

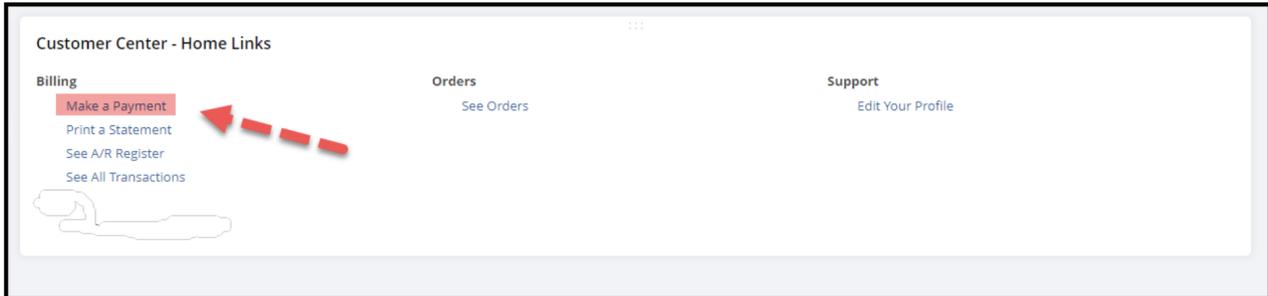
# How to make a payment in Netsuite

07/08/2024 7:22 pm EDT

If you have an open invoice with DrChrono, you can pay it quickly and easily via a self-service option in Netsuite.

Here are the steps:

- Login to the Customer Center
- Click on Make a Payment on the left side of the screen



- Fill in the 2 sections noted below

**Primary Information**

CUSTOMER 40965 John's Interactive Medicine	<b>1</b> CURRENCY * USD	EXCHANGE RATE * 1.00	<b>2</b> MEMO	DATE 9/6/2022
PAYMENT # To Be Generated	BALANCE 600.00	CONSOLIDATED BALANCE 600.00	PENDING 0.00	TRANSACTION NUMBER To Be Generated

Ref	Field	Mandatory?	Description
1	Currency	Yes	This field defaults to the currency on your profile.
2	Memo	No	Text field where you may attach a memo stating the purpose of the payment

- Enter the payment amount or select the invoice(s) you are paying

**1. Enter (#Payment#) Amount or Select (#Invoices#) to Pay**

**1** PAYMENT AMOUNT \*  
0.00  AUTO APPLY **2**

**Invoices 0.00**

SELECT ITEM

APPLY	DATE ▲	PROJECT/SUB	TYPE	REF NO.	ORIG. AMT.	AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
<input type="checkbox"/>	8/26/2022		Invoice	INV_DRC_0026	400.00	400.00	USD				<b>4</b>
<input type="checkbox"/>	9/6/2022		Invoice	INV_DRC_0028	200.00	200.00	USD				<b>4</b>

**3**

Ref	Field	Mandatory?	Description
1	Payment Amount	Yes	Enter the payment amount. While this field can be populated manually, it is recommended the user auto-populate the field by selecting the items to be paid by either checking the <i>apply</i> checkbox or entering a <i>payment</i> amount for each invoice
2	Auto Apply	No	When checked, the <i>Payment Amount</i> will automatically apply payments, starting with the open invoice at the top of the list
3	Apply	No	Check the box to pay the entire balance of the selected invoice(s)
4	Payment	No	Enter the desired amount of a partial payment for a given invoice

- Enter your credit card information

**2. Enter Credit Card Information**

TRANSACTION LEVEL TYPE

2

CSC

3

CC SETTLEMENT BATCH

4

PAYMENT OPTION

1

PAYMENT PROCESSOR REFERENCE NUMBER

5

Ref	Field	Mandatory?	Description
1	Payment Option	Yes	Contains list of available credit cards on file Credit cards can be added by clicking the <i>plus</i> button that appears to the right of the field when hovering over it
2	Transaction Level Type	No	Disregard
3	CSC	No	Disregard
4	CC Settlement Batch	No	Disregard
5	Payment Processor Reference Number	No	Disregard

- The System Information External ID Mirror section can be disregarded

**System Information**

EXTERNAL ID MIRROR

- The Custom Subscription Customer section can be disregarded

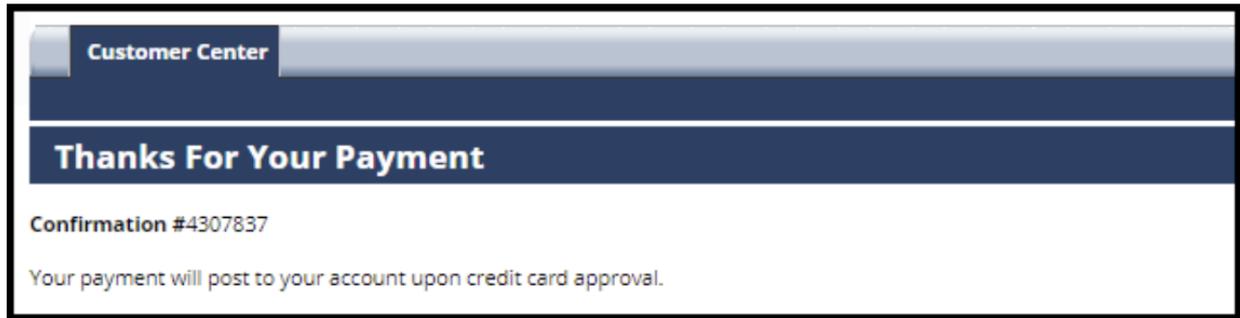
**Custom**

SUBSCRIPTION CUSTOMER PRODUCT SUBSIDIARY

<Type then tab>

Once all fields are filled in, please select **Submit** at the top or bottom of the page.

Once your payment has been submitted, you will receive a confirmation message.



## Make a payment with a secure link located on your invoice

You can also make payment from the secure link listed in your invoice. It will take you to a screen where you can pay your invoice.

### **Payment Link**

To access secure payment options at any time, click this [secure link](#). You can also copy the link to clipboard.

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