The Preview Tuition Fees Page (Post Tuition Fees Feature)

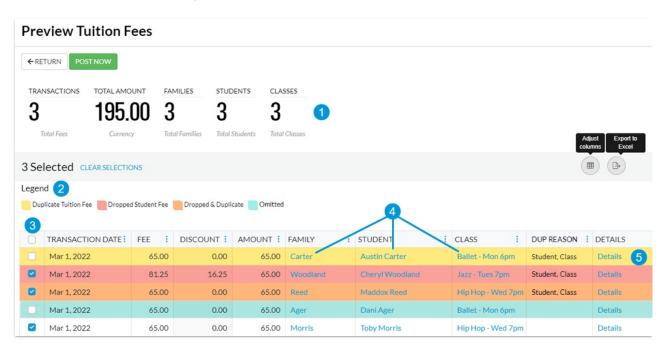The **Post Tuition Fees feature** includes a robust preview capability to give you peace of mind. Review the fees that are set to post based on the settings and criteria you've selected. Have the chance to make any necessary changes **before** you push the *Post Now* or *Post Later* button!

Preview Tuition Fees can also be used as a revenue forecasting tool...just because you preview it doesn't mean you have to post it!

The Preview Tuition Fees page has several features:

A data summary provides at a glance the totals for the tuition fees to be posted. This data is dynamic; it will update each time a fee is selected or deselected for posting.
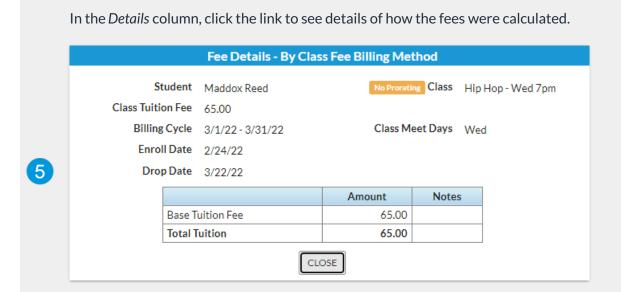
When **Advanced Detection** is enabled in the *Post Tuition Fees - Advanced Detection Settings*, a legend will explain the highlighted fees:

- **Duplicate Tuition Fee** - A fee with the *Transaction Type = Tuition Fee* has already been posted to the family's account for the same student during the chosen time frame.
- **Dropped Student Fee** - The fee is set to post to a student enrolled and dropped from a non-prorated class in the same Billing Cycle.
- **Dropped & Duplicate** - A fee with the *Transaction Type = Tuition Fee* has already been posted to the family's account for the same student who was enrolled and dropped in the same Billing Cycle (non-prorated class).

The **Dup Reason** column lists the reason for the duplication.

If a family has been omitted from the posting with the **Omit Family from Transactions > Post Tuition Fees** on the *Billing Info* tab of their *Family* record, they will be highlighted in teal as explained in the legend.
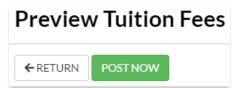
The first column in the grid indicates which fees are set to post. When you have opted to Post Now in the *Post Tuition Fees - Post Setting*, the checkboxes in this column will reflect the selections you made in the Advanced Detection settings. However, they can be changed here if needed. When you opt to Post Later, the checkboxes in this column are disabled.

Hyperlinks are provided to access the Family, Student, or Class records quickly.

In the *Details* column, click the link to see details of how the fees were calculated.

Fee Details - By Class Fee Billing Method

Student Maddox Reed	`No Prorating` **Class** Hip Hop - Wed 7pm
Class Tuition Fee 65.00	
Billing Cycle 3/1/22 - 3/31/22	**Class Meet Days** Wed
Enroll Date 2/24/22	
Drop Date 3/22/22	

	Amount	Notes
Base Tuition Fee	65.00	
Total Tuition	65.00	

CLOSE

Once you have reviewed the tuition fees in the preview and are happy that everything is as it should

be, it's time to post the fees.

The post option that displays is determined by the *Post Tuition Fees - Post Setting* you've selected.

With the **Post Now** button, the tuition fees will post to your families on the spot. The fees are posted to the family's accounts immediately, and the current balance on their account is updated to include these fees.

Once fees are posted to the accounts, you will see a green confirmation box. A link will take you to a listing of all the tuition fees that were completed and posted.

The **Post Later** button opens the *Schedule Tuition Fee Task* window, where you'll define when and how often you want this posting to run.

Learn more about Automated Tuition Fee Posting

Expand/Collapse All

🔽 **Frequently Asked Questions**