

Tuition Not Posted Report

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Watch a (1:48) video tutorial on the Tuition Not Posted report

The **Tuition Not Posted** report provides you with a list of students who are enrolled in classes, but no tuition fees have been posted to their account.

You can find this report in the *Reports* menu. Go to **Reports > Transactions/Financials > Recommended (tab) > Tuition Not Posted Report**.

- ★ Confirm all students enrolled in classes have tuition fees posted to their family account.
- ★ Manage your tuition revenue stream.



Run this report if you have tuition posting turned off in the Parent Portal and Web Registration.

Business Scenario

You are reviewing student enrollments for the month of November and you need to confirm all students have a tuition fee posted for every class. This is important because you don't want to lose any revenue!

To create this report use these two search filters:

- *Enrollment (as of)* from **11/1/2020** through **11/30/2020**
- *Tuition Fee posted on or after*, select date from calendar **11/1/2020** (or the date this billing cycle's tuition was posted)

The report results will display all students that did not have fees posted to their family account.

Search Criteria

Filter the report using the Search Criteria and Jackrabbit will compile a list of students who meet ALL of the criteria chosen.

Tuition Not Posted Report

[← RETURN](#) [✓ SUBMIT](#)

Search Criteria [Q Favorites](#) [Save Favorites](#) [X Refresh](#) [?](#)


This report will search for students that are enrolled in classes, but do not have a Tuition Fee posted for each class.

Enrollment (as of) from* through*

No Tuition Fee posted

[✓ SUBMIT](#)

Report Results

The report results can be customized to show or hide columns of information, sort and filter columns, or modify column width. Click the *More* (icon)  to export the report data to Excel.

Tuition Not Posted Report

[← RETURN](#)

ALL RECORDS >

Showing 15 of 15 Records [? HELP WITH GRIDS](#)

Drag a column header and drop it here to group by that column

STUDENT FIRST NAME	STUDENT LAST NAME	FAMILY	CLASS	SESSION	CAT1	ENROLL TYPE
Whitney	Agar	Agar	Cheer-Team - Adv - M	2020	Cheer	Enrolled
Taylor	Alberts	Alberts	Karate - Exp - Sa	2020	Martial Arts	Enrolled
Lilly	Champury	Champury	Cheer-Team - Adv - M	2020	Cheer	Enrolled
Rene	Cooper	Cooper	Ballet - Beg - W	2020	Ballet	Enrolled
Mike	Davis	Davis	Karate - Adv - M	2020	Martial Arts	Enrolled
Jordyn	Eyler	Eyler	Karate - Adv - M	2020	Martial Arts	Enrolled

Click on a Family last name link to open the Family record. The tuition fee can be posted in the Family record.

Export to Excel

- **Resolve Single Student Listed** - Click on the *Family* name in the report to access the *Family* record. In the *Family* record, click on **Make Sale/Post Fees** to post tuition fees to the account.
- **Resolve Multiple Students Listed** - If the report shows multiple students that appear to have been omitted from tuition posting for the same reason, follow these steps to resolve:
 1. Identify the issue that prevented the students from having tuition posted and rectify.
Example: Several students from the same class appear on the Tuition Not Posted report. When posting fees, a session value was selected but that session value did not exist in the *Class* record > *Summary* tab so those students were not pulled into the batch. Add the session value to the *Class* record.
 2. Go to **Transactions > Post Tuition Fees** and use the Search Criteria to post to those

students all at once.

3. Click **Preview Tuition Fees**.
4. Select the checkbox in the last column (**Post**) for each student you want to post tuition fees and click **Post Fees**.
5. Rerun the *Tuition Not Posted* report to confirm all the students on the report are removed.



Refer to [Work with Grids in Jackrabbit](#) for more details on how easy and flexible these grids are to work with. You can filter, sort, hide, lock, and adjust your report results.
