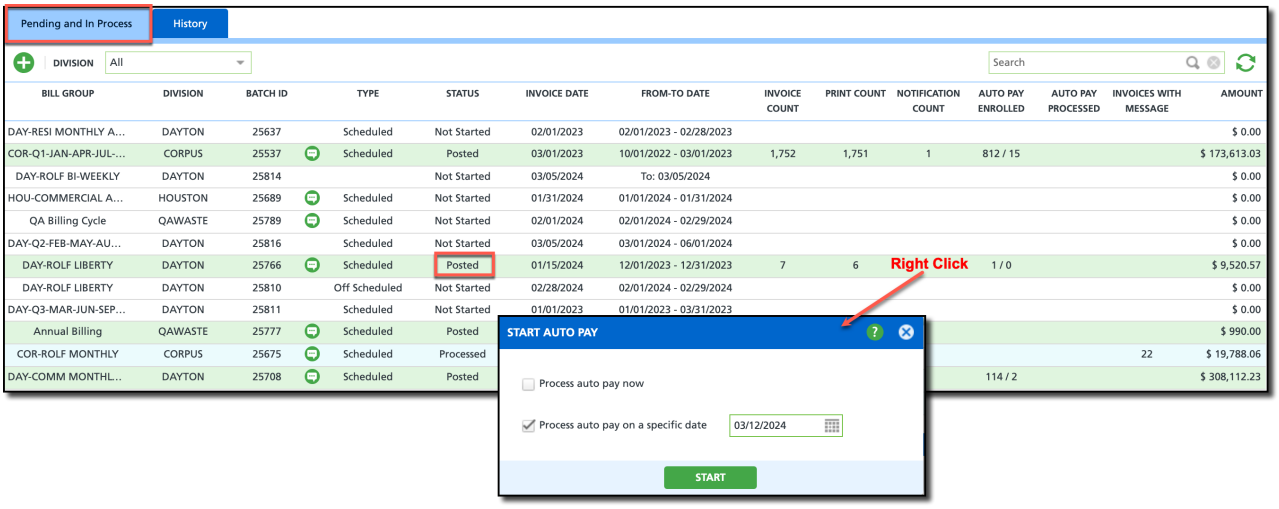
Processing Future Dated Auto Pay Payment (Batch)

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Pathway: *Accounting > Billing*

This article details processing auto pay payments for a future date using the Billing tool. Scheduled auto pays display in *Accounting > AR Payment Batch* for future processing.

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.



Batch must be posted **BEFORE** Process Auto Pay can be run.

Permissions

Review the following permissions related to running future dated auto pay:

Permission ID	Permission Name
109	View Billing
110	Add Billing Batch (Needed if the batch hasn't been created for auto pay to be run)
111	Post Billing Batch (Needed if the user will need to post a batch before running auto pay)
356	Process Auto Apply

Post the Batch

Additional information about posting a billing batch can be found here: Process and Post a Billing Batch

1. Right-click within the row of the Bill Group you would like to post.
2. Select **Post** from the drop down menu that displays. Select 'Yes' when the Confirmation popup displays.
3. Confirm 'Posted' is displaying in the Status column for the Bill Group.

Process Auto Pay

After the batch has been posted, review the Auto Pay Enrolled column to identify if it includes auto pay enrolled accounts. If so, follow the steps outlined below to process auto pay on a future date.

1. Right-click within the row of the Bill Group.
2. Select **Process Auto Pay** from the drop down menu that displays.
    - Select **Process Auto Pay On a Specific Date** and enter a future date for auto pay processing to occur.
3. Click **Start**.