


Edit Transactions

Last Modified on 11/15/2019 2:15 pm EST

Transactions can be edited individually using the pencil icon  in transaction grids. Groups of transactions can be edited from the results of a [transactions search](#).



Use caution when editing transactions as it can cause discrepancies with information already transferred to your accounting system, e.g. exported to QuickBooks.

User Permissions Related to Editing Transactions

There are several permissions that control a User's ability to edit transactions. See [Permissions for Jackrabbit Users](#) for help with editing User Permissions.

| User Permission Category | Name of User Permission |
|--------------------------|---|
| Families | Edit Transaction |
| Transactions | Edit Payment Amount Edit Original Fee Edit Payment Transaction Date Mass Edit Transactions |
| Reports | Transactions Advanced Search |

Editing Rules

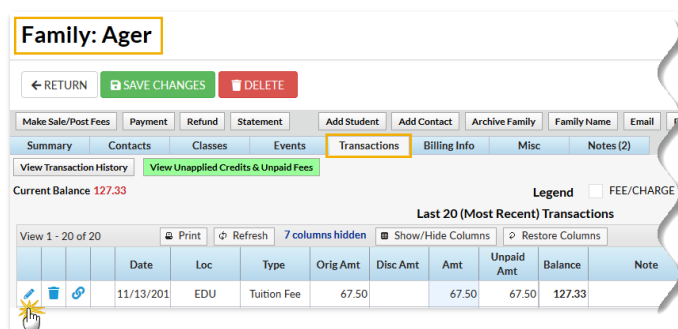
To protect important data, not all fields in a transaction can be edited and there are restrictions on when the amount field of a fee or payment can be changed.

- The *amount* of a fee transaction cannot be edited if it is **linked** to a payment. Unlink the payment from the fee to make your edit and then relink it.
- The *amount* of a payment transaction cannot be edited if it has been applied to fees. Unlink the fees to make your edit and then reapply the payment.
- The *amount* of a refunded payment transaction cannot be edited.
- For ePayments, the following fields cannot be edited: *Location, Transaction Date, Transaction Type, Amount, Payment Method, Check #, Credit Card Last 4, or Date Paid.*
- For payments and refunds the following fields cannot be edited: *Transaction Date, Transaction Type.*

Edit a Single Transaction

Using the pencil icon, , a single transaction can be edited from:

- *Family record > Transactions tab*



Family: Ager

← RETURN SAVE CHANGES DELETE

Make Sale/Post Fees Payment Refund Statement Add Student Add Contact Archive Family Family Name Email

Summary Contacts Classes Events Transactions Billing Info Misc Notes (2)

View Transaction History View Unapplied Credits & Unpaid Fees

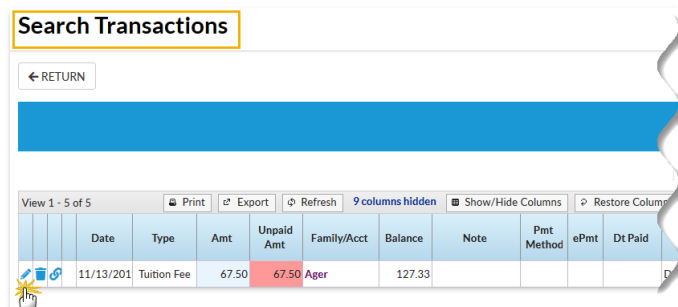
Current Balance 127.33 Legend FEE/CHARGE

Last 20 (Most Recent) Transactions

View 1 - 20 of 20 Print Refresh 7 columns hidden Show/Hide Columns Restore Columns

| Date | Loc | Type | Orig Amt | Disc Amt | Amt | Unpaid Amt | Balance | Note |
|-----------|-----|-------------|----------|----------|-------|------------|---------|------|
| 11/13/201 | EDU | Tuition Fee | 67.50 | | 67.50 | 67.50 | 127.33 | |

- *Search Transactions from the Transactions menu*



Search Transactions

← RETURN

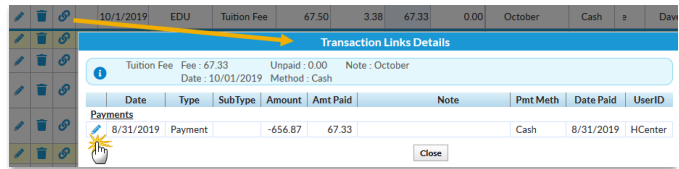
View 1 - 5 of 5 Print Export Refresh 9 columns hidden Show/Hide Columns Restore Columns

| Date | Type | Amt | Unpaid Amt | Family/Acct | Balance | Note | Pmt Method | ePmt | Dt Paid |
|-----------|-------------|-------|------------|-------------|---------|------|------------|------|---------|
| 11/13/201 | Tuition Fee | 67.50 | 67.50 | Ager | 127.33 | | | | |

- *Transaction Links Details, , in*

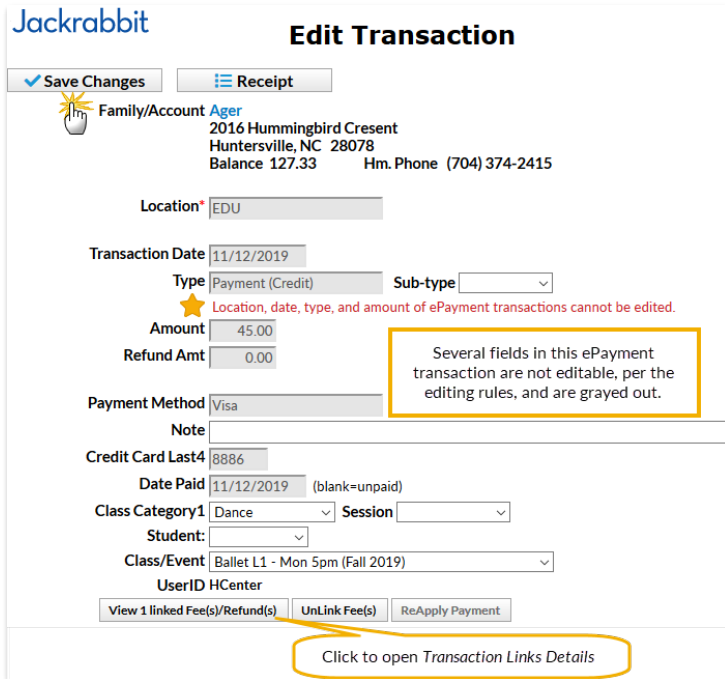
transaction grids and in *Edit*

Transaction modal



A screenshot of a 'Transaction Links Details' modal window. At the top, it shows summary information: 'Tuition Fee Fee : 67.33 Unpaid : 0.00 Note : October', 'Date : 10/01/2019 Method : Cash'. Below this is a table with columns: Date, Type, SubType, Amount, Amt Paid, Note, Pmt Meth, Date Paid, and UserID. A single row is visible with the following data: 8/31/2019, Payment, (blank), -656.87, 67.33, (blank), Cash, 8/31/2019, HCenter. A 'Close' button is at the bottom right.

In the *Edit Transaction* modal, make your changes keeping the **above rules** in mind. Be sure to **Save Changes**.



A screenshot of the 'Jackrabbit Edit Transaction' modal. At the top left is the 'Save Changes' button with a checkmark. To its right is a 'Receipt' button. Below these are fields for 'Family/Account Ager', address '2016 Hummingbird Crescent, Huntersville, NC 28078', and 'Balance 127.33 Hm. Phone (704) 374-2415'. The 'Location' field is set to 'EDU'. 'Transaction Date' is '11/12/2019'. 'Type' is 'Payment (Credit)' and 'Sub-type' is a dropdown menu. A red star icon and text state: 'Location, date, type, and amount of ePayment transactions cannot be edited.' 'Amount' is '45.00' and 'Refund Amt' is '0.00'. 'Payment Method' is 'Visa'. A yellow box highlights this section with the text: 'Several fields in this ePayment transaction are not editable, per the editing rules, and are grayed out.' Below are fields for 'Note', 'Credit Card Last4' (8886), 'Date Paid' (11/12/2019), 'Class Category1' (Dance), 'Session', 'Student', and 'Class/Event' (Ballet L1 - Mon 5pm (Fall 2019)). 'UserID' is 'HCenter'. At the bottom are buttons: 'View 1 linked Fee(s)/Refund(s)', 'UnLink Fee(s)', and 'ReApply Payment'. A yellow box highlights the 'View 1 linked Fee(s)/Refund(s)' button with the text: 'Click to open Transaction Links Details'.

Edit Multiple Transactions (Mass Edit)

Watch a (1:25) video tutorial on Editing Transactions

From **Search Transactions**, in the *Transactions* menu, it is possible to edit multiple transactions at once.

From the search results, an **Edit All** column allows you to select multiple transactions to edit (using the checkbox) or to edit all transactions by selecting the checkbox in the *Edit All* column header.

When you have selected one or more transactions, the *Mass Edit* icon and the number of transactions to be edited display in the selections bar.

Search Transactions

← RETURN

4 selected

Legend FEE/CHARGE PAYMENT/CREDIT UNPAID FEE UNAPPLIED CREDIT

View 1 - 4 of 4 9 columns hidden

| | Date | Type | Amt | Unpaid Amt | Family/Acct | Balance | Note | Pmt Method | ePmt | Dt Paid | Cat1 | Session | Student | Class/Event | Billing Contact | Edit All |
|---|------------|-------------|---------|------------|-------------|---------|---|------------|-------------------------------------|------------|-------|-----------|-------------|------------------------|-------------------------------------|-------------------------------------|
| R | 11/14/2019 | Payment | -160.65 | | Ager | 127.33 | | Visa | <input checked="" type="checkbox"/> | 11/14/2019 | | | | Holly Ager | <input checked="" type="checkbox"/> | |
| | 11/14/2019 | Tuition Fee | 70.88 | | Ager | 127.33 | November | Visa | | 11/14/2019 | Dance | Fall 2019 | Dani Ager | Hip Hop L2 - Thurs 7pm | Holly Ager | <input checked="" type="checkbox"/> |
| | 11/14/2019 | Tuition Fee | 67.33 | | Ager | 127.33 | November, Multi-Student Disc=3.38 | Visa | | 11/14/2019 | Dance | Fall 2019 | Dave Ager | Hip Hop L2 - Thurs 7pm | Holly Ager | <input checked="" type="checkbox"/> |
| | 11/14/2019 | Tuition Fee | 22.44 | | Ager | 127.33 | November, Multi-Student Disc=1.13, Prorated=22.50 | Visa | | 11/14/2019 | Dance | Fall 2019 | Barbie Ager | Tap L1 - Mon 6pm | Holly Ager | <input checked="" type="checkbox"/> |

The *Edit Transactions* window will display:

- The number of transactions to be edited
- Fields that are not editable are grayed out
- An explanation of which **editing rules** were broken

In the *Transaction Groups with Issues* section, use the **X** to remove any transactions that have 'broken a rule' to open up the grayed out fields and continue editing the remaining transactions.

Edit Transactions

SAVE CHANGES

CANCEL

Editing 4 Transactions

Locations

SELECT LOCATION

 X

Transaction Date

SELECT DATE

 X

Transaction Type

SELECT TYPE

 X

SELECT SUBTYPE

 ✓

Income Category

SELECT CATEGORY

 ✓

Sessions

SELECT SESSION

 ✓

Note

- Keep all notes
- Delete all notes
- Replace all notes

enter new text here

200 characters left

Click the X to remove the transactions that have 'broken a rule' to continue editing the remaining transactions.

Transaction Groups with Issues

Transaction Group: ePayment (1) X Transaction Group: Payment (1) X
Transaction Group: Debits (3) X Transaction Group: Credits (1) X

LOCATIONS FIELD DISABLED!
Cannot change the 'location' on an ePayment Transaction!

DATE FIELD DISABLED!
Cannot change the 'transaction date' on the following transaction types: ePayment, Payment, Refund

TYPE FIELD DISABLED!
Cannot change the 'transaction type' on the following transaction types: ePayment, Payment, Refund

TYPE FIELD DISABLED!
Cannot change the 'transaction type' when both Debits AND Credits are selected!

When you have made your changes, **Save Changes**.

You will be prompted to confirm your changes. Click **Yes, I'm Sure** to confirm and be returned to the Search Transactions results where your recently edited transactions will be displayed.

Confirm Changes

You will be changing 1 transactions.

You will be **replacing notes** from these transactions.

Are you sure you want to continue?

YES, I'M SURE

CANCEL

