

How 'Apply on Account' works

The **Apply on Account** option can be used to auto-apply the payment to the oldest invoice (based on invoice date) until fully paid. You just need to enter the Amount Paid then check the option.

1. Go to **Sales | Receive Payment Details** menu. Click **New button** on the integrated search grid to open a new Receive Payments Detail screen. Some of the fields, like **Location**, **Currency**, **Bank Account**, and **Date Paid** are populated by default. You can still change the value of these fields if necessary.
2. Fill out the header details,
 - a. Select the **Customer No** the payment is from.
 - b. Select the **Location**.
 - c. Select a **Payment Method**.
 - d. In the **Amount Paid** field, enter the payment amount from the customer.
 - e. Fill out other fields as needed. Refer to [Receive Payments Detail | Field Description | Header Details](#) to help you in filling out the fields.

Here is a sample payment before the 'Apply on Account' is used.

Receive Payments Detail - New Orchard

New Save Search Delete Undo Print Post Recap Close

Details Audit Log (0)

Customer No: 0001005116 Date Paid: 6/30/2016 Record No: Created On Save

Location: 0001 - Fort Wayne Bank Account: 68215422 Payment Method: Check

Amount Paid: 25.00 Unapplied Amount: 25.00 Check No: XXXX1240

Currency: USD Apply on Account: ☐ Apply to Budget: ☐

Notes: Sample Apply on Account.

View Invoice Layout Filter Records (F3) Clear All Filters

Location Equals 0001 - Fort Wayne

Location	Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment
<input type="checkbox"/> 0001 ...	4/28/2016	SI-454	Due on Receipt	9.25	0.00	0.00	9.25	0.00
<input type="checkbox"/> 0001 ...	5/15/2016	SI-455	Due on Receipt	10.00	0.00	0.00	10.00	0.00
<input type="checkbox"/> 0001 ...	6/28/2016	SI-456	Due on Receipt	18.50	0.00	0.00	18.50	0.00
<input type="checkbox"/> 0001 ...	6/13/2016	SI-458	Due on Receipt	-5.55	0.00	0.00	-5.55	0.00
<input type="checkbox"/> 0001 ...	5/20/2016	COP-18	Due on Receipt	-3.30	0.00	0.00	-3.30	0.00
<input type="checkbox"/> 0001 ...	6/30/2016	SI-460	Due on Receipt	15.00	0.00	0.00	15.00	0.00
				43.90	0.00	0.00	43.90	0.00

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- f. Check the **Apply on Account** checkbox button.
- In our sample, notice that the 25.00 is automatically distributed from the oldest to the latest invoice, skipping the credits, until the Amount Paid is fully used.

Receive Payments Detail - New Orchard

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Notes: Sample Apply on Account.

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<input type="checkbox"/> 0001 ...	4/28/2016	SI-454	Due on Receipt	9.25	0.00	0.00	0.00	9.25
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<input type="checkbox"/> 0001 ...	5/20/2016	COP-18	Due on Receipt	-3.30	0.00	0.00	-3.30	0.00
<input type="checkbox"/> 0001 ...	6/13/2016	SI-458	Due on Receipt	-5.55	0.00	0.00	-5.55	0.00
<input type="checkbox"/> 0001 ...	6/28/2016	SI-456	Due on Receipt	18.50	0.00	0.00	12.75	5.75
<input type="checkbox"/> 0001 ...	6/30/2016	SI-460	Due on Receipt	15.00	0.00	0.00	15.00	0.00
				43.90	0.00	0.00	18.90	25.00

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3. Save or Post the transaction.