

Unapplied Payments

Last Modified on 04/29/2022 10:34 am EDT

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.

i 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 will be displayed.

The Balance Due column will display 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 would not be able to apply the unapplied payment at this time.

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

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

	Customer	City	Balance Due	Unapplied Cash
+ <input type="checkbox"/>	Donoson, Bill - 1029	Chagrin Falls	\$193.98	\$1,123.56
+ <input type="checkbox"/>	Unassigned Mobile Payments - 000000	NOWHERE	\$0.00	\$97.74
+ <input type="checkbox"/>	Adams, Justin - 1044	Chagrin Falls	\$5,455.80	\$91.27
+ <input type="checkbox"/>	For, John - 1140	Chagrin Falls	\$46.31	\$1.00
+ <input type="checkbox"/>	Roe, Sally - 1784	Chagrin falls	\$0.00	\$1.00
+ <input type="checkbox"/>	A Business Company - 3501	Columbus	\$0.00	\$44.72
+ <input type="checkbox"/>	Wood, Emily - 3719	Plymouth	\$318.60	\$1,489.01

Clicking on the "+" sign to the left of a customer will display all unapplied payments for the customer.

Unapplied Payments

Export to Excel							
Drag a column header and drop it here to group by that column							
<input type="checkbox"/>	Customer		City		Balance Due		Unapplied Cash
- <input type="checkbox"/>	Donoson, Bill - 1029		Chagrin Falls		\$193.98		\$1,123.56
Payment #	Payment	Deposit	Check Nu...	Amount	Unapplied	Settled	
1137	Mar 25, 2022	2161	3155	\$450.00	\$125.00	<input type="radio"/> NO	\$ Apply
1144	Mar 25, 2022	2162	65165	\$1,100.00	\$614.01	<input type="radio"/> NO	\$ Apply
1145	Mar 25, 2022	2163	65365	\$750.00	\$750.00	<input type="radio"/> NO	\$ Apply
1 - 3 of 3 items							Refresh

1 - 7 of 7 items Refresh

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 on the Apply button.

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

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Export to Excel							
Drag a column header and drop it here to group by that column							
<input type="checkbox"/>	Customer		City		Balance Due		Unapplied Cash
- <input type="checkbox"/>	Donoson, Bill - 1029		Chagrin Falls		\$193.98		\$1,123.56
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