

Delete Tuition Fees (Transactions Menu)

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If you post a batch of tuition fees in error you can easily delete the batch posting.

1. Point to **Transactions** and select **Delete Tuition Fees**. **Note:** Be sure to select **Delete Tuition Fees**, not *Delete Transactions*.
2. Choose a specific batch (batches are created using *Transactions > Post Tuition Fees*) or select search criteria to locate the tuition fees posted in error.

Delete Tuition Fees

Return

This function will only delete Tuition Fees created using "Post Tuition Fees", "Post Tuition by Hours", or "Copy Class". To delete other types of transactions, use "Delete Transactions". To see what fees you would delete within a date range, use "Transactions-Advanced Search" to search "Tuition Fee" transactions within desired date range.

Post Tuition Fee Batch: No Batch Selected

(PLEASE NOTE: When a Batch is Selected, you will be able to delete the entire batch of tuition fees or choose specific search criteria)

Location:

From Date: 8/25/2014

Through Date: 8/25/2014

Fees for Specific Classes: (Active Classes Only)

- Basic Ballroom Th 7pm (2014-2015)
- Beginner Dance (2014-2015)
- Beginner Jazz (2014-2015)
- Beginning Tap (2014-2015)
- Beginning Tumbling (2014-2015)
- Boys Tumbling Th 5:00 pm (2014-2015)

Entered by User:

Submit

3. Select **Submit**. In the confirmation window that asks, *Are you sure you want to delete tuition fees?*
4. Click **OK** in the confirmation window that asks, *Are you sure you want to delete tuition fees?* The tuition fees have been deleted and family balances have been updated.

Delete Tuition Fees

Return

Action completed. Deleted 1 transactions. Updated balances for 1 account(s).



Any fees linked to payments will not be mass deleted. Use Transactions > Search to find tuition fees that could not be deleted due to payment. Unlink the fee from the payment in order to remove the transaction.