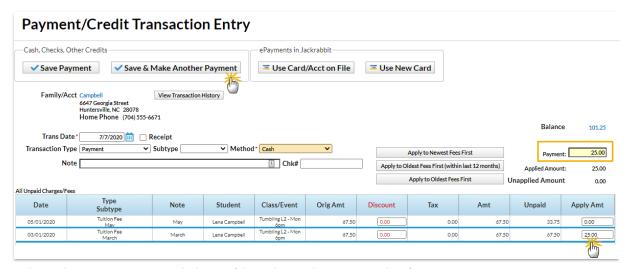
Example of Split Payment - Entire Balance Paid

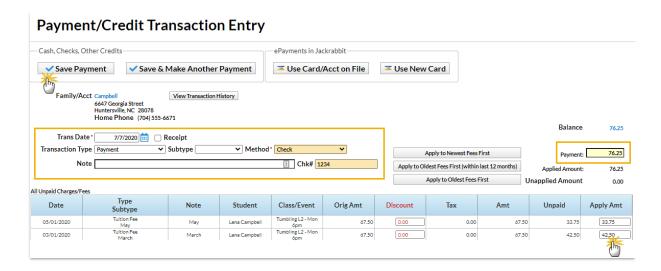
Last Modified on 03/01/2021 4:00 pm EST

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.



- 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.



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.

