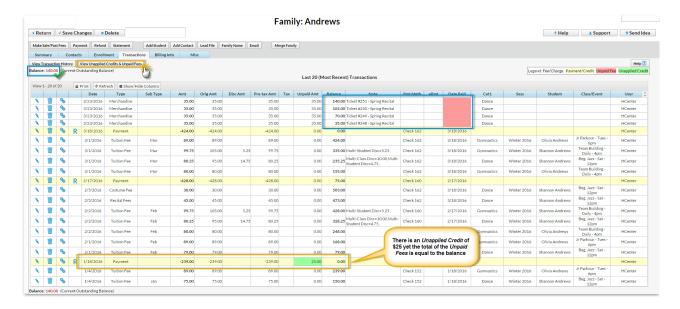
The View Unapplied Credits & Unpaid Fees Button (Family record)

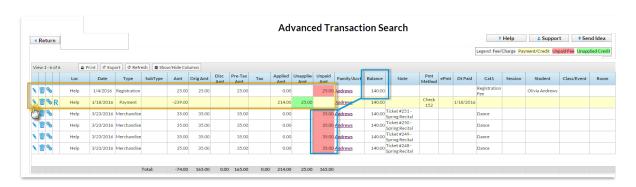
Last Modified on 06/05/2019 8:45 pm ED7

From a 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.



1. Click View Unapplied Credits & Unpaid Fees



2. The report shows that there is an unpaid registration fee in the amount of \$25 available to link to the \$25 unapplied credit.

- 3. Click the **Pencil** next to the unapplied credit.
- 4. Click ReApply Payment.
- 5. Locate the unpaid registration fee and click in the Apply Amt field.
- 6. Click Save Payment.

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