Billing & Payments
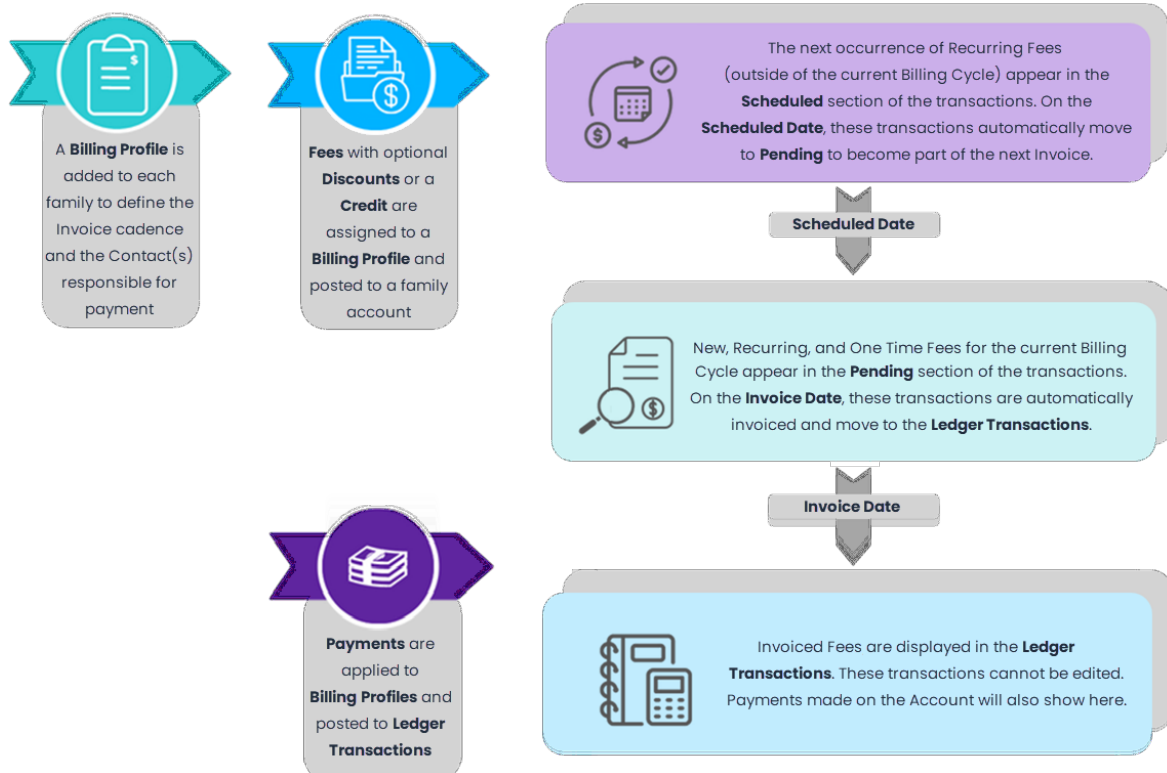
Billing with Jackrabbit Care is straightforward and simple. You decide what works best for your business, set it once, and let the system do the rest. Billing is automatic!

- Use Billing Profiles to post fees, generate invoices, and notify Payers of a family.
- Apply fees, credits, or discounts to families.
- View, generate, or print invoices and statements.
- Collect payments for your services with a multitude of easy options.
- Use reports and data visuals to check the financial health of your business.

How does it work?

Care billing has several components; let's look at how they all work together.

A **Billing Profile** is added to each family to define the Invoice cadence and the Contact(s) responsible for payment

Fees with optional **Discounts** or a **Credit** are assigned to a **Billing Profile** and posted to a family account

The next occurrence of Recurring Fees (outside of the current Billing Cycle) appear in the **Scheduled** section of the transactions. On the **Scheduled Date**, these transactions automatically move to **Pending** to become part of the next Invoice.

Scheduled Date

New, Recurring, and One Time Fees for the current Billing Cycle appear in the **Pending** section of the transactions. On the **Invoice Date**, these transactions are automatically invoiced and move to the **Ledger Transactions**.

Invoice Date

Payments are applied to **Billing Profiles** and posted to **Ledger Transactions**

Invoiced Fees are displayed in the **Ledger Transactions**. These transactions cannot be edited. Payments made on the Account will also show here.

Family Billing	The Billing Profile is the foundation for billing and drives the posting of fees, invoice generation, and notification to the Payer of a family. Families can have more than one Payer on an account, known as Split Billing.
	➡️ Learn more about **The Billing Profile**.
	➡️ Learn more about **Split Billing**.
	Once a family has been charged, they will accrue an account balance from the transactions.
	➡️ Learn how to **Work with a Family's Transactions**.

Begin your billing process by creating fee categories and deciding which dates to bill services for.

➡️ Learn how to **Create & Manage Fee Categories**.
➡️ Understand when to **Select Dates of Service**.

Apply fees to a family to charge them for your childcare services.

Fees, Credits, and Discounts

➡️ Learn how to **Add a Registration Fee**
➡️ Apply **New Tuition Fees, Recurring & One Time Fees**
➡️ Enroll a child and **Add a New Tuition Fee During Enrollment**

There are various reasons why you might want to offer a discount or apply a credit to a family; Jackrabbit Care makes it easy!

➡️ Learn more about working with **Discounts**.
➡️ Learn how to **Add a Credit**.

Invoices & Statements	Invoice and statements are generated at the Family Account level once a family has a transaction applied during a billing period.
	➡️ Learn how to **View Invoices in a Family Account**.
	➡️ Learn how to **Generate & Print a Family Statement**.

After a family has been invoiced and a balance is due, you are ready to collect payment.

Payments

➡️ Learn more about **Payments**.
➡️ Learn how to **Process Payments with Jackrabbit Pay**.
➡️ Read about **Jackrabbit Pay ePayments - FAQs**.

Reports	Jackrabbit Care offers a multitude of reports to assist with your billing and payment processes.
	→ See **Financial Reporting - Overview** for an interactive dashboard of fees by site.
	→ Go to **Financial Reports** for billing, payment, fee, site invoice, ledger, and tuition reports.
	→ Use **Financial Analytics** for graphed data and ledgers.

Help is just a few clicks away! Go to **Jackrabbit Care Support - Resource Center** to select the help option that works best for you.