

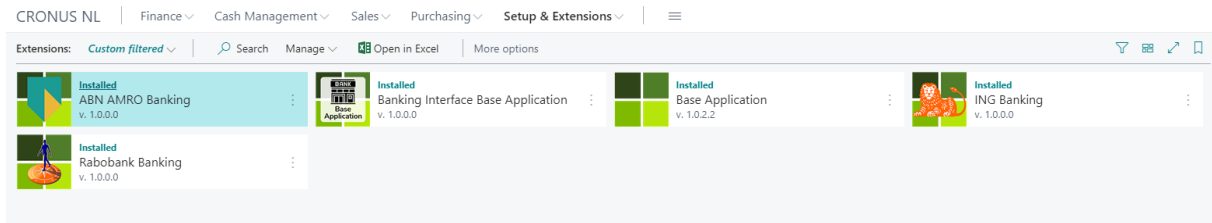
MICRO APPS

PayPal

Installation:

To install the **PayPal** app you simply navigate to the Microsoft Marketplace for Business Central apps (AppSource) via your own Business Central environment. From here you can automatically install the extension and make it available within every company in your Business Central environment.

For the correct working of the app, make sure that the setting for the Micro Apps Base App is set to “allowing HttpClient Request”.

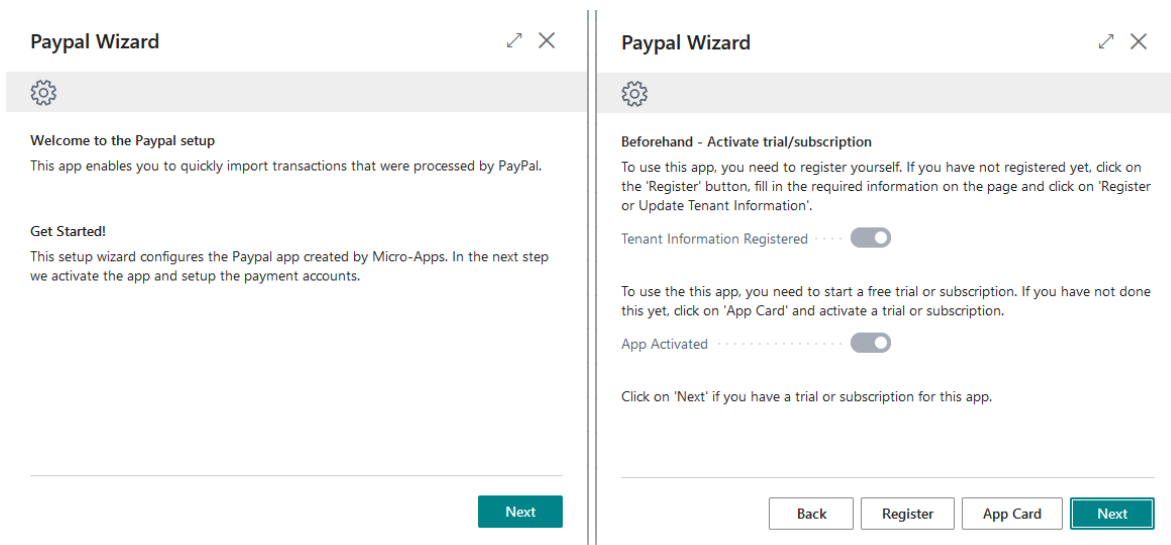


Using PayPal import

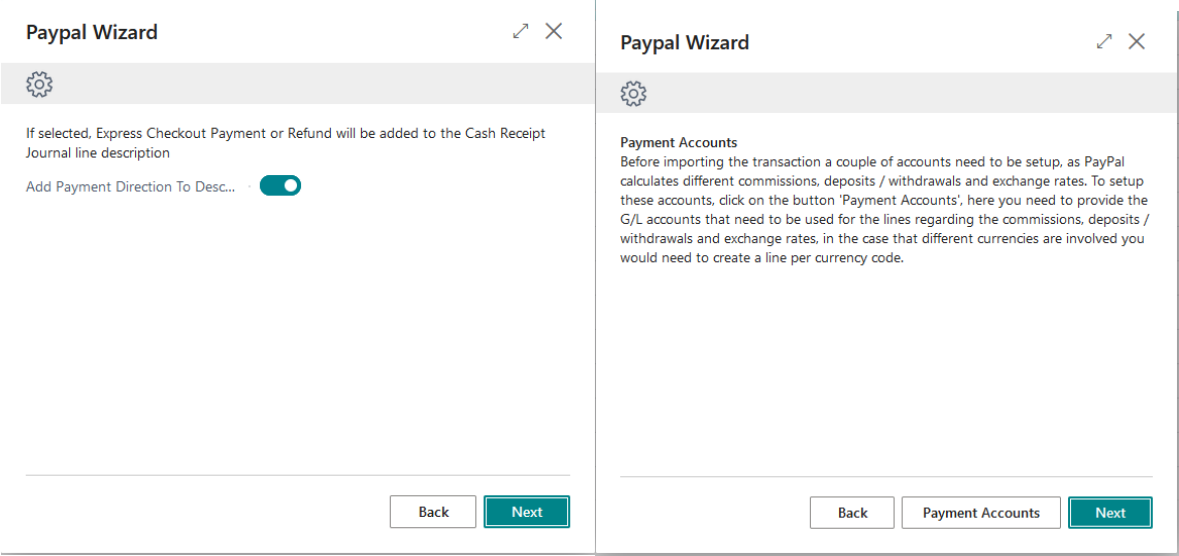
To be able to import the transaction into Business Central you will first need to download the .csv-file from PayPal, the import uses this particular file to map with the correct fields in business central. Any other format will not work.

Configuration wizard

Once the installation is complete, the app needs to be set up. This can be done with the [PayPal Wizard](#). This wizard contains all the necessary steps to completely set up the extension. The first step is to register yourself and to activate the trial or subscription. With the trial, you can use the app two weeks free of charge. After the trial period, you need to activate the subscription. Make sure both fields are checked (like the example in the picture at the right)



Default, the payment direction is added to the journal line description. If you don't want the text 'Express Checkout Payment' or 'Express Checkout Refund' on your journal lines, then uncheck this option.



Before importing the transaction a couple of accounts need to be setup, as PayPal calculates different commissions, deposits / withdrawals and exchange rates. To setup these accounts, click on the Payment accounts button. Here you need to provide the G/L accounts that need to be used for the lines regarding the commissions, deposits / withdrawals and exchange rates, in the case that different currencies are involved you would need to create a line per currency code, as soon below.

← Payment Accounts Paypal | Work Date: 4/12/2021

Search + New Edit List Delete Page

Payment Direction ↑	Currency ↑	G/L Account No.	G/L Account Name
→ User initiated currency conversion	:	4727	Currency Conversion
User initiated currency conversion	DKK	4727	Currency Conversion
User initiated currency conversion	GBP	4727	Currency Conversion
User initiated currency conversion	SEK	4727	Currency Conversion
User initiated currency conversion	USD	4727	Currency Conversion
Bank deposit to Paypal account		4737	Bank Deposit to Paypal
Bank deposit to Paypal account	DKK	4737	Bank Deposit to Paypal
Bank deposit to Paypal account	GBP	4737	Bank Deposit to Paypal
Bank deposit to Paypal account	SEK	4737	Bank Deposit to Paypal
Bank deposit to Paypal account	USD	4737	Bank Deposit to Paypal

After this step, the Configuration wizard has finished! You can now link transactions from PayPal (See the instruction below).

Interlink sales order/invoice to payment

As PayPal provides a transaction reference and invoice reference in their files, you will need to fill in these within Business Central to make use of the automatic matching/reconciliation when importing the PayPal file.

To specify the transaction reference and/or invoice reference, you simply create/open an sales order. Under the fast-tab *General* you will find the corresponding fields, these fields will automatically be transferred to the posted sales invoices when the sales order is posted.

General		Show more	
Customer Name	Alpine Ski House	Requested Delivery Date	5/14/2021
Contact	Ian Deberry	External Document No.	
Posting Date	5/13/2021	Status	Open
Order Date	5/13/2021	Transaction Reference	
Due Date	6/13/2021	Invoice Reference	

In the case that transaction reference or invoice reference isn't available under the posting of the sales order, you may add these manually by navigating to the customers ledger entries and entering them manually, the fields will be visible at the end of each line.

Importing PayPal transactions

To import the transaction, you will need to navigate to the *Cash receipt Journal*, this is the journal that will be used to post the transaction. Once the journal is opened, go in the ribbon to *Process* → *Import PayPal File*.

Note: If lines already exist in the journal a popup will be shown to ask if additional lines may be added to the journal. The existing lines will not be overwritten.

Once the correct file is chosen, the transactions will be imported. During the import all the necessary fields are correctly entered. Below you will find a list of the fields that will be entered:

Field	Description
Document type	Will be automatically set during the import based of the information in the import file: Expert Checkout = Payment / Refunded = Refund
Document no.	The Document no. will be generated based on the follow logic: PP21-14102510, PP stands for PayPal, followed by the year (YY) and after the dash (-) the first and last date of the transaction will be used to make up the rest of the document no. the dates will be in days-month format.
Description	Will display if the transaction is a settlement or refund, followed by the transaction reference.
Currency / Amount	Currency code will be taken over from the file, the amount is the amount in the set currency. Any exchange rates will be automatically calculated.
Applies-to Doc. Type	The applies-to doc type will be set based of the type of transaction, Payment = invoice / Refund = Credit memo
Applies-to Doc. No	If a match is found based of the transaction reference or invoice reference, the applies-to doc. No will be set to the Document no. of the business central invoice or credit memo.

It is necessary to go over the lines once the import has completed, any lines that haven't been matched with an invoice need to be manually set to the correct customer. If an invoices does exist the Applies-to doc. no. needs to be filled in as well.