

Post a Credit - Fundraising Credit Example

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

The Harris family sold gift wrap and received a \$100 credit toward tuition. They currently have a \$136.88 tuition fee posted to their account.

1. Ensure you are viewing the correct family. Click the **Payment/Credit** button.
2. Change the *Pmt Type* to **Account Credit**.
3. 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**.
4. Select **Fundraiser** (for example) from the *Method* drop-down list. See [Drop-down Lists](#) if you have not yet created this payment method drop-down value.
5. 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
6. Add a *Payment* amount for the credit (\$100).
7. Click the **Apply Amt** field for the tuition fee(s).
8. **Save Payment.**

Payment/Credit Transaction Entry

Cash, Checks, Other Credits

Save Payment

Save & Make Another Payment

ePayments in Jackrabbit

Use Card/Acct on File

Use New Card

Use Terminal Payment

Family/Acct **Harris** View Transaction History

18552 Shawmigan Way
Huntersville, NC 28078
Home Phone (704) 555-4200

Trans Date: Receipt

Transaction Type: **Account Credit** Subtype: Method: **Fundraiser**

Note: Chk#:

Balance: 101.88

Payment:

Applied Amount: 100.00

Unapplied Amount: 0.00

All Unpaid Charges/Fees

Date	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/85.00, Hours Disc=2.50	Alysha Harris	Ballet L1 - Tues 6pm	45.00	<input style="border: 1px solid red;" type="text" value="2.50"/>	0.00	42.50	42.50	<input style="border: 2px solid orange;" type="text" value="42.50"/>
06/25/2020	Tuition Fee	June, Class=0.50hrs, Student=1.00hrs/85.00, Hours Disc=2.50	Alysha Harris	Ballet L1 - Mon 5pm	45.00	<input style="border: 1px solid red;" type="text" value="2.50"/>	0.00	42.50	42.50	<input style="border: 2px solid orange;" type="text" value="42.50"/>
07/01/2019	Tuition Fee	July, Family Disc=50.00, Base Fee=67.50	Alysha Harris	Tap L2 - Tues 7pm	84.38	<input style="border: 1px solid red;" type="text" value="50.00"/>	0.00	34.38	16.88	<input style="border: 2px solid orange;" type="text" value="15.00"/>

There was a previous balance on the account and the credit for the fundraising was split as shown. The fundraising credit is added and linked to the tuition fees. The current balance the family owes is \$36.88.

Family: Harris

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[Email](#)
[Email Schedules](#)
[Submit Absences](#)

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[Classes](#)
[Events](#)
[Transactions](#)
[Billing Info](#)
[Misc](#)
[Notes \(1\)](#)
[Resources \(0\)](#)

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Current Balance **36.88**

Legend
 FEE/CHARGE
 PAYMENT/CREDIT
 UNPAID FEE
 UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

View 1 - 20 of 20 [Print](#) [Refresh](#) 9 columns hidden [Show/Hide Columns](#) [Restore Columns](#)

			Date	Type	Orig Amt	Disc Amt	Amt	Balance	Date Paid	Cat1	Sess	Student	Class/Event
			6/25/2020	Account Credit	-100.00		-100.00	36.88	6/25/2020				
			6/25/2020	Tuition Fee	45.00	2.50	42.50	136.88	6/25/2020	Dance	Summer 2020	Alysha Harris	Ballet L1 - Tues 6pm
			6/25/2020	Tuition Fee	45.00	2.50	42.50	94.38	6/25/2020	Dance	Summer 2020	Alysha Harris	Ballet L1 - Mon 5pm