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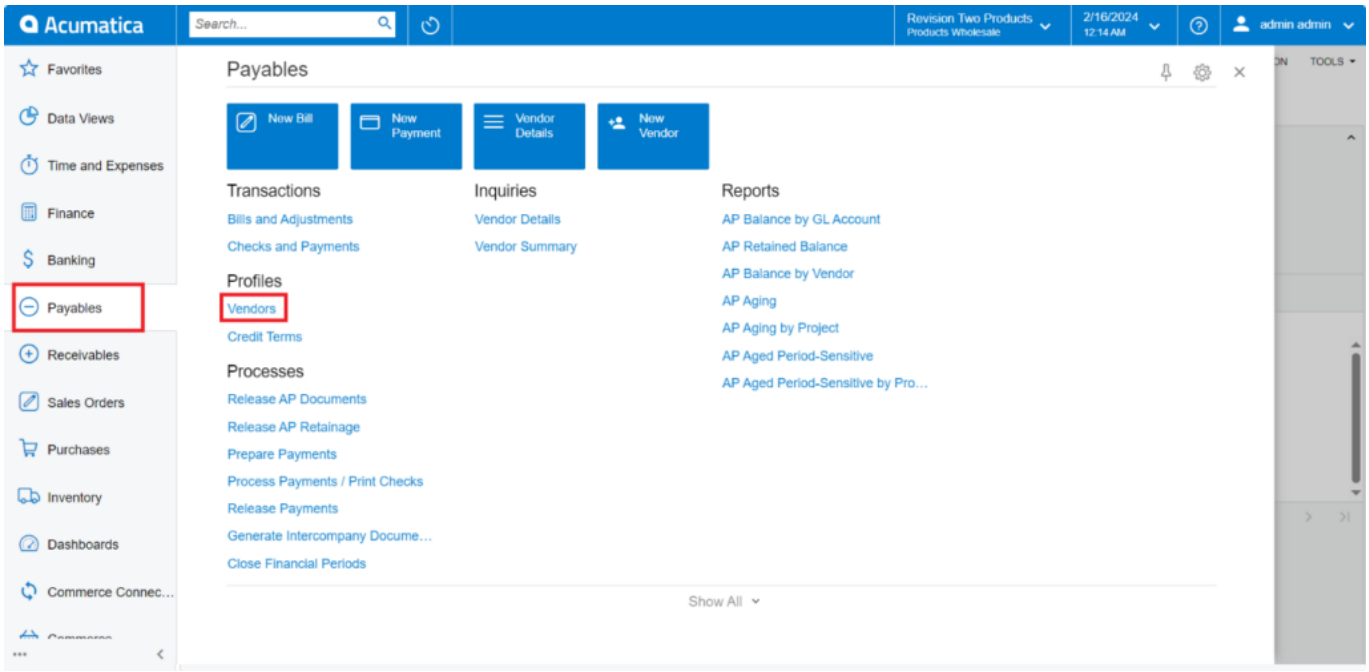
Pay with Extend

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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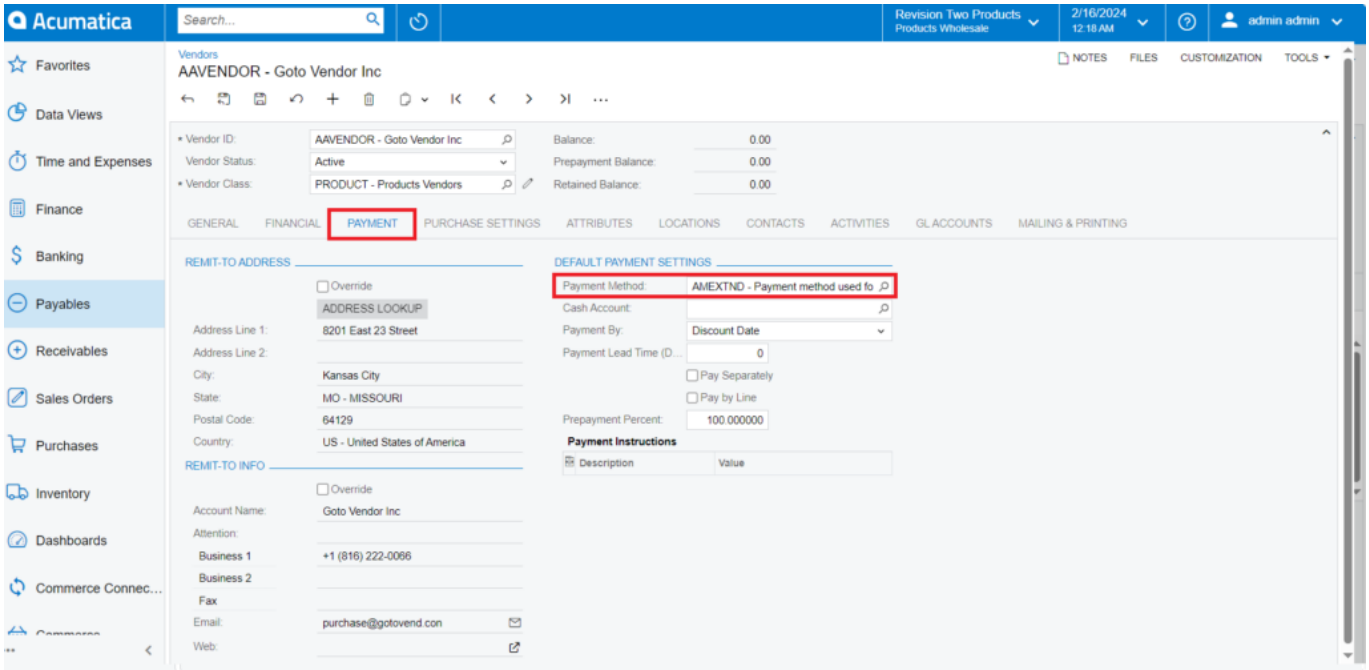

Vendors

Purchase Order Screen:

- Navigate to Purchase order screen

Purchase Orders

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

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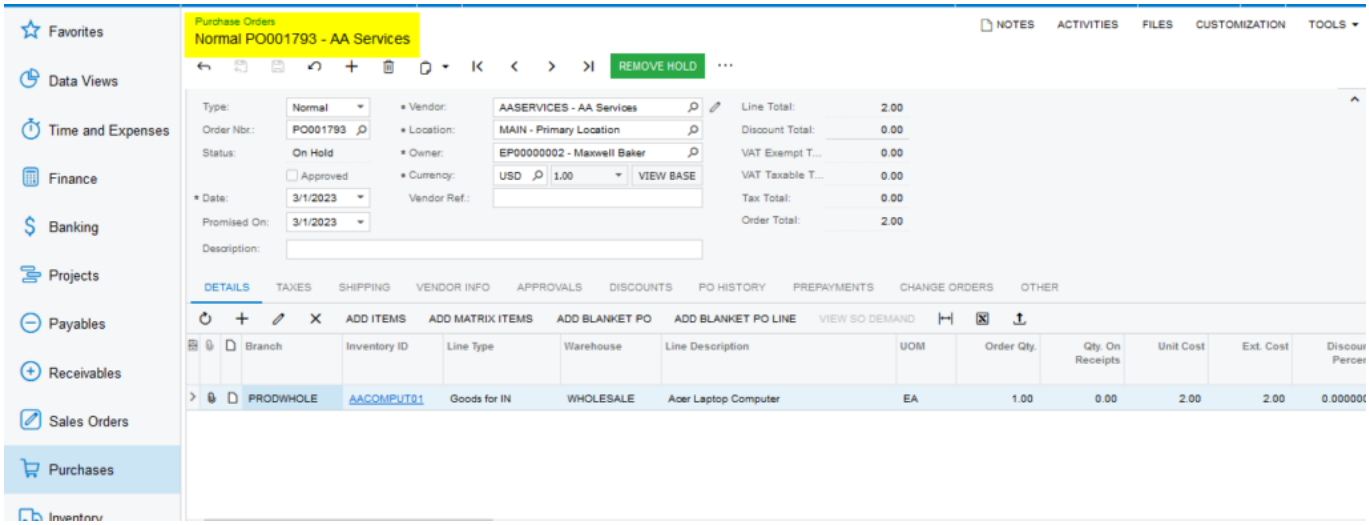

Purchase Orders

Purchase receipts screen:

- Navigate to Purchase receipts screen.

Purchase Receipts

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

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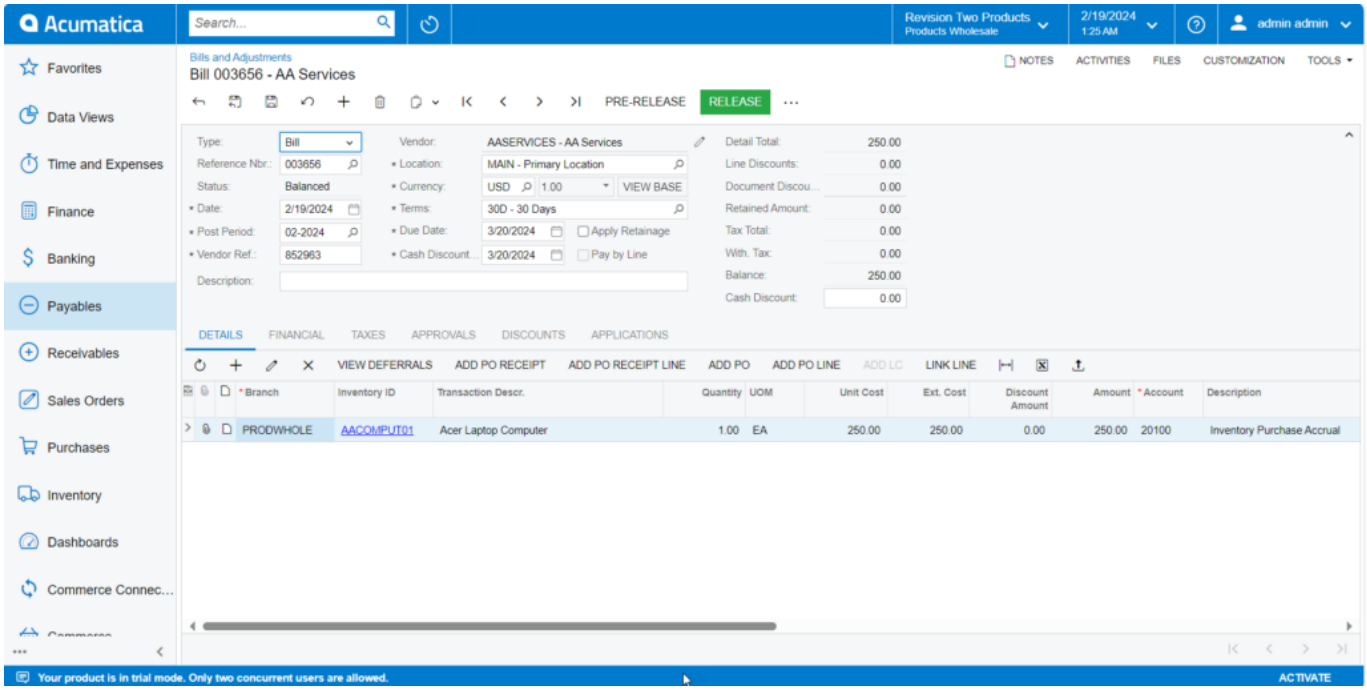

Purchase Receipts

Bills and Adjustments screen:

- Navigate to Bills and Adjustments screen.

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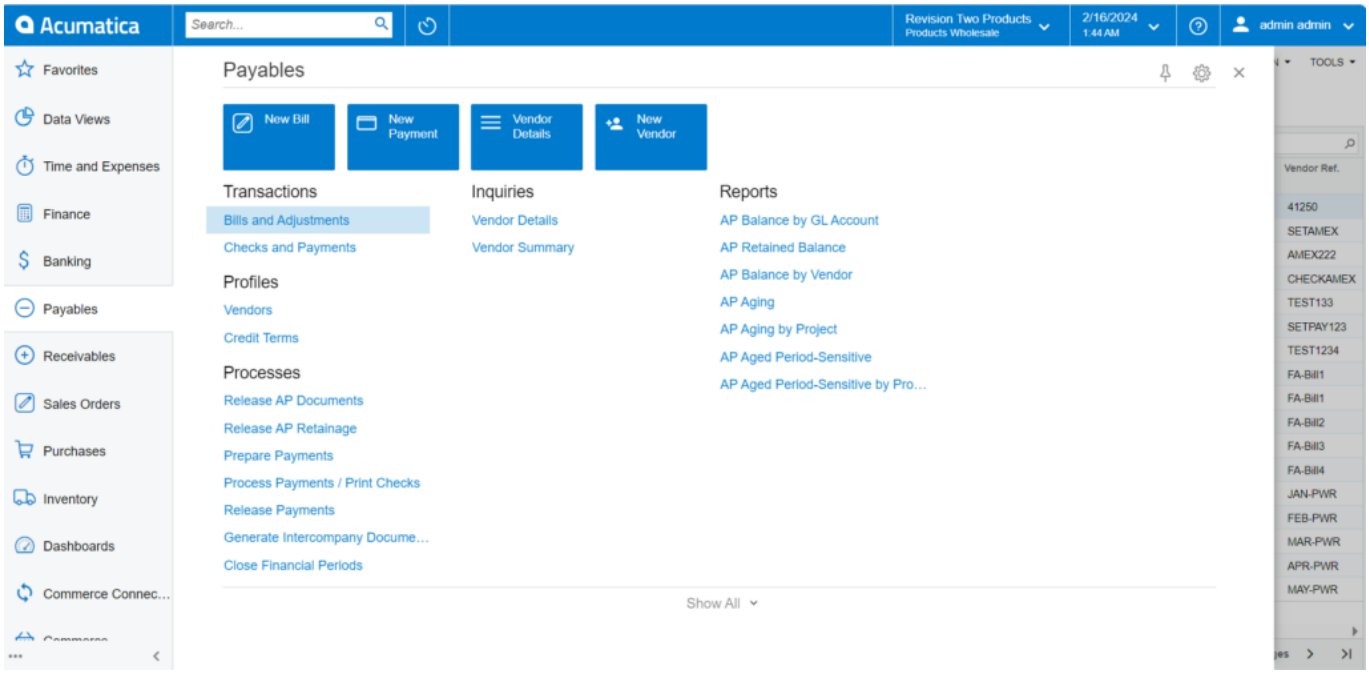
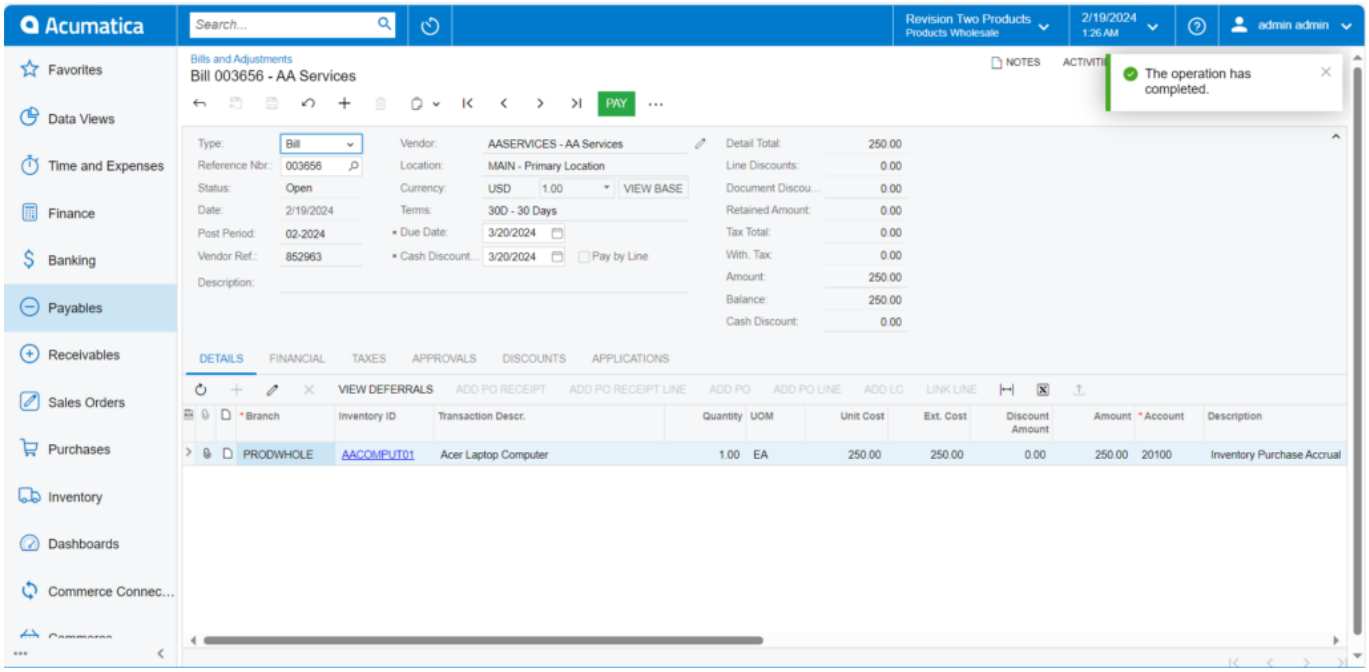


Bills and Adjustments



Bills and Adjustments

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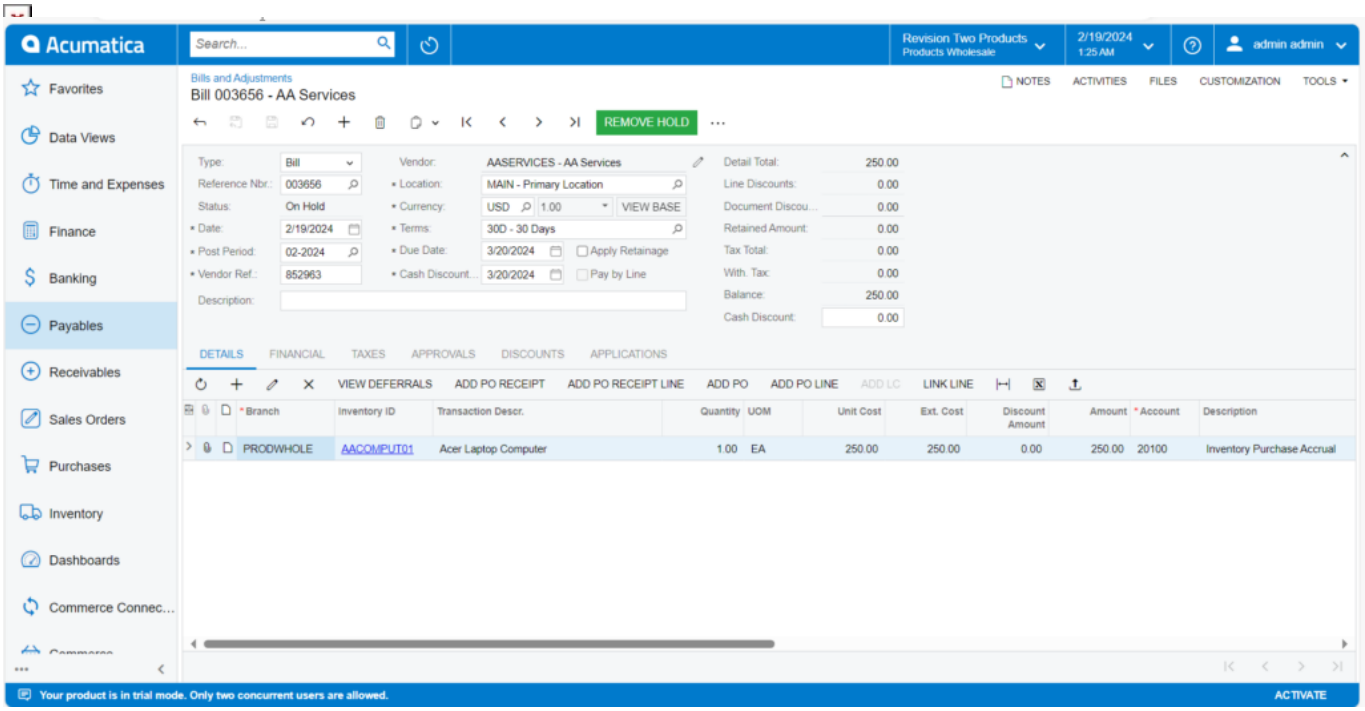
- Create payment for the bill and click on **[Remove Hold]** then click on Pay Action
- status for the payment which will change to balanced status



Bills and Adjustments

Checks and Payments screen:

- Navigate to Checks and Payments screen.

Checks and Payments

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

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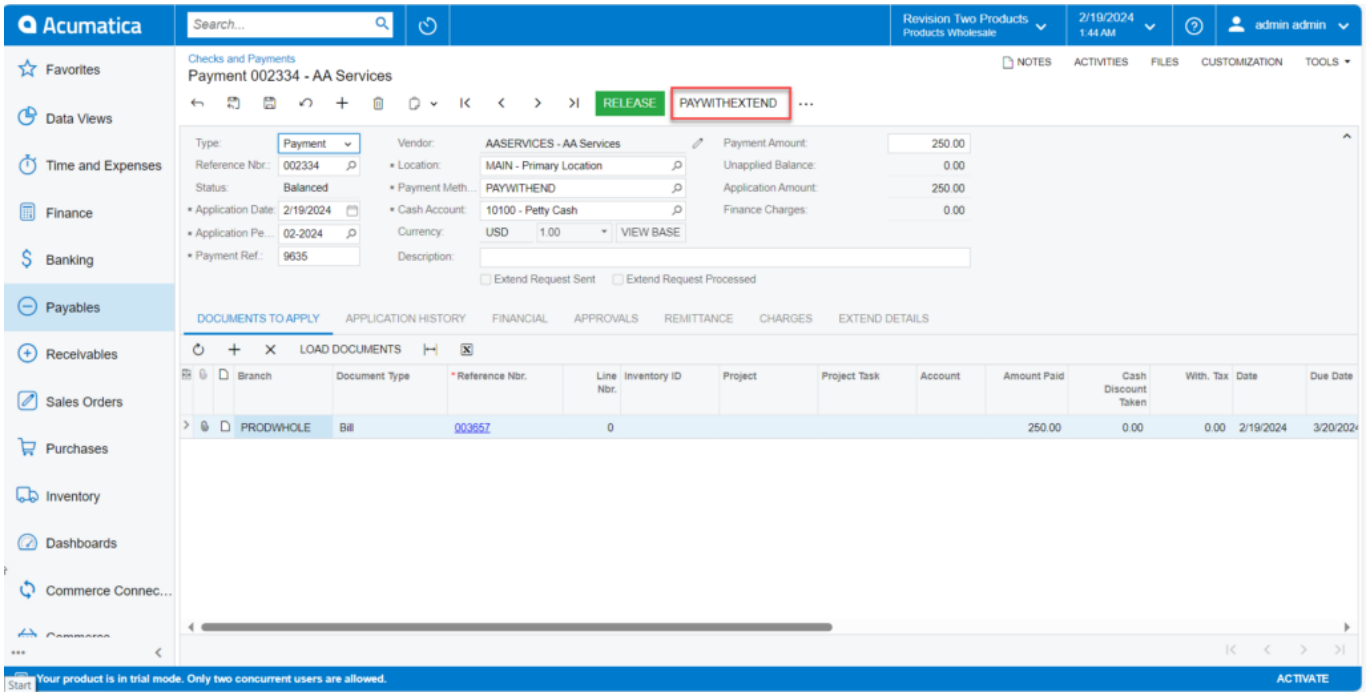
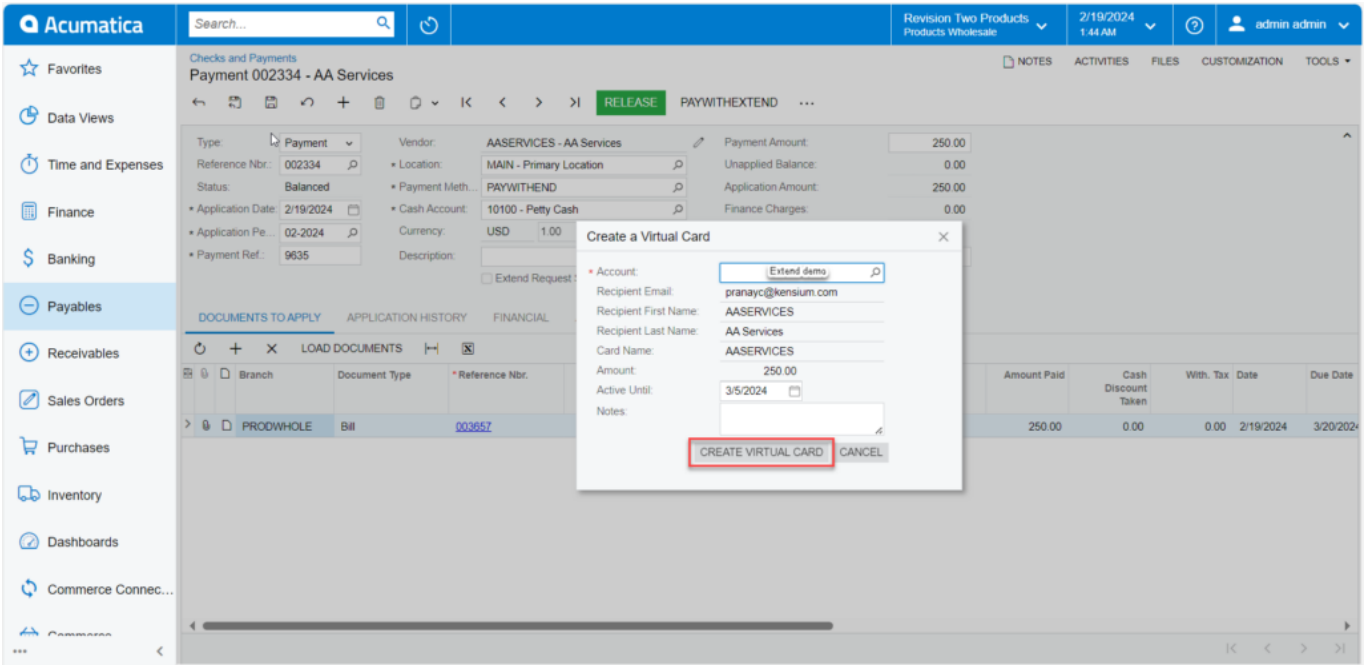
Pay with Extend



Checks and Payments



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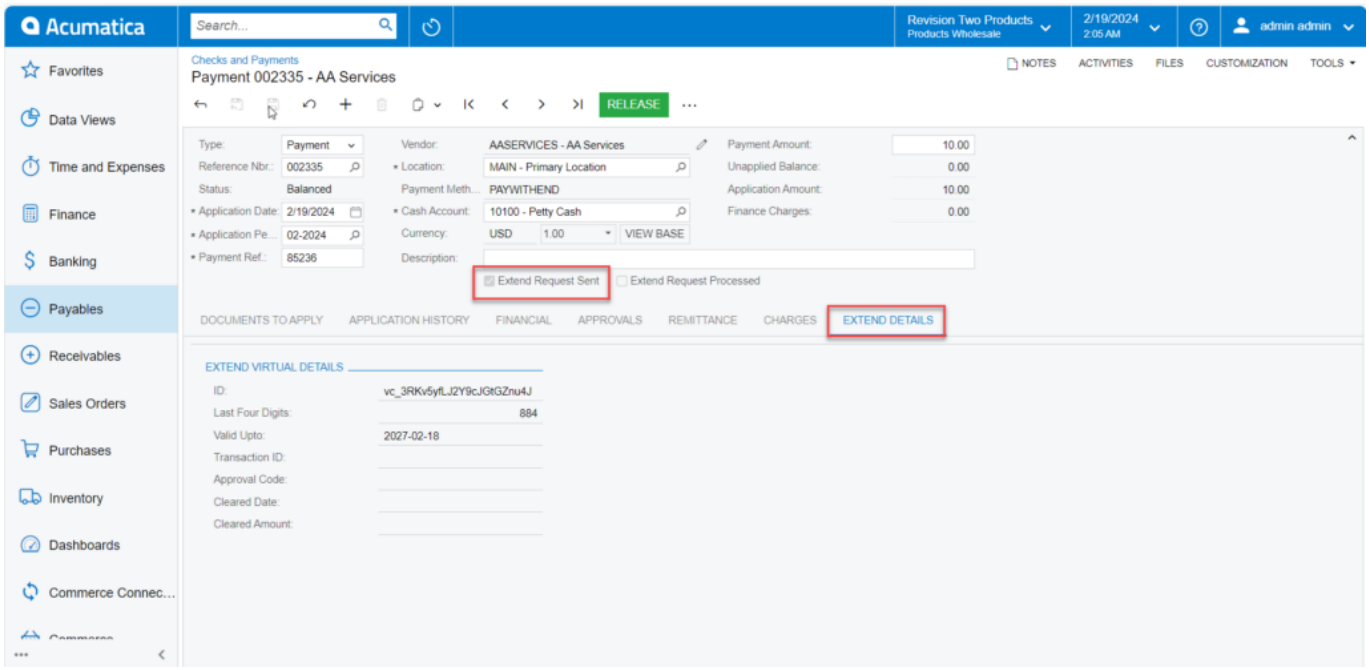
Checks and Payments

- 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.



Checks and Payments

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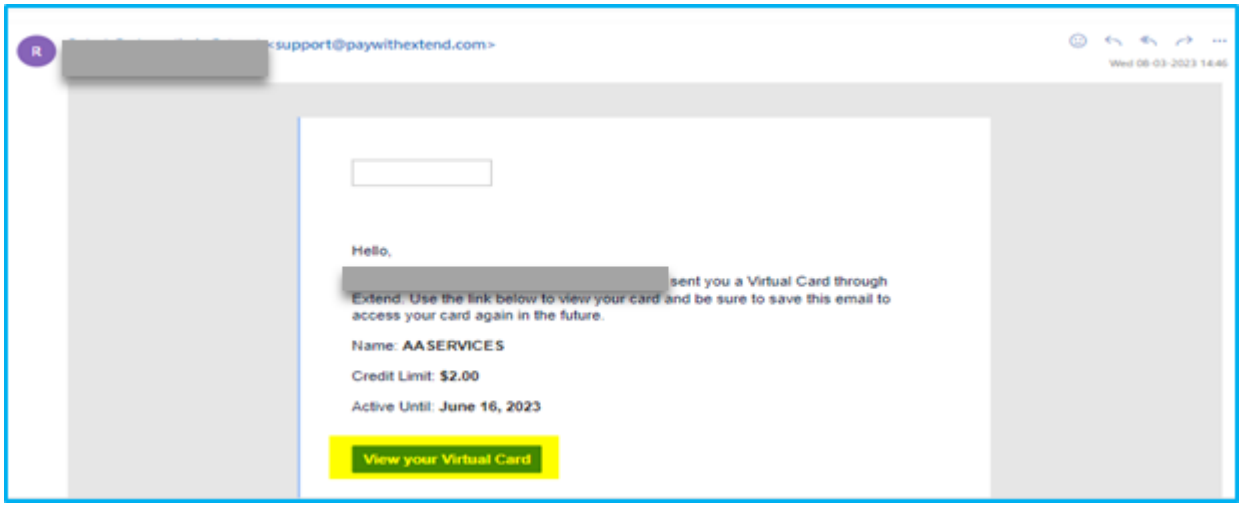
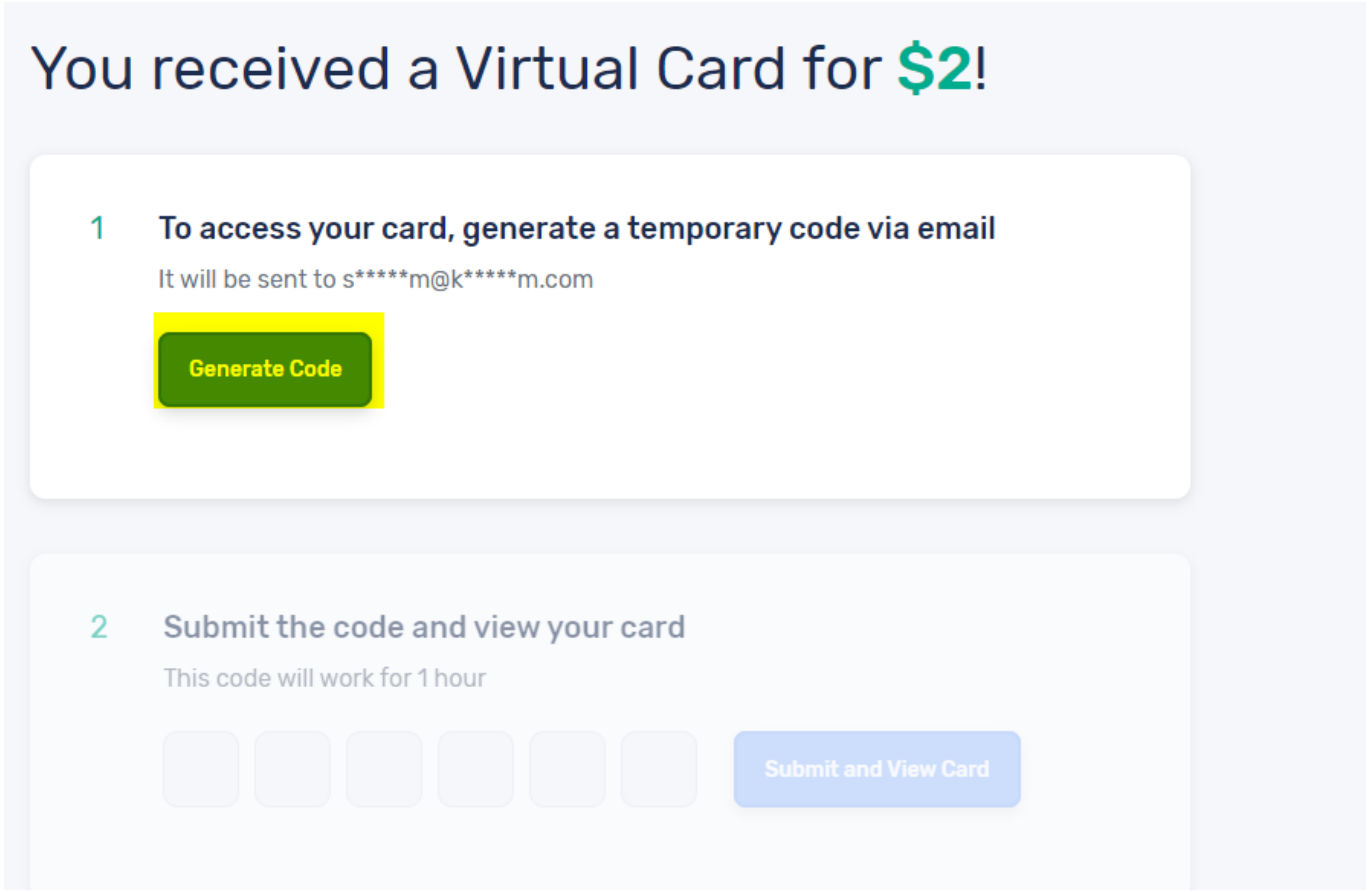


View your virtual card



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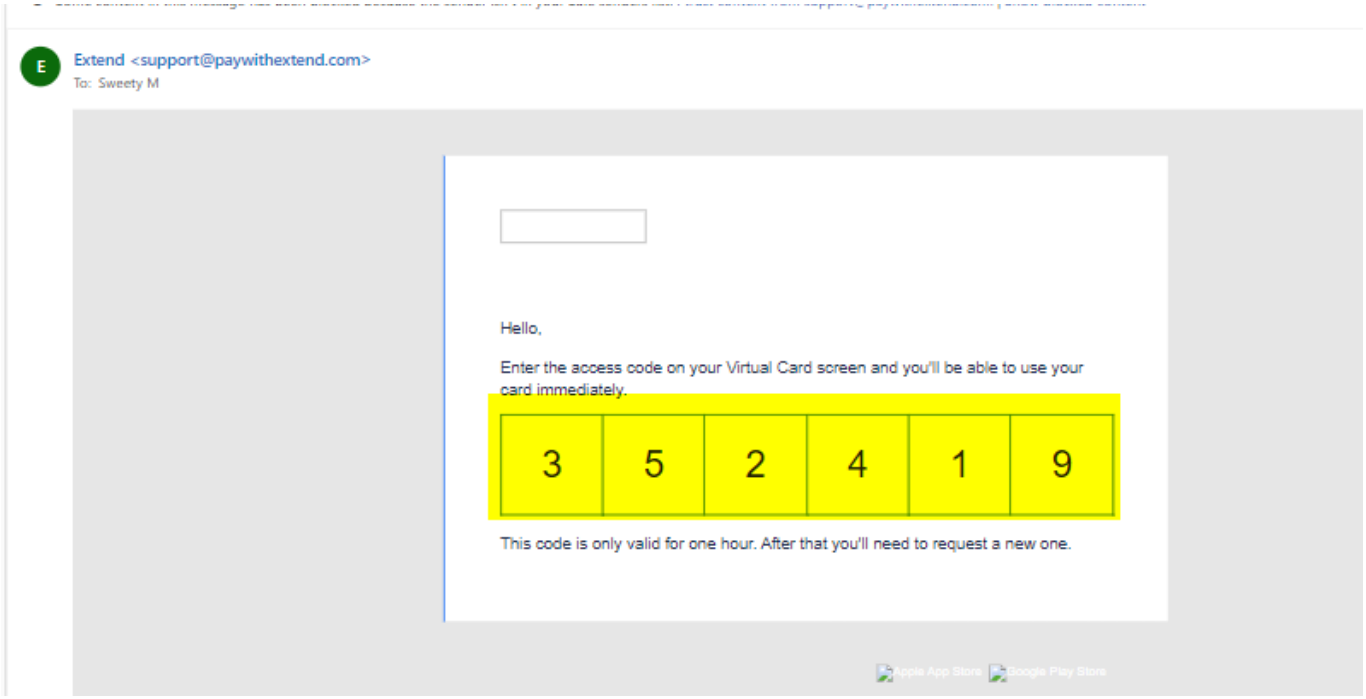
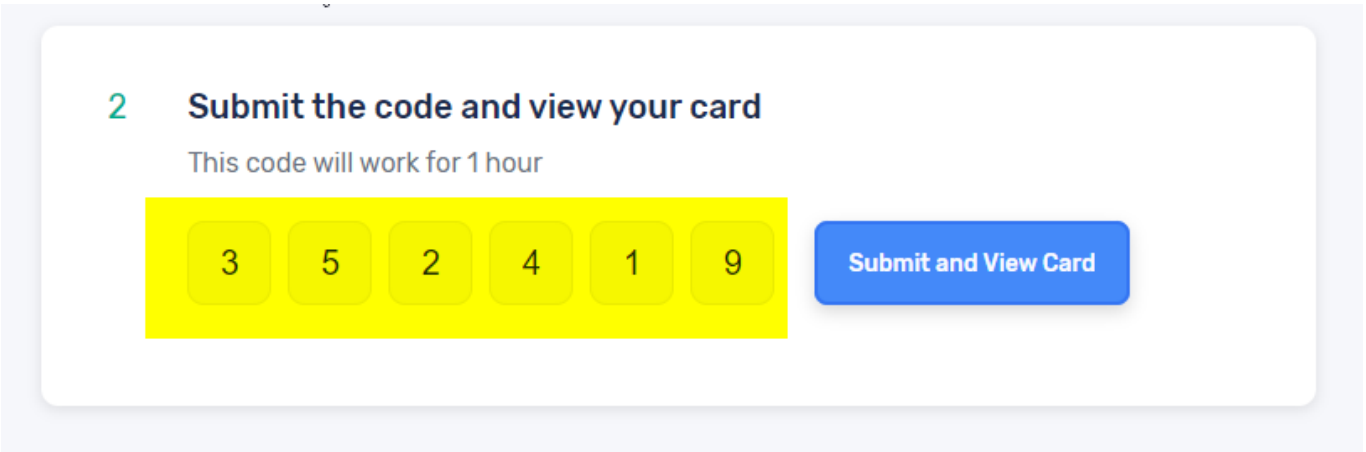
Generate Code

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



Code



Submit and View Card

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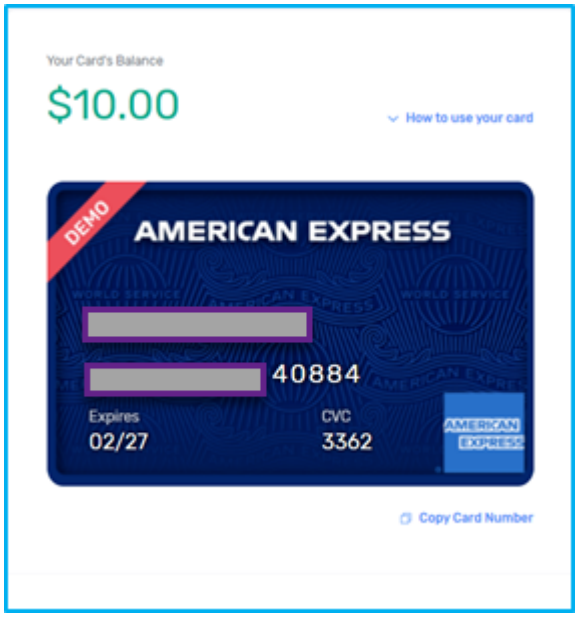
Pay with Extend



Card

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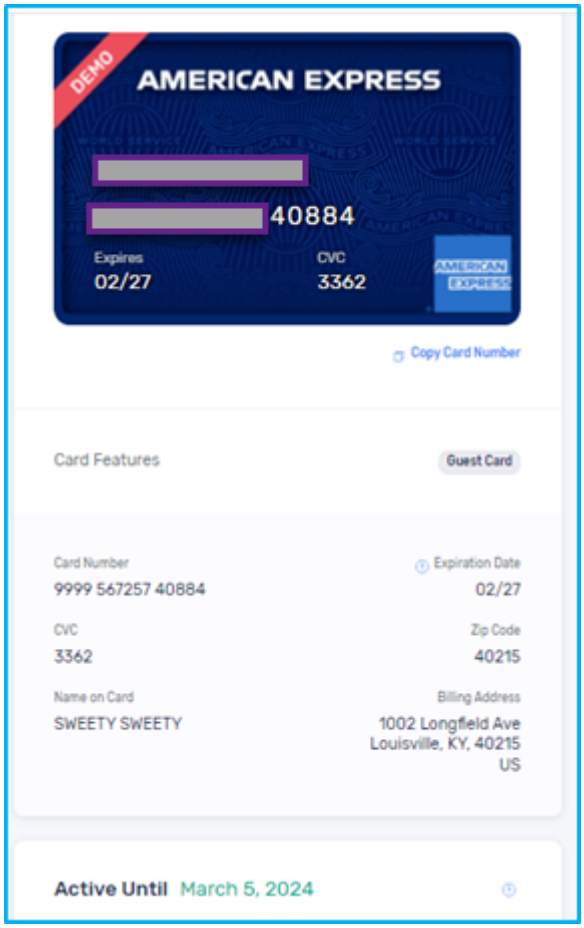

Card

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

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