

WHAT IS UNAPPLIED CASH PAYMENT INCOME IN QUICKBOOKS?

If reporting is done by you on the basis of cash, then you will be able to see two accounts specifically for the unapplied cash payments. QuickBooks Online create these accounts automatically for the reporting done on cash basis and this cannot be changed or deleted.

Unapplied Cash Payment Income in QuickBooks

1. Click the Plus (+) icon.

2. Select Invoice.

3. Enter the same customer, amount and date as the payment.

4. Select Save and close.

5. Go back to the Open Invoices report.

6. Find the unapplied payment and click the date.

7. Under Outstanding Transactions, check the open invoice.

8. Select Save and close.



**IT'S TIME TO TAKE
ACTION!**



There are so many ways you can this procedure.

For some great tips, head to www.smbaccountants.com.