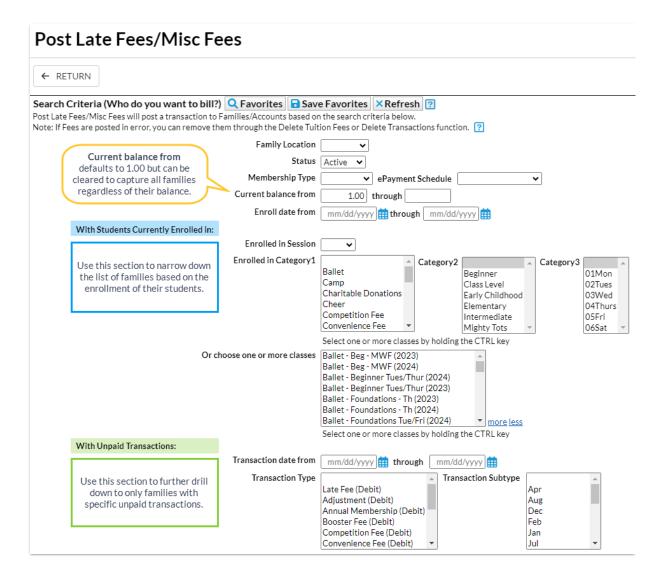
Post Late Fees (or Misc Fees)

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.

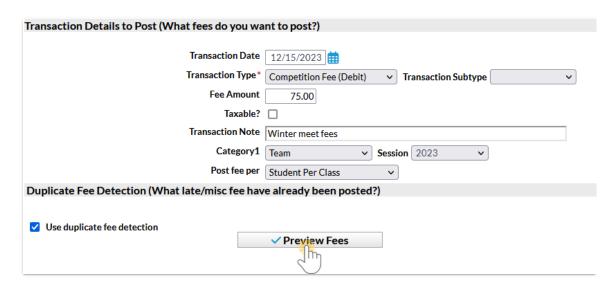


This function was designed for late fees but can be used to post any fee using the *Transaction Details to Post* options.

- 1. Go to the Transactions menu > Post Transactions > Late Fees/Misc Fees.
- 2. Make selections in the Search Criteria section to narrow down the families to which you want to post transaction fees. Note: The choices you make here are applied at the family level, e.g., Who do you want to bill? > I want to bill families with students enrolled in ballet classes. 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 a Transaction Sub-Type. For example, if you only post late fees when tuition is late, you'd select, Transaction Type: Tuition Fee (Debit).



- 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*, *Per Student That Meets Criteria*, or per *Student/Per Class*.
 - If you post the fee perActive Student and a family that meets the search criteria has two
 active students, Jackrabbit will post the fee twice once for each active student in the
 family, even if the student doesn't meet the criteria selections.
 - 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.
 - Posting the fee per Student Per Class will post the fee to students for every class they are currently enrolled in that meets the criteria.



- 4. Select **Use duplicate fee detection** if you want 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 be posted until you click Post Fees.

Preview Results and Post Fees

- 1. Review the results to confirm the fees are accurate.
- 2. Clear the 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 posted to accounts.

Preview Late Fees/Misc Fees ←RETURN ✓ POST FEES X CANCEL Preview Results Process created 149 transaction(s) based on criteria. 149 transaction(s) are set to post. Legend: Duplicate fee detected based on Transaction Type, Transaction Date, Fee Amount, Student, and Class Preview Counts Family/Accounts: 84 Student: 110 Class: 35 Check all duplicates Trans Sub Type Class Trans Type Orig Amt Tax Balance Cat1 Entered By ✓ Dani Aser Cheer-Rec - Adv-F Fee Fee Guitar- Gu 75.00 LWallace **V** 12/15/2023 75.00 75.00 Ager 12/15/2023 75.00 75.00 0.00 LWallace Agar 12/15/2023 75.00 75.00 Ager 12/15/2023 75.00 75.00 75.00 LWallace Ager



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