

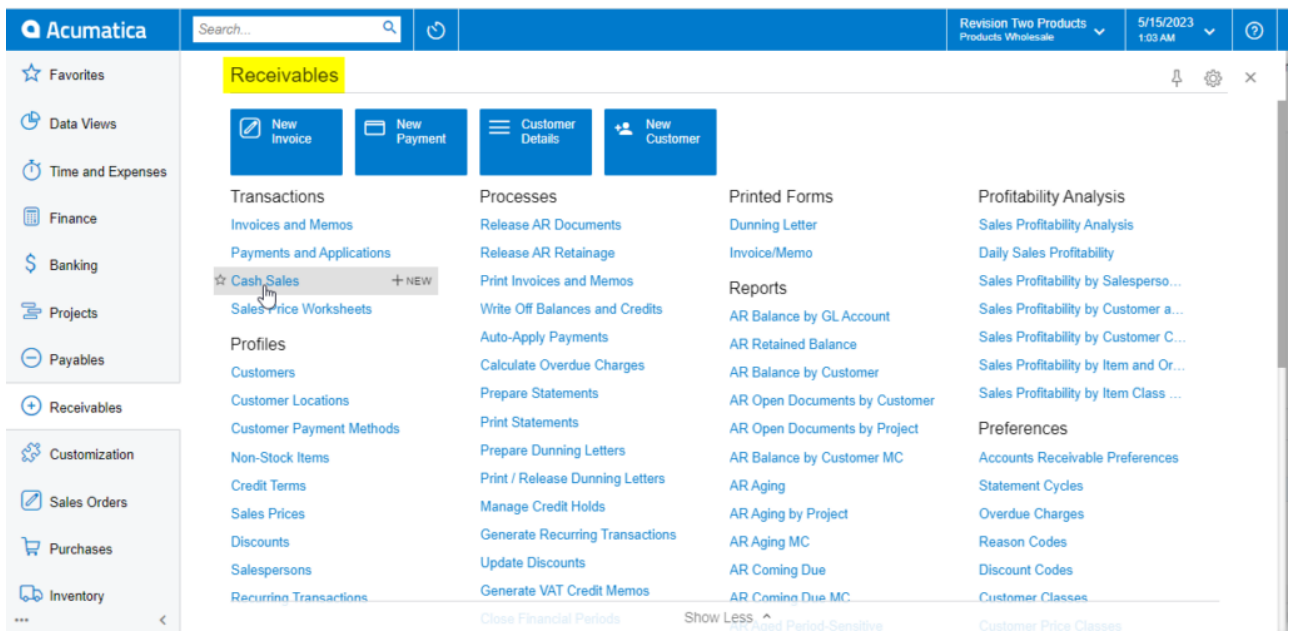
Payflow Payments via the Cash Sales Screen

Processing Payflow payments via the Cash Sales screen allows you to assign a payment method to a sales order(s). The purpose of this feature is to provide the ability to add, modify, or remove a sales order without having to exit the Cash Sales screen.

Payflow payments via the Cash Sales screen in Acumatica

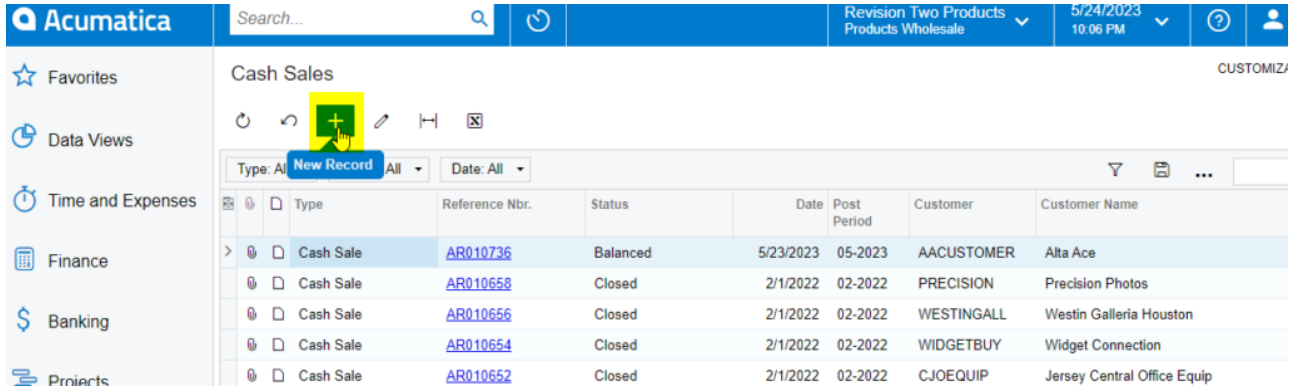
You need to add the following steps:

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



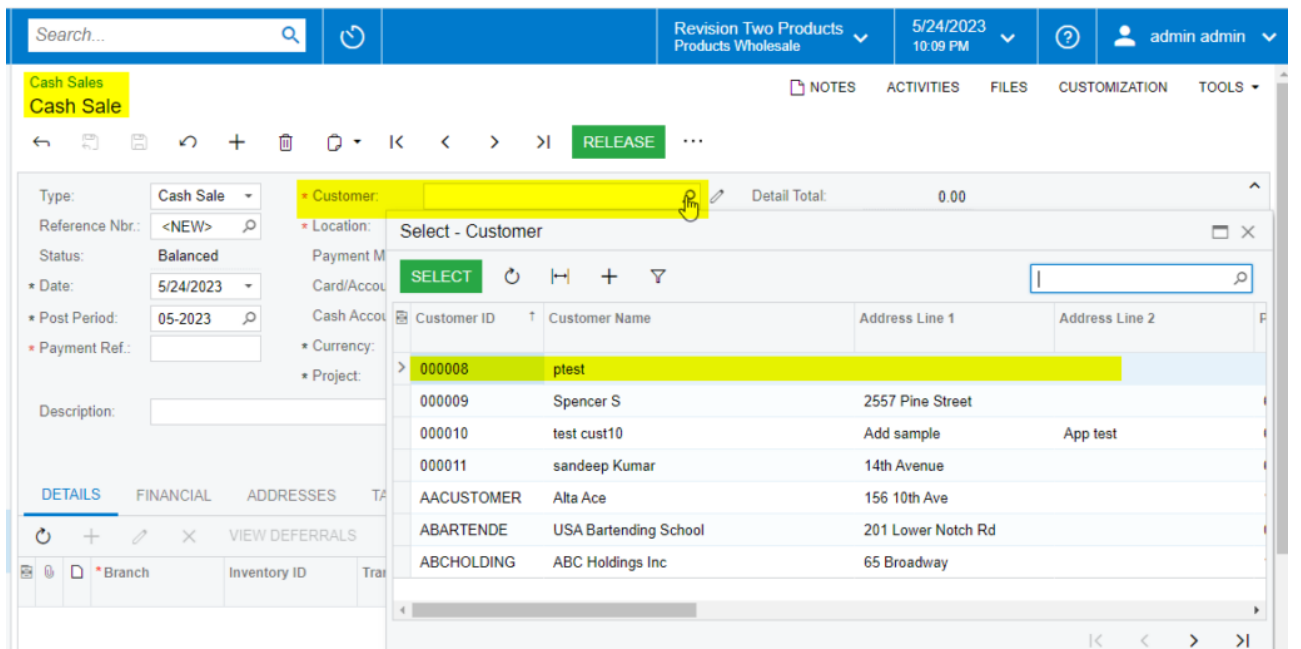
Cash Sales on Receivables Workspace Screen

3. Click on the **(+)** button.



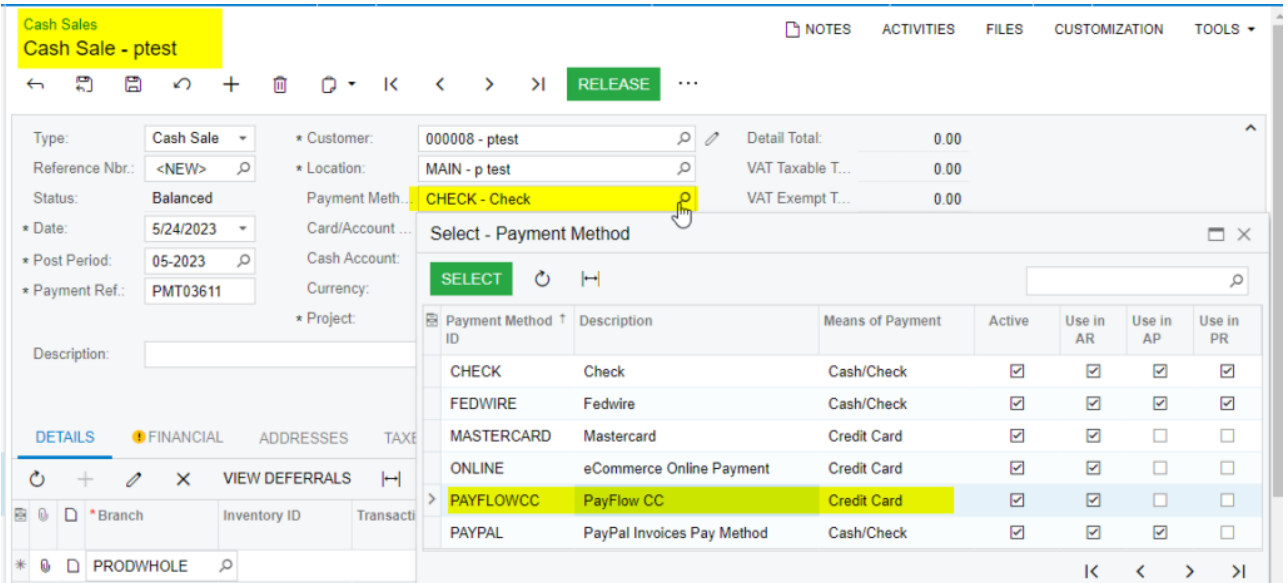
Cash Sales Screen

4. Select a customer.



Selecting a Customer on the Cash Sales Screen

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

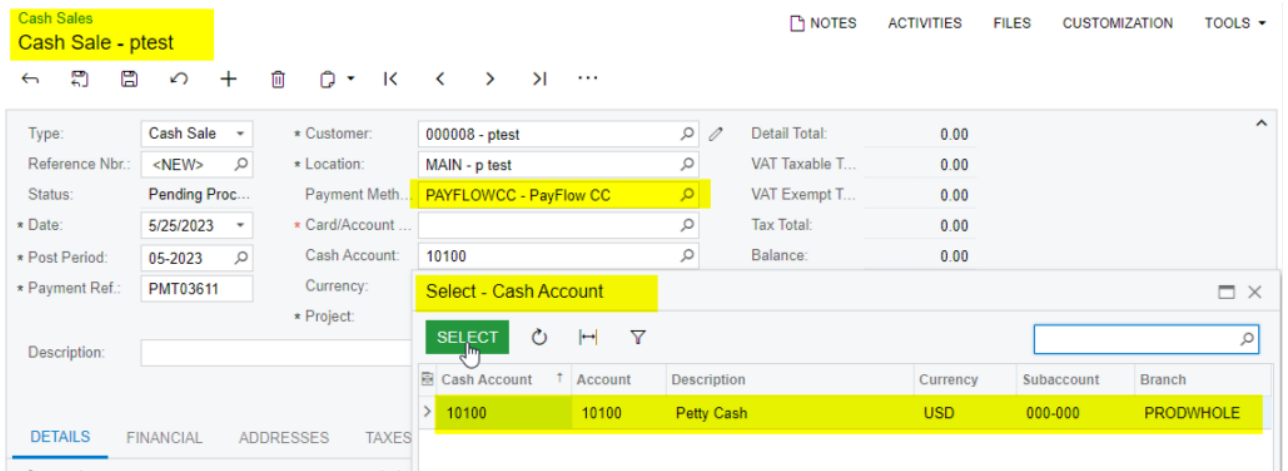


The screenshot shows the 'Cash Sale - ptest' form with the 'Payment Method' dropdown set to 'CHECK - Check'. A 'Select - Payment Method' dialog box is open, displaying a table of available payment methods. The 'PAYFLOWCC - PayFlow CC' row is highlighted in yellow.

| 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**.



The screenshot shows the 'Cash Sale - ptest' form with the 'Payment Method' dropdown set to 'PAYFLOWCC - PayFlow CC'. A 'Select - Cash Account' dialog box is open, displaying a table of available cash accounts. The '10100 - Petty Cash' row is highlighted in yellow.

| 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

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

Cash Sales
Cash Sale - ptest

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

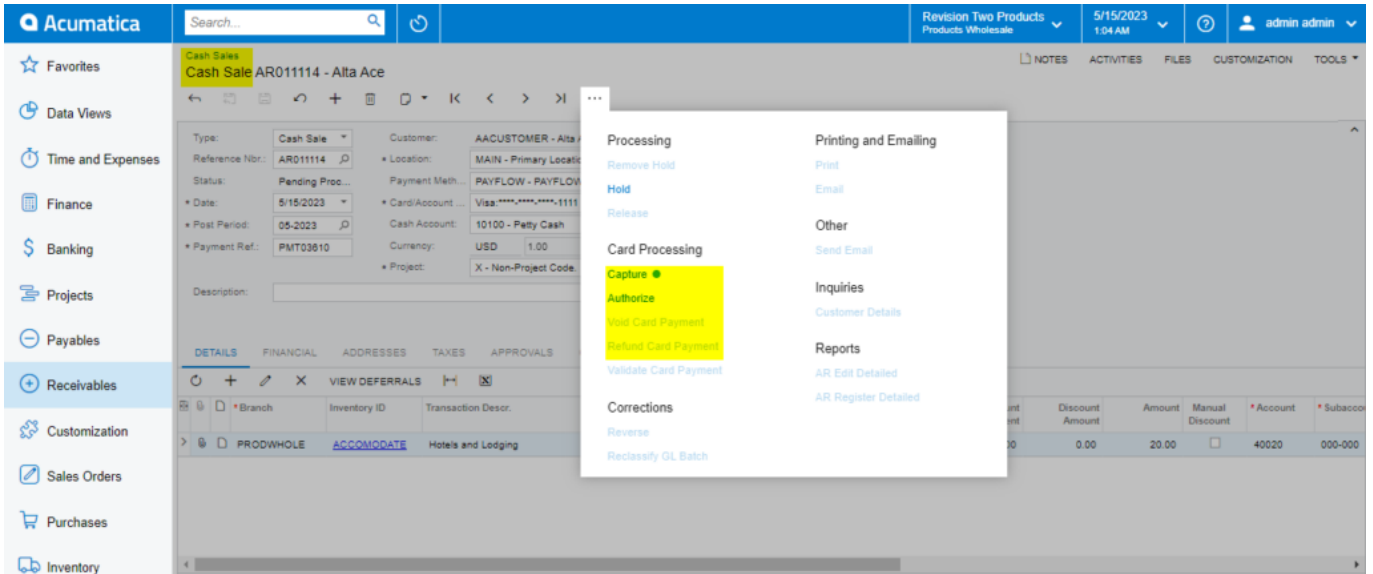
Reference Nbr.: <NEW> * Location: MAIN - p test VAT Taxable T...: 0.00
 Status: Pending Proc... Payment Meth...: PAYFLOWCC - PayFlow CC VAT Exempt T...: 0.00
 * Date: 5/25/2023 * Card/Account ...: Tax Total: 0.00
 * Post Period: 05-2023 Cash Account: 10100 - Petty Cash Balance: 0.00
 * Payment Ref.: 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 Resp |
|------------|----------------|------------|--------------|--------------|--------------------|-------------------------|-------------------------|-------------------|
|------------|----------------|------------|--------------|--------------|--------------------|-------------------------|-------------------------|-------------------|

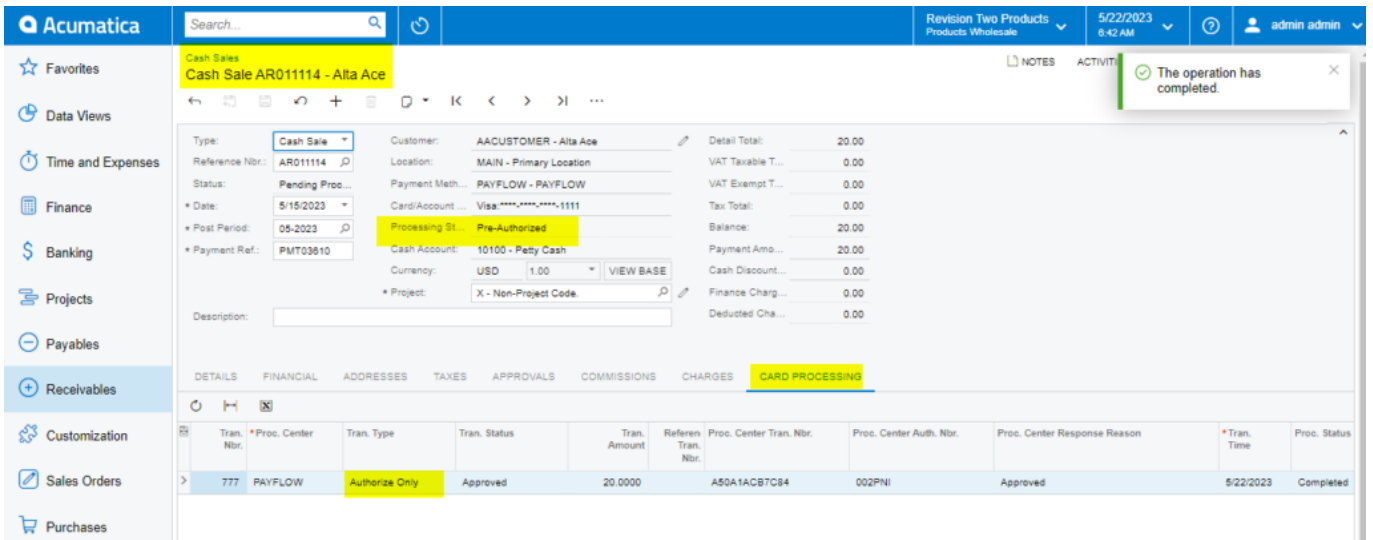
Cash Sales screen

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



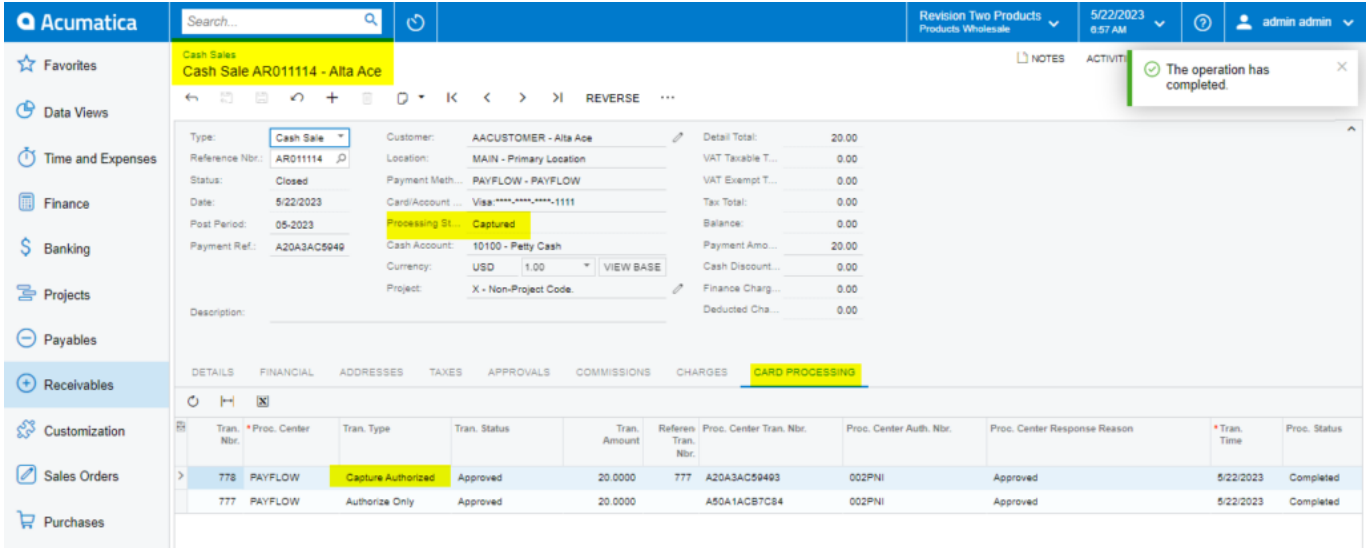
Card Processing on Cash Sales Screen

Authorize Action on Cash Sales Screen



Authorize Action on Cash Sales screen

Capture Payment by Cash Sales

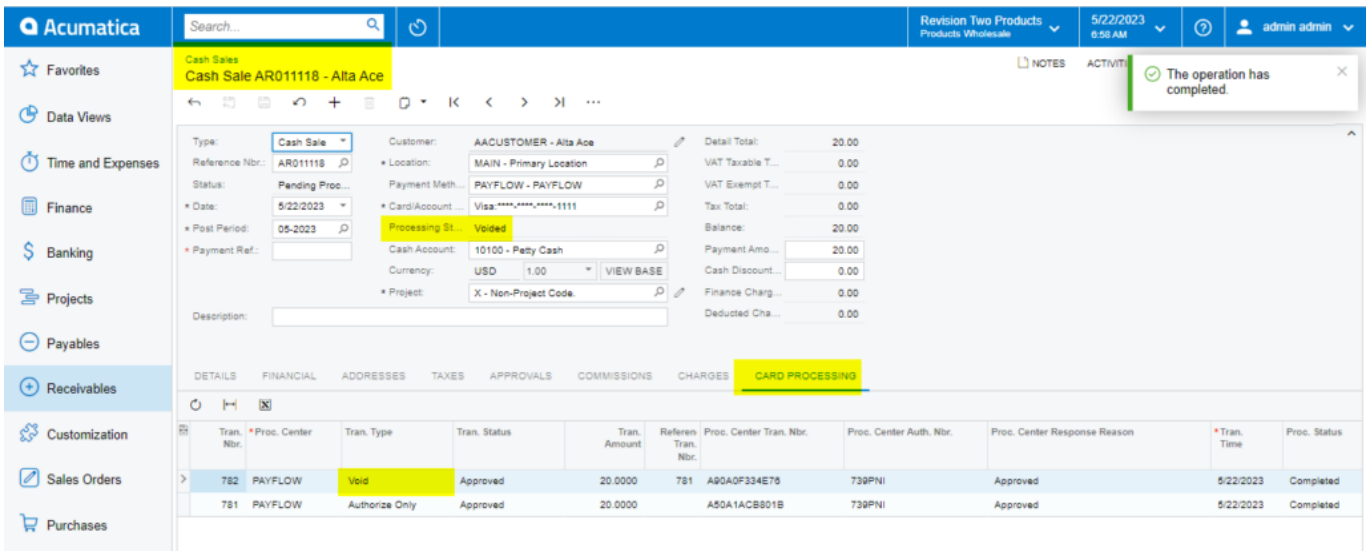


The screenshot shows the Acumatica interface for a Cash Sale AR011114. The transaction is in a 'Captured' state. A notification at the top right states 'The operation has completed.' The table below shows the transaction details:

| 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 | 20,000 | 777 | A20A3AC59493 | 002PNI | Approved | 5/22/2023 | Completed |
| 777 | PAYFLOW | Authorize Only | Approved | 20,000 | | A50A1ACB7C84 | 002PNI | Approved | 5/22/2023 | Completed |

Capture Payment on Cash Sales screen

Void On Cash Sales Screen



The screenshot shows the Acumatica interface for a Cash Sale AR011118. The transaction is in a 'Voided' state. A notification at the top right states 'The operation has completed.' The table below shows the 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 |
|------------|--------------|----------------|--------------|--------------|---------------------|-------------------------|-------------------------|------------------------------|------------|--------------|
| 782 | PAYFLOW | Void | Approved | 20,000 | 781 | A90A0F334E78 | 739PNI | Approved | 5/22/2023 | Completed |
| 781 | PAYFLOW | Authorize Only | Approved | 20,000 | | A50A1ACB801B | 739PNI | Approved | 5/22/2023 | Completed |

Void on Cash Sales screen

