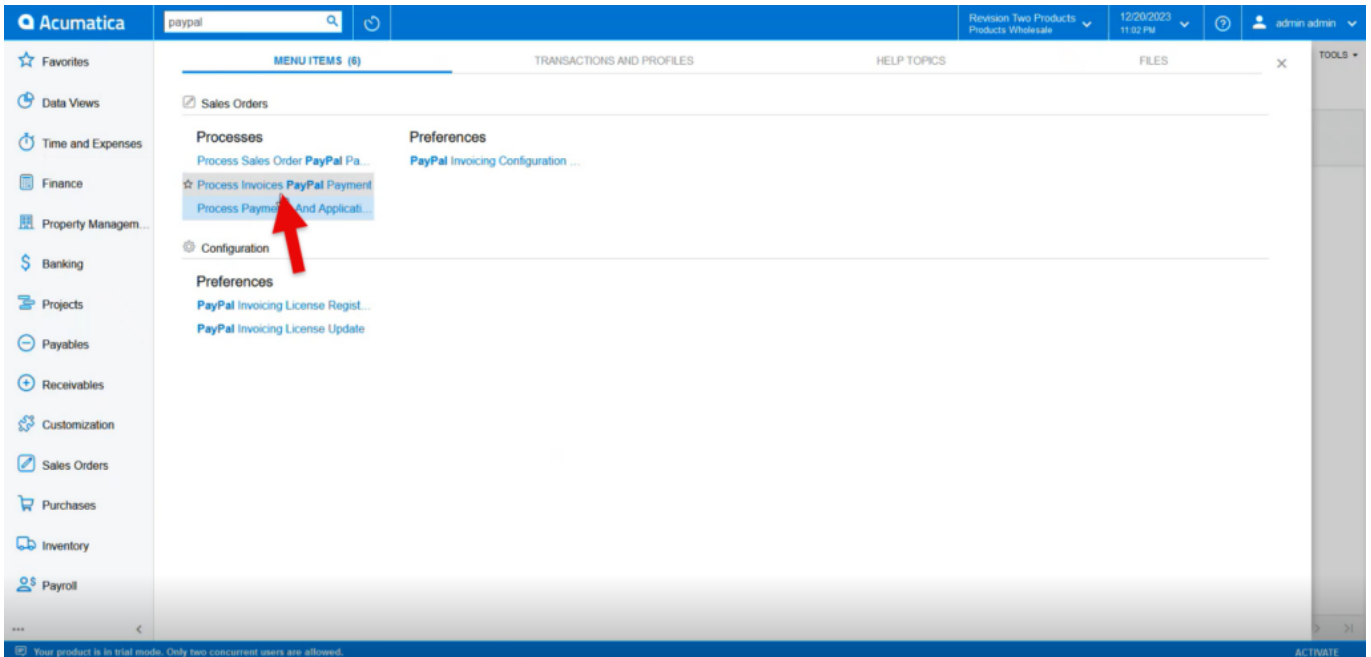


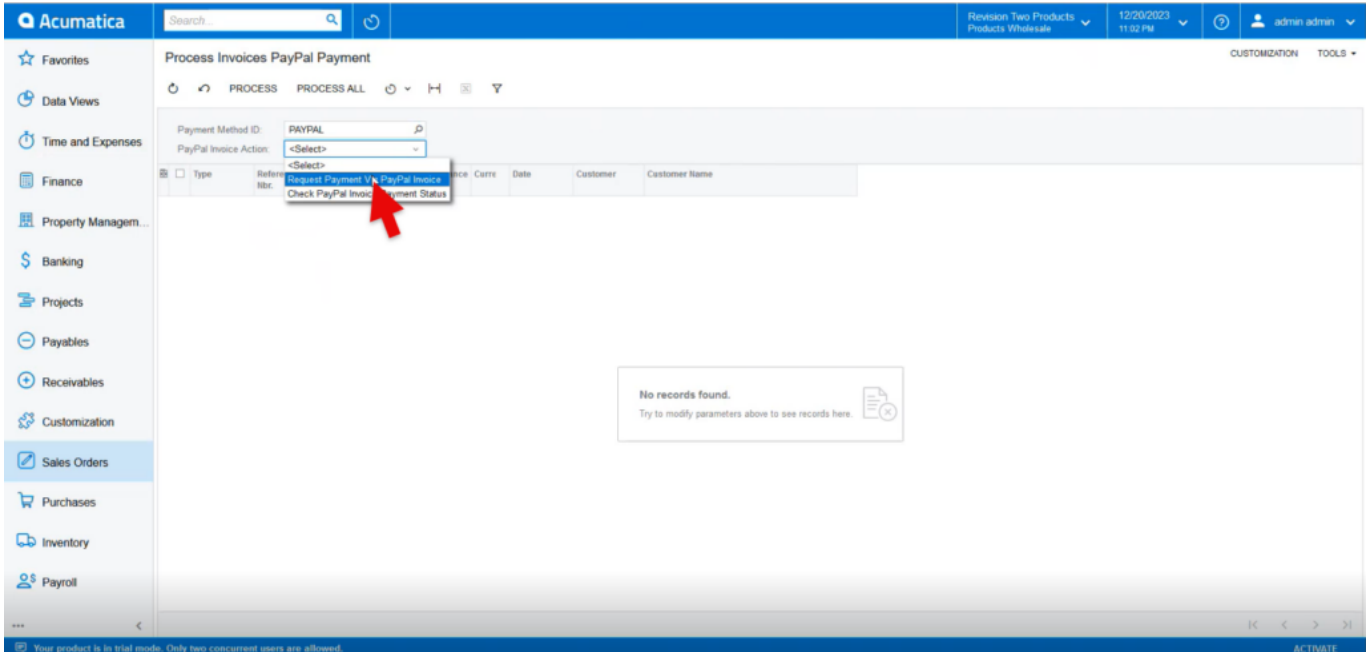
# Steps to process PayPal Invoice on Process Invoices Paypal Payment

Navigate to the **[Sales Order]** workspace and click **[Process Invoices PayPal Payment]**.



## Process Invoice Order PayPal Payment

- Select **[PAYPAL]** as the **[Payment Method ID]**.
- Select **[PayPal Invoice Action]**.



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Process Invoices PayPal Payment

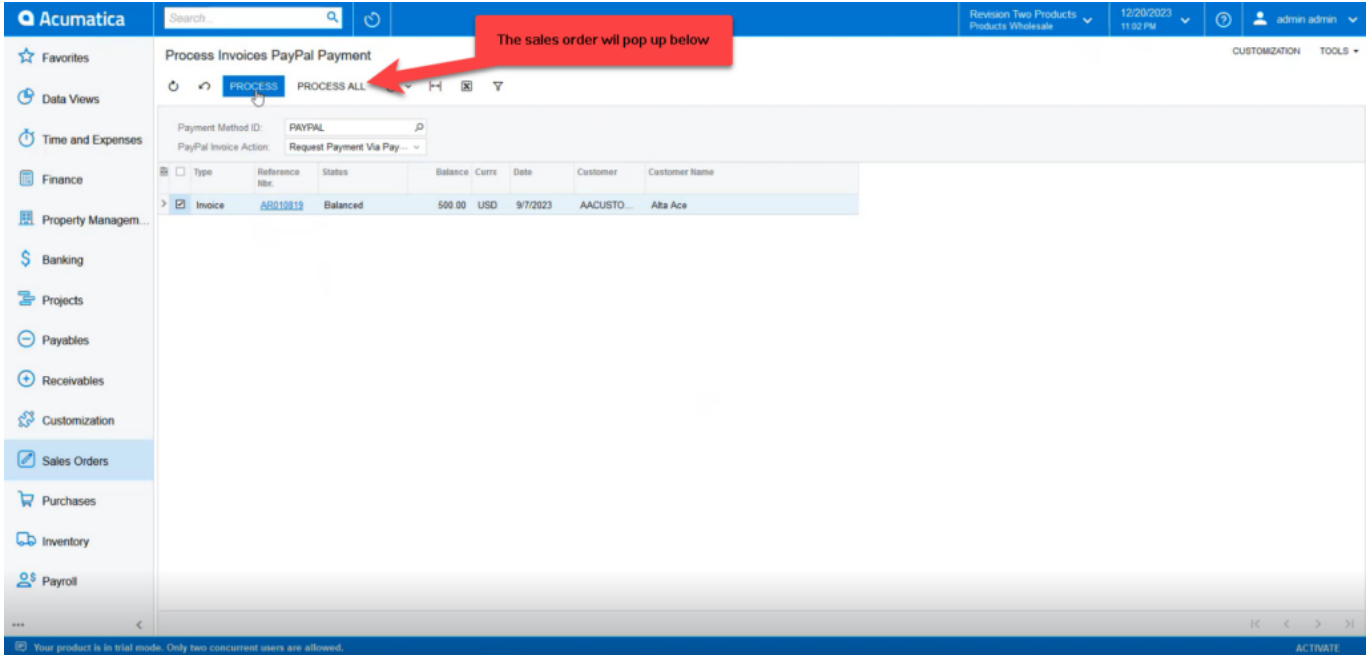
Payment Method ID: PAYPAL  
PayPal Invoice Action: <Select>

Request Payment Via PayPal Invoice  
Check PayPal Invoice Payment Status

No records found.  
Try to modify parameters above to see records here.

### Process Invoice Order PayPal Payment

- Selecting Request Payment Via PayPal Invoice will display all open orders with PayPal as the default payment method.
- Select **Process All** to request payment on all listed orders. Or toggle on the boxes next to the orders that need payment requested and click Process.
- PayPal invoices will be sent to all sales orders listed.



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CUSTOMIZATION TOOLS

Process Invoices PayPal Payment

PROCESS PROCESS ALL

Payment Method ID: PAYPAL  
PayPal Invoice Action: Request Payment Via Pay...

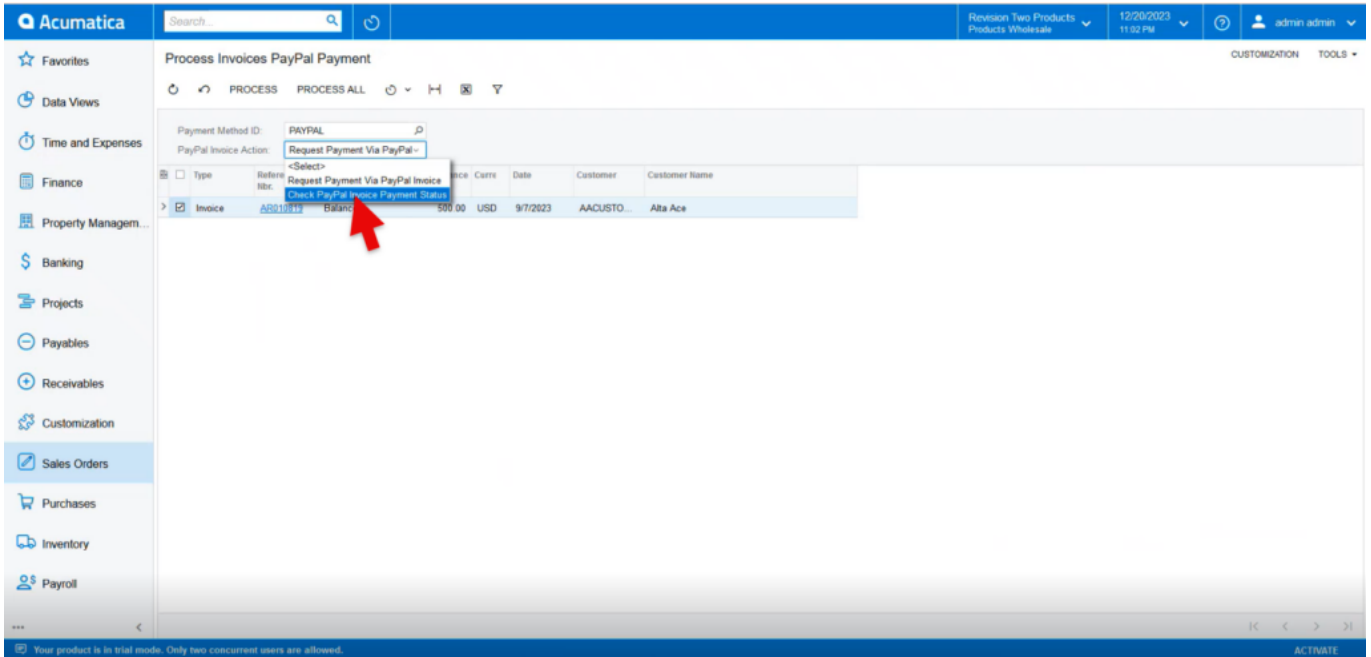
| Type    | Reference Num. | Status   | Balance | Curr. | Date     | Customer   | Customer Name |
|---------|----------------|----------|---------|-------|----------|------------|---------------|
| Invoice | ARD10813       | Balanced | 500.00  | USD   | 9/7/2023 | AACUSTO... | Alta Ace      |

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

ACTIVATE

### Process Sales Order PayPal Payment

- Selecting [**Check PayPal Invoice Payment Status**] will list all sales orders with current PayPal invoice requests.



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11:02 PM

admin admin

CUSTOMIZATION TOOLS

Process Invoices PayPal Payment

PROCESS PROCESS ALL

Payment Method ID: PAYPAL

PayPal Invoice Action: Request Payment Via PayPal

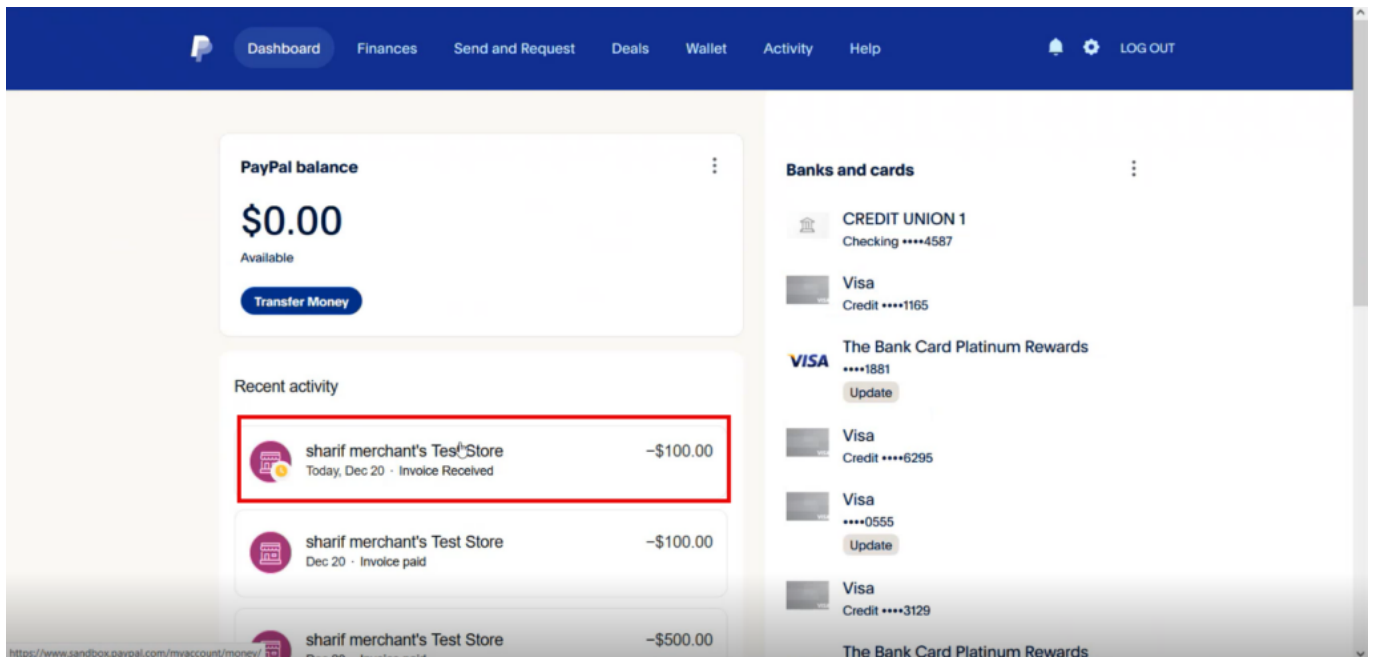
| Type    | Refere Inbr | Invoice | Curre  | Date | Customer | Customer Name          |
|---------|-------------|---------|--------|------|----------|------------------------|
| Invoice | ADD1034     | BALANC  | 500.00 | USD  | 9/7/2023 | AACUSTO...<br>Alta Ace |

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

ACTIVATE

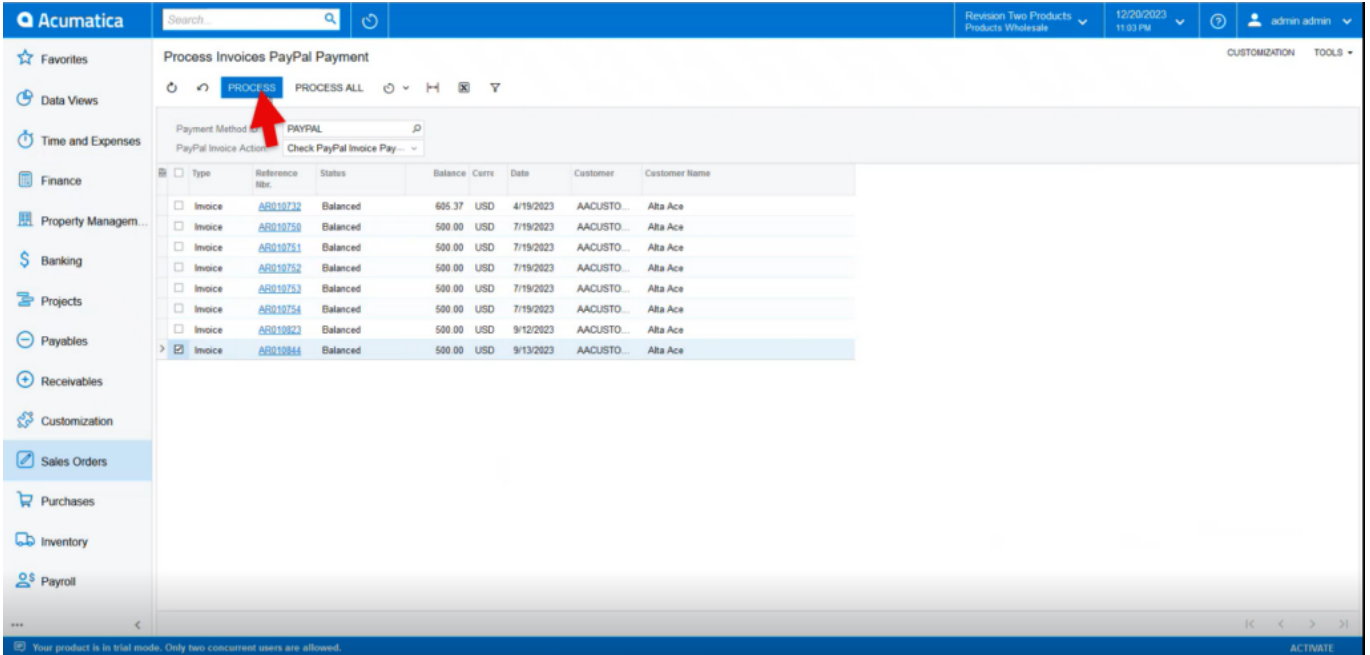
### Process Invoice Order PayPal Payment

- Select [**Process All**] to check the status of all orders with pending PayPal invoice requests. Or toggle on the boxes next to the specific orders to check the status and click [**Process**]
- A pop-up displaying the status check(s) results will appear.
  - [**PAID**] invoices will appear in the [**Processed**] box.
  - [**UNPAID**] invoices will appear in the [**Errors**] box.
- The requested sent invoice will be displayed on the sales order screen.
- The requested invoice will be sent to Paypal.



## PayPal

- Select the Invoice and pay the due amount.
- Then navigate back to Process Sales Order Paypal Payment and Select **[Check Paypal Invoice Payment Status]**.
- Toggle the order and click on **[Process]**.
- A pop up will appear on the screen as **[processing is completed]**.



Acumatica | Search | Revision Two Products Products Wholesale | 12/20/2023 11:03 PM | admin admin

Process Invoices PayPal Payment | CUSTOMIZATION TOOLS

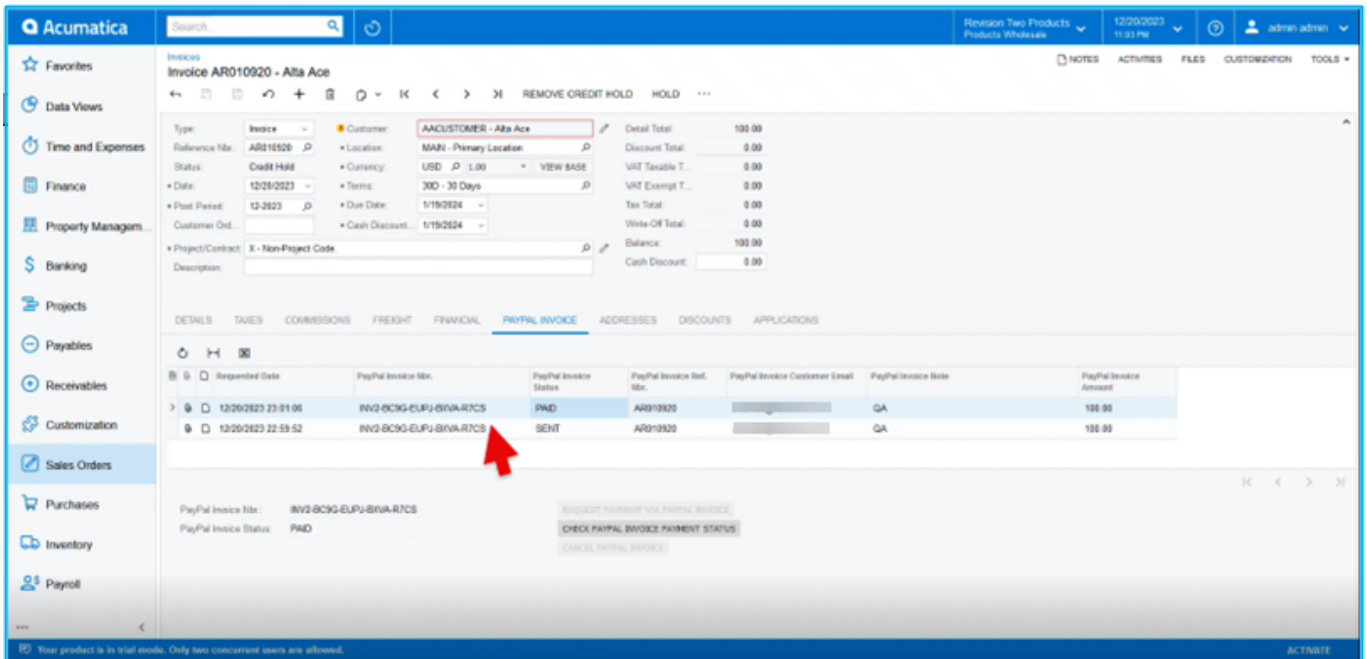
Payment Method: PAYPAL  
PayPal Invoice Action: Check PayPal Invoice Pay...

| Type                                | Reference        | Status   | Balance | Curr | Date      | Customer   | Customer Name |
|-------------------------------------|------------------|----------|---------|------|-----------|------------|---------------|
| <input type="checkbox"/>            | Invoice ARO10732 | Balanced | 605.37  | USD  | 4/19/2023 | AACUSTO... | Alta Ace      |
| <input type="checkbox"/>            | Invoice ARO10750 | Balanced | 500.00  | USD  | 7/19/2023 | AACUSTO... | Alta Ace      |
| <input type="checkbox"/>            | Invoice ARO10751 | Balanced | 500.00  | USD  | 7/19/2023 | AACUSTO... | Alta Ace      |
| <input type="checkbox"/>            | Invoice ARO10752 | Balanced | 500.00  | USD  | 7/19/2023 | AACUSTO... | Alta Ace      |
| <input type="checkbox"/>            | Invoice ARO10753 | Balanced | 500.00  | USD  | 7/19/2023 | AACUSTO... | Alta Ace      |
| <input type="checkbox"/>            | Invoice ARO10754 | Balanced | 500.00  | USD  | 7/19/2023 | AACUSTO... | Alta Ace      |
| <input type="checkbox"/>            | Invoice ARO10823 | Balanced | 500.00  | USD  | 9/12/2023 | AACUSTO... | Alta Ace      |
| <input checked="" type="checkbox"/> | Invoice ARO10844 | Balanced | 500.00  | USD  | 9/13/2023 | AACUSTO... | Alta Ace      |

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

### Process Invoice Order PayPal Payment

- Refresh the screen then the paid invoice will appear on the sales orders screen.



The screenshot shows the Acumatica interface for an invoice AR010920 - Alta Ace. The invoice details include a total of 100.00 and a status of PAID. Below the details is a table of PayPal invoices:

| Requested Date      | PayPal Invoice Nbr.      | PayPal Invoice Status | PayPal Invoice Ref. Nbr. | PayPal Invoice Customer Email | PayPal Invoice Note | PayPal Invoice Amount |
|---------------------|--------------------------|-----------------------|--------------------------|-------------------------------|---------------------|-----------------------|
| 12/29/2023 23:01:06 | INV2-8C9G-EUPJ-BINA-R7CS | PAID                  | AR010920                 |                               | GA                  | 100.00                |
| 12/29/2023 22:59:52 | INV2-8C9G-EUPJ-BINA-R7CS | SENT                  | AR010920                 |                               | GA                  | 100.00                |

A red arrow points to the 'PAID' status of the first row in the table. Below the table, there are buttons for 'REQUEST PAYMENT VIA PAYPAL INVOICE', 'CHECK PAYPAL INVOICE PAYMENT STATUS', and 'CANCEL PAYPAL INVOICE'.

Process Invoice Order PayPal Payment