Payments

Payments are funds that reduce or pay off a family balance.They can take the form of checks, cash, credit cards, or other third-party forms or subsidies. If your business opts to use **Jackrabbit Pay**, the payment process is no different!

Each **Billing Profile** in a Family Account carries its own balance.**Fees** and payments are all applied to a specific Billing Profile. The sum of all Billing Profile balances is the total balance for the family.

When payments are recorded, the Billing Profile balance and the family balance are immediately adjusted. Payment transactions are posted directly to the **Ledger Transactions** and cannot be edited or deleted once posted.

Record a Payment

No matter the payment method, ensure the correct site is selected at the top of the page, then follow these steps to apply a payment to a single Family Account:

1. Go to **Family Accounts** (left menu) > **Profiles** card > **View # Active Family Accounts**and select a family.
2. Go to the **Actions** menu [Actions ▼] > **Payment**.
3. Enter the details for the payment in the*Payment* window.
   - Select if the payment is the**Full Balance** or a**Custom Amount**. If selecting a Custom Amount, enter in the amount.
   - Add a **Description** (optional).
     Note: Payments are recorded using the current date. If the payment was received on a different day, we recommend adding that date here in the *Description* field.
   - Select **Who is paying?** if there is more than one Payer on the account, the**Payment method**.
   - Select the Billing Profile you would like to**Apply payment to**.
4. Confirm the payment information is correct and click**Next**.
   - Review the information is correct and click **Record Payment** or **Pay With Jackrabbit Pay**, depending on the payment method.

Payment

Full Balance
Charge a payment for the full balance

Custom Amount
Charge a custom payment.

$ 0.00

Description

Paid at drop-off

16 of 500 characters

Payment Information

Select a payer and a credit card or bank account to process a payment. Or use a standard payment method to record a received payment.

Who is paying?

Robert Waters

Payment method

Cash

Apply payment to:

Weekly Billing Profile

Looking to charge credit cards and bank accounts?   Learn More

Current Family Weekly Billing Profile Balance	$100.00
Payment Amount	100.00
New Family Weekly Billing Profile Balance	$0.00

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Cancel   **Next**

Family payments are automatically posted to the *Ledger Transactions* section and are identified with the Payment **PAYMENT** badge. The Family Account balance is then reduced by the payment amount.

If you need to apply payments to multiple families at once, we recommend using **Mass Billing**.