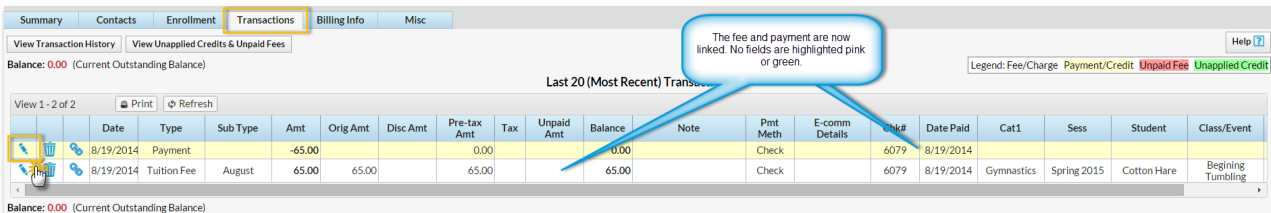


How can I correct an unapplied payment?

Last Modified on 01/22/2019 12:09 pm EST

1. Click the **Pencil** icon on the *Payment* line.
2. This opens the *Edit Transaction* window. Click **ReApply Payment**.
3. In the *Re-Apply Payment Transaction* window, select a fee(s) by clicking in that fee's **Apply Amt** field. Click **Save Payment**.

The payment is now properly linked and no green or pink are displayed.



Summary Contacts Enrollment Transactions Billing Info Misc

View Transaction History View Unapplied Credits & Unpaid Fees

Balance: 0.00 (Current Outstanding Balance)

Last 20 (Most Recent) Transactions

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	Check#	Date Paid	Cat1	Sess	Student	Class/Event
8/19/2014	Payment		-65.00			0.00			0.00		Check		6079	8/19/2014				
8/19/2014	Tuition Fee	August	65.00	65.00		65.00			65.00		Check		6079	8/19/2014	Gymnastics	Spring 2015	Cotton Hare	Beginning Tumbling

Balance: 0.00 (Current Outstanding Balance)