



## 4 Membership – Administration

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



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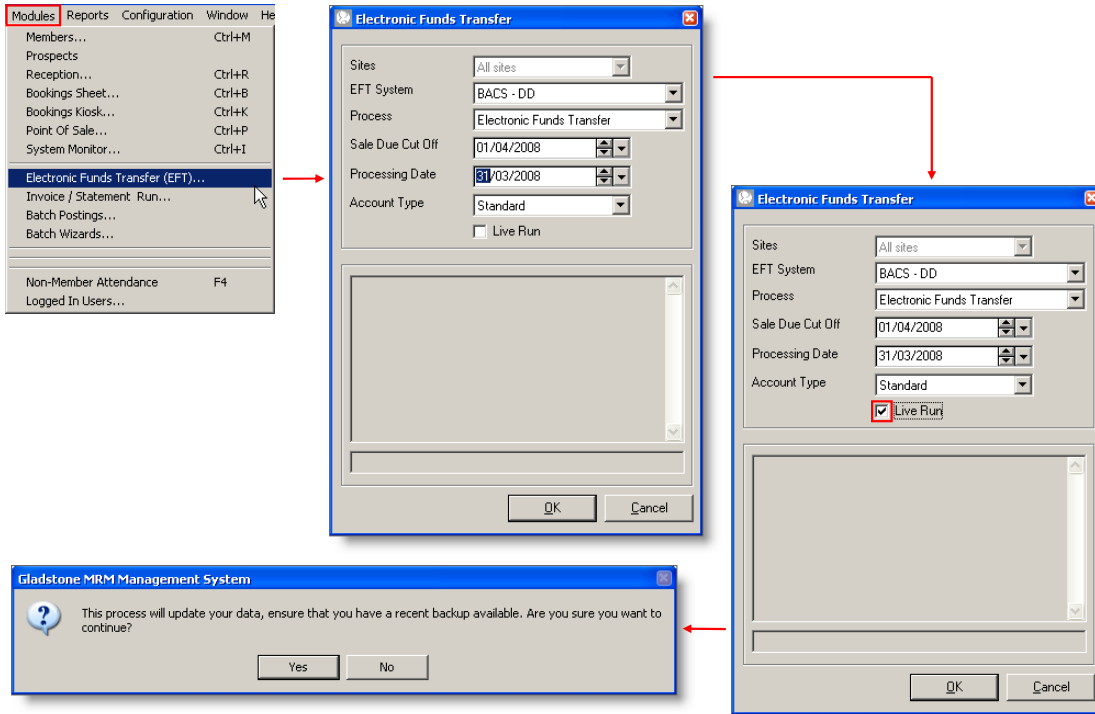
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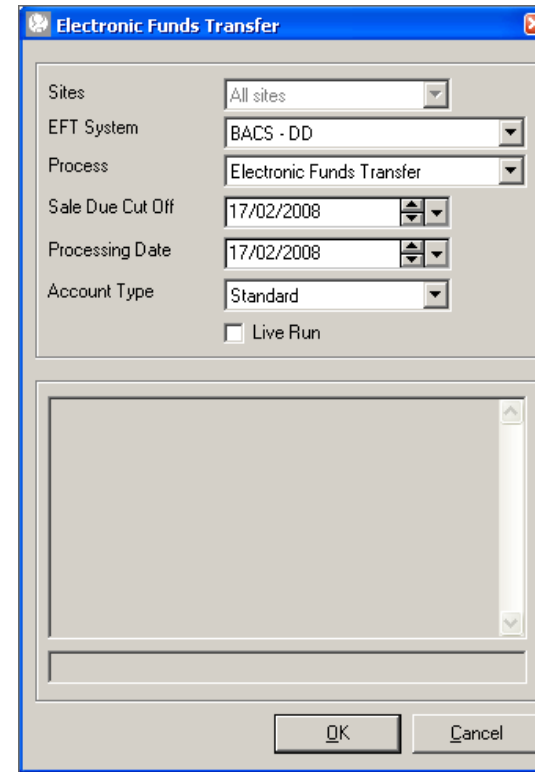
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## Administration for Membership



## 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:

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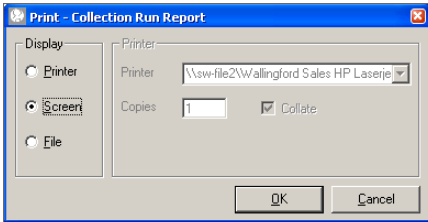


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## Administration for Membership



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	
			<b>£8.94</b>	<b>£60.00</b>	

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

## Your Site Configuration

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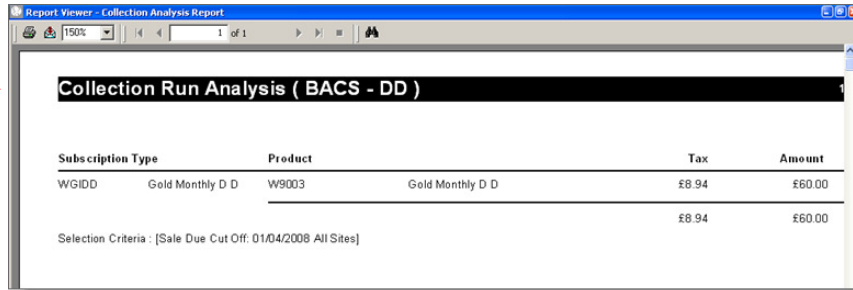
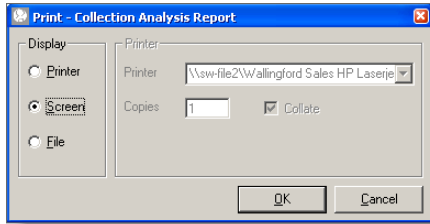


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## Administration for Membership



## Your Site Configuration

### 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.

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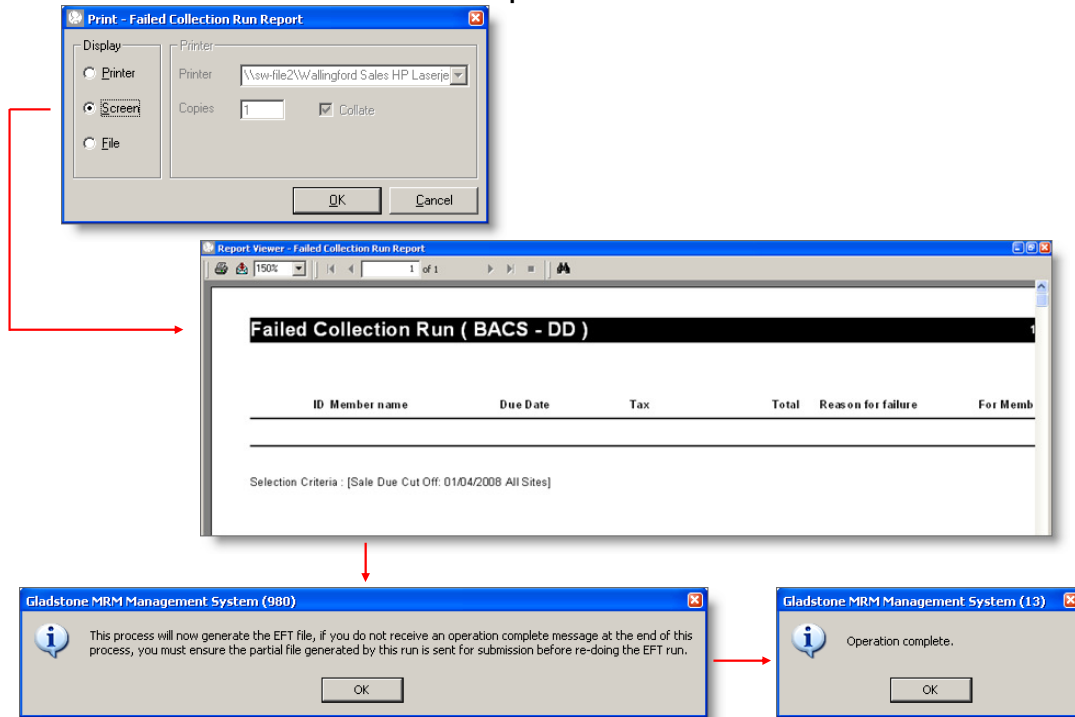
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## Administration for Membership

## 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:

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## Administration Membership

The screenshot illustrates the process of voiding payments. It shows the 'Batch Postings' menu in the 'Administration Membership' window. The 'Batch Postings' dialog box is open, showing the 'Sales Selection' tab. The 'Selected Payments' tab is also shown, displaying a table of payments.

Member ID	Member Name	Payment ID	Amount	Void	Payment Method	Reference
1000041	Carter, Mary	10000664	£30.00	<input type="checkbox"/>	DD	
1000042	Harris, Molly	10000669	£30.00	<input type="checkbox"/>	DD	

Summary statistics at the bottom of the 'Selected Payments' tab:

- Total Receipts: 2
- Total Receipt Amount: £60.00
- Total Void Amount: £0.00

## Your Site Configuration

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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'