## Grower360 ACH Payment Setup

Last Modified on 05/14/2025 10:40 am CDT

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.

|               |                  |             |      |                 |           |   |  |  | - | × |
|---------------|------------------|-------------|------|-----------------|-----------|---|--|--|---|---|
| General Field | Customer         | Product     | Farm | Grain Scale Int | terface A | 2 |  |  |   |   |
| Agvance API   | DriftWatch       | DataSilo    |      |                 |           |   |  |  |   |   |
| Send noti     | ifications to Sł | (Y Dispatcl | h    |                 |           |   |  |  |   |   |
| Ag            | vance User fo    | r 1RE       |      | ~               |           |   |  |  |   |   |
| Grower 36     | 0 Transaction:   | s           |      |                 |           |   |  |  |   |   |
| Require S     | KY login for A   | Inns        |      |                 |           |   |  |  |   |   |
| C Require 5   | art iogili 101 A | vhha        |      |                 |           |   |  |  |   |   |
|               |                  |             |      |                 |           |   |  |  |   |   |
|               |                  |             |      |                 |           |   |  |  |   |   |
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|               |                  |             |      |                 |           |   |  |  |   |   |
|               |                  |             |      |                 |           |   |  |  |   |   |
|               |                  |             |      |                 |           |   |  |  |   |   |
|               |                  |             |      |                 |           |   |  |  |   |   |
|               |                  |             |      |                 |           |   |  |  |   |   |
|               |                  |             |      |                 |           |   |  |  |   |   |
|               |                  |             |      |                 |           |   |  |  |   |   |
|               |                  |             |      |                 |           |   |  |  |   |   |

- 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.

| me monthy balances credit            | macci                  | incous into  | ACLIVILY | CRM   | Grain informat                                   | 1011                               |                              |       |   |   |
|--------------------------------------|------------------------|--------------|----------|-------|--|------------------------------------|------------------------------|-------|---|---|
| Billing Information<br>Sales Taxable | Print Statement<br>Yes |              |          |       | Company Name to<br>(Leave blank to p             | o Print on Form<br>rint the Custor | n 1099<br>ner name from Prof | file) |   | _ |
| Sales Tax Rate 999                   | 0                      | 0            |          |       |  |                                    |                              |       |   |   |
| <state code=""></state>              | 0 1                    | 30 days Past | t Due    |       | Print \$ per ac                                  | re on invoice                      |                              |       |   |   |
| <adj code=""></adj>                  | Drint                  | Rudget State | mont     | E     | Daymont to ACH                                   |                                    | mation                       |       |   |   |
| Tax Exemption Reason                 |                        | Dudget State | ment     |       | Payment to Ach                                   | Account inton                      | mation                       |       |   |   |
| (None) V                             | ΨY                     | es           |          |       | ACH Routing#                                     | 123456789                          |                              |       |   |   |
| Expiration Data                      | O No<br>Health ID      |              |          |       | Bank Account# 9999999<br>Account Type Checking ~ |                                    |                              |       |   |   |
|                                      |                        |              |          |       |  |                                    |                              |       |   |   |
| Tax Exempt ID                        |                        |              | - (      |       | (  |                                    |                              |       |   |   |
|                                      |                        | AccountTy    | pe Accou | unt # | Postal Code                                      |                                    |                              |       | ^ |   |
| Default Terms                        | 1                      |              | $\sim$   |       |  |                                    |                              |       |   |   |
| (None)                               | 2                      |              | $\sim$   |       |  |                                    |                              |       |   |   |
| (nono) v                             | 3                      |              | $\sim$   |       |  |                                    |                              |       |   |   |
| Extra Charges                        | 4                      |              | ~        |       |  |                                    |                              |       |   |   |
|                                      | 5                      |              | ~        |       |  |                                    |                              |       | ¥ |   |
| Bank Accounts                        |                        |              |          |       |  |                                    |                              |       |   |   |

5. 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             | Undepos     |
| 2    | Cash          | Cash              | Cash              | Undepos     |
| 3    | Credit Card   | Credit Card       | Credit Card       | CreditCa    |
| 4    | Debit Card    | Debit Card        | Debit Card        | Credit Ca   |
| 5    | Adjustment    | Adjustment        | Adjustment        | Clearing    |
| 6    | Farm Plan     | JDF Multi-use     | John Deere Fin    | Clearing    |
| 7    | AMEX          | AMEX              | AMEX              | CreditCa    |
| 8    | Visa          | Visa              | Visa              | Credit Ca   |
| 9    | MasterCard    | MasterCard        | MasterCard        | CreditCa    |
| 10   | Discover      | Discover          | Discover          | CreditCa    |
| 11   | Budget DNU    | Budget DNU        | Budget DNU        | Budget B    |
| 12   | Cash Back     | Cash Back         | Cash Back         | Undepos     |
| 13   | Gift Cert     | Gift Cert         | Gift Certificates | Gift Certif |
| 14   | Financed Prod | Financed Prod     | Financed Prod     | Financed    |
| 15   | Respray       | Respray           | Respray           | Respray     |
| 16 为 | ACH           | ACH               | G360 ACH Pay      | Undepos     |
| <    |               |                   |                   |             |

**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.

| enera<br>)efau<br>In | al Inventory Inv<br>It Retained Earning<br>clude UAC in move | ventory Purchase A/R<br>gs> 3500-00<br>e prepay function | A/P G/L Payroll Print Location Heading or Default Quick Check Printe | Checks Only allow quick chec<br>r ADOBE PDF | k to global loca | tion 🗌            | ~            |
|----------------------|--|--|--|---|------------------|-------------------|--------------|
| Defin                | ie Checking Accou  | unts   |  |   | 200              | Last Memo Check # | 1            |
|                      | Name   | <g account="" l=""></g>                                  | · · · · · · · · · · · · · · · · · · ·                                | 4   |                  | # Orig Bank Name  | Company      |
|                      | Disbursements  | Checking Account- 1s                                     | A/R ACH Payment Setup  |   | ×                |                   |              |
|                      | Payroll  | Checking Account- 1s                                     |  |   |                  |                   |              |
| <u> </u>             | Checking 1   |  | ACH Destination ABA Routing #  | 081206373                                   |                  |                   |              |
|                      | Checking 2   |  | ACH Destination Name   | Test  |                  |                   |              |
|                      | Checking 3   |  | Acri Destination Name  |   |                  |                   |              |
|                      | Checking 4   |  | Originating Bank ABA Routing #                                       | 081206373                                   |                  |                   |              |
| ,                    | Checking 5   |  | Originating Bank Name  | Test  |                  |                   |              |
|                      | Checking 6   |  | Originating bank Name  |   |                  |                   |              |
|                      | Checking 7   |  | Company ID# (FEIN#)  | 321654987                                   |                  |                   |              |
| 0                    | Checking 8   |  | Company Bank ABA Pouting #   | 081206373                                   |                  |                   |              |
| 14                   | Checking 9   |  | company bank AbA Routing #   | 0012003/3                                   |                  |                   |              |
| 12                   | Checking 10  |  | Company Bank Acct #  | 467635909                                   |                  |                   |              |
| 3                    | Checking 11  |  | ODELABA Bouting #  |   |                  |                   |              |
| 14                   | Checking 12  |  | ODFIABA Routing #  |   |                  |                   |              |
| 5                    | Checking 13  |  | Pay From Company Saving  | Account                                     |                  |                   | ¥            |
| 6                    |  |  | Do Not Create Offsetting   | Record                                      |                  |                   | >            |
| GL A                 | ccount Classificat   | ions GL Account  |  |   |                  | Save Check        | ng Acct Info |
| ACH                  | File Type  | × 1  |  | Save  | Cancel           |                   |              |
| ordino               | A/R ACH Setup  |  |  |   |                  |                   |              |

## Agvance SKY Setup

- 1. Log in to 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. 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               |  |
| O Heartland          |  |
| Credit Card Payments |  |
| Net Due              | Payments Setun                                   |
| Budget Due           | Set up how payments in Grower 360 will be posted |
| Prepay               | 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.

| Select a Pay   | ment on Acco              | ount      |   |           |              |             |              |   |               |
|--|---------------------------|-----------|---|-----------|--------------|-------------|--------------|---|---------------|
| Pay Number   | Date 🗠                    | Cust ID   | Status  | User ID   | User Name    | Void Reason | Void User ID | ^ | Add           |
|  |                           |           |   |           |              |             |              |   | Edit          |
|  |                           |           |   |           |              |             |              |   | Void          |
|  |                           |           |   |           |              |             |              |   | Reverse       |
| 16   | 08/10/2023                | 999999    |   | 1RE       | Robert Ellis |             |              |   | Cancel        |
| 17   | 08/10/2023                | 999999    |   | 1RE       | Robert Ellis |             |              | ~ | Reprint       |
| C  |                           |           |   |           |              |             |              | > | Print Options |
| <ul> <li>Payment Filter</li> <li>Payment</li> <li>Control #</li> </ul> | # O Date<br>Month<br>POA# | 08/10/202 | 23 Locati<br><custome< td=""><td>on 00MAIN</td><td></td><td></td><td></td><td></td><td></td></custome<> | on 00MAIN |              |             |              |   |               |

- 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.

| Payment on Accounts       Web - ACH Payments         Payment date range<br>Start       Withdrawal date       08/10/2023         End       08/10/2023       Pay Method       ACH         POA Date       POA Number       POA Location       Cust Last Name       POA Amount       Journal Entry Number       Payment Type         1       Ø8/10/2023       Point       Load         POA Date       POA Number       POA Location       Cust Last Name       POA Amount       Journal Entry Number       Payment Type         1       Ø8/10/2023       116       O0MAIN       999999       Tester       64.05       11437       R         2       Ø8/10/2020       117       OOMAIN       9999999       Tester       400.00       11438       R  |    | ACH   |          |      |              |                |              |         |                  |               |                      |              | × |
|--|----|---|----------|------|--------------|----------------|--------------|---------|------------------|---------------|----------------------|--------------|---|
| Payment date range         Start       08/10/2023         End       08/10/2023         POA Date       POA Number         POA Date       POA Location         Cust       Lost         No       Number         POA Date       POA Number         POA Date       POA Location         Cust       Lost         D08/10/20       116         O0MAIN       999999         Tester       64.05         O08/10/20       117         O0MAIN       999999         Tester       64.05         O08/10/20       117         O0MAIN       999999         Tester       400.00         Tag All       Untag All   | Pa | avmen                                       | t on A   | ccou | unts Web     | - ACH Payments | 8            |         |                  |               |                      |              |   |
| Start       B/10/2023       Withdrawal date       08/10/2023         End       08/10/2023       Pay Method       ACH       Load         POA Date       POA Number       POA Location       Cust Last Name       POA Amount       Journal Entry Number       Payment Type         1       Ø8/10/202       116       OOMAIN       999999       Tester       64.06       11437       R         2       Ø8/10/20       117       OOMAIN       9999999       Tester       400.00       11438       R  |    | - Pav                                       | (ment (  | date | range        |                |              |         |                  |               |                      |              |   |
| End       OB/10/20/23       Pay Method       ACH       Load         POA Date       POA Number       POA Location       Cust I Last Name       POA Amount       Journal Entry Number       Payment Type         1       ØB/10/20       116       ODMAIN       999999       Tester       64.05       11437       R         2       ØB/10/20       117       OOMAIN       9999999       Tester       400.00       11438       R   |    | Start 09/10/2023                            |          |      |              |                |              |         |                  |               |                      |              |   |
| End       08/10/2023       Pay Method       ACH       Load         POA Date       POA Number       POA Location       Cust Last Name       POA Amount       Journal Entry Number       Payment Type         1       Image: Strategy Strateg   |    | Start 08/10/2023 Withdrawal date 08/10/2023 |          |      |              |                |              |         |                  |               |                      |              |   |
| POA Date       POA Number       POA Location       Cust ID       Cust Last Name       POA Amount       Journal Entry Number       Payment Type         1       08/10/20       116       00MAIN       999999       Tester       64.05       11437       R         2       08/10/20       117       00MAIN       999999       Tester       400.00       11438       R  |    |   | En       | nd   | 08/10/2023   |                | Pay Method A | CH      | $\sim$           | Load          |                      |              |   |
| Image: Port Port Voltage Port Port Decardon Cost ID       Cost Last runne Port Annotate Intry Number Payment Type         1       Image: Port Port Port Port Port Port Port Port   | ſ  |   |          | -    |              | POA Number     | POA Location | CustID  | Cust Last Name   | POA Amount    | Journal Entry Number | Payment Type |   |
| Image: Second |    |   |          | a    | 08/10/20     | 146            | POA EUcation | 000000  | Tester           | FOA AIIIOUIII | 11427                |              |   |
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| Tag All     Untag All       Export Path     ACHWebPayments       Export File     YIACH Files)  |    |   |          |      |              |                |              |         |                  |               |                      |              |   |
| Tag All     Untag All       Export Path     ACHWebPayments       Export File     Y1ACH   |    |   |          |      |              |                |              |         |                  |               |                      |              |   |
| Tag All     Untag All       Export Path     ACHWebPayments       Export File     Y1ACH   |    |   |          |      |              |                |              |         |                  |               |                      |              |   |
| Tag All     Untag All       Export Path     ACHWebPayments       Export File     VIACH_Files)  |    |   |          |      |              |                |              |         |                  |               |                      |              |   |
| Tag All     Untag All       Export Path     ACHWebPayments       Export File     v:ACH_Files)  |    |   |          |      |              |                |              |         |                  |               |                      |              |   |
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| Export Path ACHWebPayments   |    |   | -        |      |              |                |              |         |                  |               |                      |              |   |
|  |    | Export                                      | t Path   |      | OLUMA - P.D. |                |              |         |                  |               |                      |              |   |
| Export File VIACH Files)   |    | Expon                                       | raul     | A    | сничерраул   | nents          |              |         |                  |               |                      |              |   |
|  |    | Ехро  | rt File  | V    | ACH Files    |                |              |         | Userati as Trees | formed        | - Free               | at Caract    |   |
| Unmark as Transferred Export Cancel  |    |   |          | 3.   | -ton_neat    |                |              |         | unmark as frans  | sterred       | Exp                  | 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.