

Post Class Transactions

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From the *Transactions* menu, **Post Class Transactions** can be used to post fees to families with students enrolled in a specific class.

Using the *Search Criteria* you can filter the enrollments to include only families with a specific Location and/or families with a specific Membership Type (*Family record > Billing Info* tab). Use the *Search* link to locate the class.

Jackrabbit Class

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Post Class Transactions

← RETURN


✓ SUBMIT

Search Criteria  Favorites  Save Favorites  Refresh 

Post Class Transactions will post a transaction per enrollment for the selected location and class/event. Transactions created will include class/event Category1 and/or Session values. Also, you can further limit the transactions posted to a specific Family-Account Membership Type. Note: If Fees are posted in error, you can remove them through the use of the Delete Transactions function.

Select Location:


Membership Type:

Enrolled in Class: *  Search [Clear](#)

In the *Transaction Details to Post* section, choose what type of fees you want to post and what details you want to apply to the transactions. The *Category 1* and *Session* values will default to those of the class, however, you are able to change them.

Transaction Details to Post:

Within this function, duplicate detection prevents the posting of duplicate fees based on the same Transaction Date, Type, Subtype, Orig. Amount, Discount and Note.

Post Date: 

Trans Type: * Subtype:

* Category1: Session:

Orig. Amount:

Discount:

Tax:

Amount:

Taxable?: ☐

Note: 

✓ Submit



By default, Post Class Transactions will exclude transactions for a family with previously posted fees that are an exact match on all of the following:

- Transaction (Post) Date
- Transaction Type and Subtype
- Original Amount
- Discount
- Note



There is no preview available, when you select Submit the fees are posted. If fees are posted in error, use Transactions > Delete Transactions to delete them. See [Delete Transactions](#) for more information on deleting a fee.

After you submit the batch you will be given a summary of the number of transactions posted and a link to view the transactions. The transaction listing provides links to the family accounts.

Class transactions can also be posted from within the *Class* record using the *Post Class Transactions* button. With that method, however, you are not able to filter by family Location or Membership Type.
