



## Family Payments

There are two ways to apply a single payment to multiple family members.

Here is an example to explain.

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John Smith has \$150.00 balance  
Mary Smith has \$50.00 balance  
Joey Smith has \$50.00 balance

Let's say John is making a payment of the total of \$250.

1. Apply a payment of \$250 to John's account.  
Then a **Negative** Adjustment of \$100 to John's account, comment as transfer amount.  
Next, apply a \$50 adjustment to Mary, and a \$50 adjustment to Joey, also comment as transfer amounts.
  2. Split the payment, apply \$150 to John, \$50 to Mary, and \$50 to Joey as 3 separate Payments.
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