

Daily Auto Apply

Last Modified on 03/20/2026 1:00 pm PDT

Pathway: [Setup > Account > Account Class](#)

The Status Management tab in Account Class Setup includes a **Run Daily Auto Apply** setting. When set to "Yes," auto apply runs once daily to automatically apply any unapplied payments, credits, or adjustments on an account.

The screenshot shows the 'UPDATE ACCOUNT CLASS' form with the 'Status Management' tab selected. The 'RUN DAILY AUTO APPLY' setting is highlighted in yellow and is currently set to 'No'. Other settings include:

Setting	Value
ENABLE AUTOMATIC STATUS UPDATE	Yes
AUTO CREDIT HOLD MINIMUM PAST DUE AMOUNT	0.00
AUTO CREDIT HOLD PLACEMENT	No
STATUS UPDATE TIME	12 AM <small>Central America Standard Time</small>
AUTO CREDIT HOLD PAST DUE DAYS	0
AUTO INACTIVE ACCOUNT/SITE DAYS	0
AUTO CREDIT HOLD REMOVAL	Yes
RUN DAILY AUTO APPLY	No

Permissions

The following permission is required for a user to enable the Run Daily Auto Apply setting:

Permission ID	Permission Name
23	Setup \ Account
95	Setup Main Menu

Logic

- There are no account, or site-specific settings for auto apply. The system automatically identifies accounts with unapplied items and includes them in the next processing job.
 - When enabled, the auto apply processing job is run **every day at 12:00AM**.

Other Manual Auto-Apply Methods Available

If **Run Daily Auto Apply** is not enabled for your system, the following manual auto-apply options are available:

AR History Auto-Apply

In an account's AR History, the Auto Apply feature applies any available credit to the oldest outstanding invoices first. Once selected, the system starts the process right away.

Pathway: [Customer Service Screen > AR History](#)

Related Article: [AR History Overview](#)

AR HISTORY						
CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	120+ DAYS	TOTAL
0.00	2,095.03	0.00	0.00	0.00	527.93	2,622.96

<input checked="" type="checkbox"/> Limit to open items	STATEMENT	INVOICE	AUTO APPLY	BALANCE WRITE OFF	WALLET (2)	Search
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DATE	DUE DATE	PERIOD	SITE ID	TYPE	REFERENCE NO	AMOUNT	APPLIED AMOUNT	BALANCE
05/30/24	06/09/24	2024-05	41902001	Invoice	900160	2,095.03		2,095.03
10/01/23	10/11/23	2023-10		Invoice	884157	314.59		314.59
09/14/23	09/24/23	2023-09		Invoice	883844	105.74		105.74
08/10/23	08/20/23	2023-08		Invoice	883842	107.60		107.60

Unapplied Management

The Unapplied Management screen provides a detailed view of all payments and over-payments collected on an account that have not yet been applied to invoices. From this screen, users can manually apply payments or use the Auto Apply feature (accessible via right-click) to streamline the process.

Pathway: [Accounting > Unapplied Management](#)

Related Article: [Unapplied Management](#)

UNAPPLIED MANAGEMENT											ACCOUNTING > UNAPPLIED MANAGEMENT		
DIVISION	ACCOUNT CLASS	BILL GROUP	AUDITOR	Search									
All	All	All	All										
<input checked="" type="checkbox"/> Payment	\$ -235,939.20	<input checked="" type="checkbox"/> Deposit	\$ -668.99	<input checked="" type="checkbox"/> Adjustments	\$ -1,186.31	Total Count: 1,194	Unapplied: \$ -217,367.44						
DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED	AGING						TOTAL	
						DEPOSIT	CURRENT	1-30	31-60	61-90	91-120		OVER 120
09/20/2022	Payment Check 10776	BOND VIOLA & WALT... 19018	-99.96	99.66	-0.30	0.00	-0.30	0.00	0.00	0.00	0.00	0.00	-0.30
09/23/2022	Payment Check 11565	NORA & DANIEL JONES 19082	-110.00	109.40	-0.60	0.00	-0.60	0.00	0.00	0.00	0.00	0.00	-0.60
10/07/2022	Payment Check 53172175...	NANCY & JOE ROBISON 19217	-109.66	99.66	-10.00	0.00	-10.00	0.00	0.00	0.00	0.00	0.00	-10.00
09/14/2022	Payment Check 52060401...	JONATHAN SMITH 19249	-150.07	140.07	-10.00	0.00	-10.00	0.00	0.00	0.00	0.00	0.00	-10.00
10/12/2022	Payment Check 53351257...	CONNIE & JODY WHI... 19319	-449.83	21.19	-428.64	0.00	-428.64	0.00	0.00	0.00	0.00	0.00	-428.64
09/08/2022	Payment Check 998212	MELINDA & CHARLES... 19402	-99.43	0.00	-99.43	0.00	-99.43	0.00	0.00	0.00	0.00	0.00	-99.43
10/11/2022	Payment Check 53316242...	WANDA & JACK GOR... 19586	-109.66	99.66	-10.00	0.00	-140.00	0.00	0.00	0.00	0.00	0.00	-140.00
10/11/2022	Payment Check 53316566...	WANDA & JACK GOR... 19586	-130.00	0.00	-130.00	0.00	-140.00	0.00	0.00	0.00	0.00	0.00	-140.00
11/09/2022	Payment Check 54713965...	PATSY & ALBERT BEN... 19651	-109.80	0.00	-109.80	0.00	-109.80	0.00	0.00	0.00	0.00	0.00	-109.80
06/30/2022	Payment Check 48802572...	BARNETT ROBERTA 19668	-204.95	110.39	-94.56	0.00	-94.56	0.00	0.00	0.00	0.00	0.00	-94.56
03/18/2022	Payment Check 5472	CLARK EUGENE 19669	-128.82	116.11	-12.71	0.00	-12.71	0.00	0.00	0.00	0.00	0.00	-12.71

Related Articles

[Account Class Setup](#)