# Post Costume (Apparel) Fees - Deposits and Balance Due

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Before using the Costume Management feature to post costume deposits and/or balances, you must have at least one **costume assigned to a class**.

The costume record identifies the amount to be charged for the **List Price** and uses the **Deposit** to calculate the balance due amount when posting costume fees with the Costume Management feature.



## Post a Costume Fee/Deposit

1. Go to **Classes** (menu) > **Costume Management** > **Post Deposit/Balance** (left menu > *Fees*

section).

2. In the *Criteria* section:
   - Choose either **Deposit** or **Balance**.
   - Select **Classes, Category 1, Session**, and **Instructor** as needed to capture the classes you want to post costume fees for. Leave these fields blank to capture all classes.

3. In the *Transaction Details to Post* section, include a **Transaction Date, Transaction Type, Transaction Sub-Type** (optional), and **Category 1**. These details are 'stamped' on each transaction posted.
   - If you are posting a *Balance* and **Sales Tax** should be calculated and added, select **Calculate and Post Tax**. *Note: Sales Tax can only be added when posting a Balance; however, the sales tax is calculated on the full List Price, not just the balance.*

4. Duplicate detection identifies transactions that are a duplicate of a costume deposit or costume balance already posted for the class item using the Costume Management feature. A transaction is considered duplicate when it matches a fee with the same: *Date* or *Date Range, Transaction Type, Subtype, Class, Amount,* and *Class Item*. Duplicate fees do not post and are highlighted in the Post Class Item Fees preview.

   By default, Jackrabbit will check for duplicate transactions with the same Transaction Date you've selected. Optionally, use the **Duplicate Check Date From** and **Through** dates to check over a specific time period.

5. Click **View Class Items**.



6. Review the fees.
   - Use the **Item Name** link for a summary of which fees will post and which will not be posted due to duplicate detection.
   - Use the **Class Name** link to navigate to the *Costume Size Entry* page where you can make any necessary changes. Use the **←Return** button to return to the *Post Class Item Fees* page, and then use the **←Return** button again to regenerate the preview.

- Clear the **Post Deposit/Post Balance** column checkbox for any Class Item you want to omit from the posting.

7. Click **Post Deposit Fees** (if posting deposits) or **Post Balance** (if posting balances).

## ⊻ Frequently Asked Questions