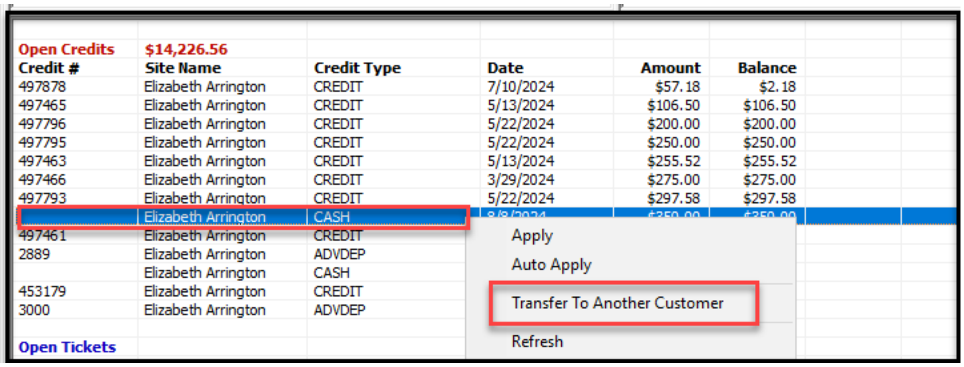
How To Transfer Unapplied Cash from one Customer to Another

09/13/2024 4:08 pm EDT

Customer Account – Transfer From

Open the Customer Account where the Unapplied Cash is currently applied.

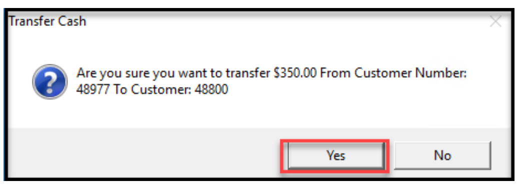
Right-click on the Unapplied Cash line and select "Transfer to Another Customer."



Open Credits	$14,226.56				
Credit #	Site Name	Credit Type	Date	Amount	Balance
497878	Elizabeth Arrington	CREDIT	7/10/2024	$57.18	$2.18
497465	Elizabeth Arrington	CREDIT	5/13/2024	$106.50	$106.50
497796	Elizabeth Arrington	CREDIT	5/22/2024	$200.00	$200.00
497795	Elizabeth Arrington	CREDIT	5/22/2024	$250.00	$250.00
497463	Elizabeth Arrington	CREDIT	5/13/2024	$255.52	$255.52
497466	Elizabeth Arrington	CREDIT	3/29/2024	$275.00	$275.00
497793	Elizabeth Arrington	CREDIT	5/22/2024	$297.58	$297.58
	Elizabeth Arrington	CASH			
497461	Elizabeth Arrington	CREDIT			
2889	Elizabeth Arrington	ADVDEP			
	Elizabeth Arrington	CASH			
453179	Elizabeth Arrington	CREDIT			
3000	Elizabeth Arrington	ADVDEP			
Open Tickets					

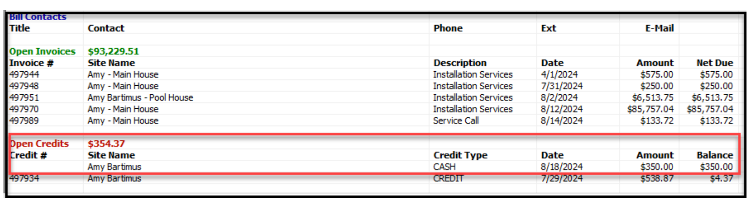
Enter the Customer Number where the Unapplied Cash should be transferred.

A Transfer Cash box will open asking you to confirm the Transfer From and Transfer To. Select Yes.



Customer Account – Transferred To

Open the Customer Account where the Unapplied Cash was Transferred To, and the Unapplied Cash will be listed under Open Credits.



Bill Contacts					
Title	Contact	Phone	Ext	E-Mail	
Open Invoices	$93,229.51				
Invoice #	Site Name	Description	Date	Amount	Net Due
497944	Amy - Main House	Installation Services	4/1/2024	$575.00	$575.00
497948	Amy - Main House	Installation Services	7/31/2024	$250.00	$250.00
497951	Amy Bartimus - Pool House	Installation Services	8/2/2024	$6,513.75	$6,513.75
497970	Amy - Main House	Installation Services	8/12/2024	$85,757.04	$85,757.04
497989	Amy - Main House	Service Call	8/14/2024	$133.72	$133.72
Open Credits	$354.37				
Credit #	Site Name	Credit Type	Date	Amount	Balance
	Amy Bartimus	CASH	8/18/2024	$350.00	$350.00
497934	Amy Bartimus	CREDIT	7/29/2024	$538.87	$4.37

Event Log

The Event Log records the Transfer on both Customer Accounts.

Time Stamp	User Code	Type	Description
8/18/2024 7:30:47 AM	AEB	UPDATE	Cash Transferred to Customer 48800

Time Stamp	User Code	Type	Description
8/18/2024 7:30:47 AM	AEB	ADD	Cash Transferred From Customer 48977

The Transfer will not show under Payments on the Customer Account it was transferred To because the original Payment/Deposit is linked to the Customer Account that Transferred the Credit.