

Sell and Track Punch Cards in Jackrabbit

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Punch cards are like a pass that is 'punched' each time a student takes a class. With the fee for all visits paid up-front, the number of prepaid classes depletes with each visit. This is a great way to offer the option for drop-in childcare. Jackrabbit can help you sell and track these! **Note:** *this is only available for Class-based billing.*

Punch Cards are typically sold in increments or groups of 10, 20, or 30. The price per class is lower than if a student were to drop into classes that many times.



With punch cards, it is crucial that you track the usage and ensure that the card is not used beyond the number of classes it was issued for.

Set up Punch Cards in Jackrabbit

Jackrabbit's **Store** can be used to sell and track punch cards.

1. Add a **Category 1** value of 'Punch Card' to help with revenue reporting.
2. Go to the **Store (menu) > Add Item** to **create a store item** for each type of punch card you offer, e.g., 10 Class Punch Card.
3. Click **Save Changes**.

Add Item

Item Info

Item #/Barcode: * 10Class ? Item Name: * 10 Class Punch Card

Track Qty on Hand: No ?

Description: 10 class punch card pass

Status: Active ?

Transaction Defaults

Item Price: * 75.00 Item Tax * No Tax ?

Category 1: * Punch Cards

Transaction Type: * Tuition Fee (Debit)

Transaction Sub-Type:

Vendor Info

Vendor:

Vendor Item #: ?

Item Cost:

Save Changes Save & Add Another Item Cancel

4. **Sell the store item** when a family purchases a punch card.

Track Each Punch on the Punch Card

For every punch card sold to a family, create a unique store item.



Use the family name as the item barcode and name for a quick lookup. This item is unique to the family and should not be used for any other sale.

To track how many punches have been used, set the item to track the quantity on hand. The unique item will not have a price since it is used for tracking usage. The generic item (e.g., 10 Class Punch Card) was used just to bill the family for the punch card.

When the student takes a class, sell the family the unique store item. This will reduce the quantity on hand.

Add Item

Item Info

Item #/Barcode: * MorenoM-10 ? Item Name: * Max took a class today

Track Qty on Hand: Yes ? Qty On Hand: 10 ?

Description: The Quantity (Qty) on hand is the number of classes left on this card.

Status: Active ?

Transaction Defaults

Item Price: * 0.00 Item Tax: * No Tax ?

Category 1: * Punch Cards

Transaction Type: * Tuition Fee (Debit)

Transaction Sub-Type: *

Vendor Info

Vendor: *

Vendor Item #: *

Item Cost: *

Re-Order Alert Qty: *

Save Changes Save & Add Another Item Cancel



The student doesn't need to be enrolled in the class. If the student is already in your database, their 'attendance' can be seen by looking at the transaction history on the **Family Record**.

Reporting for Punch Cards

To check the remaining classes on a card, use the **List Store Items** report to see the quantity on hand.

List Items

← RETURN

Active Item Search:

Add Item

Item Status: Active

View 1 - 14 of 14

Print

Export

Refresh

6 columns hidden

Show/Hide Columns

Restore Columns

	Item #	Name	Description	Cat1	Trans Type	Item Cost	Qty On Hand	Track Qty On Hand	Status
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
	Moreno, M-10	Max took a class today	The Quantity (Qty) on hand is the number of classes left on this card.	Punch Cards	Tuition Fee (Debit)	0	8	Yes	Active
	Moreno, M-10	Max took a class today	Max took a class today, used punchcard	Punch Cards	Tuition Fee (Debit)	0	7	Yes	Active

of punches left (classes left on the card)

For a history of the punch card's usage, use the [Sales Detail Report](#).

Sales Detail Report

← RETURN

View 1 - 2 of 2

Print

Export

Refresh

6 columns hidden

Show/Hide Columns

Restore Columns

Date	Item Number	Item Name	Qty	Amount	Note	Family	Student		
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>		
3/12/2020	Moreno, M-10	Max took a class today	1	0.00	Max took a class today	Moreno	Max		
3/10/2020	Moreno, M-10	Max took a class today	1	0.00	Max took a class today	Moreno	Max		

of punches used (classes taken)



An alternative to selling punch cards (pay for all visits front) is to sell drop-ins (pay as you go). Refer to [Using Jackrabbit to Sell Drop-ins](#) for more details.