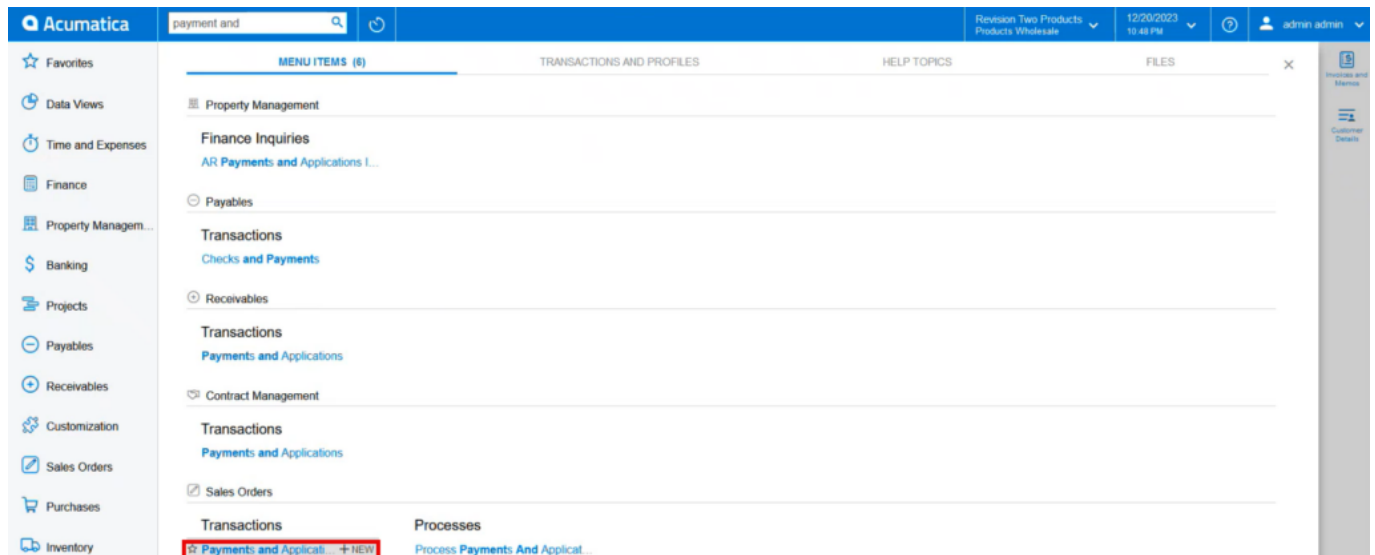


Refund a PayPal Invoice



To refund a PayPal invoice, navigate to the **[Receivables]** workspace and select **[Payments and Applications]**.



Payments and Applications

- Click the **(+)** to create a new refund.

Acumatica

Search

Revision Two Products
Products Wholesale

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admin admin

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Payments and Applications

Payment

RELEASE

Type: **Payment**

Reference Nbr.: **Payment**

Status: **Credit Memo**

Application Date: **Prepayment**

Application Pa... **Refund**

Payment Ref.: **Voided**

Customer: **Payment**

Location: **Payment**

Payment Meth... **Payment**

Card/Account... **Payment**

Cash Account: **Payment**

Currency: **USD** 1.00

Description:

Payment Amo... 0.00

Applied to Doc... 0.00

Applied to Ord... 0.00

Available Bal... 0.00

Write-Off Amo... 0.00

Finance Charg... 0.00

Deducted Char... 0.00

DOCUMENTS TO APPLY APPLICATION HISTORY SALES ORDERS FINANCIAL APPROVALS CHARGES

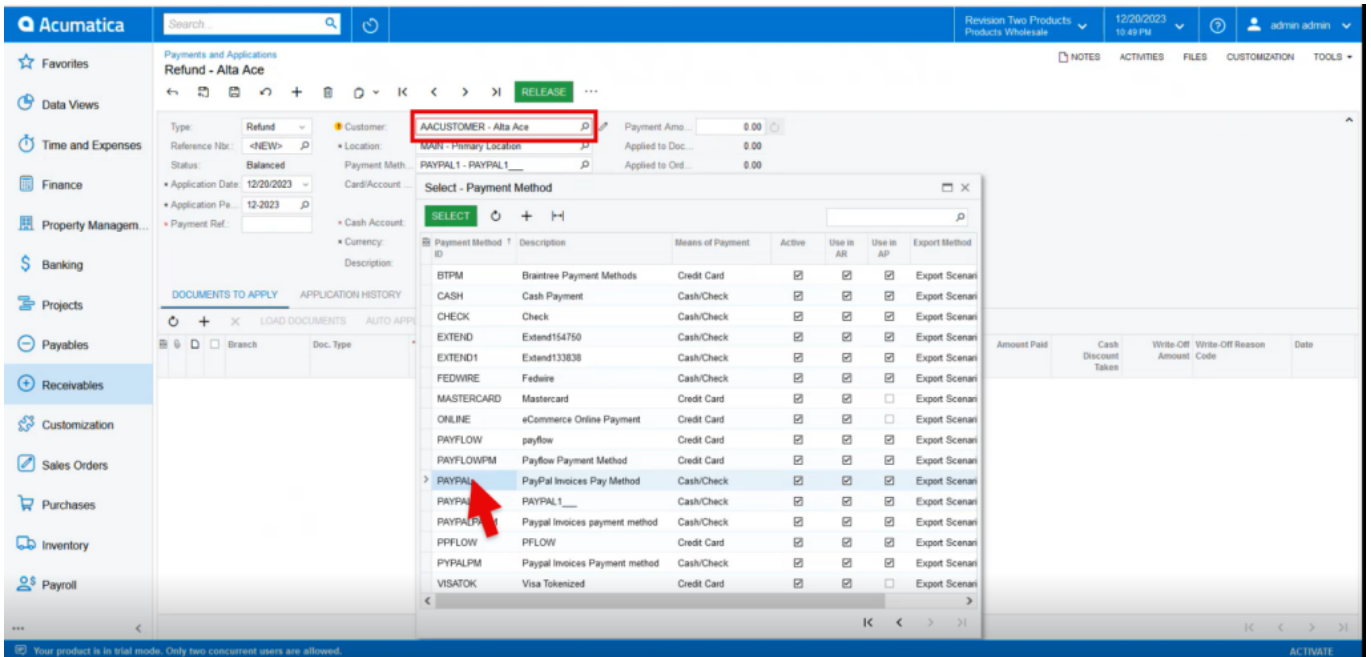
Doc. Type	*Reference Nbr.	*Line Nbr.	Inventory ID	Project	Project Task	Cost Code	Account	Customer	Amount Paid	Cash Discount Taken	Write-Off Amount	Write-Off Reason Code	Date

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

ACTIVATE

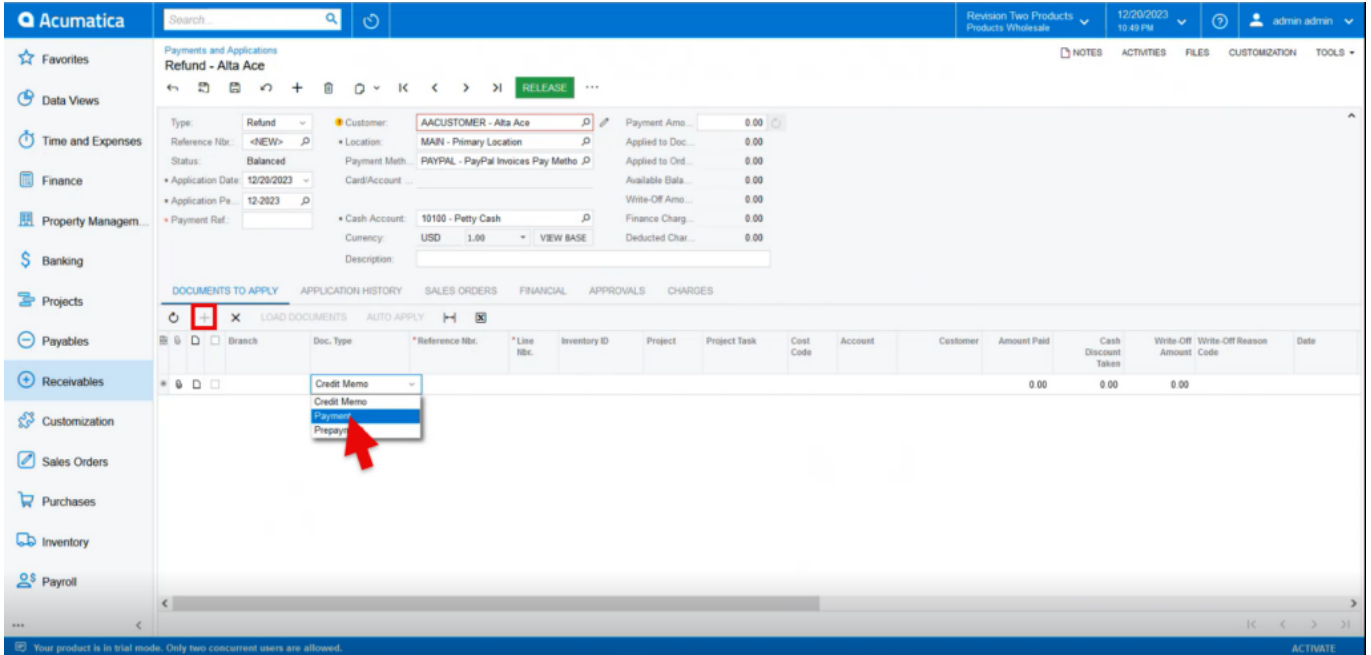
Payments and Applications

- Select the [Type] Customer [Refund].



Payments and Applications

- Search for **[Customer]**.
- Search for the created **[Payment Method]**.
- Select **[Cash Account]**.
- Click **(+)** to add a new document under the Documents to Apply tab.
- Select the **[Document Type]** as **[Payment]**.



Payments and Applications

- Enter the **[Payment Reference Number]**.
- This can be found in the sales order under the **[Payments]** tab.

Acumatica

Search

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Sales Orders

SO SO007734 - Alta Ace

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

QUICK PROCESS CREATE SHIPMENT HOLD

Order Type: SO Customer: AACUSTOMER - Alta Ace Ordered Qty: 1.00
 Order Nbr: SO007734 Location: MAIN - Primary Location Discount Total: 0.00
 Status: Open Contact: Amalia Armstrong VAT Exempt T... 0.00
 Date: 12/20/2023 Currency: USD 1.00 VIEW BASE VAT Taxable T... 0.00
 Requested On: 12/20/2023 Project: X - Non-Project Code Tax Total: 0.00
 Customer Ord... Order Total: 100.00
 External Refer... Description:

DETAILS TAXES COMMISSIONS FINANCIAL SHIPPING PAYMENTS RELATIONS TOTALS ADDRESSES

CREATE PAYMENT CREATE PREPAYMENT

Doc. Type Reference Nbr. Payment Ref. Payment Method Cash Account Payment Amount Current Amount

Payment 004531 100.00 0.00 0.00 Open INV2-UNIT-GEAU-... PAYPAL 10100 100.00 USD

Not Released: 0.00
 Authorized: 0.00
 Released: 100.00
 Total Paid: 100.00
 Total Transfer: 0.00
 Unpaid Balance: 0.00
 Unbilled Balan: 100.00

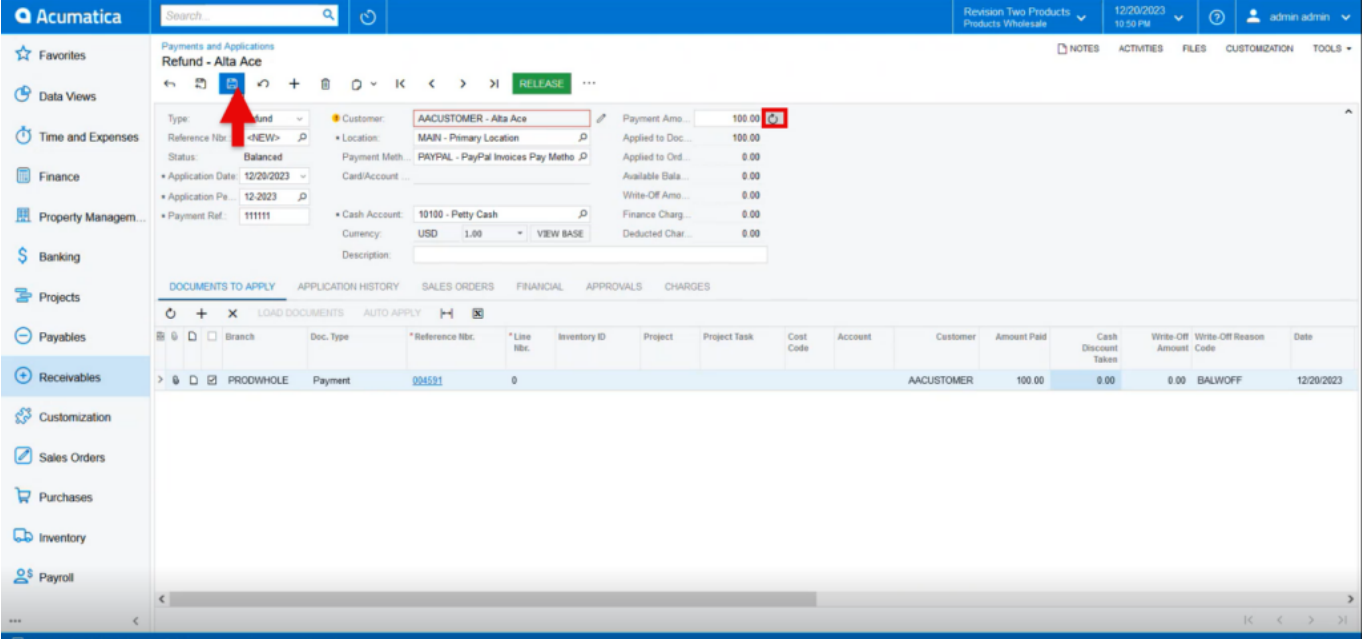
Copy the reference number and paste it in the Reference Nbr Option

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

ACTIVATE

Sales Orders

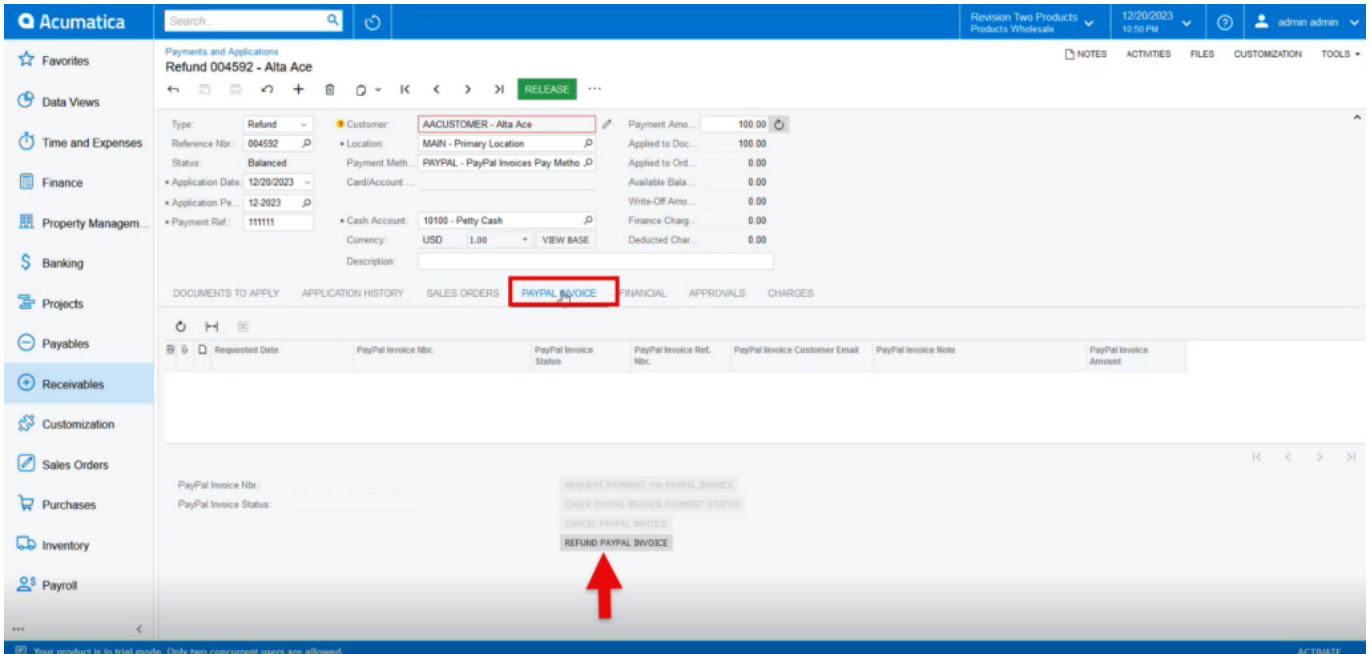
- Upon adding the **[Reference Nbr,]** the remaining fields will auto fill and click on refresh the Payment Amount will automatically add the amount.
- Click on **[Save]**.



The screenshot shows the Acumatica software interface. The top navigation bar includes a search bar, a refresh button, and a user profile dropdown. The left sidebar lists various modules: Favorites, Data Views, Time and Expenses, Finance, Property Management, Banking, Projects, Payables, Receivables, Customization, Sales Orders, Purchases, Inventory, and Payroll. The main content area displays the 'Refund - Alta Ace' form. A red arrow points to the 'PayPal Invoice' tab in the top navigation bar. The form includes fields for Type, Reference Number, Status, Application Date, Payment Method, Customer, Location, Payment Amount, Applied to Document, Available Balance, Write-Off Amount, Finance Charge, and Deducted Charge. Below the form is a table with columns for Document Type, Reference Number, Line Number, Inventory ID, Project, Project Task, Cost Code, Account, Customer, Amount Paid, Cash Discount Taken, Write-Off Amount, Write-Off Reason, and Date. The table contains one row with the following data: PRODWOLE, Payment, 004531, 0, AACUSTOMER, 100.00, 0.00, 0.00, BALWOFF, 12/20/2023.

Sales Orders

- The **[PayPal Invoice]** tab will appear.
- Click the **[PayPal Invoice]** tab.



Acumatica

Search

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NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Payments and Applications
Refund 004592 - Alta Ace

RELEASE

Type: Refund
Reference Nbr: 004592
Status: Balanced
Application Date: 12/29/2023
Application Period: 12-2023
Payment Ref: 111111

Customer: AACUSTOMER - Alta Ace
Location: MAIN - Primary Location
Payment Method: PAYPAL - PayPal Invoices Pay Metho
Card/Account
Cash Account: 10100 - Petty Cash
Currency: USD 1.00
Description

Payment Amount: 100.00
Applied to Doc: 100.00
Applied to Ord: 0.00
Available Bal: 0.00
Write-Off Amo: 0.00
Finance Chrg: 0.00
Deducted Char: 0.00

DOCUMENTS TO APPLY APPLICATION HISTORY SALES ORDERS **PAYPAL INVOICE** FINANCIAL APPROVALS CHARGES

Requested Date	PayPal Invoice Nbr	PayPal Invoice Status	PayPal Invoice Ref. Nbr	PayPal Invoice Customer Email	PayPal Invoice Note	PayPal Invoice Amount
<p>PayPal Invoice Nbr:</p> <p>PayPal Invoice Status:</p> <p>REQUEST PAYMENT VIA PAYPAL INVOICE</p> <p>CHECK PAYPAL INVOICE PAYMENT STATUS</p> <p>CANCEL PAYPAL INVOICE</p> <p>REFUND PAYPAL INVOICE</p>						

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

ACTIVATE

Payments and Applications

- Click [**Refund PayPal Invoice**].
- A new line will appear on the table with a new PayPal Invoice number.
- The invoice status will be listed as [**Partially Refunded**] or [**Fully Refunded**] depending on the amount refunded on the order.
- The customer will receive a refund notice on the invoice in their PayPal account.