

Review Recent Transactions - Tuition Fees

Last Modified on 11/30/2023 3:24 pm EST

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.

Recent Transactions > Tuition Fees					
Showing 100 of 100 Tuition Fee Postings					
RAN ON	OPERATION	POSTED TRANSACTIONS	TOTAL TRANSACTIONS	POSTING SOURCE	DETAILS
Wed, Jun 1, 2022 06:50 PM	Manual: lwallace	64	64	Post Tuition Fees	Details
Wed, Jun 1, 2022 03:40 AM	Task: Post By Total Hours Monthly Fees	60	60	Post Tuition Fees	Details
Wed, Jun 1, 2022 03:40 AM	Task: Post By Class Fee Monthly Fees	62	64	Post Tuition Fees	Details
Tue, May 24, 2022 11:21 AM	Manual: hbarnhardt	1	1	Post Tuition Fees	Details

Options to print or export to Excel

Review the criteria used to create the tuition fee posting

View details of the tuition fee transactions



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.
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	Posted Transactions are those fees that were selected to post (vs the number of fees that were captured according to the criteria and settings that were selected).
Total Transactions	Total Transactions are the fees that were pulled into the posting based on the criteria and settings used, including those that did not post.
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.

The Details link provides access to the details of the tuition posting.

Details

Tuition Fee Posting

Type: Tuition Fee Transactions: 32 Ran On: Tue, Jan 18, 2022

TRANSACTIONS: 30 / 32 TOTAL FEE AMOUNT: 1,807.00 / 1,917.50 FAMILIES: 19 / 19 STUDENTS: 27 / 28 CLASSES: 8 / 8

Successfully Posted Successfully Posted Total Families Total Students Total Classes

Showing 32 of 32 Transactions [HELP WITH GRIDS](#)

Legend:

 Duplicate Tuition Fee
 Dropped Student Fee
 Dropped & Duplicate

TRANSACTION DATE	POSTED	FEE	DISCOUNT	AMOUNT	FAMILY	STUDENT	CLASS
Feb 1, 2022	No	67.50	0.00	67.50	Bowden	Kadie	Hip Hop L2 - Thurs 7pm
Feb 1, 2022	Yes	45.00	5.00	40.00	Ager	Barbie	Ballet L1 - Mon 5pm
Feb 1, 2022	No	45.00	2.00	43.00	Bowden	Kadie	Ballet L1 - Mon 5pm
Feb 1, 2022	Yes	85.00	0.00	85.00	Wallace	Bella	Hip Hop L1 - Wed 7pm
Feb 1, 2022	Yes	45.00	2.00	43.00	Wallace	Bella	Tap L1 - Mon 6pm
Feb 1, 2022	Yes	67.50	5.00	62.50	Wallace	Georgia	Hip Hop L2 - Thurs 7pm
Feb 1, 2022	Yes	67.50	5.00	62.50	Wallace	Olivia	Cheer Ready - Fri 6pm

1 50 Items per page