

# Use the Paid Fees Report to Locate Unapplied Payments

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. Go to the **Transactions** (menu) > **Transaction Reports** or the **Reports** (menu) > **Find Reports** > **Transactions/Financials** (left menu) > **Recommended** (tab) and click **Paid Fees**.
2. Select option for *Do you want to limit the report to certain locations* (defaults to *No, show me all transactions*).
3. Enter a **Date** or a range of dates.
4. Set **Show Detail** (under Display Settings) to **Yes**. This will show the family names and a breakdown of payments.
5. Click **Submit**.

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 10/7/20 - 10/7/20, the Dierksen family has a \$45 unapplied payment.

Paid Fees Detail									
10/7/2020 - 10/7/2020									
Cat1	Pmt Date	Family/Acct	Fee Date	Trans Type	Note	Pmt Method	Fee Amt	Tax	Pmt Amt
<b>Camp</b>									
	10/7/20	Dierksen	10/7/20	Tuition Fee	October, Class=2.25hrs, Student=3.25hrs/220.00	Cash	35.00		35.00
							<b>Tuition Fee Subtotal:</b>	0.00	35.00
							<b>Camp Total:</b>	<b>0.00</b>	<b>35.00</b>
<b>Dance</b>									
	10/7/20	Dierksen	10/7/20	Tuition Fee	October, Class=1.00hrs, Student=3.25hrs/220.00	Cash	67.50		67.50
							<b>Tuition Fee Subtotal:</b>	0.00	67.50
							<b>Dance Total:</b>	<b>0.00</b>	<b>67.50</b>
<b>--Unapplied Payments--</b>									
	10/7/20	Dierksen	10/7/20	Payment		Cash			45.00
							<b>Unapplied Payments Subtotal:</b>		45.00
							<b>Unapplied Payments Total:</b>		<b>45.00</b>
<b># of Items:</b>			<b>3</b>	<b>Total Revenue:</b>				<b>0.00</b>	<b>147.50</b>

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

1. Go to the Dierksen family record and click the **Transactions** tab. Click the **View Unapplied Credits & Unpaid Fees** button (the button will be green to indicate there is an unapplied credit).

The *Search Transactions* page opens and we see both the \$45 unapplied payment (green *Unpaid Amt* field) and a \$45 unpaid fee (pink *Date Paid* field). The family balance is correct at zero.

- o *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.*

**Search Transactions**

← RETURN

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

Legend  FEE/CHARGE  PAYMENT/CREDIT  UNPAID FEE  UNAPPLIED CREDIT

View 1 - 2 of 2

	Date	Type	Orig Amt	Amt	App'd Amt	Unapplied Amt	Unpaid Amt	Family/Acct	Balance	Pmt Method	Dt Paid	Cat1	Billing Contact
	10/7/2020	Payment	-45.00	-45.00	0.00	45.00		Dierksen	0.00	Cash	10/7/2020		Marlene Dierksen
	10/7/2020	Merchandise	45.00	45.00	0.00		45.00	Dierksen	0.00			Merchandise	Marlene Dierksen

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

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

**Paid Fees Detail**

10/7/2020 - 10/7/2020

Cat1	Pmt Date	Family/Acct	Fee Date	Trans Type	Note	Pmt Method	Fee Amt	Tax	Pmt Amt
<b>Camp</b>									
	10/7/20	Dierksen	10/7/20	Tuition Fee	October, Class=2.25hrs, Student=3.25hrs/220.00	Cash	35.00		35.00
							<b>Tuition Fee Subtotal:</b>	0.00	35.00
							<b>Camp Total:</b>	<b>0.00</b>	<b>35.00</b>
<b>Dance</b>									
	10/7/20	Dierksen	10/7/20	Tuition Fee	October, Class=1.00hrs, Student=3.25hrs/220.00	Cash	67.50		67.50
							<b>Tuition Fee Subtotal:</b>	0.00	67.50
							<b>Dance Total:</b>	<b>0.00</b>	<b>67.50</b>
<b>Merchandise</b>									
	10/7/20	Dierksen	10/7/20	Merchandise		Cash	45.00		45.00
							<b>Merchandise Subtotal:</b>	0.00	45.00
							<b>Merchandise Total:</b>	<b>0.00</b>	<b>45.00</b>
<b># of Items:</b>			3	<b>Total Revenue:</b>				0.00	147.50

This payment is now linked to the fee and is categorized as Merchandise revenue.

