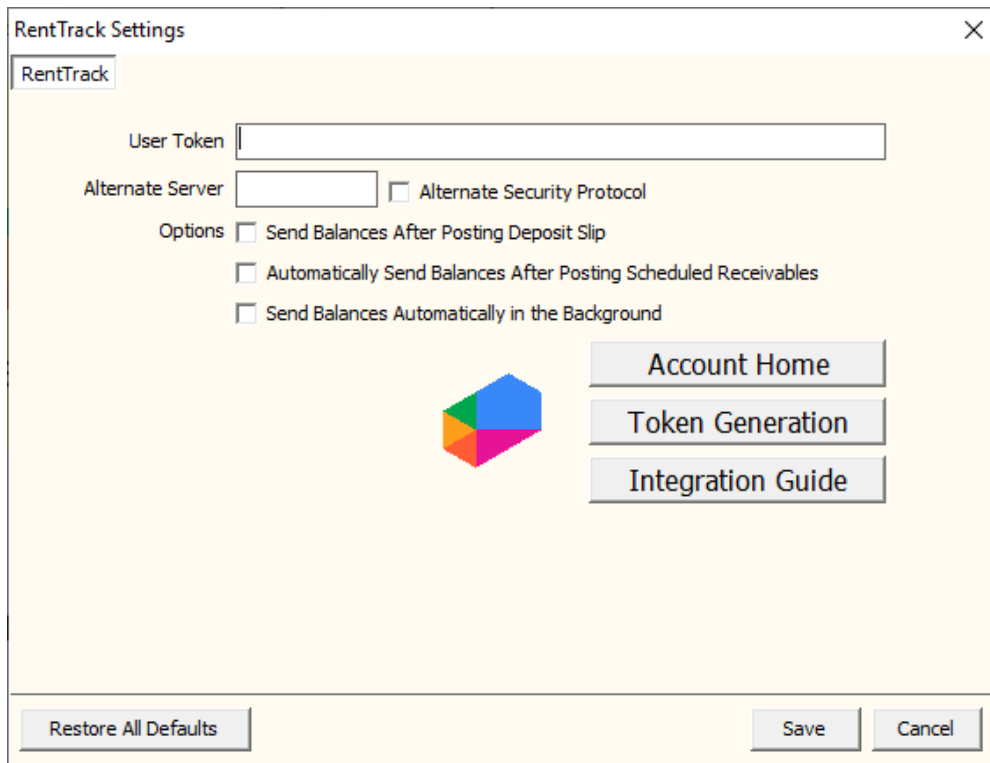
- [D. How to manually send balances to RentTrack \(if balances are not automatically sent\).](#)
- [E. How to load receipts from RentTrack.](#)

## A. Get a Token from RentTrack.com and add it to the Landlord 12 Dashboard.

1. Run the Landlord 12 application and log in.
2. Open the Dashboard.
3. Click the Settings button on the RentTrack tile.
4. Click the Token Generation button on the RentTrack settings page.
5. A browser window will open. Sign in to RentTrack.
6. Click Generate New Token.
7. Highlight the token (it will be long) and right click and select Copy.



8. Go back to the Landlord 12 application RentTrack settings page.
9. Right click and select Paste under the User Token. See the next page for an image.
10. Click Save.



## B. How to automatically send balances to from Landlord 12 to RentTrack.

While in RentTrack Settings, there are three options for balances to be sent automatically.

1. *Send Balances After Posting Deposit Slip.* By marking this option, each time a deposit slip is posted (GL > Deposit Receipts), the balances will be sent.
2. *Automatically Send Balances After Posting Scheduled Receivables.* By marking this option, when Rent or Late Fees are posted under AR > Scheduled Receivables, the balances will be sent.
3. *Send Balances Automatically in the Background:* By marking this option, this means the balances will be sent in the background and no indication will appear on your screen that balances are being sent.

**C. Verify that the bank account is properly identified in the Landlord 12 Account Code profile.**

1. Go to Setup > Account Codes.  
*If you aren't sure what your bank is called, go to GL > Bank Account History and use the flash light next to bank to see the names.*
2. Find and double click on your Checking Account. This is the bank you use to collect rent money.
3. Go to Tab 2 Checking Account Setup.
4. Under Account Code, fill in your bank account number.

Your sync with RentTrack will not work properly if the bank account number is not filled in.

Bank Account Checking [Account]

ID: CHECKING Bank Account Checking Ledger Code: 1010  Active

Account Information:

Check Style: Laser Three Part (Center)

Next Check Number: 1744

Signature Memo: \_\_\_\_\_

Account Number: 00037029011

Routing Number: \_\_\_\_\_

Processor ID: \_\_\_\_\_

Federal Reserve ID: \_\_\_\_\_

Bank ABA ID: \_\_\_\_\_

Fees and Balance:

Service Charge: \_\_\_\_\_

Returned Item Fee: \_\_\_\_\_

NSF Fee: \$50.00

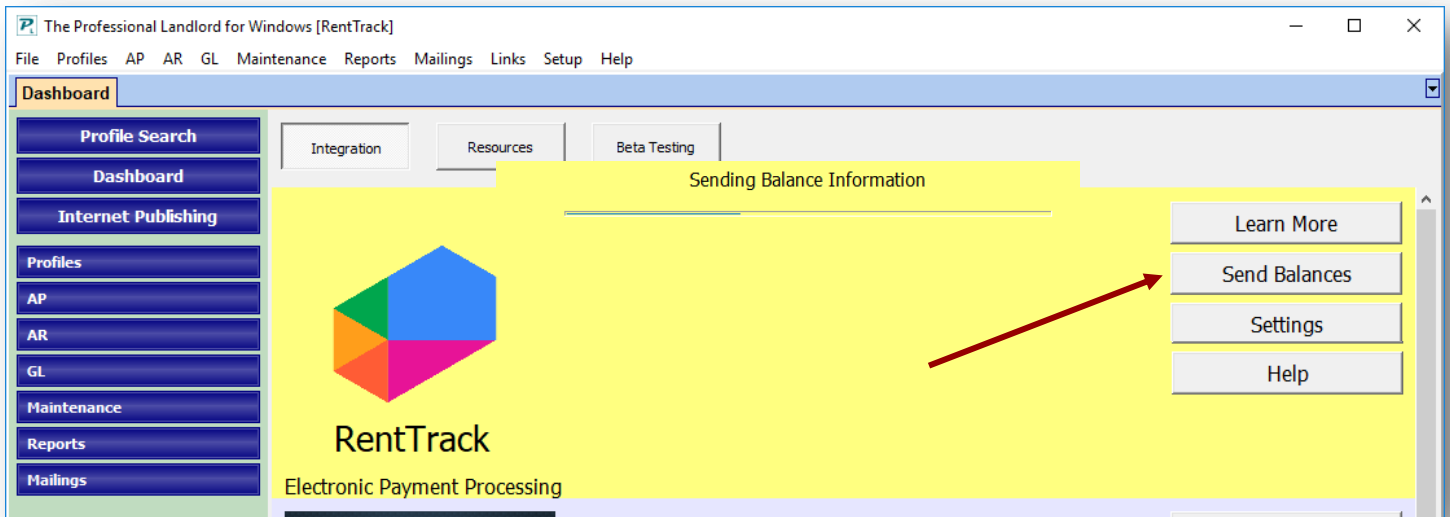
Minimum Balance: \$0.00

1. Account Options 2. Checking Account Setup 3. MICR Check Setup

Dock Help New Previous Next Save Close

## D. How to Manually Send Balances to RentTrack.

1. Open the Dashboard.
2. Click Send Balances in the RentTrack tile.



Status	Resident	Email	Phone	Property	Amount	Last Payment	Balance	
ACTIVE	Philip Rivers	privers@fake.com		2234 Chapala St #8	\$750.00	-	0.00	
ACTIVE	Melvin Gordon	superbowl@bound.com		2234 Chapala St #2	\$1425.00	-	0.00	
INVITE	Edward Guro	heather@promas.com		6904 Paese NW PI	\$950.00	-	950.00	
INVITE	Marshawn Lynch	raidersstink@truth.com		2232 Chapala St	\$4125.00	-	4125.00	
WAITING	Robert Spotz			10604 Rio del Sol NW Ct	\$0.00	-	0.00	
WAITING	Johnny Rm			10604 Rio del Sol NW Ct	\$0.00	-	0.00	
WAITING	Jerry			9312 Sundero NW Bl	\$980.00	-	980.00	

## E. How to Load Receipts from RentTrack.

1. Go to AR > Batch Tenant Receipts.
2. Click Load Receipts from RentTrack.

The screenshot shows a software interface titled "board". On the left, there are several input fields: "Posting Date" (8/22/2018), "Unit", "Tenant", "Bank", "Payment", and "Memo". A "Quick Posting Mode" checkbox is also present. On the right, there are two summary boxes: "Total Entries" with the value "1" and "Total Amount" with the value "\$950.00". Below these are two buttons: "Load Receipts from RentTrack" and "Add Payment to Batch". A red arrow points from a box containing the number "2" to the "Load Receipts from RentTrack" button. At the bottom, there is a table header with columns "Date", "Payment Description", and "Amount".

The screenshot shows a dialog box titled "Load Receipts from RentTrack Server". It has two tabs: "Unprocessed Batches" (selected) and "History". Below the tabs, there is a dropdown menu labeled "Unprocessed Receipt Batch" with the text "No Batches Found". Below this are three buttons: "Mark Processed", "Load Receipts", and "Check Server for More Batches". A red arrow points from a box containing the number "3" to the "Check Server for More Batches" button. Another red arrow points from a box containing the number "5" to the "Load Receipts" button. At the top right, there is a close button (X) and a box containing the number "4". At the bottom right, there are two buttons: "Account Home" and "Integration Guide". At the bottom center, there is a "Cancel" button. A colorful logo is also visible in the center of the dialog.

There are two tabs at top, Unprocessed Batches and History

3. Click Check Server for More Batches to check RentTrack for new receipt batches.
4. Use the drop down menu to select a batch under Unprocessed Receipt Batch.
5. Click Load Receipts.
6. Click OK on the message that appears about the number of receipts in the batch.
7. Follow normal batch receipt processing and verify the screen of receipts and click Post.

To review already processed receipts, click the History tab.

Load Receipts from RentTrack Server

Unprocessed Batches History

Processed Receipt Batch No Batches Found

Mark Unprocessed Load Receipts

Show Last Error

Cancel

This screen gives you the ability to re-process receipts if needed by either marking a batch as unprocessed or by loading the receipts. From this screen you can also see the last error message you received. Note that if you load receipts that have already been processed for review purposes only that you should not attempt to repost them.