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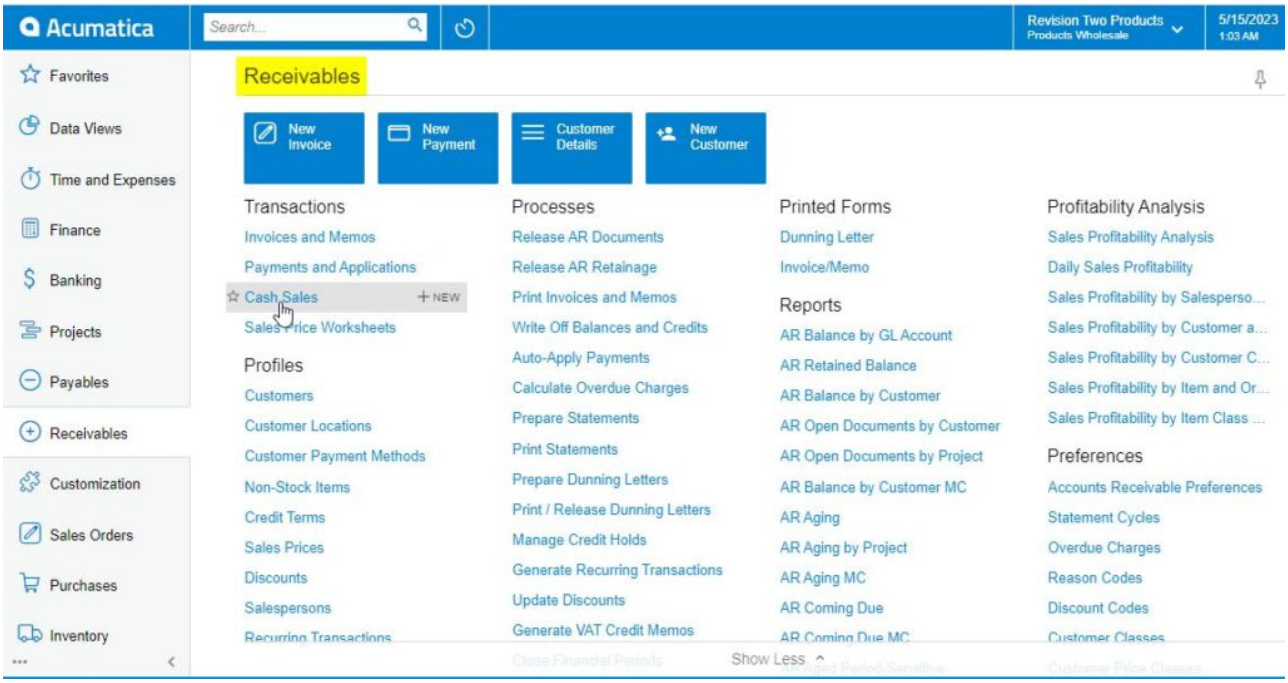
PayPal Payflow Pro Plugin

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.

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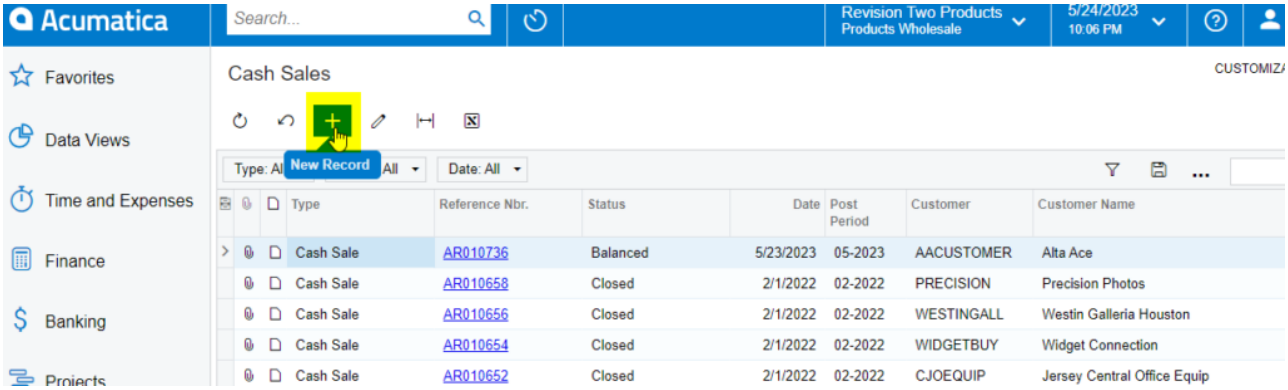
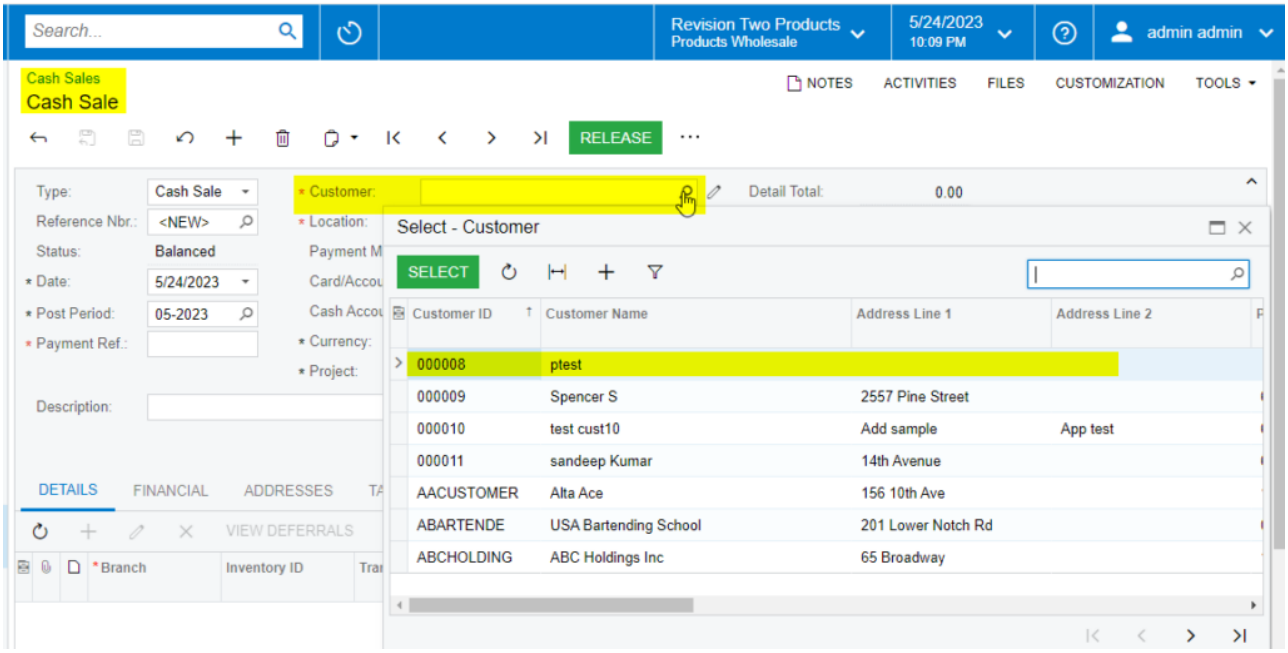


Cash Sales Screen

4. Select a **customer.**



Selecting a Customer on Cash Sales Screen

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

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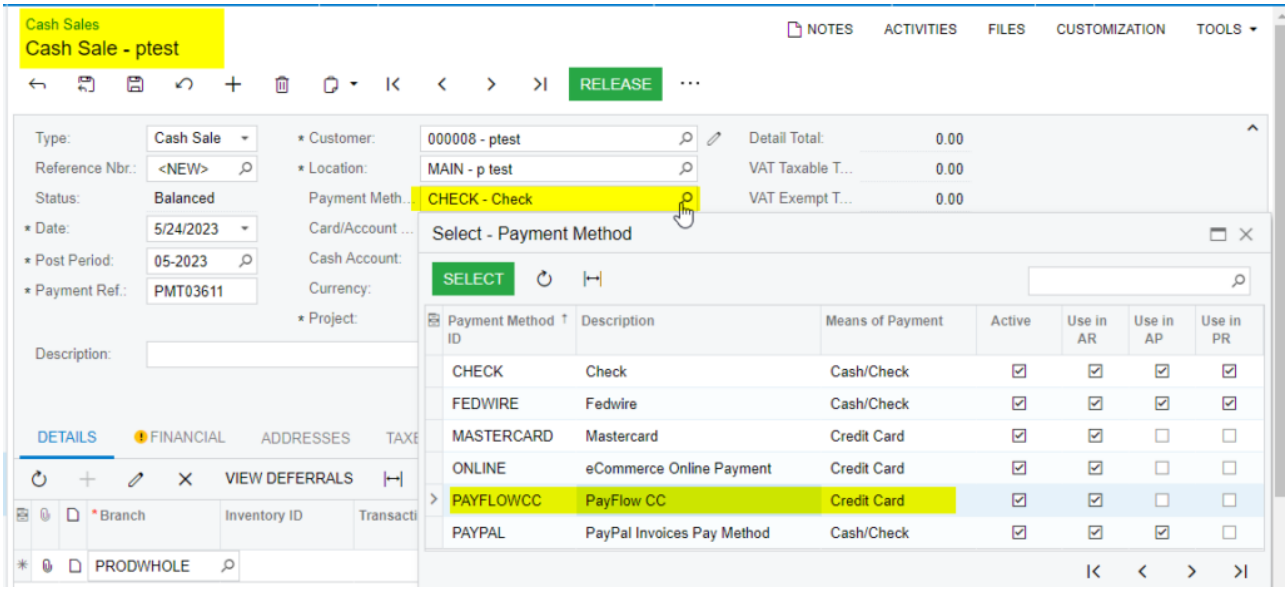
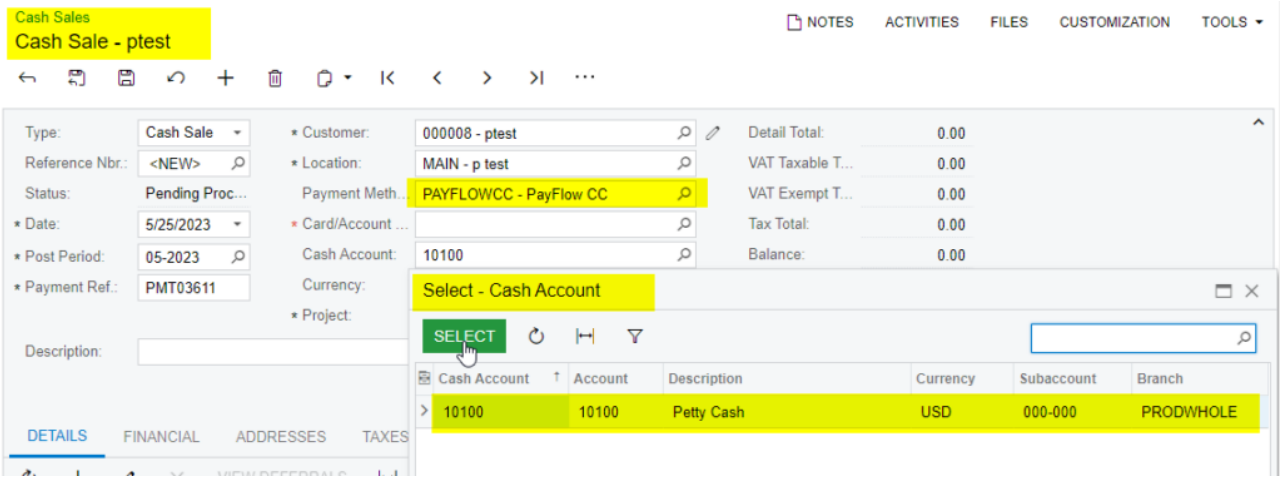


Selecting Payflow as Payment Method

7. Select the **cash account.**



Selecting cash account

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

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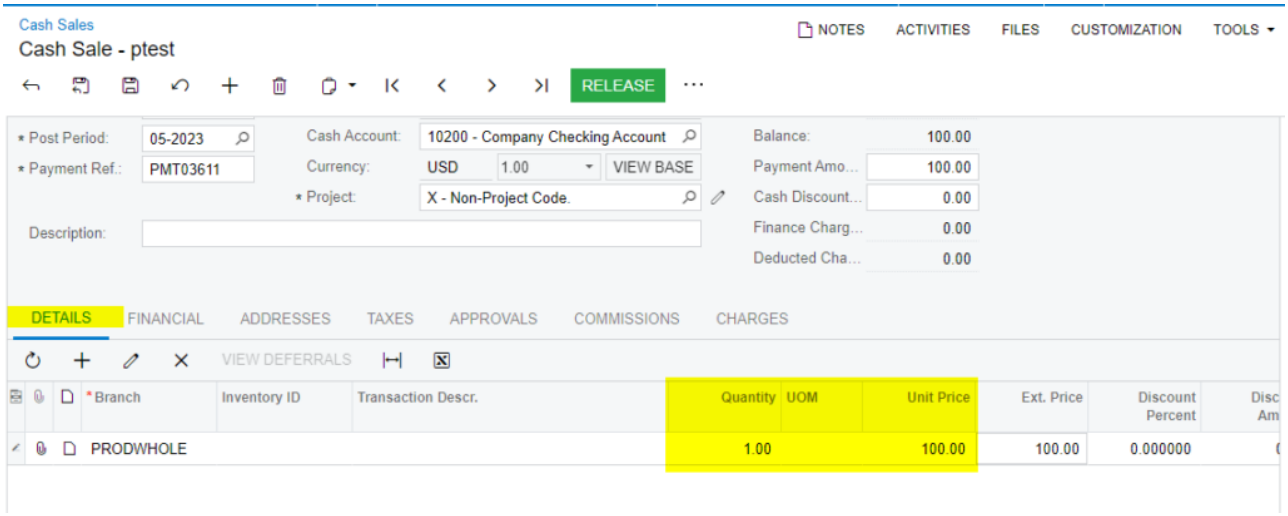
- Add the unit price.



Details tab adding the Quantity and Unit Price

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

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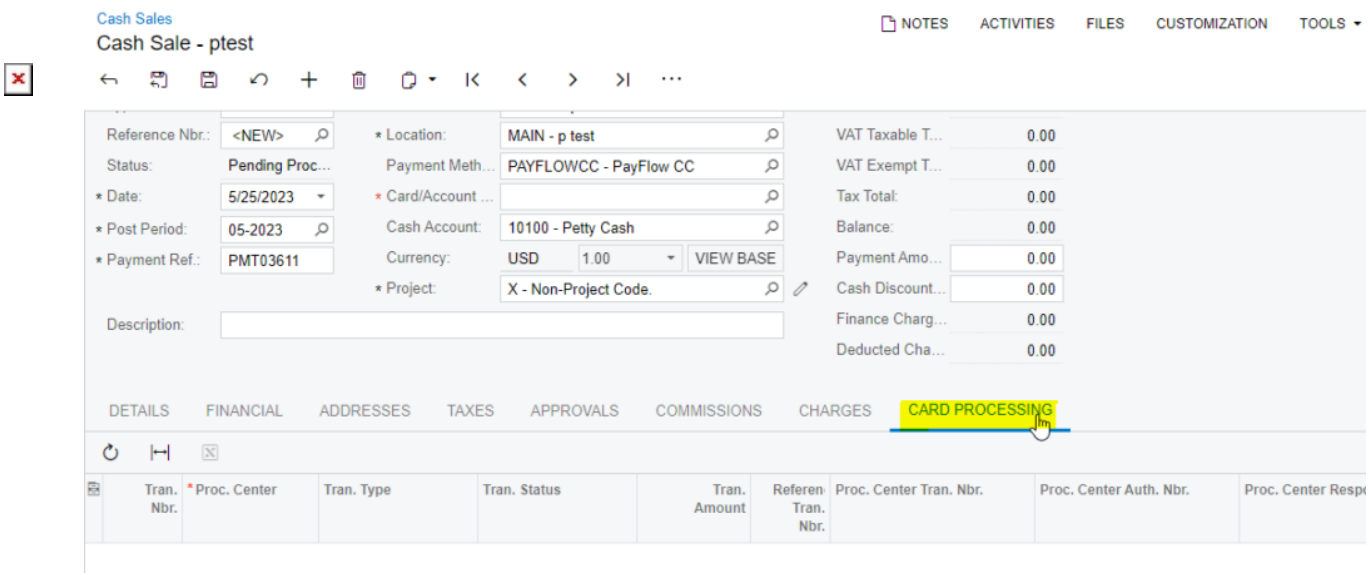
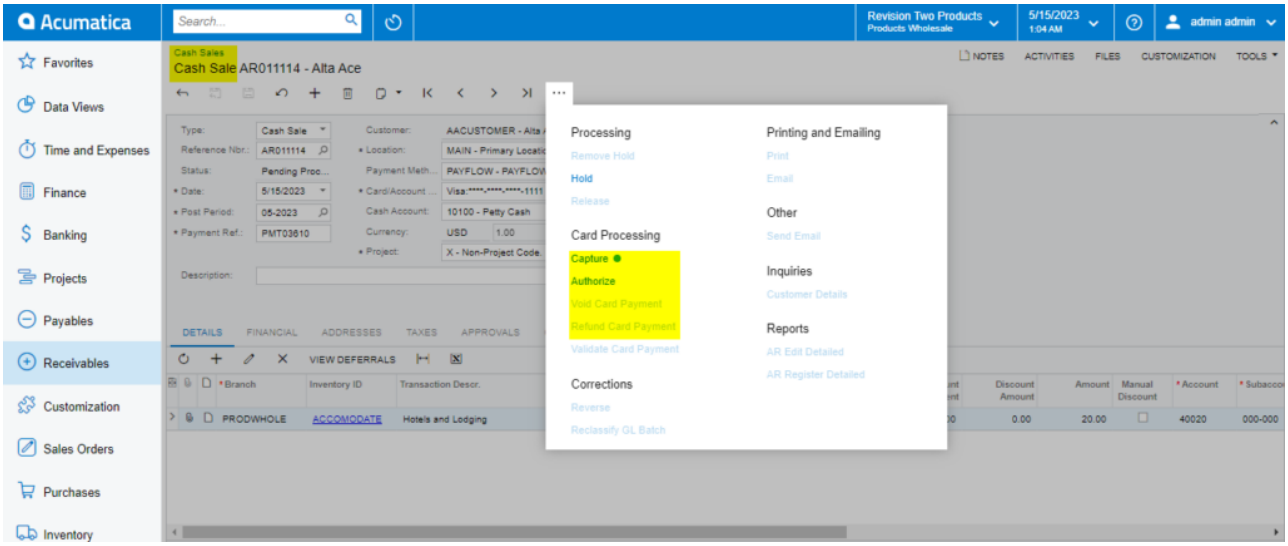


Cash Sales screen

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



Card Processing on Cash Sales screen

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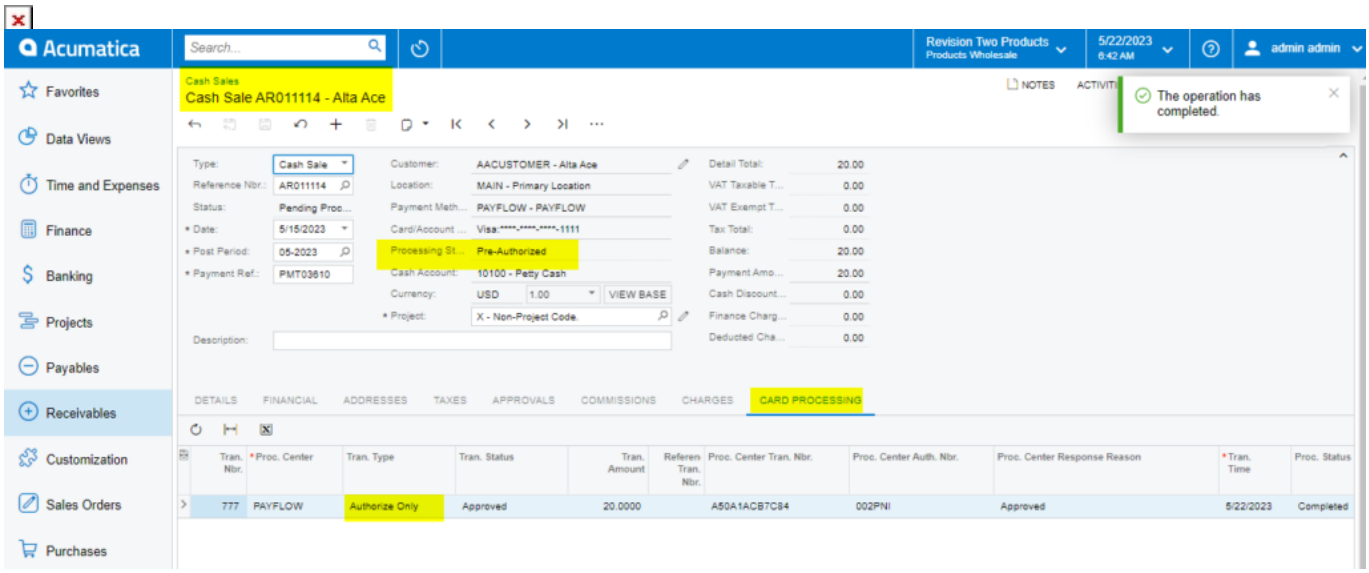
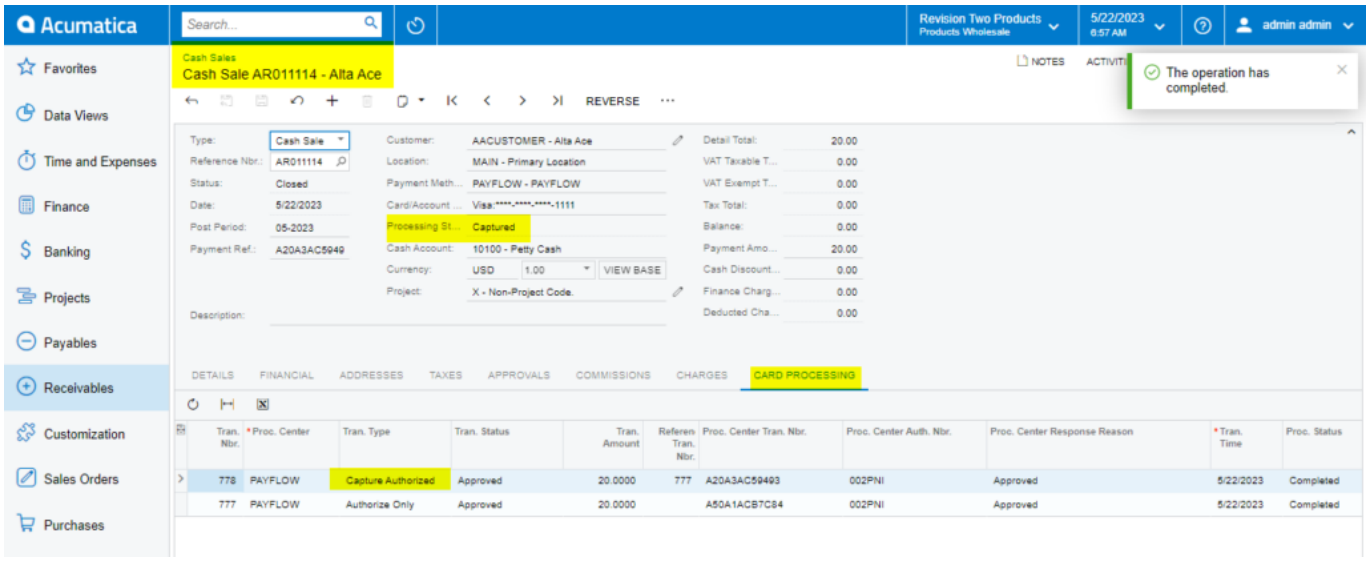
Authorize Action on Cash Sales Screen



Authorize Action on Cash Sales screen

Capture Payment by Cash Sales



Capture Payment on Cash Sales screen

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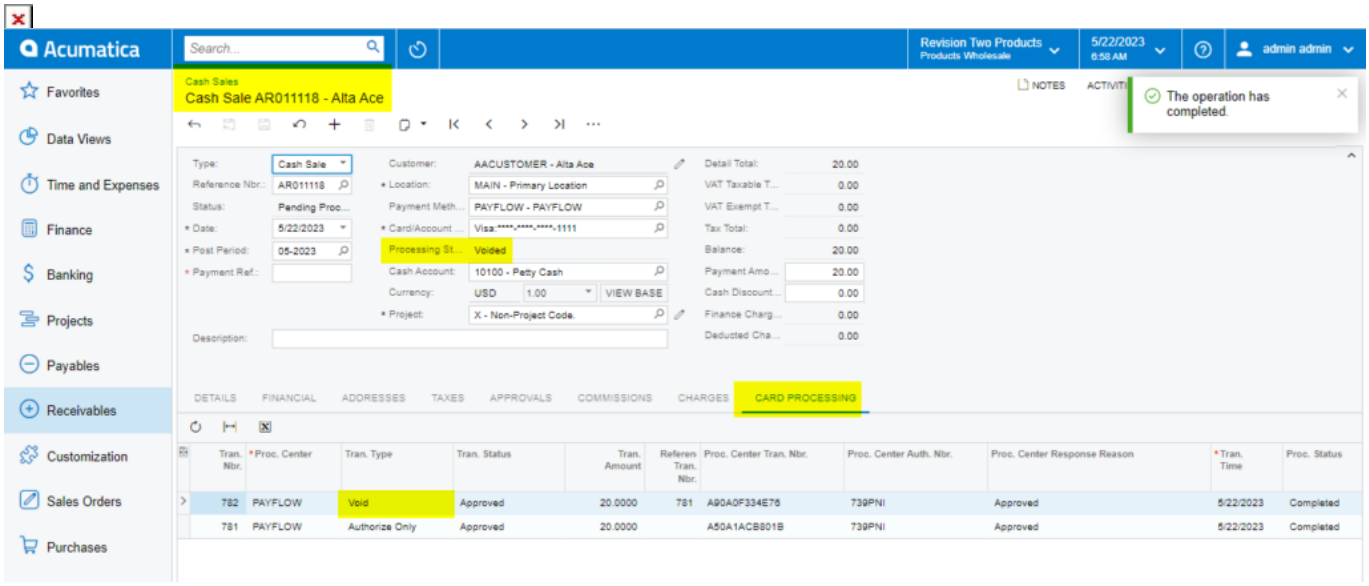
Void On Cash Sales Screen



Void on Cash Sales screen

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