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.

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.

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
Dance									
	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
Registration Fee									
	4/1/2016	Chambers				Check	65.00	0.00	65.00
						Registration Subtotal:		0.00	65.00
						Registration Fee Total:		0.00	65.00
	# of Items:	4				**Total:**		0.00	290.00

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