

# Enter an EFT Transaction for Unapplied Cash from a Customer Record

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If a customer want to make a partial payment to an invoice, or if you are taking a deposit for a job but the job record has not yet been created, the EFT must be setup to use unapplied cash. Once the transaction settles, you may then manually apply the payment to an invoice. If the payment was for a job deposit, once the job is created, you may move the unapplied cash to an advance deposit and link to the job record.

1. Open the Customer record for which you want to enter the EFT payment. On the customer tree click on Payment Options, right-click and select the Add Transaction option.

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2. The New Transaction form will be displayed.

- From the drop-down list, select either a bank account or credit card to be used for the transaction.
- Select the Unapplied Cash radio button.
- Type in a description. This information appears on the customer's bank or credit card statement.
- Enter the Amount of the payment.
- The Process date will default to today's date. If the customer is post-dating this transaction, you may enter a future date into this field.

You may select either the Submit Now or Save button.

- When selecting the Submit Now button, this transaction will automatically be sent to Forte for funding. If this is a credit card transaction and the customer has available funds on their line of credit to cover this payment, the transaction will be saved to the Approved tab of the EFT Processing grid. Otherwise, the transaction will be declined and be saved to the Rejected tab.
- Clicking on the Save button will add this transaction to the Ready tab of the EFT Processing grid to be submitted at a later time.

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