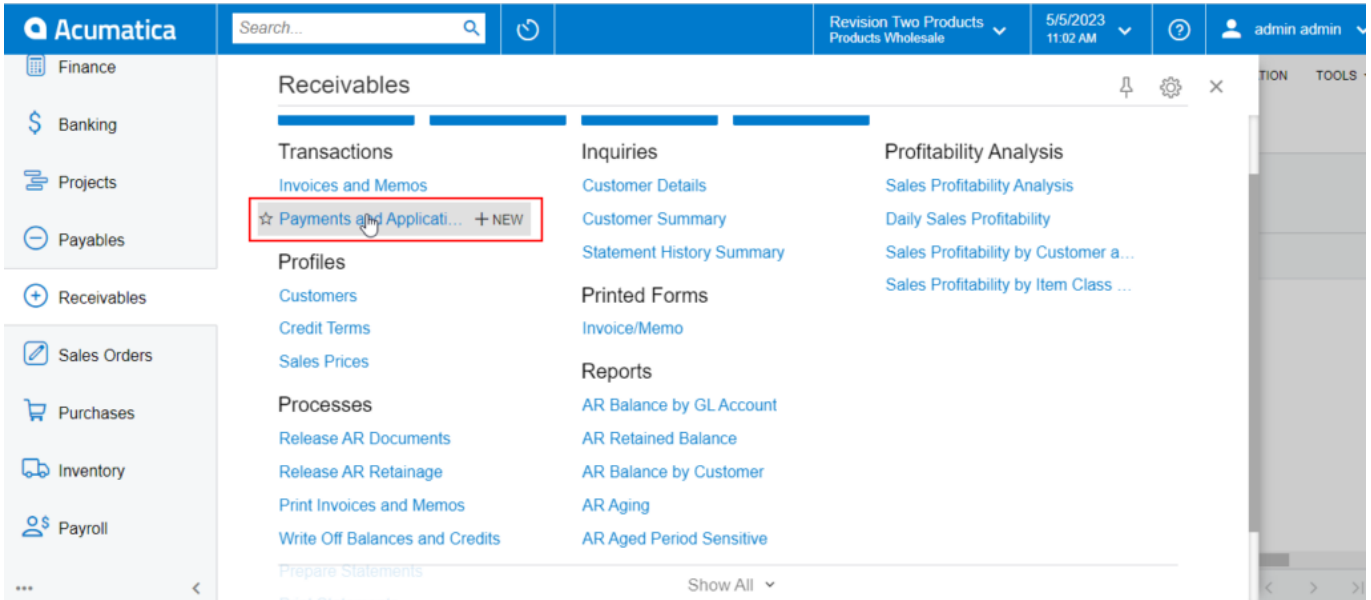


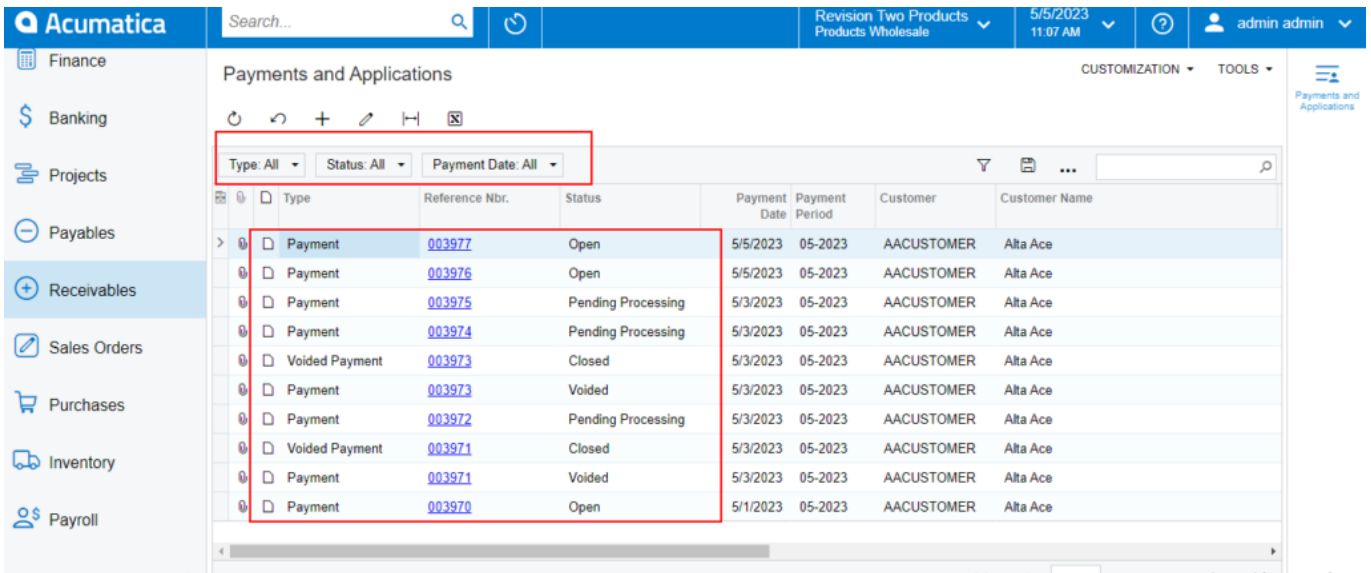
Steps to process a PayPal Invoice on Payments

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



The screenshot shows the Acumatica interface with the 'Receivables' workspace selected. The left sidebar contains various modules like Finance, Banking, Projects, Payables, Receivables, Sales Orders, Purchases, Inventory, and Payroll. The main area displays the 'Receivables' workspace with several sub-sections: Transactions (Invoices and Memos, Payments and Applications), Profiles (Customers, Credit Terms, Sales Prices), Processes (Release AR Documents, Release AR Retainage, Print Invoices and Memos, Write Off Balances and Credits), Inquiries (Customer Details, Customer Summary, Statement History Summary), Printed Forms (Invoice/Memo), Reports (AR Balance by GL Account, AR Retained Balance, AR Balance by Customer, AR Aging, AR Aged Period Sensitive), and Profitability Analysis (Sales Profitability Analysis, Daily Sales Profitability, Sales Profitability by Customer a..., Sales Profitability by Item Class ...). The 'Payments and Applications' link under Transactions is highlighted with a red box and a cursor.

Payments and Applications under Receivables

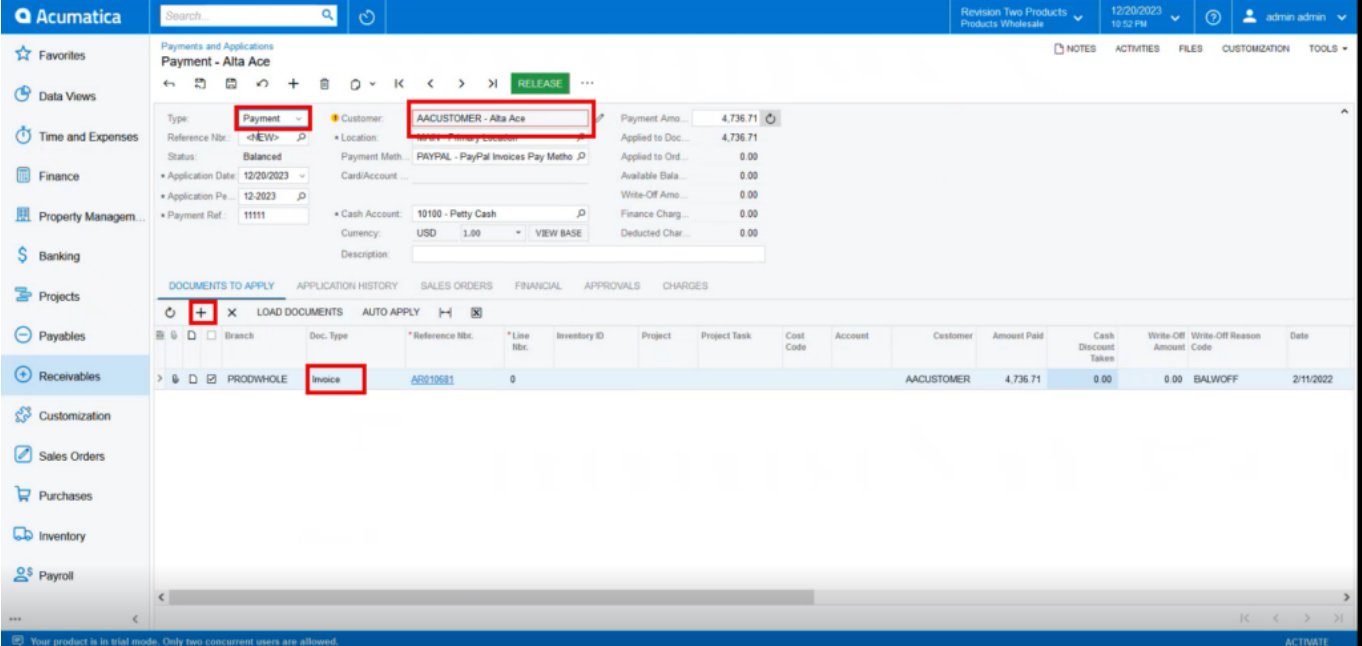


The screenshot shows the Acumatica interface with the 'Payments and Applications' workspace selected. The left sidebar is the same as the previous screenshot. The main area displays the 'Payments and Applications' workspace with a table of payments. The table has columns for Type, Reference Nbr., Status, Payment Date, Payment Period, Customer, and Customer Name. The first row is highlighted with a red box. Below the table, there is a pagination bar showing '1 of 403 records'.

| Type | Reference Nbr. | Status | Payment Date | Payment Period | Customer | Customer Name |
|----------------|----------------|--------------------|--------------|----------------|------------|---------------|
| Payment | 003977 | Open | 5/5/2023 | 05-2023 | AACUSTOMER | Alta Ace |
| Payment | 003976 | Open | 5/5/2023 | 05-2023 | AACUSTOMER | Alta Ace |
| Payment | 003975 | Pending Processing | 5/3/2023 | 05-2023 | AACUSTOMER | Alta Ace |
| Payment | 003974 | Pending Processing | 5/3/2023 | 05-2023 | AACUSTOMER | Alta Ace |
| Voided Payment | 003973 | Closed | 5/3/2023 | 05-2023 | AACUSTOMER | Alta Ace |
| Payment | 003973 | Voided | 5/3/2023 | 05-2023 | AACUSTOMER | Alta Ace |
| Payment | 003972 | Pending Processing | 5/3/2023 | 05-2023 | AACUSTOMER | Alta Ace |
| Voided Payment | 003971 | Closed | 5/3/2023 | 05-2023 | AACUSTOMER | Alta Ace |
| Payment | 003971 | Voided | 5/3/2023 | 05-2023 | AACUSTOMER | Alta Ace |
| Payment | 003970 | Open | 5/1/2023 | 05-2023 | AACUSTOMER | Alta Ace |

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]**.



Acumatica

Search

Revision Two Products
Products Wholesale

12/29/2023
10:52 PM

admin admin

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Payment - Alta Ace

RELEASE

Type: **Payment** Customer: **AACUSTOMER - Alta Ace** Payment Amo: 4,736.71

Reference Nbr: <NEW> Location: **PRODWHOLE** Applied to Doc: 4,736.71

Status: **Balanced** Payment Meth: **PAYPAL - PayPal Invoices Pay Metho** Applied to Ord: 0.00

Application Date: 12/20/2023 Card/Account: Available Bal: 0.00

Application Pe: 12-2023 Finance Charge: 0.00

Payment Ref: 11111 Cash Account: 10100 - Petty Cash Write-Off Amo: 0.00

Currency: USD 1.00 Deducted Char: 0.00

Description:

DOCUMENTS TO APPLY APPLICATION HISTORY SALES ORDERS FINANCIAL APPROVALS CHARGES

LOAD DOCUMENTS AUTO APPLY

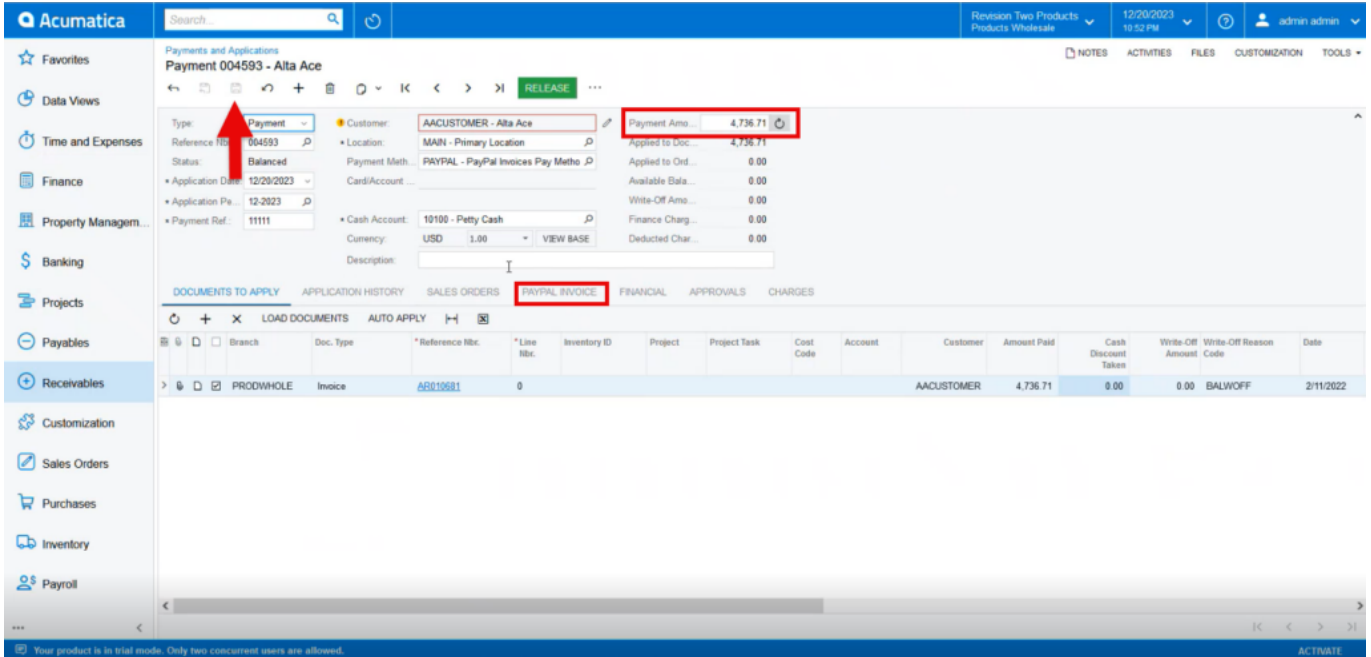
| Doc. Type | *Reference Nbr | *Line Nbr | Inventory ID | Project | Project Task | Cost Code | Account | Customer | Amount Paid | Cash Discount Taken | Write-Off Amount | Write-Off Reason | Date |
|----------------|-----------------|-----------|--------------|---------|--------------|-----------|---------|-------------------|-----------------|-------------------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

Your product is in trial mode. Only two concurrent users are allowed.

ACTIVATE

Payments and Applications

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



Acumatica

Search

Revision Two Products
Products Wholesale

12/20/2023
10:52 PM

admin admin

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Payments and Applications
Payment 004593 - Alta Ace

RELEASE

Type: **Payment**

Reference No: 004593

Status: Balanced

Application Date: 12/20/2023

Application Pa: 12-2023

Payment Ref.: 11111

Customer: AACUSTOMER - Alta Ace

Location: MAIN - Primary Location

Payment Meth: PAYPAL - PayPal Invoices Pay Metho

Card/Account:

Cash Account: 10100 - Petty Cash

Currency: USD 1.00

Description:

Payment Amo: 4,736.71

Applied to Doc: 4,736.71

Applied to Ord: 0.00

Available Bal: 0.00

Write-Off Amo: 0.00

Finance Chrg: 0.00

Deducted Char: 0.00

DOCUMENTS TO APPLY APPLICATION HISTORY SALES ORDERS **PAYPAL INVOICE** FINANCIAL APPROVALS CHARGES

| Doc. Type | Reference Num. | Line Num. | Inventory ID | Project | Project Task | Cost Code | Account | Customer | Amount Paid | Cash Discount Taken | Write-Off Amount | Write-Off Reason Code | Date |
|-----------|----------------|-----------|--------------|---------|--------------|-----------|---------|------------|-------------|---------------------|------------------|-----------------------|-----------|
| PRODWOLE | Invoice | ABO10681 | 0 | | | | | AACUSTOMER | 4,736.71 | 0.00 | 0.00 | BALWOFF | 2/11/2022 |

Your product is in trial mode. Only two concurrent users are allowed.

ACTIVATE

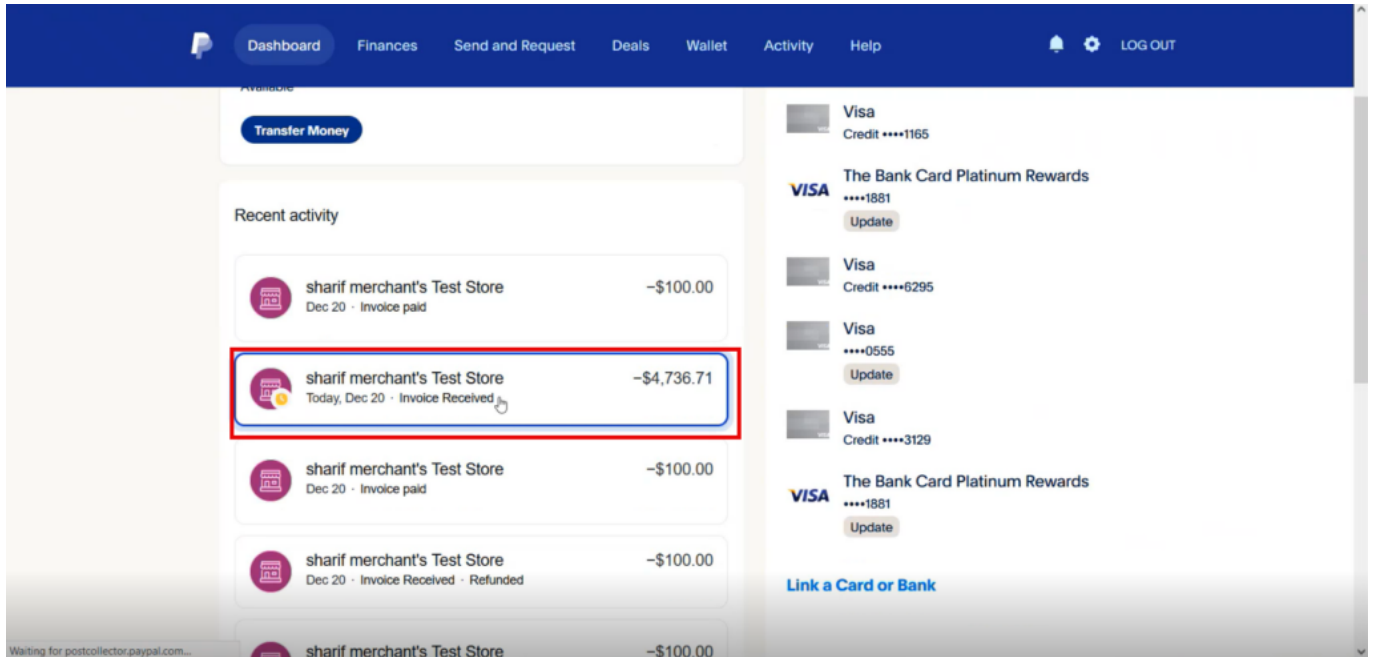
Payments and Applications

- 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.

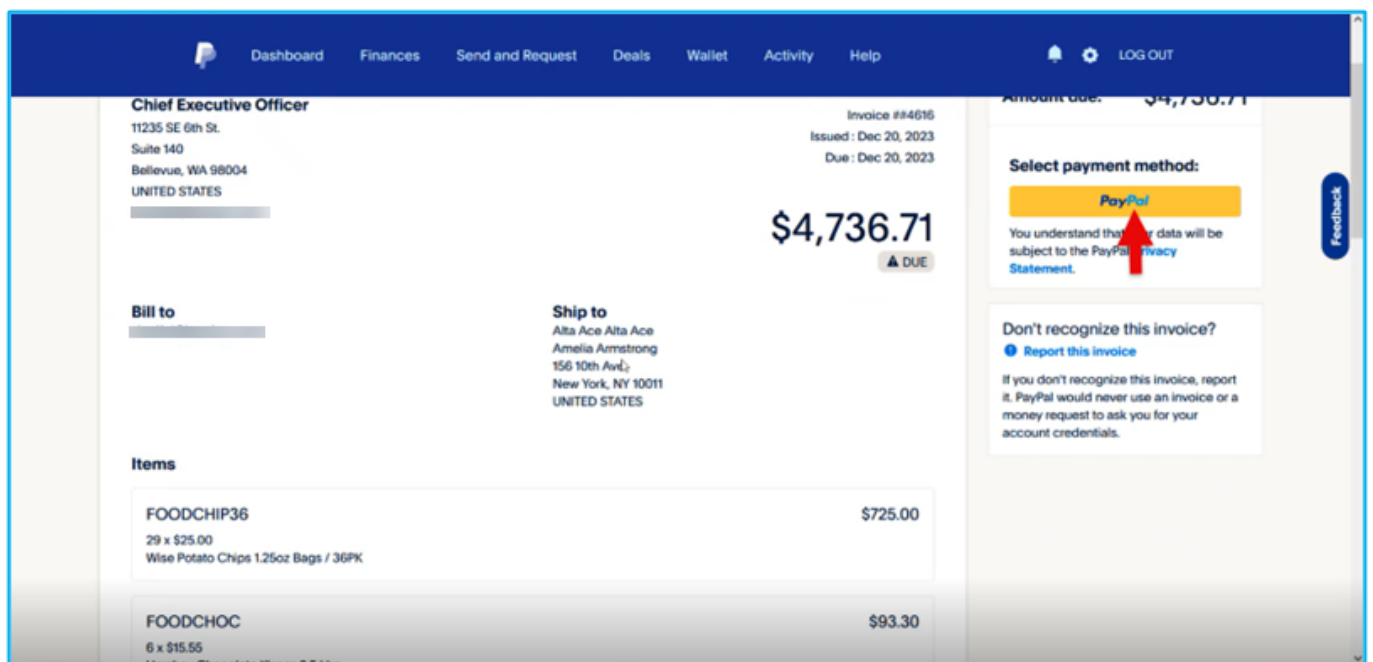


KENSIUM

PayPal Invoicing



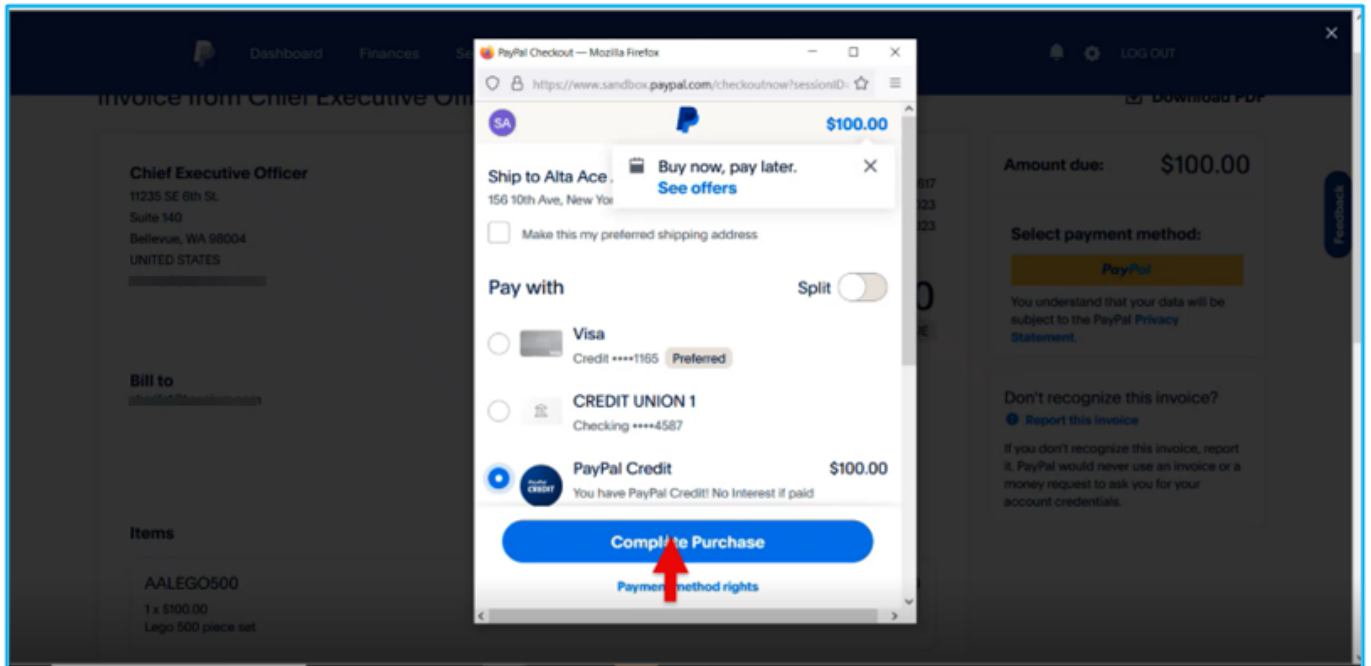
Paypal



Paypal

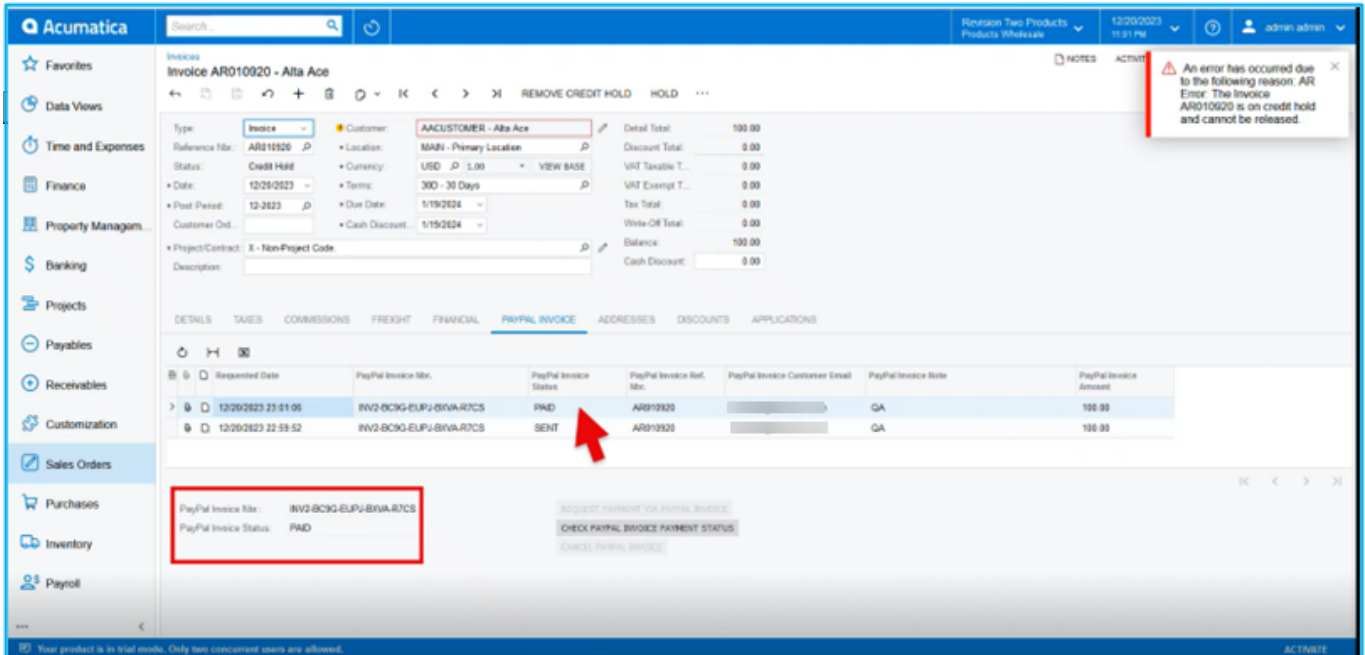
KENSIUM PayPal Invoicing

- 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

Type: Invoice Customer: AACUSTOMER - Alta Ace

Reference Nbr: AR010920 Location: MAIN - Primary Location

Status: Credit Hold Currency: USD 1.00 View Base

Date: 12/25/2023 Terms: 300 - 30 Days

Post Period: 12-2023 Due Date: 1/19/2024

Customer Ord.: Cash Discount: 1/19/2024

Project/Contract: X - Non-Project Code

Description: X - Non-Project Code

DETAILS TAXES COMMISSIONS FREIGHT FINANCIAL **PAYPAL INVOICE** ADDRESSES DISCOUNTS APPLICATIONS

| 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 | | QA | 100.00 |
| 12/26/2023 22:59:52 | INV2-8C9G-EUPJ-BNA-R7CS | SENT | AR010920 | | QA | 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

BD: Your product is in trial mode. Only two concurrent users are allowed.

ACTIVE

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.