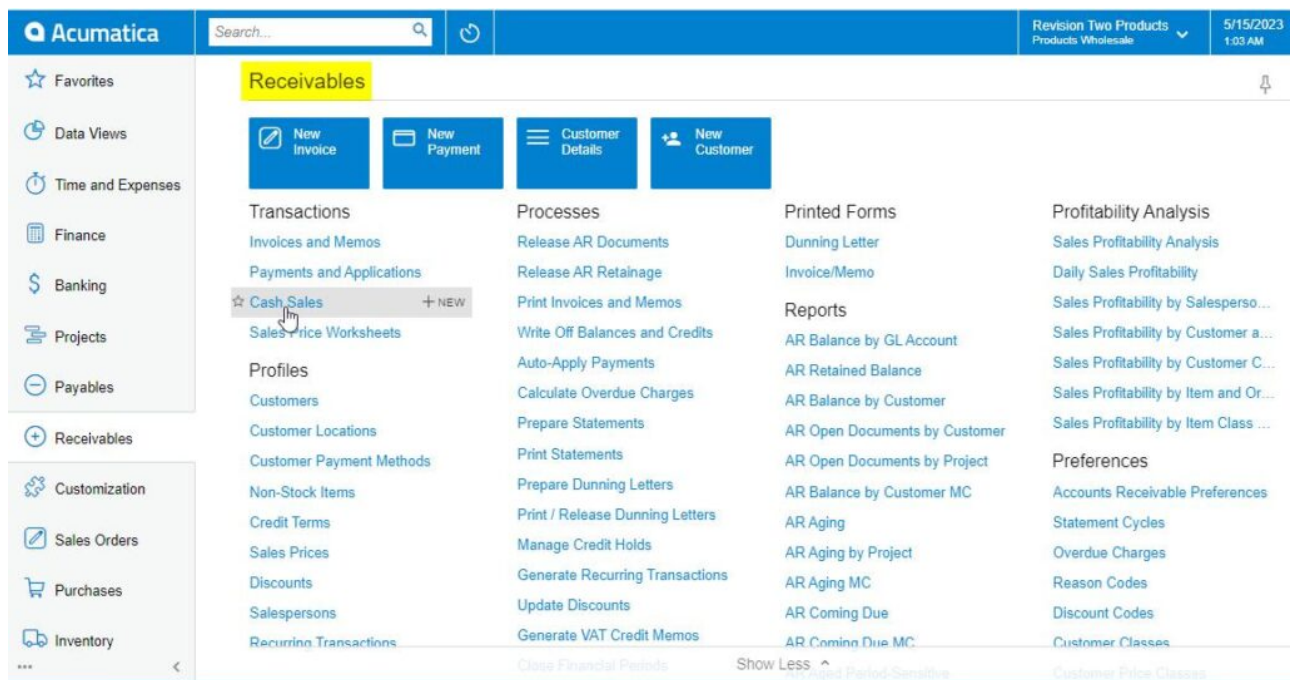


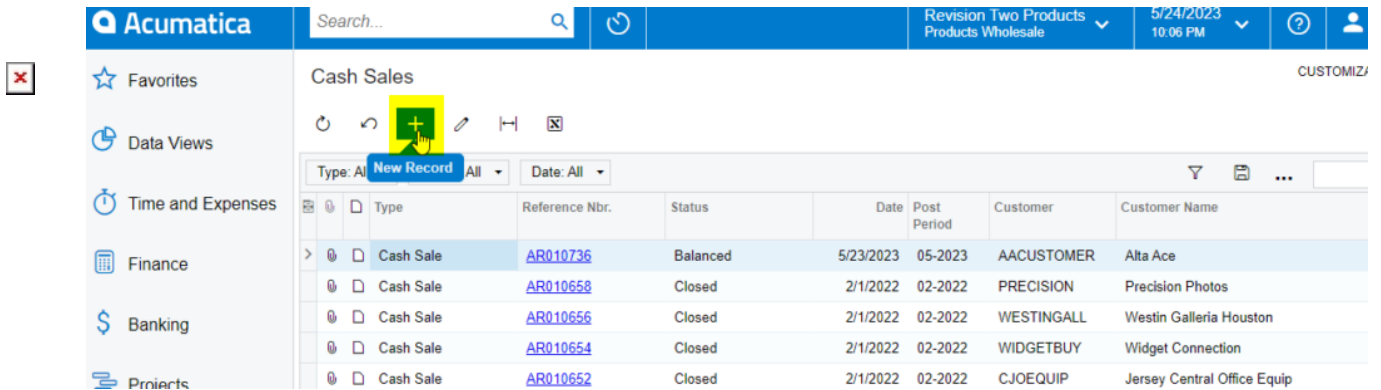
Steps to add Payflow payments via the Cash Sales screen in Acumatica

1. Go to the left navigation menu of the Acumatica ERP and click **Receivables**.
2. On Receivables workspace, click **Cash Sales**.



Cash Sales on Receivables Workspace Screen

3. Click on the (+) button.



Acumatica Search... Revision Two Products Products Wholesale 5/24/2023 10:06 PM

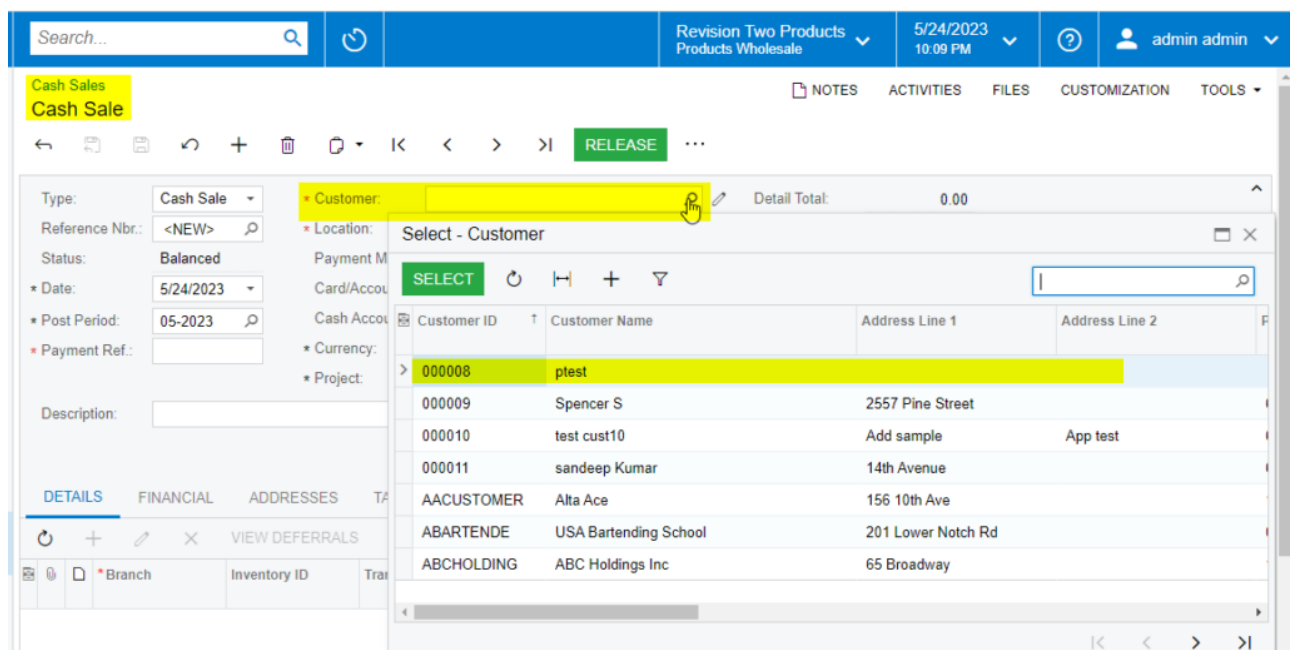
Cash Sales CUSTOMIZ

Type: All **New Record** All Date: All

Type	Reference Nbr.	Status	Date	Post Period	Customer	Customer Name
Cash Sale	AR010736	Balanced	5/23/2023	05-2023	AACUSTOMER	Alta Ace
Cash Sale	AR010658	Closed	2/1/2022	02-2022	PRECISION	Precision Photos
Cash Sale	AR010656	Closed	2/1/2022	02-2022	WESTINGALL	Westin Galleria Houston
Cash Sale	AR010654	Closed	2/1/2022	02-2022	WIDGETBUY	Widget Connection
Cash Sale	AR010652	Closed	2/1/2022	02-2022	CJOEQUIP	Jersey Central Office Equip

Cash Sales Screen

4. Select a **customer**.



Cash Sales NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Cash Sale RELEASE

Type: Cash Sale Reference Nbr.: <NEW> Status: Balanced * Date: 5/24/2023 * Post Period: 05-2023 * Payment Ref.: Description:

* Customer: * Location: * Currency: * Project:

Select - Customer

Customer ID	Customer Name	Address Line 1	Address Line 2
000008	ptest		
000009	Spencer S	2557 Pine Street	
000010	test cust10	Add sample	App test
000011	sandeep Kumar	14th Avenue	
AACUSTOMER	Alta Ace	156 10th Ave	
ABARTENDE	USA Bartending School	201 Lower Notch Rd	
ABCHOLDING	ABC Holdings Inc	65 Broadway	

Selecting a Customer on Cash Sales Screen

5. Select the **payment method**.
6. Select Payflow payment method.

Cash Sales
Cash Sale - ptest

DETAILS FINANCIAL ADDRESSES TAXES

Type: Cash Sale
Reference Nbr.: <NEW>
Status: Balanced
* Date: 5/24/2023
* Post Period: 05-2023
* Payment Ref.: PMT03611

* Customer: 000008 - ptest
* Location: MAIN - p test
Payment Meth.: CHECK - Check
Card/Account:
Cash Account:
Currency:
* Project:
Description:
DETAILS

DETAILS FINANCIAL ADDRESSES TAXES

VIEW DEFERRALS

Branch:
Inventory ID:
Transaction:
* PRODWHOLE

DETAIL Total: 0.00
VAT Taxable T... 0.00
VAT Exempt T... 0.00

Select - Payment Method

SELECT

Payment Method ID	Description	Means of Payment	Active	Use in AR	Use in AP	Use in PR
CHECK	Check	Cash/Check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FEDWIRE	Fedwire	Cash/Check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MASTERCARD	Mastercard	Credit Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ONLINE	eCommerce Online Payment	Credit Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PAYFLOWCC	PayFlow CC	Credit Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PAYPAL	PayPal Invoices Pay Method	Cash/Check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Selecting Payflow as Payment Method

7. Select the **cash account**.

Cash Sales
Cash Sale - ptest

DETAILS FINANCIAL ADDRESSES TAXES

Type: Cash Sale
Reference Nbr.: <NEW>
Status: Pending Proc...
* Date: 5/25/2023
* Post Period: 05-2023
* Payment Ref.: PMT03611

* Customer: 000008 - ptest
* Location: MAIN - p test
Payment Meth.: PAYFLOWCC - PayFlow CC
Card/Account:
Cash Account: 10100
Currency:
* Project:
Description:
DETAILS

DETAILS FINANCIAL ADDRESSES TAXES

VIEW DEFERRALS

Branch:
Inventory ID:
Transaction:
* PRODWHOLE

DETAIL Total: 0.00
VAT Taxable T... 0.00
VAT Exempt T... 0.00
Tax Total: 0.00
Balance: 0.00

Select - Cash Account

SELECT

Cash Account	Account	Description	Currency	Subaccount	Branch
10100	10100	Petty Cash	USD	000-000	PRODWHOLE

Selecting cash account

8. Go to the details tab.
- Add at least one item.
 - Add the quantity.

- Add the unit price.



Cash Sales

Cash Sale - ptest

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

RELEASE

* Post Period: 05-2023 Cash Account: 10200 - Company Checking Account Balance: 100.00

* Payment Ref.: PMT03611 Currency: USD 1.00 VIEW BASE Payment Amo... 100.00

* Project: X - Non-Project Code Cash Discount... 0.00

Description: Finance Charg... 0.00

Deducted Cha... 0.00

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS COMMISSIONS CHARGES

VIEW DEFERRALS

Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Disc Am
PRODWHOLE			1.00		100.00	100.00	0.000000	

Details tab adding the Quantity and Unit Price

- Click **Save**.
- Click the **Actions** menu to perform one of the following actions:
 - Email Invoice/Memo form.
 - Send an e-mail.
 - CC Enter the payment.
- CC Authorize Payment.
- Click the **Credit Card Processing Information** tab to view the payment transaction details.

Cash Sales
Cash Sale - ptest

Reference Nbr.: <NEW> * Location: MAIN - p test VAT Taxable T... 0.00
 Status: Pending Proc... Payment Meth... PAYFLOWCC - PayFlow CC VAT Exempt T... 0.00
 * Date: 5/25/2023 * Card/Account ... Tax Total: 0.00
 * Post Period: 05-2023 Cash Account: 10100 - Petty Cash Balance: 0.00
 * Payment Ref.: PMT03611 Currency: USD 1.00 VIEW BASE Payment Amo... 0.00
 * Project: X - Non-Project Code. Cash Discount... 0.00
 Description: Finance Charg... 0.00
 Deducted Cha... 0.00

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS COMMISSIONS CHARGES **CARD PROCESSING**

Tran. Nbr.	* Proc. Center	Tran. Type	Tran. Status	Tran. Amount	Referen. Tran. Nbr.	Proc. Center Tran. Nbr.	Proc. Center Auth. Nbr.	Proc. Center Respo
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Cash Sales screen

- Click on the actions menu to perform the following actions Authorize, Capture and Void.

Acumatica Search...

Cash Sales
Cash Sale AR011114 - Alta Ace

Type: Cash Sale Customer: AACUSTOMER - Alta
 Reference Nbr.: AR011114 * Location: MAIN - Primary Loca
 Status: Pending Proc... Payment Meth... PAYFLOW - PAYFLOW
 * Date: 5/15/2023 * Card/Account ... Visa **** * 1111
 * Post Period: 05-2023 Cash Account: 10100 - Petty Cash
 * Payment Ref.: PMT03610 Currency: USD 1.00
 * Project: X - Non-Project Code.
 Description:

Processing
 Remove Hold
 Hold
 Release
 Card Processing
 Capture
 Authorize
 Void Card Payment
 Refund Card Payment
 Validate Card Payment
 Corrections
 Reverse
 Reclassify GL Batch

Printing and Emailing
 Print
 Email
 Other
 Send Email
 Inquiries
 Customer Details
 Reports
 AR Edit Detailed
 AR Register Detailed

DETAILS FINANCIAL ADDRESSES TAXES APPROVALS

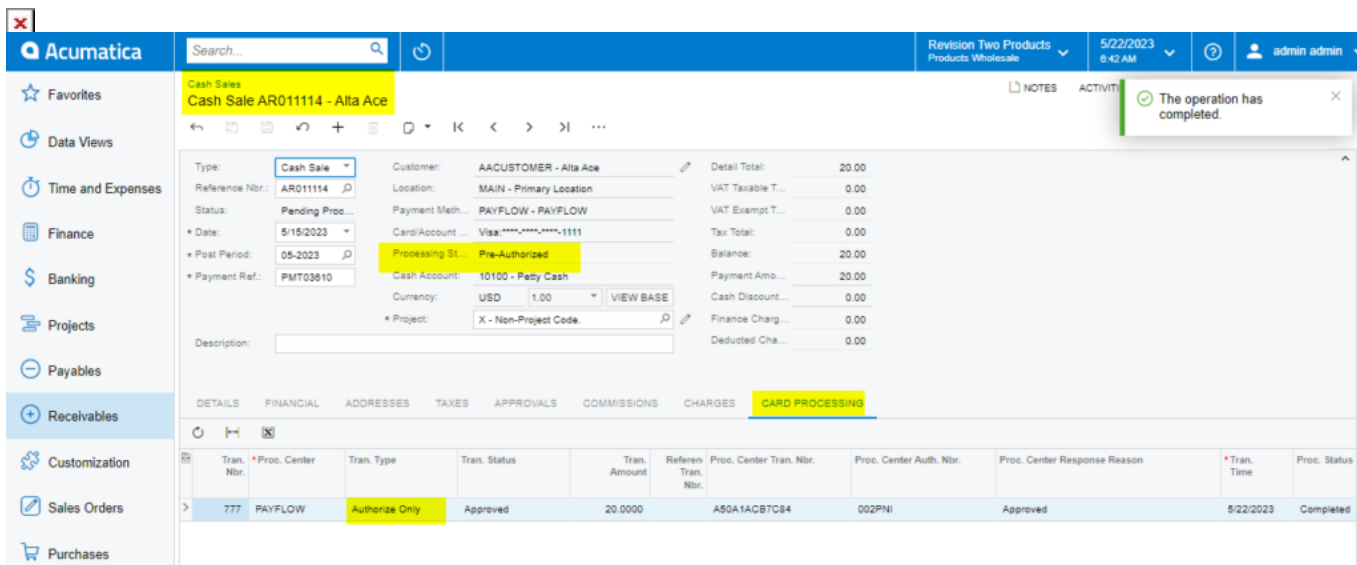
VIEW DEFERRALS

Branch: PRODWHOLE ACCOMMODATE Hotels and Lodging

Discount Amount	Amount	Manual Discount	* Account	* Subacco
0.00	20.00		40020	000-000

Card Processing on Cash Sales screen

Authorize Action on Cash Sales Screen

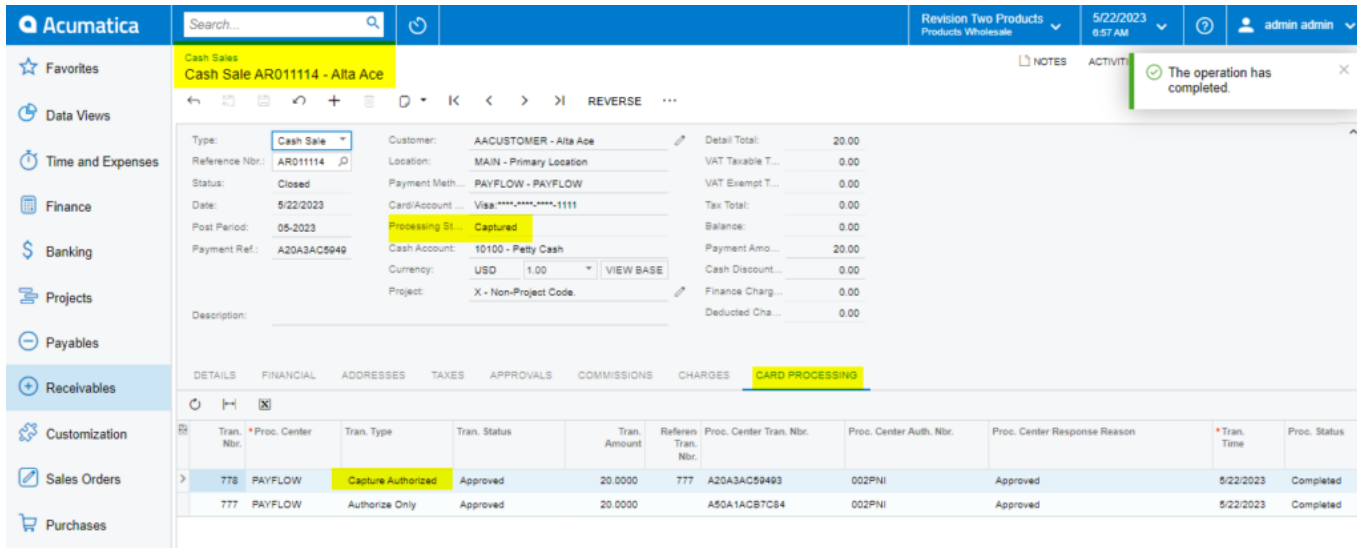


The screenshot shows the Acumatica interface with the 'Cash Sales' screen open for 'Cash Sale AR011114 - Alta Ace'. The 'Processing St.' is 'Pre-Authorized'. The 'CARD PROCESSING' tab is selected, and the 'Authorize Only' button is highlighted. A table at the bottom shows transaction details.

Tran. Nbr.	Proc. Center	Tran. Type	Tran. Status	Tran. Amount	Referen. Tran. Nbr.	Proc. Center Tran. Nbr.	Proc. Center Auth. Nbr.	Proc. Center Response Reason	Tran. Time	Proc. Status
777	PAYFLOW	Authorize Only	Approved	20.0000		A50A1ACB7C84	002PNI	Approved	5/22/2023	Completed

Authorize Action on Cash Sales screen

Capture Payment by Cash Sales



The screenshot shows the Acumatica interface with the 'Cash Sales' screen open for 'Cash Sale AR011114 - Alta Ace'. The 'Processing St.' is 'Captured'. The 'CARD PROCESSING' tab is selected, and the 'Capture Authorized' button is highlighted. A table at the bottom shows transaction details.

Tran. Nbr.	Proc. Center	Tran. Type	Tran. Status	Tran. Amount	Referen. Tran. Nbr.	Proc. Center Tran. Nbr.	Proc. Center Auth. Nbr.	Proc. Center Response Reason	Tran. Time	Proc. Status
778	PAYFLOW	Capture Authorized	Approved	20.0000	777	A20A3AC59493	002PNI	Approved	5/22/2023	Completed
777	PAYFLOW	Authorize Only	Approved	20.0000		A50A1ACB7C84	002PNI	Approved	5/22/2023	Completed

Capture Payment on Cash Sales screen

Void On Cash Sales Screen

Acumatica

Search...

Revision Two Products
Products Wholesale

5/22/2023
6:58 AM

admin admin

Favorites

Data Views

Time and Expenses

Finance

Banking

Projects

Payables

Receivables

Customization

Sales Orders

Purchases

Cash Sales

Cash Sale AR011118 - Alta Ace

NOTES

ACTIVITY

The operation has completed.

Type: Cash Sale

Customer: AACUSTOMER - Alta Ace

Detail Total: 20.00

Reference Nbr.: AR011118

Location: MAIN - Primary Location

VAT Taxable T...: 0.00

Status: Pending Proc...

Payment Meth.: PAYFLOW - PAYFLOW

VAT Exempt T...: 0.00

Date: 5/22/2023

Card Account: Visa **** * 1111

Tax Total: 0.00

Post Period: 05-2023

Processing St.: Voided

Balance: 20.00

Payment Ref.:

Cash Account: 10100 - Petty Cash

Payment Amp...: 20.00

Currency: USD 1.00 VIEW BASE

Cash Discount...: 0.00

Project: X - Non-Project Code

Finance Chang...: 0.00

Description:

Deducted Cha...: 0.00

DETAILS

FINANCIAL

ADDRESSES

TAXES

APPROVALS

COMMISSIONS

CHARGES

CARD PROCESSING

Tran. Nbr.	Proc. Center	Tran. Type	Tran. Status	Tran. Amount	Referen. Tran. Nbr.	Proc. Center Tran. Nbr.	Proc. Center Auth. Nbr.	Proc. Center Response Reason	Tran. Time	Proc. Status
782	PAYFLOW	Void	Approved	20.0000	781	A90A0F334E76	739PNI	Approved	5/22/2023	Completed
781	PAYFLOW	Authorize Only	Approved	20.0000		A50A1ACB801B	739PNI	Approved	5/22/2023	Completed

Void on Cash Sales screen