

# Post a Credit - Groupon Credit Example

Last Modified on 02/15/2021 12:53 pm EST

A family purchased a Groupon for \$50 off 1 month's tuition fees and is using it towards their June tuition fee of \$85 (discounted tuition fee).

1. Ensure you are viewing the correct family. Click the **Payment/Credit** button.
2. Change *Transaction Type* to **Account Credit**. **Note: It is very important that you change the payment type to make sure that the amount is not included in your revenue reports.**
  - A warning pop-up will display, *Non-monetary Transaction Types*. This is to advise you that the credit will not be included in the revenue reports including the Paid Fees report. Click **OK**.

## Non-monetary Transaction Types

Transaction Types set to anything other than 'Payment' are considered non-monetary and do not appear on revenue reports including the Paid Fees report.


OK

3. Select **Groupon** from the *Method* drop-down list. See [Drop-down Lists](#) if you have not yet created this payment method drop-down value.
4. Optionally, add a **Note**.
5. Enter the **amount** in the *Payment* field.
6. Select one of the following:
  - Apply to Newest Fees First
  - Apply to Oldest Fees First (within last 12 months)
  - Apply to Oldest Fees First
7. Click the **Apply Amt** field for the correct tuition fee.
8. Click **Save Payment**.

## Payment/Credit Transaction Entry

Cash, Checks, Other Credits

ePayments in Jackrabbit

 Save Payment

Save & Make Another Payment

Use Card/Acct on File

Use New Card

Use Terminal Payment

Family/Acct Evans

341 Wildwood Crescent  
Huntersville, NC 28078  
Home Phone (704) 555-5478

View Transaction History

Trans Date 6/25/2020

Receipt

Transaction Type Account Credit

Subtype

Method Groupon

Note

Chk#

Apply to Newest Fees First

Apply to Oldest Fees First (within last 12 months)

Apply to Oldest Fees First

Balance 85.00

Payment: 50.00

Applied Amount: 50.00

Unapplied Amount: 0.00

All Unpaid Charges/Fees

Date	Type Subtype	Note	Student	Class/Event	Orig Amt	Discount	Tax	Amt	Unpaid	Apply Amt
06/25/2020	Tuition Fee	June, Class=0.50hrs, Student=1.00hrs/85.0 Hours Disc=2.50	Gina Evans	Ballet L1 - Mon 5pm	45.00	2.50	0.00	42.50	42.50	42.50
06/25/2020	Tuition Fee	June, Class=0.50hrs, Student=1.00hrs/85.0 Hours Disc=2.50	Gina Evans	Ballet L1 - Tues 6pm	45.00	2.50	0.00	42.50	42.50	7.50

The Groupon \$50 credit is added and linked to the tuition fee. The fee still has a pink *Date Paid* field because it was only partially paid. The family now owes only \$35 for June tuition (\$85 - less the Groupon).

## Family: Evans

← RETURN
SAVE CHANGES
DELETE

Make Sale/Post Fees
Payment/Credit
Refund
Statement
Add Student
Add Contact
Archive Family
Family Name
Email
Email Schedules
Submit Absences

Merge Family

Summary
Contacts
Classes
Events
Transactions
Billing Info
Misc
Notes (0)
Resources (0)

View Transaction History
View Unapplied Credits & Unpaid Fees

Current Balance 35.00

Legend

FEE/CHARGE

PAYMENT/CREDIT

UNPAID FEE

UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

View 1 - 20 of 20

Print

Refresh

9 columns hidden

Show/Hide Columns

Restore Columns

			Date	Type	Orig Amt	Disc Amt	Amt	Balance	Date Paid	Cat1	Sess	Student	Class/Event
			6/25/2020	Account Credit	-50.00		-50.00	35.00	6/25/2020				
			6/25/2020	Tuition Fee	45.00	2.50	42.50	85.00	6/25/2020	Dance	Summer 2020	Gina Evans	Ballet L1 - Mon 5pm
			6/25/2020	Tuition Fee	45.00	2.50	42.50	42.50		Dance	Summer 2020	Gina Evans	Ballet L1 - Tues 6pm