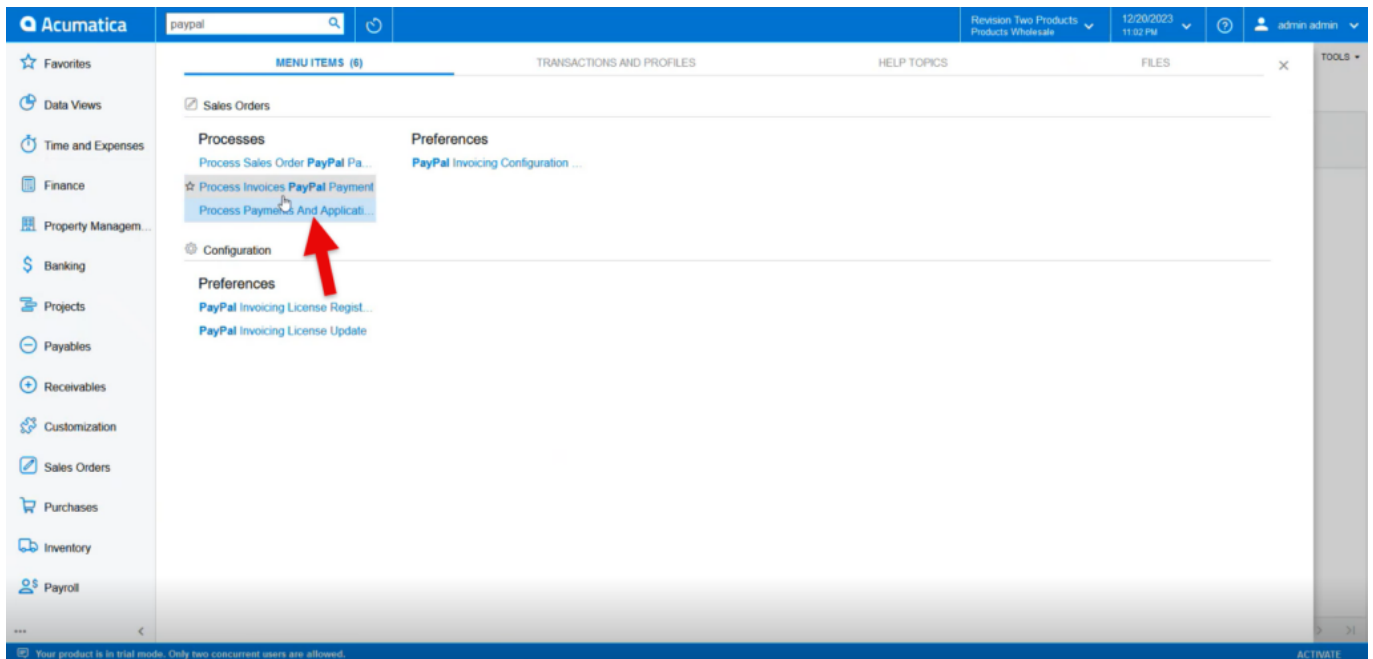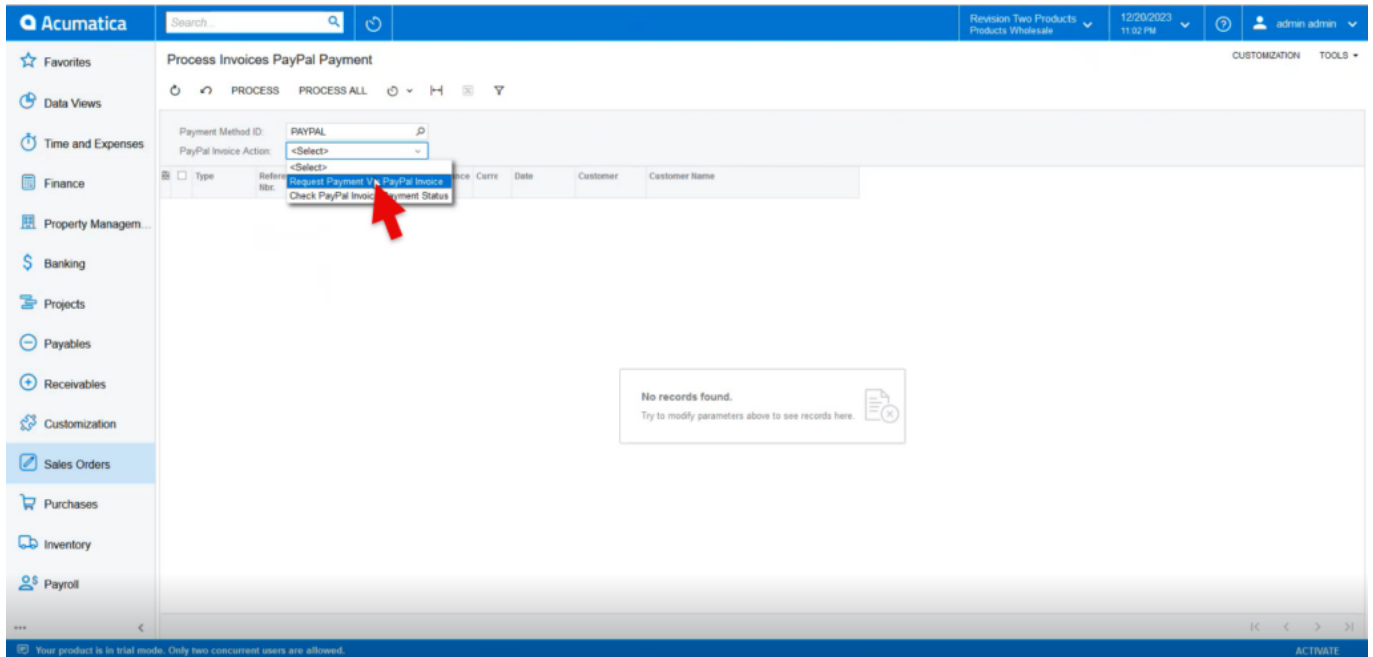# Steps to process PayPal Invoice on process Payments and Applications

Navigate to the **[Sales Order]** workspace and click [**Process Invoices PayPal Payment**].
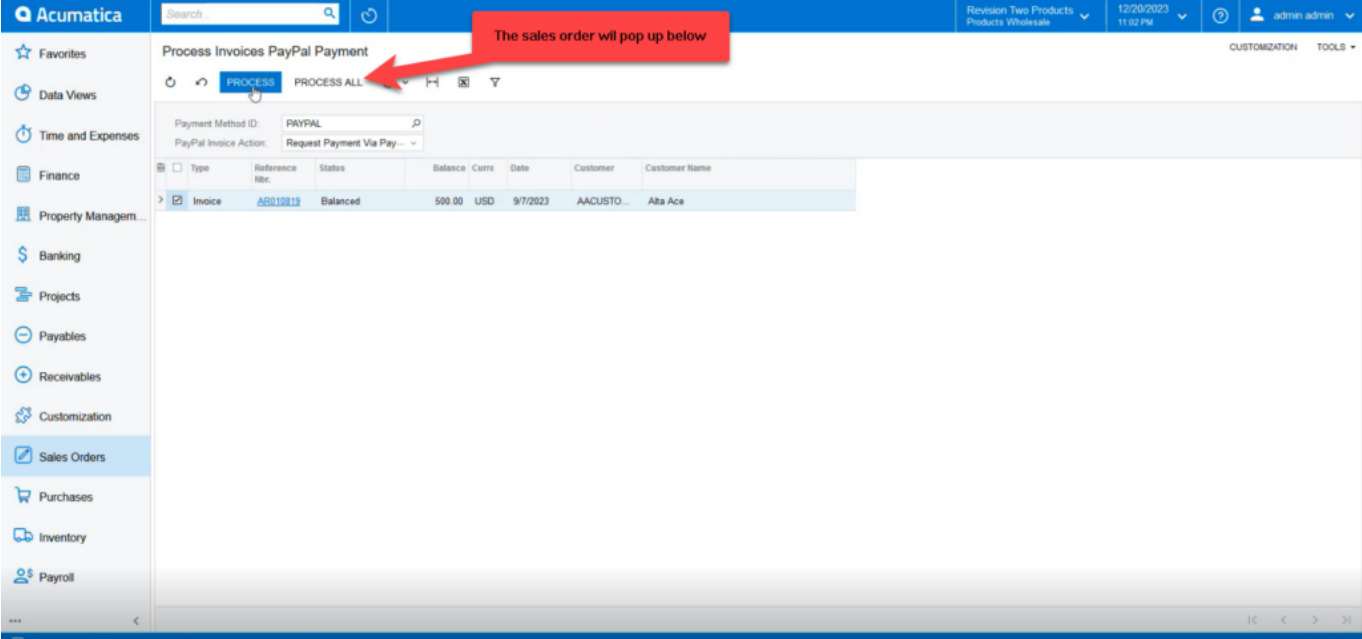

Process Sales Order through PayPal payment

- Select [PAYPAL] as the [Payment Method ID].
- Select [PayPal Invoice Action].

Process Sales Order PayPal Payment

- Selecting Request Payment Via PayPal Invoice will display all open orders with PayPal as the default payment method.
- Select **[Process All]** to request payment on all listed orders. Or toggle on the boxes next to the orders that need payment requested and click Process.
- PayPal invoices will be sent to all sales orders listed.

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Paypal Invoicing
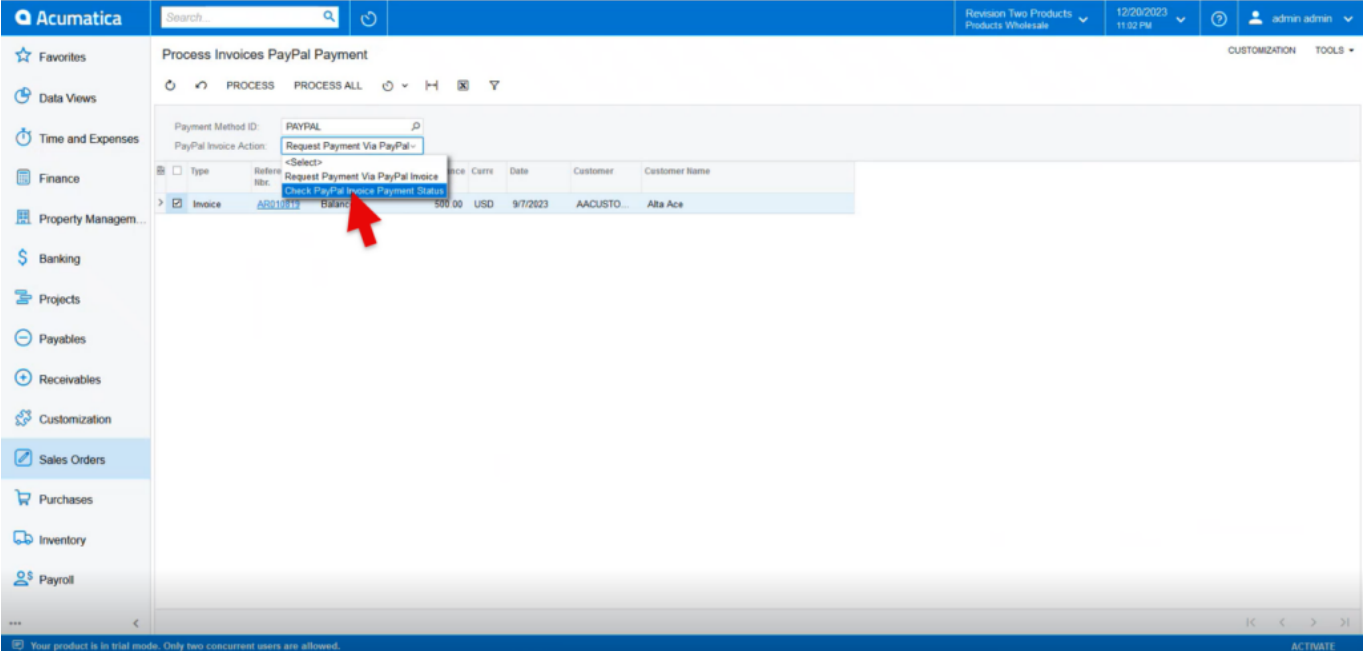
Process Sales Order PayPal Payment

- Selecting [**Check PayPal Invoice Payment Status**] will list all sales orders with current PayPal invoice requests.
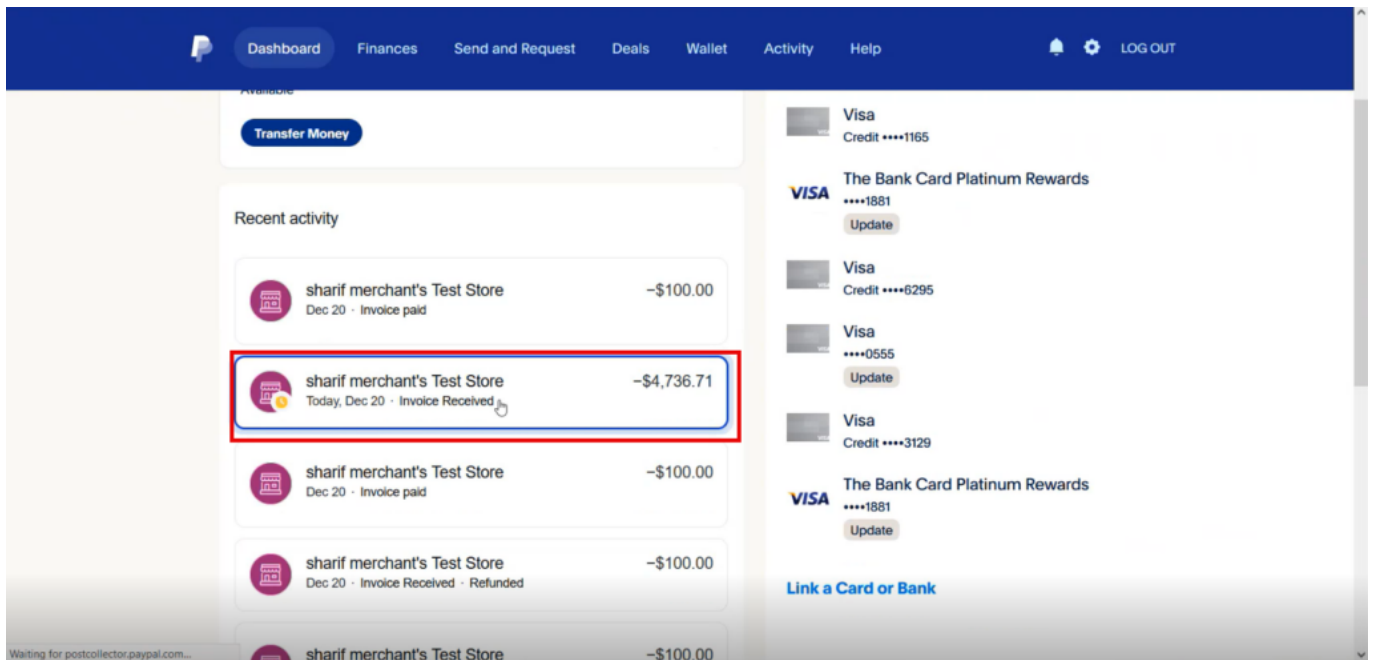
Process Sales Order PayPal Payment

- Select [**Process All**] to check the status of all orders with pending PayPal invoice requests. Or toggle on the boxes next to the specific orders to check the status and click **[Process]**
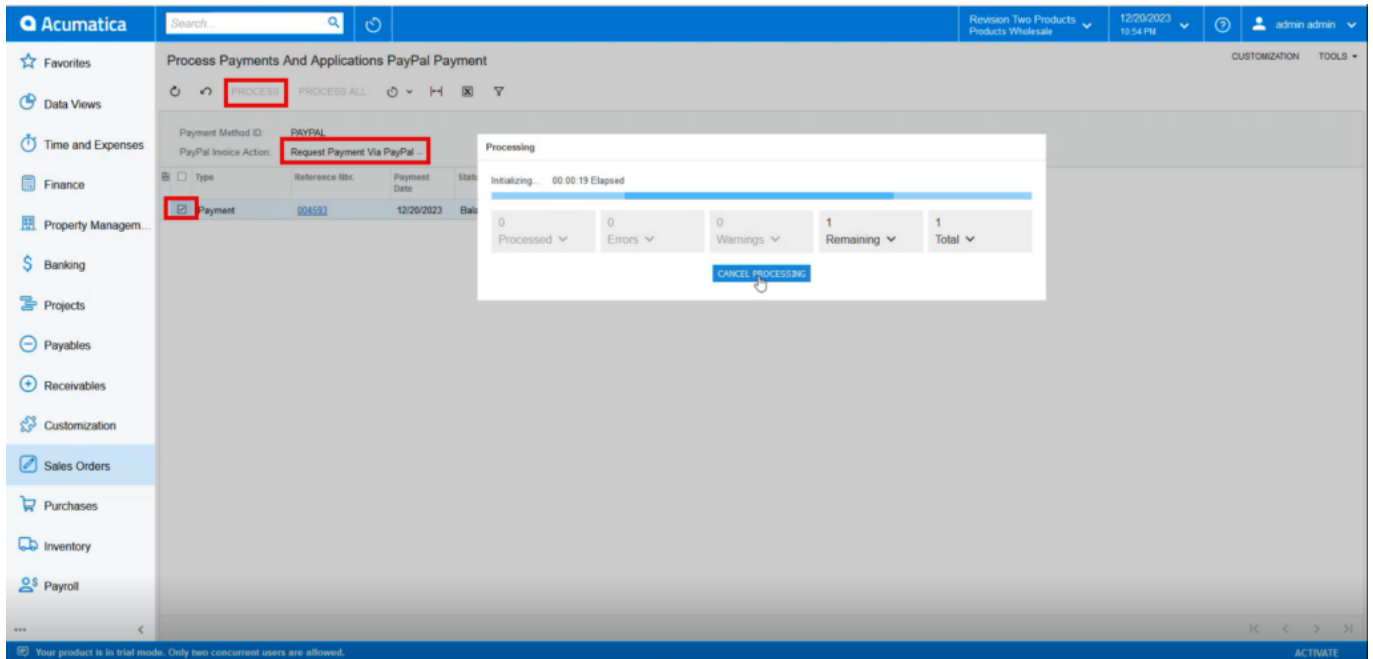
Process Sales Order PayPal Payment

- A pop-up displaying the status check(s) results will appear.

    - **[PAID]** invoices will appear in the **[Processed]** box.
    - **[UNPAID]** invoices will appear in the **[Errors]** box.

- The requested sent invoice will be displayed on the sales order screen.
- The requested invoice will be sent to Paypal.

PayPal

- Select the Invoice and pay the due amount.
- Then navigate back to Process Sales Order Paypal Payment and Select **[Check Paypal Invoice Payment Status].**
- Toggle the order and click on **[Process].**
- A pop up will appear on the screen as **processing is completed.**

Process Sales Order PayPal Payment

- Refresh the screen then the paid invoice will appear on the sales orders screen.

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