

Advanced Detection in Post Tuition Fees

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

Reduce billing errors! **Advanced Detection** in **Post Tuition Fees** is a tool designed to identify tuition fees that may duplicate fees you've already posted to a family, and fees set to post for a student who was enrolled *and* dropped during the Billing Cycle because of an administrative error, as an example.

These fees are highlighted on the Preview Tuition Fees page, allowing you to decide whether the tuition fee is included in the batch.



This function does not replace the need for you to review the tuition fees that are about to be posted.

In Post Tuition Fees (*Transactions* menu), the Advanced Detection section offers several options.

Advanced Detection [?](#)

Detect duplicate tuition fees ☒ Detect

Match on Student plus: ☒ Class

☐ Category 1


☐ Transaction Subtype

Detect dropped student fees ☒ Detect

Check dates from through:

Transaction Subtype displays as an option when you select one in the Transaction Details section.

Detect duplicate tuition fees	Select the Detect check box to enable duplicate fee detection. Jackrabbit will search for fees with the Transaction Type = Tuition Fee that have already been posted to a family's account for the same student during the chosen time frame.
Match on Student plus	Optionally have Jackrabbit also include the Class and/or Category 1 in the criteria for a duplicate fee. The tuition fee for a student must have the same Class/Category 1 to be considered a duplicate.

	Note: If you select a <i>Transaction Subtype</i> in the <i>Transaction Details</i> section, the <i>Transaction Subtype</i> will display as a check box below Category 1.
Detect dropped student fees	<p>Select the Detect check box to have Jackrabbit identify fees set to post to a student who was enrolled <i>and</i> dropped in a <u>non prorated class</u> during the Billing Cycle.</p> <div>  <p><i>Dropped student fees are not detected for prorated classes because Jackrabbit already considers the student enroll and drop dates when prorating the fee according to your Tuition Settings (Prorating Options).</i></p> </div>
Check dates from	Enter the Check dates from and through to define the time frame to be searched. The system checks for tuition fees posted for the time frame you select.

The **Preview Tuition Fees** page, generated when the *Preview Tuition Fees* button is selected, highlights the fees detected as being duplicates or dropped students. The reason for being detected as a duplicate or drop is included in the preview results.

Preview Tuition Fees

← RETURN POST FEES CANCEL

Preview Results

16 of 16 transactions are checked to post.

Tuition Fees	Duplicate Tuition Fees	Dropped Student Fees	Transactions	Duplicate Tuition Transactions	Dropped Student Transactions	Families	Students	Classes
\$828.86	\$80.74	\$85.37	16	2	2	11	12	5

Legend: Dropped & Duplicate
☐ Check All Drop & Duplicate
☐ Un-check All Drop & Duplicate

Legend: Dropped Student Fee
☐ Check All Drops
☐ Un-check All Drops

Legend: Duplicate Tuition Fee
☐ Check All Duplicates
☐ Un-check All Duplicates

View 1 - 16 of 16 Print Export Refresh

Date	TransType	Orig Amt	Discoun	Amount	Notes	Details	Cat1	Session	Family	Student	Class	Entered By	Duplicate Reason	Drop Reason	Post
7/1/2020	Tuition Fee	45.00	4.63	40.37	July, Class=0.50hrs, Student=1.00hrs/85.00, Hours Disc=2.50, Multi-Student Disc=2.13	1	Dance	Summer 2020	Ager	Barbie Ager	Ballet L1 - Mon 5pm	helpcenter	Student, Class	Admin Error	<input checked="" type="checkbox"/>
7/1/2020	Tuition Fee	45.00	4.63	40.37	July, Class=0.50hrs, Student=1.00hrs/85.00, Hours Disc=2.50, Multi-Student Disc=2.13	1	Dance	Summer 2020	Ager	Barbie Ager	Ballet L1 - Tues 6pm	helpcenter	Student, Class		<input checked="" type="checkbox"/>
7/1/2020	Tuition Fee	45.00	0.00	45.00	July, Class=0.50hrs, Student=0.50hrs/45.00	1	Dance	Summer 2020	Meza	Santos Meza	Ballet L1 - Mon 5pm	helpcenter		Transfer	<input checked="" type="checkbox"/>

The Legend shows the highlighting for three different scenarios.

Duplicate Tuition Fee

A tuition fee for this student has already been posted to the Family account during the time frame defined for detection.

Example

Barbie was enrolled into Ballet L1 - Mon 5pm and her July tuition fee was posted at that time. Subsequently, another staff person ran Post Tuition Fees for July, and Barbie was included in the batch causing a duplicate transaction.

Clear the check box in the *Post* column to omit the fee from the batch. Optionally, use the buttons

under the Legend to check or un-check all duplicates.

Dropped Student Fee

This student was enrolled and dropped/transferred from a non prorated class during the Billing Cycle.

Example

Santos was enrolled in Ballet L1 - Mon 5pm on July 1 and on July 2nd he asked to be transferred to the Tuesday Ballet class. As part of the transfer process, Santos is dropped from the Monday class and enrolled in the Tuesday class. Because the classes are not prorated, the full month's tuition fees for both classes are included in the batch. The fee for the Monday class Santos transferred from is highlighted as a Dropped Student Fee. The fee for the Tuesday class is not highlighted.

Clear the check box in the *Post* column to omit the fee for the Monday class from the batch.

Optionally, use the buttons under the Legend to check or un-check all drops.

Dropped & Duplicate

This student was enrolled and dropped from a non prorated class during the Billing Cycle and a tuition fee has already been posted to the Family account during the time frame defined for detection.

Example

On July 1 Barbie was enrolled in Ballet L1 - Mon 5pm and the tuition fee was posted at that time. This administrative error was discovered on July 2nd and Barbie was dropped from the class and the fee was deleted. Subsequently, another staff person ran Post Tuition Fees for July, and Barbie was included in the batch causing a duplicate transaction.

Clear the check box in the *Post* column to omit the fee from the batch. Optionally, use the buttons under the Legend to check or un-check all drop and duplicates.



Fixed Fees will always be displayed as possible duplicates. Be sure to check a fixed fee was not previously posted to a family account before you post the tuition fees.