

SKY Payments Setup

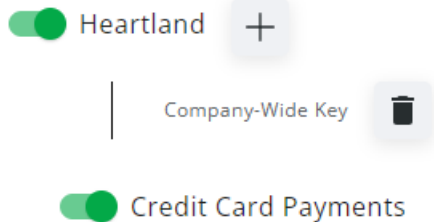
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Payments can be made via the Agvance SKY Customer application by completing the *Sky Payments* setup page.

Payment Processors

Payment Processors

Allow payments using a payment processor



Toggle the *Heartland* option to *On* to allow for online credit card payments through Heartland. When the *Heartland* option is toggled to *On* for the first time, the *Heartland* API key setup window automatically displays. However, the + icon can be selected at any time to enter or edit the Heartland API keys. Heartland API keys are provided by Heartland. For security purposes, API keys will not be visible after being entered. If edits or changes to the key need to be made, delete the original key and select the + icon to re-enter the information.

Location Posting

Set up posting information for each location. Choose the pay method set up in Agvance for ACH payments in the *Credit Card Pay Method* drop-down. This is required for all credit card payments through Sky Customer.

Choose the pay method set up for surcharges in Agvance in the *Surcharge Pay Method* drop-down. This is required if surcharging credit card payments.

Location Posting

Set up posting information for each location

Credit Card Pay Method

Required for Credit Card Payments

Surcharge Pay Method

Required for Surcharging Credit Card Payments

Limits and Surcharge

Set up online payment limits and the surcharge amount.

Enter a transaction limit for credit card transactions in the (\$) *Transaction Limit* field. This is an optional setting which will stop single credit card transactions exceeding the specified limit. If not using transaction limits, enter 0.

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.

Limits and Surcharge

Set up online payment limits and surcharge amount

Optional per transaction limit for credit card payments

(**\$**) Transaction Limit
\$300.00

Optional surcharge percentage for credit card transactions

(**%**) Surcharge
3

Select **Save** and proceed to the *Users* menu where specific **SKY Users can be set up** to receive **payments in SKY Customer**.