Owner Functionality

Title: Auto-Post Credit Card Payments

Path: *Owner Management* → *Owner Posting Tools* → *Auto-Post Credit Card Payments*

Purpose: This utility enables a property to batch post payments to a credit card stored on-file for an Owner Contract. The functionality being supported requires the payment to be formulated exclusively for a given Contract in one of two ways:

- Auto-Charge by Post Code: the configuration of a given Owner Transaction Code enables it to be designated as an "Auto-Pay" code. When such a code is posted to an Owner Contract folio and the Contract has a stored credit card marked for "auto-charge by post code" then the amount is subject to settlement when this utility is run for the active period.
- Auto-Charge by Open Balance: the outstanding debit balance on a specified folio within the period for which the utility is being run is subject to settlement when the Contract has a stored credit card marked for "auto-charge by open balance".

Best Practice: When running this utility, the User must specify three parameters:
1. The folios to be considered in identifying the values to be settled
2. The Period End date for consideration of transactions. This would normally coincide with the end date for the statement processing period (e.g. the last day of a month.)
3. The Charge Code(s), if any, found on the Fees and Disbursements tab of Contracts that have been grouped together for posting selection purposes.

Based on the results, a set of transactions will be tentatively selected and displayed to the User when the (P)rocessing button is pressed. This proforma display may include Contracts that fail the selection criteria along with the reason. At that point, Users have the opportunity to correct the exception conditions and rerun the display or, alternatively, mark those Contracts for which they wish to proceed and process the postings. Following the running of the utility, a report will be produced that identifies the outcome, both successful settlements and any processing exceptions along with the reason for failure.

It should also be noted that a third setting for a stored credit card on an Owner Contract is "Do Not Auto-Charge Card" which removes that Contract from consideration by the utility.