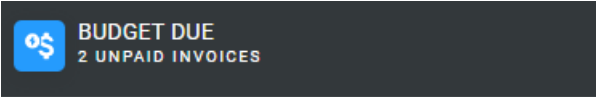


Budget Billing Amount Due Payment

Last Modified on 06/09/2026 10:52 am CDT

Budget Billing Amount Due payments give the ability to apply a Payment to Budget Billing Memo Invoices.

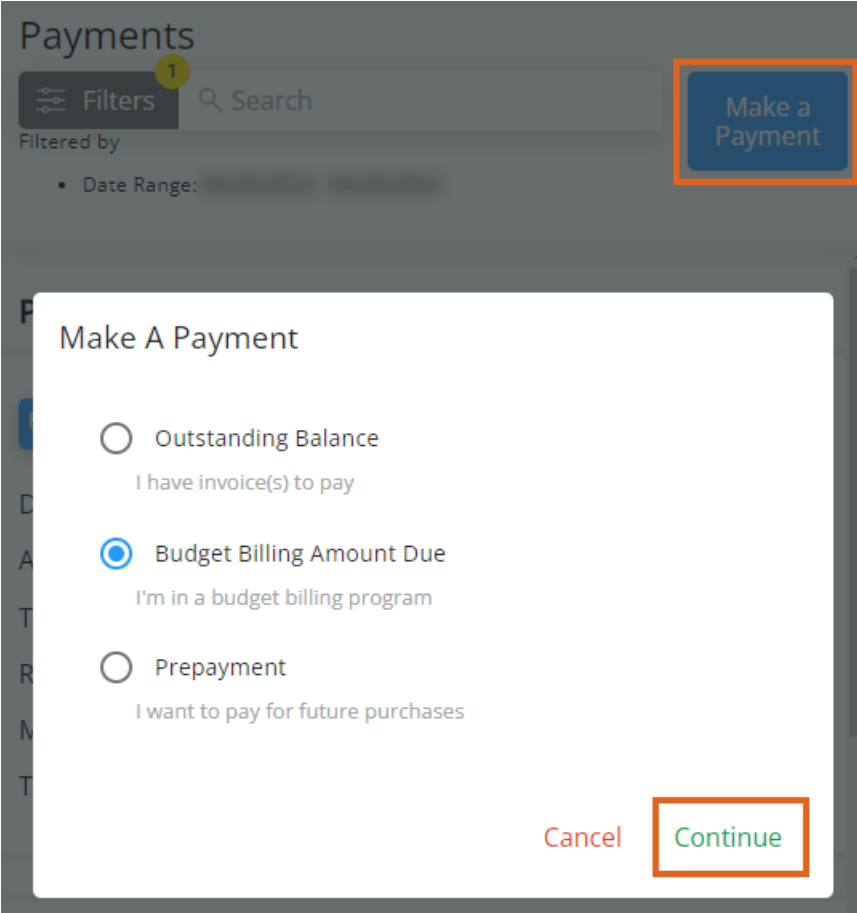
- 1. Initiate a Budget Billing Amount Due payment in one of two ways:
 - o Choose **View Budget Due** on the *Budget Due* card on the *Overview* page.



\$300.00

[View Budget Due](#)

- o Select **Make a Payment** at the top of the *Overview* or *Payments* screen, choose *Budget Billing Amount Due*, 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

Field	Invoiced Date	Due Date	Unpaid
30	10/31/2024	11/14/2024	\$150.00

Invoices Due After May 29, 2026

Field	Invoiced Date	Due Date	Unpaid
31	05/01/2026	06/15/2026	\$150.00

From here, choose to make a one-time Payment, or set up/manage Recurring Payments.

Make One-Time Payment

1. The *Budget Due* and *Budget Balance* amounts display at the top of the page for review. Select **Make One-time Payment**.

Make a payment

Budget Due	\$300.00
Budget Balance	\$300.00

[Make One-time Payment](#)

2. If there is more than one Invoice eligible for payment, select the checkbox for each Invoice to pay, then choose **Pay Selected Invoices**.

Remove Selections

<input checked="" type="checkbox"/>	30	Invoice Date 04/03/2026	Due Date 05/15/2026	Unpaid \$150.00
<input type="checkbox"/>	31	Invoice Date 05/01/2026	Due Date 06/15/2026	Unpaid \$150.00


1 Invoice Selected = \$150.00 [Pay Selected Invoices](#)

Complete the Payment

1. On the *Payment Information* page, review or add payment information. Select **Review Payment**.
Note: If the *Saved Payment Information* needs updated, **Delete** that information then re-enter.

[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](#)

Note: To remove a saved payment method, the **Delete** icon can be selected. However, if there are recurring payments set to use that method, they will be removed and message will display to **Cancel** or **Acknowledge and Delete**.

Delete Saved Payment Information

This will cancel your recurring payments linked to this payment method. Please set up new payments to avoid disruption in future payments.

[Cancel](#) [Acknowledge and Delete](#)

2. Review *Selected Invoices* (if applicable) and *Account Information*.
3. Optionally add any *Comments on Payment*, and verify *Contact Information*.
4. The *Payment Date* defaults to today, but can be changed if needed.

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*
5/29/2026 

5. Review the **Terms**. If paying via ACH, check the box agreeing to allow the ACH transaction to be processed. If using a credit card and a surcharge is being applied, check the *I acknowledge (%) surcharge* checkbox.
6. Once all information has been reviewed and is accurate, select **Submit Payment**. Avoid selecting the **Back** button or refreshing the browser while the payment is processed.

Submitting the Payment...

Please do not leave this page. Once your payment is processed, you will be automatically redirected back to the Payments page.

⚠ Using the back or refresh button could interrupt the payment process

Recurring Payments

1. To set up Recurring Payments, select **Setup Recurring Payment** on the right. Delays may occur if recurring payments are scheduled outside of business hours. Schedule in advance to ensure timely payment.

Note: Recurring payments will fail if there are no open Budget Memo Invoices for payment on the day of payment.

Recurring Payment

There's no recurring payment setup in this account.

[Setup Recurring Payment](#)

2. Enter details for the Recurring Payment.

Recurring Payment Information

Description Recurring Payment	Payment Amount Invoice Due	Start date 5/29/2026
Payment Date Select a Specific Date	On Date 4th	Number of Payments 9 Times
First Payment Date: 06/04/2026		Last Payment Date: 02/04/2027

- a. Enter a brief *Description* for this recurring payment. The *Payment Amount* defaults to the *Invoice Due* and cannot be modified.
- b. Choose a *Start Date* by selecting the **Calendar** icon, then choose the *Date of Each Month* the payment should be made. The *Payment Date* defaults once this is selected.
- c. Choose the *Number of Payments* to be made (*1 Time - 12 Times*). The *Last Payment Date* will display beneath this drop-down.
- d. For the *Recurring Payment Method*, choose to use *Saved Payment Information* or optionally choose *Bank Account* or *Credit* or *Debit Card* to enter new information. If entering new payment information, it will have to be saved for future scheduled transactions.

Recurring Payment Method

Saved Payment Information
 Bank Account
 Credit or Debit Card
There is a 2.00% Surcharge added to all credit card transactions.

Bank Account Information

! The payment information must be saved for future scheduled transactions.

3. Select **Review Recurring Payment** and make sure everything is correct. Choose the **Edit** icon to make any adjustments. Verify the *Email Address* is accurate, and optionally enter any *Comments*. Be sure to check both boxes, review the **Recurring Payment Terms**, then select **Submit**.

Note: The second checkbox is only for ACH payments.

Recurring Payment Information

Description	Payment Amount	Start Date	
Recurring Payment	Invoice Due	05/29/2026	
Payment Date	First Payment Date	Number of Payments	Last Payment Date
On 4th of Each Month	06/04/2026	9 Time(s)	02/04/2027

Bank Account Information

Bank Account # Ends in *****
Routing #

Contact Information

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

Email Address*

Comments on Payment

Comments (Optional)

0 / 100

I understand that the payment information will be saved for future scheduled transactions. (Required)
 By proceeding, I agree to allow the company to process ACH transaction(s) and confirm that I have read the terms below. (Required)

[Recurring Payment Terms](#)
[Cancel](#)
[Submit](#)

4. Once submitted, the payment will display on the *Recurring Payment* card on the *Budget Due Details* page. This payment can be canceled by selecting the **Delete** icon and choosing **Remove** on the confirmation window.

Recurring Payment

Recurring Payment


Invoice Due

On 06/04/2026




[Set up Recurring Payment](#)

Once Recurring Payments are enabled, the *Budget Due* card on the *Overview* page will show *Recurring payment enabled*.

 **BUDGET DUE**
2 UNPAID INVOICES

\$300.00

 Recurring payment enabled

[View Budget Due](#)