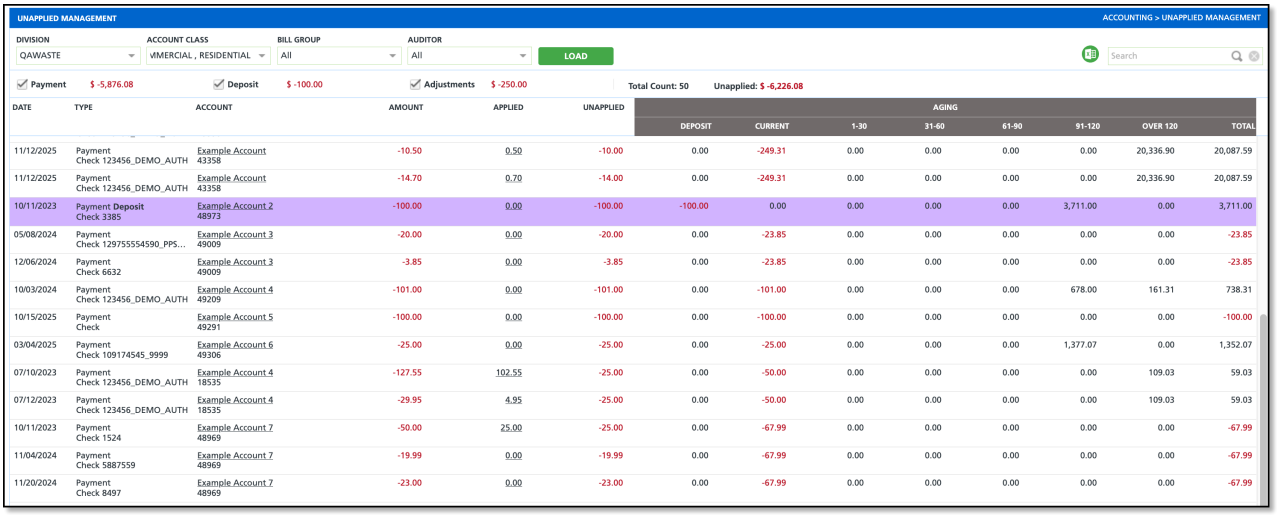
# Unapplied Management

Last Modified on 06/29/2026 3:18 pm PDT

**Pathway:** *Accounting > Unapplied Management*

The *Unapplied Management* screen displays accounting details for payments, deposits, and adjustments that have not yet been applied to an invoice. From this screen, users can apply payments to invoices manually or by using the **Auto Apply** feature.




## Permissions

The following permissions are required to use the features of the Unapplied Management screen:

| Permission ID | Permission Name |
|---|---|
| 269 | Apply Deposits |
| 356 | Process Auto Apply |
| 375 | Unapplied Management |

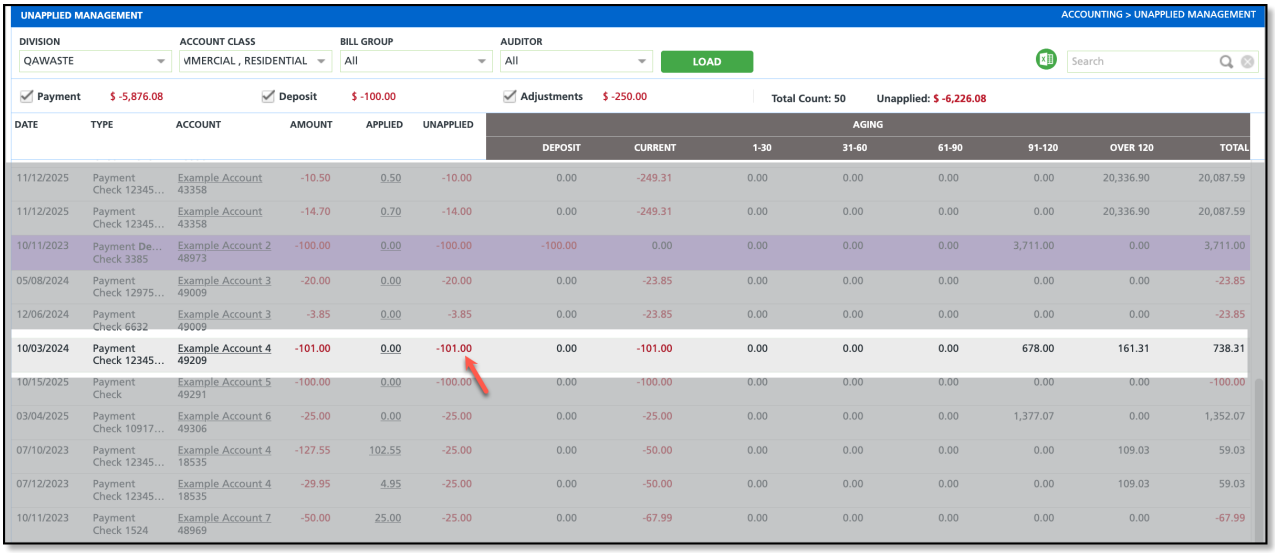
## Field Descriptions

| Field | Description |
|---|---|
| **Filter Options** | |
| **Division** | Filters the screen to only display unapplied payments and deposits of accounts belonging to the selected division. |
| **Account Class** | Filters the screen to only display unapplied payments and deposits of accounts belonging to the selected account class. |
| **Bill Group** | Filters the screen to only display unapplied payments and deposits of accounts belonging to the selected bill group. |
| **Auditor** | Filters the screen based on the assigned auditor to an account. |
| **Payment** | Select the checkbox to display payments that have been collected on an account and have not been applied to an invoice. |

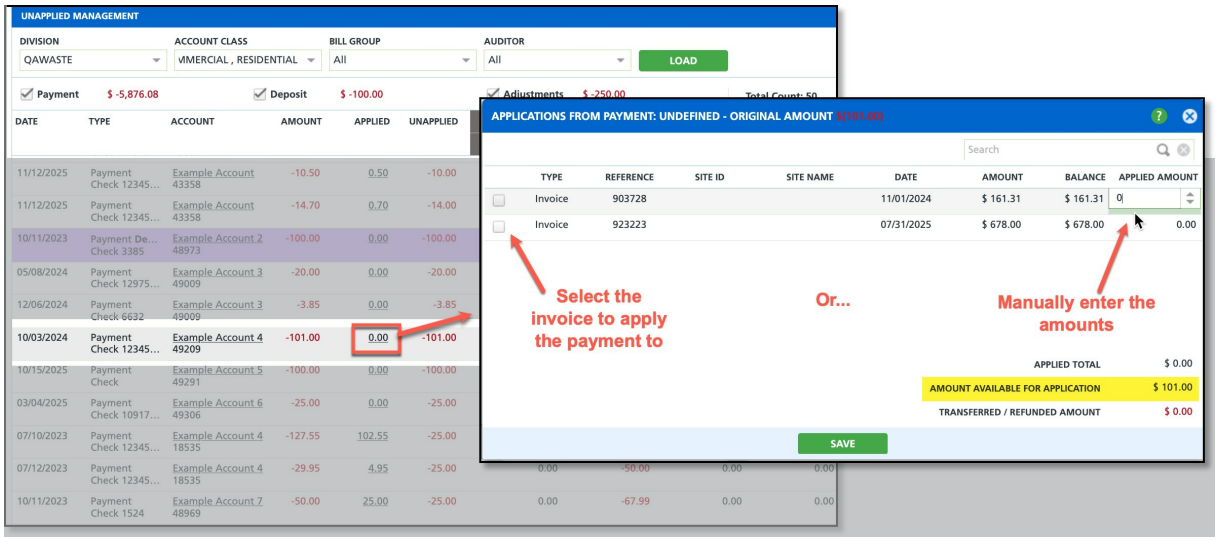
| | |
|---|---|
| **Deposit** | Select the checkbox to display deposits that have been collected on an account and have not been converted to a payment. |
| **Adjustments** | Select the checkbox to display invoice adjustments that have created an unapplied payment amount. |
| **Fields** | |
| **Total Count** | The total count of records displayed on the screen. |
| **Unapplied** | The total amount of unapplied revenue. |
| **Date** | The date of the transaction or adjustment. |
| **Type** | Indicates the type of transaction. If this is an adjustment, the invoice number will also display. |
| **Account** | The name of the account the transaction is associated to. |
| **Amount** | The deposit, payment or adjustment amount that was recorded. |
| **Applied** | The amount that was applied to an invoice from a payment. |
| **Unapplied** | The amount of a payment that has not been applied to an invoice. |
| **Aging Buckets** | |
| **Deposit** | The deposit amount that exists for an account. |
| **Current** | The current invoice amount that is not past-due. If a credit exists, it will display in red text as a negative value. |
| **1-30 Days**<br>**31-60 Days**<br>**61-90 Days**<br>**91-120 Days**<br>**120+ Days** | Aging buckets that categorize an account's outstanding balances by time period. |
| **Total** | The total balance amount across all aging buckets **less** the current amount. |

# Apply Payment

The *Unapplied Management* screen allows you to apply a payment to one or multiple invoices with an outstanding balance. After selecting the **Payment** checkbox, review the **Unapplied** column and apply the payment amount either manually or by using **Auto Apply**.

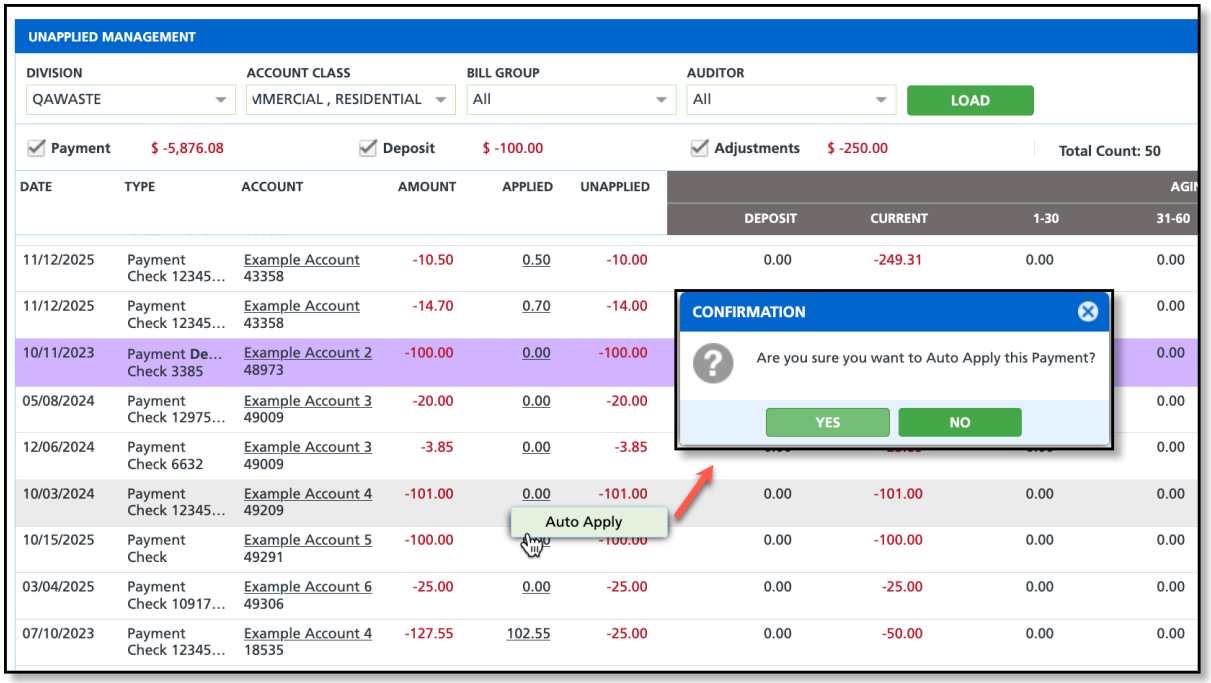



## Manually Apply Payment




1. Select the **Payment** filter.
2. Click on the value displayed under the **Applied column** for the account you would like to apply payment. This will open the **Applications from Payment** popup.
3. Select the value under the **Applied** column of the account (displayed as **0.00** or another amount) and the **Applications From Payment** popup will display.
    - Select the checkbox for each invoice the payment should be applied to, or manually enter the desired amount by clicking in the **Applied Amount** column and adjusting the value.
4. Click **Save** when finished.

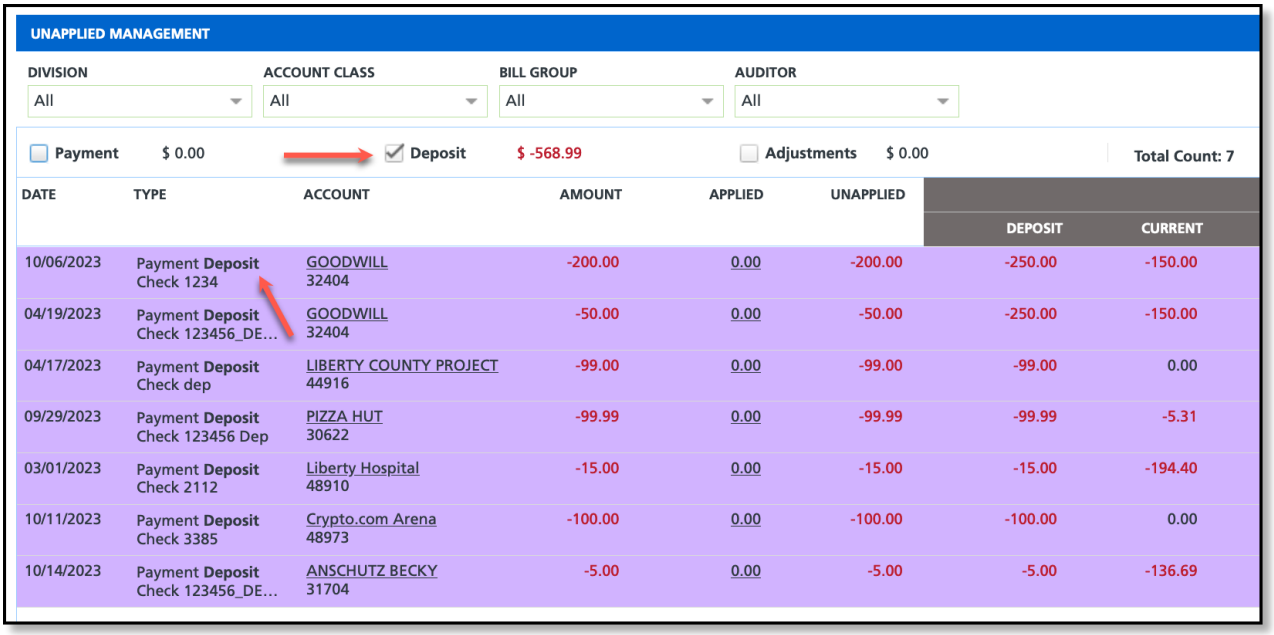
## Auto Apply Payment



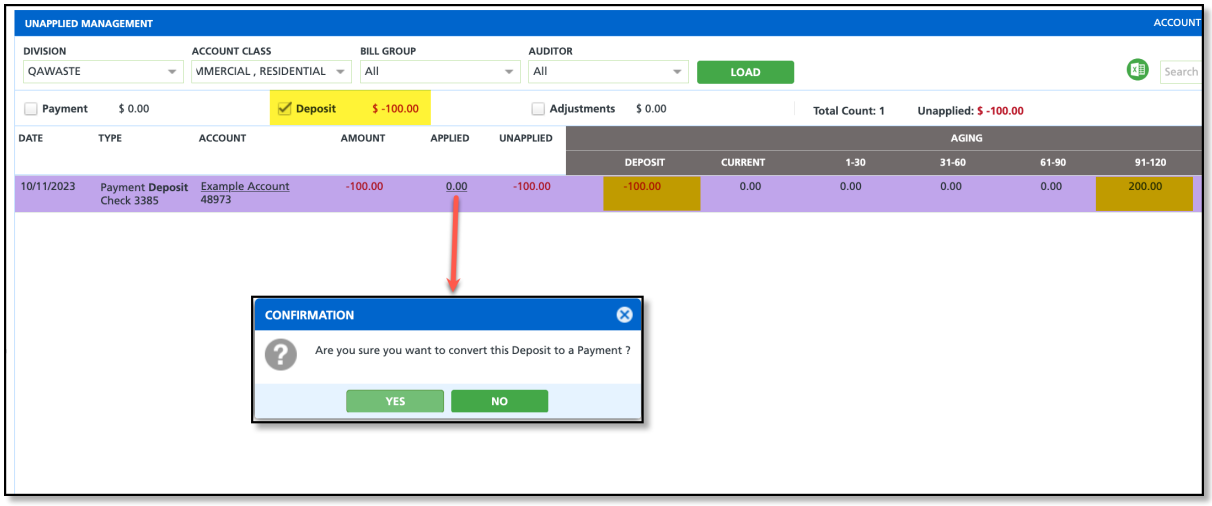

1. Select the **Payment** filter from the top of the screen.
2. Right-click within the row of an account that has an available **unapplied** payment and the **Auto Apply** button will display.
3. Select **Auto Apply**. Upon selection, a confirmation popup is displayed. Select **Yes** and the payment will be applied to invoices, starting with the oldest invoice first.

# Convert a Deposit and Apply Payment

The *Unapplied Management* screen features the ability to apply deposits to an outstanding balance. By filtering the screen down to only the payment deposits, users can quickly convert a deposit to a payment so it can then be applied to invoice balance. Review the two-step process outlined below to convert a payment and then apply it to an invoice.

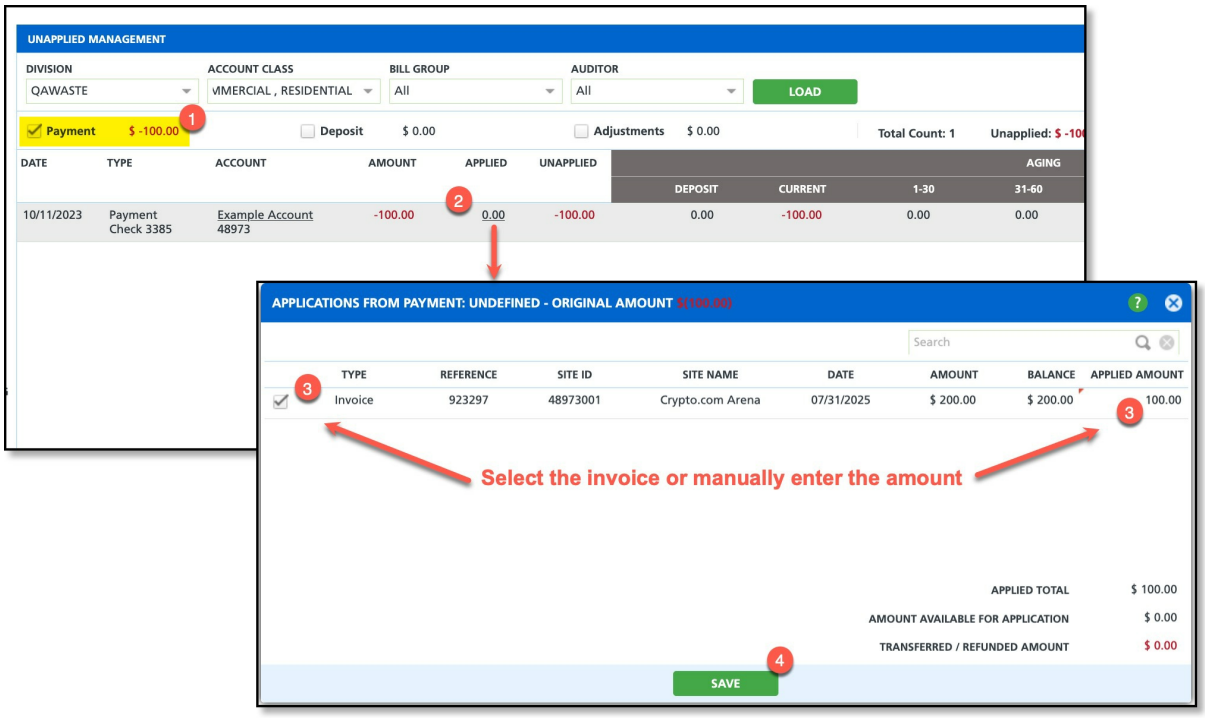



### Step 1: Convert a Deposit to a Payment




1. Select the **Deposit** filter.
2. Select the value in the **Applied** column (displayed as **0.00** or another amount) for the account whose deposit you want to convert. This will trigger a confirmation popup, allowing you to convert the deposit into a payment.
3. Select **Yes** in the confirmation popup. After confirming, the account will no longer appear under the **Deposit** filter and will instead be listed under the **Payment** filter.

## Step 2: Apply Payment




1. Select the **Payment** filter and locate the account the deposit was converted for.
2. Select the value under the **Applied** column of the account (displayed as **0.00** or another amount) and the **Applications From Payment** popup will display.
    - Select the checkbox for each invoice the payment should be applied to, or manually enter the desired amount by clicking in the **Applied Amount** column and adjusting the value.
3. Click **Save** when finished.

## Related Articles

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Daily Auto Apply