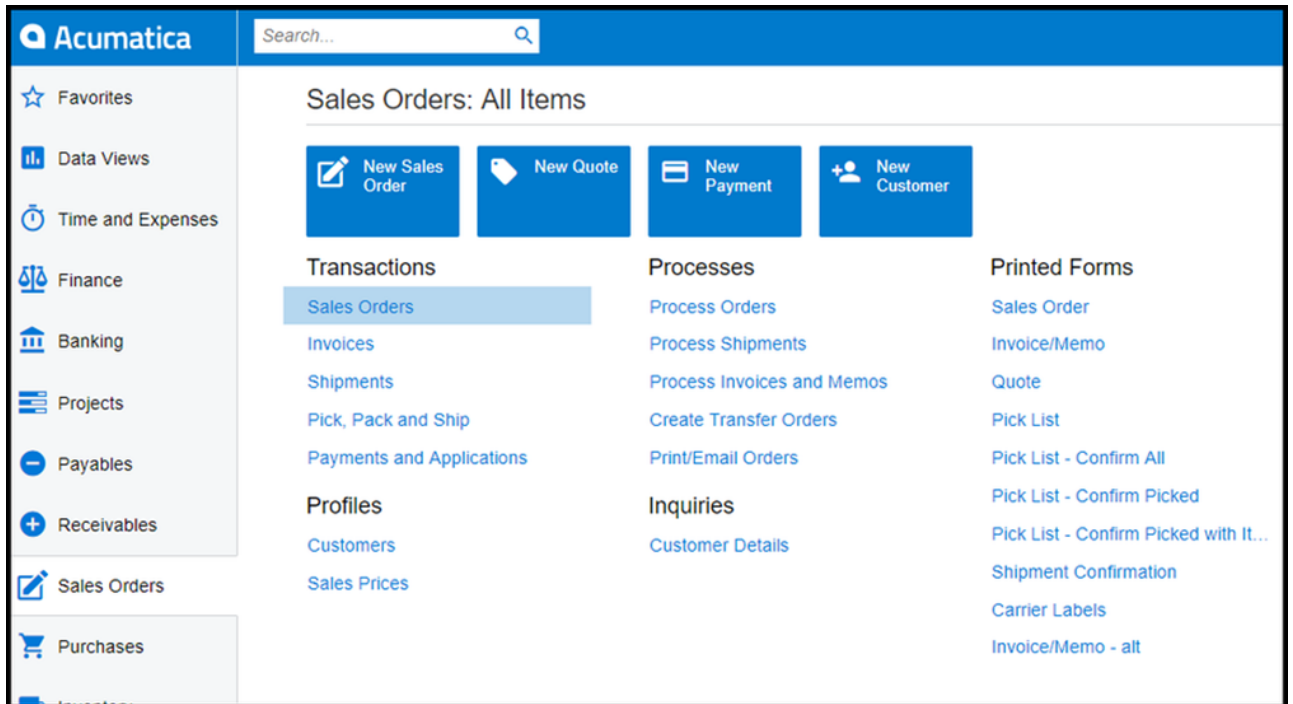**fusion**
PayPal Payflow Pro Plugin

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.**

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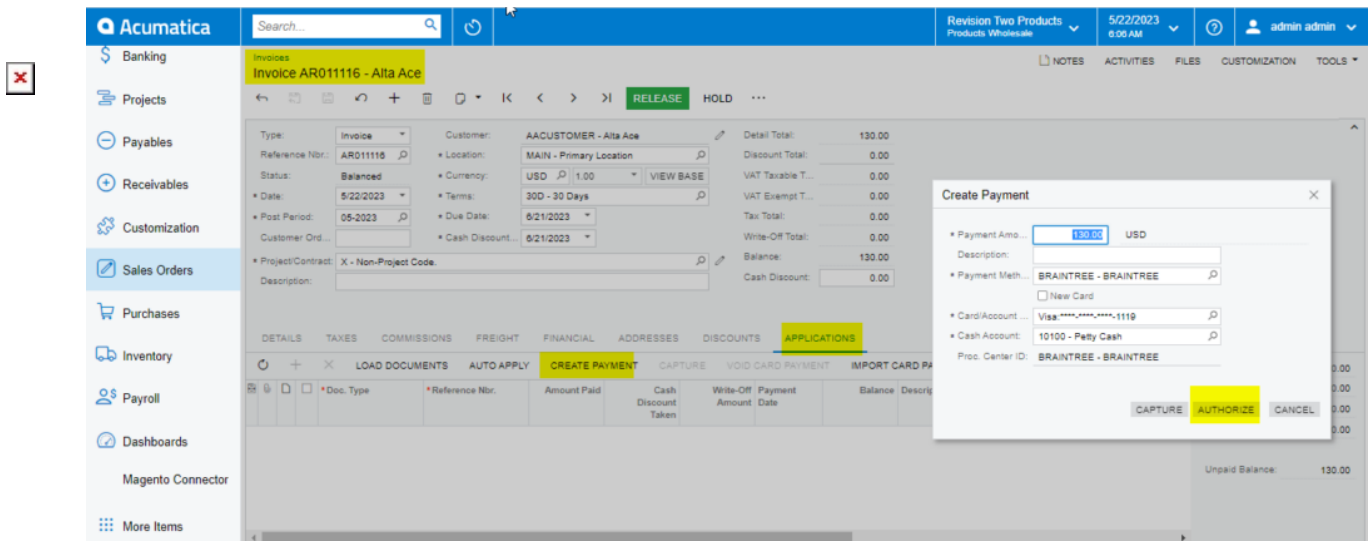
Payment Settings Tab

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

Authorize Payment action in Invoice Screen

Capture CC Payment

Capture CC Payment Action in Invoice Screen

Void CC Authorized/Payment

Void CC Payment at Invoices Screen

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

    6. Click **Save.**

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

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