

# Transfer Unapplied Cash

Last Modified on 03/01/2024 8:32 am CST

1. Go to the *Payment on Account* screen (*Accounting / A/R / Payments* or by selecting the **Payment on Account** shortcut) for the customer who has the Unapplied Cash balance.
2. Enter a negative amount in the *Payment Amount* field for the amount being transferred to the other customer's account.

**Payment on Accounts**

Date: 03/01/2024 | Payment Number: 120333

<Customer ID>: AndBa | Barry Anderson

Payment Amount: -1000.00 | Regular

Payment Collected: -1000.00 | Clear Locks

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

Total Credit: -1000.00 | Control #: |

	Regular	Prepay	U/A Cash	Budget
Before	3977.50	12659.25	2500.00	0.00
After	3977.50	12659.25	0.00	0.00

Sort Invoices by: Standard

Use U/A Cash

Pay Method	Ref #	Pay Amount	Surcharge	Apply S
1 Adjustment		-1000.00	0.00	
2				

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Cor
1	04/04/2023	1200860	05/15/2023	752.50	752.50	Expired	0.00	752.50	N15	
2	08/29/2023	1200888	09/15/2023	3225.00	3225.00	Expired	0.00	3225.00	N15	

Totals: 0.00 | 0.00

Buttons: Apply, Untag All, Print Form, Save, Cancel

Options:  Print on Save,  Issue Check

3. Select the *Adjustment* Payment Method.
4. Uncheck all Invoices in the grid (if any exist).
5. Check the *Use U/A Cash* checkbox.
6. Save the payment.
7. Add a payment at the *Payment on Account* screen for the customer receiving the unapplied cash.
8. In the *Payment Amount*, enter the same dollar amount as in Step 2 but as a positive number.

Payment on Accounts

Date: 03/01/2024 Payment Number: 120335

<Customer ID>: ZuzSa Samuel Zuzzle

Payment Amount: 1000.00 Regular

0 0.00

Payment Collected: 1000.00

Discount Amount: <Disc Acct> 4100000-00

Total Credit: 1000.00 Control #:

Pay Method	Ref #	Pay Amount	Surcharge	Apply S
1 Adjustment		1000.00	0.00	
2				

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Cor
1	11/02/2022	1200851	12/15/2022	26881.20	26881.20	Expired	0.00	1000.00	N15	

Before: Regular 26881.20 Prepay 1360.23 U/A Cash 0.00 Budget 0.00

After: Regular 25881.20 Prepay 1360.23 U/A Cash 0.00 Budget 0.00

Sort Invoices by: Standard

Use U/A Cash

Apply Untag All Print Form

Totals: 0.00 1000.00

Print on Save  Issue Check Save Cancel

9. Select the *Adjustment* Payment Method.

10. Choose **Auto Apply** to use the payment on open Invoices with any remaining balance to be placed in Unapplied Cash. Optionally apply this money to Bookings by changing the *Payment Type* from *Regular* to *Prepay*. Alternatively, allow the payment to go to Unapplied Cash for this customer by checking the *Use U/A Cash* checkbox or answering **Yes** to the Advance prompt asking if preferred to place the balance in Unapplied Cash.

The account used by the *Adjustment* Payment Method is cleared because it is used for both the positive and the negative payment.