

# 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.

Scheduled Auto Pay		Billing Auto Pay								
DIVISION		All		<input type="checkbox"/> Limit to Expired		<input type="checkbox"/> Limit to Last Payment Declined		Search		Refresh
TYPE	LAST PAYMENT	ACCOUNT ID	ACCOUNT NAME	CURRENT	1-30	31-60	61-90	91-120	120+	TOTAL
- Day of Month: 1st - 1 record(s)										
Visa (5158) Exp: 10/25		48359	Example Account 1	-7.12	0.00	0.00	0.00	0.00	0.00	-7.12
- Day of Month: 2nd - 1 record(s)										
Mastercard (8776) Expired	09/03/23 \$66.39	46103	Example Account 2	0.00	0.00	0.00	0.00	0.00	61.44	61.44
- Day of Month: 5th - 1 record(s)										
Mastercard (2758) Exp: 06/24	10/24/22 \$158.67	48567	Example Account 3	-39.32	0.00	0.00	0.00	0.00	0.00	-39.32
- Day of Month: 6th - 1 record(s)										
Visa (9886) Exp: 04/24		48337	Example Account 4	-20.72	0.00	0.00	0.00	0.00	0.00	-20.72
- Day of Month: 10th - 1 record(s)										
Visa (9891) Exp: 08/27	11/03/22 \$170.36 Declined	20342	Example Account 5	0.00	0.00	0.00	0.00	0.00	187.86	187.86
- Day of Month: 15th - 2 record(s)										

## 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.

Scheduled Auto Pay		Billing Auto Pay								
DIVISION		All		<input type="checkbox"/> Limit to Expired		<input type="checkbox"/> Limit to Last Payment Declined		Search		Refresh
TYPE	LAST PAYMENT	ACCOUNT ID	ACCOUNT NAME	CURRENT	1-30	31-60	61-90	91-120	120+	TOTAL
- Day of Month: 5th - 1 record(s)										
Visa (3065) Exp: 05/24	02/19/24 \$93.38 Declined	31875	John Doe	0.00	0.00	0.00	0.00	0.00	93.38	93.38
- Day of Month: 24th - 1 record(s)										
Visa (1111) Exp: 02/27		32990	Test Account	0.00	0.00	0.00	0.00	0.00	852.15	852.15

## Fields and Descriptions

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

Scheduled Auto Pay		Billing Auto Pay								
DIVISION <input type="text" value="All"/>		<input type="text" value="Search"/> <span>🔍</span> <span>🔄</span>								
TYPE	LAST PAYMENT	ACCOUNT ID	ACCOUNT NAME	CURRENT	1-30	31-60	61-90	91-120	120+	TOTAL
Visa (1562) Expired	02/19/24 \$78.26 Declined	31879	Mercy Percy	0.00	0.00	0.00	0.00	0.00	0.76	0.76
Mastercard (0462) Exp: 07/24	02/19/24 \$83.30 Declined	31919	Deborah Jones	0.00	0.00	0.00	0.00	0.00	83.30	83.30
Visa (0907) Expired	02/19/24 \$83.30 Declined	31955	MARTY RALPH	0.00	0.00	0.00	0.00	0.00	83.30	83.30
Mastercard (0773) Exp: 03/24	02/19/24 \$83.30 Declined	32273	Joseph Peter	0.00	0.00	0.00	0.00	0.00	83.30	83.30
Visa (1111) Exp: 01/25		43358	Jackie Jones	-233.31	0.00	0.00	0.00	0.00	527.67	294.36
Visa (1111) Exp: 04/24		47362	expiring soon	-64.06	0.00	0.00	0.00	0.00	120.63	56.57
Visa (1111) Expired		49012	John Walter	0.00	2,999,119.50	0.00	0.00	0.00	0.00	2,999,119.50
Visa (1111) Expired		49018	Jane Jones	0.00	0.00	0.00	712.00	0.00	0.00	712.00
Visa (1111) Expired		49043	John Walter	910.15	0.00	0.00	0.00	0.00	0.00	910.15

## Fields and Descriptions

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

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