



## Paypal Integration and Setup



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*Allow your customers to pay their outstanding invoices directly with Paypal*

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### Overview

Once enabled, the Paypal payment integration module will allow your customers to pay their outstanding invoices directly into your venue's designated Paypal account.

### What to do

**BEFORE STARTING THE UPGRADE ENSURE YOU HAVE A PAYPAL ACCOUNT FOR YOUR HALL. DETAILS CAN BE FOUND at [www.paypal.co.uk](http://www.paypal.co.uk)**

Although we don't charge commission on any of your transactions, we do charge an annual fee of £20. Please follow these steps to purchase the Paypal payment integration module:

1. Follow this link: <http://hallmaster.com/store/#!~/product/id=65105&prid=7&ctid=1&tp=pv>
- OR
2. [www.Hallmaster.com](http://www.Hallmaster.com) > Pricing > Buy Now (Any) > Licenses & Upgrades Scroll down and select Hallmaster Paypal Integration > 
3. Click on 'Buy Now' and go through to the checkout and follow the instructions to complete your purchase.
4. We will notify you when the module has been enabled for you
5. In your Hallmaster account, go to Admin > Manage Halls > Edit your venue > Scroll to the bottom of the page to locate the Paypal email link and enter your venue's Paypal email address. (Figure 1) and Save.

Customer Payment Integration	
Paypal Email	<input type="text" value="Paypal@YourHallName.com"/>

Figure 1 enter your venue's Paypal email.

That is all you need to do as the administrator!

What will your customer see?

Your customers will be able to follow the Paypal link next to each invoice that is displaying as outstanding in their account.

1. Bookings > Invoicing Details > Paypal Payment – Highlighted in (Figure 2), the option for your customer to pay via Paypal appears.

## Manage Invoices

Invoice is **Fully Paid** - Partially Paid - Pending

Drag a column header and drop it here to group by that column						
Date Created	Invoice Num...	Total (£)	Total Paid (£)	Total Owed (£)	Actions	
26/09/2017	OXF-2017-617	4.50	0.00	4.50	  	

Figure 2 Paypal 'P' Button Appears in the Actions column.

2. Your customer will then be prompted to log into their own Paypal account, the invoice number will appear as the reference for the payment automatically along with the amount, then they confirm the payment.
3. You will be notified about the payment in Paypal.
4. Once you see your Hall's Paypal account has been credited with the amount, you can mark that invoice as paid in your Hallmaster account. (This an extra measure for you to ensure the payment has been successfully received. Hallmaster does not include a 'Call back' Feature with Paypal.