

Post Student Tuition Fees - The Function (Transactions Menu)

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1. Point to **Transactions** and select **Post Student Tuition Fees**.
2. Select your choices under *Search Criteria*, *Settings* and *Duplicate Fee Detection*.
3. Select **Preview Tuition Fees**.
4. In the *Preview* screen, note that students with incomplete schedule or attendance details are highlighted in blue. These students may require closer examination prior to submitting a batch. To see the Student record, click the **Student's First Name**. To see the Family record, click the **Student's Last Name**.
5. Uncheck the **Post** checkbox for any tuition that you do not want included in the batch posting.
6. When satisfied with the preview, select **Post Fees**.

The fees will post to each family's transactions page, and a results screen will display. View the posted fees by clicking **View All Tuition Fee Transactions Posted for this Batch**.

Important Notes

- Attendance dates are required.
 - When Rate Based On = Scheduled Attendance, Actual Attendance, or Actual Outside of Attendance the date range checks attendance, schedules, and Tuition Rates to see time records and if the rate is current. .
 - When Rate Based On = Fixed, the dates are used to check Tuition

Rate From and Through dates. A rate that is not valid during the posting dates will not bill.

- Check for **Failed Signouts** at the close of each day and correct any issues so tuition will post properly each cycle.
 - If *Tuition Cycle* is left blank, Jackrabbit will calculate all active student tuition rates at the same time.
 - Students with future enrollment dates are excluded from the batch.
 - Use **Duplicate Fee Detection** to avoid duplicate postings.
 - Point to **Transactions** and select **Delete Tuition Fees** to delete a tuition batch posted in error.
 - Create **Favorite** for Post Student Tuition Fees to make posting tuition quick and easy!
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