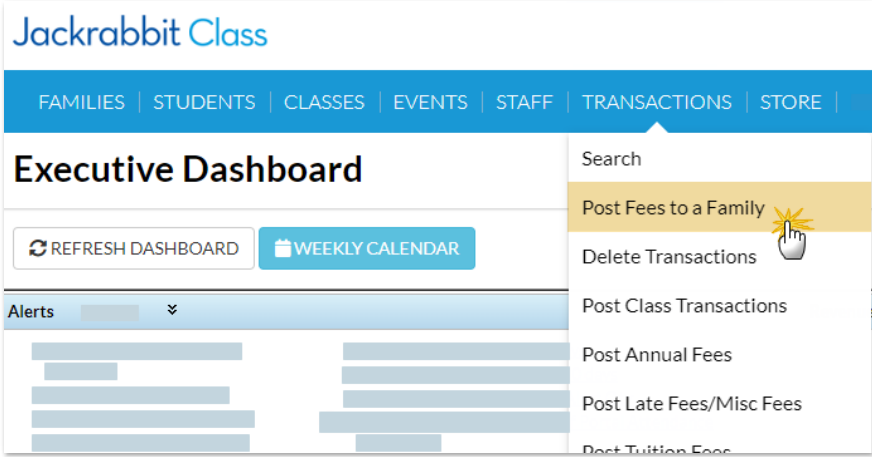
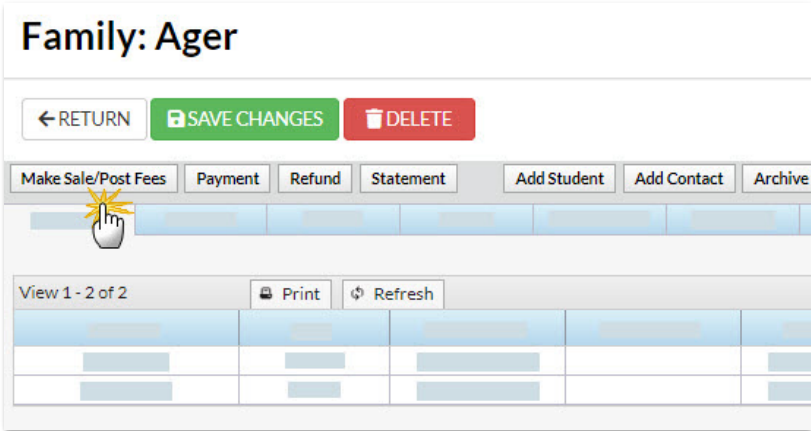


Post Other Fees

Last Modified on 11/03/2020 12:32 am EST

There are two ways to post additional fees (other than class fees) to a specific family:

1. Decide where you would like to post the fees from. Select one of these two options shown:

<p>From the Transactions Menu</p>	<p>Go to <i>Transactions (menu) > Post Fees to a Family</i>, this will open the <i>Make Sale/Post Fees</i> page. Proceed to step 2.</p> 
<p>From a Family Record</p>	<p>Go to <i>Families (menu) > Families</i> and select the family you want to post a fee to. Once the family page is open click the <i>Make Sale/Post Fees</i> button. Proceed to step 2.</p> 

2. Complete the **Family Details** section.
 - Search for a family name if you used the *Transaction* menu to access the page.
 - The family will automatically populate if you started from a *Family Record*.
 - Change the **Transaction Date** when applicable.
3. Complete the **Select Store Items** if you have any store fees to include. See [Make a Store Sale](#) for details.
4. Complete the **Post Fees** section.

Note: You can add an unlimited number of fees. Additional rows will display after the third fee is added.

The screenshot shows the 'Make Sale / Post Fees' interface. It includes a 'Family Details' section with fields for Age, Address, and Transaction Date, along with a 'Current Balance' of 458.50. A 'Sale Summary' section shows Sub-Total, Tax, and Total. Below this are 'Payment Options' with buttons for 'Save Fee & Pay Now' and 'Save Fee'. A 'Select Store Items' table is shown with columns for Location, Item #, Item Name, Qty, Student, Class/Event, Note, Price, Discount, and Amount. A 'Post Fees' section contains two rows of input fields for Location, Type, Category1, SubType, Orig Amount, Discount, Tax, and Amount. Callouts provide additional information: 'Save Fee button will show if you start from a Family Record. If you start from the Transaction menu, you have to search for a family, select a family, and the button will appear.'; 'Select Store items in this section and the fees can be posted. Additional rows are added automatically. There is no limit to the number of store items that can be added.'; and 'Add any other type of fee in this section. There is no limit to the number of fees you can enter. Additional rows are added automatically once 3 fees are added.'

- **Location** if applicable.
 - **Type** (Transaction).
 - **Category1** **Note:** *Category 1* is required if you have **Tools > Edit Settings > Require Cat1 = Yes**
Note: Jackrabbit always recommends you include a **Category 1**.
 - **SubType** and enter the **Orig Amount**.
 - Click the **Calculator** icon to enter a discount if applicable.
 - Include tax by checking the **Tax** checkbox.
Note: The tax rate is calculated using the **tax rate** you entered and saved in **Tools > Edit Settings > Organization Defaults**.
 - Choose a **Session** (optional, but highly recommended).
 - Choose a **Student** (optional).
 - Select a **Class/Event** from the drop-down if the fee is tuition related, or click the **Magnifying Glass** (Search) icon to select a **Class/Event**. *If you add a class to this field, notice that the **Category1** field adopts the **Category1** assigned to that class. This is a safeguard to ensure the correct **Category1** is used for the class tuition.*
 - Add a **Note** (optional).
5. Click *either* the **Save Fee & Pay Now** button to save the fees and open a payment screen or the **Save Fee** button to save the fees without posting a payment. You can post the fees to the family at a later time.

