

Apply an Advance Deposit to Unapplied Cash

Last Modified on 01/10/2023 12:31 pm EST

Applying an Advance Deposit to Unapplied Cash is typically used in the following situations:

- The customer cancelled a Job and you want to use the advance deposit for other types of invoices
- There were left over funds after all the Job Invoices were paid and you want to use the advance deposit for other types of invoices
- A payment was saved as an advance deposit and should have been saved as unapplied cash

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 Advance Deposit – 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 Advance Deposit was created.
4. The Amount field will automatically fill in with the entire amount of unapplied Advance Deposit available. You may change this to a lower amount if desired. If the entire amount of the unapplied Advance Deposit was not applied to unapplied cash, the balance will remain open as an unapplied Advance Deposit to apply in the future.
5. When finished, click the Save button located at the lower right of the form to complete the transaction.

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