

Example of Split Payment - Entire Balance Paid

Last Modified on 03/01/2021 4:00 pm EST

A family owes \$101.25 and wants to pay \$25 with cash and the remaining with a check. The transaction date is 7/7/2020.

1. Click the **Payment/Credit** button in the family record to open the **Payment/Credit Transaction Entry** page.
2. Adjust the **Trans Date** to **7/7/2020** (defaults to the current date).
3. Set **Method** to **Cash**.
4. Enter a **Payment** of **25.00**.
5. Click **Apply Amt** field for fees to be paid.
6. Click **Save & Make Another Payment** The *Payment/Credit Transaction Entry* window will re-open.

Payment/Credit Transaction Entry

Cash, Checks, Other Credits

ePayments In Jackrabbit

Family/Acct **Campbell**
6647 Georgia Street
Huntersville, NC 28078
Home Phone (704) 555-6671

Trans Date* ☐ Receipt

Transaction Type Subtype Method*

Note Chk#

Balance **101.25**
Payment:
Applied Amount: 25.00
Unapplied Amount 0.00

All Unpaid Charges/Fees

Date	Type Subtype	Note	Student	Class/Event	Orig Amt	Discount	Tax	Amt	Unpaid	Apply Amt
05/01/2020	Tuition Fee May	May	Lena Campbell	Tumbling L2 - Mon 6pm	67.50	<input type="text" value="0.00"/>	0.00	67.50	33.75	<input type="text" value="0.00"/>
03/01/2020	Tuition Fee March	March	Lena Campbell	Tumbling L2 - Mon 6pm	67.50	<input type="text" value="0.00"/>	0.00	67.50	67.50	<input type="text" value="25.00"/>

7. Adjust the **Trans Date** to **7/7/2020** (defaults to the current date).
8. Set **Method** to **Check** and enter **Chk# 1234**.
9. Enter **Payment** of **76.25**.
10. Click **ApplyAmt** field for fees to be paid.
11. Click **Save Payment**.

Payment/Credit Transaction Entry

Cash, Checks, Other Credits

Family/Acct **Campbell**
6647 Georgia Street
Huntersville, NC 28078
Home Phone (704) 555-6671

View Transaction History

Trans Date: 7/7/2020 ☐ Receipt

Transaction Type: Payment Subtype: Method: Check

Note: Chk# 1234

Balance 76.25

Payment: 76.25

Applied Amount: 76.25

Unapplied Amount: 0.00

Apply to Newest Fees First

Apply to Oldest Fees First (within last 12 months)

Apply to Oldest Fees First

All Unpaid Charges/Fees

Date	Type Subtype	Note	Student	Class/Event	Orig Amt	Discount	Tax	Amt	Unpaid	Apply Amt
05/01/2020	Tuition Fee May	May	Lena Campbell	Tumbling L2 - Mon 6pm	67.50	0.00	0.00	67.50	33.75	33.75
03/01/2020	Tuition Fee March	March	Lena Campbell	Tumbling L2 - Mon 6pm	67.50	0.00	0.00	67.50	42.50	42.50

The Family Record

The *Transactions* tab shows the payment split by payment method, a \$25 cash payment, and a \$76.25 check payment. The *Current Balance* is 0.00.

Family: Campbell

← RETURN **SAVE CHANGES** **DELETE**

Make Sale/Post Fees Payment/Credit Refund Statement Add Student Add Contact Archive Family Family Name Email Email Schedules Submit Absences

Summary Contacts Classes Events Transactions Billing Info Misc Notes (0) Resources (0)

View Transaction History View Unapplied Credits & Unpaid Fees

Current Balance 0.00

Legend ☐ FEE/CHARGE ☐ PAYMENT/CREDIT ☐ UNPAID FEE ☐ UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

View 1 - 5 of 5 11 columns hidden

Payment is broken down by Payment Method (Pmt Meth).

Date	Type	Orig Amt	Amt	Balance	Pmt Meth	Date Paid	Student	Class/Event
7/7/2020	Payment	-76.25	-76.25	0.00	Check 1234	7/7/2020		
7/7/2020	Payment	-25.00	-25.00	76.25	Cash	7/7/2020		
5/1/2020	Tuition Fee	67.50	67.50	101.25	Check 1234	7/7/2020	Lena Campbell	Tumbling L2 - Mon 6pm