

# Tuition Fees - Duplicate Fee Detection

Last Modified on 08/30/2022 1:53 pm EDT

Watch a (0:54) video tutorial on Duplicate Fee Detection

Duplicate fee detection is a simple tool that identifies possible duplicate tuition fees. The final decision of whether or not the tuition fee is posted is made by you.

**Note:** This function does not replace the need for you to review the tuition fees that are about to be posted.

By default, Duplicate fee detection will search for other transactions with a *Transaction Type: Tuition Fee* for a specific date range, however, you can select more criteria to filter your search with using the *Also match on the same criteria*.

The *Previewed Transaction Batch* page, generated when the *Preview Tuition Fee* button is selected, identifies detected duplicate tuition fees by highlighting them in yellow and sorting them to the top of the report results. The reason for the fee being determined a duplicate is also shown.

## Preview Tuition Fees

Return
Post Fees
Cancel

Help
Send Ideas

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**Preview Results**

Tuition Fees	Possible Duplicate Fees	Transactions	Possible Duplicate Transactions	Family/Accounts	Students
\$1,641.50	\$1,403.00	14	8	10	11

14 transactions are set to post

**Student Tuition Billing Batch Preview**

14 record(s) found. [Excel](#) [Print](#)

Legend: Duplicate Tuition Fee Incomplete Schedule or Attendance

Check All Duplicates   
  Un-check All Duplicates

Date	Payer	Student Last Name	Student First Name	Dr/Cr	TransType	Cat1	Allocation %	Tuition Rate	Orig Amt	Discount	Amount	Notes	Entered By	Duplicate Reason	Post All
9/14/2020	Brady	Brady	Tara	Debit	Tuition Fee	Before/After School	100%	11.00	11.00	0.00	11.00	Mon Only Before After		Date Range	<input checked="" type="checkbox"/>
9/14/2020	Brady	Keller	Bob	Debit	Tuition Fee	Before/After School	50%	8.00	6.00	0.00	6.00	Before After		Date Range	<input checked="" type="checkbox"/>
9/14/2020	Brady	Brady	Maty	Debit	Tuition Fee	Special Program	100%	15.00	30.00	0.00	30.00	Special Programs		Date Range	<input checked="" type="checkbox"/>
9/14/2020	Brady	Brady	Paula	Debit	Tuition Fee	Infant (6-24)	100%	800.00	800.00	0.00	800.00	Infant Monthly Tuition		Date Range	<input checked="" type="checkbox"/>
9/14/2020	Child Services	Partridge	Tanya	Debit	Tuition Fee	Before/After School	25%	8.00	22.00	0.00	22.00	Before After		Date Range	<input checked="" type="checkbox"/>
9/14/2020	Adams	Adams	Wednesday	Debit	Tuition Fee	Before/After School	100%	10.00	5.00	0.50	4.50	Before After Hourly per Week, Discount: Sibling Discount			<input checked="" type="checkbox"/>
9/14/2020	Brown	Brown	William	Debit	Tuition Fee	Special Program	100%	20.00	20.00	0.00	20.00	Supplementary Program			<input checked="" type="checkbox"/>
9/14/2020	Henry	Henry	Ursula	Debit	Tuition Fee	Before/After School	100%	8.00	12.00	0.00	12.00	Before After			<input checked="" type="checkbox"/>
9/14/2020	Martinelli	Martinelli	Donna	Debit	Tuition Fee	Before/After School	50%	8.00	48.00	0.00	48.00	Before After			<input checked="" type="checkbox"/>

The *Post* checkbox is selected by default; this will include the fee in the batch. If you determine the fee is a duplicate and you do not want to post it, clear the *Post* checkbox and the fee will be omitted from the batch. You can also use the *Check All Duplicates* and *Un-check All Duplicates* buttons.

## Duplicate Fee Detection Criteria

To determine what tuition fees have already been posted to an account, you **must** select the *Use duplicate tuition fee detection* checkbox. You can select more criteria to filter your search.

<i>Use duplicate tuition fee detection</i>	Select this checkbox to enable this feature.
<i>Check dates from/through</i>	Searches for any tuition fee that has already been posted to a family account during the time frame you select.
<i>Transaction Type</i>	This is preset to <i>Tuition Fee</i> and can't be changed.
<i>Also match on the same</i>	<p>This field is optional and has several drop-down choices. Depending on which drop-down you select, if the criteria is an <b>exact</b> match to fees already posted, the fee will be highlighted as a duplicate on the list as shown in the image above.</p> <ul style="list-style-type: none"> <li>• Student and Class</li> <li>• Student and Category 1</li> <li>• Student</li> <li>• Category 1</li> <li>• Transaction Sub Type</li> <li>• Student, Class, and Sub Type</li> </ul>



The **Also match on the same** field does NOT apply to families or students who have a Fixed Fee in place. Duplicate detection for Fixed Fee families and students will only detect fees, with the Transaction Type of Tuition Fee (Debit), that were posted during the specified time frame.