

# Example of Split Payment - Entire Balance Paid

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

Family owes \$101.25 and wants to pay \$25 with cash and the remaining with a check.

1. Trans Date: **7/7/2020**
2. Method: **Cash**
3. Pmt Amount: **25.00**
4. Click **Apply Amt** field for fees to be paid.
5. Click **Save & Make Another Payment**

**Payment/Credit Transaction Entry**

Cash, Checks, Other Credits      ePayments in Jackrabbit

Save Payment     Save & Make Another Payment     Use Card/Acct on File     Use New Card     Use Terminal Payment

Family/Acct **Campbell**    View Transaction History

6647 Georgia Street  
Huntersville, NC 28078  
Home Phone (704) 555-6671

Trans Date:      Receipt

Transaction Type:     Subtype:     Method:

Note:     Chk#:

Apply to Newest Fees First      
Apply to Oldest Fees First (within last 12 months)    Applied Amount: 25.00  
Apply to Oldest Fees First    Unapplied Amount: 0.00

Balance: 101.25

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"/>

6. The *Payment/Credit Transaction Entry* window will re-open.
7. Trans Date: **7/7/2020**
8. Method: **Check**
9. Check#: **158**
10. Pmt Amount: **76.25**
11. Click **Apply Amt** field for fees to be paid.
12. Click **Save Payment**.

# 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 **76.25**  
 Payment:   
 Applied Amount: 76.25  
 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="33.75"/>
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	42.50	<input type="text" value="42.50"/>

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

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

				Date	Type	Orig Amt	Amt	Balance	Pmt Meth	Date Paid	Student	Class/Event
<input type="button" value="edit"/>	<input type="button" value="trash"/>	<input type="button" value="link"/>	R	7/7/2020	Payment	-76.25	-76.25	0.00	Check 1234	7/7/2020		
<input type="button" value="edit"/>	<input type="button" value="trash"/>	<input type="button" value="link"/>	R	7/7/2020	Payment	-25.00	-25.00	76.25	Cash	7/7/2020		
<input type="button" value="edit"/>	<input type="button" value="trash"/>	<input type="button" value="link"/>		5/1/2020	Tuition Fee	67.50	67.50	101.25	Check 1234	7/7/2020	Lena Campbell	Tumbling L2 - Mon 6pm

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