

# How to view your Applied Payments on Netsuite





### Step 1:

### To view if your allocation has been applied you can click See All Transactions and select Payment to list all the payments.

y Pay	/ments							
FILTERS								
TYPE Payment		•	STATUS - All -	STYLE Normal 🔻				
	🔁 🛛 🖶							QU
VIEW	DATE 🔻	PRINT	DOCUMENT NUMBER	NAME		ACCOUNT	PO/CHECK NUMBER	STATUS
View	07/05/2023	Print	160686			11170 Bank & Cash Resources : Pay @		Deposited
View	05/05/2023	Print	160703			11010 Bank & Cash Resources : Std Bank-Main Account		Deposited
View	05/05/2023	Print	161889			11070 Bank & Cash Resources : First National Bank		Deposited

### Step 2:

When you select payment Payment, a list of payments will appear. To find the payment, sort by the document number. When you find the the transaction click view.



ayment ႖									
161889 <b>DEPOSITED</b>									
New Make Copy Print Email Fax	Go To Register								
Primary Information									
PENDING 0.00	DATE 05/05/2023								
Apply									
Applied To 328 70									
Applied to 520.70									
DATE SUBCUSTOMER TIPE REFIND. TO	DATE ORIG. AMT. AMT. DUE CU	RRENCY							
11/04/2023 Invoice 208535	349.83 349.83 ZAR								

### Step 3:

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.



DATESUBCUSTOMERTYPEREF NO.GROUPED TOGROUP DATEORIG. AMT.AMT. DUECURRENCYDISC. DATE11/04/202311/04/2023208535349.83349.83ZAR	Applied To 328.70									
11/04/2023 Invoice 208535 349.83 ZAR	DATE	SUBCUSTOMER	TYPE	REF NO.	GROUPED TO	GROUP DATE	ORIG. AMT.	AMT. DUE	CURRENCY	DISC. DATE
	11/04/2023		Invoice	208535			349.83	349.83	ZAR	



PAYMENT 328.70

DISC. AVAIL.

### Step 4:

DISC. TAKEN

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





## **Congratulations, you can now view your** applied payments on Netsuite!

for any queries, contact us on

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