Transaction Subtypes

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Transaction Subtypes further define and expand a *Transaction Type*. For example, if the *Transaction Type* is *Tuition (Debit)*, the *Transaction Subtype* might be the names of each month (January, February, March, etc.)

1. Go to the **Gear** (icon) > **Settings** > **General** > **Drop-down Lists** (left menu).
2. Click **Transaction Subtypes** from the *Transactio*n section in the left menu.
3. Click **Add Row** to add a new *Transaction Subtype* and enter the name.
4. Click **Save Changes**.

Check the *Hide from users* checkbox next to a *Transaction Subtype* to hide it from all of the drop-down lists in your database. Deleting drop-down values in Jackrabbit is not recommended because it impacts your ability to filter for that value in your reports.

Example of a *Transaction Type* & *Subtype* on a Family's **Transactions** tab.