

# Auto Apply

Last Modified on 01/27/2022 10:29 am CST

**Auto Apply** may be used when a customer does not specify which Invoices are to be paid.

1. Select the **Add a Payment on Account** shortcut icon.
2. Select the Customer whose account is to be affected. Notice that the total amount owed by the Customer is shown in the lower right corner.
3. Enter the amount of the payment received in the *Payment Amount* field.
4. Choose **Auto Apply** to apply the payment to the Invoices in the grid from the top down. The *Standard* sort order lists credit first, Finance Charges, and then regular Invoices. If the payment doesn't cover all Invoices, it will partially pay an Invoice in order to equal the *Payment Amount*.

**Note:** **Auto Apply** works from top down in the grid regardless of how the *Invoice* grid is sorted. If discounts are being altered, **Auto Apply** may not work as expected.

5. Choose **Save** to post the Payment.