



## Timeslips Hidden Treasure # 5 – Unapplied Payments

This Hidden Treasure relates to a situation that occurs in Timeslips when a payment is posted to a client record in Accounts Receivable without being applied to a specific unpaid invoice. Timeslips refers to this as an Unapplied Payment. The A/R Aging report's Current column will reflect an Unapplied Payment as a credit amount. Also, an amount due will appear in one of the overdue columns and a zero amount will appear in the Balance column. See the client **Atlantic**, highlighted in the example below.

Name	Current	30 Days	60 Days	90 Days	120+ Days	Balance	Overdue
ABC	0.00	0.00	6914.95	0.00	0.00	6914.95	6914.95
<b>Atlantic</b>	<b>(400.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400.00</b>	<b>0.00</b>	<b>0.00</b>
Bishop	0.00	2107.45	0.00	0.00	0.00	2107.45	2107.45
Eastern	100.00	0.00	0.00	0.00	0.00	100.00	0.00
North.1	0.00	0.00	300.00	0.00	0.00	300.00	300.00
Grand Total	300.00	2107.45	7214.95	0.00	400.00	9422.40	9122.40

### To remove unapplied payment entries from the aging report, follow these steps:

1. Select **Reports/Reports** from the menu bar to open the Report List.
2. Select the **Billing** page of the Report List.
3. Double-click on the **Aged A/R Balances** report to open the Report Entry window.
4. Select the **Format** page and change the setting for Include Fees to **Yes** to display the accounts with Unapplied Payments. When fees are displayed on the report, an Unapplied Payments line will be created, allowing you to print the report and use it as a checklist to make sure all client records are corrected.
5. Print the Aged A/R Balances report to your printer.
6. Close the Report Entry Window by clicking on the **X** in its upper right corner.
7. Select **Transactions/Accounts Receivable** from the menu bar to open the Accounts Receivable List.
8. Click the down arrow in the **View By** field and select **Client**.
9. Using the Aged A/R Balances report printed in step #5 above, enter a client nickname that has an unapplied payment listed on the report.
10. Double-click on the payment line that created the Unapplied Payment. (If you need assistance locating the offending Unapplied Payment record, give us a call at (858)724-0044 and one of our consultants will help.)
11. Select the **Apply All** or **Apply One** button to apply the payment to the unpaid invoice.

\* **Hint** \*: The **Apply All** button will apply the payment to every invoice in the report, in order of the oldest invoice first, until it runs out of money. Click the insertion point into the unpaid invoice's **Fees Due** field and select the **Apply One** button to apply the payment to that particular outstanding invoice only. Selecting the **Apply One** button without first selecting a particular unpaid invoice will direct Timeslips to automatically select an unpaid invoice to apply the payment to. If there is more than one unpaid invoice to choose from, there are no guarantees that Timeslips will select the correct one.

12. Reprint the A/R Aging report by following steps 1-3 above. In step # 4, change the Include Fees option to

**No**. The aging will print normally and unapplied payments along with invoices paid in full will be removed from the report.

We know that some of the most useful features of any software program are often not intuitive and hope you find this Timeslips Hidden Treasure useful in your business. Please contact me with suggestions for future "Hidden Treasures" topics or if you are interested in receiving previous issues:

- Hidden Treasure #1 – Right Click Menu options
- Hidden Treasure #2 – Time Entry Shortcuts
- Hidden Treasure #3 – Credits on Bills
- Hidden Treasure #4 – Client Hold (putting billing activity on hold)

We encourage you to forward this e-mail to friends who would find it valuable. Thank you for your interest and support.

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***The Time Tracking Experts***

#1 Worldwide Timeslips Certified Consultant 2000-2001.

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