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.

   - **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.