

# Post Class Transactions

Last Modified on 12/06/2021 10:12 am EST

From the *Transactions (menu) > Post Transactions > Class Transactions* can be used to post fees to families with students enrolled in a specific class.

Using the *Search Criteria* you can filter the enrollments to include only families with a specific Location and/or families with a specific Membership Type (*Family record > Billing Info* tab). Use the *Search* link to locate the class.

## Post Class Transactions

[← RETURN](#) [✓ SUBMIT](#)

**Search Criteria** [🔍 Favorites](#) [📁 Save Favorites](#) [✕ Refresh](#) [?](#)

Post Class Transactions will post a transaction per enrollment for the selected location and class/event. Transactions created will include class/event Category1 and/or Session values. Also, you can further limit the transactions posted to a specific Family-Account Membership Type. Note: If Fees are posted in error, you can remove them through the use of the Delete Transactions function.

Select Location:

Membership Type:

Enrolled in Class: \*  [🔍 Search](#) [Clear](#)

In the *Transaction Details to Post* section, choose what type of fees you want to post and what details you want to apply to the transactions. The *Category 1* and *Session* values will default to those of the class, however, you are able to change them.

### Transaction Details to Post:

Within this function, duplicate detection prevents the posting of duplicate fees based on the same Transaction Date, Type, Subtype, Orig. Amount, Discount and Note.

Post Date:

Trans Type: \*  Subtype:

\* Category1:  Session:

Orig. Amount:

Discount:

Tax:

Amount:

Taxable?:

Note:

[✓ Submit](#)

By default, Post Class Transactions will exclude transactions for a family with previously posted fees that are an exact match on all of the following:

- Transaction (Post) Date
- Transaction Type and Subtype
- Original Amount

- Discount
- Note



*There is no preview available, when you select Submit the fees are posted. If fees are posted in error, use [Transactions > Delete Transactions > Transaction Fees](#) to delete them. See [Delete Transactions](#) for more information on deleting a fee.*

After you submit the batch you will be given a summary of the number of transactions posted and a link to view the transactions. The transaction listing provides links to the family accounts.

Class transactions can also be posted from within the *Class* record using the *Post Class Transactions* button. With that method, however, you are not able to filter by family Location or Membership Type.

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