

# e-Punch Cards with the Jackrabbit Plus Mobile App

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Virtual punch cards (e-Punch Cards) offer convenience and flexibility for your customers while creating additional revenue for you = win/win!

**Jackrabbit Plus** makes it easy to buy and punch e-Punch Cards directly from your mobile app!

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Expand/Collapse  
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- ▼ Set Up e-Punch Cards
  - ▼ Purchase e-Punch Cards
  - ▼ Punch a Card
  - ▼ Tracking & Reporting Options
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## Important Notes

- ! Payment for e-Punch Cards purchased in the mobile app is not automatic. The fee is posted to the family, and the parent can then make the payment in their Parent Portal. It is a recommended practice to regularly report on e-Punch Card purchases to ensure they have all been paid for using Search Transactions filtered for e-Punch Card Purchased transactions and unpaid fees only. If you use ePayments in Jackrabbit, consider scheduling an automatic daily task to process any unpaid transactions with the Transaction Type e-Punch Card Purchased.
  - ! When an e-Punch Card is added to a User directly through the MI Admin panel (+ Add Card User button), no fees are automatically posted in Jackrabbit, i.e., no e-Punch Card Purchased transaction is posted to a family account. A Jackrabbit User must post this fee manually, recording the e-Punch Card's Purchase ID (from the *Punch Card* tab in the MI Admin panel) in the transaction's *Note* field.
  - ! If an e-Punch card is being used to pay down a tuition fee with each class taken, for each punch, a class credit for the fee for one class will need to be posted to the family's account and applied to the outstanding tuition fee.
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