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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 🟚
- Click on the Tab.
- Search for the mapped $\ensuremath{\mathbb{M}}$





- Click on 🖡
- tab.
- $\bullet\,$ A screen with 3 options will appear.
- To get Invoice click on [





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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.





PayPal Invoicing

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Sales Orders

- Click 🖡
- The invoice will be sent to the customer's account for payment.





Dashboard Finances Send and Request	Deals Wallet	Activity Help 🌲 🖨 LOG OUT
PayPal balance	:	Banks and cards
\$0.00 Available		CREDIT UNION 1 Checking ••••4587
Transfer Money		Visa Credit ••••1165
Recent activity		VISA The Bank Card Platinum Rewards
sharif merchant's Test Store Today, Dec 20 · Invoice Received	-\$100.00	Visa Credit ••••6295
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https://www.sandbox.paypal.com/myaccount/money/banks/BA-GZRV2XZMT695Q. Backhod	-\$116.00	The Bank Card Platinum Rewards

Paypal

• Click on the Invoice.

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Bellevue, WA 98004		D08: Dec 20, 2023	Select payment method:
UNITED STATES		6100.00	PayPal
		\$100.00	You understand that your data will be subject to the PayPai Privacy Statement.
Bill to	Ship to		Don't recognize this invoice?
	Amelia Armstrong		Report this invoice
	New York, NY 10011 UNITED STATES		If you don't recognize this invoice, report it. PayPal would never use an invoice or a money request to ask you for your account credentials.
Items			
AACOMPUT01		\$100.00	
1 x \$100.00 Acer Laptop Computer			
	Subtotal	\$100.00	
	Total	\$100.00	
Seller note to customer			





• Click on **p**



Sales Order

- You can view the invoice with ${\ensuremath{\ensuremath{\mathbb{R}}}}$ Status.
- Once the payment is done, a new line will appear in the table above the initial payment request with the listed as **p**

