



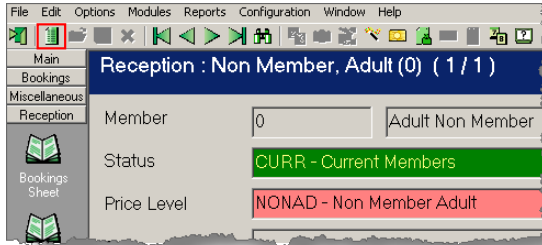
3 EFT No AUDDIS – Functionality

www.gladstonemrm.com



NOTES:

Functionality for EFT No AUDDIS



Member Quick Add

Details | User Fields | More Details

ID: 1000041

Last Name: Carter

First Names: Mary

Title / Gender: Mrs - Female

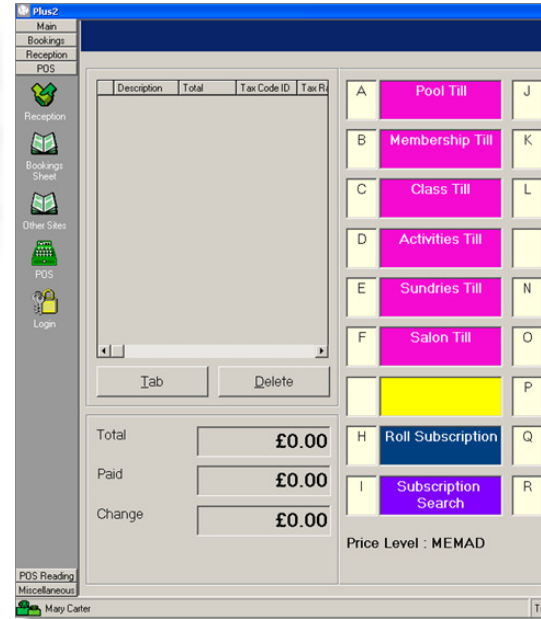
Date Of Birth: DD/MM/YYYY

Home Telephone: _____

Work Telephone: _____

Mobile Telephone: _____

Save Cancel



Your Site Configuration

Allocating a Direct Debit Subscription through the Till

- Step 1 Add customer to the database through the Member Quick Add screen
- Step 2 Swipe the customer through to the Till. The customers name will appear at the bottom left hand corner of the screen.

NOTES:

Functionality for EFT No AUDDIS

General Details

This screen indicates the details of the Subscription Configuration and is designed for the User to have to make as few amendments as possible.

The **Payment Method** should not be changed to how the Member is to pay the first instalment. If this were changed to Cash at this point no monies would be collected by the EFT Run

Start and End Dates are automatically input by the software according to the Subscription Configuration.

By selecting **Ignore Cut Off** the software will show the monthly amount only.

Earliest End Date can be used to display a contract period into which the Member may be tied.
NOTE: This is a visual display only but it can also be reported on.

Instalment Due Date if left at Not Fixed the date will be forced by the End Date of the Subscription.

Instalments is automatically input by the software according to the software configuration.

Automatic Renewal indicates whether the Subscription is to 'roll forward' eg: whether it is to continue to collect monies after the initial month.

Renewal Stop Date can be used to undertake administration today for something that needs to happen in the future

Your Site Configuration

NOTES:

Functionality for EFT No AUDDIS

Product ID	Description	Standard Amount	Amount	Adjustment	One Off	Tax Code ID
w9003	Gold Monthly D D	£30.00	£42.82	£12.82	<input type="checkbox"/>	STAND

Pro Rata

Add Delete Save Cancel

Your Site Configuration

Product ID	Description	Standard Amount	Amount	Adjustment	One Off	Tax Code ID
w9003	Gold Monthly D D	£30.00	£42.82	£12.82	<input type="checkbox"/>	STAND

Pro Rata

Add Delete Save Cancel

Adjustments

This screen indicates the initial monies to collect.

The Amount column can be adjusted to give a discount on **initial** monies

NOTES:

Functionality for EFT No AUDDIS

Subscription Allocation

General Details | Adjustments | **Fix Price** | Discounts | Instalment Plan

Fix Price

Fix Price Until DD/MM/YYYY

Perpetual

Reason

Product List

ID	Description	Standard Price	Fixed Price
		Total	0

Save Cancel

Your Site Configuration

Subscription Allocation

General Details | Adjustments | **Fix Price** | Discounts | Instalment Plan

Fix Price

Fix Price Until DD/MM/YYYY

Perpetual

Reason

Product List

ID	Description	Standard Price	Fixed Price
		Total	0

Save Cancel

Fix Price

Fix Price allows the customers Subscription to be fixed at the applied price perpetually or up to a stated date.

To use this functionality:-

- Step 1 Tick 'Fixed Price'
- Step 2 If fixing until a date apply a date in 'Fix Price Until' or tick 'Perpetual'
- Step 3 It is optional to type in a reason for the Fixed Price

NOTES:

Functionality for EFT No AUDDIS

Subscription Allocation

General Details | Adjustments | Fix Price | **Discounts** | Instalment Plan

Discount Type
 None Percentage Amount Fix Price

Round To Nearest: 0.01
 Discount Until: / / Perpetual:
 Reason: _____

Product List - Initial Allocation

ID	Description	Price	Discount To Apply	Adjusted Price	Discount Value	Price To Member
W9003	Gold Monthly D D	£30.00	£0.00	£42.82	£0.00	£42.82
Total		£30.00		£42.82	£0.00	£42.82

Product List - Subsequent Renewals

ID	Description	Price	Discount To Apply	Discount Value	Price To Member
W9003	Gold Monthly D D	£30.00	£0.00	£0.00	£30.00
Total		£30.00		£0.00	£30.00

Save Cancel

Your Site Configuration

Subscription Allocation

General Details | Adjustments | Fix Price | **Discounts** | Instalment Plan

Discount Type
 None Percentage Amount Fix Price

Round To Nearest: 0.01
 Discount Until: / / Perpetual:
 Reason: _____

Product List - Initial Allocation

ID	Description	Price	Discount To Apply	Adjusted Price	Discount Value	Price To Member
W9003	Gold Monthly D D	£30.00	£0.00	£42.82	£0.00	£42.82
Total		£30.00		£42.82	£0.00	£42.82

Product List - Subsequent Renewals

ID	Description	Price	Discount To Apply	Discount Value	Price To Member
W9003	Gold Monthly D D	£30.00	£0.00	£0.00	£30.00
Total		£30.00		£0.00	£30.00

Save Cancel

Discounts

The Discount screen can be used to apply a discount to the price of the subscription

- If using a 'Percentage' a dot will need to be applied and a 'Discount Until' by either a date or Perpetually. The percentage to be applied inserted in the 'Discount to Apply' on the Initial Allocation and/or the Subsequent Renewals
- If using an 'Amount' a dot will need to be applied and a 'Discount Until' by either a date or Perpetually. The Amount to be applied inserted in the 'Discount To Apply' on the Initial Allocation and/or the Subsequent Renewals
- If using a 'Fix Price' a dot will need to be applied and a 'Discount Until' by either a date or Perpetually. The Amount to be applied inserted in the 'Discount To Apply' on the Initial Allocation and/or the Subsequent Renewals

NOTES:

Functionality for EFT No AUDDIS

Number	Date	Amount
1	17/02/2008	£42.82

Pre-Payment Method

Standard Amount £30.00

Total Adjustments £12.82

Total Discounts £0.00 Price to Member £42.82

Save Cancel

Your Site Configuration

Number	Date	Amount
1	17/02/2008	£42.82

Pre-Payment Method

Standard Amount £30.00

Total Adjustments £12.82

Total Discounts £0.00 Price to Member £42.82

Save Cancel

Instalment Plan

The **Instalment Plan** tab shows the sales for the current subscription. The instalment is listed together with the date it is due and the amount.

It is useful for the User to select the Instalment Plan Tab to check the correct amount of monies is to be asked on the initial payment. This should be done before selecting Save.

Click on 'Save'

NOTES:

Functionality for EFT No AUDDIS

Bank Account

EFT System: BACS - DD
 Account Name: M Carter
 Sort Code: 123456
 Number: 12345678
 Reference: TRN51000041

Mary Carter

Description	Total	Tax Code ID	Tax R
Gold Monthly D	£0.00		0
Sale - Subscrip	£42.82		0

Total: £42.82
 Paid: £0.00
 Due: £42.82

Your Site Configuration

Tills - General Details

ID:
 Description:
 Site Group: ALL

Display Short Cut Keys
 Set As Default

Tills - Buttons

A	J	S
B	K	T
C	L	U
D	M	V
E	N	W
F	O	X
G	P	Y
H	Q	Z
I	R	

Add Members Bank Details

A Subscription with Direct Debit as a Payment Method will ask for the customers Bank Account Details when saving.

- Account Name - The customers Name
- Sort Code - The customers Sort Code
- Number - The customers Account Number
- Reference - This is the Direct Debit Mandate Reference used by the Bank. It is the Member ID including the database prefix. This is automatically entered but it can be changed.

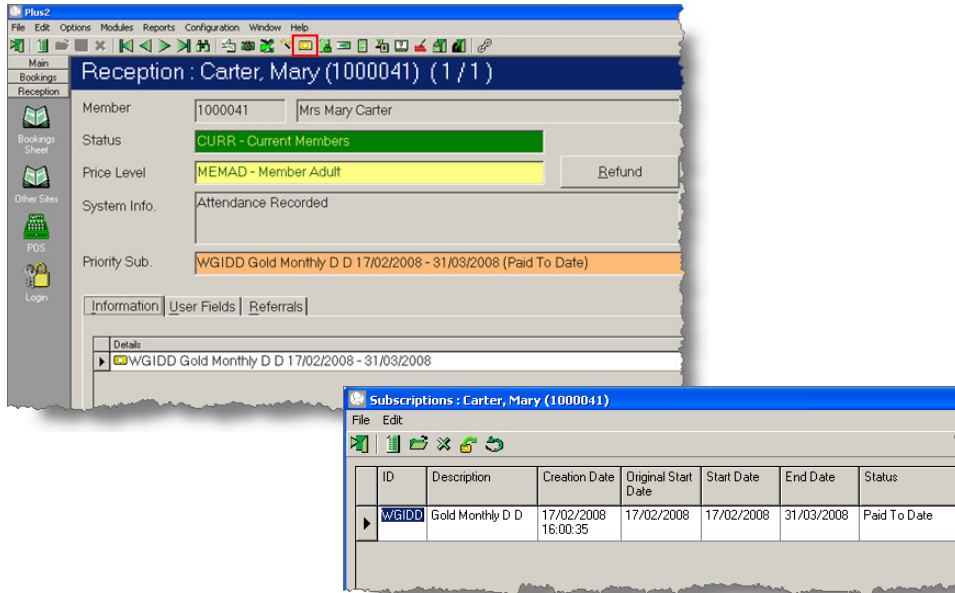
New Instruction should be ticked if this is a newly signed Mandate. Generally this Reference is then hand written on the Mandate

When saving the Bank Account Details the system will ask 'Do you want to pre-pay the first instalment'. Click on 'Yes' to take the sale through to the till and pay for the transaction.

NOTES:

Functionality for EFT No AUDDIS

Your Site Configuration



Member Subscription Screen

When clicking into the gold Subscription icon on the top tool bar this shows the subscription the customer holds.

NOTE:

Creation Date - when the Subscription was allocated to the Member Record

Original Start Date - when the Subscription First Started. The software checks this date on Entry Points.

Start Date - the Current Start Date

End Date - When the Subscription is valid until.

NOTES:

Functionality for EFT No AUDDIS

Your Site Configuration

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

File Edit Display Options

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

Sales Payments

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)

File Edit Display Options

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

Sales Payments

Payment ID	Status	Raised Date	Amount	Reference	Link To	Payment M
10000664	Allocated	17/02/2008 16:51	£30.00			DD
10000624	Allocated	17/02/2008 16:12	£42.82		POS	CASH

Member Account Screen

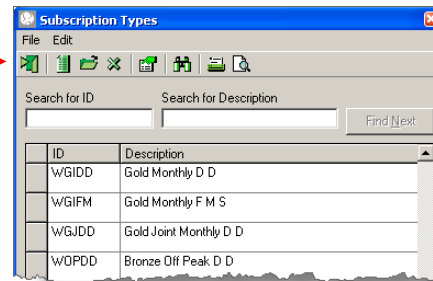
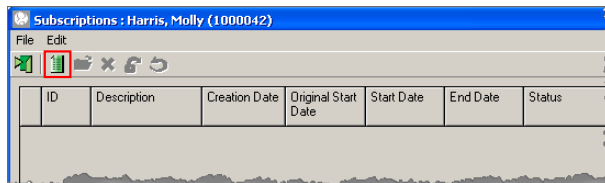
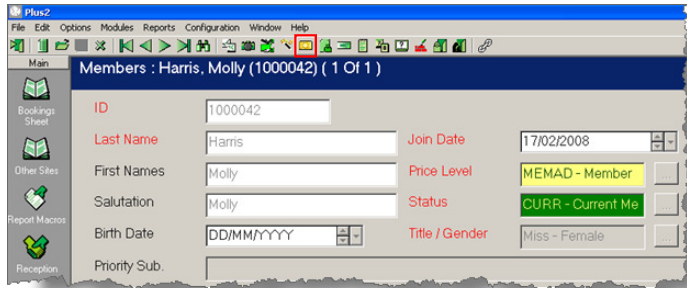
When clicking into the Account Screen icon on the top tool bar the Sales Tab will show the Paid Sale.

The Payment Tab shows the Allocated To Date Payment of the Subscription by Payment Method

NOTES:

Functionality for EFT No AUDDIS

Your Site Configuration



Allocate Subscription Through Subscription Icon

A Subscription can be allocated through the Subscription icon by clicking on New.

A list of the configured Subscriptions will appear.

Double click onto the relevant Subscription in order to select.

NOTE: Due to speed and a requirement to restrict the allocation of any historical Subscriptions, this is generally restricted by access levels from the Front of House User.

NOTES:

Functionality for EFT No AUDDIS

Subscription Allocation

Number	Date	Amount
1	17/02/2008	£42.82

Pre-Payment Method:

Standard Amount: £30.00
 Total Adjustments: £12.82
 Total Discounts: £0.00

Payment Methods

Search for ID: Search for Description: Find Next

ID	Description
CARD	Debit/ Credit Card
CASH	Cash
CHQ	Cheque

Subscription Allocation

Number	Date	Amount	Pre Pay
1	17/02/2008	£42.82	<input checked="" type="checkbox"/>

Pre-Payment Method:

Standard Amount: £30.00
 Total Adjustments: £12.82
 Total Discounts: £0.00

Gladstone MRM Management System

You must enter bank details to use this payment method. Do you want to add bank details now?
 Member - Harris, Molly (1000042)

Yes No

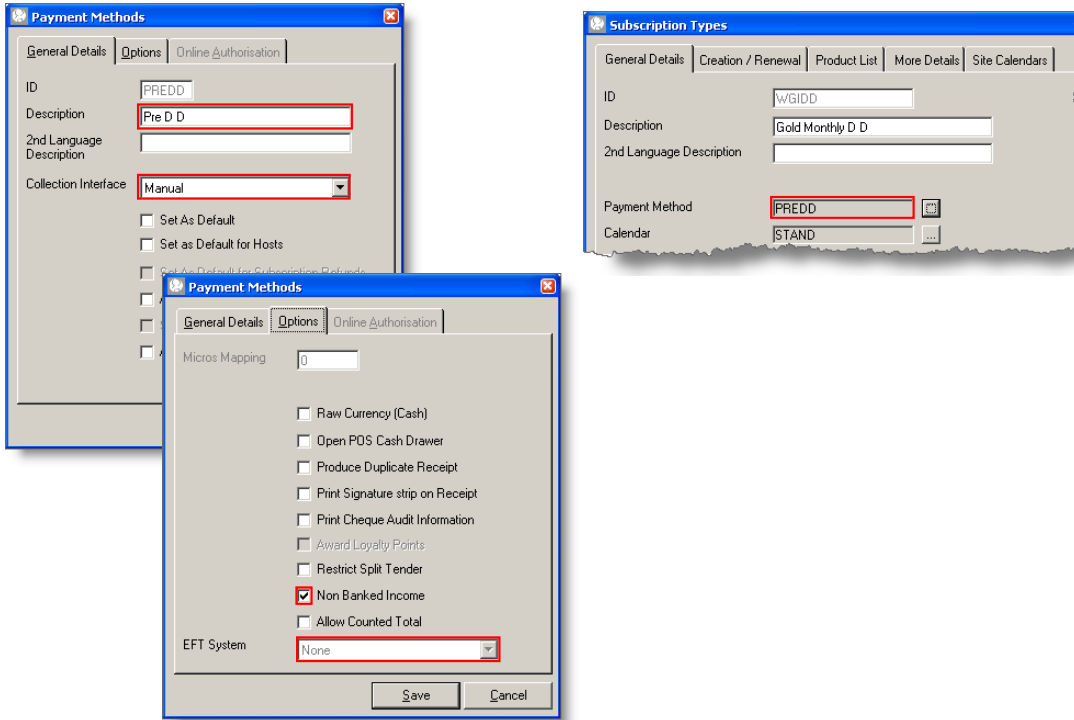
Your Site Configuration

Once selected the Subscription can be paid through the Pre-Payment Method. Select the Payment Method by double clicking and tick Pre-Pay.

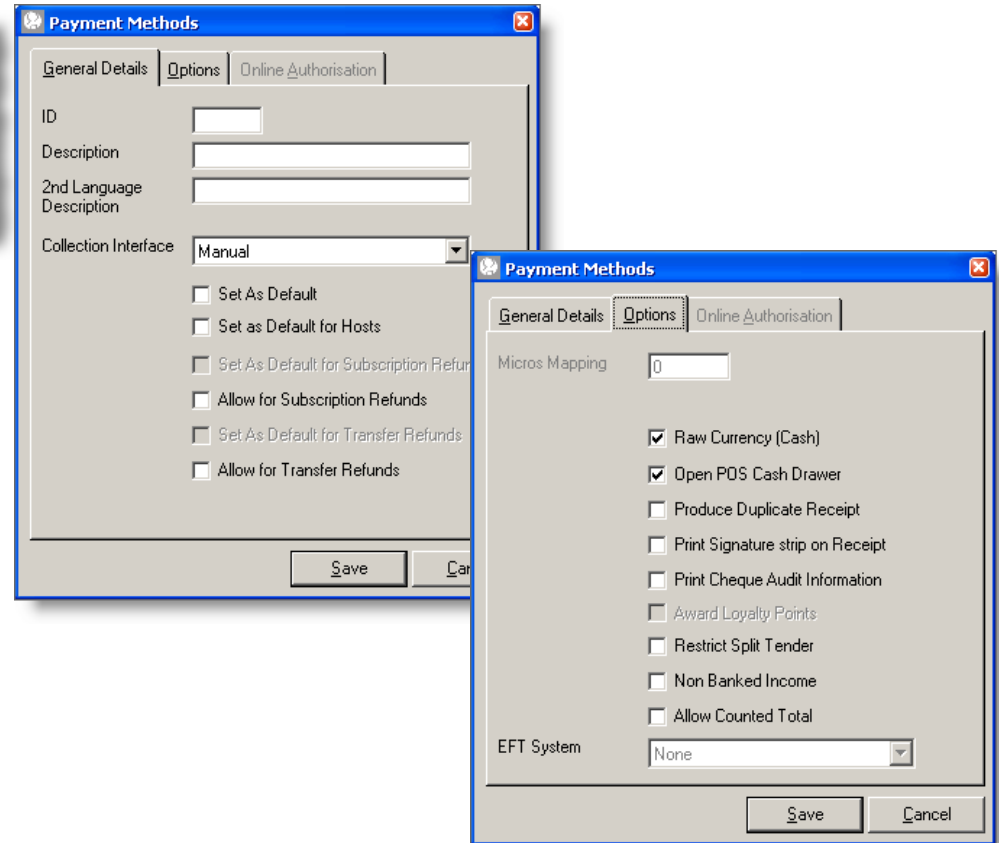
Clicking on Save will prompt for the input of Bank Account Details.

NOTES:

Alternative to Front Of House Adding Bank Details



Your Site Configuration



Alternative to Adding Bank Details Front of House

A 'dummy' Payment Method of Pre DD is recommended should Bank Details be required to be added at a later time. The Collection Interface would be Manual on this Payment Method and set as a Non Banked Income

Reports can then be created using this Payment Method in order to cross reference to the Direct Debit Mandates.

NOTES:
