

Posting Future Dated Auto Pay Batch

Last Modified on 08/19/2025 11:37 am PDT

Pathway: *Accounting > AR Payment Batch*

Auto payments scheduled for future date processing are held in the AR Payment Batch tool, where they can be manually retrieved and processed on their scheduled date.

Note: If a payment is made between the invoice date and the scheduled autopay date, the autopay will still process for the full amount, and the over-payment will be applied as a credit to the customer's account.

AR PAYMENT BATCH ACCOUNTING > AR PAYMENT BATCH

PERIOD: Mar 2024 | DIVISION: All | BANK ACCOUNT: All

Open 2: \$62,471.36 | Voided 0: \$0.00 | Posted 0: \$0.00

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BATCH #	DIVISION	TYPE	IS MERCHANT	STATUS	DATE	BANK CLEARED DATE	BANK ACCOUNT	COUNT	TOTAL	CREATED ON	GL BATCH
11224	CORPUS	Payment	Pineapple Auto Pay	Open	3/1/24		COMERICA - FWS	429	\$ 41,845.66	2/19/24 1:03 pm	
11225	CORPUS	Payment	Pineapple eCheck Auto Pay	Open	3/1/24		COMERICA - FWS	211	\$ 20,625.70	2/19/24 1:03 pm	

BATCH - 11224 DIVISION - CORPUS ? ✕

DATE: 03/01/2024 | BANK ACCOUNT: COMERICA - FWS | AMOUNT: \$ 41,845.66 | COUNT: 429 | STATUS: Open

NOTE: | CREATED BY: Aliena Somers - 02/19/2024 1:03 pm | POSTED BY:

Search for Account/ Site: 🔍 🔄 Double click on search result to add payment | DEFAULT PAYMENT TYPE:

ACCOUNT ID	STATUS	BALANCE	ACCOUNT NAME	SITE ID	SITE NAME	PREVIOUS ID

SORT: Entry Order ↓ 🔍 Search for Payment in Batch

ACCOUNT ID	NAME	STATUS	BALANCE	TYPE	REFERENCE	AMOUNT	APPLIED	DEPOSIT	AUTO APPLY
31928	Example Customer	Active	\$ 118.64	Credit Card		118.64	0.00	<input type="checkbox"/>	<input type="checkbox"/>
33782	Example Customer	Active	\$ 83.30	Credit Card		83.30	0.00	<input type="checkbox"/>	<input type="checkbox"/>
42438	Example Customer	Active	\$ 93.38	Credit Card		93.38	0.00	<input type="checkbox"/>	<input type="checkbox"/>
45665	Example Customer	Active	\$ 123.68	Credit Card		123.68	0.00	<input type="checkbox"/>	<input type="checkbox"/>
32929	Example Customer	Active	\$ 148.94	Credit Card		148.94	0.00	<input type="checkbox"/>	<input type="checkbox"/>
33616	Example Customer	Active	\$ 84.48	Credit Card		84.48	0.00	<input type="checkbox"/>	<input type="checkbox"/>
33826	Example Customer	Active	\$ 83.70	Credit Card		83.70	0.00	<input type="checkbox"/>	<input type="checkbox"/>
32783	Example Customer	Active	\$ 118.08	Credit Card		118.08	0.00	<input type="checkbox"/>	<input type="checkbox"/>
42385	Example Customer	Active	\$ 82.90	Credit Card		82.90	0.00	<input type="checkbox"/>	<input type="checkbox"/>
46019	Example Customer	Active	\$ 65.90	Credit Card		65.90	0.00	<input type="checkbox"/>	<input type="checkbox"/>

POST
PRINT REPORT
VOID
IMPORT

Permissions

The following permissions are required to process auto pay:

Permission ID	Permission Name
117	AR Payment Batch

Process Auto Pay

The following process applies to auto-pay processing scheduled for a future date.

1. Choose a **Period** from the drop down menu to view batches in which auto-pay processing was scheduled for a future date.
2. Choose a **Division** filter or leave it set to 'All' to display all divisions for the selected period. This step is optional.
3. Optionally, select a **Bank Account** filter.
4. Review the **Status** and **Date** columns. An 'Open' status indicates that a payment has not been posted. Additionally, the row is highlighted in purple.
5. Double-click within the row of the batch that is ready to post. This will open the Batch details screen.
6. Click on the **'Post'** button. When the Confirmation window displays, select "Yes" to continue posting the AR Batch.
 - o A blue notification popup will display once the auto pay has finished processing.
 - o After posting, the batch status displays as 'Posted' and the row for the batch will display in green.

Related Articles

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[Processing Future Dated Auto Pay Payments in Billing](#)

[Processing Auto Pay During Billing](#)