

Unapplied Management

Last Modified on 03/01/2024 11:07 am EST

Pathway: [Accounting > Unapplied Management](#)

The Unapplied Management screen provides accounting information for payments and over-payments collected on an account that have not been applied to an invoice. From this screen users can apply payments to invoices either manually, or using the Auto Apply feature.

UNAPPLIED MANAGEMENT													ACCOUNTING > UNAPPLIED MANAGEMENT		
DIVISION		ACCOUNT CLASS		BILL GROUP		AUDITOR		Search							
All		All		All		All									
<input checked="" type="checkbox"/> Payment		\$ -235,939.20		<input checked="" type="checkbox"/> Deposit		\$ -668.99		<input checked="" type="checkbox"/> Adjustments		\$ -1,186.31		Total Count: 1,194		Unapplied: \$ -217,367.44	
DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED	AGING							TOTAL		
						DEPOSIT	CURRENT	1-30	31-60	61-90	91-120	OVER 120			
09/20/2022	Payment Check 10776	BOND, VIOLA & WALT... 19018	-99.96	99.66	-0.30	0.00	-0.30	0.00	0.00	0.00	0.00	0.00	0.00	-0.30	
09/23/2022	Payment Check 11565	NORA & DANIEL JONES 19082	-110.00	109.40	-0.60	0.00	-0.60	0.00	0.00	0.00	0.00	0.00	0.00	-0.60	
10/07/2022	Payment Check 53172175...	NANCY & JOE ROBISON 19217	-109.66	99.66	-10.00	0.00	-10.00	0.00	0.00	0.00	0.00	0.00	0.00	-10.00	
09/14/2022	Payment Check 52060401...	JONATHAN SMITH 19249	-150.07	140.07	-10.00	0.00	-10.00	0.00	0.00	0.00	0.00	0.00	0.00	-10.00	
10/12/2022	Payment Check 53351257...	CONNIE & JODY WHI... 19319	-449.83	21.19	-428.64	0.00	-428.64	0.00	0.00	0.00	0.00	0.00	0.00	-428.64	
09/08/2022	Payment Check 998212	MELINDA & CHARLES... 19402	-99.43	0.00	-99.43	0.00	-99.43	0.00	0.00	0.00	0.00	0.00	0.00	-99.43	
10/11/2022	Payment Check 53316242...	WANDA & JACK GOR... 19586	-109.66	99.66	-10.00	0.00	-140.00	0.00	0.00	0.00	0.00	0.00	0.00	-140.00	
10/11/2022	Payment Check 53316566...	WANDA & JACK GOR... 19586	-130.00	0.00	-130.00	0.00	-140.00	0.00	0.00	0.00	0.00	0.00	0.00	-140.00	
11/09/2022	Payment Check 54713965...	PATSY & ALBERT BEN... 19651	-109.80	0.00	-109.80	0.00	-109.80	0.00	0.00	0.00	0.00	0.00	0.00	-109.80	
06/30/2022	Payment Check 48802572...	BARNETT ROBERTA 19668	-204.95	110.39	-94.56	0.00	-94.56	0.00	0.00	0.00	0.00	0.00	0.00	-94.56	
03/18/2022	Payment Check 5472	CLARK EUGENE 19669	-128.82	116.11	-12.71	0.00	-12.71	0.00	0.00	0.00	0.00	0.00	0.00	-12.71	

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 filter selected, review the Unapplied column on the screen and apply the amount either manually or using Auto Apply.

UNAPPLIED MANAGEMENT										ACCOUNTING > UNAPPLIED MANAGEMENT				
DIVISION		ACCOUNT CLASS		BILL GROUP		AUDITOR		SEARCH						
All		All		All		All		Search						
<input checked="" type="checkbox"/> Payment \$ -236,540.95		<input type="checkbox"/> Deposit \$ 0.00		<input type="checkbox"/> Adjustments \$ 0.00		Total Count: 1,162		Unapplied: \$ -216,540.63						
DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED	AGING						TOTAL		
						DEPOSIT	CURRENT	1-30	31-60	61-90	91-120		OVER 120	
01/18/2022	Payment Check Michael	22703 DUNCAN DEANA 20995	-100.00	46.21	-53.79	0.00	-53.79	0.00	0.00	0.00	0.00	0.00	0.00	-53.79
11/03/2022	Payment Check S4407121...	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	0.00
09/30/2022	Payment Check 996234	KLOMPENHOWER AL... 21229	-100.00	90.41	-9.59	0.00	-9.59	0.00	0.00	0.00	0.00	0.00	0.00	-9.59
07/15/2022	Payment Check 769463345	PERKINS JOHN 21361	-150.00	149.29	-0.71	0.00	-0.71	0.00	0.00	0.00	0.00	0.00	0.00	-0.71
10/09/2023	Payment Check 6223	ELIZONDO GERARDO 21486	-50.00	45.36	-4.64	0.00	-4.64	0.00	0.00	0.00	0.00	0.00	0.00	-4.64
11/04/2022	Payment Check 10809	BARBARA TOLER 21545	-458.26	289.84	-168.42	0.00	-168.42	0.00	0.00	0.00	0.00	-182.97	0.00	-351.39
07/19/2023	Payment Check 123456...	BIG STATE 21638	-51.00	0.00	-51.00	0.00	-250.00	0.00	0.00	0.00	0.00	0.00	0.00	3,731.28
07/19/2023	Payment Check 123456...	BIG STATE 21638	-199.00	0.00	-199.00	0.00	-250.00	0.00	0.00	0.00	0.00	0.00	0.00	3,731.28
07/07/2022	Payment Check 49103008...	SOLANO SANDRA 21663	-239.48	229.54	-9.94	0.00	-9.94	0.00	0.00	0.00	0.00	0.00	0.00	-9.94
08/04/2022	Payment Check 9668	STRADER DUSTY & ... 21677	-25.00	21.18	-3.82	0.00	-353.82	0.00	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						TOTAL	
						DEPOSIT	CURRENT	1-30	31-60	61-90	91-120		OVER 120
01/18/2022	Payment	DUNCAN DEANA 22703	-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 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	0.00	-168.42
07/10/2023	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
07/10/2023	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
07/07/2022	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	-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

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.
 - o 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.
 - o 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

ACCOUNTING > UNAPPLIED MANAGEMENT

AUDITOR: All

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

AMOUNT	APPLIED	UNAPPLIED	AGING						TOTAL	
			DEPOSIT	CURRENT	1-30	31-60	61-90	91-120		OVER 120
-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	-353.82
-25.00	0.00	-25.00	0.00	-25.00	0.00	0.00	0.00	0.00	0.00	-353.82

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	ACCOUNT CLASS	BILL GROUP	AUDITOR				
All	All	All	All	All			
<input type="checkbox"/> Payment \$ 0.00	<input checked="" type="checkbox"/> Deposit \$ -568.99	<input type="checkbox"/> 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	All								
<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	DEPOSIT	CURRENT	AGING				
								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

The screenshot displays the 'UNAPPLIED MANAGEMENT' interface. At the top, there are filters for 'DIVISION', 'ACCOUNT CLASS', 'BILL GROUP', and 'AUDITOR', all set to 'All'. A search bar is on the right. Below the filters, there are summary statistics: 'Payment \$ -236,650.33', 'Deposit \$ -568.99', 'Adjustments \$ 0.00', 'Total Count: 1,170', and 'Unapplied: \$ -216,629.01'. The main table lists various payments with columns for 'DATE', 'TYPE', 'ACCOUNT', 'AMOUNT', 'APPLIED', and 'UNAPPLIED'. A payment of \$100.00 for 'B & G ELECTRIC MOTOR SERVICE' is highlighted in green, with a red circle '2' around the '0.00' in the 'APPLIED' column. An 'APPLICATIONS FROM PAYMENT' popup is open, showing a table with columns: 'TYPE', 'REFERENCE', 'SITE ID', 'SITE NAME', 'DATE', 'AMOUNT', 'BALANCE', and 'APPLIED AMOUNT'. An 'Invoice' with reference '834921' is selected, with a red circle '3' around the checkmark in the 'TYPE' column. The 'APPLIED AMOUNT' is currently '89.38', with a red circle '4' around it. A red arrow points from the '0.00' in the main table to the 'APPLIED AMOUNT' field in the popup. At the bottom of the popup, there are summary statistics: 'APPLIED TOTAL \$ 0.00', 'AMOUNT AVAILABLE FOR APPLICATION \$ 100.00', and 'TRANSFERRED / REFUNDED AMOUNT \$ 0.00'. A 'SAVE' button is at the bottom right of the popup.

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.
 - o This will adjust the Applied Total and Amount Available for Application totals that are displayed in the popup.
4. Click **Save** when finished.