## **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.

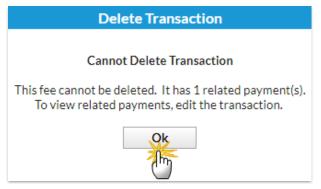
- 1. Go to the Family record. In the *Transactions* tab, locate the fee you'd like to delete.
- 2. Click the Garbage Can icon to the left of the fee.

View 1 - 5 of 5			Print	φ Refresh 11 columns hidden		Show/Hide Columns Restore Columns					
			Date	Туре	Orig Amt	Amt	Balance	Pmt Meth	Date Paid	Student	Class/Event
ø	1	S	12/6/2021	Tuition Fee	85.00	91.38	139.76			Student DavidsonFamily	Tumbling L3 - Wed 6pm
ø	Î	G	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 Type: Tuition Fee	id: 391190195							
Amount: 91.38								
Comment/Reason:								
	Delete Cancel							

- 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.



- 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.