

Unapplied Management

Last Modified on 11/21/2025 10:34 am PST

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.

UNAPPLIED MANAGEMENT										ACCOUNTING > UNAPPLIED MANAGEMENT									
DIVISION		ACCOUNT CLASS		BILL GROUP		AUDITOR				<div><div></div><div>Search</div><div></div></div>									
QAWASTE		VIMERCIAL, RESIDENTIAL		All		All		LOAD											
<input checked="" type="checkbox"/> Payment		\$ -5,876.08		<input checked="" type="checkbox"/> Deposit		\$ -100.00		<input checked="" type="checkbox"/> Adjustments		\$ -250.00		Total Count: 50		Unapplied: \$ -6,226.08					
DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED	AGING								TOTAL					
						DEPOSIT	CURRENT	1-30	31-60	61-90	91-120	OVER 120							
11/12/2025	Payment	Check 123456_DEMO_AUTH	-10.50	0.50	-10.00	0.00	-249.31	0.00	0.00	0.00	0.00	0.00	20,336.90	20,087.59					
11/12/2025	Payment	Check 123456_DEMO_AUTH	-14.70	0.70	-14.00	0.00	-249.31	0.00	0.00	0.00	0.00	0.00	20,336.90	20,087.59					
10/11/2023	Payment Deposit	Example Account 2	-100.00	0.00	-100.00	-100.00	0.00	0.00	0.00	0.00	3,711.00	0.00	3,711.00						
05/08/2024	Payment	Example Account 3	-20.00	0.00	-20.00	0.00	-23.85	0.00	0.00	0.00	0.00	0.00	-23.85						
12/06/2024	Payment	Example Account 3	-3.85	0.00	-3.85	0.00	-23.85	0.00	0.00	0.00	0.00	0.00	-23.85						
10/03/2024	Payment	Example Account 4	-101.00	0.00	-101.00	0.00	-101.00	0.00	0.00	0.00	678.00	161.31	738.31						
10/15/2025	Payment	Example Account 5	-100.00	0.00	-100.00	0.00	-100.00	0.00	0.00	0.00	0.00	0.00	-100.00						
03/04/2025	Payment	Example Account 6	-25.00	0.00	-25.00	0.00	-25.00	0.00	0.00	0.00	1,377.07	0.00	1,352.07						
07/10/2023	Payment	Example Account 4	-127.55	102.55	-25.00	0.00	-50.00	0.00	0.00	0.00	0.00	109.03	59.03						
07/12/2023	Payment	Example Account 4	-29.95	4.95	-25.00	0.00	-50.00	0.00	0.00	0.00	0.00	109.03	59.03						
10/11/2023	Payment	Example Account 7	-50.00	25.00	-25.00	0.00	-67.99	0.00	0.00	0.00	0.00	0.00	-67.99						
11/04/2024	Payment	Example Account 7	-19.99	0.00	-19.99	0.00	-67.99	0.00	0.00	0.00	0.00	0.00	-67.99						
11/20/2024	Payment	Example Account 7	-23.00	0.00	-23.00	0.00	-67.99	0.00	0.00	0.00	0.00	0.00	-67.99						

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 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**.

UNAPPLIED MANAGEMENT

ACCOUNTING > UNAPPLIED MANAGEMENT

DIVISION

QAWASTE

ACCOUNT CLASS

VMERICAL, RESIDENTIAL

BILL GROUP

All

AUDITOR

All

LOAD

Search

☒ Payment

\$ -5,876.08

☒ Deposit

\$ -100.00

☒ Adjustments

\$ -250.00

Total Count: 50

Unapplied: \$ -6,226.08

DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED	AGING								TOTAL
						DEPOSIT	CURRENT	1-30	31-60	61-90	91-120	OVER 120		
11/12/2025	Payment Check 12345...	Example Account 43358	-10.50	0.50	-10.00	0.00	-249.31	0.00	0.00	0.00	0.00	20,336.90	20,087.59	
11/12/2025	Payment Check 12345...	Example Account 43358	-14.70	0.70	-14.00	0.00	-249.31	0.00	0.00	0.00	0.00	20,336.90	20,087.59	
10/11/2023	Payment De... Check 3385	Example Account 2 48973	-100.00	0.00	-100.00	-100.00	0.00	0.00	0.00	0.00	3,711.00	0.00	3,711.00	
05/08/2024	Payment Check 12975...	Example Account 3 49009	-20.00	0.00	-20.00	0.00	-23.85	0.00	0.00	0.00	0.00	0.00	-23.85	
12/06/2024	Payment Check 6632	Example Account 3 49009	-3.85	0.00	-3.85	0.00	-23.85	0.00	0.00	0.00	0.00	0.00	-23.85	
10/03/2024	Payment Check 12345...	Example Account 4 49209	-101.00	0.00	-101.00	0.00	-101.00	0.00	0.00	0.00	678.00	161.31	738.31	
10/15/2025	Payment Check	Example Account 5 49291	-100.00	0.00	-100.00	0.00	-100.00	0.00	0.00	0.00	0.00	0.00	-100.00	
03/04/2025	Payment Check 10917...	Example Account 6 49306	-25.00	0.00	-25.00	0.00	-25.00	0.00	0.00	0.00	1,377.07	0.00	1,352.07	
07/10/2023	Payment Check 12345...	Example Account 4 18535	-127.55	102.55	-25.00	0.00	-50.00	0.00	0.00	0.00	0.00	109.03	59.03	
07/12/2023	Payment Check 12345...	Example Account 4 18535	-29.95	4.95	-25.00	0.00	-50.00	0.00	0.00	0.00	0.00	109.03	59.03	
10/11/2023	Payment Check 1524	Example Account 7 48969	-50.00	25.00	-25.00	0.00	-67.99	0.00	0.00	0.00	0.00	0.00	-67.99	

Manually Apply Payment

UNAPPLIED MANAGEMENT

DIVISION

QAWASTE

ACCOUNT CLASS

VMERICIAL , RESIDENTIAL

BILL GROUP

All

AUDITOR

All

LOAD

Payment

\$ -5,876.08

Deposit

\$ -100.00

Adjustments

\$ -250.00

Total Count: 50

DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED
11/12/2025	Payment Check 12345...	Example Account 43358	-10.50	0.50	-10.00
11/12/2025	Payment Check 12345...	Example Account 43358	-14.70	0.70	-14.00
10/11/2023	Payment De... Check 3385	Example Account 2 48973	-100.00	0.00	-100.00
05/08/2024	Payment Check 12975...	Example Account 3 49009	-20.00	0.00	-20.00
12/06/2024	Payment Check 6632	Example Account 3 49009	-3.85	0.00	-3.85
10/03/2024	Payment Check 12345...	Example Account 4 49209	-101.00	0.00	-101.00
10/15/2025	Payment Check	Example Account 5 49291	-100.00	0.00	-100.00
03/04/2025	Payment Check 10917...	Example Account 6 49306	-25.00	0.00	-25.00
07/10/2023	Payment Check 12345...	Example Account 4 18535	-127.55	102.55	-25.00
07/12/2023	Payment Check 12345...	Example Account 4 18535	-29.95	4.95	-25.00
10/11/2023	Payment Check 1524	Example Account 7 48969	-50.00	25.00	-25.00

APPLICATIONS FROM PAYMENT: UNDEFINED - ORIGINAL AMOUNT \$101.00

TYPE

REFERENCE

SITE ID

SITE NAME

DATE

AMOUNT

BALANCE

APPLIED AMOUNT

<input type="checkbox"/>	Invoice	903728			11/01/2024	\$ 161.31	\$ 161.31	0.00
<input type="checkbox"/>	Invoice	923223			07/31/2025	\$ 678.00	\$ 678.00	0.00

APPLIED TOTAL

\$ 0.00

AMOUNT AVAILABLE FOR APPLICATION

\$ 101.00

TRANSFERRED / REFUNDED AMOUNT

\$ 0.00

SAVE

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

UNAPPLIED MANAGEMENT

DIVISION

QAWASTE

ACCOUNT CLASS

VMERICIAL , RESIDENTIAL

BILL GROUP

All

AUDITOR

All

LOAD

Payment

\$ -5,876.08

Deposit

\$ -100.00

Adjustments

\$ -250.00

Total Count: 50

DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED	DEPOSIT	CURRENT	1-30	31-60	AGI
11/12/2025	Payment Check 12345...	Example Account 43358	-10.50	0.50	-10.00	0.00	-249.31	0.00	0.00	
11/12/2025	Payment Check 12345...	Example Account 43358	-14.70	0.70	-14.00					
10/11/2023	Payment De... Check 3385	Example Account 2 48973	-100.00	0.00	-100.00					
05/08/2024	Payment Check 12975...	Example Account 3 49009	-20.00	0.00	-20.00					
12/06/2024	Payment Check 6632	Example Account 3 49009	-3.85	0.00	-3.85					
10/03/2024	Payment Check 12345...	Example Account 4 49209	-101.00	0.00	-101.00	0.00	-101.00	0.00	0.00	
10/15/2025	Payment Check	Example Account 5 49291	-100.00	0.00	-100.00	0.00	-100.00	0.00	0.00	
03/04/2025	Payment Check 10917...	Example Account 6 49306	-25.00	0.00	-25.00	0.00	-25.00	0.00	0.00	
07/10/2023	Payment Check 12345...	Example Account 4 18535	-127.55	102.55	-25.00	0.00	-50.00	0.00	0.00	

CONFIRMATION

?

Are you sure you want to Auto Apply this Payment?

YES

NO

Auto Apply

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.

UNAPPLIED MANAGEMENT							
DIVISION		ACCOUNT CLASS		BILL GROUP		AUDITOR	
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

ACCOUNT

DIVISION

QAWASTE

ACCOUNT CLASS

VMERICAL , RESIDENTIAL

BILL GROUP

All

AUDITOR

All

LOAD

☐ Payment

\$ 0.00

☒ Deposit

\$ -100.00

☐ Adjustments

\$ 0.00

Total Count: 1

Unapplied: \$ -100.00

DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED	AGING					
						DEPOSIT	CURRENT	1-30	31-60	61-90	91-120
10/11/2023	Payment Deposit Check 3385	Example Account 48973	-100.00	0.00	-100.00	-100.00	0.00	0.00	0.00	0.00	200.00

CONFIRMATION

?

Are you sure you want to convert this Deposit to a Payment ?

YES

NO

CONFIRMATION

?

Are you sure you want to convert this Deposit to a Payment ?

YES

NO

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

UNAPPLIED MANAGEMENT

DIVISION

QAWASTE

ACCOUNT CLASS

IMMERCIAL, RESIDENTIAL

BILL GROUP

All

AUDITOR

All

LOAD

Payment

\$ -100.00

Deposit

\$ 0.00

Adjustments

\$ 0.00

Total Count: 1

Unapplied: \$ -100.00

DATE	TYPE	ACCOUNT	AMOUNT	APPLIED	UNAPPLIED	AGING			
						DEPOSIT	CURRENT	1-30	31-60
10/11/2023	Payment Check 3385	Example Account 48973	-100.00	0.00	-100.00	0.00	-100.00	0.00	0.00

APPLICATIONS FROM PAYMENT: UNDEFINED - ORIGINAL AMOUNT \$100.00

Search

Q

X

	TYPE	REFERENCE	SITE ID	SITE NAME	DATE	AMOUNT	BALANCE	APPLIED AMOUNT
<input checked="" type="checkbox"/>	Invoice	923297	48973001	Crypto.com Arena	07/31/2025	\$ 200.00	\$ 200.00	100.00

APPLIED TOTAL

\$ 100.00

AMOUNT AVAILABLE FOR APPLICATION

\$ 0.00

TRANSFERRED / REFUNDED AMOUNT

\$ 0.00

SAVE

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.