Unapplied Payments

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The Unapplied Payments list helps companies manage unapplied payments. From this listing, you may view all customers with unapplied payments and apply to invoices from the listing.

If a customer has more than one unapplied payment, each unapplied item is listed and the user can select which payment to apply to invoices.

When applying an unapplied payment, the software will automatically apply as much of the payment as possible to the oldest invoices first.

Viewing the Unapplied Payments List

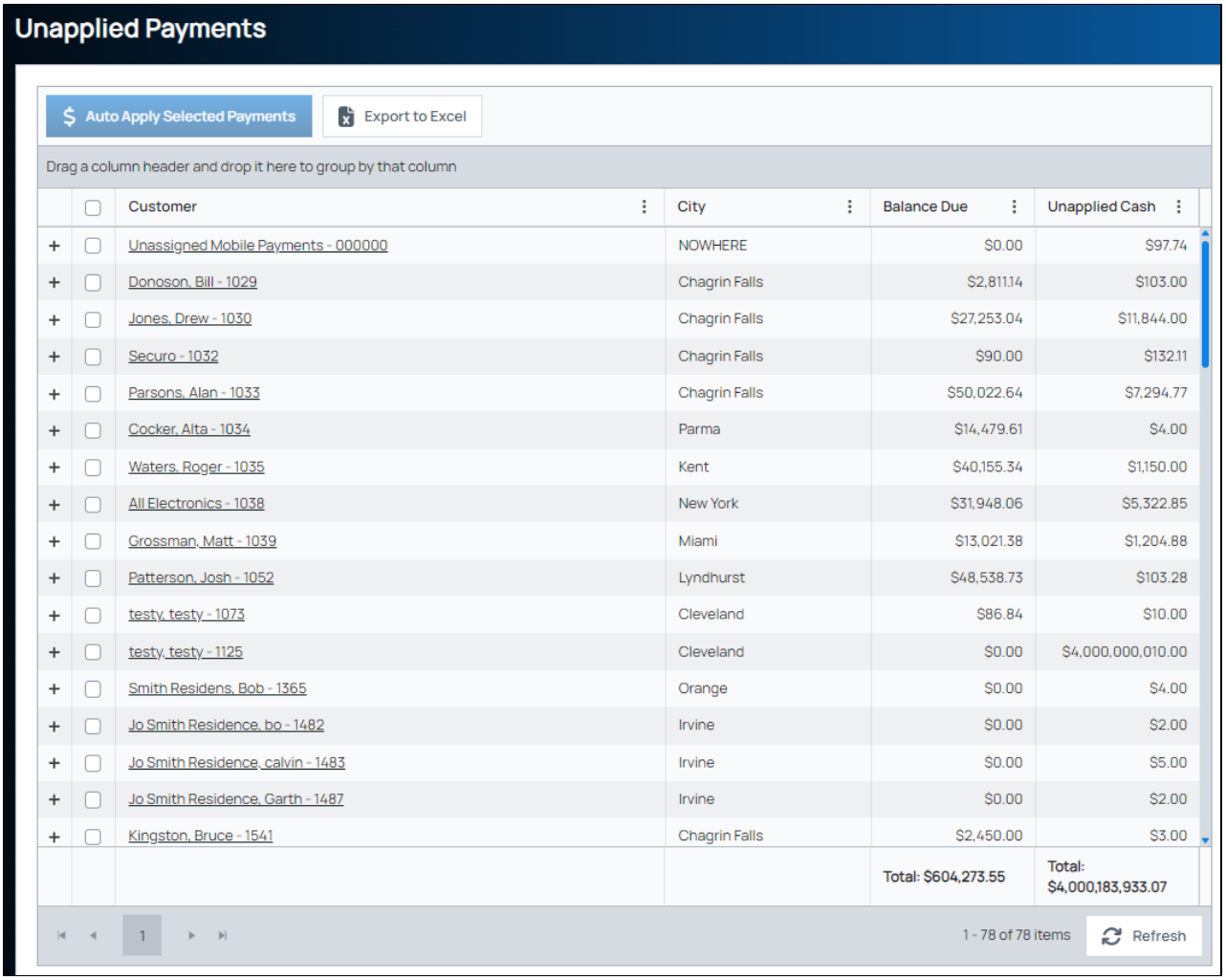
To access the Unapplied Payments list, from the main menu, select Accounts Receivable > Payments > Unapplied Payments.

The Unapplied Payments List opens.

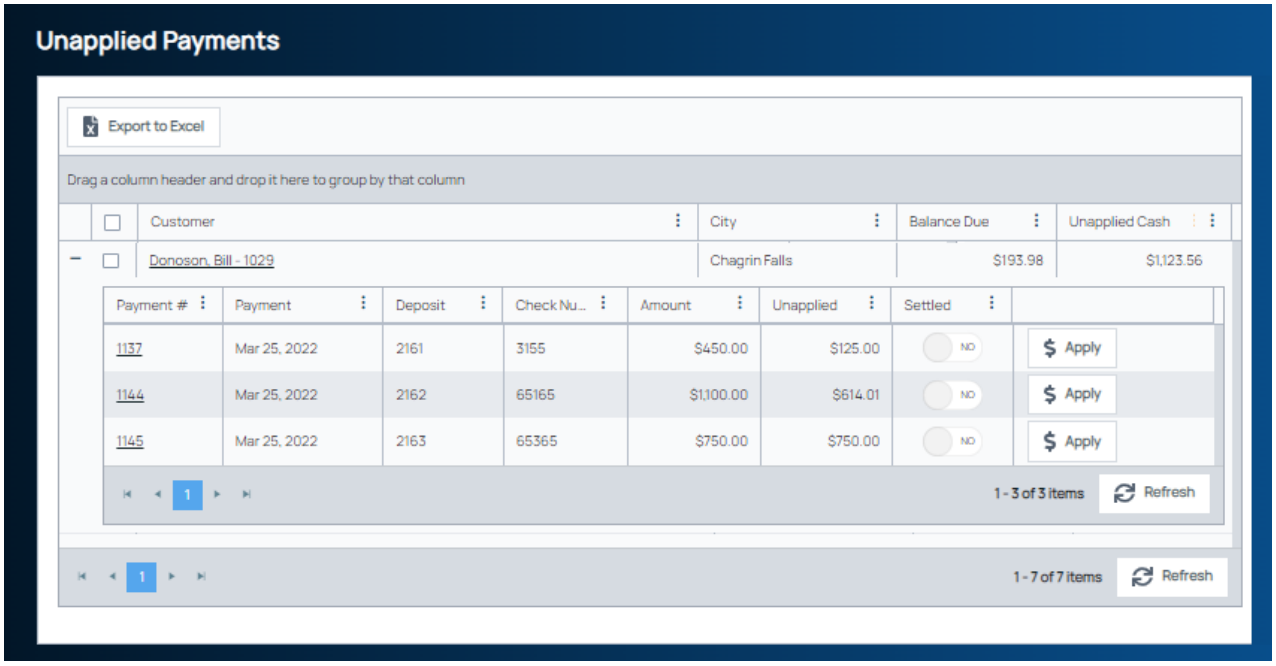
The Balance Due column displays the total of all open invoices minus any unapplied credits on the customer's account. If the Balance Due is zero or a negative value, you cannot be able to apply the unapplied payment.

The Unapplied Cash column displays the available amount that may be applied to invoices.

You can sort the grid area by clicking on any of the column headers.



Clicking the "+" sign to the left of a customer displays all unapplied payments for the customer.



Apply a Payment

While viewing the Unapplied Payments listing, click the "+" sign to the left of the customer for whom you want to

apply an unapplied payment.

Locate the payment to be applied, and then click the **Apply** button.

The software automatically applies as much of the payment as possible to the oldest invoices first.

