

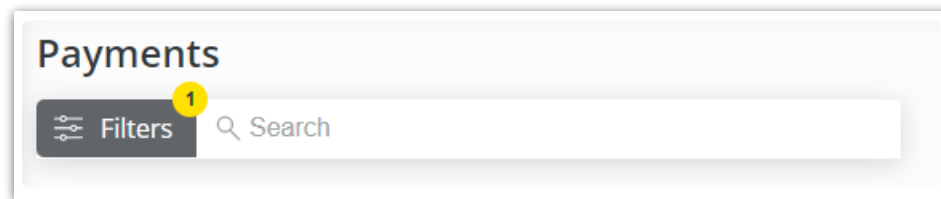
Payments

Last Modified on 04/29/2024 2:05 pm CDT

View Payments

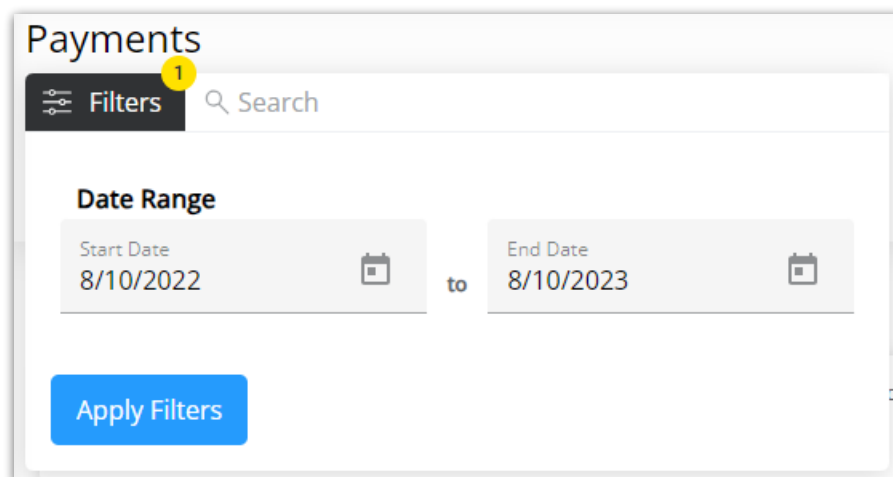
A listing of all payments made can be viewed from the *Payments* menu. This includes both Regular Invoice payments and Prepay applied towards the account.

Use the *Search* field to search by *Payment #*, *Reference #*, or payment *Type* (Regular, Prepay or Budget). Using the *Search* field filters the data down by matching results.

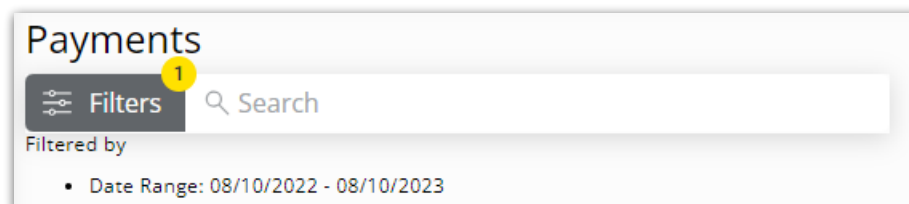


Filter the data further by using the *Date Range* filters to display results for payments with a payment date within the selected date range. The *Date Range* filter can be utilized in conjunction with the *Search* feature.

Select the **Calendar** icon on the filter and choose a date from the calendar that displays. Or, select in the *Date Range* fields and key in the desired start and end dates. Choose **Apply Filters** when finished.



The filters selected display below the **Filters** button.



Make an Outstanding Balance Payment

1. Select **Make a Payment** at the top of the screen, choose *Net Due Balance*, and select **Continue**.

The screenshot shows the 'Payments' screen with a 'Make a Payment' button highlighted in the top right. A modal titled 'Make A Payment' is open, showing three options: 'Outstanding Balance' (selected), 'Budget Billing Amount Due', and 'Prepayment'. The 'Continue' button in the modal is highlighted.

Payments

Filters Search

Filtered by

- Date Range: 04/29/2023 - 04/29/2024

Make A Payment

☒ **Outstanding Balance**
I have invoice(s) to pay

☐ **Budget Billing Amount Due**
I'm in a budget billing program

☐ **Prepayment**
I want to pay for future purchases

Cancel Continue

2. *Invoices Due on or Before* a selected date display with the option to view or download a PDF. *Invoices Due After* today's date display in the middle of the page.

The screenshot shows the 'Invoices Due on or Before' section with a date selector set to 7/3/2023. Below it is a table of invoices. The 'Invoices Due After Jul 3, 2023' section is also visible.

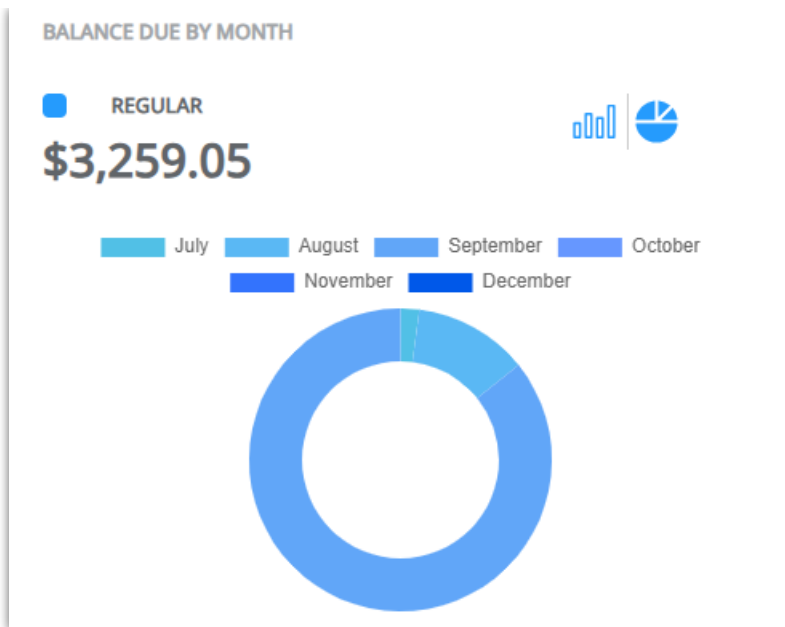
Invoices Due on or Before Choose a date 7/3/2023

	Field	Invoiced Date	Due Date	Unpaid	
120	--	12/13/2022	09/12/2022	\$400.00	

Invoices Due After Jul 3, 2023

128	--	06/30/2023	07/15/2023	\$2,795.00	
129	--	06/30/2023	07/15/2023	\$64.05	\$1.20 Disc...

3. *Balances Due By Month* can reviewed as a bar graph or pie chart for the last six months.



4. Review the *Regular Balance*, *Unapplied Credit*, *Net Due*, and *Scheduled Payments* amounts on the right. Choose *Pay Statement Balance*, *Pay Off Balance*, *Select Invoices*, or *Enter Amount* to determine the amount of the payment then choose **Make Payment**.

Regular Balance	\$3,259.05
Unapplied Credit	(\$1,250.00)
<hr/>	
Net Due	\$2,009.05
Scheduled Payments	\$0.00
Choose Amount:	
<input checked="" type="radio"/> Pay Statement Balance	Statement balance \$62.85 due by 07/31
<input type="radio"/> Pay Off Balance	Pay full balance due \$3,257.85
<input type="radio"/> Select Invoices	Pay specific invoices
<input type="radio"/> Enter Amount	Auto apply payments to invoices
Make Payment	

- **Pay Statement Balance** – The amount due and the due date are displayed. Selecting **Make Payment** navigates to the *Review Payment* page to finalize.
- **Pay Off Balance** – The full balance amount is displayed. Selecting **Make Payment** navigates to the *Review Payment* page to finalize.
- **Select Invoices** – Specific Invoices can be chosen to pay the full amount of the Invoice. Selecting **Make Payment** navigates to the *Select Invoices* page to indicate which invoices will be paid.

Choose a date
Due on or Before 8/15/2023

Deselect All	Field	Invoice Date	Due Date	Original	Unpaid	Status		
<input checked="" type="checkbox"/>	129	--	06/30/2023	07/15/2023	\$64.05	\$64.05	Unpaid	\$1.20 Discount
<input type="checkbox"/>	120	--	12/13/2022	08/15/2023	\$7,100.00	\$400.00	Unpaid	

1 Invoice Selected, Includes \$(1.20) Discount = \$62.85

Pay Selected Invoices

- **Enter Amount** – Selecting **Make Payment** gives the opportunity to enter a dollar amount that will automatically apply to Invoices. A breakdown of the *Regular Balance* and *Unapplied Credit* is available to review the *Net Due* before entering an amount.

5. On the *Payment Information* page, review/edit or add payment information. Select **Review Payment**.

Overview ▶ Balance Details ▶ Payment Information

Saved Payment Information

Name on Account	Bank Account #	Routing #
<input type="radio"/>		

Cancel Review Payment

+ Enter New Payment Method

Terms

6. Review information here including *Selected Invoices* (if applicable), *Account Information*, and *Contact Information*. Optionally add any *Comments*. Additionally, select the day for the payment to be made.

Note: Same-day payments cannot be cancelled after submitting.

Payment Date

Select day your payment will be made. Same day payments can't be cancelled after submission.

Payment Date *

7/7/2023

- Once all information has been reviewed and is accurate, select **Submit Payment**.
- After 10 minutes of inactivity on the page, a dialog box displays indicating that after 15 minutes of inactivity, the payment will be canceled and the page will be redirected to the *Overview* page. Choose **Go To Overview** to cancel out of the payment or **I'm Still Here** to continue with the payment.

Are You Still Here?

Payments must be started and completed within **15 minutes** to prevent the possibility of unintended duplicate payments.

If you require more time, please extend the timer by an additional 15 minutes.

Your incomplete payment will be canceled in **4 min 53 sec**.

[Go To Overview](#) [Extend](#)

9. After 15 or more minutes of inactivity, a dialog box will display and the option to leave the payment and go back to the Overview page to start over.

Payment Session Expired

Your payment session has expired to prevent the possibility of unintended duplicate payments.

Your incomplete payment was canceled at **Fri Feb 16 2024 14:49:47 GMT-0600 (Central Standard Time)**.

[Go To Overview](#)

Make a Budget Due Balance Payment

1. Select **Make a Payment** at the top of the screen, choose *Budget Due Balance*, then select **Continue**.

Payments

Filters 1 Search

Filtered by

- Date Range: 04/29/2023 - 04/29/2024

Make A Payment

☐ Outstanding Balance
I have invoice(s) to pay

☒ Budget Billing Amount Due
I'm in a budget billing program

☐ Prepayment
I want to pay for future purchases

Cancel Continue

2. *Invoices Due on or Before* a selected date display with the option to view or download a PDF. *Invoices Due After* today's date display in the middle of the page.

Invoices Due on or Before Choose a date 2/15/2023				
3	Field	Invoiced Date 11/01/2020	Due Date 11/20/2020	Unpaid \$150.00
5	Field	Invoiced Date 12/30/2021	Due Date 12/30/2022	Unpaid \$150.00
6	Field	Invoiced Date 01/26/2023	Due Date 01/26/2023	Unpaid \$150.00
9	Field	Invoiced Date 01/26/2023	Due Date 01/26/2023	Unpaid \$150.00
13	Field	Invoiced Date 01/26/2023	Due Date 01/26/2023	Unpaid \$150.00
Invoices Due After Feb 15, 2023				
All of your invoices are currently due				

3. The *Budget Due* and *Budget Balance* amounts display at the top of the page for review. Select **Make Payment**.

Make a payment

Budget Due

\$750.00

Budget Balance






\$259.75

Make Payment

4. Select the checkbox for each Invoice to pay then choose **Pay Selected Invoices**.

[Overview](#) ▶ [Balance Details](#) ▶ Select Invoices

Remove Selections

<input checked="" type="checkbox"/>	 3	Invoice Date 11/01/2020	Due Date 11/20/2020	Unpaid \$150.00
<input checked="" type="checkbox"/>	 5	Invoice Date 12/30/2021	Due Date 12/30/2022	Unpaid \$150.00
<input type="checkbox"/>	 6	Invoice Date 01/26/2023	Due Date 01/26/2023	Unpaid \$150.00
<input type="checkbox"/>	 9	Invoice Date 01/26/2023	Due Date 01/26/2023	Unpaid \$150.00
<input type="checkbox"/>	 13	Invoice Date 01/26/2023	Due Date 01/26/2023	Unpaid \$150.00



2 Invoice(s) Selected = \$300.00

Pay Selected Invoices

5. On the *Payment Information* page, review/edit or add payment information. Select **Review Payment**.

[Overview](#) ▶ [Balance Details](#) ▶ Payment Information

Saved Payment Information

<input checked="" type="radio"/>	Name on Account [REDACTED]	Bank Account # [REDACTED]	Routing # [REDACTED]		
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Cancel Review Payment

+ Enter New Payment Method

[Terms](#)

6. Review information here including *Selected Invoices* (if applicable), *Account Information*, and *Contact*

Information. Optionally add any *Comments*. Additionally, select the day for the payment to be made.

Note: Same-day payments cannot be cancelled after submitting.

Payment Date

Select day your payment will be made. Same day payments can't be cancelled after submission.

Payment Date *

7/7/2023



- Once all information has been reviewed and is accurate, select **Submit Payment**.
- After 10 minutes of inactivity on the page, a dialog box displays indicating that after 15 minutes of inactivity, the payment will be canceled and the page will be redirected to the *Overview* page. Choose **Go To Overview** to cancel out of the payment or **I'm Still Here** to continue with the payment.

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If you require more time, please extend the timer by an additional 15 minutes.

Your incomplete payment will be canceled in **4 min 53 sec**.

[Go To Overview](#)

[Extend](#)

- After 15 or more minutes of inactivity, a dialog box will display and the option to leave the payment and go back to the *Overview* page to start over.

Payment Session Expired

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[Go To Overview](#)

Make a Prepay Payment

- Select **Make a Payment** at the top of the screen, choose *Prepay Payment*, then select **Continue**.

Payments

Filters 1 Search

Filtered by

- Date Range: 04/29/2023 - 04/29/2024

Make a Payment

Make A Payment

☐ Outstanding Balance
I have invoice(s) to pay

☐ Budget Billing Amount Due
I'm in a budget billing program

☒ Prepayment
I want to pay for future purchases

Cancel Continue

2. The *Prepay Balance* displays in the top left and *Paid Bookings* display in the bottom half of the screen. Select the **Eye** on a Booking line item to view additional details or the **Ellipsis** to view or download a PDF of the Booking.

47	Booking Date 02/03/2020	Start Date 02/03/2020	End Date 08/31/2020	Booked Total \$4,000.00	Prepay Balance \$4,000.00	Status Unavailable	
	Description Dap (18-46-00)	Quantity 10,000.000 Lbs	Remaining Quantity 10,000.000 Lbs	Unit Price \$450.00 /Tons	Line Total \$2,250.00	Prepay Balance \$2,250.00	
	Description Potash (0-0-60)	Quantity 10,000.000 Lbs	Remaining Quantity 10,000.000 Lbs	Unit Price \$350.00 /Tons	Line Total \$1,750.00	Prepay Balance \$1,750.00	

3. In the top right, choose *Select Bookings to Pay* or *Enter Amount to Prepay* and select **Make Payment**.
- Select Bookings to Pay** – Specify which Bookings are to be included in the payment. Select Bookings using the checkbox then choose **Pay Selected Bookings**.
- Note:** Discount amounts will display when applicable.

Overview ▶ Prepay Balance ▶ Select Bookings

Deselect All

		Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status		
<input checked="" type="checkbox"/>	67	07/03/2023	--	--	\$450.00	--	Unpaid	\$9.00 Discount	...
<input type="checkbox"/>	66	06/12/2023	--	--	\$225.00	--	Unpaid		...
<input type="checkbox"/>	65	05/04/2023	--	--	--	--	Down Payment		...

1 Booking Selected = \$450.00

Pay Selected Bookings

- **Enter Amount to Prepay** – Enter an amount to be automatically applied to the Bookings and select **Next**.

Enter amount to prepay

Amount

\$300.00

Payment Total = \$300.00

Cancel Next

- On the *Payment Information* page, review/edit or add payment information. Select **Review Payment**.

Overview ▶ Balance Details ▶ Payment Information

Saved Payment Information

	Name on Account	Bank Account #	Routing #	
<input checked="" type="radio"/>				...

Cancel Review Payment

+ Enter New Payment Method

Terms

- Review information here including *Selected Bookings/Prepay Amount, Account Information, and Contact Information*. Optionally add any *Comments*.

Review Selected Bookings

67

Booking Date
07/03/2023

Start Date
--

End Date
--

Booked Total
\$450.00

Prepay Balance
--

Status
Unpaid

\$9.00 Discount

...

Subtotal = \$450.00

Discounts = \$9.00

Total = \$441.00

Review Account Information

Bank Account #

Ends in ***

Routing #

Comments on Payment

Comments

Prepay Payment

14 / 100

Payment Date

Select day your payment will be made. Same day payments can't be cancelled after submission.

Payment Date *

7/3/2023

Contact Information

Select where you would like us to send you a receipt, or notify you if your payment fails.

Email Address *

Terms

Cancel

Submit Payment

- Optionally select the day for the payment to be made.

Payment Date

Select day your payment will be made. Same day payments can't be cancelled after submission.

Payment Date *

7/7/2023

- Scheduled Payments will show as *Pending* in the Payments list. If needed, it can be cancelled by selecting the **Trash Can**.

Note: Same-day payments cannot be cancelled after submitting.

Scheduled Payments							
Pending	Date Scheduled 07/22/2022	Payment \$500.00	Total Applied \$0.00	Reference # -	Method ACH	Type Regular	

- Once all information has been reviewed and is accurate, select **Submit Payment**.
- An email will be sent confirming a payment has been scheduled, one when the payment posts, and one if the payment fails for some reason.
- After 10 minutes of inactivity on the page, a dialog box displays indicating that after 15 minutes of inactivity, the payment will be canceled and the page will be redirected to the *Overview* page. Choose **Go To Overview** to cancel out of the payment or **I'm Still Here** to continue with the payment.

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[Go To Overview](#) [Extend](#)

11. After 15 or more minutes of inactivity, a dialog box will display and the option to leave the payment and go back to the *Overview* page to start over.

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