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.

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

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.

PAP Process Edit
New PAP Process

PAP Process Edit	Save	Save & New	Cancel	
Information				
iaCommunity	iaRetirement Communiti 🔍			Owner
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.

PAP Process
PA-000482

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PAP Details [9]

PAP Process Detail   Edit   Delete   Clone

PAP Process Name	PA-000482		Owner	Frank Leung [Change]
iaCommunity	POS QC			
Resident	R-14161			
Cut Off Date	8/1/2012			
Run	☐			
Create Text File	✓			
No of Record	9			
Total PAP Amount	$65,043.60			
Application	☐			
Created By	Frank Leung, 7/17/2012 11:33 AM		Last Modified By	Frank Leung, 7/17/2012 11:40 AM

Edit   Delete   Clone

PAP Details   New PAP Detail

Action	PAP Detail Name	Resident	Document No	Amount	Resident Bank Account
Edit	Del	L-008062	R-14159	Inv-003439	$4,150.00	
Edit	Del	L-008063	R-14159	Inv-003441	$8,300.00	
Edit	Del	L-008064	R-14161	Inv-003443	$8,028.72	
Edit	Del	L-008065	R-14161	Inv-003443	$12,043.08	
Edit	Del	L-008066	R-14159	Inv-003439	$4,150.00	