

When incoming funds have been received for project related invoices across multiple orders, use the **Cash Application** to apply payments to invoices and transfer funds from the master order to a GCD Ledger. When the funds are disbursed from the GCD Ledger, a cash push is performed, supplying the invoice payment details to CRRAR.

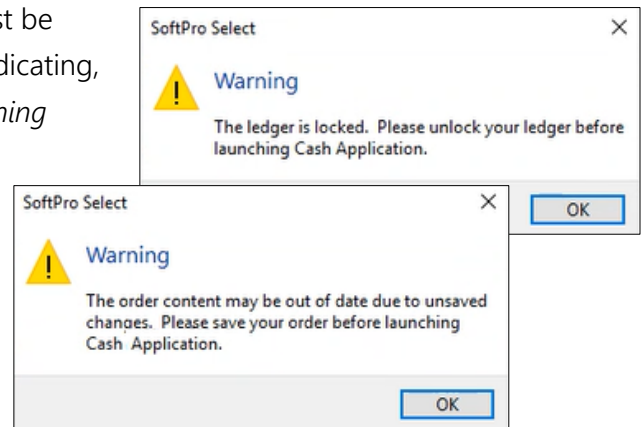
- > [Key Items](#)
- > [Overview](#)
- > [Filtering Sub-Orders](#)
- > [Creating the Ledger Transfer](#)

Key Items to Remember

The **Cash Application** does **not** save your data and there is no refresh button. All information selected/entered is cleared if the **Cash Application** window is closed prior to posting the invoice payments.

Order validation rules check for the following criteria and if found, access to the **Cash Application** is blocked.

- **Locked status** - If the master order's Ledger is locked; must be unlocked to use the application. A message is displayed indicating, *The ledger is locked. Please unlock your ledger before launching Cash Application.*
- **Unsaved changes** – If unsaved changes are found in a master order; save changes to use the application. A message is displayed indicating, *The order content may be out of date due to unsaved changes. Please save your order before launching Cash Application.*



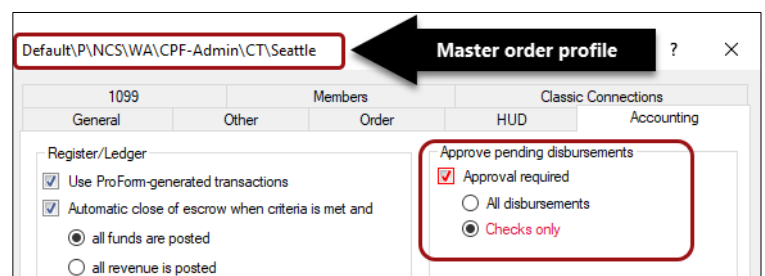
IMPORTANT: Key items to verify **prior** to using the **Cash Application**,

- > Profile setting for **Approve pending disbursements** for the Master Order

Cash Application can only be used when **Approval required = Checks only** for the profile of the master order.

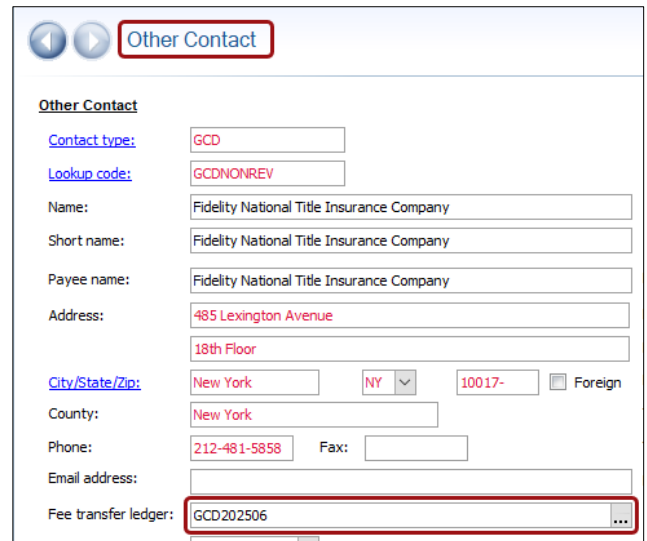
If unsure, reach out to the SoftPro Implementation Team to confirm.

If the **Approval required = All disbursements** an error is encountered when attempting to create and post a ledger transfer and the application cannot continue.



> Other Contact

- » The master order must contain an **Other** (non-revenue) Contact with a **Fee transfer ledger** that begins with **GCD**[*ledger name*]



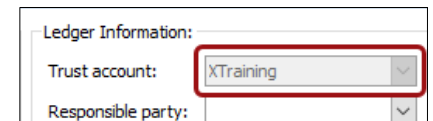
> Project name

- » Sub-orders must have the same **Project name** as the master order; limited to 100 characters



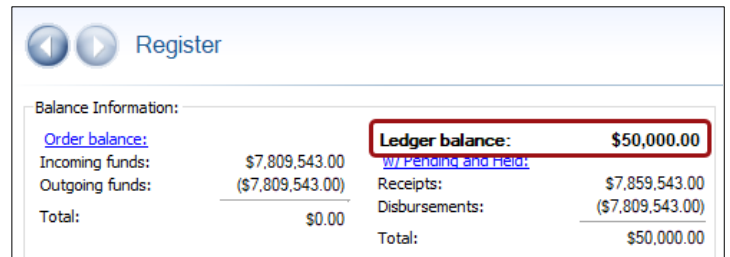
> Trust Account

- » Sub-orders must have the same **Trust Account** as the master order



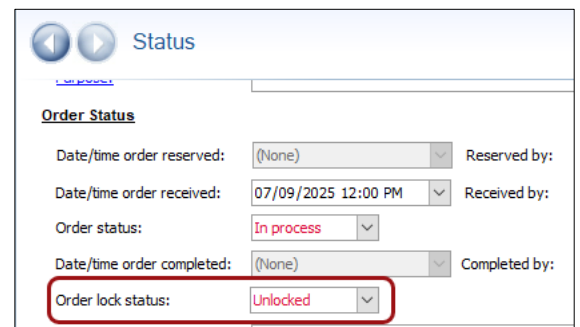
> Ledger Balance

- » Ledger balance must be greater than \$0.00 in the master order



> Order lock status

The **Order lock status** on the **Status** screen must be **Unlocked** for sub-orders to display in the search results.



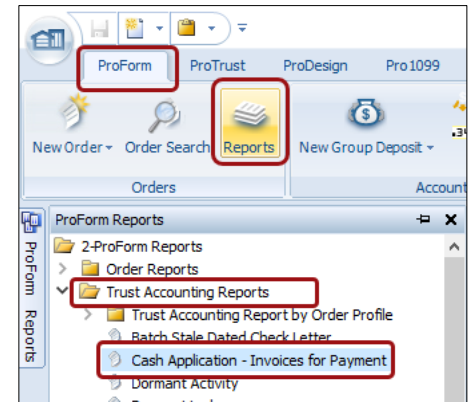
NOTE: The sub-orders are **not** displayed in the search results if the project name and trust account differ from the master order or if the **Order lock status** is set as **Locked**.

Running the Cash Application – Invoices for Payment Report

The **Cash Application – Invoices for Payment** report is available to view sub-order invoices matching the Cash Application criteria (same project name and trust account, ledger balance greater than 0.00 and invoices where the status is Sent and balance is greater than \$0). Although the Cash Application does not include sub-order invoices where the order status is locked, the report does include them.

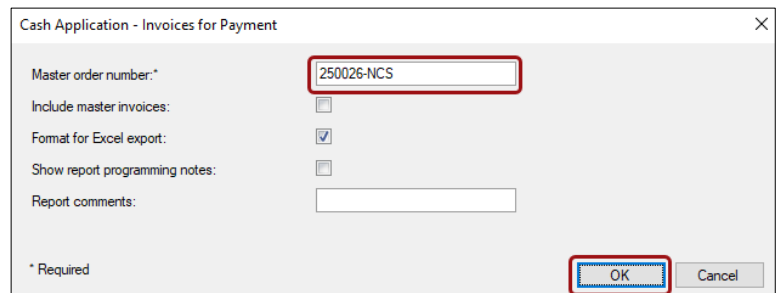
To run the report,

1. From the ProForm ribbon, click the Reports button
2. Expand the Trust Account Reports folder
3. Double-click the Cash Application – Invoices for Payment report



4. Enter the report criteria

The **Master order number** is required, and the **Format for Excel report** is checked by default.



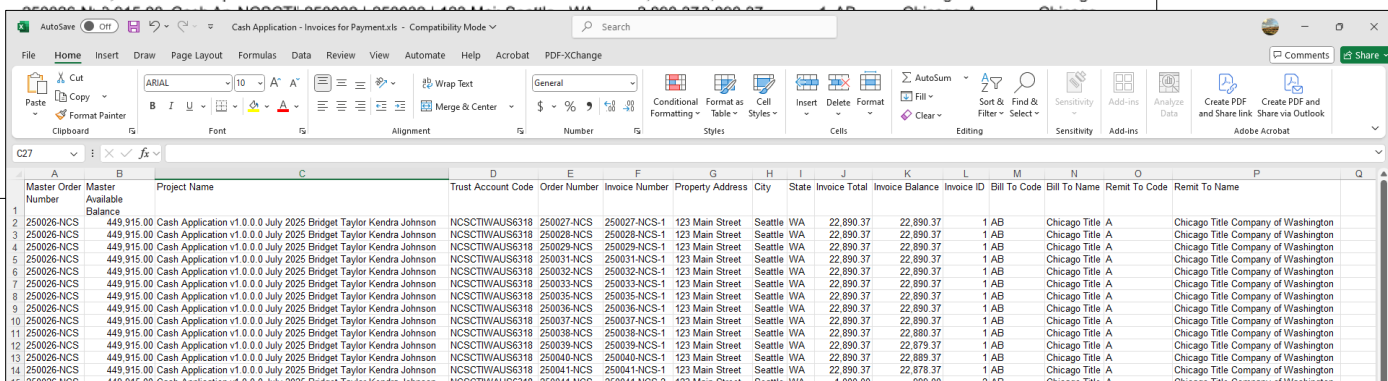
The screenshot shows the 'Cash Application - Invoices for Payment' dialog box. The 'Master order number' field is populated with '250026-NCS'. The 'Include master invoices' checkbox is unchecked, and the 'Format for Excel export' checkbox is checked. The 'Show report programming notes' checkbox is unchecked. The 'Report comments' field is empty. The 'OK' button is highlighted.

The report can be exported as an Excel file using the **Export** function from the **Home** menu.

Start Page **Cash Application - Invoices for Payment** X

This report was generated on 8/6/2025 at 4:32:26 PM.

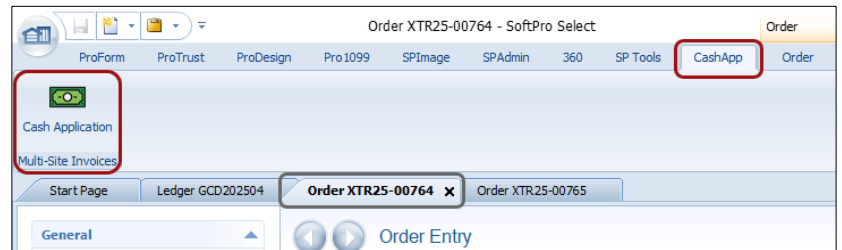
Master Or	Master A	Project	Trust Ac	Order N	Invoice	Property	City	State	Invoice T	Invoice B	Invoice	Bill To C	Bill To N	Remit To	Remit To
250026-N	9,915.00	Cash Ap	NCSCTI	250027-I	250027-I	123 Main	Seattle	WA	2,890.37	2,890.37	1 AB	Chicago A	Chicago		
250026-N	9,915.00	Cash Ap	NCSCTI	250028-I	250028-I	123 Main	Seattle	WA	2,890.37	2,890.37	1 AB	Chicago A	Chicago		
250026-N	9,915.00	Cash Ap	NCSCTI	250029-I	250029-I	123 Main	Seattle	WA	2,890.37	2,890.37	1 AB	Chicago A	Chicago		
250026-N	9,915.00	Cash Ap	NCSCTI	250031-I	250031-I	123 Main	Seattle	WA	2,890.37	2,890.37	1 AB	Chicago A	Chicago		



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Master Order Number	Master Available Balance	Project Name	Trust Account Code	Order Number	Invoice Number	Property Address	City	State	Invoice Total	Invoice Balance	Invoice ID	Bill To Code	Bill To Name	Remit To Code	Remit To Name
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250027-NCS	250027-NCS-1	123 Main Street	Seattle	WA	22,890.37	22,890.37	1 AB	Chicago Title A	Chicago Title Company of Washington		
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250028-NCS	250028-NCS-1	123 Main Street	Seattle	WA	22,890.37	22,890.37	1 AB	Chicago Title A	Chicago Title Company of Washington		
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250029-NCS	250029-NCS-1	123 Main Street	Seattle	WA	22,890.37	22,890.37	1 AB	Chicago Title A	Chicago Title Company of Washington		
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250031-NCS	250031-NCS-1	123 Main Street	Seattle	WA	22,890.37	22,890.37	1 AB	Chicago Title A	Chicago Title Company of Washington		
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250032-NCS	250032-NCS-1	123 Main Street	Seattle	WA	22,890.37	22,890.37	1 AB	Chicago Title A	Chicago Title Company of Washington		
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250033-NCS	250033-NCS-1	123 Main Street	Seattle	WA	22,890.37	22,890.37	1 AB	Chicago Title A	Chicago Title Company of Washington		
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250035-NCS	250035-NCS-1	123 Main Street	Seattle	WA	22,890.37	22,890.37	1 AB	Chicago Title A	Chicago Title Company of Washington		
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250036-NCS	250036-NCS-1	123 Main Street	Seattle	WA	22,890.37	22,890.37	1 AB	Chicago Title A	Chicago Title Company of Washington		
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250037-NCS	250037-NCS-1	123 Main Street	Seattle	WA	22,890.37	22,890.37	1 AB	Chicago Title A	Chicago Title Company of Washington		
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250038-NCS	250038-NCS-1	123 Main Street	Seattle	WA	22,890.37	22,890.37	1 AB	Chicago Title A	Chicago Title Company of Washington		
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250039-NCS	250039-NCS-1	123 Main Street	Seattle	WA	22,890.37	22,890.37	1 AB	Chicago Title A	Chicago Title Company of Washington		
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250040-NCS	250040-NCS-1	123 Main Street	Seattle	WA	22,890.37	22,890.37	1 AB	Chicago Title A	Chicago Title Company of Washington		
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250041-NCS	250041-NCS-1	123 Main Street	Seattle	WA	22,890.37	22,890.37	1 AB	Chicago Title A	Chicago Title Company of Washington		
250026-NCS	449,915.00	Cash Application v1.0.0.0 July 2025 Bridget Taylor Kendra Johnson	NCSCTIWAUS6318	250041-NCS	250041-NCS-2	123 Main Street	Seattle	WA	1,000.00	999.00	2 AB	Chicago Title A	Chicago Title Company of Washington		

Overview

Access the **Cash Application** via the **CashApp** tab > **Cash Application** button when in your master order (the order that received the gross invoice payment).



The **Cash Application – Invoice Selection** window opens showing information from the master order as well as any sub-orders with matching criteria (same project name, trust account and invoices in **Sent** status).

NOTE: If a sub-order's **Order lock status** is set to **Locked** on the **Status** screen, the order's invoice details are not included in the results displayed even when matching criteria exists in the order.

Cash Application - Invoice Selection

Order Number: 202505160000003 Project Name: Cash Application Test Settlement Date: 1/24/2026 Payee (Master): O - Non-Revenue Cr

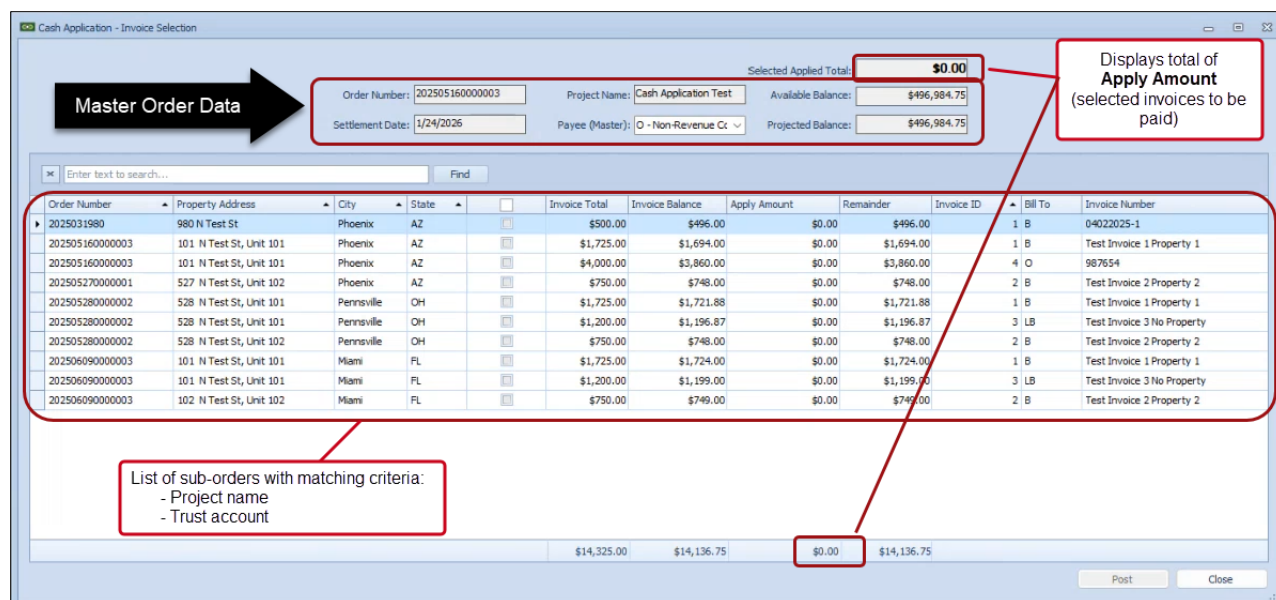
Selected Applied Total: \$0.00 Available Balance: \$496,984.75 Projected Balance: \$496,984.75

Order Number	Property Address	City	State	Invoice Total	Invoice Balance	Apply Amount	Remainder	Invoice ID	Bill To	Invoice Number
2025031980	980 N Test St	Phoenix	AZ	\$500.00	\$496.00	\$0.00	\$496.00	1 B		04022025-1
202505160000003	101 N Test St, Unit 101	Phoenix	AZ	\$1,725.00	\$1,694.00	\$0.00	\$1,694.00	1 B		Test Invoice 1 Property 1
202505160000003	101 N Test St, Unit 101	Phoenix	AZ	\$4,000.00	\$3,860.00	\$0.00	\$3,860.00	4 O		987654
202505270000001	527 N Test St, Unit 102	Phoenix	AZ	\$750.00	\$748.00	\$0.00	\$748.00	2 B		Test Invoice 2 Property 2
202505280000002	528 N Test St, Unit 101	Pennsville	OH	\$1,725.00	\$1,721.88	\$0.00	\$1,721.88	1 B		Test Invoice 1 Property 1
202505280000002	528 N Test St, Unit 101	Pennsville	OH	\$1,200.00	\$1,196.87	\$0.00	\$1,196.87	3 LB		Test Invoice 3 No Property
202505280000002	528 N Test St, Unit 102	Pennsville	OH	\$750.00	\$748.00	\$0.00	\$748.00	2 B		Test Invoice 2 Property 2
202506090000003	101 N Test St, Unit 101	Miami	FL	\$1,725.00	\$1,724.00	\$0.00	\$1,724.00	1 B		Test Invoice 1 Property 1
202506090000003	101 N Test St, Unit 101	Miami	FL	\$1,200.00	\$1,199.00	\$0.00	\$1,199.00	3 LB		Test Invoice 3 No Property
202506090000003	102 N Test St, Unit 102	Miami	FL	\$750.00	\$749.00	\$0.00	\$749.00	2 B		Test Invoice 2 Property 2
				\$14,325.00	\$14,136.75	\$0.00	\$14,136.75			

Post Close

- › Master Order data is populated to the,
 - › Order Number
 - › Settlement Date
 - › Project Name
 - › Payee (Master) this is the payee of the Ledger Transfer in the master order
 - › Available Balance (Ledger balance)
 - › Projected Balance this is a running **Ledger Balance** and changes as payments are entered

Also displayed is the **Selected Applied Total**; this is the total calculated amount of all selected invoices and matches the total shown for **Apply Amount**.



Master Order Data

Order Number: 202505160000003 Project Name: Cash Application Test Available Balance: \$496,984.75
 Settlement Date: 1/24/2026 Payee (Master): O - Non-Revenue Cx Projected Balance: \$496,984.75

Selected Applied Total: **\$0.00**

Displays total of **Apply Amount** (selected invoices to be paid)

Order Number	Property Address	City	State	Invoice Total	Invoice Balance	Apply Amount	Remainder	Invoice ID	Bill To	Invoice Number
2025031980	980 N Test St	Phoenix	AZ	\$500.00	\$496.00	\$0.00	\$496.00	1 B		04022025-1
202505160000003	101 N Test St, Unit 101	Phoenix	AZ	\$1,725.00	\$1,694.00	\$0.00	\$1,694.00	1 B		Test Invoice 1 Property 1
202505160000003	101 N Test St, Unit 101	Phoenix	AZ	\$4,000.00	\$3,860.00	\$0.00	\$3,860.00	4 O		987654
202505270000001	527 N Test St, Unit 102	Phoenix	AZ	\$750.00	\$748.00	\$0.00	\$748.00	2 B		Test Invoice 2 Property 2
202505280000002	528 N Test St, Unit 101	Pennsville	OH	\$1,725.00	\$1,721.88	\$0.00	\$1,721.88	1 B		Test Invoice 1 Property 1
202505280000002	528 N Test St, Unit 101	Pennsville	OH	\$1,200.00	\$1,196.87	\$0.00	\$1,196.87	3 LB		Test Invoice 3 No Property
202505280000002	528 N Test St, Unit 102	Pennsville	OH	\$750.00	\$748.00	\$0.00	\$748.00	2 B		Test Invoice 2 Property 2
202506090000003	101 N Test St, Unit 101	Miami	FL	\$1,725.00	\$1,724.00	\$0.00	\$1,724.00	1 B		Test Invoice 1 Property 1
202506090000003	101 N Test St, Unit 101	Miami	FL	\$1,200.00	\$1,199.00	\$0.00	\$1,199.00	3 LB		Test Invoice 3 No Property
202506090000003	102 N Test St, Unit 102	Miami	FL	\$750.00	\$749.00	\$0.00	\$749.00	2 B		Test Invoice 2 Property 2

List of sub-orders with matching criteria:
 - Project name
 - Trust account


\$14,325.00 \$14,136.75 **\$0.00** \$14,136.75

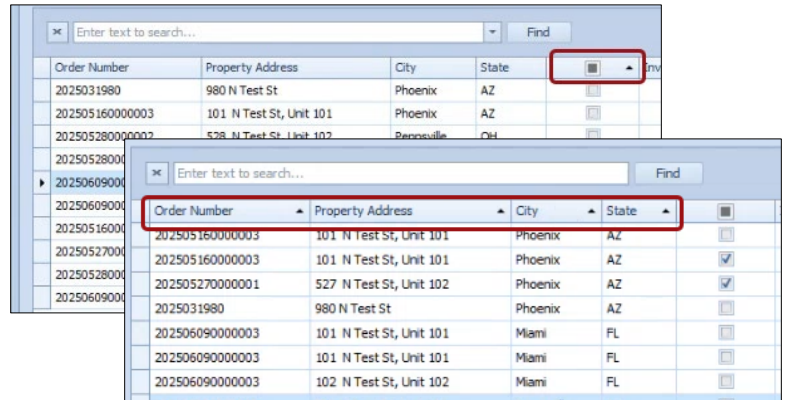
Post Close

- › Sub-Orders with the same project name, trust account, invoice balance greater than **\$0.00** and **Status** is set to **Sent** is populated in the grid and displays the,
 - » **Order Number**
 - » **Property address**
 - » **City**
 - » **State**
 - » **Invoice Total**
 - » **Invoice Balance**; this may differ from **Invoice Total** if previous payments have been posted to the invoice
 - » **Apply Amount**; when an invoice is selected this defaults to the **Invoice Balance** amount and may be overwritten
 - » **Remainder**; when an invoice is selected this populates the **Invoice Balance** less the **Apply Amount**
 - » **Invoice ID**; shows the Invoice position from the sub-order
 - » **Bill to**; shows the Bill Code assigned to the selected invoice; hovering over the field displays the corresponding Contact Name
 - » **Invoice Number**; shows the invoice number from the sub-order


Sorting/Filtering Sub-Orders

The Sub-Order data can be,

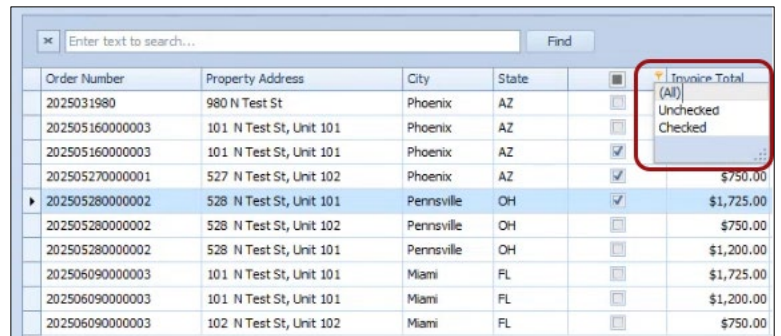
- › sorted by a single column or multiple columns
 - » Sort on one column – click the header of the column to sort; the header displays a carat  on the column sorted
 - » Sort on multiple columns – click the column header of the first column, then right-click each additional column header to include in the sort (e.g., State, City, Property Address, Order Number).



Order Number	Property Address	City	State	
2025031980	980 N Test St	Phoenix	AZ	
202505160000003	101 N Test St, Unit 101	Phoenix	AZ	
202505280000002	528 N Test St, Unit 102	Pennsville	OH	
202505280000002	528 N Test St, Unit 102	Pennsville	OH	
202506090000000				
202506090000000				
202505270000000				
202505280000000				
202506090000000				

Each column included displays the carat  in the column header; right-click to select **Clear All Sorting** to return to the default view.

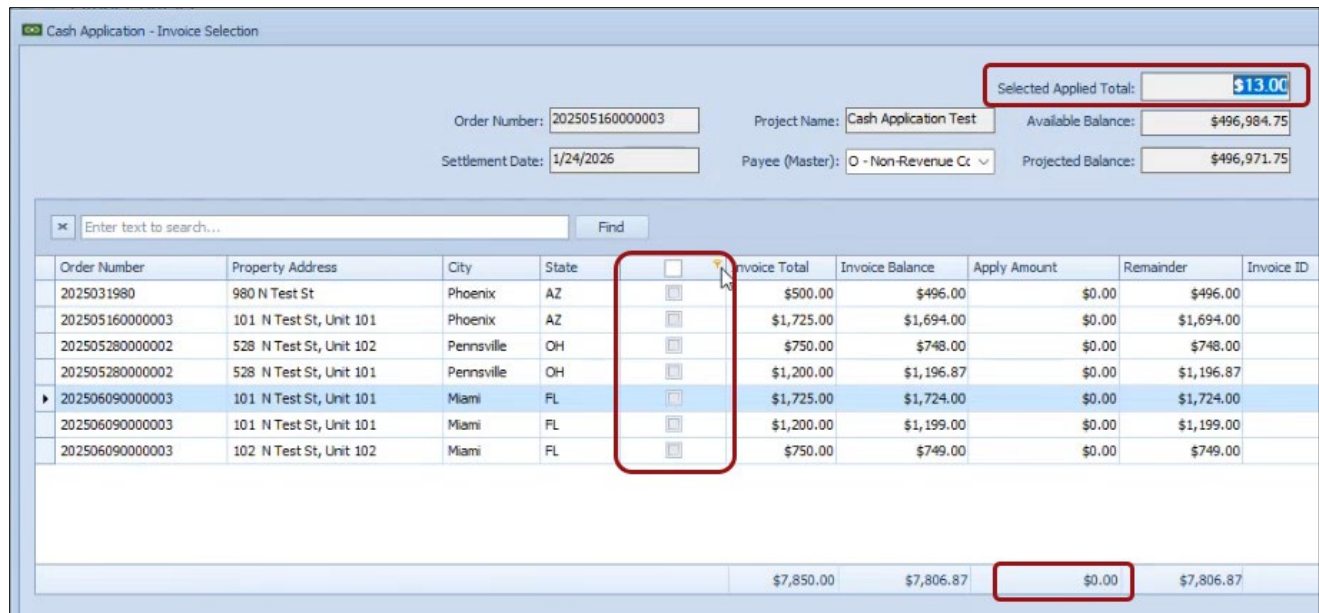
- › filtered on the **City, State,** or **Checked/Unchecked** fields by right-clicking the header and selecting the filter criteria



Order Number	Property Address	City	State		Invoice Total
2025031980	980 N Test St	Phoenix	AZ		
202505160000003	101 N Test St, Unit 101	Phoenix	AZ		
202505160000003	101 N Test St, Unit 101	Phoenix	AZ		
202505270000000	527 N Test St, Unit 102	Phoenix	AZ		\$750.00
202505280000002	528 N Test St, Unit 101	Pennsville	OH		\$1,725.00
202505280000002	528 N Test St, Unit 102	Pennsville	OH		\$750.00
202505280000002	528 N Test St, Unit 101	Pennsville	OH		\$1,200.00
202506090000000	101 N Test St, Unit 101	Miami	FL		\$1,725.00
202506090000000	101 N Test St, Unit 101	Miami	FL		\$1,200.00
202506090000000	102 N Test St, Unit 102	Miami	FL		\$750.00

In this example, **Unselected** invoices is the filter applied, and the grid refreshes to show only those items that are unselected. And because unselected was selected, the **Apply Amount** total at the bottom of the screen displays **\$0.00** until an item is checked.

The **Selected Applied Total** (top of screen) continues to display the calculated total of any items selected regardless of those items being included in the applied filter results.



Cash Application - Invoice Selection

Selected Applied Total: **\$13.00**

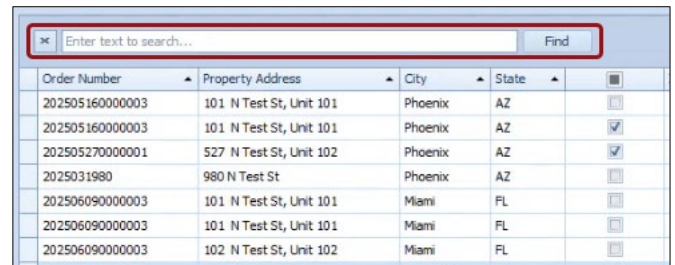
Order Number: 202505160000003 Project Name: Cash Application Test Available Balance: \$496,984.75

Settlement Date: 1/24/2026 Payee (Master): O - Non-Revenue Co. Projected Balance: \$496,971.75

Enter text to search... Find

Order Number	Property Address	City	State		Invoice Total	Invoice Balance	Apply Amount	Remainder	Invoice ID
2025031980	980 N Test St	Phoenix	AZ	<input type="checkbox"/>	\$500.00	\$496.00	\$0.00	\$496.00	
202505160000003	101 N Test St, Unit 101	Phoenix	AZ	<input type="checkbox"/>	\$1,725.00	\$1,694.00	\$0.00	\$1,694.00	
202505280000002	528 N Test St, Unit 102	Pennsville	OH	<input type="checkbox"/>	\$750.00	\$748.00	\$0.00	\$748.00	
202505280000002	528 N Test St, Unit 101	Pennsville	OH	<input type="checkbox"/>	\$1,200.00	\$1,196.87	\$0.00	\$1,196.87	
202506090000003	101 N Test St, Unit 101	Miami	FL	<input type="checkbox"/>	\$1,725.00	\$1,724.00	\$0.00	\$1,724.00	
202506090000003	101 N Test St, Unit 101	Miami	FL	<input type="checkbox"/>	\$1,200.00	\$1,199.00	\$0.00	\$1,199.00	
202506090000003	102 N Test St, Unit 102	Miami	FL	<input type="checkbox"/>	\$750.00	\$749.00	\$0.00	\$749.00	
					\$7,850.00	\$7,806.87	\$0.00	\$7,806.87	

You can also use the **Search** option to locate sub-orders based on the keyword entered. The search feature searches across all fields.

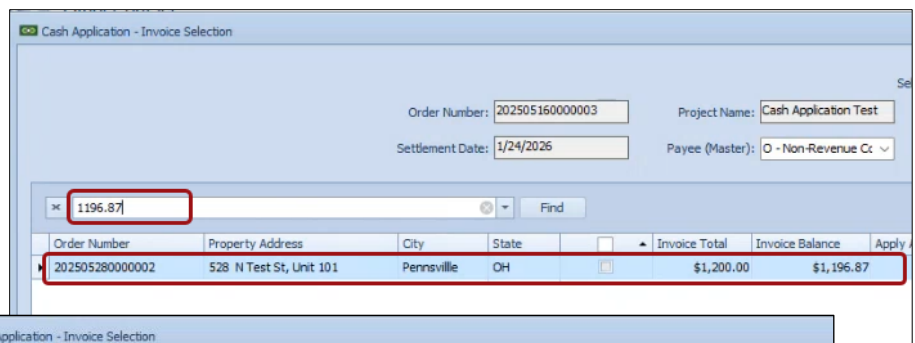


Enter text to search... Find

Order Number	Property Address	City	State	
202505160000003	101 N Test St, Unit 101	Phoenix	AZ	<input type="checkbox"/>
202505160000003	101 N Test St, Unit 101	Phoenix	AZ	<input checked="" type="checkbox"/>
202505270000001	527 N Test St, Unit 102	Phoenix	AZ	<input checked="" type="checkbox"/>
2025031980	980 N Test St	Phoenix	AZ	<input type="checkbox"/>
202506090000003	101 N Test St, Unit 101	Miami	FL	<input type="checkbox"/>
202506090000003	101 N Test St, Unit 101	Miami	FL	<input type="checkbox"/>
202506090000003	102 N Test St, Unit 102	Miami	FL	<input type="checkbox"/>

When searching by a dollar amount, do not enter a dollar sign or comma in the number.

In this example, we want to locate an entry for \$1,196.87. Using the **Search** field, we enter **1196.87** and the corresponding invoice is displayed.



Cash Application - Invoice Selection

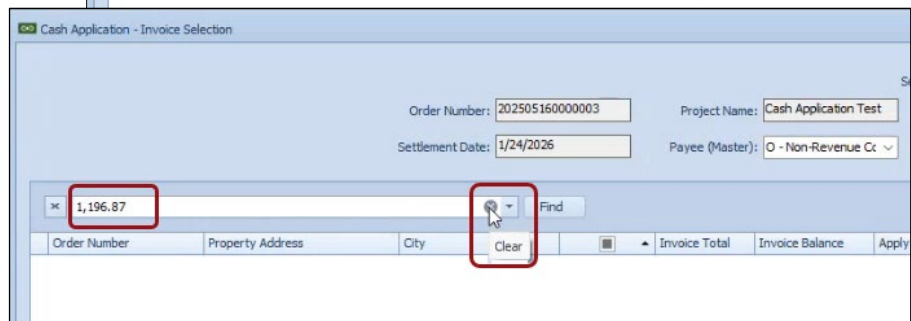
Order Number: 202505160000003 Project Name: Cash Application Test

Settlement Date: 1/24/2026 Payee (Master): O - Non-Revenue Co.

1196.87 Find

Order Number	Property Address	City	State		Invoice Total	Invoice Balance	Apply
202505280000002	528 N Test St, Unit 101	Pennsville	OH	<input type="checkbox"/>	\$1,200.00	\$1,196.87	

When we enter **1,196.87**, no results are returned.



Cash Application - Invoice Selection


Order Number: 202505160000003 Project Name: Cash Application Test

Settlement Date: 1/24/2026 Payee (Master): O - Non-Revenue Co.

1,196.87 Find

Clear

Order Number	Property Address	City	State		Invoice Total	Invoice Balance	Apply
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Use the **Clear**  icon to clear the keyword and return to the full list of matching sub-orders.

Creating the Ledger Transfer

To create the Ledger Transfer from the grid,

1. Check the corresponding check box for each Invoice to be paid; this populates the **Apply Amount** field with the **Invoice Balance** amount
2. If applicable, overwrite the **Apply Amount** with the amount to be paid

Order Number	Property Address	City	State		Invoice Total	Invoice Balance	Apply Amount	Remainder
2025031980	980 N Test St	Phoenix	AZ	<input type="checkbox"/>	\$500.00	\$496.00	\$0.00	\$496.00
202505160000003	101 N Test St, Unit 101	Phoenix	AZ	<input type="checkbox"/>	\$1,725.00	\$1,694.00	\$0.00	\$1,694.00
I 202505160000003	101 N Test St, Unit 101	Phoenix	AZ	<input checked="" type="checkbox"/>	\$4,000.00	\$3,860.00	\$3,860.00	\$0.00
202505270000001	527 N Test St, Unit 102	Phoenix	AZ	<input checked="" type="checkbox"/>	\$750.00	\$748.00	\$748.00	\$0.00
202505280000002	528 N Test St, Unit 101	Pennsville	OH	<input checked="" type="checkbox"/>	\$1,725.00	\$1,721.88	\$1,721.88	\$0.00
202505280000002	528 N Test St, Unit 101	Pennsville	OH	<input type="checkbox"/>	\$1,200.00	\$1,196.87	\$0.00	\$1,196.87

NOTE: All fields are read-only with the exception of the **Payee (Master)**, **Invoice selection** check box and the **Apply Amount**.

As invoices are selected, the **Selected Applied Total** populates to reflect the calculated amount of all invoices selected.

Cash Application - Invoice Selection

Order Number: 202505160000003

Project Name: Cash Application Test

Settlement Date: 1/24/2026

Payee (Master): O - Non-Revenue Cx

Selected Applied Total: **\$6,329.88**

Available Balance: \$496,984.75

Projected Balance: \$490,654.87

Order Number	Property Address	City	State		Invoice Total	Invoice Balance	Apply Amount	Remainder	Invoice ID	Bill To	Invoice Number
2025031980	980 N Test St	Phoenix	AZ	<input type="checkbox"/>	\$500.00	\$496.00	\$0.00	\$496.00	1 B		04022025-1
202505160000003	101 N Test St, Unit 101	Phoenix	AZ	<input type="checkbox"/>	\$1,725.00	\$1,694.00	\$0.00	\$1,694.00	1 B		Test Invoice 1 Property 1
I 202505160000003	101 N Test St, Unit 101	Phoenix	AZ	<input checked="" type="checkbox"/>	\$4,000.00	\$3,860.00	\$3,860.00	\$0.00	4 O		987654
202505270000001	527 N Test St, Unit 102	Phoenix	AZ	<input checked="" type="checkbox"/>	\$750.00	\$748.00	\$748.00	\$0.00	2 B		Test Invoice 2 Property 2
202505280000002	528 N Test St, Unit 101	Pennsville	OH	<input checked="" type="checkbox"/>	\$1,725.00	\$1,721.88	\$1,721.88	\$0.00	1 B		Test Invoice 1 Property 1
202505280000002	528 N Test St, Unit 101	Pennsville	OH	<input type="checkbox"/>	\$1,200.00	\$1,196.87	\$0.00	\$1,196.87	3 LB		Test Invoice 3 No Property
202505280000002	528 N Test St, Unit 102	Pennsville	OH	<input type="checkbox"/>	\$750.00	\$748.00	\$0.00	\$748.00	2 B		Test Invoice 2 Property 2
202506090000003	101 N Test St, Unit 101	Miami	FL	<input type="checkbox"/>	\$1,725.00	\$1,724.00	\$0.00	\$1,724.00	1 B		Test Invoice 1 Property 1
202506090000003	101 N Test St, Unit 101	Miami	FL	<input type="checkbox"/>	\$1,200.00	\$1,199.00	\$0.00	\$1,199.00	3 LB		Test Invoice 3 No Property
202506090000003	102 N Test St, Unit 102	Miami	FL	<input type="checkbox"/>	\$750.00	\$749.00	\$0.00	\$749.00	2 B		Test Invoice 2 Property 2

Running total of corresponding columns

\$14,325.00

\$14,136.75

\$6,329.88

\$7,806.87

Post Close

IMPORTANT: The application does not permit an overdraft. If the invoice total is greater than the available ledger balance, the **Selected Applied Total** flashes and displays the amount in red with an overdraft icon.

The **Post** button is disabled, and you cannot proceed until a correction is made.

Selected Applied Total: **\$504,548.00**

Available Balance: \$496,984.75

Projected Balance: (\$7,563.25)

The Selected Applied Total cannot exceed the Available Balance.

Once all applicable invoices have been selected,

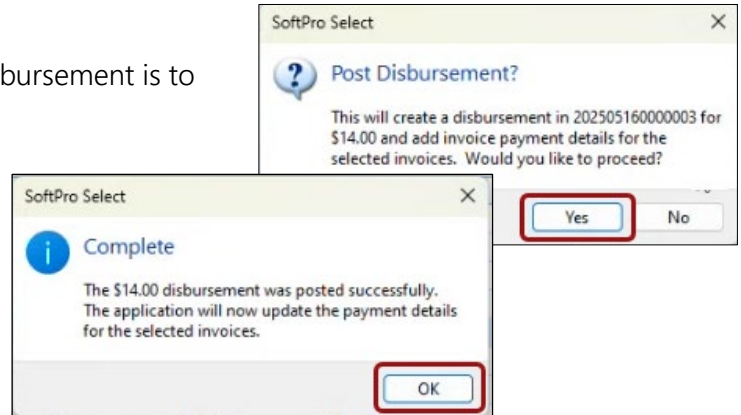
- Click the **Post** button

A **Post Disbursement** message displays confirming the disbursement is to be created in the master order for the amount cited.

- Click **Yes** to proceed

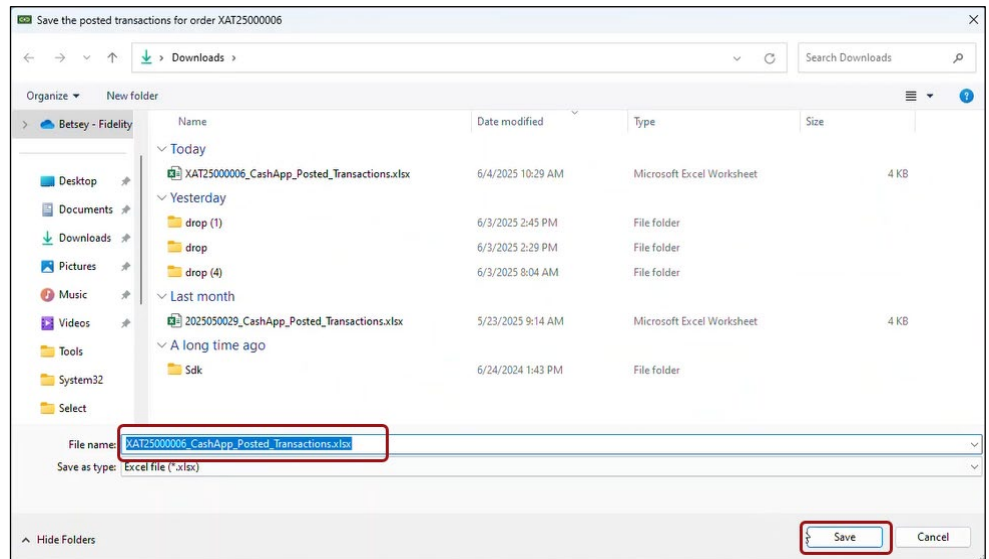
Once completed, a **Complete** message is displayed.

- Click **OK**



The application automatically generates a **Posted Transaction Reports** in Excel and opens **File Explorer** allowing you to save the report. The default naming convention is, [master order number]_CashApp_Posted_Transactions.xlsx; this can be changed as needed.

- Click the **Save** button



The report provides the transaction details of the ledger transfer. Navigate to the save location to view the report.

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpPDF-XChange

CommentsShare

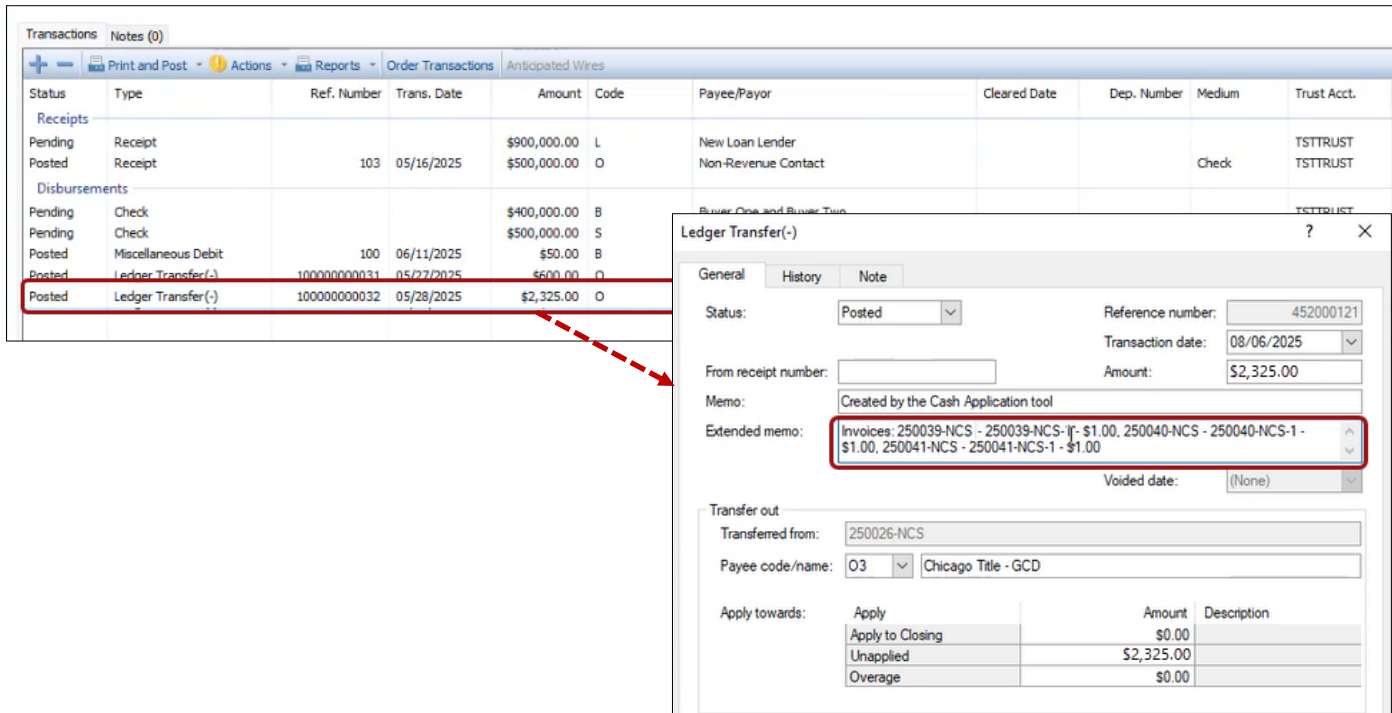
A1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Selected	Master Order	Posted Transaction Date	Reference Number	Project Name		Payee		Trust Account Code						
2	\$ 14.00	202505160000003	6/17/2025	100000000037	Cash Application Test		Non-Revenue Contact		TSTTRUST						
3															
4	Order Number	Reference Number	Invoice Number	Property Address	City	State	Invoice Total	Invoice Balance	Apply Amount	Remainder	Invoice Id	Bill To Code	Bill To Name	Remit To Code	Remit To Name
5	202505160000003	202506170000001	967654	101 N Test St, Unit 101	Phoenix	AZ	\$ 4,000.00	\$ 3,860.00	\$ 1.00	\$ 3,859.00	4	O	Non-Revenue Contact	U	First American Title Insurance Company
6	202505270000001	202506170000002	Test Invoice 2 Property 2	527 N Test St, Unit 102	Phoenix	AZ	\$ 750.00	\$ 748.00	\$ 7.00	\$ 741.00	2	B	Buyer One and Buyer Two	SB	Selling Agent Name
7	202505280000002	202506170000003	Test Invoice 1 Property 1	528 N Test St, Unit 101	Pennsville	OH	\$ 1,725.00	\$ 1,721.88	\$ 5.00	\$ 1,716.88	1	B	Buyer One and Buyer Two	SB	Selling Agent Name
8	202506090000003	202506170000004	Test Invoice 3 No Property	101 N Test St, Unit 101	Miami	FL	\$ 1,200.00	\$ 1,199.00	\$ 1.00	\$ 1,198.00	3	LB	Listing Agent Name	SB	Selling Agent Name
9							\$ 7,675.00	\$ 7,528.88	\$ 14.00	\$ 7,514.88					
10															
11															
12															
13															
14															
15															

Invoice Payment Data

ReadyAccessibility: Good to go

The master order now shows the **Posted Ledger Transfer** with detail for each invoice paid (order number, invoice number and amount applied) populated in the **Extended Memo** field.



The screenshot shows the 'Transactions' screen with a table of transactions. A red box highlights a 'Posted Ledger Transfer(-)' transaction. A red dashed arrow points from this transaction to a 'Ledger Transfer(-)' pop-up window.

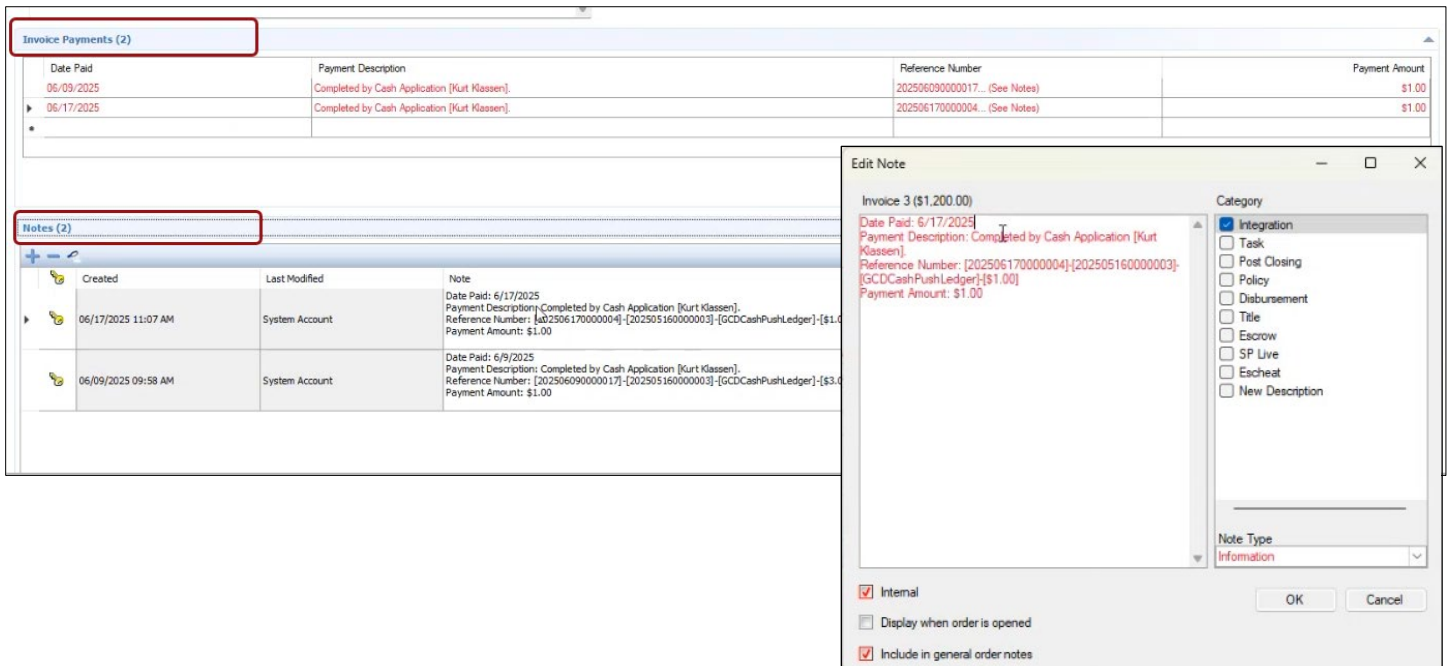
Status	Type	Ref. Number	Trans. Date	Amount	Code	Payee/Payor	Cleared Date	Dep. Number	Medium	Trust Acct.
Pending	Receipt			\$900,000.00	L	New Loan Lender				TSTTRUST
Posted	Receipt	103	05/16/2025	\$500,000.00	O	Non-Revenue Contact			Check	TSTTRUST
Pending	Check			\$400,000.00	B					TSTTRUST
Pending	Check			\$500,000.00	S					TSTTRUST
Posted	Miscellaneous Debit	100	06/11/2025	\$50.00	B					TSTTRUST
Posted	Ledger Transfer(-)	100000000031	05/27/2025	\$600.00	O					TSTTRUST
Posted	Ledger Transfer(-)	100000000032	05/28/2025	\$2,325.00	O					TSTTRUST

The 'Ledger Transfer(-)' pop-up window shows the following details:

- Status:** Posted
- Reference number:** 452000121
- Transaction date:** 08/06/2025
- Amount:** \$2,325.00
- Memo:** Created by the Cash Application tool
- Extended memo:** Invoices: 250039-NCS - 250039-NCS-1 - \$1.00, 250040-NCS - 250040-NCS-1 - \$1.00, 250041-NCS - 250041-NCS-1 - \$1.00
- Transfer out:** Transferred from: 250026-NCS
- Payee code/name:** 03 Chicago Title - GCD
- Apply towards:**

Apply	Amount	Description
Apply to Closing	\$0.00	
Unapplied	\$2,325.00	
Overage	\$0.00	

The sub-order applied invoice payments are populated in the **Invoice Payments** section on the **Invoice** screen and the **Notes** updated to reflect the payment processed via the **Cash Application**.



The screenshot shows the 'Invoice Payments' section with a table of payments. A red box highlights the 'Invoice Payments' section. Below it, the 'Notes' section is also highlighted with a red box. A red dashed arrow points from the 'Notes' section to an 'Edit Note' pop-up window.

Date Paid	Payment Description	Reference Number	Payment Amount
06/09/2025	Completed by Cash Application [Kurt Klassen]	202506090000017... (See Notes)	\$1.00
06/17/2025	Completed by Cash Application [Kurt Klassen]	202506170000004... (See Notes)	\$1.00

The 'Edit Note' pop-up window shows the following details:

- Invoice 3 (\$1,200.00)**
- Date Paid:** 6/17/2025
- Payment Description:** Completed by Cash Application [Kurt Klassen]
- Reference Number:** [202506170000004]-[202505160000003]-[GCDCashPushLedger]-[\$1.00]
- Payment Amount:** \$1.00
- Category:** Integration (checked)
- Note Type:** Information
- Internal:** (checked)
- Display when order is opened:** (unchecked)
- Include in general order notes:** (checked)

NOTE: If an order is locked for editing by any user, the invoice payment remains queued for processing until the sub-order is closed. Once processed, the order is then updated to reflect the payment.

When you are ready to push cash, proceed to the correct GCD Revenue Ledger for the trust account and post as per your current process.

The **Ledger Transfer selections** window displays the total amount of the funds to be transferred; this is the **Selected Applied Total** in the **Cash Application**.

Transactions Notes (0)

Print and Post Actions Reports

Reassign Transaction...

Disburse Transferred Funds...

Show Deleted or Reassigned Transactions

Change Pending Transaction Type...

Generate Pending Transactions

Restore Default Grid Layout

View Fee Details

	Ref. Number	Trans. Date	Amount	Code	Payee/Payor	Transferred To/From
	0000000007	04/15/2025	\$500.00		Non-Rev Other Contact Two	2024091966

Disburse Transferred Funds

Ledger Transfer selections

Please select the transfers.

	Ref. Number	Payee	Transfer From	Amount	Transaction Date
<input checked="" type="checkbox"/>	100000000	Non-Revenue ...	202505160000003	\$600.00	05/27/2025
<input checked="" type="checkbox"/>	100000000...	Non-Revenue ...	202505160000003	\$2,325.00	05/28/2025
<input checked="" type="checkbox"/>	100000000...	Non-Revenue ...	202505160000003	\$1.00	06/09/2025
<input checked="" type="checkbox"/>	100000000...	Non-Revenue ...	202505160000003	\$7.00	06/09/2025
<input checked="" type="checkbox"/>	100000000...	Non-Revenue ...	202505160000003	\$10.00	06/09/2025
<input checked="" type="checkbox"/>	100000000...	Non-Revenue ...	202505160000003	\$2.25	06/11/2025

Disburse as:

Selection total: \$574,304.25

Click Next to continue

Next > Cancel