

# Writing off Unapplied Cash Balance

Last Modified on 05/15/2024 9:21 am CDT

Go to the *Payment on Accounts* screen, and select the Customer. Enter the amount of Unapplied Cash to write off in the *Discount Amount* field as a negative number.

Enter a different account in the *Disc Acct* field if an account different from the default Discount G/L Account is preferred. Make sure no Invoices are checked in the *Invoice* grid below. Select **Save**.

**Payment on Accounts**

Date: 05/15/2024 | Payment Number: 120352

<Customer ID>: 239873 | Larry Baker

Payment Amount: 0.00 | Regular

Surcharge Amount: 0.00

Payment Collected: 0.00

Discount Amount: -72.52 | <Disc Acct>: 4100000-00

Total Credit: -72.52 | Control #:

	Regular	Prepay	U/A Cash	Budget
Before	0.00	2262.63	72.52	0.00
After	0.00	2262.63	0.00	0.00

Pay Method: Check | Ref #: | Pay Amount: 0.00 | Surcharge: 0.00

Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Cor
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Totals: 0.00 | 0.00

Buttons: Apply, Untag All, Print Form, View Invoices, Save, Cancel

A screen will appear stating *The discount amount does not match the grid discount total. Do you wish to override discount amount?* Select **No**.

**Payment on Accounts**

The discount amount does not match the grid discount total. Do you wish to override the discount amount?

Buttons: Yes, No

Another screen will appear asking *Do you wish to place the discount in Unapplied Cash?* Choose **Yes**. The Unapplied Cash will be zeroed out.

Payment on Accounts



Do you wish to place the discount in Unapplied Cash?

Yes

No