



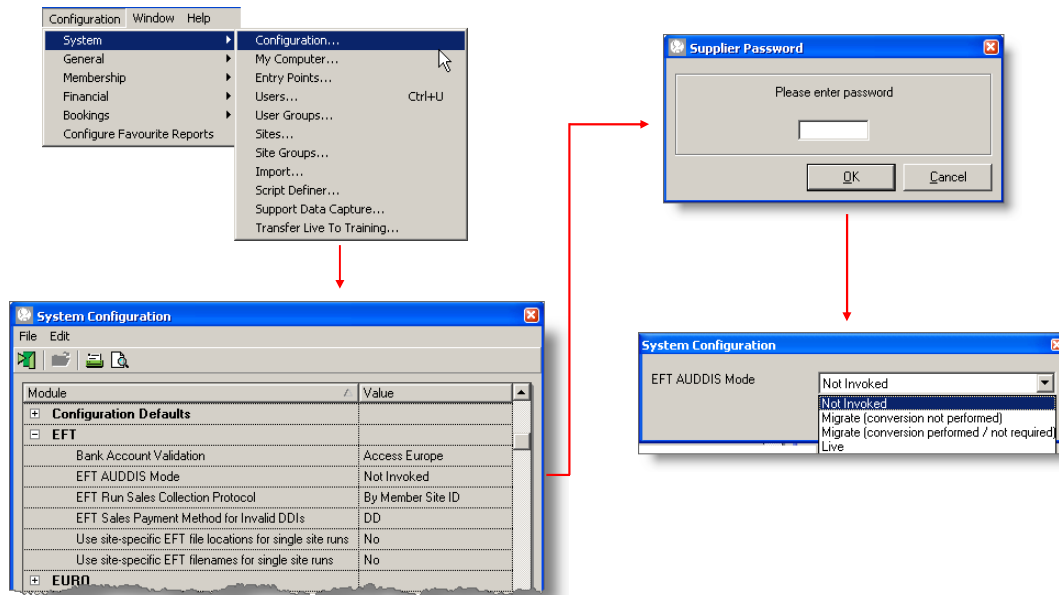
1 EFT AUDDIS – Pre-Configuration

www.gladstonemrm.com



NOTES:

AUDDIS Pre Configuration



Your Site Configuration

AUDDIS - AUDDIS is the Automated Direct Debit Instruction Service which enables a site (the originator) to send DDIs via software electronically. To operate AUDDIS the Electronic Funds Transfer module must be invoked.

By default **EFT AUDDIS Mode** is **Not Invoked**. To change the setting a password is required from Gladstone.

There are 3 options:

Select **Migrate Mode (conversion not performed)** for a site with existing paper based DDIs held at the bank, that is converting to electronic DDIs. This will produce a file with all transaction codes of OS (conversion) that has to be submitted to BACS .

After a conversion has been performed, as above, the system will automatically change to Migrate Mode (conversion performed/not required).

Select **Live** when authorisation has been received from BACS.

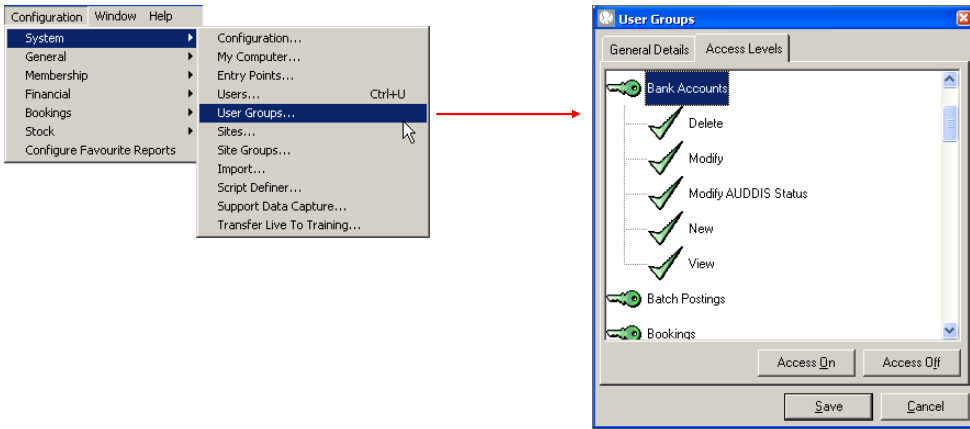
- Select **Migrate Mode (conversion performed/not required)** for a site that has previously run electronic DDIs and are converting to Plus2. It is unnecessary to submit a file to BACS as this is dealt with by your bank as a bulk transfer.

Select **Live** when authorisation has been received from BACS.

- Select **Live** for a site that is new to Direct Debit and AUDDIS when a Trial run has been submitted and approved.

NOTES:

AUDDIS Pre Configuration



Your Site Configuration

Bank Account Access Levels - This allows the user to modify the AUDDIS status of a member's bank account details. By default, this access level is disabled.

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