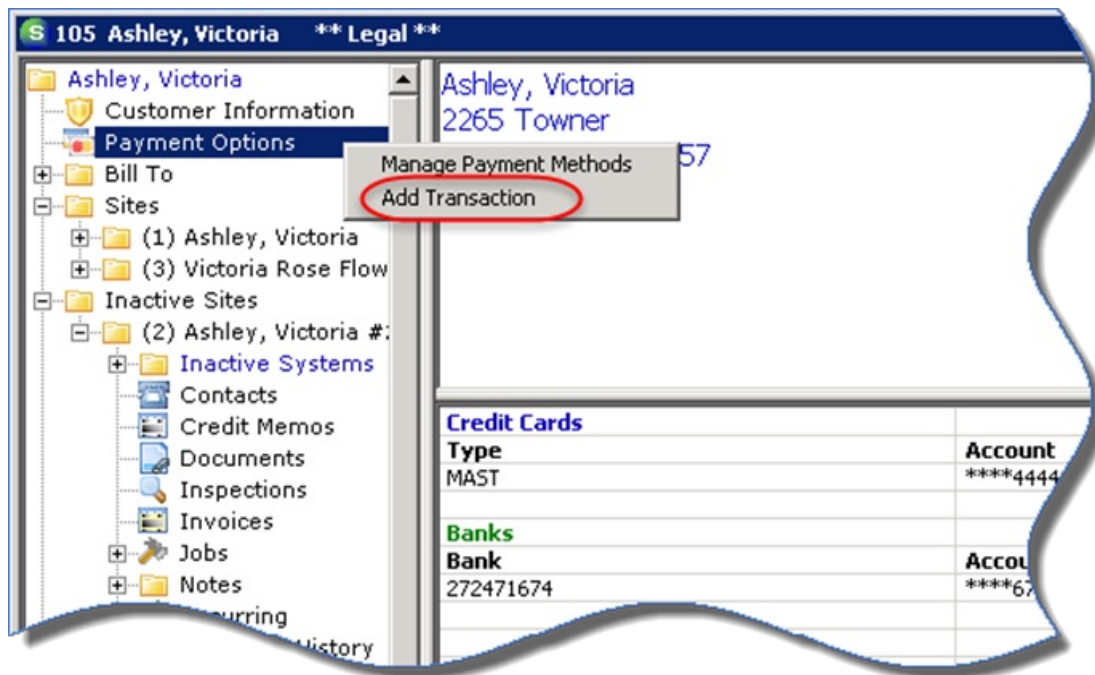


Enter an EFT Transaction for Unapplied Cash from a Customer Record

Last Modified on 06/03/2026 2:33 pm EDT

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.



2. The New Transaction form will be displayed.

- (A) From the drop-down list, select either a bank account or credit card to be used for the transaction.
- (B) Select the Unapplied Cash option.
- (C) Type in a description. This information appears on the customer's bank or credit card statement.
- (D) Enter the Amount of the payment.
- (E) The Process date defaults to today's date. If the customer is post-dating this transaction, you can enter a future date into this field.


You can click either the **Submit Now** or **Save** button.

- (F) When clicking the **Submit Now** button, this transaction is automatically 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 is saved to the Approved tab of the EFT Processing grid. Otherwise, the transaction is declined and saved to the Rejected tab.

- (G) Clicking the **Save** button adds this transaction to the Ready tab of the EFT Processing grid to be submitted at a later time.


New Transaction - SedonaSecurity - Forte

Ashley, Victoria
2265 Towner
Luna Pier, 48157

Ashley, Victoria
 ****4444
 06/26

Invoice
 Advance Deposit
 Unapplied Cash **B**
 Miscellaneous Income

Bank **A**

Credit Card **A**  Payment Methods




Description **C**

Amount **D**

Process Date **E**

Submitted	Description	Type	Amount	Method	Status
	Invoice 626661	Invoice 626661	\$40.00	MAST 4444	VOIDED
	Cycle Invoice	Invoice 627193	\$2,005.64	MAST 4444	READY
	Cycle Invoice	Invoice 627192	\$2,735.34	MAST 4444	READY

F **G**

 Submit Now  Save  Close