Using Unapplied Cash to Pay Invoice

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Unapplied Cash can be used to pay an Invoice by adding a Payment at *Accounting / A/R / Payments* or by selecting the **Payment on Account(s)** shortcut icon.

At the *Payment on Account* screen, check the *Use U/A Cash* option. Upon saving the payment, the Unapplied Cash left in the Customer's account will pay the Invoices checked in the grid below.

If the Unapplied Cash amount is greater than the amount of the Invoice(s) checked in the grid, then the Invoice(s) will be paid and the leftover Unapplied Cash will remain on the Customer's account.

If the Unapplied Cash amount is less than the amount of an Invoice checked in the grid, then enter the amount of Unapplied Cash to use in the *Payment* column of the grid on the line item(s) being paid. The Customer below is receiving a discount as well by placing the discount amount from the grid into the *Discount Amount* box in the upper portion of the screen.

Note: Do not put an amount in the *Payment Amount* box when using unapplied cash to make a customer payment.

Select **Apply** to ensure the totals at the bottom of the screen match the amount being paid and the discount being given.

Alternatively, check the *Use U/A Cash* checkbox and then select the **Auto Apply** button, and the Unapplied Cash will be applied to the Invoices in the order they are sorted until the Unapplied Cash has been depleted. The Invoices not covered by Unapplied Cash will remain open to be paid by the Customer.

Whenever a discount is involved, the discount amount must always be entered in the *Discount Amount* field at the top of the screen unless it is not being given to the Customer. If that is the case, it should be zeroed out in the grid.