

Transaction Type

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Transaction Types are used to properly record the type of fee and payment transaction. They are used for reporting and for searching information in Jackrabbit. Credit transactions will decrease a family's balance and Debit transactions will increase the balance.

Some *Transaction Type* fields have already been included for you. Several are reserved for Jackrabbit functionality and can not be changed or deleted.

The pre-assigned *Transaction Types* are a great starting point; but it's easy to create more.

1. Point to **Tools** in the menu bar, and click **Edit Settings**.
2. In the left menu, click **Drop-down Lists**.
3. Click **Transaction Types** from the *Transaction* section in the left list of choices.
4. Click **Add Row** to add a new *Transaction Type*.
5. Enter the name of the **Transaction Type** and select *Debit* or *Credit* from the drop-down list. This tells Jackrabbit whether the transaction should debit or credit a family's account.
6. Click **Delete** to delete a *Transaction Type*. **Save Changes**. *Note: Deleting a drop-down value can affect your historical reporting. Review the [Frequently Asked Question](#) before editing or deleting a drop-down value).*



Check the *Hide from users* checkbox next to a *Transaction Type* to hide it from all of the drop-down lists in your database. This can be especially useful when you are no longer using a *Transaction Type* but want to retain your historical reporting for it.

Deleting drop-down values in Jackrabbit is not recommended because it impacts your ability to filter for that value in your reports.

