

Example of a Check Payment - Applied to a Specific Fee

Last Modified on 11/03/2020 12:32 am EST

Family owes \$120 but is paying only the *Registration Fee* of \$25.00 with Check #1025 on 12/1/2016.

1. Trans Date: **12/1/2016**
2. Method: **Check**
3. Chk#: **1025**
4. Pmt Amount: **25.00**
5. Click the *Registration Fee* **Apply Amt** field.
6. Click **Save Payment**.

Payment/Credit Transaction Entry

Cash, Checks, Other Credits ☒ Save Payment ☒ Save & Make Another Payment ePayments in Jackrabbit ☐ Use Card/Acct on File ☐ Use New Card [? Help](#)

Family/Acct: **Ager** [View Transaction History](#)
2016 Hummingbird Cresent
Huntersville, NC 28078
Home Phone: (704) 555-0711

Trans Date: **12/1/2016** ☐ Print Receipt
Transaction Type: **Payment** Subtype: Method: **Check**
Note: Chk#: **1025**

Balance: **120.00**
Payment: **25.00**
Applied Amount: **25.00**
Unapplied Amount: **0.00**

All Unpaid Charges/Fees

Date	Type Subtype	Note	Student	Class/Event	Orig Amt	Discount	GST	Amt	Unpaid	Apply Amt
12/01/2016	Tuition Fee		Dianne Ager	Int Jazz - Mon - 8pm	95.00	0.00	0.00	95.00	95.00	0.00
11/22/2016	Registration		Dianne Ager		25.00	0.00	0.00	25.00	25.00	25.00

The *Transactions* tab shows the *Registration Fee* and the payment 'linked' and the fee no longer shows as unpaid. The *Tuition Fee* remains unpaid and the *Current Balance* is reduced to 95.00.

Family: Ager

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Current Balance 95.00

The payment is linked to the Registration fee and it no longer shows as being an 'Unpaid Fee'. The Tuition fee remains highlighted as unpaid.

Legend: Fee/Charge Payment/Credit Unpaid Fee Unapplied Credit

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		Date	Type	Sub Type	Amt	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Cat 1	Sess	Student	Class/Event
			R	12/1/2016	Payment		-25.00	0.00	95.00		Check 1025	12/1/2016			
				12/1/2016	Tuition Fee		95.00	95.00	120.00				Dance	Fall 2016	Dianne Ager
				11/22/2016	Registration		25.00	0.00	25.00		Check 1025	12/1/2016	Registration Fee		Dianne Ager

Current Balance 95.00

Transaction Links Details

Payment: Payment: 25.00 Unapplied: 0.00 Date: 12/01/2016 Method: Check											
Date	Type	SubType	Amount	Amt Paid	Note	Pmt Meth	Check#	Date Paid	Cat 1	UserID	
11/22/2016	Registration		25.00	25.00		Check	1025	12/1/2016	Registration Fee	HCenter	

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