Post Late Fees (or Misc Fees)

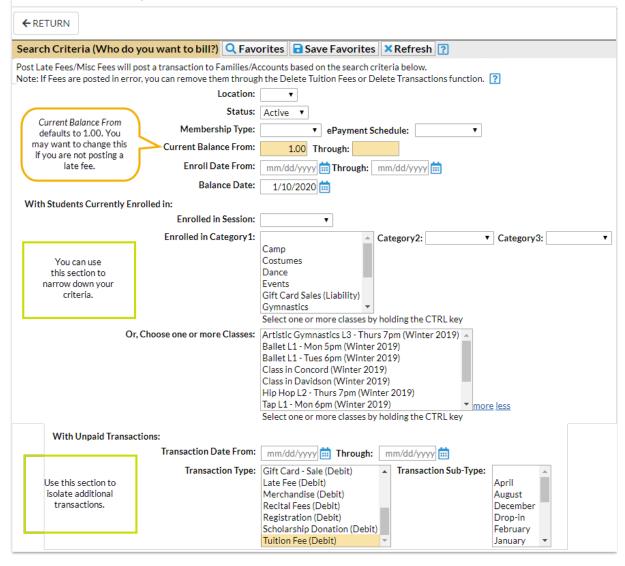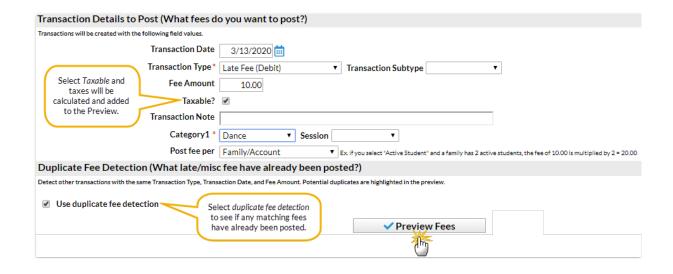[Watch a (2:25) video tutorial on Post Late or Misc. Fees](#)

Post Late Fees/Misc Fees allows you to post a fee to multiple families based on a selection of family criteria (location, status, current balance, etc.) and/or their students' current enrollment. This function was designed for late fees but can be used to post any type of fee using the *Transaction Details to Post* options.

1. Go to **Transactions** (menu) and click **Post Late Fees/Misc Fees**.

2. Make selections in the *Search Criteria* section to narrow down who you want to post transactions fees to. If you are posting a late fee, isolate which transactions you want to post late fees for using the *With Unpaid Transactions* section. Select a **Transaction Date From / Through**, a **Transaction Type**, and/or a **Transaction Sub-Type**. For example, if you only post late fees when tuition is late, you'd select, *Transaction Type: Tuition Fee (Debit)*.

Post Late Fees/Misc Fees

← RETURN

Search Criteria (Who do you want to bill?) 🔍 **Favorites** 💾 **Save Favorites** ✖ **Refresh** ❓

Post Late Fees/Misc Fees will post a transaction to Families/Accounts based on the search criteria below.
Note: If Fees are posted in error, you can remove them through the Delete Tuition Fees or Delete Transactions function. ❓

Location: ▼

Status: Active ▼

Membership Type: ▼   ePayment Schedule: ▼

Current Balance From defaults to 1.00. You may want to change this if you are not posting a late fee. →

Current Balance From: 1.00 Through:

Enroll Date From: mm/dd/yyyy 📅 Through: mm/dd/yyyy 📅

Balance Date: 1/10/2020 📅

With Students Currently Enrolled in:

Enrolled in Session: ▼

Enrolled in Category1:

You can use this section to narrow down your criteria.

- Camp
- Costumes
- Dance
- Events
- Gift Card Sales (Liability)
- Gymnastics

Category2: ▼ Category3: ▼

Select one or more classes by holding the CTRL key

Or, Choose one or more Classes:
- Artistic Gymnastics L3 - Thurs 7pm (Winter 2019)
- Ballet L1 - Mon 5pm (Winter 2019)
- Ballet L1 - Tues 6pm (Winter 2019)
- Class in Concord (Winter 2019)
- Class in Davidson (Winter 2019)
- Hip Hop L2 - Thurs 7pm (Winter 2019)
- Tap L1 - Mon 6pm (Winter 2019)

more less

Select one or more classes by holding the CTRL key

With Unpaid Transactions:

Use this section to isolate additional transactions.

Transaction Date From: mm/dd/yyyy 📅 Through: mm/dd/yyyy 📅

Transaction Type:
- Gift Card - Sale (Debit)
- Late Fee (Debit)
- Merchandise (Debit)
- Recital Fees (Debit)
- Registration (Debit)
- Scholarship Donation (Debit)
- Tuition Fee (Debit)

Transaction Sub-Type:
- April
- August
- December
- Drop-in
- February
- January

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3. Use **Transaction Details to Post** in the lower section to tell Jackrabbit how to post the fee transaction (date, type/sub-type, amount, taxable, note, category, and session) and whether you want the fee to post per *Family/Account*, per *Active Student*, or *Per Student That Meets Criteria*.
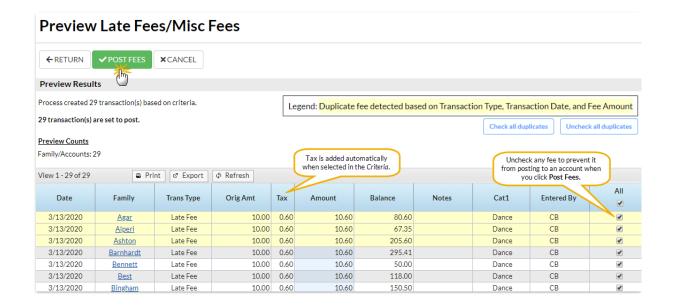
Transaction Details to Post (What fees do you want to post?)

Transactions will be created with the following field values.

Transaction Date: 3/13/2020 📅

Transaction Type *: Late Fee (Debit) ▼   Transaction Subtype ▼

Fee Amount: 10.00

Select Taxable and taxes will be calculated and added to the Preview. →

Taxable? ☑

Transaction Note:

Category1 *: Dance ▼ Session ▼

Post fee per: Family/Account ▼ Ex. if you select "Active Student" and a family has 2 active students, the fee of 10.00 is multiplied by 2 = 20.00

Duplicate Fee Detection (What late/misc fee have already been posted?)

Detect other transactions with the same Transaction Type, Transaction Date, and Fee Amount. Potential duplicates are highlighted in the preview.

☑ **Use duplicate fee detection**

Select duplicate fee detection to see if any matching fees have already been posted.

✔ **Preview Fees**

- If you change the *Transaction Type* to anything other than the default [*Late Fee (Debit)*], the *Current Balance From* in the *Search Criteria* section (at the top) will change to a blank field and an alert will display.

  Note: If you have already changed the *Current Balance From* amount (it defaults to 1.00) in the Search Criteria section to another amount, it will not blank out the field because Jackrabbit assumes you intentionally changed the field.

- If you post the fee per *Active Student* and a family that meets the search criteria has 2 active students, Jackrabbit will post the fee twice (the fee multiplied by the 2 students). If you post the fee per *Family/Account*, Jackrabbit will post the fee once to each family that meets the criteria. When you opt to post only to *Students That Meet Criteria* Jackrabbit will only post a fee for those students who fit the criteria selected in the *Who do you want to bill?* section regardless of how many other active students are in the family.

4. Select **Use duplicate fee detection** if you would like Jackrabbit to search for late/misc. fees already posted. The duplicate fees will appear in *Preview Fees* highlighted in yellow. You decide if you want to post the duplicate fees.

5. Click **Preview Fees**. This is a preview only. No fees will post until you click *Post Fees.*

Preview Results and Post Fees

1. Review the results to be sure the fees are accurate.
2. Deselect checkboxes in the last column for items you do not want to post a fee for.
3. Click **Post Fees**. In the pop-up box that says, *This will create transactions for all selected families. Continue?*, click **OK**. Jackrabbit displays a list of the fees that posted to accounts.

Preview Late Fees/Misc Fees

← RETURN | ✔ POST FEES | ✖ CANCEL

Preview Results

Process created 29 transaction(s) based on criteria.

29 transaction(s) are set to post.

Legend: Duplicate fee detected based on Transaction Type, Transaction Date, and Fee Amount

Check all duplicates | Uncheck all duplicates

Preview Counts
Family/Accounts: 29

Tax is added automatically when selected in the *Criteria*.

Uncheck any fee to prevent it from posting to an account when you click **Post Fees.**

View 1 - 29 of 29 | 🖶 Print | ↗ Export | ⟳ Refresh

Date	Family	Trans Type	Orig Amt	Tax	Amount	Balance	Notes	Cat1	Entered By	All ✔
3/13/2020	Agar	Late Fee	10.00	0.60	10.60	80.60		Dance	CB	✔
3/13/2020	Alperi	Late Fee	10.00	0.60	10.60	67.35		Dance	CB	✔
3/13/2020	Ashton	Late Fee	10.00	0.60	10.60	205.60		Dance	CB	✔
3/13/2020	Barnhardt	Late Fee	10.00	0.60	10.60	295.41		Dance	CB	✔
3/13/2020	Bennett	Late Fee	10.00	0.60	10.60	50.00		Dance	CB	✔
3/13/2020	Best	Late Fee	10.00	0.60	10.60	118.00		Dance	CB	✔
3/13/2020	Bingham	Late Fee	10.00	0.60	10.60	150.50		Dance	CB	✔

If late/misc fees are posted in error, use Transactions > Delete Transactions *to delete them. See* **Delete Transactions** *for more information on deleting a fee.*