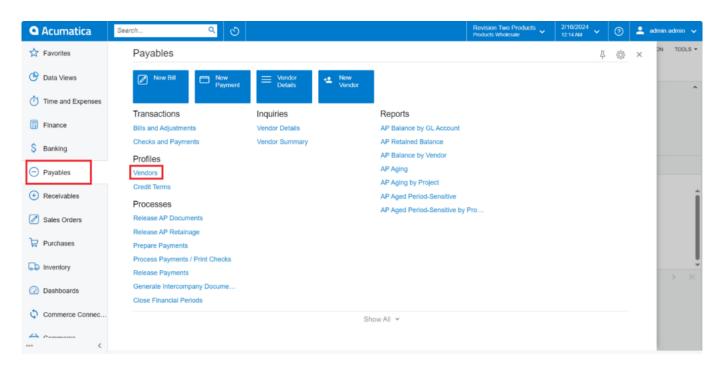


Steps for Creation of Virtual Card

- PAY BY AMEX button will be enabled in the check and payments screen.
 - Vendors Screen: Navigate to Vendor screen and create a new vendor.



Vendors

• Associate the AMEX payment method with the respective vendor, add the Payment method and Cash Account in Payment Tab.





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	* Vendor ID:	AAVENDOR - Goto Vendor Inc ,0	Balance:	0.00					^
Time and Expenses	Vendor Status:	Active ~	Prepayment Balance:	0.00					
	* Vendor Class:	PRODUCT - Products Vendors	Retained Balance:	0.00					
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	City:	Kansas City		Pay Separately					
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5	Business 2								
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Vendors

Purchase Order Screen:

• Navigate to Purchase order screen





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	Vendor Inventory	Item Request Purchase Order							
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Commerce Connec	Print/Email Purchase Orders	Purchase Receipt with Barcodes							
A Commoreo	Generate Intercompany Purchas								
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Purchase Orders

- Create a purchase order for the vendor AMEX payment method is associated.
- Add the Vendor and Inventory ID and Click on Save.

📩 Favorites	Purchase Orders Normal PO0017	793 - AA Services						NOTES	ACTIVITIES	FILES CU	STOMIZATION	TOOLS -
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Purchase Orders





Purchase receipts screen:

• Navigate to Purchase receipts screen.

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linventory	Vendor Inventory	Item Request						
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	Create Purchase Orders	Purchase Receipt						
Commerce Connec	Print/Email Purchase Orders	Purchase Receipt with Barcodes						
	Generate Intercompany Purchas							
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Purchase Receipts

• Create and purchase receipt and release the receipt for the same and create bill for the order.





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Purchase Receipts

Bills and Adjustments screen:

• Navigate to Bills and Adjustments screen.





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Bills and Adjustments

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Bills and Adjustments





- Create payment for the bill and click on [Remove Hold] then click on Pay Action
- status for the payment which will change to balanced status

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Bills and Adjustments

Checks and Payments screen:

• Navigate to Checks and Payments screen.





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Checks and Payments

• In Checks and Payments screen click on Pay by Amex Action





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Checks and Payments

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	Type: Vendor: AASERVICES - AA Services 🖉 Payment Amount:	250.00	^
Time and Expenses	Reference Nbr.: 002334 , P * Location: MAIN - Primary Location , P Unapplied Balance:	0.00	
_	Status: Balanced * Payment Meth PAYWITHEND PAYWITHEN	250.00	
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	* Application Pe 02-2024 O Currency: USD 1.00 Create a Virtual Card	×	
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	Extend Request : Recipient Email: pranayc@kensium.com	,	
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-	Recipient Last Name: AA Services		
(+) Receivables	Card Name: AASERVICES		
_	B D Branch Document Type * Reference Nbr. Amount. 250.00 Active Until: 3/5/2024 T	Amount Pai	d Cash With. Tax Date Due Date Discount
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Purchases	CREATE VIRTUAL CARD CANCEL		
linventory			
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Checks and Payments

- To pay with Extend, click the button. A pop-up page with a virtual card will appear. Select the account and verify the vendor's details.
 - Create a virtual card and receive an automatic email from the extended support team.
 - A new tab titled "Extend details" will appear on the Checks & Payments screen, displaying virtual card info.
 - Click on the view virtual card link in the email from the extend support team.
 - After creating a virtual card, click on Generate code to receive an email containing the code.

Acumatica	Search Q	Revision Two Products Products Wholesale	2/19/2024 ✔ ⑦ 💄 admin admin ✔
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Purchases	Valid Upto 2027-02-18 Transaction ID:		
D Inventory	Approval Code: Cleared Date:		
🕢 Dashboards	Cleared Amount.		
Commerce Connec			
<			

Checks and Payments





R support@paywithextend.com>	○ ← ← → … Wed 08 03-2023 14.46
Hello, Sent you a Virtual Card through Extend. Use the link below to view your card and be sure to save this email to access your card again in the future. Name: AASERVICES Credit Limit: \$2:00 Active Until: June 16, 2023	

View your virtual card

You	received a Virtual Card for \$2!
1	To access your card, generate a temporary code via email It will be sent to s*****m@k*****m.com Generate Code
2	Submit the code and view your card This code will work for 1 hour Submit and View Card



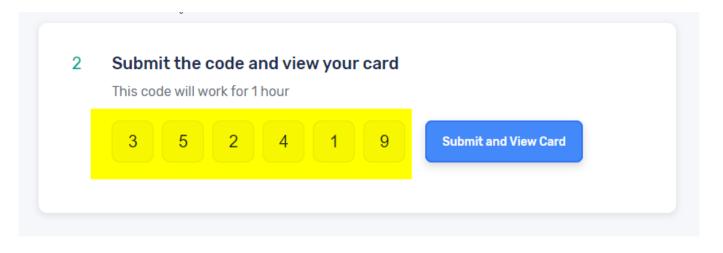


Generate Code

• Enter the code and click submit to view the virtual card.

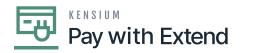
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Submit and View Card

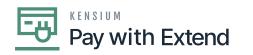






Card





AMERICAN EXPRESS						
40884						
	C Copy Card Number					
Card Features	Guest Card					
Card Number 9999 567257 40884 CVC	 Expiration Date 02/27 Zip Code 					
3362	40215					
Name on Card SWEETY SWEETY	Billing Address 1002 Longfield Ave Louisville, KY, 40215 US					
Active Until March 5, 2024	٢					

Card

Note: If the payment method is EXTEND, the user will not be able to release the payment, and an alert message will appear.

