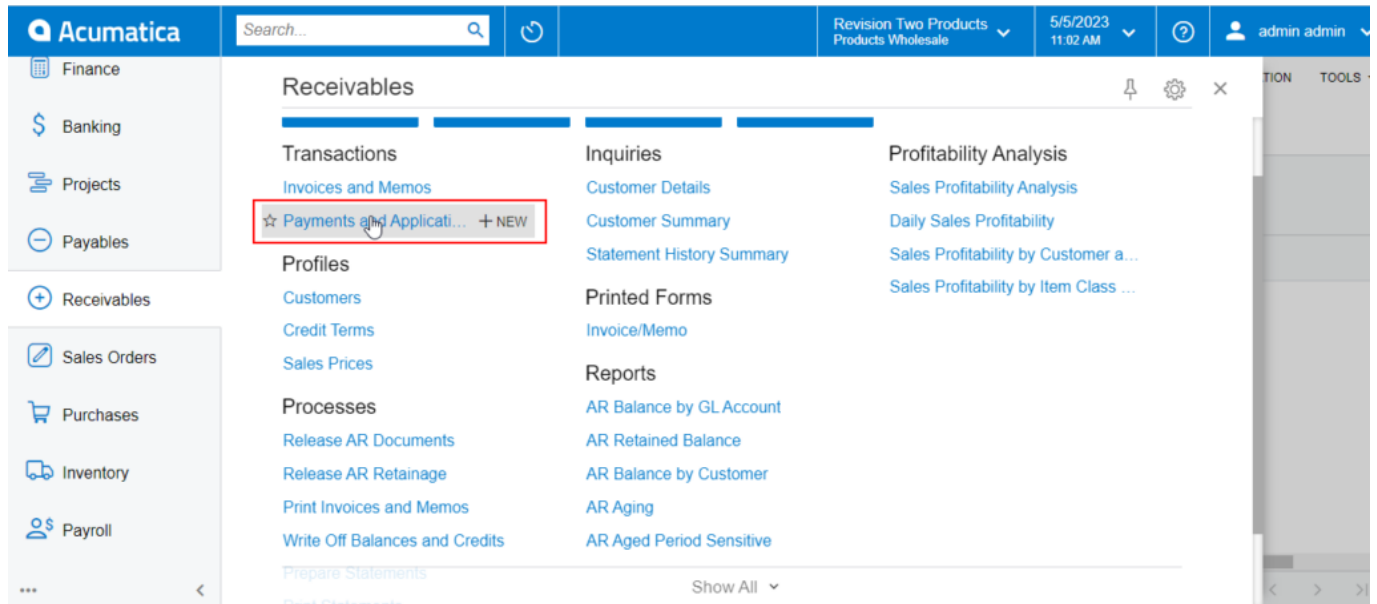
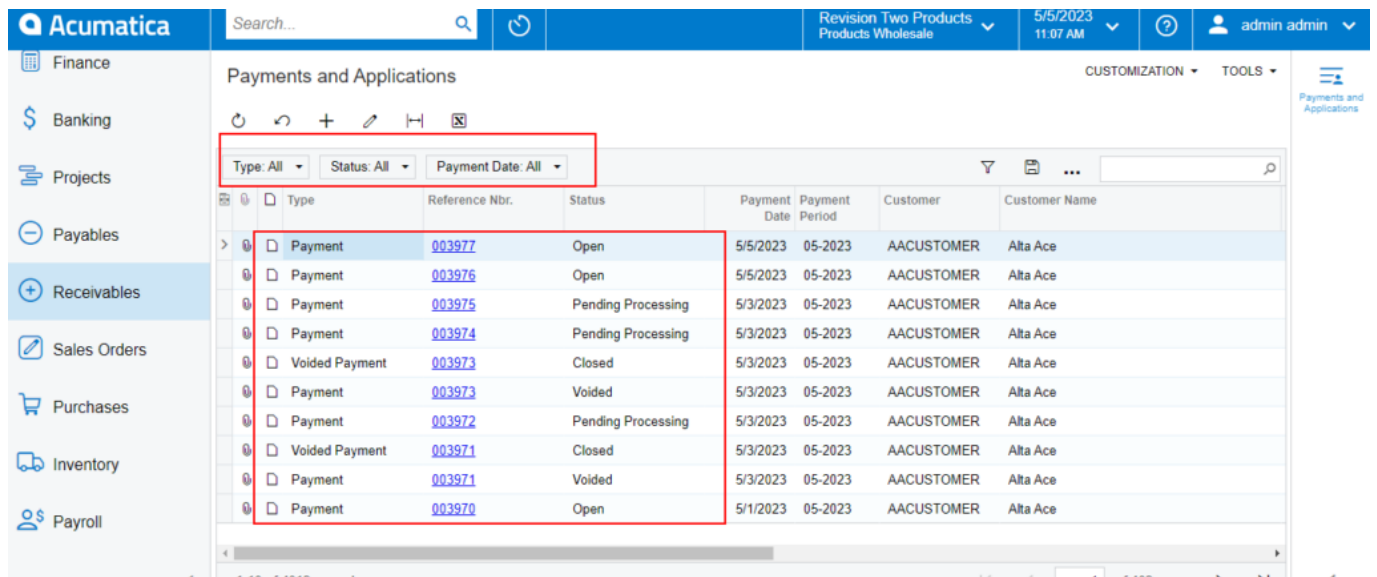


Steps to process a PayPal Invoice on Payments

- ✖ To check the status of a PayPal invoice on an individual payment and application, in Acumatica, **[Receivables]** workspace and click **[Payments and Applications]**.

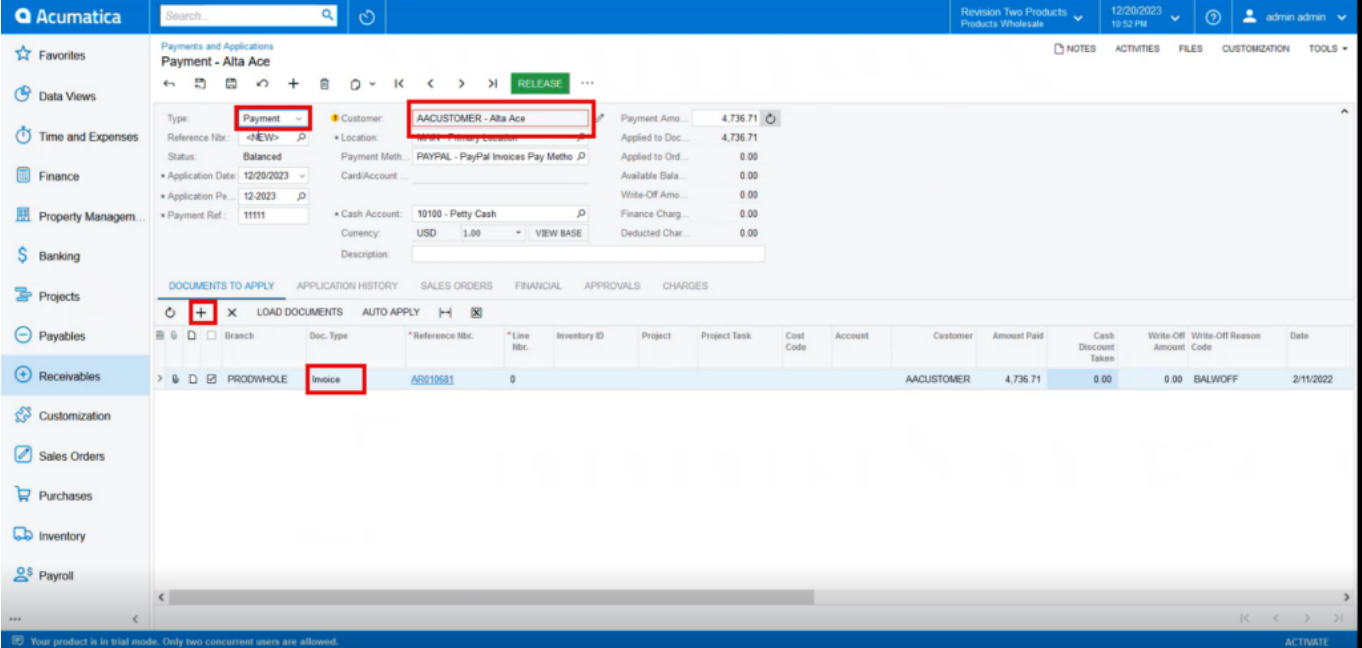


Payments and Applications under Receivables



Payments and Applications

- Click on **[+]** icon.
- Upon clicking **[+]** icon you will be redirected to a new screen.
- Select Action Type as **[Payment]**.
- Search for **[Customer]**.
- Click on **[+]** icon.
- Select **[Doc.type]** as **[Invoice]**.

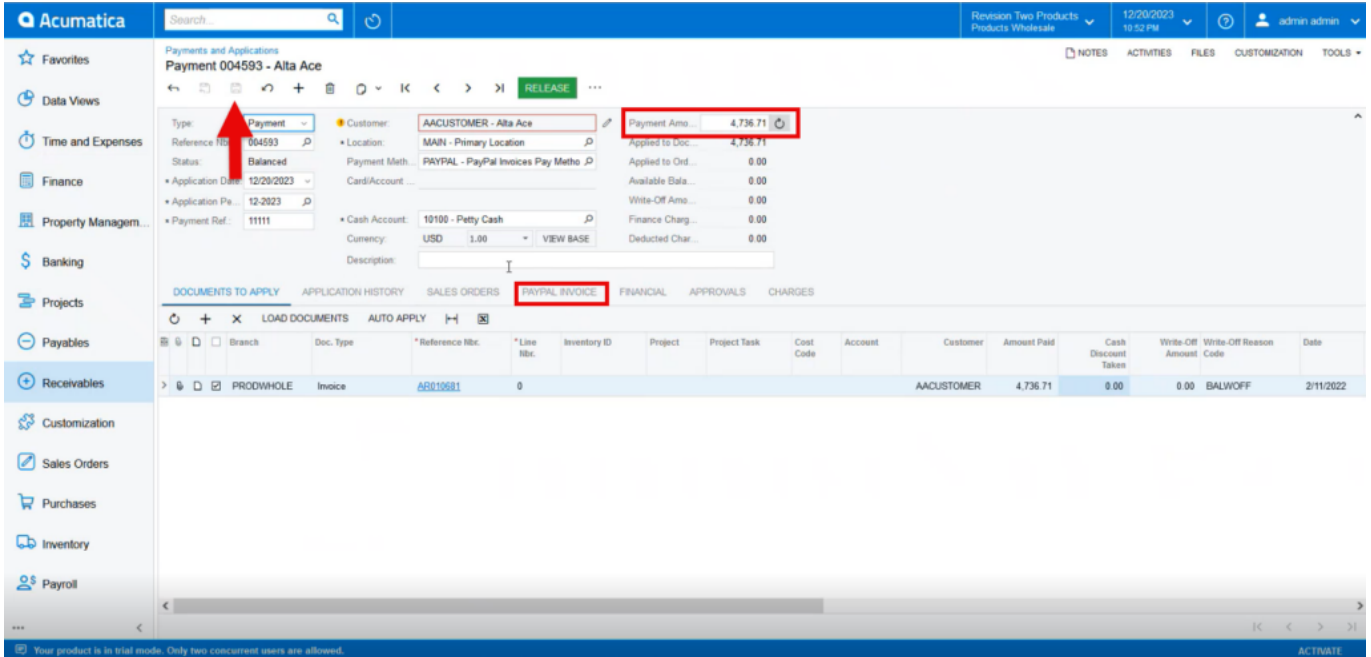


The screenshot shows the Acumatica software interface. The main window is titled "Payments and Applications" and is for "Alta Ace". The "Type" is set to "Payment" and the "Customer" is "AACUSTOMER - Alta Ace". The "Doc. Type" is set to "Invoice". The "Amount Paid" is 4,736.71. The "Reference Nbr." is "AR019681". The "Date" is "2/11/2022".

Doc. Type	*Reference Nbr.	*Line Nbr.	Inventory ID	Project	Project Task	Cost Code	Account	Customer	Amount Paid	Cash Discount Taken	Write-Off Amount	Write-Off Reason Code	Date
Invoice	AR019681	0						AACUSTOMER	4,736.71	0.00	0.00	BALWOFF	2/11/2022

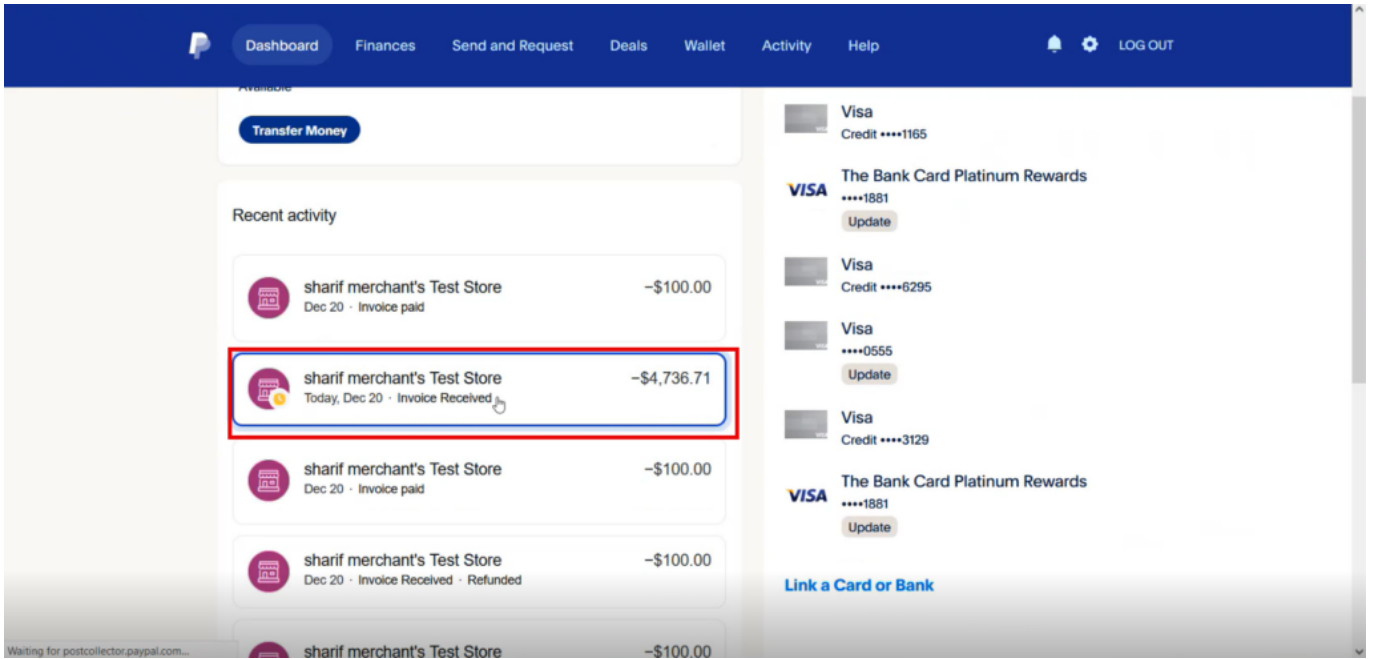
Payments and Applications

- Click on **[Refresh]** and then Click on **[Save]**.



Payments and Applications

- Click on **[PayPal Invoice]** tab.
- Select **[Paypal]** as Payment Method.
- A screen with 3 options will appear.
- To get Invoice click on **[Request Payment Via Paypal Invoice]**.
- Enter a **[PayPal Payer]** Note if necessary.
- These are displayed in the memo line of the invoice.
- Click **[Request Money]**.
- A line item will appear in the PayPal Invoice tab showing the date and time payment was requested, the invoice number, the invoice status, and the invoice reference number.
- The PayPal customer email, note, and invoice amount will also be listed.
- Click **[Save]**.
- The invoice will be sent to the customer's account for payment.



Dashboard Finances Send and Request Deals Wallet Activity Help LOG OUT

Transfer Money

Recent activity

sharif merchant's Test Store	-\$100.00
sharif merchant's Test Store	-\$4,736.71
sharif merchant's Test Store	-\$100.00
sharif merchant's Test Store	-\$100.00
sharif merchant's Test Store	-\$100.00

Waiting for postcollector.paypal.com...

Visa Credit ****1165

VISA The Bank Card Platinum Rewards ****1881 Update

Visa Credit ****6295

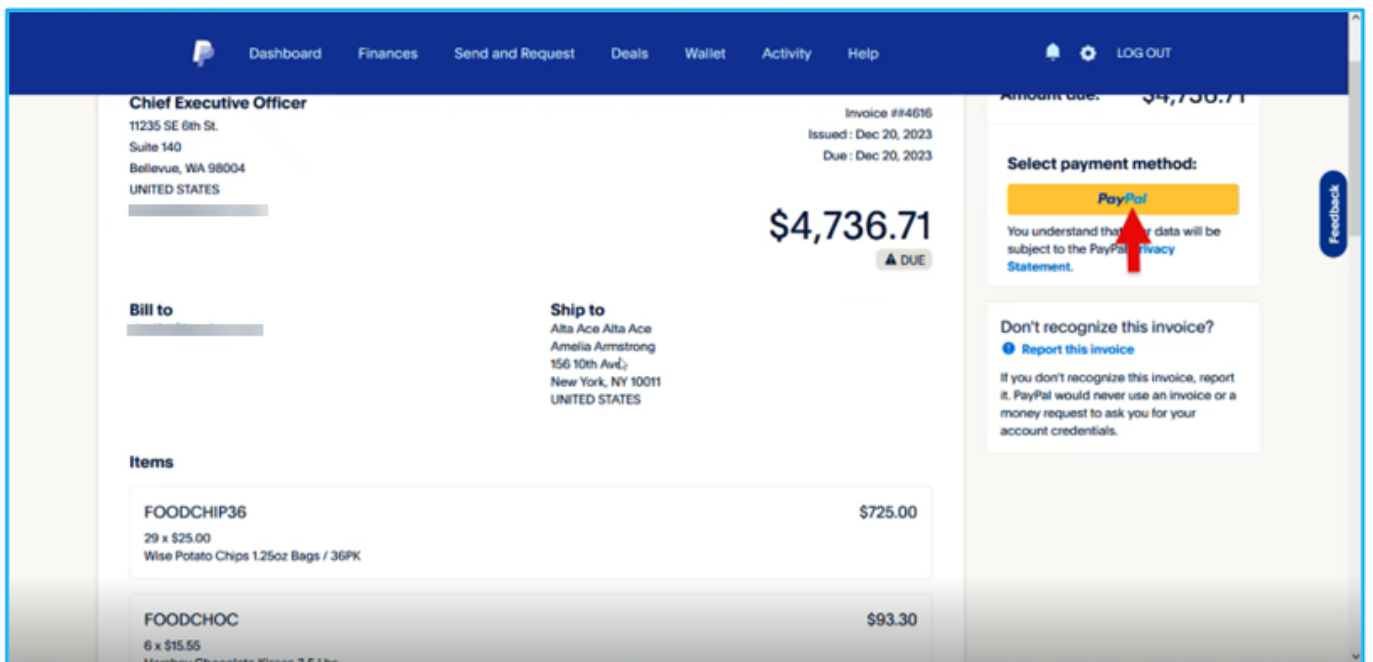
Visa ****0555 Update

Visa Credit ****3129

VISA The Bank Card Platinum Rewards ****1881 Update

[Link a Card or Bank](#)

Paypal



Dashboard Finances Send and Request Deals Wallet Activity Help LOG OUT

Chief Executive Officer
11235 SE 6th St.
Suite 140
Bellevue, WA 98004
UNITED STATES

Invoice #4616
Issued : Dec 20, 2023
Due : Dec 20, 2023

Amount due: \$4,736.71

\$4,736.71 ▲ DUE

Select payment method:

PayPal

You understand that your data will be subject to the PayPal Privacy Statement.

Don't recognize this invoice?

[Report this invoice](#)

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.

Feedback

Bill to

Ship to
Alta Ace Alta Ace
Amelia Armstrong
156 10th Ave.
New York, NY 10011
UNITED STATES

Items

FOODCHIP36 29 x \$25.00 Wise Potato Chips 1.25oz Bags / 36PK	\$725.00
FOODCHOC 6 x \$15.55 Mouths / Chocolate Kisses / 36PK	\$93.30

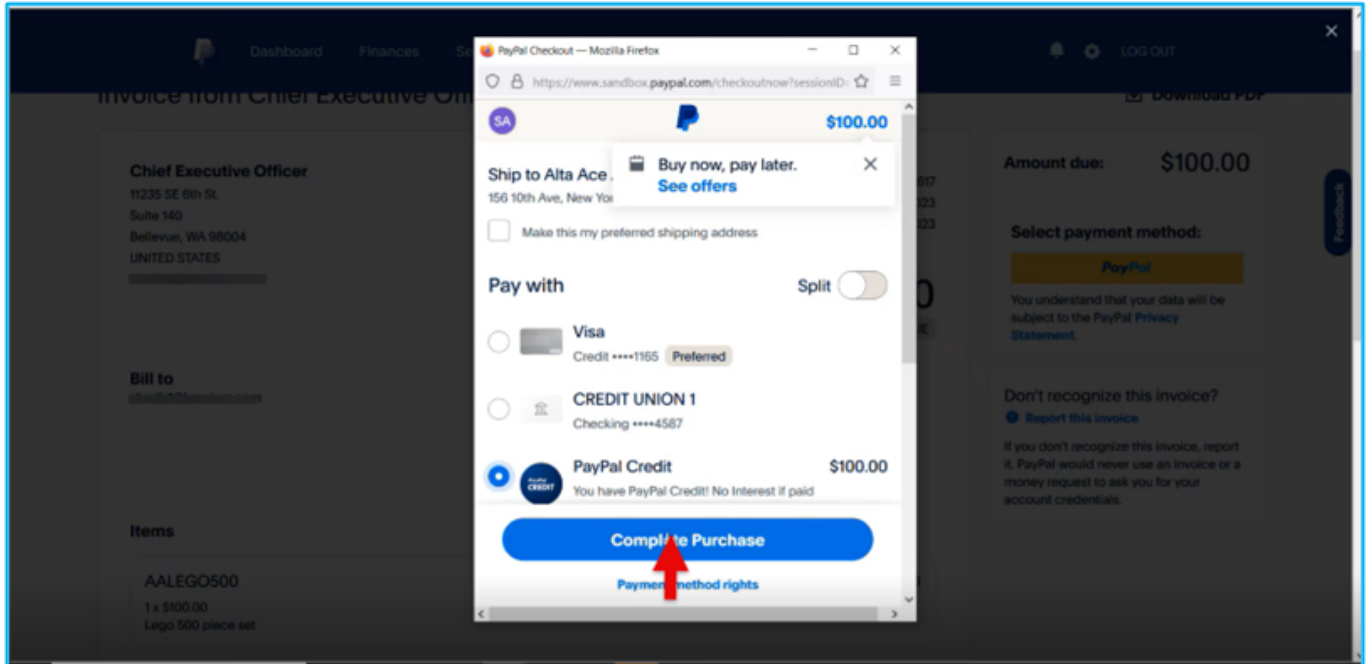
Paypal



KENSIUM

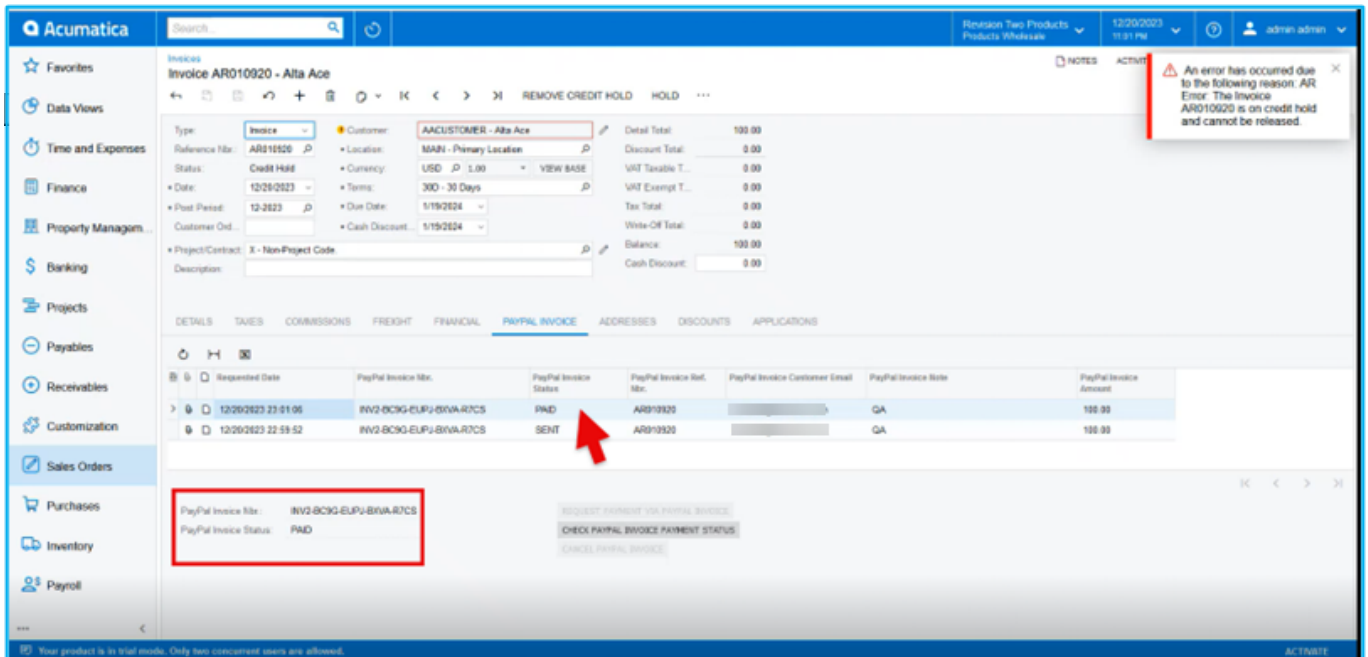
PayPal Invoicing

- Check all the invoice details.
- You can see Payment is **[DUE]**.
- Click on **[PayPal]**.
- Select **[Pay with]**.



Paypal

- Click on **[Complete Purchase]**.
- Status for the Payment is **[PAID]**.
- Navigate back to the sales order screen and click on **[Check Paypal Invoice Payment 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]**



Acumatica | Invoice AR010920 - Alta Ace

Customer: AACUSTOMER - Alta Ace | Detail Total: 100.00

Reference Nbr: AR010920 | Location: MAH - Primary Location | Discount Total: 0.00

Status: Credit Hold | Currency: USD | 1.00 | VMT Taxable T.: 0.00

Date: 12/26/2023 | Terms: 30D - 30 Days | VMT Exempt T.: 0.00

Post Period: 12-2023 | Due Date: 1/19/2024 | Wire-Off Total: 0.00

Customer Ord.: | Cash Discount: 1/19/2024 | Balance: 100.00

Project/Contract: X - Non-Project Code | Cash Discount: 0.00

Requested Date	PayPal Invoice Nbr.	PayPal Invoice Status	PayPal Invoice Ref. Nbr.	PayPal Invoice Customer Email	PayPal Invoice Note	PayPal Invoice Amount
12/26/2023 23:01:06	INV2-8C9G-EUPJ-BNA-R7CS	PAID	AR010920		GA	100.00
12/26/2023 22:59:52	INV2-8C9G-EUPJ-BNA-R7CS	SENT	AR010920		GA	100.00

PayPal Invoice Nbr.: INV2-8C9G-EUPJ-BNA-R7CS
PayPal Invoice Status: PAID

REQUEST PAYMENT VIA PAYPAL INVOICE
CHECK PAYPAL INVOICE PAYMENT STATUS
CANCEL PAYPAL INVOICE

Error Message: An error has occurred due to the following reason: AR Error: The Invoice AR010920 is on credit hold and cannot be released.

Paypal

- If the payment has not been completed, a red [X] will appear at the top of the sales order with an error message stating that the invoice has not been paid. No additional line will appear on the table.