Transaction Type

Transaction Types are used to properly record the type of fee and payment transaction. They are used for reporting and for searching information in Jackrabbit. Credit transactions will decrease a family's balance and Debit transactions will increase the balance.

Some *Transaction Type* fields have already been included for you. Several are reserved for Jackrabbit functionality and can not be changed or deleted.

The pre-assigned *Transaction Types* are a great starting point; but it's easy to create more.

1. Go to the **Gear** (icon) > **Settings** > **General**.

2. Click **Drop-down Lists** in the left menu.

3. Click **Transaction Types** from the *Transactio*n section in the left list of choices.

4. Click **Add Row** to add a new *Transaction Type*.

5. Enter the name of the **Transaction Type** and select *Debit* or *Credit* from the drop-down list. This tells Jackrabbit whether the transaction should debit or credit a family's account.

6. Click **Delete** to delete a *Transaction Type*. **Save Changes**. *Note: Deleting a drop-down value can affect your historical reporting. Review the* **Frequently Asked Question** *before editing or deleting a drop-down value).*

Check the *Hide from users* checkbox next to a *Transaction Type* to hide it from all of the drop-down lists in your database. This can be especially useful when you are no longer using a Transaction Type but want to retain your historical reporting for it. Deleting drop-down values in Jackrabbit is not recommended because it impacts your ability to filter for that value in your reports.

Drop-down List Editor

← RETURN 💾 SAVE CHANGES

Choose List

Frequently Asked Questions

Class Management, Enrollment & Revenue Reporting
    Category 1 (Income Categories)

Class
    Category 2
    Category 3
    Duration
    Room
    Session
    Status

Family
    Contact Types
    ePayment Schedule
    Membership Type
    Source (How did you hear about us?)
    Status

Other
    Vendor Types (Costumes/Apparel)

Staff
    Certifications
    Position
    Skills

Student
    Drop Reason
    Enroll Type
    Gender
    Grade Level
    Martial Arts Belt Size
    Sizes (T-shirt, Vendor Size,Chart Size)
    Skill Level Attained
    Skill/Level Category
    Student Uniform Size

Transaction
    Item Tax Rates
    Payment Method
    Quick Discount
    Transaction Subtypes
    Transaction Types

List: TransactionTypes

Description: All transactions must have a Type and must be a labeled a Debit or a Credit. Transaction Types labeled as a Credit reduce family/account balance. Transaction Types labeled as a Debit increase a family/account balance. Some Types such as 'Payment' are reserved Reserved Transaction Types cannot be hidden.

Tip: Shorter values reduce word-wrapping on your screens and reports.

Add Row

Hide from users

Check *Hide from users* to hide a value from drop-down lists within Jackrabbit.

Value	Type	Hide from users	
Account Credit	Credit ▾	☐	Delete
Adjustment	Credit ▾	☐	Delete
Adjustment	Debit ▾	☐	Delete
Annual Membership	Debit ▾	☐	Delete
Birthday Party	Debit ▾	☐	Delete
Booster Fee	Debit ▾	☐	Delete
Competition Fee	Debit ▾	☐	Delete
Costume Fee	Debit ▾	☐	Delete
Event Fee	Debit ▾	☐	Delete
Fundraising	Credit ▾	☐	Delete
Gift Card - Redemption	Credit ▾	☐	Delete
Gift Card - Sale	Debit ▾	☐	Delete
Item Return	Credit ▾	(reserved)	
Late Fee	Debit ▾	☐	Delete
Merchandise	Debit ▾	☐	Delete
NSF Returned Funds	Credit ▾	☐	Delete
Payment	Credit ▾	(reserved)	
Refund - Overpayment	Debit ▾	(reserved)	
Refund Adjustment	Credit ▾	(reserved)	
Registration	Debit ▾	☐	Delete
Scholarship Donation	Debit ▾	☐	Delete
Tuition Fee	Debit ▾	(reserved)	

Reserved by Jackrabbit system; required values.