

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.

New Batch Information

Batch Information

Batch Date: 11/11/2024

Description: Master Account 10024

Tape Total: 5000

Entered Amount: 0.00

Remaining Amount: 5000.00

Check 21 Batch: ☐

Ready to Deposit: ☐

Bank Information

Bank Account:

Deposit Date:

Reconcile Date:

Save Close

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.

Site Name	Invoice #	Date	Amount	Net Due	Payment	Purchase Order
Hoffman Omniscare - 1	497915	8/1/2024	449.44	70.38	70.38	
Hoffman Omniscare - 2	497917	7/1/2024	60.00	60.00	60.00	
Hoffman Auto Group	497918	8/1/2024	1446.04	1338.79	1,338.79	
Hoffman Auto Group	497919	8/1/2024	100.00	100.00	100.00	
Hoffman Auto Group	497954	8/4/2024	55.00	55.00	55.00	
Hoffman Auto Group	497955	8/4/2024	230.00	230.00	230.00	
Hoffman Auto - 4	498013	8/16/2024	106.00	106.00	106.00	
Hoffman Auto - 4	498014	8/1/2024	243.30	243.30	243.30	
Hoffman Auto - 4	498016	8/1/2024	243.30	243.30	243.30	
Hoffman Omniscare - 1	498046	8/1/2024	389.44	389.44	0.00	
Hoffman Auto Group	498304	10/23/2024	60.00	60.00	0.00	
Hoffman Auto Group	498309	10/1/2024	200.00	200.00	0.00	
Hoffman Omniscare - 1	498349	11/1/2024	1563.62	1563.62	0.00	

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 1:07 PM		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		