

Grower360 Online Payments - SKY Admin

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Online Payments can be set up for Grower360 by selecting **Setup** on the Online Payments card found at *SKY Admin / Grower360 / Finance and Reports*.



Online Payments

Setup and preferences for making online payments in Grower 360.

SETUP

To see a video of Grower360 Setup in SKY Admin, see [here](#).

Online Payments

Allow Grower360 Users to make online payments. Turning on *ACH Payments* gives options of processing those payments with *Agvance* or *Heartland*. Once selected, indicate the types of payments that can be made (*Net Due*, *Budget Due*, and/or *Prepay*). Turning on *Credit Card Payments* gives the option of *Heartland*. Once selected, *Net Due*, *Budget Due*, and *Prepay* payment types can be turned on or off.

ACH Payments

Agvance

Net Due

Budget Due

Prepay

Heartland

Credit Card Payments

Heartland

Net Due

Budget Due

Prepay

Payment Processor Authentication

Add the authentication key for the payment processor.

Heartland

Company-Wide Key



[Add Heartland API Key](#)

Select **Add Heartland API Key** to indicate the *Key Type* and to enter the *Public* and *Private API Keys*.

Heartland

Select Key Type
Company-Wide Key ▼

Public API Key

Private API Key

Cancel

Save

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
ACH

Required for Credit Card Payments

Convenience Fee Pay Method
ACH

Required for applying Convenience Fee to Credit Card Payments

- **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.
- **Convenience Fee Pay Method** – Optionally select a Pay Method from the *Convenience Fee Pay Method* drop-down. This option is required for applying convenience fees to 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

Convenience Fee cannot be applied to Debit cards

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

- **Allow Partial Payments** – Optionally turn on the *Allow Partial Payments* option to allow payments to partially pay Invoices.
- **Pay Bookings** – If the *Pay Bookings* option is turned on, this will allow the ability to select Bookings to pay.

- **Debit Card Payments** – Indicate if Debit Card Payment should be allowed.
Note: Convenience fees cannot be applied to debit card payments.
- **Statement Balance** – 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.

Transaction Limits and Fees

Optional Per Transaction Limit for Credit Card Payments in Grower360

(**\$**) 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 Convenience Fee Percentage for Credit Card Transactions in Grower360

<p>Name of Fee</p> <p>Convenience Fee</p> <p>Set the display name of the fee in Grower 360</p>	<p>(%) Convenience Fee</p> <p>2</p> <p>Must follow State guidelines for applying Convenience Fee to Payments</p>
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Enter a *Name of Fee* to display in Grower360, then enter a percentage for transactions in the (**%**) *Convenience Fee* field. This is an optional setting that will automatically apply the specified amount to all credit card transactions. The amount entered here must follow individual state guidelines for applying convenience fees and cannot exceed 4%. If not using convenience fees, enter 0.

Terms

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.

Add Payment Terms

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.

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.

Allow Growers in Budget Billing Program to Set Up Monthly Recurring Payments

Monthly Recurring Payment

Add Recurring Payment Terms

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

Recurring 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.

Turning on the *Monthly Recurring Payment* option gives the option to set up recurring payments for Budget Billing in **Grower360**. A **subscription** option is available in SKY to see when recurring payment plans have been set up and/or canceled.

A dashboard is available in Analytics under Admin (**Grower Recurring Payment Plans dashboard**) that can be used to identify Customers who have set up Recurring Payments in Grower360.

Save New Settings

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

Save New Settings