

Example of a Check Payment - Entire Balance Paid

Last Modified on 03/01/2021 3:15 pm EST

A family owes \$80 and is paying the entire amount with Check #1234 on 7/7/2020. Use the following criteria on the **Payment/Credit Transaction Entry** page:

- Trans Date: 7/7/2020
- Method: Check
- Chk #: 1234
- Pmt Amount: 80.00
- Because the entire balance is being paid click **Apply to Oldest Fees First** to quickly apply the payment.
- 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

Family/Acct **Ager**

View Transaction History

2016 Hummingbird Crescent
Huntersville, NC 28078
Home Phone (704) 374-2415

Trans Date: 7/7/2020 ☐ Receipt

Transaction Type: **Payment** Subtype: Method: **Check**

Note Chk#: 1234

Apply to Newest Fees First

Apply to Oldest Fees First (within last 12 months)

Apply to Oldest Fees First

Balance 80.00

Payment: 80.00

Applied Amount: 0.00

Unapplied Amount 80.00

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		Dave Ager	Tumbling L3 - Wed 7pm	85.00	0.00	0.00	85.00	35.00	35.00
04/15/2020	Competition Fee		Dani Ager		95.00	0.00	0.00	95.00	45.00	45.00

The *Transactions* tab shows that all fees have been linked with this payment and the *Current Balance* is 0.00.

Family: Ager

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 (2)

Resources (2)

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 - 20 of 20 10 columns hidden

	Date	Type	Orig Amt	Disc Amt	Amt	Balance	Pmt Meth	Date Paid
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Link"/> <input type="button" value="R"/>	7/7/2020	Payment	-80.00		-80.00	0.00	Check 1234	7/7/2020

The payment is linked to the fee. The payment is not highlighted as an **Unapplied Credit** and the fee is no longer showing as an **Unpaid Fee**.