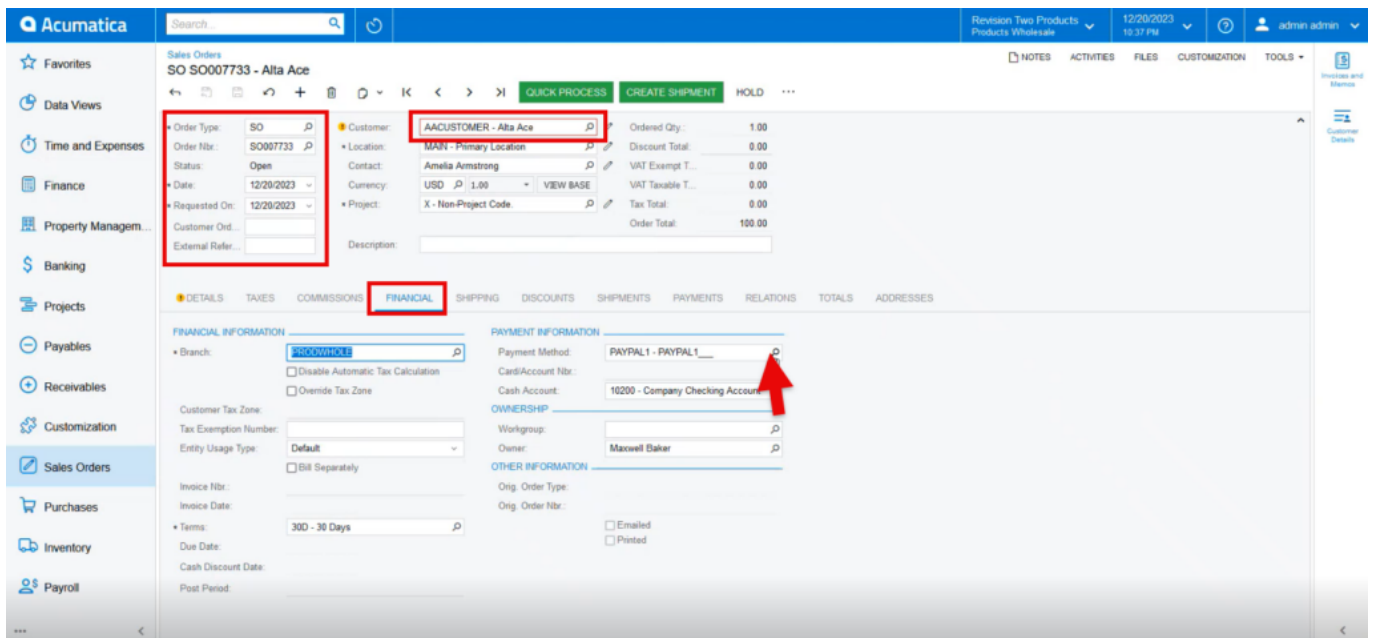


Send a PayPal Invoice

Acumatica allows users to generate PayPal invoices directly from within the system. This integration streamlines the invoicing process and eliminates the need for manual data entry or switching between different platforms.

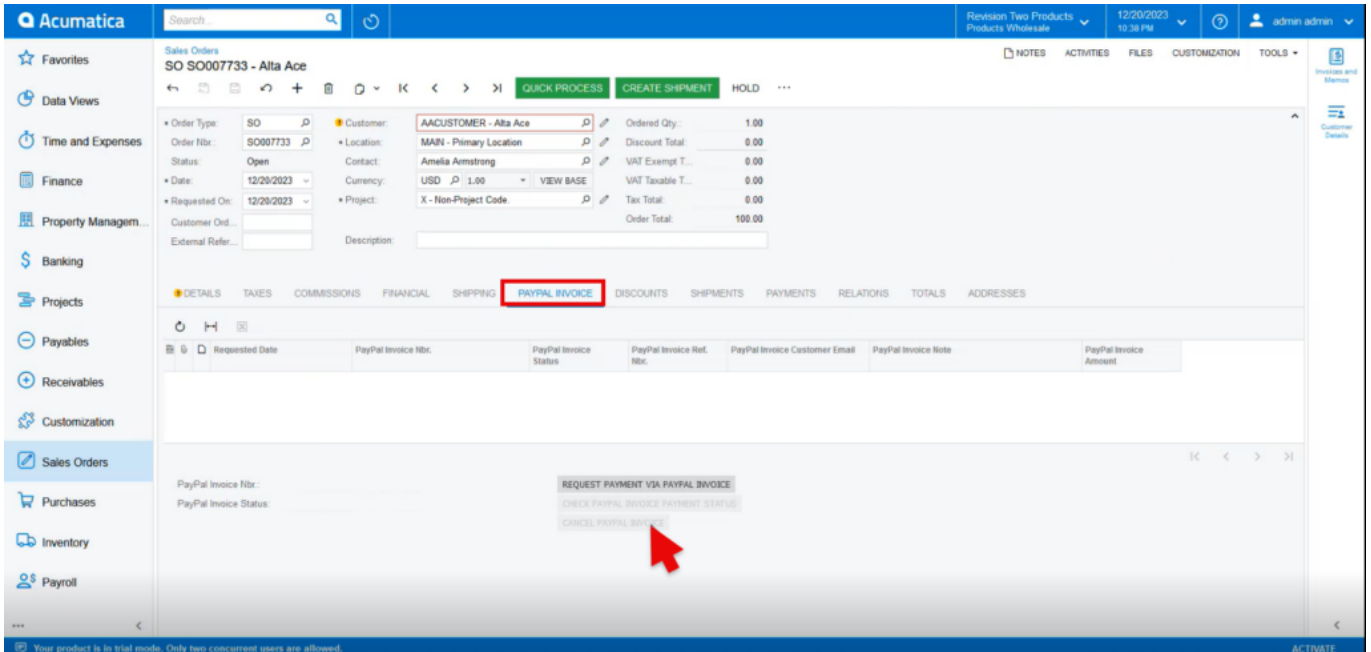
Once an invoice is generated, Acumatica can automatically send it to the customer through PayPal. This ensures efficient and timely delivery of invoices, enhancing customer communication and reducing delays in payment.

- Search for the **[Customer]**.
- Click on the **[Financial]** Tab.
- Search for the mapped **[Payment Method]**.



Sales Orders

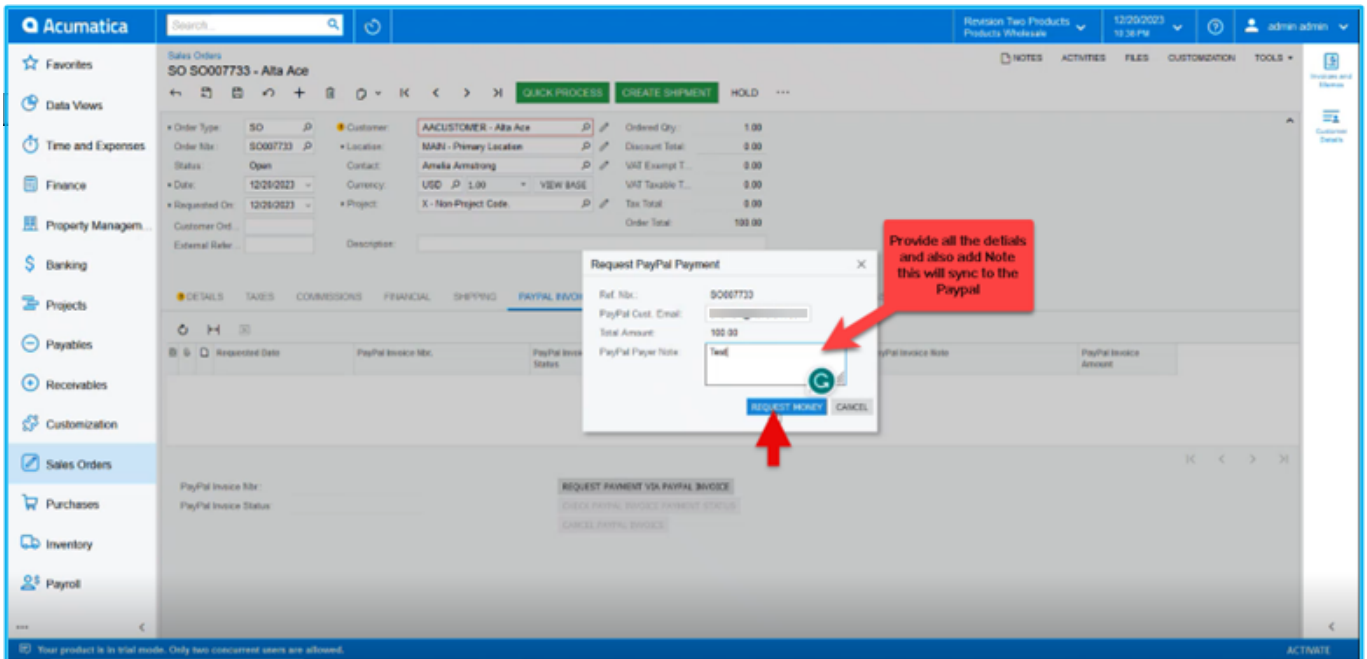
- Click on **[PayPal Invoice]** tab.
- A screen with 3 options will appear.
- To get Invoice click on **[Request Payment Via Paypal Invoice]**.



The screenshot displays the Acumatica software interface for a Sales Order. The top navigation bar includes the Acumatica logo, a search bar, and user information (Revision Two Products, Products Wholesale, 12/20/2023 10:38 PM, admin admin). The left sidebar lists various modules like Favorites, Data Views, Time and Expenses, Finance, Property Management, Banking, Projects, Payables, Receivables, Customization, Sales Orders, Purchases, Inventory, and Payroll. The main content area shows the Sales Order details for SO SO007733 - Alta Ace. The 'PAYPAL INVOICE' tab is highlighted in red. Below the order details, there is a table with columns for Requested Date, PayPal Invoice Nbr., PayPal Invoice Status, PayPal Invoice Ref. Nbr., PayPal Invoice Customer Email, PayPal Invoice Note, and PayPal Invoice Amount. At the bottom right, there are three buttons: 'REQUEST PAYMENT VIA PAYPAL INVOICE', 'CHECK PAYPAL INVOICE PAYMENT STATUS', and 'CANCEL PAYPAL INVOICE'. A red arrow points to the 'REQUEST PAYMENT VIA PAYPAL INVOICE' button.

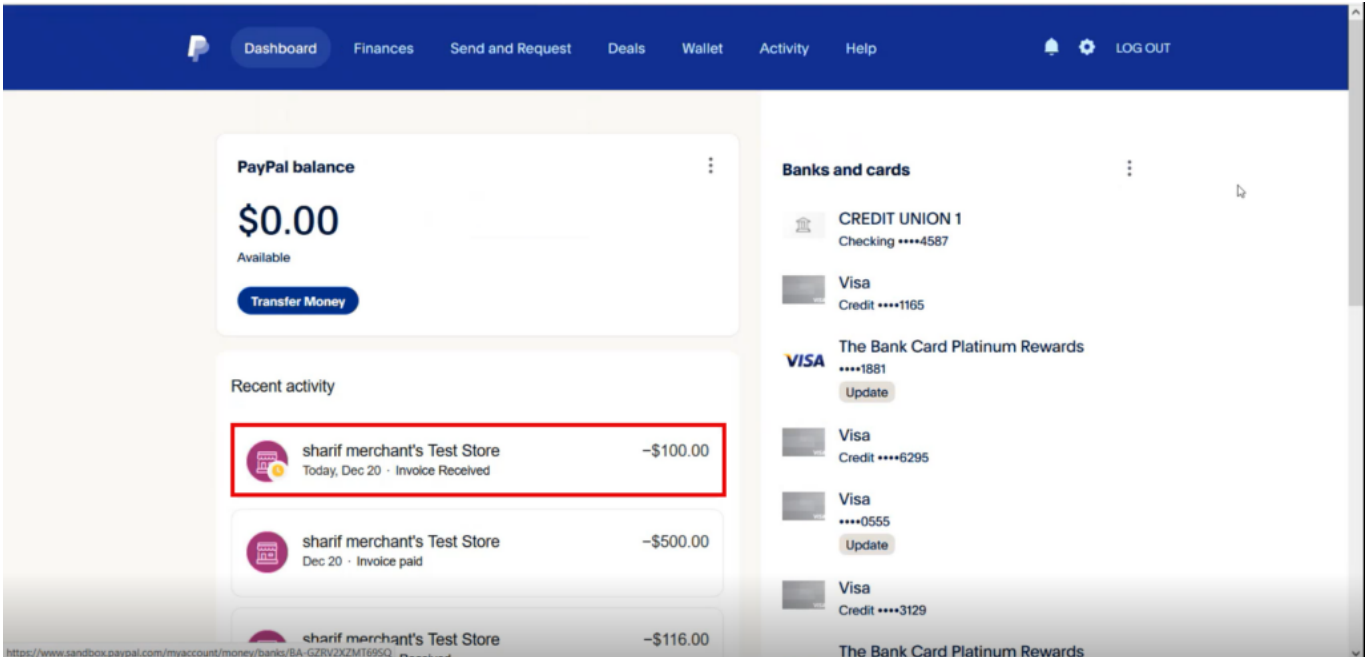
Sales Orders

- The Reference Number will be the Order Number of the sales order.
- Enter the PayPal Customer Email corresponding to their account.
- PayPal accounts are identified by the email used for the PayPal account.
- This can differ from customer emails as they are entered in Acumatica.
- Ensure that the email associated with the customer's PayPal account is being used within the invoice request.
- The Total Amount is the amount being requested from the customer as it corresponds to the order total.



Sales Orders

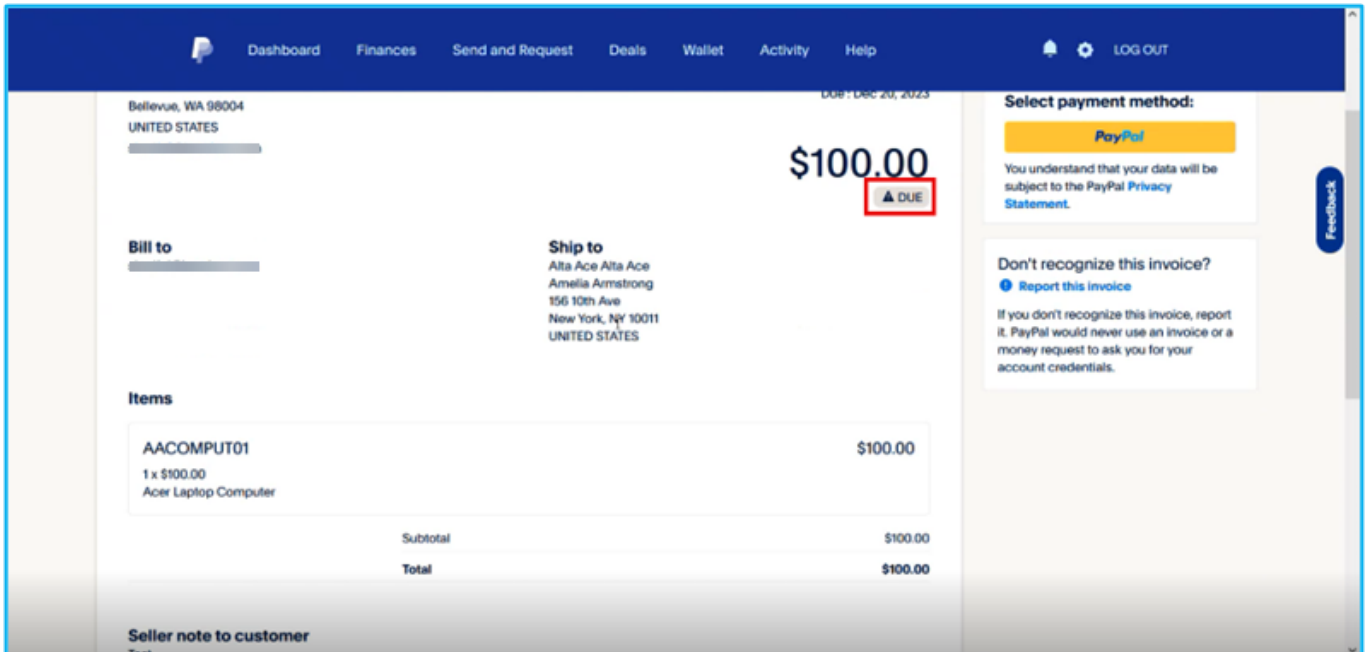
- Click **[Save]**.
- The invoice will be sent to the customer's account for payment.



The screenshot shows the PayPal dashboard with a dark blue header containing navigation links: Dashboard, Finances, Send and Request, Deals, Wallet, Activity, Help, and LOG OUT. The main content area is divided into two columns. The left column features a 'PayPal balance' card showing '\$0.00 Available' with a 'Transfer Money' button, and a 'Recent activity' list. The first activity item, 'sharif merchant's Test Store' for '-\$100.00' (Today, Dec 20 - Invoice Received), is highlighted with a red box. The right column shows 'Banks and cards' with several Visa and CREDIT UNION 1 cards listed, each with an 'Update' button.

Paypal

- Click on the Invoice.



The screenshot displays a PayPal invoice for \$100.00, dated Dec 20, 2023. The invoice includes the following details:

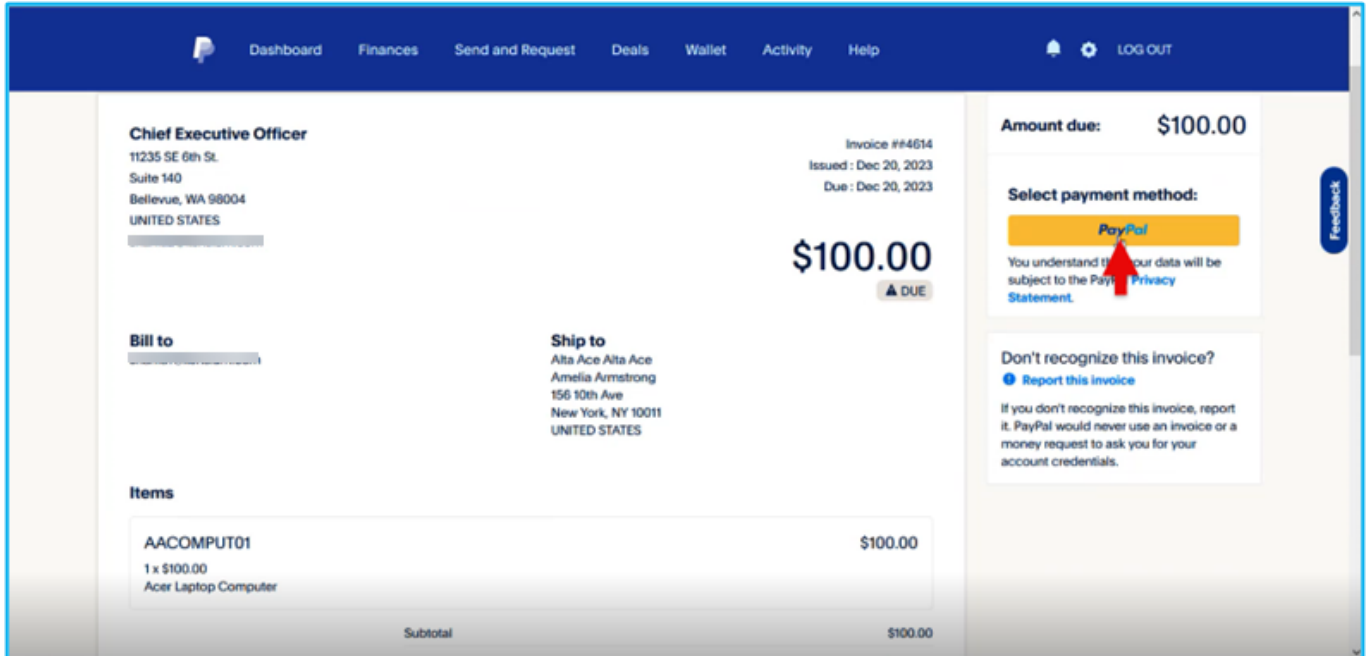
- Location:** Bellevue, WA 98004, UNITED STATES
- Payment Method:** PayPal (highlighted with a yellow button)
- Amount:** \$100.00 (with a 'DUE' label and a red box around it)
- Bill to:** (Redacted)
- Ship to:** Alta Ace Alta Ace, Amelia Armstrong, 156 10th Ave, New York, NY 10011, UNITED STATES
- Items:**

Item	Quantity	Amount
AACOMPUT01 1 x \$100.00 Acer Laptop Computer	1	\$100.00
- Summary:**

Category	Amount
Subtotal	\$100.00
Total	\$100.00
- Don't recognize this invoice?** Report this invoice
- Seller note to customer:** (Redacted)

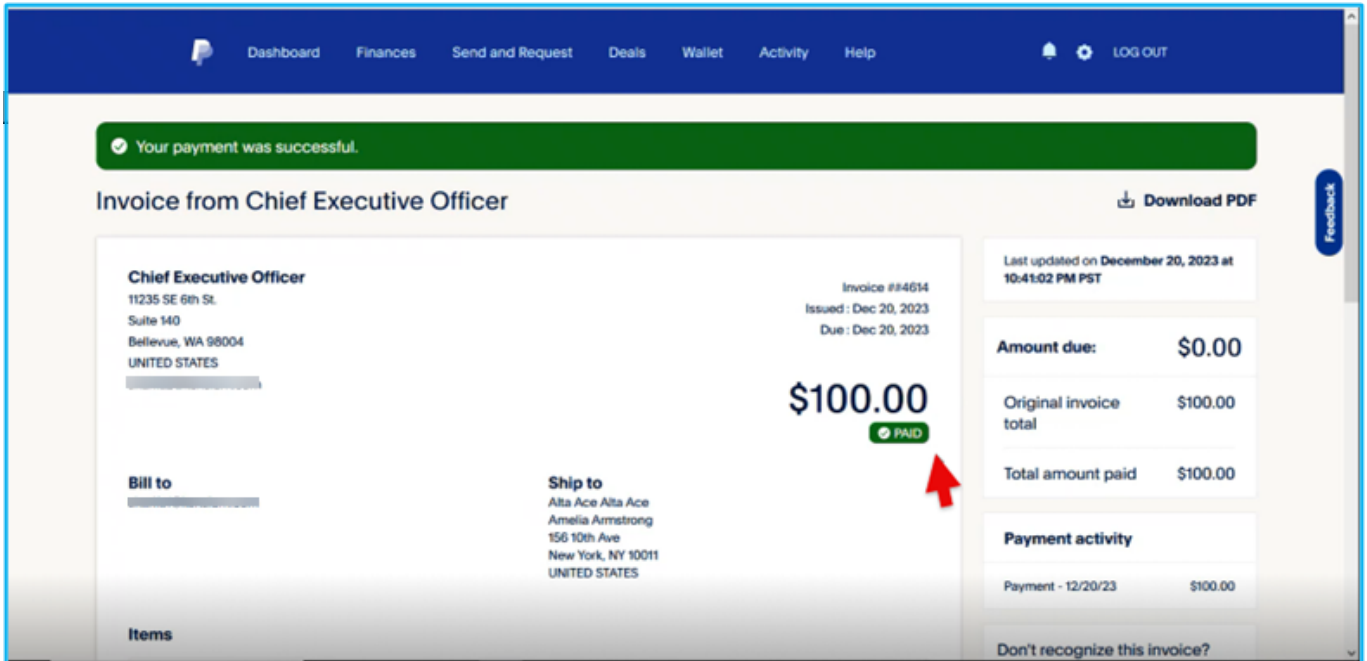
Paypal

- Click on [**Paypal**].



Paypal

- Click on [**Complete Purchase**].



The screenshot shows a web dashboard with a blue header containing navigation links: Dashboard, Finances, Send and Request, Deals, Wallet, Activity, Help, and a LOG OUT button. A green notification bar at the top states "Your payment was successful." Below this, the main content area is titled "Invoice from Chief Executive Officer" and includes a "Download PDF" link. The invoice details are as follows:

Chief Executive Officer 11235 SE 6th St. Suite 140 Bellevue, WA 98004 UNITED STATES	Invoice #4614 Issued : Dec 20, 2023 Due : Dec 20, 2023	Last updated on December 20, 2023 at 10:41:02 PM PST
Bill to	Ship to Alta Ace Alta Ace Amelia Armstrong 156 10th Ave New York, NY 10011 UNITED STATES	Amount due: \$0.00
Items	\$100.00 PAID	Original invoice total: \$100.00 Total amount paid: \$100.00
		Payment activity Payment - 12/20/23: \$100.00

Additional elements include a "Feedback" button on the right and a "Don't recognize this invoice?" link at the bottom right. A red arrow points to the "PAID" status on the invoice amount.

Sales Order

- You can view the invoice with **[Paid]** Status.
- Once the payment is done, a new line will appear in the table above the initial payment request with the **[PayPal Invoice Status]** listed as **[PAID]**