

Post a Credit - Miscellaneous Credit Example

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

The Alperi family paid last month's tuition fee in full, however, Holly missed several classes due to illness. Rather than refund the fee, the family is given a credit for future classes.

1. Locate and ensure you are viewing the correct *Family* record. Click the **Payment/Credit** button to open the *Payment/Credit Transaction Entry* page.

Payment/Credit Transaction Entry

Cash, Checks, Other Credits

ePayments in Jackrabbit

Family/Acct **Alperi**

209 Cardinal Avenue
Cornelius, NC 28031
Home Phone (704) 555-7136

Trans Date: 6/24/2020 Receipt

Transaction Type: **Fee Credit - Tuition Fee** Subtype: Method: **Class Credit**

Note: Chk#

Apply to Newest Fees First

Apply to Oldest Fees First (within last 12 months)

Apply to Oldest Fees First

Balance: 0.00

Payment: 55.00

Applied Amount: 0.00

Unapplied Amount: 0.00

2. Change *Transaction Type* to **Fee Credit - Tuition Fee** *Note: It is very important that you change the payment type to make sure that the amount is not included in your revenue reports.*
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**.

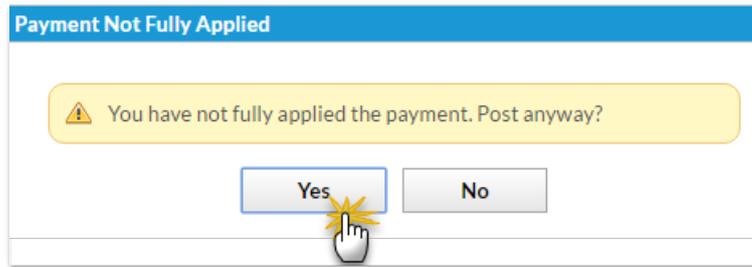
Error

Warning: If the Pmt Type value is NOT equal to "Payment", the following reports will NOT balance: Paid Fees and Revenue Summary.

Ok

4. In the *Method* field, select **Class Credit** (for example) from the drop-down list. See [Customize Drop-down Lists](#) if you have not yet created this drop-down value.
5. Enter the **amount** in the *Payment* field (example as shown above: 55.00).
6. Click **Save Payment**.
 - o If a pop-up box opens that says, *You have not fully applied this payment. Post anyway?* click **Yes**. Unless an unpaid fee is selected to apply the payment to, the payment will be applied to the default setting in the *Transaction Settings*. Go to *Tools > Edit Settings > Organization Defaults > Transaction Settings* to select one of the following: *Newest Fees First, Oldest Fees*

First (within the last 12 months), Oldest Fees First.



The family's *Transactions* tab reflects the Unapplied Credit. This credit can be linked to fees posted to the account in the future. See [Jackrabbit Accounting \(Linking Fees and Payments\)](#).

Family: Alperi

← 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** (Unapplied Credits Exist in Last 12 Months) Help ?

Current Balance -55.00 Legend: Fee/Charge Payment/Credit Unpaid Fee Unapplied Credit

Last 20 (Most Recent) Transactions

View 1 - 3 of 3 Print Refresh 6 columns hidden Show/Hide Columns Restore Columns

			Date	Type	Amt	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Cat1	Sess	Student	Class/Event
			3/15/2020	Account Credit	-55.00	55.00	-55.00	Credit for classes missed due to illness	Class Credit		3/15/2020				
			2/1/2020	Payment	-110.00	0.00	0.00		Check 401		2/1/2020				
			2/1/2020	Tuition Fee	110.00	0.00	110.00		Check 401		2/1/2020	Dance	Spring 2020	Holly	Int Jazz - Mon - 8pm

Current Balance -55.00