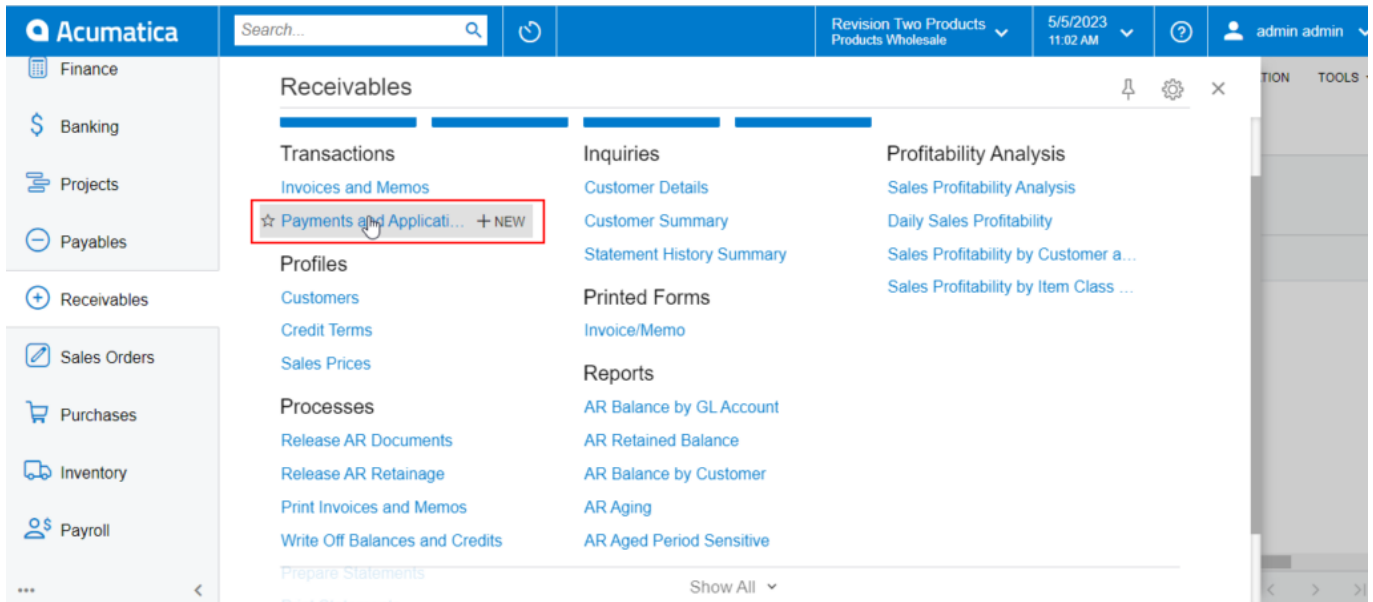


Steps to process a PayPal Invoice on Payments

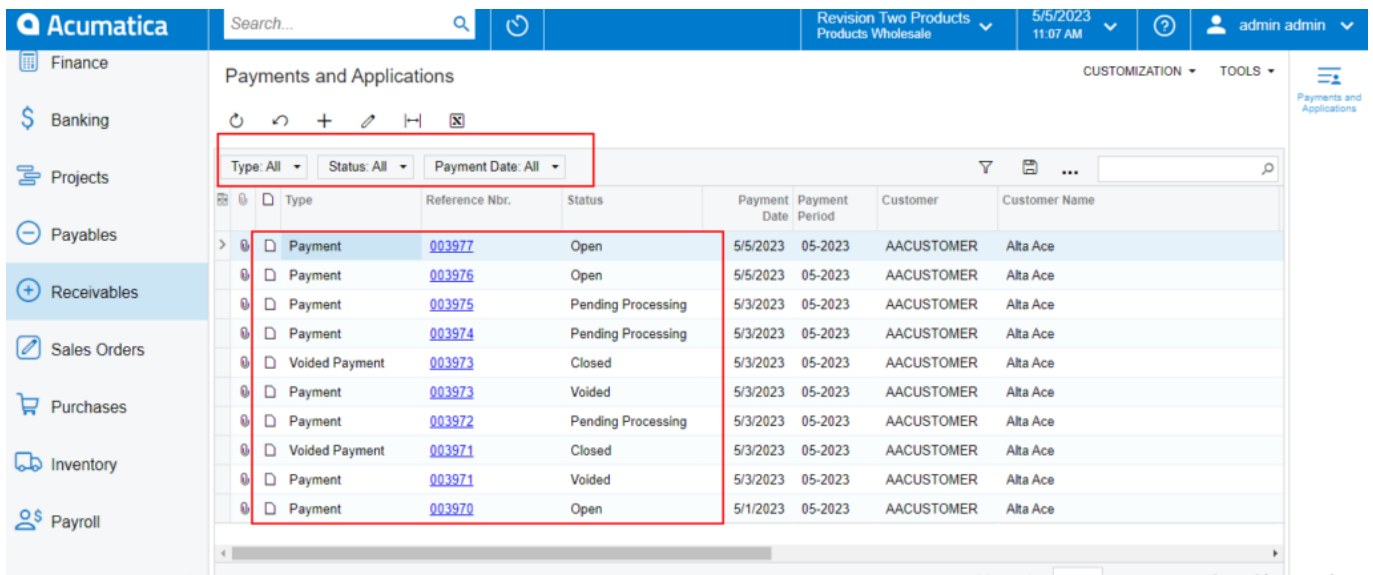


- To check the status of a PayPal invoice on an individual payment and application, in Acumatica, **[Receivables]** workspace and click **[Payments and Applications]**.



The screenshot shows the Acumatica interface with the 'Receivables' workspace selected. The left sidebar contains various modules like Finance, Banking, Projects, Payables, Receivables, Sales Orders, Purchases, Inventory, and Payroll. The main area displays the 'Receivables' workspace with several sub-sections: Transactions (Invoices and Memos, **Payments and Applications**), Profiles (Customers, Credit Terms, Sales Prices), Processes (Release AR Documents, Release AR Retainage, Print Invoices and Memos, Write Off Balances and Credits), Inquiries (Customer Details, Customer Summary, Statement History Summary), Printed Forms (Invoice/Memo), Reports (AR Balance by GL Account, AR Retained Balance, AR Balance by Customer, AR Aging, AR Aged Period Sensitive), Profitability Analysis (Sales Profitability Analysis, Daily Sales Profitability, Sales Profitability by Customer a..., Sales Profitability by Item Class ...), and Prepare Statements. The 'Payments and Applications' item under Transactions is highlighted with a red box.

Payments and Applications under Receivables



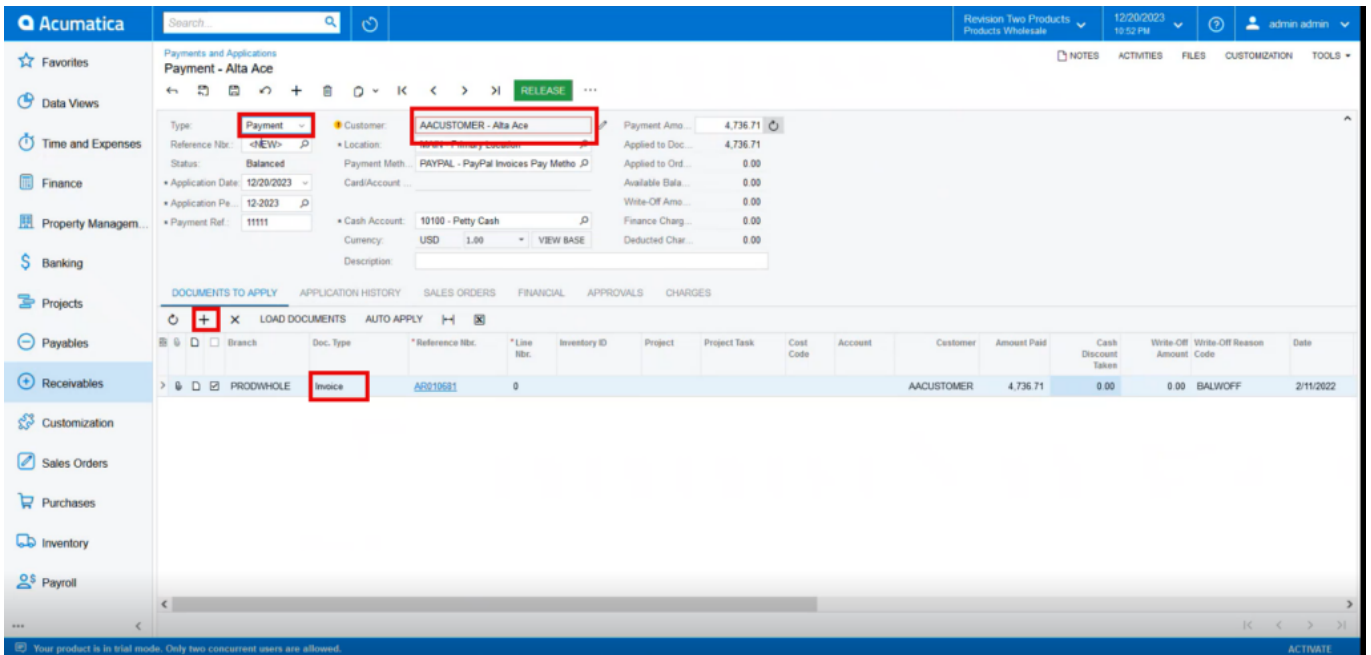
The screenshot shows the Acumatica interface with the 'Payments and Applications' workspace selected. The left sidebar is the same as the previous screenshot. The main area displays the 'Payments and Applications' workspace with a table of payments. The table has columns: Type, Reference Nbr., Status, Payment Date, Payment Period, Customer, and Customer Name. The first row is highlighted with a red box, showing a 'Payment' with Reference Nbr. 003977, Status 'Open', Payment Date 5/5/2023, Payment Period 05-2023, Customer AACUSTOMER, and Customer Name Alta Ace. The filter area at the top of the table is also highlighted with a red box, showing 'Type: All', 'Status: All', and 'Payment Date: All'.

Type	Reference Nbr.	Status	Payment Date	Payment Period	Customer	Customer Name
Payment	003977	Open	5/5/2023	05-2023	AACUSTOMER	Alta Ace
Payment	003976	Open	5/5/2023	05-2023	AACUSTOMER	Alta Ace
Payment	003975	Pending Processing	5/3/2023	05-2023	AACUSTOMER	Alta Ace
Payment	003974	Pending Processing	5/3/2023	05-2023	AACUSTOMER	Alta Ace
Voided Payment	003973	Closed	5/3/2023	05-2023	AACUSTOMER	Alta Ace
Payment	003973	Voided	5/3/2023	05-2023	AACUSTOMER	Alta Ace
Payment	003972	Pending Processing	5/3/2023	05-2023	AACUSTOMER	Alta Ace
Voided Payment	003971	Closed	5/3/2023	05-2023	AACUSTOMER	Alta Ace
Payment	003971	Voided	5/3/2023	05-2023	AACUSTOMER	Alta Ace
Payment	003970	Open	5/1/2023	05-2023	AACUSTOMER	Alta Ace

Payments and Applications



- Click on **[+]** icon.
- Upon clicking **[+]** icon you will be redirected to a new screen.
- Select Action Type as **[Payment]**.
- Search for **[Customer]**.
- Click on **[+]** icon.
- Select **[Doc.type]** as **[Invoice]**.



Acumatica

Search

Revision Two Products
Products Wholesale

12/20/2023
10:52 PM

admin admin

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Payments and Applications
Payment - Alta Ace

RELEASE

Type: **Payment** Customer: **AACUSTOMER - Alta Ace** Payment Amo: 4,736.71

Reference Nbr: <NEW> Location: **Alta Ace Primary Customer** Applied to Doc: 4,736.71

Status: **Balanced** Payment Meth: **PAYPAL - PayPal Invoices Pay Metho** Applied to Ord: 0.00

Application Date: 12/20/2023 Card/Account: Available Bal: 0.00

Application Pe: 12-2023 Write-Off Amo: 0.00

Payment Ref: 11111 Cash Account: 10100 - Petty Cash Finance Chrg: 0.00

Currency: USD 1.00 View Base Deducted Char: 0.00

Description:

DOCUMENTS TO APPLY APPLICATION HISTORY SALES ORDERS FINANCIAL APPROVALS CHARGES

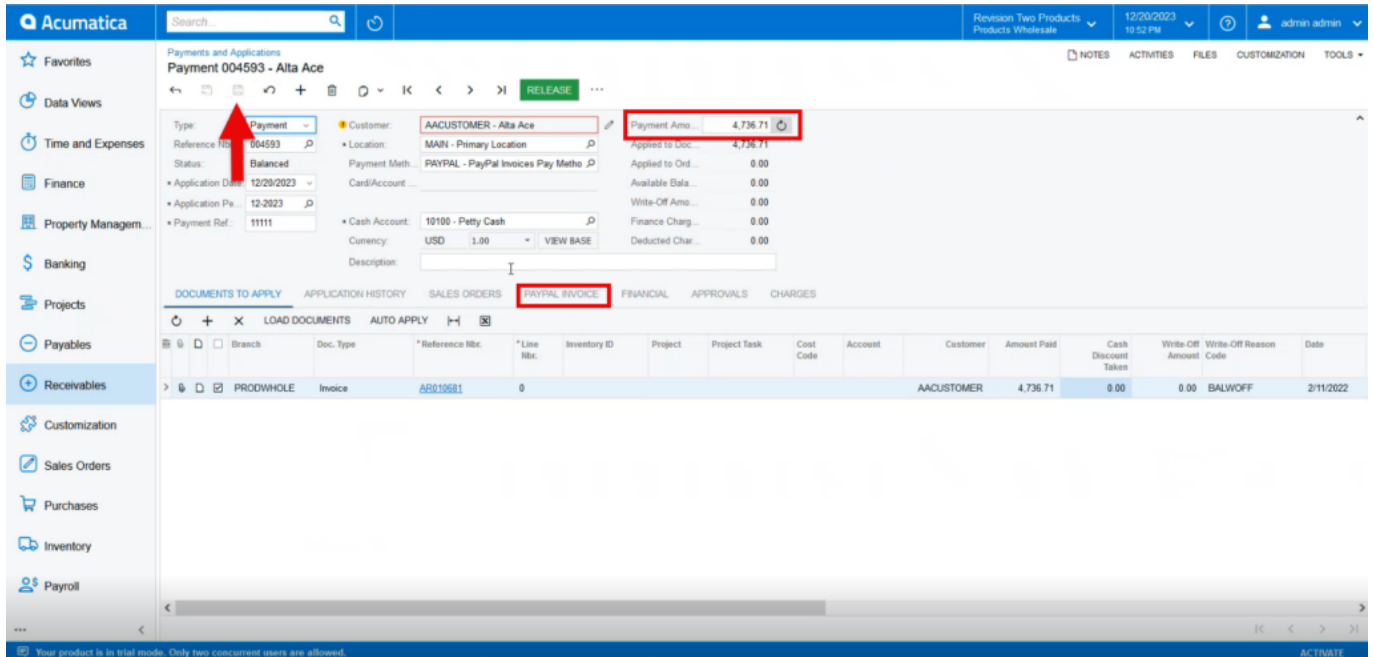
+ x LOAD DOCUMENTS AUTO APPLY

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
Invoice	AR019681	0						AACUSTOMER	4,736.71	0.00	0.00	BALWOFF	2/11/2022

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

Payments and Applications

- Click on **[Refresh]** and then Click on **[Save]**.



Acumatica

Search

Revision Two Products
Products Wholesale

12/20/2023
10:52 PM

admin admin

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Payments and Applications
Payment 004593 - Alta Ace

RELEASE

Type: **Payment**

Reference # 004593

Status: Balanced

Application Date 12/20/2023

Application Pa 12-2023

Payment Ref 11111

Customer: AACUSTOMER - Alta Ace

Location: MAIN - Primary Location

Payment Meth: PAYPAL - PayPal Invoices Pay Metho

Card/Account

Cash Account: 10100 - Petty Cash

Currency: USD 1.00

Description

Payment Amo 4,736.71

Applied to Doc 4,736.71

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

Doc. Type	* Reference #	* Line #	Inventory ID	Project	Project Task	Cost Code	Account	Customer	Amount Paid	Cash Discount Taken	Write-Off Amount	Write-Off Reason	Date
PRODDHOLE Invoice	004593	0						AACUSTOMER	4,736.71	0.00	0.00	BALWIFF	2/11/2022

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

ACTIVATE

Payments and Applications

- Click on **[PayPal Invoice]** tab.
- Select **[Paypal]** as Payment Method.
- A screen with 3 options will appear.
- To get Invoice click on **[Request Payment Via Paypal Invoice]**.
- Enter a **[PayPal Payer]** Note if necessary.
- These are displayed in the memo line of the invoice.
- Click **[Request Money]**.
- A line item will appear in the PayPal Invoice tab showing the date and time payment was requested, the invoice number, the invoice status, and the invoice reference number.
- The PayPal customer email, note, and invoice amount will also be listed.
- Click **[Save]**.
- The invoice will be sent to the customer's account for payment.



Dashboard Finances Send and Request Deals Wallet Activity Help

Transfer Money

Recent activity

sharif merchant's Test Store	Dec 20 · Invoice paid	-\$100.00
sharif merchant's Test Store	Today, Dec 20 · Invoice Received	-\$4,736.71
sharif merchant's Test Store	Dec 20 · Invoice paid	-\$100.00
sharif merchant's Test Store	Dec 20 · Invoice Received · Refunded	-\$100.00
sharif merchant's Test Store		-\$100.00

Waiting for postcollector.paypal.com...

Visa Credit ****1165

VISA The Bank Card Platinum Rewards ****1881 Update

Visa Credit ****6295

Visa ****0555 Update

Visa Credit ****3129

VISA The Bank Card Platinum Rewards ****1881 Update

[Link a Card or Bank](#)

Paypal

Dashboard Finances Send and Request Deals Wallet Activity Help

Chief Executive Officer
11235 SE 6th St.
Suite 140
Bellevue, WA 98004
UNITED STATES
sharifa2@kensium.com

Invoice #4616
Issued : Dec 20, 2023
Due : Dec 20, 2023

\$4,736.71
▲ DUE

Bill to
sharifa1@kensium.com

Ship to
Alta Ace Alta Ace
Amelia Armstrong
156 10th Ave
New York, NY 10011
UNITED STATES

Items

FOODCHIP36 29 x \$25.00 Wise Potato Chips 1.25oz Bags / 36PK	\$725.00
FOODCHOC 6 x \$15.55 Moonbow Chocolate Kisses 3.5 Oz Bag	\$93.30

Amount due. **\$4,736.71**

Select payment method:

PayPal

You understand that your data will be subject to the PayPal Privacy Statement.

Don't recognize this invoice?

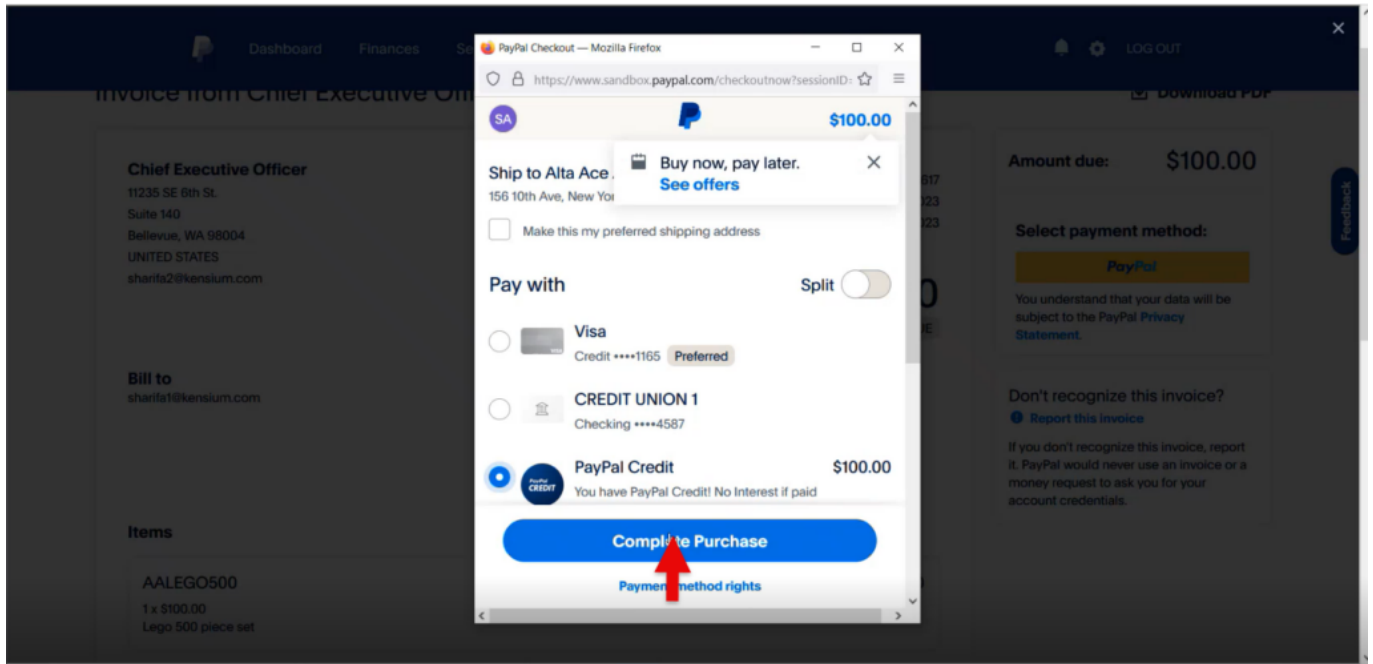
[Report this invoice](#)

If you don't recognize this invoice, report it. PayPal would never use an invoice or a money request to ask you for your account credentials.

Feedback

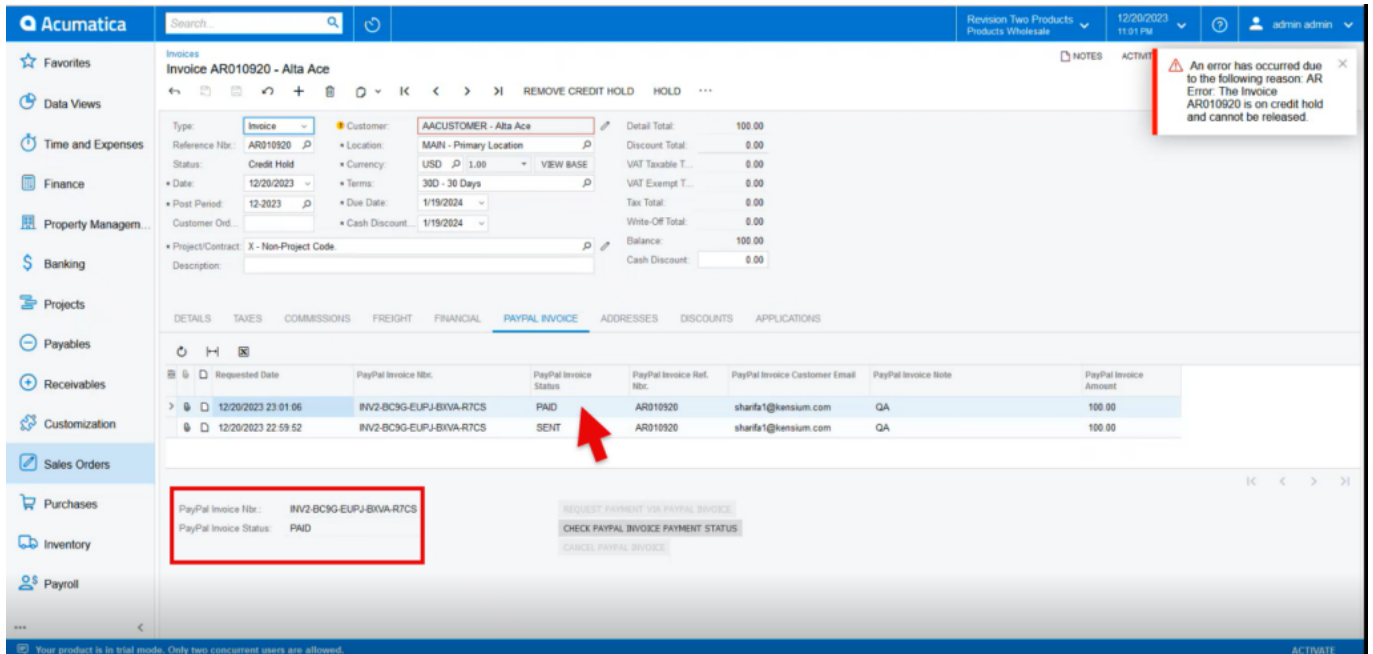
Paypal

- Check all the invoice details.
- You can see Payment is **[DUE]**.
- Click on **[PayPal]**.
- Select **[Pay with]**.



Paypal

- Click on **[Complete Purchase]**.
- Status for the Payment is **[PAID]**.
- Navigate back to the sales order screen and click on **[Check Paypal Invoice Payment Status]**.
- Once the payment is done, a new line will appear in the table above the initial payment request with the **[PayPal Invoice Status]** listed as **[PAID]**



Acumatica

Search

Revision Two Products
Products Wholesale

12/20/2023
11:01 PM

admin admin

Invoice AR010920 - Alta Ace

REMOVE CREDIT HOLD HOLD ...

Type: Invoice Customer: AACUSTOMER - Alta Ace Detail Total: 100.00

Reference Nbr.: AR010920 Location: MAIN - Primary Location Discount Total: 0.00

Status: Credit Hold Currency: USD 1.00 View Base VAT Taxable T...: 0.00

Date: 12/20/2023 Terms: 30D - 30 Days Tax Total: 0.00

Post Period: 12-2023 Due Date: 1/19/2024 Write-Off Total: 0.00

Customer Ord... Cash Discount: 1/19/2024 Balance: 100.00

Project/Contract: X - Non-Project Code Cash Discount: 0.00

Description:

DETAILS TAXES COMMISSIONS FREIGHT FINANCIAL **PAYPAL INVOICE** ADDRESSES DISCOUNTS APPLICATIONS

Requested Date	PayPal Invoice Nbr.	PayPal Invoice Status	PayPal Invoice Ref. Nbr.	PayPal Invoice Customer Email	PayPal Invoice Note	PayPal Invoice Amount
12/20/2023 23:01:06	INV2-BC3G-EUPJ-BXVA-R7CS	PAID	AR010920	sharifa1@kensium.com	QA	100.00
12/20/2023 22:59:52	INV2-BC3G-EUPJ-BXVA-R7CS	SENT	AR010920	sharifa1@kensium.com	QA	100.00

PayPal Invoice Nbr.: INV2-BC3G-EUPJ-BXVA-R7CS

PayPal Invoice Status: PAID

REQUEST PAYMENT VIA PAYPAL INVOICE

CHECK PAYPAL INVOICE PAYMENT STATUS

CANCEL PAYPAL INVOICE

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

ACTIVATE

Paypal

- If the payment has not been completed, a red **[X]** will appear at the top of the sales order with an error message stating that the invoice has not been paid. No additional line will appear on the table.