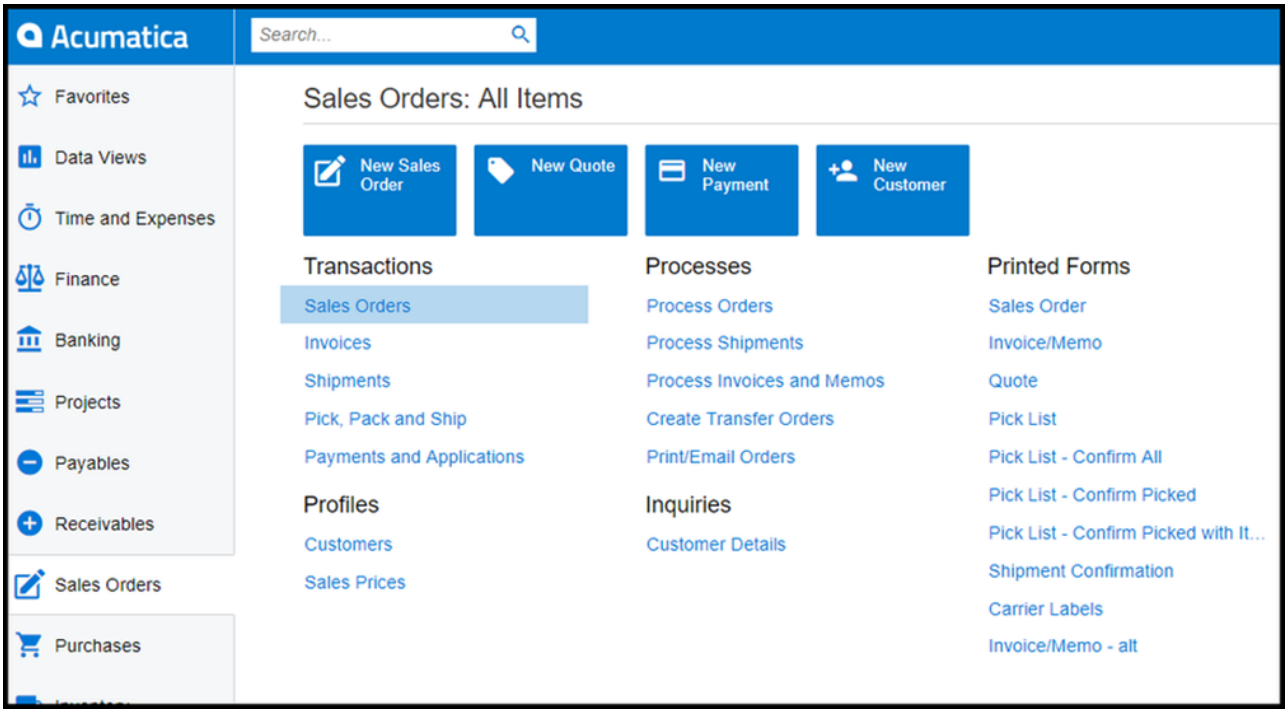
1. [illegible] of the Acumatica ERP and click Sales Order.



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 [illegible] dropdown list.
    a. Select [illegible]

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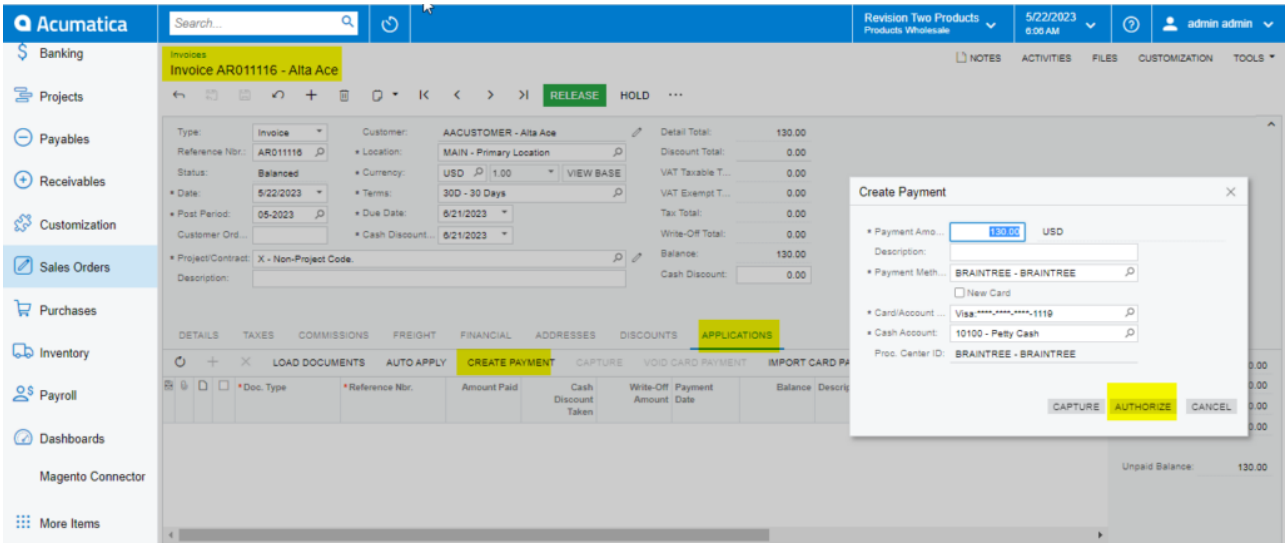

Payment Settings Tab

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

Payments

Payment

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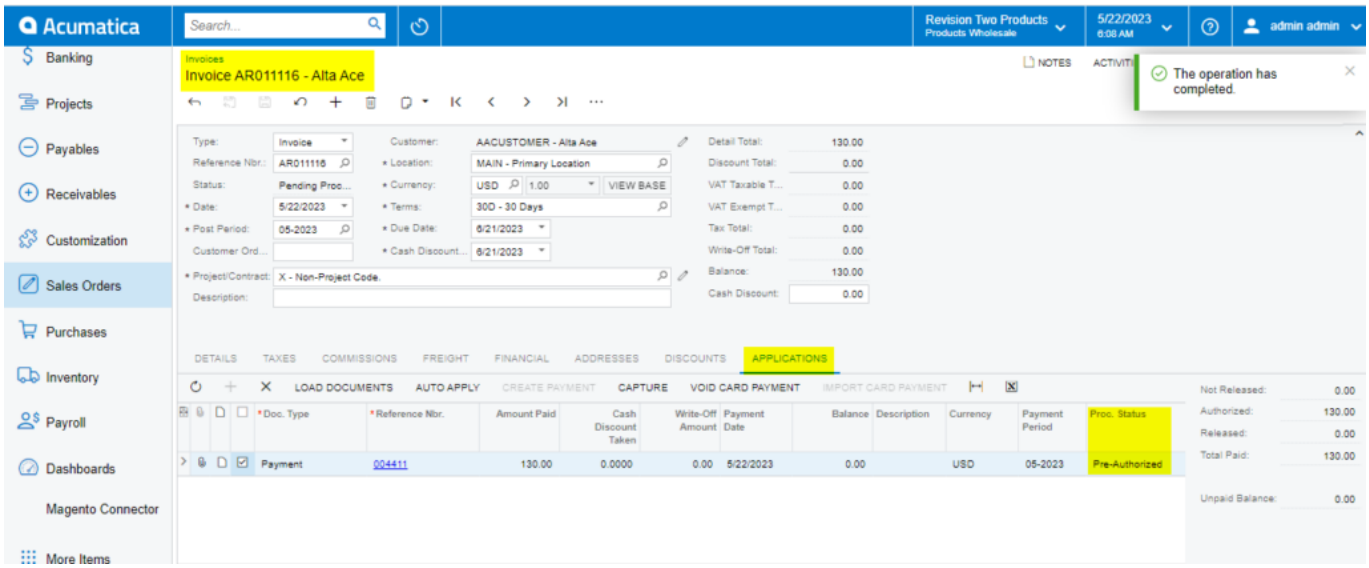
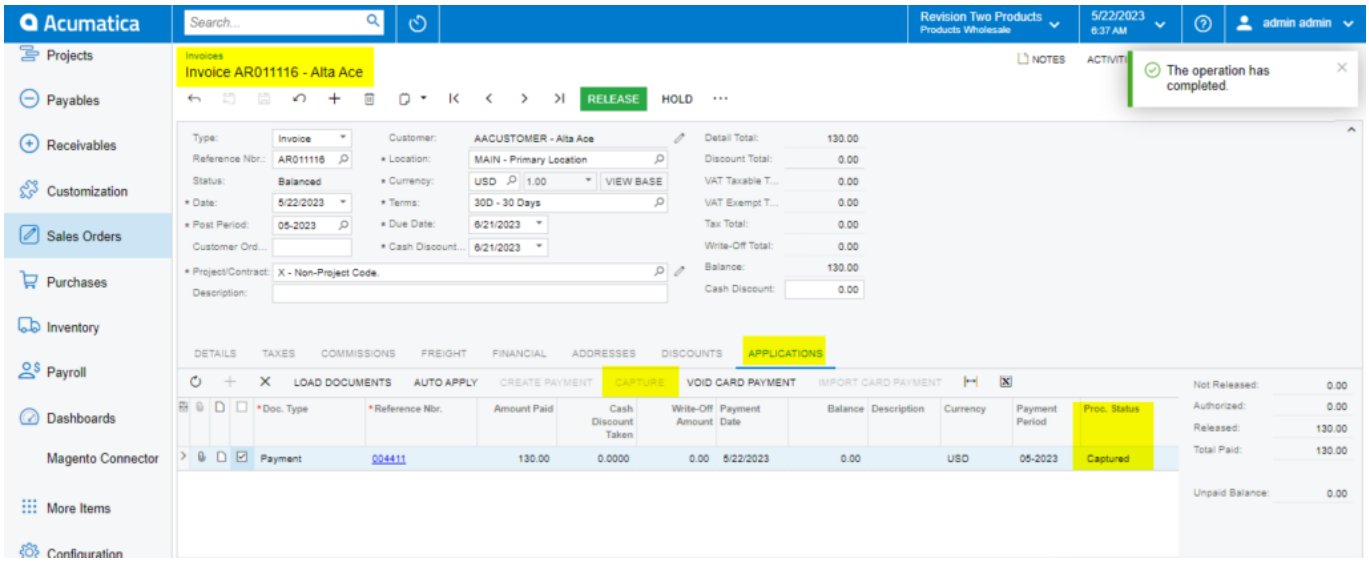


Authorize Payment action in Invoice Screen



Capture CC Payment Action in Invoice Screen

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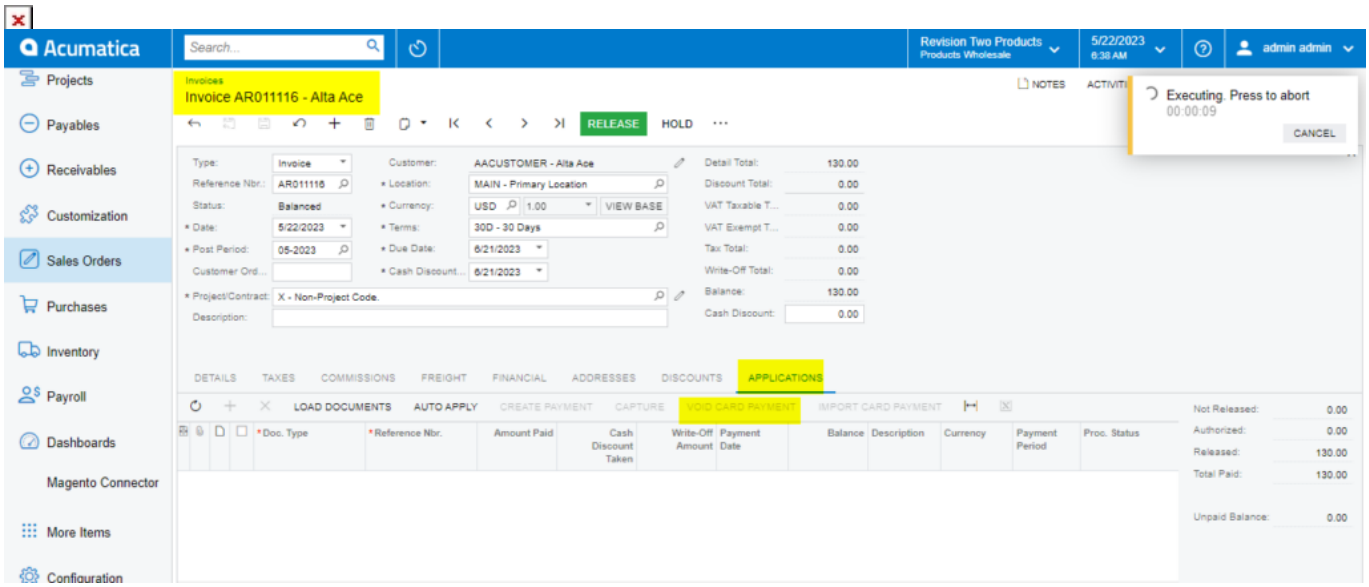

Void CC Payment at Invoices Screen

a. The Processing Status field and grid will update based on the action performed.

6. Click

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

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