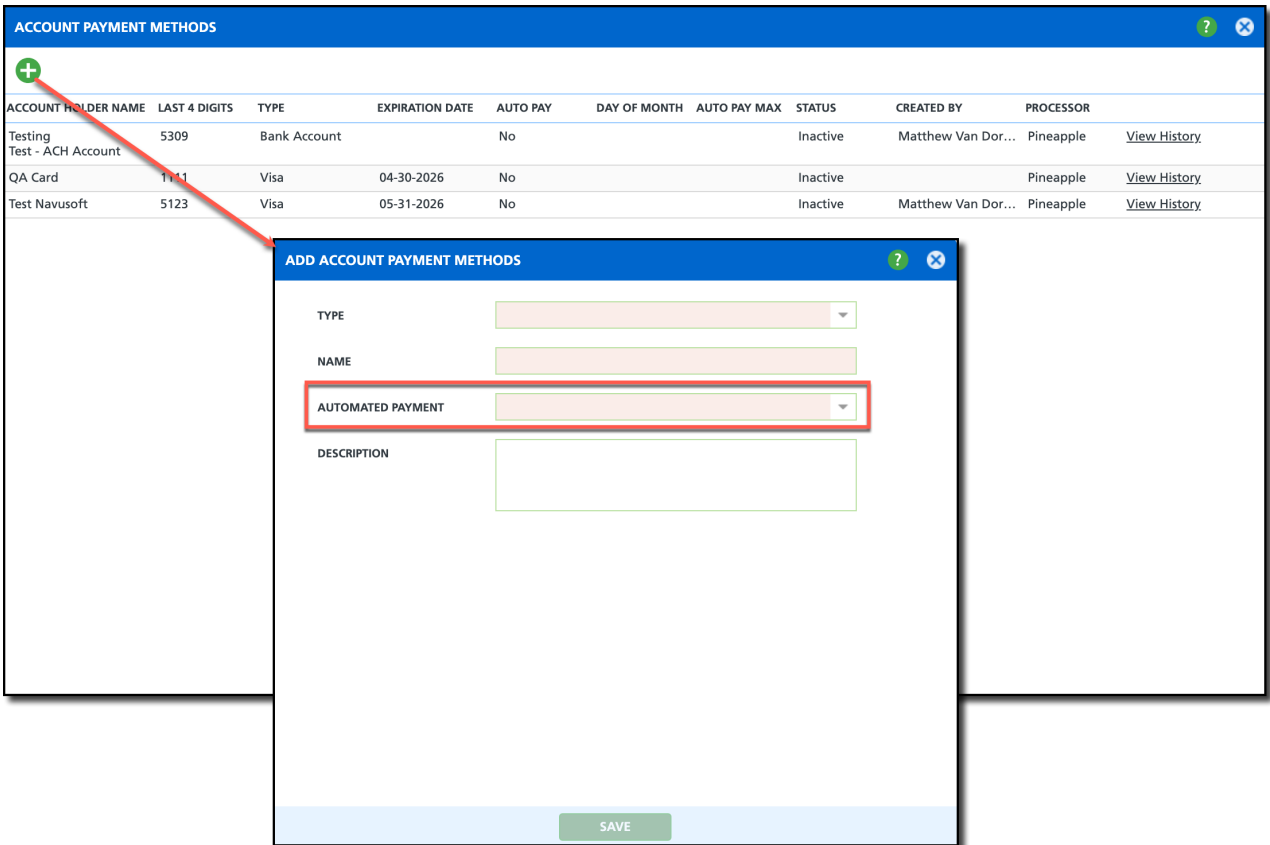


Auto Pay Setup

Last Modified on 02/23/2024 10:02 am EST

Pathway: *Accounts > Search > Accounts > AR History*

The choice to enable auto-pay for an account's payment is associated with the account's payment method. Accounts opting for auto-pay can either have their payment processed at the same times as billing, or scheduled for a specific day of their preference.



Permissions

The following permissions are required to setup an account on auto-pay:

Permission ID	Permission Name
5	View Account
6	View Site
41	View AR History

Add Account Payment Method Field Descriptions

Field	Description
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Automated Payment	<p>The options for automated payment processing when adding/editing a payment method for the account include:</p> <ul style="list-style-type: none"> • No - Select if the account should not follow auto pay setup. • At Billing - Select if payment should be auto processed when the account is billed. • Scheduled Day - Select to set a scheduled day each month for an account to be billed on.
Day Of Month	The specific day payment will be automatically processed for the account. Only displays when Automated Payment is set to 'Scheduled Day'.
AutoPay Amount	Indicates the payment amount that auto pay will process.
Active	Indicates if the auto pay payment method is active for the account. To prevent auto pay processing, the autopay payment method can be deactivated if needed. However, when reactivated, it will collect the full balance due the next time auto pay is processed.
Description	Option to include an internal description for the payment method.

Auto Pay Setup

1. Click the **green +** to open the **Add Account Payment Methods** tool or double click on an existing payment method to edit a current setup.
2. Select either 'Scheduled Day', or 'At Billing' from the **Automated Payment** field.
 - If Scheduled Day is selected, enter the **Day Of Month** for payment to be processed.
3. Enter the **AutoPay Amount** to be processed by auto pay.
4. Click **Save** when finished.

Scheduled Auto Pay Time: Bill Group Setup

Pathway: *Setup > Accounting > Bill Group*

Within a Bill Group's setup, the **Scheduled Auto Pay Time** field establishes the auto pay processing time for scheduled day auto pays.

UPDATE BILL GROUP



Settings

Notifications

ID	<input type="text" value="16"/>
ACTIVE	<input type="text" value="Yes"/>
NAME	<input type="text" value="DAY-COMM MONTHLY CURRENT"/>
DIVISION	<input type="text" value="DAYTON"/>
TYPE	<input type="text" value="Arrears"/>
FREQUENCY	<input type="text" value="Monthly"/>
INVOICE FORMAT	<input type="text" value="Format 17"/>
BILLING EXPORT FORMAT	<input type="text" value="CPT"/>
ACCOUNT PORTAL URL	<input type="text" value="https://navuqa-customerportal.n"/>
INVOICE MESSAGE	<input type="text" value="This is the message at the billgroup."/>
MESSAGE DUE IN PAST 1-30 DAYS	<input type="text" value="Message for invoices due 1-30 d"/>
MESSAGE DUE IN PAST 30-60 DAYS	<input type="text" value="Message for invoices due 31-60 t"/>
MESSAGE DUE IN PAST 61-90 DAYS	<input type="text" value="Message for invoices due 61-90 t"/>
MESSAGE DUE IN PAST 91 DAYS	<input type="text" value="Message for invoices due 91 + d"/>
CUSTOM 1	<input type="text"/>
CUSTOM 2	<input type="text"/>

INVOICE EMAIL FROM	<input type="text" value="billing@navusoft.com"/>
PRINT SEQUENCE	<input type="text" value="Invoice Number"/>
INVOICE LOGO	<input type="text" value="Select Image"/> <input type="button" value="BROWSE..."/>
UPLOADED INVOICE LOGO	View
INVOICE LOGO 2	<input type="text" value="Select Image"/> <input type="button" value="BROWSE..."/>
UPLOADED INVOICE LOGO 2	
WORK ORDER HEADER TEXT	<input type="text" value="WO #"/>
SURCHARGE HEADER TEXT	<input type="text" value="Surcharge Fees"/>
FINANCE CHARGES TEXT	<input type="text" value="Finance Charges"/>
BILLING AUTO PAY PROCESS DATE	<input type="text"/>
SCHEDULED AUTO PAY TIME	<input type="text" value="8:00 PM"/> Central Standard Time
PAPER BILL FEE CHARGE CODE	<input type="text"/>
PAPER BILL FEE (PER INVOICE)	<input type="text"/>
MIN AMOUNT TO BE PRINTED	<input type="text" value="0.00"/>
ONE INVOICE PER PO#	<input type="text" value="No"/>

Saved.