Preauthorized Payment Guide

The first step in creating preauthorized payments is to ensure there is a correct billing run setup for the community. Once the billing run for the month has been setup, and all appropriate data is there, you must change the status of the Billing Run Detail to "Posted" and Save.

BIR-001519	
« Back to List: PAP Proceses	<u>Open Activities [0] Activity History [0] Billing Headers [20+1 Billing Details [20+1 </u>
Billing Run Detail	Save
Audit No.	BR-001519 Owr
Community	iaRetirement - GTA
Resident	
Description	
Posting Date	10/1/2012
Status	Created 🔽 💿
Cut off Date	-None-
Run	Printed
Community Address 1	Posted eet
Community Address 2	
Community City Prov Postal	Toronto, ON M4M 3M3
Created By	Frank Leung, 9/13/2012 9:54 AM Last Modified

The next step is to find the tab "PAP Processes". Click the + on your menu to find a list of your tabs. Click "New".

Mome PAP Proceses	
View: All Co: Edit Create New View	
Recent PAP Proceses	Ilew
PAP Process Name	
PA-000508	
D4 000402	

Make sure to fill in the proper community, with the Cut Off Date being the statement date (the day you run your billing). Check off "Run" and Save.

New PAP Process Edit New PAP Proce	ess	
PAP Process Edit	Save Save & New Cancel	
Information		
iaCommunity	iaRetirement Communiti 🕙 🛛 🗤	ner
Resident		
Cut Off Date	9/24/2012 [9/24/2012]	
Run		
Create Text File		
Application		
	Save Save & New Cancel	

You will now have a PAP Process setup with the Residents bank accounts if they were filled in before.

* Back to I	Process -000482 List: PAP Proceses			PAP	<u>Details (9)</u>	Cus	tomiz	e Page Edit Layout Printable View
PAP Pro	cess Detail		Edit	eleteClone				
	PAP Process Name	PA-000482				Owner	01	Frank Leung [Change]
	iaCommunity	<u>POS QC</u>						
	Resident	<u>R-14161</u>						
	Cut Off Date	8/1/2012						
	Run							
	Create Text File	\checkmark						
	No of Record	9						
	Total PAP Amount	\$65,043.60						
	Application							
	Created By	<u>Frank Leung</u> , 7	/17/2012 11:33 Af	vi		Last Modified By	<u>Frar</u>	<u>nk Leung, 7/17/2012 11:40 AM</u>
			Edit	elete				
PAP Details New PAP Detail								
Action	PAP Detail Name		Resident	Document No		Amo	unt	Resident Bank Account
Edit Del	L-008062		<u>R-14159</u>	Inv-003439		\$4,150	0.00	
Edit Del	L-008063		<u>R-14159</u>	Inv-003441		\$8,300	0.00	
Edit Del	L-008064		<u>R-14161</u>	Inv-003443		\$8,028	3.72	
Edit Del	L-008065		<u>R-14161</u>	Inv-003443		\$12,043	3.08	
Edit Del	<u>L-008066</u>		<u>R-14159</u>	Inv-003439		\$4,150	0.00	