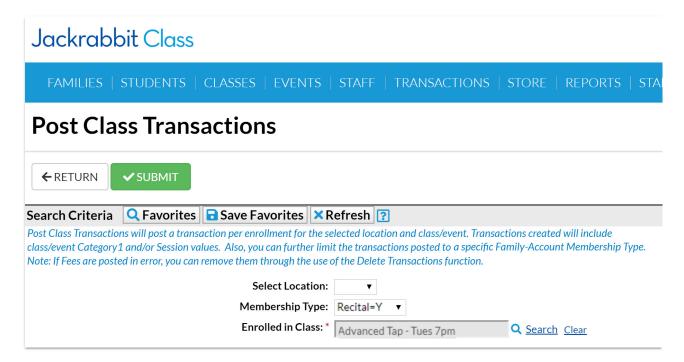
Post Class Transactions

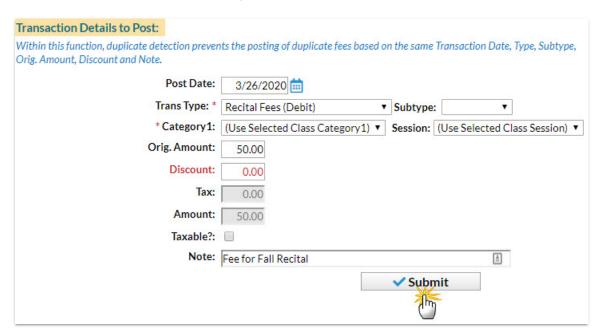
Last Modified on 11/03/2020 12:32 am EST

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.



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.



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.