

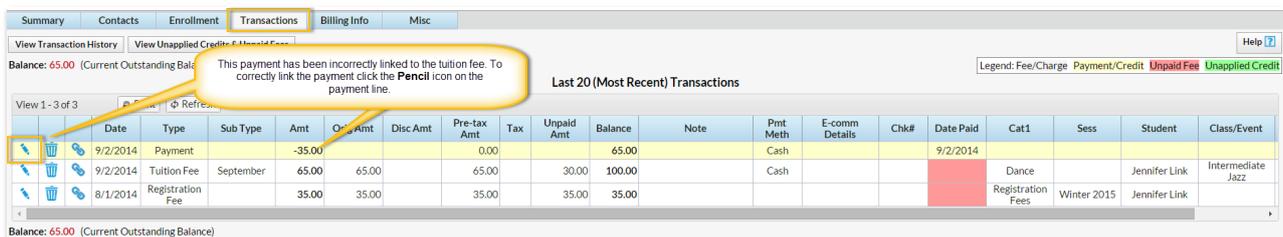
# I linked a payment to the wrong fee. How do I fix it?

Last Modified on 01/22/2019 1:21 pm EST

1. In the Family's *Transactions* tab, click the **Pencil** icon next to the payment you want to unlink from a fee.
2. This will open the *Edit Transaction* window. Click the **UnLink Fee(s)** button.
3. In the *UnLink Payment from all Linked Fees?* window, click **OK**.
4. Click **OK** again.
5. Click the **ReApply Payment** button.
6. In *Re-Apply Payment Transaction* window, click the **Apply to Oldest Fee First** or choose a specific fee by clicking in it's Apply Amt column.
7. **Save Payment.**

## Example:

The Link family has two fees posted to their account - a tuition fee of \$65 and a registration fee of \$35. Mrs. Link made a payment for the registration fee only, but it was incorrectly linked to the tuition fee.



The screenshot shows a 'Transactions' tab in a software interface. A callout box with a yellow border and arrow points to a pencil icon in the first column of a table row. The table has columns for Date, Type, Sub Type, Amt, Orig Amt, Disc Amt, Pre-tax Amt, Tax, Unpaid Amt, Balance, Note, Pmt Meth, E-comm Details, Chk#, Date Paid, Cat1, Sess, Student, and Class/Event. The first row shows a payment of 35.00 on 9/2/2014, which is incorrectly linked to a tuition fee of 65.00. A legend at the top right indicates: Legend: Fee/Charge Payment/Credit Unpaid Fee Unapplied Credit.

Date	Type	Sub Type	Amt	Orig Amt	Disc Amt	Pre-tax Amt	Tax	Unpaid Amt	Balance	Note	Pmt Meth	E-comm Details	Chk#	Date Paid	Cat1	Sess	Student	Class/Event
9/2/2014	Payment		-35.00			0.00			65.00		Cash			9/2/2014				
9/2/2014	Tuition Fee	September	65.00	65.00		65.00		30.00	100.00		Cash				Dance Registration Fees	Winter 2015	Jennifer Link	Intermediate Jazz
8/1/2014	Registration Fee		35.00	35.00		35.00		35.00	35.00								Jennifer Link	

Clicking the **Pencil** icon on the incorrectly linked payment line opens the *Edit Transaction* window. Click the **UnLink Fee(s)** button. You can view the linked fee before unlinking it by the clicking **View x linked fee(s)** button.

In the pop-up box that says, *UnLink Payment from all Linked Fees?*, click **OK**; and if

prompted, click **OK** again. The fee is now unlinked and the *Edit Transaction* window re-opens. Click the **ReApply Payment** button.

The *Re-Apply Payment Transaction* window opens. Since this payment should have been applied to the Registration fee, we'll click in the Registration **Apply Amt** field and **Save Changes**.

### Re-Apply Payment Transaction

**Save Changes**

[Apply/Acct: Link](#)  
 99 Lee St  
 Charlotte, NC 28277  
 Home Phone: 704-888-7153

Balance: **65.00**    [View Transaction History](#)

Payment details are not editable when ReApplying.

Trans Date:      Print Receipt

Pmt Type:     Subtype:     Method:

Note:     Chk#:

**Applying Payments to Fees**  
 You can payoff specific fees by clicking in the Apply Amt field or you can click the Apply button below.

Original Payment: 35.00    Unapplied Amount:

All Unpaid Charges/Fees											
Date	Type	Subtype	Note	Student	Class/Event	Orig Amt	Discount	Sales	Amt	Unpaid	Apply Amt
09/02/14	Tuition Fee	September		Jennifer Link	Intermediate Jazz	65.00	0.00		65.00	65.00	0.00
08/01/14	Registration			Jennifer Link		35.00	0.00		35.00	35.00Paid	<input type="text" value="35.00"/>

We clicked in this field to apply the payment to the Registration fee.

**Total Unapplied: 0.00**

The payment is now linked to the correct fee.

Summary    Contacts    Enrollment    **Transactions**    Billing Info    Misc

[View Transaction History](#)    [View Unapplied Credits & Unpaid Fees](#)    [Help ?](#)

Balance: **65.00** (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	E-comm Details	Chk#	Date Paid	Cat1	Sess	Student	Class/Event
	9/2/2014	Payment		-35.00			0.00			65.00		Cash			9/2/2014				
	9/2/2014	Tuition Fee	September	65.00	65.00		65.00		65.00	100.00						Dance		Jennifer Link	Intermediate Jazz
	8/1/2014	Registration Fee		35.00	35.00		35.00			35.00		Cash			9/2/2014	Registration Fees	Winter 2015	Jennifer Link	

Balance: **65.00** (Current Outstanding Balance)