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

-Cash, Checks, (Other Credits			ePayments in Ja	ckrabbit					
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Unpaid Charges/F Date 05/01/2020	Туре	Note	Student Lena Campbell	Class/Event	Orig Amt 67.50	Discount	Tax 0.00	Amt 67.5		0.00

- 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.

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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 ← RETURN ■ SAVE CHANGES												
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ø	Ť	S		5/1/2020	Tuition Fee	67.50	67.50	101.2	25 Check 1234	7/7/2020	Lena Campbell	Tumbling L2 - Mon 6pm