

Locate Unlinked /Uncategorized Payment Reports



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There are several reports that can assist you in finding unlinked or unapplied payments. (Each example below has been run for the date 9/18/2020.)

Search Transactions Report

1. Go to the **Transactions** (menu) > **Search**.
2. Enter a **Transaction Date from** 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.

Search Transactions												
← RETURN												
Legend <input type="checkbox"/> FEE/CHARGE <input type="checkbox"/> PAYMENT/CREDIT <input type="checkbox"/> UNPAID FEE <input type="checkbox"/> UNAPPLIED CREDIT												
View 1 - 1 of 1 Print Export Refresh 14 columns hidden Show/Hide Columns Restore Columns												
		Date	Type	Orig Amt	Amt	Applied Amt	Unapplied Amt	Family/Acct	Balance	Pmt Method	Student	Class/Event
		9/18/2020	Payment	-40.00	-40.00	0.00	40.00	Ager	0.00	Bank Draft		

Paid Fees Report

1. Go to the **Transactions** (menu) > **Transaction Reports** > **Paid Fees**.
2. Enter a **Date Paid from** or range of dates.
3. Set **Show Transaction Details** to **Yes**.
4. Click **Submit**.

Revenue Summary Report

1. Go to the **Transactions** (menu) > **Transaction Reports** > **Revenue Summary**.
2. Enter a **Date Paid from** or range of dates.
3. Click **Submit**.

Revenue Summary

9/18/2020 - 9/19/2020

Cat1	Cat2	Cat3	Class/Event	Enrollment	Discount	Amount
--Unapplied Payments--						
			--No Class/Event Name--	0	0.00	40.00
			Cat3 Subtotal:	0	0.00	40.00
			Cat2 Subtotal:	0	0.00	40.00
			--Unapplied Payments-- Subtotal:	0	0.00	40.00
Totals:				0	0.00	40.00
					Revenue*:	40.00

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



Save this as a frequently used report! Click the heart (icon) next to a report name, the heart will change to red and the report will be listed under the **Reports** (menu) > **My Reports** for quick and easy access!