Unapplied Cash and Credits Overview and Topics

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 will be 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, the User has 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 may 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: 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.

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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 may 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.

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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