

Is there a report that shows unlinked /uncategorized revenue?

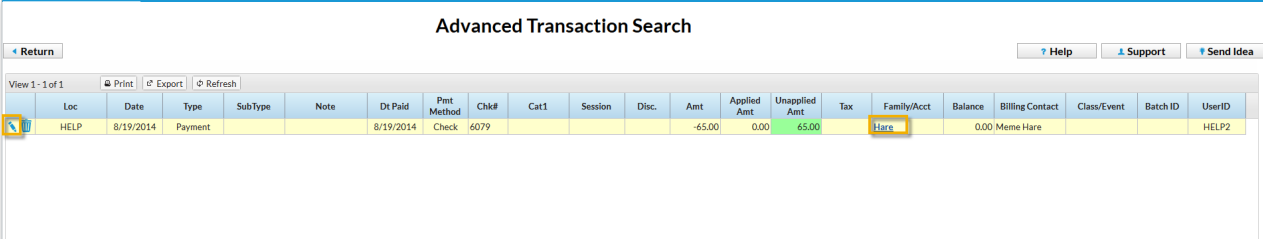
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There are several reports that can assist you in finding unapplied payments. (Each example below has been run for the date 8/19/2014 through 8/19/2014.)

Transactions Search Report

1. Point to **Transactions** and click **Search**.
2. Enter a **Transaction Date** or a range of **Transaction Dates**.
3. From the *Special Search* drop-down, choose **Payments w/Unapplied Amt Remaining**.
4. Click **Submit**.

Any unapplied payments will display on the report and can be investigated by clicking the **Family Name** or by clicking the **Pencil** (Edit) icon. Whenever possible, be sure to link the unapplied payment to a fee.



The screenshot shows the 'Advanced Transaction Search' interface. At the top, there are buttons for 'Return', 'Help', 'Support', and 'Send Idea'. Below these are options for 'Print', 'Export', and 'Refresh'. The main table has the following columns: Loc, Date, Type, SubType, Note, Dt Paid, Pmt Method, Chk#, Cat1, Session, Disc, Amt, Applied Amt, Unapplied Amt, Tax, Family/Acct, Balance, Billing Contact, Class/Event, Batch ID, and UserID. A single row is displayed with the following data: Loc: HELP, Date: 8/19/2014, Type: Payment, Dt Paid: 8/19/2014, Pmt Method: Check, Chk#: 6079, Amt: -65.00, Applied Amt: 0.00, Unapplied Amt: 65.00, Family/Acct: Hare, Balance: 0.00, Billing Contact: Meme Hare, Class/Event: HELP2. The 'Unapplied Amt' cell is highlighted in green, and the 'Family/Acct' cell contains a 'Hare' link.

Loc	Date	Type	SubType	Note	Dt Paid	Pmt Method	Chk#	Cat1	Session	Disc	Amt	Applied Amt	Unapplied Amt	Tax	Family/Acct	Balance	Billing Contact	Class/Event	Batch ID	UserID
HELP	8/19/2014	Payment			8/19/2014	Check	6079				-65.00	0.00	65.00		Hare	0.00	Meme Hare			HELP2

Paid Fees Report

1. Point to **Reports** and click **All Reports > Paid Fees**.
2. Enter a **Date** or range of dates.
3. Set **Show Detail** to **Yes**.
4. **Submit**.

Revenue Summary

1. Point to **Reports** and click **All Reports > Revenue Summary**.
2. Enter a date or range of dates.
3. **Submit**.

Date: 8/19/2014 1:05:10 PM

Revenue Summary

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From: 8/19/2014 Through: 8/19/2014

Category1	Cat2	Cat3	Class/Event	-----Enroll-----				Amount	Disc Amount	Applied Amount
				Class	Cat3	Cat2	Cat1			
--Unapplied Payments--										
			--No Class/Event Name--	0				65.00	0.00	65.00
		Subtotal Cat3:			0			65.00	0.00	65.00
		<u>Subtotal Cat2:</u>				0		<u>65.00</u>	<u>0.00</u>	<u>65.00</u>
		Subtotal Category1: --Unapplied Payments--				0		65.00	0.00	65.00
Dance										
			Beginner Jazz	1				65.00	0.00	65.00
		Subtotal Cat3:			1			65.00	0.00	65.00
		<u>Subtotal Cat2:</u>				1		<u>65.00</u>	<u>0.00</u>	<u>65.00</u>
		Subtotal Category1: Dance				1		65.00	0.00	65.00
Registration										
			--No Class/Event Name--	0				35.00	0.00	35.00
		Subtotal Cat3:			0			35.00	0.00	35.00
		<u>Subtotal Cat2:</u>				0		<u>35.00</u>	<u>0.00</u>	<u>35.00</u>
		Subtotal Category1: Registration				0		35.00	0.00	35.00
				Totals:	1			165.00	0.00	165.00
								Revenue*:		165.00

*Due to Partial Payments applied to fees, Revenue for time period selected may not total Original Amount.