


Edit Transactions

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Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review [User Permissions for Edit Transactions](#).

Transactions can be edited individually using the pencil icon  the transaction grids. Groups of transactions can be edited from the results of a [transactions search](#).

You can choose which users have permission to edit or delete transactions. All users with this ability should be aware of how either task can affect a family's account. It is best to edit a transaction rather than delete it. However, if the transaction was created in error, deleting is appropriate. Transactions can be restored - contact Customer Support for assistance.



Use caution when editing transactions as it can cause discrepancies with information already transferred to your accounting system, e.g. exported to QuickBooks.

Expand each section below for more information on editing transactions.

Editing Rules

To protect important data, not all fields in a transaction can be edited and there are restrictions on when the amount field of a fee or payment can be changed.

- The *amount* of a fee transaction cannot be edited if it is [linked](#) to a payment. Unlink the payment from the fee to make your edit and then relink it.
- The *amount* of a payment transaction cannot be edited if it has been applied to fees. Unlink the fees to make your edit and then re-apply the payment.
- The *amount* of a refunded payment transaction cannot be edited.
- For ePayments, the following fields cannot be edited: *Location, Transaction Date, Transaction Type, Amount, Payment Method, Check #, Credit Card Last 4, or Date Paid*.
- For payments and refunds the following fields cannot be edited: *Transaction Date, Transaction Type*.

Edit a Single Transaction

Using the pencil (icon)  to edit a single transaction from any of these options:

- Family record > Transactions tab

Family: Ager

← RETURN **SAVE CHANGES** **DELETE**

Make Sale/Post Fees Payment Refund Statement Add Student Add Contact Archive Family Family Name Email

Summary Contacts Classes Events **Transactions** Billing Info Misc Notes (2)

View Transaction History **View Unapplied Credits & Unpaid Fees**

Current Balance 127.33 Legend ☐ FEE/CHARGE

Last 20 (Most Recent) Transactions

View 1 - 20 of 20 Print Refresh 7 columns hidden Show/Hide Columns Restore Columns

	Date	Loc	Type	Orig Amt	Disc Amt	Amt	Unpaid Amt	Balance	Note
	11/13/201	EDU	Tuition Fee	67.50		67.50	67.50	127.33	


- Search Transactions from the Transactions menu

Search Transactions

← RETURN

View 1 - 5 of 5 Print Export Refresh 9 columns hidden Show/Hide Columns Restore Columns

	Date	Type	Amt	Unpaid Amt	Family/Acct	Balance	Note	Pmt Method	ePmt	Dt Paid
	11/13/201	Tuition Fee	67.50	67.50	Ager	127.33				

- Transaction Links Details, , in transaction grids and in Edit Transaction modal

Transaction Links Details

Tuition Fee Fee : 67.33 Unpaid : 0.00 Note : October
Date : 10/01/2019 Method : Cash

Date	Type	SubType	Amount	Amt Paid	Note	Pmt Meth	Date Paid	UserID
8/31/2019	Payment		-656.87	67.33		Cash	8/31/2019	HCenter

Close

In the *Edit Transaction* modal, make your changes keeping the editing rules (section above) in mind. Be sure to **Save Changes**.

Jackrabbit Edit Transaction

Save Changes **Receipt**

Family/Account **Ager**
2016 Hummingbird Crescent
Huntersville, NC 28078
Balance 127.33 Hm. Phone (704) 374-2415

Location*

Transaction Date

Type Sub-type

★ Location, date, type, and amount of ePayment transactions cannot be edited.

Amount

Refund Amt

Payment Method

Note

Credit Card Last4

Date Paid (blank=unpaid)

Class Category1 Session

Student:

Class/Event

UserID

View 1 linked Fee(s)/Refund(s) **UnLink Fee(s)** ReApply Payment

Several fields in this ePayment transaction are not editable, per the editing rules, and are grayed out.

Click to open Transaction Links Details

Edit Multiple Transactions (Mass Edit)

From **Search Transactions**, in the *Transactions* menu, it is possible to edit multiple transactions at once.

From the search results, an **Edit All** column allows you to select multiple transactions to edit (using the checkbox) or to edit all transactions by selecting the checkbox in the *Edit All* column header.

When you have selected one or more transactions, the *Mass Edit* icon and the number of transactions to be edited display in the selections bar.

Search Transactions

← RETURN

4 selected

✎

View 1 - 4 of 4

Print

Export

Refresh

9 columns hidden

Show/Hide Columns

Restore Columns













Legend

FEE/CHARGE

PAYMENT/CREDIT

UNPAID FEE

UNAPPLIED CREDIT

	Date	Type	Amt	Unpaid Amt	Family/Acct	Balance	Note	Pmt Method	ePmt	Dt Paid	Cat1	Session	Student	Class/Event	Billing Contact	Edit All
  	11/14/2019	Payment	-160.65		Ager	127.33		Visa	✓	11/14/2019					Holly Ager	<input checked="" type="checkbox"/>
  	11/14/2019	Tuition Fee	70.88		Ager	127.33	November	Visa		11/14/2019	Dance	Fall 2019	Dani Ager	Hip Hop L2 - Thurs 7pm	Holly Ager	<input checked="" type="checkbox"/>
  	11/14/2019	Tuition Fee	67.33		Ager	127.33	November, Multi-Student Disc=3.38	Visa		11/14/2019	Dance	Fall 2019	Dave Ager	Hip Hop L2 - Thurs 7pm	Holly Ager	<input checked="" type="checkbox"/>
  	11/14/2019	Tuition Fee	22.44		Ager	127.33	November, Multi-Student Disc=1.13, Prorated=22.50	Visa		11/14/2019	Dance	Fall 2019	Barbie Ager	Tap L1 - Mon 6pm	Holly Ager	<input checked="" type="checkbox"/>

The *Edit Transactions* window will display:

- The number of transactions to be edited
- Fields that are not editable are grayed out
- An explanation of which editing rules were broken

In the *Transaction Groups with Issues* section, use the **X** to remove any transactions that have 'broken a rule' to open up the grayed out fields and continue editing the remaining transactions.

Edit Transactions

SAVE CHANGES

CANCEL

Editing 4 Transactions

Locations

SELECT LOCATION

Transaction Date

SELECT DATE

mm/dd/yyyy

Transaction Type

SELECT TYPE

SELECT SUBTYPE

Income Category

SELECT CATEGORY

Sessions

SELECT SESSION

Note

☒ Keep all notes

☐ Delete all notes

☐ Replace all notes

enter new text here

200 characters left

Click the X to remove the transactions that have 'broken a rule' to continue editing the remaining transactions.

Transaction Groups with Issues

Transaction Group: ePayment (1) X Transaction Group: Payment (1) X

Transaction Group: Debits (3) X Transaction Group: Credits (1) X

LOCATIONS FIELD DISABLED!

Cannot change the 'location' on an ePayment Transaction!

DATE FIELD DISABLED!

Cannot change the 'transaction date' on the following transaction types: ePayment, Payment , Refund

TYPE FIELD DISABLED!

Cannot change the 'transaction type' on the following transaction types: ePayment, Payment , Refund

TYPE FIELD DISABLED!

Cannot change the 'transaction type' when both Debits AND Credits are selected!

When you have made your changes, **Save Changes**.

You will be prompted to confirm your changes. Click **Yes, I'm Sure** to confirm and be returned to the Search Transactions results where your recently edited transactions will be displayed.

Confirm Changes

You will be changing 1 transactions.

You will be **replacing notes** from these transactions.

Are you sure you want to continue?

YES, I'M SURE

CANCEL