

Use Make Sale/Post Fees to Post Tuition

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Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review [User Permissions for Posting Tuition Fees](#).

To accommodate different workflows, Jackrabbit offers [several ways to post tuition fees](#). One of the ways a tuition fee can be posted within Jackrabbit is using the **Make Sale/Post Fees** page.

Tuition fees posted using the Make Sale/Post Fees page are not automatically discounted or prorated per your [Tuition Settings](#); the calculations must be done manually. To post tuition with the automated calculations use [Post Tuition Fees](#) from the Transactions menu. The Family Search criteria can be used to select a specific family to post fees for.

The Make Sale/Post Fees page can be accessed in several ways:

- From a *Family* record using the **Make Sale/Post Fees** button.
- From [All Families](#) (*Families* menu) using the **Post Fees** action in the row menu for a family.
- Using **Post Transactions > Make Sale/Post Fees** from the *Transactions* menu.

When accessed from a *Family* record or from the row menu in *All Families*, the Make Sale/Post Fees page will open auto-filled with the family's address and their current balance. A link is provided to

quickly access their transaction history.

When accessed from the *Transactions (menu) > Post Transactions > Make Sale/Post Fees*, an individual family or a store account must be selected on the page using a search field.

Post Tuition Fees with Make Sale/Post Fees

1. Open the **Make Sale/Post Fees** page.
 - The *Family Details* section of the Make Sale/Post Fees page is auto-filled with the family's information when accessed from the Family record or from All Families.
 - If accessed from the Transactions menu, use the search field to locate the family you want to post tuition fees to.
2. Change the date if needed. The **Transaction Date** defaults to the current date.
3. Go to the **Post Fees** section below the *Select Store Items* section (used for **store** transactions).
4. Enter the details for the tuition fees you want to post. An unlimited number of fees can be entered; additional fee lines are added automatically as you enter fees.
 - The following fields are required (*): **Location** (if you have multiple locations in Jackrabbit), **Type** (Transaction), and **Category 1**.
 - Optional fields allow you to add important details: **SubType**, **Session**, **Student**, **Class/Event**, and **Note**.
 - Enter the **Orig Amount** and calculate any discounts.

It's VERY important to select the **Tuition** Transaction Type, a **Student**, and a **Class**. These details ensure the fee is detected with **Advanced Detection** and make sure the **Tuition Not Posted** report, the **Students > All Students** filter "*Has not had a tuition fee posted since*", revenue reports, and other reports are more accurate.

5. Select either option to save the fee in the *Sale Summary* section.
 - If you click **Save Fee & Pay Now**, the *Payment Transaction Entry* window opens allowing you to process the payment.
 - If you click **Save Fee**, you are returned to the *Transactions* tab in the family's record.
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