

Payments

Last Modified on 08/11/2023 4:15 pm CDT

View Payments

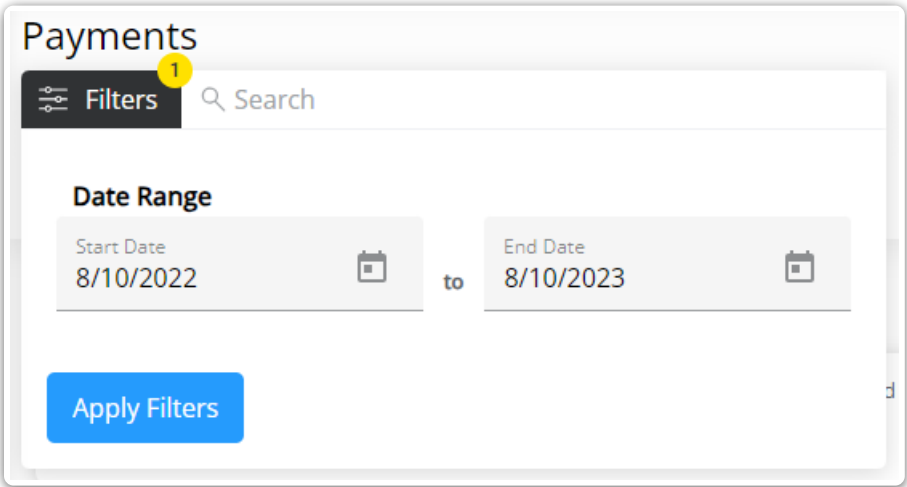
A listing of all payments made can be viewed from the *Payments* menu. This includes both Regular Invoice payments and Prepay applied towards the account.

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.

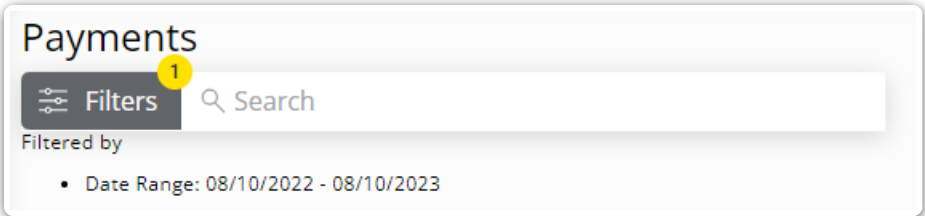


Filter the data further by using the *Date Range* filters to display results for payments with a payment date within the selected date range. The *Date Range* filter can be utilized in conjunction with the *Search* feature.

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.

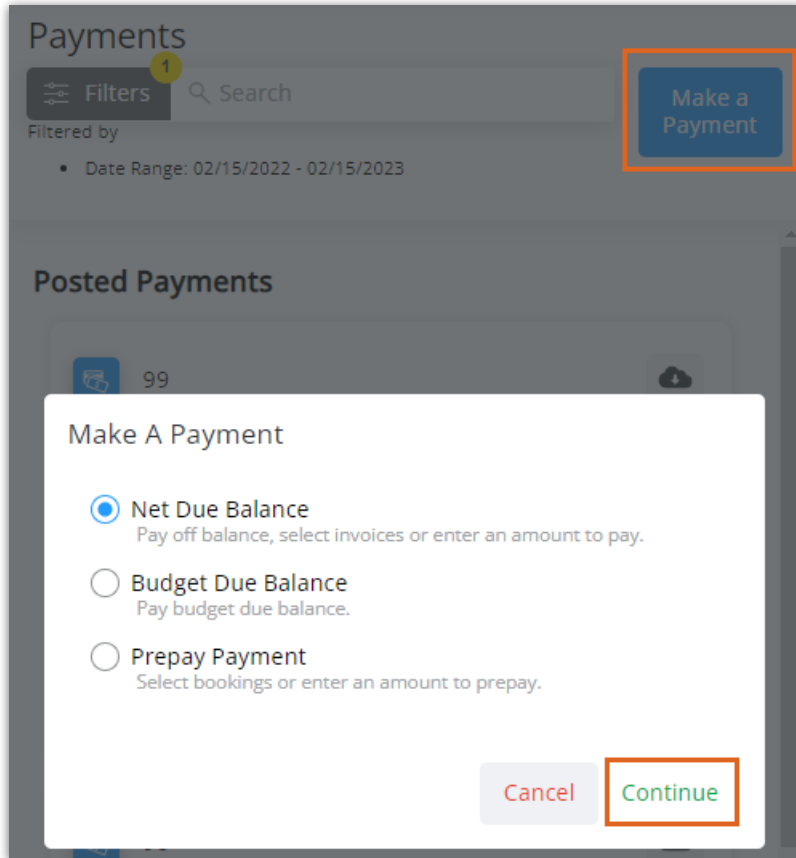


The filters selected display below the **Filters** button.



Make a Net Due Balance Payment

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

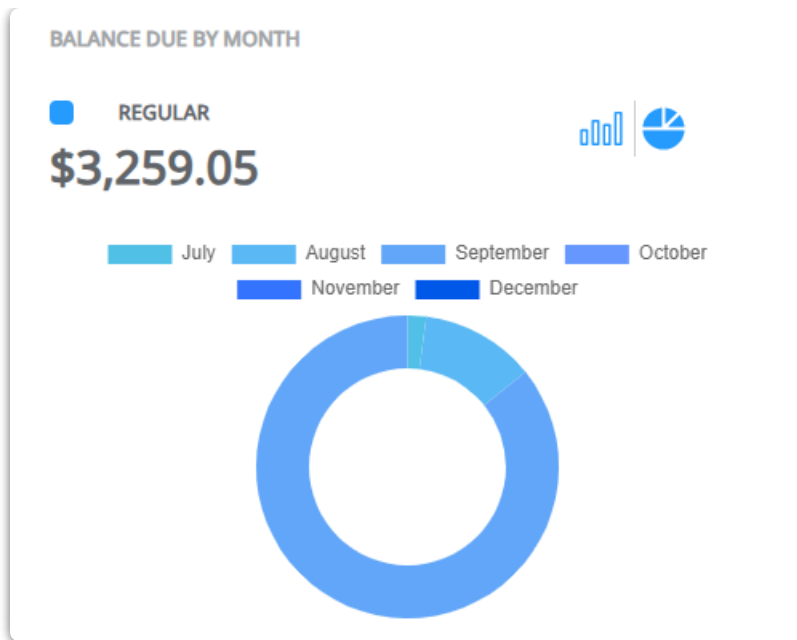
The screenshot displays two sections of an invoice list. The first section is titled 'Invoices Due on or Before' with a date filter set to '7/3/2023'. It contains a table with the following data:

ID	Field	Invoiced Date	Due Date	Unpaid	Actions
120	--	12/13/2022	09/12/2022	\$400.00	View pdf, Download pdf

The second section is titled 'Invoices Due After Jul 3, 2023' and contains a table with the following data:

ID	Field	Invoiced Date	Due Date	Unpaid	Actions
128	--	06/30/2023	07/15/2023	\$2,795.00	Download pdf
129	--	06/30/2023	07/15/2023	\$64.05	\$1.20 Disc..., Download pdf

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

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

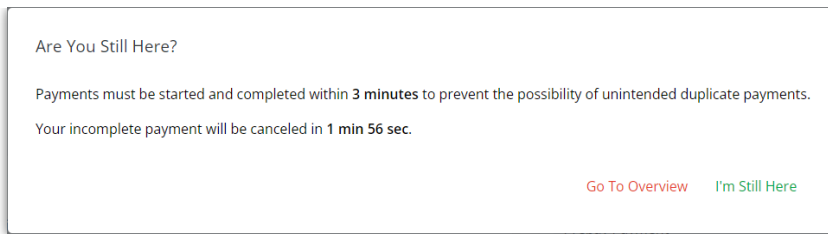
Payment Date

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

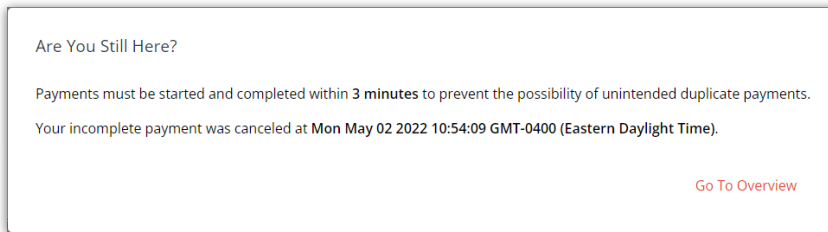
Payment Date *
7/7/2023

7. Once all information has been reviewed and is accurate, select **Submit Payment**.

8. 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.

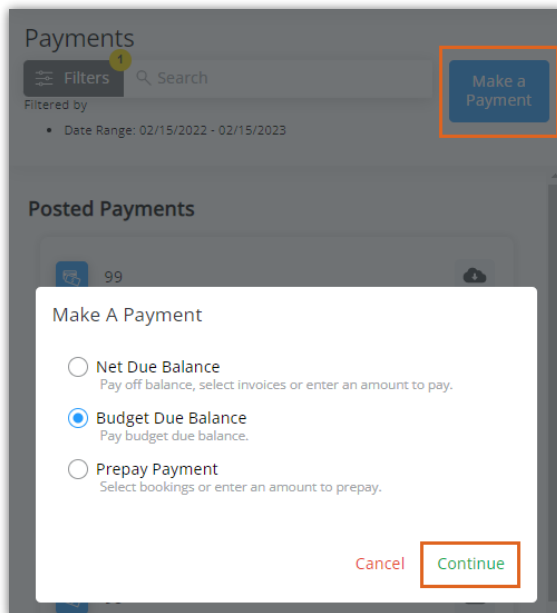


9. After 15 or more minutes of inactivity, a dialog box will display and the option to leave the payment and go back to the *Overview* page to start over.



Make a Budget Due Balance Payment

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

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

Are You Still Here?

Payments must be started and completed within 3 minutes to prevent the possibility of unintended duplicate payments.

Your incomplete payment will be canceled in 1 min 56 sec.

[Go To Overview](#) [I'm Still Here](#)

- 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.

Are You Still Here?

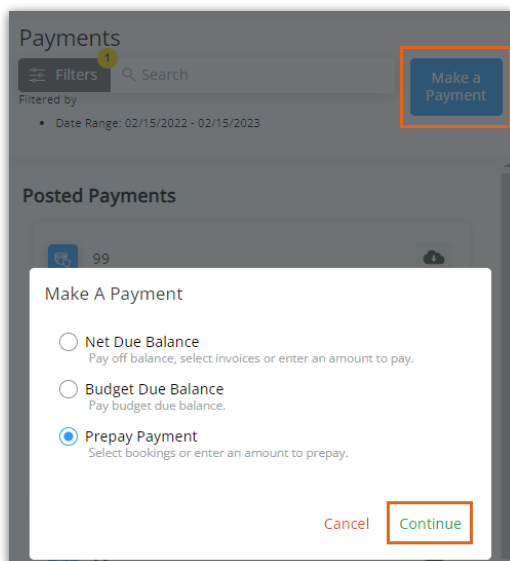
Payments must be started and completed within 3 minutes to prevent the possibility of unintended duplicate payments.

Your incomplete payment was canceled at Mon May 02 2022 10:54:09 GMT-0400 (Eastern Daylight Time).

[Go To Overview](#)

Make a Prepay Payment

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



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

- 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 ID	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status	Discount	
<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

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

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

[+ Enter New Payment Method](#)

[Terms](#)

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

Review Selected Bookings

67	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status	\$9.00 Discount		
	07/03/2023	--	--	\$450.00	--	Unpaid			

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](#)

6. 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

7. 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							
	Date Scheduled	Payment	Total Applied	Reference #	Method	Type	
 Pending	07/22/2022	\$500.00	\$0.00	-	ACH	Regular	

8. Once all information has been reviewed and is accurate, select **Submit Payment**.

9. 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.

10. 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 **3 minutes** to prevent the possibility of unintended duplicate payments.

Your incomplete payment will be canceled in **1 min 56 sec**.

[Go To Overview](#) [I'm Still Here](#)

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.

Are You Still Here?

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Your incomplete payment was canceled at **Mon May 02 2022 10:54:09 GMT-0400 (Eastern Daylight Time)**.

[Go To Overview](#)