

Review Recent Transactions - Tuition Fees

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To accommodate different workflows, there are many ways that tuition fees can be posted in Jackrabbit. A tuition fee can be posted by a User during the [enrollment workflow](#), tuition fees can be set to post during [Online Registration](#), a batch of tuition fees can be [scheduled to post later](#) using [Transactions > Post Tuition Fees](#), and more.

Permissions control the ability of your Users to see certain data and take specific actions. Recent Transactions - Tuition Fees requires the [Transaction Search](#) permission in the [Reports](#) category. Learn more about [Permissions for Jackrabbit Users](#).

Keeping track of all of the different tuition fees posted can be tricky. [Recent Transactions > Tuition Fees](#) under the [Transactions](#) menu is definitely a tool you want in your toolbox! It provides a listing of tuition fees posted:

- during Online Registration
- through the Parent Portal
- when using Post Tuition Fees under the [Transactions](#) menu
- automatically based on a task scheduled from Post Tuition Fees under the [Transactions](#) menu

The details of each tuition fee posting can be reviewed using the link in the [Details](#) column.

To get a complete picture of ALL tuition fees posted, go to [Transactions > Search](#) and select **Tuition Fees (Debit)** from the [Type](#) criteria setting.

What Does Each Column Describe?

Ran On	The Ran On date is the date and time the tuition posting occurred.
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Operation	<p>The Operation column describes the type of tuition posting:</p> <ul style="list-style-type: none"> • Manual (When Post Now is used) <ul style="list-style-type: none"> ◦ When the posting was done internally, the User ID provided. ◦ When the posting was generated through the Parent Portal, the email address of the parent that was logged in is displayed. ◦ When the posting was done with an Online Registration, the word Online will display. • Task (When Post Later is used and the posting runs at a later date) <ul style="list-style-type: none"> ◦ The name of the scheduled task is listed. <p>Use the link to review the Posting Criteria, Discount Rules, and Client Settings that were selected when the tuition fees were posted.</p>
Posted Transactions	<p>Posted Transactions are those fees that were selected to post (versus the number of fees that were captured according to the criteria and settings that were selected).</p>
Total Transactions	<p>Total Transactions are the fees that were pulled into the posting based on the criteria and settings used, including those that did not post.</p>
Posting Source	<p>The Posting Source tells you where the posting was generated:</p> <ul style="list-style-type: none"> • Post Tuition Fees - the posting was created using Post Tuition Fees (Transactions menu). • Parent Portal - the posting was generated from the Parent Portal. • Online Registration - tuition fees were posted with an Online Registration.
Details	<p>The Details link provides access to the details of the tuition posting.</p>