

# Transfer Unapplied Cash

Last Modified on 02/23/2026 11:21 am CST

## Transfer UAC

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 | 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	<input type="checkbox"/>	04/04/2023	1200860	05/15/2023	752.50	752.50	Expired	0.00	752.50	N15
2	<input type="checkbox"/>	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, View Invoices, 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
Adjustment		1000.00	0.00	

	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

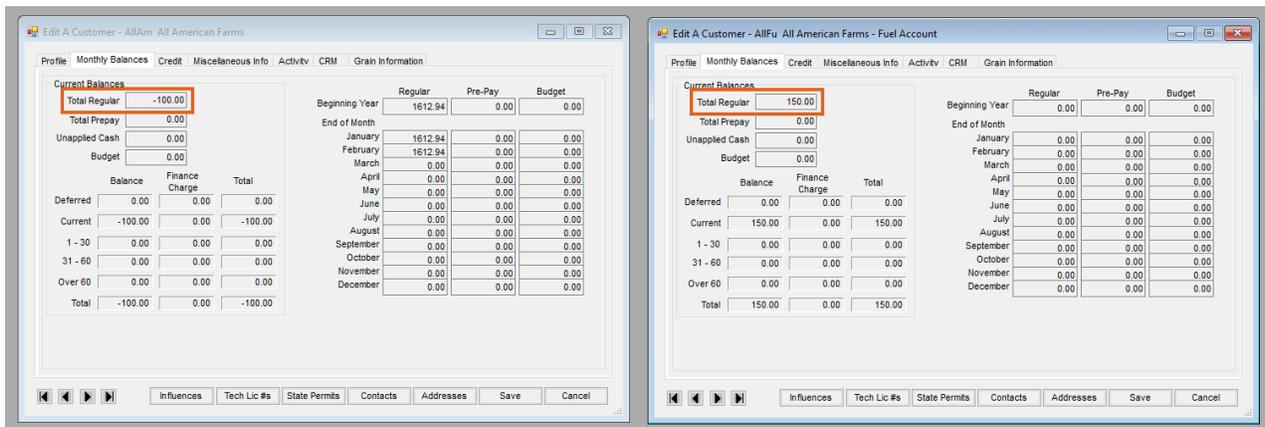
Print on Save  Issue Check Save Cancel

- Select the *Adjustment* Payment Method.
- 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 *Agvance* 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.

## Using Credit on One Account to Pay on Another

Customers with a credit on one account and a charge on another can use that credit to make a Payment on the account with a balance.



1. Add a Payment on the account with a credit.

**Payment on Accounts**

Date: 08/22/2025 Payment Number: 120602

<Customer ID>: AllAm All American Farms

Payment Amount: -100.00 Regular

Surcharge Amount: 0.00

Payment Collected: -100.00

Discount Amount: <Disc Acct> 4100000-00

Total Credit: -100.00 Control #:

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1	Adjustment		-100.00	0.00	<input type="checkbox"/>	-100.00
2					<input type="checkbox"/>	
3					<input type="checkbox"/>	

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #
1	<input checked="" type="checkbox"/>	08/22/2025	1201108	08/22/2025	0.00	-100.00	Expired	0.00	-100.00	

Before: Regular -100.00, Prepay 0.00, U/A Cash 0.00, Budget 0.00  
 After: Regular 0.00, Prepay 0.00, U/A Cash 0.00, Budget 0.00

Description: moving credit to make payment on other account

Sort Invoices by: Standard

Use U/A Cash

Auto Apply

Totals: Regular 0.00, Prepay -100.00

Buttons: Apply, Untag All, Print Form, View Invoices, Save, Cancel, Print on Save, Issue Check

2. Enter the credit as a negative *Pay Amount*.
3. Change the *Pay Method* to *Adjustment*.
4. In the *Description*, indicate the credit is being moved to the other account.
5. Add another Payment for the account with a balance.

**Payment on Accounts**

Date: 08/22/2025 Payment Number: 120603

<Customer ID> AllFu All American Farms - Fuel

Payment Amount: 100.00 Regular

Surcharge Amount: 0.00

Payment Collected: 100.00

Discount Amount: <Disc Acct> 410000-00

Total Credit: 100.00 Control #:

	Regular	Prepay	U/A Cash	Budget
Before	150.00	0.00	0.00	0.00
After	50.00	0.00	0.00	0.00

Description: payment coming from credit on other account

Sort Invoices by: Standard

Use U/A Cash

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1	Adjustment		100.00	0.00	<input type="checkbox"/>	100.00
2					<input type="checkbox"/>	
3					<input type="checkbox"/>	

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #
1	08/22/2025	1201107	09/15/2025	150.00	150.00	Expired	0.00	100.00	N15	

Totals: 0.00 100.00

Buttons: Apply, Untag All, Print Form, View Invoices, Save, Cancel, Print on Save, Issue Check

6. Enter the credit amount as a positive *Pay Amount*.
7. Use *Adjustment* as the *Pay Method*.
8. Indicate the Payment is coming from a credit balance from the other account.

The *Pay Methods* used for both Payments are the same (best practice is *Adjustment*) and the account with a balance owed is reduced by the amount of the credit.

**Edit A Customer - AllAm All American Farms**

Profile | Monthly Balances | Credit | Miscellaneous Info | Activity | CRM | Grain Information

**Current Balances**

Total Regular	0.00
Total Prepay	0.00
Unapplied Cash	0.00
Budget	0.00

	Regular	Pre-Pay	Budget
Beginning Year	1612.94	0.00	0.00
End of Month			
January	1612.94	0.00	0.00
February	1612.94	0.00	0.00
March	0.00	0.00	0.00
April	0.00	0.00	0.00
May	0.00	0.00	0.00
June	0.00	0.00	0.00
July	0.00	0.00	0.00
August	0.00	0.00	0.00
September	0.00	0.00	0.00
October	0.00	0.00	0.00
November	0.00	0.00	0.00
December	0.00	0.00	0.00

Buttons: Influxes, Tech Lic #s, State Permits, Contacts, Addresses, Save, Cancel

**Edit A Customer - AllFu All American Farms - Fuel Account**

Profile | Monthly Balances | Credit | Miscellaneous Info | Activity | CRM | Grain Information

**Current Balances**

Total Regular	50.00
Total Prepay	0.00
Unapplied Cash	0.00
Budget	0.00

	Regular	Pre-Pay	Budget
Beginning Year	0.00	0.00	0.00
End of Month			
January	0.00	0.00	0.00
February	0.00	0.00	0.00
March	0.00	0.00	0.00
April	0.00	0.00	0.00
May	0.00	0.00	0.00
June	0.00	0.00	0.00
July	50.00	0.00	50.00
August	0.00	0.00	0.00
September	0.00	0.00	0.00
October	0.00	0.00	0.00
November	0.00	0.00	0.00
December	0.00	0.00	0.00

Buttons: Influxes, Tech Lic #s, State Permits, Contacts, Addresses, Save, Cancel