

# Example of a Check Payment - Entire Balance Paid

Last Modified on 03/01/2021 3:15 pm EST

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**.

### Payment/Credit Transaction Entry

Cash, Checks, Other Credits      ePayments in Jackrabbit

          

Family/Acct **Ager**   

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

Trans Date: 7/7/2020     Receipt    Method: Check    Chk#: 1234

Balance: 80.00    Payment: 80.00    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.