

Example of Split Payment - Entire Balance Paid (Check & Cash)

Last Modified on 08/30/2021 12:14 pm EDT

A family owes \$101.25 and wants to pay \$25 with cash and the remaining with a check. The transaction date is 7/7/2020.

1. Click the **Payment/Credit** button in the family record to open the **Payment/Credit Transaction Entry** page.
2. Adjust the **Trans Date** to **7/7/2020** (defaults to the current date).
3. Set **Method** to **Cash**.
4. Enter a **Payment** of **25.00**.
5. Click **Apply Amt** field for fees to be paid.
6. Click **Save & Make Another Payment**. The **Payment/Credit Transaction Entry** window will re-open.

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 **101.25** Payment: Applied Amount: 25.00 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="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"/>

7. Adjust the **Trans Date** to **7/7/2020** (defaults to the current date).
8. Set **Method** to **Check** and enter **Chk# 1234**.
9. Enter **Payment** of **76.25**.
10. Click **ApplyAmt** field for fees to be paid.
11. Click **Save Payment**.

Payment/Credit Transaction Entry

Cash, Checks, Other Credits

ePayments in Jackrabbitt

Save Payment

Save & Make Another Payment

Use Card/Acct on File

Use New Card



Family/Acct **Campbell**
 6647 Georgia Street
 Huntersville, NC 28078
 Home Phone (704) 555-6671

[View Transaction History](#)

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 Family Record

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

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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
	7/7/2020	Payment	-76.25	-76.25	0.00	Check 1234	7/7/2020		
	7/7/2020	Payment	-25.00	-25.00	76.25	Cash	7/7/2020		
	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).