

Apply Unapplied Cash to an Advance Deposit

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□ To be able to use this option, an open Job must exist on the customer's account.

1. Navigate to the Main Application Menu and select the Accounts Receivable / Unapplied Cash/Credits option. The Customer Cash/Credit List will be displayed. This listing displays all customers with unapplied items; Unapplied Cash, Unapplied Credit Memos or Unapplied Advance Deposits. Each unapplied item is listed separately for each customer.
2. Select the Unapplied Cash Item – Either highlight the Item and click the Apply button located at the lower right of the form, or double-click on the Unapplied Item.

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The Apply Customer Credit form will be displayed.

3. The The Apply Date will default to today's date; you may override this to any date that is in an open accounting period, but not prior to the date the Unapplied Cash Item was created.

4. Click on the "Other" tab. On the left side of the Other tab, select the checkbox to the left of the Advance Deposit option.

5. In the Job field, click on the drop-down list to select the appropriate Job number.

6. The Amount field will automatically fill in with the entire amount of unapplied cash available. You may change this to a lower amount if desired. If the entire amount of the unapplied item was not applied to the Job, the balance will remain open to apply in the future.

7. When finished, click the Save button located at the lower right of the form to complete the transaction.

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