



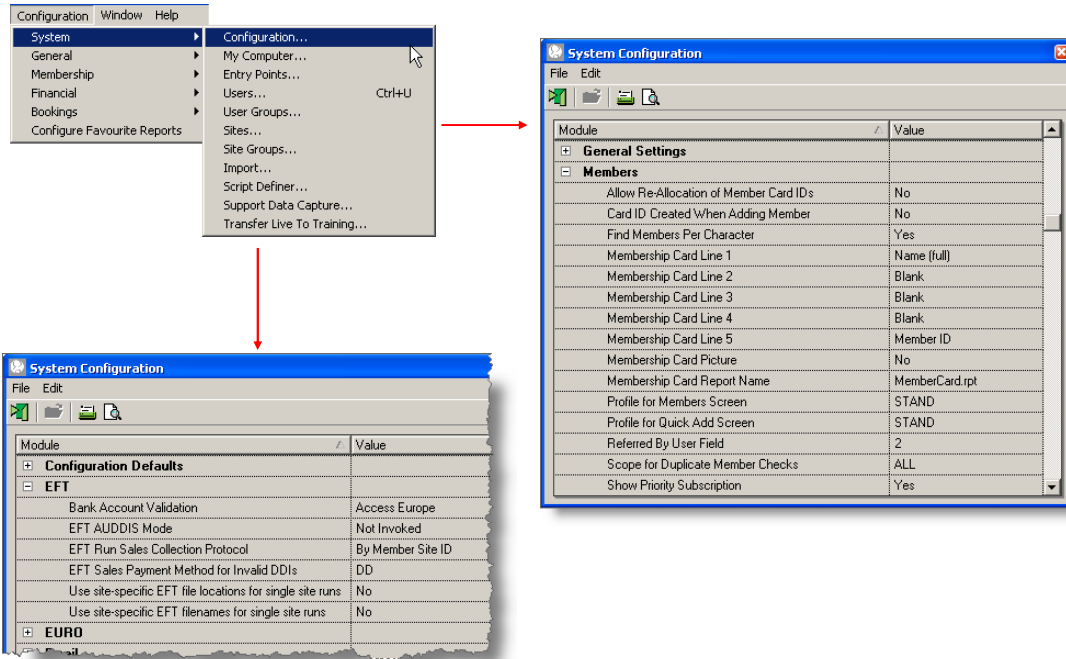
1 Membership Administration Pre Configuration

www.gladstonemrm.com



NOTES:

Pre Configuration for Membership



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:

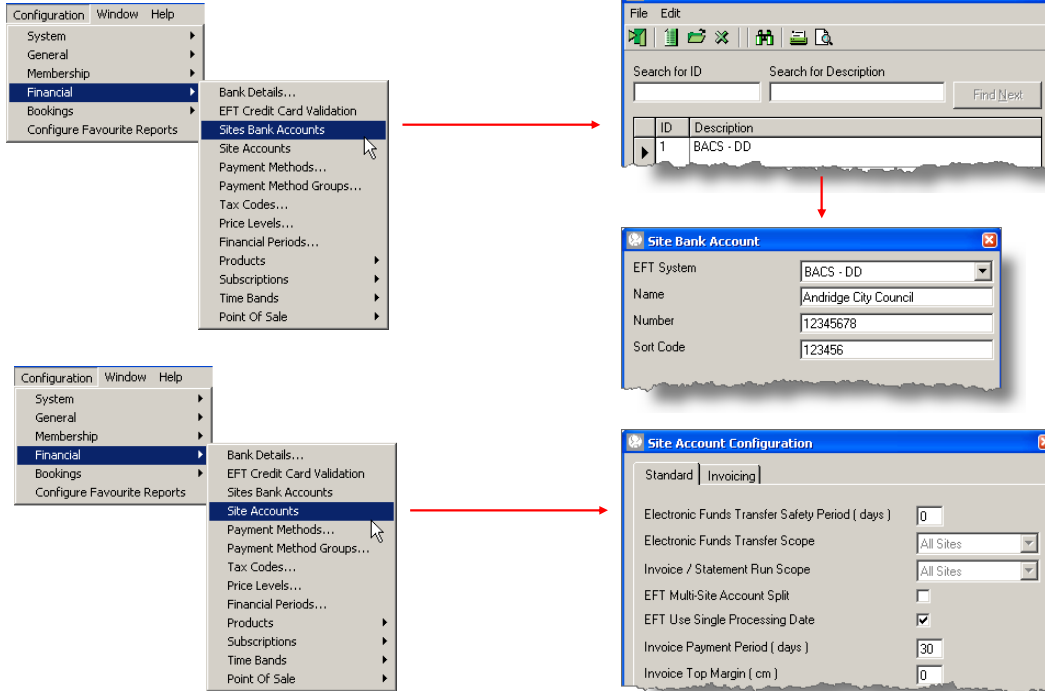
Pre Configuration for Membership

Your Site Configuration

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.

NOTES:

Pre Configuration for Membership



Your Site Configuration

The 'Site Account Configuration' dialog box contains the following settings:

- Standard | Invoicing
- Electronic Funds Transfer Safety Period (days): 0
- Electronic Funds Transfer Scope: All Sites
- Invoice / Statement Run Scope: All Sites
- EFT Multi-Site Account Split:
- EFT Use Single Processing Date:
- Invoice Payment Period (days): 30
- Invoice Top Margin (cm): 0
- Invoice Footer Text: [Empty text box]
- Statement Footer Text: [Empty text box]
- Buttons: Save, Cancel

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

The 'Site Bank Account' dialog box shows the following fields:

- EFT System: BACS - DD
- Name: [Empty text box]
- Number: [Empty text box]
- Sort Code: [Empty text box]

NOTES:
