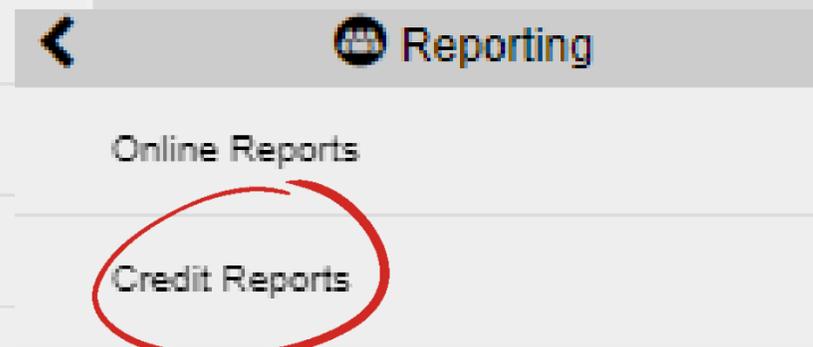
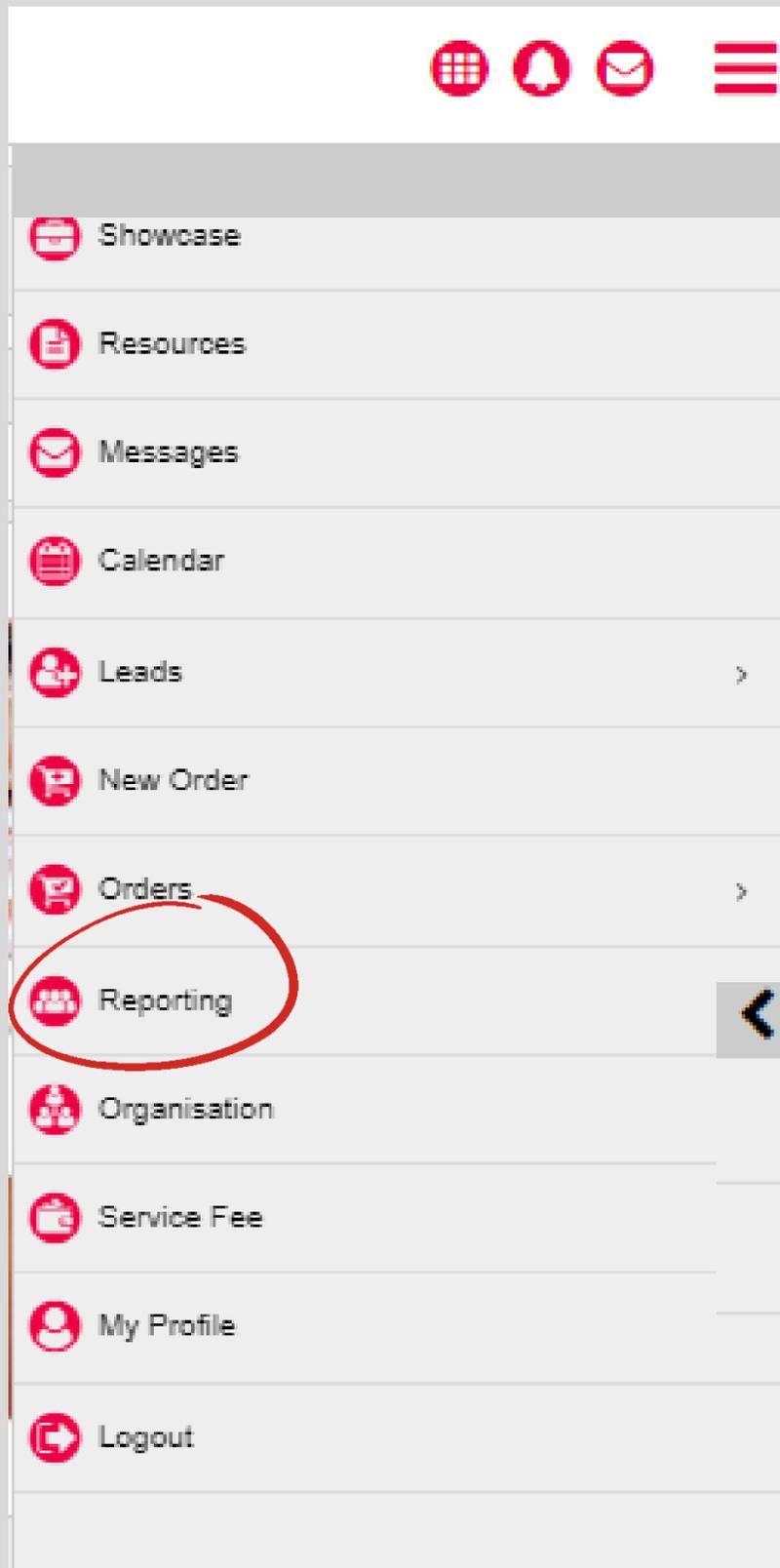




# How to Allocate Payments on Netsuite





**Step 1:**  
**Log on to Revolution.**  
**and select **Reporting** then**  
****Credit Reports****

## Log In

ORACLE NETSUITE

Oracle NetSuite Login

27808002090@sms.vine.co.za

.....|

Remember Me

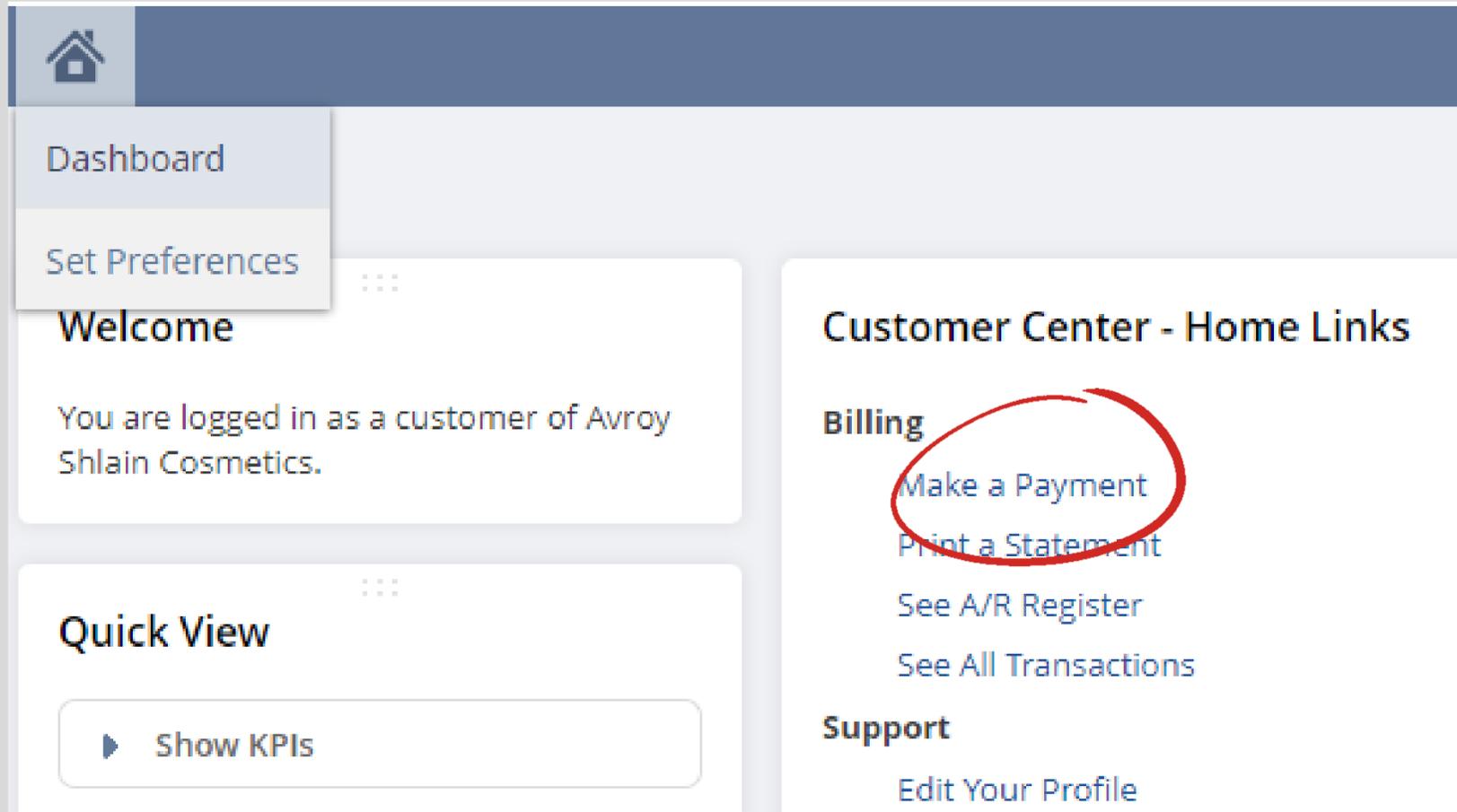
Log In

[Forgot your password?](#)

### Step 2:

Use your **email to sms** address and enter **Password@2023** as your password. Then **Log In**.

*NB: You can find your email to sms address under My Profile on Revolution*



The screenshot shows a customer portal interface. At the top left is a home icon. Below it is a navigation menu with 'Dashboard' and 'Set Preferences'. The main content area is divided into three sections: 'Welcome' (with a message: 'You are logged in as a customer of Avroy Shlain Cosmetics.'), 'Quick View' (with a 'Show KPIs' button), and 'Customer Center - Home Links'. The 'Billing' section under 'Home Links' contains four links: 'Make a Payment', 'Print a Statement', 'See A/R Register', and 'See All Transactions'. The 'Support' section contains one link: 'Edit Your Profile'. The 'Make a Payment' link is circled in red.



### Step 3:

On the landing page, select **Make a Payment** to access payment allocations.

PAYMENT AMOUNT \*  AUTO APPLY

**Invoices 0.00**

SELECT ITEM

APPLY	DATE	SUBCUSTOMER	TYPE	REF NO.	GROUPED TO	GROUP DATE	ORIG. AMT.	AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
<input type="checkbox"/>	26/04/2023		Invoice	237076			1,108.51	344.27	ZAR				<input type="text"/>
<input type="checkbox"/>	26/04/2023		Invoice	237080			1,567.37	1,567.37	ZAR				<input type="text"/>
<input type="checkbox"/>	03/05/2023		Invoice	255483			614.07	614.07	ZAR				<input type="text"/>
<input type="checkbox"/>	09/05/2023		Invoice	261293			178.24	178.24	ZAR				<input type="text"/>

**Credits 0.00**

SELECT ITEM

APPLY	DATE *	TYPE	REF NO.	GROUPED TO	GROUP DATE	ORIG. AMT.	AMOUNT REMAINING	CURRENCY	CREDIT
<input type="checkbox"/>	14/04/2023	Credit Memo	6846			40.00	40.00	ZAR	<input type="text"/>
<input type="checkbox"/>	12/05/2023	Payment	171361			614.07	614.07	ZAR	<input type="text"/>
<input type="checkbox"/>	14/05/2023	Payment	172692			327.91	327.91	ZAR	<input type="text"/>



## Step 4:

After selecting **Make a Payment** you will see a section displaying a list of **invoices** with amounts due and a section showing **credits**, journals and payments available to allocate/use.

**Credits 40.00**

SELECT ITEM

APPLY	DATE ▲	TYPE	REF NO.	GROUPED TO	GROUP DATE	ORIG. AMT.	AMOUNT REMAINING	CURRENCY	CREDIT
<input checked="" type="checkbox"/>	14/04/2023	Credit Memo	6846			40.00	40.00	ZAR	<input type="text" value="40.00"/>
<input type="checkbox"/>	12/05/2023	Payment	171361			614.07	614.07	ZAR	<input type="text"/>
<input type="checkbox"/>	14/05/2023	Payment	172692			327.91	327.91	ZAR	<input type="text"/>
<input type="checkbox"/>	14/05/2023	Payment	172674			1,567.37	1,567.37	ZAR	<input type="text"/>



## Step 5 :

To start allocating payment tick the box on the left to select the **type** of payment you want to use as payment/ to allocate from i.e *Credit Memo, Payment or Journal*.

**NB:** The box on the right will automatically populate the amount available for allocation.

***Example R40.00***

**Invoices 1,610.60**

SELECT ITEM

APPLY	DATE	SUBCUSTOMER	TYPE	REF NO.	GROUPED TO	GROUP DATE	ORIG. AMT.	AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
<input type="checkbox"/>	26/04/2023		Invoice	237076			1,108.51	344.27	ZAR				
<input type="checkbox"/>	26/04/2023		Invoice	237080			1,567.37	1,567.37	ZAR				
<input type="checkbox"/>	03/05/2023		Invoice	255483			614.07	614.07	ZAR				
<input type="checkbox"/>	09/05/2023		Invoice	261293			178.24	178.24	ZAR				
<input type="checkbox"/>	09/05/2023		Invoice	261296			1,821.12	1,821.12	ZAR				
<input type="checkbox"/>	09/05/2023	██████████	Invoice	261128			1,832.66	528.86	ZAR				
<input checked="" type="checkbox"/>	03/05/2023	██████████	Invoice	255899			2,228.87	1,610.60	ZAR			0.00	1,610.60



## Step 6:

**After selecting the type of payment and the amount, scroll to the Invoice section and select the invoice you would like to pay.**

**NB: The box on the right will automatically populate the amount owing on the invoice, however you can manually change it. *Example R1610.00 , change to R40.00***

PAYMENT AMOUNT   AUTO APPLY

**Invoices 40.00**

SELECT ITEM

APPLY	DATE	SUBCUSTOMER	TYPE	REF NO.	GROUPED TO	GROUP DATE	ORIG. AMT.	AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
<input type="checkbox"/>	26/04/2023		Invoice	237076			1,108.51	344.27	ZAR				
<input type="checkbox"/>	26/04/2023		Invoice	237080			1,567.37	1,567.37	ZAR				
<input type="checkbox"/>	03/05/2023		Invoice	255483			614.07	614.07	ZAR				
<input type="checkbox"/>	09/05/2023		Invoice	261293			178.24	178.24	ZAR				
<input type="checkbox"/>	09/05/2023		Invoice	261296			1,821.12	1,821.12	ZAR				
<input type="checkbox"/>	09/05/2023		Invoice	261128			1,832.66	528.86	ZAR				
<input checked="" type="checkbox"/>	03/05/2023		Invoice	255899			2,228.87	1,610.60	ZAR			0.00	40.00
<input type="checkbox"/>	25/04/2023		Invoice	236618			468.00	468.00	ZAR				

**Credits 40.00**

SELECT ITEM

APPLY	DATE *	TYPE	REF NO.	GROUPED TO	GROUP DATE	ORIG. AMT.	AMOUNT REMAINING	CURRENCY	CREDIT
<input checked="" type="checkbox"/>	14/04/2023	Credit Memo	6846			40.00	40.00	ZAR	40.00
<input type="checkbox"/>	12/05/2023	Payment	171361			614.07	614.07	ZAR	
<input type="checkbox"/>	14/05/2023	Payment	172692			327.91	327.91	ZAR	
<input type="checkbox"/>	14/05/2023	Payment	172674			1,567.37	1,567.37	ZAR	

## Step 7:

The amount in the credits and invoice sections must match and the payment amount at the top must always show a zero amount and **submit**.



## Confirmation

Transaction successfully Saved



### Home

#### Welcome

You are logged in as a customer of Avroy  
Shlain Cosmetics. 

#### Quick View

Show KPIs

#### Customer Center - Home Links

##### Billing

[Make a Payment](#)

[Print a Statement](#)

[See A/R Register](#)

[See All Transactions](#)

##### Support

[Edit Your Profile](#)

## Step 8:

**When you submit your allocation, the system will return a confirmation message that your transaction was successful.**

## Customer Center - Home Links

### Billing

- [Make a Payment](#)
- [Print a Statement](#)
- [See A/R Register](#)
- [See All Transactions](#)

### Support

- [Edit Your Profile](#)

The screenshot shows the Customer Center interface. The 'See All Transactions' link is circled in red. The 'Payment' dropdown menu is open, and the 'Payment' option is selected. The 'Payments' page is displayed, showing filters for TYPE (Payment), STATUS (- All -), and STYLE (Normal). The 'EDIT | VIEW' link is circled in red.

TYPE	STATUS	QUICK SORT	DOCUMENT NUMBER	NAME	ACCOUNT	PO/CH
Payment	- All -		160686		Resources : Std Bank-Main Account	

## Step 9:

To view if your allocation has been applied you can click **See All Transactions** and select **Payment**.

To open the transaction click **view**.

Payment 161889 DEPOSITED List Search

New Make Copy Print Email Fax Go To Register

Primary Information

PENDING 0.00      DATE 05/05/2023

Summary	
APPLIED	328.70
UNAPPLIED	0.00

Apply

Applied To 328.70

DATE	SUBCUSTOMER	TYPE	REF NO.	GROUPED TO	GROUP DATE	ORIG. AMT.	AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYME
11/04/2023		Invoice	208535			349.83	349.83	ZAR				32



## Step 10:

**When the transaction opens you will be able to see how much has been applied to the invoice. You can click on the Invoice to see the updated amount owing.**

Home

Invoice 🔍 List Search

208535 OPEN

Print Email Go To Register Make Payment

Primary Information

INVOICE #  
208535

CUSTOMER  
[REDACTED]

DATE  
11/04/2023

START DATE

END DATE

DUE DATE  
11/04/2023

PO #  
8226610

Avroy Shlain  
TRUE BEAUTY SHINES

Avroy Shlain Cosmetics  
162 Tonetti Street  
Growthpoint Business Park, Stand 8  
Midrand Johannesburg 1685  
South Africa  
VAT No.:4780295012

Date  
11/04/2023

Invoice #  
208535

Pay@

Ship/Deliver To  
[REDACTED]

Bill To  
[REDACTED]

TAX INVOICE

Order No	Date	Type	Status	ShippingMethod	Carrier
	11/04/2023	Type	Open		

Item #	Description	Ord Qty	Inv Qty	Unit Price	Invoiced	VAT	Discount Amount	Total Invoiced Amount
43300	CC Eye Quad - Natural Glam	1	1	R149.00	R149.00	R15.21	R32.39	R101.40
43301	CC Eye Quad - Fiery Sunset	1	1	R149.00	R149.00	R15.21	R32.39	R101.40
43302	CC Eye Quad - Smoked Up Glam	1	1	R149.00	R149.00	R15.21	R32.39	R101.40

Payment Date  
11/04/2023

Order Total:	R304.20
Shipping & Handling:	R0
Tax:	R45.63
Total:	R349.83
Payments:	
Balance Due:	R21.13

Summary

SUBTOTAL	304.20
DISCOUNT ITEM	
TAX TOTAL	45.63
TOTAL	349.83
AMOUNT DUE	21.13

## Step 11:

To view the actual invoice, click **print** and invoice showing the updated amount will open.



# **Congratulations, you have completed your Netsuite payment allocation training !**

for any queries, contact us on

**0860 114 182 (share call) | [csd.helpdesk@avroyshlain.co.za](mailto:csd.helpdesk@avroyshlain.co.za)**