

Post Costume (Apparel) Fees - Deposits and Balance Due

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Watch a (3:48) video tutorial on Posting Costume Fees

Post Costume Deposits / Balances via Tools > Costume Management

Prior to posting fees using *Tools > Costume Management*, ensure that a costume is assigned to a class and has a unit price, list price, and deposit amount entered. If costumes are not yet assigned, create one 'generic' costume to be used as a placeholder for each class. Once costumes are assigned, replace the generic costume with the correct costume information.

▼ Click here to drop down instructions on creating a generic costume for deposit posting purposes.

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- Go to **Tools > Costume Management**.
 - From the left menu, select **Post Deposit / Balance**.
 - In the **Post Class Item Fees** window, select either **Deposit** or **Balance**.
 - In the **Order Criteria** section, choose **Classes**, **Category**, **Session**, **Instructor** as applicable.
 - In the **Transaction Details to Post** section, include a **Transaction Date**, **Transaction Type**, **Transaction Sub-Type** (if applicable), and / or **Category 1**.
 - If **Sales Tax** should be calculated and added, check **Calculate and Post Sales**. *Sales Tax can only be added when posting a balance, however, the sales tax is calculated on the full List Price.*
 - Click **View Class Items**.
 - Review the listing. Uncheck the **Post Fees** column check box for any class you want to omit from the posting.

- When satisfied click **Post Deposit Fees** (if posting deposits) or **Post Balance** (if posting balances).
- If posting a costume deposit, Jackrabbit will enter the *Deposit Amount* entered on the Costume Item found on the *Class Costume* tab.
- If posting a costume balance, Jackrabbit will calculate the *List Price* minus the *Deposit Amount* and enter the balance remaining.

Costume Details

View the Costume details below.

Item Name: Rhapsody in Blue

Approval Date: 10/15/2014

Item#: 358

Gender: Female

Vendor Size: Revolution / Female - All Size Ranges ☐ Auto-Size

Color: blue

Style: 1 pc

Catalog Name: Revolution 2014 Page #: 136

List Price: 80.00

Unit Cost: 47.99

Deposit: 45.00

Notes: tiara included

Save

Jackrabbit uses the information entered here to calculate costume deposits and balances.

[Post Costume Deposits / Balances via Transactions > Post Class Transactions](#)

It is also possible to post Costumes Deposits / Balances by class using **Transactions > Post Class Transactions**. This process is more time-consuming because it is necessary to post fees by each class. See [Post Class Transactions \(Non-Tuition\)](#).

Post Class Transactions

[Return](#) [Submit](#)

[Search Criteria](#) [Favorites](#) [Save Settings](#) [Refresh](#) [?](#)

Select Location:

Membership Type:

Enrolled in Class: [Search](#) [Clear](#)

Transaction Details to Post:

Within this function, duplicate detection prevents the posting of duplicate fees based on the same Transaction Date, Type, Subtype, Orig. Amount, Discount and Note.

Post Date: 

Trans Type: * Subtype:

* Category1: Session:

Orig. Amount:

Discount:

Tax:

Amount:

Taxable?: ☐

Note:

[Submit](#)

