

# How to Process Preauthorized Payments

## Description

This guide will show you how to process and apply preauthorized payments.

To process a PAP you will need to:

- Post the correct billing run for your community

## Step by Step

- 1 Click the + sign to the right of the tabs at the top of your screen to find a list of your tabs
- 2 Click **PAP Processes**



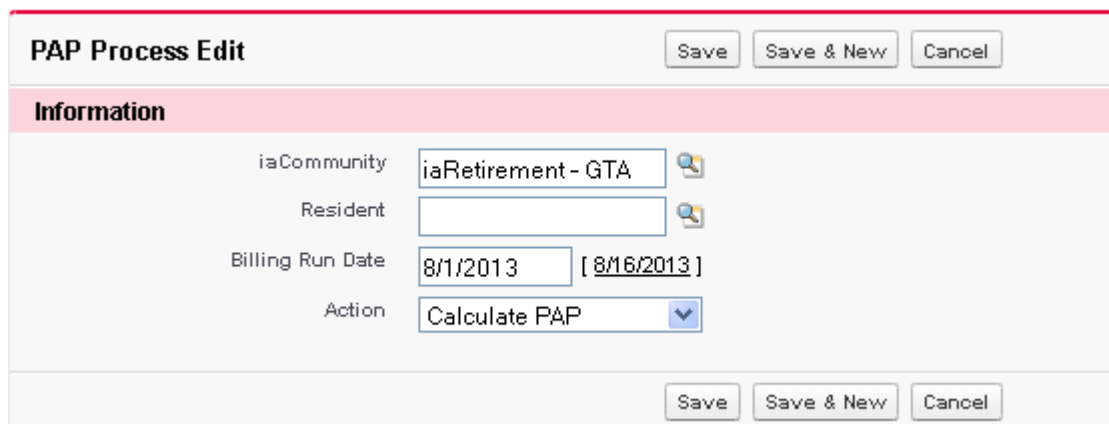
## All Tabs

Use the links below to quickly navigate to a tab. Alternatively, you can [add a tab](#) to your display to better suit the way you work.

View:


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<a href="#">Billing Headers</a>	<a href="#">PAP Processes</a>


- 3 Click **New**
- 4 Specify the **Community**
- 5 If no **Resident** is selected, all Residents set up for PAP in your Community will be processed
- 6 Specify the **Billing Run Date** to be the same as the Posting Date of the billing run
- 7 Select *Calculate PAP* as the **Action**
- 8 Click **Save**




**PAP Process Edit** Save Save & New Cancel

**Information**

iaCommunity: iaRetirement - GTA 


Resident:  

Billing Run Date: 8/1/2013 [ 8/16/2013 ]

Action: Calculate PAP 

Save Save & New Cancel

- 9 Next to **Action**, double click *Calculate PAP* and select *PAP Text Files*
- 10 Click **Save**





**PAP Process Detail** Save Cancel

PAP Process Name: PA-001013

iaCommunity: iaRetirement - GTA

Resident:

Billing Run Date: 7/1/2013

Action: Create PAP Text Files  

Created By: Larry Wieskopf, 8/16/2013 10:52 AM

Save Cancel

- 11 Click the **Create PAP Text File** button

## Process Preauthorized Payments

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### PAP Process Detail

[Edit](#) [Delete](#) [Clone](#) [Create PAP Text File](#)

PAP Process Name	PA-001014	Owner	 <a href="#">Larry Wieskopf [Change]</a>
iaCommunity	<a href="#">iaRetirement - GTA</a>	No of Record	1
Resident		Total PAP Amount	-\$47,960.00
Billing Run Date	7/1/2013		
Action	Create PAP Text Files		
Created By	<a href="#">Larry Wieskopf</a> , 8/22/2013 11:15 AM	Last Modified By	<a href="#">Larry Wieskopf</a> , 8/22/2013 11:15 AM

[Edit](#) [Delete](#) [Clone](#) [Create PAP Text File](#)