

Post Fees to a Family (Transactions menu)

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From the *Transactions* menu select **Post Fees to a Family** to open the *Make Sale/Post Fees* page.

Because the **Make Sale/Post Fees** page was opened from the *Transactions* menu, as opposed to from within a family's record, you will need to use the yellow search field to select the family to post the fee to.

Make Sale / Post Fees

Family Details

Current Balance: 0

View Transaction History

Address: No Address on File

Transaction Date: 7/5/2016

Sale Summary

Sub-Total: 0.00

Tax

Total:

Payment Options

Save Fee & Pay Now

Select Items

Item #	Item Name	Qty	Student	Class/Event	Note	Price	Discount	Amount
		0						

Post Fees

Time	Category	Sub-Tot	Qty	Amount	Discount	Tax	Amount
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