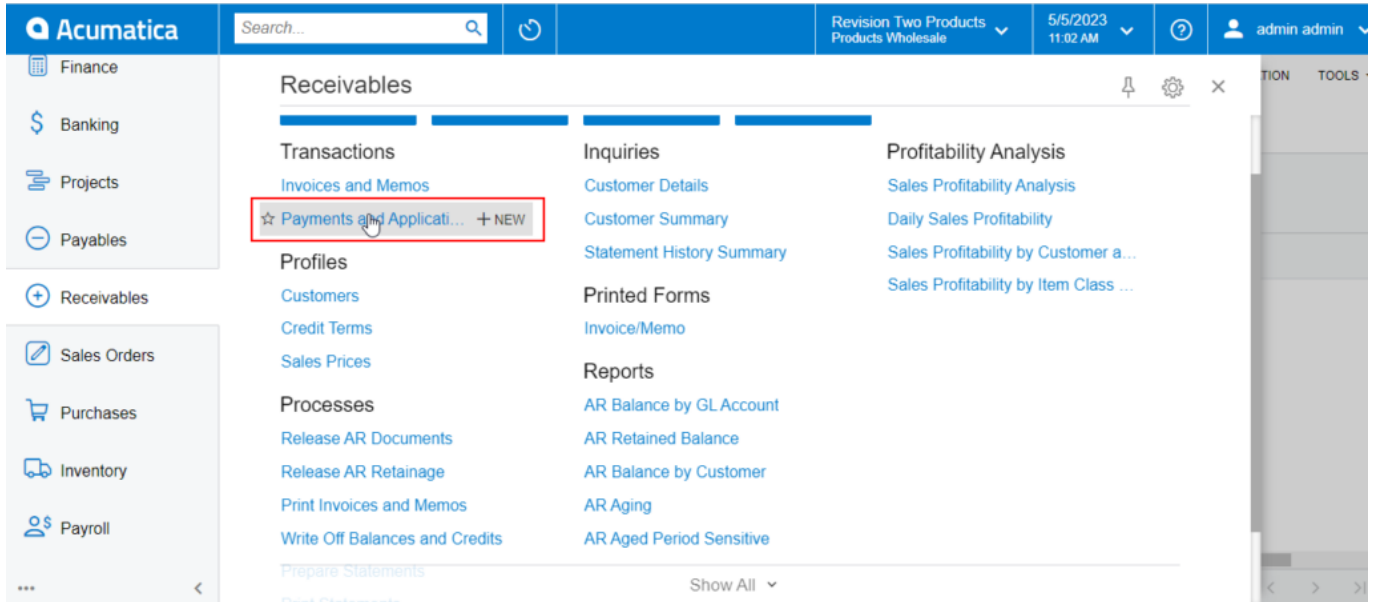
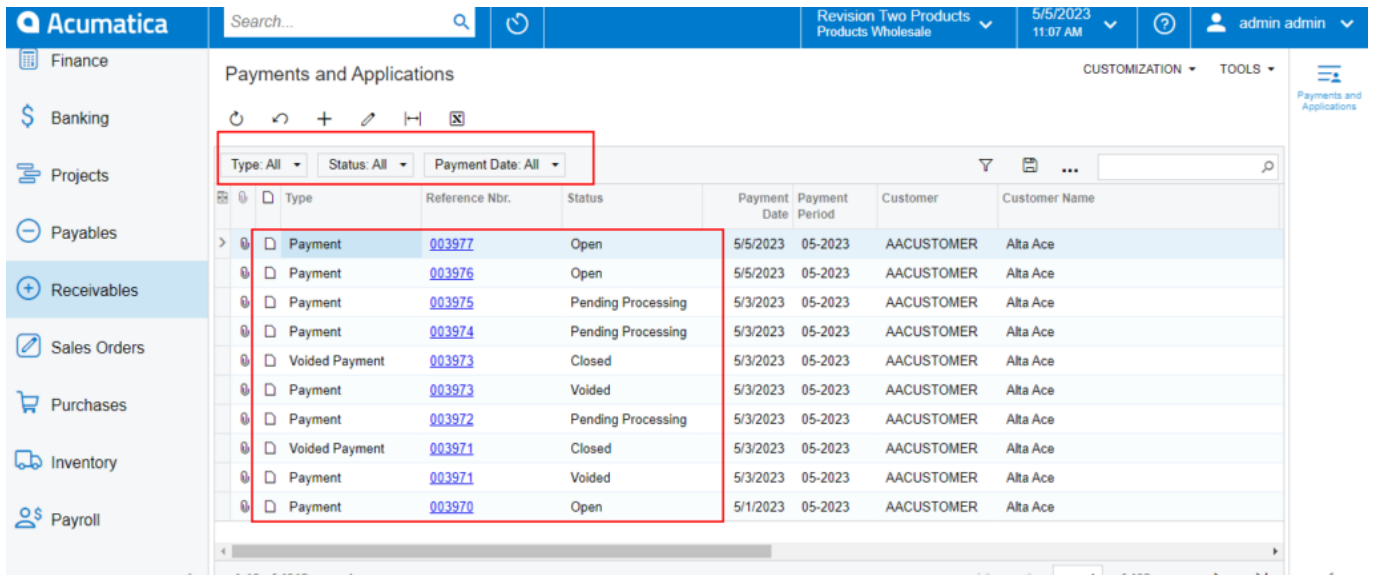


# Steps to process a PayPal Invoice on Payments

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

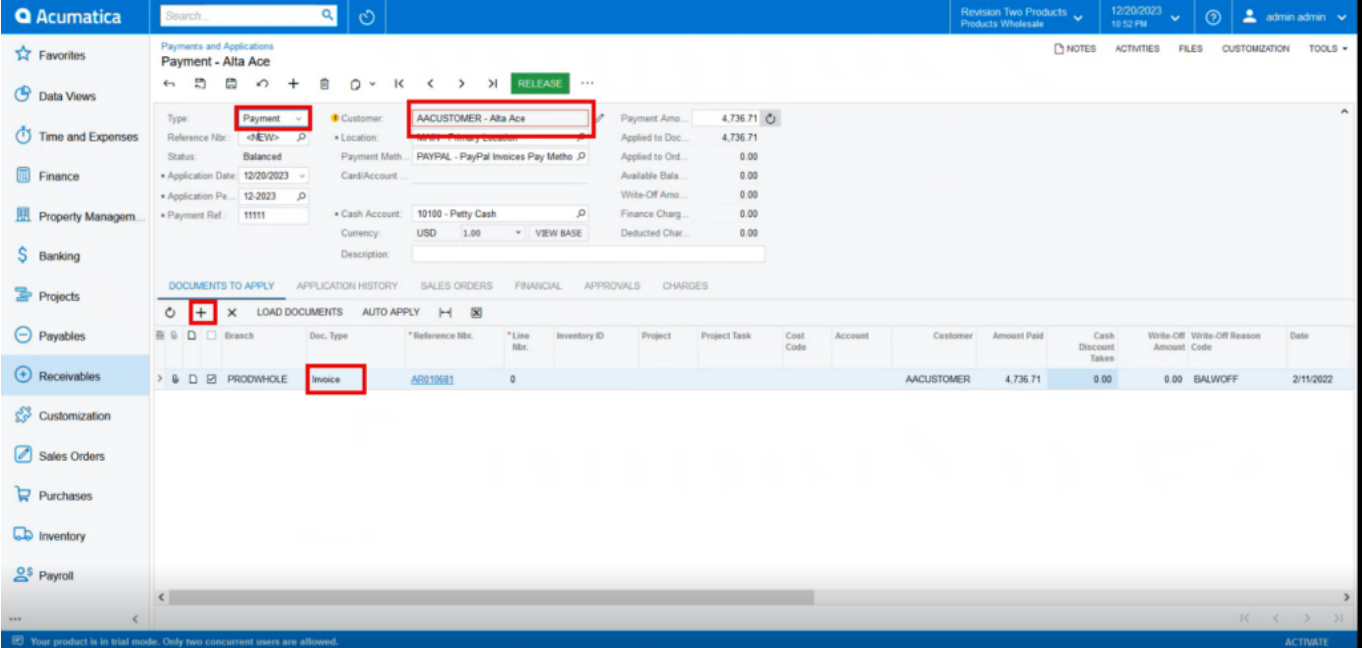


Payments and Applications under Receivables



## 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 interface for 'Payments and Applications'. The main form displays the following details:

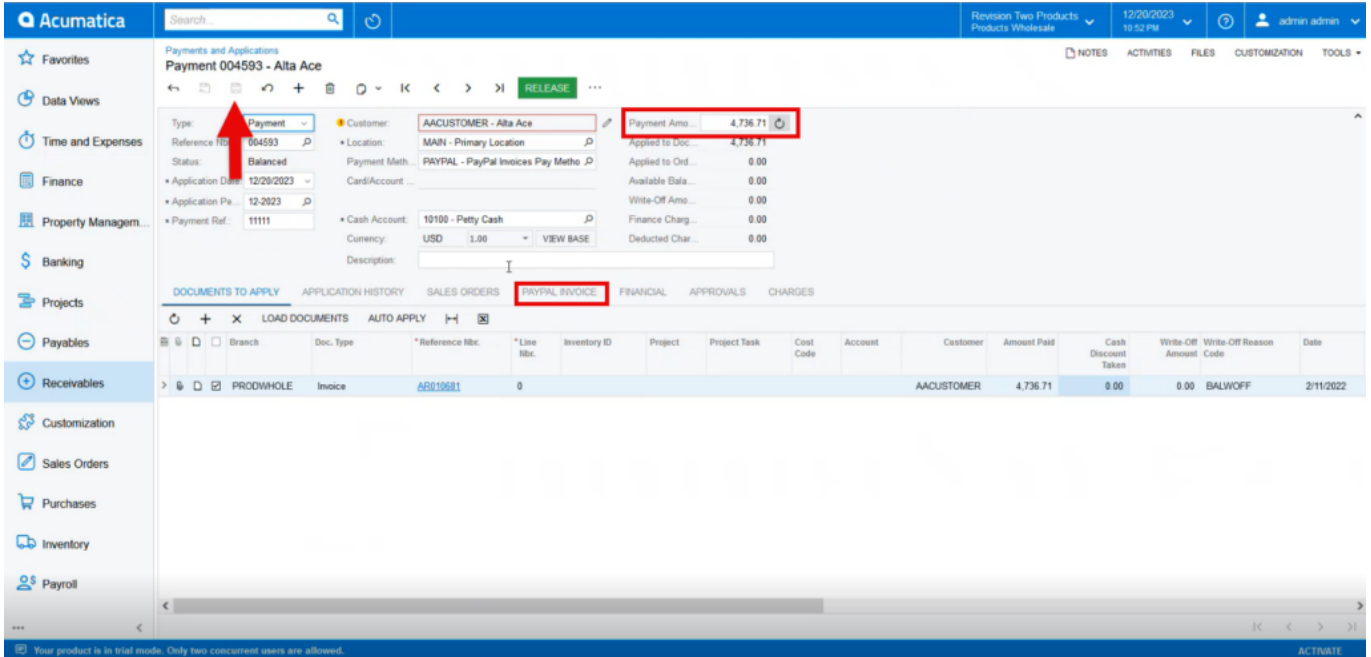
- Type:** Payment
- Customer:** AACUSTOMER - Alta Ace
- Payment Amo:** 4,736.71
- Reference Nbr:** <NEW>
- Location:** Select Primary Location
- Applied to Doc:** 4,736.71
- Status:** Balanced
- Payment Meth:** PAYPAL - PayPal Invoices Pay Metho
- Applied to Ord:** 0.00
- Application Date:** 12/20/2023
- Card/Account:**
- Available Bal:** 0.00
- Application Pe:** 12-2023
- Cash Account:** 10100 - Petty Cash
- Write-Off Amo:** 0.00
- Payment Ref:** 11111
- Currency:** USD 1.00
- Finance Char:** 0.00
- Deducted Char:** 0.00

Below the form, there is a table with the following data:

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]**.

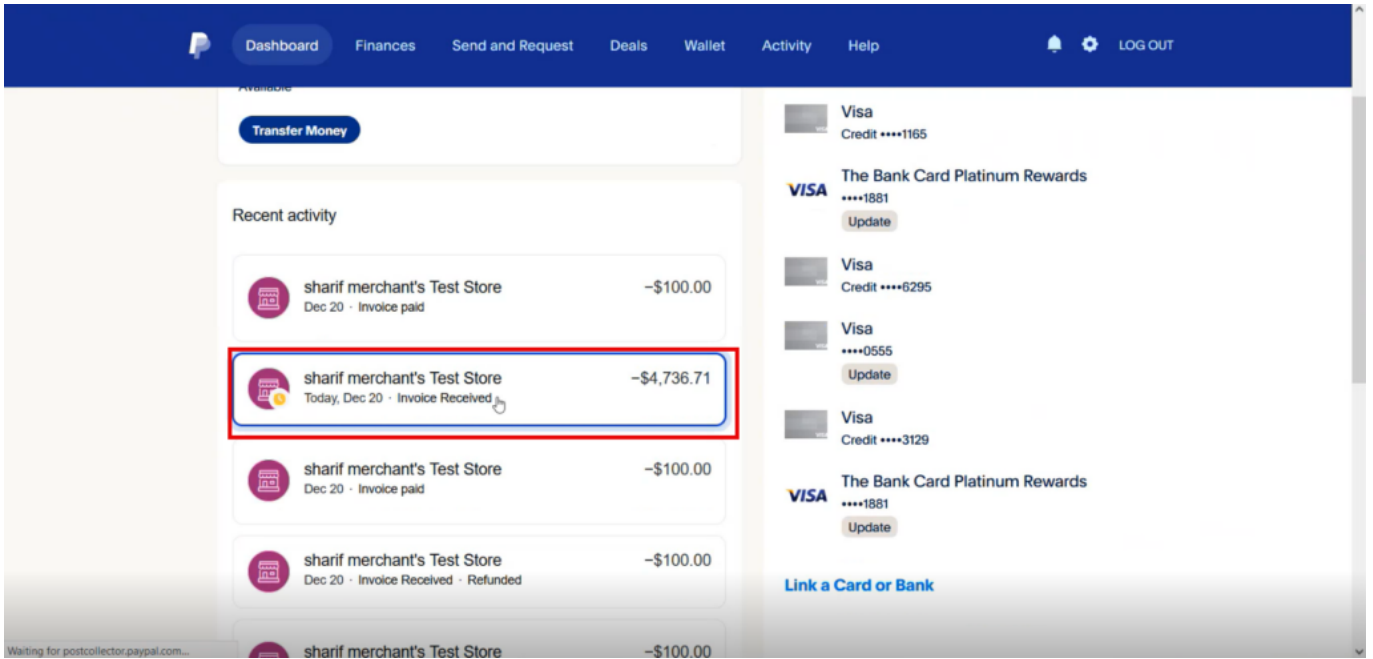


The screenshot displays the Acumatica software interface for managing payments. The main window is titled 'Payments and Applications' and shows details for 'Payment 004593 - Alta Ace'. A red arrow points to the 'Payment' dropdown menu, and a red box highlights the 'Payment Amount' field, which is set to 4,736.71. The 'PAYPAL INVOICE' tab is selected and highlighted with a red box. The interface includes a sidebar with navigation options like 'Receivables', 'Payables', and 'Projects', and a main area with a table of documents to apply.

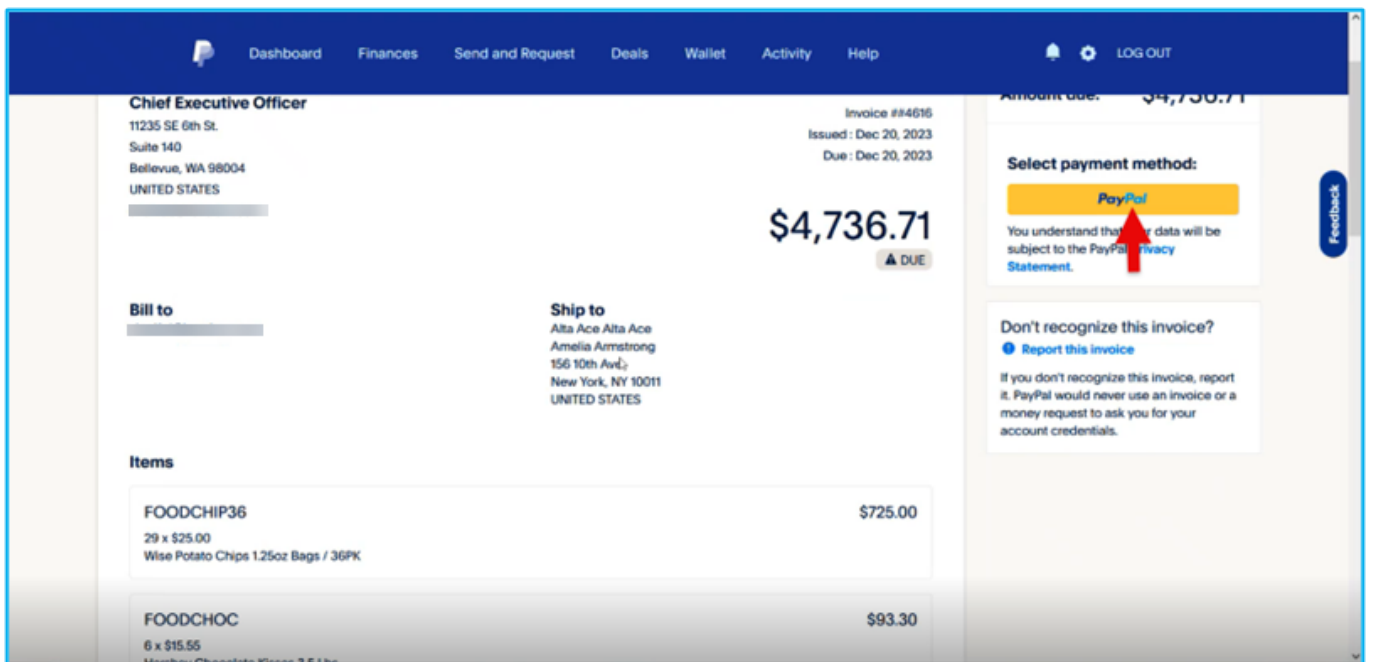
Doc. Type	*Reference Ibr.	*Line Ibr.	Inventory ID	Project	Project Task	Cost Code	Account	Customer	Amount Paid	Cash Discount Taken	Write-Off Amount	Write-Off Reason Code	Date
PRODWHOLE	Invoice	AB010681	0					AACUSTOMER	4,736.71	0.00	0.00	BALWOFF	2/11/2022

## 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.



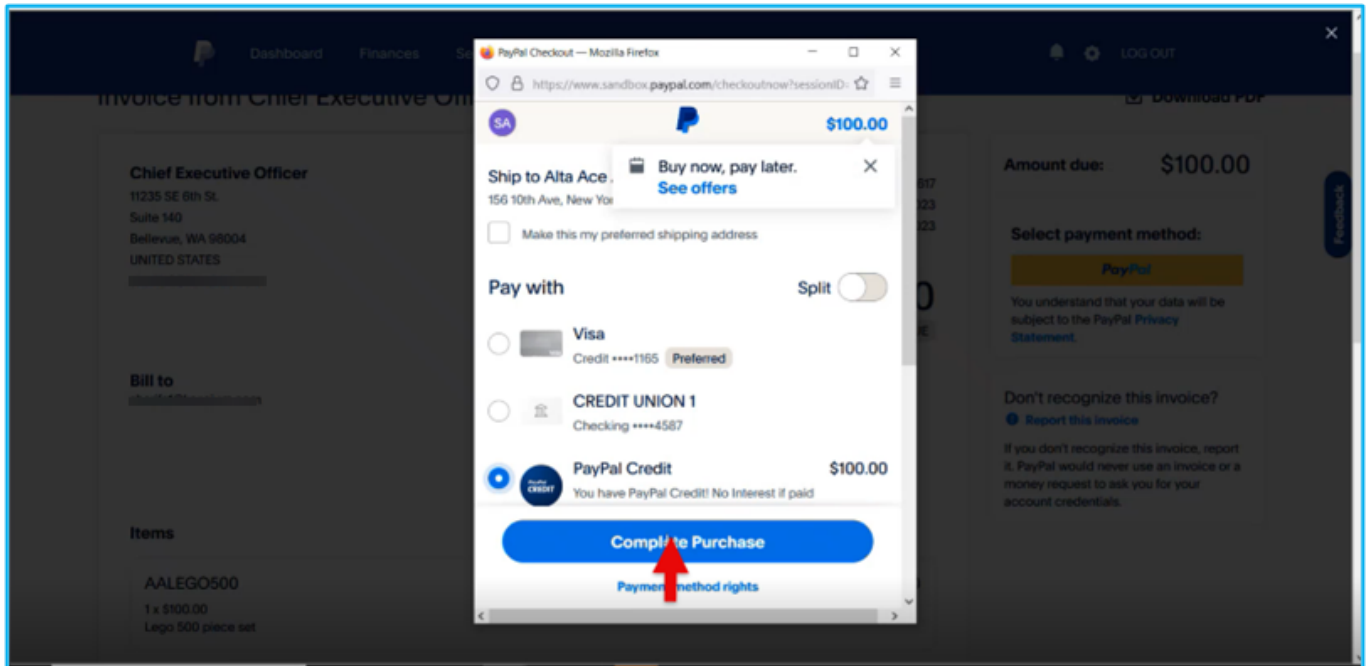
Paypal



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

Customer: AACUSTOMER - Alta Ace

Reference No: AR010920

Date: 12/26/2023

Due Date: 1/19/2024

Detail Total: 100.00

Discount Total: 0.00

VAT Taxable T.: 0.00

VAT Exempt T.: 0.00

Tax Total: 0.00

Wire-Off Total: 0.00

Balance: 100.00

Cash Discount: 0.00

Requested Date	PayPal Invoice No.	PayPal Invoice Status	PayPal Invoice Ref. No.	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 No: INV2-8C9G-EUPJ-BNA-R7CS

PayPal Invoice Status: PAID

REQUEST PAYMENT VIA PAYPAL INVOICE

CHECK PAYPAL INVOICE PAYMENT STATUS

CANCEL PAYPAL INVOICE

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.