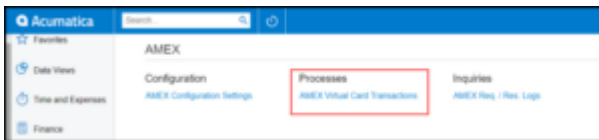# Process Virtual Card Transactions in Acumatica with AMEX Extend

After a virtual card has been used for payment and the transaction is settled, you can process the transaction to bring the information into Acumatica.
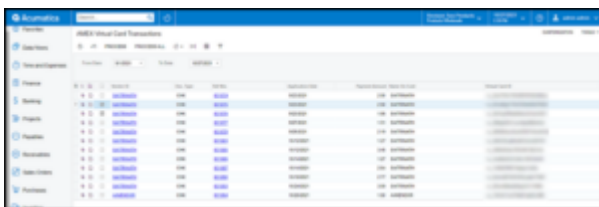
Process a Transaction

1. From the AMEX workspace, click **AMEX Virtual Card Transactions** under Processes.

Select AMEX Virtual Card Transactions in the
workspace

1. On this screen, you can **Process** an individually selected transaction or click **Process All** transactions.
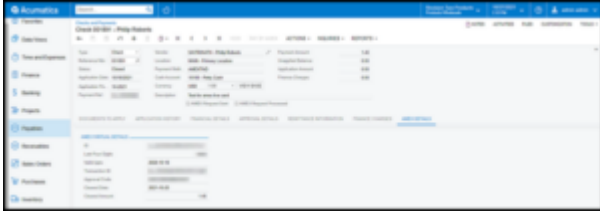

Select which transactions you would like to
process into Acumatica or process all
transactions

1. After making your processing selections, you will see the standard Acumatica screen for task processing.

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4. To view the processed transactions, Open the **Checks and Payments** screen from Payables

🔲 Select the transaction.

- **Note:** The AMEX request processed check box will be filled in.

- The AMEX Details tab will now contain the transaction ID, approval code, and cleared date.

From the Checks and Payments screen, the
AMEX Details tab shows all virtual credit card
details after processing