

Post Tuition using Make Sale/Post Fees

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Permissions control the ability for your Users to see certain data and take specific actions. Before moving forward review [User Permissions for Posting Tuition Fees](#)

To accommodate different workflows, Jackrabbit offers [several ways to post tuition fees](#)

One of the ways a tuition fee can be posted to an individual family within Jackrabbit is using the **Make Sale/Post Fees** page. When accessed from a *Family* record using the *Make Sale/Post Fees* (button), the page will open pre-filled with the family's address and their current balance. A link is provided to quickly access their transaction history.

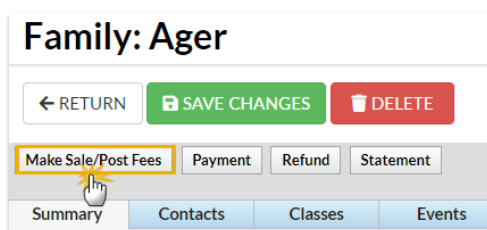
You can also navigate to a generic Make Sale/Post Fees page from the *Transactions* (menu) > **Post Fees to a Family**; this can be used for an individual family or a store account which is selected on the page using a search field.



Tuition fees posted from the Make Sale/Post Fees button are not automatically discounted or prorated per your [Tuition Settings](#); calculations must be done manually. To post tuition with the automated calculations use [Post Tuition Fees](#), from the Transactions menu, and use the Family Criteria section to select the individual family to post tuition fees for.

To post tuition fees using the Make Sale/Post Fees button

1. In the *Family* record, click **Make Sale/Post Fees**.



2. The *Family Details* section of the Make Sale/Post Fees window is auto filled with the family's information. The date defaults to the current date; change the date if needed.
3. Go to the **Post Fees** section.
4. Enter the details for the tuition fees you want to post. An unlimited number of fees can be entered; additional fee lines are added automatically as you enter fees.

- The following fields are required (*): **Location** (if you have multiple locations in Jackrabbit), **Type** (Transaction), and **Category 1**.
- Optional fields allow you to add important details: **SubType**, **Session**, **Student**, **Class/Event** and **Note**.
- Enter the **Orig Amount** and calculate any discounts.



When posting a tuition fee, it's VERY important to select a **Student** and a **Class**. These details ensure that the **Tuition Not Posted** report, the **Students > All Students** filter "Has not had a tuition fee posted since", revenue reports, and other reports are more accurate.

5. In the *Sale Summary* section, select either option to save the fee.

- If you click **Save Fee**, you are returned to the *Transactions* tab in the family's record.
- If you click **Save Fee & Pay Now**, the *Payment Transaction Entry* window opens allowing you to post the payment.

Make Sale / Post Fees

Family Details

Ager Store/Family Search **Current Balance 95.00**
[View Transaction History](#)

Address 2016 Hummingbird Cresent
Huntersville, NC 28078

Transaction Date 5/1/2020

The family's details display automatically

Transaction date defaults to current date but can be changed

Sale Summary

Sub-Total	85.00
Tax	0.00
Total	85.00

Payment Options Save the fee using either option

Save Fee & Pay Now
Save Fee

Select Store Items

Post Fees

Only a few fields are required (*), however, it is recommended that you also select a **Student** and a **Class/Event** wherever possible.

Use the **x** to clear the fields

Location*	Type*	Category1*	SubType	Orig Amount	Discount	Tax	Amount
EDU	Tuition Fee (Debit)	Gymnastics	May	85.00	0.00	<input type="checkbox"/> 0.00	85.00
<div> Session Spring 2020 Student Dave Ager Class/Event Tumbling L3 - Wed 7pm Note <input type="text"/> </div>							