Enabling Permit Rollovers without Previous Payment

> This article outlines how to configure the system to allow permit rollovers without requiring a previous payment or a payment method on file. Its primary purpose is to provide administrators with the flexibility to process permit renewals for users who are billed through alternative methods, such as payroll deduction or student accounts. This guide is intended for OperationsCommander (OPSCOM) administrators responsible for system configuration and permit management.

Setup and Configuration

Follow these steps to adjust your system settings and allow rollovers without payment.

1. Hover over the **System Config** menu and click **System Settings**.
2. Click **Permits** within the system settings menu.
3. Disable the **Require Payment for Rollovers** checkbox.
4. Click the **Save Settings** button to apply your changes.

> The **Require Payment for Rollovers** setting is enabled by default to ensure automated payment collection during the renewal process.

Using this Feature

Once the configuration is updated, the requirement for a previous payment is removed from the rollover logic.

1. Proceed with the standard rollover process to allocate permits for the next period.
2. Verify that user permits successfully roll over regardless of their immediate payment status.

Best Practices and Considerations

- **Alternative Billing:** Disabling the payment requirement is highly recommended if your organization relies on offline invoicing, internal departmental billing, or payroll deductions where immediate credit card processing is not required during the rollover action.
- **Account Monitoring:** If you choose to allow rollovers without payment for standard users, ensure your team has a clear business rule and follow-up process for collecting permit fees post-rollover to avoid accumulating unpaid accounts.
- **Reverting the Setting:** If you only need to process a specific batch of unpaid rollovers, remember to navigate back to **System Settings** and re-enable the **Require Payment for Rollovers** checkbox once your administrative task is complete.

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