



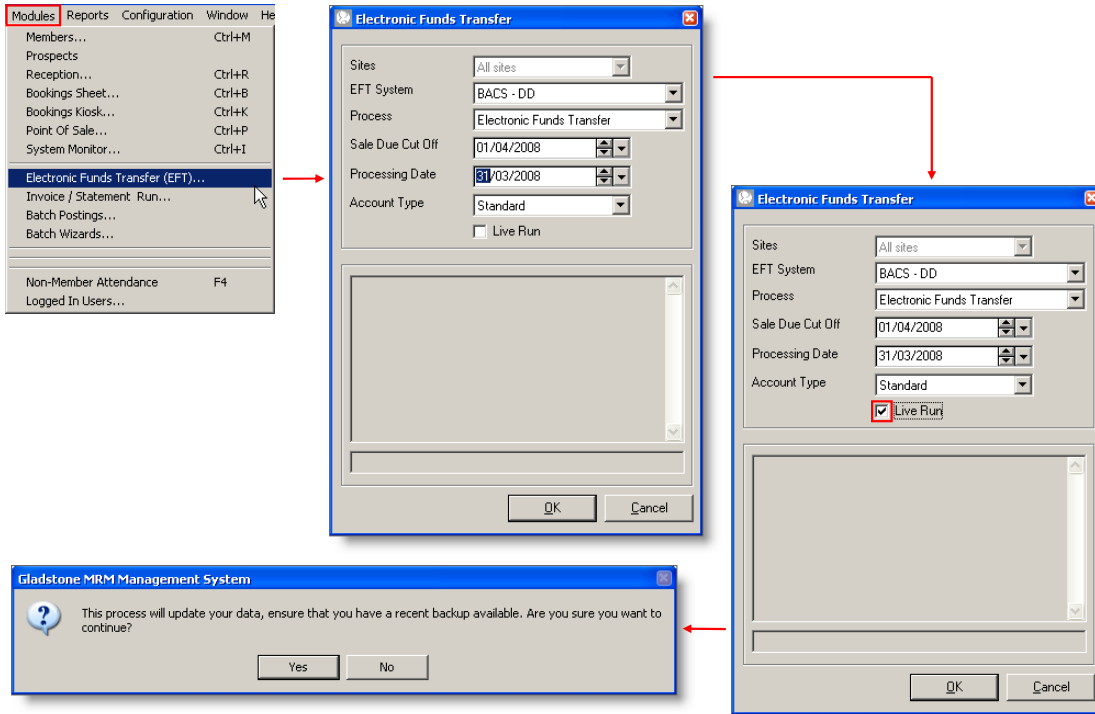
4 EFT No AUDDIS – Administration

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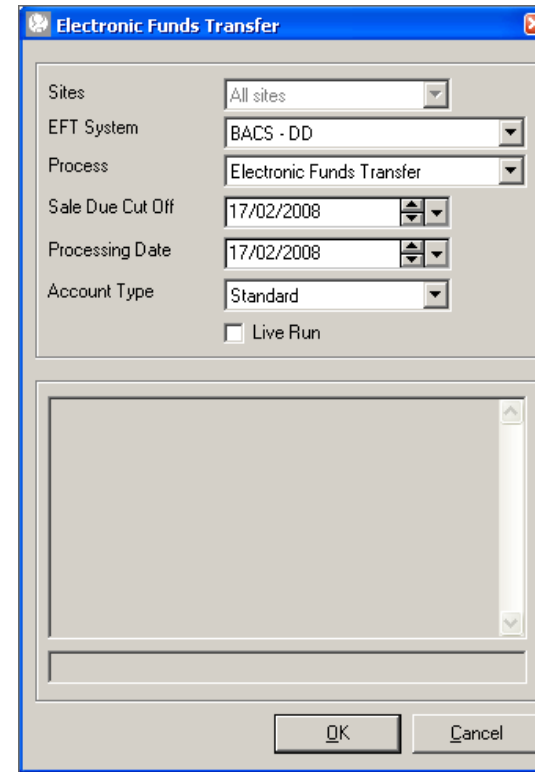


NOTES:

Administration for EFT No AUDDIS



Your Site Configuration



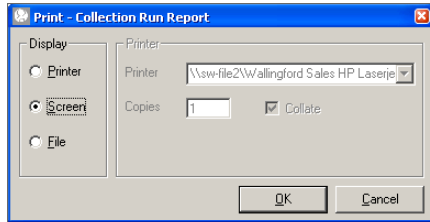
Running an Electronic Funds Transfer

- Step 1 From the Modules Menu choose Electronic Funds Transfer
- Step 2 Sale Due Cut Off Date - This date will indicate any subscription sale with a due date on or before the selected date. These will be included on the EFT run
- Step 3 Processing Date: This is the date the EFT File will be processed at the bank. This date must be today or in the future, but it can be prior to the Sale Due Cut Off date. It must be a BACS working day
- Step 4 Account type would normally be left at Standard
- Step 5 It is strongly recommended to run a Test Run before running a live run in order to check monies to be collected. A Test Run can be done more than once.
- Step 6 A Live Run is then undertaken by ticking 'Live Run'. This will prompt to check there is a recent back up available

NOTES:

Administration for EFT No AUDDIS

Your Site Configuration



The screenshot shows a window titled "Report Viewer - Collection Run Report". It displays a table with the following data:

ID	Member name	Due Date	Tax	Total	For Memb
1000041	Carter, Mary	01/04/2008	£4.47	£30.00	
1000042	Harris, Molly	01/04/2008	£4.47	£30.00	
			£8.94	£60.00	

Below the table, it says "Selection Criteria : [Sale Due Cut Off: 01/04/2008 All Sites]".

When running any Test or Live Electronic Funds Transfers the system will produce a number of reports

Collection Run Report

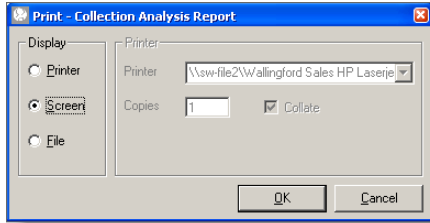
This report lists each sale that will be included within the EFT run, in member ID order.

The Member's ID and name are shown together with the Due Date, Tax Amount and Total monies to be collected. If the monies are for another member (for example, a link's subscription), that Member's ID and Name are also shown on the right hand side of the report

NOTES:

Administration for EFT No AUDDIS

Your Site Configuration



Subscription Type	Product	Tax	Amount
WGIDD	Gold Monthly D D	£8.94	£60.00
		£8.94	£60.00

Selection Criteria : [Sale Due Cut Off: 01/04/2008 All Sites]

Collection Run Analysis

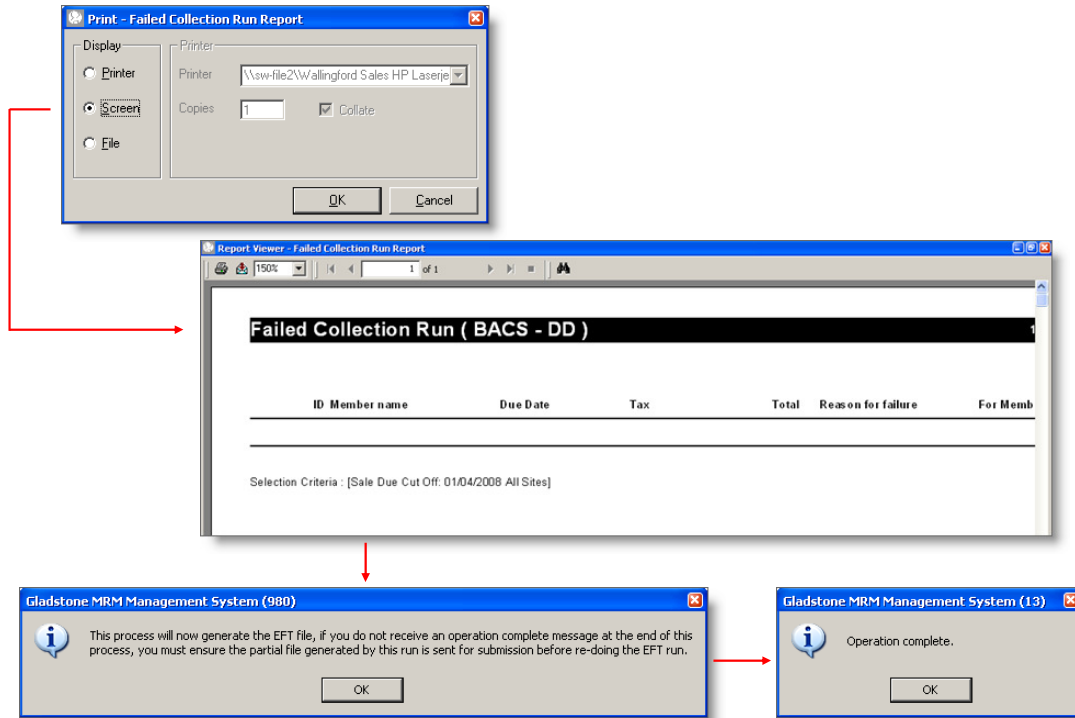
This report shows the total value for each product within each subscription type. If there are monies listed without a Subscription Type listed these are manual sales that have been raised.

The Subscription Type ID and Description are shown, with each Product's ID and Description, together with the Tax Total and Total Amount of each Subscription.

NOTES:

Administration for EFT No AUDDIS

Your Site Configuration



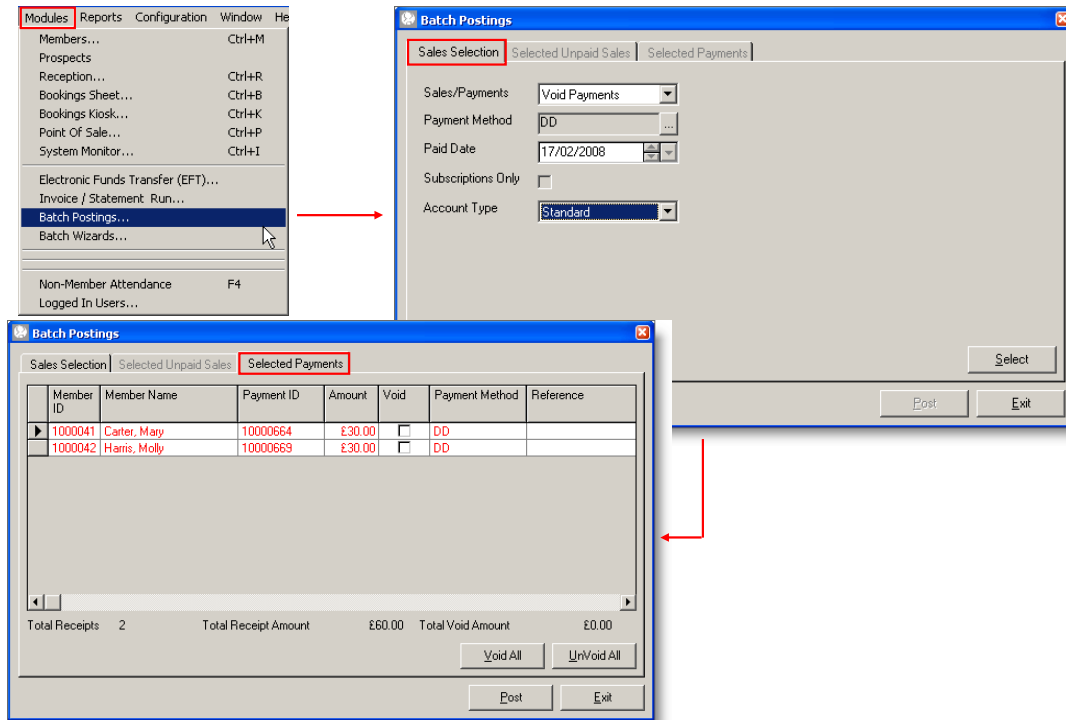
Failed Collection Run

This report shows monies that cannot be collected.

The Member's ID and Name are shown together with the Due Date, Tax Amount and Total Value of each sale and the Reason For Failure. If the sale is for another member (for example, a link's Subscription), that Member's ID and name are also shown on the right hand side of the report. Examples of Reason for Failure are 'No Bank Account Details' and 'Status Set Not To Collect'.

NOTES:

Administration for EFT No AUDDIS



Your Site Configuration

NOTES:

The Batch Postings function will void a batch of incorrect payments raised on the **same day** as the live Electronic Funds Transfer was run

Batch Postings - Void Payments

- Step 1 Sales/Payments - Void Payments
- Step 2 Payment Method - Direct Debit
- Step 3 Paid Date - Today's date. It is only possible to void payments that have been paid today
- Step 4 Account Type - Standard
- Step 5 Click 'Select'
- Step 6 Click 'Void All'
- Step 7 Click 'Post'

Dealing With Rejections (Manual ARUDD)

Account: Carter, Mary (1000041) - Previous Month (Standard Account)

Total Debt	£72.82	Total Paid	£72.82	Current Balance	£0.00
Debt To Date	£0.00	Unallocated	£0.00	Credit Limit	N/A
Pro-Forma	£0.00			Credit Remaining	N/A

Pay	Description	Status	Amount	Raised Date	Due Date	Invoice
<input type="checkbox"/>	Sub - WGIDD	Sale Closed	£30.00	17/02/2008 16:50	01/04/2008	
<input type="checkbox"/>	Sub - WGIDD	Paid	£30.00	17/02/2008 16:50	01/04/2008	
<input type="checkbox"/>	Sub - WGIDD	Sale Closed	£42.82	17/02/2008 16:09	17/02/2008	

Account: Carter, Mary (1000041) - Previous Month (Standard Account)

Total Debt	£42.82	Total Paid	£42.82	Current Balance	£0.00
Debt To Date	£0.00	Unallocated	£0.00	Credit Limit	N/A
Pro-Forma	£0.00			Credit Remaining	N/A

Pay	Description	Status	Amount	Raised Date	Due Date	Invoice
<input type="checkbox"/>	Sale 10000785	Sale Closed	£0.00	17/02/2008 17:28		
<input type="checkbox"/>	Sub - WGIDD	Voided	£30.00	17/02/2008 16:50	01/04/2008	
<input type="checkbox"/>	Sale 10000785	Credit Note	-£30.00	17/02/2008 17:28	01/04/2008	
<input type="checkbox"/>	Sub - WGIDD	Sale Closed	£42.82	17/02/2008 16:09	17/02/2008	

Gladstone MRM Management System

Are you sure you want to do this?

Yes No

Your Site Configuration

NOTES:

When running an Electronic Funds Transfer within Plus2, all monies are paid in the Account Screen and a file is produced which is sent to the bank. The Bank will code the reasons why they are not able to collect the monies from the customers bank account. The customers account within Plus2 will need to be updated

Voiding a Sale

- Step 1 Find the Sale to void and click on the + to expand
- Step 2 Click on the Paid Sale to enable the Void button
- Step 3 Click on the Void button
- Step 4 Click 'Yes' to the question 'Are you sure you want to do this'

An example of Voiding a Sale would be a cancellation of a membership and monies were not required to be requested.

Administration for EFT No AUDDIS

Account : Harris, Molly (1000042) - Previous Month (Standard Account)

Total Debt	£72.82	Total Paid	£72.82	Current Balance	£0.00
Debt To Date	£0.00	Unallocated	£0.00	Credit Limit	N/A
Pro-Forma	£0.00			Credit Remaining	N/A

Pay	Description	Status	Amount	Raised Date	Due Date	Invoice
<input type="checkbox"/>	Sub - WGIDD	Sale Closed	£30.00	17/02/2008 17:32	01/04/2008	
<input type="checkbox"/>	Sub - WGIDD	Paid	£30.00	17/02/2008 17:32	01/04/2008	
<input type="checkbox"/>	Sub - WGIDD	Sale Closed	£42.82	17/02/2008 17:26	17/02/2008	

Account : Harris, Molly (1000042) - Previous Month (Standard Account)

Total Debt	£72.82	Total Paid	£42.82	Current Balance	£30.00
Debt To Date	£0.00	Unallocated	£0.00	Credit Limit	N/A
Pro-Forma	£30.00			Credit Remaining	N/A

Pay	Description	Status	Amount	Raised Date	Due Date	Invoice
<input type="checkbox"/>	Sale 10000790	Sale Open	£30.00 of £30.00	17/02/2008 17:48	01/04/2008	
<input type="checkbox"/>	Sub - WGIDD	Unpaid	£30.00	17/02/2008 17:48	01/04/2008	
<input type="checkbox"/>	Sub - WGIDD	Voided	£30.00	17/02/2008 17:32	01/04/2008	
<input type="checkbox"/>	Sale 10000790	Credit Note	£-30.00	17/02/2008 17:48	01/04/2008	
<input type="checkbox"/>	Sub - WGIDD	Sale Closed	£42.82	17/02/2008 17:26	17/02/2008	

Gladstone MRM Management System

Are you sure you want to do this?

Yes No

Your Site Configuration

NOTES:

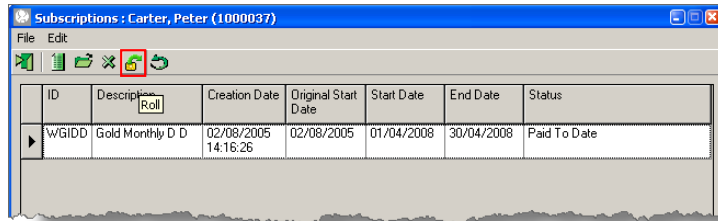
If the bank code indicates, for example, the customer had insufficient funds in their bank account a request for the monies would be expected again

Rejecting a Sale

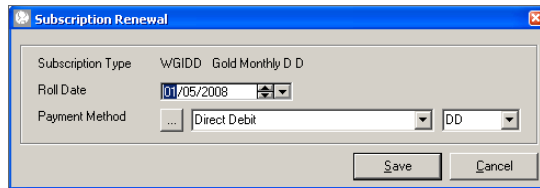
- Step 1 Find the Sale to Reject and click on the + to expand
- Step 2 Click on the Paid Sale to enable the Reject button
- Step 3 Click on the Reject button
- Step 4 Click 'Yes' to the question 'Are you sure you want to do this'

The Payment Method of the unpaid sale will default back to the same Payment Method i.e. Direct Debit. There maybe a requirement to change this to Cash and take the monies at Front of House.

Administration for EFT No AUDDIS



ID	Description	Creation Date	Original Start Date	Start Date	End Date	Status
WGIDD	Gold Monthly D D	02/08/2005 14:16:26	02/08/2005	01/04/2008	30/04/2008	Paid To Date

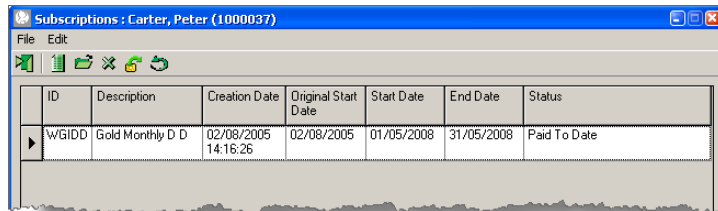


Subscription Type: WGIDD Gold Monthly D D

Roll Date: 01/05/2008

Payment Method: Direct Debit DD

Save Cancel



ID	Description	Creation Date	Original Start Date	Start Date	End Date	Status
WGIDD	Gold Monthly D D	02/08/2005 14:16:26	02/08/2005	01/05/2008	31/05/2008	Paid To Date

Your Site Configuration

Subscriptions can be rolled forward manually if needed. This process will roll the Subscription forward for the default duration of the Subscription and generate unpaid monies in the Account Screen. The roll date is set to the day after the current subscription end date, or today, whichever is latest

Roll Subscription

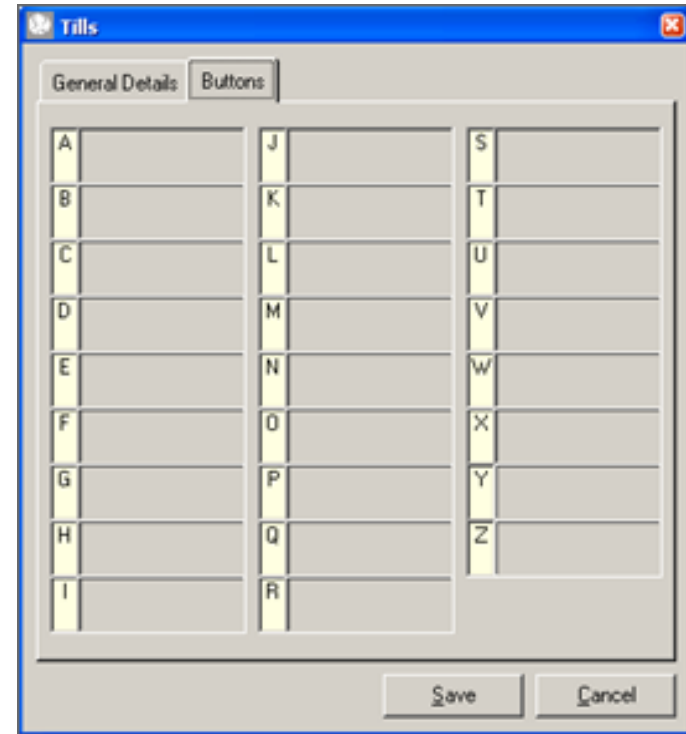
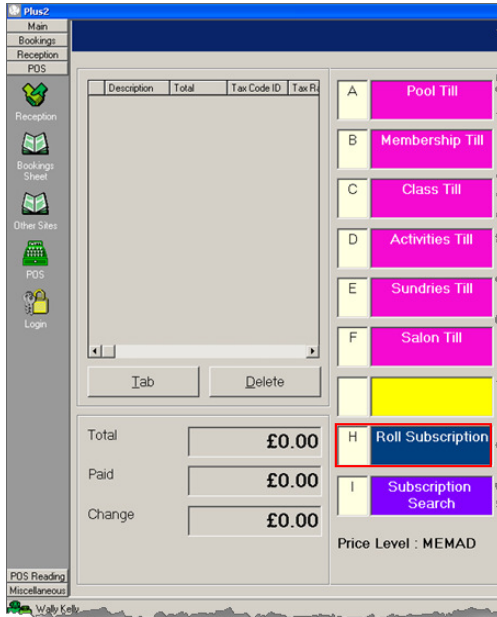
- Step 1 Click on the gold Subscription icon on the top tool bar
- Step 2 Click on the Subscription to Roll
- Step 3 Click on the Roll icon
- Step 4 If needed change Roll Date
- Step 5 If needed change Payment Method
- Step 6 Click Save

NOTE: If the Direct Debit monies for next month require amending - ie a lesser amount is required to be collected - this would be how this could be achieved.

NOTES:

Administration for EFT No AUDDIS

Your Site Configuration

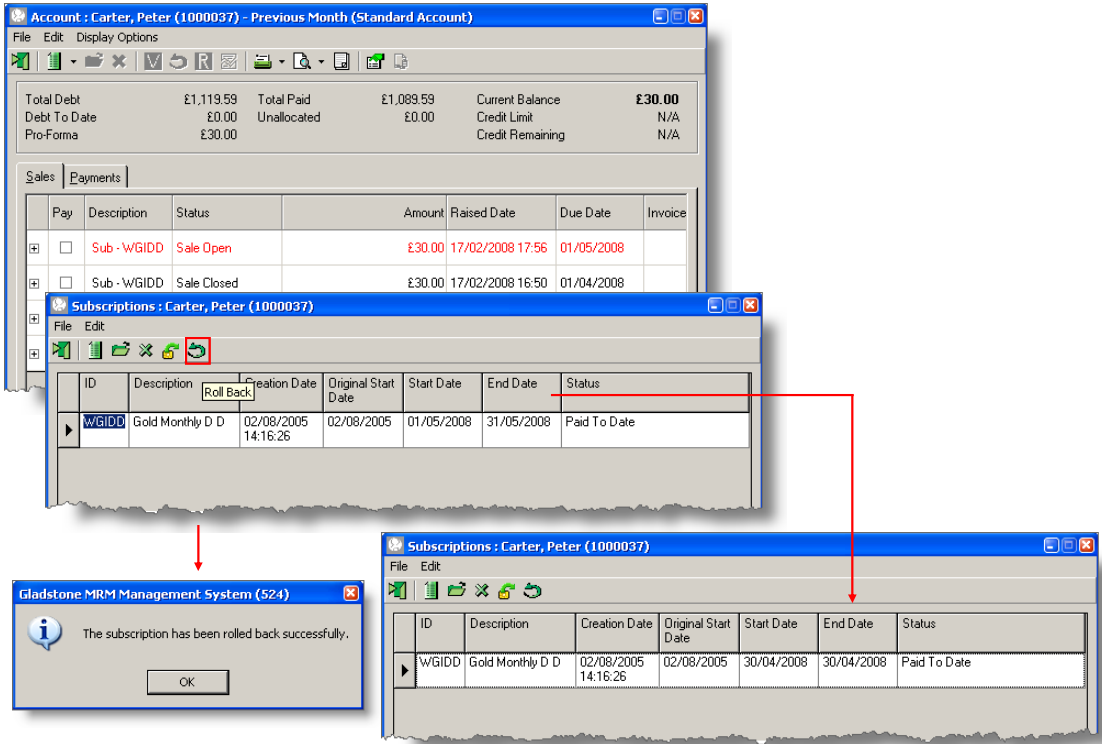


The Roll Subscription function can be performed through the Till.
 Placing the Roll Subscription button on the Till allows the Front of House staff to perform this function and take the money.
 NOTE: Not normally used on Direct Debit Subscriptions

NOTES:

Administration for EFT No AUDDIS

Your Site Configuration



If a subscription has been rolled forward when it shouldn't have, it is possible to roll it back again. This will put both the start and end dates to the day before the current start date.

Roll Back

Step 1 Click on the gold Subscription icon on the top tool bar

Step 2 Click on the Subscription to Roll Back

Step 3 Click on the Roll Back icon

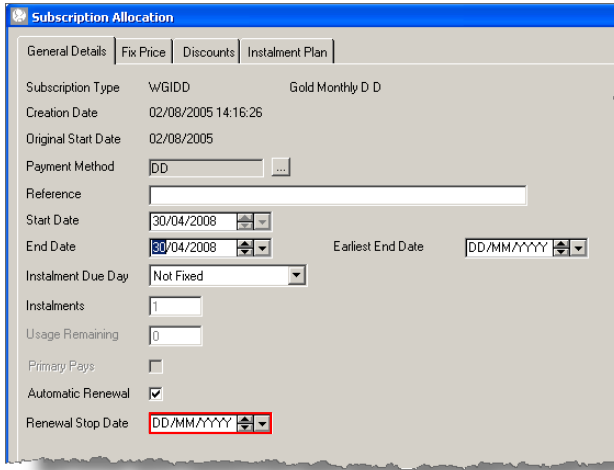
Step 4 Click OK when the message appears 'The subscription has rolled back successfully'

NOTE: If a Roll has been undertaken by mistake, the Roll Back is utilised. Whilst this may look odd, the software refers to the Original Start Date for actions like Price Level Override and turnstile access.

NOTES:

Administration for EFT No AUDDIS

Your Site Configuration



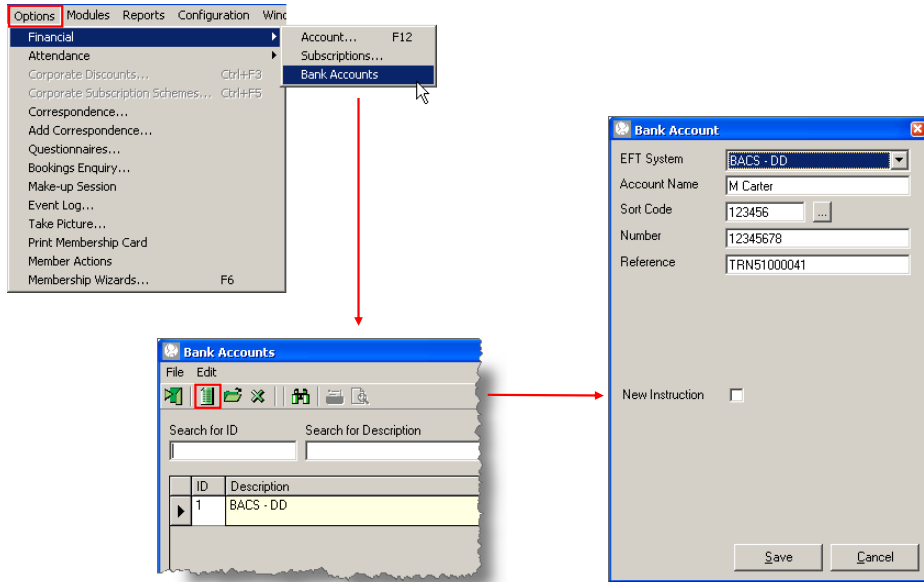
Renewal Stop Date

This date function is used to indicate when the Automatic Renewal tick needs to be removed. For example the Subscription needs to be included in next Electronic Funds Transfer Run but would need to expire before the subsequent Run

NOTES:

Administration for EFT No AUDDIS

Your Site Configuration



Accessing Bank Account Details -

Options>Financial>Bank Accounts

This screen can be used to create new, update or delete Bank Account details

NOTE: Once the Subscription has 'rolled forward' and been included into a Direct Debit Run, the software will automatically take the tick out of New Instruction.

NOTES:
