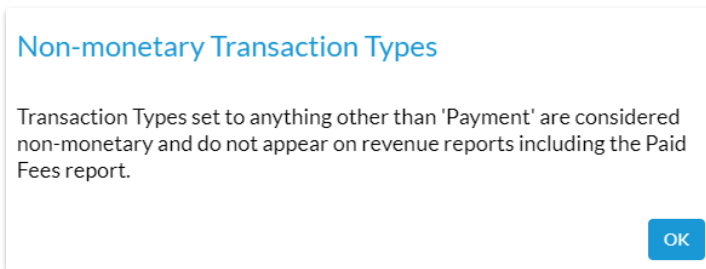


Post a Credit - Fundraising Credit Example

Last Modified on 02/15/2021 12:48 pm EST

The Harris family sold gift wrap and received a \$100 credit toward tuition. They currently have a \$136.88 tuition fee posted to their account.

1. Ensure you are viewing the correct family. Click the **Payment/Credit** button.
2. Change the *Transaction Type* to **Account Credit**.
 - 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 **Fundraiser** (for example) from the *Method* drop-down list. See [Drop-down Lists](#) if you have not yet created this payment method drop-down value.
4. 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
5. Add a *Payment* amount for the credit (\$100).
6. Click the **Apply Amt** field for the tuition fee(s).
7. Click **Save Payment**.

Payment/Credit Transaction Entry

Cash, Checks, Other Credits: Save Payment Save & Make Another Payment

ePayments in Jackrabbitt: Use Card/Acct on File Use New Card Use Terminal Payment

Family/Acct: Harris
 18552 Shawmigan Way
 Huntersville, NC 28078
 Home Phone (704) 555-4200

View Transaction History

Trans Date: 6/25/2020 Receipt

Transaction Type: **Account Credit** Subtype: Method: **Fundraiser**

Apply to Newest Fees First Payment: **100.00**

Apply to Oldest Fees First (within last 12 months) Applied Amount: 100.00

Apply to Oldest Fees First Unapplied Amount: 0.00

Balance: 101.88

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/85.00, Hours Disc=2.50	Alysha Harris	Ballet L1 - Tues 6pm	45.00	2.50	0.00	42.50	42.50	42.50
06/25/2020	Tuition Fee	June, Class=0.50hrs, Student=1.00hrs/85.00, Hours Disc=2.50	Alysha Harris	Ballet L1 - Mon 5pm	45.00	2.50	0.00	42.50	42.50	42.50
07/01/2019	Tuition Fee	July, Family Disc=50.00, Base Fee=67.50	Alysha Harris	Tap L2 - Tues 7pm	84.38	50.00	0.00	34.38	16.88	15.00

There was a previous balance on the account and the credit for the fundraising was split as

shown. The fundraising credit is added and linked to the tuition fees. The current balance the family owes is \$36.88.

Family: Harris

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[Payment/Credit](#)
[Refund](#)
[Statement](#)
[Add Student](#)
[Add Contact](#)
[Archive Family](#)
[Family Name](#)
[Email](#)
[Email Schedules](#)
[Submit Absences](#)

[Merge Family](#)

[Summary](#)
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[Transactions](#)
[Billing Info](#)
[Misc](#)
[Notes \(1\)](#)
[Resources \(0\)](#)

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[View Unapplied Credits & Unpaid Fees](#)

Current Balance 36.88

Legend
FEE/CHARGE
PAYMENT/CREDIT
UNPAID FEE
UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

View 1 - 20 of 20 [Print](#) [Refresh](#) 9 columns hidden [Show/Hide Columns](#) [Restore Columns](#)

			Date	Type	Orig Amt	Disc Amt	Amt	Balance	Date Paid	Cat1	Sess	Student	Class/Event
			6/25/2020	Account Credit	-100.00		-100.00	36.88	6/25/2020				
			6/25/2020	Tuition Fee	45.00	2.50	42.50	136.88	6/25/2020	Dance	Summer 2020	Alysha Harris	Ballet L1 - Tues 6pm
			6/25/2020	Tuition Fee	45.00	2.50	42.50	94.38	6/25/2020	Dance	Summer 2020	Alysha Harris	Ballet L1 - Mon 5pm