

# Delete an Individual Fee

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



*Jackrabbit provides several ways to delete or 'undo' transactions posted in error. Specific user permissions are required in order for a user to delete transactions. See [Managing Users](#) for details on changing user permissions.*

1. In the family's *Transactions* tab, locate the fee you'd like to delete.
2. Click the **Garbage Can** icon to the left of the fee.

Date	Type	Sub Type	Amt	Orig Amt	Disc Amt	Tax	Note	Pmt Meth	Chk#	Date Paid	Unpaid Amt	Balance	Cat1	Sess	Student	Class/Event
8/1/2014	Tuition Fee	September	250.00	250.00							250.00	250.00	Tumbling	2014-2015	Leslie Brown	Turns & Leaps Th 4 pm

Balance: 250.00 (Current Outstanding Balance)

3. If the fee is not linked to a payment, the *Confirm Delete Transaction* box will pop up. Add a **Comment/Reason** (*optional and not reportable*).

### Confirm Delete Transaction

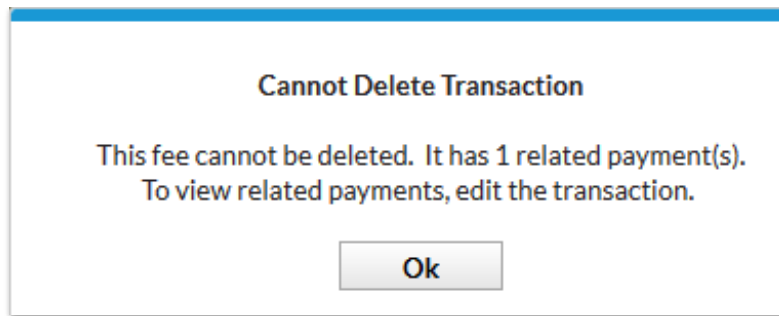
Date: 8/1/2014 id: 59428032

Type: Tuition Fee

Amount: 250.00

Comment/Reason:

4. Click **Delete**.
5. If the fee is linked to a payment, a pop-up box will open letting you know you need to unlink the fee first. Click **OK** to close the box.



6. Click the **Pencil** icon to the left of the fee.
  7. In the *Edit Transaction* window, click **View X Related Payment(s)**.
  8. If you are sure you want to unlink the fee and payment, click **Unlink Fee**.
  9. Click **OK**.
  10. Click **OK** again.
  11. **Save Changes**
  12. Follow Steps 1 - 4 above.
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