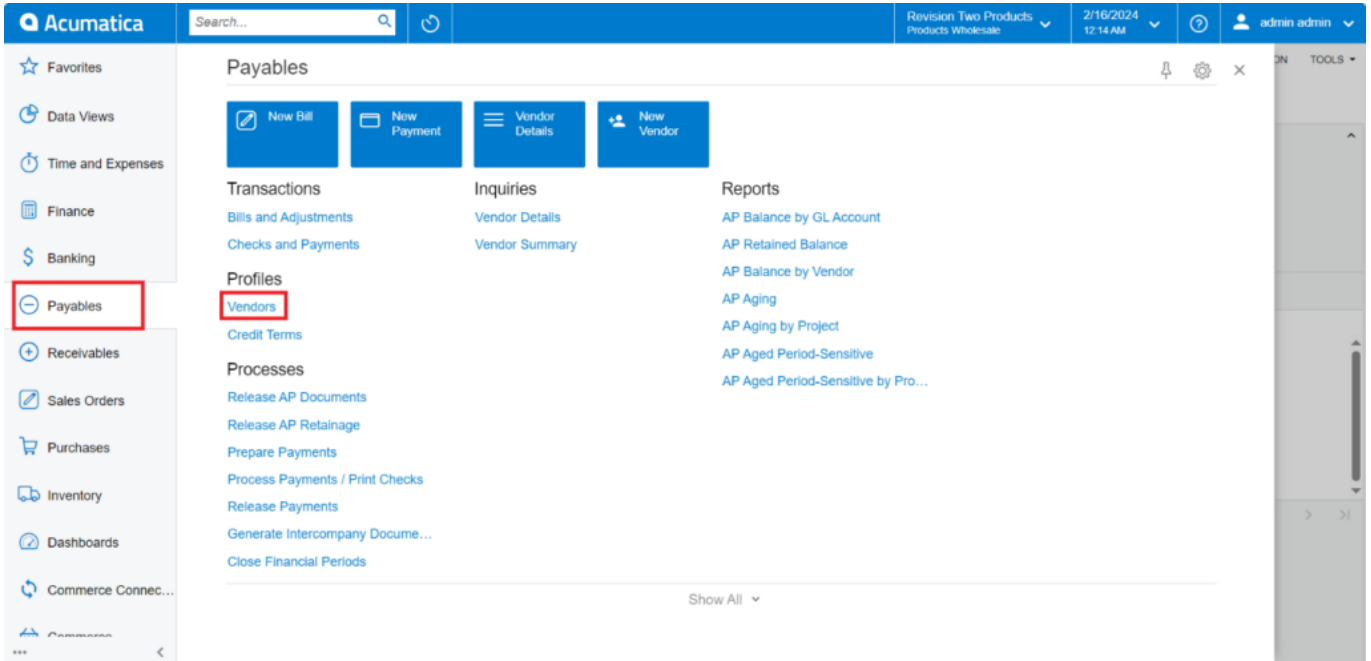


Steps for Creation of Virtual Card



- **PAY BY AMEX** button will be enabled in the check and payments screen.
- **Vendors Screen:** Navigate to Vendor screen and create a new vendor.



Vendors

- Associate the AMEX payment method with the respective vendor, add the Payment method and Cash Account in Payment Tab.

Acumatica Search... Revision Two Products Products Wholesale 2/16/2024 12:18 AM admin admin

Vendors
AAVENDOR - Goto Vendor Inc

Vendor ID: AAVENDOR - Goto Vendor Inc Balance: 0.00
Vendor Status: Active Prepayment Balance: 0.00
Vendor Class: PRODUCT - Products Vendors Retained Balance: 0.00

GENERAL FINANCIAL **PAYMENT** PURCHASE SETTINGS ATTRIBUTES LOCATIONS CONTACTS ACTIVITIES GL ACCOUNTS MAILING & PRINTING

REMIT-TO ADDRESS Override
ADDRESS LOOKUP
Address Line 1: 8201 East 23 Street
Address Line 2:
City: Kansas City
State: MO - MISSOURI
Postal Code: 64129
Country: US - United States of America

REMIT-TO INFO Override
Account Name: Goto Vendor Inc
Attention:
Business 1: +1 (816) 222-0066
Business 2:
Fax:
Email: purchase@gotovend.com
Web:

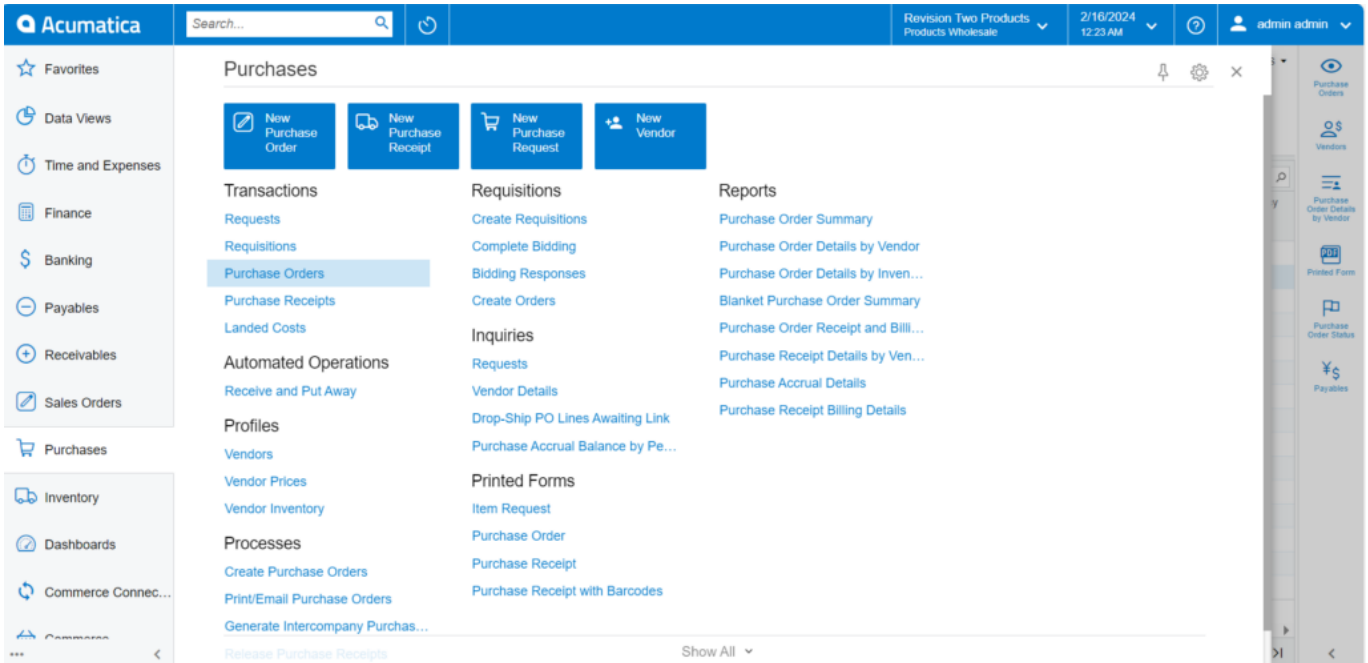
DEFAULT PAYMENT SETTINGS
Payment Method: **AMEXTND - Payment method used to**
Cash Account:
Payment By: Discount Date
Payment Lead Time (D...): 0
 Pay Separately
 Pay by Line
Prepayment Percent: 100.000000

Payment Instructions
Description Value

Vendors

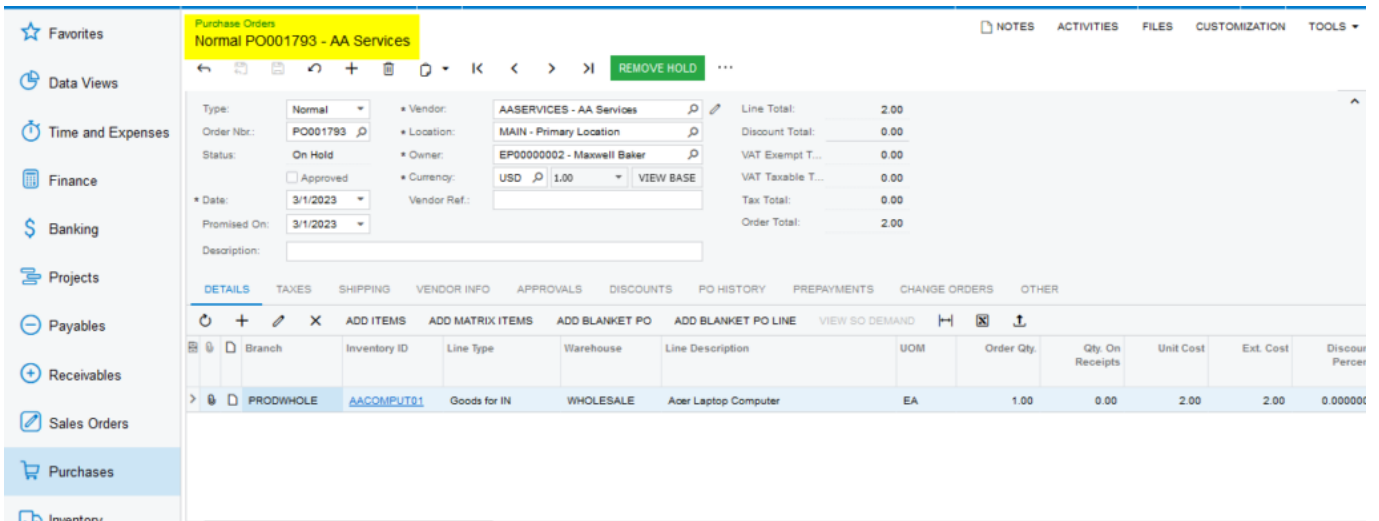
Purchase Order Screen:

- Navigate to Purchase order screen



Purchase Orders

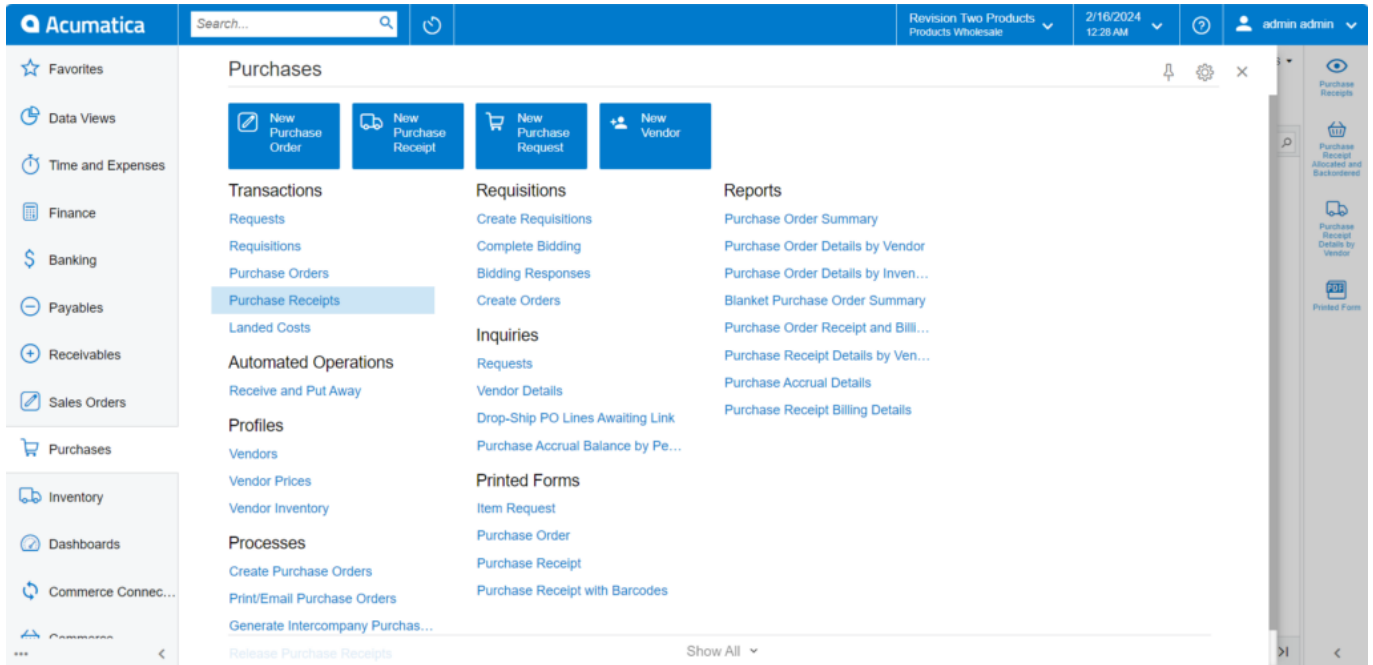
- Create a purchase order for the vendor AMEX payment method is associated.
- Add the Vendor and Inventory ID and Click on Save.



Purchase Orders

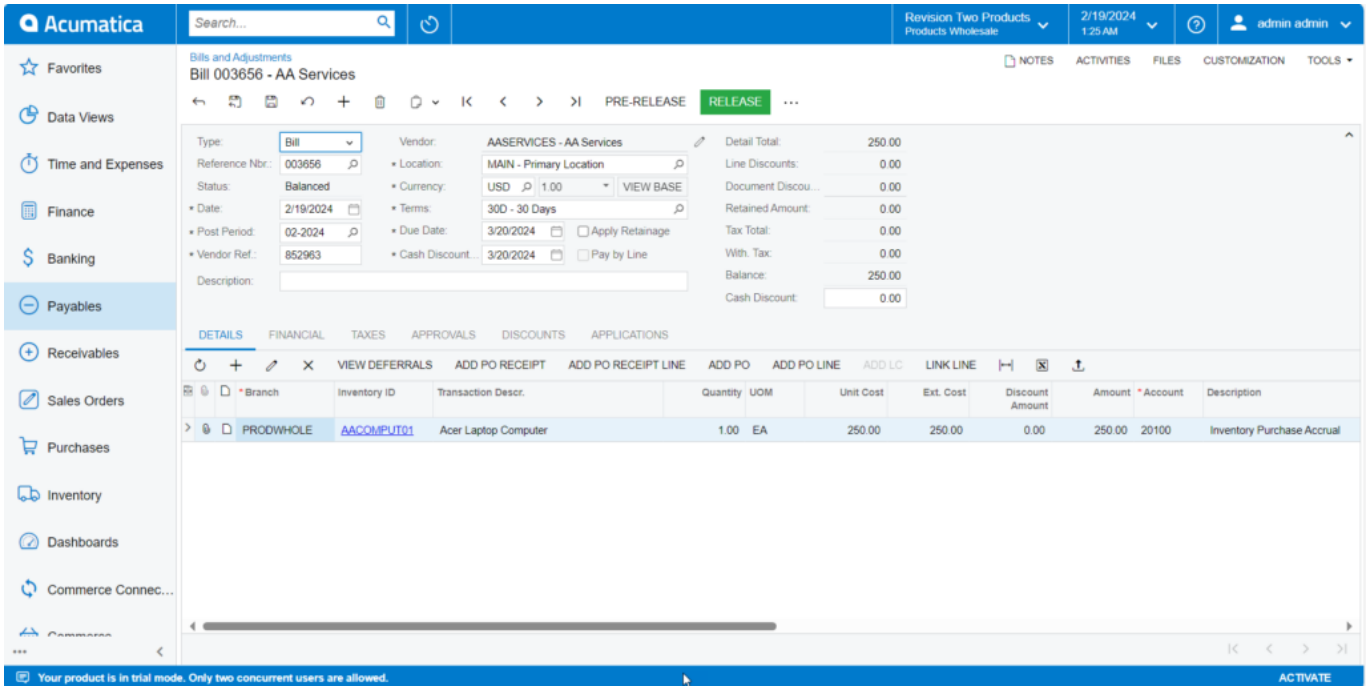
Purchase receipts screen:

- Navigate to Purchase receipts screen.



Purchase Receipts

- Create and purchase receipt and release the receipt for the same and create bill for the order.

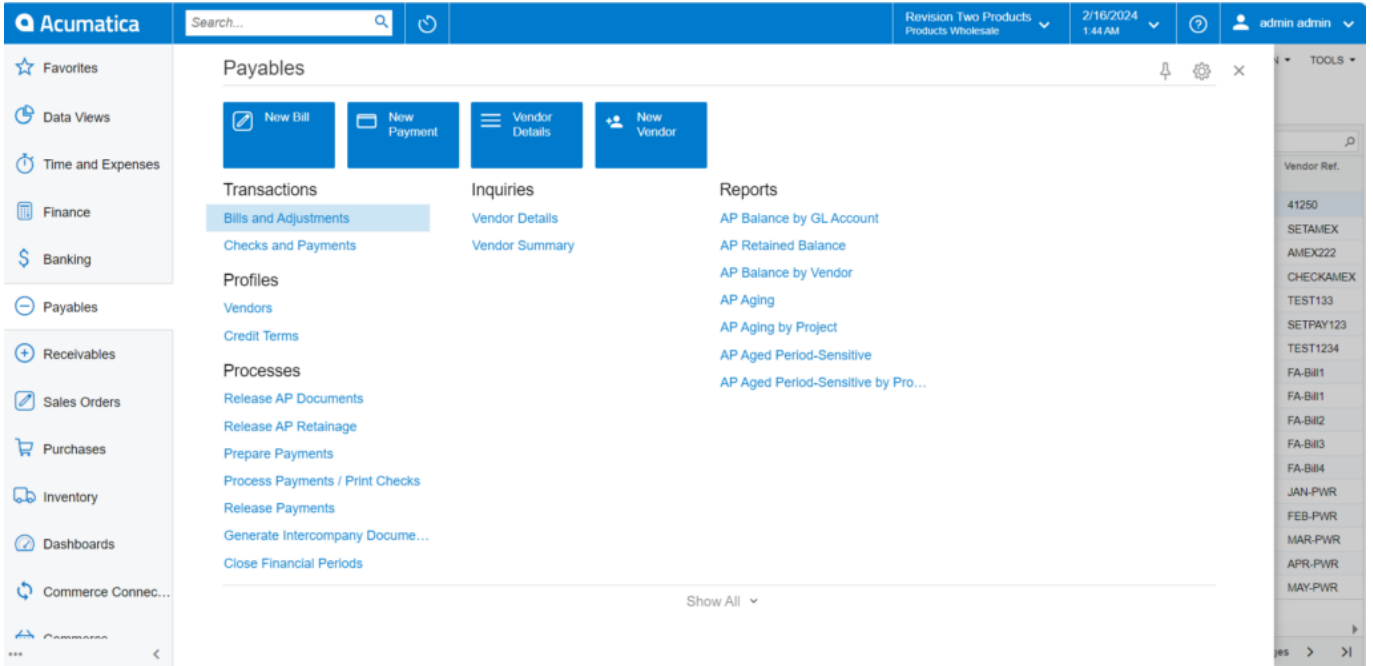


The screenshot shows the Acumatica interface for the 'Bills and Adjustments' screen. The top navigation bar includes the Acumatica logo, a search bar, and user information (Revision Two Products, Products Wholesale, 2/19/2024 1:25 AM, admin admin). The left sidebar contains navigation options: Favorites, Data Views, Time and Expenses, Finance, Banking, Payables (selected), Receivables, Sales Orders, Purchases, Inventory, Dashboards, and Commerce Connec... The main content area displays details for 'Bill 003656 - AA Services'. The 'Type' is set to 'Bill'. The 'Vendor' is 'AASERVICES - AA Services'. The 'Reference Nbr.' is '003656'. The 'Status' is 'Balanced'. The 'Date' is '2/19/2024'. The 'Post Period' is '02-2024'. The 'Vendor Ref.' is '852963'. The 'Location' is 'MAIN - Primary Location'. The 'Currency' is 'USD' with a rate of '1.00'. The 'Terms' are '30D - 30 Days'. The 'Due Date' is '3/20/2024'. The 'Detail Total' is '250.00'. The 'Line Discounts' is '0.00'. The 'Document Discou...' is '0.00'. The 'Retained Amount' is '0.00'. The 'Tax Total' is '0.00'. The 'With Tax' is '0.00'. The 'Balance' is '250.00'. The 'Cash Discount' is '0.00'. Below the details, there are tabs for 'DETAILS', 'FINANCIAL', 'TAXES', 'APPROVALS', 'DISCOUNTS', and 'APPLICATIONS'. The 'DETAILS' tab is active, showing a table with columns: 'Branch', 'Inventory ID', 'Transaction Descr.', 'Quantity', 'UOM', 'Unit Cost', 'Ext. Cost', 'Discount Amount', 'Amount', 'Account', and 'Description'. The table contains one row: 'PRODWHOLE', 'AACOMPUT01', 'Acer Laptop Computer', '1.00', 'EA', '250.00', '250.00', '0.00', '250.00', '20100', 'Inventory Purchase Accrual'. At the bottom of the screen, there is a blue bar with the text 'Your product is in trial mode. Only two concurrent users are allowed.' and an 'ACTIVATE' button.

Purchase Receipts

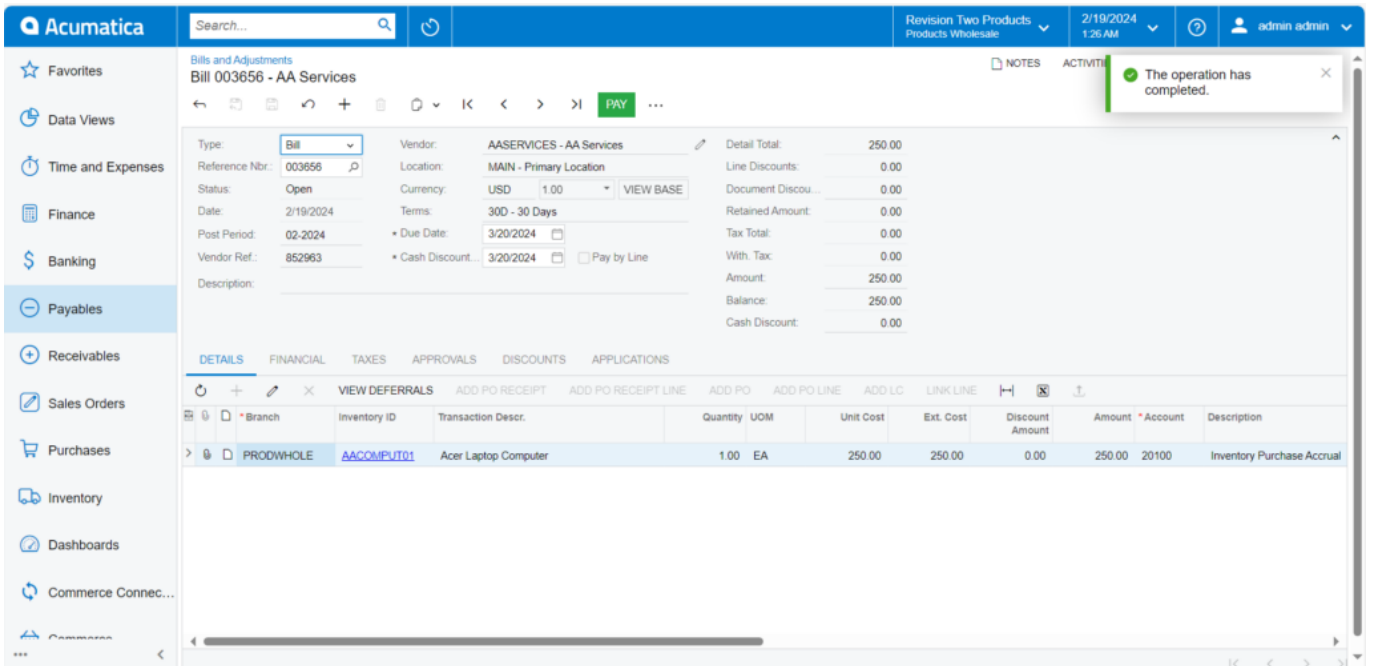
Bills and Adjustments screen:

- Navigate to Bills and Adjustments screen.



The screenshot shows the Acumatica Payables dashboard. The top navigation bar includes the Acumatica logo, a search bar, a refresh button, and user information (Revision Two Products, Products Wholesale, 2/16/2024 1:44 AM, admin admin). The left sidebar contains navigation options: Favorites, Data Views, Time and Expenses, Finance, Banking, Payables (selected), Receivables, Sales Orders, Purchases, Inventory, Dashboards, and Commerce Connec... The main content area is titled 'Payables' and features four primary action buttons: 'New Bill', 'New Payment', 'Vendor Details', and 'New Vendor'. Below these are three columns of links: 'Transactions' (Bills and Adjustments, Checks and Payments), 'Inquiries' (Vendor Details, Vendor Summary), and 'Reports' (AP Balance by GL Account, AP Retained Balance, AP Balance by Vendor, AP Aging, AP Aging by Project, AP Aged Period-Sensitive, AP Aged Period-Sensitive by Pro...). A 'Show All' dropdown is located at the bottom of the main content area. On the right, a 'TOOLS' sidebar lists various vendor references (Vendor Ref.) such as 41250, SETAMEX, AMEX222, CHECKAMEX, TEST133, SETPAY123, TEST1234, FA-Bill1, FA-Bill2, FA-Bill3, FA-Bill4, JAN-PWR, FEB-PWR, MAR-PWR, APR-PWR, and MAY-PWR.

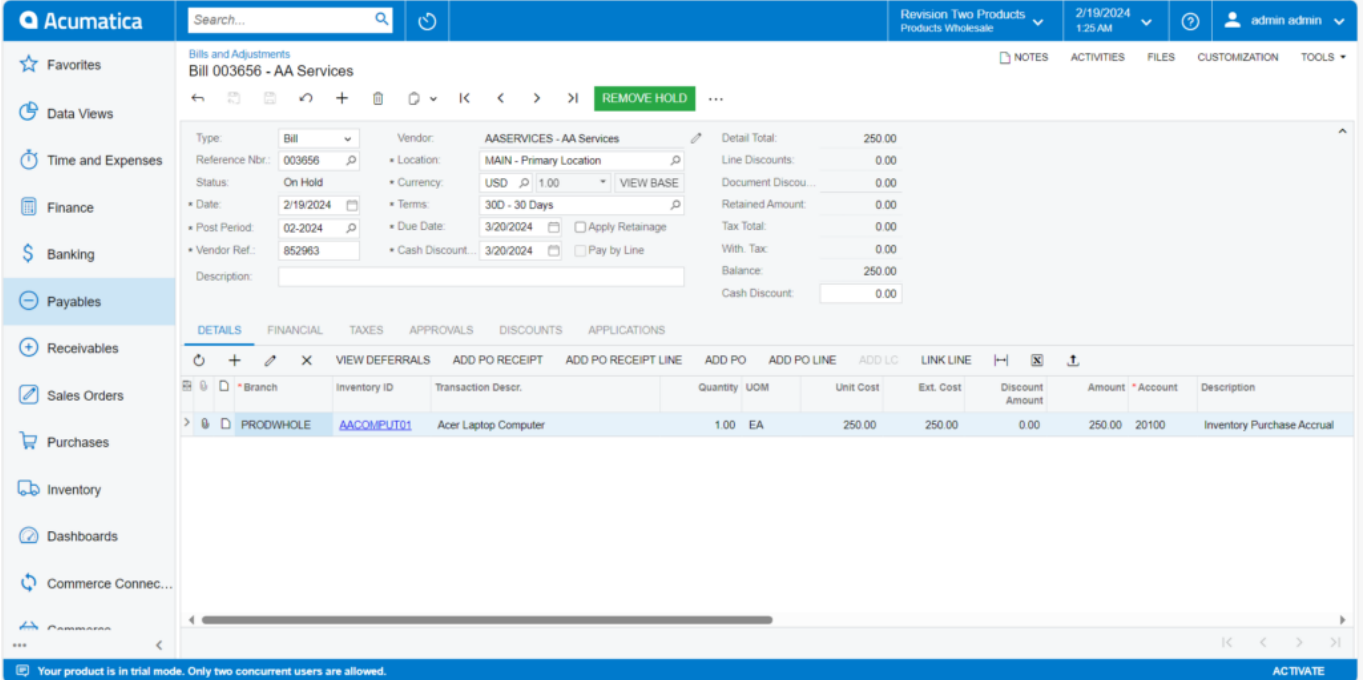
Bills and Adjustments



The screenshot displays the 'Bills and Adjustments' detail view for Bill 003656 - AA Services. The top navigation bar is identical to the previous screenshot. The left sidebar is also consistent. The main content area shows the bill details: Type: Bill, Vendor: AASERVICES - AA Services, Reference Nbr: 003656, Location: MAIN - Primary Location, Status: Open, Currency: USD, Date: 2/19/2024, Terms: 30D - 30 Days, Post Period: 02-2024, Due Date: 3/20/2024, Vendor Ref: 852963, and Cash Discount: 3/20/2024. A summary table on the right shows: Detail Total: 250.00, Line Discounts: 0.00, Document Discou...: 0.00, Retained Amount: 0.00, Tax Total: 0.00, With Tax: 0.00, Amount: 250.00, Balance: 250.00, and Cash Discount: 0.00. A notification box in the top right corner states 'The operation has completed.' Below the details are tabs for DETAILS, FINANCIAL, TAXES, APPROVALS, DISCOUNTS, and APPLICATIONS. The 'DETAILS' tab is active, showing a table with columns: Branch, Inventory ID, Transaction Descr., Quantity, UOM, Unit Cost, Ext. Cost, Discount Amount, Amount, Account, and Description. The table contains one row: Branch: PRODWHOLE, Inventory ID: AACOMP101, Transaction Descr.: Acer Laptop Computer, Quantity: 1.00, UOM: EA, Unit Cost: 250.00, Ext. Cost: 250.00, Discount Amount: 0.00, Amount: 250.00, Account: 20100, and Description: Inventory Purchase Accrual.

Bills and Adjustments

- Create payment for the bill and click on **[Remove Hold]** then click on Pay Action
- status for the payment which will change to balanced status



The screenshot shows the Acumatica interface for a bill. The bill is titled "Bill 003656 - AA Services" and is currently in an "On Hold" status. A prominent green button labeled "REMOVE HOLD" is visible at the top of the bill details. The bill information includes: Type: Bill, Vendor: AASERVICES - AA Services, Reference Nbr: 003656, Location: MAIN - Primary Location, Status: On Hold, Currency: USD, Date: 2/19/2024, Post Period: 02-2024, Vendor Ref: 852963, and Due Date: 3/20/2024. The bill amount is 250.00. Below the bill details is a table of bill lines:

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Ext. Cost	Discount Amount	Amount	Account	Description
PRODWHOLE	AACOMPUT01	Acer Laptop Computer	1.00	EA	250.00	250.00	0.00	250.00	20100	Inventory Purchase Accrual

Bills and Adjustments

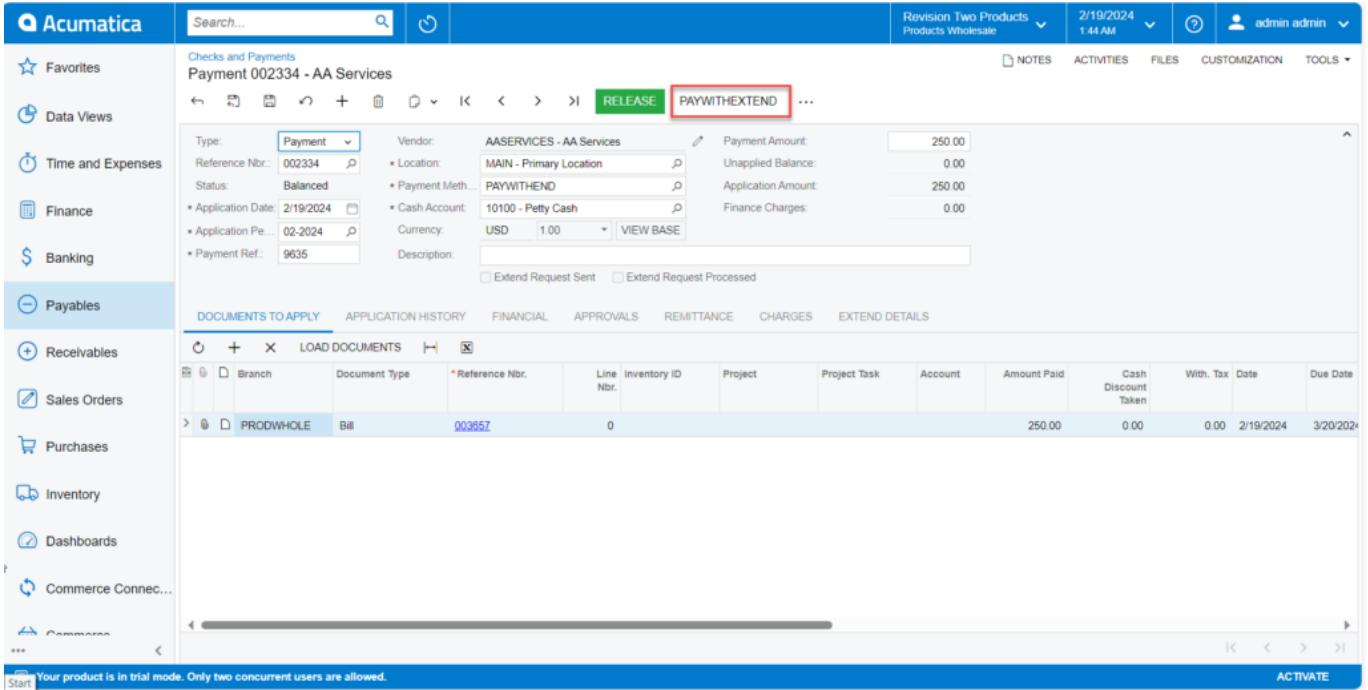
Checks and Payments screen:

- Navigate to Checks and Payments screen.



Checks and Payments

- In Checks and Payments screen click on Pay by Amex Action



Acumatica Search... Revision Two Products Products Wholesale 2/19/2024 1:44 AM admin admin

Checks and Payments
Payment 002334 - AA Services

RELEASE PAYWITHEXTEND

Type: Payment Vendor: AASERVICES - AA Services Payment Amount: 250.00
 Reference Nbr.: 002334 Location: MAIN - Primary Location Unapplied Balance: 0.00
 Status: Balanced Payment Meth.: PAYWITHEXTEND Application Amount: 250.00
 Application Date: 2/19/2024 Cash Account: 10100 - Petty Cash Finance Charges: 0.00
 Application Pe.: 02-2024 Currency: USD 1.00 VIEW BASE
 Payment Ref.: 9635 Description:

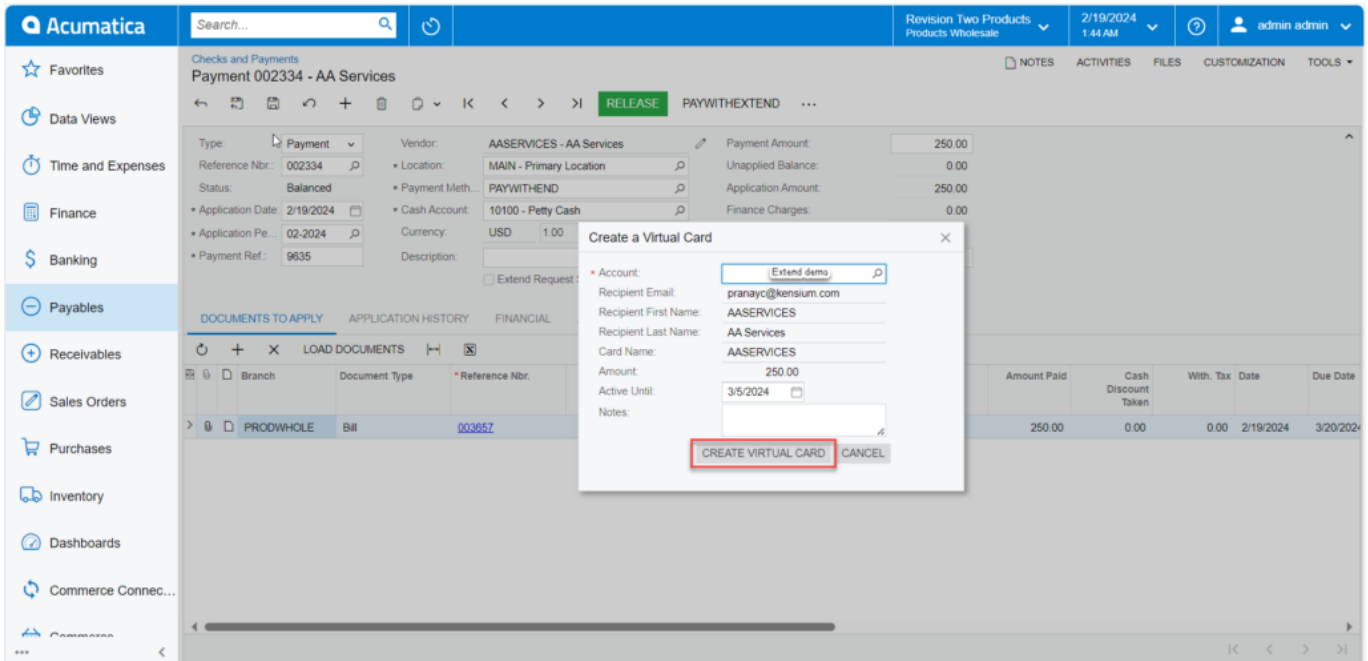
Extend Request Sent Extend Request Processed

DOCUMENTS TO APPLY APPLICATION HISTORY FINANCIAL APPROVALS REMITTANCE CHARGES EXTEND DETAILS

Branch	Document Type	Reference Nbr.	Line Nbr.	Inventory ID	Project	Project Task	Account	Amount Paid	Cash Discount Taken	With. Tax	Date	Due Date
PRODWHOLE	Bill	003657	0					250.00	0.00	0.00	2/19/2024	3/20/2024

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

Checks and Payments



Acumatica Search... Revision Two Products Products Wholesale 2/19/2024 1:44 AM admin admin

Checks and Payments
Payment 002334 - AA Services

RELEASE PAYWITHEXTEND

Type: Payment Vendor: AASERVICES - AA Services Payment Amount: 250.00
 Reference Nbr.: 002334 Location: MAIN - Primary Location Unapplied Balance: 0.00
 Status: Balanced Payment Meth.: PAYWITHEXTEND Application Amount: 250.00
 Application Date: 2/19/2024 Cash Account: 10100 - Petty Cash Finance Charges: 0.00
 Application Pe.: 02-2024 Currency: USD 1.00 VIEW BASE
 Payment Ref.: 9635 Description:

Extend Request Sent Extend Request Processed

DOCUMENTS TO APPLY APPLICATION HISTORY FINANCIAL APPROVALS REMITTANCE CHARGES EXTEND DETAILS

Branch	Document Type	Reference Nbr.	Line Nbr.	Inventory ID	Project	Project Task	Account	Amount Paid	Cash Discount Taken	With. Tax	Date	Due Date
PRODWHOLE	Bill	003657	0					250.00	0.00	0.00	2/19/2024	3/20/2024

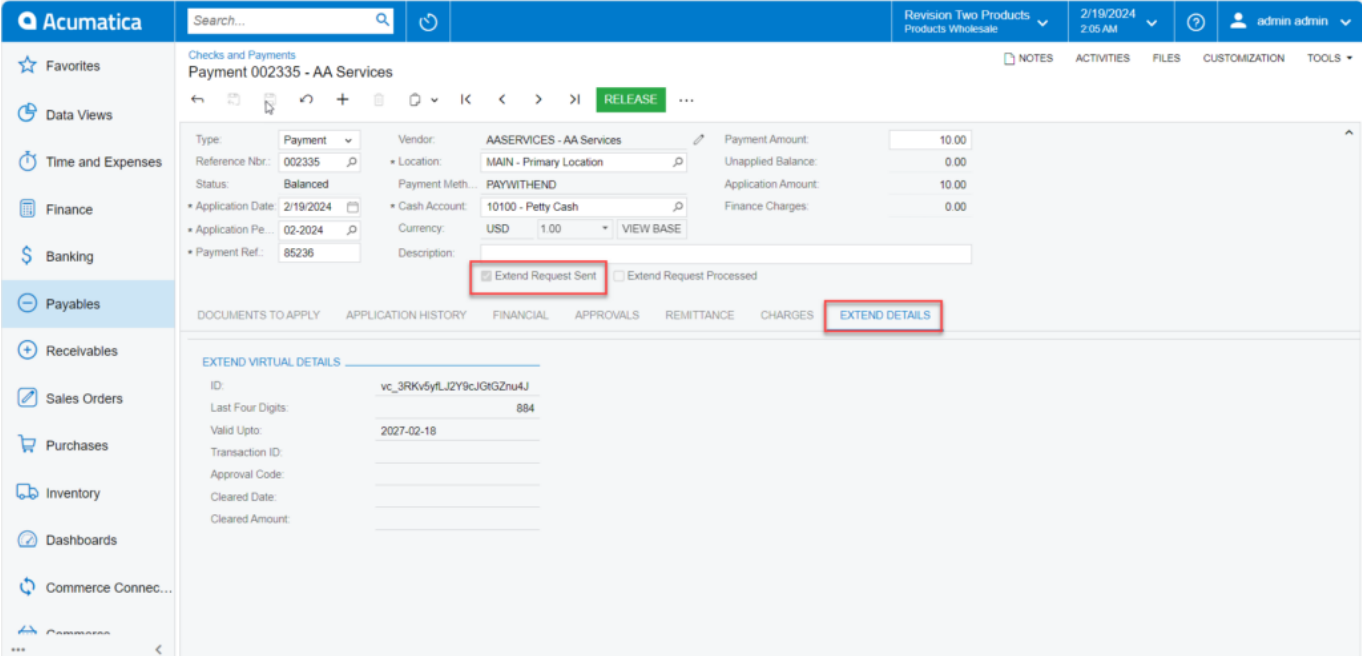
Create a Virtual Card

Account: Extend demo
 Recipient Email: pranayc@kensium.com
 Recipient First Name: AASERVICES
 Recipient Last Name: AA Services
 Card Name: AASERVICES
 Amount: 250.00
 Active Until: 3/5/2024
 Notes:

CREATE VIRTUAL CARD CANCEL

Checks and Payments

- ✖ To pay with Extend, click the button. A pop-up page with a virtual card will appear. Select the account and verify the vendor's details.
- Create a virtual card and receive an automatic email from the extended support team.
- A new tab titled "Extend details" will appear on the Checks & Payments screen, displaying virtual card info.
- Click on the view virtual card link in the email from the extend support team.
- After creating a virtual card, click on Generate code to receive an email containing the code.



The screenshot shows the Acumatica interface for a payment entry. The main area displays payment details for 'Payment 002335 - AA Services'. Key fields include:

- Type: Payment
- Reference Nbr: 002335
- Status: Balanced
- Application Date: 2/19/2024
- Application Pe: 02-2024
- Payment Ref: 85236
- Vendor: AASERVICES - AA Services
- Location: MAIN - Primary Location
- Payment Meth: PAYWITHEND
- Cash Account: 10100 - Petty Cash
- Currency: USD 1.00
- Description: (empty)
- Payment Amount: 10.00
- Unapplied Balance: 0.00
- Application Amount: 10.00
- Finance Charges: 0.00

Below the payment details, there are two checkboxes: Extend Request Sent and Extend Request Processed. A red box highlights the 'EXTEND DETAILS' tab in the navigation bar. The 'EXTEND VIRTUAL DETAILS' section shows:

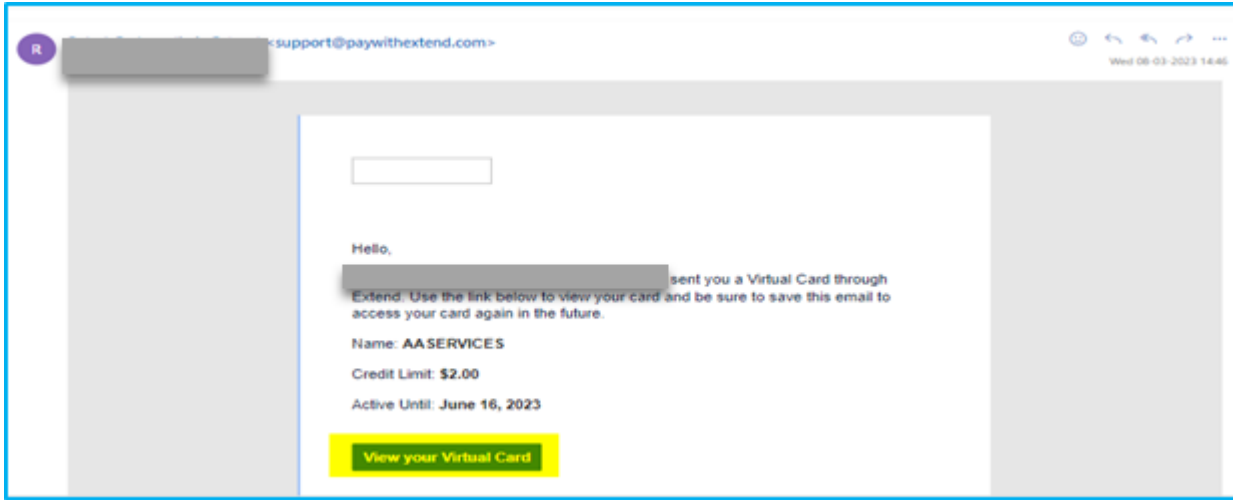
- ID: vc_3RKv5ytlJ2Y9cjJGkZnu4J
- Last Four Digits: 884
- Valid Up to: 2027-02-18
- Transaction ID: (empty)
- Approval Code: (empty)
- Cleared Date: (empty)
- Cleared Amount: (empty)

Checks and Payments



fusion

Pay with Extend



View your virtual card

You received a Virtual Card for \$2!

1 To access your card, generate a temporary code via email

It will be sent to s*****m@k*****m.com


Generate Code

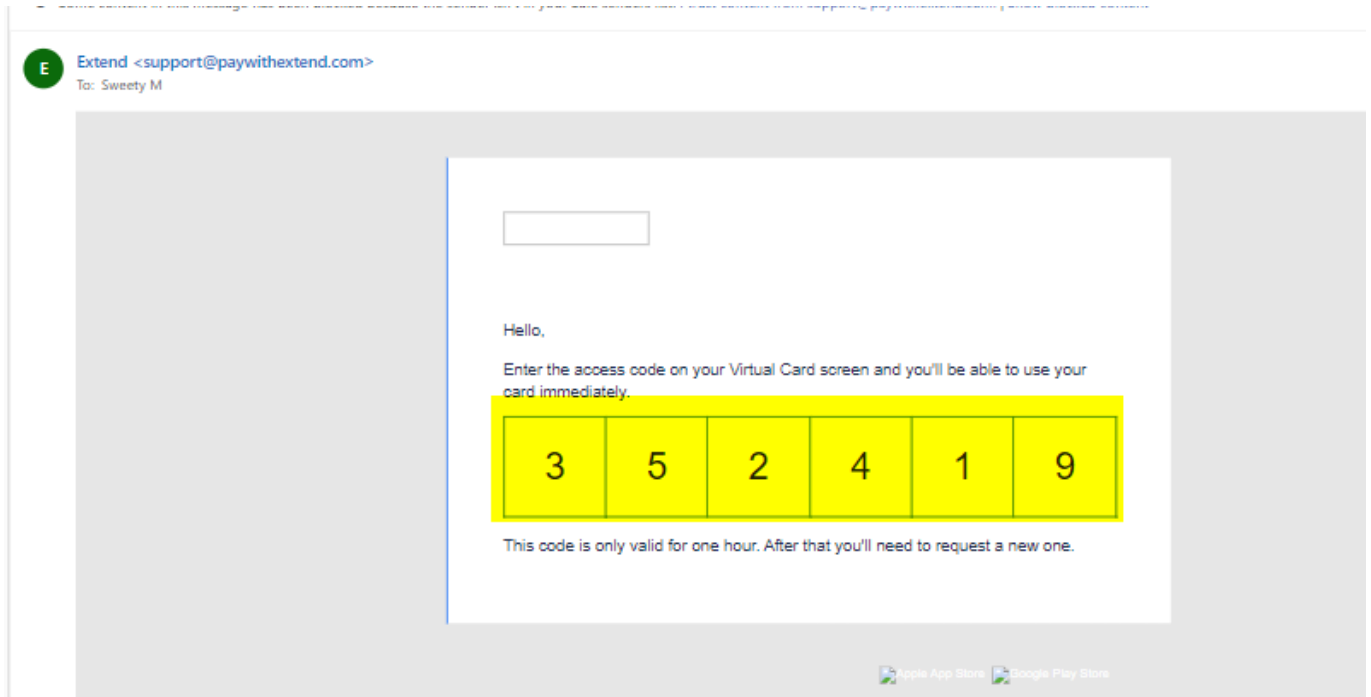
2 Submit the code and view your card

This code will work for 1 hour

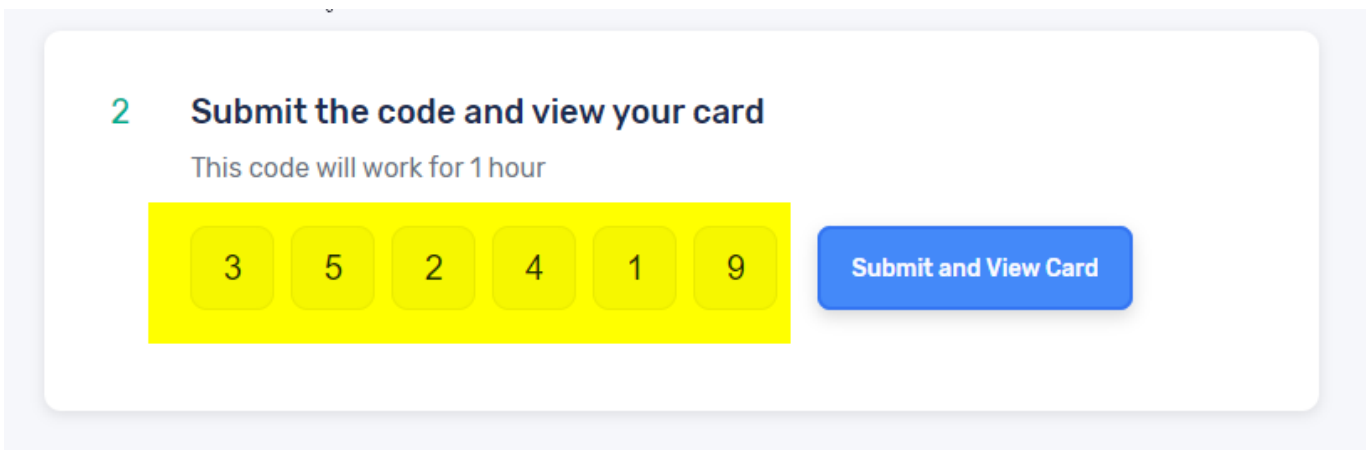
Submit and View Card

Generate Code

-  • Enter the code and click submit to view the virtual card.



Code

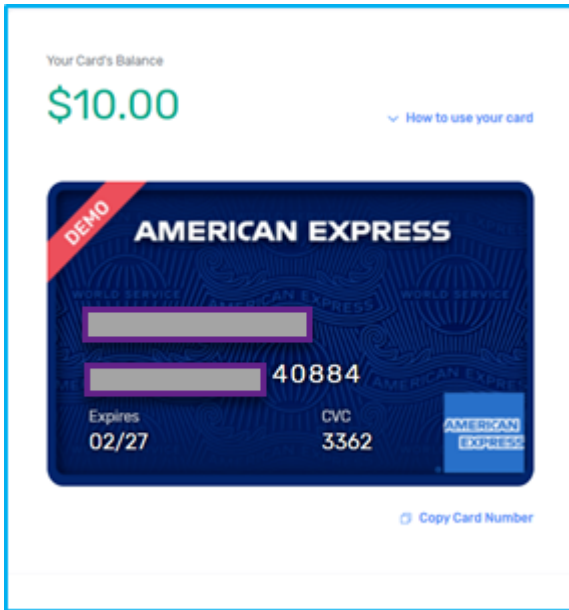


Submit and View Card

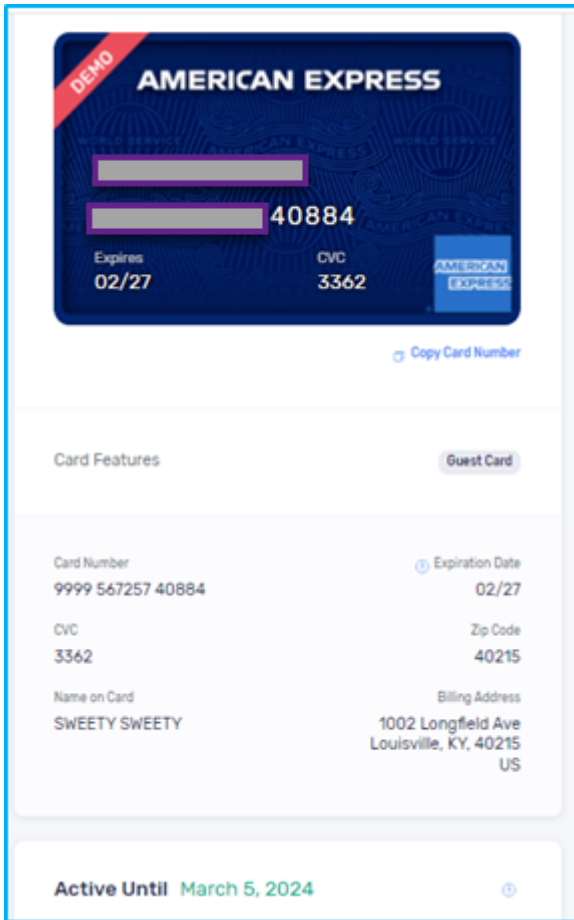


fusion

Pay with Extend



Card



Card

Note: If the payment method is EXTEND, the user will not be able to release the payment, and an alert message will appear.