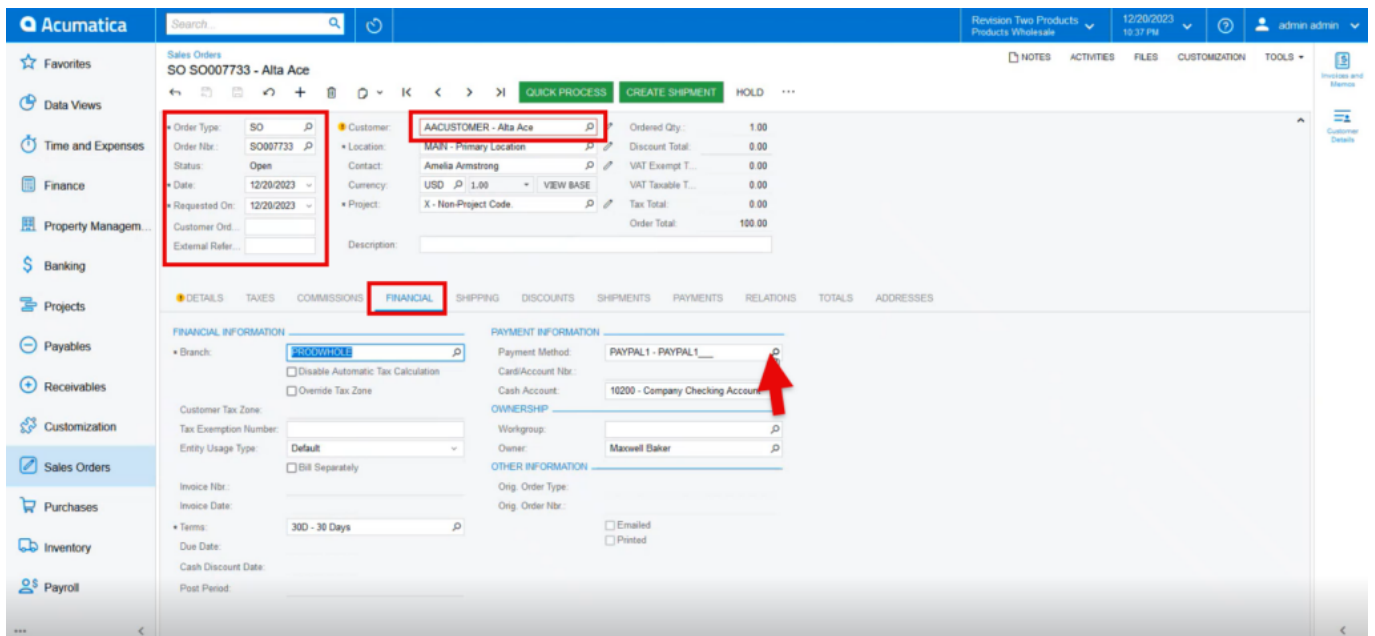


# Send a PayPal Invoice

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.

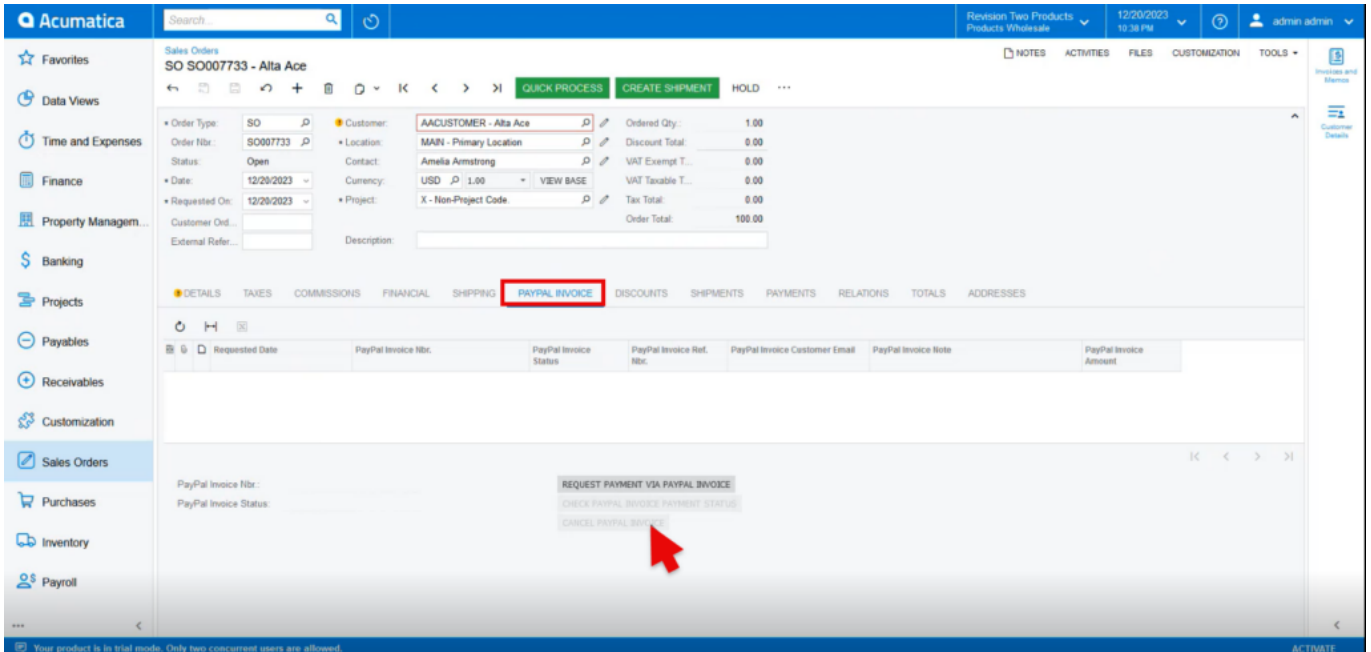
Once an invoice is generated, Acumatica can automatically send it to the customer through PayPal. This ensures efficient and timely delivery of invoices, enhancing customer communication and reducing delays in payment.

- 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]**.



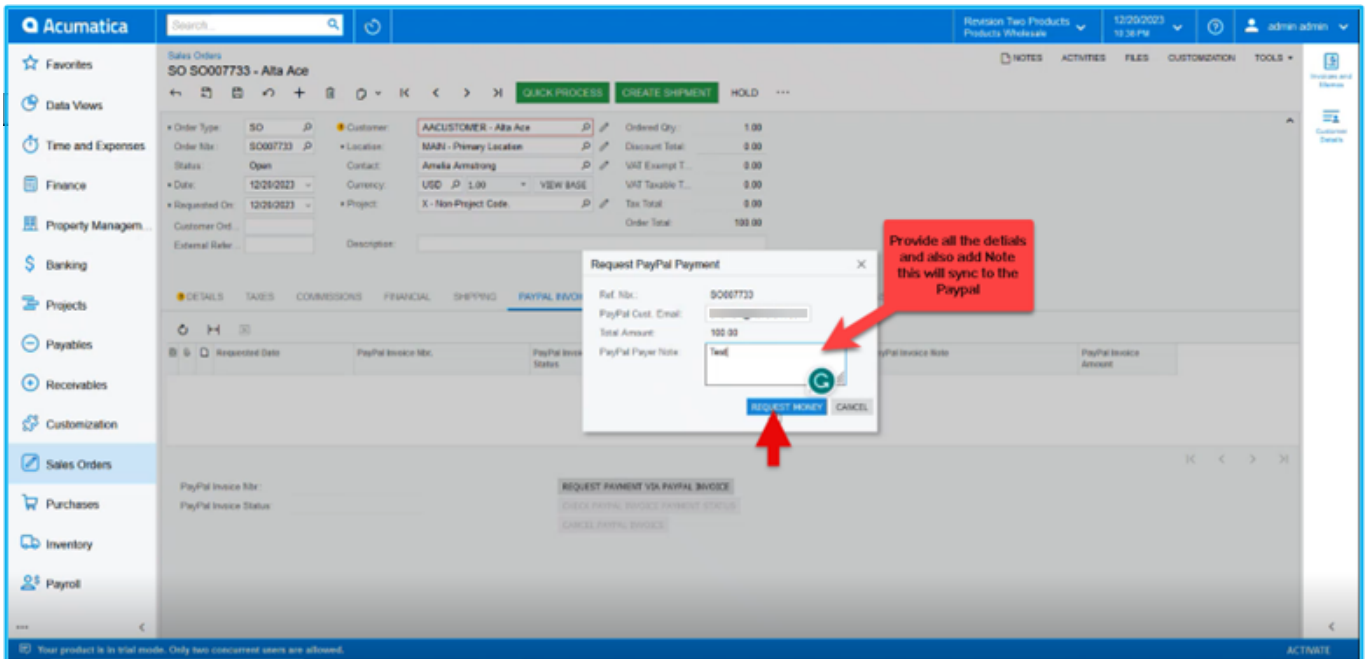
The screenshot shows the Acumatica software interface for a Sales Order. The order details are as follows:

Field	Value	Field	Value
Order Type	SO	Customer	AACUSTOMER - Alta Ace
Order Nbr.	SO007733	Location	MAIN - Primary Location
Status	Open	Contact	Amelia Armstrong
Date	12/20/2023	Currency	USD 1.00
Requested On	12/20/2023	Project	X - Non-Project Code
Customer Ord.		Ordered Qty.	1.00
External Refer.		Discount Total	0.00
Description		VAT Exempt T.	0.00
		VAT Taxable T.	0.00
		Tax Total	0.00
		Order Total	100.00

The 'PAYPAL INVOICE' tab is highlighted in red. A red arrow points to the 'REQUEST PAYMENT VIA PAYPAL INVOICE' button.

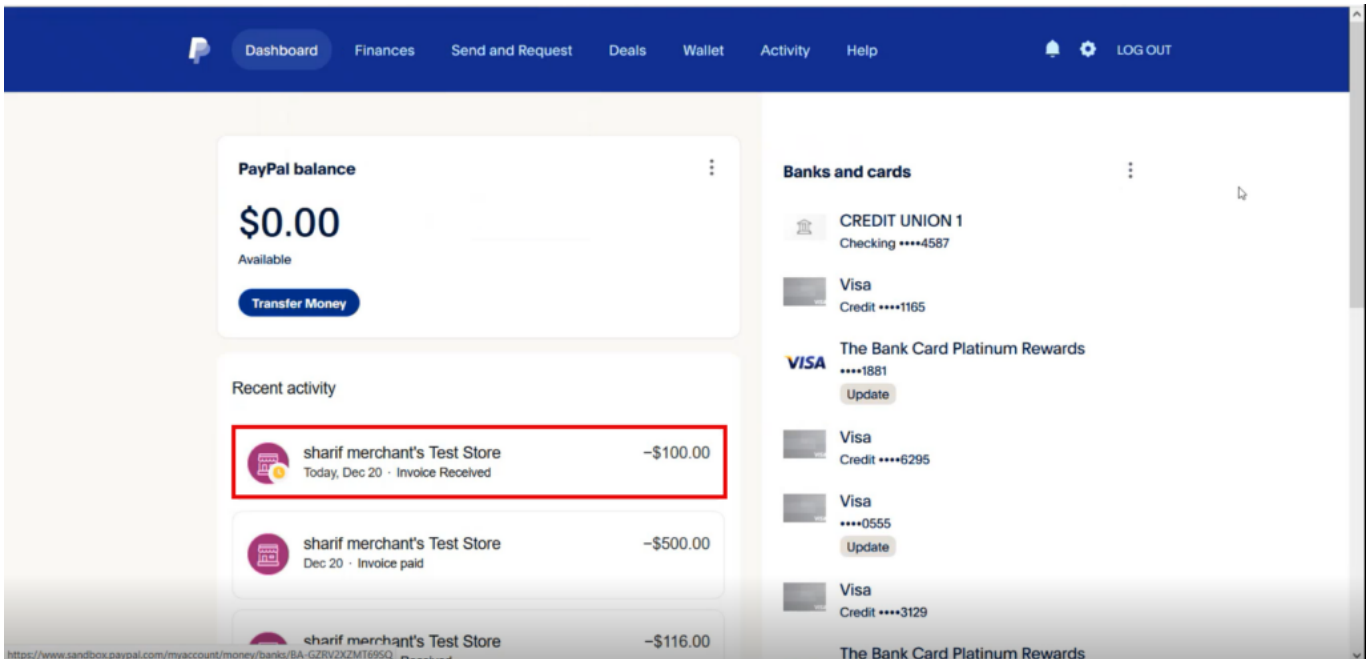
## Sales Orders

- 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.



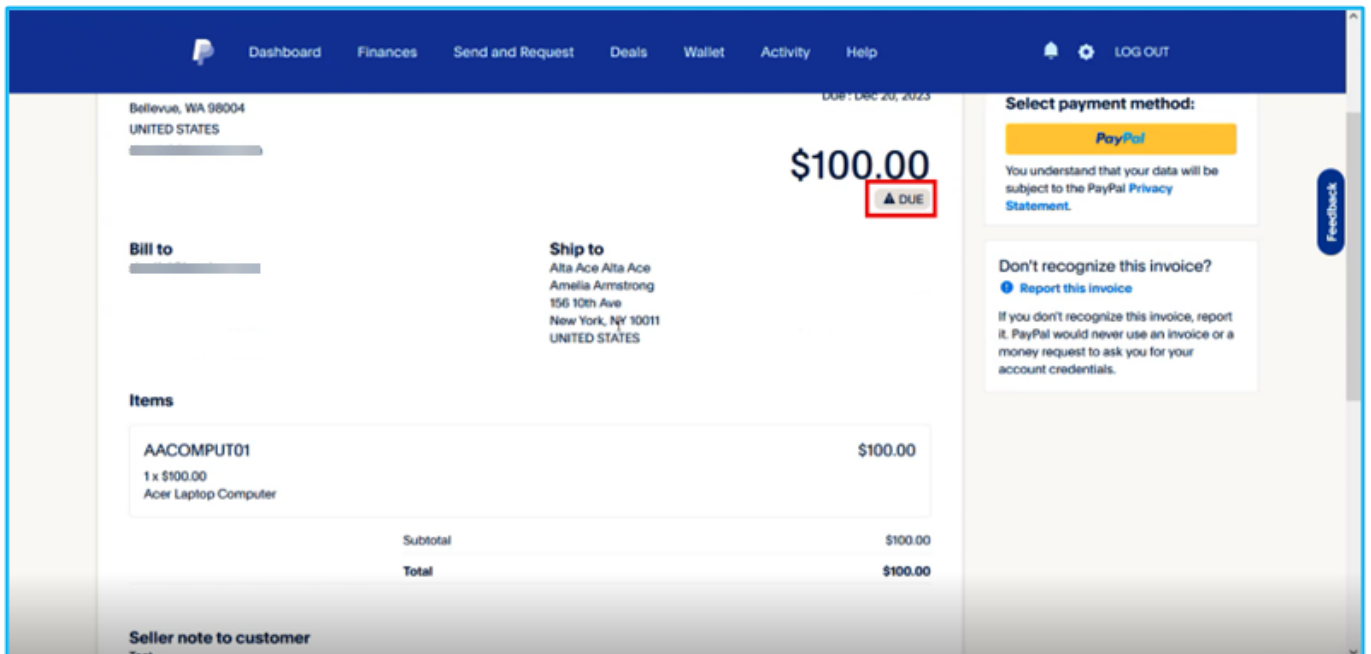
## Sales Orders

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



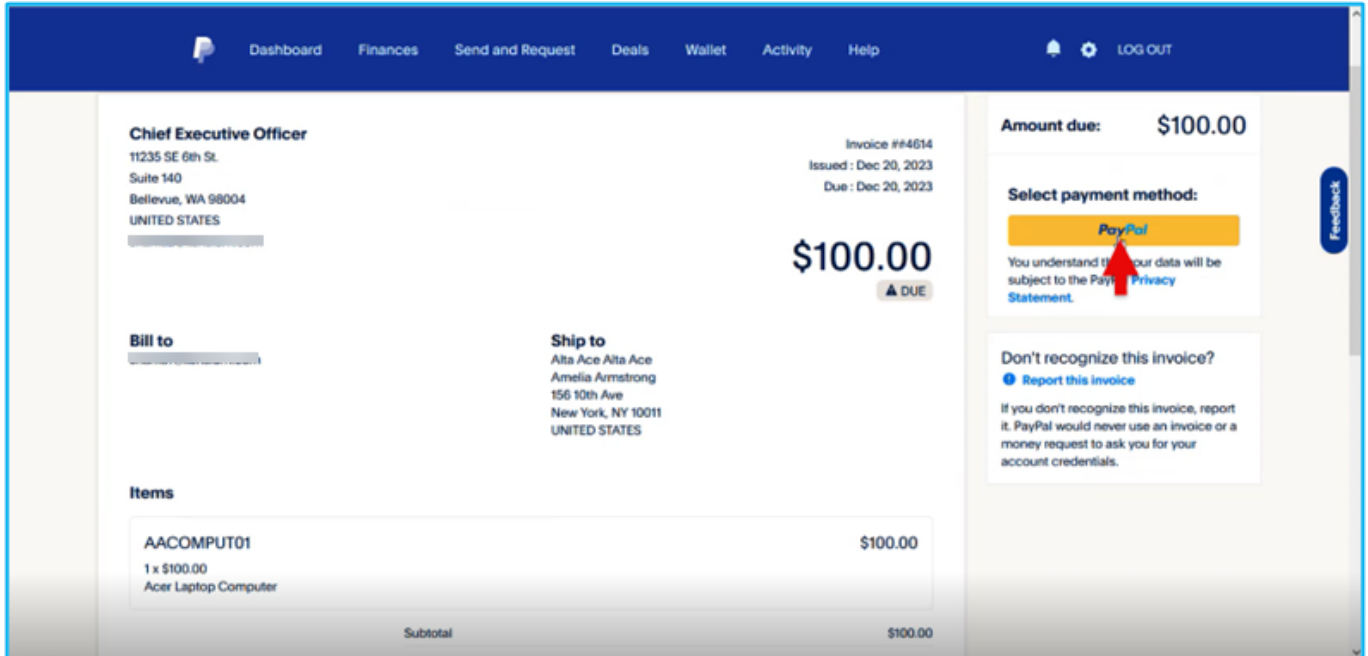
## Paypal

- Click on the Invoice.



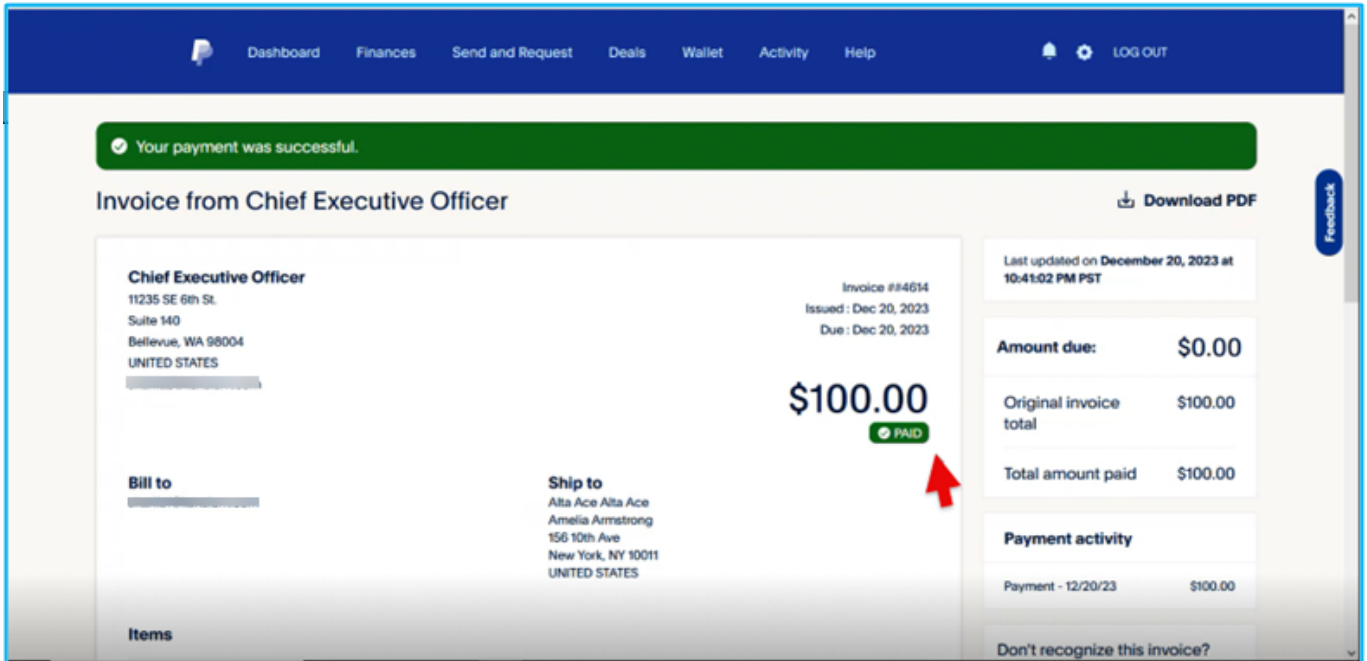
## Paypal

- Click on [**Paypal**].



## Paypal

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



The screenshot shows a web interface for a successful payment. At the top, a green banner reads "Your payment was successful." Below this, the page title is "Invoice from Chief Executive Officer" with a "Download PDF" link. The invoice details include:

- Chief Executive Officer**  
11235 SE 6th St.  
Suite 140  
Bellevue, WA 98004  
UNITED STATES
- Invoice #**: 4614  
**Issued**: Dec 20, 2023  
**Due**: Dec 20, 2023
- Amount due**: \$0.00
- Original invoice total**: \$100.00
- Total amount paid**: \$100.00
- Payment activity**  
Payment - 12/20/23 \$100.00

The amount due is \$0.00, and the original invoice total is \$100.00. A red arrow points to a green "PAID" button next to the \$100.00 total. The "Payment activity" table shows a payment of \$100.00 on 12/20/23. A "Feedback" button is visible on the right side.

### 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]**