

# Unapplied Cash and Credits Overview and Topics

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SedonaOffice offers two methods of applying unapplied cash, unapplied credit memos, or advance deposits to your customer invoices. The first method is to open a Customer Explorer record and apply unapplied items to the customer invoices. The second method is to use the Unapplied Cash/Credits form found with the Accounts Receivable menu options from the main application menu tree. The Accounts Receivable option is covered in this section.

When applying unapplied items from the Accounts Receivable menu option, a listing of all unapplied items is displayed in a grid listed by customer number. Each item is listed separately for each separate transaction that created the unapplied item.

For example if the customer has two unapplied credit memos and one unapplied cash item, three rows will be listed in the grid for that particular customer.

When job invoices are created through the Job Billing process, you have the option of applying any advance deposits for the job at the time of invoice creation. If the advance deposit was posted to the customer account after the job invoice was created, this option can be used to apply the advance deposit to the Job invoice.

## Information in the Customer Cash/Credit List

- Customer Number, Customer Name
- Credit Type – will be one of the following: Unap Cash (Unapplied Cash), Unap Credit (Unapplied Credit Memo), or Adv Dep (Advance Deposit for a Job).
- Amount – The original amount of the unapplied item.
- Balance – The balance left to apply for the unapplied item.
- Date – The date the item was created.
- Reference – Different information will be displayed depending on the Credit Type:&nbsp; Unap Credit – Will display the Credit Memo number. Adv Dep – Will display the Job number for which the advance deposit was created.
- Amount Due – The current balance on the customer's account. If the amount is greater than zero, there is at least one invoice to which an unapplied item may be applied.

Customer Number	Customer Name	Credit Type	Amount	Balance	Date	Reference	Amount Due
1001	Johnson, Alexis	Adv Dep	500.00	500.00	12/15/2014	2004	1391.40
1003	Barton, Christine	Unap Credit	25.00	25.00	1/22/2015	1089	574.68
1004	Precision Tune Auto Care	Unap Credit	180.00	180.00	1/21/2015	1087	200.00
1006	Williams, Richard	Adv Dep	2000.00	2000.00	12/15/2014	2007	0.00
1007	St. Elizabeth Ann Seton Catholic Church	Adv Dep	8300.00	8300.00	12/15/2014	2011	0.00
1007	St. Elizabeth Ann Seton Catholic Church	Adv Dep	23000.00	11690.25	12/15/2014	2012	0.00
1008	Elephant Bar/Restaurant	Adv Dep	6000.00	6000.00	12/15/2014	2013	0.00
1009	Matthews, Arthur	Adv Dep	2500.00	2500.00	12/15/2014	2008	0.00
1009	Matthews, Arthur	Adv Dep	15000.00	15000.00	12/15/2014	2009	0.00
1010	Allen, Agnes	Adv Dep	450.00	450.00	12/15/2014	2010	0.00
1011	Marina, Melanie	Adv Dep	925.00	925.00	12/15/2014	2014	0.00
1012	Scheyer, George	Adv Dep	1500.00	1500.00	12/15/2014	2015	0.00
1013	Fegan, Maxwell	Adv Dep	850.00	850.00	12/15/2014	2006	0.00
1014	Erskine, Jackson (Gen)	Adv Dep	1000.00	1000.00	12/15/2014	2005	0.00
1015	Thompson, Michelle	Unap Cash	1500.00	1500.00	12/15/2014		2769.80

  

<table border="1"> <tr> <td>Detail</td> </tr> <tr> <td>Bill Name:</td> </tr> <tr> <td>Customer #:</td> </tr> <tr> <td>Open AR Balance:</td> </tr> </table>	Detail	Bill Name:	Customer #:	Open AR Balance:	<table border="0"> <tr> <td>Total Advanced Deposits</td> <td>\$62,025.00</td> </tr> <tr> <td>Total Credit Memo</td> <td>\$205.00</td> </tr> <tr> <td>Total Unapplied Cash</td> <td>\$1,500.00</td> </tr> <tr> <td><b>Total Credit Amount</b></td> <td><b>\$52,420.25</b></td> </tr> </table>	Total Advanced Deposits	\$62,025.00	Total Credit Memo	\$205.00	Total Unapplied Cash	\$1,500.00	<b>Total Credit Amount</b>	<b>\$52,420.25</b>
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### Unapplied Cash

Unapplied Cash may be applied to one or more items on a customer account. For example, a customer check is received with an overpayment amount of \$2.00. When the User is processing the payment, the excess amount is applied to the customer's Unapplied Cash option. If the customer cancels while and there is still the \$2.00 remaining in unapplied cash, a User may apply this amount as a Refund Check to the customer or transfer the funds to a Miscellaneous G/L account. Unapplied Cash can be applied to one or more of the following items:

- Customer Invoices with a balance due
- Transfer to an Advance Deposit (the customer must have a Job in an open status for this option)
- Miscellaneous G/L Account
- Refund Check

### Advance Deposit

An Advance Deposit is designed to be reserved for application to Job invoices. If the Job was cancelled, you may apply the Advance Deposit to one or more of the following items:

- Customer Invoices with a balance due
- Miscellaneous G/L Account
- Refund Check
- Unapplied Cash

### Unapplied Credit Memo

Unapplied Credit Memos are manually applied by the User to one or more of the following items:

- Customer Invoices with a balance due
- Miscellaneous G/L Account

- Refund Check

Below is a quick reference chart describing how unapplied items may be applied.

	Customer Invoices	Misc. G/L	Advance Deposit	Unapplied Cash	Refund Check
Cash with Open Job(s)	Yes	Yes	Yes	No	Yes
Cash with no Open Job(s)	Yes	Yes	No	No	Yes
Credit Memo	Yes	Yes	No	No	Yes
Advance Deposit	Yes	Yes	No	Yes	Yes

Click on the links below for instructions related to applying unapplied cash, advance deposits, and unapplied credit memos.

[SedonaSetup User Group Security](#)

[Applying Unapplied Cash to Invoices](#)

[Applying Unapplied Cash to an Advance Deposit](#)

[Applying Unapplied Cash to a Refund Check](#)

[Applying Unapplied Cash to a Misc. G/L Account](#)

[Applying Unapplied Credit Memos to Invoices](#)

[Applying Unapplied Credit Memos to a Misc. G/L Account](#)

[Applying Unapplied Credit Memos to a Refund Check](#)

[Applying an Unapplied Advance Deposit to Invoices](#)

[Applying an Unapplied Advance Deposit to a Misc. G/L Account](#)

[Applying an Unapplied Advance Deposit to a Refund Check](#)

[Applying an Unapplied Advance Deposit to Unapplied Cash](#)