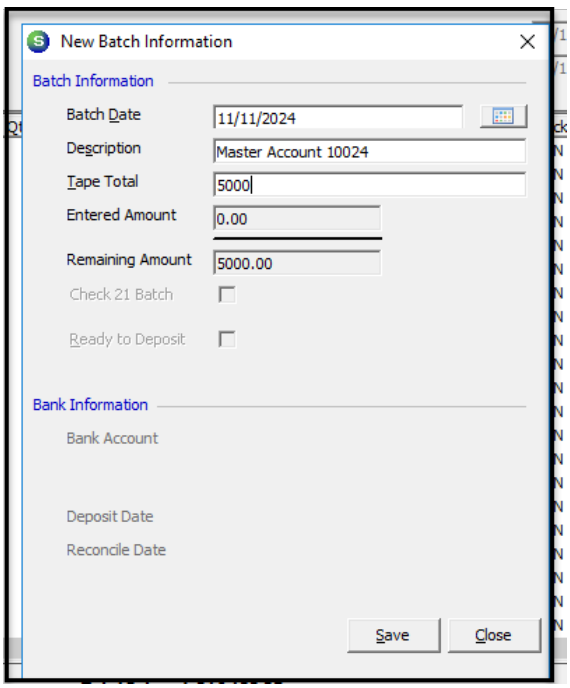
How To Apply One Payment to a Master Account and Subaccounts

11/12/2024 7:25 am EST

Payment Processing

If a Payment is received and some of the Invoices to Paid are listed under the Master Account and other Invoices are listed under Subaccounts this can be entered in one Payment Batch.

Create a New Payment Batch and enter a Description and the Tape Total.



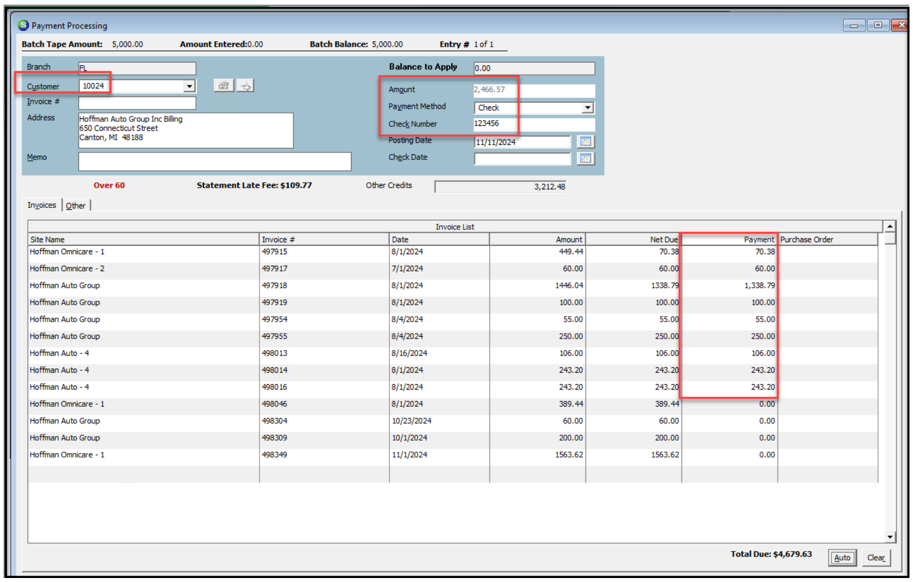
For the Invoices that are listed under the Master Account, Enter the Master Account Number and enter the total of the Invoices to be paid in the Amount field.

Enter the Payment Method.

If Entering a Check Number, this number will be entered for each Payment Entry.

If all Invoices are to be paid, select Auto.

If not all Invoices are being paid, then enter the Payment amount. Save.



Now enter the Subaccount Customer Number and enter the Amount to be applied to the Invoices under this Subaccount.

Enter the Payment Method.

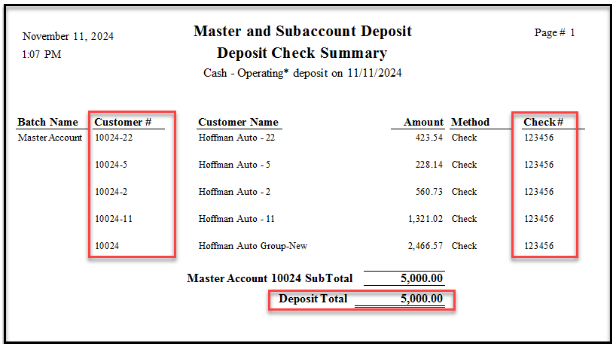
If Entering a Check Number, use the same Check Number that was entered on the previous payment.

If all Invoices are to be paid, select Auto.

If not all Invoices are being paid, then enter the Payment amount. Save.

Continue this process until the Entered Tape Total has been applied to all Invoices.

Then complete the Deposit process as normal.



November 11, 2024
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Master and Subaccount Deposit
Deposit Check Summary
Cash - Operating* deposit on 11/11/2024

Page # 1

Batch Name	Customer #	Customer Name	Amount	Method	Check#
Master Account	10024-22	Hoffman Auto - 22	423.54	Check	123456
	10024-5	Hoffman Auto - 5	228.14	Check	123456
	10024-2	Hoffman Auto - 2	560.73	Check	123456
	10024-11	Hoffman Auto - 11	1,321.02	Check	123456
	10024	Hoffman Auto Group-New	2,466.57	Check	123456
		Master Account 10024 SubTotal	**5,000.00**		
		Deposit Total	**5,000.00**		