# **Auto Pay Management**

Last Modified on 03/04/2024 3:42 pm EST

#### Pathway: Accounting > Auto Pay Management

The Auto Pay Management screen offers a comprehensive view of all accounts set up for auto-pay. This screen is divided into two tabs: one for accounts scheduled for auto-pay and another for billing auto-pay accounts.



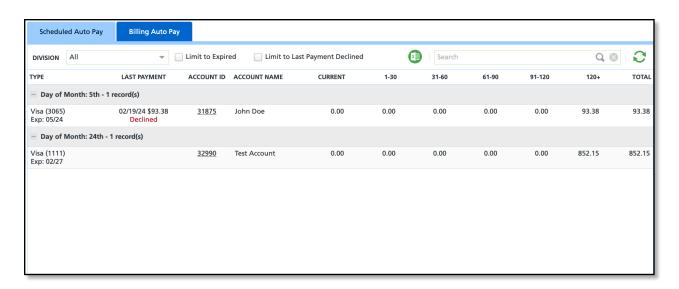
#### **Permissions**

The following permissions are required to access and use the Auto Pay Management screen:

Permission ID	Permission Name
422	Auto Pay Management

### **Scheduled Auto Pay**

The "Scheduled Auto Pay" tab displays a list of customer accounts for which auto-pay processes are scheduled for a specific day.

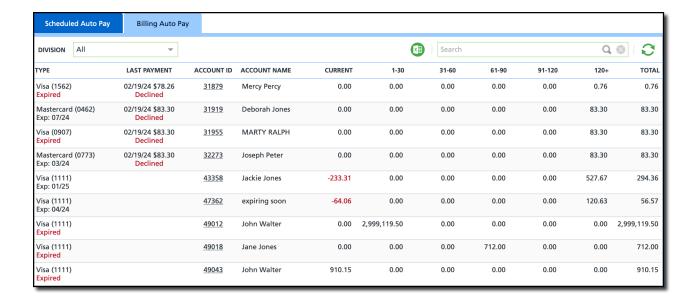


#### **Fields and Descriptions**

Field	Description
Filter(s)	
Division	Filters to only display the accounts of the selected division that are setup for scheduled auto pay.
Limit to Expired	If selected, this option limits the screen to only display the accounts that have an expired credit card.
Limit to Last Payment Declined	If selected, this option restricts the screen to show only the accounts with the latest payment that was declined.
Fields	
Туре	Displays the type of payment method the account is using for auto pay.
Last Payment	Displays the date of the last auto pay payment.
Account ID	Displays the ID for the account the auto pay applies to. Select and you will be redirected to the Customer Service screen for the account.
Account Name	Displays the name of the account the auto pay applies to.
Current	Displays the total deposit balance available.
Aging Buckets: 1-30; 31-60; 61-90; 91- 120; 120+	AR aging buckets categorize an account's outstanding balances by time period.
Total	Displays the total balance amount across all aging buckets <u>less</u> the current amount.

# **Billing Auto Pay**

The "Billing Auto Pay" tab lists customer accounts that have elected to have their auto pay process at the same time as billing.



### **Fields and Descriptions**

Field	Description
Filter(s)	
Division	Filters to only display the accounts of the selected division that are setup for scheduled auto pay.

Fields	
Туре	Displays the type of payment method the account is using for auto pay.
Last Payment	Displays the date of the last auto pay payment.
Account ID	Displays the ID for the account the auto pay applies to. Select and you will be redirected to the Customer Service screen for the account.
Account Name	Displays the name of the account the auto pay applies to.
Current	Displays the total deposit balance available.
Aging Buckets 1-30; 31-60; 61-90; 91-120; 120+	AR aging buckets categorize an account's outstanding balances by time period.
Total	Displays the total balance amount across all aging buckets <u>less</u> the current amount.