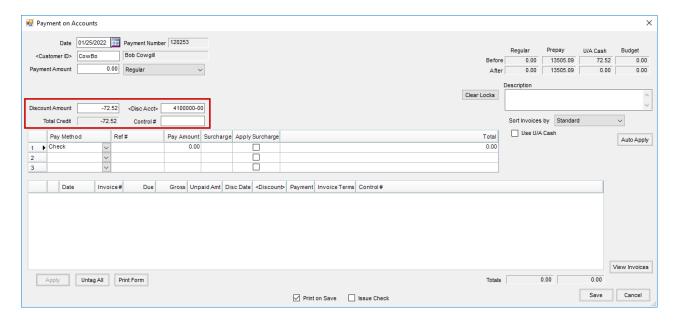
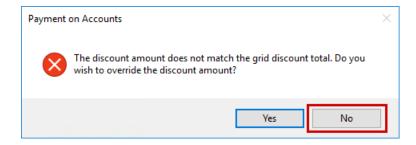
Writing off Unapplied Cash Balance

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**.



A screen will appear stating The discount amount does not match the grid discount total. Do you wish to override discount amount? Select **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.

