

Unapplied Management

Last Modified on 05/13/2025 6:57 am PDT

Pathway: [Accounting > Unapplied Management](#)

The Unapplied Management screen displays accounting details for payments and over-payments collected on an account 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.

UNAPPLIED MANAGEMENT

ACCOUNTING > UNAPPLIED MANAGEMENT

DIVISION

ACCOUNT CLASS

BILL GROUP

AUDITOR

All

All

All

All

11

Search

Q

☒ Payment

\$ -235,939.20

☒ Deposit

\$ -668.99

☒ Adjustments

\$ -1,186.31

Total Count: 1,194

Unapplied: \$ -217,367.44

DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED	AGING							
						DEPOSIT	CURRENT	1-30	31-60	61-90	91-120	OVER 120	TOTAL
09/20/2022	Payment	BOND VIOLA & WALT... Check 10776	-99.96	99.66	-0.30	0.00	-0.30	0.00	0.00	0.00	0.00	0.00	-0.30
09/23/2022	Payment	NORA & DANIEL JONES Check 11565	-110.00	109.40	-0.60	0.00	-0.60	0.00	0.00	0.00	0.00	0.00	-0.60
10/07/2022	Payment	NANCY & JOE ROBISON Check 53172175...	-109.66	99.66	-10.00	0.00	-10.00	0.00	0.00	0.00	0.00	0.00	-10.00
09/14/2022	Payment	JONATHAN SMITH Check 52060401...	-150.07	140.07	-10.00	0.00	-10.00	0.00	0.00	0.00	0.00	0.00	-10.00
10/12/2022	Payment	CONNIE & JODY WHI... Check 53351257...	-449.83	21.19	-428.64	0.00	-428.64	0.00	0.00	0.00	0.00	0.00	-428.64
09/08/2022	Payment	MELINDA & CHARLES... Check 998212	-99.43	0.00	-99.43	0.00	-99.43	0.00	0.00	0.00	0.00	0.00	-99.43
10/11/2022	Payment	WANDA & JACK GOR... Check 53316242...	-109.66	99.66	-10.00	0.00	-140.00	0.00	0.00	0.00	0.00	0.00	-140.00
10/11/2022	Payment	WANDA & JACK GOR... Check 53316566...	-130.00	0.00	-130.00	0.00	-140.00	0.00	0.00	0.00	0.00	0.00	-140.00
11/09/2022	Payment	PATSY & ALBERT BEN... Check 54713965...	-109.80	0.00	-109.80	0.00	-109.80	0.00	0.00	0.00	0.00	0.00	-109.80
06/30/2022	Payment	BARNETT ROBERTA Check 48802572...	-204.95	110.39	-94.56	0.00	-94.56	0.00	0.00	0.00	0.00	0.00	-94.56
03/18/2022	Payment	CLARK EUGENE Check 5472	-128.82	116.11	-12.71	0.00	-12.71	0.00	0.00	0.00	0.00	0.00	-12.71
04/08/2022	Payment	CONSTANCE BARNES	-368.63	318.63	-50.00	0.00	-50.00	0.00	0.00	0.00	0.00	0.00	-50.00

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	Displays payments that have been collected on an account and have not been applied to an invoice.
Deposit	Displays deposits that have been collected on an account and have not been converted to a payment.
Adjustments	Displays invoice adjustments that have created an unapplied payment amount.
Fields	
Total Count	Displays the total count of records displayed on the screen.

Unapplied	Displays the total amount of unapplied revenue.
Date	Displays 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	Displays the name of the account the transaction is associated to.
Amount	Displays the deposit, payment or adjustment amount that was recorded.
Applied	Displays the amount that was applied to an invoice from a payment.
Unapplied	Displays the amount of a payment that has not been applied to an invoice.
Aging Buckets	
Deposit	Displays the deposit amount that exists for an account.
Current	Displays 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 31-60 Days 61-90 Days 91-120 Days 120+ Days	Aging buckets that categorize an account's outstanding balances by time period.
Total	Displays the total balance amount across all aging buckets <u>less</u> the current amount.

Apply Payment

The Unapplied Management screen features the ability to apply a payment to a single or multiple invoices with an outstanding balance. With the Payment check box checked, review the Unapplied column on the screen and apply the amount either manually or using Auto Apply.

UNAPPLIED MANAGEMENT

ACCOUNTING > UNAPPLIED MANAGEMENT

DIVISION

All

ACCOUNT CLASS

All

BILL GROUP

All

AUDITOR

All

Search

Search

☒ Payment

\$ -236,540.95

☐ Deposit

\$ 0.00

☐ Adjustments

\$ 0.00

Total Count: 1,162

Unapplied: \$ -216,540.63

DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED	DEPOSIT	CURRENT	1-30	31-60	61-90	91-120	OVER 120	TOTAL
	Check 9944540	22703											
01/18/2022	Payment	DUNCAN DEANA 20995	-100.00	46.21	-53.79	0.00	-53.79	0.00	0.00	0.00	0.00	0.00	-53.79
11/03/2022	Payment	BONNY PAGEL 21120	-172.75	0.00	-172.75	0.00	-172.75	0.00	0.00	0.00	0.00	172.75	0.00
09/30/2022	Payment	KLOMPENHOWER AL... 21229	-100.00	90.41	-9.59	0.00	-9.59	0.00	0.00	0.00	0.00	0.00	-9.59
07/15/2022	Payment	PERKINS JOHN 21361	-150.00	149.29	-0.71	0.00	-0.71	0.00	0.00	0.00	0.00	0.00	-0.71
10/09/2023	Payment	ELIZONDO GERARDO 21486	-50.00	45.36	-4.64	0.00	-4.64	0.00	0.00	0.00	0.00	0.00	-4.64
11/04/2022	Payment	BARBARA TOLER 21545	-458.26	289.84	-168.42	0.00	-168.42	0.00	0.00	0.00	0.00	-182.97	-351.39
07/10/2023	Payment	BIG STATE 21638	-51.00	0.00	-51.00	0.00	-250.00	0.00	0.00	0.00	0.00	0.00	3,731.28
07/10/2023	Payment	BIG STATE 21638	-199.00	0.00	-199.00	0.00	-250.00	0.00	0.00	0.00	0.00	0.00	3,731.28
07/07/2022	Payment	SOLANO SANDRA 21663	-239.48	229.54	-9.94	0.00	-9.94	0.00	0.00	0.00	0.00	0.00	-9.94
08/04/2022	Payment	STRADER DUSTY & ... 21677	-25.00	21.18	-3.82	0.00	-353.82	0.00	0.00	0.00	0.00	0.00	-353.82

Manually Apply Payment

UNAPPLIED MANAGEMENT ACCOUNTING > UNAPPLIED MANAGEMENT

DIVISION: All ACCOUNT CLASS: All BILL GROUP: All AUDITOR: All

☒ Payment \$ -236,540.95 ☐ Deposit \$ 0.00 ☐ Adjustments \$ 0.00 Total Count: 1,162 Unapplied: \$ -216,540.63

DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED	AGING							
						DEPOSIT	CURRENT	1-30	31-60	61-90	91-120	OVER 120	TOTAL
01/18/2022	Payment	DUNCAN DEANA 20995	-100.00	46.21	-53.79	0.00	-53.79	0.00	0.00	0.00	0.00	0.00	-53.79
11/03/2022	Payment	BONNY PAGEL 21120	-172.75	0.00	-172.75	0.00	-172.75	0.00	0.00	0.00	0.00	172.75	0.00
09/30/2022	Payment	KLOMPENHOWER... 21229	-100.00	90.41	-9.59	0.00	-9.59	0.00	0.00	0.00	0.00	0.00	-9.59
07/15/2022	Payment	PERKINS JOHN 21361	-150.00	149.29	-0.71	0.00	-0.71	0.00	0.00	0.00	0.00	0.00	-0.71
10/09/2023	Payment	ELIZONDO GERAARDO 21486	-50.00	45.36	-4.64	0.00	-4.64	0.00	0.00	0.00	0.00	0.00	-4.64
11/04/2022	Payment	BARBARA TOLER 21545	-458.26	289.84	-168.42	0.00	-168.42	0.00	0.00	0.00	0.00	0.00	-168.42
07/19/2023	Payment	BIG STATE 21638	-51.00	0.00	-51.00	0.00	-51.00	0.00	0.00	0.00	0.00	0.00	-51.00
07/19/2023	Payment	BIG STATE 21638	-199.00	0.00	-199.00	0.00	-199.00	0.00	0.00	0.00	0.00	0.00	-199.00
07/01/2022	Payment	SOLANO SANDRA 21663	-239.48	229.54	-9.94	0.00	-9.94	0.00	0.00	0.00	0.00	0.00	-9.94
08/04/2022	Payment	STRADER DUSTY &... 21677	-25.00	21.18	-3.82	0.00	-3.82	0.00	0.00	0.00	0.00	0.00	-3.82
09/30/2022	Payment	STRADER DUSTY &... 21677	-25.00	0.00	-25.00	0.00	-25.00	0.00	0.00	0.00	0.00	0.00	-25.00
08/12/2022	Payment	STRADER DUSTY &... 21677	-25.00	0.00	-25.00	0.00	-25.00	0.00	0.00	0.00	0.00	0.00	-25.00
09/01/2022	Payment	STRADER DUSTY &... 21677	-25.00	0.00	-25.00	0.00	-25.00	0.00	0.00	0.00	0.00	0.00	-25.00

APPLICATIONS FROM PAYMENT: UNDEFINED - ORIGINAL AMOUNT \$172.75

TYPE	REFERENCE	SITE ID	SITE NAME	DATE	AMOUNT	BALANCE	APPLIED AMOUNT
<input checked="" type="checkbox"/>	Invoice	795530		11/05/2022	\$ 172.75	\$ 172.75	172.75
APPLIED TOTAL						\$ 172.75	
AMOUNT AVAILABLE FOR APPLICATION						\$ 0.00	
TRANSFERRED / REFUNDED AMOUNT						\$ 0.00	

SAVE

1. Select the **Payment** check box.
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 check box of the invoices you would like the payment to be applied to.
 - Selecting the check box will automatically apply the available amount towards the invoice balance.
4. *Optional:* Adjust the Applied Amount by clicking within the box and either manually entering a new amount or using the increase/decrease arrows to adjust.
5. Click **Save** when finished.

Auto Apply Payment

UNAPPLIED MANAGEMENT ACCOUNTING > UNAPPLIED MANAGEMENT

AUDITOR: All

☐ Adjustments \$ 0.00 Total Count: 1,162 Unapplied: \$ -216,540.63

AMOUNT	APPLIED	UNAPPLIED	AGING							
			DEPOSIT	CURRENT	1-30	31-60	61-90	91-120	OVER 120	TOTAL
-100.00	46.21	-53.79	0.00	-53.79	0.00	0.00	0.00	0.00	0.00	-53.79
-172.75	0.00	-172.75	0.00	-172.75	0.00	0.00	0.00	0.00	172.75	0.00
-100.00	90.41	-9.59	0.00	-9.59	0.00	0.00	0.00	0.00	0.00	-9.59
-150.00	149.29	-0.71	0.00	-0.71	0.00	0.00	0.00	0.00	0.00	-0.71
-50.00	45.36	-4.64	0.00	-4.64	0.00	0.00	0.00	0.00	0.00	-4.64
-458.26	289.84	-168.42	0.00	-168.42	0.00	0.00	0.00	0.00	-182.97	-351.39
-51.00	0.00	-51.00	0.00	-51.00	0.00	0.00	0.00	0.00	0.00	3,731.28
-199.00	0.00	-199.00	0.00	-199.00	0.00	0.00	0.00	0.00	0.00	3,731.28
-239.48	229.54	-9.94	0.00	-9.94	0.00	0.00	0.00	0.00	0.00	-9.94
-25.00	21.18	-3.82	0.00	-3.82	0.00	0.00	0.00	0.00	0.00	-3.82
-25.00	0.00	-25.00	0.00	-25.00	0.00	0.00	0.00	0.00	0.00	-25.00

CONFIRMATION

Are you sure you want to Auto Apply this Payment?

YES NO

1. Select the **Payment** check box.
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.

UNAPPLIED MANAGEMENT

DIVISION

All

ACCOUNT CLASS

All

BILL GROUP

All

AUDITOR

All

☐ Payment

\$ 0.00

☒ Deposit

\$ -568.99

☐ Adjustments

\$ 0.00

Total Count: 7

DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED		
						DEPOSIT	CURRENT
10/06/2023	Payment Deposit Check 1234	GOODWILL 32404	-200.00	0.00	-200.00	-250.00	-150.00
04/19/2023	Payment Deposit Check 123456_DE...	GOODWILL 32404	-50.00	0.00	-50.00	-250.00	-150.00
04/17/2023	Payment Deposit Check dep	LIBERTY COUNTY PROJECT 44916	-99.00	0.00	-99.00	-99.00	0.00
09/29/2023	Payment Deposit Check 123456 Dep	PIZZA HUT 30622	-99.99	0.00	-99.99	-99.99	-5.31
03/01/2023	Payment Deposit Check 2112	Liberty Hospital 48910	-15.00	0.00	-15.00	-15.00	-194.40
10/11/2023	Payment Deposit Check 3385	Crypto.com Arena 48973	-100.00	0.00	-100.00	-100.00	0.00
10/14/2023	Payment Deposit Check 123456_DE...	ANSCHUTZ BECKY 31704	-5.00	0.00	-5.00	-5.00	-136.69

Step 1: Convert a Deposit to a Payment

UNAPPLIED MANAGEMENT											ACCOUNTING > UNAPPLIED				
DIVISION		ACCOUNT CLASS		BILL GROUP		AUDITOR									
All		All		All		All		<div><div></div><div>Search</div></div>							
<input type="checkbox"/> Payment		\$ 0.00		<input checked="" type="checkbox"/> Deposit		\$ -668.99		<input type="checkbox"/> Adjustments		\$ 0.00		Total Count: 8		Unapplied: \$ -568.99	
DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED	AGING									
						DEPOSIT	CURRENT	1-30	31-60	61-90	91-120	OVER 120			
10/20/2023	Payment Deposit Check 2358	B & G ELECTRIC MOTOR SER... 43192	-100.00	0.00	-100.00	-100.00	-89.38	0.00	0.00	0.00	0.00	89.38			
10/14/2023	Payment Deposit Check 123456_DEMO...	ANSCHUTZ BECKY 31704	-5.00	0.00	-5.00	-5.00	-136.69	0.00	0.00	0.00	0.00	0.00			
10/11/2023	Payment Deposit Check 3385	Crypto.com Arena 48973	-100.00	0.00	-100.00	-100.00	0.00	0.00	0.00	0.00	0.00	0.00			
10/06/2023	Payment Deposit Check 1234	GOODWILL 32404	-200.00	0.00	-200.00	-250.00	-150.00	0.00	0.00	3,517.50	0.00	9,944.41			
09/29/2023	Payment Deposit Check 123456 Dep	PIZZA HUT 30622	-99.99	0.00	-99.99	-99.99	-5.31	0.00	0.00	0.00	0.00	280.07			
04/19/2023	Payment Deposit Check 123456_DEMO...	GOODWILL 32404	-50.00	0.00	-50.00	-250.00	-150.00	0.00	0.00	3,517.50	0.00	9,944.41			
04/17/2023	Payment Deposit Check dep	LIBERTY COUNTY PROJECT 44916	-99.00	0.00	-99.00	-99.00	0.00	0.00	0.00	0.00	0.00	56,373.00			
03/01/2023	Payment Deposit Check 2112	Liberty Hospital 48910	-15.00	0.00	-15.00	-15.00	-194.40	0.00	0.00	181.00	0.00	887.05			

1. Select the 'Deposit' check box and remove the check mark from the Payment and Adjustments filters.
2. Select the value under the Applied column (which might be shown as 0.00 or another figure) for the account you would like to convert a deposit for. This action will prompt a Confirmation popup, allowing the conversion of the deposit into a payment.
3. Select "Yes" from the **Confirmation popup**. Upon selection, the account will no longer display under the Deposit filter but will instead be visible under the Payment filter.

Step 2: Apply Payment

UNAPPLIED MANAGEMENT

DIVISION

All

ACCOUNT CLASS

All

BILL GROUP

All

AUDITOR

All

Payment

\$ -236,650.33

Deposit

\$ -568.99

Adjustments

\$ 0.00

Total Count: 1,170

Unapplied: \$ -216,629.01

DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED
10/27/2023	Payment	Check 73749056_9999	APPLETREE ACADEMY 33615	-20.00	0.00
10/20/2023	Payment	Check 3362	AFFILIATED SPARTAN INSURANCE 43197	-50.00	0.00
10/20/2023	Payment	Check 3225	WHATABURGER 0433 43189	-50.00	0.00
10/20/2023	Payment	Check 2368	KINGS COURT/TERRACE ACQUIS... 43237	-50.00	0.00
10/20/2023	Payment	Check 2368	PEAR ORCHARD HOLDING 43236	-50.00	0.00
10/20/2023	Payment	Check 2384	ELLIS AUTOMOTIVE 43201	-50.00	0.00
10/20/2023	Payment	Check 123456_DEMO_A...	GLORIA CHAVEZ 32057	-76.64	51.64
10/20/2023	Payment	Check 3314	TEXAS LONESTAR CUT STONE LLC 43194	-75.00	0.00
10/20/2023	Payment	Check 2358	B & G ELECTRIC MOTOR SERVICE 43192	-100.00	0.00
10/20/2023	Payment	Check 3362	TRAFFIC CONTROL DEVICES 43193	-150.00	0.00
10/20/2023	Payment	Check 2218	VINEYARD CHRISTIAN FELLOWS... 43195	-50.00	0.00
10/14/2023	Payment Deposit	Check 123456_DEMO_A...	ANSCHUTZ BECKY 31704	-5.00	0.00
10/12/2023	Payment	Check 72873590_	Navusoft 41898	-50.00	0.00
10/12/2023	Payment	Check 72871009_	ANSCHUTZ BECKY 31704	-10.00	0.00
10/11/2023	Payment	Check 1524	Staples Center 48969	-50.00	25.00

APPLICATIONS FROM PAYMENT: UNDEFINED - ORIGINAL AMOUNT \$100.00

TYPE

REFERENCE

SITE ID

SITE NAME

DATE

AMOUNT

BALANCE

APPLIED AMOUNT

Invoice	834921			11/15/2022	\$ 89.38	\$ 89.38	89.38
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APPLIED TOTAL

\$ 0.00

AMOUNT AVAILABLE FOR APPLICATION

\$ 100.00

TRANSFERRED / REFUNDED AMOUNT

\$ 0.00

SAVE

1. Select the **Payment** check box and locate the account the deposit was converted for.
2. Select the value under the Applied column of the account (which might be shown as 0.00 or another figure) and the "Applications From Payment" popup will display.
3. Check the box for each invoice the payment should be applied to. Enter the amount you would like to apply to the invoice by clicking within the Applied Amount column and adjusting the amount there.
 - This will adjust the Applied Total and Amount Available for Application totals that are displayed in the popup.
4. Click **Save** when finished.