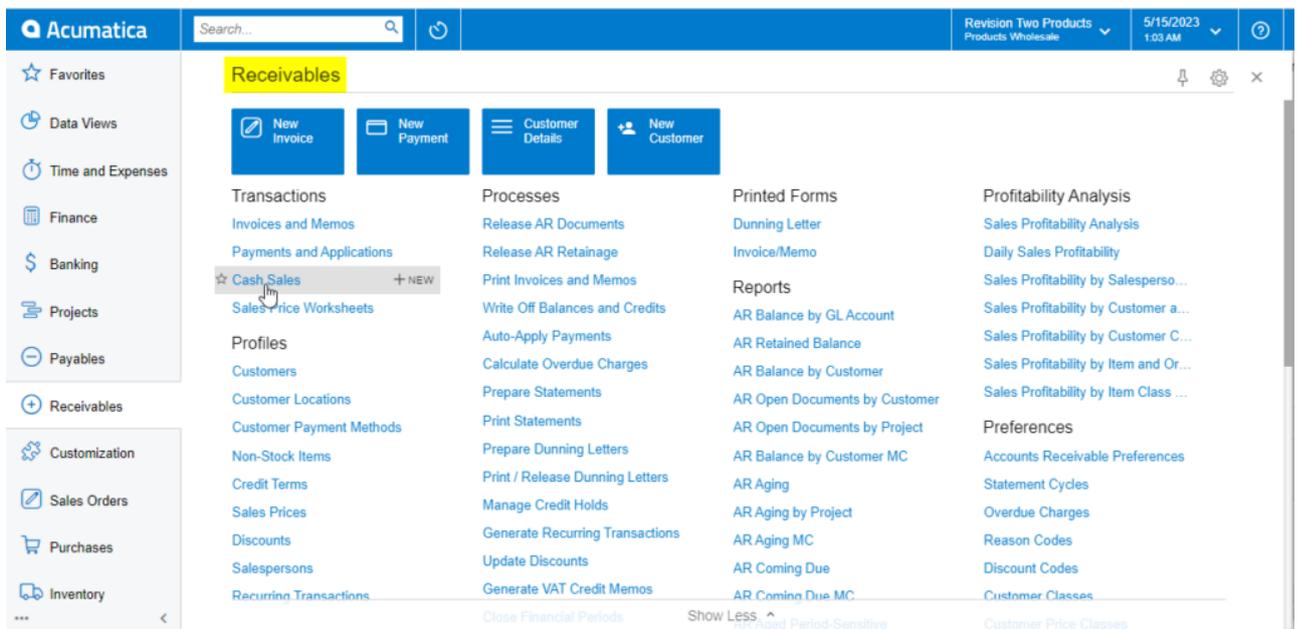# Payflow Payments via the Cash Sales Screen

Processing Payflow payments via the Cash Sales screen allows you to assign a payment method to a sales order(s). The purpose of this feature is to provide the ability to add, modify, or remove a sales order without having to exit the Cash Sales screen.

Payflow payments via the Cash Sales screen in Acumatica
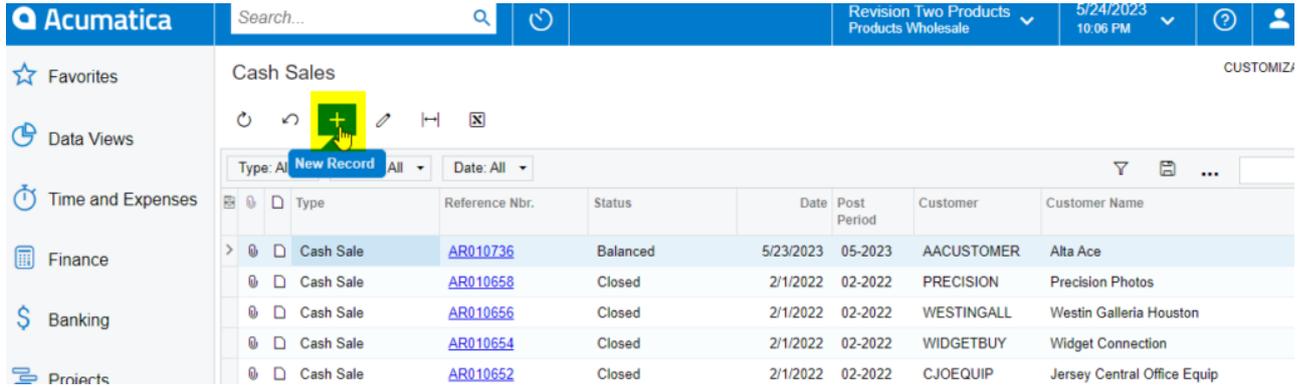
You need to add the following steps:

1. Go to the left navigation menu of the Acumatica ERP and click **Receivables**.
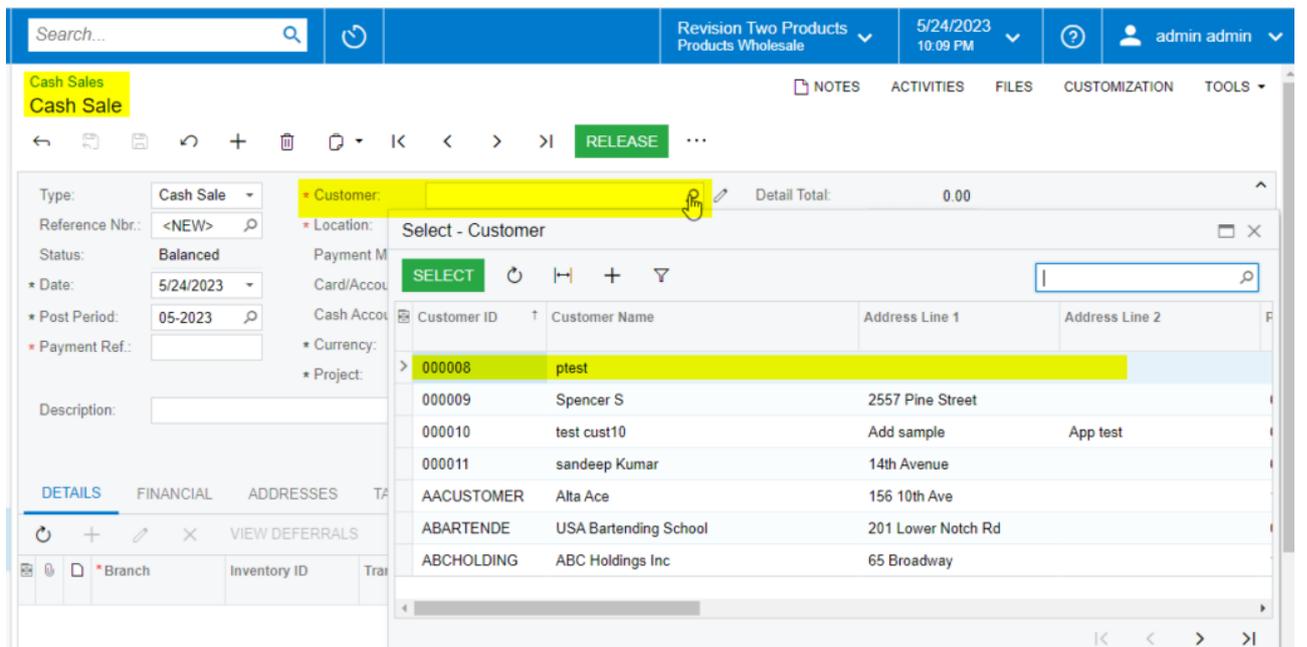2. On the Receivables workspaces, click **Cash Sales.**

Cash Sales on Receivables Workspace Screen
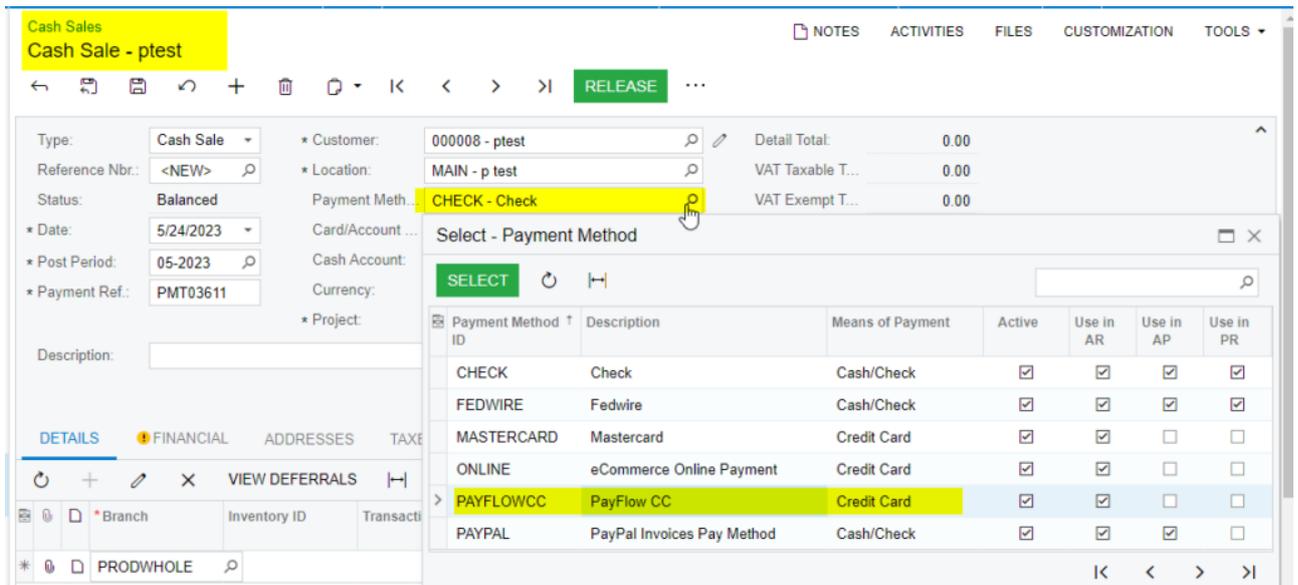
3. Click on the **(+)** button.

Cash Sales Screen
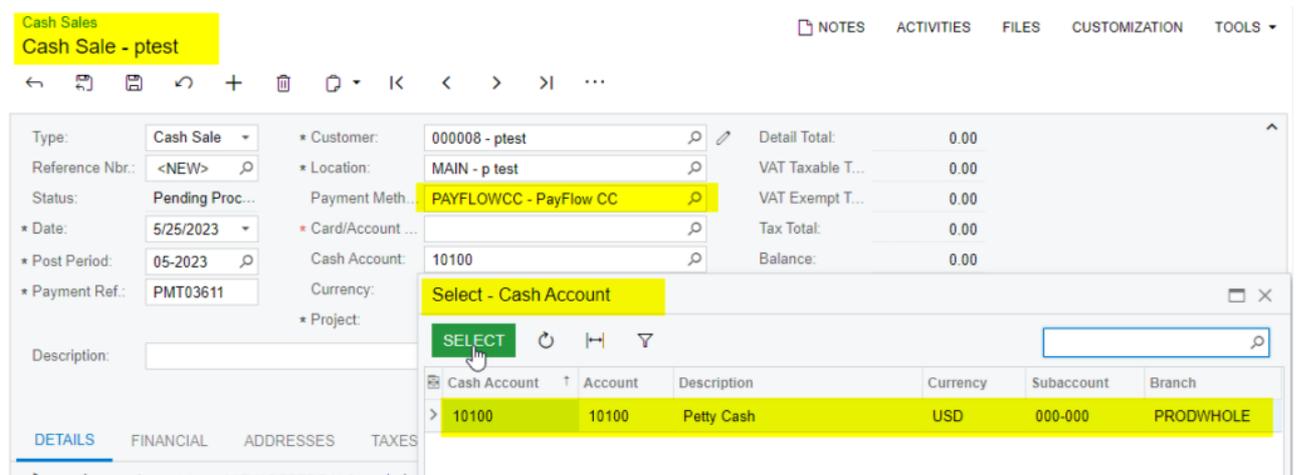
4. Select a customer.

Selecting a Customer on the Cash Sales Screen

5. Select the **payment method**.
6. Select the Payflow payment method.

Selecting Payflow as Payment Method

7. Select the **cash account**.

Selecting Cash Account

8. Go to the details tab.
   - Add at least one item.
   - Add the quantity.
   - Add the unit price.

Details tab adding the Quantity and Unit Price

9. Click **Save**.
10. Click the **Actions** menu to perform one of the following actions:
    - Email Invoice/Memo form.
    - Send an e-mail.
    - CC Enter the payment.
11. CC Authorize Payment.
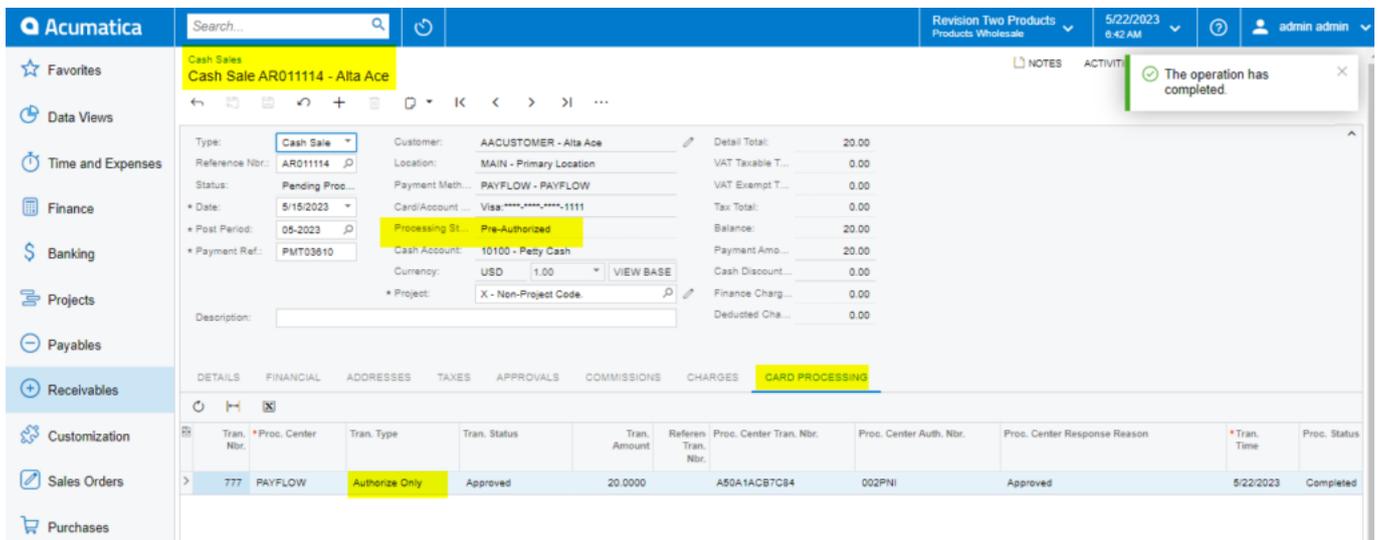12. Click the **Credit Card Processing Information** tab to view the payment transaction details.

Cash Sales screen

13. Click on the actions menu to perform the following actions Authorize, Capture and Void.
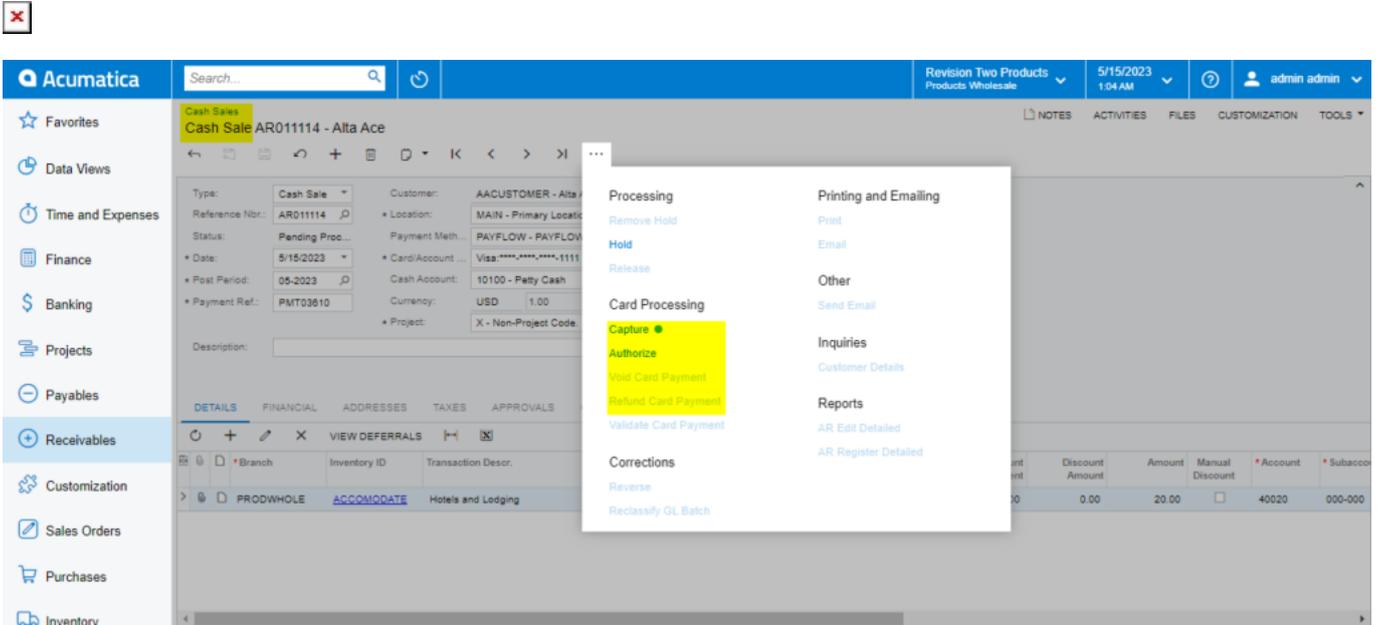
Card Processing on Cash Sales Screen

Authorize Action on Cash Sales Screen

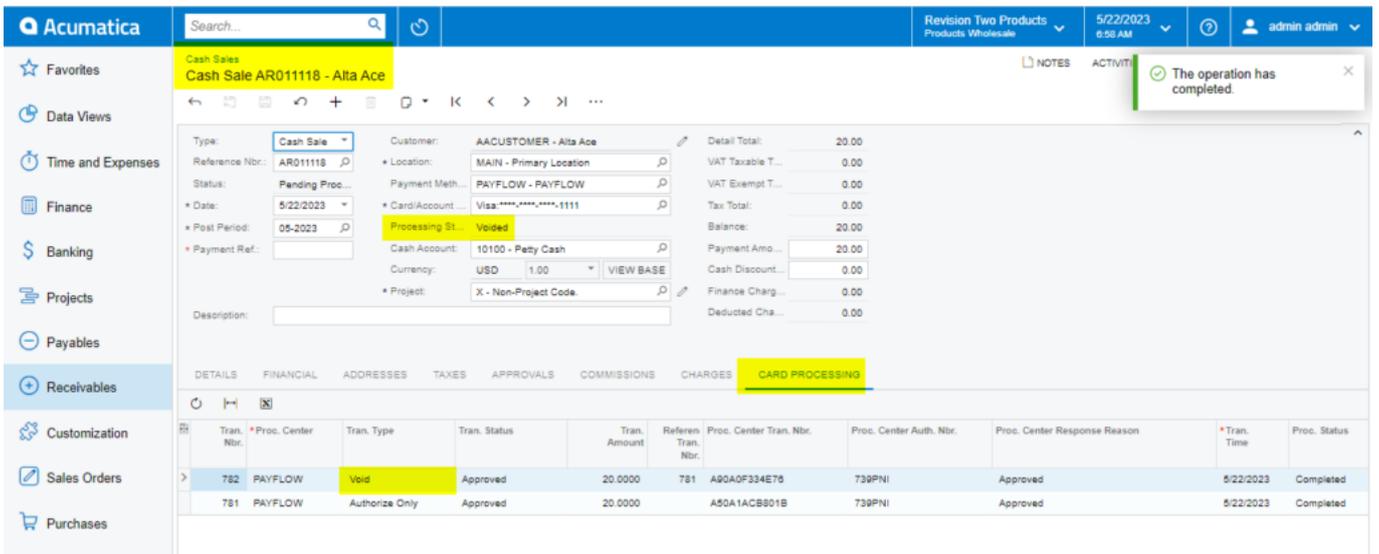## Capture Payment by Cash Sales

Capture Payment on Cash Sales screen

Void On Cash Sales Screen

Void on Cash Sales screen