

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

Last Modified on 01/22/2019 12:23 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. If the *Edit Transaction* window remains open, click **Close** in the upper right corner.

The payment has been unlinked from fee(s).
