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A/R Cash Un-Application

Daily > Accounts Receivable Management > Cash Application

To un-apply applied A/R Credits to A/R Invoices, a menu option is *Daily > Customer History or Customer Detail > Cash Application* button. *Records > Customers > Summary or Detail > Cash Application* button can also reach this screen.

Cash Application: When an Invoice or Receipt row is highlighted, Unapply Receipts is an option and opens the Unapply Receipt screen.

Menu Buttons

Unapply: This will reverse the applied receipt application for the selected Receipt.

Cash Un-Application Header

Customer ID: The Cash Un-Application screen will display the selected customer A/R Credits and Invoices.

Un-apply Period: The default period is the current period. This is the accounting period into which the cash un-application GL Entry will be entered when posted.

Un-apply Date: The default date is today.

Unapply Comments: The default comment is Unapply Receipt. This can be edited with unique comments.

Cash Un-Application

Customer History: displays the Invoices and Receipts with Applied or Partially Open status.

Applications: Displays the application for the selected invoice or receipt.

Show/Hide Cash Account: Show or hide the assigned Cash account used in the Application and the Account Description.

How to Un-apply a Cash Application

1. Open the Cash UnApply Receipt screen - *Daily > Customer History or Customer Detail > Cash Application* button, OR *Records > Customers > Summary or Detail > Cash Application* button.
2. Enter Customer. You can use the magnifying glass to view the customer list.
3. Select a Period.

4. Select an Unappy Date.
5. Enter Unapply Comments.
6. Display.
7. Check the row(s) to be unapplied.
8. The Applications grid at the bottom displays how this receipt was applied. Check the Applications to be unapplied.
9. Select the Unapply button. Message: *Are you sure you want to Unapply?* If you're ready, select **Yes**.