

Transfer Customer Prepay to Unapplied Cash

Last Modified on 06/10/2024 4:40 pm CDT

There are times it may be necessary to transfer a Customer's Prepay balance to their Regular balance. More specifically, it may be desired to transfer the Prepay balance to the Unapplied Cash bucket of the Customer's Regular balance.

1. At *A/R / Transfer Customer Prepay*, select the Customer whose account holds the Prepay balance.
2. Select the Booking line item(s) to be used for this transfer. Edit the *Refund Amount* column if desired to specify the dollar amount to be transferred for each line item.

The screenshot shows the 'Transfer Customer Prepay' window with the following details:

- <CustID>: AndBa
- Current Prepay \$ Balance: 14175.17
- Date: 11/10/2023
- <Salesperson ID>: Farbre
- Transfer to Regular Acct (selected)
- Issue Refund (unselected)
- Check #: 51927
- <Checking Account>: 1010000-00

		Book #	Book Loc	Book Date	Dept ID	Prod ID	Prepay \$ Left	Refund Amount
4	<input type="checkbox"/>	1200185	00MAIN	10/01/2021	Misc00	FertPP	5000.00	5000.00
5	<input type="checkbox"/>	1200208	00MAIN	04/27/2022	Corn00	Corn	6500.00	6500.00
6	<input type="checkbox"/>	1200216	00MAIN	03/29/2023	Pet-00	Dog123	300.00	300.00
7	<input checked="" type="checkbox"/>	1200216	00MAIN	03/29/2023	Misc00	PPSalesTax	18.75	18.75
8	<input checked="" type="checkbox"/>	1200265	00MAIN	11/08/2023	DFrt00	Dap	1028.42	1028.42
9	<input checked="" type="checkbox"/>	1200265	00MAIN	11/08/2023	DFrt00	Potash	468.75	468.75

Total Amt of Refund: 1515.92

Buttons: Setup, Tag All, Untag All, Print Invoice, Done, Cancel

3. With the *Total Amt of Refund* reflecting the amount to be transferred and the option set to *Transfer to Regular Acct*, choose **Done** to save the transaction.
4. Go to the *Payment on Accounts* screen (*A/R / Payments / Add*) for the Customer selected in Step 1. There should be a credit on the Customer's account for the amount that was transferred. Deselect all items in the grid except the Credit Invoice created by the *Transfer Prepay* process. Do not enter any payment amount and click **Save**.

Payment on Accounts

Date: 06/10/2024 Payment Number: 120260

<Customer ID>: AndBa Barry Anderson

Payment Amount: Regular

Surcharge Amount: 0.00

Payment Collected: 0.00

Discount Amount: <Disc Acct> 4100000-00

Total Credit: 0.00 Control #:

	Regular	Prepay	U/A Cash	Budget
Before	761.98	1242.00	0.00	0.00
After	2277.90	1242.00	0.00	0.00

Description:

Sort Invoices by: Standard

Use U/A Cash

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

Auto Apply

	Date	Invoice #	Due	Gross
1	<input checked="" type="checkbox"/> 06/10/2024	1200558	06/10/2024	0.00
2	<input type="checkbox"/> 02/28/2019	1200345	02/28/2019	22.46
3	<input type="checkbox"/> 01/05/2019	1200139	02/15/2019	1493.84
4	<input type="checkbox"/> 01/05/2019	1200140	02/15/2019	913.03

Apply Untag All Print Form

Totals: 0.00 -1515.92

Print on Save Issue Check

Save Cancel

Payment on Accounts

The payment amount does not match the grid payment total. Do you wish to place the balance in Unapplied Cash?

Yes No

5. Once the above message displays, click **Yes** to move the credit to Unapplied Cash.