Is there a way to 'unlink' a fee from a payment?

Last Modified on 01/22/2019 12:23 pm EST

1. In the Family's *Transactions* tab, click the **Pencil** icon next to the fee you want to unlink from a payment.

2. This will open the *Edit Transactions* window. Click the **UnLink Payment(s)** button.

3. In the *UnLink this fee from Payment?* window, click **OK**.

4. Click **OK** again.

5. If the *Edit Transaction* window remains open, click **Close** in the upper right corner.

The fee has been unlinked from the payment.