

Delete an Individual Fee

Last Modified on 12/06/2021 2:58 pm EST



Jackrabbit provides several ways to delete or 'undo' transactions posted in error. Specific user permissions are required in order for a user to delete transactions. See [Managing Users](#) for details on changing user permissions.

1. Go to the Family record. In the *Transactions* tab, locate the fee you'd like to delete.
2. Click the **Garbage Can** icon to the left of the fee.

View 1 - 5 of 5		Print	Refresh	11 columns hidden	Show/Hide Columns	Restore Columns				
		Date	Type	Orig Amt	Amt	Balance	Pmt Meth	Date Paid	Student	Class/Event
		12/6/2021	Tuition Fee	85.00	91.38	139.76			Student DavidsonFamily	Tumbling L3 - Wed 6pm
		12/6/2021	Tuition Fee	45.00	48.38	48.38			Student DavidsonFamily	Tap L1 - Mon 6pm

3. If the fee is not linked to a payment, the *Confirm Delete Transaction* box will pop up. Add a **Comment/Reason** (optional and not reportable).

Delete Transaction

Date: 12/6/2021 id: 391190195
Type: Tuition Fee
Amount: 91.38
Comment/Reason:

4. Click **Delete**.
 - If the fee is linked to a payment, a pop-up box will open letting you know you need to unlink the fee first. Click **OK** to close the box.

Delete Transaction

Cannot Delete Transaction

This fee cannot be deleted. It has 1 related payment(s).
To view related payments, edit the transaction.

5. Click the **Pencil** icon to the left of the fee.
6. Click **View X Related Payment(s)** on the bottom in the *Edit Transaction* window.
 - If you are sure you want to unlink the fee and payment, click **Unlink Fee**.

7. Click **OK**.
 8. Click **OK** again.
 9. Click **Save Changes**.
 10. Follow Steps 1 - 4 above.
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