

Heartland Online Payment Setup

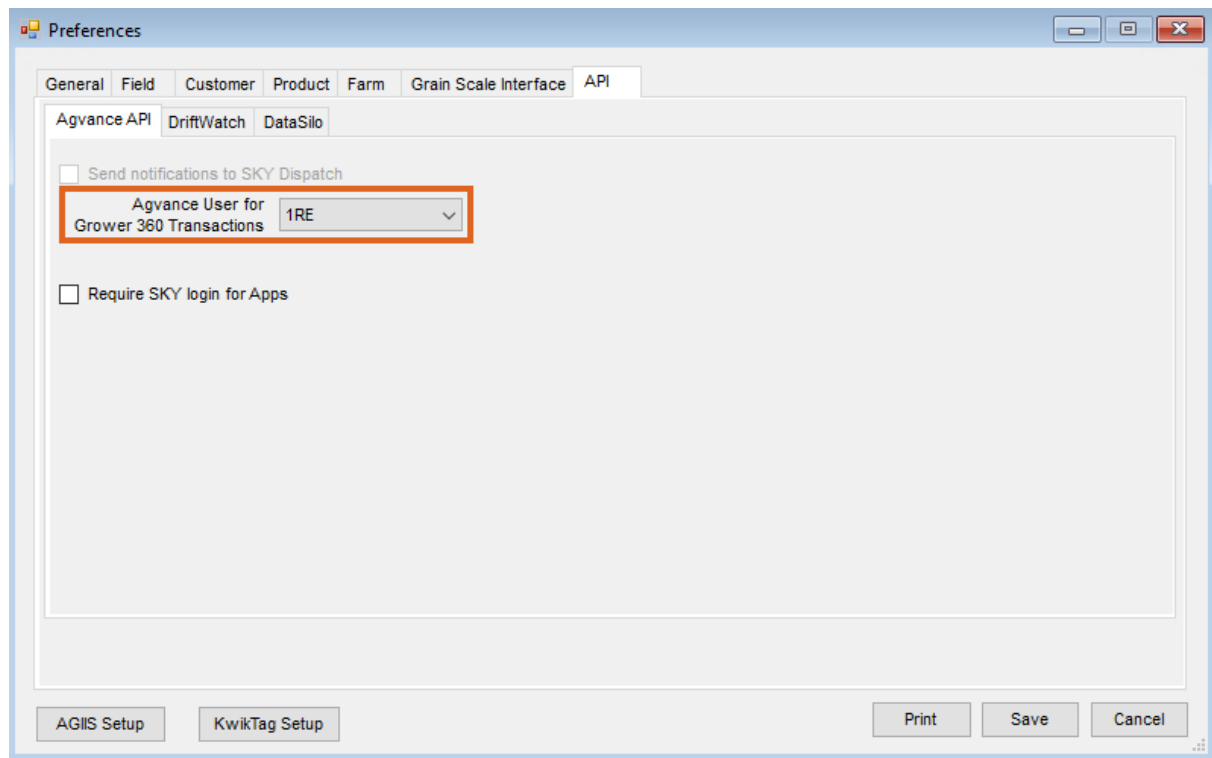
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Online credit card and ACH payments can be made by Growers in the Grower360 app. Setup is required in both Agvance and Agvance SKY before online credit card and/or ACH payments can be processed. A relationship with Heartland Payment Processing must also be established prior to setting up.

Agvance Setup

1. Go to the *API* tab at *Hub / Setup / Company Preferences*.
2. On the *Agvance API* tab, choose the Agvance User to be associated with transactions taken from Grower360.

Select **Save**.



The screenshot shows a software window titled "Preferences" with several tabs: General, Field, Customer, Product, Farm, Grain Scale Interface, and API. The API tab is active, and within it, the "Agvance API" sub-tab is selected. The main content area contains three settings: a checkbox for "Send notifications to SKY Dispatch" (unchecked), a dropdown menu for "Agvance User for Grower 360 Transactions" with "1RE" selected, and a checkbox for "Require SKY login for Apps" (unchecked). At the bottom of the window are buttons for "AGIS Setup", "KwikTag Setup", "Print", "Save", and "Cancel".

3. Go to *Accounting / Setup / A/R / Pay Methods* and choose **Add Row** to set up the Pay Method to be used on the online credit card payments. Select **OK**.

	Pay Method	Short Description	Long Description	<00MAIN>
1	Check	Check	Check	Undeposite
2	Cash	Cash	Cash	Undeposite
3	Credit Card	Credit Card	Credit Card	Credit Card
4	Debit Card	Debit Card	Debit Card	Credit Card
5	Adjustment	Adjustment	Adjustment	Clearing Ac
6	Farm Plan	JDF Multi-use	John Deere Fin...	Clearing Ac
7	AMEX	AMEX	AMEX	Credit Card
8	Visa	Visa	Visa	Credit Card
9	MasterCard	MasterCard	MasterCard	Credit Card
10	Discover	Discover	Discover	Credit Card
11	Budget DNU	Budget DNU	Budget DNU	Budget Billir
12	Cash Back	Cash Back	Cash Back	Undeposite
13	Gift Cert	Gift Cert	Gift Certificates	Gift Certifica
14	Financed Prod	Financed Prod	Financed Prod	Financed Pi
15	Respray	Respray	Respray	Respray Cle
16	ACH	ACH	G360 ACH Pay...	Undeposite

Note: The Pay Method can be set up using any name, *Short Description*, and *Long Description*. The GL Account for each location must be selected when setting up the new Pay Method. The Pay Method can be made inactive for locations not allowing online credit card payments by marking the *Inactive* checkbox on the *G/L Posting* tab of the Location profile at *Accounting / Setup / Locations*.

Agvance SKY Setup

1. Log into Agvance SKY, then select **Admin**.
2. Choose *Grower360* from the left navigation menu.
3. Choose **Explore** on the *Finance and Reports* card, then select **Setup** on the *Online Payments* card.
4. Select the form of payment to be accepted, then turn on the applicable payment types.

ACH Payments

Agvance

Net Due

Budget Due

Prepay

Heartland

Credit Card Payments

Heartland

Net Due

Budget Due

Prepay

Note: *Agvance* or *Heartland* can be chosen under [ACH Payments](#) and can be used with *Heartland Credit Card Payments*.

5. Select **Add Heartland API Key** to enter the Heartland API Keys.

Heartland

Company-Wide Key



[Add Heartland API Key](#)

- **Select Key Type** – Choose *Company-Wide Key* to enter a single key to be used for every Location OR select a specific Location to set up individual keys for separate Locations.
- **Public API Key** – This must be obtained from Heartland.
- **Private API Key** – This must be obtained from Heartland.

Heartland

Select Key Type

Company-Wide Key

Public API Key

Private API Key

Cancel Save

Note: When obtaining keys from Heartland, ensure the keys being copied are the *Production Keys*. Select **Show Public Key** and **Show Secret Key** to copy and paste the appropriate keys.

Developer Portal

API Keys Account

Keys and Credentials

Access your account information and API keys here.

Sandbox Keys

Use these keys to develop and test your application. Note: If you are building a card present integration you may need some additional credentials (username, password, url, locale & deviceID).

Public Key

Secret Key

Production Keys

Production keys are needed to process live transactions.

Website	MID	Show Public Key Show Secret Key
Website	MID	Show Public Key Show Secret Key
Website	MID	Show Public Key Show Secret Key
Website	MID	Show Public Key Show Secret Key
Website	MID	Show Public Key Show Secret Key

6. Select **Save**.

Note: API Keys for Heartland will not be visible after being entered for security purposes. If edits or changes to the key need to be made, delete the original key and select the + icon to re-enter the information.

7. From the *Credit Card Pay Method* drop-down, select the pay method set up in Agvance for Heartland credit card payments.

8. Optionally, select a pay method from the *Surcharge Pay Method* drop-down. This option is required for

surcharging credit card payments.

Note: Best practice is to select a method different than the credit card pay method to more easily identify surcharges on the Agvance Payment Register.

Online Pay Method
ACH

Required for Online Payments

Credit Card Pay Method
Credit Card

Required for Credit Card Payments

Surcharge Pay Method
Surcharge

Required for Surcharging Credit Card Payments

9. Enter a transaction limit for credit card transactions in the (\$) *Transaction Limit* field. This is an optional setting that will stop single credit card transactions exceeding the specified limit. If not using transaction limits, enter 0.

(*\$*) Transaction Limit
\$5,000.00

10. Enter a surcharge percentage for transactions in the (%) *surcharge* field. This is an optional setting that will automatically apply the specified surcharge amount to all credit card transactions. The amount entered here must follow individual state guidelines for surcharging payments and cannot exceed 4%. If not using surcharges, enter 0. See the *Heartland Surcharge Calculations* tab for more information.

Name of Fee
Surcharge

Set the display name of the fee in Grower 360

(%) Surcharge
2

Must follow State guidelines for Surcharging Payments

11. Enter payment term verbiage in the *Add Payment Terms* field. This is required for credit card payments and will be visible to the customer during the credit card payment process.

Required for Credit Card Payments

Must comply with the rules set forth by the respective national payment authorities (NACHA in the USA and Payments Canada in Canada)

Payment Terms *

By submitting a payment, I authorize my bank to debit my specified account for the amount of my payment. This is a one-time payment which will occur on the next business day or as soon as practical thereafter. If my payment cannot be completed for any reason, including insufficient funds or error in the information which I submitted, I will retain the same liability, which is my sole responsibility, for payment as though I had not attempted to make the payment. I also understand that additional fees and penalties may be collected to the extent of applicable law.

12. When all the necessary credit card options are selected, choose **Save New Settings**.

If accepting ACH payments through Grower360, that authorization language for the ACH should be included here to display to the customer from the *Payments* screen in Grower360. See the following as an example:

By submitting a payment, I authorize my bank to debit my specified account for the amount of my payment. This is a one-time payment which will occur on the next business day or as soon as practical thereafter.

If my payment cannot be completed for any reason, including insufficient funds or error in the information which I submitted, I will retain the same liability, which is my sole responsibility, for payment as though I had not attempted to make the payment. I also understand that additional fees and penalties may be collected to the extent of applicable law.

This exact language does not have to be used, but similar terms must be spelled out for customers to access from Grower360.

Heartland Surcharge Calculations

The amount received from Heartland will not exactly match the amount taken from the Customer's credit card payment.

When accepting credit card payments through Grower360 and choosing to implement a surcharge of 3% (as an example), the amount received from Heartland will not exactly match the amount taken from the Customer's credit card payment because Heartland charges the 3% fee on the total amount collected from the Customer as well as a \$0.15 fee per transaction.

Amount Charged to Customer's Credit Card = Invoices - Discount Amount + Surcharge

Heartland surcharges the amount charged to the Customer's card.

This means an additional 3% of the amount of the surcharge being charged will be paid plus the transaction fee.

Example

The Customer's Invoice total after the discount was applied totaled \$3,741.13. The 3% surcharge came to \$112.23. The additional amount expected to pay Heartland would be as follows:

$$3\% * 112.23 = 3.37$$

$$3.37 + 0.15 = 3.52$$