

# Automation

Last Modified on 01/17/2023 10:03 am EST

By setting up this page, AlarmBiller can generate and deliver your recurring invoices and submit the Forte payment automatically each month.

## Editing Automation Settings

**Automation Settings** 5. Save

4.  **Forte Payment Submit** Automatically submit Forte transactions at 05:00 pm, every day.  
 **Retrieve Forte Mobile Payments** Automatically pull in Mobile Forte Payments every hour, every day.  
**Forte Funding**   
 **Expiring Credit Card Summary** Email summary of credit cards expiring this month or sooner at 04:30 am, on day 1 of the month.

3.  **Invoice/Credit Delivery** Automatically (mail, email, and generate a print batch) for undelivered invoices and credits at 05:00 am, every day. Mailing services start printing at 12 noon ET.

1.  **RMR Generation** Generates Recurring Invoices every month at 03:30 am.  
Run on the 25<sup>th</sup> day of the month  
RMR Next Invoice for Next Month  
Invoice Date is the 1<sup>st</sup> day of Next Month  
Next RMR Run Date: 05/25/2016  
RMR Next Invoice Date: 06/01/2016  
Invoice Date: 06/01/2016  
Next CC/eCheck Funding Date: 06/xx/2016

2.  **Master RMR Generation** Generates Recurring Invoices every month at 04:00 am.  
Run on the 25<sup>th</sup> day of the month  
RMR Next Invoice for Next Month  
Invoice Date is the 1<sup>st</sup> day of Next Month  
Next RMR Run Date: 05/25/2016  
RMR Next Invoice Date: 06/01/2016  
Invoice Date: 06/01/2016  
Next CC/eCheck Funding Date: 06/xx/2016

### 1. RMR Generation

Select the checkbox if you would like AlarmBiller to generate your recurring invoices.

Run on the XX<sup>th</sup> day of the month

Choose the day of each month you would like to generate your invoices.

RMR next invoice for

The month which services will be billed for.

Invoice Date is the XX<sup>st</sup> day of

The date you would like to appear on the invoice.

Note: Check the red text below these fields to verify the information in this section.

Note: We suggest you contact "Support" to review your automation settings before the first automated RMR generation.

## Next CC/eCheck Funding Date

To set up the next CC/eCheck funding, please go to the "Defaults" tab under the "Company" field in the Setup Table.

## 2. Master RMR Generation

Select this checkbox if you have master customers ([hyperlink](#)). If selected, fill out all the fields so they are identical to the "RMR Generation" section.

## 3. Invoice/Credit Delivery

Select this checkbox if you would like AlarmBiller to automatically deliver the recurring invoices through email and mail services.

## 4. Forte Payment Submit

Select this checkbox if you would like AlarmBiller to automatically submit your Forte Autopay invoices every day at 5:00 pm ET.

### Retrieve Forte Mobile Payments

This is a future enhancement.

### Expiring Credit Card Summary

If you select this checkbox, AlarmBiller will email you a summary of customer credit cards that are expiring this month or sooner. If they have email addresses and the Customer Portal is turned on, ([hyperlink](#)) these customers will also receive an email with instructions on how to update their credit card through the customer portal.

## 5. Save

Click save in the upper right corner of the screen to update.