

Fee Linking Explained - Applying Payments to Fees

Last Modified on 03/17/2021 11:44 am EDT

Watch a (2:11) video tutorial on Fee Linking Explained

When a payment is recorded in your Jackrabbit database, it is linked (applied) to an unpaid fee in the family's account. When the two transactions are linked, the payment transaction takes on the Category 1 of the linked fee for the purposes of revenue reporting.

Jackrabbit uses Category 1 as a means of organizing your revenue (payments). See [Class Categories - Category 1, 2, and 3](#) for additional details.

- ★ Think of Category 1s as buckets that payments are dropped into depending on what fee the payment is being applied (linked) to.
- ★ When a payment is made, you'll decide what fee the payment is for and apply it to that fee; this is called **linking**. When you link a payment to a fee, it's as if you've dropped the payment into that fee's Category 1 bucket.
- ★ Using Category 1, reports can be created that display how you've organized all the payments you've received. Payments received are considered revenue in Jackrabbit. This method of accounting is known as **cash accounting**.



*Payments that are not linked to a fee are referred to as **Unapplied Credits**. These amounts are reported on revenue reports as **Unapplied Payments** and are not put into any revenue category.*

Fee Linking with Category 1

When a payment is made, you'll decide what fee the payment is for and apply it to that fee. If Jackrabbit doesn't see Category 1 assigned to the fee, the payment is organized as *Unapplied* or *Uncategorized*.





As a best practice, Jackrabbit requires a Category 1 be assigned to every fee that is posted in Jackrabbit. To ensure this is followed, point to **Tools** and click **Edit Settings**. Scroll down to **Transactions Settings** and set **Require Cat1** to **Yes**.

When a fee is posted to a family's account, it remains unlinked until payment has been received and is linked to it, i.e., the linking is done from the payment, not from the fee. An unpaid fee is easily recognizable by the pink **Date Paid** field. This field will remain pink until the fee is completely paid.

Fee Linking - Example 1 - Balance Paid in Full

In the screenshot below, a tuition fee of \$48.38 has been posted to the Walker family account, but the fee has not been paid. The family still owes the balance. The tuition fee is listed in white, and the **Date Paid** field is pink.

Transaction History

← RETURN

Balance: 48.38 (Current Outstanding Balance) Family: Walker Legend: Fee/Charge Payment/Credit Unpaid Fee Unapplied Credit

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

	Date	Type	Orig Amt	Disc Amt	Pre-tax Amt	Tax	Amt	Unpaid Amt	Balance	Date Paid	Cat1	Student	Class/Event
		Search									Search	Search	Search
	3/16/2021	Tuition Fee	45.00		45.00	3.38	48.38	48.38	48.38		Gymnastics	Oliver Walker	Tumbling L1 - Tues 6pm

The Date Paid field stays pink until the fee is completely paid off.

The family pays the fee of \$48.38 in full and the payment is entered into Jackrabbit. To apply (link) the payment to the tuition enter the amount in the **Payment** field and click in the **Apply Amt** column next to the fee. This tells Jackrabbit to 'link' this payment to that fee.

Payment/Credit Transaction Entry

Cash, Checks, Other Credits Save Payment Save & Make Another Payment ePayments in Jackrabbit Use Card/Acct on File Use New Card

Family/Acct Walker View Transaction History 7783 Meadow Drive Huntersville, NC 28078 Home Phone (704) 555-8901

Trans Date 3/16/2021 Receipt Transaction Type Payment Subtype Method Check Note Tuition Fee Chk# 1234

Apply to Newest Fees First Apply to Oldest Fees First (within last 12 months) Apply to Oldest Fees First

Balance 48.38 Payment: 48.38 Applied Amount: 48.38 Unapplied Amount: 0.00

All Unpaid Charges/Fees

Date	Type Subtype	Note	Student	Class/Event	Orig Amt	Discount	Tax	Amt	Unpaid	Apply Amt
03/16/2021	Tuition Fee	March, Class=0.50hrs, Student=0.50hrs/45.00	Oliver Walker	Tumbling L1 - Tues 6pm	45.00	0.00	3.38	48.38	48.38	48.38

The family's list of **Transactions** still shows a fee (in white), but the **Date Paid** field now contains a date and is no longer pink. Other details about the payment have also been added to the fee line (Payment Method, Check #, Notes, etc.). A payment line has been added (in yellow) and the fee and payment are linked. To see what payments are linked to fees click the **Link** icon on any yellow payment line. Click the **Pencil** icon to edit the linked fee(s) for the payment.

Family: Walker

← 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

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

View Transaction History View Unapplied Credits & Unpaid Fees

Current Balance **0.00**

Current Balance 0.00

The payment has been entered and the field is shown as Payment.

RGEPAYMENT/CREDITUNPAID FEEUNAPPLIED CREDIT

View 1 - 2 of 2PrintRefresh11Restore Columns

				Date	Type	Orig Amt	Amt	Balance	Pmt Meth	Date Paid	Student	Class/Event
			R	3/16/2021	Payment	-48.38	-48.38	0.00	Check 1234	3/16/2021		
				3/16/2021	Tuition Fee	45.00	48.38	48.38	Check 1234	3/16/2021	Oliver Walker	Tumbling L1 - Tues 6pm

The payment has been entered and the field is shown as Payment.

Transaction Links Details									
Tuition Fee Fee: 48.38 Unpaid: 0.00 Note: March, Class=0.50hrs, Student=0.50hrs/45.00									
Date: 03/16/2021 Method: Check									
Date	Type	SubType	Amount	Amt Paid	Note	Pmt Meth	Check#	Date Paid	Cat 1
3/16/2021	Payment		-48.38	48.38	Tuition Fee	Check	1234	3/16/2021	CB

The Date Paid field now has a date and is no longer pink because the fee was paid in full.



Even though it is not visible on the payment line, a linked payment takes on the fee's Category 1, Session, Student, etc. For example, a \$100 payment that paid a \$25 registration fee and a \$75 tuition fee will take on both Category 1s and the revenue will be reported as \$25 in registration fees and \$75 in tuition fees.

Fee Linking - Example 2 - Partial Payment

In this example, the Bowden family owes a registration fee of \$65 and a tuition fee of \$92.05. No payments have been made and the family's *Current Balance* is \$157.05.

Family: Bowden

← 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

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

View Transaction History View Unapplied Credits & Unpaid Fees

Current Balance **157.05**

Legend ☐ FEE/CHARGE ☐ PAYMENT/CREDIT ☐ UNPAID FEE ☐ UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

View 1 - 2 of 2				Print	Refresh	11 columns hidden	Show/Hide Columns	Restore Columns				
				Date	Type	Orig Amt	Amt	Balance	Pmt Meth	Date Paid	Student	Class/Event
				3/17/2021	Registration	65.00	65.00	157.05				
				3/17/2021	Tuition Fee	100.00	92.05	92.05			Kadie Bowden	Class in Concord

A payment is received only for the registration fee of \$65. To record the payment enter \$65.00 in the **Pmt Amount** field and click the **Apply Amt** field next to the registration fee to tell Jackrabbit to link the payment to that fee.

Payment/Credit Transaction Entry

Cash, Checks, Other Credits

☒ Save Payment

☒ Save & Make Another Payment

ePayments in Jackrabbit

☐ Use Card/Acct on File

☐ Use New Card

[? Help](#)

Family/Acct **Bowden**

[View Transaction History](#)

4385 Kirk Place
Huntersville, NC 28078
Home Phone (704) 555-4773

Trans Date* 3/17/2021 ☐ Receipt

Transaction Type **Payment** Subtype Method* **Check**

Note **Registration Fee Payment** Chk# 1234

Apply to Newest Fees First

Apply to Oldest Fees First (within last 12 months)

Apply to Oldest Fees First

Balance 157.05

Payment: 65.00

Applied Amount: 65.00

Unapplied Amount: 0.00

All Unpaid Charges/Fees

Date	Type Subtype	Note	Student	Class/Event	Orig Amt	Discount	Tax	Amt	Unpaid	Apply Amt
03/17/2021	Registration				65.00	0.00	0.00	65.00	65.00	65.00
03/17/2021	Tuition Fee	March, Class=1.00hrs, Student=2.75hrs/20 Hours Disc=14.37	Kadie Bowden	Class in Concord	100.00	14.37	6.42	92.05	92.05	0.00

Clicking the Apply Amt field for the Registration Fee links the payment to this fee only.

Jackrabbit leaves the tuition fee of \$92.05 unpaid and applies (links) the \$65 payment to the registration fee only.

Family: Bowden

[← 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](#)

[Summary](#)

[Contacts](#)

[Classes](#)

[Events](#)

[Transactions](#)

[Billing Info](#)

[Misc](#)

[Notes \(0\)](#)

[Resources \(0\)](#)

[View Transaction History](#)

[View Unapplied Credits & Unpaid Fees](#)

Current Balance 92.05

Legend

☐ FEE/CHARGE

☐ PAYMENT/CREDIT

☐ UNPAID FEE

☐ UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

View 1 - 3 of 3

[Print](#)

[Refresh](#)

11 columns hidden

[Show/Hide Columns](#)

[Restore Columns](#)

	Date	Type	Orig Amt	Amt	Balance	Pmt Meth	Date Paid		
	3/17/2021	Payment	-65.00	-65.00	92.05	Check 1234	3/17/2021		
	3/17/2021	Registration	65.00	65.00	157.05	Check 1234	3/17/2021		
	3/17/2021	Tuition Fee	100.00	92.05	92.05			Kadie Bowden	Class in Concord

Jackrabbit links the \$65 payment to the Registration Fee and leaves the \$92.05 Tuition Fee unpaid.