


Grower360 Online Payments - SKY Admin

Last Modified on 11/22/2023 1:08 pm CST



Online Payments

Setup and preferences for making online payments in Grower 360.

[SETUP](#)

Online Payments can be set up for Grower360 under *Grower360* in SKY Admin. Select **Setup** to view the setup and preferences for Grower360 online payments.

Agvance Payments

Agvance Payments

Allow Grower 360 Users to make online payments

Agvance ACH Payments

Toggle the *Agvance ACH Payments* option to *On* to allow for ACH payments in Grower360.

Payment Processors

Payment Processors

Allow Grower 360 Users to make online payments using a payment processor

Heartland [+](#)

Company-Wide Key [🗑️](#)

ACH Payments

Net Due

Budget Due

Prepay

Credit Card Payments

Net Due

Budget Due

Prepay

Toggle the *Heartland* on to allow for online credit card payments through Heartland. The *Heartland* option and the *Agvance ACH Payments* option cannot both be on at the same time.

Heartland API Keys



When the *Heartland* option is toggled to *On*, the *Heartland API Key Setup* window automatically displays. However, the + icon can be selected at any time to enter the Heartland API Keys. Heartland API Keys are provided by Heartland. API Keys 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.

Payments Setup

Set Up How Payments in Grower360 will be Posted

Online Pay Method	ACH	Required for Online Payments
Credit Card Pay Method	Credit Card	Required for Credit Card Payments
Warning: Credit Card is inactive for locations: zMast		
Surcharge Pay Method	Credit Card	Required for Surcharging Credit Card Payments
Warning: Credit Card is inactive for locations: zMast		

- **Online Pay Method** – Select the Pay Method set up in Agvance for ACH payments in the *Online Pay Method* drop-down.
- **Credit Card Pay Method** – For credit card payments through Heartland, select the Pay Method set up in Agvance from the *Credit Card Pay Method* drop-down.
- **Surcharge Pay Method** – Optionally select a Pay Method from the *Surcharge Pay Method* drop-down; this option is required for surcharging credit card payments.

Allow payments to partially pay invoices

Allow Partial Payments

Allow users to select bookings to pay

Pay Bookings

Allow users to make credit card payments with a debit card

Debit Card Payments
Debit cards can not be surcharged

Add a Statement due date for Growers to pay their Statement Balance. (Optional)

Statement Balance

Statement Due Date

31

Type a day of the month

- Optionally turn on the *Allow Partial Payments* option to allow payments to partially pay Invoices.
- If the *Pay Bookings* option is turned on, this will allow the ability to select Bookings to pay.
- Indicate if Debit Card Payment should be allowed.
Note: Debit cards cannot be surcharged.
- Optionally turn on the *Statement Balance* option and enter a day of the month in the *Statement Due Date* field to add a statement due date for Growers to pay their Statement Balance.

Optional Per Transaction Limit for Credit Card Payments in Grower360

Optional Per Transaction Limit for Credit Card Payments in Grower 360

(\$) Transaction Limit

\$5,000.00

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.

Optional Surcharge Percentage for Credit Card Transactions in Grower360

Optional Surcharge Percentage for Credit Card Transactions in Grower 360

Name of Fee

Test

Set the display name of the fee in Grower 360

(%) Surcharge

2

Must follow State guidelines for Surcharging Payments

Enter a *Name of Fee* to display in Grower360 then 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.

Add Payment Terms

Add Payment Terms

Required for Credit Card Payments

Net 30

Enter payment terms 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.

When all the necessary online payment options are selected, choose **Save New Settings** at the bottom of the page.

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.