

Fee Linking Explained - Applying Payments to Fees

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[Watch a \(2:11\) video tutorial on Fee Linking Explained](#)

When a payment is recorded in your Jackrabbit database, it is linked (applied) to an unpaid fee in the family's account. When the two transactions are linked, the payment transaction takes on the Category 1 of the linked fee for the purposes of revenue reporting.



Payments that are not linked to a fee are referred to as Unapplied Credits. These amounts are reported on revenue reports as Unapplied Payments and are not put into any revenue category.

- ★ Whenever you enter a fee in Jackrabbit, a Category 1 value is assigned to it. Jackrabbit uses Category 1 as a means of organizing your revenue. This is explained in detail in the Help article [Class Categories - Category 1, 2, and 3](#).

- ★ Think of Category 1s as buckets that payments are dropped into depending on what fee the payment is being applied (linked) to. When a payment is made, you'll decide what fee the payment is for and apply it to that fee; this is called **linking**.

When you link a payment to a fee, it's as if you've dropped the payment into that fee's Category 1 bucket.



- ★ Using Category 1, reports can be created that display how you've organized all the payments you've received. Payments received are considered revenue in Jackrabbit. This method of accounting is known as **cash accounting**.

Fee Linking with Category 1

Jackrabbit uses Category 1 to organize your revenue (payments). You will assign a Category 1 value to every fee posted. When a payment is made, you'll decide what fee the payment is for and apply it to that fee. If Jackrabbit doesn't see a Category 1 assigned to the fee, the payment is organized as *Unapplied* or *Uncategorized*.



As a Jackrabbit Best Practice, require that a Category 1 be assigned to every fee that is posted in Jackrabbit. To ensure this is followed, point to *Tools* and click **Edit Settings**. Scroll

down to *Transactions Settings* and set **Require Cat1** to **Yes**.

When a fee is posted to a family's account, it remains unlinked until a payment has been received and is linked to it, i.e., the linking is done from the payment not from the fee. An unpaid fee is easily recognizable by the pink *Date Paid* field. This field will remain pink until the fee is completely paid.

Linking Example 1

In the screenshot below, a tuition fee of \$75.00 has been posted to the Smith family account, but the fee has not been paid. The family still owes the fee. The fee is listed in white, and the *Date Paid* field is pink.

The screenshot shows the 'Transactions' tab in Jackrabbit. The 'Current Balance' is 75.00. A legend indicates 'Unpaid Fee' is highlighted in pink. The 'Last 20 (Most Recent) Transactions' table shows a tuition fee of 75.00 on 12/8/2016. The 'Date Paid' field for this transaction is pink. A yellow box highlights the pink 'Date Paid' field with the text: 'The Date Paid field stays pink until the fee is completely paid off.'

Date	Type	Sub Type	Amt	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Cat1
12/8/2016	Tuition Fee		75.00	75.00	75.00					Dance

The family pays the fee of \$75 in full and the payment is entered into Jackrabbit. To apply (link) the payment to the tuition enter the amount in the **Payment** field and click in the **Apply Amt** column next to the fee. This tells Jackrabbit to 'link' this payment to that fee.

The screenshot shows the 'Payment Transaction Entry' form. The 'Payment' field is set to 75.00. The 'All Unpaid Charges/Fees' table shows a tuition fee of 75.00 on 12/08/2016. The 'Apply Amt' column for this fee is highlighted in yellow, and a mouse cursor is clicking on it. A yellow dashed arrow points from the 'Payment' field to the 'Apply Amt' column.

Date	Type Subtype	Note	Student	Class/Event	Orig Amt	Discount	GST	Amt	Unpaid	Apply Amt
12/08/2016	Tuition Fee		Ashley Smith	Hip Hop - Wed - 6:00pm	75.00	0.00	0.00	75.00	75.00	75.00

The family's list of *Transactions* still shows a fee (in white), but the *Date Paid* field

now contains a date and is no longer pink. Other details about the payment have also been added to the fee line (Payment Method, Check #, Notes, etc.) A payment line has been added (in yellow) and the fee and payment are linked. To see what payments are linked to fees click the **Link** icon on any yellow payment line. Click the **Pencil** icon to edit the linked fee(s) for the payment.



Even though it is not visible on the payment line, a linked payment takes on the fee's Category 1, Session, Student, etc. For example a \$100 payment that paid a \$25 registration fee and a \$75 tuition fee will take on both Category 1s and the revenue will be reported as \$25 in registration fees and \$75 in tuition fees.

Make Sale/Post Fees | **Payment** | Refund | Statement | Add Student | Add Contact | Archive Family | Family Name | Email | Email Schedules | Merge Family

Summary | Contacts | Classes | Events | **Transactions** | Billing Info | Misc

View Transaction History | View Unapplied Credits & Unpaid Fees | Help ?

Current Balance 0.00 | Legend: Fee/Charge | Payment/Credit | Unpaid Fee | Unapplied Credit

The payment has been entered and the line is highlighted yellow.

	Date	Type	Sub Type	Amt	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Cat1	Sess	Student	Class/Ev
	12/8/2016	Payment		-75.00	0.00	0.00		Check 675		12/8/2016				
	12/8/2016	Tuition Fee		75.00	0.00	75.00		Check 675		12/8/2016	Dance	Fall 2016	Ashley Smith	Hip Ho Wed 6:00pr

The Date Paid field now has a date and is no longer pink because the fee is completely paid off.

Transaction Links Details

Payment: 75.00 | Unapplied: 0.00
Date: 12/08/2016 | Method: Check

Date	Type	SubType	Amount	Amt Paid	Note	Pmt Meth	Check#	Date Paid	Cat 1	UserID
12/8/2016	Tuition Fee		75.00	75.00		Check	675	12/8/2016	Dance	HCenter

Close

Linking Example 2

In this example, the Chambers family owes a registration fee of \$65 and a tuition fee of \$250. No payments have been made and the family's *Current Balance* is \$315.00.

Make Sale/Post Fees	Payment	Refund	Statement	Add Student	Add Contact	Archive Family	Family Name	Email	Email Schedules	Merge Family					
Summary	Contacts	Classes	Events	Transactions	Billing Info	Misc									
View Transaction History		View Unapplied Credits & Unpaid Fees			Help ?										
Current Balance 315.00				Legend: Fee/Charge Payment/Credit Unpaid Fee Unapplied Credit											
Last 20 (Most Recent) Transactions															
View 1 - 6 of 6		Print	Refresh	5 columns hidden		Show/Hide Columns	Restore Columns								
		Date	Type	Sub Type	Amt	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Cat1	Sess	Student	Class/Eve
		12/1/2016	Registration	Dec	250.00	250.00	315.00					Dance	Fall 2016	Corinne Chambers	Int. Jazz - Wed - 7pm
		12/1/2016	Registration		65.00	65.00	65.00					Registration Fee		Corinne Chambers	

A payment is received only for the registration fee of \$65. To record the payment enter \$65.00 in the **Pmt Amount** field and click the **Apply Amt** field next to the registration fee to tell Jackrabbit to link the payment to that fee.

Jackrabbit

Payment Transaction Entry

Cash, Checks, Other Credits ePayments in Jackrabbit

Family/Acct: **Chambers** View Transaction History

823 Montgomery Lane
Huntersville, NC 28078
Home Phone: (704) 555-1985

Trans Date: 12/8/2016 Print Receipt Balance: 315.00

Pmt Type: Payment Subtype: Method: Check Payment: 65.00

Note: Chk#: 432 Apply to Newest Fees First

Apply to Oldest Fees First (within last 12 months)

Apply to Oldest Fees First Applied Amount: 65.00

Unapplied Amount: 0.00

Date	Type Subtype	Note	Student	Class/Event	Orig Amt	Discount	GST	Amt	Unpaid	Apply Amt
12/01/2016	Registration Dec		Corinne Chambers	Int. Jazz - Wed - 7pm	250.00	0.00	0.00	250.00	250.00	0.00
12/01/2016	Registration		Corinne Chambers		65.00	0.00	0.00	65.00	65.00	65.00

Clicking the **Apply Amt** field for the **Registration Fee** links the payment to this fee only.

Jackrabbit leaves the tuition fee of \$250 unpaid and applies (links) the \$65 payment to the registration fee only.

Make Sale/Post Fees	Payment	Refund	Statement	Add Student	Add Contact	Archive Family	Family Name	Email	Email Schedules	Merge Family					
Summary	Contacts	Classes	Events	Transactions	Billing Info	Misc									
View Transaction History		View Unapplied Credits & Unpaid Fees			Help ?										
Current Balance 250.00				Legend: Fee/Charge Payment/Credit Unpaid Fee Unapplied Credit											
Jackrabbit links the \$65 payment to the Registration Fee and leaves the \$250 Tuition Fee unpaid.															
View 1 - 7 of 7		Print	Refresh												
		Date	Type	Sub Type	Amt	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Cat1	Sess	Student	Class/Eve
		12/8/2016	Payment		-65.00	0.00	250.00		432		12/8/2016				
		12/1/2016	Registration	Dec	250.00	250.00	315.00					Dance	Fall 2016	Corinne Chambers	Int. Jazz - Wed - 7pm
		12/1/2016	Registration		65.00	0.00	65.00		Check 432		12/8/2016	Registration Fee		Corinne Chambers	