

# Overpayment of Account - Unapplied Cash

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Unapplied Cash is a separate customer balance intended to hold payments that are not ready to be applied.

At the time a Payment is saved, if the *Payment Amount* entered in the top portion of the screen exceeds the total of the selected Invoices in the grid, a question appears asking if the difference should be put to Unapplied Cash. Choosing **Yes** places the balance in Unapplied Cash. **No** returns to the *Payment on Accounts* screen where changes may be made to the *Payment Amount* or the selected Invoices.

Unapplied Cash is a credit balance and is held as a separate balance at the Customer's *Monthly Balance* tab. Like Prepay, this balance is generally a credit balance but is displayed as a positive number.

The Unapplied Cash balance may be applied on a Payment by utilizing the *Use U/A Cash* option at the *Payment on Accounts* screen.