## **Review Recent Transactions - Tuition Fees**

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To accommodate different workflows, there are many ways that tuition fees can be posted in Jackrabbit. A tuition fee can be posted by a User during the **enrollment workflow**, tuition fees can be set to post during **Online Registration**, a batch of tuition fees can be**scheduled to post later** using *Transactions > Post Tuition Fees*, and more.

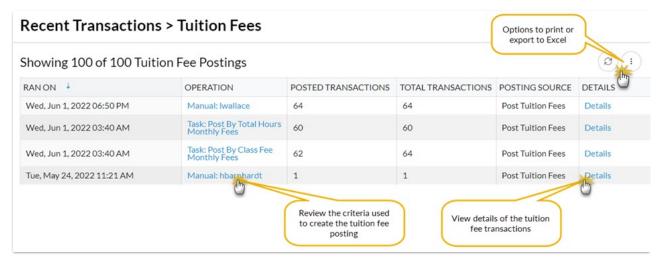


Permissions control the ability of your Users to see certain data and take specific actions. Recent Transactions - Tuition Fees requires the *Transaction Search* permission in the *Reports* category. Learn more about **Permissions for Jackrabbit Users**.

Keeping track of all of the different tuition fees posted can be tricky. **Recent Transactions > Tuition Fees** under the *Transactions* menu is definitely a tool you want in your toolbox! It provides a listing of tuition fees posted:

- during Online Registration
- through the Parent Portal
- when using Post Tuition Fees under the Transactions menu
- automatically based on a task scheduled from Post Tuition Fees under the Transactions menu

The details of each tuition fee posting can be reviewed using the link in the Details column.





To get a complete picture of ALL tuition fees posted, go to *Transactions > Search* and select **Tuition Fees (Debit)** from the *Type* criteria setting.

Ran On	The Ran On date is the date and time the tuition posting occurred.
Operation	<ul> <li>Manual (When Post Now is used)</li> <li>When the posting was done internally, the User ID provided.</li> <li>When the posting was generated through the Parent Portal, the email address of the parent that was logged in is displayed.</li> <li>When the posting was done with an Online Registration, the word Online will display.</li> <li>Task (When Post Later is used and the posting runs at a later date)</li> <li>The name of the scheduled task is listed.</li> <li>Use the link to review the Posting Criteria, Discount Rules, and Client Settings that were selected when the tuition fees were posted.</li> </ul>
Posted Transactions	Posted Transactions are those fees that were selected to post (vs the number of fees that were captured according to the criteria and settings that were selected).
Total Transactions	Total Transactions are the fees that were pulled into the posting based on the criteria and settings used, including those that did not post.
Posting Source	<ul> <li>The Posting Source tells you where the posting was generated:</li> <li>Post Tuition Fees - the posting was created using Post Tuition Fees (Transactions menu).</li> <li>Parent Portal - the posting was generated from the Parent Portal.</li> <li>Online Registration - tuition fees were posted with an Online Registration.</li> </ul>

