# Viewing and Making Grower360 Payments

Last Modified on 12/11/2025 7:42 am CST

Viewing Payments

A listing of all payments made toward the customer's account 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.
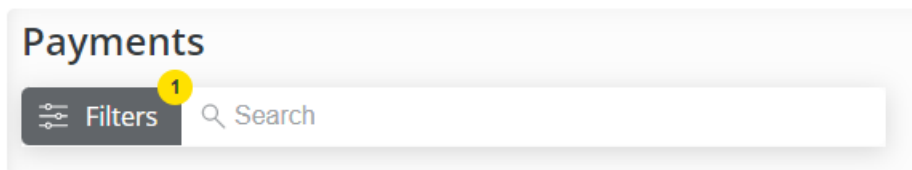

Filter the data further by using the *Date Range* filters to display results for payments with a payment date within the selected date range. The *Date Range* filter can be utilized in conjunction with the *Search* feature.

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.
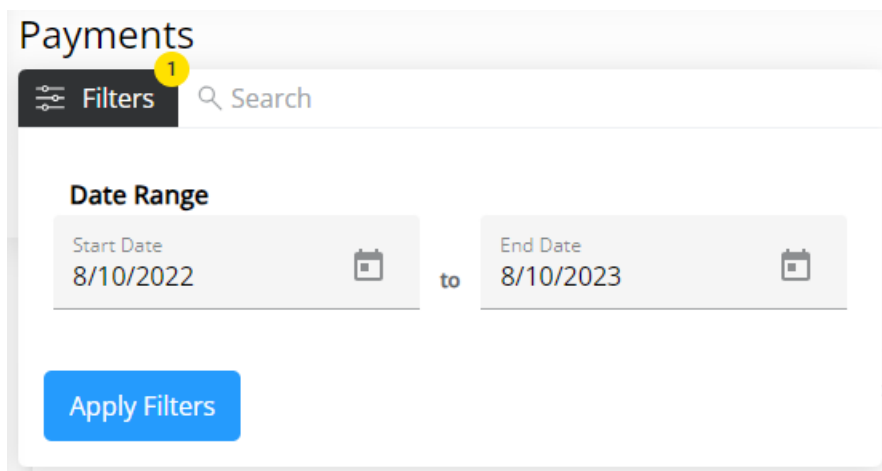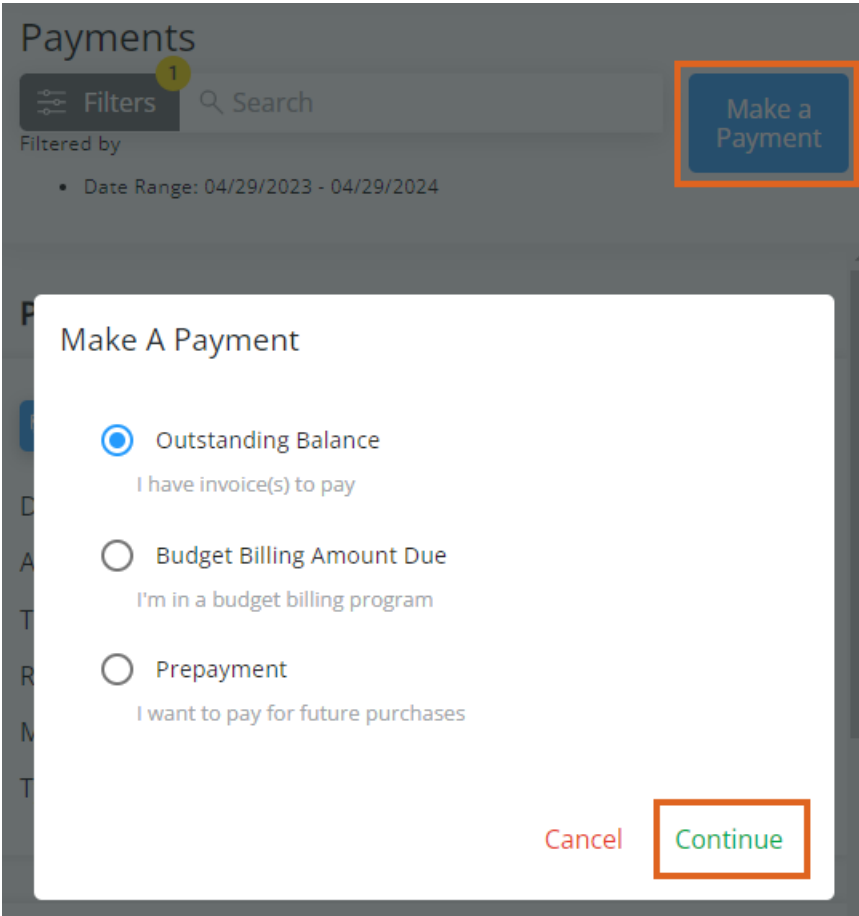

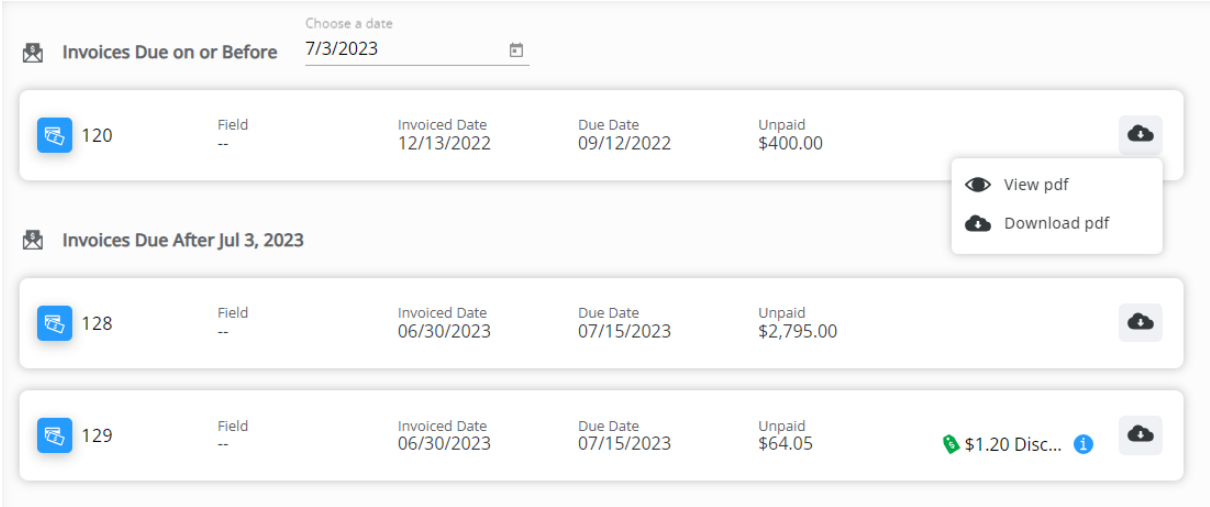The filters selected display below the **Filters** button.
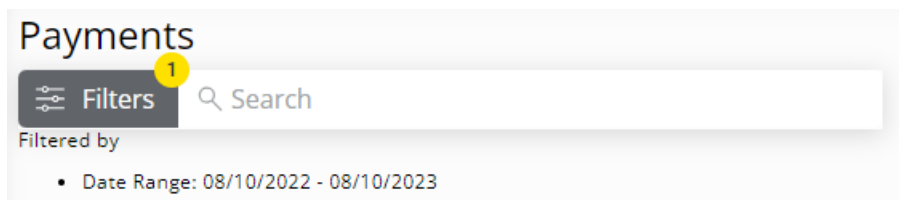
Make an Outstanding Balance Payment

1. Select **Make a Payment** at the top of the screen, choose *Outstanding 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.

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

BALANCE DUE BY MONTH

■ REGULAR

$3,259.05

July   August   September   October

November   December

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)
Net Due	**$2,009.05**
Scheduled Payments	**$0.00**

Choose Amount:

● Pay Statement Balance Statement balance $62.85 due by 07/31

○ Pay Off Balance   Pay full balance due $3,257.85

○ Select Invoices   Pay specific invoices

○ 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.

Note: Discount amounts will display when applicable.

- ○ **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**.

Note: The **Edit** icon can be selected to make any necessary changes to the saved payment method. 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**.

6. Review *Selected Invoices* (if applicable) and *Account Information*.

7. Optionally 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*
2/28/2024 📅

8. Verify the *Email Address* is correct and optionally add any *Comments*.

9. Review the *Payment Total* and, if paying via ACH, review the **Terms** and check the box agreeing to allow the ACH transaction to be processed.

Payment Total

Payment Subtotal	$64.05
Discounts	($1.20)
Total Payment Amount	$62.85

☑ By proceeding, I agree to allow the company to process ACH transaction(s) and confirm that I have read the terms below. (Required)

Terms

10. 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

11. 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 **Extend** 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

12. 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**.

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.

3. The *Budget Due* and *Budget Balance* amounts display at the top of the page for review. To make a one-time payment, select **Make One-time Payment**. To set up recurring payments, go to Step 11.

Make a payment

Budget Due	$900.00
Budget Balance	$259.75

Make One-time Payment

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

Overview ▶ **Balance Details** ▶ Select Invoices

Remove Selections

			Invoice Date	Due Date	Unpaid
☑	📧	3	Invoice Date 11/01/2020	Due Date 11/20/2020	Unpaid $150.00
☑	📧	5	Invoice Date 12/30/2021	Due Date 12/30/2022	Unpaid $150.00
☐	📧	6	Invoice Date 01/26/2023	Due Date 01/26/2023	Unpaid $150.00
☐	📧	9	Invoice Date 01/26/2023	Due Date 01/26/2023	Unpaid $150.00
☐	📧	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**.

Note: The **Edit** icon can be selected to make any necessary changes to the saved payment method. 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**.

6. Review *Selected Invoices* and *Account Information*.

7. Verify *Contact Information* and optionally add any *Comments.*

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

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

9. If paying via ACH, review the **Terms** and check the box agreeing to allow the ACH transaction to be processed.

10. 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

11. 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

   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.

Recurring Payment Information ℹ️

Description			Payment Amount	Start date
Recurring Payment			Invoice Due	9/1/2024 📅
		17 / 30		

Payment Date		Date		Number of Payments
Select a Specific Date	On	4th ▾	of Each Month	9 Times ▾
First Payment Date: 09/04/2024				Last Payment Date: 05/04/2025

   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.

Name on Account	Zip Code

Account Type ▾	Check Type ▾

Bank Account #	Routing #

e. Select **Review Recurring Payment** and make sure everything is correct. Choose the **Pencil** to make any adjustments. Verify the *Email Address* is accurate and optionally enter any *Comments*. Be sure to check both boxes and 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	09/01/2024	
Payment Date	First Payment Date	Number of Payments	Last Payment Date
On 4th of Each Month	09/04/2024	9 Time(s)	05/04/2025

Bank Account Information

Bank Account #   Ends in ******2468
Routing #   122000030

Contact Information

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

Email Address*
tommy.testerssi@gmail.com

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

f. 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 09/04/2024   🗑

Setup Recurring Payment

12. 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 **Extend** for an additional 15 minutes to complete 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

13. 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 Prepayment

1. Select **Make a Payment** at the top of the screen, choose *Prepayment*, then select **Continue**.
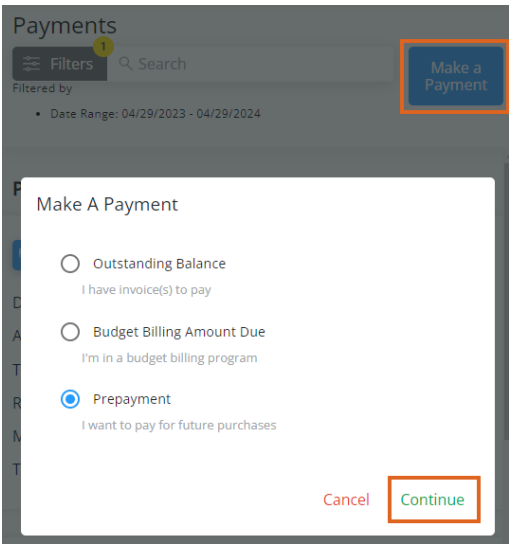
2. The *Prepay Balance* displays in the top left and *Paid Bookings* display in the bottom half of the screen. Select the **Expand** icon on a Booking line item to view additional details or the **Ellipsis** to view or download a PDF of the Booking.

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**. Discount amounts will display when applicable.

     Note: Bookings created from Grower Orders will not be available for selection in the list that displays.

Deselect All

			Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status			
☑	📘	67	Booking Date 07/03/2023	Start Date --	End Date --	Booked Total $450.00	Prepay Balance --	Status 🔴 Unpaid	🏷 $9.00 Discount	👁	⋯
☐	📘	66	Booking Date 06/12/2023	Start Date --	End Date --	Booked Total $225.00	Prepay Balance --	Status 🔴 Unpaid		👁	⋯
☐	📘	65	Booking Date 05/04/2023	Start Date --	End Date --	Booked Total --	Prepay Balance --	Status 🟡 Down Payment		👁	⋯

1 Booking Selected = $450.00   **Pay Selected Bookings**

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

Enter amount to prepay

Amount
$300.00

Payment Total = $300.00

Cancel   Next

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

Saved Payment Information

	Name on Account	Bank Account #	Routing #		
◉				✏	🗑

Cancel   **Review Payment**

╋ Enter New Payment Method

Terms

Note: The **Edit** icon can be selected to make any necessary changes to the saved payment method. 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

5. Review information here including *Selected Bookings/Prepay Amount, Account Information*, and *Contact Information*. Optionally add any *Comments*. If paying via ACH, review the **Terms** and check the box agreeing to allow the ACH transaction to be processed.


6. Optionally select the day for the payment to be made. Scheduled Payments will show as *Pending* in the Payments list. If needed, it can be cancelled by selecting the **Delete** icon.
   Note: Same-day payments cannot be cancelled after submitting.

7. 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

8. 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.

9. 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 **Extend** for an additional 15 minutes to complete 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

10. 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