



PENTAGON 2000 SOFTWARE

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## PayPal Interface Module

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<b>TITLE:</b>	PayPal Interface Module		
<b>PART:</b>	Accounting and Financials		
<b>MODULE:</b>	PayPal Interface Module	<b>BUILD</b>	9.0.1.17
<b>RESPONSIBILITY:</b>	Procedures Specialist, Pentagon 2000	<b>REVISION:</b>	00
<b>APPROVED BY:</b>	Vice President, Operations, Pentagon 2000	<b>EFFECTIVE DATE:</b>	06/27/2014

## Purpose

This module enables your organization to accept credit card payments from customers via PayPal through input within the user interface. This module eliminates the need to open PayPal in a second screen to perform transactions and keeps a record of the PayPal transaction within the system.

**NOTE: Use of this module requires a PayPal Payments Pro account.**

## Overview

This procedure outlines the steps for setup and use of the PayPal Interface Module.

## Required Modules/Features

- Pentagon 2000 Core
- Accounting Module
- PayPal Interface Module

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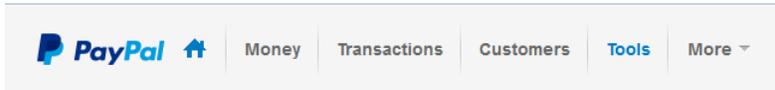
## Procedure

### 1. PayPal Setup

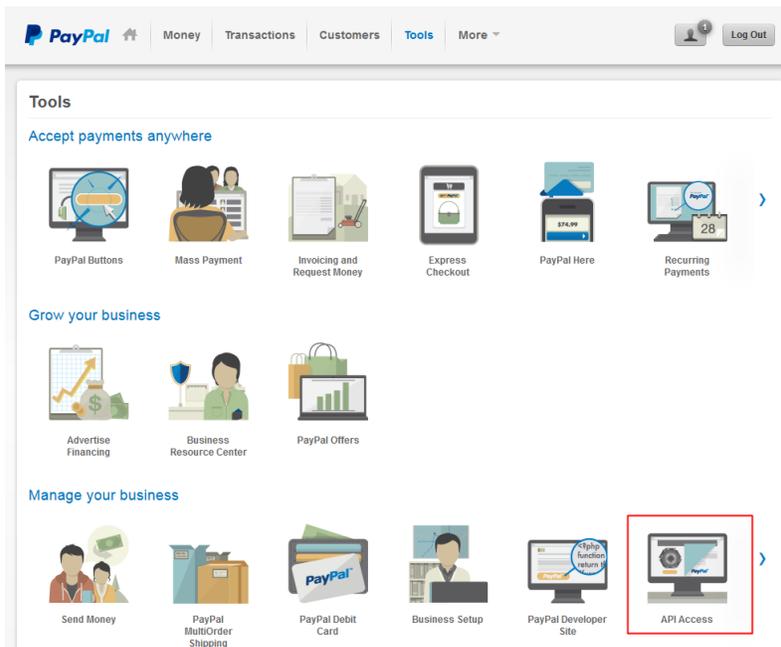
- a. Go to PayPal.com and sign-in to the account that will be used to accept payments.

**NOTE:** The PayPal account that is linked to accept payments must be upgraded to PayPal Payments Pro to accept credit cards through the Pentagon 2000 PayPal Interface Module

- b. Left-click the **Tools** option from the **PayPal** toolbar.

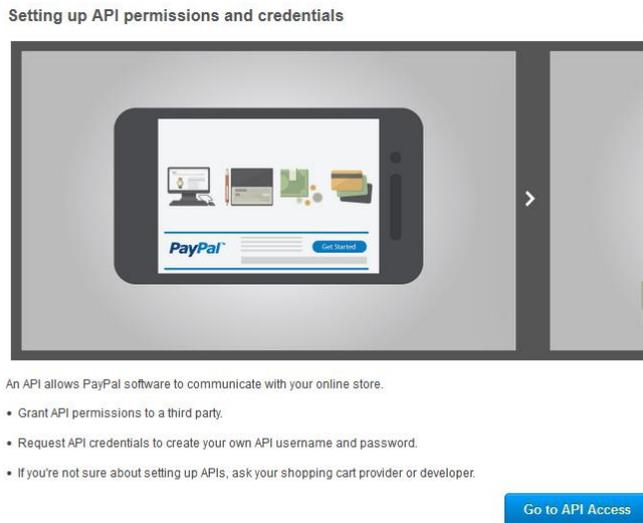


- c. The **Tools** page will appear. Left-click the **API Access** option from the **Tools** page.

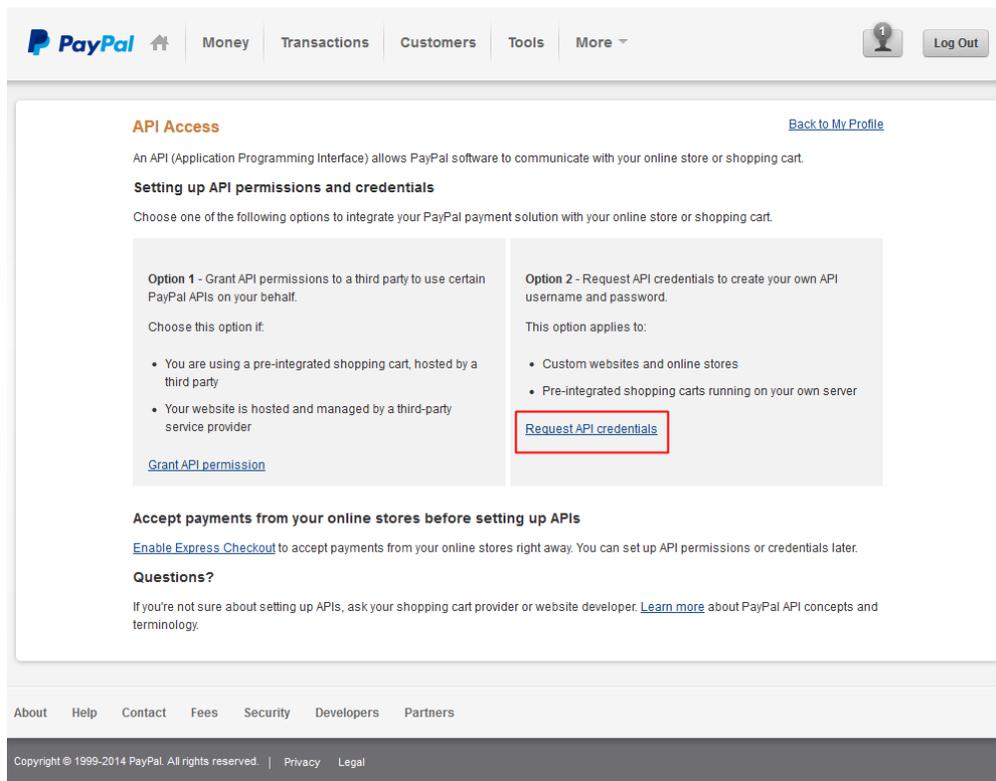


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d. The **Setting up API permissions and credentials** window will appear. Left-click the **Go to API Access** button.



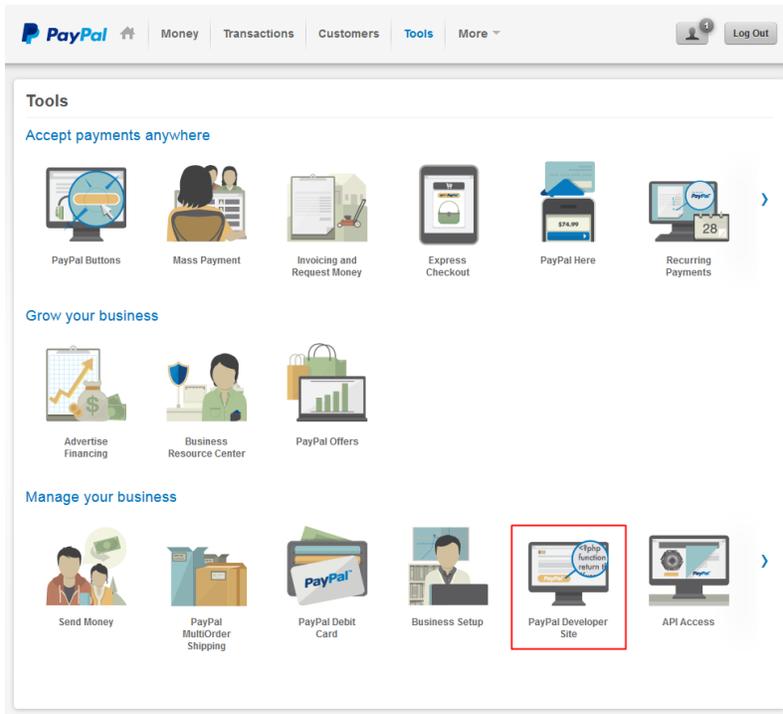
e. The **API Access** page will appear. Left-click the **Request API credentials** link.



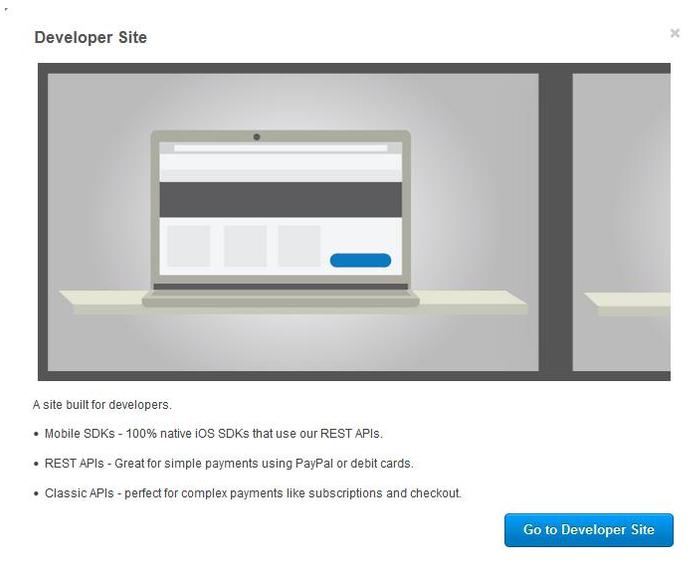


## 2. Test PayPal Interface Setup

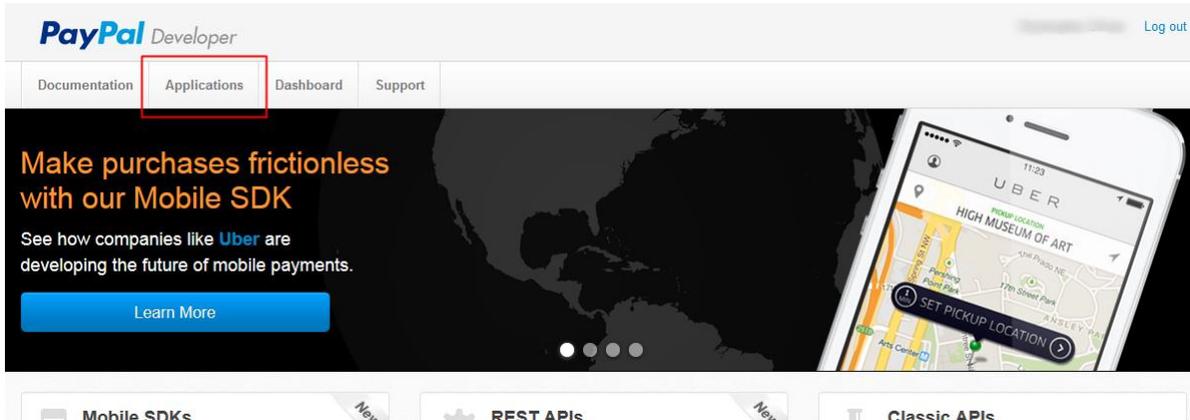
a. From the **Tools** page (on the PayPal website), left-click the **PayPal Developer Site** option.



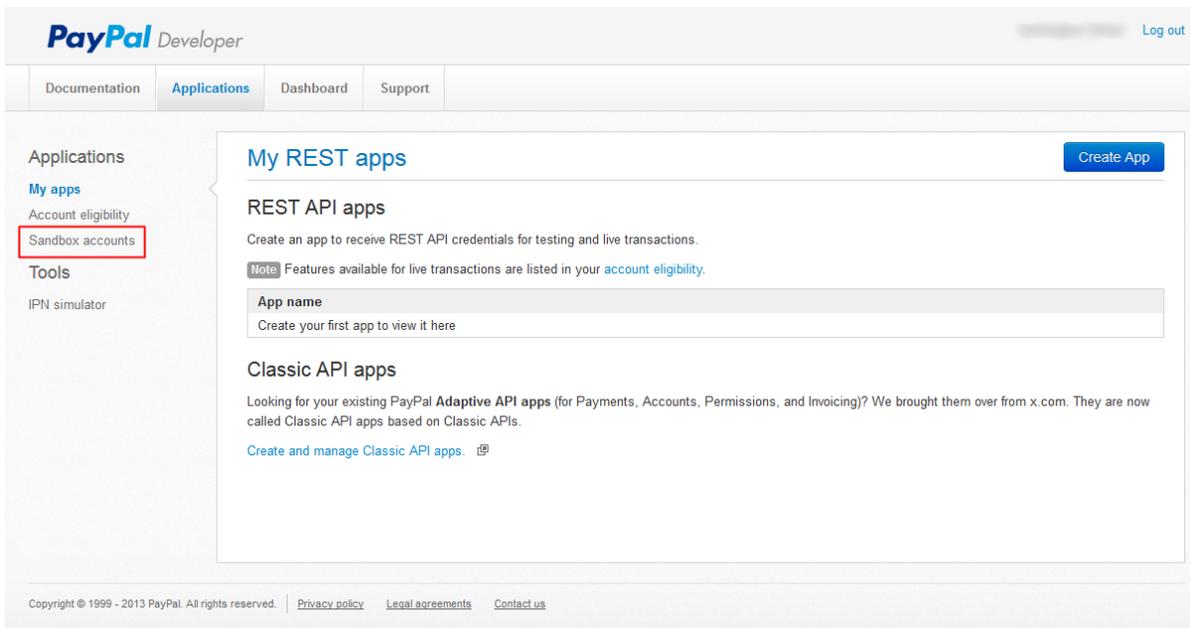
b. The **Developer Site** window will appear. Left-click the **Go to Developer Site** button.



- c. The **PayPal Developer Home Page** will appear. Left-click the **Applications** option from the **PayPal Developer** toolbar.

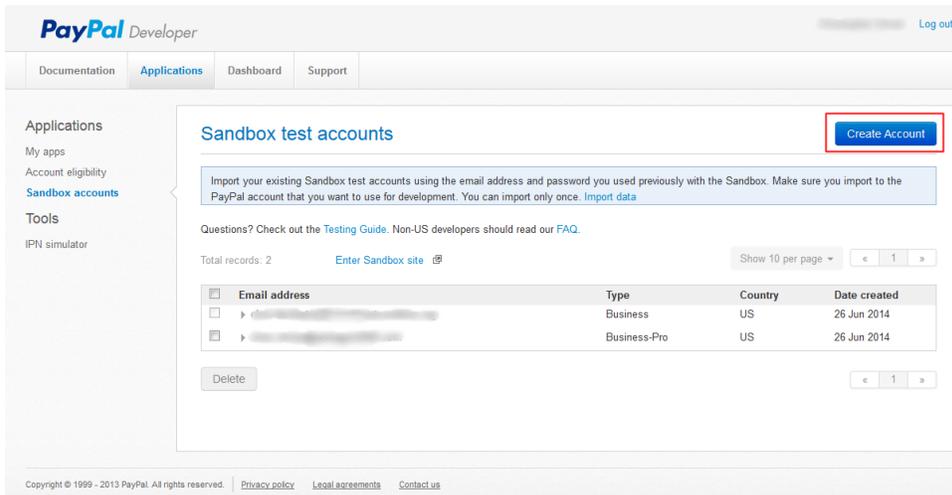


- d. The **Applications** page will appear. Left-click the **Sandbox accounts** option from the **Applications** page left sidebar.



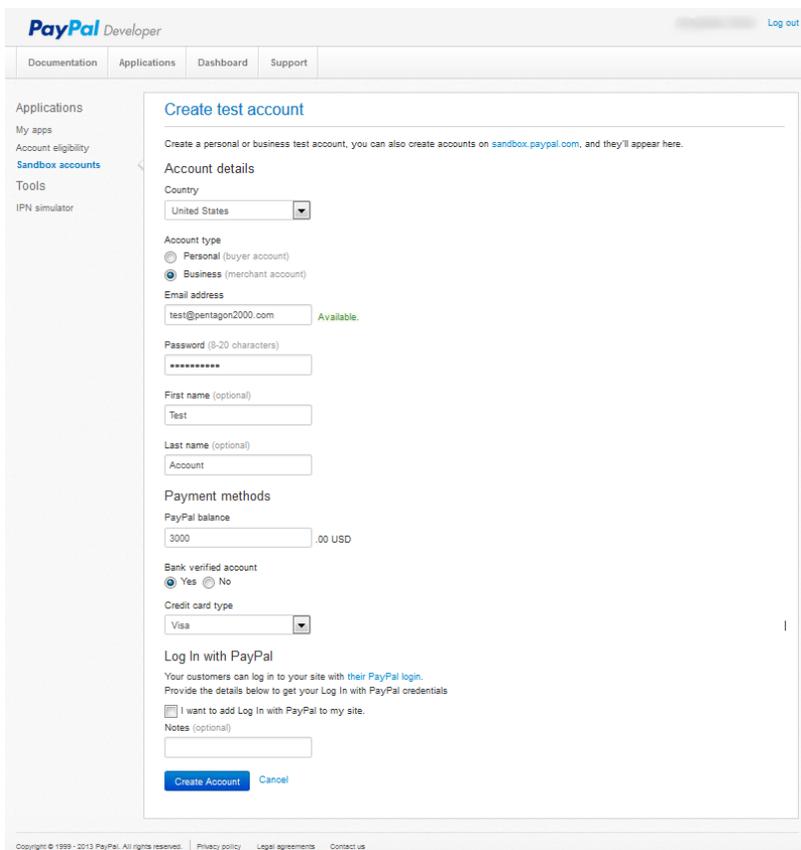
CONTINUE TO NEXT PAGE

e. The **Sandbox test accounts** page will appear. Left-click the **Create Account** button.



The screenshot shows the PayPal Developer interface. The main content area is titled "Sandbox test accounts" and features a "Create Account" button in the top right corner, which is highlighted with a red rectangular box. Below the button, there is a text box with instructions: "Import your existing Sandbox test accounts using the email address and password you used previously with the Sandbox. Make sure you import to the PayPal account that you want to use for development. You can import only once. [Import data](#)". Below this, there is a table with columns: "Email address", "Type", "Country", and "Date created". The table contains two rows of data, both with "US" as the country and "26 Jun 2014" as the date created. A "Delete" button is located at the bottom left of the table area. The left sidebar contains navigation links for "Applications", "My apps", "Account eligibility", "Sandbox accounts", "Tools", and "IPN simulator".

f. The **Create test account** window will appear.



The screenshot shows the "Create test account" form in the PayPal Developer interface. The form is titled "Create test account" and includes the following sections:

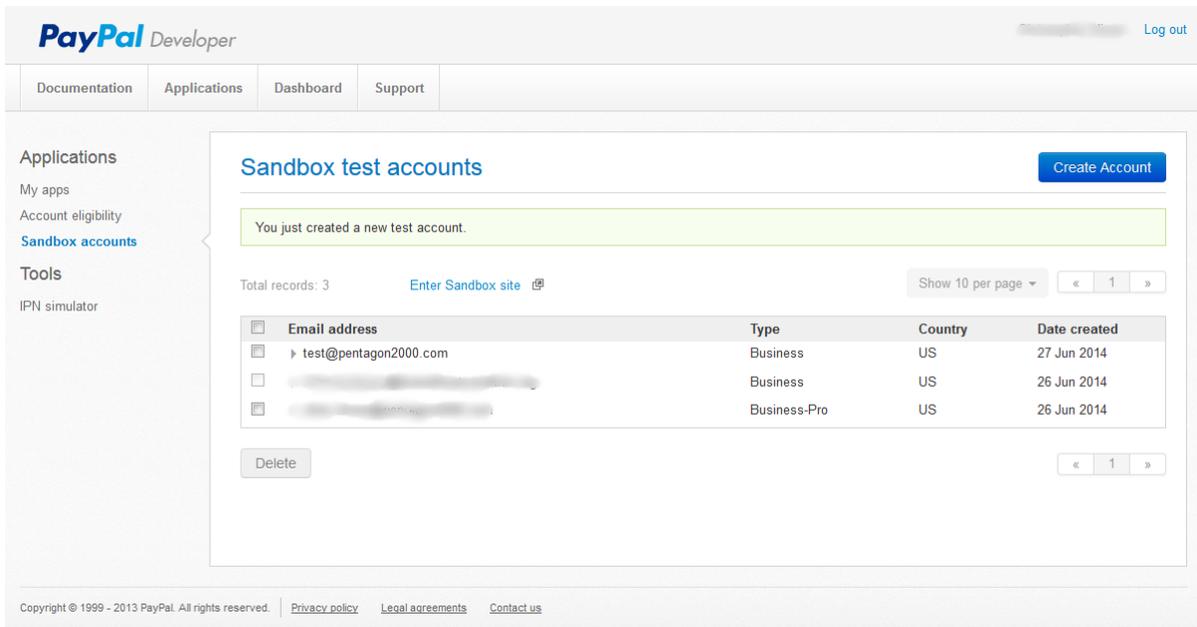
- Account details:**
  - Country: A dropdown menu with "United States" selected.
  - Account type: Radio buttons for "Personal (buyer account)" and "Business (merchant account)". The "Business" option is selected.
  - Email address: A text field containing "test@pentagon2000.com" with a green "Available" status indicator.
  - Password (8-20 characters): A masked text field.
  - First name (optional): A text field containing "Test".
  - Last name (optional): A text field containing "Account".
- Payment methods:**
  - PayPal balance: A text field containing "3000" followed by ".00 USD".
  - Bank verified account: Radio buttons for "Yes" (selected) and "No".
  - Credit card type: A dropdown menu with "Visa" selected.
- Log in with PayPal:**
  - A checkbox for "I want to add Log In with PayPal to my site." which is checked.
  - A text field for "Notes (optional)".

At the bottom of the form, there are two buttons: "Create Account" and "Cancel".

i. **Account details** section

1. **Country** field – Select the appropriate country.

2. **Account** type field – Select the “Business” radio button.
  3. **Email address** field – Enter the email address that will be used as the login for the test account (this does not need to be a valid email address).
  4. **Password** field – Enter the password to be used for the test account.
  5. **First Name** field – Enter the first name to be associated with the test account.
  6. **Last Name** field – Enter the last name to be associated with the test account.
- ii. **Payment methods** section
1. **PayPal Balance** field – Enter the beginning balance that you would like to have in the test account.
  2. **Bank verified account** field – Select the “Yes” radio button.
  3. **Credit card type** field – Select any option.
- iii. **Log In with PayPal** section
1. **I want to add Log In with PayPal to my site** flag – Do NOT mark as “checked”.
  2. **Notes** field – Enter any notes that you would like regarding this test account.
- g. Left-click the **Create Account** button.
- h. The **Sandbox test accounts** page will appear and the new account will appear on the list.



The screenshot shows the PayPal Developer interface for managing sandbox test accounts. The main content area is titled "Sandbox test accounts" and includes a "Create Account" button. A green notification banner states "You just created a new test account." Below this, there is a table of test accounts with the following data:

Email address	Type	Country	Date created
test@pentagon2000.com	Business	US	27 Jun 2014
[Redacted]	Business	US	26 Jun 2014
[Redacted]	Business-Pro	US	26 Jun 2014

The page also includes a "Delete" button and pagination controls. The footer contains copyright information and links to privacy policy, legal agreements, and contact us.

- i. Left-click the email address; the line will expand to show a menu of choices. Left-click the **Profile** option.

<input type="checkbox"/>	Email address	Type	Country	Date created
<input type="checkbox"/>	test@pentagon2000.com <a href="#">Profile</a>   <a href="#">Notifications</a>	Business	US	27 Jun 2014

- j. The **Account details** window will appear. Left-click **Upgrade to Pro**.

**Account details** ×

Profile
API credentials
Funding
Settings

Email ID: test@pentagon2000.com

Password: [Change password](#)

Account type: Business Upgrade to Pro

Status: Verified

Country: US

Notes:

[Close](#)

- k. The **Account details** window will expand. Left-click the **Enable** button.

**Account details** ×

Profile
API credentials
Funding
Settings

Email ID: test@pentagon2000.com

Password: [Change password](#)

Account type: Business [Upgrade to Pro](#)

PayPal Payments Pro gives you the ability to accept credit cards, debit cards, and PayPal payments on your website using two API-based solutions. [Learn more](#)

**Note:** Once enabled, you cannot disable PayPal Payments Pro. Test different scenarios by creating multiple accounts.

Status: Verified

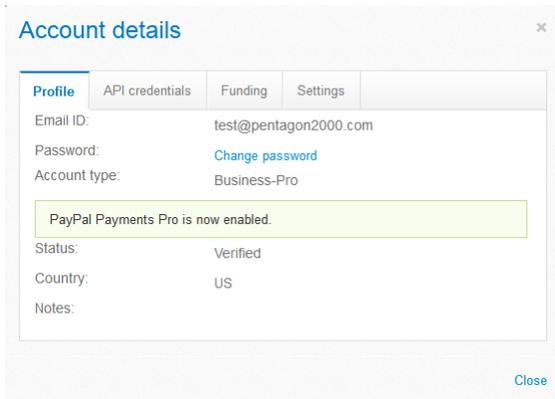
Country: US

Notes:

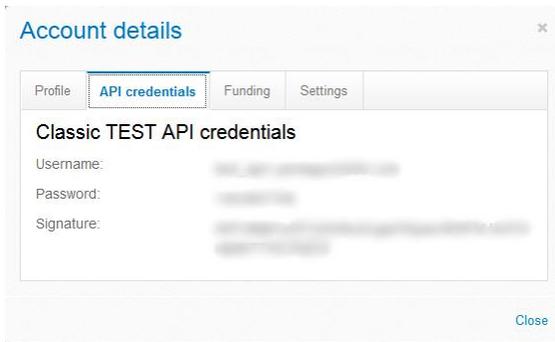
[Close](#)

*CONTINUE TO NEXT PAGE*

- I. A message will appear indicating that PayPal Payments Pro is now enabled.



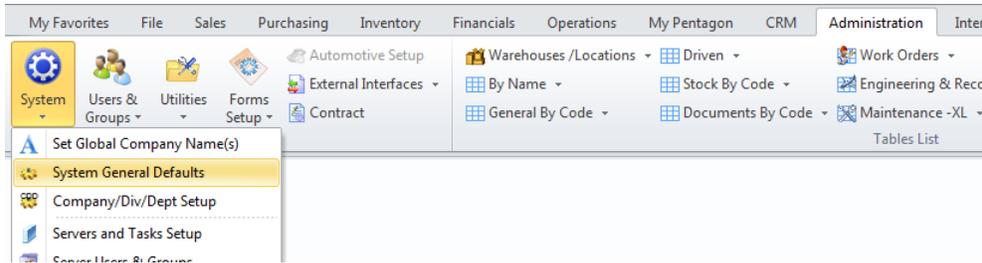
- m. Left-click the **API credentials** tab on the **Account details** window.
- n. The **Classic TEST API credentials** information will appear. Take note of the **Username**, **Password**, and **Signature**; those fields will be used within the Pentagon 2000 administrative setup.



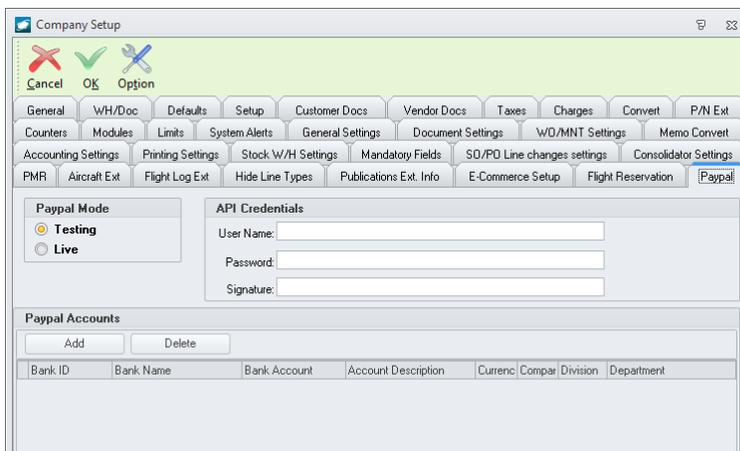
*END OF SECTION*

### 3. Administrative Setup

- a. From the ribbon, left-click **Administration**, left-click **System** and left-click **System General Defaults**.



- b. The **Company Setup** will appear. Left-click the **Paypal** tab.



- i. **PayPal Mode** group box
  1. **Testing** radio button – Enables link through PayPal sandbox account to allow testing transactions to be performed.
  2. **Live** radio button – Enables link to live PayPal account to allow actual transactions to be performed.
- ii. **API Credentials** group box – This section of the setup enables the integration of the Pentagon 2000 user interface with PayPal

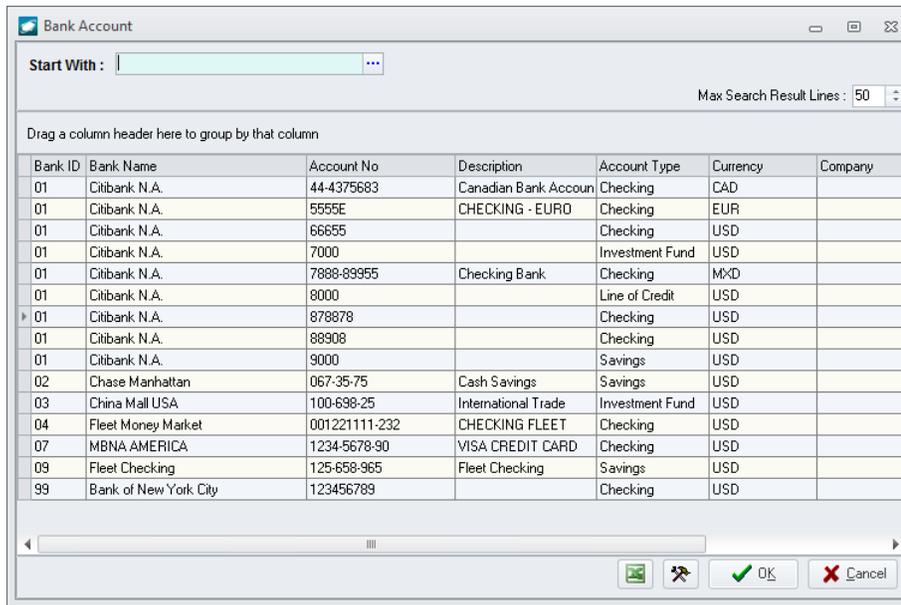
**NOTE:** During testing, the API credentials from the PayPal sandbox account must be entered. When operating in a live environment, the API credentials from the actual PayPal account must be entered.

1. **User Name** field – Enter the **API Username** provided by PayPal.
2. **Password** field – Enter the **API Password** provided by PayPal.
3. **Signature** field – Enter the **Signature** provided by PayPal.

- iii. **PayPal Accounts** group box – This section of the setup identifies the bank account to which PayPal funds will be deposited.

**NOTE:** If your system is licensed as an Advanced Multi Company, the **PayPal Accounts** group box will appear on the **PayPal** tab of the **Company/Div/Dept Setup** window.

1. Left-click the **Add** button in the **PayPal Accounts** group box. The list of bank accounts from the **Financials Administration Bank List** will appear.



The screenshot shows a window titled "Bank Account" with a search bar at the top and a grid of bank accounts below. The grid has columns for Bank ID, Bank Name, Account No, Description, Account Type, Currency, and Company. The following table represents the data shown in the grid:

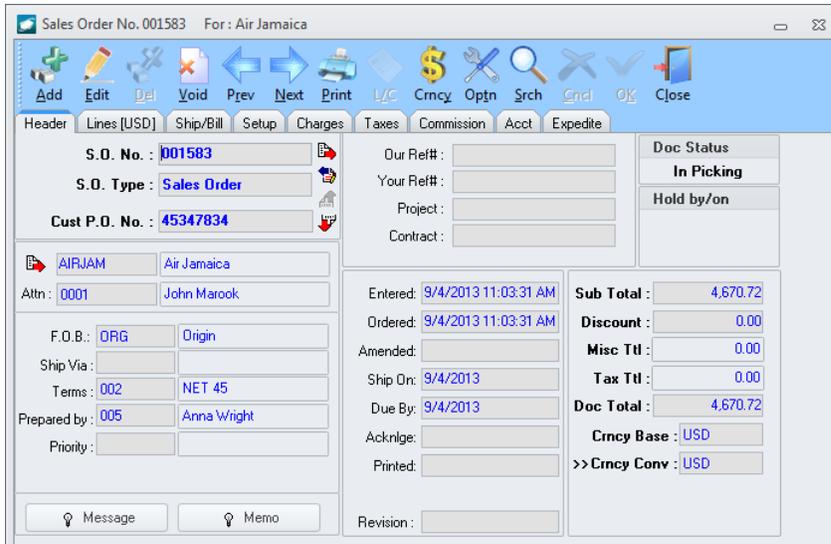
Bank ID	Bank Name	Account No	Description	Account Type	Currency	Company
01	Citibank N.A.	44-4375683	Canadian Bank Account	Checking	CAD	
01	Citibank N.A.	5555E	CHECKING - EURO	Checking	EUR	
01	Citibank N.A.	66655		Checking	USD	
01	Citibank N.A.	7000		Investment Fund	USD	
01	Citibank N.A.	7888-89955	Checking Bank	Checking	MXD	
01	Citibank N.A.	8000		Line of Credit	USD	
01	Citibank N.A.	878878		Checking	USD	
01	Citibank N.A.	88908		Checking	USD	
01	Citibank N.A.	9000		Savings	USD	
02	Chase Manhattan	067-35-75	Cash Savings	Savings	USD	
03	China Mall USA	100-698-25	International Trade	Investment Fund	USD	
04	Fleet Money Market	001221111-232	CHECKING FLEET	Checking	USD	
07	MBNA AMERICA	1234-5678-90	VISA CREDIT CARD	Checking	USD	
09	Fleet Checking	125-658-965	Fleet Checking	Savings	USD	
99	Bank of New York City	123456789		Checking	USD	

2. Select the account (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).
  3. The account will appear in the grid within the **PayPal Accounts** group box.
- iv. Left-click the **OK** button from the **Company Setup** window toolbar to save the settings and close the window.

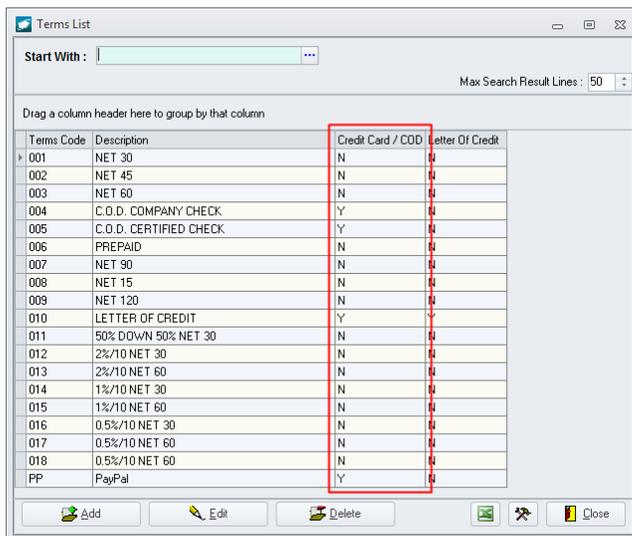
END OF SECTION

#### 4. Sales Order Transactions

- a. Once a sales order has been created and all applicable costs have been identified, left-click the **Header** tab.



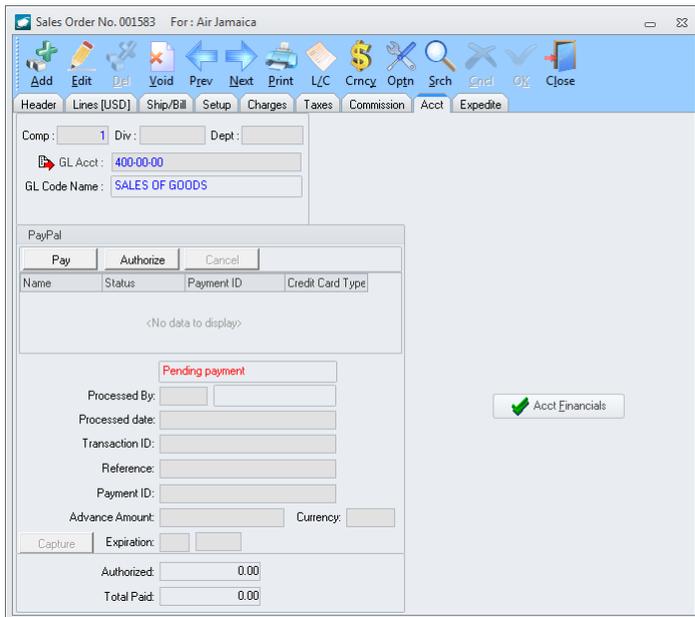
- b. Ensure the terms identified within the **Terms** field are setup as **Credit Card/COD**.
  - i. Left-click the **Edit** button on the **Sales Order** window toolbar to put the document into “edit” mode.
  - ii. Left-click the ellipsis within the **Terms** field. The **Terms List** search window will appear.



Terms Code	Description	Credit Card / COD	Letter Of Credit
001	NET 30	N	N
002	NET 45	N	N
003	NET 60	N	N
004	C.O.D. COMPANY CHECK	Y	N
005	C.O.D. CERTIFIED CHECK	Y	N
006	PREPAID	N	N
007	NET 90	N	N
008	NET 15	N	N
009	NET 120	N	N
010	LETTER OF CREDIT	Y	Y
011	50% DOWN 50% NET 30	N	N
012	2%/10 NET 30	N	N
013	2%/10 NET 60	N	N
014	1%/10 NET 30	N	N
015	1%/10 NET 60	N	N
016	0.5%/10 NET 30	N	N
017	0.5%/10 NET 60	N	N
018	0.5%/10 NET 60	N	N
PP	PayPal	Y	N

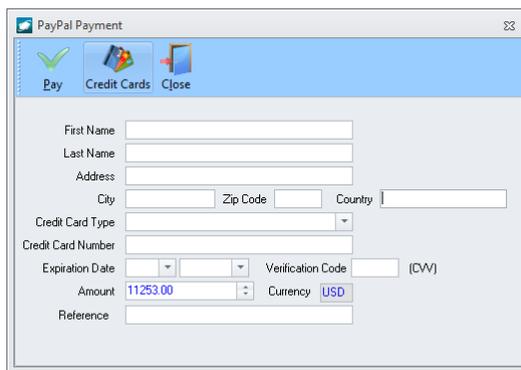
- iii. Select terms which have a “Y” in the **Credit Card/COD** column (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).
- iv. Left-click the **OK** button on the **Sales Order** window toolbar to save the changes.

c. Left-click the **Acct** tab



i. Pay – This option allows you to process a credit card payment.

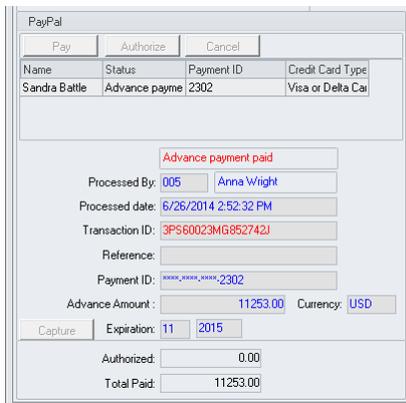
1. Left-click the **Pay** button within the **PayPal** group box.
2. The **PayPal Payment** window will appear.



**NOTE:** All fields are mandatory except the **Reference** field.

3. If the customer has a credit card on file (in the **Customer** file), left-click the **Credit Cards** button on the **PayPal Payment** window toolbar and select the credit card to complete the form; otherwise the form may be completed manually.
  - a. **First Name** field – Enter the first name as it appears on the card.
  - b. **Last Name** field – Enter the last name as it appears on the card.

- c. **Address** field – Enter the billing address (this will be populated from the sales order customer, but may be modified if necessary).
  - d. **City** field – Enter the billing address city (this will be populated from the sales order customer, but may be modified if necessary).
  - e. **Zip Code** field – Enter the billing address ZIP code (this will be populated from the sales order customer, but may be modified if necessary).
  - f. **Country** field – Enter the billing address country (this will be populated from the sales order customer, but may be modified if necessary).
  - g. **Credit Card Type** field – Select the type of credit card being used.
  - h. **Credit Card Number** field – Enter the credit card number (do not include spaces).
  - i. **Expiration Date** field – Enter the month and year of the credit card expiration date.
  - j. **Verification Code** field – Enter the 3 or 4 digit CVV.
  - k. **Amount** field – Displays the amount to be charged (this will be populated from the sales order, but may be modified if necessary).
  - l. **Currency** field – Displays the currency in which the payment will be collected (this value cannot be modified).
  - m. **Reference** field – Enter any reference number or notes desired.
4. Left-click the **Pay** button on the **PayPal Payment** window toolbar.
  5. A process running window will appear, then disappear and the status on the **Acct** tab will be updated displaying “Advance payment paid”.



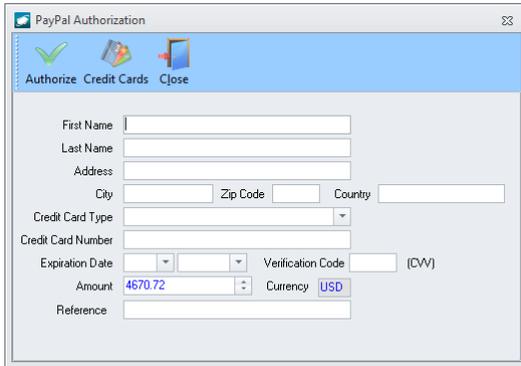
The screenshot shows the PayPal Payment window with the following details:

Name	Status	Payment ID	Credit Card Type
Sandra Battle	Advance payme	2302	Visa or Delta Cai

Transaction details:

- Advance payment paid
- Processed By: 005 | Anna Wright
- Processed date: 6/26/2014 2:52:32 PM
- Transaction ID: 3PS60023MG852742J
- Reference:
- Payment ID: \*\*\*\*\_\*\*\*\*\_\*\*\*\*\_2302
- Advance Amount: 11253.00 | Currency: USD
- Expiration: 11 | 2015
- Authorized: 0.00
- Total Paid: 11253.00

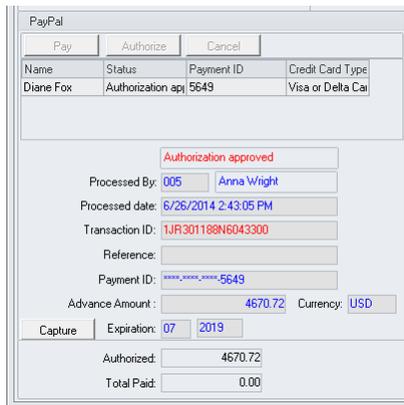
- ii. **Authorize** – This option allows you to process a credit card authorization without charging the customer’s credit card.
  1. Left-click the **Authorize** button within the **PayPal** group box.
  2. The **PayPal Authorization** window will appear.



**NOTE:** All fields are mandatory except the **Reference** field.

3. If the customer has a credit card on file (in the **Customer** file), left-click the **Credit Cards** button on the **PayPal Authorization** window toolbar and select the credit card to complete the form; otherwise the form may be completed manually.
  - a. **First Name** field – Enter the first name as it appears on the card.
  - b. **Last Name** field – Enter the last name as it appears on the card.
  - c. **Address** field – Enter the billing address (this will be populated from the sales order customer, but may be modified if necessary).
  - d. **City** field – Enter the billing address city (this will be populated from the sales order customer, but may be modified if necessary).
  - e. **Zip Code** field – Enter the billing address ZIP code (this will be populated from the sales order customer, but may be modified if necessary).
  - f. **Country** field – Enter the billing address country (this will be populated from the sales order customer, but may be modified if necessary).
  - g. **Credit Card Type** field – Select the type of credit card being used.
  - h. **Credit Card Number** field – Enter the credit card number (do not include spaces).
  - i. **Expiration Date** field – Enter the month and year of the credit card expiration date.

- j. **Verification Code** field – Enter the 3 or 4 digit CVV.
  - k. **Amount** field – Displays the amount to be charged (this will be populated from the sales order, but may be modified if necessary).
  - l. **Currency** field – Displays the currency in which the payment will be collected (this value cannot be modified).
  - m. **Reference** field – Enter any reference number or notes desired.
4. Left-click the **Authorize** button on the **PayPal Authorization** window toolbar.
  5. A process running window will appear, then disappear and the status on the **Acct** tab will be updated displaying “Authorization Approved”.

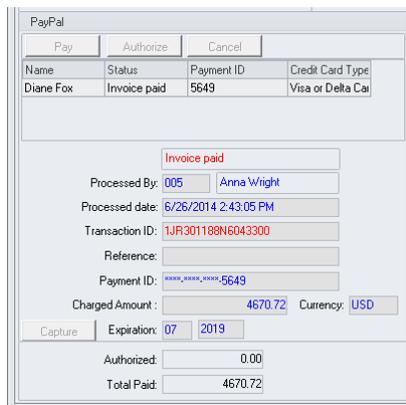


The screenshot shows the PayPal Authorization window with the following details:

Name	Status	Payment ID	Credit Card Type
Diane Fox	Authorization approved	5649	Visa or Delta Cai

Processed By: 005 Anna Wright  
 Processed date: 6/26/2014 2:43:05 PM  
 Transaction ID: 1JR301188N6043300  
 Reference:   
 Payment ID: \*\*\*\* \* 5649  
 Advance Amount: 4670.72 Currency: USD  
 Capture Expiration: 07 2019  
 Authorized: 4670.72  
 Total Paid: 0.00

6. Once the payment is ready to be processed, left-click the **Capture** button.
7. A process running window will appear, then disappear and the status on the **Acct** tab will be updated displaying “Invoice Paid”.



The screenshot shows the PayPal Authorization window with the following details:

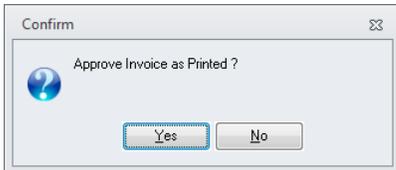
Name	Status	Payment ID	Credit Card Type
Diane Fox	Invoice paid	5649	Visa or Delta Cai

Processed By: 005 Anna Wright  
 Processed date: 6/26/2014 2:43:05 PM  
 Transaction ID: 1JR301188N6043300  
 Reference:   
 Payment ID: \*\*\*\* \* 5649  
 Charged Amount: 4670.72 Currency: USD  
 Capture Expiration: 07 2019  
 Authorized: 0.00  
 Total Paid: 4670.72

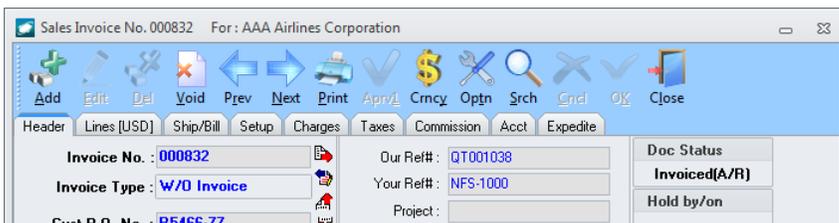
END OF SECTION

## 5. Sales Invoice Transactions

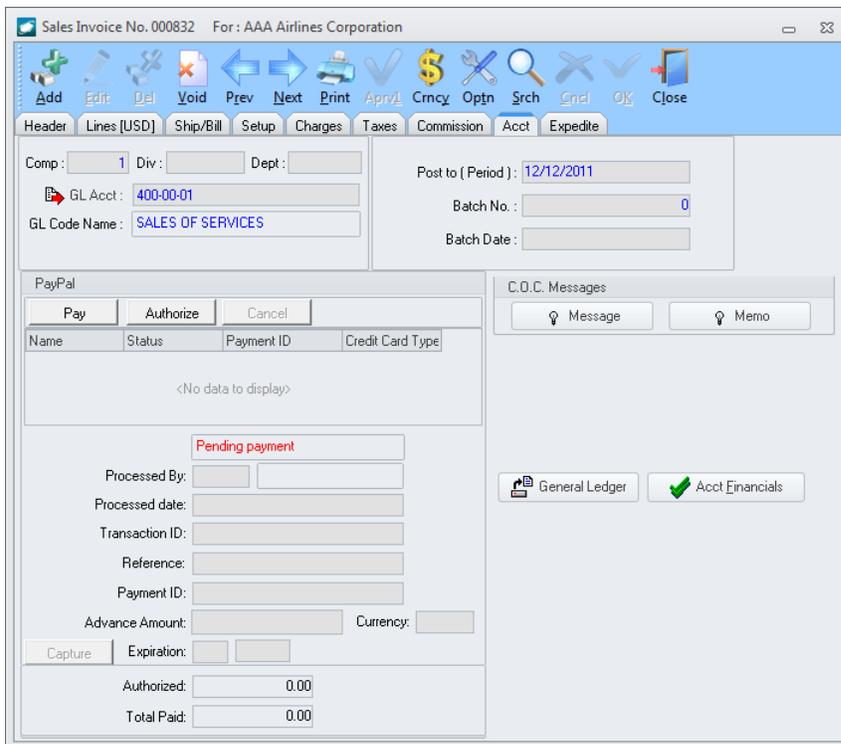
- a. Before the sales invoice can be paid, the invoice must be approved.
  - i. Left-click the **Aprv1** (approve) button on the **Sales Invoice** window toolbar.
  - ii. A **Confirm** dialog box will appear with the following message. Left-click the **Yes** button.



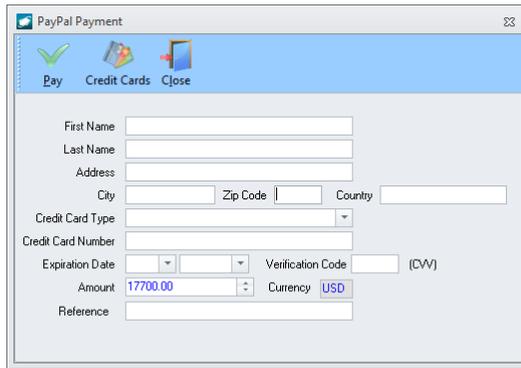
- iii. The document status on the **Sales Invoice** will change to "Invoiced(A/R)".



- b. Left-click the **Acct** tab



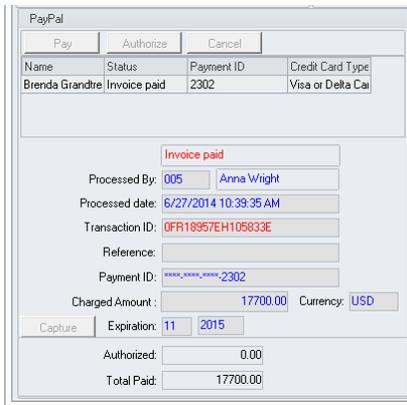
- i. Pay – This option allows you to process a credit card payment.
  1. Left-click the **Pay** button within the **PayPal** group box.
  2. The **PayPal Payment** window will appear.



**NOTE:** All fields are mandatory except the **Reference** field.

3. If the customer has a credit card on file (in the **Customer** file), left-click the **Credit Cards** button on the **PayPal Payment** window toolbar and select the credit card to complete the form; otherwise the form may be completed manually.
  - a. **First Name** field – Enter the first name as it appears on the card.
  - b. **Last Name** field – Enter the last name as it appears on the card.
  - c. **Address** field – Enter the billing address (this will be populated from the sales invoice customer, but may be modified if necessary).
  - d. **City** field – Enter the billing address city (this will be populated from the sales invoice customer, but may be modified if necessary).
  - e. **Zip Code** field – Enter the billing address ZIP code (this will be populated from the sales invoice customer, but may be modified if necessary).
  - f. **Country** field – Enter the billing address country (this will be populated from the sales invoice customer, but may be modified if necessary).
  - g. **Credit Card Type** field – Select the type of credit card being used.
  - h. **Credit Card Number** field – Enter the credit card number (do not include spaces).
  - i. **Expiration Date** field – Enter the month and year of the credit card expiration date.
  - j. **Verification Code** field – Enter the 3 or 4 digit CVV.

- k. **Amount** field – Displays the amount to be charged (this will be populated from the sales invoice, but may be modified if necessary).
  - l. **Currency** field – Displays the currency in which the payment will be collected (this value cannot be modified).
  - m. **Reference** field – Enter any reference number or notes desired.
4. Left-click the **Pay** button on the **PayPal Payment** window toolbar.
  5. A process running window will appear, then disappear and the status on the **Acct** tab will be updated displaying “Invoice paid”.



Name	Status	Payment ID	Credit Card Type
Brenda Grandtre	Invoice paid	2302	Visa or Delta Cal

Invoice paid

Processed By: 005 Anna Wright

Processed date: 6/27/2014 10:39:35 AM

Transaction ID: OFR18957EH105833E

Reference:

Payment ID: \*\*\*\*-\*\*\*\*-2302

Charged Amount: 17700.00 Currency: USD

Expiration: 11 2015

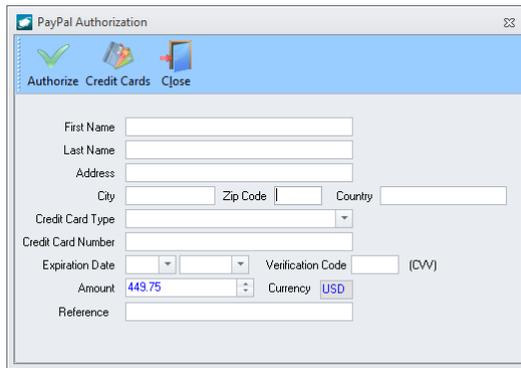
Authorized: 0.00

Total Paid: 17700.00

CONTINUE TO NEXT PAGE

ii. **Authorize** – This option allows you to process a credit card authorization without charging the customer’s credit card.

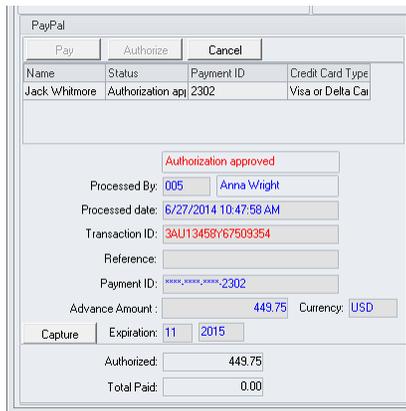
1. Left-click the **Authorize** button within the **PayPal** group box.
2. The **PayPal Authorization** window will appear.



**NOTE:** All fields are mandatory except the **Reference** field.

3. If the customer has a credit card on file (in the **Customer** file), left-click the **Credit Cards** button on the **PayPal Authorization** window toolbar and select the credit card to complete the form; otherwise the form may be completed manually.
  - a. **First Name** field – Enter the first name as it appears on the card.
  - b. **Last Name** field – Enter the last name as it appears on the card.
  - c. **Address** field – Enter the billing address (this will be populated from the sales invoice customer, but may be modified if necessary).
  - d. **City** field – Enter the billing address city (this will be populated from the sales invoice customer, but may be modified if necessary).
  - e. **Zip Code** field – Enter the billing address ZIP code (this will be populated from the sales invoice customer, but may be modified if necessary).
  - f. **Country** field – Enter the billing address country (this will be populated from the sales invoice customer, but may be modified if necessary).
  - g. **Credit Card Type** field – Select the type of credit card being used.
  - h. **Credit Card Number** field – Enter the credit card number (do not include spaces).
  - i. **Expiration Date** field – Enter the month and year of the credit card expiration date.

- j. **Verification Code** field – Enter the 3 or 4 digit CVV.
  - k. **Amount** field – Displays the amount to be charged (this will be populated from the sales invoice, but may be modified if necessary).
  - l. **Currency** field – Displays the currency in which the payment will be collected (this value cannot be modified).
  - m. **Reference** field – Enter any reference number or notes desired.
4. Left-click the **Authorize** button on the **PayPal Authorization** window toolbar.
  5. A process running window will appear, then disappear and the data on the **Acct** tab will be updated displaying “Authorization Approved”.



The screenshot shows the PayPal interface with the 'Authorize' button selected. The status is 'Authorization approved'. The processed date is 6/27/2014 10:47:58 AM. The transaction ID is 3AU13458Y67509354. The advance amount is 449.75 USD. The capture button is highlighted.

Name	Status	Payment ID	Credit Card Type
Jack Whitmore	Authorization app	2302	Visa or Delta Cai

Authorization approved

Processed By: 005 Anna Wright

Processed date: 6/27/2014 10:47:58 AM

Transaction ID: 3AU13458Y67509354

Reference:

Payment ID: \*\*\*\*.\*\*\*\*.\*\*\*\*.2302

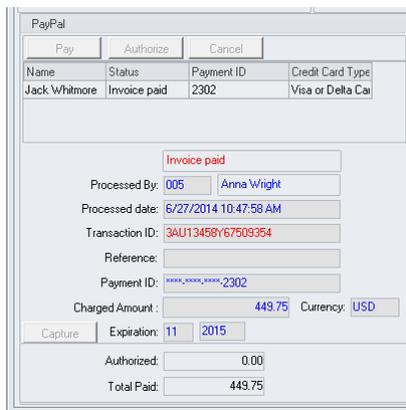
Advance Amount: 449.75 Currency: USD

Capture Expiration: 11 2015

Authorized: 449.75

Total Paid: 0.00

6. Once the payment is ready to be processed, left-click the **Capture** button.
7. A process running window will appear, then disappear and the data on the **Acct** tab will be updated displaying “Invoice Paid”.



The screenshot shows the PayPal interface with the 'Capture' button selected. The status is 'Invoice paid'. The processed date is 6/27/2014 10:47:58 AM. The transaction ID is 3AU13458Y67509354. The charged amount is 449.75 USD. The total paid is 449.75.

Name	Status	Payment ID	Credit Card Type
Jack Whitmore	Invoice paid	2302	Visa or Delta Cai

Invoice paid

Processed By: 005 Anna Wright

Processed date: 6/27/2014 10:47:58 AM

Transaction ID: 3AU13458Y67509354

Reference:

Payment ID: \*\*\*\*.\*\*\*\*.\*\*\*\*.2302

Charged Amount: 449.75 Currency: USD

Capture Expiration: 11 2015

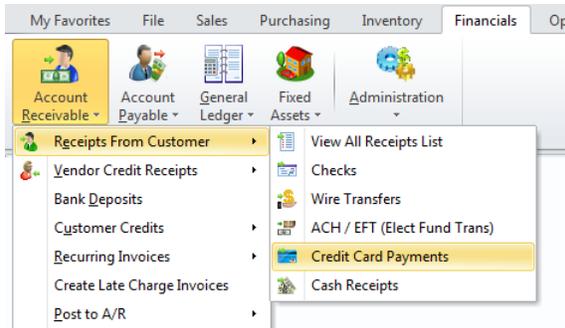
Authorized: 0.00

Total Paid: 449.75

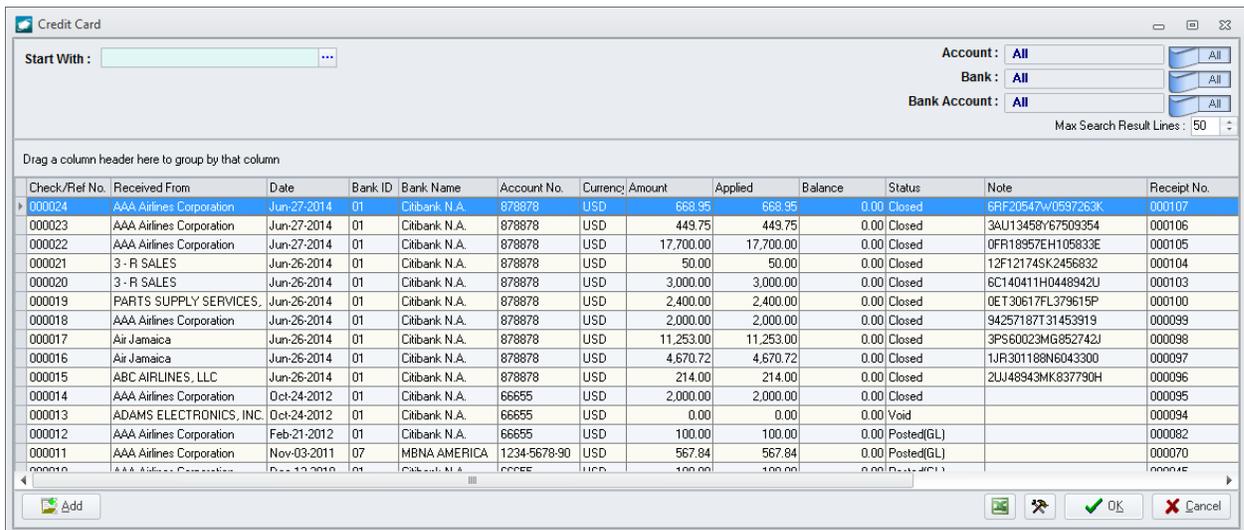
END OF SECTION

## 6. Credit Card Payment Documentation

- When a credit card payment is processed in the sales order or sales invoice, a credit card payment record is created.
- From the ribbon, left-click **Financials**, left-click **Accounts Receivable**, select **Receipts From Customer** and left-click **Credit Card Payments**.



- The **Credit Card** search window will appear.

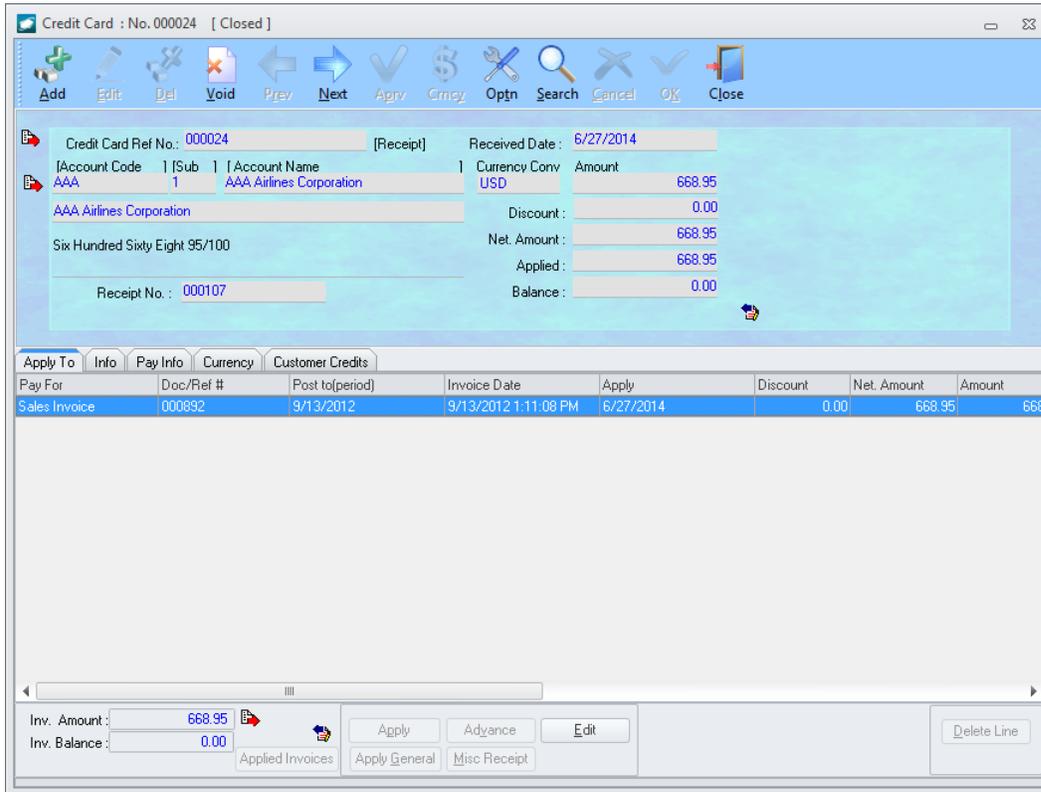


- Select a credit card transaction processed through the PayPal interface (left-click the line within the search screen and left-click **OK**; or double-click the line within the search screen).

**NOTE:** Transactions processed through the PayPal interface will have a transaction ID in the **Note** field.

CONTINUE TO NEXT PAGE

e. The **Credit Card** window will appear.



Credit Card : No. 000024 [ Closed ]

Credit Card Ref No.: 000024 [Receipt] Received Date: 6/27/2014

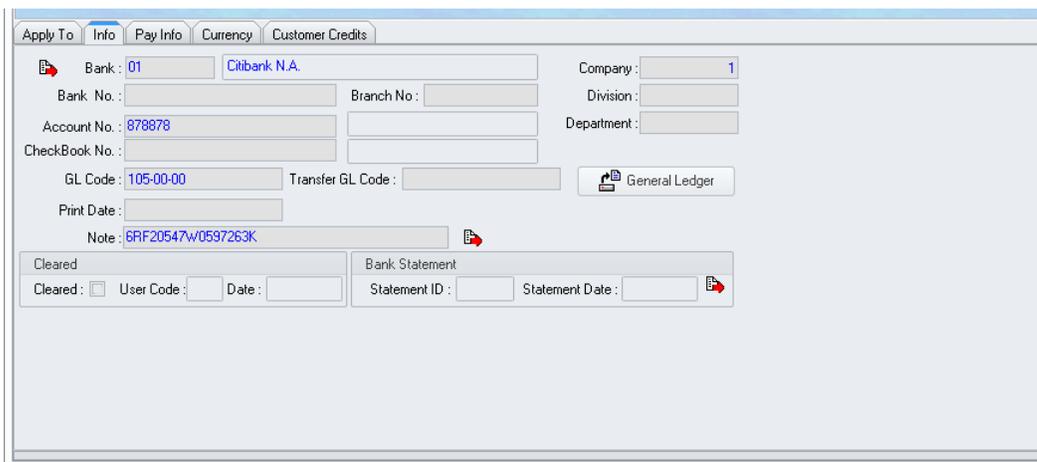
[Account Code]	[Sub]	[Account Name]	Currency Conv	Amount	
AAA	1	AAA Airlines Corporation	USD	668.95	
AAA Airlines Corporation				Discount:	0.00
Six Hundred Sixty Eight 95/100				Net. Amount:	668.95
				Applied:	668.95
Receipt No.: 000107				Balance:	0.00

Apply To | Info | Pay Info | Currency | Customer Credits

Pay For	Doc/Ref #	Post to(period)	Invoice Date	Apply	Discount	Net. Amount	Amount
Sales Invoice	000892	9/13/2012	9/13/2012 1:11:08 PM	6/27/2014	0.00	668.95	668

Inv. Amount: 668.95  
 Inv. Balance: 0.00

- i. **Apply To** tab – Identifies the sales order or sales invoice for which the credit card was processed.
- ii. **Info** tab – Identifies the bank that the funds will be deposited into and displays the PayPal Transaction ID in the **Note** field.



Apply To | Info | Pay Info | Currency | Customer Credits

Bank: 01 Citibank N.A. Company: 1  
 Bank No.: Branch No.: Division:  
 Account No.: 878878 Department:  
 CheckBook No.:  
 GL Code: 105-00-00 Transfer GL Code:   
 Print Date:  
 Note: 6RF20547w0597263K

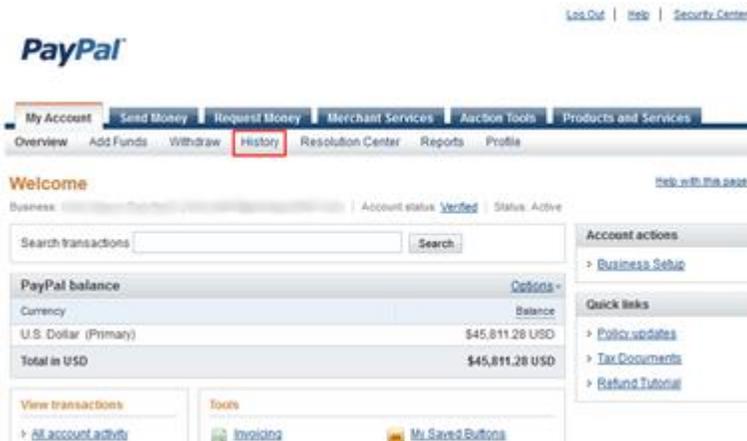
Cleared  
 Cleared:  User Code: Date: Bank Statement  
 Statement ID: Statement Date:

**END OF SECTION**

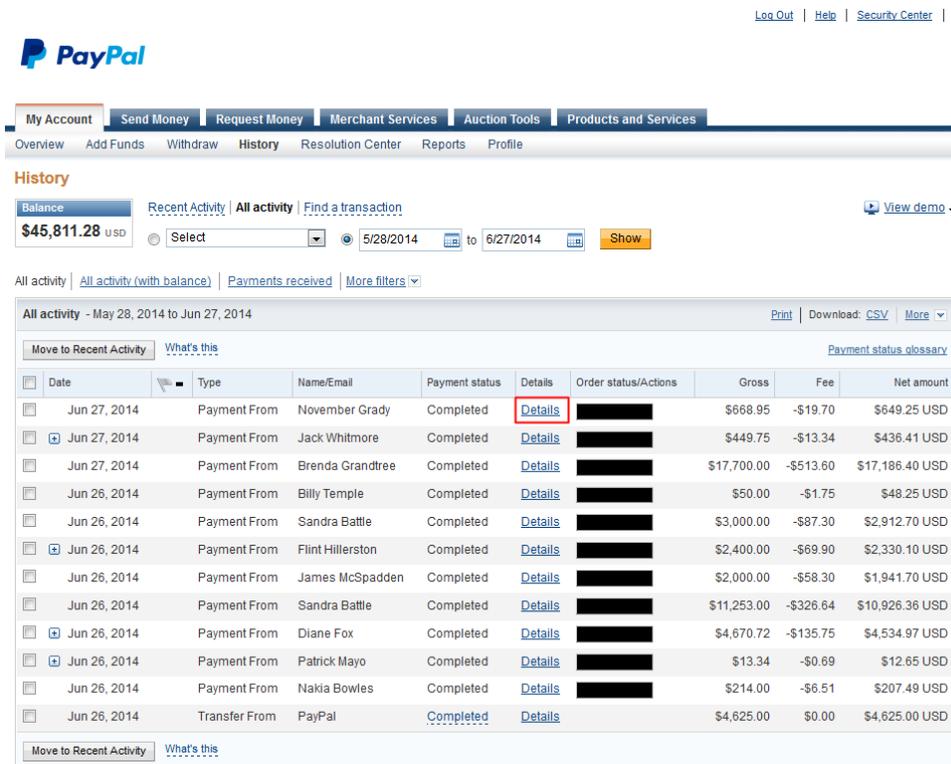
## 7. PayPal Documentation

**NOTE:** All information in this section relates to test sandbox PayPal accounts, but also applies to live accounts. The PayPal user interface may have been updated since this procedure manual was created.

- a. From your PayPal account, left-click the **History** option.



- b. The **History** page will appear. Left-click the **Details** link on each line to view details sent from Pentagon 2000.



c. The **Transaction Details** page will appear.

[Log Out](#) | [Help](#) | [Security Center](#) |



My Account | Send Money | Request Money | Merchant Services | Auction Tools | Products and Services

---

### Transaction Details

 **OK to complete the transaction** Payment Status: Completed

**What should I do now?**

- Contact the buyer to confirm the purchase
- Save all correspondence with the buyer

**Seller Protection**

[Not Eligible](#)

**We have no shipping address on file.**

Following these guidelines can help protect you if a claim is filed for an unauthorized payment or items not received.

[Tips to sell securely](#)

Website Payments Pro API Solution (Unique Transaction ID #6RF20547W0597263K)

---

Name: November Grady (The sender of this payment is Unregistered)  
 Email: No email address included  
 Payment sent to: [REDACTED]

---

Total amount: \$668.95 USD  
 Fee amount: -\$19.70 USD  
 Net amount: \$649.25 USD

[Issue a refund](#) ■  
 You have up to 60 days to refund the payment.

---

Item amount: \$668.95 USD  
 Sales Tax: \$0.00 USD  
 Shipping: \$0.00 USD  
 Handling: \$0.00 USD  
 Quantity: 1

---

Item Title: Order 000892  
 Date: Jun 27, 2014  
 Time: 08:51:43 PDT  
 Status: Completed [Create a Transaction](#)

---

Direct Payment and Virtual Terminal transactions are not covered by PayPal's seller protection policies and programs.  
[Learn More](#)

---

Payment Type: Website Payments Pro API Solution  
 Surcharges: Not Applicable  
 Card Type: Visa

Address Verification Service (AVS):  
 Card Security Code (CSC):

---

Payment Type: Website Payments Pro API Solution

Shipping:  
[Print Packing Slip](#) | [Add Tracking Info](#) ■

**NOTE:** Pentagon does not collect or receive PayPal fee data from PayPal. PayPal fees will need to be deducted manually using a general ledger journal entry.

END OF DOCUMENT