

Post Costume (Apparel) Fees - Deposits and Balance Due

Last Modified on 10/07/2021 8:34 am EDT

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.

Costume Details

Item Name: Inspire

Approval Date: 9/1/2021

Item#: 20527

Gender: All

Vendor Size Chart: Flair Costumes / Basic Sizes Chart

Color:

Style:

Catalog Name: 2020/2021 Find Your Flair Page #: 48

Costume Photo:

Change Delete

Unit Cost: 100.00

List Price: 125.00

Deposit: 50.00

List Price - Deposit = Balance
\$125 - \$50 = \$75

Notes:

Save Cancel

Post a Costume Fee/Deposit

1. Go to **Classes** (menu) > **Costume Management** > **Post Deposit/Balance** (left menu > *Fees* section).
2. In the *Criteria* section:
 - o Choose either **Deposit** or **Balance**.
 - o 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.
 - o 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.

- 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.

- Click **View Class Items**.

Post Class Item Fees

← RETURN COSTUME MAIN MENU POST DEPOSIT FEES

*Highlighted rows include:
1. Items without a Deposit amount. You must first assign a deposit amount before posting a deposit for that item.
2. Items that include students that have dropped from the class, but are still set to ORDER. Click the class name to adjust.
3. Duplicate Fees: Click the Item Name to see details. Fees for highlighted students will not post.

Check All Rows Uncheck All Rows

Item Name	Class Name	Duplicate Fees	Style	Approval Date	Color	List Price	Deposit Req.	Post Deposit
Inspire	Ballet - Beg - F	2		9/1/2021		125.00	50.00	<input checked="" type="checkbox"/>
Spirit	Ballet - Beg - F	0		9/1/2021		100.00	40.00	<input checked="" type="checkbox"/>

Class Item Detail

Below are students that have been sized for this class item:
Students Highlighted in Red: Dropped class, fee will post.
Students Highlighted in Yellow: Duplicate detected, fee will not post.
Students Highlighted in Orange: Dropped class and duplicate detected, fee will not post.

View 1 - 5 of 5

Student Name	Size	Gender
Melody Agar		Female
Sarah Barnhardt	Child X-Small	Female
Andy Davis	Child Large	Male
John Madigan	Child Medium	Male
Whitney Maye	Child Medium	Female

Close

- 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 check box for any Class Item you want to omit from the posting.

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

Frequently Asked Questions

Q. How can we post a costume deposit if we haven't selected the costume for the class yet?

A. In order to use *Classes (menu) > Costume Management > Post Deposit/Balance (left menu)*, a costume

must be assigned to each class. However, many studios accept costume deposits before picking costumes for each class.

If costumes are not yet assigned, create one 'generic' costume to be used as a placeholder for each class. Once costumes are assigned, replace the generic costume with the correct costume information.

1. Point to **Classes** (menu) and select a class from **All Classes**.
2. Click the **Costumes** tab.
3. Click **Add Costume**.
4. Enter a generic costume name and enter the deposit amount in the *Add Costume* window.
5. Click **Save**.

Add Costume

Enter the Costume details below.

Item Name:

Approval Date:

Item #:

Gender:

Vendor Size Chart:

Color:

Style:

Catalog Name:

Catalog Page #:

Costume Picture:

Unit Cost:

List Price:

Deposit:

Notes:

6. Go to the next class that has the same deposit amount, and in the *Costume* tab, use the *Add Existing Costume* button to copy the generic costume to this class.
7. Follow these steps until all classes have been assigned a 'costume placeholder' and a deposit amount. (You may leave Unit Cost & List Price blank at this time.)
 - o When costumes have been chosen, return to each class and replace the 'placeholder costume' with the correct costume details, including the correct Vendor Size Chart, List Price, and the Unit Price.
 - o Once the correct costume is entered with a List Price and a Unit Price you can post a costume

deposit.
