Example of a Check Payment - Entire Balance Paid

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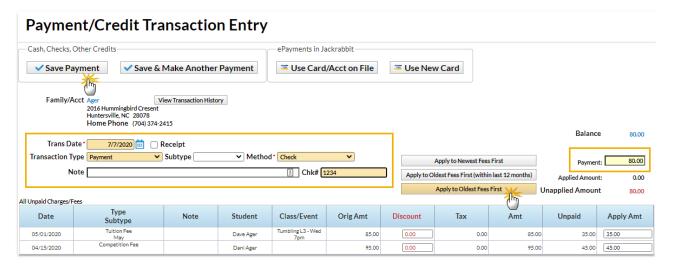
- Trans Date: **7/7/2020**
- Method: **Check**
- Chk #: **1234**
- Pmt Amount: **80.00**
- Because the entire balance is being paid click **Apply to Oldest Fees First** to quickly apply the payment.
- Click **Save Payment**.

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