

# Using Unapplied Cash to Prepay Booking

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

The screenshot shows the 'Payment on Accounts' window with the following details:

- Date: 04/02/2024, Payment Number: 120341
- Customer ID: AndBa, Name: Barry Anderson
- Payment Amount dropdown: Prepay (highlighted with an orange box)
- Summary Table:

	Regular	Prepay	U/A Cash	Budget
Before	0.00	14659.25	747.50	0.00
After	0.00	15059.25	0.00	0.00
- Discount Amount: 0.00, <Disc Acct>: 4100000-00
- Total Credit: 0.00, Control #: [empty]
- Table 1:

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1	Check			0.00	<input type="checkbox"/>	0.00
2				0.00	<input type="checkbox"/>	
3				0.00	<input type="checkbox"/>	
- Table 2 (Bookings):

	Date	Booking #	Field ID	Gross	Unpaid Amt	<Discount>	Payment
1	<input checked="" type="checkbox"/>	02/15/2024	1200180		400.00	0.00	400.00
- Use U/A Cash checkbox:  (highlighted with an orange box)
- Totals: 0.00, 400.00
- Buttons: Apply, Untag All, Print Form, View Invoices, Save, Cancel
- Options:  Email This,  Print on Save,  Issue Check

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](#).