

Move Unapplied Cash to Different Customer

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1. Customers sometimes request that Unapplied Cash on their account be applied to a different customer's account such as a farm or a relative's account.
2. At the Customer *Payment on Accounts* screen found at *A/R / Payments / Add*, select the customer whose account holds the Unapplied Cash balance.
3. Enter a negative amount in the *Payment Amount* area for the amount being transferred to the other customer's account and select *Adjustment* as the *Pay Method*.
4. Deselect all Invoices in the grid if any exist. Select the *Use U/A Cash* option and **Save** the payment.
5. Add a new payment for the Customer receiving the amount.
6. In the *Payment Amount*, enter the same dollar amount as in Step 2 but as a positive number. Select *Adjustment* as the *Pay Method*.
7. Select the Invoice(s) to which the payment should be applied, or select **Auto Apply** to automatically apply the payment to Invoices and **Save** the payment.