

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.

Costume Details

Item Name:

Approval Date:

Item#:

Gender:

Vendor Size Chart:

Color:

Style:

Catalog Name: Page #:

Costume Photo:

Unit Cost:

List Price:

Deposit:

Notes:

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

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.*

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**.

The screenshot shows the 'Post Class Item Fees' interface. At the top, there are navigation buttons: 'RETURN', 'COSTUME MAIN MENU', and 'POST DEPOSIT FEES'. Below this, there are instructions for highlighted rows and a table of items. A callout box points to the 'Class Name' link in the table, stating: 'Use the Class Name links to make any needed changes, then come back to this screen and use the RETURN button to regenerate the preview.' The table has columns: Item Name, Class Name, Duplicate Fees, Style, Approval Date, Color, List Price, Deposit Req., and Post Deposit. Two rows are shown: 'Inspire' (Class Name: Ballet - Beg - F, Duplicate Fees: 2, Approval Date: 9/1/2021, List Price: 125.00, Deposit Req.: 50.00, Post Deposit: checked) and 'Sprint' (Class Name: Ballet - Beg - F, Duplicate Fees: 0, Approval Date: 9/1/2021, List Price: 100.00, Deposit Req.: 40.00, Post Deposit: checked). A 'View Class Items' link is next to the 'Inspire' row. A pop-up window titled 'Class Item Detail' is open, showing a list of students for the 'Inspire' class item. The students are: Melody Agar (Female), Sarah Barnhardt (Female), Andy Davis (Male), John Madigan (Male), and Whitney Maye (Female). A callout box points to John Madigan and Whitney Maye, stating: 'The costume deposit will not post to John Madigan or Whitney Maye.' The pop-up also includes a 'Close' button.

6. Review the fees.

- o Use the **Item Name** link for a summary of which fees will post and which will not be posted due to duplicate detection.
- o 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](#)
