

Refund a PayPal Invoice

refund a PayPal invoice, navigate to the **[Receivables]** workspace and select **[Payments and Applications]**.

• Acumatica	payment and Q			Revision Two Products Products Wholesale	12/20/2023 10.48 PM	0	💄 admin	admin 🗸
Tavorites	MENU ITEMS (6)	TRANSACTIONS AND PROFILES	HELP TOPICS		FILES		×	Envoices and
🕑 Data Views	E Property Management							Herrica
Time and Expenses	Finance Inquiries AR Payments and Applications I							Customer Details
Finance	Payables							
Property Managem	Transactions							
\$ Banking	Checks and Payments							
Projects	Receivables							
Payables	Transactions Payments and Applications							
Receivables	Contract Management							
🔀 Customization	Transactions							
Sales Orders	Payments and Applications							
Purchases	Zales Orders							
D Inventory	Transactions	Processes Process Payments And Applicat						

Payments and Applications

• Click the (+) to create a new refund.





• Acumatica	Search	ৎ গু								Re	vision Two Produ ducts Wholesale		12/20/2023 10:49 PM	0	💄 adm	in admin 🗸
☆ Favorites	Payments and Applications Payment											NOTES	ACTIVITIES F	ILES CI	USTOMIZATION	TOOLS .
C Data Views	6 0 0 0 +	B D ~ K	< > >	RELEA	ASE ····											
Time and Expenses	Type: Payment Reference Nbr.: Payment Credit Memo	Customer: Location:			0 0	Payment Amo Applied to Doc	0.00									Ŷ
Finance	Status: Prepayment Application Date: Refund Voided Maria	Payment Meth Card/Account			Q,	Applied to Ord Available Bala	0.00									
Property Managem	Application Pe Voider Voider Payment Ref.: Balance D	Cash Account:	1150 0 1 44	- 10	Q.	Write-Off Amo Finance Charg	0.00									
\$ Banking		Description:	050 10 1.00	• •	EW BADE	Deducted Char	0.00									
Projects		APPLICATION HISTORY	SALES ORDERS	FINANC	CIAL APPRI	OVALS CHAR	GES									
Payables	B G D Branch	Doc. Type	Reference Nbc.	*Line Nbr.	Inventory ID	Project	Project Task	Cost Code	Account	Customer	Amount Paid	Car Discou	h Write-Of st Amoun	f Write-Off	Reason	Date
Receivables												Take	8			
Customization																
Sales Orders																
Purchases																
Inventory																
2 ^{\$} Payroll																
<															IC C	> >
Your product is in trial model																

• Select the [Type] Customer [Refund].





• Acumatica	Search Q	Rev Prod	sion Two Products 🗸	12/20/2023 10:49 PM	~ 0	💄 admin	admin 🗸					
A Favorites	Payments and Applications Refund - Alta Ace							D NOTE:	ACTIVITIES	FILES C	USTOMIZATION	TOOLS .
🕑 Data Views	5 2 回 5 + 8 0 × K	< > > RELEASE ···										
Time and Expenses	Type: Refund Customer: Reference Nbr.:	AACUSTOMER - Alta Ace P Payment MAIN - Primary Location P Applied to	Amo 0.00 O									
Finance	Status: Balanced Payment Meth • Application Date: 12/20/2023 Card/Account	PAYPAL1 - PAYPAL1 /P Applied to Select - Payment Method	Ord 0.00				Ξ×					
Property Managem	Application Pe 12-2023 ,0 Payment Ref.: Cash Account:	SELECT O + H					Q					
\$ Banking	Currency: Description:	Payment Method T Description ID	Means of Payment Ac	tive	Use in AR	Use in AP	Export Method					
_	DOCUMENTS TO APPLY APPLICATION HISTORY	CASH Cash Payment Methods	CASH Cash Payment Cash/Check P E Export Scenari									
Projects		CHECK Check	Cash/Check		2	2	Export Scenari					
O Druchler		EXTEND Extend154750	Cash/Check	Ø	Ø	2	Export Scenari	Amount Daid	Cash Minit	0.00	Dansen D	ata .
Payables	m o D D branch Doc. type	EXTEND1 Extend133838	Cash/Check	Ø	Ø	2	Export Scenari	Dis	count Am	sount Code	Heason D	ate
Receivables		FEDWIRE Fedwire	Cash/Check			2	Export Scenari		akes			_
• • • • • • • • • • • • • • • • • • • •		MASTERCARD Mastercard	Credit Card	Ø	Ø		Export Scenari					
Customization		ONLINE eCommerce Online Payment	Credit Card				Export Scenari					
		PAYFLOW payflow	Credit Card	Ø	Ø	2	Export Scenari					
Sales Orders		PAYFLOWPM Payflow Payment Method	Credit Card	Ø	Ø	1	Export Scenari					
		PAYPAL PayPal Invoices Pay Method	Cash/Check			2	Export Scenari					
Purchases		PAYPAL PAYPAL1	Cash/Check	Ø	Ø	T	Export Scenari					
_		PAYPALPA Paypal Invoices payment method	Cash/Check	Ø	Ø	2	Export Scenari					
Inventory		PPFLOW PFLOW	Credit Card	R	R	2	Export Scenari					
~		PYPALPM Paypal Invoices Payment method	Cash/Check	Ø	2	2	Export Scenari					
2 ^s Payroll		VISATOK Visa Tokenized	Credit Card	Ø	Ø		Export Scenari					_
							2 21				IC (\rightarrow \rightarrow
Your product is in trial mot	le. Only two concurrent users are allowed.										AC	TIVATE

- Search for [Customer].
- Search for the created [Payment Method].
- Select [Cash Account].
- Click (+) to add a new document under the Documents to Apply tab.
- Select the [Document Type] as [Payment].





Acumatica	Search	<u> </u>								Rev Prod	ision Two Produ ucts Wholesale	cts 🗸 12	/20/2023 49 PM	0	💄 admin	admin 🗸
A Favorites	Payments and Applications Refund - Alta Ace											NOTES A	CTIVITIES F	LES CUS	TOMIZATION	TOOLS -
🕑 Data Views	す 20 日 ち 十	₿О́чк	< > >	RELEAS	E											
Time and Expenses	Type: Refund ~ Reference Nbr.:	Customer: Location:	AACUSTOMER - A MAIN - Primary Loc	ita Ace ation	р 0 Р	Payment Amo Applied to Doc	0.00									Â
Finance	Status: Balanced Application Date: 12/20/2023	Payment Meth	PAYPAL - PayPal I	nvoices Pay Me	etho ,0	Applied to Ord Available Bala	0.00									
Roperty Managem	Payment Ref.:	Cash Account: Currency:	10100 - Petty Cash USD 1.00	* VIEW	,0 BASE	Finance Charg Deducted Char	0.00									
\$ Banking		Description:														
Projects	OCUMENTS TO APPLY	CUMENTS AUTO APP		FINANCIA	L APPRO	WALS CHARG	ES									
Payables	🗄 🖗 🗋 📄 Branch	Doc, Type	* Reference Nbr.	*Line Nbr.	Inventory ID	Project	Project Task	Cost Code	Account	Customer	Amount Paid	Cash Discount	Write-Off Amount	Write-Off Res Code	ason D	ate
Receivables	* 6 D .	Credit Memo									0.00	0.00	0.00			
Customization		Credit Memo Payment Prepayn														
Sales Orders		-	-													
Purchases																
Inventory																
2 ^{\$} Payroll																
<	<							-							< <	> >>
Your product is in trial mod	de. Only two concurrent users are a	allowed.													A	TIVATE

- Enter the [Payment Reference Number].
- This can be found in the sales order under the **[Payments]** tab.





Acumatica	Search Q	<u>ଥ</u>			F	Revision Two Products Iroducts Wholesale	 12/20/ 10/49 F 	²⁰²³ ✔ ⑦	💄 admin admin	~
A Favorites	Sales Orders SO SO007734 - Alta Ace					I NOTES ACT	WITIES FILE	S CUSTOMIZATION	TOOLS -	See and
🕒 Data Views	5 □ 0 + 8		CK PROCESS CREATE SHIPMENT	HOLD						-
Time and Expenses	* Order Type: SO ,P • C Order Nbr.: SO007734 ,P * L	Customer: AACUSTOMER - Alta Ace Location: MAIN - Primary Location	Ordered Qty.: Discount Total:	1.00					Gustor Deta	tails
Finance	Status: Open 0 * Date: 12/20/2023 v	Contact: Amelia Armstrong Currency: USD /P 1.00 * V	VIEW BASE VAT Taxable T	0.00						
Property Managem	Requested On: 12/20/2023 Customer Ord	Project: X - Non-Project Code.	Order Total:	100.00						
\$ Banking	External Refer	Description:								
Projects	DETAILS TAXES COMMISSIONS	S FINANCIAL SHIPPING PARTY	Copy the reference	PAYMENTS RELATIONS	TOTALS AD	DRESSES				
Payables	B D Doc. Type	*Reference Nbr.	the Reference Nbr	Payment Ref.	Payment Method	Cash Payme Account Amou	t Currenc	Not Released: Authorized:	0.00	
Receivables	> @ D Payment	004591 100.0	00 0.00 0.00 Open	INV2-UX4T-6EAU-	PAYPAL	10100 100.0	USD	Total Paid: Total Transferr	100.00	
Customization								Unpaid Balance:	0.00	
Sales Orders								Unbilled Balan	100.00	
Purchases										
Inventory										
2 ^{\$} Payroll										
<	¢					I< <	> >=		<	<
Your product is in trial mo										

Sales Orders

- Upon adding the **[Reference Nbr,]** the remaining fields will auto fill and click on refresh the Payment Amount will automatically add the amount.
- Click on [Save].





• Acumatica	Search	<u> </u>								Revi Prod	sion Two Produ ucts Wholesale	×ts 🗸	12/20/2023 10.50 PM	0	admin a	edmin 🗸
Favorites	Payments and Applications Refund - Alta Ace											NOTES	ACTIVITIES FI	LES CUSTO	MIZATION	TOOLS -
🕑 Data Views	€ Ξ Ω ν +	B D ~ K	< > >	RELEA	SE ····		_	_								
Time and Expenses	Type: vind v Reference Nbr. NEW> ,P	Customer: Location:	AACUSTOMER - Alt MAIN - Primary Loca	ta Ace ation	P	Payment Amo Applied to Doc	100.00									î
Finance	Status: Balanced • Application Date: 12/20/2023 ~	Payment Meth Card/Account	PAYPAL - PayPal In	voices Pay I	Aetho ,O	Applied to Ord Available Bala	0.00									
Property Managem	Application Pe 12-2023 ,P Payment Ref.: 111111	Cash Account: Currency:	10100 - Petty Cash	* V#	,0 W BASE	Finance Charg	0.00									
\$ Banking		Description:		18	in proc.	Designed Grants										
Projects	DOCUMENTS TO APPLY AP	PLICATION HISTORY		FINANC	AL APPRO	OVALS CHARG	ES									
Payables	B 0 D Branch	Doc. Type	Reference Nbr.	*Line Nbr.	Inventory ID	Project	Project Task	Cost Code	Account	Customer	Amount Paid	Cast	Write-Off Amount	Write-Off Reas	on Da	to .
Receivables	> O D PRODWHOLE	Payment	004591	0						AACUSTOMER	100.00	0.00	0.00	BALWOFF	12	20/2023
😚 Customization																
Sales Orders																
Purchases																
Inventory																
2 ^{\$} Payroll																_
<	<														<	> >) > >)
Your product is in trial mod	le. Only two concurrent users are all	lowed.													AC	IWATE

Sales Orders

- The [PayPal Invoice] tab will appear.
- Click the [PayPal Invoice] tab.





Acumatica	Search Q		Revision Two Products Vite 12/20/2023 Products Wholesale 10:50 PM	🎯 💄 admin admin 🗸
A Favorites	Payments and Applications Refund 004592 - Alta Ace		C NOTES ACTIVITIES	FILES CUSTOMIZATION TOOLS -
C Data Views		SE		
Time and Expenses	Type: Refund 	Payment Amo 100.00 C P Applied to Doc 100.00		~
Finance	Status: Balanced Payment Meth PAYPAL - PayPal Invoices Pay • Application Date 12/20/2023 v Card/Account	Metho D Applied to Ord 0.00 Available Bala 0.00		
I Property Managem	Application Pe 12-2023 P *Payment Ref.: 111111 * Cash Account: 10100 - Petty Cash Cumency: USD 1.00 * VII	Vitte-Off Amo 0.00 Finance Charg 0.00 VV BASE Deducted Char. 0.00		
\$ Banking	Description:			
Projects	DOCUMENTS TO APPLY APPLICATION HISTORY SALES ORDERS PAYPA	NOICE FINANCIAL APPROVALS CHARGES		
Payables	O H ⊠ ■ 0 D Requested Date PayPal Invoice Nbc. PayFal Invoice Nbc.	al Invoice PayPal Invoice Ref. PayPal Invoice Customer Email PayPal Invoice Note	PayPal Invoice	
Receivables		a Main	PARTONIA	
Customization				
Sales Orders				K < > >L
Purchases	PayPal Invoice Nbr.: PayPal Invoice Status:			
Inventory		REFUND PAYPAL DWOICE		
2 ^{\$} Payroll		•		
<		•		
Your product is in trial mod	Only two concurrent users are allowed.			ACTIVATE

- Click [Refund PayPal Invoice].
- A new line will appear on the table with a new PayPal Invoice number.
- The invoice status will be listed as **[Partially Refunded]** or **[Fully Refunded]** depending on the amount refunded on the order.
- The customer will receive a refund notice on the invoice in their PayPal account.

