

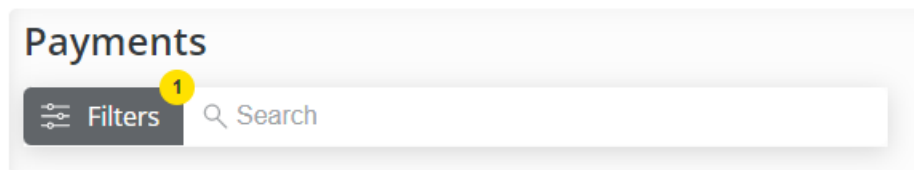
Viewing and Making Grower360 Payments

Last Modified on 04/29/2024 1:58 pm CDT

Viewing Payments

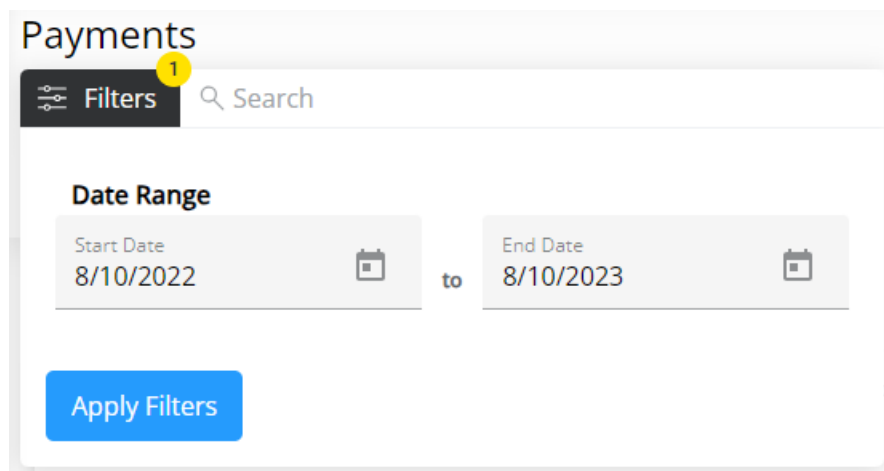
A listing of all payments made toward the customer's account can be viewed from the *Payments* menu. This includes both Regular Invoice payments and Prepay applied towards the account.

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.

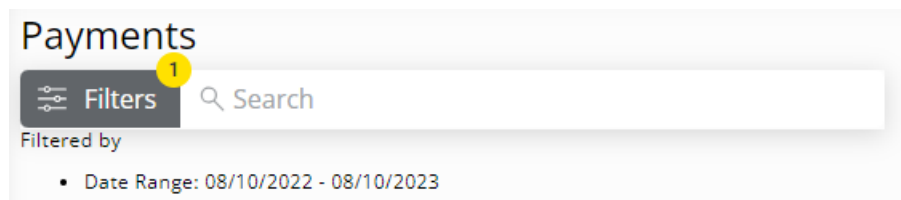


Filter the data further by using the *Date Range* filters to display results for payments with a payment date within the selected date range. The *Date Range* filter can be utilized in conjunction with the *Search* feature.

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.

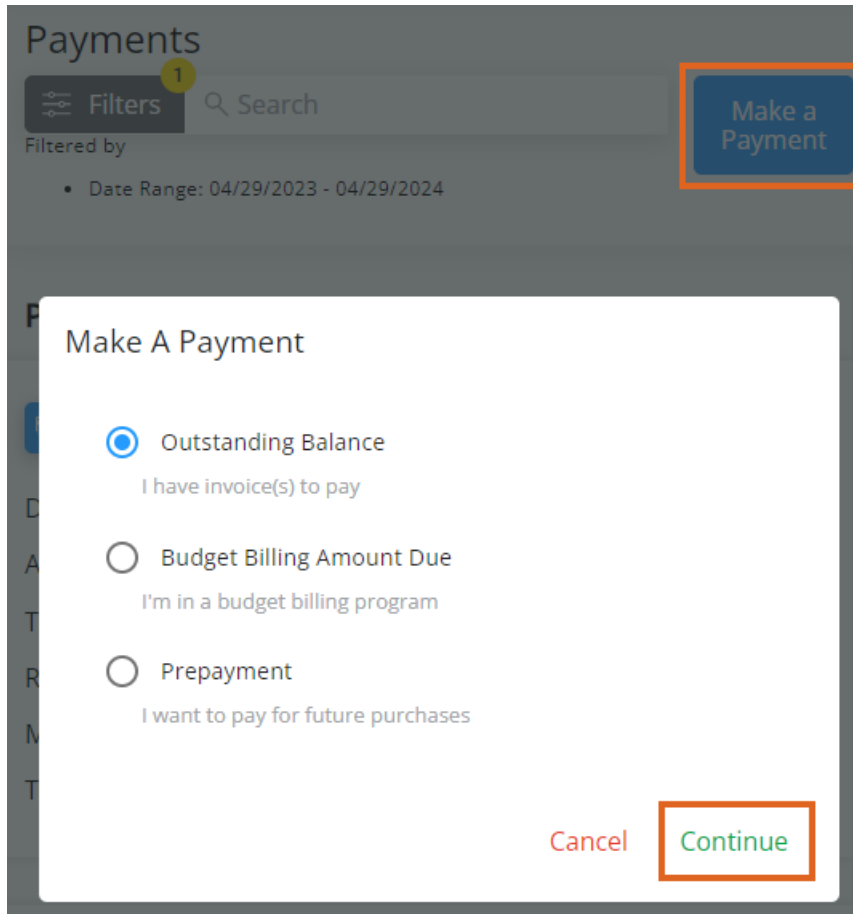


The filters selected display below the **Filters** button.



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.

The screenshot shows a table of invoices. The top section is titled 'Invoices Due on or Before' with a date selector set to '7/3/2023'. Below this is a table with columns for invoice number, field, invoiced date, due date, and unpaid amount. A context menu is open over the first row, showing 'View pdf' and 'Download pdf' options. The second section is titled 'Invoices Due After Jul 3, 2023' and contains two rows of invoice data.

Choose a date					
Invoices Due on or Before 7/3/2023					
120	Field --	Invoiced Date 12/13/2022	Due Date 09/12/2022	Unpaid \$400.00	[Download PDF]
[View PDF] [Download PDF]					
Invoices Due After Jul 3, 2023					
128	Field --	Invoiced Date 06/30/2023	Due Date 07/15/2023	Unpaid \$2,795.00	[Download PDF]
129	Field --	Invoiced Date 06/30/2023	Due Date 07/15/2023	Unpaid \$64.05	[Download PDF] [View PDF]

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



Legend for months: 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)
<hr/>	
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.

Field	Invoice Date	Due Date	Original	Unpaid	Status
<input checked="" type="checkbox"/> 129	06/30/2023	07/15/2023	\$64.05	\$64.05	Unpaid
<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

Name on Account Bank Account # Routing #

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*.

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. Once all information has been reviewed and is accurate, select **Submit Payment**.
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 **I'm Still Here** 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](#)

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

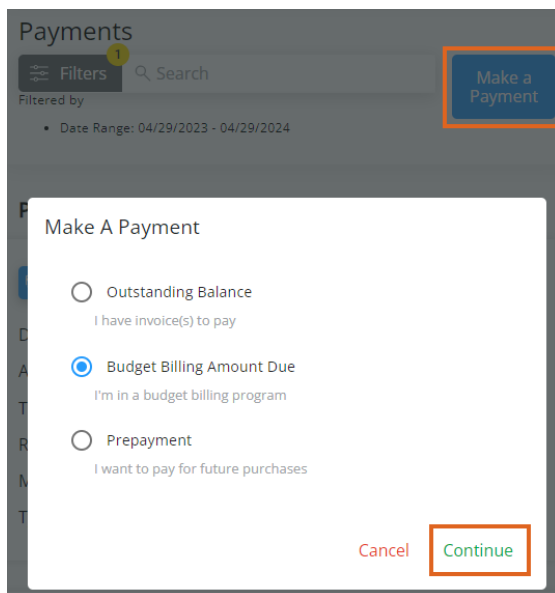
Your payment session has expired to prevent the possibility of unintended duplicate payments.

Your incomplete payment was canceled at **Fri Feb 16 2024 14:49:47 GMT-0600 (Central Standard Time)**.

[Go To Overview](#)

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.

Choose a date
2/15/2023

Invoices Due on or Before		Invoiced Date	Due Date	Unpaid		
<input type="checkbox"/>	3	Field	11/01/2020	11/20/2020	\$150.00	
<input type="checkbox"/>	5	Field	12/30/2021	12/30/2022	\$150.00	
<input type="checkbox"/>	6	Field	01/26/2023	01/26/2023	\$150.00	
<input type="checkbox"/>	9	Field	01/26/2023	01/26/2023	\$150.00	
<input type="checkbox"/>	13	Field	01/26/2023	01/26/2023	\$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*.

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 *

7/7/2023



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

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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

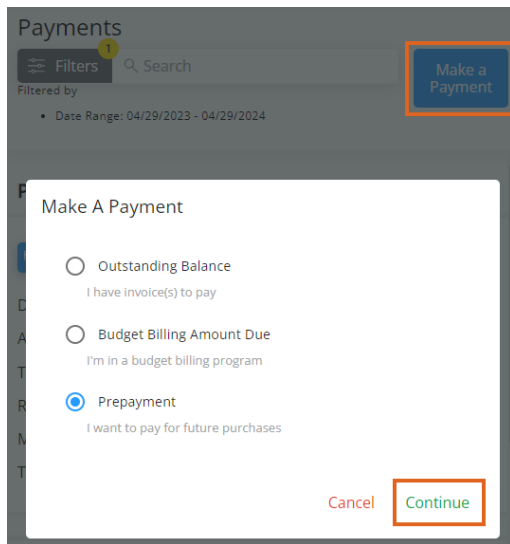
Your payment session has expired to prevent the possibility of unintended duplicate payments.

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[Go To Overview](#)

Make a Prepay Payment

1. 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

<input checked="" type="checkbox"/>	67	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status	\$9.00 Discount	
		07/03/2023	--	--	\$450.00	--	Unpaid		
<input type="checkbox"/>	66	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status		
		06/12/2023	--	--	\$225.00	--	Unpaid		
<input type="checkbox"/>	65	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status		
		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
\$300.00



Payment Total = \$300.00

[Cancel](#) [Next](#)

4. 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 07/03/2023	Start Date --	End Date --	Booked Total \$450.00	Prepay Balance --	Status ● Unpaid	\$9.00 Discount	
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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

Pending	Date Scheduled 07/22/2022	Payment \$500.00	Total Applied \$0.00	Reference # -	Method ACH	Type Regular	
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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 **Extend** for an additional 15 minutes to complete the payment.

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[Go To Overview](#) [Extend](#)

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.

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[Go To Overview](#)