

# Use the Paid Fees Report to Locate Unapplied Payments

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We recommend that you run this report daily. It will help you determine if you have any revenue that isn't applied, so that you can investigate it and apply it to a fee(s) when possible. *Note: If a family makes a prepayment on their account, it will remain unapplied until a user links it to fees posted after the payment was received.*

1. Point to **Reports** and click **Paid Fees Summary**.
2. Enter a **Date** or a range of dates.
3. Set **Show Detail** to **Yes**. This will show the family names and a breakdown of payments.
4. Click **Submit**.
5. If any revenue is listed as **Unapplied Payments**, you'll want to see if it can be linked to a fee.

In this example for Date Range 4/1/16 - 4/1/16, the Gordon family has a \$75 unapplied payment.

Paid Fees Detail									
		From: 4/1/16		Through: 4/1/16					
Cat1	Pmt Date	Family/Acct	Fee Date	Trans Type	Note	Pmt Method	Fee Amt	Tax	Pmt Amt
<b>Dance</b>									
	4/1/2016	Erickson	01/01/16	Tuition Fee		Check	75.00	0.00	75.00
	4/1/2016	Erickson	02/02/16	Tuition Fee		Check	75.00	0.00	75.00
								0.00	150.00
<b>Registration Fee</b>									
	4/1/2016	Chambers	04/01/16	Registration		Check	65.00	0.00	65.00
						Registration Subtotal:		0.00	65.00
						Registration Fee Total:		0.00	65.00
<b>--Unapplied Payments--</b>									
	4/1/2016	Gordon		Payment		Check			75.00
									75.00
									75.00
# of Items:		4		Total:				0.00	290.00

To determine if this payment can be applied to a fee:

1. Go to the Gordon family and click the **Transactions** tab to look for green **Unpaid Amt** fields and pink **Date Paid** fields. In this example, we see both the \$75 unapplied payment (green **Unpaid Amt** field) and a \$75 unpaid fee (pink **Date Paid** field). The family balance is correct at zero. *It is important to note that a family's balance is ALWAYS correct as simply the addition and subtraction of debits (fees) and credits (payments). It is possible, however, to have a zero balance on a family's account with fees still highlighted as unpaid because there will also be an unapplied credit on the account that needs to be linked to the fee.*

Family: Gordon

Return Save Changes Delete

Help Support Send Idea

Make Sale/Post Fees Payment Refund Statement Add Student Add Contact Lead File Family Name Email Merge Family

Summary Contacts Enrollment Transactions Billing Info Misc

View Transaction History View Unapplied Credits & Unpaid Fees

Balance: 0.00 (Current Outstanding Balance)

Last 20 (Most Recent) Transactions

View 1 - 2 of 2 Print Refresh Show/Hide Columns

Date	Type	Sub Type	Amt	Orig Amt	Disc Amt	Pre-tax Amt	Tax	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Cat1	User
4/1/2016	Payment		-75.00	-75.00		-75.00		75.00	0.00		Check 84		4/1/2016		HCenter
4/1/2016	Tuition Fee	Apr	75.00	75.00		75.00		75.00	75.00					Dance	HCenter

Balance: 0.00 (Current Outstanding Balance)

Legend: Fee/Charge Payment/Credit Unpaid Fee Unapplied Credit

The payment is not linked to any fee and is highlighted as an Unapplied Credit.

The fee is not linked to a payment and is highlighted as an Unpaid Fee.

2. Click **Pencil** icon on the Payment line to open the *Edit Transactions* box.
3. Click **ReApply Payment**.
4. In the *Re-Apply Payment Transaction* box, apply the payment to the correct fee by clicking in the fee line's **Apply Amt** field.
5. Click **Save Changes**.

Run the *Paid Fees Summary Report* again, and the revenue is now properly applied to the Dance category.

Paid Fees Detail									
		From: 4/1/16		Through: 4/1/16					
Cat1	Pmt Date	Family/Acct	Fee Date	Trans Type	Note	Pmt Method	Fee Amt	Tax	Pmt Amt
<b>Dance</b>									
	4/1/2016	Erickson	01/01/16	Tuition Fee		Check	75.00	0.00	75.00
	4/1/2016	Erickson	02/02/16	Tuition Fee		Check	75.00	0.00	75.00
	4/1/2016	Gordon	04/01/16	Tuition Fee		Check	75.00	0.00	75.00
Tuition Fee Subtotal:							0.00		225.00
							0.00		225.00
<b>Registration Fee</b>									
	4/1/2016	Chambers				Check	65.00	0.00	65.00
Registration Subtotal:							0.00		65.00
Registration Fee Total:							0.00		65.00
<b># of Items:</b>								<b>Total:</b>	<b>290.00</b>

The payment is now linked to the fee and is categorized as Dance revenue.