

Transaction Subtypes

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Transaction Subtypes further define and expand a *Transaction Type*. For example, if the *Transaction Type* is *Tuition (Debit)*, the *Transaction Subtype* could be the month (Jan, Feb, Mar, etc.).

1. Go to the **Gear** (icon) > **Settings** > **General** > **Drop-down Lists** (left menu).
2. Click **Transaction Subtypes** from the *Transaction* section in the left menu.
3. Click **Add Row** to add a new *Transaction Subtype* and enter the name.
4. Click **Save Changes**.

TIPS

- Select the **Hide from users** checkbox next to a *Transaction Subtype* to hide it from all of the drop-down lists in your system.
- Some Subtypes are reserved for use with Jackrabbit features, such as [Automated Tuition Posting](#).
- Deleting drop-down values in Jackrabbit is not recommended because it impacts your ability to filter for that value in your reports.

Example of a *Transaction Type* & *Subtype* on a Family's **Transactions** tab:
