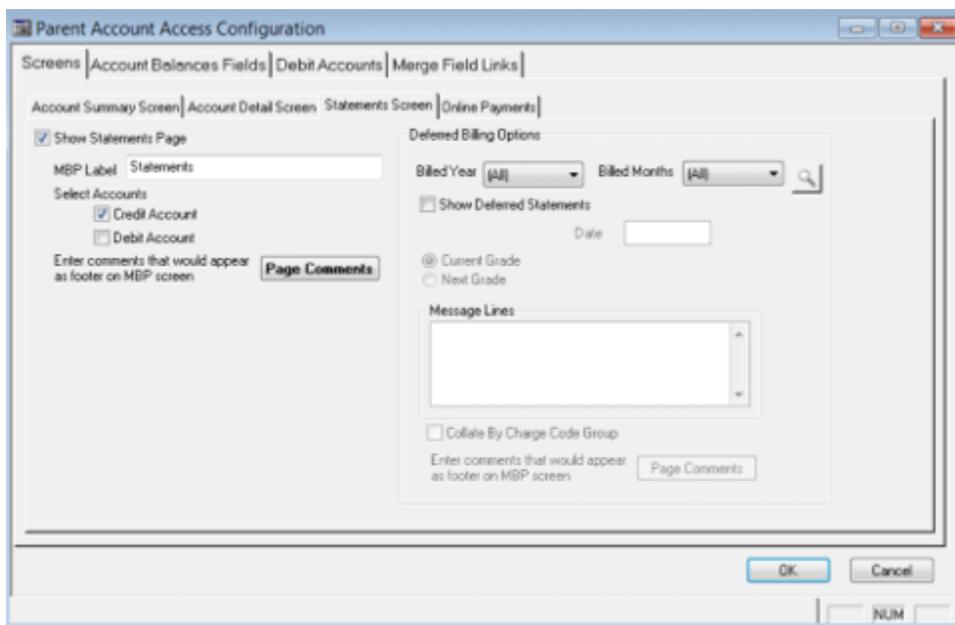# How do I configure AutoPay to handle deferred amounts?

In May or June or whenever you wish to have parents pay for a next year deferred amount, you need to configure your My Backpack settings to properly show the amount that is due. In this example we have Deferred amounts setup for May and we want our parents to pay that amount through Autopay, starting in May.

- From Accounts Receivable, select My Backpack Configuration.
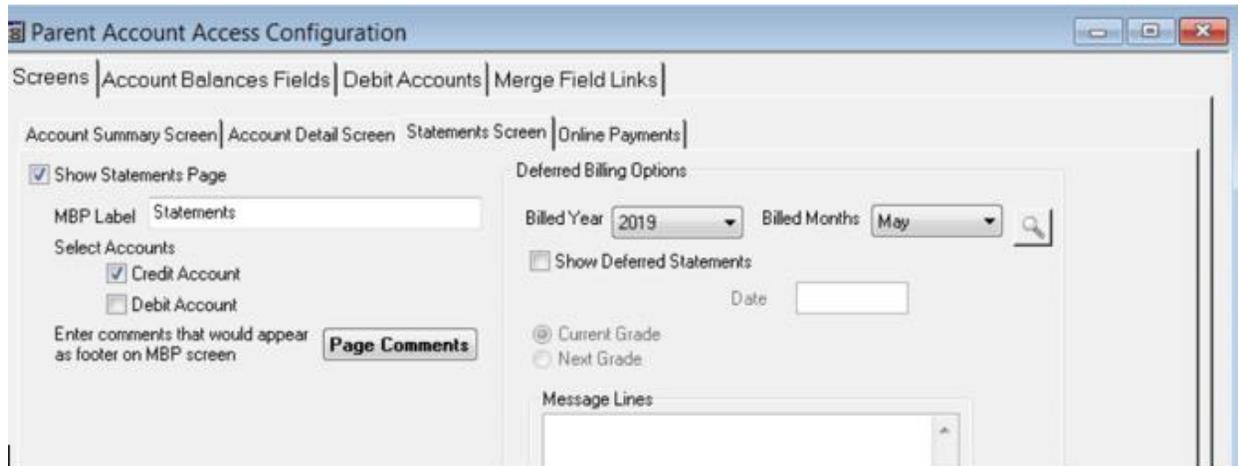
- Select the <u>Statements</u> tab.

- Set <u>Billed Year</u> to the correct year. Set <u>Billed Months</u> to the correct Month (*in this case May*)

- Click OK to save

Now if a family has a $50 balance from last year and their May deferred tuition amount is $1,800, when Autopay runs for the date the family has selected, it will charge them $1,850.

When ready to collect June deferred payments, you would set the <u>Billed Months</u> to June.

In July you will most likely post your May, June and July charges to the student's account, removing them from deferred. Set the <u>Billed Months</u> to July and leave it that way until the spring when you start the deferred process all over again. Leaving it set to July will assure that the future deferred amounts (*for 10 and 12 pay plans*) do not appear in autopay. The future month amounts will only appear in Autopay once they have moved over to the student's Charges tab and are no long deferred.

Configuring your System to Post a Next Year Deferred amount to Deferred Income, via Autopay.

If you want to collect next years deferred tuition in May and June, as described above, you will also want the money collected to hit your prepaid tuition account for those 2 months. This is also handled in My Backpack Configuration. Go to the Online Payments tab. Click on Deferred Charges – Accept Online Payments. When it is set up like this and using the scenario we described above, the parents will see that they owe $50 for the current year and $1,800 for next year's tuition. Autopay will process the full

$1,850 but the $50 will debit Cash and credit AR, while the $1,800 will debit Cash, credit a Deferred Income account and sit on the student's prepaid balance.