

Create & Manage Fee Categories

Last Modified on 12/13/2023 5:03 pm EST

Fee Categories are customizable and allow you to place all one time fees and recurring fees into buckets or categories. When a One Time Fee or Recurring Fee is added to a family's account, you must select a category from the existing drop-down menu or you can create a new fee category.

The [Fee Categories Report](#) displays a list of the fees that have been invoiced during a selected date range.



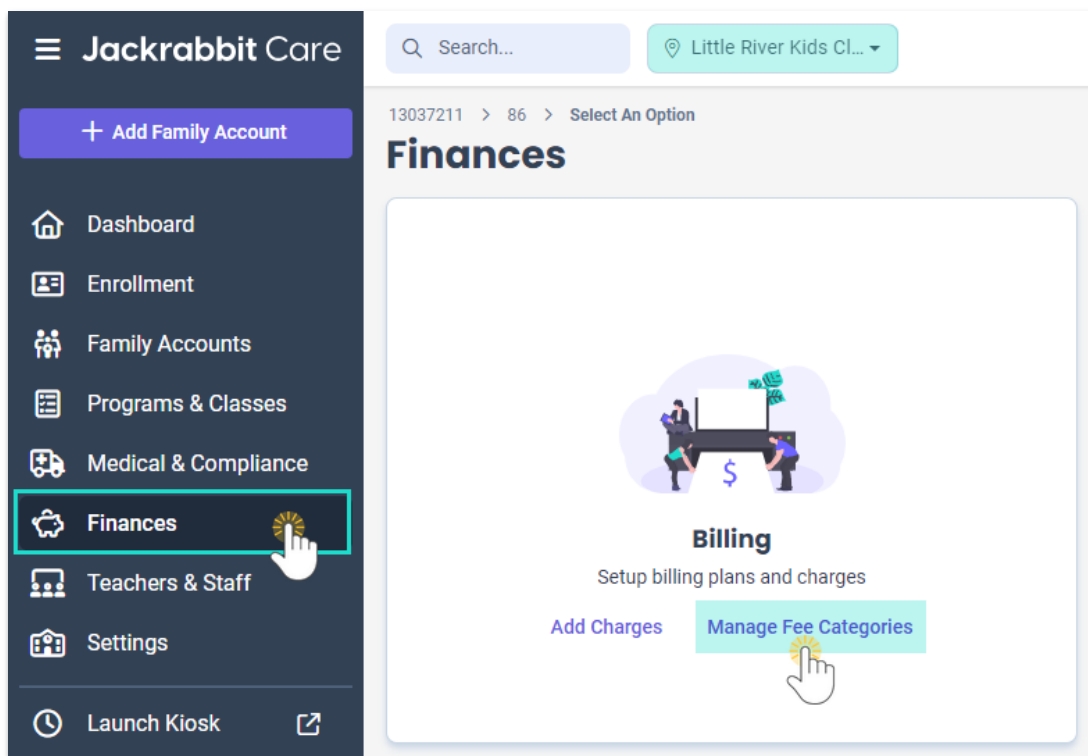
Fee Categories are required for one time and recurring fees added to a family's account. However, they are **not** applicable to class tuition fees.

Add a Fee Category

Follow these steps to create, edit, or delete a Fee Category.


1. Go to the **Left Menu > Finances**.

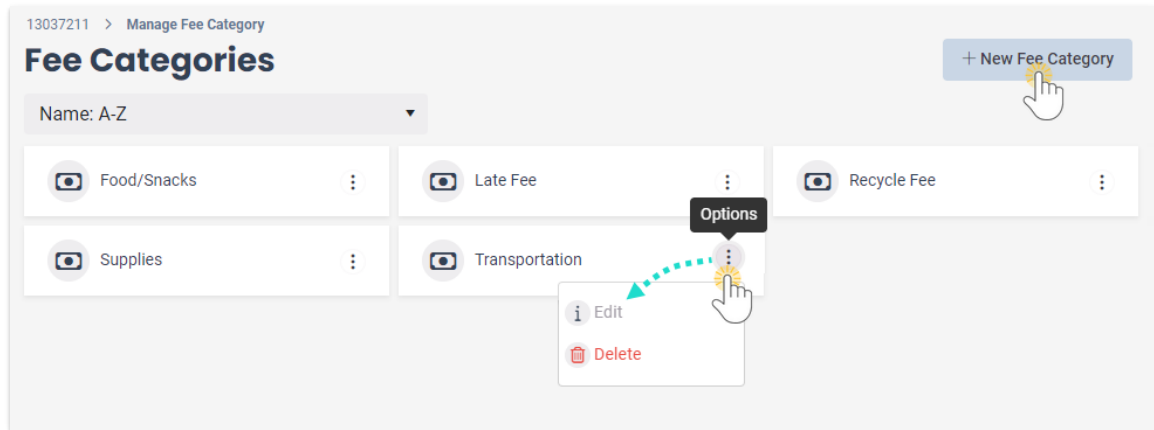
Note: Be sure you have the right site selected at the top of the page.



2. Click the **Manage Fee Categories** link on the *Billing* card.
3. Click the **Create a Fee Category** link on the **Fee Categories** page if no categories have been

created, or click the **+New Fee Category** button to add additional categories.

4. Enter the **Name** of the category in the **Create New Fee Category** window and click **Add**. This will add a new category to the page in alphabetical order.
 - Click the **Options** icon  to **Edit** or **Delete** the category from the page.
 - These categories will be available in the drop-down menu when a one time or recurring fee is added to a family's account.



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