

Post Other Fees

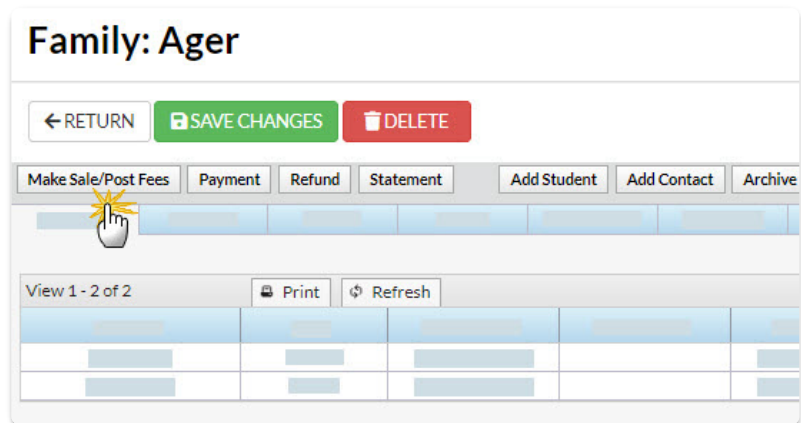
There are multiple ways to post additional fees (other than class fees) to a specific family:

1. Select one of the options listed in the table below to start the post fees procedure:

From a Family Record

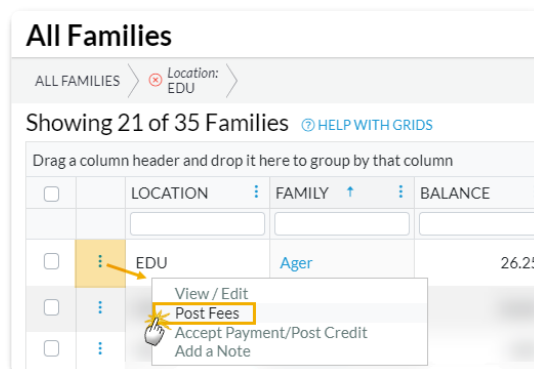
Go to *Families (menu) > All Families* and select the family you want to post a fee to or search for a family using the global search at the top of the page.

Once the family page is open click the *Make Sale/Post Fees* button. Proceed to step 2.



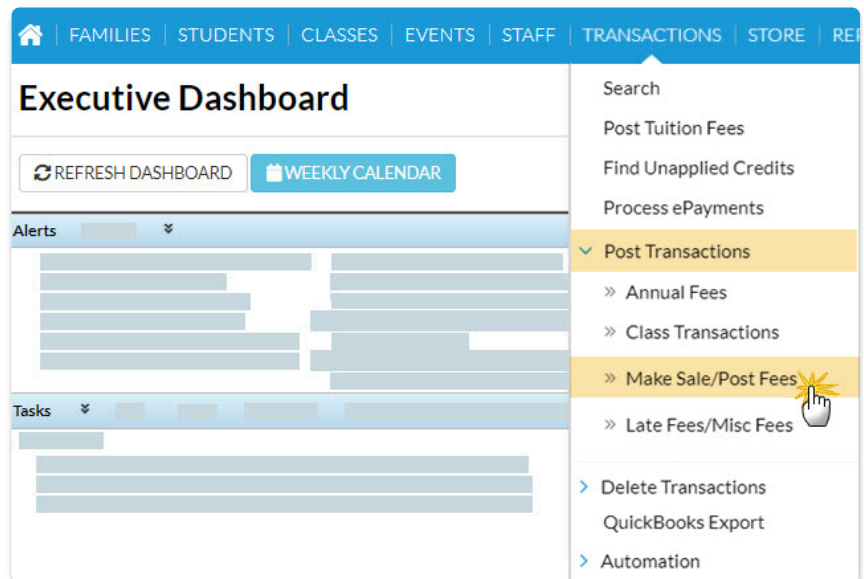
From All Families

Go to *Families (menu) > All Families > select a Row menu* for a family. Click *Post Fees* in the drop-down menu. Proceed to step 2.



From the Transactions Menu

Go to *Transactions* (menu) > *Post Transactions* > *Make Sale/Post Fees*, this will open the *Make Sale/Post Fees* page. Proceed to step 2.



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

Family Details

Age: 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

Select Store Items ?

[Return Item](#)

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

Post Fees ?

Location*	Type*	Category1*	SubType	Orig Amount	Discount	Tax	Amount
							
							

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 *Require Cat1 = Yes* (Gear menu > Settings > General > Organization Defaults > Transaction Settings). 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 under the Gear (icon) > Settings > General > Organization Defaults (left menu) > Tax Settings
 - 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.
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