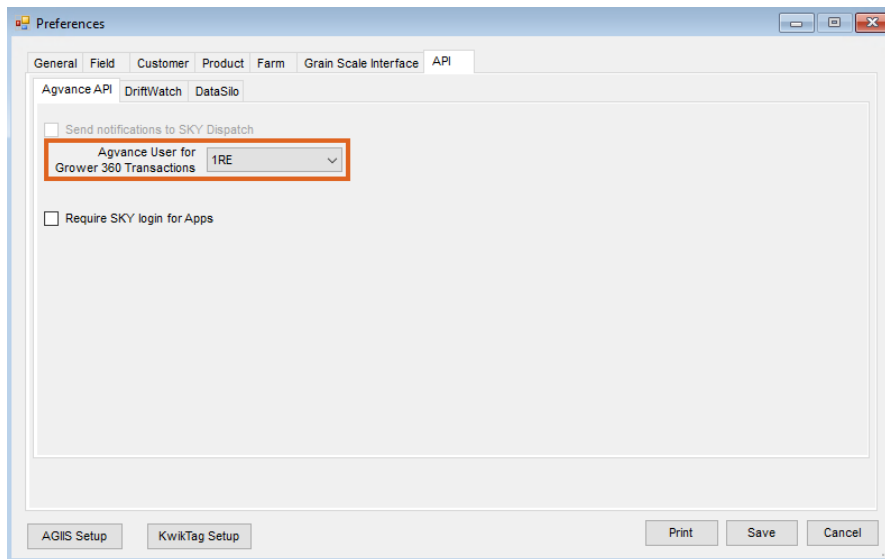# Grower360 ACH Payment Setup

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**.

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.

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**.

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*.

6. 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**.

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

Heartland

Credit Card Payments

Heartland

Net Due

Payments Setup
Set up how payments in Grower 360 will be posted

Budget Due

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.

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.

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.