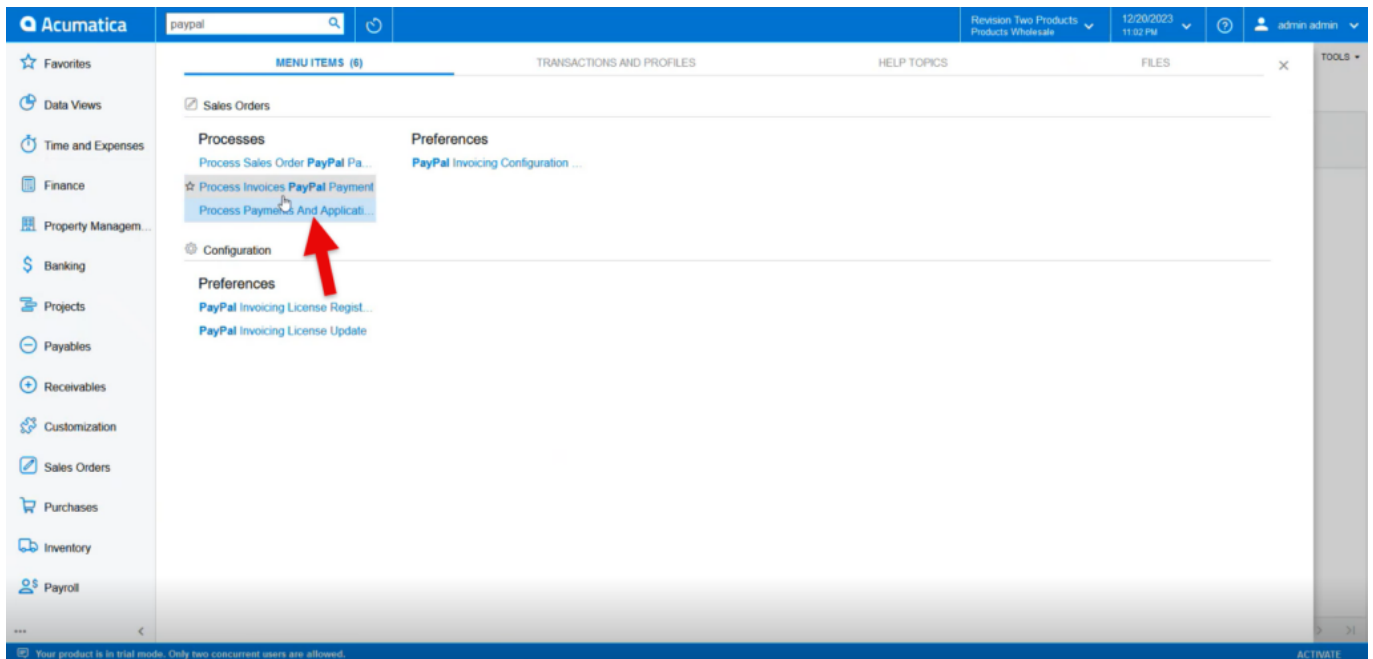


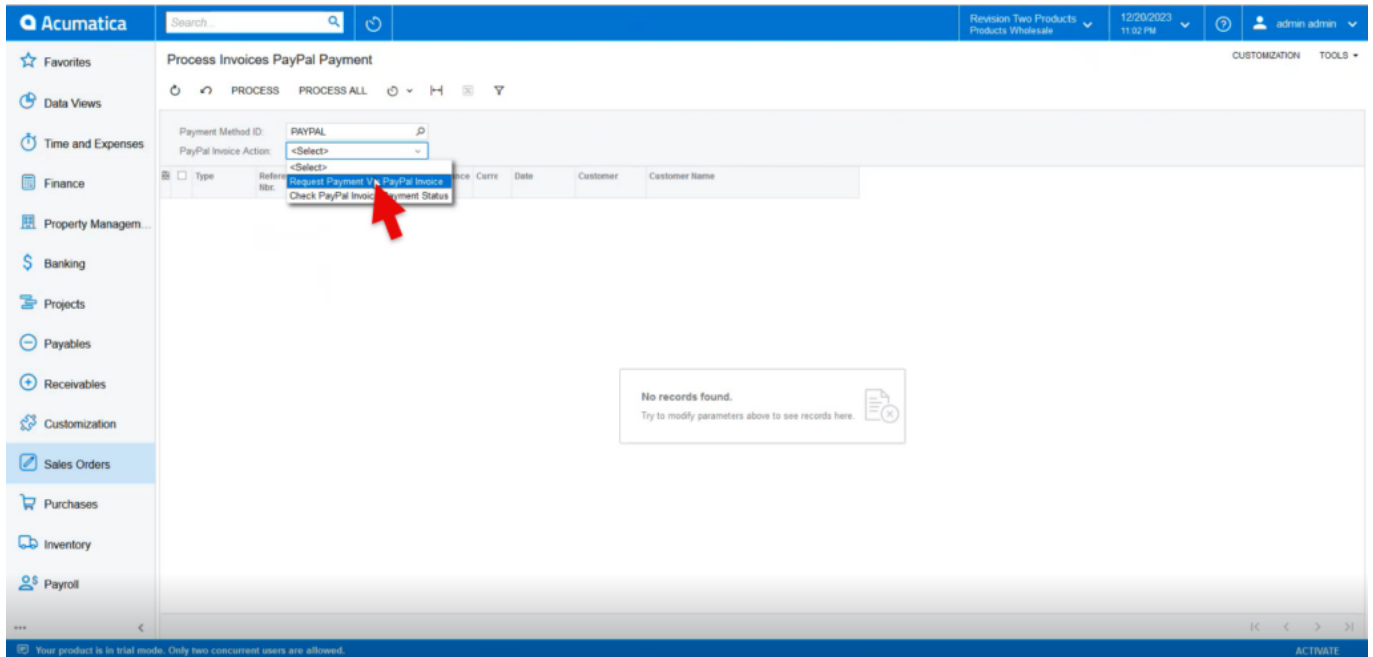
# Steps to process PayPal Invoice on process Payments and Applications

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



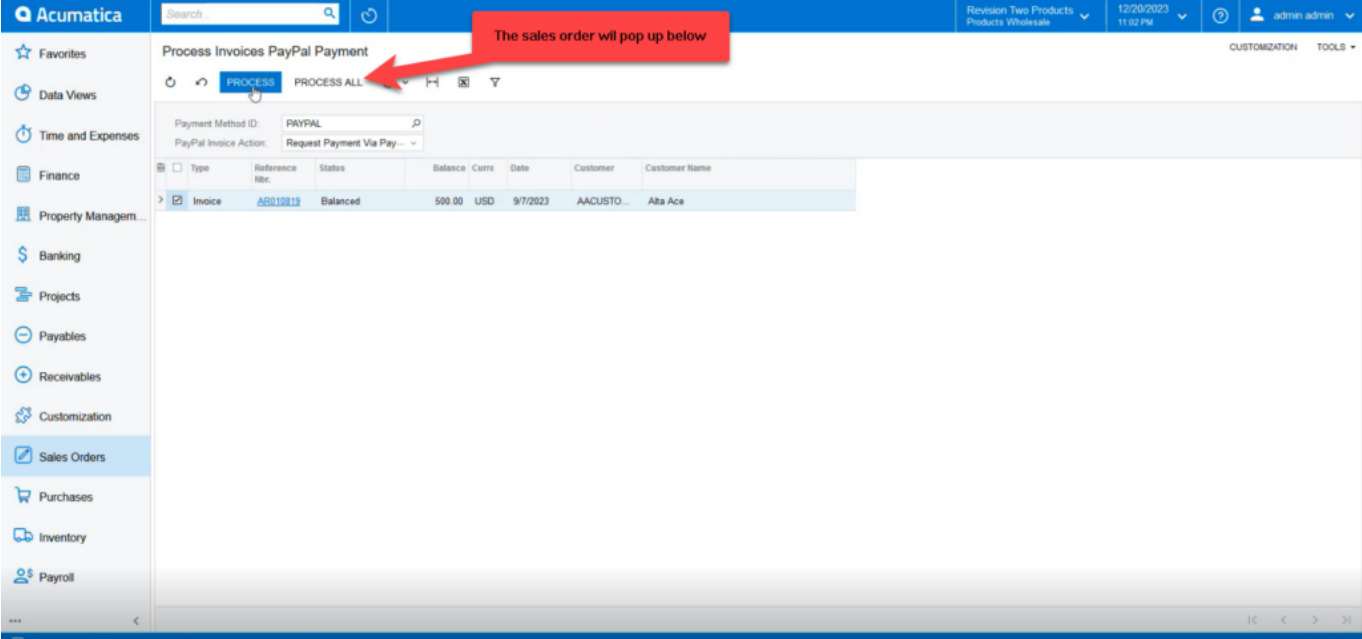
Process Sales Order through PayPal payment

- 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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11:02 PM

admin admin

CUSTOMIZATION TOOLS

Process Invoices PayPal Payment

PROCESS ALL

Payment Method ID: PAYPAL  
PayPal Invoice Action: Request Payment Via Pay...

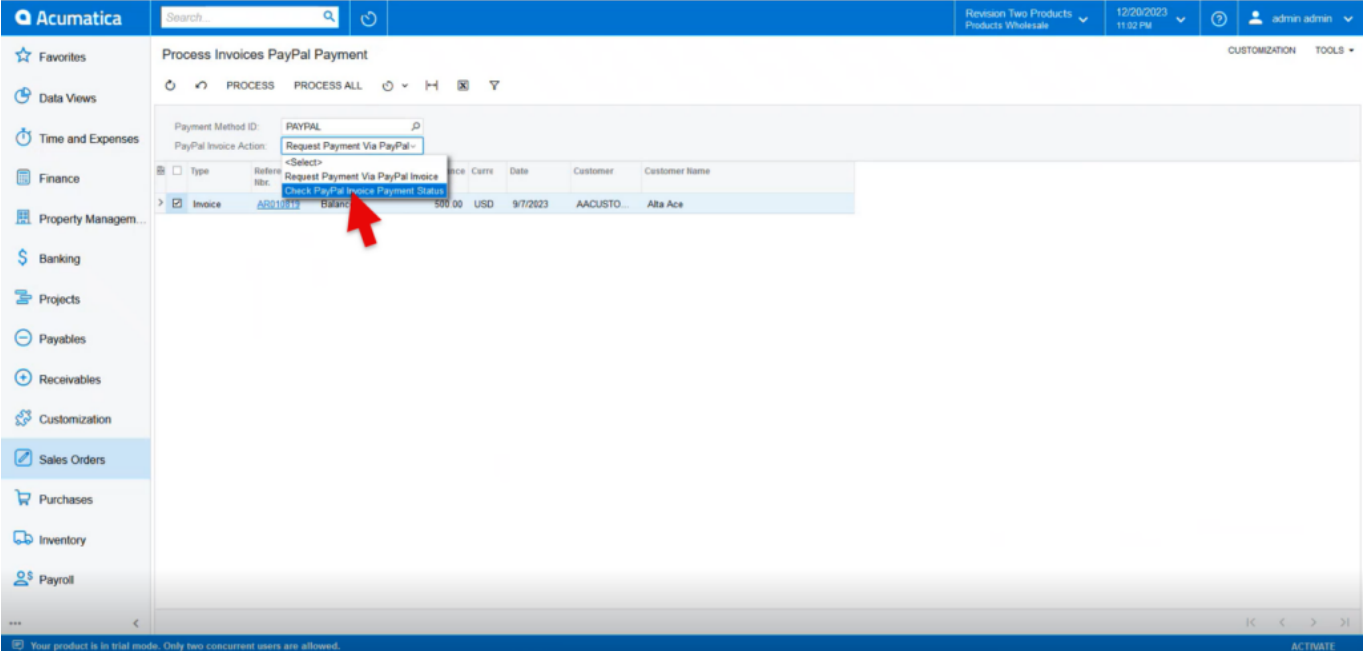
Type	Reference No.	Status	Balance	Curr	Date	Customer	Customer Name
Invoice	ARD10819	Balanced	500.00	USD	9/7/2023	AACUSTO...	Alta Ace

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

ACTIVATE

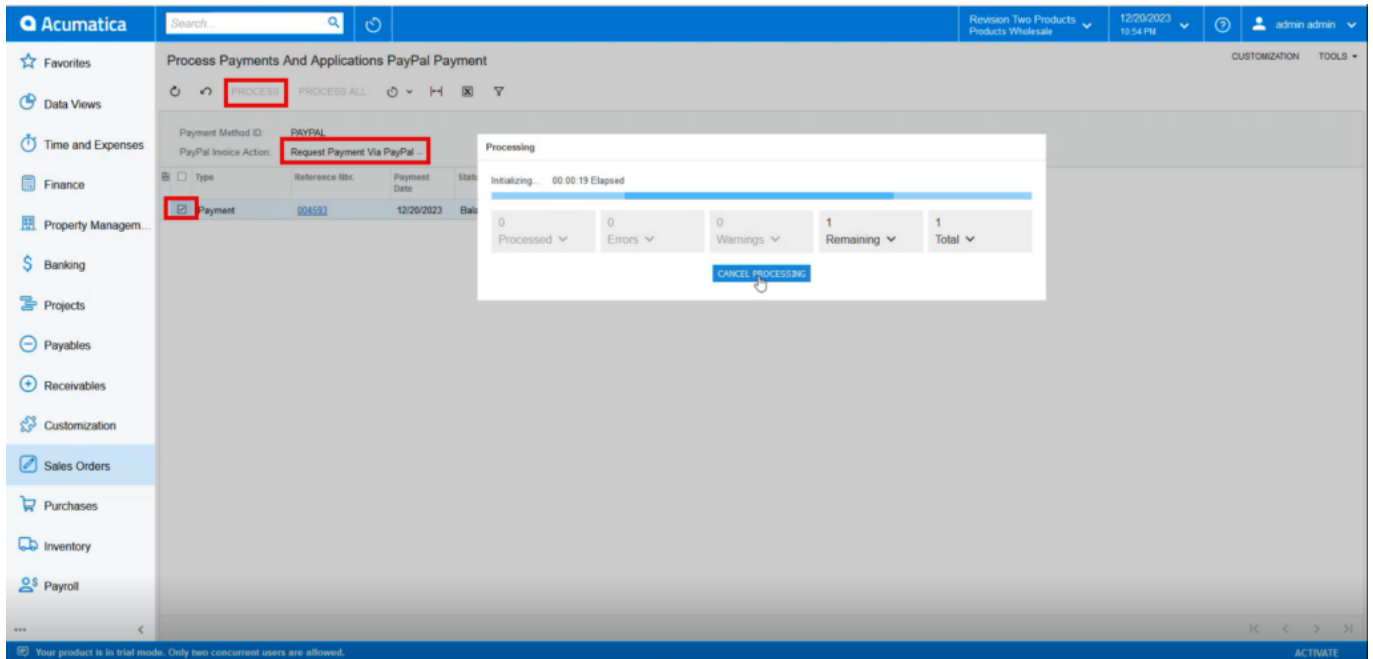
## Process Sales Order PayPal Payment

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



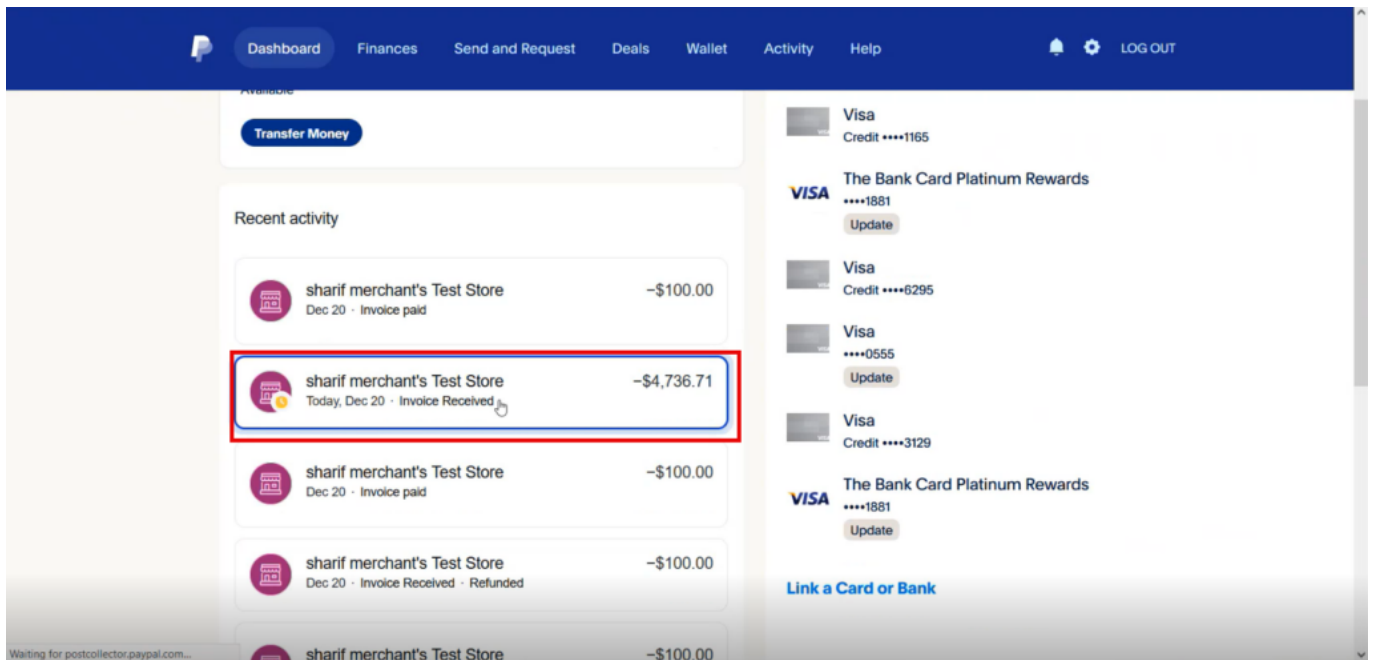
### Process Sales Order PayPal Payment

- 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**.

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Process Payments And Applications PayPal Payment

PROCESS PROCESS ALL

Payment Method ID: PAYPAL  
PayPal Invoice Action: Check PayPal Invoice Payment

Type	Reference Nbr	Payment Date	Status	Currency	Balance	Customer	Customer Name
Payment	003939	4/18/2023	Balanced	USD	34.00	AACUSTOMER	Alta Ace
Payment	004291	7/23/2023	Balanced	USD	500.00	AACUSTOMER	Alta Ace
Payment	004292	7/23/2023	Balanced	USD	500.00	AACUSTOMER	Alta Ace
Payment	004293	7/23/2023	Balanced	USD	500.00	AACUSTOMER	Alta Ace
Payment	004536	12/20/2023	Balanced	USD	150.00	AACUSTOMER	Alta Ace
Payment	004587	12/20/2023	Balanced	USD	500.00	AACUSTOMER	Alta Ace
Payment	004593	12/20/2023	Balanced	USD	4,736.71	AACUSTOMER	Alta Ace

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ACTIVATE

## Process Sales Order PayPal Payment

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