

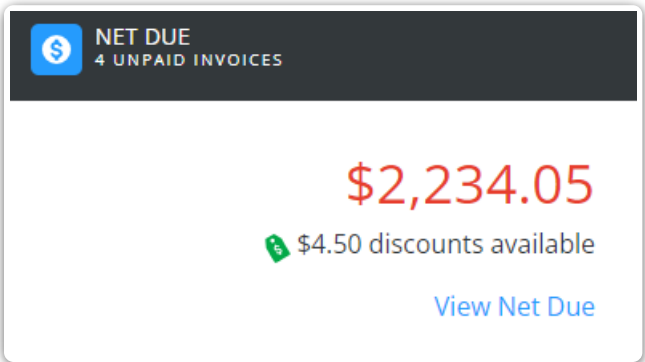
# Balances

Last Modified on 01/19/2024 7:17 am CST

Quickly view current balances.

## Net Due

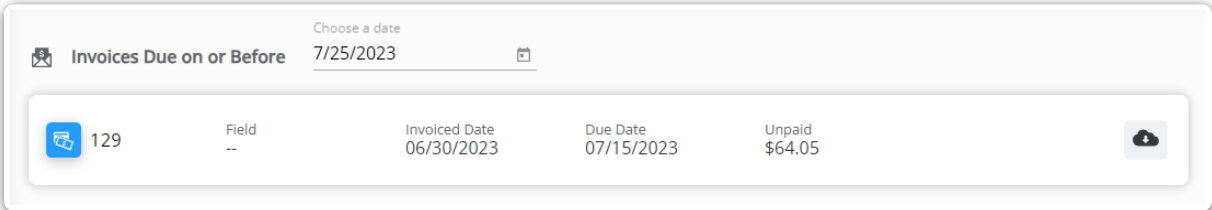
The *Net Due* card displays the current amount due on the customer's account. The *Net Due* amount is the *Regular Balance* less the *Unapplied Credit* balance. The dollar amount of available discounts also displays on this card.



Selecting **View Net Due** displays the *Balance Details* page:

### Balance Details

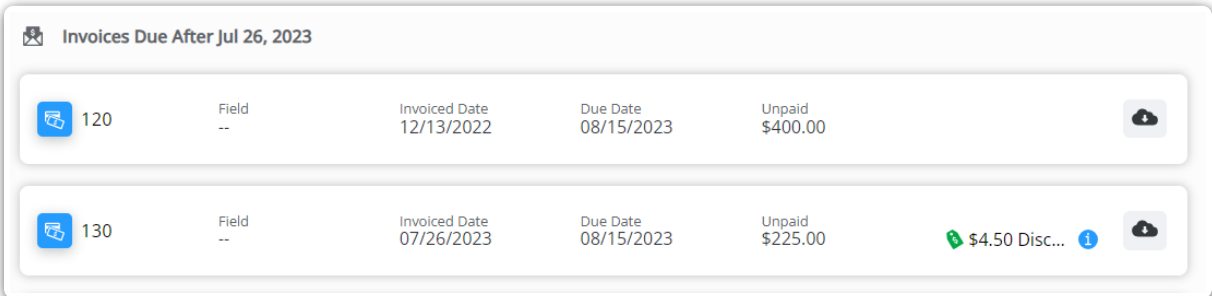
- **Invoices Due on or Before** – Selecting the **Calendar** icon and a date displays Invoices due as of a desired date.



- The most important Invoice details can be quickly reviewed. Alternatively, selecting the **Download** icon displays an option to download and/or view a PDF of the Invoice which includes additional Invoice details.

**Note:** If the PDF is not available, please contact your retailer.

- **Invoices Due After (Current Date)** – This displays all Invoices due after the current date.



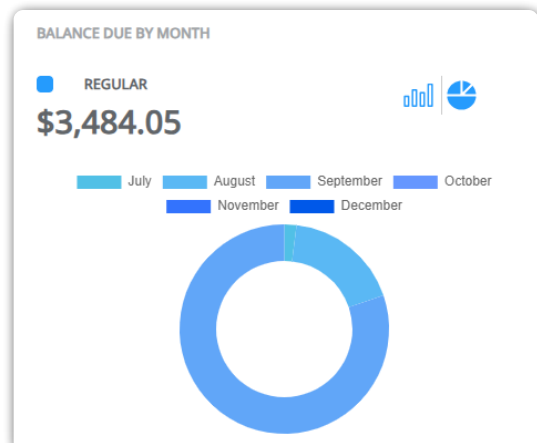
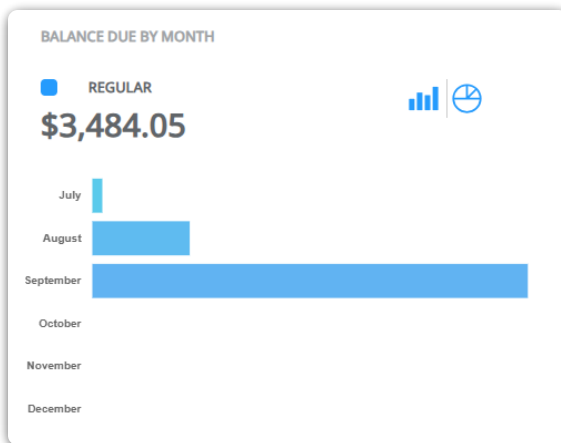
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- **Payment** – Choose to *Pay Statement Balance*, *Pay Off Balance*, *Select Invoices*, or *Enter Amount*. Net Due Balance payment information can be found [here](#).

Regular Balance	\$3,484.05
Unapplied Credit	(\$1,250.00)
<hr/>	
Net Due	<b>\$2,234.05</b>
Scheduled Payments	<b>\$0.00</b>
<b>Choose Amount:</b>	
<input checked="" type="radio"/> Pay Statement Balance	Statement balance \$64.05 due by 07/31
<input type="radio"/> Pay Off Balance	Pay full balance due \$3,479.55
<input type="radio"/> Select Invoices	Pay specific invoices
<input type="radio"/> Enter Amount	Auto apply payments to invoices
<a href="#">Make Payment</a>	

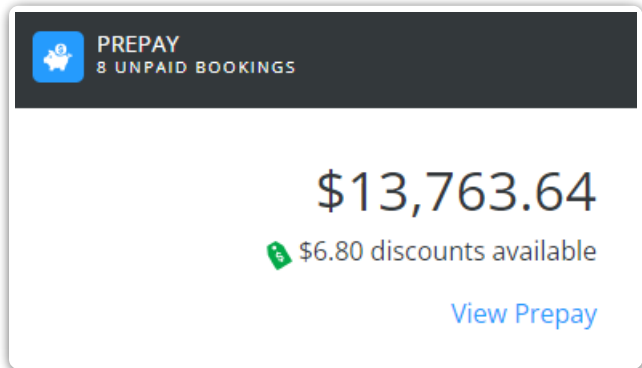
- **Balance Due By Month** – This displays the total amount due broken down by month for the past 6 months.
  - Selecting the **Bar** or **Circle Graph** icons at the top right corner toggles between a *Bar Graph* and *Circle Graph* view.



- Hovering over a bar on the graph displays the total dollar amount due for that month as well as the percentage of the total balance each month is comprised of.

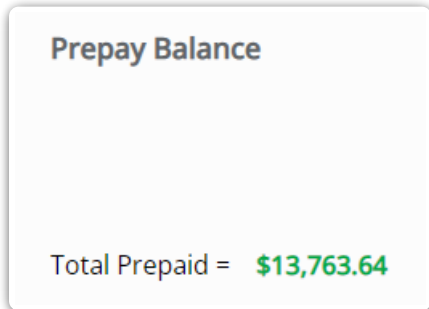
# Prepay

The *Prepay* card displays the current amount of prepaid product available on the customer's account.

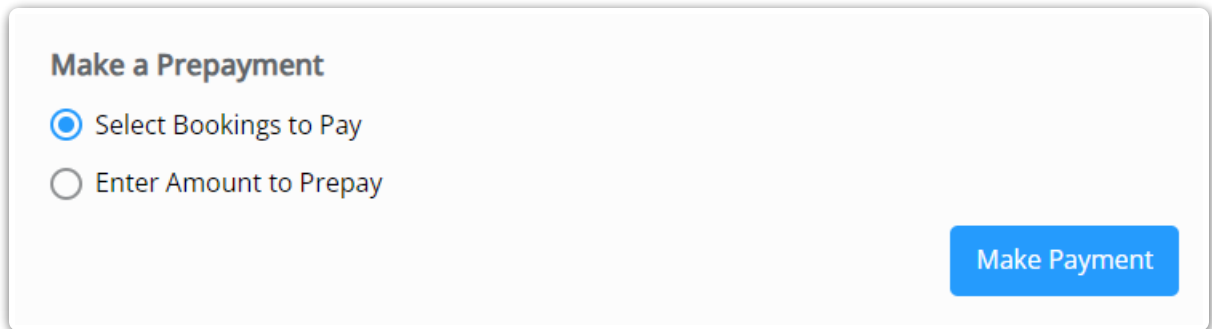


Selecting **View Prepay** displays the *Prepay Balance Details* page.

- **Prepay Balance** – The *Total Prepaid* amount is displayed.



- **Make a Prepayment** – Prepay payments can be made by choosing either *Select Bookings to Pay* or *Enter Amount to Prepay*, then selecting **Make Payment**. Prepay payment information can be found [here](#).



- **Paid Bookings** – Important Booking details can be viewed by selecting the **Ellipsis** icon and choosing to download and/or view a PDF of the Booking. Additionally, the **Eye** icon can be selected to view Booking product details.

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	
46	Booking Date 02/01/2020	Start Date --	End Date --	Booked Total \$5,000.00	Prepay Balance \$5,000.00	Status Paid	

**Note:** If the PDF is not available, please contact your retailer.

## Budget Due

The *Budget* card displays the current amount due in Budget Billing Invoices on the customer's account.

**BUDGET DUE**  
5 UNPAID INVOICES

\$750.00

View Budget Due

Selecting **View Budget Due** displays the *Budget Due Details* page.







- **Breakdown** – Budget Due payment information can be found [here](#).

**Make a payment**

Budget Due	\$750.00
Budget Balance	\$259.75

Make Payment

- The current Budget Billing Invoices for the account are reflected in the *Budget Due* balance.
- The total balance of Budget Billing Invoices and Budget Memos are reflected in the *Budget Balance*.
- **Invoices Due on or Before (Date)** – Selecting the **Calendar** icon and a date displays Invoices due as of a desired date.

		Choose a date		
Invoices Due on or Before		7/25/2023		
 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 

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