Apply an Advance Deposit to a Misc. GL Account

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Applying an Advance Deposit to a Miscellaneous is typically used if a customer cancelled a Job and you are not going to refund some or all of the Advance Deposit. If a partial refund will be made, you may split the amount of the unapplied advance deposit between a Miscellaneous G/L Account and a Refund Check.

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

5. Select the appropriate G/L Account from the drop-down list or you may click the G/L Lookup button to the right of the field to open the Chart of Accounts list; the list may be sorted in G/L Account, Description or Account Type order by clicking the desired column header title.

6. Select the appropriate Category Code.

7. 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 the miscellaneous G/L account, the balance will remain open to apply in the future.

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

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