

Grower360 ACH Payment Setup

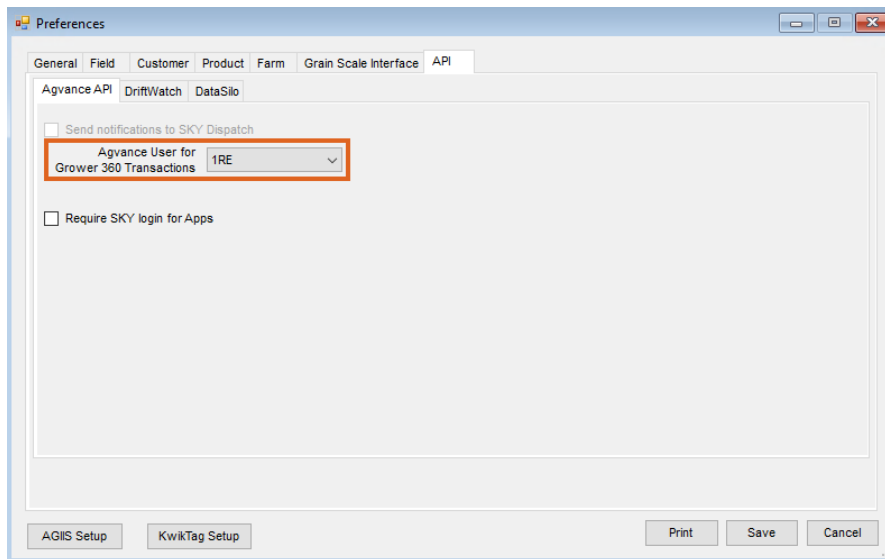
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Online ACH Payments can be made by growers in the Grower360 app. Setup is required in both Agvance and Agvance SKY before online payments can be processed.

Agvance Setup

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

Select **Save**.



3. At *Accounting / File / Customers*, choose the customer to set up for Grower360 payments. Select **Edit**.
4. On the *Miscellaneous Info* tab of the customer profile, enter the customer's *ACH Routing#*, *Bank Account#*, and *Account Type*. Select **Save**.

Note: Growers can now enter ACH information within Grower360 and will be saved here. Collecting this information beforehand is not required.

Billing Information
 Sales Taxable
 Sales Tax Rate 999
 <State Code>
 <Adj Code>
 Tax Exemption Reason (None)
 Expiration Date
 Tax Exempt ID
 Default Terms (None)
 Extra Charges

Print Statement
 Yes
 No
 If 30 days Past Due
 Print \$ per acre on invoice

Print Budget Statement
 Yes
 No
 Health ID

Company Name to Print on Form 1099
 (Leave blank to print the Customer name from Profile)

 Print \$ per acre on invoice

Payment to ACH Account Information
 ACH Routing# 123456789
 Bank Account# 9999999
 Account Type Checking

	Account Type	Account #	Postal Code
1			
2			
3			
4			
5			

Bank Accounts

Influences Tech Lic #s State Permits Contacts Addresses Save Cancel

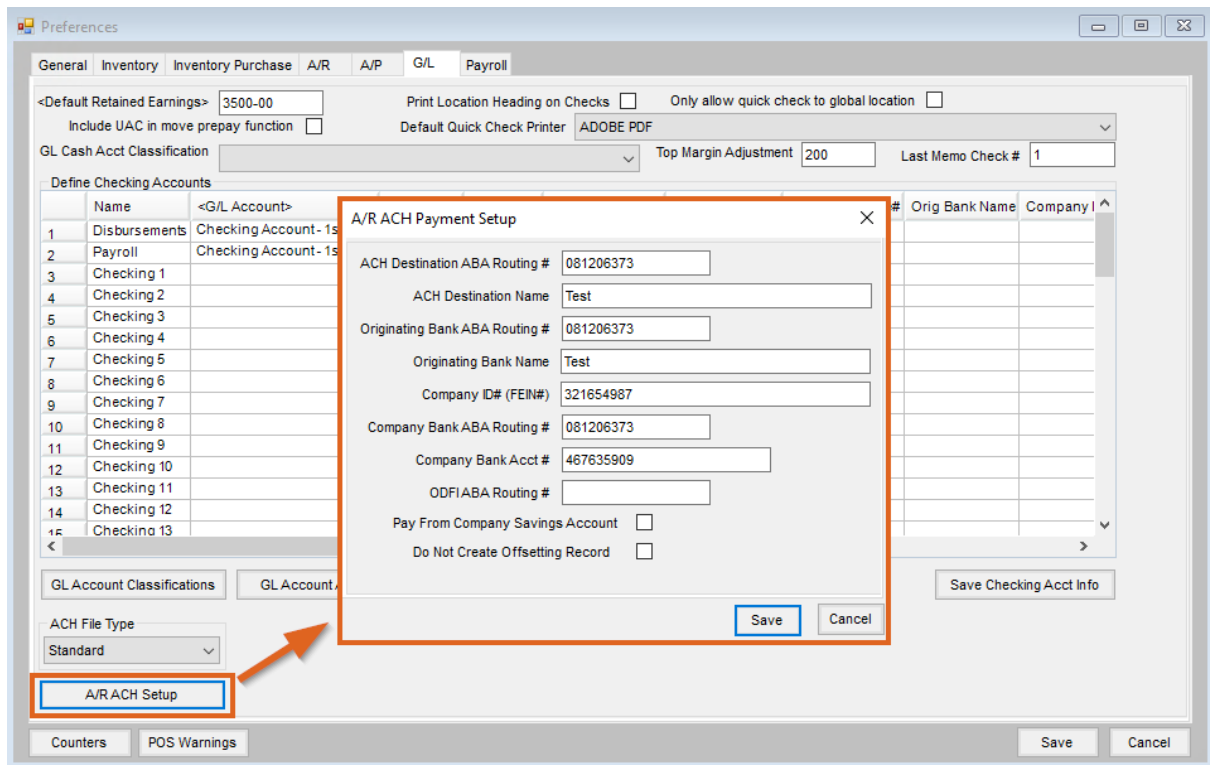
- Go to *Accounting / Setup / A/R / Pay Methods* and choose **Add Row** to set up the Pay Method to be used on the online ACH payments. Select **OK**.

	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

Add Row OK Cancel

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 ACH payments by marking the *Inactive* checkbox on the *G/L Posting* tab of the Location profile at *Accounting / Setup / Locations*.

- At *Accounting / Setup / Preferences / G/L*, select **A/R ACH Setup** to enter the ACH Payment Setup information. This must be completed in order to create ACH files. Select **Save**.



Agvance SKY Setup

1. Log in to Agvance SKY, then select **Admin**.



Admin

Manage settings for
your company!

2. Choose *Grower360* from the left navigation menu.
3. Select **Setup** on the *Online Payments* card.



Online Payments

Setup and preferences for making online
payments in Grower 360.

SETUP

4. Toggle the *ACH Payments* option to *On* and select the Payment Method (set up in Step 5 of the *Agvance Setup* tab) under *Payments Setup*. This is the Payment Method that will be used for all online ACH payments.

ACH Payments

- Agvance
 - Net Due
 - Budget Due
 - Prepay
- Heartland

Credit Card Payments

- Heartland
 - Net Due
 - Budget Due
 - Prepay

Payments Setup

Set up how payments in Grower 360 will be posted

Online Pay Method

ACH

Required for Online Payments

Generating ACH Files in Agvance

When an ACH payment is successfully saved in Grower360, the payment displays as a Payment on Account at *Accounting / A/R / Payments*. These payments should be processed as an ACH file and sent to the bank on a regular basis.

The screenshot shows a window titled "Select a Payment on Account" with a grid of payment records. The grid has columns for Pay Number, Date, Cust ID, Status, User ID, User Name, Void Reason, and Void User ID. Two rows are highlighted with a red border: 116 and 117, both dated 08/10/2023, with Cust ID 999999, Status 1RE, and User Name Robert Ellis.

Pay Number	Date	Cust ID	Status	User ID	User Name	Void Reason	Void User ID
116	08/10/2023	999999	1RE		Robert Ellis		
117	08/10/2023	999999	1RE		Robert Ellis		

Payment Filter

Payment # Date 08/10/2023 Month 12 POA#

Location 00MAIN <Customer>

Buttons: Add, Edit, Void, Reverse, Cancel, Reprint, Print Options, Apply

1. Go to *Accounting / A/R / ACH Payments / Web - ACH Payments*
2. Select a **Start** and **End** date for the *Payment date range*, *Withdrawal date*, and *Pay Method*. The *Pay Method* selected should be the same *Payment Method* set in the Grower360 Admin area.
3. Select **Load**. Payments submitted via Grower360 will display in the grid.

ACH

Payment on Accounts Web - ACH Payments

Payment date range

Start 08/10/2023 Withdrawal date 08/10/2023

End 08/10/2023 Pay Method ACH Load

		POA Date	POA Number	POA Location	Cust ID	Cust Last Name	POA Amount	Journal Entry Number	Payment Type
1	<input checked="" type="checkbox"/>	08/10/20...	116	00MAIN	999999	Tester	64.05	11437	R
2	<input checked="" type="checkbox"/>	08/10/20...	117	00MAIN	999999	Tester	400.00	11438	R

Tag All Untag All

Export Path ACHWebPayments

Export File y:\ACH_Files\ Unmark as Transferred Export Cancel

4. Enter the *Export Path* (the desired file name) and select the *Export File* (the path to the folder where the file will be saved).

Note: Any existing file with the same name as the *Export Path* name will be overwritten when **Export** is selected. If multiple exports are being created in the same day, it is recommended to enter a new *Export Path* name for each export.

5. Choose **Export**. This creates an ACH file that can be submitted to the bank.