How to Allocate Payments

Avroy Shlain

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19:45

🔒 **Revolution**
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Revolution Sign In

Username:

12345

Password

•••••

Remember Me ☐

SIGN IN

Forgot password?

Version 3.0.837.36 REPTOOLS5
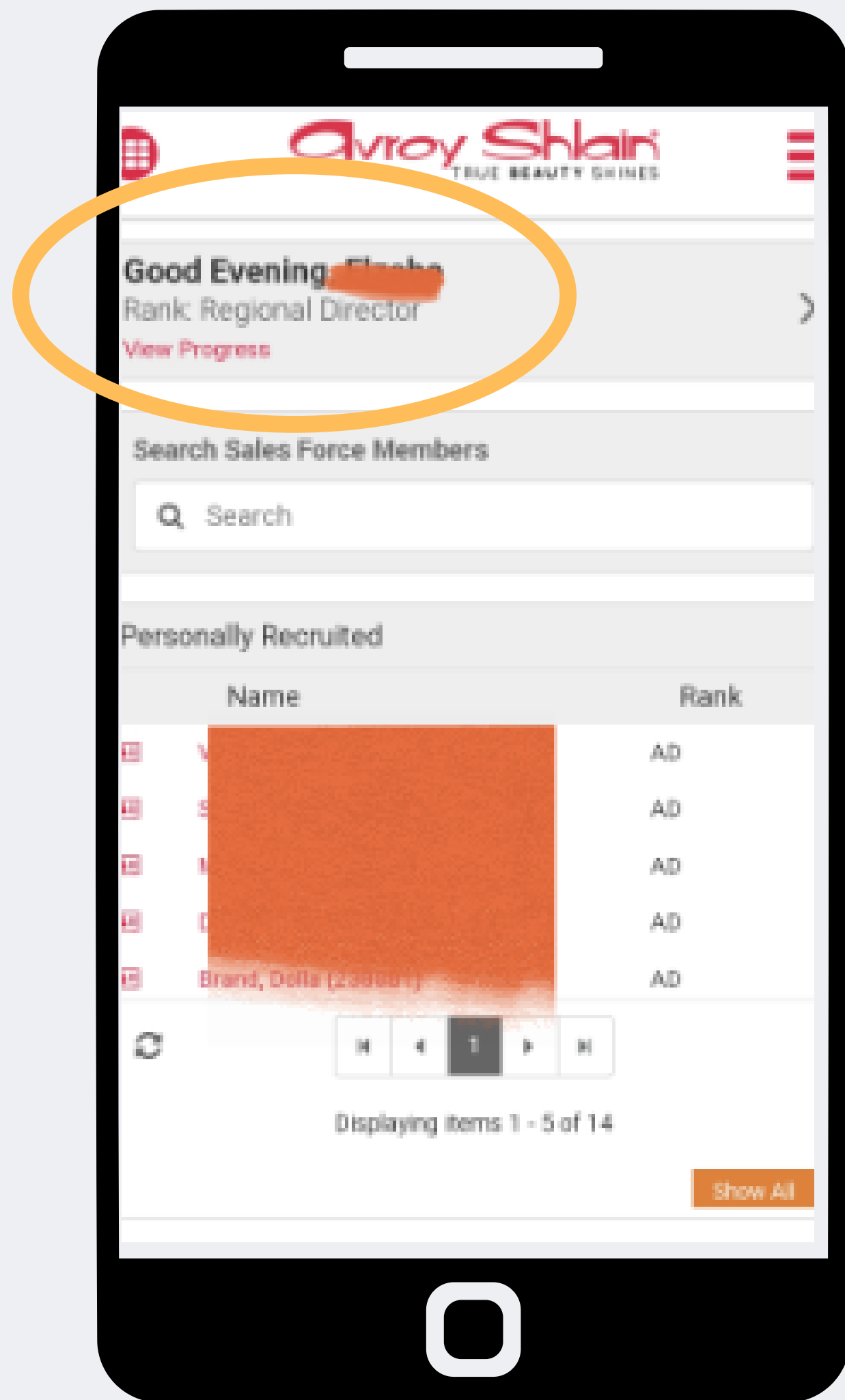
Step 1:

Logon to the Revolution website.

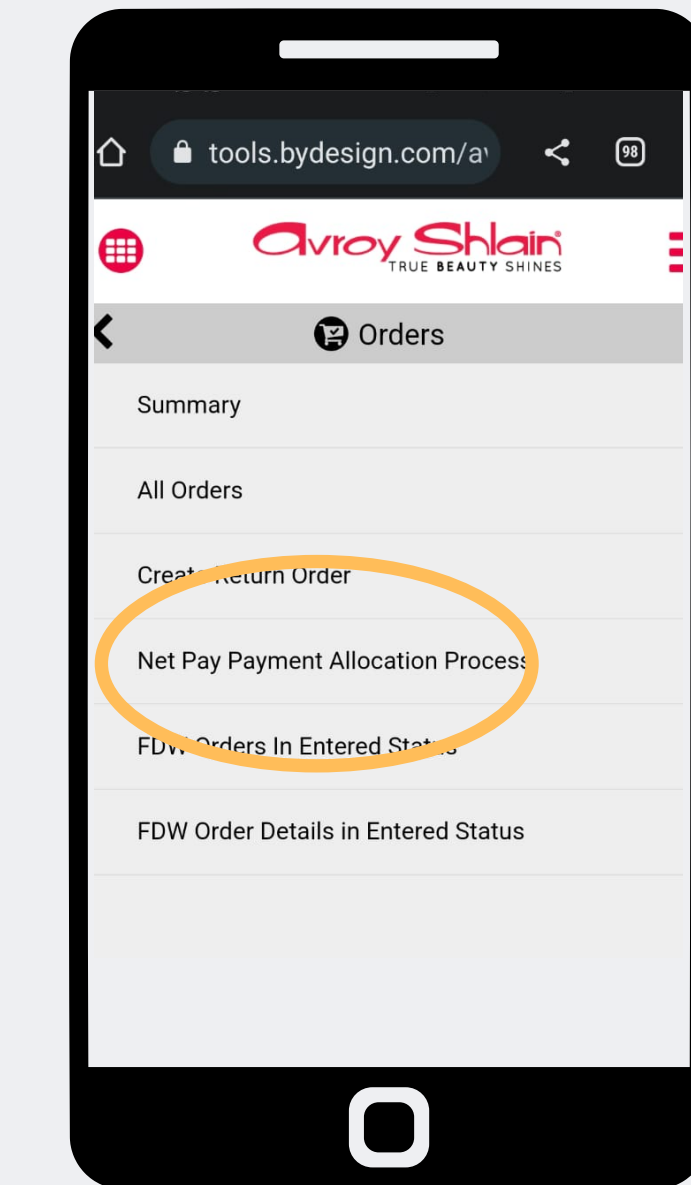**Use your account number as your username and password, then tap sign in.**
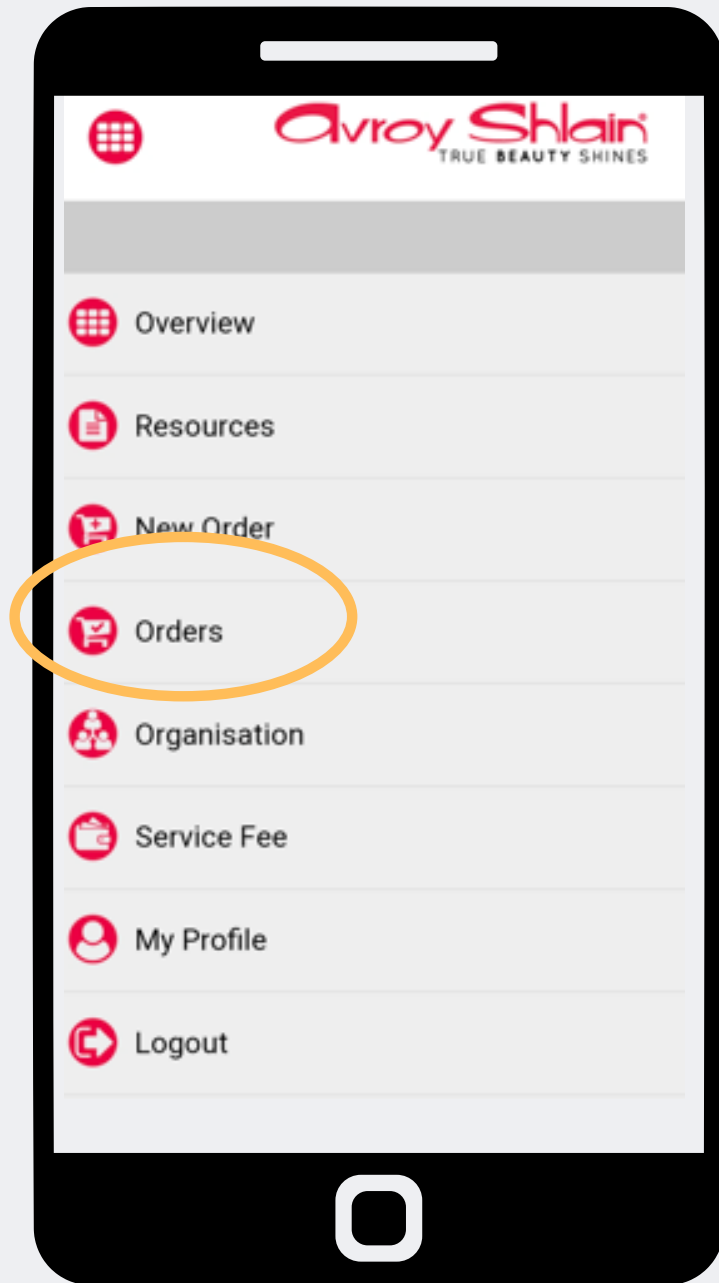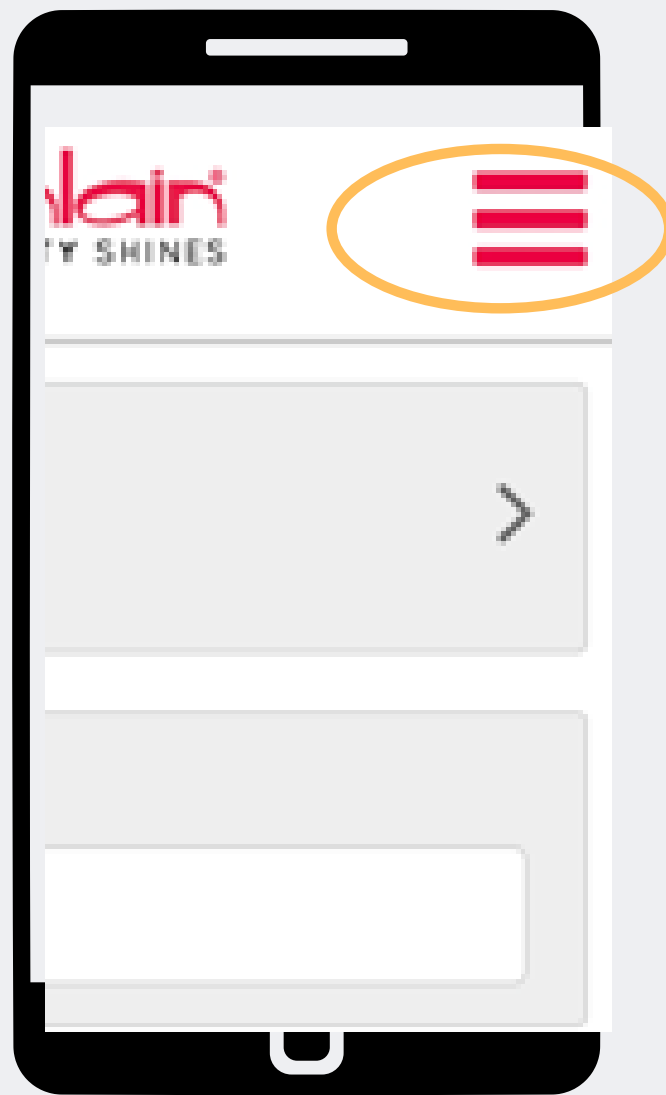
Step 2:

Check that you are logged into the correct account by viewing your name and rank at the **top left corner** of the page.
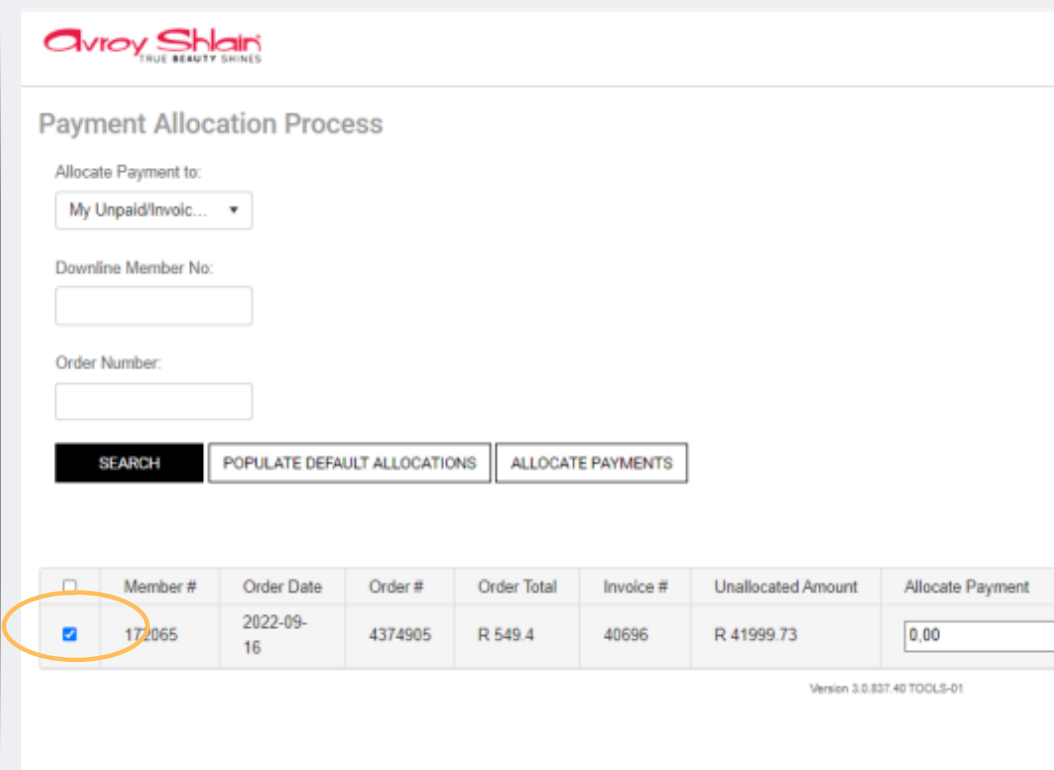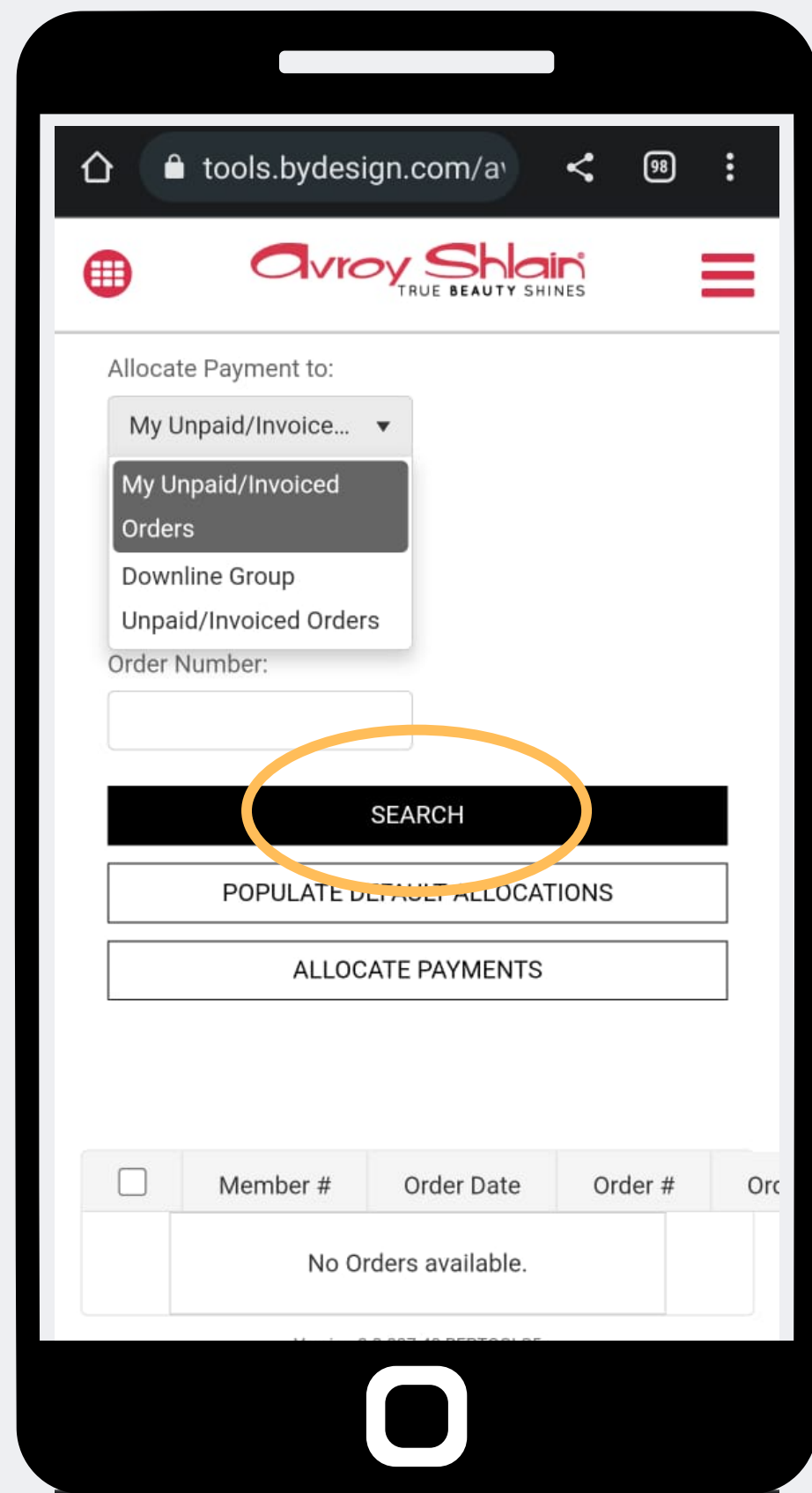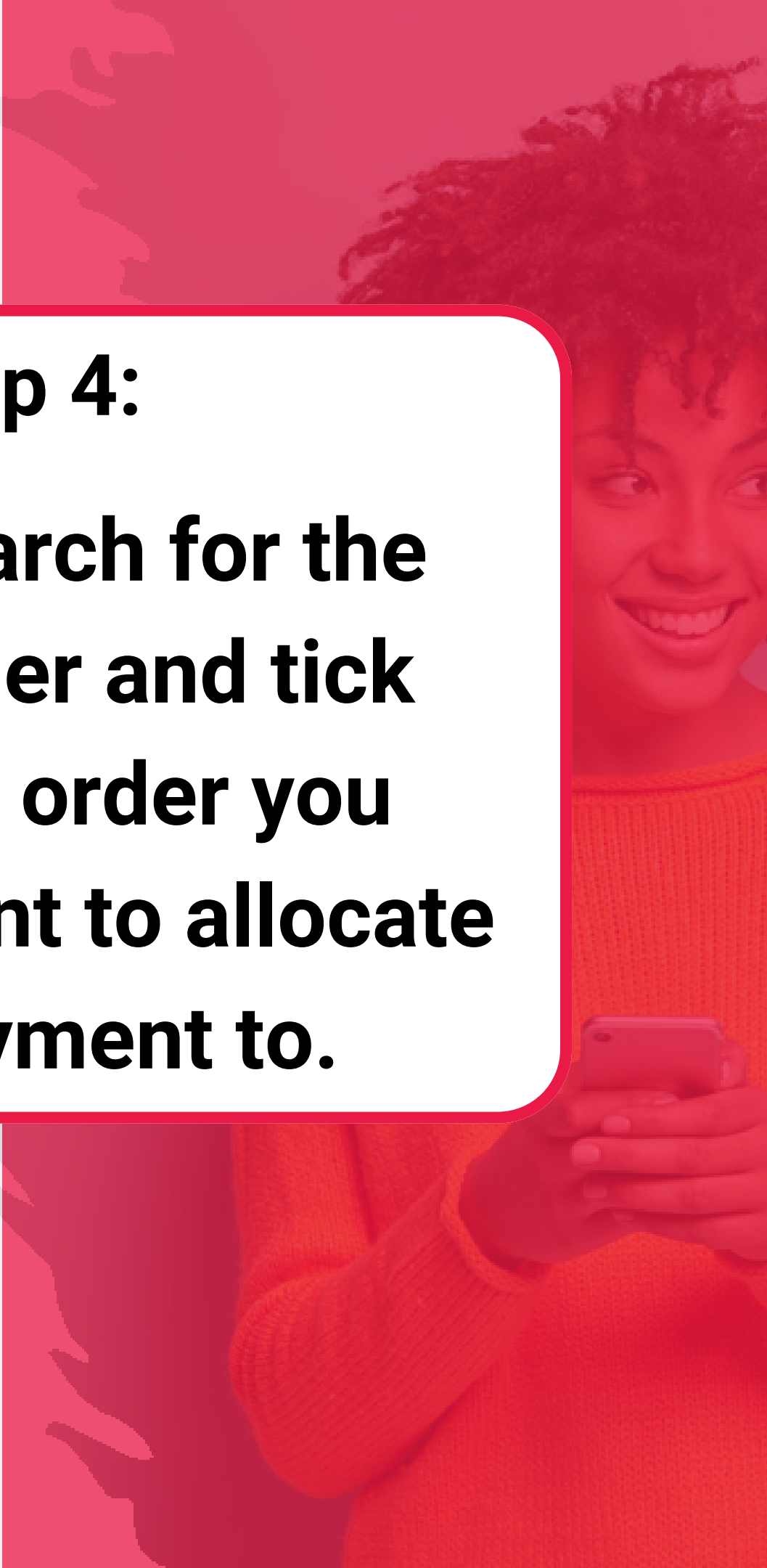
Step 3:

Select the three lines on the top right corner of your screen to access the site menu.

Select Order then Net Payment Allocation Process

Step 4:

Search for the order and tick the order you want to allocate payment to.

	ALLOCATE PAYMENTS								
Order Date	Order #	Order Total	Invoice #	Unallocated Amount	Allocate Payment	Use My Account	Account Balance	Order Balance	Order Status	Allocation Status
2022-09-16	4374905	R 549.4	40696	R 41999.73	549,40	☐	R 41450.33	R 0	Posted	-

Step 5:

Enter the amount and select Allocate Payments. When payment has been allocated, the Allocation Status will update to Success

	ALLOCATE PAYMENTS								
Order Date	Order #	Order Total	Invoice #	Unallocated Amount	Allocate Payment	Use My Account	Account Balance	Order Balance	Order Status	Allocation Status
2022-09-16	4374905	R 549.4	40696	R 41999.73	549,40	☐	R 41450.33	R 0	Posted	Success

Version 3.0.837.40 TOOLS-01

Congratulations, you have successfully allocated a payment !

FOR ANY QUERIES, CONTACT US ON

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