

# Post Late Fees (or Misc Fees)

Last Modified on 11/25/2020 6:10 pm EST

Watch a (2:25) video tutorial on Post Late or Misc. Fees

**Post Late Fees/Misc Fees** allows you to post a fee to multiple families based on a selection of family criteria (location, status, current balance, etc.) and/or their students' current enrollment. This function was designed for late fees but can be used to post any type of fee using the *Transaction Details to Post* options.

1. Go to **Transactions** (menu) and click **Post Late Fees/Misc Fees**
  2. Make selections in the *Search Criteria* section to narrow down who you want to post transactions fees to. If you are posting a late fee, isolate which transactions you want to post late fees for using the *With Unpaid Transactions* section. Select a **Transaction Date From / Through**, a **Transaction Type**, and/or a **Transaction Sub-Type**. For example, if you only post late fees when tuition is late, you'd select, *Transaction Type: Tuition Fee (Debit)*.
-

## Post Late Fees/Misc Fees

← RETURN

Search Criteria (Who do you want to bill?)
🔍 Favorites
💾 Save Favorites
🔄 Refresh
?

Current balance from defaults to 1.00 but can be cleared to capture all families regardless of their balance.

Family Location   
Status   
Membership Type   
Current balance from  through   
Enroll date from  through

ePayment Schedule

With Students Currently Enrolled in:

Use this section to narrow down the list of families based on the enrollment of their students.

Enrolled in Session   
Enrolled in Category1   
Category2  Category3

Or choose one or more classes

Ballet  
Camp  
Charitable Donations  
Cheer  
Costume Fees  
Dance  
Ballet - Beg - F (2020)  
Ballet - Beg - F (2021)  
Ballet - Beg - Tue (2020)  
Ballet - Beg - Tue (2021)  
Ballet - Beg - W (2021)  
Ballet - Beg - W (2020)  
Ballet - Foundations - Th (2020)

With Unpaid Transactions:

Use this section to further drill down to only families with specific unpaid transactions.

Transaction date from  through   
Transaction Type   
Transaction Subtype

- Use **Transaction Details to Post** in the lower section to tell Jackrabbit how to post the fee transaction (date, type/sub-type, amount, taxable, note, category, and session) and whether you want the fee to post per *Family/Account*, per *Active Student*, or *Per Student That Meets Criteria*.

**Transaction Details to Post (What fees do you want to post?)**

Transactions will be created with the following field values.

Select Taxable and taxes will be calculated and added to the Preview.

Transaction Date   
Transaction Type \*   
Fee Amount   
Taxable? ☒  
Transaction Note

Transaction Subtype

Category1 \*  Session

Post fee per 
Ex: if you select "Active Student" and a family has 2 active students, the fee of 10.00 is multiplied by 2 = 20.00

**Duplicate Fee Detection (What late/misc fee have already been posted?)**

Detect other transactions with the same Transaction Type, Transaction Date, and Fee Amount. Potential duplicates are highlighted in the preview.

☒ Use duplicate fee detection

Select duplicate fee detection to see if any matching fees have already been posted.

✔ Preview Fees

- If you change the *Transaction Type* to anything other than the default *Late Fee (Debit)*, the *Current Balance From* in the *Search Criteria* section (at the top) will change to a blank field and an alert will display.

**Note:** If you have already changed the *Current Balance From* amount (it defaults to 1.00) in the *Search Criteria* section to another amount, it will not blank out the field because

Jackrabbit assumes you intentionally changed the field.

- If you post the fee per *Active Student* and a family that meets the search criteria has 2 active students, Jackrabbit will post the fee twice (the fee multiplied by the 2 students). If you post the fee per *Family/Account*, Jackrabbit will post the fee once to each family that meets the criteria. When you opt to post only to *Students That Meet Criteria* Jackrabbit will only post a fee for those students who fit the criteria selected in the *Who do you want to bill?* section regardless of how many other active students are in the family.
- 4. Select **Use duplicate fee detection** if you would like Jackrabbit to search for late/misc. fees already posted. The duplicate fees will appear in *Preview Fees* highlighted in yellow. You decide if you want to post the duplicate fees.
- 5. Click **Preview Fees**. **This is a preview only. No fees will post until you click *Post Fees*.**

## Preview Results and Post Fees

1. Review the results to be sure the fees are accurate.
2. Deselect check boxes in the last column for items you do not want to post a fee for.
3. Click **Post Fees**. In the pop-up box that says, *This will create transactions for all selected families. Continue?*, click **OK**. Jackrabbit displays a list of the fees that posted to accounts.

### Preview Late Fees/Misc Fees

← RETURN ✓ POST FEES ✕ CANCEL

**Preview Results**

Process created 29 transaction(s) based on criteria.

29 transaction(s) are set to post.

**Preview Counts**

Family/Accounts: 29

View 1 - 29 of 29 Print Export Refresh

Legend: Duplicate fee detected based on Transaction Type, Transaction Date, and Fee Amount

Check all duplicates Uncheck all duplicates

Date	Family	Trans Type	Orig Amt	Tax	Amount	Balance	Notes	Cat1	Entered By	All
3/13/2020	Agar	Late Fee	10.00	0.60	10.60	80.60		Dance	CB	<input checked="" type="checkbox"/>
3/13/2020	Alperi	Late Fee	10.00	0.60	10.60	67.35		Dance	CB	<input checked="" type="checkbox"/>
3/13/2020	Ashton	Late Fee	10.00	0.60	10.60	205.60		Dance	CB	<input checked="" type="checkbox"/>
3/13/2020	Barnhardt	Late Fee	10.00	0.60	10.60	295.41		Dance	CB	<input checked="" type="checkbox"/>
3/13/2020	Bennett	Late Fee	10.00	0.60	10.60	50.00		Dance	CB	<input checked="" type="checkbox"/>
3/13/2020	Best	Late Fee	10.00	0.60	10.60	118.00		Dance	CB	<input checked="" type="checkbox"/>
3/13/2020	Bingham	Late Fee	10.00	0.60	10.60	150.50		Dance	CB	<input checked="" type="checkbox"/>

Tax is added automatically when selected in the Criteria.

Uncheck any fee to prevent it from posting to an account when you click **Post Fees**.



If late/misc fees are posted in error, use **Transactions > Delete Transaction** to delete them. See **Delete Transactions** for more information on deleting a fee.