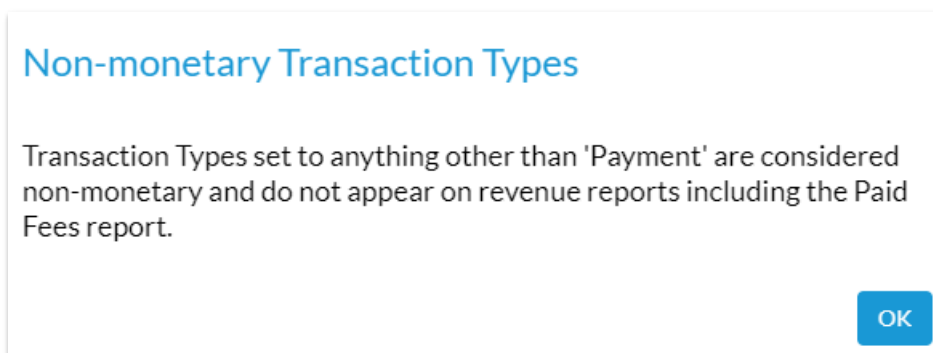


Post a Credit - Groupon Credit Example

Last Modified on 02/15/2021 12:39 pm EST

A family purchased a Groupon for \$50 off 1 month's tuition fees and is using it towards their June tuition fee of \$85 (discounted tuition fee).

1. Ensure you are viewing the correct family. Click the **Payment/Credit** button.
2. Change *Transaction Type* to **Account Credit**. **Note: It is very important that you change the payment type to make sure that the amount is not included in your revenue reports.**
 - o A warning pop-up will display, *Non-monetary Transaction Types*. This is to advise you that the credit will not be included in the revenue reports including the Paid Fees report. Click **OK**.



3. Select **Groupon** from the *Method* drop-down list. See [Drop-down Lists](#) if you have not yet created this payment method drop-down value.
4. Add a **Note** if needed.
5. Enter the **amount** in the *Payment* field.
6. Select one of the following:
 - o Apply to Newest Fees First
 - o Apply to Oldest Fees First (within last 12 months)
 - o Apply to Oldest Fees First
7. Click the **Apply Amt** field for the correct tuition fee.
8. Click **Save Payment**.

Payment/Credit Transaction Entry

Cash, Checks, Other Credits ePayments in Jackrabbit

Save Payment
 Save & Make Another Payment
 Use Card/Acct on File
 Use New Card
 Use Terminal Payment

Family/Acct **Evans** [View Transaction History](#)
 341 Wildwood Crescent
 Huntersville, NC 28078
 Home Phone (704) 555-5478

Trans Date: 6/25/2020 Receipt
 Transaction Type: Account Credit Subtype: Method: Groupon

Note: _____ Chk#: _____

Balance: 85.00
 Payment: **50.00**
 Applied Amount: 50.00
 Unapplied Amount: 0.00

All Unpaid Charges/Fees

Date	Type Subtype	Note	Student	Class/Event	Orig Amt	Discount	Tax	Amt	Unpaid	Apply Amt
06/25/2020	Tuition Fee	June, Class=0.50hrs, Student=1.00hrs/85.0 Hours Disc=2.50	Gina Evans	Ballet L1 - Mon 5pm	45.00	2.50	0.00	42.50	42.50	42.50
06/25/2020	Tuition Fee	June, Class=0.50hrs, Student=1.00hrs/85.0 Hours Disc=2.50	Gina Evans	Ballet L1 - Tues 6pm	45.00	2.50	0.00	42.50	42.50	7.50

The Groupon \$50 credit is added and linked to the tuition fee. The fee still has a pink *Date Paid* field because it was only partially paid. The family now owes only \$35 for June tuition (\$85 - less the Groupon).

Family: Evans

Current Balance 35.00

Legend
 FEE/CHARGE
 PAYMENT/CREDIT
 UNPAID FEE
 UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

	Date	Type	Orig Amt	Disc Amt	Amt	Balance	Date Paid	Cat1	Sess	Student	Class/Event
	6/25/2020	Account Credit	-50.00		-50.00	35.00	6/25/2020				
	6/25/2020	Tuition Fee	45.00	2.50	42.50	85.00	6/25/2020	Dance	Summer 2020	Gina Evans	Ballet L1 - Mon 5pm
	6/25/2020	Tuition Fee	45.00	2.50	42.50	42.50		Dance	Summer 2020	Gina Evans	Ballet L1 - Tues 6pm