

Payments via the Payments & Applications Screen

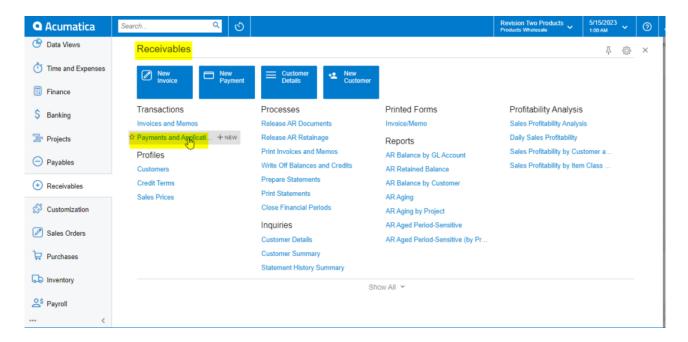
Processing Payflow payments give you the ability to apply a payment method from the Payments & Application screen.

This allows you to add, change, or remove a sales order without leaving the Payments & Application screen

Payflow payments via the payments and applications screen

Steps to be followed:

1. Go to the Receivables workspace.

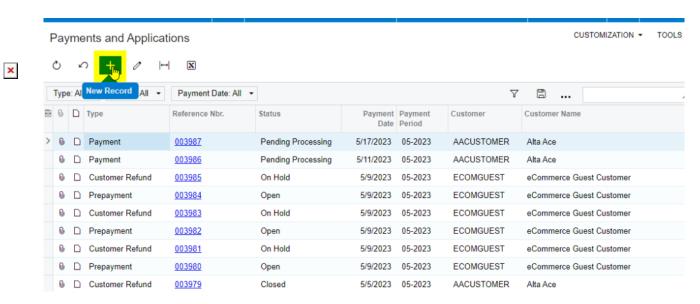


Receivables Workspace

- 2. Click on Payments & Application.
- 3. Click on the (+) button.

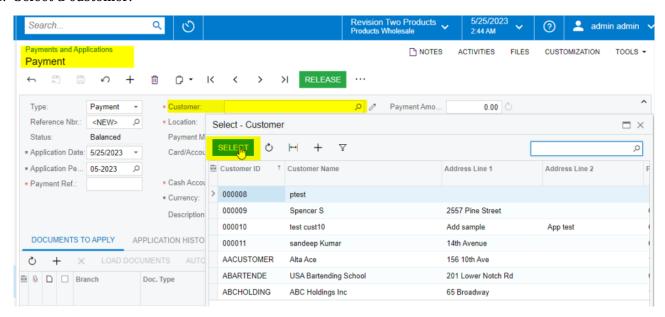






Payments and Application Screen

4. Select a customer.

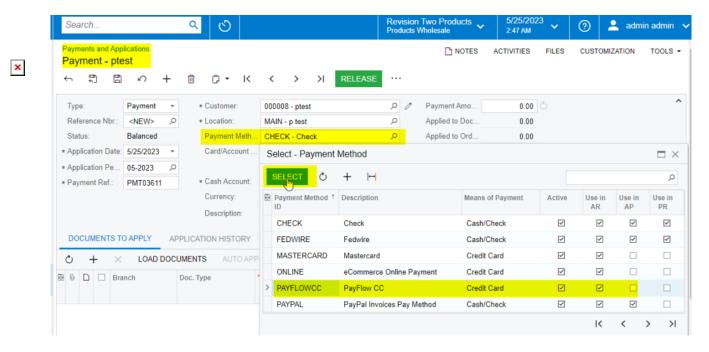


Selecting Customer from the Payment and Application screen.

5. Select the Payflow payment method.

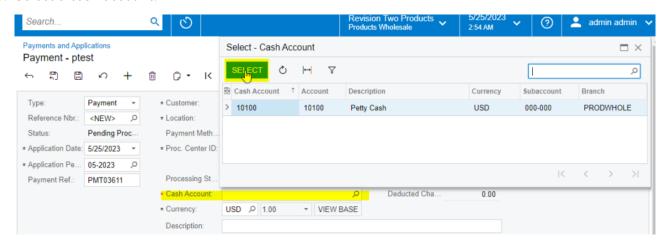






Payflow Payment Method from Payment and Application screen

6. Select a cash account.

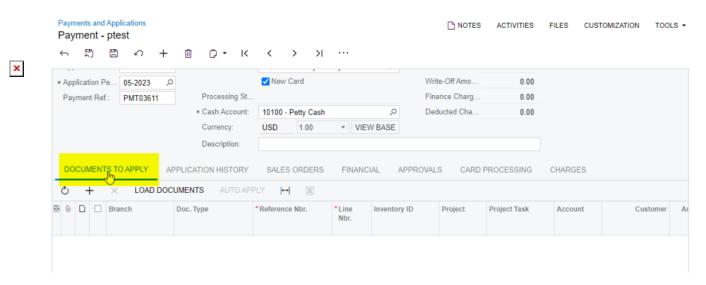


Cash Account from Payments and Application screen

• Go to the Documents to Apply details tab.

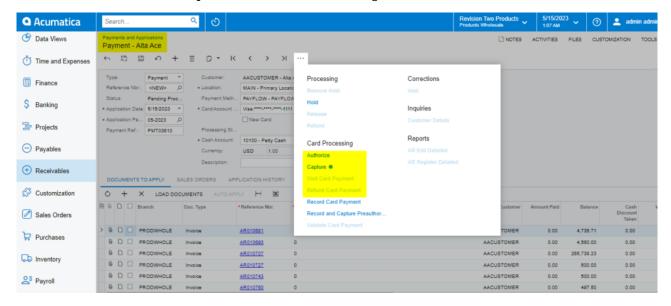






Payments and Applications

- o Add at least one item.
- Enter the payment amount.
- 7. Click Save.
- 8. Click the Actions menu and perform one of the following actions.

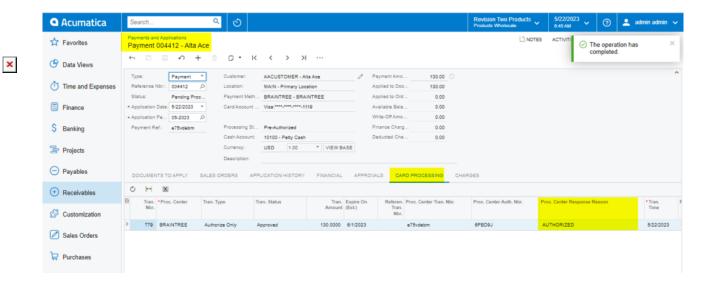


Actions menu

Authorize on Payments and Applications Screen

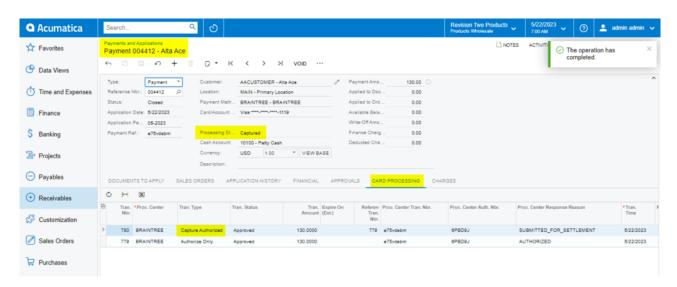






Authorize on Payments and Applications Screen

Capture on Payments and Applications Screen

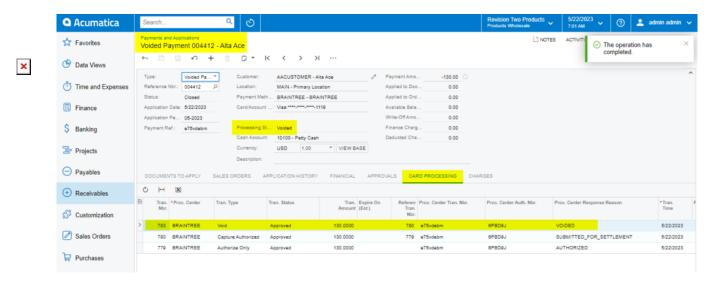


Capture on Payments and Applications Screen

Void Action on Payments and Applications Screen







Void Action on Payments and Applications screen

9. Click the Credit Card Processing Information tab to view the payment details.

