

Weekly Procedures that will Keep your Jackrabbit House in Order

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Keeping your data updated ensures accurate reporting, empowering you to provide trustworthy information to your customers and staff.

Find Students Without a Tuition Rate

If your database is set to Student Based Billing, you need to ensure that all students have a tuition rate. If students are missing tuition rates, their families will not be billed. Use the [Student Search](#) report to find students without a tuition rate. [Add a tuition rate](#) to these students prior to your next tuition posting.

Review Students With Assigned Tuition Rate

If your database is set to Student Based Billing, you need to ensure that all students have at least one tuition rate. When the student has more than one tuition rate, the allocation % must equal 100% for their family to be billed the correct amount. Use the [Student Tuition Report](#) weekly to stay on top of it!

Notify Customer of Expired Credit Cards

Conduct a [Families Search](#) to see which customers have expired credit cards. This will address your customers' ability to pay their account balance prior to processing ePayments. You can [email families](#) who have a missing or expired credit card using the pre-made template in your database. Add the [link to your Parent Portal](#) in the [email template](#) allowing parents to login and update the existing card or add a new card on file easily.



Notifying customers that their credit card is expired or is not saved on file can reduce the amount of time spent on [accounts receivable](#) collections by up to 30%!

Transaction Clean Up

Fixing transactions in your database regularly ensures correct data. You can do this on a daily basis if you prefer but we suggest doing this on a weekly basis, at the least.

Transaction clean up includes:

- Finding transactions that need to be linked
- Linking unapplied credits (payments) to corresponding fees, if applicable

Check out our Best Practice article [Maintaining Accurate Revenue Reports](#) for more details on this process.

Weekly Checklist

Staying consistent with the frequency of vital tasks will set you up for success. Use these suggestions to devise the best weekly routine for you and your office staff.

Check out our sample weekly checklist below!

Weekly Procedures Checklist 

- Find students without a tuition rate (Student Based billing only)
- Review students with assigned tuition rate (Student Based billing only)
- Notify customers of expired credit cards
- Transaction clean up
