

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.

The screenshot shows the 'Pending and In Process' tab in the Billing tool. A table lists various bill groups with columns for BILL GROUP, DIVISION, BATCH ID, TYPE, STATUS, INVOICE DATE, FROM-TO DATE, INVOICE COUNT, PRINT COUNT, NOTIFICATION COUNT, AUTO PAY ENROLLED, AUTO PAY PROCESSED, INVOICES WITH MESSAGE, and AMOUNT. The 'DAY-ROLF LIBERTY' row is highlighted in green and has a red box around the 'Posted' status. A red arrow points to the 'Right Click' text next to this row. A 'START AUTO PAY' dialog box is open, showing options to 'Process auto pay now' (unchecked) or 'Process auto pay on a specific date' (checked) with a date picker set to 03/12/2024. A 'START' button is at the bottom of the dialog.

BILL GROUP	DIVISION	BATCH ID	TYPE	STATUS	INVOICE DATE	FROM-TO DATE	INVOICE COUNT	PRINT COUNT	NOTIFICATION COUNT	AUTO PAY ENROLLED	AUTO PAY PROCESSED	INVOICES WITH MESSAGE	AMOUNT
DAY-RESI MONTHLY A...	DAYTON	25637	Scheduled	Not Started	02/01/2023	02/01/2023 - 02/28/2023							\$ 0.00
COR-Q1-JAN-APR-JUL...	CORPUS	25537	Scheduled	Posted	03/01/2023	10/01/2022 - 03/01/2023	1,752	1,751	1	812 / 15			\$ 173,613.03
DAY-ROLF BI-WEEKLY	DAYTON	25814		Not Started	03/05/2024	To: 03/05/2024							\$ 0.00
HOU-COMMERCIAL A...	HOUSTON	25689	Scheduled	Not Started	01/31/2024	01/01/2024 - 01/31/2024							\$ 0.00
QA Billing Cycle	QAWASTE	25789	Scheduled	Not Started	02/01/2024	02/01/2024 - 02/29/2024							\$ 0.00
DAY-Q2-FEB-MAY-AU...	DAYTON	25816	Scheduled	Not Started	03/05/2024	03/01/2024 - 06/01/2024							\$ 0.00
DAY-ROLF LIBERTY	DAYTON	25766	Scheduled	Posted	01/15/2024	12/01/2023 - 12/31/2023	7	6		1 / 0			\$ 9,520.57
DAY-ROLF LIBERTY	DAYTON	25810	Off Scheduled	Not Started	02/28/2024	02/01/2024 - 02/29/2024							\$ 0.00
DAY-Q3-MAR-JUN-SEP...	DAYTON	25811	Scheduled	Not Started	01/01/2023	01/01/2023 - 03/31/2023							\$ 0.00
Annual Billing	QAWASTE	25777	Scheduled	Posted									\$ 990.00
COR-ROLF MONTHLY	CORPUS	25675	Scheduled	Processed							22		\$ 19,788.06
DAY-COMM MONTHL...	DAYTON	25708	Scheduled	Posted						114 / 2			\$ 308,112.23



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**.
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