

# Use the Transactions Search Report to Locate Unapplied Credits

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Search Transactions can help you locate any unlinked payments or credits. Run this search immediately after posting fees to quickly identify and correct payments, or credits, that need to be linked to fees.



If you use ePayments and Process Credit Cards/Bank Accts after posting fees, check Search Transactions to identify and correct unlinked fees & payments before creating an ePayments batch. A paid fee can incorrectly be pulled into the batch if it is not correctly linked to a payment, resulting in an overpayment on the family account.

1. Point to **Transactions** and click **Search**.
2. Enter a **Transaction Date** or a range of dates. (For example, you might enter the last time you posted fees through the current date.)
3. From the *Special Search Drop Down*, choose **All Credits w/Unapplied Amt Remaining**.
4. Click **Submit**.

Jackrabbit

### Search Transactions

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

View 1 - 2 of 2

[Print](#) [Export](#) [Refresh](#) 13 columns hidden [Show/Hide Columns](#) [Restore Columns](#)

				Loc	Date	Type	Amt	Applied Amt	Unapplied Amt	Family/Acct	Balance
			R	JRHC	10/1/2017	Payment	-100.00	0.00	100.00	Harding	0.00
			R	JRHC	10/16/2017	Payment	-150.00	100.00	50.00	Smith	-50.00

## Smith Family

This family has made a \$150 payment. \$100 of it has been applied to a fee and \$50 is unapplied. Because their balance field shows a credit (-\$50), we know there is no outstanding fee available to link to the \$50 credit. Leave this overpayment/prepayment unapplied until a future fee is posted.

## Harding Family

This family made a \$100 payment and none of it has been applied to a fee. Because the family has a \$0 balance we know there must be a fee to link that payment to. All linking is done from the payment transaction.

1. Click the **Pencil** next to the unapplied payment.
2. Click **ReApply Payment**.

### Jackrabbit class **Edit Transaction**

Family/Account **Harding**  
423 Fir Street  
Huntersville, NC 28078  
Balance 0.00 Hm. Phone (704) 555-1212

Transaction Date

Type  Sub-type

Amount

Refund Amt

Payment Method  Check #

Note

Credit Card   
Last4

Date Paid  (blank=unpaid)

Class Category1  Session

Student:

Class/Event

UserID HCenter

**100.00 UnApplied**



3. In the *Re-Apply Payment Transaction* screen, there is an outstanding Tuition Fee of \$100.
4. Click in the Tuition Fee's **Apply Amt** field.
5. **Save Payment.**

**Jackrabbit**

## Re-Apply Payment Transaction

Cash, Checks, Other Credits

Receipt  
 Family/Acct **Harding**   
 423 Fir Street  
 Huntersville, NC 28078  
 Home Phone (704) 555-1212

Payment details are not editable when ReApplying.

Trans Date\* 10/1/2017 Balance 0.00

Pmt Type Payment Subtype Method\* Check Original Payment 100.00

Note Chk# 117 Unapplied Amount: 100.00

Applied Amount: 0.00  
Unapplied Amount 100.00

Apply to Newest Fees First  
 Apply to Oldest Fees First (within last 12 months)  
 Apply to Oldest Fees First

All Unpaid Charges/Fees

Date	Type Subtype	Note	Student	Class/Event	Orig Amt	Discount	Tax	Amt	Unpaid	Apply Amt
10/02/2017	Tuition Fee				100.00	0.00	0.00	100.00	100.00	0.00