



## 4 EFT AUDDIS – Administration

[www.gladstonemrm.com](http://www.gladstonemrm.com)



NOTES:

---

---

---

---

---

---

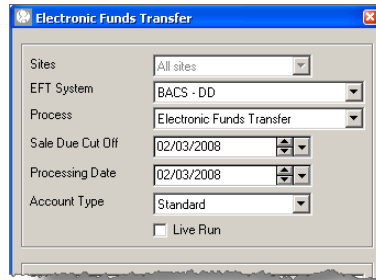
---

---

---

---

## AUDDIS Administration



**Test Failed Collection Run ( BACS - DD )**

ID	Member name	Due Date	Tax	Total	Reason for failure	For Memb
1000040	West, Colin	17/02/2008	£10.63	£71.37	AUDDIS not processed	
1000041	Carter, Mary	02/03/2008	£4.47	£30.00	AUDDIS not processed	
			<b>£15.10</b>	<b>£101.37</b>		

Selection Criteria : [Sale Due Cut Off: 02/03/2008 All Sites]

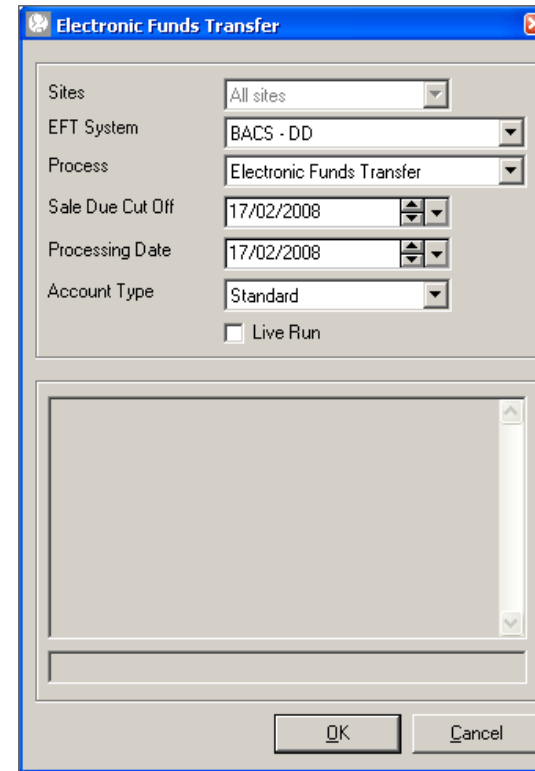
### Electronic Funds Transfer Report:-

As part of running an Electronic Funds Transfer - i.e.: doing a Direct Debit Run - a Failed Collection Run Report is produced. There could be some AUDDIS related Reasons for Failure.

- **AUDDIS cancelled** - The AUDDIS status has been changed to cancelled.
- **AUDDIS rejected** - The AUDDIS status has been changed to rejected.
- **AUDDIS not processed** - The first Electronic Funds Transfer payment for new Direct Debit Instructions cannot be collected until 5 working days after the Direct Debit Instructions have been submitted - ie: the mandate has been received by the Bank.
- **The Processing Date** that has been used for the collection run would be less than 5 working days in advance of the **AUDDIS Sent Date** on the customers Bank Account details.

Example: an AUDDIS Run undertaken today 15/XX/XX could get the Direct Debit monies to appear in the Collection Run Report if a Processing Date of 22<sup>nd</sup> was input.

## Your Site Configuration



### NOTES:

---



---



---



---



---



---

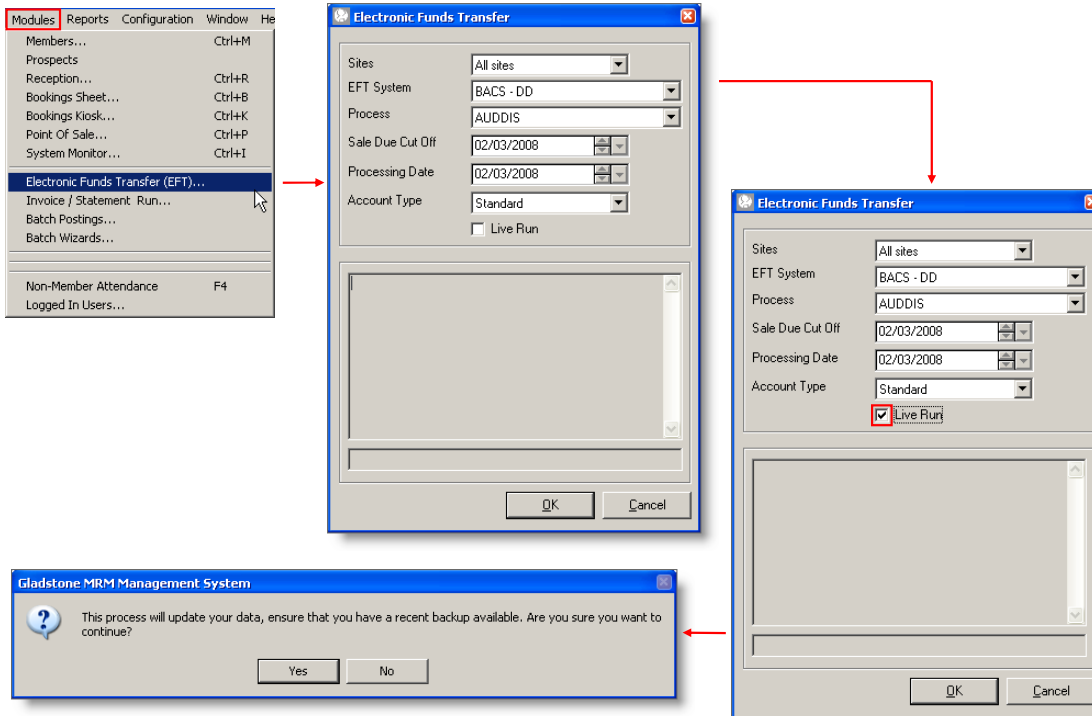


---

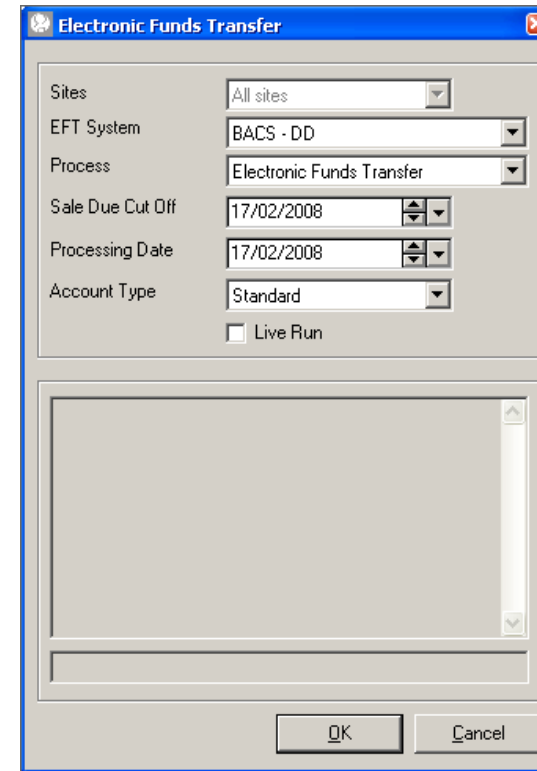


---

## AUDDIS Administration



## Your Site Configuration



### Performing an AUDDIS Run:-

- Step 1 From the Modules Menu choose Electronic Funds Transfer
- Step 2 Change the Process to AUDDIS
- Step 3 Sale Due Cut Off Date - This defaults to today and cannot be changed as it is irrelevant to an AUDDIS run.
- Step 4 Processing Date - This defaults to today and cannot be changed as it is irrelevant to an AUDDIS run.
- Step 5 Account type is left as Standard
- Step 6 It is strongly recommended to run a test run before running a live run to check the details. This can be done more than once.
- Step 7 A live run is then run by ticking 'Live Run'. This will prompt to check there is a recent back up available. Running a Live run will produce the file which will be saved to the Data folder. This should then be transmitted to the Bank.

### NOTES:

---



---



---



---



---



---



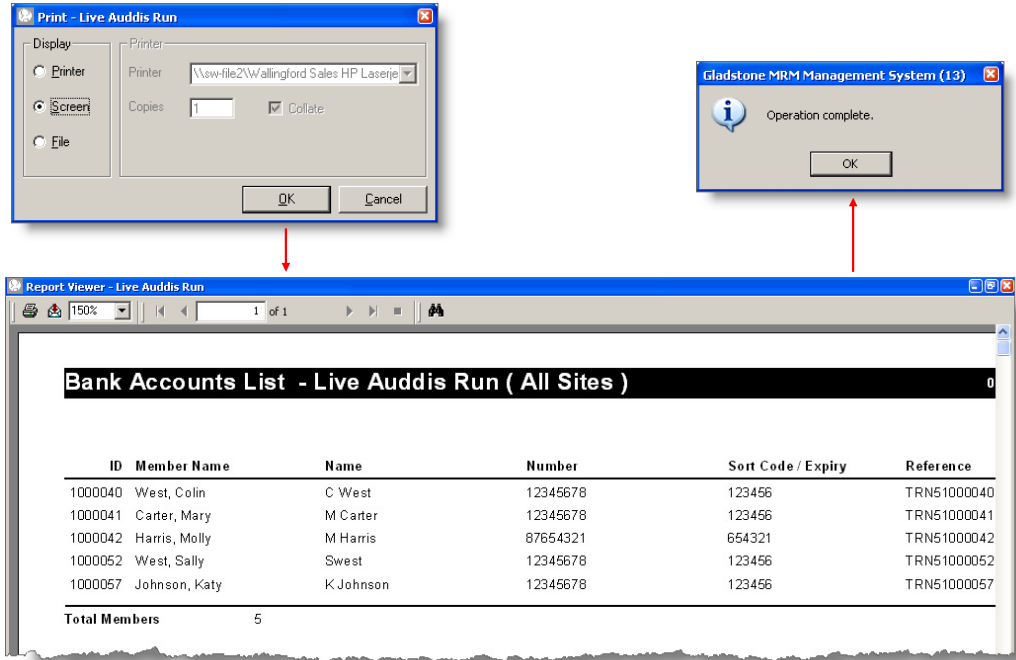
---



---

# AUDDIS Administration

# Your Site Configuration



Click on 'OK' to display the report on screen.

NOTES:

---



---



---



---



---



---



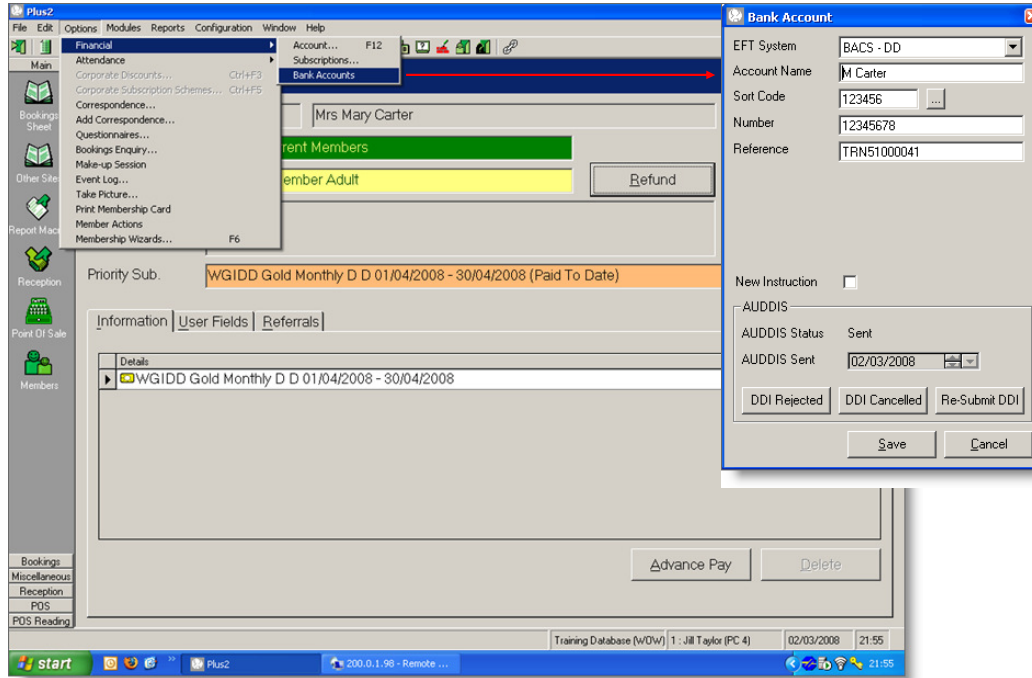
---



---

# AUDDIS Administration

# Your Site Configuration



**Bank Account** - This process will update the customers Bank Account details:-

- AUDDIS Status - Sent
- AUDDIS Sent - Today's date

NOTES:

---



---



---



---



---



---



---



---



---



---