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.

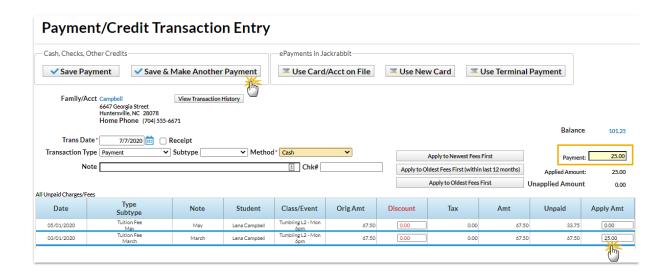
1. Trans Date: 7/7/2020

2. Method: Cash

3. Pmt Amount: 25.00

4. Click Apply Amt field for fees to be paid.

5. Click Save & Make Another Payment



6. The Payment/Credit Transaction Entry window will re-open.

7. Trans Date: 7/7/2020

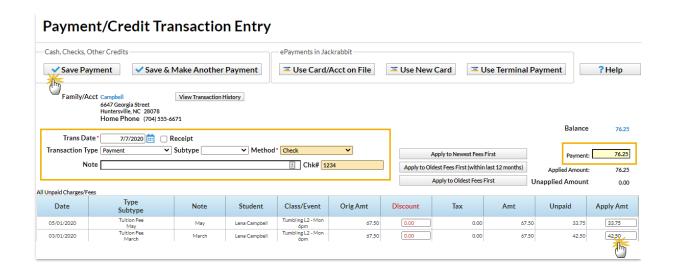
8. Method: Check

9. Check#: 158

10. Pmt Amount: 76.25

11. Click Apply Amt field for fees to be paid.

12. Click Save Payment.



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.

