

# Post a Credit - Groupon Credit Example

Last Modified on 06/05/2019 8:46 pm EDT

Family purchased a Groupon for \$50 off 1 month's tuition fees and is using it towards their June tuition fee of \$85 (discounted tuition fee).

1. Ensure you are viewing the correct family. Click the **Payment/Credit** button.
2. Change *Transaction Type* to **Account Credit**. *Note: It is very important that you change the payment type to make sure that the amount is not included in your revenue reports.* A warning pop-up will display, *If Pmt Type value is NOT equal to 'Payment', the following reports will NOT balance: Paid Fees Summary and Revenue Summary.* This is to advise you that the payment will not be included in these reports. Click **OK**.
3. Select **Groupon** from the *Method* drop down list. See [Drop-down Lists](#) if you have not yet created this payment method drop-down value.
4. Optionally, add a **Note**.
5. Enter the **amount** in the *Payment* field.
6. Select one of the following:
  - o Apply to Newest Fees First
  - o Apply to Oldest Fees First (within last 12 months)
  - o Apply to Oldest Fees First
7. Click the **Apply Amt** field for the correct tuition fee.
8. Click **Save Payment**.

### Payment/Credit Transaction Entry

Cash, Checks, Other Credits      ePayments in Jackrabbit

Save Payment     Save & Make Another Payment     Use Card/Acct on File     Use New Card     Use Terminal Payment

Family/Acct **Evans**   

341 Wildwood Crescent  
Huntersville, NC 28078  
Home Phone (704) 555-5478

Trans Date: 6/25/2020     Receipt    Balance: 85.00

Transaction Type: **Account Credit**    Subtype:    Method: **Groupon**         Payment: 50.00

Note:         Chk#        Applied Amount: 50.00

   Unapplied Amount: 0.00

All Unpaid Charges/Fees											
Date	Type	Type Subtype	Note	Student	Class/Event	Orig Amt	Discount	Tax	Amt	Unpaid	Apply Amt
06/25/2020	Tuition Fee		June, Class=0.50hrs, Student=1.00hrs/85.0 Hours Disc=2.50	Gina Evans	Ballet L1 - Mon 5pm	45.00	2.50	0.00	42.50	42.50	42.50
06/25/2020	Tuition Fee		June, Class=0.50hrs, Student=1.00hrs/85.0 Hours Disc=2.50	Gina Evans	Ballet L1 - Tues 6pm	45.00	2.50	0.00	42.50	42.50	7.50

The Groupon \$50 credit is added and linked to the tuition fee. The fee still has a pink *Date Paid* field because it was only partially paid. The family now owes only \$35 for June tuition (\$85 - less the Groupon).

# Family: Evans

← RETURN

SAVE CHANGES

DELETE

Make Sale/Post Fees   Payment/Credit   Refund   Statement   Add Student   Add Contact   Archive Family   Family Name   Email   Email Schedules   Submit Absences

Merge Family

Summary   Contacts   Classes   Events   Transactions   Billing Info   Misc   Notes (0)   Resources (0)

View Transaction History   View Unapplied Credits & Unpaid Fees

Current Balance 35.00

Legend    FEE/CHARGE    PAYMENT/CREDIT    UNPAID FEE    UNAPPLIED CREDIT

### Last 20 (Most Recent) Transactions

View 1 - 20 of 20 <a href="#">Print</a> <a href="#">Refresh</a> 9 columns hidden <a href="#">Show/Hide Columns</a> <a href="#">Restore Columns</a>													
			Date	Type	Orig Amt	Disc Amt	Amt	Balance	Date Paid	Cat 1	Sess	Student	Class/Event
			6/25/2020	Account Credit	-50.00		-50.00	35.00	6/25/2020				
			6/25/2020	Tuition Fee	45.00	2.50	42.50	85.00	6/25/2020	Dance	Summer 2020	Gina Evans	Ballet L1 - Mon 5pm
			6/25/2020	Tuition Fee	45.00	2.50	42.50	42.50	6/25/2020	Dance	Summer 2020	Gina Evans	Ballet L1 - Tues 6pm