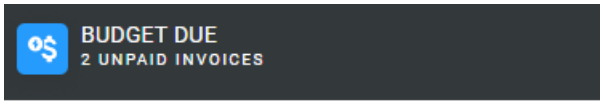
Budget Billing Amount Due Payment - Grower360

Last Modified on 10/21/2026 11:47 am CDT

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

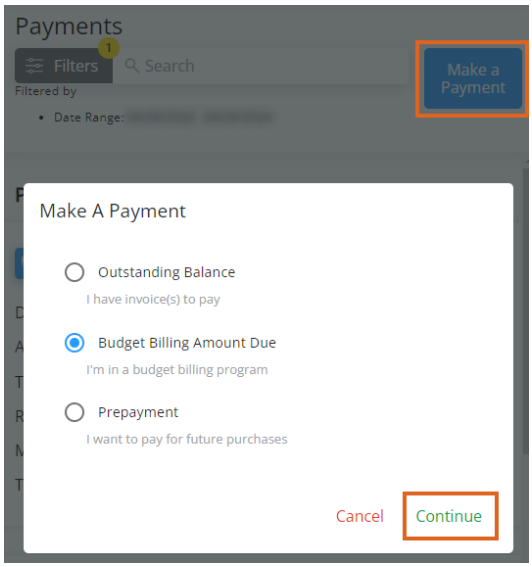
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1. Initiate a Budget Billing Amount Due payment in one of two ways:
   - Choose **View Budget Due** on the *Budget Due* card on the *Overview* page.

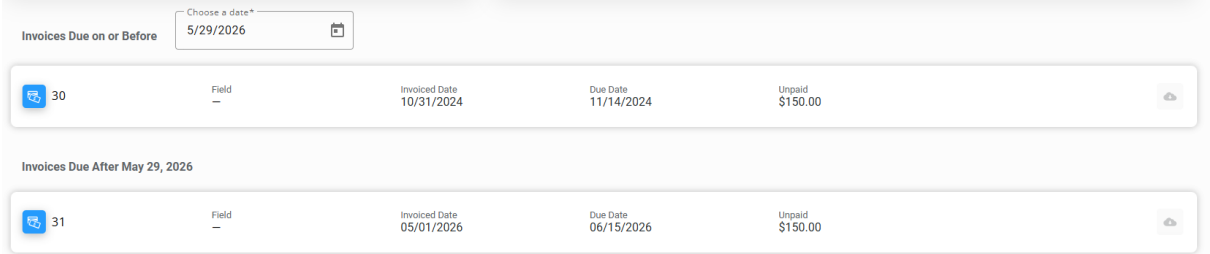




   - Select **Make a Payment** at the top of the *Overview* or *Payments* screen, choose *Budget Billing Amount Due*, then select **Continue**.



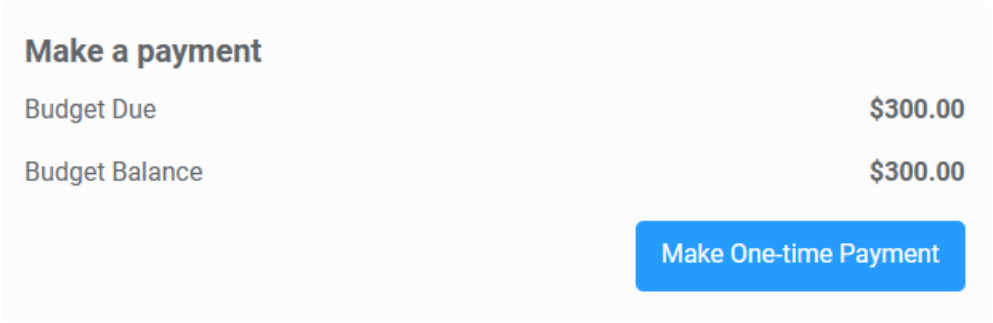
2. *Invoices Due on or Before* a selected date display with the option to view or download a PDF. *Invoices Due After* today's date display in the middle of the page.



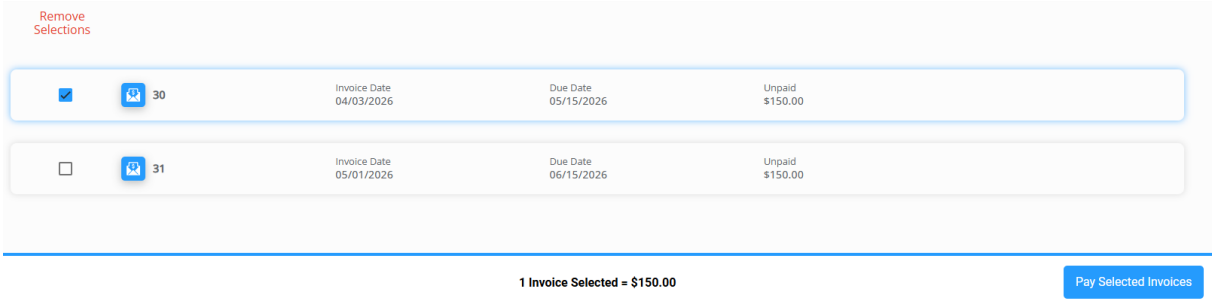
From here, choose to make a one-time Payment, or set up/manage Recurring Payments.

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**.



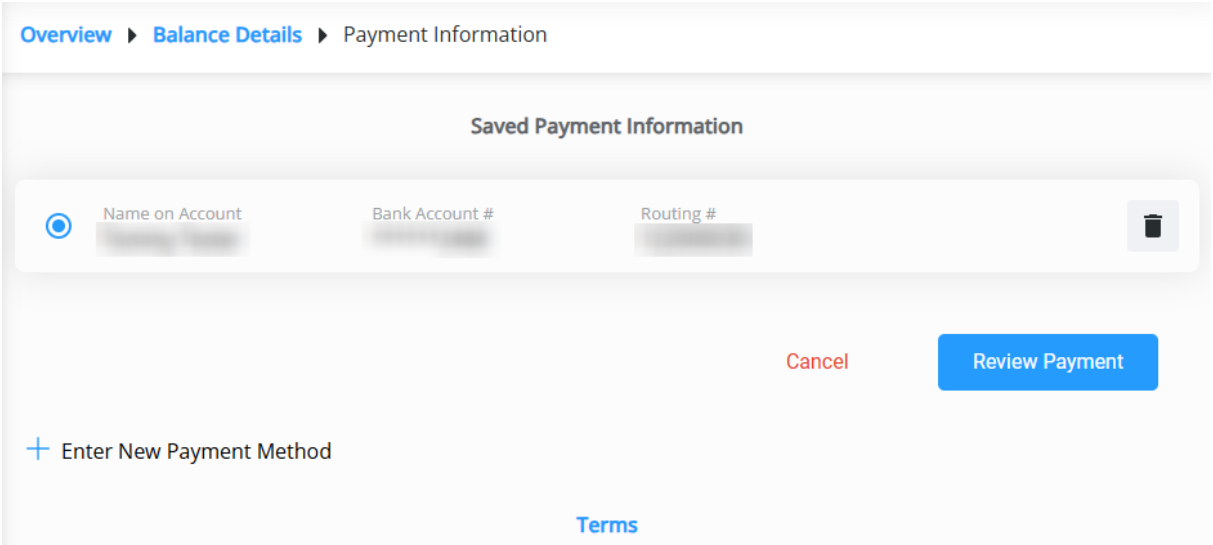
2. If there is more than one Invoice eligible for payment, select the checkbox for each Invoice to pay, then choose **Pay Selected Invoices**.



Complete the Payment

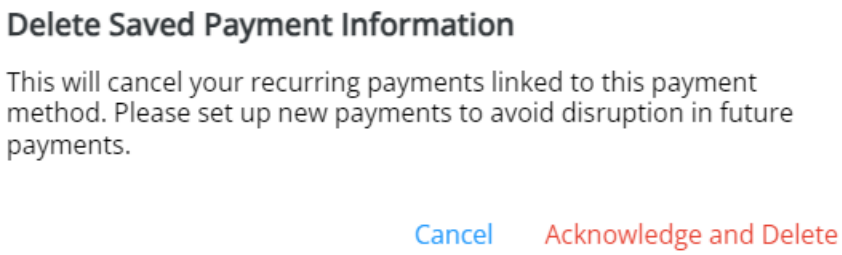
1. On the *Payment Information* page, review or add payment information. Select **Review Payment**.

   Note: If the *Saved Payment Information* needs updated, **Delete** that information then re-enter.



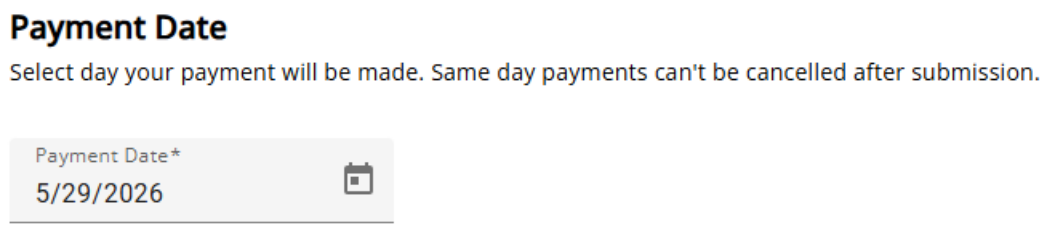
   Note: To remove a saved payment method, the **Delete** icon can be selected. However, if there are recurring payments set to use that method, they will be removed and message will display to **Cancel** or **Acknowledge**

and Delete.

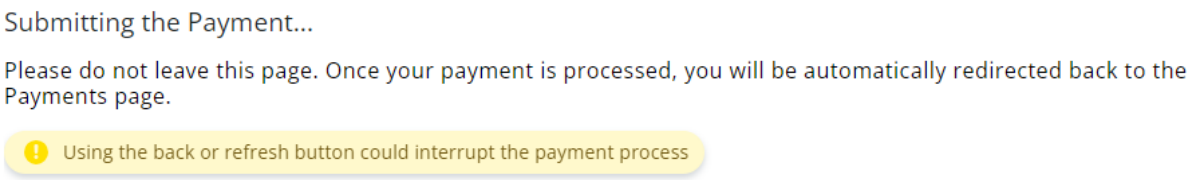


2. Review *Selected Invoices* (if applicable) and *Account Information*.
3. Optionally add any *Comments on Payment*, and verify *Contact Information*.
4. The *Payment Date* defaults to today, but can be changed if needed.

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



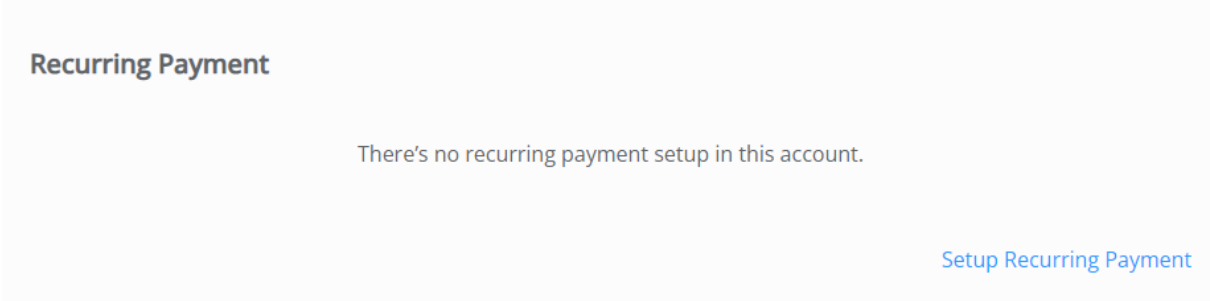
5. Review the **Terms**. If paying via ACH, check the box agreeing to allow the ACH transaction to be processed. If using a credit card and a surcharge is being applied, check the *I acknowledge (%) surcharge* checkbox.
6. Once all information has been reviewed and is accurate, select **Submit Payment**.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



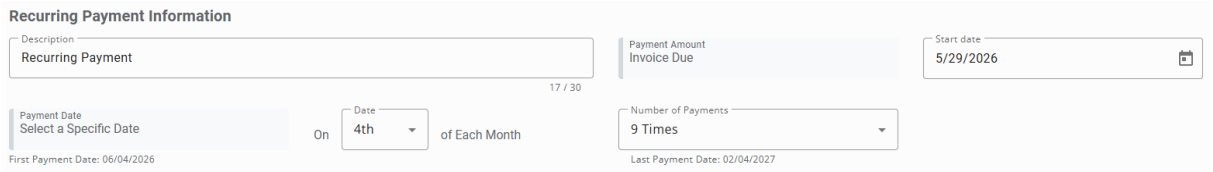
Recurring Payments

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.

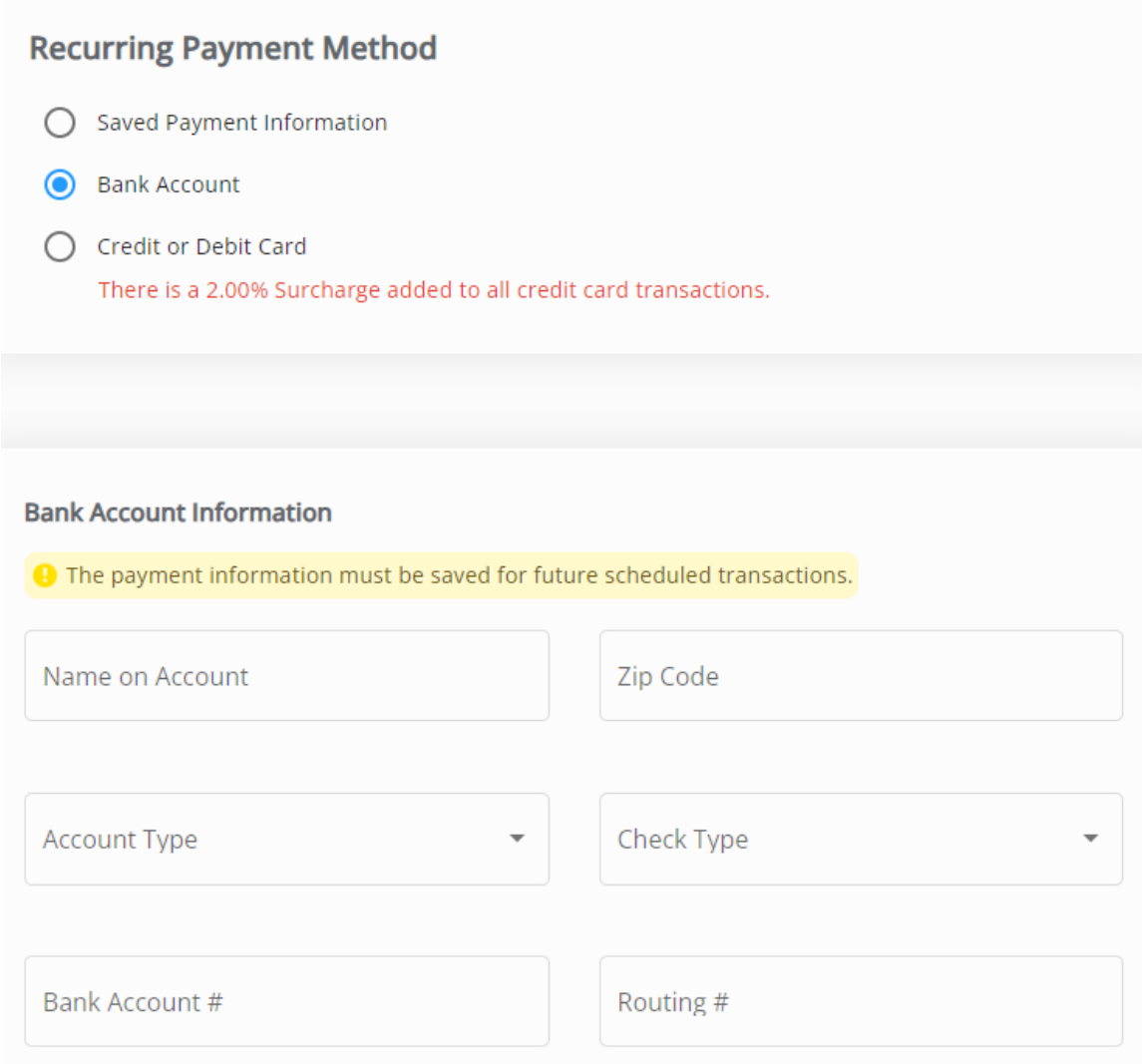
   Note: Recurring payments will fail if there are no open Budget Memo Invoices for payment on the day of payment.



2. Enter details for the Recurring Payment.



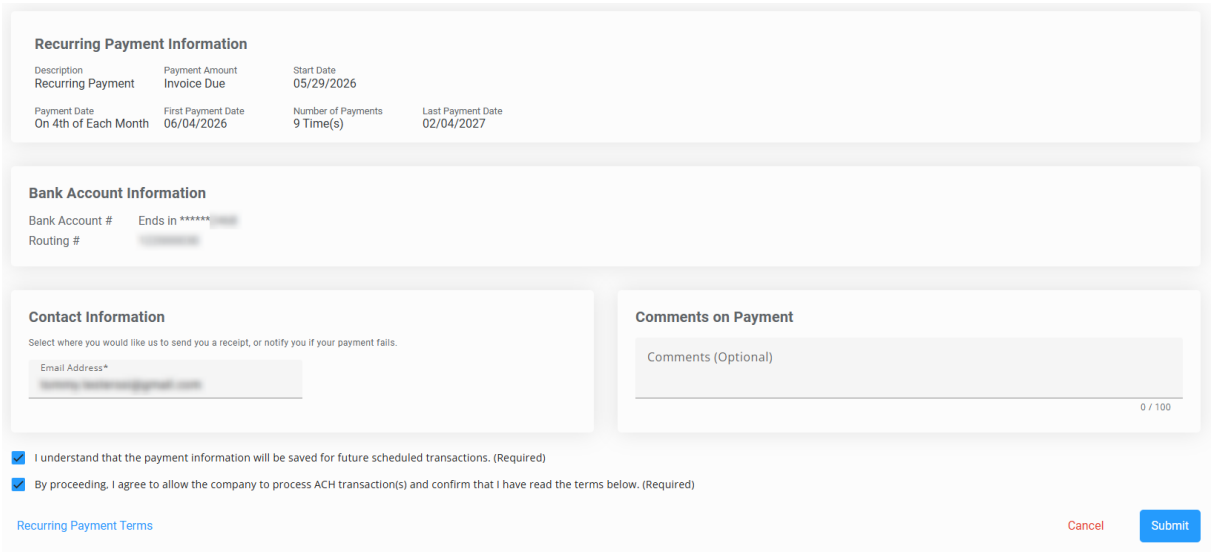
   a. Enter a brief *Description* for this recurring payment. The *Payment Amount* defaults to the *Invoice Due* and cannot be modified.
   b. Choose a *Start Date* by selecting the **Calendar** icon, then choose the *Date of Each Month* the payment should be made. The *Payment Date* defaults once this 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.
   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.



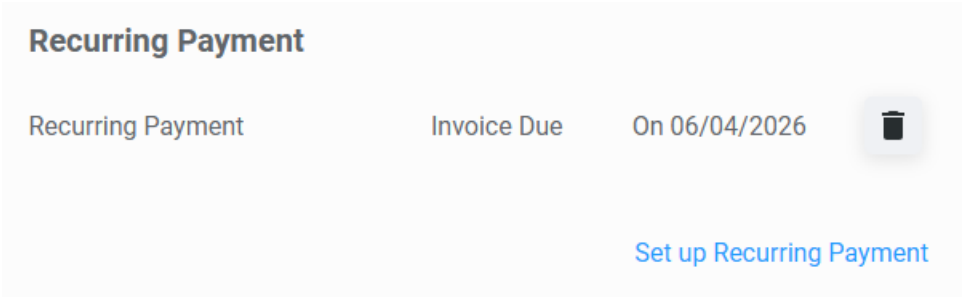
3. Select **Review Recurring Payment** and make sure everything is correct. Choose the **Edit** icon to make any

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.



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.



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

