



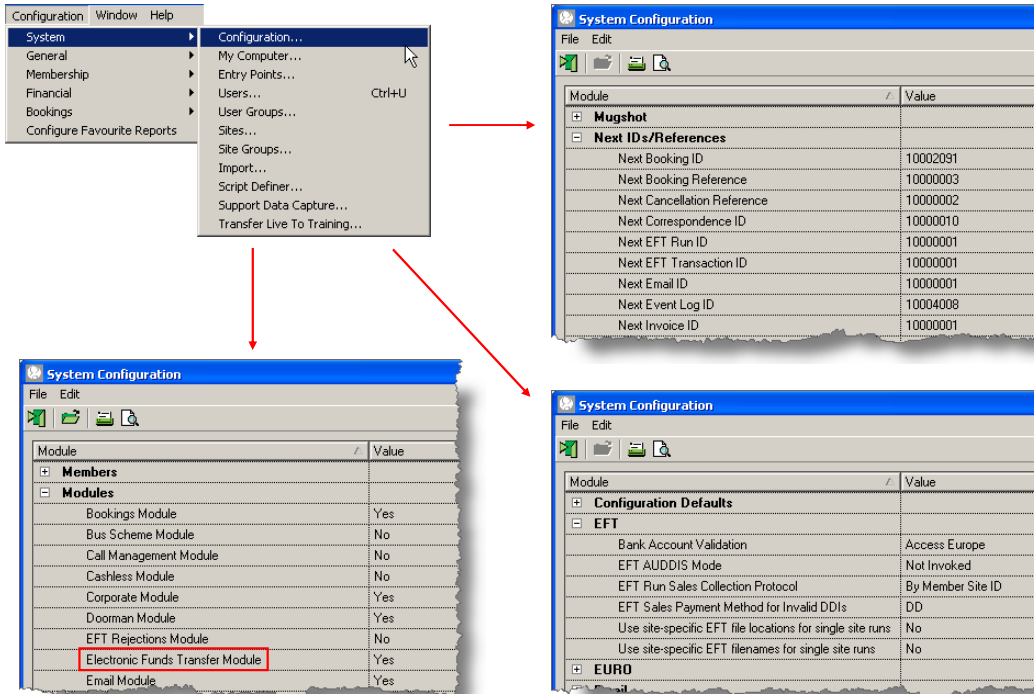
1 EFT No AUDDIS – Pre-Configuration

www.gladstonemrm.com



NOTES:

Pre Configuration for EFT No AUDDIS



Your Site Configuration

Module - The Electronic Funds Transfer Module will need to be invoked. This is password protected, please contact Gladstone for further information.

Next ID's/References - These are number ranges within a multi site database. These are password protected, please contact Gladstone for further information.

Bank Account Validation - This setting is defaulted to None. Please contact Gladstone for further information on Bank Account Validation software.

EFT AUDDIS Mode - Only relevant when using AUDDIS

EFT Run Sales Collection Protocol - By Member Site ID is set as a default

EFT Sales Payment Method for Invalid DDIs - Only relevant when using AUDDIS

Use site specific EFT file locations for single site runs - This is set as a default

Use site specific EFT Filenames for single site runs - This is set as a default

NOTES:

Pre Configuration for EFT No AUDDIS

The process begins in the 'Configuration' menu, where 'User Groups...' is selected. This opens a 'User Groups' window with a table:

ID	Description
DMS	Duty Managers
MA	Membership Advisors
RECL1	Reception Level 1
RECL2	Reception Level 2
STAND	Standard
SYSTEM	Systems Manager

The 'SYSTEM' group is selected, and its 'Access Levels' are configured. The 'EFT' access level is shown with the 'Run' option checked.

Your Site Configuration

The 'Access Levels' window for 'Bank Accounts' shows the following tasks checked:

- Bank Accounts
- Delete
- Modify
- Modify AUDDIS Status
- New
- View

The 'Access Levels' window for 'Subscriptions' shows the following tasks checked:

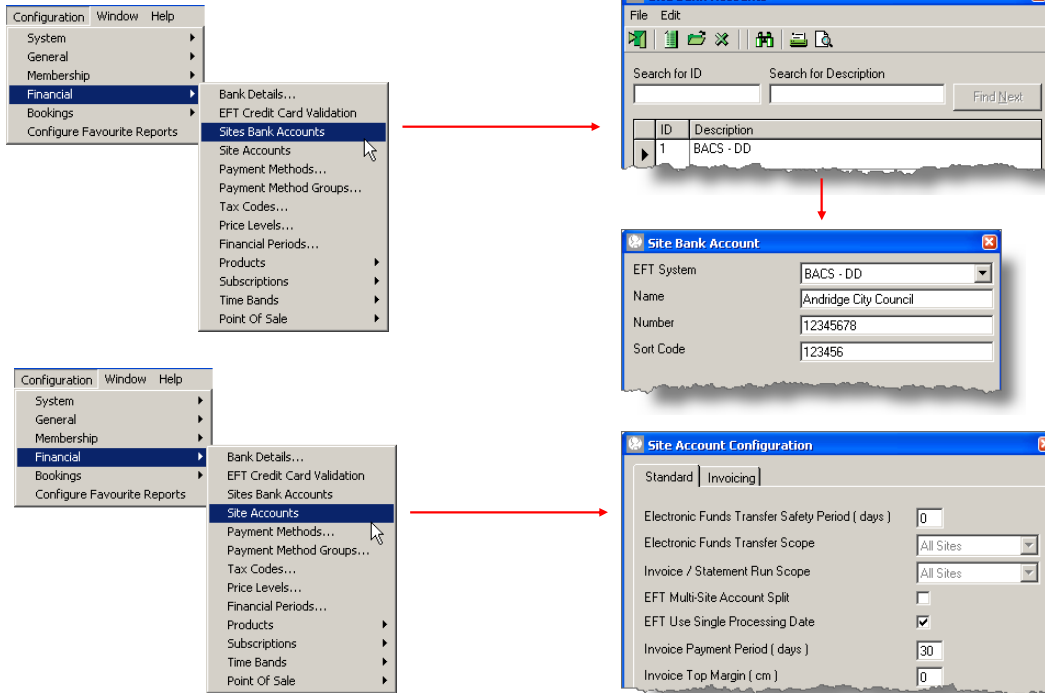
- Subscriptions
- Adjustments
- Delete
- Discounts
- Fix Price
- Modify
- New
- Renew Manually
- Roll Back
- View

User Groups: These manage which group of Users can undertake which tasks e.g. The EFT Access Level indicates which group can do an EFT run.

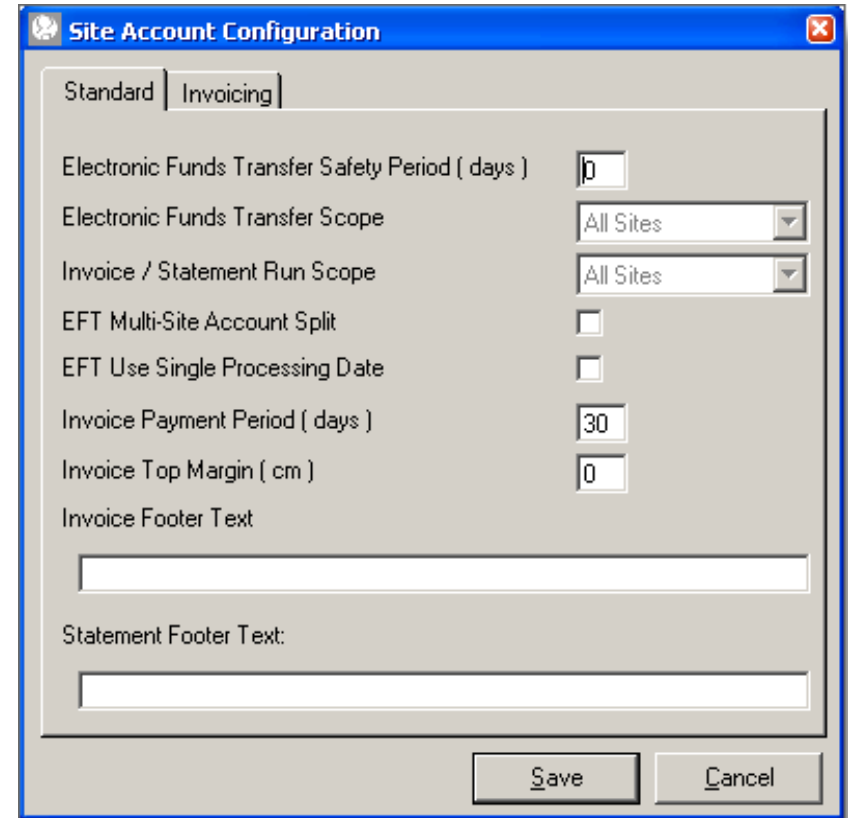
The 'User Groups' window shows the 'General Details' tab with fields for ID and Description. The 'Access Levels' tab shows 'EFT' selected with 'Run' checked.

NOTES:

Pre Configuration for EFT No AUDDIS

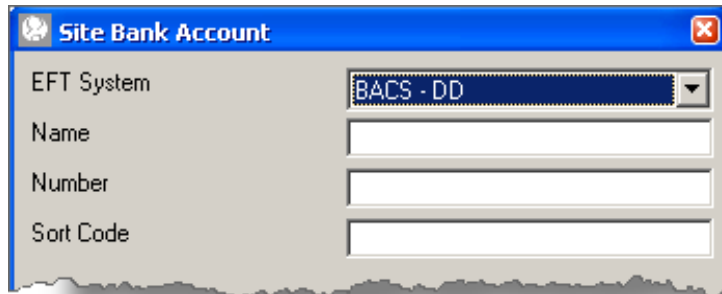


Your Site Configuration



Site Bank Account: When BACS - DD is selected Name, Number and Sort Code fields require data to be input. This is the Name of the Account that all EFT monies will be credited to.

Site Account Configuration: If EFT Rejections are to be utilised it is important to select EFT Use Single Processing Date



NOTES:

Pre Configuration for EFT No AUDDIS

Your Site Configuration

Payment Methods - When allocating Subscriptions to a Member Record, a Payment Method with a Collection Interface of Electronic Funds Transfer will be required to be linked to those Subscriptions in order for monies to be collected by Direct Debit.

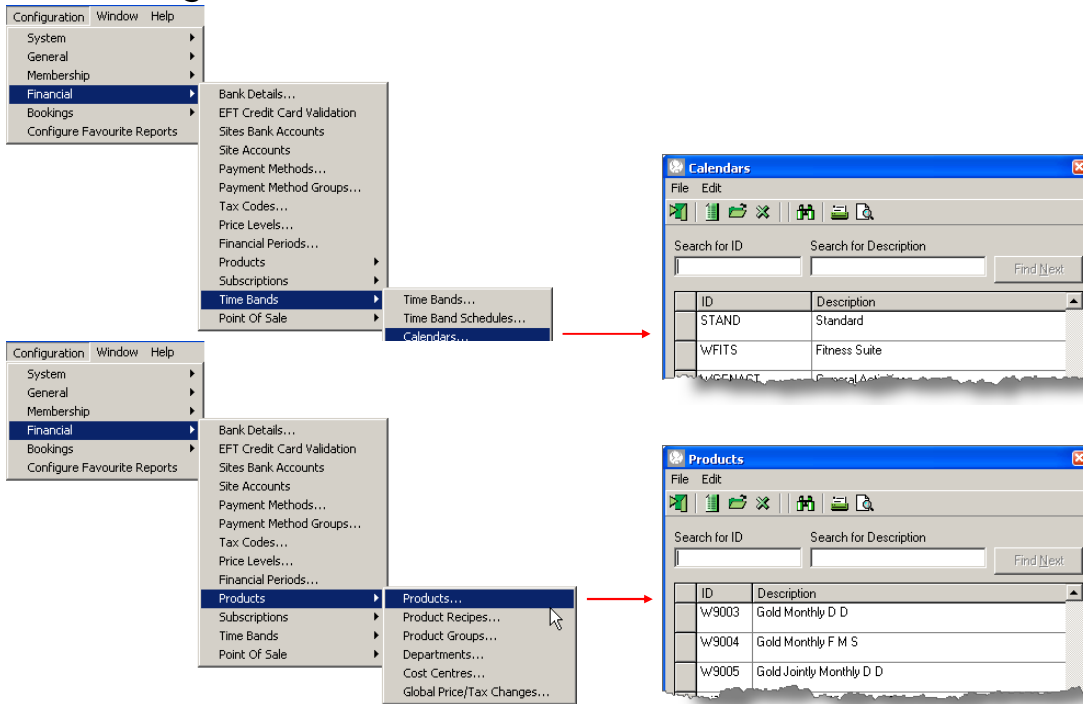
If a Member does not already have Bank Details attached to their Member Record the software will prompt for Bank Details to be added when a Payment Method with a Collection Interface of Electronic Funds Transfer is selected.

NOTE: 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.

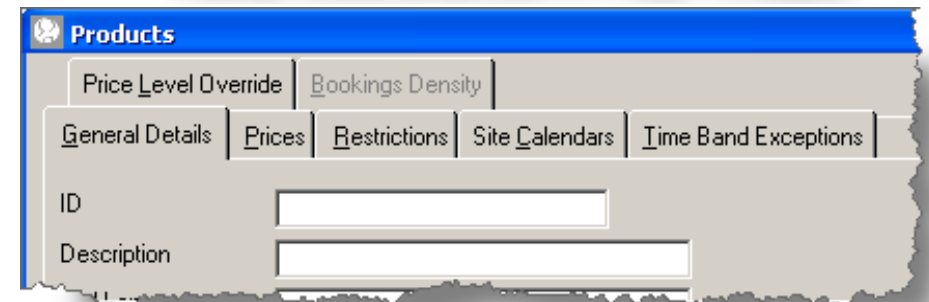
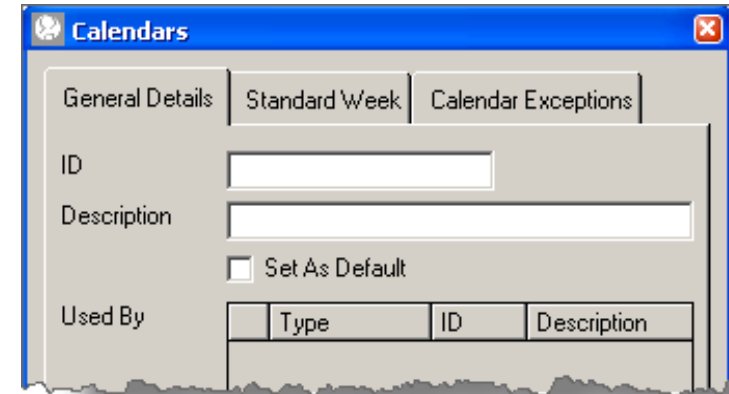
Reports can then be created using this Payment Method in order to cross reference Direct Debit Mandates.

NOTES:

Pre Configuration for EFT No AUDDIS



Your Site Configuration



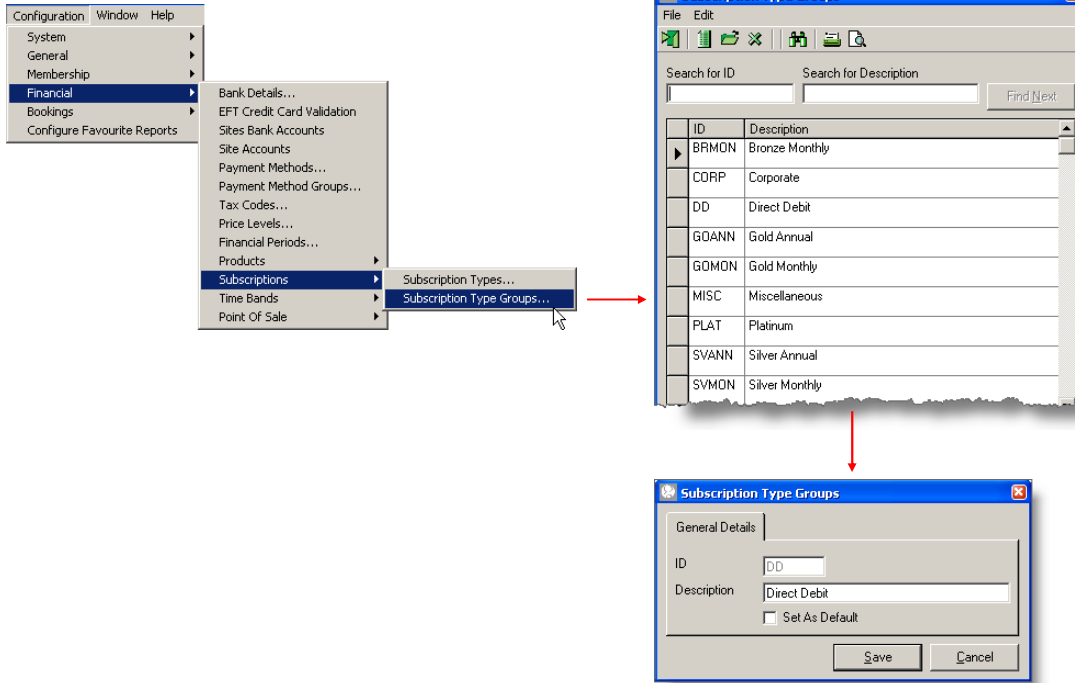
Calendars: Are used to control access times for the Members who hold this Subscription. The default settings for the Standard Calendar are 00:00 - 23:59, if these times have not been changed it would be appropriate to select the Standard Calendar if access is not restricted.

The Used By box will be populated automatically when this Calendar is used by either a Subscription, Product, Resource Product or Activity.

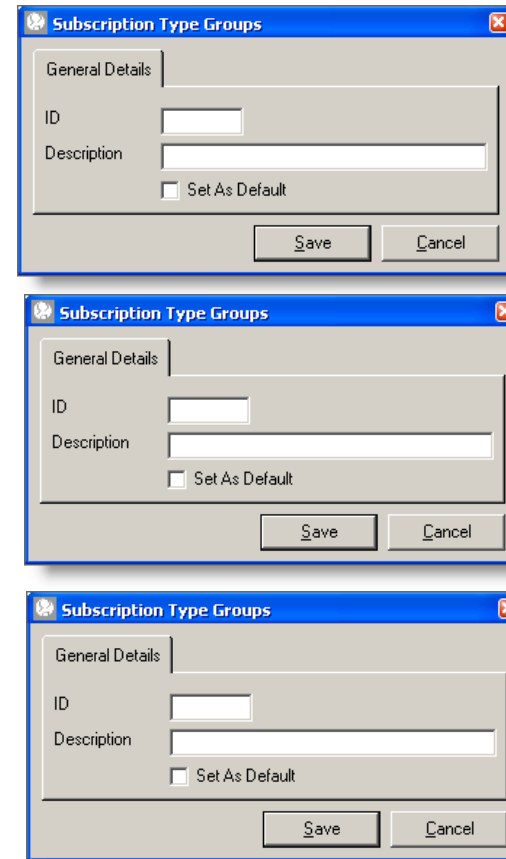
Products: Required to give the Subscription a price.

NOTES:

Pre Configuration for EFT No AUDDIS



Your Site Configuration



Subscription Type Groups: A Subscription is required to be linked to at least one Subscription Type Group. These are used in Reporting and Wizards

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