

CE Payments - Auto Draft

2020 Winter Edition

Overview

The following guide covers how to conduct a Club initiated Admin Autodraft.

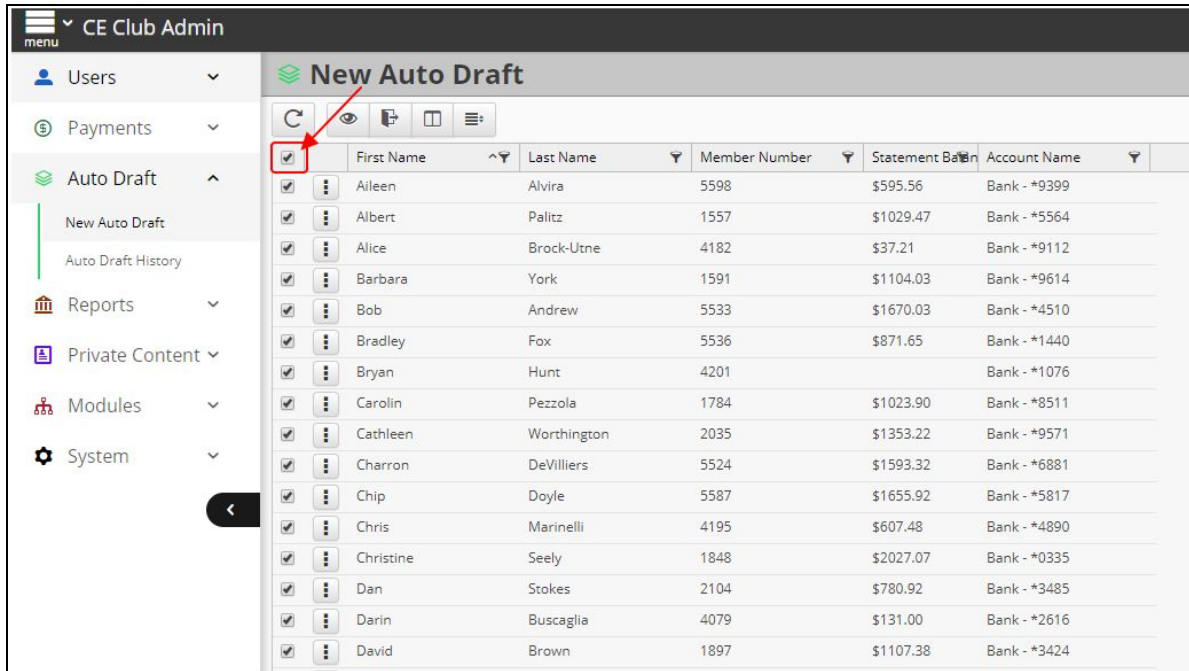
Auto Draft Batch Processing

1. Select the **Auto Draft** dropdown.
2. Select **New Auto Draft**. Once selected, a list of all Members enrolled in Autopay will populate.

The screenshot shows the 'CE Club Admin' interface. The sidebar menu on the left has 'Auto Draft' expanded, with 'New Auto Draft' selected. The main content area is titled 'New Auto Draft' and displays a table of members. The table has columns for First Name, Last Name, Member Number, Statement Balance, and Account Name. A red arrow labeled '1' points to the 'Auto Draft' dropdown in the sidebar. A red arrow labeled '2' points to the 'New Auto Draft' option. A red arrow labeled '3' points to the checkbox in the first column of the table, which is used to select all members.

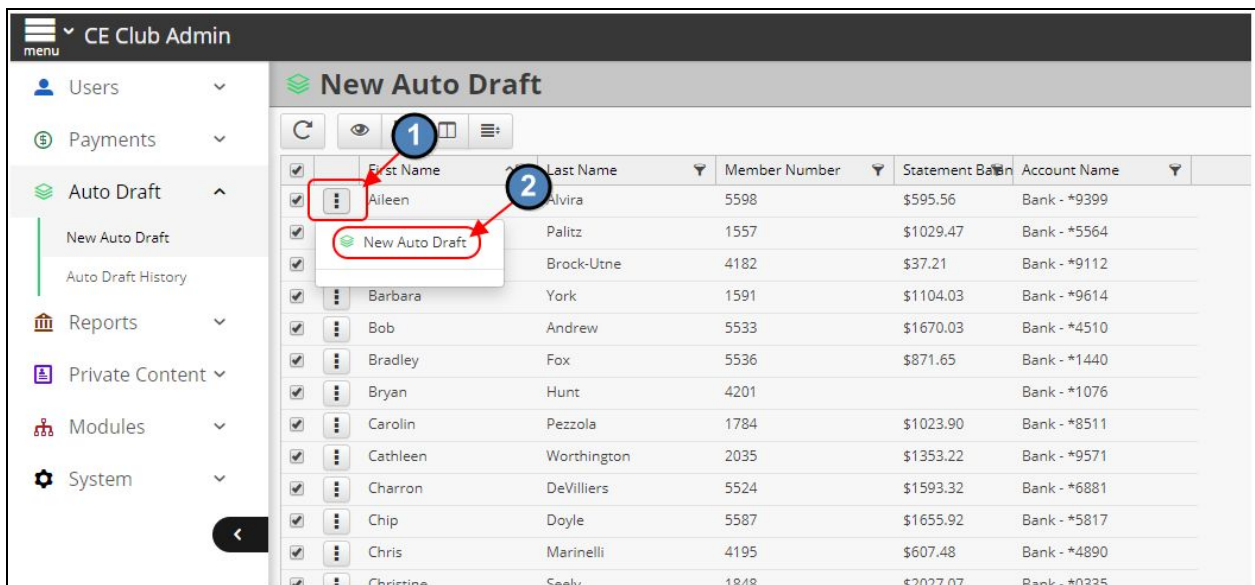
	First Name	Last Name	Member Number	Statement Balance	Account Name
<input type="checkbox"/>	Aileen	Alvira	5998	\$595.56	Bank - *9399
<input type="checkbox"/>	Albert	Palitz	1557	\$1029.47	Bank - *5564
<input type="checkbox"/>	Alice	Brock-Utne	4182	\$37.21	Bank - *9112
<input type="checkbox"/>	Barbara	York	1591	\$1104.03	Bank - *9614
<input type="checkbox"/>	Bob	Andrew	5533	\$1670.03	Bank - *4510
<input type="checkbox"/>	Bradley	Fox	5536	\$871.65	Bank - *1440
<input type="checkbox"/>	Bryan	Hunt	4201		Bank - *1076
<input type="checkbox"/>	Carolin	Pezzola	1784	\$1023.90	Bank - *8511
<input type="checkbox"/>	Cathleen	Worthington	2035	\$1353.22	Bank - *9571
<input type="checkbox"/>	Charron	DeVilliers	5524	\$1593.32	Bank - *6881
<input type="checkbox"/>	Chip	Doyle	5587	\$1655.92	Bank - *5817
<input type="checkbox"/>	Chris	Marinelli	4195	\$607.48	Bank - *4890
<input type="checkbox"/>	Christine	Seely	1848	\$2027.07	Bank - *0335

3. Select the **CheckBox** to the left of the First Name column. This will **Select All Members**. If any Member needs to be excluded, you can simply unselect the CheckBox to the left of their name.



Important Note: The system does take into account if a Member has any Posted Payments within the Statement Period (E.g. a Member brought in a Check this month). Therefore, if any Member's balance is \$0.00 for the month, the system will know not to process any payment for those Members.

4. Select the **Toggle** to the left of any selected Member and choose **New Auto Draft**. This will pull in all Members how are currently selected.



5. Select Today's Date as the **Draft Date**.

- Select **Statement Balance** as the **Draft Amount**. As you will notice the Statement Balance of the Member will then populate into the Draft Amount field.

Create Auto Draft

Draft Date: 10/25/2019

Draft Amount: Statement Balance

Name	Member ID	Account Name	Current Balance	Statement Balance	Draft Amount
Remove Steven Marden	1452	Bank - *3890	\$0.00	\$1062.93	\$1062.93
Remove Steven Furtado	1529	Bank - *2312	\$0.00	\$996.21	\$996.21
Remove Albert Palitz	1557	Bank - *5564	\$0.00	\$1029.47	\$1029.47
Remove Richard Bobet	1587	Bank - *4731	\$0.00	\$1197.68	\$1197.68
Remove William White	1590	Bank - *0661	\$0.00	\$1499.41	\$1499.41
Remove Barbara York	1591	Bank - *9614	\$0.00	\$1104.03	\$1104.03
Remove Ray Rockwell	1599	Bank - *6480	\$0.00	\$1237.71	\$1237.71

Important Note: As previously mentioned, even if an amount populates for a Member that you know has already paid this month, the system will automatically know not to process that amount because their Statement Balance has already been paid.

- Select **Save & Close** at the bottom of the screen after reviewing the Batch.

Remove Ronald Rothenberg	1683	Bank - *2438	\$0.00	\$1444.37	\$1444.37
Remove Nancy Arington	1688	Bank - *1424	\$0.00	\$1239.07	\$1239.07
Remove William Stevens	1718	Bank - *1348	\$0.00	\$1162.47	\$1162.47
Remove Ross Goodheart	1743	Bank - *9506	\$0.00	\$1123.53	\$1123.53
Remove Tommy Hill	1756	Bank - *6992	\$0.00	\$874.20	\$874.20

Buttons: Save and Close, Cancel

- The System will then bring you to the **Auto Draft History** page. You will see your batch in a pending state.

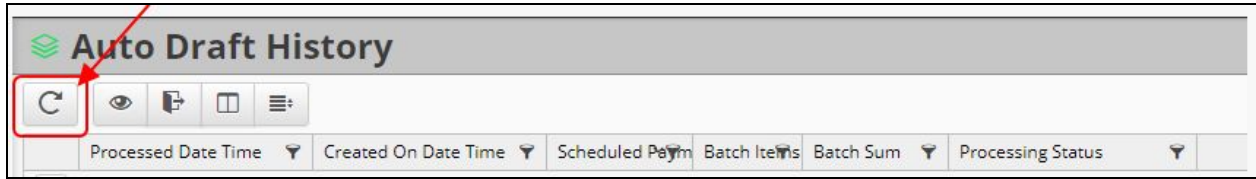
CE Club Admin

Auto Draft History

Processed Date Time	Created On Date Time	Scheduled Paym	Batch Items	Batch Sum	Processing Status
	10/25/2019 09:09:21 AM	10/24/2019	1		Waiting to be Processed
	10/25/2019 09:11:00 AM	10/24/2019	1		Waiting to be Processed

- Now, the Auto Draft feature in PayCloud runs on a Scheduled Task that runs every hour where it looks for new Auto Draft Batches. With this in mind, check back in about an hour and the Batch should show as processed (The checkmark in the **Processing Status**

Column will be **Red** when processed). Please be sure to select the **Refresh** option so the system knows to show you any changes to the Processing Status of the Batch. If you do not select Refresh, the system will not know to show you any changes to the Processing Status and the Batch will still show as if it was Pending.



10. After the Batch has processed you can expect a Payment Batch in the Back Office to show within a few minutes for you to review and Post.