

Example of a Check Payment - Applied to a Specific Fee

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

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: ePayments in Jackrabbit:

Family/Acct: **Ager**
2016 Hummingbird Crescent
Huntersville, NC. 28078
Home Phone: (704) 555-0711

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

Balance: 120.00
Payment: 25.00
Applied Amount: 25.00
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	GST	Amt	Unpaid	Apply Amt
12/01/2016	Tuition Fee		Dianne Ager	Int Jazz - Mon - Sprm	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

← 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 | Help ?

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

			Date	Type	Sub Type	Amt	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Cat 1	Sess	Student	Class/Ever
			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	Int Jazz - Mon - 8pm
			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

Close