Using Unapplied Cash to Prepay Booking

To use Unapplied Cash to prepay a Booking, add a Payment by navigating to *Accounting / A/R / Payments* or by selecting the **Payment on Account(s)** shortcut icon.

At the *Payment On Account* screen, change the drop-down next to the *Payment Amount* field from *Regular* to *Prepay* and mark the *Use U/A Cash* option.

If the Unapplied Cash will pay the entire Booking(s), no *Payment Amount* needs to be entered, as no new money is being taken.

If the Unapplied Cash will only cover a portion of the Booking(s), enter the amount the Customer is paying in the *Payment Amount* box and select the correct *Pay Method*. The *Payment Amount* should equal the Booking(s) total minus the Unapplied Cash being used.

Choose the Booking(s) to apply the unapplied cash and select **Save**.

Bookings cannot be partially prepaid at this screen. The Unapplied Cash plus any additional payment(s) must fully cover the selected Booking(s) or the payment will not be saved and the status(es) of the Booking(s) will remain as unpaid.

For more information on using Unapplied Cash at the *Roll-Through Payment on Account* screen, see here.