


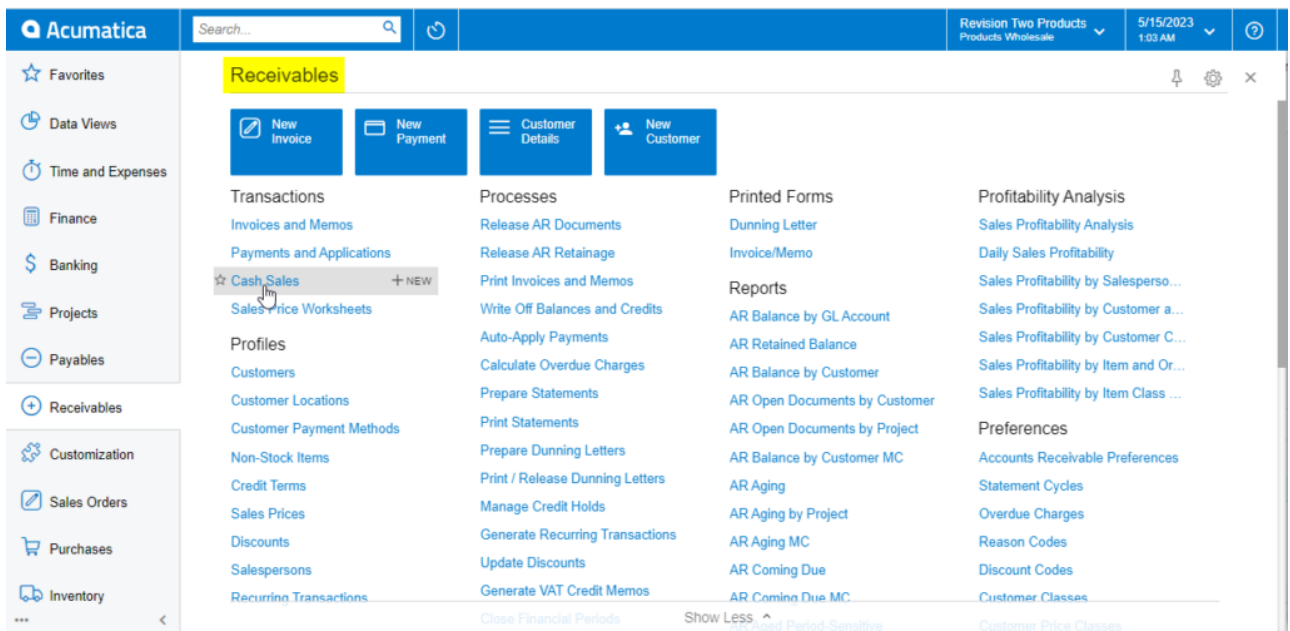
# Payflow Payments via the Cash Sales Screen

 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

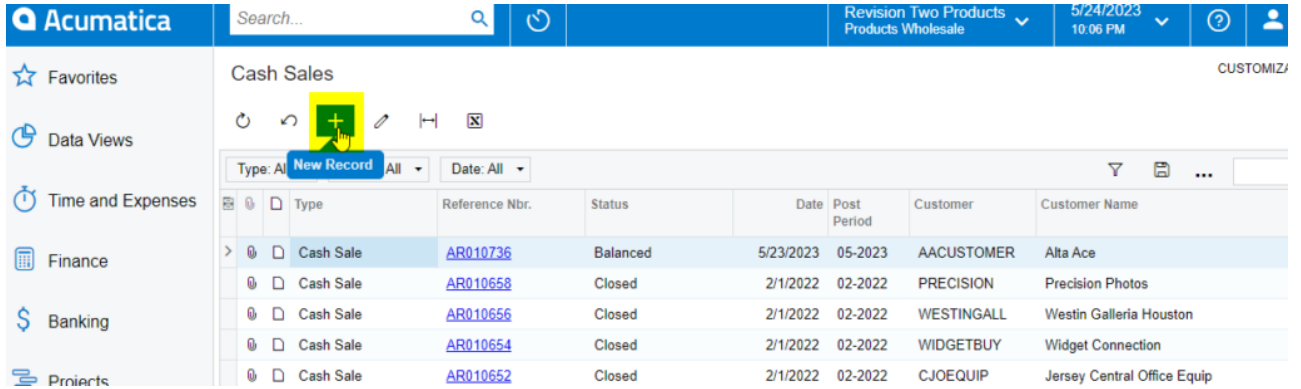
You need to add the following steps:

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



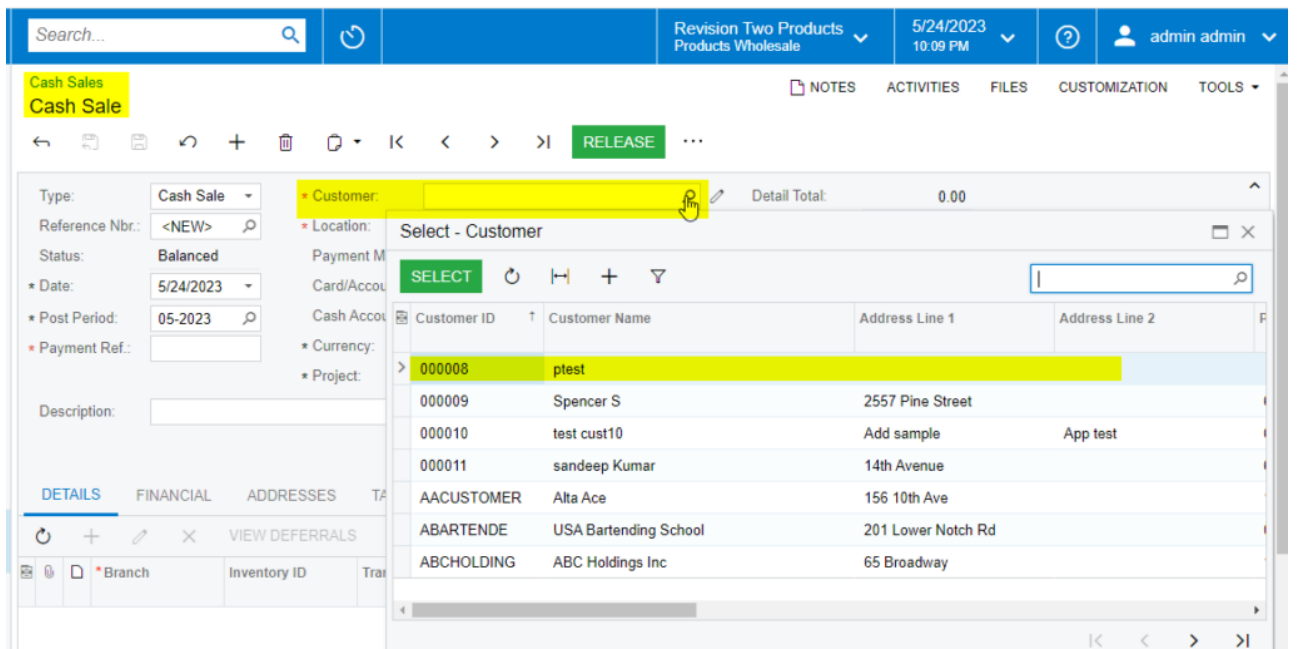
Cash Sales on Receivables Workspace Screen

3. Click on the **(+)** button.



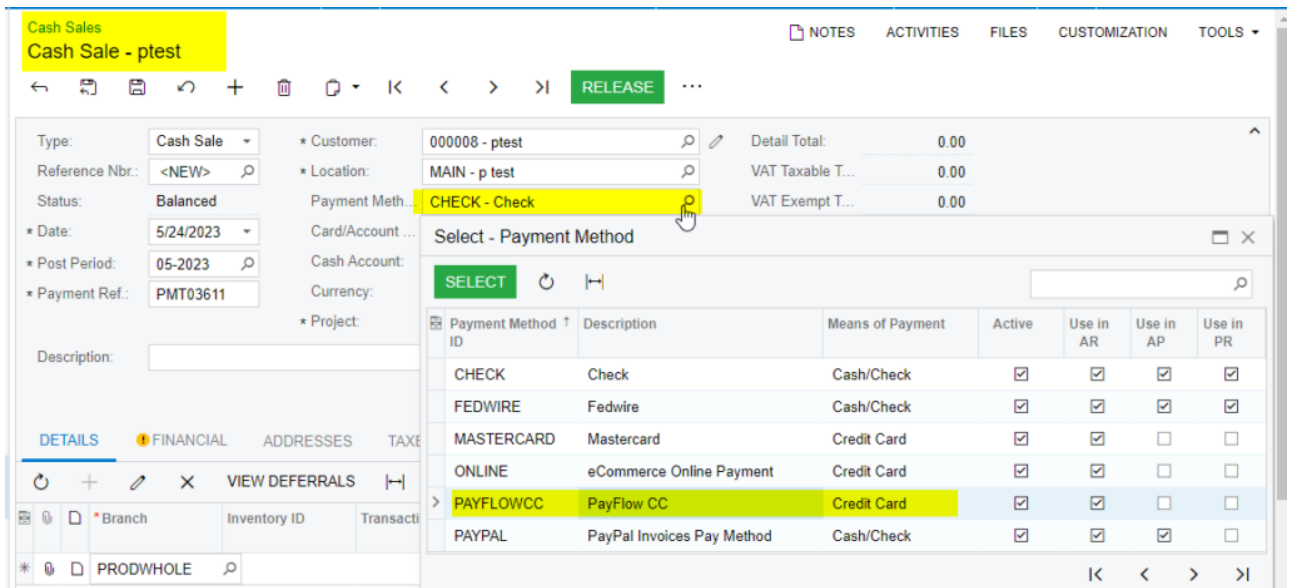
Cash Sales Screen

4. Select a customer.



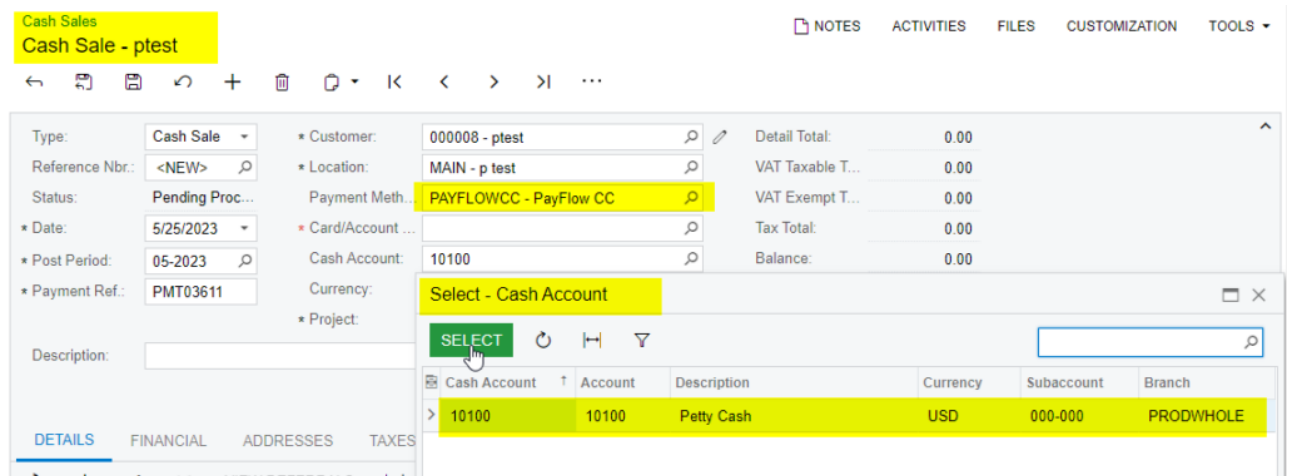
Selecting a Customer on the Cash Sales Screen

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.

Cash Sales  
Cash Sale - ptest

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

RELEASE

\* Post Period: 05-2023 Cash Account: 10200 - Company Checking Account Balance: 100.00  
 \* Payment Ref.: PMT03611 Currency: USD 1.00 VIEW BASE Payment Amo...: 100.00  
 \* Project: X - Non-Project Code. Cash Discount...: 0.00  
 Description: Finance Charg...: 0.00  
 Deducted Cha...: 0.00

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS COMMISSIONS CHARGES

VIEW DEFERRALS

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Disc Am
PRODWHOLE			1.00		100.00	100.00	0.000000	

Details tab adding the Quantity and Unit Price

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

Cash Sales  
Cash Sale - ptest

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

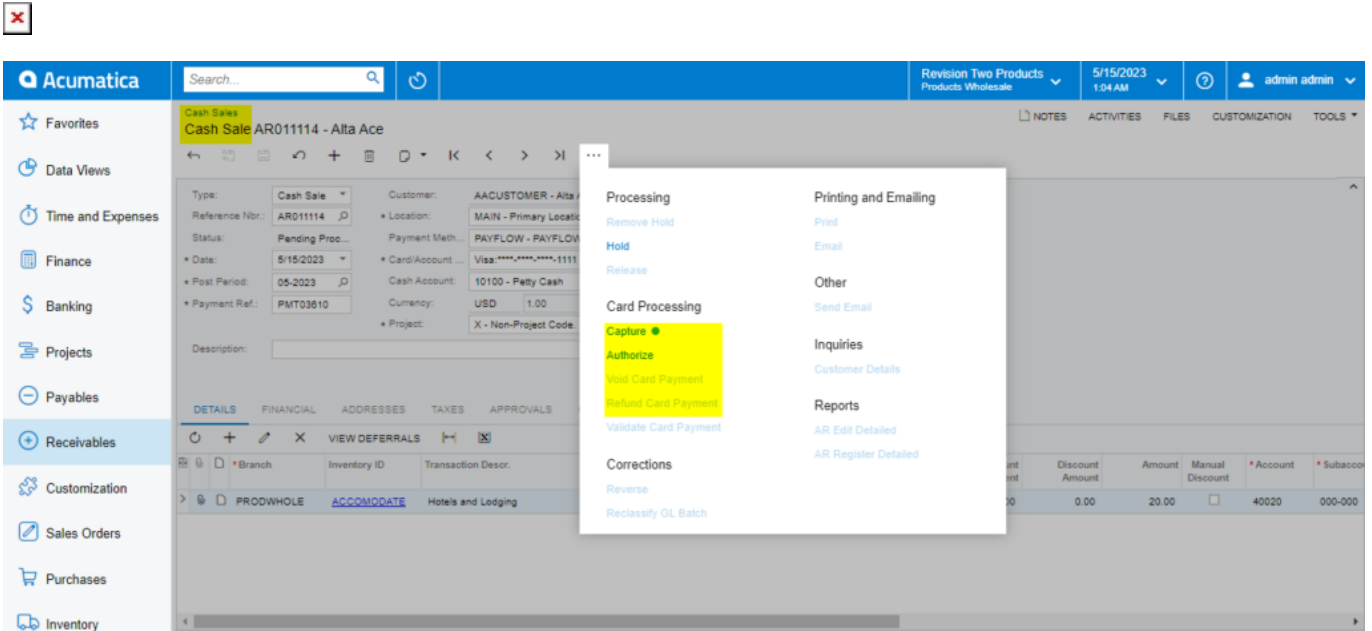
Reference Nbr.: <NEW> \* Location: MAIN - p test VAT Taxable T...: 0.00  
 Status: Pending Proc... Payment Meth...: PAYFLOWCC - PayFlow CC VAT Exempt T...: 0.00  
 \* Date: 5/25/2023 \* Card/Account ...: Tax Total: 0.00  
 \* Post Period: 05-2023 Cash Account: 10100 - Petty Cash Balance: 0.00  
 \* Payment Ref.: PMT03611 Currency: USD 1.00 VIEW BASE Payment Amo...: 0.00  
 \* Project: X - Non-Project Code. Cash Discount...: 0.00  
 Description: Finance Charg...: 0.00  
 Deducted Cha...: 0.00

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS COMMISSIONS CHARGES **CARD PROCESSING**

Tran. Nbr.	Proc. Center	Tran. Type	Tran. Status	Tran. Amount	Referen Tran. Nbr.	Proc. Center Tran. Nbr.	Proc. Center Auth. Nbr.	Proc. Center Resp
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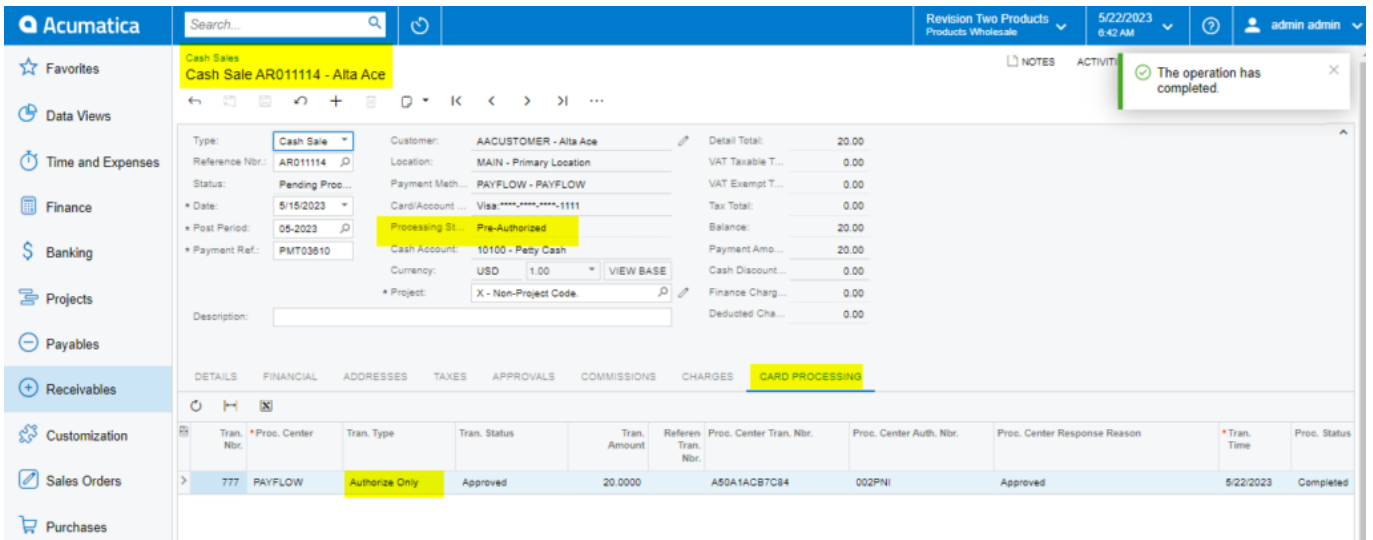
Cash Sales screen

13. Click on the actions menu to perform the following actions Authorize, Capture and Void.



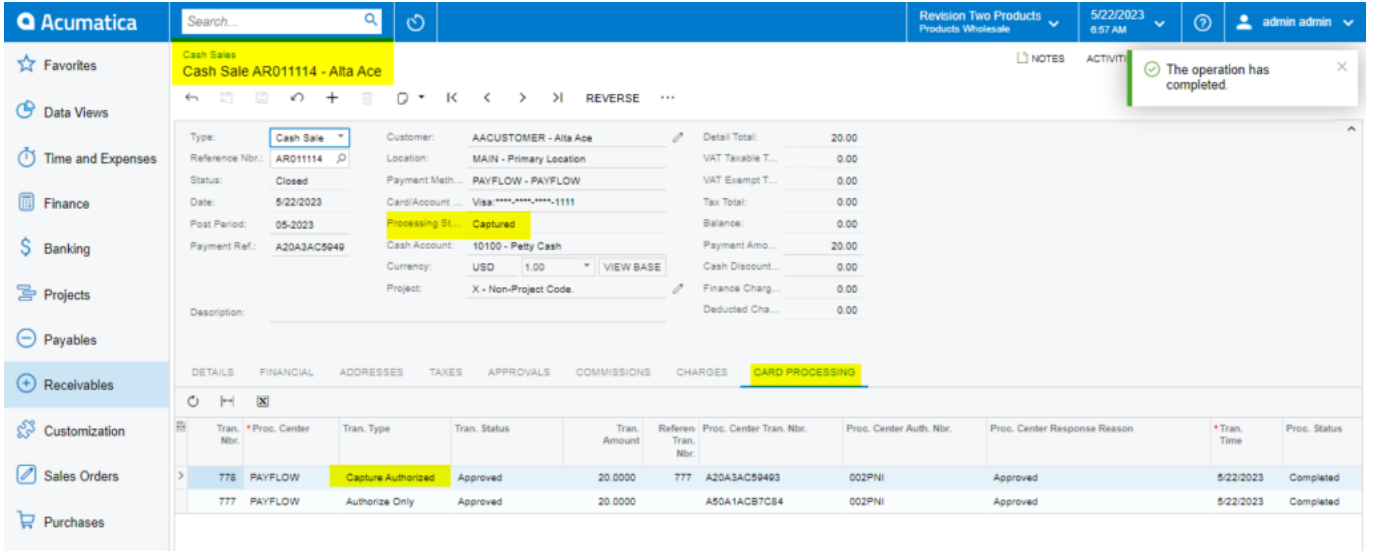
Card Processing on Cash Sales Screen

Authorize Action on Cash Sales Screen



Authorize Action on Cash Sales screen

**Capture Payment by Cash Sales**

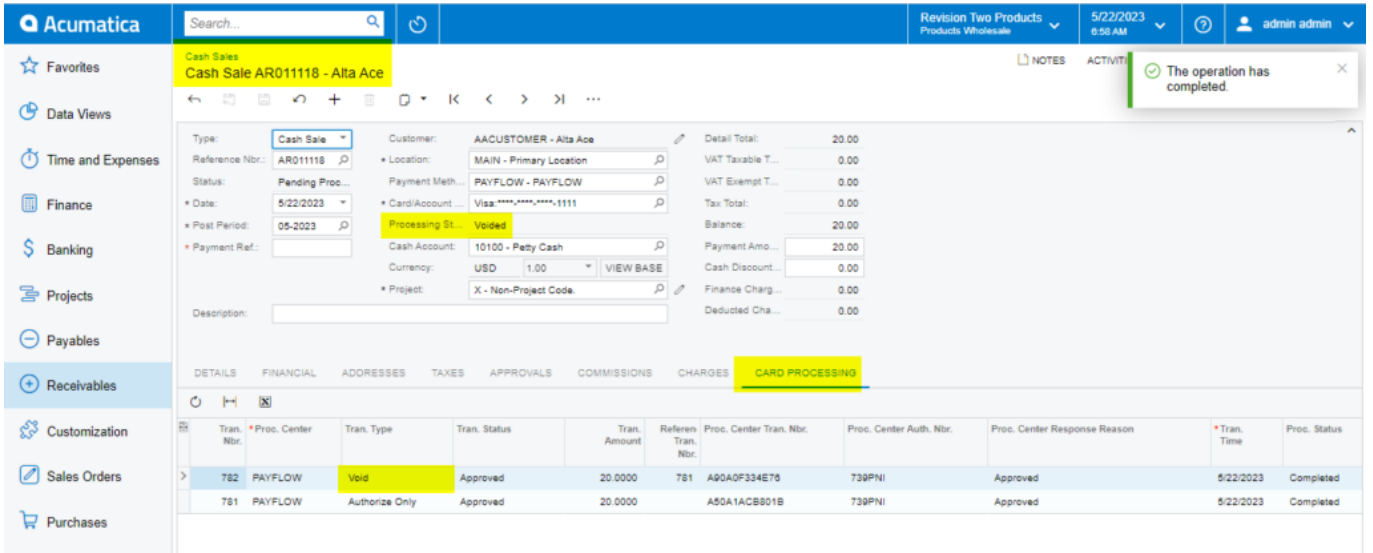


The screenshot shows the Acumatica interface for a Cash Sale AR011114. The 'Processing St.' is 'Captured'. A table below shows transaction details:

Tran. Nbr.	Proc. Center	Tran. Type	Tran. Status	Tran. Amount	Referen. Tran. Nbr.	Proc. Center Tran. Nbr.	Proc. Center Auth. Nbr.	Proc. Center Response Reason	Tran. Time	Proc. Status
778	PAYFLOW	Capture Authorized	Approved	20.0000	777	A20A3AC59493	002PNI	Approved	5/22/2023	Completed
777	PAYFLOW	Authorize Only	Approved	20.0000		A50A1ACB7C84	002PNI	Approved	5/22/2023	Completed

Capture Payment on Cash Sales screen

**Void On Cash Sales Screen**



The screenshot shows the Acumatica interface for a Cash Sale AR011118. The 'Processing St.' is 'Voided'. A table below shows transaction details:

Tran. Nbr.	Proc. Center	Tran. Type	Tran. Status	Tran. Amount	Referen. Tran. Nbr.	Proc. Center Tran. Nbr.	Proc. Center Auth. Nbr.	Proc. Center Response Reason	Tran. Time	Proc. Status
782	PAYFLOW	Void	Approved	20.0000	781	A90A0F334E76	739PNI	Approved	5/22/2023	Completed
781	PAYFLOW	Authorize Only	Approved	20.0000		A50A1ACB801B	739PNI	Approved	5/22/2023	Completed

Void on Cash Sales screen

