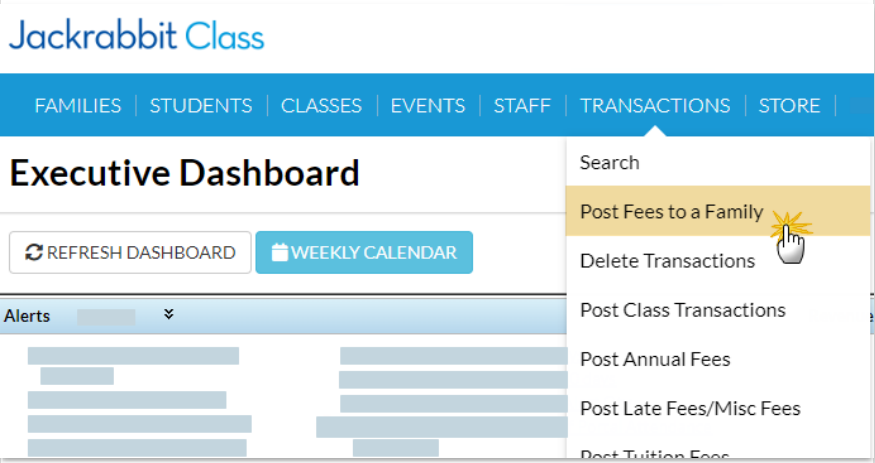


Post a Fee with the Make Sale/Post Fees Button

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There are two ways to post additional fees (other than class fees) to a specific family:

1. Decide where you would like to post the fees from. Select one of these two options shown:

<p>From the Transactions Menu</p>	<p>Go to <i>Transactions (menu) > Post Fees to a Family</i>, this will open the <i>Make Sale/Post Fees</i> page. Proceed to step 2.</p>  <p>The screenshot shows the 'Jackrabbit Class' Executive Dashboard. At the top, there is a navigation bar with 'FAMILIES STUDENTS CLASSES EVENTS STAFF TRANSACTIONS STORE'. Below this is the 'Executive Dashboard' header. A search bar is visible. The 'TRANSACTIONS' menu is open, showing several options: 'Post Fees to a Family' (highlighted with a yellow background and a hand cursor), 'Delete Transactions', 'Post Class Transactions', 'Post Annual Fees', 'Post Late Fees/Misc Fees', and 'Post Tuition Fees'. There are also buttons for 'REFRESH DASHBOARD' and 'WEEKLY CALENDAR', and an 'Alerts' section with a dropdown arrow.</p>
<p>From a Family Record</p>	<p>Go to <i>Families (menu) > Families</i> and select the family you want to post a fee to. Once the family page is open click the <i>Make Sale/Post Fees</i> button. Proceed to step 2.</p>

The screenshot shows a web interface for a family named 'Ager'. At the top, there are three buttons: 'RETURN' (with a left arrow), 'SAVE CHANGES' (in a green box), and 'DELETE' (in a red box with a trash icon). Below these is a menu bar with buttons for 'Make Sale/Post Fees', 'Payment', 'Refund', 'Statement', 'Add Student', 'Add Contact', and 'Archive'. A mouse cursor is pointing at the 'Make Sale/Post Fees' button. Underneath the menu bar is a table with two rows of data. Above the table, there are 'View 1 - 2 of 2', 'Print', and 'Refresh' options.

2. Complete the **Family Details** section.

- Search for a family name if you used the *Transaction* menu to access the page.
- The family will automatically populate if you started from a *Family Record*.
- Change the **Transaction Date** when applicable.

3. Complete the **Select Store Items** if you have any store fees to include. See [Make a Store Sale](#) for details.

4. Complete the **Post Fees** section.

Note: You can add an unlimited number of fees. Additional rows will display after the third fee is added.

Make Sale / Post Fees

← RETURN

Family Details

Ager Store/Family Search **Current Balance 458.50**
View Transaction History

Address 2016 Hummingbird Crescent
Huntersville, NC 28078

Transaction Date 3/25/2020

Sale Summary

Sub-Total 0.00
Tax
Total

Payment Options

\$ Save Fee & Pay Now Save Fee

Select Store Items

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

Post Fees

Location*	Type*	Category1*	SubType	Orig Amount	Discount	Tax	Amount
						<input type="checkbox"/>	
	Session	Student	Class/Event				
						<input type="checkbox"/>	
	Session	Student	Class/Event				

Save Fee button will show if you start from a Family Record. If you start from the Transaction menu, you have to search for a family, select a family, and the button will appear.

Select Store items in this section and the fees can be posted.

Additional rows are added automatically.

There is no limit to the number of store items that can be added.

Add any other type of fee in this section.

There is no limit to the number of fees you can enter.

Additional rows are added automatically once 3 fees are added.

- **Location** if applicable.
- **Type** (Transaction).
- **Category1 Note:** *Category 1* is required if you have *Tools > Edit Settings > Require Cat1 = Yes*.
- **Note:** Jackrabbit always recommends you include a *Category 1*.
- **SubType** and enter the **Orig Amount**.
- Click the **Calculator** icon to enter a discount if applicable.
- Include tax by checking the **Tax** checkbox.
- **Note:** The tax rate is calculated using the *tax rate* you entered and saved in *Tools > Edit Settings > Organization Defaults*.
- Choose a **Session** (optional, but highly recommended).
- Choose a **Student** (optional).
- Select a **Class/Event** from the drop-down if the fee is tuition related, or click the **Magnifying Glass** (Search) icon to select a **Class/Event**. *If*

you add a class to this field, notice that the Category1 field adopts the Category1 assigned to that class. This is a safeguard to ensure the correct Category1 is used for the class tuition.

- Add a **Note** (optional).
5. Click *either* the **Save Fee & Pay Now** button to save the fees and open a payment screen or the **Save Fee** button to save the fees without posting a payment. You can post the fees to the family at a later time.
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