Applying Unapplied Payments to Other Fees

1. Select ☰ > **Administrative Access** > **Student**.
2. Select **Student Profile** under **Features**.
3. Verify you are in the correct *Entity* and school year by checking the information at the top left of the screen.
4. Begin entering the student's name in the Student search field near the top left of the screen.
5. Select the student from the drop-down list.
6. Select the **Fee Management** tab group at the left of the screen.
7. Select the **Payments** sub-tab.
8. Under the **Payments** heading, click **Apply Unapplied Payments** near the top right of the screen.

   This option only displays if the payor has a positive amount in the Unapplied Amount field and another existing fee.

9. Complete the appropriate fields.

   Required fields are identified with an asterisk. You must complete required fields before you can save your work.

   a. Verify the *Payment Type* or enter the correct payment type if necessary.

      The only payment types available for selection are those with a payment type of Apply Unapplied.

   b. Verify the *Payment Detail Total* is correct.

      This field defaults to the unapplied payment amount.

   c. Verify the *Batch* value or enter the correct value if necessary.

      This field may default to the entry date, user initials, or blank depending on the *Batch Default* set up in the **Entity Configuration** of the **Fee Management** module.

      This field will only display if the box for Use Accounting Update is checked on the **Accounting** tab within the **Entity Configuration** of the **Fee Management** module.

   d. Verify the *Payment Date* or enter the correct date if necessary.
   e. Enter a *Comment* if appropriate.
   f. Adjust the *Payment Amount* for the customer fee you want the payment applied to.

10. Click 💾 near the top left of the screen to save your work.