

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:

<p>From a Family Record</p> <p>Go to <i>Families (menu) > All Families</i> 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.</p> <p>Once the family page is open click the <i>Make Sale/Post Fees</i> button. Proceed to step 2.</p>	
<p>From All Families</p> <p>Go to <i>Families (menu) > All Families > select a Row menu</i> for a family. Click <i>Post Fees</i> in the drop-down menu. Proceed to step 2.</p>	
<p>From the Transactions Menu</p> <p>Go to <i>Transactions (menu) > Post Transactions > Make Sale/Post Fees</i>, this will open the <i>Make Sale/Post Fees</i> page. Proceed to step 2.</p>	

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.

- **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.
