

The View Unapplied Credits & Unpaid Fees Button (Family record)

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From the *Transactions* tab of the family record, this button will display all unapplied credits and unpaid fees for the family.

In this example the Andrews family has a balance of \$140 but the total of unpaid fees (\$140) and unapplied credits (\$25) adds to \$115. Because the balance on a family account is always correct, we know that there must be an unpaid fee to link to that \$25 unapplied credit.

Family: Andrews

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: 140.00 (Current Outstanding Balance)

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

Last 20 (Most Recent) Transactions

View	Date	Type	Sub Type	Amt	Orig Amt	Disc Amt	Pre-tax Amt	Tax	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Cat1	Sess	Student	Class/Event	User
	3/23/2016	Merchandise		35.00	35.00		35.00	35.00	35.00	140.00	Ticket #251 - Spring Recital				Dance			HCenter	
	3/23/2016	Merchandise		35.00	35.00		35.00	35.00	35.00	105.00	Ticket #250 - Spring Recital				Dance			HCenter	
	3/23/2016	Merchandise		35.00	35.00		35.00	35.00	35.00	70.00	Ticket #249 - Spring Recital				Dance			HCenter	
	3/18/2016	Merchandise		35.00	35.00		35.00	35.00	35.00	35.00	Ticket #248 - Spring Recital				Dance			HCenter	
	3/18/2016	Payment		-424.00	-424.00		-424.00	0.00	0.00	0.00		Check 162		3/18/2016				HCenter	
	3/1/2016	Tuition Fee	Mar	89.00	89.00		89.00	0.00	424.00			Check 162		3/18/2016	Gymnastics	Winter 2016	Olivia Andrews	Jr Parkour - Tues - 4pm	HCenter
	3/1/2016	Tuition Fee	Mar	99.75	105.00	5.25	99.75	0.00	335.00		Multi-Student Disc=5.25,	Check 162		3/18/2016	Gymnastics	Winter 2016	Shannon Andrews	Team Building - Daily - 4pm	HCenter
	3/1/2016	Tuition Fee	Mar	80.25	95.00	14.75	80.25	0.00	235.25		Multi-Class Disc=10.00, Multi-Student Disc=4.75,	Check 162		3/18/2016	Dance	Winter 2016	Shannon Andrews	Beg Jazz - Sat - 12pm	HCenter
	3/1/2016	Tuition Fee	Mar	80.00	80.00		80.00	0.00	155.00			Check 162		3/18/2016	Gymnastics	Winter 2016	Olivia Andrews	Team Building - Daily - 4pm	HCenter
	2/17/2016	Payment		-428.00	-428.00		-428.00	0.00	75.00			Check 160		2/17/2016				HCenter	
	2/3/2016	Costume Fee		30.00	30.00		30.00	0.00	503.00			Check 162		3/18/2016	Dance	Winter 2016	Shannon Andrews	Beg Jazz - Sat - 12pm	HCenter
	2/3/2016	Recital Fees		45.00	45.00		45.00	0.00	473.00			Check 162		3/18/2016	Dance	Winter 2016	Shannon Andrews	Team Building - Daily - 4pm	HCenter
	2/2/2016	Tuition Fee	Feb	99.75	105.00	5.25	99.75	0.00	428.00		Multi-Student Disc=5.25,	Check 160		2/17/2016	Gymnastics	Winter 2016	Shannon Andrews	Team Building - Daily - 4pm	HCenter
	2/2/2016	Tuition Fee	Feb	80.25	95.00	14.75	80.25	0.00	328.25		Multi-Class Disc=10.00, Multi-Student Disc=4.75,	Check 160		2/17/2016	Dance	Winter 2016	Shannon Andrews	Beg Jazz - Sat - 12pm	HCenter
	2/2/2016	Tuition Fee	Feb	80.00	80.00		80.00	0.00	248.00						Gymnastics	Winter 2016	Olivia Andrews	Team Building - Daily - 4pm	HCenter
	2/1/2016	Tuition Fee	Feb	89.00	89.00		89.00	0.00	168.00						Gymnastics	Winter 2016	Olivia Andrews	Team Building - Daily - 4pm	HCenter
	2/1/2016	Tuition Fee	Feb	79.00	79.00		79.00	0.00	79.00						Dance	Winter 2016	Shannon Andrews	Beg Jazz - Sat - 12pm	HCenter
	1/18/2016	Payment		-239.00	-239.00		-239.00	0.00	25.00	0.00								HCenter	
	1/4/2016	Tuition Fee		89.00	89.00		89.00	0.00	239.00			Check 152		1/18/2016	Gymnastics	Winter 2016	Olivia Andrews	Jr Parkour - Tues - 4pm	HCenter
	1/4/2016	Tuition Fee	Jan	75.00	75.00		75.00	0.00	150.00			Check 152		1/18/2016	Dance	Winter 2016	Shannon Andrews	Beg Jazz - Sat - 12pm	HCenter

Balance: 140.00 (Current Outstanding Balance)

There is an Unapplied Credit of \$25 yet the total of the Unpaid Fees is equal to the balance

1. Click View Unapplied Credits & Unpaid Fees

Advanced Transaction Search

Return Help Support Send Idea

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

View 1 - 6 of 6 Print Export Refresh Show/Hide Columns

Loc	Date	Type	Sub Type	Amt	Orig Amt	Disc Amt	Pre-Tax Amt	Tax	Applied Amt	Unapplied Amt	Unpaid Amt	Family/Account	Balance	Note	Pmt Method	ePmt	Dt Paid	Cat1	Session	Student	Class/Event	Room
Help	1/4/2016	Registration		25.00	25.00		25.00	0.00	0.00	25.00	25.00	Andrews	140.00							Olivia Andrews		
Help	1/18/2016	Payment		-239.00				0.00	214.00	25.00		Andrews			Check 152		1/18/2016					
Help	3/23/2016	Merchandise		35.00	35.00		35.00	0.00	0.00	35.00		Andrews	140.00	Ticket #251 - Spring Recital								
Help	3/23/2016	Merchandise		35.00	35.00		35.00	0.00	0.00	35.00		Andrews	140.00	Ticket #250 - Spring Recital								
Help	3/23/2016	Merchandise		35.00	35.00		35.00	0.00	0.00	35.00		Andrews	140.00	Ticket #249 - Spring Recital								
Help	3/23/2016	Merchandise		35.00	35.00		35.00	0.00	0.00	35.00		Andrews	140.00	Ticket #248 - Spring Recital								
Total:				-74.00	165.00	0.00	165.00	0.00	214.00	25.00	165.00											

- The report shows that there is an unpaid registration fee in the amount of \$25 available to link to the \$25 unapplied credit.
- Click the **Pencil** next to the unapplied credit.
- Click **ReApply Payment**.
- Locate the unpaid registration fee and click in the **Apply Amt** field.
- Click **Save Payment**.

The report now shows only the 4 unpaid merchandise fees totaling \$140 which is the balance on the family's account.

