

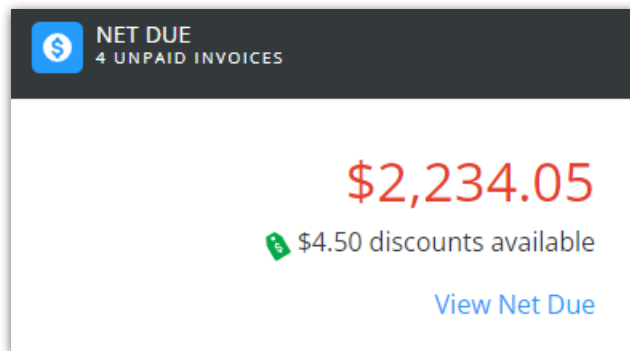
Balances

Last Modified on 10/04/2024 7:33 am CDT

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.

		Choose a date			
Invoices Due on or Before		7/25/2023			
129	Field --	Invoiced Date 06/30/2023	Due Date 07/15/2023	Unpaid \$64.05	

- 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.

Invoices Due After Jul 26, 2023					
120	Field --	Invoiced Date 12/13/2022	Due Date 08/15/2023	Unpaid \$400.00	
130	Field --	Invoiced Date 07/26/2023	Due Date 08/15/2023	Unpaid \$225.00	\$4.50 Disc...

- The most important Invoice details can be quickly reviewed here. Alternatively, selecting the

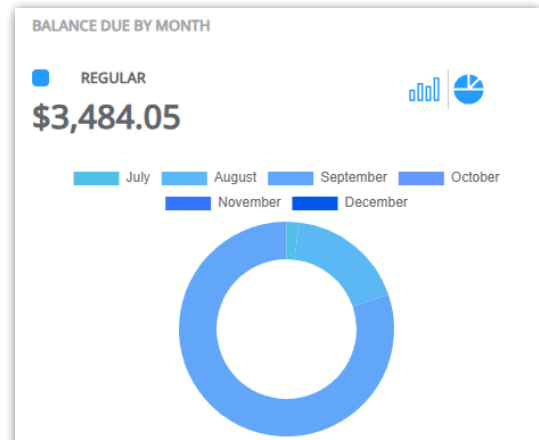
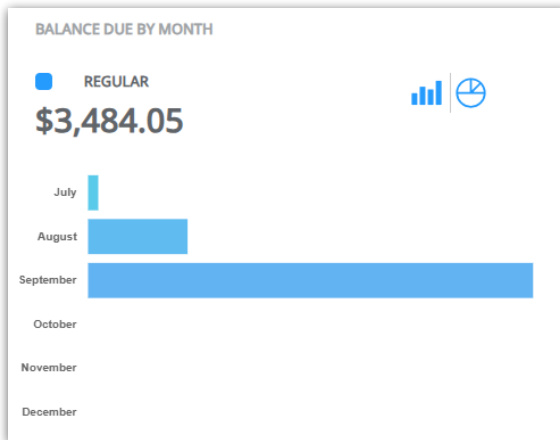
Download icon displays an option to download and/or view a PDF of the Invoice which includes additional Invoice details.

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

- **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	\$2,234.05
Scheduled Payments	\$0.00
Choose Amount:	
<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
Make Payment	

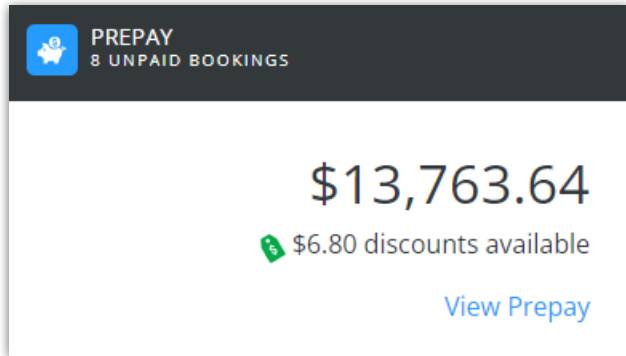
- **Balance Due By Month** – This displays the total amount due broken down by month for the past 6 months.
 - Selecting the **Bar** or **Circle Graph** icons at the top right corner toggles between a bar graph and circle graph view.



- 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.

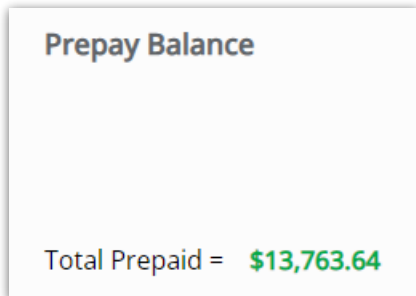
Prepay

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

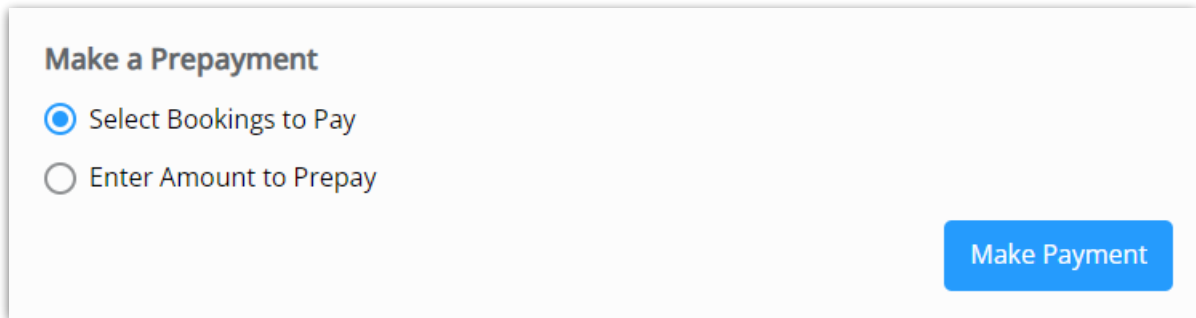


Selecting **View Prepay** displays the *Prepay Balance Details* page.

- **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](#).



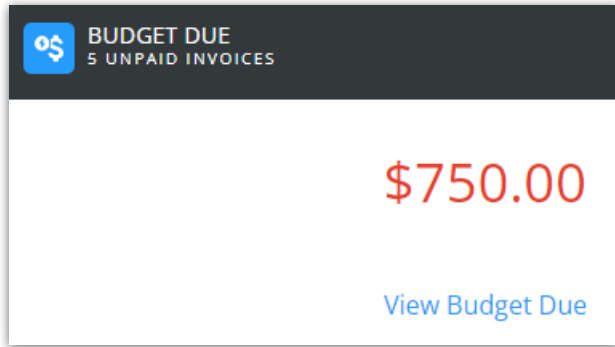
- **Paid Bookings** – Important Booking details can be viewed by selecting the **Ellipsis** icon and choosing to download and/or view a PDF of the Booking. Additionally, the **Eye** icon can be selected to view Booking product details.

Booking ID	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status	Actions
47	02/03/2020	02/03/2020	08/31/2020	\$4,000.00	\$4,000.00	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	02/01/2020	--	--	\$5,000.00	\$5,000.00	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.



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

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

The screenshot shows a 'Make a payment' section with a table of financial data and a 'Make Payment' button.

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.

The screenshot shows a section titled 'Invoices Due on or Before' with a date selector set to '7/25/2023'. Below is a table of invoices.

		Invoiced Date	Due Date	Unpaid	
6	Field	01/26/2023	01/26/2023	\$150.00	
9	Field	01/26/2023	01/26/2023	\$150.00	
13	Field	01/26/2023	01/26/2023	\$150.00	

- 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.
 - The most important Invoice details can be quickly reviewed here. 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.