

AutoPay Approval

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AutoPay Approval

This setting allows you to automatically approve invoices for processing or require final review prior to processing payments of AutoPay invoices. When automatic approval is enabled, any invoices matching defined AutoPay settings will be processed without requiring any further action.

The screenshot shows the 'AutoPAY' configuration page in the Connect Booster system. The page is titled 'AutoPAY' and has a sub-section 'AutoPay Settings'. The settings are as follows:

- Enable AutoPay
- AutoPay Fields 4/10**
 - Amount, Contract, Days Past Due, Term
 - SELECT ALL DESELECT ALL
- AutoPay Terms 10/15**
 - AP Due on Receipt, AP Net 10, AP Net 30, Due on receipt, Neg 5, Net 10, Net 15, .x
 - SELECT ALL DESELECT ALL
- AutoPay Contract Types 4/7**
 - CB Demo Agreement 1, ConnectBooster Subscription, ConnectBooster TimeTra .x
 - SELECT ALL DESELECT ALL
- Enable automatic approval process (highlighted with a red circle)
- Allow Multi-Contract Invoices (Autotask)

At the bottom of the settings panel, there is a 'RUN AUTOPAY NOW' button. Below the settings panel, there are 'CANCEL' and 'SAVE' buttons.

To enable automatic approval process:

1. Check the **Enable automatic approval process** option
2. You will be prompted to agree that you are approving invoices to be processed based on the AutoPay rules currently in place. Agreement is required to enable automatic approval.
3. **Save** the AutoPay configuration

To disable automatic approval process:

1. **Uncheck** the **Enable automatic approval process** option

2. **Save** the AutoPay configuration

Please see [AutoPay Approval](#) in our Overview section for more information on approving AutoPay.