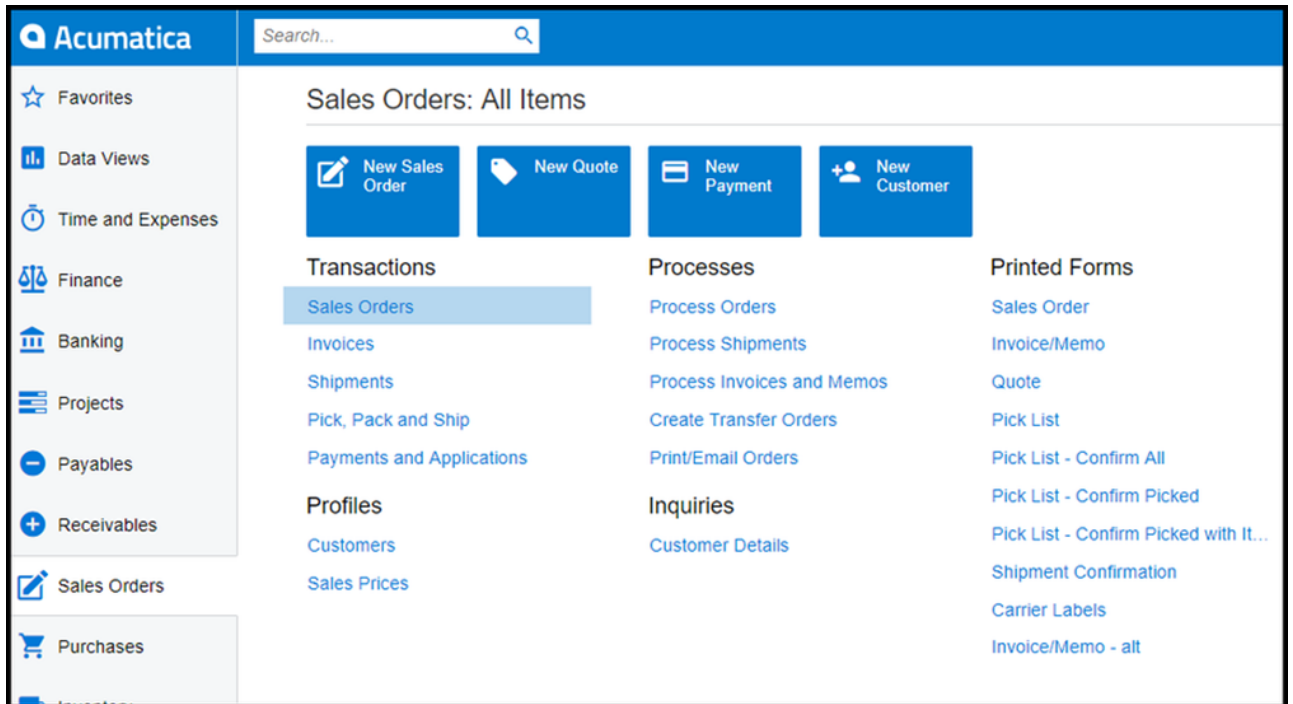


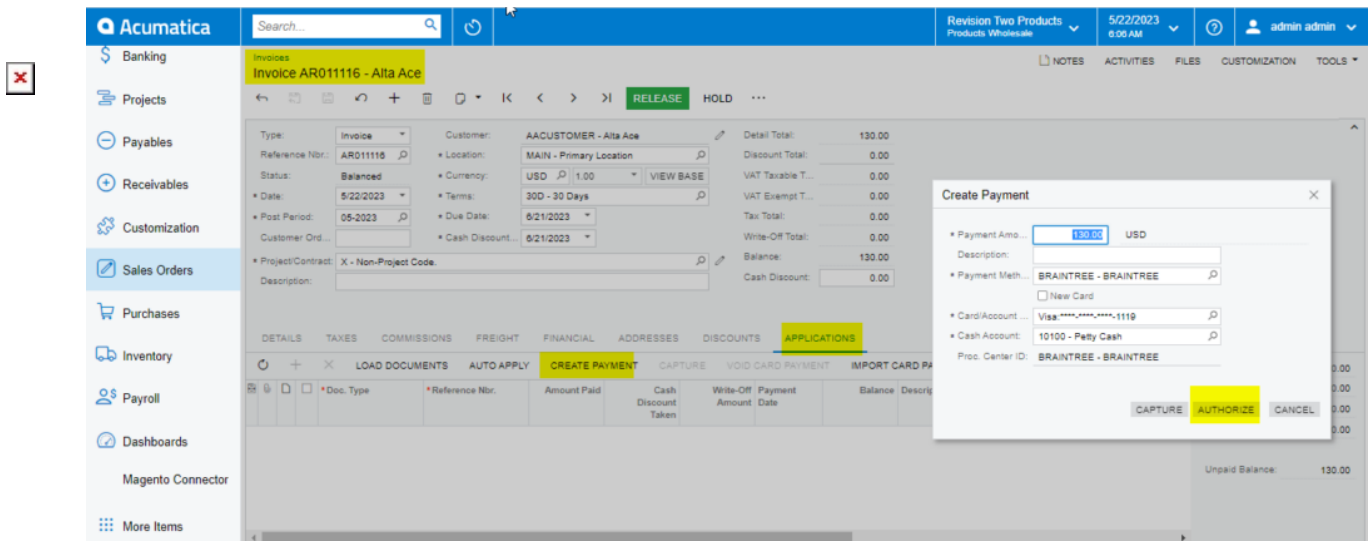
Steps to process Payflow payments via the Invoices screen

1. **Navigate to the left sidebar** of the Acumatica ERP and click Sales Order.



Sales Orders from Sales Orders workspace

1. The application directs you to the Sales Order screen, where you can view the complete list of sales orders.
2. Create a new Sales Order or open an existing Sales Order.
3. Go to the **Actions** dropdown list.
 - a. Select **Prepare Invoice**.



Payment Settings Tab

4. The Invoices screen will appear.
5. Click the **Payment Information** tab.
 - a. Update the Payment Method if necessary.
 - b. Select and choose a **payment process** based on the sales order stage.

Payment Process Options:

Authorize CC Payment

Acumatica

Search...

Revision Two Products
Products Wholesale

5/22/2023
6:08 AM

admin admin

Banking

Projects

Payables

Receivables

Customization

Sales Orders

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Magento Connector

More Items

Invoices

Invoice AR011116 - Alta Ace

NOTES

ACTIVITY

The operation has completed.

Type: Invoice

Customer: AACUSTOMER - Alta Ace

Reference Nbr.: AR011116

Location: MAIN - Primary Location

Status: Pending Proc...

Currency: USD 1.00

Date: 5/22/2023

Terms: 30D - 30 Days

Post Period: 05-2023

Due Date: 6/21/2023

Customer Ord...

Cash Discount: 6/21/2023

Project/Contract: X - Non-Project Code

Description:

Detail Total: 130.00

Discount Total: 0.00

VAT Taxable T...: 0.00

VAT Exempt T...: 0.00

Tax Total: 0.00

Write-Off Total: 0.00

Balance: 130.00

Cash Discount: 0.00

DETAILS

TAXES

COMMISSIONS

FREIGHT

FINANCIAL

ADDRESSES

DISCOUNTS

APPLICATIONS

LOAD DOCUMENTS

AUTO APPLY

CREATE PAYMENT

CAPTURE

VOID CARD PAYMENT

IMPORT CARD PAYMENT

Doc. Type	Reference Nbr.	Amount Paid	Cash Discount Taken	Write-Off Amount	Payment Date	Balance	Description	Currency	Payment Period	Proc. Status
Payment	004411	130.00	0.0000	0.00	5/22/2023	0.00		USD	05-2023	Pre-Authorized

Not Released: 0.00

Authorized: 130.00

Released: 0.00

Total Paid: 130.00

Unpaid Balance: 0.00

Authorize Payment action in Invoice Screen

Capture CC Payment

Acumatica

Search...

Revision Two Products
Products Wholesale

5/22/2023
6:37 AM

admin admin

Projects

Payables

Receivables

Customization

Sales Orders

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Dashboards

Magento Connector

More Items

Configuration

Invoices

Invoice AR011116 - Alta Ace

NOTES

ACTIVITY

The operation has completed.

Type: Invoice

Customer: AACUSTOMER - Alta Ace

Reference Nbr.: AR011116

Location: MAIN - Primary Location

Status: Balanced

Currency: USD 1.00

Date: 5/22/2023

Terms: 30D - 30 Days

Post Period: 05-2023

Due Date: 6/21/2023

Customer Ord...

Cash Discount: 6/21/2023

Project/Contract: X - Non-Project Code

Description:

Detail Total: 130.00

Discount Total: 0.00

VAT Taxable T...: 0.00

VAT Exempt T...: 0.00

Tax Total: 0.00

Write-Off Total: 0.00

Balance: 130.00

Cash Discount: 0.00

DETAILS

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AUTO APPLY

CREATE PAYMENT

CAPTURE

VOID CARD PAYMENT

IMPORT CARD PAYMENT

Doc. Type	Reference Nbr.	Amount Paid	Cash Discount Taken	Write-Off Amount	Payment Date	Balance	Description	Currency	Payment Period	Proc. Status
Payment	004411	130.00	0.0000	0.00	5/22/2023	0.00		USD	05-2023	Captured

Not Released: 0.00

Authorized: 0.00

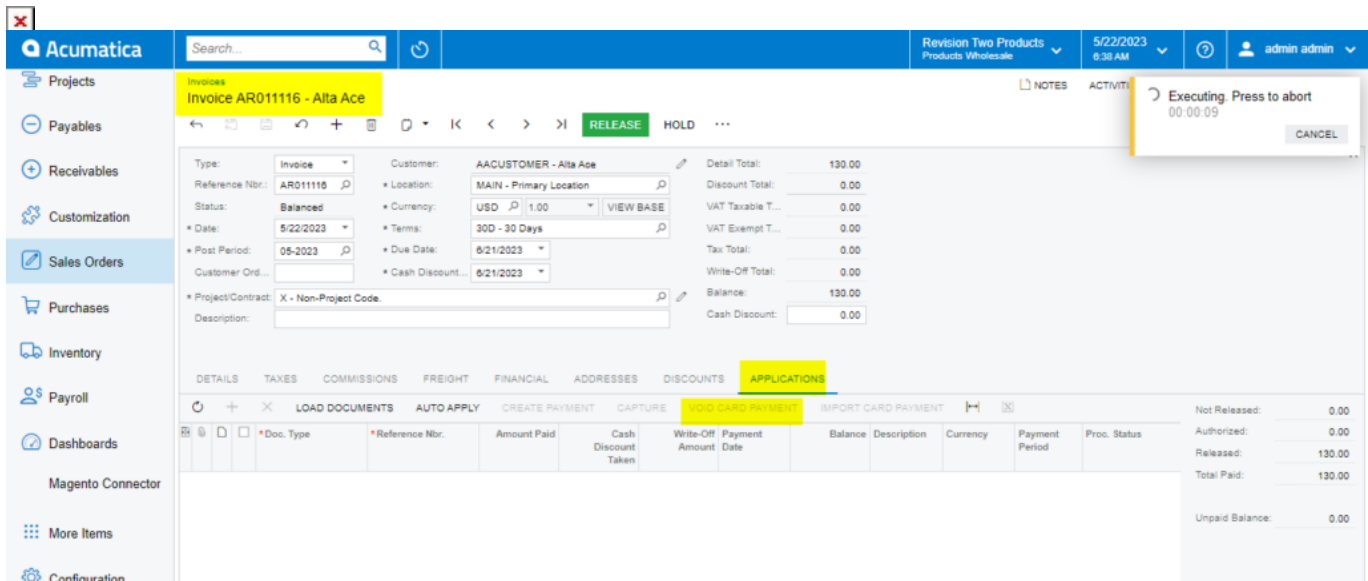
Released: 130.00

Total Paid: 130.00

Unpaid Balance: 0.00

Capture CC Payment Action in Invoice Screen

Void CC Authorized/Payment



Acumatica | Search... | Revision Two Products | 5/22/2023 6:38 AM | admin admin

Projects | **Payables** | **Receivables** | **Customization** | **Sales Orders** | **Purchases** | **Inventory** | **Payroll** | **Dashboards** | **Magento Connector** | **More Items** | **Configuration**

Invoices
Invoice AR011116 - Alta Ace

DETAILS | TAXES | COMMISSIONS | FREIGHT | FINANCIAL | ADDRESSES | DISCOUNTS | **APPLICATIONS**

Doc. Type	* Reference Nbr.	Amount Paid	Cash Discount Taken	Write-Off Amount	Payment Date	Balance	Description	Currency	Payment Period	Proc. Status

Not Released: 0.00
Authorized: 0.00
Released: 130.00
Total Paid: 130.00
Unpaid Balance: 0.00

Executing. Press to abort
00:00:09
CANCEL

Void CC Payment at Invoices Screen

- The Processing Status field and **Credit Card Processing Info** grid will update based on the action performed.

- Click **Save**.

Note: After void card payment action in Payment tab, the Void Card action is disabled.