



PENTAGON 2000 SOFTWARE

PayPal Interface Module

Pentagon 2000 Software 15 West 34th Street 5th Floor New York, NY 10001 Phone 212.629.7521 • Fax 212.629.7513



TITLE:	PayPal Interface Module		
PART:	Accounting and Financials		
MODULE:	PayPal Interface Module	BUILD	9.0.1.17
RESPONSIBILITY:	Procedures Specialist, Pentagon 2000	REVISION:	00
APPROVED BY:	Vice President, Operations, Pentagon 2000	EFFECTIVE DATE:	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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7.		



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.



CONTINUE TO NEXT PAGE



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

<section-header><image><image><image><text><list-item><list-item><list-item>

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

PayPal A Money Transactions Customers Tools	More - Log Out
API Access An API (Application Programming Interface) allows PayPal software to communica Setting up API permissions and credentials Choose one of the following options to integrate your PayPal payment solution wi	Back to My Profile ate with your online store or shopping cart. ith your online store or shopping cart.
Option 1 - Grant API permissions to a third party to use certain PayPal APIs on your behalf. Option 2 usernam Choose this option if. This option • You are using a pre-integrated shopping cart, hosted by a third-party • Custo third party • Your website is hosted and managed by a third-party service provider • Custo Grant API permission • Request	- Request API credentials to create your own API le and password. on applies to: ym websites and online stores itegrated shopping carts running on your own server
Accept payments from your online stores before setting up APIs Enable Express Checkout to accept payments from your online stores right away. Questions? If you're not sure about setting up APIs, ask your shopping cart provider or website terminology.	S You can set up API permissions or credentials later. e developer. <u>Learn more</u> about PayPal API concepts and
About Help Contact Fees Security Developers Partners Copyright © 1999-2014 PayPal. All rights reserved. Privacy Legal	



f. The **Request API Credentials** page will appear. Endure the **Request API signature** option is selected and left-click the **Agree and Submit** button.

PayPal A Money Transactions Customers Tools More -	1 Log Out
Request API Credentials Back to My Profile	
API credentials consist of three elements:	
An API username	
An API password	
Either an API signature or an API SSL client-side certificate	
If you're using a shopping cart or solution provider, ask whether you need an API signature or a certificate.	
 Request API signature if your shopping cart or solution provider has asked for an API username, password, and signature, or if you're developing a custom shopping cart. Request API certificate if your shopping cart or solution provider requires a file-based certificate. 	
Need help deciding which credential is right for your needs? Learn more	
By clicking Agree and Submit, I agree to the API License Agreement and Terms of Use.	
Agree and Submit Cancel	
About Help Contact Fees Security Developers Partners	
Copyright © 1999-2014 PayPai. All rights reserved. Privacy Legal	

g. The View or Remove API Signature page will appear. Take note of the API Username, API Password, and Signature; those fields will be used within the Pentagon 2000 administrative setup.

PayPal 🕈	Money Transa	Customers	Tools N	lore -	Log Out
Viev	w or Remove API Sigr	ature			Back to My Profile
	Developers: Do not shar	e your credential information v	vith anyone. Store	in a secure location with limited	access.
For p admi	preconfigured shopping carts inistration screen.	Copy and paste the API user	name, password, :	and signature into your shopping	g cart configuration or
For b	ouilding custom shopping car	s: Store the following credenti	ial information in a	secure location with limited acc	ess.
	Credential	API Signature			
	API Username	C			
	API Password				
	Signature	A MARKET AND A MARKET		2	
	Request Date	Jun 26, 2014 10:21:43 PDT			
		Done Remove			
About Help Contac	ct Fees Security D	evelopers Partners			
Copyright © 1999-2014 PayPal	I. All rights reserved. Privacy	Legal			



- 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.

PayPal D	Developer			Log ou
Documentation	Applications	Dashboard	Support	
Applications My apps Account eligibility Sandbox accounts Tools IPN simulator	R Cru C C C C C C C C C C	Iy REST a EST API ap eate an app to reco Features avai App name Create your first a lassic API a oking for your exit lled Classic API a eate and manage	Apps evice REST API - lable for live tran op to view it here Apps sting PayPal Ad pps based on C Classic API app	redentials for testing and live transactions. actions are listed in your account eligibility. p tive API apps (for Payments, Accounts, Permissions, and Invoicing)? We brought them over from x.com. They are now assic APIs.

CONTINUE TO NEXT PAGE



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

Ocumentation	nnlications	Dashboard	Support			
Jocumentation P	pheatons	businbourd	Support			
plications apps	S	andbox te	est accounts			Create Accoun
ount eligibility Idbox accounts	< h	mport your existir PayPal account th	ng Sandbox test accounts using the email ad nat you want to use for development. You can	fress and password you used previously with import only once. Import data	the Sandbox. Make	sure you import to the
ols	Qu	estions? Check o	ut the Testing Guide. Non-US developers sho	uld read our FAQ.		
	Tot	al records: 2	Enter Sandbox site		Show 10 per p	page 👻 🤍 1 🔉
	E	Email addr	ess	Туре	Country	Date created
	E	→ C ⁻¹		Business	US	26 Jun 2014
	E		and the second se	Business-Pro	US	26 Jun 2014
		Delete				« 1 »

f. The Create test account window will appear.

PayPal	Developer				Log out
Documentation	Applications	Dashboard	Support		
Locumentation Applications My apps Account elipibility Sandbox accounts Tools IPN simulator	Applications	Usenboard eate test at te a personal or b count details try ted States unit type Personal (buyer a Business (merball at addess @gentagon2000.0 word (8-20 charac mame (optional) ta mame (optional) ta mame (optional) ta mame (optional) ta mame (optional) ta mame (optional) ta mame (optional) ta ta and (optional) ta	support cccount usiness test ccount c	account, you can also oreate accounts on sandbox paypal.com, and they'll appear here. Available: 00 USD alse with they PayPal loge. ur log In with PayPal oredentials at is my site.	
Copyright © 1999 - 2013 Pay	Pal. All rights reserved.	Privacy policy	Legal agreement	s Contact us	

- 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.

ocumentation	Applications	Dashboard	Support			
plications	S	andbox te	est accounts			Create Accour
aunt eligibility dbox accounts ils simulator	То	You just created a	new test account. Enter Sandbox site @		Show 10 per p	age 👻 🤍 1 💠
] [[Email addr	ess tagon2000.com	Type Business Business Business-Pro	Country US US US	Date created 27 Jun 2014 26 Jun 2014 26 Jun 2014
		Delete				« 1 :



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

Email address	Туре	Country	Date created
	Business	US	27 Jun 2014
Profile Notifications			

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

Profile	API credentials	Funding	Settings	
Email ID:		test@penta	agon2000.com	
asswor	d:	Change pas	sword	
Account	type:	Business	Jpgrade to Pro	
Status:		Verified		
Country:		US		
votes:				

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

Profile	API credentials	Funding	Settings			
Email ID		test@pent	agon2000.cc	m		
Passwor Account	d: type:	Change pas	sword			
PayPa and Pa	I Payments Pro give	s you the abil	ty to accept of sing two API-I	redit cards, o ased solutio	ebit cards, 15. Learn	
PayPa and Pa more Note: (scenar	I Payments Pro give yPal payments on y Once enabled, you o ios by creating mult ble	s you the abil your website u cannot disable	pgrade to Pr ity to accept c sing two API-I PayPal Payn	o redit cards, o pased solutio lents Pro. Te	¥ lebit cards, ns. Learn st different	
PayPa and Pa more Note: (scenar Ena Status:	I Payments Pro give yPal payments on y Once enabled, you o los by creating mult	s you the abil your website u cannot disable iple accounts. Verified	upgrade to Pr ity to accept of sing two API-I PayPal Payn	o redit cards, c based solutio nents Pro. Te	× lebit cards, ns. Learn st different	

CONTINUE TO NEXT PAGE



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

Profile	API credentials	Funding	Settings	
Email ID:		test@penta	agon2000.com	
Passwor	d:	Change pas	sword	
Account	type:	Business-F	ro	
PayPa	l Payments Pro is n	ow enabled.		
Status:		Verified		
Country:		US		
Notes:				

- 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.

Profile	API credentials	Funding	Settings	
Class	sic TEST API o	redentia	ls	
Usernai	me:			
Passwo	ord:			
Signatu	ire:			



- 3. Administrative Setup
 - a. From the ribbon, left-click Administration, left-click System and left-click System General Defaults.

. N	∕ly Fav	orites l	File Sale	es Pur	chasing	Inventory	Financials	Operations	My Pentagon	CRM	Administration	Inter
6	3	23		-ollo	C Autor	motive Setup	📸 Wareh	ouses /Locations	+ Driven +		👫 Work Order	s *
	-		LINE CONTRACTOR	5400 E	🛓 Exterr	nal Interfaces 👻	🔠 By Nar	me 👻	🔛 Stock By C	ode 👻	🞇 Engineering	8 Reco
Sy	stem	Groups *	Utilities	Setup *	🍝 Contr	act	Genera	al By Code 👻	Document	s By Code	👻 Maintenanc	e -XL 👻
A	Set	Global Con	npany Nam	e(s)							Tables Lis	t
-	Sys	tem Genera	l Defaults									
-	Cor	mpany/Div/	Dept Setup									
	Sen	vers and Ta	sks Setup									
		vor Hears R	Groups									

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

🗾 Company Setup	8	53
Cancel OK Option		
General WH/Doc E	Vefaults Setup Customer Docs Vendor Docs Taxes Charges Convert P/N	Ext
Counters Modules Lirr	its 🔰 System Alerts 🗍 General Settings 🗍 Document Settings 🗍 WD/MNT Settings 🗍 Memo Conv	vert
Accounting Settings Printin	g Settings 🗍 Stock W/H Settings 🗍 Mandatory Fields 📗 SO/PO Line changes settings 🗍 Consolidator Sett	tings
PMR Aircraft Ext Flight	Log Ext Hide Line Types Publications Ext. Info E-Commerce Setup Flight Reservation	aypal
Testing Live Paupal Accounts	User Name: Password Signature:	
Add		_
Bank ID Bank Name	Bank Account Account Description Currenc Compar Division Department	

- 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.

Start Wi	th:					
				Ν	1ax Search Res	ult Lines : 50
)rag a col	lumn header here to group by th	at column				
Bank ID	Bank Name	Account No	Description	Account Type	Currency	Company
01	Citibank N.A.	44-4375683	Canadian Bank Accoun	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	
					J	

- 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.



4. Sales Order Transactions

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

🗾 Sales Or	der No. 00	1583 Fo	r : Air Ja	maica									Σ
Add E	dit Del	Void	Prev	Next P	rint L/C (Srncy C	Dp <u>t</u> n	Srch			- Close		
nedder E	0 N	001502	000		0D	- (# .			npoako		Doc Status		
5	.U. NO. :	001363				er# :					In Picking		
5.0	J. Type :	Sales Ur	der								Hold by/on		
Cust P	.O. No. :	4534783	4		2 Contr	act:							
🕒 AIRJA	м	Air Jamaic	a										
Attn : 0001		John Mar	ook		Entered:	9/4/201	3 11:03	:31 AM	Sub	Total	: 4,670.72	2	
					Ordered:	9/4/201	3 11:03	:31 AM	Disc	ount	: 0.00		
F.O.B.:	ORG	Urigin			Amended:				Mis	c Ttl	: 0.00		
Ship Via :			-		Ship On:	9/4/201	3		Ta	x Ttl	: 0.00		
Terms :	002	NET 4	5		Due Bu	9/4/201	3		Doc	Total	4,670.72		
Prepared by :	005	Anna \	Vright		Ackeloo:				Γn	neu R	are USD		
Priority :					Acknige.								
					Printed:				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	icy L	UNY . 030		
₽ M	essage		କୁ Mer	no	Revision :								

- 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.

Start With :					
			Max Searc	h Result Lines : 🗄	50
Drag a columr	header here to group by that column		_		
Terms Code	Description	Credit Card / COD	etter Of Credit		
001	NET 30	N	4		
002	NET 45	N	4		
003	NET 60	N	N		
004	C.O.D. COMPANY CHECK	Y	N I		
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 I		
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 I		
017	0.5%/10 NET 60	N	N I		
018	0.5%/10 NET 60	N	N I		
PP	PayPal	Y	N I		

- 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

Sales Order No. 001583 For : Air Jam	naica 🗆	83
Add Edit Del Void Prev I	Next Print L/C Crncy Optin Srch Grid Of Close	
Header Lines [USD] Ship/Bill Setup	Charges Taxes Commission Acct Expedite	
Comp : 1 Div : Dept	t:	
GL Acct : 400-00-00		
GL Code Name : SALES OF GOODS		
PayPal		
Pay Authorize Canor	el	
Name Status Payment	ID Credit Card Type	
Pending paume		
Processed By:		
Processed date:	Acct <u>Financials</u>	
Transaction ID:		
Reference:		
Payment ID:		
Advance Amount:	Currency:	
Capture Expiration:		
Authorized	0.00	
Total Paid	0.00	
i utai naiu.	0.00	

- i. <u>Pay</u> 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.

PayPal Payment		3
Pay Credit	Cards Close	
First Mana		
Filst Name		
Last Name		
Address		
City	Zip Code Country	
Credit Card Type		
Credit Card Number		
Expiration Date	▼ ▼ Verification Code (CVV)	
Amount	11253.00 Currency USD	
Reference		

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).
- I. **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".





- ii. <u>Authorize</u> 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.

🗾 PayPal Authoriz	ation	23
Authorize Credit	Cards Close	
First Name Last Name Address City Credit Card Type	Zip Code Country	
Credit Card Number Expiration Date Amount Reference	* * Verification Code (CVV) 4670.72 ‡ Currency USD	

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

- 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).
- I. **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".

Pay Authoriz		e Cancel						
Name Status			Paym	ent ID	Credit Card Type			
Diane Fox Authorization		n apj	n apj 5649 Visa or Del					
F	Processed By:	Auth	orizati	on app Anna	roved Wright			
Pr	ocessed date:	6/26/2014 2:43:05 PM						
Т	ansaction ID:	1JR3	30118	BN604	3300			
	Reference:							
	Payment ID:	****.*		-5649				
Adva	nce Amount :				4670.72	Currency: USD		
Capture	Expiration:	07	201	9				
				4070	72			
	Authorized:			4070				

- 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".

Pay	Authoriz	е	Ca	ancel				
Name	Status		Payment ID			Credit Card Type		
Diane Fox	Diane Fox Invoice pair		5649 Visa or Delta Ca					
		Invo	ice pai	d				
P	Processed By:		005 Anna Wright					
Pro	cessed date:	6/26/2014 2:43:05 PM						
Tra	ansaction ID:	1JR301188N6043300						
	Reference:							
	Payment ID:	****.*	****	-5649				
Charg	ged Amount :			46	570.72	Currency:	USD	
Capture	Expiration:	07	201	9				
	Authorized			0.0	0			



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)".

Sales Invoice No. 000832 For : AAA Airlines Corporation	_	23
🛃 / 2 🔊 🌰 📥 🌧 🗸 🕱 💥 Q 🗙 🗸 🎵 👘		
Add Edit: Del Void Prev Next Print Apr/L Crncy Optn Srch Gnd OK Close		
Header Lines [USD] Ship/Bill Setup Charges Taxes Commission Acct Expedite		
Invoice No. : 000832 Doc Status		
Invoiced(A	/R)	
Hold by/on		
Cust P.O. No B5466-77		

b. Left-click the Acct tab

Sales Invoice No. 00083	2 For : AAA Airlines Corporation	- 23
Add Edit Del V	oid Prev Next Print Apryl Crncy Optin Srch End Of Close	
Header Lines [USD] S	nip/Bill Setup Charges Taxes Commission Acct Expedite	
Comp : 1 Div :	Dept : Post to (Period) : 12/12/2011	
GL Acct : 400-00-0	1 Batch No : 0	
GL Code Name : SALES (DF SERVICES	
	Batch Date :	
PayPal	C.O.C. Messages	
Pay Author	ze Cancel Q Message Q Memo	
Name Status	Payment ID Credit Card Type	
<	Vo data to display> Pending payment	
Processed By	General Ledger 🖌 🖌 Acct Einancials	
Processed date		-
Transaction ID		
Reference:		
Payment ID		
Advance Amount	Currency:	
Capture Expiration		
Authorized	0.00	
Total Paid	0.00	



- i. <u>Pay</u> 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.

💽 PayPal Payment		83
Pay Credit 0	ards Close	
F N		
First Name		
Last Name		
Address		
City	Zip Code Country	
Credit Card Type	· ·	
Credit Card Number		
Expiration Date	▼ Verification Code (CVV)	
Amount	17700.00 Currency USD	
Reference		

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).
- I. **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".

Pay	Authoriz	e	C	ancel			
Name	Status		Paym	ent ID		Credit Car	d Type
Brenda Grandtre	Invoice pai	d	2302			Visa or De	elta Car
		Invoi	ce pa	id			
Pro	Processed By:				Wright		
Proc	Processed date:			10:39	:35 AM		
Tran	saction ID:	0FR1	8957	EH105	5833E		
	Reference:						
F	ayment ID:	****_*	***,***	-2302			
Charge	ed Amount :			1	7700.00	Currenc	y: USD
Capture	Expiration:	11	201	5			
					00		
	Authorized:			U U	.00		

CONTINUE TO NEXT PAGE



- ii. <u>Authorize</u> 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.

🗾 PayPal Authoriza	ition	23
Authorize Credit (Cards Close	
First Name		
Last Name		
Address		
City	Zip Code Country	
Credit Card Type	•	
Credit Card Number		
Expiration Date	▼ ▼ Verification Code (CVV)	
Amount	449.75 Currency USD	
Reference		

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

- 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).
- I. **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".

Pay	Authoriz	е	Ca	ancel			
Name	Status		Paym	ent ID		Credit Card T	уре
Jack Whitmore	Authorizatio	n apj	2302			Visa or Delta	Cai
P Pro Tra	rocessed By: cessed date: apsaction ID:	Auth 005 6/27 34U	orizatio /2014	n appro Anna V 10:47:5	ved Vright 58 AM 354		
	Reference:	****.*	****	-2302			
Advar	nce Amount :			2002	449.75	Currency:	USD
	Expiration:	11	201	5			
Capture							
Capture	Authorized:			449.7	'5		

- 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".

PayPal							
Pay	Authoriz	e	C	ancel			
Name	Status		Paym	ent ID		Credit Card	Туре
Jack Whitmore	Invoice pai	d	2302			Visa or Del	ta Cai
		Invo	ice pa	id			
Pr	ocessed By:	005		Anna V	/right		
Proc	6/27	72014	10:47:5	8 AM			
Tra	nsaction ID:	3AU	13458	Y67509:	354		
	Reference:						
1	Payment ID:	*****	****	-2302			
Charg	ed Amount :				449.75	Currency	USD
Capture	Expiration:	11	201	5			
	Authorized			0.0	0		
	Autonzou.						



6. Credit Card Payment Documentation

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



c. The Credit Card search window will appear.

Credit Card												- 0 %
Start With :										Account	t: All	All
										Bank	: All	
										Bank Account	: All	
										Danning	May Careeb Davi	
											Max Search Hes	
Drag a column h	eader here to group by that colu	mn										
Check/Ref No.	Received From	Date	Bank ID	Bank Name	Account No.	Currency	Amount	Applied	Balance	Status 1	Note	Receipt No.
▶ 000024	AAA Airlines Corporation	Jun-27-2014	01	Citibank N.A.	878878	USD	668.95	668.95	0.00	Closed 6	GRF20547W0597263K	000107
000023	AAA Airlines Corporation	Jun-27-2014	01	Citibank N.A.	878878	USD	449.75	449.75	0.00	Closed 3	3AU13458Y67509354	000106
000022	AAA Airlines Corporation	Jun-27-2014	01	Citibank N.A.	878878	USD	17,700.00	17,700.00	0.00	Closed 0	DFR18957EH105833E	000105
000021	3 - R SALES	Jun-26-2014	01	Citibank N.A.	878878	USD	50.00	50.00	0.00	Closed 1	12F12174SK2456832	000104
000020	3 - R SALES	Jun-26-2014	01	Citibank N.A.	878878	USD	3,000.00	3,000.00	0.00	Closed 6	5C140411H0448942U	000103
000019	PARTS SUPPLY SERVICES,	Jun-26-2014	01	Citibank N.A.	878878	USD	2,400.00	2,400.00	0.00	Closed 0	DET 30617FL 379615P	000100
000018	AAA Airlines Corporation	Jun-26-2014	01	Citibank N.A.	878878	USD	2,000.00	2,000.00	0.00	Closed 9	34257187T31453919	000099
000017	Air Jamaica	Jun-26-2014	01	Citibank N.A.	878878	USD	11,253.00	11,253.00	0.00	Closed 3	3PS60023MG852742J	000098
000016	Air Jamaica	Jun-26-2014	01	Citibank N.A.	878878	USD	4,670.72	4,670.72	0.00	Closed 1	IJR301188N6043300	000097
000015	ABC AIRLINES, LLC	Jun-26-2014	01	Citibank N.A.	878878	USD	214.00	214.00	0.00	Closed 2	2UJ48943MK837790H	000096
000014	AAA Airlines Corporation	Oct-24-2012	01	Citibank N.A.	66655	USD	2,000.00	2,000.00	0.00	Closed		000095
000013	ADAMS ELECTRONICS, INC.	Oct-24-2012	01	Citibank N.A.	66655	USD	0.00	0.00	0.00	Void		000094
000012	AAA Airlines Corporation	Feb-21-2012	01	Citibank N.A.	66655	USD	100.00	100.00	0.00	Posted(GL)		000082
000011	AAA Airlines Corporation	Nov-03-2011	07	MBNA AMERICA	1234-5678-90	USD	567.84	567.84	0.00	Posted(GL)		000070
000010	a a a association of the second	D 10 0010	01	COLUMN KEA	CODEE	LICD	100.00	100.00	0.00	n		000045
Add				1111							📓 🛠 🗸 OK	X Cancel

d. 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.

	000024 [Closed]	rev <u>N</u> ext	Agrv Crmc	y Op <u>t</u> n <u>S</u> earc	h <u>C</u> ancel	O <u>K</u> C <u>l</u> ose			0	23
Credit Card Ref 1 [Account Code AAA AAA Airlines Corpo Six Hundred Sixty 1 Receipt No	No.: 000024	nt Name ines Corporation	[Receipt]	Received Date : Currency Conv USD Discount : Net. Amount : Applied : Balance :	6/27/2014 Amount	668.95 0.00 668.95 668.95 0.00	5)			
Sales Invoice	Doc/Ref # 000892	Post to(perio 9/13/2012	a) In 9,	voice Date /13/2012 1:11:08 P	Apply M 6/27/20	114	Discount	Net, Amount	Amount 15	66

- 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.

Bank No.: Branch No.: Da Account No.: 878978 Da CheckBook No.: Da Da GL Code: 105-00-00 Transfer GL Code : Print Date : Da	Division : apartment : General Ledger
Account No. : 878878 De CheckBook No. : GL Code : 105-00-00 Transfer GL Code : Print Date :	epartment :
CheckBook No. :	🚰 General Ledger
GL Code : 105-00-00 Transfer GL Code : Print Date :	户 General Ledger
Print Date :	
Note : 6RF20547W0597263K	
Cleared Bank Statement	
Cleared : 🔲 User Code : 🔄 Date : 🔄 Statement ID : 🔄 Statement	:Date : 🕒 🕒



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.

PayPal			Los.Cod Hele Security.Center
My Account Send Mo Overview Add Funds	wy Request Money	Merchant Services Auction Tools olution Center Reports Profile	Products and Services
Velcome		(Account status Martine) Status A	Tels will the page
Search transactions		Search	Account actions
PayPal balance		Octo	> Business Setup
Currency		Data	Quick links
U.S. Dollar (Primary)		\$45,811.28 U	ISD > Policy updates
Total in USD		\$45,811.28	ISD > Tax Documents
View transactions	Toom		Refund Tutorial
> All account activity	E2 Invoicing	Wy Saved Buttons	

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

							Log	Out Help	Security Center
P	PayPal								
My /	Account Send	Money Request Mor	iey 📕 Merchant Servi	ces Auction	Tools	Products and Services			
Overvi	ew Add Funds	Withdraw History	Resolution Center	Reports Prof	ile				
list	ory								
Balar	ice	Recent Activity All activit	y Find a transaction						🕒 <u>View demo</u>
\$45	,811.28 USD	Select	▼ ◎ 5/28/2014	to 6/27	/2014	Show			
dl act	ivity All activity (wi	ith balance) Payments	received More filters 💌	·					
All activity - May 28, 2014 to Jun 27, 2014 Download: CSV More V									
Move to Recent Activity What's this Payment status glossary									
	Date	🕅 🗕 Туре	Name/Email	Payment status	Details	Order status/Actions	Gross	Fee	Net amoun
	Jun 27, 2014	Payment From	November Grady	Completed	<u>Details</u>		\$668.95	-\$19.70	\$649.25 USE
	🛨 Jun 27, 2014	Payment From	Jack Whitmore	Completed	Details		\$449.75	-\$13.34	\$436.41 USE
	Jun 27, 2014	Payment From	Brenda Grandtree	Completed	Details		\$17,700.00	-\$513.60	\$17,186.40 USE
	Jun 26, 2014	Payment From	Billy Temple	Completed	Details		\$50.00	-\$1.75	\$48.25 USD
	Jun 26, 2014	Payment From	Sandra Battle	Completed	Details		\$3,000.00	-\$87.30	\$2,912.70 USD
	🗄 Jun 26, 2014	Payment From	Flint Hillerston	Completed	<u>Details</u>		\$2,400.00	-\$69.90	\$2,330.10 USD
	Jun 26, 2014	Payment From	James McSpadden	Completed	Details		\$2,000.00	-\$58.30	\$1,941.70 USD
	Jun 26, 2014	Payment From	Sandra Battle	Completed	Details		\$11,253.00	-\$326.64	\$10,926.36 USD
	🗉 Jun 26, 2014	Payment From	Diane Fox	Completed	Details		\$4,670.72	-\$135.75	\$4,534.97 USD
	🛨 Jun 26, 2014	Payment From	Patrick Mayo	Completed	Details		\$13.34	-\$0.69	\$12.65 USD
	Jun 26, 2014	Payment From	Nakia Bowles	Completed	Details		\$214.00	-\$6.51	\$207.49 USD
	Jun 26, 2014	Transfer From	PayPal	Completed	Details		\$4,625.00	\$0.00	\$4,625.00 USD
Мо	ve to Recent Activity	What's this							



c. The Transaction Details page will appear.

		Log Out Help Security Center
PayPal		
My Account Sand Mor	nev Request Money Marchant Services Au	ction Tools Products and Services
and not		
Transaction De	tails	
$\overset{\sim}{\mathbb{Q}}$ OK to complete the transaction		Payment Status: Complete
What should I do now?		Seller Protection
a Contact the huver to confirm the suphra-		Not Eligible
 Contact the duyer to continue the purchase Save all correspondence with the buyer 		We have no shipping address on file.
Following these guidelin unauthorized payment (es can help protect you if a claim is filed for an or items not received.	
Tips to sell securely		
	-	
Vebsite Payments Pro API \$	olution (Unique Transaction ID #6RF20547W0597263K)	
Name:	November Grady (The sender of this payment is Unregisti	(bere
Email:	No email address included	
Payment Sent to:		
Total amount:	\$668.95 USD	
Fee amount:	-\$19.70 USD	
Net amount:	3649.25 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: Quantity:	\$0.00 USD 1	
item Title:	Jun 27, 2014	
Date:	0851:43 DDT	
Status:	Completed Create a Transaction	
	Direct Payment and Virtual Terminal transactions are not o	overed by PayPal's seller protection policies and programs
Payment Type:	Website Payments Pro API Solution	
Surcharges:	Not Applicable	
Card Type:	Visa	
ddress Verification Service		
(AV\$): Card Security Code (CSC):		
Payment Type:	Website Payments Pro API Solution	
thinning.		
Print Packing Silp Add Traci	sing 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