

Writing off Unapplied Cash Balance

Last Modified on 01/25/2022 10:49 am CST

Go to the *Payment on Accounts* screen, and select the customer. Enter the amount of Unapplied Cash to write off in the *Discount Amount* field. Enter this amount as a negative number. Enter a different account in the *Disc Acct* field if an account different from the default discount G/L account is preferred. Make sure no Invoices are checked in the *Invoice* grid below. Select **Save**.

Payment on Accounts

Date: 01/25/2022 Payment Number: 120253

<Customer ID>: CowBo Bob Cowgill

Payment Amount: 0.00 Regular

Discount Amount: -72.52 <Disc Acct>: 4100000-00

Total Credit: -72.52 Control #:

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1	Check		0.00		<input type="checkbox"/>	0.00
2					<input type="checkbox"/>	
3					<input type="checkbox"/>	

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #
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Regular Prepay U/A Cash Budget

Before 0.00 13505.09 72.52 0.00

After 0.00 13505.09 0.00 0.00

Description:

Sort Invoices by: Standard

☐ Use U/A Cash

Auto Apply

Apply Untag All Print Form

Totals 0.00 0.00

☒ Print on Save ☐ Issue Check

Save Cancel

A screen will appear stating *The discount amount does not match the grid discount total. Do you wish to override discount amount?* Select **No**.

Payment on Accounts

The discount amount does not match the grid discount total. Do you wish to override the discount amount?

Yes No

Another screen will appear asking *Do you wish to place the discount in Unapplied Cash?* Choose **Yes**. The Unapplied Cash will be zeroed out.

Payment on Accounts

Do you wish to place the discount in Unapplied Cash?

Yes No