

# Payments - SKY Customer

Last Modified on 06/04/2024 11:10 am CDT

## Overview

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 **Eye** expands the line item to display the *Pay Method, Reference, Pay Amount, Surcharge* and the *Total*. It also displays the Invoice(s) the Payment was applied to along with an overview of the amount applied. Choose the **Ellipsis** button to *View PDF, Download PDF, Void Payment, or Reverse Payment*.

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

**B** Barry Anderson

Export

Payment #	Pay Date	Amount	Discount	Total Credit	Type	User												
121	10/03/2023	\$2,385.00	\$0.00	\$2,385.00	Prepay	1RE												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Pay Method</th> <th>Reference</th> <th>Pay Amount</th> <th>Surcharge</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Check</td> <td>987</td> <td>\$2,385.00</td> <td>\$0.00</td> <td>\$2,385.00</td> </tr> </tbody> </table>									Pay Method	Reference	Pay Amount	Surcharge	Total	Check	987	\$2,385.00	\$0.00	\$2,385.00
Pay Method	Reference	Pay Amount	Surcharge	Total														
Check	987	\$2,385.00	\$0.00	\$2,385.00														
<p>Source Ticket(s)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Ticket #</th> <th>Date</th> <th>Disc Date</th> <th>Disc Amt</th> <th>Amt Applied</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>10/03/2023</td> <td>\$0.00</td> <td>\$2,385.00</td> </tr> </tbody> </table>									Ticket #	Date	Disc Date	Disc Amt	Amt Applied			10/03/2023	\$0.00	\$2,385.00
Ticket #	Date	Disc Date	Disc Amt	Amt Applied														
		10/03/2023	\$0.00	\$2,385.00														
<p>Totals</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Amt Applied</td> <td>\$2,385.00</td> </tr> <tr> <td>Amt sent to UAC</td> <td>\$0.00</td> </tr> <tr> <td>New Money</td> <td>\$2,385.00</td> </tr> <tr> <td>Discount Taken</td> <td>\$0.00</td> </tr> <tr> <td><b>Total Credit</b></td> <td><b>\$2,385.00</b></td> </tr> </tbody> </table>									Amt Applied	\$2,385.00	Amt sent to UAC	\$0.00	New Money	\$2,385.00	Discount Taken	\$0.00	<b>Total Credit</b>	<b>\$2,385.00</b>
Amt Applied	\$2,385.00																	
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New Money	\$2,385.00																	
Discount Taken	\$0.00																	
<b>Total Credit</b>	<b>\$2,385.00</b>																	
120	10/03/2023	\$67.38	\$0.00	\$67.38	Regular	1RE												
96	12/13/2022	\$244.50	\$0.00	\$244.50	Regular	1re												

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](#)

When Heartland payments are set up and that Pay Method is selected, a credit card form displays to collect the payment from the customer.

### Card Information



Name on Card

XXXX XXXX XXXX XXXX

MM / YYYY

CVV

### Billing Address

Address Line 1

2220 N 1000 Rd E

Address Line 2

City

Assumption

State/Province

IL



Zip Code

62510

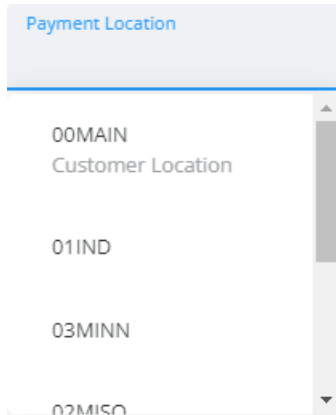
Discounts available on an Invoice will be considered when posting a payment. Once finished filling out each section of the payment, selecting **Post Payment** will update the *Payments* screen.

## Add a 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.
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

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 2

	Invoice Number	Invoice Date	Due Date	Original Amount	Discounts	Amount Due	User	Status	
<input checked="" type="checkbox"/>	#1200139	01/05/2019	02/15/2019	\$1,493.84	\$0.00	\$1,493.84	z04	Open	
<input checked="" type="checkbox"/>	#1200140	01/05/2019	02/15/2019	\$913.03	\$0.00	\$761.60	z04	Open	
<input type="checkbox"/>	#1200345	02/28/2019	02/28/2019	\$22.46	\$0.00	\$22.46	1re	Open	

2 Invoices Selected \$2,255.44

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.

- If selected Invoices are not completely paid by the payment amount, the last Invoice selected will be partially paid.
- If the payment amount more than covers the selected Invoices, the remaining dollars will go to the Unapplied Cash balance.
- Choosing **Auto Apply to Invoices** will clear selected Invoices and apply the payment to all Invoices, oldest to newest.
- 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* and select **Post Payment**.

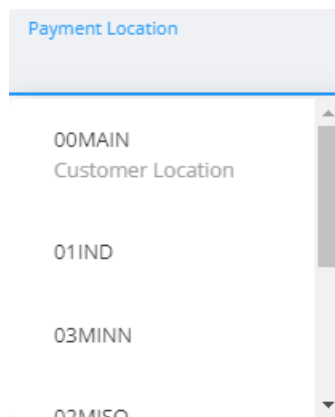
**Payment Notes** (Optional)

8. Upon posting, the *Payments* screen will display with the list updated to reflect the payment just taken.

## 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](#).

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.



The image shows a dropdown menu titled "Payment Location". The menu is open, showing a list of location codes: "00MAIN", "01IND", "03MINN", and "02MISO". Below the first option, "00MAIN", is the text "Customer Location". A vertical scrollbar is visible on the right side of the dropdown list.

4. 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

5. Select Bookings to pay by choosing the checkbox next to the Booking number OR choose the Eye to pay specific line items on a single Booking. Optionally choose the **Download** icon to **View PDF** or **Download PDF** of that Booking.

<input type="checkbox"/>	Booking #	Booking Date	Book Value	Remaining	Prepay	Discounts	Unpaid amount		
<input checked="" type="checkbox"/>	#1200092	01/03/2019	\$5,290.52	\$4,492.15	\$0.00	\$0.00	\$5,290.52		
<input checked="" type="checkbox"/>	Product Name	Your Qty	Unit	Price	Unit	Your Share	Remaining Unit	Remaining Share	
<input checked="" type="checkbox"/>	Urea (46-0-0)	12,003.500	Lbs	500.000	Tons	\$3,000.88	11,913.345 Lbs	\$2,978.34	
<input type="checkbox"/>	Product Name	Your Qty	Unit	Price	Unit	Your Share	Remaining Unit	Remaining Share	
<input type="checkbox"/>	Dap (18-46-00)	5,569.500	Lbs	450.000	Tons	\$1,253.14	5,569.500 Lbs	\$1,253.14	
<input checked="" type="checkbox"/>	Product Name	Your Qty	Unit	Price	Unit	Your Share	Remaining Unit	Remaining Share	
<input checked="" type="checkbox"/>	Potash (0-0-60)	2,731.000	Lbs	350.000	Tons	\$477.93	0.000 Lbs	\$0.00	
<input type="checkbox"/>	Product Name	Your Qty	Unit	Price	Unit	Your Share	Remaining Unit	Remaining Share	
<input type="checkbox"/>	Ammonium Sulfate	2,979.000	Lbs	175.000	Tons	\$260.67	2,979.000 Lbs	\$260.67	
<input checked="" type="checkbox"/>	Product Name	Your Qty	Unit	Price	Unit	Your Share	Remaining Unit	Remaining Share	
<input checked="" type="checkbox"/>	Dry Spreading	66.200	Acre	4.500	Acre	\$297.90	0.000 Acre	\$0.00	

**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.

### Payment Method

Add pay methods and amounts to payment

Select Pay Method Credit Card	Ref. #	Amount 0	
Select Pay Method Cash	Ref. #	Amount 0	
Select Pay Method Debit Card	Ref. #	Amount 0	

**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.

**Payment Location**

00MAIN  
Customer Location

01IND

03MINN

02MISO

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.




[Select All](#)

	Memo Invoice #	Invoice Date	Due Date	Total Due	User	Status
<input type="checkbox"/>	49	01/18/2023	01/18/2023	\$75.00	1RE	Open

6. Once all Memo Invoices have been chosen, choose **Use Selected Invoices**.
7. Under *Payment Method*, choose up to three different methods of payment.

## Payment Method

Add pay methods and amounts to payment

Select Pay Method Credit Card	Ref. #	Amount 0	
Select Pay Method Cash	Ref. #	Amount 0	
Select Pay Method Debit Card	Ref. #	Amount 0	

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

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

### Payment Notes (Optional)