

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
0001 ...	4/28/2016	SI-454	Due on Receipt	9.25	0.00	0.00	9.25	0.00
0001 ...	5/15/2016	SI-455	Due on Receipt	10.00	0.00	0.00	10.00	0.00
0001 ...	6/28/2016	SI-456	Due on Receipt	18.50	0.00	0.00	18.50	0.00
0001 ...	6/13/2016	SI-458	Due on Receipt	-5.55	0.00	0.00	-5.55	0.00
0001 ...	5/20/2016	COP-18	Due on Receipt	-3.30	0.00	0.00	-3.30	0.00
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

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: 0.00 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
0001 ...	4/28/2016	SI-454	Due on Receipt	9.25	0.00	0.00	0.00	9.25
0001 ...	5/15/2016	SI-455	Due on Receipt	10.00	0.00	0.00	0.00	10.00
0001 ...	5/20/2016	COP-18	Due on Receipt	-3.30	0.00	0.00	-3.30	0.00
0001 ...	6/13/2016	SI-458	Due on Receipt	-5.55	0.00	0.00	-5.55	0.00
0001 ...	6/28/2016	SI-456	Due on Receipt	18.50	0.00	0.00	12.75	5.75
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.