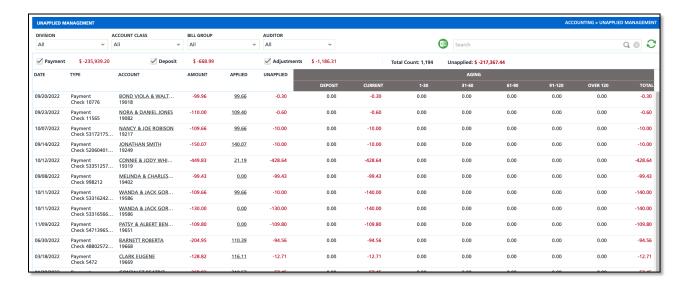# Unapplied Management

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.

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

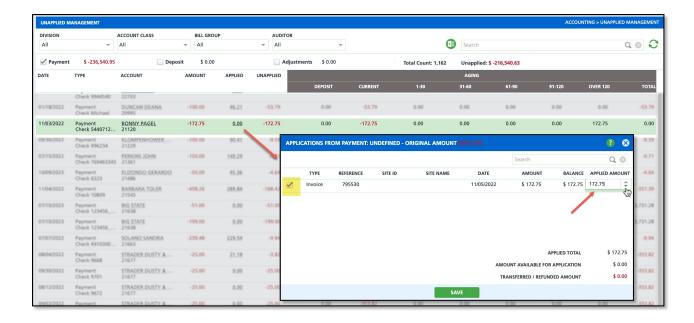| Field	Description
Filter Options	
Division	Filters the screen to only display unapplied payments and deposits of accounts belonging to the selected division.
Account Class	Filters the screen to only display unapplied payments and deposits of accounts belonging to the selected account class.
Bill Group	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 less 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.
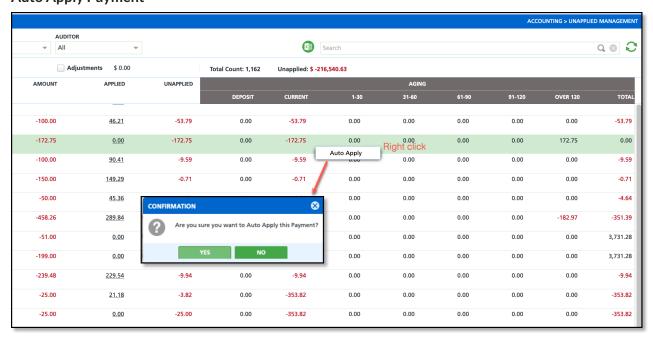

Manually Apply Payment

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.
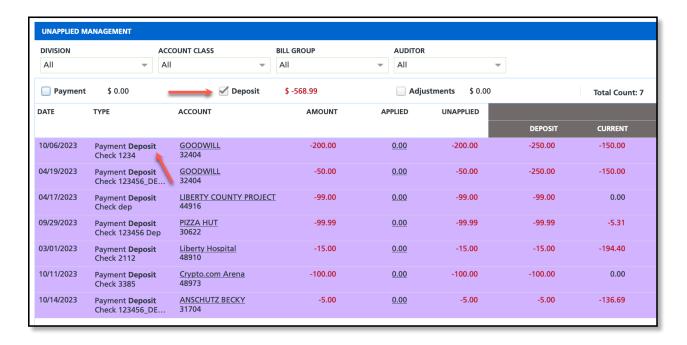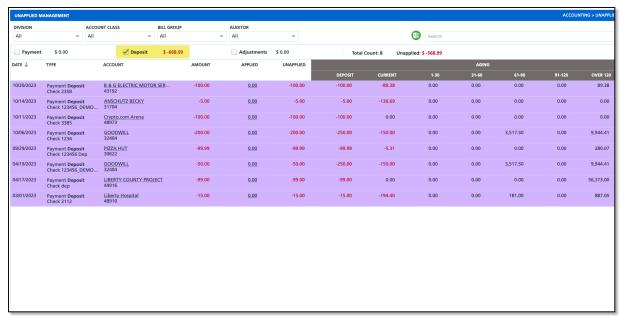5. Click **Save** when finished.

Auto Apply Payment

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.
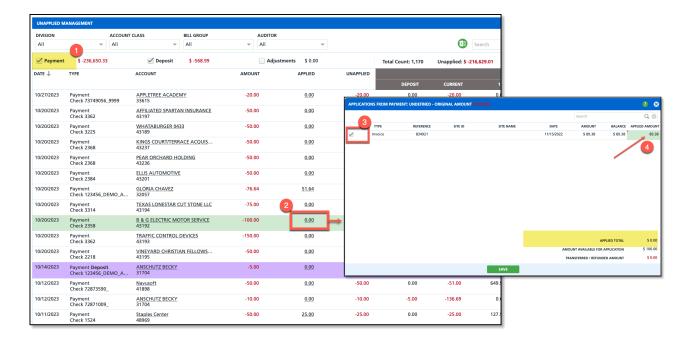

Step 1: Convert a Deposit to a Payment

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

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.