

Payments - SKY Customer

Last Modified on 06/10/2026 1:05 pm CDT

When entering a credit card payment, only enter a true reference number in the *Ref #* field. Do not enter any credit card information.

Be sure to review then clear any/all error messages (if any exist) before submitting a payment.

Overview

Posted Payments

This page lists the *Pymt #*, *Pay Date*, *Amount*, *Discount*, *Total Credit*, *Type* and the *User* responsible for entering the payment. Payments made in prior years can be also be viewed here. Line items listed in red reflect a voided Payment.

Payments may be taken by selecting the **+ Add Payment** icon on the *Payments* page in SKY Customer. This must first be set up in **Admin** by turning on the *Enter Payments* toggle under *Customer* in the *Features* section per user. Online Payments must first be set up in Company Admin under **SKY Payments**.

Search for Payments by *Pymt #*, *Pay Date*, *Type*, and *User*.

Selecting the **Expand** button displays the *Pay Method*, *Reference*, *Pay Amount*, *Convenience Fee*, and the *Total*. It also shows the Invoice(s) the Payment was applied to along with an overview of the amount applied. Choose the **Ellipsis** to *View PDF*, *Download PDF*, *Void Payment*, or *Reverse Payment*.

Choosing **Export** downloads a CSV of the payments listed.

Q Search payments Export

Payment #	Pay Date	Amount	Discount	Total Credit	Type	User
151	10/24/2025	\$1,750.00	\$0.00	\$1,750.00	Prepay	ssi

Pay Method	Reference	Pay Amount	Convenience Fee	Total
Check	8765	\$1,750.00	\$0.00	\$1,750.00

Source Ticket(s)

Ticket #	Date	Disc Date	Disc Amt	Amt Applied
		--	\$0.00	\$1,750.00

Totals

Amt Applied	\$1,750.00
Amt sent to UAC	\$0.00
New Money	\$1,750.00
Discount Taken	\$0.00
Total Credit	\$1,750.00

If the *Require a reason when payment is voided or reversed* is selected in Agvance at *Accounting / Setup / Location Preferences* on the *A/R* tab, a window will display to enter a reason upon selecting *Void Payment* or *Reverse Payment*. A reason must be entered here in order to void or reverse the payment.

Are you sure you want to Void Payment #120328? This action cannot be undone.

Provide a reason to Void (Required)
payment was entered in error






[Cancel](#) [Void Payment](#)

Scheduled Payments

The *Scheduled Payments* tab show a Grower's Payments scheduled in Grower360. Payments will be displayed in this list until they are processed. Upon successful processing, the Payment will display on the *Posted Payments* tab. If the Payment should fail for any reason, the Payment is not displayed on either tab and a notification is sent to both Grower and the company that the Payment was not successful.

Only single, non-recurring Payments are displayed on the *Scheduled Payments* tab. Recurring Payments are not included here.

Scheduled Payments can also be reviewed on the [Online Payments Scheduled](#) dashboard in SKY Analytics.

Posted Payments	Scheduled Payments		
 Scheduled On 06/01/2026	Pay Date 06/25/2026	Amount \$113,313.79	Type Regular
 Scheduled On 06/01/2026	Pay Date 06/26/2026	Amount \$143.06	Type Prepay
 Scheduled On 06/01/2026	Pay Date 06/27/2026	Amount \$88.88	Type Budget
 Scheduled On 06/01/2026	Pay Date 07/01/2026	Amount \$1,694.10	Type Regular
 Scheduled On 06/01/2026	Pay Date 07/04/2026	Amount \$24.00	Type Regular

Add a Regular Payment

Payments may be taken by selecting the + **Add Payment** icon on the *Payments* page in SKY Customer. This must first be set up in **Admin** by turning on the *Enter Payments* toggle under *Customer* in the *Features* section per user. Online Payments must first be set up in Company Admin under **SKY Payments**.

1. Select the + **Add Payment** icon in the lower right corner of the *Payments* page. The *Add Payment* window opens along with a collapsible bar displaying the customer's *Regular Balance*, *Prepay Balance*, *UAC Available*, and *Budget Balance*.
2. The *Payment Date* defaults as today's date but can be edited to reflect the actual date the payment is received. Select in the *Payment Location* field to choose the appropriate location.

Posting Details

Select payment date and posting location

9/10/2024		Payment Location	
		00MAIN	

3. Select the *Payment Location* drop-down menu to choose the appropriate Location.
4. In the *Payment Destination* section, choose *Unapplied Credit* to add to the Unapplied Cash balance or the *Invoices* option to apply the payment to specified Invoices. Choose *Prepay* to make a payment on Bookings. Use the *Budget Billing* option to make payments on Memo Invoices.

Payment Destination

Select destination for this payment

- Unapplied Credit
- Invoices
- Prepay
- Budget Billing

Select Invoices

5. With *Select Invoices* chosen as the *Payment Destination*, choose **Select Invoices**. Check the Invoices to pay and choose **Use Selected Invoices**. Select Credit Invoices to use as part or all of the payment.

Deselect All !

<input checked="" type="checkbox"/>	Invoice Number	Invoice Date	Due Date	Original Amount	Discounts	Amount Due	User	Status	
<input checked="" type="checkbox"/>	#145	09/10/2024	09/15/2024	\$750.00	\$0.00	\$750.00	1re	Open	

1 Invoice Selected **\$750.00**

Cancel

Use Selected Invoices

6. Select up to three *Payment Methods*, enter a *Reference Number*, and indicate the *Amount* of the payment. Select the *Use Unapplied Credit* option to use for all or part of the payment. Do not enter any credit card information in the *Ref. #* field.

Note: When Heartland payments are set up and that *Pay Method* is selected, a credit card form displays to collect the payment from the Customer. Do not enter any credit card information in the *Ref. #* field.

Payment Method

Add pay methods and amounts to payment

Use Unapplied Credit

Amount calculated based on invoice selections

Select Pay Method Check	Ref. #	Amount \$750.00
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+ Add Payment Method

Pay Method Total	\$750.00
Applied From UAC	\$0.00
Total Discounts	\$0.00
Total Payment Applied	\$750.00

Auto Apply to Invoices

Total will be applied to next due invoices

- o If selected Invoices are not completely paid by the payment amount, the last Invoice selected will be partially paid.
- o If the payment amount more than covers the selected Invoices, the remaining dollars will go to the Unapplied Cash balance.
- o Choosing **Auto Apply to Invoices** will clear selected Invoices and apply the payment to all Invoices, oldest to newest.
- o Choose *Adjustment* as the Pay Method if paying with Credit Invoice(s).

Note: If the Credit Invoice does not completely cover the total, the last Invoice selected will be partially paid unless another Pay Method is added. If the Credit Invoice covers more than the total, the remaining dollars will be sent to UAC.

7. Optionally enter any *Payment Notes*.

Payment Notes (Optional)

Notes

- Discounts available on an Invoice will be considered when posting a payment. Once finished filling out each section of the payment, selecting **Post Payment** will update the *Payments* screen.

Add a Prepay Payment

Payments may be taken by selecting the **+ Add Payment** icon on the *Payments* page in SKY Customer. This must first be set up in **Admin** by turning on the *Enter Payments* toggle under *Customer* in the *Features* section per user. Online Payments must first be set up in Company Admin under **SKY Payments**.

- Select the **+ Add Payment** icon in the lower right corner of the *Payments* page. The *Add Payment* window opens along with a collapsible bar displaying the Customer's *Regular Balance*, *Prepay Balance*, *UAC Available*, and *Budget Balance*.
- The *Payment Date* defaults to the current date but may be changed.
- Select the *Payment Location* drop-down menu to choose the appropriate Location.
- In the *Payment Destination* section, choose *Prepay* and then choose **Select Bookings**.


Payment Destination

Select destination for this payment

- Unapplied Credit
- Invoices
- Prepay
- Budget Billing

Select Bookings

- Select Bookings to pay by choosing the checkbox next to the Booking number OR choose the **Expand** button to pay specific line items on a single Booking.

<input checked="" type="checkbox"/>	Booking #	Booking Date	Book Value	Remaining	Prepay	Discounts	Unpaid amount	
<input checked="" type="checkbox"/>	#77	10/19/2023	\$165.00	\$165.00	\$0.00	\$0.00	\$165.00	
<input checked="" type="checkbox"/>	Product Name	Your Qty Unit	Price Unit	Your Share	Remaining Unit	Remaining Share		
<input checked="" type="checkbox"/>	28-0-0	1,500.000 Lbs	220.000 Tons	\$165.00	1,500.000 Lbs	\$165.00		

1 Booking Selected \$165.00

Cancel

Use Selected Bookings

Note: When paying specific line items on a Booking, no other Bookings can be selected for payment. Additionally, partially consumed line items are not available for Prepay.

6. Once all Bookings have been chosen, choose **Use Selected Bookings**.
7. Under *Payment Method*, choose up to three different methods of payment. Do not enter any credit card information in the *Ref. #* field.

Note: When Heartland payments are set up and that Pay Method is selected, a credit card form displays to collect the payment from the Customer. Do not enter any credit card information in the *Ref. #* field.

Payment Method

Add pay methods and amounts to payment Use Unapplied Credit Amount calculated based on booking selections

Select Pay Method Cash	Ref. #	Amount \$165.00
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[+ Add Payment Method](#)

Pay Method Total	\$165.00
Applied From UAC	\$0.00
Total Discounts	\$0.00
Total Payment Applied	\$165.00

Note: The Payment Total must match the total amount of the Bookings selected.

8. Optionally enter any *Payment Notes* and select **Post Payment**.

Payment Notes (Optional)

Notes

Add a Budget Billing Payment

Payments may be taken by selecting the **+ Add Payment** icon on the *Payments* page in SKY Customer. This must first be set up in [Admin](#) by turning on the *Enter Payments* toggle under *Customer* in the *Features* section per user. Online Payments must first be set up in Company Admin under [SKY Payments](#).

1. Select the **+ Add Payment** icon in the lower right corner of the *Payments* page. The *Add Payment* window opens along with a collapsible bar displaying the customer's *Regular Balance*, *Prepay Balance*, *UAC Available*, and *Budget Balance*.
2. The *Payment Date* defaults to the current date but may be changed.
3. Select the *Payment Location* drop-down menu to choose the appropriate location.

4. In the *Payment Destination* section, choose *Budget Billing* and then choose **Select Memo Invoices**.

Payment Destination

Select destination for this payment

- Unapplied Credit
- Invoices
- Prepay
- Budget Billing

Select Memo Invoices

5. Select Memo Invoices to pay by choosing the checkbox next to the Memo Invoice number.

Deselect All ¹

	Memo Invoice #	Invoice Date	Due Date	Total Due	User	Status
<input checked="" type="checkbox"/>	26	09/10/2024	09/10/2024	\$65.00	Tre	Open

1 Invoice Selected \$65.00 Cancel Use Selected Invoices

6. Once all Memo Invoices have been chosen, choose **Use Selected Invoices**.

7. Under *Payment Method*, choose up to three different methods of payment. Do not enter any credit card information in the *Ref. #* field.

Note: When Heartland payments are set up and that *Pay Method* is selected, a credit card form displays to collect the payment from the Customer. Do not enter any credit card information in the *Ref. #* field.

Payment Method

Add pay methods and amounts to payment

Select Pay Method Cash ▼	Ref. #	Amount \$65.00
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[+ Add Payment Method](#)

Pay Method Total	\$65.00
Applied From UAC	\$0.00
Total Discounts	\$0.00
Total Payment Applied	\$65.00

Note: The payment total must match the total amount of the Memo Invoices selected.

8. Optionally enter any *Payment Notes* and select **Post Payment**.

Payment Notes (Optional)

Notes