

# Example of a Check Payment - Entire Balance Paid

Last Modified on 06/05/2019 8:46 pm EDT

Family owes \$80 and is paying the entire amount with Check #1234 on 7/7/2020.

1. Trans Date: **7/7/2020**
2. Method: **Check**
3. Chk #: **1234**
4. Pmt Amount: **80.00**
5. Because the entire balance is being paid click **Apply to Oldest Fees First** to quickly apply the payment.
6. Click **Save Payment**.

### Payment/Credit Transaction Entry

Cash, Checks, Other Credits      ePayments in Jackrabbit

Family/Acct **Ager**      [View Transaction History](#)

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

Trans Date:   Receipt  
 Transaction Type:  Subtype:  Method:   
 Note:  Chk#:

Balance: 80.00  
 Payment:   
 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

Legend     FEE/CHARGE     PAYMENT/CREDIT     UNPAID FEE     UNAPPLIED CREDIT

Current Balance **0.00**

Last 20 (Most Recent) Transactions

	Date	Type	Orig Amt	Disc Amt	Amt	Balance	Pmt Meth	Date Paid			
				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**.