

# Using Unapplied Cash to Prepay Booking

Last Modified on 03/04/2026 7:24 am CST

To use Unapplied Cash to prepay a Booking, add a Payment by navigating to *Accounting / A/R / Payments* or by selecting the **Payment on Account(s)** shortcut icon.

At the *Payment On Account* screen, change the drop-down next to the *Payment Amount* field from *Regular* to *Prepay* and mark the *Use U/A Cash* option.

If the Unapplied Cash will pay the entire Booking(s), no *Payment Amount* needs to be entered, as no new money is being taken.

If the Unapplied Cash will only cover a portion of the Booking(s), enter the amount the Customer is paying in the *Payment Amount* box and select the correct *Pay Method*. The *Payment Amount* should equal the Booking(s) total minus the Unapplied Cash being used.

Choose the Booking(s) to apply the unapplied cash and select **Save**.

The screenshot shows the 'Payment on Accounts' window with the following details:

- Date: 04/02/2024, Payment Number: 120341
- <Customer ID>: AndBa, Barry Anderson
- Payment Amount: [Empty], **Prepay** (dropdown highlighted)
- Discount Amount: [Empty], <Disc Acct>: 4100000-00
- Total Credit: 0.00, Control #: [Empty]
- Summary Table:

	Regular	Prepay	U/A Cash	Budget
Before	0.00	14659.25	747.50	0.00
After	0.00	15059.25	0.00	0.00
- Description: [Empty]
- Use U/A Cash (checkbox highlighted)
- Table with 7 columns: Pay Method, Ref #, Pay Amount, Surcharge, Apply Surcharge, Total. Row 1: Check, [Empty], [Empty], 0.00, [Empty], 0.00.
- Table with 8 columns: Date, Booking #, Field ID, Gross, Unpaid Amt, <Discount>, Payment. Row 1: [Checked], 02/15/2024, 1200180, [Empty], 400.00, 400.00, 0.00, 400.00.
- Totals: 0.00, 400.00
- Buttons: Apply, Untag All, Print Form, Auto Apply, View Invoices, Save, Cancel.
- Options:  Email This (Show Email Addresses),  Print on Save,  Issue Check.

Bookings cannot be partially prepaid at this screen. The Unapplied Cash plus any additional payment(s) must fully cover the selected Booking(s) or the payment will not be saved and the status(es) of the Booking(s) will remain as unpaid.

For more information on using Unapplied Cash at the *Roll-Through Payment on Account* screen, see [here](#).